

**Council of Trustee Regular Monthly Meeting
Monday, September 11, 2017**

PRESENT: Sue Heisler, Dean Johnson, Nicole Martinson, Merlin Deegan, Joy Annette at 2:27, Joan at 2:39, Mike Fairbanks at 2:53

OTHERS: Tracy Clark, Kim Anderson, Lorna LaGue (Recorder)

I. The meeting was called to order at 2:15 by Sue Heisler.

II. Agenda was reviewed, changed:

- Remove V.F.5 – HR Policies
- Remove VIII. b – Executive Session, Proposed Tabled Pay Scale
- Add under F.5 – Employee Compensation Policy, draft for discussion
- Add: V. F. – COT Meeting dates

Motion by Dean, second by Merlin to approve the agenda with changes noted above, all in favor, motion carried.

III. Public Comments – None

IV. Introduction of New Employees – None

V. Action Items:

A. Approval of Meeting Minutes:

- Sue asked if the board training was still being planned, Tracy is working on it.
- *Motion to approve the August 14, 2017 minutes by Nicole, second by Dean, approved 3-0-1 (Joy abstained as she just arrived to the meeting)*

B. Approval of Finance Office Report:

- Kami was not present but provided a report. There is nothing out of the ordinary on the Finance Reports, we have some funds put in savings, the Foundation Balance Sheet was also provided.
- We are currently under budget, spending was conservative last year. We are trying to remain as frugal as possible with Title III funding questioned in the future. For long-term planning we need to be prepared for the loss of those funds. For the long-term financial planning, the COT discussed what we should put as a priority, such as: spend down debt, create an endowment? We will plan to discuss this in the future after policies and Focus Visit (October 30 & 31) are done (Nov/Dec meeting) before the next President comes in.
- Sue will not be able to be here on the 9th. She would like to plan for a thorough review of the CFI's and the Focus Study Report in November.
- Request to make the print bigger on the Financial Reports, the print is too small, maybe put it in landscape format instead.

Joan joined the meeting.

Dean made a motion to approve the Financials, Second by Nicole. All in favor.

C. Approval of Large Expenditures:

- Artekta invoice, Tracy asked if all invoices need to come to the board even though the has already approved the project, the board agreed that in order to protect everyone involved, the bills should always come to the COT. There are two invoices past due at this time, \$42,533.70 and \$7,406.00.
- USDA NFC – FMMI Extension grant spend out - \$8,975.61

Motion by Joan to approve the Artekta and USDA NFC invoices as presented. Second by Joy. All in favor, motion carried.

D. Contracts: None.

E. Approval of President's Report/Monthly Department Updates: Departmental Monthly Reports were distributed to the COT members via email prior to the meeting. This past month was consumed with preparing the HLC Focus Visit Report. All of last year's work was pulled together for the report.

Mike Fairbanks arrived to join the meeting at 2:53.

Discussion was held on the preparation of the HLC Report. There were a couple things referenced that were submitted as "proposed" as they had not yet been approved by the COT. The report is preparing the Reviewers so they can prepare for their visit. Finance and Assessment of Student Learning will probably be a focus of the visit, but we have to be prepared for anything. A Comprehensive Visit will be due in March 2019, so this site visit is helping to get ready for the full visit. A hearing will be held in December or January and we will have to defend our accreditation, then the HLC Board will make a final determination on our status. The site visitors make the recommendation to the Board. Gathering the evidence needed for the Report was a good exercise for everyone. Sue made note to thank all the staff at the next meeting for the hard work on the report.

103 students registered for Fall, 62 are new students. 64 full-time students, 10 are 3/4, 9 are half-time and 20 are quarter time. There are 18 students registered with waivers and 5 PSEO students. 41 are returning from Spring, 2017. These numbers are early, drop/add date isn't here yet. Joan asked if we are also tracking the absent students, the ones who did not return or graduate, what has happened to them?

The Project Success meeting two weeks ago was helpful in identifying the data points that we could be using for our dashboards.

We are working on the mechanisms to gather our data, the KPI project will be enhanced to include even more.

Sue asked if we had PSEO students. We're working on improving relationships with area schools to strengthen our relations.

Nicole asked about the classes that were cut due to low enrollment. That was handled as carefully as possible, but we are now in compliance with our policies and course scheduling. They are also working on planning a rotation of classes to enhance planning. Ojibwe II is no longer a required course, it was not included in the Course Pathways for the Associate Degree, it is in one for Native Philosophy. Joel tried to add it to Humanities, but we don't know what happened to it (per Kim).

The pathways are created to help match the MN Transfer Credit requirements as well as the College philosophies. If a course is listed in the pathway, then it is required for

graduation. The pathways are listed in the Academic Handbook, they need to be balanced to meet needs of the emphasis area.

Motion by Nicole to approve the President and Departmental Reports that were submitted. Second by Merlin. All in favor, motion approved.

F. Policy Changes/Approvals

1. Academics

a. Academic Catalog 2017-2018

b. Faculty Handbook 2017-2018

Discussion was held on whether these need to be approved or not, since the policies were already approved and the Handbook and Catalog summarize the policies. The COT agreed, it is a good idea to present them to the Board.

Motion by Dean to approve the Academic Catalog and Faculty Handbook. Second by Nicole. All in favor, motion carried.

2. Cultural

a. Cultural Advisory Committee Policy (Tabled on 8/14/17)

This was previously tabled until a full COT was present for consideration. A question was asked about the people who Kim has already offered asema to and if they would still be a part of the committee. Question as far as whether asema is considered to be "for life". The policy has terms spelled out as being at the discretion of the members, but *COT discussion was there should be terms included*. There are different perspectives on asema and whether it is a request or considered a contract once it is accepted. Merlin explained it is difficult when we try to mesh the right/left hemisphere, and how we have to choose our words critically. Kim explained her discussions with the people who had already been selected to assist as committee members. Joy thought it would be advisable to use the original people as the temporary committee, but the permanent committee should be established once the policy is approved. Merlin suggested we pick half of the members to serve two years, Joy wants nominees to come from various people. Merlin suggested we put out an ad in the *Anishinaabe Today* to allow community members to participate and be transparent.

The COT would like this wording added: Service on the Committee will be considered a community volunteer service and would be a two-year commitment with the option of renewal. The sentence will be added to the wording on the presented policy, as far as leaving the members the option of opting out early, leave it "up to a two-year commitment" and "option to apply for renewal".

Concern was expressed by Nicole over the people who have already been offered tobacco because it was not explained it was a temporary appointment and it does not reflect well on the COT. In the future the COT will be consulted in advance.

Motion by Joan to approve the policy. Second by Joy. All in favor, motion carried.

Tracy asked for clarification on the people who Kim had already passed asema to, they have not actually held a meeting yet. Adriane Liberty, Betsy May, Judy Fairbanks, and Olivia Janis were the ones Kim had asked. Joy wants nominations opened to everyone and see if these ones apply. The policy allows up to 10 people. Nicole would like to leave the four people that Kim has already offered asema to be placed on the committee and then open nominations to add more. Joy suggested Executive Session.

Nicole made a motion that the four people be appointed to the Committee, with the changes made today. Mike second. Vote 5-1, motion carried.

3. Development

a. Advertising and Marketing Policy

This policy is new. Joy asked if it had been tabled previously, it was explained that this was an entirely new policy which has no impact on the organizational chart.

Motion by Joan to approve. Second by Nicole. All in favor, motion carried.

4. Finance: N/A

5. HR (13 Policies): Tabled

Sue distributed a new policy that is being worked on for Employee Compensation.

Tracy encouraged all board members to provide any suggestions.

6. Student Services:

a. Student Handbook 2017-2018

Dean made a motion to approve the Student Handbook as written. Second by Nicole. All in favor, motion carried.

7. Governance/Other

a. Shared Governance Policy (Tabled August 14, 2017)

Dean asked for clarification, this appears to be "structure" so people know if they want to make a recommendation, they know the process. Tracy explained, this is a part of best practices, it puts parameters on committees and gives information on the process to get suggestions sanctioned. There was a clarification made in the policy to clearly state that no committee can surpass the COT, but empowers the committees and improves communication.

Discussion was held on the policy, there was an old version in the binders looked at today, but Tracy had routed an updated version via email. *The COT agreed that it would be OK for Tracy to email the correct version of the policy and the COT will vote via email.*

G. Grants: N/A

H. Signatures Needed: Done, no action needed)

a. President's Time Cards

b. Mileage Sheets

c. Presidents Job Description

I. COT Meeting Dates

Sue explained she received a letter from a Student, they would like to have a student representative on the search committee for the President, she is in support of this and thinks it would be a good idea. Dean agreed, this had been done before.

Denise and Kim have already been asked to join the COT in the Search Committee. *All agreed it would be favorable to add a student representative.*

A confidentiality agreement should be drafted up to ensure everyone understands their roles. Tracy will draft a policy for COT to review. Discussion on the status of the recruitment, the position description has been updated, but the position has not yet been advertised.

Joan reviewed the COT Bylaws, meetings are required once a month. A COT meeting calendar was shared with the board. *Motion by Joan to approve the calendar, second by Merlin, all in favor, meetings will be held monthly, per the calendar; all in favor (5-0), Mike was out of the room.*

VI. Board Governance:

a. Presidential Search:

i. President Search Policy and Plan?

ii. Presidential Success Plan – Joan

Sue shared a packet of information on the 360-performance evaluation that had been completed on Tracy by 18 staff that answered. There were many comments. Discussion was held on the report format. COT Members should also complete an evaluation which gets combined with the staff one and ultimately new goals and objectives would be defined.

Sue won't be here on the 9th, but is willing to work with someone to draft the goals and objectives before the next meeting. *Joy, Joan and Sue will get together to work on them so they are ready for the next COT meeting.* They need to remain confidential.

Sue had to leave the meeting at 4:23. Joy assumed the role of Chair.

COT Members reviewed the position description for the President. Native Preference needs to be added to the draft.

Discussion was held on how long the job announcement should be open, Joan said at least 30, probably 60 days. *Motion by Dean to approve the job description, adding Native Preference to it. The job will be advertised and then open through November 13, 2017, 3:00 p.m. Merlin added that the recruitment should be nation-wide, Indian Country Today, everywhere. Joy said she knows there will be 3 candidates from MN area. Joan second. All in favor, motion passed. Abbreviate COT on the top as well.*

Based on applicants, the COT will plan a review of the applicants after the job announcement has closed. Nicole asked for clarification as to whether there is a system in place to determine which applicants get interviewed.

The plan would be: Get qualified applicants by November 13th.

Merlin asked who is appointed to review the applicants and pull the committee together. Nicole and Joy will get them together. Joan asked Joy if her daughter will apply, if she does, Joy will excuse herself. If the daughter accepts the position, Joy will resign from the board.

Interviews could be held as soon as possible after the screening. Ideally, we should overlap Tracy with the new person for a few weeks. Tracy's contract ends May 31st, so it would be best to have the new employee placed by April, but if the new person is already

working in the academic year, we may not be able to get them until the school year has ended. We need to be looking ahead for the transition time some overlap time preferred.

Merlin asked who is advertising, Joan said HR would advertise in Indian Country Today, nation-wide, Anishinaabeg, DEED, and The Circle.

All applications should be addressed to the Chair of the board unopened, then delivered to the Search Committee. Motion by Joan, second by Dean. All in favor, motion carried.

- b. Review of Bylaws to enhance board's support of students? *Tabled.*
- c. Joy and Mike will attend TCU-GISS training in Florida the first week of October.
- d. Student Representative Board position – Joan referred to the Bylaws, there is a Student representative already included. *Tabled.*
- e. COT term renewal: Joan thought all terms had been made to run through December. *Tabled.*
- f. COT Officer elections: *Tabled.*

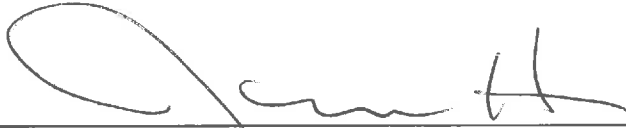
VII. Discussion Items: N/A

VIII. Executive Session:

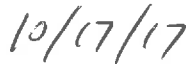
- a. Interim President's Evaluation, discussed by Sue before she left.
- b. Proposed revised Pay Scale: *Tabled.*

IX. Adjournment:

Motion by Merlin to adjourn. Second by Joan. All in favor. Meeting adjourned at 4:52.



Signature of COT Secretary



Approval date