

Wisconsin Indianhead Technical College
Board Proceedings
February 18, 2013

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, February 18, 2013, at 8:30 a.m., at the WITC-Superior Campus, located at 600 North 21st Street, Superior, WI 54888.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

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

The following WITC employees were in attendance during the meeting: Steve Decker, Charlie Glazman, Bob Meyer, Kim Olson, and Cher Vink. Senator Bob Jauch, Representative Nick Milroy, and Deputy Constituent Services Director Tom Nimsgern were also present during a portion of this meeting.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The February 18, 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 February 15 in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

APPROVAL OF AGENDA

Chair Minor reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology. A Consent Agenda addendum was provided at the meeting.

Eileen Yeakley moved, seconded by Jean Serum, 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.

CAMPUS WELCOME

Charlie Glazman, Associate Dean, Continuing Education, welcomed the Board. President Meyer recognized Mr. Glazman for his work on the partnership with Kestrel. Mr. Glazman thanked President Meyer for the direction he gave on this partnership.

MEETING MINUTES

A. Approval of the January 21, 2013, Regular Meeting Minutes

Chris Fitzgerald moved, seconded by Lori Laberee, to approve the January 21, 2013, regular meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. *Note: The signed list of contracts from the January meeting was attached to the official minutes.*

CONSENT AGENDA

A personnel addendum was provided prior to the Board meeting and item 1.K. was added. Chairperson Minor asked if there were any items to be pulled off the consent agenda and acted on separately; however, there were none. President Meyer noted that our retirements provided the College total years of service just short of 100 years. Ms. Vink stated that administration recommends waiving the six-month notification requirement, as noted in the personnel listing.

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

1. Personnel:

- A. New Hire: Gail Anderson, Media Technician, Office and Technical Support, Rice Lake; effective February 27, 2013; annual salary \$32,097.
- B. New Hire: Tim Bablick, Network Administrator, Management, Shell Lake; effective March 4, 2013; annual salary \$46,848.
- C. New Hire: Robin Schiavone, Manager of Enrollment Services, Management, Superior; effective February 4, 2013; annual salary \$47,919. *Note: Ms. Schiavone was previously the Financial Aid Advisor at the Superior Campus.*
- D. New Hire: Timothy Wright, Composite Instructor, Faculty, Superior; effective June 3, 2013; annual salary \$66,533.
- E. Resignation: Robin Schiavone, Financial Aid Advisor, Superior; effective February 3, 2013. *Note: Ms. Schiavone has accepted the Manager of Enrollment Services position at the Superior Campus.*
- F. Retirement: Kristin Bernacki, Counselor, Rice Lake; effective June 30, 2013.
- G. Retirement: Debra Emery, General Studies Instructor, Superior; effective June 30, 2013.
- H. Retirement: Lori Flynn, Medical Administrative Specialist Instructor, Superior; effective June 30, 2013.
- I. Retirement: Nancy Pagac, Teacher Assistant, Ashland; effective June 28, 2013. *Note: Administration recommended waiving the six-month notification requirement.*
- J. Retirement: Mary Williams-Greene, Early Childhood Instructor, New Richmond; effective June 30, 2013. *Note: Administration recommended waiving the six-month notification requirement.*
- K. Retirement: Janette Christie, Student Life Coordinator and Conference Center Technician, Ashland; effective May 31, 2013. *Note: Administration recommended waiving the six-month notification requirement.*

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, 2013, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 134838 through 137035 and electronic transfer payments totaling \$9,396,564 were approved.

5. Bids/Purchases

- A. **Career Impact Magazine Printing – Collegewide:** The Board accepted the low bid received for bid number CISPRING13 from LaCrosse Graphics of LaCrosse, WI, in the amount of \$28,112. The bid represented the cost of printing 277,000 *Career Impact Magazines* to potential WITC customers.
- B. **Routers and Configuration Services – Collegewide:** The Board approved the purchase of Cisco routers and configuration services from Heartland Business Systems of Little Chute, WI, in the amount of \$98,000 under state contract 15-206664-003. These routers will be utilized at all WITC campuses to replace legacy equipment and connect the new grant fiber scheduled to be completed this spring.

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

The Board gave approval to forward a preliminary notice of non-renewal to certified faculty and management staff whose WTCS certification will expire on August 31, 2013, and who have not documented completion of recertification requirements. The notice will include 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 2013-2014 school year.

This process is in compliance with Wisconsin Statutes §118.22 and §118.24 and requires 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. This gave faculty and staff until prior to the start of the Board meeting to provide proper documentation of recertification.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

A. National Legislative Summit Update

Time was reserved for the President and Board attendees Lori Laberee and James Beistle to debrief on the National Legislative Summit that was held in Washington, D.C., on February 12 – 14, 2013. Mr. Beistle shared some documents from the summit and mentioned the legislative visits that were scheduled with U.S. Senator Ron Johnson and legislative assistants. Ms. Laberee was able to meet with U.S. Senator Tammy Baldwin; otherwise, she spoke with the assistants. She also mentioned that Wisconsin Technical Colleges provide data and statistics for funding and that others should look at Wisconsin as a model for the kind of information they need to get to fund the institutions that are demonstrating accountability. On Wednesday, the WTCS Presidents attended the Department of Commerce and Building America Coalition meeting.

B. Washington, D.C. Legislative Visits Update

On Thursday, February 14, 2013, President Meyer and two of our administrators (Craig Fowler and Mary Ann Pebler) talked about specific needs for the College with U.S. Senators Johnson and Baldwin as well as U.S. Congressman Duffy in Washington, D.C. The two WITC proposals that were shared were “Welding and Machine Tool Facilities Expansion” and “Mobile CNC Learning Center”.

C. April District Boards Association Meeting Preparation

Wisconsin technical college leaders have been working diligently to craft a Wisconsin definition of student success that reflects our dynamic mission and diverse range of outcomes. Time was reserved to discuss what is needed in preparation for the April District Boards Association meeting. A copy of the Executive Director’s letter, the “Student Success” PowerPoint from the Board Forward meeting, and a “WTCS Framework for Student Success” PowerPoint were provided for this agenda item.

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.

3. Monitoring Schedule Review and Updates

A. Monitoring Schedule

Recommendations were given to move the 2013 ACCT Nominations from the February calendar to the March calendar; and to also add preliminary and final non-renewal for certification and performance to the February and March calendars with a note that the final list can go to the Board in April if the meeting is held prior to April 15 on the monitoring schedule. There were no objections and Ms. Olson will make these changes.

In addition, President Meyer suggested that we may want to conduct the President's 360 degree evaluation on an infrequent basis. Ms. Vink noted that if the 360 instrument isn't changed than you typically wouldn't do the evaluation as often. Therefore, since we've been doing the 360 evaluation for 3-4 years, the recommendation is put off the 360 degree evaluation for one year. The Board had no objections; therefore, that monitoring schedule will be updated to reflect that recommendation.

B. Budget Projection Update Presentation

Time was reserved for Steve Decker, Associate Vice President, Finance & Business Services, to present the Board with a FY14 budget projection update. A PowerPoint presentation was shared. Mr. Decker announced that we've started the budget process and have given the Cabinet some assumptions to develop the budget process. We should know more on the Governor's biennial budget and how that will affect us in the future.

James Beistle moved, seconded by Eileen Yeakley, to receive the Budget Projection Update as presented as it related to the ENDS statement for the President's annual evaluation.

4. President's Updates:

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

A. 31st Annual Emergency Services Conference

President Meyer shared a conference brochure on the 31st Annual Emergency Services Conference that will be held at the WITC-Rice Lake Campus on March 14 - 16, 2013. President Meyer informed Board members that they may not be able to give a welcome due to a shortened timeframe at the beginning of the conference. Mr. Fitzgerald offered to help at the conference as he'll be at a 10 a.m. conference meeting on that day. President Meyer will let Mr. Fowler know the Mr. Fitzgerald's interest in helping at the conference. More information can be obtained on the following Web site link: <http://www.witc.edu/continuing-education/seminarsworkshops/emc.htm>.

B. Westside Public Radio Program Update

President Meyer attended the Westside Public Radio Program on the evening of Thursday, January 24, 2013, in Eau Claire. The program on higher education was entitled "Job Specific or Liberal Arts Training for Economic Recovery". Host Rich Kremer was joined by President Meyer; Bob Knight, Associate Vice Chancellor for Undergraduate Studies at UW-Eau Claire; and Linda Young, Dean of the College of Nursing and Health Sciences at UW-Eau Claire. President Meyer updated the Board on this program. The following link to the Westside Public Radio archives was provided for the Board's information: <http://wpr.org/regions/eau/tws/index.cfm>.

C. Certification Meeting with Faculty Leadership Update

On Tuesday, January 29, President Meyer and Ms. Vink met with faculty leadership on certification. President Meyer noted that it was a positive meeting with mutual agreement regarding the value of certification even though the certification process may change.

D. 2011-2012 Affirmative Action Annual Report Update

Ms. Cher Vink updated the Board on the outcome of the 2011-2012 Affirmative Action Annual Report, noting that the technical colleges are in compliance with sexual assault and harassment orientation information for students. A copy of the letter that was received from the WTCS state office was provided for the Board's information.

E. Legal Services RFP

As requested at the July 9, 2012, Board meeting, Ms. Vink updated the Board on plans for putting the contract for legal services out for bid. Board members deferred interviewing prospective proposers to administration. The RFP will be issued by the first of March.

F. Workforce Training Update

President Meyer provided Workforce Training update. A press release, entitled "Governor Walker: Developing Wisconsin's Workforce: \$100 Million Investment in our Future" (from www.wisconsinpolitics.com) was provided for update.

G. Composite Technology Program Update

President Meyer provided an update on the Composite Technology Program. An article entitled "WITC-Superior Launches New Program to Support Kestrel Aircraft Manufacturing Process" (from the Superior Telegram), and another entitled "Kestrel Aircraft, WITC Partner to Make Composite Aviation Technician Program" (from www.northlandsnewscenter.com) were provided for the Board's information. Chair Minor announced that Kestrel has been very involved with the program.

5. Legislative Updates

Representative Nick Milroy, Deputy Constituent Services Director Tom Nimsgern (from the Office of Congressman Duffy), and Senator Bob Jauch attended the Board meeting. The following were some of the topics discussed: Governor's budget, finding ways to improve morale and employ good people at the technical college as a result of the current financial situation, federal sequestration, immigration reform, Pell grants, Perkins funding, Workforce Investment Act, workforce shortage, and the need for qualified individuals for job openings.

Representative Milroy thanked the Board and President for their service and noted the importance of the technical college. He recently toured the Spooner Schools Tech program and stated that he was impressed. President Meyer noted that WITC has been involved with a similar program in Baldwin-Woodville.

6. President's 2013 Evaluation Planning

Time was reserved for the Board to have a discussion on the process for the President's evaluation. Recommended updates to last year's evaluation planning timeline were provided; however, it was determined that a President's Evaluation Subcommittee is not needed this year since the 360 degree evaluation will not be done again until next year (2014).

7. 2013 Board Appointment Update

There will be three (3) vacancies on the Board in July 2013 as noted below. Current Board members can reapply for these positions.

Category	Region	Incumbent	Gender	Term Expires
1. Employee	Barron	Eileen Yeakley	Female	2013*
2. Employer	Rusk, Sawyer, Washburn	James Schultz	Male	2013*
3. Additional	Districtwide	David Minor	Male	2013*

The following important Board appointment dates, an online application, and process information can be found on the 2013 Board Appointment Web site: <http://www.witc.edu/board/appointments.htm>.

- **Board Appointment Application Due Date** – Notarized applications are due by 4 p.m. on Wednesday, February 20, to Committee Chair Daryl Standafer, 505 Pine Ridge Drive, Shell Lake, WI 54871.
- **Board Appointment Committee Meeting/Public Hearing** – Candidates must be present on Wednesday, March 27, 1:30 p.m., for the public hearing/committee meeting that will be held at WITC-Shell Lake, and provide two letters of support for his/her candidacy prior to being interviewed.

8. 2013 TECh (Technical Education Champion) Award Nomination Information

The TECh Award information was provided for the Board. The award recognizes an individual or organization for outstanding contributions to a local technical college district and/or the Technical College System. This year's award is scheduled for presentation at the summer 2013 District Board's Association meeting in Rice Lake. Ms. Olson noted that administration will bring back a recommendation at the April meeting for the Board's consideration. Nominations should address all five criteria areas and must be received at the District Boards Association office by Wednesday, May 1, 2013.

9. 2013 ACCT Leadership Congress – Call for Presentations

ACCT has announced its call for presentations for the 44th Annual Leadership Congress, which is scheduled on October 2 – 5, 2013, in Seattle, Washington. The theme for this year's Congress is "*Society Demands, Community Colleges Deliver: Moving the Needle*".

Additional information was included in a brochure from ACCT. All proposal submissions must be received by Wednesday, May 1, 2013, and should specifically address one of the following five tracks:

- 1) Entrepreneurship and strategic alliances to meet local workforce needs and partnerships with K-12
- 2) Data-driven solutions to foster equity, access, and student success and completion
- 3) Innovative financial strategies and expanded fundraising
- 4) Combating poverty, serving at-risk and underserved populations, and ensuring access
- 5) Procedures, practices, and policies that promote effective governance

The latest trends and priorities for community colleges on workforce demands, student success and completion, K-12 partnerships, and entrepreneurial opportunities with business and industry are just some of the topics that will be covered at the 2013 Congress.

Chair Minor asked President Meyer to look at this item and bring it back in April for further discussion. It was suggested that K-12 partnerships and data-driven solutions could be potential presentations for the Board's consideration. Ms. Olson noted that a letter of support signed by the Board Chair would be needed if the Board wishes to submit a proposal. ACCT sessions must include trustees, handouts, and be approximately 60 minutes in length.

10. District Boards Association Nomination Recommendations for Association Officer Positions

The District Boards Association's Nominations Committee requested the WITC Board's assistance in identifying any member they wish to be considered for nomination as a candidate for Association officer. Before being placed on the ballot, the member must consent to serve if elected. Additional information was included in a memo provided in the Board book and those who have already expressed an interest in serving. The District Boards Association will need to receive the nomination form by Friday, March 29, if nominations are made at the WITC Board meeting. This year's election of 2013-2014 officers will take place at the Association's annual meeting on Saturday, April 27, 2013, in Eau Claire, Wisconsin. The Board had no recommendations for association officer nominations.

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, March 18, 2013, 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

Board agenda items for the meeting on March 18 were listed on the Board's Monitoring Schedule. Additional agenda items for this meeting were discussed. *Board members who wish to add additional items to next month's Board agenda were asked to do so by contacting the Board Chair before Thursday, February 28, 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.*

MEETING EVALUATION

There were no items for the meeting evaluation.

James Beistle moved, seconded by Lori Laberee, to adjourn the meeting. The meeting adjourned at 10:39 a.m.

Respectfully submitted,



Lorraine Laberee
Board Secretary

ko

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

1/30/2013
11:43:42
AM

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	
421*	REM Arrowhead	REM Arrowhead	Off	1,189.00	308.00	113.00	420.00	770.00
	Employees of REM Arrowhead will receive CPR and AED recertification upon successful completion of instruction.							
424	WI DNR - Spooner	DNR - Spooner	Off	754.00	639.00	182.00	821.00	(67.00)
	Provide Heartsaver 1st aid with Adult & child CPR/AED recertification							
425	Hawyard Dental Clinic	Hayward Dental Clinic - Hayward	Off	240.00	110.00	28.00	138.00	103.00
	Provide CPR for Healthcare Provider recert class to employees.							
426	School District of Maple	Northwestern High School	Off	32,214.00	27,300.00	9,222.00	36,522.00	(4,308.00)
	Students of Northwestern High School will receive welding, automotive & small engine repair, and CAD instruction.							
427	North Hudson Police Department	North Hudson Police Department	Off	87.00	74.00	27.00	101.00	(14.00)
	AIS Shoot Don't Shoot Scenario Training. Each officer is given (1) 30 minute session with Instructor Tom Vandenberg							
428	Birch Point Dental	Birch Point Dental - Radisson	Off	393.00	150.00	55.00	205.00	188.00
	Provide CPR for Healthcare Recert class to employees of Birch Point Dental.							
429	Chetek-Weyerhaeuser Area School District	Chetek-Weyerhaeuser High School	Off	6,599.00	-	-	6,599.00	-
	Transcripted credit classes at Chetek-Weyerhaeuser HS. 7 students in each of 3 classes--10103151 MS Excel A, 1 credit, 10103129 Intro to MS Office, 1 credit; 10106181 Keyboarding, 1 credit; 8 students in 2 credit, 10106127 Desktop Publishing; 6							

students in 3 credit, 10104102 Marketing Principles.

430	CESA 11	Rice Lake	Off	3,710.00	3,144.00	-	3,144.00	566.00
	On-line Medical Terminology class to be offered to 18 high school students. Price of contract includes 10 sets of books required for class. "Exploring Medical Language - 8th Edition", and "Taber's Cyclopedic Medical Dictionary".							
431	Adoray Home Health	Adoray Baldwin	Off	462.00	186.00	68.00	254.00	208.00
	Health Care Provider CPR renewal							
432	Cardinal Glass Industries	Cardinal Glass, Hudson, Wisconsin	Off	2,824.00	1,280.00	329.00	1,609.00	1,216.00
	OSHA Accident Investigation training for employees of Cardinal Glass Industries.							
433	Somerset High School	Somerset High School	Off	5,280.00	-	-	5,280.00	-
	Transcripted credit classes at Somerset High School. 2 credit, 10101177 Financial Acctg 1B for 11 students and 1 credit, 10103151 MS Excel A for 22 students.							
434	Red Cliff Community Health Center	Legendary Waters Casino	Off	616.00	522.00	158.00	680.00	(64.00)
	CPR Healthcare Provider Renewal							
435	Dr. Kevin Mikel, DDS	Dr. Mikel's Dental Office	Off	462.00	185.00	68.00	252.00	211.00
	Employees of Dr. Kevin Mikel, DDS, will receive CPR recertification. Upon successful completion of training, participants will receive documentation.							
436	Mellen High School	Mellen High School	Off	16,345.00	-	-	16,345.00	-
	Transcripted Credit classes offered at Mellen High School: 28 students in 3 credit, 10114125 Personal Finance; 10 students in 2 credit, A&P & Disease Concepts; 7 students in 3 credit, 10510135 Medical Terminology and 3 students in 2 credit, 10101176 Financial Acctg 1A; 2 students in 2 credit, 10101177 Financial Acctg 1B; and 2 students in 1 credit, 10101101D Financial Acctg 1D.							
437	Saint Croix County Emergency Management	Government Center Community Room	Off	195.00	165.00	-	165.00	30.00
	Hazmat Awareness Training							
438	REM Arrowhead	REM Arrowhead	Off	892.00	225.00	83.00	307.00	585.00
	Employees of REM Arrowhead will receive CPR and First Aid recertification. Successful participants will receive documentation of completion of training.							

*** End Of Report ***

* indicates an amended contract

Suzanne Labrecq

Board Secretary

2-18-13

Date