

Wisconsin Indianhead Technical College
Board Proceedings
January 20 2020

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, January 20, 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 as needed.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Chairperson Josh Robinson called the meeting to order at 8:35 a.m. with the following Board members present: Andy Albarado, James Beistle, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, and Josh Robinson. A quorum was established. *Note: Carol De Young, Chris Fitzgerald, and Troy Lambert provided notice that they would not be in attendance at this meeting.*

The following WITC employees were in attendance during the meeting: Kim Olson and John Will. Dori Marty and Jeanne Germain were in attendance for a portion of the meeting.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The January 20, 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 January 17, 2020, 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.

James Beistle moved, seconded by Janelle Gruetzmacher, to approve the agenda. 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.

EXECUTIVE SESSION

Chairperson, Josh Robinson, requested a motion for the Board to convene into Executive Session under the provisions of Wisconsin Statutes §19.85(1)(c)(f) for the purpose of considering Employment, Promotion, Compensation, and Performance Evaluations.

Lori Laberee moved, seconded by James Beistle, to convene into Executive Session in accordance with Wisconsin Statutes §19.85(1)(c)(f) for the purpose noted in the preceding paragraph. Chair Robinson announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

Chairperson Robinson, called the executive session to order at 8:38 a.m. with the following Board members present: Andy Albarado, James Beistle, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, and Josh Robinson. *Carol De Young, Chris Fitzgerald, and Troy Lambert provided notice that they would not be in attendance at this meeting.*

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

1. Approval of the October 28, 2019, Executive Meeting Minutes
James Beistle moved, seconded by Janelle Gruetzmacher, 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.

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 (6-0) and the executive session adjourned at 9:22 a.m.

Note: The Board Chair recessed the meeting at 9:22 a.m. and reconvened the meeting at 9:30 a.m.

OPEN SESSION RECONVENED

MEETING MINUTES

1. Approval of the December 16, 2019, Regular Meeting Minutes
Lori Laberee moved, seconded by James Beistle, 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 were attached to the official minutes.

BUDGET CONSIDERATIONS REQUIRING BOARD ACTION

1. Approval of Calendar Year 2020 Major Equipment
Administration provided a calendar year 2020 major equipment listing for the Board's consideration and approval. This approval will allow the College to purchase the equipment on the provided listing for the upcoming fiscal year. The Board will be informed of the details of equipment purchased in the monthly *Correspondence and Information* agendas.

Andy Albarado moved, seconded by Lori Laberee, to approve the Calendar Year 2020 Major Equipment Listing as presented. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

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.

Jim Dahlberg was recognized for his leadership in Technology Services and his 37 years of service. A round of applause was given.

Lori Laberee moved, seconded by Brett Gerber, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

1. Personnel:
 - A. **New Hire:** Melissa Denotter, Business Office Technician – Student Financials; Support and Technical Personnel; \$16.67/hour; Shell Lake, effective January 13, 2020. *Note: Ms. Denotter is currently Business Office Technician at the Shell Lake Office.*
 - B. **New Hire:** Anna Harms, Associate Degree Nursing Instructor; Faculty; annual salary \$59,568; Superior, effective January 13, 2020.
 - C. **Resignation:** Jim Dahlberg, Senior Director, Technology Services, Shell Lake, effective June 30, 2020.
 - D. **Resignation:** Melissa Denotter, Business Office Technician, Shell Lake, effective January 12, 2020.
 - E. **Resignation:** Pam Thompson, Web Technician, Shell Lake, effective June 26, 2020.

President Will noted that there were a total of 56.5 years of service from those who resigned (will retire/leave the College); Mr. Dahlberg served 37 years and Ms. Thompson served 19.5 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 248796 through 249169 and electronic transfer payments totaling \$4,640,899.94 were approved.

5. Bids/Purchases

A. **Remodeling Change Order – Rice Lake:** The Board gave approval of Change Orders 3, 4, 5, and 6 by HSR Architects in the total amount of \$41,443 for Project #18043-3 at the Rice Lake Campus. The change orders included rerouting duct work, updating HVAC and electrical references, and HVAC smoke detector installation changes. A financial summary was also provided.

B. **Unitrends Backup System – Collegewide:** The Board gave approval of a Unitrends Backup System in the total amount of \$77,354 (3-year agreement) from CDW Corporation of Lincolnshire, IL, under contract #NJPA 100614-CDW. The system exceeded the approved budget and is the data backup and recovery hardware for the entire college.

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**

Time was reserved for updates from those who attended the WTC District Boards Association meeting on January 17-18, 2020, in La Crosse, WI. President Will, Mr. Beistle, and Ms. Laberee attended this meeting. Mr. Beistle shared some of the materials he received at the meeting.

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.

B. **National Legislative Summit Update**

Time was reserved for President Will to update the Board on the National Legislative Summit format and Wisconsin meetings that will be scheduled. The National Legislative Summit schedule-at-a-glance was shared. A meeting will be scheduled with staff from the 7th Congressional District and included in a communication from Ms. Olson to WITC's delegation prior to the event.

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 for the Student Ambassadors presentations that will take place at the February Board meeting. A handout of the questions that will be asked of the students was provided. President Will noted that Chair Robinson will determine how best to ask the questions at the February Board meeting.
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.
 - B. **Mileage Rate Update**

Effective January 1, 2020, the mileage reimbursement rate decreased \$0.005 per mile, from \$0.58 per mile to \$0.575 per mile. The Bi-weekly Expense form was updated in the Board Only Resources file on *The Connection* and has been programmed to calculate the applicable mileage reimbursement rate based on the date of travel thereby negating the need for separate 2019 and 2020 forms. Any older versions of the expense form should be deleted.
 - C. **Mid-Year Graduation Events**

Time was reserved for President Will to update the Board on the mid-year graduation events he attended. On December 19, President Will attended an afternoon mid-year event for the Hospitality Foundations graduates at the WITC-Rice Lake Campus. He also spoke at the Medical Assistant graduation on the evening of December 20 at the WITC-Rice Lake Campus.
 - D. **Demographics Follow-Up**

President Will provided a summary of demographic information as a follow-up to a prior question about shifts in student characteristics. President Will was requested to provide the percentage of Native American students compared to the student enrollments.
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. Student Updates and News
 - A. **WITC Foundation Awards Scholarships**

WITC's loyal and generous donors continue to provide important financial assistance to the students WITC serves. Thanks to our generous donors, WITC awarded 235 scholarships for spring semester tuition with a total of \$108,350 across the WITC district. A *Spooner Advocate* article was provided.
 - B. **Four Schools with Exceptional Medical Assistant Faculty**

WITC's Medical Assistant faculty were from one of four other schools in the country who received recognition from this source. Chair Robinson gave his congratulations to the faculty. A *Medical Technology Schools* article was provided.

C. Students Graduate from Hospitality Foundations Program at WITC

Hospitality Foundations students at WITC organized a capstone event as a final project for their program. The holiday-themed event was attended by instructors, WITC staff, local employers, friends, and family to help celebrate graduation. The eight graduating students coordinated the invitation, menu, room layout, and theme, and arranged the greenery for the centerpieces. A *Chetek Alert* article was provided.

INFORMATION REPORTS

1. Grant Awards Report

Dori Marty, Director, Grants/Resource Development, presented the 2019-2020 Grant Awards Report. The "Awarded as of January 2020" column shows the most current grant award amounts. Changes since the May 2019 Board meeting were summarized on the last page of the report. A PowerPoint was also provided.

James Beistle moved, seconded by Janelle Gruetzmacher, 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 2018-2019 High School Relations Report. Jeanne Germain, Director of Career Prep & K12 Relations, provided an overview of Career Prep initiatives, with a brief update on current and pending academies via a PowerPoint presentation. A Dual Credit History Report and a High School Relations Report were also provided.

James Beistle moved, seconded by Andy Albarado, 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.

Note: Ms. Gruetzmacher was excused at 10:55 a.m.

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 24, 2020, beginning 8:30 a.m., at the WITC-Administrative Office in Shell Lake. Ms. Olson noted that this meeting is scheduled on the fourth Monday of the month and students will be at the meeting. 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. 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, January 30, 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 ^

- + Grant Summary Report presentation
- + Career Prep/High School Relations Report presentation
- + Congratulations to retiring staff - thank you!
- + Great Board/Staff conversations on various topics - helpful
- ^ None

James Beistle moved, seconded by Brett Gerber, to adjourn the meeting at 11:18 a.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Perrine Taber".

Board Secretary

ko

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2020

1/2/20
9:38 15 am

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

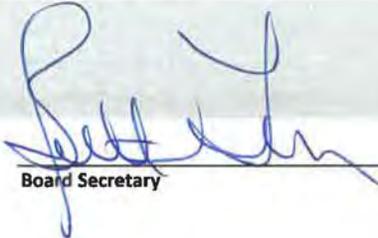
State Designated Indirect Cost Factors:
Off Campus = 35.06 %
On Campus = 42.12%

-----ESTIMATED-----												
Contract Number	Account Name	Location of Training	Dn/Off	Contract Revenue	Est.Salary/Fringe	+	Indirect Cost	+	Other Direct Cost Total	=	Full Cost	Difference
Approval Date: November 2019 (2 records)												
720433	Wisconsin Department of Corrections-Madison	WITC Superior	On	\$ 36,472.00	\$ -		\$ -		\$ -		\$ -	\$ 36,472.00
	Inmates at Gordon Correctional Center will receive an embedded technical certificate in Refrigeration Tech.											
720428	Christian Community Homes	Hudson	Off	\$ 1,728.00	\$ 502.70		\$ 182.84		\$ 313.00		\$ 998.54	\$ 729.46
	Provide employees CBRF First and Choking class and CBRF Fire Safety class.											
Approval Date: December (11 records)												
720441	Cardinal LG Co	Amery	Off	\$ 3,013.00	\$ 871.20		\$ 318.60		\$ 379.08		\$ 1,568.88	\$ 1,444.12
	CPR/AED/Basic First Aid-ASHI Adult only training for 30 employees. Training will be held at Cardinal LG in Amery.											
720442	Barron Cty Developmental Disabilities Serv	Barron County Developmental Disabilities	Off	\$ 589.00	\$ 242.00		\$ 88.50		\$ 133.00		\$ 463.50	\$ 125.50
	Provide ASHI Adult CPR/AED & 1st aid class											
720437	Lac Courte Oreilles College	Lac Courte Oreilles College	Off	\$ 3,468.00	\$ 1,886.50		\$ 689.89		\$ 446.00		\$ 3,022.39	\$ 445.61
	OSHA 10-Construction training to be held on February 18 and 19, 2020 at LCO's main campus in Hayward. OSHA 10-Construction training to held March 17 and 18, 2020 at LCO's Outreach Center in Hertel. Class times are 8AM-4:30PM. Both trainings are for up to 15 students.											
720440	Cooper Engineering Co	Cooper Engineering Building	Off	\$ 2,264.00	\$ 580.80		\$ 212.40		\$ 384.20		\$ 1,177.40	\$ 1,086.60
	Up to 30 employees of Cooper Engineering will receive 8 hours of MSHA refresher training.											
720435	Husky Energy Inc.	Husky Energy	Off	\$ 7,167.00	\$ 2,323.20		\$ 849.59		\$ 139.00		\$ 3,311.79	\$ 3,855.21
	Offer 2 EMR 24 hour Refresher classes including CPR renewal and WMD. When students successfully complete they will receive a course completion certificate including CPR and WMD these courses will be taught in 2 - 12 hour sessions.											
720434	Advanced Laser Machining	WITC Shell Lake	Off	\$ 2,647.00	\$ 907.50		\$ 331.87		\$ 345.00		\$ 1,584.37	\$ 1,062.63
	Up to 25 employees will receive 10 hours of Blue Print Reading.											
720443	County Materials Corp	New Richmond	On	\$ 3,126.00	\$ 1,064.80		\$ 468.09		\$ 34.80		\$ 1,567.69	\$ 1,558.31
	12 employees from County Materials will receive 16 hours of Basic AutoCAD Training.											
720439	Brule DNR Headquarters	Ladysmith Library	Off	\$ 1,211.00	\$ 451.00		\$ 164.93		\$ 361.00		\$ 976.93	\$ 234.07
	Provide ASHI Adult CPR/AED & 1st aid											
720438	Lac Courte Oreilles College	Lac Courte Oreilles College	Off	\$ 5,970.00	\$ 3,080.00		\$ 1,126.36		\$ 1,250.00		\$ 5,456.36	\$ 513.64
	24 hours of CDL Test Prep training. February 13, 20, and 27 at LCO Main Campus. March 12, 19, and 25 at Outreach Center in Hertel. Up to 15 students can attend training.											
720444	Ashland School District	WITC Ashland	On	\$ 1,462.00	\$ -		\$ -		\$ -		\$ -	\$ 1,462.00
	Wes Honkomp will receive instruction in Intermediate Oxyfuel Cutting, Intermediate Shielded Metal Arc Welding(SMAW), and Gas Tungsten Arc Welding(GTAW). Training is in accordance with the Experience Based License(EBL) agreement.											
720436	Lac Courte Oreilles College	Lac Courte Oreilles College	Off	\$ 1,257.00	\$ 646.80		\$ 236.53		\$ 198.36		\$ 1,081.69	\$ 175.31

2 Flagger Training courses to be offered on March 5 and March 16, 2020. Each class will be 2 hours in length for up to 15 students. March 5 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.

Grand Totals (13 records)

*Indicates an amended contract



Board Secretary

1-20-20
Date