

## NORTHWOOD TECHNICAL COLLEGE BOARD APPOINTMENT GENERAL INFORMATION

Please review all information provided in this document and the additional documents on the [Northwood Tech Board Appointment web page](#).

### Northwood Technical College District

Being one of sixteen districts in the state technical college system, Northwood Technical College began serving Northwest Wisconsin in 1912. The four main campuses are located in Ashland (1921), New Richmond (1967), Rice Lake (1941), and Superior (1912), with the Health Education Center in Shell Lake (2021). In addition, Northwood Tech has outreach centers in Balsam Lake, Hayward, and Ladysmith. The Northwood Tech district is approximately 10,500 square miles and has an estimated population of **322,363**.

Northwood Technical College is governed by a nine-member district Board appointed by elected county Board chairpersons who reside in the following 11 counties within the NORTHWOOD TECH district. *Note: Candidates who live on bordering counties or school district should contact the college to verify if they qualify.*

- |             |                       |                             |
|-------------|-----------------------|-----------------------------|
| 1. Ashland  | 5. Douglas            | 9. Sawyer                   |
| 2. Barron   | 6. Iron (portions of) | 10. St. Croix (portions of) |
| 3. Bayfield | 7. Polk               | 11. Washburn                |
| 4. Burnett  | 8. Rusk               |                             |

### Composition and Organization of District Board

Each year, three district Board members are appointed to serve staggered 3-year terms beginning July 1. The district Board will be composed of nine members who are residents of the district consisting of the member categories listed below [Wisconsin Statutes §38.08 (1)(a)]. Board members serve without salary; however, actual and necessary expenses incurred in the performance of their duties are reimbursed [Wisconsin Statutes §38.08 (4)].

- Two Employees
- Two Employers
- Three Additional members
- One Elected Official member (who holds a state or local office) [Wisconsin Statutes §5.02]
- One School District Administrator member [Wisconsin Statutes §115.001 (8)]

If approved to serve on a district Board, Board members must abide by the State of Wisconsin Code of Ethics and must file an annual financial disclosure statement with the State of Wisconsin Ethics Commission. The Board currently meets on the third Wednesday of the month for the most part (see the Board meeting schedule on the web page) and meetings are subject to the Wisconsin Open Meetings Law. Members of a district Board may serve until their successors are appointed and qualified. [Wisconsin Statutes §38.08 (2)].

Categories	Definitions
Additional Member	All residents of a technical college district are eligible to serve as an Additional member.
Elected Official Member	You are considered an applicant in the Elected Official category if, as defined in Wisconsin Statutes §5.02, you are a state or local elected official (City Council, Common Council, County Board, School Board, State Legislature, Town Board, Town Clerk, Village Board Sheriff, Other (please specify)).
Employee Member	You receive payment for work performed but do not qualify as an Employer using the definition described below. An officer or agent of a labor organization automatically qualifies as an Employee.
Employer Member	To qualify as an Employer, you must receive earnings as payment for your service and possess the power to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees or adjust employee grievances or effectively recommend such action if in connection with the exercise of such power the person exercises independent judgment in relation to the power. An Employer does not include a person acting in the capacity of officer or agent of a labor organization. At the time of their appointment, employers also must be actively engaged in business and employ others.
School District Administrator Member	You are considered an applicant in the School District Administrator category if, as defined in Wisconsin Statutes §115.001(8), you are a school district superintendent, supervising principal, or other person who acts as the administrative head of a school district.

[Wisconsin Statutes §38.08(2)]

- The Employer and Employee members of the district Board shall be representative of the various businesses and industries in the district.
- The School District Administrator shall be employed by the school board of a school district located in the district.
- Of the three Additional members, no more than two may be Employers, no more than two may be Employees, no more than three may be school district administrators, and no more than three may be elected officials.
- No two members of the district Board may be officials of the same governmental unit, nor may any district Board member be a member of the school board that employs the School District Administrator member.

#### **Appointment Committee of District Board Members**

District Board members are appointed by an appointment committee consisting of elected county Board chairpersons of counties having territory within the district. The appointment committee member having the largest population in the district shall act as the chairperson of the appointment committee. An appointment committee member may designate another officer of his or her governmental unit to represent the member at appointment committee meetings. [Wisconsin Statutes §38.10 (1b)(2b)(1m)]

### **Northwood Technical College District Board - Open Positions and Qualifications**

The Board Appointment Committee is seeking applicants for one Northwood Tech district Board member positions (see Northwood Tech Board Appointment web page for specific categories that will be vacant), to begin on or about **September 10, 2025**, to fulfill the original 3-year term ending on June 30, 2026. *NOTE: this Board position would need to re-apply during the regular Board Appointment process in January 2026, for a continued Board appointment, with a term of July 1, 2026 – June 30, 2029.* Eligible candidates must reside in the Northwood Technical College district.

The Board appointment will be made in accordance with Wisconsin Statutes and the *Plan of Representation*, which specifies categories of membership as well as geographic areas of representation within the district.

- Equal consideration is given to the general population distribution within the district and the distribution of women and minorities within the district [Wisconsin Statutes §38.10(2)(c)].
- Members of each gender (male/female) must hold at least three positions on the district Board.
- If the district's minority population exceeds 6.5%, at least one minority must hold a position on the Board. *NORTHWOOD TECH's minority population is 11.5%.*
- No region will have less than two members and no more than three members on the district Board.
- Board members must live in the district and are selected for member positions (regions) based on the county in which they live, not the county in which they own a business.

### **Important Affidavit/Application, Public Hearing/Committee Meeting, and Interview Information**

The following are four requirements that all candidates must meet in order to be eligible for district Board membership:

1. **Residency:** Be a resident of the Wisconsin Technical College district.
2. **Affidavit/Application:** Download, complete, and submit a Board Appointment affidavit/application, along with up to a one-page single-spaced statement describing reasons for seeking an appointment to the Board of your local college, to the District Board Appointment Committee chairperson. A résumé and additional information that may be helpful to the appointment committee can also be submitted.
  - **Affidavit/Application Due Date:** The affidavit/application and statement must be received no later than **4 p.m. on Thursday, June 19, 2025.**

- **Submit completed and affidavit/application, statement, and any additional information to:**

Mr. Bob Long, Chairperson  
District Board Appointment Committee  
Northwood Technical College – Rice Lake campus  
1900 College Drive  
Rice Lake, WI 54868

3. **Public Hearing/Interview:** Attend the District Board Appointment public hearing and committee meeting on **Thursday, July 24, 2025, at 10 a.m.**, and be interviewed by the Board Appointment Committee.

- **Meeting format:** *this meeting will be conducted in multiple formats, including in-person or virtual. The physical location for this meeting will take place at the Northwood Tech Health Education Center, located at 505 Pine Ridge Drive, Shell Lake, WI 54871.*

4. **Letters of Recommendation:** Submit at least **two (2)** letters of recommendation supporting your candidacy before being interviewed.

- **Note:** *Please mail letters of recommendation to the Chair's address above or e-mail to the Board Appointment Liaison so that they are received before interviewing at the public hearing.*

**For questions, please contact:**

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Northwood Tech Board Appointment Committee Liaison  
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*1-13-21, 2-8-21, 3-15-21, 12-10-21, 12-11-22, 12-1-23, 12-12-24, 5-5-25 dl*