

Northwood Technical College  
Board Proceedings  
June 19, 2024

The Northwood Technical College Board meeting was held on Wednesday, June 19, 2024 at 8:30 a.m., at the Northwood Tech Health Education Center, located at 505 Pine Ridge Drive, Shell Lake, WI 54817. 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, Nicole O'Connell, Josh Robinson, Amber Richardson and Joe Simonich were present. A quorum was established.

Northwood Tech employees Steve Bitzer, Steve Decker, Amanda Gohde, Deanna Lapacinski, Sinai Mejia, Sara Nick, Bambi Pattermann, Kim Pearson, John Will and Susan Yohnk Lockwood were in attendance. In addition, Pete Vrieze was in attendance.

**OPEN MEETING STATEMENT**

Deanna Lapacinski, Executive Assistant to the President and Board, read the following open-meeting statement: "The June 19, 2024 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 June 14, 2024, 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**

Board 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 Lori Laberee, 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 Board 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.

*Janelle Gruetzmacher joined the meeting at 8:32 a.m.*

**BUDGET HEARING**

Time was reserved for the budget hearing per Wisconsin Statute §65.90. This hearing began at 8:32 a.m. and was open to the public in order to answer any questions they may have had. A link to the Budget book for Fiscal Year 2024-2025 and a PowerPoint were provided for the Board's information.

Ms. Sara Nick reviewed the proposed 2024-2025 tentative operational budget with the Board, which was publicly noticed within 10 days following Board approval in May per Wisconsin Statute §65.90 (5). The Budget Summary – General Fund and Notice of Public Hearing budget documents were also provided for the Board's information.

Board Chairperson Richardson made an announcement that the Budget hearing was closed at 8:37 a.m. The budget will be considered for approval under the "Other Items Requiring Board Action" section of the agenda.

**EXECUTIVE SESSION**

Board Chairperson Richardson requested a motion for the Board to convene into Executive Session under the provisions of Wisconsin Statutes §19.85(1)(c)(e)(f) and §118.22 to consider Bargaining Environment and Strategies, Performance Evaluations and Considering Approval of 2024-2025 Compensation of Non-Represented Employees and Considering Approval of the President's 2024-2025 Compensation and Contract.

Chris Fitzgerald moved, seconded by Brett Gerber, to convene into Executive Session in accordance with Wisconsin Statutes §19.85(1)(c)(e)(f) and §118.22 for the purposes noted in the preceding paragraph. Board Chairperson Richardson announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

Board Chairperson Richardson called the executive session to order at 8:38 a.m. Board members Board members Brett Andy Albarado, Chris Fitzgerald, Brett Gerber, Janelle Gruetzmacher, Lori Laberee, Nicole O'Connell, Josh Robinson, Amber Richardson and Joe Simonich were present. A quorum was established.

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

1. Approval of the May 15, 2024, Executive Meeting Minutes

Nicole O'Connell moved, seconded by Lori Laberee, 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 Joe Simonich, 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 8:53 a.m.

## OPEN SESSION RECONVENED

### MEETING MINUTES

1. Approval of the May 15, 2024, Regular Meeting Minutes

Chris Fitzgerald moved, seconded Nicole O'Connell, to approve the regular meeting minutes as printed. Upon a unanimous yes vote of all members present, motion carried. The signed contract listings from the May 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

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

Josh Robinson moved, seconded by Lori Laberee, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

1. Personnel:

- A. **New Hire:** Joanna Brenna, Student Services Assistant, New Richmond, Staff, \$18.47/hour, effective August 12, 2024.
- B. **New Hire:** Melissa Franta, Academic Program Associate, Superior, Staff, \$23.81/hour, effective June 11, 2024. *Note: Ms. Franta is currently a Student Services Associate at the Superior Campus.*

- C. **New Hire:** Mark Rasmussen, Machine Tool Technics Instructor, New Richmond, Faculty, annual salary \$64,283, effective July 1, 2024.
- D. **New Hire:** Vincent Zilka, Mechatronics Basics Instructor, Rice Lake, Faculty, annual salary \$61,744, effective July 1, 2024.
- E. **Resignation:** Melissa Franta, Student Services Associate, Superior, effective June 10, 2024.
- F. **Resignation:** Pete Gamache, Facility Maintenance Manager, Superior, effective June 30, 2024.
- G. **Resignation:** Sheryl Lucas, Associate Degree Nursing Instructor, New Richmond, effective June 20, 2024.
- H. **Resignation:** Lisa Perkins, Associate Dean, Health Sciences, Ashland, effective June 30, 2024.
- I. **Resignation:** James Tinman, Paramedic Technician Instructor, Rice Lake, effective June 30, 2024.

2. Contracts

The contract listings were approved (see attached lists).

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 278450 through 278771, and electronic transfer payments totaling \$4,873,900.31 were approved.

**OTHER ITEMS REQUIRING BOARD ACTION**

1. Action to be Considered on Matters Discussed in Executive Session

Time is reserved for the Board to consider action to be taken on matters discussed in Executive Session, if appropriate.

A. **Considering Approval of 2024-2025 Faculty Union Tentative Agreement (Local 395, AFT-Wisconsin, AFL-CIO)**

Board approval was requested for the faculty union's one-year collective bargaining tentative agreement.

Brett Gerber moved, seconded by Janelle Gruetzmacher, to approve the 2024-2025 Faculty Union Tentative Agreement (Local 395, AFT-Wisconsin, AFL-CIO) table adjustment of 1.571111% to base wage for eligible employees. Advancement within the Wage Range Table for longevity will create an average increase of 3.42%. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

B. **Considering Approval of 2024-2025 Compensation for Non-Represented Employees**  
Board approval was requested for non-represented employees' compensation.

Lori Laberee moved, seconded by Chris Fitzgerald, to authorize providing a schedule increase of 1.571111% and advancement on the Wage Range Table to create an average increase of approximately 3.82% for eligible employees. Upon a roll-call vote, all members present voted yes; motion carried (8-0). Andy Albarado abstained from this vote.

C. **Considering Approval of Individual Employment Contract for President Will**  
Board approval was requested on a contract for the President covering 2024-2027.

Joe Simonich moved, seconded by Josh Robinson, to approve a contract for President Will's individual employment contract. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

2. Approval of Resolution 24-06, Petition to the Wisconsin Technical College System Board Requesting Approval for Phase II Remodeling at the Northwood Tech New Richmond Campus

Administration was requesting Board approval to submit a Request for Approval to the WTCS Board for the Medical Laboratory Education Center at the New Richmond Campus. The project includes renovation of 2,510 sq. ft. of the recently acquired building for the Medical Laboratory Program. WTCS Board approval is required per Wisconsin statutes. The Northwood Tech Board is authorized to act on bids after the WTCS Board acts on the Request for Approval.

Josh Robinson moved, seconded by Janelle Gruetzmacher, to approve Resolution 24-06, Petition to the Wisconsin Technical College System Board Requesting Approval for Phase II Remodeling at the Northwood Tech New Richmond Campus, as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0)

3. Approval of Resolution 24-07, Bank Depositories

The Board is asked annually to review the financial institutions utilized by the College for depositing its funds. A resolution is presented to the Board designating the depositories requiring approval. The Board is requested to take action in adopting this resolution. Approving the resolution helps the administration safeguard the College's funds by providing a diverse range of depositories. Also included is a Public Depository Listing for the Board's review.

Chris Fitzgerald moved, seconded by Joe Simonich, to approve the Resolution 24-07, Bank Depositories as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

4. Approval of 2024-2025 Operating Budget

Ms. Nick reviewed the proposed 2024-2025 operating budget with the Board. A link to the 2024-2025 Budget book was provided.

A. **Approval of Resolution 24-08, Reservation of Fund Balance**

Resolution 24-08 was provided for the Board's review and approval.

Chris Fitzgerald moved, seconded by Brett Gerber, to approve the Resolution 24-08, Reservation of Fund Balance as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

B. **Approval of Resolution 24-09, Approval and Adoption of the 2024-2025 Operating Budget Authorizing Expenditures and Appropriating Funds (Authorization of Annual Budget)**

Resolution 24-09 and a position summary were provided for the Board's review and approval.

Joe Simonich moved, seconded by Lori Laberee, to approve the Resolution 24-09, Approval and Adoption of the 2024-2025 Operating Budget Authorizing Expenditures and Appropriating Funds (Authorization of Annual Budget) as presented. Upon a roll-call vote, all members present voted yes; motion carried (9-0).

5. Approval of Five-Year Affirmative Action/Equal Opportunity Action Plan (2024-2029)

Time was reserved for administration to update the Board on the Five-Year Affirmative Action/Equal Opportunity Plan. The plan was provided for the Board's information and approval.

Joe Simonich moved, seconded by Janelle Gruetzmacher, to approve the Five-Year Affirmative Action/Equal Opportunity Action Plan (2024-2029), 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. Lori Laberee informed the Board that the DBA Fall meeting will take place on November 20-22 at Fox Valley Technical College.

### 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.

### 4. President's Updates:

#### A. **Enrollment Update**

President Will reviewed the current enrollment report.

#### B. **HOMES Update**

President Will shared a progress report on the HOMES project. Groundbreakings for the projects are expected to occur over the summer into early fall.

#### C. **Northwood Tech Graduate Update**

President Will provided an update on Northwood Tech graduate data.

#### D. **Annual Review of Administrative Policy D-602 (Tax Incremental Districts: Joint Review Board Membership and Responsibilities)**

Administration discussed the requirements and travel expectations for Administrative Policy D-602. Andy Albarado suggested a revision to policy D-602 to include language to include annual TID meetings. Administration will make updates to policy D-602 and bring a revised copy back to the Board for approval at the August 2024 meeting.

#### E. **Northwood Tech to host July 2024 WTCS State Board Meeting**

Northwood Tech will host the WTCS State Board meeting at the New Richmond Campus on Tuesday, July 16<sup>th</sup> and Wednesday, July 17<sup>th</sup>.

### 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. 2024 Board Appointment Update

President Will noted that the WTCS Board officially approved the following Northwood Tech Board members on May 21, 2024:

- A. Amber Richardson, Employee member; Region 3 (Burnett, Polk, and Washburn Counties)
- B. Peter Vrieze, Employer member; Region 4 (St. Croix County)
- C. Tim Widiker, School District Administrator member; Region 4 (St. Croix County)

## 7. Student Updates and News

Time was reserved for the following items:

### A. **Technical College President visits St. Croix Central**

May 8, 2024 – Baldwin Bulletin

WTCS President, Dr. Morna Foy, visited the New Richmond Campus as part of her “Tour of Excellence”. Dr. Foy learned about various Northwood Tech programs and then traveled to St. Croix Central High School where she toured the new St. Croix Manufacturing Center. This center will provide dual credit and advanced manufacturing training and is supported by the RESTORE grant.

### B. **Dresser resident headed to Atlanta to showcase cabinetry skills**

May 8, 2024 – Inter-County Leader

Northwood Tech Rice Lake student, Alex Degerstrom, participated in the SkillsUSA state competition in cabinetmaking, held April 9-10 at Madison Area Technical College. Competing for the second year, Degerstrom tackled a corner cupboard project taking first place and advanced to the national competition in June. The event featured over 2,000 participants, including students, teachers, and industry partners, showcasing career and technical education skills. Degerstrom, who works at Carlson Construction and has a background in woodworking from working with his father, encourages other students to explore woodworking as a hands-on, creative career path with various opportunities, including college programs and competitions.

### C. **PCEDC celebrates 2023 award winners**

May 8, 2024 – Pierce County Journal

Northwood Tech was honored with the Workforce Development Innovator & Career Pathway award in 2023 by the Pierce County Economic Development Corporation. Alongside Chippewa Valley Technical College and UW-River Falls, Northwood Technical College was nominated by EDC board member Becky Beissel. Beissel highlighted the successful partnership between UW-River Falls and Chippewa Valley Technical College, noting her own daughter's achievement of graduating high school with 33 college credits. This accomplishment underscored the benefits of such programs in reducing college debt and providing students with a head start in their future careers.

### D. **Development rezone for 70 housing units ratified by Hayward City Council**

May 15, 2024 – Sawyer County Record

The Hayward City Council met with Impact Seven, regarding the proposed 40-unit housing project under the Housing Opportunity and Mobile Educations Solutions (HOMES) project grant secured by Northwood Tech. It was agreed that Impact Seven would fund the construction of a 12-inch water line to the north exit of the development on the 15-acre property that was annexed from the Town of Hayward to the City of Hayward. The plan for this 15-acre site on Hospital Road and Hwy. 77 in Hayward will include housing, community rooms to serve as classrooms and training spaces, and support the College's mobile education initiatives with advanced mobile manufacturing equipment.

### E. **Why Northwood Technical College students write grants for public lands projects**

May 22, 2024 – Hudson Star-Observer

Nine second-year machining students from Northwood Tech gathered at Oak Ridge Waterfowl Production Area to share their experiences in writing grants to fund tool purchases for the U.S. Fish and Wildlife Service (USFWS). This initiative, started six years ago by instructor Anthony Howe and USFWS Biologist Chris Trosen, aims to enhance students' communication and grant writing skills. The partnership has successfully funded community events and information kiosks. Recently, students raised \$1,350 for new tools, learning valuable lessons in budgeting and crafting persuasive grant narratives. This project not only provides practical experience but also allows students to give back to the community, with the tools available for future volunteer efforts.

8. Recognition of Nicole O'Connell, Employer Member (Region 4: St. Croix County)  
Time was reserved to recognize Nicole O'Connell for her outstanding dedication and service to the Northwood Tech Board of Trustees. Ms. O'Connell served on the Board since July 2021. Board Chair Richardson and President Will made a presentation on behalf of the Board.
9. Recognition of Josh Robinson, School District Administrator (Region 3: Burnett, Polk and Washburn Counties)  
Time was reserved to recognize Josh Robinson for his outstanding dedication and service to the Northwood Tech Board of Trustees. Mr. Robinson served on the Board since July 2015, and was Vice-Chairperson from 2017-2019 and Chair from 2019-2021. Board Chair Richardson and President Will made a presentation on behalf of the Board.

*Chris Fitzgerald left the meeting at 9:24 a.m.*

### **BOARD EDUCATION**

1. Workforce and Community Development Report  
Bambi Pattermann, Dean, Workforce and Community Development, explained the three areas that comprise the Workforce and Community Development (WCD) division, describe how they collaborate, and highlight successes achieved in the past year as well as plans for the upcoming year. A PowerPoint presentation was shared.

Josh Robinson moved, seconded by Lori Laberee, to accept the Workforce and Community Development Report as it relates 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 organizational Board meeting scheduled on **Monday, July 8, 2024**, 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, June 27, 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.*

Chairperson Richardson adjourned the meeting at 9:52 a.m.

Respectfully submitted,



Board Secretary

dl

6/1/24  
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
<b>Approval Date: June 2023 (3 records)</b>												
724324	Buckridge Tree Service CDL A online Theory and hands-on driver training for Brian Carlson of Buckridge Tree Service. This contract shall include up to 40 hours of behind-the-wheel training. If fewer hours are required, the contract shall be adjusted to reflect the actual number of hours needed for training.	Northwood Technical College, Rice Lake Campus	On	\$ 2,819.00	\$ 919.60	\$	400.85	\$	849.00	\$	2,169.45	\$ 649.55
724340	K-Wood Truss Rafters CDL Permit Prep, Theory, and Behind the Wheel for 1 student.	Online & Rice Lake Campus	Off	\$ 522.00	\$ -	\$	-	\$	259.00	\$	259.00	\$ 263.00
724337	Nexen Group Inc Northwood Tech will provide fall protection, ladder, and lock out tag out training for up to 10 employees in each class. Northwood Tech will also develop fall protection, ladder, and arc flash training programs for Nexen. The safety instructor will use Nexen's current plan for scissor lift training.	Nexen	Off	\$ 2,192.00	\$ 726.00	\$	269.13	\$	470.00	\$	1,465.13	\$ 726.87
<b>Approval Date: September 2023 (1 records)</b>												
724441	St. Croix Native Tribe Northwood Tech will provide fall protection, ladder, and lock out tag out training for up to 10 employees in each class. Northwood Tech will also develop fall protection, ladder, and arc flash training programs for Nexen. The safety instructor will use Nexen's current plan for scissor lift training.	St. Croix Chippewa Tribe Education Center	Off	\$ 72,754.00	\$ 43,740.57	\$	16,214.64	\$	6,199.00	\$	66,154.21	\$ 6,599.79
<b>Approval Date: October 2023 (2 records)</b>												
724237	Lake Country Dairy Inc Northwood Technical College's ESL Instructor, Jonathan Wilson, 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	\$ 883.00	\$ 290.40	\$	107.65	\$	33.00	\$	431.05	\$ 451.95
724447	West Central WI Workforce Development Board Online Theory, Behind-the-Wheel, and Testing for 7 Highway Department employees through the WAI grant.	Balsam Lake	Off	\$ 27,729.00	\$ 10,527.00	\$	3,902.35	\$	8,493.00	\$	22,922.35	\$ 4,806.65
<b>Approval Date: January 2024 (1 records)</b>												
724493	Town of Barnes CDL B online theory and behind the wheel(BTW) training for one Town of Barnes employee, Jeffrey Stumpf. 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. The Town of Barnes will be providing their own vehicle for the BTW training.	Town of Barnes	Off	\$ 3,837.00	\$ 1,463.00	\$	531.36	\$	899.00	\$	2,893.36	\$ 943.64
<b>Approval Date: February 2024 (1 records)</b>												
724504	Enviromental Landscape Management CDL A Theory and behind-the-wheel training for 5 employees. The contract includes one CDL exam for \$150 per person. The contract will be adjusted to reflect the actual amount of hours driven and the appropriate fees for the test. Each person has 40 hours for Behind the Wheel assigned at this time.	New Richmond Campus Parking Lot	Off	\$ 7,501.00	\$ 2,696.10	\$	999.44	\$	2,030.00	\$	5,725.54	\$ 1,775.46
<b>Approval Date: March 2024 (3 records)</b>												
724513	Seneca Foods Corportation Adult CPR/AED & 1st aid for up to 10 people. Training take place at Seneca Foods Cumberland location on May 8, 2024, 7 AM-Noon.	Seneca Foods	Off	\$ 580.00	\$ 242.00	\$	89.71	\$	138.00	\$	469.71	\$ 110.29
724516	Jolma Utilities	Jolma Utilities Facility	Off	\$ 1,274.00	\$ 580.80	\$	215.30	\$	242.00	\$	1,038.10	\$ 235.90



Up to 25 employees of Jolma Utilities will receive CPR, AED, and basic first aid renewal certification. Upon successful completion, participants will receive documentation. Two instructors will be needed. Training will be held at the Jolma Utilities facility, 63946 Hangard Road - Ashland, WI

724518	West Central WI Workforce Development Board	New Richmond Campus Parking Lot	Off	\$	9,942.00	\$	594.00	\$	220.20	\$	2,159.00	\$	2,973.20	\$	6,968.80
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Eight individuals will go through Gas Metal Arc Welding in the Mobile Welding Lab.

**Approval Date: April 2024 (2 records)**

724263	Sappi Fine Paper North American	Welding Lab	On	\$	2,091.00	\$	677.60	\$	295.37	\$	200.00	\$	1,172.97	\$	918.03
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Weld assessments for 10 Sappi Fine Paper employees. Welding pieces will be brought to Northwood Tech in Superior. The assessment process will be completed by John P. and Bruce F. The contract includes assessment and consultation hours. Additional hours may added or subtracted as needed. This contract does not include any materials or supplies at this time.  
\*UPDATE: \$200 has been added for shop materials.

724530	Jolma Electric, LLC	Northwood Tech Conference Center	On	\$	3,940.00	\$	1,742.40	\$	759.51	\$	815.00	\$	3,316.91	\$	623.09
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Up to 60 Jolma Electric employees will receive American Safety & Health Institute CPR, AED, and basic first aid renewal instruction. Upon successful completion, participants will receive documentation. Six instructors will be needed for 60 students. Training will take place at the Northwood Tech Conference Center in Ashland. Contract will be adjusted up or down depending on the final amount of employees completing the course.

**Approval Date: May 2024 (5 records)**

724264	Graymont LLC	Northwood Tech Superior Library	On	\$	328.00	\$	46.20	\$	20.14	\$	47.00	\$	113.34	\$	214.66
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Mechanical Reasoning Assessment for 2 Graymont employees- 5/10/24 Kevin Shea & Joseph Rochon. Two 1 hour sessions.

724538	Indianhead Medical Ctr	Indianhead Medical Center Conference Room	Off	\$	518.00	\$	193.60	\$	71.77	\$	152.00	\$	417.37	\$	100.63
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Up to 10 employees of Indianhead Medical Center will receive training in an AHA BLS renewal training course.

724539	Interventional Pain Spclst-WI	Interventional Pain Specialist of WI Office Building	Off	\$	386.00	\$	193.60	\$	71.77	\$	50.00	\$	315.37	\$	70.63
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Up to 10 employees of Interventional Pain Specialist of Wisconsin will receive BLS renewal training. The training will be held May 23, 2024, 1 PM-5 PM at 2021 Cenex Dr. # J.

724265	Graymont LLC	Northwood Tech Superior Library	Off	\$	328.00	\$	46.20	\$	17.13	\$	47.00	\$	110.33	\$	217.67
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Mechanical Reasoning Assessment for \*2 Graymont employees- 5/21/24 Kyle Heikes & Logan Baker. Two 1 hour sessions.

724266	West Central WI Workforce Development Board	-	Off	\$	3,000.00	\$	-	\$	-	\$	-	\$	-	\$	3,000.00
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Pathways Home Case Management May 1st to May 31st.

**Grand Totals (18 records)**

\*indicates an amended contract

  
Board Secretary

6-19-2024  
Date


**RESOLUTION #24-06**

**PETITION TO THE WISCONSIN TECHNICAL COLLEGE SYSTEM  
BOARD  
REQUESTING APPROVAL ADDITIONAL REMODELING  
AT THE NORTHWOOD TECH NEW RICHMOND CAMPUS**

**WHEREAS**, the Northwood Technical College Board has heard reports detailing the additional remodeling plans for Medical Laboratory Education Center at the New Richmond Campus.

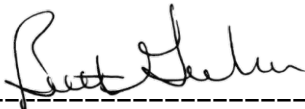
**NOW, THEREFORE, BE IT RESOLVED** that the Northwood Technical College Board goes on record petitioning the Wisconsin Technical College System Board to allow the district Board to expand the remodeling at the New Richmond Campus.

Adopted and approved this 19th day of June 2024.



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District Board Chairperson

ATTEST:



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District Board Secretary

## RESOLUTION 24-07

**BE IT RESOLVED** by the Northwood Technical College District that the attached list of financial institutions as public depositories under Chapter 34 of the Wisconsin Statutes, shall be and are hereby designated, until further action, as public depositories for all public monies coming into the hands of treasurer of the Northwood Technical College District, Barron County, State of Wisconsin; and

**BE IT FURTHER RESOLVED** district funds shall be invested only in options permitted by Section 66.04(2), Wisconsin Statutes, and in such a manner as to maximize the investment income within these options; and

**BE IT FURTHER RESOLVED** the administration is encouraged to make investments in institutions within the geographic boundaries of the district. If, however, the ability to maintain a balance between safety and yield, as determined by Chief Financial Officer and approved by the district President, is being adversely affected, investments may be made in public depositories outside the geographic boundaries of the district or other options permitted by Section 66.04(2), Wisconsin Statutes; and


**BE IT FURTHER RESOLVED** for funds to be deposited and invested under Chapter 34 of Wisconsin Statute (Public Deposits), which provides a limit of \$400,000 of coverage in any public depository. In addition to the financial institution's Federal Deposit Insurance Corporation insurance of \$250,000 a depository can now offer \$650,000 total insurance. Therefore, funds to be deposited must be placed in institutions which provide insurance, and collateralization must be provided by the depository for amounts above the \$650,000 to the full amount of deposits and investments, including principal and interest. Collateralization requires pledging bonds or securities which have been issued or guaranteed by the federal government or its agencies and are held by a third party.

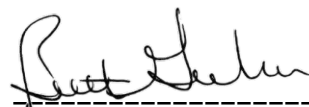
**BE IT FURTHER RESOLVED** that a certified copy of this resolution should be delivered to each of the above-named depositories and said depositories may rely on this resolution until change by lawful resolution and a certified copy of such resolution has been given to the cashier of the respective above-named depositories.


This is to certify that the foregoing is a true and correct copy of a resolution duly and legally adopted by the Northwood Technical College District at an official meeting held on June 19, 2024.

Adopted and approved this 19<sup>th</sup> day of June 2024.

Attest:

  
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Chairperson

  
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Secretary

  
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Treasurer

## RESOLUTION NO. 24-08

### RESERVATION OF FUND BALANCE RESOLUTION

**WHEREAS**, the Wisconsin Administrative Code TCS 7.05 requires that a district board adopt a resolution creating reservations and other segregations of a fund balance and requires that, prior to the adoption of its budget, each district shall disclose all reserves maintained by it, the amount contained in each reservation during the year for which the budget is adopted, and

**WHEREAS**, the Northwood Technical College district board will be approving the district's 2024-2025 annual report.

**THEREFORE, BE IT RESOLVED THAT THE NORTHWOOD TECHNICAL COLLEGE DISTRICT BOARD HEREBY APPROVES THE FOLLOWING RESOLUTIONS AND SEGREGATIONS OF FUND BALANCES:**

#### **General Fund**

Designated for operations - a designated segregation of a portion of fund balance to provide for fluctuations in operating cash balances, which is \$9,187,681 as of June 30, 2024. This designation is established for a term of one year.

Designated for subsequent year - a designated segregation of a portion of fund balance to provide funds for operations for the forthcoming budget year, which is \$3,633,960 as of June 30, 2024. This designation is established for a term of one year.

Designated for subsequent years - a designated segregation of a portion of fund balance to provide funds for operations subsequent to the forthcoming budget year, which is \$527,302 as of June 30, 2024. This designation is established for a term of one year.

Designated for state aid fluctuations - a designated segregation of a portion of the fund balance to provide funds for operations due to fluctuations in the amount of state aid the district receives, which is \$351,535 as of June 30, 2024. This designation is established for a term of one year.

Designated for post-employment benefits - a designated segregation of a portion of the fund balance to provide funds for the non-current portion of post-employment benefits, which is planned to be \$2,500,000 as of June 30, 2024. This designation is established for a term of one year.

### **Special Revenue Operating Fund**

Designated for operations - a designated segregation of a portion of fund balance to provide for fluctuations in operating cash balances, which is \$1,453,293 as of June 30, 2024. This designation is established for a term of one year.

### **Capital Projects Fund**

Reserve for capital projects - a designated segregation of a portion of fund balance to be provided for working capital for improvement and remodeling, which is \$2,310,919 as of June 30, 2024. This designation is established for a term of one year.

### **Debt Services Fund**

Reserve for debt service - a designated segregation of a portion of fund balance to provide for future year payments of principal and interest is \$8,442,997 as of June 30, 2024.

### **Enterprise Fund**

Retained earnings - a designated segregation of a portion of fund balance that is invested for maintaining the inventory of consumable resale materials is \$387,411 as of June 30, 2024. This designation is established for a term of one year.

**Internal Service Fund**

Reserve for self-funded insurance – a reserved segregation of a portion of fund balance to provide working capital for the district’s self-funded dental insurance is \$2,109,340 as of June 30, 2024. This reserve is established for the term of one year.

**Special Revenue-Non-aidable**

Reserve for student financial assistance – a designated segregation of a portion of fund balance to provide working capital for financial aid to students, which is \$126,449 as of June 30, 2024. This designation is established for a term of one year.

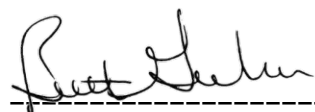
Reserve for student organizations – a reserved segregation of a portion of fund balance to provide working capital for the district student organization balances, which is \$693,901 as of June 30, 2024. This reserve is established for a term of one year.

Adopted and approved this 19<sup>th</sup> day of June 2024.



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Chairperson of the Board

ATTEST:



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Secretary of the Board

**RESOLUTION 24-09**  
**RESOLUTION APPROVING AND ADOPTING THE**  
**2024-2025 OPERATING BUDGET**  
**AUTHORIZING EXPENDITURES AND APPROPRIATING FUNDS**

**WHEREAS**, the proposed budget of the Northwood Technical College District has been formulated and presented at a public hearing at 8:30 a.m. at the Northwood Tech Health Education Center, Shell Lake, Wisconsin on Wednesday, June 19, 2024.

**WHEREAS**, published notice of said budget was given as provided by law and which said notice included a summary of said budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF THE NORTHWOOD TECHNICAL COLLEGE DISTRICT AS FOLLOWS, TO WIT:**

1. That a 2024-25 budget in the total sum of \$89,490,548 reflecting the changes resulting from the additional facts and estimates referred to in the preamble as presented at the budget hearing be and the same is hereby approved, authorized and adopted as the budget for said district for the 2024-25 fiscal year, being July 1, 2024 to June 30, 2025.
2. That the sum of \$34,955,447 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "Instruction" and the sum of \$34,955,477 is hereby appropriated for such purpose.
3. That the sum of \$2,059,242 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "Instructional Resources," and the sum of \$2,059,242 is hereby appropriated for such purpose.
4. That the sum of \$13,935,696 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "Student Services" and the sum of \$13,935,696 is hereby appropriated for such purpose.



5. That the sum of \$14,476,548 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "General Institutional" and the sum of \$14,476,548 is hereby appropriated for such purpose.
  
6. That the sum of \$16,540,071 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "Physical Plant Purposes" and the sum of \$16,540,071 is hereby appropriated for such purpose.
  
7. That the sum of \$7,523,514 be and the same is hereby approved and authorized as the amount budgeted for the district activity and function identified as "Auxiliary Services" and the sum of \$7,523,514 is hereby appropriated for such purpose.
  
8. That within the sum payment of \$16,540,071 appropriated for "Physical Plant Purposes" is a separate sum in the amount of \$8,558,313 to cover the principal and interest payments on several promissory note issues and that the sum of \$7,981,758 is appropriated as part of the total physical plant appropriation.
  
9. That the attached position summary is hereby approved, and that authority is hereby given the administration to proceed to recruit personnel for those positions.

Adopted and approved this 19<sup>TH</sup> day of June 2024.

  
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Chairperson of the Board

ATTEST:

  
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Secretary of the Board