

Northwood Technical College
Board Proceedings
February 21,2022

The Northwood Technical College Board meeting was held on Monday, February 21, 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 8:32 a.m. Board members Andy Albarado, James Beistle, Brett Gerber, Janelle Gruetzmacher, Lori Laberee, and Josh Robinson were present at the Northwood Tech Rice Lake Campus. In addition, Amber Richardson joined the meeting via BlueJeans technology. A quorum was established. *Nikki O'Connell provided notice that she would not be in attendance at this meeting.*

Northwood Tech employees Deanna Corry, Aliasha Crowe, Steve Decker, and John Will, were in attendance during the meeting at the Northwood Tech Rice Lake Campus. In addition, Susan Yohnk Lockwood joined the meeting via BlueJeans technology. Kim Pearson, Kim Schultz, and Angela Scott joined the meeting for the annual ambassador presentation.

The following Northwood Tech student ambassadors also joined for a portion of the meeting: Katherine Hansen (Ashland), Grace Long (New Richmond), Michael Kelly (Rice Lake), and Tyler Little (Superior).

OPEN MEETING STATEMENT

Deanna Corry, Executive Assistant to the President and Board, read the following open-meeting statement: "The February 21, 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 February 18, 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 Brett Gerber 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 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.

MEETING MINUTES

1. **Approval of the January 17, 2022 Regular Meeting Minutes**

Lori Laberee moved, seconded by Janelle Gruetzmacher 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 January 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.

James Beistle 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:

1. **New Hire:** Brian Schroeder, Senior Advancement Officer; Management; annual salary \$49,166, effective February 22, 2022.
2. **Resignation:** Amy Everts, College Health Nurse; New Richmond, effective February 4, 2022.

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

Expenditures and revenue from the budget, covering check numbers 263563 through 263875, and electronic transfer payments totaling \$4,004,341.96 were approved.

5. Bids/Purchases

- A. **Audio System Package – Ashland, New Richmond, Rice Lake, Superior:** The Board approved the purchase of several audio system packages in the amount of \$124,728 from CDW in Vernon Hills, IL, under NJPA Contract 100614-CDW. The audio systems exceeded the approved budget and are for necessary upgrades to classroom audio at all four campuses.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

Time was reserved for Board members to report on any meetings they attended.

A. **District Boards Association Winter Meeting**

Time was reserved for the attendees at this year's DBA Winter Meeting to report out on the conference and sessions they attended. James Beistle and Lori Laberee attended the DBA Winter Meeting which was held in-person at Lakeshore Technical College, January 27-29, 2022.

B. **National Legislative Summit**

Time is reserved for updates from those who attended the 2022 National Legislative Summit on February 6 – 9, 2022. The updated WTCS Federal Priorities flyer was included for Board review. President Will, James Beistle, and Lori Laberee attended the conference in-person, met with Congressman Tom Tiffany's Staff, and shared key highlights.

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. Budget Projection Update Presentation

Steve Decker, Vice President, Administrative Services/Chief Financial Officer, presented the Board with the FY23 budget projection update. A PowerPoint was provided for this presentation.

James Beistle moved, seconded by Brett Gerber to approve the Budget Projection Update Presentation as presented. Upon a unanimous yes vote of all members present, motion carried.

President's Updates were moved to the end of Correspondence and Information.

4. President's Updates:

A. Enrollment Update

President Will provided a brief update on the most recent enrollment information. A Cognos report was provided.

B. Listening Sessions

President Will provided an update on his plans to meet with a variety of staff and student groups over the next six weeks to better understand their experiences since the COVID pandemic began.

C. Health Education Center

President Will provided an update on the Health Education Center renovation.

D. Introduction Video for Blaze the Bear

President Will presented a video introduction for the College's new mascot, "Blaze the Bear".

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

The Board Appointment Hearing is scheduled on Monday, March 7, 2022, at 2 p.m., at the Northwood Tech Rice Lake Campus. The appointment committee will be required to give equal consideration to the distribution of populations within the district. Appointments made at the hearing will require final approval by the WTCS Board on May 17, 2022. The Northwood Tech appointments will be effective July 1, 2022.

7. President's 2022 Evaluation Planning

Time was reserved for the Board to discuss plans for the 2022 President's evaluation. The Board designated a Board subcommittee to review the President's Evaluation Process and components/resources.

The process document and evaluation form were included in the Board packet for the Board's review. According to the procedures, prior to the April Board meeting a President's Evaluation Subcommittee is designated by the Board to review the evaluation process. The subcommittee will be chaired by the Board Vice Chair and supported by the Executive Assistant to the President and Board and Director, Human Resources. The subcommittee will submit its recommendations regarding the President's Annual Evaluation to the Board for consideration at the April Board meeting during Executive Session.

The subcommittee meeting will take place following the regular Board meeting on Monday, March 21, and will be chaired by Ms. Gruetzmacher. Mr. Gerber and Mr. Robinson

volunteered to serve on this subcommittee. Ms. Corry will work with Vice-Chair Gruetzmacher on the meeting agenda and invite the Human Resource Director to the meeting.

8. Student Updates and News

Time was reserved for the following items:

A. **Northwood Tech Instructor Places Third at National Convention**

January 21, 2022 – Ashland Daily Press

January 26, 2022 – The Chronotype

February 10, 2022 – The Times

Northwood Technical College Farm Operation Instructor, Julie Wadzinski, placed 3rd in the Young Farmers & Ranchers (YF&R) Discussion Meet at the American Farm Bureau Federation's (AFBF) 103rd Convention that was held in Atlanta, Georgia on Jan. 8-10. Wadzinski entered and competed as a member of the Barron County Farm Bureau. To qualify for the national competition, Wadzinski first won the State contest by being in the top three finalists for District 9 before competing in and winning the 2021 Wisconsin Farm Bureau Young Farmer and Agriculturist Discussion Meet contest. Her selection to represent the State of Wisconsin was announced during the Wisconsin Farm Bureau Federation's 102nd Annual Meeting on Dec. 5, 2021.

B. **Northwood Tech Students Live Out Motto 'Experience Success'**

January 26, 2022 – The Chronotype

On January 17, 2022, Northwood Tech President John Will shared updates with the Barron County Board of Supervisors at their monthly meeting. Information presented to the Board included updates to the Health Education Center in Shell Lake, an articulation agreement for Northwood Tech students to transfer credits to four-year-universities, dual-credit availability to 44 different school districts for high school students to earn free college credits while still in high school, change in marketing strategies to address and include the labor shortages, pandemic-related changes to classes (only 5 programs fully remote last semester) and difficulty getting nursing students into hands-on clinical experiences, and the upcoming debut of the new mascot Blaze the Bear as part of the rebranding of Northwood Tech.

C. **Aspen Institute Names Northwood Tech in Top Community Colleges Eligible for \$1M Prize**

January 27, 2022 – Spring Valley and Elmwood Sun – Argus, Ladysmith News

The Aspen Institute College Excellence Program recently named Northwood Technical College as one of 150 top community colleges eligible to apply for the prestigious 2023 Aspen Award. Northwood Tech will be eligible to compete for the \$1 million Aspen Prize for Community College Excellence, the nation's esteemed award in recognition of high attainment, performance, and outcome standards among America's community colleges.

D. **Northwood Tech's Medical Assistant Program Marks 47 Years of Accreditation**

February 2, 2022 – Inter-County Leader, Mellen Weekly Record, Bloomer Advance, Chetek Alert

February 3, 2022 – Spring Valley & Elmwood Sun-Argus

February 10, 2022 – Ladysmith News, The Times

Northwood Tech was announced as one of the top 25 currently accredited Medical Assistant programs with the longest running accreditation by the Medical Assisting Education Review Board (MAERB). The MAERB began accrediting programs in 1969. The Medical Assistant Program at Northwood Tech has been accredited for 47 years now, almost as long as the MAERB has been in existence. The list of the longest accredited institutions is published in an email communication known to medical program directors as *Tipping Point*.

E. Northwood Tech Signs Partnership with Luck Schools

February 9, 2022 – Inter-County Leader

Northwood Tech signed a partnership with Luck Schools to have students learn constructions essentials. The school needs a minimum of 8 students to participate in the program. This program is set to cost approximately \$25,886.00, which includes books, materials, instructor mileage, etc. Students will learn to read plans, evaluate structures, building terminology, etc.

9. Capital Equipment Purchases

A. Routers – Ashland

A purchase was made of eighteen Cisco routers in the amount of \$38,136 from CDW in Vernon Hills, IL, under NJPA Contract 100614-CDW. The routers are for the IT – Systems Administration Specialist and Cybersecurity Specialist Programs at the Ashland Campus.

B. Electrical Trainers – Rice Lake

A purchase was made of five electrical wiring training boards and 5 electrical motor control boards in the amount of \$26,961 from Grainger in Lake Forest, IL, under E&I Contract CNR-01248. The electrical trainers are for the Electrical Apprenticeship Program at the Rice Lake Campus.

C. Engine Lathe – Superior

A purchase was made of an engine lathe in the amount of \$38,868 from MSC Industrial Supply in Melville, NY, under DOA Contract 505ENT-M12-FACILITMRO-00. The lathe is for the Industrial Maintenance Technician Program at the Superior Campus

D. Dodge Charger – Rice Lake

A purchase was made of a 2022 Dodge Charger in the amount of \$29,239 from Ewald Automotive Group in Oconomowoc, WI, under DOA Contract 505ENT-M21-VEHICLES00. The vehicle is for the Law Enforcement Academy.

E. Monitor – Ashland, New Richmond, Rice Lake, Superior

A purchase was made of 400 - 24” monitors in the amount of \$94,000 from Paragon Development Systems in Brookfield, WI, under DOA Contract 505ENT-016-NASPOCOMPUT-00. The monitors are necessary to upgrade several staff and faculty monitors at all four campuses.

The Board took a break at 9:23 a.m. and reconvened at 9:39 a.m.

President's Updates were moved to the end of Correspondence and Information.

INFORMATION REPORT

1. Annual Ambassador Presentation

Kim Pearson, Director of Advancement/Executive Director of Foundation, gave a brief overview of the Ambassador Program and introduced the 2022 Student Ambassadors. The students shared stories about their Northwood Tech experiences and why they chose a technical college education.

A list of the student ambassadors was provided for the Board's information. A brief question and answer period for the panel of students followed the presentations.

Each of the ambassadors was recognized with a plaque and a check from the Northwood Tech Foundation. The Northwood Board Chair and Northwood Tech President provided the presentation, congratulated the ambassadors, and thanked them for their representation of the College. Angela Scott, Annual Giving Specialist; and Kim Schultz, Advancement Specialist, were also in attendance for these presentations.

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 **Monday, March 21, 2022**, beginning **8:30 a.m.**, at the Northwood Tech Rice Lake Campus. Board members are 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.

*Note: Board members may add additional items to next month's Board agenda by contacting the Chair before **Thursday, March 3, 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.*

ADJOURNMENT

Brett Gerber moved, seconded by Lori Laberee to adjourn the meeting at 10:28 a.m.

Respectfully submitted,



Board Secretary

dc

Exhibit 2

Northwood Technical College Contract Estimated Full Cost Report

Fiscal Year:
2022

2/1/22
9:38 15 am

State Designated Indirect Cost Factors:
Off Campus = 37.19 %
On Campus = 43.68%

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

-----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: July 2021 (1 record)												
722221	McLane Company, Inc CDL exams from June 2021-December 2021. The contract is written for \$2,000 worth of exams. The contract will be adjusted in December with the actual amount of exams completed. McLane will not be billed until December 2021 unless requested to bill sooner.	New Richmond	Off	\$ 6,300.00	\$ -	\$ -	\$ -	\$ 6,300.00	\$ 6,300.00	\$ -		
Approval Date: December 2021 (1 records)												
722457	Baker's Island Marina Up to 2 Barker's Island Marina employees to receive instruction on aluminum welding procedures, visual inspection and testing. WEEK 1: Aluminum GTAW, WEEK 2: Aluminum GMAW. Contract will include 56 hours of training. *An additional 12 hours of training was approved on 1/31/22. Hours can be adjusted accordingly if more or less hours are needed. Materials will be provided by Barkers Island Marina	Northwood Tech Superior Campus Welding Lab	On	\$ 9,745.00	\$ 4,574.90	\$ 1,998.32	\$ -	\$ 6,573.22	\$ 3,171.78			
Approval Date: January 2022 (11 records)												
722476	Northwest WI Workforce Investment Board 8 Students will take the Child Development course and the Health, Safety & Nutrition Course included in the Group Childcare Essentials.	Northwood Tech Ashland	Off	\$ 12,087.00	\$ 6,917.90	\$ 2,572.77	\$ 4,182.00	\$ 13,672.67	\$ (1,585.67)			
722230	Halvor Lines Inc. CDL Exams for CA and AAH. It is \$50 per exam for a total of \$150. If the participant fails the company will be billed for the re-test as well.	Hammond Test Route	Off	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 300.00	\$ -			
722232	McLane Company, Inc Contract is currently developed for 60 tests from January 24th to May 31st. Contract will be updated with actual exams before being billed upon completion. This contract shall include the following CDL Exam test fees: *This shall depend upon each employee's needs as they enter course. Each segment of CDL exam shall be a cost of \$50. Potential Exam Fees to be charged: o VI \$50 o Basic Skills \$50 o Road Skills 50 Total exam fees for acquisition of Commercial Driver's License are dependent on State testing requirements for the class/endorsement being sought. Maximum cost of the test will be dependent on the number of attempts required to successfully pass the exam. The contractee shall provide the truck/trailer and fuel for this training/testing period.	New Richmond or Hammond	Off	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00	\$ 9,000.00	\$ -			
722470	Superior Refining Company LLC 8 employees of the Superior Refining Company will receive medical responder certification training and ASHI CPR/AED training. Training will be held at the Superior Refining Company fire hall.	Superior Refinery Fire Hall	Off	\$ 13,019.00	\$ 3,872.00	\$ 1,440.00	\$ 1,657.00	\$ 6,969.00	\$ 6,050.00			
722473	Lakeside Foods Inc ASHI First Aid/CPR/AED training for up to 20 staff members from Lakeside Foods. Northwood Tech will conduct the full ASHI course for all participants. Class will be held in room 1122 A-C in the Conference Center. Masks will be required for participants on campus.	New Richmond Conference Center	Off	\$ 1,295.00	\$ 290.40	\$ 108.00	\$ 326.00	\$ 724.40	\$ 570.60			
722471	Allied Emergency Services EMR Continuous Training for up to 30 people	Varies	Off	\$ 962.00	\$ 435.60	\$ 162.00	\$ 34.80	\$ 632.40	\$ 329.60			

722233	Graymont Lcc	Northwood Tech Superior Library	On	\$	500.00	\$	69.30	\$	30.27	\$	79.00	\$	178.57	\$	321.43
Mechanical Reasoning Assessment for 4 employees from Graymont. 3 one hour time slots.															
722475	Dunn Paper	Ladysmith	On	\$	1,499.00	\$	812.90	\$	302.32	\$	414.00	\$	1,529.22	\$	(30.22)
Offer 4 Medic First aid classes															
722474	Bayfield County Jail	Multi-Purpose Room-Bayfield County Jail	Off	\$	916.00	\$	387.20	\$	144.00	\$	153.00	\$	684.20	\$	231.80

Up to 6 jail inmate will receive ASHI Adult CPR/AED and Narcan Training. 4 hours of ASHI Adult CPR/AED training and 2 hours of Narcan training. The classes will start at 9:00 a.m. with a required lunch break from 11:15-Noon.

722231	Halvor Lines Inc.	Hammond or New Richmond	Off	\$	3,750.00	\$	-	\$	-	\$	3,750.00	\$	3,750.00	\$	-
This contract shall include the following CDL Exam test fees: *This shall depend upon each employee's needs as they enter course. Each segment of CDL exam shall be a cost of \$50 Potential Exam Fees to be charged: VI \$50 Basic Skills \$50 Road Skills \$50 Total exam fees for acquisition of Commercial Driver's License are dependent on State testing requirements for the class/endorsement being sought. Maximum cost of the test will be dependent on the number of attempts required to successfully pass the exam.															

722472	Republic Services	Northwood Tech Rice Lake	On	\$	2,054.00	\$	968.00	\$	422.82	\$	350.00	\$	1,740.82	\$	313.18
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CDL hands-on driver training for an employee of Republic Services. This contract shall include 20 hours of behind the wheel. This contract shall include one CDL Exam testing fee. Each segment of CDL exam shall be a cost of \$50. Potential Exam Fees to be charged: o VI \$50 o Basic Skills \$50 o Road Skills \$50 Total exam fees for acquisition of Commercial Driver's License are dependent on State testing requirements for the class/endorsement being sought. Maximum cost of the test will be dependent on the number of attempts required to successfully pass the exam. Any retests will be billed to the employer under this contract.

Grand Totals (13 records)

*i indicates an amended contract



 Board Secretary

2/21/2022

 Date