

Wisconsin Indianhead Technical College  
Board Proceedings  
June 20, 2011

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, June 20, 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, Lorraine C. Laberee, Dave Minor, Jean Serum, and Morrie Veilleux. Susan Wojtkiewicz arrived at 8:45 a.m. *Dan Olson and James Schultz provided notice that they would not be in attendance at this meeting.*

The following WITC employees were in attendance: Steve Decker, Bob Meyer, Kim Olson, and Cher Vink. In addition, Representative Janet Bewley was in attendance during the legislative update.

**OPEN MEETING**

Kim Olson, Executive Assistant, read the following open-meeting statement: "The June 20, 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 June 16 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. A Consent Agenda addendum with two additional personnel items was provided at the meeting. Hal Helwig moved, seconded by Lori Laberee, to approve the agenda with the addition of the personnel items previously noted. Upon a unanimous vote of all members present, 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.

**BUDGET HEARING**

Time was reserved for the budget hearing, which 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. There was no one from the public in attendance at the meeting. At 8:33 a.m. Chair Beistle announced that the Board would go into the budget hearing. Steve Decker highlighted key areas of the *Budget Book* for Fiscal Year 2011-2012 for the Board, noting that there were no changes since his presentation last month. It was noted that the budget would be considered for approval under the Other Items Requiring Board Action summary section of the agenda. Chair Beistle closed the Budget hearing at 9:05 a.m.

**EXECUTIVE SESSION**

Chair, James Beistle, 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 purpose of considering bargaining strategies, conducting the President's annual performance evaluation, considering approval of President's compensation, and considering performance evaluations and approval of 2011-2012 compensation for non-represented employees.

Dave Minor moved, seconded by Morrie Veilleux, 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 Beistle announced the motion. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

Chairperson, James Beistle, called the executive session to order at 9:06 a.m. with the following Board members present: James Beistle, Hal Helwig, Lorraine C. Laberee, Dave Minor, Jean Serum, Morrie Veilleux, and Susan Wojtkiewicz. *Dan Olson 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.

1. Approval of the May 16, 2011, Executive Meeting Minutes

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

2. Acceptance of the June 13, 2011, President's Evaluation Subcommittee Executive Meeting Minutes

Hal Helwig asked Cher Vink to provide the Board with an update on the President's 360 degree survey results that were received from the internal and external stakeholders.

Hal Helwig moved, seconded by Dave Minor, to accept the executive subcommittee meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.

*Kim Olson, Steve Decker, and Cher Vink were excused from executive session at 10:05 a.m. The Board recessed at 10:05 a.m. and reconvened executive session at 10:08 a.m.*

*Bob Meyer was excused from executive session at 10:45 a.m.*

Dave Minor moved, seconded by Morrie Veilleux, to adjourn the Executive Session and convene back into the regular Board meeting. Upon a unanimous vote of all members present, motion carried and the executive session adjourned at 10:55 a.m.

*Bob Meyer, Steve Decker, Kim Olson, and Cher Vink were invited back to the meeting at 10:55 a.m.*

## OPEN SESSION RECONVENED

### MEETING MINUTES

1. Approval of the May 16, 2011, Regular Meeting Minutes

Jean Serum moved, seconded by Hal Helwig, to approve the May 16, 2011, meeting minutes. Upon a unanimous vote of all members present, motion carried. Last month's signed list of contracts was attached to the official minutes.

### CONSENT AGENDA

A personnel addendum was provided at the Board meeting and items 1.F. - 1.G. were added.

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

1. Personnel:

- A. **New Hire:** Joel Gibson, Human Services Associate Instructor, Faculty, New Richmond; Masters, Step 5; effective July 1, 2011; annual salary \$55,967.
- B. **New Hire:** Janel Krolkowski, Medical Assistant Instructor, Faculty, New Richmond; Non-degree, Step 6; effective July 1, 2011; annual salary \$52,456.
- C. **New Hire:** Leslie Larsen, Associate Dean of Continuing Education, Management, Ashland; Grade 9, Step 1; effective June 6, 2011; annual salary \$65,366.
- D. **Resignation:** Julie Gard, Communications General Studies Instructor, Superior; effective June 30, 2011.
- E. **Resignation:** Kathryn Mongan Rallis, Early Childhood Education Instructor, Ashland; effective June 30, 2011.
- F. **New Hire:** Patti Sweeney, Medical Assistant Instructor/Program Director, Faculty, Superior; Masters, Step 5; effective July 1, 2011; annual salary \$55,967.
- G. **New Hire:** Carla Cornwall, Basic Education Instructor, Faculty, New Richmond; Masters, Step 5; effective July 1, 2011; annual salary \$55,967.

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, 2011, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 117086 through 1170923 and electronic transfer payments totaling \$5,248,569 were approved.

5. Bids/Purchases

- A. **Dental Assistant Program Lab Equipment – Rice Lake:** The Board approved the purchase of 2 projectors, 1 projector screen, 1 DVD player, 1 video switch, 1 camera, 1 Liquid Crystal Display (LCD), 1 computer processor, 1 instructor station, 1 visual presenter, 1 touchscreen, and cables and mounts in the amount of \$16,478 from AT & T of Madison, WI, under state contract #11-84086-701. This equipment is for the new Dental Assistant program at the Rice Lake Campus. President Meyer noted that dental breakfasts have been scheduled, and donations of dental equipment have been received.
- B. **Instructional Computers, Including Desktop Computers, Laptops, and Tablets – Collegewide:** The Board approved the purchase of 74 instructional computers in the amount of \$127,150. Sixty-six (66) of the computers will be purchased from Paragon Development Systems (PDS) of Oconomowoc, WI, under state contract #15-20453-800 and 8 of the computers will be purchased from CDW-G of Chicago, IL, under state contract #111309-CDW. The computers are instructional replacements and new purchases at all WITC locations.
- C. **Instructional Printer – Collegewide:** The Board approved the purchase of 1 printer in the amount of \$663 from Paragon Development Systems (PDS) of Oconomowoc, WI, under state contract #15-20400-905. The instructional printer is a new purchase for the Ashland Campus.

- D. **New Richmond Middle School Equipment – New Richmond:** The Board approved the purchase of 3 document cameras and 3 instructor stations in the total amount of \$6,537 from AT & T of Madison, WI, under state contract #11-84086-701. This equipment will be used in instructional classrooms at the recently leased New Richmond Middle School building.
- E. **New Richmond Cable Agreement**  
The Board approved extending the memorandum agreement that was provided with the New Richmond Cable TV Regulatory Board to June 30, 2012. The agreement provides a cable studio for the operation of a public educational broadcast channel in New Richmond. The current agreement expires June 30, 2011.
- F. **Office Furniture and Moveable Equipment – Rice Lake:** The Board approved the purchase of office furniture and moveable equipment from Systems Furniture of DePere, WI, in the total amount of \$55,235 under state contracts #UW 07-5665, #15-425, and #UW 10-5665. This furniture and equipment will be used for the addition and remodeling project at the Rice Lake Campus.

At 11 a.m., Chair Beistle requested the Board move to the legislative update agenda item as Representative Janet Bewley had arrived.

#### OTHER ITEMS REQUIRING BOARD ACTION

1. Announcements and/or Action from Executive Session

Time was reserved for the Board Chair to provide an announcement about the executive session, if appropriate. He noted that the Board accepted the President's annual evaluation report. Discussed took place on the other items that were on the closed session agenda; however, no action was taken.

2. Requesting Approval for the Rental of Facilities for the Balsam Lake Learning Center

Administration requested Board approval for the rental of space from the Village of Balsam Lake, in the amount of \$195.20 per month, for the time period of August 1, 2011 through May 31, 2012. There was no increase in the cost over last year. State Board approval is not required for any rentals with other governmental entities. The rental agreement for the Balsam Lake Learning Center was provided for the Board's review.

Hal Helwig moved, seconded by Morrie Veilleux, to approve the rental of facilities for the Balsam Lake Learning Center as presented. Upon a roll-call-vote, all members present voted yes (7-0); motion carried.

3. Resolution 11-09, Bank Depositories

The Board is asked annually to review the financial institutions utilized by the College for depositing its funds. Resolution 11-09 (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 the administration safeguard the College's funds by providing a diverse range of depositories. A Public Depository Listing (attached) was also provided.

Hal Helwig moved, seconded by Dave Minor, to approve Resolution 11-09 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.

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

A change from the May meeting update, administration provided a Resolution 11-12 (attached) for the rental agreement (attached) for the Washburn County Learning Center. Administration requested Board approval to submit this 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, 2011 through June 30, 2012. This represents a 43% decrease in the monthly lease amount and a 50% decrease in the rental square footage from FY12.

Morrie Veilleux moved, seconded by Jean Serum, to approve Resolution 11-12, 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.

5. 2011-2012 Tentative Operational Budget:

Mr. Decker reviewed the proposed 2011-2012 operational budget with the Board during the Budget Hearing portion of the agenda. The electronic *2011-2012 Budget Book* was provided prior to the Board meeting.

A. **Resolution 11-10, Reservation of Fund Balance**

Resolution 11-10 (attached) was provided for the Board's review and approval.

Dave Minor moved, seconded by Lori Laberee, to approve Resolution 11-10, Reservation of Fund Balance as presented. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

B. **Resolution 11-11, Approving and Adopting the 2011-2012 Operating Budget Authorizing Expenditures and Appropriating Funds (Authorization of Annual Budget)**

Resolution 11-11 (attached) and a positions report (attached) were provided for the Board's review and approval.

Morrie Veilleux moved, seconded by Dave Minor, to approve Resolution 11-11, Approving and Adopting the 2011-2012 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.

6. Resolution 11-13, Approval for Faculty and Office and Technical Support (OTS) Employee Contribution Towards the Wisconsin Retirement System (WRS)

This resolution was withdrawn from the agenda as it was no longer needed.

7. Resolution 11-14, Approval for Management and All Part-Time Eligible Staff Employee Contribution Towards the Wisconsin Retirement System (WRS)

This resolution was withdrawn from the agenda as it was no longer needed.

8. Resolution 11-15, Approval for Employee Contribution to Medical Insurance

Administration requested approval of Resolution 11-15 (attached) to deduct up to 12.6% for the employee share of medical insurance plans and coverages for that which an employee is enrolled.

Lori Laberee moved, seconded by Hal Helwig, to approve Resolution 11-15, Approval for Employee Contribution to Medical Insurance as presented, effective the first pay period of August 2011. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

9. Second Reading of Revised Administrative Policy G-350 - Management Compensation Program

In April 2010, a new management compensation salary schedule was approved by the Board. Due to the change in this structure, Board approval was requested for the second reading of the policy change recommendations as presented.

Hal Helwig moved, seconded by Jean Serum, to approve Administrative Policy G-350 - Management Compensation Program as presented. Upon a unanimous vote of all members present, motion carried.

**CORRESPONDENCE AND INFORMATION**

1. Meeting Information Sharing

Upcoming meetings on the events calendar were noted.

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. He asked the Board to confirm their ACCT travel plans.

3. Monitoring Schedule

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

A. **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.

Administration recommended the addition of three reports and other updates noted in red text for the Board's consideration. The schedule will be brought to the July meeting for final approval.

4. President's Updates:

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

A. **Rice Lake Building Project Update**

Mr. Decker provided an update on the Rice Lake building project. He noted that everything is going well.

B. **Joint Finance Committee Action Update**

President Meyer provided a Joint Finance Committee update. A Futuremakers article was provided.

C. **WTCS Budget Update**

President Meyer provided an update on the WTCS Budget. An article published in the Daily Reporter, entitled "Referendum Option Shocks Technical Colleges" was provided. He noted that we don't currently have a compelling reason to conduct a referendum, and that passage of a referendum within the current economic climate across eleven counties would be challenging and costly.

#### **D. Broadband/WiscNet Update**

President Meyer provided an update on a copy of a letter sent to WITC's district legislators (Harsdorf, Jauch, Milroy, Knudson, Rivard, Murtha) on the broadband business, in support of WiscNet. A sunrise clause was put in the legislation. An e-mail from Morna Foy was also provided for the Board's information.

#### **E. WILM Update**

President Meyer provided a WILM update. A copy of a letter from the WILM presidents and Dynamic Campus were provided.

#### **F. Wisconsin Supreme Court Ruling on the Budget Repair Bill**

This item was discussed during the legislative update.

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#### **5. Legislative Updates:**

At 11 a.m., Representative Janet Bewley of Ashland provided an update on the Budget Repair Bill. The following are some of the things that were turned around due to their importance: 1) WiscNet (was saved), 2) Senior Care, 3) Recycling, 4) Maintained Federal Broadband money.

As we look to next year, Representative Bewley asked about the things that are most important to us and/or what can the state do for us in the next year that is important to higher education, on the county level, or for people who want to be trained (and those industries). She answered any questions the Board had for her.

Representative Bewley noted that in the next week (June), conceal/carry is on the docket, we could see redistricting, and mining legislation (any mining) is another item that is still out there.

President Meyer thanked Representative Bewley for her support and engagement with College personnel.

#### **6. Board Appointment Update**

Ms. Olson provided an update on the second Board appointment process. Since the May meeting, a total of four applications were received for the second round of Board appointments. There were 2 applicants for the Elected Official positions, 1 applicant for the Employee position (Douglas County), and 1 applicant for the Employee position (Barron County). The Board Appointment Hearing is scheduled on Wednesday, June 22. The state Board meeting is on July 12.

#### **7. Board Member Term Update**

Chair Beistle noted that the state Board's next meeting is on Tuesday, July 12, 2011. Since the WITC Board's annual organizational meeting is scheduled on the second Monday in July (July 11) in accordance with Wisconsin Statutes §38.08 (3), the Board appointments made at the June 22 Board Appointment hearing won't be official until they are approved by the state Board. This means that the new Board members won't take the Oath of Office until the August 15 WITC Board meeting.

Hal Helwig, Susan Wojtkiewicz, and Dan Olson have agreed to attend the July 2011 WITC Board meeting until their positions on the Board have been filled in accordance with Wisconsin Statutes §38.08 (2), in which members of a district Board shall serve until their successors are appointed and qualified (until July 12).

8. 2011 Distinguished Alumni Award

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. Information on the award was provided in the Board book. Administration will provide the Board with a nomination at the July 11 meeting for the Board's consideration.

9. Recognition of Susan Wojtkiewicz, Employee Member – Barron County

Time was reserved to recognize Susan Wojtkiewicz for her outstanding dedication and service to the WITC Board of Trustees. Ms. Wojtkiewicz served on the Board since 1998 and will extend her service through July 2011 until her replacement has been appointed. Chair Beistle made the presentation on behalf of the Board. Ms. Wojtkiewicz was given a vase award and received a round of applause.

10. Recognition of Hal Helwig, Elected Official Member – Districtwide

Time was reserved to recognize Hal Helwig for his outstanding dedication and service to the WITC Board of Trustees. Mr. Helwig served on the Board since 2000 and will extend his service through July 2011 until his replacement has been appointed. Chair Beistle made the presentation on behalf of the Board. Mr. Helwig received a clock award and was given a round of applause.

11. Recognition of Dan Olson, Employee Member – Douglas County

Time was reserved to recognize Dan Olson for his outstanding dedication and service to the WITC Board of Trustees. Mr. Olson served on the Board since 2009 and extended his resignation date through June 2011 when another Board member had some unexpected health issues. He will extend his service again through July 2011 until his replacement has been appointed. Since Mr. Olson was not able to attend this meeting, Chair Beistle will make the presentation on behalf of the Board at the July meeting.

12. President's Evaluation Survey Tool

This is the second year the Board has utilized the Survey Monkey tool to obtain feedback from stakeholders for the President's 360 degree evaluation. The cost for this tool is very reasonable at \$200 per year for the Professional/Unlimited subscription. Administration would appreciate the Board's feedback on this tool; and if there is no objection, recommends continuing with this survey tool through June of 2013, at which time the Board can determine if they would like to use something different.

Hal Helwig moved, seconded by Susan Wojtkiewicz, to approve the continued use of the Survey Monkey tool as presented. Upon a roll-call vote, all members present voted yes (7-0), motion carried.

**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 annual organizational meeting scheduled on Monday, July 11, 2011, at 8:30 a.m., at the WITC-Administrative Office in Shell Lake, which is the second Monday in July per Wisconsin Statutes §38.08 (3). The Board meeting schedule was included in the Board book.

*Note: In the past, the Board has requested that administration invite new Board members to attend a meeting before they are officially on the Board. Administration recommended inviting the three new Board members to observe at the July Board meeting if they are available.*



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 July 11 were listed on the Board's Monitoring Schedule. *Note: Morrie Veilleux will not be in attendance at the July Board meeting.*

Chair Beistle would like the nominations for the elected officials on the WITC Board to take place in July. Ms. Laberee recommended that Board members who are interested in volunteering for the Chair or Vice Chair positions should let the Board members know before the July meeting. Appointments to the District Boards Association committees will take place at the August meeting to include the new Board members.

The 2011-2012 Board meeting schedule was reviewed for the July meeting. Chair Beistle will brief the three new Board members at the June 22 Board Appointment hearing about their preference on meeting dates. Ms. Laberee noted that she would not be able to attend a Board Forward meeting on November 13 or November 6. The July 9, 2012, WITC Board meeting location was discussed. Ms. Olson asked if the Board would like to meet in Superior since that is the time they will be celebrating their centennial. Ms. Laberee mentioned the state Board meeting scheduled on July 10-11, 2012, is too early in the week for people to attend. President Meyer will contact Dan Clancy about the date. In the meantime, Chair Beistle asked Ms. Olson to send the 2011-2012 Board meeting schedule (draft) to the Board in advance of the July Board meeting.

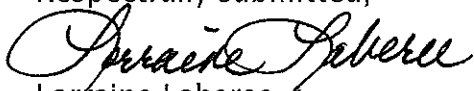
*Note: Board members who wish to add additional items to next month's Board agenda can do so by contacting the Board Chair before **Thursday, June 23**. This request does not obligate the Board Chairperson to include the item on the agenda. The Board Chair will notify administration of agenda items before the Board book is prepared and copied.*

**MEETING EVALUATION**

PLUS +	DELTA ^
+ Appreciated Representative Bewley coming to the meeting on her own	^
+ Good report on the budget	^
+ Thanked Ms. Vink for her negotiations work and tabulation of President's Evaluation	^
+ President Meyer got a good review	
+ Thanked Ms. Wojtkiewicz and Mr. Helwig for their years of service	
+ Thanked Jim Beistle for serving as the Chair	

Susan Wojtkiewicz moved, seconded by Hal Helwig, to adjourn the meeting. The meeting adjourned at 12:14 p.m.

Respectfully submitted,



Lorraine Laberee  
Board Secretary

ko

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

6/2/2011  
2:36:50  
PM

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%

\*-----ESTIMATED-----\*

Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est.Salary/ Fringe Cost	+ Indirect	= Full Cost	Difference +/-
257	Western Lake Superior Sanitary District	WITC Superior	On	1,450.00	574.00	194.00	768.00	683.00
	Employee candidates for WLSSD will have mechanical skills and knowledge assessed.							
365*	Literacy Council of Superior - Douglas County	WITC Administrative Office	On	3,988.00	3,988.00	-	3,988.00	-
	Fiscal Management of Lake Superior Initiative Award Allocation							
523	Innovative Living of Wisconsin	Superior	Off	623.00	343.00	60.00	403.00	221.00
	CBRF Fire Safety class							
524	REM Arrowhead	REM Arrowhead	Off	805.00	222.00	73.00	294.00	511.00
	Employees of REM Arrowhead will receive AHA Heartsaver CPR and Heartsaver First Aid training.							
525	Prism Plastics	Prism Plastics	Off	431.00	183.00	60.00	243.00	189.00
	Heartsaver First Aid with CPR / AED renewal							
526	Mellen High School	Mellen High School	Off	322.00	-	-	322.00	-
	Transcripted Credit course for 1 student in 10101115 Accounting Principles, 3 credits--last term of 2010-2011.							
527	Rice Lake High School	Rice Lake High School	Off	8,186.00	-	-	8,186.00	-
	Transcripted credit courses at Rice Lake High School--5 students in both 2 credit 10106110 Document Formatting and 1 credit 10106181 Keyboarding; 7 students in 1 credit of 10101101D Fin Acctg 1D; 13 students enrolled in the following: 1 cr. 10103146 MS Word A, 1 cr. 10103147 MS Word B, 1 cr. 10103148 MS Word C.							
528	Workforce Resource	WITC - New Richmond	On	2,455.00	2,080.00	-	2,080.00	375.00

Campus

First Responder Training. WITC Tech Prep Grant will cover instructional costs.								
529	LP Corp	Hayward Outreach Center	On	5,035.00	4,196.00	-	4,196.00	840.00
Customized computer classes; Excel, Power Point, MS Word, MS Office. Eight classes total (one beginner and one advanced for each)								
530	LCO Tribal Office	LCO	Off	520.00	453.00	136.00	589.00	(69.00)
Provide Heartsaver 1st aid with adult ,child & infant CPR & AED								
531	Workforce Resource	WITC - New Richmond Campus	On	1,888.00	1,600.00	-	1,600.00	288.00
First Responder Training. WITC Tech Prep Grant will cover instructional costs.								
532	Workforce Resource	Luther Midelfort located in Barron	Off	1,888.00	1,600.00	-	1,600.00	288.00
First Responder Training. WITC Tech Prep Grant will cover instructional costs.								
533	U.S. Fish & Wildlife	Fish & Wildlife Facility	Off	416.00	362.00	107.00	469.00	(53.00)
Medic First Aid and Medic First Aid Refresher								
534	Amery High School	Amery High School	Off	9,128.00	-	-	9,128.00	-
Transcripted Credit classes at Amery HS. 14 students each in the following 1 credit courses--10103151 MS Excel A, 10103146 MS Word A, 10103129 Intro to MS Office. 14 students in 3 cr of 10105100 Intro to Business and 2 students in 2 cr of 10106127 Desktop Publishing.								
535	Hayward High School	Hayward High School	Off	3,060.00	-	-	3,060.00	-
Transcripted credit courses offered at Hayward High School. 13 students in 2 credit 10106127 Desktop Publishing and 2 students in both 1 credit courses 10103128 Intro to Computers-Windows and 10103129 Intro to MS Office								
536	JA Counter	9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m.	Off	755.00	315.00	97.00	411.00	345.00
Office 2010 Computer Training								
537	Northwest Wisconsin Investment Board	St. Francis in the Park	Off	1,534.00	1,300.00	392.00	1,692.00	(158.00)
Incumbent worker training for the WI Healthcare Sector Initiatives grant.								

\*\*\* End Of Report \*\*\*

\* indicates an amended contract

  
Board Secretary

6-20-11

Date

**RESOLUTION 11-09**

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

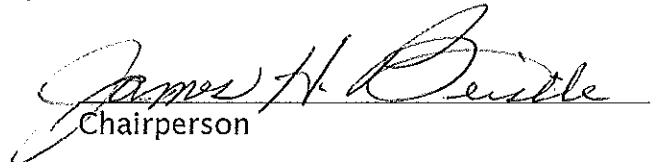
BE IT FURTHER RESOLVED the administration is encouraged to make investments in institutions within the geographic boundaries of the district. If, however, the ability to maintain a balance between safety and yield, as determined by the Vice President of Administrative Services and approved by the district 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.

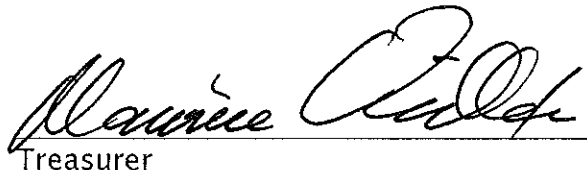
This is to certify that the foregoing is a true and correct copy of a resolution duly and legally adopted by the Wisconsin Indianhead Technical College District at an official meeting held on June 20, 2011.

Adopted and approved this 20<sup>th</sup> day of June, 2011.

  
Chairperson

Attest:

  
Secretary

  
Treasurer

(RESOLVE)

Wisconsin Indianhead Technical College  
Public Depository Listing

Exhibit 3-2

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

**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 2011-2012 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 \$13,106,067 as of June 30, 2011. 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 \$144,268 as of June 30, 2011. 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 \$432,804 as of June 30, 2011. 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 \$306,020 as of June 30, 2011. 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 \$669,340 as of June 30, 2011. 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 \$45,391 as of June 30, 2011. 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 \$5,517,746 as of June 30, 2011.

**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 \$610,960 as of June 30, 2011. 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 \$720,867 as of June 30, 2011. This reserve is established for the term of one year.

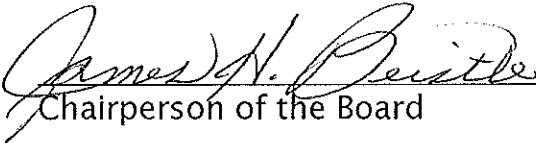
**Special Revenue/Non-aidable**

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 \$162,487 as of June 30, 2011. 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 \$93,254 as of June 30, 2011. This reserve is established for a term of one year.

Adopted and approved this 20<sup>th</sup> day of June 2011.



  
Chairperson of the Board

ATTEST:

  
Secretary of the Board

**RESOLUTION 11-11**  
**RESOLUTION APPROVING AND ADOPTING THE**  
**2011-2012 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 20, 2011.

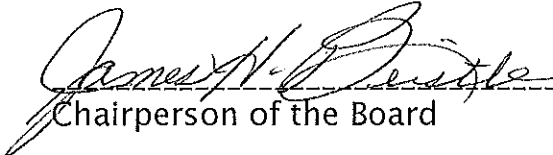
**WHEREAS**, published notice of said budget was given as provided by law and which said notice included a summary of said budget.

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

1. That a 2011-12 budget in the total sum of \$79,099,064 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 2011-12 fiscal year, being July 1, 2011 to June 30, 2012.
2. That the sum of \$30,755,771 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 30,755,771 is hereby appropriated for such purpose.
3. That the sum of \$1,711,508 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 \$1,711,508 is hereby appropriated for such purpose.
4. That the sum of \$14,168,119 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 \$14,168,119 is hereby appropriated for such purpose.
5. That the sum of \$8,473,777 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 \$8,473,777 is hereby appropriated for such purpose.
6. That the sum of \$13,814,889 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 \$13,814,889 is hereby appropriated for such purpose.

7. That the sum of \$10,175,000 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 \$10,175,000 is hereby appropriated for such purpose.
8. That the sum of \$54,609 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 2011-12 budget and the sum of \$54,609 is hereby approved for such purpose.
9. That within the sum payment of \$13,814,889 appropriated for "Physical Plant Purposes" is a separate sum in the amount of \$5,985,446 to cover the principle and interest payments on several promissory note issues and that the sum of \$5,985,446 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.

Adopted and approved this 20<sup>th</sup> day of June, 2011.

  
Chairperson of the Board

ATTEST:

  
Secretary of the Board

**RESOLUTION #11-12**

**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 20<sup>th</sup> day of June, 2011.

  
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, 2011 to June 30, 2012.

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, 2011 to June 30, 2012.
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 20, 2011.

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

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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 11-15

## Approval for Employee Contribution to Medical Insurance

WHEREAS, Wisconsin Indianhead Technical College (the "Employer") provides medical insurance coverage to employees who meet eligibility requirements established by the Employer and through union contracts; and

WHEREAS, the Employer desires to share the cost of the medical insurance coverage with employees who participate.

NOW, THEREFORE, BE IT RESOLVED, that this resolution shall be effective as follows: for non-bargaining unit employees, this resolution shall be effective for those that are participating in the medical insurance coverage as of the first pay period of August 2011; and for bargaining unit employees in the Faculty and Office and Technical Support staff groups, this resolution shall be effective the earlier of (i) the first pay period of August 2011 for those that participate in an Employer medical insurance plan after the expiration of current collective bargaining agreements if such agreement expires after the effective date of the 2011 Wisconsin Act 10 (the "Act") or (ii) the first pay period after the date on which the Employer requires such employees to contribute to medical insurance through salary deduction under a collective bargaining agreement whether or not such agreement expires prior to the effective date of Act;

FURTHER RESOLVED, the employees noted above who participate in the Employer's medical insurance plans shall contribute up to 12.6% of the cost of coverage chosen;

FURTHER RESOLVED, that this resolution shall supercede any resolution, ordinances, and/or verbal statements that are contrary to the terms contained herein; and

FURTHER RESOLVED, that even if the Act is declared invalid or otherwise does not go into effect, this resolution shall remain in effect to the extent the Employer continues to require employees to make employee contributions to the medical insurance cost without shifting the cost of the employee contributions to the Employer.

Adopted and approved this 20<sup>th</sup> day of June 2011.

  
Board Chair

ATTEST:

  
Board Secretary