A regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, December 14, 2009, at 8:30 a.m., at the WITC – Rice Lake Campus, located at 1900 College Drive, Rice Lake, Wisconsin 54868.

CALL TO ORDER AND ROLL CALL
Chairperson, James Beistle, called the meeting to order at 8:31 a.m. with the following board members present: James Beistle, Marc Christianson, Lorraine C. Laberee, James Schultz, and Susan Wojtkiewicz. Thomas Gordon, Sr. joined the meeting by telephone conference. A quorum of six was established to begin the meeting. Note: Carolyn Milbrath arrived at 9:08 a.m. due to the winter weather conditions. Hal Helwig and Dan Olson provided notice that they would not be in attendance at this meeting.

The following WITC staff were also in attendance: Steve Bitzer, Steve Decker, Craig Fowler, Joe Huftel, Bob Meyer, Kim Olson, Diane Vertin, and John Will. Rob Ganschow of Wipfli, LLP, was present for the financial audit report.

OPEN MEETING
Kim Olson, Administrative Assistant to the President, read the following open-meeting statement: "The December 14, 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 on December 10 in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

APPROVAL OF AGENDA
Chair Beistle reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology. He announced that the housing tour was canceled due to construction that had been unknowingly scheduled. Mr. Fowler will try to reschedule the housing tour this summer. Under personnel item 1.A. of the Consent Agenda, the December 4, 2010, date was changed to December 4, 2009.

James Schultz moved, seconded by Lori Laberee, to approve the agenda as revised by Chairperson Beistle. Upon a unanimous vote, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT
Time was reserved for Chair Beistle to make an announcement about this agenda item if needed. The Audience Recognition board policy (II.M.) was included in the board book as a reference.

CAMPUS WELCOME
Craig Fowler, Campus Administrator, welcomed the board.

MEETING MINUTES
Chair Beistle announced that as there were no corrections, the November 15, 2009, special meeting minutes, and the November 16, 2009, regular meeting minutes are approved as printed. Last month’s signed list of contracts and resolution will be attached to the official regular minutes.
CONSENT AGENDA:
Chairperson Beistle asked if there were any items to be pulled off the consent agenda and acted on separately; however, there were none.

Lori Laberee moved, seconded by Susan Wojtkiewicz, to approve the consent agenda as amended during the approval of the agenda. Upon a roll-call vote, all members present voted yes (6-0); motion carried.

1. Personnel:
   A. Resignation: Catherine Anderson, Associate Degree Nursing (ADN) Instructor; Superior; effective December 4, 2009.
   B. Resignation: Sheila Peters, Business Analyst; Shell Lake; effective June 2, 2010.
   C. Retirement: Susan Finstad, Academic Affairs Assistant; Rice Lake; effective July 6, 2010.

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 November 30, 2009, was approved.

4. Approval of Bills
   Expenditures and revenue from the budget, covering check numbers 98430 through 99090 and electronic transfer payments, totaling $4,530,673 were approved.

5. Bids/Purchases
   A. Ceiling Replacement Project Change Order – Rice Lake: The board approved Change Order #002 on Base Bid #3 (Swoboda Construction, LLC) for the Rice Lake ceiling replacement project. The change order is for an increase of $4,879 to the project total to add occupancy sensors, exit signs, and general contract work for the project.
   B. Computer Numeric Controlled (CNC) Vertical Machining Center – Superior: The board approved the low bid meeting specifications for a CNC vertical machining center from Productivity, Inc. of Minneapolis, MN, for Bid #1751-420-S3-30 in the amount of $34,146. This vertical machining center will be used to assist students in achieving machining center competencies in a more efficient way.
   C. Dynamometer – New Richmond: The board approved the low bid meeting specifications for a dynamometer from Dynomite Dynamometer of Concord, NH, for Bid #NR-22 Dynamometer in the amount of $28,955. This dynamometer will be utilized by the Motorcycle, Marine, and Outdoor Power Products Technician (MMOPPT) program at the New Richmond Campus. The students will be able to road test a motorcycle or ATV, regardless of weather conditions, without the danger of riding on the streets. The dynamometer will show the students how important it is to have a properly tuned engine, and how the smallest changes in jetting and timing will affect the horse power and emissions.
OTHER ITEMS REQUIRING BOARD ACTION

1. Resolution 10-07, Petition Wisconsin Technical College System (WTCS) Board Requesting Approval for the Addition/Remodeling at the WITC New Richmond Campus

Resolution 10-07 was provided and approval was requested to submit an amended Request for Approval to the Wisconsin Technical College System (WTCS) Board for the New Richmond Campus addition and remodeling project as required by Wisconsin Statutes. The WITC Board is authorized to act on bids after the WTCS board acts on the Request for Approval. Joe Huftel, Vice President, Instructional Technology & New Richmond Campus Administrator, provided a summary of the revised project. He distributed floor plans of the new addition to our existing structure and reviewed plans for remodeling. Mr. Will noted that we will be doing an RFP for a construction manager and an RFP for architectural services.

Susan Wojtkiewicz moved, seconded by James Schultz, to approve Resolution 10-07, Petition Wisconsin Technical College System (WTCS) Board Requesting Approval for the Addition/Remodeling at the WITC New Richmond Campus, as presented. Upon a roll-call vote, all members present voted yes (6-0); motion carried.

Chair Beistle requested a recess from 9:07 – 9:11 a.m. Ms. Milbrath arrived at 9:08 a.m.

2. Approval of Annual Financial Audit Report

Rob Ganschow of Wipfli, LLP, provided a PowerPoint presentation of the annual financial audit report for year ending June 30, 2009. The audit report from Wipfli was mailed to the board prior to the meeting and included the General Audit, an A-133 Statement of Federal audit, and a Letter of Necessary Disclosures. Board approval of the financial audit report is required.

Mr. Ganschow noted that no difficulties were found during the audit process. Steve Decker was commended for getting the internal control deficiency comment regarding Financial Accounting and Reporting out of the report this year by addressing the issue. Chair Beistle asked Mr. Will to discuss Other Post-Employment Benefits (OPEBS) with the board. Mr. Will explained that the change in accounting for the liability related to post-employment benefits resulted in a significant increase in net assets. Ms. Laberee suggested that the history needs to be preserved so that it is understandable to future boards. The auditor took a note on this and will reflect it in future board reports.

Lori Laberee moved, seconded by Marc Christianson, to approve the annual financial audit report for year ending June 30, 2009, as presented. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

3. Approval of Stop-Loss Health Insurance Renewal

Mr. Will recommended board approval of a stop-loss health insurance policy with ING for calendar year 2010. The anticipated total policy premium is $535,183, which is a 0% increase from 2009; however, the specific stop-loss level would increase from $100,000 to $120,000. To maintain the current specific stop-loss deductible of $100,000 generated an 18% renewal rate increase or approximately an additional $96,500 annual cost. The aggregate stop loss, the limit on total claims paid for all employees, is $6,075,573. The proposal summary was provided. Next year, Mr. Will stated that we will do an RFP for the third-party administrator and stop-loss carrier at the same time.
James Schultz moved, seconded by Carolyn Milbrath, to approve the stop-loss health insurance policy with ING for calendar year 2010, as presented. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

4. Assembly Bill 51 – Discussion/Action

President Meyer discussed with the board Assembly Bill 51, which would require each technical college district board to ensure that at least 30 percent of all class periods each semester are scheduled to begin after 5 p.m. and that every course offered by the district is scheduled to be taught in the class periods that begin after 5 p.m. in at least one semester every three years. A copy of the letter from State Representative Marlin D. Schneider, 2009 Assembly Bill 51, an e-mail response from Paul Gabriel, Executive Director, WTC District Boards Association, and a copy of the response letter from the WTCS State Board were provided at the meeting.

President Meyer recommended that the board chair respond on behalf of the board (with one voice) if necessary. President Meyer has asked for some statistics on the online classes that are available and also on evening courses. Mr. Gordon, Sr. noted that this issue was not a priority at our forums.

Susan Wojtkiewicz moved, seconded by Lori Laberee, that staff prepare a letter indicating the board’s opposition to Assembly Bill 51 and that the letter include the facts and statistics to support the board’s position. Upon a unanimous vote, motion carried.

A five-minute recess was called by the chair at 10:20 a.m.

PRESENTATION

2009-2012 Strategic Goals Progress Report

The President’s Cabinet provided a progress report on the status of the new 2009-2012 Strategic Goals and Action Items. A PowerPoint presentation was included in the board book for the board meeting.

President Meyer introduced the Vice Presidents and provided information about their roles in the College. He spoke about how the one-college concept has evolved to where each Vice President (division) now serves all WITC locations, rather than working in silos. President Meyer presented on Integrated Planning. He distributed a handout on WITC Planning, a Planning Timeline, and a Planning Responsibility Description.

Diane Vertin presented on Student Learning Assessment (providing a handout on Collegewide Outcomes and Indicators), Prepared Learner, Textbook Affordability, and Online Learning.

Ms. Laberee noted that we have “career advisors” and should change the use of the “career counselor” terminology. There was a strong case made at the District Board’s Association conference she recently attended. Steve Bitzer clarified that we do not have “mental health counselors”.

Craig Fowler presented on Key Performance Indicators and Resource Development. He talked about the LERN (Learning Resources Network) Association, which has helped us create leadership and standards, resulting in a very good return on our investment. Mr. Fowler will check to see if there are any LERN resources for boards. We are also trying to better align what we can be doing as a Foundation through the use of grants that support the strategic planning of the college. Note: Mr. Gordon’s phone conference ended at 11 a.m.
Steve Bitzer presented on Online Student Services and Marketing Initiatives. Online orientation and online tutoring are part of our Online Student Services. Social media is a marketing initiative that is geared toward high school students. The Society of Furluremakers is a new MySpace page.

Joe Huftel presented on Partnerships with High Schools, Regional Partnerships, and Technology. There was a joint meeting at the Ladysmith Healthcare Academy to see if that was something we wanted to have in the New Richmond area. The New Richmond Middle School building will be available in the future and there will be some space freed up for us if we want to use it. The Association of Wisconsin School Administrators (AWSA) is an example of a regional partnership. Joe Huftel talked about the use of the new SharePoint application for internal collaboration between staff. Marc Christianson recognized Joe Huftel and Holly Scharf for their work with technology and getting WITC out there.

John Will presented on Program Viability and reviewed handouts on the process we have in place. President Meyer noted that this process is transparent to staff.

*Chair Beistle called for a short recess at 12 noon; however, the board reconvened with a working lunch.*

**CORRESPONDENCE AND INFORMATION**

1. **Meeting Information Sharing**
   Board members shared information from the meetings they attended.

   A. **District Boards Association November Meeting Update**
      Chair Beistle and Ms. Laberee updated the board on their attendance at the District Boards Association meeting in November. Information and materials were provided from the sessions attended.

   B. **WITC Foundation Meeting Update**
      Ms. Laberee provided an update on the recent WITC Foundation meeting. Ms. Laberee stated that Mr. Fowler created a letter (that she reviewed) that will be mailed to past WITC board members to request their support for the new Board Leadership Scholarship. As agreed, all board member names are on the letter; however, Ms. Laberee proposed that Chair Beistle sign the letter on behalf of the board. There were no objections.

   C. **New Board Member Orientation Date**
      A new board member orientation has been scheduled on Monday, January 4, 2010, beginning at 10:50 a.m. via IP video. Chair Beistle, Susan Wojtkiewicz, and Lori Laberee, will conduct the new board member orientation for Marc Christianson and Carolyn Milbrath, with Bob Meyer, John Will, and Kim Olson also attending the orientation.

      Dan Olson recently informed administration that something came up at his work on January 4 and he is no longer available. Ms. Wojtkiewicz asked if the group wanted to reschedule the January 4 orientation; however, they preferred to follow through with that day as planned.

      Ms. Olson was asked to contact Dan Olson about another date for him to have his orientation and will notify the three board members accordingly. Ms. Olson will work with Ms. Wojtkiewicz on the new board member orientation booklet that will be prepared prior to the orientation.
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.

   **A. Request from District Boards Association's Executive Director to Present to the Board**
   Time was reserved for the board to select a date for the Executive Director of the District Boards Association to present to the board. According to the board’s monitoring schedule, administration recommended the months of January or April for this presentation. Ms. Olson was notified by Paul Gabriel’s office that April works best for him.

4. **President’s Updates**
   Time was reserved for the president to provide the following updates:

   **A. Program Advisory Committee Information Update**
   President Meyer informed the board that throughout the year WITC collaborates with 62 advisory committees representing all associate degree, diploma, and certificate programs, as well as Federal project service areas. There are 663 advisory committee members representing business and industry, public service agencies, and other educational institutions who meet with our staff.

   **B. Board Involvement Updates**
   President Meyer informed the board of updates that were recently made to the Board Involvement chart. A handout was provided at the meeting. A revised Foundation Schedule was also provided.

   **C. Update on January District Boards Association Presentation**
   President Meyer informed the board about a post-retirement insurance benefits presentation that will given by Mr. Will at the Boards Association meeting on Friday, January 22, 2010. Our post-retirement insurance benefits process is a “best practice” and Mr. Will was complimented for his work in making the process a success.

   **D. Marketing Committee Call for 2010 Media Award Nomination**
   Time was reserved for the board to consider providing a nomination for the District Boards Association’s annual Media Award competition. The award will be made during the Association’s Spring Meeting on Friday, April 30, in Racine, Wisconsin. Nominations must be received by February 1, 2010. The 2010 Media Award nomination materials were included in the board book.

   President Meyer brought forward a proposed recommendation from Kathy Maas, Director of Marketing, for the board’s consideration. The article, “Program Allows Youth to Explore Career Paths”, by Amber Gieseke, of the Chetek Alert, was recommended and provided at the meeting. Lori Laberee moved, seconded by James Schultz, to approve the nomination as recommended; upon a unanimous vote, motion carried.
ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS

1. Review Meeting Dates, Locations, and Start Times
Time was reserved for the board to confirm their plans for the next regular meeting, which is scheduled on Monday, January 18, 2010, beginning at 8:30 a.m., at the WITC-Shell Lake Administrative Office.

The board agreed to schedule the January board meeting by IP video. *Note: Ms. Laberee and Mr. Christianson will join the meeting by telephone conference.* Chair Beistle will attend the meeting from the Shell Lake – Administrative Office, which will serve as the origination site. Mr. Schultz will attend from WITC – Ladysmith. Ms. Olson will coordinate the meeting and check with board members on their preferred meeting location.

2. Review/Add Agenda Items
Time was reserved for the board to add or review agenda items for the January regular meeting.

*Note: Board members who wish to add additional items to next month’s board agenda can do so by contacting the board chair before January 4, 2010. This request does not obligate the Board Chairperson to include the item on the agenda. The board chair will notify administration of agenda items before the board book is prepared and copied.*

MEETING EVALUATION

<table>
<thead>
<tr>
<th>PLUS +</th>
<th>DELTA ▲</th>
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</thead>
<tbody>
<tr>
<td>+ Impressed with the President’s Cabinet report</td>
<td>▲</td>
</tr>
<tr>
<td>+ Audit report was good (PowerPoint was good)</td>
<td>▲</td>
</tr>
<tr>
<td>+ Kudos to Steve Decker and John Will for their work</td>
<td>▲</td>
</tr>
<tr>
<td>+ We are moving forward with the New Richmond building project</td>
<td></td>
</tr>
<tr>
<td>+ It was fun to see the positive energy from the Vice Presidents</td>
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James Schultz moved, seconded by Susan Wojtkiewicz, to adjourn the meeting. The meeting adjourned at 12:57 p.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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<tr>
<th>Contract Number</th>
<th>Service Recipient</th>
<th>Location</th>
<th>On/ Off</th>
<th>Contract Revenue</th>
<th>Est. Salary/ Fringe Cost</th>
<th>Indirect</th>
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State Designated Indirect Cost Factors:
- On Campus = .00
- Off Campus = .00
The Board is requested to ratify the President's action in entering into a contractual arrangement with the following agencies:

### State Designated Indirect Cost Factors:
- On Campus = .00
- Off Campus = .00

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<tr>
<th>Contract Number</th>
<th>Service Recipient</th>
<th>Location</th>
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<th>Contract Revenue</th>
<th>Est. Salary/ Fringe Cost</th>
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***END OF REPORT***

Lorraine Holzemer
Board Secretary

Date
RESOLUTION #10-07

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 14th day of December 2009.

ATTEST:

[Signature]
District Board Chairperson

[Signature]
District Board Secretary