

Wisconsin Indianhead Technical College
Board Proceedings
March 16, 2020

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, March 16, 2020, 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.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Secretary Brett Gerber called the meeting to order at 8:31 a.m. with the following Board members present: James Beistle and Carol De Young. Brett Gerber, Lorraine C. Laberee, and Troy Lambert were present via BlueJeans technology at 8:31 a.m. A quorum was established. Andy Albarado joined the meeting via BlueJeans technology at 8:40 a.m. *Note: Chris Fitzgerald, Janelle Gruetzmacher, and Josh Robinson provided notice that they would not be in attendance at this meeting.*

The following WITC employees were in attendance during the meeting: Steve Decker, Kim Olson, and John Will.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The March 16, 2020, 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 March 13, 2020, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

APPROVAL OF AGENDA

Secretary Gerber reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology. Lori Laberee moved, seconded by Carol De Young, to approve the agenda. Upon a unanimous vote of all members present, motion carried.

Troy Lambert moved, seconded by Brett Gerber, to authorize and approve James Beistle as interim Board Chair to sign College documents at this meeting in the absence of Board Chair Robinson; and to also authorize and approve Carol De Young as interim Board Secretary to sign College documents at this meeting for Board Secretary Gerber. Upon a unanimous vote of all members present, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT

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

EXECUTIVE SESSION

Mr. Beistle requested a motion for the Board to convene into Executive Session under the provisions of Wisconsin Statutes §19.85(1)(c)(e)(f) and §118.22 for the purpose of considering Preliminary Notice of Non-Renewal of Personnel for 2020-2021 and Bargaining Environment and Strategies.

Troy Lambert moved, seconded by Lori Laberee, to convene into Executive Session in accordance with Wisconsin Statutes §19.85(1)(c)(e)(f) and §118.22 for the purposes noted in the preceding paragraph. Mr. Beistle announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (5-0).

Mr. Beistle called the executive session to order at 8:34 a.m. with the following Board members present: James Beistle and Carol De Young. Brett Gerber, Lorraine C. Laberee, and Troy Lambert

were present via BlueJeans technology. Andy Albarado joined the meeting via BlueJeans technology at 8:40 a.m. *Note: Chris Fitzgerald, Janelle Gruetzmacher, and Josh Robinson provided notice that they would not be in attendance at this meeting.*

The following WITC employees were in attendance during executive session: Steve Decker, Kim Olson, and John Will.

1. Approval of the January 20, 2020, Executive Meeting Minutes

Troy Lambert moved, seconded by Carol De Young, to approve the executive meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.

2. Motion to Reconvene into Open Session

A motion was needed to reconvene into open session. Any action to be taken on matters discussed in Executive Session will be considered in open session under "Other Items Requiring Board Action".

Lori Laberee moved, seconded by Carol De Young, to adjourn the Executive Session and reconvene back into the regular Board meeting. Upon a roll-call vote, all members present voted yes; motion carried (5-0) and the executive session adjourned at 8:38 a.m.

OPEN SESSION RECONVENED

MEETING MINUTES

1. Approval of the February 24, 2020, Regular Meeting Minutes

Troy Lambert moved, seconded by Lori Laberee, to approve the regular meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. The signed contract listing from the February meeting was attached to the official minutes.

CONSENT AGENDA

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

Troy Lambert moved, seconded by Brett Gerber, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried 5-0.

Mr. Albarado joined the meeting at 8:40 a.m.

Personnel:

- A. **New Hire:** Tara Burns, Human Resources Technician; Support and Technical Personnel; \$16.67/hour, Shell Lake, effective March 23, 2020.
- B. **New Hire:** Casey Lambert, Financial Aid Advisor/Student Services Technician; Support and Technical Personnel; \$17.13/hour, Rice Lake, effective March 16, 2020. *Note: Ms. Lambert is currently Human Resources Technician at the Administrative Office.*
- C. **New Hire:** Shawn Larson, Admissions Advisor, Support and Technical Personnel; \$17.13/hour, Rice Lake, effective March 16, 2020.
- D. **New Hire:** Rodney Mau, Safety & Compliance Coordinator; Management; \$47,863/year, Shell Lake, effective March 23, 2020.
- E. **Resignation:** Tamara Haupt, Administrative Specialist/Supervisor, New Richmond, effective April 27, 2020.
- F. **Resignation:** Casey Lambert, Human Resources Technician, Shell Lake, effective March 15, 2020.

President Will noted that Ms. Haupt served 5 years. The Board expressed its appreciation for this service to the College.

1. Contracts
The contract listing was approved (see attached list).
2. Financial/Cash Position Report
The College's Financial and Cash Position Report, as of last month, was approved.
3. Approval of Bills
Expenditures and revenue from the budget, covering check numbers 249708 through 250977 and electronic transfer payments totaling \$6,391,554.09 were approved.
4. Bids/Purchases
 - A. **CNC Machining Equipment – Rice Lake:** The Board gave approval of a 3-axis vertical machining center in the amount of \$57,831 and a 2-axis lathe in the amount of \$59,938 from Productivity, Inc. in Plymouth, MN. These purchases fall under ITB 20-44400-RL-CNCMACHININGEQUIP, exceeded the approved budget, and are for the Machine Tool Operation-CNC program at the Rice Lake Campus.

OTHER ITEMS REQUIRING BOARD ACTION

1. Action to be Considered on Matters Discussed in Executive Session
Time was reserved for the Board to consider action to be taken on matters discussed in Executive Session, if appropriate.
 - A. **Approval of Preliminary Notice of Non-Renewal of Personnel for 2020-2021**
Time was reserved for the Board to consider action on this item.

Lori Laberee moved, seconded by Carol De Young, to approve the Preliminary Notice of Non-Renewal of Personnel for 2020-2021 for the individual recommended in Executive Session. Upon a roll-call vote, all members present voted yes; motion carried (6-0).
2. Approval of Resolution 20-09, Petition WTCSB Requesting Approval for the Rental of Facilities for the WITC-Hayward Center
Resolution 20-09 (attached) was provided for the rental agreement for the WITC-Hayward Outreach Center. Administration requested Board approval to submit a resolution to the state Board requesting approval for the rental of approximately 5,224 square feet for the WITC-Hayward Outreach Center in the amount of \$4,590 per month for the time period of July 1, 2020 through June 30, 2021. The term of the rental agreement states the initial term is one year with two optional one-year extensions totaling three years. The rental agreement represents no change in the cost over last year.

Carol De Young moved, seconded by Troy Lambert, to approve Resolution 20-09, Petition WTCSB Requesting Approval for the Rental of Facilities for the WITC-Hayward Center as presented. Upon a roll-call vote, all members present voted yes; motion carried (6-0).
3. Approval of Resolution 20-10, Collegiate Transfer Program Collaboration
President Will requested approval of a resolution (attached) to support efforts to pursue a Collegiate Transfer Program modeled after a similar collaborative program developed by Western Technical College (Western) and Chippewa Valley Technical College (CVTC). UW-Eau Claire, UW-Superior, UW-River Falls, UW-Stout, UW-Madison, and UW-LaCrosse are involved in one or both of the agreements at Western and CVTC. President Will gave the rationale for this resolution.

Lori Laberee moved, seconded by Brett Gerber, to approve Resolution 20-10, Collegiate Transfer Program Collaboration as presented. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

CORRESPONDENCE AND INFORMATION

1. **Meeting Information Sharing**

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

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 routed during the meeting for Board members to update by recording their plans to attend (or not attend) the meetings and events listed on the form; or, to contact the Executive Assistant as soon as plans are confirmed. The Board will report any changes on the *Board Events Schedule* to Ms. Olson. Links to state and national Board meetings and events were included in the Board book.

Mr. Beistle will send Ms. Laberee the e-mail he received on the cancellation of the April District Boards Association's meeting.

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. **Annual Review of Board Expenses/Board Budget Approval**

As of February 28, 2020, Board expenses were 86.5 percent of the budgeted amount for the current fiscal year. Based on prior year and current year expenditures, administration is recommending a budget equal to \$79,100 for fiscal year 2021, which reflects a 6.2% increase from the FY20 budget. A year-to-date summary of expenses, which included a five-year history summary, was provided.

C. **Determine Board Representation for May 2020 WITC Commencements**

Time was reserved for the Board to determine who will attend at each of the WITC campus commencement ceremonies on Friday, May 15, 2020. Administration would appreciate having one Board member attend at each location. Campus ceremony and line-up details were outlined in a graduation document that was provided.

Ashland (to be determined), New Richmond (James Beistle and Carol De Young), Rice Lake (Lori Laberee), and Superior (Troy Lambert). Ms. Olson will follow-up with Board members about the need for Ashland coverage and to let those who weren't at this meeting know who signed up at the other locations.

4. **President's Updates:**

A. **Enrollment Update**

President Will provided a brief update on the most recent enrollment information. A Cognos report was provided for the Board's information. It was noted that things will look a lot different as we get into the spring term due to the coronavirus situation.

B. **Coronavirus Communication**

President Will provided a brief overview of the College's emergency management practices in the Emergency Management Plan that was provided. College Leadership is monitoring recent developments of the coronavirus. A web page has been established, and communications have gone out to students and staff. We are following the guidance we are being given. We extended spring recess by one week (through March 27). We will be meeting today and will be talking about additional measures. We will be flexible with staff working offsite and limiting our activities. Our faculty met last week about moving classes online and we will do everything we can to serve our students. To review the most

up-to-date information, please reference the coronavirus website at <https://www.dhs.wisconsin.gov/disease/covid-19.htm>. Time was reserved for questions and answers.

C. Follow-up on Demographic Information

As a follow-up to a previous question related to WITC's student population as compared to the overall district population, a demographic table was provided that summarized students and graduates by racial or ethnic minority group compared to the overall district population of the group.

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. President's 2020 Evaluation Planning

The President's Evaluation Subcommittee will meet following today's regular Board meeting. The subcommittee will bring back any process recommendations for the full Board at its April Board meeting.

7. Student Updates and News

A. Free Adult Education and Literacy Classes Available at WITC

The best way adults can improve their employment options is through education. Northwest Wisconsin CEP and WITC partnered to offer free adult education and literacy classes throughout Northwest Wisconsin. Classes will help individuals improve their abilities in reading, writing, math, computer skills, and more. Those interested will be matched with a tutor who is available to provide one-on-one support in a variety of areas. A *Rice Lake Chronotype* article was provided.

B. Give Kids a Smile Day Provides Nearly \$17,000 In Services

WITC dental assistant students and instructors along with CVTC dental hygiene students, area dentists, dental assistants and hygienists were able to treat 32 children for Give Kids a Smile Day. A *Turtle Lake Times* article was provided.

C. WITC-Ashland Receives Thousands from MMC for Dementia Care Training

The Regional Wellness Fund of Memorial Medical Center, Inc. recently awarded WITC with more than \$7,300 for dementia care training. The funds will go toward tuition and books for the Dementia Care Pathways Certificate program for three Ashland area community participants during the 2020-21 academic year. A *Frederic Inter-County Leader* article was provided.

8. Capital Equipment Purchases

A. Electro Discharge Machine – New Richmond: A purchase was made of a demo model Sodick AD35L Sinker EDM in the total amount of \$115,000 from Sodick, Inc. in Schaumburg, IL. This machine is for the Machine Tool Technician program at the New Richmond Campus.

INFORMATION REPORT

1. College FTE and Enrollment Report

This report was postponed due to COVID-19 state of emergency situation. The Board's preference was to have Hayley Bauer, Institutional Research Analyst, provide the Board with a *College FTE and Enrollment Report* at the April Board meeting. Ms. Olson will reschedule Ms. Bauer for this report to take place in April.

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 in April. The Board meeting schedule was provided for the Board's information.

Lori Laberee moved, seconded by Andy Albarado to change the Board meeting date from Monday, April 27, to Monday, April 20, beginning at 8:30 a.m.; and, to change the meeting location from Superior to Shell Lake. Upon a unanimous vote of all members present, motion carried. Ms. Olson will coordinate the changes for this meeting.

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. Additional agenda items for this meeting were discussed.

*Note: Board members may add additional items to next month's Board agenda by contacting the Chair before **Thursday, April 2, 2020**. 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

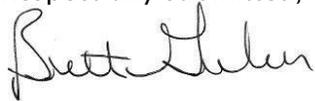
PLUS +/-DELTA ^

+ None

^ None

Carol De Young moved, seconded Lori Laberee, to adjourn the meeting at 9:07 a.m.

Respectfully submitted,



Board Secretary

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Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2020

State Designated Indirect Cost Factors:
Off Campus = 35.06 %
On Campus = 42.12%

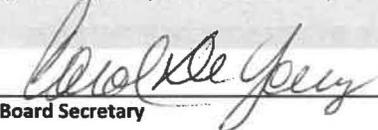
3/1/20
9:38 15 am

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 Total	=	Full Cost	Difference
Approval Date: August 2019 (1 records)												
720354	Ashland School District Employees of Ashland School District will receive instruction for Essential Employee Skills.	Ashland School District	Off	\$ 5,121.00	\$ 2,591.67	\$	947.78	\$	-	\$	3,539.45	\$ 1,581.55
Approval Date: December (4 records)												
720441	Cardinal LG Co CPR/AED/Basic First Aid-ASHI Adult only training for 30 employees. Training will be held at Cardinal LG in Amery.	Amery	Off	\$ 2,947.00	\$ 871.20	\$	318.60	\$	328.00	\$	1,517.80	\$ 1,429.20
720442	Barron Cty Developmental Disabilities Serv Provide ASHI Adult CPR/AED & 1st aid class	Barron County Developmental Disabilities	Off	\$ 536.00	\$ 242.00	\$	88.50	\$	92.00	\$	422.50	\$ 113.50
720439	Brule DNR Headquarters Provide ASHI Adult CPR/AED & 1st aid	Ladysmith Library	Off	\$ 1,184.00	\$ 451.00	\$	164.93	\$	340.00	\$	955.93	\$ 228.07
720436	Lac Courte Oreilles Ojibwe College 2 Flagger Training courses to be offered on February 25 and March 16, 2020. Each class will be 2 hours in length for up to 15 students. February 25 class to be held at LCO's main campus in Hayward, Wisconsin. March 16 class to be held in Hertel, Wisconsin at LCO's St. Croix Outreach site.	Lac Courte Oreilles Ojibwe College	Off	\$ 1,590.00	\$ 862.40	\$	315.38	\$	198.00	\$	1,375.78	\$ 214.22
Approval Date: January 2020 (2 records)												
720448	Northwestern Wisconsin Electric Company ASHI Adult CPR/AED & 1st aid renewal training.	US Bank Grantsburg	Off	\$ 1,471.00	\$ 360.80	\$	131.95	\$	458.00	\$	950.75	\$ 520.25
720449	Dnr Worksite Provide ASHI adult CPR/AED & 1st aid at the Spooner DNR station and Solon Springs	Spooner & Solon Springs	Off	\$ 2,318.00	\$ 902.00	\$	329.86	\$	642.00	\$	1,873.86	\$ 444.14
Approval Date: February 2020 (15 records)												
720231	Chippewa Valley Technical Clg WITC Plumbing Apprenticeship instructor, Tony Allen, will instruct 1 section of an Isometric Drawing class on 2/12,2/14,2/26,2/28,3/11,and 3/13, 5PM-8PM on CVTC's campus for a total of 18 hours. CVTC will register students. WITC will provide the instructor, Tony Allen.	Chippewa Valley Technical College	Off	\$ 1,153.00	\$ 876.15	\$	320.41	\$	-	\$	1,196.56	\$ (43.56)
720465	Dunn Paper Provide 2 Medic First aid classes	Ladysmith	Off	\$ 2,376.00	\$ 721.60	\$	263.89	\$	498.00	\$	1,483.49	\$ 892.51
720473	Kapco Metal Stamping Inc 16 hours of GD&T Training for up to 9 employees from Kapco. Training will be held at the Osceola location.	Osceola	Off	\$ 3,201.00	\$ 1,064.80	\$	389.40	\$	93.00	\$	1,547.20	\$ 1,653.80
720467	Lac Courte Oreilles Ojibwe College Provide a CPR for Healthcare Provider course at their college in Hayward and Hertel	LCO	Off	\$ 1,409.00	\$ 774.40	\$	283.20	\$	59.00	\$	1,116.60	\$ 292.40
720471	River Street Dental CPR for Healthcare Renewal	River Street Dental Spooner	Off	\$ 698.00	\$ 360.80	\$	131.95	\$	60.00	\$	552.75	\$ 145.25
720229	Monarch Paving Co Providing Technical Assistance to Monarch's Leadership Group.	Menomonie	Off	\$ 490.00	\$ 214.50	\$	78.44	\$	53.00	\$	345.94	\$ 144.06
720230	Pierce County Sheriff-Civil Technical Assistance Review Report Writing	Ellsworth	Off	\$ 180.00	\$ 96.80	\$	35.40	\$	16.00	\$	148.20	\$ 31.80
720472	Christian Community Homes	Hudson	Off	\$ 714.00	\$ 193.60	\$	70.80	\$	98.00	\$	362.40	\$ 351.60

	Provide 2 CPR for Healthcare Recertification classes														
720470	Norvado	Cable	Off	\$	1,076.00	\$	193.60	\$	70.80	\$	366.00	\$	630.40	\$	445.60
	Provide 2 - 2 hour ASHI Adult CPR/AED class to 30 employees.														
720446	Jack Links	Jack Links	Off	\$	2,098.00	\$	543.40	\$	198.72	\$	154.00	\$	896.12	\$	1,201.88
	Up to 20 employees will receive 8 hours of Advanced Excel training. Training to be offered from 1PM-5PM on April 1 and 2 at Jack Link's production facility. Topics to be covered include: Working with Trendlines, PivotTables, PivotCharts, and Slicers. Formula Auditing, Data Validation, and Complex Problem Solving. Data Analysis with Power Tools and Creating Macros. User Interfaces, Visual Basic for Applications (VBA), and Collaboration Features in Excel.														
720474	Christian Community Homes	Hudson	Off	\$	876.00	\$	193.60	\$	70.80	\$	218.00	\$	482.40	\$	393.60
	Provide 2 ASHI Adult CPR/AED classes														
720232	InterCon Construction, Inc	Deforest	Off	\$	1,942.00	\$	-	\$	-	\$	1,438.00	\$	1,438.00	\$	504.00
	300 people will receive 1 hour of training. Training to be delivered in 1 hour sessions over 2 days.														
720464	R Stresau Laboratory Inc	Spooner	Off	\$	893.00	\$	242.00	\$	88.50	\$	122.00	\$	452.50	\$	440.50
	Provide ASHI Adult/Child CPR & AED with 1st aid.														
720469	County Materials Corp	Roberts	Off	\$	3,953.00	\$	2,226.40	\$	814.20	\$	143.00	\$	3,183.60	\$	769.40
	20 employees from County Materials will go through ELL training. There will be 2 cohorts of 10 students each receiving 20 hours of training.														
720468	Larson-Juhl Inc	Ashland	Off	\$	372.00	\$	96.80	\$	35.40	\$	60.00	\$	192.20	\$	179.80
	ASHI Adult CPR/AED class														
Grand Totals (22 records)															

*indicates an amended contract


Board Secretary

3-16-20
Date

RESOLUTION #20-09

**PETITION TO THE WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD
REQUESTING APPROVAL FOR THE RENTAL OF FACILITIES
FOR THE WITC-HAYWARD CENTER**

WHEREAS, the Wisconsin Indianhead Technical College Board has heard reports detailing the need for the rental of a facility for the WITC-Hayward Center.

WHEREAS, the Board, in renting this facility, does not meet TCS 5.09 exclusion of minor remodeling and minor rentals which now requires state Board approval.

NOW, THEREFORE, BE IT RESOLVED that the Wisconsin Indianhead Technical College Board goes on record petitioning the Wisconsin Technical College System Board to allow the district Board to enter into this rental agreement for the rental of facilities.

Adopted and approved this 16th day of March 2020.



District Board Chairperson

ATTEST:



District Board Secretary

RESOLUTION #20-10

Collegiate Transfer Program Collaboration

Whereas Chapter 38 of Wisconsin Statutes includes in the mission of the Wisconsin Technical College System (WTCS) an additional purpose of providing a statewide collegiate transfer program,

AND

Whereas, Wisconsin Indianhead Technical College (WITC) seeks to help close the postsecondary education attainment gap for residents in its service area,

AND

Whereas, WITC has experienced existing demand for a collegiate transfer degree option,

AND

Whereas, WITC offers many courses eligible for university transfer as part of its occupational programming,

AND

Whereas WITC seeks to extend financial aid to eligible students taking courses for the purpose of transfer,

AND

Whereas, five other WTCS colleges successfully offer a collegiate transfer program,

Whereas WITC seeks to involve University of Wisconsin institutions and other public and private postsecondary partners in offering certain courses in the program,

Now, be it resolved, that the Board of Trustees of Wisconsin Indianhead Technical College hereby authorizes administration to seek partners and develop a collegiate transfer program to serve the residents in Northwest Wisconsin.

Adopted and approved this 16th day of March 2020.



District Board Chairperson

ATTEST:



District Board Secretary