

# WETCC Council of Trustees Meeting Minutes

Monday, July 9th, 2018

WETCC Mitigomizh Conference Room

**PRESENT:** Sue Heisler, Dean Johnson, Nicole Martinson, Merlin Deegan, Lorna LaGue, Joy Annette

**OTHERS:** Sheri Snetsinger (recorder), Tammy Bellanger, Stan Alexander, Marilyn Ellis

- I. The meeting was called to order at 2:08 pm by Sue Heisler
- II. Agenda was reviewed, changed items:
  - A. Change IV. C. iv. Arvig Telephone System - \$13, 058.30
  - B. Add under V. A. – Feasting of the Drums – Bring a natural dish

*Motion by Dean, seconded by Joan to approve the agenda with changes noted above, all in favor, motion carried.*

- III. Public Comments – None
- IV. Introduction of New Employees – Sheri Snetsinger & Joan Bartz
- V. Action Items:
  - A. Approval of Meeting Minutes:
    1. June 11<sup>th</sup>, 2018 – Amend minutes for approved training and \$5,500 cost  
*Motion to approve the June 11<sup>th</sup>, 2018, minutes by Nicole, second by Merlin, all in favor, motion carried.*
    2. Special Meeting Minutes June 25<sup>th</sup> and June 28<sup>th</sup>  
*Motion to table Special Meeting Minutes June 25<sup>th</sup> and June 28<sup>th</sup> by Joy, second by Nicole, all in favor, motion carried.*
  - B. Approval of Financial Audit Statements:
    1. May and June Financial Statements added to packet. Gina explained questions on the profit loss for student fees, cafeteria fees, and June's beading class.
    2. Finance received \$1900 check for Hemp Project.
    3. Foundation, which is made up of Lincoln McArthur, Pete Haddeland, and Tracy Clark, met in March. Unclear whether Waylon had been in meetings since with them. COT will discuss who does fundraising during training. May wish to meet with Foundation after training. Discussion over study which questions whether those with no timeframe terms face stagnation after 5 years.  
*Motion to approve Financial Statements for May and June by Dean, second by Joan, all in favor, motion carried.*
  - C. Approval of Large Expenditures:
    1. AIHEC \$26,434.00 Invoice. Discussion on what the Membership Dues include and how they are broken down. Gina will contact AIHEC for more info.  
*Motion to table approval of AIHEC Invoice by Joan, second by Nicole, all in favor, motion carried.*
    2. Gordon Construction 2 Invoices. Extension \$37,502.92 and Biminizha'an Gibawaajigan \$16,704.06.  
*Motion to approve payments by Joan, second by Merlin, all in favor, motion carried.*
    3. Arvig \$13,058.30 Telephone and Intercom System. Sharon, IT, received 3 bids with Arvig being the most reasonable for WETCC needs. Discussion on last week's Tornado Warning Emergency in which people were either notified via cell phones or from Joan, Lorna and Kurt going office-to-office or building-to-building. Currently, classrooms have no phones, offices have mismatch phones, and there is no intercom or PA.  
*Motion to approve Arvig Invoice by Nicole, second by Joan, all in favor, motion carried.*

- D. Resolutions:
1. USDA GRANT - \$129,000 with a match of \$7,000 for a total of \$136,000. Staff have submitted estimates of their equipment needs.  
*Motion to approve by Dean, second by Joan, all in favor, motion carried.*
  2. Check Signers – Currently, Sue, Dean, Lorna and Melinda are check signers. Need 2 signers per check. Gina suggested Kim Anderson.  
*Motion to approve upon Kim's acceptance by Nicole, second by Merlin, all in favor, motion carried. If Kim accepts, Gina will process new signature cards with the bank.*
- E. Contracts:
1. Peggie Chisholm (Financial Aid), Mary Riegert (Registrar), Tracy Neusser (Assessments). Pending contracts will be under \$5,000 in a year.
- F. Approval of President's Report/Monthly Department Updates – Lorna LaGue:
1. Extension – Tammy Bellanger, Stan Alexander, and Marilyn Ellis reported. Boys & Girls Club will be meeting with Extension for two gardening sessions on Wednesday, July 18<sup>th</sup>. Every Wednesday, seven families from the community attend the 3 Sister's Gathering during which they garden, cook, can, and learn about the corn, beans, and squash there are growing. Stan has been giving tours to community members who span in age from our elders to daycare children. He often hears "this is the first time I've ever done this." Berry Camp this year will be held July 18<sup>th</sup> & 19<sup>th</sup> at Little Elbow Lake Park on 113. Guests and presenters include youth k-12<sup>th</sup> grade, UM, BSU, and Leech Lake. Aside from picking berries, participants are encouraged to canoe, fish, and play lacrosse. The 2<sup>nd</sup> Annual Photo Camp hosted by both Extension and UM will be July 30<sup>th</sup>- Aug 4<sup>th</sup>. Last year's participants have worked hard on a video for recruitment. COT would like to view the video once it's been edited. Marilyn discussed the fun and difficulty of Black Ash Basket making. Tammy also shared a photo album of additional activities Extension has hosted in the communities.
  2. President's Report – Lorna has been working with WE RBC HR Benefits. New hires must set up benefits within first 30 days of hire. Lorna has created the Job Announcement of Dean of Students. HR position needs to be filled as quickly as possible too. There are at least 35 employees at WETCC. This position will not only involve setting up important trainings (ethics, safety, sexual harassment, FERPA, etc) but also act as mediator within/between departments. Members would like to see within the job description items such as monthly scheduled trainings, employee wellness and morale initiatives.
  3. Facility – Staff has redone the stripping on the parking lot and reseeded areas of the lawn.
  4. IT – Sharon has gathered telephone system bids and worked on the wireless system for the Biminisha'an building.
  5. Security – Cameras have been installed throughout the campus. Kurt has been improving the emergency management procedures. June 28<sup>th</sup> WETCC had to follow current tornado emergency procedures.
  6. Enrollment – 60 students have registered for fall. Mass mailings are being hashed out now which could take as long as two weeks at the printer alone. COT suggested recruitment at the Brain Development Conference held at the Shooting Star Casino each summer. COLA would be a great school to work with to encourage more PSEO students. Classes start back up Monday, Aug. 27<sup>th</sup>. Joy brought up the opportunity for WETCC to reach out to youth's aging out of ICW's program at 18. If the youths are attending college, they will receive assistance with rent, clothing, and transportation until they are 21. Referral incentives was also brought up to encourage enrollment. Faculty acting as advisors for the students is rather new to WETCC. Currently, one FT Faculty has not signed his contract. Joel V has been the primary FT Faculty this past academic year. HLC Report has been on the back burner while other high priority items are taken care of. The report is due in December and will consist of concise data and attachments reflecting the evidence.

*Motion to approve President's Report and Department updates by Merlin, second by Joan, all in favor, motion carried.*

VI. Discussion Items:

- A. Organizational Chart – HR, this can be deleted from the agenda.
- B. COT Membership – Lorna and Sheri will review bylaws and appointment dates for the next meeting.

VII. Executive Session:

- A. Personnel Actions – No action taken.

VIII. Adjournment:

*Motion by Dean to adjourn, second by Joan, all in favor. Meeting adjourned at 4:45 pm.*

Minutes Approve By *Sue Heister* Date *8-24-18*

