A regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, May 18, 2009, at 8:30 a.m., at the WITC – Ashland Campus, located at 2100 Beaser Avenue, Ashland, Wisconsin 54806.

Chairperson, Hal Helwig, called the meeting to order at 8:32 a.m. with the following board members present: James Beistle, Beth Carlson, Thomas Gordon, Sr., Hal Helwig, Lorraine C. Laberee, James Schultz, and Paul Vine.

Susan Wojtkiewicz provided notice that she would not be in attendance at this meeting. David Logghe passed away on March 17, 2009.

Chair Helwig routed a copy of a letter sent to him from the District Boards Association about a donation of $1,000 that will be given to the WITC Foundation in memory of David Logghe.

The following WITC staff were also in attendance Steve Bitzer, Mimi Crandall, Julie Johanik-Johnson, Jennifer Kunselman, Ted May, Bob Meyer, Kim Olson, Ellen Riely Hauser, and John Will.

OPEN MEETING
Kim Olson, Administrative Assistant to the President, read the following open-meeting statement: "The May 18, 2009, 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 in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

WELCOME
Mimi Crandall, Vice President, Student Affairs and Campus Administrator, welcomed the board.

AUDIENCE RECOGNITION ANNOUNCEMENT
Chair Helwig didn’t need to make an announcement about this agenda item. The Audience Recognition board policy (II.M.) was included in the board book as a reference.

MEETING MINUTES
Chair Helwig announced that as there were no corrections, the April 13, 2009, regular meeting minutes are approved as printed.

CONSENT AGENDA:
Thomas Gordon, Sr. moved, seconded by Beth Carlson, to approve the consent agenda. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

1. Personnel:
   Resignation: Judith Lyons, Director, Learning Resources, Shell Lake; effective September 1, 2009.

2. Contracts
   The listing of contracts was approved (see attached list).
3. Financial/Cash Position Report
The college's Financial and Cash Position Report as of April 30, 2009, was approved.

4. Approval of Bills
Expenditures and revenue from the budget, covering check numbers 91473 through 92239 and electronic transfer payments, totaling $4,651,163 subject to audit, were approved.

5. Bids/Purchases
A. Administrative & Instructional Personal Computers, Laptops, and Tablets – Collegewide: The board approved the purchase of 39 personal computers, 72 laptops, and 15 tablets in the amount of $140,899 from Paragon Development Systems (PDS) of Oconomowoc, WI, under state contract #15-20453-800. Eleven PCs and 42 laptops are replacements for faculty at all WITC campuses. Eighteen laptops are for a lab at the Ashland Campus and the 15 tablets are for classrooms at all campuses. In addition, there are 12 laptops and 28 PCs for staff replacements at all WITC locations.

B. Administrative & Instructional Printers – Collegewide: The board approved the purchase of 11 printers in the amount of $13,553 from Paragon Development Systems (PDS) of Oconomowoc, WI, under state contract #15-20477-701. The printers are replacements for administrative and instructional units at all WITC locations.

C. Heating, Ventilation, & Air Conditioning (HVAC) Work Change Orders – Ashland: The board approved Change Order #001, a decrease in the amount of $86,817 from KBK Services, Inc. of Ashland, WI, and Change Order #002, a decrease in the amount of $24,983 from Granger Builders Inc. of Marengo, WI, for the HVAC system project at the Ashland Campus.

These change orders allow for the direct purchase of materials in the amount of $82,291 for Change Order #001 and $23,700 for Change Order #002. These change orders result in a net decrease of $5,808 for the sales tax savings of WITC directly purchased items. A financial summary page was provided.

D. Internet Protocol (IP)/Interactive Television (ITV) Equipment – Collegewide: The board approved the purchase of IP/ITV equipment in the amount of $125,105 from AT & T of Madison, WI, under state contract #11-84086-701. This equipment will replace current equipment in classrooms, conference centers, and meeting rooms at all WITC locations.

E. Learning Resource Center (LRC) Document Cameras, Projectors, & Monitors – Collegewide: The board approved the purchase of 8 document cameras, 48 Liquid Crystal Display (LCD) projectors, and 1 High Definition (HD) TV monitor in the total amount of $86,423 from AT & T of Madison, WI, under state contract #11-84086-701. This equipment will replace current cameras, LCD projectors and HDTV monitors at all WITC locations.
F. Partition Replacement Project Change Orders – Ashland: The board approved Change Order #001 in the amount of $1,160 and Change Order #002, a decrease in the amount of $30,361, from Building Material Supply Inc. (BMSI) of Golden Valley, MN, for Base Bid #1 for the partition replacement project at the Ashland Campus. Change Order #001 is for covering the Echosorb panels with Woventex Tuscany fabric and Change Order #002 is for a decrease of $1,583 for the sales tax savings of WITC directly purchasing items. These change orders allow for the direct purchase of materials in the amount of $28,778. A financial summary page was provided.

G. Smart Classroom Equipment – Ashland, New Richmond, Superior: The board approved the purchase of new Smart classroom equipment in the amount of $105,336 from AT & T of Madison, WI, under state contract #11-84086-701. This equipment will be used to upgrade current classrooms to Smart classrooms at the Ashland, New Richmond, and Superior Campuses.

H. Smart Classroom Teacher Stations – Ashland, New Richmond, Superior: The board approved the purchase of new Smart classroom teacher stations in the amount of $29,053 from Spectrum Industries of Chippewa Falls, WI, under state contract #15-42500-601. These stations will be utilized in the new Smart classrooms at the Ashland, New Richmond, and Superior Campuses.

6. Contracting Rates 2009-10
The board approved the contracting rates for fiscal year 2009-10. The proposed 2009-10 rates are the same as the 2008-09 rates.

7. Summary of Grant Awards
The board approved receipt of the grant awards in the amount of $1,956,122 as presented in the 2009-2010 Summary of Grant Awards document.

8. Human Services Associate Program Proposal
The board approved submission of the Program Proposal for the Human Services Associate two-year associate degree program to the Wisconsin Technical College System (WTCS). The proposal will include key information on the proposed program curriculum, laddering opportunities, and program budget requirements.

OTHER ITEMS REQUIRING BOARD ACTION

1. Budget Modification
Mr. Will recommended modifying the 2008-09 General Fund by function to move $500,000 from the Student Services function to the General Institutional function. The purpose of this budget change is to reflect estimated actual activity by fund function. This modification will not change the total budget of the General Institutional function. Thomas Gordon, Sr. moved, seconded by Lori Laberee, to approve the budget modification of $500,000 to the 08-09 General Fund as presented. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

Mr. Will recommended increasing the Enterprise Fund revenue and expense budgets by $140,000. The increase recognizes additional revenue and expense associated with Enterprise Fund activities. Examples of these activities include the food service and bookstore operations. James Schultz moved, seconded by Paul Vine, to approve the budget modification of $140,000 to the Enterprise Fund as presented. Upon a roll-call vote, all members present voted yes (7-0); motion carried.
Budget Modification (continued)
Mr. Will recommended increasing the Special Revenue – Non-aidable revenue and expense budgets by $225,000. The increase recognizes additional revenue and expense associated with increased student financial aid eligibility and increased federal funding award amounts. Lori Laberee moved, seconded by Thomas Gordon, Sr., to approve the budget modification of $225,000 to the Special Revenue/Non-Aidable Fund as presented. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

Mr. Will recommended increasing the Debt Service budgeted expenses by $138,160. The increase reflects interest payment made in 2008-09 that was originally scheduled for 2009-10. This increase will not affect the 2008-09 taxes levied. Thomas Gordon, Sr. moved, seconded by Beth Carlson, to approve the budget modification of $138,160 to the Debt Service Fund as presented. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

Documents were provided to summarize the budget modifications, which will be publicly noticed within 10 days of board approval per Wisconsin Statutes §65.90 (5). A two-thirds majority of the full board was required to approve the budget modifications.

2. 2009-2010 Tentative Authorization of Budget
Mr. Will reviewed the proposed 2009-2010 budget through a PowerPoint presentation. The assumptions used to develop the budget were also presented. The Notice of Public Hearing, Budget Summary - General Fund 09-10, and a handout on board approved positions were provided. Our proposed increase for next year is 4.8%. Mr. Will recommended that the board approve the proposed budget for the purpose of publication in the district newspapers. It was noted that the diagrams that were provided in the PowerPoint presentation were very useful.

Lori Laberee moved, seconded by Thomas Gordon, Sr., to approve the 2009-2010 Tentative Authorization of the budget as presented for the purpose of publication in the district newspapers. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

Mr. Will noted that administration will bring the supporting details to the board for the Manufacturing, Energy, and Technology (MET) Center project replacement of the Power Equipment Center at WITC- New Richmond, which hinges on the Governor's $1.5 million building cap.

3. Set Budget Hearing Date, Time, and Location
Upon approval of the budget for publication in May, the board must conduct a public hearing for final budget adoption at the June meeting. The budget hearing date, time, and location needs to be established by the board. Mr. Will recommended a start time of 8:30 a.m. on Monday, June 15, 2009, at the WITC - Rice Lake Campus. Lori Laberee moved, seconded by Beth Carlson, to approve the public hearing date, time, and location for the final budget adoption to be Monday, June 15, 2009, 8:30 a.m., at the WITC - Rice Lake Campus as presented. Upon a unanimous vote of all members present, motion carried.

4. Health and Dental Insurance Rate Adjustments
Mr. Will recommended approval of the monthly rate adjustments in WITC’s self-insured health and dental insurance programs, effective July 1, 2009. Lori Laberee moved, seconded by Paul Vine, to approve the monthly rate adjustments in WITC’s self-insured health and dental insurance programs, effective July 1, 2009, as presented. Upon a roll-call vote, all members present voted yes (7-0); motion carried.
5. **New Richmond Landfill Final Cleanup Costs**

Mr. Will recommended the approval of the final cleanup payment to the City of New Richmond in the amount of $28,130 for costs associated with the landfill cleanup and water supply of the New Richmond landfill property. The total cost of the project is $3,189,228 of which the college is responsible for 6.1153%. Upon completion of the cleanup, WITC will be responsible for its share of annual monitoring cost expected to be approximately $1,500 per year for 20 years.

Thomas Gordon, Sr. moved, seconded by James Beistle, to approve the final cleanup payment of $28,130 for costs associated with the landfill cleanup and water supply of the New Richmond landfill property as presented. Upon a roll-call vote, six of the seven members present voted yes, James Schultz voted no (6-1); motion carried.

6. **Second Reading and Approval, Revised Global ENDS Statement**

Board approval was requested for the revised Global Ends Statement provided in the board book. Beth Carlson moved, seconded by Lori Laberee, to approve the revised Global Ends Statement as presented. Upon a unanimous vote of all members present, motion carried.

*The board took a short recess from 10:02 – 10:13 a.m.*

**PRESENTATIONS**

1. **Employment Services Update**

Mimi Crandall, Vice President, Student Affairs and Campus Administrator, provided an update on the Employment Services that are available to our students. A 2008-09 Employment Services report and Interview Stream Usage Report were provided.

2. **Graduate Follow-Up Survey**

Jennifer Kunselman, Research and Planning Coordinator, presented the 2008 Graduate Follow-up results of the 2007-2008 graduates, which included information on graduates' satisfaction with training received at WITC, current employment status, and salary information by degree level and program.

A revised 2008 Graduate Survey Executive Summary was provided and reviewed at the meeting. Other documents provided included the 2007-2008 Graduate Survey Results brochure, which will be sent to the high school superintendents, counselors, and principals (it was suggested that it be provided to the County Board Chairs at the July board appointment hearing); a 2008 Graduate Survey Results document with 5 tables of data, which included a 10-Year Summary (Table 1) and the 2007-2008 Graduate Follow-up by WTCS District (Table 2); an article from the *College Connect* newsletter entitled “Technical College Graduate Salaries Grow Despite Recession” was provided; and the 2007-2008 Graduate Survey Results - May 2009 bound document. These documents will be put on the WITC Web site in the near future.

Ms. Kunselman was complimented on the executive report. There was a suggestion made about how our minority information is worded. In addition, it was recommended that the median age be used instead of the average age.

**CORRESPONDENCE AND INFORMATION**
1. **Meeting Information Sharing**

Board members shared information from the meetings they attended. Mr. Beistle gave an update on the District Boards Association Board of Directors meeting he attended in April in Appleton, WI. There were some changes in the bylaws for the state association and the 09-10 District Boards Association’s budget was approved with a 1.2% increase. During the Human Resources Committee meeting, Gateway Technical College staff did a presentation on a tri-semester academic year (a PowerPoint presentation document was provided). Recent newspaper clippings and special edition media clips were shared with the board and administration. The Board of Directors made a contribution to the scholarship fund in honor of David Logghe (former board member).

Mr. Beistle updated the board on future District Boards Association meetings as follows:

1) The summer 2009 meeting will be held July 16-18 (Friday and Saturday), at the Radisson Hotel in Green Bay. Miriam Carver will present the Policy Governance model. It was suggested that WITC’s new board member be invited to the meeting to get oriented to Carver Policy Governance.

2) The fall 2009 meeting will be held November 4-6 in Waukesha. There will be a Legal Issues seminar during the meeting.

3) The winter 2010 meeting is scheduled on January 20 – 22 in Milwaukee and will be held in conjunction with the School Board Association Convention.

4) The spring 2010 meeting is scheduled in April at the Radisson in LaCrosse.

Ms. Olson will update the Board Events scheduled as needed.

2. **Travel Sign Up**

Time was reserved for the board to update administration on their plans for upcoming board events. Chair Helwig requested that the board report any changes on the *Board Events Schedule* to Kim Olson.

3. **Monitoring Schedule Review for 2009 - 2010**

The board had asked administration to bring back a 2009-2010 monitoring schedule recommendation. Chair Helwig requested that the recommended schedule be brought to the annual organizational meeting (in July) for approval.

4. **President’s Updates**

   A. **Plan of Representation Review**

President Meyer asked the WITC board for recommendations on the Plan of Representation for the Board Appointment Committee’s consideration at their July meeting. The Plan of Representation, a District Population map, Chapter TCS 2 of the Wisconsin Administrative Code, related sections of Chapter 38 of the Wisconsin Statutes, and two sample Plans of Representation from other WTCS technical colleges were provided.

Currently the WITC Plan of Representation assigns board member positions to a county or counties within the WITC district. The county board chairs (Board Appointment Committee) are asking if we are being too prescriptive. They have asked us to look at other models. If they change the plan, it will be for next year.
Discussion occurred by the WITC board. It was noted that our greatest challenges are the number of counties we have in our district and making sure they feel represented. In addition, there were some unique circumstances that happened this year, which had not occurred in the past that contributed to not being able to fill board vacancies.

The consensus of the WITC board is for the Board Appointment Committee to consider some flexibility with the school district administrator position by allowing the person an opportunity to reapply for the board, and to also relax the rotation between the north and the south (CESA 10/11 and CESA 12 superintendents).

B. Health Education Center Article
The president shared a newspaper article about the college utilizing a vacant building for the new Health Education Center in Rice Lake.

C. Budget Information Update
President Meyer provided an update on the state budget. Last week the Governor announced the revenues are falling short. Some of the advances coming out of the Joint Finance Committee meeting may not go forward.

5. Board Appointment Update
Tentatively the following appointment will be effective July 1, 2009, pending State Board approval on May 19, 2009:

- Dan Olson, Employee member position – Region 1 (Douglas County)
- Note: There were no applications for the Employer/St. Croix County position and School District Administrator position. The next tentative Board Appointment Committee meeting date is July 16 and will be officially announced after the state board approves the Employee/Douglas County position. Dr. Vine will plan to attend the July board meeting.

Dr. Vine left the board meeting at 11:50 a.m.

6. ACCT 2009 Awards Program Information
Information on the ACCT Awards Program was provided for the board’s consideration. The due date for nominations and materials for the Trustee Leadership, Chief Executive Officer, Faculty Member, Professional Staff Member, and Equity Regional awards is June 12, 2009.

President Meyer brought forward a nomination for John Palmer, Superior Welding Instructor, for the faculty award. Mr. Palmer is an outstanding Welding Instructor and was very involved in the welding boot camp initiative and has generated quite a bit of positive publicity for the college. There were no other recommendations for other awards.

Lori Laberee moved, seconded by Thomas Gordon, Sr., to support the nomination of John Palmer, for the ACCT Faculty Member Award. Upon a unanimous vote of all members present; motion carried.

7. 2007-08 Certification Audit
The certification audit letter from the Wisconsin Technical College System (WTCS) for fiscal year 2007-08 in the amount of $23,210 was provided as an update item for the board. There is no penalty if the audit exception total is less than $25,000.
8. **Preparation for President’s June Evaluation**
   The Executive Limitations and Board-Staff Relationship Policies, as well as the President’s job description and contract were provided as support materials in preparation of the President’s annual June evaluation. President Meyer also provided the board with an evaluation template from previous discussions, which includes the five major categories the president will be evaluated on next month. He will also provide the board with a written report on his first-year transition plan prior to the meeting.

Ms. Carlson recommended that President Meyer certify in writing each of the Executive Limitations within each policy to ensure the board that he is not committing any of the executive limitations (this is similar to what the Lakeshore Technical College Board requires of their president).

9. **Recognition of Mimi Crandall**
   Time was reserved to recognize Mimi Crandall, Vice President, Student Affairs & Ashland Campus Administrator, for her 20 years of service to WITC. Ms. Laberee made the presentation on behalf of the board. Ms. Crandall will retire on August 8, 2009.

10. **Board Scholarship Update**
    Ms. Laberee gave the board an update on a board scholarship meeting she had with Ms. Wojtkiewicz and Craig Fowler, WITC Executive Director of the Foundation, and provided the following recommendation for the board’s consideration:

    1) Establish a Board Leadership Scholarship on behalf of the WITC Board of Trustees for student scholarships.

    2) Draft a Resolution for the June board meeting that would come before the board to establish the scholarship (Mr. Fowler is willing to do this for the board).

    3) (Once the scholarship is endowed at the $5,000 level) rotate $250 of the scholarship annually between the campuses. The student scholarship recipient would be selected by each campus selection committee.

    4) Solicit current and past board members for contributions to the Board Leadership Scholarship fund, leaving it open to anyone else who would like to contribute to it.

    5) Provide information on the scholarship (how it was established and what it is for) to new board members. Note: It would not be a requirement to contribute to this endowment.

    6) Apply the $1,000 donation from the District Boards Association toward establishing the Board Leadership Scholarship. It was noted that it would be important to ask Paul Gabriel about this.

This item will be brought back for the board’s consideration at a future meeting.

**ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS**

1. **Review Meeting Dates, Locations, and Start Times:**
   Plans for the June 14 board dinner and social were reviewed. A location and start time of 6 p.m. were confirmed and Ms. Olson will coordinate the arrangements. The June 15 board meeting will be held at 8:30 a.m. at the WITC-Rice Lake Campus. The July 13 annual meeting will be held at 8:30 a.m. at the WITC-Shell Lake Administrative Office.
2. Review/Add Agenda Items
Time was reserved for the board to review and/or add agenda items for the June 15 regular meeting; however, no agenda items were added.

MEETING EVALUATION

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<th>PLUS +</th>
<th>DELTA ▲</th>
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<tr>
<td>+ The budget forecast was positive in light of what is happening in Madison.</td>
<td>▲ We were not going to build more buildings; however, we have a capital project. Mr. Will clarified that this is a project for the replacement of an old structure and/or maintenance. This item will be brought back to the board. President Meyer noted that we are seeking federal funds for this.</td>
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<td>+ Question – should we be looking at keeping the fund balance within a percentage of the formula amount?</td>
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<td>+ The graduate survey is always good information.</td>
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<td>+ Retirement of Mimi and the flowers.</td>
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James Schultz moved, seconded by Thomas Gordon, Sr., to adjourn the meeting. The meeting adjourned at 12:15 p.m.

Respectfully submitted,

James H. Beistle
Board Secretary

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Note: A board luncheon followed the meeting; however, no action was taken.
The Board is requested to ratify the President's action in entering into a contractual arrangement with the following agencies:

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<th>Location</th>
<th>Contract On/Off</th>
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*ESTIMATED* Difference (+/-)