

Northwood Technical College
Board Proceedings
January 16, 2023

The Northwood Technical College Board meeting was held on Monday, January 16, 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

Secretary Brett Gerber called the meeting to order at 8:37 a.m. Board members Lori Laberee and Josh Robison were present at the Northwood Tech Health Education Center. Nicki O'Connell and Amber Richardson joined the meeting via BlueJeans technology. A quorum was established. Andy Albarado arrived for the meeting at 8:44 a.m. and Amber Richardson arrived for the meeting at 8:51 a.m. *Note: Board members Chris Fitzgerald, Janelle Gruetzmacher, and Joe Simonich were absent.*

Northwood Tech employees Aliessa Crowe, Steve Decker, Deanna Lapacinski, Sara Nick, and John Will were in attendance during the meeting at the Northwood Tech Health Education Center, and Steve Bitzer and Susan Yohnk Lockwood joined the meeting via BlueJeans technology. In addition, Dori Marty, Marie Hagen and Jeanne Germain joined the meeting via BlueJeans technology for a portion of the meeting.

OPEN MEETING STATEMENT

Deanna Lapacinski, Executive Assistant to the President and Board, read the following open-meeting statement: "The January 16, 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 January 13, 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

Secretary Gerber 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.

Lori Laberee moved, seconded by Josh Robinson 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 Secretary Gerber to recognize people in the audience if needed. The Audience Recognition Board policy (II.L.) was included in the Board book as a reference. President Will welcomed Sara Nick, the new VP of Business Services/Chief Financial Officer, and Sara provided an introduction to the Board.

HEALTH EDUCATION CENTER TOUR

Marijo Ulrich, Dean of Health Sciences, provided the board with a comprehensive tour of the newly remodeled Health Education Center. *Note: the tour began at 9:06 a.m. and concluded at 9:58 a.m.*

MEETING MINUTES

1. **Approval of the December 19, 2022, Regular Meeting Minutes**

Lori Laberee moved, seconded by Josh Robinson 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 December 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).

Andy Albarado arrived at 8:44 a.m.

BUDGET CONSIDERATIONS REQUIRING BOARD ACTION

1. Approval of Calendar Year 2023 Major Equipment

Administration provided a calendar year 2023 major equipment listing for the Board's consideration and approval. This approval will allow the College to purchase the equipment on the provided listing for the upcoming fiscal year. The Board will be informed of the details of equipment purchased in the monthly Correspondence and Information agendas.

Josh Robinson moved, seconded by Lori Laberee to approve Calendar Year 2023 Major Equipment as presented. Upon a roll-call vote, all members present voted yes; motion carried (5-0).

Amber Richardson arrived at 8:51 a.m.

CONSENT AGENDA

Vice Chairperson Richardson asked if there were any items to be pulled off the Consent Agenda and acted on separately; however, there were none.

Andy Albarado moved, seconded by Josh Robinson to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

1. Personnel:

- A. **Resignation:** Bridget Anderson-Kling, Counselor; New Richmond, effective June 30, 2023.
- B. **Resignation:** Charles Christensen, Automated Packaging Systems Technician Instructor; New Richmond, effective February 3, 2023.
- C. **Resignation:** Keith Hasart, User Services Manager; Ashland, effective June 30, 2023.
- D. **Resignation:** Debra Moioffer, Outreach Center/Financial Aid Technician; Balsam Lake Outreach Center, effective January 31, 2023.
- E. **Resignation:** Kevin Rowe, Facility Maintenance Supervisor; Ashland, effective June 30, 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 270187 through 270476, and electronic transfer payments totaling \$5,457,617.61 were approved.

5. Bids/Purchases

- A. **Air Handling Upgrades – New Richmond:** The Board approved the bid under ITB 23-97800-NR-AIRHANDLINGUPGRADES in the total amount of \$98,300 from Bartingale Mechanical of Eau Claire, WI. The purpose of these upgrades is to convert 4 air handling units from pneumatic drive and control systems to electric (DDC).
- B. **Cube Van - Collegewide:** The Board approved the bid under IFQ 23-44200-CW-CUBEVAN in the total amount of \$75,428 from Lynch Truck Center of Waterford, WI. The used 2021 Freightliner 3500 Sprinter comes with a Palfinger liftgate and will be used for the CNC and Mechatronics programs across the district.
- C. **Injection Molding Equipment – New Richmond/St. Croix Central:** The Board approved a purchase of injection molding equipment under the bid ITB 23-46300-NR-

INJMOLDEQUIP2 in an amount not to exceed \$190,000. The equipment is grant funded and will be used in the injection molding program in a partnership with St. Croix Central School District.

- D. **Reject Mobile Generator ITB:** The Board approved rejecting the bid under RFP 23-44200-CW-MOBILEGENERATOR2 in the total amount of \$98,148 from Carlson_Building Supplies of Ashland, WI. The mobile generator is grant funded and will be used to power the new mobile welding lab across the district.

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 President Will and Board member, Lori Laberee, to provide an update on the DBA Winter meeting and Legislative visits at the capitol, which occurred on Thursday, January 12, 2023.

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.

B. **National Legislative Summit Update**

Time was reserved for President Will to update the Board on the National Legislative Summit and any Wisconsin meetings that are scheduled. Board members were requested to confirm their plans with the Executive Assistant at the Board meeting.

Nicki O'Connell left the meeting at 9:06 a.m.

3. **Monitoring Schedule Review and Updates**

A. **Monitoring Schedule**

Time was reserved to review and update the *Board Monitoring Schedule* as needed. Due to a scheduling conflict, the Board Forward Meeting which was scheduled to occur in February will be moved to follow the March 20, 2023 regular Board meeting. Ms. Lapacinski will note this scheduling change on the Monitor Schedule.

B. **Planning for February Student Ambassador Panel**

Time was reserved to review the list of questions for the Student Ambassadors presentations that will take place at the February Board meeting. President Will updated the Board on the process that will be used for this year's selection of the Ambassador who will represent the college in Madison.

C. **Board Forward Meeting**

President Will provided an overview of the Board Forward Meeting that will now occur following the regularly scheduled March Board meeting.

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. **Strategic Plan Update**

President Will provided a progress report to the board on the current 2021-2023 EVOLVE

Strategic Plan.

C. Strategic Planning Timeline

President Will reviewed the Strategic Priority Re-Evaluation Process timeline with the Board.

D. Achieving the Dream Capacity Café

President Will provided an update on the Achieving the Dream Capacity Café that will occur January 18 – 19, 2023.

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. Mileage Rate Update

An update was provided on the College's reimbursable mileage rate at the meeting. The Board's electronic expense forms were updated in the Board Only Resources folder on the Northwood Tech Connection with effective date of January 1, 2023.

7. Student Updates and News

Time was reserved for the following items:

A. Ashland welcomes new firefighter

December 16, 2022 – The Daily Press

Sam Roman, a new firefighter and EMT, was hired by the Ashland Fire Department. Sam graduated from the Northwood Tech Paramedic program in December 2022.

B. Sheriff's Office welcomes new deputies

December 20, 2022 – Amery Free Press

December 20, 2022 – The Times

The Polk County Sheriff's Office announced that they sponsored two new recruits for the Law Enforcement Academy at Northwood Tech for the first time since the 1990s. Seth Peterson and Sophia Wallace graduated from the 720-hour program on December 9, 2022 and will begin their law enforcement careers immediately.

C. Students, community members form bond during heartwarming program

December 29, 2022 – Spooner Advocate

Anna Polzin, OTA instructor for Northwood Tech, recruited community members in the Shell Lake area to participate in a wellness group that was being offered during the fall 2022 semester. The wellness group provided an opportunity to Northwood Tech OTA students to practice their occupational therapy skills with local adults with intellectual and developmental disabilities. Both students and program participants had a great experience.

D. SC/LCOEDC one of 4 considered for \$2 million housing incentive

December 14, 2022 – Sawyer County Record

December 15, 2022 – Spooner Advocate

Sawyer County/Lac Courte Oreilles Economic Development Corporation (SC/ LCOEDC) is one of four finalists selected for a "due diligence" phase in the process of selecting three communities to receive a \$2 million incentive, as part of the "Housing Opportunity and Mobile Educations Solutions (HOMES) Workforce Innovation Grant which was awarded to Northwood Tech in June 2022.

INFORMATION REPORTS

1. Grant Awards Report

Dori Marty, Director, Grants/Resource Development, presented the 2022-2023 Grant Awards Report which included the most current grant award amounts, including updates since the May 2022 report. A PowerPoint was also included in the Board book.

Brett Gerber moved, seconded by Andy Albarado to accept the Grant Awards Report as it related to the interpretation of the ENDS statement for the President's annual evaluation. Upon a unanimous yes vote of all members present, motion carried.

2. High School Relations Report

Jeanne Germain, Dean of Career Prep, Manufacturing, and Apprenticeships provided an overview of Career Prep initiatives, with a brief update on current and pending academies. A Dual Credit History Report was also provided for the Board's information. The High School Relations Report was included in the Board book.

Lori Laberee moved, seconded by Josh Robinson to accept the High School Relations Report as it related 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 **Monday, February 20, 2023**, beginning **8:30 a.m.**, at the Northwood Tech Rice Lake Campus. The Board meeting schedule was provided for the Board's information.

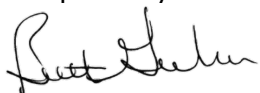
2. Review/Add Agenda Items

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, January 26, 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.*

Vice Chairperson, Amber Richardson, adjourned the meeting at 10:57 a.m.

Respectfully submitted,



Board Secretary

dl

1/1/23
9:38 15 am

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

**Fiscal Year:
2023**

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 = 36.32 %
On Campus = 42.77%**

-----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: September 2022 (2 records)												
723422	Unity High School Truck Driving Technical Diploma for 8 students from Unity High School	Balsam Lake Outreach Center and Unity High School	Off	\$ 22,101.00	\$ 1,161.60	\$	421.89	\$	4,929.00	\$	6,512.49	\$ 15,588.51
723420	Rice Lake Police Dept Less Lethal training for up to 14 officers. Training will be from 3:00 pm to 5:00 pm on October 20th.	Rice Lake Pistol Range	Off	\$ 345.00	\$ 646.80	\$	234.92	\$	-	\$	881.72	\$ (536.72)
Approval Date: November 2022 (1 records)												
723449	Northcentral Technical College Flux Core Welding training for up to 10 WAI-eligible individuals partner with the NWWIB. Training will include the following 2 credit courses: Flux Core Arc Welding 1, Print Reading-Welding Trades and Applied Math.	Northwood Tech Superior Campus	On	\$ 26,970.00	\$ 1,452.00	\$	621.03	\$	14,283.00	\$	16,356.03	\$ 10,613.97
Approval Date: December 2022 (24 records)												
723234	City of Minneapolis Testing for employees in August and September	New Richmond Campus Parking Lot	Off	\$ 1,950.00	\$ -	\$	-	\$	1,950.00	\$	1,950.00	\$ -
723450	Del-Zotto Products CDL A Online and Behind the Wheel for 1 employee. 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. Del Zotto will be supplying their own vehicle for training. Del Zotto will also be taking care of getting the drug screening. A one day truck rental is included for the last day of training before the exam.	Superior Campus Parking Lot	On	\$ 5,315.00	\$ 2,227.50	\$	952.70	\$	1,159.00	\$	4,339.20	\$ 975.80
723456	Del-Zotto Products Up to 10 Ashland School District employees will receive American Safety & Health Institute CPR, AED, and basic first aid full 8 hour instruction. Upon successful completion, participants will receive documentation.	Ashland Campus - Room 420	On	\$ 690.00	\$ 387.20	\$	165.61	\$	115.00	\$	667.81	\$ 22.19
723457	BARRON SCHOOL DISTRICT Provide Heartsaver K12 Adult/Child CPR & AED with 1st aid	Barron	Off	\$ 760.00	\$ 580.80	\$	210.95	\$	80.00	\$	871.75	\$ (111.75)
723459	Lakeside Foods Inc 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.	New Richmond Conference Center 1122A	Off	\$ 3,295.00	\$ 580.80	\$	210.95	\$	1,257.00	\$	2,048.75	\$ 1,246.25
723236	Chippewa Valley Technical Clg Isometric Interpret course for CVTC Plumbing students. Northwood Technical College will provide instruction for the course.	Chippewa Valley Technical College	Off	\$ 1,533.00	\$ 1,205.64	\$	437.89	\$	125.00	\$	1,768.53	\$ (235.53)
723461	Scribner Dirt and Concrete Online CDL A Theory, and Behind-the-wheel CDL A training for. Once registration forms are received, students will be sent the link with instructions on how to get started with the classes within 48 hours. Employees must complete their theory class before they can begin driving.	Northwood Technical College, Rice Lake Campus	On	\$ 4,032.00	\$ 2,192.08	\$	937.55	\$	674.00	\$	3,803.63	\$ 228.37
723454	Ashland School District	Ashland High School	Off	\$ 8,476.00	\$ 2,189.00	\$	795.05	\$	1,196.00	\$	4,180.05	\$ 4,295.95

Gas Metal Arc Welding 1(GMAW) - Spring Semester *1/23/23-6/7/23. Class will be held at the Ashland H.S. Welding Lab following the Ashland School District academic calendar.

723453	Superior Refining Company LLC	Superior Campus Conference Center	On	\$	9,501.00	\$	3,484.80	\$	1,490.45	\$	3,519.00	\$	8,494.25	\$	1,006.75
	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 Northwood Tech Conference Center. The contract can be adjusted up or down after the training based on the exact number of participants. Catering costs are included but may increase if more is needed, and the contract will be adjusted accordingly. Tech, Rm. 136.														
723455	Ashland School District	Ashland High School	Off	\$	8,647.00	\$	2,189.00	\$	795.05	\$	1,368.00	\$	4,352.05	\$	4,294.95
	Flux Cored Arc Welding 1(FCAW) - Spring Semester *1/23/23-6/7/23. Class will be held at the Ashland H.S. Welding Lab following the Ashland School District academic calendar.														
723451	Superior Refining Company LLC	Superior Campus	On	\$	4,489.00	\$	1,936.00	\$	828.03	\$	1,141.00	\$	3,905.03	\$	583.97
	EMR 24-hour Refresher classes for 15 employees. Courses will be taught in 2 - 10 hour sessions. Training will take place at the Superior Northwood Tech. The contract can be adjusted up or down after the training based on the exact number of participants. Catering costs														
723452	Superior Refining Company LLC	Superior Campus Conference Center	On	\$	4,489.00	\$	1,936.00	\$	828.03	\$	1,141.00	\$	3,905.03	\$	583.97
	EMR 24-hour Refresher classes for 15 employees. Courses will be taught in 2 - 10 hour sessions. Training will take place at the Superior Northwood Tech Conference Center. The contract can be adjusted up or down after the training based on the exact number of participants. Catering costs are included but may increase if more is needed and the contract will be adjusted accordingly.														
723460	Tribe Labor Advisory Committee	Ashland	Off	\$	23,459.00	\$	9,372.00	\$	3,403.92	\$	5,846.00	\$	18,621.92	\$	4,837.08
	CDL Theory(40 hours) and Behind the Wheel(45 hours) for up to 4 individuals, 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 course.														
723458	Hawkins	Superior Campus Parking Lot	On	\$	3,629.00	\$	1,672.00	\$	715.11	\$	388.00	\$	2,775.11	\$	853.89
	CDL B HAZMAT online training, and hands-on driver training for employee of Hawkins Inc. This contract shall include up to 40 hours of behind-the-wheel training. If less or more hours are required, the contract shall be adjusted to reflect actual number of hours required for training. Hawkins Inc. will be providing their own box truck for the BTW training.														
723462	Wisconsin Department of Corrections - Madison	Superior Campus - Rm. 136	On	\$	21,825.00	\$	2,367.20	\$	1,012.47	\$	6,652.00	\$	10,031.67	\$	11,793.33
	10 Gordon Correctional Center inmates will receive Construction Foundations Training which includes: Construction Framing, Math for Trades, Print Reading for Trades, CPR/First Aid and OSHA 10. Training will take place at the Northwood Tech Superior Campus. The contract can be adjusted based on the exact number of students.														
723235	United States Steel Corporation	Northwood Tech Superior Campus Machine Tool Lab	On	\$	1,827.00	\$	660.00	\$	282.28	\$	200.00	\$	1,142.28	\$	684.72
	One staff member of USS will be assessed on their machine tool competence. An 8 hour assessment will be given on Dec. 16th, from 7:00a.m.-3:30p.m. in the Machine Tool lab. Results to be reported back to Unites States Steel Corp.														
723463	Mosaic Telecom	Northwood Technical College, Rice Lake Campus	On	\$	4,098.00	\$	1,672.00	\$	715.11	\$	725.00	\$	3,112.11	\$	985.89
	One employee of Mosaic Technologies will receive 40 hours of CDL Online Theory and 40 hours of behind-the-wheel training for CDL A. Trainee will receive 1 CDL A test. Additional testing needs will be paid for by the student or Mosaic Technologies. Students will also need complete pre-employment drug screening and obtain a CDL A permit prior to attending behind-the-wheel training.														
723464	Mc Cain Foods USA Inc	Mc Cain Foods	Off	\$	951.00	\$	528.00	\$	191.77	\$	-	\$	719.77	\$	231.23
	24 employees of McCain Foods will receive 4 hours of Confined Space Refresher training. Two courses will be offered on 12/27/2022—approximately 12 employees per course. The first course will be 8 AM through Noon. The second course will be 1 PM through 5 PM.														
723466	Burkwood Treatment Ctr	Hudson	Off	\$	884.00	\$	183.70	\$	66.72	\$	306.00	\$	556.42	\$	327.58
	Provide CBRF Fire Safety course														

723465	Mc Cain Foods USA Inc	Mc Cain Foods	Off	\$	3,261.00	\$	1,905.20	\$	691.97	\$	-	\$	2,597.17	\$	663.83
10 employees of McCain Foods will receive 24 hours of initial Haz-Mat training from December 28 through December 30, 8 AM-5 PM. 12 employees will receive 8 hours of Haz-Mat refresher training on December 30, 8 AM-5 PM.															
723470	Bad River Health & Wellness	Bad River Health & Wellness Center-Maple Room	Off	\$	1,639.00	\$	774.40	\$	281.26	\$	287.00	\$	1,342.66	\$	296.34
UBLS Basic Life Support AHA 8-hour training for up to 12 students. The contract can be adjusted after the training to the exact number of students. Tech, Rm. 136.															
723467	St Croix Center High School	St. Croix Central	Off	\$	1,355.00	\$	125.40	\$	45.54	\$	-	\$	170.94	\$	1,184.06
Tuition and Fees for Garret's classes for Mechatronics. The contract includes AC Electricity, Packaging Systems Equipment Control, and Power Transmission Componentry. SCC will be billed for \$0 as the RESTORE Grant covers the fees.															
723469	Bad River Health & Wellness	Bad River Health & Wellness Center-Maple Room	Off	\$	1,639.00	\$	774.40	\$	281.26	\$	287.00	\$	1,342.66	\$	296.34
BLS Basic Life Support AHA 8-hour training for up to 12 students. The contract can be adjusted after the training to the exact number of students.															
723468	Bad River Health & Wellness	Bad River Health & Wellness Center-Maple Room	Off	\$	1,639.00	\$	774.40	\$	281.26	\$	287.00	\$	1,342.66	\$	296.34
BLS Basic Life Support AHA 8-hour training for up to 12 students. The contract can be adjusted after the training to the exact number of students.															

Grand Totals (27 records)

*indicates an amended contract



 Board Secretary

1-16-2023

 Date