

Location: Leech Lake Tribal College, Drum
Room
Date: August 19, 2019
Time: 5:00-7:00 pm

Regular Meeting Minutes

I. Invocation (15 mins)

Mike-Elder

II. Swear in new Board Members (5 mins)

Chair

Vikki White

Camille Naslund

Douglas Stately

III. Becky called meeting to order 5:31pm

IV. Roll call (2 mins)

Chair

Rebecca Graves-Chair

Veronica Veaux-Secretary

Alicia Bowstring-Member

Jennifer Cross-Member (arrived at 5:33 pm)

Vicki White-Member

Camille Naslund-Member

Douglas Stately-Member

Mike Smith- Elder

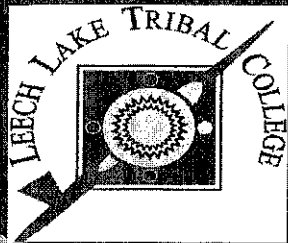
Donna Cloud-Elder

Staff in attendance:

Ray Burns, Michelle Saboo, Genny Lowry, Vikki Howard, Linda Goggleye, Helen Montgomery, Bill Frerickson

V. Action Items (33 mins)

Chair



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- a) Take action on Agenda (2 mins)
 - i) Alicia motions to approve agenda, Veronica seconds. 6/0/0
- b) Take action on 7/26/19 Regular Meeting Minutes (3 mins)
 - i) Alicia motions to approve minutes, Jennifer seconds. 6/0/0
- c) Take action on Monthly Reports for July 2019 (22 mins) – oral reports provided to support written reports
 - i) Veronica motions to approve reports, Vicki seconds. 6/0/0

President (submitted)

CDA discussions, working on addressing the funding with Child Development. Community survey went well. Ray attended student financial aid training last month. Dorm discussions have declined, due to the opening of Cedar Lakes. Ray has requested the use of the large sign at the intersection of highway 2. If LLBO purchases Cadillac's Bar, we have been in discussion with the band about the use of the property. LLTC presented at the LLBO Quarterly meeting last month.

DAIR (submitted)

351 surveys completed. The data is being analyzed, the report should be available mid-September. Collaboration projects with Academics and Student Services. Attended Census meeting in St. Paul and will provide information at our next meeting. Working in collaboration with the Strategic Planning Committee meetings. Community and student meetings for the strategic plan have been scheduled.

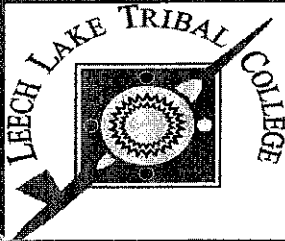
Financial Aid (submitted)

Finance statements (submitted), Book Store/Print Shop (submitted)

No concerns, year end close-outs

Questions/comments: Grant overview and investment presentation requested for the benefit of new board members next month

Operations (submitted) and IT (submitted)



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Monthly preventative maintenance and roof work. Faculty moves to some of the vacant offices. Security attended AIHEC meeting.

Library (not submitted)

Academics (submitted), STEM (submitted), Arts & Humanity (submitted), CTE (submitted), Institutional Admin (submitted), Wellness (submitted), Law Enforcement (submitted)

Community survey had a good response. Renewal to MN Department of Higher Education was completed and approved. New person for Law Enforcement and Reading/Writing Coach-Instructor. Articulation agreement with BSU Business Administration department was approved and signed. Seven students attending SACNAS conference and will be traveling to Hawaii. Team attended Tribal College conference.

Question about strategic planning process in regards to 'alert for board'

Student Services (submitted), Registrar (submitted)

Recruitment and registration very busy. Attended parades in the area. 144 students registered. This week will be the busiest week. Ideal students for fall is 180 students. There is no emergency aid available this fall, except for smaller in-house awards. Women's basketball coach has been interviewed and someone has been recommended; if there are not enough players, they will cancel the season.

Human Resources (not submitted)

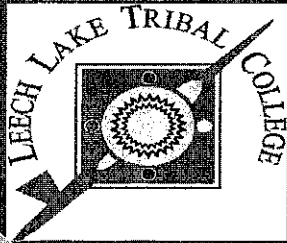
d) Take action on Corporate Authorization Resolution signature (submitted 8/5/19) (2 mins)

- i) Genny: No activity on this account, this is to close the account. The plan is to move the \$117,000 remaining in this account to an "Operations" fund in Investments. If we ever need it, it will be moved to the General Fund, as a "rainy day fund."
- ii) Vicki motions to approve the Corporate Authorization Resolution to be signed by the Board of Trustees Secretary, the President of LLTC, and Finance Director, Alicia seconds. 6/0/0.

e) Bank documents to change signatures (submitted 8/15/19) (2 mins)

- i) Veronica motions to change signatures on bank documents, Alicia seconds. 6/0/0.

f) Ray PAF signature for merit based increased (2 mins)



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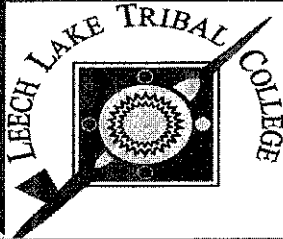
- i) Becky signed, as this was previously approved at a board meeting.

Staff is excused once this section is completed

VI. Discussion Items (60 mins)

Chair

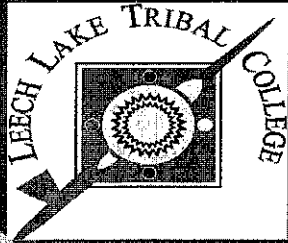
- a) Pat Broker HLC discussion (5 mins)
 - i) Not in attendance
- b) Update on HLC Hearing/Testimony (10 mins)
 - i) Ray has filled in the staff, any staff remaining are welcome to stay. Last Tuesday, Ray, Helen, Becky, and Veronica met with six professionals from Higher Education. Very focused visit and overall he feels that it went well. The legal person for HLC and the President of HLC were present, we are an unusual case. It is unusual for institutions to go from probation to probation. They were trying to figure out the best way for them to move forward with the College. The questions were pointed; they were looking for ways to help us move forward. Very instructive in having us create a timeline. We will most likely have another site visit in April or May of 2020; it is probable that we will have a report due in February 2020. We will get final report from the HLC Board in November.
 - ii) Helen added that she was impressed with Becky and Veronica. We were all faced with difficult and pointed questions. We answered questions honestly and professionally. Karen Solomon commented on our honest and open discussion with the team. Feels like it went really well. Karen highlighted that the Board and the College have plans in place to go forward. Institutional learning outcomes have been narrowed and refocused. There are four pillars that the learning outcomes and strategic plan have commonality.
 - iii) Becky ensured that the new board members received copies of the HLC report. Veronica added the areas of importance for the board. We will hear more from the team within the next week and then we will have an opportunity to respond.
 - iv) Strategic plan: internal surveys, community surveys, faculty surveys, and we are going to have meetings throughout the various communities in Leech Lake. Will be meeting with LLBO Directors and Tribal Council to get feedback. Board and students will be engaged in the process, as well. For the next two plus months, the College will be gathering data. The strategic plan will have identifiable benchmarks and action items, the plan will have the



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flexibility to make changes, as needed. There will be a committee assigned to overseeing the plan and accountability.

- c) HLC plans and updates from LLTC to correct findings (5 mins)
 - i) Ray: Within the next six months is the assessment plan is moving forward, community survey has been completed, strategic plan is moving forward, and the program learning outcomes being met. Using data to make informed decision making. We will be able to show demonstrable improvements in the next six months, we have begun working on addressing deficiencies before the site visit.
 - ii) Helen: Within the next six months, the College will be moving forward with curriculum mapping, program learning outcomes, and strategic plan will be in place by the end of the calendar year. Syllabus templates have been created and data sharing is in the works.
 - iii) Board: In the next six months, the board will discuss by-laws and charter, on boarding training, meeting minutes to include information for the reader to understand what occurred, committee structures and duties, absences from board meetings. The board needs to define what is excused/unexcused absences. Board matrix is in the by-laws, this was discussed. We need to develop an ongoing calendar of events. Becky asked Ray to reach out to other TCUs and get sample copies of committee structures and duties and on boarding materials.
- d) Regular meetings date for 2019 calendar (5 mins)
 - i) Becky asked for best days for each board member to meet, 5-7pm.
 - ii) The board will meet third Monday through the rest of 2019.
- e) Special meeting dates for 2019 to work on HLC items for BOT (5 mins)
 - i) Table until retreat next month
- f) Board Retreat (5 mins)
 - i) First retreat is on team building and team work. This is scheduled for Saturday, August 31 on campus from 12-4pm. In the morning session (10-11am), we can discuss items that need to be discussed. 5-6pm we will discuss action items and schedule special meetings.



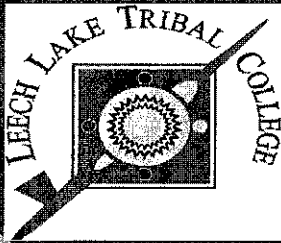
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- ii) Second retreat will be a joint session with White Earth Tribal College. It will be scheduled in Bemidji either on the October 11-12 or October 18-19. Friday evening would be ice breaker session. Saturday would be a 9-5 session and training, October 11 and 12 work best for us.
- g) BOT Travel (5 mins)
 - i) Requests Ray to present the board with a list of travel for the board in the upcoming year. Potential opportunities:
 - (1) AIHEC "Stump the Hill" (DC) February 3-6 – usually two LLTC board members attend.
 - (2) HLC Conference (Chicago) April 17-21 – consider this to be an all-board event.
 - (3) AIHEC Student Conference (Albuquerque) March 24-26
 - (4) GISS/ACCT training will take place in April 2020
 - ii) Fairness in deciding who attends and how often. Numbering system, rotation, taking turns, looking for fairness.
- h) Subcommittees (5 mins): Executive Committee, Finance Committee, Policy/Legal Committee, Strategic Planning Committee
 - i) Jennifer suggests we consolidate the number of committees. We have a seven person board and four committees. This means that each member will need to serve on one or more committees.
 - ii) Executive Committee – we need to elect officers for the Vice Chair and Treasurer, since these seats are vacant. We will vote next month.
- i) Onboarding for Board Members (5 mins)
 - i) Request for Ray to reach out to other Presidents. We need to create an on-boarding package for new board members.
- j) Future President employment contracts (5 mins)
 - i) In December / January, we need to begin evaluating the President for the May contract renewal. We need to spell out the review process and discuss feedback. This will be included in the calendaring system of board meetings.



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- k) Grievances and cool down periods following an employee's positive regarding at-will terminations (5 mins)
 - i) A policy is in place that is not clear. There currently a moratorium on at-will terminations, however, for-cause terminations can still occur. We need to develop a better process for at-will terminations.

VII. Next Meeting Place/Time (3 mins)

Monday, September 16, LLTC Drum Room 5:00-7:00 pm

Future meetings: October 21, November 18, and December 16

VIII. Executive Session (30 mins)

- a) Alicia motions, Camille seconds at 8:26pm. 6/0/0.
- b) Welcome to new BOT members (30 mins)
 - i) Ground rules (3 mins)
 - (1) Expectations and conduct
 - ii) History (27 mins)
 - (1) HLC
- c) Camille motions to end Executive Session at 8:31, Doug seconds. 6/0/0.
- d) Jennifer motions to make HLC updates a permanent agenda item, Veronica seconds. 6/0/0.

IX. Adjourn

- a) Alicia motion, Camille seconds to adjourn. Meeting adjourns at 8:52pm

Veronica Champ, LLTC BOT Secretary

Leech Lake Tribal College Board of Trustees
August 31, 2019
10:00 am – 5:00 pm
Retreat Minutes

- I. Roll call – Chair
 - a. Present: Rebecca Graves (Chair), Veronica Veaux (Secretary), Vicki White, Camille Naslund, Douglas Stately
 - b. Late: Jennifer Cross (arrived at 1:05pm)
 - c. Absent: Alicia Bowstring (excused)
 - d. Staff present: Ray Burns

- II. Rebecca called the meeting to order at 10:40 am
- III. Camille motioned to approve agenda, Vicki seconds. 4/0/0
- IV. Introductions
 - a. Vicki, Douglas, Veronica, Camille, Ray, and Becky provided introductions, including professional background and personal background
- V. Onboarding Discussion
 - a. Ray requested information from eight (8) other TCUs. White Earth was the only college to respond to his request so far.
 - b. Discussion regarding Board Max – costs around \$1000 / year that would be used to house training modules and ensure access to board information.
 - c. At the retreat scheduled in October, the training will be focused on the needs of LLTC Board
 - d. Other requests: cheat sheet with acronyms and lingo associated with LLTC and an updated video ‘about us’.
- VI. Roles and duties
 - a. The charter and bylaw describe our duties, but it would be advantageous for us to define some internal expectations. For instance, being respectful, instead of being a spectator, it is a duty that we speak up.
 - b. Discussion regarding mediation and/or grievances within the board. Discussion regarding the role elders may take on and establishing a code of conduct. We can discuss further at the next board meeting.
 - c. At the 9/16 regular meeting, request to discuss using The Association of Governing Boards of Universities and Colleges (AGB) and the roles of the board, to include overseeing academic quality, fiduciary responsibility, and strategic planning.
- VII. IAC Response
 - a. The Board response is due to Ray by 9/9 – this is very time sensitive. Veronica will create a Google Doc so that everyone may contribute.
 - b. Include topics covered at the 8/31 (today) retreat and draft minutes.

- VIII. Insights Discovery Preference Evaluator
 - a. Jayme Davis – NGC Program Manager and Insights Discovery Trainer
 - b. Each board member participated in a Personality / Preference survey. Jayme provided training on better ways to communicate and establish relationship with each other based on personality.
- IX. Reflection – debrief
- X. Committee Assignments
 - a. Nominations for Vice Chair
 - i. Douglas nominates Camille
 - ii. Camille nominates Jennifer
 - iii. Ray collects ballots, announces Camille is the Vice Chair
 - b. Nominations for Treasurer
 - i. Veronica nominates Vicki, Vicki declines
 - ii. Becky nominates Alicia (Alicia confirms nomination via text message)
 - iii. No other nominations, Alicia is the Treasurer
 - c. Committees
 - i. Executive Committee – Becky (Chair), Camille (Vice Chair), Alicia (Treasurer), Veronica (Secretary)
 - 1. This committee is assigned per the bylaws
 - ii. Finance Committee – Alicia (Treasurer), Becky, Douglas
 - 1. This committee will meet one (1) hour before the regular monthly meetings. Volunteer members, based on interest and experience.
 - iii. Policy / Legal Committee – Jennifer, Becky, Vicki
 - 1. Ad hoc committee with volunteer members, based on interest and experience.
 - iv. Strategic Planning – Camille, Vicki, Veronica
 - 1. Volunteer members, based on interest and experience.
 - v. Discussion regarding how often these committees should meet and if we should narrow the number of committees. We will revisit this subject at the next retreat, when we will revise the bylaws and charter.
- XI. Bylaws and Charter Discussion
 - a. Veronica emailed the highlighted areas of the bylaws that have differences between the charter and the bylaws. There are some differences that are not significant. For example, there is an additional statement in Bylaws Article IV about members serving on a volunteer basis. Some differences are more concerning, for instance the Charter discusses Quarterly Board meetings and the Bylaws discuss Monthly Board meetings.
 - b. Please review the areas of conflict and suggest amendments. We will discuss making changes at the next board retreat, scheduled October 11 and 12.
 - c. In addition, we need to work on developing a calendar with timelines and work schedules / committee schedules at the next board retreat.
- XII. Adjourn
 - a. Camille motions to adjourn at 4:45 pm, Veronica seconds. 5/0/0

Veronica Cheam, LTC BOT Secretary