

**WETCC Board of Trustees Meeting Minutes**

**Tuesday, April 18, 2023 2:00 PM**

**Combined in person and virtual**

**Call To Order:** Chairperson, Dana Goodwin called the meeting to order at 2:15 pm.

**Present:** Dana Goodwin, Monica Hedstrom, LeeAnn Person, Jacob McArthur, Kris Manning

**Absent:** Billie Annette

**Others present:** Anna Sheppard, Laura Driscoll, Muriel Stewart, Hunter Boudreau, Tim Swenson (MMCDC), Shad Tappe (MMCDC), Theresa Donner, recorder.

- I. **Approval/Amendments to Agenda –**  
Added MMCDC to Action Items. Corrected the date of the previous month’s minutes to approve (from February to March). Monica made a motion to approve the agenda as amended. Kris seconded; Motion carried. 2-0
- II. **Public Comment (5 minutes max) - None**
- III. **Introduction of New Employees –** Introduced Gene Lamson, Finance assistant/Bookstore.
- IV. **Staffing Updates: –**  
**Advertised positions:** HS Pathways Facilitator, Academic Dean, and Finance Supervisor are advertised. Interviews are set for Custodian, Executive Assistant to the President/Provost, and HR Coordinator have been scheduled. An offer has been extended for the Community & Extension Director position.
- V. **Action Items:**
  - i. **Approval of Meeting Minutes:**
    1. **Regular Meeting of March 21, 2023**  
Jacob made a motion to approve the minutes of the March 21 meeting as read. Monica seconded. Motion carried. 4-0
    2. **WETCC/MMCDC Foundation Agreement Update**  
Tim Swenson and Shad Tappe from MMCDC were present and gave a history of the Foundation agreement as there are several new BOT members and administrative staff. Per an HLC recommendation to have consolidated facilities, an agreement with MMCDC was made to finance the payment of portions of the Phase 3 construction. With the new market tax credit financing it has a compliance period of 7 years. This agreement was made on April 28, 2016. This agreement resulted in two notes; Note A was for \$2.6 million, and Note B was for \$898,688, for a total of \$3.5 million. At the end of the 7-year period, what the industry calls a unwind is done and the loan would be paid off or refinanced. Mr. Swenson and Mr. Tappe presented 3 options to take care of the loan. Discussion on this matter. Since none of the original BOT members are no longer seated, Anna will attempt to contact the original Foundation members. This item was tabled until more



information can be gathered. Approval will be done through email.

**B. Financial Statements:**

**i. Presentation of Reports**

1. March Foundation Report
2. March Check Register
3. Financial Reports for each grant (update requested)

Due to incomplete financial reports, this item was tabled until the next meeting.

**C. Large Expenditures:**

**i. Instructure \$35,506 for Canvas LMS subscription**

Jacob made a motion to approve payment. Leann seconded. Motion carried. 4-0

**ii. Stacey Bartron Design \$9,000 for website design (presented by Hunter, IT)**

Jacob made a motion to approve payment. Kris seconded. Motion carried. 4-0

**iii. Off Color Media \$5,500 for advertising (cinematography srv) (presented by Hunter, IT)**

Monica made a motion to approve payment. Jacob seconded. Motion carried. 4-0

Monica left the meeting at 3:20 PM

**VI. Other**

**A. President's Report & Monthly Department Updates**

President Anna reported on the good news from the State and House picking up the Omnibus Bill. The House passed it and the Senate should be meeting this week. Laura gave the Student Services report – everyone busy getting ready for the Honor Student ceremony on May 4, and graduation on May 11. The numbers of students enrolling in Summer and Fall semesters is ahead of last year.

Jacob left the meeting at 4:04 PM.

**VII. Calendar Updates:**

- A. Next BOT Meeting – *third Tuesday of each month* – May 16, 2023 – 2:00 PM.
- B. Anna presented a 'Save The Date' for October 28 & 29, 2024 for the HLC visit.
- C. Graduation is scheduled for May 11 at 2:00 PM.

Kris commented that it appears the Finance department is understaffed. She suggested that at least 2 people should be hired to assist and be cross-trained.

**VIII. Adjournment:** Kris made a motion to adjourn. Leann seconded. Motion carried. The meeting was adjourned at 4:30 PM.