

Wisconsin Indianhead Technical College
Board Proceedings
September 18, 2017

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, September 18, 2017, at 8:30 a.m., at the WITC-New Richmond Campus, located at 1019 South Knowles Avenue, New Richmond, WI 54017.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Chairperson, Troy Lambert, called the meeting to order at 8:30 a.m. with the following Board members present: James Beistle, Chris Fitzgerald, Lara Frasier, Lorraine C. Laberee, and Troy Lambert. It was noted that a quorum was established. Josh Robinson arrived at 8:38 a.m. Brett Gerber and Janelle Gruetzmacher provided notice that they would not be in attendance at this meeting.

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: Jennifer Kunselman and Susan Yohnk Lockwood. Senator Sheila Harsdorf 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 September 18, 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 September 15, 2017, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting.

APPROVAL OF AGENDA

Chair Lambert reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology. A Consent Agenda Personnel Addendum was posted prior to the meeting and items 1.K. – 1.M. were added.

Chris Fitzgerald moved, seconded by James Beistle, to approve the agenda and Consent Agenda Personnel Addendum. Upon a unanimous vote of all members present, motion carried.

Lori Laberee moved, seconded by James Beistle, to authorize and approve Chris Fitzgerald 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 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.

CAMPUS WELCOME

Time was reserved for Susan Yohnk Lockwood, Vice President, Institutional Effectiveness, and New Richmond Campus Administrator, to welcome the Board. Over 100 people attended New Richmond's 50th anniversary celebration. The front entrance is finished and this summer work was done on the faculty area. An optional tour will be available after the meeting.

MEETING MINUTES

1. Approval of the August 21, 2017, Regular Meeting Minutes

Lori Laberee moved, seconded by Chris Fitzgerald, to approve the meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. The signed contract listing from the August meeting was attached to the official minutes.

CONSENT AGENDA

A Consent Agenda Personnel Addendum was provided prior to and at the Board meeting and items 1.K. – 1.M. were added.

Chairperson Lambert asked if there were any items to be pulled off the Consent Agenda and acted on separately; however, there were none.

Chris Fitzgerald moved, seconded by James Beistle, to approve the Consent Agenda and personnel addendum. Upon a roll-call vote, all members present voted yes; motion carried (5-0).

1. Personnel:

- A. **New Hire:** Jennifer Bednarik, Admissions Advisor/Student Life Coordinator; Support and Technical Personnel; \$18.60/hour; Ashland; effective September 5, 2017. *Note: Ms. Bednarik is currently a Student Services Assistant at the Ashland Campus.*
- B. **New Hire:** Paula Meisner, Marketing & Public Relations Associate; Support and Technical Personnel; \$16.46/hour; New Richmond; effective September 25, 2017.
- C. **New Hire:** James Miller, User Services Supervisor; Manager; annual salary \$42,717; Superior; effective September 18, 2017. *Note: Mr. Miller is currently a Network Technician at the Superior Campus.*
- D. **New Hire:** Benjamin Mooney, Manager, Enrollment Services; Manager; annual salary \$46,848; Superior; effective September 7, 2017.
- E. **New Hire:** Allison Rucinski, Academic Affairs Assistant; Support and Technical Personnel; \$14.86/hour; Shell Lake; effective September 13, 2017.
- F. **New Hire:** Angela Scott, Academic Affairs Technician; Support and Technical Personnel; \$16.46/hour; Superior; effective September 6, 2017.
- G. **New Hire:** Jared Wallace, Custodian; Custodian; \$16.04/hour; Ashland; effective September 18, 2017.
- H. **Resignation:** Jennifer Bednarik, Student Services Assistant; Ashland; effective September 4, 2017.
- I. **Resignation:** James Miller, Network Technician; Superior; effective September 17, 2017.
- J. **Resignation:** William Stacken, Maintenance Custodian; New Richmond; effective December 31, 2017.
- K. **New Hire:** Jared Lamm, Campus Network/Desktop Supervisor; Manager; annual salary \$54,571; New Richmond; effective September 18, 2017. *Note: Mr. Lamm is currently a Network Technician at the New Richmond Campus.*
- L. **Resignation:** Jared Lamm, Network Technician; New Richmond; effective September 17, 2017.
- M. **Resignation:** Lisa Robinson, Human Resources Specialist; Shell Lake; effective September 29, 2017.

President Will noted that there were a total of 12 years of service from those who resigned (retired/leaving the College). Ms. Robinson served 1 year and Mr. Stacken served 11 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 229085 through 229592 and electronic transfer payments totaling \$5,332,792.12 were approved.

5. Bids/Purchases

- A. **Digital Marketing Buying Services - Collegewide:** The Board gave approval to award an initial base term of a one (1) year digital marketing services agreement effective October 1, 2018, to Clarus Corporation of Alliance, NE, under RFP # 18-96300-CW-DIGITAL MARKETING, as summarized on the RFP evaluation that was provided. The RFP award included an option to exercise six (6) additional, consecutive one (1) year contract extensions.
- B. **Health Plan - Collegewide:** The Board gave approval of a proposal for WITC's medical insurance plan from Health Partners of Bloomington, MN, for a four-year agreement. The effective date for this proposal is January 1, 2018. The Health Plan proposals were evaluated using a Request for Proposal (RFP) process. Proposals were received from three providers. The evaluation summary was provided. The recommended plan is a fully insured product. The rates proposed for 2018 are a net increase of 9% and the proposal includes a rate cap guarantee of 9% for 2019 and 2020 and a rate cap guarantee of 11% for 2021. It also provides for a financial penalty for early termination.
- C. **Dental Administration - Collegewide:** The Board gave approval of a proposal for WITC's self-insured dental insurance plan from Health Partners of Bloomington, MN, for a four-year agreement with no change on the Administration Fee for 2018 and a rate cap guarantee of 2% for 2019. The effective date for this proposal is January 1, 2018. The Dental Insurance Plan proposals were evaluated in conjunction with the Health Insurance Plan Request for Proposal (RFP) process. Proposals were received from four providers with the evaluation summary of proposals provided.
- D. **Section 125 Plan - Collegewide:** The Board accepted the proposal of Health Partners as the administrator of WITC's Section 125 plan effective January 1, 2018, for a four-year contract. The proposed cost per employee per month reflects a decrease from the previous agreement. This recommendation is based on the anticipated cost, the quality of service, the services provided, and integration into other benefits provided. The evaluation summary was provided. The Section 125 plan is commonly referred to a "Flexible Spending Account" which allows employees with traditional health plans to direct pre-tax payroll deductions to reimburse out-of-pocket medical and/or dependent care costs.
- E. **Remodeling Change Order - Rice Lake:** The Board gave approval of Change Order 6 by LHB Architects in the total amount of \$29,375 for project #150487 at the Rice Lake Campus. The change order is for changes to mechanical ducting, additional painting, electrical modifications, and additional masonry work. A financial summary was also provided for the Board's review.

OTHER ITEMS REQUIRING BOARD ACTION

1. Approval of Veterinary Technician Concept Review

Administration requested Board approval for submission of the Concept Review for a Veterinary Technician two-year associate degree program. The Concept Review will be submitted to the WTCS for approval at the WTCS Board meeting in November and the Program Proposal will be submitted to the WTCS for approval at the WTCS Board meeting in January. Plans for campus location and implementation timeframe are yet to be finalized.

Note: Mr. Robinson arrived at 8:38 a.m.

James Beistle moved, seconded by Chris Fitzgerald, to approve the Veterinary Technician Concept Review as presented. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

2. Annual Review and Approval of Board ENDS Policy (I.)

Time was reserved for the Board's annual review of the Global ENDS statement.

Lori Laberee moved, seconded by Lara Frasier, to approve the Board ENDS policy as presented. Upon a unanimous vote of all members present, motion carried.

3. 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.)
- H. Board Members' Code of Conduct (II.I.)
- I. Annual Board Monitoring Schedule (II.J.)
- J. Tuition for Board Members (II.K.)
- K. Audience Recognition (II.L.)

It was noted that Policy II. B. will be reviewed by the Board in May 2018.

James Beistle moved, seconded by Chris Fitzgerald, to approve the Board's Governance Process Policies (II.A. and II.C. - II.L.) as presented. Upon a unanimous vote of all members present, motion carried.

INFORMATION REPORTS

Note: The Chair moved to the Annual Academic Quality Improvement Program report.

1. Annual Enrollment/Full-Time Equivalency (FTE) Information Report

The 2017-2018 year-to-date FTE report was provided for the Board's review to include data by degree level and College division as well as detailed FTE data for General Studies and student demographic data. The data presented was part of the College Effectiveness Measures in the areas of Student FTE and Retention. A PowerPoint was also provided. Jennifer Kunselman, Research and Data Coordinator, presented the report. Susan Yohnk Lockwood, Vice President of Institutional Effectiveness, was present during this report.

Josh Robinson moved, seconded by Lori Laberee, to receive the Annual Enrollment/Full-Time Equivalency (FTE) Information Report as it related to the interpretation of the ENDS statement for the President's annual evaluation. Upon a unanimous vote of all members present, motion carried.

2. Annual Academic Quality Improvement Program (AQIP) Report

Susan Yohnk Lockwood, Vice President, Institutional Effectiveness and New Richmond Campus Administrator, presented the Academic Quality Improvement Program (AQIP) Report for the Board. The report included our AQIP involvement over the past year along with current activities in our Quality Improvement journey and a review of the Systems Portfolio. The PowerPoint was posted prior to the meeting. A link to the Systems Appraisal Feedback Report was included on a PowerPoint slide and as a handout.

Chris Fitzgerald moved, seconded by James Beistle, to receive the Annual Academic Quality Improvement Program (AQIP) Report as it related to the interpretation of the ENDS statement for the President's annual evaluation. Upon a unanimous vote of all members present, motion carried.

Note: The Chair moved back to the Annual Enrollment/Full-Time Equivalency (FTE) Information Report.

Note: After the reports, the Board Chair recessed the meeting at 9:50 a.m. and reconvened the meeting at 10 a.m.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

A. Annual WTC District Boards Association Planning Meeting Update

Time was reserved for updates from those who attended the annual WTC District Boards Association Planning meeting that was held on August 25-26, 2017, in Madison, WI. Mr. Beistle and Ms. Laberee provided updates on this year's workshop and meeting attendance.

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. 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. Ms. Olson provided trip information for the ACCT attendees.

B. 2017 ACCT Leadership Congress Presentation Updates

The Association of Community College Trustees (ACCT) has identified that WITC's presentation at this year's Leadership Congress is scheduled on Wednesday, September 27, 2017, from 3:30 – 4:30 p.m. President Will reviewed the "Innovative Implementation Strategies for Career Pathways to Meet Workforce Needs" PowerPoint presentation.

C. Appointment of ACCT Voting Delegate and Alternate for Leadership Congress

Time was reserved for the Board Chair to appoint a voting delegate and alternate for this year's ACCT Leadership Congress. WITC has one voting delegate and thus is entitled to one vote. James Beistle was selected as the voting delegate and Chris Fitzgerald was selected as the alternate.

3. Monitoring Schedule Review and Updates

A. Monitoring Schedule

Time was reserved to review and update the *Board Monitoring Schedule* as needed (see exhibit 3.A.). *There were no recommended updates from Administration.*

B. Board Member Orientation Update

The Board Member Orientation will follow today's Board meeting at the WITC-New Richmond Campus. Materials for the orientation were provided via a link on the Board of Trustees - Board Only Resources Connection.

4. President's Updates:

A. Upcoming Events Schedule

President Will shared upcoming events for the Board's information. Event information is located on the WITC website.

- B. **Fall Enrollment Report**
President Will reviewed two fall enrollment reports.
 - C. **WITC Inservice Update**
Time was reserved for an update on the WITC inservice that was held on Thursday, August 24, 2017, via IP video and local formats. The inservice PowerPoint, agenda, and President's inservice communication were provided for the Board's information.
 - D. **Strategic Enrollment Plan**
Time was reserved for President Will to provide information on the Strategic Enrollment Plan.
 - E. **Facts at a Glance Brochure**
Board members received a printed copy of the Facts at a Glance brochure at the meeting.
 - F. **Recognition by Legislature for WITC-New Richmond's 50th Anniversary**
A copy of the proclamation that was presented by Representative Shafsholt on August 24, 2017, was provided for the Board's information. Mr. Beistle attended this event.
 - G. **Duluth Business University Closing Update**
President Will provided an update on this closing.
5. Legislative Updates
Time was reserved for legislative updates.
- A. **Senator Harsdorf**
Time was reserved for legislative updates from Senator Harsdorf. Topics included information on the budget, Foxconn, the attainment goal, and Complete College America. There was time for questions from the Board. If there are specific examples of student credit transfers, they can be sent to Senator Harsdorf. Senator Harsdorf offered to put some Foxconn talking points together for the Board. President Will thanked Senator Harsdorf for her support of the technical colleges.
- Note: Other legislators were invited to this meeting but were unable to attend.*
6. Student Updates and News
This is a placeholder for student updates and College news items:
- A. **Sales Training Making a Comeback at WITC**
After a 10-year hiatus, Wisconsin Indianhead Technical College is bringing back the selling principles class this fall. Several business owners had lamented that local sales training was not available, and thought back to the popular and valuable course that WITC offered. The selling principles course offers ideas and concepts that, when implemented, can increase sales performance for the salesperson and the organization. Students will develop customer-focused sales strategies and presentations directly related to their own organization's current products and services. A *New Richmond News* article was provided.
 - B. **WITC-New Richmond Celebrates 50th Anniversary**
WITC-New Richmond hosted a 50th anniversary celebration for the community on Thursday, August 24, 2017. Attendees enjoyed a video that crossed the decades with memories and some delicious food. Over 100 people were in attendance. A *New Richmond News* article was provided.

C. WITC Now Offering Four Start Dates Every Semester

It is now easier than ever to enroll in college classes and receive financial aid (if eligible) with the Start Now program available at Wisconsin Indianhead Technical College. With four every dates every semester, there is no need to wait for the start of a semester to begin classes. A *Business North* article was provided.

7. WITC Board Appointment Update

Time was reserved for President Will to provide an update on the Board Appointment hearing/committee meeting that took place on Wednesday, September 6, 2017. Mr. Andrew Albarado from Rusk County was appointed, pending WTCS Board approval on November 7-8, 2017. He was invited to attend the October Board meeting in Ashland and if approved by the state board would be seated at the November 13, 2017 WITC Board meeting.

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 16, 2017, beginning 8:30 a.m., at the WITC-Ashland Campus. The Board meeting schedule was provided for the Board's information. Chair Lambert is unable to attend this meeting.

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, October 16, 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, September 28, 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.

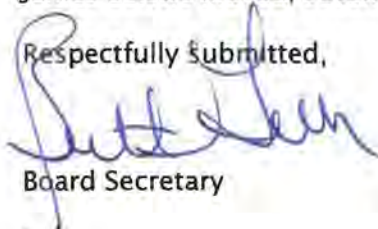
MEETING EVALUATION

PLUS +/-DELTA ^

- + Great questions/discussion related to accreditation and enrollment reports
- + Board members engaged in information reporting
- + Opportunity to engage in conversation with Senator Harsdorf
- ^ None

James Beistle moved, seconded by Lori Laberee, to adjourn the meeting at 11:11 a.m.

Respectfully Submitted,



Board Secretary

ko

Note: A Board luncheon and optional tour were provided; however, no action was taken.

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Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year: 2018

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 = 40.39% Off Campus = 33.26%

-----ESTIMATED-----

Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est Salary/ Fringe Cost	+ Indirect	= Full Cost	Difference +/-
341	St Croix Gas	River Falls	Off	375.00	145.20	48.29	193.49	181.51
	SCBA Refresher Training (1 to 2 hour class for 7 employees).							
344	F G Products Inc	F G Products, Rice Lake	Off	1,750.00	892.43	296.82	1,189.25	560.75
	Overview of State and Federal Laws regarding harassment/sexual harassment.							
346	Barron County Sheriff's Dept	WITC Rice Lake	On	636.00	314.60	127.07	441.67	194.33
	Barron County Sheriff's Dept will receive warrant servicing instruction							
347	Drummond School District	Drummond School	Off	529.00	580.80	193.17	773.97	(244.97)
	Employees will receive American Heart Association Heartsaver First Aid Instruction.							
348	Northwire Nwi Lab360	Osceola, WI	Off	1,694.00	580.80	343.45	924.25	769.75
	Employees will receive 10 hours of OSHA Safety Training							
349	Bayfield County Jail	Bayfield Co. Jail	Off	4,063.00	2,073.94	939.79	3,013.73	1,049.27
	Inmates of Bayfield County Jail will receive Adult Basic Education							
350	Barron County Jail	Barron County Jail	Off	13,063.00	6,913.94	2,749.58	9,663.52	3,399.48
	Inmates of Barron County Jail will receive Adult Basic Education							
351	Rusk County Jail	Rusk County Jail	Off	4,063.00	2,073.94	939.79	3,013.73	1,049.27
	Inmates of Rusk County Jail will receive Adult Basic Education							
352	Sawyer County Jail	Sawyer County Jail	Off	3,501.00	1,763.21	836.44	2,599.66	901.34
	Inmates of Sawyer County Jail will receive Adult Basic Education							
353	LCO Head Start	LCO Headstart Hayward	Off	1,046.00	600.60	317.95	918.55	127.45
	Provide Pediatric Medic First Aid class and recertification class to employees.							
354	Rusk County Memorial Hospital	Rusk County Memorial Hospital	Off	6,390.00	2,323.20	1,072.30	3,395.50	2,994.50
	Training for ACLS and PALS new provider and renal training							

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Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year: 2018

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

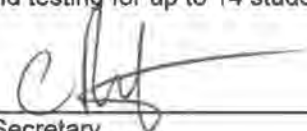
State Designated Indirect Cost Factors:
On Campus = 40.39% Off Campus = 33.26%

-----ESTIMATED-----

Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est Salary/ Fringe Cost	+ Indirect	= Full Cost	Difference +/-
356	Lakeview Dental Ctr	Lakeview Dental Center Ashland	Off	713.00	193.60	261.64	455.24	257.76
	Employees will receive AHA Healthcare Provider renewal certification.							
358	Barron City Police Dept	Arland Range	Off	222.00	193.60	64.39	257.99	(35.99)
	Patrol Weapons							
359	Rice Lake Police Dept	Rice Lake Police Dept Range	Off	457.00	193.60	64.39	257.99	199.01
	Handgun Training-Patrol Weapons							
360	Mastercraft Industries Inc	WITC Rice Lake	Off	6,275.00	2,722.50	1,405.50	4,128.00	2,147.00
	CDL Training up to 45 hours for one student.							
361	Louisiana-Pacific Corp	New Richmond Campus	On	2,710.00	1,028.50	865.41	1,893.91	816.09
	Provide Welding Certification for up to 9 individuals on the New Richmond Campus.							
362	Red Cliff Band of Lake Superior Chippewa	Legendary Waters Casino	Off	1,165.00	774.40	257.56	1,031.96	133.04
	Employees of Red Cliff Natural Resources Department will receive basic CPR/AED/First aid along with CPR/AED/First Aid refresher training.							
363	Bending Branches Inc	Osceola, Wi	Off	1,209.00	625.68	272.30	897.98	311.02
	Delegation Training							
364	Washburn County Jail	Washburn County Jail	Off	3,501.00	1,763.21	836.44	2,599.66	901.34
	Inmates of Washburn County Jail will receive 2 hours of Basic Education each wee, not including Holidays and Semester breaks.							
365	New Richmond High School	New Richmond High School	Off	1,401.00	855.14	284.42	1,139.56	261.44
	First semester Personal Care Worker skill enhancement and testing for up to 14 students.							

*** End Of Report ***

* indicates an amended contract



 Board Secretary

9/18/2017

 Date