

**NORTHWOOD TECHNICAL COLLEGE  
BOARD MEETING NOTICE/AGENDA**

The Northwood Technical College Board meeting will be held on Wednesday, August 20, 2025, at 8:30 a.m., at the Northwood Tech Health Education Center, located at 505 Pine Ridge Drive, Shell Lake, WI 54871. The use of technology to access the meeting will be available to Board members, if needed.

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

**OPEN MEETING STATEMENT**

Deanna Lapacinski, Executive Assistant to the President and Board, will read the following open meeting statement: "The August 20, 2025, meeting of the Northwood 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 in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

**APPROVAL OF AGENDA AND AUTHORIZATION OF ELECTRONIC SIGNATURES**

The Chair reserves the right to modify the order of the agenda to accommodate persons making presentations live or via technology, and request approval to authorize the use of electronic signatures for all Board documents.

**AUDIENCE RECOGNITION ANNOUNCEMENT**

**MEETING MINUTES**

1. Approval of the July 14, 2025, Annual Organizational Meeting Minutes

**CONSENT AGENDA**

*Consent Agenda items will be approved in one motion; however, any Board member may ask that any individual item be acted on separately.*

1. Personnel

Management may bring in additional updates such as new hires, resignations (includes retirements), temporary assignments, and promotions, as they occur prior to the Board meeting.

- A. **New Hire:** Matthew Ahlers, Public Safety Equipment Technician, Staff; New Richmond; \$21.31 /hour, effective August 25, 2025.
- B. **New Hire:** McKenzie Buehler, Executive Assistant to the Vice President of Academic Affairs, Staff; Rice Lake; \$26.58/hour, effective August 25, 2025.

- C. **New Hire:** Travis Hellstern, EMT Instructor, Faculty; Rice Lake; annual salary \$65,365, effective July 1, 2025.
- D. **New Hire:** Scott Knight, Medical Laboratory Technician Instructor, Faculty; New Richmond; annual salary \$68,707, effective July 1, 2025.
- E. **New Hire:** Claire Lindstrom, Associate Dean of Workforce & Community Development, Staff; New Richmond; annual salary \$79,580, effective September 11, 2025.
- F. **New Hire:** Jeffrey Matz, Mechatronics Basics Instructor, Faculty; Rice Lake; annual salary \$63,485, effective July 1, 2025.
- G. **New Hire:** Jodi Olson, EFDA/Mobile Dental Lab Instructor, Faculty; Superior; annual salary \$67,976, effective July 1, 2025.
- H. **New Hire:** Eric Roberts, Associate Dean, Staff; New Richmond; annual salary \$90,831, effective July 28, 2025. *Note: Mr. Roberts is currently a Machine Tool Technics Instructor at the New Richmond Campus.*
- I. **New Hire:** Diana Smith, Associate Degree Nursing Instructor, Faculty; Superior; annual salary \$71,421, effective July 1, 2025.
- J. **New Hire:** Dana Vennie, IT Cybersecurity Specialist Instructor, Faculty; Superior; annual salary \$68,707, effective July 1, 2025.
- K. **New Hire:** Tammy Zakovec, Student Recruitment Specialist, Staff; Ashland; \$26.58/hour, effective August 20, 2025.
- L. **New Hire:** Olivia Zepczyk, Student Services Assistant, Staff; Ashland; \$18.99/hour, effective August 4, 2025.
- M. **Resignation:** Bobby Dorman, IT Cybersecurity Specialist Instructor; Superior, effective June 30, 2025.
- N. **Resignation:** Joseph Moore, Maintenance Specialist; New Richmond, effective August 8, 2025.
- O. **Resignation:** Eric Roberts, Machine Tool Technics Instructor; New Richmond, effective July 27, 2025.

## 2. Contracts

Administration recommends approval of the contract listings.

## 3. Financial/Cash Position Report

Administration recommends approval of last month's Financial and Cash Position Report.

## 4. Approval of Bills

Administration recommends approval of expenditures incurred.

## 5. Bids/Purchases

A. Machine Tool Lighting Project – Ashland

6. Approval of Revised Administrative Policy 112 – Non-Discrimination/Non-Harassment Compliance, Approval of Reviewed Administrative Policy 113 – Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints, Approval of Reviewed Administrative Procedure 113A – Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints, and Approval of Administrative Procedure 113A Addendum 1 –Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints Definitions
7. Approval of Revised Administrative Procedure 113B – Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints Grievance Procedure
8. Approval of Revised Administrative Policy 114 – Sexual Violence Elimination Commitment
9. Annual Review and Approval of Board’s Board–Staff Relationship Policies (III. A.–C.)
  - A. Delegation to the President (III.A.)
  - B. President’s Responsibilities and Evaluation (III.B.)
  - C. Monitoring College Effectiveness (III.C.)
10. Annual Review and Approval of Board’s Executive Limitations Policies (IV. A.–G.)
  - 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.)

**OTHER ITEMS REQUIRING BOARD ACTION**

1. Approval of Reviewed Administrative Policy 152 – College Travel and Expense and Revised Administrative Procedure 152A – College Travel and Expense

**CORRESPONDENCE AND INFORMATION**

1. Meeting Information Sharing
2. Travel Sign-Up

A. Board Events Schedule

3. Monitoring Schedule Review and Updates

A. Monitoring Schedule

4. President's Updates

A. Enrollment Update

B. Discrimination/Harassment Complaints Annual Report

C. District Boards Association Survey

5. Student Updates and News

A. Northwood Tech relocates its facility to Ladysmith Rec Center, expanding local access to education

B. Northwood Tech students craft success at SkillsUSA Nationals

C. Hurley housing project progressing

D. Northwood Tech receives \$10,000 donation toward new Medical Laboratory Education Center

**BOARD EDUCATION**

1. Talent and Culture Report

**NEXT MEETING/FUTURE MEETINGS**

1. Review Meeting Dates, Locations, and Start Times

2. Review/Add Agenda Items

**MEETING ADJOURNMENT**