

Wisconsin Indianhead Technical College  
Board Proceedings  
January 15, 2018

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, January 15, 2018, 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 8:31 a.m. with the following Board members present: Andrew Albarado, James Beistle, Lara Frasier, Troy Lambert, and Josh Robinson. Lori Laberee joined the meeting via a Wisline telephone conference. *Note: Chris Fitzgerald, Brett Gerber, and Janelle Gruetzmacher 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. Mary Ann Pebler was also present for a portion of this meeting.

**OPEN MEETING**

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The January 15, 2018, 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 12, 2018, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting.

**APPROVAL OF AGENDA**

Chairperson 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 Lara Frasier, to approve the agenda. Upon a unanimous vote of all members present, motion carried.

Andrew Albarado moved, seconded by Lara Frasier, to authorize and approve James Beistle as interim Board Secretary to sign College documents at this meeting in the absence of Board Secretary Gerber. 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 (Il.L.) was included in the Board book as a reference.

**EXECUTIVE SESSION**

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

Josh Robinson moved, seconded by James Beistle, to convene into executive session in accordance with Wisconsin Statutes §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 (6-0).

Chairperson Lambert, called the executive session to order at 8:33 a.m. with the following Board members present: Andrew Albarado, James Beistle, Lara Frasier, Troy Lambert, and Josh Robinson. Lori Laberee joined the meeting via a Wisline telephone conference. *Note: Chris Fitzgerald, Brett Gerber, and Janelle Gruetzmacher 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.

Approval of the November 13, 2017, Executive Meeting Minutes

James Beistle moved, seconded by Andrew Albarado, 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".

Andrew Albarado moved, seconded by Josh Robinson, 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 (6-0) and the executive session adjourned at 8:36 a.m.

**OPEN SESSION RECONVENED**

**MEETING MINUTES**

1. Approval of the December 18, 2017, Regular Meeting Minutes

Andrew Albarado 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 and resolutions from the December meeting were attached to the official minutes.

**BUDGET CONSIDERATIONS REQUIRING BOARD ACTION**

1. Approval of 2018-2019 Major Equipment

A 2018-2019 major equipment list was provided for the Board's consideration and approval. This approval will allow the College to purchase the equipment on the equipment listing for the upcoming fiscal year. The Board will be informed of the details of equipment purchased on the Correspondence and Information monthly agendas.

James Beistle moved, seconded by Andrew Albarado, to approve the 2018-2019 Major Equipment as presented. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

**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.

Josh Robinson moved, seconded by Andrew Albarado, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

1. Personnel:

- A. **New Hire:** Lisa Starr, Associate Degree Nursing Instructor; Faculty; annual salary \$74,294; Superior; effective January 1, 2018.
- B. **Resignation:** Duane Ammann, Custodian; Rice Lake; effective July 3, 2018.
- C. **Resignation:** Linda Bergstrom, Student Services Assistant; Superior; effective June 30, 2018.
- D. **Resignation:** Randy Deli, Divisional Dean, Continuing Education; Rice Lake; effective September 10, 2018.
- E. **Resignation:** Dean King, Facility Maintenance Supervisor; Rice Lake; effective July 6, 2018.
- F. **Resignation:** Lucinda King, Senior Director, Curriculum; Shell Lake; effective August 3, 2018.
- G. **Resignation:** Jennifer Kunselman, Research and Data Coordinator; Shell Lake; effective July 9, 2018.

- H. **Resignation:** Pat McCullough, Network Technician; Ashland; effective July 6, 2018.
- I. **Resignation:** Steve Miller, Industrial Maintenance Technician Instructor; Superior; effective June 30, 2018.
- J. **Resignation:** Mary Ann Pebler, Director, Resource Development; Rice Lake; effective June 30, 2018.
- K. **Resignation:** Brett Peterson, Instructional Television Support Specialist; Rice Lake; effective February 5, 2018.
- L. **Resignation:** Gerald Ranallo, Farm Business and Production Management Instructor; Rice Lake; effective June 30, 2018.
- M. **Resignation:** Katherine Siegler, Divisional Dean, Program Development; Ashland; effective June 30, 2018.
- N. **Resignation:** Barbara Story, Institutional Effectiveness Assistant; Shell Lake; effective April 27, 2018. *Note: Administration recommends waiving the six-month notification requirement.*
- O. **Resignation:** Charles Thompson, Cosmetology Instructor; Superior; effective June 30, 2018.
- P. **Resignation:** Paul Weisinger, Information Technology Instructor; Superior; effective June 30, 2018.

*President Will noted that there were a total of 305 years of service from those who resigned (retired/leaving the College); Mr. Ammann served 11 years, Ms. Bergstrom served 18 years, Mr. Deli served 19 years, Mr. King served 19 years, Ms. King served 42 years, Ms. Kunselman served 35 years, Ms. McCullough served 18 years, Mr. Miller served 23 years, Ms. Pebler served 22 years, Mr. Peterson served 4 years, Mr. Ranallo served 25 years, Ms. Siegler served 8 years, Ms. Story served 29 years, Mr. Thompson served 15 years, Mr. Weisinger served 17 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 232613 through 233021 and electronic transfer payments totaling \$4,145,923.50 were approved.

5. Bids/Purchases

- A. **Paving Change Order – Rice Lake:** The Board approved Change Order 5 by LHB Architects in the total amount of \$428 for project #160588 at the Rice Lake Campus. The change order included unexpended direct owner purchase amounts.

**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. There was no action needed.

**INFORMATION REPORTS**

1. 2017-2018 Grant Awards Report

Mary Ann Pebler, Director, Resource Development, presented the 2017-2018 Grant Awards Report. The "Awarded as of January 2018" column showed the most current grant award amounts. Changes since the May 2017 Board meeting were summarized on the last page of the report.

President Will thanked Ms. Pebler for her 22 years of service and the work she has done in the positions served at the college. Ms. Pebler thanked the Board and President for the opportunity to work at the college.

Andrew Albarado moved, seconded by Lara Frasier, to receive the 2017-2018 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. Annual Marketing Initiatives Report

President Will showcased the new WITC website that was recently rolled out and was a major initiative for the college. Jena Vogtman, Director of Marketing, and Jim Dahlberg, Senior Director Information Technology, collaboratively spearheaded the project. We hired a consultant, KW2, to help us with the design, and we received technical guidance from Oracular. We held focus groups and received feedback from students and staff. The target market is our potential students. We made access to the website mobile friendly. Feedback on the new website can be e-mailed to President Will.

A written report will be brought back to a future Board meeting at which time President Will will ask the Board to accept the report. This report was rescheduled from October for FY18 only.

**CORRESPONDENCE AND INFORMATION**

1. Meeting Information Sharing

Time was reserved for Board members to report on any meetings they attended; however, there were no updates.

2. Travel Sign Up

A. **Board Events Schedule**

Time was reserved for the Board to update administration on 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.

B. **National Legislative Summit Update**

President Will provided an update on the probable National Legislative Summit format. As more information becomes available, the Board will be notified. Folders will be provided to Board members for the legislative visits. President Will is unable to attend this year's summit.

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 the list of questions that will be asked following the Student Ambassador presentations at the February Board meeting. It was recommended that the Board Chair ask the questions; however, Board members may ask follow-up questions as needed.

*The Board Chair recessed the meeting at 9:40 a.m. and reconvened the meeting at 9:50 a.m.*

4. President's Updates:

A. **SWOT Analysis Draft**

Time was reserved for President Will to give an overview of the 2018-2021 SWOT Analysis process. The SWOT Analysis Ranking Results were provided as well as a handout of the SWOT Ranking Summary. The next step is to develop a survey instrument. The Board, students, staff, advisory committees, and other groups will give feedback via the survey. SWOT items will then be paired to identify potential strategies. A recommendation to the Board will be made on items that have the highest impact.

B. **Enrollment Report**

The enrollment report was reviewed by President Will.

C. **Upcoming Events**

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

D. **2018 Strategic Planning Town Hall Meeting Schedule Update**

The current 2018 Strategic Planning Town Hall Meeting Schedule was provided for the Board's information. Board members are invited to attend if they are interested; however, the Board will also get the information in their role as a Board members. President Will noted that he will also send a separate notification to Board members to confirm their attendance. At the Town Hall meetings, President Will will provide a presentation that summarizes the Environmental Scanning process before asking for feedback via the survey.

5. Legislative Updates

There were no legislative updates.

6. 2018 Board Appointment Update

In December, administration provided information on the 2018 Wisconsin Indianhead Technical College Board Appointment process. The chart below lists the current WITC District Board composition. There will be three open positions on the Board after June 30, 2018, as the terms for Board members holding those positions will expire (see highlighted rows below). The spring 2018 Board openings are for three-year terms (July 1, 2018 - June 30, 2021). The Board Chair reminded the Board that if any member needs to end his/her term early to notify Ms. Olson or President Will so that all open Board positions can be included in the spring 2018 Board Appointment process to avoid a second Board Appointment hearing.

Incumbents may reapply and were previously requested to check their calendars for any conflicts with the tentative Board Appointment hearing/committee meeting date. Ms. Olson recommended scheduling the Board Appointment hearing/committee meeting on Wednesday, March 28, 2018, at 2 p.m., at the WITC-Administrative Office, and there were no objections. Ms. Olson will confirm the Board Appointment hearing/committee meeting date and application deadline with the Board Appointment Chair and will post all dates on the WITC Board Appointment Web Page.

**Current 2017-2018 Board Composition Chart**

Category	Region	Incumbent	Gender	Term Expires
1. Employee	Douglas	Troy Lambert	Male	2018
2. Employer	St. Croix	Lara Frasier	Female	2018
3. School District Administrator	Districtwide	Josh Robinson	Male	2018

4. Additional	Districtwide	Andrew Albarado	Male	2019
5. Employee	Barron	Janelle Gruetzmacher	Female	2019
6. Employer	Rusk, Sawyer, & Washburn	Brett Gerber	Male	2019
7. Additional	Ashland, Bayfield, & Iron	Lorraine Laberee	Female	2020
8. Additional	Burnett & Polk	James Beistle	Male	2020
9. Elected Official	Districtwide	Chris Fitzgerald	Male	2020

7. Approval of District Boards Association 2018 Media Award Nomination

As noted in November, the District Boards Association encouraged each district to consider providing a nomination for the District Boards Association's annual Media Award competition. This is an excellent opportunity to recognize media coverage of the district's service to its communities and learners.

A recommendation was provided from the Director of Marketing, Jena Vogtman, to nominate Jennifer Austin of KBJR6 in Duluth, MN, for the 2018 Media Award. A video on the Gerontology program was shared on Alzheimer's care and education. The 2018 Media Award nomination materials must be received by February 1, 2018. The award will be made during the Association's spring meeting on April 12-14, 2018, in Fennimore, WI.

James Beistle moved, seconded by Lara Frasier, to accept the 2018 Media Award nomination as presented. Ms. Olson will submit the nomination on behalf of the Board.

8. Student Updates and News

This is a placeholder for student updates and College news items:

A. **WITC, LCO College to Offer New Restaurant Training Series**

WITC and LCO Community College are teaming up to bring a new restaurant training series to the Hayward area. Due to the demand for trained staff in local restaurants and kitchens, the five-mod workshop series will begin on January 22. A *Sawyer County Record* reference was provided.

B. **WITC, NHRS Partner for Health Care Occupations Course**

Just a few years after partnering to bring area students the Welding Academy at New Richmond High School, WITC-New Richmond and the New Richmond School District have partnered to offer local students a chance to earn certification and credit toward a degree. The high school course is called Health Care Occupations. A *New Richmond News* reference was provided.

C. **Police Garner Grant to Fight Violence Against Women**

The Superior Police Department announced it was awarded a U.S. Department of Justice, Office of Violence Against Women, grant totaling \$440,969 over the next three years. The grant is designed to encourage partnerships among our local government, courts, victim service providers, coalitions, and sexual assault crisis centers to ensure that victims of these crimes are treated seriously. Goals of the program are to increase victim safety and offender accountability. The original grant application was reviewed by the existing Domestic Abuse Coordinated Community Response team, of which WITC is a member. A *Superior Telegram* reference was provided.

D. **MRAA Tech School Scholarship Recipient Named**

Wisconsin Indianhead Technical College was selected as the recipient of the annual MRAA Technical School Scholarship. The MRAA Educations Foundation made the recent announcement. The scholarship was presented to Todd Larson, WITC instructor, on Sunday, December 10, 2017, during the Marine Retailers Association of the Americas Opening Night Awards Celebration at the Rosen Centre in Orlando, Florida. A *Marine Retailers Association* reference was provided.

## **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 26, 2018, beginning 8:30 a.m., at the WITC-Administrative Office in Shell Lake. *This meeting is scheduled on the fourth Monday of the month.* 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, February 26, 2018, 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, February 8, 2018. 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 ^**

- + SWOT/Strategic Planning on right track, good progress
- ^ None

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

Respectfully submitted,



Board Secretary

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**Wisconsin Indianhead Technical College  
Contract Estimated Full Cost Report**

01/1/2018  
8:38:15 AM

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-----\*

Contract Number	Account Name	Location of Training	On Campus	Contract Revenue	Est Salary/Fringe	+ Indirect Cost +	Other Direct Cost Total	= Full Cost	Difference
718365	New Richmond High School First semester Personal Care Worker skill enhancement and testing for up to 14 students.	New Richmond High School	Off	\$1,401.00	\$855.14	\$284.42	\$0.00	\$1,139.56	\$261.44
<b>Approval Date: November 2017 (2 records)</b>									
718400	Northwire Nwi Lab360 All Staff Safety Training will be held on two different days before May 30th of 2018.	Osceola	Off	\$2,528.00	\$983.84	\$327.29	\$274.06	\$1,585.19	\$942.81
718408	Burkwood Treatment Ctr Provide CBRF Fire Safety and CBRF 1st Aid classes to employees.	Burkwood Treatment Center	Off	\$1,576.00	\$0.00	\$0.00	\$442.92	\$442.92	\$1,133.08
<b>Approval Date: December 2017 (21 records)</b>									
718422	LCO HEALTH CARE CENTER Provide 2 CPR for Healthcare Provider recertification classes to employees.	LCO Health Care center	Off	\$774.00	\$299.20	\$99.08	\$55.00	\$453.28	\$320.72
718424	Hawksford Larson Dental Care Provide CPR for Healthcare recertification to employees.	Hawksford/Larson Dental Association	Off	\$545.00	\$149.60	\$193.60	\$34.00	\$377.20	\$167.80
718431	Ladysmith High School Dual Credit classes for Ladysmith High School.	Ladysmith High School	Off	\$10,635.00	\$0.00	\$0.00	\$0.00	\$10,635.00	\$0.00
718429	Superior School District Dual Credit classes for Ladysmith Superior High School.	Superior High School	Off	\$4,411.00	\$0.00	\$0.00	\$0.00	\$4,411.00	\$0.00
718427	Northwire Nwi Lab360 Providing Industrial Electricity Training to Northwire Employees	Osceola	Off	\$1,811.00	\$714.57	\$237.67	\$143.00	\$1,095.04	\$715.96
718433	Hayward High School Dual Credit classes for Hayward High School	Hayward High School	Off	\$13,622.00	\$0.00	\$0.00	\$0.00	\$13,622.00	\$0.00
718436	Burkwood Treatment Ctr Provide CBRF Medication Class	Burkwood Treatment Center	Off	\$1,825.00	\$532.40	\$177.08	\$346.00	\$1,055.58	\$769.42
718432	Christian Community Homes Provide two sections of CPR-AED-Adult ASHI	Hudson Christian Community Homes	Off	\$732.00	\$193.60	\$64.39	\$204.35	\$462.34	\$269.66
718435	Chetek-Weyerhaeuser Area School District Dual Credit classes for Chetek-Weyerhaeuser High School	Chetek-Weyerhaeuser High School	Off	\$5,508.00	\$0.00	\$0.00	\$0.00	\$5,508.00	\$0.00
718423	LCO Head Start Provide Pediatric Medic First Aid Class	LCO Headstart	On	\$965.00	\$523.60	\$211.48	\$177.49	\$912.57	\$52.43

718434	Lakeside Foods Inc 16 hours of MIG and TIG Welding for stainless steel and aluminum	New Richmond	On	\$2,904.00	\$1,342.00	\$542.03	\$328.50	\$2,212.53	\$691.47
718430	New Richmond High School Dual Credit classes for New Richmond High School.	New Richmond High School	Off	\$31,474.00	\$0.00	\$0.00	\$0.00	\$31,474.00	\$0.00
718426	Family Forum-Head Start Employees will receive American Safety & Health Institute Pediatric First Aid & CPR Refresher	WITC Ashland	On	\$611.00	\$193.60	\$78.20	\$85.00	\$356.80	\$254.20
718419	Christian Community Homes Provide CBRF Standard Precaution's class	Christian Community Homes	Off	\$421.00	\$74.80	\$24.88	\$131.00	\$230.63	\$190.37
718438	Bad River Health & Wellness	Bad River Health & Wellness	Off	\$561.00	\$387.20	\$128.78	\$0.00	\$515.98	\$45.02
718209	Graymont Lcc Testing new hires for mechanical aptitude.	WITC Superior	On	\$500.00	\$31.99	\$79.20	\$54.00	\$165.19	\$334.81
718437	Russ Davis Wholesale Providing reasonable suspicion training for up to 30 staff from Russ Davis Wholesale	Hammond	Off	\$1,106.00	\$0.00	\$0.00	\$0.00	\$850.00	\$256.00
718420	Fraser Shipyards Inc	Fraser Shipyards	Off	\$1,525.00	\$484.00	\$160.98	\$275.00	\$919.98	\$605.20
718428	Husky Energy Inc. Employees will receive First Responder Refresher Instruction.	Superior Conference Center	On	\$5,201.00	\$3,097.60	\$1,251.12	\$1,300.00	\$5,648.72	(\$447.12)
718421	Grantsburg Senior High School Providing Essential Employee Skills to Grantsburg Community Education	Grantsburg	Off	\$3,989.00	\$3,118.50	\$1,037.21	\$671.00	\$4,826.51	(\$837.51)
718425	Lakeside Foods Inc OHS 10 Instructions for up to 40 Lakeside Foods employees Training	New Richmond	On	\$2,883.00	\$726.00	\$293.05	\$775.00	\$1,794.05	\$1,088.95

**Grand Totals (25 records)**

\*\*\*End of Report\*\*\*

\*indicates an amended contract

  
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 Board Secretary

01/15/2018  
 Date