

Wisconsin Indianhead Technical College  
Board Proceedings  
March 20, 2017

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, March 20, 2017, 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**

Vice Chairperson, Troy Lambert, called the meeting to order at 8:30 a.m. with the following Board members present: James Beistle, Janelle Gruetzmacher, Lorraine C. Laberee, Troy Lambert, Dave Minor, and Josh Robinson. *Chris Fitzgerald, Brett Gerber, and Agnes Ring provided notice that they would not be in attendance at this meeting.* It was noted that a quorum was established.

The following WITC employees were in attendance during the meeting: Steve Decker, Kim Olson, Cher Vink, and John Will.

Other WITC employees in attendance during a portion of the meeting were: Craig Fowler (Rice Lake), Jennifer Kunselman (Shell Lake), and Susan Yohnk Lockwood (New Richmond). Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association, was also present during a portion of this meeting.

**OPEN MEETING**

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The March 20, 2017, 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 March 17, 2017, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting.

**APPROVAL OF AGENDA**

Vice Chair Lambert reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology.

Lori Laberee moved, seconded by James Beistle, to approve the agenda and authorize Dave Minor as interim Board Secretary to sign College documents at this meeting in the absence of Board Secretary Gerber. Upon a unanimous vote of all members present, motion carried.

**AUDIENCE RECOGNITION ANNOUNCEMENT**

Time was reserved for Vice 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.

**EXECUTIVE SESSION**

Vice Chairperson, Troy Lambert, requested a motion for the Board to convene into executive session under the provisions of Wisconsin Statutes §19.85(1)(c)(e)(f)(g) and §118.22 for the purpose of considering Preliminary Notice of Non-Renewal of Personnel for 2017-2018, Legal Counsel's Advice Concerning Strategy with Respect to Litigation, and Bargaining Environment and Strategies.

Lori Laberee moved, seconded by Janelle Gruetzmacher, to convene into executive session in accordance with Wisconsin Statutes §19.85(1)(c)(e)(f)(g) and §118.22 for the purposes noted in the preceding paragraph. Vice Chair Lambert announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

Vice Chairperson, Troy Lambert, called the executive session to order at 8:32 a.m. with the following Board members present: James Beistle, Janelle Gruetzmacher, Lorraine C. Laberee, Troy Lambert, Dave Minor, and Josh Robinson. *Chris Fitzgerald, Brett Gerber, and Agnes Ring provided notice that they would not be in attendance at this meeting.*

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

#### Approval of the January 16, 2017, Executive Meeting Minutes

Lori Laberee moved, seconded by Janelle Gruetzmacher, to approve the executive meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. *Note: There was no Executive Session in February.*

*Mr. Lambert recessed the meeting at 10:04 a.m. and reconvened the meeting at 10:10 a.m.*

James Beistle 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 (6-0) and the executive session adjourned at 10:35 a.m.

### OPEN SESSION RECONVENED

#### MEETING MINUTES

##### 1. Approval of the February 27, 2017, Regular Meeting Minutes

Lori Laberee moved, seconded by Janelle Gruetzmacher, to approve the meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. The signed contract listing and resolution from the February meeting were attached to the official minutes.

#### CONSENT AGENDA

Vice Chairperson Lambert 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 James Beistle, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

##### 1. Personnel:

- A. **New Hire:** Jeri Sylvester, Associate Degree Nursing Instructor; Faculty; annual salary \$58,131, Superior; effective July 1, 2017.
- B. **Resignation:** Charlotte Antczak, Career Specialist/Recruiter; Rice Lake; effective March 31, 2017.
- C. **Resignation:** Lynn Lehman, Academic Affairs Technician; Superior; effective August 31, 2017. *NOTE: Administration recommends waiving the six-month notification requirement.*
- D. **Resignation:** Kari Merritt, Early Childhood Education Instructor; Ashland; effective June 30, 2017.
- E. **Resignation:** Jamie Roll-Warnberg, Continuing Education Assistant; Rice Lake; effective May 1, 2017. *NOTE: Administration recommends waiving the six-month notification requirement.*
- F. **Resignation:** Robin Suomala, Manager, Enrollment Services; Superior; effective September 29, 2017.

*President Will noted that there were a total of 78 years of service from those who resigned (retired/leaving the College); Ms. Antczak served 2 years, Ms. Lehman served 17 years, Ms. Merritt served 6 years, Ms. Roll-Warnberg served 25 years, and Ms. Suomala served 28 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 224389 through 226019 and electronic transfer payments totaling \$6,845,756.32 were approved.

5. Bids/Purchases

A. **Remodeling – Ashland:** The Board accepted the low bid received for Project No. 160580.00 from Angelo Luppino, Inc. of Iron Belt, WI, as summarized on the bid tabulation document for the project base bid and alternates 1 and 2 for the remodeling at the Ashland Campus. The total award for this remodel project was \$83,564 including \$64,600 from the base bid and \$18,964 from the alternates.

B. **Roof Replacement – New Richmond:** The Board accepted the low bid received for Project No. 150290.00 from Quality Roofing of Marshfield, WI, as summarized on the bid tabulation document for the project base bid and alternates 1 and 2 for the roof replacement at the New Richmond Campus. The total award for this project was \$216,590 including \$168,548 from the base bid and \$48,042 from the alternates.

C. **Police Vehicle – Rice Lake:** The Board gave approval of the purchase of a police vehicle in the total amount of \$26,734 from Ewald Automotive of Oconomowoc, WI, under Department of Administration Contract # 505ENT-M15-2015VEHICS-00. The vehicle was over the original approved amount. The police vehicle will be for the Criminal Justice Program at the Rice Lake Campus.

**OTHER ITEMS REQUIRING BOARD ACTION**

1. Announcements and/or Action from Executive Session

Time was reserved for the Board Vice Chair to provide an announcement about the closed session, if appropriate. Mr. Lambert announced that under Executive Session action, the Board approved the Preliminary Notice of Non-Renewal of Personnel for 2017-2018. The Board also moved to authorize legal counsel to proceed as directed in executive session.

**INFORMATION REPORTS**

1. Annual Wisconsin Technical College District Boards Association Update

Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association, gave an update on the state budget. Two handouts were provided at the meeting (WTCS Tech College Effect flyer and a 2017-2018 Budget Update for Wisconsin Technical Colleges). There was time for questions and answers after the update.

Ms. Merrifield shared the following schedule on upcoming public hearings for Governor Walker's Wisconsin State Budget, and noted that Morna Foy, WTCS President, was invited to testify at an agency briefing at the Capitol in Madison on March 30, 2017.

- Tuesday, April 18, Spooner High School
- Wednesday, April 19, Ellsworth High School
- Friday, April 21, Marinette High School

2. Annual WITC Foundation Report

Craig Fowler, Vice President, Continuing Education/Executive Director, Foundation and Rice Lake Campus Administrator, gave an update on the WITC Foundation. A PowerPoint presentation was provided.

3. Annual College FTE and Enrollment Report

Jennifer Kunselman, Research and Data Coordinator, provided the Board with a College *FTE and Enrollment Report*, which detailed FTE and enrollments as of March 1, 2017, compared to March 1, 2016. A PowerPoint presentation was included for the Board's information. Susan Yohnk Lockwood was also in attendance for this report. There was time for questions and answers after the report.

James Beistle moved, seconded by Janelle Gruetzmacher, to receive the Annual WITC Foundation Report and the Annual College FTE and Enrollment Report as they related to the interpretation of the ENDS statement for the President's annual evaluation. Upon a unanimous vote of all members present, motion carried.

*The Board Chair recessed the meeting at 11:53 a.m. and reconvened the meeting at 12:01 p.m.*

**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 the Board 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. Vice Chair Lambert 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.

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. **Annual Review of Board Expenses/Board Budget Approval**

As of February 29, 2017, Board expenses were 76 percent of the budgeted amount for the current fiscal year. A year-to-date summary of expenses, which included a five-year history summary, was included for the Board's review. Based on prior year and current year expenditures, President Will recommended a budget equal to \$75,000 for fiscal year 2018, which is an \$8,300 increase from the FY17 budget of \$66,700. The recommendation to adjust the Board's budget reflects the Board's professional development activities that will include a proposal to present at the 2017 Association of Community College Leadership Congress, staff to present at ACCT, and a student or staff member, other than the President, to attend the National Legislative Summit.

C. **Determine Board Representation for May 2017 WITC Commencements**

Time was reserved for the Board to determine who will attend at each of the WITC campus commencement ceremonies on Friday, May 19, 2017. Campus ceremony and line-up details were outlined in a graduation document that was provided. President Will plans to attend New Richmond's commencement for their 50<sup>th</sup> anniversary.

Ms. Olson will update the campuses with the following Board member attendance and ask them to contact the Board members about cap and gowns: Ashland – Lori Laberee, New Richmond – James Beistle, Rice Lake – to be determined (Ms. Olson will check with Mr. Fitzgerald), Superior – Troy Lambert and Dave Minor.

**D. Consider Nominations for 2017 ACCT Leadership Awards**

Time was reserved for the Board to consider the following nominations for the 2017 ACCT Leadership Awards.

- 1) Trustee Leadership
- 2) Equity
- 3) Chief Executive Officer
- 4) Faculty Member
- 5) Professional Board Staff Member

Board members were asked if they had any nominations, but there were none. Administration will bring back a Faculty nomination to the May meeting for the Board's approval. Nominations must be received by June 5, 2017, utilizing the procedures outlined in the brochure from ACCT's Web site that was provided.

**4. President's Updates:**

**A. Upcoming Events Schedule**

President Will shared the following campus event information: Ashland has events scheduled on April 6 and April 20. New Richmond has an April 6 event. Rice Lake has events on March 21, April 4, April 20, and April 25, and Superior has events scheduled on March 20 and April 12. Specific event information can be found on WITC's Web site.

**B. Enrollment Report Update**

President Will provided a brief update on the most recent information related to the College's enrollment and FTE. A *New Student Enrollment Report Summary* and a *Cognos College Enrollment Report* were shared. As suggested by a Board member at the February Board meeting, a spreadsheet was also provided to compare monthly Cognos data.

**C. Strategic Enrollment Planning**

President Will reviewed a *Strategic Enrollment Management Framework* spreadsheet with the Board. The spreadsheet included information that captures our business processes for UGRD, Continuing Education: Life and Leisure, Professional Development, and Contracting, K-12, and Adult Basic Education. An *Enrollment Plan* was also shared that documents what we are working on to improve enrollment. Administration will continue to build these documents and will be looking for input on what to do next. The spreadsheet and enrollment plan will be used to guide us on future strategies.

**5. Legislative Updates**

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

**6. Student Updates and News**

**A. Career Day Offers Plenty of Hands-On Experiences**

A visit to the WITC-Ashland Campus allowed area students to take a look at what their future could hold during WITC's annual High School Career Day. A record-setting 403 students from 12 local high schools were scheduled to attend. However, due to a bout of winter weather, attendance numbers were instead at 355 students. Each student in attendance was able to choose to participate in two 40-minute, hands-on career sessions of his or her choice. A *Daily Press* article was provided.

**B. Governor Makes Budget Tour Stop in New Richmond**

On the heels of his announcement of the state of Wisconsin's biennial budget, Governor Scott Walker stopped at WITC-New Richmond on February 10, 2017. His visit included a stop by the automation for industrial systems classroom and the power sports lab. He also gave a brief speech about his proposed budget. A *New Richmond News* article was

provided.

**C. Tech College Students Showcase Careers, Community Connections at State Capitol**  
WTCS held an event at the State Capitol to highlight student projects that demonstrate technical college ties to industry, as well as the value of service learning opportunities to communities throughout the state. WITC dual enrollment students in the Construction Essentials program from the Clayton School District represented WITC at the Showcase. The students talked with Lt. Governor Rebecca Kleefisch and the WTCS President Morna Foy, among others. A *WTCS New Release* was provided.

**D. Superior Days Win**

Representatives from WITC traveled to the state Capitol in Madison for Superior Days. Superior Days is a community-based effort to bring issues of importance from Northwest Wisconsin to the attention of state legislators and agencies in Madison. Four major legislative issues included requesting increasing the payment in-lieu-of taxes for county forest lands; requesting continued support of post-secondary institutions in Northern Wisconsin like UW-Superior and WITC; requesting support for a Pilot Project that would allow a Local Option Sales Tax for Highway Projects in Douglas County; and a more Superior-centric request for support of expanding Exposition Districts for small market communities. A *Superior Telegram* article was provided.

**E. WITC BPA Students Qualify for Nationals**

Members of WITC's Business Professionals of America chapter have historically done well in state and national BPA competitions and this year was no different. Eleven students from the Rice Lake and New Richmond campuses attended this year's BPA Wisconsin leadership conference in Wausau and returned home with 26 "top five" placings. The students will go on to nationals in Florida this May. A *Washburn County Register* article was provided.

**F. Ag Mechanics Take First at State Competition**

Agricultural Power and Equipment Technician students took home first and second places in Team Ag Mechanics, first place in Quiz Bowl and a tie for first place in Individual Ag Mechanic. The students will go on to compete in mid-March at the national level in St. Louis. A *New Richmond News* article was provided.

**7. President's 2017 Evaluation Planning**

The President's Evaluation Subcommittee will meet following today's regular Board meeting. The subcommittee will bring back a recommendation for the full Board at their April Board meeting.

**8. 2017 ACCT Leadership Congress - Call for Presentations**

As discussed at the February Board meeting, President Will prepared and reviewed a proposal for the 48<sup>th</sup> Annual Leadership Congress, scheduled on September 25-28, 2017, in Las Vegas, NV. The theme for this year's Congress is "*Pathways to Prosperity*". The proposal submission must be received by Friday, April 21, 2017, and will address the "New Pathways to Student Success" track. A letter of support will be signed by the Board Chair and submitted with the proposal. In addition, the proposal must include trustees among the presenters, handouts, and be approximately 60 minutes in length. A link to ACCT's Web site was provided for the Board's reference.

**9. 2017 TECh (Technical Education Champion) Award Nomination Information**

TECh Award information was provided for the Board's information. The award recognizes an individual or organization for outstanding contributions to a local technical college district and/or the Technical College System. This year's award is scheduled for presentation at the summer 2017 District Board's Association meeting in Pleasant Prairie, WI. Nominations

should address all five criteria areas and must be received at the District Boards Association Office by Monday, May 1, 2017. A recommendation from the President's Cabinet will be brought to the April meeting for the Board's consideration.

**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, April 17, 2017, beginning 8:30 a.m., at the WITC-Superior Campus. 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 meeting on Monday, April 17, 2017, 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, March 30, 2017. 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 ^**

- + Covered much
- + Good discussion
- ^ None

James Beistle moved, seconded by Janelle Gruetzmacher, to adjourn the meeting at 12:52 p.m.

Respectfully submitted,



Board Secretary

ko

2/24/2017  
3:13:30  
PM

Wisconsin Indianhead Technical College  
Contract Estimated Full Cost Report

Fiscal Year:  
2017

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 = 34.9% Off Campus = 34.9%

\*----- ESTIMATED -----  
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Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est.Salary/ Fringe Cost +	Indirect =	Full Cost	Difference +/-
225	Graymont LLC Ten candidates for employment will be tested in Mechanical Ability & Numerical Ability. Test results will be sent to Graymont LLC staff.	WITC Superior	On	1,275.00	742.00	85.00	827.00	449.00
469	Rice Lake Police Department Defense and Arrest Tactics (DAAT) training Rice Lake PD	Rice Lake Campus	On	700.00	560.00	154.00	714.00	(14.00)
470	Washburn County Sheriff Patrol Weapons shooting	Spooner Shooting Range	Off	299.00	239.00	84.00	322.00	(24.00)
471	New Richmond High School Dual Credit Academy - 18 students registered in 3-credit 31442370 Gas Metal Arc Welding 1.	New Richmond High School	Off	10,278.00	-	-	10,278.00	-
472	Jennie-O Turkey Store, Inc. SCBA Training	WITC-Rice Lake Campus	Off	611.00	235.00	53.00	287.00	324.00
473	Lac Courte Oreilles Tribal Government Provide CDL Class B theory class and Behind the Wheel class to 12 Students of LCO Community College	LCO Community College	Off	27,951.00	22,361.00	5,082.00	27,442.00	509.00
474	Rice Lake Police Department TI Trainer	Rice Lake Police Department	Off	248.00	198.00	70.00	268.00	(20.00)
475	Rice Lake High School Transcripted credit class for Rice Lake High School. 8 students registered for 2 credit 10101176 Financial Accounting 1A.	Rice Lake High School	Off	2,128.00	-	-	2,128.00	-

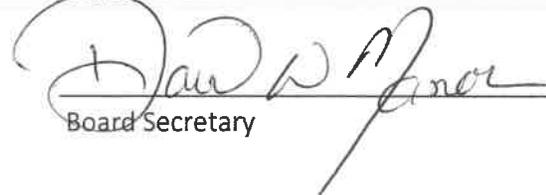
476	AMFA Arrowhead Fabricators & Manufacturers Assoc	WITC Superior	On	3,112.00	1,548.00	279.00	1,827.00	1,286.00	
	GD&T Training. Members of AMFA will receive Geometric Dimensioning & Tolerancing instruction.								
477	Christian Community Homes	Christian Community Homes - Hudson	Off	1,843.00	893.00	186.00	1,079.00	765.00	
	Provide CBRF Medication class to employees.								
478	Indianhead Medical Center	Indianhead Medical Center, Shell Lake, WI	Off	1,292.00	546.00	191.00	737.00	556.00	
	ACLS Renewal Class. 15 students will receive ACLS Renewal class at Indianhead Medical Center, Shell Lake, WI.								
479	Rusk County Sheriff Department	Rusk County Jail	Off	507.00	406.00	107.00	512.00	(6.00)	
	TI Trainer-Use of Force. Rusk County Jail officers								
480	University of Wisconsin- Superior	WITC Superior	On	2,193.00	-	-	-	2,193.00	
	EXCHANGE OF SERVICES CONTRACT. Participants of the Community of Practice-Autism Spectrum Disorder & other Development Disabilities will receive instruction.								
481	Winter School District	Winter High School	Off	4,367.00	-	-	4,367.00	-	
	Transcripted credit class for Winter High School. 11 students registered for 10105100 Intro to Business 3 credits.								
482	FG Products	FG Products - Rice Lake	Off	828.00	351.00	102.00	452.00	377.00	
	Provide Heartsaver 1st aid/Adult & Child CPR & AED and Bloodborne pathogens training to employees.								
483	Birch Point Dental	Birch Point Dental - Hayward	Off	549.00	231.00	68.00	299.00	250.00	
	Provide CPR for Healthcare recertification to employees.								
484	Clayton High School	Clayton High School	Off	661.00	529.00	119.00	648.00	14.00	
	CPR-Heartsaver, Adult and Child, First Aid for Construction Academy students								
485	Lac Courte Oreilles Community College	LCO Community College - Hayward and WITC - Ashland	Off	1,148.00	919.00	235.00	1,153.00	(5.00)	
	Provide Medic First aid class - Adult CPR/AED and 1st aid to students of the LCO College.								

486	Cooper Engineering	Cooper Engineering Office 2600 College Drive Rice Lake WI 54868	Off	2,281.00	794.00	235.00	1,029.00	1,253.00
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MSHA Part 46 8-hour Refresher Training will be provided to 28 Cooper Engineering Employees.

487	Chetek-Weyerhaeuser Area School District	Chetek-Weyerhaeuser High School	Off	2,815.00	-	-	2,815.00	-
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Transcribed credit class for Chetek-Weyerhaeuser High School. 3 students registered for 32420363 Turning Fundamentals 3-credit; 4 students registered for 32420362 Milling Fundamentals 2-credit.

  
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Board Secretary

3-20-17

Date

\*\*\* End Of Report \*\*\*

\* indicates an amended contract