# Northwood Technical College Board Proceedings September 17, 2025

The Northwood Technical College Board meeting was held on Wednesday, September 17, 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 8:31 a.m. Board members Janelle Gruezmacher, Neil Kline, Amber Richardson, Joe Simonich, Pete Vrieze, and Tim Widiker, were present for the meeting. A quorum was established. Note: *Craig Fowler, Brett Gerber and Lori Laberee provided advance notice they would be absent.* 

Northwood Tech employees Steve Bitzer, Aliesha Crowe, Amanda Gohde, Sara Nick, Deanna Lapacinski, 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 September 17, 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 September 12, 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 Vrieze 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 August 20, 2025, Regular Meeting Minutes
Janelle Gruetzmacher moved, seconded by Joe Simonich, 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 August 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.

Neil Kline moved, seconded by Joe Simonich, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (5-0).

## 1. <u>Personnel</u>:

A. **New Hire:** Emily Aarsvold, Graphic Arts & Multimedia Content Specialist, Staff; Superior, \$23.79/hour, effective September 2, 2025.

- B. **New Hire:** Ashlee Garrett, Health Information Technology Program Director/Instructor, Faculty; \$66,096/year, effective July 1, 2025.
- C. **New Hire:** Christopher Leavens, Facility Maintenance Manager, Staff; Rice Lake, \$66,261/year, effective August 18, 2025. *Note: Mr. Leavens is currently a Maintenance Specialist at the Rice Lake Campus.*
- D. **New Hire:** Aaron Maves, Machine Tooling Technics Instructor, Faculty; New Richmond, \$66,096/year, effective July 1, 2025.
- E. **Resignation**: Rebecca Houle, Classroom Support Technician; Ashland, effective August 21. 2025.
- F. **Resignation:** Christoper Leavens, Maintenance Specialist; Rice Lake, effective August 17, 2025.

#### 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 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 \$3,620,200.27.

## 5. Annual Review and Approval of Board's Global ENDS Policy (I.)

Time was reserved for the Board's annual review of the Global ENDS statement. There were no recommended changes.

6. <u>Annual Review and Approval of Board's Governance Process Policies (II.A. and II.C. - II.L.)</u>:

Time was reserved for the Board's annual review of the following Governance Process Policies. There were no recommended changes.

- 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. Tuition for Board Members (II.K.)
- K. Audience Recognition (II.L.)
- 7. Approval of Annual Update to the Five-Year Affirmative Action/Equal Opportunities Plan Time was reserved for administration to update the Board on the progress of the Five-Year Affirmative Action/Equal Opportunities Plan (2024-2029) for fiscal year 2024-2025. An executive summary was provided for the Board's information.

Janelle Gruetzmacher joined the meeting at 8:35 a.m.

# **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. 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.

#### 4. President's Updates:

#### A. Enrollment Update

President Will provided a brief update on the most recent enrollment information. An Enrollment report was provided.

#### **B.** Orientation Participation

President Will provided highlights from the Collegewide New Student Orientation which took place on Tuesday, August 19, 2025.

## C. Community Connections

The College will partner with the Superior-Douglas County Chamber to host a Community Connections event at the Northwood Tech Superior Campus on Wednesday, October 15, 2025, from 5:00 p.m. to 6:30 p.m.

## D. Medical Laboratory Education Center Ribbon Cutting

A Ribbon Cutting and Open House was held at the new Medical Laboratory Education Center in New Richmond on Wednesday, August 27, 2025.

# E. HOMES Ribbon Cutting - St. Croix Falls

A ribbon cutting event was held at the HOMES St. Croix Falls site on Thursday, September 11, 2025.

### F. HOMES Groundbreaking - Hayward

A groundbreaking event was held at the HOMES Hayward site on Thursday, September 11, 2025.

#### G. HOMES Groundbreaking - Hurley

A groundbreaking event was held at the HOMES Hurley site on Friday, September 12, 2025.

#### 5. Student Updates and News

# A. Northwood Tech Alumni Spotlight: Lone Wolf Marine and Recreational in Mason, WI August 27, 2025 - Mellen Weekly Record

Northwood Tech alum William Whiting, a 2010 graduate of the Marine Repair Technician program, opened Lone Wolf Marine and Recreational in Mason in 2017 after several years working out of state. His full-service shop specializes in marine engine repair, small engine work, and recreational powersports, with plans to expand into storefront sales. Whiting credits Northwood Tech with giving him the skills and confidence to start his own business and now serves on the college's Powersports Advisory Committee while supporting community outreach efforts.

The business highlights Northwood Tech's impact on workforce and community success, employing current and former students, including Marine Repair Technician student Kellan Hanson and Business Management graduate Caitlin Redinger. Both emphasize the value of combining classroom training with hands-on experience. Whiting continues to mentor students and hire Northwood Tech graduates, noting their strong preparation and readiness to contribute on day one.

## B. New Medical Lab Education Center at Northwood Tech

August 29, 2025 - Drydenwire September 4, 2025 - Hudson Star-Observer

Northwood Technical College celebrated the opening of its new \$4.77 million Medical Laboratory Education Center in New Richmond with a ribbon cutting on Aug. 27. The project was made possible through community donations, a property donation by Westfields Hospital & Clinic, Northwood Tech financing, and support from partners including the Royal Credit Union Foundation.

The center houses the Medical Laboratory Technician program, which began courses in January and will graduate its first full-time class in spring 2026. Designed to address a regional shortage of laboratory professionals, the facility includes two state-of-the-art labs and classrooms, with future phases adding simulation labs, offices, and a community education room.

# C. Breaking round: Hurley housing construction date set

Sept. 4, 2025 - The Daily Globe

Northwood Tech, along with partners Impact Seven and Cinnaire, will hold a groundbreaking ceremony on Sept. 12 in Hurley for Forest Grove Cottages, a new rural workforce housing community. The development is part of the Housing Opportunity and Mobile Education Solutions (HOMES) initiative, which pairs affordable housing with workforce training opportunities through Northwood Tech.

The six-acre project will feature 40 single-story cottage-style apartments in one, two, and three-bedroom units, each with a garage and private driveway. The initiative is designed to address both housing shortages and workforce needs in the region, strengthening community development and economic stability.

# **BOARD EDUCATION**

#### 1. Institutional Effectiveness Report (Presentation)

Dr. Susan Yohnk Lockwood, Vice President of Strategy, Innovation, and Technology, provided an overview of Strategy, Innovation, and Technology. This presentation includes a reflection on formation of this functional area, key measures of success from the past year, and future plans. A PowerPoint will be shared with the Board.

#### 2. Accreditation Report (Written)

President Will provided the Accreditation Report to the Board. The report included the college's involvement with the Higher Learning Commission (HLC) over the past year, as well as upcoming interactions. The report also includes an update of activities within Strategy, Innovation, and Technology to support accreditation efforts at Northwood Technical College.

#### 3. Enrollment (FTE) Information Report (Written)

The 2025-2026 year-to-date FTE and Enrollment report was provided for the Board's review. The report includes data by degree level and campus as well as overall student demographics. The data presented are part of the College Effectiveness Measures in the areas of Student FTE and Retention.

Janelle Gruetzmacher moved, seconded by Joe Simonich, to accept the Strategy, Innovation and Technology Report, Accreditation Report, and Enrollment (FTE) Information Report as they relate 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, October 15, 2025, beginning 8:30 a.m., at the Northwood Tech Superior Campus. 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. 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 25, 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.

# **ADJOURNMENT**

Neil Kline moved, seconded by Joe Simonich, to adjourn the meeting. Chairperson Vrieze adjourned the meeting at 9:22 a.m.

Respectfully submitted,

**Board Secretary** 

dl

Northwood Technical College Contract Estimated Full Cost Report

Fiscal Year:

2026

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

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

-ESTIMATED-Contract **Other Direct Account Name Location of Training Full Cost** Difference On/Off Contract Revenue Est.Salary/Fringe + Indirect Cost Number **Cost Totat** Approval Date: May 2025 (2 records) Online & Superior Campus Northwest WI Workforce Investment Board 726307 8.045.00 \$ \$ 2,900.00 1.023.93 Ωn \$ 2 856 70 1 264 37 7.021.07 Ś Up to 10 students will take the Child Development course included in the Group Childcare Essentials. The Health, Safety, and Nutrition course was created under the previous contract. This contract can be adjusted to reflect the actual number of students who complete. 726319 Bear Gas LLC Northwood Tech Ashland Parking Lot Off 4,533.00 \$ 1.672.00 642.72 \$ 1,290.00 3.604.72 Ś 928.28 CDL A Behind the Wheel Training(45 hours) for one employee of Bear Gas, LLC. 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. Approval Date: June 2025 (1 records) 726333 Ashland Public Works Dept Northwood Tech Ashland Parking Lot Off Ś 2.739.00 \$ 1.254.00 482.04 301.00 2.037.04 Ś 701.96 CDL B Behind the Wheel training for 1 employee. \*\*Exact dates are to be determined. The Theory Class has been completed under a previous contract. 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. Approval Date: July 2025 (15 records) 726361 Heart of the North Learning Center Heart of the North Learning Center Off 529.00 \$ 193.60 74.42 161.00 429.02 99.98 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. Lake Gas Co 1,180.82 726367 Northwood Technical College-Rice Lake Campus Ωn Ś 5.047.00 \$ 1.692.90 \$ 749.28 \$ 1.424.00 3.866.18 Ś CDL B online theory and hands-on driver training for 1 employee 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. Approval Date: August 2025 (22 records) 726381 Clayton High School Clayton High School Off 40,868.00 \$ 1,072.43 \$ 41,467.43 \$ (599.43)968.00 \$ 39,427.00 Mechatronics Academy for 8 Clayton High School students 726373 Superior Senior High School Superior H.S. and Online Off 7.317.00 \$ 1.185.80 455.82 Ś \$ 1.641.62 Ś 5.675.38 Applied Technical Math 1 726375 Somersent Senior High Sommerset High School Off 16,987.00 \$ \$ 15,442.00 15,442.00 1,545.00 Applied Math for up to 35 students from Somerset High School. Somerset High School will be charged a minimum of 8 students. This course will be delivered online on Tuesdays, Wednesdays, and Thursdays throughout the academic year. Off 6.427.00 \$ 2.200.00 Ś 845.68 \$ 1.481.00 \$ 4.526.68 Ś 1.900.32 726376 Baer Manufacturing Baer Manufacturing Ś Up to 18 employees for 18 hours of print reading. This course will be delivered at Baer Manufacturing's site. The course will be delivered on August 28, September 4, and September 11, 8 AM- 2 PM. 726374 Washburn County Jail Off 9.039.00 \$ 9.039.00

	Northwood Technical College is contracting with Washl Northwood Tech will be covering the cost of the contra	burn County Jail for GED/ABE/Employability Skills Training. ct. Washburn County Jail owes \$0 for the services.							
726377	,	Northwood Tech Ashland Parking Lot r 1 employee. Contract is written for 40 hours of behind the urs are actually used. Ashland Public Works will be supplying		\$ 3,832.00 \$	1,672.00	\$ 642.72	\$ 575.00	\$ 2,889.72	\$ 942.28
726379	Saputo Cheese USA Inc	Saputo Cheese, Almena	Off	\$ 2,051.00 \$	1,029.60	\$ 395.77	\$ 213.00	\$ 1,638.37	\$ 412.63
	Confined Space training for up to 20 employees. Two cl Classes will be held on September 16 and 18. Up to 10 (	asses will be held on-site at Saputo's plant in Almena, WI. employees per class.							
726378	Burnett Dairy Co-op	Burnett Dairy	Off	\$ 1,445.00 \$	52.80	\$ 20.30	\$ 373.00	\$ 446.10	\$ 998.90
	First Aid/CPR/AED training for up to 20 individuals. Eacl be held on August 14 (9 AM-3 PM) and September 4 (8	n class can only have 10 students in each course. Course to AM-2 PM) at Burnett Dairy in Grantsburg.							
726226	Louisiana-Pacific Corp	Rice Lake Campus Welding Lab	On	\$ 2,046.00 \$	756.25	\$ 334.72	\$ 250.00	\$ 1,340.97	\$ 705.03
	Provide welding certification testing for up to 10 emplo Northwood Technical College's Rice Lake Campus weld need to bring own safety equipment. Louisiana Pacific	ing lab, room 189, 8:30 AM through 4:30PM. Employees will							
726223	Chippewa Valley Technical College Plumbing Apprenticeship-Northwood Technical College apprentices at Chippewa Valley Technical College's Loc		Off	\$ 21,920.00 \$	14,773.00	\$ 5,678.74	\$ 2,600.00	\$ 23,051.74	\$ (1,131.74)
726224	Chippewa Valley Technical College	Chippewa Valley Technical College	Off	\$ 21,920.00 \$	14,773.00	\$ 5,678.74	\$ 2,600.00	\$ 23,051.74	\$ (1,131.74)
	Plumbing Apprenticeship-Northwood Technical College apprentices at Chippewa Valley Technical College's Loc	ation.	255		100.50		100.00	100.00	22.22
726380	Cumberland Family Dental	Cumberland Family Dental	Off	\$ 500.00 \$	193.60	\$ 74.42	\$ 138.00	\$ 406.02	\$ 93.98
	Up to 12 employees of Cumberland Family Dental will r	eceive BLS-Basic Life Support Renewal training.							
726388	Upper Lakes Food  CDL A Theory and BTW using their truck	Northwood Tech Superior Parking Lot	Off	\$ 4,468.00 \$	1,881.00	\$ 723.06	\$ 529.00	\$ 3,133.06	\$ 1,334.94
726382	Toboggan Run Dental Up to 16 employees of Toboggan Run Dental will receiv	Toboggan Run Dental e BLS-Basic Life Support renewal training.	Off	\$ 789.00 \$	387.20	\$ 148.84	\$ 160.00	\$ 696.04	\$ 92.96
726225	West Centeral WI Workforce Development Board	-	Off	\$ 92,000.00 \$	-	\$ -	\$ -	\$ -	\$ 92,000.00
	WAI 2 funding for \$80,000 for Career Services and \$12, adjusted once funding is approved for participant servi								
726383	Luck High School	Luck High School	Off	\$ 31,983.00 \$	-	\$ -	\$ 29,220.00	\$ 29,220.00	\$ 2,763.00
	SMAW and GMAW Certification for eight students. Luc includes PPE for eight students and books. Luck High Sc	k will be charged for a minimum of 8 students. The contract							
726387	Norvado	Norvado Facility-Cable	Off	\$ 750.00 \$	400.40	\$ 153.91	\$ 107.00	\$ 661.31	\$ 88.69
	16 Norvado employees will receive 3 hours of CPR/AED classes on 9/30. Eight employees per class	Adult only renewal training. Two, 3-hour classes. Two							
726227	Aves Studio  Forklift safety in basket usage for up to 7 employees.	Aves Studio	Off	\$ 137.00 \$	60.50	\$ 23.26	\$ 28.00	\$ 111.76	\$ 25.24
726228	Graymont LLC	Northwood Tech Superior Library	On	\$ 368.00 \$	55.00	\$ 24.34	\$ 47.00	\$ 126.34	\$ 241.66
	2025. Students will be added to the contract as they co	its. The contract will stay open for 3 months until Dec. 31st, mplete the assessment, and the contract will be increased been signed, and a new 3-month contract will be created. 1 sion and exam.)							
726384	Fresh Logistics	Fresh Logistics	Off	\$ 4,009.00 \$	2,178.00	\$ 837.22	\$ 349.00	\$ 3,364.22	\$ 644.78

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. 726385 Rice Lake Police Dept Heritage Manor Building Off 421.00 \$ 220.00 220.00 201.00 Up to 18 officers will receive 4 hours of Tactical Response training. Off 1,330.00 \$ 668.00 257.09 975.09 354.91 726386 Sage Advisory, LLC Northwood Tech Superior Parking Lot \$ \$ 50.00 \$ \$ One employee of Sage Advisory, LLC will receive 16 hours of motorcycle driving training. The contract also includes the rental fees for a Northwood Tech motorcycle. Training will take place at the Superior Campus on

9/9 & 9/10 from 8:00am to 5:00pm. Grand Totals (27 records)

\*indicates an amended contract

Julia 9/17/2025

Date