

# WETCC Council of Trustees Meeting Minutes

Tuesday, April 20, 2021 2:00 p.m. Virtual & In-Person Meeting

## MEETING MINUTES of April 20, 2021

**Call to order:** The meeting was called to order by Chair Sue Heisler at 2:01pm

**PRESENT:** Sue Heisler, Brent Gish, Dean Johnson, Monica Hedstrom (Virtual), Dana Goodwin @ 2:35 (Virtual)

**OTHERS PRESENT:** Lorna LaGue, Landa Moore, Jennifer McDougall, Joan LaVoy (virtual), Luke Warnsholz, Brian Dingmann (virtual)

- I. **Approval/Amendments to agenda:** Motion to approve the agenda as submitted by Dean, second by Brent, motion approved 5-0.
- II. **Executive Session:** Executive Session started at 2:03pm. Regular Session resumed at 2:37pm. Discussion was on the President's contract with no action required at this time.

### Regular Session:

- III. **Public Comments (5 minutes each)** – None
- IV. **Introduction of New Employees:** Dr. Tracy Diefenbach will join the meeting later.
- V. **Action Items:**
  - A. **Approval of Meeting Minutes:**
    - i. Regular Meeting of March 16, 2021 – Motion to accept the minutes as submitted by Dean, second by Monica, motion approved 5-0.
    - ii. Email Vote of April 1, 2021 – Motion to accept the minutes as submitted by Brent, second by Dean, motion approved 5-0.

### B. Financial Statements:

- i. Financial Narrative
- ii. March 2021 Statements
- iii. March Foundation Report
- iv. March Check Register

Landa Moore explained the college's year to date net income is ahead of budget \$927,000 year-to-date. Some of the bigger line items are underbudgeted. Landa explained that payroll is a large budget due to positions not being filled. Our travel and training have been down due to COVID for the past year. There has been a lot of savings from the consultant line item as well. At this time, we are in a strong position. The audit was completed as presented and there were no material findings. Motion to accept the financial statements, March 2021 Statements, March Foundation Report, and March Check Register as presented by Monica, second by Dean, motion approved 5-0.

Dr. Tracy Diefenbach, Associate Dean of Student Services, and COT Members introduced themselves. Dr. Diefenbach is a new staff member.

- C. **FY21 Budget Modification** – Landa Moore presented a proposed revised budget which was prepared in conjunction with Cabinet Members. The proposal would be for the

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remaining FY21 fiscal year and includes general funds, appropriated grants, financial aid funding, and Covid funding in a new format. Dean had a question about COVID funds. Landa said that we will be able to recover some COVID dollars for the general fund. There was a discussion on how to spend COVID dollars within the approved guidelines. Motion to approve the modified FY21 budget as presented by Dana. Second by Monica. Motion carried 5-0.

- D. **Pay Scale Proposal** – Jennifer McDougall presented scenarios to the COT Members per the information discussed in the last meeting. Motion by Brent to approve Scenario 2, adjusting the pay scale for the new \$16.00/hour minimum wage (combined Grade 1 and 2), combining Grade 3 and 4 with new starting rate of \$16.80, and adjusting the rest of the scale 5% across the board effective retroactive to March 27, 2021. This will result in pay increases for all staff. Motion by Brent to approve, Second by Dana. Motion carried 5-0. These new rates will be added to the budget modification.
- E. **Organizational Chart Proposal** – Lorna LaGue proposed adding two positions to the organizational chart. The Planning & Development Director would be a Cabinet Member and the Financial Aid Clerk in the Student Services department. Motion to approve the addition of both positions by Dean, second by Monica, motion carried 5-0. These will be added to the budget modification.
- F. **Large Expenditures:**
- i. White Earth Scholarship Program - \$8,750.00
  - ii. Postsecondary Child Care Grant - \$8,886.00
  - iii. Brady Martz - \$20,050
  - iv. WETCC - \$6,814.99 (HSPP Grant)
  - v. WETCC Bookstore - \$14,851.97 (HSPP Grant)

Motion to approve the large expenditures by Brent. The COT would like recovery from Schlenner & Wenner on the \$1,000 extra paid to Brady Martz. Second by Dean, motion carried 5-0.

G. **Contracts:**

- i. Teresa Spaeth – Lorna explained the old contract had actually expired. Motion to approve the new contract through the of the year by Brent, second by Dean. Motion approved 5-0.
- ii. University of MN Crookston – HSPP Grant - Motion to approve by Monica, second by Dana, motion approved 5-0. The incomplete sentence under #8 was reviewed, Brian will review.

H. **Policies:**

- i. Advertising and Marketing – Annual Review – No comments provided
- ii. Media Release – Annual Review – No comments provided
- iii. Social Media – Annual Review – No comments provided

Motion to accept the three policies as presented by Dean. Second by Monica, motion approved 5-0.

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- iv. Grant Policy – Revised, previously tabled – At the request of the COT, wording was added to provide for COT review. Need to add: “in conjunction with Finance Director & President” on the change found on page 3. Motion by Brent to approve. Second by Dean. Motion carried 5-0.

### VI. Other

- A. President's Report & Monthly Department Updates – Lorna LaGue said that we are looking at a new SNAP E&T program. We are also working on the Ojibwe Language Certificate and are working on a partnership with the University of MN to bring Ojibwe Language Early Childhood bachelor's program available to students at WETCC. Brian is working with Trades and Technology programs with Northland. HLC will allow us to offer certificate programs as long as the program contains at least 50% current courses. We are scheduled for an HLC Focused Visit in November; a lot of time is being spent preparing for this. The HLC visit will require some data gathered with survey tools, Wilder was contracted to help with this. Lorna has drafted the Workforce Development plan for us to use going forward. There have been meetings regarding the availability of adequate housing for professionals moving into our community. HRDC has asked Lorna to serve as a member of the Comprehensive Economic Development Strategy committee. The solar system went live this month. A couple meetings have been held with the Waubun/Ogema school staff to work out arrangements for them to use the campus in June and the first have of August while their schools are being remodeled. The audit was completed on March 31<sup>st</sup>. Lorna reminded all the board to also review each Division report to be up to date on happenings at the College.
- B. Bylaws – Need Joy's Signature
- C. Discussion: Partnership Opportunities (Brent) – Brent discussed some ideas with different partnerships across the State of MN. WETCC will be partnering with various schools to add more and more programming.
- D. The SENSE survey was provided to the COT for their review.

### VII. Calendar Updates:

- A. GRADUATION! Thursday, May 6 – 2:00 pm. Will be modified due to the pandemic.
- B. Next COT Meeting – *third Tuesday of each month* – May 18, 2021 – 2:00 p.m.

### VIII. Adjournment

Motion to adjourn the meeting by Dean, second by Dana, meeting adjourned at 5:01pm

*Susan Heisler*  
*5/18/21*