



Location: Leech Lake Tribal College, Drum

Room

Date: December 16, 2019

Time: 5:00-7:00 pm

Subcommittees will meet at 5:00 pm

## Regular Meeting Minutes

### Subcommittees did not meet from 5:00-5:30, no quorum.

I. Invocation (5 mins) Elder, Vikki Howard

II. Meeting called to order 5:38pm Chair

III. Roll call (2 mins) Chair

Rebecca Graves-Chair, Camille Naslund-Vice Chair (via phone), Veronica Veaux-Secretary, Alicia Bowstring-Treasurer, Jennifer Cross-Member, Emily Ward- Student Representative

Absent: Vicki White-Member, Mike Smith- Elder, Donna Cloud-Elder

Staff in attendance: Ray Burns, Vikki Howard, Genny Lowry, Linda Goggleye, Michelle Saboo, Bill Fredrickson, Helen Zaikina-Montgomery

IV. Action Items (18 mins) Chair

a) Take action on Agenda (2 mins) Camille motions, Alicia seconds to approve agenda. 4/0/0.

b) Take action on Meeting Minutes (3 mins)

- 11/17/19 Special – table (Vicki is not present with minutes)
- 11/18/19 Regular – Camille motions, Alicia seconds to approve minutes. 4/0/0

c) Take action on Charter and By-Laws (5 mins)

- Jennifer motions to table changes, Veronica seconds. 4/0/0
- Discussion regarding changes to be made, including to sections 4.5, 4.6, 4.7, and 6.8 of the By-Laws, per special meeting from 12/15/2019. We will have review and approve additional changes at the January monthly meeting.

d) Take action on Monthly Reports for November 2019 (5 mins)

- Jennifer motions, Alicia seconds to approve monthly reports. 4/0/0
- **President (submitted)**



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- Please set a standardized report for HLC on monthly reports. Get training dates for BOT for the year.
- **DAIR (submitted)**
  - I liked the newsletter but would appreciate the standard monthly report
  - Community needs assessment – Helen will send to Linda and she will send to the Board
- **Registrar (submitted)**
- **Financial Aid (submitted)**
- **Finance (submitted)**
  - Genny: the turnaround for monthly reports was tight this month. The report was submitted on time, but it was close.
- **Book Store/Print Shop (submitted)**
- **Operations (submitted)**
- **IT (submitted)**
- **Library (submitted)**
- **Academics (submitted)**
- **Arts & Humanity (submitted)**
- **STEM (submitted)**
- **CTE (submitted)**
- **Institutional Admin (submitted)**
- **Wellness (submitted)**
- **Law Enforcement (submitted)**
- **Student Services (submitted)**



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- Good reporting and I like the format for HLC
  - Question regarding student emergency aid, are these student loans? No, they are grant funds that are through Acendium. 2016, received \$52,000 with \$4,000 per period going toward Administrative costs. New amount, \$7,000 was distributed, not the amount funded to students. If funds run out, they can be requested again. Funds are provided for emergency reasons, but do not go directly to the student – they go to the vendor or through food vouchers.
  - What can the Board do to help? Michelle said they are paying for students to stay at Cedar Lakes, however, they are no longer honoring our purchase orders. Genny commented that the General Manager indicated that they are no longer hosting homeless people, no exceptions. Ray will follow up tomorrow.
  - **Human Resources (submitted)**
    - Appreciate a report for the month but use the old format and the report with hires/terms, and counts for staffing
- e) HLC Criterion Reporting (30 mins) – specific highlights to report out
- i. Academic Dean
    - Redoing faculty evaluation forms. All adjuncts have been evaluated. Some full-time faculty have been evaluated, the remainder will be evaluated in the spring. Waiting on new HR Director to be hired, all faculty credentials are up to date, but files may need to be updated. Program Learning Outcomes for all nine programs have been created, this will go to Assessment Committee for approval. Institutional Outcomes will go to Governance Committee this week for approval. Website is being updated, credentials listed publicly were lost in the upgrade and is in process.
  - ii. Student Services Dean
    - OARES survey finished, IT and Helen helped with similar format to Sitting Bull College. Paint a larger picture of yellow, red, and green zones, rather than just attendance. Will have risk reports for each student. This can go to each department to help with student retention. End of semester staff surveys going out soon.



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### iii. DAIR

- Passed out curriculum mapping materials. Institutional data will be used to make decisions. On paper, response rates to course evaluations are higher.
- Curriculum map sample using a hypothetical program, second paper is a sample map for AAS in Business Management, third paper is a form that an instructor would fill out. For example, in Accounting 150, which of the ILOs are included in the outcomes, are they assessed, etc. Then, the instructor answers program learning outcomes. Now that program learning outcomes have been established, each instructor will be provided with these forms for each course. Then curriculum mapping can take place.
- Getting ready to write the assurance argument. Helped to put together a rough draft. Will continue work when faculty return in January. Site visit will take place April 27 and 28.

### f) Mileage for attending Strategic Planning Committee Meetings

- Camille – Board needs to be more involved with Strategic Planning. Camille attended meetings on campus and in the community of Onigum. Highlighted by the HLC, Camille and Vicki have attended meetings. Camille requests that mileage be provided to help with costs. Camille is the Chair of the Strategic Planning Committee for the Board.
- Jennifer, bound by Charter and By-Laws. We will need to include travel and mileage into the By-Laws.
- Veronica motions to table this item so that verbiage can be added to the By-Laws for consideration at the January meeting, Alicia seconds. Discussion: Becky, if approved, this cannot go retroactively, it will only be effective as of the approval date. Jennifer, if the meetings are a charge of a committee or designee, we will identify if costs are reimbursed. Camille, used to her position and what the Board members receive (mileage, per diem, child care costs, etc.), requesting benefits to serving on a Board. Motion carries, 4/0/0.

## V. Discussion Items (12 mins)

Chair

### a) Student Representative



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- Emily Ward, Student Senate President. On behalf of the student body and student senate. Thanks to Michelle for everything she has done and for serving as a mentor. Really big shoes to fill. Provided her with a gift. Good luck in future endeavors.
- b) Subcommittees Report Outs (3 mins) – did not meet tonight. Task for each committee will be to come in January with a list of duties, responsibilities, and qualifications. Deadline January 17.
- Executive Committee
  - Finance Committee
  - Policy/Legal Committee
  - Strategic Planning Committee
- c) Onboarding for Board Members (3 mins)
- Ensure that this gets done. Will need either a special meeting or a work session. Becky has a template and we can work from there. Becky and Camille agree to work together on this project. We will have a special meeting on January 26 from 11am-3pm to discuss special meeting.
- d) President Employment Contract and Goals (2 mins)
- Each Board member will come up with 2-3 additions for the goals for the January meeting. January 17 deadline to submit to Board via email.
- e) Grievances and Cool Down Periods Following an Employee's Positive Regarding At-Will Terminations (2 mins)
- Added verbiage to At-Will termination policy. Jennifer will email out to the Board for review tomorrow, December 17. Current policy allows for unlimited grievances and appeals. Additional language to address lack of funding.
- f) Set meeting dates for 2020 (2 mins)
- Discussed preferences of each Board members. Continue with the third Monday, except January, February, March, and April. Will meet January 27, February 24, March 23, and



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April 27. Board Sub-Committees will meet from 5-5:30, regular monthly meetings from 5:30-7pm.

**VI. Next Meeting Place/Time (3 mins)**

- a) January 26, 2020 at 11 am (special meeting)
- b) January 27, 2020 at 5 pm

**VII. Adjourn**

- a) Veronica motion to adjourn at 7:14pm, Jennifer seconds 3/0/0.