

Wisconsin Indianhead Technical College  
Board Proceedings  
November 13, 2017

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, November 13, 2017, 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 8:35 a.m. with the following Board members present: Andrew Albarado, James Beistle, Chris Fitzgerald, Lara Frasier, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, Troy Lambert, and Josh Robinson.

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

Other WITC employees in attendance during a portion of the meeting were: Becka Cusick, Jeanne Germain, Jennifer Kunselman, Susan Yohnk Lockwood, and Jennifer Siem.

**OPEN MEETING**

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The November 13, 2017, 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 November 10, 2017, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting.

**APPROVAL OF AGENDA**

Chairperson Lambert, reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology.

James Beistle moved, seconded by Lori Laberee, 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. Ms. Cusick was present.

**BOARD ORGANIZATION**

**1. Oath of Office: Andrew Albarado**

The Oath of Office was administered by Chair Lambert to new Board member Andrew Albarado by having him read the Oath of Office statement at the meeting. The Oath of Office statement was signed and notarized by Becka Cusick and filed with the District Board Secretary.

**EXECUTIVE SESSION**

Chairperson, Troy Lambert, requested a motion for the Board to convene into executive session under the provisions of Wisconsin Statutes §19.85(1)(c)(f) for the purpose of considering personnel matters.

Brett Gerber moved, seconded by Josh Robinson, to convene into executive session in accordance with Wisconsin Statutes §19.85(1)(c)(f) for the purpose noted in the preceding paragraph. Chair Lambert announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

Chairperson Lambert, called the executive session to order at 8:38 a.m. with the following Board members present: Andrew Albarado, James Beistle, Chris Fitzgerald, Lara Frasier, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, Troy Lambert, and Josh Robinson.

The following WITC employees were in attendance during executive session or a portion of executive session: Kim Olson and John Will. *Note: Ms. Olson was excused at 8:39 a.m.*

#### Approval of the August 21, 2017, Executive Meeting Minutes

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

Any action to be taken on matters discussed in Executive Session will be considered in open session under "Other Items Requiring Board Action".

James Beistle moved, seconded by Janelle Gruetzmacher, 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 (9-0) and the executive session adjourned at 9:33 a.m.

#### OPEN SESSION RECONVENED

*The Board Chair recessed the meeting at 9:33 a.m. and reconvened the meeting at 9:40 a.m., moving to item #1 under Other Items Requiring Board Action.*

#### MEETING MINUTES

##### 1. Approval of the October 16, 2017, Regular Meeting Minutes

Janelle Gruetzmacher moved, seconded by Brett Gerber, to approve the meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. The signed contract listing and resolutions from the October meeting were attached to the official minutes.

#### BUDGET CONSIDERATIONS REQUIRING BOARD ACTION

##### 1. Approval of Budget Modification

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

- A. General Fund - Operating:** Mr. Decker recommended the increase of physical plant expenditures and a decrease of general institutional expenditures in the General Fund by \$175,000. The adjustment was to reflect reallocation of budget dollars for actual functional expenditures in FY17.

Josh Robinson moved, seconded by James Beistle, to approve the recommended General Fund - Operating budget modification as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

#### 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.

Brett Gerber moved, seconded by Josh Robinson, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

##### 1. Personnel:

- A. New Hire:** Megan Nabb, Institutional Research Analyst, Management; annual salary \$58,596; New Richmond; effective, November 1, 2017.

- B. **Resignation:** Julie Bauermeister, Interim Learning Resources Coordinator; New Richmond; effective November 7, 2017.
- C. **Resignation:** Renee Hudacek, Financial Aid Advisor; Superior; effective October 30, 2017.
- D. **Resignation:** Ted May, Academic Dean; Ashland; effective June 30, 2018.
- E. **Resignation:** Cher Vink, Vice President, Human Resources and Risk Management; Shell Lake; effective June 30, 2018.

*President Will noted that there were a total of 34 years of service from those who resigned (retired/leaving the College); Ms. Bauermeister served 4 years, Ms. Hudacek served 11 years, Mr. May served 11 years, and Ms. Vink served 8 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 231295 through 232025 and electronic transfer payments totaling \$5,135,793.52 were approved.

5. Bids/Purchases

- A. **Paving Change Order - Rice Lake:** The Board gave approval of Change Order 4 by LHB Architects in the total amount of \$6,268 for project #160588 at the Rice Lake Campus. The change order included additional electrical controls, additional gravel, unexpended owner purchased material amounts, and a credit for bituminous millings.

**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.

Andrew Albarado moved, seconded by Lori Laberee, to authorize the president to amend certain contract provisions as described in Executive Session. Upon a roll-call vote, all members present voted yes; motion carried (8-0). *Mr. Beistle was not present for this vote.*

*At 9:42 a.m., Chair Lambert moved back to the Meeting Minutes.*

2. **Approval of Medical Lab Technician Concept Review**

Administration requested Board approval for submission of the Concept Review for a Medical Lab Technician two-year associate degree program. The Concept Review will be submitted to the WTCS for approval at the WTCS Board meeting in January and the Program Proposal will be submitted to the WTCS for approval at the WTCS Board meeting in March. Plans for campus location and implementation timeframe are yet to be finalized.

Chris Fitzgerald moved, seconded by Janelle Gruetzmacher, to approve the Medical Lab Technician Concept Review as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

**INFORMATION REPORT**

1. Community College Survey of Student Engagement (CCSSE) Survey Results

Jennifer Kunselman, Research and Data Coordinator, highlighted the results of the 2017 Community College Survey of Student Engagement (CCSSE). This survey was administered to

624 WITC students in the spring of 2017. The study is a powerful tool to assist community and technical colleges assess quality, identify good educational practices that help students learn, and identify areas in which the College can improve. This is the same study that WITC has participated in since 2002. An executive summary was provided with benchmark comparison results for 2017. A full report of the study's findings, including a profile of respondents, student satisfaction, goals and retention factors, relationships at WITC, student services, and paying for college was presented at the Board meeting via a PowerPoint. The full narrative report was also available as a reference in the Board of Trustees Connection and printed copies were available at the Board meeting. Susan Yohnk Lockwood, Vice President, Institutional Effectiveness and New Richmond Campus Administrator, was also present for this report.

Lori Laberee moved, seconded by James Beistle, to receive the Community College Survey of Student Engagement (CCSSE) Survey Results 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.

## **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**

Time was reserved for ACCT Leadership Congress attendees who were unable to attend the October Board meeting to report out on the conference and sessions they attended. Troy Lambert reported out.

#### **B. District Boards Association Meeting Update**

Time was reserved for updates from attendees at the District Boards Association (DBA) meeting that was held on November 2-4, 2017, in Waukesha, WI.

Ms. Laberee provided an update from the recent DBA meeting and shared various materials, including a schedule of future DBA meetings. Key updates included information on a cyber-security presentation, the Clery Act, and that DBA minutes will be posted on the website.

Mr. Beistle provided an update from his external partnerships committee and shared various materials with the Board.

Chair Lambert thanked Ms. Laberee and Mr. Beistle for attending these meetings.

### **2. Travel Sign Up**

#### **A. Board Events Schedule**

Time was reserved for the Board 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.

### **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.*

4. President's Updates:

A. **Upcoming Events Schedule**

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

B. **Fall Enrollment Report**

President Will reviewed the fall enrollment Cognos report.

C. **WITC Collegewide Inservice Update**

The October 24, 2017, Collegewide inservice agenda was provided for the Board's information. The On Course "Accepting Personal Responsibility" principle and the Professional Development Plan rollout were key topics for this inservice.

D. **District Boards Association 2018 Media Award Call for Nominations**

The District Boards Association encourages each district to consider providing a nomination for the District Boards Association's annual Media Award competition. This is an excellent opportunity to recognize media coverage of your district's service to its communities and learners. A recommendation from the Director of Marketing will be provided for the Board's consideration in January. The 2018 Media Award nominations must be received by February 1, 2018. The award will be made during the Association's spring meeting on April 19-21, 2018, in Fennimore, WI. The Media Award instructions and criteria were shared.

E. **High School Relations Report Update**

Time was reserved for the 2016-2017 High School Relations Report Update. Jeanne Germain, Director of Career Prep & K12 Relations, provided an overview of Career Prep initiatives. The High School Relations Report was included in the Board book, and printed copies were also available at the meeting. Jennifer Siem, Administrative Specialist/Supervisor, also presented and provided a Dual Credit report for the Board.

Mr. Robinson commended Ms. Germain for her responsiveness, and thanked she and her team for being problem solvers. A brochure entitled "Start College in High School" was provided and included information about transcribed credit, youth and course options, advanced standing, and dual enrollment academies.

Josh Robinson moved, seconded by James Beistle, to receive the High School Relations Report. Upon a unanimous vote of all members present, motion carried.

F. **Outreach Update**

President Will summarized recent activity with outreach efforts. The college is actively reviewing its lease arrangements in non-campus communities.

5. Legislative Updates

Time was reserved for legislative updates. Mr. Beistle noted that Senator Sheila Harsdorf has been appointed as the Secretary of the Department of Agriculture, Trade, and Consumer Protection. There will be a primary and an election to replace her. President Will noted that Senator Harsdorf was very involved in our WITC events and will be missed.

6. Audited Annual Financial Statements Draft

The annual financial audit report for year ending June 30, 2017, will be presented by the College's financial auditing firm at the December 2017 Board meeting. In an effort to provide the Board information on the audit in draft format earlier, the draft audit cover letter and the draft audited annual financial statements were provided for the Board's information. Mr. Decker highlighted some key information he wanted the Board to be aware of in the draft audit report before the final report was brought to the meeting in December.

7. Student Updates and News

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

A. **NWWIB, WITC 'Building' the Workforce**

The Northwest Wisconsin Workforce Investment Board will again work with WITC-Ashland to offer the in-demand Construction Foundations course this fall in Ashland. The course will take place over a 10-week period and provides participants with the knowledge and skills necessary for job success in the construction industry. An *Ashland Daily Press* article was provided.

B. **WITC Offers Free Tuition for 2018 High School Graduates**

WITC will begin offering free tuition for next spring's high school graduates. A *Wisconsin Public Radio* article was provided.

C. **WITC Eligible to Compete for \$1 Million Aspen Prize**

WITC was named one of 150 community colleges eligible to compete for the 2019 Aspen Prize for Community College Excellence, the nation's signature recognition of high achievement and performance in America's community colleges. WITC was selected from a pool of nearly 1,000 public two-year colleges nationwide to compete for the \$1 million Aspen Prize. A *New Richmond News* article was provided.

7. Capital Equipment Purchases

- A. **Hydraulic Press Brake – Rice Lake:** A purchase was made of a hydraulic press brake in the total amount of \$43,800 from Betenbender Manufacturing, Inc. The press brake was a demo model and therefore exempt from competitive procurement. The press brake is for the Welding Program at the Rice Lake Campus.

**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, December 18, 2017, 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 meeting on Monday, December 18, 2017, were listed on the Board's Monitoring Schedule. The Board Orientation for Mr. Albarado will take place following the December Board meeting.

*Note: Board members may add additional items to next month's Board agenda by contacting the Chair before Thursday, November 30, 2017. 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.*

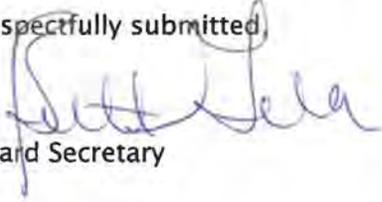
**MEETING EVALUATION**

**PLUS +/-DELTA ^**

- + Information shared by Jeanne Germain and Jennifer Siem
- + Good discussion and open dialogue
- + Fully staffed Board, welcome Andrew
- + CCSSE Report
- + High School Relations Report and discussion
- ^ Too much time with CCSSE. Too detailed.
- ^ Suggestion: Condense Board monitoring reports to 10 - 15 minutes and allow for questions and discussions and engagement of the Board.

James Beistle moved, seconded by Brett Gerber, to adjourn the meeting at 11:29 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Brett Gerber". The signature is written in a cursive style with a large initial "B".

Board Secretary

ko

11/8/2017  
11:58:56 AM

Wisconsin Indianhead Technical College  
Contract Estimated Full Cost Report

Fiscal Year:  
2018

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

State Designated Indirect Cost Factors:  
On Campus = 40.39% Off Campus = 33.26%

\*----- ESTIMATED -----  
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Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est.Salary/ Fringe Cost	+ Indirect	= Full Cost	Difference +/-
381	Northwest Wisconsin CEP	Ashland Enterprise Bldg	Off	27,829.00	10,841.60	14,805.92	25,647.52	2,181.48
Clients of NWWIB will receive Construction Foundations training. Upon completion, participants will receive a Technical Certificate.								
382	Eau Claire North High School	Eau Claire North High School	Off	19,224.00	-	-	19,224.00	-
Dual Credit class for Eau Claire North High School. 24 students registered for Cabinet and Furniture Making 1 (32410300) 5 credits.								
383	St. Croix Central School District	St. Croix Central School	Off	9,511.00	-	-	9,511.00	-
Dual Credit classes for St. Croix Central High School.								
384	Sawyer County Ambulance Department	Sawyer County Airport	Off	2,801.00	1,936.00	643.91	2,579.91	221.09
Emergency Vehicle Operations Course-24 students will receive training in emergency vehicle operations.								
385	Solon Springs School District	Solon Springs High School	Off	4,698.00	-	-	4,698.00	-
Dual Credit class for Solon Spring High School.								
386	Hayward High School	Hayward High School	Off	12,392.00	-	-	12,392.00	-
Dual Credit classes for Hayward High School.								

11/8/2017  
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----- ESTIMATED -----  
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Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est.Salary/ Fringe Cost	+ Indirect	= Full Cost	Difference +/-
387	Turtle Lake High School	Turtle Lake High School	Off	11,227.00	-	-	11,227.00	-
	Dual Credit classes for Turtle Lake High School.							
388	City of Cumberland	City of Cumberland	Off	2,210.00	934.01	1,178.15	2,112.16	97.84
	Provide 2 classes of Heartsaver 1st aid/Adult & Child CPR & AED to City of Cumberland employees.							
389	Russ Davis Wholesale	WITC New Richmond	On	3,730.00	1,016.40	642.62	1,659.02	2,070.98
	Providing two 8 hour supervisor training sessions to two cohorts of approximately 25 leads and supervisors per session.							
390	Lac Courte Oreilles College	LCO, Hayward, WI	Off	27,313.00	9,873.60	11,648.46	21,522.06	5,790.94
	Construction Fundamentals-Up to 12 students will receive training in WITC's Construction Fundamentals course.							
391	Interventional Pain Specialists	Interventional Pain Specialists - Rice Lake	Off	571.00	193.60	118.96	312.56	258.44
	Provide CPR for Healthcare recertification to employees.							
392	Red Cliff Early Childhood Center	Red Cliff Early Childhood	Off	374.00	193.60	172.39	365.99	8.01
	Employees of Red Cliff Early Childcare will receive American Health & Safety Institute training in Pediatric First Aid & CPR Renewal. Upon successful completion, participants will receive documentation.							

11/8/2017  
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Wisconsin Indianhead Technical College  
Contract Estimated Full Cost Report

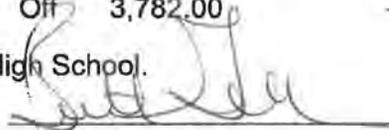
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----- ESTIMATED -----  
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Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est.Salary/ Fringe Cost +	Indirect	= Full Cost	Difference +/-
393	Northern Waters Ophthalmology	WITC Ashland	On	625.00	242.00	97.74	339.74	285.26
	Employees of Northern Waters Ophthalmology will receive training in Microsoft Word and Microsoft Excel.							
394	Siren Jr Sr High School	Siren High School	Off	4,320.00	-	-	4,320.00	-
	Dual Credit class for Siren High School.							
395	Workforce Resource - Menomonie	WITC New Richmond	On	9,109.00	2,904.00	5,099.43	8,003.43	1,105.57
	During this course students will receive a refresher of schematics and how to use multi meters for AC/DC. Students will gain knowledge on control and wiring, power transmission, Introduction to PLC, Fluid Power Basics, and Power Wiring and other general knowledge on Troubleshooting Devices.							
396	Amery High School	Amery High School	Off	13,634.00	-	-	13,634.00	-
	Dual Credit classes for Amery High School							
397	Ashland High School	Ashland High School	Off	16,182.00	-	-	16,182.00	-
	Dual Credit class for Ashland High School.							
398	Northwestern High School	Northwestern High School	Off	3,782.00	-	-	3,782.00	-
	Dual Credit classes for Northwestern High School.							

  
Board Secretary

11-13-17

Date

\*\*\* End Of Report \*\*\*

\* indicates an amended contract