

Wisconsin Indianhead Technical College  
Board Proceedings  
August 20, 2012

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, August 20, 2012, 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, David Minor, called the meeting to order at 8:30 a.m. with the following Board members present: James Beistle, Aimee Curtis, Lorraine C. Laberee, David Minor, James Schultz, and Morrie Veilleux. *Note: Jean Serum arrived at 8:34 a.m. Chris Fitzgerald and Eileen Yeakley provided notice that they would not be in attendance at this meeting.*

The following WITC employees were in attendance during the meeting: Jim Biros, Frank Braswell, Steve Decker, Bob Meyer, Kim Olson, Tom Szalajka, and Cher Vink. Student Dale Shultz was 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 August 20, 2012, 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 17 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. An amended agenda was provided at the meeting and was properly noticed with the newspaper of record.

James Beistle moved, seconded by Morrie Veilleux, to approve the amended 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 if needed. The Audience Recognition Board policy (II.M.) was included in the Board book as a reference.

**EXECUTIVE SESSION**

Chair, Dave Minor, requested a motion for the Board to adjourn into executive session under the provisions of Wisconsin Statutes §19.85(1)(c)(e)(f) for the purpose of considering bargaining strategies.

James Beistle moved, seconded by Lori Laberee, to go into executive session in accordance with Wisconsin Statutes §19.85(1)(c)(e)(f) for the purpose noted in the preceding paragraph. Chair Minor announced the motion. Upon a roll–call vote, all members present voted yes (6–0); motion carried.

Chairperson, Dave Minor, called the executive session to order at 8:32 a.m. with the following Board members present: James Beistle, Aimee Curtis, Lorraine C. Laberee, David Minor, James Schultz, and Morrie Veilleux. *Note: Jean Serum arrived at 8:34 a.m. Chris Fitzgerald and Eileen Yeakley 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.

### Approval of the June 18, 2012, Executive Meeting Minutes

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

James Beistle moved, seconded by Lori Laberee, to adjourn the Executive Session and convene back into the regular Board meeting. Upon a roll-call vote, all members present voted yes (7-0); motion carried and the executive session adjourned at 9:51 a.m.

### OPEN SESSION RECONVENED

*The Board Chair recessed the meeting at 9:51 a.m. and reconvened the meeting at 9:58 a.m. The Board Chair requested that the Board move ahead in the agenda to the Information Report and Other Items Requiring Board Action, and then returned to the Meeting Minutes.*

### MEETING MINUTES

#### 1. Approval of the July 9, 2012, Annual Organizational Meeting Minutes

Lori Laberee moved, seconded by Aimee Curtis, to approve the July 9, 2012, annual organizational meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. *Note: The signed list of contracts from the July 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.

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

#### 1. Personnel:

- A. **New Hire:** Richard Becker, CNC Machine Tool Operation Instructor, Faculty, Rice Lake; effective July 1, 2012; annual salary \$55,395.
- B. **New Hire:** Erik Pederstuen, Information Technology – Network Specialist Instructor, Faculty, New Richmond; effective July 1, 2012; annual salary \$51,706.
- C. **New Hire:** Timothy Schmitt, Associate Degree Nursing Instructor, Faculty, New Richmond; effective July 1, 2012; annual salary \$56,862.
- D. **New Hire:** Lisa Starr, Associate Degree Nursing Instructor, Faculty, Superior; effective July 1, 2012; annual salary \$62,339.
- E. **New Hire:** Kristen Wagner, Associate Degree Nursing Instructor, Faculty, New Richmond; effective July 1, 2012; annual salary \$53,295.
- F. **Resignation:** JoAnna Demulling, Student Services Assistant, New Richmond; effective August 7, 2012.
- G. **Resignation:** Lenore Knock, Dean of Students, New Richmond; effective August 3, 2012.
- H. **Resignation:** Dianne Mencil, Learning Resource Center Technician, Superior; effective August 1, 2012.
- I. **Resignation:** Kelly Mullan, Career Specialist, Superior; effective August 31, 2012.
- J. **Resignation:** Sara Yaron, College Health Nurse; New Richmond; effective July 20, 2012.

*President Meyer noted that there were a total of nearly 60 years of service from those who resigned.*

#### 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, 2012, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 129667 through 129954 and electronic transfer payments totaling \$5,258,597 were approved.

5. Bids/Purchases

- A. **Addition and Remodeling and Power Equipment Center Change Orders – New Richmond:** The Board approved Change Orders G-09 through G-12 by SDS Architects in the total amount of \$33,185 for Projects #1130 and #1113 at the New Richmond Campus. These change orders included tile updates, architectural changes, roof and wall changes, and electrical changes for the addition and remodeling at the New Richmond main campus and Power Equipment Center. A financial summary was provided for the Board's review.
- B. **Heating, Ventilation, and Air Conditioning (HVAC) Remodeling Change Order – Shell Lake:** The Board approved Change Order G-01 by SDS Architects in the total amount of \$3,138 for Project #1205 at the Shell Lake Administrative Office. This change orders included updates to a current air conditioning unit and moving of diffusers in cubicle. A financial summary was provided for the Board's review.

**INFORMATION REPORT SUMMARY**

1. International Education Committee Activities Report

President Meyer introduced Frank Braswell, Divisional Dean of Business and new Director of International Education. Mr. Braswell provided a PowerPoint presentation in the Board book and updated the Board on the following international education initiatives for the past year: 12-13 German exchange visits, Guy Healy Japan, Guatemala Service Learning Project, Professional Exchange Netherlands, Wisconsin-Scotland spring 2014, and the Institutes of Technology Ireland/WTCS Partnership Memorandum of Understanding (MOU). Mr. Braswell noted that there are no financial obligations for the MOU and we are not bound by it in any way. An overview was given of the new International Education structure as it moves into the academic division of the College.

Highlights included a student video presentation on the Guatemala service learning project as well as reflections on the Guy Healy Japan experience by Rice Lake Barber/Cosmetology student Dale Shultz (which was videotaped by Mr. Szalajka). Mr. Shultz shared how he was originally the alternate to go to Japan. While in Japan, Dale Shultz was honored by Mr. Healy and his peers by receiving the "2012 American Summer Camp Eric Spindler Award". He has also been recommended for an American Director position and will run the camps in the future. Mr. Shultz talked about how this experience changed his life and career. Additional photos of his experience were shared with the Board.

There was time for questions and answers following the meeting. A copy of the PowerPoint presentation was provided in the Board book.

*Note: Time was reserved for the Board to respond to the monitoring presentation as it related to the interpretation of the ENDS statement for the President's annual evaluation; however, no official action took place.*

**OTHER ITEMS REQUIRING BOARD ACTION**

1. Announcements and/or Action from Executive Session

Time was reserved for the Board Chair to provide an announcement about the closed session, if appropriate. There was nothing to announce from the executive session.

2. International Education Action Items:

A. **Approval of Institutes of Technology Ireland/WTCS Partnership Memorandum of Understanding**

Administration requested approval of the Institutes of Technology Ireland/WTCS Partnership Memorandum of Understanding provided in the Board book. As noted earlier, there are no additional costs and we are not bound by anything in the agreement.

James Beistle moved, seconded by Jean Serum, to approve the Institutes of Technology Ireland/WTCS Partnership Memorandum of Understanding as presented. Upon a unanimous vote of all members present, motion carried.

B. **Approval of the International Education Budget 2013–2014 (FY14)**

Administration requested approval of the 2013–2014 (FY14) International Education budget that was provided in the Board book.

James Beistle moved, seconded by Morrie Veilleux, to approve the International Education Budget 2013–2014 (FY14) as presented. Upon a roll–call vote, all members present voted yes (7–0); motion carried.

3. Approval of Resolution 13–01, Authorizing the Issuance of \$4,980,000 General Obligation Promissory Notes, Series 2012B, of the Wisconsin Indianhead Technical College District, Wisconsin, and Setting the Sale Thereof

Administration recommended approval of Resolution 13–01 (see attached), presented to the Board with the intent to borrow \$1,180,000 for the building remodeling and improvement projects at the Superior Campus and minor remodeling at other district locations and \$3,800,000 for the 2012–13 capital budget requirements. Bids will be presented to the Board at the October 2012 meeting for their consideration. The *Recommendations for WITC District Shell Lake, Wisconsin \$4,980,000 General Obligation Promissory Notes, Series 2012B* exhibit was provided as additional supporting documentation for this resolution. This authorization will be published within 10 days following the Board meeting.

**The borrowing will be as follows:**

|                           |                    |
|---------------------------|--------------------|
| Remodeling & Improvements | \$1,180,000        |
| Capital Equipment         | <u>\$3,800,000</u> |
| Total                     | \$4,980,000        |

Lori Laberee moved, seconded by Aimee Curtis, to approve the Resolution 13–01, Authorizing the Issuance of \$4,980,000 General Obligation Promissory Notes, Series 2012B, of the Wisconsin Indianhead Technical College District, Wisconsin, and Setting the Sale Thereof as presented. Upon a roll–call vote, all members present voted yes (7–0); motion carried.

4. Resolution 13–02, Petition Wisconsin Technical College System (WTCS) Board Requesting Approval for the Remodeling at the WITC–Superior Campus

Resolution 13–02 (see attached) was provided for the Board’s review. Mr. Decker provided a PowerPoint presentation at the meeting that included details related to this remodeling project. Administration requested Board approval to submit a Request for Approval to the WTCS Board for the Superior Campus remodeling project. WTCS Board approval is required per Wisconsin statutes. The WITC Board is authorized to act on bids after the WTCS Board acts on the Request for Approval.

Lori Laberee moved, seconded by Aimee Curtis, to approve the Resolution 13–02, Petition Wisconsin Technical College System (WTCS) Board Requesting Approval for the Remodeling at the WITC–Superior Campus as presented. Upon a roll–call vote, all members present voted yes (7–0); motion carried.

5. Approval to Omit Administrative Policy (G–111) – Equal Opportunity Employment

Ms. Vink requested approval to omit Administrative Policy (G–111) – Equal Opportunity Employment as information from that policy was incorporated into Administrative Policy (G–112 & J–120) –Non–Discrimination/Non–Harassment Compliance.

6. Approval to Omit Administrative Policy (J-111) – Equal Educational Opportunities Policy  
Ms. Vink requested approval to omit Administrative Policy (J-111) – Equal Educational Opportunity as information from that policy was incorporated into Administrative Policy (G-112 & J-120) – Non-Discrimination/Non-Harassment Compliance.
7. Approval of Revised Administrative Policy (G-112 & J-120) – Non-Discrimination/ Non-Harassment Compliance  
A revised Administrative Policy (G-112 & J-120) – Non-Discrimination/Non-Harassment Compliance was provided for the Board’s approval. Ms. Vink noted the changes to the policy included a title update and the addition of missing references and information related to the grievance/complaint procedure in compliance with Department of Education Office of Civil Rights.
8. Approval of Revised Administrative Policy (G-113 & J-121) – Discrimination/Harassment/Sexual Harassment/Sexual Assault Complaints  
A revised Administrative Policy (G-113 & J-121) – Discrimination/Harassment/Sexual Harassment/Sexual Assault Complaints was provided for the Board’s approval. Ms. Vink noted the changes to the policy included a title update, new cross references, information on filing a complaint, and a few minor edits in compliance with guidelines from the Department of Education Office of Civil Rights.
9. Approval of Revised Administrative Procedures (G-113 A, J-121 A, and J-220 A) – Discrimination/Harassment/Sexual Harassment/Sexual Assault Complaints  
The revised Administrative Procedures (G-113 A, J-121 A, and J-220 A) – Discrimination/Harassment/Sexual Harassment/Sexual Assault Complaints were provided for the Board’s approval. Ms. Vink noted the changes to the policy included a title update, new cross references, compliance information – specifically the complaint procedure, and a few minor edits. The form that was attached to these procedures was also revised. The procedural updates were in compliance with guidelines from the Department of Education Office of Civil Rights.

Lori Laberee moved, seconded by Jean Serum, to approve agenda items 5 – 9 under Other Items Requiring Board Action as presented. Upon a unanimous vote of all members present, motion carried.

10. First Reading of Revised Administrative Policy (G-152.2) – International Travel – Board and Employee Expense Reimbursement  
A revised Administrative Policy (G-152.2) International Travel – Board and Employee Expense Reimbursement was provided for the Board’s first reading. Mr. Decker noted the changes to the policy included updates to position titles. A second reading will take place at the September 2012 Board meeting.
11. Annual Review of Board’s Board-Staff Relationship Policies (III. A. – C.)  
Time was reserved for the annual review of the following Board policies that were provided for the Board’s review. Ms. Olson noted that there were minor edits recommended in policies III.A. and III. B. as noted in the Board book. There were no recommended changes to policy III.C.
  - A. **Delegation to the President (III. A.)**
  - B. **President’s Responsibilities and Evaluation (III. B.)**
  - C. **Monitoring College Effectiveness (III. C.)**
12. Annual Review of Board’s Executive Limitations Policies (IV. A. – G.)  
Time was reserved for the annual review of the following Board policies that were provided for the Board’s review. Ms. Olson noted there was a title change, a minor language change, and a few other minor edits recommended in policies IV.A., IV.B., IV.C., and IV.D. as noted in the Board book. There were no recommended changes to policies IV.E., IV.F., or IV.G.
  - A. **General Executive Constraint (IV. A.)**
  - B. **Human Relationships (IV. B.)**

**C. Financial Condition (IV. C.)**

In addition to some minor edits to this policy, administration recommended changing the \$25,000 bid amount in item 5.c. to \$50,000.

Lori Laberee moved, seconded by Jean Serum, to increase the bid amount from \$25,000 to \$50,000 as recommended. Upon a unanimous vote of all members present, motion carried. This means that any purchase over \$50,000 will need to go through a sealed bid process. Anything over \$10,000 and under \$50,000 will require three competitive quotes.

**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.)**

Jean Serum moved, seconded by Morrie Veilleux, to approve agenda items 11. A.-C. and 12. A.-G. under Other Items Requiring Board Action as presented. Upon a unanimous vote of all members present, motion carried.

**CORRESPONDENCE AND INFORMATION**

**1. Meeting Information Sharing**

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

**A. WITC-Superior Centennial Celebration Update**

Time was reserved for Board members and administration in attendance at this event on July 10, 2012, to share some highlights. President Meyer noted that the event was very successful and thanked Chair Minor for emceeding this event. Board members Curtis and Serum were also in attendance at this event. A video was shared with the Board during lunch. President Meyer also circulated the *Positively Superior Magazine* at the meeting, with tabs that identified the many places in the magazine where WITC was mentioned.

**B. Wisconsin Technical College System (WTCS) State Board Meeting Update**

Time was reserved for Board members and administration in attendance at this meeting that was held at the WITC-Superior Campus on July 10-11, 2012, to share some highlights. Board members Beistle and Serum were in attendance at this meeting. A copy of a thank you letter from WTCS President Dan Clancy and WTCS Board Chair Mark Tyler was provided in the Board book.

**C. Wisconsin Technical College System Honors Charter Films with "Futuremakers Partner Award" Update**

Time was reserved for President Meyer to update the Board on the "Futuremakers Partner Award" that was presented to Chris Trapp, CEO of Charter Films, Inc. at the WTCS State Board dinner on July 10, 2012, in Superior, WI. An article and photo were provided in the Board book for the Board's information.

**D. District Boards Association Summer Meeting Update**

Time was reserved for Board members to debrief on the District Boards Association Summer Meeting that was held in Deer Valley, WI, on July 19-21, 2012. Mr. Beistle and Ms. Laberee were in attendance at this meeting and shared information from the meetings, tours, and round tables they attended. Materials were routed and Ms. Olson will add them to the Board's electronic Board Resources folder.

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.

3. Monitoring Schedule Review and Updates

Time was reserved to review and update the *Board Monitoring Schedule* as needed. Ms. Olson noted that minor updates were recommended to reflect the correct timeframe needed for Board Forward planning. In addition, administration also recommended changes to when the Ambassador Presentations are given (moved from February to March) and when the Marketing Initiatives Report is given (moved from March to April). Since there were no objections from the Board on these changes, Ms. Olson will update the schedule and notify staff who are affected by the presentation changes.

4. President's Updates:

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

A. **Adult Career Pathway Initiative Update**

A news release entitled "Wisconsin Technical College System Joins Adult Career Pathway Initiative for Quality Benchmarks and Success Measures" was provided for the Board's information.

B. **New Faculty Orientation Update**

President Meyer welcomed new faculty on July 17, 2012, at their orientation that was held at the WITC-Rice Lake Campus. The two-week agenda was provided for the Board's information.

C. **Competitive Wisconsin – St. Croix Valley Briefing Update**

President Meyer attended the Competitive Wisconsin briefing on July 18, 2012, at the UW-River Falls Hudson Center. A PowerPoint from the event was provided for the Board's information.

D. **Lake Superior Business and Technology Conference Update**

President Meyer welcomed the attendees at the Lake Superior Business and Technology Conference on August 3, 2012, at the WITC-Ashland Campus. The conference agenda was provided for the Board's information.

E. **WITC Academic Day Update**

President Meyer welcomed full-time and part-time faculty on August 15, 2012, for their WITC Academic Day that was held at the WITC-Rice Lake Campus. The agenda was provided for the Board's information.

F. **Collegewide Inservice Update**

A "Welcome Back/Recognitions" Collegewide inservice took place via IP video on Thursday, August 16, 2012. The inservice PowerPoint was uploaded to the Board's meeting folder prior to the Board meeting for the Board's information.

G. **Civil Rights Audit Update**

WITC does not discriminate on the basis of race, color, national origin, sex, disability in employment, admissions or its programs, services, or activities. We have a formal opportunity through audit to review our educational and employment endeavors and to identify areas for improvement. Our civil rights compliance audit has been scheduled to take place on September 12 – 13, 2012. The audit includes campus visits and interviews with staff and students. A copy of the WTCS letter about the on-site civil rights compliance review was provided for the Board's information.

#### H. **Employee Vacation Coverage**

Time was reserved for discussion on this item. Chair Minor mentioned that he works with many WITC employees who have out-of-office e-mail messages that tell him when they are out of the office and on vacation; however, many of those messages also provide information on how they can be reached if needed. Chair Minor suggested that when managers are on vacation they take their vacation to recharge. It was recommended that managers be made aware of this at future management training sessions.

#### I. **Rice Lake Campus Property Issue**

Time was reserved for President Meyer to update the Board on this item. A map of the land around WITC and UW-Barron County in Rice Lake was posted on the Board of Trustee's site prior to the meeting. A request was made for WITC to deed a piece of property (along South Street) back to the county; however, President Meyer declined the request as the land may be needed for future expansion opportunities.

#### 5. Legislative Updates

##### A. **Communication to Representatives**

President Meyer asked the Board if they wanted to have the new 2012-2013 Board Meeting Schedule sent to our district representatives inviting them to future meetings. Since there were no objections, Ms. Olson will work with the legislators on this item.

#### 6. WITC "Facilitating Student Success through Policy Governance and Strategic Planning" Presentation Planning for the Association of Community College Trustees (ACCT) Leadership Congress

A PowerPoint draft was provided for the Board's review in preparation for the upcoming WITC presentation that is scheduled to take place on Thursday, October 11, 2012, beginning at 3:30 p.m., at the ACCT Leadership Congress in Boston, MA. President Meyer plans to develop the "student success" slides and will bring a final draft back to the September Board meeting. He asked the Board to let him know if they have any recommended changes to the material being presented. President Meyer will also be presenting on the "WILM Consortium" with two other technical college presidents at the ACCT Congress.

#### 7. Capital Equipment Purchases

Mr. Decker announced that the following information is provided for the Board's information:

A. **Addition/Remodeling Network Equipment - New Richmond, Rice Lake, Superior:** A purchase was made of educational media equipment in the total amount of \$10,258 from AT & T of Madison, WI, under Wisconsin state contract #11-84086-701. This equipment will be used to replace outdated classroom media equipment and upgrading classrooms to a smartroom setup at the Rice Lake, Superior, and New Richmond Campuses.

B. **Dental Equipment - Rice Lake:** A purchase was made of a digital sensor, radiographic unit & processor in the total amount of \$47,466 from Benco Dental of Pittston, PA. This equipment was purchased through a Request for Proposal (RFP) and will be used for the Dental Assistant Program at the Rice Lake Campus.

C. **Moveable Furniture - Shell Lake:** A purchase was made of cubicle walls, tables, and chairs in the total amount of \$14,258 from Systems Furniture of De Pere, WI. This equipment is being used in the Instructional Technology area and breakroom as part of the Heating, Ventilating, and Air Conditioning (HVAC) project at the Shell Lake Administrative Office.

#### 8. Revised Administrative Procedure (D-550 A) - District Purchasing

A revised Administrative Procedure (D-550 A - District Purchasing) was provided for the Board's information. The changes to the procedure included increases in the price range required for the formal bid process and for the formal quotation per state requirements. The procedures were also updated to include the new Board approval of all major equipment in the spring for the upcoming fiscal year.



9. Review Administrative Policy (D-559.1) – Approval and Payment of Bills for Goods and Services  
Administrative Policy (D-559.1 – Approval and Payment of Bills for Goods and Services) was provided for the Board’s review. It was noted that this administrative policy will require Board approval in the future. Mr. Decker pointed out that this policy has not been followed since he has been at WITC, since we don’t currently give the Board a list of all of the bills. The procedure that has been in place is to give the Board a summary of the check amounts. The consensus of the Board was to continue with the process we have been following and to update this policy accordingly as the Board doesn’t wish to have the detail or change what we have been doing. Mr. Decker will bring back a revised policy to the September Board meeting to reflect what we’ve been doing. The Board will have a first reading in September and a second reading in October.
10. 2013 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 2013 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 participation as a trustee on the local, state, regional, and national level. One nomination from each district should be submitted by November 1, 2012. The award will be presented at the January 2013 Boards Association meeting in Madison, Wisconsin. President Meyer recommended for the Board’s consideration nominating one of our veteran Board members (Ms. Laberee, Mr. Beistle, or Mr. Schultz). Chair Minor will work with President Meyer regarding a WITC Board Member of the Year nomination for next month’s Board meeting.

#### 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, September 17, 2012, at 8:30 a.m., at the WITC-Administrative Office in Shell Lake. The Board meeting schedule was provided for the Board’s information.

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 **September 17** 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 30, 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.*

#### MEETING EVALUATION

James Beistle moved to adjourn the meeting. The meeting adjourned at 11:47 a.m.

Respectfully submitted,



Lorraine Laberee  
Board Secretary  
ko

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

8/6/2012  
9:54:36  
AM

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 -----\*

| Contract Number | Service Recipient  | Location               | On/Off | Contract Revenue | Est.Salary/<br>Fringe Cost | + | Indirect | = | Full Cost | Difference +/- |
|-----------------|--|------------------------|--------|------------------|----------------------------|---|----------|---|-----------|----------------|
| 300             | 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 fee of \$91.68 for Driver's Ed Theory and \$230.00 for Driver's Ed - BTW from the student. |                        |        |                  |                            |   |          |   |           |                |
| 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. As part of the contract WITC will collect the tuition of \$91.68 for Driver's Ed Theory and \$230.00 for Driver's Ed BTW from the student.                   |                        |        |                  |                            |   |          |   |           |                |
| 302             | Ladysmith High School  | Ladysmith High School  | Off    | 4,377.00         | -                          |   | -        |   | 4,377.00  | -              |
|                 | Transcripted Credit Course for Nursing Assistant at Ladysmith High School for 12 student. 3 credits in 30543300.   |                        |        |                  |                            |   |          |   |           |                |
| 303             | Rice Lake School District  | 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 fee of \$91.68 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 School District. As part of the contract WITC will collect the tuition fee of \$91.68 for Driver's Ed Theory and \$230.00 for Driver's Ed-BTW from the students.      |                        |        |                  |                            |   |          |   |           |                |
| 305             | Ashland School District  | WITC Ashland           | On     | 21,406.00        | 18,129.00                  |   | 6,010.00 |   | 24,138.00 | (2,732.00)     |
|                 | Students of Ashland School District will receive skills and knowledge in trades and technology.  |                        |        |                  |                            |   |          |   |           |                |
| 306             | LP Corp  | Hayward, WI            | Off    | 859.00           | 338.00                     |   | 124.00   |   | 461.00    | 398.00         |
|                 | Electricians of LP Corp will receive NFPA Code instruction to prep for the electrical code exam.   |                        |        |                  |                            |   |          |   |           |                |

|     |   |                                 |     |           |          |          |          |          |
|-----|---|---------------------------------|-----|-----------|----------|----------|----------|----------|
| 307 | Sawyer County Sheriff Department  | Wesleyan Church<br>Hayward WI   | Off | 3,480.00  | 2,949.00 | 1,075.00 | 4,024.00 | (545.00) |
|     | EXCHANGE OF SERVICES CONTRACT AGREEMENT to be completed. Emotional Survival Presentation by Kent Williams. There will be (2) eight hour presentations for Officers and Jailers on June 14 and 15 (different audience each session). There will be (1) 4 hours presentation on the 16. Sawyer County Sheriff is paying the instructor Kent Williams \$3,480 for the cost of these classes for their 60 officers from Sawyer County Sheriff Department. |                                 |     |           |          |          |          |          |
| 308 | Calumet Specialty Products Partners, L.P.   | Calumet Specialtys Partners     | Off | 4,988.00  | 1,944.00 | 709.00   | 2,652.00 | 2,336.00 |
|     | Employees of Calumet Specialty Partners will receive Entry Level Driver/Operator instruction for fire equipment.  |                                 |     |           |          |          |          |          |
| 309 | Clearwater Paper  | Clearwater Paper - Ladysmith    | Off | 2,777.00  | 1,112.00 | 380.00   | 1,492.00 | 1,285.00 |
|     | Provide Confined Space Refresher Training and CPR/AED & First aid training to employees of Clearwater Paper-Ladysmith.  |                                 |     |           |          |          |          |          |
| 310 | Northern Clearing Inc   | Various                         | Off | 16,570.00 | 7,294.00 | 2,112.00 | 9,405.00 | 7,166.00 |
|     | Employees of Northern Clearing will receive safety training.  |                                 |     |           |          |          |          |          |
| 311 | Sawyer County Sheriff Department  | Wesleyan Church,<br>Hayward, WI | Off | 3,480.00  | 2,949.00 | -        | 2,949.00 | 531.00   |
|     | EXCHANGE OF SERVICES CONTRACT AGREEMENT to be completed. Emotional Survival Presentation by Kent Williams. There will be (2) eight hour presentations for Officers and Jailers on June 14 and 15 (different audience each session). There will be (1) 4 hours presentation on the 16. Sawyer County Sheriff is paying the instructor Kent Williams \$3,480 for the cost of these classes for their 60 officers from Sawyer County Sheriff Department. |                                 |     |           |          |          |          |          |
| 312 | REM Arrowhead   | REM Arrowhead                   | Off | 1,338.00  | 338.00   | 124.00   | 461.00   | 877.00   |
|     | Employees of REM Arrowhead will receive American Heart Association recertification in CPR & First Aid. Successful completion will be documented with cards to be provided to participants.  |                                 |     |           |          |          |          |          |
| 313 | Superior Water, Light & Power   | SWL&P                           | Off | 400.00    | 201.00   | 73.00    | 274.00   | 126.00   |
|     | Employees of Superior Water, Light & Power will receive instruction in temporary traffic control outlined in the Wisconsin Manual on Uniform Traffic Control Devices.   |                                 |     |           |          |          |          |          |
| 314 | Baldwin-Woodville High School   | Baldwin-Woodville High School   | Off | 1,160.00  | -        | -        | 1,160.00 | -        |
|     | Transcripted Credit - Summer School session. 10 students in 1 cr. 10890100 Success Strategies.  |                                 |     |           |          |          |          |          |
| 315 | Calumet Specialty   | Calumet Specialty               | Off | 4,988.00  | 2,107.00 | 768.00   | 2,875.00 | 2,113.00 |

|     |   |                                  |     |           |          |          |          |          |
|-----|---|----------------------------------|-----|-----------|----------|----------|----------|----------|
|     | Products Partners, L.P.   | Products Partners                |     |           |          |          |          |          |
|     | Employees of Calumet Specialty Partners will receive Entry Level Driver/Operator instruction for fire equipment.  |                                  |     |           |          |          |          |          |
| 316 | Marketplace Foods   | Marketplace Foods -<br>Rice Lake | Off | 484.00    | 237.00   | 61.00    | 297.00   | 188.00   |
|     | Provide Heartsaver AED - Adult & Child CPR/AED to employees of Marketplace Foods.   |                                  |     |           |          |          |          |          |
| 317 | Supportive Home<br>Services   | Butternut School<br>Library      | Off | 811.00    | 399.00   | 104.00   | 502.00   | 309.00   |
|     | AHA CPR Healthcare Provider Renewal   |                                  |     |           |          |          |          |          |
| 318 | Lac Courte Oreilles Casino<br>& Lodge   | LCO Casino                       | Off | 890.00    | 666.00   | 243.00   | 908.00   | (18.00)  |
|     | Provide Heartsaver First Aid/CPR and AED for Adults and Children to employees.  |                                  |     |           |          |          |          |          |
| 319 | LCO Early Headstart   | LCO Early Headstart              | Off | 463.00    | 258.00   | 94.00    | 352.00   | 112.00   |
|     | Provide Pediatric Medic First Aid recertification to employees of LCO Early Headstart.  |                                  |     |           |          |          |          |          |
| 320 | LCO Headstart   | LCO Headstart                    | Off | 463.00    | 293.00   | 94.00    | 387.00   | 77.00    |
|     | Teach Pediatric Medic First Aid Recertification to employees of LCO Headstart.  |                                  |     |           |          |          |          |          |
| 321 | Ladysmith High School   | Ladysmith High School            | Off | 3,810.00  | -        | -        | 3,810.00 | -        |
|     | Transcripted Credit class for Nursing Assistant class, 3054330 3 credits for 10 students at Ladysmith High School.  |                                  |     |           |          |          |          |          |
| 322 | City of Ashland   | WITC Ashland                     | On  | 1,232.00  | 1,044.00 | 398.00   | 1,442.00 | (210.00) |
|     | City of Ashland employees will receive Customer Service Basics instruction.   |                                  |     |           |          |          |          |          |
| 323 | REM Arrowhead   | REM Arrowhead                    | Off | 1,189.00  | 300.00   | 110.00   | 410.00   | 780.00   |
|     | Employees of REM Arrowhead will receive recertification for American Heart Association CPR and First Aid. Participants will receive documentation of successful completion. |                                  |     |           |          |          |          |          |
| 324 | Minnesota Rubber and<br>Plastics  | River Falls Library              | Off | 1,806.00  | 1,165.00 | 414.00   | 1,578.00 | 228.00   |
|     | Members of management from Minnesota Rubber and Plastics will receive customized training "Bring Out The Model Employee".   |                                  |     |           |          |          |          |          |
| 325 | Northern Clearing Inc   | Various                          | Off | 15,340.00 | 6,294.00 | 2,112.00 | 8,405.00 | 6,936.00 |
|     | Employees of Northern Clearing Inc. will receive safety training.   |                                  |     |           |          |          |          |          |
| 326 | Washburn County Jail  | Washburn County Jail             | Off | 3,119.00  | 2,970.00 | -        | 2,970.00 | 149.00   |
|     | WITC to provide HSED Services and Employability Skills training for inmates of Washburn County Jail.  |                                  |     |           |          |          |          |          |

|     |  |                    |     |           |           |   |           |        |
|-----|--|--------------------|-----|-----------|-----------|---|-----------|--------|
| 327 | Sawyer County Jail   | Sawyer County Jail | Off | 3,119.00  | 2,970.00  | - | 2,970.00  | 149.00 |
|     | WITC to provide HSED Services and Employability Skills training for inmates of Sawyer County Jail. |                    |     |           |           |   |           |        |
| 328 | Barron County Jail   | Barron County Jail | Off | 10,545.00 | 10,042.00 | - | 10,042.00 | 503.00 |
|     | WITC to provide HSED Services and Employability Skills training for inmates of Barron County Jail. |                    |     |           |           |   |           |        |
| 329 | Rusk County Jail   | Rusk County Jail   | Off | 3,119.00  | 2,970.00  | - | 2,970.00  | 149.00 |
|     | WITC to provide HSED Services and Employability Skills training for inmates of Rusk County Jail.   |                    |     |           |           |   |           |        |

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

\* indicates an amended contract

*Serraine Tuberville*

Board Secretary

*8-20-12*

Date

Resolution No. 13-01

RESOLUTION AUTHORIZING THE ISSUANCE OF  
\$4,980,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2012B,  
OF WISCONSIN INDIANHEAD TECHNICAL COLLEGE  
DISTRICT, WISCONSIN, AND SETTING THE SALE THEREOF

WHEREAS, Wisconsin Indianhead Technical College District, Wisconsin (the "District") is presently in need of \$1,180,000 for the public purpose of financing building remodeling and improvement projects and \$3,800,000 for the public purpose of financing the acquisition of movable equipment; and

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purposes through the issuance of general obligation promissory notes pursuant to the provisions of Section 67.12(12), Wis. Stats.;

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,180,000 for the public purpose of financing building remodeling and improvement projects; and be it further.

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$3,800,000 for the public purpose of financing the acquisition of movable equipment; and be it further

RESOLVED, that:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in an aggregate principal amount not to exceed \$4,980,000 (the "Notes"), the proceeds of which shall be used for the purposes specified above in the amounts authorized for those purposes.

Section 2. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of this resolution to be given to the electors of the District by publishing notices thereof in The Ashland Daily Press, the official District newspaper published and having general circulation in the District, which newspaper is found and determined to

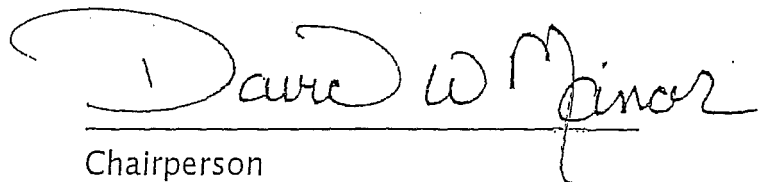
be likely to give notice to the electors, such notices to be in the forms set forth on Exhibits A and B hereto.

Section 3. Direct Annual Irrepealable Tax. There shall be levied on all the taxable property of the District a direct, annual, irrepealable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof.

Section 4. Sale of Notes. The Notes shall be offered for public sale in accordance with the Official Terms of Offering attached to this resolution. The District Secretary shall cause notice of the sale of the Notes to be disseminated in such manner and at such times as the Secretary may determine and shall cause copies of the Official Terms of Offering and other pertinent data to be forwarded to prospective bidders. At its meeting on October 15, 2012, the District Board shall consider such bids as may have been received and take action thereon.

Section 5. Official Statement. The District Secretary shall cause an Official Statement concerning this issue to be prepared by the District's financial advisor, Springsted Incorporated. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Adopted this 20th day of August, 2012.

  
Chairperson

Attest:

  
Secretary

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Wisconsin Indianhead Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on August 20, 2012, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,180,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

A copy of said Resolution is on file in the Administrative Office, 505 Pine Ridge Drive, Shell Lake, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit said Resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5, Wis. Stats., requesting a referendum thereon at a special election.

Dated August 20, 2012.

BY ORDER OF THE DISTRICT BOARD

District Secretary



EXHIBIT B

NOTICE

TO THE ELECTORS OF:

Wisconsin Indianhead Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on August 20, 2012, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$3,800,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the acquisition of movable equipment.

A copy of said Resolution is on file in the Administrative Office; 505 Pine Ridge Drive, Shell Lake, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit said Resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5, Wis. Stats., requesting a referendum thereon at a special election.

Dated August 20, 2012.

BY ORDER OF THE DISTRICT BOARD

District Secretary

RESOLUTION #13-02

PETITION TO THE WISCONSIN TECHNICAL COLLEGE SYSTEM  
BOARD  
REQUESTING APPROVAL FOR THE REMODELING  
AT THE WITC SUPERIOR CAMPUS

WHEREAS, the Wisconsin Indianhead Technical College Board has heard reports detailing the remodeling plans at the WITC-Superior Campus:

NOW, THEREFORE, BE IT RESOLVED that the Wisconsin Indianhead Technical College Board goes on record petitioning the Wisconsin Technical College System Board to allow the district Board to enter into a building project to provide the addition/remodeling at the WITC-Ashland Campus.

Adopted and approved this 20<sup>th</sup> day of August, 2012.

  
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District Board Chairperson

ATTEST:

  
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District Board Secretary