

Wisconsin Indianhead Technical College
Board Proceedings
August 20, 2018

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, August 20, 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 8:30 a.m. with the following Board members present: James Beistle, Chris Fitzgerald, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, Troy Lambert, and Josh Robinson. *Note: Andy Albarado and Lara Frasier provided notice that they would not be in attendance at this meeting.*

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

OPEN MEETING

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

MEETING MINUTES

1. Approval of the July 9, 2018, Annual Organizational Meeting Minutes
James Beistle moved, seconded by Josh Robinson, to approve the annual organizational 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.
2. Approval of the August 6, 2018, Special Meeting Minutes
James Beistle moved, seconded by Josh Robinson, to approve the special meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.

BUDGET CONSIDERATIONS REQUIRING BOARD ACTION

1. 2018-2019 Position Summary Modification
President Will recommended approval of a position summary modification. The 2018-2019 position summary was approved as part of the 2018-2019 budget at the June 2018 Board meeting. The revised Position Summary was included in the Board book for the Board's review and approval. President Will reviewed additional information related to recent organizational changes. Ms. Laberee commended the work that has been done.

Lori Laberee moved, seconded by Brett Gerber, to approve the 2018-2019 Position Summary Modification as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

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. President Will noted that there were four internal hires for the four Associate Dean positions in the personnel listing below. He also noted that he is related to Tammy Will who was being recommended for a new position, but was not involved in her selection.

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

1. Personnel:

- A. **New Hire:** Rose Cibulka, Associate Dean; Management; annual salary \$83,587; New Richmond; effective August 20, 2018. *Note: Ms. Cibulka is currently an AIS Instructor/Program Director at the New Richmond Campus.*
- B. **New Hire:** Brian Hoefs, Veterinarian Technician Instructor/Program Director; Faculty; annual salary \$62,798; New Richmond; effective July 1, 2018.
- C. **New Hire:** Elizabeth Hamus, Occupational Therapy Assistant Instructor (one-year contract); Faculty; annual salary \$58,940; Ashland; effective July 1, 2018.
- D. **New Hire:** Michaela Hudson, Architectural Commercial Design Instructor; Faculty; annual salary \$58,940; New Richmond; effective July 1, 2018.
- E. **New Hire:** Tracy Jacobson, Early Childhood Education Instructor; Faculty; annual salary \$60,880; New Richmond; effective July 1, 2018.
- F. **New Hire:** Deb Kutrieb, Associate Dean; Management; annual salary \$83,587; Rice Lake; effective August 20, 2018. *Note: Ms. Kutrieb is currently an Architectural Commercial Design Instructor at the Rice Lake Campus.*
- G. **New Hire:** Casey Lambert, Human Resources Technician; Support and Technical Personnel; \$16.49/hour; Shell Lake; effective August 6, 2018.
- H. **New Hire:** Alison Moffat, Associate Dean; Management; annual salary \$83,587; Superior; effective August 20, 2018. *Note: Ms. Moffat is currently a General Studies – Communications Instructor at the Superior Campus.*
- I. **New Hire:** Anna Polzin, Occupational Therapy Assistant Instructor; Faculty; annual salary \$58,940; Rice Lake; effective July 1, 2018.
- J. **New Hire:** Andrea Schullo, Associate Dean; Management; annual salary \$83,587; Rice Lake; effective August 20, 2018. *Note: Ms. Schullo is currently a Curriculum and Assessment Manager at the Shell Lake Administrative Office.*
- K. **New Hire:** Tammy Thome, Academic Affairs Technician – Curriculum; Support and Technical Personnel; \$19.00/hour; Rice Lake; effective August 1, 2018. *Note: Ms. Thome is currently a Student Services Assistant at the Rice Lake Campus.*
- L. **New Hire:** Tammy Will, Math and Writing Labs Coordinator; Management; annual salary \$57,096; Rice Lake; effective August 20, 2018. *Note: Ms. Will is currently an Academic Support Teaching Assistant at the Rice Lake Campus.*
- M. **Resignation:** Deborah Anderson, Marketing and Public Relations Associate; Rice Lake; effective January 1, 2019.
- N. **Resignation:** Rose Cibulka, AIS Instructor/Program Director; New Richmond, effective August 19, 2018.
- O. **Resignation:** Deb Kutrieb, Architectural Commercial Design Instructor; Rice Lake, effective August 19, 2018.
- P. **Resignation:** Alison Moffat, General Studies – Communications Instructor; Superior; effective August 19, 2018.
- Q. **Resignation:** Lindsey Petras, Associate Degree Nursing Instructor; Ashland; effective August 14, 2018.
- R. **Resignation:** Shauna Ruud, Occupational Therapy Assistant Instructor; Rice Lake; effective August 3, 2018.
- S. **Resignation:** Andrea Schullo, Curriculum and Assessment Manager; Shell Lake; effective August 19, 2018.

- T. **Resignation:** Tammy Thome, Student Services Assistant; Rice Lake; effective July 31, 2018.
- U. **Resignation:** Tammy Will, Academic Support Teaching Assistant; Rice Lake; effective August 19, 2018.

President Will noted that there were a total of 14 years of service from those who resigned (will retire/leaving the College); Ms. Anderson served 11 years and Ms. Ruud served 3 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 237582 through 238001 and electronic transfer payments totaling \$6,172,134.38 were approved.

5. Bids/Purchases

- A. **Cold Storage Addition Change Order – New Richmond:** The Board gave approval of Change Order 1 by HSR Architects in the total credit amount of \$15,788 for Project #17063-5 at the New Richmond Campus. This change order included credit for direct-owner purchased materials and additional concrete work. A financial summary was provided for the Board's review.
- B. **Exterior Maintenance Change Order – Superior:** The Board gave approval of Change Order 2 by HSR Architects in the total credit amount of \$5,081 for Project #17063-1 at the Superior Campus. This change order included credit for additional direct-owner purchased materials and additional exterior repair and painting. A financial summary was provided for the Board's review.
- C. **Plumbing & HVAC Maintenance Change Order – Superior:** The Board gave approval of Change Order 2 by HSR Architects in the total amount of \$670 for Project #17063-2 & 7 at the Superior Campus. This change order included changes to lighting fixtures. A financial summary was provided for the Board's review.
- D. **Remodeling Change Order – New Richmond:** The Board gave approval of Change Order 3 by HSR Architects in the total amount of \$9,203 for Project #17063-3 & 4 at the New Richmond Campus. This change order included additional window replacement and credit for cubicle installation. A financial summary was provided for the Board's review.

OTHER ITEMS REQUIRING BOARD ACTION

- 1. 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

Board approval was requested of minor title changes.

Chris Fitzgerald moved, seconded by Janelle Gruetzmacher, to approve the administrative policies and procedure as presented. Upon a unanimous vote of all members present, motion carried.

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 Brett Gerber, to approve the District Board Board-Staff Relationship policies 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:
 - A. General Executive Constraint (IV.A.) - There was one title change for this policy.
 - 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.)
 - G. Communication and Counsel to the Board (IV.G.)

Chris Fitzgerald moved, seconded by Brett Gerber, to approve the District Board Executive Limitations policies as presented. Upon a unanimous vote of all members present, motion carried.

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 those who attended the meeting on July 13-14, 2018, in Green Bay, WI. James, Beistle, Lori Laberee, and Troy Lambert provided feedback on the meeting. There was a budget presentation by Madison College staff. This was Mr. Lambert's first time attending a DBA meeting. Mr. Beistle and Ms. Laberee will be attending the upcoming DBA Annual Planning meeting on August 24-25, in Madison.
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. 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. Ms. Olson provided a District Boards Association Fall meeting flyer for the Board's information.
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. **Board Forward Meeting Planning**
The Board Forward meeting is scheduled to take place on Monday, November 12, 2018, following the regular Board meeting, at the WITC-Administrative Office in Shell Lake.

Time was reserved for the Board to discuss agenda topics and whether or not a facilitator is needed for this meeting. President Will asked Board members to send any issues or questions they would like to discuss at the Board Forward meeting to Chair Lambert; otherwise, President Will will make recommendations at the September Board meeting.

C. Annual Employee Handbook Update

The 2018-19 updated General Employee Handbook has been issued just as previous updated versions of the Handbook have been issued each fiscal year since 2011 following Act 10. Anonymous feedback is obtained from employees on each Handbook version 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*.

4. President's Updates:

A. Upcoming Events Schedule

There were no event updates at this meeting.

B. Enrollment Update

President Will provided a brief update on the most recent information related to the College's enrollment. An Enrollment Report was provided for the Board's information. As of August 13, WITC was up 194 enrolled students and up 271 applications compared to this time last year. As of today, WITC is up 209 enrolled students compared to this time last year. President Will will bring back a demographic breakdown of the new applicants.

C. New Programming

President Will provided a programming update on the five new programs we are kicking off this fall and the number of students currently enrolled.

D. WITC Service Awards Update

This year WITC will recognize employees for 645 total years of service. One employee will be recognized for 35 years of service, one employee for 30 years of service, and two employees will be recognized for 25 years of service.

E. SOFTEC Update

A *Burnett County Sentinel* article on SOFTEC was provided for the Board's information.

5. Legislative Updates

Time was reserved for legislative updates. President Will noted that the Carl D. Perkins Career and Technical Education Act was passed.

6. WITC Board Appointment Update

Time was reserved to update the Board on the next Board Appointment for the Employer/St. Croix County Board position. The Board Appointment Committee is seeking a female applicant per Wisconsin Statute §38.10(2)(c) as it relates to the distribution of population. Applications are due by 4 p.m. on Wednesday, August 29, 2018. The Board Appointment hearing/committee meeting is scheduled on Wednesday, October 3, at 2 p.m., in Shell Lake.

7. 2019 District Boards Association 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 2019 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, 2018. The award will be presented at the January 2019 Boards Association winter meeting. This item will be brought back in September.

8. Student Updates and News

A. WITC Student from Grantsburg Wins Silver Medal at SkillsUSA Championships

Andrew Janes, a Power Sports Technician student at WITC-New Richmond, was awarded the silver medal in motorcycle service technology at the 2018 SkillsUSA championships held in Louisville, KY. The winnings included a Harley Davidson motorcycle for the college. A *Frederic, Inter-County Leader* article was provided.

B. Booming Hospitality Industry Spawns New Training Program at WITC

WITC is now accepting applications for the new Hospitality Specialist program for the fall semester. The two-semester program is conveniently offered at the Ashland, New Richmond, Rice Lake, and Superior campuses as well as the Hayward and Ladysmith Outreach Centers. A *New Richmond News* article was provided.

C. WITC Instructor Gains State Recognition

Jerry Ranallo, WITC-Rice Lake's Farm Business and Production Management instructor, won the Farm Business and Production Management Instructor Award by the Wisconsin Association of Agricultural Educators. He also received the 25-Year Tenure Award and the Life Membership and Retirement recognition.

In addition, WITC took home the National Association of Agricultural Educators Outstanding Post-Secondary/Adult Program Award. A *Chetek Alert* article was provided.

D. Cameron Student Awarded at National Leadership Conference

Nathan Fostvedt, Construction and Cabinetmaking student at WITC-Rice Lake, attended the 54th annual 2018 SkillsUSA conference in Louisville, KY, where he placed 7th in the nation and was awarded a Skill Point Certificate. A *Chetek Alert* article was provided.

President Will also e-mailed the Board about Forbes' recognition of WITC being in the top 25 two-year trades schools and colleges that can solve the skills gap.

The Board Chair recessed the meeting at 9:21 a.m. and reconvened the meeting at 9:25 a.m.

INFORMATION REPORT

1. Annual WITC Foundation Report

Craig Fowler, Vice President, Workforce Development and Advancement, provided an update on the WITC Foundation. Key highlights included: The Foundation's 40th anniversary, increasing the number of Foundation members to 17 and adding four at-large positions, awarding 612 scholarships to students, new endowments, and the creation of a Legacy Circle for planned gifts. A PowerPoint presentation was provided.

James Beistle moved, seconded by Brett Gerber, 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.

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 17, 2018, 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 17, 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, August 30, 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 ^

- + Recognition of staff and students including college ranking
- + Positive Enrollment Update
- + WITC Foundation Update
- ^ None

James Beistle moved, seconded by Lori Laberee, to adjourn the meeting at 9:58 a.m.

Respectfully submitted,



Board Secretary

ko

Exhibit 2

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2019

8/1/18
8:38 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:
On Campus = 35.06 %
Off Campus = 42.12%

-----ESTIMATED-----												
Contract Number	Account Name	Location of Training	On/Off	Contract Revenue	Est.Salary/Fringe	+	Indirect Cost	+	Other Direct Cost Total	=	Full Cost	Difference
Approval Date: May 2018 (2 records)												
719303	Barron City Police Dept Firearms Training for up to 10 police officers. The training will be completed in two different sessions with 5 people per session	Rice Lake	Off	\$ 430.00	\$ 242.00	\$	84.85	\$	44.00	\$	370.85	\$ 59.15
719310	NWCEP INC Eligible clients of NWCEP, Inc. will receive Gas Metal Arc Welding, Flux Core Arc Welding, Print Reading and Oxyfuel Cutting instruction. Upon completion, successful participants will receive documentation. All supplies, combustibles, PPE equipment, hand tools, and textbooks to be supplied by WITC.	WITC Superior	On	\$ 30,799.00	\$ 13,978.80	\$	5,887.87	\$	12,200.00	\$	32,066.67	\$ (1,267.67)
Approval Date: June 2018 (1 records)												
719330	Burkwood Treatment Ctr CBRF Fire Safety class, CBRF First Aid, and Standard Precautions class	Burkwood Treatment Center	Off	\$ 2,012.00	\$ 484.00	\$	169.69	\$	586.00	\$	1,239.69	\$ 772.31
Approval Date: July 2018 (15 records)												
719336	Men As Peacemakers Young women from Men As Peacemakers program Girls Restorative Project will receive welding instruction.	WITC Superior	On	\$ 3,756.00	\$ 897.60	\$	378.07	\$	750.00	\$	2,025.67	\$ 1,730.33
719333	Christian Community Homes CBRF Medication class and CBRF Fire Safety class	Christian Community	Off	\$ 2,943.00	\$ 726.00	\$	254.54	\$	764.00	\$	1,744.54	\$ 1,198.46
719335	Sevenwinds Casino Lodge & Conference Center ASHI 1st aid/Adult & Child CPR & AED	Sevenwinds Casino - LCO	Off	\$ 975.00	\$ 514.80	\$	180.48	\$	168.00	\$	863.28	\$ 111.72
719204	Hudson High School Provide Technical Assistance to Tom Klatt and Aaron Haskins for the Raider Works Program. Assist with development of Business Process and Job Descriptions.	Hudson High School	Off	\$ 1,125.00	\$ 562.49	\$	197.21	\$	-	\$	759.70	\$ 365.30
719339	St Croix Gas SCBA Refresher Training for up to 20 staff members.		Off	\$ 292.00	\$ 96.80	\$	33.94	\$	22.00	\$	152.74	\$ 139.26
719338	Bayfield School Dist Coaches of Bayfield County athletics will receive CPR, AED, and Basic First Aid certification. Upon successful completion, documentation will be provided.	Bayfield School		\$ 539.00	\$ 290.40	\$	101.81	\$	150.00	\$	542.21	\$ (3.21)
719337	South Shore High School Dual Credit	South Shore High School	Off	\$ 822.00	\$ -	\$	-	\$	822.00	\$	822.00	\$ -
719203	Chippewa Valley Technical College Plumbing Apprenticeship-WITC will provide instruction for 3 sections of plumbing apprentices at Chippewa Valley Technical College's location.	Chippewa Valley Technical College	Off	\$ 24,533.00	\$ 16,886.10	\$	5,920.26	\$	3,112.00	\$	25,918.36	\$ (1,385.36)
719202	Chippewa Valley Technical College Plumbing Apprenticeship-WITC will provide instruction for 3 sections of plumbing apprentices at Chippewa Valley Technical College's location.	Chippewa Valley Technical College	Off	\$ 24,533.00	\$ 17,073.80	\$	5,986.07	\$	3,112.00	\$	26,171.87	\$ (1,638.87)
719334	Hudson High School 1 credit customer service course for 22 Raider Work students at the Hudson High School. This contract does not include the books.	Hudson High School	Off	\$ 3,577.00	\$ 822.80	\$	288.47	\$	-	\$	1,111.27	\$ 2,465.73
719341	Christian Community Homes	Christian Community	Off	\$ 821.00	\$ 193.60	\$	67.88	\$	231.00	\$	492.48	\$ 328.52

CBRF First aid and Choking															
719343	Sevenwinds Casino Lodge & Conference Center ASHI 1st aid/Adult & Child CPR & AED	Sevenwinds Casino - LCO	Off	\$	1,046.00	\$	514.80	\$	180.48	\$	225.00	\$	920.28	\$	125.72
719340	Bad River Social Svc Child care providers will receive ASHI CPR and AED recertification. Upon successful completion, documentation will be provided	Bad River Community Ctr	Off	\$	450.00	\$	193.60	\$	67.88	\$	120.00	\$	381.48	\$	68.52
719342	Northern Lights Health Care Exchange of Services Contract	Northern Lights	Off	\$	484.00	\$	-	\$	-	\$	484.00	\$	484.00	\$	-
719344	Walmart Supercenter Responsible Beverage Class	Walmart - St Croix Falls	Off	\$	593.00	\$	167.20	\$	58.62	\$	56.00	\$	281.82	\$	311.18
Grand Totals (18 records)															

****End of Report ****

*Indicates an amended contract



 Board Secretary

8-20-18
 Date