

WETCC Council of Trustees Meeting

July 9, 2019 2:00 p.m. WETCC Mitigomizh Conference Room

Regular Meeting

Call to order: By Chair, Sue Heisler at 2:00pm

PRESENT: Sue Heisler, Dean Johnson, Nicole Martinson, Sue Heisler, Joan LaVoy, Joy Anette at 2:18pm

OTHERS PRESENT: Lorna LaGue, Luke Warnsholz, Gina Murray, Eric Flyen

I. **Approval/Amendments to agenda:** Lorna requested to add a short discussion at the end of the agenda regarding planning and budgeting. Motion by Joan, Second by Dean to approve the agenda with the addition, Motion approved 4-0.

II. **Public Comments (5 minutes each):** None

III. **Introduction of New Employees:** None

IV. **Action Items:**

A. **Approval of Meeting Minutes:**

i. Regular Meeting of June 11, 2019. Sue explained Leann is on vacation. Motion by Dean to approve the minutes as submitted, second by Brent, Motion passed 4-0.

B. **Financial Statements** – Gina Murray & Eric Flyen. Eric went over the June Financial Statements. The reports came in as expected, Eric briefly explained net incomes, net assets, and financial statements as of year to date for the month of June. We will have three payrolls in July which will throw off the total next month, but it was anticipated and budgeted for; hoping expected income comes in. Eric also said he did some things with a Title III standpoint, and we should recoup some grant funds there. We are sitting good right now. The foundation statement was not included in the packet but was distributed at the meeting.

i. June Financial Statements for approval. Motion by Joan to approve the June financial statements, second by Brent with a question regarding interest, Motion approved 4-0.

C. **Large Expenditures - None**

D. **Contracts:**

i. FT Faculty – Lorna explained that there are no contracts to approve, but on page 12 of the electronic packet there is a blank contract that we need to seek approval on for the hiring of faculty. Lorna explained we are budgeted for 3 FT Faculty, but may only go with two - Melinda will determine this as staffing comes together. Lorna explained FT Faculty receive benefits, while adjunct do not. Lorna asked for approval for faculty members contract. Motion by Dean to approve the template, second with a question by Brent regarding contracting hours, revised the word "expecting", Motion approved 4-0.

E. **Policies** – Lorna explained when policies are due and suggestions regarding the department and how policies are changed. The Academic department recently went through a complete review with staff and senates providing input. The revisions are presented as follows:

i. **Academics Revised**

1. Curriculum Policy - Good

2. Faculty Credentialing Policy – Tabled - Joan had a question regarding Tribal eminence credential within the college, Melinda stepped in and

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Gina stepped out of the meeting, Melinda and Joan discussed what Tribal Eminence is and discussed options to change "Eminence". Melinda then explained HLC and the cultural courses and how tribal faculty can teach without a Masters degree. Joy wanted to know who's profinency is it to decide who teaches, Melinda explained. Brent suggested we should change the statement because it's confusing. Lorna said we can table the policy today and go back. More suggestions were made. We will hold this one until a later time.

3. Adjunct Policy – Joy said we need an "A" added, but good.
4. Academic Honesty Policy – Joy said she wants teaching added, but good
5. Assessment of Student Learning Policy - Good
6. Credit for Prior Learning Policy – Brent had a question about the military transcript, Melinda explained. Good
7. Course Test-Out Policy – Brent had a question of how often this happens, Melinda explained. Joy had a question about culture. Good.
8. Syllabus Policy - Good
9. Classroom Instruction Policy - Good
10. Low Enrollment Policy – Joy asked why only 8 students, Melinda explained why we did that with waiver students. Lorna explained we need at least eight students to cover the cost. Melinda is in the process of further evaluating this, taking into consideration waivers. Good
11. Grading and Grade Submission Policy – Brent had a question about a student transferring in with credits, how many? Melinda explained all they need is fifteen credits here. But Good
12. Grade Appeal Policy – A couple questions were posed by the COT Members and answered by Melinda. Good.
13. Academic Expulsion Policy - Good
14. Academic Program Review Policy – Brent has a question about a statement with timing, changing it to "following" but good
15. Library Use Policy – Joy had a question, she requested rewording, then Good

Motion to accept changes and to hold the Faculty Credentialing Policy. Motion to approve by Joan, Second by Joy, Motion approved 5-0.

ii. Academics Remove Policy

1. Student Attendance Policy (covered in Student Services Policies – Withdrawal, current under revision). Lorna explained they have two attendance policies and recommends this one be removed. Motion to approve by Dean, second by Joan, Approved 5-0

iii. Academics New Policy

1. Library Gifts and Donations Policy. Lorna explained a couple people asked to give donations to the library; discussion on honoring people who donated the items. Motion to approve by Brent, second by Joan, Motion approved 5-0.

iv. Finance Revised

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1. Payroll Advance Policy. Lorna and Eric explained there are not many payroll advances, but sending them through the Credit Union actually complicates the process for the College and the employee. The Credit Union also charges the employee a fee. Motion to approve by Dean, second by Joan, Motion approved 5-0.
- v. Special Projects Revised
 1. IT Security Policy (complete overhaul, proposed and current included – for reference). Discussion on how employees are made aware of the requirements, all policies are on the intranet and are shared (abbreviated) in the applicable handbooks. Some discussion on personal devices containing work related information. Changes were suggested by the COT, the policy will come back for approval.
- vi. Special Projects New
 1. Employment Background Check Policy – Lorna explained what they look at when somebody is getting employed. Brent had a question about background checks and the rules that apply to it. Motion by Dean, Joy had a question about felony's and how they are dealt with, Lorna explained. Joan had a question about employment if background check hasn't come in, Lorna explained that an employment can get hired if the background check hasn't come in yet. The COT is not comfortable with that and would like the policy revised. Tabled.
 2. Final Paycheck Policy – Lorna explained they made a clarification on a statement. It is good.
 3. Nursing Mother's Policy – Lorna explained it's a new policy,

Motion to approve the Final Paycheck and Nursing Mother's Policies by Brent, second by Joan, Motion approved 5-0.

- F. New Courses – Lorna explained the new courses being offered.
 - i. INST 132 – Ando-giikendaasonwin: Seeking Knowledge -
 - ii. EDUC – Diversity, Resiliency, Mental Health and Current Topics in Education which is the annual Community Collaboratives Conference sponsored by the Tribe. The conference hours and outcomes have been evaluated for credit.

Motion to accept both classes by Joan, second by Dean, Motion approved 5-0.

- G. **Approval of President's Report/Monthly Department updates** – Lorna provided an update on the month. It's always busy, there's never a dull moment around the college. Lorna discussed fall enrollment and talked about having goals and getting awarded to track accomplishments. Cabinet is scrambling keeping up, we get something done and we jump to the next and it continues to be busy. August is always a busy month as we prepare for Fall Semester to begin. Lorna hopes that a record enrollment will come this Fall. Joan asked about the MN DEED workshop conducted for the Tribe - Eric explained entrepreneur class and how he presented for people interested in small business but in general the feedback was good. Summer workshops are done and lots of credit to Lisa

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Brunner she did an awesome job. The focus is shifting for Fall and were getting ready for students coming back soon. Motion to approve the monthly reports by Brent, second by Joan, Motion approved 5-0.

V. Other

- A. Organizational Chart – Lorna explained it's a new update on the chart which was decided in the last meeting when two new positions were added (Associate Dean of Student Services replaces the Dean and the Customized Education Coordinator is new). Motion to approve by Dean, second by Joan, Motion approved 5-0.
- B. Discussion Public vs. Private – Lorna explained that WETCC is a private non-profit institution and the impact this has on the HLC financial ratios (CFIs) which have been a burden on the College. It was thought moving to a public status may be worthwhile, but after Eric identified the error in the CFI calculations, we no longer have the problem. Lorna discussed some options of changing from private to public, it was the consensus of the COT to stay with the classification we have now – private, non-profit.
- C. President's 2020 Goals – Motion to table goals until the next meeting by Dean
- D. FYI – End of Year Student Survey Results – Lorna gave a copy of this in the packet for the COT members to see the feedback received.
FYI – HLC Non-Financial Indicators Letter – Lorna explained they is going to be pro's and con's with waiver students and going to plan. Lorna explained waiver students and graduation rates and persistence rates go down. Lorna explained new ideas about waiver students, this will be discussed more next month when the Student Services policies are brought forth.

The College is working on the FY20 budget right now and asked COT if there were any special requests they have pertaining to the budget.

Lorna has been working with President Burns from the Leech Lake Tribal College and is suggesting a joint two-day session for board training and initiating the strategic planning process. She has also spoke with Blandin about the possibility of funding.

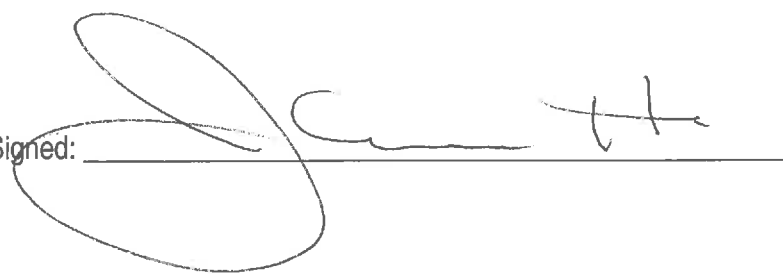
Lorna requested a special meeting on July 30th at 2:30pm, to go over the student services policies. If Leann is available, she can also be sworn in that day.

Calendar Updates:

Next COT Meeting – Tuesday, August 13, 2019 – 2:00 p.m. – Sue will not be here

- VI. **Adjournment:** Motion by Joan to adjourn the meeting, second by Dean, Motion passed 5-0.
Meeting Adjourned at 4:30pm.

Signed: _____



Date

8/13/2019