

Wisconsin Indianhead Technical College  
Board Proceedings  
July 9, 2018

The annual organizational meeting of the Wisconsin Indianhead Technical College Board was held on Monday, July 9, 2018, at 8:30 a.m., at the WITC-Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, WI 54871.

**CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM**

Chairperson, Troy Lambert, called the meeting to order at 8:31 a.m. with the following Board members present: Andy Albarado, James Beistle, Lara Frasier, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, Troy Lambert, and Josh Robinson.

*Note: Chris Fitzgerald provided notice that he would not be in attendance at this meeting.*

The following WITC employees were in attendance during the meeting: Steve Decker, Kim Olson, and John Will. Becka Cusick was present for a portion of this meeting.

**OPEN MEETING**

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The July 9, 2018, organizational 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 July 6, 2018, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

**APPROVAL OF AGENDA**

Chairperson Lambert reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology. Janelle Gruetzmacher moved, seconded by Andy Albarado, 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.

**BOARD ORGANIZATION**

1. Oath of Office: Troy Lambert and Josh Robinson

The Oath of Office was administered by Secretary Gerber to Board members Troy Lambert and Josh Robinson by having them read the Oath of Office statement at the meeting. The Oath of Office statements were signed and notarized by Rebecca Cusick to be filed with the district secretary.

2. Election of Officers

In accordance with Wisconsin Statute §38.08 (3) states that the district Board shall hold its annual organizational meeting on the 2<sup>nd</sup> Monday in July at which time it shall elect from among its members a chairperson, vice chairperson, secretary, and treasurer.

It was noted that no person may serve as a Chairperson for more than 2 successive annual terms, per Wisconsin Statute §38.08 (3). All officers, except the Chair, may serve multiple consecutive terms of office.

The following WITC Board officers served in 2017-2018:

- a. Chair – Troy Lambert (served the past year in this position)
- b. Vice Chair – Josh Robinson (served the past year in this position)
- c. Secretary – Brett Gerber (served the past three years in this position)
- d. Treasurer – Janelle Gruetzmacher (served the past year in this position)

James Beistle moved, seconded by Andy Albarado, to suspend the rules and nominate the current Board member officers to continue for another year in their officer roles. Upon a unanimous vote of all members present, motion carried (8-0).

If a vacancy occurs in any of the District Board officer positions after the annual organizational meeting, the District Board may elect an officer to fill the vacancy at any subsequent district Board meeting. The Board Officers policy (II.E.) was provided for the Board's information.

*The Executive Assistant will communicate the 2018-2019 WITC Board officer information to the District Boards Association and all College staff following the meeting. The Executive Assistant will also ensure that the Board Chair's WITC telephone extension (2755) and all WITC Board e-mail addresses are included on the Board of Trustee's Web page and Staff Directory.*

3. Selection of Regular and Board Forward Meeting Dates

The Board's regular meeting date and start time for the 2017-2018 school year were primarily scheduled on the third Monday of the month beginning at 8:30 a.m. Time was reserved for the Board to discuss if it would like to continue with the same schedule and meeting time for 2018-2019.

A draft 2018-2019 Board Meeting Schedule was provided at the June meeting with tentative dates for the third Monday of the month for most meetings, beginning at 8:30 a.m., with the following exceptions for the Board's consideration:

- In November, it was recommended that the regular Board meeting and Board Forward meeting be scheduled the second Monday of the month.
- In February, it was recommended that the regular Board meeting be scheduled on the fourth Monday of the month.
- In July, the Board's organizational meeting is scheduled on the second Monday of the month per Wisconsin Statute §38.08(3).

In addition, time was reserved for the Board to confirm meeting locations for all 2018-2019 Board meetings so that administration can plan accordingly. Campus locations were aligned with WITC staff presentations on the 2018-2019 Monitoring Schedule. Campus meeting rooms were confirmed to be available for the recommended campus locations on the draft schedule.

Lori Laberee moved, seconded by Josh Robinson, to approve the 2018-2019 Board Meeting Schedule as presented. Upon a unanimous vote of all members present, motion carried.

*The Executive Assistant will communicate the 2018-2019 Board meeting schedule with the District Boards Association and all College staff following the meeting. The Board's next meeting is scheduled on August 20, 2018, beginning at 8:30 a.m., at the WITC Administrative Office in Shell Lake.*

4. Appointment to WITC Foundation Board of Directors

Time was reserved for the WITC Board Chair to appoint a liaison to the WITC Foundation Board of Directors. The WITC Foundation is governed by a 13-member Board of Directors comprised of three representatives from each of the four campus areas plus a liaison from the WITC Board of Trustees. The primary responsibility of the WITC Board liaison is to represent the Board of Trustees' perspective on the Foundation Board. The Foundation Board meets in the fall and spring of each year to establish Foundation policy and conduct business. There is no limit to the number of terms that can be served on the WITC Foundation Board of Directors.

It was noted that Josh Robinson served on the WITC Foundation Board of Directors for the past year.

Brett Gerber moved, seconded by Lori Laberee, to nominate Josh Robinson as the WITC Foundation Board liaison for 2018-2019. Upon a unanimous vote of all members present, motion carried.

*The Executive Assistant will communicate the WITC Foundation Board of Directors liaison to all College staff following the meeting.*

5. Approval of Official Newspaper of Record Selection

Annually the Board approves the "newspaper of record" for the College. There are 28 newspapers in the WITC District that are certified by the state to publish statutorily required legal notices. However, of those 28 newspapers, 26 of them publish their notices one (1) day per week. The *Superior Telegram* publishes two (2) days per week (Tuesday and Friday), and the *Ashland Daily Press* publishes five (5) days per week (Monday, Wednesday, Thursday, Friday, and Saturday).

Therefore, based on the higher number of publishing days, administration recommended Board approval to establish the *Ashland Daily Press* as their "newspaper of record" for fiscal year 2019. Information on the costs for Class 1 – 8 point legal notices and non-legal advertising from the *Ashland Daily Press* was included in the Board book. There was no change in the costs for fiscal year 2019.

Andy Albarado moved, seconded by Janelle Gruetzmacher, to establish the *Ashland Daily Press* as the College's official newspaper of record for 2018-2019 as presented. Upon a unanimous vote of all members present, motion carried.

*The Executive Assistant will communicate the Board's approval of the "newspaper of record" to all College staff and the newspaper following the meeting.*

6. Approval of Board Monitoring Schedule for Fiscal Year 2019

Time was reserved for final approval of the *2018-2019 WITC Board Monitoring Schedule*. Recommended updates were provided since April.

Lori Laberee moved, seconded by Brett Gerber, to approve the 2018-2019 WITC Board Monitoring Schedule as presented. Upon a unanimous vote of all members present, motion carried.

Time was also reserved to establish a date and time for a potential Board Member Orientation for new Board members. The month of September is tentatively scheduled on the Monitoring Schedule for the orientation; however, since there were no applicants for the Employer position presenting St. Croix County as of July 9, the date was not yet determined. The Executive Assistant will update and prepare the orientation materials that were provided last year.

7. Request for Board Organizational Meeting Appointments to the District Boards Association Positions – Standing Committees

The District Boards Association (DBA) requested that all districts review and assign their members to the association's standing committees. WITC Board members may volunteer to serve on a DBA committee. A District Boards Association Standing Committees packet was provided for the Board's information.

There are four (4) DBA committees that will need WITC representation as follows:

- 1) **Awards Committee** - One (1) representative from each technical college is needed (Ms. Frasier was the representative for WITC in 2017-2018). Chair Lambert appointed Mr. Albarado to serve on this committee.
- 2) **Bylaws, Policies and Procedures Committee** - One (1) representative from each technical college is needed (Mr. Gerber was the representative for WITC in 2017-2018). There was no change.
- 3) **Internal Best Practices Committee** - Up to four (4) representatives are needed from each technical college (Mr. Fitzgerald, Mr. Gerber, Ms. Laberee, and Mr. Lambert were the representatives for WITC in 2017-2018). There was no change.
- 4) **External Partnerships Committee** - Up to four (4) representatives are needed from each technical college (Mr. Albarado, Mr. Beistle, Mr. Fitzgerald, Ms. Gruetzmacher, and Mr. Robinson were the representatives for WITC in 2017-2018). Mr. Albarado removed himself from this committee.

*The Executive Assistant will provide the District Boards Association Office with the 2018-2019 WITC Board Representatives list (officers and DBA committee representatives) and the 2018-2019 WITC Board Meeting Schedule following this organizational meeting. The Executive Assistant will also revise the Board's Contact listing and post it in the "Board Resources Only" folder.*

#### **MEETING MINUTES**

##### **1. Approval of the June 18, 2018, Regular Meeting Minutes**

Lori Laberee moved, seconded by Janelle Gruetzmacher, to approve the meeting minutes as printed. Upon a roll-call vote of all members present, motion carried (8-0). The signed contract listings and resolutions from the June meeting were attached to the official minutes.

#### **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.

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

##### **1. Personnel:**

- A. **New Hire:** Stephanie Fostvedt-Smith, Veteran Student Advocate (limited term); Manager; annual salary \$46,920; Rice Lake; effective July 1, 2018.
- B. **New Hire:** Tamara Haupt, Administrative Specialist/Supervisor; Manager; annual salary \$43,183; New Richmond; effective July 1, 2018. *Note: Ms. Haupt is currently Learning Resource Center Technician at the New Richmond Campus.*
- C. **New Hire:** Joshua Lee, Marketing and Public Relations Associate; Support and Technical Personnel; \$16.49/hour; Superior; effective July 23, 2018.
- D. **New Hire:** Michelle Marshall, Campus Business Office Technician; Support and Technical Personnel; \$16.49/hour; New Richmond; effective July 1, 2018.
- E. **New Hire:** Brian Parenteau, Industrial Maintenance Technician Instructor; Faculty; annual salary \$56,665; Superior; effective July 1, 2018.
- F. **New Hire:** Mary Rang, Student Services Assistant; Support and Technical Personnel; \$16.30/hour; New Richmond; effective July 1, 2018.
- G. **Resignation:** Tamara Haupt, Learning Resource Center Technician; New Richmond, effective June 30, 2018.
- H. **Resignation:** Russell Hulback, Maintenance Custodian; Rice Lake, effective January 1, 2019.

*President Will noted that Mr. Hulback served 37 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 237040 through 237581 and electronic transfer payments totaling \$6,267,693.67 were approved.
5. Bids/Purchases
  - A. **Remodeling Change Order - New Richmond:** The Board gave approval of Change Order 1 & 2 by HSR Architects in the total credit amount of \$369,834.55 for Project #17063-3&4 at the New Richmond Campus. The change order included credit for direct-owner purchased materials, additional electrical work, and the addition of HVAC control work. A financial summary was also provided.
6. Out-of-State Tuition Remission Report  
In accordance with Wisconsin Technical College System Board Administrative Bulletin, AB 04-02, Remission of Out-of-State Tuition - Needy and Worthy, staff with delegated authority shall annually report remission activity for the academic year (by July 15). The report shall include the number of individuals for whom tuition was remitted, the total credits remitted, the financial impact of the actual remissions and the percentage of total actual credits (net of Community Services), which were remitted for academic year.

The Out-of-State Tuition Remission Report was submitted for the entire 2017-2018 academic year. The Board was informed that WITC submitted zero (0) students for the 2017-2018 academic year.

#### **OTHER ITEMS REQUIRING BOARD ACTION**

1. Requesting Approval of the Three-Year Facilities Plan  
Administration recommended approval of the WITC Three-Year Facilities Plan for FY19-FY21. State administrative procedures require districts to submit a three-year facilities plan to the system office to include building repairs, remodeling, and new construction. The included plan summarized the remodeling and new construction proposed in WITC's three-year plan.  
  
Lori Laberee moved, seconded by Janelle Gruetzmacher, to approve the Three-Year Facilities Plan as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0). Ms. Laberee complimented administration on this process and for managing the system.

#### **CORRESPONDENCE AND INFORMATION**

1. Meeting Information Sharing  
Time was reserved for Board members to report on any meetings they attended.
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. It was 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.

If another Board member would like to attend, Mr. Beistle noted that he is willing to give up his spot. Mr. Beistle serves as WITC's voting delegate and plans to respond to a letter from ACCT about serving on the ACCT election committee.

3. President's Updates:

A. **Upcoming Events Schedule**

President Will shared upcoming event information located on the WITC website. He noted the August 3 Nemadji golfing event was canceled. On July 2, President Will attended a ribbon-cutting event in Rice Lake. UW-Barron County has officially been renamed the University of Wisconsin-Eau Claire – Barron County.

B. **Enrollment Update**

President Will provided a brief update on the most recent information related to the College's enrollment. An Enrollment Funnel Report was provided for the Board's information. President Will answered questions from the Board.

4. Legislative Updates

Time was reserved for legislative updates; however, there were none.

5. Discrimination/Harassment Complaints Annual Report

In accordance with Administrative Procedures G-113A and J-121A, Discrimination/Harassment Compliance/Sexual Assault, administration is required to report to the Board of Trustees formal complaints related to discrimination, harassment, sexual harassment, and sexual assault. For fiscal year 2018, there were 3 student complaints filed, 1 employee complaint filed, 0 applicant complaints filed, and 0 formal grievance complaints filed. Investigation resulted in 1 finding of a violation of the College's anti-discrimination/harassment policies.

6. WITC Board Appointment Update

Time was reserved to update the Board on the number of applications received for the Employer/St. Croix County Board positions for the August 9, 2018, Board Appointment hearing/committee meeting. As of July 9, no applications have been received. Administration will wait to see if any applications come in this week with a July 6 postmarked date. Ms. Olson noted that if there are no applications, the Board Appointment hearing will be rescheduled for early October and materials submitted for the November WTCS State Board meeting.

7. Student Updates and News

A. **WITC Launches Pharmacy Technician Program**

WITC is now accepting students for the new Pharmacy Technician program for the fall 2018 semester. The two-semester program is offered in the evenings at the New Richmond and Superior campuses. A *Superior Telegram* article was provided.

B. **WITC Launches Nonprofit Leadership Program**

WITC-Rice Lake is now accepting students for a new Nonprofit Leadership program for the fall 2018-19 semester. This associate degree program is also offered at WITC's Ashland, New Richmond, and Superior campuses and fully online. Classes for the fall semester start on Aug. 27, 2018. A *Chetek Alert* article was provided.

C. **Deputy-Worn Cameras Coming to St. Croix Sheriff's Office**

The St. Croix County Sheriff's Office found the right body cameras for their office, now they just needed the right apparatus to hold them in place. Lt. Brent Standaert devised a magnetic apparatus that secures the cameras to uniforms by mounting a metal plate to the back of a standard cellphone holder. The department then enlisted the help of WITC's welding shop to fabricate the plates. Once the plates were ready, WITC Criminal Justice students came to the sheriff's office to mount the plates to the cases that carry the cameras. A *Hudson Star-Observer* article was provided.

- D. **New Richmond Walk Raises Awareness for World Elder Abuse Awareness Day**  
Gerontology - Aging Services Professional students, in partnership with St. Croix County Adult Protection, organized a walk to create awareness of elder abuse. A *New Richmond News* article was provided.
- E. **WITC Course Offers New Options to Inmates**  
With applause, handshakes, and more than a few smiles, 14 inmates from the Gordon Correctional Center graduated from WITC's Gas Metal Arc Welding program. This is the first program that has been offered to current inmates. A *Superior Telegram* article was provided.
- F. **New Training Program will Alleviate Truck Driver Shortage in Region**  
WITC is now offering a 10-week Truck Driving diploma that will prepare students to obtain their Class A and B Commercial Driver's License. An *Ashland Daily Press* article was provided.

**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, August 20 2018, beginning 8:30 a.m., at the WITC-Administrative Office in Shell Lake.
- 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, August 20, 2018, were listed on the Board's Monitoring Schedule. Additional agenda items for this meeting were discussed.

*Note: Board members may add additional items to next month's Board agenda by contacting the Chair before Thursday, August 2, 2018. This request does not obligate the Chair to include these items on the agenda. The Chair will notify administration of agenda items before the Board book is prepared and copied.*

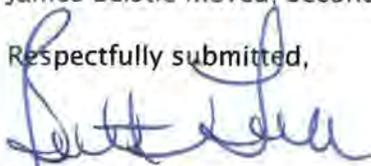
**MEETING EVALUATION**

**PLUS +/-DELTA ^**

- + None
- ^ None

James Beistle moved, seconded by Lori Laberee, to adjourn the meeting at 9:21 a.m.

Respectfully submitted,



Board Secretary

ko

Wisconsin Indianhead Technical College  
Contract Estimated Full Cost Report

7/2/18  
8:38 15 am

Fiscal Year:  
2019

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

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

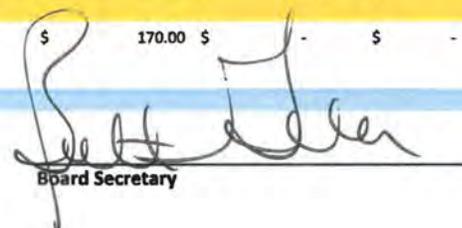
Contract Number	Account Name	Location of Training	On/Off	ESTIMATED					Full Cost	Difference
				Contract Revenue	Est.Salary/Fringe	+	Indirect Cost	+ Other Direct Cost Total		
<b>Approval Date: May 2018 (4 records)</b>										
719305	Christian Community Home CBRF 1st aid & Choking class and DBRF Fire Safety class	Christian Community Homes	Off	\$ 1,584.00	\$ 387.20	\$	\$ 135.75	\$ 448.53	\$ 971.48	\$ 612.52
719312	Bad River Head Start Inc 16 employees of Bad River Head Start will received Pedlatric First Aid and CPR renewal training. Upon successful completion, participants will receive documentation.	Bad River Head Start	Off	\$ 800.00	\$ 387.20	\$	\$ 135.75	\$ 160.00	\$ 682.95	\$ 117.05
719309	Webster High School Nursing Assistant Course for up to 8 students at the Grantsburg High School	Grantsburg High School	Off	\$ 1,454.00	\$ 96.80	\$	\$ 33.94	\$ 412.00	\$ 542.74	\$ 911.26
719308	Grantsburg Senior High Schoo Nursing Assistant Course for up to 8 students at the Grantsburg High School	Grantsburg High School	Off	\$ 2,411.00	\$ 220.00	\$	\$ 77.13	\$ 617.85	\$ 914.98	\$ 1,496.02
<b>Approval Date: June 2018 (17 records)</b>										
719330	Burkwood Treatment Ctr CBRF Fire Safety class, CBRF First Aid, and Standard Precautions class	Burkwood Treatment Center	Off	\$ 2,168.00	\$ 484.00	\$	\$ 169.69	\$ 706.00	\$ 1,359.69	\$ 808.31
719318	Ellicott Dredge Technologies 8 hours of confined space training for employees at LWT. Employees will complete 4 hours of classroom time and 4 hours of hands on.	New Richmond	Off	\$ 3,776.00	\$ 1,742.40	\$	\$ 610.89	\$ 200.00	\$ 2,553.29	\$ 1,222.71
719317	Workforce Resource-Rice Lake Up to 23 students will receive OSHA 10, 27 hours of Math for the Trades, and 27 hours of Essential Employee Skills Training	WITC-Rice Lake	On	\$ 6,839.00	\$ 5,251.40	\$	\$ 1,841.00	\$ 225.00	\$ 7,317.40	\$ (478.40)
719324	Northwest WI Workforce Investment Board Twelve incarcerated persons will receive Machine Tool Operations instruction.	WITC-Ashland	On	\$ 24,075.00	\$ 10,941.00	\$	\$ 4,608.00	\$3,000.00	\$ 18,549.00	\$ 5,526.00
719316	Cumberland School District 14 students of Cumberland High School will receive 3 credits of Speech	Cumberland High School	Off	\$ 7,463.00	\$ 3,207.60	\$	\$ 1,124.58	\$ 144.00	\$ 4,476.18	\$ 2,986.82
719326	Christian Community Homes CBRF Standard Precautions class	Christian Community	Off	\$ 369.00	\$ 96.80	\$	\$ 33.94	\$ 91.00	\$ 221.74	\$ 147.26
719332	Lake Country Dairy Lake Country Dairy will receive 4 Lunch and Learn sessions from WITC. Location to be set by Lake Country Dairy. Dates of Training: July 10, August 16, October 13, and December 13, 2018	Turtle Lake, WI		\$ 1,735.00	\$ 778.80	\$	\$ 273.05	\$ 122.00	\$ 1,173.85	\$ 561.15
719328	Siren School District Dual Credit	Siren High School	Off	\$ 690.00	\$ -	\$	\$ -	\$ 690.00	\$ 690.00	\$ -
719327	Supportive Home Services Employees of Supportive Home Services will receive CPR Healthcare Provider renewal instruction. Upon successful completion, participants will receive documentation.	Butternut High School	Off	\$ 938.00	\$ 193.60	\$	\$ 67.88	\$ 310.00	\$ 571.48	\$ 366.52
719321	Osceola EMS two hours per month for 11 months of practical skills review.	Osceola	Off	\$ 1,990.00	\$ 1,460.80	\$	\$ 512.16	\$ -	\$ 1,972.96	\$ 17.04
719322	Siren School District Nursing Assistant Course for 1 student from Siren School District.	Grantsburg	Off	\$ 727.00	\$ 48.40	\$	\$ 16.97	\$ 206.00	\$ 271.37	\$ 455.63

719319	Willow Rive State Park-Nature ASHI CPR/AED/Basic First Aid for up to 7 individuals.	-	Off	\$	458.00	\$	290.40	\$	101.81	\$	66.00	\$	458.21	\$	(0.21)
719323	Frederic High School Nursing Assistant Course for up to 2 students from the Frederic High School.	Grantsburg	Off	\$	1,454.00	\$	96.80	\$	33.94	\$	412.00	\$	542.74	\$	911.26
719320	Christian Community Home CBRF 1st aid and Choking class.	Christian community	Off	\$	752.00	\$	193.60	\$	67.88	\$	194.00	\$	455.48	\$	296.52
719328	Superior Senior High School Superior High School students will receive career exploration training in welding, nursing assistant, leadership development, personal care worker, and machine tool.	WITC-Superior	On	\$	20,000.00	\$	12,100.00	\$	5,096.52	\$	4,000.00	\$	21,196.52	\$	(1,196.52)
719331	PUSH, Inc Employees of PUSH, Inc will receive 3 1/2 hours of CDL Class A written test prep.	PUSH, Inc	Off	\$	375.00	\$	181.50	\$	63.63	\$	-	\$	245.13	\$	129.87
719201	Graymont LCC One prospective worker to be tested for mechanical aptitude.	WITC-Superior	On	\$	170.00	\$	-	\$	-	\$	125.00	\$	125.00	\$	45.00

Grand Totals (21 records)

\*\*\*\*End of Report \*\*\*\*

\*Indicates an amended contract

  
Board Secretary

7-9-18  
Date