

Board of Trustees Meeting Minutes

Wednesday, February 12, 2025

11:30 a.m.

Pennington County Room

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.

The Western Dakota Tech Board of Trustees met on Wednesday, February 12, 2025, 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: Lynn Kendall, Curt Pochardt, Andrea Powers (via Teams), Linda Rabe, Mike Roesler, Andy Scull, and Dr. Steve Willard.

Absent with notice: Tom Brunner and Brad Heltzel.

WDTC leadership staff attending included: Christine Goldsmith, Tiffany Howe, and Debbie Toms (via Teams).

Others present included: Dr. Lynn Burks, HYA Chief Associate (in attendance for Executive Session only), Dr. Julie Furst-Bowe, HYA Associate (in attendance for Executive Session only), Andrew Kapelewski, Diana Newman, Noelle Simmons, and Pam Stillman-Rokusek.

Board Meeting

1. **CALL TO ORDER**

Chairman WILLARD called the meeting to order at 11:53 AM with a roll call to order.

2. **APPROVAL OF AGENDA**

POCHARDT moved, and RABE seconded to amend the agenda by moving agenda item #9, Foundation Board Chair Update, to #5 and to approve the February agenda with the amendment. MOTION CARRIED (7-0) via roll call vote.

3. **CONFLICT OF INTEREST**

Chairman WILLARD asked if any trustee had potential conflicts. None were disclosed.

4. **PUBLIC COMMENTS**

Chairman WILLARD asked if there were any public comments, none were expressed.

5. **FOUNDATION BOARD CHAIR UPDATE**

The Foundation Chair, Mr. McCoy, shared the following updates.

- a) On-campus Student Housing – letter of intent has been signed with a local developer.
- b) Executive Director Search is making progress.
- c) Attended and presented at the Workforce Development Institute conference last week in California.
- d) Recently added a new Foundation Board member.

6. **EXECUTIVE SESSION**

POCHARDT moved, seconded by ROESLER to go into Executive Session at 12:06 PM, per 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.

MOTION CARRIED (7-0) via roll call vote.

The Executive Session concluded at 12: 57 PM.

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INFORMATION ITEMS

7. **ENROLLMENT UPDATE**

Diana Newman, Director of Admissions, provided an update on enrollment.

8. **PRESIDENT'S REPORT**

Acting President, Christine Goldsmith, presented on task and initiative updates and the [HR Report](#).

9. **FINANCE REPORT**

Christine Goldsmith presented the monthly finance report.

- a. APPROVAL ITEM: [Bid Recommendation – Mobile Bus Simulator RFP Bid Summary](#)

SCULL moved, seconded by Rabe, to approve the bid recommendation for the purchase of the mobile simulation bus, with a decision to be made at a later date on delivery and graphics wrap. Discussion ensued regarding delivery costs and graphics wrap.

SCULL moved to substitute the original motion with a motion to approve the vendor proposal in the amount of \$398,144.05, plus a delivery cost of \$3,500. The substitute motion was seconded by RABE. MOTION CARRIED (7-0) via roll call vote, thereby replacing the original motion.

10. **DISCUSSION ITEM**

- a. Next Steps in Identifying Ex-Officio Member(s)
i. [Review Draft Selection and Appointment Process](#)

The draft selection and appointment process document was reviewed, and the consensus was to move forward utilizing this process. Chairman Willard requested that board members send him an email with recommendations for nominees.

11. **CONSENT AGENDA**

- a. APPROVAL ITEM: [Minutes from January 8, 2025 Regular Meeting](#)
b. APPROVAL ITEM: [Minutes from February 5, 2025 Special Meeting](#)
c. APPROVAL ITEM: [Bills to Pay](#)

Motion by SCULL and seconded by ROESLER, to approve the Consent Agenda.
MOTION CARRIED (7-0) via roll call vote.

KENDALL left the meeting at 2:07 PM.

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

Chairman WILLARD asked if there were any agenda item suggestions for the next meeting and none were shared.

13. **NEXT MEETING DATE**

The next meeting is scheduled as follows: March 12, 2025 | 11:30 am | Pennington County Room

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14. **ADJOURNMENT**

SCULL moved and POCHARDT seconded to adjourn at 2:26 PM. MOTION CARRIED (6-0) via roll call vote.

Respectfully Submitted,

Board Chair

DRAFT