



Board of Regents Regular Meeting

August 21st, 2020

LCOOCC Main Campus in Boardroom

Minutes

1. Opening Prayer with Kyle Van Acker
2. Call to order at 9:07am
3. Roll Call - Jason Bisonette, Monica Chase, Marie Basty, Melissa Lewis, Kyle Van Acker, Gary Gerber. Absent: Daryl Coons Jr.
4. Approval of today's agenda

Motion – Marie Basty motioned to approve today's agenda. Gary Gerber seconded motion. Motion carried.

5. Approval of previous meeting minutes

Motion – Gary Gerber motioned to approve previous meeting minutes. Kyle Van Acker seconded motion. Motion carried.

6. Public Comment - NA
7. Student Senate Report - NA
8. Tribal Governing Board Liaison Report - NA
9. Financial Overview

- a. Introduce Interim CFO Ms. Joan Scholz (a financial report will not be presented at this time. We need more time to analyze the financials and determine what information is most important to include for BOR members to confidently fulfill their fiduciary responsibilities. The new report will be much different than previous reports).

Joan has worked in account for 30 years and 15 years in higher education (10 years as a controller and 5 years as CFO). Been a consultant for 3 years with Clifton Larson Allen. Has done a 15-month interim with another college who also works in Jenzabar.

Taking a look at management items from the audit to improve on and so we don't have them in the future. Looking into the financial statements and how Jenzabar does support those statements. Going to work on



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getting those fixed and to be correct. Comment on segregation of duties which is common in smaller businesses. We will find ways to help that by having extra steps so that we have other people looking at financials. Making sure we have procedures and policies and our internal controls. Making sure people are showing that others have looked at its certain things. These “findings” get included in the financials when you report on the federal grant dollars. Start doing some ratio analysis and different KPI that we can use. Equity Ratio, primary reserve ratio, and net income ratio are a few of the ratios we would like to look at. We have the data, we just having been looking at it in ratio format. Working with training and procedures and sharing tips with the business office. Also doing a financial department assessment. Looking at everything and the policy and procedures, helping create the job description for the CFO. Getting the parts of Jenzabar to work with us for example the budget.

The auditors had already done the field work and Lydia and financial aid have been working to get everything needed into the auditors. The auditors do expect to be here next month to present the audit. Retention rate ratio, graduation/completion rate ratio, and admissions. Looking at how much scholarship dollars and grant money with students. Can look at what students that received a degree at LCO for associates and see how many are returning for the bachelors. The college wants to provide the Board of Regents useful information. Also be able to set some goals and see where we are weak/strong. Being able to see year to year to see what is changing. A couple columns looking to see where we were last year compared to current. We plan to have Joan here at the college until December. HLC wants us to connect our budgets to the decisions we make so just having the information available will be critical to what we need. In the September meeting maybe go through the financial reports and it will be a work in progress.

10. President’s Report -

- a. Master Facility Plan presentation and discussion with TGB September 8th, 2020 11:00 a.m. – 2:00 p.m.
Karen Breit and Monica Chase talked with the tribal governing board about the master facility plan and was able to set a date to meet to discuss. Have meeting on September 8th at the Steakhouse. DSGW will also be at the meeting with the 3D animation of the plan to present. Quoted us \$18,000 and ending up coming in at \$8,000 for the video animation and will review the video prior to the meeting. The animation should be finalized by August 28th. TGB has been having issues with their e-mails going to spam so Jason was able to confirm that they did get the invitation for the 8th. The meeting on the 8th is also the TGB usually board meeting date as well. Meet with the board at 9am at the college on the 8th to go prep for the meeting.



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- b. Approval of Owner's Representative contract -
Talked with Mark Sweet about this project as 3 distinct phases. Would like to have Mark to just work on phase 1 and if things go well then, he would be able to go into phase 2 & 3. Fundraising, develop, and construction. Narrowed it down to a 7/8 article of the contract. The only thing that the college is liable for \$22,500 that will be paid in 3 payments. We have the agreement to hire Mark to start raising money for this project. The financial advisory council is satisfied with the contract. Possibly have a liaison from the Board of Regents when it comes to the construction of this project, they would then report back to the board.

- c. Covid Spending Plan review for Governor's fund

The person from the state that we have been working with is an enrolled member of the Su Saint Marie. Submitted a \$1.5m spending plan to them and they approved. There will be colleges that won't be able to spend all the money and we want to be one of the first colleges to receive more funding if possible. The hope is to spend the money timely, so we go to the top of the list for any additional funding. Will have a meeting next week with Mark, Joan, and Lydia to see where we are at with COVID funding spending.

Talked with the TGB about the reopening plan and they are considering hiring a COVID position like the college as well. We have a procurement code and we still modifying that. Trying to find service providers that can provide this work. Mark Montano did do competitive bidding. DSC was competitive and went with them because of the other services that they could provide.

Motion - Monica Chase motioned to ratify the NKN Construction contract, DSC communication contract, and Ductz of ME contract. Gary Gerber seconded motion. Motion carried on 8/13/2020.

Motion – Monica Chase motioned to approve the President to engage in DSC Communication for \$23,775 for overhead paging system contract, and \$54,493 Marquee contract, and \$105,595 contract for equipment through the Wisconsin Cares Act Funding. Marie Basty seconded motion. Motion carried.

- d. Decide strategic plan retreat date -
Joint meeting with the BOR and executive council to review the strategic plan and just a brainstorming session. Basically, showing the administration and the board coming together to share ideas and get better viewpoints. Would be a good idea to better define what the expectation is and well moderate the retreat.

Retention Model – Kyle Van Acker will be doing interviews and training



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with staff to better help staff with students. We received a grant from American Indian College fund to help better our retention of the college. We are going to create our own model that makes sense to us. Had a session with the staff about key performance indicators and Karen came up with using football as an analogy. We want to keep our goal at 100% as retention so that we are always working towards getting better. Make the work more engaging and visually appealing. Just at the very begin stages yet and will move forward with the plan.

Motion – Melissa Lewis motioned to approve the President’s Report. Kyle Van Acker seconded motion. Motion carried.

We have a plan for the IT department since Kyle has left and we have someone here right now that has taken over. We will be contracting someone to assist with the IT functions especially during this time with things maybe going to virtual learning. Kyle said that he would be available as well to help if there is anything Tristan can’t handle. Going to look at a global viewpoint and also be available to Tristan.

Break 11:19 – 11: 38

11. Other

- a) Board Terms – FYI
September is when the board typically elect officers. Board internal election in September board meeting. Gary and Jason will need to renew. Next year it will be Monica. Year after that Marie and Daryl Coon jr. 2023 Melissa and Kyle.

12. Executive Session

13. Next Meeting – September 18th, 2020.

- a) Meeting Tuesday September 8th for special Master Facility Plan meeting.

14. Adjournment

Motion – Kyle Van Acker motioned to adjourn at 12:06pm. Melissa Lewis seconded motion. Motion carried.