

Wisconsin Indianhead Technical College
Board Proceedings
January 18, 2010

A regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, January 18, 2010, at 8:30 a.m., at the WITC-Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, Wisconsin 54871. Interactive protocol video (IPV) technology was used for this meeting to connect the following additional meeting locations: WITC-Ashland Campus, WITC-Ladysmith Branch Campus, WITC-New Richmond Campus, WITC-Rice Lake Campus, and WITC-Superior Campus.

CALL TO ORDER AND ROLL CALL

Chairperson, James Beistle, called the meeting to order at 8:35 a.m. Board members in attendance were:

- James Beistle and Hal Helwig (WITC-Shell Lake Administrative Office)
- Carolyn Milbrath (WITC-New Richmond)
- Dan Olson (WITC-Superior)
- Thomas Gordon, Sr. (WITC-Ashland)
- Marc Christianson and Lorraine C. Laberee (telephone conference)

Note: Susan Wojtkiewicz joined the meeting by telephone conference at 9:30 a.m., and James Schultz provided notice that he would not be in attendance at this meeting. WITC staff in attendance at the WITC-Administrative Office in Shell Lake were: Bob Meyer, Kim Olson, and John Will.

OPEN MEETING

Kim Olson, Administrative Assistant to the President, read the following open-meeting statement: "The January 18, 2010, 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 14 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.

Hal Helwig moved, seconded by Thomas Gordon, Sr., to approve the agenda. Upon a unanimous vote, motion carried.

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.

EXECUTIVE SESSION

Chair, James Beistle, requested a motion for the Board to adjourn into executive session under the provisions of Wisconsin Statute §19.85 (1)(b)(f) for the purpose of updating the Board on the non-renewal for performance of an instructor.

Thomas Gordon, Sr. moved, seconded by Dan Olson, to go into executive session in accordance with Wisconsin Statute §19.85 (1)(b)(f) for the purpose of updating the Board on the non-renewal for performance of an instructor. Chair Beistle announced the motion. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

Chairperson, James Beistle, called the executive session to order at 8:43 a.m. Board members in attendance during closed session were:

- James Beistle and Hal Helwig (WITC-Shell Lake Administrative Office)
- Carolyn Milbrath (WITC-New Richmond)
- Dan Olson (WITC-Superior)
- Thomas Gordon, Sr. (WITC-Ashland)
- Marc Christianson and Lorraine C. Laberee (telephone conference)

Note: Susan Wojtkiewicz was not present during executive session. James Schultz provided notice that he would not be in attendance at this meeting. WITC staff in attendance at the WITC-Shell Lake Administrative Office during executive session were: Bob Meyer, Kim Olson, and John Will.

Approval of the September 21, 2009, Executive Meeting Minutes

Chair Beistle announced that as there were no corrections, the executive meeting minutes are approved as printed.

Hal Helwig moved, seconded by Carolyn Milbrath, to adjourn the Executive Session and convene back into the regular Board meeting. Upon a roll-call vote, all members present voted yes (7-0); motion carried and the executive session adjourned at 8:58 a.m.

Marc Christianson dismissed himself from the meeting at 8:58 a.m. to attend another meeting. He stated that he would rejoin the meeting at a later time.

OPEN SESSION RECONVENED

MEETING MINUTES

Chair Beistle announced that as there were no corrections, the December 14, 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:

Thomas Gordon, Sr. moved, seconded by Carolyn Milbrath, to approve the consent agenda. Upon a roll-call vote, all members present voted yes (6-0); motion carried.

1. Personnel:

- Resignation:** Tina Sonkowsky, Occupational Therapy Assistant Instructor; Rice Lake; effective December 29, 2009.
- Retirement:** Kristin Connell, Associate Degree Nursing Instructor; Ashland; effective June 30, 2010. President Meyer noted that Kristin has 21 consecutive years of service with the College.
- Retirement:** Linda Hines, Portal/Web Manager; Shell Lake; effective July 6, 2010. President Meyer noted that Linda will have 14.5 years of service with the College upon retirement.
- Retirement:** Patricia Prytz, Barber/Cosmetologist Instructor; Rice Lake; effective June 30, 2010. President Meyer noted that Patricia will have nearly 21 years of service with the College upon retirement.

Chair Beistle asked administration to send a letter of thanks to those retiring, on behalf of the Board, for their service to WITC.

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, 2009, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 99091 through 99568 and electronic transfer payments, totaling \$4,915,976 were approved.

5. Bids/Purchases

- A. **Bookstore Point of Sale (POS) Request for Proposal (RFP) – Collegewide:** President Meyer gave an overview on this proposal, noting that it will provide a considerable savings to our students. The Board approved a proposal for the bookstore POS in the amount not to exceed \$125,000 from Nebraska Book Company of Lincoln, Nebraska. The bookstore Point of Sale (POS) proposals were evaluated using a Request for Proposal (RFP) process. Proposals were received from three vendors and Nebraska Book Company scored the highest by the review committee. The table summarizing the scoring was provided.
- B. **E-mail Exchange and Integrated Messaging System – Collegewide:** The Board approved the purchase for an Exchange 2010 e-mail and integrated voice messaging system from CDWG of Wausau, WI, in the amount of \$63,000 under state contract National Joint Powers Alliance 111309-CDW. The system includes hardware and server configuration services. The Exchange 2010 Email and Integrated Messaging system will replace the legacy Exchange 2003 software and hardware, take advantage of high availability technology in Exchange 2010, integrate voice mail into e-mail and replace the current voice mail system, improve Outlook Web Access and Outlook Anywhere to allow staff seamless access to email outside the college, accommodate for the need to increase mailbox storage, and improve system administration tools.
- C. **Office Communications System – Collegewide:** The Board approved the purchase of an Office Communications system from CDWG of Wausau, WI, in the amount of \$30,000 under state contract National Joint Powers Alliance 111309-CDW. The system includes hardware and server configuration services. The Office Communication system will implement a standard collegewide instant messaging system that will allow for communication with other WILM colleges, implement presence technology that will allow staff to easily view a staff members location and availability, and accommodate both peer-to-peer video sessions and voice calls between staff members.
- D. **Emergency Management Services (EMS) Conference – Collegewide:** The Board approved a payment not to exceed the amount of \$42,000 to Telemark Resort in Cable, WI, for the EMS Conference. This is an annual conference that involved over 385 participants. The cost includes lodging for staff & presenters, food, and other miscellaneous conference charges. The full cost of this conference is reimbursed by the registration fee collection.
- E. **Self-Contained Breathing Apparatus (SCBA) Units – Collegewide:** The Board approved the low bid meeting specifications for 40 self-contained breathing apparatus (SCBA) units from Industrial Safety, Inc. of Clear Lake, WI, for Bid #SCBA BID in the amount of \$124,864. Purchasing the 40 SCBA units in one year will allow the Fire Training Program to have standardized respiratory protection tools for all program instructors. This purchase will also allow the college to plan on a full ten-year replacement cycle of all SCBA packs.

F. **Long-Term Disability Insurance – Collegewide:** The Board approved joining the Technical College consortium recommendation of National Insurance Services as the provider for long-term disability insurance. The WTCS Benefits Group solicited proposals for long term disability with two carriers responding. After reviewing the bids, the WTCS Benefits Group recommended National Insurance Services for a three year rate guarantee. The overall savings projected for all Colleges that participated in the RFP was approximately \$330,000. WITC's new rate will be 53 cents per hundred dollars of wages, a decrease from the current 56 cents per hundred. The new rate will be retroactive to July 1, 2009.

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

Board action was requested to forward a preliminary notice of non-renewal to certified faculty and management staff whose state certificates will expire on August 31, 2010, and who have not documented completion of recertification requirements. The notice includes a stipulation that if the employee meets the certification requirements by a specific date, he or she will be offered a contract for the 2010-2011 school year.

This process is in compliance with and required by 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 so noticed.

A preliminary list of individuals for this agenda item was included in the Board packet; however, a revised list of individual names was distributed to the Board Chair at the meeting. Chair Beistle identified the two names that were removed from the original list (as shown with a strike through). This gives faculty and staff until the workday before the Board meeting to provide proper documentation of recertification.

OTHER ITEMS REQUIRING BOARD ACTION

Announcements and/or Action from Executive Session

Time was reserved for the Board Chair to provide an announcement about the executive session. He stated that approval was provided to administration to issue a preliminary notice of consideration for non-renewal to a certified staff member; and that no action is required at this time.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

Time was reserved for Board members to share information from the meetings they attended.

A. **New Board Member Orientation Debriefing and Next Orientation Date**

Time was reserved to debrief on the January 4 new Board member orientation. As requested by Chair Beistle, Ms. Laberee gave an update on the orientation that took place using Internet Protocol Video (IPV) technology. Ms. Laberee asked Ms. Milbrath and Mr. Christianson to send their suggestions to Ms. Wojtkiewicz, Chair Beistle, or herself on things that might make it a better orientation in the future. Chair Beistle thanked Ms. Laberee for running the new Board member orientation session.

Plans to hold Dan Olson's new Board member orientation on Monday, March 15, following the Board meeting were confirmed.

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. Chair Beistle, Ms. Laberee, Mr. Christianson, and President Meyer will be in attendance at the WTC District Boards Association meeting in Milwaukee next week. Mr. Will will be a presenter at that meeting.

A recess took place at 9:08 a.m. Ms. Olson took roll call when the meeting reconvened.

President Meyer noted that at the National Legislative Summit in Washington, D.C. this year, he and a few of our administration plan to visit our senators and congressman to talk about our facility needs. We are in the process of tweaking the proposals we provided last year and will probably e-mail those to Board members. President Meyer has been in communication with Paul Gabriel's office and there will be no overlap and no confusion as to our independent visits on Thursday, February 11, and Friday, February 12.

3. Monitoring Schedule

Time was reserved for the Board to review the *Board Monitoring Schedule* for next month's agenda items.

A. **March 2010 Board Forward Meeting Planning**

Time was reserved for the Board to have a discussion about whether or not they needed to have a Board Forward meeting in March. Chair Beistle asked administration and the Board if they had any agenda items for a March Board Forward meeting. President Meyer suggested the Board might consider utilizing the Strength Finders Assessment program; however, he noted that it could wait until November (or next fall). Mr. Helwig suggested that we see what kind of success President Meyer has using this program with the Cabinet. The consensus was that a March Board Forward meeting was not needed.

B. **Divisional Programming Plan**

President Meyer provided information on the divisional programming plan. Developed by the Academic Affairs Division, the plan calls for implementation of three new programs: 1) Energy Efficiency Technician program, Fall 2010; 2) Human Services Associate program; Fall 2010; and 3) Dental Assistant program, Fall 2011. The instructional staffing required to launch these programs includes: 1 FTE (full-time equivalent position) for the Energy Efficiency Technician program, 1 FTE for the Human Services Associate program, and 1 FTE for the Dental Assistant program. At this time, administration anticipates that these instructional staffing needs can be obtained through internal reallocation of resources. However, if these staffing needs cannot be satisfied through internal reallocation of resources, a request for additional resources will be presented to the Board for approval.

Mr. Helwig asked where the Human Services Associate program is being offered. President Meyer will follow-up with Diane Vertin for more information on Mr. Helwig's question; however, Mr. Will stated that the program hasn't been offered in our district.

4. Board Appointment 2010 Update

Information on the 2010 Wisconsin Indianhead Technical College Board Appointment process was provided. The District Board make-up consists of 3 additional members, 2 employee members, 2 employer members, 1 school district administrator (serves one 3-year term), and 1 elected official.

Chair Beistle reviewed the current Board member chart (below) and announced the terms for Mr. Gordon, Sr., Ms. Wojtkiewicz, and Mr. Schultz will expire this year; however, they are eligible for reappointment. President Meyer talked about the Plan of Representation and the three Board appointment processes that took place last year. The Board Appointment Committee reviewed the WITC Board's request to be more flexible with the school district administrator position (and the rotation of the CESA schools); however, they decided not to change the plan.

The following chart lists the current WITC Board composition. The Board members whose terms expire in 2010* are the positions that are to be filled during the Spring 2010 Board Appointments for the term of July 1, 2010 - June 30, 2013.

Category	Incumbent	Region	Gender	Term Expires
1. Additional	James Beistle	Burnett & Polk	Male	2011
2. Additional	Thomas Gordon, Sr.	Districtwide	Male	2010*
3. Additional	Lorraine Laberee	Ashland, Bayfield, & Iron	Female	2011
4. Employee	Dan Olson	Douglas	Male	2012
5. Employee	Susan Wojtkiewicz	Barron	Female	2010*
6. Employer	Carolyn Milbrath	St. Croix	Female	2012
7. Employer	James Schultz	Rusk, Sawyer, & Washburn	Male	2010*
8. School District Administrator	Marc Christianson	Districtwide	Male	2012
9. Elected Official	Harold Helwig	Districtwide	Male	2011

Chair Beistle stated that WITC incumbents who are not interested in reapplying should let it be known to ensure that we have enough candidates for the open positions. Mr. Gordon, Sr. announced that he is contemplating not seeking re-appointment.

Chair Beistle noted that the spring elections take effect on the third Tuesday in April. Ms. Laberee requested that if a Board member decides not to run for the Board again that this information be shared with the full Board so that they can be thinking of people for the position. Perhaps Board members might know someone in the community who might step up and volunteer for a position.

Note: Susan Wojtkiewicz joined the meeting by telephone conference at 9:30 a.m. Marc Christianson rejoined the meeting at 9:32 a.m.

The Board Appointment Committee consists of the County Board Chairs who represent the 11 counties in the WITC district. Mr. Roger Rebholz, St. Croix County Board Chair, has been 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 attached for the Board's information.

Board appointment dates were not yet determined at the time that the Board book was copied. Administration intends to provide the date, time, and location of the public hearing/committee meeting, as well as the application deadline date, as it is confirmed with the Board Appointment Committee Chair.

5. New Board Member Appointments to WTCS District Boards Association Standing Committees

Chair Beistle requested that the Board hold on this item since there is going to be an ad hoc committee set up to look at the committee structure at the next District Board's Association meeting. New Board members are free to go to any of the committee meetings.

6. President's Updates

Time was reserved for the President Meyer to provide the following updates:

A. **Program Viability Process**

President Meyer introduced the program viability process to the Board. A Program Viability Executive Summary and a Program Viability matrix of programs were reviewed. President Meyer commended Mr. Will for developing this process.

Mr. Helwig was excited and impressed with the program viability information. He stated that it is one of the best things he's seen since he's been on the Board. He commended administration for their work on this process. Ms. Wojtkiewicz appreciated looking at the top performers for their best practices.

B. **New Richmond Building Project Update**

Time was reserved for administration to provide an update on the New Richmond building project. Chair Beistle noted that this will be a monthly agenda item. Mr. Will announced that the New Richmond Building remodeling project will go to the WTCS State Board on the 28th of this month for approval of the modified design. There were five proposals for the construction manager RFPs and three companies were interviewed. A contract with Derrick Company, of New Richmond, will be recommended in February; however, at this time they have not been made aware of this. Dan Olson noted that the bidding process, with the current state of the economy, will allow projects to be done at a lower rate. He commended Mr. Will for his work on this process. Mr. Beistle appreciated Mr. Olson being on the Board and for giving the Board his perspective.

C. **Response to Assembly Bill 51**

President Meyer provided an update on the response to Assembly Bill 51. A copy of the letter that was sent to Representative Marlin Schneider and a copy of a response letter from Representative Mary Hubler were included in the Board packet. The letter from Representative Hubler represents the viewpoints of the representatives we are hearing from on this bill.

President Meyer attended a hearing in Madison last Wednesday. Representative Schneider was there, as a follow-up to AB 51, to introduce his reason for wanting an audit to be done on the technical colleges. He also expressed his dissatisfaction with the letters he's received from the Board, regarding AB 51, and thinks the Boards are following the whims of the presidents. President Dan Clancy testified for the system. President Meyer attended the meeting because Senator Jauch is on the committee and he also wanted to support Mr. Clancy. Senator Jauch indicated to President Meyer that it was an unnecessary audit, but couldn't be sure it wouldn't go forward.

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 meeting on Monday, February 15, 2010, beginning at 8:30 a.m., at the WITC-Ashland Campus.

2. Review/Add Agenda Items

Time was reserved for the Board to add or review agenda items for the February 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 February 1, 2010. This request does not obligate the Board Chair to include the item on the agenda. The Board Chair will notify administration before the Board book is prepared and copied.*

MEETING EVALUATION

PLUS +	DELTA ^
+ The viability process and the matrix with FTE information and costs, etc., were commended.	^
+ Kudos were given to Mr. Gordon, Sr. for a job well done on the WITC Board.	^
+ When the Board agenda isn't complicated, the internet protocol video (IPV) technology works for the Board meeting.	^
+ Although IPV is not the preferred method for a Board meeting, the Board needs to use it to see how it works so that they can support the technology.	
+ We are going to miss Tom, thanks for all you've done!	

Hal Helwig moved, seconded by Thomas Gordon, Sr., to adjourn the meeting. The meeting adjourned at 10:08 a.m.

Respectfully submitted,



Lorraine Laberee
Board Secretary

ko

1/04/10
9:35:50

WISCONSIN INDIANHEAD TECHNICAL COLLEGE
CONTRACT ESTIMATED FULL COST REPORT

(CNT906Y) PAGE: 1
FISCAL YEAR: 2010

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

Contract Number	Service Recipient	Location	On/Off	*-----ESTIMATED-----*				Difference + (-)
				Contract Revenue	Est. Salary/ Fringe Cost	+ Indirect	= Full Cost	
328 GED/HSED INSTRUCTION	PRAIRIE FARM HIGH SCHOOL	WITC RICE LAKE	On	4,287.00	.00	.00	.00	4,287.00
340 WELDING TEST ASSESSMENT FOR MAINTENANCE WELDERS	WLSSD	WITC SUPERIOR	On	2,024.00	819.54	.00	819.54	1,204.46
344 GED/HSED INSTRUCTION	SPOONER HIGH SCHOOL	RICE LAKE	On	16,062.00	.00	.00	.00	16,062.00
345 CONCENTRATED CAREER DEVELOPMENT	SUPERIOR SCHOOL DISTRICT	WITC SUPERIOR	On	8,947.00	3,717.90	.00	3,717.90	5,229.10
347 AHA HEARTSAVER AED RECERTIFICATION	MINNESUING ACRES	OFF CAMPUS	Off	526.00	210.84	.00	210.84	315.16
348 TRANSCRIPTED CREDIT COURSEWORK	HAYWARD HIGH SCHOOL	HAYWARD HIGH SCHOOL	Off	9,309.00	9,309.10	.00	9,309.10	.10-
349 DEALING WITH DIFFICULT PEOPLE	LUTHER MIDDLEFORT	WITC RL - CONFERENCE CENTER	On	506.00	315.94	.00	315.94	190.06
350 CUSTOMER SERVICE TRAINING	OSCEOLA MEDICAL CENTER	OSCEOLA MEDICAL CENTER	Off	244.00	121.55	.00	121.55	122.45
351 FIREARMS - HANDGUN TRAINING	WASHBURN COUNTY SHERIFF	WASHBURN COUNTY RANGE	Off	400.00	347.50	.00	347.50	52.50
352 FIREARM - HANDGUN TRAINING	SPOONER POLICE DEPT	WASHBURN COUNTY RANGE	Off	244.00	139.00	.00	139.00	105.00
353 FIREARMS - HANDGUN TRAINING	MINONG POLICE DEPARTMENT	WASHBURN COUNTY RANGE	Off	244.00	69.50	.00	69.50	174.50
354 GED/HSED INSTRUCTION	CAMERON SCHOOL DISTRICT	WITC RICE LAKE	On	2,747.00	.00	.00	.00	2,747.00
355 TRANSCRIPTED CREDIT COURSEWORK	CHETEK HIGH SCHOOL	CHETEK HIGH SCHOOL	Off	5,337.00	5,337.15	.00	5,337.15	.15-
356 MACHINE TOOL LATHE & MILLING TRAINING	NEWPAGE CORPORATION	WITC SUPERIOR	On	10,450.00	1,860.01	.00	1,860.01	8,589.99
357 AMERICAN HEART ASSOCIATION CPR AND FIRST AID RECERTIFICATION	REM ARROWHEAD	OFF CAMPUS	Off	10,529.00	144.72	.00	144.72	10,384.28
358 HEARTSAVER 1ST AID/ADULT & CHILD CPR & AED	WISCONSIN DNR	LADYSMITH	Off	9,084.00	526.08	.00	526.08	8,557.92

*** END OF REPORT ***

Suzanne Sabree
Board Secretary

1-18-10
Date

Exhibit 2