

Wisconsin Indianhead Technical College
Board Proceedings
July 12, 2010

The annual organizational meeting of the Wisconsin Indianhead Technical College Board was held on Monday, July 12, 2010, at 8:30 a.m., at the WITC-Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, Wisconsin 54871.

CALL TO ORDER AND ROLL CALL

Chairperson, James Beistle, called the meeting to order at 8:32 a.m. with the following Board members present: James Beistle, Hal Helwig, Lorraine C. Laberee (by telephone), David Minor, James Schultz, and Susan Wojtkiewicz. *Dan Olson provided notice that he would not be in attendance at this meeting. Note: Carolyn Milbrath resigned on May 17, 2010, and Marc Christianson resigned on June 30, 2010.*

The following WITC employees were in attendance: Jim Biros, Kathy Maas, Bob Meyer, Kim Olson, Sandy Sutter, Tom Szalajka, and John Will. WTCS President, Dan Clancy, and WTCS Board Vice President and President of OEM Fabricators, Inc., Mark Tyler, were also in attendance during this meeting.

OPEN MEETING

Kim Olson, Administrative Assistant to the President, read the following open-meeting statement: "The July 12, 2010, 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 9 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 announced that the addition of Resolution 10-15 was noticed on the revised agenda. A Consent addendum was also provided at the meeting.

Hal Helwig moved, seconded by James Schultz, to approve the agenda as amended. Upon a unanimous vote, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT

Chair Beistle stated that there was no one present in the audience at this time. The Audience Recognition Board policy (II.M.) was included in the Board book as a reference.

BOARD ORGANIZATION

1. Oath of Office

The Oath of Office was administered by Board Chair Beistle to new Board member David Minor by having him read the Oath of Office statement. The Oath of Office statement was signed and notarized for the records.

2. Welcome and Introduction of David Minor

Time was reserved to welcome and introduce WITC's newest Board member. Mr. Helwig announced that Mr. Minor was honored as an alumni by UW-Superior.

3. Election of Officers

The Board conducted their election of officers with Chair Beistle calling for nominations for the office of chairperson. A sample election process for Board members was provided.

Chair

James Schultz moved, seconded by Hal Helwig, to nominate **James Beistle** for the office of **chairperson**. Following three calls for nominations, Hal Helwig moved, seconded by Susan Wojtkiewicz, that nominations be closed and to cast a unanimous vote for James Beistle for the office of **chairperson** of the Board. Upon a unanimous vote, motion carried.

Vice Chair

James Schultz moved, seconded by Dave Minor, to nominate **Hal Helwig** for the office of **vice chairperson**. Following three calls for nominations, Susan Wojtkiewicz moved, seconded by James Schultz, that nominations be closed and to cast a unanimous vote for Hal Helwig for the office of **vice chairperson** of the Board. Upon a unanimous vote, motion carried.

Secretary

James Schultz moved, seconded by Hal Helwig, to nominate **Lori Laberee** for the office of **secretary**. Following three calls for nominations, Susan Wojtkiewicz moved, seconded by Hal Helwig, 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, motion carried.

Treasurer

Hal Helwig moved, seconded by James Beistle, to nominate **James Schultz** for the office of **treasurer**. Following three calls for nominations, Susan Wojtkiewicz moved, seconded by Dave Minor, that nominations be closed and to cast a unanimous vote for James Schultz for the office of **treasurer** of the Board. Upon a unanimous vote, motion carried.

4. Selection of Regular Meeting Dates

The Board's regular meeting date and start time for the 2009-2010 school year were the third Monday of the month beginning at 8:30 a.m. Time was reserved for the Board to discuss their 2010-2011 Board Meeting Schedule.

A proposed 2010-2011 Board Meeting Schedule was provided listing tentative dates for the third Monday of the month with an 8:30 a.m. start time. Last year's meeting schedule was also provided.

Lori Laberee moved, seconded by Susan Wojtkiewicz, to adopt the third Monday of the month meeting schedule, with the exception of meeting on the second Monday of the month in December and July due to the holidays and a statutory requirement. Upon a unanimous vote, motion carried. The Board agreed to meet at 8:30 a.m. on August 16, at the WITC-Administrative Office in Shell Lake; however, President Meyer will check with the Campus Administrators on the best time for the Board to schedule a meeting on the campuses. As requested, administration will also work with those Board members who suggested occasionally meeting in the late afternoon/evening. This item will be brought back to the August Board meeting.

5. Selection of Board Forward Meeting Dates

In 2009-2010, the Board held one Board Forward meeting on Sunday, November 15, 2009. Time was reserved for the Board to discuss potential Board Forward meeting date(s) for the 2010-2011 year. The two tentative dates in November and March will remain on the 2010-2011 schedule as placeholders. The 8 a.m. recommended start times could change if needed.

6. Appointments to WTCS District Boards Association Standing Committees

The list of WITC Board representatives serving on Wisconsin Technical College (WTC) District Boards Association standing committees and a description of each committee were provided for the Board's review. Dave Minor agreed to serve on the Marketing Committee; otherwise, there were no other changes.

A revised WITC Board Members Contact list for 2010-2011 was included in the Board book. Board members were requested to review the list and provide Ms. Olson with updates at this meeting.

7. 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 year. *Note: There is no limit to the number of terms that can be served on this board.*

Chair Beistle appointed Lori Laberee to continue as the WITC Foundation Board representative.

8. 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 six (6) days per week (Monday through Saturday).

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 2010-2011 school year. Information on the costs for Class 1 - 8 point legal notices and non-legal advertising from the *Ashland Daily Press* was provided for the Board.

Hal Helwig moved, seconded by Lori Laberee, to establish the Ashland Daily Press as the College's newspaper of record. Upon a unanimous vote, motion carried.

Ms. Olson will communicate the Board's approval of the "newspaper of record" to all college staff.

9. Approval of Statement of Work for Legal Services and Cost Limits for Fiscal Year 2011

Administration recommended approval of Weld, Riley, Prenn & Ricci, S.C. as WITC's legal counsel for July 1, 2010, to June 30, 2011, 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.

Susan Wojtkiewicz moved, seconded by Hal Helwig, to approve the Statement of Work for Legal Services for FY11 and Weld, Riley, Prenn & Ricci, S.C. as WITC's legal counsel. Upon a unanimous vote, motion carried.

10. Approval of Board Monitoring Schedule for Fiscal Year 2011

Time was reserved to review and finalize the recommended updates to the Board's monitoring schedule for the new fiscal year.

Hal Helwig moved, seconded by James Schultz, to adopt the Board's 2010-2011 Monitoring Schedule as amended in the Board Book. Upon a unanimous vote, motion carried. *A short recess took place at 9:10 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 a hearing on a discrimination complaint, bargaining strategies, performance evaluation and approval of 2010-2011 compensation of non-union employees, and approval of the President's compensation.

Hal Helwig moved, seconded by James Schultz, to go into executive session in accordance with Wisconsin Statutes §19.85 (1)(c)(e)(f) for the purpose of considering a hearing on a discrimination complaint, bargaining strategies, performance evaluation and approval of 2010-2011 compensation of non-union employees, and approval of the President's compensation.

Chair Beistle announced the motion. Upon a roll-call vote, all members present voted yes (6-0); motion carried.

Chairperson, James Beistle, called the executive session to order at 9:25 a.m. with the following Board members present: James Beistle, Hal Helwig, Lorraine C. Laberee (by telephone), David Minor, James Schultz, and Susan Wojtkiewicz.

The following WITC employees in attendance during executive session were Bob Meyer, Kim Olson, Sandy Sutter, and John Will. Ms. Sutter was present for the discrimination complaint agenda item. Ms. Olson and Mr. Will excused themselves from executive session after the Bargaining Strategies agenda item.

Approval of the June 21, 2010, Executive Meeting Minutes

Chair Beistle announced that as there were no corrections, the executive meeting minutes are approved as printed.

President Meyer was excused from executive session at 10:20 a.m. Ms. Laberee excused herself from the meeting (telephone conference) at 10:20 a.m.; however, a quorum was maintained.

Susan Wojtkiewicz moved, seconded by Dave Minor, to adjourn the Executive Session and convene back into the regular Board meeting. Upon a roll-call vote, all members present voted yes (5-0); motion carried and the executive session adjourned at 10:26 a.m.

OPEN SESSION RECONVENED

MEETING MINUTES

Hal Helwig moved, seconded by James Schultz to approve the June 21, 2010, regular meeting minutes as printed; upon a unanimous vote of all members present; motion carried. Last month's signed contracts list and resolutions were attached to the official June meeting minutes.

CONSENT AGENDA

A personnel addendum was provided at the Board meeting and items 1.C. and 1.D. were added. James Schultz moved, seconded by Hal Helwig, to approve the consent agenda and personnel addendum. Upon a roll-call vote, all members present voted yes (5-0); motion carried.

1. Personnel:

- A. **New Hire:** Mark Kruser, Architectural Design Instructor, Faculty, Masters, Step 4, Rice Lake; effective July 1, 2010; annual salary \$54,167.
- B. **New Hire:** Steven Page, Associate Dean of Criminal Justice, Manager, Grade 9, Step 1, Rice Lake; effective June 21, 2010; annual salary \$65,366.
Note: Mr. Page previously held the Law Enforcement Teaching Specialist position at the Rice Lake Campus.
- C. **Resignation:** Kelly Roshell, Architectural Commercial Design Instructor, Faculty, Rice Lake; effective June 30, 2010.
- D. **Retirement:** Alan Filipa, Accounting Assistant Instructor, Faculty, New Richmond; effective December 31, 2010. *Note: Administration recommended waiving the six-month notification requirement.*

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, 2010, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 105594 through 106271, and electronic transfer payments totaling \$5,203,900, were approved.

5. Bids/Purchases

- A. **Digital Messaging Service – Superior:** The Board approved the purchase of 13 pieces of equipment in the amount of \$7,934 for the new digital messaging service at the Superior Campus. The equipment will be purchased from Paragon AT & T of Saginaw, MI, under state contract #11-84086-701.
- B. **New Richmond Addition and Remodeling Change Orders – Rice Lake:** The Board approved Trade Contract Change Order #001 to include additions of Bid Package #12, 13, and 18 and direct materials purchased for bid packages #5, 7, 16, 22, and 24 for the New Richmond Campus addition and remodeling project. The change order for bid package #12, 13, and 18 is for an increase of \$25,440 to the project total. These bid packages were not bid in the original contract order and are now being added to include non-structural metal framing, gypsum board, and specialties work for the addition, remodeling and power center. The bid packages #5, 7, 16, 22, and 24 are for direct materials purchased to achieve sales tax savings. Derrick Commercial Contracting of New Richmond, WI, will perform the work. A financial summary was provided.

6. New Richmond Cable Agreement

The Board approved extending the memorandum agreement with the New Richmond Cable TV Regulatory Board to June 30, 2011. This agreement provides a cable studio for the operation of a public educational broadcast channel in New Richmond. The current agreement expired June 30, 2010 and was provided for the Board.

7. 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). These reports 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 the academic year.

An Out-of-State Tuition Remission Report was provided and is submitted for the entire 2009-2010 academic year. The Board was informed that WITC submitted two (2) students for the 2009-2010 academic year.

OTHER ITEMS REQUIRING BOARD ACTION

1. Announcements and/or Action from Executive Session

Board Chair Beistle announced that the Board approved some compensation changes for Level I managers and the College President.

2. Three-Year Facilities Plan

Administration recommended approval of the WITC Three-Year Facilities Plan for FY10-FY12. 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 included plan summarized the remodeling and new construction proposed in WITC's three-year plan.

Susan Wojtkiewicz moved, seconded by Dave Minor, to approve the Three-Year Facilities Plan as presented. Upon a roll-call vote, all members present voted yes (5-0); motion carried.

3. Considering Approval of 2010-2012 Custodian Union Contract (Labor Association of Wisconsin, Local 722)

Board approval was requested for the custodian union two-year collective bargaining agreement as presented.

James Schultz moved, seconded by Hal Helwig, to approve the 2010-2012 Custodian Union Contract as presented. Upon a unanimous vote of all members present; motion carried.

4. Resolution 10-15, Opposing a Bachelor's Degree Requirement to be a Wisconsin School Nurse

Board approval to adopt Resolution 10-15, opposing the bachelor's degree requirement to be a Wisconsin School nurse was requested. A handout of the resolution was provided at the meeting.

Susan Wojtkiewicz moved, seconded by James Schultz, to approve Resolution 10-15, Opposing a Bachelor's Degree Requirement to be a Wisconsin School Nurse. Upon a roll-call vote, all members present voted yes (5-0); motion carried.

INFORMATION REPORT

State Board Report

Wisconsin Technical College System (WTCS) President, Dan Clancy, and WTCS Vice President, Mark Tyler, provided a State Board Report for the WITC Board. This report was approved to be videotaped for staff. Mr. Clancy gave an update on state issues, while Mr. Tyler's comments were from the state board's perspective. Some of the topics covered included strong job placement amount WTCS graduates, WTCS budget, technical colleges' connections with business and industry, and the centennial of the Wisconsin Technical College System in July 2011. The centennial (100 year anniversary) is currently being planned and will be celebrated at the state capitol when the new Governor is in office. Other technical colleges will follow, celebrating their 100 year anniversaries.

Mr. Clancy thanked President Meyer and noted that he will be the treasurer at the WTCS President's Association, and that he is also on the statewide marketing consortium. Mr. Clancy also thanked President Meyer for attending the Audit Finance Committee meetings.

Mr. Tyler extended an invitation for Board members to attend future State Board meetings. He congratulated WITC and President Meyer for the work that they've done in a tough environment. Mr. Tyler commended our Utube marketing page and congratulated President Meyer on his lifetime achievement nomination for the Manufacturing Extension Partnership (MEP) award.

Some topics to consider for Mr. Clancy and Mr. Tyler were about our district only having one daily newspaper, and also about the possibilities of being able to provide assistance to the local school districts.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

Board members shared information from the recent meetings they attended.

2. Travel Sign Up

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

3. President's Updates

Time was reserved for the president to provide the following updates:

A. **August International Education Report Request**

President Meyer requested adding an International Education Report to the Board's August agenda and monitoring schedule.

B. **New Richmond Building Project Update**

President Meyer provided an update on the New Richmond Campus addition.

C. **Board Appointment Status Update**

President Meyer informed the Board that there were no applications for the August 6 Board Appointment hearing/meeting. It was suggested that marketing be increased and that we connect with our community contacts. Ms. Olson will work with the Board Appointment Committee Chair, Daryl Standafer, to reschedule the hearing/meeting.

D. **Osceola Update**

President Meyer provided an update on the Osceola closing. A PowerPoint presentation on the Polaris Special Worker Assistance Task force (Vision 600) was provided.

President Meyer provided a handout Congressman Obey's HUD funding for a Rice Lake Health and Emergency Services Learning Center. An e-mail about WITC being selected to be included in Newsweek's College Guide was also provided at the meeting.

4. 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 2010, there was 1 student complaint filed and no employee complaints filed. Please see details below:

- Investigation resulted in no evidence of discrimination; decision appealed to WITC Board of Trustees; hearing pending.

ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS

1. Review Meeting Dates, Locations, and Start Times

The Board confirmed their plans to meet on Monday, August 16, beginning at 8:30 a.m., at the WITC-Administrative Office in Shell Lake. Administration was asked to check with the Campus Administrators about the best dates to hold a Board meeting at the campuses. Ms. Wojtkiewicz was interested in scheduling a couple of meetings in the afternoon or evening to accommodate Board members' work schedules. Mr. Helwig may have a couple of dates that could lend themselves to a later meeting. This item will be brought back to the August Board meeting.

2. Review/Add Agenda Items

Time was reserved for the Board to add or review agenda items for the next Board meeting.

Note: Board agenda items for the August Board meeting are as follows:

- Policies as noted on the Monitoring Schedule
- Other items to be determined

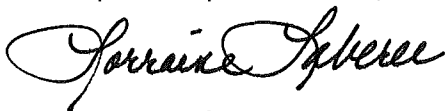
*Note: Board members who wish to add additional items to next month's Board agenda can do so by contacting the Board Chair before **Friday, July 30, 2010**. This request does not obligate the Board Chairperson to include the item on the agenda. The Board Chair will notify administration of agenda items before the Board book is prepared and copied.*

MEETING EVALUATION

PLUS +	DELTA ^
+ State Board report from Dan Clancy and Mark Tyler	^
+ Thanked Board for re-electing James Beistle as Board Chair	^

Hal Helwig moved, seconded by James Schultz, to adjourn the meeting. The meeting adjourned at 11:55 a.m.

Respectfully submitted,



Lorraine Laberee
Board Secretary

ko

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

6/25/10
8:55:54

WISCONSIN INDIANHEAD TECHNICAL COLLEGE
CONTRACT ESTIMATED FULL COST REPORT

(CNT906Y) PAGE: 1
FISCAL YEAR: 2010

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 = .00 Off Campus = .00

Contract Number	Service Recipient	Location	On/Off	*-----ESTIMATED-----*			Difference + (-)	
				Contract Revenue	Est. Salary/ Fringe Cost +	Indirect = Full Cost		
450	NWCEP INC	WITC SUPERIOR	On	12,090.00	464.46	.00	464.46	11,625.54
ADVANCED MANUFACTURING WI SECTOR STRAT-INDUSTRIAL MAINTENANCE FLEX LAB								
452	OSCEOLA EMS	VARIED	Off	2,025.00	244.69	.00	244.69	1,780.31
EMT PRACTICAL SKILLS REVIEW								

*** END OF REPORT ***

Shiraine Taber
Board Secretary

7-12-10
Date

Exhibit 2

RESOLUTION 10-15

Opposing a Bachelor's Degree Requirement to be a Wisconsin School Nurse

WHEREAS, the longstanding credential for professional nurses, the Registered Nurse or "RN," is and should remain the singular professional standard for nursing employment, and

WHEREAS, RN's pass the same board examinations and licensing requirements regardless of whether they have completed an accredited associate degree (ADN) or bachelor's degree (BSN) in nursing, and

WHEREAS, specialized skills may appropriately be required for employment in specialized nursing settings, and, in such cases, these specialized skills are gained through specific training and the demonstration of competencies regardless of the underlying nursing degree earned, and

WHEREAS, ADN graduates pass the Wisconsin RN board exams at a rate equal to and in many years exceeding the passage rate of BSN graduates on the same exams, and

WHEREAS, Wisconsin technical colleges graduated 1,357 ADN nurses in 2009, and provided affordable statewide access for nursing students including significant numbers of minority students and place-bound rural students, and

WHEREAS, no data suggest there is any distinction in professional competency or in health and safety issues among Wisconsin nurses based on the underlying degree earned, and


WHEREAS, the Department of Public Instruction's proposed administrative rule PI 34.01 (52m) would require an RN to have earned a minimum bachelor's degree in nursing in order to be employed as a Wisconsin school nurse,

NOW, THEREFORE, BE IT RESOLVED that the Wisconsin Indianhead Technical College District:

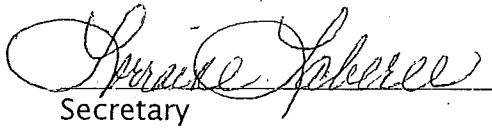
- Opposes the use of a bachelor's degree in nursing as a standard in determining lawful employment as a Wisconsin school nurse, and
- Calls upon DPI to remove the bachelor's degree standard from the proposed rule PI 34.01 (52m), and
- Calls upon DPI to instead establish that a school nurse be a licensed RN in good standing without regard to the degree earned but with specific and appropriate training, professional competencies and/or professional experience deemed necessary to be a school nurse.

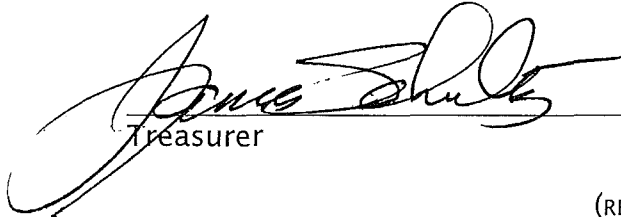
This is to certify that the foregoing is a true and correct copy of a resolution duly and legally adopted by the Wisconsin Indianhead Technical College District at an official meeting held on July 12, 2010.

Adopted and approved this 12th day of July, 2010.


Chairperson

Attest:


Secretary


Treasurer

(RESOLVE)