Wisconsin Indianhead Technical College
Board Proceedings
July 13, 2009

The annual organizational meeting of the Wisconsin Indianhead Technical College Board was held on Monday, July 13, 2009, at 8:30 a.m., at the WITC – Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, Wisconsin 54871.

Chairperson, Hal Helwig, called the meeting to order at 8:31 a.m. with the following board members present: James Beistle, Thomas Gordon, Sr., Hal Helwig, Lorraine C. Laberee, Dan Olson, James Schultz, and Paul Vine. Susan Wojtkiewicz arrived at 8:35 a.m. Dave Logghe passed away on March 17, 2009.

The following WITC staff were in attendance during the meeting: Becka Cusick, Bob Meyer, Kim Olson, and John Will.

OPEN MEETING
Kim Olson, Administrative Assistant to the President, read the following open-meeting statement: "The July 13, 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."

AUDIENCE RECOGNITION ANNOUNCEMENT
Chair Helwig announced this item; however, there was no one from the public in attendance at the meeting. The Audience Recognition board policy (II.M.) was included in the board book as a reference.

EXECUTIVE SESSION
Chair, Hal Helwig, requested a motion for the board to adjourn into executive session under the provisions of Wisconsin Statutes §19.85 (1)(c)(e) for an update on bargaining and performance evaluations and compensation of non-union employees.

Thomas Gordon, Sr. moved, seconded by Lori Laberee, to go into executive session in accordance with Wisconsin Statutes §19.85 (1)(c)(e) for an update on bargaining and performance evaluations and compensation of non-union employees.

Chair Helwig announced the motion. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

Chairperson, Hal Helwig, called the executive session to order at 8:32 a.m. with the following board members present: James Beistle, Thomas Gordon, Sr., Hal Helwig, Lorraine C. Laberee, Dan Olson, James Schultz, and Paul Vine. Susan Wojtkiewicz arrived at 8:35 a.m.

WITC staff in attendance during executive session were: Bob Meyer, Kim Olson, and John Will.

Approval of the June 15, 2009 Executive Meeting Minutes
Chair Helwig announced that as there were no corrections, the executive meeting minutes are approved as printed.
James Schultz moved, seconded by Thomas Gordon, Sr., to adjourn the Executive Session and convene back into the regular board meeting. Upon a roll-call vote, all members voted yes (8-0); motion carried and the executive session adjourned at 9:45 a.m.

OPEN SESSION RECONVENED

BOARD ORGANIZATION
1. Oath of Office
   The Oath of Office was administered by Chair Helwig to Dan Olson. Ms. Cusick notarized the signed Oath of Office statement at the meeting.

2. Welcome and Introduction of Dan Olson
   On behalf of the board, Chair Helwig welcomed Dan Olson, WITC’s newest board member.

3. Election of Officers
   The board conducted an election of officers with Chair Helwig calling for nominations for the office of chairperson. A sample election process for board officers was provided.

   Chair
   Chair Helwig called for nominations for the office of chairperson. James Schultz moved, seconded by Thomas Gordon, Sr., to nominate James Beistle for the office of chairperson. Following three calls for nominations, Thomas Gordon, Sr. moved, seconded by Susan Wojtkiewicz, that nominations be closed and to cast a unanimous vote for James Beistle for the office of chairperson of the board. Upon a unanimous vote, motion carried.

   Vice Chair
   Chair Beistle asked Mr. Helwig to continue with the process to elect officers. Mr. Helwig called for nominations for the office of vice chairperson. Thomas Gordon, Sr. moved, seconded by James Beistle, to nominate Hal Helwig for the office of vice chairperson. Following three calls for nominations, Paul Vine moved, seconded by Susan Wojtkiewicz, that nominations be closed and to cast a unanimous vote for Hal Helwig for the office of vice chairperson of the board. Upon a unanimous vote, motion carried.

   Secretary
   Vice Chair Helwig called for nominations for the office of secretary. Thomas Gordon, Sr. moved, seconded by James Schultz, to nominate Lori Laberee for the office of secretary. Following three calls for nominations, Susan Wojtkiewicz moved, seconded by Paul Vine, that nominations be closed and to cast a unanimous vote for Lori Laberee for the office of secretary of the board. Upon a unanimous vote, motion carried.

   Treasurer
   Vice Chair Helwig called for nominations for the office of treasurer. James Schultz moved, seconded by Lori Laberee, to nominate Thomas Gordon, Sr. for the office of treasurer. Following three calls for nominations, Paul Vine moved, seconded by James Schultz, that nominations be closed and to cast a unanimous vote for Thomas Gordon, Sr. for the office of treasurer of the board. Upon a unanimous vote, motion carried.
4. **Selection of Regular Meeting Dates**

The board’s regular meeting date for the 2008-2009 school year was the third Monday of the month. Time was reserved for the board to discuss their 2009-2010 board meeting schedule. A proposed 2009-2010 Board Meeting Schedule was provided listing tentative dates for the third Monday of the month and an 8:30 a.m. start time. Note: The July meeting must be held the second Monday of the month according to Wisconsin Statute §38.08 (3). Alternate meeting dates and times were discussed; however, the board will bring this item back for a decision at the next board meeting. President Meyer will check with the Campus Administrators on the best time for the board to schedule a meeting at the campuses. The board agreed to meet on Monday, August 17, beginning at 8:30 a.m., at the WITC-Administrative Office in Shell Lake.

5. **Selection of Board Special Meeting Dates**

The board held one special meeting in 2008-2009 (Sunday, November 16, 2008). Time was reserved for the board to discuss special meeting dates for the 2009-2010 year.

Thomas Gordon, Sr. moved, seconded by Hal Helwig, to schedule a special board meeting on Sunday, November 15, 2009. Upon a unanimous vote, motion carried. As suggested, Ms. Olson will check to see what location may be available in Rice Lake or Bayfield. It was also suggested that a good time for the board to meet is from noon through dinner. Recommended agenda items included: an orientation for all board members and how the board communicates, fundamentals of how the board operates under Policy Governance for Consent and Report items, boardsmanship (how to handle complaints, President’s job vs. the Board’s job, and CEO relationships), review of other technical college board agendas and approvals, clarification of public records and e-mails, Board-CEO relationship (for board members to discuss), and a mid-year Strategic Directions/Plan presentation by the President (in-lieu-of the State of the College Report) for the President to report on his and the College’s goals for the year (to include the Global Ends and its relationship to the Strategic Plan). Ms. Olson will e-mail the board a draft list of agenda items for their review before the next meeting. Ms. Laberee will talk to Paul Gabriel about possible facilitators for the November special meeting.

6. **Appointments to WTC District Boards Association Standing Committees**

The following board members will serve on the WTC District Boards Association standing committees, with new committee members to be seated at the fall 2009 meeting:

- **Board of Director Member** – James Beistle
  The WITC Board was requested to select a member to be seated on the Association’s Board of Directors for a two-year term, using its own process to select a representative. New Board of Directors members will be seated at the Association’s summer meeting in Green Bay on July 18. Hal Helwig moved, seconded by Thomas Gordon, Sr., to select James Beistle for a two-year term on the Association’s Board of Directors. Upon a unanimous vote, motion carried.
- **Program Committee** – Susan Wojtkiewicz (will continue until someone new is assigned to this committee)
- **Legislative Committee** – Hal Helwig; James Beistle (alternate)
- **Human Resources Committee** – Susan Wojtkiewicz; James Beistle (alternate)
- **Bylaws, Policies and Procedures Committee** – James Schultz
- **Marketing/Public Relations Awards Committee** – Thomas Gordon, Sr.
- **Interdistrict/Interagency Cooperation** – Lori Laberee
A **WITC Board Members Contact list for 2009-2010** was also provided. Changes or additions should be given to Ms. Olson.

7. **Appointment to WITC Foundation Board**

   Time was reserved for the Board Chair to appoint a board member to the WITC Foundation Board. David Logghe was serving on the WITC Foundation Board and James Beistle is serving as the alternate. *Note: There is no limit to the number of terms that can be served on this board.*

   Thomas Gordon, Sr. moved, seconded by Dan Olson, to select Lori Laberee to be the WITC Foundation Board representative. Upon a unanimous vote, motion carried. James Beistle volunteered to be the alternate.

8. **Approval of Official Newspaper of Record Selection**

   Annually the board approves the newspaper of record. *The Ashland Daily Press* is the only daily newspaper in the district and information was provided on the costs for Class 1 – 8 point legal notices and non-legal advertising. Administration recommended that the board approve and establish *The Ashland Daily Press* as the official newspaper of record for the 2009-2010 school year.

   Lori Laberee moved, seconded by James Schultz, to approve *The Ashland Daily Press* as the official newspaper of record for the 2009-2010 school year, as recommended by administration. Upon a unanimous vote, seven members voted yes and Ms. Wojtkiewicz voted no; motion carried. Ms. Olson will communicate the board’s approval of the newspaper of record to all college staff. Currently the board agenda is required to be sent to the newspaper of record 24 hours prior to the meeting. In addition, the agenda is posted at our WITC locations. In the future, it was requested that the board agendas also be sent to newspapers in our eleven-county district.

9. **Approval of Statement of Work for Legal Services and Cost Limits for FY10**

   Administration recommended approval of Weld, Riley, Prenn & Ricci, S.C. as WITC’s legal counsel for July 1, 2009, to June 30, 2010, per Policy G-310 (Procurement of Legal Services). The **Statement of Work for Legal Services**, which will be executed upon the board’s approval, was provided. Administration will provide the board with subsequent notification if legal costs exceed $25,000 during this **Statement of Work** term.


10. **Approval of Board Monitoring Schedule for Fiscal Year 2010**

    The monitoring schedule was accepted, subject to changes that may be needed in the future.

**MEETING MINUTES**

Chair James Beistle announced that as there were no corrections, the June 15, 2009, regular meeting minutes are approved as printed. Last month’s signed list of contracts and resolutions will be attached to the official minutes.

**CONSENT AGENDA:**

Mr. Will noted the following update to exhibit S.B. - change “Alternate Bid #1” to “Base Bid #1”. Hal Helwig moved, seconded by Thomas Gordon, Sr., to approve the consent agenda. Upon a roll-call vote, all members present voted yes (8-0); motion carried.
1. **Personnel:**
   A. **New Hire:** Benita Allen, Dean of Students, Manager, Level II, Step 3, Ashland; effective July 22, 2009; annual salary $68,777.
   
   B. **New Hire:** Katherine Edlebeck, Associate Degree Nursing Instructor, Faculty, Baccalaurette, Step 5+20 credits, Superior; effective July 1, 2009; annual salary $49,916.
   
   C. **New Hire:** Jean Roedl, Associate Degree Nursing Instructor, Faculty, Masters, Step 10, New Richmond; effective July 1, 2009; annual salary $62,431.

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 June 30, 2009, was approved.

4. **Approval of Bills**
   Expenditures and revenue from the budget, covering check numbers 92928 through 93733 and electronic transfer payments, totaling $4,668,428 subject to audit, were approved.

5. **Bids/Purchases**
   A. **Classroom Desks – New Richmond, Rice Lake, and Superior:** The board approved the purchase of 72 electric flat panel monitor desks for classrooms in the amount of $72,359 from Spectrum Industries, Inc. of Chippewa Falls, WI, under state contract #15-42500-601. These desks will be used in classrooms at the New Richmond, Rice Lake, and Superior Campuses.
   
   B. **Fire Alarm System Replacement Change Order – Superior:** The board approved Change Order #001, a decrease in the amount of $76,761 from Electrical Systems, Inc. of Brainerd, MN, for the fire alarm system replacement project at the Superior Campus. This change order results in a net decrease of $4,002 for the sales tax savings of WITC directly purchased items. The exhibit change was noted above by Mr. Will.
   
   C. **Restroom Accessibility Remodel Change Order – Rice Lake:** The board approved Change Order #001, a decrease in the amount of $16,234 from Rhom Construction, LLC. of Eleva, WI, for the restroom accessibility project at the Rice Lake Campus. This change order results in a net decrease of $847 for the sales tax savings of WITC directly purchased items.
   
   D. **Blackboard Content & Community Modules – Collegewide:** The board approved the purchase of the Blackboard Content & Community modules in the amount of $49,770 from Blackboard, Inc., of Washington, D.C. These Blackboard modules are in addition to the current Blackboard course management application. Blackboard is the online course management system used by faculty and students to interact and share course content via the Internet. The purchase will provide added functionality to the existing system.
6. New Richmond Cable Agreement
The board approved extending the memorandum agreement with the New Richmond Cable TV Regulatory Board to June 30, 2010. This agreement provides a cable studio for the operation of a public educational broadcast channel in New Richmond. The current agreement expired June 30, 2009.

7. Out-of-State Tuition Remission Report
In accordance with Wisconsin Technical College System Board Administrative Bulletin, AB 04-02, Remission of Out-of-State Tuition - Needy and Worthy, staff with delegated authority shall annually report remission activity for the academic year (by July 15). This report shall include the number of individuals for whom tuition was remitted, the total credits remitted, the financial impact of the actual remissions and the percentage of total actual credits (net of Community Services), which were remitted for the academic year.

The Out-of-State Tuition Remission Report was submitted for the entire 2008-2009 academic year. The board is being informed that WITC submitted one student for the 2008-2009 academic year.

OTHER ITEMS REQUIRING BOARD ACTION

1. Announcements and/or Action from Executive Session
   As requested by Chair Beistle, Mr. Helwig announced that there was a discussion of ongoing negotiations.

2. Considering Approval of 2009-2011 Faculty Union Contract-American Federation of Teachers (AFT) - Wisconsin, Local 395
   Board approval was requested for the faculty union two-year collective bargaining agreement.

   Paul Vine moved, seconded by Thomas Gordon, Sr., to approve 2009-2011 Faculty Union Contract-American Federation of Teachers (AFT) - Wisconsin, Local 395 as presented. Upon a roll-call vote, all members present voted yes (8-0); motion carried.

3. Considering Approval of 2009-2011 Office and Technical Support (OTS) Union Contract-American Federation of Teachers (AFT) - Wisconsin, Local 4019
   Board approval was requested for the OTS union two-year collective bargaining agreement.

   James Schultz moved, seconded by Dan Olson, to approve the 2009-2011 Office and Technical Support (OTS) Union Contract-American Federation of Teachers (AFT) - Wisconsin, Local 4019 as presented. Upon a roll-call vote, all members present voted yes (8-0); motion carried.

4. Considering Approval of the 2009-2010 Management Compensation
   The president recommended that the salary schedule increase for level I through V managers be 2%, plus a step or merit increase for eligible employees, for the 2009-2010 fiscal year, effective July 1, 2009. A salary schedule reflecting this proposed increase was provided in the board book (this included a .5% merit increase in addition to the 2% schedule increase for Level I managers, since they do not receive step increases).

   Thomas Gordon, Sr. moved, seconded by James Schultz, to approve 2009-2010 Management Compensation as presented, effective July 1, 2009. Upon a roll-call vote, all members present voted yes (8-0); motion carried.
5. **Three-Year Facilities Plan**

Mr. Will recommended board approval of the WITC Three-Year Facilities Plan for FY10-FY12. State administrative procedures require districts to submit a three-year facilities plan to the system office to include building repairs, remodeling, and new construction. The included plan summarized the remodeling and new construction proposed in WITC’s three-year plan.

Thomas Gordon, Sr. moved, seconded by Hal Helwig, to approve the WITC Three-Year Facilities Plan for FY10-FY12. Upon a roll-call vote, all members present voted yes (8-0); motion carried.

6. **Requesting Approval for the Rental of Facilities for the Balsam Lake Learning Center**

Mr. Will requested board approval for the rental of space from the Village of Balsam Lake, in the amount of $195.20 per month, for the time period of September 1, 2009 through May 31, 2010. State board approval is not required for any rentals with other governmental entities. The rental agreement for the Balsam Lake Learning Center was provided.

Hal Helwig moved, seconded by Susan Wojtkiewicz, to approve the rental of space from the Village of Balsam Lake as presented, for the time period of September 1, 2009 through May 31, 2010. Upon a roll-call vote, all members present voted yes (8-0); motion carried.

7. **Considering Approval of Legal Expense Limit – FY09**

The board was asked to consider raising the $25,000 threshold for annual legal expenses to $30,000 per Policy G-310 (Procurement of Legal Services). FY09 Year-to-date expenses total $23,542.

Thomas Gordon, Sr. moved, seconded by Lori Laberee, to approve raising the $25,000 threshold for annual legal expenses to $30,000. Upon a roll-call vote, all members present voted yes (8-0); motion carried.

8. **Resolution 09-14, Petition Wisconsin Technical College System (WTCS) Board Requesting Approval for the Addition/Remodeling at the WITC New Richmond Campus**

Resolution 09-14 was provided. Administration requested board approval to submit a Request for Approval to the WTCS Board for the New Richmond Campus addition and remodeling project described at the June 15, 2009 board meeting. WTCS Board approval is required per Wisconsin statutes. The WITC Board is authorized to act on bids after the WTCS board acts on the Request for Approval.

Lori Laberee moved, seconded by Susan Wojtkiewicz, to approve Resolution 09-14 - Petition Wisconsin Technical College System (WTCS) Board Requesting Approval for the Addition/Remodeling at the WITC New Richmond Campus (attached). Upon a roll-call vote, all members present voted yes (8-0); motion carried.

**CORRESPONDENCE AND INFORMATION**

1. **Meeting Information Sharing**

Time was reserved for board members to share information from the meetings they attended. There were no updates given.
2. **Travel Sign Up**
   Time was reserved for the board to update administration on their plans for upcoming board events. Chair Beistle requested that the board report any changes on the *Board Events Schedule* to Kim Olson.

3. **Review Next Month's Monitoring Schedule**
   Time was reserved for the board to review the *Board Monitoring Schedule* for next month's agenda items. In August, the President's Compensation will be included on the agenda. It was noted that the board self assessment should be changed from November to March on the monitoring schedule. Also in November, the 2010-2011 Tax Levy Discussion would be a topic for the regular board meeting rather than a topic for the special meeting. President Meyer suggested presenting the Mid-year Strategic Plan Update at the November special meeting rather than at the December regular board meeting. Ms. Olson will make the noted changes to the monitoring schedule.

4. **New Board Member Orientation Planning**
   Time was reserved for new board member orientation planning. It was suggested that this be done when the three new board members have been officially approved by the state board.

5. **2009 Distinguished Alumni Award Nomination**
   As requested by board members, the nomination of Chuck Levine for the 2009 Distinguished Alumni Award was brought back for board approval to forward to the District Board's Association selection committee. Mr. Levine's nomination was submitted last year.

   Lori Laberee moved, seconded by Hal Helwig, to nominate Mr. Chuck Levine for the 2009 Distinguished Alumni Award. Upon a unanimous vote, motion carried.

   Ms. Olson will forward the draft nomination information to the board members for their input.

6. **Discrimination/Harassment Complaints Annual Report**
   In accordance with Administrative Procedures G-113A & J-121A, Discrimination/Harassment Compliance/Sexual Assault, administration is required to annually report to the Board of Trustees formal complaints related to discrimination, sexual harassment and sexual assault. For fiscal year 2009, 2 student complaints and 1 employee complaint were filed.

   The following details were provided:
   - Student complaint alleging discrimination – no finding of discrimination
   - Student complaint alleging sexual harassment – charges dropped by student
   - Employee complaint alleging sexual harassment – investigation resulted in evidence of sexual harassment; disciplinary action taken against employee

7. **President's Update on WTCS Board Budget**
   Time was reserved for the President to provide a WTCS Board budget update. A handout was reviewed. President Meyer thanked Paul Vine for his service to the board and also thanked Hal Helwig for serving as the board's chairperson. He welcomed Dan Olson to the board, James Beistle as the board's new chairperson, and the rest of the officers.
8. **Board Leadership Scholarship Update**
   Time was reserved to for an update on the board leadership scholarship information. Ms. Laberee will work with Mr. Fowler on a Resolution and bring this item back in August.

   *Dan Olson left the meeting at 11:12 a.m.*

**ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS**

1. **Review Meeting Dates, Locations, and Start Times**
   The August 17, 2009 regular meeting date was scheduled to begin at 8:30 a.m. at the WITC-Administrative Office in Shell Lake. A special meeting on Sunday, November 15, was set with final details to be determined. The regular board meeting in November was set for Monday, November 16, to begin at 8:30 a.m., with the location to be determined once the special meeting location is finalized.

2. **Review/Add Agenda Items**
   Time was reserved for the board to review and/or add agenda items for next month’s board meeting. Agenda items will include: regular meeting schedule; President’s compensation, November 15 retreat location, agenda topics, and facilitator, and a Resolution for the Board Leadership Scholarship.

**MEETING EVALUATION**

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<td>+ Good to have settled the contracts</td>
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<td>+ Facilities Plan</td>
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<tr>
<td>+ Orderly change in leadership</td>
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<td>+ Thank you to Hal Helwig for his leadership for the past two years</td>
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James Schultz moved, seconded by Lori Laberee, to adjourn the meeting. The meeting adjourned at 11:31 a.m.

Respectfully submitted,

[Signature]

Lori Laberee
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>Service Recipient</th>
<th>Location</th>
<th>On/Off</th>
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*** END OF REPORT ***
RESOLUTION #09-14

PETITION TO THE WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD REQUESTING APPROVAL FOR THE ADDITION/REMODELING AT THE WITC NEW RICHMOND CAMPUS

WHEREAS, the Wisconsin Indianhead Technical College Board has heard reports detailing the addition/remodeling plans at the WITC New Richmond campus:

NOW, THEREFORE, BE IT RESOLVED that the Wisconsin Indianhead Technical College board goes on record petitioning the Wisconsin Technical College System board to allow the district board to enter into a building project to provide the addition/remodeling at the WITC New Richmond campus.

Adopted and approved this 13th day of July, 2009.

ATTEST:

[Signature]
District Board Chairperson

[Signature]
District Board Secretary