

WETCC Council of Trustees Meeting Agenda

June 11, 2019 2:00 p.m. WETCC Mitigomizh Conference Room

MEETING AGENDA

Call to order: By Chair, Sue Heisler at 2:01pm

PRESENT: Dean Johnson, Brent Gish, Nicole Martinson, Sue Heisler

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

- I. **Approval/Amendments to agenda:** Couple additions were added to the agenda, discussed phone interview, motion by Brent, second by Nicole Motion approved 4-0 to approve the agenda with the additions.
- 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 May 14, 2019. 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 through approving April and May. Discussion on the March statements which reflected a shortage of revenue; this was captured in May when BIE grant and RTC Installments were received. Expense management was good and for May, year to date was a profit at the end of May. Motion to approve both the April and May Financial Statements. Motion by Dean, second by Brent, Approved 4-0.
 - C. **Finance/Foundation**
 - i. Update on NMTC – Eric presented an overview of the New Market Tax Credit (NMTC) financing with MMCDC. The Foundation currently has \$175,000 in their checking account. It was explained how the financing gets repaid and what we need to plan for in 2023 when the notes mature. Money is tied to tax credits, and essentially that note will go away, debts will be forgiven. Eric went over interest rates and explained different options to go through payments by 2023 will be around \$30,000 instead of \$300,000. Eric then explained through different options to ensure the loans are paid timely. Lorna, Dean and Eric met with the foundation and are in the process to get another meeting planned to review the options with them.
 - D. **Resolution** – USDA grant. Lorna explained that Jen is working on the new USDA grant and authorizing us to pursue the grant for equipment. There is a match of \$6,250 that would be budgeted for FY2020. Motion by Nicole to approve the resolution, second by Brent, Motion approved 4-0.
 - E. **Large Expenditures** -
 - i. MN Office of Higher Ed - \$7,248 Lorna explained this was already done, it was a reimbursement and not an actual expense, the agency required it within two days.
 - ii. Instructure - \$9,913 (Student Management System) – Lorna explained this is for CANVAS, and it's a fee once a year based on the number of students we have in the system.

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- iii. Marco Technologies - \$5,715.00 – Gina explained this is for more than one month as we have an old invoice because payment was sent to the wrong office (Minneapolis and St. Louis).
- iv. WE RTC Insurance - \$11,876.76 – Gina explained it's a regular annual amount for the whole year.
- v. WebstaurantStore – Risers/Stairs - \$7,635.00 – Lorna explained this is a requested purchase, funds will be from the USDA grant.

Motion to approve by Dean to approve all of the requests., second by Nicole, Approved 4-0.

F. **Contracts** - None

G. **Policies** - None

H. **Approval of President's Report/Monthly Department updates** – Lorna LaGue provided an update on the month. A lot of time was spent on Customized Ed, which has resulted in some new opportunities. Meetings are continuing with tribal programs to meet their workforce needs. A new grant opportunity has \$450,000 and can potentially make a jump our customized Ed program. Explained more trainings could be available. Want to make sure that we all do a good job with upcoming trainings. Then we will focus on the healthcare trainings focusing on CNA training as career ladders to try to meet the workforce needs of the community. The State of MN wants to use our work here as a pilot project for other reservations. Goals from certificates could encourage people to ultimately get the AA degree from us. When they come in a take a training, we are tracking them and hopes for the person to come back for an AA degree. RREAL is a solar project and are going to offer an internship program and teach the students on how to install a solar panels; this project will also install a solar system on the College building. Just over 100 people came through the summer sessions so far; we have two students coming in to teach the upcoming painting classes. Summer sessions went very well, most of them based on our culture department. We will continue to analyze everything. Goal of customized ed was to breakeven, but they have already turned into a revenue generator. Motion by Brent to approve the reports, Second by Dean, motion approved 4-0

I. BIE ISC Report – Requesting Approval & Signatures. Lorna explained the form that we need to give a count of Native students that have been enrolled in our college for next year's funding. Motion by Nicole to approve the report and sign, Second by Dean, Approved 4-0.

J. WE RBC Quarterly Report – FYI. Lorna shared her Quarterly Report to the White Earth RBC.

V. **Telephone call with LeAnn Person** – During Executive Session

VI. **Executive Session – The COT went into an executive session at 3:15 and ended at 3:59pm**

Motion by Brent to appoint LeAnn Person as the Community At Large COT Member. Second by Dean, motion approved 4-0.

The comments from staff and COT were reviewed regarding Lorna's performance evaluation. Motion by Nicole to approve Lorna out of probationary status and allow her to see the comments. Lorna will bring two personal and three professional goals to discuss with COT at the next meeting. Salary discussion will be on anniversary, like other staff. Second by Dean, approved 4-0.

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Lorna talked with Melinda about future student services positions. We are budgeted for more positions through grants.

Motion by Brent, Second by Dean, to appoint Nicole as Acting Secretary for this meeting. Motion Passed 3 in favor, one abstained (Nicole).

Consensus of members was to proceed with the job posting of Associate Dean of Student Services and Customized Ed Coordinator, staff will complete the position descriptions and pay ranking. The new organizational chart will be brought to the next meeting.

Brent asked about the BIE funding. Lorna explained the report was filed timely, but we had not drawn down all the funds earlier. Funds have been drawn down now.

Motion by Dean, second by Brent, motion to passed 4-0 to authorize the job postings of Customized Ed and Associate Dean of Student Services.

VII. Calendar Updates:

A. Next COT Meeting – July 9, 2019 – 2:00 p.m. Tuesday.

VIII. Adjournment: Motion by Dean to adjourn the meeting. Second by Brent, Motion passed 4-0. Meeting adjourned at 4:14pm.