Regular Meeting Minutes for May 18, 2020

I. Zoom Subcommittees Meetings from 5:00 p.m. to 5:30 p.m.

i) Executive & Finance Committee
ii) Policy & Strategic Planning Committee

II. Invocation

Vicki Howard

III. Meeting called to order at 5:52 p.m.

Chairperson Graves

IV. Roll call

Voting Members
Rebecca Graves-Chair-Present
Camille Naslund-Vice Chair-Present
Jennifer Cross-Secretary-Present
Vicki White-Treasurer-Absent
Alicia Bowstring Member-Absent
Veronica Veaux-Member-Present
Gerald White-Sworn-in, and Present

Non-Voting Members
Mike Smith- Elder-Absent
Donna Cloud-Elder-Absent
Emily Ward-Student-Absent

Staff in attendance: Raymond Burns, President (President Burns); Helen Zaikina-Montgomery, Director of Assessment and Institutional Research (Director Zaikina-Montgomery); Genevieve Lowry, Director of Finance (Director Lowery); Vikki Howard, Dean of Academics (Dean Howard); Jorge Mendoza, Dean of Students (Dean Mendoza); Linda Goggleye, Executive Assistant; Bill Frederickson, Director of Operations (Director Frederickson); Linda Goggleye, Executive Assistant.
Quorum

A quorum is established, as four Voting Board Members are present at the beginning of the meeting.

V. Action Items

a) Take action on Agenda

   Discussion: Need to add Budget to agenda.

   -Motion to accept proposed agenda for the Regular Meeting of the Leach Lake Board of Trustees for May 18, 2020, with adding the budget as an agenda item.

   Vice-Chairperson Naslund motions, Member Veaux seconds the motion.

   Vote: 4 yeas, 0 nays, 0 abstains

   Motion carries

b) Chairperson Graves swears in Gerald White to the BOT.

c) Take action on Meeting Minutes for Regular Meeting Minutes for February 24, 2020, March 23, 2020, with the two noted changes to the April 20, 2020, proposed minutes.

   Discussion: There are two minor changes regarding the minutes from April 20, including a spelling error and grammar error.

   Member Veaux motions, Vice-Chairperson Naslund seconds the motion.

   Vote: 4 yeas, 0 nays, 1 abstains

   Motion carries

d) Take action on Monthly Reports for April 2020

   Discussion: None

   -Motion to accept Leech Lake Tribal College submitted reports for the Regular Meeting of the Leach Lake Board of Trustees for May 18, 2020.

   Secretary Cross motions, Member Veaux seconds the motion.

   Vote: 4 yeas, 0 nays, 1 abstains
(All submitted reports are hereby incorporated into the minutes for the record.)

i) President (submitted)  ii) Academics (submitted) iii) Student Services (submitted)  iv) Operations (submitted) v) DAIR (submitted) vi) Finance (submitted) vii) Human Resources (submitted)

e) Budget

- Director Lowery drafted different budgets for the BOT review: a regular budget, and budget based on 25% reduction in tuition that reduced the travel and endowment line items. Recommending passing the original budget, based on the CARES Act funding. The CARES Act funding is to supplement the loss of tuition.

-Motion to table budget discussions until the next regular BOT meeting to allow time to review the two different budgets.

Secretary Cross motions, Vice-Chairperson Naslund seconds the motion.

Vote: 5 yeas, 0 nays, 0 abstains

Motion carries

VI. Higher Learning Commission (HLC) Criterion Reporting

a) DAIR

- Director Zaikina-Montgomery reported that the HLC will be at the college for a site visit on September 14-15, 2020. Will contact the site
team leader regarding the site visit. Will be sending an addendum to update the HLC on the college’s activities. Believes that the college has or is addressing the probation issues.

Dean Howard reported that the American Indian Higher Learning Consortium (AIHEC) is providing on-line training for Tribal Colleges and Universities (TCUs). Faculty will receive a certificate for attending.

- President Burns reported the HLC granted a waiver for colleges to offer their classes on-line due to the Covid-19. At this time, the waiver has not been extended through Fall 2020. Federal Student Aid has released guidelines for Fall 2020. President Burns believes that HLC most likely will allow all classes to be on-line for the Fall 2020.

- Member White requested a copy of the HLC report, and Director Zaikina-Montgomery will forward a copy for his review via email.

- Chairperson Graves stated that the BOT needs to have a meeting to prepare for the HLC site visit, which includes the discussing the strategic plan. Will need to set a new date since the site visit date changed.

Director Zaikina-Montgomery stated that President Burns has meeting every Friday to prepare for the HLC site visit. Staff preparation includes discussing curriculum and program learning outcomes. The faculty will be working this summer to continue to prepare for the site visit. The HLC may also ask the college questions about their Covid-19 transition, and will have meetings to discuss Covid-19 response. The college will continue to send out informative emails. Also continuing to work on the Strategic Plan, and will send it to the BOT for review. Requesting a date to meet with the BOT to prepare for the HLC site visit.

b) Academic Dean

- Dean Howard reported that a monthly Assessment Newsletter has been sent to the staff. In 2017, the college hosted a joint college and Leech Lake Band of Ojibwe event for the HLC visit. Possible to have another joint event in the morning before the site visit begins.

- President Burns stated that the college’s Planning Committee has had the HLC visit as an agenda item for every staff meeting. The preparation plan may change based on if the meeting changes again.
-Secretary Cross stated that the Regular BOT meeting may need to be moved from September 21, 2020 to September 14, 2020 to accommodate the HLC visit based on governance as an ongoing issue.

-Member Veaux does not have an issue with moving the September 2020 Regular Meeting date.

-President Burns would like to note if the September Regular Meeting date is moved to an early date, the Financial Report would not be submitted with the most up-to-date information.

-Chairperson Graves stating that the college is working hard, and do not want to get lost in the shuffle.

**VII. Discussion Items**

**Chairperson Graves**

a) Strategic Plan presentation to the BOT

-Dean Mendoza presented an overview of the Strategic Plan. Roadmap: In March 2019, the Strategic Planning Committee did not rewrite the vision of mission for the college. Instead asked what the Vision and Mission Statements meant to the students and faculty. Identified priorities. Developed 5 focus areas based on the objectives, including Academic, Cultural, Community, Professional Development, and Economic. Held five events to discuss the needs of the community. Analyzed the community feedback, and on-line and satellite classes were identified has areas to develop. The college departments also developed 10 objectives, and will intergrade budget plans into the Strategic Plan. Measurements of the Strategic Plan will include data collection, time frames, accountability and cost. Outcomes will be assessed after each benchmark is reached. For example, Academic will have 6 objectives including developing on-line classes. Will develop a Strategic Plan Cycle to measure progress. However, will now need to include Covid-19 considerations into the plan.

-Member Veaux stated that the BOT will need to approve the Strategic Plan. Needs to be on the agenda next month.

- Director Zaikina-Montgomery will send a draft of the Strategic Plan to the BOT for review prior to the next regular board meeting.

-Dean Mendoza stated the Strategic Plan will be for 2020-2025.
Vice-President Naslund stated that she was elected to the BOT in August 2019, and the Strategic Plan has not been completed. It has been 10 months since she has been on the BOT, but at least the college is working on a plan.

Director Zaikina-Montgomery stated that this is not a negative outcome regarding the Strategic Plan and the length of time it is taking to complete. The college was given wiggle room due to Covid-19. The college is trying to get the Strategic Plan right. HLC favors colleges that have plans that work for them.

Dean Mendoza stated there were some delays, and have been working to develop detailed action plans.

Dean Howard stated that Program Reviews take 2 years to complete, and also updating policies. The college has taken huge steps forward to complete the Program Reviews.

Vice-Chairperson Naslund stated that she would like to be on the same page.

Chairperson Graves asked about budget considerations in the Strategic Plan.

Dean Mendoza stated that the Strategic Plan needs to be updated to include costs and man hours to complete the objectives.

Chairperson Graves stated that the budget goes hand-in-hand with the Strategic Plan. Strategic Plan should be done, we are in May. Need to be ready for HLC, feels that this does not look good. Would like to push the college to complete the Strategic Plan. The BOT should have been consulted for guidance regarding the Strategic Plan, and need to add budget considerations. The Strategic Plan should have been done, need to be ready. It is hard work, and wants it to look good. Need to push to get it complete. Tie the budget to the Strategic Plan and Work Plan is tied to the Strategic Plan. Also, there is no money for pow-wow and graduation.

Member Veaux stated that the college is tasked to tie things together.

Director Zaikina-Montgomery stated to Vice-Chairperson Naslund that the college has had this conversation regarding the HLC.

Chairperson Graves-BOT needs to know when items are in the budget. Operating budget was not included in the past in the Strategic Plan. This is taking longer than it should.
Vice-Chairperson Naslund stated that the Strategic Plan needs to be completed.

Member White stated that he would like to be involved. Heard about on-going issues at the college, and in the past was involved with founding the college. More outreach is needed. Would like to review Strategic Plan.

Dean Mendoza stated that there is a draft of the Strategic Plan.

Member White stated that he would like to review, the plan sounds basic, and we all run on budgets.

President Burns stated that the college can have a solid draft by June 1. Dean Mendoza can send a draft, and final draft by June 1.

Director Zaikina-Montgomery stated she will send document with priorities.

b) President Burns’ Plan for Communication with BOT

Chairperson Graves stated President Burns’ plan for communication action between the President and the BOT and community.

Member White asked what is a communication plan?

President Burns stated that his understanding was to develop a plan for communication between the President and the BOT to develop a better relationship, and he is awaiting feedback from the board regarding the plan he submitted to the BOT.

Chairperson Graves stated the plan needs to be done in a good way.

Vice-Chairperson Naslund stated the communication plan is to improve the relationship between the president and the BOT.

c) Self-Assessment for BOT, areas to work and plan

Member Veaux sent recommendations regarding the Self-Assessment

d) Update on Coronavirus Steps and Action Plan

Updated throughout the meeting
e) Update on Graduation

- Dean Mendoza reported that the college would be hosting a drive-through ceremony. The graduation ceremony celebration will be held later in the summer. Looking at the first or second weekend of August 2020. Do not have a date. Planning for worst and will include a distancing plan. 25 people applied for graduation. Budget was shifted.

- President Burns stated that the college is planning with the students regarding the drive-through ceremony. The drive-through ceremony was the idea of the students. Students are driving through the campus, and the situation is fluid, and no solid plan.

- Vice-Chairperson Naslund asked that the BOT be notified of all graduation events, so they may participate.

f) Subcommittees Reports

- Subcommittee meetings were held.
- Executive and Finance Committee reviewed the budget at a 25% reduction
- Law and Policy Committee discussed the Strategic Plan, no additional comments.

VIII. Next Meeting Place/Time

Next Regular Meeting is scheduled for June 15, 2020 from 5:00-7:00 p.m.

IX. Adjourn

- Motion to adjourn the Regular May Meeting

Discussion: None

Vice-President Naslund motions, and Secretary Cross seconds the motion.

Vote: 5 yeas, 0 nays, 0 abstains

Motion carries, meeting is adjourned at 8:02 p.m.

Jennifer Cross, Secretary