

WETCC Board of Trustees Meeting Minutes

Tuesday, November 19, 2024, 2:00 p.m. In-person & Virtual Meeting

Call to Order: Chairperson, Dana Goodwin called the meeting to order at 2:03 p.m.

Present: Dana Goodwin, Monica Hedstrom, Billie Annette, Kris Manning, Mike LaRoque

Others present: Anna Sheppard, Jean Ostrom, Laura Driscoll, Tammy Bellanger, Paul Pemberton, Ryan Frye, and Michelle Warren

I. Approval/Amendments to the agenda

- A. Add to financial (IV.B.v.1): Agreement for Audit Services, signature needed
- B. Add Large Expenditure Pre-Approval section
- C. Add to Large Expenditure Pre-Approval (IV.E.i): Mentor software platform \$60,000.00
- D. Add to Large Expenditure Pre-Approval (IV.E.ii): Curriculum Development Software and Consulting \$65,000.00
- E. Add to financial (IV.B.i.3.a.): additional grant approval form
- F. Add to Agreement/MOU/Amendment (IV.C.ii): Subaward contract with the University of Minnesota, 06012024-05312024, \$16,909.00, with additional years funding through 05312029.
- G. Add to Agreement/MOU/Amendment (IV.C.iii): EPA Community Change agreement, signature needed.

Billie motioned; Kris seconded – approved

II. Public Comments (5 minutes each) N/A

III. Staffing Updates

- Advertised Positions:
 - Counselor & Wellness Center Director
 - Faculty Science
 - Finance Director
- New hire: Ryan Frye, Executive Assistant to the President
- Transfer/Promotion: N/A
- Interim/ Temporary: Tammi Jalowiec 50% Marketing and Communication Specialist
- Resignation: Kate Theresa, Marketing and Communication Specialist
- Dismissal: N/A

IV. Action Items

A. Approval of Meeting Minutes

- i. Regular Meeting of October 15, 2024

Monica motioned; Kris seconded – approved

B. Financial

WETCC Board of Trustees Meeting Minutes

Tuesday, November 19, 2024, 2:00 p.m. In-person & Virtual Meeting

i. Presentation of Reports

1. October Foundation Report
2. October Check Register/ P&L statements
3. October Grant Approval Forms
 - a. Henry David Thoreau Foundation faculty grant 2025-2026

Billie motioned; Kris seconded – approved

ii. Financial Kaaren Halvorsen Memorial Library Endowment

1. Request to transfer funds from checking to a 7-month CD account.

Billie requested we reach out to family regarding the endowment

iii. Board of Trustees authorizes college to transfer funds within checking, savings accounts, and CDs; finance does not need to submit an action item to conduct these changes at BOT meetings. This authorization streamlines our financial processes while ensuring continued transparency, operational efficiency and compliance with established policies. The finance team will continue to provide updates and reports to keep the Board informed of these activities as part of our regular financial reviews.

Monica requested the college provide procedures on fund transfer requests.

Billie motioned to vote on items ii and iii as amended; Monica seconded -- approved

iv. Resolutions

1. Bremer Bank- Resolution 2024.11.01- resolution authorizes check signers or online banking access for the accounts identified.
2. Deer Wood Bank- resolution number 2024.11.02 -resolutions authorizes check signers or online banking access for the account identified.
3. United Valley Bank- Resolution number 2024.11.03 authorizes check signers or online banking access for the accounts identified.

Monica motioned to approve 1, 2 and 3; Billie seconded -- approved

v. Audit

1. Engagement Letter Agreement with Brady Martz for year ended September 30, 2024, signature needed.

Monica motioned; Kris seconded – approved

C. Agreement/ MOU/ Amendment

- i. Amend American Indian Food Sovereignty Grant Agreement, awarded an additional \$10,000.00, increase from \$150,000.00 to \$160,000.00.

Billie motioned; Monica seconded – approved

WETCC Board of Trustees Meeting Minutes

Tuesday, November 19, 2024, 2:00 p.m. In-person & Virtual Meeting

- ii. Subaward between U of M and WETCC, Louis Stokes STEM Pathways and Research Alliance: North Star STEM Alliance (NSSA), educate our future STEM students and to prepare and graduate current students for successful transitions to 4-year STEM degree programs, (pg. 12 of contract), 06012024-05312024, \$16,909.00, with additional years funding through 05312029.

Billie motioned; Kris seconded – approved

- iii. EPA Community Change Grant, trades building ask, statutory partner agreement letter, signature needed (delivered via DocuSign).

Billie motioned; Monica seconded – approved

D. Large Expenditure

- i. Implementation Specialist, time keeping module for GP, Range of \$22,125.00 – \$25,470.00 (depending on the number of hours utilized).

Monica motioned; Kris seconded – approved

E. Large Expenditure Pre-Approval

- i. Mentor program online support software platform for 3 years \$60,000.00

Billie motioned; Monica seconded – approved

- ii. Curriculum Development Software and Consulting for 3 years \$65,000.00, this may be a sole source quote

Monica motioned; Kris seconded – approved

V. Other

- A. President's Report
- B. Provost's Report
- C. Finance Director's Report
- D. Community Extension Director's Report
- E. Facilities Director's Report

VI. Calendar Updates

- A. Next BOT Meeting – *third Tuesday of each month* – December 17, 2024, at 2:00 p.m.
- B. Holiday party – December 20, 2024, at 12:00 p.m., location TBD
- C. Campus closed from December 20, 2024, COB and will reopen January 2, 2025, 8:00 a.m.

VII. Questions

- A. Mike LaRoque inquired about the status of the cannabis classes
Anna Sheppard stated we are waiting on approval and payment to proceed.
- B. Mike LaRoque inquired if the college is using the classroom space at B & T Meats

WETCC Board of Trustees Meeting Minutes

Tuesday, November 19, 2024, 2:00 p.m. In-person & Virtual Meeting

Anna Sheppard reported not at this time. Laura Driscoll will ask Customized Education Department to investigate this request.

VIII. Adjournment

Billie motioned; Monica seconded – approved