

Wisconsin Indianhead Technical College  
Board Proceedings  
January 16, 2012

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, January 16, 2012, 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

Vice Chairperson, James Beistle, called the meeting to order at 8:30 a.m. with the following Board members present: James Beistle, Aimee Curtis, Chris Fitzgerald, Jean Serum, Morrie Veilleux, and Eileen Yeakley. *Note: Lorraine C. Laberee arrived at 8:55 a.m. David Minor and James Schultz provided notice that they would not be in attendance at this meeting.* It was noted that a quorum was established.

The following WITC employees were in attendance: Steve Decker, Jennifer Kunselman, Bob Meyer, Kim Olson, and Cher Vink.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The January 16, 2012, 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 January 13 in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

APPROVAL OF AGENDA

Jean Serum 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 to recognize people in the audience. The Audience Recognition Board policy (II.M.) was included in the Board book as a reference.

MEETING MINUTES

1. Approval of the December 19, 2011, Regular Meeting Minutes

Chris Fitzgerald moved, seconded by Morrie Veilleux, to approve the December 19, 2011, regular meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. *Note: The signed list of contracts from the December meeting was attached to the official minutes.*

CONSENT AGENDA

Morrie Veilleux moved, seconded by Chris Fitzgerald, to approve the consent agenda. Upon a roll-call vote, all members present voted yes (6-0); motion carried.

1. Personnel:

A. Retirement: Nancy Erickson, Business Office Manager, Shell Lake; effective June 30, 2012. *Note: The Board thanked Ms. Erickson for her 39 ½ 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 December 31, 2011, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 123260 through 123689 and electronic transfer payments totaling \$4,516,346 were approved.

5. Preliminary Notice of Non-Renewal of Personnel for Certification

Administration requested Board action to forward a preliminary notice of non-renewal to certified faculty and management staff whose WTCS certification will expire on August 31, 2012, and who have not documented completion of recertification requirements. The notice includes a stipulation that if the employee meets the certification requirements on or before the certification expiration date, he or she will be offered a contract for the 2012-2013 school year.

This process is in compliance with Wisconsin Statutes §118.22 and §118.24, which require a preliminary notice of non-renewal. Staff members receiving a notice of non-renewal have five days to request a Board hearing on the proposed non-renewal, the grounds for which in this case would be an allegation of error on the part of Human Resources staff in listing their names for the notice. Human Resources staff have been working individually and personally with each person on the list; therefore, the notice will not be unexpected for any of those receiving it.

A preliminary list of individuals for this agenda item was included in the Board book. A revised list of individual names was posted on the Board of Trustees *Connection* prior to the meeting. This gave faculty and staff until the workday before the Board meeting to provide proper documentation of recertification.

*Note: Vice Chair Beistle moved to the Academic Affairs Programming Plan Update and the New Board Member Orientation Debriefing agenda items before the Longitudinal Follow-Up Survey report was given.*

INFORMATION REPORTS

1. Longitudinal Follow-Up Survey Report

Jennifer Kunselman, Research and Planning Coordinator, presented the Five-Year Longitudinal Follow-Up Results of 2005-2006 Graduates. Included in the report was information on graduates' responses to the importance of WITC training in beginning and advancing their careers, graduate recommendations of technical education, current employment status, and salary information by degree level and program. Time was reserved for questions from the Board. Ms. Kunselman will provide the Board with the state's response rate from the last Longitudinal Follow-Up study and will also work with the Director of Marketing about getting out a news release on this study. Mr. Veilleux would like to make his counselors aware of this information. Ms. Laberee suggested that the *Five-Year Longitudinal Study* or the *2010 Graduate Survey* be sent to our legislators in Washington, D.C. before administration and the Board go there in February. *Note: The executive report and a PowerPoint were posted in the Board of Trustees Connection meeting folder prior to*

the meeting. The link ([witc.edu/fiveyear](http://witc.edu/fiveyear)) to the narrative report was noted on the executive summary. Ms. Kunselman plans to present to the Board the *FTE and Enrollment Report* (in March) and the *Graduation Survey Report* (in May). *Note: Ms. Laberee arrived at 8:55 a.m.*

Morrie Veilleux moved, seconded by Jean Serum, to receive the Five-Year Longitudinal Follow-Up Results report as presented. Upon a unanimous vote of all members present; motion carried.

## 2. Academic Affairs Programming Plan Update

President Meyer, updated the Board on the Academic Affairs Programming Plan. A PowerPoint slide was provided for this update. New program development for Medical Office Specialist, CNC Machine Tool Operation, and Health Information Technology has been completed. Eileen Yeakley moved, seconded by Chris Fitzgerald, to receive the Academic Affairs Programming Plan as presented. Upon a unanimous vote of all members present; motion carried. *Note: Ms. Laberee was not yet present for this update.*

## CORRESPONDENCE AND INFORMATION

### 1. Meeting Information Sharing

#### A. New Board Member Orientation Debriefing

Time was reserved for the Board to debrief on the Board Member Orientation that took place on December 19. The *New Board Member Orientation Agenda* was provided for the Board's review. The Board members who attended the orientation were asked if there were materials in the 2011 Board Orientation Board book that were no longer needed or missing. Ms. Serum liked having all of the information to reference at a later time. She appreciated the work that Mr. Beistle and Ms. Laberee did to put the booklet together. The consensus was that nothing needed to be removed or added to the orientation materials.

*Note: Vice Chair Beistle moved back to the Longitudinal Follow-Up Survey Report.*

### 2. Travel Sign Up

#### A. Board Events Schedule

Time was reserved for the Board to update administration on their plans for upcoming Board events. Ms. Olson announced that she is able to register those interested in attending the Higher Learning Commission's annual meeting. 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 Ms. Olson as soon as plans are confirmed. Vice Chair Beistle requested that the Board report any changes on the *Board Events Schedule* to Ms. Olson.

#### B. Federal Priorities – Washington, D.C. Visits

Time was reserved for President Meyer to update the Board on our federal priorities, which had not yet been confirmed at the time of the Board meeting. He noted that we will probably have an Emergency Services component that would fit well with our needs. We are also working on our capability to expand Welding which is in high demand. A list of last year's folder contents for the visits was provided for the Board's review. President Meyer is working with the Vice Presidents on proposals to take to Washington, D.C. Administration will visit our U.S. Senators and Congressmen on Thursday, February 16, 2012, which is the next day following the visits that are scheduled by the District Boards Association during the National Legislative Summit (February 13 – 15).

### 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**

Time was reserved to review the *Board Monitoring Schedule*. It was noted that the Board will begin planning for the President's evaluation in February. The Board will also need to determine if another Board Forward is needed in March.

### 4. President's Updates:

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

#### A. **NorthWERD Signing Event**

President Meyer informed the Board that he is the chair of NorthWERD and they are currently planning a signing event to sign a memorandum of understanding. He will let Board members know the date of the signing event once it is firmed up. NorthWERD's purpose/vision, a memorandum of understanding draft, and a participation list were provided for the Board's information.

#### B. **Safe Vehicle Operation and Driver's Information**

The College is implementing a new policy and procedure in response to requirements of our Risk Manager, Districts Mutual Insurance Company (DMI), that the College ask for and maintain information on the driving history of individuals reimbursed by the College for travel. In compliance with the Drivers Privacy Protection Act (DPPA), authorization from the individual is required to request access to motor vehicle records on the part of the College or DMI. Motor vehicle records may include personal information, driving records, and an assessment of insurability for the insurance program of all operators of College owned, leased, or rented vehicles or that drive their own vehicles on College business and request travel reimbursement. Starting this month, all employees, Board members, and students requesting travel reimbursement will have their driving records reviewed.

Mr. Decker updated the Board on the impact of these changes and answered questions on the required forms and information that were provided. He also noted we incorporated into the policy that the driver's insurance is primary. There will be a phase-in period starting in February, where individuals will need to complete the necessary forms to get reimbursed for district travel. Forms that are not acceptable will mean that no reimbursement for travel will be allowed and drivers will not be able to take WITC travelers with them in their vehicles. The driver's information provided will be protected. If there is an appeal it will be handled between the individual (employee, student, Board member) and District Mutual Insurance. We have not yet rolled this information out to staff. The Board will be contacted about this in the next couple of months.

**C. Manager Training Update**

Ms. Vink updated the Board on a two-hour manager training that was provided on Wednesday, January 4, via IP video. Steve Weld, Attorney at Weld, Riley, Prenn, and Ricci, presented on various topics and legal issues as noted on the agenda that was provided for the Board's information. Ninety-three out of one hundred managers attended the training. We received really good feedback from the managers and the biggest take away from the managers was that they had the opportunity to ask questions. Future 2 ½ hour IP video sessions will be scheduled every other month between February and November. In addition, there will be one all-day face-to-face session that is scheduled. The next step is to do the needs assessment. We have determined we want to tie the training to strategic goals and will keep managers up-to-date on legal issues.

**D. Academic Days Update**

On Friday, January 6, President Meyer attended "Academic Days" at the WITC-Rice Lake Campus. Most of that day was dedicated to assessment. Some faculty also met on Thursday, January 5, to work on divisional items.

Local campus inservices took place on January 9. On February 21, a collegewide inservice utilizing IP video is scheduled to review strategic planning, AQIP projects and visit, and to provide various local training opportunities. One Board member wondered if Board members should be at the February inservice; however, President Meyer suggested that a better opportunity might be for Board members to attend the fall inservice where Board members can be showcased during the face-to-face format. President Meyer noted that one or two Board members need to represent the Board at the Strategy Forum when that gets scheduled. President Meyer also noted that we will be having a special Higher Learning Commission (HLC) visit on January 18 at the New Richmond Community Commons (HLC must accredit every WITC location).

**E. Career Impact Magazine Letter of Support**

A copy of a letter from attorney Daniel Mundt, in support of the *Career Impact Magazine*, was shared with the Board.

**F. In Memory of Bernelle "Bunni" Haslerud**

Time was reserved for a moment of silence for the loss of a member of the WITC family, Bernelle "Bunni" Haslerud. Bunni began her employment with WITC on October 19, 1987, as an Office and Technical Support staff Stenographer in Student Services, and was working as a Student Success Assistant at the Superior Campus. Bunni passed away on January 9, 2012, and will be missed.

**5. Legislative Updates**

Time was reserved for legislative updates.

**A. Congressman Sean Duffy Representative Information Gathering**

Mary Willett, Regional Representative of U.S. Congressman Sean Duffy, was unable to attend today's meeting as previously arranged. This agenda item will be rescheduled.

6. 2012 Media Award Nomination

For the Board's consideration administration recommended Richard Pufall, Assistant Editor of *The Daily Press* in Ashland, WI, for the 2012 Media Award. Mr. Pufall wrote an article about the Adam Lavasseur scholarship and then followed-up with a nice editorial a few days later. Nominations must be received by February 1, 2012. The 2012 Media Award nomination materials and articles were included in the Board book for the Board's information. The award will be made during the Association's Spring meeting on April 19-21, 2012, in Wausau, WI.

Lori Laberee moved, seconded by Jean Serum, to nominate Mr. Richard Pufall of *The Daily Press* in Ashland, WI, for the 2012 Media Award as recommended. Upon a unanimous vote of all members present; motion carried.

7. 2012 Board Appointment Update

Administration provided information on the 2012 Wisconsin Indianhead Technical College Board Appointment process. Wisconsin Statutes §38.08(1)(a)1 states that a District Board shall administer the district and shall be composed of 9 members who are *residents of the district*, including 2 employers, 2 employees, 3 additional members, a school district administrator (SDA), as defined under §115.001 (8), and one elected official who holds a state or local office, as defined in §5.02.

The current WITC District Board composition is listed in the chart below. The three Board members whose terms expire in June 2012\* are the positions that are to be filled during the Spring 2012 Board Appointments for the term of July 1, 2012 - June 30, 2015. Vice Chair Beistle asked Board members to keep administration informed of their plans to remain on the Board.

Category	Incumbent	Region	Gender	Term Expires
1. Additional	James Beistle	Burnett & Polk	Male	2014
2. Additional	Dave Minor	Districtwide	Male	2013
3. Additional	Lorraine Laberee	Ashland, Bayfield, & Iron	Female	2014
4. Employee	Aimee Curtis*	Douglas	Female	2012*
5. Employee	Eileen Yeakley	Barron	Female	2013
6. Employer	Morrie Veilleux*	St. Croix	Male	2012*
7. Employer	James Schultz	Rusk, Sawyer, & Washburn	Male	2013
8. SDA	Jean Serum*	Districtwide	Female	2012*
9. Elected Official	Chris Fitzgerald	Districtwide	Male	2014

The Board Appointment Committee consists of the County Board Chairs who represent the 11 counties in the WITC district. Mr. Daryl Standafer, St. Croix County Board Chair, was designated as the chair of the WITC Board Appointment Committee as St. Croix County has the largest population in the WITC district. A map of the district and the WITC Plan of Representation were provided for the Board's information.

At the time that the Board book was prepared, the Board appointment hearing and committee date was not yet confirmed with the St. Croix County Board Chair. President Meyer provided four potential dates (March 28, 29, 30, or April 4) for the Board Appointment Committee public hearing/meeting that will be held in the afternoon at the WITC-Administrative Office in Shell Lake. Board members will let Ms. Olson know by the end of the week if there are any conflicts with the potential hearing/meeting dates so that one meeting date can be confirmed before the legal notices are published in the newspapers located in our 11-county district. Once the public hearing/committee meeting date is set with the Board Appointment Committee Chairman, administration will confirm the application deadline date.

**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, February 20, 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 February 20 were listed on the Board's Monitoring Schedule. Additional agenda items for this meeting were discussed. Ms. Olson noted that the Ambassadors plan to present to the Board and will join the Board members for lunch following the meeting. Questions for the ambassadors will be prepared for the Board's use at the February meeting.

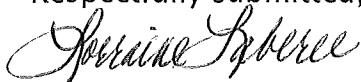
*Note: Board members who wish to add additional items to next month's Board agenda can do so by contacting the Board Chair before Thursday, February 2, 2012. This request does not obligate the Board Chairperson to include the item on the agenda. The Board Chair will notify administration of agenda items before the Board book is prepared and copied.*

**MEETING EVALUATION**

PLUS +	DELTA ^
+ The Vice Chair did a wonderful job chairing the meeting in the absence of the Chair.	^ None

Morrie Veilleux moved, seconded by Jean Serum, to adjourn the meeting. The meeting adjourned at 10:49 a.m.

Respectfully submitted,



Lorraine Laberee  
Board Secretary

ko

*Note: A Board luncheon followed the Board meeting; however, no action was taken.*

1/4/2012  
9:06:31  
AM

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%

*-----ESTIMATED-----*										
Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est.Salary/- Fringe Cost	+	Indirect	=	Full Cost	Difference +/-
226	St. Croix Gas	St. Croix Gas - River Falls	Off	484.00	340.00		66.00		406.00	79.00
	Customized Welding Safety									
388*	Bad River Lodge & Casino	Bad River Casino	Off	3,990.00	3,325.00		1,212.00		4,537.00	(547.00)
	Employees of Bad River Casino will receive customer service training. Upon successful completion, each employee will receive a Certificate of Continuing Education.									
390	REM Arrowhead	REM Arrowhead	Off	866.00	222.00		81.00		303.00	564.00
	Employees of REM Arrowhead will receive American Heart Association CPR & First Aid recertification.									
391	LP Corp	New Richmond Campus	On	6,393.00	5,198.00		-		5,198.00	1,196.00
	Welding Certification									
392	Mellen High School	Mellen High School	Off	12,642.00	-		-		12,642.00	-
	Transcripted Credit courses: 1 student in 1 cr. 10101101D Financial Accounting ID; 15 students in 3 cr. 10101115 Accounting Principles; 8 students in 3 cr. 10114125 Personal Finance; 16 students in both 1 cr. 10103146 MS Word A and 1 cr. 10103147 MS Word B; 4 students in 3 cr. 10150138 IT Essentials.									
393	Siren High School	Siren High School	Off	690.00	-		-		690.00	-
	Transcripted credit offering at Siren High School. 3 students in 2 cr 10106110 Document Formatting.									
394	North Hudson Police Department	North Hudson Village Hall Board Room	Off	116.00	98.00		36.00		134.00	(19.00)
	AIS Shoot Don't Shoot Scenario training. Each officer will do a 30 minute session, Instructor is Tom VandeBerg									
395	St.Croix County Sheriff Department	St. Croix County Sheriff Department	Off	752.00	637.00		233.00		870.00	(118.00)
	AIS Shoot Don't Shoot Scenario Training. Each student completes a 30 minute training session with Instructor Tom VandeBerg									



396	Rice Lake High School	Rice Lake High School	Off	19,534.00	-	-	19,534.00	-	
Transcribed Credit coursework at Rice Lake High School: 11 students in 3 cr. 10150138 IT Essentials; 17 students in 2 cr. 10106110 Document Formatting; 17 students in 1 cr. 10106181; 17 students in 3 cr. 10101115 Accounting Principles; 12 students in each of the following 1 credit courses--10103146 MS Word A, 10103147 MS Word B, 10103148 MS Word C.									
397	Wisconsin Department of Corrections	WITC Superior	On	28,843.00	24,036.00	5,645.00	29,680.00	(838.00)	
Participants will receive 80 hours instruction in welding. Successful completion may include several welding certifications.									
398	Webster High School	Webster High School	Off	3,860.00	-	-	3,860.00	-	
Transcribed credit coursework--2 students in 2 cr. 10106127 Desktop Publishing; 10 students in 3 cr. 10307148 ECE: Foundation of Early Childhood Education.									
399	Washburn High School	Washburn High School	Off	8,560.00	-	-	8,560.00	-	
Transcribed credit classes: 3 students in each of the following 1 credit classes: 10103106 MS PowerPoint, 10103151 MS Excel A, 10103152 MS Excel B. 18 students in both 1 credit 10103129 Intro to MS Office and 2 credit 10106110 Document Formatting; 4 students in 3 cr. 10114125 Personal Finance.									
400	Chetek-Weyerhaeuser Area School District	Chetek-Weyerhaeuser High School	Off	8,004.00	-	-	8,004.00	-	
Transcribed Credit courses for the following: 23 students in 1 cr. 10103129 Intro to MS Office; 23 students in 1 cr. 10106181 Keyboarding; and 23 students in 1 cr. 10103151 MS Excel A.									
401	Red Cliff Community Health Center	Legendary Waters Casino	Off	443.00	287.00	78.00	365.00	78.00	
CPR Healthcare Provider Renewal									
402	Family Forum	Family Forum	Off	295.00	178.00	54.00	232.00	64.00	
Heartsaver AED Renewal									

\*\*\* End Of Report \*\*\*

\* indicates an amended contract

  
Board Secretary

1-16-12  
Date