

Wisconsin Indianhead Technical College
Board Proceedings
January 21, 2013

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, January 21, 2013, at 8:30 a.m., at the WITC–Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, WI 54871.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Chairperson, David Minor, called the meeting to order at 8:34 a.m. with the following Board members present: James Beistle, Aimee Curtis, Chris Fitzgerald, Lorraine C. Laberee (by telephone), David Minor, Jean Serum, and Eileen Yeakley. *James Schultz and Morrie Veilleux provided notice that they would not be in attendance at this meeting.*

The following WITC employees were in attendance during the meeting: Becka Cusick, Steve Decker, 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 21, 2013, 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 18 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. Jean Serum moved, seconded by Chris Fitzgerald, 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 if needed. The Audience Recognition Board policy (II.M.) was included in the Board book as a reference.

EXECUTIVE SESSION

Chair, David Minor, requested a motion for the Board to adjourn into executive session under the provisions of Wisconsin Statutes §19.85(1)(c)(e) for the purpose of considering Bargaining Strategies.

James Beistle moved, seconded by Jean Serum, to go into executive session in accordance with Wisconsin Statutes §19.85(1)(c)(e) for the purpose noted in the preceding paragraph. Chair Minor announced the motion. Upon a roll–call vote, all members present voted yes (7–0); motion carried.

Chairperson, David Minor, called the executive session to order at 8:35 a.m. with the following Board members present: James Beistle, Aimee Curtis, Chris Fitzgerald, Lorraine C. Laberee (by telephone), David Minor, Jean Serum, and Eileen Yeakley. *James Schultz and Morrie Veilleux provided notice that they would not be in attendance at this meeting.*

The following WITC employees were in attendance during executive session: Becka Cusick, Steve Decker, Bob Meyer, Kim Olson, and Cher Vink.

Approval of the December 17, 2012, Executive Meeting Minutes

Chris Fitzgerald moved, seconded by Eileen Yeakley, to approve the executive meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.

James Beistle moved, seconded by Chris Fitzgerald, 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 8:49 a.m.

OPEN SESSION RECONVENED

MEETING MINUTES

1. Approval of the December 17, 2012, Regular Meeting Minutes
Lori Laberee moved, seconded by James Beistle, to approve the December 17, 2012, 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.*
2. Approval of the December 17, 2012, Board Forward Meeting Minutes
Jean Serum moved, seconded by Eileen Yeakley, to approve the December 17, 2012, Board Forward meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.

BUDGET CONSIDERATIONS REQUIRING BOARD ACTION

1. Budget Modification
A summary of the budget modification listed below, which will be publicly noticed within 10 days following Board approval per Wisconsin Statute §65.90 (5), was included for the Board's approval. A two-thirds majority of the full Board was required to approve this budget modification.

General Fund: Mr. Decker recommended increasing the General Fund revenue and expense budgets by \$535,000. The budget modification reflected additional revenue from program fees from student FTE increase over budget projections for 2012-13 and related state aid increase. This change also reflected an increase in salary and fringe expenses from final wage settlements for FY13.

Chris Fitzgerald moved, seconded by Eileen Yeakley, to increase the General Fund revenue and expense budgets by \$535,000 as presented. Upon a unanimous vote of all members present, 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.

James Beistle moved, seconded by Aimee Curtis, to approve the consent agenda. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

1. Personnel:
 - A. **Resignation:** Cheri Croft, Learning Resource Center Technician, New Richmond; effective December 28, 2012.
 - B. **Resignation:** Brian Jerry, Mechanical Design Technology Instructor, Rice Lake; effective January 18, 2013.
 - C. **Retirement:** Sharyn Boothe, Occupational Therapy Assistant Instructor, Superior; effective June 30, 2013.
 - D. **Retirement:** Thomas Findlay, Counselor, New Richmond; effective June 30, 2013.
 - E. **Retirement:** RuthAnn North, Basic Education Instructor, New Richmond; effective June 30, 2013.
 - F. **Retirement:** Karyn Watters, General Studies Instructor, Ashland; effective June 30, 2013.

President Meyer highlighted the 72 total years of service from the employees who will be retiring.

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, 2012, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 134462 through 134837 and electronic transfer payments totaling \$3,592,640 were approved.

5. Bids/Purchases

A. **Addition and Remodeling and Power Equipment Center Change Order – New Richmond:** The Board approved Change Order G-19 by SDS Architects in the total amount of \$2,717 for Project #1130 at the New Richmond Campus. This change order included stripping and wiring receptacles in a computer classroom at the New Richmond Campus. A financial summary was also included.

6. Composite Technology Concept Review

The Board approved submission to the WTCS of the Concept Review for a two-year associate degree Composite Technology program. The Concept Review provided data related to labor market projections and input from local business and industry documenting the need and support for development of the program. WITC is the recipient of a Wisconsin Covenant Foundation Grant supporting the development and implementation of this program.

President Meyer noted that we have plans to implement this program at the Superior Campus in the Fall of 2013. WITC is working closely with Kestrel Aircraft in the development of the program and are soliciting input from other area companies that may hire our graduates. This program will provide students with the skills and knowledge necessary to work in various phases of the composite industry.

OTHER ITEMS REQUIRING BOARD ACTION

1. Announcements and/or Action from Executive Session

Time was reserved for the Board Chair to provide an announcement about the closed session, if appropriate. Board Chair Minor had no announcements to make from executive session.

2. Approval of the Communication Responding to the Request from Union Locals 395 and 4019 presented at the December 17, 2012 Board Meeting

A communication was drafted in response to requests from union locals 395 and 4019 that were presented to the Board at its December 2012 meeting. Chris Fitzgerald moved, seconded by Aimee Curtis, to approve the letter provided in response to the union requests as presented. Upon a unanimous vote of all members present, motion carried.

3. Second Reading of Revised Administrative Procedure (G-152 A) – College Travel and Expense

Revised Administrative Procedure (G-152 A) – College Travel and Expense was provided for the Board's second reading. Mr. Decker noted that this procedure was updated to include a change in the out-of-state meal rate limits. At the December meeting, the Board Chair asked administration to bring back a recommendation that was made for the Board to consider following these travel guidelines. Mr. Decker identified an additional update that was made to item III. on page 2 of this procedure in response to the Board Chair's December request. It was clarified that meals are covered at national and state conferences as part of the conference expenses; however, the meal guidelines would need to be followed for meals that are outside of those conferences and when traveling to and from the conference events. Employees follow the same guidelines for the conferences they attend.

Aimee Curtis moved, seconded by Eileen Yeakley, to approve Administrative Procedure G-152 A as presented. Upon a roll-call vote of all members present (7-0), motion carried.

INFORMATION REPORT SUMMARY

1. Academic Affairs Programming Plan Update

President Meyer provided an Academic Affairs Programming Plan update, which included information that was presented by Diane Vertin at the December Board meeting. A PowerPoint was provided and included information on new program implementations and expansions, program suspensions, the new WTCS occupational program approval process, and other programming initiatives.

President Meyer will follow-up with Senator Jauch's office about questions that came up during the recent Madison legislative visits on why the Emergency Medical Training hours have increased and also about waiting lists.

James Beistle moved, seconded by Aimee Curtis, to receive the Academic Affairs Programming Plan as it related to the interpretation of the ENDS statement for the President's annual evaluation as presented. Upon a unanimous vote of all members present, motion carried.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

Time was reserved for Board members to report on any meetings they have attended.

A. **Wisconsin Technical College District Boards Association Update**

James Beistle, Lori Laberee, Eileen Yeakley, and Bob Meyer updated the Board on the January 16-18, 2013, District Boards Association meeting and legislative visits they attended in Madison, WI. The group visited the offices of our eleven district legislators and/or their legislative assistants. Ms. Laberee noted that a personal invitation to the WITC Board meetings was well received by the three legislative offices that she visited. She indicated that representatives from the offices of Senator Jauch and Representative Murtha, including Representative Bewley herself, indicated they would seek to attend future WITC Board meetings and would contact the College of their availability. Ms. Yeakley noted that the packets were very nice to have. She encouraged the Board members to join these legislative visits in the future.

James Beistle also provided an update on the Board of Directors meeting he attended. Low attendance by new Board members was noted as being an area of concern at this meeting. Newspaper clippings were shared with the Board.

2. Travel Sign Up

A. **Board Events Schedule**

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.

B. **Packets for Upcoming Washington, D.C. Visits**

President Meyer provided an update on the tentative federal priorities that he and other administrators will take to the U.S. Senators and Congressmen on Thursday, February 14, 2013. The proposals will include a CNC Lab, which was provided, as well as expansions to the Welding and Machine Tool programs. The visits will be scheduled outside of the National Legislative Summit visits that are scheduled by the District Boards Association on February 12-13, 2013; however, Board members are also welcome to attend the February 14 visits. A recommended list of this year's folder contents that will be provided to the legislators was provided for the Board. President Meyer clarified that WITC folders will not be provided for the legislative visits that are scheduled by the District Boards Association.

3. Monitoring Schedule Review and Updates

Time was reserved to review and update the *Board Monitoring Schedule* as needed. Ms. Olson reviewed administrations recommendations to strike the January “Board Forward Planning” and the March “Board Forward Meeting” items, and to also move the “Annual WITC Foundation Update” from April to March on the monitoring schedule. One other minor change will be made to the review cycle for the Mission, Vision, Values policy (II.B.) in 2014 and then again in 2017 to align with the Strategic Goals review cycle. There were no objections and Ms. Olson will make these changes.

4. President’s Updates:

A. **Academic Days**

President Meyer provided an update on the Academic Days he attended on January 8–9, 2013, at the WITC–Rice Lake Campus. Copies of the agendas were provided. Student Success and Technology were the key topics for these two days.

B. **WITC Campus Inservices**

Ms. Vink highlighted some of the topics that were presented at the local WITC inservices on January 10, 2013, to include a kickoff for the Wellness program, safety initiatives, and other updates.

C. **AFT–Wisconsin Communication**

President Meyer shared a communication received from the state AFT–Wisconsin and WEAC unions. A copy of the communication was provided for the Board’s information. The issue relates to the certification process. As noted earlier, the process may change. President Meyer is following up with Tom Findlay, President of local 395, who may include other faculty concerned about the issue in a future meeting.

D. **Gannett Publication of UW–System and WTCS Salaries**

President Meyer updated the Board on the Gannett Publication and database for the UW–System and WTCS salaries. He cautioned that it is difficult to ensure comparable information out of the Gannett data. However, according to the data provided the average UW faculty base salary is \$82,543, the average WTCS technical college faculty base salary is \$75,900, and the average WITC faculty base salary is \$60,432. WITC ranked second from the bottom in faculty average salary in the WTCS. On the overages data, the average for WTCS faculty was \$13,906, while the average for the UW faculty was \$4,846. At the time this data was taken, enrollments were spiking in the technical college system and the UW enrollments were down. The average WITC contact hours at that time were 22, and the average UW contact hours were 12–15.

5. Legislative Updates

On behalf of the Board, Ms. Olson followed up with Regional Representative Mary Willett on her availability to attend the February Board meeting in Superior, and invited Representative Stephen Smith to the March Board meeting. As noted earlier, all of WITC’s district legislators were invited to the Board meetings during the recent legislative visits in Madison. In early September, all district legislators were invited and sent a Board meeting schedule.

6. Administration provided information on the 2013 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 chart below lists the current WITC District Board composition. The three Board members whose terms expire in June 2013* are the positions that are to be filled during the Spring 2013 Board Appointments for the term of July 1, 2013 – June 30, 2016.

Category	Region	Incumbent	Gender	Term Expires
1. Additional	Burnett & Polk	James Beistle	Male	2014
2. Additional	Districtwide	David Minor*	Male	2013
3. Additional	Ashland, Bayfield, & Iron	Lorraine Laberee	Female	2014
4. Employee	Douglas	Aimee Curtis	Female	2015
5. Employee	Barron	Eileen Yeakley*	Female	2013
6. Employer	St. Croix	Morrie Veilleux	Male	2015
7. Employer	Rusk, Sawyer, & Washburn	James Schultz*	Male	2013
8. SDA	Districtwide	Jean Serum	Female	2015
9. Elected Official	Districtwide	Chris Fitzgerald	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, 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 provided for the Board's information.

At the time that the Board book was prepared, the Board appointment public hearing/committee date was not yet confirmed with the St. Croix County Board Chair. Ms. Olson provided the incumbents with a tentative date of Wednesday, March 27, 2013, beginning at 1:30 p.m., at the WITC-Administrative Office in Shell Lake; and there were no conflicts. The application deadline date will be confirmed once the Board Appointment hearing/committee meeting date and time is confirmed with the Board appointment committee chair. Ms. Olson will send the incumbents an application packet. President Meyer asked Board members to let him know if they are unable to complete their term on the Board as he would like to include those positions in this Board appointment process and avoid having the Board Appointment Committee members from having to travel and attend more than one hearing/meeting.

7. Capital Equipment Purchases

- A. **Notebook Cart – New Richmond:** A purchase was made of one notebook cart in the total amount of \$1,008 from CDW-Government of Vernon Hills, IL, under the Wisconsin Counties Association contract. This cart will be utilized in the Industrial Controls and Automation Program at the New Richmond Campus.
- B. **Storage Cabinets – New Richmond:** A purchase was made of two storage cabinets in the total amount of \$3,386 from Grainger of Lake Forest, IL, under state contract. These cabinets will be utilized in the Industrial Controls and Automation Program at the New Richmond Campus.

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 18, 2013, at 8:30 a.m., at the WITC-Superior Campus. 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 meeting on February 18 were listed on the Board's Monitoring Schedule. Additional agenda items for this meeting were discussed. In March, the Board will retake a group photo.

Note: Board members who wish to add additional items to next month's Board agenda may do so by contacting the Board Chair before Thursday, January 31, 2013. 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 ^
+ Short meeting	^ A Board member noted the first priority for WITC Board members is to the district. Attendance at state meetings and events shouldn't be a factor for new Board members who are interested in serving on the WITC Board.

James Beistle moved, seconded by Jean Serum, to adjourn the meeting. The meeting adjourned at 10:26 a.m.

Respectfully submitted,



Lorraine Laberee
Board Secretary

ko

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

1/11/2013
2:21:57
PM

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2013

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		
407*	OEM Fabricators, Inc.	CVTC Nanorite Innovation Center, Eau Claire	Off	1,891.00	1,537.00	253.00	1,790.00	102.00	
Lead Training in Supervisory Skills (CCSS) training as indicated in WAT Grant #150.									
409	Rice Lake Police Department	Rice Lake Police Department	Off	449.00	380.00	110.00	490.00	(41.00)	
Remedial emergency vehicle operations for (2) Rice Lake Police Officers with certified EVOC instructor Joe Belany. Training will cover 2 hours of classroom and instructor will have prep work reviewing videos and reports.									
410	Hudson High School	Hudson High School	Off	33,440.00	-	-	33,440.00	-	
Transcribed Credit classes taught at Hudson High School. 84 students in 3 cr. 10104102 Marketing Principles; 10 students in 1 cr. 10103151 MS Excel A; 10 students in 2 Cr. 10106110 Document Formatting.									
411	Superior Douglas County Chamber of Commerce	WITC Conference Center	On	325.00	-	-	-	325.00	
Participants in the Chamber's Social Media Seminar will receive CEU's upon successful completion of the program.									
412	Calumet Specialty Products Partners, L.P.	WITC Superior	On	5,725.00	2,510.00	1,087.00	3,596.00	2,129.00	
Calumet Specialty Products employees will receive First Responder refresher certification upon successful completion of training.									
413	LP Corp	WITC, New Richmond Campus	On	4,759.00	3,184.00	879.00	4,062.00	697.00	
Welding certification exams for 26 employees of LP Corp.									
414	Northern Clearing Inc	Various	Off	15,340.00	6,266.00	2,102.00	8,367.00	6,974.00	

	Employees of Northern Clearing Inc. will receive safety training.							
415	Midwest Energy Resources Company	MERC	Off	1,198.00	462.00	169.00	630.00	568.00
	Employees of Midwest Energy Resources Company will receive safety training for Genie mobile lift.							
416	Hudson High School	Hudson High School	Off	30,852.00	-	-	30,852.00	-
	Transcripted credit classes: 61 students in 1050101 Medical Terminology, 3 credits; 17 students in 10114125 Personal Finance, 3 credits; 14 students in 10101176 Financial Acctg 1A, 2 credits							
417	Amery High School	Amery High School	Off	49,932.00	-	-	49,932.00	-
	Transcripted Credit classes taught at Amery High School: 12 students in 10103151 MS Excel A, 1 credit; 12 students in 10103146 MS Word A, 1 credit; 12 students in 10103129 Intro to MS Office, 1 credit; 7 students in 10103147 MS Word B, 1 credit; 7 students in 10103106 MS PowerPoint, 1 credit; 15 students in 10101101 Fin Acctg 1 for 4 credits; 10 students in 10890100 Success Strategies, 1 credit; 39 students in 2 sections of 32442307 Welding for Mechanics, 2 credits; 22 student in 10103128 Intro to Computers, 1 credit and 10106181 Keyboarding, 1 credit; 15 students in 10114125 Personal Finance, 3 credits; 4 students in 10106110 Document Formatting, 2 credits. NOTE: all classes began in November except Financial Accounting began in September.							
418	Hayward High School	Hayward High School	Off	5,445.00	-	-	5,445.00	-
	Transcripted credit classes at Hayward High School. 15 students in the following courses for a total of 3 credits. 10103146 MS Word A, 1 credit; 10103147 MS Word B, 1 credit, 10103148 MS Word C, 1 credit.							
419	Family Forum Headstart Ashland	WITC Ashland Room 306	Off	250.00	212.00	69.00	280.00	(31.00)
	Pediatric Medic First Aid Renewal with Adult CPR							
420	Thomas Lovlien DDS MSSC	WITC	On	452.00	198.00	65.00	263.00	189.00
	AHA CPR Healthcare Provider Renewal							
421	REM Arrowhead	REM Arrowhead	Off	892.00	231.00	85.00	315.00	577.00
	Employees of REM Arrowhead will receive CPR and AED recertification upon successful completion of instruction.							
422	St. Croix County Sheriff Department	St. Croix County Sheriff Department	Off	802.00	680.00	248.00	927.00	(126.00)
	AIS Shoot Don't Shoot Scenario training. Each officer completes one 30 minute training slot. Instructor is Tom VandeBerg							
423	LCO Headstart	LCO Headstart	Off	776.00	494.00	155.00	649.00	128.00
	Provide Pediatric Medic First aid class to employees of LCO Headstart.							

*** End Of Report ***

* indicates an amended contract

Lorraine Leber
Board Secretary

1-21-13
Date