The President's Evaluation subcommittee meeting of the Wisconsin Indianhead Technical College Board was held on Monday, April 21, 2014, at 12:30 p.m. at the WITC–Superior Campus, located 600 North 21st Street, Superior, WI 54880.

1. **CALL TO ORDER AND ROLL CALL**
   Board members Chris Fitzgerald, Dave Minor, and Morrie Veilleux were in attendance at this subcommittee meeting. Cher Vink, Vice President, Administrative Services, was also in attendance at this meeting.

2. **OPEN MEETING STATEMENT**
   Cher Vink, Vice President, Administrative Services, read the following open-meeting statement: "The April 21, 2014, President’s Evaluation subcommittee 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 April 16, 2014, in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting."

3. **REVIEW MATERIALS AND COMMUNICATIONS FOR THE PRESIDENT’S EVALUATION PROCESS**
   The subcommittee was provided with evaluation materials including the previously approved President’s 360 Evaluation Planning Timeline and Procedures. The recommended 2014 list of internal stakeholders from President Meyer was provided for the subcommittee’s consideration and approval. The 360 degree evaluation survey questions and draft e-mail communications were reviewed. Additional supporting documents were provided for this process and included District Board–Staff Relationship and Executive Limitation policies, the President’s Job Description and Contract, as well as an evaluation tool for the Board to use during the June evaluation.

   Chris Fitzgerald moved, seconded by Dave Minor, to approve the 2014 list of internal stakeholders as provided by President Meyer. The 360 degree survey questions were not changed.

   According to the timeline, Ms. Vink will request that on the first Wednesday in May (May 7) President Meyer send the standard e-mail communication to the approved internal stakeholders about the survey that they will be receiving. On the first Friday in May (May 9), Ms. Vink will send the Board’s e-mail communication, on behalf of the Board, to the internal stakeholders as well as the Board members requesting them to complete the 360 degree electronic survey.

4. **DETERMINE NEXT SUBCOMMITTEE MEETING DATE, TIME, AND TECHNOLOGY**
   The date of the June subcommittee meeting will be held on Monday, June 9, 2014, at 10 a.m., via IP video technology at the New Richmond, Rice Lake, Shell Lake, and Superior WITC campuses. A phone conference would be the secondary meeting format if needed. Ms. Vink will ask Ms. Olson to schedule the meeting (with technology), prepare the June subcommittee agenda, and notice the meeting with the newspaper of record. Ms. Vink will compile the survey results for the June meeting.
5. **ACTION OR NEXT STEPS FROM SUBCOMMITTEE**
The subcommittee will provide an update at their May 19, 2014, regular Board meeting.

6. **ADJOURNMENT**
Dave Minor moved, seconded by Chris Fitzgerald, to adjourn the subcommittee meeting. The meeting adjourned at 12:55 p.m.

Respectfully submitted,

[Signature]
Morrie Veilleux
Board Chair

cv/ko