

Northwood Technical College
Board Proceedings
February 12, 2025

The Northwood Technical College Board meeting was held on Wednesday, February 12, 2025 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

Chairperson Amber Richardson called the meeting to order at 8:48 a.m. Board members Chris Fitzgerald, Janelle Gruetzmacher, Lori Laberee, Joe Simonich and Amber Richardson were present. A quorum was established.

Northwood Tech employees Tom Barbano, Shawna Benish, Jennifer Bybee, Steve Bitzer, Alethea Cook, Aliesha Crowe, Steve Dus, Kristi Foust, Jeanne Germain, Amanda Gohde, Steve Gustin, Mike Hanson, Bill Hodge, Justin Johnson, Jessica Kidd, Chelsea Kilmer, Terry Klein, Christy Kobernick, Deanna Lapacinski, Chris Levens, Tim McRaith, Bambi Pattermann, Brian Schroeder, Kim Schultz, Jena Vogtman, Jared Wallace, Nick Watters, John Will and Susan Yohnk Lockwood were in attendance during the meeting and for the Annual Ambassador Presentations.

The following Northwood Tech student ambassadors joined for a portion of the meeting: Kaia Sateren (Ashland), Caitlyn Cody (New Richmond), Tammy Walter (Rice Lake), and Deanna Ellis (Superior).

OPEN MEETING STATEMENT

Deanna Lapacinski, Executive Assistant to the President and Board, read the following open-meeting statement: "The February 12, 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 February 7, 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 Chris Fitzgerald, 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.

MEETING MINUTES

1. Approval of the January 15, 2025 Regular Meeting Minutes

Chris Fitzgerald moved, seconded by Joe Simonich, 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. 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

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

Joe Simonich moved, seconded by Lori Laberee, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (5-0).

1. Personnel:

- A. **New Hire:** Madison Hale, Student Services Assistant; Staff, Superior; \$18.76/hour, effective January 23, 2025.
- B. **New Hire:** Cathy Hallstrom, Paramedic Technician Instructor; Faculty; Rice Lake; annual salary \$67,150, effective February 17, 2025.
- C. **New Hire:** David Star, Custodian; Staff, New Richmond; \$18.76/hour, effective February 5, 2025.
- D. **New Hire:** Mackenzie Walters, Graduation & Credit for Prior Learning Specialist; Staff, New Richmond; \$24.85/hour, effective February 14, 2025. *Note: Ms. Walters is currently an Academic Program Associate at the New Richmond Campus.*
- E. **New Hire:** Melissa Weber, Manager of Enrollment Services; Staff, Ashland; annual salary \$69,089, effective February 3, 2025. *Note: Ms. Weber is currently a Student Recruitment Specialist at the Ashland Campus.*
- F. **New Hire:** April Willger, Health Education Center Simulation Specialist (LTE); Staff, Shell Lake; \$26.26/hour, effective January 29, 2025.
- G. **Resignation:** Ryan Blietz, Truck Driving Instructor; New Richmond, effective January 29, 2025.
- H. **Resignation:** Monica Ehman, Student Services Assistant; Rice Lake, effective January 24, 2025.
- I. **Resignation:** Linda Feldhege, Institutional Effectiveness Associate; New Richmond, effective May 1, 2025. *Note: Administration recommends waiving the six-month notification requirement.*
- J. **Resignation:** Melissa Lee, Student Services Assistant; New Richmond, effective February 6, 2025.
- K. **Resignation:** Mackenzie Walters, Academic Program Associate; New Richmond, effective February 13, 2025.
- L. **Resignation:** Melissa Weber, Student Recruitment Specialist; Ashland, effective February 2, 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 \$4,299,417.65.

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

A. **DBA Legislative Seminar and Governance Leadership Institute**

This item was tabled and will be added to the March 2025 Board agenda for discussion.

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**

Sara Nick, Vice President of Business Services/Chief Financial Officer, presented the FY26 budget projection update. A PowerPoint was provided for this presentation.

Janelle Gruetzmacher moved, seconded by Lori Laberee, to accept the Budget Projection Update Presentation as presented. Upon a unanimous yes vote of all members present, motion carried.

Tim Widiker joined the meeting at 8:59 a.m.

4. President's Updates

The College President provided an update on the following agenda items:

A. **Enrollment Update**

The enrollment report was reviewed.

B. **Federal Funding "Pause"**

Since the last meeting there was a public announcement that a federal funding "pause" could impact recipients of federal funding. While the pause was later rescinded, President Will provided a brief overview of grants and other programs that could be impacted if federal priorities shift through this type of executive action or subsequent action by Congress.

5. Legislative Updates

Senator Rob Stafholt briefly met with the Board prior to the February meeting being called to order. Senator Stafholt provided legislative updates and President Will and the Board engaged in Q&A.

Pete Vrieze joined the meeting at 9:20 a.m.

6. Board Appointment update

The Board Appointment Hearing is scheduled for Thursday, March 6, 2025, at 2 p.m., at the Northwood Tech Health Education Center. 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 at the May meeting. The Northwood Tech appointments will be effective July 1, 2025.

7. Series 2025A Bond Sale Results

Sara Nick, Vice President, Business Services/Chief Financial Officer, shared results from the recent bond sale.

8. Student Updates and News

Time was reserved for the following items:

A. **'Some progress' made on jail staffing shortage**

January 3, 2025 – Superior Telegram

As part of the staffing shortage at Douglas County Jail, candidates are being hired but in need of training. As part of their 13-week training program, five weeks will be spent in jail officer training at Northwood Technical College to prepare them to work independently in the jail.

B. Oh Christmas tree...

January 7, 2025 – The Daily Press

Northwood Tech held its 34th annual Love Lights Tree Lighting Ceremony, raising over \$2,900 for Ashland campus scholarships. Alumni, staff, and community members purchased love lights in honor of loved ones, including military service members and pets.

C. Ellsworth student to graduate early with CVTC credits during high school

February 1, 2025 – Red Wing Republican Eagle

Kallie Beissel leveraged transcribed credits from Northwood Technical College and Chippewa Valley Technical College to accelerate her education. By earning 36 college credits during high school, Beissel is on track to graduate from UW-River Falls in 2026—one year ahead of schedule—saving significant tuition costs. She credits the opportunity to take college courses while in high school for giving her a financial and professional head start

D. Northwood Tech offering free fast track GED/HSED

February 3, 2025 – Fox21

Northwood Technical College is offering a free, two-week Fast Track GED/HSED program from February 1-14, covering testing fees and providing a \$250 voucher for continued education. Open to Wisconsin residents 18 ½ and older, the program removes financial barriers and offers flexible support. GED/HSED classes remain available year-round at no cost, with scholarships for testing fees. This initiative supports workforce development and community transformation.

BOARD EDUCATION

1. Talent and Culture Report

Amanda Gohde, Associate Vice President, Talent and Culture, provided an overview of the Talent and Culture team, current achievements, and upcoming initiatives. A PowerPoint was shared.

Chris Fitzgerald moved, seconded by Joe Simonich, to accept the Talent and Culture 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.

Andy Albarado joined the meeting at 9:45 a.m.

The Board took a recess at 9:45 a.m. and reconvened at 9:50 a.m.

2. Annual Ambassador Presentation

Brian Schroeder, Senior Advancement Officer, gave a brief overview of the Ambassador Program and introduced the 2025 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 Tech Board Chair provided the presentation, congratulated the ambassadors, and thanked them for their representation of the College.

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, March 19, 2025**, beginning **8:30 a.m.**, at the Northwood Tech Health Education Center.

2. Review/Add Agenda Items

Time was reserved for the Board to add or review agenda items for the next Board meeting. Board agenda items for the next meeting were listed on the Board's Monitoring Schedule.

*Note: Board members may add additional items to next month's Board agenda by contacting the Chair before **Thursday, February 29, 2024**. 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

Chairperson Richardson adjourned the meeting at 10:44 a.m.

Respectfully submitted,



Board Secretary

dl

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

**Fiscal Year:
2025**

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

2/3/25
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
Approval Date: May 2024 (1 records)												
725305	Northern Clearing 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.	Off Campus	Off	\$ 14,381.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,381.00	\$ 14,381.00
Approval Date: June 2024 (2 records)												
725314	GA Logistics LLC The contract is for the theory course. The participant did not finish training but started. The contract has been adjusted to take off the behind-the-wheel hours and the testing.	New Richmond Campus	On	\$ 286.00	\$ -	\$ -	\$ -	\$ 199.00	\$ 199.00	\$ 199.00	\$ 87.00	\$ 87.00
725337	Northwest WI Workforce Investment Board Up to 16 students in the Ashland area will take the Guiding Children's Behavior Course and the Children with Differing Abilities course included in the ECE Guiding & Supporting Children Pathway 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. The contract is quoted at 12 students and can be adjusted up or down based on the final roster	Online & Ashland Campus	On	\$ 16,913.00	\$ 5,130.40	\$ 2,236.34	\$ 6,564.00	\$ 13,930.74	\$ 2,982.26	\$ 2,982.26	\$ 2,982.26	\$ 2,982.26
Approval Date: August 2024 (1 records)												
725375	Bad River Head Start Inc 1 Bad River Head Start employee will take the CDL Online Online Class B Theory Class along with 40 hours of Class B behind-the-wheel training/ passenger bus behind-the-wheel training. Student will also be taking the FVTC online Passenger/School Bus Endorsement Theory class on there own, and is not included in this contract. Client will be using their own bus for the training at the Rice Lake campus. Contract can be adjusted up or down depending on the actual number of hours needed.	Online	Off	\$ 3,601.00	\$ 1,577.95	\$ 583.15	\$ 494.00	\$ 2,655.10	\$ 945.90	\$ 945.90	\$ 945.90	\$ 945.90
Approval Date: September 2024 (1 records)												
725389	Blakeman Plumbing & Heating Up to 23 staff of Blakeman Plumbing and heating will receive American Safety & Health Institute CPR, AED, and basic first aid renewal instruction. Upon successful completion, participants will receive documentation. Training will take place at Blakeman Plumbing and Heating. Three instructors will be needed. Instructor mileage may need to be added.(TBD)	Blakeman Plumbing and Heating	Off	\$ 1,334.00	\$ 580.80	\$ 214.49	\$ 288.00	\$ 1,083.29	\$ 250.71	\$ 250.71	\$ 250.71	\$ 250.71
Approval Date: December 2024 (1 records)												
725241	Graymont LLC 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.)	Northwood Tech Superior Library	On	\$ 918.00	\$ 115.50	\$ 50.35	\$ 118.00	\$ 283.85	\$ 634.15	\$ 634.15	\$ 634.15	\$ 634.15
Approval Date: January 2025 (20 records)												
725467	Barron County Administration Department 20 employees will receive 8 hours of confined space training on 2/14/2025. Training will be held 7 AM-3:30 PM.	Barron County Highway Shop	Off	\$ 1,802.00	\$ 968.00	\$ 357.48	\$ 117.00	\$ 1,442.48	\$ 359.52	\$ 359.52	\$ 359.52	\$ 359.52
725453	Peace Lutheran Church Up to 15 employees of the Peace Lutheran Church will receive 4 hours of Adult/child infant CPR/AED - ASHI training. Training will take place at the Peach Lutheran Church.	Peace Lutheran Church	Off	\$ 486.00	\$ 193.60	\$ 71.50	\$ 127.00	\$ 392.10	\$ 93.90	\$ 93.90	\$ 93.90	\$ 93.90
725242	Superipr Senior High School Northwood Tech will provide Technical Assistance training at the Superior High School for their tech ed instructor so he can instruct high school students in basic automotive classes. The contract will be written for 40 hours of training and consultation. The contract can be adjusted up or down based on the exact number of hours needed. Any supplies or materials will be provided by the high school.	Superior High School	Off	\$ 3,802.00	\$ 2,006.40	\$ 740.96	\$ -	\$ 2,747.36	\$ 1,054.64	\$ 1,054.64	\$ 1,054.64	\$ 1,054.64
725454	Wooden Acres, LLC. CDL A Theory class and Behind the Wheel training for 1 employee of Wooden Acres. Once the contract is signed registration information will be sent. Contract is written for 45 hours of behind the wheel time. Contract 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 Ashland or Superior Campus(TBD).	TBD	Off	\$ 5,080.00	\$ 1,881.00	\$ 694.65	\$ 1,450.00	\$ 4,025.65	\$ 1,054.35	\$ 1,054.35	\$ 1,054.35	\$ 1,054.35
725452	DNR Worksite-Spooner	Ashland Conference Center-Room 306	On	\$ 1,568.00	\$ 774.40	\$ 337.56	\$ 230.00	\$ 1,341.96	\$ 226.04	\$ 226.04	\$ 226.04	\$ 226.04

Up to 20 WI DNR employees will receive American Safety & Health Institute CPR, AED, and basic first aid full 8 hour instruction. A 4-hour renewal class will also be offered. Ten students are estimated for each class. Contract will be adjusted to the exact number of students for each class at the end of the training. Upon successful completion, participants will receive documentation.															
725455	Del-Zotto Products	Onlin	Off	\$	199.00	\$	-	\$	-	\$	-	\$	-	\$	199.00
The CDL A Online Theory class(40 hours) will be offered to one employee of Del Zotto Products. (\$199/employee). Once registration forms are received, students will be sent the link with instructions on how to get started with the classes within 72 hours.															
725456	Salud Salt and Spa	Salud Salt and Spa	Off	\$	541.00	\$	242.00	\$	89.37	\$	108.00	\$	439.37	\$	101.63
Up to 7 Salud Salt and Spa employees will receive CPR/AED and Basic First Aid training. The training will be held at Salud Salt and Spa on January 21, 5:30-9:30 PM.															
725457	Mellen High School	Mellen School	Off	\$	852.00	\$	387.20	\$	142.99	\$	262.00	\$	792.19	\$	59.81
Up to 20 Mellen School District employees will receive American Safety & Health Institute CPR, AED, and basic first aid renewal instruction. Upon successful completion, participants will receive documentation. Two instructors will be needed for 10 or more students. Training will take place at the Mellen School. Contract will be adjusted up or down depending on the final amount of employees completing the course.															
725458	Oehlke Trucking	New Richmond Campus	On	\$	5,009.00	\$	1,881.00	\$	694.65	\$	1,349.00	\$	3,924.65	\$	1,084.35
CDL Theory and 45 hours of Behind the Wheel Training for 1 employee.															
725459	Bot Crew	Superior Campus Parking Lot & Jeff Foster Lot	On	\$	4,780.00	\$	1,881.00	\$	694.65	\$	815.00	\$	3,390.65	\$	1,389.35
CDL Theory(40 hours) and Behind the Wheel(45 hours) for 1 employee of Bot Crew. 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 the course.															
725465	Action Battery	Action Battery Somerset	Off	\$	2,282.00	\$	968.00	\$	357.48	\$	524.00	\$	1,849.48	\$	432.52
CPR, First Aid & Bloodborne Pathogens Training for up to 40 employees from Action Battery. There will be 4 different training sessions with a max of 10 students per class. Class dates are April 3rd, April 4th, April 24th, and April 25th from 8:00 am to 1:00 pm.															
725460	Enbridge Energy	Ashland Conference Center-Room 306	On	\$	1,893.00	\$	470.80	\$	205.22	\$	764.00	\$	1,440.02	\$	452.98
Up to 30 Enbridge employees will receive 4 hours of in-person, classroom Flagger Safety Training on the Ashland Campus. March 21st, 8-Noon and 12:30-4:30p.m(15 students each class.) Training will take place at the Northwood Tech Conference Center in Ashland.															
725461	Superior Senior High School	Superior H.S. and Northwood Tech	On	\$	3,132.00	\$	431.20	\$	187.96	\$	120.00	\$	739.16	\$	2,392.84
Certified Nursing Assistant(CNA) - 90 Hour(60 class/lecture, 30 clinical) for up to 8 students.															
725462	Enbridge Energy	Northwood Tech Machine Tool Lab	On	\$	3,499.00	\$	970.97	\$	423.24	\$	1,308.00	\$	2,702.21	\$	796.79
Machine Tool Training for up to 6 employees. The contract is written for 12 hours of training focusing on mill safety, basic understanding and procedures. Textbooks are included at \$168/each.															
725463	Northwest WI Workforce Investment Board	Online & Hayward Outreach	Off	\$	18,853.00	\$	5,713.40	\$	2,109.95	\$	8,322.00	\$	16,145.35	\$	2,707.65
Up to 15 students in the Hayward area will take the Guiding Children's Behavior Course and the Children with Differing Abilities course included in the ECE Guiding & Supporting Children Pathway 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. The contract is quoted at 12 students and can be adjusted up or down based on the final roster numbers. Training is online, and there are four in-person classes at Northwood Tech Hayward Outreach Center.															
725464	LCO Head Start	LCO Head Start	Off	\$	583.00	\$	193.60	\$	71.50	\$	210.00	\$	475.10	\$	107.90
Up to 8 employees of LCO Headstart will receive CPR/AED/Basic 1st Aid Rnw ASHI training.															
725466	Wisconsin Department of Corrections-Madison	Superior Campus	On	\$	26,682.00	\$	18,101.82	\$	7,890.59	\$	3,292.00	\$	29,284.41	\$	(2,602.41)
Up to 9 Gordon Correctional Center student/inmates will be instructed in the Machine Tool Basics-Operator Academy, covering the following classes: Machine Tool Theory 1, Machine Tool Applications, Print Reading, CPR/AED, and OSHA 10. Training will take place at the Northwood Tech Superior Campus.															
725468	Rice Lake Police Dept	Room 407	On	\$	1,012.00	\$	-	\$	-	\$	880.00	\$	880.00	\$	132.00
Milo Firearms Simulator training for up to 16 officers. Each officer will get an hour of training. Training will be held in room 407.															
725469	Barron Area School District	Barron High School and Online delivery	On	\$	8,908.00	\$	-	\$	-	\$	8,098.00	\$	8,098.00	\$	810.00
Up to 16 students of Barron High School will receive 3 credits of Speech upon successful completion of the course. The course is capped at 18 students. Additional student enrollment will result in added costs of \$530 per student. The class will start on March 4, 2025, and end on May 23, 2025. This course will be delivered through a combination of online and in-person delivery. In-person delivery will meet on Tuesdays and Thursdays, 9:30-10:30 AM, at Barron High School. Online delivery will be on Mondays and Wednesdays, 9:30-10:30 AM. Students will be expected to complete work outside of class to meet grading requirements. Spring Break (no classes) the week of March 17-21.															
725470	Bayfield County Health Department	Bayfield County EOC	Off	\$	405.00	\$	217.80	\$	80.44	\$	32.00	\$	330.24	\$	74.76
Up to 8 Bayfield County Employees will receive AHA Basic Life Support Renewal instruction. Upon successful completion, participants will receive documentation. Training will take place at the Bayfield County EOC.															

Grand Totals (26 records)

*Indicates an amended contract


Board Secretary

2-12-2025
Date