

Wisconsin Indianhead Technical College
Board Proceedings
November 21, 2016

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, November 21, 2016, 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

Chairperson, Chris Fitzgerald, called the meeting to order at 8:35 a.m. with the following Board members present: James Beistle, Chris Fitzgerald, Lorraine C. Laberee, Troy Lambert, Agnes Ring, and Josh Robinson. *Brett Gerber, Janelle Gruetzmacher, and Dave Minor provided notice that they would not be in attendance at this meeting.*

The following WITC employees were in attendance during the meeting: Steve Decker, Susan Yohnk Lockwood, Kim Olson, Cher Vink, and John Will. Jennifer Kunselman and Jena Vogtman were also in attendance for a portion of the meeting.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The November 21, 2016, 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 November 18, 2016, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

Lori Laberee moved, seconded by Josh Robinson, to authorize and approve Troy Lambert 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.

APPROVAL OF AGENDA

Chair Fitzgerald reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology. Lori Laberee moved, seconded by Josh Robinson, to approve the agenda. Upon a unanimous vote of all members present, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT

Time was reserved for Chair Fitzgerald to recognize people in the audience if needed. The Audience Recognition Board policy (II.L.) was included in the Board book as a reference.

MEETING MINUTES

1. Approval of the October 17, 2016, Regular Meeting Minutes
James Beistle moved, seconded by Agnes Ring, to approve the meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. The signed contract listing and resolutions from the October meeting were attached to the official minutes. *Note: There was no executive session in October.*

CONSENT AGENDA

Chairperson Fitzgerald 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:** Lisa Barkley, Human Resources Specialist; Manager; annual salary \$41,762; Shell Lake; effective December 5, 2016.
- B. **New Hire:** Kimberly Fick, Payroll and Benefits Manager; Manager; annual salary \$58,596; Shell Lake; effective December 1, 2016.
- C. **New Hire:** Stephanie Smith Fostvedt, Career Advising Specialist (limited term); Manager; annual salary \$42,717, Rice Lake; effective October 31, 2016.
- D. **New Hire:** Michelle Krob, Learning Resources Technician; Support and Technical Personnel; \$15.69/hour, Superior; effective October 31, 2016.
- E. **New Hire:** Mai Yia Vang, Human Resources Specialist; Manager; annual salary \$41,762; Shell Lake; effective November 28, 2016.
- F. **Resignation:** Dennis Rosen; Custodian, New Richmond; effective January 1, 2017.
NOTE: Administration recommended waiving the six-month notification requirement.
- G. **Resignation:** Alison Stucke; Learning Resource Center Technician, Superior; effective October 14, 2016.
- H. **Resignation:** Char Utyro; Administrative Specialist/Supervisor, Superior; effective June 30, 2017.

President Will noted that there were a total of 34 years of service from those who resigned (retired/leaving the College); Mr. Rosen served 15 years, Ms. Stucke served 5 years, and Ms. Utyro served 14 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 222014 through 222766 and electronic transfer payments totaling \$6,767,911.54 were approved.

5. Bids/Purchases

- A. **Remodeling Change Order – New Richmond:** The Board gave approval of Change Order 5 by LHB Architects in the total amount of \$32,409 for project #150495 at the New Richmond Campus. The change order was for electrical revisions, mechanical revisions, and acoustical tile changes. A financial summary was provided.
- B. **Remodeling – New Richmond:** The Board accepted the low bid received for Project No. 150495.09 from Rhom Construction, LLC. of Eau Claire, WI, as summarized on the bid tabulation document for the project base bid and alternates 1, 2, and 3 for the remodeling at the New Richmond Campus. The total award for this remodel project was \$245,550 including \$221,921 from the base bid and \$23,629 from the alternates.
- C. **Managed Print Services – Collegewide:** The Board gave approval to award a five (5) year managed print services agreement to Marco of Duluth, MN, under RFP # 17-96100-CW-MANAGEDPRINT, as summarized on the RFP evaluation. The RFP award included an option to extend the initial contract term for two (2) additional, consecutive one (1) year terms.

INFORMATION REPORTS

1. Student Satisfaction Inventory (SSI) Report

Jennifer Kunselman, Research and Data Coordinator, presented a brief summary of the

Student Satisfaction Inventory (SSI) purpose and results to the Board. Susan Yohnk Lockwood, Vice President Institutional Effectiveness and New Richmond Campus Administrator, was also available for this presentation.

A PowerPoint presentation and Executive Summary were provided for this report. A link to the *Student Satisfaction Inventory - 2016 Overview* was also provided for the Board's information. Printed copies of the Executive Summary and Overview were available at the meeting.

Lori Laberee moved, seconded by Agnès Ring, to receive the Student Satisfaction Inventory (SSI) Report as it related to the interpretation of the ENDS statement *and the WITC College Effectiveness Measures* for the President's annual evaluation. Upon a unanimous vote of all members present, motion carried.

2. Annual Marketing Initiative Report

Jena Vogtman, Director of Marketing, gave an update on the larger initiatives of the WITC marketing team. The Marketing department has continued to improve upon its digital online presence. Since this spring, the team has done the following:

- Continued to refine WITC's online digital marketing
- Continued building on the collection of more modern photos/video for ads/print materials, new Web site, etc.
- Added a new set of billboards in all campus areas for more awareness
- Shared more communications with staff about news and highlights at all campuses
- Continued to refine the specific program marketing process to better allocate resources proactively and reactively for enrollment
- Created an online marketing resources kit with posters/flyer templates, style guides, etc. for faculty and staff
- Finished a Media Survey with students to research where to best place ads
- Worked on a new Web site with Knupp and Watson, currently improving page templates

Other projects in the works included the further development of more specific metrics of success and luncheons with faculty or staff.

Ms. Vogtman updated the Board on the home page options/wireframes for the new Web site. It was noted that the new Web site will be in compliance with the Americans with Disabilities Act (ADA) and will provide closed captioning. The tentative "Go Live" date for the new Web site is August 22, 2016; however, that date may be delayed until after the start of the fall term in September. Two Web site examples were shared, and Board members provided feedback.

Troy Lambert moved, seconded by Agnes Ring, to receive the Annual Marketing Initiative 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.

The Board Chair recessed the meeting at 10:13 a.m. and reconvened the meeting at 10:20 a.m.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

A. **Association of Community College Trustees Leadership Congress Update**
Time was reserved for ACCT Leadership Congress attendees to report out on the conference and sessions they attended. Mr. Beistle provided a handout that summarized the sessions he attended.

B. **District Boards Association Meeting Update**
James Beistle, Lori Laberee, and President Will provided updates from the District Boards Association fall meeting held on October 28-29, 2016, in Milwaukee, WI. Updates included information on the reorganization of District Board Committees and an awareness of upcoming WTCS President retirements.

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 Fitzgerald 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.

The June 19, 2017, Foundation Golf event was changed to June 12, 2017. The Board did not wish to change its June 19, 2017, Board meeting date.

Ms. Laberee noted that due to the location of the National Legislative Summit, Board members may want to consider attending the event breakfast and lunch rather than trying to find meal service at this event.

Ms. Olson shared a 2017 Winter Meeting & Legislative Seminar flyer and requested Board members confirm their plans to attend this event and the National Legislative Summit on the Board Events Schedule that was routed.

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 changes from Administration.

4. President's Updates:

Time was reserved for President Will to provide an update on the following items:

A. **Student Updates and News**

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

1) **Annual Rice Lake Awards Presented**

The annual Rice Lake Chamber of Commerce awards were given out at a banquet held at the Elks Lodge. Among award recipients, Barb Malom received the "Contributor to Education" award. Although she is retiring this year from WITC, she has produced many successful students in 42 years and has taught state-of-the-art technology to many.

WITC-Rice Lake also received the "Exceptional Program Partner" award at a separate banquet held by the Barron County Economic Development Corporation. A *Rice Lake Chronotype* reference was provided.

2) **Remodeling Boosts WITC**

Students enrolled in the Health Sciences Department of the WITC-Ashland Campus will enjoy vastly improved facilities due to a \$900,000 remodeling program that was recently completed at the campus. The improvements included new lab spaces for the nursing program as well as redesigned lab space for the Medical Assistant and the Occupational Therapy Assistant programs. Improvements were also made to the Conference Center and the adjacent lounge area. An *Ashland Daily Press* reference was provided.

3) **Appointees Named to Farm Bureau's Young Farmer and Agriculturist Committee**

Julie Wadzinski, Farm and Production Management instructor at the Rice Lake Campus, was one of three to be appointed to the Wisconsin Farm Bureau's Young Farmer and Agriculturist Committee by the Farm Bureau's state Board of Directors. The WFBF YFA Committee consists of nine couples or individuals (ages 18-35) from across the state. Its goal is to get more young farmers and agriculturists acquainted with and involved in Farm Bureau. They carry out a variety of statewide initiatives, such as conferences, contests, and award programs. A *Wisconsin State Farmer* reference was provided.

4) **Manufacturing a Workforce: Education, Policy, Culture All Shaping Manufacturing's Future**

The *Duluth News Tribune* addressed the possible cause of the skills gap and shortage of workers the manufacturing industry faces today. While local community colleges, WITC-Superior and Lake Superior College, provide the education needed to address the skills gap, a policy change needs to occur as well as a change in the public perception of the manufacturing industry. A *Duluth Tribune* reference was provided.

5) **WITC Offers Free Tuition for Area High School Graduates**

The WITC Promise Scholarship returned for its second year. Funded by the WITC Foundation, the scholarship provides free college tuition for area high school graduates who meet program eligibility requirements. The WITC Promise Scholarship will pay the balance of tuition and fees for eligible students after federal and state grants are applied. Tuition will be covered up to four terms (pending eligibility requirements each term). A *Business North* reference was provided.

B. **Upcoming Events Schedule**

President Will informed the Board about the following events:

- Fall Student Recess (November 23 - 25, 2016)
- Skills USA event (December 7, 2016; Rice Lake)
- Alumni Association's Annual Holiday "Love Light" Fundraiser (December 7, 2016; Ashland)

C. **Fire and EMS Study Committee Update**

President Will provided testimony at the State Capitol in Madison on October 18, 2016.

D. **Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) Accreditation Update**

WITC's Health Information Technology program was notified of continuing accreditation from the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The HIT instructors are Amanda Abrahamson and Jolene Colburn. Ms. Abrahamson also serves as the program coordinator, and Kate Siegler, Divisional Dean, Allied Health, oversees the program. All three people strive to keep the HIT program current and their dedication to this quality program shows.

E. WITC Collegewide Inservice Update

The October 25, 2016, Collegewide inservice agenda and photos taken at the inservice were shared with the Board. The On Course “interdependence” principle was the focus of the inservice.

F. WITC Ranked 3rd by Niche.com

WITC was ranked 3rd by Niche.com. “Niche” is a Web site with the purpose of helping people find schools and neighborhoods that are right for them. They analyze public data sets and online reviews of places to produce comprehensive rankings, report cards, and profiles for K-12s, colleges, and places to live. The data they use comes from the U.S. Department of Education and over 30 million college reviews and survey responses.

The ranking assessed 804 schools. For the purpose of this ranking, community colleges include public post-secondary institutions where the majority of degrees conferred are 2-year degrees or fewer. The same methodology is used to produce the Overall Niche Grade for each ranked school as well as additional community colleges. Statistics obtained from the U.S. Department of Education represent the most recent data available, usually from 2014-2016, as self-reported by the colleges.

G. 2016 CAEL Institutional Service Award for the WTCS

The WTCS system was recognized by CAEL as the recipient of the 2016 CAEL Institutional Service Award. This award is given annually at the CAEL International Conference to recognize institutions and other organizations that have provided outstanding programs and services for adult learners. A copy of a letter to WTCS President Morna Foy was provided.

H. District Boards Association 2017 Media Award Call for Nominations

The District Boards Association (DBA) encourages each district to consider providing a nomination for the District Boards Association’s annual Media Award competition. This is an excellent opportunity to recognize media coverage of your district’s service to its communities and learners. A recommendation from the Director of Marketing will be provided for the Board’s consideration in January. The 2017 Media Award nominations must be received by February 1, 2017. The award will be made during the Association’s spring meeting on April 6-8, 2017, in Elkhart Lake, WI. The Media Award instructions and criteria were provided.

I. High School Relations Report Update

Time was reserved for the 2015-2016 High School Relations Report Update. A copy of the report was provided at the meeting.

5. Legislative Updates

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

6. Audited Annual Financial Statements Draft

The annual financial audit report for year ending June 30, 2016, will be presented by the College’s financial auditing firm at the December 2016 Board meeting. In an effort to provide the Board information on the audit in draft format earlier, the draft audit cover letter and the draft audited annual financial statements were provided for the Board’s information. Mr. Decker reviewed some of the information with the Board.

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, December 19, 2016, beginning 8:30 a.m., at the WITC-Rice Lake 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, December 19, 2016, 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, December 1, 2016. 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.

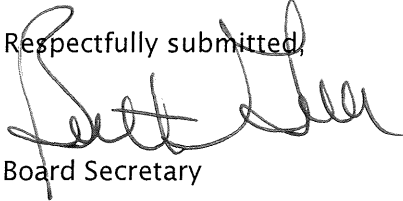
MEETING EVALUATION

PLUS +/DELTA ^

- + Noel-Levitz Report/Presentation
- + Marketing Report/Presentation
- + President's Updates and Board member conversation/discussion
- + Compliments to Mr. Decker on financial review/update
- + Good reports on Student Satisfaction and Marketing
- ^ None

Troy Lambert moved, seconded by James Beistle, to adjourn the meeting at 11:22 a.m.

Respectfully submitted,



Board Secretary

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Note: A Board luncheon was provided following the meeting; however, no action was taken.

11/1/2016
8:16:56
AM

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2017

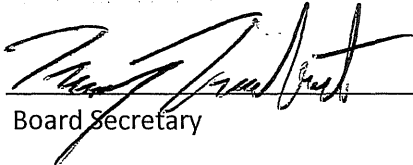
The Board is requested to ratify the President's action in entering into a contractual arrangement with the following agencies:

State Designated Indirect Cost Factors:
On Campus = 34.9% Off Campus = 34.9%

----- ESTIMATED -----									
Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est.Salary/ Fringe Cost	+ Indirect	=	Full Cost	Difference +/-
333*	Jennie-O Turkey Store, Inc.	WITC-Rice Lake Campus Computer Lab	On	1,531.00	532.00	144.00		675.00	856.00
	Students will receive 4 hours of PowerPoint training.								
390	Burkwood Treatment Center	Burkwood Treatment Center - Hudson, WI	Off	1,715.00	841.00	169.00		1,010.00	705.00
	Provide 3 classes of CBRF Fire Safety, CBRF Standard Precautions and CBRF 1st aid and Choking to employees.								
391	Workforce Resource-Balsam Lake	Polk County Workforce Resource Center, Balsam Lake, WI	Off	489.00	391.00	81.00		472.00	18.00
	CPR for Healthcare Academy								
392	Adoray Home Health	Baldwin	Off	750.00	291.00	102.00		392.00	359.00
	Basic Life Support (HCP) CPR renewal								
393	Action Battery Wholesalers, Inc.	Somerset VFW hall	Off	1,229.00	339.00	119.00		458.00	772.00
	CPR/first aid / blood borne pathogen training								
394	Rice Lake Utilities Department	Rice Lake Utilities Department Building	Off	1,000.00	770.00	183.00		952.00	48.00
	Welding and Torch Safety-10 employees of Rice Lake Utilities Department will receive safety training in basic welding and torch safety training.								
395	Schaffer Manufacturing	Milltown, WI	Off	930.00	1,005.00	336.00		1,341.00	(411.00)

Beginning and Advanced Word and Excel for employees. 2nd part of Fast Forward Grant								
396	Polk County Health Department	Polk County Offices	Off	965.00	772.00	231.00	1,003.00	(38.00)
MS Office Word and Excel Training								
397	Superior Douglas County Chamber of Commerce	WITC Superior	On	717.00	-	-	-	717.00
EXCHANGE OF SERVICES CONTRACT-Chamber staff to provide instruction in various business applications.								
398	St. Croix Central High School	St. Croix Central High School	Off	13,680.00	-	-	13,680.00	-
Transcripted credit class at St. Croix Central High School. 24 students registered in 1-credit 32420338 CAD Basics , 10 students registered in 1-credit 10103146 MS Word A, 10 students registered in 2-credit 10106110 Document Formatting, 7 students registered in 4-credit 10101101 Financial Accounting 1, 1-credit 10103151 MS Excel A, and 1-credit 10103129 Intro to MS Office.								
399	WI National Guard	WI National Guard - Hayward	Off	355.00	284.00	79.00	363.00	(8.00)
Provide Heartsaver CPR/AED to Wi National Guard in Hayward.								
400	KTEK	Client Site, Baldwin WI	Off	2,470.00	2,603.00	816.00	3,419.00	(949.00)
Blueprint Reading Course for all employees								

*** End Of Report ***
 * indicates an amended contract


 Board Secretary

11-21-16
 Date