

WETCC Council of Trustees Meeting Agenda

April 14, 2020 2:00 p.m. Virtual Meeting

MEETING AGENDA

Call to order: By Sue Heisler, Chair at 2:05 pm

PRESENT: Dean Johnson, Brent Gish, LeAnn Person, Joan LaVoy, Sue Heisler, Dana Goodwin (took oath of office)

OTHERS PRESENT: Jennifer McDougall, Gina Murray, Lorna LaGue, Kim Turner, Luke Warnsholz

- I. **Approval/Amendments to agenda:** Sue Heisler had a question about the Large Expenditure additions and Lorna LaGue explained the additions and contracts that were crossed out. Motion to approve the agenda with additions that were in red font made by Joan, second by Dean, motion approved 5-0.
- II. **Public Comments (5 minutes each):** None
- III. **Introduction of New Employees:** None
- IV. **COT Member** – Dana Goodwin Oath of Office – Dean Johnson administered the oath of office and Dana Goodwin joined the COT as Community Member At Large.
- V. **Action Items:**
 - A. **Approval of Meeting Minutes:**
 - i. Regular Meeting of March 10, 2020 – Motion to approve the minutes as submitted by LeAnn, second by Joan, Dean Johnson took over chair due to technology complications on Sue's side. Motion approved 6-0.
 - ii. Special Meeting of March 24, 2020 – Sue resumed the Chair position. Motion to approve the minutes as submitted by Dean, second by Joan, motion approved 6-0.
 - B. **Financial Statements:**
 - i. March Financial Statements – Gina explained our total income is \$2.6 million and it's favorable to the budget and a majority of that is from the BIE funding. Gina explained our total expenses are \$2.3 million and appears unfavorable to the budget, due to the higher amount of scholarships. Spending is actually down and is favorable and year to end income is \$297k and should be stable through April. Gina did invoice the RBC, but we have not seen those funds yet. Motion to accept the financial statements by Dean, second by Brent, motion approved 6-0.
 - ii. March Foundation Report – Motion to accept the March foundation report by Joan, second by LeAnn, motion approved 6-0.
 - iii. Check Register was provided to all members. Brent pointed out that he was reimbursed for the plane ticket that he bought to New Mexico and that's why he is on top of the third page on the check register.
 - C. **Large Expenditure:** - Lorna explained that we would try to get help from the Tribe with the Macro Contract since they have more business with Macro. Lorna wants to table the invoice until Scott Omlid has time to talk to Marco. In the long run, we are saving money still even if we pay it out, but we are waiting to see what happens with this.
 - i. Net Center - \$11,875.20 – Lorna LaGue - Lorna explained that this is a contract for an entity that came into help us as we got a new IT Coordinator Jacob McArthur. Jennifer McDougall said they sent a proposal and they came for 65-70 hours and for additional services it will be \$100 a month. Motion to accept the Large expenditure by Brent, second by Joan, motion approved 6-0.
 - ii. MN Unemployment - \$7,464.86 – Lorna LaGue. Lorna explained this is a bill that was expected and a majority of this is paying for previous employees. Motion to accept the large expenditure by Dean, second by Joan, motion approved 6-0.

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D. Contracts: None

E. Policies:

i. Special Projects – Annual Review – Jennifer McDougall

1. Facilities Policy – Motion to accept the policy as written by Joan, second by Brent with a question about facilities and custodial departments. Brent wants “Facilities Department”. Motion approved 6-0.
2. Capital Improvement Policy – Motion to accept the policy as written by Brent, second by Joan, motion approved 6-0.
3. Facility Usage Policy – Brent had a question regarding the fees. Jennifer explained we don’t have a fee unless they are using the kitchen. Brent had a question about scheduling. Brent wants “Cultural and Ceremonial pipe use” Motion to approve with changes by Brent, second by Dean, Motion approved 6-0.
4. Kitchen Use Policy – Brent had a question about outside entities allowing food to come in. Jennifer said they can use the counters and not cooking supplies or materials. Motion to accept the policy as written by Joan, second by Dana, motion approved 6-0.
5. Access During Normal Operating Hours Policy – Motion to accept with spelling changes by Joan, second by LeAnn, motion approved 6-0.
6. Key Control Policy – Brent had a comment of how important and how valuable this policy is. Motion to accept as written by Brent, second by Dean, motion approved 6-0.
7. Facilities Work Order Policy – Motion to accept this policy as written by LeAnn, second by Joan, motion approved 6-0.
8. Vehicle Use Policy – Sue wanted to know what vehicles we have. Jennifer said we have a pickup and two vans. Brent had a question of our insurance company checking driver’s license and background check for people driving our vehicles. Motion to accept the policy as written by Dana, second by Joan, motion approved 6-0.

ii. Special Projects – New – Jennifer McDougall

1. Telework Policy – Jennifer explained that this is for our staff and modeled it after the RBC is doing and with the COVID-19 we had to get something up fast. Brent wanted a definition of “Telework” so that it is more clearly defined and what’s going to be more acceptable as they telework. This policy will be tabled for next month.

F. Academics

i. New Course for Fall 2020:

1. Tribal Public Admin/Community Development – Lorna explained that a lot of students want to work for the tribe one day and contribute back to the community so a Public Administration class will be helpful. Dana had a question about the second portion in the wording and there needs to be a word added to the last sentence.
2. Early Childhood Learning Environments – Lorna explained the class and may be a class that might be a recruiting for the CDA’s, childcare and head start programs and this will help the Minnesota Transfer Credit. Motion to accept these two classes for Fall 2020 with wording changes by Brent, second by Dana, motion approved 6-0.

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G. President's Report/Monthly Department updates

- i. March Departmental Reports – Lorna explained that this month has been very hectic. Our Academic Dean resigned but we had Teresa take over the Dean position and a new Adjunct took over the class. The president called for an emergency Supervisor's Meeting on March 15th and our campus closed on March 16th. Our priorities first were to get people paid and administration setup. Then we needed all our classes online and Teresa lead that effort. Many people jumped in and helped with whatever needed to be done. Some students didn't have a computer or internet access so that had to be overcome if they were going to finish the semester online. Many staff went above and beyond to make sure the College was able to continue forward. Classes resumed online on March 30th. Our focused then switched to funding and what happens next. Supervisors continued to have daily calls to figure out what needs to go on and ensure good communication was maintained as all staff moved to working at home. Concerns over keeping everyone busy in a productive fashion or whether we should lay people off were handled in daily Supervisor's calls. Last Thursday, everything turned around for us when "The CARES Act" was passed. AIHEC has done an excellent job communicating and interpreting the federal language. Funding from the SBA Paycheck Protection, BIE, US DOE, and Title III will be helpful. Staff have been taking it day-by-day and all in all pulled it together well and we will continue to do it to get through the semester. Brent had a question about classes starting for next Fall and has there been any planning for that, due to the pandemic situation it will be monitored. Motion to accept the president's report and monthly department updates by Brent, second by Dean, motion approved 6-0. The COT expressed their gratitude for all the staff and all the work completed.

VI. COVID-19 Discussion

- A. **Resolution – Paycheck Protection Program** – Lorna explained that we are expecting our first funds from "The CARES Act" tomorrow that is coming from the U.S. Department of Education and it's based upon our IPEDS reports and student count. We will get \$105,000 and we are expected \$52,600 dollars and will go to students for operating and emergency assistance. We are also expecting \$180,000 from "The CARES Act" for operating. We are expecting another \$814,000 and half of it which is \$407,000 is needed to be spent on students. Many details are still being worked out. Title III can be carried forward into next year and some salaries will be adjusted to meet the paycheck protection program criteria. We are applying for a forgivable loan for \$284,000 and after spending 75% for salaries over the next eight weeks (25% for utilities) the loan can be forgiven. We also got a \$5,000 grant from NW Foundation and \$7,000 grant from MN Libraries to help with student's technology expenses. Approval is requested on the Paycheck Protection loan as a resolution is necessary to proceed. Motion to approve the resolution by Joan, second by Dean, motion approved 6-0. Either Sue or Dean are authorized to sign the loan documents.

VII. Other

- A. BIE Indian Student Count (ISC) – Lorna explained this is the form to access the BIE funding and we need to report on the number of students and names of COT Members. Motion to accept the BIE Indian Count and authorize signature by Brent, second by Joan, motion approved 6-0.

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B. Blue Icon Advisors – Survey (FYI) – This is a Survey on Financial Aid services at WETCC. Overall the survey reports positive results.

C. Strategic Plan

Lorna explained our original plan was the have a new Strategic Plan by May and we discussed some different ideas on how to proceed. Brent had a question and considering meeting in the Drum Hall and social distancing for the Strategic Plan. Lorna is going to contact the facilitator and see what she thinks on the idea of webinar.

VIII. **Calendar Updates:**

A. Next COT Meeting – May 12, 2020 – 2:00 p.m.

IX. **Adjournment**

A. Motion to adjourn the meeting by Joan, second by LeAnn, motion approve 6-0. Meeting adjourned at 3:51 pm.

 5/12/20
~~5/28/20~~