

Board of Trustee Regular Meeting
February 25, 2019
Leech Lake Tribal College
Agenda Items
5:00 PM to 7:00PM

1. **Invocation (10 mins)**

Mike Smith

2. **Roll Call (2 mins)**

Present: Becky Graves (Acting Chair), Shelly Pemberton (Treasurer), Veronica Veaux (Secretary), Jennifer Cross (via phone), Alicia Bowstring, Mike Smith (Elder Representative), William (Bill) Bowstring (Student Representative), Gary Charwood

Absent: Arnold Dahl-Wooley and Donna Cloud (Elder Representative)

Staff Present: Ray Burns, Vikki Howard, Genny Lowry, Cindy Kingbird, Michelle Saboo, Linda Goggeye

3. **Meeting Call to order (2 mins)**

5:31pm

4. **Review and Approve Agenda (3 mins)**

Veronica motions, Alicia seconds to approve agenda, motion carries 4/0/0

5. **Review and Approval of Minutes (3 mins)**

January 23, 2019 Regular Meeting Minutes

Shelly motions, Jennifer seconds to approve minutes, motion carries 4/0/0

6. **Ryan Welle: Financial Advisor (10 mins)**

Endowment Funds 2012-2018

7. **Matt Laughlin: Audit (10 mins presentations 15 mins questions)**

Audit Presentation– This is the second year Brady Martz has conducted the LLTC Audit

Three deficiencies, two from last year are fairly common. The third is regarding bank reconciliations not being done on a timely manner; this has improved since the audit. Five observations noted in the Management Report.

Question regarding write-offs. Per policy, the Board is supposed to approve write-offs, but in this instance the auditor did not require board approval. Page 50, 2018-001 and 2018-002 comments are in incorrect order.

Shelly motions, Veronica seconds to approve the audit, 5/0/0

8. **New Business (30 mins)**

Reports (please read reports and email questions to appropriate staff limited time for discussion)

Motion to approve all:

President

- Follow up for Q&A that was sent via email.
- Program reports – question (summary page requested). Vikki shared an executive summary with the board. Ray said that he would share with the Board tomorrow.

- Need confirmation of webinars from Board by March 1, 2019. Self-Assessments from the Board will need to be submitted to the team during the site visit.
- Comment – inappropriate with asking the STEM coordinator, even though our meetings are open. Concern with concern/alert: “Is admin and the board aware of what is required for the HLC visit and are they sharing it with the faculty and staff? Feels like there is not enough discussion about what is required and where we are at right now. We would like the president to hold weekly meetings to inform the college what is done and what needs to be done so we are all prepared when the visit occurs.” Question regarding communication – Ray said that he will hold weekly staff meetings to better communicate with staff. Ray said that there have been three all-staff meetings, but not everyone attends these.
- Question regarding 109 FT students versus 76 PT students, when we have 186 students total. Ray said that a faculty member was accidentally counted as a student and will have the registrar make the correction.

Academic

Art-Humanities
Law Enforcement
Carpentry
Wellness

Finance

Funds Status
Print Shop
Western Bank Proposal

- Line of Credit for \$300,000 is available if we are unable to make it through the fiscal year. Table until next month.

DAIR update

Enrollment
Financial Aid
Institutional Advancement

Operations

IT
Maintenance
Security

Windookagaan

Recruitment
Athletics
Retention

HR Report

Shelly motions, Alicia seconds to approve reports, motion carries 5/0/0

9. Old Business (updates) (15 mins)

President updates (10 mins)

HLC progress & Assurance Argument (10)

- Requirements for program reviews have been met. Current argument is being finalized before lockdown. Links to the document are being added. Paula and Ryan are uploading documents to the site.
- Team that is visiting is familiar with tribal colleges, so that educational piece will not be required. The completion of the remaining program reviews should be finished by mid-March. By the time the site team visits, all program reviews will be completed.

Dormitories (5 mins)

- Waiting for LLBO Economic Development plan to come together. It was on the agenda for the Strategic Plan retreat in agenda, was in January and February agendas, but was not addressed by the Council. LLTC has been requesting it to be added to the agenda every month.

10. Board assessment discussion/summary (5 mins)

- Arnold sent out assessment and discussion from the GISS training in December. We need to come up with a summary; Ray indicates that we need to have it completed before the site visit. Once we have the other assessments, we need to compile a summary. Alicia will compile and email it to the board.

11. Meeting Dates (5 mins)

- This was brought up at the last meeting. Gary – 1st and 3rd Wednesday and 3rd Mondays work. Shelly – open. Jennifer – Monday or Friday in person, any other day via phone will work. Becky – Mondays and Fridays do not work. Alicia – Wednesday and Thursdays do not work.
- New meeting dates – third Tuesday at 5 pm

12. President Contract and President Self-Assessment (10 mins)

- President will complete a self-assessment by the next meeting. Next meeting will include a closed Executive Session to discuss President's Self-Assessment.

13. Old Business

- Next meeting: Organizational Chart and Social Media Policy

14. Executive Session

7:17 pm – 7:42 pm

Next Meeting Place/Time

March 19, 2019 – 5pm

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7:42 pm Alicia motions, Gary seconds, motion carries, 5/0/0


Veronica Veaux
Leech Lake Tribal College Secretary