

WETCC Board of Trustees Meeting Minutes

Tuesday, September 20, 2022, 2:00 p.m. Virtual Meeting

Call to order: Chairperson, Dana Goodwin called the meeting to order at 2:15 pm.

Present: Dana Goodwin, Sue Heisler, Monica Hedstrom, LeAnn Person

Others Present: Anna Sheppard, Laura Driscoll, Muriel Stewart, Frank Oakgrove, Kathleen Theresa, Marget Myhre, Indosa Montoya (recorder)

- I. **Approval/Amendments to agenda** – add Marget Myhre to III. VI.C.
Sue Motion, Monica seconded. Motion carried 2-0

LeAnn joined 2:17 pm

- II. **Public Comments (5 minutes each) - none**

- III. **Introduction of New Employees:** Kathleen Theresa – Marketing Communication Specialist,
Marget Myhre – Finance Specialist

- IV. **Staffing Updates:** Open Positions – HS Pathways Coordinator – have 2 applicants, hoping to schedule interviews for the week of Sept 19.

HS Pathways Facilitator – no current applicants.

Grant Writer – have 2 people inquiring about it, hope to receive applications very soon so I can set up interviews.

IT Coordinator – have 1 interview scheduled for the morning of the 20th. Still no answer from the second applicant.

Student Service Dean – I was told to put it on hold. I notified the 2 finalists; one has already accepted a position elsewhere.

Food Service Coordinator – was trying to contact an applicant for an interview with no success by phone, email, or text. Have another coming to fill out the application today, says she has 20 years of experience, very hopeful on this one

Financial Aid Clerk – no current applicants.

- V. **Action Items:**

- A. **Approval of Meeting Minutes:**

- i. Regular Meeting of August 16, 2022 - Accept meeting minutes as presented.

LeAnn motions to approve, Sue seconded. Motion carried 3-0

- B. **Financial Statements:**

- i. Presentation of Reports – Muriel reported on the financials for August.

1. August Foundation Report

2. August Check Register

SH made a motion to approve financial statements, Monica seconded. Motion carried 3-0.

- C. **Large Expenditures:**

- i. ByteSpeed- \$13,125.00

Sue motioned to approve CE Large expenditure, and LeAnn seconded. Motion carried 3-0.

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- ii. Maintenance - \$48,845.00 – (2020 Equipment Grant)
Sue motioned, and Monica seconded. Motion carried 3-0

D. Bank Account:

- i. Community Development Bank
- ii. United Valley Bank Mahnommen
- iii. Bremer Bank
Monica motioned, Leann seconded, motion carried 3-0

E. Budget:

- i. FY23 Budget – Director of Finance went through the FY23 budget breakdown. Motion to accept FY23 budget with an allocation of \$600,00 RBC. Motion by SH, seconded by Monica. Motion carried 3-0.

F. BOT Stipends:

- i. Stipends from 10/21 – 9/22
Approved information as it was presented. Sue motioned; Leann seconded. Motion carried 3-0.

3:27 pm Dana Switching to cellular zoom from computer

3:35 pm Dana was back on zoom via cellphone.

G. Shakopee Grant Resolution:

- i. Grant Resolution – Director of Finance presented the Shakopee Grant Resolution and what the ask will be spent on.
Monica motioned to accept the resolution; LeAnn seconded. Motion carried 3-0.

VI. Other:

- A. President's Report & Monthly Department Updates

VII. Calendar Updates:

- A. MN House of Representative Heather Keeler on campus – Monday, September 26, 2002, from 1:00 - 4:30 pm
- B. Next COT Meeting – *third Tuesday of each month* – October 18, 2022 – 2:00 p.m.
- C. MN OHE Commissioner Dennis Olson – Friday, October 28, 2022, from 10:00 – 11:30 am

VIII. Adjournment

Sue motion to adjourn. Monica seconded. Motion carried 3-0.

Meeting adjourned at 3:58 pm.