

Wisconsin Indianhead Technical College  
Board Proceedings  
July 10, 2017

The annual organizational meeting of the Wisconsin Indianhead Technical College Board was held on Monday, July 10, 2017, 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**

Vice Chairperson, Troy Lambert, called the meeting to order at 8:31 a.m. with the following Board members present: James Beistle, Lara Frasier, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, Troy Lambert, and Josh Robinson. *Note: Chris Fitzgerald provided notice that he would not be in attendance at this meeting.*

The following WITC employees were in attendance during the meeting: Steve Decker, Kim Olson, Cher Vink, and John Will. Other WITC employees in attendance during a portion of the meeting were: Rebekkah Cusick and Jennifer Kunselman.

**OPEN MEETING**

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The July 10, 2017, organizational 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 July 7, 2017, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting.

**APPROVAL OF AGENDA**

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

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

**AUDIENCE RECOGNITION ANNOUNCEMENT**

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

**BOARD ORGANIZATION**

1. Oath of Office: James Beistle, Chris Fitzgerald, Lara Frasier, and Lorraine Laberee  
The Oath of Office was administered by Vice Chair Lambert to members James Beistle, Lara Frasier, and Lorraine Laberee by having them read the Oath of Office statement at the meeting. The Oath of Office statements were signed and notarized by Rebekkah Cusick to be filed with the District Board Secretary. Mr. Fitzgerald was unable to attend this meeting and this item will be brought back in August.
2. Election of Officers  
In accordance with Wisconsin Statute §38.08 (3) the district Board shall hold its annual organizational meeting on the 2<sup>nd</sup> Monday in July at which time it shall elect from among its members a chairperson, vice chairperson, secretary, and treasurer.

It was noted that no person may serve as a Chairperson for more than 2 successive annual terms, per Wisconsin Statute §38.08 (3). All officers, except the Chair, may serve multiple consecutive terms of office.

**The following WITC Board officers served in 2016-2017:**

- a. Chair - Chris Fitzgerald (completed a **second** term as Chair and it was noted that a new Chair must be elected for 2017-2018)
- b. Vice Chair - Troy Lambert (served the past **two** years in this position)
- c. Secretary - Brett Gerber (served the past **two** years in this position)
- d. Treasurer - James Beistle (served the past **four** consecutive years and a total of **six** years in this position)

The Board conducted their election of officers with Vice Chair Lambert calling for nominations for the office of chairperson. A sample election process for Board members was provided.

Chair

Brett Gerber moved, seconded by James Beistle, to nominate Troy Lambert for the office of chairperson. Following three calls for nominations, Lori Laberee moved, seconded by Janelle Gruetzmacher, that nominations be closed and to cast a unanimous vote for Troy Lambert for the office of chairperson of the Board. Upon a unanimous vote of all members present, motion carried.

Vice Chair

Brett Gerber moved, seconded by Janelle Gruetzmacher, to nominate Josh Robinson for the office of vice chairperson. Following three calls for nominations, James Beistle moved, seconded by Lori Laberee, that nominations be closed and to cast a unanimous vote for Josh Robinson for the office of vice chairperson of the Board. Upon a unanimous vote of all members present, motion carried.

Secretary

James Beistle moved, seconded by Josh Robinson, to nominate Brett Gerber for the office of secretary. Following three calls for nominations, Lori Laberee moved, seconded by Janelle Gruetzmacher, that nominations be closed and to cast a unanimous vote for Brett Gerber for the office of secretary of the Board. Upon a unanimous vote of all members present, motion carried.

Treasurer

Lori Laberee moved, seconded by Josh Robinson, to nominate Janelle Gruetzmacher for the office of treasurer. Following three calls for nominations, Brett Gerber moved, seconded by James Beistle, that nominations be closed and to cast a unanimous vote for Janelle Gruetzmacher for the office of treasurer of the Board. Upon a unanimous vote of all members, motion carried.

The officers assumed their duties following the election process and new officers were requested to provide their signatures for the office on a form that was routed by the Executive Assistant at the meeting. The Chair and Treasurer were also requested to sign a form for the Business Office at the meeting. If a vacancy occurs in any of the District Board officer positions after the annual organizational meeting, the District Board may elect an officer to fill the vacancy at any subsequent district Board meeting. The Board Officers policy was provided for the Board's information.

The Executive Assistant will communicate the 2017-2018 WITC Board officer information to the District Boards Association and to all College staff following the meeting. The Executive Assistant will also have the Board Chair's WITC telephone extension (2755) updated on the Board of Trustee's Web page and Staff Directory.

3. Selection of Regular Meeting Dates

The 2017-2018 WITC Board Meeting Schedule was approved at the June Board meeting. Most meetings were scheduled on the third Monday of the month, with the exception of November being scheduled on the second Monday and February being scheduled on the fourth Monday. The recommended meeting start time was 8:30 a.m. and campus locations were aligned with WITC staff presentations on the Monitoring Schedule. There were no additional changes to the schedule at this meeting; therefore, the 2017-2018 Board Meeting Schedule will stand as presented.

The Executive Assistant will communicate the 2017-2018 Board Meeting Schedule with the District Boards Association and all College staff following the meeting. The Board's next meeting is scheduled on August 21, 2017, beginning at 8:30 a.m., at the WITC Administrative Office in Shell Lake.

4. Selection of Board Forward Meeting Date

The November 13, 2017, Board Forward meeting date was approved at the June Board meeting. There were no additional changes to the date at this meeting; therefore, Board Forward meeting date and will stand as presented. Strategic Planning will be the focus at this meeting.

5. Appointment to WITC Foundation Board of Directors

Time was reserved for the WITC Board Chair to appoint a liaison to the WITC Foundation Board of Directors. The WITC Foundation is governed by a 13-member Board of Directors comprised of three representatives from each of the four campus areas plus a liaison from the WITC Board of Trustees. The primary responsibility of the WITC Board liaison is to represent the Board of Trustees' perspective on the Foundation Board. The Foundation Board meets in the fall and spring of each year to establish Foundation policy and conduct business. There is no limit to the number of terms that can be served on the WITC Foundation Board of Directors.

It was noted that Dave Minor served on the WITC Foundation Board of Directors for the past three years and will need to be replaced due to his resignation.

Josh Robinson volunteered to serve as the WITC Foundation Board **liaison** for 2017-2018.

The Executive Assistant will communicate the selected WITC Foundation Board of Directors liaison to all College staff following the meeting.

6. Approval of Official Newspaper of Record Selection

Annually the Board approves the "newspaper of record" for the College. There are 28 newspapers in the WITC District that are certified by the state to publish statutorily required legal notices. However, of those 28 newspapers, 26 of them publish their notices one (1) day per week. The *Superior Telegram* publishes two (2) days per week (on Tuesday and Friday), and the *Ashland Daily Press* publishes five (5) days per week (Monday, Wednesday, Thursday, Friday, and Saturday).

Therefore, based on the higher number of publishing days, administration recommended Board approval to establish the *Ashland Daily Press* as their "newspaper of record" for the 2017-2018 school year. Information on the costs for Class 1 - 8 point legal notices and non-legal advertising from the *Ashland Daily Press* was included in the Board book.

Lori Laberee moved, seconded by Brett Gerber, to establish the *Ashland Daily Press* as the College's official newspaper of record for 2017-2018 as presented. Upon a unanimous vote of all members present, motion carried.

The Executive Assistant will communicate the Board's approval of the "newspaper of record" to all College staff following the meeting.

7. Approval of Board Monitoring Schedule for Fiscal Year 2018

The Board approved the *2017-2018 WITC Board Monitoring Schedule* at the June meeting. There were no changes to the monitoring schedule at this meeting; therefore, the monitoring schedule will stand as presented. The Executive Assistant will update and prepare the orientation materials for the September Board Member Orientation.

8. Request for Board Organizational Meeting Appointments to the District Boards Association Positions – Standing Committees

The District Boards Association (DBA) requested that all districts review and assign their members to the association's standing committees. New District Boards Association committee descriptions and last year's list of WITC DBA committee representatives were provided. WITC Board members volunteer to serve on the committee that interests them the most.

This year there was a change from six to four DBA committees. The Awards and the Bylaws, Policies, and Procedures Committees can each have one Board representative. The Internal Best Practices and the External Partnerships Committees can each have four Board representatives.

It was determined that Lara Frasier will serve on the Awards Committee and Brett Gerber will serve on the Bylaws, Policies, and Procedures Committee. Chris Fitzgerald, Brett Gerber, Lori Laberee, and Troy Lambert will serve on the Internal Best Practices Committee and James Beistle, Chris Fitzgerald, Janelle Gruetzmacher, and Josh Robinson will serve on the External Partnerships Committee.

Following this organizational meeting, the Executive Assistant will provide the DBA Office with the 2017-2018 WITC officer and DBA committee representation list as well as the 2017-2018 WITC Board Meeting Schedule.

9. Selection of District Boards Association Board of Directors - WITC Board Delegate

The District Boards Association has requested the WITC Board select a member to be seated on the association's Board of Directors at their summer meeting in Kenosha on July 14-15, 2017, as noted in a previous exhibit. Board of Directors' seats are staggered two-year terms, and association officers automatically serve as their district's delegate to the Board. Each District Board uses its own process to select its representative to the Board except that association officers automatically serve as their district's representative. There is no limit to the number of terms that may be served. In addition, a new member may also be appointed mid-term at the district's discretion.

Lori Laberee moved, seconded by Brett Gerber, to select James Beistle as the WITC Board Delegate for the District Boards Association for a two-year term. Upon a unanimous vote of all members present, motion carried.

Note: The Executive Assistant routed the WITC Board's Contact listing to confirm each Board member's current contact information. This document will be updated with current officers, District Boards Association Committee representatives, address/phone updates, and posted in the "Board Resources Only" folder on the Connection.

**EXECUTIVE SESSION**

Chairperson Lambert requested a motion for the Board to convene into executive session under the provisions of Wisconsin Statute §19.85(1)(c) for the purpose of considering approval of the President's 2017-2020 Contract.

James Beistle moved, seconded by Lori Laberee, to convene into executive session in accordance with Wisconsin Statute §19.85(1)(c) for the purpose noted in the preceding paragraph. Chair Lambert announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

Chairperson Lambert called the executive session to order at 8:54 a.m. with the following Board members present: James Beistle, Lara Frasier, Brett Gerber, Janelle Gruetzmacher, Lorraine C. Laberee, Troy Lambert, and Josh Robinson. *Note: Chris Fitzgerald provided notice that he would not be in attendance at this meeting.*

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

#### Approval of the June 19, 2017, Executive Meeting Minutes

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

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

Lori Laberee moved, seconded by James Beistle, 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 9:38 a.m.

### OPEN SESSION RECONVENED

#### MEETING MINUTES

##### 1. Approval of the June 19, 2017, Regular Meeting Minutes

Lori Laberee moved, seconded by Brett Gerber, to approve the meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. The signed contract listing and resolutions from the June meeting were attached to the official minutes.

#### CONSENT AGENDA

Chairperson Lambert 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 Lori Laberee, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

##### 1. Personnel:

- A. **New Hire:** Barbara Beeksma, Medical Assistant Instructor; Faculty; annual salary \$51,315; Ashland; effective July 1, 2017.
- B. **New Hire:** Sara Eckstein, Admissions Advisor; Support and Technical Personnel; \$16.46/hour; Rice Lake; effective July 10, 2017. *Note: Ms. Eckstein is currently a Campus Support Technician at the Rice Lake Campus.*
- C. **New Hire:** Suzanne Linder, Student Services Assistant; Support and Technical Personnel; \$14.86/hour; New Richmond; effective July 3, 2017.
- D. **New Hire:** Anna Smith, Student Services Assistant; Support and Technical Personnel; \$14.86/hour; New Richmond; effective, July 10, 2017.
- E. **Resignation:** Sara Eckstein; Campus Support Technician; Rice Lake; effective July 9, 2017.
- F. **Resignation:** Cynthia Johnstone; Continuing Education Technician; Superior; effective December 29, 2017.
- G. **Resignation:** Todd Solberg, Dean of Students; New Richmond; effective June 26, 2017.

- H. **Resignation:** Kathleen Stanton, Network Technician; Rice Lake; effective January 5, 2018.
- I. **Resignation:** Teresa Wilson, Custodian; New Richmond; effective December 31, 2017.

*President Will noted that there were a total of 94 years of service from those who resigned (retired/leaving the College); Ms. Johnstone served 45 years, Mr. Solberg, served 10 years, Ms. Stanton served 22 years, and Ms. Wilson served 17 years. The Board expressed its appreciation for this service to the College.*

2. Contracts

The contract listing was approved (see attached list). It was noted that this listing included FY17 and FY18.

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 227997 through 228608 and electronic transfer payments totaling \$5,594,848.74 were approved.

5. Bids/Purchases

A. **Remodeling Change Order – Ashland:** The Board approved Change Order 1 by LHB Architects in the total amount of \$7,270 for project #160580 at the Ashland Campus. The change order was for unexpended owner purchased material amounts.

B. **Remodeling Change Order – Rice Lake:** The Board approved Change Order 6 by LHB Architects in the total amount of \$11,986 for project #150487 at the Rice Lake Campus. The change order was for changes to the manifold piping, additional epoxy flooring, and duct changes. A financial summary was also provided.

C. **Paving Change Order – Rice Lake:** The Board approved Change Order 2 by LHB Architects in the total amount of \$886 for project # 160588 at the Rice Lake Campus. The change order was for material substitution for fencing and plumbing changes at the basin cleanout.

D. **Remodeling Change Order – Shell Lake:** The Board approved Change Order 1 by LHB Architects in the total amount of \$8,047 for project #160545 at the Shell Lake Administrative Office. The change order was for mechanical modification.

E. **Furniture – Ashland:** The Board approved the purchase of cubicle furniture in the total amount of \$3,455 from Systems Furniture of De Pere, WI under the University of Wisconsin contract # UW 13-5665. The furniture was not included in the approved equipment budget list. The furniture will be for the Student Services area at the Ashland Campus.

6. Out-of-State Tuition Remission Report

In accordance with Wisconsin Technical College System Board Administrative Bulletin, AB 04-02, Remission of Out-of-State Tuition – Needy and Worthy, staff with delegated authority shall annually report remission activity for the academic year (by July 15). The report shall include the number of individuals for whom tuition was remitted, the total credits remitted, the financial impact of the actual remissions and the percentage of total actual credits (net of Community Services), which were remitted for academic year.

The Out-of-State Tuition Remission Report is submitted for the entire 2016-2017 academic year. The Board was being informed that WITC submitted zero (0) students for the 2016-2017 academic year.

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

1. **Action will be Considered on Matters Discussed in Executive Session**

Time was reserved for the Board to consider action to be taken on matters discussed in Executive Session, if appropriate.

2. **Considering Approval of the President's 2017-2020 Contract**

Time was reserved for the Board to consider approval of the President's contract for 2017-2020.

Josh Robinson moved, seconded by Lori Laberee, to approve the President's 2017-2020 Contract as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

3. **Requesting Approval of the Three-Year Facilities Plan**

Mr. Decker recommended approval of the WITC Three-Year Facilities Plan for FY18-FY20. State administrative procedures require districts to submit a three-year facilities plan to the system office to include building repairs, remodeling, and new construction. The included plan summarized the remodeling and new construction proposed in WITC's three-year plan.

Lori Laberee moved, seconded by Brett Gerber, to approve the Three-Year Facilities Plan as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

4. **Approval of Diesel and Heavy Equipment Technician Concept Review**

President Will requested Board approval for submission of the Concept Review for a Diesel and Heavy Equipment Technician two-year technical diploma program. The Concept Review will be submitted to the WTCS for approval at the WTCS Board meeting in September and the Program Proposal will be submitted to the WTCS for approval at the WTCS Board meeting in November. Preliminary plans are to begin offering the program in Superior pending facility and equipment determinations.

5. **Approval of Physical Therapist Assistant Concept Review**

President Will requested Board approval for submission of the Concept Review for the Physical Therapist Assistant two-year associate degree program. Plans are to submit the Concept Review to the WTCS for approval at the WTCS Board meeting in September and the Program Proposal to the WTCS for approval at the WTCS Board meeting in November. The planned location and timeline for implementation of the program are still in the discussion phase.

6. **Approval of Hospitality Foundations Concept Review**

President Will requested Board approval for submission of the Concept Review for a Hospitality Foundations less-than-one-year technical diploma program. Plans are to submit the Concept Review to the WTCS for approval at the WTCS Board meeting in September and the Program Proposal to the WTCS for approval at the WTCS Board meeting in November. The plans are to begin offering the program at the Rice Lake Campus in January 2018.

7. **Approval of Pharmacy Technician Assistant Concept Review**

President Will requested Board approval for submission of the Concept Review for a Pharmacy Technician one-year technical diploma program. Plans are to submit the Concept Review to the WTCS for approval at the WTCS Board meeting in September and the Program Proposal to the WTCS for approval at the WTCS Board meeting in November. The preliminary plans for the program are to offer at both a north and south campus location with

implementation date pending further discussion.

James Beistle moved, seconded by Janelle Gruetzmacher, to approve the Diesel and Heavy Equipment Technician Concept Review, Physical Therapist Assistant Concept Review, Hospitality Foundations Concept Review, and the Pharmacy Technician Assistant Concept Review as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

8. Considering Approval of 2017-2018 Faculty Union Contract (Local 395, AFT-Wisconsin, AFL-CIO)  
Board approval was requested for the Faculty union one-year collective bargaining agreement.
9. Considering Approval of 2017-2018 Office and Technical Support (OTS) Union Contract, Local 395, AFT-Wisconsin, AFL-CIO)  
Board approval was requested for the OTS union one-year collective bargaining agreement.
10. Considering Approval of 2017-2018 Custodial Union Contract (Labor Association of Wisconsin, Local 722)  
Board approval was requested for the Custodial union one-year collective bargaining agreement.

Josh Robinson moved, seconded by James Beistle, to approve the 2017-2018 Faculty, OTS, and Custodial Union Contracts as presented. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

#### **INFORMATION REPORT**

1. Annual Graduate Survey Report  
Jennifer Kunselman, Research and Data *Coordinator*, presented the 2016 Graduate Survey results of the 2015-2016 graduates, which included information on graduates' satisfaction with training received at WITC, current employment status, and salary information by degree level and program. The 2016 Graduate Survey Executive Summary, PowerPoint presentation, and Additional Data Charts were provided for the Board's information. Printed copies of the complete 2016 Graduate Results were available at the Board meeting. *Note: This report was previously postponed at the May Board meeting.*

It was noted that WITC had the highest response rate. Time was reserved for Board questions. President Will plans to follow-up on some Board member suggestions relative to marketing strategies.

James Beistle moved, seconded by Lori Laberee, to accept the Annual Graduate Survey 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.

#### **CORRESPONDENCE AND INFORMATION**

1. Meeting Information Sharing  
Time was reserved for Board members to report on any meetings they attended.
2. Travel Sign Up
  - A. **Board Events Schedule**  
Time was reserved for the Board to update administration on their plans for upcoming Board events. A copy of the *Board Events Schedule* was routed during the meeting for Board members to update by recording their plans to attend (or not attend) the meetings and events listed on the form; or, to contact the Executive Assistant as soon as plans are confirmed. Chair Lambert 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.

**B. 2017 ACCT Leadership Congress Proposal Update**

The WITC proposal to present on "Innovative Implementation Strategies for Career Pathways to Meet Workforce Needs" was accepted by the Association of Community College Trustees (ACCT) Leadership Congress. The proposal and ACCT's Schedule at a Glance were provided. President Will recommended that all Board members be listed on the ACCT program with two Board members presenting with administration. The remaining Board members in the audience would be introduced.

**3. President's Updates:**

**A. Upcoming Events Schedule**

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

**B. Fall Enrollment Report**

The fall enrollment report was reviewed by President Will. This will be a standing agenda item through October.

**C. Strategic Planning Timeline Update**

Time was reserved for President Will to update the Board on the status of the Strategic Planning Timeline.

**D. County Board Meeting Update**

President Will is scheduled to attend the Sawyer County Board meeting on Thursday, August 17, 2017, at the Sawyer County Courthouse in Hayward.

**4. Legislative Updates**

President Will noted that the state budget has not passed yet.

**5. New Richmond Cable Agreement Renewal Update**

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.

**6. Discrimination/Harassment Complaints Annual Report**

In accordance with Administrative Procedures G-113A and J-121A, Discrimination/Harassment Compliance/Sexual Assault, administration is required to report to the Board of Trustees formal complaints related to discrimination, harassment, sexual harassment, and sexual assault. For fiscal year 2017, there were 4 student complaints filed, 1 employee complaint filed, 1 applicant complaint filed, and 0 formal grievance complaints filed. Investigation resulted in 2 findings of a violation of College anti-discrimination/harassment policies.

**7. Approval of Annual Update to the Five-Year Affirmative Action Plan**

Ms. Vink updated the Board on the progress of the Five-Year Affirmative Action Plan (2014-2019) for Fiscal Year 2016-2017. The Annual Update to the Plan was provided for the Board's information.

Lori Laberee moved, seconded by Janelle Gruetzmacher, to approve the Annual Update to the Five-Year Affirmative Action Plan as presented. Upon a unanimous vote of all members present, motion carried.

8. WITC Board Appointment Update

The Additional member position, representing the district, is open for a 2-year term (November 2017 - June 2019). It was noted that applications will not be accepted from individuals who reside in Region 4 (Burnett and Polk Counties) and Region 5 (Barron County) since there are two members already serving from those regions on the Board.

The Board Appointment hearing/committee meeting is scheduled on Wednesday, September 6, beginning at 2 p.m., at the WITC-Administrative Office in Shell Lake. Notarized applications are due by 4 p.m. on Thursday, August 3. A link to the Board Appointment Web page was provided.

9. Student Updates and News

A. **WITC Graduates Continue to Experience Success**

WITC continues to show impressive results with the release of the 2015-2016 Graduate Survey. Of the 1,361 graduates included in the study, responses were obtained from 1,142 individuals who completed credentials in associate degrees and technical diplomas at WITC. An *Amery Free Press* article was provided.

B. **Severe Mechanic Shortage Runs Boaters, Dealers Underground**

A severe industry-wide shortage of mechanics increasingly alarms boat dealers and owners alike. According to John Kukuk, Vice Chairman of the Wisconsin Marine Association and the owner of Nestegg Marine in Marinette, the industry is in crisis mode. Wisconsin ranks seventh among states in sales of new powerboats, engines, trailers, and accessories, yet boat dealerships say there's only one dedicated marine-engine program at WITC-Ashland. A *Minneapolis Star Tribune* article was provided.

C. **WITC Plans Fun-Driver on June 12**

WITC-New Richmond's Foundation held its 22<sup>nd</sup> Fund-Driver Golf Benefit Monday, June 12, 2017, at Bristol Ridge Golf Course in Somerset. Monies raised at this fun-filled event go toward scholarships and other Foundation programs on the WITC-New Richmond Campus. The four-person, 18-hole scramble offers a competitive format and a fun division, with prizes awarded in both. A *Woodville Leader* article was provided.

D. **WITC-Superior's JumpStart Day and Tool Show**

WITC-Superior will open its doors to the community on June 22 for the annual JumpStart Day. JumpStart Day is a fun and relaxed afternoon designed to help students get a jump-start on their fall semester. Prospective students are welcome to take a tour, enjoy refreshments and learn about WITC's admissions process, financial aid and scholarship opportunities, transfer options, and credit for prior learning. A *Business North* article was provided.

E. **Douglas County Firefighters Seek 'Somebody'**

The need for volunteer firefighters and first responders is on the rise nationally. The annual Be Somebody event, part awareness campaign and part recruitment tool, was held in Brule on June 3. More than 30 departments brought in apparatus and rigs for the public to view, including a burn trailer with live fire and driving simulator. Firefighters gave demonstrations to highlight different aspects of the job. A *Superior Telegram* article, was provided.

10. Capital Equipment Purchases

- A. **Robotic Trainer – New Richmond:** A purchase was made of a robotic trainer in the total amount of \$31,116 from ABB Inc. of Auburn Hills, MI, under the quote process. The trainer is for the Automated Packaging Systems Program at the New Richmond Campus.

**ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS**

1. Review Meeting Dates, Locations, and Start Times

Time was reserved for the Board to confirm its plans for the regular meeting scheduled on Monday, August 21, 2017, beginning 8:30 a.m., at the WITC-Administrative Office in Shell Lake. The Board meeting schedule was provided for the Board's information.

2. Review/Add Agenda Items

Time was reserved for the Board to add or review agenda items for the next Board meeting. Board agenda items for the meeting on Monday, August 21, 2017, were listed on the Board's Monitoring Schedule. Additional agenda items for this meeting were discussed.

*Note: Board members may add additional items to next month's Board agenda by contacting the Chair before Thursday, August 3, 2017. This request does not obligate the Chair to include these items on the agenda. The Chair will notify administration of agenda items before the Board book is prepared and copied.*

President Will made a request for Board members to continue to submit their expense forms electronically by attaching the form to an e-mail to the Executive Assistant. Expense forms can also be submitted via a printed copy to the Executive Assistant. Otherwise, the Executive Assistant will complete an expense form for mileage on behalf of the Board member if an expense form is not received by the end of day of the meeting. There were no objections.

**MEETING EVALUATION**

**PLUS +/-DELTA ^**

- + Graduate survey presentation
- + Well-run meeting Troy
- + Good discussion among Board members
- ^ None

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

Respectfully submitted



Board Secretary

ko

7/5/17  
12:24 PM

Wisconsin Indianhead Technical College  
Contract Estimated Full Cost Report

Fiscal Year:  
2017/2018

Exhibit 2

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

State Designated Indirect Cost Factors:  
On Campus = 34.9 % Off Campus = 34.9 %

*-----ESTIMATED-----*												
Fiscal Year	Contract Number	Service Recipient	Location	On/Off	Description	Contract Revenue (Total Estimated Revenue)	Est.Salary/Fringe Cost (Instructional/Non Instr Total)	+	Indirect (Program & Material Fees)	=	Full Cost	Difference
2017	222*	Midwest Energy Resources Co	WITC Superior	1	Employees of MERC will be assessed of their mechanical ability.	375.00	289.00		-		289.00	86.00
2017	226*	Superior-Lidgerwood-Mundy Corp	Superior Lidgerwood Mundy	0	WITC staff to work with SLM management to develop AWS specifications processes.	1,500.00	1,154.00		-		1,154.00	346.00
2017	304*	Hudson School District	Hudson High School	0	WITC will provide Driver's Education Theory and Behind-The-Wheel to the students of the Hudson School District. As part of the contract, WITC will collect the tuition of \$105.00 for the Driver's Ed Theory and \$235.00 for the Behind-the Wheel from the students.	2,026.00	1.00		2,025.00		2,026.00	-
2017	306*	Spooner School District	Spooner High School		WITC will provide Driver's Education Theory and Behind-The-Wheel to the students of the Spooner School district. As part of the contract, WITC will collect the tuition of \$105.00 for the Driver's Ed Theory and \$235.00 for the Behind-The-Wheel from the students.	451.00	1.00		450.00		451.00	-
2017	307*	Superior Senior High School	WITC Superior	1	SHS Students will examine career exploration opportunities in fields, such as, Nursing Assistant, Auto Tech, Machine Tool, Personal Care Worker, and Welding.	17,071.00	14,032.00		4,416.00		18,448.00	(1,377.00)
2017	308	AMFA Arrowhead Fabricators & Manufacturers Assoc	WITC Superior	1	Members of AMFA will receive Essential Supervisory Skills training in three modules; The New Supervisor, Communication, & Employee Motivation and Teams.	1,101.00	816.00		72.00		888.00	213.00
2017	312*	Northern Clearing Inc	Various	0	Employees will receive safety training at various locations.	27,979.00	-		12,278.00		12,278.00	15,701.00
2017	391*	Workforce Resource-Balsam Lake	Polk County Workforce Resource Center, Balsam Lake, WI	0	CPR for Healthcare Academy	463.00	370.00		264.00		634.00	(171.00)
2017	397*	Chamber Of Commerce	WITC Superior	1	EXCHANGE OF SERVICES CONTRACT-Chamber staff to provide instruction in various business applications.	717.00	-		551.00		551.00	166.00
2017	438*	St Croix County Sheriff's Dept	Hudson, WI	0	TI Trainer, Shoot Don't Shoot Scenario training	2,501.00	2,000.00		1,579.00		3,579.00	(1,078.00)

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2017/2018

Exhibit 2

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State Designated Indirect Cost Factors:  
On Campus = 34.9 % Off Campus = 34.9%

ESTIMATED												
Fiscal Year	Contract Number	Service Recipient	Location	On/Off	Description	Contract Revenue (Total Estimated Revenue)	Est.Salary/Fringe Cost (Instructional/Non Instr Total)	+	Indirect (Program & Material Fees)	=	Full Cost	Difference
2017	550*	Christian Community Hms & Svc	Christian Community Homes - Hudson		Provide CBRF Medication class to employees.	1,843.00	1,417.65		219.00		1,636.65	206.35
2017	555	Amery High School	Amery High School	0	Transcripted credit class for Amery High School. 1 student registered for 1051101 Medical Terminology 3 credits; 16 students registered for 310941348 Dairy Cattle Management 2 credits.	4,653.00					4,653.00	-
2017	556	Unity High School	Unity High School	0	Transcripted credit class for Unity High School. 7 students registered for 31091348 Dairy Cattle Management 2 credits.	1,862.00					1,862.00	-
2018	201	Weld Test 5/2017		1	Provide welding supervision and AWS weld testing for employees of Douglas County Highway Department. Upon completion, documentation will be provided.	1,051.00	840.00		9.00		849.00	202.00
2018	202	MT Assessment	WITC Superior	1	Prospective employees of USS-Minnetac will be assessed regarding their skills & knowledge abilities based on a USS machine tool hands-on assessment.	2,010.00	1,547.00		31.00		1,578.00	432.00
2018	203	NTC Plumbing Apprentice-First Semester		0	Plumbing Apprenticeship; Tom Bembnister will teach 2 sections of plumbing apprenticeship courses.	20,957.00	16,765.00		180.00		16,945.00	4,012.00
2018	204	NTC Plumbing Apprentice-Second Semester		0	Plumbing Apprenticeship; Tom Bembnister will teach 2 sections of plumbing apprenticeship courses.	20,957.00	16,765.00		180.00		16,945.00	4,012.00
2018	205	CVTC-Plumbing Apprenticeship-Semester 1	Chippewa Valley Technical College	0	Plumbing Apprenticeship-WITC will provide instruction for 3 sections of plumbing apprentices at Chippewa Valley Technical College's location.	31,751.00	20,999.00		270.00		21,269.00	10,482.00
2018	206	CVTC-Plumbing Apprenticeship-Semester 2	Chippewa Valley Technical College	0	Plumbing Apprenticeship-WITC will provide instruction for 3 sections of plumbing apprentices at Chippewa Valley Technical College's location.	26,251.00	26,499.00		270.00		26,769.00	(518.00)
2018	302	Lac Courte Oreilles Casino & Lodge-06/01/2016	LCO Casino - LCO	0	Provide Heartsaver 1st aid/Adult & Child CPR/AED to employees	666.00	533.00		481.00		1,014.00	(348.00)

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							Est. Salary/Fringe Cost (Instructional/Non Instr Total)	+ Indirect (Program & Material Fees)	= Full Cost	Difference
2018	303	Cumberland Family Dental-06/01/2016	Cumberland Family Dental - Cumberland	0	Provide CPR for Healthcare recert class to employees.	598.00	460.00	211.00	671.00	(73.00)
2018	304	Lakeview Dental-06/01/2016	Lakeview Dental - Rice Lake	0	Provide CPR for Healthcare recert class to employees	585.00	450.00	158.00	608.00	(23.00)
2018	305	Dr Rydell Dental Office-06/01/2016	Dr. Rydell Dental office - Hayward	0	Provide CPR for Healthcare recert class to employees.	427.00	329.00	88.00	417.00	10.00
2018	306	MT-Ashland School District	WITC Ashland	1	Students from Ashland High School will receive basic machine tool instruction	25,705.00	19,057.00	4,785.00	23,842.00	1,863.00
2018	307	Superior High School-06/01/2016	WITC Superior	1	SHS Students will examine career exploration opportunities in fields, such as, Nursing Assistant, Auto Tech, Machine Tool, Personal Care Worker, and Welding.	17,071.00	14,032.00	4,416.00	18,448.00	(1,377.00)
2018	308	Arrowhead Manufacturers & Fabricators Assoc-06/01/2016	WITC Superior	1	Members of AMFA will receive Essential Supervisory Skills training in three modules; The New Supervisor, Communication, & Employee Motivation and Teams.	1,101.00	816.00	72.00	888.00	213.00
2018	309	Northern Lights Healthcare Center-06/01/2016	Northern Lights Services	0	EXCHANGE OF SERVICES CONTRACT- Client to provide instruction at no cost to WITC. College to collect indirect expenses.	231.00		178.00	178.00	53.00
2018	312	OSHA10/EMS	WITC Superior	1	Clients of Northern Bedrock Preservation Corps will receive OSHA, CPR and First Aid, and Safety instruction. Upon successful completion, participants will receive documentation.	2,233.00	1,693.00	1,148.00	2,841.00	(608.00)
2018	313	Heartsaver 1st Aid/Adult/child CPR & AED	Chetek	1	Provided Heartsaver 1st aid/Adult & Child CPR AED for employees of Core Products.	1,002.00	652.00	511.00	1,163.00	(161.00)
2018	314	Jennie O Turkey Store Co-5/30/2017	Jennie-O Turkey Store, Barron, WI	0	Hazardous Materials training for employees of Jennie-O Turkey Store's Barron Plant.	3,578.00	2,753.00	2,096.00	4,849.00	(1,271.00)
2018	315	Hydraulics Troubleshooting_6/2017	WITC Superior	1	Employees of Midwest Energy Resources Corp will be trained in Hydraulics and Troubleshooting.	5,520.00	4,246.00	971.00	5,217.00	303.00

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*-----ESTIMATED-----*												
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2018	316	WRSP_CPR_0618	Willow River State Park	0	CPR/AED Basic First Aid Renewal for Park Service Employees	251.00	201.00		178.00		379.00	(128.00)
2018	317	Monarch Paving-05/30/2017	Amery	0	Shadowing of managers and analysis of duties and execution	1,969.00	1,514.00		90.00		1,604.00	365.00
2018	318	North_Sold_0817	Northwire, Inc. in Osceola	0	Soldering Training for employees. This class will cover the basic theory behind common electrical soldering. Following the IPC 620/ Wiring Harness Manufacturer's Association requirements, the course will go over acceptable and defective practices regarding stripping, tinning and soldering wire-to-cup type connections and harness assemblies. As well as the classroom portion and written test, the student will perform hands-on tasks to solder various connections following a set of real life work instructions. Successful individuals will achieve a basic understanding of how capillary attraction is harnessed to achieve quality soldered components including: stripping, cleaning, tinning, solder types, fluxes, equipment, techniques and visual inspection.	994.00	764.00		178.00		942.00	52.00
2018	319	Christian Community Homes	Christian Community Homes - Osceola	0	Provide 2 CBRF Fire Safety courses for employees at the Osceola Location.	1,539.00	1,184.00		310.00		1,494.00	45.00
2018	320	Osceola EMS-6/8/2017	Osceola	0	Practical Skills review for 20 students	1,528.00	1,222.00		1,059.00		2,281.00	(753.00)
2018	321	Cumberland School District-6/8/2017	Cumberland High School	0	Speech-21 Students from Cumberland High School will enroll in WITC's Speech class, taught via IPV. Students will receive 3 credits from WITC.	6,021.00	4,817.00		3,288.00		8,105.00	(2,084.00)
2018	322	Cooper Engineering-09/05/2017	WITC-Rice Lake Campus	1	Revit Training-Employees of Cooper Engineering will receive 12 hours of Revit computer training.	3,000.00	2,308.00		262.00		2,570.00	430.00
2018	323	ESS_6/2017	Legendary Waters Casino	0	Clients of Northwest WI WIB will receive 5 Modules of Essential Supervisory Skills training. Upon successful completion, participants will receive a Certificate of Continuing Education.	3,000.00			2,354.00		2,354.00	646.00
2018	324	ASHI CPR & AED 7/2017	Minnesuing Acres	0	Employees of Minnesuing Acres will receive ASHI CPR & AED instruction. Others to receive renewal training and upgrades. Upon successful completion, participants will receive documentation.	1,471.00	1,132.00		929.00		2,061.00	(590.00)

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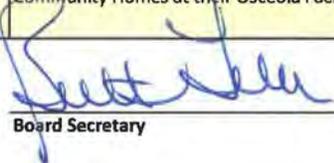
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2018	325	AHA CPR Heart Saver 7/2017	Larson Juhl	0		465.00	465.00	178.00	643.00	(178.00)
2018	326	Northwire Nwi Lab360-6/14/2017	Osceola	0	CPR-AED-First Aid renewal and full class. 6 employees will enroll in the renewal class. 2 employees will enroll in the full class. Classes will run simultaneously.	528.00	406.00	178.00	584.00	(56.00)
2018	327	Mc Cain Foods USA Inc-6/14/2017	Rice Lake	0	Hazardous Materials and refresher training. 25 employees will receive training between the full class and refresher class.	3,250.00	2,500.00	2,096.00	4,596.00	(1,346.00)
2018	328	Specialty Coating Systems-6/15/2017	Clear Lake	0	CPR/AED/Basic First Aid-ASHI training for 3 students at Specialty Coating Systems in Clear Lake.	683.00	525.00	73.00	598.00	85.00
2018	329	St Croix Casino EMR & EMRR	St. Croix Casino, Turtle Lake, WI	0	Emergency Medical Responder and Emergency Medical Responder Refresher Training for 10 students in each section.	11,585.00	9,268.00	2,028.00	11,296.00	289.00
2018	330	WFR- Manufacturing 101	Rice Lake Campus	0	Essential Employee Skills training. Up to 30 trainees will receive training in Essential Employee Skills, Industrial Math, and Basic Forklift Training.	9,820.00	7,856.00	5,291.00	13,147.00	(3,327.00)
2018	331	Christian Community Homes	CCH - Osceola	0	Provide CBRF Fire safety class to employees of Christian Community Homes at their Osceola Facility.	763.00	587.00	89.00	676.00	87.00

\*\*\*\*End of Report \*\*\*  
\*Indicates an amended contract

  
Board Secretary

7/10/17  
Date