WETCC Board of Trustees Meeting Minutes
Tuesday, June 21, 2022, 2:00 p.m. Virtual Meeting

MEETING MINUTES

Call to order: Chairperson, Dana Goodwin called the meeting to order at 2:10 pm.

Present: Dana Goodwin, Billie Annette, Monica Hedstrom

Other Present: Muriel Stewart, Laura Driscoll, Anna Sheppard, Frank Oakgrove, Bridget Guiza, Jon Krulich, Philip DeVries, and Indosa Montoya (recorder)

Other B. BOT Stipends C. Council or Board of Trustee
Billie motioned to accept the amended agenda, and Monica seconded. Motion passed 2-0

II. Public Comments (5 minutes each) – None

III. Introduction of New Employees: Customized Education Coordinator -Bridget Guiza introduced herself and the Customized Education Program. Program Navigator - Philip DeVries has been working remotely since hired. He introduced himself and what he has been working on within the program.

IV. Staffing Updates: Madeline Tecmire accepted the HS Coordinator position. She will be here for in-processing on 7/25/22. The Financial Aid Clerk resigned her position effective 6/18/22.
The Grant Writer position is being interviewed for on 6/21/22.
Opening Position – HS Pathways Facilitator, Student Success Coach

V. Action Items:
   A. Approval of Meeting Minutes:
      i. Regular Meeting of May 17, 2022
         Monica made a motion to accept the minutes, and Billie seconded. Motion passed 2-0.
   B. Financial Statements:
      i. Presentation of Reports – Muriel reported on the profits and loss statements, the foundation report, and the check register for May 2022.
         1. May Foundation Report
         2. May Check Register
         Monica made a motion to accept the financial statements, and Billie seconded. Motion passed 2-0.
   C. Large Expenditures:
      i. Brady Martz - $12,500.00
Billie made a motion to accept the Brady Martz expenditure, Monica seconded. Motion passed 2-0.

ii. Mille Lacs Band of Ojibwe Aanjibimaadizing - $25,825.00 (two PR)
    Monica made a motion to accept the Mille Lacs Band of Ojibwe Aanjibimaadizing expenditure, Billie seconded. Motion passed 2-0.

iii. Adrian Liberty - $11,700
    Billie made a motion to accept Adrian Liberty’s Contract, Monica seconded. Motion passed 2-0.

iv. Implementation Specialist - $4,680 (on-going) – tabled

D. Policies:

i. 300.04 – Native and Veteran Preference Policy – Changed the name to Native and Veteran Preference, add person affected, change member to citizen
    Billie made a motion to accept policy 300.04 with changes, and Monica seconded. Motion passed 2-0.

ii. 700.06.02 – Student Grievance Policy – added more details to the formal resolution and grievances hearing processes, a grievance panel, and defined membership, and a link to the MN Office of Higher Education site 4.3 revises.
    Monica made a motion to accept policy 700.06.02, and Billie seconded. Motion passed 2-0.

iii. 420.03 - Facility Usage Policy – ensure the policy is being followed especially internally, BOT reviewed on 6/21/22.

iv. 300.21.01 - Bereavement policy – Changed to Bereavement policy, omitted part-time employees as they do not qualify for benefits.
    Billie made a motion to accept policy 300.21.01, and Monica seconded. Motion passed 2-0.

v. 300.57.01 - Vehicle use policy - Updated purpose, add mileage reimbursement – tabled

E. Job Description:

i. Finance Assistant/Bookstore - added and changed job description, Grade changed 5
ii. Finance Specialist- Grade changed 6, added and changed the job description
    Monica made a motion to accept job descriptions, and Billie seconded. Motion passed 2-0.
WETCC Board of Trustees Meeting Minutes
Tuesday, June 21, 2022, 2:00 p.m. Virtual Meeting

F. Architect
   i. Phase I proposal/contract – AIA to prepare renderings with schematic plans for Trades Building, $19,750 paid for by the RBC. Monica made a motion to accept the Architect contract, and Billie seconded. Motion passed 2-0.

   Billie Exited @ 4:30 pm – Quorum no longer present

VI. Executive Session

VII. Other:
   A. Interim President’s Report & Monthly Department Updates
   B. BOT Stipends
   C. Council/Board of Trustees

VIII. Calendar Updates:
   A. Next COT Meeting – third Tuesday of each month – July 19, 2022 – 2:00 p.m.

IX. Adjournment
Meeting adjourned at 4:57 pm