

# WETCC Board of Trustees Meeting Minutes

Tuesday, June 21, 2022, 2:00 p.m. Virtual Meeting

## MEETING MINUTES

**Call to order:** Chairperson, Dana Goodwin called the meeting to order at 2:10 pm.

**Present:** Dana Goodwin, Billie Annette, Monica Hedstrom

**Other Present:** Muriel Stewart, Laura Driscoll, Anna Sheppard, Frank Oakgrove, Bridget Guiza, Jon Krulich, Philip DeVries, and Indosa Montoya (recorder)

- I. **Approval/Amendments to agenda** – D. iii. Facility Use Policy, iv. Bereavement policy, v. Vehicle use policy, VI. Executive session – Indosa and Jon, calendar updates for presidential updates. Other B. BOT Stipends C. Council or Board of Trustee  
Billie motioned to accept the amended agenda, and Monica seconded. Motion passed 2-0
- II. **Public Comments (5 minutes each)** – None
- III. **Introduction of New Employees:** Customized Education Coordinator -Bridget Guiza introduced herself and the Customized Education Program. Program Navigator - Philip Devries has been working remotely since hired. He introduced himself and what he has been working on within the program.
- IV. **Staffing Updates:** Madeline Tecnire accepted the HS Coordinator position. She will be here for in-processing on 7/25/22. The Financial Aid Clerk resigned her position effective 6/18/22. The Grant Writer position is being interviewed for on 6/21/22.  
Opening Position – HS Pathways Facilitator, Student Success Coach
- V. **Action Items:**
  - A. **Approval of Meeting Minutes:**
    - i. Regular Meeting of May 17, 2022  
Monica made a motion to accept the minutes, and Billie seconded. Motion passed 2-0.
  - B. **Financial Statements:**
    - i. Presentation of Reports – Muriel reported on the profits and loss statements, the foundation report, and the check register for May 2022.
      1. May Foundation Report
      2. May Check Register

Monica made a motion to accept the financial statements, and Billie seconded. Motion passed 2-0.
  - C. **Large Expenditures:**
    - i. Brady Martz - \$12,500.00

# WETCC Board of Trustees Meeting Minutes

Tuesday, June 21, 2022, 2:00 p.m.

Virtual Meeting

Billie made a motion to accept the Brady Martz expenditure, Monica seconded. Motion passed 2-0.

ii. Mille Lacs Band of Ojibwe Aanjibimaadizing - \$25,825.00 (two PR)

Monica made a motion to accept the Mille Lacs Band of Ojibwe Aanjibimaadizing expenditure, Billie seconded. Motion passed 2-0.

iii. Adrian Liberty - \$11,700

Billie made a motion to accept Adrian Liberty's Contract, Monica seconded. Motion passed 2-0.

iv. Implementation Specialist - \$4,680 (on-going) – tabled

**D. Policies:**

i. 300.04 – Native and Veteran Preference Policy – Changed the name to Native and Veteran Preference, add person affected, change member to citizen  
Billie made a motion to accept policy 300.04 with changes, and Monica seconded. Motion passed 2-0.

ii. 700.06.02 – Student Grievance Policy – added more details to the formal resolution and grievances hearing processes, a grievance panel, and defined membership, and a link to the MN Office of Higher Education site 4.3 revises.  
Monica made a motion to accept policy 700.06.02, and Billie seconded. Motion passed 2-0.

iii. 420.03 - Facility Usage Policy – ensure the policy is being followed especially internally, BOT reviewed on 6/21/22.

iv. 300.21.01 - Bereavement policy – Changed to Bereavement policy, omitted part-time employees as they do not qualify for benefits.  
Billie made a motion to accept policy 300.21.01, and Monica seconded. Motion passed 2-0.

v. 300.57.01 - Vehicle use policy - Updated purpose, add mileage reimbursement – tabled

**E. Job Description:**

i. Finance Assistant/Bookstore - added and changed job description, Grade changed 5

ii. Finance Specialist- Grade changed 6, added and changed the job description  
Monica made a motion to accept job descriptions, and Billie seconded. Motion passed 2-0.

# WETCC Board of Trustees Meeting Minutes

Tuesday, June 21, 2022, 2:00 p.m.

Virtual Meeting

## F. Architect

- i. Phase I proposal/contract – AIA to prepare renderings with schematic plans for Trades Building, \$19,750 paid for by the RBC.  
Monica made a motion to accept the Architect contract, and Billie seconded.  
Motion passed 2-0.

Billie Exited @ 4:30 pm – Quorum no longer present

## VI. Executive Session

## VII. Other:

- A. Interim President's Report & Monthly Department Updates
- B. BOT Stipends
- C. Council/Board of Trustees

## VIII. Calendar Updates:

- A. Next COT Meeting – *third Tuesday of each month* – July 19, 2022 – 2:00 p.m.

## IX. Adjournment

Meeting adjourned at 4:57pm

  
7/19/22