

Wisconsin Indianhead Technical College
Board Proceedings
February 20, 2012

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, February 20, 2012, at 8:30 a.m., at the WITC–Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, Wisconsin 54871.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

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, James Schultz, Jean Serum, Morrie Veilleux, and Eileen Yeakley. *Note: James Schultz joined the meeting via a telephone connection. Aimee Curtis provided notice that she would not be in attendance at this meeting.*

The following WITC employees were in attendance during the meeting: Steve Decker, Bob Meyer, Kim Olson, and Cher Vink.

WITC employees and students in attendance for a portion of the meeting were: Jim Biros, Lori Bowman, Becka Cusick, Craig Fowler, Anita King, Julie La Guire, Natalie Landgreen, Robyn Lulich, Kathy Maas, Tim Schreiner, Jennifer Schultz, and Tom Szalajka; *WITC Student Ambassadors:* Dan Nourse (WITC–Ashland), Debi Mager (WITC–New Richmond), Gladys Montalvo (WITC–Rice Lake), and Derek Burns (WITC–Superior). Mary Willett, Regional Representative of U.S. Congressman Sean Duffy’s Office, was 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 20, 2012, meeting of the Wisconsin Indianhead Technical College Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting was sent to the press on February 17 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. James Beistle moved, seconded by Jean Serum, to approve the agenda. Upon a unanimous vote of all members present, motion carried.

The Board reviewed a list of questions provided for the Ambassador presentations. It was determined that questions will be rotated between Board members during the Ambassador presentations scheduled later in the agenda.

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, Dave Minor, requested a motion for the Board to adjourn into executive session under the provisions of Wisconsin Statutes §19.85(1)(c) and §118.22 for the purpose of approving the Final Notice of Non–Renewal of Personnel for 2012–2013 Certification.

James Schultz moved, seconded by Morrie Veilleux, to go into executive session in accordance with Wisconsin Statutes §19.85(1)(c) and §118.22 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. *Note: Ms. Laberee was not present for this roll–call vote.*

Chairperson, Dave Minor, called the executive session to order at 8:31 a.m. with the following Board members present: James Beistle, Chris Fitzgerald, Lorraine C. Laberee, David Minor, Jean Serum, James Schultz, Morrie Veilleux, and Eileen Yeakley. *Aimee Curtis provided notice that she would not be in attendance at this meeting.*

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

Approval of the November 21, 2011, Executive Meeting Minutes

Morrie Veilleux moved, seconded by Chris Fitzgerald, to approve the executive meeting minutes as printed. *Note: There were no executive sessions during the December 2011 and January 2012 Board meetings.* Upon a unanimous vote of all members present, motion carried.

Lori Laberee moved, seconded by Eileen Yeakley, 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 8:35 a.m.

OPEN SESSION RECONVENED

LEGISLATIVE UPDATES

1. Congressman Sean Duffy Representative Information Gathering

Time was reserved for Regional Representative, Mary Willett, to meet with the Board on behalf of Congressman Sean Duffy. Representative Willett works out of Congressman Duffy's Superior District Office, but resides in Phillips, Wisconsin. Representative Willett noted Congressman Duffy's Office wants to ensure that they have a good working relationship with us and understand our needs, and for us to be able to ask them any questions we have. Representative Willett had copies of the three funding requests that administration brought to Washington, D.C. last week, and President Meyer gave her copies of the supporting letters for those requests. The following items were discussed: support for Pell grants; support for the technical college to obtain funds in order to align educational needs (ex. Health Services, Emergency Services, and Welding) to help get people to work. Representative Willett noted that she was able to tour the Rice Lake Campus and that we are strong with matching the needs of our employers. In addition to the letters of support, Representative Willett was also provided information on our graduate survey and our 6th ranking brochure.

An invitation was extended to Congressman Duffy to come to any of the campuses when he is in the district. Representative Willett concluded by stating that they look forward to working with us in the future on grant workshops and educational outreach.

MEETING MINUTES

1. Approval of the January 16, 2012, Regular Meeting Minutes

Jean Serum moved, seconded by James Beistle, to approve the 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.*

BUDGET CONSIDERATIONS

1. 2010-2011 Budget Modification Approval

The following budget modification was summarized for the Board in a budget modification spreadsheet. The modification will be publicly noticed within 10 days of Board approval per Wisconsin Statutes §65.90(5). *Note: A two-thirds majority of the full Board is required to approve a budget modification.*

A. Approval to Adjust the Special Revenue Non-Aidable Fund for 2010-2011

Mr. Decker recommended increases to the federal revenues and student services expenditures to the amount of \$223,119. The increase reflected additional federal revenues and student services expenditures for 2010-2011. It was noted that there was an error on the December 19 Board meeting document that was previously approved. The Business Services Office used the original budget rather than the most current budget; therefore, this will correct the error.

Morrie Veilleux moved, seconded by Lori Laberee, to approve the recommended increase to the Special Revenue Non-Aidable Fund for 2010-2011 as presented. Upon a roll-call vote, all members present voted yes (8-0); motion carried.

CONSENT AGENDA

A personnel addendum was provided at the Board meeting and item 1.B. 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.

Chris Fitzgerald moved, seconded by Eileen Yeakley, to approve the consent agenda and addendum. Upon a roll-call vote, all members present voted yes (8-0); motion carried.

1. Personnel:

A. **Resignation:** Virginia Johansen, Associate Degree Nursing Instructor, New Richmond; effective June 30, 2012.

B. **Retirement:** Monica Sword, WILM Campus Solutions Suite Lead, Management, effective August 17, 2012. *Note: Ms. Sword works for the WILM consortium out of the Lakeshore Technical College. The Board thanked Ms. Sword for her 30 years of service at the College.*

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, 2012, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 123690 through 126449 and electronic transfer payments totaling \$8,821,161 were approved.

5. Bids/Purchases

A. **Career Impact Magazine Printing – Collegewide:** The Board accepted the low bid received for bid number CISPRING12 from LaCrosse Graphics of LaCrosse, WI, in the amount of \$29,765. The bid represents the cost of printing 280,000 *Career Impact* magazines to potential WITC customers.

B. **New Richmond Addition and Remodeling and Power Equipment Center (PEC) Remodeling – New Richmond:** The Board approved the low bids received from Derrick Commercial Contracting of New Richmond, WI, as summarized on the bid tabulation documents for the combined project base bid 3 and alternates 1.01, 1.02, 1.04, 1.05, 1.06, 1.07, 1.08, 1.09, 2.01, 2.02, 2.03, 2.04, 2.05, 2.06, 2.07 and 2.08. In addition, the Board rejected the bids received for alternates 1.03A and 1.03B. The total award for the New Richmond Campus addition and remodel project was \$2,088,500, including \$1,909,000 from the base bid 1 and \$179,500 from alternates 1.01, 1.02, 1.04, 1.05, 1.06, 1.07, 1.08, and 1.09. The total award for the PEC Remodeling Project was \$1,186,200 including \$1,105,000 from the base bid 2, and \$81,200 from alternates 2.01, 2.02, 2.03, 2.04, 2.05, 2.06, 2.07, and 2.08. The bid specifications also allowed for contractors to provide a combined base bid for both projects collectively. Derrick Commercial Contracting provided a combined base bid amount of \$2,974,000, which provided the College a \$40,000 project savings overall.

These bids are for the renovations of 9,000 square feet and an addition of 8,000 square feet at the New Richmond Campus and renovations of 17,200 square feet at the New Richmond Power Equipment Center.

The addition costs are below the allowable \$1.5 million statutory limit and were within budget. The remodeling projects are also within the \$1.5 million statutory limit for each and were within budget.

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 executive session, if appropriate. Chair Minor stated that there was nothing to announce.

2. Approval of Resolution 12-08, Authorizing the Issuance of \$3,000,000 General Obligation Promissory Notes, Series 2012A, of the Wisconsin Indianhead Technical College District, Wisconsin, and Setting the Sale Thereof

Administration recommended approval of Resolution 12-08 (see attached), presented to the Board with the intent to borrow \$3,000,000 for the 2012-13 capital budget requirements. Bids will be presented to the Board at the April 2012 meeting for their consideration. *Recommendations for WITC District Shell Lake, Wisconsin \$3,000,000 General Obligation Promissory Notes, Series 2012A* was provided as additional supporting documentation.

The borrowing will be as follows:

Remodeling & Improvements	\$1,500,000
Addition	<u>\$1,500,000</u>
Total	\$3,000,000

James Beistle moved, seconded by Morrie Veilleux, to approve Resolution 12-08, Authorizing the Issuance of \$3,000,000 General Obligation Promissory Notes, Series 2012A, of the Wisconsin Indianhead Technical College District, Wisconsin, and Setting the Sale Thereof as presented. Upon a roll-call vote, all members present voted yes (8-0); motion carried.

3. Considering Approval of Faculty and Manager Intent to Renew

Board approval was requested for the issuance of 2012-2013 intent to employ letters to managers and faculty members. Faculty letters of intent are required according to Wisconsin Statute §118.22. The Board was provided with a list of faculty and a list of managers for this item.

James Beistle moved, seconded by Jean Serum, to approve the issuance of 2012-2013 intent to employ letters to managers and faculty members as presented. Upon a roll-call vote, all members present voted yes (8-0); motion carried.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

A. District Boards Association Winter Meeting

Time was reserved to debrief on the District Boards Association Winter meeting that was held in Elkhart Lake, WI, on January 19 - 21, 2012. James Beistle, Lori Laberee, and Bob Meyer attended the meeting. Mr. Beistle circulated a PowerPoint on the "Impact of Wisconsin Acts 10 and 32 on Technical Colleges". Mr. Beistle also noted that March 15 is the deadline for the legislative session, unless the Governor would call for a special meeting. Mr. Beistle was asked to be on the District Boards Association 2012 Nominations Committee. He noted that the three current officers, President Patrick Costello (Mid-State), Vice President Russell Moyer (Southwest Wisconsin), and Secretary/Treasurer Fred Royal, Jr. (Milwaukee), are eligible for re-election again this year. The committee will be meeting via a telephone conference.

Ms. Laberee attended an Interdistrict/Interagency Corporation committee meeting where there was a concern about "mission creep" from technical colleges to the UW system. At the meeting there was a lot of discussion about the mission and some of the classes the UW is offering that were traditionally technical college courses. President Meyer noted that we have a good working relationship with UW-Barron County.

Mr. Beistle attended a school board convention at which there was a panel discussion that included Dan Clancy, WTCS President, and Kevin Reilly, UW System President. In Green Bay they are working on a program where the students take their first two years at Northeast Wisconsin Technical College and then transfer in to the UW. It was a very positive panel discussion.

B. National Legislative Summit

Time was reserved to debrief on the National Legislative Summit (NLS) that was held in Washington, D.C., on February 14 – 16, 2012. President Meyer and Mr. Veilleux reported on the NLS and the visits that were scheduled with our legislators by the District Boards Association Office.

C. Washington, D.C. Legislative Visits

Time was reserved for President Meyer to debrief on the additional legislative visits that were scheduled on Thursday, February 16, 2012, with the offices of Senator Herb Kohl, Senator Ron Johnson, Congressman Ron Kind, and Congressman Sean Duffy in Washington, D.C. The following three WITC proposals (requests for funds) were shared with legislators: 1) Emergency Services Training Center, 2) Mobile CNC Learning Center, and 3) Welding Facilities Expansion. President Meyer, Craig Fowler, and Garry Krause attended these legislative visits advocating for our federal priorities as well as the continuation of Pell Grants and Perkins Funds.

D. Kestrel Aircraft's Future Move to Superior

Time was reserved for Chair Minor to provide some background on Kestrel Aircraft expanding to Superior, which is expected to create 600 or more jobs over the next three years. Chair Minor, who is also the CEO and President of *The Chamber* in Superior, WI, recently emceed an event that took place in Superior on Monday, January 16, 2012, related to the Kestrel announcement. It was noted that Charlie Glazman, Associate Dean of Continuing Education, was instrumental in working with the Development Team that brought this project to Superior, which gave WITC–Superior some very good media. An article from *Positively Superior* and an online news article from *Northland's News Center* were provided for the Board's information. There is a potential for additional jobs in the future and it was recommended that WITC may have an opportunity to offer programming to support this growth.

Chair Minor will be taking a contingency of people with him on Thursday, March 15, to a Workforce Paradox meeting in Madison for the purpose of discussing what we have to do in the state to fill the expected jobs. When they come back from the meeting, they will be talking to manufacturers about the training they need. Exodus Machine, Inc. and other manufacturing companies have also come into the Superior area. Chair Minor asked about the programs WITC has and how they are funneling into the jobs in Wisconsin. He noted they are going to identify the potential students who want to go into Welding and offer them some incentives to stay in Wisconsin. At some point Chair Minor may come back to fast track some programs at WITC; however, we have time to figure these programs out because the Kestrel Aircraft airplane won't be certified until 2015. Chair Minor also asked about how the technical college works with the K–12s and how we can keep people in the community by providing enough housing (and other things that will be needed) for the new jobs that will be created.

President Meyer informed the Board that there will be five regional meetings on STEM. WITC has been chosen to facilitate one of those meetings of which he and Ms. Vertin are organizing.

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.

President Meyer reminded the Board of the Policy Governance Introductory training that is available in March. Ms. Olson mentioned that the Association of Community College Trustees (ACCT) recently announced its call for presentations and routed the information from ACCT's Web site. The tracks for the ACCT Congress were provided and it was suggested that presentations might be submitted for our WILM consortium (partnership track), effective governance, and/or strategic planning. Chair Minor and President Meyer will discuss possible presentations that we might be able to submit. There is a structure for an electronic submission of proposals, and those are due by April 30, 2012. Ms. Olson stated that registration is currently open for the Association of Community College Trustees Congress in October 2012.

3. Monitoring Schedule

A. **Monitoring Schedule Updates**

Time was reserved for the Board to review the *Board Monitoring Schedule* for next month's agenda. No changes were needed.

B. **Board Forward Planning**

The consensus of the Board was that a Board Forward meeting in March is not needed. Ms. Olson noted that the Board has not held a March Board Forward meeting since 2007.

C. **Consider Nominations for 2012 ACCT Leadership Awards**

Time was reserved for the Board to consider nominations for the ACCT Leadership Awards. Ms. Olson noted at the time the Board book was finalized, ACCT had not yet published their awards brochure; therefore, last year's awards brochure was provided for the Board's information. The awards include: Trustee Leadership, Equity, Chief Executive Officer, Faculty Member, and Professional Board Staff Member. She also reminded the Board that in 2011, they nominated two WITC instructors for the faculty award. Mary Williams-Greene was nominated for the 2011 faculty award, and Greg Brodt was nominated for the 2012 faculty award. Mr. Brodt is the Information Technology Instructor at WITC-Rice Lake. Administration will submit his name for the 2012 award on behalf of the Board. Nominations are typically due in June. There were no nominations made at this meeting.

4. President's Updates:

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

A. **United States Senator Ron Johnson's Thank You Letter**

A thank you letter from Senator Ron Johnson was shared with the Board.

B. **Masonry Technology Foundation and Bricklaying Instruction Program Correspondence**

Two letters were shared with the Board. President Meyer noted that the program was suspended, which created some concerns from organizations that have contributed over the years and about how we plan to use the space. President Meyer called one of the individuals back and explained that we plan to put the Emergency Services in that space. There were other concerns about the endowment for the scholarships. The endowed scholarship funds are also suspended. Mr. Fowler sent a letter stating that if we don't bring the program back we will talk to them about how to redirect those funds. Technically, they actually give up their rights to the funds, but we will work with them to try to help them with their concerns.

C. **30th Annual Emergency Services Conference**

President Meyer shared a conference brochure on the 30th Annual Emergency Services Conference that will be held in Rice Lake on March 15 - 17, 2012. More information can be obtained on the Web site at <http://www.witc.edu/continuing-education/seminarsworkshops/emc.htm>. A flyer was circulated at the meeting. Chair Minor cannot attend this event; however, Ms. Olson will contact Mr. Fowler to see if Mr. Beistle is able to welcome the group at the conference.

D. **Career and Technical Education (CTE) Month**

February is national Career and Technical Education (CTE) Month. This year's theme is ***CTE: Careers Through Education***. CTE Month provides CTE programs across the country an opportunity to demonstrate how CTE educates students to be college- and career-ready, and prepares them for high-wage, high-demand career fields. The *Career and Technical Education Answers Skilled Worker Shortage* news release by Bob Meyer was provided for the Board's information.

On February 6, State Senator Robert Jauch signed a proclamation at WITC-Superior designating February as CTE month for District 25. A photo of Senator Jauch signing the proclamation was shared. Attendees at the Career and Technical Education Month signing event in Superior included: Senator Bob Jauch, Representative Nick Milroy, WITC President Bob Meyer, WITC Board Chair Dave Minor, Vice President Academic Affairs and Campus Administrator Diane Vertin, Director of Marketing and Recruitment Kathy Maas, as well as many other staff and students.

A similar event was held on February 13 at WITC-New Richmond with State Senator Sheila Harsdorf for District 10, who provided a citation for the event. A photo was shared. Attendees at the Career and Technical Education Month event in New Richmond included Vice President, Instructional Technology and Campus Administrator Joe Huftel, WITC student Angela Ritter, Senator Sheila Harsdorf, Board Vice Chair James Beistle, and student Lori Lazaris.

To celebrate Career and Technical Education month, a cake was available for the Board, ambassadors, and meeting attendees following the Board meeting. A photo was also taken at the meeting.

E. **WTCS Showcase of Student Engagement**

WITC was represented at the WTCS Showcase of Student Engagement at the state capitol last week by four students in the Human Services Associate (HSA) program. Each of the 16 technical colleges participated in the event that focused on students and the incredible work they do, both in and out of the classroom. The HSA students demonstrated how their service learning projects and the HSA club have a positive impact in the community. The students had an opportunity to speak with their state legislators about the value of the education they receive at WITC. Ms. Maas provided an update, noting that the theme was "service learning".

President Meyer announced that Business Professionals of America (BPA) hosted the statewide conference at WITC-Rice Lake on February 16 - 19, 2012. WITC had a good showing for winning competitions. President Meyer will have more information on the BPA conference during his March report.

F. **Update on Certification Elections**

Ms. Vink provided an update on the certification of elections for faculty, noting that they are in their period of certified elections, which means they are determining if they want to be certified by the union (51% of the membership is needed). Faculty will close at the end of February. The support staff filed to participate in the certified elections. We anticipate receiving the notice to be held the month of March. We anticipate that the union will be in place at the end of the elections based on our feedback. Twelve months are needed to refile if voted out.

5. President's 2012 Evaluation Planning

Time was reserved for the Board to have a discussion on the process for the President's evaluation (materials were provided in the Board packet). Recommended updates to last year's evaluation process and timeline were included in the Board packet for the Board's review. A President's Evaluation Subcommittee was created to include Chair Minor, Vice Chair Beistle, and Mr. Veilleux. A subcommittee meeting will be scheduled before the March Board meeting. The President will provide the subcommittee with a recommended list of internal and external stakeholders for their review and approval.

6. 2012 Board Appointment Update

There will be **three (3)** vacancies on the Board in July 2012 as noted below. Current Board members can reapply for these positions. In accordance with the Plan of Representation, “no region will have more than two members on the Board”; this means, we are not able to accept applications from Region 5 (Barron County) since we will have two members from Region 5 (Barron County) on the Board. This information was noted in the notice of intent, the letters that were mailed, and on the WITC Web site.

Category	Incumbent	Region	Gender	Term Expires
1. Employee	Aimee Curtis	Douglas	Female	2012*
2. Employer	Morrie Veilleux	St. Croix	Male	2012*
3. SDA	Jean Serum	Districtwide	Female	2012*

The following important Board appointment dates, an online application, and process information can be found on the 2012 Board Appointment Web site: <http://www.witc.edu/board/appointments.htm>.

Notarized applications are due by 4 p.m. on Wednesday, February 22, to Committee Chair Daryl Standafer, 505 Pine Ridge Drive, Shell Lake, WI 54871. Candidates must be present on Thursday, March 29, at 2:30 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.

Note: The Board Chair recessed the meeting at 10:30 a.m. and reconvened the meeting at 10:40 a.m.

7. Budget Projection Update Presentation

Time was reserved for Steve Decker, Associate Vice President, Finance & Business Services, to present the Board with a FY13 budget projection update. A PowerPoint was utilized during the presentation.

Time was reserved for the Board to respond to the monitoring report as it related to the interpretation of the ENDS statement for the President’s annual evaluation; however, there was no motion/second to accept the report.

Note: Mr. Schultz was excused from the meeting at 10:40 a.m.

8. 2012 TECh (Technical Education Champion) Award Nomination Information

The TECh Award materials were provided for the Board’s information. 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 2012 District Board’s Association meeting in Barneveld. Administration plans to 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 May 1, 2012.

AMBASSADOR PRESENTATIONS

1. WITC Student Ambassador Presentations

Craig Fowler, Vice President Continuing Education/Executive Director, Foundation and Rice Lake Campus Administrator, gave a brief overview of the Ambassador Program and introduced the four 2012 Student Ambassadors who shared stories about their WITC experiences and why they chose a technical college education. The student ambassadors were accompanied by the College Advancement Associates, who coordinated the Ambassador Program at their respective campuses, the Foundation Technician, and the Director, Resource Development/Operations Director for the WITC Foundation. A list of the ambassadors was provided for the Board’s information. A brief question and answer period followed the presentations. A list of questions was provided for Board members to review at the beginning of the Board agenda for use after each presentation. The students were recognized with a plaque and a check from the WITC Foundation after the presentations. The Ambassadors, College Advancement Associates, and Foundation staff joined the Board for lunch once the meeting adjourned.

WITC Student Ambassadors were: Dan Nourse (WITC–Ashland), Debi Mager (WITC–New Richmond), Gladys Montalvo (WITC–Rice Lake), and Derek Burns (WITC–Superior).

Note: Time was reserved for the Board to respond to the monitoring presentations as they related to the interpretation of the ENDS statement for the President’s annual evaluation; however, there was no motion/second to accept the presentations.

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 19, 2012, at 8:30 a.m., at the WITC–Administrative Office in Shell Lake. The Board meeting schedule was provided for the Board’s information.

2. Review/Add Agenda Items

Time was reserved for the Board to add or review agenda items for the next Board meeting. Board agenda items for the regular meeting on **March 19** were listed on the Board’s Monitoring Schedule. Additional agenda items for this meeting were discussed.

*Note: Board members who wish to add additional items to next month’s Board agenda can do so by contacting the Board Chair before **Thursday, March 1, 2012**. This request does not obligate the Board Chairperson to include the item on the agenda. The Board Chair will notify administration of agenda items before the Board book is prepared and copied.*

MEETING EVALUATION

PLUS +	DELTA ^
+ Ambassador presentations were enjoyable!	^
+	^
+	^

Morrie Veilleux moved, seconded by Lori Laberee, to adjourn the meeting. The meeting adjourned at 11:40 a.m.

Respectfully submitted,



Lorraine Laberee
Board Secretary

ko

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

2/9/2012
12:37:12
PM

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2012

The Board is requested to ratify the President's action in entering into a contractual arrangement with the following agencies:

State Designated Indirect Cost Factors:
On Campus = 43.3% Off Campus = 36.45%

*----- ESTIMATED -----
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Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est. Salary/ Fringe Cost	+ Indirect	= Full Cost	Difference +/-
404	Amery High School	Amery High School	Off	6,690.00	-	-	6,690.00	-
	Transcripted Credit courses--1 student in 10106127 2 cr Desktop Publishing and 19 students in 10114125 3 cr. Personal Finance.							
405	Bending Branches	Bending Branches, Osceola, WI	Off	1,220.00	890.00	161.00	1,051.00	169.00
	Project Management and Interpersonal Communications							
406	Northern Clearing Inc	Various	Off	10,147.00	4,250.00	1,367.00	5,617.00	4,530.00
	Employees of Northern Clearing will receive safety training.							
407	Family Forum	WITC Conference Center Room 305	On	390.00	330.00	130.00	460.00	(71.00)
	Pediatric Medic First Aid							
408	Somerset High School	Somerset High School	Off	10,232.00	-	-	10,232.00	-
	Transcripted credit coursework at Somerset High School. 12 students in 3 cr. 10101115 Accounting Principles; 12 students in 1 cr. 10103151 MS Excel; and 14 students in 3 cr. 10307148 ECE: Foundations of ECE							
409	Northwestern Wisconsin Electric Company	Off Campus	Off	1,941.00	850.00	310.00	1,160.00	782.00
	Employees of NWECO will receive American Heart Association Heartsaver First Aid & CPR training. Successful participants will receive documentation of training and certification.							
410	St Croix Tribal Health Center	St. Croix Tribal Health Center	Off	368.00	312.00	81.00	393.00	(25.00)

		Provide CPR for Healthcare Provider recert class from 8am - noon						
411*	Wisconsin DNR	Ladysmith Library	Off	957.00	582.00	167.00	748.00	209.00
		Provide Heartsaver 1st aid/CPR and AED for Adult & child						
412	Mellen High School	Mellen School	Off	681.00	843.00	255.00	1,098.00	(418.00)
		Heartsaver Adult CPR & AED						
413	Solon Springs School District	Solon Springs High School	Off	456.00	-	-	456.00	-
		Transcripted credit course at Solon Springs High School. 1 student in 3 cr. 10101115 Accounting Principles and 1 student in 1 cr. 10103106 MS PowerPoint.						
		New Richmond Campus - Room 215. Total cost of instruction is \$7,178. WAT Grant funds scheduled to reimburse WITC in the amount of \$4,665 at end of grant period. This is the first of four contracts.						
414	Phillips Plastics		On	2,513.00	2,513.00	-	2,513.00	-
		MS Project Basic (January 20 and January 27) MS Project Advanced (February 10 and February 17)						
415	Luck High School	Rice Lake Campus	On	4,052.00	3,434.00	-	3,434.00	618.00
		Deliver a class in Auto Fundamentals B						
416	Hudson High School	Hudson High School	Off	3,400.00	-	-	3,400.00	-
		Transcripted Credit instruction at Hudson HS for 10 students in 3 credits of 10114125 Personal Finance.						
417	Northwest Roofing Company	Northwest Roofing, Chetek	Off	758.00	317.00	103.00	419.00	340.00
		Forklift Training						
		Bad River Health and Wellness Center						
418		Bad River Health & Wellness Center	Off	1,116.00	1,412.00	447.00	1,858.00	(743.00)
		Healthcare Provider CPR Heartsaver CPR & AED						
419	LP Corp	New Richmond Campus	On	2,180.00	1,773.00	-	1,773.00	408.00
		Welding Certification						
420	LCO Tribal Office	LCO Tribal Government building	Off	359.00	158.00	42.00	199.00	160.00

Provide Adult & child CPR/AED for employees.								
421	Christian Community Homes	Christian Community Home - Hudson,WI	Off	725.00	409.00	67.00	476.00	250.00
Provide CBRF Fire Safety class to employees.								
422	LCO Headstart	LCO	Off	747.00	433.00	142.00	575.00	173.00
Provide Pediatric Medic First aid class for Early Headstart parents.								
423	Ashland County Sheriff Dept	Ashland Co. Sherrif's Department	On	1,065.00	1,102.00	310.00	1,412.00	(348.00)
CPR Healthcare Provider-Renewal								
424	CESA 11	On-Line	Off	3,872.00	3,281.00	-	3,281.00	591.00
On-Line Medical Terminology Course for 20 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".								
425	Calumet Specialty Products Partners, L.P.	WITC Superior	On	5,381.00	2,733.00	772.00	3,505.00	1,877.00
Employees of Calumet Specialty Products Partners, L.P. will receive first responder refresher training.								
426	Bad River Lodge & Casino	Bad River Casino	Off	4,147.00	3,575.00	1,304.00	4,879.00	(732.00)
Employees of Bad River Casino will receive customer service training. Upon successful completion, each employee will receive a Certificate of Continuing Education.								
427	LCO Headstart	LCO	Off	352.00	298.00	96.00	394.00	(43.00)
Provide Pediatric Medic First aid class to employees								
428	CESA 11	On-Line	Off	3,872.00	3,281.00	-	3,281.00	591.00
On-Line Medical Terminology Course for 20 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".								
429	Arrowhead Family Dental	Arrowhead Family Dental - Rice Lake	Off	286.00	113.00	42.00	154.00	133.00
Provide CPR for Healthcare Recert class to employees.								
430	Superior School District	Off Campus	Off	807.00	666.00	243.00	908.00	(102.00)

Transportation

Employees of the Superior School District will receive Heartsaver AED recertification and/or Healthcare Provider renewal training. Successful students will receive AHA cards upon completion.

431	Butternut High School	Butternut High School	Off	1,020.00	-	-	1,020.00	-
Transcripted credit course at Butternut High School: 3 students in 3 credit, 10501101 Medical Terminology.								
432	Rice Lake High School	Rice Lake High School	Off	5,840.00	-	-	5,840.00	-
Transcripted Credit courses at Rice Lake High School. 10 students in 2 credit, 10106110 Docuent Formatting; 10 students in 1 credit, 10106181 Keyboarding; 7 students in 1 credit, 10101101D Financial Accounting 1D.								
433	American Heritage Care Center	American Heritage Care Center, Hammond, WI	Off	448.00	186.00	68.00	254.00	195.00
CPR training								
434	Midwest Cable	New Richmond Campus	On	449.00	209.00	67.00	276.00	174.00
Excel training.								
435	Midwest Dental	Midwest Dental, New Richmond, WI	Off	353.00	149.00	55.00	203.00	150.00
CPR training								
436	Osceola EMS	Osceola	Off	987.00	444.00	162.00	606.00	382.00
Practical Skills training								

*** End Of Report ***

* indicates an amended contract


Board Secretary

2-20-12
Date

Resolution No. 12-08

RESOLUTION AUTHORIZING THE ISSUANCE OF
\$3,000,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2012A,
OF WISCONSIN INDIANHEAD TECHNICAL COLLEGE
DISTRICT, WISCONSIN, AND SETTING THE SALE THEREOF

WHEREAS, Wisconsin Indianhead Technical College District, Wisconsin (the "District") is presently in need of \$1,500,000 for the public purpose of financing building remodeling and improvement projects and \$1,500,000 for the public purpose of financing the construction of building additions or enlargements, consisting of an addition on the New Richmond campus; and

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purposes through the issuance of general obligation promissory notes pursuant to the provisions of Section 67.12(12), Wis. Stats.;

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,500,000 for the public purpose of financing building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,500,000 for the public purpose of financing the construction of building additions or enlargements, consisting of an addition on the New Richmond campus; and be it further

RESOLVED, that:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in an aggregate principal amount not to exceed \$3,000,000 (the "Notes"), the proceeds of which shall be used for the purposes specified above in the amounts authorized for those purposes.

Section 2. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of this resolution to be given to the electors of the District by publishing notices thereof in The Ashland Daily Press, the official District newspaper published and having general circulation in the District, which newspaper is found and determined to be likely to give notice to the electors, such notices to be in the forms set forth on Exhibits A and B hereto.

Section 3. Direct Annual Irrepealable Tax. There shall be levied on all the taxable property of the District a direct, annual, irrepealable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof.

Section 4. Sale of Notes. The Notes shall be offered for public sale in accordance with the Official Terms of Offering attached to this resolution. The District Secretary shall cause notice of the sale of the Notes to be disseminated in such manner and at such times as the Secretary may determine and shall cause copies of the Official Terms of Offering and other pertinent data to be forwarded to prospective bidders. At its meeting on April 16, 2012, the District Board shall consider such bids as may have been received and take action thereon.

Section 5. Official Statement. The District Secretary shall cause an Official Statement concerning this issue to be prepared by the District's financial advisor, Springsted Incorporated. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Adopted this 20th day of February, 2012.


Chairperson

Attest:


Secretary

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Wisconsin Indianhead Technical College
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on February 20, 2012, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,500,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

A copy of said Resolution is on file in the Administrative Office, 505 Pine Ridge Drive, Shell Lake, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit said Resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5, Wis. Stats., requesting a referendum thereon at a special election.

Dated February 20, 2012.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT B

NOTICE

TO THE ELECTORS OF:

Wisconsin Indianhead Technical College
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on February 20, 2012, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,500,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the construction of building additions or enlargements, consisting of an addition on the New Richmond campus.

A copy of said Resolution is on file in the Administrative Office, 505 Pine Ridge Drive, Shell Lake, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

Dated February 20, 2012.

BY ORDER OF THE DISTRICT BOARD

District Secretary