

## WETCC COT Meeting Minutes

Monday, October 15, 2018

3:00 pm

WETCC Mitigomizh Conference Room

PRESENT: Sue, Dean, Nicole, Joan, and Joy

OTHERS: Lorna, Gina, Jen, Michelle, Kim, Sheri (Recorder)

- I. The meeting was called to order at 3:08 pm by Sue
- II. Agenda

*Motion to approve agenda by Dean, seconded by Nicole, all in favor, motion approved.*

- III. Introductions of New Employee – Michelle Warren
- IV. Agenda Action Items:
  - a. COT Special Meeting Minutes September 10, 2018

*Motion by Nicole to approve the minutes, seconded by Dean, all in favor, motion approved.*

- b. COT Meeting Minutes September 20, 2018

*Motion by Joy to approve the minutes, seconded by Dean, all in favor, motion approved.*

- V. Financial Statements with Gina Murray
  - a. Banking change at First National Bank to United Valley Bank affective today
    - i. Lorna signed the paperwork to transfer the WETCC CDs.
  - b. Gina will close out by November 12<sup>th</sup> when she meets with auditors.
  - c. Balance Sheets and P&L Sheets appear that WETCC will be over budget whereas WETCC is under budget. Gina and auditors will journal entry this year's construction out of the expense account which will result in a couple hundred thousand dollars under budget; this will be transferred to savings after the audit is complete.
  - d. Dean stated three years ago in the Financing Package \$70,000 was supposed to be put aside in savings annually. Gina will review past records.
  - e. Auditors will give adjusting figures and present the final report for the fiscal year.

*Motion to approve financial statements by Joan, second by Nicole, all in favor, motion approved.*

- VI. Salary Scale Year 2019
  - a. WETCC is a small, non-profit college which can't compare to larger colleges when budgeting salaries. Cabinet would like to see entirely new pay scale schedule and an average of 3% pay increase approved.
  - b. Cabinet all had input to the budget. It was a new process to WETCC. When looking at the organization as a whole, some departments were over budget without knowing why. With everyone having access to the budget, the transparency

enabled much discussion and ultimately a better overall understanding. Profit and Loss will be gone over monthly in Cabinet meetings.

- c. The new pay scale was prepared by consultants from Newport Group, the same company that has done work for the RBC. Four positions will need to be brought up to their new minimum. Currently, all reviews are done in August. Cabinet would like to transition to each employee's anniversary dates.
- d. Tribe approved \$600,000 this year but COT discussed the need for fundraising and recruitment.
- e. Lorna is asking for approval of salary schedule and approval of Proposed Merit Increase Matrix with an average of 3% pay increase, estimated costs for the first year are \$70,000

*Joan made a motion to approve salary schedule, second by Nicole, all in favor, motion carried.*

- f. Joan asked about training Directors to be aware that not everyone in their department will receive the highest percentages. Lorna will ensure this is done.

*Dean made the motion to approve the 2019 Proposed Merit Increase Matrix with an average of 3% pay increase, second by Joy, all in favor, motion carried.*

VII. Contract

- a. Kami Lhotka and Gina will be working every weekend. Gina is not anticipating going over \$5000 but would like to keep COT updated and aware of the possibility.

*Motion to accept Kami's contract, second by Merlin, all in favor, motion carried.*

VIII. Budget FY19 Presentation

- a. Dean requests Finance review the \$70,000 payment plan from three years ago.
- b. Unemployment insurance is lumped together with benefits.
- c. Tuition revenue increased.
- d. COT Training is budgeted in.
- e. The proposed salary changes are factored into the budget.

*Motion to accept and adopt the motion for FY19 by Dean, seconded by Joan, all in favor, motion approved.*

IX. AIHEC Membership Dues

- a. Lorna received a detailed email from the AIHEC President.

*Motion to approve AIHEC Membership Dues in the amount of \$26,434 by Dean, second by Joy, all in favor, motion approved.*

X. Gordon Construction – Extension (\$41,966.67)

XI. Gordon Construction – Wadook (\$47,037.28)

*Motion to approve Extension and Wadook Gordon Construction by Nicole, second by Joan, all in favor, motion approved.*

- XII. Extension
  - a. Extension just returned from a food nutrition conference in Shakopee.
    - i. Historical trauma also affects how people eat.
  - b. Extension will be hosting this weekend an Extension Harvest Fest, seed saving, and decolonizing pumpkin carving. The Three Sister's Program will have a cook-off with prizes.
  - c. Extension will inquire about having a table at the Nutrition Conference in Naytahwaush on October 31<sup>st</sup>.
- XIII. Culture
  - a. Grant approved to support cultural knowledge; snow snake story telling, moccasin making, winter storytelling, and drum making.
    - i. Snow Snake story telling is Wed., Oct. 24<sup>th</sup> - Noon – 1 pm for students, 5pm for community members to attend, dinner will be provided
  - b. St. Scholastica invited Lisa to present in a class on public policy and violence against Native American woman.
  - c. Merlin, Adrian and Lisa will be meeting to debrief on Moving Our Canoes Forward.
- XIV. Financial Aid
  - a. Michelle has already attended a conference on Financial Aid since beginning work at WETCC.
- XV. President's Report
  - a. Transparency between the departments has been the focus.

*Motion to approve the President's Reports by Dean, second by Nicole, all in favor, motion carried.*

- XVI. COT Conflict of Interest Policy and COT Membership
  - a. COT signs yearly. Only one COT is not available today. Available COT members will sign today.
- XVII. Calendar Updates
  - a. Open forum for Director of Development candidates is this Wednesday at 12:30. COT is welcome to attend and participate.
  - b. Extension Harvest Fest is this Sat., Oct. 20<sup>th</sup>, 2018
  - c. November 5-6<sup>th</sup> – Project Success
  - d. November 19<sup>th</sup> – COT Next Monthly Meeting at 3 pm.
  - e. COT has 2 letters of interest for open COT vacancy.
- XVIII. COT Vacancy Interviews will be at 11 am & 11:30 am on Oct. 30<sup>th</sup>.
- XIX. COT discussed Chairman, Treasure, and Secretary Positions on the Board

*Motion for Sue to remain Chairman by Nicole, second by Joan, all in favor, motion carried.*

*Motion for Dean to remain Treasurer by Nicole, second by Joan, all in favor, motion carried.*

*Motion for Joy to remain Secretary by Nicole, second by Joan, all in favor, motion carried.*

XX. Adjournment

*Motion to adjourn at 4:47 pm by Joy, second by Dean, all in favor, motion carried.*

Minutes Approved By *Sue Neuster* Date *12-18-18*