

Wisconsin Indianhead Technical College
Board Proceedings
June 18, 2018

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, June 18, 2018, 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

Due potential technology issues with the telephone conference for Chairperson Lambert, Secretary Gerber called the meeting to order at 8:32 a.m. with the following Board members present: Andy Albarado, James Beistle, Chris Fitzgerald, Brett Gerber, and Janelle Gruetzmacher. Lorraine C. Laberee and Troy Lambert joined the meeting via a Wisline telephone conference. *Note: Lara Frasier and Josh Robinson 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. Bonny Copenhaver and Anita Hacker were present for a portion of this meeting.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The June 18, 2018, 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 15, 2018, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

APPROVAL OF AGENDA

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

Chris Fitzgerald moved, seconded by Janelle Gruetzmacher, to approve the agenda. Upon a unanimous vote of all members present, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT

Time was reserved 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 8:35 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 2018-2019 and a PowerPoint were provided for the Board's information.

Mr. Decker reviewed the proposed 2018-2019 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.

The budget will be considered for approval under the "Other Items Requiring Board Action" section of the agenda. The Budget hearing closed at 8:45 a.m.

EXECUTIVE SESSION

Secretary Gerber 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 Personnel Matters, Bargaining Environment and Strategies, Performance Evaluations and Considering Approval of 2018-2019 Compensation for Non-Represented Employees, Considering Approval of Select Employees' Compensation Eligibility, President's Annual Performance Evaluation, and Considering Approval of the President's 2018-2019 Compensation and Contract.

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

Secretary Gerber called the executive session to order at 8:46 a.m. with the following Board members present: Andy Albarado, James Beistle, Chris Fitzgerald, Brett Gerber, and Janelle Gruetzmacher. Lorraine C. Laberee and Troy Lambert joined the meeting via a Wisline telephone conference. *Note: Lara Frasier and Josh Robinson 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 21, 2018, Executive Meeting Minutes

Chris Fitzgerald moved, seconded by Andy Albarado, 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 9:33 a.m.

President Will was excused at 10:02 a.m.

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 Chris Fitzgerald, 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 10:57 a.m.

OPEN SESSION RECONVENED

MEETING MINUTES

1. Approval of the May 21, 2018, Regular Meeting Minutes

Troy Lambert moved, seconded by Andy Albarado, 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

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

Janelle Gruetzmacher moved, seconded by Andy Albarado, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

1. Personnel:

- A. **New Hire:** Alyssa Oksa; User and Desktop Services Technician; Support and Technical Personnel; \$16.37/hour; Superior; effective July 16, 2018.

- B. **New Hire:** Lindsey Petras; Associate Degree Nursing Instructor; Faculty; annual salary \$60,224; Ashland; effective July 1, 2018.
- C. **New Hire:** Christy Roshell; Curriculum Coordinator; Manager; annual salary \$67,269; Rice Lake; effective July 1, 2018.
- D. **New Hire:** Claudia Stolley; Bursar; annual salary \$58,650; New Richmond; effective July 1, 2018.
- E. **New Hire:** April Thompson, Cosmetology Program Instructor; annual salary \$58,304; Superior; effective July 1, 2018.
- F. **Resignation:** Alissa Deneen, Architectural Commercial Design Instructor; New Richmond, effective June 30, 2018.
- G. **Resignation:** Cindy Larrabee, Associate Degree Nursing Instructor; Superior, effective December 31, 2018.
- H. **Resignation:** Elysia Lindquist; Campus Support Technician; New Richmond, effective June 30, 2018.
- I. **Resignation:** Claudia Stolley; Campus Business Office Technician; New Richmond; effective June 30, 2018.
- J. **Resignation:** Jon Willoughby, Machine Tool Instructor; Superior, effective December 31, 2018.
- K. **Resignation:** Erin Winesburg, Academic Affairs Technician; Shell Lake, effective June 15, 2018.
- L. **Resignation:** Angela Wood, Human Resources Technician; Shell Lake, effective May 30, 2018.

President Will noted that there were a total of 47 years of service from those who resigned (will retire/leaving the College); Ms. Deneen served 3.5 years, Ms. Larrabee served 11 years, and Mr. Willoughby served 28 years, and Ms. Winesburg served 4 years. The Board expressed its appreciation for this service to the College.

2. Contracts

The contract listings for FY18 and FY19 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 236450 through 237039 and electronic transfer payments totaling \$5,500,992.70 were approved.

5. Bids/Purchases

- A. **Exterior Maintenance Change Order – Superior:** The Board gave approval of Change Order 1 by HSR Architects in the total credit amount of \$285,860 for Project #17063-1 at the Superior Campus. This change order included credit for direct-owner purchased materials. A financial summary was also included for the Board's review.
- B. **Plumbing & HVAC Maintenance Change Order – Superior:** The Board gave approval of Change Order 1 by HSR Architects in the total credit amount of \$113,187 for Project #17063-2&7 at the Superior Campus. This change order included credit for direct-owner purchased materials and added controls work to the contract. A financial summary was also included for the Board's review.
- C. **Reject Food Service/Vending RFP - Collegewide:** Per administration's recommendation, the Board rejected the only proposal received for food service at the New Richmond Campus. There were no proposals received for the other 3 campuses.

- D. **Award Food Service/Vending RFP – Collegewide:** The Board approved the only proposal received for vending covering all four campuses and Shell Lake. The contract will be awarded to Bernick's Full Line Vending of Dresser, WI.
- E. **Food Service Contract – Collegewide:** The Board approved the contract with Compass Group USA, Inc. of Appleton, WI, for food service covering all four campuses in the total amount of \$15,000 for the management contract. The College received inadequate competition through the RFP; therefore, was awarded sole source. The College will also be responsible for all direct operational expenses in excess of revenues. This amount cannot exceed \$130,010.
- F. **Office Chairs for Human Resources – Shell Lake:** The Board gave approval of desk chairs in the total amount of \$3,382 from Systems Furniture of DePere, WI. The chairs are for the Human Resources staff at the Shell Lake Administrative Office.
- G. **Vacuum Sweeper – Rice Lake:** The Board gave approval of a vacuum sweeper in the total amount of \$3,641 from Dalco of St. Paul, MN. The sweeper is for the Rice Lake Campus custodial staff.

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 2018-2019 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 James Beistle, to approve the 2018-2019 Faculty Union Tentative Agreement, (Local 395, AFT-Wisconsin, AFL-CIO) as presented at a 2.13% increase, plus an additional maximum discretionary amount for a total average increase of 3.1% as recommended by administration. The discretionary amount is intended to provide compensation to certain employees for performance and adequate progress on their professional development. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

B. **Considering Approval of 2018-2019 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.

Janelle Gruetzmacher moved, seconded by James Beistle, to approve the 2018-2019 Office and Technical Support (OTS) Union Tentative Agreement, Local 395, AFT-Wisconsin, AFL-CIO) as presented at a 2.13% increase, plus an additional maximum discretionary amount for a total average increase of 2.7% as recommended by administration. The discretionary amount is intended to provide compensation to certain employees for performance and adequate progress on their professional development. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

C. **Considering Approval of 2018-2019 Compensation for Non-Represented Employees**

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

James Beistle moved, seconded by Chris Fitzgerald, to approve the 2018-2019 Compensation for Non-Represented Employees (Managers, Custodians, Vice Presidents, and President) as presented at a minimum 2.13% increase for Managers, Vice Presidents, and President, plus an additional maximum discretionary amount for a total average increase of 3.1% with additional adjustments. In addition, a 2.13% increase for Custodians plus an additional maximum discretionary amount for a total average increase of 3.7% and to be allowed to participate in the 403(b) Match program at WITC as recommended by administration. The discretionary amount is intended to provide compensation to certain employees for performance and adequate progress on their professional development. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

2. Approval of Resolution 18-12, Bank Depositories

The Board is asked annually to review the financial institutions utilized by the College for depositing its funds. Mr. Decker presented a resolution 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. Included was Resolution 18-12 (see attached) and a Public Depository Listing (see attached) for the Board's review. Mr. Beistle mentioned a new bank in Balsam Lake that may need to be added to the list next year.

James Beistle moved, seconded by Troy Lambert, to approve the Resolution 18-12, Bank Depositories as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

3. Approval of 2018-2019 Operating Budget:

President Will reviewed the proposed 2018-2019 operating budget with the Board. A link to the 2018-2019 Budget book was provided for the Board's reference.

A. **Approval of Resolution 18-13, Reservation of Fund Balance**

Resolution 18-13 was provided for the Board's review and approval (see attached).

Chris Fitzgerald moved, seconded by Janelle Gruetzmacher, to approve the Resolution 18-13, Reservation of Fund Balance as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

B. **Approval of Resolution 18-14, Approval and Adoption of the 2018-2019 Operating Budget Authorizing Expenditures and Appropriating Funds (Authorization of Annual Budget)**

Resolution 18-14 (see attached) and a position summary (see attached) were provided for the Board's review and approval.

Chris Fitzgerald moved, seconded by Andy Albarado, to approve the Resolution 18-14, Approval and Adoption of the 2018-2019 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. Second Reading of New 2018-2021 Strategic Plan

Time was reserved for the Board's second reading and final approval of the 2018-2021 Strategic Plan. A revised *Twenty-Four by Twenty-One* document was provided for the Board's review.

Andy Albarado moved, seconded by Chris Fitzgerald, to approve the New 2018-2021 Strategic Plan as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

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 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. It was 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. *Administration recommended one minor update, moving a June activity to September 2018.* There were no objections.

B. **Review Monitoring Schedule for Next Fiscal Year (FY19) for Approval in July**

Time was reserved for the Board to review the Monitoring Schedule for FY19 as it related to recommendations for changes/additions. *Administration recommended updates as noted in blue text from last month and red text from this month.* The schedule will be brought to the Board's annual organizational meeting in July for final approval.

4. President's Updates:

A. **Upcoming Events Schedule**

President Will shared upcoming event information located on the WITC website. He noted the June 18 golfing event in Somerset was canceled. President Will noted changes to fundraiser events at the WITC Foundation.

B. **Enrollment Update**

President Will provided a brief update on the most recent information related to the College's enrollment. An Enrollment Funnel Report was provided for the Board's information, which is a leading indicator of first-year program students.

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

Time was reserved for Administration to discuss the requirements and travel expectations for Administrative Policy D-602. Mr. Decker's title was updated in this policy and he provided information on the TID district meeting process. It was noted that each TID district is listed in the budget book. Board members were requested to let Mr. Decker or President Will know if there are any additional questions or concerns.

5. Legislative Updates

Time was reserved for legislative updates; however, there were none.

6. 2018 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 2018 Distinguished Alumni Award. The award will be given out at the Fall Association meeting.

Administration provided a nomination recommendation for the Board's consideration. WITC's nomination is due by August 1, 2018.

Lori Laberee moved, seconded by James Beistle, to nominate Kathryn Stipetich as presented. 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

A. **WITC Students Complete House Project**

WITC Construction and Cabinetmaking students cap off their education with building a house from start to finish. The students celebrated the completion of the project with an open house on May 16. The WITC house building project is in its 16th year. Second-year students began construction of the house in late August under the supervision of instructors Scott Theilig and Chris Harder. The students worked on nearly all aspects of the building, from framing and trusses, siding and roofing, to building and installing cabinets. A *Barron News-Shield* article was provided.

B. **WITC and Push Inc. Team Up on Worker Shortage**

Push, Inc. and WITC are partnering to offer the new Utility Construction Technician program. WITC is accepting students to the two-semester program for the fall 2018 semester at the Rice Lake Campus. Classes will start in October to accommodate contractor's seasonal work schedule. A *Rice Lake Chronotype* article was provided.

C. **Grants to Aid Shoreline Plans**

Ashland Parks and Recreation have received grants that will have important effects for the city's lakefront development and redevelopment of the former Soo Line Ore dock Deck. The project will begin this summer to extend visitor access to the end of the 1,800-foot dock. Amenities for the ore dock will include partnering with WITC's Welding students to put up a large interactive display welcoming people to the dock. An *Ashland Daily Press* article was provided.

D. **WITC Students Win at SkillsUSA Conference**

WITC Welding and Power Sports students attended the SkillsUSA 45th annual State Leadership and Skills Conference at the Alliant Energy Center in Madison. WITC's Power Sports student Andy Janes took first place in Motorcycle Technology, and student John Peterson took first place in Marine Technology. Both students will move on to nationals in Louisville, KY, in June. Kyle Drinken won third place in Marine Technology. SkillsUSA is an organization serving students who are preparing for careers in trade, technical, and skilled service occupations. A *New Richmond News* article was provided.

E. **WITC, UWS Recognized as Military Friendly**

WITC earned the 2018-2019 Military Friendly School designation by Victory Media, which connects the military and civilian worlds and publishes G.I. Jobs, STEM Jobs and Military Spouse. The Military Friendly Schools list has come to set the standard for higher education institutions to provide the best opportunities for veterans and their spouses. A *Superior Telegram* article was provided.

8. New Richmond Cable Agreement Renewal Update

For the Board's information, the New Richmond Cable agreement provides a cable studio for the operation of a public educational broadcast channel in New Richmond. The current agreement has an annual automatic renewal clause that was approved by the City of New Richmond Board and WITC Board in the past to provide the public access channel technical services. The partnership has worked well for both parties and Susan Yohnk Lockwood, Vice President, Institutional Effectiveness and New Richmond Campus Administrator supports the renewal. No Board action was required.

9. Capital Equipment Purchases

- A. **Hydraulic Extrication Equipment - Collegewide:** A purchase was made of a hydraulic extrication equipment package in the amount of \$24,950 from Industrial Safety, Inc. of Clear Lake, WI. The extrication equipment is for the Fire and Technical Rescue Program at all four campuses.
- B. **Trauma FX Manikin – Collegewide:** A purchase was made of a trauma manikin package in the amount of \$96,390 from Kforce Government Solutions of Fairfax, VA, under GSA Cooperative Purchasing, Schedule 84. The trauma manikin package is for the Emergency Medical Services programs at all four campuses.
- C. **Medical Dispensing Unit – New Richmond:** A purchase was made of a medical dispensing unit in the amount of \$35,998 from Medical Shipment, LLC of Elk Grove, IL. The medical dispensing unit is for the Pharmacy Technician program in New Richmond.
- D. **Infusion Pump - Collegewide:** A purchase was made of infusion pumps in the amount of \$1,495 from DRE, Inc. of Louisville, KY. The infusion pumps are for the Paramedic program all at four campuses.
- E. **Electronic Transport Vent Package – Collegewide:** A purchase was made of infusion pumps in the amount of \$7,295 from QuadMed, Inc of Jacksonville, FL. The vents are for the Paramedic program at all four campuses.
- F. **Flow Hoods – New Richmond and Superior:** A purchase was made of vertical and horizontal flow hoods in the amount of \$16,187 from The Baker Company of Sanford, ME. The hoods are for the Pharmacy Technician program in New Richmond and Superior.

Secretary Gerber recessed the meeting at 11:48 a.m. and reconvened the meeting at 11:53 a.m.

INFORMATION REPORTS

1. Annual Academic Affairs Programming Plan Update

Bonny Copenhaver, Vice President, Academic Affairs and Superior Campus Administrator, provided an Academic Affairs Programming Plan update. A PowerPoint presentation and handouts of the WITC Open Enrollment Tenets and Program Admission Requirements were provided at the meeting. *Note: This report was rescheduled due to inclement weather on April 16, 2018.* President Will thanked Dr. Copenhaver and her team.

Chris Fitzgerald moved, seconded by Andy Albarado, to receive the Annual Academic Affairs Programming Plan Report as it related to the interpretation of the ENDS statement for the President's annual evaluation. Upon a unanimous vote of all members present, motion carried.

2. Strategic Plan Progress Report

President Will provided an executive summary to close out the 2015-2018 Strategic Plan. He reviewed the status of the WITC Strategic Metrics for the College. This report will be posted on WITC's website.

Chris Fitzgerald moved, seconded by Janelle Gruetzmacher, to approve the Annual 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 9, 2018, 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 2018-2019 Board Meeting Schedule (draft) was provided for the Board's review. Board members were requested to identify any known before the schedule is brought for final approval in July.

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 9, 2018, 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 21, 2018. 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.

Board members were requested to submit any final FY18 expenses this week.

MEETING EVALUATION

PLUS +/-DELTA ^

- + Good compensation discussion
- ^ None

James Beistle moved, seconded by Chris Fitzgerald, to adjourn the meeting at 12:29 p.m.

Respectfully submitted,



Board Secretary

ko

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

6/1/2018
8:38:15 AM

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2018

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 = 40.39% Off Campus = 33.26%

Contract Number	Account Name	Location of Training	On Campus	*-----ESTIMATED-----*			Other Direct Cost Total	=	Full Cost	Difference
				Contract Revenue	Est Salary/Fringe	+ Indirect Cost				
Approval Date: August 2017 (1 record)										
718357	New Richmond High School Welding Academy	WITC New Richmond	On	\$4,964.00	\$0.00	\$0.00	\$4,964.00		\$4,964.00	\$0.00
Approval Date: November 2017 (2 records)										
718407	Advanced Food Products Haz-Mat Technician Refresher Training	Clear lake	Off	\$1,367.00	\$726.00	\$241.47	\$135.00		\$1,102.47	\$264.53
718418	Wisconsin Department of Corrections-Madison Career Pathway Certification in Welding	WITC Superior	On	\$49,616.00	\$29,711.00	\$12,000.28	\$18,500.00		\$60,211.28	(\$10,595.28)
Approval Date: February 2018 (1 records)										
718460	Northwest Wisconsin CEP	Ladysmith, WI	Off	\$20,494.00	\$9,798.80	\$3,259.08	\$1,881.00		\$14,938.88	\$5,555.12
Approval Date: April 2018 (6 records)										
718535	Barron Care & Rehab 2 session of CPR for Healthcare recertification class.	Barron Care and Rehab	Off	\$1,330.00	\$600.60	\$199.75	\$0.00		\$800.35	\$529.65
718526	Christian Community Homes CBRF Medication class.	Christian Community Homes	Off	\$1,799.00	\$532.40	\$177.08	\$326.00		\$1,035.48	\$763.52
718529	Waste Management ASHI Adult/Child CPR & AED Renewal	Waste Management - Weyerhaeuser	Off	\$581.00	\$193.60	\$64.39	\$62.00		\$319.99	\$261.01
718520	Burkwood Treatment Ctr CBRF Medication class to employees.	Burkwood Treatment Center	Off	\$1,799.00	\$532.40	\$177.08	\$326.00		\$1,035.48	\$763.52
718532	Pike's Bay Marina ASHI Adult & Child CPR/AED	Pikes Bay Marina	Off	\$654.00	\$257.40	\$85.61	\$64.00		\$407.01	\$246.99
718530	Northwest Builders Inc ASHI Adult CPR & AED.	Northwest Builders	Off	\$782.00	\$246.40	\$81.95	\$209.00		\$537.35	\$244.65
Approval Date: May 2018 (4 records)										
718539	LCO Head Start Pediatric Medic First Aid class for employees	LCO Headstart	Off	\$568.00	\$338.80	\$112.68	\$98.00		\$549.48	\$18.52
718540	Rice Lake Police Dept Defense and Arrest Tactics for up to 15 students. Training to be held at Jefferson School Room 106-107.	Rice Lake	Off	\$788.00	\$435.60	\$144.88	\$0.00		\$580.48	\$207.52
718215	CN Bulk Material Service Docks One CNRR employee will be retested on skills and knowledge developed from training project.	WITC Superior	On	\$700.00	\$246.00	\$99.36	\$0.00		\$345.36	\$354.64

718541 Roberts Police Department

Roberts

Off

\$207.00

\$96.80

\$32.20

\$25.00

\$154.00

\$53.00

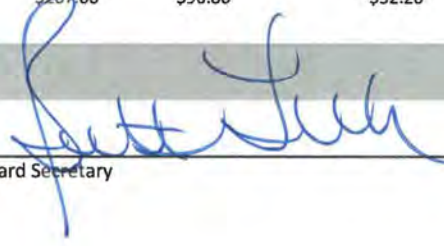
DOB Firearms Qualifications for up to 7 officers.

Grand Totals (14 records)

End of Report

*indicates an amended contract

Board Secretary



6/18/18

Date

6/1/2018
8:38:15 AM

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2019

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 = 40.39% Off Campus = 33.26%

-----ESTIMATED-----												
Contract Number	Account Name	Location of Training	On Campus	Contract Revenue	Est Salary/Fringe	+	Indirect Cost	+	Other Direct Cost Total	=	Full Cost	Difference
Approval Date: May 2018 (13 record)												
719303	Barron City Police Dept	Rice Lake	Off	\$524.00	\$242.00		\$84.85		\$44.00		\$370.85	\$153.15
	Firearms Training for up to 10 police officers. The training will be completed in two different sessions with 5 people per session.											
719307	R Stresau Laboratory Inc	WI DNR conference center	Off	\$1,339.00	\$514.80		\$180.49		\$153.00		\$848.29	\$490.71
	ASHI 1st aid and Adult/Child CPR & AED											
719310	NWCEP Inc	WITC Superior	On	\$32,050.00	\$13,978.80		\$5,887.87		\$12,200.00		\$32,066.67	(\$16.67)
	Eligible clients of NWCEP, Inc will receive Gas Metal Arc Welding, Flux Core Arc Welding, Print Reading, Intro to Robotic Welding and Oxyfuel Cutting instruction. Upon completion, successful participants will receive documentation. All supplies, combustibles, PPE equipment, hand tools, and textbooks to be supplied by WITC.											
719304	Dynatronix	Amery	Off	\$3,162.00	\$1,478.40		\$518.33		\$489.00		\$2,485.73	\$676.27
	8 hour Supervisory Training for 8 supervisors, 2 two hour follow up sessions with supervisors, and 1 two hour all staff training on change management and positive attitude.											
719305	Christian Community Homes	Christian Community Homes	Off	\$1,688.00	\$387.20		\$135.75		\$529.00		\$1,051.95	\$636.05
	CBRF 1st aid & Choking class and CBRF Fire Safety class.											
719306	Ashland School District	WITC Ashland	On	\$27,500.00	\$16,892.70		\$7,115.21		\$4,000.00		\$28,007.91	(\$507.91)
	Students from Ashland High School will received basic machine tool instruction.											
719312	Bad River Head Start Inc	Bad River Head Start	Off	\$800.00	\$387.20		\$135.75		\$160.00		\$682.95	\$117.05
	16 employees of Bad River Head Start will receive Pediatric First Aid and CPR renewal training. Upon successful completion, participants will receive documentation.											
719315	Ashland County Clerk	WITC Ashland	On	\$225.00	\$181.50		\$76.45		\$0.00		\$257.95	(\$32.95)
	Employees of Ashland County will receive Microsoft EXCEL training and instruction.											
719314	Advanced Food Products	Clear Lake	Off	\$683.00	\$112.20		\$39.34		\$0.00		\$151.54	\$531.46
	Haz-Mat Technician Refresher Training. WITC will conduct 3-4 hour sessions for up to 12 employees of Advanced Food Products in Clear Lake.											
719313	Bayfield County Administrator	Bayfield County Jail	Off	\$4,788.00	\$2,807.20		\$933.67		\$350.00		\$4,090.87	\$697.13
	Female inmates at Bayfield County jail will receive Essential Employee Skills Training. Additional training in OSHA 10, CPR/AED/First Aid for male inmates.											
719309	Webster High School CAN	Grantsburg	Off	\$4,370.00	\$242.00		\$84.85		\$1,699.75		\$2,026.60	\$2,343.40

Nursing Assistant Course for up to 8 students at the Grantsburg School

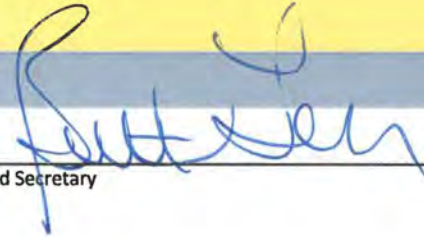
719308 Grantsburg Senior High School	Grantsburg	Off	\$2,853.00	\$220.00	\$77.13	\$1,079.80	\$1,376.93	\$1,476.07
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Nursing Assistant Course for up to 8 students at the Grantsburg School

Grand Totals (12 records)

End of Report

*indicates an amended contract



Board Secretary

6-18-18
Date

RESOLUTION 18-12

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 18, 2018.

Adopted and approved this 18th day of June, 2018.

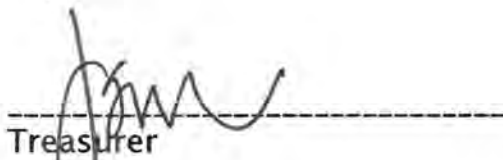
Attest:



Chairperson



Secretary



Treasurer

RESOLUTION NO. 18-13**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 2018-2019 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 \$8,607,879 as of June 30, 2018. 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 \$3,071,758 as of June 30, 2018. 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 \$438,951 as of June 30, 2018. 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 \$292,634 as of June 30, 2018. 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, 2018. 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 \$995,856 as of June 30, 2018. 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 \$2,661,927 as of June 30, 2018. 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 \$7,131,934 as of June 30, 2018.

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, 2018. 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 \$384,404 as of June 30, 2018. 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 \$84,439 as of June 30, 2018. 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 \$515,272 as of June 30, 2018. This reserve is established for a term of one year.

Adopted and approved this 18th day of June 2018.



Chairperson of the Board

ATTEST:



Secretary of the Board

**RESOLUTION 18-14
RESOLUTION APPROVING AND ADOPTING THE
2018-2019 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 Administrative Office, Shell Lake, Wisconsin on Monday, June 18, 2018.

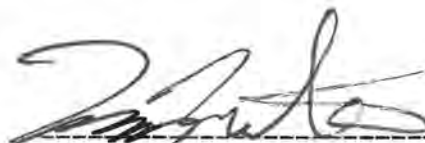
WHEREAS, published notice of said budget was given as provided by law and which said notice included a summary of said budget.

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

1. That a 2018-19 budget in the total sum of \$76,730,226 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 2018-19 fiscal year, being July 1, 2018 to June 30, 2019.
2. That the sum of \$30,835,192 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 \$30,835,192 is hereby appropriated for such purpose.
3. That the sum of \$1,712,675 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 \$1,712,675 is hereby appropriated for such purpose.
4. That the sum of \$16,299,637 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 \$16,299,637 is hereby appropriated for such purpose.

5. That the sum of \$8,439,182 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 \$8,439,182 is hereby appropriated for such purpose.
6. That the sum of \$16,320,611 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 \$16,320,611 is hereby appropriated for such purpose.
7. That the sum of \$3,122,929 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 \$3,122,929 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 2018-19 budget and the sum of \$60,000 is hereby approved for such purpose.
9. That within the sum payment of \$16,320,611 appropriated for "Physical Plant Purposes" is a separate sum in the amount of \$7,275,020 to cover the principle and interest payments on several promissory note issues and that the sum of \$7,275,020 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 18th day of June, 2018.



Chairperson of the Board

ATTEST:

A handwritten signature in black ink, appearing to read "Scott Smith", written over a horizontal line.

Secretary of the Board