

**WETCC Council of Trustees Meeting Minutes**  
**Tuesday, September 25, 2023, 2:00 PM**  
**Combined in-person and virtual.**

**Call To Order:** Chairperson, Dana Goodwin called the meeting to order at 2:24 P.M.

**Present:** Dana Goodwin, Billie Annette, LeAnn Person, Kris Manning, and Jacob McArthur

**Others present:** Anna Sheppard, Laura Driscoll, Kim Brown, Sam Lerud, Tracy Diefenbach, Len Wynn-Summers, Jacob Turchin, and Jan Syverson, recorder.

**I. Approval/Amendments to the agenda**

**Jacob motioned; LeAnn seconded – Approved.**

**II. Public Comments (5 minutes each)**

**III. Introduction of New Employees**

- Len Wynn-Summers, Tracy Diefenbach, Jacob Turchin, Virginia Anderson, and Debbie Milroy

**Len Wynn-Summers, Tracy Diefenbach, and Jacob Turchin**

**IV. Staffing Updates**

- Advertised Positions
  - Security Officer
- Interviews
  - NA
- Transfer/Promotion
  - NA
- New Hire
  - Tracy Diefenbach-Student Services Dean; Virginia Anderson-Grant Writer; Jacob Turchin-Custodian; Len Wynn-Summers – Academic Dean; Debbie Milroy – Food Service Coordinator
- Resignation
  - NA

**V. Action Items**

**A. Approval of Meeting Minutes**

- i. Regular Meeting of August 15, 2023

**Jacob motioned; Kris seconded – Approved.**

**B. Financial Statements**

- i. Presentation of Reports

- 1. August Foundation Report
- 2. August Check Register

**Jacob motioned; LeAnn seconded – Approved.**

**C. Contract for Phase 4 A-E ARTEKTA ARCHITECTS**

Contract to begin Phase 4, sign and submit initial \$38,000.00 Payment

**Jacob motioned; Kris seconded – Approved.**

**D. USDA RD Facilities Equipment Grant**

Presentation of the budget, and monies spent wherein

**Jacob Motioned; Kris seconded – Approved.**

**E. Large Expenditures**

i. Calendar Year 2023 Health Insurance \$195,885.20

**LeAnn motioned; Kris seconded – Approved.**

ii. Calendar Year 2023 Workers Compensation \$11,664.91

**Jacob motioned; LeAnn seconded – Approved.**

iii. Calendar Year 2022 Health Insurance \$251,560.24

**LeAnn motioned; Kris seconded – Approved.**

Sam advised that it makes sense to process insurance and workers' compensation as part of payroll, to avoid backlogged payment. The board agreed that these would fall under payroll and not need to be approved on an annual basis or bi-weekly basis and to be processed as part of our normal operations.

iv. Calendar Year 2022 Workers Compensation \$16,400.30

**LeAnn motioned; Jacob seconded – Approved.**

v. HSPP Contract with UMN \$13,867.20

**Jacob motioned; Kris seconded – Approved.**

**F. Executive Session**

3:00 P.M. Daniel Wolpert – Micah Rural Retreat Center donation. Daniel will be joining via teams to explain the donation center to the board.

The executive session moved in between large expenditure items for scheduled guest.

**LeAnn motioned; Kris seconded – Approved Executive session begins at 3:10 P.M.**

Adjournment of Executive session

**Kris motioned; Billie seconded – Approved executive session ended at 3:38 P.M.**

**(E) Large Expenditures - Continued**

vi. Financial/Compliance Audit \$21,500.00

**Billie Motioned; Jacob seconded – Approved**

~~vii. WETCC Phase 4 A-E initial payment of \$38,000.00~~

This item was discussed in V. Action Items Part C. contract for phase 4

ARTEKTA Architects -contract initial payment.

viii. Return of Fostering Independence Grant (student withdrew) \$5,661.00  
**Jacob motioned; Billie seconded – Approved.**

ix. HSPP Student Tuition & Fees for Summer 2023 UMC \$25,188.12  
**Kris motioned; LeAnn seconded – Approved.**

**G. Policy Updates**

A. Financial Aid Satisfactory Academic Progress Policy  
**Jacob motioned; Billie seconded – Approved.**

B. Vacation Leave Policy  
Amendment for 3.10 buy-out to 100% value – Motion Failed  
Policy accepted without amendments  
**Kris motioned; Jacob seconded – Approved.**

**B. Other**

- A. President's Report & Monthly Department Updates  
Board Member Jacob McArthur requested to be available on campus 1 day a week to assist staff, students, and faculty in his new position at UMC. President Sheppard raised the question that this could potentially be a conflict of interest. Board Chair Dana Goodwin requested that President Sheppard reach out to HLC for clarification on whether this would conflict with the rules.
- B. Board training – dates board members are available.
- C. Board chair signatures are needed for diplomas.
- D. Signatures for past purchase requests.

**C. Calendar Updates**

A. Next BOT Meeting – *third Tuesday of each month* – October 17, 2023 – 2:00 p.m.

**D. Adjournment**

**Billie motioned; LeAnn seconded – Approved.**  
**Adjourned 4:38 P.M.**

