

**WISCONSIN INDIANHEAD TECHNICAL COLLEGE  
BOARD'S SUBCOMMITTEE ON THE PRESIDENT'S EVALUATION PROCESS  
MEETING MINUTES  
March 16, 2020**

The meeting of the Wisconsin Indianhead Technical College Board's subcommittee on the President's Evaluation Process was held on Monday, March 16, 2020, at 9:13 a.m. following the regular Board meeting, at the WITC-Administrative Office, located 505 Pine Ridge Drive, Shell Lake, WI 54871. The use of technology to access the meeting was available to Board members if needed.

**1. CALL TO ORDER AND ROLL CALL**

Board members James Beistle and Lori Laberee were in attendance at this subcommittee meeting (Ms. Laberee was present via technology). Janelle Gruetzmacher provided notice that she was unable to attend and chair this meeting. Kim Olson, Executive Assistant to the President and Board, and Amanda Gohde, Director, Human Resources, were also in attendance at this meeting. In Vice Chair Gruetzmacher's absence, James Beistle chaired the meeting.

**2. OPEN MEETING STATEMENT**

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The March 16, 2020, 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 has been sent to the press in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

**3. REVIEW PROCEDURES FOR THE EVALUATION OF THE PRESIDENT TO INCLUDE PURPOSE, COMPONENTS AND RESOURCES, AND FORMAT FOR THE PRESIDENT'S ANNUAL EVALUATION TO RECOMMEND TO THE BOARD**

The *Process for the Evaluation of the President* procedures and the *WITC Board Evaluation of the President* form were reviewed.

The recommended updates to the procedures are as follows:

- 1) Provide the president with the compiled evaluation results before the June Board meeting.
- 2) Have the president provide the Director, Human Resources, with a copy of the evaluation results for the personnel file.

The recommended updates to the evaluation form are as follows:

- 1) Remove the numbering scale of 0 - 4 under the evaluation criteria
- 2) Remove "Below Expectations" and "Above Expectations"
- 3) Add "Meets Expectations"
- 4) Move the notes section to go under the evaluation criteria check-off boxes

Ms. Olson will show the recommended changes on the procedures and evaluation form for the full Board's review and approval at the April meeting.

**4. DETERMINE MONITORING SCHEDULE UPDATES TO RECOMMEND TO THE BOARD**

The Monitoring Schedule was reviewed related to the evaluation process and will be revised to reflect updates that were recommended in the procedures. The revised schedule will be noted at the April meeting.

**5. IF NEEDED, DETERMINE NEXT SUBCOMMITTEE MEETING DATE, TIME, AND TECHNOLOGY**

The subcommittee determined that a second subcommittee meeting before the President's evaluation was not needed.

**6. ACTION OR NEXT STEPS FROM SUBCOMMITTEE**

The subcommittee will provide the Board with an update at the April Board meeting. The subcommittee minutes will be included on the agenda for the Board's review and approval.

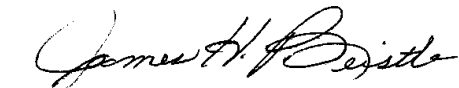
Approval will be requested of the revised *Process for the Evaluation of the President*, the *WITC Board Monitoring Schedule* (no changes), and the revised *WITC Board Evaluation of the President* form.

Ms. Laberee would also like to discuss a Board self-assessment at the April Board meeting. Ms. Olson will gather some samples from other colleges and will provide the WITC Board Self-Assessment process and form that has been used in the past.

**7. ADJOURNMENT**

Lori Laberee moved, seconded by James Beistle, to adjourn the subcommittee meeting at 9:31 a.m.

Respectfully submitted,



James Beistle  
Subcommittee Chair

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