

**WETCC Council of Trustees Meeting Minutes**

**Tuesday, May 16, 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, Billie Annette, LeAnn Person, and Jacob McArthur

**Others present** Anna Sheppard, Laura Driscoll, Paul Pemberton, Kim Brown, and Jan Syverson, recorder.

- I. **Approval/Amendments to Agenda**
- II. **Public Comments (5 minutes max) - None**
- III. **Introduction of New Employees:** (Transfer) Kim Brown-Extension Director, Jan Syverson-Executive Assistant
- IV. **Staffing Updates:** Current Advertised Positions – HS Pathways Facilitator, Grant Writer, academic dean, and Finance Manager. Custodian interviews completed, and a second temporary position has been approved to assist with coverage. Two offers have been given and will be starting Monday 5/22/23. Interview 5/17/2022 Finance Manager. Academic Dean-interviews will begin applications have been coming. Finance Support hired for a part-time position.
- V. **Action Items:**
  - A. **Approval of Meeting Minutes:**
    - i. **Regular Meeting of April 18, 2023**

Lean made a motion to approve minutes. Jacob seconded. Motion carried 5-0.
  - B. **Financial Statements:**
    - i. **Presentation of Reports by Muriel**
      1. **April Foundation Report**
      2. **April Check Register**
      3. **Financial Reports**
      - Dana suggested requesting a foundation report.
      - Discussed foundation by-laws and updating.
      - Discussed 2<sup>nd</sup> and 3<sup>rd</sup> rounds of emergency funds.

Monica motioned to approve Financial Reports. Billie seconded. Motion carried. 5-0
  - C. **Large Expenditures**
    - i. Instructure fee of \$12,000 for James Vukelich -Previously Approved
    - ii. Promotional Items \$5,787.64 for recruitment. - Billie motioned to approve, and Leanne Seconded. Motion Passed 5-0
- VI. **Other:**

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

- Presidents report by Anna Sheppard
- Academic report by Provost Laura Driscoll
- Extension report by Director Kim Brown
- Financial report by President Sheppard

**VII. Calendar Updates:**

**A. Next BOT Meeting – *third Tuesday of each month* – June 20, 2023 – 2:00 p.m.**

**VIII. Adjournment of Meeting:** Billie made a motion to adjourn. LeAnn seconded. Motion carried. The meeting adjourned at 3:18 PM.