

Wisconsin Indianhead Technical College
Board Proceedings
March 15, 2010

A regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, March 15, 2010, at 8:30 a.m., at the WITC-Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, Wisconsin 54871.

CALL TO ORDER AND ROLL CALL

Chairperson, James Beistle, called the meeting to order at 8:30 a.m. with the following Board members present: James Beistle, Marc Christianson, Thomas Gordon, Sr., Lorraine C. Laberee, Carolyn Milbrath, Dan Olson, James Schultz, and Susan Wojtkiewicz. *Hal Helwig provided notice that he would not be in attendance at this meeting.*

The following WITC employees were in attendance: Craig Fowler, Cindy King, Jennifer Kunselman, Kathy Maas, Bob Meyer, Kim Olson, and John Will. Charles Carlson of Gallup, Inc. was also present for a portion of this meeting.

OPEN MEETING

Kim Olson, Administrative Assistant to the President, read the following open-meeting statement: "The March 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 March 12 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. Lori Laberee moved, seconded by Thomas Gordon, Sr., to approve the agenda. Upon a unanimous vote, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT

The Audience Recognition Board policy (II.M.) was included in the Board book.

EXECUTIVE SESSION

Chair, James Beistle, requested a motion for the Board to adjourn into executive session under the provisions of Wisconsin Statute §19.85 (1)(c) for the purpose of considering 2010-2011 Compensation of Non-Union Employees.

Thomas Gordon, Sr. moved, seconded by Marc Christianson, to go into executive session in accordance with Wisconsin Statute §19.85 (1)(c) for the purpose of considering 2010-2011 Compensation of Non-Union Employees. Chair Beistle announced the motion. Upon a roll-call vote, all members present voted yes (8-0); motion carried.

Chairperson, James Beistle, called the executive session to order at 8:34 a.m. with the following Board members present: James Beistle, Marc Christianson, Thomas Gordon, Sr., Lorraine C. Laberee, Carolyn Milbrath, Dan Olson, James Schultz, and Susan Wojtkiewicz. *Hal Helwig, provided notice that he would not be in attendance at this meeting.*

Bob Meyer, John Will, and Charles Carlson of Gallup, Inc. were in attendance. Kim Olson was excused at 8:35 a.m. (after the February 15, 2010 executive meeting minutes were approved).

Approval of the February 15, 2010, Executive Meeting Minutes

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

Thomas Gordon, Sr. moved, seconded by James Schultz, 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 10:15 a.m.

The chair called for a short recess at 10:15 a.m. and reconvened the meeting at 10:25 a.m.

OPEN SESSION RECONVENED

MEETING MINUTES

Chair Beistle announced that as there were no corrections, the February 15, 2010, regular meeting minutes are approved as printed. *Note: Last month's signed list of contracts was attached to the official regular minutes.*

CONSENT AGENDA:

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

1. Personnel:

Note: There were no personnel items this month.

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 February 28, 2010, was approved. As requested, a second report was provided to include last year's actual amounts. The Board would like administration to use the new format in the future.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 102345 through 103197, and electronic transfer payments totaling \$4,301,524, were approved.

5. Bids/Purchases

Architectural Design Services Request for Proposal (RFP) – Collegewide: The Board approved a proposal for the architectural design services contract from SDS Architects of Eau Claire, WI, for a three-year contract with two optional one-year extensions for the College's architectural design services. SDS's contract would begin for all projects starting after April 1, 2010. The Architectural Design proposals were evaluated using a Request for Proposal (RFP) process. Proposals were received from 11 companies and SDS Architects scored the highest by the review committee. The table summarizing the scoring was included in the Board book.

Ms. Wojtkiewicz inquired about the need to have more of a qualifications-based selection process as it is hard to quantify costs. In the future, this item will be brought back under Correspondence and Information for discussion. President Meyer shared that based on the current economic situation he felt cost should be a consideration.

6. Contracting Rates 2010-11

The Board approved the contracting rates that were provided for fiscal year 2010-11. The proposed 2010-11 changes included modifying the rate structure from a flat fee to a fee that is tied to WITC's faculty salary schedule. The markup on this rate will increase to be more consistent with the pricing of other technical colleges.

OTHER ITEMS REQUIRING BOARD ACTION

1. Announcements and/or Action from Executive Session

Board Chair announced that there was discussion on compensation for non-represented employees; however, no action was taken.

2. Approval of Updated Bank Depositories Listing

A WITC Public Depository listing was provided showing that Anchor Bank was recently acquired by RCU-New Richmond. Thomas Gordon, Sr. noted for the record that he is a member of Chippewa Valley Bank's Board of Directors.

Lori Laberee moved, seconded by Thomas Gordon, Sr., to approve the revised WITC Public Depository Listing as presented. Upon a unanimous vote of all members present; motion carried.

INFORMATION REPORTS

1. FTE and Enrollment Report

Jennifer Kunselman, Research and Planning Coordinator, provided the Board with a *College FTE Report* (through February 2010 as compared to this time last year) and a *Spring 2010 Enrollment Summary Report* in the Board book. Our collegewide total FTE is up 8.22 percent as compared to this time last year. A handout on *Wisconsin Employment Statistics Compared to WITC FTE (1980 - 2010)* and a *Local Area Unemployment Statistics (December 2009)* handout were provided at the meeting. It was noted that when unemployment is up, our FTE is up.

Craig Fowler, Vice President, Continuing Education/Executive Director, Foundation, and Rice Lake Campus Administrator, and Cindy King, Director of Curriculum, were in attendance during the presentation to answer any questions. Mr. Fowler announced that WITC is number 2 in the state, second only to Madison, in Fire Safety courses. In addition, we offer Motorcycle Safety training and do a lot of contract training for business and industry. Some of our courses were not coded correctly with the state (wrong classification); therefore, seniors will no longer be able to take courses for a \$4 fee. Ms. Kunselman was commended for her report.

2. Marketing Initiatives Report

Kathy Maas, Director of Marketing and Recruitment, provided the Board with an update on the marketing initiatives that took place this year. It was noted that our marketing goals align with our strategic goals. The presentation included an overview of WITC marketing initiatives and data from the Media Preferences Survey conducted in the fall of 2009. The survey results provided critical information for cost-effective marketing and recruitment. There was also a report on how the College is using social media as well as traffic and trends at witc.edu. A copy of the presentation was provided in the Board book.

Ms. Maas announced that WITC-New Richmond student, Dustin Wolvert, was this year's winner for the Futurefest Student Video Contest. She will provide the student's video link to Ms. Olson to forward to the Board. It was suggested the student be invited to the April 19 Board meeting that is scheduled at the New Richmond Campus. The Spring 2010 *Career Impact* issue will be printed on recycled paper for the first time. President Meyer and Mr. Will commended Ms. Maas for her work. Ms. Maas received a round of applause.

3. WITC Employee Evaluation Process Report

The Board requested that the report on the current WITC employee performance evaluation process be given at the April 19 Board meeting.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

Chair Beistle attended the National Legislative Summit in March with President Meyer and provided a briefing sheet on *ACCT's 2010 Community College Federal Legislative Priorities*. He noted that the legislative goals and priorities match very closely to Wisconsin's goals and priorities.

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.

A. **ACCT Call for Presentations**

The Association of Community College Trustees has announced its call for presentations for the 41st Annual Leadership Congress, which is scheduled on October 20-23, 2010. Information from ACCT was provided in the Board book for the Board's consideration. The deadline for presentations is April 30, 2010.

Ms. Wojtkiewicz suggested that the Board consider giving a presentation on the lessons learned in the process of hiring the new CEO, the presidential search process, as well as transitioning from a long-time president. Ms. Wojtkiewicz will write up a draft for Board's consideration at the April Board meeting.

B. **ACCT Passport Information**

Chair Beistle announced that passport information for the ACCT Congress in October was provided in the Board packet.

3. Monitoring Schedule

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

4. District Recommendations for 2010-2011 Association Officers

Time was reserved for the Board to provide recommendations for the 2010-2011 District Boards Association Officers.

Thomas Gordon, Sr. moved, seconded by Susan Wojtkiewicz, to nominate the following officers who are currently serving in their first term and who have expressed an interest in being nominated again this year: President - Jean Trempe, Vice President - Patrick Costello, and Secretary/Treasurer - Russell Moyer. Upon a unanimous vote of all members present; motion carried. Ms. Olson will submit the Board's nominations to the District Boards Association by April 1, 2010.

5. President's Evaluation Process Update

Time was reserved for an update from the Board subgroup on the process for this year's President's evaluation.

Carolyn Milbrath worked with Susan Wojtkiewicz and Bob Meyer (ExOfficio) on the President's Evaluation subgroup. The subgroup's recommendation is to do an external and internal evaluation for President Meyer this year (two samples were provided at the meeting). The evaluation should be clear, succinct, and not too long. Getting the information into a web-based survey tool will be a work in progress for the future.

Ms. Milbrath welcomed the Board's feedback within the next 10 days (she will send the Board an e-mail reminder). Ms. Wojtkiewicz asked Ms. Olson to provide the subgroup with the Presidential Profile that was used during the Presidential Search. The new subgroup will bring the surveys back to the April Board meeting for approval.

In addition, Ms. Milbrath recommended creating a written process for the evaluation so that the Board has something in place next year to include stakeholders and timelines. Ms. Milbrath, Ms. Wojtkiewicz, and Mr. Schultz volunteered to work on this process by way of phone conferences. The evaluation will take place in June, as scheduled on the Monitoring Schedule.

The Board Chair requested a recess at 12:10 p.m. The Board reconvened the meeting at 12:15 p.m. (working lunch).

6. President's Updates

Time was reserved for the following updates:

A. **Financial Forecast Model Update**

John Will, Vice President, Administrative Services, provided an updated forecast model of WITC's financial position for 2010-11 through 2014-15. This forecast model highlighted the impact of tax levy changes for the college. Two financial forecasts and two bar graphs were provided at the meeting. A levy increase of 2.8% was suggested. Mr. Will noted that he could bring the publication document to the April meeting for approval.

B. **Board Appointment Update**

President Meyer noted the public hearing/committee meeting is scheduled on Wednesday, April 14, at 10 a.m., at the WITC-Administrative Office in Shell Lake. There was an applicant for every position. All applicants must be present and have two letters of recommendation before being interviewed.

C. **New Richmond Building Project Update**

Mr. Will provided an update on the New Richmond Campus addition. A second estimate from our construction manager is being done and it is probable that it will come in at budget. Bids will be presented at the meeting; however, they won't be in the Board book or available as early as they have been in the past.

D. Update on Washington, D.C., Proposals and March 25 Visits

Revised proposals (and talking points) for New Richmond and Rice Lake were provided. Administration will provide this information to legislators (Obey, Kohl, Kind, and Feingold) on March 25, 2010, during the Washington, D.C. visits that have been scheduled.

E. Board Involvement Update

A revised *Board Involvement* document and a revised *WITC Foundation Special Events* calendar were provided for the Board's information. The updated items have been highlighted.

F. Emerging Issues Committee Update

President Meyer provided a brief update on the Emerging Issues Committee's plans to review the next Strategic Planning process at their meeting on Wednesday, March 31, at the WITC-Administrative Office in Shell Lake. A draft timeline for the next Strategic Planning process was provided. It was noted that forums for the next cycle would have to start the fall of 2010 in order to implement a new Strategic Plan July 1, 2012. President Meyer invited interested Board members to attend the March 31 meeting to give input on the next Strategic Planning process. It was noted this meeting is a joint Quality Improvement Steering Committee meeting and the Board will receive further information on the meeting time.

G. WITC-Ashland Signage Update

President Meyer provided a WITC-Ashland signage update, noting that Steve Bitzer, Vice President-Student Affairs and Ashland Campus Administrator, confirmed that the City does plan to replace the WITC-Ashland signage once the Wisconsin Department of Transportation has approved it.

H. Update on WITC Student Forums

President Meyer updated the Board on the WITC student forums/schedule. On February 4, a forum was held at the Superior Campus and approximately 63 students attended. Students received updates on the textbook affordability initiative, Emerging Issues Committee, and an overview of the Community College Survey of Student Engagement (CCSSE). Students were also given an opportunity to provide feedback on student-related matters. The remaining student forum schedule is as follows:

- **New Richmond:** Tuesday, March 30; 12:30 – 1:20 p.m. and 1:30 – 2:20 p.m.
- **Ashland:** Thursday, April 8; 11:30 a.m. – 12:20 p.m. and 12:30 – 1:20 p.m.
- **Rice Lake:** Tuesday, April 13; 11:30 a.m. – 12:20 p.m. and 1:30 – 2:20 p.m.

Board members were invited to attend these student forums.

I. Update on TECh Award

As requested by the District Boards Association, nominations are being requested for the 2010 Technical Education Champion (TECh) Award. The TECh Award recognizes an individual or organization for outstanding contributions to a local technical college district and/or the Technical College System.

Kathy Maas, Director of Marketing, is in the process of obtaining a final nomination for the Board's consideration at the April 19 WITC Board meeting. Specific criteria must be met, and a nomination letter is due to the District Boards Association by May 1.

J. Board Resources Update

The Board has special access to Board Resources that are available for their use. A copy of the *Resources for WITC Board of Trustees* Web page was provided in the Board packet. Information on how to access this information was provided at the Board meeting. Ms. Olson noted that Open Meetings Law, Public Records Law, and the Board Orientation materials were recently added to the site.

K. Update on February 17 Collegewide Inservice

Time was reserved for President Meyer to update the Board on the February 17 Collegewide Inservice that was held at the Rice Lake Campus. There were approximately 452 participants, and the inservice focused on Academic Quality Improvement Program (AQIP) projects.

7. Annual Review of Board Expenses/Board Budget Approval

As of March 1, 2010, Board expenses were 73 percent of the budgeted amount. Based on prior year and current year, administration provided a Board budget totaling \$88,000 for fiscal year 2011. A year-to-date three-year summary of expenses was provided.

8. Discrimination Notification

Mr. Will briefed the Board on a racial discrimination complaint filed by a student against an instructor.

9. Board Member Attendance at WITC Commencement on May 14, 2010

Time was reserved for the Board to determine who will attend WITC commencements on Friday, May 14. It was decided that Thomas Gordon, Sr. will attend at Ashland, Carolyn Milbrath will attend at New Richmond, James Beistle will attend at Rice Lake, and Dan Olson will attend at Superior. A handout with more details on each Campus commencement was provided at the meeting. Mr. Olson will need a cap and gown.

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, April 19, 2010, beginning at 8:30 a.m., at the WITC-New Richmond Campus.

2. Review/Add Agenda Items

Time was reserved for the Board to add or review agenda items for the April regular Board meeting. In April the Board plans to receive a Foundation update, an update from the District Boards Association, a recommendation for the TECh Award, and will review the monitoring schedule for 2010 - 2011 to be approved at the annual Board meeting in July. Other agenda items include the Management Compensation Plan and the tax levy.

Note: Board members who wish to add additional items to next month's Board agenda can do so by contacting the Board Chair before April 5, 2010. This request does not obligate the Board Chair to include the item on the agenda. The Board Chair will notify administration before the Board book is prepared and copied.

MEETING EVALUATION

PLUS +	DELTA ^
+ The two reports were excellent + John did a good job on the budget + Good job on compensation report + Reports have gotten better - staff are coming in prepared to give the Board the highlights	^ ^ ^

Thomas Gordon, Sr. moved, seconded by Susan Wojtkiewicz, to adjourn the meeting. The meeting adjourned at 1:12 p.m.

Respectfully submitted,



Lorraine Laberee
Board Secretary

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Note: A Board luncheon followed the Board meeting; however, no action was taken. Due to the late meeting time, the new Board member orientation for Dan Olson did not occur. Mr. Olson reviewed the orientation booklet and as time permits is open to discussion at a future meeting.

2/26/10
9:33:15

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	
375	POLK COUNTY SHERIFF DEPT PROFESSIONAL COMMUNICATION	POLK COUNTY SHERIFF DEPT	Off	8,566.00	1,077.85	.00	1,077.85	7,488.15
376	ST. CROIX SHERIFF DEPT AIS SHOOT DON'T SHOOT	ST. CROIX COUNTY SHERIFF DEPT	Off	8,566.00	765.50	.00	765.50	7,800.50
377	DOUGLAS ERICKSON, DDS AHA HEALTHCARE PROVIDER CPR TRAINING	OFF CAMPUS	Off	413.00	108.54	.00	108.54	304.46
378	NORTHWIRE CPR TRAINING	NORTHWIRE - OSCEOLA, WI	Off	463.00	188.62	.00	188.62	274.38
379	NEWPAGE CORPORATION MACHINE TOOL LATHE AND MILLING TRAINING	WITC SUPERIOR ROOM 119	On	4,605.00	1,759.34	.00	1,759.34	2,845.66
380	AMERY HIGH SCHOOL TRANSCRIPTED CREDIT COURSEWORK	AMERY HIGH SCHOOL	Off	20,073.00	20,073.20	.00	20,073.20	.20-
381	ACTION BATTERY HEARTSAVER FIRST AID/BLOOD BORNE PATHOGENS	ACTION BATTERY - SOMERSET	Off	8,566.00	397.39	.00	397.39	8,168.61
382	RICE LAKE SCHOOL DISTRICT FRANKLIN COVEY WORKSHOP: WHAT MATTERS MOST	RICE LAKE CAMPUS	On	8,194.00	250.00	.00	250.00	7,944.00
383	PRESCOTT FIRE/AMBULANCE HAZMAT OPERATIONS REFRESHER COURSE	PRESCOTT FIRE/AMBULANCE	Off	8,566.00	350.00	.00	350.00	8,216.00
384	LADYSMITH HIGH SCHOOL TRANSCRIPTED CREDIT COURSEWORK	LADYSMITH HIGH SCHOOL	Off	7,727.00	7,727.30	.00	7,727.30	.30-
385	CUMBERLAND HIGH SCHOOL TRANSCRIPTED CREDIT COURSEWORK	CUMBERLAND HIGH SCHOOL	Off	4,752.00	4,752.40	.00	4,752.40	.40-
386	FEDERAL FOAM PERFORMANCE MANAGEMENT TRAINING	WITC - NEW RICHMOND CAMPUS	On	2,752.00	1,276.28	.00	1,276.28	1,475.72
387	RICE LAKE HIGH SCHOOL TRANSCRIPTED CREDIT COURSEWORK	RICE LAKE HIGH SCHOOL	Off	7,449.00	7,448.80	.00	7,448.80	.20
388	CLEAR LAKE POLICE DEPT AIS SHOOT DON'T SHOOT	CLEAR LAKE POLICE DEPT	Off	320.00	278.00	.00	278.00	42.00
389	NORTH HUDSON POLICE DEPT AIS SHOOT DON'T SHOOT	HUDSON POLICE DEPT	Off	160.00	139.00	.00	139.00	21.00
390	HUDSON HIGH SCHOOL TRANSCRIPTED CREDIT FOR WELDING	HUDSON HIGH SCHOOL	Off	6,006.00	6,006.00	.00	6,006.00	.00
391	BALDWIN-WOODVILLE HIGH SC TRANSCRIPTED CREDIT COURSEWORK	BALWIN-WOODVILLE HIGH SCHOOL	Off	2,530.00	2,529.60	.00	2,529.60	.40

*** END OF REPORT ***

Suzanne Peberce
Board Secretary

3-15-2010
Date

Exhibit 2