

WETCC Council of Trustees Meeting Minutes

Tuesday, July 20, 2021, 2:00 p.m.

Virtual & In-Person Meeting

MEETING MNUTES

Call to order: The meeting was called to order at 2:12 p.m. by Chairperson, Sue Heisler.

Present: Sue Heisler (virtual), Dean Johnson, Brent Gish, Joy Annette, LeAnn Person, Dana Goodwin, Monica Hedstrom (virtual)

Others Present: Lorna LaGue, Stephany Morgan, Raven Freebird, Jim Uran, Julie Doerfler, Indosa Montoya (recorder)

- I. **Approval/Amendments to agenda** Motion by Brent to approve the agenda with changes (move Executive Session to beginning of the meeting and add a discussion on COVID at the end), second by LeAnn. Motion carried 7-0.
- II. **Public Comments** - None
- III. **Introduction of New Employees:** Arnold Soyring was not available today. Julie Doerfler was present and Raven Freebird who had not yet met the COT. Introductions were held between the staff and COT.
- IV. **Department Updates:** Head Start Pathways – Joan LaVoy had a meeting today and could not be present, so Stephany Morgan joined Jim Uran to provide departmental updates.

Jim – Reviewed some of the Extension activities: Berry camp, fishing, filleting fish, birch bark baskets, corn husk dolls and making jams. Jim holds an Ojibwe Language Table every Tuesday and Thursday and would like to start travelling around the reservation to hold the language tables in person. Extension also has done willow baskets, painting, harvesting birch bark and birch bark baskets, beading with Wendy Roy, and various hand drum classes. Jim believes that a community survey would be helpful to figure out what type of cultural activities participants would like to learn.

Stephany – The Ojibwe language certificate is now accepting students. The program is a two-year program working in a cohort centered on culture and language, with a focus on proficiency and fluency. Stephany is also working to label office materials throughout campus in the Ojibwe language. This is to make Ojibwe a fluent language we speak around the college. Stephany is researching an online platform to teach children Ojibwe as a second language.

- V. **Chair Calls Executive Session to order at 2:35 pm**
The meeting was reconvened at 4:20 p.m.

Motion by Brent to contract with an outside firm to investigate staff complaints and allegations of hostile work environment and provide a report back to the COT. Second by Joy, motion carried 7-0.

- VI. **Action Items:**
 - A. **Approval of Meeting Minutes:**
Regular Meeting Minutes of June 15, 2021 were approved, motion by Dean and second by LeAnn. Motion carried 7-0.

WETCC Council of Trustees Meeting Minutes

Tuesday, July 20, 2021, 2:00 p.m.

Virtual & In-Person Meeting

B. Financial Statements:

Financial Narrative & Presentation of Reports - Landa Moore

June 2021 Statements - the P&L for June showed positive bottom line. Adjustments have been made (over 300+ journal entries) moving salaries and benefits from HEERF Covid funding back to the appropriate grants. The Schlenner Wenner invoice was settled for \$13,750.76, we still use them for payroll. Great Plain tech Kurt has left White Earth, we relied on him for assistance. Currently considering going back to QuickBooks.

The June Foundation Report and June Check Register were also presented.

Motion by Dean to approve the financial reports, second by Leann, motion carried 7-0.

C. Large Expenditures:

U of MN Crookston - \$27,147.55 (Head Start Grant).

Motion by Brent to approve the expenditure. Second by Dean. Motion carried 7-0.

D. Contracts:

A grant with NW Minnesota Foundation – PALs program was presented.

Motion by Brent, second by Leann Motion to approve the grant submittal and have Dean signed in place of Chair since the chair is Virtual. Motion carried 7-0.

Full-Time Faculty Contract – Lorna re-presented the contracts approved last month and suggested edits. The contract was presented and approved with FT Faculty teaching 12 credits; it was not brought to everyone's attention the contracts have normally been 15 credits per semester. The changes were made. Brent would like consideration in the future to cover the number of duty days instead of specifying the contracts in months.

Joy stepped out of the meeting at 4:57

Motion by Dean to approve the edited Faculty contracts, second by Dana. Motion carried 6-0

E. Policies:

300.03 – Equal Employment Opportunity – typo on “designated”

300.06 – Personnel Files – no change

300.16 – Health Dental Life Policy – designates the HR Tech

LeAnn stepped out of the meeting at 5:03

300.19 – Holidays – Juneteenth is added to holidays

Joy returned to the meeting at 5:08

300.26 – On the Job Injury – typo, deleted subpart b

300.32 – Sexual Harassment in the Workplace – Verbiage

WETCC Council of Trustees Meeting Minutes

Tuesday, July 20, 2021, 2:00 p.m.

Virtual & In-Person Meeting

LeAnn returned to the meeting at 5:08

- 410.04 – Use of Logo – the legal memo was included for review
- 420.01 – Facilities – change “regular” to scheduled basis
- 420.02 – Capital Improvement – no changes
- 420.05 – Access During Normal Operating Hours -
- 420.06 – Key Control – no changes
- 420.07 – Facilities Work Order – terminology
- 420.08 – Vehicle Use – no changes
- 440.01 – Security – no changes
- 440.02 – Security Reporting – typo on pg. 2
- 440.03 – Security Crime Log – no changes
- 440.04 – Emergency Notification - no changes
- 440.05 – Hazardous Materials – no changes
- 440.06 – Carry of Firearm or Weapon
- 440.07 – Alcoholic Beverages or Controlled Substances – Deleted Subpart F
- 600.16 - Academic Program Review (Revised) – Program (AA program) review every 4 years –evidence-based program implementation and execution based on recommendations.

Motion by LeAnn, second by Brent to approve the policies presented. Motion carried 7-0.

The Complaint and Grievance Policy was discussed. Brent suggests the policy remain unchanged until the investigation is complete. Since it will be the policy the COT worked off and may need to reference.

Motion by Joy to table the Complaint and Grievance Policy. Second by Dana. Motion carried 7-0.

VII. Other

President’s Report & Monthly Department Updates – Lorna provided highlights for the month of June. The Organizational Assessment is complete, and Lorna would like a joint meeting with COT and Cabinet to discuss Organizational structure before any changes are considered. Currently there are several positions that are unfilled that would be included in the re-organization. The HLC report is the main focus on campus. Discussion on the timeline for the HLC visit.

A recent Employee Survey is included in the packet, only 13 employees participated. The survey was sent out to all staff (including faculty) and ended on June 10. Cabinet and HR will be sharing results with the campus.

Lorna shared the recent White Earth RBC Quarterly Report that was presented on June 25,2021. This included a fact sheet prepared by Customized Ed, ads for the three new certificate programs, and fall class schedule.

The COT Bylaws were also included in the meeting packet at the request of a COT Member, for everyone’s reference.

VIII. Calendar Updates:

- a. Next COT Meeting – *third Tuesday of each month* – August 17, 2021 – 2:00 p.m.

WETCC Council of Trustees Meeting Minutes

Tuesday, July 20, 2021, 2:00 p.m.

Virtual & In-Person Meeting

- b. Staff are gathering on Friday for an Employee Picnic, COT are invited to attend.
- c. An all-staff in-service is scheduled for July 30th with Naabek and Merlin to follow-up with the previous session. COT are also invited to attend this session, they would like the session mandatory for all staff to participate.

IX. Adjournment

Motion by Dean to adjourn, second by Monica.

Joy shared a survey she would like distributed throughout campus on the MCT Constitution.

Motion carried 7-0. Meeting adjourned at 5:57 p.m.

A handwritten signature in blue ink, reading "Sue Hink", is located in the lower right quadrant of the page. The signature is written in a cursive, flowing style.