

Wisconsin Indianhead Technical College
Board Proceedings
August 21, 2017

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, August 21, 2017, at 8:30 a.m., at the WITC-Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, WI 54871.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Chairperson, Troy Lambert, called the meeting to order at 8:30 a.m. with the following Board members present: James Beistle, Chris Fitzgerald, Lara Frasier, Brett Gerber, Lorraine C. Laberee, Troy Lambert, and Josh Robinson. *Janelle Gruetzmacher provided notice that she would not be in attendance at this meeting.*

The following WITC employees were in attendance during the meeting: Steve Decker, Kim Olson, Cher Vink, and John Will. Becka Cusick was also in attendance during a portion of the meeting.

The following were in attendance during the audience recognition agenda item: Elizabeth Whitchurch, Dave Miller, and Attorney Chris Petros.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The August 21, 2017, 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 August 18, 2017, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting.

APPROVAL OF AGENDA

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

James Beistle moved, seconded by Brett Gerber, to approve the agenda. Upon a unanimous vote of all members present, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT

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

Attorney Chris Petros spoke on behalf of Liz Whitchurch, Marketing & Public Relations Associate. He requested the Board consider rescinding Ms. Whitchurch's previously approved resignation. Chair Lambert asked if anyone else in the audience wanted to speak; however, there were no additional requests to speak.

BOARD ORGANIZATION

1. **Oath of Office: Chris Fitzgerald**

The Oath of Office was administered by Chair Lambert to member Chris Fitzgerald by having him read the Oath of Office statement at the meeting. The Oath of Office statement was signed and notarized by Becka Cusick and filed with the District Board Secretary.

EXECUTIVE SESSION

Chairperson, Troy Lambert, requested a motion for the Board to convene into executive session under the provisions of Wisconsin Statute §19.85(1)(g) for the purpose of considering Legal Counsel's Written Advice Concerning Strategy with Respect to Litigation.

Chris Fitzgerald moved, seconded by Lori Laberee, to convene into executive session in accordance with Wisconsin Statute §19.85(1)(g) for the purpose noted in the preceding paragraph. Chair Lambert announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

Chairperson, Lambert, called the executive session to order at 8:37 a.m. with the following Board members present: James Beistle, Chris Fitzgerald, Lara Frasier, Brett Gerber, Lorraine C. Laberee, Troy Lambert, and Josh Robinson. *Janelle Gruetzmacher provided notice that she would not be in attendance at this meeting.*

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

Approval of the July 10, 2017, Executive Meeting Minutes

James Beistle moved, seconded by Josh Robinson, to approve the executive meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.

Any action to be taken on matters discussed in Executive Session will be considered in open session under "Other Items Requiring Board Action".

Brett Gerber moved, seconded by Lori Laberee, 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 (7-0) and the executive session adjourned at 8:53 a.m.

OPEN SESSION RECONVENED

MEETING MINUTES

1. Approval of the July 10, 2017, Annual Organizational Meeting Minutes

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

CONSENT AGENDA

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

Lori Laberee moved, seconded by Chris Fitzgerald, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

1. Personnel:

- A. **New Hire:** Tia Dietz, Student Services Assistant; Support and Technical Personnel; \$15.69/hour; Rice Lake; effective July 24, 2017.
- B. **New Hire:** Julie Fruehauf, Academic Support Teaching Assistant; Support and Technical Personnel; \$16.46/hour; Superior; effective August 21, 2017.
- C. **New Hire:** Tim Halbur, Associate Dean, Firefighting/Technician Rescue/ Occupational Safety; Management; annual salary \$65,366; Rice Lake; effective November 1, 2017.
- D. **New Hire:** Sarah LaRose, Campus Support Technician; Support and Technical Personnel; \$17.23/hour; Rice Lake; effective August 7, 2017.
- E. **New Hire:** Kimberly McDonald, Gerontology Instructor; Faculty; annual salary \$56,285; New Richmond; effective July 1, 2017.
- F. **New Hire:** Jennifer Nelson, Associate Degree Nursing Instructor; Faculty; annual salary \$51,315; Superior; effective July 1, 2017.
- G. **New Hire:** Paula Persons, Associate Degree Nursing Instructor; Faculty; annual salary \$56,285; Superior; effective July 1, 2017.

- H. **New Hire:** Elizabeth Pizzi; Associate Dean, Continuing Education (Customized Training): Management; annual salary \$65,366; New Richmond; effective August 21, 2017.
- I. **New Hire:** Timothy Salo, EMS Coordinator; Management; annual salary \$58,596; Rice Lake; effective August 7, 2017.
- J. **New Hire:** Sarah Warring, Associate Degree Nursing Instructor; Faculty; annual salary \$46,495; New Richmond; effective July 1, 2017.
- K. **Resignation:** Emily Didlo, Student Services Assistant; Superior; effective August 28, 2017.
- L. **Resignation:** Lee Kennedy, Paramedic Specialist; Superior; effective July 16, 2017.
- M. **Resignation:** Abigail Scheller, Admissions Advisor/Student Life Coordinator; Ashland; effective August 4, 2017.

President Will noted that there were a total of 18 years of service from those who resigned (retired/leaving the College); Ms. Didlo served 4 years, Mr. Kennedy served 13 years, and Ms. Scheller served 1 year. 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 228609 through 229084 and electronic transfer payments totaling \$5,807,566.71 were approved.

5. Bids/Purchases

- A. **Roof Replacement Change Order – New Richmond:** The Board approved Change Order 1 by LHB Architects in the total amount of \$1,746 for project #160595 at the New Richmond Campus. The change order was for additional walkway pads.
- B. **Paving Change Order – Rice Lake:** The Board approved Change Order 3 by LHB Architects in the total amount of \$26,008 for project # 160588 at the Rice Lake Campus. The change order was for additional pavement markings, curb replacement, and additional sand.
- C. **Monitors – Superior:** The Board approved the purchase of digital monitors in the total amount of \$2,106 from CDW of Vernon Hills, IL, under National Joint Powers Alliance Contract 100614-CDW. The monitors were not included in the approved equipment budget list. The monitors are to upgrade the digital signage at the Superior 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.

2. Annual Review of Board's Board-Staff Relationship Policies (III. A. - C.)

Time was reserved for the annual review of the following Board policies:

- A. Delegation to the President (III. A.)
- B. President's Responsibilities and Evaluation (III. B.)
- C. Monitoring College Effectiveness (III. C.)

Chris Fitzgerald moved, seconded by Josh Robinson, to approve the Board-Staff Relationship Policies (III. A. - C.) as presented. Upon a unanimous vote of all members present, motion carried.

3. Annual Review and Approval of Board's Executive Limitations Policies (IV. A. - G.)
Time was reserved for the annual review of the following Board policies. Administration recommended changes to policies IV.A. and IV.F. for the Board's approval as noted below. There were no recommended changes to the remaining policies.
 - A. General Executive Constraint (IV.A.) - A minor title change was recommended.
 - B. Human Relationships (IV.B.)
 - C. Financial Condition (IV.C.)
 - D. Budgeting/Forecasting (IV.D.)
 - E. Compensation and Benefits (IV.E.)
 - F. Asset Protection (IV.F.) - Additional language was added to address information from Administrative Policy G-197 (see item 4 below). *Note: It was noted that administration will have discussions about risk management and travel coverage on the Board's Monitoring Report at a future meeting.*
 - G. Communication and Counsel to the Board (IV.G.)

James Beistle moved, seconded by Brett Gerber, to approve the Executive Limitations Policies (IV. A. - G.) with recommended changes to policy IV.A. and IV.F. as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

4. Approval to Delete Administrative Policy G-197 - Protection of Board and Administrative Staff Regarding Action on Contracts
Board approval was requested to delete Administrative Policy G-197. Information from this policy has been addressed in the District Board's Executive Limitations Policy IV.A. (see item 3.F. above).

James Beistle moved, seconded by Brett Gerber, to approve the deletion of Administrative Policy G-197 - Protection of Board and Administrative Staff Regarding Action on Contracts as presented. Upon a unanimous vote of all members present, motion carried.

5. Approval of Administrative Policy (G-112 & J-120) - Non-Discrimination/Non-Harassment Compliance, Approval of Administrative Policy (G-113 & J-121) - Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints, and Approval of Revised Administrative Procedure (G-113A, J-121A, & J-220A) Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints

This year there were no recommended changes to Administrative Policies (G-112 & J-120) and (G-113 & J-121); however, there were recommended changes to the definition of sexual harassment in Administrative Procedure (G-113A, J-121A, & J-220A) for the Board's approval.

Lori Laberee moved, seconded by Lara Frasier, to approve revised Administrative Procedure (G-113A, J-121A, & J-220A) Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0). *Note: Administrative Policies (G-112 & J-120) and (G-113 & J-121) will be marked as reviewed.*

6. Approval of Hospitality Specialist Concept Review
President Will requested Board approval for submission of the Concept Review for a Hospitality Specialist one-year technical diploma program. The Concept Review will be submitted to the WTCS for approval at the WTCS Board meeting in November and the Program Proposal will be submitted to the WTCS for approval at the WTCS Board meeting in

January. Plans are to implement the program fall 2018 in an ITV/blended/online format.

Lori Laberee moved, seconded by James Beistle, to approve the Hospitality Specialist Concept Review as presented. Upon a roll-call vote, all members present voted yes; motion carried (6-0). Mr. Fitzgerald was not present for this vote.

INFORMATION REPORT

1. Annual WITC Foundation Report

President Will provided an update on the WITC Foundation. A PowerPoint presentation was provided.

Chris Fitzgerald moved, seconded by Lori Laberee, to receive the Annual WITC Foundation 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.

The Board Chair recessed the meeting at 9:35 a.m. and reconvened the meeting at 9:45 a.m.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

A. District Boards Association Summer Meeting Update

Time was reserved for updates from Ms. Laberee and Mr. Beistle who were in attendance at the meeting on July 13-15, 2017, at Gateway Technical College, in Kenosha, WI. Materials from this meeting were shared with the Board.

2. Travel Sign Up

A. Board Events Schedule

Time was reserved for the Board 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. Chair Lambert requested that the Board 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. A flyer was provided for the next District Boards Associating meeting.

B. 2017 ACCT Leadership Congress Presentation Updates

The Association of Community College Trustees (ACCT) has identified that WITC's presentation at this year's Leadership Congress is scheduled on Wednesday, September 27, from 3:30 - 4:30 p.m. An outline for the "Innovative Implementation Strategies for Career Pathways to Meet Workforce Needs" presentation was provided. President Will recommended that Board members Lambert and Robinson present with administration at this year's conference. A PowerPoint draft will be provided at the September Board meeting.

3. Monitoring Schedule Review and Updates

A. Monitoring Schedule

Time was reserved to review and update the *Board Monitoring Schedule* as needed (see exhibit 3.A.). There were no recommended updates from Administration.

B. Board Member Orientation Update

The Board Member Orientation is scheduled to follow the Board meeting on Monday, September 18, 2017, at the WITC-New Richmond Campus. President Will will review the materials with Ms. Frasier and requested attendance by Board members who are available. Ms. Olson will update the Board member orientation materials.

C. Board Forward Meeting Planning

The Board Forward meeting is scheduled on Monday, November 13, 2017, following the regular Board meeting, at the WITC-Administrative Office in Shell Lake. Time was reserved for the Board to discuss agenda topics and to determine if a facilitator is needed for this meeting. President Will plans to cover Strategic Planning at this year's Board Forward.

D. Annual Employee Handbook Update

The 2017-18 (current) updated General Employee Handbook has been issued just as updated versions of the Handbook have been issued each fiscal year since 2011 following Act 10. We obtain anonymous feedback on each Handbook version from employees throughout the year via a survey tool we have established. Human Resources will continue to obtain input and compile a draft for review toward the end of the fiscal year for the next version of the Handbook. The current version of the Handbook, red lined versions to indicate updated information, and all Appendices are posted on *The Connection*. A link to the Handbook was provided for the Board in the Board book.

4. President's Updates:

A. Upcoming Events Schedule

President Will shared upcoming events for the Board's information. Event information is located on the WITC website.

B. Fall Enrollment Report

The fall enrollment report with data from Cognos was reviewed by President Will. This will be a standing agenda item through November.

C. Strategic Planning Timeline Update

President Will updated the Board on the status of the Strategic Planning Timeline. We are shifting from relying heavily on external feedback to placing greater emphasis on scientific and research-based practices. Town hall meetings have been scheduled as noted below and Board members may attend.

Date	Location	Anticipated Attendees	Room Information
Tuesday, Feb. 6, 2018	Rice Lake	85-100	241, 243, 245
Thursday, Feb. 8, 2018	Ashland	70-85	305, 306, 307
Thursday, Feb. 22, 2018	New Richmond	90-100	1122A, 1122B, 1122C
Tuesday, Feb. 27, 2018	Shell Lake	35-50	Board Rooms A & B
Thursday, March 8, 2018	Superior	100-110	108E, 108F

D. County Board Meeting Update

President Will is scheduled to attend the Washburn County Board meeting on Tuesday, September 19, 2017, at 6 p.m., at the Ed Elliott Building, 110 4th Ave, Shell Lake, WI 54871. Ms. Laberee plans to attend this meeting.

E. New Richmond's 50th Anniversary Update

WITC-New Richmond will hold an open house on Thursday, August 24, 2017, from 3 – 5 p.m. at the campus to celebrate 50 years. There will also be a short 20-minute program at 4 p.m. A copy of the invitation was sent to the WITC Board and some of our legislators. President Will would appreciate it if Board members would contact Ms. Olson if they plan to attend.

F. WITC Service Awards Update

This year WITC will recognize their employees for 770 total years of service. One employee will be recognized for 45 years of service, one employee for 30 years of service, and four employees will be recognized for 25 years of service. President Will will consider Board recognition of long-standing employees.

G. **Polk County Outreach**

The Polk County Board sent a resolution in May 2017 requesting additional services from WITC. President Will updated the Board on recent discussions. Board members provided feedback.

5. Legislative Updates

Time was reserved for legislative updates if needed. President Will provided brief updates on Foxconn legislation and the state budget.

6. Student Updates and News

A. **WITC Grads Place Big at Nationals**

Michael Vaningan took home the bronze medal in cabinetmaking, Ellen Reichert received the silver medal in architectural drafting, and Dan Scheeringa placed 8th in the power equipment technology competition at the recent 53rd annual SkillsUSA National Conference in Louisville, Kentucky. *Rice Lake Chronotype* and *New Richmond News* articles were provided.

B. **WITC BPA Competes at National Competitions**

A contingency of WITC-Rice Lake Administrative Professional graduates and continuing students represented the college at the Business Professionals of America 2017 National Leadership Conference in Orlando, Florida. Kayla Kuhrt earned first place in desktop publishing, with Ashtin Markgren coming in second in that same event. Markgren also placed third in intermediate word processing. The administrative support team consisting of Markgren, Kuhrt, Lindsay Wood, and Katriel Weyers came in fourth. Kathryn Dennis placed fifth in project management. A *Washburn County Register* article was provided.

C. **Dittloff Honored with Diversity Award**

WITC-Rice Lake Psychology Instructor, Sally Dittloff, is the 2017 recipient of the WITC Diversity Award. For the 15th year, WITC-Rice Lake is celebrating a WITC staff member for their dedication to WITC's goal, "All peoples feel respected, valued, and safe within the WITC learning and working environment." In addition to advising the LGBT and Mentorship Clubs, Dittloff also spearheads the annual Community Learning Forums where she showcases those individuals and issues that inspire the college community to be better teachers, students and community members. As part of the Diversity Award, Dittloff will receive a stipend to select a piece of artwork to add to the WITC-Rice Lake permanent art collection. A *Washburn County Register* article was provided.

D. **Construction Training Class Gives Back to Community**

Participants of the new Construction Essentials training course benefited the community as they built and donated two storage sheds to Ashland Parks and Recreation and the New Day Shelter. An *Ashland Daily* article was provided.

7. WITC Board Appointment Update

President Will provided an update on the status of the upcoming Board Appointment hearing/committee meeting scheduled on Wednesday, September 6, 2017. There was one applicant for the districtwide vacancy.

8. 2018 Board Member of the Year Award – Request for Nomination

The District Boards Association's Marketing/Public Relations and Awards Committee requests the Board's help in identifying a nominee for the 2018 Board Member of the Year award. This award recognizes a district board member who has made an outstanding contribution to technical and vocational education through participation as a trustee on the local, state, regional/national level. Any district board member is eligible to be nominated, with the nomination addressing those three criteria areas. The completed nomination

paperwork is due to the Association office no later than November 1, 2017. The award will be presented at the January 26, 2018, Boards Association winter meeting. The Board may use the process it thinks is appropriate to select a nominee. As determined by the Board, a nomination will not be submitted for this year's award.

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, September 18, 2017, beginning 8:30 a.m., at the WITC-New Richmond Campus. 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 meeting on Monday, September 18, 2017, 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, August 31, 2017. 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 and copied.

MEETING EVALUATION

PLUS +/DELTA ^

- + The chairman is doing a great job conducting meetings.
- + Good discussion.
- ^ None

James Beistle moved, seconded by Josh Robinson, to adjourn the meeting at 10:27 a.m.

Respectfully submitted,



Board Secretary

ko

8/8/2017
2:58:56 PM

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year: 2018

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


State Designated Indirect Cost Factors:
On Campus = 40.39% Off Campus = 33.26%

*----- ESTIMATED -----
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Contract Number	Service Recipient	Location	On/ Off	Contract Revenue	Est. Salary/ Fringe Cost	+ Indirect	= Full Cost	Difference +/-
332	Northern Waters Ophthalmology	WITC Ashland	On	1,250.00	484.00	195.49	679.49	570.51
	Employees of Northern Waters Ophthalmology will receive MS Word and Excel instruction. NWCEP, Inc to pay 90% of contract cost, Northern Waters Ophthalmology to pay 10%.							
333	McCain Foods USA Inc	McCain Foods USA Inc	Off	2,500.00	968.00	321.96	1,289.96	1,210.04
	Provide 4 classes of 30 1st Aid/Adult & Child CPR & AED to employees							
334	JELD-WEN Hawkins Window Division	JELD-WEN Hawkins Window Division	Off	1,125.00	435.60	144.88	580.48	544.52
	Provide Adult CPR/AED and First aid to employees							
335	Christian Community Homes	Christian Community Homes	Off	1,603.00	850.73	128.78	979.51	623.49
	Provide CBRF 1st Aid course and CBRF Fire Safety course to employees of Christian Community Homes at their Hudson Facility.							
338	Northern Bedrock Historical Preservation Corps	Northern Bedrock Historical Preservation Corps	Off	1,175.00	687.30	160.98	848.28	326.72
	OSHA 10-8 employees will receive 10 hours of OSHA instruction.							
339	Northwire Nwi Lab360	Northwire Nwi Lab360	Off	2,293.00	914.00	289.76	1203.76	1089.24
	Employees of Northwire NWI Lab will receive training in basic electricity and applications to transmission.							

*** End Of Report ***

* indicates an amended contract



Board Secretary

8-21-17

Date