

Wisconsin Indianhead Technical College  
Board Proceedings  
April 20, 2020

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, April 20, 2020, at 8:30 a.m., at the WITC-Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, WI 54871. The use of technology to access the meeting was available to Board members as needed.

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

Vice Chairperson Janelle Gruetzmacher called the meeting to order at 8:40 a.m. with the following Board members present via BlueJeans technology: Andy Albarado, James Beistle, Carol De Young, Chris Fitzgerald, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, Troy Lambert, and Josh Robinson. A quorum was established.

The following WITC employees were in attendance at the Administrative Office in Shell Lake during the meeting: Steve Decker, Kim Olson, and John Will. Hayley Bauer, Susan Yohnk Lockwood, and Stephanie Erdmann joined the meeting via BlueJeans technology for a portion of the meeting.

**OPEN MEETING**

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The April 20, 2020, 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 April 17, 2020, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

**APPROVAL OF AGENDA**

Chairperson Robinson 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.

James Beistle moved, seconded by Lori Laberee, to authorize the use of electronic signatures due to COVID-19 and the use of BlueJeans technology for this meeting. Upon a unanimous vote of all members present, motion carried.

**AUDIENCE RECOGNITION ANNOUNCEMENT**

Time was reserved for Chair Robinson to recognize people in the audience if needed. The Audience Recognition Board policy (II.L.) was included in the Board book as a reference. President Will announced that administrative staff are present at the official Board meeting location in Shell Lake, and anticipated the same to occur in May.

**EXECUTIVE SESSION**

Chairperson, Josh Robinson, requested a motion for the Board to convene into Executive Session under the provisions of Wisconsin Statutes §19.85(1)(c)(e)(f) and §118.22 for the purpose of considering Final Notice of Non-Renewal of Personnel for 2020-2021 and Bargaining Environment and Strategies.

Janelle Gruetzmacher moved, seconded by Brett Gerber, to convene into Executive Session in accordance with Wisconsin Statutes §19.85(1)(c)(e)(f) and §118.22 for the purposes noted in the preceding paragraph. Chair Robinson announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (8-0). *Note: Mr. Fitzgerald was not present for this vote.*

Chairperson Robinson, called the executive session to order at 8:46 a.m. with the following Board members present via BlueJeans technology: Andy Albarado, James Beistle, Carol De Young, Chris Fitzgerald, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, Troy Lambert, and Josh Robinson.

The following WITC employees were in attendance at the Administrative Office in Shell Lake during the executive session: Steve Decker, Kim Olson, and John Will.

1. Approval of the March 16, 2020, Executive Meeting Minutes

Troy Lambert moved, seconded by Andy Albarado, to approve the executive meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.

2. Motion to Reconvene into Open Session

A motion was needed to reconvene into open session. Any action to be taken on matters discussed in Executive Session will be considered in open session under "Other Items Requiring Board Action".

Lori Laberee moved, seconded by Carol De Young, 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 8:52 a.m.

## OPEN SESSION RECONVENED

### MEETING MINUTES

1. Approval of the March 16, 2020, Regular Meeting Minutes

Lori Laberee moved, seconded by Andy Albarado, to approve the regular meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. The signed contract listing and resolutions from the March meeting were attached to the official minutes.

2. Acceptance of the March 16, 2020, Board's Subcommittee on the President's Evaluation Process Meeting Minutes

Troy Lambert moved, seconded by Carol De Young, to accept the subcommittee meeting minutes as printed. Upon a unanimous vote of all members present, motion carried.

### CONSENT AGENDA

Chairperson Robinson 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 James Beistle, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

1. Personnel:

A. **New Hire:** Jasmin Burt, Administrative Specialist/Supervisor; Management; annual salary \$43,643, Superior, effective April 15, 2020. *Note: Ms. Burt is currently a Scheduling Technician at the Superior Campus.*

B. **New Hire:** John Dubois, Academy Director; Management; annual salary \$66,782, Rice Lake, effective May 25, 2020. *Note: Mr. Dubois is currently a Criminal Justice Studies Instructor at the Rice Lake Campus.*

C. **New Hire:** Marie Hagen, Administrative Specialist/Supervisor; Management; annual salary \$49,738, New Richmond, effective April 20, 2020. *Note: Ms. Hagen is currently a Financial Aid Technician at the New Richmond Campus.*

D. **New Hire:** Cheyenne Isaacs, Marketing and Public Relations Associate; Support and Technical Personnel; \$16.67/hour, Superior, effective April 13, 2020.

E. **Resignation:** Jasmin Burt, Scheduling Technician; Superior, effective April 14, 2020.

- F. **Resignation:** John Dubois, Criminal Justice Studies Instructor, Rice Lake, effective May 24, 2020.
- G. **Resignation:** Crystal Fielder, Academic Affairs Technician, New Richmond, effective April 17, 2020.
- H. **Resignation:** Marie Hagen, Financial Aid Technician, New Richmond, effective April 19, 2020.
- I. **Resignation:** Casey Hochrien, Custodian, Rice Lake, effective April 13, 2020.
- J. **Resignation:** Steve Robinson, Custodian, Rice Lake, effective July 17, 2020.

*President Will noted that there were a total of 20 years of service from those who resigned (will retire/leave the College); Ms. Fielder served 7.5 years and Mr. Robinson served 20 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 250978 through 251616 and electronic transfer payments totaling \$5,331,715.13 were approved.

5. Bids/Purchases

- A. **Microsoft Teams Phone System - Collegewide:** The Board gave approval of the proposal brought forth under RFP #20-96100-CW-PHONESYSTEM by SKC Communications of Milwaukee, WI, for the collegewide phone system upgrade.
- B. **Juno Manikins - New Richmond, Rice Lake, and Superior:** The Board gave approval of 3 manikins in the total amount of \$11,235 from CEA Healthcare of Sarasota, FL. The manikins were not on the originally approved budget and are for the Nursing program at the New Richmond, Rice Lake, and Superior campuses.
- C. **Squad Car - Rice Lake:** The Board **rejected** all bids received for the police interceptor under ITB #20-50400-RL-SQUADVEHICLE due to the extended production of models quoted.

However, a quote for an additional model that is readily available was presented, and the Board gave approval of the purchase of that item - 2020 Ford Interceptor Utility in the total amount of \$33,984 from Link Ford & RV of Rice Lake, WI.

**OTHER ITEMS REQUIRING BOARD ACTION**

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

Time was reserved for the Board to consider action to be taken on matters discussed in Executive Session, if appropriate.

A. **Approval of Final Notice of Non-Renewal of Personnel for 2020-2021**

Time was reserved for the Board to consider action on this item.

Troy Lambert moved, seconded by Andy Albarado, to approve the Final Notice of Non-Renewal of Personnel for 2020-2021 for the individual recommended in Executive Session. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

2. Approval of Resolution 20-11 Authorizing the Issuance of \$4,000,000 General Obligation Promissory Notes, Series 2020A of the Wisconsin Indianhead Technical College District, Wisconsin, and Setting the Sale Thereof

Administration recommended approval of Resolution 20-11 (attached), presented to the Board with the intent to borrow \$1,500,000 in aggregate for the building remodeling and improvement projects throughout the district, \$1,450,000 for a new construction project, \$525,000 in site improvements, and the purchase of movable equipment in the aggregate amount of \$525,000. Bids will be presented to the Board at the June 15, 2020, meeting for consideration. The *Recommendations for WITC District Shell Lake, Wisconsin \$4,000,000 General Obligation Promissory Notes, Series 2020A* document is being provided as additional supporting documentation. This authorization will be published within 10 days after the Board meeting.

Lori Laberee moved, seconded by Troy Lambert, to approve Resolution 20-11 Authorizing the Issuance of \$4,000,000 General Obligation Promissory Notes, Series 2020A of the Wisconsin Indianhead Technical College District, Wisconsin, and Setting the Sale Thereof as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

3. Approval of Revised Administrative Policy J-128 – Adult and Continuing Education Aidable and Non-Aidable Course Fees

The course fee amount of \$138.90 per credit for adult and continuing education for 2020-21, and an out-of-state tuition fee of \$208.35 per credit reflecting a 1.76% increase has been approved by the Wisconsin Technical College System State Board. In addition, the minimum vocational adult non-aidable course fee, which is set by WITC, is recommended to increase \$10 to \$230 per credit for 2020-21.

Updated memorandum addendums to this policy (FY 2020-21 Motorcycle Rider Training Fees and FY 2020-21 Fees for Group Dynamics, Multiple Offender, Failure to Yield and Traffic Safety Programs) have been issued by Wisconsin Technical College System and are included for the Board's review. Administration recommended final Board approval of the policy and addendums.

Chris Fitzgerald moved, seconded by Lori Laberee, to approve the revised Administrative Policy J-128 – Adult and Continuing Education Aidable and Non-Aidable Course Fees and addendums as printed. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

4. Approval of Revised Administrative Policy J-242 – Student Fees

The State Board has established a student fee rate for 2020-21. The program fee will increase to \$138.90 per credit, and an out-of-state tuition fee will increase to \$208.35 per credit. The state changes have been incorporated into the policy.

Administration recommended final Board approval of the policy as printed.

Chris Fitzgerald moved, seconded by Lori Laberee, to approve the revised Administrative Policy J-242 – Student Fees as printed. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

5. Approval of Revised Administrative Addendum D-450A ADD - Contracting Rates 2020-2021

The Wisconsin Technical College System established the fee for compulsory school attendance under §118.51(1) Wis. Statutes, and the fee has been incorporated in the policy. Administration recommended a \$75 per hour rate for customization of course materials for contracts with business and industry. Administration recommended approval of the contracting rates addendum (D-450A ADD) for fiscal year 2021.

Chris Fitzgerald moved, seconded by Lori Laberee, to approve the revised Administrative Addendum D-450A ADD - Contracting Rates 2020-2021 as printed. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

6. Approval of Faculty and Manager Intent to Renew

Administration requested Board approval for the issuance of 2020-2021 intent to employ letters to managers and faculty members. Faculty letters of intent are required according to Wisconsin Statute §118.22. The faculty list and the manager list were included for the Board's information.

Andy Albarado moved, seconded by Janelle Gruetzmacher, to approve the Faculty and Manager Intent to Renew as noted. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

## CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

James Beistle provided an update on a recent District Boards Association (DBA) meeting that was held via Wisline for the purpose of the election of officers as noted in item number 7 below. In addition, the presidents were informed that there would be a dues increase as well as salary increases for two DBA employees. Chair Robinson congratulated Ms. Laberee on being selected as the DBA's Association of Community College Trustees State Coordinator.

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. The Board will report any changes found on the *Board Events Schedule* to Ms. Olson. Links to state and national Board meetings and events were included in the Board book.

Travel reductions were discussed under items 4.B. and 4.C.

3. Monitoring Schedule Review and Updates

A. **Monitoring Schedule**

Time was reserved to review and update the Board Monitoring Schedule as needed. Administration recommended changes to the years that reports would be given in November. In addition, the subcommittee recommended providing the President with evaluation feedback in June. There were no objections.

B. **Review Monitoring Schedule for Next Fiscal Year (FY21) for Approval in July**

Time was reserved for the Board to review *the Board Monitoring Schedule* for FY21 as it related to recommendations for changes/additions. Minor updates noted in red text were recommended by administration. Final approval will be requested at the Board's annual organizational meeting in July.

Carol De Young moved, seconded by Lori Laberee, to approve the Monitoring Schedule for Fiscal Year 2021 as presented. Upon a unanimous vote of all members present, motion carried.

C. **Board's Subcommittee on the President's Evaluation Process Meeting Update and Approvals**

Time was reserved for the Vice Chair to provide a subcommittee update; however, Mr. Beistle chaired the subcommittee meeting in the Vice Chair's absence and gave the

update. Recommended updates to the process and evaluation form were provided for the Board's approval, as noted in the subcommittee minutes. The recommended update to the Monitoring Schedule was provided under Correspondence and Information item 3.A. above. Ms. Laberee noted that the evaluation form was updated with the elimination of the numbering scale.

James Beistle moved, seconded by Troy Lambert, to approve the President's Evaluation Process and form as presented. Upon a unanimous vote of all members present, motion carried.

**D. Consider Nominations for 2020 ACCT Leadership Awards**

Time was reserved for the Board to consider nominations for the following ACCT Leadership Awards: Trustee Leadership, Equity, Chief Executive Officer, Faculty Member, and Professional Board Staff Member. President Will provided a faculty nomination for the Board's consideration at the meeting. There were no other recommended nominations.

Lori Laberee moved, seconded by Troy Lambert, to nominate Kirsten Dieckman for the 2020 ACCT Faculty Member Award. Upon a unanimous vote of all members present, motion carried.

Nominations must be received by the extended June 15, 2020 date, utilizing the procedures outlined in the ACCT brochure on the web site. Ms. Olson will work with the Board Chair on a letter of support for the faculty nomination and will submit the nomination to ACCT.

**E. WITC Commencement Update**

Due to the COVID-19 state of emergency, President Will informed the Board that the May 15, 2020, WITC commencement has tentatively been postponed until July 17, 2020, for some kind of ceremony. Most students will graduate on time. Campus ceremony and line-up details will be updated once they have been confirmed.

The following Board members are planning to attend commencement if needed:

- Ashland – Josh Robinson (tentative)
- New Richmond – James Beistle and Carol De Young
- Rice Lake – Lori Laberee (is willing to go to Ashland to allow for another Board member to go to Rice Lake if needed)
- Superior – Troy Lambert

*The Board chair recessed the meeting at 9:45 a.m. and reconvened the meeting at 9:50 a.m.*

**4. President's Updates:**

**A. Enrollment Update**

President Will provided a brief update on the most recent enrollment information. A Plan Enrollment Funnel report was provided for the Board's information. The impact is not as severe as it would have been expected during the COVID-19 state of emergency.

**B. COVID-19 Update**

College Leadership is monitoring recent developments of the coronavirus. Prior to the meeting, the Board was e-mailed a COVID-19 response report. President Will reviewed the report with the Board.

President Will would like to reduce the WITC travel budgets by 75%, noting that staff can effectively function using Microsoft Teams, BlueJeans, and other technology. Managers are going to reduce travel budgets by 75%, and he requested the Board to do the same.

President Will would like to delay budget decisions until we see how the recovery budget goes with WITC's economic situation. Next month we will bring the budget back. Feedback was requested on what administration is considering for next month. Ms. Laberee noted the team has done a great job documenting things in these times.

Mr. Decker talked about the CARES Act. President Will will bring information on a month-to-month basis, as well as a final report.

*Note: Mr. Fitzgerald was excused at 9:58 a.m.*

**C. 2020 ACCT Leadership Congress Call for Presentations Follow-Up**

The date to submit an ACCT proposal has been extended from April 15, 2020, to July 1, 2020; however, President Will recommended that the Board reconsider submitting a proposal this year. He would like to limit travel and be focused on getting students back on campus. With the exception of Ms. Laberee as the District Boards Association's ACCT Coordinator and some of the Board activities where there is a leadership role to play, Board feedback was to defer to President Will on when and where Board travel is appropriate. There were no objections to President Will's request for permission to back off of the ACCT presentation this year.

**5. Legislative Updates**

President Will provided a legislative update on items from the extraordinary session. *Note: District legislators have an open invitation to attend WITC Board meetings to provide legislative updates.*

**6. 2020 Board Appointment Update**

The following Board members were appointed by the County Board Chairs or their designees (Board Appointment Committee) at the Board Appointment Hearing/Committee meeting on Thursday, March 19, 2020, for three-year terms effective July 1, 2020 - June 30, 2023, pending state Board approval on May 12, 2020:

- 1) James Beistle - Additional member
- 2) Chris Fitzgerald - Elected Official member
- 3) Lori Laberee - Additional member

The Board appointment hearing/committee meeting was held at the Administrative Office in Shell Lake where administration attended. Permission was given by the WTCS Office for the Board Appointment Committee and applicants to attend the meeting via a telephone conference due to the COVID-19 state of emergency. President Will congratulated the Board members.

**7. District Boards Association Officers Update**

Time was reserved to update the Board on the election of District Boards Association Officers. Vernon Jung, Jr. was re-elected as Association President. Betty Bruski Mallek was re-elected as Association Vice President. Chuck Bolstad was elected as Association Secretary/Treasurer. Lori Laberee was selected as the District Boards Association's ACCT State Coordinator.

**8. Board Self-Assessment Tool**

Ms. Laberee requested a subcommittee be formed to look at a Board self-assessment tool for the Board's use. Several examples from other colleges were provided, as well as WITC's Board self-assessment for the Board's review. A reference document from the Association of Community College Trustees was also provided in the Board Packet. This item will be brought back to the May meeting to consider forming a subcommittee.

9. Student Updates and News

A. **WITC Students Advance to National Business Professionals of America Conference**  
Students in the WITC-Rice Lake chapter of Business Professionals of America competed in the Wisconsin State Leadership Conference in Wausau on Feb. 27 and 28, 2020. Eight students took top-five placings in 17 categories and are eligible to compete at the BPA National Leadership Conference in May in National Harbor, MD. A *Frederic, Inter-County Leader* article was provided.

B. **WITC Donation Protects First Responders**

Emergency responders and law enforcement got a boost this week when WITC-Superior donated boxes of personal protective equipment to Douglas County Emergency Management. A *Superior Telegram* article was provided.

C. **Bay Businesses Donate Masks, Gowns to Health Providers**

To help medical providers prepare for a possible shortage of personal protective equipment, WITC-Ashland donated all the masks, gloves, and surgical gowns they would normally be using in nursing classes. An *Ashland Daily Press* article was provided.

D. **WITC-Rice Lake Donating Critical Supplies for COVID-19 Relief Efforts**

WITC-Rice Lake has assisted emergency responders and law enforcement by donating much-needed personal protective equipment. The staff were able to round up 725 masks, 80 N95 masks, 80 gowns, and 600 sterile gloves. A *Spooner Advocate* article was provided.

10. Capital Equipment Purchases

A. **Vertical Machining Center – Ashland:** A purchase was made of a Haas VF-2 Vertical Machining Center in the total amount of \$72,763 from Productivity, Inc. in Minneapolis, MN, under ITB 20-42000-A-VERTICALMACHININGCENTER. This machine is for the Machine Tool Operation program at the Ashland Campus.

**INFORMATION REPORTS**

1. College FTE and Enrollment Report

This report was rescheduled from the March 16, 2020, Board meeting due to the COVID-19 state of emergency.

Hayley Bauer, Institutional Research Analyst, provided the Board with a *College FTE and Enrollment Report*, which detailed FTE and enrollments as of March 1, 2020, compared to March 1, 2019. A PowerPoint presentation was provided for the Board's information. There was time for questions and answers after the report.

Lori Laberee moved, seconded by Brett Gerber, to accept the College FTE and Enrollment Report 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.

2. College Employee Satisfaction Survey (CESS) Report

Susan Lockwood, Vice President of Institutional Effectiveness and New Richmond Campus Administrator, presented the results of the 2019 Noel-Levitz Employee Satisfaction Survey (CESS) that was administered to WITC staff last October. The report provided comparisons to the 2015 and 2013 survey results. A PowerPoint and an Executive Summary were used to summarize the results with detailed data available in a full narrative report that was also provided as a reference. Kudos were given to Ms. Yohnk Lockwood for her report.

James Beistle moved, seconded by Janelle Gruetzmacher, to accept the College Employee Satisfaction Survey (CESS) Report 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.

3. Academic Affairs Programming Update

Stephanie Erdmann, Vice President, Academic Affairs, provided an Academic Affairs Programming update as it related to the work being done in response to the COVID-19 state of emergency. Ms. Erdmann will be the Rice Lake Campus Administrator in July 2020. A PowerPoint, Instructional Contingency Guidelines, and Attending College from Home materials were provided for this update. Kudos were given to Ms. Erdmann for her presentation.

Troy Lambert moved, seconded by Andy Albarado, to accept the Academic Affairs Programming Report 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.

President Will thanked Mr. Decker and his team for their work on the technology in response to COVID-19. Hats off were given to the staff from the Board for all of their work.

**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, May 18, 2020, beginning 8:30 a.m., at the WITC-Administrative Office in Shell Lake. 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 next meeting 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, April 30, 2020. 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.*

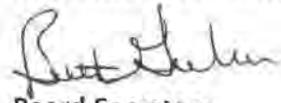
**MEETING EVALUATION**

**PLUS +/DELTA ^**

- + Hats off to WITC's Leadership team on addressing the ever-changing COVID response and leading the college.
- + Well-articulated presentations this morning and adjusting to an online format.
- + Kudos to all WITC staff on addressing college COVID response and quickly addressing/adapting teaching strategies to enable students to continue their learning.
- + Went very well after initial tech problems; covered lots of material in an orderly fashion
- + I thought the meeting went very well! It certainly is not the same as a regular face-to-face meeting, but given the circumstances it is a blessing to have the technology to allow us to still perform our duties.
- + It is awkward because two people can't talk at the same time for motions and seconds, but that was a minor issue. Josh's great sense of humor allowed him to do a great job leading the meeting, despite his initial challenges.
- + The technology also allowed us 100% attendance, which doesn't happen often in our busy lives!
- + The guest presenters did a great job and gave us some great information.
- + It is obvious that the entire WITC staff and leadership (yes, you too Kim) appears to be giving 110% for the good of the college and its students during this challenging but historic time.
- ^ None

James Beistle moved, seconded by Carol De Young, to adjourn the meeting at 11:35 a.m.

Respectfully submitted,



Board Secretary

ko

Wisconsin Indianhead Technical College  
Contract Estimated Full Cost Report

Fiscal Year:  
2020

4/1/20  
9:38 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%

*-----ESTIMATED-----*												
Contract Number	Account Name	Location of Training	On/Off	Contract Revenue	Est.Salary/Fringe	+	Indirect Cost	+	Other Direct Cost Total	=	Full Cost	Difference
<b>Approval Date: November 2019 (1 records)</b>												
720433	Wisconsin Department of Corrections-Madison	WITC Superior	On	\$ 47,097.00	\$ 34,914.00	\$	15,348.19	\$	15,356.00	\$	65,618.19	\$ (18,521.19)
Inmates at Gordon Correctional Center will receive an embedded technical certificate in Refrigeration Tech. Gordon Correctional Facility is only responsible for \$15,356.24. The grant will cover the balance of the contract.												
<b>Approval Date: January 2020 (1 record)</b>												
720446	Genesis Attachments, Inc.	Superior	Off	\$ 2,254.00	\$ 484.00	\$	177.00	\$	657.00	\$	1,318.00	\$ 936.00
2 ASHI Adult CPR/AED & 1st aid classes												
<b>Approval Date: March 2020 (6 records)</b>												
720233	Northwire Nwi Lab360	Osceola	Off	\$ 1,208.00	\$ 334.40	\$	122.29	\$	67.00	\$	523.69	\$ 684.31
Assistance with Spring Safety Training for Northwire Employees												
720477	Bad River Health & Wellness	Ashland	Off	\$ 958.00	\$ 290.40	\$	106.20	\$	353.00	\$	749.60	\$ 208.40
Provide CPR for Healthcare Provider class												
720478	DreamShip Center	Rice Lake	Off	\$ 1,011.00	\$ 290.40	\$	106.20	\$	102.00	\$	498.60	\$ 512.40
ASHI Adult & Child CPR/AED & 1st aid												
720479	New Richmond High School	New Richmond High School	On	\$ 3,486.00	\$ 968.00	\$	425.53	\$	-	\$	1,393.53	\$ 2,092.47
20 hours of Skill Enhancement Training for 19 New Richmond High School Students.												
720475	Waste Management	Weyerhaeuser	Off	\$ 501.00	\$ 145.20	\$	53.10	\$	48.00	\$	246.30	\$ 254.70
Provide ASHI Adult CPR/AED												
720476	City of River Falls	River Falls	Off	\$ 1,803.00	\$ 1,016.40	\$	371.70	\$	97.00	\$	1,485.10	\$ 317.90
Confined Space Training for 33 employees at the City of River Falls. Employees will attend one class. Class will be held on 4/23 and 5/12.												
<b>Grand Totals (8 records)</b>												

\*Indicates an amended contract

  
Board Secretary

4-20-2020  
Date

Resolution No. 20-11

RESOLUTION AUTHORIZING THE ISSUANCE OF \$4,000,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2020A, OF WISCONSIN INDIANHEAD TECHNICAL COLLEGE DISTRICT, WISCONSIN, AND SETTING THE SALE THEREOF

WHEREAS, Wisconsin Indianhead Technical College District, Wisconsin (the "District") is presently in need of \$4,000,000 for the public purposes of: (a) financing \$1,500,000.00 of building remodeling and improvement projects at the District's campuses; (b) financing \$525,000.00 of site improvements at the District's campuses; (c) financing \$525,000.00 of movable equipment at the District's campuses; (d) financing \$1,450,000 of new construction projects; and (e) paying related closing costs (the "Public Purpose"); and

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purposes through the issuance of general obligation promissory notes pursuant to the provisions of Section 67.12(12), Wis. Stats.;

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$4,000,000 for the Public Purpose; and be it further

RESOLVED, that:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in an aggregate principal amount not to exceed \$4,000,000 (the "Notes"), the proceeds of which shall be used for the Public Purpose in the amounts authorized for that purpose.

Section 2. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of this resolution to be given to the electors of the District by publishing notices thereof in the Superior Telegram, the official District newspaper published and having general circulation in the District, which newspaper is found and determined to be likely to give notice to the electors, such notices to be in the forms set forth on Exhibit A hereto.

Section 3. Direct Annual Irrepealable Tax. There shall be levied on all the taxable property of the District a direct, annual, irrepealable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof.

Section 4. Sale of Notes. The Notes shall be offered for public sale in accordance with the Official Terms of Offering attached to this resolution. The District Secretary shall cause notice of the sale of the Notes to be disseminated in such manner and at such times as the Secretary may determine and shall cause copies of the Official Terms of Offering and other pertinent data to be forwarded to prospective bidders. At a future meeting in 2020, the District Board shall consider such bids as may have been received and take action thereon.

Section 5. Official Statement. The District Secretary shall cause an Official Statement concerning this issue to be prepared by the District's financial advisor. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted on April 20, 2020.



\_\_\_\_\_  
Josh Robinson, Chairperson

Attest:



\_\_\_\_\_  
Brett Gerber, Secretary

EXHIBIT A  
NOTICE

TO THE ELECTORS OF:

Wisconsin Indianhead Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on April 20, 2020, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$4,000,000.00 be borrowed through the issuance of general obligation promissory notes of the District for the public purposes of: (a) financing \$1,500,000.00 of building remodeling and improvement projects at the District's campuses; (b) financing \$525,000.00 of site improvements at the District's campuses; (c) financing \$525,000.00 of movable equipment at the District's campuses; (d) financing \$1,450,000 of new construction projects; and (e) paying related closing costs (the "Public Purpose"); and

A copy of said Resolution is on file electronically and in the Administrative Office, 505 Pine Ridge Drive, Shell Lake, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit said Resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)(5), Wis. Stats., requesting a referendum thereon at a special election.

Dated April 20, 2020.

BY ORDER OF THE DISTRICT BOARD

District Secretary