

Wisconsin Indianhead Technical College
Board Proceedings
August 18, 2014

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, August 18, 2014, at 8:30 a.m., at the WITC-Superior Campus, located at 600 North 21st Street, Superior, WI 54880.

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, Lorraine C. Laberee, Troy Lambert, David Minor, Jean Serum, Morrie Veilleux, and Eileen Yeakley.

The following WITC employees were in attendance during the meeting: Ellen Riely Hauser, Kim Olson, and Cher Vink. WITC employees in attendance for a portion of the meeting were Bonny Copenhaver and Jasmin Burt. Steve Decker and John Will were also present during this meeting.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The August 18, 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 August 15, 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. James Beistle 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

Bonny Copenhaver, Vice President, Academic Affairs and Superior Campus Administrator, welcomed the Board.

BOARD ORGANIZATION

A. Oath of Office: Troy Lambert

The Oath of Office was administered by Chair Veilleux to newly appointed Board member Troy Lambert by having him read the Oath of Office statement at the meeting. The Oath of Office statement was signed by Mr. Lambert and notarized by Ms. Burt to be filed with the District Board Secretary.

B. Request for Board Organizational Meeting Appointments to the District Boards Association Positions – Standing Committees

The District Boards Association requested that all districts review and assign their members to the association's standing committees. A District Boards Association Standing Committees packet was provided for the Board's information and included the current list of WITC committee representatives and a description of each committee. Mr. Lambert volunteered to serve on the Marketing/Public Relations & Awards Committee. The *2014-2015 Technical College Representative* list was also provided for the Board's reference. The list will be updated and resubmitted by the Executive Assistant to the District Boards Association Office following this meeting.

Mr. Decker excused himself at 8:41 a.m.

EXECUTIVE SESSION

Chairperson, Morrie Veilleux, requested a motion for the Board to convene into executive session under the provisions of Wisconsin Statutes §19.85(1)(c)(e)(f) for the purpose of considering Bargaining Environment and Strategies, Personnel Issues, and Considering Approval of President Meyer's Revised Contract.

Jean Serum moved, seconded by Brett Gerber, to convene into executive session in accordance with Wisconsin Statutes §19.85(1)(c)(e)(f) 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 (9-0).

Chairperson, Morrie Veilleux, called the executive session to order at 8:42 a.m. with the following Board members present: James Beistle, Chris Fitzgerald, Brett Gerber, Lorraine C. Laberee, Troy Lambert, David Minor, Jean Serum, Morrie Veilleux, and Eileen Yeakley.

The following WITC employees were in attendance during executive session: Ellen Riely Hauser, Kim Olson, and Cher Vink. John Will was also present during executive session.

Approval of the July 14, 2014, Executive Meeting Minutes

Lori Laberee moved, seconded by Eileen Yeakley, to approve the executive meeting minutes as printed. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

James Beistle moved, seconded by Troy Lambert, 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 (9-0) and the executive session adjourned at 9:30 a.m.

OPEN SESSION RECONVENED

MEETING MINUTES

1. Approval of the July 14, 2014, Annual Organizational Meeting Minutes

James Beistle moved, seconded by Brett Gerber, to approve the July 14, 2014, annual organizational meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. *The signed list of contracts and resolution from the July meeting were attached to the official minutes.*

BUDGET CONSIDERATIONS REQUIRING BOARD ACTION

1. Budget Modifications

A summary 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. A two-thirds majority of the full Board was required to approve these budget modifications.

- A. **General Fund:** Administration recommended changes to the allocations between functions in the General Fund expense budgets by \$450,000. The adjustment reflected reallocation of budget dollars for actual functional expenditures.

Chris Fitzgerald moved, seconded by Lori Laberee, to approve the recommended General Fund budget modification as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

- B. **Special Revenue Fund – Operating:** Administration recommended increasing the Special Revenue – Operating Fund by \$1,000,000. The adjustment reflected reallocation of budget dollars for actual functional revenue and expenditures.

Lori Laberee moved, seconded by James Beistle, to approve the recommended Special Revenue Fund – Operating budget modification as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

- C. **Capital Projects Fund:** Administration recommended increasing and changing the allocations between functions in the Capital Projects Fund by \$170,000. The adjustment reflected reallocation of budget dollars for actual functional revenue and expenditures.

Jean Serum moved, seconded by Dave Minor, to approve the recommended Capital Projects Fund budget modification as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

- D. **Debt Service Fund:** Administration recommended increasing Debt Service Fund by \$100,000. The adjustment reflected reallocation of budget dollars for actual functional revenue and expenditures.

Dave Minor moved, seconded by Eileen Yeakley, to approve the recommended Debt Service Fund budget modification as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

- E. **Internal Service Fund:** Administration recommended increasing Internal Service Fund by \$50,000. The adjustment reflected reallocation of budget dollars for actual functional revenue and expenditures.

Lori Laberee moved, seconded by James Beistle, to approve the recommended Internal Service Fund budget modification as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

- F. **Special Revenue/Non-Aidable Fund:** Administration recommended changes to the allocations between functions in the Special Revenue - Non-aidable Fund expense budgets by \$200,000. The adjustment reflected reallocation of budget dollars for actual functional expenditures.

Lori Laberee moved, seconded by Eileen Yeakley, to approve the recommended Special Revenue/Non-Aidable Fund budget modification as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

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.

James Beistle moved, seconded by Lori Laberee, to approve the consent agenda. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

1. Personnel:

- A. **New Hire:** Mila Halvorson, Associate Degree Nursing Instructor; Superior; effective July 1, 2014; annual salary \$56,285.
- B. **New Hire:** Megan Lube, Dental Assistant Instructor; Rice Lake; effective July 1, 2014; annual salary \$52,923.
- C. **New Hire:** Jesse Novak, Welding Instructor; New Richmond; Faculty; effective July 1, 2014; annual salary \$54,528.
- D. **Resignation:** Jami McAuley, Career Specialist; New Richmond; effective July 25, 2014.
- E. **Resignation:** Kimberly Riggle, Student Services Assistant; New Richmond; effective August 8, 2014.
- F. **Resignation:** Donna Timm, Academic Affairs Assistant; New Richmond; effective September 1, 2014.
Note: As recommended by administration, the Board approved waiving the six-month notification requirement for Ms. Timm.

Interim President Ellen Riely Hauser noted that there were 38 years of service from these employees, with Donna Timm having 35 years of service at the College. 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 July 31, 2014, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 200000 through 200445 and electronic transfer payments totaling \$6,013,785.10 were approved.

5. Bids/Purchases

- A. **Remodeling Change Orders – Rice Lake:** The Board gave approval of Change Orders G-03 and G-04 by SDS Architects in the total amount of \$9,836 for Project #1328 at the Rice Lake Campus. These change orders included bar joist support steel, a correction in the contract amount, and Conference Center EIFS repair and tuckpointing. A financial summary was provided for the Board.
- B. **Remodeling Change Order – New Richmond:** The Board gave approval of Change Order G-03 by SDS Architects in the total amount of \$6,114 for Project #1327 at the New Richmond Campus. The change order included conduit supports, occupancy sensors, and removing an existing knee wall. A financial summary was provided.

INFORMATION REPORT

International Education Committee Activities Report

Bonny Copenhagen, Vice President, Academic Affairs and Superior Campus Administrator, updated the Board on the following spring 2014 international education partnerships: Scotland Partnership, Netherlands Exchange Partnership, and the Guy Healy Partnership. In addition, she talked about a spring 2015 activity and other initiatives. An International Education PowerPoint presentation was provided for this report.

Dave Minor moved, seconded by Lori Laberee, to receive the International Education Committee Activities Report as it related to the interpretation of the ENDS statement for the President's annual evaluation.

OTHER ITEMS REQUIRING BOARD ACTION

1. Announcements and/or Action from Executive Session

The Board Chair announced that the Board made a change to a previous decision regarding President Meyer's contract and will be meeting and discussing this with him.

2. Approval of the International Education Budget 2015–2016 (FY16)

Administration requested approval to authorize spending up to \$15,000 on FY16 International travel in support of International education as presented during the information report.

James Beistle moved, seconded by Jean Serum, to approve the 2015–2016 International Education budget as presented. Upon a roll-call vote, all members present voted yes; motion carried (9–0).

3. Requesting Approval for the Rental of Facilities for the Balsam Lake Learning Center

Administration requested Board approval for the rental of space from the Village of Balsam Lake, in the amount of \$195.20 per month, for the time period of August 1, 2014 through May 31, 2015. This represents no increase in the cost over last year. State Board approval is not required for any rentals with other governmental entities. The rental agreement for the Balsam Lake Learning Center was provided for the Board's review.

James Beistle moved, seconded by Chris Fitzgerald, to approve the Rental of Facilities for the Balsam Lake Learning Center as presented. Upon a roll-call vote, all members present voted yes; motion carried (9–0).

4. Approval of Resolution 15–02, Petition Wisconsin Technical College System Board (WTCSB) Requesting Approval for the Rental of Facilities for the Barron County International Center

Resolution 15–02 (attached) for the Barron County International Center rental agreement (attached) were provided. Administration requested Board approval to submit a resolution to the state Board requesting approval for the rental of approximately 703 square feet for the Barron County International Center from Barron County in the amount of \$598 per month for the time period of October 1, 2014, through September 30, 2015. This represents a 2% increase in the cost over last year due to increases in overhead expenses.

Chris Fitzgerald moved, seconded by James Beistle, to approve Resolution 15-02, Petition Wisconsin Technical College System Board (WTCSB) Requesting Approval for the Rental of Facilities for the Barron County International Center as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

5. Approval of Resolution 15-03, Petition Wisconsin Technical College System Board (WTCSB) Requesting Approval for the Disposal of Land and Building at 525 Clough Avenue, Superior, WI 54880
Resolution 15-03 (attached) was provided for the Board's review. Administration requested Board approval to submit a Request for Approval to the WTCS Board for the disposal of land and building at 525 Clough Avenue, Superior, WI. WTCS Board approval is required per Wisconsin statutes. The land and building will be sold and proceeds will be distributed as outlined in the agreement with Douglas County (attached).

Dave Minor moved, seconded by Brett Gerber, to approve Resolution 15-03, Petition Wisconsin Technical College System Board (WTCSB) Requesting Approval for the Disposal of Land and Building at 525 Clough Avenue, Superior, WI 54880 as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

6. Annual Review of Board's Board-Staff Relationship Policies (III. A. - C.)
Time was reserved for the annual review of the following Board policies:
A. Delegation to the President (III. A.)
B. President's Responsibilities and Evaluation (III. B.)
C. Monitoring College Effectiveness (III. C.)

There were no recommended changes from administration.

Dave Minor moved, seconded by Eileen Yeakley, to approve the Board-Staff Relationship Policies as presented. Upon a unanimous vote of all members present; motion carried.

7. Annual Review of Board's Executive Limitations Policies (IV. A. - G.)
Time was reserved for the annual review of the following Board policies:
A. General Executive Constraint (IV. A.)
B. Human Relationships (IV. B.)
C. Financial Condition (IV. C.)
D. Budgeting/Forecasting (IV. D.)
E. Compensation and Benefits (IV. E.)
F. Asset Protection (IV. F.)
G. Communication and Counsel to the Board (IV. G.)

There were no recommended changes from administration. Jean Serum moved, seconded by Dave Minor, to approve the Executive Limitation policies as presented. Upon a roll-call vote, all members present voted yes; motion carried.

8. Approval of Revised Administrative Policy (G-113 & J-121) - Discrimination/Harassment/Sexual Harassment/Sexual Assault Complaints
The revised Administrative Policy (G-113 & J-121) - Discrimination/Harassment/Sexual Harassment/Sexual Assault Complaints was provided for the Board's approval. The changes to the policy included a title change and updates to respond to new legislation to reduce violence on campuses.

Brett Gerber moved, seconded by Chris Fitzgerald, to approve the Administrative Policy (G-113 & J-121) - Discrimination/Harassment/Sexual Harassment/Sexual Assault Complaints as presented. Upon a unanimous vote of all members present voting yes; motion carried.

9. Approval of Revised Administrative Procedures (G-113 A, J-121 A, and J-220 A) – Discrimination/ Harassment/Sexual Harassment/Sexual Assault Complaints

The revised Administrative Procedures (G-113 A, J-121 A, and J-220 A) – Discrimination/Harassment/ Sexual Harassment/Sexual Assault Complaints was provided for the Board’s approval. The changes to the procedures included a title change and updates to respond to new legislation to reduce violence on campuses.

Chris Fitzgerald moved, seconded by Eileen Yeakley, to approve the Administrative Procedures (G-113 A, J-121 A, and J-220 A) – Discrimination/Harassment/Sexual Harassment/Sexual Assault Complaints as presented. Upon a unanimous vote of all members present voting yes; motion carried.

10. Approval of Revised Administrative Procedures (G-125 A) – Complaint Resolution

The revised Administrative Procedures (G-125 A) – Complaint Resolution was provided for the Board’s approval. The changes to the procedure included a correction of the title of the Board and Vice President, Human Resources and Risk Management, and clarification of certain administration processes.

Lori Laberee moved, seconded by Jean Serum, to approve the Administrative Procedures (G-125 A) – Complaint Resolution as presented. Upon a unanimous vote of all members present voting yes; motion carried.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

A. District Boards Association Summer Meeting

Lori Laberee, James Beistle, and Eileen Yeakley shared information from the July 18-19, 2014, District Boards Association meeting that was held in Green Bay. Materials from the meeting were circulated. It was suggested that the Board consider discussing the President’s Evaluation information from the meeting at the Board Forward meeting and noted that Dr. Meyer would be willing to come back to help develop an instrument to use for this evaluation. In addition, it was suggested that the Board should develop a self-assessment to include on the Monitoring Schedule. Mr. Beistle noted that he will be attending the Association’s Board of Directors Annual Planning meeting on August 22-23, 2014, in Madison.

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 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 *WITC Board Monitoring Schedule* as needed. There were no recommended updates from administration.

B. Board Member Orientation Planning

Time was reserved to plan for the Board Member Orientation. The last orientation was held following the November 18, 2013, Board meeting. Chair Veilleux recommended that Mr. Lambert work with Mr. Minor on a date and time that will work to review the orientation materials. Chair Veilleux will also make himself available if needed. The 2013 orientation agenda was provided with a link to the 2013 Board Member Orientation book. Ms. Olson will update and prepare the electronic orientation materials needed for this orientation.

4. President's Updates:

Time was reserved for Interim President Ellen Riely Hauser to provide an update on the following items:

A. **Follow-up from the Board Forward Meeting**

Time was reserved for Interim President Riely Hauser to update the Board on the progress made on items discussed at the December 16, 2013, Board Forward meeting. This is a standing agenda item. President Meyer, incoming President Will, Ms. Riely Hauser, Co-Chairs of the Manufacturers Revealed WITC teams, Campus Administrators, and Mr. Minor met on August 6, 2014, for a "Call to Arms" meeting. Mr. Will and Mr. Minor provided updates at the Board meeting. The August 6 meeting was held via IP video to see where everyone was at with their planning for the Manufacturers Revealed event that will be held at each campus on October 8. It was noted that the campuses are contacting 35 businesses. Mr. Will plans to attend the New Richmond event. Mr. Minor recommended that we do something different than open houses.

B. **Legislative Study Group Update**

Dave Minor provided an update on the testimony he gave on the governance model at the July 24, 2014, hearing. It was noted that the August 27 meeting of the Legislative Council Study Committee on Technical College Funding and Governance has been postponed.

C. **2015-2018 Strategic Planning Summit Update**

Time was reserved for an update on the 2015-2018 Strategic Planning Summit that was held on Tuesday, July 29, in Superior. The agenda and some photos that were taken at the summit were shared with the Board. Interim President Riely Hauser noted that it was a successful day of collaboration and that she and Mr. Will plan to meet to review the feedback that was received. They will also work with President's Cabinet on the information we received at the summit, revise and build action items, and bring the information to the Quality Improvement Steering Committee in the future for feedback. Mr. Will, Mr. Decker, and Ms. Vink were in attendance at the Summit.

D. **President Meyer's Send-Off Update**

Time was reserved for an update on the August 12, 2014, potluck that was held to send President Meyer off with class! Ms. Olson shared a slide show for the Board. Shell Lake staff, campus staff, and some retirees were in attendance at this event.

E. **Campus Inservice Day Update**

Interim President Riely Hauser provided an update on the Collegewide inservice that was held on August 14, 2014, via IP video. An agenda was reviewed. The Board was pleased to know that IP video technology was utilized for this inservice and will be used for the October inservice.

F. **New Richmond Cable Agreement Renewal Update**

The New Richmond Cable agreement provides a cable studio for the operation of a public educational broadcast channel in New Richmond. The current agreement has an annual automatic renewal clause that was approved by the City of New Richmond Board and WITC Board in the past to provide the public access channel technical services. The partnership has worked well for both parties and Joe Huftel, Vice President, Technology Services and New Richmond Campus Administrator supports the renewal.

G. **Employee Handbook Update**

The General Employee Handbook came about as a result of Act 10. WITC was one of the first colleges to issue a new handbook with the expiration of the former contract format in 2011. Updated versions of the Handbook have been issued each July 1 since then. The 2014-15 (current) update was just issued following solicitation of employee input and review. We also have established a survey tool for employees to provide anonymous feedback on the Handbook. Human Resources will continue to obtain input and compile a draft for review toward the end of the fiscal year for the next version of the Handbook. The current version of the Handbook is posted on *The Connection*.

Interim President Riely Hauser complimented Ms. Vink and her staff for their work on the handbook. In addition, she circulated for the Board's information the *Positively Superior* magazine, *Business North* paper, and a postcard from Mr. Beistle in regard to his attendance at the International Society for Business Education Conference that was held in Finland.

H. President's Transition Update

A transition update was given by Interim President, Ellen Riely Hauser, and incoming President, John Will.

Interim President Riely Hauser noted that she will be working out of the President's Office in Shell Lake during the next two weeks and will be meeting with Mr. Will during that time.

Mr. Will noted that things are going fine with the transition calendar he shared with the Board in June. He won't be in Shell Lake the next two Fridays as he will be working with the person who was hired to replace him at Impact 7. However, he was able to attend some events that weren't on the transition schedule, such as the Fast Forward Grant event and the Strategic Planning Summit. He has also met individually with most of the Vice Presidents and has met formally and informally with faculty members and other staff. Mr. Will plans to bring this item back at the next Board meeting and will have more of a six-month to a one-year plan on the execution of the existing 2012-2015 Strategic Plan and closing that out, as well as implementation of the new 2015-2018 Strategic Plan that is scheduled to begin on July 1, 2015. Dr. Meyer and Mr. Will met on the external relationships associated with the College and Mr. Will has information on the key contacts that he will need to meet. He will also continue to build and grow the current positive internal relationships with staff, students, and the Board. He will spend some time at Impact 7 once he is officially at WITC as part of the transition plan.

5. Legislative Updates

There were no updates for this item. The Board Chair confirmed with Ms. Olson confirmed that she continue with the practice of inviting our legislators to future Board meetings.

Chair Veilleux will check with Mr. Walters of CESA 11 about a presentation on Economic Demographics of Wisconsin that was done by Todd Berry. He will also plan to talk to Interim President Riely Hauser and incoming President John Will about the possibility of a presentation on this topic to the Board. Mr. Minor noted that Jim Morgan may have similar material.

6. 2015 Board Member of the Year Award – Request for Nomination

The District Boards Association's Marketing/Public Relations and Awards Committee requested the Board's help in identifying a nominee for the 2015 Board Member of the Year Award. This award recognizes a district board member who has made an outstanding contribution to technical and vocational education through participation as a trustee on the local, state, regional, and national level. Any district board member is eligible to be nominated, with the nomination addressing three criteria areas. The completed nomination paperwork is due to the Association office no later than November 3, 2014. The award will be presented at the January 2015 Boards Association meeting. The Board may use the process it thinks is appropriate to select a nominee.

Lori Laberee moved, seconded by Brett Gerber, to nominate James Beistle for the 2015 Board Member of the Year Award. Upon a unanimous vote of all members present, motion carried. Ms. Olson will provide Mr. Beistle with more information.

Ms. Laberee informed the Board that Dr. Meyer was not selected for the 2014 Association of Community College Trustees (ACCT) CEO Award.

7. Capital Equipment Purchases

A. Driver's Education Vehicles – Rice Lake: A purchase was made of two vehicles in the total amount of \$37,686 from Ewald Automotive of Oconomowoc, WI, under Department of Administration contract # 15-07006-202. The vehicles are for the driver's education program at the Rice Lake 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, September 15, 2014, beginning 8:30 a.m., at the WITC–New Richmond Campus. *Note: John Will begins as President on September 2, 2014.* 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, September 15, 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, August 28, 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 ^
+ Good closed session meeting	^
+ Thanks to John for being in attendance	^
+ Ellen’s reports were excellent	^
+ Buy a new car!	
+ Well run meeting	
+ I appreciate dialogue with Board members on issues	

Chair Veilleux welcomed Mr. Lambert to the Board.

Chris Fitzgerald moved, seconded by James Beistle, to adjourn the meeting at 11:38 a.m.

Respectfully submitted,



Lorraine Laberee
Board Secretary

ko

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

7/28/2014
2:10:44
PM

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2015

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 +/-	
220	Superior Douglas County Chamber of Commerce	WITC Superior	On	1,557.00	-	-	-	1,557.00	
Chamber members will have access to WITC Superior. THIS IS AN EXCHANGE OF SERVICES CONTRACT. DO NOT INVOICE.									
300	Ashland Industries, Inc.	WITC Ashland	Off	2,240.00	1,193.00	435.00	1,627.00	613.00	
Employees of Ashland Industries, Inc will receive Print Reading and metric conversion instruction.									
301	Cameron School District	Cameron High School	Off	1.00	1.00	1.00	2.00	(1.00)	
WITC will provide Driver's Education Theory and Behind-The-Wheel to the students of the Cameron School District. As part of the contract, WITC will collect the tuition of \$98.89 for the Driver's Ed Theory and \$235.00 for the Driver's Ed BTW from the students.									
302	Cumberland School District	Cumberland High School	Off	1.00	1.00	1.00	2.00	(1.00)	
WITC will provide Driver's Education Theory and Behind-The-Wheel to the students of the Cumberland School District. As part of the contract, WITC will collect the tuition of \$98.89 for Driver's Ed Theory and \$235.00 for Driver's Ed BTW from the students.									
303	Rice Lake School District	Rice Lake High School	Off	1.00	1.00	1.00	2.00	(1.00)	

WITC will provide Driver's Education Theory and Behind-The-Wheel to the students of the Rice Lake School District. As part of the contract WITC will collect the tuition of \$98.89 for the Driver's Ed Theory and \$235.00 for Driver's Ed BTW from the students.

304	Hudson School District	Hudson High School	Off	1.00	1.00	1.00	2.00	(1.00)
	WITC will provide Driver's Education Theory and Behind-The-Wheel to the students of the Hudson School District. As part of the contract WITC will collect the tuition of \$98.89 for the Driver's Ed Theory and \$235.00 for Driver's Ed BTW from the students.							
305	Ashland School District	WITC-Ashland	On	23,275.00	19,236.00	6,381.00	25,616.00	(2,341.00)
	Students of the Ashland School District will receive skills and knowledge in the trades and technology.							
306	Lac Courte Oreilles Casino & Lodge	LCO Casino - LCO	Off	1,014.00	456.00	166.00	622.00	393.00
	Provide Heartsaver 1st Aid/CPR & AED original and renewal class to employees of the LCO Casino.							
307	Field Logic, Inc.	Field Logic, Inc.	Off	4,715.00	-	-	-	4,715.00
	Employees of Field Logic, Inc. will receive skills training through Field Logic University, an online training program.							
308	Cumberland Police Department	Rice Lake Police Department Firing Range	Off	84.00	69.00	26.00	94.00	(11.00)
	Customized instruction firearms qualification training with Firearms instructor Tom Vande Berg. Each officer will shoot a two hour handgun qualification course consisting of 100 rounds.							
309	Northern Clearing Inc	Various	Off	2,500.00	-	-	-	2,500.00
	Employees of Northern Clearing, Inc. will receive safety training and certification.							
310	REM Arrowhead	Off Campus	Off	2,214.00	-	-	-	2,214.00
	Employees of REM Arrowhead will receive American Heart Association certification and/or re-certification. Participants will receive documentation upon successful completion.							
311*	Hudson High School	WITC New Richmond Campus	On	11,078.00	9,156.00	-	9,156.00	1,923.00
	Fifteen participants from Hudson High School will receive Nursing Assistant training for credit. Julie Biedrzycki will be the primary instructor. Clinical site will be Christian Community Home. Class times: 6/24/14 - 7/10/14 (8:00 a.m. - 3:00 p.m.); plus clinicals (7/11/14 - 7/21/14 or 7/22/14 - 7/30/14).							
312	Washburn Co ADRC	Various	Off	9,860.00	8,100.00	2,406.00	10,506.00	(647.00)
	Students will learn Hands On Healthy Cooking techniques.							
313	LP Corp	New Richmond Campus	On	3,034.00	1,812.00	426.00	2,238.00	797.00
	Welding certificate exams for 18 employees of LP Corp.							

314	Workforce Resource	Room 217, WITC New Richmond Campus	On	2,493.00	2,060.00	173.00	2,233.00	261.00
		Health Care Provider CPR and OSHA 10 training for participants of Summer Health Academy at WITC.						
315	GDSI Switches	WITC, New Richmond Campus	On	790.00	353.00	98.00	451.00	339.00
		Up to 12 employees of GDSI Switches will receive three hours of training in Excel.						
316*	Ventures Unlimited	Shell Lake and Cameron Ventures Unlimited	Off	867.00	717.00	195.00	911.00	(44.00)
		Provide 2 classes to Shell Lake employees and Cameron employees. Classes will be Heartsaver 1st Aid with Adult & child CPR & AED.						
317	Christian Community Homes	Christian Community Homes - Osceola	Off	653.00	380.00	71.00	451.00	203.00
		Provide CBRF Fire Safety training to employees.						
318	Barron County Developmental Disabilities Services	Barron County Developmental Disabilities Services - Barron	Off	373.00	220.00	53.00	273.00	101.00
		Provide Adult CPR & AED and Bloodborne Pathogen Training to employees.						
319	Rusk County Fresh Start Program	WITC - Ladysmith	Off	352.00	291.00	106.00	397.00	(45.00)
		Provide Heartsaver 1st aid with Adult and Child CPR & AED to employees.						
320	Supportive Home Services	Butternut School	Off	695.00	372.00	95.00	467.00	229.00
		CPR Healthcare Provider Renewal						
321	Pathways Transport	WITC Room 306	On	618.00	-	-	-	618.00
		ASHI CPR/AED & First Aid Adult						
322	Peter Christensen Health Center	Peter Christensen Health Center	Off	1,293.00	1,069.00	283.00	1,351.00	(58.00)
		Participants will receive 16 hours of ACLS training.						
323	Red Cedar Canyon Assisted Living	Red Cedar Canyon Assisted Living - Hudson, WI	Off	769.00	437.00	89.00	526.00	244.00
		Provide CBRF Fire safety training to employees.						

324	Osceola EMS	Osceola	Off	1,406.00	1,162.00	424.00	1,585.00	(180.00)
	Monthly continuing education for Osceola EMS.							
325	Superior Environmental Service	Superior Waste Management	Off	352.00	291.00	106.00	397.00	(45.00)
	Employees of the Superior Waste Management office will receive Heartsaver First Aid/CPR/AED recertification. Upon successful completion, participants will receive documentation.							
326	Superior High School	Various	Off	17,216.00	14,228.00	3,000.00	17,228.00	(12.00)
	Students of Superior High School will receive career vocational education in the trades & technology.							
327	Jiffy Biffy	WITC Rice Lake	On	271.00	215.00	94.00	309.00	(38.00)
	1employee of Jiffy Biffy will receive 24 hours of MSHA New Miner training							
328	Northwest Builders, Inc.	WITC- Rice Lake	On	1,325.00	618.00	154.00	772.00	554.00
	5 employees of Northwest Builders will receive 24 hours of MSHA Part 46 New Miner Training							
329	LCO Headstart	LCO Headstart - LCO	Off	467.00	386.00	124.00	510.00	(43.00)
	Provide Pediatric Medic First Aid class to employees.							
330	Golden Living	Golden Living Training Room	Off	243.00	125.00	36.00	161.00	83.00
	CPR HCP-R							
331	CESA 12	CESA 12 Facility	Off	363.00	291.00	106.00	397.00	(34.00)
	ASHI Basic first Aid, CPR/AED for the Adult							
332	Cooper Engineering	WITC Rice Lake	On	1,078.00	399.00	162.00	561.00	517.00
	Employees of Cooper Engineering will receive 24 hours of MSHA Part 46 New Miner Training.							
333	Action Battery Wholesalers, Inc.	Somerset	Off	419.00	194.00	71.00	265.00	155.00
	CPR/first aid/blood borne pathogen							
334	New Richmond Police Department	Old Dog Track Hudson(driving) St. Croix County Sheriff Department(classroom)	Off	938.00	775.00	283.00	1,057.00	(120.00)
	Emergency Vehicle Operations ((EVOC) Pursuit Driving recertification class. Two instructors will be teaching the four hour recertification class. There will be 2 sessions and officers will be attending only one session.							

335	Ashland County Sheriff Dept	Ashland County Jail	Off	3,119.00	2,970.00	-	2,970.00	149.00
	Inmates of Ashland Co Jail will receive GED instruction.							
336	Bayfield County Administrator	Bayfield County Jail	Off	3,119.00	2,970.00	-	2,970.00	149.00
	Inmates of Bayfield County Jail will receive GED instruction.							
337	Douglas County Sheriff Department	Douglas County Jail	Off	3,119.00	2,970.00	-	2,970.00	149.00
	Inmates at Douglas County Jail will receive GED instruction.							
338	Burkwood Treatment Center	Burkwood Treatment Center - Hudson	Off	2,854.00	1,642.00	318.00	1,959.00	896.00
	Provide CBRF Fire Safety, Standard Precautions, and Medication classes to employees.							
339	Barron Police Department	Arland Range	Off	150.00	124.00	46.00	169.00	(20.00)
	Handgun and Rifle qualification training with Firearms instructor Tom Vandeberg. There will be (2) sessions consisting of 2 hours each. Officers will be attending only (1) session.							
340	Christian Community Homes	Christian Community Homes - Osceola	Off	1,498.00	808.00	195.00	1,002.00	497.00
	Provide CBRF Medication class to employees at their Osceola facility.							
341	Wisconsin State Crime Lab	WITC Rice Lake	On	3,344.00	-	-	-	3,344.00
	EXCHANGE OF SERVICES AGREEMENT Wisconsin State Crime Lab is providing the curriculum, instruction, instructors, and material at no charge to students or WITC. WITC is providing the room and waiving the program/material fee. The students are not charged program fees due to the Crime Lab Grant.							
342	St. Croix Valley Workforce Resource	New Richmond	On	938.00	775.00	336.00	1,110.00	(173.00)
	CPR / first aid training							
343	Rockwell Automation	Rockwell Automation, Ladysmith, WI	Off	8,700.00	6,904.00	2,517.00	9,421.00	(722.00)

Fourteen employees of Rockwell Automation will participate in twelve modules of supervision training. Training will begin on July 15, 2014 and conclude on January 20, 2015.

344	Ladysmith High School	Ladysmith High School	Off	4,360.00	-	-	4,360.00	-
	Transcribed credit contract with the Ladysmith Health Academy. 10 students are enrolled in the 2 credit 30543300 Nursing Assistant program.							
345	Red Cliff Community Health Center	Red Cliff Community Health Center	Off	180.00	150.00	45.00	194.00	(15.00)
	AHA CPR HCP-Refresher							
346	River Falls Area Hospital	River Falls Area Hospital	Off	3,276.00	2,600.00	-	2,600.00	676.00
	Hospital Hazmat/Decontamination Refresher Training							
347*	Liquid Waste Technologies	New Richmond Campus Computer Lab	On	1,624.00	742.00	195.00	937.00	687.00
	Employees of Liquid Waste Technologies will receive training on Beginner Excel and Advance Excel.							
348	Barron County Jail	Barron County Jail	Off	10,545.00	10,042.00	-	10,042.00	503.00
	WITC will provide HSED Services and Employability Skills training for inmates of Barron County Jail.							
349	Rusk County Jail	Rusk County Jail	Off	3,119.00	2,970.00	-	2,970.00	149.00
	WITC will provide HSED Services and Employability Skills training for inmates of Rusk County Jail.							
350	Sawyer County Jail	Sawyer County Jail	Off	3,119.00	2,970.00	-	2,970.00	149.00
	WITC will provide HSED Services and Employability Skills training for inmates of Sawyer County Jail.							
351	Washburn County Jail	Washburn County Jail	Off	3,119.00	2,970.00	-	2,970.00	149.00
	WITC will provide HSED Services and Employability Skills training for inmates of Washburn County Jail.							
352	Columbia Forest Products	Columbia Forest Products, Mellen, WI	Off	1,011.00	438.00	110.00	548.00	464.00
	Forklift Safety Training and Certification for eight employees of Columbia Forest Products							


Board Secretary

8-18-14

Date

*** End Of Report ***

* indicates an amended contract

RESOLUTION #15-02

PETITION TO THE WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD
(WTCSB) REQUESTING APPROVAL FOR THE RENTAL OF FACILITIES
FOR THE BARRON COUNTY INTERNATIONAL CENTER – BARRON

WHEREAS, the Wisconsin Indianhead Technical College Board has heard reports detailing the need for the rental of a facility for the Barron County International Center – Barron.

WHEREAS, the Board, in renting this facility, does not meet TCS 5.09 exclusion of minor remodeling and minor rentals which now requires state board approval.

NOW, THEREFORE, BE IT RESOLVED that the Wisconsin Indianhead Technical College Board goes on record petitioning the Wisconsin Technical College System Board to allow the district board to enter into this rental agreement for the rental of facilities.

Adopted and approved this 18th day of August 2014.



District Board Chairperson

ATTEST:



District Board Secretary

OFFICE LEASE AGREEMENT

This Lease shall commence October 1, 2013 by and between Barron County, a municipal corporation, (hereinafter referred to as "Lessor"), and WITC- Wisconsin Indianhead Technical College, (hereinafter referred to as "Lessee").

WITNESSETH: That the said Lessor hereby leases and demises unto the said Lessee the following described Premises: Seven hundred three square feet (703) of the first floor of the building known as the Barron County Office Complex, which has an address of 410 E LaSalle Avenue, Barron, WI; said Premises are further described in Exhibit A, attached incorporated herein.

TO HAVE AND TO HOLD the premises from October 1, 2013, for a 12 month tenancy, the said Lessee paying to Lessor an annual rent of \$7030.00 based on a square foot charge of \$10.00, and with the understanding that Lessee is renting 703 square feet; said rent to be paid in monthly installments of five hundred eighty-six dollars (\$586.00), the first of said payments being due on the 1st day of October, and monthly on the same date thereafter.

1. Lessee hereby covenants with the Lessor that the Lessee will pay the rent herein reserved at the times and in the manner aforesaid. In the event rent remains due and unpaid for a period of five days after the same shall have become due, the Lessor may, at the Lessor's option undertake eviction proceedings as provided for in Wisconsin Statutes.
2. Use. Lessee shall not use or permit the premises to be used for any illegal or improper purposes, nor permit the disturbance, noise or annoyance whatsoever, detrimental to the premises or to the comfort of the Lessor or its neighbors.
3. Compliance with Laws. Lessee agrees to observe all laws and governmental regulations applicable to its use of the premises, together with all reasonable rules and regulations that may be promulgated by Lessor from time to time.
4. Alterations by Lessee. Lessee will make no alterations to the premises without the prior written consent of the Lessor.
5. Termination. This Lease may be terminated for any reason and by either party providing a written 60-day termination notice to the other party.
6. Automatic Renewal: If neither party terminates within 60 days prior to the end of *any* one year term, this lease shall automatically renew for another year term with an automatic 2% increase in rent effective October 1 of each subsequent year. Therefore, if lease is in effect on October 1, 2014, monthly rent shall increase to \$598.00; if lease is in effect on October 1, 2015, monthly rent shall increase to \$610.00, etc...
7. Lessor agrees it is responsible for snow removal of the back (south) parking lot, snow removal and salting of the surrounding sidewalks, capital expenditures, electricity, gas and maintenance of the furnace, light fixtures and plumbing fixtures, replacement of furnace filters and light bulbs, janitorial for premises,

communications (telephone and computer access/connections only), water, sewer and electric utilities. The lessee shall be responsible for, but not limited to, the monthly phone and data costs for the Premises.

8. Sublease/Assignment. The Lessee will not sublet or assign this Lease, nor any part thereof, without the written consent of the Lessor. If negotiation of a sublease or assignment results in a profit by Lessee, said profit revenue shall be remitted immediately and in its entirety to Lessor. It is thereby agreed upon that Lessee shall not profit from any such sublease or assignment. If permission to sublet or assign is granted as provided in this paragraph, Lessee remains liable for the performance of its obligations under this Lease through the remainder of the original term, together with all extensions, and renewals that may have been executed by Lessee and Lessor prior to any such assignment. Furthermore, if permission to sublet is granted as provided in this paragraph, Lessee remains solely responsible for remitting the entire \$586.00 per month rent plus any additional profit revenue to Lessor, and such responsibility shall not be assigned to any sub-lessee.
9. Sale of Premises. Lessee agrees to allow access to the premises during its business hours for any and all showings, appraisals or appointments related to the sale of the premises.
10. Hazards. Lessee shall not use the premises, nor permit them to be used, for any purpose which shall increase the existing rate of insurance upon the premises, or cause the cancellation of any insurance policy covering the premises, or sell or permit to be kept, used, or sold in or about the premises, any article that may be prohibited by Lessor's insurance policies.
 - a. Lessee shall not commit any waste upon the premises, nor cause any public or private nuisance or other act that may disturb the quiet enjoyment of any other tenant, nor shall Lessee allow the premises to be used for any improper, immoral, unlawful, or unsafe purpose, including, but not limited to, the storage of any flammable materials.
 - b. Nor shall Lessee use any apparatus, machinery or device in or on said Premises that shall make any noise or cause any vibration that can be detected by other tenants, or that shall in any way be a detriment to the Building.
 - c. Lessee shall not install or construct within the premises electrical wires, water or drain pipes, machinery, or other permanently installed devices, including, but not limited to, alarm systems, private music systems, or special ventilation, without the prior written consent of Lessor.
11. The Lessee will keep the interior of the premises in good and substantial repair and in clean condition, damage by fire or storm excepted; and will exercise all reasonable care in the use of halls, stairs, bathrooms, closets and other fixtures and parts of the premises; the Lessee will also permit the Lessor or Lessor's agents or employees, at all reasonable times, to enter into the premises and inspect the conditions thereof, and make such repairs as may be necessary; and will at the expiration of this Lease, without demand, quietly and peaceably return possession of the said premises in good state and condition, damage or destruction by fire or storm excepted. The Lessee further understands that the leased premises will be

available and accessible by the Lessee only during regularly scheduled business hours of the premises.

12. In case the leased premises shall at any time be destroyed or so damaged by fire or storm as to render the same unfit for occupation or use, the Lessor shall have the option to terminate this Lease forthwith, or to repair and rebuild the premises and suspend payment of rent until the leased premises are ready for occupancy.
13. Liability. Lessee agrees that Lessor shall not be liable for any damage or injury to persons or property arising out of the use of the premises by Lessee, its agents and employees, invitees, visitors or subtenants, except that occasioned by the negligence or act of Lessor, its agents, employees, servants, contractors, or subcontractors.
 - a. Lessee will indemnify and save Lessor harmless from all liability and loss on account of any such damage or injury; but Lessee shall not be liable for any damage or injury occasioned by any failure of Lessor to comply with its obligations under this Lease or by reason of the negligence of the Lessor, its agents, servants, employees, contractors, or subcontractors.
 - b. Lessee shall furnish, at its own expense, to Lessor a certificate of public liability insurance, insuring Lessee against liability for a minimum of \$1 million combined single limit coverage of bodily injury, property damage or combination thereof.
 - c. Lessor shall not be responsible for any loss incurred of Lessee's personal property, nor shall Lessor be responsible for obtaining any insurance covering Lessee's personal property. Lessee (at Lessee's discretion) shall be solely responsible for obtaining a renters insurance policy at its own expense covering the loss or damage of its personal property.
14. Fixtures and Personal Property. Any trade fixtures, equipment, or personal property permanently installed in or permanently attached to the Premises, Building, or Parcel by or at the expense of Lessee shall be and remain the property of Lessee, and Lessor agrees that Lessee shall have the right to remove any and all of such property prior to the expiration or termination of this Lease Agreement, so long as no default exists under this Lease. Lessee agrees that it will, at its expense, repair any damage occasioned to the Premises by reason of the removal of any of its trade fixtures, equipment, or other permanently affixed personal property as described above.
15. In the event of any interruption or malfunction for any reason of any utility or service to the Premises or Building, Lessor shall use reasonable diligence to restore the utility or service. However, any such interruption or malfunction, if restored within a reasonable time, shall not entitle Lessee to be relieved from any of its obligations under this Lease, or grant Lessee the right of set-off or recoupment of rent, or be considered a breach by Lessor, or entitle Lessee to any damages. Should any of the equipment or machinery break down, or for any cause beyond the reasonable control of Lessor cease to function properly, Lessor shall use reasonable diligence to repair the machinery or equipment promptly, but Lessee shall have no claim for rebate of rent or damages on account of any interruptions in service occasioned by or resulting from any such breakdown or cessation for the length of time reasonably required for repair.

- 16. In case of the failure of the Lessee to pay rent when due or other charges occurring as a result of this lease, and the same is collected by suit or through an attorney, the Lessee agrees to pay the Lessor's reasonable attorney's fees, together with all costs incurred.
- 17. This agreement shall constitute the entire agreement of the parties, and there exists no other oral or written agreements, conditions or promises of the parties not incorporated into this agreement.
- 18. Applicable Law and Venue: Any and all disputes arising out of this Lease Agreement shall be venued in the Circuit Court located in Barron County, with Wisconsin State law being applied.
- 19. Captions: The item captions contained herein are for convenience only and do not define, limit, or construe the contents of such items, paragraphs, or sections.
- 20. In the event any provision contained here is found invalid, the validity of the remainder of the agreement shall not be affected.
- 21. Any notices required by this lease shall be delivered as follows:

<p>To the Lessor: Jeff French Barron County Administrator Barron County Govt Center 335 E. Monroe Avenue Barron, WI 54812</p>	<p>To the Lessee: WITC- 505 Pine Ridge Drive Shell Lake, WI 54871</p>
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- 22. The undersigned, on behalf of Lessee, states that he/she has full authority to bind the Lessee to the terms of this lease under resolution duly adopted by the Lessee or as authorized in accordance with Articles of Incorporation and/or By-Laws, if any.

IN WITNESS WHEREOF, the said parties have hereunto set their hands and seals as follows.

BARRON COUNTY

 Witness

 By: Jeff French, County Administrator
 Lessor

 Date

 Witness

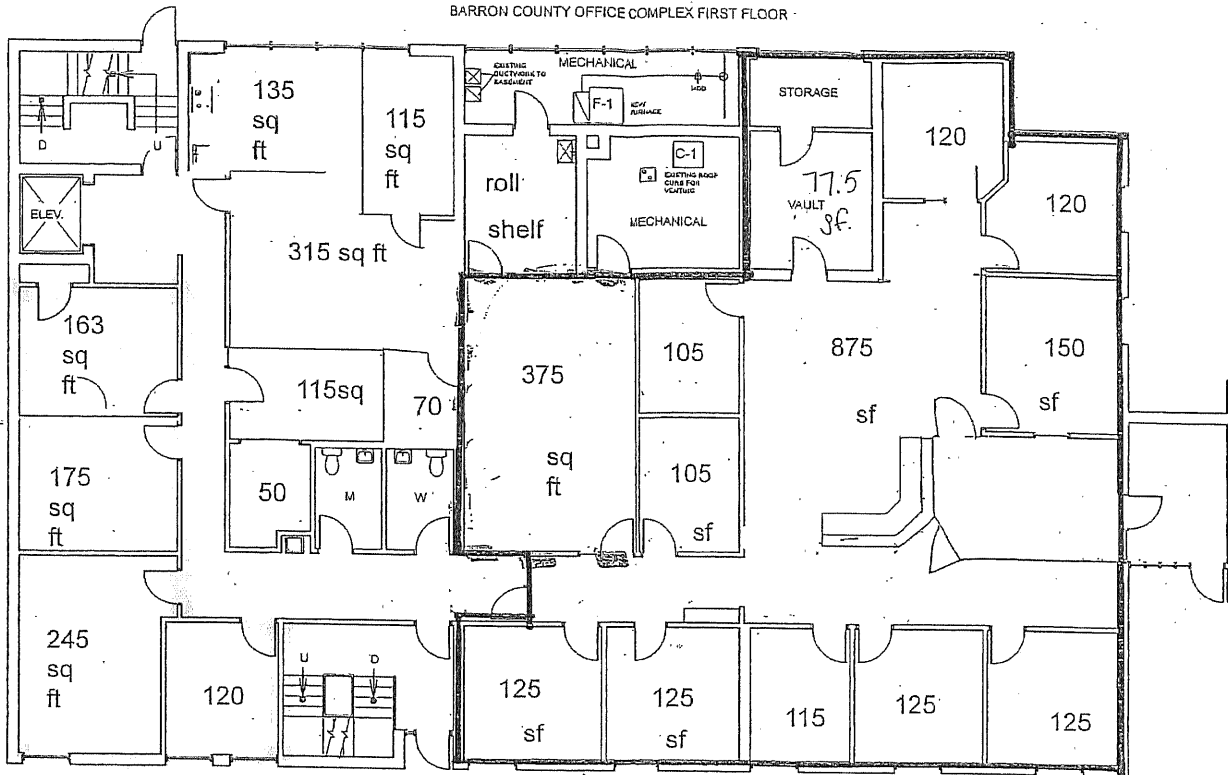
 By: _____,
 Lessee

 Date

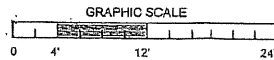
WITC - EXHIBIT A

BARRON COUNTY OFFICE COMPLEX FIRST FLOOR

= WITC RENTAL SPACE
703 TOTAL SQUARE FEET



1st FLOOR PLAN



BARRON COUNTY
OFFICE COMPLEX

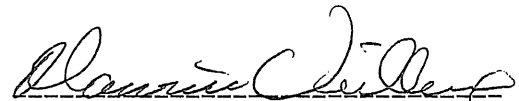
RESOLUTION #15-03

PETITION TO THE WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD
(WTCSB) REQUESTING APPROVAL FOR THE DISPOSAL OF LAND AND
BUILDING AT 525 CLOUGH AVENUE, SUPERIOR, WI 54880

WHEREAS, the Wisconsin Indianhead Technical College Board has heard reports detailing the land and building disposal at 525 Clough Avenue, Superior, WI 54880 near the WITC-Superior Campus:


NOW, THEREFORE, BE IT RESOLVED that the Wisconsin Indianhead Technical College Board goes on record petitioning the Wisconsin Technical College System Board to allow the district Board to dispose of the property located at 525 Clough Avenue, Superior, WI 54880 and distribute the proceeds per agreement with Douglas County.

Adopted and approved this 18th day of August, 2014.



District Board Chairperson

ATTEST:



District Board Secretary

AGREEMENT
BETWEEN DOUGLAS COUNTY
AND
WISCONSIN INDIANHEAD TECHNICAL COLLEGE (WITC)

Douglas County, Wisconsin, Seller, and Wisconsin Indianhead Technical College (WITC), Buyer, agree as follows:

1. Douglas County will transfer ownership of the following described property to WITC:

Lots 13 and 14, Block 33, West Superior Fifth Division, City of Superior (Parcel No. 03-803-00626-00), known as 525 Clough Avenue.

2. WITC will assume all financial obligations after the transfer of title from Douglas County to WITC. WITC will insure said property and maintain the real property as an off-site training facility for WITC programming and supported functions. WITC will hold Douglas County harmless from all defects in property and any injury during training at the property. It is the intent of WITC to make improvement to said property and place the property for sale at some point in the future.

3. Any future proceeds from the sale of the property are to be distributed as follows:

- a. Douglas County will be reimbursed for all delinquent real estate taxes and special assessments owing against the subject property at the time of taking of the tax deed, as well as any expenses incurred by Douglas County during ownership of the property;
- b. WITC will be reimbursed for any expenses incurred for improvements made to the subject property; and
- c. The remaining proceeds will be shared equally by Douglas County and WITC.

Dated this 14 day of MARCH, 2017.

DOUGLAS COUNTY:

By: Susan J Sandvick

WITC:

By: Steven J Decker
STEVEN J DECKER

Associate Vice President, Finance &
Business Services/Chief Financial Officer