

NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD
Minutes of the Regular Meeting
Tuesday, April 19, 2011

CALL TO ORDER

Chairman Martini called the meeting to order at 5:00 PM in the University Transfer Center Fireside Room on the campus of Nicolet College in Rhinelander, Wisconsin.

ROLL CALL

Board members present: Jeannine Bruguier, Amy Jacobs, Bob Martini, Betsy Reach (until 6:00 pm), Thomas Umlauf, Ron Zimmerman and Student Board of Trustees Representative Vicky Hunter.

Board members absent: Marcie Metropulos, Dick Peters

Also present: Elizabeth Burmaster, Rachelle Ashley, Sandy Bishop, Anne Bonack, Ethan Cummings, Rick Foral, Dan Groleau, Jim Honig, Sandy Kinney, Chuck Komp, Beth Kost, Lynn Larsen, Steve Laskowski, Dianne Lazear, Pete Lovance, Hailey Lundborg, Roxanne Lutgen, Lenore Mangles, Rose Prunty, Phil Schmidt, Ron Skallerud, Kenneth Urban, John Van De Loo, Carol Ann Wirth, and Laura Wind-Norton.

Notice of the meeting was posted and provided to the media.

Sandy Kinney, Executive Director of Communications and College and Community Initiatives introduced Nicolet student Hailey Lundborg. Lundborg will receive an Associate of Arts in our Liberal Arts program and a Digital Media Arts Certificate from Nicolet this spring and has previously earned an Associate of Arts Degree in Graphic Design. Lundborg is one of three finalists chosen from more than 50 entries from the Wisconsin Technical College System Futuremakers Video Competition. Lundborg's video can be viewed at <http://www.wearefuturemakers.com/videocompetition/entry/id/179>. The winner will be announced at the District Boards Association meeting April 29th in LaCrosse.

APPROVAL OF AGENDA

JACOBS MADE A MOTION, SECONDED BY UMLAUF TO APPROVE THE AGENDA. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

ROUTINE ITEMS

1. **Public Input**
None.

CONSENT AGENDA

2. **Action on Minutes of the Regular Meeting – 3/15/11**
3. **Ratification of High School Equivalency Diploma Contracts**

4. **Status of College Accounts, Recap of Expenses, Operational Cost, Action on Bills Payable**
5. **Ratification of Business, Industry, and Government Contracts**

JACOBS MADE A MOTION, SECONDED BY UMLAUF, THAT THE NICOLET COLLEGE BOARD APPROVE THE CONSENT AGENDA, ITEMS 2, 3, 4, and 5. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

REGULAR AGENDA

6. **Approval of Auditing Services.** John Van De Loo, Director of Accounting and Business Services, presented a summary of the results of the auditing services Request for Proposal (RFP) which is performed every five years. Four firms submitted proposals. Based on committee evaluation of the proposals, Van De Loo recommended continuing with the audit firm of Wipfli, LLP.

JACOBS MADE A MOTION, SECONDED BY BRUGUIER, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES AUTHORIZE THE ADMINISTRATION TO CONTRACT FOR AUDITING SERVICES WITH THE FIRM OF WIPFLI, LLP, FOR FISCAL YEARS 2011, 2012, 2013, 2014 AND 2015. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

7. **Resolution Awarding the Sale of \$3,000,000 General Obligation Promissory Notes, Series 2011A.** Carol Ann Wirth of Wisconsin Public Finance Professionals explained this is a routine follow-up item related to the borrowing for the Northwoods Center construction and remodeling projects, which were authorized at the February 15th, 2011 Board meeting. Wirth commented the interest rates are very low right now and we are fortunate to be locked in at 3.03% average interest rate for 10 years.

JACOBS MADE A MOTION, SECONDED BY BRUGUIER, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES AWARD THE SALE OF \$3,000,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2011A. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

8. **Modification of 2010-2011 Budget.** John Van De Loo, Director of Accounting and Business Services, explained the budget modification incorporates \$3,000,000 to be received from borrowed funds for the Northwoods Center project. The modification also shows the projected expenditures on the project during the current fiscal year.

ZIMMERMAN MADE A MOTION, SECONDED BY UMLAUF, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES ACT TO APPROVE THE BUDGET MODIFICATION TO REFLECT ADJUSTMENTS TO THE

BUDGETED REVENUES AND EXPENDITURES RELATED TO THE NORTHWOODS CENTER CONSTRUCTION AND REMODELING PROJECTS. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

9. **Resolution Authorizing the Issuance of Not to Exceed \$1,500,000 General Obligation Promissory Notes, Series 2011B; and Setting the Sale Therefor (Building Remodeling and Improvement).**

JACOBS MADE A MOTION, SECONDED BY BRUGUIER, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES ACT TO AUTHORIZE THE ISSUANCE OF NOT TO EXCEED \$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2011B; AND SET THE SALE THEREFOR (BUILDING REMODELING AND IMPROVEMENT). MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

10. **Community Education Fees.** Sandy Kinney, Executive Director of Communications and College and Community Initiatives, explained the history of non-credit courses offered, referred to as Aid Code 60 courses. Aid Code 60 courses are educational course offerings for self improvement, health, and leisure. The fees for these courses are regulated by the Board of Trustees. An increase in the hourly rate for Aid Code 60 program fees, an adjustment of the senior program fees from 50% to 60% and a continued practice of assessing additional fees for high-cost courses were recommended to keep courses in line with rising costs and move toward minimizing subsidies.

JACOBS MADE A MOTION, SECONDED BY BRUGUIER, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES ACT TO:

- ADJUST THE BASE HOURLY RATE FOR AID CODE 60 (NON-CREDIT AVOCATIONAL) PROGRAM FEES FROM \$110 PER CREDIT TO \$113.60 PER CREDIT.
- ADJUST SENIOR BASE PROGRAM FEES FOR AID CODE 60 CLASSES FROM 50% TO 60% OF THE BASE HOURLY RATE FOR AID CODE 60 PROGRAM FEES.
- CONTINUE THE PRACTICE ESTABLISHED IN MAY, 2003 OF ASSESSING ADDITIONAL FEES FOR HIGH-COST COURSES.

MOTION CARRIED ON A MAJORITY VOTE.

11. **Approval of Advanced Technical Certificate for Criminal Justice.** Vice President Kenneth Urban presented an overview of the Advanced Technical Certificate (ATC) for Criminal Justice, which would allow Nicolet Criminal Justice-Law Enforcement graduates to meet Wisconsin's Department of Justice certification requirements for peace officers without having to engage in duplicative training. The nine-credit ATC delivers the competencies necessary for DOJ certification that aren't taught in Nicolet's associate degree program.

BRUGUIER MADE A MOTION, SECONDED BY JACOBS, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE THE SUBMISSION OF THE ADVANCED TECHNICAL CERTIFICATE FOR THE CRIMINAL JUSTICE PROGRAM TO THE WISCONSIN TECHNICAL COLLEGE SYSTEM OFFICE (WTCS) FOR CONSIDERATION. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

12. Other Informational Items of the President/Board Members

- Vicky Hunter, Nicolet College Board Student Representative, reported the Nicolet College Business Professionals of America held a fundraiser for Special Olympics. A total of \$1,261 was raised, all of which goes to benefit participants in the newly formed Special Olympics in the Rhinelander area.
 - Ron Skallerud, noted that board members received in their packet the list of S.38.14(3) contracts delivered at less than full cost recovery. Year-to-date Nicolet is above full cost recovery on total contracts.
 - Graduation Dates: Saturday, May 21st at 1:00 p.m. and 3:30 p.m. Board members Jacobs, Martini, and Zimmerman will attend both ceremonies.
 - HSED Graduation Date: Sunday, May 22nd at 11:00 a.m. Board members Jacobs and Zimmerman will attend the ceremony. President Burmaster also invited Board members to attend the Student Awards Ceremony on May 9th at 5:30 p.m. in the Nicolet Theatre.
 - Sandy Bishop, Director of Workforce Training and Economic Development, gave an overview of the career initiatives and business partnership activities that have been accomplished for the students, community, and employers of the Nicolet District. The annual Job Fair held April 5th at Nicolet helped to connect graduating students with 26 employers representing several different industries.
 - Rachelle Ashley, Director of Multicultural Services, explained that she incorporates the career initiatives and business partnership activities into the Nicolet District tribal communities. Ashley noted that the tribal communities are large employers, in many occupational areas within the Nicolet District.
 - Sandy Kinney, Executive Director of Communications and College and Community Initiatives, noted Nicolet College received three National Council for Marketing & Public Relations Paragon Awards out of 2,000 nationwide entries from two-year colleges:
 - Gold – High School View Book
 - Gold – Brochure
 - Bronze – Wild Card Category
- Kinney thanked Nicolet staff members Jamie Pomasl and Sondra Llanos for their hard work and dedication on these projects.

STATEMENT OF UNDERSTANDING

PUBLIC INPUT

There was no public input.

CLOSED SESSION

13. Closed Session

BRUGUIER MADE A MOTION, SECONDED BY ZIMMERMAN, THAT IN ACCORDANCE WITH WISCONSIN STATUTE 19.85(1) (c) THE BOARD WILL MEET IN EXECUTIVE SESSION TO SELECT THE RECIPIENT(S) OF THE BOARD AWARD. ROLL CALL VOTE: BRUGUIER – AYE, JACOBS – AYE, MARTINI – AYE, UMLAUF – AYE, ZIMMERMAN – AYE. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

OPEN SESSION

14. Open Session

JACOBS MADE A MOTION, SECONDED BY UMLAUF, THAT THE NICOLET COLLEGE BOARD RECONVENE INTO OPEN SESSION IN ACCORDANCE WITH WIS. STATS. SECTION 19.85(2). ROLL CALL VOTE: BRUGUIER – AYE, JACOBS – AYE, MARTINI – AYE, UMLAUF – AYE, ZIMMERMAN – AYE. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

15. Report of Closed Session

Chairman Martini reported that Bethyn Baldauf, Jeff Labs, Lisa Landphier, Joyce Leavitt, and John Van De Loo were each selected to receive the Nicolet Board Award.

ADJOURNMENT

BRUGUIER MADE A MOTION, SECONDED BY UMLAUF, TO ADJOURN THE MEETING. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

Elizabeth Reach, Secretary

Recorded: Anne Bonack