

Northwood Technical College
Board Proceedings
March 19, 2025

The Northwood Technical College Board meeting was held on Wednesday, March 19, 2025, at 8:30 a.m., at the Northwood Tech Health Education Center, 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 Amber Richardson called the meeting to order at 8:31 a.m. Board members Andy Albarado, Brett Gerber, Chris Fitzgerald, Lori Laberee, Pete Vrieze, and Amber Richardson were in attendance. A quorum was established. Andy Albarado joined the meeting at 8:40 a.m.

Northwood Tech employees Steve Bitzer, Aliesha Crowe, Steve Decker, Amanda Gohde, Jessica Kidd, Deanna Lapacinski, Sara Nick, Kate Nollin-Smith, Bambi Pattermann, Kim Pearson, John Will and Susan Yohnk Lockwood were in attendance.

OPEN MEETING STATEMENT

Deanna Lapacinski, Executive Assistant to the President and Board, read the following open-meeting statement: "The March 19, 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 March 14, 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 Richardson 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.

Lori Laberee moved, seconded by Pete Vrieze, 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.

EXECUTIVE SESSION

Chairperson Amber Richardson requested a motion for the Board to convene into Executive Session under the provisions of Wisconsin Statutes §19.85(1)(c) and §118.22 to consider preliminary notice of non-renewal of personnel for 2024-2025.

Lori Laberee moved, seconded by Pete Vrieze, to convene into Executive Session in accordance with Wisconsin Statutes §19.85(1)(c) and §118.22 for the purpose noted in the preceding paragraph. Chairperson Richardson announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (5-0).

Chairperson Richardson, called the Executive Session to order at 8:33 a.m. Board members Brett Gerber, Chris Fitzgerald, Lori Laberee, Pete Vrieze, and Amber Richardson were in attendance. A quorum was established. Andy Albarado joined the meeting at 8:40 a.m.

Northwood Tech employees Amanda Gohde, Deanna Lapacinski and John Will were in attendance during the executive session.

1. Approval of the January 15, 2025, Executive Meeting Minutes

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

2. Motion to Reconvene into Open Session

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

Brett Gerber moved, seconded by Chris Fitzgerald, 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 (5-0) and the executive session adjourned at 8:40 a.m.

OPEN SESSION RECONVENED

Andy Albarado joined the meeting at 8:40 a.m.

MEETING MINUTES

1. Approval of February 12, 2025 Regular Meeting Minutes

Lori Laberee moved, seconded by Chris Fitzgerald, to approve the regular meeting minutes as printed. Upon a unanimous yes vote of all members present, motion carried. The signed contract listing from the February Regular 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 Richardson asked if there were any items to be pulled off the Consent Agenda and acted on separately; however, there were none.

Chris Fitzgerald moved, seconded by Pete Vrieze, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

1. Personnel:

- A. **New Hire:** Lauren Duffy-Pechacek, Student Recruitment Specialist; Staff, Ashland; \$26.26/hour, effective March 24, 2025.
- B. **New Hire:** Marissa Gomez, Training and Employment Navigator (LTE); Staff, Rice Lake; \$23.50/hour, effective March 10, 2025.
- C. **New Hire:** Nicole Messicci, Manager of Enrollment Services; Staff, Rice Lake; annual salary \$65,462, effective February 25, 2025. *Note: Ms. Messicci is currently an Admissions Advisor at the Rice Lake Campus.*
- D. **New Hire:** Makenzie Nollan, Student Services Assistant; Staff, New Richmond; \$18.76/hour, effective March 31, 2025.
- E. **Resignation:** Ethan Hager, Agricultural Power and Equipment Technician Instructor; New Richmond, effective March 31, 2025.
- F. **Resignation:** Nicole Messicci, Admissions Advisor; Rice Lake, effective February 24, 2025.
- G. **Resignation:** Kevin Morin, Service Desk Technician I; Ashland, effective February 21, 2025.
- H. **Resignation:** Sam Samuel, Custodian; New Richmond, effective March 13, 2025.
Resignation: Tom Szalajka, Graphics Arts Associate; Rice Lake, effective September 1, 2025.

2. Contracts

The contract listing was approved.

3. Financial/Cash Position Report

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

4. Approval of Bills

Administration recommended, per WI Statute 38.12(2), approval of this month's vendor and

payroll related expenditures totaling \$4,301,656.79.

5. Bids/Purchases

- A. **Roofing Project – Rice Lake:** Administration recommended accepting the bid received for Project No. 24706003 from C&A Custom Contractors of Bloomer, WI, as summarized on the bid tabulation document for the project base bid and alternate 1 and 2. The total award for this project is \$942,000 from the base bid, \$92,000 for alternate 1, and \$26,500 for alternate 2.

OTHER ITEMS REQUIRING BOARD ACTION

1. Action to 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.

A. **Approval of Preliminary Notice of Non-Renewal of Personnel for 2024-2025**

Time was reserved for the Board to consider action on this item.

Brett Gerber moved, seconded by Chris Fitzgerald, to approve a preliminary notice of non-renewal of personnel for 2025-2026 to Kerri Nelson. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

2. Approval of Modifications to Strategic Plan

Time was reserved for President Will to highlight proposed modifications to the current strategic plan.

Pete Vrieze moved, seconded by Andy Albarado, to approve the proposed modifications to the current strategic plan. Upon a roll-call vote, all members present 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.

2. Travel Sign Up

A. **Board Events Schedule**

Time was reserved for Board members to update administration on their plans for upcoming Board events.

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.

B. **Annual Review of Board Expenses/Board Budget Approval**

As of March 3, 2025, Board expenses were 84.3 percent of the budgeted amount for the current fiscal year. Based on prior year and current year expenditures, administration is recommending a budget equal to \$65,750 for fiscal year 2026, which aligns closer to spends in prior years. A year-to-date summary of expenses, which includes a five-year history summary, was included for the Board's review.

4. President's Updates

A. **Enrollment Report**

The most current enrollment report was reviewed by President Will.

B. **College Newsletter**

A College Newsletter is prepared by Marketing and sent out twice a month to all College employees. The Board of Trustees will begin receiving the College Newsletter this

month, for their review and information.

C. City of Rice Lake – Proposed Public Safety Facility

President Will provided an update on the proposed public safety facility with the City of Rice Lake.

D. Top Talent Initiative Award

Westfields Hospital & Clinic and Northwood Technical College have been chosen as the recipient of the Momentum West Top Talent Initiative of the Year Award for 2024 for the MLEC project and their collaboration to address a shortage of Medical Lab Technicians. The award was presented at the Momentum West Annual meeting and Awards Celebration on February 18, 2025.

E. Community Connections

The Board is invited to attend a Community Connections event on Tuesday, April 15, 2025 at the New Richmond Campus.

5. Legislative Updates

Time was reserved for legislative updates. *Note: District legislators have an open invitation to attend Northwood Tech Board meetings to provide legislative updates.*

6. Board Appointment Update

Time was reserved for President Will to provide the Board with an update on the recent Board Appointment process.

7. Determine Board Representation for the May 2025 Northwood Tech Commencement

Time was reserved for the Board to determine who will attend each of the Northwood Tech campus commencement ceremonies on Friday, May 16, 2025. President Will provided an overview of the College's commencements and asked Board members to respond regarding their availability.

8. District Board's Association Nomination Recommendations for Association Officer Positions

The District Boards Association's (DBA) Nominations Committee is requesting the Northwood Tech Board's assistance in identifying any member to be considered for nomination as a candidate for Association officer (President, Vice President, and Secretary/Treasurer). Before being placed on the ballot, the member must consent to serve if elected. If nominations are made, a District Recommendations for 2025-2026 Association Officers form needs to be completed by the Northwood Tech District Board stating that the nominees have agreed to serve if elected. The District Boards Association will need to receive the nomination form by Thursday, March 27, 2025. This year's election of 2025-2026 officers will take place at the District Boards Association's meeting on Friday, April 11, 2025.

9. Student Updates and News

Time was reserved for the following items:

A. Anthony Deaton: From Northwood Tech's Hospitality Foundations program to promising career at Hudson YMCA

February 21, 2025

Anthony Deaton, a Northwood Tech Hospitality Foundations graduate, landed a job at the Hudson YMCA after completing his program in spring 2024. He credits the hands-on learning and internship experience at Northwood Tech for preparing him for the role. His hard work and positive attitude have made a big impact, and his team sees great potential for his future growth.

B. School Snapshots

February 26, 2025 – Inter-County Leader

Amery High School students from the medical terminology class and HOSA group toured Northwood Tech's Health Education Center in Shell Lake. They observed an anatomage

table for virtual dissections and interacted with simulated patient mannequins, gaining hands-on experience to support their career planning in healthcare.

C. Hands-on learning by doing with CTE classes

February 26, 2025 – Inter-County Leader

Luck School celebrated CTE Month by showcasing hands-on learning with students of the week. Senior Ryley Madison was chosen as one of the tech ed. students that has shone in Welding II and Woodworking II, creating impressive metal art and woodworking projects. Through Northwood Tech's Welding Academy, students like Riley can earn college credit while training in the school's tech ed. shop.

D. Planning for the future

February 27, 2025 – The Daily Press

Northland College and Northwood Tech collaborated to hold a Career Connections Expo. High school students that attended were able to learn about careers, meet over 40 local employers, and learn more about post-secondary educational opportunities.

E. WWH wins Top Development Project Award

February 27, 2025 – Hudson Star-Observer, Woodville Leader

At the Momentum West 2024 Awards, Westfields Hospital and Northwood Tech were honored with the 2024 Top Talent Initiative Award for their collaboration on the new Medical Education Laboratory Center.

F. Today's welding students are tomorrow's workers in the trades

March 5, 2025 – WDIO

March 12, 2025 – NorthwoodTech.edu

Northwood Technical College in Superior hosted the American Welding Society's Behind the Mask competition, giving welding students a chance to showcase their skills through timed metalworking challenges. Participants, including students from multiple colleges, competed in blueprint reading and welding techniques, with top performers earning scholarships. Two Northwood Tech students placed in the competition. Jace Carlson won first place in the Shielded Metal Arc Welding (SMAW) and Jack Spencer won second place in the Gas Metal Arc Welding (GMAW) competition.

G. Smiles and Success: Isabelle's Path to Becoming a Dental Assistant

March 6, 2025 – NorthwoodTech.edu

During Dental Assistants Recognition Week, Northwood Tech spotlighted Isabelle Hansch, a Clayton native and Dental Assistant student. Isabelle's love for dentistry started in high school while working at a dental office. After taking general education courses, she decided to return home and enroll at Northwood Tech, where she's thriving with hands-on learning. Set to graduate in spring 2025, she's excited to use her skills to make a difference in her community.

H. Hugh Harris Sunshine Award

March 7, 2025 – WEAU

Accounting, Business Management, and Finance Instructor Hugh Harris was nominated by a local student, Rachel Ruff, for the Sunshine Award for WEAU in Eau Claire. Hugh will be retiring at the end of the academic year after a 25-year career at the College.

BOARD EDUCATION

1. Student Affairs Report

Dr. Steve Bitzer, Vice President, Student Affairs and Campus Operations, provided an update on student success initiatives at the College and shared data on recruitment efforts, student success, and information collected during program admissions and student referrals. A PowerPoint presentation was provided for the Board's information.

Pete Vrieze moved, seconded by Brett Gerber, to accept the Student Affairs Report as it related to the interpretation of the ENDS statement for the President's annual evaluation. 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, April 16, 2025**, beginning **8:30 a.m.**, at the Northwood Tech New Richmond Campus. The Board meeting schedule was provided for the Board's information. Board members were requested to notify the Executive Assistant if lodging is needed prior to the next meeting.

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. Additional agenda items for this meeting were discussed as needed.

*Note: Board members may add additional items to next month's Board agenda by contacting the Chair before **Thursday, March 27, 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.*

MEETING ADJOURNMENT

Chairperson Richardson adjourned the meeting at 9:45 a.m.

Respectfully submitted,



Board Secretary

dl

3/2/25
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: June 2024 (1 records)												
725318	Ashland Public Works Dept CDL B Theory and Behind the Wheel 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. Employee will need to have their permit and theory class completed before they can start driving. 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.	Ashland Public Works	Off	\$ 3,330.00	\$ 1,463.00	\$	540.29	\$	494.00	\$	2,497.29	\$ 832.71
Approval Date: October 2024 (1 records)												
725432	Fresh Logistics CDL A theory and behind the wheel training for 1 employee. The contract includes one CDL exam for \$150. The contract will be adjusted to reflect the actual amount of hours driven and the appropriate fees for the test. The contract was billed for 27 hours.	Fresh Logistics	Off	\$ 2,569.00	\$ 1,128.60	\$	416.79	\$	349.00	\$	1,894.39	\$ 674.61
Approval Date: December 2024 (1 records)												
725241	Graymont LLC Mechanical Reasoning Assessment for Graymont recruits. The contract will stay open for 3 months(Jan.-Mar.) and will start at 10 assessments. Students will be added to the contract as they assess, and the contract will be increased accordingly. Billing will take place on March 31st. and a new 3-month contract will be created.- 1-hour sessions per recruit. \$184.00 per recruit. (Includes session and exam.)	Northwood Tech Superior Library	On	\$ 1,652.00	\$ 207.90	\$	90.62	\$	212.00	\$	510.52	\$ 1,141.48
Approval Date: January 2025 (5 records)												
725453	Peace Lutheran Church Up to 15 employees of the Peace Lutheran Church will receive 4 hours of Adult/child infant CPR/AED - ASHI training. Training will take place at the Peach Lutheran Church.	Peace Lutheran Church	Off	\$ 469.00	\$ 193.60	\$	71.50	\$	114.00	\$	379.10	\$ 89.90
725458	Oehlke Trucking CDL Theory and 45 hours of Behind the Wheel Training for Bob Donahoe.	New Richmond Campus	Off	\$ 5,109.00	\$ 1,881.00	\$	694.65	\$	1,449.00	\$	4,024.65	\$ 1,084.35
725464	LCO Head Start Up to 8 employees of LCO Headstart will receive CPR/AED/Basic 1st Aid Rnw ASHI training.	LCO Head Start	Off	\$ 521.00	\$ 193.60	\$	71.50	\$	160.00	\$	425.10	\$ 95.90
725468	Rice Lake Police Dept Milo Firearms Simulator training for up to 18 officers. Each officer will get an hour of training. Training will be held in room 407.	Room 407	1	\$ 1,139.00	\$ -	\$	-	\$	990.00	\$	990.00	\$ 149.00
725470	Bayfield County Health Department Up to 8 Bayfield County Employees will receive AHA Basic Life Support Renewal instruction. Upon successful completion, participants will receive documentation. Training will take place at the Bayfield County EOC.	Bayfield County EOC	Off	\$ 382.00	\$ 193.60	\$	71.50	\$	50.00	\$	315.10	\$ 66.90
Approval Date: February 2025 (13 records)												
725482	General Mills Provide a total of 24 hours of specialized welding training for up to eight General Mills employees, utilizing the Northwood Tech Mobile Welding TrailerThis comprehensive training will ensure participants are well-versed in techniques, facilitating skill development in a variety of welding methods	General Mills Parking Lot	Off	\$ 11,892.00	\$ 1,848.00	\$	682.46	\$	5,411.00	\$	7,941.46	\$ 3,950.54
725478	Washburn County Sheriff's Dept Milo firearms shoot don't shoot training for up to 40 officers.	Washburn County Sheriff's Department	Off	\$ 1,380.00	\$ -	\$	-	\$	1,200.00	\$	1,200.00	\$ 180.00
725471	LCO Head Start Up to 7 employees of LCO Headstart will receive CPR/AED/Basic 1st Aid Rnw ASHI training.	LCO Head Start	Off	\$ 508.00	\$ 193.60	\$	71.50	\$	150.00	\$	415.10	\$ 92.90
725472	Spooner Area School District Up to 20 Spooner School District employees will receive Adult/Child CPR/AED/1st Aid training.	Spooner High School	Off	\$ 864.00	\$ 387.20	\$	142.99	\$	115.00	\$	645.19	\$ 218.81
725473	Douglas County Highway Dept Up to 28 Douglas County Employees will receive 8 hours of AHSI CPR/AED/Basic First Aid Training. Two instructors will be needed.	Douglas County Highway Dept. - Hawthorne	Off	\$ 1,815.00	\$ 774.40	\$	285.99	\$	427.00	\$	1,487.39	\$ 327.61
725475	Skoglund Oil Company	Online and New Richmond Campus Parking Lot	Off	\$ 5,230.00	\$ 1,881.00	\$	694.65	\$	1,519.00	\$	4,094.65	\$ 1,135.35

CDL Theory, Behind the Wheel, and Haz-Mat for 1 employee. Once registration forms are received, students 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.

725474	Madeline Island Ferry Lines Inc Up to 10 employees will receive CPR/AED/Basic First Aid Renewal Training(ASHI).	Madeline Island Ferry Building	Off	\$	516.00	\$	193.60	\$	71.50	\$	150.00	\$	415.10	\$	100.90
725476	Northwest WI Workforce Investment Board	Online & Superior Campus	On	\$	9,515.00	\$	2,829.20	\$	1,233.25	\$	3,262.00	\$	7,324.45	\$	2,190.55
Up to 15 students will take the Health, Safety & Nutrition course included in the Group Childcare Essentials. The Child Development course will be offered under another contract starting on 6/14/25. The contract can be adjusted to reflect the actual number of students who complete.															
725477	Douglas County Sheriff's Dept BLS Basic Life Support Renewal AHA 4-hour training for up to 44 students, 11 per day(estimated). The contract can be adjusted after the training to the exact number of students.	Douglas County Jail	Off	\$	1,936.00	\$	774.40	\$	285.99	\$	524.00	\$	1,584.39	\$	351.61
725479	Ashland School District Up to 10 Ashland School District employees will receive AHA CPR/Adult/Pedia Heartsaver training(8 hours) on 3/18 & 3/19/25. Training will take place at Northwood Tech, Ashland. Certification cards are included.	Ashland Campus Room 427	On	\$	784.00	\$	387.20	\$	168.78	\$	200.00	\$	755.98	\$	28.02
725480	Del-Zotto Products Behind the Wheel training for 1 employee. EXACT Dates TBD. Employee will need to have their permit and theory class completed before they can start driving. Contract is written for 45 hours of behind the wheel time. Contact will be adjusted on how many hours are actually used. Del Zotto will be supplying their own vehicle for training. Training will take place at the Superior Campus. Del Zotto will also be taking care of getting the drug screening.	Superior Campus Parking Lot & Jeff Foster Lot	On	\$	5,494.00	\$	1,881.00	\$	819.93	\$	626.00	\$	3,326.93	\$	2,167.07
725481	New Richmond High School Personal Care Worker Certification training for 20 New Richmond High School students.	New Richmond High School and Northwood Tech Campus	Off	\$	4,493.00	\$	-	\$	-	\$	4,084.00	\$	4,084.00	\$	409.00
725483	CW Houle CDL A theory and behind-the-wheel training for 1 employee. The contract includes theory, behind the wheel, one CDL exam for \$150, and the DOT Drug Test. The contract will be adjusted to reflect the actual amount of hours driven and the appropriate fees for the test.	New Richmond Campus and Online	Off	\$	5,520.00	\$	1,881.00	\$	694.65	\$	1,424.00	\$	3,999.65	\$	1,520.35

Grand Totals (21 records)

*indicates an amended contract


Board Secretary

3-19-2025

Date