

Northwood Technical College  
Board Proceedings  
January 15, 2025

The Northwood Technical College Board meeting was held on Wednesday, January 15, 2025, at 8:30 a.m., at the Northwood Tech Health Education Center 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**

Chairperson Amber Richardson called the meeting to order at 8:30 a.m. Board members Andy Albarado, Chris Fitzgerald, Brett Gerber, Janelle Gruetzmacher, Lori Laberee, Joe Simonich, Pete Vrieze, Tim Widiker, and Amber Richardson were present for the meeting. A quorum was established.

Northwood Tech employees Steve Bitzer, Aliesha Crowe, Steve Decker, Amanda Gohde, Jessica Kidd, Deanna Lapacinski, Susan Yohnk Lockwood, Sara Nick, Kim Pearson, Bambi Pattermann, Jena Vogtman, and John Will were in attendance during the meeting. Dori Marty and Jeanne Germain were also in attendance 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 15, 2025 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 10, 2025, 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 Richardson 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 Chairperson Richardson 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 Richardson requested a motion for the Board to convene into Executive Session under the provisions of Wisconsin Statutes §19.85(1)(c)(f)(g) and §118.22 to consider personnel, employment, performance evaluation, and compensation matters.

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

Chairperson Richardson called the executive session to order at 8:32 a.m. Board members Andy Albarado, Chris Fitzgerald, Brett Gerber, Janelle Gruetzmacher, Lori Laberee, Joe Simonich, Pete Vrieze, Tim Widiker, and Amber Richardson were present for the meeting. A quorum was established.

Northwood Tech employees Amanda Gohde, Deanna Lapacinski, and John Will, were in attendance during the Executive Session.

Andy Albarado and Janelle Gruetzmacher joined the meeting at 8:32 a.m.

1. Approval of the October 16, 2024, Executive Meeting Minutes

Joe Simonich moved, seconded by Brett Gerber, to approve the executive meeting minutes as printed. Upon a unanimous yes vote of all members present, motion carried.

2. Motion to Reconvene into Open Session

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

Chris Fitzgerald moved, seconded by Pete Vrieze, 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 (9-0) and the executive session adjourned at 8:35 a.m.

**OPEN SESSION RECONVENED**

**MEETING MINUTES**

1. Approval of the December 18, 2024, Regular Meeting Minutes

Pete Vrieze moved, seconded by Tim Widiker, 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 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).

**BUDGET CONSIDERATIONS REQUIRING BOARD ACTION**

1. Approval of Calendar Year 2025 Major Equipment

Administration provided a calendar year 2025 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.

Joe Simonich moved, seconded by Andy Albarado, to approve Calendar Year 2025 Major Equipment as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

**CONSENT AGENDA**

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

Tim Widiker moved, seconded by Brett Gerber, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

1. Personnel:

- A. **New Hire:** Casey Lambert, Student Finance Manager; Staff, Rice Lake; annual salary \$72,794, effective January 13, 2025. *Note: Ms. Lambert is currently a Manager of Enrollment Services at the Rice Lake Campus.*
- B. **New Hire:** Kate Nolin-Smith, Interim Director, Academic Support; Staff, Superior; annual salary \$80,828, effective January 2, 2025.
- C. **Resignation:** Mary Goldsmith, General Studies-Health Sciences Instructor; New Richmond, effective June 30, 2025.
- D. **Resignation:** Paul Kostner, Utility Construction Technician Instructor; Rice Lake, effective June 30, 2025.
- E. **Resignation:** Casey Lambert, Manager of Enrollment Services; Rice Lake, effective January 12, 2025.

- F. **Resignation:** Todd Larson, Marine Repair Technician Instructor; Ashland, effective June 30, 2025.
- G. **Resignation:** Dori Marty, Director, Grants/Resource Development; New Richmond, effective July 7, 2025.

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

Administration recommended, per WI Statute 38.12(2), approval of this month's vendor and payroll related expenditures totaling \$2,397,851.63.

**OTHER ITEMS REQUIRING BOARD ACTION**

A. Approval of Resolution 25-08, to Authorize Approved Administrators to Access the USDA Rural Utilities Service Distance Learning and Telemedicine Reporting and Compliance System

The U.S. Department of Agriculture Rural Utilities Service Distance Learning and Telemedicine awardees will now use a new Reporting and Compliance (R&C) System as of December 2024. The federal agency requires all awardees including Northwood Technical College to authorize approved administrators to access the new reporting system for federal grant progress reporting through a board resolution.

Joe Simonich moved, seconded by Chris Fitzgerald, to approve Resolution 25-08, as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

**CORRESPONDENCE AND INFORMATION**

1. Meeting Information Sharing

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

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 will be scheduled.

3. Monitoring Schedule Review and Updates

A. **Monitoring Schedule**

Time was reserved to review and update the *Board Monitoring Schedule* as needed.

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

President Will updated the Board on the process that will be used for this year's selection of the Ambassador to represent the college in Wisconsin Dells at the annual reception.

4. President's Updates:

A. **Enrollment Update**

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

**B. Mileage Rate Update**

Beginning on January 1, 2025, the standard mileage rates for the use of a personal vehicle will increase to 70 cents/mile, up 3 cents from 2024. The Board's electronic expense forms will be updated in the Board Only Resources folder on the Northwood Tech Connection.

**C. Veteran Ready Employer Recognition**

Northwood Tech was recognized for the second year as a Veteran Ready Employer by the Wisconsin Department of Workforce Development. This year, the College is being recognized as a Gold Employer in the Small Employer category.

**D. Medical Laboratory Education Center Opening**

The Medical Laboratory Education Center (MLEC) construction project is nearing completion, with equipment, furniture, and technology being installed. The facility will be available for student learning in the upcoming spring term, starting the week of January 20th. A ribbon cutting and open house is being planned for later in the spring.

**E. Veterinary Technician Program Foundation Gift**

The Northwood Tech Foundation recently received a generous gift of \$350,000 from the George R. and Elverna 'Sally' J. Johnson family to establish an endowment, which will provide scholarships for students enrolled in the Veterinary Technician program.

**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. Student Updates and News**

Time was reserved for the following items:

**A. Hunter Scheel's Memorial unveiled, mother thanks community for support**

December 11, 2024 – Chetek Alert, Barron News Shield

Hunter Scheel, a Northwood Technical College Criminal Justice graduate, was honored with a memorial plaque at the Chetek Police Department following his tragic death in the line of duty on April 8, 2023, while serving as a police officer in Chetek, Wisconsin. The plaque, accompanied by a commemorative bench, serves as a lasting tribute to his service and sacrifice. His mother, Jessica Janota, and community members shared reflections on his dedication, compassion, and lasting impact. In his memory, the Northwood Tech Foundation offers a scholarship to support future students pursuing careers in service. The scholarship fund that was created in Scheel's honor will receive an additional \$40,000 from the Cameron community.

**B. HOMES Hayward project on track to break ground this spring**

December 11, 2024 – Sawyer County Record

Northwood Tech President John Will provided an update on the 40-unit Housing Opportunity and Mobile Education Solutions (HOMES) project in Hayward, set to break ground in spring 2025. The project will offer affordable housing for individuals earning 50-60% of the area median income and include a community center for workforce education, with mobile training trailers and technology-enabled classrooms. It's part of a larger initiative in Hayward, St. Croix Falls, and Hurley, funded by a \$9.8 million state grant.

The Hayward project, costing \$14-15 million, was delayed due to sewer and water agreements, but financing is being finalized. Will emphasized the HOMES project as a model for addressing housing and workforce training needs in rural communities. The St. Croix Falls site's first 10 units are expected to be available for rent in spring 2025

**C. Northwood Technical College conferred \$127,326 for spring 2025 scholarships**

December 18, 2024 – Burnett County Sentinel

Northwood Technical College's Foundation awarded \$127,326 in scholarships to students for the spring semester. These scholarships, funded by the generosity of donors, support students across various programs, helping them achieve their educational and career goals.

**D. 22 Wisconsin companies honored for work to hire, support Veterans**

December 31, 2024 - The Center Square

Northwood Technical College has been recognized as a 2024 *Vets Ready Employer* by the Wisconsin Department of Workforce Development, receiving gold certification in the small business category. This distinction honors Northwood Tech's commitment to going above and beyond in hiring and supporting veterans and their families

**BOARD EDUCATION**

1. Grant Awards Report

Dori Marty, Director, Grants/Resource Development, presented the 2024-2025 Grant Awards Report which included the most current grant award amounts, including updates since the May 2024 report. A PowerPoint was also included in the Board book.

2. High School Relations Report

Jeanne Germain, Dean of Manufacturing, Apprenticeships and K12 Relations 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.

3. Strategic Plan Progress Report

Dr. John Will, President, provided a summary of the EVOLVE XXVII Strategic Plan Progress Report. A progress report on goals and updated effectiveness measures were included for the Board's review.

Pete Vrieze moved, seconded by Joe Simonich, to accept the Grants Award Report, High School Relations Report, and Strategic Plan Progress Report as they relate 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, February 12, 2025**, 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.

*Note: Board members may add additional items to next month's Board agenda by contacting the Chair before **Thursday, January 30, 2025**. 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.*

Chairperson Amber Richardson adjourned the meeting at 9:34 a.m.

Respectfully submitted,



Board Secretary

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

**Fiscal Year:  
2025**

**State Designated Indirect Cost Factors:  
Off Campus = 36.93 %  
On Campus = 43.59%**

1/2/25  
9:38 15 am

**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
<b>Approval Date: September 2024 (1 records)</b>												
725232	Graymont LLC	Northwood Tech Superior Library	On	\$ 4,956.00	\$ 742.50	\$	323.66	\$	635.00	\$	1,701.16	\$ 3,254.84
Mechanical Reasoning Assessment for Graymont recruits. The contract will stay open for 3 months. Students will be added to the contract as they assess, and the contract will be increased accordingly. Billing will take place on Dec. 31st. and a new -month contract will be created.- 1-hour sessions per recruit. \$184.00 per recruit. (Includes session and exam.)												
<b>Approval Date: December 2024 (8 records)</b>												
725451	Nolato Contour	St. Croix Manufacturing Skills Center	Off	\$ 6,161.00	\$ 1,548.80	\$	571.97	\$	800.00	\$	2,920.77	\$ 3,240.23
AutoCAD Training for up to 16 employees from Nolato												
725446	Polk County Sheriff's Dept	Balsam Lake Outreach Center	Off	\$ 75.00	\$ -	\$	-	\$	60.00	\$	60.00	\$ 15.00
ASHI CPR/AED Adult only for two dispatchers												
725447	Cumberland School District	Cumberland High School	Off	\$ 9,375.00	\$ -	\$	-	\$	8,522.00	\$	8,522.00	\$ 853.00
Students will receive 3 credits in English Composition upon successful completion of the course. Up to 17 students from Cumberland High School can enroll in this course. The course is to be delivered 1:19-2:05 PM, Monday through Thursday through ITV. No class is to be held March 17-21 (Spring Break).												
725448	Cooper Engineering Co	Cooper Engineering	Off	\$ 1,161.00	\$ 484.00	\$	178.74	\$	277.00	\$	939.74	\$ 221.26
Up to 15 employees of Cooper Engineering will receive 8 hours of MSHA refresher training on February 11, 7:30 AM-4:00 PM.												
725449	Lac Courte Oreilles Conservation Dept	General Coin and Gun Exchange	Off	\$ 290.00	\$ -	\$	-	\$	265.00	\$	265.00	\$ 25.00
Handgun training for two people.												
725450	Action Battery	New Richmond Campus and Online	Off	\$ 5,133.00	\$ 2,178.00	\$	804.34	\$	1,444.00	\$	4,426.34	\$ 706.66
CDL Theory, Behind the Wheel, and Haz-Mat 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. The employee must have their permit and theory class completed before they can start driving. The contract is written for 45 hours of behind-the-wheel time. Contact will be adjusted on how many hours are actually used.												
725240	Barron Electric	Barron Electric Offices	Off	\$ 311.00	\$ 91.30	\$	33.72	\$	67.00	\$	192.02	\$ 118.98
CDL Theory, Behind the Wheel, and Haz-Mat 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. The employee must have their permit and theory class completed before they can start driving. The contract is written for 45 hours of behind-the-wheel time. Contact will be adjusted on how many hours are actually used.												
725241	Graymont LLC	Northwood Tech Superior Library	On	\$ 184.00	\$ 23.10	\$	10.07	\$	24.00	\$	57.17	\$ 126.83
Mechanical Reasoning Assessment for Graymont recruits. The contract will stay open for 3 months(Jan.-Mar.) and will start at 10 assessments. Students will be added to the contract as they assess, and the contract will be increased accordingly. Billing will take place on March 31st. and a new 3-month contract will be created.- 1-hour sessions per recruit. \$184.00 per recruit. (Includes session and exam.)												
<b>Grand Totals (9 records)</b>												

\*indicates an amended contract

  
\_\_\_\_\_  
**Board Secretary**

1-15-2025  
\_\_\_\_\_  
**Date**

## SECRETARY'S CERTIFICATE

I, Brett Gerber do hereby certify that: I am the Secretary of Northwood Technical College (hereinafter the "District"); that the following are true and correct copies of resolutions duly adopted by the Board of Trustees of the District at the regular meeting held on January 15, 2025 , and entered in the minute book of the District; that the meeting was duly and regularly called and held in accordance with the bylaws of the District; and that none of the following resolutions have been rescinded or modified:

### RESOLUTION 25-08

RESOLVED that Zach Decker, Director of Budget & Finance of the District, has assigned the Representative- Signature-Certifier security role on behalf of the District, who shall be responsible for providing signatures, authorizing certifications, entering/updating applications, submitting applications for consideration, and assigning access to new users in USDA's Online Application Intake System for Telecommunications Programs.

If application(s) are awarded under these Programs, the Representative-Signature-Certifier security role on behalf of the District, shall also be responsible for authorizing certifications, entering/updating compliance reports, submitting compliance reports, and assigning access to new users in USDA's Online Financial Reporting and Compliance System.

RESOLVED that Zach Decker, has the assigned Administrator security role on behalf of the District, who shall be responsible for assigning access to new users and entering/updating application(s) in USDA's Online Application Intake System for Telecommunications Programs.

If applications are awarded under these Programs, the Administrator(s) security role on behalf of the District, shall also be responsible for assigning access to new users and entering/updating compliance reports in USDA's Online Financial Reporting and Compliance System.

RESOLVED that the Representative-Signature-Certifier and Administrator(s) for the District shall comply fully with all security procedures and policies of the Online Application Intake System for Telecommunications Programs and USDA's Online Financial Reporting and Compliance System.

I FURTHER CERTIFY THAT each member of the Board of Trustees of the District was furnished with notice of said meeting in compliance with the bylaws of the District.

IN WITNESS WHEREOF I have hereunto set my hand and affixed the seal of the District on this 15<sup>th</sup> day of January 2025.



\_\_\_\_\_  
Brett Gerber, District Secretary