

Board of Trustees Meeting Minutes

Wednesday, July 15, 2020

12pm

WDT Event Center

Western Dakota Tech is a public institution of higher learning that embraces quality programs, expert faculty and staff, and a commitment to academic excellence to teach the knowledge, skills, and behaviors students need to be successful.

The Western Dakota Tech Board of Trustees held a meeting on Wednesday, July 15, 2020 in the WDT Event Center which was also available via Microsoft Teams. The board trustee-elects in attendance included: Thomas Brunner, Curt Pochardt, Andrea Powers, Ron Riherd, Mike Roesler, and Dr. Steve Willard; and those joining remotely via Microsoft Teams included: Brad Heltzel, Dick Johnson (who left the meeting at 1:45pm) and Todd Watson (who joined the meeting at 12:25pm).

WDT staff present included: Dr. Ann Bolman, Christine Goldsmith, Tiffany Howe, Kelly Oehlerking, Theresa Scharn, Jessica Clutter and Pam Stillman-Rokusek.

Guest in attendance was Judge Heidi Linngren.

Mike Roesler, in his still current role as President of the Rapid City Area Schools Board, agreed to act as interim and chair the meeting. He introduced Judge Heidi Linngren.

1. **SWEARING IN**

Judge Linngren had the trustee-elects read their oaths of office as new Western Dakota Tech Board of Trustees. They then signed their oath documentation, and Judge Linngren signed and applied her seal.

2. **CALL TO ORDER**

ROESLER called the meeting to order at 12:13 p.m.

3. **APPROVAL OF AGENDA**

WILLARD moved and POCHARDT seconded to approve the agenda as presented. MOTION CARRIED WITH ROLL CALL VOTE (8-0).

4. **CONFLICT OF INTEREST**

Reviewed the "Request for Waiver" form provided for any board trustees who need to abstain, as well as the need to share any potential conflicts due to existing relationships between a trustee and WDT. The following three declarations were shared so as to avoid any potential conflict of interest:

JOHNSON – Declared that he is CEO of West River Electric, and Western Dakota Tech is a customer of West River Electric.

BRUNNER – Declared that he is State of SD Representative through 12-31-20 making potential decisions that could affect the college.

POCHARDT – Declared that he also served as a member of the Rapid City Area Schools Board of Education which partners with WDT.

5. **OPEN MEETING**

There were no speakers requesting the opportunity to make public comments.

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6. MARKETING SERVICES BID

Jessica Clutter and Pam Stillman-Rokusek updated the board on the process to review the three companies (Robert Sharp & Associates, Stamats, and VisionPoint Marketing) who submitted bids for the marketing contract with WDT. The contract will be for 5 years, renewable annually, and includes all the outside marketing services needed by WDT. The review team recommends renewing with Robert Sharp & Associates who ranked above the other two companies. The bid amount is required to remain confidential until signed, however the amount is in line with what WDT has been paying.

RIHERD moved and BRUNNER seconded to accept Robert Sharp & Associates bid. MOTION CARRIED WITH ROLL CALL VOTE (8-0).

BOARD INFORMATIONAL ITEMS

7. FINANCIAL UPDATE

Christine Goldsmith reviewed the financial update with the new board trustees. This monthly report currently consists of charts showing inflow/outflow, a YTD budget comparison and projected cash balances. She also presented an overview of the FY2021 budget, which is a conservative one due to the pandemic. She then provided information about the CARES Funds WDT has received due to COVID-19. WILLARD will be forwarding an email to the board and WDT Leadership about a USDA grant available to 20 rural states for which WDT may be eligible to apply. Overall, WDT is cautiously optimistic due to the essential skills WDT's programs offer student which are even more vital during the pandemic.

(Note: Items 8 and 9 were swapped in order presented from what was on the agenda.)

8. ENROLLMENT REPORT

Kelly Oehlerking gave some historical enrollment information as an overview for the new board. Enrollment has been trending upward for WDT, both degree-seeking and dual enrollment students. The majority of WDT students are local/regional and WDT has the largest % of minority students of the four SD tech colleges. Enrollment is always tracked closely and reported regularly as part of WDT's data-driven operations. Discussed the upskilling certificates recently approved by the State (EMT, Phlebotomy, Plumbing). The South Dakota Department of Labor will be able to refer displaced workers to these programs, which are paid for with Federal dollars.

9. TITLE IX UPDATE

Kelly Oehlerking briefly reviewed what Title IX covers and the recent changes which focus mainly on better defining harassment and having live hearings/due process. WDT will be updating Policies and Procedures and these will need to be approved at the August 12, 2020 Board Meeting in order to comply with those changes by the deadline. Showed a brief portion of a video: <https://youtu.be/i-BCnhUsJ4s> that gives an overview of OCR and Title IX. As WDT is a member of ATIXA, there is a training presentation for boards about Title IX that she will share with the trustees.

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At this point, RIHERD asked about the status WDT's Policy Committee. The plan is for that committee to continue to review policy and procedure updates unless the new Board decides otherwise.

10. EMPLOYMENT UPDATE

Theresa Scharn updated the Board on open positions and recent new hires. At present WDT has 99 full time employees, with 50-60 part-time adjuncts. WDT is in the process of hiring three custodians instead of renewing services with an outside contractor. This will allow WDT to have them available during the day for the additional cleaning and sanitizing necessary due to COVID-19. Also adding a new Assistant Director for the Simulation Center due to growth in usage, especially by outside groups such as USD and SDSU.

ROESLER at this point (1:15pm) stated that, as Chair, it is his goal to end meetings at their scheduled end time, however as it may run slightly long today those who need to leave should feel free to go. He suggested making Board Meetings two hours long going forward to accommodate all necessary business.

11. PRESIDENT'S REPORT

Dr. Ann Bolman gave an overview of some of the current activities happening for WDT, including:

- Opening the first offsite location, which will be in Whitewood. Facility will need to be renovated and receive South Dakota Board of Nursing approval for the LPN program, so no classes until Spring 2021. Having to coordinate with the location being in Lawrence County, but also in the Meade School district. The site will accommodate 16 students in an 18-month program.
- Recent work has been done on updating the WDT Vision and Mission in preparation for starting work on the next Strategic Plan (Presently in the last year of the current plan).
- The Responsible Return Plan to address COVID-19 required changes to Fall classes that start August 24th. In order to have students back on campus, WDT will be requiring masks, social distancing, smaller class sizes and continued remote technology, along with enhanced cleaning protocols. Outside use of the campus will be strictly limited so space is available for use by students, and common areas such as food services will remain closed.
- Virtual pinning and graduation ceremonies will be taking place in the coming week.

12. OTHER

POCHARDT wished to thank ROESLER for his help during the transition between the RCAS Board and the new WDT Board by serving on the new board.

BRUNNER expressed the progress made by and the importance of all the technical schools in our state.

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ADJOURNMENT

BRUNNER moved and POWERS seconded to adjourn the July 15, 2020 WDT Board of Trustees meeting at 1:45pm. MOTION CARRIED WITH ROLL CALL VOTE (8-0).

Respectfully submitted,

Board President

DRAFT