

WETCC Council of Trustees Meeting

Tuesday, February 15, 2022

2:00 p.m.

Virtual & In-Person

MEETING MINUTES

Call to order: This meeting was called to order at 2:41 pm by Chairperson, Dana Goodwin.

Present: Dana Goodwin, Monica Hedstrom, Leanne Person, Sue Heisler, Billie Annette joined at 3:22 pm.

Others Present: Anna Shepard, Lisa Brunner, Muriel Stewart, Joan LaVoy, Laura Driscoll.
2:58 pm Anna Sheppard & Laura Driscoll left the meeting.

- I. **Approval/Amendments to agenda:** Sue made a motion to approve the agenda, second by Monica, Motion carried 4-0.
- II. **Public Comment:** None
- III. **Introduction of New Employee:** None
- IV. **Department Updates:** None
- V. **Action Items:**
 - A. **Approval of Meeting Minutes:** Regular meeting of January 25, 2022, Motion to approve made by Leanne, seconded by Sue, Motion carried 4-0.
 - B. **Financial Statements:**
 - i. **Financial Narrative & Presentation of Reports.**
 - A. December Foundation Report
 - B. December Check RegisterMotion to approve financials by Sue, seconded by Monica, Motion carried 4-0.
 - C. **FY 22 Budget Adjustment for Extension**
 - i. Motioned to approve by Leanne and seconded by Sue, Motion carried 4-0.
 - D. **Large Expenditures**
 - i. WE Finance- Health, WC, STD, LTD, Life 2021 - \$218,055.83
 - A. Motion to approve, Monica, seconded by Leanne, Motion carried 4-0.
- VI. **Monthly Updates:**
 - A. **Interim President's Report & Monthly Department Updates**
 - i. Extension Department: is working on NIFA Equity Grant, PDF on food literacy have been posted in WETCC Website.
 - ii. Finance Department: staff worked hard to send out W2, 1099, and 1098 for students. Books ordered for the semester. Working on accounts payable. Quarterly reports reviewed and completed, looking at bringing payroll process back in house, too many errors by Schlenner Wenner &

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Co., causes more work for Gina to do the payroll process. Reviewed HLC materials, strategic plan, an annual calendar, preparing for Audit. HEERF meetings on potential expenditures. First-year experience budget, job shadowing for high school students for Finance field.

- iii. Interim President: HLC Focused Visit is rescheduled for May 9 & 10, 2022. Mental Health Services will be provided to students virtually.

VII. Other:

- A. Laptop's specific for COT meetings & zoom meetings due to COVID
- B. Organizational Chart

VIII. Calendar Updates:

- A. Next COT Meeting – third Tuesday of each month – March 15, 2022 – 2:00 p.m.

IX. Adjournment of Meeting:

- A. Motion to adjourn by Monica, seconded by Leanne, motions carried 4-0.
Meeting ended at 3:53 pm.

*Steve
Heister
3/15/22*