

Wisconsin Indianhead Technical College
Board Proceedings
June 18, 2012

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, June 18, 2012, at 8:30 a.m., at the WITC-Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, Wisconsin 54871.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Chairperson, David Minor, called the meeting to order at 8:32 a.m. with the following Board members present: James Beistle, Aimee Curtis, Chris Fitzgerald, Lorraine C. Laberee, David Minor, Jean Serum, and Morrie Veilleux. *James Schultz and Eileen Yeakley provided notice that they would not be in attendance at this meeting.*

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

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The June 18, 2012, meeting of the Wisconsin Indianhead Technical College Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting was sent to the press on June 14 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. Jean Serum moved, seconded by Lori Laberee, 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.

BUDGET HEARING

Time was reserved for the budget hearing per Wisconsin Statute §65.90. The hearing was scheduled to begin at 8:30 a.m. and was open to the public in order to answer any questions they may have had. A *Budget book* for Fiscal Year 2012-2013 and a PowerPoint presentation were provided as separate documents prior to the Board meeting for the Board's review. There were no members of the public in attendance at this meeting. At 8:33 a.m. Board Chair Minor announced that the Board would go into the budget hearing.

Steve Decker, Associate Vice President, Finance & Business Services, highlighted key areas of the *Budget Book* for Fiscal Year 2012-2013 for the Board. A handout of the revised *Notice of Public Hearing Budget Summary - General Fund FY13* was provided at the meeting with minor changes due to WTCS guidance and approval. It was noted that the budget would be considered for approval under the "Under Items Requiring Board Action" section of the agenda. Chair Minor closed the budget hearing at 9:16 a.m.

EXECUTIVE SESSION

Chair, Dave Minor, requested a motion for the Board to adjourn into executive session under the provisions of Wisconsin Statutes §19.85(1)(c)(e)(f) for the purposes of considering bargaining strategies and conducting the President's annual performance evaluation.

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

Chairperson, Dave Minor, called the executive session to order at 9:17 a.m. with the following Board members present: James Beistle, Aimee Curtis, Chris Fitzgerald, Lorraine C. Laberee, David Minor, Jean Serum, and Morrie Veilleux. *James Schultz and Eileen Yeakley provided notice that they would not be in attendance at this meeting.* The following WITC employees were in attendance during portions of executive session: Steve Decker, Bob Meyer, Kim Olson, and Cher Vink.

1. Approval of the May 21, 2012, Executive Meeting Minutes
Lori Laberee moved, seconded by James Beistle, to approve the executive meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.
2. Approval of the June 6, 2012, President's Evaluation Subcommittee Executive Meeting Minutes
James Beistle moved, seconded by Morrie Veilleux, to approve the subcommittee executive meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.

The Board Chair recessed the meeting at 9:58 a.m. and reconvened the meeting at 10:06 a.m. Ms. Olson excused herself at 9:58 a.m. for the President's Evaluation. Ms. Vink and Mr. Decker excused themselves at 10:15 a.m. for the President's Evaluation. The Board met with President Meyer, and at 10:36 a.m. he excused himself.

Chris Fitzgerald moved, seconded by Morrie Veilleux, to adjourn the Executive Session and convene back into the regular Board meeting. Upon a roll-call vote, all members present voted yes 7-0); motion carried and the executive session adjourned at 10:47 a.m.

The Board Chair recessed the meeting at 10:47 a.m. and reconvened the meeting at 10:54 a.m.

OPEN SESSION RECONVENED

MEETING MINUTES

1. Approval of the May 21, 2012, Regular Meeting Minutes
Morrie Veilleux moved, seconded by Aimee Curtis, to approve the May 21, 2012, regular meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. *Note: The signed list of contracts from the May meeting was attached to the official minutes.*
2. Acceptance of the June 6, 2012, President's Evaluation Subcommittee Meeting Minutes
James Beistle moved, seconded by Aimee Curtis, to accept the subcommittee meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.

CONSENT AGENDA

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

1. Personnel:
 - A. **New Hire:** John Fritzke, Custodian I, Custodian, Rice Lake; effective May 21, 2012; annual salary \$33,364.
 - B. **New Hire:** Mary Ann Pebler, Director, Resource Development, Management, Shell Lake; effective July 1, 2012; annual salary \$94,889. *Note: Ms. Pebler is currently the Divisional Dean, Allied Health for the College.*
 - C. **Resignation:** Adam Brisk, Learning Resource Center Technician, Superior; effective June 29, 2012.
 - D. **Resignation:** Mary Ann Pebler, Divisional Dean, Allied Health, Rice Lake; effective June 30, 2012.
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 May 31, 2012, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 128298 through 129129 and electronic transfer payments totaling \$4,608,342 were approved.

5. Bids/Purchases

- A. **Addition/Remodeling Network Equipment – New Richmond:** The Board approved the purchase of network equipment and wireless access points in the total amount of \$29,000 from Heartland Business Systems of Little Chute, WI, under Wisconsin Cisco state contract #15-20664-003. This equipment will be used to connect the new addition and remodeling sections at the New Richmond Campus
- B. **Administrative and Instructional Computers, including Desktop Computers, Laptops, and Tablets – Collegewide:** The Board approved the purchase of 85 instructional and 6 administrative computers in the amount of \$82,608 to be purchased from Paragon Development Systems (PDS) of Oconomowoc, WI, under state contract #152-20453-800. The computers are instructional replacements and new purchases at all WITC locations.
- C. **Administrative and Instructional Printers, Copiers, and Scanners – Collegewide:** The Board approved the purchase of two administrative scanners in the amount of \$1,000 to be purchased from CDW-G of Chicago, IL, under state contract #111309-CDW. The scanners are administrative new purchases for Balsam Lake and Maple Plain Learning Centers.
- D. **Conference Center Furniture – New Richmond:** The Board approved the purchase of tiered seating for conference center rooms in the amount of \$43,991 from American Seating Company of Chicago, IL, under the Educational & Institutional Cooperative Agreement #01289. This furniture will be used in the conference center as part of the addition and remodel project at the New Richmond Campus.
- E. **Instructional Classroom Furniture – Rice Lake:** The Board approved the purchase of instructional classroom furniture in the total amount of \$13,393 from Systems Furniture of DePere, WI, under state contract #10-5665. This furniture will be used in instructional classrooms at the Rice Lake Campus
- F. **Instructional Classroom and Student Lounge Furniture – New Richmond:** The Board approved the purchase of instructional classroom and student lounge furniture in the total amount of \$96,378 from Systems Furniture of DePere, WI, under state contract #10-5665. This furniture will be used in the student lounge and instructional classrooms as part of the addition and remodel project at the New Richmond Campus.
- G. **Instructional Computers, including Desktop Computers, Laptops, and Tablets – Collegewide:** The Board approved the purchase of the purchase of three instructional computers in the amount of \$7,500 to be purchased from CDW-G of Chicago, IL, under state contract #111309-CDW. The computers are instructional replacements at the New Richmond Campus.
- H. **Instructional Television (ITV) Equipment– Ashland, New Richmond, Rice Lake, and Superior:** The Board approved the purchase of ITV equipment in the total amount of \$374,453 from AT & T of Madison, WI, under Wisconsin state contract #11-84086-701. Five of these rooms impacted are connected to the BadgerNet statewide video network and five are WITC user managed rooms. This upgrade will bring all the rooms up to High Definition video state standards at the Ashland, New Richmond, Rice Lake, and Superior Campuses.

6. Human Resource Management Program Development

The Board approved a request for submission of the Scope Proposal for a two-year associate degree Human Resource Management program to the WTCS. The Scope Proposal will provide preliminary data related to labor market projections and documentation of need for the program to the WTCS supporting the request for further investigation. An ad hoc advisory committee met to provide input to the scope proposal and needs assessment survey and their support for the new program development is documented in the minutes included in the Scope Proposal document.

OTHER ITEMS REQUIRING BOARD ACTION

1. Announcements and/or Action from Executive Session

Board Chair announced that the Board accepted the President's Evaluation in executive session.

2. Resolution 12-10, Bank Depositories

The Board is asked annually to review the financial institutions utilized by the College for depositing its funds. Resolution 12-10 (attached) was presented to the Board designating the depositories requiring approval. The Board was requested to take action in adopting the resolution. Approving the resolution helps administration to safeguard the College's funds by providing a diverse range of depositories. A Public Depository Listing (attached) was also provided.

James Beistle moved, seconded by Lori Laberee, to approve Resolution 12-10, Bank Depositories, designating the list of financial institutions as public depositories as presented. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

3. Resolution 12-11, Petition WTCSB Requesting Approval for the Rental of Facilities for the Washburn County Learning Center - Spooner

Resolution 12-11 (attached) for the rental agreement (attached) for the Washburn County Learning Center were provided. Administration requested Board approval to submit a resolution to the state Board requesting approval for the rental of approximately 400 square feet for the Washburn County Learning Center from Top-O-Wisconsin in the amount of \$300 per month for the time period of July 1, 2012 through June 30, 2013.

Lori Laberee moved, seconded by Aimee Curtis, to approve Resolution 12-11, Petition WTCSB Requesting Approval for the Rental of Facilities for the Washburn County Learning Center - Spooner as presented. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

4. 2012-2013 Operating Budget:

Mr. Steve Decker reviewed the proposed 2012-2013 operating budget with the Board during the Budget Hearing portion of the agenda. The *2012-2013 Budget book* was provided prior to the meeting.

A. **Resolution 12-12, Reservation of Fund Balance**

Resolution 12-12 (attached) was provided for the Board's review and approval. Lori Laberee moved, seconded by James Beistle, to approve Resolution 12-12, Reservation of Fund Balance as presented. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

B. **Resolution 12-13, Approval and Adoption of the 2012-2013 Operating Budget Authorizing Expenditures and Appropriating Funds (Authorization of Annual Budget)**

Resolution 12-13 (attached), a position summary (attached), and a FY13 capital equipment detail listing (attached) were provided for the Board's review and approval. It was noted that by approval of this equipment detail listing, management is requesting approval of all FY13 capital equipment purchases listed in Exhibit 4.B-3. Effective July 2012, all items purchased from this listing will be noted in the Correspondence and Information Agenda summary for the Board's information.

Morrie Veilleux moved, seconded by Jean Serum, to approve Resolution 12-13, Approval and Adoption of the 2012-2013 Operating Budget Authorizing Expenditures and Appropriating Funds (Authorization of Annual Budget) as presented. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

Time was reserved for Board members to report on any meetings that were attended; however, there were none. Chair Minor thanked the Board and President Meyer for getting the Board Leadership Scholarship to the level needed.

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

A. Review Monitoring Schedule for the Next Fiscal Year (FY13) for Approval in July

Time was reserved for the Board to review the *2012-2013 Board Monitoring Schedule*. The Board will not need to conduct the annual new board member orientation in 2012. A final schedule will be brought to the annual organizational meeting in July for approval.

4. President's Updates:

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

A. Wisconsin Manufacturers Commerce Report Out Session

A report out session on Wisconsin Manufacturers Commerce took place on Tuesday, June 5, 2012, beginning at 1 p.m., at the WITC-Rice Lake Campus. IP video was also available at WITC-Ashland, WITC-New Richmond, WITC-Superior, and the Hayward Outreach Center. There were approximately 95 attendees at this event. A copy of the PowerPoint presentation was provided for the Board.

B. Competitive Wisconsin Event

President Meyer mentioned that there is a possibility that we may have another event and we would partner with UW-Superior; however, so far nothing has been scheduled.

C. Price County Economic Development Association Presentation

President Meyer provided an update on his May 30 keynote presentation regarding NorthWERD, in Phillips, WI. A copy of the PowerPoint presentation was provided for the Board's information.

D. Higher Learning Commission Reaffirms WITC's Accreditation to 2014-2015

A copy of the Higher Learning Commission's letter reaffirming WITC's accreditation to 2014-2015 was provided for the Board's information. President Meyer clarified that because there is a 10-year rule between reaffirmations and since our last PEAQ visit and reaffirmation was in 2003-2004, we will be slightly over the 10-year limit. The letter from HLC provided a one-year extension to the 10-year rule (we will have reaffirmation in 2014-2015); therefore, we are not out of compliance.

E. WTCS Foundation Dues

President Meyer provided the Board with a copy of the original WTCS Foundation letter requesting \$32,000 in funds (a portion goes toward the Green Energy Summit and the Corporate Donations Program) and a copy of our response letter that explains why we can no longer continue.

F. **Wall Street Journal Article**

An article in the *Wall Street Journal*, by Douglas Belkin and Kris Maher, was provided for the Board’s information.

G. **Positively Superior WITC–Superior Article**

A copy of an article on WITC–Superior was provided in the Board book from the June/July 2012 issue of the *Positively Superior* magazine (the magazine was also circulated at the meeting). The December 2011 /January 2012 issue of the magazine was circulated as it included an an article by Chair Minor.

H. **Association of Community College Trustees Proposal Updates**

Time was reserved for an update on the proposals that were submitted to ACCT for the 2012 October Congress. WITC’s ACCT presentation proposal on “Facilitating Student Success through Policy Governance and Strategic Planning” and Lakeshore Technical College’s presentation proposal on the “WILM Consortium” were recently accepted by ACCT. There were no changes to the WITC presenters (Dave Minor, Lori Laberee, and Bob Meyer) and the presentation description that will listed in ACCT’s program material. A PowerPoint will be utilized for WITC’s presentation; however, internet access will not be needed. Ms. Olson will provide ACCT with the presenters’ photos that were requested. It was recommended that Board members may want to be in attendance to give input. It was also suggested that Board members may wish to attend the awards luncheon and banquet in support of the Board’s Professional Board Staff nomination of Ms. Olson and the Faculty nominaton for Mr. Brodt, should they be selected.

5. Legislative Updates

Time is reserved for legislative updates. It was noted the in July Senator Bob Jauch has been invited. Ms. Olson was requested to also invite Representative Nick Milroy.

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 annual organization meeting scheduled on Monday, July 9, 2012, at 8:30 a.m., at the WITC–Superior Campus. This meeting is scheduled on the second Monday of the month per Wisconsin Statutes §38.08 (3). The Board meeting schedule was provided for the Board’s information.

A WITC–Superior Centennial event is scheduled on Tuesday, July 10, from 4 – 7 p.m., and will be held outdoors; unless it rains, it will then be held in the atrium near the Student Lounge/Food court area. The WTCS State Board is holding their meeting on Tuesday, July 10, from 4:30 – 6:30 p.m. at the WITC–Superior Campus, with a reception/dinner scheduled at Barker’s Island following the meeting (6:30/7 p.m.). The WTCS State Board will continue their meeting on Wednesday, July 11, from 8:30 a.m. – 12 noon, at the WITC–Superior Campus. An events schedule was routed at the meeting and Board members were asked to confirm their plans for the Executive Assistant.

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 organizational meeting on **July 9** were listed on the Board’s Monitoring Schedule. Additional agenda items for this meeting were discussed.

*Note: Board members who wish to add additional items to next month’s Board agenda can do so by contacting the Board Chair before **Thursday, June 21, 2012**. This request does not obligate the Board Chairperson to include the item on the agenda. The Board Chair will notify administration of agenda items before the Board book is prepared and copied.*

MEETING EVALUATION

PLUS +	DELTA ^
+ Good budget presentation	^ None

James Beistle moved, seconded by Morrie Veilleux to adjourn the meeting. The meeting adjourned at 11:24 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lorraine Laberee".

Lorraine Laberee
Board Secretary

ko

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

5/31/2012
1:05:44
PM

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2012

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


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

----- ESTIMATED -----										
Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est.Salary/ Fringe Cost	+	Indirect	=	Full Cost	Difference +/-
496	Calumet Specialty Products Partners, L.P.	Calumet Specialty Products	Off	6,716.00	2,807.00		1,024.00		3,830.00	2,886.00
	First Responder training for Calumet Specialty Products employees.									
497	Hayward High School	Hayward High School	On	3,982.00	-		-		3,982.00	-
	Transcripted Credit classes at Hayward HS. 9 students in 3 cr. 10103197 Adobe Dreamweaver; 3 students in 2 cr. 10106127 Desktop Publishing; 1 student in 1 cr. of 10103151 MS Excel A and 1 cr. 10103152 MS Excel B.									
498	Rice Lake High School	Rice Lake High School	Off	5,536.00	-		-		5,536.00	-
	Transcripted credit courses at Rice Lake HS. 16 students in 2 cr. 10106110 Document Formatting; 16 students in 1 cr. 10106181 Keyboarding.									
499	Somerset High School	Somerset High School	Off	8,548.00	-		-		8,548.00	-
	Transcripted credit courses at Somerset HS. 19 students in 3 credit, 10101115 Accounting Principles--semester long; 18 students in 1 cr. 10103151MS Excel A. Also students in 10307148, ECE.									
501	LP Corp	Hayward, WI	Off	4,247.00	2,613.00		288.00		2,900.00	1,347.00
	Electricians of LP Corp will receive NFPA Code instruction to prep for the electrical code exam.									
502	Solon Springs School District	Solon Springs High School	Off	232.00	-		-		232.00	-
	Transcripted credit classes at Solon Springs High School: 1 student in 1 cr. 10103151 MS Excel A and 1 student in 1 cr. 10103106 MS PowerPoint.									
503	LCO BOYS AND GIRLS CLUB	LCO - Hayward	Off	310.00	263.00		96.00		359.00	(49.00)
	Provide Heartsaver 1st aid/Adult & Child CPR & AED to employees									

504	City of Superior-ESD	Superior Waste Water Treatment Plant	Off	266.00	225.00	83.00	307.00	(42.00)
Employees at the Waste Water Treatment Plant will receive American Heart Association CPR, AED and First Aid instruction. Successful participants will receive documentation of completion.								
505	Calumet Specialty Products Partners, L.P.	Calumet Specialtys Partners	Off	4,841.00	1,944.00	709.00	2,652.00	2,189.00
Employees of Calumet Specialty Partners will receive Entry Level Driver/Operator instruction for fire equipment.								
506	Amery High School	Amery High School	Off	21,874.00	-	-	21,874.00	-
Transcribed credit courses at Amery High School. 5 students in both 1 credit of 10103128 Intro to Computers-Windows and 10106181 Keyboarding; 2 students in 2 cr. 10106110 Document Formatting; 16 students in 3 cr. Personal Finance; 9 students in 3 cr. 10150138 IT Essentials; 13 students in 3 cr. 10105100 Intro to Business; 5 students in both 10103147 MS Word B and 10103106 MS PowerPoint; 18 students in 3 cr. 10105125 Business Law.								

*** End Of Report ***

* indicates an amended contract


 Board Secretary

6-18-12
 Date

RESOLUTION 12-10

BE IT RESOLVED by the Wisconsin Indianhead Technical College District that the attached list of financial institutions as public depositories under Chapter 34 of the Wisconsin Statutes, shall be and are hereby designated, until further action, as public depositories for all public monies coming into the hands of treasurer of the Wisconsin Indianhead Technical College District, Washburn County, State of Wisconsin; and

BE IT FURTHER RESOLVED district funds shall be invested only in options permitted by Section 66.04(2), Wisconsin Statutes, and in such a manner as to maximize the investment income within these options; and

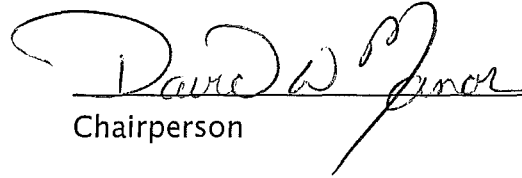
BE IT FURTHER RESOLVED the administration is encouraged to make investments in institutions within the geographic boundaries of the district. If, however, the ability to maintain a balance between safety and yield, as determined by the Vice President of Administrative Services and approved by the district President, is being adversely affected, investments may be made in public depositories outside the geographic boundaries of the district or other options permitted by Section 66.04(2), Wisconsin Statutes; and

BE IT FURTHER RESOLVED for funds to be deposited and invested under Chapter 34 of Wisconsin Statute (Public Deposits), which provides a limit of \$400,000 of coverage in any public depository. In addition to the financial institution's Federal Deposit Insurance Corporation insurance of \$250,000 a depository can now offer \$650,000 total insurance. Therefore, funds to be deposited must be placed in institutions which provide insurance, and collateralization must be provided by the depository for amounts above the \$650,000 to the full amount of deposits and investments, including principal and interest. Collateralization requires pledging bonds or securities which have been issued or guaranteed by the federal government or its agencies and are held by a third party.

BE IT FURTHER RESOLVED that a certified copy of this resolution should be delivered to each of the above-named depositories and said depositories may rely on this resolution until change by lawful resolution and a certified copy of such resolution has been given to the cashier of the respective above-named depositories.


This is to certify that the foregoing is a true and correct copy of a resolution duly and legally adopted by the Wisconsin Indianhead Technical College District at an official meeting held on June 21, 2012.

Adopted and approved this 18th day of June, 2012.


Chairperson

Attest:


Secretary


Treasurer

Wisconsin Indianhead Technical College
Public Depository Listing

1. Bremer Bank – Amery
2. Associated Bank – Ashland
3. M & I National Bank – Ashland
4. Northern State Bank – Ashland
5. Sterling Bank – Barron
6. First National Bank and Trust – Barron
7. Sterling Bank – Chetek
8. Northern Trust Company – Chicago
9. State Bank of Drummond – Drummond
10. Royal Credit Union – Eau Claire
11. U.S. Bank – Grantsburg
12. People's Bank of Wisconsin - Hayward
13. Wells Fargo Bank – Hudson
14. Citizens State Bank – Hudson
15. Security State Bank – Iron River
16. Wells Fargo Bank – Ladysmith
17. Bremer Bank – Menomonie
18. M & I Marshall & Ilsley Bank – Milwaukee
19. Anchor Bank – New Richmond
20. First National Community Bank – New Richmond
21. River Bank – Osceola
22. Dairy State Bank – Rice Lake
23. First National Bank and Trust – Rice Lake
24. Johnson Bank – Rice Lake
25. U.S. Bank – Rice Lake
26. Eagle Valley Bank, N.A. – St. Croix Falls
27. Shell Lake State Bank – Shell Lake
28. Bank of the West – Spooner
29. Community Bank of Northern Wisconsin - Spooner
30. M & I Bank – Superior
31. National Bank of Commerce – Superior
32. Chippewa Valley Bank - Winter
33. Citizens State Bank – Woodville
34. Local Government Pooled Investment Fund – Madison
35. Wisconsin School District Liquid Asset Fund

RESOLUTION #12-11

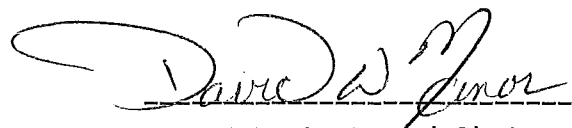
PETITION TO THE WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD
REQUESTING APPROVAL FOR THE RENTAL OF FACILITIES
FOR THE WASHBURN COUNTY LEARNING CENTER – SPOONER

WHEREAS, the Wisconsin Indianhead Technical College Board has heard reports detailing the need for the rental of a facility for the Washburn County Learning Center – Spooner.

WHEREAS, the board, in renting this facility, does not meet TCS 5.09 exclusion of minor remodeling and minor rentals which now requires state board approval.

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 this rental agreement for the rental of facilities.

Adopted and approved this 18th day of June, 2012.


District Board Chairperson

ATTEST:


District Board Secretary

AGREEMENT

Top-O-Wisc, (Lessors) owners of a facility located at 522 Service Road A, Spooner, WI 54801, agree to rent space to Wisconsin Indianhead Technical College (Lessee) with Administrative Offices located in Shell Lake for the purpose of providing instruction to area citizens. This contract shall be effective from July 1, 2012 to June 30, 2013.

Top-O-Wisc (Lessor) agrees to:

1. Rent classrooms to WITC, housing the Washburn County Learning Center at 522 Service Road A, Spooner, WI 54801.
2. Provide approximately 400 square feet of space.
3. Charge rental at \$300 per month.
4. Maintain a clean and safe environment in rooms, hallways, bathrooms, and on sidewalks and parking lots.
5. Provide adequate heat, light, electricity, and air conditioning in rooms for Learning Center activities.
6. Make repairs in a timely manner so that disruption to Learning Center activities will be kept to a minimum.
7. Be responsible for updating and maintaining the facility to meet ADA requirements.

Wisconsin Indianhead Technical College (Lessee) agrees to:

1. Pay Top-O-Wisc rental in the amount of \$300 per month for each month during the period of July 1, 2012 to June 30, 2013.
2. Maintain a smoke-free environment.
3. Take reasonable steps to assure facility is not defaced or damaged.
4. Submit rent to the Lessor by the tenth day of each month.

Lessors and Lessee Agree:

1. To renegotiate terms of the agreement at the end of the contract period.
2. Wisconsin Indianhead Technical College has the right within 30 days written notice to renegotiate or terminate this contract contingent upon external funding sources.

Agreed to on June 18, 2012.

Jerry Thompson
Top-O-Wisc
PO Box 207
Spooner, WI 54801
715-635-3333
715-520-8889

Steve Decker
Associate Vice President, Finance & Business
Services
Wisconsin Indianhead Technical College
505 Pine Ridge Dr.
Shell Lake, WI 54871
715-468-2815, Ext. 2234

RESOLUTION NO. 12-12

RESERVATION OF FUND BALANCE RESOLUTION

WHEREAS, the Wisconsin Administrative Code A-V 7(5) requires that a district board adopt a resolution creating reservations and other segregations of a fund balance and requires that, prior to the adoption of its budget, each district shall disclose all reserves maintained by it, the amount contained in each reservation during the year for which the budget is adopted, and

WHEREAS, the Wisconsin Indianhead Technical College district board will be approving the district's 2012-2013 annual report.

THEREFORE, BE IT RESOLVED THAT THE WISCONSIN INDIANHEAD TECHNICAL COLLEGE DISTRICT BOARD HEREBY APPROVES THE FOLLOWING RESOLUTIONS AND SEGREGATIONS OF FUND BALANCES:

General Fund

Designated for operations - a designated segregation of a portion of fund balance to provide for fluctuations in operating cash balances, which is \$10,721,151 as of June 30, 2012. This designation is established for a term of one year.

Designated for subsequent year - a designated segregation of a portion of fund balance to provide funds for operations for the forthcoming budget year, which is \$2,516,622 as of June 30, 2012. This designation is established for a term of one year.

Designated for subsequent years - a designated segregation of a portion of fund balance to provide funds for operations subsequent to the forthcoming budget year, which is \$320,342 as of June 30, 2012. This designation is established for a term of one year.

Designated for state aid fluctuations – a designated segregation of a portion of the fund balance to provide funds for operations due to fluctuations in the amount of state aid the district receives, which is \$213,562 as of June 30, 2012. This designation is established for a term of one year.

Special Revenue Operational Fund

Designated for operations – a designated segregation of a portion of fund balance to provide for fluctuations in operating cash balances, which is \$448,104 as of June 30, 2012. This designation is established for a term of one year.

Capital Projects Fund

Reserve for capital projects – a designated segregation of a portion of fund balance to be provided for working capital for improvement and remodeling, which is \$455,531 as of June 30, 2012. This designation is established for a term of one year.

Debt Services Fund

Reserve for debt service – a designated segregation of a portion of fund balance to provide for future year payments of principal and interest is \$5,770,760 as of June 30, 2012.

Enterprise Fund

Retained earnings – a designated segregation of a portion of fund balance that is invested for maintaining the inventory of consumable resale materials is \$278,712 as of June 30, 2012. This designation is established for a term of one year.

Internal Service Fund


Reserve for self-funded insurance - a reserved segregation of a portion of fund balance to provide working capital for the district's self-funded health/dental insurance is \$122,705 as of June 30, 2012. This reserve is established for the term of one year.

Special Revenue/Non-aidable

Reserve for student financial assistance - a designated segregation of a portion of fund balance to provide working capital for financial aid to students, which is \$153,740 as of June 30, 2012. This designation is established for a term of one year.

Reserve for student organizations - a reserved segregation of a portion of fund balance to provide working capital for the district student organization balances, which is \$168,039 as of June 30, 2012. This reserve is established for a term of one year.

Adopted and approved this 18th day of June 2012.


Chairperson of the Board

ATTEST:


Secretary of the Board

**RESOLUTION 12-13
RESOLUTION APPROVING AND ADOPTING THE
2012-2013 OPERATING BUDGET**

AUTHORIZING EXPENDITURES AND APPROPRIATING FUNDS

WHEREAS, the proposed budget of the Wisconsin Indianhead Technical College District has been formulated and presented at a public hearing at 8:30 a.m. at the WITC Administrative Office, Shell Lake, Wisconsin on Monday, June 21, 2012.


WHEREAS, published notice of said budget was given as provided by law and which said notice included a summary of said budget.

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF THE WISCONSIN INDIANHEAD TECHNICAL COLLEGE DISTRICT AS FOLLOWS, TO WIT:

1. That a 2012-13 budget in the total sum of \$78,936,240 reflecting the changes resulting from the additional facts and estimates referred to in the preamble as presented at the budget hearing be and the same is hereby approved, authorized and adopted as the budget for said district for the 2012-13 fiscal year, being July 1, 2012 to June 30, 2013.
2. That the sum of \$29,686,060 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "Instruction" and the sum of \$29,686,060 is hereby appropriated for such purpose.
3. That the sum of \$2,151,083 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "Instructional Resources," and the sum of \$2,151,083 is hereby appropriated for such purpose.
4. That the sum of \$21,397,114 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "Student Services" and the sum of \$21,397,114 is hereby appropriated for such purpose.

5. That the sum of \$8,518,300 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "General Institutional" and the sum of \$8,518,300 is hereby appropriated for such purpose.
6. That the sum of \$13,783,683 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "Physical Plant Purposes" and the sum of \$13,783,683 is hereby appropriated for such purpose.
7. That the sum of \$3,400,000 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "Auxiliary Services" and the sum of \$3,400,000 is hereby appropriated for such purpose.
8. That the sum of \$295,738 be and the same is hereby approved and authorized as the amount budgeted for the district activity as an operating transfer within the capital projects fund in the 2012-13 budget and the sum of \$295,738 is hereby approved for such purpose.
9. That within the sum payment of \$13,783,683 appropriated for "Physical Plant Purposes" is a separate sum in the amount of \$6,438,729 to cover the principle and interest payments on several promissory note issues and that the sum of \$6,438,729 is appropriated as part of the total physical plant appropriation.
10. That the attached position summary is hereby approved and that authority is hereby given the administration to proceed to recruit personnel for those positions.
11. That the attached FY13 Capital Equipment Detail Listing is hereby approved and that authority is hereby given the administration to proceed to purchase pursuant to procurement Administrative Policy D-550.

Adopted and approved this 18th day of June, 2012.


Chairperson of the Board

ATTEST:


Secretary of the Board

POSITION SUMMARY
Board Approved

Position Type	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Changes*	2012-13 Budget
President	1.0	1.0	1.0	1.0	1.0	1.0	-	1.0
Management	104.0	90.0	91.0	85.0	89.0	89.0	-	89.0
Instruction - Professional/Instructional	145.0	147.0	152.0	152.0	153.0	149.0	-	149.0
Professional/Support Services	13.0	13.0	14.0	18.0	21.0	21.0	(1.0)	20.0
Office & Technical Support	112.0	121.0	122.0	123.0	130.0	129.0	(1.0)	128.0
Custodial	20.0	20.5	20.5	20.5	21.0	22.0	-	22.0
Total positions	395.0	392.5	400.5	399.5	415.0	411.0	(2.0)	409.0

Resignations/Terminations*	Additions*
Management Business Office Manager - Shell Lake Academic Dean - Superior	Management Occupational Safety Teaching Specialist - Rice Lake Distance Learning Specialist - Rice Lake
Instruction - Professional/Instructional Bricklaying and Masonry Instructor - Rice Lake Business Education Instructor - Ashland	Instruction - Professional/Instructional Health Information Technology Instructor - Superior CNC Programming Instructor - Rice Lake
Professional/Support Services Career Specialist - Ashland	Professional/Support Services None
Office & Technical Support Student Services Assistant - Superior	Office & Technical Support None
Custodial None	Custodial None

Fiscal Year 2013 Capital Equipment Detail Listing

Description	Capital Amount	Facility Impact
Equipment related to new construction		
System's Furniture - New Richmond New Addition/Remodel/Admin Area	366,023	
Wynn Jones Movable Equipment - New Richmond New Addition	22,300	
Trudell Communications - New Richmond New Addition/Remodel	71,495	
Dascom AV Equipment - New Richmond New Addition/Remodel	50,782	
Computers for Rooms - New Richmond New Addition/Remodel	21,600	
Network Switches and Access Points - New Richmond New Addition/Remodel	2,800	
Grant related equipment		
Medical Assistant Program Expansion Grant		
Holter monitor	5,000	
Pochi hematology analyzer	13,000	
Clinitek (for urine analysis)	1,900	
Clinitek 100 urinalysis analyzer	1,900	
Exam tables	4,800	
Cholestech chemistry analyzer	3,000	
InRatio--protine analyzer	1,100	
Coagcheck	1,200	
Hemostat micro hematocrits	700	
Urine and blood centrifuges	3,000	
Warm (37 degree) incubator	2,500	
Ophthalmoscope-otoscope	1,450	
Handheld otoscopes	1,150	
Autoclaves	6,000	
Allied Health Patient Simulation Laboratory Improvements Grant		
WorldPoint SMART Stat HPS models	91,396	
Electronic tablets	57,600	
Simulated headwall	4,200	
Medical supply storage cabinet in HPS lab	4,800	
Electronic tablet storage cabinets	4,800	
Vacuum regulator	1,400	
Vertical sphgmomanometer with cuff & basket	960	
HPS support clinical scenario software	3,200	
Supporting HER software & site license	5,000	
Various medical supplies	5,000	
Train-the-Trainer HPS workshop	4,000	
Dental Assistant Program Implementation Grant		
Digital Sensor	36,350	
WILM capital expenditures		
PeopleSoft Maintenance	90,000	
FY13 WILM Capital Budget (WITC Portion)	21,500	

Description	Capital Amount	Facility Impact
CNC program needs		
Haas TL1 (or equivalent) CNC Lathes	166,250	70,000
Haas MiniMill (or equivalent) CNCMachining Centers	30,900	
CNC Lathe Tooling Set	9,000	
CNC Mill Tooling Set	9,000	
Metrology Set	5,000	
HAAS Minimill CNC Machining Center	30,900	
Workstation/Storage Cabinets	5,600	
Trade & Technical Departments		
Ag Mechanics Division		
Large 6000 lb engine stand kit	10,000	
Cylinder head specialty tool kit	5,000	
Vises - for welding table	1,500	
Electrical testing training system	1,300	
Metal table and chair sets - metal seating bundles	12,000	
Computer desk that the user stands at	1,100	
Air conditioning service station kit	4,500	
Micrometer kit (1" to 6")	1,000	
Bearing heater kit	2,500	
Welding table - 12'x12' (instructor constructed)	3,500	
IT Networks Division		
Cisco ASAs	14,000	
Server RAID hard drives	2,200	
Enterprise Vmware SAN server	5,000	
Rack mount KVM switch	2,000	
Tables/chairs/CPU holders/monitor arms	23,493	
VPN enabled firewall appliance	4,000	
Layer 3 switch	3,000	
SAN hardware/software	9,800	
Hwics set (Router Interface)	2,100	
Router Frac T1	1,400	
Cisco switches	1,900	
Cable TV signal meters	4,000	
Internet application/web browser TV	4,000	
Industrial Division		
Material racking	2,500	
Hydro fogger	600	
Air compressor (25 gal)	700	
Equipment lift	5,000	
3-point diesel tractor	10,000	
Hearing protection cabinet with cleaner	610	
Work benches	2,000	
DAC belt drive trainer to include: 099-00S, 201-004, 201-002 and 201-006	5,000	
Rolling ladder	800	
DAC Gear Maintenance Trainer to include: 070-4522, 836-PAC#1	4,250	
BD7 band sealer	4,200	
Mercury outboard motors	14,008	
Engine test stands	4,800	
Special auto collision equipment package set	5,800	
Verus scan tool	9,500	
DTAC Elite	3,800	

Description	Capital Amount	Facility Impact
Trade & Technical Departments - continued		
Industrial Division		
Rotary hoist (Rice Lake)	4,500	1,500
393-1005 Parts Washer	3,000	
Rotary Hoist (Superior)	4,500	1,500
ATECH Equipment - electrical test simulator	9,950	
Mig welder	3,625	
Chick milling machining vise	1,000	
Herman Schmidt 4" grinding vise	850	
Herman Schmidt (Kuhn) radius and angle dresser	2,500	
Universal fabricator with complete tooling	9,500	
CNC control	17,000	
Mill tool holder set	9,000	
DG-700 digital pressure gauges	4,950	
Plasma cutter	3,200	
Technical Division		
Minarik DC drive	5,000	
Dayton or GE DC motor	6,400	
Storage cabinets	6,000	
Single loop controller	4,750	
CompactLogix	3,000	
PowerFlex drive	2,700	
Fluke 744 calibrator	4,500	
DeltaV DCS upgrade (desktop tower with software)	6,000	
DeltaV DCS System	22,500	
Bally walk-in cooler (8'x6'x7.5')	5,976	
Bryant modulating furnace with evolution control 987m	1,781	
Bryant 16 SeerHP 2-Stage with coil, line set and stand 286B (Superior)	2,407	
Bryant 16 SeerHP 2-Stage with coil, line set and stand 286B (Superior)	2,407	
Trane XV-95% 2-stage variable speed furnace with Honeywell stat	1,876	
Trane 16 Seer 2-ton HP with coil, lineset and pad 4TWW	2,907	
Heil 96% modulating furnace with communicating control	1,922	
Heil 15 Seer 2-ton HP with coil, lineset, and pad HXHS	2,164	
Health & Human Services Departments		
Radiographic unit	5,000	
A/T 2000 processor	5,590	
Audioscopes	3,200	
Radiographic light table	1,318	
Audiometer/tympanometer	7,500	
Clinitek (for urine analysis)	1,900	
Audiometer/tympanometer	7,500	
Holter monitor	5,000	
Spirometer	2,000	
Exam tables	4,800	

Description	Capital Amount	Facility Impact
Superior Campus		
Conference center table	1,708	
12 Conference center chairs	3,552	
Refrigerator	2,200	
Vacuums	5,000	
Security camera (student lot)	1,000	
Continuing Education (Police/EMT) Departments		
Trailer - 22' cargo trailer (Ashland)	9,950	
Suction unit	600	
Ventilation fan	1,000	
Scoop stretcher	700	
Fold-a-tank	600	
Replacement chairs (Hayward)	12,136	
Security camera	600	
Lucas device	12,500	
Trailer - 22' cargo trailer (New Richmond)	9,950	
Compressor/cascade modification	15,000	
Pick-up truck (New Richmond)	40,000	
Stainless steel sink & toilet for jail cell props	3,000	
Cardiac monitor upgrade	2,000	
Ventilation fan	1,000	
Hose package	3,000	
Systems Furniture carry-over not funded from new building project	26,500	
AIS "Shoot - Don't Shoot" system	160,000	
Squad car	10,000	
Replacement office chairs	1,800	
Baby manikin 4-pack	600	
Junior manikin 4-pack	600	
Adult manikin 4-pack	600	
Belt hog pulley alignment tool	2,250	
Critical care program package	9,000	
Cardiac monitor	25,000	
Class A burn/flashover mobile prop	12,000	
Motorcycles	50,000	
OB manikin	1,200	
Turn-out gear	9,900	
Structural firefighting helmet package	2,000	
Structural firefighting boots package	2,000	
Airway heads	3,200	
Rice Lake Campus		
Waste and recycling receptacles	4,200	
Electronic door access system	3,000	
Floor scrubber/carpet machine	12,000	
Student Affairs Other		
Ergonomic task chairs (Ashland Office)	1,200	
Shelving (Ashland Bookstore)	9,800	
Track lighting (Ashland Bookstore)	1,950	
Ergonomic task chairs (Ashland Student Services)	1,200	

Description	Capital Amount	Facility Impact
Learning Resource Center		
Allied Health Video package (Ashland)	1,000	
Circulation desk	10,000	
LED projectors	3,600	
Allied Health Video package (New Richmond)	1,000	
Replacement video camera (New Richmond)	2,000	
Doc cams (New Richmond)	3,100	
Teachers' station (New Richmond)	2,000	
Photocopier (New Richmond LRC)	4,000	
Doc cam (Barron)	1,550	
Projector	1,200	
Allied Health Video package (Superior)	1,000	
Replacement video camera (Superior)	2,000	
Doc cam (New Richmond Student Services Center)	1,550	
E-book package	5,000	
Data/electrical for TRMS expansion	3,000	
Allied Health Video package (Rice Lake)	1,000	
Electrical wiring for columns	1,400	
Teachers' station (Superior - Room 318)	1,000	
Replacement video camera (Rice Lake))	2,000	
Mounting projectors (mounts, electric, cabling)	2,000	
Instructional Information Technology		
Panasonic toughbooks (Automation)	7,500	
5 seats of Fluidsim4 Pneumatics	3,000	
Allen Bradley programming licenses/software yearly fee	3,600	
Laptop (New Richmond Student Services Center)	4,000	
Tablet PC/teacher workstation (NRCC - Room 102)	1,800	
Desktop computer - (Rice Lake Auto Colison)	800	
Verus software update (Auto Maintenance)	1,449	
Genisys update	1,500	
MODIS software update	1,500	
TECH 2 software update	1,500	
Laptop (Barron Center)	1,000	
Computer tablets for Driver's Education	8,000	
Scanner/copier (Student Services Center)	1,500	
Scanners (Balsam Lake & Maple Plain)	1,000	
Collegewide PC purchases (Instruction)	281,300	
Collegewide PC purchases (Administration)	140,300	
Video streaming	25,000	
SkillsTutor software upgrade (replaces Plato)	23,000	
Laptop/docking station (Welding)	1,180	
MSHOP software - 2 new additional licenses	1,200	
ASME Section 9 Welding Code	2,500	
CD-B834 50-copy print license, Basic Pneumatics (85-BP) for Amatrol Training	600	
CD-8610 50-copy CD print license, Pump Systems (950-PM1)	700	
CD-B502 50-copy CD print picense, Hydraulic System 1 (950-ME1)	500	
Computer/19" monitor (Superior Student Services Center)	4,800	

Description	Capital Amount	Facility Impact
Distance Learning Support		
ITV HD room upgrade/BCN managed (Ashland - room 209)	29,867	
Replacement CODEC (Ashland - cart 4)	12,000	
Upgrade to HD equipment (Ashland - room 118b)	40,640	
Replacement camera (Ashland)	1,200	
ITV HD room New /BCN managed (New Richmond)	33,757	
Replacement CODEC (New Richmond - cart 6)	12,000	
Upgrade to HD equipment (New Richmond - room 131)	40,640	
Replacement camera (New Richmond - cart 1)	1,200	
ITV HD room upgrade/BCN managed (Rice Lake - room 122)	28,067	
ITV HD room upgrade/BCN managed (Rice Lake - room 123)	28,067	
ITV HD room upgrade/BCN managed (Rice Lake - room 128)	28,067	
Distance Learning Support - continued		
Upgrade to HD equipment (Rice Lake - room 131)	40,640	
Upgrade to HD equipment (Rice Lake - room 130)	40,640	
Replacement CODEC (Shell Lake - conf rms 2 & 4)	24,000	
ITV HD room upgrade/BCN managed (Superior - room 115a)	28,067	
Replacement CODEC (Superior - cart 4)	12,000	
Upgrade to HD equipment (Superior - room 115b)	40,640	
Technology Operations		
Network switches	24,000	
Printer/Copier/Fax/Scanner (Haines)	1,400	
CAN network hardware	75,000	
WIDS	14,000	
Sharepoint consulting	10,000	
Microsoft Lync install & consulting	20,000	
Microsoft system center	25,000	
Server virtualization	50,000	
Forms management application	30,000	
District wide copiers	5,000	
Computers for PCI Compliance (Campus Business Offices)	3,500	
ImageNow licenses for Busines Services	8,000	
New Richmond Campus		
Relay Nester chairs (room 203)	4,464	
Surface Works tables 24x60 (room 203)	3,168	
Relay Nester chairs (room 205)	4,092	
Relay Nester chairs (room 207)	4,836	
Surface Works tables 24x60 (room 207)	3,696	
Relay Nester chairs (room 212)	4,650	
Surface Works tables 24x60 (room 212)	3,696	
Relay Nester chairs (room 213)	4,092	
Relay Nester chairs (room 217)	6,138	
Relay Nester chairs (Conference Center)	18,600	
Reupholster chairs (Conference Center)	15,000	
Round folding table - 72" with non-standard laminate (Conference Center)	4,560	

Description	Capital Amount	Facility Impact
New Richmond Campus - continued		
Replacement seating for tiered conference rooms	45,027	
Countertops (Duplication)	6,000	
Carpet extractor	8,000	
Dual unit instrument air compressor	3,000	
Recycling bins/garbage	3,000	
Replacement furniture (Student Lounge)	56,000	
Administrative Services		
LCD TV on wall with repurposed IPV unit - (more IPV mtgs Shell Lake Pres Office)	2,000	
LCD TV on wall with repurposed IPV unit - (more IPV mtgs Shell Lake Conf Rm C)	2,000	
4 high cubicle walls (Shell Lake - IT area)	20,000	
Renewable Energy Project #836	5,000	