

**WISCONSIN INDIANHEAD TECHNICAL COLLEGE  
BOARD'S SUBCOMMITTEE ON THE PRESIDENT'S EVALUATION PROCESS  
MEETING MINUTES  
March 15, 2021**

The meeting of the Wisconsin Indianhead Technical College Board's subcommittee on the President's Evaluation Process was held on Monday, March 15, 2021, at 11:35 a.m. following the regular Board meeting at the WITC-Administrative Office, located 505 Pine Ridge Drive, Shell Lake, WI 54871. The use of technology to access the meeting was available to Board members if needed.

**1. CALL TO ORDER AND ROLL CALL**

Board members Andy Albarado, Janelle Gruetzmacher, and Lori Laberee were in attendance in Shell Lake for this subcommittee meeting. Kim Olson, Executive Assistant to the President and Board, and Amanda Gohde, Director, Human Resources, were also in attendance at this meeting. Ms. Gruetzmacher chaired the subcommittee meeting in accordance with the Board's District Policy II.E. (Board Officers).

**2. OPEN MEETING STATEMENT**

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The March 15, 2021, 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 was 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 *Process for the Evaluation of the President* procedures and the *WITC Board Evaluation of the President* form were reviewed.

There were no recommended changes to the procedures.

The recommended updates to the evaluation form were as follows:

- 1) Section 5 will be renamed "College Recognitions and Strengths as identified by the President."
- 2) Section 6, Other, will be removed.
- 3) Section 7, Overall, will become section 6.

Ms. Olson will show the recommended changes on the evaluation form for the full Board's review and approval at the April meeting.

**4. DETERMINE MONITORING SCHEDULE UPDATES TO RECOMMEND TO THE BOARD**

The Monitoring Schedule evaluation process activity items were reviewed; however, there were no recommended changes to the Monitoring Schedule.

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

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 Chair will provide the Board with an update at the April Board meeting. The subcommittee minutes will be included on the agenda for the Board's review and acceptance.

Approval will be requested for the reviewed *Process for the Evaluation of the President* (with no changes), reviewed *WITC Board Monitoring Schedule* (with no changes), and revised *WITC Board Evaluation of the President* form (with minor updates).

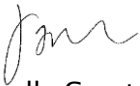
Ms. Laberee would like the Board to do a Board self-evaluation assessment. Ms. Olson will provide the previous 2020 Board meeting minutes related to this request, and Ms. Laberee will talk to President Will about it.

**7. ADJOURNMENT**

Lori Laberee moved, seconded by Andy Albarado, to adjourn the subcommittee meeting at 11:55 a.m.

The Director of Human Resources will provide additional materials for the June evaluation.

Respectfully submitted,



Janelle Gruetzmacher  
Board Vice-Chair

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