

Wisconsin Indianhead Technical College  
Board Proceedings  
August 16, 2010

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, August 16, 2010, 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 8:37 a.m. with the following Board members present: James Beistle, Lorraine C. Laberee, David Minor, and James Schultz. Susan Wojtkiewicz arrived at 8:40 a.m. at which time a quorum was established. *Hal Helwig and Dan Olson provided notice that they would not be in attendance at this meeting. Note: Currently there are two vacant positions on the Board.*

The following WITC employees were in attendance: Frank Braswell, Lenore Knock, Bob Meyer, Kim Olson, Cher Vink, and John Will.

**OPEN MEETING**

Kim Olson, Administrative Assistant to the President, read the following open-meeting statement: "The August 16, 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 August 12 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. Lori Laberee moved, seconded by Dave Minor, to approve the agenda. Upon a unanimous vote, motion carried.

**AUDIENCE RECOGNITION ANNOUNCEMENT**

Cher Vink, Director, Human Resources, who replaced retiree Sandra Sutter, was introduced by John Will. Ms. Vink shared some of her background with the Board. The Board and administration introduced themselves and welcomed Ms. Vink to the College. The Audience Recognition Board policy (II.M.) was included in the Board book as a reference.

**MEETING MINUTES**

Lori Laberee moved, seconded by James Schultz, to approve the July 12, 2010, annual organizational meeting minutes as printed. Upon a unanimous vote; motion carried. Last month's signed contracts list and resolution were attached to the official July meeting minutes.

Board Chair Beistle requested to move ahead in the agenda to the information report.

**INFORMATION REPORT: International Education Plan Report**

Lenore Knock, WITC-New Richmond Dean of Students, and Frank Braswell, WITC-Rice Lake Academic Dean, provided a report on the International Education Plan. PowerPoint presentations were given on the *President's Committee on International Education* and the *Outbound 2010 Germany Exchange*. In addition, the *2010-2013 International Education Proposal* and a *Wisconsin in Scotland* partnership pilot proposal were provided in the Board book. Immediate and future international travel plans were discussed.

President Meyer reported that a gap was identified from the Community College Survey of Student Engagement (CCSSE) in which students said they didn't have an opportunity to experience different cultures; therefore, International Education was added to WITC's Strategic Plan. It was noted that 12 of the 16 technical colleges are involved with international education.

There will be five students from two different schools in Germany arriving on September 22, and staying through October 4. The Business students will go to WITC-New Richmond, and the Health students will go to WITC-Rice Lake. Ms. Knock and Mr. Braswell will provide Ms. Olson with an itinerary for the Board's information.

President Meyer thanked Ms. Knock and Mr. Braswell for their report and for putting structure to the International Education Committee.

*The Board recessed at 9:30 a.m. and reconvened the meeting at 9:40 a.m.*

### **CONSENT AGENDA**

Lori Laberee moved, seconded by Susan Wojtkiewicz to approve the consent agenda. Upon a roll-call vote, all members present voted yes (5-0); motion carried. Note: It was suggested that the College might need more information describing the changes on the change orders. Mr. Will address this request in the future.

#### **1. Personnel:**

- A. **New Hire:** Julie Nelson, Esthetician Instructor, Faculty, Non-Degree, Step 4, Rice Lake; effective August 9, 2010; annual salary \$49,325. *Note: This is a limited term (one year) position for 2010-2011.*
- B. **New Hire:** Linda Avery-Patz, Emergency Services Teaching Specialist, Manager, Grade 8, Step 1, Rice Lake; effective August 9, 2010; annual salary \$58,596. *Note: Ms. Avery-Patz had been teaching part-time for WITC in the emergency services area before accepting this position.*
- C. **New Hire:** Cher Vink, Director, Human Resources, Manager, Grade 10, Step 1, Shell Lake; effective August 16, 2010; annual salary \$72,812.

#### **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 July 31, 2010, was approved.

#### **4. Approval of Bills**

Expenditures and revenue from the budget, covering check numbers 106272 through 106637, and electronic transfer payments totaling \$5,198,821, were approved.

#### **5. Bids/Purchases**

- A. **Digital Processing Visual Presenters – Rice Lake:** The Board approved the purchase of three digital processing visual presenters from Dascom of Woodbury, MN, in the amount of \$4,650 under state contract #11-84086-701. These visual presenters are replacements for instructional ones at the Rice Lake Campus.
- B. **Instructional Netbooks and Storage Carts – Collegewide:** The Board approved the purchase of 88 netbooks and 4 storage carts from CDWG of Vernon Hills, IL, in the amount of \$30,411 for Associate Degree Nursing (ADN) program student testing at each WITC Campus.

- C. **New Richmond Addition and Remodeling Change Orders – Rice Lake:** The Board approved Change Orders #2-#8 and direct materials purchased for bid packages 6, 14, 23, and 30 for the New Richmond Campus addition and remodeling project. The change orders #2-#8 provide for work related to additional parking, a cement pad, soil corrections, an added parking area, waterproofing, flooring modifications, and additional stud walls. The other change orders relate to the direct purchase of materials, which provided a tax savings to WITC. A financial summary was also provided.
- D. **Parking Lot Replacement Change Order – Ashland:** The Board approved Change Order #001 by Angelo Luppino, Inc. in the amount of \$667 for Job No. 1008 – Parking Lot Replacement at the Ashland Campus. This change order included the addition of styrofoam and installation over water lines in the parking lot. A financial summary page was provided.
- E. **Parking Lot Replacement Change Order – Superior:** The Board approved Change Order #001 by Monarch Paving Company in the amount of \$69,051 (increase) and a deduction of \$28,823 for a total net increase of \$40,228 for Job No. 1009 – Parking Lot Replacement at the Superior Campus. This change order includes additional excavation, landscaping and demotion, and a deduction for removing Alternate Bid #2. A financial summary page was provided.
- F. **Wisconsin Technical College System (WTCS) Marketing Consortium Share – Collegewide:** The Board approved the payment for the 2010-2011 WITC district share of the statewide WTCS marketing consortium fee in the amount of \$25,270. The payment will be made to Madison Area Technical College as an annual consortium fee.

**OTHER ITEMS REQUIRING BOARD ACTION**

- 1. Annual Review of Board’s Board-Staff Relationship Policies (III. A. - C.)  
Time was reserved for the Board’s annual review of the following Board-Staff Relationship Policies:
  - A. Delegation to the President (III. A.)
  - B. President’s Responsibilities and Evaluation (III. B.)
  - C. Monitoring College Effectiveness (III. C.)

There were no changes; therefore, these policies will stand as printed.

- 2. Annual Review of Board’s Executive Limitations Policies (IV. A. - G.)  
Time was reserved for the Board’s annual review of the following Executive Limitations Policies:
  - A. General Executive Constraint (IV. A.)
  - B. Human Relationships (IV. B.)
  - C. Financial Condition (IV. C.)
  - D. Budgeting/Forecasting (IV. D.)
  - E. Compensation and Benefits (IV. E.)
  - F. Asset Protection (IV. F.)
  - G. Communication and Counsel to the Board (IV. G.)

There were no changes; therefore, these policies will stand as printed.

## CORRESPONDENCE AND INFORMATION

### 1. Meeting Information Sharing

Time was reserved for Board members to share information from meetings they attended. President Meyer recently attended the Lake Superior Business and Technology Conference in Ashland.

### 2. Travel Sign Up

Time was reserved for the Board to update administration on their plans for upcoming Board events. It was noted that legislative meetings will need to be scheduled for the January District Boards Association meeting in Madison. Chair Beistle requested that the Board report any changes on the *Board Events Schedule* to Ms. Olson.

### 3. Monitoring Schedule

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

### 4. President's Updates

Time was reserved for President Meyer to provide the following updates:

#### A. **New Richmond Building Project Update**

Progress is being made on the interior of the New Richmond Campus addition.

#### B. **Board Appointment Status Update**

President Meyer provided an update on the Board Appointment process. The August 6 Board Appointment Hearing was rescheduled for Thursday, September 2, beginning at 2:30 p.m. at the WITC-Shell Lake Administrative Office. The meeting notice was routed for the Board's information.

#### C. **Full-Time Equivalency (FTE) Record Enrollments**

President Meyer announced that WITC had a record FTE year with 3,150 enrollments.

#### D. **Wisconsin-in-Scotland Invitation**

Time was reserved for President Meyer to discuss a Wisconsin-in-Scotland invitation he received. President Meyer will likely decline the invitation. Discussion occurred about International travel for students and that it must lead to student learning. Mr. Minor suggested inviting some UW-Superior students to a future Board meeting to share their international experiences.

#### E. **Strategic Planning 2012-2015 - Fall 2010 Forums**

President Meyer shared plans for upcoming strategic planning forums in the fall of 2010. A forum schedule was provided. Board members will check their availability to attend forums for the purpose of welcoming Business/Industry leaders and Community members, thanking participants for attending the forum, talking about the importance of Strategic Planning, and letting them know their input is valuable to the College. President Meyer noted that this time even more faculty and staff will be involved throughout the process.

#### F. **Murphy Oil Update**

President Meyer shared a *Murphy Oil Exiting Refining Business* article with the Board. Mr. Minor also provided information on this agenda item.

### **G. Possible Obey Funding**

A news release on possible Obey funding to support WITC's construction of a Health and Emergency Training Center was provided for the Board's information. Approval by the U.S. Senate is still needed.

#### **5. Debrief on President's Evaluation Process**

Time was reserved for the Board to debrief on the President's evaluation process in preparation for next year's evaluation. Copies of the stakeholder lists, online surveys, and timeline were included in the Board packet.

It was suggested that President Meyer provide a different sampling of stakeholders each year to include 10-20 staff he has worked closely with in addition to including the President's Cabinet on the list every year. It was also suggested the survey questions vary from year to year.

Mr. Will suggested that the Board might consider utilizing the Director, Human Resources, instead of the Administrative Assistant to the President (who works for the President) to assist the Board on the evaluation survey process. It was recommended that the Board assign a Board officer to oversee the President's evaluation process as part of his/her role on the Board (the Vice Chair was suggested). This additional responsibility could be added to the Board's Governance Process - Board Officers policy (II.E.) and brought back for consideration at the September Board meeting. The decision about which Board officer should be assigned to oversee the President's evaluation process will be determined at the September Board meeting.

#### **6. 2011 Board Member of the Year Award - Request for Nominations**

The District Boards Association's Marketing/Public Relations and Awards Committee requested the Board's help in identifying nominees for the 2011 Board Member of the Year award. This award recognizes a district Board member who has made an outstanding contribution to technical and vocational education through District Boards Association activities on the local, state, regional, and national level. Nominations should be submitted by November 1, 2010. The award will be presented at the January Boards Association banquet in Madison. Ms. Olson will inform the District Board's Association that there were no nominations for this award.

#### **7. 2008-2009 Affirmative Action Annual Report Update**

A letter was provided for the Board's information on the outcome of the 2008-2009 Affirmative Action Annual Report.

### **ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS**

#### **1. Selection of Meeting Dates, Times, and Locations**

Time was reserved for the Board to finalize their regular meeting dates, times, and locations for 2010-2011. Recommended 4 p.m. start times for the October 18, 2010 and May 16, 2011 meetings were noted on tentative schedule; however, an afternoon meeting on October 18, 2010, does not work for Chair Beistle. December 13 was suggested as a possible date for an afternoon meeting; however, it was requested that this item be discussed in September, after Board members are appointed and present at the meeting.

## 2. Review/Add Agenda Items

Time was reserved for the Board to add or review agenda items for the next Board meeting. The September Monitoring Schedule agenda items are as follows: Policy Review (II. A – M), Global Ends Statement Review, and Enrollment (FTE) Information Report. The Board Officers policy will be reviewed and the Board will identify the officer responsible for overseeing the President's 360 degree survey process.

*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, September 2, 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

An evaluation was not done at this meeting.

Dave Minor moved, seconded by Susan Wojtkiewicz, to adjourn the meeting. The meeting adjourned at 11:20 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.*

7/29/2010  
 11:26:38  
 AM

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%

Contract Number	Service Recipient	Location	On/Off	*----- ESTIMATED -----*					Difference +/-
				Contract Revenue	Est.Salary/ Fringe Cost	+	Indirect	= Full Cost	
220	Hudson Physicians' Group Technical Assistance - Consulting	Hudson Physicians Group	Off	105.00	87.00		20.00	107.00	(2.00)
223	Ashland High School Provide Machine Tool operation instruction	WITC Ashland	On	19,085.00	16,596.00		5,013.00	21,608.00	(2,523.00)
224	Cellu Tissue - City Forest Confined Space Entry for Industry	Cellu Tissue - Conty Forest	Off	665.00	349.00		114.00	463.00	202.00
225	Cumberland School District Driver's Education - theory and drivers education - BTW	Cumberland High School	Off	1.00	1.00		1.00	2.00	(1.00)
226	Cameron School District Drivers education - theory and driver's education - BTW	Cameron School Distrcit	Off	1.00	1.00		1.00	2.00	(1.00)
227	NPP-New Paradigm Partners Responsible Beverage	Shell Lake City Hall	Off	368.00	165.00		48.00	212.00	156.00
228	Superior High School Concentrated Career Development Project	WITC Superior	On	17,019.00	15,472.00		5,714.00	21,185.00	(4,167.00)
229	North Country Trail Medic First Aid	AmericInn Ashland	Off	666.00	580.00		105.00	684.00	(18.00)
230	Coast Guard Auxillary Medic First Aid Renewal	WITC Ashland Room 306	On	292.00	254.00		83.00	337.00	(45.00)

231	Anderson Lubricants, Inc	Off Campus	Off	638.00	520.00	137.00	657.00	(19.00)
	Microsoft Excel Training							
232	Foremost Farms, USA	Clayton	Off	503.00	263.00	71.00	333.00	170.00
	Medic First Aid & Recert Class							
233	Conwed Designscape	ladysmith	Off	493.00	253.00	71.00	323.00	170.00
	medic First Aid Recert and Bloodborne pathogen training							
234	City of Hudson	City of Hudson, Public Emp	Off	230.00	200.00	66.00	266.00	(36.00)
	Confined Space Awareness Refresher							
235	City of Hudson	City of Hudson	Off	575.00	500.00	131.00	631.00	(56.00)
	Confined space entry refresher							
236	Workforce Resource	New richmond	On	2.00	2.00	1.00	2.00	(1.00)
	Nursing Assistant							
237	Northern Clearing Inc	Off Campus	Off	8,815.00	3,709.00	1,209.00	4,917.00	3,898.00
	Safety Training for employees							
238	Workforce Resource	Rice Lake Campus	On	1.00	2.00	1.00	2.00	(1.00)
	Students will be participating in summer health academy to learn about becoming a nursing assitant							
239	Ashland County Sheriff Dept	WITC Ashland	On	1,587.00	1,380.00	431.00	1,811.00	(224.00)
	participants will be able to renew their CPR skills and continue to be current for 2 years. Students will be able to learn CPR skills and receive 2 year certification.							
241	Supportive Home Services	Off Campus	Off	764.00	461.00	89.00	550.00	214.00
	Employees of supportive home services will receive AHA Healthcare provider CPR re-certification training							
242	CG Bretting Manf Co INC	CG Bretting	Off	5,016.00	4,004.00	938.00	4,941.00	76.00
	Employees of CG Bretting Manf Co INC will receive weld training for weld certification. Employees will also gain knowledge & skills in developing the welding procedure specification.							
243	I Wish Home Healthcare	I Wish Home Healthcare	Off	926.00	487.00	137.00	623.00	303.00
	Employees of I Wish Home Healthcare will receive first aid management CPR/AED and foreign body airway obstruction							
244	NWCEP INC	WITC Superior	On	38,455.00	33,439.00	4,934.00	38,373.00	83.00



Advanced manufacturing WI sector strategies grant monies will be used to train incumbent works in blue print reading. intor to fabrication, hydraulics/pneumatics & basic electrical theory.

245	Lake Superior College	WITC Superior	On	5,095.00	2,924.00	665.00	3,588.00	1,507.00
	Camps 2 career participants will receive welding training							
246	Red Cliff Health Clinic	Red Cliff Health Clinic	Off	391.00	341.00	95.00	435.00	(45.00)
	Red Cliff Health Clinic employees will receive first aid assessment, management, CPR/AED and foreign body airway obstruction training.							
247	Walmart	Hayward	On	385.00	180.00	58.00	237.00	148.00
	Responsible Beverage Course							
248	Osceola EMS	Varies	Off	886.00	771.00	252.00	1,022.00	(137.00)
	Volunteers of Osceola EMS will receive further skills review							
249	Workforce Resource	WITC RL	On	2.00	2.00	1.00	2.00	(1.00)
	Mechanical CAD and Telecommunications Safety							
351	Baldwin Police Department	Baldwin Police Department	Off	100.00	87.00	29.00	116.00	(17.00)
	AIS Shoot don't shoot							
352	Washburn County Sheriff	Washburn County Range	Off	320.00	278.00	91.00	369.00	(49.00)
	Patrol rifle and shotgun training							
353	Spooner Police Department	Washburn County Range	Off	100.00	87.00	29.00	116.00	(17.00)
	Patrol rifle and shotgun training							
354	Birchwood Police Department	Washburn County Range	Off	20.00	18.00	6.00	24.00	(4.00)
	Patrol Rifle and Shotgun Training							
355*	REM Arrowhead	Off Campus	Off	610.00	506.00	165.00	670.00	(60.00)
	Employees of REM Arrowhead will receive CPR recertification training							
356	Murphy Oil USA inc	Murphy Oil	Off	1,063.00	468.00	153.00	620.00	443.00
	Employees of Murphy Oil USA will receive entry level fire truck driver operator training							
357*	Parker Hannifin	WITC Rice Lake	On	17,111.00	13,089.00	4,013.00	17,102.00	10.00

	Participants will learn CNC lathe programming							
358*	Midwest Energy Resources Company	Midwest Energy Resources Company	Off	618.00	537.00	115.00	652.00	(34.00)
	Forklift Safety Training							
359	Ashland County Child Support Agency	Ashland County Child Support Agency	Off	422.00	367.00	120.00	487.00	(65.00)
	Windows XP File/Folder Management							
360	Bad River Lodge & Casino	Bad River Casino	Off	1,744.00	1,517.00	416.00	1,932.00	(188.00)
	Medic First Aid and Emergency Oxygen Training							
361	Ladysmith High School	Ladysmith High School	Off	4,167.00	4,167.00	-	4,167.00	-
	transcripted credit course #30543300 for 3 credits							

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

\* indicates an amended contract

  
 Board Secretary

8-16-10  
 Date