



Location: Leech Lake Tribal College, Drum Room



Date: February 7, 2020

Time: 5:00-8:00 pm



Special Meeting Minutes for February 7, 2020

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| I. Invocation (5 mins) | Elder Mike Smith |
| II. Meeting called to order at 5:32 p.m. | Chairperson Graves |
| III. Roll call (2 mins) | Chairperson Graves |

Voting Board Member

Rebecca Graves-Chair-Voting Member-Present

Camille Naslund-Vice Chair-Voting Member-Present, left meeting at 7:58 p.m.

Jennifer Cross-Secretary-Voting Member-Present

Vikki White -Treasurer-Voting Member-Absent

Alicia Bowstring-Member-Voting Member-Present

Veronica Veaux-Member-Voting Member-Present

Non-Voting Board Members

Mike Smith- Elder- Non-voting Member-Present, left the meeting at 6:18 p.m.

Donna Cloud-Elder-Non-voting Member-Absent

Emily Ward-Student Member on behalf of the Student Senate of the Leech Lake Tribal College-Non-voting Member-Absent

Staff in attendance:

Helen Zaikina-Montgomery, Director of Assessment and Institutional Research

Quorum

A quorum is established, as five Voting Board Members are present.



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IV. Action Items (2 mins)

Chairperson Graves

- a) Take action on Agenda (2 mins)

Discussion: None

-Motion to accept proposed agenda for the Special Meeting of the Leech Lake Board of Trustees for February 7, 2020

Member Veaux motions, Treasurer Naslund seconds the motion.

Vote: 5 yeas, 0 nays, 0 abstains

Motion carries

V. Work Session and Action Items (167 mins)

Chairperson Graves

- a) Onboarding for Board Members

Discussion: Treasurer Naslund is proposing a hyperlink verses printing the documents that she has gathered. Also it is important that new board members have a campus tour and meet with staff. Developing a checklist that will provide frame work of the history of tribal colleges, and includes viewing a video of Leech Lake. Suggest a change to 180 days for onboarding for a new board member to complete. Also, should include a summary sheet of Robert's Rule of Order for formal meetings.

- b) Charter and By-laws Corrections

Discussion: Reviewed the proposed changes to the Charter and By-laws, section by section, with additional changes and/or comments.

- c) Grievance Policy and At-Will Policy (2 mins)

Discussion: Changes to the policy were made and sent to Board Members for review via email. Need to vote on proposed changes at next Regular Board Meeting.



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d) Presidential Goals

Discussion: Each Board Member will submit to Member Veaux 3 proposed presidential goals for President Burns.

e) HLC Criterion 2C, 5B, and 5C

Discussion: Presentation by Helen Zaikina-Montgomery, Director of Assessment and Institutional Research, regarding possible questions that may be asked at the HLC Meeting in April. Will set up a time for a prepare the board members for HLC visit.

Treasurer White stated that the Board has a duty of care to the College, but the Board is placed in a situation where sometimes we need to know information to make informed decisions.

Suggestion is to define day-to-day operations.

f) Strategic Plan

Discussion: Need to know what stage of development the strategic plan is currently. How can we as a board assist with creating a successful plan. Need to develop goals for the President, and include reporting/updating requirements. Past strategic plans were unrealistic because of the lack of support by the employees and the community. Measurable goals are needed. Need to identify a start date for the new proposed strategic plan. Goals and objectives for each department, and require that each department reports their progress. Ensure that committees are aligned with the goals. Develop a work plan for each department/committee to accomplish benchmarks throughout the plan's coverage period, with yearly reviews in July.

VI. Next Meeting Place/Time (3 mins)

Special Meeting to finalize changes to the Charter and By-laws and other HLC Items for the Leech Lake Tribal College: February 17, 2020-Leech Lake Tribal College, Drum Room, Cass Lake, MN 1:00-5:00 pm

Regular Monthly Meeting: February 24, 2020-LLTC Drum Room 5:00-7:00 pm



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VII. Adjourn

-Motion to terminate Special Board Meeting for the Leech Lake Board of Trustees

Member Veaux motions, Treasurer White seconds the motion

Vote: 4 yeas, 0 nays, 0 abstains

Motion carries, Special Board Meeting for the Leech Lake Board of Trustees is terminated at 8:43 p.m.

Jennifer Cross, Secretary