

Wisconsin Indianhead Technical College
Board Proceedings
October 19, 2020

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, October 19, 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 8:56 a.m. with the following Board members present at the WITC Administrative Office in Shell Lake: James Beistle, Carol De Young, Lori Laberee, and Josh Robinson. Brett Gerber, Janelle Gruetzmacher, and Troy Lambert attended the meeting via BlueJeans technology. A quorum was established. *Note: Chris Fitzgerald joined the meeting via BlueJeans at 9:04 a.m. Andy Albarado was unable to attend the meeting.*

The following WITC employees were in attendance during the meeting at the WITC Administrative Office in Shell Lake: Steve Decker, Kim Olson, and John Will. Tom Barbano, Hayley Bauer, Anita Hacker, and Susan Yohnk Lockwood joined the meeting via BlueJeans technology for a portion of the meeting.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The October 19, 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 October 16, 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 Lori Laberee, to approve the agenda. Upon a unanimous vote of all members present, motion carried.

James Beistle moved, seconded by Carol De Young, to authorize and approve the use of electronic signatures due to COVID-19 and the use of BlueJeans technology for this meeting. 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)(f) for the purposes of considering Bargaining Environment and Strategies, and Consideration of Employment, Promotion, Compensation, and Performance Evaluations.

Lori Laberee moved, seconded by Brett Gerber, to convene into Executive Session in accordance with Wisconsin Statutes §19.85(1)(c)(e)(f) 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 (7-0).

Chairperson Robinson called the executive session to order at 9 a.m. with the following Board members present at the WITC Administrative Office in Shell Lake: James Beistle, Carol De Young, Lori Laberee, and Josh Robinson. Brett Gerber, Janelle Gruetzmacher, and Troy

Lambert attended the meeting via BlueJeans technology. A quorum was established. *Note: Chris Fitzgerald joined the meeting via BlueJeans at 9:04 a.m. Andy Albarado was unable to attend the meeting.*

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

1. Approval of the June 15, 2020, Executive Meeting Minutes

Lori Laberee moved, seconded by Carol De Young, 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. Any action to be taken on matters discussed in Executive Session will be considered in open session under "Other Items Requiring Board Action."

James Beistle moved, seconded by Brett Gerber, 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 9:29 a.m.

OPEN SESSION RECONVENED

MEETING MINUTES

1. Approval of the September 21, 2020, Regular Meeting Minutes

Lori Laberee moved, seconded by Carol De Young, 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 September meeting were attached to the official minutes.

BUDGET CONSIDERATIONS REQUIRING BOARD ACTION

1. 2020-2021 Tax Levy:

Steve Decker, Vice President Administrative Services and Chief Financial Officer, presented the tax levy and recommended approval of Resolution 21-03 (see below). Supplemental schedules were included under a cover letter from Steve Decker. *It was noted that adopting a tax levy that is different from the budgeted amount requires a two-thirds vote of the full Board and will be publicly noticed within 10 days following Board approval per Wisconsin Statute §65.90(5).*

A. Financial Forecast Model Update

Steve Decker, Vice President, Administrative Services and Chief Financial Officer, presented an initial forecast of WITC's financial position for 2020-21 through 2025-26. This forecast model highlighted the impact of tax levy changes for the College.

James Beistle moved, seconded by Lori Laberee, to accept the Financial Forecast Model Update 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.

B. Approval of Resolution 21-03, District Tax Levy for 2020-2021

(per Wisconsin Statute §65.90)

Board approval was requested for Resolution 21-03, District Tax Levy for 2020-2021 (see attached).

Brett Gerber moved, seconded by Carol De Young, to approve **Resolution 21-03, District Tax Levy for 2020-2021**, as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

Mr. Robinson thanked Mr. Decker.

2. Approval of 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. It was noted that a two-thirds majority of the full Board is required to approve budget modifications.

- A. **General Fund - Operating:** Administration recommended the decrease of expenditures by \$1,690,000 and an increase to operating transfers out for the same amount in the General Fund. The adjustments reflected a reallocation of budget dollars for actual functional expenditures and fund transfers in FY20.
- B. **Special Revenue Fund - Operating:** Administration recommended the reallocation of expenditures by \$50,000 in the Special Revenue – Operating Fund. The adjustment reflected a reallocation of budget dollars for actual functional expenditures in FY20.
- C. **Capital Projects Fund:** Administration recommended the increase of expenditures by \$750,000 and an increase to operating transfer in for the same amount in the Capital Projects Fund. The adjustments reflected a reallocation of budget dollars for actual functional expenditures and fund transfers in FY20.
- D. **Special Revenue - Non-Aidable Fund:** Administration recommended the reallocation of expenditures by \$25,000 in the Special Revenue – Non-Aidable Fund. The adjustment reflected a reallocation of budget dollars for actual functional expenditures in FY20.

James Beistle moved, seconded by Lori Laberee, to approve all budget modifications listed in items 2.A., 2.B., 2.C., and 2.D. above as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

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.

Carol De Young moved, seconded by Janelle Gruetzmacher, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

1. Personnel:

- A. **Resignation:** Lynn Fitch, Associate Dean – Continuing Education; Shell Lake, effective January 1, 2021.
- B. **Resignation:** Aaron Guckenberger, General Studies-Mathematics Instructor; Ashland, effective December 31, 2020.

There were a total of 14.5 years of service from those who resigned (will retire/leave the College); Ms. Fitch served 13 years, and Mr. Guckenberger served 1.5 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 253728 through 254820 and electronic transfer payments totaling \$13,042,576.67 were approved.

5. Bids/Purchases

- A. **Remodeling Change Order – Superior:** The Board gave approval of Change Order 3 by HSR Architects in the total amount of \$33,814 for Project #19023-1 at the Superior Campus. This change order included additional electrical work, painting, and floor patching. A financial summary was also provided.

- B. **Heat Pump Replacement Project – Rice Lake:** The Board accepted the bid received for Project No. 20022-4 from Badger State Plumbing & Heating of Eau Claire, WI, as summarized on the bid tabulation document for the project base bid for the Heat Pump Replacement Project at the Rice Lake Campus. The total award for this project was \$306,170 including \$294,000 from the base bid and \$12,170 from the alternates.

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; however, there was none.

2. Approval of 2021 Health and Dental Insurance Rates Update

Administration recommended approval of employer and employee health and dental insurance rates for 2021. Time was reserved for an update on plan modifications. An updated schedule was provided.

Lori Laberee moved, seconded by Janelle Gruetzmacher, to approve the 2021 Health and Dental Insurance Rates as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

3. Approval of Resolution 21-04, Reporting for Compliance to Wisconsin’s Code of Ethics for Public Officials and Employees

The Wisconsin Ethics Board requested the district Board review its prior designations and either confirm their appropriateness or adopt a new resolution designating non-clerical positions that report directly to the President. Resolution 21-04 (attached) and a contact list of those identified in the resolution were provided for the Board’s approval.

Chris Fitzgerald moved, seconded by James Beistle, to approve Resolution 21-04, Reporting for Compliance to Wisconsin’s Code of Ethics for Public Officials and Employees as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

4. Annual Procurement Review and Approval

In accordance with Wisconsin Administrative Code TCS 6.05(2)(h), the College is to provide an annual procurement review to the Board to determine if a more competitive procurement process should be used in subsequent years. Administration recommended approval of the current procurement process. The 2019-2020 annual procurement review of vendors that paid \$25,000 or more by VISA card and/or by accounts payable check was provided. These amounts include purchases that were approved by the Board. Mr. Decker identified the findings that were highlighted in the exhibit.

Range of Bids	State Administrative Rule Procurement - TCS 6.05(2)(h)	WITC Policy Purchasing Policy (D-550)
\$0 - 25,000		May purchase without formal quotes or bids
\$25,000 - \$50,000	Requires quotations	Requires quotations
Over \$50,000	Requires sealed bids; submitted to the Board for approval for procurement	Requires sealed bids; submitted to the Board for approval prior to procurement if not included on approved major equipment list, otherwise submitted to the Board for review

Lori Laberee moved, seconded by James Beistle, to approve the Annual Procurement Review 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. Association of Community College Trustees Leadership Congress Update

Ms. Laberee provided a written summary of this year's virtual ACCT Leadership Congress sessions she attended. She noted that Mid-State Technical College presented on its health care simulation center collaboration to meet health care needs. President Will will bring back information on the Health Education Center that is being planned for the Administration Office - Shell Lake location. Ms. Laberee asked administration to purchase a copy of *Trusteeship in Community Colleges, A Guide for Effective Governance*, second edition, for Board members to consider reading.

Mr. Robinson provided an update on the virtual District Boards Association's Board Chair meeting he attended on Friday, October 16, 2020.

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. Links to state and national Board meetings and events were included in the Board book.

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.

Note: Mr. Fitzgerald was excused at 10:30 a.m.

B. Approval of Board Forward Meeting Date

The Board Forward meeting was scheduled to take place on Monday, November 16, 2020, following the regular Board meeting, at the WITC-Administrative Office in Shell Lake. However, time was reserved for President Will to recommend that the November 16 Board Forward meeting date be changed to December 21 in relation to next steps for the Board in the rebranding process.

Lori Laberee moved, seconded by Janelle Gruetzmacher, to approve a change to the Board Forward meeting date from November 16 to December 21. The Board Forward meeting will follow the December 21 regular Board meeting. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

4. President's Updates:

A. Enrollment Update

President Will provided a brief update on the most recent enrollment information. A Cognos report was provided.

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. **Five-Year Renovation Project Complete at WITC-Superior**

The paint has dried, new furniture is in its place, and the new labs are giving students the kind of hands-on training they need as the WITC-Superior Campus completed the five-year renovation plan. The third and final phase of the plan was completed on the second and third floors of the building. A *Positively Superior* article was provided.

B. **Flexible Learning Provides Options**

Learning management systems allow us to move online quickly, deliver virtual video classrooms anywhere there is reliable internet, and instantly share documents and other content. The "Flexible Learning Provides Options" article in the *Hudson Neighbors Magazine* was written by President Will.

C. **Excellence in Ag Award Finalists Named**

Julie Wadzinski, Program Director for the Farm Business Project Management program, is one of four finalists selected for the Wisconsin Farm Bureau's Excellence in Ag Award and will compete in November for the top honor. The Excellence in Ag Award recognizes members of the Farm Bureau's Young Farmer and Agriculturist Program who excel in their leadership abilities and involvement in agriculture, Farm Bureau, and other civic and service organizations. A *Wisconsin State Farmer* article was provided.

INFORMATION REPORT

1. Enrollment/Full-Time Equivalency (FTE) Information Report

Hayley Bauer, Institutional Research Analyst, presented the 2020-2021 year-to-date FTE and Enrollment report. The report included data by degree level and campus as well as overall student demographics. The data presented are part of the College Effectiveness Measures in the areas of student FTE and retention. A PowerPoint was also provided. Susan Yohnk Lockwood, Vice President of Institutional Effectiveness and New Richmond Campus Administrator, and Tom Barbano, Institutional Effectiveness Research Specialist, were also in attendance during this report. Ms. Bauer will get back to Ms. Laberee on a question she had about our out-of-state online students.

Troy Lambert moved, seconded by Lori Laberee, to accept the Enrollment/Full-Time Equivalency (FTE) Information 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, November 16, 2020, beginning 8:30 a.m., at the WITC-Administrative Office in Shell Lake. 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, October 29, 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 ^

- + Lori's ACCT report was well done and informative. I appreciate her time and dedication.
- + FTE Informational Updates were great and very interesting to know. Thanks Susan, Hayley, and Tom.
- + Budget Reports by Steve Decker were exceptional and well prepared.
- + Well done Chair Robinson on running meeting.
- + Board discussion related to employee compensation/benefits.
- + Excellent budget projection/model presentation by CFO Steve Decker.
- + Excellent Enrollment/Full-time Equivalent information report - glad the technology worked.
- + Congratulations to Ag award finalists!
- ^ None

James Beistle moved, seconded by Carol De Young, to adjourn the meeting at 10:51 a.m.

Respectfully submitted,



Board Secretary

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Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2021

10/1/20
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 Total	=	Full Cost	Difference
Approval Date: August 2020 (3 records)												
721325	Clayton High School 8 High School Students for the Construction Essentials Program	Clayton	Off	\$ 22,697.00	\$ 1,474.00	\$	539.05	\$	7,150.00	\$	9,163.05	\$ 13,533.95
721328	Frontier Ag & Turf WITC will provide 24 hours of leadership and development training to Frontier Ag & Turf's Senior Leadership team so that they can train their teams. The WAT Grant will cover \$2,812 and Frontier Ag & Turf is responsible for \$1,443. This includes the cost of food for one day and coffee.	New Richmond	On	\$ 4,255.00	\$ 2,288.00	\$	989.56	\$	239.00	\$	3,516.56	\$ 738.44
721331	Christian Community Homes Provide CBRF Fire safety course and CBTF 1st aid & choking course	Hudson	Off	\$ 1,451.00	\$ 363.00	\$	132.53	\$	308.00	\$	803.53	\$ 647.47
Approval Date: September 2020 (4 records)												
721222	Superior-Lidgerwood-Mundy Corp Welding instructor will aid company in developing weld specification processes.	Superior-Lidgerwood-Mundy Corp	Off	\$ 1,680.00	\$ 646.80	\$	236.15	\$	-	\$	882.95	\$ 797.05
721365	Barron County Public Health Provide 2 CPR for Healthcare recertification classes	Barron	Off	\$ 634.00	\$ 290.40	\$	106.03	\$	80.00	\$	476.43	\$ 157.57
721366	Dunn Paper Provide 2 Medic First aid recert classes	Ladysmith	Off	\$ 1,503.00	\$ 387.20	\$	141.37	\$	294.00	\$	822.57	\$ 680.43
721336	Shell Lake Health Care Center Provide 2 CPR for Healthcare Provider Courses	Shell Lake	Off	\$ 913.00	\$ 290.40	\$	106.03	\$	56.00	\$	452.43	\$ 460.57
Grand Totals (7 records)												

*indicates an amended contract



Board Secretary

10-19-20

Date

RESOLUTION NO. 21-03

RESOLUTION LEVYING DISTRICT TAX FOR FISCAL YEAR 2020-21

WHEREAS, the district board of this district, pursuant to §65.90, Wis. Stats., has heretofore formulated a budget and adopted a budget as required by said section;

WHEREAS, said budget requires a tax levy in the sum of \$6,882,990 for the purpose of district operations for the fiscal year 2021 and whereas said tax does not exceed 1.5 mills on the full value of the taxable property of the district;

WHEREAS, additional taxes in the aggregate sum of \$7,542,617 has heretofore been levied and is necessary for the purpose of paying principle and interest on valid bonds or notes heretofore issued pursuant to Chapter 67, Wis. Stats., and now outstanding and whereas it is the practice of this board to confirm such previous levies for bond or note payments by including such previous levies each year as a part of the total levy;

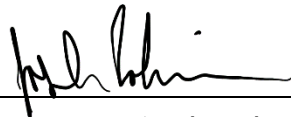
WHEREAS, a total aggregate tax for the fiscal year 2021 in the sum of \$14,425,607 is required to cover the amounts for each of the above purposes;

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF WISCONSIN INDIANHEAD TECHNICAL COLLEGE AS FOLLOWS, TO WIT:

1. That the district board of said technical college district pursuant to s. 38.16, Wis. Stats., hereby levies upon the full value of the taxable property of the district for FY 2021 a tax in the amount of \$14,425,607 for the purposes set forth in the preamble hereto.
2. That the district board secretary of said district is hereby directed pursuant to and as required by said s. 38.16, Wis. Stats., to file with the clerk of each city, village and town, any part of which is located in the district, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village and town. Such proportion shall be ascertained on the basis of the ratio of full value of the taxable property of that part of the city, village or town located in the district to the full value of all taxable property in the district, as certified to the district board secretary by the department of revenue.

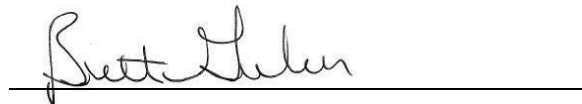
3. Upon the receipt of the certified statement from the district board secretary, the clerk of each city, village and town is hereby ordered pursuant to said s. 38.16, Wis. Stats., and other applicable Wisconsin law to spread the amounts thereof upon the tax rolls for collection and said taxes certified to each said clerk shall be extended and collected by each of said cities, each of said villages and each of said towns in the same manner and at the same time as taxes for general city, general village and general town purposes are extended and collected.
4. That when such taxes are collected, such amounts shall be paid by the treasurer of each city, village and town to the district board treasurer of this district at the times and in the manner as required by law.

Adopted and approved this 19th day of October 2020.



Chairperson (Josh Robinson)

ATTEST:



Secretary (Brett Gerber)

RESOLUTION 21-04

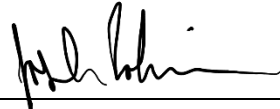
REPORTING FOR COMPLIANCE TO WISCONSIN'S CODE OF ETHICS
FOR
PUBLIC OFFICIALS AND EMPLOYEES

WHEREAS: the Wisconsin Indianhead Technical College Board approves the following positions for the purpose of the Wisconsin's Code of Ethics for Public Officials and Employees, §19.41 through §19.59, Wisconsin State Statutes.

NOW, THEREFORE, BE IT RESOLVED: Wisconsin Indianhead Technical College Board designates the following positions and indicates its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom the Wisconsin Ethics Code applies:

- President
- Associate Vice President, Marketing and Communications and Campus Administrator (Superior)
- Vice President, Academic Affairs and Campus Administrator (Rice Lake)
- Vice President of Administrative Services and Chief Financial Officer (Shell Lake)
- Vice President, Institutional Effectiveness and Campus Administrator (New Richmond)
- Vice President, Student Affairs and Campus Administrator (Ashland)

Adopted and approved this 19th day of October 2020.



Board Chair (Josh Robinson)

ATTEST:



Board Secretary (Brett Gerber)