

Northwood Technical College
Board Proceedings
June 19, 2023

The Northwood Technical College Board meeting was held on Monday, June 19, 2023 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

Board Secretary Brett Gerber called the meeting to order at 8:30 a.m. Board members Brett Gerber, Janelle Gruetzmacher, and Lori Laberee were present at the Northwood Tech Rice Lake Campus. In addition, Andy Albarado, Nicki O’Connell, Amber Richardson, Josh Robinson, and Joe Simonich joined the meeting via BlueJeans technology at. A quorum was established. *Chris Fitzgerald provided notice he would be absent.*

Northwood Tech employees Steve Decker, Amanda Gohde, Deanna Lapacinski, Sinai Mejia, Sara Nick, and John Will, were in attendance during the meeting at the Northwood Tech Rice Lake Campus. In addition, Susan Yohnk Lockwood and Jena Vogtman joined the meeting via BlueJeans technology.

OPEN MEETING STATEMENT

Deanna Lapacinski, Executive Assistant to the President and Board, read the following open-meeting statement: “The June 19, 2023 meeting of the Northwood Technical College Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting was sent to the press on June 16, 2023, in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting.”

APPROVAL OF AGENDA AND AUTHORIZATION OF ELECTRONIC SIGNATURES

Board Secretary Gerber reserved the right to modify the order of the agenda to accommodate persons making presentations, live or via technology, and requested approval to authorize the use of electronic signatures for all Board documents.

Janelle Gruetzmacher 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.

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 2023-2024 and a PowerPoint were provided for the Board’s information.

Ms. Sara Nick reviewed the proposed 2023-2024 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.

The Board Secretary Gerber made an announcement that the Budget hearing was closed at 8:33 a.m. The budget will be considered for approval under the “Other Items Requiring Board Action” section of the agenda.

Josh Robinson joined the meeting at 8:49 a.m.

EXECUTIVE SESSION

Board Secretary Gerber requested a motion for the Board to convene into Executive Session under the provisions of Wisconsin Statutes §19.85(1)(c)(e)(f)(g) and §118.22 to consider Bargaining Environment and Strategies, Performance Evaluations and Considering Approval of 2023-2024 Compensation of Non-Represented Employees, Considering Approval of Select Employees' Compensation Eligibility, President's Annual Performance Evaluation, and Considering Approval of the President's 2023-2024 Compensation and Contract.

Lori Laberee moved, seconded by Janelle Gruetzmacher, to convene into Executive Session in accordance with Wisconsin Statutes §19.85(1)(c)(e)(f)(g) and §118.22 for the purposes noted in the preceding paragraph. Board Secretary Gerber announced the motion. Upon a roll-call vote, all members present voted yes; motion carried (6-0).

Board Secretary Gerber called the executive session to order at 8:34 a.m. Board members Brett Gerber, Janelle Gruetzmacher, and Lori Laberee were present at the Northwood Tech Rice Lake Campus. In addition, Andy Albarado, Nicki O'Connell, Amber Richardson, Josh Robinson, and Joe Simonich joined the meeting via BlueJeans technology at. A quorum was established. *Chris Fitzgerald provided notice he would be absent.*

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

1. Approval of the May 15, 2023, Executive Meeting Minutes

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

Josh Robinson joined at 8:49 a.m.

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".

Lori Laberee moved, seconded by Nicole O'Connell, 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 (7-0) and the executive session adjourned at 9:21 a.m.

OPEN SESSION RECONVENED

MEETING MINUTES

1. Approval of the May 15, 2023, Regular Meeting Minutes

Lori Laberee moved, seconded by Janelle Gruetzmacher, to approve the regular meeting minutes as printed. Upon a unanimous yes vote of all members present, motion carried. The signed contract listings and resolutions 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 Secretary Gerber 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 Nicole O'Connell, to approve the Consent Agenda. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

1. Personnel:

- A. **New Hire:** Rena Arneberg, Counselor; New Richmond, Faculty, annual salary \$61,698, effective June 19, 2023.
- B. **New Hire:** Stephen Bant, Accounting/Business Management Instructor; Rice Lake, Faculty, annual salary \$63,300, effective July 1, 2023.
- C. **New Hire:** Kari Fore, Early Childhood Education Instructor; Rice Lake, Faculty, annual salary \$63,300, effective July 1, 2023.
- D. **New Hire:** Aaron Jarecki, Systems Technician; Ashland, Staff, \$23.45/hour, effective May 17, 2023. *Note: Mr. Jarecki was previously a User & Desktop Services Technician (Limited Term Employment) at the Ashland Campus.*
- E. **New Hire:** Derek Miller, Maintenance Custodian; Ashland, Staff, \$20.40/hour, effective June 19, 2023.
- F. **New Hire:** Anthony Rubis, Financial Aid Business Analyst; New Richmond, Staff, \$32.46/hour, effective June 5, 2023.
- G. **New Hire:** Meaghan Sorensen, Pathways Success Coordinator (Limited Term Employment); Rice Lake, Staff, annual salary \$44,441, effective July 1, 2023.
- H. **New Hire:** Spencer Taves, Service Deck Technician II; Ashland, Staff, \$22.79/hour, effective June 5, 2023.
- I. **Resignation:** Amy Altman, Associate Degree Nursing Instructor; Superior, effective June 30, 2023.
- J. **Resignation:** Jolene Colburn, Health Information Technology Instructor; New Richmond, effective June 30, 2023.
- K. **Resignation:** Stephen Northrop, Maintenance Custodian; Superior, effective June 9, 2023.

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 272742 through 273077, and electronic transfer payments totaling \$4,636,453.81 were approved.

5. Bids/Purchases

- A. **ERP Payroll Timekeeping Software - Collegewide:** The Board approved accepting the quote received for the ERP Payroll Timekeeping Software from TimeClock Plus, LLC (TCP) of San Angelo, Texas. The pricing was received as part of the original proposal submitted by Anthology, Inc. for the ERP RFP awarded June, 2022. The proposal includes licensing at \$37.80 per licenses for a 60-month term and an optional 24-month renewal to extend at the same pricing. Also included are implementation services expected to cost \$20,250. The total award for the 60-month contract including implementation is \$144,990.
- B. **Coordinate Measuring Machine – Rice Lake:** The Board approved the purchase of a coordinate measuring machine from Hexagon Manufacturing Intelligence, Inc purchase in Chicago, IL in the total amount of \$55,454. This purchase will be made under ITB23-44400-RL-CMM and will be used in the CNC program at the Rice Lake campus.
- C. **Reject Tray Former ITB – New Richmond:** The Board approved rejecting the bid received for the tray former under ITB 23-45700-NR-TRAYFORMER FOR THE Automated Packaging Program in New Richmond. The bid received was over budget.

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 2023-2024 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.

Joe Simonich moved, seconded by Lori Laberee, to approve the 2023-2024 Faculty Union Tentative Agreement (Local 395, AFT-Wisconsin, AFL-CIO) table adjustment of 1.55267% as well as longevity adjustments for eligible employees. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

B. Considering Approval of 2023-2024 Compensation for Non-Represented Employees
Board approval was requested for non-represented employees (Managers, Office & Technical Support, Custodians, and Vice Presidents) compensation.

Lori Laberee moved, seconded by Nicole O'Connell, to authorize providing a schedule increase of 1.55267% and as well as longevity adjustments for eligible employees. for all non-represented group employees in good standing as determined by administration and advancement based upon established wage tables. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

C. Considering Approval of Individual Employment Contract for President Will
Board approval was requested on a contract addendum for the President covering 2023-2024.

Janelle Gruetzmacher moved, seconded by Josh Robinson to approve an addendum to President Will's individual employment contract reflecting the average base pay increase for all college employees. Upon a roll-call vote, all members present voted yes; motion carried (7-0).

2. Second Reading of Board Governance Process Policy – Mission, Vision, and Values (II.B)
Time is reserved for the Board to review the Board Governance Process Policy (II.B.) - Mission, Visions, and Values. The College Advisory Council is currently reviewing the College's Mission, Vision, and Values and preparing recommendations and updates. A preliminary summary of the data collected was included for the Board's reference.

Lori Laberee moved, seconded by Amber Richardson, to approve the Mission, Vision, and values as written with the understanding that Administration will bring back revisions later in 2023 for Board approval. Upon a unanimous yes vote of all members present, motion carried.

3. Approval of Transition to Paid Time Off Leave Model

Administration requested approval to modify the current leave model to a paid time off system. The change would not affect the total paid leave for employees but would combine the four categories of leave into a single category. The updated employee handbook will reflect the necessary changes to administer paid time off.

Joe Simonich moved, seconded by Nicole O'Connell, to approve the transition to paid time off leave model as presented. Upon a unanimous yes vote of all members present, motion carried.

Andy Albarado joined at 9:30 a.m.

4. Approval of Resolution 23-08, 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.

Josh Robinson moved, seconded by Amber Richardson to approve the Resolution 23-08, Bank Depositories as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

5. Approval of 2022-2023 Operating Budget:

Ms. Nick reviewed the proposed 2023-2024 operating budget with the Board. A link to the 2023-2024 Budget book was provided.

A. **Approval of Resolution 23-09, Reservation of Fund Balance**

Resolution 23-09 was provided for the Board's review and approval.

Josh Robinson moved, seconded by Joe Simonich, to approve the Resolution 23-09, Reservation of Fund Balance as presented. Upon a roll-call vote, all members present voted yes; motion carried (8-0).

B. **Approval of Resolution 23-10, Approval and Adoption of the 2023-2024 Operating Budget Authorizing Expenditures and Appropriating Funds (Authorization of Annual Budget)**

Resolution 23-10 and a position summary were provided for the Board's review and approval.

Josh Robinson moved, seconded by Andy Albarado, to approve the Resolution 23-10, Approval and Adoption of the 2023-2024 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 (8-0).

CORRESPONDENCE AND INFORMATION

1. Meeting Information Sharing

Time was reserved for Board members to report on any meetings they attended; however, there were none.

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. **Review Monitoring Schedule for Next Fiscal Year (FY24) for Approval in July**

Time was reserved for the Board to review the Monitoring Schedule and make recommendations for FY24 changes/additions. Updates noted in red text were recommended by administration. Final approval of the schedule will be requested at the Board's annual organizational meeting in July.

C. **Board Feedback on Schedule**

The Board participated in a short survey to collect feedback on the proposed FY24 Board meeting schedule. President Will provided a survey summary and the Board had time to

engage in discussion.

4. President's Updates:

A. **Enrollment Update**

President Will reviewed the current enrollment report.

B. **Northwood Tech Graduate Update**

President Will provided an update on Northwood Tech graduate data.

C. **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.

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. 2023 Board Appointment Update

President Will noted that the WTCS Board officially approved the following Northwood Tech Board members on May 16, 2023:

1. Chris Fitzgerald, Elected Official member; Region 2 (Barron, Rusk, Sawyer Counties)
2. Lori Laberee, Additional member; Region 1 (Ashland, Bayfield, Douglas, and Iron Counties)
3. Joe Simonich, Additional member; Region 1 (Ashland, Bayfield, Douglas, and Iron Counties)

7. 2023 Distinguished Alumni Award Call for Nomination and Approval

The District Boards Association is looking for a nomination for an extraordinary graduate of a Wisconsin Technical College for the 2023 Distinguished Alumni Award. The award will be presented at the Fall Association meeting. Administration provided a nomination recommendation for the Board's consideration and approval. Northwood Tech's nomination is due by August 4, 2023.

Lori Laberee moved, seconded by Janelle Gruetzmacher, to approve the nomination recommendation for the 2023 Distinguished Alumni Award as presented. Upon a unanimous yes vote of all members present, motion carried.

8. Student Updates and News

Time was reserved for the following items:

A. **Northwood Tech cut ribbon at ceremony for new mobile welding lab**

May 10, 2023 – Barron News Shield

June 1, 2023 – The Times

On May 9, 2023, Northwood Technical College and the St. Croix Chippewa Indians of Wisconsin cut the ribbon at a ceremony to celebrate the new mobile welding lab. Attendees and speakers included Dr. John Will, president of Northwood Tech, Missy Hughes, secretary and CEO of the Wisconsin Economic Development Corporation (WEDC), Amy Pecachek, secretary-designee for the Department of Workforce Development (DWD), Bruce Songetay, cultural coordinator and first speaker/language advisor – St. Croix Tribe, Janine McNulty, higher education and community development research/recruiter – St. Croix Tribe, and Keith Burns, welding instructor. Students were on hand to show the attendees the welding lab, individual welding booths, and to help attendees weld a keepsake flower.

B. **Students excel at SkillsUSA competition**

May 10, 2023 – Barron News Shield

May 11, 2023 – Hudson Star Observer

Northwood Technical College's construction and cabinetmaking students competed at the SkillsUSA Wisconsin competition held at the Alliant Energy Center in Madison April 25-26. Eight students competed in Team Build, Cabinetmaking, and Construction categories this year where Northwood Tech took first in all three. However, Northwood Tech didn't just take first place in Construction, they swept the category with first, second, and third place on the podium. Six students will move onto Nationals in June 2023, which is the largest group to compete at the national level.

C. Northwood Tech celebrates Phi Theta Kappa induction

June 1, 2023 – The Chronotype

Northwood Tech celebrated its induction ceremony into Phi Theta Kappa with its charter of Beta Delta Omega. The inaugural ceremony took place on the Rice Lake campus with students from other campus locations taking part virtually. Family and friends gathered to celebrate the 155 students inducted into Beta Delta Omega.

D. More than 200 view Northwood Tech's 20th students project house

June 7, 2023 – The Country Today

Northwood Tech celebrated its 20th anniversary of the student house project with its annual Open House event on May 18, which had over 200 attendees. Students gave attendees a tour of the project home explaining the work and design while answering questions. There was also a live radio remote with the local WJMC station, which included segments with John Will, Aliesha Crowe, Scott Theilig, Mick Rosenow, Deb Kutrieb, Tim McRaith, and various students.

The next day, May 19, Scott Theilig was awarded Instructor of the Year from ABC of Wisconsin for work with the carpentry apprenticeship program.

INFORMATION REPORTS

1. Strategic Plan Progress Report

President Will provided a progress report on the 2021-2022 EVOLVE XXIII Strategic Plan and summarized the strategic priority re-evaluation process.

Janelle Gruetzmacher moved, seconded by Josh Robinson, to accept the Strategic Plan Progress Report as presented. 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 10, 2023**, beginning **8:30 a.m.**, at the Northwood Tech Rice Lake Campus. The Board meeting schedule was provided for the Board's information.

2. Review/Add Agenda Items

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

*Note: Board members may add additional items to next month's Board agenda by contacting the Chair before **Thursday, June 29, 2023**. This request does not obligate the Chair to include these items on the agenda. The Chair will notify administration of agenda items before the Board book is prepared.*

Janelle Gruetzmacher moved, seconded by Lori Laberee to adjourn the meeting at 10:09 a.m.

Respectfully submitted,



Board Secretary

dl

6/1/23
9:38 15 am

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

**Fiscal Year:
2023**

**State Designated Indirect Cost Factors:
Off Campus = 36.32 %
On Campus = 42.77%**

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 2022 (1 records)												
723307	Northern Clearing Inc	Off Campus	Off	\$ 22,094.00	\$ 419.65	\$	152.42	\$	2,139.00	\$	2,711.07	\$ 19,382.93
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.												
Approval Date: August 2022 (3 records)												
723372	Stan Hershey & Sons Trucking, LLC	Northwood Technical College, Rice Lake Campus	On	\$ 259.00	\$ -	\$	-	\$	199.00	\$	199.00	\$ 60.00
CDL Theory and Behind the Wheel for one employee. Once registration forms are received, students will be sent the link with instructions on how to get started with the classes within 48 hours. Employees must complete their permit and theory class before they can begin driving.												
723366	Northwoods LLC	Northwood Technical College, Rice Lake Campus	On	\$ 259.00	\$ -	\$	-	\$	199.00	\$	199.00	\$ 60.00
CDL Theory and Behind the Wheel for one employee. Once registration forms are received, students will be sent the link with instructions on how to get started with the classes within 48 hours. Employees must complete their permit and theory class before they can begin driving.												
723378	Branching Out Tree Service	Northwood Technical College, Rice Lake Campus	On	\$ 3,979.00	\$ 2,000.27	\$	855.52	\$	849.00	\$	3,704.79	\$ 274.21
CDL A Theory and Behind the Wheel for student. Once registration forms are received, students will be sent the link with instructions on how to get started with the classes within 48 hours. Employees must complete their permit and theory class before they can begin driving.												
Approval Date: September 2022 (1 records)												
723422	Unity High School	Balsam Lake Outreach Center and Unity High School	Off	\$ 22,301.00	\$ 1,161.60	\$	421.89	\$	5,129.00	\$	6,712.49	\$ 15,588.51
Truck Driving Technical Diploma for 8 students from Unity High School/Truck Driving Technical Diploma for 8 students from Unity High School												
Approval Date: October 2022 (3 records)												
723428	Republic Services	Northwood Technical College, Rice Lake Campus	On	\$ 3,676.00	\$ 2,192.08	\$	937.55	\$	400.00	\$	3,529.63	\$ 146.37
CDL B hands-on driver training for an employee of Republic Services. This contract shall include up to 40 hours of behind the wheel training. If less hours are required, the contract shall be adjusted to reflect actual number of hours required for training.												
723436	Republic Services	Northwood Technical College, Rice Lake Campus	On	\$ 1,738.00	\$ 1,123.44	\$	480.50	\$	75.00	\$	1,678.94	\$ 59.06
CDL B hands-on driver training for employee of Republic Services. 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 an actual number of hours needed for training.												
723431	Del-Zotto Products	Superior Campus Parking Lot	On	\$ 199.00	\$ -	\$	-	\$	-	\$	-	\$ 199.00
CDL A Online and Behind the Wheel for 1 employee. Once registration forms are received the student will be sent the link with instructions on how to get started with the theory course. Employee will need to have their permit and theory class completed before they can start driving. Contract is written for 45 hours of behind the wheel time. Contact will be adjusted on how many hours are actually used. Del Zotto will be supplying their own vehicle for training. Del Zotto will also be taking care of getting the drug screening. A one day truck rental is included for the last day of training before the exam.												
Approval Date: December 2022 (2 records)												
723450	Del-Zotto Products	Superior Campus Parking Lot	On	\$ 199.00	\$ -	\$	-	\$	-	\$	-	\$ 199.00

CDL A Online and Behind the Wheel for 1 employee. Once registration forms are received the student will be sent the link with instructions on how to get started with the theory course. Employee will need to have their permit and theory class completed before they can start driving. Contract is written for 45 hours of behind the wheel time. Contact will be adjusted on how many hours are actually used. Del Zotto will be supplying their own vehicle for training. Del Zotto will also be taking care of getting the drug screening. A one day truck rental is included for the last day of training before the exam.

723460	Tribal Labor Advisory Committee	Ashland	Off	\$	15,039.00	\$	5,971.90	\$	2,169.00	\$	4,471.00	\$	12,611.90	\$	2,427.10
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CDL Theory(40 hours) and Behind the Wheel(45 hours) for up to 4 individuals, The contract will be adjusted to reflect the correct amount of training hours once the training is complete. This contract shall include the following CDL Exam test fees: *This shall depend upon each employee's needs as they enter course.

Approval Date: January 2023 (1 records)

723488	DNR Worksite Up to 20 WI DNR employees will receive American Safety & Health Institute CPR, AED, and basic first aid full 8 hour instruction. Upon successful completion, participants will receive documentation.	Ashland Campus-Room 427	On	\$	912.00	\$	387.20	\$	165.61	\$	218.00	\$	770.81	\$	141.19
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Approval Date: February 2023 (4 records)

723511	Poskin Feed Store CDL A Theory for employee. Once registration forms are received, students will be sent the link with instructions on how to get started with the classes within 48 hours. Employees must complete their permit and theory class before they can begin driving.	Northwood Technical College, Rice Lake Campus	On	\$	259.00	\$	-	\$	-	\$	199.00	\$	199.00	\$	60.00
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723499	Asphalt Maintenance and Paving Inc. CDL Permit Prep (12 hours), CDL Theory(40 hours) and Behind the Wheel(45 hours) for 5 individuals.	New Richmond Campus-South Annex	On	\$	23,797.00	\$	9,405.00	\$	4,022.52	\$	4,953.00	\$	18,380.52	\$	5,416.48
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723504	American Structural Metals Inc OSHA 10 General Industry training for up to 11 employees.	American Structural Metals-Somerset	Off	\$	1,115.00	\$	580.80	\$	210.95	\$	119.00	\$	910.75	\$	204.25
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723508	Russ Davis Wholesale	Russ Davis Parking Lot Hammond	Off	\$	8,052.00	\$	3,594.80	\$	1,305.63	\$	1,171.00	\$	6,071.43	\$	1,980.57
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CDL Theory for 4 employees, CDL Permit Prep for 3 employees, and Behind the Wheel for 2 employees. Once registration forms are received students will be sent the link with instructions on how to get started with the classes. Employee will need to have their permit and theory class completed before they can start driving.

Approval Date: March 2023 (4 records)

723530	New Richmond High School Personal Care Worker Certification for 12 students.	Northwood Tech Room 1303	On	\$	2,392.00	\$	580.80	\$	248.41	\$	-	\$	829.21	\$	1,562.79
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723531	Jolma Utilities Up to 20 employees of Jolma Utilities will receive CPR, AED, and basic first aid renewal certification. Upon successful completion, participants will receive documentation. Training will be held at the Jolma Utilities facility.	Jolma Utilities Facility	Off	\$	805.00	\$	387.20	\$	140.63	\$	127.00	\$	654.83	\$	150.17
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723524	Northcentral Technical College Shielded Metal Arc Welding Technical Diploma and an additional 2-credit course for Oxy-Fuel and Arc Cutting for eight students with the mobile lab.	St Croix Tribe	Off	\$	34,688.00	\$	1,548.80	\$	562.52	\$	18,240.00	\$	20,351.32	\$	14,336.68
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723518	Todd Marek Construction INC. Behind the Wheel training for two employees. The contract will be adjusted on the actual amount of hours utilized for the training.	New Richmond Campus Parking Lot	Off	\$	5,749.00	\$	2,528.90	\$	918.50	\$	908.00	\$	4,355.40	\$	1,393.60
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Approval Date: April 2023 (4 records)

723534	Koval Trucking Up to 40 hours of CDL A behind-the-wheel training for employee. Each student will receive 1 CDL A test. Additional testing needs will be paid by the student. Students will also need complete pre-employment drug screening prior to attending behind-the-wheel training.	Northwood Technical College, Rice Lake Campus	On	\$	3,861.00	\$	1,598.85	\$	683.83	\$	650.00	\$	2,932.68	\$	928.32
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723538	Bayfield County Jail Up to 20 Bayfield County employees will receive BLS Basic Life Support recertification.	Bayfield County EOC	Off	\$	872.00	\$	387.20	\$	140.63	\$	148.00	\$	675.83	\$	196.17
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723539	Lac Courte Oreilles Ojibwe University Provide BLS Basic Life Support CPR	LCO	Off	\$	668.00	\$	387.20	\$	140.63	\$	22.00	\$	549.83	\$	118.17
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723533	Seneca Foods Corp	Cumberland	Off	\$	490.00	\$	242.00	\$	87.89	\$	69.00	\$	398.89	\$	91.11
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Adult CPR/AED & 1st aid

Approval Date: May 2023 (6 records)

723545	Tribal Labor Advisory Committee	Ashland Campus	Off	\$	1,472.00	\$	774.40	\$	281.26	\$	385.00	\$	1,440.66	\$	31.34
Permit Prep for Combination and Air Brakes. Classes are scheduled for May 13th and May 20th.															
723542	Lac Courte Oreilles Ojibwe University	Online	Off	\$	400.00	\$	373.23	\$	135.56	\$	-	\$	508.79	\$	(108.79)
Up to 15 students from Lac Courte Oreilles Ojibwa College will attend Flagger Training. Training to be offered on Teams.															
723543	Lac Courte Oreilles Ojibwe University	Online	Off	\$	3,187.00	\$	1,753.66	\$	636.93	\$	501.00	\$	2,891.59	\$	295.41
Up to 15 students from Lac Courte Oreilles Ojibwa College will attend 32 hours of CDL Test Prep training. Training to be offered in person through Teams. Dates of training: May 17,26,31, and June 6.															
723240	Superior-Lidgerwood-Mundy Corp	SLN Facility	Off	\$	1,830.00	\$	754.60	\$	274.07	\$	-	\$	1,028.67	\$	801.33
Technical Assist Contract-Projected at 12 hours. *Contract will be adjusted per hours actually needed at the end of the Fiscal Year, 5/31/31. A new contract for FY24 will be created if the 12 hours were not complete or if more hours are needed.															
723241	Graymont Lcc	Northwood Tech Superior Library	On	\$	162.00	\$	23.10	\$	9.88	\$	22.00	\$	54.98	\$	107.02
Mechanical Reasoning Assessment for 1 employee of Graymont. 1 one-hour session. May 10, 3:30 p.m. for Tim Oswskey(2nd assessment)															
723544	Ndt Solutions Inc	New Richmond Airport	Off	\$	516.00	\$	213.40	\$	77.51	\$	100.00	\$	390.91	\$	125.09
ASHI CPR and AED-Adult-only training for eight employees.															

Grand Totals (29 records)

*indicates an amended contract



 Board Secretary

6-19-2023

 Date

6/1/23
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
Approval Date: May 2023 (16 records)												
724313	Jennie O Turkey Store Co Provide Confined Space training for employees of Jennie-O Turkey Store. One initial training of 4 hours and 5 2-hour refresher training courses. Training is to be held at the Barron plant.	Jennie-O Turkey Store Barron Plant	Off	\$ 2,979.00	\$ 1,547.20	\$	592.09	\$	260.00	\$	2,399.29	\$ 579.71
724303	Turtle Lake High School Up to 8 students will receive 90 hours of Nursing Assistant training at Turtle Lake High School.	Turtle Lake High School	Off	\$ 3,672.00	\$ -	\$	-	\$	3,338.00	\$	3,338.00	\$ 334.00
724300	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	\$ 31.00	\$ -	\$	-	\$	-	\$	-	\$ 31.00
724312	LCO Head Start Provide ASHI Pediatric CPR/AED & 1st aid Renewal	LCO	Off	\$ 582.00	\$ 232.10	\$	86.04	\$	169.00	\$	487.14	\$ 94.86
724315	Bad River Head Start Inc Up to 6 Bad River Head Start employees will receive American Safety & Health Institute CPR, AED, and basic first aid full 8 hour instruction. Upon successful completion, participants will receive documentation.	Bad River Head Start Training Room	Off	\$ 727.00	\$ 387.20	\$	143.54	\$	69.00	\$	599.74	\$ 127.26
724309	Glenbrook Building Supply CDL Theory (40 hours) and Behind the Wheel(45 hours) for 1 individual.	New Richmond Campus	Off	\$ 4,682.00	\$ 2,178.00	\$	807.38	\$	924.00	\$	3,909.38	\$ 772.62
724311	Peter Christensen Health Center ACLS skills training for up to 3 employees of PCHC.	PCHC Facility	Off	\$ 720.00	\$ 376.20	\$	139.46	\$	-	\$	515.66	\$ 204.34
724305	Ashland School District Up to 10 Ashland School District employees will receive American Safety & Health Institute CPR, AED, and basic first aid full 8 hour instruction. Upon successful completion, participants will receive documentation.	Ashland Campus-Room 427	On	\$ 690.00	\$ 387.20	\$	168.78	\$	115.00	\$	670.98	\$ 19.02
724308	Schaffer Manufacturing Machine Tool Training, including G&M Code, Feeds and Speeds, and Troubleshooting for up to 10 employees.	New Richmond Campus	Off	\$ 6,815.00	\$ 3,049.04	\$	1,130.27	\$	500.00	\$	4,679.31	\$ 2,135.69
724310	DNR Worksite Employees of the Wisconsin Department of Natural Resources will receive 4 hours of trailer safety training at Crex Meadows facility in Grantsburg, 8AM-Noon on June 6, 2023. Up to 12 employees can attend this session.	Crex Meadows, Grantsburg	Off	\$ 549.00	\$ 250.80	\$	92.98	\$	69.00	\$	412.78	\$ 136.22
724302	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	\$ 7,457.00	\$ -	\$	-	\$	-	\$	-	\$ 7,457.00
724307	St Croix County Jail Northwood Tech will be offering 3 micro-credentials in Print Reading for Machine Tool. Each class can have up to 10 students in the class. The St. Croix County Jail is NOT responsible for covering the cost of the training	St. Croix County Jail-Virtual	Off	\$ 2,969.00	\$ 2,541.00	\$	941.95	\$	240.00	\$	3,722.95	\$ (753.95)
724304	Northwestern High School	Northwestern High School	Off	\$ 3,559.00	\$ 334.40	\$	123.96	\$	561.00	\$	1,019.36	\$ 2,539.64

Certified Nursing Assistan(CNA) 90 Hour Class The contract will be adjusted to reflect the correct amount of training hours once the training is complete.

724301	Turtle Lake High School	Turtle Lake High School	Off	\$	3,780.00	\$	-	\$	-	\$	3,322.00	\$	3,322.00	\$	458.00
Up to 8 students will receive 90 hours of Nursing Assistant training at Turtle Lake High School.															
724314	Jennie O Turkey Store Co	Jennie-O Turkey Store Barron Plant	Off	\$	1,930.00	\$	1,064.80	\$	394.72	\$	130.00	\$	1,589.52	\$	340.48
Up to 115 employees of Jennie-O Turkey Store will receive training in fall protection.															
724306	Bishop Fixture & Millwork Inc	Bishop Fixtures	Off	\$	879.00	\$	330.00	\$	122.33	\$	237.00	\$	689.33	\$	189.67
CPR/AED/Basic Frist Aid-ASHI for up to 10 employeesCPR/AED/Basic Frist Aid-ASHI for up to 10 employees															

Grand Totals (16 records)

*indicates an amended contract



 Board Secretary

6-19-2023

Date

RESOLUTION 23-08

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.

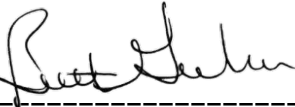
This is to certify that the foregoing is a true and correct copy of a resolution duly and legally adopted by the Northwood Technical College District at an official meeting held on June 19, 2023.

Adopted and approved this 19th day of June 2023.

Attest:



Chairperson



Secretary



Treasurer

RESOLUTION NO. 23-09

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 2023-2024 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 \$8,651,866 as of June 30, 2023. 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 \$3,406,862 as of June 30, 2023. 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 \$629,993 as of June 30, 2023. 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 \$419,995 as of June 30, 2023. 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, 2023. 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 \$2,643,321 as of June 30, 2023. 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 \$6,170,072 as of June 30, 2023. 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 \$8,146,138 as of June 30, 2023.

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 \$535,880 as of June 30, 2023. This designation is established for a term of one year.

Internal Service Fund

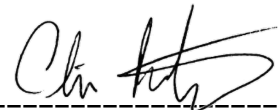
Reserve for self-funded insurance – a reserved segregation of a portion of fund balance to provide working capital for the district’s self-funded dental insurance is \$725,905 as of June 30, 2023. This reserve is established for the term of one year.

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 \$426,200 as of June 30, 2023. This designation is established for a term of one year.

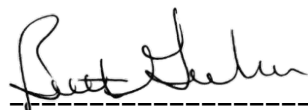
Reserve for student organizations – a reserved segregation of a portion of fund balance to provide working capital for the district student organization balances, which is \$651,281 as of June 30, 2023. This reserve is established for a term of one year.

Adopted and approved this 19th day of June 2023.



Chairperson of the Board

ATTEST:



Secretary of the Board

RESOLUTION 23-10
RESOLUTION APPROVING AND ADOPTING THE
2023-2024 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 Rice Lake Campus, Rice Lake, Wisconsin on Monday, June 19, 2023.

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 2023-24 budget in the total sum of \$87,625,635 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 2023-24 fiscal year, being July 1, 2023 to June 30, 2024.
2. That the sum of \$35,474,703 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 \$35,474,703 is hereby appropriated for such purpose.
3. That the sum of \$2,316,996 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 \$2,316,996 is hereby appropriated for such purpose.
4. That the sum of \$15,108,750 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 \$15,108,750 is hereby appropriated for such purpose.
5. That the sum of \$11,059,678 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 \$11,059,678 is hereby appropriated for such purpose.

6. That the sum of \$16,532,508 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 \$16,532,508 is hereby appropriated for such purpose.
7. That the sum of \$7,133,000 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 \$7,133,000 is hereby appropriated for such purpose.
8. That within the sum payment of \$16,532,508 appropriated for "Physical Plant Purposes" is a separate sum in the amount of \$8,502,084 to cover the principal and interest payments on several promissory note issues and that the sum of \$8,030,424 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 19TH day of June 2023.



Chairperson of the Board

ATTEST:



Secretary of the Board