

WETCC Council of Trustees Meeting Agenda

August 13, 2019

2:00 p.m.

WETCC Mitigomizh Conference Room

MEETING AGENDA

CALL TO ORDER: Joy Annette, Acting Chair at 2:09 p.m.

PRESENT: Joy Annette, Dean Johnson, Brent Gish, Joan LaVoy

OTHERS PRESENT: Lorna LaGue, Eric Flyen, Gina Murray, Kim Anderson

- I. **Approval/Amendments to agenda:** Motion to approve agenda with additions by Joan, second by Dean. All in favor, motion passed 4-0.
- II. **Public Comments (5 minutes each):**
- III. **Introduction of New Employees:** Renee Lachapelle, Administrative Assistant in the Student Services area was introduced to everyone.
- IV. **Action Items:**
 - A. **Approval of Meeting Minutes:**
 - i. Regular Meeting of July 9, 2019
 - ii. Email Vote of July 24, 2019
 - iii. Special Meeting of July 30, 2019
Motion by Dean and second by Joan to approve all three minutes as presented.
Motion passed 4-0.
 - B. **Financial Statements:** Gina Murray & Eric Flyen
 - i. July Financial Statements were presented by Eric, The month is ending \$55,000 positive with \$1.79m in cash investments in the bank. July had three payrolls in the month, but we also received the RTC installment and some Title III funding to ensure the month ended positive.
Doing some things to clean up the financial statements over the month, trying to get them where they are meaningful expenses to align with departments.
Dean asked about allowance for uncollectable accounts: Eric replied that the accounts are old, much related to students received grants and the College had to reimburse the granting agency. The amount of uncollectible accounts is usually determined in conjunction with the auditors. Joy would like some suggestions presented on how to better pursue payment on old accounts. Eric expects some adjustments at audit time, mainly with depreciation which is projected to be about \$400k. Motion by Brent and second by Joan to accept the financial report. Motion passed 4-0.
 - C. **Large Expenditure w/Contract:**
 - i. \$27,034 for AIHEC annual fees. Motion by Dean and second by Joan to approve. Motion carried 4-0.
 - ii. \$11,770 for Protection Systems for cameras for the building ABE & Gizhiigin arts are located. The USDA grant will cover this expense. Motion by Joan to approve, second by Brent. Motion passed 4-0.
 - iii. \$20,000 for Three Fires Trackers. Kim was present on behalf of Extension to present the request. This is a part of the no cost extension Equity grant from 2014. COT asked questions regarding the expense to bring instructors here and

WETCC Council of Trustees Meeting Agenda

August 13, 2019

2:00 p.m.

WETCC Mitigomizh Conference Room

they keep the registration fees. Five instructors are included, the contract states three – Kim will correct this and add wording for up to 20 students to be included. The course has primarily been attended by police and conservation officers who are responsible for looking for evidence, but has been open to students as well. Kim described it as a scientific/cultural mix. The program has been in place for awhile. Joel Hardin is the only one sanctioned through the law to be present in court. The program does not provide for credits and does not go through customized ed. Anticipating 30 participants for the training. The expense needs to be encumbered as the grant ends this month. COT asks in the future the college be better represented with either a benefit for students or the College in any trainings and they must be managed through the customized ed department with fees coming back to the college. The items should be addressed before coming to the COT meeting. Motion by Brent, second by Joan to approve. Passed 4-0.

D. Contracts:

- i. Teresa Spaeth has been serving as the Interim Academic Dean. Motion by Joan to approve the contract, second by Dean. Approved 4-0.

E. Policies:

i. Finance:

1. Business Office Holds is a new policy. A couple edits were made in the meeting. Motion by Joan to approve, second by Dean. Approved 4-0
2. Refund Policy is also a new policy, motion by Dean to approve, second by Brent. All in favor: 4-0

ii. Special Projects:

1. Employment Background Check Policy was tabled, need to have the policy revised so no job offer is made until the background is complete and cleared.
2. IT Security Policy was reviewed with discussion on how we are monitoring the access of inappropriate websites sites; Lorna will follow up. Motion by Brent to approve, second by Joan. Motion carried 4-0.

iii. Academics:

1. Graduation Requirements COT would like to see the minimum number of WETCC credits increased to 20 so at least one-third of the credits are completed at WETCC. Current students will be grandfathered in to avoid impacting upcoming graduation plans. Motion by Dean, second by Brent. Motion passed 4-0.
2. Faculty Credentialing Policy was reviewed. Discussion on eminence credentialing. WETCC "expert" status was discussed to ensure instructors have cultural knowledge including stories that are handed down. The COT would like staff to pursue getting a committee or board in place and create a rubric to determine proficiency. Motion by Joan to approve the policy for now, second by Dean to approve with one edit: "recognize masters on..." changed to: "proficiency on..." Motion passed 3-1 (Joy opposed).

WETCC Council of Trustees Meeting Agenda

August 13, 2019

2:00 p.m.

WETCC Mitigomizh Conference Room

- F. **Approval of President's Report/Monthly Department updates** – President's Monthly Reports with all departments represented were reviewed. Motion by Joan to approve. Second by Dean. All in favor, motion passed 4-0.
 - G. **RREAL MOU** was presented to the board. Consensus of members was to have the funds available allocated to student scholarships. Lorna will take care of the details and finalize the MOU.
 - H. **Banks Resolutions:** One resolution was presented for United Valley Banks and another for Bremer Bank to change the authorized signers on accounts: Sue Heisler, Dean Johnson, Lorna LaGue, Lisa Brunner, and Jennifer McDougall. Motion by Dean to approve, second by Joan. Motion passed 4-0.
- V. **Other – No Action Needed**
- A. HLC – Final Institutional Actions Council Letter
 - B. CCSSE Survey Results
 - C. Joint Session with Leech Lake: Possibly October 12th & 13th OR October 19th & 20th – Lorna will double check to ensure the date does not conflict with NIEA, MEA, AIHEC meetings already scheduled in October.
- VI. **Calendar Updates:**
- A. Next COT Meeting – Tuesday, September 10, 2019 – 2:00 p.m.
- VII. **Adjournment** – Motion by Brent to adjourn. Second by Dean. Meeting adjourned at 4:05.

Approved



Date

9/10/19