

## WETCC COT Regular Meeting Minutes

Friday, August 24, 2018

12:02 pm

WETCC Mitigomizh Conference Room

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

OTHERS: Sheri (Recorder), Lorna, Gina, Kim and Patty

- I. The meeting was called to order at 12:00 pm by Sue
- II. Agenda
  - a. Changed Date, Expenditures, and Calendar Update to include Aug 31<sup>st</sup> Moving Our Canoe Forward

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

- III. Public Comment – None.
  - a. Patty, faculty member at WETCC, chose to attend her first COT meeting to observe.
- IV. COT Meeting Minutes Approval
  - a. Regular COT Meeting Minutes for July 9, 2018
  - b. Special COT Meeting Minutes for June 25, 2018 (tabled 7/9/2018)
  - c. Special COT Meeting Minutes for June 28, 2018 (tabled 7/9/2018)
  - d. Special COT Meeting Minutes for July 18, 2018
  - e. Special COT Meeting Minutes for July 19, 2018
  - f. Special COT Meeting Minutes for July 27, 2018

*Motion by Dean to approve all the minutes except the Special COT Meeting Minutes for July 27, 2018, second by Merlin, all in favor, motion approved.*

- V. Budget
  - a. Gina created a narrative in advance highlighting the finances for the month. COT appreciated the assistance and would like to see a narrative included regularly.
  - b. Gina explained the differences in the budget numbers on the P&L compared to the original budget sheet presented and will do a cross check to show what was approved by COT from last year.
  - c. Gina will research telephone charges before COT Meeting in September.
  - d. COT discussed the scholarships which came in which seemed like a large number. Scholarships are a flow through.
  - e. Only the President has a company cell phone. Waylon had returned it to Finance upon leaving. Each staff member is issued a phone code for long distance calls. These will be reviewed as a part of the telephone bill.
  - f. Sue stated that salaries are balanced due to using consultants for positions not filled.

- g. The Foundation Report was included upon request from COT. COT would prefer the current year instead of everything back to 2015.

*Motion to approve financial statements by Merlin, second by Dean, all in favor, motion carried.*

VI. Large Expenditures

- a. AIHEC still has not replied with the formula for why their membership due is so expensive. Lorna and Gina will continue to follow up with them.

*Motion to table AIHEC expenditure by Dean, second by Nicole, all in favor, motion carried.*

- b. Lorna explained the White Earth Tribal Billing (\$6,196.57) is for Insurance.
- c. Kim discussed the USDA No Cost Grant. Abduhla filled a no cost extension. WETCC houses the grant. Kim got the time cards. The grant must be closed out Oct 1. One USDA Grant totaled at \$5,409.08 and the second USDA Grant totals at \$30,858.87.
- d. Gina explained the Pell overage refund totaling \$8,000.
- e. COT has received the invoice from Great Plains Claims, Inc totaling \$4,988.20.

*Motion to approve both of the USDA expenditures, Great Plains Claims, Inc, Pell Grant Reimbursement and WE Tribal Billing by Dean, second by Nicole, all in favor, motion approved.*

f. Proposal on Pay Scale

- i. Step 5,6, and 7 were highlighted within COT Handout. They would be the steps a consultant could assist with. Salary spread on a scale is normally between 30-40% and the gets larger for more complex positions. Lorna included the RTC spread and the WETCC pay scale for a local comparison. They are quite difference.
- ii. Staff Senate suggested hiring a consultant for a revised pay scale. Lorna has contacted Nakoa, White Earth RBC HR Director, who suggested Kevin Paulson with the Newport Group which the RBC has utilized. The consultant stated \$7600 which would include an onsite meeting with COT following, if necessary. Merlin and Sue stated it is the right thing to do for the WETCC staff. Lorna states that there is no guarantee that any pay rate will change. Nicole suggested working with the WETCC Economics instructor as an option on reviewing current pay scale.

*Motion for Lorna to go through with contacting Kevin Paulson from Newport Group by Merlin, second by Nicole, all in favor, motion approved.*

VII. Preliminary Budget

- a. Lorna received an email from USDA on equipment grant. The preliminary budget was based on WETCC being awarded the USDA Equipment Grant. The current Organizational Chart was used to project salaries for budget. Positions which

Cabinet didn't intend to fill were removed. There are no salary increases computed as this would be dependent upon a new salary scale. Lorna and Gina state that there will be cuts somewhere if grant does not come through. Budget will be set before next meeting.

- VIII. Independent Study Policy and Incomplete Student Contract Policy
  - a. Lorna had given preliminary approval to assist in Orientation flowing smoothly.

*Motion to approve Independent Study Policy and Incomplete Student Contract Policy by Nicole, second by Merlin, all in favor, motion approved.*

- IX. 2017-2018 Academic Catalog, Student Handbook and Faculty Handbook
  - a. COT was able to review in advance through the monthly packet information.

*Motion to approve 2017-2018 Academic Catalog, Student Handbook and Faculty Handbook by Dean, second by Nicole, all in favor, motion approved.*

- X. Joy arrived at 12:42 PM
- XI. Monthly Department Report
  - a. Lorna commends all of the staff and faculty which got involved with making Orientation a success. Staff has worked hard on getting the budget together. There has been great team work with everyone supporting each department. Sue stopped in during Orientation and was able to see first-hand.
  - b. The Brain Conference is working with Student Services on continuing education credits (CEC). Mental Health Conference got continuing education units (CEU) from WETCC. Merlin will be bringing a meeting together thru the WETCC CEU soon. Lorna sees a lot of opportunity for the college with customized ed. CEU's can be potential stepping stones with community members taking specific classes for certifications. Additional classes offered would lead towards two-year degree. Lorna is reviewing a couple grants to assist in developing more opportunities.

*Motion to accept President's Monthly Report by Nicole, second by Merlin, all in favor, motion carried.*

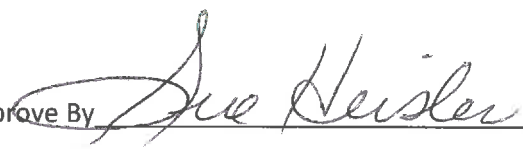
- XII. WETCC Fact Sheet
  - a. The Fact Sheet is a spin off from COT Training. Lorna stated that the COT is our biggest advocate for WETCC and these future fact sheets will assist everyone in gaining a better understanding of the WETCC picture.
  - b. Amber posted daily at the front desk how many students had started the enrollment process. The goal for enrollment 2018-2019 is 125 WETCC students.
  - c. Schedule of classes is included in the COT handouts.
- XIII. CCSSE Survey is available within the Conference Room

- a. Students stated that they like coming here. Some feel they could be challenged more within classes. Good support and faculty/staff interaction with students. Data compares WETCC to other tribal colleges and community colleges.
  - b. Nicole brought up how 70% of the students initially want to transfer to a four-year college after graduation. The number of students currently transferring into a four-year college is significantly lower. Melinda is looking into adding a new position which would benefit our students when transitioning to a four-year college.
- XIV. Calendar Updates
- a. Governance Institute for Student Success Conference will be held in Bismark, ND, on September 5<sup>th</sup> from 8 am – 5 pm. COT will contact Lorna if interested in attending.
  - b. WETCC had a successful orientation. 117 enrolled students for Fall. Gina cooked and many staff jumped in wherever they could. Faculty is back on campus.
  - c. Friday, Aug 31 – Lorna invited COT to an in-service which will be hosted by Naabek, Rose, and Merlin. The main goal is to try to overcome any conflict. Lisa described it as everyone is in a canoe paddling their own way and not in sync. This disarray causes the canoe to spin in circles. The first session will direct how the following sessions will go with everyone acknowledging conflicting feelings. Session will start at 9:30 with lunch to be served.
- XV. Search Committee
- a. Dean supervised getting word to the community that WETCC is searching for a new President. He utilized social media and newspapers both locally and nationally. The WETCC Presidential Search Committee will meet at 2 o'clock today. Sheri submitted past President job announcements for review.
  - b. By-laws were included for review. Elections are in September and in December memberships can change. Sue suggests COT review in November.
- XVI. Executive Session
- a. The COT went into Executive Session at 1:15 p.m. and resumed their regular meeting at 1:55 p.m.

*Motion to send a letter to Michael Fairbanks to confirm investigation is complete and that his removal from the WETCC Council of Trustees stands by Dean, second by Nicole, all in favor, motion approved.*

XVII. Adjournment:

*Motion by Merlin to adjourn, second by Dean, all in favor. Meeting adjourned at 2:10 pm.*

Minutes Approve By  Date 9/20/18