

Wisconsin Indianhead Technical College
Board Proceedings
June 17, 2019

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, June 17, 2019, at 8:30 a.m., at the WITC-Rice Lake Campus, located at 1900 College Drive, Rice Lake, WI 54868.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Secretary Brett Gerber called the meeting to order at 8:30 a.m. with the following Board members present: James Beistle, Carol De Young, Chris Fitzgerald, Brett Gerber, Janelle Gruetzmacher, and Lorraine C. Laberee. A quorum was established. Josh Robinson arrived at 8:46 a.m. Andy Albarado and Troy Lambert provided notice that they would not be in attendance at this meeting.

The following WITC employees were in attendance during the meeting: Steve Decker, Kim Olson, and John Will. Anita Hacker was in attendance for a portion of the meeting. Layla Merrifield was also present during a portion of this meeting.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The June 17, 2019, 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 14, 2019, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

APPROVAL OF AGENDA

Secretary Gerber reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology.

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

AUDIENCE RECOGNITION ANNOUNCEMENT

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

BUDGET HEARING

Time was reserved for the budget hearing per Wisconsin Statute §65.90. This hearing began at 8:31 a.m. and was open to the public in order to answer any questions. With no members of the public present at the budget hearing, Mr. Decker summarized the proposed 2019-2020 tentative operating 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. A link to the Budget book for Fiscal Year 2019-2020 and a PowerPoint were also provided for the Board's information.

Mr. Decker recognized Ms. Hacker for her work on the budget. President Will noted that the College maintained Moody's Aaa rating.

Board Secretary Gerber closed the Budget hearing at 8:46 a.m. The budget will be considered for approval under the "Other Items Requiring Board Action" section of the agenda.

Mr. Robinson arrived at 8:46 a.m.

EXECUTIVE SESSION

Vice Chair, 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) for the purpose of considering Bargaining Environment and Strategies, Performance Evaluations and Considering Approval of 2019-2020 Compensation of Non-Represented Employees, Considering Approval of Select Employees' Compensation Eligibility, President's Annual Performance Evaluation, and Considering Approval of the President's 2019-2020 Compensation and Contract.

Brett Gerber moved, seconded by Chris Fitzgerald, to convene into Executive Session in accordance with Wisconsin Statutes §19.85(1)(c)(e)(f) for the purposes noted in the preceding paragraph. Vice Chair Robinson announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

Vice Chair Robinson, called the executive session to order at 8:47 a.m. with the following Board members present: James Beistle, Carol De Young, Chris Fitzgerald, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, and Josh Robinson. Andy Albarado and Troy Lambert provided notice that they would not be in attendance at this meeting.

The following WITC employees were in attendance during executive session: Steve Decker, Kim Olson, and John Will.

1. Approval of the May 20, 2019, Executive Meeting Minutes

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

Mr. Decker and Ms. Olson were excused at 9:28 a.m. President Will was excused at 9:45 a.m. and returned to the meeting at 10:59 a.m.

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".

James Beistle 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 (7-0) and the executive session adjourned at 11:02 a.m.

OPEN SESSION RECONVENED

Mr. Decker and Ms. Olson returned to the meeting at 11:03 a.m.

MEETING MINUTES

1. Approval of the May 20, 2019, Regular Meeting Minutes

Chris Fitzgerald moved, seconded by Brett Gerber, 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 May meeting were attached to the official minutes.

CONSENT AGENDA

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

Brett Gerber moved, seconded by James Beistle, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

1. Personnel:

- A. **New Hire:** Jasmin Burt, Scheduling Technician; Support and Technical Personnel; \$19.00/hour; Superior, effective June 3, 2019. *Note: Ms. Burt is currently Continuing Education Technician at the Superior Campus.*
- B. **New Hire:** John DuBois, Criminal Justice Studies Instructor; Faculty; annual salary \$60,880; Rice Lake, effective July 1, 2019.
- C. **New Hire:** Cody Hiben, Welding Instructor; Faculty; annual salary \$56,665; New Richmond, effective July 1, 2019.
- D. **New Hire:** Leah Holst, Human Resources Management/Leadership Development Instructor; Faculty; annual salary \$58,940; Rice Lake, effective July 1, 2019.
- E. **New Hire:** Anthony Howe, General Studies – Communications Instructor; Faculty; annual salary \$60,880; New Richmond, effective July 1, 2019.
- F. **New Hire:** Nicolle Kruger, Student Affairs Technician; Support and Technical Personnel; \$16.95/hour; Superior, effective May 27, 2019. *Note: Ms. Kruger is currently Student Services Assistant at the Superior Campus.*
- G. **New Hire:** Tim McRaith, Director, Academic Support; Management; annual salary \$83,587; Rice Lake, effective July 8, 2019. *Note: Mr. McRaith is currently a General Studies-Communications Instructor at the Rice Lake Campus.*
- H. **New Hire:** Donald Pashby, Academic Support Instructor; Faculty; annual salary \$60,880; Rice Lake, effective July 1, 2019.
- I. **New Hire:** Tina Pocernich, Campus Solutions Assistant; Support and Technical Personnel; \$21.32/hour; Shell Lake, effective July 1, 2019. *Note: Ms. Pocernich is currently a Research Technician at the Shell Lake Administrative Office.*
- J. **New Hire:** Elizabeth Schmidt, Accounting Instructor; Faculty; annual salary \$60,880, New Richmond; effective July 1, 2019.
- K. **New Hire:** Nicole Wagner, Health Science Instructor; Faculty; annual salary \$60,880; New Richmond, effective July 1, 2019.
- L. **Resignation:** Tracee Bishop, Applications Developer; New Richmond, effective June 14, 2019.
- M. **Resignation:** Jasmin Burt, Continuing Education Technician, Superior, effective June 2, 2019.
- N. **Resignation:** Daniel Cooper, Commercial Driver's License Teaching Specialist; Rice Lake, effective October 21, 2019. *Note: Administration recommends waiving the six-month notification requirement.*
- O. **Resignation:** Charlie Glazman, Associate Dean of Workforce & Community Development, Superior, effective December 31, 2019.
- P. **Resignation:** Nicolle Kruger, Student Services Assistant, Superior, effective May 26, 2019.
- Q. **Resignation:** Tim McRaith, General Studies-Communications Instructor, Rice Lake, effective July 7, 2019.
- R. **Resignation:** Jamie Nelson, Annual Giving Specialist, New Richmond, effective June 3, 2019.
- S. **Resignation:** Cheryl Pich, Financial Aid Advisor, Rice Lake, effective February 4, 2020.
- T. **Resignation:** Tina Pocernich, Research Technician, Shell Lake, effective June 30, 2019.
- U. **Resignation:** Alicia Strong, Associate Degree Nursing Instructor; Rice Lake, effective June 30, 2019.

President Will noted that there were a total of 72.5 years of service from those who resigned (will retire/leave the College); Ms. Bishop served 15.5 years, Mr. Cooper served 15 years, Mr. Glazman served 18 years, Ms. Nelson served 1 year, Ms. Pich served 18 years, and Ms. Strong served 5 years. The Board expressed its appreciation for this service to the College.

2. Contracts

The contract listings for FY19 and FY20 were approved (see attached lists).

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 244362 through 244974 and electronic transfer payments totaling \$5,675,670.10 were approved.

5. Bids/Purchases

A. **Help Desk Software - Collegewide:** The Board gave approval of a help desk ticketing management software in the total amount of \$84,672 from Happy Fox, Inc. of Irvine, CA, under RFP #19-96100-CW-HELPDESK. The agreement is for an initial 3-year contract with up to four 1-year renewals. The help desk software will service the entire college.

B. **Address Verification Software - Collegewide:** The Board gave approval of a real-time address verification software in the total amount of \$80,276 from Runner Enterprise Data Quality of Boca Raton, FL, under RFP #19-96100-CW-ADDRESSVERIFICATION. The agreement is for an initial 3-year contract with up to four 1-year renewals. The address verification software will service the entire college for PeopleSoft and Salesforce.

C. **Fire Engine - New Richmond:** The Board gave approval of a fire engine in the total amount of \$242,506 from Fire Apparatus & Equipment, Inc. of Appleton, WI, under RFP #19-50300-NR-FIREENGINE. The total amount included \$234,884 for the fire engine and \$7,622 for the option to upgrade to high right side compartments. The fire engine is for the Fire Training Program in New Richmond.

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. **Considering Approval of 2019-2020 Faculty Union Tentative Agreement, (Local 395, AFT-Wisconsin, AFL-CIO)**

Board approval was requested for the faculty union one-year collective bargaining tentative agreement.

Chris Fitzgerald moved, seconded by Janelle Gruetzmacher, to approve the 2019-2020 Faculty Union Tentative Agreement, (Local 395, AFT-Wisconsin, AFL-CIO), with additional discretionary adjustments for employees with successful completion of onboarding and skill-building professional development plans. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

B. **Considering Approval of 2019-2020 Office and Technical Support (OTS) Union Tentative Agreement, (Local 395, AFT-Wisconsin, AFL-CIO)**

Board approval was requested for the OTS union one-year collective bargaining tentative agreement.

James Beistle moved, seconded by Brett Gerber, to approve the 2019-2020 Office and Technical Support (OTS) Union Tentative Agreement, (Local 395, AFT-Wisconsin, AFL-CIO), with additional discretionary adjustments for employees with successful completion of onboarding and skill-building professional development plans. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

C. **Considering Approval of 2019-2020 Compensation for Non-Represented Employees**

Board approval was requested for non-represented employees (Managers, Custodians, Vice Presidents, and President) compensation.

Lori Laberee moved, seconded by Brett Gerber, to approve the 2019-2020 Compensation for Non-Represented Employees at a schedule increase of 1.065% for all non-represented groups, and discretionary adjustments based on performance as follows:

- A 1.375% increase over the base year for all employees in good standing as determined by administration.
- Additional schedule adjustments for employees for successful completion of onboarding and skill-building professional development plans.
- For the President's contract, an increase of 2.44% on salary, and adjustments on the vehicle allowance and memberships.

Upon a roll-call vote, all members present voted yes; motion carried (7-0).

2. Approval of Resolution 19-14, 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 as approval of the resolution helps the administration safeguard the College's funds by providing a diverse range of depositories. Resolution 19-14 (attached) and a Public Depository Listing (attached) were provided for the Board.

Lori Laberee moved, seconded by Chris Fitzgerald, to approve Resolution 19-14, Bank Depositories as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

3. Approval of 2019-2020 Operating Budget:

Mr. Decker reviewed the proposed 2019-2020 operating budget with the Board. The 2019-2020 Budget book was provided as a reference for the Board.

A. **Approval of Resolution 19-15, Reservation of Fund Balance**

Resolution 19-15 (attached) was provided for the Board's review and approval.

Chris Fitzgerald moved, seconded by Janelle Gruetzmacher, to approve Resolution 19-15, Reservation of Fund Balance as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

B. **Approval of Resolution 19-16, Approval and Adoption of the 2019-2020 Operating Budget Authorizing Expenditures and Appropriating Funds (Authorization of Annual Budget)**

Resolution 19-16 (attached) and a position summary were provided for the Board's review and approval.

Brett Gerber moved, seconded by Chris Fitzgerald, to approve Resolution 19-16, Approval and Adoption of the 2019-2020 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 (7-0).

4. Approval of Affirmative Action/Equal Opportunity Five-Year Plan (2019-2024)

Mr. Decker presented the WITC Affirmative Action/Equal Opportunity Five-Year Plan (2019-2024) for the Board's approval. A copy of the Plan was provided.

Lori Laberee moved, seconded by Carol De Young, to approve the Affirmative Action/Equal Opportunity Five-Year Plan (2019-2024) as presented. Upon a unanimous vote of all members present, motion carried.

Mr. Fitzgerald was excused at 11:15 a.m.

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 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 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. Administration recommended moving the Affirmative Action/Equal Opportunity Five-Year Plan from December 2019 to June 2019 as an action item. There were no objections.

4. President's Updates:

A. Upcoming Events Schedule

Time was reserved for President Will to share upcoming event information located on the WITC website.

B. Enrollment Update

President Will provided a brief update on the most recent information related to the College's enrollment of new program students. A Plan Enrollment Funnel report was provided for the Board's information.

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

The requirements and travel expectations were reviewed for Administrative Policy D-602. Mr. Decker noted that there are 101 TID districts.

D. Technology Update

President Will provided a technology update requesting that Board members change their passwords to 13 characters.

5. Legislative Updates

Time was reserved for legislative updates; however, there were none. District legislators have an open invitation to attend WITC Board meetings to provide legislative updates.

6. 2019 Distinguished Alumni Award Call for Nomination and Approval

The District Boards Association is looking for a nomination for an extraordinary graduate of a Wisconsin Technical College for the 2019 Distinguished Alumni Award. President Will provided a nomination recommendation for the Board's consideration and approval. WITC's nomination is due by August 1, 2019. The award will be given out at the Fall Association meeting.

Lori Laberee moved, seconded by James Beistle, to nominate Jeff Engelbretson as recommended for the 2019 Distinguished Alumni Award. Upon a unanimous vote of all

members present, motion carried. Ms. Olson will submit the nomination on behalf of the Board.

7. Student Updates and News

This is a placeholder for student updates and College news items:

A. **WITC Event Offers Exclusive Look at High-Demand Industry**

WITC-Rice Lake invited the public to get an exclusive look at the multitude of opportunities available in technology and industry-related careers. The campus hosted the second annual Technology and Industry Expo and Open House on Friday, May 10, 2019. Attendees were able to meet with area business and industry leaders who were showcasing their products and services. The campus also hosted over 200 high school students on this day for the Northwest Wisconsin Welding Competition. A *Cumberland Advocate* article was provided.

B. **WITC House Showcased on May 16, 2019**

Every year, WITC's second-year construction and cabinetmaking students get to implement the skills acquired in the classroom to a real-world scenario. The students, with guidance from their instructors, build a house from the ground up. WITC invited the public to celebrate the students' and instructors' hard work and the completion of their capstone project at an Open House event on May 16, 2019. A *Rice Lake Chronotype* article was provided.

C. **Students Receive WITC Diploma Before High School Graduation**

Seven Siren High School students enrolled in the first WITC Financial Services Customer Representative Dual Enrollment Academy held at Siren High School earned a technical diploma before high school graduation. The academy consisted of six dual-credit courses taught by high school instructor Renae Peterson and one capstone class taught by WITC instructor Hugh Harris via distance learning. A *Frederic, Inter-County Leader* article was provided.

Ms. Gruetzmacher thanked WITC for the dual enrollment program. Mr. Robinson thanked President Will for sending a WITC team of 5 top-notch people to the Frederic High School to give them feedback on their TechEd layout and design. Frederic High School is going to take a group to WITC-New Richmond to look at the TechEd area.

D. **WITC Holds Commencement Exercises**

WITC conducted its annual reception and commencement exercises on Friday, May 17, 2019. A *New Richmond News* article was provided.

INFORMATION REPORTS

1. Wisconsin Technical College District Boards Association Update

Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association (DBA), provided an update on the July DBA meeting to be held in Rice Lake, shared some of the topics for the fall DBA legal issues meeting in Waukesha, and gave an advocacy update on state budget items that included dual enrollment language changes and financial aid waiting lists. She has also been working on issues related to transfer. President Will is on a President's Association task force that will look at issues surrounding transfer agreements over this next year. A handout was provided at the meeting. There was time for questions and answers after the update.

Mr. Robinson thanked Ms. Merrifield for her advocacy.

2. Strategic Plan Progress Report

President Will provided a progress report on the 2018-2021 Strategic Plan. A 2018-2021 Strategic Plan Executive Summary was provided for the Board. He highlighted Program Implementation as it related to Veterinary Technician program metrics. He also highlighted the Market Research RFP information in the report. Acceptance of the report was requested at the meeting.

Lori Laberee moved, seconded by James Beistle, to accept the Strategic Plan Progress 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.

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 8, 2019, 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).

A 2019-2020 Board Meeting Schedule (draft) was provided for the Board's review. Suggested meeting dates were reviewed and a revised schedule will be brought back to the July organizational meeting for final approval.

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, June 20, 2019**. 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.*

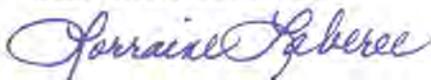
MEETING EVALUATION

PLUS +/DELTA ^

- + Kudos to WITC's Finance department on the budget materials/presentation
- + President's evaluation
- + Affirmative Action/Equal Opportunity Five-Year Plan
- ^ None

James Beistle moved, seconded by Carol De Young, to adjourn the meeting at 11:59 a.m.

Respectfully submitted,



Board Secretary

ko

Note: A Board luncheon was provided; however, no action was taken.

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2019

6/1/19
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
Approval Date: April 2019 (3 records)												
719543	Essential Safety Fundamentals Four participants will receive MSHA instruction. Upon successful completion, participant will receive documentation.	WITC Superior	On	\$ 443.00	\$ -		\$ -		\$ -		\$ -	\$ 443.00
719548	LCO Head Start Pediatric Medic First Aid class	LCO Headstart	Off	\$ 830.00	\$ 338.80		\$ 118.78		\$ 103.32		\$ 560.90	\$ 269.10
719532	Christian Community Homes CBRF Medication Class	Christian Community Homes Hudson	Off	\$ 1,802.00	\$ 532.40		\$ 186.66		\$ 286.10		\$ 1,005.16	\$ 796.84
Approval Date: May 2019 (10 records)												
719551	Essential Safety Fundamentals Dual credit class for Hayward High School. 8 students enrolled in Personal Finance (10114125) for 3 credits.	WITC Superior	Off	\$ 3,320.00	\$ -		\$ -		\$ 3,320.00		\$ 3,320.00	\$ -
719550	Midwest Energy Resources Co Dual credit class for Amery High School. 3 students enrolled in Business Law (10105125) for 3 credits.	WITC Superior	Off	\$ 1,245.00	\$ -		\$ -		\$ 1,245.00		\$ 1,245.00	\$ -
719555	Town of Barnes Up to 24 participants will receive American Safety & Health Institute Basic First Aid instruction. Upon successful completion, participants will receive documentation. This service agreement cost would increase if more than 24 students participated.	Barnes Town Hall	Off	\$ 538.00	\$ -		\$ -		\$ 400.00		\$ 400.00	\$ 138.00
719554	Rice Lake School District Dual credit classes for Rice Lake High School. 10 students enrolled in Business Law (10105125) for 3 credits, 17 students enrolled in MS Word A (10103146) for 1 credit, and 17 students enrolled in MS Word B (10103147) for 1 credit.	Rice Lake High School	Off	\$ 8,978.00	\$ -		\$ -		\$ 8,978.00		\$ 8,978.00	\$ -
719556	Frederic High School Dual credit class for Frederic High School. 8 students enrolled in Financial Accounting 1A (10101176) for 2 credits.	Frederic High School	Off	\$ 2,224.00	\$ -		\$ -		\$ 2,224.00		\$ 2,224.00	\$ -
719549	Mc Cain Foods USA Inc Up to 25 employees for McCain Foods will receive 24 hours of training in Hazardous Materials.	McCain Foods	Off	\$ 3,120.00	\$ 1,161.60		\$ 407.26		\$ -		\$ 1,568.86	\$ 1,551.14
719557	Ashland High School Dual credit class for Ashland High School. 1 student enrolled in MS Word A (10103146) for 1 credit, 13 students enrolled in Personal Finance (10114125) for 3 credits, 6 students enrolled in Financial Accounting 1A (10101176) for 2 credits, and 1 student enrolled Financial Accounting 1B for 2 credits.	Ashland High School	Off	\$ 7,485.00	\$ -		\$ -		\$ 7,485.00		\$ 7,485.00	\$ -
719558	Christian Community Homes Provide CBRF Fire Safety class and CBRF 1st aid class.	Christian Community Homes Hudson	Off	\$ 1,520.00	\$ 387.20		\$ 135.75		\$ 368.53		\$ 891.48	\$ 628.52
719553	Spooner School District Dual credit class for Spooner High School. 1 student enrolled in IT Essentials (10501139) for 2 credits.	Spooner High School	Off	\$ 280.00	\$ -		\$ -		\$ 280.00		\$ 280.00	\$ -
719552	Siren School District	Siren High School	Off	\$ 710.00	\$ -		\$ -		\$ 710.00		\$ 710.00	\$ -

Dual credit classes for Siren High School. 3 students enrolled in MS Excel A (10103151) for 1 credit, and 2 students enrolled in MS Excel B (10103152) for 1 credit.

Grand Totals (13 records)

****End of Report ****

*indicates an amended contract


A handwritten signature in blue ink, appearing to read "Scott", is written over a horizontal line. The signature is stylized and cursive.

Board Secretary

6-17-19

Date

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2020

6/1/19
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%

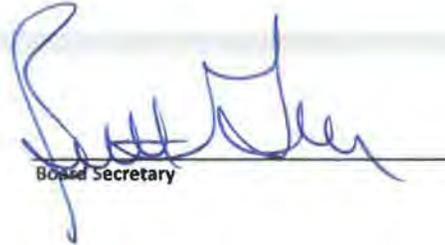
Contract Number	Account Name	Location of Training	On/Off	*-----ESTIMATED-----*					Full Cost	Difference
				Contract Revenue	Est.Salary/Fringe	+	Indirect Cost	+		
Approval Date: May 2019 (19 records)										
720315	Osceola EMS Two hours of Practical Skills Review on the second Thursday of every month starting June 13th 2020 and ending May 14th 2020.	Location Varies	Off	\$ 2,170.00	\$ 1,284.80	\$	469.85	\$ -	\$ 1,754.65	\$ 415.35
720310	Core Products ASHI Adult & Child CPR/AED & 1st aid	Core Products Chetek	Off	\$ 1,418.00	\$ 429.00	\$	156.89	\$ 261.78	\$ 847.67	\$ 570.33
720314	Husky Energy Inc Employees of Husky Energy will receive basic driver operator instruction. Upon successful completion, participants will receive documentation	Husky Energy	Off	\$ 4,500.00	\$ 1,742.40	\$	637.20	\$ -	\$ 2,379.60	\$ 2,120.40
720320	Ladysmith High School Up to 16 students will attend 120 hours of CNA training at Ladysmith High School.	Ladysmith High School	Off	\$ 8,580.00	\$ -	\$	-	\$ -	\$ -	\$ 8,580.00
720313	Schaffer Manufacturing Fast Forward Revision for Supervisory Training. WITC will be providing two cohorts of training one for beginners and one for advanced supervision and leadership. Each cohort will have 8 to 11 students in attendance.	Milltown	Off	\$ 6,556.00	\$ 2,750.00	\$	1,005.68	\$ 235.00	\$ 3,990.68	\$ 2,565.32
720303	Grantsburg Senior High School -	Grantsburg	Off	\$ 1,381.00	\$ 96.80	\$	35.40	\$ 321.30	\$ 453.50	\$ 927.50
720304	Loparex LLC 4 sessions of Active Shooter Training for up to 190 employees of Loparex. Each session is an hour each.	Hammond	Off	\$ 2,799.00	\$ 242.00	\$	88.50	\$ -	\$ 330.50	\$ 2,468.50
720307	Northern Clearing Inc Employees of Northern Clearing will receive Safety Training, EMS Training, and Arborist & Vegetation Safety Training.		Off	\$ 4,134.00	\$ -	\$	-	\$ -	\$ -	\$ 4,134.00
720318	Lakeview Dental Clinic CPR for Healthcare recert	Lakeview Dental	Off	\$ 669.00	\$ 193.60	\$	70.80	\$ 64.20	\$ 328.60	\$ 340.40
720305	Webster High School 3 students from Webster High School will take the July Nursing Assistant Course. Contract includes tuition, rates, and fees for the students.	Grantsburg	Off	\$ 2,071.00	\$ 145.20	\$	53.10	\$ 496.00	\$ 694.30	\$ 1,376.70
720302	Siren School District 4 students from Siren High School will take the Nursing Assistant course starting in June. Contract covers tuition, books, and fees.	Grantsburg	Off	\$ 2,761.00	\$ 193.60	\$	70.80	\$ 368.53	\$ 662.00	\$ 2,099.00
720319	Turtle Lake High School Up to 8 students from Turtle High School will receive 120 hours of training in the Certified Nursing Assistant program. Class is scheduled for 8AM-3PM June 10-June 20, and 8AM-1PM on June 21. Clinical sessions are scheduled for 1PM-3PM on June 21 followed by 7 hour sessions June 24-June 28. July 1 will include 8 hours of clinical. July 2 is scheduled as a test day. July 3 is scheduled as a make-up day.	Turtle Lake High School	Off	\$ 4,926.00	\$ -	\$	-	\$ 617.00	\$ 617.00	\$ 4,309.00
720308	Northwire Nwi Lab360	Osceola	Off	\$ 803.00	\$ 242.00	\$	88.50	\$ 94.60	\$ 425.10	\$ 377.90

	ASHI First Aid/CPR/AED Renewal for 7 staff members and up to 5 staff for ASHI First Aid/CPR/AED.								
720317	Louisiana-Pacific Corp	LP Corp Hayward	Off	\$ 2,097.00	\$ -	\$ -	\$ 1,612.50	\$ 1,612.50	\$ 484.50
	Up to 20 LP Employees will receive leadership safety training.								
720316	Quanex-Homesield LLC	Quanex	Off	\$ 2,449.00	\$ 677.60	\$ 247.80	\$ 306.00	\$ 1,231.40	\$ 1,217.60
	2 ASHI Adult/Child CPR & 1st aid class & 2 Bloodborne Pathogens class								
720311	Northwest WI Workforce Investment Board	WITC Ashland	On	\$ 15,000.00	\$ 5,808.00	\$ 2,553.20	\$ -	\$ 8,361.20	\$ 6,638.80
	Clients of NWWIB/NWCEP will receive Early Childcare Education classes in: Introduction to Child Care Profession, Fundamentals of Infant & Toddler Care, Skills & Strategies for Child Care Teacher, and Pediatric Medic First Aid/CPR. Upon successful completion, participants will receive a Certificate of Continuing Education.								
720309	Christian Community Homes	Christian Community Homes Hudson	Off	\$ 2,068.00	\$ 532.40	\$ 194.70	\$ 346.80	\$ 1,073.90	\$ 994.10
	CBRF Medication class								
720306	Swanstrom Tools USA Inc	WITC Superior	On	\$ 2,500.00	\$ 1,232.00	\$ 541.59	\$ -	\$ 1,773.59	\$ 726.41
	Up to 10 employees of Swanstrom Tools USA will receive instruction in Office 2019 software including Excel, Outlook, Word, PDF Reader, and Windows 10/Network Drive.								
720312	Workforce Resource - Menomonie	Siren	Off	\$ 7,604.00	\$ 158.40	\$ 57.93	\$ 2,943.00	\$ 3,159.33	\$ 4,444.67
	Up to 12 students will receive training in Hospitality Applications and ServSafe. Students who successfully complete the training will receive 2 credits in Hospitality Applications and a ServSafe credential. Note price will increase if more students are added. Max class size is 16.								

Grand Totals (19 records)

****End of Report ***

*indicates an amended contract



Board Secretary

6-17-19
Date

RESOLUTION 19-14

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

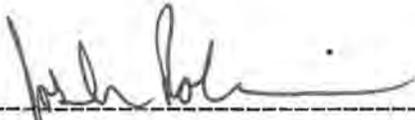
BE IT FURTHER RESOLVED for funds to be deposited and invested under Chapter 34 of Wisconsin Statute (Public Deposits), which provides a limit of \$400,000 of coverage in any public depository. In addition to the financial institution's Federal Deposit Insurance Corporation insurance of \$250,000 a depository 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 17, 2019.

Adopted and approved this 17th day of June, 2019.

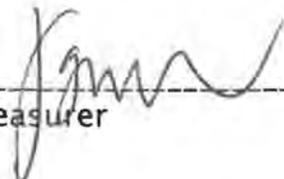
Attest:



Chairperson



Secretary



Treasurer

RESOLUTION NO. 19-15**RESERVATION OF FUND BALANCE RESOLUTION**

WHEREAS, the Wisconsin Administrative Code TCS 7.05 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 2019-2020 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 \$8,424,289 as of June 30, 2019. 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 \$2,801,497 as of June 30, 2019. 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 \$389,640 as of June 30, 2019. 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 \$259,760 as of June 30, 2019. 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, 2019. 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 \$929,723 as of June 30, 2019. 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 \$1,246,330 as of June 30, 2019. 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 \$7,389,291 as of June 30, 2019.

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, 2019. 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 \$387,160 as of June 30, 2019. 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, 2019. 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 \$369,059 as of June 30, 2019. This reserve is established for a term of one year.

Adopted and approved this 17th day of June 2019.



Chairperson of the Board

ATTEST:



Secretary of the Board

**RESOLUTION 19-16
RESOLUTION APPROVING AND ADOPTING THE
2019-2020 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 Rice Lake Campus, Rice Lake, Wisconsin on Monday, June 17, 2019.

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:

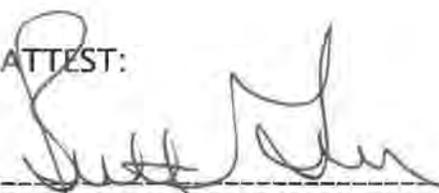
1. That a 2019-20 budget in the total sum of \$77,911,359 reflecting the changes resulting from the additional facts and estimates referred to in the preamble as presented at the budget hearing be and the same is hereby approved, authorized and adopted as the budget for said district for the 2019-20 fiscal year, being July 1, 2019 to June 30, 2020.
2. That the sum of \$31,951,976 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 \$31,951,976 is hereby appropriated for such purpose.
3. That the sum of \$2,022,368 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 \$2,022,368 is hereby appropriated for such purpose.
4. That the sum of \$16,085,078 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 \$16,085,078 is hereby appropriated for such purpose.

5. That the sum of \$9,132,426 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 \$9,132,426 is hereby appropriated for such purpose.
6. That the sum of \$15,861,211 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 \$15,861,211 is hereby appropriated for such purpose.
7. That the sum of \$2,858,300 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 \$2,858,300 is hereby appropriated for such purpose.
8. That within the sum payment of \$15,861,211 appropriated for "Physical Plant Purposes" is a separate sum in the amount of \$7,661,200 to cover the principle and interest payments on several promissory note issues and that the sum of \$7,661,200 is appropriated as part of the total physical plant appropriation.
9. 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 17th day of June, 2019.



Chairperson of the Board

ATTEST:


Secretary of the Board