

**REGULAR MEETING OF THE
CHIPPEWA VALLEY TECHNICAL COLLEGE DISTRICT BOARD**

September 15, 2011

The regular meeting was called to order at 5:30 p.m. by Chairman Gary Mitchell. He indicated this was an open meeting with notices mailed to the news media and other interested parties and posted at the Chippewa Valley Technical College campuses/centers in Chippewa Falls, Eau Claire, Menomonie, River Falls, and Neillsville on September 9, 2011.

1. Roll Call: Present: Colleen Bates, Gary Brummeyer, Francis Bucheger, Larry Hagness, Judy Kucera, Ramona Mathews, Gary Mitchell, and Gwen Southard-Schuppel.

Also present: Bruce Barker, Tom Huffcutt, Margo Keys, Ellen Kirking, Candy Johnson, Roxann Vanderwyst, Roger Stanford, Margaret Dickens, Kirk Moist, Doug Olson, Jon Brutlag, Kathy Goodman, Mark Barker, Jeff Pepper, Julie Pepper, Tom Lange, and Mary Casey.

2. Motion by Ms. Bates, seconded by Ms. Kucera, to approve the agenda as presented. Ayes: All. Nays. None. Motion carried.
3. There were no delegations or petitions.
4. There were no reports or forums.
5. Motion by Ms. Schuppel, seconded by Ms. Mathews, that the following resolution be adopted:

BE IT RESOLVED by the Chippewa Valley Technical College District Board that the following consent agenda items are approved as presented and recommended:

Minutes of the following meetings: July 11, 2011, Regular meeting.

Personnel Matters – Employment: Adjunct Instructors as listed; Jessica Schwartz, Program Curriculum/Transfer Specialist, 08/16/11; Laura King, Institutional Research and Planning Analyst, 08/22/11; Norm Postell, Enterprise Applications Manager (transfer), 08/08/11; Paige Wegner, Director of Enrollment Services, 08/22/11; Roxane Molinari, Pre-College Specialist, 08/22/11; Tammy Kirby, Admissions Assistant, 07/25/11; Scott Paetzold, Information Technology – Network Specialist Instructor 08/11/11; Karen Kohler, English Communications Instructor, 08/11/11; Arlyn Anderson, English Communications Instructor (LTE), 08/23/11; Rod Bagley, Facilities Manager, 9/6/11; Tiffany Hines-Michaud, Program Counselor (part-time), 08/24/11; and Shawn Creviston, Information Technology – Programmer Analyst Instructor, 08/11/11.
Resignation: Steven Senor, Business & Industry Trainer; 9/23/11

Financial Report-August: Payroll Direct Deposit in the amount of \$2,605,000.98; Accounts Payable Checks in the amount of \$3,993,457.17; Refund Disbursements in the amount of \$7,790.23; Financial Aid Disbursements in the amount of \$343,334.46; Bank Transfers in the amount of \$1,131,487.60; and Direct Deposit Travel in the amount of

\$27,697.23 drawn on the Chippewa Valley Technical College District for the various amounts, and the Financial Reports for July 2011.

Financial Report-September: Payroll Direct Deposit in the amount of \$1,635,724.34; Accounts Payable Checks in the amount of \$4,695,764.40; Refund Disbursements in the amount of \$41,216.05; Financial Aid Disbursements in the amount of \$3,606,143.48; Bank Transfers in the amount of \$1,635,724.34; and Direct Deposit Travel in the amount of \$25,820.61 drawn on the Chippewa Valley Technical College District for the various amounts, and the Financial Reports for August 2011.

Fifty-one (51) contracts for services are approved as recommended and presented on the attached list. Ayes: All. Nays: None. Motion carried.

6. Action Items

- A. Ms. Casey explained that she made the changes suggested by the Board at the Committee meeting: including the link to the incident report in the procedure and changing "campus administrator" references to "risk manager." Motion by Mr. Hagness, seconded by Mr. Brummeyer, that the following resolution be adopted:

BE IT RESOLVED that the Chippewa Valley Technical College District Board approves the college Grievance Procedure as presented. Ayes: All. Nays: None. Motion carried.

- B. Mr. Olson asked if there were any questions in regard to the student commons patio naming rights. Hearing none, motion by Ms. Schuppel, seconded by Ms. Bates, that the following resolution be adopted:

WHEREAS, Chippewa Valley Technical College's Commemorative Philanthropic Naming Opportunity Policy allows opportunities to recognize and honor individuals, businesses, and groups for providing funding to support CVTC buildings, facilities, rooms, and equipment; and

WHEREAS, Market and Johnson is a strong supporter of Chippewa Valley Technical College through service, advocacy and financial support; and

WHEREAS, Market and Johnson has pledged \$10,000 towards the Business Education Center Student Commons Patio;

THEREFORE, BE IT RESOLVED by the Chippewa Valley Technical College District Board that in accordance with the College's Commemorative Philanthropic Naming Opportunity Policy, the Business Education Center Student Commons Patio be named the Market and Johnson Terrace. Ayes: All. Nays: None. Motion carried.

7. Board Chairperson's Report

- A. Mr. Mitchell and Ms. Mathews reported on the July Board Association Conference. The technical college system centennial was the focus of the conference.

- B. Motion by Ms. Bates, seconded by Ms. Kucera, to nominate Mona Mathews as CVTC's nominee for the 2012 Board Member of the Year. Ayes: All. Nays: None. Motion carried.
- C. The Board meeting schedule was reviewed to schedule alternate dates for meetings with conflicts. The following changes were made to the schedule: Only one meeting in October 2011 (on the 20th--October 13 Committee meeting is cancelled); only one meeting in January 2012 (on the 12th—instead of the 19th—no committee meeting); only one meeting in April 2012 (on the 12th—instead of the 19th—no committee meeting); and the May 10, 2012, Committee meeting is on the same day as River Falls Graduation. Will wait until April to decide if a committee meeting is needed.
- D. Mr. Mitchell indicated he is interested in attending the Economic Development in Rural Wisconsin Conference, October 26-27, in Wausau. He asked if other Board members were interested in attending. Board members will register themselves and will let Ms. Johnson know they are attending.

8. President's Report

- A. Roger Stanford, Director of Professional Development, gave an update on faculty inservice that was held in August. He also gave a preview of the staff inservice scheduled for October 6 and 7.
- B. Ms. Dickens presented the graduate placement data from the 2009-10 school year. Of the 1245 graduates who were surveyed, 904 responded and 91 percent are employed; 86 percent of employed graduates are in jobs related to their training; 85 percent are employed in Wisconsin; and the median annual salary is \$33,277.
- C. Roxann Vanderwyst, Business and Industry Specialist, presented the Business and Industry (B&I) Services annual report. Overall revenue is up about six percent over FY'10; 105 different companies and organizations have contracted with CVTC for training; and over 5,800 incumbent workers have been trained. There has been an increase in the utilization of Wisconsin Workforce Advancement Training Grants in FY'11, and \$1.3 million has been awarded to CVTC through the WAT Grant program since it began in 2005. Ms. Vanderwyst highlighted a training partnership in truck driver safety with Kwik Trip that was conducted through Blackboard and on the driving range. She also showed a video highlighting the Critical Core Manufacturing Skills Consortium. This consortium allowed 19 different companies to share costs and to offer training for their production and lead workers. Over 144 courses were delivered at various times and locations and 129 Technical Certificates were awarded.
- D. Mr. Moist distributed a schedule of estimated property values by county. Last year we were down by 3.4 percent and this year we are down by 1.82 percent (better than the two previous years). Mr. Barker reminded the Board that they will be approving the tax levy at the October Board meeting.

Mr. Moist also explained that the CVTC Finance Department annually updates the Purchasing Procedures Manual to keep it in sync with rules issued by the

WTCS. The newest CVTC update includes a provision to allow a price variance of up to 2% for in-district vendors in non-construction quote situations where the purchase amount is between \$10,000 and \$25,000. Notice to vendors of this policy is now on the face of all quote documents. Legal counsel reviewed the draft language prior to addition to the manual.

E. Mr. Barker reported on the following activities:

- BEC Student Commons was done on time and students seem to enjoy it.
- The welding/fabrication lab was functional when classes started.
- Fall enrollments are strong.
- Marcy Bruflat and John Frank are the recipients of the Fuerstenberg Teaching Excellence Award. Jason Michaud is the recipient of the Domer New Faculty Teaching Award.
- Retiree Open House in the Student Commons was held on August 25, 2011, was a success. Over 100 retirees and guests attended.
- Community Grand Opening for the Student Commons was held on August 31, 2011. This was an opportunity to publicly thank the Student Government Association for their donation of \$200,000 to the project.
- CVTC was a sponsor for Fire Ops Day on September 10th.
- CVTC also was a sponsor for Farm/City Day on September 10th.
- Hispanic Heritage Month was celebrated on September 13th with food, music, and dancing.
- WI Technical College System Office held a centennial open house in conjunction with the System Board meeting on September 13th.

F. Mr. Barker explained that the Momentum West Board of Directors is struggling to determine the purpose of Momentum and is considering a major redesign of the organization. Mr. Barker will update the Board as decisions are made.

9. The Legislative Audit Bureau (LAB) released a letter audit today on the Wisconsin Technical College System's Educational Programs for Working Adults. The audit was requested by former Representative Marlin Schneider (D-Wisconsin Rapids) in January 2010. In the report, the LAB offers no recommendations related to technical college scheduling processes or course offering decisions.

Mr. Mitchell suggested the Board approve a resolution or proclamation honoring the teaching excellence award recipients at a future meeting.

10. Mr. Mitchell encouraged the Board members to complete the Plus/Delta evaluation form before leaving the meeting.

11. Motion by Ms. Mathews, seconded by Mr. Brummeyer, to adjourn to Executive Session to discuss Wis. Stats. 19.85(1)(c) – considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Ayes: All. Nays: None. Motion carried. The meeting adjourned to closed session at 7:54 p.m.

12. The meeting returned to open session at 8:35 p.m. Motion by Mr. Brummeyer, seconded by Ms. Schuppel, to adjourn. Ayes: All. Nays: None. Motion carried. The meeting adjourned at 8:36 p.m.

Recorded by:

Candace S. Johnson
Executive Assistant to the President

Submitted by:

Gwen Southard-Schuppel, Secretary
Chippewa Valley Technical College District Board

Date

Chairperson

Secretary