

Wisconsin Indianhead Technical College
Board Proceedings
September 15, 2014

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, September 15, 2014, at 8:30 a.m., at the WITC–New Richmond Campus, located at 1019 South Knowles Avenue, New Richmond, WI 54017.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Chairperson, Morrie Veilleux, called the meeting to order at 8:30 a.m. with the following Board members present: James Beistle, Chris Fitzgerald, Brett Gerber, Lorraine C. Laberee, Troy Lambert, David Minor, Morrie Veilleux, and Eileen Yeakley. *Note: Jean Serum arrived at 8:59 a.m.*

The following WITC employees were in attendance during the meeting: Steve Decker, Joe Huftel, Kim Olson, Cher Vink, and John Will. WITC employees in attendance for a portion of the meeting were: Ellen Riely Hauser and Jennifer Kunselman. District Director for Congressman Sean Duffy – Jesse Garza, Senator Sheila Harsdorf, and UW–Stout Chancellor Bob Meyer were also present for during this meeting.

OPEN MEETING

Kim Olson, Executive Assistant to the President and Board, read the following open–meeting statement: “The September 15, 2014, 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 September 12, 2014, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting.”

APPROVAL OF AGENDA

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

AUDIENCE RECOGNITION ANNOUNCEMENT

Time was reserved for Chair Veilleux 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

Joe Huftel, Vice President, Technology Services and New Richmond Campus Administrator, welcomed the Board. Some of the key updates included information on the emergency preparedness safety theme, a partial lockdown at WITC–New Richmond last Friday due to an armed robbery in the city, the upcoming Thursday evening “Taste of the Vineyards” Foundation event, the October 8 Manufacturers Revealed event and the manufacturers who will be present in New Richmond, WITC programs held in the Community Commons being brought back on campus, a grant that was received by Wisconsin Public Power to do a solar garden, and the Stillwater bridge project.

MEETING MINUTES

1. **Approval of the August 18, 2014, Regular Meeting Minutes**

Brett Gerber moved, seconded by James Beistle, to approve the August 18, 2014, meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. *The signed list of contracts and resolutions from the August meeting were attached to the official minutes.*

CONSENT AGENDA

Chairperson Veilleux asked if there were any items to be pulled off the consent agenda and acted on separately; however, there were none.

James Beistle moved, seconded by Chris Fitzgerald, to approve the consent agenda Upon a roll–call vote of all members present voting yes; motion carried (8–0).

1. Personnel:

- A. **New Hire:** Katherine Siegler, Divisional Dean – Allied Health; Ashland; effective September 1, 2014; annual salary \$85,169.
- B. **Resignation:** Emily Regnier, Bookstore Technician; New Richmond; effective September 15, 2014.
- C. **Resignation:** Katherine Siegler, Academic Dean – Allied Health; Ashland; effective August 31, 2014.

President John Will noted that there were 4 years of service from Ms. Regnier. The Board expressed their appreciation for this service to the College.

2. Contracts

The listing of contracts was approved (see attached list).

3. Financial/Cash Position Report

The College's Financial and Cash Position Report, as of August 31, 2014, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 200446 through 202266 and electronic transfer payments totaling \$8,057,816.62 were approved.

5. Bids/Purchases

- A. **Career Impact Magazine Printing – Collegewide:** The Board accepted the low bid received for bid number 15-96300-CW-CIFALL14 from Johnson Litho Graphics of Eau Claire, WI, in the amount of \$57,380. The bid represented the cost of printing 275,000 fall and 275,000 spring *Career Impact* magazines to potential WITC customers.

Mr. Beistle mentioned an organization that may be able to print the magazine at a lower rate. He will provide more information in the future. Chair Veilleux suggested getting the magazine out to a broader audience.

- B. **Remodeling Change Order – Rice Lake:** The Board gave approval of Change Order G05 by SDS Architects in the total amount of \$594 for Project #1328 at the Rice Lake Campus. This change order included data outlet work. A financial summary was provided for the Board's review.
- C. **Remodeling Change Orders – Shell Lake:** The Board gave approval of Change Orders G01, G02, and G03 by SDS Architects in the total amount of \$23,999 for Project #1407 at the Shell Lake Administrative Office. This change order included casework changes, plumbing fixture changes, re-piping work, ceiling and lighting changes, and office modifications. A financial summary was provided for the Board's review.
- D. **Architectural Design Services Request for Proposal (RFP) – Collegewide:** The Board gave approval of a proposal for the architectural design services contract from LHB, Inc. of Duluth, MN and Superior WI, for a three-year contract with two optional one-year extensions for the College's architectural design services. LHB's contract would begin for all projects starting on October 1, 2014. The Architectural Design proposals were evaluated using a Request for Proposal (RFP) process. Proposals were received from 11 firms of which the top 5 firms were interviewed based on scoring done by the review committee. The table summarizing the scoring was provided in the Board book.
- E. **Remodeling Change Orders – New Richmond:** The Board gave approval of Change Orders G04 and G05 by SDS Architects in the total amount of \$5,279 for Project #1327 at the New Richmond Campus. This change order included paint color changes. A financial summary was provided for the Board's review.

OTHER ITEMS REQUIRING BOARD ACTION

1. Annual Review of Board ENDS Policy (I.)

Time was reserved for the Board's annual review of the Global ENDS statement. Dave Minor moved, seconded by Troy Lambert, to approve the Board ENDS Policy as presented. Upon a unanimous vote of all members present, motion carried.

Note: Jean Serum arrived at 8:59 a.m.

2. Annual Review of Board's Governance Process Policies (II. A. and II.C. – II.M.)

Time was reserved for the Board's annual review of the following Governance Process Policies:

- A. Governing Philosophy (II. A.)
- B. Board Responsibility (II. C.)
- C. Board Member's Role (II. D.)
- D. Board Officers (II.E.)
- E. Board Committees (II. F.)
- F. Board Policy Creation (II. G.)
- G. College Budget Process (II. H.)
- H. Board Members' Code of Conduct (II. I.)
- I. Annual Board Monitoring Schedule (II. J.)
- J. Internet Access for Board Members (II. K.)
- K. Tuition for Board Members (II. L.)
- L. Audience Recognition (II. M.)

It was noted that Policy II. B. is reviewed by the Board in March.

Chris Fitzgerald moved, seconded by James Beistle, to approve the Governance Process Policies as presented. Upon a unanimous vote of all members present, motion carried.

INFORMATION REPORT

Annual Enrollment/Full-Time Equivalency (FTE) Information Report

The 2014–2015 year-to-date FTE report was provided for the Board's review to include data by degree level and College division as well as detailed FTE data for General Studies and student demographic data. A PowerPoint presentation was given by Jennifer Kunselman, Research and Data Coordinator.

Time was reserved for Board members to ask questions. Discussion occurred about identifying what the student/parent perspective (or disparity) is about technical college education, doing more to reach out to the students in the high schools and middle schools, and bringing back additional data to the next meeting for further discussion. It was suggested that the Board consider adding this high school relations topic as a standing agenda item.

Dave Minor moved, seconded by Troy Lambert, to receive the Annual Enrollment/Full-Time Equivalency (FTE) Information Report as it related to the interpretation of the ENDS statement for the President's annual evaluation.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

Time was reserved for Board members to report on any meetings they have attended. Dr. Serum will attend the October District Boards Association Board of Directors meeting for Mr. Beistle.

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 Veilleux 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. **Appointment of ACCT Voting Delegate and Alternate for October Leadership Congress**

Time was reserved for the Board Chair to appoint a voting delegate and alternate for the ACCT Congress in October. We received an e-mail from Jee Hang Lee that WITC will have one voting delegate. Dave Minor moved, seconded by James Beistle, to appoint Chris Fitzgerald as WITC's 2014 ACCT Congress voting delegate and Morrie Veilleux as the alternate. Upon a unanimous vote of all members present, motion carried. Ms. Olson will provide Mr. Fitzgerald and Chair Veilleux with more information once it is received.

C. **Wisconsin Technical College System Board Meeting Update – July 2016**

Ms. Olson reported that we received a request to host a WTCS State Board meeting at a WITC Campus on July 12–13, 2016. The consensus of the President's Cabinet was to host the meeting at the WITC–Rice Lake Campus. New Richmond hosted in 2003 and 2008, and Superior hosted in 2012 (it was our 100 year celebration). The host college is allotted about 30 minutes for a presentation. It was recommended that a brief tour that showcases a program area or current project be organized.

At their Tuesday dinner, the WTCS Board presents the Futuremakers Partner Award to a local business or organization to recognize the collaboration between the College and the organization. While the award is from/presented by the WTCS State Board, the College is asked to identify the recipient (this will be kept confidential until the award is given out). The WTCS State Board started the award in 2009. In 2012 it was awarded to Charter Films, Inc. (Superior).

3. Monitoring Schedule Review and Updates

A. **Monitoring Schedule**

Time was reserved to review and update the *WITC Board Monitoring Schedule* as needed. Ms. Olson requested the Board consider moving the Academic Affairs Programming Plan Update from January to February and there were no objections from the Board.

B. **Board Member Orientation Update**

Dave Minor will review the Board Member Orientation materials with Troy Lambert this week. Ms. Olson will provide them with an electronic 2014 Board Member Orientation book. Time will be reserved to debrief on the orientation meeting at the October Board meeting.

C. **Board Forward Meeting Planning**

The Board Forward meeting is tentatively scheduled to take place on Monday, December 15, 2014, following the regular Board meeting, at WITC–Rice Lake. Last year's Board Forward agenda was provided.

4. President's Updates:

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

A. **Follow-up from the 2013 Board Forward Meeting**

Time was reserved for the President to update the Board on progress made on the items discussed at the December 16, 2013, Board Forward meeting. This is a standing agenda item. A "save the date" for the October 8, 2014, Manufacturers Revealed event was e-mailed to the Board prior to this meeting.

B. Legislative Study Group Update

Time was reserved for an update on this item. The August 27 meeting has been rescheduled on Thursday, September 18, from 9 a.m. – noon, at the State Capitol. President Will talked about an article on state funding from the *Wisconsin Real Estate Magazine* that he will share with the Board.

C. President's Transition Update

President Will provided his transition plan update highlighting the following key areas he will work on over the next year: relationships, strategic planning, and budget/operational planning. He will also add environmental scanning to that list. President Will noted that he does not intend to bring the transition plan back each month for an update and there were no objections from the Board.

D. Wisconsin Technical College System Guide

The Board received a copy of the new WTCS Guide that showcases each Technical College and the programs offered at each Technical College.

E. WITC Viewbook

A copy of the WITC Viewbook was provided at the Board meeting. The Viewbook includes information on our programs, certificates, and much more. Our Career Specialists bring this document to the high schools to give to our potential students. President Will noted that page 11 shows programs with the highest starting salaries. Copies of the WITC 2014–2015 Facts at a Glance brochure were also provided for each Board member.

F. Accreditation Update

Our Occupational Therapy Assistant (OTA) program has been accredited for the next ten years by their program accrediting body. Program Director, Marijo Ulrich, worked many hours to prepare for this visit. She was assisted by program faculty, Barb Kloetzke and Laura Schulte, as well as by Lisa Hall, Allied Health Technician. They all worked together, which contributed to this successful visit.

Chair Veilleux noted that he appreciated Ellen Riely Hauser for handling things in the interim between former President Bob Meyer and President John Will.

The Board Chair recessed the meeting at 10:26 a.m. Mr. Fitzgerald was excused at 10:26 a.m. The meeting reconvened at 10:37 a.m.

5. Legislative Updates

Senator Sheila Harsdorf provided key updates on the following items: addressing the skills gap and growing jobs in the state; making sure students have the ability to afford their education; performance funding; the Midwestern Higher Education Compact chaired by Senator Harsdorf; and an update on the Legislative Council Study Committee relative to property tax and the issue of elected vs. appointed boards. It was noted that WITC Board members are appointed by local elected officials. A copy of WITC's Plan of Representation was provided for Senator Harsdorf, showing the composition of the WITC Board with members representing employers, employees, local elected officials, and school district administrators from different counties/regions within the WITC district.

District Director for Congressman Sean Duffy – Jesse Garza updated the Board on the following key items: skills gap issue, poverty issues, Perkins funding, student loans, a possible education performance indicator, and the timing of Washington, D.C., visits. He expressed his appreciation for WITC–Rice Lake's help at the Jobs Fair that was held there in April of 2014.

Time was reserved for Board members to ask questions. *Note: Representatives Knudson, Murtha, and Severson were invited but were unable to attend.*

6. Tenet of the Month

WITC staff are currently reviewing the "Tenet of the Month" at their all staff and leadership meetings. As requested in December, the Board will review the tenets at their Board meetings. "Students and Staff are both Teachers and Learners" was the September tenet. A newsletter, self-reflection form, and blog comments from staff, were provided for this tenet. The reflection form was provided at the meeting for Board members to record their notes.

7. Capital Equipment Purchases

A. **Sand Blaster – Ashland:** A purchase was made of a sand blaster in the total amount of \$2,853 from MSC Industrial Supply of Melville, NY, under Department of Administration Contract #15-54500-200. The equipment is for the Welding Program at the Ashland Campus.

ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS

1. Review Meeting Dates, Locations, and Start Times

Time was reserved for the Board to confirm their plans for the meeting scheduled on Monday, October 13, 2014, beginning 8:30 a.m., at the WITC–Ashland Campus. It was noted that this meeting is scheduled on the second Monday of the month. 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, October 13, 2014, were listed on the Board’s Monitoring Schedule. Additional agenda items for this meeting were discussed. Chair Veilleux would like to keep the "High School Relations" item on the agenda.

Note: Board members who wish to add additional items to next month’s Board agenda may do so by contacting the Board Chair before Thursday, September 25, 2014. This request does not obligate the Board Chairperson to include the item on the agenda. The Board Chair will notify administration of agenda items before the Board book is prepared and copied.

MEETING EVALUATION

PLUS +	DELTA ^
+ Very good meeting	^
+ Great discussion on K-12 relationships	^
+ Let’s go get something done!	^

Dave Minor moved, seconded by James Beistle, to adjourn the meeting at 11:39 a.m.

Respectfully submitted,



Lorraine Laberee
Board Secretary

ko

Note: A Board luncheon followed the Board meeting; however, no action was taken.

8/28/2014
3:50:35
PM

Wisconsin Indianhead Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2015

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 +/-
353	Workforce Resource	WITC New Richmond Campus	On	10,721.00	8,860.00		2,105.00		10,964.00	(244.00)
	Workforce Resource participants will receive 56 hours of welding training by Dan Wilkinson. This contract is for record purposes only and there is no cost associated with this training. Instructor costs and welding supplies are covered by WITC Career Prep grant funds via Barb Lundburg. Student supply costs are covered by Workforce Resource. This is an Exchange for Services Contract only. Participants will receive advanced standing in our Welding Program upon completion.									
354*	Mellen High School Heartsaver CPR AED Adult	Mellen High School	Off	700.00	560.00		95.00		655.00	46.00
355	LCO Headstart	LCO Headstart - LCO	Off	670.00	503.00		166.00		669.00	1.00
	Provide Pediatric Medic First aid to 10 employees and the recert class to 15 employees.									
356	Stresau Laboratory Inc	Spooner	Off	837.00	435.00		119.00		553.00	285.00
	Provide Heartsaver 1st Aid and Adult & Child CPR/AED to employees.									
357	Barron Police Department	Barron County Rifle Range	Off	112.00	93.00		31.00		123.00	(11.00)
	This is customized instruction for a basic patrol rifle training class that will consist of 3 hours of instruction from Master Firearms Instructor Tom VandeBerg.									
358	American Heritage Care Center	American Heritage Care Center, Hammond, WI	Off	419.00	194.00		71.00		265.00	155.00
	Seven employees of American Heritage Care Center will receive CPR training.									

359	Christian Community Homes	Christian Community Homes - Hudson	Off	495.00	254.00	71.00	325.00	170.00
	Provide CBRF Fire safety to employees.							
360	Gerdau Ameristeel	WITC Superior	On	996.00	695.00	301.00	996.00	-
	Employees of Gerdau Ameristeel will receive CNC Turning Center programming instruction for CNC turning center operations.							
361	Spirit Mt Ski Patrol	WITC Superior	On	4,181.00	-	-	-	4,181.00
	Ski Patrol participants will receive safety training. THIS IS AN EXCHANGE OF SERVICES CONTRACT-DO NOT INVOICE.							
362*	Ashland High School	Ashland High School	Off	28,868.00	23,858.00	5,051.00	28,909.00	(41.00)
	Students of Ashland High School will receive welding instruction.							
363	Walmart - St. Croix Falls	Walmart - St Croix Falls	Off	486.00	203.00	55.00	258.00	229.00
	Provide Responsible Beverage class to employees.							
364	Grantsburg School District	Grantsburg School Distric	Off	742.00	613.00	193.00	806.00	(64.00)
	Grantsburg School District staff will receive ASHI CPR/AED/First Aid instruction. Other staff will receive ASHI CPR/AED/First Aid recertification. Participants will receive documentation upon successful completion							
365	Hayward Family Dentistry	Hayward Family Dentistry - Hayward	Off	361.00	183.00	53.00	236.00	126.00
	Provide CPR for Healthcare Provider recertification class to employees.							
366*	Workforce Resource	Kapco, Osceola	Off	9,771.00	8,076.00	2,628.00	10,703.00	(932.00)
	Participants of a Fast Forward Grant (Kapco) in collaboration with Workforce Resource, will receive 36 hours of training in Mathematics. Two classes will be offered for a total of 72 hours of instruction. Class One: Mondays 1:00 p.m. - 2:00 p.m. and Fridays 1:00 p.m. - 3:00 p.m. Class Two: Mondays 2:00 p.m. - 3:00 p.m. and Fridays 3:00 p.m. - 5:00 p.m.							
367	Wisconsin Department of Justice Training and Standards Bureau	WITC Rice Lake Conference Center	On	16,047.00	-	-	-	16,047.00
	EXCHANGE OF SERVICES AGREEMENT Wisconsin Department of Justice, Training and Standards Bureau is providing the Leadership in Police Organizations (LPO) curriculum, instructors, instruction, and materials at no charge to students and WITC. WITC is providing the room and waiving the program/material fees. The students are not charged program fees due to the DOJ T & S Grant for the LPO class. Students are charged a \$200 to cover the cost of lunch. This class meets for three separate weeks, M-F, from 8:00 am to 4:30 pm. Week 1 March 2-6, 2015, March 23-27, 2015, and May 4-8, 2015.							

368	LCO Headstart	LCO headstart - LCO	Off	478.00	386.00	124.00	510.00	(32.00)
Provide Pediatric Medic First and and recert class to employees of LCO Headstart.								

Quinn Adams

Board Secretary

9-15-14

Date

*** End Of Report ***

* indicates an amended contract