

WETCC Council of Trustees Meeting Minutes

Tuesday, April 19, 2022, 2:00 p.m.

Virtual & In-Person Meeting

MEETING MINUTES

Call to Order: Chairperson, Dana Goodwin called the meeting to order at 2:21 pm

Present: Dana Goodwin, Sue Heisler, LeAnn Person (Virtual), Billie Annette (Virtual)

Others Present: Anna Sheppard, Laura Driscoll, Muriel Stewart, Jon Krulich, Jacob McArthur, Lisa Brunner, and Indosa Montoya(recorder)

- I. **Approval/Amendments to Agenda** – Board would like to discuss the schedule to set up interviews for an open board position(s). Okay to proceed with 2 COT members and HR tech for interviews. VI. E. Finance's monthly report was not included. F. HLC process for Presidential hiring.

Sue motioned to accept the agenda with amendments, and Billie seconded. Motion carried 3-0.

- II. **Public Comments (5 minutes max)**

- III. **Staffing Update:** Job Postings: Admin Asst, HS Pathways Coordinator, HS Pathways Facilitator, Student Success Coach

Joan Lavoy is interim for Student Services Dean this position has been extended. Thomas Ajootian is interim for the custodian.

New hire: Philip DeVries, CE Navigator, Bridget Guiza, CE Coordinator

Thomas briefly introduced himself.

- IV. **Department Updates:** IT Coordinator – Jacob McArthur – 18 new computers, graphic design, possibly bringing back photo class, reached out to Arvig to upgrade our internet service. 500 MB service would be in line with other TCU, the cost would be an extra \$300/month. Blandin foundation (Gina and Jacob) to offer an online bookstore. First offering beads and crafting supplies as it grows to offer other supplies.

Leann exited at 2:45 pm

Leann returned at 2:49 pm

Lisa Brunner joined at 2:50 pm

- V. **Action Items:**

- A. **Approval of Meeting Minutes:**

- i. Regular Meeting of March 15, 2022 – LeAnn made the motion to accept the meeting minutes with amendments, and Billie accepted. Motions carried 3-0.

- B. **Financial Statements:**

- i. Financial Narrative & Presentation of Reports - Muriel reported on P&L.

Went into executive session at 3:10 pm

Resumed regular session at 3:35 pm

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Sue made the motion to hire a CPA to work with financial, approval was given for an upcoming contract for a CPA for potentially up to two contracts. Seconded by LeAnn. Motion carried 3-0.

1. March Foundation Report – Muriel gave a summary of both the foundation report and the check register.
2. March Check Register
Sue made a motion to accept financial statements, and Billie seconded.
Motion carried 3-0.

C. Large Expenditures:

- i. MN Unemployment - \$22,053.25 – unable to get an itemized list of names for the bill due from 1/21 – 4/21. Tabled until the next meeting – HR Tech will contact MN Unemployment to see if he can get a list of names.

LeAnn exited at 3:41

LeAnn returned at 3:44

- ii. *Payroll/HR Software Proposal* – Would like to bring Payroll in-house. Greenshades is the platform that Gina and Jon are recommending.
Sue made the motion to accept Payroll/HR software for Greenshades. Seconded on Billie. Motion carried 3-0.

- iii. Extension Trailer – 3 bids to review
Ultimate Transportation Custom Trailer - \$5590 – approval for extension trailer.
Motion made by Billie, seconded by LeAnn. Motion carried 3-0

D. Online Banking:

- i. United Valley Bank – Giving Muriel and Gina authorization to conduct normal business with the WETCC account with United Valley Bank. Approve an electronic vote on this matter business online enrollment form.
Sue made a motion, seconded by LeAnn, Motion carried. 3-0.

A motion for Chairperson Dana to sign the authorization to conduct normal business with WETCC accounts with United Valley Bank.
Sue made a motion, and Billie seconded. Motion carried 3-0.

E. New Position

- i. Grant Writer- reviewed the position description and will be funded by WETCC for 1-2 years. After that will be self-funded by grants.
Billie made the motion, and LeAnn seconded. Motion carried 3-0.

F. Policies:

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500.05 – Purchasing Policy – tabled until next meeting

Billie Annette exited at 4:30 pm

Went into the Executive session at 4:30 pm

Resumed Regular sessions at 4:32 pm

VI. Other:

- a. President Monthly Report – Worked with ATD to update and solidify our strategic plan. The organizational chart will be adjusted to meet the college's needs. We will move the customized education program under the Academic Dean. The college has been asked by two different Research one institutions for partnerships both are for technological needs.
- b. Provost Monthly Report
- c. Community Extension Service Monthly Report
- d. Approval of COT minutes – have to keep COT signature on minutes
- e. Finance Monthly Report – Gina assisted with annual reports, and also worked with Jake on the Blandin Grant. Muriel has been working on the FY 21 audit.

VII. Calendar Updates:

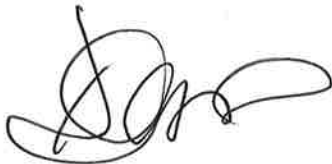
- a. The next COT Meeting is Tuesday, May 17, 2022, at 2:00 pm

VIII. Executive Session

IX. Adjournment

Sue motioned to adjourn; LeAnn seconded. 3-0

Meeting adjourned at 5:04 pm



5/17/22