

Wisconsin Indianhead Technical College
Board Proceedings
September 16, 2019

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, September 16, 2019, at 8:30 a.m., at the WITC-New Richmond Campus, located at 1019 South Knowles Avenue, New Richmond, WI 54017. 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 8:32 a.m. with the following Board members present: James Beistle, Carol De Young, Chris Fitzgerald, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, and Josh Robinson. A quorum was established. Andy Albarado joined the meeting via BlueJeans technology at 9:42 a.m. *Note: Troy Lambert 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. Susan Yohnk Lockwood was in attendance for portions of the meeting. Senator Patty Schachtner was also present during this meeting.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The September 16, 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 September 13, 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 Janelle Gruetzmacher, to approve the agenda. Upon a unanimous vote of all members present, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT

Chair Robinson welcomed Senator Patty Schachtner. The Audience Recognition Board policy (II.L.) was included in the Board book as a reference.

CAMPUS WELCOME

Time was reserved for Susan Yohnk Lockwood, Vice President, Institutional Effectiveness and New Richmond Campus Administrator, to welcome the Board. Key updates were provided. Chair Robinson thanked Ms. Yohnk Lockwood and the team of people who gave a tour of the WITC-New Richmond Tech Ed area.

EXECUTIVE SESSION

Chairperson, Josh Robinson, requested a motion for the Board to convene into Executive Session under the provisions of Wisconsin Statutes §19.85(1)(c)(f) for the purpose of considering Employment, Promotion, Compensation, and Performance Evaluations. Lori Laberee moved, seconded by Brett Gerber, to convene into Executive Session in accordance with Wisconsin Statutes §19.85(1)(c)(f) for the purpose noted in the preceding paragraph. Chair Robinson announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

Chairperson Robinson, called the executive session to order at 8:38 a.m. with the following Board members present: James Beistle, Carol De Young, Chris Fitzgerald, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, and Josh Robinson. Andy Albarado was not present for the

Executive Session, but joined the meeting at 9:42 a.m. via BlueJeans technology. *Note: Troy Lambert provided notice that he would not be in attendance at this meeting.*

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

1. Approval of the August 19, 2019, Executive Meeting Minutes
James Beistle moved, seconded by Carol De Young, to approve the executive meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.
2. Motion to Reconvene into Open Session
A motion was needed to reconvene into open session. Any action to be taken on matters discussed in Executive Session will be considered in open session under "Other Items Requiring Board Action". Lori Laberee 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 (7-0) and the executive session adjourned at 8:56 a.m.

OPEN SESSION RECONVENED

MEETING MINUTES

1. Approval of the August 19, 2019, Regular Meeting Minutes
Carol De Young moved, seconded by Brett Gerber, 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 August 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. Lori Laberee moved, seconded by Brett Gerber, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (6-0). *Note. Mr. Fitzgerald was not present for this vote.*

1. Personnel:
 - A. **New Hire:** Alexander Birkholz, Learning Resource Center Technician; Support and Technical Personnel; \$17.59/hour; Rice Lake, effective August 26, 2019.
 - B. **New Hire:** Kayla Jackson, Educational Technology Specialist; Support and Technical Personnel; \$16.67/hour; Ashland, effective September 9, 2019.
 - C. **New Hire:** Ryon List, Curriculum and Assessment Manager; Management; annual salary \$66,782; Ashland, effective September 23, 2019.
 - D. **New Hire:** Rebecca Mika, Occupational Therapy Assistant Instructor/Program Director; Faculty; annual salary \$63,252; Ashland, effective September 16, 2019.
 - E. **New Hire:** Sherry Rehnelt, Student Services Assistant; Support and Technical Personnel; \$16.03/hour; New Richmond, effective September 25, 2019.
 - F. **New Hire:** Douglas Thibault, Custodian; Custodian; \$16.56 per hour; Superior, effective September 9, 2019.
 - G. **Resignation:** Megan Nabb, Institutional Research Analyst, New Richmond, effective September 19, 2019. *Ms. Nabb served 2 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 245824 through 246227 and electronic transfer payments totaling \$6,237,623.74 were approved.
5. Bids/Purchases
 - A. **Marketing Services Research – Collegewide:** The Board gave approval of a perception research partnership in the total amount of \$160,897 from Clarus Corporation of Alliance, NE, under RFP #19-96300-CW-MARKETINGSVCSRESEARCH. The agreement is for an initial 1-year contract with the option to exercise six (6) additional 1-year renewals. President Will noted that a survey will be included on the college name and how it is perceived by the community.
 - B. **Snow Removal Services – Ashland:** The Board gave approval to award an initial three (3) year agreement with four (4) additional one (1) year contract extensions to CWO Auto of Ashland, WI, under RFP # 20-97800-CW-SNOWREMOVALSVCS for snow removal services at the Ashland Campus.
 - C. **Snow Removal Services – Rice Lake:** The Board gave approval to award an initial three (3) year agreement with four (4) additional one (1) year contract extensions to Antczak Construction, Inc. of Cameron, WI, under RFP # 20-97800-CW-SNOWREMOVALSVCS for snow removal and sand/salt application services at the Rice Lake Campus.
 - D. **Snow Removal Services – Superior:** The Board gave approval to award an initial three (3) year agreement with four (4) additional one (1) year contract extensions to CORE Landscaping of Superior, WI, under RFP # 20-97800-CW-SNOWREMOVALSVCS for snow removal and sand/salt application services at the Superior Campus.
 - E. **Snow Removal Services – Shell Lake (Request to Reject All Bids):** The Board gave approval to **reject** all proposals received under RFP # 20-97800-CW-SNOWREMOVALSVCS for snow removal and sand/salt application services at the Shell Lake Campus.

OTHER ITEMS REQUIRING BOARD ACTION

1. Annual Review and Approval of Board's Global ENDS Policy (I.)
Time was reserved for the Board's annual review of the Global ENDS statement. James Beistle moved, seconded by Carol De Young, to approve the Board's Global ENDS Policy as printed. Upon a unanimous vote of all members present, motion carried.
2. Annual Review and Approval of Board's Governance Process Policies (II.A. and II.C. - II.L.)
Time was reserved for the Board's annual review of the following Governance Process Policies:
 - A. **Governing Philosophy (II.A.)**
 - B. **Board Responsibility (II.C.)**
 - C. **Board Member's Role (II.D.)**
 - D. **Board Officers (II.E.)**
 - E. **Board Committees (II.F.)**
 - F. **Board Policy Creation (II.G.)**
 - G. **College Budget Process (II.H.)**
President Will reviewed the minor language updates that were made to this policy to reflect the current budget process.
 - H. **Board Members' Code of Conduct (II.I.)**
President Will reviewed legal counsel's recommended updates that were made to this policy for the Board's consideration and approval.
 - I. **Annual Board Monitoring Schedule (II.J.)**
 - J. **Tuition for Board Members (II.K.)**

K. Audience Recognition (II.L)

It was noted that Board members are eligible for tuition under policy II.K. In addition, Policy II. B. will be reviewed by the Board in May 2021 as noted on the Monitoring Schedule.

Brett Gerber moved, seconded by Chris Fitzgerald, to approve the Board's Governance Process Policies as presented, including the recommended revisions made to the College Budget Process Policy (II.H.) and the Board Members' Code of Conduct Policy (II.I.). Upon a roll-call vote, all members present voted yes; motion carried (7-0).

3. Action to be Considered on Matters Discussed in Executive Session

Chair Robinson announced that there was no action taken in Executive Session.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

A. **Annual District Boards Association Planning Meeting Update**

Time was reserved for an update from those who attended the August 23-24, 2019, District Boards Association (DBA) planning meeting in Madison, WI. Jim Beistle attended as a District Boards Association delegate, and Lori Laberee attended as the Internal Best Practices Committee Chair. Key updates included a decision to continue the District Boards Association's internal and external committees, updates from the WTCS President Morna Foy, and a review of past and future presentations. All of the information will be available on the District Boards Association's web site. Ms. Laberee noted that she asked if the WTCS President and DBA Executive Director could move their updates to an earlier time on the DBA agenda since some of the attendees don't attend the Saturday morning DBA meetings.

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.

On behalf of the District Boards Association (DBA) staff, Ms. Olson provided a handout of the 2019 Fall DBA Meeting and Legal Issues Seminar flyer with an attached schedule of the Legal Issues Facing Wisconsin Technical Colleges. The meeting will be held in Waukesha.

B. **Appointment of ACCT Voting Delegate and Alternate for Leadership Congress**

WITC has one voting delegate and thus is entitled to one vote. Chair Robinson appointed James Beistle as the voting delegate, and Chris Fitzgerald volunteered as the alternate for the ACCT Leadership Congress.

C. **ACCT Leadership Congress Presentation Planning**

President Will provided a draft of WITC's ACCT Leadership Congress PowerPoint presentation on Customer Relationship Management (CRM) Implementation. Mr. Fitzgerald volunteered to present at the conference with administration.

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.

B. **Board Forward Meeting Planning**

The Board Forward meeting is scheduled to take place on Monday, November 18, 2019, following the regular Board meeting, at the WITC-Administrative Office in Shell Lake. Time was reserved for the President to bring back recommended agenda topics for the Board's consideration. The agenda will be on the college's rebranding efforts and timeline.

4. President's Updates:

A. **Enrollment Update**

President Will provided a brief update on the most recent enrollment information. A Plan Enrollment Funnel report was provided for the Board's information. WITC's FTE numbers are up from last year. Once the numbers are final, President Will plans to bring a summary report with demographics information back to the Board.

Note: Mr. Albarado joined the meeting via Blue Jeans at 9:42 a.m.

B. **Facts at a Glance Brochure**

A 2019-2020 Facts at a Glance brochure was provided as a resource for the Board. It was noted that this brochure is useful to have at the ACCT Leadership Congress.

5. Student Updates and News

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

A. **WITC Offers New Degree in Cybersecurity**

Wisconsin Indianhead Technical College is offering a new program to teach students how to protect against such cyber threats. The new information technology program, Cybersecurity Specialist, trains students on how to detect, protect, and defend against attacks to digital information. A *Duluth News Tribune* article was provided.

B. **DWD Announces E-S Alum as First Broadband Service Tech Apprentice**

The Department of Workforce Development at a gathering held at Tri-County Communications Cooperative (TCC) in Strum on Thursday, July 18, announced the creation of a new Broadband Service Technician registered apprenticeship that will support the growing demand for quality broadband across Wisconsin. The new, registered apprenticeship was created in partnership with the DWD's Bureau of Apprenticeship Standards, the Wisconsin State Telecommunications Association, Wisconsin Indianhead Technical College, and TCC. A *Mondovi Herald News* article was provided.

C. **Youth & Education, Fired Up for the Future**

Area youth recently participated in a Fired Up for the Future Camp, offered through WITC. The camp focused on teaching seventh through 12th graders rescue skills in firefighting, emergency medical services, and leadership. There were 32 campers in attendance, eight crew chiefs, and 18 instructors. A *Chronotype* article was provided.

6. Capital Equipment Purchases

A. **District Vehicle** - A purchase was made of a 2020 Kia Sportage AWD in the total amount of \$23,611 from Prestige Auto in Eau Claire, WI, under RFP 20-91912-CW-DISTRICTVEHICLE. The vehicle will be utilized by the Food Service Program Director to drive between all WITC campuses.

INFORMATION REPORT

1. Accreditation Report

Susan Yohnk Lockwood, Vice President, Institutional Effectiveness and New Richmond Campus Administrator, presented the Accreditation Report to the Board. The report included the college's involvement with the Higher Learning Commission (HLC) over the past year, next steps on the Open Pathway, and a review of other program accreditations. A PowerPoint was provided for this update.

LEGISLATIVE UPDATES

Time was reserved for legislative updates. *Note: District legislators have an open invitation to attend WITC Board meetings to provide legislative updates.*

1. Senator Patty Schachtner

Senator Schachtner talked about lifelong learning, workforce shortage, transportation, Broadband, mid-career students, mental health crisis, wages, healthcare delivery system, and economic development (the global experience and marketing what is going on in our communities). Senator Schachtner was appointed to the Governor's Task Force on Caregiving. She was also appointed to the National Institute of Standards and Technology (NIST). It was noted that the Senator previously attended WITC and taught at WITC for 10 years.

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, October 28, 2019, beginning 8:30 a.m., at the WITC-Ashland Campus. It was noted that this meeting is scheduled on the fourth Monday of the month. The Board meeting schedule was provided for the Board's information.

2. Review/Add Agenda Items

Time was reserved for the Board to add or review agenda items for the next Board meeting. Board agenda items for the next meeting were listed on the Board's Monitoring Schedule. Additional agenda items for this meeting were discussed. *Note: Board members may add additional items to next month's Board agenda by contacting the Chair before Thursday, October 3 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.*

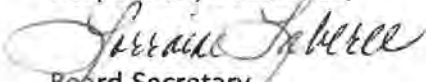
MEETING EVALUATION

PLUS +/-DELTA ^

- + Great discussions and updates
- + Participation by Senator Patty Schachtner
- + Great to be at another WITC campus
- + Presentation by Susan Yohnk Lockwood, New Richmond Campus Administrator
- + Accreditation report
- + Susan Yohnk Lockwood
- ^ None

James Beistle moved, seconded by Janelle Gruetzmacher, to adjourn the meeting at 10:36 a.m.

Respectfully submitted,



Board Secretary

ko

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2020

9/1/19
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%

Contract Number	Account Name	Location of Training	On/Off	*-----ESTIMATED-----*					Full Cost	Difference
				Contract Revenue	Est.Salary/Fringe	+	Indirect Cost	+		
Approval Date: July 2019 (3 records)										
720351	Bayfield County Jail	Bayfield County Jail	Off	\$ 9,521.00	\$ 3,630.00	\$	\$ 1,327.49	\$ 2,710.00	\$ 7,667.49	\$ 1,853.51
	Bayfield County Jail inmates will receive Essential Employee Skills. In addition, participants will receive OSHA 10 and CPR/First Aid instruction. Upon successful completion, students will receive documentation.									
720340	Russ Davis Wholesale	Hammond	Off	\$ 10,010.00	\$ 4,838.35	\$	\$ 1,769.38	\$ 750.00	\$ 7,357.73	\$ 2,652.27
	CDL hands on driving for 3 students. 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									
720341	Christian Community Homes	Christian Community Homes	Off	\$ 1,815.00	\$ 387.20	\$	\$ 141.60	\$ 482.70	\$ 1,011.50	\$ 803.50
	Provide CBRF 1st aid and CBRF Fire Safety classes									
Approval Date: August (16 records)										
720365	Christian Community Homes	Christian Community Homes	Off	\$ 1,738.00	\$ 464.20	\$	\$ 169.76	\$ 325.28	\$ 959.24	\$ 778.76
	Provide CBRF 1st aid and CBRF Fire Safety classes.									
720363	Town of Barnes	Barnes Town Hall	Off	\$ 641.00	\$ 387.20	\$	\$ 141.60	\$	\$ 528.80	\$ 112.20
	Up to 24 participants will receive American Safety & Health Institute Basic First Aid instruction. Upon successful completion, participants will receive documentation. This Service Agreement cost would increase if more than 24 students participated.									
720364	Russ Davis Wholesale	Hammond	Off	\$ 15,400.00	\$ 8,712.00	\$	\$ 3,185.98	\$ 1,000.00	\$ 12,897.98	\$ 2,502.02
	CDL hands on driving for 4 students. 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									
720222	Chippewa Valley Technical Clg	Chippewa Valley Technical College	Off	\$ 23,392.00	\$ 16,646.86	\$	\$ 6,087.75	\$ 2,887.50	\$ 25,622.11	\$ (2,230.11)
	Plumbing Apprenticeship-WITC will provide instruction for 4 sections of plumbing apprentices at Chippewa Valley Technical College's Location.									
720224	Graymont LLC	WITC Superior	On	\$ 849.00	\$	\$	\$	\$	\$	\$ 849.00
	Five employees of Graymont, LLC will be evaluated on their Mechanical Ability. The results will be provided to Graymont, LLC, staff.									
720359	Sevenwinds Casino Lodge & Conference Center	Sevenwinds Casino - LCO	Off	\$ 1,133.00	\$ 514.80	\$	\$ 188.26	\$ 187.17	\$ 890.23	\$ 242.77
	ASHI Adult & Child CPR/AED & 1st aid.									
720355	Hill Avenue Dental	Hill Avenue Dental	Off	\$ 304.00	\$	\$	\$	\$ 225.00	\$ 225.00	\$ 79.00
	Up to six employees of Hill Avenue Dental will receive AHA Healthcare Provider CPR renewal instruction. Upon successful completion, documentation will be provided.									
720357	Mellen High School	Mellen High School	Off	\$ 643.00	\$ 387.20	\$	\$ 141.60	\$ 291.00	\$ 819.80	\$ (176.80)
	Employees of the Mellen School District will receive Basic First Aid, AED, CPR, refresher instruction. Upon completion, successful participants will receive documentation.									
720358	Lakeview Dental	WITC Ashland	On	\$ 561.00	\$ 193.60	\$	\$ 85.11	\$	\$ 278.71	\$ 282.29
	Employees of Lakeview Dental will receive Healthcare Provider renewal instruction. Upon successful completion, participants will receive documentation.									

720360	F & M Plastics	Osceola	Off	\$ 2,048.00	\$ 330.00	\$ 120.68	\$ 69.60	\$ 520.28	\$ 1,527.72
One hour Sexual Harassment and Bullying Training for 115 employees. 2 hour follow-up session with management.									
720225	Monarch Paving Co	Amery	Off	\$ 701.00	\$ 242.00	\$ 88.50	\$ -	\$ 330.50	\$ 370.50
Providing Technical Assistance for their Safe Driving Policy.									
720354	Ashland School District	Ashland School District	Off	\$ 4,641.00	\$ 2,169.20	\$ 793.28	\$ -	\$ 2,962.48	\$ 1,678.52
Employees of Ashland School District will receive instruction for Essential Employee Skills.									
720223	Chippewa Valley Technical Clg	Chippewa Valley Technical College	Off	\$ 23,392.00	\$ 16,646.85	\$ 6,087.75	\$ 2,887.50	\$ 25,622.10	\$ (2,230.10)
Plumbing Apprenticeship-WITC will provide instruction for 4 sections of plumbing apprentices at Chippewa Valley Technical College's Location.									
720356	Drummond School District	Drummond School	Off	\$ 975.00	\$ 580.80	\$ 212.40	\$ -	\$ 793.20	\$ 181.80
Up to 10 Employees of Drummond School District will receive AHA Heartsaver for K-12 Schools. Upon successful completion, documentation will be provided.									
720361	Russ Davis Wholesale	Hammond	Off	\$ 1,442.00	\$ 580.80	\$ 212.40	\$ 89.12	\$ 882.32	\$ 559.68
CDL Test Prep for up to 4 students from Russ Davis.									
720362	Cumberland School District	Cumberland High Schools	Off	\$ 8,399.00	\$ 3,240.86	\$ 1,185.18	\$ 87.00	\$ 4,513.04	\$ 3,885.96
16 students of Cumberland High School will receive 3 credits of Speech form WITC. Classes will be delivered ITV. Instructor may conduct class in-person throughout various times of the semester. Each additional student will add \$524.10 to contract. Books not included.									

Grand Totals (19 records)

*Indicates an amended contract


 Board Secretary

9-16-19
 Date