

WETCC Council of Trustees  
Regular Meeting  
Minutes  
2:00 p.m.  
12/21/2021

**Call to Order:** Chair Dana Goodwin called the meeting to order at 2:43 p.m.

**Present:** Dana Goodwin, Sue Heisler, Monica Hedstrom, Joy Annette, LeAnn Person (via phone)

**Staff Present:** Laura Driscoll, Lorraine Lufkins, Muriel Stewart, Joan LaVoy

- I. **Approval of Agenda** – motion by SH, second my MH with amendments. Motion carried.

Amendments:

Remove Amber Fox in Department Reports

Already approved August 15, 2021 meeting minutes.

Remove A I

Large expenditure – grant may be prepared in time for review

- II. **Public Comments** no visitors for public comments

- III. **Introduction of New Employees**

Muriel Stewart, Finance Director – introduced herself and provided information on her background, started Monday, December 13

Leann Person left the meeting at 2:58 pm

- IV. **Department Updates**

Lorraine Lufkins, Registrar, presented an update on Spring 2022 enrollments:

Current 85 students registered. On this date last year, 95 students were enrolled. Registration deadline is December 30, 2021.

Of the 85 students currently registered:

Returning: 51

New: 18

New-Readmit: 16

Current FTE: 70

- V. **Action Items:**

*Approved 1/25/22  
Sue Heisler*

**a. Approval of Meeting Minutes**

**i. Special Meeting December 13, 2021**

meeting minutes need to be amended with the following re. authorizing check signers: Add to motion to retain Sue & Lisa, add Dana, Monica & Laura as check signers. Remove Dean & Lorna as check signers.

Motion by SH to approve meeting minutes as amended. Second by MH. Motion carried.

**ii. Regular Meeting November 16, 2021**

Amend: title to be changed from Meeting Agenda to Meeting Minutes.

Note: second page D ii printed lighter.

Joy noted that under other policies (under VII), because of Covid, staff were not able to utilize their vacation over 160 hours. This should be moved under VI. D. It was proposed as a one-time provision to allow staff to carry-over hours over 160 for six months until June 30<sup>th</sup> or a pay-out of ½ the balance over 160 hours.

Motion by MH to approve meeting minutes as amended. Second by JA. Motion carried.

**b. Financial Statements**

No balance sheet provided at this time, P & L report, Foundation report and check register is being presented.

Profit & Loss report – Muriel needs to do more research on the accumulated depreciation.

SH asked about the Covid related funds and how expenditures are going. Muriel has reached out to the auditor. We have until June 30<sup>th</sup> to get final audited numbers into the clearinghouse. Muriel will reach out to the auditors re. and inquire.

Scott talked to Brady Martz; may be coming on-site in January. Balance sheet accounts need reconciling first, along with other tasks, including bank statements. There's a lot of work to be done before we can get the auditors on-site (targeting March). Muriel will push for the end of February.

Muriel reviewed the work she will be focusing on over the next few weeks, including reconciliations. Tax season is coming up. HR is reconciling all the benefits. A lot needs to be done for W-2's to be prepared and out on-time. 1099's for vendors also have to be prepared. Auditors reached out on the 990 and tax return report; Muriel worked with them this week.

Questions regarding scholarship transactions and others on the check register.

Motion by SH to approve financial report. Second by MH. Motion carried.

**c. Large Expenditures**

Legal bill in the amount of \$13,653.97 for Ratwik, Roszak & Maloney, P.A. Motion JA by to approve. Second by SH. Motion carried.

HSPC Cohort grant – not ready to present.

**d. Contracts**

Outgoing President's final pay was reviewed. Two amounts were presented. Motion by SH to pay sixty days severance pay plus balance of 248.50 hours of vacation leave. Second by MH. Motion carried 2 for, 1 abstained.

**e. COT**

COT has existing vacancies in the areas of elder & public education. One application has been received. Motion to interview candidate (and other applicants received by that date) by Zoom made by SH. Second by MH. Motion carried.

Dana will coordinate the meeting via Zoom.

**f. HLC Update**

Reviewers coming February 28 & March 1. HLC has sent past documents. Laura is working on finalizing documents, which are due December 28<sup>th</sup>. There are four documents: focus visit report, assessment plan, program review plan and progress report.

**VI. Other**

**a. Interim Presidents Report** – no interim at this point.  
Monthly department updates in the packet.

**b. COVID Discussion**

Staff & faculty vaccination rates are at 71%  
Student vaccination rate at 33%  
Based upon verification received from vaccination incentives.

Covid funds – get recommendations/ideas via a form. Laura will be sending a revised version out to staff.

**c. Deed P2P Grants**

Applied for and received two grants (it was previously one grant).

**VII. Policies**

Independent Study Policy – faculty need to be qualified per Faculty Credentialing Policy. Laura added a section to address. A motion to approve the Independent Study Policy was made by SH. Second by MH. Motion carried.

**VIII. Executive Session**

**IX. Calendar Updates**

**X. Adjournment**