

Wisconsin Indianhead Technical College
Board Proceedings
May 17, 2021

The Wisconsin Indianhead Technical College Board meeting was held on Monday, May 17, 2021, at 8:30 a.m., at the WITC-Rice Lake Campus, located at 1900 College Drive, Rice Lake, WI 54868. The use of technology to access the meeting was available to Board members as needed.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Chairperson Josh Robinson called the meeting to order at 8:32 a.m. Board members Andy Albarado, James Beistle, Carol DeYoung, Chris Fitzgerald, Janelle Gruetzmacher, and Josh Robinson were present at the WITC-Rice Lake Campus. In addition, Brett Gerber and Lori Laberee joined the meeting via BlueJeans technology. A quorum was established. Troy Lambert provided notice that he would not be in attendance at this meeting.

WITC employees Steve Decker, Kim Olson, and John Will, were in attendance during the meeting at the WITC-Rice Lake Campus. In addition, Tom Barbano, Hayley Bauer, and Anita Hacker joined the meeting via BlueJeans technology for a portion of the meeting.

OPEN MEETING STATEMENT

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The May 17, 2021, meeting of the Wisconsin Indianhead Technical College Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting was sent to the press on May 14, 2021, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

APPROVAL OF AGENDA AND AUTHORIZATION OF ELECTRONIC SIGNATURES

Chairperson Robinson reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology, and requested approval to authorize the use of electronic signatures for all Board documents.

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

AUDIENCE RECOGNITION ANNOUNCEMENT

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

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)(e) to consider Bargaining Environment and Strategies and the President's Annual Performance Evaluation.

James Beistle moved, seconded by Andy Albarado, to convene into Executive Session in accordance with Wisconsin Statutes §19.85(1)(c)(e) for the purposes noted in the preceding paragraph. Chair Robinson announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

Chairperson Robinson called the executive session to order at 8:34 a.m. Board members Andy Albarado, James Beistle, Carol DeYoung, Chris Fitzgerald, Janelle Gruetzmacher, and Josh Robinson were present at the WITC-Rice Lake Campus. In addition, Brett Gerber and Lori Laberee were present via BlueJeans technology. Troy Lambert provided notice that he would not be in attendance at this meeting.

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

1. Approval of the April 19, 2021, Executive Meeting Minutes

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

Mr. Decker and Ms. Olson were excused at 9:06 a.m.

Mr. Decker and Ms. Olson returned to the meeting at 9:57 a.m.

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."

Janell Gruetzmacher moved, seconded by James Beistle, 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 (8-0) and the executive session adjourned at 9:58 a.m.

OPEN SESSION RECONVENED

Note: Chair Robinson recessed the meeting at 9:58 a.m. and reconvened the meeting at 10:13 a.m.

MEETING MINUTES

1. Approval of the April 19, 2021, Regular Meeting Minutes

Chris Fitzgerald moved, seconded by Carol DeYoung, to approve the regular meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. The signed contract listing and resolution from the April meeting will be attached to the official minutes. Ms. Olson will forward the approved minutes (without attachments) to the newspaper of record per Wisconsin Statutes §38.12(4) and §985.01(4)(6).

Note: Anita Hacker, District Controller, joined the meeting via BlueJeans at 10:15 a.m.

BUDGET CONSIDERATIONS REQUIRING BOARD ACTION

1. Approval of 2021-2022 Tentative Authorization of Budget

Mr. Decker reviewed the proposed 2021-2022 tentative operational budget with the Board, which will be publicly noticed within 10 days following Board approval per Wisconsin Statute §65.90 (5). The Budget Summary - General Fund and Notice of Public Hearing budget documents were provided for the Board's review. Mr. Decker recommended that the Board approve the proposed budget for the purpose of publication in the district newspaper.

The FY22 Budget included a Position Summary, which identified position type, resignations, and additions. Administration recommended approval of total positions. The Position Summary page from the draft Budget book was provided.

Mr. Decker presented the assumptions used to develop the budget via a PowerPoint presentation. A preliminary copy of the WITC 2021-2022 Budget book was posted separately in the public Board book folder with a link as noted in the Board book summary.

It was recommended that the Board approve the proposed budget and position summary for the purpose of publication in the district newspaper.

President Will noted that in July or August, we will bring back an overview of the items we are going to spend the money on.

Chris Fitzgerald moved, seconded by Carol DeYoung, to approve the 2021-2022 Tentative Authorization of Budget as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

2. Approval to Set Budget Hearing Date, Time, and Location

Upon approval of the budget for publication in May, the Board must conduct a public hearing for final budget adoption at the June meeting. The budget hearing date, time, and location needs to be established by the Board. Administration recommends a start time of 8:30 a.m. on Monday, June 21, 2021, at the WITC–Rice Lake Campus.

Janelle Gruetzmacher moved, seconded by James Beistle, to approve the Budget Hearing date, time, and location as presented. Upon a unanimous vote of all members present, motion carried.

3. Budget Modifications

A summary for each of the following budget modifications, which will be publicly noticed within 10 days following Board approval per Wisconsin Statute §65.90 (5), were included for the Board's approval. A two-thirds majority of the full Board is required to approve budget modifications. Mr. Decker reviewed the budget modifications.

A. **General Fund:** Administration recommended decreasing the General Fund revenue and expense budgets by \$500,000. The reduction reflected the functional reallocation of revenues and expenses based on FY21 year-end estimates.

B. **Special Revenue Fund:** Administration recommended decreasing Special Revenue Fund revenues by \$500,000 to reflect the decrease of budget dollars for federal grant revenues. Administration also recommended decreasing expenditures in this fund by \$740,000. The reduction reflected the functional reallocation of expenditures based on FY21 year-end estimates.

C. **Capital Projects Fund:** Administration recommended decreasing Capital Projects Fund revenue by \$328 specific to the actual tax levy. Administration also recommended changing the FY21 expenditure allocations as well as the elimination of operating transfer in of \$63,360 from the Enterprise fund. The adjustments reflected the functional reallocation of expenditures based on FY21 year-end.

D. **Enterprise Fund:** Administration recommended decreasing the Enterprise Fund revenue by \$750,000. Administration also recommended decreasing expenditures in this fund by \$800,000 as well as eliminate the \$63,360 transfer to the Capital Projects Fund. These reductions were based on the FY21 year-end estimates.

E. **Special Revenue Non-Aidable Fund:** Administration recommended changing the FY21 expenditures allocations by \$25,000 in the Special Revenue Non-Aidable Fund. The adjustments reflected the functional reallocation of expenditures based on FY21 year-end.

Chris Fitzgerald moved, seconded by James Beistle, to approve all budget modifications listed above as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

Mr. Decker thanked Ms. Hacker for her work on the budget documents. On behalf of the Board, Chair Robinson appreciated Ms. Hacker's hard work, time, and effort on the budget materials.

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.

Andy Albarado moved, seconded by Brett Gerber, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

1. Personnel:

- A. **New Hire:** Erica Kufus, Institutional Effectiveness and Campus Support Technician; Support and Technical Personnel; \$17.37/hour; New Richmond, effective May 10, 2021.
- B. **New Hire:** Rachel Lee, Admissions Advisor; Support and Technical Personnel; \$17.37/hour; Superior, effective May 17, 2021. *Note: Ms. Lee is currently a Student Services Assistant at the Superior Campus.*
- C. **New Hire:** Joe Moore, Maintenance Custodian; Custodian; \$20.27/hour; New Richmond, effective May 3, 2021.
- D. **New Hire:** Rachel Steglich, Student Services Assistant; Support and Technical Personnel; \$16.71/hour; Rice Lake, effective May 17, 2021.
- E. **New Hire:** Heath Swanson, Agricultural Power and Equipment Technician Instructor; Faculty; annual salary \$59,669; New Richmond, effective July 1, 2021. *Note: Mr. Swanson is currently a Teaching Assistant at the New Richmond Campus.*
- F. **New Hire:** Kristine Voigt, Associate Dean, Health Sciences; Management; annual salary \$78,986; Superior, effective June 7, 2021.
- G. **Resignation:** Rachel Lee, Student Services Assistant; Superior, effective May 16, 2021.
- H. **Resignation:** Heath Swanson, Teaching Assistant; New Richmond, effective June 30, 2021.

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 258631 through 258945, and electronic transfer payments totaling \$4,146,761.38 were approved.

5. Summary of Grant Awards

Board approval is requested for receipt of the grant awards in the amount of \$1,214,724 as presented in the 2021-2022 Summary of Grants Awards document. A *WTCS Grant Award Announcement* document was also provided for the Board's information.

6. Bids/Purchases

- A. **Freightliner – New Richmond and Rice Lake:** The Board approved the purchase of a 2021 Freightliner M2 106 Tractor/Trailer in the amount of \$108,262 from River States Truck and Trailer, Inc. of Eau Claire, WI, under ITB 21-54900-CW-TRACTOR v2. This purchase exceeded the approved budget and is for the Truck Driving – CDL-A Program at New Richmond and Rice Lake.

Mr. Albarado inquired about this item. Mr. Decker noted there were two bids, and the freightliner is projected to be delivered in November.

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. However, there was none.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

Ms. Laberee brought forward a request from the District Boards Association for a volunteer from the WITC Board to serve on the Orientation, Developing, and Mentoring Program ad hoc committee. Board members were requested to e-mail Ms. Laberee as soon as possible if interested, as the DBA would like to have something in place by the July meeting.

Ms. Laberee has Joint Review Board meetings scheduled for Ashland on May 19 and Mason on June 3. In addition, she will be on a May 20 conference call with the Association of Community College Trustees (ACCT) central region coordinators and will have more information to share after that meeting.

Mr. Albarado attended two Joint Review Board meetings in Rice Lake to finalize a new TIF district to support a medical complex. He also attended a Joint Review Board meeting in Bruce.

Ms. DeYoung attended Joint Review Board meetings in Roberts and New Richmond. There is a lot of development in St. Croix County.

2. Travel Sign Up

A. Board Events Schedule

Time was reserved for Board members to update administration on their plans for upcoming Board events. A copy of the *Board Events Schedule* was included in the Board book, and Board members were requested to notify the Executive Assistant as soon as plans are confirmed. In addition, links to state and national Board meetings and events were included in the Board book. A printed schedule was also routed for those in attendance at the meeting.

3. Monitoring Schedule Review and Updates

A. Monitoring Schedule

Time was reserved to review and update the *Board Monitoring Schedule* as needed. President Will requested to delay the first reading of the new 2021-23 Strategic Plan and the Mission, Vision, Values, and Tenets until June and the second reading until July. There were no objections from the Board.

4. President's Updates:

A. Enrollment Update

President Will provided a brief update on the most recent enrollment information for new program students. Indicators are fairly positive for next fall. A *Plan Enrollment Funnel* was provided.

B. COVID-19 Update

Time was reserved for an update from President Will on COVID-19. Prior to the meeting, a communication was sent referencing updates to CDC guidelines. As of May 17, masks will no longer be required at WITC if individuals have been vaccinated. Under the updated CDC guidelines, schools are still keeping their mask requirements.

C. District Teams Report

President Will shared the full *WITC District Team Monitoring* for capturing district team progress reports related to the current Strategic Plan. This report is a first glance for the Board and will be brought back next month for a first presentation of the new Twenty-four by Twenty-One Strategic Plan.

D. WITC Commencement Update

Time was reserved for President Will and Board attendees to debrief on this year's virtual walk-through commencement on May 14, 2021. The ceremonies were a great success.

Ms. DeYoung and President Will attended Rice Lake's commencement. It was noted that this year was the first time for a collegewide commencement program where all graduates were on the same list instead of having separate commencement programs by campus.

Chair Robinson attended New Richmond's commencement, and thanked the staff and administrators who did everything they could do to make this a special event. He noted a lot of effort went into this event, and that there were some graduates who participated in this event who didn't get that experience last year due to COVID-19.

Ms. DeYoung requested that the College consider recognizing the apprenticeships students when they complete their 5 years of training.

Ms. Gruetzmacher noted that a student in the Dental Assistant program shared her great appreciation for this college.

Mr. Beistle attended Superior's commencement and Ms. Laberee attended Ashland's commencement.

E. 2021 WTCS Ambassador Program Recognition Update

The WTCS Ambassador Recognition program took place on April 22, at 7 p.m., via YouTube. WITC's Jon Fritsche of Poplar, WI, represented the College at a state level at this event. President Will attended this event virtually.

F. Outreach Centers Presentation

As requested by the Board in March, President Will provided an overview and the current state of our WITC Outreach Centers in Balsam Lake, Hayward, and Ladysmith. A report, prepared by Institutional Effectiveness, summarized the services provided at the WITC Outreach Centers. President Will reviewed the executive summary and three options for continuing outreach center services in the communities currently served. Time was reserved for feedback. All Board members were in support of Option C - to keep a presence in the communities currently served, reduce costs, and improve the appearance of the facilities. There was no specific action to take on this item.

Note: Ms. Gruetzmacher was excused at 11:36 a.m.

One Board member suggested there might be some value to include this item in the Strategic Plan and to think about what we want to accomplish with these sites 3-5 years out. President Will suggested putting outreach centers on the Board's Monitoring Schedule so that it can be talked about annually.

Another Board member requested administration to be conscious of the lack of internet in certain areas, and that it is a critical service we need to offer our population.

President Will will work with the leadership team on organizing resources differently.

Note: Mr. Fitzgerald was excused at 11:46 a.m.

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

Time was reserved for the following items:

A. **Northland Colleges Plan for Mostly 'Normal' Fall Semesters**

All of the colleges and universities across the Northland have announced an optimistic plan for the fall. A *Duluth News Tribune* reference was provided.

B. **Local College Administrators Taking Out-of-State Positions**

The top administrators at both local college campuses in Rice Lake are soon to be moving on. WITC-Rice Lake Campus Administrator Dr. Stephanie Erdmann is taking on Dean/CEO duties at Great Falls College in her home state of Montana, effective June 30. A *Barron News Shield* reference was provided.

C. **Area Colleges Plan Alternative Graduations**

WITC planned a modified in-person commencement this year. Graduates came in at a scheduled time to walk across the stage and receive their diplomas, and each graduate was allowed a limited number of guests. WITC-Rice Lake and New Richmond also offered an option to live stream the ceremony. A *Superior Telegram* reference was provided.

INFORMATION REPORT

1. Graduate Survey Report

Tom Barbano, Institutional Effectiveness Research Specialist, presented the 2020 Graduate Survey results of the 2019-2020 graduates, including information on graduates' satisfaction with training received at WITC, current employment status, and salary information by degree level and program. The PowerPoint presentation, 2020 Graduate Survey Executive Summary, and FY20 Graduate Follow-Up full report were provided for the Board's information. Hayley Bauer, Institutional Research Analyst, was also in attendance for this report.

Mr. Barbano was requested to provide Dr. Will with employment location by county level information.

One Board member requested a news release go to the newspapers and TV stations with statistics and charts to emphasize this information with our local media outlets. Another Board member suggested it might also be worth sharing this information on social media.

President Will told Mr. Barbano he did a good job on the report.

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, June 21, 2021, beginning 8:30 a.m., at the WITC-Rice Lake 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 next meeting were listed on the Board's Monitoring Schedule. Additional agenda items for this meeting were discussed.

One Board member asked if a photo could be taken of the Board wearing WITC clothing at the June Board meeting for historical purposes. Administration will make the arrangements.

*Note: Board members may add additional items to next month's Board agenda by contacting the Chair before **Thursday, May 27, 2021**. This request does not obligate the Chair to include these items on the agenda. The Chair will notify administration of agenda items before the Board book is prepared.*

MEETING EVALUATION

PLUS +/-DELTA ^

- + Great discussion on wage-range tables
- + Steve did a great job explaining the new budget modifications
- + Anita Hacker does an amazing job preparing all the budget details
- + Great report and details on outreach centers
- + Graduate survey was well prepared and a great report
- + Very good report information on outreach centers
- + Executive Session – President’s Executive Performance Report was well prepared and informative
- ^ None

Carol DeYoung moved, seconded by James Beistle, to adjourn the meeting at 12:11 p.m.

Respectfully submitted,



Board Secretary

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Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2021

5/1/21
9:38 15 am

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


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

-----ESTIMATED-----												
Contract Number	Account Name	Location of Training	On/Off	Contract Revenue	Est.Salary/Fringe	+	Indirect Cost	+	Other Direct Cost Totat	=	Full Cost	Difference
Approval Date: June 2020 (1 records)												
721307	Northern Clearing Inc Employees of Northern Clearing will receive but not limited to Safety Training, EMS Training and Arborist & Vegetation Safety Training.	Off Campus	Off	\$ 74,104.00	\$ -	\$ -	\$ -	\$ 12,860.00	\$ 12,860.00	\$ 61,244.00	\$	61,244.00
Approval Date: February 2021 (1 record)												
721417	Action Battery CPR/AED/Basic First Aid Renewal-ASHI for 30 employees. Please note due to COVID we can't have more than 10 students in each section.	Somerset	Off	\$ 2,394.00	\$ 677.60	\$ 247.39	\$ 334.00	\$ 1,258.99	\$ 1,135.01	\$	1,135.01	\$
Approval Date: March 2021 (1 record)												
721231	McLane Company, Inc CDL Exams for 4 students from McLane. Contract price may change if students fail parts of their exam and need to be retested. This will be reflected on the billing invoice.	New Richmond	On	\$ 850.00	\$ -	\$ -	\$ 850.00	\$ 850.00	\$ -	\$	-	\$
Approval Date: April 2021 (12 records)												
721436	Sanmina Corp Up to 8 Sanmina employees will receive 8 hours of HAZWOPER Refresher training.	Sanmina	Off	\$ 1,395.00	\$ 467.06	\$ 170.52	\$ 34.00	\$ 671.58	\$ 723.42	\$	723.42	\$
721433	Duluth Federal Prison Camp Gas Metal Arc Welding(GMAW) training for 9 inmates on the Superior Campus. Print Reading, Gas Metal Arc Welding 1 and Applied Math will be covered. Participants successfully completing the program will receive a technical diploma in welding.	WITC Superior	Off	\$ 23,825.00	\$ 12,870.00	\$ 4,706.56	\$ 2,725.00	\$ 20,301.56	\$ 3,523.44	\$	3,523.44	\$
721431	Northlakes Community Clinic CPR for Healthcare Providers	WITC Ashland	On	\$ 1,395.00	\$ 387.20	\$ 167.46	\$ 211.00	\$ 765.66	\$ 629.34	\$	629.34	\$
721437	Northwest WI Workforce Investment Board ASHI Pediatric 1st Aid & CPR training will be provided to 8 students from the NWWIB ECE Group Childcare Essentials training.	WITC Ashland	On	\$ 719.00	\$ 387.20	\$ 167.46	\$ 141.00	\$ 695.66	\$ 23.34	\$	23.34	\$
721439	Washburn County Sheriff's Dept DOJ Firearms Qualifications for up to 20 officers.	Spoooner	Off	\$ 460.00	\$ 836.00	\$ 305.22	\$ -	\$ 1,141.22	\$ (681.22)	\$	(681.22)	\$
721435	Northlakes Community Clinic CPR for Healthcare Providers Full Course(5/20) & 4 Hour Recertification Course(5/18) - AHA for up to 8 employees in each class.	WITC Ashland	Off	\$ 1,933.00	\$ 580.80	\$ 212.05	\$ 194.00	\$ 986.85	\$ 946.15	\$	946.15	\$
721434	Northlakes Community Clinic CPR for Healthcare Providers Recertification - AHA for up to 8 employees.	WITC Ashland	Off	\$ 602.00	\$ 193.60	\$ 70.68	\$ 32.00	\$ 296.28	\$ 305.72	\$	305.72	\$
721438	Russ Davis Wholesale CDL hands-on driving for 2 employees. Each student will have 45 hours of drive time. If the student does not utilize all 45 hours we will adjust the contract to reflect the total amount of hours. Also included in the contract is the first initial test for each driver. If the driver does not pass on the first try the employee is responsible for	Hammond	Off	\$ 7,700.00	\$ 3,762.00	\$ 1,373.51	\$ 500.00	\$ 5,635.51	\$ 2,064.49	\$	2,064.49	\$
721432	Town of Cable Chainsaw Safety Refresher training for up to 8 employees.	Off Campus	Off	\$ 850.00	\$ 418.00	\$ 152.61	\$ 52.00	\$ 622.61	\$ 227.39	\$	227.39	\$
721232	Graymont Lcc CMechanical Reasoning Assessment for three employees from Graymont.	WITC Superior	Off	\$ 474.00	\$ 69.30	\$ 25.30	\$ 54.00	\$ 148.60	\$ 325.40	\$	325.40	\$

721234	MN Teamsters Const Div Edu and Train Fund CDL Exams for 2 Teamsters students. Contract price may change if students fail exams. The contract will be billed when all students are successful. This contract includes Andrea Wadena- \$100 and Adam Mewes-\$150.	New Richmond	Off	\$	250.00	\$	-	\$	-	\$	250.00	\$	250.00	\$	-
721233	St. Croix Valley Truck Driving School CDL Testing Exams for Mohamed Abdullahi \$100, Adulaziz Hussein \$50, and Awale Ali \$50.	New Richmond	On	\$	200.00	\$	-	\$	-	\$	200.00	\$	200.00	\$	-

Grand Totals (15 records)

*indicates an amended contract



 Board Secretary

May 17, 2021

 Date