

Northwood Technical College
Board Proceedings
August 20, 2025

The Northwood Technical College Board meeting was 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 was available to Board members as needed.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Chairperson Pete Vrieze called the meeting to order at 8:30a.m. Board members Janelle Gruetzmacher, Lori Laberee, Amber Richardson, Joe Simonich, Tim Widiker and Pete Vrieze were present. A quorum was established. *Note: Brett Gerber and Neil Kline provided notice they would be absent for the meeting.*

Northwood Tech employees Steve Bitzer, Aliesha Crowe, Amanda Gohde, Jessica Kidd, Deanna Lapacinski, Sara Nick, Kim Pearson, Jena Vogtman, John Will, and Susan Yohnk Lockwood were in attendance during the meeting.

OPEN MEETING STATEMENT

Deanna Lapacinski, Executive Assistant to the President and Board, 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 on August 15, 2025, 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

Chairperson Vrieze reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology, and requested approval to authorize the use of electronic signatures for all Board documents.

Joe Simonich moved, seconded by Amber Richardson, to approve the agenda and authorize the use of electronic signatures for all Board documents. Upon a unanimous yes vote of all members present, motion carried.

AUDIENCE RECOGNITION ANNOUNCEMENT

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

MEETING MINUTES

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

Lori Laberee moved, seconded by Tim Widiker, to approve the annual organizational meeting minutes as printed. Upon a unanimous yes vote of all members present, motion carried. The signed contract listings and resolution from the July meeting will be attached to the official minutes. Ms. Lapacinski will forward the approved minutes (without attachments) to the newspaper of record per Wisconsin Statutes §38.12(4) and §985.01(4)(6).

CONSENT AGENDA

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

Joe Simonich moved, seconded by Janelle Gruetzmacher, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

1. **Personnel:**

- 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

The contract listings were approved.

3. Financial/Cash Position Report

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

4. Approval of Bills

Vendor and payroll related expenditures totaling \$4,098,525.23 were approved.

5. Bids/Purchases

- A. **Machine Tool Lighting Project - Ashland:** Administration recommended accepting the bid received for Project No. 2561-00082-02 from Jolma Electric, LLC of Ashland, WI, as summarized on the bid tabulation document. The total award for this project is \$70,050. This project will replace existing light fixtures and the installation of new energy-efficient LED lighting throughout the Machine Tool Lab.

6. Approval of Revised Administrative Policy 112 – Non-Discrimination/Non-Harassment Compliance, Approval of Revised Administrative Policy 113 – Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints, Approval of Revised 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 Reviewed Administrative Policy 114 – Sexual Violence Elimination Commitment
9. Annual Review and Approval 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.)
10. Annual Review and Approval 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.)

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
Administration recommended approval of reviewed policy 152 – College Travel and Expense and approval of revised procedure 152A – College Travel and Expense.

Tim Widiker moved, seconded by Janelle Gruetzmacher, to approve the reviewed policy 152 and revised procedure 152A, as presented. Upon a roll-call vote, all members voted yes, motion carried (6-0).

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing
Time was reserved for Board members to report on any meetings they attended; however, there were none.
2. Travel Sign Up
 - A. **Board Events Schedule**
Time was reserved for Board members to update administration on their plans for upcoming Board events. A copy of the *Board Events Schedule* was included in the Board book, and Board members were requested to notify the Executive Assistant as soon as plans are confirmed. In addition, 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 *Board Monitoring Schedule* as needed. There were no recommended updates from Administration.
4. President’s Updates:
 - A. **Enrollment Update**
President Will provided a brief update on the most recent enrollment information.
 - B. **Discrimination/Harassment Complaints Annual Report**
In accordance with Administrative Procedure 113A, Title IX Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints, administration is required to report to the Board of Trustees complaints

related to discrimination, harassment, sexual harassment, and/or sexual assault. For fiscal year 2025, there were 3 student complaints filed, 9 employee complaints filed, 0 applicant complaints filed, and 0 formal grievance complaints filed. Investigations resulted in 2 findings of violation of the College's anti-discrimination/harassment policies.

C. District Boards Association Survey

President Will explained a survey that each college president will be completing about the DBA. He will explain the survey process and asked the Board for input regarding the responses.

5. Student Updates and News

Time was reserved for the following items:

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

July 3, 2025 – Ladysmith News July 4, 2025 – Drydenwire

On July 1, Northwood Technical College officially relocated its Ladysmith Outreach Center to the newly renovated Ladysmith Rec Center, 624 E. 6th Street. Renamed the Ladysmith Workforce Accelerator, the site will offer GED® instruction, workforce training, testing services, and student support. The move is part of the City of Ladysmith's project to transform the former elementary school into a multi-use community space and reflects Northwood Tech's continued commitment to education and workforce development in Ladysmith and Rusk County.

B. Northwood Tech students craft success at SkillsUSA Nationals

July 21, 2025 – The Chronotype, Drydenwire, Newsbreak (via The Chronotype)

July 23, 2025 – Barron News-Shield (online)

July 24, 2025 – The Times

July 30, 2025 – Barron News-Shield

Two Northwood Technical College students, Isaiah Buck of Turtle Lake and Braydon Ahlberg of Rice Lake, represented the college at the 2025 SkillsUSA National Leadership & Skills Conference, held June 23–27 at the Georgia World Congress Center in Atlanta, Georgia. Buck earned first place in cabinetmaking, and Ahlberg placed sixth in carpentry, competing against 35 of the nation's top students in their categories.

C. Hurley housing project progressing

July 24, 2025 – The Daily Globe

The multi-million-dollar Hurley housing project for Northwood Tech and Impact Seven are collaborating on is moving forward with development as Impact Seven has secured closed financing. An official groundbreaking is set for Sept. 12. The development will feature as many as 40 residences, a dedicated classroom space, and a range of additional amenities within the 13 to 14 acres located off Wisconsin 77 across from the Cary Mine Market.

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

August 8, 2025 – Drydenwire

Northwood Technical College Foundation received a \$10,000 donation from the Hudson Hospital Foundation to support the new Medical Laboratory Education Center in New Richmond. The donation was presented Aug. 7 during the Hudson Hospital Foundation's Community Grant Reception.

BOARD EDUCATION

1. Talent and Culture Report

Amanda Gohde, Vice President, Talent and Culture, shared highlights from the past year and outline the division's plans for the upcoming months as we look ahead. A PowerPoint

presentation will be shared.

Lori Laberee moved, seconded by Amber Richardson, to accept the Annual Talent and Culture Report as presented. Upon a unanimous yes vote of all members present, motion carried.

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 Board meeting scheduled on Wednesday, September 17, 2025, beginning at 8:30 a.m., at the Northwood Tech Health Education Center. *The Board meeting schedule was provided for the Board's information.*

2. Review/Add Agenda Items

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

Note: Board members may add additional items to next month's Board agenda by contacting the Chair before Thursday, August 28, 2025. 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.

Joe Simonich moved, second by Tim Widiker, to adjourn the meeting. Chairperson Vrieze adjourned the meeting at 9:24 a.m.

Respectfully submitted,



Board Secretary

dl

8/1/25
9:38 15 am

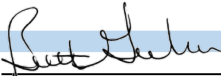
Northwood Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2025

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

State Designated Indirect Cost Factors:
Off Campus = 36.93 %
On Campus = 43.59%

-----ESTIMATED-----												
Contract Number	Account Name	Location of Training	On/Off	Contract Revenue	Est.Salary/Fringe	+	Indirect Cost	+	Other Direct Cost Totat	=	Full Cost	Difference
Approval Date: May 2024 (1 record)												
725306	Northern Clearing Inc	Off Campus	Off	\$ 44,614.00	\$ -		\$ -		\$ -		\$ -	\$ 44,614.00
Employees* of Northern Clearing will receive but not limited to Safety Training, EMS Training and Arborist & Vegetation Safety Training. *Actual number of students will be determined at the end of the fiscal year. *A final total of 1363 students were trained.												
Approval Date: January 2025 (1 record)												
725463	Northwest WI Workforce Investment Board	Online & Hayward Outreach	Off	\$ 17,602.00	\$ 5,713.40		\$ 2,109.95		\$ 7,176.00		\$ 14,999.35	\$ 2,602.65
Up to 15 students in the Hayward area will take the Guiding Children's Behavior Course and the Children with Differing Abilities course included in the ECE Guiding & Supporting Children Pathway through a partnership with the NWWIB. A minimum of 8 students is required to run the program. The contract will be canceled if under 8 students. The contract is quoted at 12 students and can be adjusted up or down based on the final roster numbers. Training is online, and there are four in-person classes at Northwood Tech Hayward Outreach Center. *THE CONTRACT RAN WITH FIVE STUDENTS AND THE CONTRACT HAS BEEN ADJUSTED ACCORDINGLY. 7/8/25												
Grand Totals (2 records)												
*indicates an amended contract												


Board Secretary

8/20/2025
Date

8/1/25
9:38 15 am

Northwood Technical College
Contract Estimated Full Cost Report

Fiscal Year:
2026

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

State Designated Indirect Cost Factors:
Off Campus = 38.44 %
On Campus = 44.26%

-----ESTIMATED-----												
Contract Number	Account Name	Location of Training	On/Off	Contract Revenue	Est.Salary/Fringe	+	Indirect Cost	+	Other Direct Cost Totat	=	Full Cost	Difference
Approval Date: May 2025 (3 records)												
726303	Hill Avenue Dental	Hill Avenue Dental	Off	\$ 357.00	\$ 193.60	\$	74.42	\$	28.00	\$	296.02	\$ 60.98
	Up to 6 employees of Hill Avenue Dental will receive BLS Basic Life Support Renewal instruction. Upon successful completion, participants will receive documentation. One extra student was added for a total of 7 students.											
726306	Iron County Emergency Govt Dir	Iron County Courthouse Meeting Room	Off	\$ 639.00	\$ 176.00	\$	67.65	\$	255.00	\$	498.65	\$ 140.35
	Up to 10 Iron County Emergency Management employees will receive American Safety & Health Institute CPR, AED, and Basic First Aid instruction(8 am-Noon). This class was moved from 5/21.*Five additional students were added for a total contract.											
726320	Bayfield County Jail	Bayfield County EOC	Off	\$ 1,440.00	\$ 774.40	\$	297.68	\$	128.00	\$	1,200.08	\$ 239.92
	Up to 40 Bayfield County employees will receive BLS Basic Life Support recertification.											
Approval Date: June 2025 (2 records)												
726337	Ashland School District	Room 427	Off	\$ 295.00	\$ 193.60	\$	74.42	\$	12.00	\$	280.02	\$ 14.98
	Up to 10 Ashland School District employees will receive K12 Heartsaver Renewal training(4 hours). Certification cards are included. Training will take place at the Ashland Campus.											
726358	Waadookodaading Ojibwe Language Institute	Waadookodaading Ojibwe Language Institute	Off	\$ 1,300.00	\$ 677.60	\$	260.46	\$	244.00	\$	1,182.06	\$ 117.94
	Employees of Waadookodaading Ojibwe Language Institute will receive training in Bloodborne Pathogens, K-12 Heart Saver initial and recertification training.											
Approval Date: July 2025 (15 records)												
726370	Sappi Cloquet LLC	Northwood Tech Welding Lab	On	\$ 7,544.00	\$ 2,349.60	\$	1,024.19	\$	346.00	\$	3,719.79	\$ 3,824.21
	5 employees of Sappi Cloquet will receive 40 hours of customized training focused on Shielded Metal Arc Welding(SMAW)(34 hours) and blueprint reading for welders(6 hours). The training will take place at the Northwooc Tech welding lab in Superior. Sappi will be providing, steel, consumables, and gases. Textbooks will be ordered by Northwood Tech and the cost will be added to the contract.											
726359	DNR Worksite-Spooner	Shop	On	\$ 9,190.00	\$ 2,904.00	\$	1,285.31	\$	3,428.00	\$	7,617.31	\$ 1,572.69
	Wisconsin Department of Natural Resources employees will receive 24 hours of beginner welding training and 8 hours of advanced welding training.											
726360	Drummond School District	Drummond School-Auditorium	Off	\$ 911.00	\$ 387.20	\$	148.84	\$	315.00	\$	851.04	\$ 59.96
	Up to 20 Drummond Area School District employees will receive a 4-hour CPR/AED/Basic First Aid Renewal(ASHI) course. attending behind-the-wheel training and obtain a CDL Permit.											
726361	Heart of the North Learning Center	Heart of the North Learning Center	Off	\$ 546.00	\$ 193.60	\$	74.42	\$	174.00	\$	442.02	\$ 103.98
	Up to 11 employees of Heart of the North Learning Center will receive CPR, AED, and basic first aid renewal certification. Upon successful completion, participants will receive documentation. Training will be held at the Heart of the North Learning Center.											
726362	Ashland Public Works Dept	Northwood Tech Ashland Parking Lot	Off	\$ 3,832.00	\$ 1,672.00	\$	642.72	\$	575.00	\$	2,889.72	\$ 942.28
	CDL B Online Theory and Behind the Wheel training for 1 employee. Contract is written for 40 hours of behind the wheel time. Contact will be adjusted on how many hours are actually used. Ashland Public Works will be supplying their own vehicle for training.											
726363	Our Lady Of The Lake School	Our Lady of the Lake School Cafereria	Off	\$ 985.00	\$ 387.20	\$	148.84	\$	265.00	\$	801.04	\$ 183.96

Up to 20 Our Lady of the Lake staff will receive CPR, AED, and basic first aid renewal certification. Upon successful completion, participants will receive documentation. Training will be held at the Our Lady of the Lake Cafeteria. The contract can be reduced at the end of the training, based on the exact number of students.

726222	West Central Wisconsin Workforce Development Board WIOA Youth Service Provider FY26 Budget. This includes 3 full time positions, call staff hours, and participant funding with a minimum of 20% to be spent on Work Experience.	WDA 8 Region	Off	\$	300,000.00	\$	-	\$	-	\$	-	\$	-	\$	300,000.00
726364	Sevenwinds Casino Lodge & Conference Center 15 Sevenwinds Casino, Lodge, and Conference Center employees will receive Heartsaver AED training. This training will be held in the Sevenwinds Casino, Lodge, and Conference Center's meeting room.	Sevenwinds Casino Lodge & Conference Center	Off	\$	1,032.00	\$	484.00	\$	186.05	\$	185.00	\$	855.05	\$	176.95
726365	H Windows/MTTM Up to 25 H Window/MTTM employees will receive the ASHI CPR/AED/Basic 1st Aid full 8-hour training. Training will be held at the client's facility. Two instructors will be needed. The contract can be adjusted at the end of the training to reflect the exact number of students.	H Window Facility	Off	\$	1,711.00	\$	774.40	\$	297.68	\$	331.00	\$	1,403.08	\$	307.92
726366	Action Battery CDL Theory, Behind the Wheel, and Haz-Mat for 1 employee. Once registration forms are received the student will be sent the link with instructions on how to get started with the theory course. The employee must have their permit and theory class completed before they can start driving. The contract is written for 45 hours of behind-the-wheel time. Contact will be adjusted on how many hours are actually used.	Online and New Richmond Campus Parking Lot	Off	\$	5,133.00	\$	1,881.00	\$	723.06	\$	1,444.00	\$	4,048.06	\$	1,084.94
726367	Lake Gas Co CDL B online theory and hands-on driver training for Preston Riel of Lakes Gas Company. This contract shall include up to 40 hours of behind-the-wheel training. If fewer hours are required, the contract shall be adjusted to reflect the actual number of hours required for training.	Northwood Technical College-Rice Lake Campus	On	\$	5,167.00	\$	1,755.60	\$	777.03	\$	1,424.00	\$	3,956.63	\$	1,210.37
726368	NAMI Lake Superior South Shore 12 Staff members will receive the ASHI CPR/AED/Basic 1st Aid full 8-hour training. Training will be held at the Superior Campus conference center. The contract can be adjusted at the end of the training to reflect the exact number of students.	Superior Conference Center	On	\$	847.00	\$	387.20	\$	171.37	\$	159.00	\$	717.57	\$	129.43
726369	St Croix Gas SCBA Refresher Training for up to 20 staff members.	St Croix Gas	Off	\$	537.00	\$	193.60	\$	74.42	\$	28.00	\$	296.02	\$	240.98
726371	Jeff Foster Trucking CDL A Behind the Wheel(45 hours) for 1 employee of Jeff Foster Trucking. The contract will be adjusted to reflect the correct amount of training hours once the training is complete. This contract shall include the following CDL Exam test fees: *This shall depend upon each employee's needs as they enter the course.	Northwood Tech Superior Campus Parking Lot	Off	\$	3,887.00	\$	1,881.00	\$	723.06	\$	255.00	\$	2,859.06	\$	1,027.94
726372	Polk County Parks and Trails CDL A online theory and hands-on driver training for 1 employee of Polk County. This contract shall include up to 40 hours of behind-the-wheel training. If fewer hours are required, the contract shall be adjusted to reflect the actual number of hours required for training.	Northwood Technical College-NR Campus	On	\$	5,103.00	\$	1,755.60	\$	777.03	\$	1,424.00	\$	3,956.63	\$	1,146.37

Grand Totals (20 records)

*indicates an amended contract


Board Secretary

8/20/2025
Date