

Wisconsin Indianhead Technical College  
Board Proceedings  
December 16, 2013

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, December 16, 2013, at 8:30 a.m., at the WITC–Rice Lake Campus, located at 1900 College Drive, Rice Lake, WI 54868.

**CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM**

Chairperson, Morrie Veilleux, called the meeting to order at 8:31 a.m. with the following Board members present: Chris Fitzgerald, Lorraine C. Laberee, David Minor, Jean Serum, Morrie Veilleux, and Eileen Yeakley. Chair Veilleux announced that the Board has a quorum for this meeting. *Note: Brett Gerber arrived at 8:35 a.m., Aimee Curtis arrived at 8:50 a.m., and James Beistle arrived at 9:40 a.m.*

The following WITC employees were in attendance during the meeting: Steve Bitzer, Dan Cooper, Bonny Copenhagen, Craig Fowler, Anita Hacker, Ellen Riely Hauser, Joe Huftel, Bob Meyer, Kim Olson, Mary Ann Pebler, and Cher Vink. Steve Decker, Business Operations Manager of Cooper Engineering Company, Inc. and part-time WITC employee and Rob Ganschow of Wipfli, LLP, were also present during this meeting.

**OPEN MEETING**

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The December 16, 2013, 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 December 13, 2013, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

**APPROVAL OF AGENDA**

Chair Veilleux reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology. Lori Laberee moved, seconded by Eileen Yeakley, to approve the agenda. Upon a unanimous vote of all members present, motion carried.

**AUDIENCE RECOGNITION ANNOUNCEMENT**

Time was reserved for Chair Veilleux to recognize people in the audience if needed. The Audience Recognition Board policy (II.M.) was included in the Board book as a reference.

**CAMPUS WELCOME**

Craig Fowler, Vice President, Continuing Education/Executive Director, Foundation and Rice Lake Campus Administrator, welcomed the Board. Some of the highlights included an announcement that Paul Chase is retiring as Dean of UW–Barron County at the end of the month and Dr. Dean Yohnk, from UW–Parkside, has been named to succeed him in the position. Mr. Fowler provide a display to review the Rice Lake Campus building project. A new addition will be put on for a new student center. Building entrances will be addressed so that there are staff there to greet people, food service will be relocated to our kitchen; however, we will continue to keep the partnership with UW–Barron County and serve food at their site. The Conference Center interior rooms will be upgraded and refurbished with wallpaper and carpet. The currently open mega lab format will have walls and doorways built. There are plans for an EVOC track on property that WITC owns. Mr. Fowler talked about Technology Drive that will be coming in on the West side of the Rice Lake Campus. The County has this planned for 2015; however, Mr. Fowler will need to check with City on their timeline. South Street will be deeded to us.

**MEETING MINUTES**

1. Approval of the November 18, 2013, Regular Meeting Minutes

Jean Serum moved, seconded by Dave Minor, to approve the November 18, 2013, regular meeting minutes as printed, which included Don Warren's corrected May 16, 2014, resignation date. Upon a unanimous vote of all members present, motion carried. *Note: The signed list of contracts and resolutions from the November meeting were attached to the official minutes.*

## BUDGET CONSIDERATIONS REQUIRING BOARD ACTION

### 1. Approval of Annual Financial Audit Report

The annual financial audit report for year ending June 30, 2013, was provided. Mr. Decker introduced Rob Ganschow of Wipfli, LLP, who presented a WITC Review of Audit Reports PowerPoint. The Annual Audited Financial Statements report was provided in the Board book and included the following items: General Audit, A-133 Statement of Federal Audit, and Letter of Necessary Disclosures.

Brett Gerber moved, seconded by Chris Fitzgerald, to approve the Financial Audit Report as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

## CONSENT AGENDA

Chairperson Veilleux asked if there were any items to be pulled off the consent agenda and acted on separately; however, there were none. Dave Minor moved, seconded by Jean Serum, to approve the consent agenda. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

### 1. Personnel:

There were no personnel items for this meeting.

### 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 November 30, 2013, was approved.

### 4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 144314 through 144894 and electronic transfer payments totaling \$4,415,527 were approved.

### 5. Bids/Purchases

- A. **Remodeling Change Order – Ashland:** The Board approved Change Order G-10 by SDS Architects in the total amount of \$2,892 for Project #1224 at the Ashland Campus. This change order included restoring unexpended balance of owner purchase orders to contract. A financial summary was also provided for the Board's review.
- B. **Professional Services Cost Approvals – Ashland and Superior:** The Board approved the scope and cost of engineering services with MSA Professional Services, Inc. of Rice Lake, WI, in the total amount of \$146,800 under WTCS Cooperative Services Agreement WTCS-PC RFP No. 101108. This RFP was conducted by the WTCS Purchasing Consortium on behalf of all Technical Colleges within Wisconsin and allows for districts to purchase Civil Engineering Services at proposed rates through the cooperative purchases agreement. This cost included civil engineering work to develop specifications and provide project management for future parking lot bids at the Ashland and Superior Campuses.
- C. **Internet and Wide Area Network (WAN) Transport Request for Proposal – Collegewide:** The Board accepted the three-year contract proposals from Charter Communications of Rice Lake, WI, for redundant internet to the WiscNet Point of Presence (POP) located in Eau Claire, WI, for January 1, 2014, to December 31, 2016, in the total amount of \$979 per month and from CenturyLink of Monroe, LA, for a Wide Area Network service to Ashland, Hayward, Ladysmith, and Rice Lake for January 1, 2014, to December 31, 2016, in the total monthly cost of \$2,247. The recommendation was based upon evaluation of proposals submitted by 2 companies to a Request for Proposal (RFP). A detailed summary was provided in the Board book.
- D. **Copiers – New Richmond and Rice Lake:** The Board approved the purchase of 3 replacement copiers in the total amount of \$30,586 from EO Johnson of Wausau, WI, under WI State Contract #15-60042-012/15-60042-51. The copiers are for the duplication area at the New Richmond and Rice Lake Campuses.

- E. **Composite Technology Machines and Equipment – Superior:** The Board approved the purchase of Composite Technology machines and equipment in the total amount of \$100,500, funded by the Kestrel Grant. The machines and equipment are for the Composite Program at the Superior Campus.

#### OTHER ITEMS REQUIRING BOARD ACTION

1. Approval of Resolution 14–08, Requesting Approval to Amend and Restate the 403(b) Adoption Agreement

Ms. Vink requested Board approval for Resolution 14–08, Requesting Approval to Amend and Restate the 403(b) Plan Adoption Agreement (see attached) including the 403(b) Plan Prototype Plan Document (see attached).

Chris Fitzgerald moved, seconded by Lori Laberee, to approve Resolution 14–08, Requesting Approval to Amend and Restate the 403(b) Adoption Agreement including the 403(b) Plan Prototype Plan Document as presented. Upon a roll–call vote, all members present voted yes; motion carried (8–0).

#### INFORMATION REPORTS

1. 2013–2014 Grant Awards Report

Mary Ann Pebler, Director, Resource Development, presented the 2013–2014 Grant Awards Report. The “Awarded as of Dec 2013” column showed the most current grant award amounts. Changes since the May 2013 Board meeting were summarized on the last page of the report. President Meyer thanked Ms. Pebler.

Brett Gerber moved, seconded by James Beistle, to receive the 2013–2014 Grant Awards Report as it related to the interpretation of the ENDS statement for the President’s annual evaluation.

*Note: The Board Chair recessed the meeting at 9:53 a.m. and reconvened the meeting at 10:03 a.m.*

2. College Culture Committee Update

Craig Fowler, Vice President, Continuing Education/Executive Director, Foundation, and Rice Lake Campus Administrator, and Dan Cooper, General Studies Instructor, provided the Board with a College Culture Committee Update that included information about the Category 4 AQIP Action Project. A short PowerPoint presentation identified the committee and the process used to select members of the committee. Also included were the “next steps”, a focus on the operational tenets with a “Tenet of the Month” being highlighted at all staff and leadership meetings each month, a monthly e–mail, and a College Culture Newsletter (shared at the meeting) to reinforce the “Tenet of the Month” focus by bringing additional information and resources to all College staff. A “blog” was created on *The Connection* to allow staff to share anecdotal experiences related to the “Tenet of the Month”. The committee will be able to benchmark progress. It was suggested that the “Tenet of the Month” be included on the Board’s future agendas to better understand the tenets.

Dave Minor moved, seconded by Chris Fitzgerald, to receive the College Culture Committee Report (to include covering the “Tenet of the Month” on future Board agendas) as it related to the interpretation of the ENDS statement for the President’s annual evaluation. Chair Veilleux requested that Ms. Olson add the “Tenet of the Month” to future Board agendas.

Chair Veilleux thanked Mr. Fowler and Mr. Cooper and asked that they thank the committee.

3. 2012–2015 Strategic Goals Progress Report

The President’s Cabinet presented a progress report on the 2012–2015 Strategic Goals for the Board. A PowerPoint presentation was provided for the Board. The link below was provided for the Board to access the full 2012–2015 Strategic Plan on the WITC Web site as needed.

<http://www.witc.edu/planningcontent/pdfs/stratplandraft20122015.pdf>

President Meyer reviewed the Mission, Vision, and Values, Learning College Tenets, One–College definition, and the President's Cabinet Roles and Responsibilities.

### 2012–2015 Strategic Goals Progress Report

Bonny Copenhaver, Vice President, Academic Affairs and Superior Campus Administrator, talked about online learning and a career pathway model that allows learners of all abilities to achieve credentials and meaningful employment. We piloted an online readiness module and now have a handbook for our online instructors. We are also taking our degree and technical diplomas and breaking them into short-term certificates to have something that is marketable.

Craig Fowler, Vice President, Continuing Education/Executive Director, Foundation, and Rice Lake Campus Administrator discussed efforts to improve Continuing Education communications. They found that there was a lack of attention given to our adjunct faculty and therefore they are not connected. An inservice was offered at all four campuses and the two outreach centers via IP video technology. There were 150 people in attendance to talk about things like student privacy and some items covered by Human Resources. They would like to have this inservice once a year.

Steve Decker, Business Operations Manager of Cooper Engineering Company, Inc. and part-time WITC employee talked about what Finance and Business Services is doing to improve internal Business Office processes to make them more efficient and user friendly. Some of the tools being used are ImageNow, which takes all invoices from vendors and routes them through a very efficient online process. In addition, we implemented Sci Quest, which is an e-procurement system that ensures that colleges are in compliance with state rules on procurement.

Cher Vink, Vice President, Human Resources and Employee Relations, talked about the Collegewide Professional Development Plan and opportunities for employees. We have an electronic process to track professional development. Human Resources had 73 unique activities for 2,700 employees. The Human Resources Connection has been expanded for staff to review documents and forms. They collaborated with Continuing Education on a handbook for adjunct faculty. The general orientation has become more efficient and the faculty orientation has been expanded so that faculty can leave orientation and teach a class using the technology. They have standardized an online safety training program. They have a new faculty mentoring program in their first semester at WITC. They are exploring the possibility of doing mentoring for other positions (staff support, management) and building this into our professional development process. The next step is an assessment to see if there are any gaps in competency.

Ellen Riely Hauser, Vice President, Institutional Effectiveness, is working on developing a plan for more proactive communication of institutional effectiveness data to internal and external stakeholders. The FTE & Enrollment Report is now e-mailed quarterly to all staff. A link was provided to the Accreditation Web site and Program Accreditation information.

Joe Huftel, Vice President, Instructional Technology and New Richmond Campus Administrator, highlighted ways that we continue to align site safety protocols and standards as well as developing the WILM Strategic Plan. We have a different safety theme each month; for example, in September we had a lockdown drill, October was Fire Prevention Safety Month, and in December we talked about slips, trips, and falls to decrease exposure and risk. We instituted a new system for lockdown procedures and trained our front line staff on putting the building on lockdown. The RAVE and Alertus system that has been implemented. We also introduced some table top exercises for employees to work through potential safety scenarios and these will be done Collegewide. The first WILM Strategic Planning meeting was held with our Student Affairs leadership on Friday and focused on the need to do the following three items: 1) Document and track non-WILM initiatives, 2) Develop and look at a realistic model for prioritizing initiatives, and 3) Develop a process to track and analyze data to support data-driven decision making.

Steve Bitzer, Vice President, Student Affairs talked about increasing enrollment directly from the high schools. We are looking at our processes and procedures on how we are structured and organized to increase the enrollment, and then we can work on creative ideas. A handout was provided.

Chair Veilleux thanked President Meyer and President's Cabinet for coming today. The Board gave the Cabinet a standing ovation and applauded them for their leadership.

Dave Minor moved, seconded by Jean Serum, to receive the 2012–2015 Strategic Goals Progress Report as it related to the interpretation of the ENDS statement for the President’s annual evaluation.

## CORRESPONDENCE AND INFORMATION

### 1. Meeting Information Sharing

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

#### A. **Board Member Orientation Debriefing**

Time was reserved for Board Member Orientation attendees to debrief on the orientation that was conducted for Mr. Gerber on November 18, 2013, following the regular Board meeting. There were no recommendations regarding future changes to the Board Member Orientation. Mr. Gerber thinks the orientation has to be done. Chair Veilleux noted the orientation went fine.

#### B. **District Boards Association Meeting Materials Posting Update**

The District Boards Association posts their meeting materials on their Web site after each meeting. Therefore, when meeting materials are shared at WITC Board meetings, there is no longer a need to scan those materials to be archived in the Board Only Resources folder. The following link to the Fall 2013 District Boards Association session handouts was provided:

<http://districtboards.org/Articles/ArticleView.asp?articleid=717&lid=0&skey=guest>

### 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 Veilleux requested that the Board report any changes on the *Board Events Schedule* to Ms. Olson. Links to the District Boards Association future meetings, National Legislative Summit, and the Association of Community College Trustees (ACCT) future meeting information were provided.

### 3. Monitoring Schedule Review and Updates

#### A. **Monitoring Schedule**

Time was reserved to review and update the *Board Monitoring Schedule* as needed. There were no recommended updates.

### 4. President’s Updates:

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

#### A. **Quality Improvement Steering Committee (QISC) Update**

The QISC met on December 2, 2013, to review the 2015–2018 Strategic Planning feedback (from the 2013 forums and surveys) and to determine key themes in the following 6 categories: 1) Student Focused, 2) Partners and External Stakeholders, 3) Staff Support and Development, 4) Leadership and Communication, 5) Planning and Implementation of Continuous Improvement, and 6) Other/Unknown. A rough first draft of the themes was provided for the Board’s information. A second QISC meeting is scheduled on January 22, 2014, to finalize the themes and review the Strategic Goals, Mission, Vision, Values, and Tenets. A third meeting is scheduled on February 3, 2014, to do some planning for the 2015–2018 Strategic Plan report to the College at the inservice on February 26, 2014. The information will then go to the divisions and then back to QISC for review.

#### B. **Program Advisory Committee Information Update**

President Meyer informed the Board that throughout the year WITC will collaborate with 82 advisory committees representing all associate degree, diploma, and certificate programs, as well as Federal project service areas. There are 787 advisory committee members representing business and industry, public service agencies, and other educational institutions that meet with our staff. As requested by the Board in the past, the most recent advisory committee lists by location have been posted in the Board of Trustees “Board Only Resources” folder.

**C. New Electronic Board Expense Form Update**

A new electronic Board Member Expense form for each individual Board member, complete with name and home address information, was posted on the "Board Only Resources" folder for Board members to utilize. The form is an Excel spreadsheet that can be saved as a PDF file on the Board member's desktop and e-mailed to Ms. Olson to process. Itemized receipts can also be scanned and e-mailed to Ms. Olson, or submitted at the meeting. A paper copy of the new form was available at the meeting. When using the electronic form, the round trip mileage is automatically calculated based on the Board member's home address, but can be changed and manually entered if traveling from a different location. When clicking in the fields on the form, a drop-down menu will appear and selections can be made. Warnings will appear when the amount exceeds the maximum amounts allowed for meals when traveling in or out of the district (the maximum meal amounts are noted near the top of the expense form). The column totals will automatically be calculated when completing the form online. A signature is not needed when submitting the form via e-mail to Ms. Olson since the e-mail identifies the Board member and authorizes Ms. Olson to process the expense form and the receipts that are submitted.

**D. Vice President, Finance and Business Services Search Update**

Time was reserved for administration to update the Board on the Vice President, Finance and Business Services search. President Meyer noted that Ms. Vink has done a great job getting a pool of applicants for the vacant VP position. Ms. Vink updated the Board on the first-round recruiting process, noting that there were 27 of 29 applicants forwarded to the screening committee, with 8 applicants scheduled for interviews; however, only 3 interviewed and the 11 member committee determined that we didn't have a strong enough candidate pool. The search was reopened and 40 of the 58 applications received were forwarded to the screening committee. The committee met on December 6 and 10 applicants were invited for interviews on December 18-19, 2013. If the screening committee moves final candidates forward, the Cabinet is scheduled for final interviews on January 7, 2014. President Meyer thanked Mr. Decker for coming to the meeting today.

**5. Legislative Updates**

There were no updates.

**6. 2014 Media Award - Call for Nominations**

The District Boards Association is encouraging each district to consider providing a nomination for the District Boards Association's annual Media Award competition. This is an excellent opportunity to recognize media coverage of our district's service to its communities and learners. The 2014 Media Award nomination materials were included in the Board book for the Board's early review. President Meyer will bring back a recommendation in January from Beth Lyden, Director of Marketing and Recruitment, for the WITC Board's consideration. Nominations must be received by February 3, 2014. The award will be made during the Association's spring meeting on April 24 - 26, 2014, in Green Lake, WI.

**7. Mileage Rate Decrease**

The College's reimbursable mileage rate will decrease from 56.5 cents to 56.0 cents per mile effective January 1, 2014.

**8. Capital Equipment Purchases**

- A. Voice Over Phone (VIOP) Equipment - Ashland, New Richmond, Rice Lake, and Superior:** A purchase was made of VIOP equipment in the total amount of \$95,162.95 from CDW-Government of Vernon Hills, IL, under contract #NJPA 11309-CDW. The equipment is for use in IT Network Specialist programs at the Ashland, New Richmond, Rice Lake, and Superior Campuses.
- B. Lathe and Lathe Workholding Set - Superior:** A purchase was made of a computer numeric control (CNC) Toolroom Lathe and Lathe Workholding Set in the total amount of \$42,734.92 from Productivity, Inc. of Minneapolis, MN. The equipment is for the Machine Shop program at the Superior Campus.

- C. **Belt Sander – Superior:** A purchase of a belt sander in the total amount of \$2,509.07 from Praxair Distribution Inc. of Duluth, MN. The sander is for the Welding program at the Superior Campus.
- D. **Adult Life Support (ALS) Manikins – Rice Lake:** A purchase of ALS Manikins in the total amount of \$10,909.67 from Laerdal Medical Corporation of Wappingers Falls, NY, under the AmeriNet cooperative purchasing agreement. The manikins are for the Continuing Education Division at the Rice Lake Campus.
- E. **Chairs – Hayward:** A purchase was made of chairs in the total amount of \$3,000 from Systems Furniture of DePere, WI, under the University of WI contract #13.5665. The chairs are for the Hayward Learning Center.

**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, January 20, 2014, beginning 8:30 a.m., at the WITC–Shell Lake Administrative Office. 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 **Monday, January 20, 2014**, 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 may do so by contacting the Board Chair before **Thursday, January 2, 2014**. 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 ^
+ Appreciate all of the reports + Strategic Goals Progress Report + Great insight from Craig’s Welcome about campus and outreach efforts + Reports: College Culture Committee, Grant Awards, Financial Condition/WIPFLI, Strategic Planning + Good to have President’s Cabinet present/pleased to consider annually reporting on “hot” topic	^ Consider having President’s Cabinet report the month prior to the Board Forward meeting (maybe?)

James Beistle moved, seconded by Jean Serum, to adjourn the meeting. The meeting adjourned at 12:03 p.m.

Respectfully submitted,



Lorraine Laberee  
Board Secretary

ko

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

11/13/2013  
8:59:46 AM

Wisconsin Indianhead Technical College  
Contract Estimated Full Cost Report

Fiscal Year:  
2014

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%

Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est.Salary/ Fringe Cost	+ Indirect	= Full Cost	Difference +/-
*----- ESTIMATED -----*								
229	Graymont LLC	WITC Superior	On	1,018.00	374.00	162.00	536.00	482.00
Employees of Graymont will be tested in Mechanical Ability, Mechanical Reasoning, and Basic Education.								
230	Midwest Energy Resources Company	WITC Superior	On	102.00	38.00	17.00	54.00	49.00
An employee of Midwest Energy Resources Company will be tested for language useage, verbal & mechanical reasoning, and numerical ability.								
393	St.Croix County Sheriff Department	St. Croix County Sheriff Office 1101 Carmichael Road	Off	1,268.00	1,057.00	386.00	1,442.00	(174.00)
Ti Trainer System Shoot Don't Shoot Scenario based training with Tom Vandeberg. Each student will do (1) 30 minute training session and debrief with Tom. The patrol, investigations and jail personnel will all complete the training. The training will be held over 5 days, with 16 officers training per day.								
394	Terrace View Living Center, Inc	Terrace View Living Center - Shell Lake	Off	204.00	97.00	36.00	133.00	72.00
Provide Heartsaver AED (Adult CPR & AED) to employees.								
395	Superior High School	Superior High School	Off	8,202.00	-	-	8,202.00	-
Transcripted credit instruction at Superior HS. 10 students enrolled in 2 cr. 10101176 Financial Acctg 1A; 5 students enrolled in 2 cr 10106127 Desktop Publishing; 12 students enrolled in 3 cr. 10114125 Personal Finance.								
396	Douglas County Highway Department	Douglas County Highway Department	Off	1,014.00	845.00	308.00	1,153.00	(139.00)
Douglas County Highway Department employees will receive American Heart Association Heartsaver First Aid CPR AED instruction. Successful participants will receive documentation upon completion.								
397	Calumet Specialty	WITC Superior	On	5,882.00	3,034.00	1,314.00	4,348.00	1,535.00



Products Partners, L.P.

Employees of Calumet Specialty Products would receive First Responder Refresher training. The contract total includes food & beverages for training participants.

398	Hawksford/Larson Dental Association	Hawksford/Larson Dental Office - Hayward	Off	524.00	267.00	84.00	351.00	174.00
Provide CPR for Healthcare Provider course to employees.								
399	Cumberland Police Department	Rice Lake Police Department Firing Range	Off	85.00	49.00	18.00	67.00	19.00
Customized firearms training with Firearms instructor Tom Vandeberg. Training will consist of 2 hours of handgun and shotgun training at the Rice Lake Police Department Firing Range.								

11/20/2013  
3:23:52 PM

Wisconsin Indianhead Technical College  
Contract Estimated Full Cost Report

Fiscal Year: 2014

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

State Designated Indirect Cost Factors:  
On Campus = 43.3% Off Campus = 36.45%

*----- ESTIMATED -----*										
Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est.Salary/ Fringe Cost	+	Indirect	=	Full Cost	Difference +/-
400	Hudson High School	Hudson High School	Off	49,206.00	-	-	-	-	49,206.00	-
Transcribed credit for the following courses: 8 students in both 1 cr. 10103151 MS Excel A and 2 cr. 10106110 Document Formatting; 73 students in 3 cr. 10104102 Marketing Principles; 11 students in 2 cr. 10101176 Fin Acctg 1A; 6 students in 2 cr. 10101177; 20 students in 3 cr. 10501101 Medical Terminology; 20 students in 3 cr. 10114125 Personal Finance.										
401	Rice Lake High School	Rice Lake High School	Off	8,781.00	-	-	-	-	8,781.00	-
Transcribed credit class at Rice Lake High School. 12 students in 2 credit 10106110 Document Formatting; 12 student in 1 credit 10106181 Keyboarding; 17 students in 2 cr. 10101176 Financial Accounting 1A.										
402	Flambeau School District	Flambeau High School	Off	1,245.00	-	-	-	-	1,245.00	-


Transcripted credit class at Flambeau High School. 5 students enrolled in 3 cr. 31091348 Dairy Cattle Management.


403	REM Arrowhead	REM Arrowhead	Off	4,548.00	1,122.00	409.00	1,531.00	3,017.00
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REM Arrowhead employees will receive emergency medical services training for CPR/AED and first aid. Upon successful completion, participants will receive documentation.

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

\* indicates an amended contract

  
Board Secretary

  
Date

## RESOLUTION # 14-08

### REQUESTING APPROVAL TO AMEND AND RESTATE THE 403(b) ADOPTION AGREEMENT

**WHEREAS**, the Board of Trustees (the "Board") of Wisconsin Indianhead Technical College (the "College") previously adopted and established the Wisconsin Indianhead Technical College 403(b) Plan (the "Plan") for the benefit of the College's eligible employees; and

**WHEREAS**, Section 9.02 of the Plan provides that the College has reserved the right to amend the Plan from time to time; and

**WHEREAS**, it appears desirable and appropriate to amend and restate the Plan to incorporate changes in the law and the College's practices;

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Plan shall be and is hereby amended and restated, retroactively effective as of January 1, 2013, to read as set forth in Exhibit A attached hereto.

**FURTHER RESOLVED**, that the Vice President, Human Resources & Employee Relations be and is hereby authorized, empowered and directed to take any and all other actions which she deems advisable or appropriate in order to have the Plan comply with the requirements of the Code and to effectuate the adoption of the Plan.

Dated this 16th day of December, 2013.

  
\_\_\_\_\_  
District Board Chairperson

ATTEST:

  
\_\_\_\_\_  
District Board Secretary