

WETCC Board of Trustees Meeting Minutes

Tuesday, November 29, 2022

2:00 PM

Virtual Meeting

Meeting Minutes

Call to order: Chairperson, Dana Goodwin called the meeting to order at 2:21 PM.

Present: Dana Goodwin, Billie Annette, LeeAnn Person

Others Present: Anna Sheppard, Laura Driscoll, Muriel Stewart, Lisa Brunner, Jon Krulich, Frank Oakgrove, Tammi Jalowiec, Kennedy Heisler, Theresa Donner (recorder)

- I. **Approval/Amendments to agenda:** Billie made a motion to approve the agenda with the amendment President's contract added to Action Items, Other, item b. LeeAnn seconded. Motion carried. -3-0
- II. **Public Comments (5 minutes each) – None**
- III. **Introduction of New Employees:** Kennedy Heisler, Financial Aid Clerk; Tammi Jalowiec, Head Start Pathways Coordinator. Kennedy and Tammi left the meeting.
- IV. **Staffing Updates:** Reported by Jon. Open positions – HS Pathways Facilitator – interviews scheduled for the week of November 29. One of the candidates withdrew their application; there will be one interview on December 12. Samantha Parker, the new Librarian/Academic Coach, will be here for in-processing on December 5, 2022.
Jon will monitor the website to make sure job postings are current and accurate.
- V. **Action Items:**
 - a. **Approval of Meeting Minutes:**
 - i. Regular Meeting of October 18, 2022
Billie made a motion to approve the minutes; LeeAnn seconded. Motion carried. 3-0
 - b. **Financial Statements:**
 - i. Presentation of Reports – Muriel presented October financial reports
 1. October Foundation Report
In reviewing the October Financial Budget, there are 4 new accounts missing that should have been entered; these will be added to next month's Financial Budget Report.
 - Graduation Fees
 - Student ID Fees
 - Cost of Goods Supplies
 - Graduation Expenses

The Special Emphasis Grant was not received; Community Extension Program made adjustments.

2. October Check Register

Big ticket items were approved in prior BOT meeting
Lisa reported that the first roll out for Rosetta Stone will be at Pine Point. Frank added we have rolled it out with students as well.
Billie made a motion to approve the October Financial Report;
LeeAnn seconded. Motion carried. 3-0

c. **Large Expenditures:**

i. White Earth Scholarship Program - \$12,500.00

LeeAnn made a motion to approve Large Expenditures, item i; Billie seconded. Motion carried. 3-0

ii. Commercial Office Furniture - \$53,429.93

- The amount was amended to \$42,312.79

Anna reported on the two bids. Billie made a motion to approve this Large Expenditure item, Business Essentials for Office Furniture, with the amendment; LeeAnn seconded. Motion carried. 3-0

d. **Policies** – presented by Jon Krulich

i. 300.28.01 – Performance Review

LeeAnn made motion to approve; Billie seconded. Motion carried. 3-0

ii. 300.29.01 – Corrective Action

LeeAnn made motion to approve; Billie seconded. Motion carried. 3-0

iii. 300.38.01 – Separation of Employment

Billie made motion to approve; LeeAnn seconded. Motion carried. 3-0

VI. **Other:**

a. President's Report & Monthly Department Updates

- Presidents monthly report by Anna
- Provost Laura presented
- Muriel reported on the Finance Department
- Lisa's report will be done at the next meeting

b. President Contract

Regular meeting ended; Executive Session began at 3:30 PM

Billie made a motion to approve President's Contract pending review and approval by lawyer, David DeGroat. LeeAnn seconded. Motion carried. 3-0

VII. **Calendar Updates:**

a. **Next BOT Meeting** – *third Tuesday of each month* – December 20, 2022 – 2:00 PM.

NOTE: BOT will have interviews at 1:00 – *before the 2:00 meeting.*

VIII. Adjournment

Meeting was adjourned at 3:44 PM



Handwritten signature and date: 12/20/22