

Wisconsin Indianhead Technical College
Board Proceedings
October 15, 2018

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, October 15, 2018, at 8:30 a.m., at the WITC-Ashland Campus, located at 2100 Beaser Avenue, Ashland, WI 54806.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Chairperson, Troy Lambert, called the meeting to order at 8:35 a.m. with the following Board members present: James Beistle, Lorraine C. Laberee, Troy Lambert, Josh Robinson, and Janelle Gruetzmacher joined the meeting via BlueJeans technology. A quorum was established. Andy Albarado joined the meeting via BlueJeans technology at 8:49 a.m. *Note: Chris Fitzgerald, Lara Frasier, and Brett Gerber provided notice that they would not be in attendance at this meeting.*

The following WITC employees were in attendance during the meeting: Steve Decker, Kim Olson, and John Will. Steve Bitzer was present for a portion of this meeting. Senator Janet Bewley and Representative Beth Meyers were 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 October 15, 2018, 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 October 12, 2018, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

APPROVAL OF AGENDA

Chairperson Lambert, reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology.

James Beistle moved, seconded by Lori Laberee, to approve the agenda. Upon a unanimous vote of all members present, motion carried.

Josh Robinson moved, seconded by Lori Laberee, to authorize and approve James Beistle as interim Board Secretary to sign College documents at this meeting in the absence of Board Secretary Gerber. Upon a unanimous vote of all members present, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT

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

CAMPUS WELCOME

Time was reserved for Steve Bitzer, Vice President, Student Affairs and Ashland Campus Administrator, to welcome the Board. An optional tour was given later for those interested.

EXECUTIVE SESSION

Chairperson, Troy Lambert, requested a motion for the Board to convene into Executive Session under the provisions of Wisconsin Statutes §19.85(1)(c) for the purpose of considering Personnel Matters.

Josh Robinson moved, seconded by James Beistle, to convene into Executive Session in accordance with Wisconsin Statutes §19.85(1)(c) for the purpose noted in the preceding paragraph. Chair Lambert announced the motion. Upon a roll-call vote, all members present

voted yes; motion carried (5-0).

Chairperson Lambert, called the executive session to order at 8:38 a.m. with the following Board members present: James Beistle, Lorraine C. Laberee, Troy Lambert, Josh Robinson, and Janelle Gruetzmacher joined the meeting via BlueJeans technology. Andy Albarado joined the meeting via BlueJeans technology at 8:49 a.m. *Note: Chris Fitzgerald, Lara Frasier, and Brett Gerber provided notice that they would not be in attendance at this meeting.*

The following WITC employees were in attendance during executive session: Steve Decker, Kim Olson, and John Will.

1. Approval of the September 17, 2018, Executive Meeting Minutes

Lori Laberee moved, seconded by Josh Robinson, to approve the executive meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.

Any action to be taken on matters discussed in Executive Session will be considered in open session under "Other Items Requiring Board Action".

James Beistle moved, seconded by Lori Laberee, to adjourn the Executive Session and reconvene back into the regular Board meeting. Upon a roll-call vote, all members present voted yes; motion carried (5-0) and the executive session adjourned at 8:44 a.m.

OPEN SESSION RECONVENED

MEETING MINUTES

1. Approval of the September 17, 2018, Regular Meeting Minutes

Lori Laberee moved, seconded by Josh Robinson, to approve the regular meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. The signed contract listing from the September meeting was attached to the official minutes.

BUDGET CONSIDERATIONS REQUIRING BOARD ACTION

1. 2018-2019 Tax Levy:

Steve Decker, Vice President, Administrative Services, presented the tax levy and recommended approval of Resolution 19-01 (see below). Supplemental schedules were included under a cover letter from Mr. Decker. *It was noted that adopting a tax levy that is different from the budgeted amount requires a 2/3 vote of the full Board and will be publicly noticed within 10 days following Board approval per Wisconsin Statute §65.90(5).*

A. **Financial Forecast Model Update**

Steve Decker, Vice President, Administrative Services, presented an initial forecast of WITC's financial position for 2018-19 through 2023-24. This forecast model highlighted the impact of tax levy changes for the College.

Lori Laberee moved, seconded by James Beistle, to accept the Financial Forecast Model Update as it related to the interpretation of the ENDS statement for the President's annual evaluation. Upon a unanimous vote of all members present, motion carried.

Note: Mr. Albarado joined the meeting at 8:49 a.m.

B. **Approval of Resolution 19-01, District Tax Levy for 2018-2019**

(per Wisconsin Statute §65.90)

Board approval was requested for Resolution 19-01, District Tax Levy for 2018-2019 (see attached).

James Beistle moved, seconded by Josh Robinson, to approve Resolution 19-01, District Tax Levy for 2018-2019, as presented. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

2. Approval of Budget Modifications

A summary for each of the following budget modifications, which will be publicly noticed within 10 days following Board approval per Wisconsin Statute §65.90 (5), were included for the Board's approval. *Note: A two-thirds majority of the full Board is required to approve the following budget modifications.*

- A. **General Fund - Operating:** Administration recommended net neutral increases and decreases within all functions ranging from \$90,000 to \$290,000 in the General Fund. The adjustment was made to reflect reallocation of budget dollars for actual functional expenditures in FY18.

James Beistle moved, seconded by Lori Laberee, to approve the recommended General Fund – Operating budget modification as presented. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

- B. **Special Revenue Fund - Operating:** Administration recommended the increase of revenues and expenditures by \$325,000 in the Special Revenue – Operating Fund. The adjustment was made to reflect reallocation of budget dollars for actual functional revenues and expenditures in FY18.

Josh Robinson moved, seconded by Lori Laberee, to approve the recommended Special Revenue Fund - Operating budget modification as presented. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

- C. **Debt Service Fund:** Administration recommended the increase of physical plant expenditures in the Debt Service Fund by \$115,000. The adjustment was made to reflect reallocation of budget dollars for actual functional expenditures in FY18.

Lori Laberee moved, seconded by James Beistle, to approve the recommended Debt Service Fund budget modification as presented. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

CONSENT AGENDA

Chairperson Lambert asked if there were any items to be pulled off the Consent Agenda and acted on separately; however, there were none.

Lori Laberee moved, seconded by Janelle Gruetzmacher, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

1. Personnel:

- A. **New Hire:** Daniel Cooper, CDL Teaching Specialist; Manager; annual salary \$82,692; Rice Lake; effective October 1, 2018. *Note: Mr. Cooper was previously CDL Instructor at the Rice Lake Campus.*
- B. **New Hire:** Scott Kupferschmidt, Facilities Maintenance Supervisor; Manager; annual salary \$67,269; Rice Lake; effective September 26, 2018. *Note: Mr. Kupferschmidt was previously Maintenance Custodian at the Rice Lake Campus.*
- C. **Resignation:** Daniel Cooper, CDL Instructor; Rice Lake, effective September 30, 2018.
- D. **Resignation:** Bonny Copenhaver, Vice President, Academic Affairs and Superior Campus Administrator; Superior, effective December 27, 2018.

- E. **Resignation:** Susan Guenard, Human Resource Management/Supervisory Management Instructor; Ashland, effective December 21, 2018.
- F. **Resignation:** Scott Kupferschmidt, Maintenance Custodian; Rice Lake, effective September 25, 2018.

President Will noted that there were a total of 9 years of service from those who resigned (will retire/leaving the College); Ms. Guenard served 3.5 years and Dr. Copenhaver served 5.5 years. The Board expressed its appreciation for this service to the College.

2. Contracts

The contract listing was approved (see attached list).

3. Financial/Cash Position Report

The College's Financial and Cash Position Report, as of last month, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 238436 through 239915 and electronic transfer payments totaling \$13,748,649.76 were approved.

5. Bids/Purchases

- A. **Cold Storage Addition Change Order – New Richmond:** The Board gave approval of Change Order 2 by HSR Architects in the total credit amount of \$1,280 for Project #17063-5 at the New Richmond Campus. This change order included credit for additional direct-owner purchased materials. A financial summary was provided.
- B. **Remodeling Change Order – Balsam Lake:** The Board gave approval of Change Order 1 by HSR Architects in the total credit amount of \$3,376 for Project #17063-11 at the Balsam Lake Outreach Center. This change order included credit for direct-owner purchased materials, changes to flooring, additional hardware, removal of concrete work, and additional ceiling work.
- C. **Centrifuge – Rice Lake:** The Board gave approval of a centrifuge unit in the total amount of \$3,135 from Medline Industries, Inc. of Rogers, MN, under DOA contract 505ENT-M12-MEDICALSUP-04. This was to replace a failed unit in the Phlebotomy program used at the Rice Lake Campus.
- D. **Trailer – Collegewide:** The Board gave approval of a 1996 Timpfe Trailer in the total amount of \$18,000 from O'Malley Farms of River Falls, WI. This trailer was not on the original capital equipment list and will be used in the Truck Driving program collegewide.

OTHER ITEMS REQUIRING BOARD ACTION

1. Action to be Considered on Matters Discussed in Executive Session

Chair Lambert noted there was no action taken.

2. Approval of Resolution 19-02, Reporting for Compliance to Wisconsin's Code of Ethics for Public Officials and Employees

The Wisconsin Ethics Board requested the district Board review its prior designations and either confirm their appropriateness or adopt a new resolution designating non-clerical positions that report directly to the President. Resolution 19-02 and a contact list of those identified in the resolution was provided for the Board's approval (see attached).

Lori Laberee moved, seconded by James Beistle, to approve Resolution 19-02, Reporting for Compliance to Wisconsin's Code of Ethics for Public Officials and Employees as presented. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

3. Annual Procurement Review and Approval

In accordance with Wisconsin Administrative Code TCS 6.05(2)(h), the College is to provide an annual procurement review to the Board to determine if a more competitive procurement process should be used in subsequent years.

Administration recommended approval of the current procurement process. The 2017-2018 annual procurement review of vendors paid \$25,000 or more by VISA card and/or by accounts payable check was provided. These amounts included purchases that were approved by the Board. Mr. Decker identified five findings that were highlighted in exhibit 3.

Range of Bids	State Administrative Rule Procurement – TCS 6.05(2)(h)	WITC Policy Purchasing Policy (D-550)
\$0 – 25,000		May purchase without formal quotes or bids
\$25,000 - \$50,000	Requires quotations	Requires quotations
Over \$50,000	Requires sealed bids; submitted to the Board for approval for procurement	Requires sealed bids; submitted to the Board for approval prior to procurement if not included on approved major equipment list, otherwise submitted to the Board for review

James Beistle moved, seconded by Lori Laberee, to approve the current procurement process as presented. Upon a unanimous vote by all members present, motion carried.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

A. **Wisconsin Technical College District Boards Association Meeting Update**

James Beistle, Lori Laberee, and John Will attended the DBA meeting on October 12-13, 2018, in Appleton, WI. Meeting highlights included a presentation on harassment and on the Technical College Benefits Consortium. It was noted that there will be a slight increase in association dues. The DBA has hired a new assistant for their office. The July DBA meeting will be hosted by WITC at the Rice Lake Campus and they would like to look at K-12 relationships and how WITC works with the schools on different programs to include dual enrollment programs. Normally Board members and Vice Presidents attend these meetings during the day at the luncheon and/or in the evening at the banquet and will be introduced at those times. Meeting materials were shared, including future DBA meeting dates. Meeting materials are also located on the DBA website.

Ms. Laberee was approached about her interest in serving on an ACCT nomination committee and requested a letter from the Board supporting her participation should she be selected. It was noted that there may be a Board of Directors member who is also interested in serving. James Beistle moved, seconded by Josh Robinson, to support Ms. Laberee seeking the position on the ACCT nominating committee. Upon a unanimous vote of all members present, motion carried.

2. Travel Sign Up

A. **Board Events Schedule**

Time was reserved for Board members 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 Lambert requested that the Board report any changes

on the *Board Events Schedule* to Ms. Olson. Links to state and national Board meetings and events were included in the Board book.

3. Monitoring Schedule Review and Updates

A. **Monitoring Schedule**

Time was reserved to review and update the *Board Monitoring Schedule* as needed. There was no objection to Administration's recommendation to move the Marketing Initiatives Report from October to December.

B. **Board Forward Planning**

The Board Forward meeting is scheduled to take place on Monday, November 12, 2018, following the regular Board meeting, at the WITC-Administrative Office in Shell Lake. A draft agenda with a Strategic Planning topic was provided for this meeting.

4. President's Updates:

A. **Upcoming Events Schedule**

Time was reserved for President Will to share upcoming event information located on the WITC website.

President Will provided an update on the Balsam Lake Outreach location. The Board was updated on plans for signage, a Basic Ed instructor, and support for the location. There will be a soft rollout in the spring of 2019. A public open house event is being planned for Tuesday, April 23, 2019, and Board members will be invited. It was suggested for consideration to hold a future Board meeting at the Balsam Lake facility.

B. **Enrollment Update**

President Will provided a brief update on the most recent information related to the College's enrollment. An Enrollment Funnel Report was provided for the Board's information. WITC is up 10 percent in new enrollment.

C. **Presidents' Association Meeting Update**

President Will provided an update on the October 3, 2018, Presidents' Association meeting. Ashley Furniture executives met with the Presidents. They are providing some support for technical education in the form of mobile lab. They are interested in rural schools. Presidents Will (WITC), Barker (CVTC), and Stanford (Western) presented at the meeting and WTCS President Foy talked about the budget request.

D. **WTCS Biennial Budget Request**

President Will provided an update on the WTCS Biennial Budget Request. A reference was provided.

Note: Mr. Albarado was excused at 9:30 a.m. Chair Lambert moved to item 6 and returned to item 5 at 10:25 a.m.

5. Legislative Updates

Time was reserved for legislative updates. District legislators have an open invitation to attend WITC Board meetings to provide legislative updates. Topics included performance-based funding and the budget.

A. **Senator Janet Bewley**

B. **Representative Beth Meyers**

6. WITC Board Appointment Update

Time was reserved for the Administration to update the Board on the Employer/St. Croix County Board position. The Board Appointment Committee is seeking a female applicant per Wisconsin Statute §38.10(2)(c) as it relates to the distribution of population. A

new Board Appointment Hearing/Committee meeting date is scheduled for Thursday, December 20, 2018, at 2 p.m., at the WITC-Administrative Office in Shell Lake. Ms. Olson noted the application due date and time is Thursday, November 15, at 4 p.m.

7. Student Updates and News:

Time was reserved for President Will to share the following for the Board's information:

A. **Plastics Manufacturer Nolato Contour Expands Operations in St. Croix County; Plans to Create 62 Jobs**

Nolato Contour, a plastics manufacturer, is expanding its facility in St. Croix County – a \$17.9 million project expected to create 62 jobs over the next three years. The company chose to increase its capacity in Baldwin in part because of the great workforce stating that they were particularly impressed by the work-ready engineering graduates from UW-Stout and the skills focus of the local tech colleges such as WITC. An *Urban Milwaukee* reference was provided.

B. **St. Croix Harley-Davidson Donates Cycle to WITC**

As a result of WITC graduate Andy Jane's silver medal winning-performance at the 2017-18 SkillsUSA national competition, Harley Davidson donated a Mysterious Red 2014 Road King to the WITC power sports technician program. It was the first such donation ever to WITC. Students will now have an opportunity to practice first hand all the skills necessary to disassemble and rebuild a motorcycle. A *New Richmond News* reference was provided.

C. **DWD Awards Dual Enrollment Training Grant to WITC**

The Wisconsin Department of Workforce Development awarded a Wisconsin Fast Forward Dual Enrollment grant to WITC in the amount of \$167,219 to train a minimum of 35 teachers toward certification of Higher Learning Commission Dual Enrollment standards in career and technical education areas. WITC will work with teachers from several school districts in their service area. Career and technical education certifications include healthcare, financial, accounting, and multiple welding areas. A *Business North* reference was provided.

Note: The Board Chair recessed the meeting at 9:52 a.m. for a campus tour and reconvened the meeting at 10:25 a.m. for the legislative updates.

ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS

1. Review Meeting Dates, Locations, and Start Times

Time was reserved for the Board to confirm its plans for the regular meeting scheduled on Monday, November 12, 2018 (second Monday), beginning 8:30 a.m., at the WITC-Administrative Office in Shell Lake. The Board Forward meeting will follow the regular meeting. 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, November 12, 2018, were listed on the Board's Monitoring Schedule. Additional agenda items for this meeting were discussed.

Note: Board members may add additional items to next month's Board agenda by contacting the Chair before Thursday, October 25, 2018. This request does not obligate the Chair to include these items on the agenda. The Chair will notify administration of agenda items before the Board book is prepared and copied.

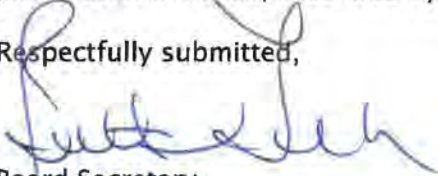
MEETING EVALUATION

PLUS +/-DELTA ^

- + Good budget and tax levy report
- + Visit from Representative Meyers and Senator Bewley
- + Informative budget Information – compliments to our Chief Financial Officer
- + Kudos on student awards/updates
- + Conversation with legislators is always a positive opportunity
- ^ None

James Beistle moved, seconded by Lori Laberee, to adjourn the meeting at 10:55 a.m.

Respectfully submitted,



Board Secretary

ko

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2019

10/1/18
8:38 15 am

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:
Off Campus = 35.06 %
On Campus = 42.12%

Contract Number	Account Name	Location of Training	On/Off	*-----ESTIMATED-----*					Full Cost	Difference
				Contract Revenue	Est.Salary/Fringe	+	Indirect Cost	+		
Approval Date: July 2018 (2 records)										
719334	Hudson High School 1 credit customer service course for 22 Raider Work students at the Hudson High School.	Hudson High School	Off	\$ 3,740.00	\$ 860.20	\$	\$ 301.59	\$	\$ 1,161.79	\$ 2,578.21
719343	Sevenwinds Casino Lodge & Conference Center ASHI 1st aid/Adult & Child CPR & AED	SevenWinds Casino - LCO	Off	\$ 1,022.00	\$ 514.80	\$	\$ 180.48	\$ 206.25	\$ 901.53	\$ 120.47
Approval Date: August 2018 (4 records)										
719359	Shell Lake Health Care Center CPR for Healthcare Provider recert class	Shell Lake Health Care Center	Off	\$ 748.00	\$ 278.00	\$	\$ 97.57	\$ -	\$ 372.43	\$ 375.57
719349	LCO Head Start Pediatric Medic First Aid Class and recertification class	LCO Headstart	Off	\$ 928.00	\$ 440.00	\$	\$ 154.26	\$ 293.20	\$ 827.46	\$ 100.54
719352	Mastercraft Industries Inc CDL training-up to 45 hours of training for 1 student. Should the student complete the training in less than 45 hours, unused hours will not be billed to Mastercraft Industries.	WITC Rice Lake	Off	\$ 5,850.00	\$ 2,200.00	\$	\$ 771.32	\$ 500.00	\$ 3,471.32	\$ 2,378.68
719353	Christian Community Homes CBRF Fire Safety Class	Christian Community Homes	Off	\$ 751.00	\$ 193.60	\$	\$ 67.88	\$ 177.58	\$ 439.06	\$ 311.94
Approval Date: September 2018 (8 records)										
719368	Russ Davis Wholesale CDL hands on driving for 3 students. Each student will have 45 hours of drive time. If the student does not utilize all 45 hours we will adjust the contract to reflect the total amounts of hours.	Hammond		\$ 11,550.00	\$ 5,643.00	\$	\$ 1,978.44	\$ 750.00	\$ 8,371.44	\$ 3,178.56
719367	Russ Davis Wholesale CDL Prep Course for up to 3 employess at Russ Davis	Hammond	Off	\$ 1,027.00	\$ 501.60	\$	\$ 175.86	\$ 66.84	\$ 744.30	\$ 282.70
719365	Northwestern High School Auto Tech Academy for Northwestern High School Students. Participants will receive a Technical Certificate upon completion.	WITC Superior	On	\$ 1,258.00	\$ 60.50	\$	\$ 25.48	\$	\$ 85.98	\$ 1,172.02
719364	Challenge Center, Inc	Challenge Center	Off	\$ 650.00	\$	\$	\$	\$ 500.00	\$ 500.00	\$ 150.00
719206	Northwestern High School Auto Tech Academy for Northwestern High School Students. Participants will receive a Technical Certificate upon completion.	WITC Superior	On	\$ 1,258.00	\$ 60.50	\$	\$ 25.48	\$	\$ 85.98	\$ 1,172.02
719205	Graymont LLC Five employees of Graymont LLC will be tested for Mechanical Aptitude. Upon completion, results will be sent to Graymont.	WITC Superior	On	\$ 652.00	\$	\$	\$	\$ 501.00	\$ 501.00	\$ 151.00
719363	Northwire Nwi Lab360 ASHI CPR/AED/First Aid Training for all ages for up to 11 staff members for Adult	Osceola	Off	\$ 1,249.00	\$ 387.20	\$	\$ 135.75	\$ 160.16	\$ 683.11	\$ 565.89

719336	New Richmond High School	New Richmond	On	\$	1,500.00	\$	1,386.00	\$	583.78	\$	-	\$	1,969.78	\$	(469.78)
20 hours of PCW training and testing for 15 NRHS students.															

Grand Totals (14 records)

****End of Report ****

*indicates an amended contract


Board Secretary 10-15-18
Date

RESOLUTION NO. 19-01

RESOLUTION LEVYING DISTRICT TAX FOR FISCAL YEAR 2018-19

WHEREAS, the district board of this district, pursuant to §65.90, Wis. Stats., has heretofore formulated a budget and adopted a budget as required by said section;

WHEREAS, said budget requires a tax levy in the sum of \$6,091,519 for the purpose of district operations for the fiscal year 2019 and whereas said tax does not exceed 1.5 mills on the full value of the taxable property of the district;

WHEREAS, additional taxes in the aggregate sum of \$7,111,020 has heretofore been levied and is necessary for the purpose of paying principle and interest on valid bonds or notes heretofore issued pursuant to Chapter 67, Wis. Stats., and now outstanding and whereas it is the practice of this board to confirm such previous levies for bond or note payments by including such previous levies each year as a part of the total levy;

WHEREAS, a total aggregate tax for the fiscal year 2019 in the sum of \$13,202,539 is required to cover the amounts for each of the above purposes;

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF WISCONSIN INDIANHEAD TECHNICAL COLLEGE AS FOLLOWS, TO WIT:

1. That the district board of said technical college district pursuant to s. 38.16, Wis. Stats., hereby levies upon the full value of the taxable property of the district for FY 2019 a tax in the amount of \$13,202,539 for the purposes set forth in the preamble hereto.
2. That the district board secretary of said district is hereby directed pursuant to and as required by said s. 38.16, Wis. Stats., to file with the clerk of each city, village and town, any part of which is located in the district, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village and town. Such proportion shall be ascertained on the basis of the ratio of full value of the taxable property of that part of the city, village or town located in the district to the full value of all taxable property in the district, as certified to the district board secretary by the department of revenue.

3. Upon the receipt of the certified statement from the district board secretary, the clerk of each city, village and town is hereby ordered pursuant to said s. 38.16, Wis. Stats., and other applicable Wisconsin law to spread the amounts thereof upon the tax rolls for collection and said taxes certified to each said clerk shall be extended and collected by each of said cities, each of said villages and each of said towns in the same manner and at the same time as taxes for general city, general village and general town purposes are extended and collected.
4. That when such taxes are collected, such amounts shall be paid by the treasurer of each city, village and town to the district board treasurer of this district at the times and in the manner as required by law.

Adopted and approved this 15th day of October 2018.



Chairperson

ATTEST:



Secretary

RESOLUTION 19-02


**REPORTING FOR COMPLIANCE TO WISCONSIN'S CODE OF ETHICS
FOR
PUBLIC OFFICIALS AND EMPLOYEES**

WHEREAS: the Wisconsin Indianhead Technical College Board approves the following positions for the purpose of the Wisconsin's Code of Ethics for Public Officials and Employees, §19.41 through §19.59, Wisconsin State Statutes.

NOW, THEREFORE, BE IT RESOLVED: Wisconsin Indianhead Technical College Board designates the following positions and indicates its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom the Wisconsin Ethics Code applies:

- President
- Vice President, Academic Affairs and Campus Administrator (Superior)
- Vice President of Administrative Services and Chief Financial Officer (Shell Lake)
- Vice President, Institutional Effectiveness and Campus Administrator (New Richmond)
- Vice President, Student Affairs and Campus Administrator (Ashland)
- Vice President, Workforce Development and Advancement, and Campus Administrator (Rice Lake)

Adopted and approved this 15th day of October 2018.


Board Chair

ATTEST:


Board Secretary

**Wisconsin Indianhead Technical College
Wisconsin's Code of Ethics for Public Officials and Employees**

No	Last Name	First Name	Title	Address	Phone	E-mail
1.	Bitzer	Steve	Vice President, Student Affairs and Campus Administrator	WITC – Ashland 2100 Beaser Ave Ashland, WI 54806	(715) 682-4591 Ext. 3149	steve.bitzer @witc.edu
2.	Copenhaver	Bonny	Vice President, Academic Affairs and Campus Administrator	WITC - Superior 600 North 21st Street Superior, WI 54880	(715) 394-6677 Ext. 6214	bonny.copenhaver @witc.edu
3.	Decker	Steve	Vice President of Administrative Services/Chief Financial Officer	WITC – Administrative Office 505 Pine Ridge Drive Shell Lake, WI 54871	(715) 468-2815 Ext. 2234	steve.decker @witc.edu
4.	Fowler	Craig	Vice President, Workforce Development/Advancement and Campus Administrator	WITC – Rice Lake 1900 College Drive Rice Lake, WI 54868	(715) 234-7082 Ext. 5201	craig.fowler @witc.edu
5.	Will	John	President	WITC – Administrative Office 505 Pine Ridge Drive Shell Lake, WI 54871	(715) 468-2815 Ext. 2227	john.will @witc.edu
6.	Yohnk Lockwood	Susan	Vice President, Institutional Effectiveness and Campus Administrator	WITC – New Richmond 1019 S. Knowles Ave New Richmond, WI 54017	(715) 246-6561 Ext. 4252	susan.lockwood @witc.edu

Board/WITC Ethics Designees/10-15-18

*Note WITC Board members also comply with the Ethics Board requirements