

Wisconsin Indianhead Technical College
Board Proceedings
November 18, 2019

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, November 18, 2019, 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 8:34 a.m. with the following Board members present: Andy Albarado, James Beistle, Carol De Young, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, and Josh Robinson. Troy Lambert joined the meeting via BlueJeans technology. A quorum was established. *Note: Chris Fitzgerald was unable to attend this meeting before it adjourned.*

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

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The November 18, 2019, 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 15, 2019, 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 Brett Gerber, to approve the agenda. Upon a unanimous vote of all members present, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT

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

MEETING MINUTES

1. Approval of the October 28, 2019, Regular Meeting Minutes

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

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 Troy Lambert, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

1. Personnel:

- A. **New Hire:** Robert Hernandez, Systems Administrator; Management; annual salary \$47,863; Shell Lake, effective November 18, 2019. *Note: Mr. Hernandez is currently Institutional Effectiveness Technician at the New Richmond Campus.*

- B. **New Hire:** Jared Lamm, Systems Technician; Support and Technical Personnel; \$28.15 per hour; New Richmond, effective November 18, 2019. *Note: Mr. Lamm is currently Systems Administrator at the New Richmond Campus.*
- C. **New Hire:** Anthony Long, User and Desktop Services Technician; Support and Technical Personnel; \$16.67 per hour; Shell Lake, effective November 18, 2019.
- D. **New Hire:** Daniel Miller, Associate Dean, Workforce and Community Development; Management; Superior, annual salary \$66,782, effective December 2, 2019.
- E. **Resignation:** Robert Hernandez, Institutional Effectiveness Technician, New Richmond, effective November 17, 2019.
- F. **Resignation:** Jared Lamm, Systems Administrator, New Richmond, effective November 17, 2019.

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 247775 through 248343 and electronic transfer payments totaling \$5,622,983.07 were approved.

5. Bids/Purchases

- A. **Remodeling Change Order – Ashland:** The Board gave approval of Change Order 2 by HSR Architects in the total amount of \$3,933 for Project #18043-4 at the Ashland Campus. This change order included additional duct work, new door operator bollards, and changes to clocks and speakers. A financial summary was also provided.
- B. **Remodeling Change Order – Rice Lake:** The Board gave approval of Change Order 1 by HSR Architects in the total amount of \$25,256 for Project #18043-3 at the Rice Lake Campus. This change order included electrical modifications and additional window treatments. A financial summary was also provided.

OTHER ITEMS REQUIRING BOARD ACTION

1. Approval of Resolution 20-05, Petition to the Wisconsin Technical College System Board Requesting Approval for the Remodeling at the WITC-Superior Campus
 Resolution 20-05 was provided for the Board's review (see attached). Administration requested Board approval to submit a Request for Approval to the WTCS Board for the WITC-Superior Campus facility project. The project includes a renovation to the Business, Nursing, Allied Health, Information Technology, Cosmetology, and General Education classroom areas. The renovation will include new finishes, lighting, replacement of dated HVAC units, and upgrading electrical panels in the area. WTCS Board approval is required per Wisconsin statutes. The WITC Board is authorized to act on bids after the WTCS Board acts on the Request for Approval. Mr. Decker presented details in a PowerPoint related to this project at the meeting.

Andy Albarado moved, seconded by Troy Lambert, to approve Resolution 20-05, Petition to the Wisconsin Technical College System Board Requesting Approval for the Remodeling at the WITC-Superior Campus as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

2. Approval of Resolution 20-06, Petition to the Wisconsin Technical College System Board Requesting Approval for the Addition at the WITC-New Richmond Campus
 Resolution 20-06 was provided for the Board's review (see attached). Administration requested Board approval to submit a Request for Approval to the WTCS Board for the WITC-

New Richmond Campus facility project. The project includes an addition to the north side of the building and will include exam and treatment rooms, kennels, surgical prep and surgery space, and a small basement for mechanical equipment. WTCS Board approval is required per Wisconsin statutes. The WITC Board is authorized to act on bids after the WTCS Board acts on the Request for Approval. Mr. Decker presented details in a PowerPoint related to this project.

Brett Gerber moved, seconded by James Beistle, to approve Resolution 20-06, Petition to the Wisconsin Technical College System Board Requesting Approval for the Addition at the WITC-New Richmond Campus as presented. Upon a roll-call vote, 7 members present voted yes, 0 voted no, and 1 abstained (Ms. De Young); motion carried (7-0-1).

3. Approval of Association of Community College Trustees State Coordinator Appointment
Lori Laberee has been asked to serve as ACCT's State Coordinator. There will be some additional travel as well as a national conference to attend.

Carol De Young moved, seconded by Brett Gerber, to approve Ms. Laberee's travel in her duties as the Association of Community College Trustees State Coordinator. Upon a roll-call vote, 7 members present voted yes, 0 voted no, and 1 abstained (Ms. Laberee); motion carried (7-0-1).

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

A. **Wisconsin Technical College District Boards Association Meeting Update**

President Will, Mr. Beistle, Ms. Laberee, Mr. Decker, and Mr. Bitzer attended the October 31-Nov. 2, 2019, District Boards Association meeting in Pewaukee, WI. President Will, Mr. Beistle, and Ms. Laberee provided information on their session attendance.

2. Travel Sign Up

A. **Board Events Schedule**

Time was reserved for Board members to update administration on their plans for upcoming Board events. A copy of the *Board Events Schedule* was routed during the meeting for Board members to update by recording their plans to attend (or not attend) the meetings and events listed on the form; or, to contact the Executive Assistant as soon as plans are confirmed. The Board will report any changes on the *Board Events Schedule* to Ms. Olson. Links to state and national Board meetings and events were included in the Board book.

President Will noted that he will attend Superior Days this year, which is during the National Legislative Summit (NLS); therefore, Jena Vogtman, Marketing Director, will attend the NLS. A DBA winter meeting flyer was provided 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. There were no recommended updates from Administration.

4. President's Updates:

A. **Enrollment Update**

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

B. Aspen Institute Top 150 Recognition

WITC was recognized as one of only 150 institutions eligible to apply for the sixth biennial 2021 Aspen Prize for Community College Excellence. President Will noted that WITC will forego applying this time; however, the intent is to apply every other cycle.

C. Washington Monthly Update

President Will provided an update on *Washington Monthly's* recent publication of the 2019 Best 2-Year Colleges for Adult Learners. WITC was ranked 35.

Chair Robinson congratulated staff for continually being recognized nationally. He recommended that some kind of message be sent congratulating staff for their hard work. He would also like to see this recognition pushed out to our community.

5. Audited Annual Financial Statements Draft

The annual financial audit report for year ending June 30, 2019, will be presented by the College's financial auditing firm at the December 2019 Board meeting. Mr. Decker noted that in an effort to provide the Board information on the audit in draft format earlier, a draft audit cover letter and draft audited annual financial statements were provided for the Board's information.

6. District Boards Association 2020 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.

For the Board's consideration, the *Fired Up for the Future* article by writer/reporter Leah Fundell was recommended for the 2020 Media Award nomination by the Director of Marketing. The 2020 Media Award nominations must be received by February 1, 2020. The award will be made during the Association's spring meeting in Milwaukee, WI. The Media Award submission requirements/award criteria and article were provided for the Board's review.

Lori Laberee moved, seconded by Janelle Gruetzmacher, to accept the nomination for the 2020 Media Award as presented. Upon a unanimous vote of all members present, motion carried. Ms. Olson will submit the materials to the District Boards Association.

Ms. Laberee complimented administration for bringing nominations forward for Board approval and recommended that nominees be recognized locally. President Will will incorporate this type of information in the *Points of Pride* newsletter. The Board would like to be copied on the *Points of Pride* newsletter.

7. Student Updates and News

A. WITC Impact Preview

A copy of the *WITC Impact* magazine was provided for the Board's information. The magazine will be mailed to approximately 300,000 households in the next couple of weeks. President Will discussed the approach used by the marketing team in this edition, which included trying to show how WITC is helping to make the community stronger.

Board members thought the magazine was well done. It was recommended that administration consider sending the magazine out more than once per year, and to send it out one month earlier when seniors are making their college plans. Chair Robinson complimented the Marketing Department for their work on the *WITC Impact* magazine.

8. Legislative Updates

Time was reserved for legislative updates; however, there were none. *Note: District legislators have an open invitation to attend WITC Board meetings to provide legislative updates.*

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 16, 2019, 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. A Board photo is planned for December.

Note: Board members may add additional items to next month's Board agenda by contacting the Chair before Tuesday, November 26, 2019. 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 ^

- + Good presentation on building project for summer.
- + Congrats to the WITC staff for all you do to recognize our district on a state and national level!
- + Kim Olson and Steve Decker are amazing representatives of our district.
- + Congratulations to our staff on their continued excellence in WITC national recognition.
- + *WITC Impact Magazine* - highlight of students. ☺ Kudos to our Marketing team!
- ^ None

James Beistle moved, seconded by Troy Lambert, to adjourn the meeting at 9:57 a.m.

Respectfully submitted,


Board Secretary

ko

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2020

11/1/19
9:38 15 am

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

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

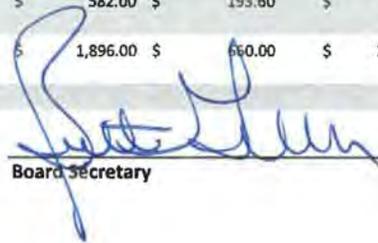
-----ESTIMATED-----

Contract Number	Account Name	Location of Training	On/Off	Contract Revenue	Est.Salary/Fringe	+	Indirect Cost	+	Other Direct Cost Total	=	Full Cost	Difference
Approval Date: July 2019 (1 records)												
720347	Lac Courte Oreilles Heartsaver K12 - 1st aid/Adult & Child CPR & AED	Lac Courte Oreilles Obijwe School	Off	\$ 987.00	\$ 514.80	\$	188.26	\$	75.00	\$	778.06	\$ 208.94
Approval Date: September (4 records)												
720383	Red Cliff Community Health Center Provide 2 CPR for Healthcare recertification classes and 2 CPR for Healthcare Original classes.	Red Cliff Community Health Center	Off	\$ 2,682.00	\$ 1,161.60	\$	424.80	\$	142.40	\$	1,728.80	\$ 953.20
720369	LCO - Birth - 3 Pediatric Medic First Aid class	LCO Headstart	Off	\$ 825.00	\$ 338.80	\$	123.90	\$	74.20	\$	536.90	\$ 288.10
720384	Washburn County Aging Unit ASHI 1st aid/Adult CPR & AED	WITC Shell Lake	Off	\$ 1,124.00	\$ 429.00	\$	156.89	\$	214.00	\$	799.89	\$ 324.11
720372	OMT Express Up to 40 hours of training for 1 participant to receive 40 hours of CDL training. Participant can test for CDL after successful completion of training. Contract price can be adjusted should participant complete training in less than 40 hours. Contract allows 1 attempt at CDL test. Dates and times of training are TBD. Instructor will work with student to create training schedule.	WITC-Ashland Campus	On	\$ 5,261.00	\$ 2,076.80	\$	912.96	\$	450.00	\$	3,439.76	\$ 1,821.24
Approval Date: October (16 records)												
720396	Red Cliff Community Health Center Employees of Red Cliff Early Childhood Education will receive American Safety & Health Institute CPR/AED/First Aid. Upon successful completion, participants will receive documentation.	Red Cliff Community Health Center	Off	\$ 871.00	\$ 387.20	\$	141.60	\$	157.50	\$	686.30	\$ 184.70
720404	Peter Christensen Health Center Up to 7 PCHC staff will receive 8 hours of ACLS renewal training.	Peter Christensen Health Center	Off	\$ 1,309.00	\$ 435.60	\$	159.30	\$	-	\$	594.90	\$ 714.10
720391	Chetek-Weyerhaeuser Area School District Dual Credit classes for Chetek-Weyerhaeuser High School	Chetek-Weyerhaeuser High School	Off	\$ -	\$ -	\$	-	\$	-	\$	-	\$ -
720392	Clayton High School Dual Credit classes for Clayton High School	Clayton High School	Off	\$ -	\$ -	\$	-	\$	-	\$	-	\$ -
720394	Eau Claire Memorial High School Dual Credit classes for Eau Claire Memorial High School	Eau Claire Memorial High School	Off	\$ -	\$ -	\$	-	\$	-	\$	-	\$ -
720393	Cumberland School District Dual Credit classes for Cumberland High School	Cumberland High School	Off	\$ -	\$ -	\$	-	\$	-	\$	-	\$ -
720406	Frederic High School Dual Credit classes for Frederic High School	Frederic High School	Off	\$ -	\$ -	\$	-	\$	-	\$	-	\$ -
720399	Lakeside Foods Inc CPR/AED/First Aid-ASHI for 18 employees at Lakeside Foods	New Richmond	Off	\$ 1,469.00	\$ 514.80	\$	188.26	\$	183.60	\$	886.66	\$ 582.34
720398	Affirm Background Provide ASHI 1st aid Class	Affirm Background	Off	\$ 790.00	\$ 193.60	\$	70.80	\$	154.36	\$	418.76	\$ 371.24
720397	LCO Face Provide Pediatric Medic First aid class	LCO	Off	\$ 723.00	\$ 338.80	\$	123.90	\$	108.00	\$	570.70	\$ 152.30
720395	Eau Claire North High School Dual credit classes for Eau Claire North High School.	Eau Claire North High School	Off	\$ -	\$ -	\$	-	\$	-	\$	-	\$ -

720405	Peter Christensen Health Center Up to 7 PCHC staff members will receive 16 hours of ACLS Recognition training.	Peter Christensen Health Center	Off	\$ 2,618.00	\$ 871.20	\$ 318.60	\$ -	\$ 1,189.80	\$ 1,428.20
720226	CN Bulk Material Service Docks One employee of CN Railroad will be tested for Mechanical Ability. Results will be provided to CNRR.	WITC Superior	On	\$ 200.00	\$ 48.40	\$ 21.28	\$ -	\$ 69.68	\$ 130.32
720403	LCO HEALTH CARE CENTER Provide 2 CPR for Healthcare recertification classes for employees	LCO	Off	\$ 794.00	\$ 387.20	\$ 141.60	\$ 58.58	\$ 587.38	\$ 206.62
720401	Interventional Pain Spcist-WI CPR for Healthcare recertification.	Rice Lake	Off	\$ 582.00	\$ 193.60	\$ 70.80	\$ -	\$ 264.40	\$ 317.60
720407	Duluth Lakeview Christian Academy Heartsaver K12 Adult/Child CPR & AED and 1st aid.	LCO	Off	\$ 1,896.00	\$ 660.00	\$ 241.36	\$ 205.04	\$ 1,106.40	\$ 789.60

Grand Totals (21 records)

*Indicates an amended contract



 Board Secretary

11-18-19

 Date

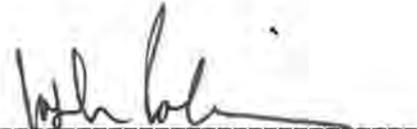
RESOLUTION #20-05

**PETITION TO THE WISCONSIN TECHNICAL COLLEGE SYSTEM
BOARD
REQUESTING APPROVAL FOR THE REMODELING
AT THE WITC-SUPERIOR CAMPUS**

WHEREAS, the Wisconsin Indianhead Technical College Board has heard reports detailing the remodeling plans at the WITC-Superior Campus.

NOW, THEREFORE, BE IT RESOLVED that the Wisconsin Indianhead Technical College Board goes on record petitioning the Wisconsin Technical College System Board to allow the district Board to enter into a building project to provide the remodeling at the WITC-Superior Campus.

Adopted and approved this 18th day of November 2019.



District Board Chairperson

ATTEST:



District Board Secretary

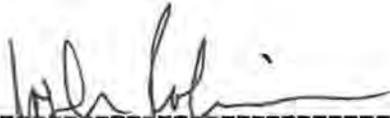
RESOLUTION #20-06

**PETITION TO THE WISCONSIN TECHNICAL COLLEGE SYSTEM
BOARD
REQUESTING APPROVAL FOR THE ADDITION
AT THE WITC-NEW RICHMOND CAMPUS**

WHEREAS, the Wisconsin Indianhead Technical College Board has heard reports detailing the addition plans at the WITC-New Richmond Campus.

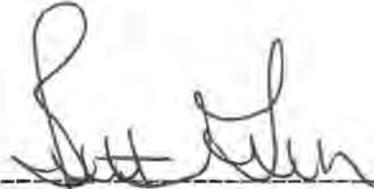
NOW, THEREFORE, BE IT RESOLVED that the Wisconsin Indianhead Technical College Board goes on record petitioning the Wisconsin Technical College System Board to allow the district Board to enter into a building project to provide the addition at the WITC-New Richmond Campus.

Adopted and approved this 18th day of November 2019.



District Board Chairperson

ATTEST:



District Board Secretary