

Wisconsin Indianhead Technical College  
Board Proceedings  
July 8, 2013

The organizational meeting of the Wisconsin Indianhead Technical College Board was held on Monday, July 8, 2013, at 8:30 a.m., at the WITC-Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, WI 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, Lorraine C. Laberee, David Minor, James Schultz, Jean Serum, Morrie Veilleux, and Eileen Yeakley. *Note: Aimee Curtis and Chris Fitzgerald 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. Bonny Copenhaver and Becka Cusick were present for a portion of the meeting. Marion Smith and Robert Mulcahy, of Michael Best & Friedrich, were also present during this meeting.

**OPEN MEETING**

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The July 8, 2013, annual organizational 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 July 5, 2013, 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.

James Beistle moved, seconded by Morrie Veilleux, to approve the agenda. Upon a unanimous vote of all members present, motion carried.

**AUDIENCE RECOGNITION ANNOUNCEMENT**

Time was reserved to recognize people in the audience. Marion Smith and Robert Mulcahy, of Michael Best & Friedrich, were welcomed. The Audience Recognition Board policy (II.M.) was included in the Board book as a reference.

**BOARD ORGANIZATION**

1. **Oath of Office: David Minor and Eileen Yeakley**

The Oath of Office was administered by Vice Chair Beistle to reappointed Board members David Minor and Eileen Yeakley by having them read the Oath of Office statement at the meeting. The Oath of Office statements were signed by the reappointed Board members and notarized by Becka Cusick to be filed with the District Board Secretary.

2. **Election of Officers**

In accordance with Wisconsin Statute §38.08 (3) the district shall elect from among its members a chairperson, vice chairperson, secretary, and treasurer at the annual meeting. The Board conducted their election of officers with the Chair Minor calling for nominations for the office of chairperson. A sample election process for Board members was provided.

*It was noted that no person may serve as a chairperson for more than two successive annual terms, per Wisconsin Statute §38.08 (3). All officers, except the chair, can serve multiple consecutive terms of office.*

The following WITC Board officers served in 2012–2013:

- a. Chair – David Minor (completed his second term as Chair)
- b. Vice Chair – James Beistle
- c. Secretary – Lorraine Laberee
- d. Treasurer – Morrie Veilleux

#### Chair

Dave Minor moved, seconded by Eileen Yeakley, to nominate Morrie Veilleux for the office of chairperson. Following three calls for nominations, James Beistle moved, seconded by James Schultz, that nominations be closed and to cast a unanimous vote for Morrie Veilleux for the office of chairperson of the Board. Upon a unanimous vote of all members present, motion carried.

#### Vice Chair

Dave Minor moved, seconded by Morrie Veilleux, to nominate Chris Fitzgerald for the office of vice chairperson. Following three calls for nominations, Jean Serum moved, seconded by Eileen Yeakley, that nominations be closed and to cast a unanimous vote for Chris Fitzgerald for the office of vice chairperson of the Board. Upon a unanimous vote of all members present, motion carried.

#### Secretary

James Beistle moved, seconded by Morrie Veilleux, to nominate Lori Laberee for the office of secretary. Following three calls for nominations, Eileen Yeakley moved, seconded by Jean Serum, that nominations be closed and to cast a unanimous vote for Lori Laberee for the office of secretary of the Board. Upon a unanimous vote of all members present, motion carried.

#### Treasurer

Dave Minor moved, seconded by Jean Serum, to nominate James Beistle for the office of treasurer. Following three calls for nominations, Eileen Yeakley moved, seconded by James Schultz, that nominations be closed and to cast a unanimous vote for James Beistle for the office of treasurer of the Board. Upon a unanimous vote of all members, motion carried.

Mr. Minor turned the meeting over to Chair Veilleux; however, Chair Veilleux asked if Mr. Minor would continue to facilitate this meeting on his behalf since Mr. Minor had been involved with approving this meeting agenda. The new officers were requested to provide their signatures on a form that was routed at the meeting. If a vacancy occurs in any of the District Board officer positions after the annual organizational meeting, the District Board may elect an officer to fill the vacancy at any subsequent district Board meeting. The Board Officers policy was provided for the Board's information. A Board contact listing was also routed to confirm each Board member's current contact information. Ms. Olson will communicate the 2013–2014 WITC Board officer information to the District Boards Association and to all College staff following the meeting. Ms. Olson will also have the WITC phone extension for the Board Chair updated.

### 3. Selection of Regular Meeting Dates

A proposed 2013–2014 Board Meeting Schedule listing tentative dates for the third Monday of the month, meeting locations, with an 8:30 a.m. start time was provided for the Board's consideration.

Lori Laberee moved, seconded by James Beistle, to adopt the 2013–2014 Board meeting schedule as presented, with flexibility to change the December 16, 2013, Board Forward meeting date if needed. Upon a unanimous vote of all members present, motion carried.

The Board's next meeting is scheduled on August 19, 2013, beginning at 8:30 a.m., at the WITC–Administrative Office in Shell Lake. Ms. Olson will communicate the 2013–2014 Board meeting schedule with the District Boards Association and all College staff following the meeting.

Mr. Minor asked Ms. Olson to check on New Richmond's availability on February 24, 2013, and to bring that back for the Board's information.

4. Selection of Board Forward Meeting Date

Time was reserved for the Board to discuss a potential Board Forward meeting date for the 2013–2014 year, as proposed on the Board Meeting Schedule.

James Beistle moved, seconded by Lori Laberee, to schedule the Board Forward meeting on Monday, December 16, 2013, to follow the regular Board meeting at the WITC–Rice Lake Campus, but to allow for flexibility to change the date if there is a need to accommodate the subject matter. Upon a unanimous vote of all members present, motion carried.

5. Appointment to WITC Foundation Board

Time was reserved for the Board Chair to appoint a Board member to the WITC Foundation Board. Lori Laberee has served on the WITC Foundation Board for the past three years. *It was noted that there is no limit to the number of terms that can be served on the Foundation Board.*

Ms. Laberee volunteered to continue as the WITC Foundation Board representative. Jean Serum moved, seconded by James Schultz, to appoint Ms. Laberee as the WITC Foundation Board representative for 2013–2014. Ms. Olson will communicate this information to all College staff following the meeting.

6. Approval of Official Newspaper of Record Selection

Annually the Board approves the “newspaper of record” for the College. There are 27 newspapers in the WITC District that are certified by the state to publish statutorily required legal notices. However, of those 27 newspapers, 25 of them publish their notices one (1) day per week. The Superior Telegram publishes two (2) days per week (on Tuesday and Friday), and The Ashland Daily Press publishes five (5) days per week (Monday, Wednesday, Thursday, Friday, and Saturday).

Therefore, based on the highest number of publishing days, administration recommended Board approval to establish *The Ashland Daily Press* as their “newspaper of record” for the 2013–2014 school year. Information on the costs for Class 1 – 8 point legal notices and non-legal advertising from the *Ashland Daily Press* was included in the Board book.

James Beistle moved, seconded by Lori Laberee, to establish the Ashland Daily Press as the College’s official newspaper of record for 2013–2014 as presented. Upon a unanimous vote of all members present, motion carried.

*Ms. Olson will communicate the Board’s approval of the “newspaper of record” to all College staff following the meeting.*

Mr. Minor asked our new legal counsel how we will handle it when we no longer have any daily newspapers in our district to statutorily publish our agendas, and when we will be able to post our agendas online. Their suggestion was we might need to notice our agendas in the closest newspaper. President Meyer noted that he has brought this up to the Presidents’ Association. It was suggested that this question also be asked of Representative Smith later in this meeting.

7. Approval of Board Monitoring Schedule for Fiscal Year 2014

Time was reserved to approve the *2013–2014 WITC Board Monitoring Schedule* for the new fiscal year. Ms. Olson noted that administration added two items to the Monitoring Schedule (in red text) to reflect current Board activity. In July, the need to invite our legislators to WITC Board meetings was added; and in June, the Board Hearing was added. In addition, time was reserved for the Board to review the August agenda items for the next meeting.

Morrie Veilleux moved, seconded by Lori Laberee, to adopt the Board’s 2013–2014 Monitoring Schedule as recommended. Upon a unanimous vote of all members present, motion carried.

8. Request for Board Organizational Meeting Appointments to the District Boards Association Positions – Standing Committees

The District Boards Association requested that all districts review and assign their members to the association's standing committees. A District Boards Association Standing Committees packet was provided for the Board's information and included the current list of WITC committee representatives and a description of each committee. WITC Board members volunteer to serve on the committee that interests them the most. Last year's committee list was reviewed.

Lori Laberee moved, seconded by Jean Serum, to approve the 2013–2014 District Boards Association Committee list with no changes to what was submitted last year. Upon a unanimous vote of all members present, motion carried.

*Ms. Olson will submit the 2013–2014 Technical College District Representatives list to the District Boards Association following this organizational meeting.*

9. Selection of District Boards Association Board of Directors – WITC Board Delegate

The District Boards Association requested the WITC Board select a member to be seated on the Association's Board of Directors at their summer meeting in Rice Lake on July 20, 2013, for a two-year term. Each District Board uses its own process to select its representative to the Board except that association officers automatically serve as their district's representative. There is no limit on the number of terms that may be served. In addition, a new member may be appointed mid-term at the district's discretion. New Board of Director members will be seated at the District Boards Association's summer meeting in Rice Lake on July 20, 2013.

Lori Laberee moved, seconded by Jean Serum, to select James Beistle as the WITC Board Delegate for the District Boards Association for a two-year term. Upon a unanimous vote of all members present, motion carried.

EXECUTIVE SESSION

Mr. Minor requested a motion for the Board to adjourn into executive session under the provisions of Wisconsin Statutes §19.85(1)(c)(e)(f)(g) for the purposes of considering Bargaining Strategies, Conferring with Legal Counsel with Respect to Litigation, Performance Evaluation and Considering Approval of 2013–2014 Compensation of Non-Represented Employees, and Considering Approval of the President's 2013–2014 Compensation.

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

Mr. Minor called the executive session to order at 8:55 a.m. with the following Board members present: James Beistle, Lorraine C. Laberee, David Minor, James Schultz, Jean Serum, Morrie Veilleux, and Eileen Yeakley. *Note: Aimee Curtis and Chris Fitzgerald 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. Marion Smith and Robert Mulcahy, of Michael Best & Friedrich, were also in attendance during executive session.

Approval of the June 17, 2013, Executive Meeting Minutes

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

Lori Laberee 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; motion carried (7-0) and the executive session adjourned at 11:14 a.m.

#### OPEN SESSION RECONVENED

Mr. Minor requested that the Board move ahead in their agenda to Representative Smith's legislative update.

#### MEETING MINUTES

##### 1. Approval of the June 17, 2013, Regular Meeting Minutes

Lori Laberee moved, seconded by Morrie Veilleux, to approve the June 17, 2013, regular meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. *Note: The signed list of contracts and resolutions from the June meeting were attached to the official minutes.*

#### CONSENT AGENDA

Mr. Minor asked if there were any items to be pulled off the consent agenda and acted on separately; however, there were none.

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

##### 1. Personnel:

- A. **New Hire:** Tara Hakes, Medical Assistant Instructor, New Richmond, Faculty, effective July 1, 2013, annual salary \$51,315.
- B. **New Hire:** Becky Peterson, Adult Basic Education Instructor, New Richmond; Faculty, effective July 1, 2013, annual salary \$57,162.
- C. **New Hire:** Kristina Reuille, Medical Assistant Instructor, New Richmond, Faculty, effective July 1, 2013, annual salary \$51,315.
- D. **Resignation:** Glenn Sokolowski, Mechanical Design Technology Instructor, Rice Lake; Faculty; effective June 30, 2013.

*President Meyer noted that Glenn Sokolowski served 11.5 years and will be missed.*

##### 2. Contracts

The listing of contracts was approved (see attached list). Mr. Decker reviewed the list with the Board relative to the state designated indirect cost factors. He explained that contracts with negative "difference" totals reflected a loss utilizing full costs including the indirect or overhead costs. WTCS policy requires the College to recoup full costs on all contracts except contracts with other in-state governmental entities. WITC policy does allow the College to reduce the contracted amount below the full cost but recoup all direct costs at a minimum.

##### 3. Financial/Cash Position Report

Mr. Decker recommended approval of the preliminary Financial and Cash Position Report for the College as of June 30, 2013. A final Financial and Cash Position Report as of June 30, 2013, will be brought back in November after the College audit has been completed. He noted that the preliminary report utilized estimated accrual-based revenues and expenditures. In addition, the College utilized \$750,000 at June 30 to fund the OPEB Trust, which is utilized to fund the District post-retirement health benefit liability.

##### 4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 139526 through 140173 and electronic transfer payments totaling \$4,040,281 were approved.

5. Bids/Purchases

- A. **Remodeling Change Order – Ashland:** Board approval was given for Change Order G-02 by SDS Architects in the total amount of \$2,099 for Project #1224 at the Ashland Campus. This change order included providing a new sanitary line out of the test area being remodeled. A financial summary was also included for the Board's review.
- B. **Compressor – New Richmond:** Board approval was given for a purchase of a compressor in the total amount of \$15,395 from Pomasl Fire Equipment of Antigo, WI. This equipment will be used for the Fire Services program at the New Richmond Campus.

6. Out-of-State Tuition Remission Report

In accordance with Wisconsin Technical College System Board Administrative Bulletin, AB 04-02, Remission of Out-of-State Tuition – Needy and Worthy, staff with delegated authority shall annually report remission activity for the academic year (by July 15). The report shall include the number of individuals for whom tuition was remitted, the total credits remitted, the financial impact of the actual remissions and the percentage of total actual credits (net of Community Services), which were remitted for academic year.

The Out-of-State Tuition Remission Report was submitted for the entire 2012-2013 academic year. The Board was informed that WITC submitted no students for the 2012-2013 academic year.

OTHER ITEMS REQUIRING BOARD ACTION

1. Announcements and/or Action from Executive Session

Mr. Minor announced that the Board approved the President's Cabinet compensation and Vice President titles.

2. Considering Approval of 2013-2014 Custodian Union Contract (Labor Association of Wisconsin, Local 722)

Board approval was requested for the custodian union one-year collective bargaining agreement.

Morrie Veilleux moved, seconded by James Schultz, to approve the 2013-2014 Custodian Union Contract (Labor Association of Wisconsin, Local 722) as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

3. Requesting Approval of the Three-Year Facilities Plan

Mr. Decker recommended approval of the WITC Three-Year Facilities Plan for FY14-FY16. State administrative procedures require districts to submit a three-year facilities plan to the system office to include building repairs, remodeling, and new construction. The plan that was provided summarized the remodeling and new construction proposed in WITC's three-year plan.

Jean Serum moved, seconded by James Beistle, to approve the three-year Facilities Plan as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

Time was reserved for Board members to report on any meetings they have attended. Mr. Beistle reminded the Board the WITC is hosting the District Boards Association summer meeting in Rice Lake next Friday and Saturday.

## 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. Mr. Minor requested that the Board report any changes on the *Board Events Schedule* to Ms. Olson.

### B. 2013 ACCT Congress Proposal Update

President Meyer informed the Board that the "Meeting Local Workforce Needs through Strategic Partnerships" proposal was accepted for the 2013 ACCT Leadership Congress. As requested by Mr. Minor, President Meyer announced that Mr. Beistle, Ms. Laberee, Mr. Minor, Mr. Veilleux, and Ms. Yeakley will attend the 2013 ACCT Leadership Congress. Mr. Minor requested that Mr. Decker provide a 10 year report detailing what was spent on the ACCT Leadership Congress for the Board's information in planning and prioritizing their budget for future events. President Meyer suggested getting similar information for other Board events.

## 3. President's Updates:

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

### A. Welcome and Introduction of Michael Best & Friedrich

President Meyer welcomed and introduced Marion Smith and Robert Mulcahy of Michael Best & Friedrich. They joined the Board for lunch following the meeting.

### B. Welcome and Introduction of Bonny Copenhaver, Vice President, Academic Affairs & Superior Campus Administrator

President Meyer welcomed and introduced Bonny Copenhaver, new Vice President, Academic Affairs & Superior Campus Administrator. The Board and administration introduced themselves.

Ms. Copenhaver talked about her background. She joined the Board for lunch following the meeting.

### C. Facilitating the Future Update

President Meyer gave closing remarks at the Facilitating the Future event that took place at the Spooner High School on June 17 - 20, 2013. Over 100 people were in attendance at this event. A copy of the brochure was included in the Board book.

### D. 2015-2018 Strategic Planning Update

On June 26, 2013, the 2015-2018 Strategic Planning Subcommittee met to review the next Strategic Planning process for a recommendation to the Quality Improvement Steering Committee in September. Members of the subcommittee included: Leslie Bleskachek, Lynn Fitch, Joe Huftel, Bob Meyer, Kim Olson, Cher Vink, and Jon Willoughby. In addition, faculty member Wendy Dusek from New Richmond and student Sheila Wilcox from Ashland volunteered to be on the subcommittee but were unable to attend.

A forum schedule will be developed for Business and Industry, Students, Employees, and Community stakeholders to attend forums that will begin the end of September and run through early-November. This item will be brought back to determine which Board members are able to introduce the President and acknowledge the importance of the Strategic Plan at the forums. A draft 2015-2018 Strategic Planning Abbreviated Timeline was provided for the Board's information.

### E. Update on State Budget

Time was reserved for an update from President Meyer on the state budget. He also noted that there is a WTCS Performance Counts Summit scheduled on August 14, 2013.

4. Legislative Updates

A. Representative Stephen Smith Update

Time was reserved for a brief legislative update from Representative Smith with time for questions and answers following the update. Key highlights included information on the budget and support for the technical colleges. Ms. Laberee asked Representative Smith if he would consider taking the charge on how we will handle it when we no longer have any daily newspapers in our district to statutorily publish our agendas. Representative Smith thanked the Board for their service.

5. 2013 Distinguished Alumni Award Call for Nomination

The District Boards Association is looking for a nomination for an extraordinary graduate of a Wisconsin Technical College for the 2013 Distinguished Alumni Award. The award will be given out at the November Association meeting in Pewaukee. President Meyer recommended the Board nominate John-Paul Damico, a 2002 WITC graduate, for this award.

Lori Laberee moved, seconded by Morrie Veilleux, to nominate John-Paul Damico for the 2013 Distinguished Alumni Award. Ms. Olson will submit WITC's nomination for this award to the District Boards Association by August 1, 2013.

6. Discrimination/Harassment Complaints Annual Report

In accordance with Administrative Procedures G-113A and J-121A, Discrimination/Harassment Compliance/Sexual Assault, administration is required to report to the Board of Trustees formal complaints related to discrimination, sexual harassment and sexual assault. Ms. Vink noted in fiscal year 2013, there were 6 student complaints filed and 0 employee complaints filed. Investigation resulted in a finding of no intentional discrimination/harassment for each case except in 2 cases. In both cases, an investigation found a violation of company policy and appropriate action was taken.

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 regular meeting scheduled on Monday, August 19, 2013, at 8:30 a.m., at the WITC-Administrative Office in Shell Lake.

2. Review/Add Agenda Items

Time was reserved for the Board to add or review agenda items for the next Board meeting. Board agenda items for the meeting on August 19 were listed on the Board's Monitoring Schedule. Additional agenda items for this meeting were discussed.

*Note: Board members who wish to add additional items to next month's Board agenda were requested to do so by contacting the Board Chair before Thursday, August 1, 2013. This request does not obligate the Board Chairperson to include the item on the agenda. The Board Chair will notify administration of agenda items before the Board book is prepared and copied.*

MEETING EVALUATION

	PLUS +	DELTA ^
+ None		^ None



Mr. Minor adjourned the meeting at 12:04 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lorraine Laberee".

Lorraine Laberee  
Board Secretary

ko

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

6/24/2013  
12:51:38  
PM

Wisconsin Indianhead Technical College  
Contract Estimated Full Cost Report

Fiscal Year:  
2013

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

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

\*----- ESTIMATED -----  
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Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est.Salary/ Fringe Cost	+ Indirect	= Full Cost	Difference +/-
226	Superior Lidgerwood Mundy, Corporation	Superior Lidgerwood Mundy	Off	1,333.00	860.00	277.00	1,137.00	196.00
	Welding Instructor, John Palmer, to provide the first phase in assisting SLM Corp staff in updating welding procedure specifications.							
530	Midwest Energy Resources Company	MERC	Off	780.00	450.00	55.00	505.00	275.00
	Employees at Midwest Energy Resources will receive Mobile Refrigeration instruction. Successful participants will receive documentation upon completion.							

6/25/2013  
11:25:44  
AM

Wisconsin Indianhead Technical College  
Contract Estimated Full Cost Report

Fiscal Year:  
2014

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 +/-
300	Forward Service Corporation	Off Campus	Off	250.00	220.00	81.00	300.00	(51.00)
	Summer counselors to receive CPR & AED training. Successful participants will receive documentation upon completion							
301	Cameron School District	Cameron High School	Off	1.00	1.00	1.00	2.00	(1.00)
	WITC will provide Driver's Education Theory and Behind-The-Wheel to the students of the Cameron School District. As part of the contract WITC will collect the tuition of \$95.65 for Driver's Ed Theory and \$230.00 for Driver's Ed BTW from the student.							
302	Cumberland School District	Cumberland High School	Off	1.00	1.00	1.00	2.00	(1.00)
	WITC will provide Driver's Education Theory and Behind-The-Wheel to the students of the Cumberland School District. As part of the contract WITC will collect the tuition of \$95.65 for Driver's Ed Theory and \$230.00 for Driver's Ed BTW from the student.							
303	Rice Lake High School	Rice Lake High School	Off	1.00	1.00	1.00	2.00	(1.00)
	WITC will provide Driver's Education - Theory and Behind-The-Wheel to the students of the Rice Lake School District. As part of the contract WITC will collect the tuition of \$95.65 for Driver's Ed Theory and \$230.00 for Driver's Ed BTW from the student.							
304	Hudson School District	Hudson High School	Off	1.00	1.00	1.00	2.00	(1.00)
	WITC will provide Driver's Education - Theory and Behind-The-Wheel to the students of the Hudson High School District. As part of the contract WITC will collect the tuition fee of \$95.65 for Driver's Ed Theory and \$230.00 for Driver's Ed BTW from the students.							
305	Jennie-O Turkey Store, Inc.	Rice Lake Campus, Room 207 - Computer Lab	On	1,497.00	582.00	228.00	810.00	687.00

Employees of Jennie-O Turkey Store will obtain training on Excel Beginner and Excel Advanced software. Training to take place at WITC, Rice Lake Campus by Sara Ducos. Training dates 6/5/13 (12:30 p.m. - 4:30 p.m.) and 6/19/13 (8:30 a.m. - 12:30 p.m.). Price of contract includes refreshments as determined by employer.

306	Ashland School District	WITC-Ashland	On	22,737.00	18,947.00	6,256.00	25,203.00	(2,467.00)
Students of the Ashland School District will receive skills and knowledge in the trades and technology.								
307*	Workforce Resource	Workforce Resource Osceola Outreach Center	Off	3,830.00	3,192.00	865.00	4,056.00	(227.00)
Participants of Workforce Resource Osceola Outreach Center will receive 36 hours of training in Critical Core Manufacturing Skills. Any changes to this contract will affect the cost of training.								
308	Workforce Resource	Workforce Resource Osceola Outreach Center	Off	6,802.00	5,668.00	1,870.00	7,538.00	(736.00)
Participants of Workforce Resource Osceola Outreach Center will receive 45 hours of instruction in Mathematics. Any changes to this contract will affect the price of training.								
309	U. S. Forest Service	Glidden Ranger Station	Off	382.00	261.00	79.00	340.00	42.00
Medic First Aid								
310*	Chieftain Sand	Citizens Telephone, New Auburn	Off	10,274.00	10,274.00	-	10,274.00	-
Chieftain Sand will receive 42 hours of Supervisory training. Training will include a pre and post meeting with CVTC instructor, Dan Burns. Training will be provided by CVTC and contract administered by WITC.								
311	Turtle Lake Physical Therapy & Rehab Specialists	Turtle Lake Physical Therapy & Rehab	Off	518.00	238.00	55.00	293.00	225.00
Provide CPR for Healthcare recert to employees.								
312	Willow River State Park	Willow River State Park	Off	314.00	261.00	96.00	356.00	(43.00)
CPR / AED / First Aid Training								
313	LCO Early Headstart	LCO Early Headstart - Hayward	Off	328.00	273.00	82.00	355.00	(27.00)
Provide Pediatric Medic First Aid class to employees								
314	Adoray Home Health	Adoray Home Health, Baldwin	Off	408.00	194.00	71.00	265.00	143.00

Health Care Provider CPR renewal								
315*	Midwest Energy Resources Company	Midwest Energy Resources Corporation	Off	783.00	450.00	55.00	505.00	278.00
Employees at Midwest Energy Resources will receive Mobile Refrigeration instruction. Successful participants will receive documentation upon completion.								
316	Thomas Landing	Class will be held at WITC Rice Lake	On	507.00	149.00	65.00	213.00	295.00
Provide Abuse and Neglect class for employees of Thomas Landing.								
317	Pike's Bay Marina	Pike's Bay Marina Club House	Off	518.00	248.00	60.00	308.00	211.00
AHA Adult Heartsaver CPR & AED								
318	IsoMetric Tool & Design	IsoMetric Tool and Design, New Richmond, WI	Off	905.00	372.00	110.00	482.00	424.00
Forklift Safety Training and Certification for five employees of IsoMetric Tool and Design.								
319	Ardisam	Supower Biodiesel/Ardisam, Cumberland	Off	1,039.00	456.00	146.00	602.00	438.00
Employees of Sunpower Biodiesel/Ardisam, Inc. will receive eight hours of Confined Space Entry training by Mike Spencer.								
320	FG Products	FG Products, Rice Lake	Off	885.00	350.00	110.00	460.00	426.00
Employees of FG Products to receive one hour of Harassment Prevention training. Revisions to original contract may alter the cost of the contract.								
321	Superior High School	WITC Superior	On	17,100.00	14,250.00	3,573.00	17,822.00	(723.00)
Students of Superior High School will receive technical skills training for career exploration.								

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

\* indicates an amended contract

*Josiane Sabree*  
 Board Secretary

7-8-13  
 Date