The meeting was called to order at 5:30 p.m. by Board Chair Ramona Mathews. She 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 March 13, 2015.


Also present: Bruce Barker, Tom Huffcutt, Candy Johnson, Margaret Dickens, Kirk Moist, Jon Brutlag, Terry Nichols, Jeff Sullivan, Ed Wittrock, Dana Reck, Jeffery McRoy, Josh Schemenauer, Scot Simpson, and Kyle Hammon.

2. Motion by Ms. Bates, seconded by Mr. Ratsch, to approve the agenda as presented. Ayes: All. Nays: None. Motion carried.

3. Reports and Forums

Kyle Hammon, Vice President of Student Government Association, shared information about recent campus activities: Chris Czarnik, a Human Resources Manager, who spoke about what hiring managers look for; volunteer opportunity at Feed My People food bank; Stamp-A-Ring at the River Falls Campus; local author Nick Butler; ZuZu Acrobatics; and Red Cross Blood Drive. More information on these events is available in E-Notes.

Jeff Sullivan introduced Ed Wittrock, electrical apprenticeship instructor, who then introduced three students: Dana Reck, Jeffery McRoy, and Josh Schemenauer. The students explained the program requirements for an electrical apprenticeship: 8,000 hours on the job, 700 classroom hours, and related training on nights and weekends. A Joint Apprenticeship and Training Committee (JATC) meets and reviews apprentice progress each month. The students emphasized how they like that this program allows them to work and earn a salary while they learn.

Scot Simpson, River Falls City Administrator, gave a presentation on the proposed St. Croix Valley Business Incubator (SCVBI). The major partners in this endeavor are the City of River Falls, the River Falls Economic Development Corporation, and UW-River Falls. Other key partners include the Pierce and St. Croix Counties EDCs, West Central Wisconsin Regional Planning Commission, and CVTC. CVTC’s role in the planning phase was to provide technical expertise and guidance based on the development of CVTC’s Applied Technology Center. CVTC plans to rent space in the SCVBI for office space for Business and Industry (B&I) Services; training lab space for B&I; training room for outreach, programs, and classes; and interim lab space for the Residential Construction program. The next step is to submit an application for an EDA grant. Mr. Simpson asked CVTC to write a letter of support showing CVTC’s commitment to the project. The Board supported the college writing a letter of support.
4. Delegations and Petitions

Terry Nichols addressed the following issues: Colfax schools do not participate in dual enrollment classes; he requested the results of the performance funding measures from the System Office, but has not yet received them; ACT testing; and he doesn’t care for CVTC’s new website.

Jon Brutlag announced that the faculty union has decided not to pursue the recertification process this year. He indicated some faculty members have concerns about the changes in long-term disability benefits. He invited the Board members to come to the Manufacturing Show on March 5th.

5. Motion by Mr. Walton, seconded by Ms. Garcia, 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 December 18, 2014, Regular meeting.

Personnel Matters: Employment: Adjunct Instructors as listed; Mitchell Baroni, Spanish Instructor, 1/2/15; Lisa Colombo, Organizational Developer/Trainer, 1/5/15; Jenna Danzinger, Nursing Instructor, 1/2/15; Susan Johnson, Nursing Instructor, 1/2/15; Rachel Landherr, Information and Service Center Representative, March 2, 2015; Joan Lesik, PT Administrative Assistant – Grants, 1/6/15; Lexis Michels, Institutional Research & Evaluation Specialist, 1/29/15; Sara Pertz, Web Developer, 3/3/15; Shana Schmidt, Grants & Accreditation Manager, 1/12/15; and Sara Scovil, Career Pathways Coordinator, 1/5/15. Resignations: Matthew Bloss, Developmental Math Instructor, 6/30/15; Randee Carney, Information and Service Center Representative, 1/30/15; Laura Greenfield, Nursing Instructor-River Falls, 5/8/15; Becky Jahnke, Human Resources Assistant, 2/18/15; Andrew Liedl, Marketing Coordinator, 1/23/15; Dennis McSorley, Jr., Electromechanical Partsroom Assistant, 1/2/15; and Benjamin Melland, Digital Marketing Specialist, 1/7/15. Retirement: Kenneth Johnson, Medical Laboratory Technician Instructor, 7/31/15.

Financial Reports – January 2015: Payroll Direct Deposit in the amount of $1,837,785.08; Accounts Payable Checks in the amount of $2,388,092.49; Refunds in the amount of $180,770.25; Bank Transfers in the amount of $1,837,785.08; and Direct Deposit Travel in the amount of $52,809.42 drawn on the Chippewa Valley Technical College District for the various amounts, and the Financial Reports for December 2014 as presented.

Financial Reports – February 2015: Payroll Direct Deposit in the amount of $1,574,793.71; Accounts Payable Checks in the amount of $2,074,496.69; Refunds in the amount of $4,516,807.84; Bank Transfers in the amount of $3,487,195.17; and Direct Deposit Travel in the amount of $19,706.69 drawn on the Chippewa Valley Technical College District for the various amounts, and the Financial Reports for January 2015 as presented.

One hundred and one (101) contracts for services are approved as recommended and presented on the attached list. Ayes: All. Nays: None. Motion carried.
6. There were no action items.

7. Board Chairperson’s Report

A. Ms. Mathews reported that the Ad Hoc Committee on President/Board Evaluation met earlier today. Member of the Ad Hoc Committee are Ms. Mathews, Ms. Bates, Ms. Garcia, and Mr. Ratsch. The committee identified that their purpose is to follow up on the recommendations from the ACCT educational session that identified best practices for the presidential evaluation process. They also reiterated that reviewing the process does not reflect any concerns or issues with the current president.

The committee is recommending the following:

- Ask for evaluation input from key stakeholders within the organization, departments, community, and others within the system.
- Post the president’s contract on the Board webpage so the Board can review.
- Remove the Executive Assistant to the President from the evaluation process.
- Use the strategic plan as a guide for evaluating the president and for developing a Dashboard summary of strategic plan progress.
- Every three years, a 360-degree review process will serve as the president’s evaluation. Explore option of ACCT compiling the feedback of the 360 evaluation.
- Establish an evaluation tool using the ACCT model as a guide.

Items for future discussion:

- Standard discussion items be tied to progress on the strategic plan.
- Board self-evaluation will be discussed at the next Ad Hoc Committee meeting on March 19.

B. Ms. Mathews, Mr. Bartels, Mr. Ratsch, Ms. Garcia, and Mr. Barker attended the Boards Association Legislative Conference in Madison in January. They heard from several legislators in the morning and visited legislator offices in the afternoon. Everyone they talked to were supportive of the WTCS.

C. Ms. Mathews attended the ACCT National Legislative Summit in Washington, D.C., February 9-12. The issues the WTCS were advocating included expanding Pell back to year-round access, maintaining Perkins funding, supporting adult education and family literacy, and building upon the success of the TAACCCT grants to fund training in energy, IT, and advanced manufacturing. Ms. Mathews was with the group that met with Congressman Ron Kind’s aide, Diana Maas. Ms. Mathews announced that she submitted an application for a position on the ACCT Diversity Committee. She was interviewed while in Washington, but was not selected for membership on the committee. She was encouraged to run for a position on the ACCT Board of Directors, but is not interested at this time.

D. Mr. Ostermann reported on the January 22, 2015, CVTC Foundation board meeting. The balance sheet has grown to $8.8 million. This growth is due to
contributions to the Energy Education Center. The board held a strategic planning session in early January to discuss data mining and how to utilize the data to help the Foundation. The board also approved a resolution to establish the Edward H. Johnson Marketing Endowment Scholarship. The Alumni Spring Gala is scheduled for April 9. CVTC Board members are encouraged to attend.

E. The Boards Association Spring Conference is scheduled for April 16-18 in Stevens Point. If you are interested in attending, let Ms. Johnson know. Paul Gabriel, Executive Director of the Boards Association, is leaving to take a position with the WTCS Foundation. The DBA Board will be meeting on February 20 to start the process to look for a new executive director.

F. Ms. Johnson reported that Board members whose terms are up are Jennifer Vogler (School District Administrator), Russell Ratsch (Employer), and Gwen Southard (Employee). The deadline to apply is 4 pm on Monday, March 9, and the appointment hearing is 1 pm on Monday, March 30.

8. President's Report

A. Kirk Moist reviewed the operational and capital budget timelines for the Board. March and April are spent developing both the operational and capital budgets. In May an operating budget is presented to be published. In June the public hearing on the budget is held and the budget is approved by the Board.

Mr. Moist reviewed the college’s revenue sources and expenditures and the 2014-15 performance funding final calculations from the System Office.

B. Margaret Dickens reviewed the results of the Personal Assessment of College Environment (PACE) survey. The PACE survey measures four climate factors: institutional structure, supervisory relationships, teamwork, and student focus. There was an 80 percent response rate to the survey. The survey was given in 2009, 2012, and 2014 and results improved each time. Top performance areas include student focus, supervisory relationships, safe and secure working environment, open communication with direct supervisory, and innovation is encouraged at the college. Areas to improve include institutional structure, overall trusting relationship between faculty/staff/leadership, college communication is consistent regardless of communicator, and priorities are clearly understood at the college. The conclusion of the survey indicates that CVTC has a healthy campus climate.

C. Mr. Barker reported on the following items:

- Faculty inservice was held January 7-8.
- New Leader Academy started in January. Approximately 30 employees are participating.
- Years of Service Recognition Luncheon was held February 5. Ninety-nine people attended the luncheon.
- Student Showcase was held in Madison on February 17. Students from Architectural Drafting and STEM programs attended along with their instructors, Al Spaeth and John Wagner.
• WACTE Legislative Day was held in Madison, also on February 17. Judi Anibas, Joe Flackey, and Candy Lund (student) represented CVTC.
• Spring Career Fair is scheduled for February 25. Over 145 employers have signed up to participate.
• The St. Croix Valley Education Consortium (SCVEC), comprised of CVTC, UW-River Falls, WI Indianhead Technical College, River Falls School District, and Hudson School District are planning a professional development workshop on March 27. Staff from the SCVEC are invited to participate.
• Tom Lange, CIO, is attending a meeting in Greenwood regarding bringing broadband to Clark County.
• The college switched to a new public website and intranet in early January. New on the public web is the opportunity to ask visitors for contact information. Since we switched in early January, we have received over 2,000 new contacts.
• Budget Advocacy topics: tuition freeze, performance based funding cap, maintain staffing at System Office

9. Ms. Mathews reminded the Board members to submit any plus/delta comments.

10. Ms. Garcia congratulated President Barker for being honored as a 2015 Paul A. Elsner Excellence in Leadership Award recipient.

Ms. Bates requested that Deb Leslie, the new director of Workforce Resource, Inc., be invited to a future CVTC Board meeting to share her direction for WRI.

11. Motion by Mr. Ratsch, seconded by Mr. Bartles, adjourn to Executive Session to discuss Wis. Stats. 19.85(1)(g) – Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (discrimination lawsuits). Ayes: All. Nays: None. Motion carried. The meeting adjourned to closed session at 8:25 p.m.

12. The Board returned to open session at 8:45 p.m. Motion by Mr. Bartels, seconded by Ms. Garcia, to adjourn. Ayes: All. Nays: None. Motion carried. The meeting adjourned at 8:45 p.m.

Recorded by:                      Submitted by:

Candace S. Johnson               Gwen Southard, Secretary
Executive Assistant to the President  Chippewa Valley Technical College District Board

________________________________________
Date

________________________________________
Chairperson                      Secretary

February 19, 2015