

Wisconsin Indianhead Technical College
Board Proceedings
January 18, 2021

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, January 18, 2021, at 8:30 a.m., at the WITC-Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, WI 54871. The use of technology to access the meeting was available to Board members as needed.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Chairperson Josh Robinson called the meeting to order at 8:32 a.m. with the following Board members present at the WITC Administrative Office in Shell Lake: James Beistle, Carol De Young, Janelle Gruetzmacher, Lori Laberee, and Josh Robinson. Andy Albarado, Chris Fitzgerald, Brett Gerber, and Troy Lambert joined the meeting via BlueJeans technology.

The following WITC employees were in attendance during the meeting at the WITC Administrative Office in Shell Lake: Steve Decker, Kim Olson, and John Will. Jeanne Germain, Susan Yohnk Lockwood, and Jena Vogtman joined the meeting via BlueJeans technology during a portion of the meeting.

OPEN MEETING STATEMENT

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The January 18, 2021, meeting of the Wisconsin Indianhead Technical College Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting was sent to the press on January 15, 2021, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

APPROVAL OF AGENDA

Chairperson Robinson reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology.

Janelle Gruetzmacher moved, seconded by James Beistle, to approve the agenda and authorize the use of electronic signatures for all Board documents. Upon a unanimous vote of all members present, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT

Time was reserved for Chair Robinson to recognize people in the audience if needed. The Audience Recognition Board policy (II.L.) was included in the Board book as a reference.

MEETING MINUTES

1. Approval of the December 21, 2020, Regular Meeting Minutes

Lori Laberee moved, seconded by Troy Lambert, to approve the regular meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. The signed contract listing and resolutions from the December meeting will be attached to the official minutes. Ms. Olson will forward the approved minutes to the newspaper of record per Wisconsin Statutes §38.12(4) and §985.01(4)(6).

2. Approval of the December 21, 2020, Board Forward Meeting Minutes

Lori Laberee moved, seconded by Troy Lambert, to approve the Board Forward meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. Ms. Olson will forward the approved minutes to the newspaper of record per Wisconsin Statutes §38.12(4) and §985.01(4)(6).

BUDGET CONSIDERATIONS REQUIRING BOARD ACTION

1. Approval of Calendar Year 2021 Major Equipment

Administration provided a calendar year 2021 major equipment listing for the Board's consideration and approval. This approval will allow the College to purchase the equipment on the listing for the upcoming fiscal year. The Board will be informed of the details of equipment purchased in the monthly Correspondence and Information agendas. Mr. Decker noted that the Health Education Center equipment was not part of the 2021 Major Equipment list; however, approval may be requested at a later date.

Lori Laberee moved, seconded by Carol De Young, to approve Calendar Year 2021 Major Equipment as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

CONSENT AGENDA

Chairperson Robinson asked if there were any items to be pulled off the Consent Agenda and acted on separately; however, there were none.

Brett Gerber moved, seconded by Janelle Gruetzmacher, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

1. Personnel:

- A. **New Hire:** Heather Hinz, Academic Support Teaching Assistant; Support and Technical Personnel; \$16.90/hour, New Richmond, effective January 4, 2021.
- B. **Resignation:** Christi Fagerlie, Student Services Assistant, Superior, effective January 12, 2021.
- C. **Resignation:** Mary Jean Jergenson, Associate Degree Nursing Instructor; Rice Lake, effective June 30, 2021.
- D. **Resignation:** Jeffrey Johnson, Dairy Herd Management Instructor, Rice Lake, effective June 30, 2021. *Note: Administration recommended waiving the six-month notification requirement.*

There were a total of 25 years of service from those who resigned (will retire/leave the College); Ms. Fagerlie served 1 year, Ms. Jergenson served 10 years, and Mr. Johnson served 14 years. The Board expressed its appreciation for this service to the College.

2. Contracts

The contract listing was approved (see attached list).

3. Financial/Cash Position Report

The College's Financial and Cash Position Report, as of last month, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 255726 through 256323 and electronic transfer payments totaling \$4,062,227.64 were approved.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

Time was reserved for Board members to report on any meetings they attended.

A. Wisconsin Technical College District Boards Association Meeting Update

Mr. Albarado, Mr. Beistle, Ms. Laberee, and President Will attended the virtual District Boards Association meeting on January 15, 2021. Mr. Beistle shared a written summary of the meeting. Three WTCS Presidents have announced that they will retire. The District Boards Association announced that Ms. Laberee was selected as the 2021 Board Member of the Year. As requested by Mr. Beistle, Ms. Olson will send out a press release on

Ms. Laberee's award recognition.

2. Travel Sign Up

A. **Board Events Schedule**

Time was reserved for Board members to update administration on their plans for upcoming Board events. A copy of the *Board Events Schedule* was included in the Board book, and Board members were requested to notify the Executive Assistant as soon as plans are confirmed. Links to state and national Board meetings and events were included in the Board book.

B. **National Legislative Summit Update**

Time was reserved for President Will to update the Board on the virtual National Legislative Summit and any Wisconsin meetings that will be scheduled. A meeting with staff from the 7th Congressional District is typically scheduled and communicated to WITC's delegation prior to the event. Board members were requested to confirm their plans to attend the NLS with the Executive Assistant. A draft NLS program was provided.

3. Monitoring Schedule Review and Updates

A. **Monitoring Schedule**

Time was reserved to review and update *the Board Monitoring Schedule* as needed. There were no recommended updates from Administration.

B. **Planning for February Student Ambassador Panel**

Time was reserved to review a list of questions for the Student Ambassadors presentations that will take place virtually at the February Board meeting. President Will updated the Board on the process that will be used for this year's selection of the Ambassador to represent the college in Madison.

4. President's Updates:

A. **Enrollment Update**

President Will provided a brief update on the most recent enrollment information. A Cognos report was provided.

B. **District Team Report Summary**

President Will explained the process for capturing progress reports related to the current Strategic Plan. A full report will be provided at a later date.

C. **Higher Education Emergency Relief Funding**

The most recent stimulus package will provide relief funding for institutions of higher education. This funding is structured similar to the CARES Act funding in the first stimulus package legislation; however, the new round of funding included more recognition of part-time students, which resulted in a larger allocation to WITC. WITC's campuses could be used for potential vaccination sites.

5. Legislative Updates

Time was reserved for legislative updates. *Note: District legislators have an open invitation to attend WITC Board meetings to provide legislative updates.*

6. 2021 Board Member of the Year Award

It was announced at the virtual District Boards Association (DBA) meeting on January 15, 2021, that Lori Laberee was selected as the 2021 Board Member of the Year. Congratulations were given to Ms. Laberee for this outstanding recognition. The award will be presented in person at the next DBA meeting, which will be determined at a later date. Ms. Laberee made some comments. A round of applause was given. Chair Robinson thanked Ms. Laberee for her experience on the Board.

7. Student Updates and News

Time was reserved for the following updates:

A. **WITC Graduate Donates to Construction & Cabinetmaking Program**

Zac Myers Construction LLC announced on our Construction & Cabinetmaking Facebook Live tour that he would be donating \$2,000 toward scholarships for Rice Lake Area School District graduates who go into the Construction and Cabinetmaking program! Zac is a graduate of the program himself and wants to give back. A photo was shared.

Note: The Board Chair recessed the meeting at 9:24 a.m. and reconvened the meeting at 9:34 a.m. Jena Vogtman and Susan Yohnk Lockwood joined the meeting via Blue Jeans technology.

8. Consideration of Rebranding Focus Group Report

A summary of focus group perceptions regarding the five potential college names (Aspen, Evergreen, North Woods, Northern Waters, and Riverwood) was presented by President Will using qualitative and quantitative data. The feedback provided for each name was from WITC students and was collected by the Clarus Corporation. There were 26 students in the focus group.

It was recommended that “North Woods” be changed to “Northwood” and to also drop “Aspen” from the list of names since it was determined that it didn’t have enough of a connection to our heritage.

President Will would like to collect additional data for the remaining four names (minus Aspen) by completing one more step in the process. He would like to have the marketing team revamp the imagery for each name, putting the names in their best light. He would send a five-minute video presentation to our employees and students with a survey that would include a Likert scale and a final rank order of the names. A final recommendation would be brought back to the Board in February.

President Will hopes that all of the names meet our criteria and is hopeful that the rankings give us a clear direction of where to go. If the results are different between the Likert scale and the final rank order of the names, administration will interpret those results and bring back a logical recommendation for the Board to act on at the February Board meeting.

There was time for questions and answers.

OTHER ITEMS REQUIRING BOARD ACTION

1. Consideration of College Name Recommendation

Time was reserved for action on the previous rebranding agenda item.

Lori Laberee moved, seconded by James Beistle, to eliminate “Aspen” for consideration of the college name. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

2. Approval of Electricity (Construction) Apprenticeship Program

Administration requested Board approval to submit the New Apprenticeship Program Implementation paperwork for the Electricity (Construction) Apprenticeship program to the Wisconsin Technical College System Board for approval at their March 2021 Board meeting. This program will be offered at the WITC-Rice Lake Campus and online. This is a result of a newly formed partnership between area electrical contractors throughout the WITC District, the DWD Bureau of Apprenticeship Standards, and WITC. Implementation of the program is scheduled for the fall of 2021. A reference was provided.

James Beistle moved, seconded by Carol De Young, to approve the Electricity (Construction) Apprentice Program as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

3. Approval of New D-390 Administrative Policy - Other Post-Employment Benefit (OPEB) Investments

Administration recommended approval of the new Other Post-Employment Benefits (OPEB) Investments Policy D-390 that has been established for guidance specific to funds in the OPEB Trust.

Lori Laberee moved, seconded by Janelle Gruetzmacher, to approve the new D-390 Administrative Policy - Other Post-Employment Benefit (OPEB) Investments as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

4. Approval of New D-390A Administrative Procedure - Other Post-Employment Benefit (OPEB) Investments

Administration is recommending approval of the new Other Post-Employment Benefits (OPEB) Investments Procedure D-390A that has been established separately from Investment Policy D-380 to specifically address the investment needs for the funds in the OPEB Trust.

Lori Laberee moved, seconded by Janelle Gruetzmacher, to approve the new D-390A Administrative Procedure - Other Post-Employment Benefit (OPEB) Investments as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

INFORMATION REPORTS

1. Grant Awards Report

Dori Marty, Director, Grants/Resource Development, presented the 2020-2021 Grant Awards Report. The "Awarded as of January 2021" column in the report showed the most current grant award amounts. Changes since the May 2020 Board meeting were highlighted throughout the report and summarized on the last page of the report. A PowerPoint was also provided.

James Beistle moved, seconded by Lori Laberee, to accept the Grant Awards Report as it related to the interpretation of the ENDS statement for the President's annual evaluation. Upon a unanimous vote of all members present, motion carried.

2. High School Relations Report

Time was reserved for the 2019-2020 High School Relations Report. Jeanne Germain, Dean Career Prep and Apprenticeships, provided an overview of Career Prep initiatives, with a brief update on current and pending academies via a PowerPoint. A Dual Credit History Report and a Dual Enrollment - K-12 Partnerships infographic were provided for the Board's information. The High School Relations Report was included in the Board book; however, a printed copy of the report is also available for Board members as needed.

Carol De Young moved, seconded by James Beistle, to accept the High School Relations Report as it related to the interpretation of the ENDS statement for the President's annual evaluation. Upon a unanimous vote of all members present, motion carried.

President Will thanked Ms. Germain for her work.

ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS

1. Review Meeting Dates, Locations, and Start Times

Time was reserved for the Board to confirm its plans for the regular meeting scheduled on Monday, February 15, 2021, beginning 8:30 a.m., at the WITC-Administrative Office in Shell Lake. The Board meeting schedule was provided for the Board's information.

2. Review/Add Agenda Items

Time was reserved for the Board to add or review agenda items for the next Board meeting. Board agenda items for the next meeting were listed on the Board's Monitoring Schedule. Agenda items for the February meeting were discussed.

Note: Board members may add additional items to next month's Board agenda by contacting the Chair before Thursday, January 28, 2021. This request does not obligate the Chair to include these items on the agenda. The Chair will notify administration of agenda items before the Board book is prepared.

MEETING EVALUATION

PLUS +/-DELTA ^

- + Mr. Beistle's DBA quarterly meeting update
- + District Team Report summary
- + Higher Ed Emergency Relief Funding update by President Will
- + Rebranding presentation and plan for the future with Jena Vogtman
- + Grant Awards Report with Dori Marty
- + High School Relations update by Jeanne Germain - thorough, expansive work
- + Well-run meeting Josh
- + Thanks to Mr. Johnson for his leadership and dedication to WITC
- + Congratulations to Lori Laberee for the District Board award
- + Jim Beistle's DBA report was very informative and thorough
- + Great discussion regarding rebranding
- + Happy to see the Electricity Apprentice program take off
- + Good job Dori Marty on Grants Awards Report
- + Good job Jeanne Germain on High School Relations Report and brochure
- + Good rebranding discussion
- + Good High School Relations Report
- + Congratulations Lori
- + Good college name discussion and information
- ^ None

James Beistle moved, seconded by Troy Lambert, to adjourn the meeting at 10:45 a.m.

Respectfully submitted,



Board Secretary

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Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2021

1/4/21
9:38 15 am

State Designated Indirect Cost Factors:
Off Campus = 36.51 %
On Campus = 43.25%

The Board is requested to ratify the President's action in entering into a contractual arrangement with the following agencies:

-----ESTIMATED-----

Contract Number	Account Name	Location of Training	On/Off	Contract Revenue	Est.Salary/Fringe	+	Indirect Cost	+	Other Direct Cost Totat	=	Full Cost	Difference
Approval Date: September 2020 (1 records)												
721336	Shell Lake Health Care Center Provide 2 CPR for Healthcare Provider Courses	Shell Lake	Off	\$ 903.00	\$ 290.40	\$	106.03	\$	48.00	\$	444.43	\$ 458.57
Approval Date: October 2020 (2 records)												
721370	Barron Care & Rehab Provide 2 CPR for Healthcare Recert classes and 1 CPR for Healthcare Provider course.	Barron County Developmental Disabilities	Off	\$ 1,795.00	\$ 580.80	\$	212.06	\$	88.00	\$	880.86	\$ 914.14
721369	ACI Asphalt & Concrete, Inc CDL Training for 1 employee. The contract is set up for 45 hours and the exam. ACI will only be charged for the hours utilized for the employee. This quote does include one exam. ACI will provide the power unit and WITC will provide the trailer. Instead of exchanging checks for fuel, ACI will allow WITC to fill the training truck at their location. Contract is only being billed for the 33.5 hours utilized.	Roberts	Off	\$ 2,763.00	\$ 1,400.30	\$	511.25	\$	250.00	\$	2,161.55	\$ 601.45
Approval Date: November 2020 (2 records)												
721379	Washburn County Sheriff's Dept This training is a night shoot for a handgun and rifle for up to 18 officers.	Spoooner	Off	\$ 414.00	\$ 653.40	\$	238.56	\$	-	\$	891.96	\$ (477.96)
721378	Russ Davis Wholesale CDL hands-on driving for 1 student. Each student will have 45 hours of drive time. If the student does not utilize all 45 hours we will adjust the contract to reflect the total amount of hours. Also included in the contract is the first initial test for each driver. If the driver does not pass on the first try the employee is responsible for covering the next test	Hammond	Off	\$ 4,010.00	\$ 1,964.60	\$	717.28	\$	250.00	\$	2,931.88	\$ 1,078.12
Approval Date: December 2020 (9 records)												
721390	Cesa 11 Wphsos Two Virtual True Colors Sessions for 40 middle school students. WITC will drop off supplies at CESA 11 to distribute to the schools.these courses will be taught in 2 - 12 hour sessions.	Turtle Lake	Off	\$ 1,020.00	\$ 167.20	\$	61.15	\$	517.00	\$	745.35	\$ 274.65
721389	Superior Senior High School CNC Fundamentals Superior H.S. will be billed for 8 students even if total number of students is lower than 8. Additional students over 8 will be added to the contract. 2 credits One 4 hour class every Monday. *No book required, Paul K. has the packets.	WITC Superior	On	\$ 3,838.00	\$ 485.76	\$	210.09	\$	500.00	\$	1,195.85	\$ 2,642.15
721384	LCO HEALTH CARE CENTER 2 CPR for Healthcare recertification classes for employees	LCO	Off	\$ 1,267.00	\$ 656.70	\$	239.77	\$	329.00	\$	1,225.47	\$ 41.53
721388	St Croix County Public Health AHA BLS for Healthcare Provider CPR Renewal for 18 staff members. WITC will provide 2 sessions at 3.5 hours per session. One session will be on 12/17 from 8:30 am to 12:00 pm and session 2 will be on 12/29 from 12:30 pm to 4:00 pm. WITC can not have more than 9 students in a class.	New Richmond	Off	\$ 855.00	\$ 477.40	\$	174.30	\$	72.00	\$	723.70	\$ 131.30
721224	River Falls High School WITC will create a video for their YA program for marketing	New Richmond	Off	\$ 550.00	\$ 264.00	\$	96.39	\$	-	\$	360.39	\$ 189.61
721225	Northwire Nwi Lab360 Assistance with training material for All Staff Safety Training. **Material is good for one year unless safety guidelines change**	Online	Off	\$ 1,800.00	\$ 1,161.60	\$	424.10	\$	-	\$	1,585.70	\$ 214.30

721386	Barron Area School District	Barron High School	Off	\$	7,158.00	\$	-	\$	-	\$	6,507.00	\$	6,507.00	\$	651.00
<p>Up to 14 students of Barron High School will receive 3 credits of Oral/Interpersonal Communication upon successful completion of course. Course is capped at 18 students. Additional student enrollment will result in added costs of \$495 per student. Course will start on January 18, 2021 and end May14, 2021; Wednesday nights, 5:45-8:45PM.. WITC's calendar will be followed for dates of instruction.</p>															
721385	Cumberland School District	Cumberland High School	Off	\$	8,105.00	\$	-	\$	-	\$	7,375.00	\$	7,375.00	\$	730.00
<p>Students will receive 3 credits in English Composition upon successful completion of course. Up to 15 students from Cumberland High School can enroll in this course. Additional students can join with instructor permission and approval. Course is limited to 20 students. Each additional student will add \$495 to the contract. Class to be delivered 2:40-3:30PM Monday through Thursday. No class to be held March 15-19 (Spring Break) and April 2 (Spring Holiday).</p>															
721387	Barron Area School District	Barron High School	Off	\$	8,891.00	\$	-	\$	-	\$	8,082.00	\$	8,082.00	\$	809.00
<p>Up to 18 students of Barron High School will receive 3 credits of Speech upon successful completion of course. Course is capped at 18 students. Additional student enrollment will result in added costs of \$495 per student. Course will start on January 18, 2021 and end May14, 2021; Monday nights, 5:45-8:45PM, delivered through ITV.. WITC's calendar will be followed for dates of instruction.</p>															

Grand Totals (14 records)

*indicates an amended contract



 Board Secretary

1-18-21

 Date