

**WISCONSIN INDIANHEAD TECHNICAL COLLEGE
BOARD'S SUBCOMMITTEE ON THE PRESIDENT'S EVALUATION PROCESS
MEETING MINUTES
March 19, 2018**

The meeting of the Wisconsin Indianhead Technical College Board's subcommittee on the President's Evaluation Process was held on Monday, March 19, 2018, at 11:53 a.m. following the regular Board meeting, at the WITC-Administrative Office, located 505 Pine Ridge Drive, Shell Lake, WI 54871.

1. CALL TO ORDER AND ROLL CALL

Board members Josh Robinson and Brett Gerber were in attendance at this subcommittee meeting. Janelle Gruetzmacher provided notice that she was unable to attend the meeting. Vice Chair Robinson chaired the meeting in accordance with the Board's District Policy II.E. (Board Officers). Kim Olson, Executive Assistant to the President and Board, and Amanda Gohde, Director, Human Resources, were also in attendance at this meeting.

2. OPEN MEETING STATEMENT

The March 19, 2018, subcommittee 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 has been sent to the press in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting.

3. REVIEW PROCEDURES FOR THE EVALUATION OF THE PRESIDENT TO INCLUDE PURPOSE, COMPONENTS AND RESOURCES, AND FORMAT FOR THE PRESIDENT'S ANNUAL EVALUATION TO RECOMMEND TO THE BOARD

The procedures were reviewed. Vice Chair Robinson noted that Ms. Gruetzmacher reviewed the revised materials prior to the meeting and had no objections to the recommended changes. Ms. Olson brought forth a Board member's suggestion from last year to consider allowing more than 5 days for Board members to mail their completed evaluation forms to the Vice Chair to compile. The subcommittee was in consensus that 10 days would be a reasonable change. It was requested that Ms. Olson work with President Will to add a description for each evaluation item on the evaluation form that would help the Board to determine if the expectations for each were met. Ms. Gohde was asked to provide additional materials for the President's evaluation. These additional updates will be made and sent to the subcommittee before the April Board meeting and brought to the full Board for approval.

4. DETERMINE MONITORING SCHEDULE UPDATES TO RECOMMEND TO THE BOARD

The Monitoring Schedule was reviewed. Language changes were recommended to include designating a subcommittee to review the evaluation process annually as noted in the procedures. In addition, the timeline for the Vice Chair to e-mail the compiled evaluation report back to the Board was changed from June 1 to one week prior to the June Board meeting.

5. IF NEEDED, DETERMINE NEXT SUBCOMMITTEE MEETING DATE, TIME, AND TECHNOLOGY

The subcommittee determined that a second subcommittee meeting before the President's evaluation was not needed.

6. ACTION OR NEXT STEPS FROM SUBCOMMITTEE

The subcommittee will provide the Board with an update at the April 16, 2018, regular Board meeting. The subcommittee minutes will be included on the agenda for the Board's review and acceptance. Prior to the April Board meeting, Ms. Olson will share with the subcommittee any additional recommended updates to the materials for review. Board approval will be requested for the revised Procedures for the Evaluation of the President, Monitoring

Schedule, and evaluation form at the April Board meeting.

7. **ADJOURNMENT**

Brett Gerber moved, seconded by Josh Robinson, to adjourn the subcommittee meeting at 12:22 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Josh Robinson". The signature is written in a cursive style with a horizontal line extending to the right.

Subcommittee Member

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