

Wisconsin Indianhead Technical College  
Board Proceedings  
June 19, 2017

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, June 19, 2017, at 8:30 a.m., at the WITC-New Richmond Campus, located at 1019 South Knowles Avenue, New Richmond, WI 54017.

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

Chairperson, Chris Fitzgerald, called the meeting to order at 8:32 a.m. with the following Board members present: James Beistle, Chris Fitzgerald, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, Troy Lambert, Agnes Ring, and Josh Robinson. *Dave Minor provided notice that he would not be in attendance at this meeting.*

The following WITC employees were in attendance during the meeting: Becka Cusick, Steve Decker, Cher Vink, and John Will. Other WITC employees in attendance during a portion of the meeting were Anita Hacker and Susan Yohnk Lockwood. Lara Frasier, newly appointed Board member, was also present during this meeting.

**OPEN MEETING**

Becka Cusick, Quality Improvement Coordinator, read the following open-meeting statement: "The June 19, 2017, 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 June 16, 2017, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting.

**APPROVAL OF AGENDA**

Chair Chris Fitzgerald, reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology.

Troy Lambert moved, seconded by Brett Gerber, to approve the agenda. Upon a unanimous vote of all members present, motion carried.

**AUDIENCE RECOGNITION ANNOUNCEMENT**

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

**CAMPUS WELCOME**

Time was reserved for Susan Yohnk Lockwood, Vice President, Institutional Effectiveness, and New Richmond Campus Administrator, to welcome the Board. Key updates included the notice that the WITC-New Richmond Campus is celebrating its 50<sup>th</sup> anniversary this year. Ms. Lockwood shared the recent remodeling updates to the campus and offered campus tours to all Board members. She thanked the Board for their continued support of the College and handed out gold golf tees and 50<sup>th</sup> anniversary pens to all present at the meeting.

**BUDGET HEARING**

Time was reserved for the budget hearing per Wisconsin Statute §65.90. This hearing began at 8:40 a.m. and was open to the public in order to answer any questions they may have had. A link to the Budget book for Fiscal Year 2017-2018 and a PowerPoint were provided for the Board's information. There were no members of the public in attendance at the meeting; however, Mr. Decker reviewed the proposed 2017-2018 tentative operational budget with the Board, which was publicly noticed within 10 days following Board approval in May per Wisconsin Statute §65.90 (5). The Budget Summary - General Fund and Notice of Public Hearing budget documents were provided for the Board's information. Mr. Decker and President Will recognized Ms. Hacker for her work on the Budget Book. It was noted that the 2017-2018 budget would be

considered for approval under the "Other Items Requiring Board Action" section of the agenda. The budget hearing closed at 8:49 a.m.

### **EXECUTIVE SESSION**

Chairperson, Chris Fitzgerald, requested a motion for the Board to convene into executive session under the provisions of Wisconsin Statutes §19.85(1)(c)(e)(f)(g) for the purpose of considering Bargaining Environment and Strategies, Legal Counsel's Advice Concerning Strategy with Respect to Possible Litigation in Which it is or Likely to Become Involved, Performance Evaluations and Considering Approval of 2017-2018 Compensation of Non-Represented Employees, Considering Approval of Select Employees' Compensation Eligibility, President's Annual Performance Evaluation, and the President's 2017-2018 Compensation and Contract.

Jim Beistle moved, seconded by Josh Robinson, to convene into executive session in accordance with Wisconsin Statutes §19.85(1)(c)(e)(f)(g) for the purposes noted in the preceding paragraph. Chair Fitzgerald announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

Chairperson, Chris Fitzgerald, called the executive session to order at 8:50 a.m. with the following Board members present: James Beistle, Chris Fitzgerald, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, Troy Lambert, Agnes Ring, and Josh Robinson. *Dave Minor provided notice that he would not be in attendance at this meeting.*

The following WITC employees were in attendance during executive session: Becka Cusick, Steve Decker, Cher Vink, and John Will. Newly appointed Board member, Laura Frasier, was also in attendance during the executive session.

### **Approval of the May 15, 2017, Executive Meeting Minutes**

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

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

Janelle Gruetzmacher moved, seconded by Lori Laberee, to adjourn the Executive Session and reconvene back into the regular Board meeting. Upon a roll-call vote, all members present voted yes; motion carried (8-0) and the executive session adjourned at 10:37 a.m.

### **OPEN SESSION RECONVENED**

#### **MEETING MINUTES**

##### **1. Approval of the May 15, 2017, Regular Meeting Minutes**

Jim Beistle moved, seconded by Lori Laberee, to approve the meeting minutes as printed.

Upon a unanimous vote of all members present, motion carried. The signed contract listing and resolution from the May meeting were attached to the official minutes.

#### **CONSENT AGENDA**

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

Jim Beistle moved, seconded by Brett Gerber, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

1. Personnel:

- A. **New Hire:** Beth Hazelton, Manager of Enrollment Services, Manager; annual salary \$47,919; Ashland; effective July 1, 2017. *Note: Ms. Hazelton is currently an Admissions Advisor at the Ashland Campus.*
- B. **New Hire:** Sandra Hegeholz, College Advancement Associate/Continuing Education Technician; Support and Technical Personnel; \$15.85/hour; Rice Lake; effective June 12, 2017.
- C. **New Hire:** Suzanne Linder, Student Services Assistant; Support and Technical Personnel; \$14.86/hour; New Richmond; effective July 3, 2017.
- D. **New Hire:** Abigail Scheller, Admissions Advisor/Student Life Coordinator; Support and Technical Personnel; \$17.04/hour; Ashland; effective July 1, 2017. *Note: Ms. Scheller is currently a part-time Student Life Coordinator at the Ashland Campus.*
- E. **New Hire:** Sonja Von Frank, Academic Support Instructor; Faculty; annual salary \$64,689; Superior; effective July 1, 2017.
- F. **Resignation:** Catherine Edlebeck, Associate Degree Nursing Instructor; Superior; effective June 30, 2017.
- G. **Resignation:** Leeland (Ken) Gilliam, Associate Dean, Fire; New Richmond; effective June 9, 2017.
- H. **Resignation:** Beth Hazelton, Admissions Advisor; Ashland; effective June 30, 2017.
- I. **Resignation:** Phillip Mills, Student Services Assistant; New Richmond; effective May 30, 2017.
- J. **Resignation:** Holly Scharf, Director Video Distance Learning; Rice Lake; effective June 30, 2017.
- K. **Resignation:** Christine Storms, Associate Dean, Continuing Education; New Richmond; effective June 9, 2017.
- L. **Resignation:** Bobbi Jo Wickman, Human Resources Technician; Shell Lake; effective June 30, 2017.

*President Will noted that there were a total of 40 years of service from those who resigned (retired/leaving the College); Ms. Edlebeck served 8 years, Mr. Gilliam, served 14 years, Mr. Mills served 6 months, Ms. Scharf served 13 years, Ms. Storms served 2 years, and Ms. Wickman served 3 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 227494 through 227996 and electronic transfer payments totaling \$4,459,888.75 were approved.

5. Bids/Purchases

- A. **Paving Change Order – Rice Lake:** The Board gave approval of Change Order 2 by LHB Architects in the total amount of \$12,376 for project # 160257 at the Rice Lake Campus. The change order was for unexpended owner purchased material amounts.
- B. **Remodeling Change Order – New Richmond:** The Board gave approval of Change Order 9 by LHB Architects in the total amount of \$8,463 for project #150495 at the New Richmond Campus. The change order was for unexpended owner purchased material amounts.

- C. **Remodeling Change Order - New Richmond:** The Board gave approval of Change Order 3 by LHB Architects in the total amount of \$7,244 for project #150495.09 at the New Richmond Campus. The change order was for lighting revisions to the main lobby area. A financial summary was also provided.
  - D. **Paving Change Order - Rice Lake:** The Board gave approval of Change Order 1 by LHB Architects in the total amount of \$28,962 for project # 160588 at the Rice Lake Campus. The change order was for additional pedestrian lighting needs and replacement of additional pole bases identified in existing conditions inspection. A financial summary was also provided.
  - E. **Enclosed Trailers - Rice Lake:** The Board accepted the low bid received from Pete's Trailer Sales of Rice Lake, WI, as summarized on the bid tabulation document in the total amount of \$35,720 under Bid #17-50000-CW-CETRAILERS. The trailers are for the Continuing Education Department at the Rice Lake Campus.
  - F. **Approval for the Rental of Facilities for the WITC-Ladysmith Center:** The Board gave approval for the rental of space for the WITC-Ladysmith Center in the amount of \$2,848.50 per month for the time period of July 1, 2017, through June 30, 2018. There was no change in the lease cost for this space. The rental agreement for the Ladysmith Center was also provided.
  - G. **Resusci Anne Simulator - Superior:** The Board gave approval of the purchase of a Resusci Anne Simulator without SimPad in the total amount of \$11,456.65 from Laerdal Medical Corporation of Wappingers Falls, NY. The simulator was over the original approved amount. The simulator is for the Emergency Medical Services Program at the Superior Campus.
  - H. **Chest Compression System - Superior:** The Board gave approval of the purchase of a Lucas 2.2 Chest Compression System in the total amount of \$14,999.51 from Physio-Control, Inc. of Redmond, WA. The compression system was over the original approved amount. The compression system is for the Emergency Medical Services Program at the Superior Campus.
6. Approval of Revised Administrative Policy J-242 - Student Fees  
The Wisconsin Technical College System has established uniform fees for Prior Learning Assessments per examination. These fees have been incorporated into the policy. In addition, corrections were made to the amounts charged students for the Minnesota Caregiver's Background Check as well as multiple grammatical updates to the policy. The Board gave approval of the policy.
  7. Approval of Revised Administrative Addendum D-450A ADD - Contracting Rates 2017-2018  
The Wisconsin Technical College System established the fee for compulsory school attendance under s. 118.51(1) Wis. Stats. and the fee has been incorporated in the policy. The Board gave approval of the attached contracting rates addendum (D-450A ADD) for fiscal year 2018. Administration did not recommend any increases to rate minimums the College will charge for contracts with business and industry.

#### **OTHER ITEMS REQUIRING BOARD ACTION**

1. Action will 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.

Josh Robinson moved, seconded by Janelle Gruetzmacher, to approve the cost and implementation timeline proposed by President Will. This represents a total of 3.5% increase for represented and non-represented employees allocated according to the implementation

plan, and individual contract adjustments for the Vice Presidents. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

2. Approval of May 22, 2017 Report from Robert Mulcahy Regarding the Investigation of March 1, 2017 Complaint by Faculty Member

Troy Lambert moved, seconded by Lori Laberee, to accept the May 22, 2017 report from the Board's legal counsel, Robert Mulcahy, of Michael Best & Friedrich, regarding the investigation of March 1, 2017 complaint by a faculty member. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

3. Approval of Resolution 17-07, Bank Depositories

The Board is asked annually to review the financial institutions utilized by the College for depositing its funds. A resolution was presented to the Board designating the depositories requiring approval. The Board was requested to take action in adopting this resolution. Approving the resolution helps the administration safeguard the College's funds by providing a diverse range of depositories. Resolution 17-07 (**see attached**) and a Public Depository Listing (**see attached**) were provided for the Board's review.

Lori Laberee moved, seconded by Troy Lambert, to Resolution 17-07, Bank Depositories and the Public Depository Listing as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

4. Approval of 2017-2018 Operating Budget:

Mr. Decker reviewed the proposed 2017-2018 operating budget with the Board. A link to the 2017-2018 Budget book was provided for the Board's reference.

A. **Approval of Resolution 17-08, Reservation of Fund Balance**

Resolution 17-08 (**see attached**) was provided for the Board's review and approval.

Troy Lambert moved, seconded by Agnes Ring, to approve Resolution 17-08, Reservation of Fund Balance as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

B. **Approval of Resolution 17-09, Approval and Adoption of the 2017-2018 Operating Budget Authorizing Expenditures and Appropriating Funds (Authorization of Annual Budget)**

Resolution 17-09 (**see attached**) and a position summary (**see attached**) were provided for the Board's review and approval.

Josh Robinson moved, seconded by Brett Gerber, to approve Resolution 17-09, Approval and Adoption of the 2017-2018 Operating Budget Authorizing Expenditures and Appropriating Funds (Authorization of Annual Budget) as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

5. Considering Approval of 2017-2018 Faculty Union Contract (Local 395, AFT-Wisconsin, AFL-CIO)

Board approval was requested for the Faculty union Tentative Agreement.

6. Considering Approval of 2017-2018 Office and Technical Support (OTS) Union Contract, Local 395, AFT-Wisconsin, AFL-CIO)

Board approval was requested for the OTS union Tentative Agreement.

7. Considering Approval of 2017-2018 Custodial Union Contract (Labor Association of Wisconsin, Local 722)

Board approval was requested for the Custodial union Tentative Agreement.

Josh Robinson moved, seconded by Janelle Gruetzmacher, to approve the 2017-2018 Faculty Union Tentative Agreement (Local 395, AFT-Wisconsin, AFL-CIO), the 2017-2018 Office and Technical Support (OTS) Union Tentative Agreement, (Local 395, AFT-Wisconsin, AFL-CIO), and the 2017-2018 Custodial Union Tentative Agreement (Labor Association of Wisconsin, Local 722) as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

## **CORRESPONDENCE AND INFORMATION**

### **1. Meeting Information Sharing**

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

### **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 Fitzgerald requested that the Board report any changes on the *Board Events Schedule* to Ms. Olson. Links to state and national Board meetings and events were included in the Board book.

### **3. Monitoring Schedule Review and Updates**

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

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

#### **B. Review Monitoring Schedule for Next Fiscal Year (FY18) for Approval in July**

Time was reserved for the Board to review the recommended changes/additions for the FY18 Monitoring Schedule. Administration requested approval to move the Annual Academic Quality Improvement Program Report from October to September and the Annual Marketing Initiatives Report from November to October. The Annual WITC Foundation Report was moved from the March External/Internal Reports column to the bottom of the schedule with a recommended August date. The Annual District Boards Association report is also listed at the bottom of the schedule with the date to be determined. Final approval of the schedule will be requested at the Board's annual organizational meeting in July. A handout of the 2017-2018 Board Meeting Schedule was also provided.

Troy Lambert moved, seconded by Janelle Gruetzmacher, to approve the recommended changes to the FY18 Monitoring Schedule and the FY18 Board Meeting Schedule as presented. Upon a unanimous vote of all members present, motion carried.

### **4. President's Updates:**

#### **A. Upcoming Events Schedule**

President Will shared upcoming events for the Board's information. Events are located on the WITC Web site.

#### **B. Enrollment Update**

President Will provided a brief update on the most recent information related to the College's enrollment and FTE. An Enrollment Report and a Cognos Report were provided for the Board's information.

#### **C. Administrative Policy D-602 Review (Tax Incremental Districts: Joint Review Board Membership and Responsibilities)**

Time was reserved for President Will to discuss the requirements and travel expectations

for Administrative Policy D-602. Mr. Decker explained the current procedures for TID review board attendance by WITC staff and noted that there are 98 Tax Incremental Districts in 10 counties and 46 different taxing municipalities in the College district.

**D. WTCS Apprenticeship Completion Report Update**

President Will notified the Board that this was the first ever Apprenticeship Completion Report completed by the WTCS. President Will circulated a copy of the report; a link was also provided.

**5. Legislative Updates**

Time was reserved for legislative updates. *Note: District legislators were invited to this meeting but were unable to attend due to other conflicts.*

**6. Student Updates and News**

**A. WITC 2017 Commencement Update**

President Will and Board Treasurer, James Beistle, attended New Richmond's commencement on Friday, May 19, 2017. In addition, Lori Laberee attended Ashland's commencement; Board Secretary Brett Gerber attended Rice Lake's commencement; and Dave Minor attended Superior's commencement. There were a total of 578 WITC graduates this year (this did not include mid-year December graduates); 77 graduates were from Ashland, 196 were from New Richmond, 169 were from Rice Lake, and 92 were from Superior. There were also 44 Online students who had the choice to participate in the ceremony at the Campus closest to them. An additional 267 short-term diplomas, internal certificates, and pathways certificates were awarded to students. This did not include EMT, Nursing Assistant, Dietary Manager, and Community Based Residential Facilities (CBRF). These students likely did not participate in the spring graduation ceremony, unless they also earned an associate degree or a one- or two-year technical diploma.

**B. Lockwood Hailed as New Richmond Business Woman of the Year**

WITC Campus Administrator Susan Yohnk Lockwood was named New Richmond Business Woman of the Year at the sixth annual Women's Business Luncheon Wednesday, May 3. Ms. Yohnk Lockwood was one of six nominees for the honor. A *New Richmond News* article was provided.

**C. Metalwork on a Mission**

WITC-New Richmond welding students manufactured bike racks for the city of New Richmond. Adding an artistic edge, the bike racks were manufactured into unique designs such as an orange, music notes, a deer, and more. Their designs will adorn the streets of New Richmond. A *New Richmond News* article was provided.

**D. NWWIB and WITC Working to Increase Construction Labor Force**

The Northwest Wisconsin Workforce Investment Board (NWWIB) and WITC have partnered to offer Construction Essentials training. The training has a lot of interest from individuals in the community and from employers who are in desperate need of skilled workers. Construction Essentials is a 10-week course that provides participants with the knowledge and skills needed in the construction industry. Participants will earn a short-term technical diploma. Funding was made possible through the Workforce Innovation and Opportunity Act, Division of Vocational Rehabilitation and State of Wisconsin. Participants attend at no cost. A *Business North* article was provided.

**E. UW-Eau Claire Signs Agreement for Social Work Transfers**

UW-Eau Claire is teaming up with WITC and Northwest Technical College to help students further their education in social work. Through the articulation agreements, students at either of those institutions who complete the associate of applied science

degree will be able to transfer their credits to UW-Eau Claire and apply them toward the university's liberal education and social work requirements. WITC students will receive credit for all 64 credits taken prior transferring. As a result of the agreements, transfer students will only need to complete four semesters of coursework at UW-Eau Claire. A *WEAU* article was shared.

**F. Fire Ops Training with the Superior Fire Department**

Superior Campus Administrator and VP of Academic Affairs Bonny Copenhaver, Director of Marketing Jena Vogtman, and Board member Troy Lambert took part in Fire Ops training with the Superior Fire Department on June 2, 2017. The community training opportunity included learning about and participating in training in search and rescue, extinguishing fires, vehicle extrication, and medical emergencies. Photos were shared.

**7. 2017 Distinguished Alumni Award Call for Nomination**

The District Boards Association is looking for a nomination for an extraordinary graduate of a Wisconsin Technical College for the 2017 Distinguished Alumni Award. The award will be given out at the Fall Association meeting in Pewaukee. Administration provided a nomination at the meeting for the Board's consideration. WITC's nomination is due by August 1, 2017.

Brett Gerber moved, seconded by Agnes Ring, to nominate Jeffrey French for the 2017 Distinguished Alumni Award as presented. Upon a unanimous vote of all members present, motion carried.

**8. Additional Member: Districtwide Resignation (June 19, 2017)**

Additional Member, David Minor, is unable to complete his term and will officially resign from the WITC Board of Trustees effective June 19, 2017. Administration is planning a Board Appointment hearing and committee meeting on Wednesday, September 6, at 2 p.m., in Shell Lake. The position will be open for a two-year term (November 8, 2017 – June 30, 2019). Please note that no region will have more than two Board members serving from the same region; therefore, since there are two Board members serving from Region 4 (Burnett and Polk Counties) and two members serving from Region 5 (Barron County), applications cannot be accepted from those counties.

**9. Recognition of Agnes Ring, Employer Member (Region 6: St. Croix County)**

Time was reserved to recognize Agnes Ring for her outstanding dedication and service to the WITC Board of Trustees. Ms. Ring has served on the Board since July 2015. Board Chair Fitzgerald will make the presentation on behalf of the Board. A Best Wishes PowerPoint was shared at the meeting.

**10. Recognition of David Minor, Additional Member (Districtwide)**

Time was reserved to recognize David Minor for his outstanding dedication and service to the WITC Board of Trustees. Mr. Minor served on the Board since July 2010 and as Board Chair (2011-2013). Mr. Minor was unable to attend the meeting. A Best Wishes PowerPoint was shared at the meeting.

**11. Capital Equipment Purchases**

**A. Welding Heavy Duty Workstation – Ashland:** A purchase was made of a Start 40-PC Workstation Kit in the total amount of \$12,199.80 from Bluco Corporation of Aurora, IL. The workstation is for the Welding Program at the Ashland Campus.

**B. Surface Grinder – Rice Lake:** A purchase was made of an Acer dynamic high-speed precision lathe, model 1340G in the total amount of \$24,290.00 from Productivity, Inc. of Plymouth, MN. The equipment is for the CNC program at the Rice Lake Campus.

- C. **Human Services Program Chairs – Rice Lake:** A purchase was made of two flip-top rectangular tables and sixteen side chairs with casters and arms in the total amount of \$5,842.32 from Systems Furniture of DePere, WI. The furniture is for the Human Services Program at the Rice Lake Campus.
- D. **Automated Packaging Chairs – New Richmond:** A purchase was made of twenty midback, mesh back, extended basic stools with adjustable arms in the total amount of \$6,600.00 from Systems Furniture of DePere, WI. The future is for the Automated Packaging Program at the New Richmond Campus.

**ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS**

1. Review Meeting Dates, Locations, and Start Times

Time was reserved for the Board to confirm its plans for the regular meeting scheduled on Monday, July 10, 2017, beginning 8:30 a.m., at the WITC-Administrative Office in Shell Lake. *This meeting is scheduled on the second Monday of the month of July per Wisconsin Statutes §38.08 (3).* The Board meeting schedule was provided for the Board's information. *Note: A 2017-2018 Board Meeting Schedule (draft) was provided at the meeting for the Board's review prior to the July Board meeting.*

2. Review/Add Agenda Items

Time was reserved for the Board to add or review agenda items for the next Board meeting. Board agenda items for the meeting on Monday, July 10, 2017, 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, June 22, 2017. This request does not obligate the Chair to include these items on the agenda. The Chair will notify administration of agenda items before the Board book is prepared and copied.*

**MEETING EVALUATION**

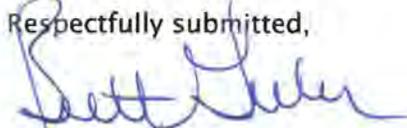
**PLUS +/-DELTA ^**

+ None

^ None

Agnes Ring moved, seconded by Jim Beistle, to adjourn the meeting at 11:20 a.m.

Respectfully submitted,



Brett Huler  
Board Secretary

rc

*Note: A Board luncheon and optional campus tour was provided; however, no action was taken.*

5/31/2017  
10:55:39  
AM

Wisconsin Indianhead Technical College  
Contract Estimated Full Cost Report

Fiscal Year:  
2017

*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 = 34.9% Off Campus = 34.9%*

*----- ESTIMATED -----*									
Contract Number	Service Recipient	Location	On/ Off	Contract Revenue	Est.Salary/ Fringe Cost	+ Indirect	=	Full Cost	Difference +/-
546	United Fire and Rescue	Baldwin Fire Department	Off	299.00	239.00	68.00		307.00	(8.00)
	Firefighting Nozzles Presentation								
547	Amery High School	Amery High School	Off	17,922.00	-	-		17,922.00	-
	Transcripted credit classes for Amery High School. 15 students registered for 10105125 Business Law - 3 credits; 19 students registered for 10114125 Personal Finance - 3 credits; 8 students registered for 10150139 IT Essentials - 2 credits; 6 students registered for 32442307 Welding for Mechanics - 2 credits.								
548*	Rice Lake High School	Rice Lake High School	Off	10,329.00	-	-		10,329.00	-
	Transcripted credit classes for Rice Lake High School. 11 students registered for 10103146 MS Word A - 1 credit; 13 students registered for 10114125 Personal Finance - 3 credits; 8 students registered for 1010316 MS PowerPoint - 1 credit, 10103129 Intro to MS Office - 1 credit, 10103151 MS Excel A 1-credit. 1 student registered for 10103147 MS Word B – 1 credit and 1 student registered for 10103148 MS Word C – 1 credit.								
549	Specialty Coating Systems	Clear Lake, WI	Off	531.00	218.00	68.00		285.00	246.00
	CPR/First Aid Renewal for employees								
550	Christian Community Homes	Christian Community Homes - Hudson	Off	1,843.00	893.00	186.00		1,079.00	765.00
	Provide CBRF Medication class to employees.								
551	Arrowhead Manufacturers & Fabricators Assoc	WITC Superior	On	550.00	208.00	73.00		281.00	270.00
	Members of AMFA will receive Essential Supervisory Skills training in three modules; The New Supervisor, Communication, & Employee Motivation and Teams.								
552	New Richmond High School	WITC-New Richmond	Off	512.00	512.00	123.00		635.00	(123.00)

Healthcare Academy. . PCW online course - PCW test/CPR certification.

553	Ladysmith High School	Ladysmith High School	Off	3,641.00	-	-	3,641.00	-
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Transcripted credit classes for Ladysmith High School. 11 students enrolled in 10510135 AP & Disease Concepts 2 credits.

554	Solon Springs School District	Solon Springs High School	Off	136.00	-	-	136.00	-
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Transcripted credit class for Solon Springs High School.



Board Secretary

6-19-17

Date

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

\* indicates an amended contract

## RESOLUTION 17-07

**BE IT RESOLVED** by the Wisconsin Indianhead Technical College District that the attached list of financial institutions as public depositories under Chapter 34 of the Wisconsin Statutes, shall be and are hereby designated, until further action, as public depositories for all public monies coming into the hands of treasurer of the Wisconsin Indianhead Technical College District, Washburn County, State of Wisconsin; and

**BE IT FURTHER RESOLVED** district funds shall be invested only in options permitted by Section 66.04(2), Wisconsin Statutes, and in such a manner as to maximize the investment income within these options; and

**BE IT FURTHER RESOLVED** the administration is encouraged to make investments in institutions within the geographic boundaries of the district. If, however, the ability to maintain a balance between safety and yield, as determined by Chief Financial Officer and approved by the district President, is being adversely affected, investments may be made in public depositories outside the geographic boundaries of the district or other options permitted by Section 66.04(2), Wisconsin Statutes; and

**BE IT FURTHER RESOLVED** for funds to be deposited and invested under Chapter 34 of Wisconsin Statute (Public Deposits), which provides a limit of \$400,000 of coverage in any public depository. In addition to the financial institution's Federal Deposit Insurance Corporation insurance of \$250,000 a depository can now offer \$650,000 total insurance. Therefore, funds to be deposited must be placed in institutions which provide insurance, and collateralization must be provided by the depository for amounts above the \$650,000 to the full amount of deposits and investments, including principal and interest. Collateralization requires pledging bonds or securities which have been issued or guaranteed by the federal government or its agencies and are held by a third party.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution should be delivered to each of the above-named depositories and said depositories may rely on this resolution until change by lawful resolution and a certified copy of such resolution has been given to the cashier of the respective above-named depositories.

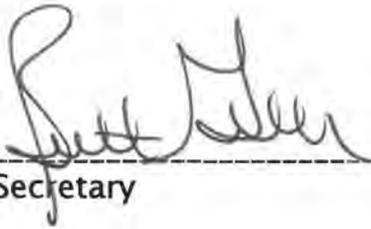
This is to certify that the foregoing is a true and correct copy of a resolution duly and legally adopted by the Wisconsin Indianhead Technical College District at an official meeting held on June 19, 2017.

Adopted and approved this 19<sup>th</sup> day of June, 2017.



Chairperson

Attest:



Secretary



Treasurer

Wisconsin Indianhead Technical College  
Public Depository Listing

1. Anchor Bank
2. Associated Bank
3. Bank of the West
4. BMO Harris Bank
5. Bremer Bank
6. Central Bank
7. Central Bank Trust
8. Chippewa Valley Bank
9. Citizens Community Federal
10. Citizens State Bank
11. Dairy State Bank
12. Eagle Valley Bank, N.A.
13. First National Community Bank
14. Johnson Bank
15. Local Government Pooled Investment Fund
16. National Bank of Commerce
17. Northern State Bank
18. Northern Trust Company
19. Royal Credit Union
20. Security State Bank
21. Shell Lake State Bank
22. State Bank of Drummond
23. Sterling Bank
24. U.S. Bank
25. UBS Financial Services, Inc.
26. Wells Fargo Bank
27. Wisconsin Investment Series Cooperative

**RESOLUTION NO. 17-08****RESERVATION OF FUND BALANCE RESOLUTION**

**WHEREAS**, the Wisconsin Administrative Code A-V 7(5) requires that a district board adopt a resolution creating reservations and other segregations of a fund balance and requires that, prior to the adoption of its budget, each district shall disclose all reserves maintained by it, the amount contained in each reservation during the year for which the budget is adopted, and

**WHEREAS**, the Wisconsin Indianhead Technical College district board will be approving the district's 2017-2018 annual report.

**THEREFORE, BE IT RESOLVED THAT THE WISCONSIN INDIANHEAD TECHNICAL COLLEGE DISTRICT BOARD HEREBY APPROVES THE FOLLOWING RESOLUTIONS AND SEGREGATIONS OF FUND BALANCES:**

**General Fund**

Designated for operations - a designated segregation of a portion of fund balance to provide for fluctuations in operating cash balances, which is \$8,402,090 as of June 30, 2017. This designation is established for a term of one year.

Designated for subsequent year - a designated segregation of a portion of fund balance to provide funds for operations for the forthcoming budget year, which is \$4,132,022 as of June 30, 2017. This designation is established for a term of one year.

Designated for subsequent years - a designated segregation of a portion of fund balance to provide funds for operations subsequent to the forthcoming budget year, which is \$413,855 as of June 30, 2017. This designation is established for a term of one year.

Designated for state aid fluctuations - a designated segregation of a portion of the fund balance to provide funds for operations due to fluctuations in the amount of state aid the district receives, which is \$275,903 as of June 30, 2017. This designation is established for a term of one year.

Designated for post-employment benefits - a designated segregation of a portion of the fund balance to provide funds for the non-current portion of post-employment benefits, which is planned to be \$2,500,000 as of June 30, 2017. This designation is established for a term of one year.

### **Special Revenue Operational Fund**

Designated for operations - a designated segregation of a portion of fund balance to provide for fluctuations in operating cash balances, which is \$911,614 as of June 30, 2017. This designation is established for a term of one year.

### **Capital Projects Fund**

Reserve for capital projects - a designated segregation of a portion of fund balance to be provided for working capital for improvement and remodeling, which is \$696,130 as of June 30, 2017. This designation is established for a term of one year.

### **Debt Services Fund**

Reserve for debt service - a designated segregation of a portion of fund balance to provide for future year payments of principal and interest is \$6,698,817 as of June 30, 2017.

### **Enterprise Fund**

Retained earnings - a designated segregation of a portion of fund balance that is invested for maintaining the inventory of consumable resale materials is \$0 as of June 30, 2017. This designation is established for a term of one year.

**Internal Service Fund**

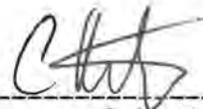
Reserve for self-funded insurance – a reserved segregation of a portion of fund balance to provide working capital for the district’s self-funded dental insurance is \$353,130 as of June 30, 2017. This reserve is established for the term of one year.

**Special Revenue/Non-aidable**

Reserve for student financial assistance – a designated segregation of a portion of fund balance to provide working capital for financial aid to students, which is \$126,449 as of June 30, 2017. This designation is established for a term of one year.

Reserve for student organizations – a reserved segregation of a portion of fund balance to provide working capital for the district student organization balances, which is \$163,919 as of June 30, 2017. This reserve is established for a term of one year.

Adopted and approved this 19<sup>th</sup> day of June 2017.



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Chairperson of the Board

ATTEST:

  
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Secretary of the Board

**RESOLUTION 17-09**  
**RESOLUTION APPROVING AND ADOPTING THE**  
**2017-2018 OPERATING BUDGET**  
**AUTHORIZING EXPENDITURES AND APPROPRIATING FUNDS**

**WHEREAS**, the proposed budget of the Wisconsin Indianhead Technical College District has been formulated and presented at a public hearing at 8:30 a.m. at the WITC New Richmond Campus, New Richmond, Wisconsin on Monday, June 19, 2017.

**WHEREAS**, published notice of said budget was given as provided by law and which said notice included a summary of said budget.

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

1. That a 2017-18 budget in the total sum of \$79,093,234 reflecting the changes resulting from the additional facts and estimates referred to in the preamble as presented at the budget hearing be and the same is hereby approved, authorized and adopted as the budget for said district for the 2017-18 fiscal year, being July 1, 2017 to June 30, 2018.
2. That the sum of \$30,908,448 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "Instruction" and the sum of \$30,908,448 is hereby appropriated for such purpose.
3. That the sum of \$2,118,867 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "Instructional Resources," and the sum of \$2,118,867 is hereby appropriated for such purpose.
4. That the sum of \$16,663,500 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "Student Services" and the sum of \$16,663,500 is hereby appropriated for such purpose.

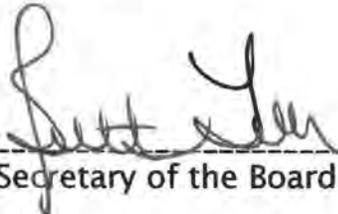
5. That the sum of \$8,725,701 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "General Institutional" and the sum of \$8,725,701 is hereby appropriated for such purpose.
6. That the sum of \$17,513,168 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "Physical Plant Purposes" and the sum of \$17,513,168 is hereby appropriated for such purpose.
7. That the sum of \$3,163,550 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "Auxiliary Services" and the sum of \$3,163,550 is hereby appropriated for such purpose.
8. That the sum of \$60,000 be and the same is hereby approved and authorized as the amount budgeted for the district activity as an operating transfer within the general fund-operating in the 2017-18 budget and the sum of \$60,000 is hereby approved for such purpose.
9. That within the sum payment of \$17,513,168 appropriated for "Physical Plant Purposes" is a separate sum in the amount of \$6,935,750 to cover the principle and interest payments on several promissory note issues and that the sum of \$6,935,750 is appropriated as part of the total physical plant appropriation.
10. That the attached position summary is hereby approved and that authority is hereby given the administration to proceed to recruit personnel for those positions.

Adopted and approved this 19<sup>th</sup> day of June, 2017.



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Chairperson of the Board

ATTEST:



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Secretary of the Board

## POSITION SUMMARY Board Approved

Position Type	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	Changes*	2017-18 Budget
President	1.0	1.0	1.0	1.0	1.0	1.0	-	1.0
Management	89.0	87.0	88.0	89.0	91.0	90.0	1.0	91.0
Instruction - Professional/Instructional	149.0	152.0	152.0	151.0	152.0	157.0	(7.0)	150.0
Professional/Support Services	21.0	22.0	22.0	23.0	22.0	19.0	(3.0)	16.0
Office & Technical Support	129.0	130.0	129.0	128.0	125.0	126.0	(11.0)	115.0
Custodial	22.0	23.0	23.0	23.0	22.0	22.0	-	22.0
<b>Total positions</b>	<b>411.0</b>	<b>415.0</b>	<b>415.0</b>	<b>415.0</b>	<b>413.0</b>	<b>415.0</b>	<b>(20.0)</b>	<b>395.0</b>

\*2017-2018 reflect adjustments to remove part-time as Board Approved Positions are defined as full-time medical/dental benefit eligible based on classification and contract.

Resignations/Terminations	Additions
<b>Management</b> Academic Affairs Divisional Dean - Rice Lake EMS Teaching Specialist - Ashland Fire Service Teaching Specialist - New Richmond Law Enforcement Training Specialist - New Richmond	<b>Management</b> Applications Specialist - Shell Lake Business Services Manager - Shell Lake Continuing Education Project Manager - New Richmond Continuing Education Project Coordinator - Rice Lake Manager of Enrollment Services - Ashland
<b>Instruction - Professional/Instructional</b> Accounting Instructor - Rice Lake Administrative Professional Instructor - Rice Lake Composite Technology Instructor - Superior Early Childhood Education Instructor - Ashland Mechatronics Instructor - WTCS Grant Medical Administrative Specialist Instructor - New Richmond Residential Construction Instructor - WTCS Grant	<b>Instruction - Professional/Instructional</b>
<b>Professional/Support Services</b> Career Specialist/Recruiter (PT) - Ashland Accommodation Specialist (PT) - New Richmond Career Specialist/Recruiter (PT) - Rice Lake	<b>Professional/Support Services</b>
<b>Office &amp; Technical Support</b> Admissions Advisor - Ashland Business Office Assistant - Shell Lake Business Office Technician - Shell Lake Campus Business Office Technician (PT) - Superior Campus Support Assistant (PT) - Rice Lake Career Prep Technician - Shell Lake Continuing Education Technician (PT) - Rice Lake Financial Aid Assistant (PT) - New Richmond Financial Aid Assistant (PT) - Rice Lake Information Center Staff - Superior Library Resource Center Technician (PT) - Ashland Library Resource Center Technician (PT) - Rice Lake Outreach Center Technician (PT) - Hayward Outreach Center Technician (PT) - Ladysmith Student Life Coordinator (PT) - New Richmond	<b>Office &amp; Technical Support</b> Academic Affairs Technician - Shell Lake Conference Center Technician - Shell Lake Continuing Education Technician - Rice Lake Student Life Coordinator/Admissions Advisor - Ashland
<b>Custodial</b>	<b>Custodial</b>