

Wisconsin Indianhead Technical College
Board Proceedings
August 17, 2015

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, August 17, 2015, at 8:30 a.m., at the WITC-Superior Campus, located at 600 North 21st Street, Superior, WI 54880.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Chairperson, Chris Fitzgerald, called the meeting to order at 8:31 a.m. with the following Board members present: James Beistle, Chris Fitzgerald, Lorraine C. Laberee, Troy Lambert, Dave Minor, Agnes Ring, and Josh Robinson. Eileen Yeakley arrived at 8:36 a.m. *Brett Gerber provided notice that he would not be in attendance at this meeting.*

The following WITC employees in attendance during the meeting were Steve Decker, Kim Olson, Cher Vink, and John Will. Bonny Copenhaver was in attendance for a portion of the meeting. Representative Nick Milroy was also present during this meeting.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The August 17, 2015, 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 August 14, 2015, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

APPROVAL OF AGENDA

Chair Fitzgerald reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology. James Beistle moved, seconded by Josh Robinson, to approve the agenda. Upon a unanimous vote of all members present, motion carried.

James Beistle moved, seconded by Dave Minor, to authorize and approve Troy Lambert 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 Fitzgerald to recognize people in the audience if needed. The Audience Recognition Board policy (II.M.) was included in the Board book as a reference.

CAMPUS WELCOME

Time was reserved for Bonny Copenhaver, Vice President, Academic Affairs and Superior Campus Administrator, to welcome the Board. It was the first day of WITC classes and an orientation for nursing students was taking place at all WITC locations. An optional tour of the WITC-Superior Campus renovations was provided following the meeting.

MEETING MINUTES

1. Approval of the July 13, 2015, Annual Organizational Meeting Minutes

Lori Laberee moved, seconded by Troy Lambert, to approve the July 13, 2015, annual organizational meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. The signed contract listings from the July meeting were attached to the official minutes.

CONSENT AGENDA

Chairperson Fitzgerald asked if there were any items to be pulled off the Consent Agenda and acted on separately; however, there were none. Lori Laberee moved, seconded by Eileen Yeakley, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

1. Personnel:
 - A. **New Hire:** Lori Cannon, Associate Degree Nursing Instructor; Superior; annual salary \$52,597, effective July 1, 2015.
 - B. **New Hire:** Janet Costenaro, Food Service Operations Manager; Rice Lake; annual salary \$47,919, effective August 3, 2015. *Note: Ms. Costenaro currently holds the position of Food Service Assistant at the Rice Lake Campus.*
 - C. **New Hire:** Jessica Hehir, Marketing and Public Relations Associate; Superior; \$16.46/hour, effective August 31, 2015.
 - D. **New Hire:** Billy Williams, Associate Dean, Continuing Education; Rice Lake; annual salary \$65,366, effective August 10, 2015.
 - E. **Resignation:** Lisa Brown, Early Childhood Education Instructor; Superior; effective August 28, 2015.
 - F. **Resignation:** Janet Costenaro, Food Service Assistant; Rice Lake; effective August 2, 2015.
 - G. **Resignation:** Casey Doten, Student Services Assistant; New Richmond; effective August 21, 2015.
 - H. **Resignation:** Kimberly Odden, Farm Business and Production Management Instructor; Rice Lake; effective February 5, 2016.

President Will noted that there were a total of 32 years of service from those who resigned (retired). The Board expressed its appreciation for this service to the College. President Will also updated the Board on the promotion of Ms. Costenaro to the Food Service Operation Manager position and the reduction of one Food Service position.

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 July 31, 2015, was approved.
4. Approval of Bills
Expenditures and revenue from the budget, covering check numbers 209791 through 210157 and electronic transfer payments totaling \$6,447,331.11 were approved.
5. Bids/Purchases
 - A. **Remodeling Change Order – Ashland:** The Board approved Change Order 2 by LHB, Inc. in the total credit amount of \$405,876 for Project #140630 at the Ashland Campus. This change order included deductions for direct owner purchased materials. A financial summary was also provided.
 - B. **Remodeling Change Order – Rice Lake:** The Board approved Change Order 1 by LHB, Inc. in the total credit amount of \$282,227 for Project #140631 at the Rice Lake Campus. This change order included deductions for direct owner purchased materials. A financial summary was also provided.
 - C. **Remodeling Change Order – Rice Lake:** The Board approved Change Order 2 by LHB, Inc. in the total amount of \$60,000 for Project #140631 at the Rice Lake Campus. This change order included roof area 5 replacement work budgeted in FY16.
 - D. **Remodeling Change Order – Rice Lake:** The Board approved Change Order 3 by LHB, Inc. in the total amount of \$84,000 for Project #140631 at the Rice Lake Campus. This change order included site work at the conference center entrance which was budgeted in FY16.
 - E. **Remodeling Change Order – Rice Lake:** The Board approved Change Order 4 by LHB, Inc. in the total amount of \$147,300 for Project #140631 at the Rice Lake Campus. This change order included replacement of a condensing unit which was budgeted in FY16.
 - F. **Remodeling Change Order – Superior:** The Board approved Change Order 1 by LHB, Inc. in the total credit amount of \$280,051 for Project #140632 at the Superior Campus. This change order included deductions for direct owner purchased materials. A financial summary was also provided.

- G. **Paving – Shell Lake:** The Board accepted the low bid received for the Shell Lake Paving Project from Pember Companies, Inc. of Menomonie, WI, as summarized on the bid tabulation document for the project base bid. The total award for this project is \$241,750.

OTHER ITEMS REQUIRING BOARD ACTION

1. Annual Review of Board's Board-Staff Relationship Policies (III. A. - C.)
Time was reserved for the annual review of the following Board policies:
A. Delegation to the President (III. A.)
B. President's Responsibilities and Evaluation (III. B.)
C. Monitoring College Effectiveness (III. C.)

There were no recommended changes from administration.

Dave Minor moved, seconded by Eileen Yeakley, to approve the Board-Staff Relationship policies as presented. Upon a unanimous vote of all members present, motion carried.

2. Annual Review of Board's Executive Limitations Policies (IV. A. - G.)
Time was reserved for the annual review of the following Board policies:
A. General Executive Constraint (IV. A.)
B. Human Relationships (IV. B.)
C. Financial Condition (IV. C.)
D. Budgeting/Forecasting (IV. D.)
E. Compensation and Benefits (IV. E.)
F. Asset Protection (IV. F.)
G. Communication and Counsel to the Board (IV. G.)

There were no recommended changes from administration.

Dave Minor moved, seconded by Eileen Yeakley, to approve the Executive Limitation policies as presented. Upon a unanimous vote of all members present, motion carried.

3. Approval of Revised Administrative Policy (G-113 & J-121) – Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints
Revised Administrative Policy (G-113 & J-121) – Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints was provided for the Board's approval. Ms. Vink noted the changes to the policy included updates to respond to new legislation to reduce violence on campuses.

Troy Lambert moved, seconded by Josh Robinson, to approve revised Administrative Policy (G-113 & J-121) – Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints as presented. Upon a unanimous vote of all members present, motion carried.

4. Approval of Revised Administrative Procedure (G-113A, J-121A, & J-220A) Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints
Revised Administrative Procedure (G-113A, J-121A, & J-220A) – Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints was provided for the Board's approval. Ms. Vink noted the changes to the procedure included updates to respond to new legislation to reduce violence on campuses.

Troy Lambert moved, seconded by Josh Robinson, to approve revised Administrative Procedure (G-113A, J-121A, & J-220A) Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints as presented. Upon a unanimous vote of all members present, motion carried.

INFORMATION REPORT

President Will gave an International Education Committee Activities report and the rationale for scaling back on these activities in the future. We will continue the grant funded Guy Healy Japan program, and if there are other opportunities the College will pursue them. Bonny Copenhaver talked about some of the partnerships the program was able to provide such as the Guatemala Service Learning project where our IT students did repairs on computers, and the Guy Healy Japan summer opportunity for students to work as tutors and student ambassadors. The International Education report will be removed from the Board's Monitoring Schedule.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

A. **District Boards Association Summer Meeting**

James Beistle, Lori Laberee, and President Will attended the District Boards Association meeting on July 17-18, 2015, in Janesville, WI. The new Executive Director for District Boards Association, Layla Merrifield, was accepted by all of the Board members that were at the meeting. Mr. Beistle will be at the District Boards Association annual planning at the end of August and will have more to share in September.

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 Fitzgerald 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 *WITC Board Monitoring Schedule* as needed. Administration recommended striking out the International Education Committee Activities Report and adding the "Annual Employee Handbook Update" to the August section of the Monitoring Schedule. In addition, administration recommended moving the Longitudinal Follow-Up Report from January 2016 to January 2017 since the results will not be available until later in 2016 due to a one-time change in the submission date for this study by the WTCS. The January 2020 date for this report did not change. There were no objections by the Board.

B. **Board Member Orientation Planning**

Time was reserved to plan for the Board Member Orientation, set the date/time, and determine who will present the orientation materials. The 2014 orientation agenda and materials were provided for the Board's information. Chair Fitzgerald and President Will plan to review the orientation materials with new Board members Ms. Ring and Mr. Robinson following the September 21 Board meeting. Ms. Olson will update and prepare the 2015 electronic orientation materials for the September orientation.

C. **Board Forward Meeting Planning**

The Board Forward meeting is scheduled to take place on Monday, November 16, 2015, following the regular Board meeting at the WITC-Administrative Office in Shell Lake. Some of the suggested topics for the Board Forward meeting included Marketing, Enrollment, Campuses, and Community Engagement. It was determined that the topic of Policy Governance can be handled at the state level via the District Boards Association meetings and also through College resources. Board members can notify Chair Fitzgerald and President Will with additional items they would like to discuss. A facilitator will not be utilized at this meeting. Last year's Board Forward agenda was provided.

D. Annual Employee Handbook Update

Ms. Vink noted the 2015-16 (current) updated General Employee Handbook has been issued just as updated versions of the Handbook have been issued each fiscal year since 2011 following Act 10. We obtain anonymous feedback on each Handbook version from employees throughout the year via a survey tool we have established. Human Resources will continue to obtain input and compile a draft for review toward the end of the fiscal year for the next version of the Handbook. The current version of the Handbook, the red lined versions to indicate updated information, and all Appendices are posted on *The Connection*. President Will noted that next year could require more changes if modifications to the current pay systems are recommended, and he will keep the Board apprised of progress. *Note: This agenda item was added to the Board's Monitoring Schedule for the month August.*

4. President's Updates:

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

A. Student Updates and News

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

- 1) New Articulation Agreements with UW-Superior for Finance and Accounting Degree Students
The University of Wisconsin-Superior and Wisconsin Indianhead Technical College announced that they have partnered for two more articulation agreements between the schools. Qualifying WITC graduates of the Finance Applied Science Degree and the Accounting Applied Science Degree will enter UW-Superior with a junior status to complete their remaining two years of a bachelor's degree program in Business Administration Finance Concentration and Accounting, respectively. This is the third of such agreements, the other is the Human Services Associate degree that feeds into UW-Superior's Social Work program. A *Business North* article was provided.
- 2) Early Childhood Education Articulation Agreement with Northland College
Early Childhood Education graduates of Wisconsin Indianhead Technical College will now be able to seamlessly transfer into Northland College's Elementary Education bachelor degree program. A WITC news reference was provided.
- 3) Number of Wisconsin High Schoolers Getting College Credit Early has Almost Doubled Since 2010
WITC Academic Affairs Vice President Bonny Copenhaver said WITC signed more than 300 agreements during the 2013-14 school year with 47 high schools so students can receive credit for courses they took. A Wisconsin Public Radio reference was provided.
- 4) Workforce Needs: Training for the Aging Population
The *Business North* story talks about WITC's new Gerontology – Aging Services Professional program and discusses the growing need and demand for individuals to get more training associated with an aging population.

B. Fall Enrollment Report

The fall enrollment report was reviewed by President Will. In February, admitted students were down 16% and this has steadily improved. We have converted more of our admitted students to registered students. Getting the first year students into the black or even was a first step to turn our enrollment in the right direction. President Will noted that a lot of hard work by our employees went into making this progress. This will be a standing agenda item through September.

C. Campus Inservice Day Update

Time was reserved for an update on the Collegewide inservice that was held on August 13, 2015, via IP video. The inservice agenda and PowerPoint were provided.

D. 2015-2018 Strategic Plan Update

President Will updated the Board on the implementation of the 2015-2018 Strategic Plan. We went from 95 initiatives in the 2012-2015 Strategic Plan to 30 initiatives in the 2015-2018 Strategic Plan. This is designed to narrow the focus of the plan and leave opportunities to add initiatives that support the plan in years two and three.

E. Rice Lake Campus 75th Anniversary

Founded in 1941, the WITC-Rice Lake Campus kicked off its 75th celebration at the August 13, 2015, inservice with an ice cream social for current and retired staff. While 2016 is the official year of Rice Lake's 75th anniversary, starting with a kick-off in the academic year will build excitement and momentum. Retired faculty member Nancy Vrieze has agreed to provide leadership to the forthcoming planning committee that will include retired and active staff on the team. Some public events will be done, but the specifics will be decided by the planning team. The celebration will end at commencement. Note: It is also UW-BC's 50th anniversary this year!

F. Technology Updates

On July 31, 2015, WITC moved our College servers to the new Data Center at Chippewa Valley Technical College. The Data Center provides high bandwidth and low latency connectivity to our network. The Data Center is stacked. Power is backed up by a 500 kilowatt diesel generator manufactured by Caterpillar. This class of generator, commonly used in large hospitals, is capable of providing a minimum of 12 hours runtime at maximum output. It is cooled with a combination of floor-mounted and above-the-rack cooling units. Advanced fire detection and suppression systems are tied directly into the main campus alarm systems in case of an emergency. A PowerPoint was provided.

On July 31–August 2, 2015, maintenance and repairs were done to Superior's transformers. Preventative maintenance was also performed on electrical systems at Rice Lake, New Richmond, and Ashland Campuses on July 31, 2015.

G. WTCS Team Visits

On July 23-24, 2015, a state-called Trade and Technical Deans meeting was held at WITC-Superior. President Will welcomed the state ISA meeting hosted by WITC-Superior on August 5-6, 2015. On August 13-14, 2015, the Business Officers Committee (BOC) met at WITC-New Richmond.

H. WITC Service Awards Update

This year WITC will recognize their employees for 1,160 total years of service. One employee will be recognized for 35 years of service and four other employees will be recognized for 30 years of service.

Note: The Board moved to item 6 on the agenda, returning to Legislative Updates at 10:01 a.m.

5. Legislative Updates

A. Representative Nick Milroy

Time was reserved for Representative Milroy to provide legislative updates. Information was shared on the proposed UW-WTCS merger legislative study. Board members were asked for their input.

6. 2016 Board Member of the Year Award – Request for Nomination

The District Boards Association's Marketing/Public Relations and Awards Committee requested the Board's help in identifying a nominee for the 2016 Board Member of the Year award. This award recognizes a district board member who has made an outstanding contribution to technical and vocational education through participation as a trustee on the local, state, regional/national level. Any district Board member is eligible to be nominated, with the nomination addressing those three criteria areas. The completed nomination paperwork is due to the Association office no later than November 1, 2015. The award will be presented at the January 2016 Boards Association meeting.

Lori Laberee moved, seconded by Troy Lambert, to nominate James Beistle for the 2016 Board Member of the Year. Upon a unanimous vote of all members present, motion carried. *Note: Ms. Olson will submit WITC's nomination to the District Boards Association by the due date.*

- 7. A. **Projectors – Collegewide:** A purchase was made of twenty-three projectors in the total amount of \$29,072 from CompView of St. Paul, MN, under the quote process. The projectors are for the Learning Resource Centers Collegewide.

Note: Chair Fitzgerald recessed the meeting at 9:46 a.m. and reconvened the meeting at 10:01 a.m., moving back to the Legislative Updates item on the agenda.

ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS

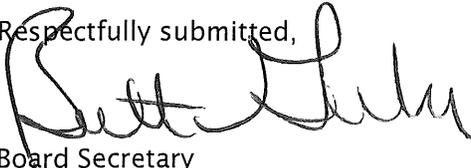
- 1. **Review Meeting Dates, Locations, and Start Times**
Time was reserved for the Board to confirm its plans for the meeting scheduled on Monday, September 21, 2015, beginning 8:30 a.m., at the WITC-Administrative Office in Shell Lake. The Board meeting schedule was provided for the Board's information.
- 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, September 21, 2015, 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, September 3, 2015. 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.

MEETING EVALUATION

PLUS +	DELTA ^
+ None	^ None

James Beistle moved, seconded by Dave Minor, to adjourn the meeting at 10:30 a.m.

Respectfully submitted,

 Board Secretary

ko

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

7/29/2015
2:12:39
PM

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2016

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

State Designated Indirect Cost Factors:
On Campus = 43.3% Off Campus = 36.45%

----- ESTIMATED -----										
Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est.Salary/ Fringe Cost	+	Indirect	=	Full Cost	Difference +/-
221	Superior Lidgerwood Mundy, Corporation	Superior Lidgerwood Mundy	Off	1,463.00	787.00		251.00		1,037.00	426.00
	WITC Welding instructor will work with Superior Lidgerwood Mundy staff to develop welding procedures.									
353	LP Corp	New Richmond	Off	2,291.00	1,228.00		302.00		1,529.00	762.00
	Provide welding re-certification for employees of LP									
354	LCO Headstart	LCO Headstart - LCO	Off	520.00	339.00		124.00		463.00	58.00
	Provide Pediatric Medic First aid class to employees.									
355	Bad River Housing Authority	Bad River Housing Facility	Off	1,481.00	1,204.00		387.00		1,591.00	(111.00)
	CPR/AED and Basic First Aid - ASHI									
356	Rice Lake Weighing	Rice Lake Weighing, Inc	Off	27,508.00	17,320.00		4,812.00		22,132.00	5,376.00
	FAST FORWARD GRANT-Forty employees of Rice Lake Weighing will receive 33 hours of Essential Employee Skills. Remaining two cohorts to be trained.									
357	Carlson Orthodontics	Carlson Orthodontics	Off	626.00	194.00		71.00		265.00	362.00
	Employees of Carlson Orthodontics will receive AHA CPR Healthcare Provider Renewal instruction. Upon successful completion, participants will receive documentation.									
358	Northern Engineering Works	WITC Superior	On	4,334.00	2,791.00		871.00		3,661.00	673.00
	Employees of Northern Engineering will receive Mastercam instruction.									

359	Midwest Energy Resources Company	Midwest Energy Resources Company	Off	1,708.00	1,203.00	111.00	1,313.00	396.00
Eleven MERC employees will receive forklift safety and training certification. Upon successful completion, participants will receive documentation.								
360	Rice Lake Weighing	Rice Lake Weighing Systems	Off	5,438.00	3,238.00	899.00	4,137.00	1,302.00
Employees of Rice Lake Weighing will receive print reading instruction.								
361	Sawyer County Department of Emergency Management	Sawyer County	Off	2,807.00	2,282.00	832.00	3,114.00	(307.00)
Hazmat Technician Refresher training. Training to be provided by Nicolet Technical College.								
362	Superior Police Department	Barkers Island, Superior, WI	Off	474.00	385.00	141.00	526.00	(52.00)
EXCHANGE OF SERVICES Phil Chalmers, America's leading authority on juvenile homicide and juvenile mass murder, has interviewed over 200 teen killers and school shooters, and has been studying youth culture and teen murder for 25 years. Phil is the author of numerous books and documentaries including his latest two book releases, "Inside the Mind of a Teen Killer" and "True Lies" Understand the top ten reasons juveniles kill, the six types of teen killers, the warning signs that were missed, and ways we can keep our schools and communities safe. Phil will take attendees back in time, exploring the history of juvenile homicide, which dates back to 1786, and will discuss the first acts of school violence, which began as early as 1944 and 1956. He will provide a dose of youth culture, familiarizing attendees with today's teen entertainment including video games, music, and movies.								
363	Bending Branches	Bending Branches LLC, Osceola, WI	Off	684.00	568.00	171.00	738.00	(55.00)
Supervisory Management-Employee Recognition training								
364	Bad River Health and Wellness Center	Bad River Health and Wellness Center	Off	980.00	797.00	215.00	1,012.00	(32.00)
AHA CPR Healthcare Provider								

*** End Of Report ***

* indicates an amended contract



 Board Secretary

8-17-15

 Date