

Wisconsin Indianhead Technical College
Board Proceedings
January 20, 2014

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, January 20, 2014, at 8:30 a.m., at the WITC-Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, WI 54871.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Chairperson, Morrie Veilleux, called the meeting to order at 8:30 a.m. with the following Board members present: James Beistle, Chris Fitzgerald, Brett Gerber, David Minor, Jean Serum, Morrie Veilleux, and Eileen Yeakley. Lorraine C. Laberee joined the meeting via telephone conference. *Aimee Curtis was not in attendance at this meeting.*

The following WITC employees were in attendance during the meeting: Bob Meyer, Kim Olson, and Cher Vink.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The January 20, 2014, 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 January 17, 2014, 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. Chris Fitzgerald moved, seconded by James Beistle, 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.

EXECUTIVE SESSION

Chairperson, Morrie Veilleux, requested a motion for the Board to adjourn into executive session under the provisions of Wisconsin Statutes §19.85(1)(c)(e) for the purpose of considering employment, promotion, compensation, performance evaluations, and bargaining strategies.

Dave Minor moved, seconded by Jean Serum, to go into executive session in accordance with Wisconsin Statutes §19.85(1)(c)(e) for the purposes noted in the preceding paragraph. Chair Veilleux announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

Chairperson, Morrie Veilleux, called the executive session to order at 8:34 a.m. with the following Board members present: James Beistle, Chris Fitzgerald, Brett Gerber, David Minor, Jean Serum, Morrie Veilleux, and Eileen Yeakley. Lori Laberee was present by phone. *Aimee Curtis, was not in attendance at this meeting.*

The following WITC employees were in attendance during executive session: Bob Meyer, Kim Olson, and Cher Vink.

Approval of the October 21, 2013, Executive Meeting Minutes

Brett Gerber moved, seconded by Jean Serum, to approve the executive meeting minutes as printed. There were no Executive Sessions in November or December. Upon a unanimous vote of all members present, motion carried.

Jame Beistle moved, seconded by Brett Gerber, to adjourn the Executive Session and convene back into the regular Board meeting. Upon a roll-call vote, all members present voted yes; motion carried (7-0) and the executive session adjourned at 9 a.m. *Ms. Laberee's telephone conference was disconnected for a short time during this vote.*

OPEN SESSION RECONVENED

MEETING MINUTES

1. Approval of the December 16, 2013, Regular Meeting Minutes

Eileen Yeakley moved, seconded by Brett Gerber, to approve the December 16, 2013, regular and Board Forward meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. *Note: The signed list of contracts and resolution from the December regular meeting were attached to the official minutes.*

2. Approval of the December 16, 2013, Board Forward Meeting Minutes

See motion above.

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.

Chris Fitzgerald moved, seconded by Jean Serum, to approve the consent agenda. Upon a roll-call vote, all members present voted yes; motion carried (6-0). *Ms. Laberee and Ms. Yeakley were not available during this vote.*

1. Personnel:

- A. **New Hire:** Samantha Hopp, College Health Nurse, Rice Lake; Faculty; effective January 8, 2014; annual salary \$27,794.
- B. **New Hire:** Marlys Miller, Associate Degree Nursing Instructor, Ashland/Superior; Faculty; effective January 6, 2014; annual salary \$56,862.
- C. **New Hire:** Lisa Reed, Human Resources Specialist, Shell Lake, Management; effective January 13, 2014; annual salary \$41,762.
- D. **Resignation:** Gail Anderson, Media Technician, Rice Lake; Support and Technical Personnel; effective January 31, 2014.
- E. **Resignation:** Deborah Franks, Associate Degree Nursing Instructor, Rice Lake; Faculty; effective January 10, 2014.
- F. **Resignation:** Kenneth Jones, Machine Tool Instructor, Superior; Faculty; effective June 30, 2014.
- G. **Resignation:** Patricia Livingston, Human Resources Assistant, Shell Lake; Support and Technical Personnel; effective March 7, 2014. *Administration recommended waiving the six-month notification requirement.*
- H. **Resignation:** Christine Saxild, General Studies - Communications Instructor, Rice Lake; Faculty; effective June 30, 2014.
- I. **Resignation:** Shawnda Schelinder, Marketing and Public Relations Associate, Ashland; Support and Technical Personnel; effective February 3, 2014.
- J. **Resignation:** Timothy Schmitt, Associate Degree Nursing Instructor, New Richmond; Faculty; effective June 30, 2014.
- K. **Resignation:** Gerald Suomala, Network Technician, Superior; Support and Technical Personnel; effective August 5, 2014.

President Meyer noted that there were 115 years of service from the staff who have resigned. The Board expressed their appreciation for this service to the College.

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 December 31, 2013, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 144895 through 145462 and electronic transfer payments totaling \$4,777,395.70 were approved.

5. Bids/Purchases

A. **Core Alignment Fusion Splicer – Rice Lake:** The Board approved the purchase of a Core Alignment Fusion Splicer in the total amount of \$20,029 from Dakota Supply Group of Fargo, ND. The splicer was over the original budgeted amount. The splicer will be for the Telephone Maintenance program at the Rice Lake Campus.

B. **Multi-Venous IV Arm Training Kits – Rice Lake:** The Board approved the purchase of multi-venous IV arm training kits in the total amount of \$1,285 from Laerdal Medical Corporation of Wappingers Falls, NY, under AmeriNet contract #VH10278. The training kits were over the original budgeted amount. The training kits will be for the Medical Assistant program at the Rice Lake Campus.

C. **Remodeling Change Order – Ashland:** The Board approved Change Order G-11 by SDS Architects in the total amount of \$1,172 for Project #1224 at the Ashland Campus. This change order will provide exit lights for service door of in the Machine Tool Lab Addition. A financial summary was included for the Board's review.

OTHER ITEMS REQUIRING BOARD ACTION

1. Announcements and/or Action from Executive Session

The Board Chair announced that the Board convened into executive session and didn't take any action.

INFORMATION REPORT

1. Academic Affairs Programming Plan Update

President Meyer provided an update on the Academic Affairs Programming Plan. A PowerPoint was provided for this update.

Dave Minor moved, seconded by Lori Laberee, to receive the Academic Affairs Programming Plan as it related to the interpretation of the ENDS statement for the President's annual evaluation.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

James Beistle, Brett Gerber, and President Meyer provided updates on the recent District Boards Association meeting that was held on January 17-18, 2014, in Appleton, WI. Information from that meeting was circulated. Mr. Beistle noted that he will be chairing the District Boards Association's Nomination Committee. The District Boards Association will post their 2014 Winter meeting materials on their Website in the future.

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 and Association of Community College Trustees (ACCT) future meetings, as well as the National Legislative Summit, were provided.

B. Materials for Upcoming Washington, D.C. Visits

President Meyer provided the tentative federal priorities that he and other administrators will take to the U.S. Senators and Congressmen on Thursday, February 13, 2014. Visits will be scheduled outside of the National Legislative Summit visits that are scheduled by the District Boards Association. Folders containing WITC information will be provided for the additional February 13 visits. This year's WITC federal priority draft proposals for the Emergency Vehicle Operator Course (EVOC) Track (WITC-Rice Lake) and Instructional Facility Expansion and Remodeling (WITC-New Richmond) were provided.

Board members are welcome to attend the additional February 13 visits with President Meyer and the administrators, but were requested to notify Ms. Olson at the January Board meeting so that lodging arrangements could be arranged.

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 President Meyer to provide an update on the following items:

A. WITC Inservice Update

A Collegewide IP video session preceded local inservices that took place at the WITC campuses and the Administrative Office on January 9, 2014. Key topics were highlighted on the Collegewide PowerPoint and local agendas provided in the Board book.

B. Letter from Representative Stephen Smith

A copy of a letter from Representative Stephen Smith was shared with the Board regarding the District 3 National Council for Marketing and Public Relations Pacesetter Award.

C. Vice President, Finance and Business Services Search Update

The President's Cabinet conducted final interviews on Tuesday, January 7, 2014, and Friday, January 10, 2014, for three candidates. References are being checked.

D. Follow-up from the Board Forward Meeting

There was no update on this standing agenda item since the President's Cabinet hasn't met since the last Board meeting.

President Meyer informed the Board about the upcoming WMC Foundation event "Advancing Wisconsin Manufacturing Seminar Series" on Friday, March 7, from 7:30 - 10:30 a.m. at WITC-Rice Lake. President Meyer will talk to Mr. Morgan about the use of technology.

E. Academic Days Update

Campus agendas from Academic Days were included in the Board book.

5. Legislative Updates

Time was reserved for a legislative update; however, no update was given at this meeting.

6. 2014 Media Award - Call for Nominations/Approval

The District Boards Association encourages 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 your district's service to its communities and learners.

A recommendation from the WITC Marketing team to nominate Seth Carlson from *The Daily Press*, for his "WITC Collecting Feedback for 3-Year Plan" news article was provided for the Board's consideration. The 2014 Media Award nomination materials were included in the Board book for the

Board’s review. 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.

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

7. Tenet of the Month

WITC staff are currently reviewing the “Tenet of the Month” at their all staff and leadership meetings. As requested in December, the Board would also like to discuss the tenets and the meaning of each at their Board meetings. The Tenets are listed on the “Mission, Vision, Value, and Tenets” page that is provided at the beginning of each Board book.

The “Tenet of the Month” schedule is as follows:

- November 2013 – All Individuals Are Valued
- December 2013 – Dialogue takes place in a safe, open, and empathetic environment
- January 2014 – Risk-taking is encouraged
- February 2014 – Decision making is collaborative and research based
- March 2014 – Quality and continuous improvement are expected in all aspects of the College
- April 2014 – Learning environments are created and nurtured to maximize personal success
- May 2014 – Leadership is based on talent and vision
- September 2014 – Students and staff are both teachers and learners
- October 2014 – Diversity is respected and embraced

Newsletters, self-reflection forms, blog comments from staff, quotes on slides from the Fall inservice, and notes from the President’s Cabinet meeting were provided for the November and December Tenets as noted on the schedule above.

Chair Veilleux asked the Board to use the reflection forms to look at how they do their work as a Board of Trustees. It was also requested that the staff feedback on the Tenet of the Month continue to be provided for the Board. Dave Minor moved, seconded by Eileen Yeakley, to acknowledge the tenet of the month report and discussion. Upon a unanimous vote of all members present, motion carried.

8. 2014 Board Appointment Update

Administration provided information on the 2014 Wisconsin Indianhead Technical College Board Appointment process. Wisconsin Statute §38.08(1)(a)1 states that a District Board shall administer the district and shall be composed of 9 members who are *residents of the district*, including 2 employers, 2 employees, 3 additional members, a school district administrator (SDA), as defined under §115.001 (8), and one elected official who holds a state or local office, as defined in §5.02.

The following chart lists the current WITC District Board composition. There will be four open positions on the Board after June 30, 2014. The terms for three Board members will expire in June 2014* and will need to be filled during the Spring 2014 Board Appointments for three-year terms of July 1, 2014 – June 30, 2017. In addition, one Board member requested to end her term one year early and that position will need to be filled for a one-year term of July 1, 2014 – June 30, 2015**.

Category	Region	Incumbent	Gender	Term Expires
1. Additional	Burnett & Polk	James Beistle*	Male	2014*
2. Additional	Districtwide	Dave Minor	Male	2016
3. Additional	Ashland, Bayfield, & Iron	Lorraine Laberee*	Female	2014*
4. Employee	Douglas	Aimee Curtis**	Female	2015**
5. Employee	Barron	Eileen Yeakley	Female	2016
6. Employer	St. Croix	Morrie Veilleux	Male	2015
7. Employer	Rusk, Sawyer, & Washburn	Brett Gerber	Male	2016
8. SDA	Districtwide	Jean Serum	Female	2015
9. Elected Official	Districtwide	Chris Fitzgerald*	Male	2014*

The Board Appointment Committee consists of the County Board Chairs who represent the 11 counties in the WITC district. Mr. Daryl Standafer, St. Croix County Board Chair, was designated as the chair of the WITC Board Appointment Committee as St. Croix County has the largest population in the WITC district. A map of the district and the WITC Plan of Representation were provided for the Board's information.

The Board appointment hearing/committee meeting date will be scheduled on Monday, March 24, 2014, beginning at 1:30 p.m., at the WITC-Administrative Office in Shell Lake. The incumbents were previously requested to check their calendars for any conflicts. The application deadline will be confirmed after the hearing/committee meeting date and time are confirmed with the Board Appointment Chair and will be posted on the WITC Board Web Page.

The Board Chair asked if anyone on the Board needs to end his/her term early so that administration can include all positions in the Spring Board Appointment process to avoid a second Board Appointment hearing. Ms. Olson will mail application packets to the incumbents this week.

9. Capital Equipment Purchases

- A. **Chair - Superior:** A purchase was made of a task chair in the total amount of \$546 from Systems Furniture of DePere, WI, under UW contracts 13.5665/15.422500.60. The chair is for the Student Services area at the Superior Campus.
- B. **ControlLogix PLC Rack and Virtualization Server - New Richmond:** A purchase was made of a ControlLogix PLC Rack and a Virtualization Server in the total amount of \$18,618 from Werner Electric of Cottage Grove, MN. The equipment is for the Computer Hardware Technology program at the New Richmond Campus.
- C. **NetLab Academic Server - Ashland:** A purchase was made of a NetLab Academic Server in the total amount of \$10,209 from CDW-Government of Vernon Hills, IL, under contract #NJPA 11309-CDW. The equipment is for the Instructional Technology Web Development program at the Ashland Campus.
- D. **Networking Equipment - Rice Lake:** A purchase was made of Smart Online Rackmount networking equipment in the total amount of \$4,380 from CDW-Government of Vernon Hills, IL, under contract #NJPA 11309-CDW. The equipment is for the Instructional Technology Web Development program at the Rice Lake Campus.
- E. **Truck with Plow - New Richmond:** A purchase was made of a Ford Super Duty F-250 truck with plow in the total amount of \$29,832 from Ewald Automotive Group, LLC of Oconomowoc, WI, under the State of Wisconsin contract 15-07048201. The truck is for the facility department at the New Richmond Campus.

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, February 24, 2014, beginning 8:30 a.m., at the WITC-New Richmond Campus. The February meeting was scheduled on the fourth Monday of the Month due to the National Legislative Summit schedule. The Board meeting schedule was provided for the Board's information. Mr. Fitzgerald noted that he may not be able to attend this 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 meeting on **Monday, February 24, 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, February 6, 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 ^
+ Chair Veilleux runs an effective and efficient meeting	^ None
+ Great reports	^
+ Nice feedback on Tenets	^

James Beistle moved, seconded by Brett Gerber, to adjourn the meeting. The meeting adjourned at 10:15 a.m.

Respectfully submitted,



Lorraine Laberee
Board Secretary

ko

12/30/2013
2:16:31 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 +/-
231	United States Steel Corporation	WITC Superior	On	1,625.00	725.00		227.00		952.00	673.00
	Clients of USS-Minnetac will be assessed to their skills & knowledge abilities based on a USS machine tool hands-on test.									
394*	Terrace View Living Center, Inc	Terrace View Living Center - Shell Lake	Off	408.00	194.00		71.00		265.00	143.00
	Provide Heartsaver AED (Adult CPR & AED) to employees.									
404	Cumberland Police Department	Cumberland Police Department	Off	98.00	74.00		27.00		101.00	(4.00)
	Shoot Don't Shoot Scenario Training with Tom Vandenberg. Each officer will attend one (30 minute) training session using the TI Training System.									
405	Superior High School	WITC Superior	Off	17,074.00	14,228.00		3,000.00		17,228.00	(154.00)
	Students of Superior High School will receive technical skills training for career exploration.									
406	LCO HEALTH CARE CENTER	LCO Health Care Center - LCO	Off	534.00	445.00		142.00		586.00	(53.00)
	Provide CPR for Healthcare Provider recert to employees.									
407	Roberts Police Department	Roberts	Off	175.00	146.00		53.00		199.00	(24.00)
	Health Care Provider Renewal									
408*	Northwest Builders, Inc.	WITC Rice Lake Campus	On	3,197.00	1,567.00		629.00		2,196.00	1,002.00

Twenty two employees of Northwest Builders Inc will receive 24 hours of MSHA Part 46 New Miner Training.								
409	Northern Clearing Inc	Off Campus	Off	2,500.00	500.00	-	500.00	2,000.00
Employees of Northern Clearing, Inc. will receive safety instruction.								
410	Hayward High School	Hayward High School	Off	22,171.00	-	-	22,171.00	-
Transcripted credit classes taught at Hayward High School. 19 students enrolled in 2 cr. 10106127 Desktop Publishing; 14 students enrolled in each of these courses: 2 cr. 10103156 Adobe Photoshop; 2 cr. 10103157 Adobe Illustrator, 1 cr. 10106112 Layout and Design; 23 students enrolled in a total of 3 credits for 10103146 MS Word A, 10103147 MS Word B, 10103148 MS Word B								
411	Phoenix Fixtures	Roberts	Off	306.00	146.00	53.00	199.00	108.00
CPR/First Aid training for five employees of Phoenix Fixtures.								
412	North Hudson Police Department	North Hudson Police Department	Off	91.00	76.00	28.00	103.00	(13.00)
This is the Shoot/Don't Shoot training with Tom Vandeberg. Each officer will be doing one (30) minute session of scenario based training on the TiTrainer with instructor Vandeberg. This includes one hour of set up and take down of the TiTraining system.								
413	Ladysmith High School	Ladysmith High School	Off	3,970.00	-	-	3,970.00	-
Transcripted credit class taught in the Ladysmith Health Care Academy. 10 students enrolled in the 3 credit, 30543300 Nursing Assistant program.								
414	Baldwin-Woodville High School	Baldwin-Woodville High School	Off	2,286.00	-	-	2,286.00	-
Transcripted credit instruction at Baldwin-Woodville High School. 5 students enrolled in both 1 credit, 32420321 Print Reading for Machine Trades and 1 credit 32420338 CAD Basics; 8 students enrolled in 1 credit, 10890100 Success Strategies.								
415	Siren High School	Siren High School	Off	1,750.00	-	-	1,750.00	-
Transcripted credit instruction at Siren High School. 2 students registered for 1 credit, 10103151 MS Excel A and 10 students registered for 1 credit, 10103129 Intro to MS Office.								
416	Indianhead Community Action Agency	Ladysmith	Off	408.00	194.00	71.00	265.00	143.00
Provide CPR for Healthcare recertification to nurses of Indianhead Community Action Agency.								

417	Burkwood Treatment Center	Burkwood Treatment Center - Hudson	Off	2,362.00	1,328.00	300.00	1,628.00	734.00
	Provide CBRF Medication class and CBRF Fire Safety class to employees.							
418	Norlake	Norlake, Hudson, WI	Off	3,703.00	2,447.00	644.00	3,090.00	613.00
	Selected employees of Norlake will receive four hours of brazing training with Dan Wilkinson. Two selected employees of Norlake will receive four hours of "train the trainer" instruction.							
419	Washburn County	WITC Shell Lake Campus Computer Lab	On	2,655.00	2,213.00	569.00	2,781.00	(126.00)
	Up to ninety-six employees of Washburn County Government will receive MS Outlook training. Sara Ducos scheduled to be instructor.							
420	CESA 11	On-line class offering	Off	3,773.00	3,144.00	-	3,144.00	629.00
	On-line Medical Terminology class to be offered to 18 high school students through CESA 11. Price of contract includes 18 books required for class. "Exploring Medical Language - 8th Edition", and "Taber's Cyclopedic Medical Dictionary".							
421	Washburn County Sheriff	Washburn County Sheriff Department Training Room	Off	927.00	772.00	201.00	973.00	(47.00)
	Shoot Don't Shoot Scenario Based Training with Tom Vande Berg. Each officer will attend (1) 30 minute training session on the TI Trainer going through 2-3 scenarios with Vande Berg. Each officer will receive 1 hour of training. The training is held for both Sheriff Deputies and Sheriff Jailers.							
422	Amery Police Department	Amery Police Department Range	Off	139.00	116.00	42.00	157.00	(19.00)
	This will be a remedial handgun training course with instructor Tom Vande Berg. One officer will be doing remedial handgun training and then trying to qualify on a handgun qualification course. The officer will be receiving 4 hours of remedial training and range training.							



 Board Secretary Date

*** End Of Report ***

* indicates an amended contract