

Wisconsin Indianhead Technical College
Board Proceedings
December 21, 2020

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, December 21, 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 8:34 a.m. with the following Board members present at the WITC-Administrative Office in Shell Lake: James Beistle, Carol De Young, Janelle Gruetzmacher, and Josh Robinson. Andy Albarado, Chris Fitzgerald, Brett Gerber, and Troy Lambert joined the meeting via BlueJeans technology. *Note: Lori Laberee was present at the WITC-Administrative Office in Shell Lake at 8:40 a.m.*

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. Anita Hacker and Jena Vogtman joined the meeting via BlueJeans technology during a portion of the meeting. Rob Ganschow of Wipfli, LLP, was also present via BlueJeans technology during a portion of this meeting.

OPEN MEETING STATEMENT

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The December 21, 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 December 18, 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 Janelle Gruetzmacher, to approve the agenda and authorize the use of electronic signatures for all Board documents. Upon a unanimous vote of all members present, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT

Chair Robinson recognized Anita Hacker and Rob Ganschow. The Audience Recognition Board policy (II.L.) was included in the Board book as a reference.

MEETING MINUTES

1. Approval of the November 16, 2020, Regular Meeting Minutes

Chris Fitzgerald 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 November 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.

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

1. Personnel:
 - A. **New Hire:** Kristen Naumann, Human Resources Technician; Support and Technical Personnel; \$16.90/hour, Shell Lake, effective December 14, 2020.
 - B. **Resignation:** Jennifer Augustine, Associate Dean, Nursing; Ashland, effective January 15, 2021.
 - C. **Resignation:** Nancy Cerritos, Dean, Academic Programs; New Richmond, effective June 30, 2021.
 - D. **Resignation:** Scott Horsman, Ag Power and Equipment Technician Instructor; New Richmond, effective June 30, 2021.
 - E. **Resignation:** Christine Matt, Associate Degree Nursing Instructor; New Richmond, effective June 30, 2021.
 - F. **Resignation:** Jeri Sylvester, Associate Degree Nursing Instructor; Superior, effective January 8, 2021.

There were a total of 63 years of service from those who resigned (will retire/leave the College); Ms. Augustine served 2 years, Ms. Cerritos served 19 years, Mr. Horsman served 21 years, Ms. Matt served 15 years, and Ms. Sylvester served 6 years. The Board expressed its appreciation for this service to the College.

2. Contracts

The contract listing was approved (see attached).
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 255361 through 255725 and electronic transfer payments totaling \$3,956,404.40 were approved.
5. Bids/Purchases
 - A. **Paving Change Order – Rice Lake:** The Board gave approval of Change Order 1 by HSR Architects in the total amount of \$11,216 for Project #19023-3 at the Rice Lake Campus. This change order included additional electrical work, patching of adjacent lot, and additional excavation work.

OTHER ITEMS REQUIRING BOARD ACTION

Lori Laberee arrived at 8:40 a.m.

1. Approval of Annual Financial Audit Report

The annual financial audit report for year ending June 30, 2020, was presented virtually by Rob Ganschow of Wipfli, LLP, via a PowerPoint. The report was provided and included the following items requiring Board approval: General Audit and Letter of Necessary Disclosures. Mr. Decker noted that the single audit component was pulled out of the report because the auditors haven't received the Cares Act compliance procedures. That piece will be brought back to the Board.

Janelle Gruetzmacher moved, seconded by Carol De Young, to approve the annual financial audit report as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

Mr. Decker gave kudos to Ms. Hacker for her work on the audit report. Mr. Ganschow thanked Ms. Hacker, her staff, and the Financial Aid Office staff for their work on the audit report. Chair Robinson thanked Mr. Decker, Ms. Hacker, and Mr. Ganschow for their work on the audit report.

2. Approval of Resolution 21-06, Petition to the Wisconsin Technical College System Board Requesting Approval for the Remodeling at the WITC-Shell Lake Campus
Resolution 21-06 was provided for the Board's review (attached). Administration requested Board approval to submit a Request for Approval to the WTCS Board for the Health Education Center – Student Instruction and Simulation Area at the WITC-Shell Lake Campus.

President Will provided some background information on this project. The centralized Health Education Center in Shell Lake will be utilized by students attending multiple health programs from WITC's four campuses and where clinical experiences can be achieved.

Mr. Decker presented the details of this project in a PowerPoint. The project will include a renovation to the President's Office staff area, Business Services staff area, Human Resources staff area, Institutional Effectiveness staff area, Academic Affairs staff area, and Student Affairs/Financial Aid staff area. The remodel will affect 9,930 total interior square footage. The remodel will also include new finishes and lighting, the replacement of current single pane 30+ year old windows and upgrades to energy-efficient windows, the addition of a fire protection sprinkling system, and right sizing overall space layout.

The next step requires WTCS Board approval per Wisconsin statutes. The WITC Board is authorized to act on bids after the WTCS Board acts on the Request for Approval. The WITC Health Education Center would be open beginning in the spring of 2022. Staff at the Administrative Office will work remotely or be relocated to another campus.

Troy Lambert moved, seconded by Lori Laberee, to approve the Resolution 21-06, Petition to the Wisconsin Technical College System Board Requesting Approval for the Remodeling at the WITC-Shell Lake Campus as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

3. Approval of Resolution 21-07, Petition to the Wisconsin Technical College System Board Requesting Approval for the Remodeling at the WITC-Shell Lake Campus
Resolution 21-07 was provided for the Board's review (attached). Administration requested Board approval to submit a Request for Approval to the WTCS Board for the Community Access and Faculty Support Area at the WITC-Shell Lake Campus. Mr. Decker presented details in a PowerPoint related to this project. The project will include a renovation to the Board Conference Rooms, General Conference Rooms, IT Office spaces, Duplication Center, and Staff Lounge. The renovation will affect 4,750 total interior square footage and 24,520 total exterior square footage. The remodel will include new interior and exterior finishes and lighting, replacement of an outdated furnace, replacing current single pane 30+ year old windows and upgrading to energy-efficient windows, the addition of a fire sprinkling system, and right sizing overall space layout to convert to new upgraded faculty support areas and community access spaces. Additionally, the existing roof will be replaced as well as the upper-level parking area. The next step requires WTCS Board approval per Wisconsin statutes. The WITC Board is authorized to act on bids after the WTCS Board acts on the Request for Approval.

Andy Albarado moved, seconded by Carol De Young, to approve the Resolution 21-07, Petition to the Wisconsin Technical College System Board Requesting Approval for the Remodeling at the WITC-Shell Lake Campus as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

Time was reserved for Board members to report on any meetings they attended. Mr. Beistle and Mr. Robinson attended the virtual District Boards Association (DBA) External Partnership meeting. Ms. Laberee attended the DBA Internal Partnership meeting. Both meetings covered plans for the legislative visits.

Mr. Beistle attended three virtual ACCT Pell Grant sessions.

Mr. Robinson attended a free virtual ACCT Parliamentary Procedures session. Ms. Olson posted the ACCT PowerPoint in the Board Only Resources for the Board and will also e-mail it to the Board.

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.

B. District Boards Association Legislative Visits

Time was reserved for President Will to discuss the plans for legislative visits in 2021. A *WTCS Tech College Effect* flyer was provided. President Will requested that Board members notify him or Ms. Olson if they are interested in participating in virtual meetings with legislators. President Will would like to have an organizational meeting with interested Board members to review talking points before having Ms. Olson schedule the legislative visits.

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.

B. **Program Advisory Committee Information Update**

President Will informed the Board that throughout the year WITC will collaborate with 69 advisory committees representing all associate degree, diploma, and certificate programs, as well as Federal project service areas. There are 824 advisory committee members representing business and industry, public service agencies, and other educational institutions who meet with our staff.

C. **Assurance of Compliance-Civil Rights Certificate Update**

Time was reserved for President Will to update the Board on the annual required submission of the Assurance of Compliance – Civil Rights Certificate. The updated Certificate replaces all Assurance of Compliance Certificates previously submitted to the Office of Civil Rights by the District in the past.

D. **Strategic Planning Update**

President Will reviewed the summary of the Strengths, Weaknesses, Opportunities, and Threats (SWOT) survey completed after the November Board meeting. Administration will organize a subsequent analysis that matches these variables to one another to guide the next set of decisions for the 2021-23 Strategic Plan.

E. **University Transfer Degree Approval**

The University of Wisconsin System's Board of Regents approved the Associate of Arts and Associate of Science degrees at their December 10th meeting. This followed approval by the Board of Trustees and the Wisconsin Technical College System Board. These degrees will be offered starting next fall in partnership with UW-Superior and will extend

access to higher education throughout the region. WITC joins Madison, Milwaukee, Nicolet, Western, and Chippewa Valley to become the 6th technical college in Wisconsin to offer these or similar degrees.

Ms. Laberee congratulated President Will.

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. Mileage Rate Update

An update was provided on the College's reimbursable mileage rate at the meeting if available. The IRS released the 2021 mileage rate of \$0.56 per mile after the meeting. The mileage rate in 2020 was \$0.575 per mile. The Board's electronic expense forms will be updated in the Board Only Resources folder on the WITC Connection by the January 1, 2021, effective date.

7. WITC Board Appointment Update

Administration provided information on the 2021 Wisconsin Indianhead Technical College Board Appointment process. Wisconsin Statute §38.08(1)(a)1 states that a District Board shall administer the district and shall be composed of **nine (9)** members who are *residents of the district*, including;

- two (2) employers
- two (2) employees
- three (3) additional members
- one (1) school district administrator (SDA), as defined under §115.001(8)
- one (1) elected official who holds a state or local office, as defined in §5.02

In accordance with the WITC Plan of Representation, no region will have less than one (1) member and no more than four (4) members on the district Board. The WITC Plan of Representation was provided and included a district map as well as population estimates.

The Board Appointment Committee consists of the County Board Chairs who represent the 11 counties in WITC's district. St. Croix County Board Chair, David Peterson, is designated as the new chair of the WITC Board Appointment Committee since St. Croix County has the largest population in the 11-county WITC district [Wisconsin Statutes §38.10(2)(b)]. The committee is required to give equal consideration to the general population distribution within the district and the distribution of women and minorities within the district. According to the Wisconsin Technical College System, this has been interpreted to mean the following:

- a) **Male/Female Representation** – members of each gender (male/female) must hold at least **three (3)** positions on the district Board. *Note: The Board Appointment Committee will be seeking to appoint at least one (1) qualified female to the WITC Board.*
- b) **Minority Representation** – must reflect the distribution of minorities within a district. While all districts are encouraged to have minority representation on their District Boards, if the total percentage of minorities within the district exceeds 6.5%, at least one (1) minority must hold a position on the District Board. *Note: WITC's most recent estimated minority population is 8.4% and has one (1) qualified minority representative currently serving on the Board.*

As shown in the Board Composition Chart below, there will be three (3) open Board positions as the terms for Board members holding those positions will expire on June 30, 2021 [see asterisks (*) in the chart below]. The spring 2021 Board openings are for 3-year terms beginning July 1, 2021 - June 30, 2024. Incumbents may reapply, if qualifications haven't changed since taking the Oath of Office.

The Board Appointment hearing/committee meeting date has been scheduled on Thursday, March 18, 2021, at 2 p.m., at the WITC-Administrative Office in Shell Lake. Through a special waiver this year (due to COVID-19), candidates and committee members are allowed to join the meeting via a telephone conference as a safety precaution. The application deadline is 4 p.m. on Thursday, February 11, 2021. This information will be updated on the WITC Board Appointment web page. Ms. Olson will send the incumbents an application packet.

The college President asked if any member of the Board needed to end his/her term early so that administration can include all open Board positions in the spring 2021 Board Appointment process to avoid a second Board Appointment hearing.

Current 2020-2021 Board Composition Chart

No.	Region that Board member lives	Categories *	Members	Gender	Term Expires
1.	Region 1: Ashland, Bayfield, Douglas, and Iron	Additional	Lorraine Laberee	Female	2023
2.	Region 1: Ashland, Bayfield, Douglas, and Iron	Employee *	Troy Lambert	Male	2021
3.	Region 2: Barron, Rusk, and Sawyer	Additional	Andrew Albarado	Male	2022
4.	Region 2: Barron, Rusk, and Sawyer	Elected Official	Chris Fitzgerald	Male	2023
5.	Region 2: Barron, Rusk, and Sawyer	Employee	Janelle Gruetzmacher	Female	2022
6.	Region 2: Barron, Rusk, and Sawyer	Employer	Brett Gerber	Male	2022
7.	Region 3: Burnett, Polk, and Washburn	Additional	James Beistle	Male	2023
8.	Region 3: Burnett, Polk, and Washburn	School District Administrator *	Josh Robinson	Male	2021
9.	Region 4: St. Croix	Employer *	Carol De Young	Female	2021

8. Student Updates and News

Time was reserved for the following updates:

A. **WITC Offering Free Tuition Toward Dementia Care Certificate**

WITC is on a mission to get more people involved in dementia care to help the region's aging population by offering free tuition for their dementia care pathway certificate. WITC's Gerontology - Aging Services Professional program and the Northwest Wisconsin Area Health Education Center are partnering to offer free tuition and books toward the dementia care program at WITC to 12 practicing professionals who work in WITC's 11-county region. WITC received 83 applications and an additional 10 inquiries from people who could not qualify for the scholarship, but were interested in participating in the certificate program (a *WDIO* reference was provided).

B. WITC Announces 2020-21 Campus Ambassadors

The Wisconsin Technical College Ambassador program recognizes William Thompson, Tammy Williams-Starzinsky, Jon-Michael Fritsche, and Alexa Robinson (a *WITC* reference was provided).

President Will would like the Board to complete a rubric in February to select the ambassador who will represent WITC at the WTCS recognition event in Madison. Administration would handle the communication to the ambassadors after the WITC Board meeting. In the past, local staff determined which ambassador would go to Madison on a campus-rotation basis.

C. Become an EMT for Free

The Town of Morse is offering free tuition to Morse residents who successfully complete the full EMR/EMT program at WITC and pass the National Registry test. All Morse EMR/EMT graduates who apply with the Mellen Ambulance Service and serve a minimum of two years will also receive a \$500 stipend plus their normal wage as incentive to fulfill their two-year commitment (a *WITC* reference was provided).

D. WITC Grads Earn DAISY Award

The Memorial Medical Center announced two WITC graduates, Christine Benedict and Patricia Miller, who received the 2020 DAISY Awards. The DAISY Award is an international program to honor the superhuman work nurses do for their patients and families every day, and they're nominated by their own patients (a *Memorial Medical Center* reference was provided).

9. Capital Equipment Purchases

A. Condensing Unit – New Richmond: A purchase was made of a 40-ton condensing unit package in the total amount of \$77,771 from Certified, Inc. in Altoona, WI, under ITB 21-97800-CW-ACUNIT. The price included installation and rigging and will replace a failing and outdated unit at the New Richmond Campus.

B. Allen Bradley Components – New Richmond: A purchase was made of a components required to upgrade current auto packaging Programmable Logic trainers in the total amount of \$48,869 from Werner Electric Ventures in Cottage Grove, MN, under ITB 21-45400-NR-ABCOMPOENTS. The trainers will be used in the Automated Packaging program at the New Richmond Campus.

INFORMATION REPORT

1. Marketing Initiatives Report

Associate Vice President of Marketing and Communications and Superior Campus Administrator Jena Vogtman was scheduled to give a brief update on new marketing initiatives, strategies, and projects since the start of the pandemic. However, due to time constraints, President Will provided a brief summary of the presentation. A PowerPoint was provided.

Lori Laberee moved, seconded by James Beistle, to accept the Marketing Initiatives 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, January 18, 2021, beginning 8:30 a.m., at the WITC-Administrative Office in Shell Lake.

2. The Board meeting schedule was provided for the Board's information.

3. 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 Wednesday, December 30, 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 ^

- + Good audit report
- + Merry Christmas and a Happy New Year to all
- + Wipfli presentation
- + Thank you Anita
- + Financial audit information was well prepared. Thank you Steve, Anita, etc.
- + Shell Lake remodel plan looks great and better use of space
- + Kudos Steve and Anita on audit report
- + Administrative Office remodel for simulation plan
- + University partnership with WITC agreement
- + Daisy Award winners - Benedict and Miller
- + Marketing Report - impressive work
- ^ Suggestion - please wear mask even when speaking. I know and understand this is cumbersome; however, with more in the Board room it feels like the right thing to do.

James Beistle moved, seconded by Carol De Young, to adjourn the meeting at 10:08 a.m.

Respectfully submitted,



Board Secretary

ko

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2021

12/1/20
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 Totat	=	Full Cost	Difference
Approval Date: October 2020 (1 records)												
721377	ABC 123 Daycare Up to 10 employees of ABC123 Daycare will receive Adult & Pediatric CPR Heartsaver renewal training. Upon successful completion, participants will receive documentation.	Off Campus	Off	\$ 663.00	\$ 193.60	\$	70.68	\$	209.00	\$	473.28	\$ 189.72
Approval Date: November (6 records)												
721383	Northlakes Community Clinic CPR for Healthcare Provider(AHA) and Renewals for up to 32 students. (8 students per class= 16 for full class and 16 for recertification)	WITC Ashland	Off	\$ 3,940.00	\$ 1,161.60	\$	424.10	\$	512.00	\$	2,097.70	\$ 1,842.30
721379	Washburn County Sheriff's Dept This training is a night shoot for a handgun and rifle for up to 15 officers.	Spoooner	Off	\$ 345.00	\$ 544.50	\$	198.80	\$	-	\$	743.30	\$ (398.30)
721378	Russ Davis Wholesale CDL hands-on driving for 1 student. Each student will have 45 hours of drive time. If the student does not utilize all 45 hours we will adjust the contract to reflect the total amount of hours. Also included in the contract is the first initial test for each driver. If the driver does not pass on the first try the employee is responsible for covering the next test	Hammond	Off	\$ 3,850.00	\$ 1,881.00	\$	686.75	\$	250.00	\$	2,817.75	\$ 1,032.25
721382	Rice Lake Police Dept DAAT Refresher training for 18 officers.	Rice Lake	Off	\$ 477.00	\$ 752.40	\$	274.70	\$	-	\$	1,027.10	\$ (550.10)
721380	Superior Refining Company LLC Offer 2 EMR 24 hour Refresher classes including CPR renewal and WMD for 25 employees(12-13 per class). When students successfully complete they will receive a course completion certificate including CPR and WMD these courses will be taught in 2 - 12 hour sessions. Training will take place in the fire hall at the Superior Refinery	Off Campus	Off	\$ 6,900.00	\$ 2,323.20	\$	848.20	\$	138.00	\$	3,309.40	\$ 3,590.60
721381	Bad River Health & Wellness CPR for Healthcare Renewal - Two separate courses with 8 students each.	Off Campus	Off	\$ 749.00	\$ 387.20	\$	141.37	\$	64.00	\$	592.57	\$ 156.43
Grand Totals (7 records)												

*indicates an amended contract


Board Secretary

12-21-20
Date

RESOLUTION #21-06

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

WHEREAS, the Wisconsin Indianhead Technical College Board has heard reports detailing the remodeling plans for the Health Education Center - Student Instruction & Simulation Area at the WITC-Shell Lake 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-Shell Lake Campus.

Adopted and approved this 21st day of December 2020.



District Board Chairperson

ATTEST:



District Board Secretary

RESOLUTION #21-07

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

WHEREAS, the Wisconsin Indianhead Technical College Board has heard reports detailing the remodeling plans for Community Access and Faculty Support Area at the WITC-Shell Lake Campus.

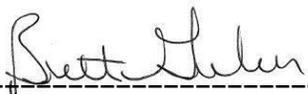
NOW, THEREFORE, BE IT RESOLVED that the Wisconsin Indianhead Technical College Board goes on record petitioning the Wisconsin Technical College System Board to allow the district Board to enter into a building project to provide the remodeling at the WITC-Shell Lake Campus.

Adopted and approved this 21st day of December 2020.



District Board Chairperson

ATTEST:



District Board Secretary