

Wisconsin Indianhead Technical College  
Board Proceedings  
February 15, 2010

A regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, February 15, 2010, at 8:30 a.m., at the WITC-Ashland Campus, located at 2100 Beaser Avenue, Ashland, Wisconsin 54806.

**CALL TO ORDER AND ROLL CALL**

Chairperson, James Beistle, called the meeting to order at 8:32 a.m. with the following Board members present: James Beistle, Marc Christianson, Thomas Gordon, Sr., Hal Helwig, Lorraine C. Laberee, Carolyn Milbrath, and Dan Olson. James Schultz and Susan Wojtkiewicz joined the meeting by telephone conference.

*Chair Beistle noted that due to the road conditions, Mr. Schultz joined the meeting by phone from the Rice Lake Campus. In addition, at the request of the Board Chair and to give a Board presence at today's events, Ms. Wojtkiewicz will attend the Glenwood Commons Student Housing Open House as well as Congressman Dave Obey's speaking engagement at the WITC-Rice Lake Campus.*

The following WITC employees were in attendance for all or a portion of the meeting:

- WITC-Ashland: Mike Bark, Steve Bitzer, Janette Christie, Deb Ellefson, Julie Johanik-Johnson, Ted May, Mary Ross, and Shawnda Schelinder
- WITC-New Richmond: Natalie Landgreen and Nickolas Tierney
- WITC-Rice Lake: Lori Bowman
- WITC-Shell Lake: Bob Meyer, Kim Olson, Tim Schreiner, Sandy Sutter, and John Will
- WITC-Superior: Anita King

The following WITC students were in attendance for the ambassador presentations:

- WITC-Ashland: Tucker DeWolf (Information Technology - Network Specialist)
- WITC-New Richmond: Steve Volkert (Automated Packaging Systems Technician)
- WITC-Rice Lake: Harvey Lunsman (Mechanical Design Technology)
- WITC-Superior: Kelly Isaacson (Administrative Assistant and Business Graphics Certificate)

Steve Weld of Weld, Riley, Prens, and Ricci was also present.

**OPEN MEETING**

Kim Olson, Administrative Assistant to the President, read the following open-meeting statement: "The February 15, 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 February 13 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.

On behalf of the Board, Chair Beistle recognized Sandy Sutter for her upcoming retirement and thanked her for her 30 years of service at WITC.

Since Ms. Wojtkiewicz planned to leave the meeting early to attend the Glenwood Commons Housing/Congressman Obey event, she requested that "Discussion of the Process for the President's Evaluation" (item number 6 under "Correspondence and Information") be

moved up on the agenda upon reconvening into open session. In addition, Ms. Wojtkiewicz requested that "The President's Commitment to Climate Change" (item 5.E. under "Correspondence and Information") be moved up on the agenda. Chair Beistle noted that since item 5.E. is an informational item he will request that President Meyer provide her with a copy of the handout after the meeting.

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 if needed. The Audience Recognition Board policy (II.M.) was included in the Board book as a reference.

Mike Bark, Business Instructor at WITC-Ashland, introduced himself and provided an itinerary for the staff and students who will be attending the Wisconsin Association of Career and Technical Education (WACTE) Legislative Seminar in Madison on February 25. The group was also invited to attend the annual Superior Days reception on February 24. Ms. Olson will provide copies of the handout to Ms. Wojtkiewicz and Mr. Schultz.

#### **CAMPUS WELCOME**

Steve Bitzer, Vice President of Student Affairs and Campus Administrator, welcomed the Board.

#### **EXECUTIVE SESSION**

Chair, James Beistle, requested a motion for the Board to adjourn into executive session under the provisions of Wisconsin Statutes §19.85 (1)(a)(b)(f), §118.22, and §118.24 for the purpose of considering approval of the final notice of non-renewal of personnel for certification for 2010-2011 and a board hearing for non-renewal of teacher contract.

Hal Helwig moved, seconded by Dan Olson, to adjourn into executive session for the purpose of considering approval of the final notice of non-renewal of personnel for certification for 2010-2011 and the non-renewal of a teacher, pursuant to Wisconsin Statutes §19.85 (1)(a)(b)(f), §118.22, and §118.24.

Chair Beistle announced the motion. Upon a roll-call vote, all members present voted yes (9-0); motion carried.

Chairperson, James Beistle, called the executive session to order at 8:47 a.m. with the following Board members present: James Beistle, Marc Christianson, Thomas Gordon, Sr., Hal Helwig, Lorraine C. Laberee, Carolyn Milbrath, and Dan Olson. James Schultz and Susan Wojtkiewicz remained on the telephone conference.

The following WITC employees were in attendance during executive session: Ted May, Bob Meyer, Kim Olson, Sandy Sutter, Nickolas Tierney, and John Will. Steve Weld of Weld, Riley, Prenn, and Ricci, was also in attendance.

#### **Approval of the January 18, 2010, Executive Meeting Minutes**

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

*Mr. Schultz became temporarily disconnected from the telephone conference.*

Lori Laberee moved, seconded by James Beistle, to adjourn the Executive Session and convene back into the regular Board meeting. Upon a roll-call vote, all members present voted yes (8-0); motion carried and the executive session adjourned at 11:10 a.m.

### **OPEN SESSION RECONVENED**

*Mr. Schultz was reconnected via a phone conference at 11:11 a.m.*

“Discussion of the Process for the President’s Evaluation” (under Correspondence and Information - Item Number 6) was moved up on the agenda. Ms. Wojtkiewicz recommended that there be a 360 degree review done this year so that the Board gets input from the people who work with the president; this could also possibly include people outside of the College.

Ms. Laberee recommended that President Meyer come back to the Board with a recommendation on a 360 degree evaluation tool (with questions) that could be used for the evaluation. She also suggested that President Meyer identify and recommend the stakeholders for the Board’s consideration. President Meyer would like to work with Ms. Wojtkiewicz and Ms. Laberee to identify the stakeholder groups for the Board to consider. Ms. Laberee declined; however, Ms. Milbrath agreed to work with Ms. Wojtkiewicz and President Meyer. Ms. Laberee provided Ms. Olson with some 360 degree evaluation samples to forward to the Ms. Wojtkiewicz, Ms. Milbrath, and President Meyer.

The Board reviewed a list of questions for the presentations section of the agenda.

*Ms. Wojtkiewicz left the meeting at 11:20 a.m.*

### **MEETING MINUTES**

Chair Beistle announced that as there were no corrections, the January 18, 2010, regular meeting minutes are approved as printed. Last month’s signed list of contracts will be attached to the official regular minutes.

### **CONSENT AGENDA:**

Dan Olson requested that John Will review the process for how the contracts are done and if our process meets the open bidding laws. Mr. Will reviewed the process and stated that we are a little different and have to publically bid our projects. President Meyer added that the projects above the \$25,000 have to come to the Board. Mr. Christianson noted that the Construction Manager selected had the lowest LEED rating and suggested that we will need to monitor them relative to LEED. John explained that we felt the company selected was qualified.

Hal Helwig moved, seconded by Thomas Gordon, Sr., to approve the consent agenda. Upon a roll-call vote, all members present voted yes (8-0); motion carried.

#### 1. Personnel:

**Retirement:** Sandra Sutter, Director, Human Resources; Shell Lake; effective August 2, 2010.

#### 2. Contracts

The listing of contracts was approved (see attached list).

#### 3. Financial/Cash Position Report

The college's Financial and Cash Position Report, as of January 31, 2010, was approved.

#### 4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 99569 through 102344, and electronic transfer payments totaling \$8,298,125, were approved.

#### 5. Bids/Purchases

- A. **Career Impact Magazine Printing – Collegewide:** The Board accepted the low bid received for bid number CISPRING10 from Johnson Lithographics of Eau Claire, WI, in the amount of \$30,890. The bid represents the cost of printing 280,000 Career Impact magazines to potential WITC customers.
- B. **Construction Manager Request for Proposal (RFP) – New Richmond:** The Board approved a proposal for the construction manager contract from Derrick Companies of New Richmond, WI, for the New Richmond addition/remodeling project discussed at the December 2009 Board meeting. The proposal contract cost is \$138,000. The Construction Manager proposals were evaluated using a Request for Proposal (RFP) process. Proposals were received from five companies and Derrick Companies scored the highest by the review committee. The table summarizing the scoring was provided.
- C. **Fire Alarm System Replacement Change Order – Superior:** The Board approved Change Order #003 on Base Bid #1 (Electrical Systems, Inc.) for the Superior Campus fire alarm system replacement project. The change order is for an increase of \$8,578 to the project total to activate the existing fire door shutters and bring them up to current code.

#### OTHER ITEMS REQUIRING BOARD ACTION

##### 1. Announcements and/or Action from Executive Session

Board Chair Beistle announced that in closed session the Board sustained the recommendation of administration of non-renewal of the non-tenured teaching staff member.

##### 2. Considering Approval of Faculty and Manager Intent to Renew

Board approval was requested for the issuance of 2010-2011 intent to employ letters to managers and faculty members. Faculty letters of intent are required according to Wisconsin Statute §118.22. The faculty and manager lists were provided in the Board packet.

Hal Helwig moved, seconded by Carolyn Milbrath, to approve the issuance of 2010-2011 intent to employ letters to managers and faculty members. Upon a roll-call vote, all members present voted yes (8-0); motion carried.

#### CORRESPONDENCE AND INFORMATION

##### 1. Meeting Information Sharing

James Beistle will wait until March to share information on the District Boards Association. He also noted the February National Legislative Summit was canceled due to the snow storm and has been rescheduled for March 10 – 12 (beginning at noon on March 10).

##### 2. Travel Sign Up

Time was reserved for the Board to update administration on their plans for upcoming Board events. Chair Beistle requested that the Board report any changes on the *Board Events Schedule* to Ms. Olson.

3. Monitoring Schedule

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

4. Board Appointment 2010 Dates

Roger Rebholz, St. Croix County Board Chair, scheduled the Board Appointment public hearing/committee meeting on Wednesday, April 14, 2010, beginning at 10 a.m., at the WITC-Administrative Office in Shell Lake. Applications are due by 4 p.m. on Tuesday, March 9, 2010. Applicants must live in the WITC district, be present and interview at the public hearing/meeting, and have two letters of reference before interviewing. The Board Appointment information is available on the Board's Web site at <http://www.witc.edu/board/appointments.htm>. Chair Beistle requested that if Ms. Wojtkiewicz and Mr. Schultz aren't interested in reapplying for the Board that they make sure we get someone to apply.

5. President's Updates

Time was reserved for the president to provide the following updates:

A. **WITC Honored for Excellence**

Wisconsin Indianhead Technical College was recently honored for excellence in marketing by the Learning Resources Network. An award was given in recognition of the College's professional catalog of continuing education courses. The winning entry effectively applied LERN recommendations for targeted marketing to reduce costs while significantly increasing response and enrollments. The entry was included in a showcase of internationally exemplary programs at the LERN annual conference in November in Savannah, Ga. Information about the submission was on display throughout the three-day conference. In addition, the winning programs will be featured in future LERN publications and on its Web site at [www.lern.org](http://www.lern.org).

The primary criteria judges used for those selected was being at the leading edge of the field of lifelong learning. In addition, judges also applied the following criteria: originality, innovation, appropriateness as a model for other programs, and measurable outcomes. The WITC entry was selected from more than 140 nominations from four countries.

B. **Bookstore Point of Sale Update**

Time was reserved for Steve Bitzer, Vice President, Student Affairs, to provide an update on the bookstore Point of Sale system. Mr. Bitzer talked about the Textbook Affordability Task Force and the benefits of purchasing the Point of Sale system. President Meyer noted that we will have a bookstore at WITC-Superior.

C. **New Richmond Building Project Update**

Mr. Will provided an update on the New Richmond Campus addition. We are working on hiring the construction manager and are developing the specifications.

D. **Responses to Incorrect Tax Levy Information**

President Meyer updated the Board on his responses to the incorrect Tax Levy information that was published in the Superior Telegram and the Northwoods Shopper. Handouts were provided at the meeting. He noted that we did not increase our tax levy by 9%; instead it was 3.8%. President Meyer called the person who published the letters and explained the situation. The gentleman was apologetic for his errors.

#### E. **The President's Commitment to Climate Change**

President Meyer provided an update on the President's Commitment to Climate Change initiative. He shared his position paper that was written to Lori Weyers, President of Northcentral Technical College. Due to the costs involved with the commitment and that statements contained in the commitment are scientifically unproven, President Meyer decided not to sign the American College & University Presidents' Climate Commitment.

#### 6. Discussion of the Process for the President's Evaluation

Time was reserved for the Board to have a discussion on the process for the President's evaluation. *Note: This item was moved up on the agenda under "open session reconvened".*

### **ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS**

#### 1. Review Meeting Dates, Locations, and Start Times

Time was reserved for the Board to confirm their plans for the next regular meeting, which is scheduled on Monday, March 15, 2010, beginning at 8:30 a.m., at the WITC-Administrative Office in Shell Lake.

*James Schultz left the meeting (phone conference) at 11:50 a.m.*

#### 2. Review/Add Agenda Items

Time was reserved for the Board to add or review agenda items for the March regular Board meeting. *Reminder: A Board orientation for Dan Olson is scheduled after the March Board meeting.*

*Chair Beistle announced that Board members who wish to add additional items to next month's Board agenda can do so by contacting him via e-mail before March 1, 2010. Note: 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.*

Ms. Laberee requested that in March, or in the future, administration review the process for evaluating employees (who does the evaluation, who trains, etc.).

### **PRESENTATIONS**

#### **WITC Student Ambassador Presentations**

Tim Schreiner gave some background on the Student Ambassador program, noting that the program was started in 1985. He explained that the students are nominated, they complete forms, they go through a local interview by the campuses, and the campuses select a student to represent their campus. The purpose of the program is to recognize and award excellence.

The following WITC student ambassadors were in attendance: WITC-Ashland: Tucker DeWolf (Information Technology - Network Specialist), WITC-New Richmond: Steve Volkert (Automated Packaging Systems Technician), WITC-Rice Lake: Harvey Lunsman (Mechanical Design Technology), and WITC-Superior: Kelly Isaacson (Administrative Assistant and Business Graphics Certificate).

The 2010 Student Ambassadors shared their stories about their WITC experience and why they chose a technical college education. A brief question and answer period followed the presentations. *Note: The ambassadors were accompanied by the College Advancement Associates who coordinate the Ambassador Program at their respective campuses.*

President Meyer and Tim Schreiner presented each student with a plaque and a check for \$100. A name had been drawn from the four candidates to represent the College at state. Harvey Lunsman was selected to represent the College at state and Tucker DeWolf was selected as runner-up.

**MEETING EVALUATION**

PLUS +	DELTA ^
+ Ambassador presentations	^

The Chair adjourned the meeting at 12:24 p.m.

Respectfully submitted,



Lorraine Laberee  
Board Secretary

ko

*Note: A Board luncheon for Board members, presenters, and students followed the meeting; however, no action was taken.*

1/29/10  
9:55:23

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		
272	NORTHERN CLEARING, INC. POWERPOINT ASSISTANCE FOR INSTRUCTOR PRESENTATIONS	WITC ASHLAND	On	297.00	267.30	.00	267.30	29.70
359	WI DEPT NATURAL RESOURCES CPR & FIRST AID BASIC RECERTIFICATION	OFF CAMPUS	Off	824.00	641.26	.00	641.26	182.74
360	MURPHY OIL USA INC HAZWOPER TRAINING	WITC SUPERIOR	On	5,166.00	2,351.64	.00	2,351.64	2,814.36
361	SANDBOX ARENA HEARTSAVER FIRST AID	SANDBOX ARENA - NEW RICHMOND	Off	814.00	249.10	.00	249.10	564.90
362	LCO HEALTH CARE CENTER CONDUCT TWO CPR FOR HEALTHCARE PROVIDER RECERT CLASSES	LCO	Off	814.00	289.43	.00	289.43	524.57
363	SAWYER COUNTY HUMAN SERV CBRF 1ST AID AND CHOKING CLASS	HAYWARD	Off	814.00	180.90	.00	180.90	633.10
364	GRAYMONT SUPERIOR MS EXCEL TRAINING	WITC SUPERIOR	On	2,018.00	1,609.74	.00	1,609.74	408.26
365	NORTHERN CLEARING, INC. HAZARDOUS MATERIAL TECHNICIAN REFRESHER	WITC ASHLAND	On	2,875.00	2,500.00	.00	2,500.00	375.00
366	NORTHERN CLEARING, INC. OSHA 500 TRAINING	HUDSON	Off	1,840.00	1,600.00	.00	1,600.00	240.00
367	FG PRODUCTS HEARTSAVER 1ST AID/ADULT & CHILD CPR & AED AND BLOODBORNE PATHOGENS	RICE LAKE	Off	814.00	253.25	.00	253.25	560.75
368	BRETTING CORPORATION MICROSOFT OFFICE 2007 SKILLS UPGRADE	BRETTING COMPUTER LAB	Off	713.00	374.70	.00	374.70	338.30
369	COLUMBIA FOREST PRODUCTS BASIC NUTRITION FOR HEALTH	OFF CAMPUS	Off	817.00	289.43	.00	289.43	527.57
370	BIRCHWOOD POLICE DEPT NIGHT HANDGUN SHOOT TRAINING	WASHBURN COUNTY RANGE	Off	814.00	17.25	.00	17.25	796.75
371	NORTHERN CLEARING, INC. SAFETY TRAINING--OSHA 10, FIRE EXTINGUISHER, REFRESH ADULT CPR & FA	WITC ASHLAND	On	2,593.00	1,859.00	.00	1,859.00	734.00
372	NORTHERN CLEARING INC SAFETY TRAINING	NORTHERN CLEARING SITE	Off	7,475.00	3,617.90	.00	3,617.90	3,857.10
373	LUCK HIGH SCHOOL DELIVER A TWO CREDIT CLASS IN AUTO FUNDAMENTALS	WITC - RICE LAKE	On	3,666.00	3,187.67	.00	3,187.67	478.33
374	PRIMROSE SCHOOL AHA HEARTSAVER CPR CERTIFICATION	OFF CAMPUS	Off	114.00	97.90	.00	97.90	16.10

\*\*\* END OF REPORT \*\*\*

*Denise J. Besse*  
Board Secretary

2-15-2010  
Date

Exhibit 2