

Wisconsin Indianhead Technical College
Board Proceedings
July 9, 2012

The annual organizational meeting of the Wisconsin Indianhead Technical College Board was held on Monday, July 9, 2012, at 8:30 a.m., at the WITC-Superior Campus, located at 600 North 21st Street, Superior, Wisconsin 54880.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Chairperson, David Minor, called the meeting to order at 8:30 a.m. with the following Board members present: James Beistle, Aimee Curtis, Chris Fitzgerald, Lorraine C. Laberee, David Minor, James Schultz, Jean Serum, and Morrie Veilleux. *Eileen Yeakley provided notice that she would not be in attendance at this meeting.* The following WITC employees were in attendance during the meeting: Steve Decker, Garry Krause, Bob Meyer, Kim Olson, Diane Vertin, Cher Vink, and Laura Wassenaar. Senator Bob Jauch and Representative Nick Milroy were also present during a portion of this meeting.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The July 9, 2012, 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 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 for Chair Minor to recognize people in the audience. Garry Krause and Laura Wassenaar were present at the beginning of this meeting. The Audience Recognition Board policy (II.M.) was included in the Board book as a reference.

CAMPUS ADMINISTRATOR WELCOME AND INTRODUCTION

Time was reserved for Diane Vertin, Vice President, Academic Affairs and Superior Campus Administrator, to welcome the Board and provide them with information on her roles and responsibilities for the College and the roles and responsibilities of some members of Academic Affairs. A PowerPoint presentation was posted PowerPoint into the Board's electronic meeting folder prior to the meeting. Each Board member received a July 10 WITC-Superior Centennial brochure, mug, and 100 year centennial booklet. Ms. Vertin is expecting about 500 people at the July 10 centennial community picnic. President Meyer recognized Diane for her many responsibilities and leadership for the College.

BOARD ORGANIZATION

1. **Oath of Office: James Beistle and Lorraine Laberee**

The Oath of Office was administered by Chair Minor to re-appointed Board members Aimee Curtis, Jean Serum, and Morrie Veilleux by having them read the Oath of Office statement at the meeting. Each Oath of Office statement was signed by the re-appointed 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 Board 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 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 2011–2012:

- a. Chair – Dave Minor (completed one term as Chair)
- b. Vice Chair – James Beistle
- c. Secretary – Lorraine Laberee
- d. Treasurer – James Schultz

Chair

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

Vice Chair

James Schultz moved, seconded by Jean Serum, to nominate **James Beistle** for the office of **vice chairperson**. Following three calls for nominations, James Schultz moved, seconded by Jean Serum, that nominations be closed and to cast a unanimous vote for **James Beistle** 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 Chris Fitzgerald, to nominate **Lori Laberee** for the office of **secretary**. Following three calls for nominations, James Beistle moved, seconded by Chris Fitzgerald, 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 James Beistle, to nominate **Morrie Veilleux** for the office of **treasurer**. Following three calls for nominations, Dave Minor moved, seconded by James Beistle, that nominations be closed and to cast a unanimous vote for **Morrie Veilleux** for the office of **treasurer** of the Board. Upon a unanimous vote of all members, motion carried.

James Beistle moved on behalf of the Board to thank James Schultz for his many years of service as Treasurer to the Board. Board Chair Minor thanked Mr. Schultz for his time and commitment to the WITC Board.

Elected officers assumed their duties following the election process and new officer Mr. Veilleux was requested to provide his signature on the appropriate documents 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 members's current contact information. Ms. Olson will communicate the 2012–2013 WITC Board officer information to the District Boards Association and to all College staff following the meeting.

3. Selection of Regular Meeting Dates

A proposed 2012–2013 Board Meeting Schedule listing tentative dates for the third Monday of the month, meeting locations, and an 8:30 a.m. start time was provided for the Board's consideration. Based on feedback from one employee, Board member Fitzgerald asked if the Board should schedule afternoon/evening Board meetings and/or rotate their meetings at the campuses twice a year. Board members discussed this feedback and it was noted that Board members have always been willing to vary their meeting times; however, they've found it to be very difficult due to other meeting commitments and service on other Boards that meet in the afternoon. Other members concurred that family obligations often interfere with holding meetings in the evening.

President Meyer hasn't heard of any concerns and noted that administration has allowed for staff to work with their supervisors if they are interested in attending Board meetings. President Meyer noted that it is easier to facilitate the Board meetings from Shell Lake and saves on travel and additional costs for the College. In the past, there has been no attendance at Board meetings by staff and/or community members, unless there was a specific agenda item of interest to discuss.

Board members agreed to change the November 19, 2012, Board meeting date to November 12, 2012. Mr. Fitzgerald announced that he is unable to attend the Board meetings that are scheduled on August 20, 2012, and July 8, 2013.

The Board's next meeting is scheduled on August 20, 2012, beginning at 8:30 a.m., at the WITC-Administrative Office in Shell Lake. Ms. Olson will communicate the revised 2012-2013 Board meeting schedule to the District Boards Association and to all College staff following the meeting.

4. Selection of Board Forward Meeting Dates

Time was reserved for the Board to discuss potential Board Forward meeting date(s) for the 2012-2013 year, as proposed on the Board Meeting Schedule. Board members would like to schedule their Board Forward meeting on December 17, 2012, in Rice Lake to follow their regular meeting.

Chris Fitzgerald moved, seconded by Aimee Curtis, to adopt 2012-2013 Board meeting schedule as discussed. 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 served on the WITC Foundation Board for the past two years. *Note: There is no limit to the number of terms that can be served on the Foundation Board.*

Morrie Veilleux moved, seconded by Aimee Curtis, to appoint Lori Laberee as the WITC Foundation Board representative for 2012-2013. Ms. Olson will communicate the selected WITC Foundation Board representative to all College staff following the meeting.

Ms. Laberee thanked the Board and President Meyer for their contributions to the first Board Leadership Scholarship that will be awarded in the future.

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 Wednesday and Friday), and The Ashland Daily Press publishes five (5) days per week (Monday, Wednesday, Thursday, Friday, and Saturday).

Therefore, based on the higher number of publishing days, administration recommended Board approval to establish *The Ashland Daily Press* as their "newspaper of record" for the 2012-2013 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 2012-2013 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.

7. Approval of Statement of Work for Legal Services and Cost Limits for July 1, 2012 to June 30, 2013
Administration recommended approval of Weld, Riley, Prens & Ricci, S.C. as WITC's legal counsel for July 1, 2012, to June 30, 2013, per Policy G-310 (Procurement of Legal Services). The *Statement of Work (SOW) for Legal Services* was provided and will be executed upon the Board's approval. Administration will provide the Board with subsequent notification if legal costs exceed \$25,000 during this SOW term. Administration recommended that the College pursue a Request for Proposal (RFP) for legal services as this hasn't been done in a while. Board members spoke in favor of moving forward with the RFP process, agreeing that it would be a timely process.

Morrie Veilleux moved, seconded by Jean Serum, to approve the Statement of Work for Legal Services for FY13 and Weld, Riley, Prens & Ricci, S.C. as WITC's legal counsel. Upon a unanimous vote of all members present, motion carried.

8. Approval of Board Monitoring Schedule for Fiscal Year 2013
Time was reserved to finalize the remaining recommended changes to the Board's monitoring schedule for the new fiscal year. The Board also reviewed the August agenda items for the next meeting.

Lori Laberee moved, seconded by James Besitle, to adopt the Board's 2012-2013 Monitoring Schedule as recommended. Upon a unanimous vote of all members present, motion carried.

9. 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 may volunteer to serve on the committee that interests them the most. A 2012-2013 District Boards Representative list was also provided and will be submitted to the District Boards Association Office by the Ms. Olson following this organizational meeting. There were no changes as Board members agreed to stay on the District Boards Association committees that they are currently serving on. It was noted that the Wisconsin Indianhead Technical College district does not need to select a member for the Board of Directors at this time.

MEETING MINUTES

1. Approval of the June 18, 2012, Regular Meeting Minutes

Lori Laberee moved, seconded by Morrie Veilleux, to approve the June 18, 2012, regular meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. *Note: The signed list of contracts from the June meeting was attached to the official minutes.*

CONSENT AGENDA

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

Lori Laberee moved, seconded by Aimee Curtis, to approve the consent agenda. Upon a roll-call vote, all members present voted yes 8-0.

1. Personnel:

- A. **New Hire:** Susan Clark, Distance Learning Specialist, Manager, Rice Lake; effective July 1, 2012; annual salary \$42,955. *Note: Ms. Clark is currently a Distance Learning Network Technician for the College.*
- B. **New Hire:** Marin Hansch, Associate Degree Nursing Instructor, Faculty, New Richmond; effective July 1, 2012; annual salary \$53,803.
- C. **New Hire:** Julie Kantarik, Divisional Dean, Allied Health, Manager, Superior; effective July 1, 2012; annual salary \$87,946. *Note: Ms. Kantarik is currently an Associate Degree Nursing Instructor for the College.*

- D. **New Hire:** Laura Schulte, Occupational Therapy Assistant Instructor, Faculty, Rice Lake; effective July 1, 2012; annual salary \$56,862.
- E. **Resignation:** Julie Kantarik, Associate Degree Nursing Instructor, Superior; effective June 30, 2012.
- F. **Resignation:** Lisa Shields, Associate Degree Nursing Instructor, New Richmond; effective June 30, 2012.
- G. **Resignation:** Sara Traylor, Associate Degree Nursing Instructor, New Richmond; effective June 30, 2012.
- H. **Retirement:** Linda Campbell, Student Services Assistant; Ashland; effective January 11, 2013. *It was noted that Ms. Campbell will have served nearly 34 years with the College upon retirement.*
- I. **Retirement:** Katherine Maas, Director, Marketing and Recruitment; Superior; effective December 31, 2012. *It was noted that Ms. Maas will have served 5.5 years with the College upon retirement.*

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 June 30, 2012, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 129130 through 129666 and electronic transfer payments totaling \$4,767,818 were approved.

5. Bids/Purchases

A. **Addition and Remodeling and Power Equipment Center Change Orders – New Richmond:** Board approval was given for Change Orders G-04 thru G-08 by SDS Architects in the total amount of \$27,577 for Projects #1130 and 1113 at the New Richmond Campus. These change orders included several updates for the addition and remodeling project and circuits, electrical changes, and roof updates for the Power Equipment Center project. A financial summary was also provided for the Board's review.

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). This 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 2011-2012 academic year. The Board was informed that WITC submitted no students for the 2011-2012 academic year.

The Board Chair recessed the meeting at 9:35 a.m. and reconvened the meeting at 9:43 a.m.

OTHER ITEMS REQUIRING BOARD ACTION

1. Requesting Approval of the Three-Year Facilities Plan

Mr. Decker recommended approval of the WITC Three-Year Facilities Plan for FY13-FY15. State administrative procedures require districts to submit a three-year facilities plan to the WTCS system office to include building repairs, remodeling, and new construction. The included plan summarized the remodeling and new construction proposed in WITC's three-year plan.

James Beistle moved, seconded by Lori Laberee, to approve the WITC Three-Year Facilities Plan for FY13-FY15 as presented. Upon a roll-call vote, all members present voted yes (8-0); motion carried.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

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. *It was noted that an AQIP Strategy Forum is scheduled on November 14 - 16, 2012, in St. Charles, IL, and the Board Chair's attendance was requested.*

3. President's Updates:

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

A. 2012 ACTE Region III Conference

Time was reserved for President Meyer update the Board on his keynote presentation at the ACTE Region III Conference on June 21, 2012. The PowerPoint he used was shared with the Board.

B. Competitive Wisconsin Briefing

President Meyer provided an update on this event. UW-River Falls and Competitive Wisconsin, Inc. will hold a St. Croix Valley Briefing session on Wednesday, July 18, from 9-10:30 a.m. at the UW-River Falls Hudson Center.

Chair Minor moved to item number 5 and returned to the legislative updates once the legislators arrived.

4. Legislative Updates

Time was reserved for legislative updates from Senator Robert Jauch and Representative Nick Milroy. Key topics included the need for skilled workers, efforts being made to eliminate our waiting lists, budget, potential challenges related to pay and benefits, and their support for the technical colleges. Chair Minor asked about the requirement for us to publish items in the newspaper and what will happen when the newspaper no longer publishes on a daily basis. Senator Jauch noted that this has been discussed.

5. 2012 Distinguished Alumni Nomination

The District Boards Association is looking for a nomination of an extraordinary WITC graduate for the 2012 Distinguished Alumni Award. The award will be given out at the October Association meeting in Wisconsin Dells. WITC's nomination is due by August 1, 2012. Information on the award was provided in the Board book.

Administration recommended the Board nominate Jeanette Olsen, of Cumberland, for the 2012 Distinguished Alumni Award. Ms. Olsen graduated in 1995 from WITC-Rice Lake in the Associate Degree Nursing program, and in 2012 she was selected as the WITC-Rice Lake Distinguished Alumni. Additional information about Ms. Olsen's background was provided in the Board book for the Board's review.

Morrie Veilleux moved, seconded by Lori Laberee to nominate Jeanette Olsen for the 2012 Distinguished Alumni award. Upon a unanimous vote of all members present, motion carried.

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. For fiscal year 2012, there was 1 student complaint filed and 2 employee complaints filed. Investigation resulted in a finding of no intentional discrimination/harassment for each case.

James Beistle moved, seconded by Lori Laberee, to receive the Discrimination/Harassment Compliance/Sexual Assault report as presented. Upon a unanimous vote of all members present, motion carried.

7. Capital Equipment Purchases

As of the publishing of the Board Book there were no items to report. It was noted that this is a placeholder for the new process that was recently approved by the Board. The capital equipment purchases that were already approved will be noted under the Correspondence and Information section of the agenda. However, those items that go over what was previously approved, will be listed under the Consent Agenda section of the agenda for Board approval.

ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS

1. Review Meeting Dates, Locations, and Start Times

Time was reserved for the Board to confirm their plans for the regular meeting scheduled on Monday, August 20, 2012, at 8:30 a.m., at the WITC-Administrative Office in Shell Lake. The revised 2012-2013 Board meeting schedule was provided for the Board as discussed earlier in the meeting.

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 20 were listed on the Board's Monitoring Schedule. Additional agenda items for this meeting were discussed.

Note: Board members who wish to add additional items to next month's Board agenda can do so by contacting the Board Chair before Thursday, August 2, 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.

Chair Minor recessed the meeting at 10:03 a.m. and reconvened the meeting at 10:07 a.m., at which time the Board moved back to the legislative updates. Mr. Fitzgerald excused himself from the meeting at 10:07 a.m.

MEETING EVALUATION

	PLUS +	DELTA ^
+ Nothing was noted		^ Nothing was noted

Chair Minor adjourned the meeting 11:12 a.m.

Respectfully submitted,



Lorraine Laberee
Board Secretary

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

6/27/2012
9:07:45 AM

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year: 2012

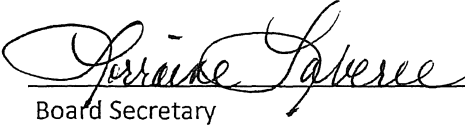
The Board is requested to ratify the President's action in entering into a contractual arrangement with the following agencies:

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 +/-
406*	Northern Clearing Inc	Various	Off	14,912.00	6,125.00		2,051.00		8,176.00	6,737.00

Employees of Northern Clearing will receive safety training.


Board Secretary

7-9-12
Date

*** End Of Report ***

* indicates an amended contract