

Wisconsin Indianhead Technical College
Board Proceedings
December 19, 2011

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, December 19, 2011, at 8:30 a.m., at the WITC-Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, Wisconsin 54871.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Chairperson, David Minor, called the meeting to order at 8:30 a.m. with the following Board members present: James Beistle, Aimee Curtis, Chris Fitzgerald, David Minor, Jean Serum, Morrie Veilleux, and Eileen Yeakley. *Note: Lorraine C. Laberee arrived at 9:15 a.m. James Schultz provided notice that he would not be in attendance at this meeting.*

The following WITC employees were in attendance: Steve Bitzer, Steve Decker, Craig Fowler, Anita Hacker, Ellen Riely Hauser, Bob Meyer, Kim Olson, Tim Schreiner, Diane Vertin, and Cher Vink. Rob Ganschow of Wipfli, LLP, was also present during a portion of this meeting.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The December 19, 2011, 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 15 in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

APPROVAL OF AGENDA

Chair Minor reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology. James Beistle moved, seconded by Morrie Veilleux, to approve the agenda. Upon a unanimous vote of all members present, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT

Time was reserved for Chair Minor to recognize people in the audience as needed. The Audience Recognition Board policy (II.M.) was included in the Board book as a reference.

MEETING MINUTES

1. Approval of the November 21, 2011, Regular Meeting Minutes
Chris Fitzgerald moved, seconded by Eileen Yeakley, to approve the regular meeting minutes and the Board Forward meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. *Note: The signed list of contracts and resolutions from the November regular meeting were attached to the official minutes.*
2. Approval of the November 21, 2011, Board Forward Meeting Minutes
Note: These minutes were approved during the motion to approve the regular meeting minutes (see previous item).

BUDGET CONSIDERATIONS

1. 2010-2011 Budget Modification Approval
The following budget modification was summarized for the Board in a budget modification spreadsheet.

A. **Approval to Adjust the Special Revenue Non-Aidable Fund for 2010-2011**

Administration recommended increases to the federal revenues and student services expenditures to the amount of \$7,450,000. The increase reflected additional revenues and expenditures for 2010-2011 in the special revenue non-aidable fund for the direct lending program for students.

Morrie Veilleux moved, seconded by James Beistle, to approve the recommended increase to the Special Revenue Non-Aidable Fund for 2010-2011 as presented. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

The modification will be publicly noticed within 10 days of Board approval per Wisconsin Statutes §65.90(5). *Note: A two-thirds majority of the full Board was required to approve the budget modification.*

2. **Approval of Annual Financial Audit Report**

The annual financial audit report for year ending June 30, 2011, was presented by Rob Ganschow of Wipfli, LLP. The draft report was provided and included the following items for Board approval: *General Audit, A-133 Statement of Federal Audit*, and a *Letter of Necessary Disclosures*. Mr. Ganschow presented a PowerPoint at the meeting. *Note: Steve Decker introduced Anita Hacker, District Controller, for her work related to the report.*

Morrie Veilleux moved, seconded by Jean Serum, to approve the annual Financial Audit Report as presented. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

CONSENT AGENDA

Chairperson Minor asked if there were any items to be pulled off the consent agenda and acted on separately; however, there were none. Chris Fitzgerald moved, seconded by James Beistle, to approve the consent agenda. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

1. **Personnel:**

- A. **New Hire:** Terry Glanville, Automotive Maintenance Technician Instructor, Faculty, Superior; effective December 12, 2011; annual salary \$50,892.
- B. **Retirement:** Michael Bark, Business Instructor, Ashland; effective June 30, 2012. *The Board thanked Mr. Bark for his 38 years of service.*
- C. **Retirement:** Russell Rich, Information Technology/Computer Support Specialist Instructor, Rice Lake; effective June 30, 2012. *The Board thanked Mr. Rich for his 30 years of service.*
- D. **Retirement:** Robert Triplett, Machine Tool Technician Instructor, Rice Lake; effective June 30, 2012. *The Board thanked Mr. Triplett for his 24 years of service.*

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, 2011, was approved.

4. **Approval of Bills**

Expenditures and revenue from the budget, covering check numbers 122774 through 123259 and electronic transfer payments totaling \$4,236,052 were approved.

5. **Bids/Purchases**

- A. **Addition and Remodeling Project Change Order – Rice Lake:** The Board approved Change Order G-07 by SDS Architects in the total amount of \$9,642 for Project #1018 at the Rice Lake Campus. This change order included miscellaneous changes and additions for the addition and remodeling project. A financial summary was provided for the Board's review.

- B. **Delta Control Systems (DCS) Training Systems – New Richmond:** The Board accepted the low bid meeting specifications received for bid number NR6 from Novaspect, Inc. of Eden Prairie, MN, in the amount of \$29,938. The purchase of these four DCS training systems will mirror a control platform used by some of the largest potential employers. These additional training systems will give more student exposure to programming and graphics configuration in the Industrial Automation, Controls, and Networking program at the New Richmond Campus.

OTHER ITEMS REQUIRING BOARD ACTION

1. Approval of Benefits Broker Services

Administration recommended approval of a proposal for WITC's benefits broker services from Johnson Insurance of Rice Lake, WI, for a total of \$30,000 for the full three-year contract. The agreement is for one year with an optional two-year renewal. The effective date for this proposal is January 1, 2012. The benefit broker services proposals were received in conjunction with the Health Insurance Plan Request for Proposal (RFP) process. Proposals were received from three providers with one provider withdrawing prior to the analysis step. It was noted that the committee was pleased with both remaining providers; however, it came down to Johnson Insurance addressing the five bullet points that we had. *Note: Lori Laberee arrived at 9:15 a.m.*

Morrie Veilleux moved, seconded by James Beistle, to approve the Benefits Broker Services as presented. Upon a roll-call-vote, seven members present voted yes and Ms. Laberee abstained; motion carried.

Chair Minor recessed the meeting at 9:17 a.m. and reconvened the meeting at 9:28 a.m.

INFORMATION REPORTS

1. New Richmond Addition and Remodel Concept Review

Susan Lockwood, Dean of Continuing Education, and Leslie Bleskachek, Academic Dean-Business, presented a concept review on the upcoming New Richmond addition and remodeling of the Power Equipment Center (PEC) renovation projects that are slated to go out for bid in January 2012. There is a need to increase the number of available classroom spaces (per room utilization issues), provide for an updated science lab, provide an opportunity for future Learning Commons, and address the failing roof system. The second floor will be where the new faculty offices will be relocated. The goal is to start both projects the day after graduation and to be done before classes start in the fall. A PowerPoint presentation was provided and included photos and drawings for these projects.

2. 2011-2012 Grant Awards Report

Tim Schreiner, Director, Resource Development, presented the 2011-2012 Grant Awards Report. The "To be approved Dec. 2011" column in the report shows the changes noted since the May 16, 2011, Board meeting. President Meyer complimented Mr. Schreiner on his organization of the grants, tracking the grants, and working with the staff.

Chair Minor requested a motion to accept the Grant Awards Monitoring Report. Morrie Veilleux moved, seconded by Eileen Yeakley, to accept the 2011-2012 Grant Awards Monitoring Report. Upon a unanimous vote, motion carried.

3. 2009-2012 Strategic Goals Progress Report

The President's Cabinet presented a progress report on the 2009-2012 Strategic Goals for the Board. A PowerPoint presentation and a copy of the full 2009-2012 Strategic Plan Progress Report (with Web link) were provided for the Board's reference.

President Meyer reviewed the One-College model and definition, as well as the Global Ends Statement. President Meyer stated that the strategic planning process is a key mechanism for interpreting the Global Ends Statement and implementing relevant "means" towards achieving the Ends Statement. He introduced the President's Cabinet members who were providing a progress report on key areas of the 2009-2012 Strategic Plan.

Diane Vertin, Vice President, Academic Affairs and Superior Campus Administrator, presented the Student Learning Assessment Plan. A folder was provided at the meeting and included six Collegewide Outcomes and Indicators, results from the 2010 and 2011 Collegewide Outcome Assessment Report, three rubrics on how we are assessing student learning, and an Academic Program Review brochure for 2012–2015. The Assessment Web site was showcased during the meeting.

Craig Fowler, Vice President, Continuing Education/Executive Director, Foundation and Rice Lake Campus Administrator, noted that we have a 13 member Foundation Board that includes 3 regional members and 1 WITC Board member. Based on the Community College Survey of Student Engagement (CCSSE) Report, we've learned that the biggest hurdle for our students is their finances. The Foundation has focused on making it easier for students to get money. Through new scholarship integration software the students can apply online, which will help us make the students more aware of scholarship opportunities. We are anticipating a 30–40% increase in scholarship applications once we go online. The software will help match the criteria better, will cut down on staff time, and will be more effective in the distribution of scholarships and the relationship we have with our donors. There is also an emergency student loans program in place for students.

Cher Vink, Associate Vice President, Human Resources and Employee Relations, presented an update on the Collegewide Safety Plan on behalf of Joe Huftel, Vice President, Instructional Technology and New Richmond Campus Administrator. The College has had a Safety Plan, but it hasn't been updated for a number of years and we needed to make sure that the Plan was appropriate and responsive to our current risks. A key area of focus this year was Ergonomics. We also developed a 3-year training program with annual training and the rotation of retraining programs that we need to have in place. We are using an online training program where employees can log in and take the training on their time; however, they do need to obtain a passing score. We provided our custodians with the required safety program training to be in compliance with regulations at the October inservice.

Steve Bitzer, Vice President, Student Affairs and Ashland Campus Administrator, discussed some key marketing strategies. He provided an enhanced Viewbook at the meeting, noting that we saved \$2,700 by combining our 9 cluster brochures, the adult Viewbook, and the high school Viewbook. The enhanced Viewbook is a better communication tool, is more effective, and provides the students with the information we want them to have. It also includes a listing of employers who have employed our students. The enhanced Viewbook was done with a lot of input by the recruiters. He complimented Kathy Maas and her staff for doing a quality job on our marketing materials. Mr. Veilleux complimented staff and the staff who worked on the Viewbook, noting it is the best one yet!

Another update from Mr. Bitzer was on the strategic bookstore initiative. In 2009, we had three different bookstores and WITC–Superior went through the UW–Superior bookstore for students to purchase their textbooks. There were different prices and mark-ups, we didn't know the inventory, and we didn't have a Web presence. We now have a bookstore management program through Nebraska Books, a Web presence, have combined our entire bookstore inventory, and opened the WITC–Superior bookstore this fall.

Another strategy for the bookstores was related to book rental. We increased the amount of used books and book buybacks, can track this back to each campus, and set goals. This fall we started a new rental option for students and they can buy or rent new or used books. In the fall we rented 370 titles and the students realized additional savings of \$15,000, with the rentals making a \$5,000 profit for the College. It didn't cost us anything to rent the books but it saved the students \$15,000. Our next steps are to promote this more, track things better, and keep saving money for our students. President Meyer noted that these results came directly from the feedback we received from the students and we have provided students options that can cut textbook costs in half. This is a good example of how strategic planning works well.

Steve Decker, Associate Vice President of Finance and Business Services, talked about the College's renewable energy and sustainability efforts. The College has a districtwide Renewable Energy and Sustainability committee as well as "green teams" at each of the campuses. We are trying to make this part of our culture. Some examples include a ride share board to reduce travel costs, the Ashland Campus rain gardens (an award was received for this), and a print management system for our students (where they get 500 pages of printing and purchase anything over that amount). We are trying to embed some element of renewable energy and sustainability into the Accounting and trades programs, and there are a number of certificates that students can take. In the Business Services department, we've moved our accounts payable to an electronic process and have saved on our printing costs.

Cher Vink, Associate Vice President, Human Resources and Employee Relations, highlighted examples of communication mechanisms and tools used at the College. Through survey instruments, the feedback from staff was that we needed to focus on communication. The Quality Improvement Steering Committee (QISC) action project team developed a communication plan. We are in the second year of using an individualized communication plan process to make sure supervisors and the employees understand the best way to communicate with each other and Ms. Vink will continue to monitor its success. After the Employee Handbook was released, we set up an anonymous (confidential) survey for employees to document their concerns. We've also been utilizing a Human Resources intranet (*The Connection*) discussion board for communication between the College and employees. The *College Corner* allows all employee groups to post information, reducing some of the non-college business e-mails and protecting employees who do not wish to access the information. Office Communicator is a tool for all staff to communicate and share documents. We've changed the format of some of our inservices to IP video to prevent some travel, especially during the winter months. We will set up a training site on the Connection so that we can have all of the training activities in one area for our employees. We have an electronic form for staff to elevate emerging issues, as well as an electronic procedure for responding to emerging issues.

Ellen Riely Hauser, Associate Vice President, Institutional Effectiveness, provided the Board with a final copy of the Academic Quality Improvement Program (AQIP) Systems Portfolio and a brochure on the 2012-2015 Academic Program Review process at the meeting. The addition of general studies data to Program Viability metrics was discussed and a line chart showing general studies FTE alignment with collegewide FTE was shown.

President Meyer noted that he is very proud of the strategic planning process at the College. He thanked the President's Cabinet for taking ownership of this process and facilitating successful implementation of the plan.

Ms. Laberee noted that this is an incredible amount of work and the information is getting back to the Board. We are really focusing in on our customers and making decisions based on facts. It is very rewarding to be on the Board.

Lori Laberee moved, seconded by Jean Serum, to accept the 2009-2012 Strategic Goals Monitoring Report. Upon a unanimous vote of all members present, motion carried.

Chair Minor recessed the meeting at 11:10 a.m. and reconvened the meeting at 11:15 a.m.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

Mr. Beistle shared information from the November District Boards Association meeting, circulating the materials he received. Ms. Olson will post the materials in the *Board's Resources Connection* folder.

2. Travel Sign Up

Time was reserved for the Board to update administration on their plans for upcoming Board events. A copy of the *Board Events Schedule* was routed during the meeting for Board members to update by recording their plans to attend (or not attend) the meetings and events listed on the form; or, to contact the Executive Assistant as soon as plans are confirmed. Chair Minor 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. **Monitoring Schedule Updates**

The Board reviewed the recommended updates to the *Board Monitoring Schedule*.

B. **Request for Annual District Boards Association Report by Paul Gabriel on May 21, 2012**

The Board agreed to have Paul Gabriel present his annual report at the May 21, 2012, WITC Board meeting. Ms. Olson will confirm this date with the District Boards Association office.

4. President's Updates:

Time was reserved for the President to provide an update on the following items:

A. **Voter ID Legislation Update** – President Meyer provided an update on the current status of the Voter ID legislation, noting that the Government Accountability Board ruled in favor of letting the technical college students use ID cards as long as they are formatted correctly. They did have a hearing on that. There has also been some activity on the technical college board composition legislation (there are hearings taking place on this item).

B. **2012–2015 Strategic Planning with Quality Improvement Steering Committee**

The Quality Improvement Steering Committee (QISC) met on November 30 to review and give input on the 2012–2015 Strategic Planning action steps. New members were introduced, including two new students. At the meeting, QISC members reviewed the 2012–2015 Strategic Plan and suggested improvements to it. A timeline was provided.

C. **Listening Sessions Update – Rice Lake and Superior**

President Meyer visited the Rice Lake Campus on Monday, November 28. He also visited the Superior Campus on Monday, December 14. He visited classrooms and held listening sessions with the staff and students throughout each day. President Meyer will make a list of the feedback he heard at the listening sessions and will bring it to the Cabinet for their review.

D. **WITC's Impact on Polk County – Meeting with Members of the Polk County Board**

President Meyer received a call from UW–Cooperative Extension Officer, Bob Kazmierski, about WITC's impact on Polk County. On Friday, December 2, President Meyer met with a three members of the Polk County Board of Supervisors to discuss WITC's impact on Polk County. We provided them with a packet of data, which included a summary of WITC course offerings in Polk County and number of Polk County residents enrolled at a WITC campus. The supervisors expressed satisfaction with our impact on Polk County. They are very interested in having WITC have a physical presence in Polk County. There is also an interest in using the unused space in the high schools (utilizing distance learning).

E. **Program Advisory Committee Information Update**

President Meyer informed the Board that throughout the year WITC will collaborate with 68 advisory committees representing all associate degree, diploma, and certificate programs, as well as Federal project service areas. There are 702 advisory committee members representing business and industry, public service agencies, and other educational institutions who meet with our staff. New programs this year are Dental Assistant and Human Services Associate. Early Childhood was added to the Ashland location, which also resulted in another committee.

5. Legislative Updates

Time was reserved for legislative updates; however, there were none.

6. 2012 Media Award – Call for Nominations

Time was reserved for administration to inform the Board of the nomination request for the District Boards Association’s annual Media Award competition. The 2012 Media Award nomination materials were included in the Board book for the Board’s early review. President Meyer will bring back a recommendation from Kathy Maas, Director of Marketing and Recruitment, for the WITC Board’s consideration in January. Nominations must be received by February 1, 2012. The award will be made during the Association’s Spring Meeting on April 19–21, 2012, in Wausau, Wisconsin.

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 regular meeting scheduled on Monday, January 16, 2012, at 8:30 a.m., at the WITC–Administrative Office in Shell Lake. The Board meeting schedule was provided for the Board’s information.

2. Review/Add Agenda Items

Time was reserved for the Board to add or review agenda items for the next Board meeting. Board agenda items for the regular meeting on January 16 were listed on the Board’s Monitoring Schedule. Additional agenda items for this meeting were discussed.

Note: Board members who would like to add additional items to next month’s Board agenda can do so by contacting the Board Chair before Thursday, December 29, 2011. 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

PLUS +	DELTA ^
+ Liked the reports from the Vice Presidents, Associate Vice Presidents, and staff	^
+ The auditing report looked good	^

Chair Minor adjourned the meeting at 11:45 a.m.

Respectfully submitted,

Lorraine Laberee
Board Secretary

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Note: A Board luncheon and new Board member orientation followed the Board meeting; however, no action was taken.

12/7/2011
12:03:38
PM

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2012

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 = 43.3% Off Campus = 36.45%

Contract Number	Service Recipient	Location	On/Off	*----- ESTIMATED -----*					Difference +/-
				Contract Revenue	Est. Salary/ Fringe Cost	+	Indirect	= Full Cost	
224	CN Bulk Material Service Docks	WITC Superior	On	15,552.00	10,378.00		2,329.00	12,706.00	2,846.00
	Employees of Canadian National Railroad will be assessed in their mechanical reasoning, welding, and mechanical aptitude skills and knowledge.								
225	ME Global	WITC Superior	On	934.00	368.00		144.00	511.00	423.00
	Three employees of ME Global will be assessed on mechanical reasoning and mechanical aptitude. Results will be shared with ME Global administration.								
375	Walmart	Walmart - St Croix Falls	Off	437.00	193.00		54.00	247.00	191.00
	Provide Responsible Beverage course for employees								
376	Conkright Dental	Conkright Dental	Off	474.00	223.00		54.00	277.00	198.00
	Employees of Conkright Dental will receive AHA Healthcare Provider CPR renewal certification training. Successful participants will receive cards documenting completion at the end of the course.								
377	Hayward High School	Hayward High School	Off	7,712.00				7,712.00	
	Transcripted Credit contract for courses at Hayward HS. 20 students in 2 cr 10106127 Desktop Publishing; 4 students in 3 cr 10105100 Intro to Business; 9 students in 2 courses—1 cr 10103128 Intro Computers Windows and 1 cr 10103129 Intro to MS Office								
378	Barko Hydraulics	Barko Hydraulics	Off	971.00	418.00		153.00	571.00	401.00
	Employees of Barko Hydraulics will receive American Heart Association Heartsaver recertification. Upon successful completion, participants will receive documentation authenticating training.								
379	LCO HEALTH CARE CENTER	LCO Healthcare Center	Off	287.00	193.00		54.00	247.00	41.00

380	Provide CPR for Healthcare Provider recert class for employees Ladysmith High School	Ladysmith High School	Off	8,706.00	7,378.00	-	7,378.00	1,329.00
381	Provide instruction for EMT Basic class. This contract does not include book fees or licensing exam fees. Ladysmith High School	Ladysmith High School	Off	9,345.00	-	-	9,345.00	-
382	Transcripted credit courses at Ladysmith High School. 1 credit 10106181 Keybaording for 1 student; 1 credit 10103129 Intro to MS Office for 1 student; 2 cr 10106110 Document Formatting for 1 student; 4 credit 10101101 Financial Accounting I for 2 students; 3 credit 10114125 Personal Finance for 5 students; 1 credit 10890100 Success Strategies I for 10 students; 3 credit 10501101 Medical Terminology for 15 students. St. Croix Gas	St. Croix Gas	Off	484.00	394.00	-	394.00	91.00
383	Customized Welding Safety Superior High School	WITC Superior	Off	16,696.00	14,149.00	3,700.00	17,849.00	(1,153.00)
384	Students of Superior High School will receive technical skills training for career exploration. Berghammer Builders, Inc.	Berghmmer Builders - Clayton, WI	Off	1,151.00	936.00	-	936.00	216.00
385	OSHA Safety for Construction - 10 Hours Superior High School	Superior High School	Off	15,891.00	-	-	15,891.00	-
386	Transcripted credit coursework: 12 students in 1 cr. 10103162 MS Access; 10 students in each 1 cr 10103151 MS Excel A and 10103146 MS Word A; 5 students in 1 cr 10101101D Financial Accounting 1D; 13 students in 3 cr 10101115 Accounting Principles; 9 students in 2 cr 10106127 Desktop Publishing; 15 students in 3 cr 10114125 Personal Finance. Dr. Douglas Erickson, DDS	324 West Superior Street, Duluth, MN	Off	578.00	148.00	54.00	202.00	376.00
387	Employees and staff of Douglas Erickson Dentistry will recieve American Heart Association Healthcare Provider CPR recertification. St. Luke's Hospital	WITC Superior	On	14,162.00	5,432.00	2,352.00	7,784.00	6,379.00
388	Employees of St. Luke's Hospital will have Anatomy & Physiology course, online, available in Blackboard. Bad River Lodge & Casino	Bad River Casino	Off	3,900.00	3,250.00	1,185.00	4,435.00	(535.00)
389	Employees of Bad River Casino will receive customer service training. Upon successful completion, each employee will receive a Certificate of Continuing Education. Hayward High School	Hayward High School	Off	22,492.00	-	-	22,492.00	-

Transcribed credit courses: 24 students in 4 cr. 10101101 Financial Acctg I; 20 students in 2 cr. 10106127 Desktop Publishing; 13 students in each 2 cr. 10103156 Adobe Photoshop, 2 cr. 10103157 Adobe Illustrator and 1 cr. 10106112 Layout and Design. 21 students in each 1 cr. 10103128 Intro to Computers-Windows and 1 cr. 10103129 Intro to MS Office. 10 students in each 1 cr. 10103146 MS Word A, 1 cr. 10103147 MS Word B and 1 cr. 10103148 MS Word C.

*** End Of Report ***

* indicates an amended contract


Board Secretary

12-19-11
Date