

**WETCC Council of Trustees Meeting Minutes**

**Tuesday, February 28, 2023 2:00 PM**

**Combined in person and virtual**

**Call To Order:** Chairperson, Dana Goodwin called the meeting to order at 2:12 pm.

**Present:** Dana Goodwin, Monica Hedstrom, Billie Annette, Kris Manning, Jacob McArthur

**Other present:** Anna Sheppard, Laura Driscoll, Muriel Stewart, Hunter Boudreau, Tammi Jalowiec, Theresa Donner, recorder.

**I. Approval/Amendments to Agenda**

Jacob made a motion to approve the agenda. Billie seconded. Motion carried.

**II. Public Comments (5 minutes max) - None**

**III. Introduction of New Employees: None**

**IV. Staffing Updates:** Current Advertised Positions – HS Pathways Facilitator, Finance Assistant/Bookstore

**A. BOT Member resignation (02/01/23), Sue Heisler; she will leave the Secretary position vacant.**

- A contact information form was passed around to be updated.
- There was a call for nominations for the Secretary position. Jacob nominated himself. Kris seconded his nomination. There was a call for additional nominations – none. Jacob McArthur was elected to fill the position of BOT Secretary.

**B. Vacancies: Human Resources Technician, Executive Assistant to the President/Provost**

- The HR Technician will be on contract until the end of March.
- The HR Technician and the Executive Assistant to the President position descriptions and titles are being revised. These positions will be advertised when Position Descriptions are changed. The BOT agreed to the changes presented at the meeting.
- A policy and procedure will be developed for the completion of an exit interview when an employee leaves employment. Include an exit form for signatures, and check off when receiving badges, keys, etc.
- The Community & Extension Director job description will be revised before the position is posted. The BOT agreed to the changes presented at the meeting.
- BOT requested to be notified when the positions are posted.

**V. Action Items:**

**A. Approval of Meeting Minutes:**

**i. Regular Meeting of January 17, 2023**

Billie made a motion to approve the minutes. Jacob seconded. Motion carried.

**B. Financial Statements:**

**i. Presentation of Reports by Muriel**

- 1. January Foundation Report**
- 2. January Check Register**
- 3. Financial Reports for each Grant (update requested)**

- It was suggested to look into Grant Management software that would make it much easier to keep track of long-term grants. Jacob will provide information on the Grant software.

Kris made a motion to approve the Financial Reports. Jacob seconded. Motion carried.

**C. Large Expenditures**

- i. U of M Crookston \$30,960.73 for Spring 2023 tuition and fees  
Jacob made a motion to approve. Billie seconded. Motion carried.
- ii. AVI Systems \$8,519.00 for Smartboard display with set up  
Jacob made a motion to approve. Kris seconded. Motion carried.
- iii. Clutch Solutions \$6,181.77 for computers. Previously approved.
- iv. 4 Imprint \$10,369.48 for marketing materials. Previously approved.
- v. Alex Tech \$18,000 for CDL Training. Previously approved.

BOT requested to have a procedure developed on large expenses purchases when it is initially included in the yearly budget presentation.

**D. Resolution:**

**i. Bremer Bank authorizes check signers:**

WETCC removes from check signer from Bremer Bank accounts (000) 514-2120 and (000) 514-6957 – Susan Heisler, BOT member, and Lisa Brunner, Co-Curricular Director. WETCC BOT authorizes the following BOT members as check signers on the above accounts: Laura Driscoll, Provost, Dana Goodwin, BOT Chair, Monica Hedstrom, BOT Treasurer, Anna Sheppard, President, and Jacob McArthur, BOT member. Jacob made a motion to approve this resolution. Kris seconded. Motion carried.

**ii. United Valley Bank authorizes check signers:**

WETCC the following BOT to sign checks for the following accounts: Main Operating Account, Payroll Account, Federal Funds Account, Savings Account, Karen, Halverson Memorial Account, Business Preferred Account, and another Savings Account. WETCC BOT removes from check signing Susan Heisler, BOT member, and Lisa Brunner, Co-Curricular Director. WETCC BOT authorizes the following BOT members as check signers on the above accounts: Laura Driscoll, Provost, Dana Goodwin, BOT Chair, Monica Hedstrom, BOT Treasurer, Anna Sheppard, President, and Jacob McArthur, BOT member. Jacob made a motion to approve. Kris seconded. Motion carried.

**iii. Community Development Bank authorizes check signers:**

WETCC removes from check signer from Community Development Bank account 010-1771-007 – Susan Heisler, BOT member, and Lisa Brunner, Co-Curricular Director. WETCC BOT authorizes the following BOT members as check signers on the above accounts: Laura Driscoll, Provost,

Dana Goodwin, BOT Chair, Monica Hedstrom, BOT Treasurer, Anna Sheppard, President, and Jacob McArthur, BOT member. Jacob made a motion to approve. Kris seconded. Motion carried.

Check signer forms were signed and updated with the above banking institutions.

**VI. Other:**

**A. Executive Session**

BOT went into executive session at 4:15 PM, returning to regular session at 5:12 PM.

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

Presidents Report by Anna, Finance Report by Muriel, other monthly department updates given.

- Questions regarding the Ojibwe Certificate Program:
  - When acquiring the certificate, what can student do?
  - Number of students taking the certificate course; how many will graduate this semester?
  - How is WETCC 'selling' the certificate program?
  - Do this for the language – make it billable.

**VII. Calendar Updates:**

**A. Next BOT Meeting – *third Tuesday of each month* – March 21, 2023 – 2:00 p.m.**

**VIII. Adjournment of Meeting:** Jacob made a motion to adjourn. Monica seconded. Motion carried. Meeting adjourned at 5:44 PM.



**3.30.23**