

WETCC Council of Trustees Meeting Minutes

Tuesday, May 17, 2022, 2:00 p.m. Virtual & In-Person Meeting

MEETING MINUTES

Call to order: Chairperson, Dana Goodwin called the meeting to order at 2:09 pm.

Present: Dana Goodwin, Sue Heisler, Monica Hedstrom, Billie Annette (Virtual)

Others Present: Anna Sheppard, Laura Driscoll, Muriel Stewart, Lisa Brunner, Jon Krulich, Frank Oakgrove, Emmett Tibbetts, and Indosa Montoya (recorder).

- I. **Approval/Amendments to agenda** – Add E. Tuition and Fees Proposal.
Sue motioned to accept the amendment agenda. Monica seconded. Motion carried. 3-0.
- II. **Public Comments (5 minutes max)** - None
- III. **Staffing Update:** Job Postings: HS Pathways Coordinator, HS Pathways Facilitator, Student Success Coach, and Grant Writer
- IV. **Department Updates:** Student Senate- Emmett Tibbetts, Vice President of the student senate discussed different food options. Student Senate has been very active and plans to stay active throughout the summer.

Dana exited virtual at 2:25 pm

Dana enters the room at 2:26 pm

V. Action Items:

A. Approval of Meeting Minutes:

- i. Regular Meeting of April 19, 2022 – Monica made the motion to accept the meeting minutes with amendments and Billie accepted, Motion carried. 3-0.

B. Financial Statements:

- i. Presentation of Reports – April 2022 Financials – Muriel reported on the Profit and loss statement, the foundation report, and check register for April 2022.
 1. March Foundation Report
 2. March Check RegisterSue made a motion to approve the financial statement, Monica seconded. Motion carried 3-0.

C. Large Expenditures:

- i. White Earth Scholarship Program - \$15,750.00 – WE scholarship program
- ii. MN Unemployment - \$22,053.25 – all credits accounted for with an itemized list
- iii. Instructure - \$10,268.00 – Canvas
Sue made a motion to approve the large expenditures, Monica seconded. Motion carried 3-0.

D. Policies:

600.18 – Incomplete Contract – Better defined “extenuating circumstance” allowing faculty to apply the policy equitably. Streamline the process to make it more efficient.

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LeAnn joined (virtual) at 3:07 pm

700.15 – Administrative Drop/Withdrawal Policy – Reassigned the responsibility of addressing attendance & participation from staff to faculty.

300.12 – Employment Classification – Employment Groups, expanded on the job categories, provided funding, and expanded on definitions. Clearly define Part-time/Full-time hours.

Sue motioned to accept the policies with the change, and LeAnn seconded, Motion was carried. 4-0.

E. Tuition and Fees Proposal –

Billie motioned to accept the tuition and fee proposal; Monica seconded. Motion carried 4-0.

VI. Other:

- a. President Monthly Report – Anna presented her monthly report to the board.
- b. Provost Monthly Report – Laura presented her monthly report to the board.
- c. Finance Monthly Report
- d. Community Extension Service Monthly Report – Lisa presented her monthly report to the board.

Billie exited at 4:19 pm

VII. Calendar Updates:

- a. The next COT Meeting is Tuesday, June 21, 2022, at 2:00 pm

VIII. Adjournment

Sue made a motion to adjourn, and Monica seconded. Meeting adjourned at 4:51 pm