

Wisconsin Indianhead Technical College  
Board Proceedings  
October 28, 2019

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, October 28, 2019, at 8:30 a.m., at the WITC-Ashland Campus, located at 2100 Beaser Avenue, Ashland, WI 54806. The use of technology to access the meeting was available to Board members as needed.

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

Chairperson Josh Robinson called the meeting to order at 8:34 a.m. with the following Board members present: James Beistle, Carol De Young, Chris Fitzgerald, Janelle Gruetzmacher, Lorraine C. Laberee, and Josh Robinson. A quorum was established. Andy Albarado joined the meeting via BlueJeans technology at 8:40 a.m. *Note: Brett Gerber 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. Steve Bitzer was in attendance for a portion of the meeting. Susan Yohnk Lockwood was in attendance via Blue Jeans for a portion of the meeting. Senator Janet Bewley 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 October 28, 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 October 25, 2019, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

**APPROVAL OF AGENDA**

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

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

Chris Fitzgerald moved, seconded by James Beistle, to authorize and approve Lori Laberee as interim Board Secretary to sign College documents at this meeting in the absence of Board Secretary Gerber. Upon a unanimous vote of all members present, motion carried.

**AUDIENCE RECOGNITION ANNOUNCEMENT**

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

**CAMPUS WELCOME**

Time was reserved for Steve Bitzer, Vice President, Student Affairs and Ashland Campus Administrator, to welcome the Board. Key information included facility updates, unique programs, enrollment in the Nicolet University Transfer degree program, and community updates. An optional tour was available after the meeting for those who were interested.

**EXECUTIVE SESSION**

Chairperson, Josh Robinson, requested a motion for the Board to convene into Executive Session under the provisions of Wisconsin Statutes §19.85(1)(c) for the purpose of considering Employment, Promotion, Compensation, and Performance Evaluations.

Janelle Gruetzmacher moved, seconded by Lori Laberee, to convene into Executive Session in accordance with Wisconsin Statutes §19.85(1)(c) for the purpose noted in the preceding paragraph. Chair Robinson announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

Chairperson Robinson, called the executive session to order at 8:40 a.m. with the following Board members present: James Beistle, Carol De Young, Chris Fitzgerald, Janelle Gruetzmacher, Lorraine C. Laberee, and Josh Robinson. Andy Albarado was connected to the meeting via BlueJeans technology at 8:40 a.m. *Note: Brett Gerber 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 September 16, 2019, Executive Meeting Minutes

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

2. Motion to Reconvene into Open Session

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

James Beistle moved, seconded by Janelle Gruetzmacher, 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 8:59 a.m.

## OPEN SESSION RECONVENED

### MEETING MINUTES

1. Approval of the September 16, 2019, Regular Meeting Minutes

Chris Fitzgerald moved, seconded by Carol De Young, to approve the regular meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. The signed contract listing from the September meeting was attached to the official minutes.

### BUDGET CONSIDERATIONS REQUIRING BOARD ACTION

1. 2019-2020 Tax Levy:

Steve Decker, Vice President, Administrative Services and CFO, presented the tax levy and recommended approval of Resolution 20-02 (see below). Supplemental schedules were included under a cover letter from Steve Decker. *It was noted that adopting a tax levy that is different from the budgeted amount requires a 2/3 vote of the full Board and will be publicly noticed within 10 days following Board approval per Wisconsin Statute §65.90(5).*

A. Financial Forecast Model Update

Steve Decker, Vice President, Administrative Services and CFO, presented an initial forecast of WITC's financial position for 2019-20 through 2024-25. This forecast model highlighted the impact of tax levy changes for the College.

Chris Fitzgerald moved, seconded by Lori Laberee, to accept the Financial Forecast Model Update 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.

**B. Approval of Resolution 20-02, District Tax Levy for 2019-2020**

*(per Wisconsin Statute §65.90)*

Board approval was requested for Resolution 20-02, District Tax Levy for 2019-2020 (see attached).

Chris Fitzgerald moved, seconded by Carol De Young, to approve Resolution 20-02, District Tax Levy for 2019-2020, as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

**2. Approval of Budget Modifications**

A summary for each of the following budget modifications, which will be publicly noticed within 10 days following Board approval per Wisconsin Statute §65.90 (5), were included for the Board's approval. *Note: A two-thirds majority of the full Board was required to approve the following budget modifications.*

- A. General Fund - Operating:** Administration recommended the increase of revenues and expenditures by \$460,000 in the General Fund. The adjustment was made to reflect reallocation of budget dollars for actual functional expenditures in FY19.

Janelle Gruetzmacher moved, seconded by Carol De Young, to approve the recommended General Fund - Operating budget modification as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

- B. Special Revenue Fund - Operating:** Administration recommended the increase of revenues and expenditures by \$600,000 in the Special Revenue - Operating Fund. The adjustment was made to reflect reallocation of budget dollars for actual functional revenues and expenditures in FY19.

Janelle Gruetzmacher moved, seconded by Carol De Young, to approve the recommended Special Revenue Fund - Operating budget modification as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

- C. Capital Projects Fund:** Administration recommended the increase of revenues by \$100,000 and expenditures by \$975,000 in the Capital Projects Fund. The adjustment was made to reflect reallocation of budget dollars for actual functional expenditures in FY19.

Janelle Gruetzmacher moved, seconded by Carol De Young, to approve the recommended Capital Projects Fund budget modification as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

- D. Internal Service Fund:** Administration recommended the increase of revenues by \$35,000 and expenditures by \$5,000 in the Internal Service Fund. The adjustment was made to reflect reallocation of budget dollars for actual functional expenditures in FY19.

Janelle Gruetzmacher moved, seconded by Carol De Young, to approve the recommended Internal Service Fund budget modification as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

- E. Special Revenue - Non-Aidable Fund:** Administration recommended the increase of revenues and expenditures by \$50,000 in the Special Revenue - Non-Aidable Fund. The adjustment was made to reflect reallocation of budget dollars for actual functional revenues and expenditures in FY19.

Janelle Gruetzmacher moved, seconded by Carol De Young, to approve the recommended Special Revenue - Non-Aidable Fund budget modification as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

### CONSENT AGENDA

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

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

#### 1. Personnel:

- A. **New Hire:** Serene Abrahams, Veterinary Technician Instructor; Faculty; annual salary \$59,568; New Richmond, effective October 14, 2019.
- B. **New Hire:** Hayley Bauer, Institutional Research Analyst; Manager; annual salary \$66,782; New Richmond, effective November 4, 2019.
- C. **New Hire:** Melissa Denotter, Business Office Technician; Support and Technical Personnel; \$16.67/hour; Shell Lake, effective October 7, 2019.
- D. **New Hire:** RaeAnn Johnson, Academic Support Teaching Assistant; Support and Technical Personnel; \$16.67/hour; Superior, effective October 14, 2019.
- E. **New Hire:** Emma Kuhn, Academic Affairs Technician; Support and Technical Personnel; \$16.67/hour; Superior, effective October 2, 2019.
- F. **New Hire:** Stev Northrop, Maintenance Custodian; Custodian; \$20.00/hour; Superior, effective October 16, 2019.
- G. **New Hire:** Jennifer Olson, Academic Support Teaching Assistant; Support and Technical Personnel; \$21.33/hour; Ashland, effective October 21, 2019. *Note: Ms. Olson is currently a Student Services Assistant at the Ashland Campus.*
- H. **Resignation:** Jennifer Olson, Student Services Assistant; Ashland, effective October 20, 2019.
- I. **Resignation:** Phil Rach, EMS Program Director; New Richmond, effective December 31, 2019.
- J. **Resignation:** Doug Thibault, Custodian; Superior, effective October 18, 2019.

#### 2. Contracts

The contract listing was approved (see attached list).

#### 3. Financial/Cash Position Report

The College's Financial and Cash Position Report, as of last month, was approved.

#### 4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 246228 through 247774 and electronic transfer payments totaling \$13,651,435.30 were approved.

#### 5. Bids/Purchases

- A. **Snow Removal Services – New Richmond:** The Board gave approval to award an initial three (3) year agreement with four (4) additional one (1) year contract extensions to T. Kroll's, Inc. of New Richmond, WI, under RFP # 20-97800-NR -SNOWREMOVALSVCS for snow removal services at the New Richmond Campus.
- B. **Vet Tech Equipment ITB – New Richmond:** The Board gave approval of the bid received under ITB 20-09100-NR-VETTECHEQUIP for equipment in the total amount of \$96,159 from Idexx Laboratories of Westbrook, ME. The equipment is an addition to the originally approved request and is necessary to run the Vet Tech program at the New Richmond Campus.

- C. **Reject Heavy Equipment Simulator ITB – Rice Lake:** The Board gave approval to **reject** all bids received under ITB #20-47600-RL-HEAVYEQUIPSIMULATOR as the instructional programming requirements exceeded allowable budget. The bids were for a heavy equipment simulator for the Utility Construction program in Rice Lake.
- D. **Vet Tech Program Furniture – New Richmond:** The Board gave approval of the purchase of classroom furniture in the total amount of \$9,405 from Duet Resource Group in Milwaukee, WI, and \$4061 from CDWG in Milwaukee, WI. The furniture is for the Vet Tech program in New Richmond and is an addition to the originally approved request.
- E. **Vet Tech Program Casework – New Richmond:** The Board gave approval of the purchase of casework/cabinetry in the total amount of \$9,957 from Wynn O Jones & Associates, Inc. in Schofield, WI. The casework/cabinetry is for the Vet Tech program in New Richmond and is an addition to the originally approved request.
- F. **Testing Lab – New Richmond:** The Board gave approval of the purchase of distraction free furniture in the total amount of \$24,200 from Systems Furniture in DePere, WI. The furniture is for the Distraction-Free Testing Environment pilot program in New Richmond and is an addition to the originally approved request.
- G. **Remodeling Change Order – Ashland:** The Board gave approval of Change Order 1 by HSR Architects in the total amount of \$7,974 for Project #18043-4 at the Ashland Campus. This change order included additional insulation, additional vinyl base, and HVAC changes. A financial summary was provided for the Board's review.

#### **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.

Lori Laberee moved, seconded by Janelle Gruetzmacher, to deny the employee's request for a waiver of liquidated damages as stipulated in the employee contract. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

##### **2. Approval of 2020 Health and Dental Insurance Rates Update**

Administration recommended approval of Employer and Employee health and dental insurance rates for 2020. It was noted that the WITC Benefits Committee reviewed the rates. Time was reserved for an update on plan modifications. An updated schedule was provided for this update.

James Beistle moved, seconded by Carol De Young, to approve 2020 Health and Dental Insurance Rates as presented. Upon a roll-call vote, all members present voted yes; motion carried (6-0). *Note: Mr. Albarado was not present for this vote.*

##### **3. Approval of Resolution 20-03, Reporting for Compliance to Wisconsin's Code of Ethics for Public Officials and Employees**

The Wisconsin Ethics Board has requested the district Board review its prior designations and either confirm their appropriateness or adopt a new resolution designating non-clerical positions that report directly to the President. Resolution 20-03 (see attached) and a contact list of those identified in the resolution were provided for the Board's approval.

Chris Fitzgerald moved, seconded by James Beistle, to approve Resolution 20-03, Reporting for Compliance to Wisconsin's Code of Ethics for Public Officials and Employees as presented. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

*Note: Mr. Albarado was not present for this vote.*

4. Approval of Resolution 20-04. Authorizing the Issuance of \$2,910,000 General Obligation Promissory Notes, Series 2019D of the Wisconsin Indianhead Technical College District, Wisconsin, and Setting the Sale Thereof

Administration recommended approval of Resolution 20-04 (see attached), presented to the Board with the intent to borrow \$250,000 in aggregate for the building remodeling and improvement projects throughout the district, \$110,000 in site improvements, and the purchase of movable equipment in the aggregate amount of \$2,550,000. Bids will be presented to the Board at the December 16, 2019, meeting for consideration.

*Recommendations for WITC District Shell Lake, Wisconsin \$2,910,000 General Obligation Promissory Notes, Series 2019D* was provided as additional supporting documentation. This authorization will be published within 10 days after the Board meeting.

The borrowing will be as follows:

Equipment	\$2,550,000
Site Improvements	\$ 110,000
Remodeling	<u>\$ 250,000</u>
Total	\$2,910,000

Lori Laberee moved, seconded by Carol De Young, to approve Resolution 20-04, Authorizing the Issuance of \$2,910,000 General Obligation Promissory Notes, Series 2019D of the Wisconsin Indianhead Technical College District, Wisconsin, and Setting the Sale Thereof as presented. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

*Note: Mr. Albarado was not present for this vote.*

5. Annual Procurement Review and Approval

In accordance with Wisconsin Administrative Code TCS 6.05(2)(h), the College is to provide an annual procurement review to the Board to determine if a more competitive procurement process should be used in subsequent years.

Administration recommended approval of the current procurement process. The 2018-2019 annual procurement review of vendors paid \$25,000 or more by VISA card and/or by accounts payable check was provided. These amounts include purchases that were approved by the Board. Mr. Decker identified one finding that was highlighted in the exhibit.

Range of Bids	State Administrative Rule Procurement - TCS 6.05(2)(h)	WITC Policy Purchasing Policy (D-550)
\$0 - 25,000		May purchase without formal quotes or bids
\$25,000 - \$50,000	Requires quotations	Requires quotations
Over \$50,000	Requires sealed bids; submitted to the Board for approval for procurement	Requires sealed bids; submitted to the Board for approval prior to procurement if not included on approved major equipment list, otherwise submitted to the Board for review

Janelle Gruetzmacher moved, seconded by James Beistle, to approve the current procurement process as presented. Upon a unanimous vote by all members, motion carried.

*Note: Mr. Albarado was present for this vote.*

*Note: The Board Chair recessed the meeting at 9:54 a.m. and reconvened the meeting at 10:05 a.m.*

## **CORRESPONDENCE AND INFORMATION**

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

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

#### **A. Association of Community College Trustees Leadership Congress Update**

Time was reserved for attendees at this year's ACCT Leadership Congress to report out on the conference and sessions they attended. President Will, Mr. Beistle, Mr. Fitzgerald, Ms. Gruetzmacher, Ms. Laberee, and Ms. Olson provided conference updates. Mr. Beistle shared an ACCT financial statement and pamphlet. Ms. Olson shared a summary of the conference sessions she attended.

It was noted that the WITC Customer Relationship Management presentation was well received, with nearly 40 attendees at the session. President Will thanked presenters Steve Bitzer, Jim Dahlberg, and Chris Fitzgerald.

### **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. A DBA directory was provided at the meeting.

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

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

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

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

#### **A. Enrollment Update**

President Will provided a brief update on the most recent enrollment information. A Cognos report was provided for the Board's information.

#### **B. Clery Compliance Update**

President Will updated the Board on Clery compliance. A sample Timely Warning Notice communication was shared for the Board's awareness.

#### **C. Hayward HLC Onsite Visit Update**

President Will updated the Board on the September 24, 2019, Hayward Higher Learning Commission (HLC) Onsite Visit. Letters from HLC were provided for the Board.

#### **D. State Technical College of Missouri Visit Update**

On October 24, President Will visited State Technical College of Missouri with an industry partner to learn about different experiences with similar programming. State Tech is a nationally recognized technical college emphasizing Associate Degree career programs.

### **5. Student Updates and News**

#### **A. WITC Cuts Ribbon on \$1.5M Renovation**

Wisconsin Indianhead Technical College is sporting a new look. With a new façade, exterior paint, a new main entrance, sidewalks, parking, and an iron sculpture representing the bridge between the Twin Ports cities, the ribbon was cut for a two-year, \$1.5 million project that gave Superior's 40-year-old technical college new life. A

*Superior Telegram* article was provided.

**B. County Students Check Out Careers**

A total of 1,094 students from 13 schools got a taste of available careers during Barron County Career Day. Students checked out 57 different exhibits as county businesses and agencies touted their opportunities. The WITC construction and cabinetmaking program led the popular hammer races activity: the first to strike down three nails won. A *Chronotype* article was provided.

**C. State Grants Help Train Healthcare Staff in Rural Wisconsin**

Marshfield Clinic Health System will partner with Wisconsin technical colleges and universities to provide healthcare training after it was awarded grant funds from the Wisconsin Department of Health Services. These grants create opportunities for students and current healthcare workers with the desire to learn new skills. More importantly, it will improve access to quality care in rural areas of Wisconsin. A *Marshfield Clinic* article was provided.

**INFORMATION REPORTS**

**1. Enrollment/Full-Time Equivalency (FTE) Information Report**

The 2019-2020 year-to-date FTE and Enrollment report was provided for the Board's review. The report included data by degree level and campus with an overview and student demographics. The data presented were part of the College Effectiveness Measures in the areas of Student FTE and Retention. A PowerPoint was also provided. Susan Yohnk Lockwood, Vice President of Institutional Effectiveness, presented this report via Bluejeans technology.

Lori Laberee moved, seconded by Janelle Gruetzmacher, to accept the Enrollment/Full-Time Equivalency (FTE) Information 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. Employer Satisfaction Report (One-Year Follow-Up)**

As requested by the Board in March of 2019, Susan Yohnk Lockwood provided a PowerPoint summary report showing how the comparison of employer satisfaction measurement has changed over time and how it compares to other colleges. The full report was also provided for this update. President Will noted that we will bring this report back on a four-year cycle.

Carol De Young moved, seconded by Lori Laberee, to accept the Employer Satisfaction Report (One-Year Follow-Up) 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.

**LEGISLATIVE UPDATES**

Time was reserved for legislative updates. *Note: District legislators have an open invitation to attend WITC Board meetings to provide legislative updates.*

**1. Senator Janet Bewley**

Senator Bewley informed the Board that Ray Cross, University of Wisconsin System President, will be retiring. Other topics included passing survivor benefits for all law enforcement if someone dies in the line of duty. Bills are being lined up, and the Governor's appointments will be made at the November 5 regular meeting. Feedback was given to related to recent legislation regarding credit and degree transfer.



## 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, November 18, 2019, beginning 8:30 a.m., at the WITC-Administrative Office in Shell Lake. In addition, the Board Forward meeting will follow the regular meeting on November 18, 2019. President Will noted that a consultant from the Clarus Corporation was invited to the Board Forward meeting. The Board meeting schedule was provided for the Board's information.

### 2. Review/Add Agenda Items

Time was reserved for the Board to add or review agenda items for the next Board meeting. Board agenda items for the next meeting were listed on the Board's Monitoring Schedule. Additional agenda items for this meeting were discussed.

*Note: Board members may add additional items to next month's Board agenda by contacting the Chair before Thursday, October 31, 2019. This request does not obligate the Chair to include these items on the agenda. The Chair will notify the administration of agenda items before the Board book is prepared.*

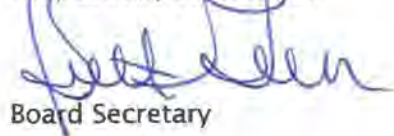
## MEETING EVALUATION

### PLUS +/DELTA ^

- + Great data shared for budgets as well as FTE and Enrollment.
- + CFO Steve Decker's budget presentation.
- + Susan Yohnk Lockwood's presentations on Enrollment and Employer Satisfaction reports
- + Visiting the Ashland Campus
- + Special thanks to Executive Assistant to the President and Board, Kim Olson, for an outstanding job working with President Will and staff to assemble the Board book.
- + Kudos to our team of presenters during the national Association of Community College Trustees Leadership Conference.
- + Appearance/conversation with Senator Bewley.
- ^ None

James Beistle moved, seconded by Lori Laberee, to adjourn the meeting at 11:19 a.m.

Respectfully submitted,



Board Secretary

ko

*Note: An optional tour was provided following the meeting; however, no action was taken.*

Wisconsin Indianhead Technical College  
Contract Estimated Full Cost Report

Fiscal Year:  
2020

10/1/19  
9:38 15 am

The Board is requested to ratify the President's action in entering into a contractual arrangement with the following agencies:

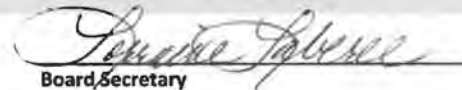
State Designated Indirect Cost Factors:  
Off Campus = 35.06 %  
On Campus = 42.12%

*-----ESTIMATED-----*												
Contract Number	Account Name	Location of Training	On/Off	Contract Revenue	Est.Salary/Fringe	+	Indirect Cost	+	Other Direct Cost Totat	=	Full Cost	Difference
<b>Approval Date: May 2019 (1 records)</b>												
720312	Workforce Resource - Menomonie	Siren	Off	\$ 6,491.00	\$ 26.40	\$	9.65	\$	1,845.00	\$	1,881.05	\$ 4,609.95
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.												
<b>Approval Date: July (2 records)</b>												
720350	F & M Plastics	Osceola	Off	\$ 959.00	\$ 415.80	\$	152.06	\$	91.40	\$	659.26	\$ 299.74
Basic Excel Training for up to 9 employees. WITC will bring the laptops.												
720348	Workforce Resource - Menomonie	WITC-Ashland Campus	Off	\$ 3,940.00	\$ 1,632.40	\$	596.97	\$	1,456.60	\$	3,685.97	\$ 254.03
Up to 6 students will receive 8 hours of CDL Class B theory instruction and up to 20 hours of behind the wheel instruction. Contract will include one CDL Class B test for each student. Theory class will be offered on August 5th, 2019 Behind the wheel training will begin on August 12, 2019 Expectations class to be held during the week of July 28, 2019												
<b>Approval Date: August (2 records)</b>												
720365	Christian Community Homes	Christian Community Homes	Off	\$ 1,630.00	\$ 464.20	\$	169.76	\$	245.28	\$	879.24	\$ 750.76
Provide CBRF 1st aid and CBRF Fire Safety classes												
720225	Monarch Paving Co	Amery	Off	\$ 440.00	\$ 145.20	\$	53.10	\$	15.08	\$	213.38	\$ 226.62
Providing Technical Assistance for their Safe Driving Policy.												
<b>Approval Date: September (25 records)</b>												
720383	Red Cliff Community Health Center	Red Cliff Community Health Center	Off	\$ 3,370.00	\$ 1,161.60	\$	424.80	\$	142.40	\$	1,728.80	\$ 1,641.20
Provide 2 CPR for Healthcare recertification classes and 2 CPR for Healthcare Original classes.												
720369	LCO - Birth - 3	LCO Headstart	Off	\$ 894.00	\$ 338.80	\$	123.90	\$	127.20	\$	589.90	\$ 304.10
Pediatric Medic First Aid class												
720380	Rice Lake School District	Rice Lake High School	Off	\$ -	\$ -	\$	-	\$	-	\$	-	\$ -
Dual Credit classes for Rice Lake High School												
720381	Siren School District	Siren High School	Off	\$ -	\$ -	\$	-	\$	-	\$	-	\$ -
Dual Credit classes for Siren High School.												
720384	Washburn County Aging Unit	WITC Shell Lake	Off	\$ 1,296.00	\$ 429.00	\$	156.89	\$	346.60	\$	932.49	\$ 363.51
ASHI 1st aid/Adult CPR & AED												
720373	American Excelsior Co	American Excelsior Facility	Off	\$ 3,353.00	\$ 1,089.00	\$	398.25	\$	544.50	\$	2,031.75	\$ 1,321.25
Up to 6 employees of American Excelsior will receive 10 hours of training in the topic of supervisory skills.												
720371	Toboggan Run Dental	Toboggan Run Dental	Off	\$ 852.00	\$ 343.20	\$	125.51	\$	-	\$	468.71	\$ 383.29
CPR for Healthcare recert												
720379	New Richmond High School	New Richmond High School	Off	\$ -	\$ -	\$	-	\$	-	\$	-	\$ -
Dual Credit classes for New Richmond High School.												
720367	Superior-Lidgerwood-Mundy Corp	Superior Lidgerwood Mundy	Off	\$ 2,241.00	\$ 1,038.40	\$	379.74	\$	-	\$	1,418.14	\$ 822.86
SLM Engineers will receive instruction in American Welding Society weld symbols, metallurgy, and certified vs qualified qualifications.												

720376	Hudson High School Nursing Assistant Class for 8 students.	Hudson	Off	\$	5,950.00	\$	387.20	\$	141.60	\$	1,663.20	\$	2,192.00	\$	3,758.00
720386	Baldwin-Woodville High School Dual credit classes for Baldwin-Woodville High School.	Baldwin-Woodville High School	Off	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
720390	Cameron School District Dual credit classes for Cameron High School.	Cameron High School	Off	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
720387	Barron Area School Dist Dual credit classes for Barron High School.	Barron High School	Off	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
720389	Bruce High School Dual credit classes for Bruce High School.	Bruce High School	Off	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
720388	Hudson High School Dual credit classes for Hudson High School.	Hudson High School	Off	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
720378	Hayward High School Dual Credit classes for Hayward High School.	Hayward High School	Off	\$	-	\$	-	\$	141.60	\$	291.00	\$	432.60	\$	(432.60)
720366	Affirm Background Employees of Affirmative Background Screening will receive American Safety & Health Institute instruction in CPR/AED. Upon successful completion, participants will receive documentation.	Ellis School	On	\$	704.00	\$	193.60	\$	70.80	\$	110.50	\$	374.90	\$	329.10
720385	Amery High School Dual credit classes for Amery High School.	Amery High School	Off	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
720382	St Croix Central High School Dual Credit classes for St. Croix Central High School.	St Croix Central High School	Off	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
720372	OMT Express Up to 40 hours of training for 1 participant to receive 40 hours of CDL training. Participant can test for CDL after successful completion of training. Contract price can be adjusted should participant complete training in less than 40 hours. Contract allows 1 attempt at CDL test. Dates and times of training are TBD. Instructor will work with student to create training schedule.	WITC Rice Lake	On	\$	6,491.00	\$	2,596.00	\$	1,141.20	\$	500.00	\$	4,237.20	\$	2,253.80
720375	Speciality Coating System Microsoft Excel Training for up to 30 staff members. Participants will be broken into 3 groups and scheduled on different days. WITC will provide the laptops.	Clear Lake	Off	\$	2,633.00	\$	1,056.00	\$	386.18	\$	226.56	\$	1,668.74	\$	964.26
720370	Cumberland Family Dental CPR for Healthcare recertification	Cumberland Family Dental	Off	\$	668.00	\$	193.60	\$	70.80	\$	63.80	\$	328.20	\$	339.80
720368	MN Air National Guard-148th Fighter Wing Airman of the 148th FW MANG will receive Communication Skills instruction.	WITC Superior	On	\$	5,664.00	\$	4,254.25	\$	1,870.17	\$	-	\$	6,124.42	\$	(460.42)

Grand Totals (28 records)

\*indicates an amended contract

  
Board Secretary

10-28-19  
Date

**RESOLUTION NO. 20-02**

**RESOLUTION LEVYING DISTRICT TAX FOR FISCAL YEAR 2019-20**

WHEREAS, the district board of this district, pursuant to §65.90, Wis. Stats., has heretofore formulated a budget and adopted a budget as required by said section;

WHEREAS, said budget requires a tax levy in the sum of \$6,547,816 for the purpose of district operations for the fiscal year 2020 and whereas said tax does not exceed revenue limits as set by §38.16, Wis. Stats.;

WHEREAS, additional taxes in the aggregate sum of \$7,323,640 has heretofore been levied and is necessary for the purpose of paying principle and interest on valid bonds or notes heretofore issued pursuant to Chapter 67, Wis. Stats., and now outstanding and whereas it is the practice of this board to confirm such previous levies for bond or note payments by including such previous levies each year as a part of the total levy;

WHEREAS, a total aggregate tax for the fiscal year 2020 in the sum of \$13,871,456 is required to cover the amounts for each of the above purposes;

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

1. That the district board of said technical college district pursuant to §38.16, Wis. Stats., hereby levies upon the full value of the taxable property of the district for FY 2020 a tax in the amount of \$13,871,456 for the purposes set forth in the preamble hereto.
2. That the district board secretary of said district is hereby directed pursuant to and as required by said §38.16, Wis. Stats., to file with the clerk of each city, village and town, any part of which is located in the district, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village and town. Such proportion shall be ascertained on the basis of the ratio of full value of the taxable property of that part of the city, village or town located in the district to the full value of all taxable property in the district, as certified to the district board secretary by the department of revenue.

3. Upon the receipt of the certified statement from the district board secretary, the clerk of each city, village and town is hereby ordered pursuant to said §38.16, Wis. Stats., and other applicable Wisconsin law to spread the amounts thereof upon the tax rolls for collection and said taxes certified to each said clerk shall be extended and collected by each of said cities, each of said villages and each of said towns in the same manner and at the same time as taxes for general city, general village and general town purposes are extended and collected.
  
4. That when such taxes are collected, such amounts shall be paid by the treasurer of each city, village and town to the district board treasurer of this district at the times and in the manner as required by law.

Adopted and approved this 28<sup>th</sup> day of October 2019.

  
\_\_\_\_\_  
Chairperson

ATTEST:

  
\_\_\_\_\_  
Secretary

## RESOLUTION 20-03


**REPORTING FOR COMPLIANCE TO WISCONSIN'S CODE OF ETHICS  
FOR  
PUBLIC OFFICIALS AND EMPLOYEES**

WHEREAS: the Wisconsin Indianhead Technical College Board approves the following positions for the purpose of the Wisconsin's Code of Ethics for Public Officials and Employees, §19.41 through §19.59, Wisconsin State Statutes.

NOW, THEREFORE, BE IT RESOLVED: Wisconsin Indianhead Technical College Board designates the following positions and indicates its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom the Wisconsin Ethics Code applies:

- President
- Vice President, Academic Affairs and Campus Administrator (Superior)
- Vice President of Administrative Services and Chief Financial Officer (Shell Lake)
- Vice President, Institutional Effectiveness and Campus Administrator (New Richmond)
- Vice President, Student Affairs and Campus Administrator (Ashland)
- Vice President, Workforce Development and Advancement, and Campus Administrator (Rice Lake)

Adopted and approved this 28th day of October 2019.

  
\_\_\_\_\_  
Board Chair

ATTEST:

  
\_\_\_\_\_  
Board Secretary

**Wisconsin Indianhead Technical College**  
**Wisconsin's Code of Ethics for Public Officials and Employees**

No	Last Name	First Name	Title	Address	Phone	E-mail
1.	Bitzer	Steve	Vice President, Student Affairs and Campus Administrator	WITC – Ashland 2100 Beaser Ave Ashland, WI 54806	(715) 682-4591 Ext. 3149	steve.bitzer @witc.edu
2.	Decker	Steve	Vice President of Administrative Services/Chief Financial Officer	WITC – Administrative Office 505 Pine Ridge Drive Shell Lake, WI 54871	(715) 468-2815 Ext. 2234	steve.decker @witc.edu
3.	Erdmann	Stephanie	Vice President, Academic Affairs and Campus Administrator	WITC - Superior 600 North 21st Street Superior, WI 54880	(715) 394-6677 Ext. 6214	stephanie.erdmann @witc.edu
4.	Fowler	Craig	Vice President, Workforce Development/Advancement and Campus Administrator	WITC – Rice Lake 1900 College Drive Rice Lake, WI 54868	(715) 234-7082 Ext. 5201	craig.fowler @witc.edu
5.	Will	John	President	WITC – Administrative Office 505 Pine Ridge Drive Shell Lake, WI 54871	(715) 468-2815 Ext. 2227	john.will @witc.edu
6.	Yohnk Lockwood	Susan	Vice President, Institutional Effectiveness and Campus Administrator	WITC – New Richmond 1019 S. Knowles Ave New Richmond, WI 54017	(715) 246-6561 Ext. 4252	susan.lockwood @witc.edu

Board\WITC Ethics Designees\10-28-19

\*Note WITC Board members also comply with the Ethics Board requirements

Resolution No. 20-04

RESOLUTION AUTHORIZING THE ISSUANCE OF \$2,910,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2019D, OF WISCONSIN INDIANHEAD TECHNICAL COLLEGE DISTRICT, WISCONSIN, AND SETTING THE SALE THEREOF

WHEREAS, Wisconsin Indianhead Technical College District, Wisconsin (the "District") is presently in need of \$2,910,000 for the public purposes of: (a) financing \$250,000.00 of building remodeling and improvement projects at the District's campuses; (b) financing \$110,000.00 of site improvements at the District's campuses; (c) financing \$2,550,000.00 of movable equipment at the District's campuses; and (d) paying related closing costs (the "Public Purpose"); and

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$2,910,000 for the Public Purpose; and be it further

RESOLVED, that:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in an aggregate principal amount not to exceed \$2,910,000 (the "Notes"), the proceeds of which shall be used for the Public Purpose in the amounts authorized for that purpose.

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


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

Section 4. Sale of Notes. The Notes shall be offered for public sale in accordance with the Official Terms of Offering attached to this resolution. The District Secretary shall cause notice of the sale of the Notes to be disseminated in such manner and at such times as the Secretary may determine and shall cause copies of the Official Terms of Offering and other pertinent data to be forwarded to prospective bidders. At a future meeting in 2019, the District Board shall consider such bids as may have been received and take action thereon.



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

Adopted on October 28, 2019.

  
Chairperson

Attest:

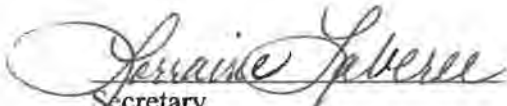
  
Secretary

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Wisconsin Indianhead Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on October 28, 2019, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$2,910,000.00 be borrowed through the issuance of general obligation promissory notes of the District for the public purposes of: (a) financing \$250,000.00 of building remodeling and improvement projects at the District's campuses; (b) financing \$110,000.00 of site improvements at the District's campuses; (c) financing \$2,550,000.00 of movable equipment at the District's campuses; and (d) paying related closing costs.

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

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

Dated October 28, 2019.

BY ORDER OF THE DISTRICT BOARD

District Secretary