A regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, October 19, 2009, at 8:30 a.m., at the WITC – Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, Wisconsin 54871.

Chairperson, James Beistle, called the meeting to order at 8:31 a.m. with the following board members present: James Beistle, Marc Christianson, Thomas Gordon, Sr., Hal Helwig, Lorraine C. Laberee, Carolyn Milbrath, and James Schultz. Susan Wojtkiewicz arrived at 8:40 a.m. due to road construction. Dan Olson provided notice that he would not be in attendance at this meeting.

The following WITC staff were in attendance: Lenore Knock, Bob Meyer, Kim Olson, and John Will.

OPEN MEETING
Kim Olson, Administrative Assistant to the President, read the following open-meeting statement: “The October 19, 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
Time was reserved for Chair Beistle to make an announcement about this agenda item. The Audience Recognition board policy (II.M.) was included in the board book as a reference.

BOARD ORGANIZATION
1. Oath of Office: Carolyn Milbrath
   The Oath of Office was administered by Chair Beistle to Carolyn Milbrath. The notarized Oath of Office statement will be maintained in the College’s official records.

2. Welcome and Introduction of New Board Member Carolyn Milbrath
   Time was reserved to welcome Carolyn Milbrath, WITC’s newest board member.

MEETING MINUTES
Chair Beistle announced that as there were no corrections, the September 21, 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:
A personnel addendum was provided at the board meeting and item 1.A. was added.

Thomas Gordon, Sr. moved, seconded by James Schultz, to approve the consent agenda and addendum. Upon a roll-call vote, 7 members present voted yes and Susan Wojtkiewicz abstained (7-1); motion carried.

1. Personnel:
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 September 30, 2009, was approved.

4. **Approval of Bills**  
Expenditures and revenue from the budget, covering check numbers 96692 through 97663 and electronic transfer payments, totaling $9,680,384 subject to audit, were approved.

5. **Bids/Purchases**  
   A. **Boiler Replacement Change Order – New Richmond**: The board approved Change Order #001, a decrease in the amount of $115,354 from Electrical Systems, Inc. of Brainerd, MN, for the boiler replacement project at the New Richmond Campus. This change order results in a net decrease of $6,014 for the sales tax savings of WITC directly purchased items.

   B. **Toilet Room Alteration Change Order – New Richmond**: The board approved Change Order #001 for Base Bid #2, a decrease in the amount of $12,456 from Derrick Commercial Contracting, LLC of New Richmond, WI, for the toilet room alteration project at the New Richmond Campus. This change order results in a net decrease of $730 for the sales tax savings of WITC directly purchased items.

   C. **Microsoft License Agreement – Collegewide**: The board approved payment to Northeast Wisconsin Technical College (NTC) in the amount of $37,542 for WITC’s share of the annual Microsoft License agreement. NTC acts as the fiscal agent for the Wisconsin Technical College System in its procurement of Microsoft products.

6. **Dental Assistant Program Proposal**  
The board gave approval for submission of the Program Proposal for the Dental Assistant one-year technical diploma 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. Copies of the draft proposal were provided at the board meeting.

   President Meyer explained that this allows us to start planning for the program; however, he would like to see some market data before determining the most appropriate WITC location/s to offer this program in the Fall of 2010 or 2011.

**PRESENTATIONS**

1. **Rice Lake Student Housing Update**  
President Meyer provided an update on the Rice Lake Student Housing project, which is a partnership between WITC, UW-Barron County, and West CAP. He shared information and photos that are on the WITC-Rice Lake Web page. Ms. Laberee noted that the student housing is a green building and is the first of its kind. The building is expected to be ready beginning in January 2010. An on-site tour of the housing project is being planned to take place after the board meeting on December 14.
2. **International Student Exchange Program Update**

Lenore Knock, Dean of Students, provided the board with feedback on the International German Exchange program that took place in September and October. Increasing opportunities for international education aligns with *Strategic Goal No. 3 – Create a Culture and Climate that enhances Collaboration and Student Learning* of our Strategic Plan.

A video of photos taken during the exchange was shown at the meeting. The logistics of the 13-day event involved: 11 businesses, 10 different classes, 1.5 days of student leadership training, various cultural sites, hundreds of WITC students and staff, and 50 campus activity assessments. Note: A written communication plan was put together by WITC-Superior students.

Ms. Knock shared positive student and staff comments that she received and talked about where improvement could be made in the future to allow the international students more time to integrate with other students and to see regular course rigor in the classrooms.

The following international core team members were identified:
- Ashland – Steve Bitzer and Benita Allen
- New Richmond – Larry Gee, Alex Birkholz, and Lenore Knock
- Rice Lake – Frank Braswell and Renelle Gill
- Superior – Mary Tripp, Garry Krause; and students Whitney DeWall, Luke Mertz, Heather Thompson, and Mike Soger

The expectation going forward is for us to send some students to Germany at the end of May or beginning of June. James Beistle noted that in April 2009 the board approved two students and one staff to make a reciprocal visit to Germany.

It was recommended that Ms. Knock write to the local Rotary Clubs for funding support as scholarship dollars may be available. A suggestion was made to consider other less expensive opportunities with reduced travel to places such as in Canada. The use of technology may also help to reduce costs.

*The board took a brief recess at 9:50 a.m. The meeting reconvened at 10 a.m.*

**OTHER ITEMS REQUIRING BOARD ACTION**

1. **2009-2010 Tax Levy**

Mr. Will presented two tax levy alternatives and recommended approving Resolution 10-03 with a tax levy of $36,027,109, an increase of 3.8% over the prior year.

The alternatives were discussed at the meeting. Supplemental schedules were included under cover letters from John Will, which were included in the board packet. **Note:** Adopting a tax levy that is different from the budgeted amount requires a 2/3 vote of the full board and will be publicly noticed within 10 days of board approval per Wisconsin Statute §65.90 (5).
The second alternative, Resolution 10-04, is the budgeted levy change of 4.8%. As a result of tuition revenue growth that is projected to exceed the budgeted amounts, the college will be able to support its 2009-10 operational plan with the resources generated by a 3.8% increase. However, this will affect the ability of administration to maintain its fund balance levels as a percent of target.

A. Financial Forecast Model Update

Mr. Will presented an initial forecast of WITC’s financial position for 2010-11 through 2014-15. This forecast model highlighted the impact of tax levy changes for the college. Handouts were provided and reviewed at the meeting.

B. Resolution 10-03, District Tax Levy for 2009-2010

 Resolution 10-03 was provided as an option that represents administration’s recommendation of a 3.8% tax levy.

Hal Helwig moved, seconded by Susan Wojtkiewicz, to approve Resolution 10-03, District Tax Levy for 2009-2010, as presented. Upon a roll-call vote, 7 members voted yes and Ms. Laberee voted no (7-1); motion carried.

C. Resolution 10-04, District Tax Levy for 2009-2010

 Resolution 10-04 was provided as an option that represents the budgeted amount of a 4.8% tax levy. Chair Beistle announced that Resolution 10-04 was withdrawn.

2. Resolution 10-05, Reporting for Compliance to Wisconsin’s Ethics for Public Officials and Employees

The Wisconsin Ethics Board requested the district board review its prior designations and either confirm their appropriateness or adopt a new resolution designating non-clerical positions that report directly to the President. Resolution 10-05 and a contact list of those identified in the resolution were provided.

Thomas Gordon, Sr. moved, seconded by James Schultz, to approve the Resolution 10-05, Reporting for Compliance to Wisconsin’s Ethics for Public Officials and Employees, as presented. Upon a roll-call vote, all members present voted yes (8-0); motion carried.

3. Budget Modifications

The proposed budget modifications, which were publicly noticed within 10 days of board approval per Wisconsin Statute §65.90 (5), were provided.

A. Approval to Increase the Internal Service Fund

Mr. Will recommended increasing the 08-09 Internal Service Fund’s expense budget by $450,000. The increase reflects higher than anticipated claims in the self-funded insurance plan. The accumulated fund balance, or reserve, will absorb the excess expenses over revenues, and the reserve balance remains in the target range of approximately two to three month’s worth of claims. It was noted that a two-thirds vote of the full board is required.

Hal Helwig moved, seconded by Thomas Gordon, Sr., to approve the 08-09 Internal Service Fund increase, as presented. Upon a roll-call vote, all members present voted yes (8-0); motion carried.
B. Approval to Increase the Special Revenue Fund

Mr. Will recommended increasing the 08-09 Special Revenue – Non-aidable Fund’s revenue and expense budgets by $250,000. The increase reflects increased activity in financial aid. Financial aid eligibility and federal funding modifications provided for more awards and higher average awards for WITC’s students. It was noted that a two-thirds vote of the full board is required.

Thomas Gordon, Sr. moved, seconded by James Schultz, to approve the 08-09 Special Revenue Fund increase, as presented. Upon a roll-call vote, all members present voted yes (8-0); motion carried.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing
James Beistle, Lori Laberee, James Schultz, Bob Meyer, and Kim Olson shared information about the Association of Community College (ACCT) Congress they attended in October. Materials from the congress sessions were shared with other board members at the meeting.

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 Ms. Olson.

3. Monitoring Schedule
Time was reserved for the board to review the Board Monitoring Schedule for next month’s agenda items.

4. President’s Update
Time was reserved for the following updates:
A. New Richmond Project Update
Mr. Will provided an update on the New Richmond Manufacturing, Energy, and Technology (MET) Center project, noting we are reviewing our options and working with the state office relative to salvaging the project by connecting to the main building rather than having a separate building.

B. Update on Textbook Costs
President Meyer provided an update on textbook costs for our WITC students. The following supporting materials were provided and reviewed at the meeting:
1) Strategic Goal 4: Action Items 4.2.3 and 4.2.4; 2) Textbook Affordability Committee Planning Document; 3) District Textbook Affordability Task Force; and 4) Estimated Tuition and Fees.

The costs that students pay for textbooks (found on our Web site) were also provided. President Meyer did an averaging of our student textbook costs, noting the average range for the cost of textbooks to our students over a two year period is from $971.99 to $1,139.75. Textbooks can cost up to 40% of the student's tuition rate. Every college is faced with rising textbook costs and this is getting national attention. We had our bookstores look at this issue to see if we could do something about getting the textbook costs reduced by half. We found, however, that just having our bookstores look at this goal wasn’t enough as there were more issues that also needed to be looked at. A textbook affordability task force was created and is just beginning their work.
President Meyer checked into textbook rental and noted that renting textbooks is one way to reduce the cost of books. The average cost for textbooks, for a 16 credit semester, at UW-Stout is about $87. UW-Stout wants to get 4 terms out of their textbooks. Our goal is to reduce the cost of textbooks by half (cutting our higher end costs in half to $570). It was recommended that administration make sure the student voice is heard. Ms. Knock felt that student government would be interested in being part of the task force’s efforts.

5. **Board Forward Special Meeting Planning**
   Time was reserved for continued discussion and planning of the November 15 Board Forward Special Meeting. The meeting has been scheduled at the WITC - Administrative Office in Shell Lake. The board agreed to begin the meeting at noon (lunch will be provided at 11:30 a.m.). Ms. Olson will make dinner reservations at 6 p.m.

6. **New Board Member Orientation Planning**
   Time was reserved for continued discussion about the new board member orientation. Ms. Wojtkiewicz will work with Ms. Olson on the new board member orientation, which will be discussed under *Board Questions and Issues* on the November 15 agenda.

   A letter from the state office was provided in the board book regarding the 2007-2008 update to our five-year affirmative action plan.

**ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS**

1. **Review Meeting Dates, Locations, and Start Times**
   The next regular board meeting is scheduled on November 16, 2009, beginning at 8:30 a.m., at the WITC Shell Lake – Administrative Office. *Note: The November 15, 2009 Board Forward meeting was discussed earlier in the agenda.* There was a request to begin the November 16 regular meeting at 8 a.m. Chair Beistle requested a motion to change the meeting time.

   Lori Laberee moved, seconded by Marc Christianson, to change the November 16 regular board meeting start time from 8:30 a.m. to 8 a.m.; upon a unanimous voice vote of all members present, motion carried.

2. **Review/Add Agenda Items**
   Time was reserved for the board to review and/or add agenda items for the November 16 regular meeting. Chair Beistle requested that a photo of the full board be taken at this meeting.

**MEETING EVALUATION**

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<td>Thanked Mr. Will for his budget presentation</td>
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<td>Thanked Ms. Knock for her follow-up on the German Exchange program</td>
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<td>Welcomed new board member Milbrath</td>
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Thomas Gordon, Sr. moved, seconded by Hal Helwig, to adjourn the meeting. The meeting adjourned at 11:25 a.m.

Respectfully submitted,

Lorraine Laberee
Board Secretary

ko

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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**END OF REPORT**

Signed: [Signature]
Date: 10-19-2009
RESOLUTION NO. 10-03

RESOLUTION LEVYING DISTRICT TAX FOR FISCAL YEAR 2009-10

WHEREAS, the district board of this district, pursuant to §65.90, Wis. Stats., has heretofore formulated a budget and adopted a budget as required by said section;

WHEREAS, said budget requires a tax levy in the sum of $30,344,642 for the purpose of district operations for the fiscal year 2010 and whereas said tax does not exceed 1.5 mills on the full value of the taxable property of the district;

WHEREAS, additional taxes in the aggregate sum of $5,682,467 has heretofore been levied and is necessary for the purpose of paying principle and interest on valid bonds or notes heretofore issued pursuant to Chapter 67, Wis. Stats., and now outstanding and whereas it is the practice of this board to confirm such previous levies for bond or note payments by including such previous levies each year as a part of the total levy;

WHEREAS, a total aggregate tax for the fiscal year 2010 in the sum of $36,027,109 is required to cover the amounts for each of the above purposes;

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF WISCONSIN INDIANHEAD TECHNICAL COLLEGE AS FOLLOWS, TO WIT:

1. That the district board of said technical college district pursuant to s. 38.16, Wis. Stats., hereby levies upon the full value of the taxable property of the district for FY 2010 a tax in the amount of $36,027,109 for the purposes set forth in the preamble hereto.

2. That the district board secretary of said district is hereby directed pursuant to and as required by said s. 38.16, Wis. Stats., to file with the clerk of each city, village and town, any part of which is located in the district, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village and town. Such proportion shall be ascertained on the basis of the ratio of full value of the taxable property of that part of the city, village or town located in the district to the full value of all taxable property in the district, as certified to the district board secretary by the department of revenue.
3. Upon the receipt of the certified statement from the district board secretary, the clerk of each city, village and town is hereby ordered pursuant to said s. 38.16, Wis. Stats., and other applicable Wisconsin law to spread the amounts thereof upon the tax rolls for collection and said taxes certified to each said clerk shall be extended and collected by each of said cities, each of said villages and each of said towns in the same manner and at the same time as taxes for general city, general village and general town purposes are extended and collected.

4. That when such taxes are collected, such amounts shall be paid by the treasurer of each city, village and town to the district board treasurer of this district at the times and in the manner as required by law.

Adopted and approved this 19th day of October 2009.

[Signatures]

Chairperson (James Beistle)

ATTEST:

Secretary (Lorraine Laberee)
RESOLUTION 10-05

REPORTING FOR COMPLIANCE TO WISCONSIN’S CODE OF ETHICS FOR PUBLIC OFFICIALS AND EMPLOYEES

WHEREAS: the Wisconsin Indianhead Technical College Board approves the following positions for the purpose of the Wisconsin’s Code of Ethics for Public Officials and Employees, §19.41 through §19.59, Wisconsin State Statutes.

NOW, THEREFORE, BE IT RESOLVED: Wisconsin Indianhead Technical College Board designates the following positions: President; Vice President, Administrative Services; Vice President, Academic Affairs & Campus Administrator (Superior); Vice President, Continuing Education/Executive Director, Foundation & Campus Administrator (Rice Lake); Vice President, Student Affairs & Campus Administrator (Ashland); Vice President, Instructional Technology & Campus Administrator (New Richmond); and indicates its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom the Wisconsin Ethics Code applies.

Adopted and approved this 19th day of October 2009.

James Belistle, Board Chair

ATTEST:

Lorraine Laberee, Board Secretary
# Wisconsin Indianhead Technical College

## Wisdom’s Code of Ethics for Public Officials and Employees

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<th>No</th>
<th>Last Name</th>
<th>First Name</th>
<th>Title</th>
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<td>1.</td>
<td>Bitzer</td>
<td>Steve</td>
<td>Vice President, Student Affairs &amp; Campus Administrator</td>
<td>WITC – Ashland 2100 Beaser Ave Ashland, WI 54806</td>
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*Note WITC board members also comply with the Ethics Board requirements*