

Northwood Technical College
Board Proceedings
November 15, 2023

The Northwood Technical College Board meeting was held on Wednesday, November 15, 2023, 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

Vice Chairperson Andy Albarado called the meeting to order at 8:30 a.m. Board members, Andy Albarado, Brett Gerber, Chris Fitzgerald, Lori Laberee, Nick O'Connell, Josh Robinson and Joe Simonich were present. A quorum was established. Janelle Gruetzmacher joined the meeting at 9:00 a.m. Amber Richardson provided prior notice that she would be absent.

Northwood Tech employees Aliasha Crowe, Steve Decker, Amanda Gohde, Bill Hodge, Deanna Lapacinski, Sinai Mejia, Sara Nick, and John Will, were in attendance during the meeting at the Northwood Tech Health Education Center. Steve Bitzer, Eric Lockwood, Susan Yohnk Lockwood, and Jena Vogtman joined the meeting virtually.

OPEN MEETING STATEMENT

Deanna Lapacinski, Executive Assistant to the President and Board, read the following open-meeting statement: "The November 15, 2023, 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 November 10, 2023, 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

Vice Chairperson Albarado 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 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 Vice Chairperson Albarado 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 October 18, 2023, Regular Meeting Minutes

Lori Laberee moved, seconded by Nicki O'Connell, to approve the regular meeting minutes as printed. Upon a unanimous yes vote of all members present, motion carried. The signed contract listing and resolutions from the October 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

Vice Chairperson Albarado 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 Josh Robinson to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

1. Personnel:

- A. **New Hire:** Alexander Birkholz, Learning Technology Technician, Rice Lake; Staff, \$23.08/hour, effective October 23, 2023.
 - B. **New Hire:** Tessa Feeny, Associate Degree Nursing Instructor, New Richmond; Faculty, annual salary \$69,462, effective October 23, 2023.
 - C. **New Hire:** Aaron Hamlin, Custodian, Rice Lake; Staff, \$18.47/hour, effective November 6, 2023.
 - D. **New Hire:** Danielle Komula, Electrician (Construction) Apprenticeship Instructor, Rice Lake; Faculty, annual salary \$64,283, effective November 20, 2023.
 - E. **New Hire:** Thomas Moch, Classroom Support Assistant, Rice Lake; Staff, \$18.47/hour, effective October 18, 2023.
 - F. **Resignation:** Robert Ecker, Associate Dean, Rice Lake, effective November 10, 2023.
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 275196 through 275714, and electronic transfer payments totaling \$5,416,228.33 were approved.
5. Bids/Purchases
- A. **Tray Former – New Richmond:** Administration recommended the purchase of a tray former in the amount of \$93,188 from Econocorp, Inc in Randolph, MA under ITB 24-45400-NRTRAYFORMER. The tray former exceeds the approved budget and will be used in the Automated Packaging Systems program at the New Richmond Campus.
 - B. **Replacement Trailers – Rice Lake:** Administration recommended the purchase of several trailers in the amount of \$139,993 from Pete's Trailer Sales, Inc in Rice Lake, WI under ITB 24-97800-RL-TRAILERREPLACEMENTS. The trailers are to replace all hail damaged trailers from the Rice Lake Summer 2023 hail storm.
 - C. **Arc Flash Assessment – Collegewide:** Administration recommended contracting with NEO Electric in Hudson, WI to complete an arc flash assessment at the New Richmond, Rice Lake and Ashland campuses in the amount of \$45,500 and Benson Electric Company in Superior, WI to complete an arc flash assessment at the Superior campus in the amount of 15,000 under ITB 24-97800-CW-ARCFLASH. The arc flash assessment is required every five years to evaluate the risk of an arc flash incident.

OTHER ITEMS REQUIRING BOARD ACTION

1. Approval of Surgical Technology Apprenticeship Program
Administration requested Board approval to submit the New Apprentice Program Implementation paperwork for the Surgical Technology Apprentice program to the Wisconsin Technical College System Board for approval at the January 2024 Board meeting. Program development occurred in collaboration with Western Wisconsin Health, Health Partners Sr. Croix Valley Hospitals – Amery, Hudson, Westfields, the DWD Bureau of Apprenticeship Standards, and Northwood Tech and will be offered at the New Richmond Campus. Implementation of the program is tentatively scheduled for the fall 2024, pending HLC approval, instructor onboarding and curriculum development. The program proposal was included for the Board's review.

Nicki O'Connell moved, seconded by Lori Laberee, to approve Administration to submit the New Apprentice Program Implementation paperwork for the Surgical Technology

Apprenticeship Program to the WTCS Board in January 2024, as presented. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

Note: due to an audio issue, Josh Robinson's vote was not recorded.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

A. District Boards Association Fall Meeting

Time was reserved for Board members to report out on sessions 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. Administration had no recommended updates.

4. President's Updates:

A. Enrollment Update

President Will provided a brief update on the most recent enrollment information.

B. MLT Project Update

President Will provided an update on the Medical Lab Technician project.

C. Gerontology and Cosmetology Partnership

Faculty from the cosmetology and gerontology-aging services professional programs recently had an article featured in the AGExchange newsletter, a quarterly publication by the Academy for Gerontology in Higher Education (AGHE). Published in June 2023, the article was sent to thousands of AGHE members across the globe with more widespread availability as it is now public on the Gerontological Society of America (GSA) website.

D. Cornerstone Survey Summary

The Cornerstone Survey was conducted in September 2023 by Institutional Effectiveness at Northwood Technical College. The primary objective of the survey was to gather employee feedback regarding the current mission, vision, values, tenets, cultural competencies, and strategic plan. This feedback was based on the recommendation by the College Advisory Council to review the current mission statement and other foundational documents this fall. It is also being used as part of the Strategic Priority Re-Evaluation process for the Strategic Plan. Both quantitative and qualitative data was collected from 134 employees providing feedback. The feedback was themed, summarized and shared with the College Advisory Council and served as the basis for the next round of data gathering.

E. Aspen Recognition

Northwood Tech was included in the Top 150 Community Colleges by Aspen Institute for 2025.

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. Audited Annual Financial Statements Draft

The annual financial audit report for year ending June 30, 2023, was presented by the College's financial auditing firm at the December 2023 Board meeting. To provide the Board information on the audit in draft format earlier, the draft audit cover letter, the draft single audit of federal and state grants and the draft audited annual financial statements are provided for the Board's information. Sara Nick answered questions from the Board.

7. Board Leadership Scholarship

President Will and Board Vice Chairperson Albarado provided the Board with an overview of the Board Leadership Scholarship.

Janelle Gruetzmacher joined the meeting at 9:00 a.m.

8. Student Updates and News

Time was reserved for the following items:

A. Getting a glimpse into their future

October 18, 2023 – Baldwin Bulletin

Over 40 different high schools from Minnesota and Wisconsin attended the Build My Future event held at the St. Croix County Fairgrounds. The event is a partnership between the St. Croix Valley Home Builders Association, NorthwoodTech, and CVTC to highlight potential careers for high school students in the fields of various construction and skilled-trade jobs through hands-on experience to spark their interest in programs offered, specifically at Northwood Tech.

B. 28th Assembly District honors 2023 First Responders of the Year Dan and Nicki Gullickson

October 24, 2023 – Amery Free Press; Inter-County Leader; The Sun

During a distinguished ceremony held at the State Capitol, Representative Gae Magnafici (R-Dresser) presented the 2023 "First Responder of the Year" award to two outstanding individuals from the 28th Assembly District, Dan and Nicki Gullickson. Dan Gullickson, a long-serving member from Amery has showcased unwavering commitment as an EMS Personnel (EMT), Volunteer Firefighter, and First Responder and Nicole, (Nicki) Gullickson has been a beacon of service in the communities of Amery and Luck as the EMS Manager at Northwestern Municipal EMS and a Trainer/Faculty at Northwood Technical College.

C. Future firefighters feel the burn

October 27, 2023 – The Daily Press

Dozens of firefighter-trainees experienced a house fire for the first time when Northwood Tech and Ashland Fire Department burned a home on Water Street. Among the trainees was Zakk Morland, a 17-year-old Ashland High School student, is currently taking classes at Northwood Tech in Ashland and took part in the live burn with the local and area firefighters in October. Morland has chosen to follow the fire services path to help address the dire lack of firefighters and medics across the Northwoods. For this live burn, Morland was able to use his acquired skills from his Northwood Tech courses and put them to the test while taking part in the live burn.

D. Northwood Tech celebrates new mobile welding lab generator

November 1, 2023 – Burnett County Sentinel; Barron News-Shield; Baldwin Bulletin; Chetek Alert

Northwood Tech held a ribbon cutting and open house event recognizing Enbridge Energy and Cenovus Energy for their combined donations of \$90,000 toward the

purchase of a generator to power the College's state-of-the-art mobile welding lab. The generator allows the mobile lab to be powered at any location where direct access to electricity is not available and training can be more readily available to rural communities in their own backyard without having to travel distances. The mobile welding lab was open for attendees to tour and view the individual welding booths within the trailer, as well as the training equipment and overall layout of the space. While viewing the lab, visitors were able to see its features and capabilities. Faculty and college staff were available to answer questions and provide information regarding customized training.

E. Aspen Institute names Northwood Tech in top community colleges eligible for \$1M prize

November 8, 2023

The Aspen Institute College Excellence Program has once again named Northwood Technical College as one of 150 top community colleges eligible to apply for the prestigious 2025 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. The award includes a rigorous process including data collection, stakeholder feedback, and a comprehensive application submitted by the College to determine eligibility and awards. In prior years, Northwood Tech had been named to the Aspen Institute's top 150 U.S. community colleges in 2021 and 2023.

BOARD EDUCATION

1. Academic Affairs Report

Aliessa Crowe, Vice President Academic Affairs, provided an update on key Academic Affairs initiatives focused on excellence in teaching and learning and equitable student success outcomes.

Brett Gerber moved, seconded by Lori Laberee, to accept the Academic Affairs Report as it relates to the interpretation of the ENDS statement for the President's annual evaluation. Upon a unanimous yes vote of all members present, motion carried.

Chris Fitzgerald left the meeting at 9:40 a.m.

2. Technology Services and Project ELEVATE Report

Steve Decker, Executive Director, Technology Services/Project ELEVATE, and Bill Hodge, Director of Technology Services, provided an overview of the Technology Services Division of the college. The presentation included a reflection on the past year of key activities in addition to future technological plans. An additional presentation providing an update to Project ELEVATE activities and planned upcoming activities was included.

Josh Robinson moved, seconded by Nicki O'Connell, to accept the Technology Services and Project ELEVATE Report as it relates 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, December 20, 2023**, beginning **8:30 a.m.**, at the Northwood Tech Health Education Center. 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, November 30, 2023**. 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

Joe Simonich moved, seconded by Lori Laberee, to adjourn the meeting. Vice Chairperson Albarado adjourned the meeting at 9:54 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brett Helmer". The signature is written in a cursive, flowing style.

Board Secretary

dl

11/1/23
9:38 15 am

**Northwood Technical College
Contract Estimated Full Cost Report**

**Fiscal Year:
2024**

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 = 37.07 %
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: May 2023 (1 records)												
724302	Northern Clearing Inc	Off Campus	Off	\$ 15,411.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,411.00	
Employees* of Northern Clearing will receive but not limited to Safety Training, EMS Training and Arborist & Vegetation Safety Training. *Actual number of students will be determined at the end of the fiscal year.												
Approval Date: June 2023 (2 records)												
724350	Bad River Health & Wellness	Bad River Health & Wellness	Off	\$ 887.00	\$ 387.20	\$ 143.54	\$ 198.00	\$ 728.74	\$ 158.26			
BLS Basic Life Support AHA 8-hour training for up to 12 students, Bad River Health Dept. The contract can be adjusted after the training to the exact number of students.												
724347	Bad River Health & Wellness	Bad River Health & Wellness	Off	\$ 2,322.00	\$ 774.40	\$ 287.07	\$ 947.00	\$ 2,008.47	\$ 313.53			
PALS Pediatric ADV Life Support 16-hour training for up to 11 Bad River Health Department employees. The contract can be adjusted after the training to the exact number of students.												
Approval Date: Auguatr 2023 (4 records)												
724384	Bad River Health & Wellness	Bad River Health & Wellness Center-Maple Room	Off	\$ 971.00	\$ 387.20	\$ 143.54	\$ 265.00	\$ 795.74	\$ 175.26			
BLS Basic Life Support AHA 8-hour training for up to 12 students, Bad River Health Dept. The contract can be adjusted after the training to the exact number of students.												
724392	Graymont Lcc	Superior Conference Center	On	\$ 1,594.00	\$ 774.40	\$ 337.56	\$ 242.00	\$ 1,353.96	\$ 240.04			
Up to 26 Graymont employees will receive American Safety & Health Institute CPR, AED, and basic first aid full 8-hour instruction. Upon successful completion, participants will receive documentation. 2 instructors are needed. Contract price does not include mileage for instructors coming from outside the Superior area.												
724397	Norvado	Norvado Facility-Cable Room	Off	\$ 1,108.00	\$ 435.60	\$ 161.48	\$ 298.00	\$ 895.08	\$ 212.92			
30 Norvado employees will receive 3 hour of CPR/AED Adult only renewal training. Three, 3-hour classes. Two classes on 9/28 and one class on 9/29.												
724393	Graymont Lcc	Superior Conference Center	On	\$ 1,565.00	\$ 774.40	\$ 337.56	\$ 219.00	\$ 1,330.96	\$ 234.04			
Up to 26 Graymont employees will receive American Safety & Health Institute CPR, AED, and basic first aid full 8-hour instruction. Upon successful completion, participants will receive documentation. 2 instructors are needed. Contract price does not include mileage for instructors coming from outside the Superior area.												
Approval Date: September 2023 (3 records)												
724425	Akii-gikinoo'amaading Charter School	LCO	Off	\$ 1,103.00	\$ 677.60	\$ 251.19	\$ 98.00	\$ 1,026.79	\$ 76.21			
Heartsaver K12 - Adult/Child CPR/AED & 1st aid												
724428	Graymont Lcc	Superior Conference Center	On	\$ 745.00	\$ 387.20	\$ 168.78	\$ 81.00	\$ 636.98	\$ 108.02			
Up to 9 Graymont employees will receive American Safety & Health Institute CPR, AED, and basic first aid full 8-hour instruction. Upon successful completion, participants will receive documentation. 2 instructors are needed. Contract price does not include mileage for instructors coming from outside the Superior area.												
724408	Red Cliff Fire Department	Red Cliff Fire Hall	Off	\$ 479.00	\$ 193.60	\$ 71.77	\$ 127.00	\$ 392.37	\$ 86.63			

724438	R Stresau Laboratory Inc Provide ASHI Adult/Child CPR/AED & 1st aid	Spoooner	Off	\$	490.00	\$	242.00	\$	89.71	\$	69.00	\$	400.71	\$	89.29
724234	United States Steel Corporation One staff member of USS will be assessed on their machine tool competence. An 8-hour assessment will be given on October 13th, from 7:00a.m.-3:30p.m. or 8:00a.m.-4:30p.m. in the Machine Tool lab. Results to be reported back to Unites States Steel Corp. If needed, a potential make-up date would be October	Northwood Tech Superior Machine Tool Lab	On	\$	1,819.00	\$	660.00	\$	287.70	\$	200.00	\$	1,147.70	\$	671.30
724434	Cameron School District Dual Credit	Cameron High School	Off	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
724436	Osceola High School Dual Credit	Osceola High School	Off	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
724439	LCO Health Care Center Provide 2 BLS Basic Life Support recert classes	LCO	Off	\$	1,687.00	\$	415.80	\$	154.13	\$	293.00	\$	862.93	\$	824.07
724236	Graymont Lcc Mechanical Reasoning Assessments for 3 Graymont employees. Three 1-hour sessions.	Northwood Tech Superior Library	On	\$	486.00	\$	69.30	\$	30.21	\$	65.00	\$	164.51	\$	321.49
724461	Ashland School District Up to 20 Ashland School District employees will receive 8 hours of Heartsaver 1st Aid/CPR/AED Training on 11/4/23. Two instructors will be needed. Certification cards are included.	Northwood Tech Conference Center	On	\$	1,273.00	\$	70.40	\$	30.69	\$	138.00	\$	239.09	\$	1,033.91
724462	Arrow Building Center Theory and Behind the Wheel Training for student. The contract does not include the test, as testing will be done in River Falls by a third-party vendor.	New Richmond Campis	Off	\$	1,629.00	\$	668.80	\$	247.92	\$	314.00	\$	1,230.72	\$	398.28
724433	City of Carlton CDL A Online Theory course(40 hours) and Behind the Wheel for 1 employee of the City of Carlton. Once the contract is signed registration information will be sent. 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 45 hours of behind the wheel time. Contact will be adjusted on how many hours are actually used.	Superior Campus Parking Lot	Off	\$	5,207.00	\$	2,178.00	\$	807.38	\$	973.00	\$	3,958.38	\$	1,248.62
724430	Northwest WI Workforce Investment Board 12 Students in the Ashland area will take the Health, Safety & Nutrition Course and the Child Development course included in the Group Childcare Essentials through a partnership with the NWWIB. A minimum of 8 students is required to run the program. The contract will be canceled if under 8 students.	Online & Ashland Campus	On	\$	16,566.00	\$	5,130.40	\$	2,236.34	\$	6,076.00	\$	13,442.74	\$	3,123.26
724437	Wooden Acres, LLC CDL A Behind the Wheel for 1 employee. Once the contract is signed registration information will be sent. Contract is written for 45 hours of behind the wheel time. Contact will be adjusted on how many hours are actually used. The contract includes the rental of a Northwood Tech truck. Training will take place at the Superior Campus.	Northwood Tech Superior Campus Parking Lot	Off	\$	4,716.00	\$	2,178.00	\$	807.38	\$	893.00	\$	3,878.38	\$	837.62
724429	Northwest WI Workforce Investment Board 12 Students in the Superior area will take the Health, Safety & Nutrition Course and the Child Development course included in the Group Childcare Essentials through a partnership with the NWWIB. A minimum of 8 students is required to run the program. The contract will be canceled if under 8 students.	Online & Superior Campus	On	\$	16,137.00	\$	5,130.40	\$	2,236.34	\$	5,733.00	\$	13,099.74	\$	3,037.26
724431	Clean Cut, LLC an employee of Clean Cut, LLC., will receive 40 hours of CDL Online Theory, and up to 40 hours of behind-the-wheel training. Each trainee will receive 1 CDL A test. Additional testing needs will be paid for by the trainee. Trainee will also need to complete pre-employment drug screening prior to attending behind-the-wheel training and obtain a CDL Permit.	Northwood Technical College, Rice Lake Campus	On	\$	4,517.00	\$	1,755.60	\$	765.27	\$	924.00	\$	3,444.87	\$	1,072.13
724237	Lake Country Dairy Northwood Technical College's ESL Instructor will work with Lake Country Dairy employee on ESL topics related to the work setting. Up to 20 total hours of training and observation. Hours can be adjusted as needed for further training.	Lake Country Dairy	Off	\$	2,843.00	\$	968.00	\$	358.84	\$	33.00	\$	1,359.84	\$	1,483.16
724233	Graymont Lcc	Northwood Tech Superior Library	On	\$	486.00	\$	69.30	\$	30.21	\$	65.00	\$	164.51	\$	321.49

Mechanical Reasoning Assessments for 3 Graymont employees. Three 1-hour sessions. Session Dates: 10/6, 10/9, & 10/12.

724432	Toboggan Run Dental BLS Basic Life Support recertification	Rice Lake	On	\$	682.00	\$	387.20	\$	143.54	\$	68.00	\$	598.74	\$	83.26
724440	Waggoner Excavating Employee of Waggoner Excavating, will receive 40 hours of CDL Online Theory, and up to 40 hours of behind-the-wheel training. Each trainee will receive 1 CDL A test. Additional testing needs will be paid for by the trainee. Trainee will also need to complete pre-employment drug screening prior to attending behind-the-wheel training and obtain a CDL Permit.	Northwood Technical College, Rice Lake Campus	Off	\$	4,517.00	\$	1,755.60	\$	650.80	\$	924.00	\$	3,330.40	\$	1,186.60

Grand Totals (49 records)

*indicates an amended contract



Board Secretary

11-15-2023

Date