

Wisconsin Indianhead Technical College
Board Proceedings
May 16, 2011

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, May 16, 2011, 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, James Beistle, called the meeting to order at 8:30 a.m. with the following Board members present: James Beistle, Hal Helwig, Dave Minor, Jean Serum, and Morrie Veilleux. Lorraine C. Laberee joined the meeting by way of a Wisline telephone connection. *Note: Dan Olson, James Schultz, and Susan Wojtkiewicz provided notice that they would not be in attendance at this meeting.*

The following WITC employees were in attendance during the meeting: Steve Decker, Craig Fowler, Ellen Riely Hauser, Jennifer Kunselman, Kathy Maas, Karla Meier, Kim Olson, Tina Pocernich, Shawnda Schelinder, Cher Vink, and Liz Whitchurch. *Note: Bob Meyer joined the meeting by way of a video connection.*

OPEN MEETING

Kim Olson, Executive Assistant, read the following open-meeting statement: "The May 16, 2011, 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 May 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. Hal Helwig moved, seconded by Dave Minor, to approve the agenda. Upon a unanimous vote, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT

Time was reserved for Chair Beistle 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, James Beistle, requested a motion for the Board to adjourn into executive session under the provisions of Wisconsin Statute §19.85(1)(e) for the purpose of considering bargaining strategies. Morrie Veilleux moved, seconded by Hal Helwig, to go into executive session in accordance with Wisconsin Statute §19.85(1)(e) for the purpose noted in the preceding paragraph. Chair Beistle announced the motion. Upon a roll-call vote, all members present voted yes (6-0); motion carried.

Chairperson, James Beistle, called the executive session to order at 8:32 a.m. with the following Board members present: James Beistle, Hal Helwig, Dave Minor, Jean Serum, and Morrie Veilleux. Lorraine C. Laberee was present by a Wisline telephone connection. *Dan Olson, James Schultz, and Susan Wojtkiewicz provided notice that they would not be in attendance at this meeting.*

The following WITC employees were in attendance during executive session: Steve Decker, Kim Olson, and Cher Vink. Bob Meyer was present by way of a video connection.

Approval of the April 18, 2011, Executive Meeting Minutes

Jean Serum moved, seconded by Dave Minor, to approve the executive meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.

Dave Minor moved, seconded by Hal Helwig, to adjourn the Executive Session and convene back into the regular Board meeting. Upon a roll-call vote, all members present voted yes (6-0); motion carried and the executive session adjourned at 9:20 a.m.

OPEN SESSION RECONVENED

The Board recessed at 9:20 a.m. and reconvened the meeting at 9:27 a.m.

MEETING MINUTES

1. Approval of the April 18, 2011, Regular Meeting Minutes

Chair Beistle announced that as there were no corrections, the April 18, 2011, regular meeting minutes are approved as printed. Last month's signed lists of contracts and resolutions were attached to the official minutes.

BUDGET CONSIDERATIONS

1. Health and Dental Insurance Rate Adjustments

Administration recommended approval of the proposed monthly rate adjustments in WITC's self-insured health and dental insurance programs, effective July 1, 2011.

Hal Helwig moved, seconded by Jean Serum, to approve the health and dental insurance monthly rate adjustments in WITC's self-insured programs, effective July 1, 2011, as presented. Upon a roll-call vote, five members present voted yes; Morrie Veilleux voted no (5-1); motion carried.

2. Budget Modifications

Summaries of the following budget modifications, which were publicly noticed within 10 days of Board approval per Wisconsin Statute §65.90 (5), were included for the Board's approval. It was noted that a two-thirds majority vote of the full Board is required to approve these budget modifications.

A. **Special Revenue/Non-Aidable Fund:** Mr. Decker recommended increasing the Special Revenue - Non-Aidable revenue and expense budgets by \$223,119. The increase recognized additional revenue and expense associated with increased student financial aid eligibility and increased federal funding award amounts.

Morrie Veilleux moved, seconded by Dave Minor, 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 (6-0); motion carried.

B. **Capital Projects Fund:** Mr. Decker recommended increasing the capital projects budget by \$872,975. The increase was for the utilization of fund balance to fund the Rice Lake addition and remodeling project.

Jean Serum moved, seconded by Hal Helwig, to approve the recommended increase to the Capital Projects Fund for 2010-2011 as presented. Upon a roll-call vote, all members present voted yes (6-0); motion carried.

3. 2011-2012 Tentative Authorization of Budget

Steve Decker reviewed the proposed 2011-2012 tentative operational budget with the Board. The *Budget Summary - General Fund* and *Notice of Public Hearing* budget documents were provided for the Board's review. Mr. Decker provided a PowerPoint presentation, reviewing the assumptions used to develop the budget. He recommended that the Board approve the proposed budget for the purpose of publication in the district newspapers.

Mr. Minor suggested that we might want to capitalize on the 25,000 people we've served vs. the 700 students who graduated in May.

President Meyer talked about a budget paper released by the Legislative Fiscal Bureau on the Wisconsin Technical College System for consideration by the Joint Finance Committee on Thursday. He will forward Morna Foy's interpretation of the information to the Board.

Dave Minor moved, seconded by Morrie Veilleux, to approve the 2011-2012 tentative operational budget for the purpose of publication in the district newspapers as presented. Upon a roll-call vote, all members present voted yes (6-0); motion carried.

4. Set Budget Hearing Date, Time, and Location

Upon approval of the budget for publication in May, the Board must conduct a public hearing for final budget adoption at the June meeting. The Board establishes the budget hearing date, time, and location. Administration recommended a start time of 8:30 a.m. on Monday, June 20, 2011, at the WITC - Shell Lake Administrative Office.

Hal Helwig moved, seconded by Jean Serum, to approve the established budget hearing date, time, and location as presented. Upon a unanimous voice vote of all members present; motion carried.

CONSENT AGENDA

Morrie Veilleux moved, seconded by Dave Minor, to approve the consent agenda. Upon a roll-call vote, all members present voted yes (6-0); motion carried.

1. Personnel:

- A. **New Hire:** Anita Hacker, Controller, Management, Shell Lake; Grade 9, Step 1; effective June 2, 2011; annual salary \$65,366.
- B. **New Hire:** Catherine Martinson, Associate Degree Nursing Instructor, Faculty, Superior; Baccalaureate, Step 4+10 credits; effective July 1, 2011; annual salary \$49,825.
- C. **New Hire:** Lisa Shields, Associate Degree Nursing (ADN) Instructor, Faculty, New Richmond; Master's Step 4; effective July 1, 2011; annual salary \$54,167.
- D. **Resignation:** Steve Hintz, Industrial Automation and Controls Instructor, Faculty; effective June 30, 2011. *Note: Steve has been with WITC for almost 9 years.*
- E. **Resignation:** Jean Roedl, Associate Degree Nursing Instructor, Faculty; effective June 30, 2011. *Note: Jean started at WITC in January 2004 as a part-time faculty member and became full-time in the ADN program in July 2009.*
- F. **Retirement:** Dennis Sechen, Air Conditioning, Heating & Refrigeration Instructor, Faculty; effective June 30, 2011. *Note: Administration recommended waiving the six-month notification requirement. Dennis has been with WITC for almost 11 years.*

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 April 30, 2011, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 116505 through 117085 and electronic transfer payments totaling \$4,262,362 were approved.

5. Bids/Purchases

A. **Addition and Remodeling Project Change Order – Rice Lake:** The Board approved Change Order #001 by SDS Architects in the amount of \$54,146 for Project #1018 at the Rice Lake Campus. This change order included miscellaneous changes and additions in the addition and remodeling project and the WITC direct purchases for materials to gain the related tax savings. A financial summary was provided for the Board's review.

B. **Administrative and Instructional Computers, Including Desktop Computers, Laptops, and Tablets – Collegewide:** The Board approved the purchase of 41 instructional computers in the amount of \$29,276. The computers will be purchased from Paragon Development Systems (PDS) of Oconomowoc, WI, under state contract #15-20453-800. The computers are instructional replacements and new purchases at all WITC locations.

C. **Blackboard Content and Community Modules – Collegewide:** The Board approved the annual payment for the Blackboard Content and Community modules in the amount of \$74,655 from Blackboard, Inc. of Washington, D.C. These Blackboard modules are part of the Blackboard online course management system used by faculty and students to interact and share course content via the Internet.

D. **Broadband Grant – Collegewide:** The Board approved the payment for the Broadband Technology Opportunities Program (BTOP) Grant in the amount of \$150,000 over a three-year timeframe starting in the current fiscal year. The Broadband grant annual amount will be paid to CESA 10 of Chippewa Falls, WI. This grant will greatly expand broadband Internet access in the Chippewa Valley through support of the University of Wisconsin-Extension's Building Community Capacity through Broadband. This grant will address critical needs for our region through a project that will provide the College with the impetus and support to build community capacity in Northwest Wisconsin.

E. **Dental Assistant Program Equipment and Software Request for Proposal (RFP) – Rice Lake:** The College received two RFPs meeting minimum requirements for the dental assistant program equipment and software. The Board approved both RFPs so that both companies can be utilized for future purchases. The RFPs are from Benco Dental of Minneapolis, MN, and Patterson Dental of St. Paul, MN. The current equipment needs for the new Dental Assistant program at the Rice Lake Campus will be awarded to Benco Dental under this RFP. The award was based on the lowest overall cost of the equipment as noted in the bid spreadsheet that was provided.

F. **Dental Assistant Program Countertop Fixtures, Lab Desks, and Installation – Rice Lake:** The Board approved the purchase of nine counter top fixtures, three island station desks, and installation of desks in the amount of \$13,738 from Wynn O. Jones Associates of Schofield, WI, under state contract #10-5665. This equipment is for the new Dental Assistant program at the Rice Lake Campus.

- G. **Instructional Printers – Collegewide:** The Board approved the purchase of 1 printer in the amount of \$1,500.00 from Paragon Development Systems (PDS) of Oconomowoc, WI, under state contract #15-20400-905. The instructional printer is a new purchase for the New Richmond Campus.
- H. **New Richmond Food Service and Vending Request for Proposal (RFP) – New Richmond:** The Board approved the New Richmond Campus RFP for food service and catering from JAM Catering, Roberts, WI, and vending from Bernick’s Pepsi, Dresser, WI. JAM Catering will provide student and staff food service and conference center catering services and Bernick’s Pepsi will provide vending services for the New Richmond Campus. Proposals were submitted by three providers. The scoring details regarding each bidder were included for the Board’s information.
- I. **Office Furniture and Moveable Equipment – New Richmond, Rice Lake and Superior:** The Board approved the purchase of office furniture and moveable equipment from Systems Furniture of DePere, WI, in the total amount of \$228,629. \$19,955 under state contract # 15-42500-601, which will be used for the bookstore and Occupational Therapy Assistant (OTA) area remodeling project at the Superior Campus. \$105,463 is under state contract numbers UW-5665, UW 10-5665, 15-4250, and 15-42500-601 and will be used for the new addition and remodeling project at the Rice Lake Campus, and \$103,211 is under state contract numbers UW-5665, UW 10-5665, 15-4250, and 15-42500-601 and will be used at the New Richmond Campus and New Richmond Middle School location.
- J. **Wisconsin Instructional Design System (WIDS) – Collegewide:** The Board approved the payment of an upgrade to the WIDS system in the amount of \$41,000 to be paid over a three-year timeframe. The WIDS upgrade was purchased from Wisconsin Technical College System (WTCS) Foundation, Inc. of Waunakee, WI, which is a sole source provider of this service for all of the WTCS System. WIDS is utilized for the development of curriculum for the College. A form for sole sourcing was provided for the Board’s information.

6. Summary of Grant Awards

The Board approved the receipt of the grant awards in the amount of \$946,356 as presented in the 2011-2012 Summary of Grants Awards document that was provided.

7. Computer Numeric Controlled (CNC) Machine Tool Operation Scope Proposal

The Board approved the submission of the Scope Proposal for a CNC Machine Tool Operation one-year technical diploma program to the Wisconsin Technical College System (WTCS). A letter of intent was approved by the WTCS and the timeline for the program development was submitted. The Scope Proposal will provide preliminary data to the WTCS supporting the request for further investigation of this program. The CNC Machine Tool Operation program will replace the Machine Tool Technician two-year technical diploma at Rice Lake.

8. Health Information Technology (HIT) Scope Proposal

The Board approved the submission of the Scope Proposal for a Health Information Technology (HIT) two-year associate degree program to the Wisconsin Technical College System (WTCS). A letter of intent was approved by the WTCS and the timeline for the program development was submitted. The Scope Proposal will provide preliminary data to the WTCS supporting the request for further investigation of this program.

OTHER ITEMS REQUIRING BOARD ACTION

1. Announcements and/or Action from Executive Session

Board Chair Beistle announced that no actions were taken in executive session.

2. Second Reading of Revised Administrative Policy D-450 – Contracting for Services

A revised Administrative Policy D-450 - Contracting for Services was provided for the Board's second reading. Updates to the policy included a title and designated staff changes to reflect the current organizational structure. Dave Minor moved, seconded by James Schultz, to approve Administrative Policy D-450 as presented. Upon a unanimous vote of all members present, motion carried.

3. First Reading of Revised Administrative Policy G-350 – Management Compensation Program

A revised Administrative Policy G-350 – Management Compensation Program was provided for the Board's first reading. In April 2010, a new management compensation salary schedule was approved by the Board. Due to the change in this structure, the policy change recommendations were requested for Board approval. There were no additional changes recommended. A second reading of this policy will take place at the June Board meeting.

INFORMATION REPORTS

1. College FTE and Enrollment Report

This report was postponed from the March 21 Board meeting. Jennifer Kunselman, Research and Planning Coordinator, provided the Board with a *College FTE and Enrollment Report*, which detailed FTE and enrollments through April compared to last year at the same time. A *Student Enrollment Summary – Spring 2011 Report* was also shared with the Board, which included data thru March 1. Craig Fowler, Vice President, Continuing Education/Executive Director Foundation and Campus Administrator, reported on the Continuing Education section of the report. Ellen Riely Hauser, Associate Vice President, Institutional Effectiveness, was also in attendance for this report. As requested, Ms. Kunselman will let the Board know the number of online courses WITC offers.

2. Graduate Follow-Up Survey Report

Jennifer Kunselman, Research and Planning Coordinator, presented the 2010 Graduate Follow-up Survey results of the 2009-2010 graduates, which included information on graduates' satisfaction with training received at WITC, current employment status, and salary information by degree level and program. A *2010 Graduate Survey* executive summary was also provided in the Board book for the Board's information. A *2009-2010 Graduate Survey Results* brochure and booklet were provided for the Board at the meeting. This information can be found on the WITC Web site.

Chair Beistle requested that packets be prepared for the County Board Chairs to give to their Board members at the June 22 Board Appointment Hearing in Shell Lake. Mr. Minor asked if there was comparable UW graduate data; however, it was noted that a graduate follow-up study is not done by the UW system.

Ms. Kunselman introduced Research and Planning Technicians Karla Meier and Tina Pocernich, who do the work pulling the data together for these reports. The Research and Planning Office is working on the longitudinal graduate results and will have those results in the late fall (December 2011). The Board and Ms. Riely Hauser commended Jennifer Kunselman and her staff.

3. Marketing Initiatives Report

The Marketing Initiatives Report was postponed from the March 21 Board meeting. Kathy Maas, Director of Marketing and Recruitment, provided the Board with an update on marketing and recruitment initiatives. The *Marketing and Recruitment Report* included data from the Fall 2010 Media Preferences and the Applesseed Survey of Parents' Perceptions. There was also a report on how the College is using social media as well as a preview of the proposed re-design at witc.edu.

WITC received a number of awards from the National Council for Marketing and Public Relations (NCMPR) this past year for marketing and publications. Shawnda Schelinder, Marketing/Public Relations Associate at WITC-Ashland, was introduced. She received the gold Paragon Award for a featured article/general news writing. Her article "A Triumph of Spirit" appeared in WITC's spring 2010 Career Impact magazine. The award was presented by the National Council for Marketing and Public Relations at the national conference held in Philadelphia. Liz Whitchurch, Public Relations Representative at WITC-New Richmond, was also introduced. Ms. Maas recognized the entire Marketing and Recruitment team.

A Board member asked if students are being told to be careful about what they put on their Facebook as it could potentially limit their interviewing opportunities. Ms. Schelinder clarified that this is being addressed at the "Employment Trail Lunch and Learns" that we offer. It was suggested that we might want to see how many of the businesses that hire our graduates would be willing to put our logo/link on their Web pages. A *Career Impact Magazine* was provided for each Board member. Mr. Minor requested that a link to the magazine be e-mailed to the Board.

4. Annual WITC Foundation Update

The annual WITC Foundation Report was postponed from the April 18 Board meeting. Craig Fowler, Vice President, Continuing Education/Executive Director, Foundation and Campus Administrator, provided a PowerPoint presentation on the WITC Foundation.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

Time was reserved for Board members to share information from the meetings they attended. President Meyer was currently attending the Manufacturing Innovations 2011 National Conference, a Manufacturing Extension Partnership (MEP) event in Orlando, Florida, in which he was nominated a second time for a lifetime achievement award.

Jean Serum, Lori Laberee, Jim Beistle, and Bob Meyer provided updates on the April District Boards Association meeting they attended in La Crosse. Chair Beistle noted that at the Board of Directors meeting, the Board was looking at providing training in skill occupations (rolling occupation programming), and there was a discussion on what to do with the remaining monies from e-Tech.

It was suggested that administration begin working with the Wisconsin Technical College System (WTCS) Office and Paul Gabriel about the summer 2012 meetings that are scheduled to be held on Tuesday and Wednesday (July 10-11) in Superior as many people have expressed how difficult it is to get away from work earlier in the week.

2. Travel Sign Up

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

3. Monitoring Schedule

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

A. **Consider Approval of 2011 ACCT Faculty Member Award Nomination**

There were two faculty nominations submitted for the 2011 ACCT Leadership Awards. Administration recommended sequencing both nominations, one in 2011, and the other in 2012. Time was reserved for the Board to first consider a faculty nomination for the 2011 ACCT Leadership Awards, which is due Friday, June 24, 2011.

2011 ACCT Faculty Member Award Nomination

Administration recommended approval of the nomination of Mary Williams-Greene, Early Childhood Education (ECE) Instructor – WITC New Richmond, for the 2011 ACCT Faculty Member Award. Mary has taught full-time for the College for approximately 21 years. She is committed to and passionate about the field of early childhood education and takes a dynamic, creative, dedicated, nurturing, and professional approach to her work within all aspects of the program. She believes in her students and strives to help each one of them to reach their full potential. Mary has been instrumental in helping to “grow” the ECE program from a technical diploma program to an associate degree program. She has worked diligently to advocate on behalf of the program and the field of early childhood education, increasing its credibility, visibility, integrity, and presence within and outside of WITC. Mary has been actively involved in many local community and statewide ECE initiatives, some of which include statewide curriculum development, credit for prior learning, and Technical Skills Attainment (TSA). She has also been a leader in developing the innovative Early Childhood Transition to degree program with UW-River Falls, which now allows individuals with an associate degree in early childhood education to apply credits toward the requirements for a bachelor's degree and Wisconsin's early childhood teaching certification (birth-age 8). This partnership has benefited students collegewide, building program capacity and creating additional career pathways. *Mary was nominated by Divisional Dean, Laura Wassenaar, of the WITC-Superior Campus.*

Hal Helwig moved, seconded by Dave Minor, to nominate Mary Williams-Greene for the 2011 ACCT Faculty Member Award as recommended. Upon a unanimous vote, motion carried.

B. **Consider Approval of 2012 ACCT Faculty Member Award Nomination**

Since there were two faculty nominations in 2011, time is reserved for the Board to consider sequencing and approving the second faculty nomination for the 2012 ACCT Leadership Awards as recommended by administration.

2012 ACCT Faculty Member Award Nomination

Administration recommended approval of the nomination of Greg Brodt, Information Technology - Computer Support Specialist instructor – WITC-Rice Lake, for the 2012 ACCT Faculty Member Award. Greg has been outstanding in many ways. He has been responsible for WITC being named a Regional Cisco Academy and does the maintenance and correspondence necessary to maintain that designation, which is a significant amount of work and effort on his part. It was his idea to create an instructional LAN connecting all four campuses. This allows the Instructional Technology - Network Specialist (ITNS) instructors to better communicate and to provide enhanced IP classes

as they have access to student computers at other locations. He has taken leadership on this project and worked closely with Tim Maki and Jim Dahlberg to make it a reality. He presented at the National Cisco Academy Conference last year and was asked to present this year at the conference in San Jose, California. The Rice Lake Campus has a Pearson VUE testing center and part of its effectiveness and continued presence is due to Greg's work to keep it there. He teaches all of the Cisco classes at the Rice Lake Campus and is an excellent instructor. He also developed, and sometimes teaches, an IP Basics course for Telecommunication. *Greg was nominated by Academic Dean, Nancy Cerritos, of the WITC-New Richmond Campus.*

Jean Serum moved, seconded by Morrie Veilleux, to nominate Greg Brodt for the 2012 ACCT Faculty Member Award as recommended. Upon a unanimous vote, motion carried.

C. Consider Approval of Other 2011 ACCT Leadership Award Nominations

Time was reserved for the Board to consider any other nominations for the 2011 ACCT Leadership Awards. A list of awards was provided for the Board's information. All nominations are due Friday, June 24, 2011. There were no additional nominations.

D. Review Monitoring Schedule for the Next Fiscal Year (FY12) for July Meeting

Time was reserved for the Board to review the Monitoring Schedule for FY12 as it relates to recommendations for changes/additions. In April, Chair Beistle asked Board members to bring back any recommended changes or additions to the schedule for the Board's consideration. Chair Beistle requested the Board to look at the 2011-2012 schedule in June, for final approval in July.

E. President's Evaluation Subcommittee Update

Time was reserved for the President's Evaluation subcommittee to provide an update for the Board. President Meyer sent an e-mail to the stakeholders to let them know they would be receiving an electronic survey on Wednesday, May 11. The President's 360 degree survey was sent to internal and external stakeholders on Friday, May 13. In addition, the subcommittee plans to meet on June 13 to review the survey results prior to the President's evaluation in June. The subcommittee will send the full Board the results of the survey feedback prior to the June meeting.

4. President's Updates

Time was reserved for President Meyer to provide the following updates:

A. Rice Lake Building Project

Mr. Fowler provided an update on the Rice Lake building project. The roof is done, the second floor was poured, and finishing work is being done on the first floor.

B. Higher Learning Commission Update

Ellen Riely Hauser updated the Board on minimum criteria for accreditation and our Systems Portfolio. A Higher Learning Commission communication and a copy of the WITC Systems Portfolio Timeline were provided for the Board's information. An Academic Quality Improvement Program (AQIP) slide showing the cycles of continuous improvement was reviewed. In addition, an AQIP presentation will be given to the Board in August or September.

As requested at the April Board meeting, President Meyer provided the Board with a copy of a letter that was sent to the Higher Learning Commission addressing some of the concerns that were noted at the recent annual meeting in Chicago.

C. St. Croix Valley Educational Collaborative Update

President Meyer updated the Board on the St. Croix Valley Educational Collaborative that became official on April 25, 2011, when representatives from WITC, Chippewa Valley Technical College, UW-River Falls, Hudson High School, and River Falls High School signed an agreement creating the St. Croix Valley Educational Collaboration in an effort to make education more seamless from pre-kindergarten through college certification and degree programs. A description of the partnership and a news article from the Hudson-Star Observer were provided.

D. Non-Renewal of the Rental of the Facilities for the Washburn County Learning Center

Time was reserved for administration to provide an update on the impacts of the non-renewal of the Washburn County Learning Center lease and discussion regarding alternative options. President Meyer noted that based on the number of people being served at the Learning Center, we can no longer afford the lease. We do plan to move the offerings to some other venue. It was noted that this decision was related to budget and not related to services.

5. Legislative Updates

Time was reserved for the following legislative updates. Copies of advocacy-related letters were provided for the Board's information. It was noted that Representative Roger Rivard is tentatively slated for the July Board meeting.

6. Preparation of President's June Evaluation

The District Board Policy index, Board-Staff Relationship policies, Executive Limitations policies, and the President's job description were provided in preparation for the President's annual evaluation that will take place at the June 2011 meeting. In addition, President Meyer's contract was included in the Board packet for the Board's review. President Meyer plans to write a brief executive summary of the activities he has been involved in. He noted that we used to do a State of the College address; however, we've rolled that information into the Strategic Plan presentation in December and other standing reports to the Board throughout the year. President Meyer requested that Board members let him know if they have any other items they would like him to include in his evaluation.

7. 2009-10 Certification Audit

A copy of the Wisconsin Technical College System (WTCS) 2009-10 certification audit letter to WITC was provided for the Board's information. The audit exception totals \$30,034.29.

8. Opinion on Board's Electronic Mail

President Meyer noted a concern from a liability point of view relative to using personal e-mails of the Board members. A representative from Steve Weld's office noted that if we copy or forward the Board on their personal e-mail accounts there is a liability in terms of discoverability that they should take very seriously. The recommendation from legal counsel is to completely separate the Board's WITC e-mails from their personal e-mails. There were no objections.

9. Board Appointment Update

Ms. Olson provided a Board appointment update. We received one application for the elected official position and are expecting another application for the Employee/Barron County member position, thanks to Mr. Fowler. We have yet to receive an application for the Employee/Douglas County member position; however, Mr. Minor will follow-up on an interested applicant that he is aware of for this position. A second Board Appointment public hearing is scheduled on Wednesday, June 22, at 2 p.m., at the WITC-Administrative Office in Shell Lake.

10. 2011 Distinguished Alumni Award

Chair Beistle discussed the 2011 Distinguished Alumni Award information that was provided. The District Boards Association is looking for a nomination for an extraordinary WITC graduate. The award will be given out at the November Association meeting in Pewaukee. WITC's nomination is due by August 1. Administration will provide the Board with a nomination for their consideration at the July 11 Board meeting.

ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS

1. Selection of Meeting Dates, Times, and Locations

Time was reserved for the Board to confirm their plans for the next regular meeting scheduled on Monday, June 20, 2011, at 8:30 a.m., at the WITC-Administrative Office in Shell Lake. The Board meeting schedule was included in the Board book.

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 **June 20** were listed on the Board's Monitoring Schedule. Additional agenda items for this meeting were discussed. There will be a budget hearing beginning at 8:30 a.m., the President's evaluation, and Board award recognitions for Hal Helwig, Dan Olson, and Susan Wojtkiewicz. *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, June 2**. 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 ^
+ Reports were very good.	^

Hal Helwig moved, seconded by Dave Minor, to adjourn the meeting. The meeting adjourned at 12:37 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.

4/27/2011
9:03:38
AM

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report


Fiscal Year:
2011

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 = 39.48% Off Campus = 32.59%

Contract Number	Service Recipient	Location	On/Off	*-----ESTIMATED-----*			Full Cost	Difference +/-
				Contract Revenue	Est.Salary/ Fringe Cost	+ Indirect		
509	Buffalo County Sheriff Department	Buffalo County Sheriff Office Alma WI	Off	432.00	376.00	97.00	472.00	(40.00)
	TRACS 6 hour training session from 10am-4pm (12 people). Two hour Administration training session for (2) people only from 4pm-6pm							
510	Washburn High School	Washburn High School	Off	981.00	-	-	981.00	-
	2 students in 10103106 MS PowerPoint, 1 cr; 1 student in 10103151 MS Excel A, 1 cr; 1 student in 10103152 MS Excel B 1 cr; 1 student in 10106110 Doc Formatting, 2 cr; 1 student in 10114125 Pers Finance, 3 cr.							
511	Frederic High School	Frederic High School	Off	330.00	-	-	330.00	-
	1 student in the 10114125 Personal Finance course for 3 credits.							
512	Chetek-Weyerhaeuser Area School District	Chetek-Weyerhaeuser High School	Off	6,190.00	-	-	6,190.00	-
	Transcripted credit courses: 10 students in 3 credits, 10101115 Accounting Principles; 9 students each in 1 credit courses of 10106181 Keyboarding, 10103129 Intro to MS Office, 10103151 MS Excel A							
513	Ladysmith High School	Ladysmith High School	Off	1,430.00	-	-	1,430.00	-
	Transcripted credit course for 13 students in 1 credit of 10890100 Success Strategies I							
514	Saint Croix County Highway Department	920 - 3rd Street	Off	190.00	165.00	-	165.00	25.00
	47-503-490 Occup Safety-Hazard Comm-Employee Right to Know							
515	Saint Croix County Highway Department	920-3rd Street	Off	190.00	165.00	-	165.00	25.00
	47-503-490 Occup Safety-Hazard Comm-Employee Right to Know							

516	Superior High School	Superior High School	Off	18,902.00	-	-	18,902.00	-
	Transcripted Credit courses at Superior High School: 11 students in 1 cr. 10103162 MS Access A; 39 students in 1 cr. 10103151 MS Excel A; 24 students in 1 cr. 10103147 MS Word B; 39 students in 1 cr. 10103146 MS Word A; 21 students in 3 cr. 10114125 Personal Finance.							
517	US Forest Service	WITC Ashland	On	1,457.00	1,267.00	500.00	1,767.00	(310.00)
	EVOC training for US Forestry Service employees.							
518	NWCEP INC	Off Campus	Off	24,467.00	24,467.00	6,125.00	30,592.00	(6,125.00)
	Employers within NWCEP, Inc. service area will receiver Healthcare training through the Healthcare Initiatives Grant.							
519	LCO Headstart	LCO	Off	520.00	452.00	125.00	577.00	(57.00)
	Provide Pediatric Medic First Aid class to employees. Books to be billed separately @ \$8.65 per student.							
520	Baldwin-Woodville High School	Baldwin-Woodville High School	Off	1,760.00	-	-	1,760.00	-
	Transcripted Credit courses at Baldwin-Woodville High School. Eight students in (1) cr. 10103146 MS Word A and (1) cr. 10103151 MS Excel A.							
521	Cumberland School District	Cumberland High School	Off	5,152.00	-	-	5,152.00	-
	Transcripted Credit course in 3 credit, 10114125 Personal Finance							
522	Dr. Roush Dental Office	Radisson	Off	367.00	148.00	49.00	196.00	171.00
	Provide CPR for Healthcare provider recert class to employees.							


 Board Secretary

5-16-11
 Date

*** End Of Report ***

* indicates an amended contract