

## Board of Trustees Meeting Minutes

Wednesday, February 14, 2024

11:30 a.m.

Pennington County Room

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Western Dakota Technical College prepares students to be highly-skilled professionals through accessible, career-focused programs to improve their lives, while adapting to community workforce needs and positively impacting our economy.

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The Western Dakota Tech Board of Trustees met on Wednesday, February 14, 2024, at 11:30 am, in person at the Western Dakota Tech campus in the Pennington County Room. The meeting was also available virtually via Teams. The board trustees in attendance included: Brad Heltzel (via Teams), Dick Johnson, Curt Pochardt, Andy Scull, Linda Rabe, and Dr. Steve Willard.

Absent with notice: Tom Brunner, Lynn Kendall, and Andrea Powers

WDTC leadership staff attending included: Dr. Ann Bolman, Tina Easton-Espe, Tiffany Howe, Christine Goldsmith, and Kelly Oehlerking.

Others present included: Missy Ginsbach, Matt Greene (via Teams), Nora Leinen, Jonathan McCoy, Noelle Simmons, and Pam Stillman-Rokusek.

### Board Development Session - 11:30 am

Strategic Enrollment Management Committee Update – Sharon Martin (Assistant Director of Financial Aid) and Diana Newman (Director of Admissions)

Diana Newman was unable to attend the meeting. Sharon Martin presented on FAFSA Updates, Correctional Outreach, and provided an overview of the areas the SEM committee is focusing on.

### Board Meeting

1. **CALL TO ORDER**

Chairman POCHARDT called the board meeting to order at 12:36pm with a roll call to order.

2. **APPROVAL OF AGENDA**

An amendment to the agenda was proposed to add an Executive Session for the purpose of SDCL 1-25-2 – (1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee.

WILLARD moved, and SCULL seconded to approve the February agenda with the above amendment. MOTION CARRIED (6-0) with ROLL CALL VOTE.

3. **CONFLICT OF INTEREST**

POCHARDT asked if any trustee had potential conflicts. None were disclosed.

4. **PUBLIC COMMENTS**

POCHARDT asked if there were any public comments, none were expressed.

### INFORMATION ITEMS

5. **PRESIDENT'S REPORT**

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Dr. Bolman presented on Spring 2024 enrollment, reported on the process for redeveloping an articulation agreement with the Division of Criminal Investigation, and lastly, shared the HR Update for informational purposes.

6. **FOUNDATION BOARD PRESIDENT'S UPDATE**

Foundation Board Chair, Jonathan McCoy, shared the below updates.

- a. Regional Leader Breakfasts have been scheduled as follows: March 26 in Belle Fourche, April 30 in Hot Springs, and May 7 in Wall. They anticipate scheduling in Rapid City next Fall.
- b. The Foundation is sponsoring a Chamber Mixer in Box Elder in March.
- c. At their last board meeting, they discussed the Capital Campaign Committee, and this is still in progress and being worked through.

7. **BOARD DISCUSSION**

- a. Proposed [Calendar for Board of Trustees Meetings and Retreat 2024-25](#)
  - i. July 2024 Retreat Dates
- b. [Memorandum of Understanding](#) for WDTC and the Foundation

The board discussed items a. and b. above. The retreat dates will remain as is on the schedule but may be revisited at a later date. It was identified no changes to the MOU (i.e. item b.) are needed at this time.

8. **FINANCE ITEMS**

- a. [Finance Report](#)
- b. [Monthly Fund Chart](#)
- c. [Interim Accrual Statements](#)

Christine Goldsmith presented the monthly finance report, monthly fund chart, and the updated accrual statement.

A question was posed about the status of the audit. Christine reported that the Finance Office has completed their piece, and they are waiting to hear back.

9. **CONSENT AGENDA**

- a. APPROVAL ITEM: Minutes from January 10, 2024 meeting
- b. APPROVAL ITEM: [Bills to Pay](#)
- c. APPROVAL ITEM: [Memorandum of Understanding Renewal – Haakon School District](#)

Motion by WILLARD and seconded by JOHNSON, to approve the consent agenda. MOTION CARRIED (6-0) via ROLL CALL VOTE.

10. **AGENDA ITEM SUGGESTIONS FOR NEXT MEETING**

It was shared that it is anticipated a future meeting will be held in Spearfish.

11. **NEXT MEETING DATE**

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March 13, 2024 | 11:30am | Pennington County Room

12. **EXECUTIVE SESSION**

SCULL motioned to move into Executive Session, pursuant to SDCL 1-25-2.1 for purposes of discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee, at 1:59pm. Seconded by RABE. MOTION CARRIED (6-0) with ROLL CALL VOTE.

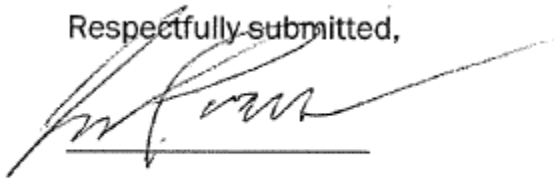
WILLARD left the meeting at 2:15pm.

The Executive Session concluded at 2:24pm.

13. **ADJOURNMENT**

SCULL moved and JOHNSON seconded to adjourn at 2:24pm. MOTION CARRIED (5-0), with ROLL CALL VOTE.

Respectfully submitted,



Board Chair