

Northwood Technical College  
Board Proceedings  
April 18, 2022

The Northwood Technical College Board meeting was held on Monday, April 18, 2022, at 8:30 a.m., at the Northwood Tech Rice Lake Campus, located at 1900 College Drive, Rice Lake, WI 54868. The use of technology to access the meeting was available to Board members as needed.

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

Chairperson Chris Fitzgerald called the meeting to order at 8:31 a.m. Board members James Beistle, Brett Gerber, Lori Laberee, and Amber Richardson were present at the Northwood Tech Rice Lake Campus. In addition, Andy Albarado, Nicole O'Connell and Josh Robinson joined the meeting via BlueJeans technology. A quorum was established. *Notes: Andy Albarado joined the meeting via BlueJeans at 8:38 a.m. and Janelle Gruetzmacher provided notice that she would be absent.*

Northwood Tech employees Deanna Corry, Dr. Aliesha Crowe, Steve Decker, and Dr. John Will were in attendance at the Northwood Tech Rice Lake Campus for this meeting. In addition, Dr. Steve Bitzer and Susan Yohnk Lockwood joined the meeting via BlueJeans technology.

**OPEN MEETING STATEMENT**

Deanna Corry, Executive Assistant to the President and Board, read the following open-meeting statement: "The April 18, 2022, 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 April 15, 2022, 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 Fitzgerald 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.

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

**AUDIENCE RECOGNITION ANNOUNCEMENT**

Time was reserved for Chair Fitzgerald 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 Chris Fitzgerald requested a motion for the Board to convene into Executive Session under the provisions of Wisconsin Statutes §19.85(1)(c)(e)(f) and §118.22 to consider Bargaining Environment and Strategies, Final Notice of Non-Renewal of Personnel for 2022-2023, and Employment, Promotion, Compensation, and Performance Evaluations.

Brett Gerber moved, seconded by Lori Laberee to convene into Executive Session in accordance with Wisconsin Statutes §19.85(1)(c)(e)(f) and §118.22 for the purposes noted in the preceding paragraph. Chair Fitzgerald announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

Chairperson Fitzgerald called the executive session to order at 8:33 a.m. Board members James Beistle, Brett Gerber, Lori Laberee, and Amber Richardson were present at the Northwood Tech Rice Lake Campus. In addition, Andy Albarado, Nicole O'Connell and Josh Robinson joined the meeting via BlueJeans technology.

Northwood Tech employees Deanna Corry, Steve Decker and Dr. John Will were in attendance during the executive session.

1. Approval of the March 21, 2022, Executive Meeting Minutes

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

2. Motion to Reconvene into Open Session

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

James Beistle moved, seconded by Amber Richardson 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 (8-0), and the executive session adjourned at 8:52 a.m.

**OPEN SESSION RECONVENED**

**MEETING MINUTES**

1. Approval of the March 21, 2022, Regular Meeting Minutes and Acceptance of the March 21, 2022 Board's Subcommittee on the President's Evaluation Process Meeting Minutes

Lori Laberee moved, seconded by Brett Gerber, to approve the regular meeting minutes as printed and accept the subcommittee meeting minutes as printed. Upon a unanimous vote of all members present, motion carried. The signed contract listing and resolution from the March regular meeting will be attached to the official minutes. Ms. Corry 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 Fitzgerald asked if there were any items to be pulled off the Consent Agenda and acted on separately; however, there were none.

Amber Richardson moved, seconded by Lori Laberee to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

1. Personnel:

- A. **New Hire:** Justin Arnold, Academy Director; Management, Rice Lake; annual salary \$64,425, effective May 23, 2022.
- B. **New Hire:** Robert Ecker, Associate Dean; Management, Rice Lake; annual salary \$80,052, effective July 1, 2022.
- C. **New Hire:** Bernard Greene, Manufacturing Training Center Instructor, Faculty, New Richmond; annual salary \$58,828, effective April 4, 2022.
- D. **New Hire:** Lorraine Sacino Murphy, Associate Dean, Nursing, Management, Rice Lake; annual salary \$80,052, effective June 6, 2022.
- E. **Resignation:** Rachel Dalton, Associate Degree Nursing Instructor; New Richmond, effective June 30, 2022. *Administration presented an addendum updating the resignation date from April 29, 2022 to June 30, 2022.*
- F. **Resignation:** Abigail Dillon, Library Resources Specialist; Superior, effective April 8, 2022.

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  
Expenditures and revenue from the budget, covering check numbers 265098 through 266229, and electronic transfer payments totaling \$6,553,184.88 were approved.
5. Bids/Purchases
  - A. **Remodeling Change Order – Shell Lake:** The Board approved Change Order 6 and 7 by HSR Architects in the total amount of \$15,548 for Project #20022-1 at the Shell Lake Campus. These change orders include hydronic piping modifications, electrical modifications, and additional painting. A financial summary is included for the Board’s review.
  - B. **Campus Identity Project – Ashland – Request to Reject All Bids:** The Board approved rejecting the bid received for the Campus Identity Project at the Ashland Campus. The bid exceeded the approved budget amount as summarized on the bid tabulation document.
  - C. **Campus Identity Project – Rice Lake – Request to Reject All Bids:** The Board approved rejecting the bid received for the Campus Identity Project at the Rice Lake Campus. The bid exceeded the approved budget amount as summarized on the bid tabulation document.
  - D. **South Annex and Kitchen Remodel – New Richmond:** The Board approved accepting the bid received for Project No. 21066 from Ebert Construction of Corcoran, MN, as summarized on the bid tabulation document for the Kitchen and PEC remodel project at the New Richmond Campus. The total award for this project is \$650,000, which includes \$597,700 from the base bid, \$52,800 for alternate 1.
  - E. **HVAC Classroom Renovation – Superior:** The Board approved accepting the bid received for Project No. 2022-00439-00 from A to Z Plumbing of Ashland, WI, as summarized on the bid tabulation document for the HVAC Classroom renovation project at the Superior Campus. The total award for this project is \$104,682.
  - F. **Cosmetology Classroom Renovation – Superior:** The Board approved accepting the bid received for Project No. 21069 from Max Gray Construction, Inc. of Duluth, MN, as summarized on the bid tabulation document for the Cosmetology classroom renovation project at the Superior Campus. The total award for this project is \$309,500.
  - G. **Dynasty Welders -New Richmond:** The Board approved 2 welders in the total amount of \$15,833 from Mississippi Welders of Hudson, WI. The welders exceeded the approved budget and are for the welding program at the New Richmond Campus.
  - H. **Metal Shear – Rice Lake – Request to Reject All Bids:** The Board approved rejecting the bids received for the metal shear at the Rice Lake Campus under ITB 22-44200-RL-METALSHEAR. The bids exceeded the approved budget amount as summarized on the bid tabulation document.
  - I. **Construction House RFP – Rice Lake:** The Board approved the proposal brought forth under RFP #22-42000-RL-CCHOUSE by MAC Construction of Rice Lake, WI, as the project sponsor of the Construction and Cabinet Making Program off-site residential construction project near the Rice Lake Campus.
  - J. **Turnout Gear – Collegewide:** The Board approved the bid received under ITB 22-50300-CW-TURNOUTGEAR for protective clothing for structural firefighting in the total amount

of \$49,100 from Jefferson Fire & Safety of Middleton, WI. The turnout gear is for the Firefighting and Technical Rescue Training programs at all campuses.

#### **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.

A. **Approval of Final Notice of Non-Renewal of Personnel for 2022-2023**

Brett Gerber moved, seconded by Lori Laberee, to approve the Final Notice of Non-Renewal of Personnel for 2022-2023 for the eight individuals recommended in Executive Session. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

2. **Approval of Faculty and Manager Intent to Renew**

Administration requested Board approval for the issuance of 2022-2023 intent to employ letters to managers and faculty members. Faculty letters of intent are required according to Wisconsin Statute §118.22. The faculty and manager lists were included for the Board's information.

Amber Richardson moved, seconded by Brett Gerber to approve the Faculty and Manager Intent to Renew as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

3. **Approval of Revised Administrative Policy J-128 (Adult and Continuing Education Aidable and Non-Aidable Course Fees) and Addendums**

Administration recommended final Board approval of the revised J-128 policy and addendums. The policy has been revised to include the course fee amount of \$143.45 per credit for adult and continuing education for 2022-23, \$188.90 per credit for liberal arts collegiate transfer, out-of-state tuition fees of \$215.18 per credit for adult and continuing education, and \$283.35 for liberal arts collegiate transfer reflecting a 1.74% increase that has been approved by the Wisconsin Technical College System State Board. The minimum vocational adult nonaidable course fee, set by Northwood Tech, is recommended to be set to \$235 per credit for 2022-23. The J-128A ADD - FY 2022-23 Motorcycle Rider Training Fees and J-128B ADD FY 2022-23 Fees for Group Dynamics, Multiple Offender, Failure to Yield and Traffic Safety Programs memorandum addendums for this policy were issued by the Wisconsin Technical College System and also included for the Board's review and final approval.

4. **Approval of Revised Administrative Policy J-242 (Student Fees)**

The State Board has established a student fee rate for 2022-23. The program fee will increase to \$143.45 per credit for adult and continuing education for 2022-23, \$188.90 per credit for liberal arts collegiate transfer, out-of-state tuition fees will increase to \$215.18 per credit for adult and continuing education, and \$283.35 for liberal arts collegiate transfer. The state changes have been incorporated into the policy. Administration recommends final Board approval of the J-242 policy.

5. **Approval of Revised Administrative Addendum D-450A ADD (Contracting Rates 2021-2022)**

The Wisconsin Technical College System (WTCS) has established the fee for compulsory school attendance under §118.51(1) Wis. Statutes, and the fee has been incorporated in the policy. WTCS also sets the overhead rates annually to be used for costing out-of-state contracts, which is also reflected. All fees set by the College are recommended to continue at the previously set amounts with no increase. Administration recommends approval of the contracting rates addendum (D-450A ADD) for fiscal year 2023.

James Beistle moved, seconded by Amber Richardson to approve the revised Administrative Policy J-128 (Adult and Continuing Education Aidable and Non-Aidable Course Fees), revised

Administrative Policy J-242 (Student Fees), and the revised Administrative Addendum D-450A ADD (Contracting Rates 2022-2023) as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

## **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.

#### **B. Review Monitoring Schedule for Next Fiscal Year (FY23) for Approval in July**

Time was reserved for the Board to review the Monitoring Schedule and make recommendations for FY23. Minor updates, noted in red text, were recommended by administration for final approval to take place at the Board's annual organizational meeting in July.

#### **C. Board's Subcommittee on the President's Evaluation Process Meeting Update and Approvals**

Subcommittee members, Brett Gerber and Josh Robinson, provided an update on recommended changes to the President's Evaluation Process. The Subcommittee recommended that the review of the President's Evaluation Process occur on a 3-year schedule that coincide with the President's new contract. Additionally, the Subcommittee recommended that section 5 titled "College Recognitions and Strengths as Identified by the President" on the *Board Evaluation of the President form* be eliminated.

Brett Gerber moved, seconded by James Beistle, to approve the recommended updates to the *Northwood Tech Process for the Evaluation of the President, Board Evaluation of the President form* and *Monitoring Schedule* as recommended. Upon a unanimous vote of all members present, motion carried.

#### **D. Consider Nominations for 2022 ACCT Leadership Awards**

Time was reserved for the Board to consider nominations for the ACCT Leadership Awards. Nominations and a Board letter of support must be received by June 14, 2022. President Will asked the Board to submit nominations to him before the May Board meeting.

#### **E. Northwood Tech Commencement Update**

Time was reserved for President Will to update the Board about this year's commencement ceremonies on May 13, 2022. Lori Laberee will be attending the Ashland commencement ceremonies, James Beistle will attend in Superior, and Josh Robinson will attend in New Richmond. If available, Chair Fitzgerald will attend the Rice Lake commencement ceremony. President Will asked the Board to respond to him if they would like to attend a campus commencement.

4. President's Updates

A. **Listening Session Updates**

Time was reserved for and update from President Will on the student and staff listening sessions he conducted.

B. **Enrollment Report**

President Will reviewed the latest enrollment report.

C. **DBA Media Award Recipient**

Time was reserved for President Will to update the Board on the DBA Media Award Recipient.

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. 2022 ACCT Leadership Congress - Call for Presentations

ACCT has announced its call for presentations for the 53rd Annual Leadership Congress, scheduled on **October 26 - 29, 2022**, in New York, NY. The theme for this year's Congress is "Improving the Lives of Entire Families." Colleges are encouraged to submit a proposal to present at the 2022 ACCT Leadership Congress.

All proposal submissions must be received by **Friday, May 13, 2022**, and should address one of the program tracks. The information on ACCT's web page is provided for the Board's information. The Board supports Northwood Tech Administration to submit two separate presentation proposals for the 2022 ACCT Leadership Congress.

7. Capital Equipment Purchases

**Instructional and Administrative Laptops/Computers** - A purchase was made of several laptops and computers in the total amount of \$125,465 from Paragon Development Systems Brookfield, WI, under Contract DOA 505ENT-016-NASPOCOMPUT-00. The laptops and computers are for administrative staff, instructional staff, and instructional labs at all Northwood Tech campuses.

8. Student Updates and News

Time was reserved for the following items:

A. **Northwood Tech Students Qualify for Nationals**

March 30, 2022 - Inter-County Leader

Four Northwood Tech students and their adviser, Brenda Kretschmar attended the 2022 State Leadership Conference for the Business Professionals of America. The four students from three Northwood Tech campuses competed in a variety of categories and placed high enough to advance to the national level of the competition. In addition to the students qualifying for nationals, Brenda Kretschmar was named the 2022 Business Professionals Adviser of the Year for the State of Wisconsin.

B. **Northwood Earns Silver 'Military Friendly' Award**

March 30, 2022 - Tribune Press Reporter

March 31, 2022 - Hudson Star-Observer; Spooner Advocate

April 4, 2022 - Leader Telegram

Northwood Tech was part of the official list of schools across the nation that have earned the 2022-2023 Military Friendly Schools award level designation. This is the seventh year Northwood Tech has earned a designation on the list. Not only did Northwood Tech make the official list, but the college was allocated Silver for the 2022-2023 Military Friendly Schools award for the category of small community colleges.

**C. Free Machine Tool Basics Job Training Available**

April 4, 2022 - Leader Telegram

The Northwest Wisconsin Workforce Investment Board is sponsoring a 12-week machine tool basics training course for participants eligible to the Support to Communities program. The machine tool basics course will assist Douglas County area employers to fill job vacancies, providing students with the basic knowledge and skills for entry-level jobs in the manufacturing field. The program is a partnership between the NWWIB and Northwood Technical College, which will provide the instruction.

**D. Northwood Tech Apprentices Win Gold and Silver at Carpentry Competition**

April 6, 2022 - The Chronotype

Two apprentices enrolled in the ABC of Wisconsin Apprenticeship Program partnership with Northwood Tech and employed by Royal Construction out of Eau Claire earned gold and silver at the National Craft Championships (NCC) held in San Antonio, Texas. Tony Ehrike received a silver medal while Drew Hawkins received a gold medal, both in Carpentry. Hawkins also received a safety award in Carpentry at the competition. Hawkins had previously won gold at the Associated Builders and Contractors (ABC) of Wisconsin Skill Competition for 2022.

**INFORMATION REPORTS**

1. Academic Affairs Programming Update

Dr. Aliesha Crowe, Vice President Academic Affairs, provided an update on key Academic Affairs initiatives to prepare the College to optimize teaching and learning. A PowerPoint was provided for this update. There was time for questions and answers after the update.

Lori Laberee moved, seconded by Brett Gerber to accept the Academic Affairs Programming Update as it related to the interpretation of the ENDS statement for the President's annual evaluation. Upon a unanimous 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 regular meeting scheduled on Monday, May 16, 2022, beginning at 8:30 a.m. Currently, the May Board meeting is schedule to take place at the Rice Lake Campus; however, President Will noted that the location may get moved to the Shell Lake - HEC Center.

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, April 28, 2022. 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**

Chair Fitzgerald adjourned the meeting at 9:49 a.m.

Respectfully submitted,



Board Secretary

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