

Northwood Technical College
Board Proceedings
August 16, 2021

The first meeting of the Northwood Technical College Board meeting was held on Monday, August 16, 2021, at 8:30 a.m., at the Northwood Tech Rice Lake Campus, located at 1900 College Drive, Rice Lake, WI 54868. The use of technology to access the meeting was available to Board members as needed.

CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM

Chairperson Chris Fitzgerald called the meeting to order at 8:32 a.m. Board members James Beistle, Chris Fitzgerald, Brett Gerber, Lori Laberee, Nicki O'Connell, and Amber Richardson were present at the Northwood Tech Rice Lake Campus. In addition, Josh Robinson joined the meeting via BlueJeans technology. A quorum was established. Andy Albarado and Janelle Gruetzmacher provided notice that they would not be in attendance at this meeting.

Northwood Tech employees Steve Decker, Kim Olson, and John Will were in attendance during the meeting at the Northwood Tech Rice Lake Campus. In addition, Kim Pearson joined the meeting via BlueJeans technology for a portion of the meeting.

OPEN MEETING STATEMENT

Kim Olson, Executive Assistant to the President and Board, read the following open-meeting statement: "The August 16, 2021, 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 August 13, 2021, 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 Fitzgerald 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 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 Chair Fitzgerald 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 July 12, 2021, Annual Organizational Meeting Minutes

Brett Gerber moved, seconded by Amber Richardson, to approve the annual organizational meeting minutes as printed and for Secretary Gerber to be authorized to sign the July Board documents. Upon a unanimous yes vote of all members present, motion carried. The signed contract listings and resolution from the July meeting will be attached to the official minutes. Ms. Olson 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 Fitzgerald asked if there were any items to be pulled off the Consent Agenda and acted on separately; however, there were none.

James Beistle moved, seconded by Nicki O'Connell, to approve the Consent. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

1. Personnel:

- A. **New Hire:** Jeffrey Ahonen, Human Services Associate Instructor; Faculty; annual salary \$63,302; Rice Lake, effective July 1, 2021.
- B. **New Hire:** Amy Altman, Associate Degree Nursing Instructor; Faculty; annual salary \$61,190; Ashland, effective July 1, 2021.
- C. **New Hire:** Matt Dietsche, Associate Dean; Management; annual salary \$84,536; Superior, effective July 26, 2021. *Note: Mr. Dietsche is currently a General Studies-Communications Instructor at the Superior Campus.*
- D. **New Hire:** Tia Dietz, Admissions Advisor; \$19.03/hour; Rice Lake; effective July 26, 2021. *Note: Ms. Dietz is currently a Student Services Assistant at the Rice Lake Campus.*
- E. **New Hire:** Julie LaGuire, Student Services Assistant; \$24.96/hour; Rice Lake; effective September 7, 2021. *Note: Ms. LaGuire is currently an Advancement Services Specialist at the Rice Lake Campus.*
- F. **New Hire:** Gideon Mayhak, Academic Support Technician; \$17.13/hour; Rice Lake; effective August 3, 2021.
- G. **New Hire:** Debra Shafer, Custodian; \$17.02/hour; New Richmond; effective August 9, 2021.
- H. **New Hire:** Heather Souders, Associate Degree Nursing Instructor; Faculty; annual salary \$61,190, effective July 1, 2021.
- I. **Resignation:** Mary Bethke, Student Services Assistant; New Richmond, effective December 31, 2021.
- J. **Resignation:** Wendie Brooten, Financial Aid Advisor; Rice Lake, effective September 10, 2021.
- K. **Resignation:** Julie Buckman, General Studies-Health Science Instructor; New Richmond, effective August 15, 2021.
- L. **Resignation:** Matt Dietsche, General Studies-Communications Instructor; Superior, effective July 25, 2021.
- M. **Resignation:** Tia Dietz, Student Services Assistant; Rice Lake, effective July 25, 2021.
- N. **Resignation:** Mary Johnston, Conference Center Technician; Rice Lake, effective September 10, 2021.
- O. **Resignation:** Julie LaGuire, Advancement Services Specialist; Rice Lake, effective September 6, 2021.
- P. **Resignation:** Shawn Larson, Admissions Advisor; Rice Lake, effective July 30, 2021.
- Q. **Resignation:** Ben Mooney, Manager of Enrollment Services, Superior, effective August 3, 2021.
- R. **Resignation:** Tricia Smith, Continuing Education Technician, Rice Lake, effective September 3, 2021.

There were a total of 67 years of service from those who resigned (will retire/leave the College); Ms. Bethke served 19 years, Ms. Brooten served 2 years, Ms. Buckman served 13 years, Ms. Johnston served 16 years, Mr. Larson served 3 years, Mr. Mooney served 4 years, Ms. Smith served 10 years. The Board expressed its appreciation for their service to the College.

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 259712 through 260100, and electronic transfer payments totaling \$4,798,129.13 were approved.

5. Bids/Purchases

- A. **Canine Simulator - New Richmond:** The Board approved a full-body canine surgical trainer in the total amount of \$49,737 from SynDaver of Tampa, FL, under ITB 22-09100-NR-09100-CANINESIM. The simulator is for the Veterinarian Technician Program at the New Richmond Campus. This item is grant-funded.
- B. **Paving Change Order – New Richmond:** The Board approved Change Order 1 by HSR Architects in the total amount of \$125,248 for Project #20022-3 at the New Richmond Campus. This change order included additional paving overlay, additional curb and gutter work, and electrical modifications. A financial summary was also provided.
- C. **Driver’s Education Vehicles – All Campuses:** The Board approved two 2022 Chevy Equinox SUV’s in the total amount of \$48,226 from Napleton Autowerks Wisconsin, Inc. in Columbus, WI, and two 2022 Kia Sportage SUV’s in the total amount of \$53,376 from Prestige Auto Corporation in Eau Claire, WI, under ITB 22-81200-CW-BTWVEHICLES. The Driver’s Ed program is in dire need of two vehicles. Due to a delivery delay with the Chevy Equinoxes, two Sportages that were immediately available were purchased to offset the wait time. The vehicles are for the Driver’s Education program at all campuses.

OTHER ITEMS REQUIRING BOARD ACTION

1. Approval of Revised Administrative Policy (G-112 & J-120) – Non-Discrimination/Non-Harassment Compliance, Approval of Revised Administrative Policy (G-113 & J-121) – Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints, Approval of Revised Administrative Procedure (G-113A, J-121A, & J-220A) – Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints

Board approval was recommended for these revised policies and procedures to reflect continued regulation updates to Title IX.

Amber Richardson moved, seconded by Lori Laberee, to approve revised Administrative Policy (G-112 & J-120) – Non-Discrimination/Non-Harassment Compliance, revised Administrative Policy (G-113 & J-121) – Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints, and revised Administrative Procedure (G-113A, J-121A, & J-220A) – Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints. Upon a unanimous yes vote of all members present, motion carried.

2. Approval of Revised Administrative Procedure (G-113B) - Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints Grievance Procedure

Board approval was recommended for this revised procedure to reflect continued regulation updates to Title IX.

Amber Richardson moved, seconded by Lori Laberee, to approve revised Administrative Procedure (G-113B) - Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints Grievance Procedure. Upon a unanimous yes vote of all members present, motion carried.

Mr. Beistle asked if there could be a resolution that the Board could adopt next month that gives administration the authority to change the college's name from WITC to Northwood Tech in policies and procedures without having to bring those to the Board meetings for approval. President Will noted that administration will draft an action item for the Board to authorize name changes.

3. Approval of Revised Administrative Policy (G-114 & J-114) - Sexual Violence Elimination Commitment

Board approval was recommended for this revised policy to reflect continued regulation updates to Title IX.

Amber Richardson moved, seconded by Lori Laberee, to approve revised Administrative Policy (G-114 & J-114) - Sexual Violence Elimination Commitment. Upon a unanimous yes vote of all members present, motion carried.

4. Annual Review and Approval of Board's Board-Staff Relationship Policies (III. A.-C.)

Time was reserved for the annual review of the following Board policies:

- A. Delegation to the President (III.A.)
- B. President's Responsibilities and Evaluation (III.B.)
- C. Monitoring College Effectiveness (III.C.)

Nicki O'Connell moved, seconded by Amber Richardson, to approve Board's Board-Staff Relationship Policies (III. A.-C.) as printed. Upon a unanimous yes vote of all members present, motion carried.

5. Annual Review and Approval of Board's Executive Limitations Policies (IV. A.-G.)

Time was reserved for the annual review of the following Board policies:

- A. General Executive Constraint (IV.A.) - included a college name change revision.
- B. Human Relationships (IV.B.)
- C. Financial Condition (IV.C.)
- D. Budgeting/Forecasting (IV.D.)
- E. Compensation and Benefits (IV.E.)
- F. Asset Protection (IV.F.)
- G. Communication and Counsel to the Board (IV.G.)

Nicki O'Connell moved, seconded by Amber Richardson, to approve Board's Executive Limitations Policies (IV. A.-G.) as printed. Upon a unanimous yes vote of all members present, motion carried.

6. Approval of Revised Administrative Policy (D-390) - Other Post Retirement Benefit (OPEB) Investments

Administration recommended approval of the Other Post Employment Benefits (OPEB) Investments Policy that has been established for guidance specific to funds in the OPEB Trust. The revised policy reflected the institutional name change.

Brett Gerber moved, seconded by James Beistle, to approve revised Administrative Policy (D-390) - Other Post Retirement Benefit (OPEB) Investments. Upon a unanimous yes vote of all members present, motion carried.

7. Approval of Revised Administrative Procedure (D-390A) - Other Post Retirement Benefit (OPEB) Investments

Administration recommended approval of the Other Post Employment Benefits (OPEB) Investments Procedure that has been established separately from Investment Procedure D-380A to specifically address the investment needs for the funds in the OPEB Trust. The revised procedure reflected the institutional name change as well as changes to the investment classification ranges and definitions.

Amber Richardson moved, seconded by Lori Laberee, to approve revised Administrative Procedure (D-390A) - Other Post Retirement Benefit (OPEB) Investments. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

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

A. Wisconsin Technical College District Boards Association Meeting Update

Time was reserved for an update from those who attended the District Boards Association summer meeting that took place on July 15-16, 2021. Mr. Beistle attended a Presidential Evaluation presentation, toured a simulation lab at Mid-State Technical College - Wisconsin Rapids, and attended the Board of Directors meeting. He noted that there will be no increase in District Boards Association dues due to a surplus this year. Ms. Laberee also attended the Presidential Evaluation presentation.

Mr. Beistle and Ms. Laberee will also participate in the District Boards Association's annual planning meeting on August 20-21, 2021.

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.

Ms. Laberee received information that ACCT would credit fees for those who don't want to travel to this year's conference. Mr. Beistle noted that Jee Hang Lee was appointed as the new ACCT President and CEO of the Association of Community College Trustees to begin on November 1, 2021.

3. Monitoring Schedule Review and Updates

A. Monitoring Schedule

Time was reserved to review and update *the Board Monitoring Schedule* as needed. The college's name was updated on the schedule in the months of July and March. There were no objections to these updates.

B. Board Forward Meeting Planning

The Board Forward meeting is scheduled to take place on Monday, December 20, 2021, following the regular Board meeting, at the Northwood Tech Rice Lake Campus. Time was reserved for the Board to discuss agenda topics and whether or not a facilitator would be needed for this meeting. President Will requested that Board members e-mail him or Chair Fitzgerald with any topics they wish to include on the Board Forward agenda. This item will be brought back to the September Board meeting. President Will would recommend discussing the Strategic Plan if there are no other topics.

4. President's Updates:

A. Enrollment Update

President Will provided a brief update on the most recent enrollment information, noting enrollments are stable. A Plan Enrollment Funnel and a Cognos report were provided.

B. Rebranding Update

President Will provided a rebranding update. The Department of Transportation signs will be updated in October or November due to a shortage of aluminum. Blaze the Bear's mascot outfit will be ready in the spring. The store coupon date was extended to September 1. The Board received some Northwood Tech items. A photo of the Board was taken to commemorate the first Northwood Tech Board meeting.

A community open house is scheduled to take place at each of the Northwood Tech campus locations on Thursday, September 23, from 4 – 6 p.m. The event will connect our 100-year history with our new college name.

C. Service Awards Update

This year, Northwood Tech will recognize employees for 905 total years of service. Three employees will be recognized for 30 years of service, and eight employees will be recognized for 25 years of service. The list of service awardees was provided. Board members can send a note or e-mail to service award recipients.

E. COVID-19 Update

Time was reserved for President Will to provide an update on COVID-19. A communication went to all staff last week and to students this morning. A mask mandate is not in place at this time, but we reserve the right to do so if needed. A meeting is taking place this afternoon to consider limiting Conference Center scheduling. We will honor current reservations but may not take any new reservations. We will be offering vaccinations onsite at all campus locations. Additional cleaning protocols are in place. We are putting more air into our buildings. Classrooms are being set up to have enough room to physically distance, and programs that have a standard industry practice may need to relocate to bigger spaces or require masks if they can't physically distance.

F. Fired Up for the Future

President Will attended and participated in a portion of the Fired Up for the Future event on August 11. A photo from the event was provided.

G. WPR Interview

President Will participated in a Wisconsin Public Radio interview on August 6, 2021. He talked about the rebranding process. A WPR link to the interview was provided.

5. New Board Member Orientation Planning

A Board member orientation for Ms. O'Connell and Ms. Richardson is scheduled to follow the regular Board meeting today with President Will and Mr. Beistle.

6. 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.*

7. Discrimination/Harassment Complaints Annual Report

In accordance with Administrative Procedures G-113A and J-121A, Discrimination/Harassment Compliance/Sexual Assault, administration is required to report to the Board of Trustees formal complaints related to discrimination, harassment, sexual harassment, sexual assault.

For the fiscal year 2021, there were 2 student complaints filed, 2 employee complaints filed, 0 applicant complaints filed, and 0 formal grievance complaints filed. Investigation resulted in 1 finding of a violation of the College's anti-discrimination/harassment policies. Administration informed the Board that there was no liability for the college on the finding.

Amber Richardson moved, seconded by James Beistle, to approve the Discrimination/Harassment Complaints Annual Report. Upon a unanimous yes vote of all members present, motion carried.

8. 2022 District Boards Association Board Member of the Year Award – Request for Nomination

The District Boards Association's Marketing/Public Relations and Awards Committee requested the Board's help in identifying a nominee for the 2022 Board Member of the Year

Award. This award recognizes a district Board member who has made an outstanding contribution to technical and vocational education through participation as a trustee on the local, state, regional, and national levels. Any district Board member is eligible to be nominated, with the nomination addressing those three criteria areas. The completed nomination paperwork is due to the Association office no later than November 1, 2021. The award will be presented at the January 2022 Boards Association winter meeting. The Board may use the process it thinks is appropriate to select a nominee.

Chair Fitzgerald noted the Ms. Laberee was selected as the District Boards Association's Board Member of the Year in 2021. Chair Fitzgerald and President Will recommended taking a year off from submitting a nomination for this award unless someone wanted to nominate a Board member. There were no nominations.

9. Student Updates and News

Time was reserved for the following items:

A. WITC Announces Spring Grads

The College announced the class of 2021 spring graduates. The College awarded 590 associate degrees and one and two-year technical diplomas. Modified commencement ceremonies were held on campuses in May. A *Barron News - Shield* reference was provided.

Kudos were given for combining all graduate names into one graduation program.

B. WITC Name Change is Official - with some Background

On August 2, Wisconsin Indianhead Technical College officially changed its name to Northwood Technical College. The name change and rebranding was a lengthy and public process, including the creation of and selection of a logo, as well as the new name. A *Burnett County Sentinel* article was provided.

C. Business North Article

A *Business North* article on Northwood Technical College was provided for the Board's information.

INFORMATION REPORTS

1. Annual Foundation Report

Kim Pearson, Director of Advancement/Executive Director Foundation, provided an update on the Northwood Tech Foundation. A PowerPoint presentation was provided.

It was noted that the term limits for the Foundation Board are three consecutive three-year terms.

Chair Fitzgerald verified that student scholarships were being maximized by the Foundation Board. Ms. Laberee talked about the Board Leadership Scholarship and requested that Board members consider giving their support.

Lori Laberee moved, seconded by James Beistle, to accept the Annual Foundation 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, September 20, 2021**, beginning **8:30 a.m.**, at the Northwood Tech New Richmond 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, September 2, 2021**. 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 EVALUATION

PLUS +/DELTA ^

- + The meeting was efficient.
- + I'm happy to hear the Foundation is so successful in the support it offers our students.
- ^ None

Chair Fitzgerald adjourn the meeting at 9:48 a.m.

Respectfully submitted,



Board Secretary

ko

8/1/21
9:38 15 am

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

**Fiscal Year:
2021**

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 = 36.51 %
On Campus = 43.25%**

-----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: July 2021 (20 records)												
721364	Northwestern High School Dual credit class for Northwestern High School. Construction Framing 1 (4 cr) - 12 students. Financial Accounting 1A (2 cr) - 9 students	Northwestern High School	Off	\$ 10,731.00	\$ -	\$ -	\$ -	\$ 10,731.00	\$ 10,731.00	\$ -		
721347	Grantsburg Senior High School Dual credit classes for Grantsburg high school. Personal Finance (3 cr) - 19 students. Applied Technical Math 1 (3 cr) - 11 students	Grantsburg High School	Off	\$ 12,660.00	\$ -	\$ -	\$ -	\$ 12,660.00	\$ 12,660.00	\$ -		
721351	Mellen High School Dual credit classes for Mellen high school. Business Law (3 cr) - 11 students. Financial Accounting 1A (2 cr) - 11 students. Financial Accounting 1B (2 cr) - 3 students. Applied Technical Math 1 (3 cr) - 10 students.	Mellen High School	Off	\$ 10,566.00	\$ -	\$ -	\$ -	\$ 10,566.00	\$ 10,566.00	\$ -		
721355	Siren School District Dual credit classes for Siren high school. Gas Metal Arc Welding 1 (3 cr) 5 students. Financial Accounting 1 (4 cr) 1 student. MS Excel A (1 cr) 1 student. MS Excel B (1 cr) 2 students. MS PowerPoint (1 cr) 2 students. MS Word A (1 cr) 3 students. MS Word B (1 cr) 1 student. Personal Finance (3 cr) 15 students. MS Excel A (1 cr) 2 students.	Siren High School	Off	\$ 11,409.00	\$ -	\$ -	\$ -	\$ 11,409.00	\$ 11,409.00	\$ -		
721356	Solon Springs School District Dual credit classes for Solon Springs high school.	Solon Springs High School	Off	\$ 2,680.00	\$ -	\$ -	\$ -	\$ 2,680.00	\$ 2,680.00	\$ -		
721340	Baldwin-Woodville High School Dual credit classes for Baldwin-Woodville high school.	Baldwin-Woodville High School	Off	\$ 13,096.00	\$ -	\$ -	\$ -	\$ 13,096.00	\$ 13,096.00	\$ -		
721344	Cumberland School District Dual credit classes for Cumberland high school. Personal Finance (3 cr) - 56 students. Dairy Cattle Management (2 cr) - 12 students.	Cumberland High School	Off	\$ 27,872.00	\$ -	\$ -	\$ -	\$ 27,872.00	\$ 27,872.00	\$ -		
721349	Hudson High School Dual credit classes for Hudson high school.Financial Accounting 1A (2 cr) - 13 students. Financial Accounting 1B (2 cr) - 4 students. Marketing Principles (3 cr) - 28 students. Personal Finance (3 cr) - 45 students A Blum. Customer Service Mgmt (3 cr) - 72 students. Desktop Publishing (2 cr) - 16 students. Entrepreneurship (3 cr) - 36 students. MS Excel A (1 cr) - 23 students. MS Word A (1 cr) - 23 students. Personal Finance (3 cr) - 52 students. C Hentz Welding for Mechanics (2 cr) - 28 students. Medical Terminology (3 cr) - 30 students. CAD Basics (1 cr) - 16 students. Print Reading for Machine Trades (1 cr) - 16 students	Hudson High School	Off	\$ 142,917.00	\$ -	\$ -	\$ -	\$ 142,917.00	\$ 142,917.00	\$ -		
721343	Chetek-Weyerhaeuser Area School District Dual credit classes for Chetek-Weyerhaeuser high school. ECE: Foundations of Early Childhood Education - 6 students. Financial Accounting 1A - 18 students. Financial Accounting 1B - 15 students.	Chetek-Weyerhaeuser High School	Off	\$ 11,901.00	\$ -	\$ -	\$ -	\$ 11,901.00	\$ 11,901.00	\$ -		
721341	Bruce High School Dual credit classes for Bruce high school.	Bruce High School	Off	\$ 11,688.00	\$ -	\$ -	\$ -	\$ 11,688.00	\$ 11,688.00	\$ -		
721348	Hayward High School	Hayward High School	Off	\$ 73,192.00	\$ -	\$ -	\$ -	\$ 73,192.00	\$ 73,192.00	\$ -		

Dual credit classes for Hayward high school. Adobe Photoshop (2 cr) - 2 students. Anatomy, Physiology & Disease Concepts (2 cr) - 13 students. Applied Technical Math 1 (2 cr) - 11 students. Business Law (3 cr) - 22 students. Construction Framing 1 (4 cr) - 1 student. Desktop Publishing (2 cr) - 22 students. ECE: Foundations of ECE (3 cr) - 8 students. Financial Accounting 1 (4 cr) - 8 students. Intro to Business (3 cr) - 5 students. Medical Terminology (3 cr) - 23 students. MS Access A (1 cr) - 2 students. MS Excel A (1 cr) - 9 students. MS Excel B (1 cr) - 9 students. MS PowerPoint (1 cr) - 8 students. MS Word A (1 cr) - 9 students. MS Word B (1 cr) - 2 students. Personal Finance (3 cr) - 43 students. Print Reading for Building Construction (2 cr) - 11 students. QuickBooks Accounting - Beginning (2 cr) - 3 students.

721339	Amery High School	Amery High School	Off	\$	32,882.00	\$	-	\$	-	\$	32,822.00	\$	32,822.00	\$	60.00
Dual credit classes for Amery high school.															
721352	New Richmond High School	New Richmond High School	Off	\$	98,297.00	\$	-	\$	-	\$	98,297.00	\$	98,297.00	\$	-
Dual credit classes for New Richmond high school. Advanced Communication Skills (2 cr) - 25 students. Applied Communications (2 cr) - 37 students. Applied Math (2 cr) - 15 students. ECE: Foundations of ECE (3 cr) - 4 students. ECE: Infant & Toddler Development (3 cr) - 11 students. Financial Accounting 1A (2 cr) - 15 students. Gas Metal Arc Welding 1 (3 cr) - 17 students. Introduction to Business (3 cr) - 22 students. IT Essentials & Security (2 cr) - 4 students. Marketing Principles (3 cr) - 12 students. Personal Finance (3 cr) - 45 students. Print Reading - Welding Trades (2 cr) - 17 students. Program Logic (3 cr) - 16 students. Shielded Metal Arc Welding 1 (3 cr) - 17 students.															
721346	Frederic High School	Frederic High School	Off	\$	5,948.00	\$	-	\$	-	\$	5,948.00	\$	5,948.00	\$	-
Dual credit classes for Frederic high school. Medical Terminology (3 cr) - 10 students. MS Excel A (1 cr) - 9 students. MS Word A (1 cr) - 3 students.															
721358	St Croix Central High School	St. Croix Central High School	Off	\$	5,690.00	\$	-	\$	-	\$	5,690.00	\$	5,690.00	\$	-
Dual credit classes for St. Croix Central high school. 32804325 Applied Technical Math 1 (3 cr) 8 students. 32420338 CAD Basics (1 cr) 13 students.															
721354	Rice Lake School District	Rice Lake High School	Off	\$	90,553.00	\$	-	\$	-	\$	90,553.00	\$	90,553.00	\$	-
Dual credit classes for Rice Lake high school. Applied Technical Math 1 (3 cr) 9 students. Business Law (3 cr) 9 students. CAD Basics (1 cr) 5 students. Contemporary Business for Supervisors (2 cr) 20 students. Financial Accounting 1A (2 cr) 10 students. Financial Accounting 1B (2 cr) 6 students. Gas Metal Arc Welding (3 cr) 26 students. Introduction to CAD/CAM (1 cr) 26 students. MS Excel A (1 cr) 4 students. MS Excel B (1 cr) 3 students. MS PowerPoint (1 cr) 4 students. MS Word A (1 cr) 5 students. MS Word B (1 cr) 5 students. Personal Finance (3 cr) 36 students. Print Reading - Welding Trades (2 cr) 42 students. Shielded Metal Arc Welding 1 (3 cr) 27 students.															
721361	Turtle Lake High School	Turtle Lake High School	Off	\$	9,454.00	\$	-	\$	-	\$	9,454.00	\$	9,454.00	\$	-
Dual credit classes for Turtle Lake high school. Welding for Mechanics (2 cr) 2 students. Marketing Principles (3 cr) 4 students. MS Excel A (1 Cr) 14 students. MS Word A (1 cr) 14 students. Personal Finance (3 cr) 7 students.															
721360	Superior School District	Superior High School	Off	\$	36,991.00	\$	-	\$	-	\$	36,991.00	\$	36,991.00	\$	-
Dual credit classes for Superior high school. Construction Framing 1 (4 cr) 10 students. Print Reading for Building Construction (2 cr) 10 students. ECE: Foundations of ECE (3 cr) 9 students. Adobe Photoshop (2 cr) 1 student. MS Excel A (1 cr) 4 students. MS Excel B (1 cr) 2 students. MS Word A (1 cr) 7 students. MS Word B (1 cr) 2 students. Personal Finance (3 cr) 50 students.															
721357	Somerset Senior High	Somerset High School	Off	\$	19,335.00	\$	-	\$	-	\$	19,335.00	\$	19,335.00	\$	-
Dual credit classes for Somerset high school. Welding for Mechanics (2 cr) 5 students. Financial Accounting 1A (2 cr) 19 students. Financial Accounting 1B (2 cr) 14 students. Introduction to Business (3 cr) 19 students.															
721363	Winter School	Winter High School	Off	\$	855.00	\$	-	\$	-	\$	855.00	\$	855.00	\$	-
Dual credit classes for Winter high school. Desktop Publishing (2 cr) 3 students.															

Grand Totals (20 records)

*indicates an amended contract


 Board Secretary

8-16-21
 Date

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

**Fiscal Year:
2022**

8/1/21
9:38 15 am

**State Designated Indirect Cost Factors:
Off Campus = 37.19 %
On Campus = 43.68%**

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 2021 (2 records)												
722311	Webster High School Nursing Assistant Limited-Term course for 4 Webster Students.	Grantsbury	Off	\$ 1,646.00	\$ 145.20	\$	54.00	\$	548.00	\$	747.20	\$ 898.80
722302	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	\$ 2,418.00	\$ -	\$	-	\$	276.00	\$	276.00	\$ 2,142.00
Approval Date: June 2021 2022 (3 records)												
722331	Quanex Homeshield LLC Provide 3 ASHI Adult/Child CPR/AED & 1st aid classes and 3 Bloodborne Pathogen classes	Rice Lake	Off	\$ 2,392.00	\$ 943.80	\$	351.00	\$	348.00	\$	1,642.80	\$ 749.20
722346	Superior Senior High School Applied Technical Math 1. This quote is for 10 students. Superior H.S. will be billed for 8 students even if total number of students is lower than 8.	Off Campus	Off	\$ 6,231.00	\$ 607.07	\$	225.77	\$	211.00	\$	1,043.84	\$ 5,187.16
722348	Christian Community Homes Provide CBRF Medication class, CBRF 1st aid & Choking class and CBRF Fire Safety class	Hudson	Off	\$ 4,697.00	\$ 1,247.40	\$	463.91	\$	1,051.00	\$	2,762.31	\$ 1,934.69
Approval Date: July 2021 (19 records)												
722362	Allied Emergency Services EMR Continuous Training for up to 30 individuals.	Varies	Off	\$ 1,104.00	\$ 528.00	\$	-	\$	115.00	\$	643.00	\$ 461.00
722359	DNR Worksite Employees of the Wisconsin Department of Natural Resources will receive 4 hours of trailer safety training at the MacKenzie Center, Poynette, WI. 2-4 hour sessions will be offered; one session in the morning and one session in the afternoon. Up to 12 employees will attend each session.	MacKenzie Center	Off	\$ 1,493.00	\$ 653.40	\$	243.00	\$	407.00	\$	1,303.40	\$ 189.60
722364	Advanced Laser Machining Up to 6 employees will receive forklift safety training at Advanced Laser Manufacturing in Spooner.	Advanced Laser Manufacturing	Off	\$ 500.00	\$ 163.02	\$	60.62	\$	35.00	\$	258.64	\$ 241.36
722369	Sawyer County Jail WITC is contracting with Sawyer County Jail for GED/ABE/Employability Skills Training. WITC will be covering the cost of the contract. Sawyer County Jail owes \$0 for the services.	Hayward	Off	\$ 8,333.00	\$ -	\$	-	\$	8,333.00	\$	8,333.00	\$ -
722375	Mc Nally Industries LLC ASHI First Aid/CPR/AED Refresher course for 8 employees and two employees with intial certification	Grantsburg	Off	\$ 734.00	\$ 242.00	\$	90.00	\$	180.00	\$	512.00	\$ 222.00
722366	Ashland County Jail WITC is contracting with Ashland County Jail for GED/ABE/Employability Skills Training. WITC will be covering the cost of the contract. Ashland County Jail owes \$0 for the services.	Ashland	Off	\$ 8,333.00	\$ -	\$	-	\$	8,333.00	\$	8,333.00	\$ -
722372	Drummond School District Up to 25 Drummond Area School District employees will receive a 4 hour CPR/AED/Basic First Aid Renewal(ASHI) course.	Off Campus	Off	\$ 823.00	\$ 193.60	\$	72.00	\$	288.00	\$	553.60	\$ 269.40
722374	Christian Community Homes Provide CBRF 1st aid and Choking class and Fire Safety class	Hudson	Off	\$ 1,758.00	\$ 415.80	\$	154.64	\$	498.00	\$	1,068.44	\$ 689.56

722367	St Croix County Jail	Hudson	Off	\$	8,333.00	\$	-	\$	-	\$	8,333.00	\$	8,333.00	\$	-
WITC is contracting with St. Croix County Jail for GED/ABE/Employability Skills Training. WITC will be covering the cost of the contract. St. Croix County Jail owes \$0 for the services.															
722370	Douglas County Jail	Superior	Off	\$	8,333.00	\$	-	\$	-	\$	8,333.00	\$	8,333.00	\$	-
WITC is contracting with Douglas County Jail for GED/ABE/Employability Skills Training. WITC will be covering the cost of the contract. Douglas County Jail owes \$0 for the services.															
722371	Polk County Jail	Balsam Lake	Off	\$	8,333.00	\$	-	\$	-	\$	8,333.00	\$	8,333.00	\$	-
WITC is contracting with Polk County Jail for GED/ABE/Employability Skills Training. WITC will be covering the cost of the contract. Polk County Jail owes \$0 for the services.															
722358	Ashland Industries, Inc	WITC Ashland	On	\$	1,020.00	\$	387.20	\$	169.13	\$	173.00	\$	729.33	\$	290.67
Up to 15 Ashland Industries employees will receive the full 8 hour AHSI-CPR/AED/Basic First Aid training over two 4 hour days.															
722373	Barron County Jail	Barron	Off	\$	8,333.00	\$	-	\$	-	\$	8,333.00	\$	8,333.00	\$	-
WITC is contracting with Barron County Jail for GED/ABE/Employability Skills Training. WITC will be covering the cost of the contract. Bayfield County Jail owes \$0 for the services.															
722363	Lakeview Dental Clininc	Rice Lake	Off	\$	592.00	\$	232.10	\$	86.32	\$	99.00	\$	417.42	\$	174.58
CPR for Healthcare recert															
722365	St Croix Gas	River Falls	Off	\$	424.00	\$	180.40	\$	67.09	\$	22.00	\$	269.49	\$	154.51
SCBA Refresher training for 7 employees.															
722221	McLane Company, Inc	New Richmond	Off	\$	2,000.00	\$	-	\$	-	\$	2,000.00	\$	2,000.00	\$	-
CDL exams from June 2021-December 2021. The contract is written for \$2,000 worth of exams. The contract will be adjusted in December with the actual amount of exams completed. McLane will not be billed until December 2021 unless requested to bill sooner.															
722360	DNR Worksite	WITC-Rice Lake Campus	On	\$	979.00	\$	567.60	\$	247.93	\$	71.00	\$	886.53	\$	92.47
Employees of the Wisconsin Department of Natural Resources will receive 4 hours of trailer safety training at WITC's Rice Lake Campus. 2-4 hour sessions will be offered; one session in the morning and one session in the afternoon. Up to 12 employees will attend each session.															
722361	Willow River State Park-Nature	Hudson	Off	\$	476.00	\$	193.60	\$	72.00	\$	141.00	\$	406.60	\$	69.40
ASHI CPR/AED/Basic First Aid Renewal for 10 people.															
722368	Bayfield County Jail	-	Off	\$	8,333.00	\$	-	\$	-	\$	8,333.00	\$	8,333.00	\$	-
WITC is contracting with Bayfield County Jail for GED/ABE/Employability Skills Training. WITC will be covering the cost of the contract. Bayfield County Jail owes \$0 for the services.															

Grand Totals (24 records)

*indicates an amended contract



 Board Secretary

8-16-21

 Date