

Lac Courte Oreilles Ojibwa Community College

Board of Regents

LCOOCC Hayward

February 16, 2018

1. Opening Prayer – Daryl Coons Sr. at 9:01
2. Call to order – 9:03
3. Roll Call – Daryl Coons Sr., Gary Gerber, Jason Bisonette, Shauna Coons
 - a. Jim Schlender will be late
 - b. LCOOCC Staff: Dan Gretz, Jill Matchett, Barb Lundberg, Karen Breit
4. Public Comment – No comment
5. Approval of previous meeting minutes – December and November, January minutes need to be approved. Table previous November and December minutes

Motion – Gary Gerber motions to table previous November & December minutes. Daryl Coons Sr. 2nds motion. Motion carried.

Motion – Daryl Coons Sr. motions to table January minutes, 2nd by Gary Gerber. Motion carried.

6. Approval of today's agenda
 - a. Add discussion 15. Item B – talk about tribal grant for conservation
Barb says executive session at 11:00am

Motion – Gary Gerber Motions to accept today's agenda, 2nd by Daryl Coons Sr. Motion carried.

7. Consent Agenda items (reports):
 - a. Institutional Research/Information Technology
 - b. Continuing Education/Customized Training
 - c. Academic Affairs
 - d. Student Services & Marketing
 - e. Administrative Services

Question asked in terms of other projects are we going to be able to finish projects before Tyler leaves or if there is someone internally that can finish these projects. We have IT director position posted and that we will contract with Tyler to finish any projects that we may need him for. We also have interns that are helping Greg with evenings with IT. February 26th we will be moving to manager on duty during the time period that we are looking to hire the IT position. IR position will be posted soon, just waiting to talk with ATD coaches at training next week.

Question asked how many students are going to AIHEC, budgeted for 15 students. Karen is having meeting after board meeting about final numbers on students who have applied to go to AHIEC.

Motion – Gary Gerber motions to accept consent agenda items. 2nd by Daryl Coons Sr. Motion carried.

8. Contract Review

Dan explains renovations for the farm building and have put up for bid a few times. Architect is looking for contractors and Dave Cecil is putting together a proposal with a bid in budget, rural development has approved it. Comment made that David Cecil is one of the only contractor who stays under budget and finishes project by due date. Dave Cecil worked on 600 wing and had very good communication. Architect was able to find a bid that was 80,000 below other bids.

**Motion – Gary Gerber motions to approve Dave Cecil proposal for \$251,835, 2nd by Daryl Coons Sr.
Motion carried.**

Question asked about timeline for project. Dan says they want to break ground once ground thaws.

9. Enrollment Management

Karen Breit has enrollment information on persistence and retention rates from last semester. Percentages are increasing from term to term with retention. There are documents in packet to show 7 generation retention information which show some good and not so good. Looking to have Taylor Nelson to pay special attention to this cohort to help guide them and help them succeed. Comparison numbers for final numbers for the spring term are down for head count but we have some increases in other areas as FTE, ISC, and credit load. There are more enrollments for full time and Indian student count. Tyler pulled a report to show transition from fall to spring. We are having David Langham to help recruiting new students as well. He is already going to high schools; winter, Shell Lake, LCO, and is setting up meetings in Hayward. Talking with Hayward about dual enrollment, student services are working on getting information to hand out for the high schools. David comes from Great Lakes so he has some networking already so that can help with his connections.

Question on summer classes and how they affect enrollment since they are included with fall. The summer retention rate is higher than any other term (retention from summer to fall). The summer 2015 64% of students who enrolled in summer continued to fall semester. Last year we added additional classes to the summer schedule so students could have a more of a variety to take during the summer term. Summer schedule is already available and faculty can discuss with students if they would like to take summer classes. We have a new dual enrollment program ECCP (Early College Credit Program) and 9th-12th graders are eligible. Tuition is limited to 1/3 for those students, discounted tuition. We are working with schools to show the good deal they would have with ECCP. We want to offer courses that are just for high school level (Monday-Thursday 1 hour a day) high school schedule. Looking to have courses in the evenings as well, so maybe we could have students zoom. March 1st is the deadline for fall enrollment for ECCP. David Langham says he has connections with the local schools from when he worked with Great Lakes, he is also a financial aid expect so he can help with that on our strategic enrollment plan. He would also like to do workshops with financial aid. He has visited Hayward and plans to go to Winter. He also made contact with Siren and Webster. He generally knows a lot of the local high school counselors, knows a few principals and superintendents of the area. He plans to offer financial aid workshops to help with getting the college named out there. He has been doing his research on what we offer here at the college so he can represent the college

well. Jason offers help with engaging the school boards if need be an engaging with a few administrator. David plans to go visit Lac du Flambeau on Wednesday. Suggestion to visit the Bruce school district and that they have a few tribal members there and Gary has a contact for David to visit. Ladysmith School would be another school district to have a visit with, have had a previous relationship with Ladysmith.

Harris Pitnoff donated \$4,000 and Karen will put together a thank you note. Would like to designate these donations towards the 7 generations scholarship since right now it's just a waiver. Jason would like there to be a policy be made on this idea.

Karen leaves meeting at 9:45am

Question asked about the summer term, does it make sense to offer more classes in the summer? Gerry is working on offering general courses and looking at what courses would be best to offer in the summer. ECCP does allow summer classes to be taken for dual enrolled. Students need to submit to a request by March 1st to their school board for fall courses. St. Croix has been our main source for our dual enrolled students. Pushing out summer and fall schedule to help get students interested. It was mentioned that we had very good meetings with Hayward High School.

10. Financial Overview

Jill e-mailed Bill White from Morgan Stanly and he requested that he needs the board minutes to do the transfer that had been talked about previous meeting. Jill is asking if they need to be approved board minutes or not? The board said to just send the board minutes from January and see if they end up wanting them to be approved. Do we want to continue with Wells Fargo because of the situations they have been involved in? Maybe we should look into who we invest with and possibly purposing a policy on this. Board asked to explain difference in current assets in other assets from 2017 to 2018. Jill will look into this and get back to the board. Asked about student receivables and Jill explained that we expense quarterly on allowance for doubtful accounts on student receivables. There was discussion about the scholarship bank account and how we draw money from it. Jill explained that we just request a transfer from the scholarship bank account and transfer it to the General bank account. Jill has submitted audit to department of education this last week. CLA suggested collateralization, Gary said to demand that. It's almost impossible to meet the internal controls but CLA said they have to put it on there as a material weakness. Comments were made on AICPA's training sites being a good idea to look into. Working on budgets for next year and had meeting on preliminary budgets but needs to be worked on. Jill is working on hopefully getting the budget to board by next meeting. Question on what Jill thought on CLA and Jill said they were very thorough. CLA brought in two different groups, one in June and the other at the end of July, so it was a lot of going over the same information. They were very good about explaining things and Jill is glad we made the change to CLA. Discussion on FTE cost, going to plan on talking with Eleanor at Achieving the Dream conference this next week. Trying to figure out what needs to be included with determining the FTE. Right now we were going off of IPEDs definition and did a lot of research (Dan, Jill, Barb). It's a good item to research and take a look at. IPEDs looks at all your

expenses except auxiliary and we used annual credits from 2014, 2015, 2016, 2017 divided by 30. We compared it to other institutions but we don't know how they calculate their FTE cost so not sure if this is a true number. We would like to come up with the FTE calculation and then be consistent. Our annual expenditures have been pretty consistent over the years but enrollment has been swinging. Hopefully to get more clarity on this at the ATD conference. Barb said at WITC they tried to do that with program cost and it gets complicated with what to include and what not to include. Jill wanted to show the costs for the oshki program from 2014-2015, but we didn't track Oshki program until 2014. Documents provided to show the native and non-native, ISC. She took a percentage based on percentages of students. The expenses administrative such as financial aid. Oshki had 32,000 budget but the expenses were twice that. It had only had half the expenses so it was twice as much as it was budgeted for and it was mostly personnel expenses. Oshki students weren't eligible for Pell or BIA and so making the assumption that most of this has been uncollected. For future, this would be a good argument at a county board. On the unduplicated 15 only registered and none graduated. This affects our persistence rate and graduation rate as well. We might just want to do contracting with them in the future if this is something we want to do in the future. We might want to set aside funds to do contracting and then set aside courses that will be more appealing for the people at the jail. More career oriented courses that can help them with employment when they are released.

Motion – Motion made by Shauna Coons to accept financials. Gary 2nd Motion. Motion carried.

Break at 10:43 – 10:56

Motion - Daryl made motion at 10:57 to go into executive session. Gary 2nd Motion. Motion carried.

Executive session 10:56-11:58

11:58 – 12:23 break

Back into session 12:23

Jason left at 11:13am during executive session

Jim entered at 11:34am

11. Faculty Handbook

Provided to the board was an overview of changes to the handbook, the changes were removing duplicate sections and to clarify language. Deb Anderson, Darlene Barlow, and Char Yagle helped look at grammar and attended a few meetings. Gerry Berg, Dan, and Barb helped lead discussions with faculty. Faculty handbook went to faculty senate and was finalized December 12th. Not too many changes and only a few that monetary consideration. Advising has switched from faculty to student services and the change happened because most full time faculty were

gone and not available at key times for advising during summer and Christmas break. Another change in the faculty handbook was to encourage that faculty attend graduation. Question is do policies go into student, employee, and faculty handbook. Faculty handbook is pointing to the employee handbook and the employee handbook is made up of mostly policies. Under the charter the BOR has to approve the college policies. Employee handbook is worked on yearly and the changes are for the next year. If there is a college policy in a handbook, we will point to the higher level policy if it is overlapping another policy. HLC has found some of this with their findings in the past that we need to have more policies on certain items so that's part of the reason on the policies. Added section on program review. Clarified language for adjunct faculty allowing them to teach up to 3 courses or up to 10 credits. Updating job title references and the Zoom technology updates.

Motion- Jason makes motions to approve the changes to the faculty handbook. Gary 2nd Motion. Motion carried.

12. Student Representative Update

- a. Invited them to county board.
- b. Acknowledge that we have received the student rep report.

13. President's Report

Posted IT position and will be posting IR department position and talk with ATP conference coaches. Tyler has agreed to do some consulting if need be. Tyler has been working on finishing up projects. IT closing date is February 26th. Hired two student interns to help Greg. HR position is closing on 26th as well. There will be an Accreditation meeting about focus visit report. Dan is continuing to gather evidence for this report. Have to have the HLC focus visit report done by February 28th. Strategic planning, January 18th updates. Mostly exec council feel that we could and should continue to update and we have to tie this into the accreditation document. The past strategic plan wasn't strong with the indicator so Dan is trying to strengthen that piece and a note going forward that we need to be more specific. Two staff to set up timeline, Gerry and Trish, to draft a schedule for us and getting forum ready. Gave them some ideas on templates to use. Share that all staff and exec council of the strategic plan by the BOR. Extension is gather data that we may be able to use for our strategic plan as well. Community relations has been collecting information about ongoing relationships/networks and reaching out to our communities and employers. Career specialist has an already set network and very self-motivated. There was a meeting with Hayward about dual enrollment and David followed up. Karen and Barb went to DC for AHIEC winter meeting. Very receptive about us and questions about broadband with the college and very well aware of title III situation. Pushing for renewal of title III. We showed members our annual report at each office. Next year we will have it in the budget for students to attend the DC trip. A few staff is attending ATD this week for enrollment management. Tyler has done a lot with reports and reviewed that with the enrollment team. Asked for a report of retention and to push it at the next board meeting. We should make it so a regent, students, and the president so we have a team to get our message across to the legislature. Question about meeting with other presidents did they discuss our college. Other colleges are going through the same situation with interim presidents. Some asked about Diane leaving and just tried to be vague and positive about the

situation. Jason received e-mail from a school in Madison. We asked what it means for a charter where can we charter and it's unclear. We want to know where we can charter in WI. Jason will send out that e-mail to the BOR.

Motion – Jason makes Motion to accept president's report. Jim 2nd Motion. Motion carried.

14. Tribal Governing Board Liaison

15. Other

a. Presidential search efforts update

i. Everything is moving along, we have been meeting a few Mondays at 3:00pm. Lynn Fitch, Gerry Berg, Tamara Thimm, Karen Briet, Melissa Lewis, Daryl Coons Jr., Michael Sullivan, Sue Asan, and Faith Smith. Request from committee they want some background numbers on previous enrollments. We need to put this in this position to succeed. Discussed the situation of the college with the interim position. We did the research on the president pay with demographic information with National standard. HLC report is public knowledge. Any presidential candidate will do their research. There is only a certain demographic that will want to live or move to this area. Timeline on the 28th to do a short presentation to staff on the framework on the search, regents should attend if possible. National and regional posting of the president position, 7 applications have applied. We close the position for applications on the 28th, listening sessions on March 9th from 1pm-3pm, possibly in the culture center. Faculty and students present March 8th culture central for community session 6pm-8pm. See if anyone wants to do a zoom forum. Design some questions and inviting feedback and what our expectations are for the college for this position. Jim will moderate each of the forums. On the 12th we will receive the applications and then have a ranking of the applications by that Friday. First round of interviews via phone and zoom, then pick the top 3 applicants in which would be a second round for an extensive interview. We will host them for a dinner and have them present something to the college staff/faculty. Then make a recommendation to the regents and then the regents have a meeting with the candidate. We also have a few tribal members who have applied. We should have first round of interviews done by end of March. Tamara has been taking minutes at the meetings and also providing that for HLC visit. Ask student senate to help with the sessions on the 9th and 8th. The interview panel will be the committee members.

b. Tribal grant for career pathways – Conservation

Grants department contacted Jason about a grant opportunity creating pathways program that revolves around conservation. Considered a program review for conservation area of study. Jason is going to get clarification for role with this grant. He will try to go into a meeting and look into expand environmental sciences. Trish Hemming will help with curriculum development next year.

Comment to reconsider stipends for the BOR members. Have specific things in mind when creating a budget such as BOR travel and training sessions. Want to have a conversation next month with Jill about budget. Faculty wanting to know about if we will be reinstating salaries bringing that to exec council session.

16. Executive Session

17. Next Meeting

- a. Next meeting date – Friday March 16th, 2018
- b. See HR to complete your I-9s

18. Adjournment – 1:49

Motion – Jim makes motion to adjourn at 1:49. Daryl 2nd Motion. Motion carried.