

Wisconsin Indianhead Technical College  
Board Proceedings  
November 17, 2014

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, November 17, 2014, at 8:30 a.m., at the WITC–Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, WI 54871.

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

Chairperson, Morrie Veilleux, called the meeting to order at 8:30 a.m. with the following Board members present: James Beistle, Chris Fitzgerald, Brett Gerber, Lorraine C. Laberee, Troy Lambert, Dave Minor, Jean Serum, and Morrie Veilleux. *Eileen Yeakley provided notice that she would not be in attendance at this meeting.*

The following WITC employees were in attendance during the meeting: Steve Decker, Kim Olson, Cher Vink, and John Will. WITC employees in attendance for a portion of the meeting were: Ellen Riely Hauser and Jennifer Kunselman.

**OPEN MEETING**

Kim Olson, Executive Assistant to the President and Board, read the following open–meeting statement: “The November 17, 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 November 14, 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 Lori Laberee, 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.

**MEETING MINUTES**

1. **Approval of the October 13, 2014, Regular Meeting Minutes**

Lori Laberee moved, seconded by Troy Lambert, to approve the October 13, 2014, meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. *The signed list of contracts and resolutions from last month's meeting were attached to the official minutes.*

**BUDGET CONSIDERATIONS REQUIRING BOARD ACTION**

1. **Budget Modification**

A summary of the following budget modification, which will be publicly noticed within 10 days following Board approval per Wisconsin Statute §65.90 (5), was provided for the Board's approval. A two-thirds majority of the full Board is required to approve a budget modification.

- A. **Debt Service Fund:** Mr. Decker recommended increasing the Debt Service Fund by \$25,000. The adjustment reflected a reallocation of budget dollars for the implementation of GASB 65 for FY15. Dave Minor moved, seconded by Chris Fitzgerald, to approve the recommended Debt Service Fund budget modification as presented. Upon a roll–call vote, all members present voted yes; motion carried (8–0).

## 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 Jean Serum, to approve the consent agenda. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

### 1. Personnel:

- A. **New Hire:** Alissa Deneen, Architectural Commercial Design Instructor; New Richmond; effective December 8, 2014; annual salary \$48,099.
- B. **Resignation:** Kelly Dunn, Financial Aid Advisor; Ashland; effective December 12, 2014.
- C. **Resignation:** Nancy Glynn, Associate Dean, Continuing Education; Rice Lake; effective December 30, 2014.
- D. **Resignation:** Mary Peters, Academic Affairs Technician; Shell Lake; effective November 30, 2014.
- E. **Resignation:** Timothy Wright, Aviation Composite Instructor; Superior Campus; effective January 2, 2015.
- F. **Resignation:** Lloyd Ziburski, Custodian; Superior Campus; effective May 15, 2015.

*President Will noted that there were a total of 62 years of service from those who resigned (retired). 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 October 31, 2014, was approved.

### 4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 203042 through 203757 and electronic transfer payments totaling \$5,709,736.22 were approved.

### 5. Bids/Purchases

- A. **Autofolding Machine – Superior:** The Board approved the purchase of an autofolding machine in the total amount of \$1,188 from OfficeMax of Itasca, IL, under the VALUE contract # VAL11020. The folding machine is a replacement for a broken machine. The machine is for the Superior Campus.
- B. **Point of Sale System – Rice Lake:** The Board approved the purchase of a point of sale system with three terminals in the total amount of \$29,882 from North Country Business Products of Plymouth, MN, under Bid# 15-98200-RL-POINTOFSALE. The equipment is for the foodservice department at the Rice Lake Campus.
- C. **Projector – Rice Lake:** The Board approved the purchase of a projector in the total amount of \$2,635 from Compview of St. Paul, MN. The projector was not on the original equipment list that was approved. The projector is for the Conference Center at the Rice Lake Campus.
- D. **Remodeling Change Orders – Rice Lake:** The Board approved Change Orders G07 and G08 by SDS Architects in the total amount of \$5,588 for Project #1328 at the Rice Lake Campus. These change orders include additional paving and removal of a split system cooling unit. A financial summary was provided for the Board's review.
- E. **Remodeling Change Orders – Shell Lake:** The Board approved Change Orders G05 and G06 by SDS Architects in the total amount of \$11,234 for Project #1407 at the Shell Lake Administrative Office. These change orders include paint and carpet in the Board Rooms and suspending data wires above ceiling. A financial summary was provided for the Board's review.

F. **Welding Equipment – Rice Lake:** The Board approved the purchase of welding equipment in the total amount of \$95,283 from Airgas of Eau Claire, WI, under Bid# 15-44200-RL-WELDEQUIP. The equipment was not on the original approved list and is funded by the welding expansion grant. The equipment is for the Welding Program at the Rice Lake Campus.

6. New Program Development – Gerontology Program Concept Review

The Board gave their approval for submission of the Concept Review for a two-year associate degree Gerontology program to the WTCS. Program development and implementation is being funded by the Advancing Careers and Training for Healthcare (ACT for Healthcare) TAACCCT IV grant awarded to colleges within the WTCS. The Concept Review will provide labor market data and projections, results of the needs assessment survey, and documentation of ad hoc advisory committee input and approval. The ad hoc advisory committee will provide input on the concept review, review results of the needs assessment survey, provide input on the curriculum, and identify opportunities for additional embedded programming within the Gerontology program. The anticipated start date for the program is the fall of 2015.

OTHER ITEMS REQUIRING BOARD ACTION

1. Approval of Career Advising Specialist Position

President Will requested approval to add a full-time Career Advising Specialist management position at the New Richmond Campus, effective November 24, 2014. The revised Position Summary page from the 2014-2015 Budget Book was provided. This is a grant-funded position. Jean Serum moved, seconded by Dave Minor, to approve the Career Advising Specialist position as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

INFORMATION REPORT

Student Satisfaction Inventory (SSI) Report

Jennifer Kunselman, Research and Data Coordinator, presented a brief summary of the Student Satisfaction Inventory (SSI) purpose and results to the Board. Ellen Riely Hauser, Vice President, Institutional Effectiveness, was also available for this presentation. A PowerPoint presentation and Executive Summary were provided for this report. A link to the *Student Satisfaction Inventory – 2014 Overview* was included in the Board book. Dave Minor moved, seconded by Brett Gerber, to receive the Student Satisfaction Inventory (SSI) Report as it related to the interpretation of the ENDS statement for the President's annual evaluation.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

A. 2014 ACCT Leadership Congress Update

Those in attendance at the ACCT Leadership Congress shared information and materials on the conference sessions they attended. Ms. Olson noted that she will post materials received from this conference in the "Board Only Resources" folder. Vernon Jung, from Moraine Park Technical College's Board, was reelected to the ACCT Board of Directors and will represent the central region.

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. Administration will clarify the National Legislative Summit schedule at the next meeting.

3. Monitoring Schedule Review and Updates

A. **Monitoring Schedule**

Time was reserved to review and update the *WITC Board Monitoring Schedule* as needed. Administration recommended adding the "Board Forward Meeting Planning" to the November activities section of the Board's Monitoring Schedule. There were no objections.

B. **2014 Board Forward Meeting Planning**

Time was reserved to finalize plans for the December 15, 2014, Board Forward meeting. President Will reviewed a draft of the Board Forward agenda that was provided in the Board book. Agenda topics will include information on environmental scanning, programming (retention through enrollment), and high school enrollment information. Approximately two hours will be reserved for the Board Forward meeting.

4. President's Updates:

Time was reserved for President Will to provide an update on the following items:

A. **October 14, 2014 Collegewide Inservice Update**

The Collegewide inservice PowerPoint and agenda were provided for the Board's information. Mr. Lambert was on a panel that was broadcast to our staff via IP video.

B. **Bayfield County Board Meeting Update**

President Will attended the Bayfield County Board meeting on Tuesday, October 28, 2014, in Washburn. It was a good meeting and the presentation went well. The PowerPoint was provided for the Board's information.

C. **Milwaukee Journal Sentinel Article Recognition**

An article entitled "Manufacturers Scramble to Fill Jobs, Struggle to Recruit Women" from the *Milwaukee Journal Sentinel* was shared with the Board. Two of WITC's graduates, Aleasha Hladilek (Welding) and Jennifer Bannink (Machine Tooling Technics), were highlighted in the article. This information was also in the *St. Paul Pioneer Press*.

5. Legislative Updates

President Will provided an update on the November 4, 2014, election results for the WITC District. Janet Bewley replaced Senator Jauch. Newly elected in our district were Beth Meyers, Representative for District 74; James Edming, Representative for District 87; Adam Jarchow, Representative for District 28; and Romaine Quinn, Representative for District 75. The rest of WITC's legislators were either reelected, unopposed, or did not need to run for reelection in November. President Will plans to meet with legislators before they are scheduled at future WITC Board meetings. It was suggested that President Will send his congratulations to the new and reelected officials.

6. Audited Annual Financial Statements Draft

Mr. Decker noted that the annual financial audit report for year ending June 30, 2014, will be presented by the College's financial auditing firm at the December 2014 Board meeting. In an effort to provide the Board information on the audit in draft format prior to the December meeting, the draft audit cover letter and the draft audited annual financial statements were provided at this meeting for the Board's review.

7. Federal Issues Update

Mr. Beistle updated the Board and administration on the Federal legislation issue as analyzed by the State System Office. Advocacy for Pell grants, plans for Senator Baldwin to introduce the CTE Opportunity Act, and information about a continuing resolution were noted. A copy of the Federal Issues Update was provided in the Board book.

8. Capital Equipment Purchases

- A. **Network Equipment – New Richmond:** A purchase was made of networking equipment in the total amount of \$25,708.50 from CDW–Government of Vernon Hills, IL, under contract# NJPA 11309–CDW. The equipment is for the IT Network Specialist program at the New Richmond Campus.
- B. **Network Equipment – Rice Lake:** A purchase was made of networking equipment in the total amount of \$9,405 from CDW–Government of Vernon Hills, IL, under contract # NJPA 11309–CDW. The equipment is for the IT Network Specialist program at the Rice Lake Campus.
- C. **Laptops – Superior:** A purchase was made of laptops in the total amount of \$8,740 from Paragon Development Systems (PDS) of Oconomowoc, WI, under the Department of Administration (DOA) contract # 15–20453–106. The laptops are for the Industrial Maintenance Technician program at the Superior 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 that is scheduled on Monday, December 15, 2014, beginning 8:30 a.m., at the WITC–Rice Lake Campus. The Board Forward meeting will follow the regular meeting luncheon from approximately 1 – 3 p.m. 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, December 15, 2014, 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 Board Chair before Wednesday, November 26, 2014. This request does not obligate the Board Chair to include these items on the agenda. The Board Chair will notify administration of agenda items before the Board book is prepared and copied.*

MEETING EVALUATION

PLUS +	DELTA ^
+ Congratulations to staff on continued success revealed in the SSI report	^
+ President Will’s leadership and seamless transition	^
+ Appreciation for Kim Olson’s organization and expertise is very helpful	^
+ Great meeting!	
+ Thanks for the tour, great job!	
+ SSI information	

Jean Serum moved, seconded by James Beistle, to adjourn the meeting at 10:18 a.m.

Respectfully submitted,

Lorraine Laberee  
Board Secretary

ko

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

10/30/2014  
3:43:30 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 +/-
223	Superior Lidgerwood Mundy, Corporation	Superior Lidgerwood Mundy	Off	1,382.00	785.00	250.00	1,035.00	348.00
	Welding instructor to assist company in developing Welding Procedure Specifications.							
390	Rice Lake Police Department	Rice Lake Police Department Pistol Range	Off	222.00	83.00	31.00	113.00	110.00
	Customize instruction with Tom Vande Berg for a simunitions training course. Each officer will do a 1 hour training session with 3 scenarios to complete. There will be three (1) hour sessions with 4-6 officers per session.							
391	Barron County Sheriff Department	Rice Lake Pistol Range	Off	633.00	523.00	191.00	713.00	(81.00)
	This will be a customized instruction DOJ handgun and rifle qualifications course with Tom Vande Berg. Each officer will attend (1) three hour training session. They will be doing the Department of Justice qualifications course for handgun using 75 rounds and rifle using 50 rounds. There will be six training sessions over the two days. There will be approximately 5 officers training in each session.							
392	Burkwood Treatment Center	Burkwood Treatment Center - Hudson	Off	938.00	537.00	106.00	643.00	296.00
	Provide a CBRF Fire Safety class and CBRF Standard Precautions class to employees.							
393	Ashland Fire Department	Ashland Fire Department, Ashland, WI	Off	12,903.00	10,664.00	3,494.00	14,157.00	(1,254.00)
	Up to 24 Ashland Fire Department employees will receive 66 hours of Paramedic Refresher 47-531-460 training. Three classes each 66 hours in length will be offered (198 hours of instruction): 8 per shift x 3 shifts for a total of 24 participants.							

394	Peter Christensen Health Center	Peter Christiansen Health Center, Lac du Flambeau	Off	4,372.00	2,361.00	565.00	2,926.00	1,447.00
	Employees of Peter Christensen Health Center will receive two PALS courses (Pediatric Advanced Life Support). A total of 32 instructional hours will be provided (two, 16 hours classes).							
395	Greenwood Middle/High School	Greenwood High School	Off	260.00	-	-	260.00	-
	Transcripted Credit Course -1 student enrolled in the following courses: 1 credit, 10103146 MS Word A and 1 credit, 10103147 MS Word B.							
396	Grantsburg School District	Grantsburg High School	Off	7,560.00	-	-	7,560.00	-
	Transcripted credit coursework at Grantsburg High School. 19 students enrolled in 3 cr. 10114125 Personal Finance.							
397	Hayward High School	Hayward High School	Off	12,594.00	-	-	12,594.00	-
	Transcripted credit coursework at Hayward High School.							
398	Somerset High School	Somerset High School	Off	7,162.00	-	-	7,162.00	-
	Transcripted credit coursework at Somerset High School. 16 students enrolled in 1 credit 10103151 MS Excel A and 20 students enrolled in 10101176 Financial Accounting 1A.							
399	Cumberland School District	Cumberland High School	Off	13,523.00	-	-	13,523.00	-
	Transcripted credit coursework at Cumberland High School. 20 students in 3 cr. 10114125 Personal Finance; 5 students in 2 cr. 31091348 Dairy Cattle Management; 12 students in 3 credit, 10105100 Intro to Business.							
400	Northwood School District	Northwood	Off	9,576.00	-	-	9,576.00	-
	Transcripted credit coursework at Northwood School. 19 students enrolled in 3 credit, 10114125 Personal Finance and 9 students enrolled in 2 credit, 10101176 Financial Accounting 1A.							
401	Shell Lake School District	Shell Lake High School	Off	2,309.00	-	-	2,309.00	-
	Transcripted credit instruction at Shell Lake High School. 9 students enrolled in 2 credit, 32801361 Applied Communications 1.							
402	Kestrel Aircraft Company	WITC Superior	On	1,256.00	684.00	297.00	981.00	276.00

EXCHANGE OF SERVICES CONTRACT-DO NOT INVOICE. Employees of Kestrel Aircraft will be working in the Composites Technician Laboratory alongside WITC students.

403	Bad River Housing Authority	Bad River Housing Facility	Off	709.00	586.00	190.00	776.00	(67.00)
	ASHI CPR/AED & First Aid							
404	Glenhaven Care Center	Glenwood City	Off	210.00	97.00	36.00	133.00	78.00
	CPR training							
405	St. Croix Central High School	St. Croix Central High School	Off	11,908.00	-	-	11,908.00	-
	Transcripted credit instruction at St. Croix Central High School. 8 students enrolled in 4 credit, 10101101 Financial Accounting 1 and 20 students enrolled in both 2 cr. 10106110 Document Formatting and 1 cr. 10103146 MS Word A.							
406	Hudson School District	Hudson High School	Off	4,505.00	-	-	4,505.00	-
	Transcripted credit classes at Hudson High School. These are only 2 of the classes that are offered this year. 2 students enrolled in 2 credit, 32420306 Machine Shop Theory 1 and 11 students enrolled in 2 credit 32442307 Welding for Mechanics.							
407	Flater Plumbing and Heating Inc.	Rice Lake	On	1,187.00	942.00	-	942.00	245.00
	Three employees of Flater Plumbing will receive 24 hours of MSHA New Miner Training.							
408	Lester Buildings, LLC	WITC- Rice Lake	On	3,446.00	1,667.00	473.00	2,139.00	1,307.00
	Nine employees of Lester Buildings, LLC will receive 24 hours MSHA Part 46 New Miner training.							
409	Rice Lake Glass and Door Co., Inc.	WITC- Rice Lake	On	2,459.00	1,131.00	292.00	1,423.00	1,037.00
	Employees of Rice Lake Glass and Door will receive 24 hours MSHA New Miner Training.							
410	Solon Springs School District	Solon Springs School	Off	488.00	404.00	100.00	503.00	(15.00)
	Employees of Solon Springs School District will receive American Safety & Health Institute CPR Adult, Child, and Infant instruction. Upon successful completion, participants will receive documentation							
411	Bad River Lodge & Casino	Bad River Casino	Off	828.00	663.00	190.00	853.00	(26.00)
	ASHI CPR/AED & First Aid Recert							



412	LCO HEALTH CARE CENTER	LCO Health Care Center - LCO	Off	539.00	446.00	142.00	587.00	(48.00)
	Provide CPR for Healthcare recertification to employees.							
413	Core Products	Core Products - Chetek	Off	859.00	458.00	121.00	579.00	280.00
	Provide Heartsaver 1st Aid and Adult CPR & AED to employees.							
414	Indianhead Community Action Agency	Indianhead Community Action Agency-Ladysmith	Off	3,198.00	2,665.00	773.00	3,438.00	(240.00)
	Indianhead Community Action Agency employees will receive nursing assistant instruction and skills check-off.							
415	LCO Headstart	LCO Headstart - LCO	Off	469.00	387.00	124.00	511.00	(43.00)
	Provide Pediatric Medic First aid and recert class to employees.							
416	Burkwood Treatment Center	Burkwood Treatment Center - Hudson	Off	1,641.00	886.00	212.00	1,098.00	543.00
	Provide CBRF Medication class to employees.							
417	Bayfield School District	Bayfield School	Off	543.00	449.00	142.00	543.00	-
	CPR/AED and First Aid ASHI							



Board Secretary

11-17-14

Date

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

\* indicates an amended contract