

Wisconsin Indianhead Technical College
Board Proceedings
April 15, 2013

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, April 15, 2013, at 8:30 a.m., at the WITC–New Richmond Campus, located at 1019 South Knowles Avenue, New Richmond, WI 54017.

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, Aimee Curtis, Lorraine C. Laberee, David Minor, Jean Serum, Morrie Veilleux, and Eileen Yeakley. *Chris Fitzgerald 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 Bitzer, Steve Decker, Joe Huftel, Beth Lyden, Bob Meyer, Kim Olson, and Cher Vink. Russ Korpela of Momentum West, Senator Sheila Harsdorf, Representative Dean Knudson, Representative John Murtha, and Deputy District Director for U.S. Congressman Sean Duffy, Jesse Garza, were also present during a portion of this meeting. *Note: Representative Erik Severson of Star Prairie was invited but was unable to attend.*

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The April 15, 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 April 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 Minor reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology. Morrie Veilleux moved, seconded by Eileen Yeakley, 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

Joe Huftel, Vice President, Instructional Technology and New Richmond Campus Administrator, welcomed the Board. Some of the updates included ending a two-year lease agreement with New Richmond schools, changes in Student Affairs leadership at the New Richmond Campus, the Stillwater bridge project, graduating the first Human Services Associate class, meetings with Chippewa Valley Technical College (CVTC) and their vision and programming plan for the CVTC–River Falls Campus. President Meyer requested that someone from WITC attend CVTC's upcoming listening sessions. Other information included brief updates on safety, the WILM consortium, and technology.

EXECUTIVE SESSION

Chair, David Minor, requested a motion for the Board to adjourn into executive session under the provisions of Wisconsin Statutes §19.85(1)(c)(e)(f) and §118.22 for the purpose of considering a Final Notice of Non-Renewal of Personnel for 2013–2014 Certification, a Preliminary Notice of Non-Renewal of a Manager Contract, a Final Notice of Non-Renewal of Manager Contracts, a Final Notice of Non-Renewal of a Teacher Contract, Bargaining Strategies, and Consideration of Employment, Promotion, Compensation, and Performance Evaluations.

Jean Serum moved, seconded by Lori Laberee, to go into executive session in accordance with Wisconsin Statutes §19.85(1)(c)(e)(f) and §118.22 for the purposes noted in the preceding paragraph. Chair Minor announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

Chairperson, David Minor, called the executive session to order at 8:42 a.m. with the following Board members present: James Beistle, Aimee Curtis, Lorraine C. Laberee, David Minor, Jean Serum, Morrie Veilleux, and Eileen Yeakley. *Chris Fitzgerald and James Schultz provided notice that they 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 March 18, 2013, Executive Meeting Minutes

Lori Laberee moved, seconded by Aimee Curtis, to approve the executive meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.

Eileen Yeakley 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; motion carried (7-0) and the executive session adjourned at 8:58 a.m.

OPEN SESSION RECONVENED

MEETING MINUTES

1. Approval of the March 18, 2013, Regular Meeting Minutes

Lori Laberee moved, seconded by Aimee Curtis, to approve the March 18, 2013, regular meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. *Note: The signed list of contracts and resolutions from the March meeting were attached to the official minutes.*

2. Approval of the April 5, 2013, Special Meeting Minutes

Eileen Yeakley moved, seconded by James Beistle, to approve the April 5, 2013, special meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.

CONSENT AGENDA

Chairperson Minor asked if there were any items to be pulled off the consent agenda and acted on separately; however, there were none. Lori Laberee moved, seconded by Eileen Yeakley, to approve the consent agenda. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

1. Personnel:

- A. **Retirement:** Pamela Kalla, Financial Aid Assistant, Rice Lake; Office and Technical Support; effective June 28, 2013.
- B. **Retirement:** Kathleen Ritchie, Office Support Specialist Instructor, Rice Lake; Faculty; effective June 30, 2013.
- C. **Retirement:** Barbara Sommerfeld, Manager, Enrollment Services, Rice Lake; Manager; effective October 4, 2013.

President Meyer noted that Ms. Kalla will have served 17 years, Ms. Ritchie will have served 26 years, and Ms. Sommerfeld will have served 35 when they retire. Appreciation was given for their 78 total years of service to the College.

2. Contracts

The listing of contracts was approved (attached).

3. Financial/Cash Position Report

The College's Financial and Cash Position Report, as of March 31, 2013, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 137678 through 138270 and electronic transfer payments totaling \$5,071,432 were approved.

5. Bids/Purchases

Mr. Decker reviewed the following bids/purchases.

- A. **Community Area Network (CAN) Hardware – Collegewide:** The Board approved a purchase that was made of network hardware for the CAN project in the total amount of \$97,777 from Heartland Business Systems of Little Chute, WI. The budgeted amount for this equipment was \$75,000. The Information Technology division used savings from other budgeted equipment to afford this overage. This equipment is for the fiber optic telecommunication system for use by public entities in the Superior area. The WITC Board approved the CAN agreement at its October 2012 meeting. This network has great capacity to provide digital communication services among participating member users, as well as improved Internet services.
- B. **Remodeling Change Orders – Superior:** The Board gave approval of Change Orders G-01 and G-02 by SDS Architects in the total amount of \$37,193 for Project #1311 at the Superior Campus. These change orders included the additional expenses for roofing portion of the remodel project and the tax savings related to direct purchases for the full remodel project at the Superior Campus. A financial summary was provided for the Board’s review.
- C. **WiscNet Network Annual Fee – Collegewide:** The Board approved payment to WiscNet in the amount of \$31,990 for WITC’s annual membership and services fee. WiscNet is a research and education consortium whose ultimate goal is to empower members to use the full power of the network to enhance instruction, research, and public service across the state. Membership includes most of Wisconsin's colleges and universities, around 75 percent of the state's K-12 school districts, most library systems, the State of Wisconsin, many local and municipal governments, hospitals, and several non-profit affiliated organizations.

OTHER ITEMS REQUIRING BOARD ACTION

1. Announcements and/or Action from Executive Session

Board Chair Minor announced that the Board approved executive session items 1-5.

2. Approval of Faculty and Manager Intent to Renew

Board approval was requested for the issuance of 2013-2014 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 included for the Board’s information.

Jean Serum moved, seconded by Aimee Curtis, to approve the issuance of 2013-2014 intent to employ letters to faculty and managers as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

3. Approval of Resolution 13-10, Authorizing the Issuance of \$2,020,000 General Obligation Promissory Notes, Series 2013A of the Wisconsin Indianhead Technical College District, Wisconsin, and Setting the Sale Thereof

Mr. Decker recommended approval of Resolution 13-10 (attached), which was presented to the Board with the intent to borrow \$1,500,000 for the building remodeling at the Ashland and Superior Campuses, \$100,000 for the Ashland Campus cold storage addition, and \$420,000 for site improvements to include parking lots replacement and seal coating at all WITC locations. Bids will be presented to the Board at the May 20th meeting for their consideration. *Recommendations for WITC District Shell Lake, Wisconsin \$2,020,000 General Obligation Promissory Notes, Series 2013A* was provided as additional supporting documentation. This authorization will be published within 10 days following the Board meeting.

The borrowing will be as follows:

Remodeling	\$1,500,000
Site Improvements	\$ 420,000
Addition	<u>\$ 100,000</u>
Total	\$2,020,000

Morrie Veilleux moved, seconded by Jean Serum, to approve Resolution 13-10, Authorizing the Issuance of \$2,020,000 General Obligation Promissory Notes, Series 2013A 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; motion carried (7-0).

4. Approval of Resolution 13-11, Petition Wisconsin Technical College System (WTCS) Board Requesting Approval for the Remodeling Projects at the WITC-Rice Lake Campus
Resolution 13-11 (attached) was provided for the Board's review. Mr. Decker requested Board approval to submit a Request for Approval to the WTCS Board for the three Rice Lake Campus facility projects. The projects included a science lab project, a Learning Resource Center (LRC) project that includes putting up some testing rooms, building of a simulated jail cell in the masonry lab, and an allowance for miscellaneous paint and carpet upgrades. WTCS Board approval is required per Wisconsin statutes. The WITC Board is authorized to act on bids after the WTCS Board acts on the Request for Approval. Mr. Decker presented at PowerPoint with details related to these projects at the meeting.

Eileen Yeakley moved, seconded by Lori Laberee, to approve Resolution 13-11, Petition Wisconsin Technical College System (WTCS) Board Requesting Approval for the Remodeling Projects at the WITC-Rice Lake Campus as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

5. Approval of Revised Administrative Policy J-128 - Adult and Continuing Education Aidable and Non-Aidable Course Fees
The course fee amount of \$122.20 per credit for adult and continuing education for 2013-14 and an out-of-state tuition fee of \$183.30 per credit, show an increase of 4.5 percent that has been approved by the Wisconsin Technical College System State Board. In addition, the minimum vocational adult nonaidable course fee, which is set by WITC, will increase to \$165 per credit for 2013-14. This is an increase of \$5 per credit. Updated memorandum addendums to this policy (Motorcycle Rider Training Fees and Fees for Group Dynamics, Multiple Offender and Traffic Safety Programs) were issued by Wisconsin Technical College System and provided for the Board's review, and Mr. Decker requested final approval of the revised policy.

Morrie Veilleux moved, seconded by Aimee Curtis, to approve Administrative Policy J-128 - Adult and Continuing Education Aidable and Non-Aidable Course Fees as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

6. Approval of Revised Administrative Policy J-242 - Student Fees
The State Board has established a student fee rate for 2013-14. The program fee has been increased to \$122.20 per credit, and an out-of-state tuition fee of \$183.30 per credit. Both increases are an increase of 4.5 percent. The state changes have been incorporated into the policy. An additional change includes deleting the contract for payment processing fee. Mr. Decker recommended final Board approval of the policy.

Lori Laberee moved, seconded by Eileen Yeakley, to approve revised Administrative Policy J-242 - Student Fees as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

7. Request for Action on Board's Budget Reduction Recommendation
There was a request to add this March Board item back on the April Board agenda for action. At the March meeting, administration thought there was consensus to reduce the Board's budget next year by 5% to align with what the divisions were being asked to do with their budgets. A formal vote was requested on the 5% reduction (\$3,833) of the Board's budget. A Board member requested that administration inform the Board when they have utilized 50% of their budget. Board members were reminded to submit their expenses each month. Some cost-saving ideas were generated; however, Mr. Decker suggested that he work with the Board Treasurer and Board Chair on the Board priorities.

Lori Laberee moved, seconded by Morrie Veilleux, to approve a 5% reduction on the Board's 2013-2014 budget as requested. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

INFORMATION REPORT SUMMARY

1. Annual Marketing Initiatives Report by Beth Lyden

Steve Bitzer, Vice President, Student Affairs and Ashland Campus Administrator, introduced Beth Lyden, Director, Marketing & Recruitment, who provided the Board with an update on current marketing and recruitment initiatives. The update also included an overview of the recent WTCS "High School Influencer Perceptions Study" conducted for WTCS by Applesseed Consumer Insight. Ms. Lyden also shared some of the things she's been doing in the first few months of being with WITC. A copy of the PowerPoint presentation was provided. There was time for questions and answers during and after the report.

Ms. Curtis will forward the flyer she received that could generate ideas to market WITC's affordability. President Meyer circulated the April/May issue of the *Positively Superior* magazine. The Superior Chamber of Commerce is holding a community event in late August in the WITC-Superior parking lot to highlight our manufacturers.

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

2. Momentum West Update by Russ Korpela

Mr. Huftel introduced Russ Korpela, new Director of Momentum West. Mr. Korpela provided an overview of Momentum West and its role in economic development. He has an office at WITC-New Richmond a couple of days a week. A PowerPoint presentation was provided at the meeting.

The Board Chair moved to the Legislative Updates agenda item.

3. WTCS Budget Update by Morna Foy

Morna Foy, WTCS President, provided a WTCS Budget Update for the Board. She also shared information on Dual Credit Day that is scheduled on April 30, clarified what the "30 core credits" means to those who take an associate degree or bachelor's degree, and talked about her WTCS priorities.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

A. Annual Higher Learning Commission Meeting

Chair Minor and President Meyer attended the Higher Learning Commission's *Program for Presidents and Board Members* on Sunday, April 7. A copy of the agenda was provided for the Board's information. Members of WITC's staff were selected to present sessions at the 2013 Higher Learning Commission Annual meeting. Leslie Bleskachek, Academic Dean, was joined by other peer reviewers to discuss *Writing Quality Annual Updates for AQIP Action Projects*. Ellen Riely Hauser, Associate Vice President, Institutional Effectiveness; Steve Miller, Industrial Maintenance Faculty; and Diane Vertin, Vice President, Academic Affairs, presented *Efficiency & Effectiveness of Academic Programs - Can they Coexist?*, which shared WITC's Academic Program Review and Program Viability processes and the connection between the two. A group photo of the attendees and a photo of the presenters were added to the *Board of Trustees - Board Photos Connection*.

B. Workforce Paradox Conference Update

Chair Minor and President Meyer (and other WITC staff) attended the Workforce Paradox Conference on March 21, in Wauwatosa, WI. A copy of the agenda was provided.

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

Time was reserved to review and update the *Board Monitoring Schedule* as needed. Ms. Olson noted that administration had no recommended changes to the schedule.

B. Review Monitoring Schedule for Next Fiscal Year (FY14) for Approval in July

Time was reserved for the Board to review the Monitoring Schedule for FY14. Board members were requested to review the schedule for any additional recommended changes, other than those recommended in red text by administration. The schedule will be brought to the annual organizational meeting in July for final approval.

4. President's Updates:

President Meyer provided updates on the following items:

A. Vice President, Academic Affairs and Superior Campus Administrator Search Update

The Board was updated on the Vice President, Academic Affairs and Superior Campus Administrator search process. The Screening Committee membership and a copy of the vacancy posting were provided for the Board's information.

B. Board Contact Information Update

The Board's WITC e-mail addresses and a phone number for the Board Chair have been added to the WITC Board Web page. Ms. Olson noted that we are currently in the process of setting up a voicemail extension for the Board Chair so that calls for the Chair are automatically routed and transcribed to the Chair's WITC e-mail.

C. Technology Update

The server maintenance that is scheduled by the Data Center on the third Sunday of each month will remain in place. Ms. Olson noted that changing the date would create a timing issue on some sensitive security patches Microsoft may put out.

D. UW Colleges and UW-Extension 2012 Annual Report

A link was provided to the new online 2012 Annual Report, which illustrated how the UW Colleges and UW-Extension are "Transforming Lives & Communities" in Wisconsin. A copy of an e-mail from Ray Cross, University of Wisconsin Colleges and University of Wisconsin -Extension Chancellor was also provided.

E. Cumberland School District Outreach Update

President Meyer, OEM President and WTCS Board President Mark Tyler, and Nexen Vice President of Human Resources, Dan Conroy, presented on March 25 at a dinner and a Cumberland Community Forum (Student/Parent's night). A link was provided to a folder that contained the three PowerPoints that were used for the presentations. There were approximately 53 members of the community at the dinner, and 28 parents with their students in attendance at the forum.

F. Listening Sessions – Superior and Ladysmith Updates

President Meyer conducted staff and student listening sessions on April 3 in Superior, and on April 4 in Ladysmith.

G. Presentation to U.S. Senator Ron Johnson Update

President Meyer and Dan Conroy presented information on Gold Collar Careers on April 3 in Shell Lake for visiting U.S. Senator Ron Johnson. The PowerPoint that was used was similar to what was used in Cumberland on March 25. Senator Johnson is interested in technical education and Gold Collar Careers.

H. WACTE Conference and 2013 President's Award Updates

President Meyer facilitated a panel of the WTCS Presidents at the Wisconsin Association for Career and Technical Education (WACTE) Conference on April 11 in Middleton, WI, at which time he was also honored with the 2013 WACTE President's Award that he shared with the Board at the meeting. A copy of the WACTE agenda was provided.

I. Approval of the 2013 Technical Education Champion (TECh) Award Nomination Recommendation

As requested by the District Boards Association, nominations are being requested for the 2013 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. The TECh Award information was provided for the Board. Specific criteria must be met and a nomination cover form is due to the District Boards Association by May 1. This year's award is scheduled for presentation at the summer 2013 District Board's Association meeting in Rice Lake.

Administration recommended Al Klapmeier, CEO of Kestrel Aircraft, for this year's TECh Award nomination for the Board's consideration. Mr. Klapmeier was selected for this nomination because he was instrumental in the development of WITC's new Composite Technology program. Development of this program was supported by a Wisconsin Covenant Grant and shows an excellent example of the private sector and the Wisconsin Technical College System working together to meet the community's need for well-paid and highly skilled workers. An article on Kestrel from the *Superior Telegram* was also included in the Board book. President Meyer also provided an article from *Positively Superior* entitled "Cutting-Edge Corporations Value Skills WITC Provides for Current and Future Jobs" at the meeting.

James Beistle moved, seconded by Aimee Curtis, to move forward the nomination of Mr. Al Klapmeier for this year's TECh Award. Upon a unanimous vote of all members present, motion carried. Ms. Olson will submit the paperwork on behalf of the Board.

President Meyer announced that Jack Haines (WITC-Rice Lake) was awarded the national Business Professionals of America Emerging Leader of the Year Award.

J. Update on Bill LRB 1424/1 – Eliminating Local Technical College Districts

Time was reserved for an update on this item. LRB 1424/1 was provided for the Board. President Meyer noted that the Board's letter approved at the special WITC Board meeting on April 5 was sent to our district's legislators asking that they to oppose this bill.

5. Legislative Updates

Time was reserved for the following legislative updates.

A. Senator Harsdorf, Representative Knudson, Representative Murtha, and Deputy District Director for U.S. Congressman Sean Duffy, Jesse Garza, Updates

Time was reserved for Senator Sheila Harsdorf of River Falls, Representative Dean Knudson of Hudson, Representative John Murtha of Baldwin, and Deputy District Director for U.S. Congressman Sean Duffy, Jesse Garza, of Hudson to meet with the Board. *Note: Representative Erik Severson of Star Prairie was invited but was unable to attend.* Time was allowed for questions and answers.

Some of the topics the legislators shared included: The Joint Committee on Finance Hearing in Baldwin on Thursday, April 18; work being done on federal-level issues related to budget, immigration, gun legislation, and unfilled jobs; the Governor's budget; and the systematic review and updating of regulations. Some of the feedback the legislators have received at the previous hearings were related to transit funding, school choice, voucher program, and Medicaid.

President Meyer talked about the technical colleges long history of being accountable and that others receiving funding should also be accountable. He appreciates having the ability to adjust the levy and the additional state funding, but would like to do more on the wait list backlog. He suggested that the new state funding be moved up into the first year of the biennium rather than the second year. He also requested more flexibility regarding the remodeling limits. He mentioned the LRB 1424/1 bill and that the Board does not endorse it.

Some of the items Board members talked about included: The property tax formula and that it needs to include the ability to pay, concerns with transferability, the lack of K-12 resources, the amount of funding the UW system will receive in this budget compared to the technical colleges, and the lack of required accountability of others receiving funding.

Senator Harsdorf noted that the technical college is key to addressing the skills gap. She was concerned with the remedial education needed for high school graduates.

Chair Minor recessed the meeting at 12:09 p.m. and reconvened the meeting at 12:19 p.m. The Board Chair returned to the WTCS Budget Update agenda item and continued their meeting via a working lunch.

6. 2013 Board Appointment Update

David Minor, Additional member representing the district, and Eileen Yeakley, Employee member representing Barron County (Region 5) were re-appointed to the Board on March 27 for three-year terms (July 1, 2013 - June 30, 2016) pending state Board approval on May 14, 2013.

A second Board Appointment hearing/meeting is scheduled on Thursday, June 27, at 10 a.m., for the Employer member position representing Rusk, Sawyer, and Washburn Counties (Region 3). IP video technology will be utilized at WITC's seven locations in the district (pending room and equipment availability) from which the County Board Chairs (and the public) may participate.

James Beistle moved, seconded by Morrie Veilleux, to congratulate the two individuals who are being proposed by the County Board Chairs to continue on the WITC Board. Upon a unanimous vote of all members present, motion carried.

7. 2013 ACCT Leadership Congress Proposals and Request for Letters of Support

President Meyer provided draft proposals for the 44th Annual Leadership Congress for the Board's consideration. The ACCT Congress 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*". All proposal submissions must be received by Wednesday, May 1, 2013. Due to lack of time, President Meyer will send an e-mail communication to the Board to see who is interested in presenting. Chair Minor noted that he signed a letter of support for each proposal at this meeting.

8. Capital Equipment Purchases

A. Internet Protocol Video (IPV) Equipment - Shell Lake: A purchase was made of IPV equipment in the total amount of \$21,687 from AT & T of Aurora, IL, under state contract #11-84086-701. This equipment is replacing older IPV equipment in several of the conference rooms at the Shell Lake Administrative Office.

- B. **Microsoft Lync Installation and Consulting – Collegewide:** A purchase was made of the Microsoft Lync installation and consulting fees in the total amount of \$13,233 from CDW Government of Madison, WI, under state contract #15-20800-001. This equipment is replacing the current Microsoft Office Communicator. Lync is a one-touch connection with all WITC employees and students via phone, instant messaging, or spontaneous conference call with desk sharing.
- C. **Mill Tool Holder Set – Superior:** A purchase was made of one Mill Tool Holder Set in the total amount of \$8,950 from Productivity of Plymouth, MN. This tool holder set will be utilized in the Machine Tool Program at the Superior Campus.
- D. **Moveable Furniture – Shell Lake:** A purchase was made of cubicle walls and a chair in the total amount of \$13,464 from Systems Furniture of De Pere, WI, under state contract #15-42500-601. This equipment is being used in the Instructional Technology area at the Shell Lake Administrative Office.
- E. **Network Server Rack – Rice Lake:** A purchase was made of a network server rack in the total amount of \$954 from CDW Government of Madison, WI, under state contract #15-20800-001. This equipment is being utilized at the Rice Lake Campus.

ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS

1. Review Meeting Dates, Locations, and Start Times
Time was reserved for the Board to confirm their plans for the regular meeting scheduled on Monday, May 20, 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
Time was reserved for the Board to add or review agenda items for the next Board meeting. Board agenda items for the meeting on May 20 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 were requested to do so by contacting the Board Chair before Thursday, May 2, 2013. This request does not obligate the Board Chairperson to include the item on the agenda. The Board Chair will notify administration of agenda items before the Board book is prepared and copied.

MEETING EVALUATION

None

Chair Minor adjourned the meeting 1:15 p.m.

Respectfully submitted,



Lorraine Laberee
Board Secretary

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3/26/2013
 3:33:15
 PM

Wisconsin Indianhead Technical College
 Contract Estimated Full Cost Report

Fiscal Year:
 2013

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

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

Contract Number	Service Recipient	Location	On/Off	*----- ESTIMATED -----*				Difference +/-
				Contract Revenue	Est.Salary/ Fringe Cost	+ Indirect	= Full Cost	
414	Northern Clearing Inc	Various	Off	6,505.00	2,807.00	841.00	3,647.00	2,859.00
	Employees of Northern Clearing Inc. will receive safety training.							
456	Cameron Police Department	Rice Lake Airport	Off	177.00	150.00	55.00	205.00	(28.00)
	Pursuit Driving -Emergency Vehicle Operations. Each officer will take (1) four hour refresher session with instructor Joe Belany.							
457	Field Logic, Inc.	WITC Superior Room 128	On	1,571.00	1,020.00	442.00	1,462.00	110.00
	Employees of Field Logic, Inc. will receive beginning/intermediate/advanced training in MasterCam programming.							
458	Birchwood Public Schools	Birchwood High School	Off	3,905.00	-	-	3,905.00	-
	Transcripted credit course taught at Birchwood High School in Medical Terminology. 11 students are enrolled in 3 credit, 10501101 Medical Terminology.							
459	Chetek-Weyerhaeuser Area School District	Chetek-Weyerhaeuser High School	Off	2,856.00	-	-	2,856.00	-
	Transcripted credit class at Chetek-Weyerhaeuser High School for current term. 12 students are enrolled in 2 credit, 10101176 Financial Accounting 1A.							
460	Rice Lake High School	Rice Lake High School	Off	2,172.00	-	-	2,172.00	-
	Transcripted credit classes taught at Rice Lake High School. 6 students are enrolled in 2 credit, 10106110 Document Formatting and 6 students are enrolled in 1 credit 10106181 Keyboarding.							
461	Thomas Landing	Thomas Landing - Rice Lake	Off	676.00	149.00	55.00	203.00	474.00
	Provide NA/CBRF Refresher: Abuse & Neglect to employees.							
462	Workforce Resource	Workforce Resource Outreach Center, Osceola,	Off	3,623.00	3,070.00	821.00	3,891.00	(268.00)

WI

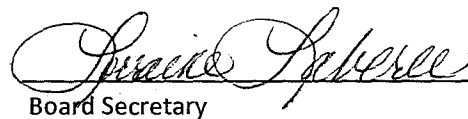
Participants of Workforce Resource Outreach Center will receive Critical Core Manufacturing Skills.

463	Great Northern Sand Mine	Rice Lake Campus	On	2,774.00	1,511.00	542.00	2,053.00	722.00
	New employees of Great Northern Sand Mine will receive MSHA training.							
464	Quanex Homeshield LLC	Quanex - Rice Lake	Off	1,039.00	478.00	142.00	620.00	420.00
	Provide Heartsaver 1st aid/Adult & child CPR & AED and Bloodborne Pathogens class to employees.							
465	North Woods Community Health Center	Northwoods Community Health Center - Hayward	Off	391.00	331.00	96.00	426.00	(36.00)
	Provide CPR for Healthcare provider recertification class to employees.							
466	Prism Plastics	New Richmond	Off	364.00	146.00	54.00	199.00	165.00
	CPR / AED / BBP							
467	Action Battery Wholesalers, Inc.	Somerset	Off	560.00	221.00	81.00	302.00	259.00
	Blood Borne Pathogen training							
468	Cameron Police Department	Arland Range (Barron County Public Range)	Off	82.00	49.00	18.00	67.00	15.00
	This training is for patrol weapons Handgun training on the range with instructor Tom Vandenberg.							
469	St. Croix Central High School	St. Croix Central High School	Off	847.00	-	-	847.00	-
	Transcripted credit class at St. Croix Central High School. Seven students enrolled in 1 credit, 10103151 MS Excel A.							
470	Quanex Homeshield LLC	Quanex Homeshield, Rice Lake	Off	1,038.00	420.00	137.00	557.00	481.00
	Employees of Quanex Homeshield will receive supervisory training on the subject of communication skills. Two, three-hour sessions will be offered.							
471	Ladysmith High School	Ladysmith High School	Off	8,952.00	-	-	8,952.00	-
	Transcripted credit classes offered at Ladysmith High School. These are in the Allied Health area. 12 students enrolled in 2 credit, 10510135 A&P & Disease Concepts and 16 students enrolled in 3 credit, 10501101 Medical Terminology.							
472	North Woods Community Health Center	Northwoods Community Health Center - Hayward	Off	391.00	331.00	96.00	426.00	(36.00)

	Provide CPR for Healthcare Provider recertification class to employees.							
473	Amery High School	Amery High School	Off	10,367.00	-	-	10,367.00	-
	Transcripted credit classes at Amery High School. 7 students in 2 cr. 10106127 Desktop Publishing; 14 students in 3 cr. 10104102 Marketing Principles; 5 students in 3 cr. 10105100 Intro to Business; 6 students in 1 cr 10103128 Intro to Computers; 6 students in 1 cr 10106181 Keyboarding; 6 students in 2 cr. 10106110 Document Formatting.							
474	Family Forum Headstart - Superior	Headstart 2	Off	1,150.00	510.00	186.00	696.00	455.00
	Employees of Family Forum Headstart 2 will receive AHA Heartsaver CPR AED and Pediatric First Aid recertification instruction. Successful participants will receive documentation up completion of training.							
475	Douglas County Sheriff Department	Douglas County Sheriff Office	Off	407.00	-	-	-	407.00
	SERVICE CONTRACT for CPR training to Douglas County Sheriffs.							
476	Specialty Coatings Systems	Clear Lake	Off	364.00	149.00	55.00	203.00	161.00
	CPR / AED training for employees of Specialty Coatings Systems							
477	Christian Community Homes	Christian Community Homes - Osceola	Off	616.00	311.00	68.00	379.00	237.00
	Provide CBRF Fire Safety training to employees.							
478	Washburn High School	Washburn High School	Off	11,958.00	-	-	11,958.00	-
	Transcripted credit courses taught at Washburn High School. 5 students in both 1 credit 10103151 MS Excel A and 1 credit 10103152 MS Excel B; 16 students in both 1 credit 10103129 Intro to MS Office and 2 credit 10106110 Document Formatting and 14 students in 3 credit 10114125 Personal Finance.							
479	Ladysmith High School	Ladysmith High School	Off	3,247.00	-	-	-	3,247.00
	Transcripted credit class in the Busines area at Ladysmith High School.1 student in 3 credit, 10114125 Personal Finance; 6 students in each of the following courses: 1 credit 10106181 Keyboarding, 1 credit 10103129 Intro to MS Office, 2 credit 10106110 Document Formatting.							

*** End Of Report ***

* indicates an amended contract


Board Secretary

4-15-13
Date

Resolution No. 13-10

RESOLUTION AUTHORIZING THE ISSUANCE OF
\$2,020,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2013A,
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; \$100,000 for the public purpose of financing the construction of building additions or enlargements, consisting of an addition on the Ashland campus; and \$420,000 for the public purpose of financing site improvement projects; 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 \$100,000 for the public purpose of financing the construction of building additions or enlargements, consisting of an addition on the Ashland campus; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$420,000 for the public purpose of financing site improvement projects; 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 \$2,020,000 (the "Notes"), the proceeds of which shall be used for the purposes specified above in the amounts authorized for those purposes.

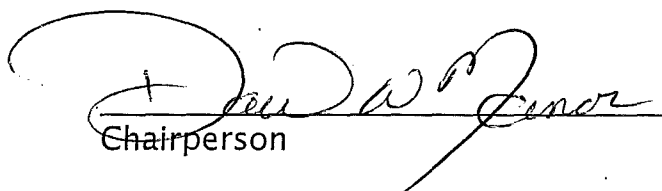
Section 2. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of this resolution to be given to the electors of the District by publishing notices thereof in The Ashland Daily Press, the official District newspaper published and having 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, B and C 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 May 20, 2013, 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 15th day of April, 2013.


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 April 15, 2013, 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 April 15, 2013.

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 April 15, 2013, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$100,000 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 Ashland 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 April 15, 2013.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT C

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 April 15, 2013, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$420,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing site 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.

Dated April 15, 2013.

BY ORDER OF THE DISTRICT BOARD

District Secretary

RESOLUTION #13-11

**PETITION TO THE WISCONSIN TECHNICAL COLLEGE SYSTEM
BOARD
REQUESTING APPROVAL FOR THE REMODELING
AT THE WITC RICE LAKE CAMPUS**

WHEREAS, the Wisconsin Indianhead Technical College Board has heard reports detailing the remodeling plans at the WITC-Rice Lake Campus:

NOW, THEREFORE, BE IT RESOLVED that the Wisconsin Indianhead Technical College Board goes on record petitioning the Wisconsin Technical College System Board to allow the district Board to enter into a building project to provide the remodeling at the WITC-Rice Lake Campus.

Adopted and approved this 15th day of April, 2013.


District Board Chairperson

ATTEST:


District Board Secretary