

Wisconsin Indianhead Technical College
Board Proceedings
November 15, 2010

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, November 15, 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 8:31 a.m. with the following Board members were present: James Beistle, Hal Helwig, Lorraine C. Laberee, Dave Minor, James Schultz, and Jean Serum. Susan Wojtkiewicz joined the meeting via telephone conference. *Dan Olson and Morrie Veilleux provided notice that they would not be in attendance at this meeting.* The following WITC employees were also in attendance: Steve Bitzer, Jennifer Kunselman, Bob Meyer, Kim Olson, and John Will.

OPEN MEETING

Kim Olson, Administrative Assistant to the President, read the following open-meeting statement: "The November 15, 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 November 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. James Schultz moved, seconded by Hal Helwig, to approve the agenda. Upon a unanimous vote, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT

Time was reserved for Chair Beistle to make an announcement about this agenda item if needed. The Audience Recognition Board policy (II.M.) was included in the Board book as a reference.

MEETING MINUTES

Chair Beistle announced that as there were no corrections, the October 18, 2010, regular meeting minutes are approved as printed. Last month's signed list of contracts and resolution were attached to the official October meeting minutes.

CONSENT AGENDA

A personnel addendum was provided at the Board meeting and items 1.A. and 1.B. were added. Hal Helwig moved, seconded by Dave Minor, to approve the consent agenda and addendum. Upon a roll-call vote, all members present voted yes (7-0); motion carried.

1. Personnel:

- A. **Retirement:** Bonnie King, Associate Degree Nursing Instructor, Faculty, Superior; effective December 31, 2010 *Note: Administration recommends waiving the six-month notification requirement.*
- B. **Resignation:** John Will, Chief Operating Officer/Vice President, Administrative Services, Management, Shell Lake; effective January 14, 2011.

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 October 31, 2010, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 110411 through 111137 and electronic transfer payments totaling \$4,432,525 were approved.

5. Bids/Purchases

A. **Network Services Request for Proposal (RFP) – Collegewide:** Board approval was given for two network services proposals under RFP 11-IT Net to cover network design work and hardware implementation for the Information Technology division. The approval of the two proposals allows the College to enter into umbrella agreements with both vendors and select the vendor with the best skill set to perform specific projects for the duration of the umbrella contract period. Paragon Development System (PDS) of Oconomowoc, WI, and CDW-Government (CDW-G) of Appleton, WI, were the recommended vendors. Individual contracts for specific services will be brought back to the Board and will reference the applicable umbrella agreement. The umbrella agreement period for both contracts will start December 2010 for three years with two optional one-year extensions. Proposals were received from four providers. The table summarizing the evaluation of the providers was included in the Board book.

B. **Network Academy Equipment – Rice Lake:** The Board approved the purchase of network academy equipment from CDW-Government (CDW-G) of Veron Hills, IL, under the Department of Administration (DOA) contract #111309-CDW in the amount of \$38,446. CDW-G is a sole source provider for this equipment. WITC students will use these devices to configure a variety of networking scenarios in the Information Technology - Network Specialist Program at the Rice Lake Campus.

C. **Truck and Snow Plow – Rice Lake:** The Board approved the purchase of a Ford F250 regular cab truck and snow plow under state contract #15-07048-001 from Badger Truck Center of Milwaukee, WI, in the amount of \$27,300. The truck with snow plow will be used for grounds maintenance at the Rice Lake Campus.

One Board member noted that all of this month's purchases were out of the district, and for good will purposes, suggested that we might want to look locally for some items. Administration noted that staff have been encouraged to utilize the state contract for purchasing, which is a real time saver. The warranty of the truck will be serviced at Ford Link as they will honor the warranty. Another Board member noted that this is the way we have to do business. If local businesses want to get on the state contract they are encouraged to do so.

D. **Copiers – Superior:** The Board approved the purchase of three copiers in the amount of \$22,494 from Integrated Office Solutions, Inc. of Duluth, MN, under state contract #15-60042-511. These copiers will be used to replace current leased copiers at the Superior Campus.

Mr. Helwig requested that Mr. Will check to see if WITC-Hayward can get a colored copier.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

Board members shared information from the meetings they attended.

A. Association of Community College of Trustees (ACCT) Congress Debriefing

Time was reserved for Board members and administration who attended the ACCT Leadership Congress to share information from the sessions they attended. President Meyer, Ms. Olson, and James Schultz shared materials and information from the sessions they attended. This item will be revised at the December 13 Board meeting for Board members Lori Laberee and Dave Minor to share information from the sessions they attended. As requested, Ms. Olson will look into what the first day of the National Legislative Summit entails relative to the new Board member sessions.

James Beistle attended a Wisconsin Association of School Boards (WASBE) – 2010 Legislative Advocacy Conference for the School Boards' Association. A PowerPoint from Jim Haney was shared. Chair Beistle talked about the Wisconsin's Business Climate Rankings from Forbes, CEO Index, and the Tax Foundation.

B. Board Forward Meeting Debriefing

Time was reserved for the Board and President to debrief on the Board Forward meeting.

President Meyer reviewed his action list from the Board Forward meeting as follows:

- 1) Role of the Board Member – it was suggested that it would be good to circulate the Role of the Board Member Policy (II.D.) and the Board Involvement information to future Board appointment applicants.
- 2) Voting Guidelines - administration will remove the word “not” in the second paragraph of the executive session section (located in the Board Member Orientation Binder).
- 3) Follow up items for the December 13 Board Meeting:
 - i. WITC e-mail addresses for Board members.
 - ii. Report out on President's Association best practices relative to a form that could be used for Board professional development sessions attended; for example, what were the highlights and/or major points learned from each session, what considerations did sessions have for the College, and were there any best practices or practices to avoid that were shared at the seminar.
 - iii. Is a Domestic Travel/Expense Policy needed for the Board members?
 - iv. Provide Dave Minor, Jean Serum, and Morrie Veilleux with WITC Foundation calendars.
 - v. Investigate ways for the Board as a way to go “all electronic” with our Board materials for Board meetings. President Meyer noted that if the decision is made to go electronic, everyone would move to electronic Board materials must be all or nothing due to additional staff time and costs.
- 4) The True Colors presenter, Maltee McMahon, was very good on the colors training, and was fun and engaging. She could have spoken a little bit slower.

President Meyer will also take the previously-mentioned items to the President's Cabinet meeting for further discussion.

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.

As requested, President Meyer will generate letters to the district legislators inviting them to a future Board meeting. The letters will be mailed to Chair Beistle to sign before mailing them out.

3. Monitoring Schedule

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

The Board recessed at 9:35 a.m. and reconvened the meeting at 9:39 a.m. The Board moved ahead to the Student Satisfaction Inventory Report on the agenda, which was scheduled for 9:30 a.m.

4. President's Updates

President Meyer provided the following updates:

A. **New Richmond Building Project Update**

Mr. Will noted that there is natural light in the New Richmond Welding lab. The project affects eight or nine programs.

B. **Rice Lake Building Project Update**

Mr. Will noted that we are prepared to go ahead with the Rice Lake project even without Congressman Obey funding, should something occur as a result of Congressman Obey's retirement. We would not move forward with the Emergency Services- Allied Health addition part of the project.

C. **Shell Lake, New Richmond, Superior, Hayward, and Ladysmith Forum Updates**

The forums have been completed. President Meyer updated the Board on the next steps in the Strategic Planning process. There were 566 people in attendance this year as compared to 687 in 2008, when President Meyer was new. Chair Beistle suggested that next time we might consider offering a breakfast in the morning for the community forums.

D. **WITC-Superior 100 Year Celebration Update**

As requested by the Board at their October Board meeting, President Meyer confirmed that WITC-Superior plans to celebrate 100 years between January 2011 and July 2012. President Meyer recommended that the WITC Board inquire with the WTCS State Board and District Boards Association to hold a joint meeting in Superior on July 10 - 11, 2012. This means that the State Board would need to consider changing the WITC-Rice Lake location for their July 10-11, 2012 meeting to WITC-Superior.

President Meyer will create a letter that he and Chair Beistle will sign on behalf of the Board to the State Board to petition them to make a location change from WITC-Rice Lake to WITC-Superior on July 10-11, 2012, in an effort to showcase WITC Superior during their 100 year celebration.

E. President's Blog Information

President Meyer's blogs were provided for the Board's information. They included advanced information on events and talk about major issues.

F. Elections Update

President Meyer circulated two documents from Paul Gabriel on the election results, highlighting WITC's page of 12 representatives who serve our district. It was noted that 7 of the 12 representatives' leadership seats were overturned. Chair Beistle noted that the January District Boards Association meeting is going to be very important with our new representatives, as well as those who held on to their leadership roles.

G. Recognition

President Meyer recognized John Will for his service to the College and stated that John will be sorely missed.

5. Mill Rate and Tax Levy, Wisconsin Technical College System (WTCS) Report Update

A report that was provided summarized tax levy information for the 16 technical college districts. The system's average levy increase was 1.99%, which is a 1.93% decrease as compared to 2009-10. WITC's operational mill rate is the lowest in the system and our debt service mill rate is the fifth lowest in the system. We have traditionally had the lowest millrate in the system; however, this year Nicolet Technical College has the lowest mill rate (debt service) in the system.

6. Student Satisfaction Inventory (SSI) Report

Steve Bitzer, Vice President, Student Affairs and Campus Administrator, presented a brief summary of the Student Satisfaction Inventory Report's purpose and results to the Board. PowerPoint slides were included in the Board book. Jennifer Kunselman, Research and Planning Coordinator, was available at the meeting to answer questions about the executive summary. Due to the size of the SSI Executive Summary, the full report was posted on the Board's special Web site for review prior to the meeting. The index from the SSI Executive Summary was provided in the Board Book and a copy of the executive summary was circulated at the Board meeting.

Relative to the gaps that were identified from the survey, Ms. Laberee suggested that the childcare question on the survey was not appropriate; however, Mr. Minor recommended that we should consider partnering with childcare facilities. In addition, Ms. Laberee stated that we don't have a "career services office" and should let students know that the entire College offers these services. President Meyer noted that we do use Tech Connect as an online career service offering and that we should be open-minded about exploring other career service options used commonly by other colleges.

Ms. Laberee acknowledged, with Board agreement, that staff should be commended on the results of the SSI survey.

ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS

1. Selection of Meeting Dates, Times, and Locations

Time was reserved for the Board to confirm their plans for the next regular meeting scheduled for Monday, December 13, 2010 (the second Monday in December), at 8:30 a.m., at the WITC-Rice Lake Campus. Ms. Wojtkiewicz stated that she is now able to attend this meeting. It was suggested that Representative Roger Rivard be invited to the Rice Lake Board meeting.

2. Review/Add Agenda Items

Time was reserved for the Board to add or review agenda items for the next Board meeting. Board agenda items for the regular meeting on December 13 were listed on the Board's Monitoring Schedule. Additional agenda items for this meeting were discussed.

In addition, the Board was open to Paul Gabriel, Executive Director of the WTC District Boards Association, giving his annual report at the March 21 (Shell Lake), April 18 (New Richmond), or May 16 (Shell Lake) Board meetings. Ms. Olson will notify Mr. Gabriel's office.

*Note: Board members who would like to add additional items to next month's Board agenda are able to do so by contacting the Board Chair before **Wednesday, November 24, 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 ^
+ Glad we are done before 10:30 a.m.	^
+ Liked the SSI report that Steve Bitzer and Jennifer Kunselman gave	^
+ Would like to check out the Board Briefings that Kim Olson shared and how WITC could have something like that	^

Hal Helwig moved, seconded by James Schultz, to adjourn the meeting. The meeting adjourned at 10:22 a.m.

Respectfully submitted,



Lorraine Laberee
Board Secretary

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11/5/2010
 12:02:08
 PM

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%*

----- ESTIMATED -----

Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est.Salary/ Fringe Cost	+ Indirect	=	Full Cost	Difference +/-
387*	Columbia Forest Products	WITC Ashland	On	2,288.00	1,195.00	472.00		1,666.00	622.00
	MS Excel Basic and Intermediate training for Columbia Forest Products employees.								
399	River Falls Police Department	River Falls PD	Off	175.00	146.00	48.00		193.00	(19.00)
	Hazmat Awareness Refresher 47-503-481								
400	River Falls Police Department	River Falls PD	Off	175.00	146.00	48.00		193.00	(19.00)
	Hazmat Awareness Level Refresher 47-503-481								
401	CESA 12	CESA 12 Facility	Off	361.00	314.00	97.00		410.00	(50.00)

Medic First Aid								
402	University of Wisconsin-Stout	Various Off Campus	Off	1,905.00	1,656.00	540.00	2,196.00	(292.00)
Advanced Manufacturing-Wisconsin Sector Strategy Initiatives Blue Print Reading courses for area businesses (Ashland Industries, Stresau Labs).								
403	Carlson Orthodontics	Carlson Orthodontics	Off	427.00	198.00	49.00	246.00	181.00
American Heart Association CPR for Healthcare Providers Renewal instruction for employees of Carlson Orthodontics.								
404	Hudson High School	Hudson High School	Off	2,636.00	-	-	-	2,636.00
transcripted credit course for 2 credits, 32442307 Welding for Mechanics								
405	Frederic High School	Frederic High School	Off	1,288.00	-	-	-	1,288.00
transcripted credit course, #10101115 Accounting Principles 2 credits—4 students								
406	St. Croix Central High School	St Croix Central High School	Off	3,059.00	-	-	-	3,059.00
Transcripted Credit for 7 students in 10101101 Financial Accounting for 4 credits.								
407	Chequamegon Food Co-op	Vaughn Public Library	Off	1,495.00	1,300.00	424.00	1,724.00	(229.00)
Employees of Chequamegon Food Co-op will receive instruction in communication techniques and processes.								

408	LCO Headstart	LCO Headstart	Off	605.00	452.00	125.00	577.00	29.00
	Pediatric Medic First Aid class for employees. Books to be billed separately at \$8.65 per person.							
409	Chicago Iron & Supplies, Inc.	Chicago Iron & Supplies	Off	1,091.00	476.00	133.00	609.00	483.00
	Employees of Chicago Iron will receive forklift safety training. Upon completion of the training, successful participants will receive documentation of training.							
410	Somerset High School	Somerset High School	Off	7,406.00	-	-	-	7,406.00
	Transcripted Credit course for 23 students in 10101115 Accounting Principles for 3 credits							
411	Amery High School	Amery High School	Off	12,984.00	-	-	-	12,984.00
	Transcripted credit for the following courses: 1 cr, 10103151 MS Excel A, 13 1 cr, 10103146 MS Word A, 13 1 cr, 10103147 MS Word B, 2 1 cr, 10103129 Intro to MS Office, 13 1 cr, 10103128 Intro to Computers - Windows, 7 11 cr, 0103106 MS PowerPoint, 2 1 cr, 10890100 Success Strategies, 11 10106181 Keyboarding, 8 2 cr, 10106127 Desktop Publishing, 2 2 cr, 10106110 Document Formatting, 4 3 cr, 10114125 Personal Finance, 12							
412	Rice Lake High School	Rice Lake High School	Off	5,585.00	-	-	-	5,585.00
	Transcripted credit courses for 17 students in 10106110 Document Formatting for 2 credits and 17 students in 10106181 Keyboarding, 1 credit.							
413	Carlson Orthodontics	Carlson Orthodontics	Off	427.00	322.00	105.00	427.00	-

American Heart Association CPR for Healthcare Providers Renewal instruction for employees of Carlson Orthodontics.

414	Ladysmith High School	Rice Lake High School	Off	8,444.00	-	-	-	8,444.00
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Transcripted credit coursework for the following courses: 10106181 Keyboarding, 1 cr. 1 student; 10103129 Intro to MS Office, 1 cr. 1 student; 10106110 Document Formatting, 2 cr. 1 student; 10103106 MS PowerPoint, 1 cr. 3 students; 10103151 MS Excel A 1 cr. 3 students; 10103146 MS Word A, 1 cr. 3 students; 10101101 Fin Acctg I, 4 cr. 5 students; 10501101 Med Terminology, 3 cr, 15 students.

415	Drummond School District	Drummond School	Off	578.00	634.00	182.00	815.00	(238.00)
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Medic First Aid FAX # 715/ 739-6345

416	Hayward High School	Hayward High School	Off	7,418.00	-	-	-	7,418.00
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Transcripted Credit courses: 3 credit, 10105100 Intro to Business, 2 students; 2 credit, 10106127 Desktop Publishing, 2 sections, 31 students.

417	American Heritage Care Center	Hammond	Off	326.00	144.00	47.00	191.00	135.00
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Health Care Provider CPR renewal

418	Lakeview Medical Center	Rice Lake Campus	On	10,932.00	9,110.00	-	9,110.00	1,822.00
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Developing Leadership Skills

419	Baldwin-Woodville High	Baldwin-Woodville High	Off	1,650.00	-	-	-	1,650.00
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	School	School						
	<p>Transcripted Credit courses: 10103106 MS PowerPoint for 6 students, 1 credit and 10106181 Keyboarding for 9 students, 1 credit.</p>							
420	Chetek-Weyerhaeuser Area School District	Chetek-Weyerhaeuser High School	Off	9,635.00	-	-	-	9,635.00

Transcripted credit courses: 9 students in 10103151 MS Excel A for 1 credit; 9 students in 10103129 Intro to MS Office, 1 credit; 9 students in 10106181 Keyboarding, 1 credit; 5 students in 10106127 Desktop Publishing, 2 credits; 17 students in 10104102 Marketing Principles, 3 credits.

421	Ladysmith High School	Ladysmith High School	Off	6,529.00	-	-	-	6,529.00
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Transcripted credit courses: 30543300 Nursing Assistant for 3 credits, 15 students and 10890100 Success Strategies I for 12 students. NA will begin 1/24/11 and Success Strategies will begin 11/1/10.

*** End Of Report ***

* indicates an amended contract


Board Secretary

11-14-2010
Date