

**Waukesha County Area Technical College District
Public Hearing and
District Board Meeting Minutes
May 12, 2015 - 5:00 PM
Richard T. Anderson Education Center, Room C051/057**

Present:

Mary Baer	Alan Karch
Ron Bertieri	Jim Riley
Pauline Jaske	Dr. Patricia Delotz
Luis Hernandez, Jr.	
Elizabeth Thelen	

Also Present:

Kaylen Betzig
42 Guests

Excused:

Mary Wehrheim

PUBLIC HEARING

I. Call to Order – Pauline Jaske

- Board Chair, P. Jaske, called the Public Hearing to order at 5:00 PM.

II. 2015/16 Annual Budget Review – K. Betzig/C. Tessmann

- Cary Tessmann reported on the 2015/16 budget.

III. Public/Staff Remarks

- None

IV. Adjournment – Pauline Jaske

- Board Chair, P. Jaske, adjourned the Public Hearing at 5:11 p.m.

REGULAR DISTRICT BOARD MEETING

I. Call to Order – Pauline Jaske

- Board Chair, P. Jaske, called the Regular Session to order at 5:12 p.m.

II. Public/Staff Remarks

- None

III. Delegates to be Heard

A. Student Government Association – Ericka Raisleger

- E. Raisleger updated the Board on the April Movie Marathon, the Children's Pirate Party, the Spring Spa Day and the Spring Fling.
- The Spring Fling, with assistance from the SGA and other clubs, helped raise around \$1,200 for Tricia's Troops, a local organization.
- E. Raisleger looks forward to seeing us again in September.

IV. WCTC Update on College Activities – Kaylen Betzig

- Congratulations to Dr. Brad Piazza for recently completing his doctorate.
- K. Betzig attended the New CEO Workshop through AACCC in San Diego. She thanked the Board for their continued support of professional activities.
- Appreciation was extended to individuals and Board Members attending the many recent student events.
- Congratulations to P. Jaske who is now the Secretary/Treasurer of the Wisconsin Technical College District Boards Association.
- Congratulations to M. Baer who will be recognized as a Woman of Influence (event held on June 12th).

- A visual slide show demonstrated the creative use of push pins to teach supply and demand to a young blind student in Cory Wanek's economic class.
- Ann Krause worked with staff to put together a video for a \$10,000 Home Depot veteran's grant. Thank you's, for their assistance, were extended to Sue Schroeder, Jeff Leverenz, and Jim Dondlinger
- K. Betzig expressed gratitude, on behalf of staff and students, to the many faculty and staff retiring from WCTC. Monday, May 18, is the formal acknowledgement of many of our retirees.

V. Approval of Consent Agenda Items

- A. **Minutes Dated April 14, 2015 (Regular Board Meeting)**
- B. **Accounts Payable Summaries for April 2, 9, 16, 23 and 30, 2015**
- C. **38.14 Contract Report for April 2015**
- D. **Review of WCTC District Board Policy 1.1: Governance Commitment (Second Reading)**
- E. **Review of WCTC District Board Policy 1.2: Governing Style (Second Reading)**
- F. **Review of WCTC District Board Policy 1.3: Board Job Description (Second Reading)**
- G. **Review of WCTC District Board Policy 1.4: Chairperson's Role (Second Reading)**
- H. **Review of WCTC District Board Policy 1.5: Board Committee Structure (Second Reading)**
- I. **Review of WCTC District Board Policy 1.6: Board Committee Principles (First Reading)**
- J. **Review of WCTC District Board Policy 1.7: Policy Development, Review, Modification and Monitoring (First Reading)**
- K. **Review of WCTC District Board Policy 1.8: Annual Board Planning Cycle (First Reading)**
- L. **Review of WCTC District Board Policy 1.9: Board Members' Code of Conduct (First Reading)**
- M. **Review of WCTC District Board Policy 1.10: Professional Development (First Reading)**
 - M. Baer motioned to approve items A. through D., F. through M., and P. Approved; carried unanimously.
 - E. Thelen requested item E. be pulled for discussion.
 - M. Baer requested items N. and O. be removed for discussion.
 - Discussion held on item E.
 - E. Thelen motioned to approve item E. Approved; carried unanimously.
- N. **Reclassification/Promotion of Courtney Carlson to Fire/EMS Associate Dean Effective May 16, 2015**
 - C. Carlson acknowledged the support of WCTC in her growth from Instructor to Coordinator to Associate Dean.
 - J. Riley motioned to approve the reclassification/promotion of Courtney Carlson to Fire/EMS Associate Dean Effective May 16, 2015. Approved; carried unanimously.
- O. **Promotion of Bethany Leonard to Dean – School of Academic Foundations/General Studies, Replacing Sue Minnick Who is Retiring June 30, 2015**

B. Leonard noted she had been an Associate Dean at WCTC for nine years. She thanked the College for its support and is honored to be named Dean of the School of Academic Foundations/General Studies.

 - A. Karch motioned to approve the promotion of Bethany Leonard to Dean – School of Academic Foundations/General Studies. Approved; carried unanimously.
- P. **Approval to Hire Rick Carpenter as Associate Dean of Communication Skills/Social Science, Replacing Elvira Craig de Silva Who is Retiring June 30, 2015**

VI. Action Items

- A. **Request to Submit a Program Approval Plan for the Fire Medic Associate of Applied Science Degree Program to the WTCS Board – D. Rood/G. West/M. Guidos**
 - Discussion was held.
 - P. Deklotz motioned to approve. Approved; carried unanimously.
- B. **Construction Bid Approval: Burn Building Refractory Lining, WCTC Bid #1415-56 – J. Leverenz**
 - J. Leverenz spoke regarding the need for a refractory fireproof coating during live simulations. Discussion to approve Refractory & Insulation Supply, Inc. at a total cost of \$49,123.
 - A. Karch motioned to approve. Approved; carried unanimously.
- C. **Approval of 2015/16 Center for Business Performance Solutions (CBPS) 38.14 Contract Pricing Recommendations – J. Weitzer**

- J. Weitzer proposed pricing for fiscal year 2015/16, which included a requested \$5 per hour increase for training and technical assistance.
 - It has been quite a few years since CBPS has done this. Assessment of customers confirmed reputation for quality important and not the hourly rate. The increase should not hinder business. Goal is to break-even.
 - R. Bertieri motioned to approve. **Approved; carried unanimously.**
- D. Recommendations for Nominating Committee for 2015/16 Board Officers – P. Jaske**
- Board Chair P. Jaske asked for volunteers to serve on the Nominating Committee. Volunteers are:
 - M. Baer
 - J. Riley
 - L. Hernandez (Chair)
 - P. Jaske asked the Committee to meet and report next month with officer nominations.
 - E. Thelen motioned to approve the Nominating Committee. **Approved; carried unanimously.**

VII. Presentation/Discussion

A. Employer Follow-Up Report – V. Brenner

- V. Brenner shared his most recent findings as well as his efforts, over the last eight years, to improve the questions/focus in achieving meaningful results.
- Goal is to assess if students are prepared for the workforce and share this with the Advisory Committees.
- Need to also “brand” the value (of WCTC students) to employers and look to new employers to hire WCTC graduates.

B. United Kingdom – A. Baade/B. Kyler-Eberlein/Students

- This trip is planned every two years to study the architecture and art of the United Kingdom and Ireland.
- It includes WCTC staff as well as students and industry members of the interior design and architecture areas.

C. School of Academic Foundations/General Studies Presentation – S. Minnick/R. DuBois

- Sue Minnick introduced her managers--Gary Nelson, Lynda Curler, Elvira Craig de Silva, and Bethany Leonard (Assoc. Dean of Basic Studies).
- Quality Matters Implementation Team (QMIT) – R. Coorough introduced team members Nancy Dunce and Bob DuBois. This team allows faculty to move forward on their own on initiatives. Some of those initiatives include improving on-line retention rates, developing high quality on-line courses (which has also aided face-to-face courses), and the development of a training site on Blackboard for QM so courses can be certified nation-wide as quality courses.
- The Book Club has been going on for five years. It focuses on encouraging staff to tackle books that deal with key topics of value to WCTC staff, i.e., improving ourselves in the work environment and becoming experts in student learning.
- A student spoke on learning, from an additional class, how to *Crush Bad Study Habits* and effectively retain information (via APPLE).
- Appreciation from B. DuBois for the support of Denine Rood and Kaylen Betzig on these “extracurricular activities”.

D. Update on Retirement/Hiring Process – D. Brown

- Losing talent due to early retirements (occur no later than June 30, 2015). Official count is 88; 64 this year.
- Spike in recruitment efforts. 34 left in queue. Break 100 this year easily. Look to internal promotions. D. Brown thanked those who participated in recruitment efforts. Currently interviewing daily or doing two to three interviews daily.
- P. Deklotz gave her commendations for succession planning and promotion from within.

VIII. Adjournment – Pauline Jaske

- P. Jaske adjourned the meeting at 7:12 p.m.

Respectfully submitted by
Caroline Tindall, Recorder