

## AGENDA

### NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD

Tuesday, January 12, 2010

5 PM

Forest County Potawatomi Executive Building  
Auditorium  
5415 Everybody's Road  
Crandon WI

**Mission:** *"In service to the people of Northern Wisconsin, we deliver superior community college education that transforms lives and enriches communities."*

**Vision:** *"To be a model college recognized for educational excellence and valued as a vital resource by the people of Northern Wisconsin."*

CALL TO ORDER  
ROLL CALL  
APPROVAL OF AGENDA

#### ROUTINE ITEMS

1. Public Input

#### CONSENT AGENDA

- \*2. Action on Minutes of the Regular Meeting - 11/16/09
- \*3. Ratification of Business, Industry, and Government Contracts
- \*4. Ratification of High School Equivalency Diploma Contracts
- \*5. Status of College Accounts, Recap of Expenses, Operational Cost, Action on Bills Payable

#### REGULAR AGENDA

6. Modification of 2008-2009 Budget. The board may act to approve a budget modification to reflect adjustments to the actual revenues and expenditures per the audited financial statements.
- \*7. Student Complaint and Grievance Policy/Procedure. The board may act to approve this policy.

**\*All items marked with an asterisk are supplemented by additional material in the Board packet.**

8. Other Informational Items.

\*S.38.14(3) Contracts at Less Than Full Cost Recovery

College Credit in High School

Continuous Improvement Review – President Burmaster each month will review college operations as a part of our systemic continuous improvement efforts.

Information Technology (IT)

Childcare Center

STATEMENT OF UNDERSTANDING

PUBLIC INPUT

CLOSED SESSION

- \*9. Closed Session. In accordance with Wisconsin Statute 19.85 (1)(b) the board will meet in executive session to discuss a personnel matter and Wisconsin Statute 19.85 (1)(c) to discuss the upcoming collective bargaining and budget implications.

OPEN SESSION

10. Report of Closed Session and Possible Action(s) on Items Discussed in Executive Session

ADJOURNMENT

**\*All items marked with an asterisk are supplemented by additional material in the Board packet.**

**NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes of the Regular Meeting**  
**Tuesday, January 12, 2010**

Prior to calling the meeting to order board members were provided an update and viewed slides of Fall 2009 Semester student events. The update was put together by Kelly Anunson, Student Life Coordinator, and Student Board Representatives, Heidi Huttunen and Katie Kuderski.

**CALL TO ORDER**

Chairman Carlson called the meeting to order at 5:10 PM in the auditorium of the Forest County Potawatomi Executive Building in Crandon, Wisconsin.

**ROLL CALL**

Board members present: Gene Carlson, Bob Martini, Marcie Metropulos, Ron Zimmerman, Elizabeth Reach, Amy Jacobs, and Richard Peters.

Student representatives: Heidi Huttunen and Katie Kuderski.

Board members absent: Betty Graveen and Kathleen Marshall.

Staff present: Elizabeth Burmaster, Jim Brown, Dan Groleau, Paul Johnson, Sandy Kinney, Susan Kordula, Ron Skallerud, and Maggie Szostak.

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

There was no meeting in December 2009.

**APPROVAL OF AGENDA**

A MOTION WAS MADE BY PETERS, SECONDED BY REACH, TO APPROVE THE AGENDA. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

**ROUTINE ITEMS**

1. **Public Input**  
There was no public input.

**CONSENT AGENDA**

2. **Action on Minutes of the Regular Meeting – 11/16/09**
3. **Ratification of Business, Industry, and Government Contracts**
4. **Ratification of High School Equivalency Diploma Contracts**
5. **Status of College Accounts, Recap of Expenses, Operational Cost, Action on Bills Payable**

REACH MADE A MOTION, SECONDED BY PETERS, THAT THE NICOLET COLLEGE BOARD APPROVE THE CONSENT AGENDA, ITEMS 2, 3, 4, AND 5 AS FOLLOWS:

2. Approval of Minutes of the Regular Meeting – 11/16/09
3. Ratification of Business, Industry, and Government Contracts
4. Ratification of High School Equivalency Diploma Contracts
5. Approval of Bills Payable

MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

## **REGULAR AGENDA**

### **6. Modification of 2008-2009 Budget**

Vice President Jim Brown referred board members to pg. 55, Summary of Auditor's Results, of the audit report for fiscal years 2008 and 2009. He noted it was a clean report with no exceptions.

Vice President Brown stated that the modification of the 2008-2009 budget is a routine annual item. Budgeted revenues and expenditures are changed to reflect actual revenues and expenditures. Vice President Brown noted:

- We experienced higher than anticipated student enrollment which resulted in increased revenue.
- There were some unanticipated retirements and resignations which were not immediately filled.
- Utility costs were less than anticipated.

JACOBS MADE A MOTION, SECONDED BY REACH, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE MODIFICATION OF THE 2008-2009 BUDGET TO REFLECT A CHANGE FROM REVENUES AND EXPENDITURES BUDGETED TO ACTUAL REVENUES AND EXPENDITURES EXPERIENCED IN ACCORDANCE WITH THE WISCONSIN STATE REQUIREMENTS. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

### **7. Student Complaints and Grievances Policy/Procedure**

President Burmaster provided an overview of the proposed Student Complaints and Grievances Policy, #108, as well as the Complaint and Grievance Procedure and Grievance Form. The following points were noted:

- This policy is for complaints and grievances unrelated to discrimination.
- The policy is intended to provide timely decisions and to keep all parties informed.
- The final decision is made by the grievance committee.

Board members were asked to consider an addendum to the Complaint and Grievance Procedure which would allow for board review if the student believed there was misinterpretation or misapplication of the policy or procedure. After some discussion, it was the consensus of the board to include the addendum as presented.

MARTINI MADE A MOTION, SECONDED BY REACH, TO ADOPT THE FOLLOWING ADMINISTRATIVE POLICY, WITH INCLUSION OF THE ADDENDUM AS WRITTEN, EFFECTIVE JANUARY 12, 2010:

#108 Student Complaints and Grievances  
MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

**8. Other Informational Items of the President and Board Members**

**S.38.14(3) Contracts at Less than Full Cost Recovery**

Vice President Brown reviewed and explained the circumstances for two contracts for which Nicolet received less than full recovery cost.

**College Credit in High School**

Director of Admissions Susan Kordula provided an update on the Nicolet transcribed credit pilot program during the Fall 2009 semester and currently offered in the Spring 2010 semester. Rhinelander High School and Elcho High School are participating. There were 145 students enrolled in fall 2009. Students are currently in the process of enrolling for spring 2010. The pilot program started with basic classes requested by the high schools. Director Kordula noted that we have offered advanced standing classes for many years and explained the concepts of both advanced standing and transcribed credit. Director Kordula said other high schools in our district are expressing interest in additional classes. We will continue to explore their needs. She provided a handout of courses in progress for Fall 2010-Spring 2011. A brief question and answer session followed.

**Continuous Improvement Review – Information Technology (IT)**

Director Johnson updated the board on IT initiatives for 2010-2011 with a review of the following short term projects:

- Virus Protection
- Enterprise Backup
- Microsoft Active Directory
- Physical Inventory
- Software Licensing
- Hardware Operational Costs
- Telco & Internet Operational Costs
- Technology Automation Tools
- Enterprise Storage
- Network Performance & Upgrades
- Print Management
- Help Desk
- Building 2010-2011 Budget

Following the presentation there were questions from the board. Board Member Peters asked that there be an IT update each month on the board meeting agenda.

**Continuous Improvement Review – Childcare Center**

President Burmaster presented a Nicolet Childcare Center Income Statement for the board's review. She then presented a proposal to develop an Early Childhood Developmental Lab which would serve the Early Childhood Associate Degree program.

Board Member Reach commented on the importance of developing partnerships with other childcare providers as we move forward with the new Nicolet model.

### **STATEMENT OF UNDERSTANDING**

- Information Technology Update will be a recurring board meeting agenda item starting next month.
- President Burmaster will continue to provide systemic continuous improvement review at each regular monthly board meeting.

### **PUBLIC INPUT**

There was no public input.

### **CLOSED SESSION**

#### **9. Closed Session**

PETERS MADE A MOTION, SECONDED BY REACH, THAT IN ACCORDANCE WITH WISCONSIN STATUTE 19.85(1) (b) THE BOARD MEET IN EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER AND WISCONSIN STATUTE 19.85 (1) (c) TO DISCUSS THE UPCOMING COLLECTIVE BARGAINING AND BUDGET IMPLICATIONS. ROLL CALL VOTE: CARLSON – AYE, JACOBS – AYE, PETERS – AYE, MARTINI – AYE, METROPULOS – AYE, REACH – AYE, ZIMMERMAN – AYE. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

### **OPEN SESSION**

#### **Reconvene Open Session**

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

#### **10. Report of Closed Session**

Chairman Carlson reported that discussion was held on a personnel matter as well as collective bargaining and budget implications. No action was taken.

### **ADJOURNMENT**

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

Kathleen Marshall, Secretary

Recorded: Maggie Szostak

## AGENDA

### NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD

Tuesday, February 16, 2010

Nicolet College

Rhineland, Wisconsin

5 PM

Board Meeting

University Transfer Center Fireside Room

**Mission:** *"In service to the people of Northern Wisconsin, we deliver superior community college education that transforms lives and enriches communities."*

**Vision:** *"To be a model college recognized for educational excellence and valued as a vital resource by the people of Northern Wisconsin."*

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

ROUTINE ITEMS

1. Public Input

CONSENT AGENDA

- \*2. Action on Minutes of the Regular Meeting - 1/12/10
- \*3. Ratification of Business, Industry, and Government Contracts
- \*4. Ratification of High School Equivalency Diploma Contracts
- \*5. Status of College Accounts, Recap of Expenses, Operational Cost, Action on Bills Payable

REGULAR AGENDA

- \*6. Resolution Authorizing the Issuance of Not to Exceed \$1,500,000 General Obligation Promissory Notes; and Setting the Sale Therefor. This \$1,500,000 borrowing is for the Art Tech Center addition and remodeling, previously approved by the board. The board needs to take this routine additional step to authorize the borrowing.
- \*7. Information Technology (IT) Structure. Request for management positions and possible action. The board may act to approve these positions.

**\*All items marked with an asterisk are supplemented by additional material in the Board packet.**

- \*8. Policy Approvals. The board may act to approve the following policies:
- 001 Affirmative Action
  - 002 Assistance for Employees with Disabilities
  - 011 Discrimination Complaint Resolution
  - 101 Accessing Accommodations for Students with Disabilities
  - 103 Admissions
9. Other Informational Items.
- Enrollment Update
  - Continuous Improvement Review – President Burmaster each month will review college operations as a part of our systemic continuous improvement efforts.
  - Home Technology Integration Certificate

STATEMENT OF UNDERSTANDING  
PUBLIC INPUT

CLOSED SESSION

- \*10. Closed Session. In accordance with Wisconsin Statute 19.85 (1)(c) the board will meet in executive session to discuss the upcoming collective bargaining and budget implications and Wisconsin Statute 118.22 (2) and (3) to discuss a teacher contract renewal.

OPEN SESSION

11. Report of Closed Session and Possible Action(s) on Items Discussed in Executive Session

ADJOURNMENT

**\*All items marked with an asterisk are supplemented by additional material in the Board packet.**

**NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes of the Regular Meeting**  
**Tuesday, February 16, 2010**

**CALL TO ORDER**

Vice Chairman Martini called the meeting to order at 5 PM in the University Transfer Center Fireside Room on the Lake Julia Campus of Nicolet College in Rhinelander, Wisconsin.

**ROLL CALL**

Board members present: Amy Jacobs, Kathleen Marshall, Bob Martini, Marcie Metropulos, Richard Peters, Elizabeth Reach, and Ron Zimmerman,.

Board members absent: Eugene Carlson and Betty Graveen.

Student representative present: Katie Kuderski.

Staff present: Elizabeth Burmaster, Jim Brown, Dan Groleau, Kyle Gruening, Paul Johnson, Sandy Kinney, Lynn Larsen, Lenore Mangles, Dick Scuglik, Ron Skallerud, Maggie Szostak, and John Van De Loo.

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

**APPROVAL OF AGENDA**

There were no changes to the agenda.

**ROUTINE ITEMS**

**1. Public Input**

There was no public input.

**CONSENT AGENDA**

- 2. Action on Minutes of the Regular Meeting – 1/12/10**
- 3. Ratification of Business, Industry, and Government Contracts**
- 4. Ratification of High School Equivalency Diploma Contracts**
- 5. Status of College Accounts, Recap of Expenses, Operational Cost, Action on Bills Payable**

JACOBS MADE A MOTION, SECONDED BY PETERS, THAT THE NICOLET COLLEGE BOARD APPROVE THE CONSENT AGENDA, ITEMS 2, 3, 4, AND 5 AS FOLLOWS:

2. Approval of Minutes of the Regular Meeting – 1/12/10
3. Ratification of Business, Industry, and Government Contracts
4. Ratification of High School Equivalency Diploma Contracts
5. Approval of Bills Payable

MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

## **REGULAR AGENDA**

### **6. Resolution Authorizing the Issuance of Not to Exceed \$1,500,000 General Obligation Promissory Notes; and Setting the Sale Therefor.**

Business Office Accountant Van De Loo explained this item is for the Art-Tech Center remodeling project scheduled for this summer. The board approved the project at its November 16, 2009 meeting. Bids for the project will be opened in mid-April. A budget modification will be presented at the April board meeting to reflect the Art-Tech construction project.

JACOBS MADE A MOTION, SECONDED BY MARSHALL, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE THE RESOLUTION AUTHORIZING THE BORROWING OF NOT TO EXCEED \$1,500,000; AND PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION PROMISSORY NOTES THEREFOR. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

### **7. Information Technology (IT) Structure**

IT Director Johnson reviewed the information he presented at the January 2010 board meeting on the current maturity level of Nicolet's Information Technology structure relative to the technology pyramid. He briefly reviewed the list of short term projects. Director Johnson proceeded to talk about the current organizational structure of the IT Department and presented a request and rationale for two new management positions in the 2010-2011 budget. He explained that the new structure will consolidate many different technologies under one umbrella to eliminate the silo effect which now exists. Board questions followed. President Burmaster explained the need for standardization in the IT area and noted this was a major goal of reorganization. Other goals are to maximize the knowledge of the skilled technicians we currently have and to provide accountability and leadership. President Burmaster said we want to begin the posting and recruitment now for these positions, but the positions will not become official until the 2010-2011 budget is passed. Board members continued with questions.

PETERS MADE A MOTION, SECONDED BY JACOBS, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE THE HIRING OF THE FOLLOWING ADMINISTRATIVE POSITIONS WITHIN THE INFORMATION TECHNOLOGIES DEPARTMENT, EFFECTIVE FEBRUARY 16, 2010:

- MANAGER OF INFORMATION TECHNOLOGIES OPERATIONS DIVISION
- MANAGER OF EDUCATIONAL DELIVERY

Board Member Reach asked about other potential positions in the 2010-2011 budget. President Burmaster noted that there will be some re-allocation of resources within the budget. The question on the vote was called.

MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

## **8. Policy Approvals**

Human Resource Director Dan Groleau explained the following existing Nicolet College policies relating to affirmative action and discrimination law were reviewed and revised for added clarity and are presented for board approval.

MARSHALL MADE A MOTION, SECONDED BY JACOBS, THAT THE NICOLET BOARD OF TRUSTEES ADOPT THE FOLLOWING ADMINISTRATIVE POLICIES, EFFECTIVE FEBRUARY 16, 2010:

- 001 Affirmative Action
- 002 Assistance for Employees with Disabilities
- 011 Discrimination Complaint Resolution
- 101 Accessing Accommodations for Students with Disabilities
- 103 Admissions

MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

## **9. Other Information Items**

### **Enrollment Update**

Vice President Jim Brown reported the following:

- Fall Semester 2009 FTE enrollment was up about 12%.
- At this time Spring Semester 2010 FTE enrollment is up about 10%. Vice President Brown explained that Academic Success numbers continue to build throughout the semester. He estimated that overall enrollment will be up well over 10%. He noted areas with increased enrollment.

Board members asked if there were areas showing a decline. Vice President Brown explained that any declines were slight with a difference of 1 FTE or less.

### **Board Award**

President Burmaster shared Board Award nomination information with the board and said the call for nominations has gone out to staff. The deadline for nominations is March 15<sup>th</sup>.

### **Continuous Improvement Review – Home Technology Integration Certificate**

Information Technology Instructor Dick Scuglik presented an overview of the IT-Home Technology Integration Certificate. Nicolet began offering this certificate in August 2009. The IT-Home Technology Integration Certificate is a ten-credit, multi-discipline, local certificate with courses in Electricity, Carpentry, HVAC, Computer Networking, and Home Control Systems. The certificate is offered in partnership with Control 4, a leader in home control products. IT Instructor Scuglik showed how every electrical and electronic device in a home can be managed and controlled and how this affects the environment and utility bills.

### **STATEMENT OF UNDERSTANDING**

- The next board meeting is Monday, March 22<sup>nd</sup> beginning at 5 p.m.

## **PUBLIC INPUT**

There was no public input.

## **CLOSED SESSION**

### **9. Closed Session**

JACOBS MADE A MOTION, SECONDED BY REACH, THAT IN ACCORDANCE WITH WISCONSIN STATUTE 19.85(1) (b) THE BOARD MEET IN EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER AND WISCONSIN STATUTE 19.85 (1) (c) TO DISCUSS THE UPCOMING COLLECTIVE BARGAINING AND BUDGET IMPLICATIONS. ROLL CALL VOTE: JACOBS – AYE, MARSHALL – AYE, MARTINI – AYE, METROPULOS – AYE, PETERS – AYE, REACH – AYE, ZIMMERMAN – AYE. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

## **OPEN SESSION**

### **Reconvene Open Session**

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

### **10. Report of Closed Session**

Vice Chairman Martini reported the board discussed a personnel matter and the upcoming collective bargaining and budget implications. No action was taken.

## **ADJOURNMENT**

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

Kathleen Marshall, Secretary

Recorded: Maggie Szostak

## AGENDA

### NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD

Monday, March 22, 2010

Nicolet College

Rhineland, Wisconsin

5 PM

Board Meeting

University Transfer Center Fireside Room

**Mission:** *"In service to the people of Northern Wisconsin, we deliver superior community college education that transforms lives and enriches communities."*

**Vision:** *"To be a model college recognized for educational excellence and valued as a vital resource by the people of Northern Wisconsin."*

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

ROUTINE ITEMS

1. Public Input

CONSENT AGENDA

- \*2. Action on Minutes of the Regular Meeting - 2/16/10
- \*3. Ratification of Business, Industry, and Government Contracts
- \*4. Ratification of High School Equivalency Diploma Contracts
- \*5. Status of College Accounts, Recap of Expenses, Operational Cost, Action on Bills Payable

REGULAR AGENDA

6. 2010-2011 Budget. President Burmaster and Vice President Brown will provide an update and will invite board discussion on possible budget scenarios.
- \*7. 38.14 Contracts. Vice President Brown will report. The board may act to approve an adjustment in rates for 38.14 contracts.

**\*All items marked with an asterisk are supplemented by additional material in the Board packet.**

- \*8. Modification of Aid Code 60 Fees. Vice President Brown will report on the annual fee review and on the recommendation for a modification. The board may act to approve the modification.
9. Other Informational Items.
- \*S.38.14(3) Contracts at Less than Full Cost Recovery
  - District Boards Association 2010-2011 Association Budget
  - Continuous Improvement Review – President Burmaster each month will review college operations as a part of our systemic continuous improvement efforts.  
Criminal Justice Instructor, Phil Schmidt, will report on the Criminal Justice program and upcoming academy.

STATEMENT OF UNDERSTANDING  
PUBLIC INPUT

CLOSED SESSION

- \*10. Closed Session. 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 and for an update on collective bargaining.

OPEN SESSION

- \*11. Reconvene Open Session. Pursuant to Wis. Stats. Section 19.85(2), the Board will reconvene into open session and may take action on any business related to the closed session.
12. Report of Closed Session.

ADJOURNMENT

**\*All items marked with an asterisk are supplemented by additional material in the Board packet.**

**NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes of the Regular Meeting**  
**Monday, March 22, 2010**

**CALL TO ORDER**

Chairman Carlson called the meeting to order at 5 PM in the University Transfer Center Fireside Room on the Lake Julia Campus of Nicolet College in Rhinelander, Wisconsin.

**ROLL CALL**

Board members present: Eugene Carlson, Amy Jacobs, Kathleen Marshall, Bob Martini, Marcie Metropulos, Richard Peters, Elizabeth Reach, and Ron Zimmerman.

Board members absent: Betty Graveen

Staff present: Elizabeth Burmaster, Jim Brown, Sandy Kinney, Lynn Larsen, Phil Schmidt, Maggie Szostak, and John Van De Loo.

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

**APPROVAL OF AGENDA**

There were no changes to the agenda.

**ROUTINE ITEMS**

1. **Public Input**  
There was no public input.

**CONSENT AGENDA**

2. **Action on Minutes of the Regular Meeting – 2/16/10**
3. **Ratification of Business, Industry, and Government Contracts**
4. **Ratification of High School Equivalency Diploma Contracts**
5. **Status of College Accounts, Recap of Expenses, Operational Cost, Action on Bills Payable**

MARTINI MADE A MOTION, SECONDED BY PETERS, THAT THE NICOLET COLLEGE BOARD APPROVE THE CONSENT AGENDA, ITEMS 2, 3, 4, AND 5 AS FOLLOWS:

2. Approval of Minutes of the Regular Meeting – 2/16/10
3. Ratification of Business, Industry, and Government Contracts
4. Ratification of High School Equivalency Diploma Contracts
5. Approval of Bills Payable

MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

## **REGULAR AGENDA**

### **6. 2010-2011 Budget**

President Burmaster explained that preparations on the 2010-2011 budget began in December. President Burmaster, Vice President Brown, Director of Accounting Van De Loo and administrators have gone over all of the individual budgets line by line. As a result they have reduced budget line items and have reallocated those funds into areas to meet future needs. President Burmaster noted the college has seen an 11.6% enrollment increase this year and is addressing the increased demand with additional sections and other activities.

The increased enrollment, along with inflationary increases in non-discretionary items such as utilities and projected changes in health insurance and labor contracts, have been taken into account in proposing next year's budget. The budget is currently being modeled with a 3.5% increase.

### **7. 38.14 Contracts**

**and**

### **8. Modification of Aid Code 60 Fees**

Vice President Brown reviewed the hourly rate recommendations for 38.14 Contracts for Services and Aid Code 60 fees. Board Member Reach asked how Nicolet's rates compare to the other Wisconsin Technical Colleges. Vice President Brown responded we are on the lower end.

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

- ADJUST THE HOURLY RATE FOR IN-DISTRICT TECHNICAL TRAINING/TECHNICAL ASSISTANCE FROM \$130 TO \$135 PER HOUR
- ADJUST THE HOURLY RATE FOR OUT-OF-DISTRICT TRAINING/TECHNICAL ASSISTANCE FROM \$130 TO \$135 PER HOUR (PLUS TRAVEL-RELATED EXPENSES AS PER CURRENT POLICY)
- ADJUST THE HOURLY RATE FOR OUT-OF-STATE TRAINING/TECHNICAL ASSISTANCE FROM \$130 TO \$135 PER HOUR (PLUS TRAVEL-RELATED EXPENSES AS PER CURRENT POLICY)
- ADJUST THE HOURLY RATE FOR COMPUTER TRAINING FROM \$130 TO \$135 PER HOUR
  - RECOMMEND REMOVAL OF THE ADDITIONAL \$10 PER HOUR "LAB FEE"
- ADJUST THE HOURLY RATE FOR PUBLIC PROTECTIVE SERVICES TRAINING (IN-DISTRICT EMS, FIRE DEPARTMENT AND LAW ENFORCEMENT TRAINING) FROM \$95 TO \$100 PER HOUR
- ADJUST THE HOURLY RATE FOR AID CODE 60 CONTRACTED TRAINING (ROPES COURSE) FROM \$75 TO \$80 PER HOUR

- ADJUST THE HOURLY RATE FOR AID CODE 60 (NON-CREDIT AVOCATIONAL) PROGRAM FEES FROM \$108 PER CREDIT TO \$110 PER CREDIT
- ADJUST THE HOURLY RATE FOR OUT-OF-DISTRICT TRAVEL TIME FROM \$90 - \$95 PER HOUR

FEE INCREASES TO BECOME EFFECTIVE JUNE 1, 2010 FOR INSTRUCTIONAL CONTRACTS AND JULY 1, 2010 FOR TECHNICAL ASSISTANCE CONTRACTS.

MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

## **9. Other Information Items**

### **S.38.14(3) Contracts at Less than Full Cost Recovery**

Vice President Brown reviewed and explained the circumstances for Contract #2010-0111, Pine Lake Fire Department, Learn Thru Burn, which Nicolet received less than full recovery cost.

### **Wisconsin Technical College District Boards Association (WTCDBA) Budget**

Via a letter from Paul Gabriel, Executive Director, WTCDBA, and Jean Trempe, President, WTCDBA, board members were asked to review advance information concerning an estimated 2.3% increase in the 2010-2011 Association budget over the current year. The proposed increase is mainly driven by two changes in employee benefit costs: an increase in required Wisconsin Retirement System employer contribution rates and an employee of the Association switching from single to family health insurance coverage. The Association board of directors will vote on the proposed budget at the Spring meeting. A detailed final budget proposal will be sent before that meeting.

### **Continuous Improvement Review – Criminal Justice Program**

President Burmaster introduced Phil Schmidt, Nicolet Criminal Justice Instructor. Before becoming a full-time Nicolet instructor, Mr. Schmidt was a 22-year full-time employee of the Oneida County Sheriff's Department as well as an adjunct instructor for Nicolet for a number of years. Instructor Schmidt highlighted the following:

- The 520-hour Police Academy which will be on-going this summer at Nicolet.
- The Jail Academy offered in partnership with the Vilas County Sheriff's Department.
- The college's success in obtaining grant money for upcoming training events.
- His challenge to Criminal Justice students to volunteer in their communities. Mr. Schmidt noted that students have raised \$5,000-\$6,000 for donations to the community.
- The remodeled Birchwoods Center and the expanded opportunities the facility offers.
- There are twenty second-year students finishing this spring and twenty-five students in their first year of the program.

### **Awards**

Community Relations Director Kinney announced to the board two national awards presented to the Community Relations office by the National Council for Marketing and Public Relations (NCMPR). NCMPR recognizes outstanding achievement in communications at community and technical colleges.

### **Rhineland High School Mock Trial Team**

President Burmaster noted that the Rhineland High School Mock Trial team recently won their 15<sup>th</sup> state championship. They will be going on to the national competition. The team coach is Kathy Vick-Martini, Board Member Martini's wife.

### **Important Dates**

Board meetings - April 20, May 11, June 15 (budget hearing and regular meeting), July 12 (2<sup>nd</sup> Monday in July by State Statute). All meetings begin at 5.

Nicolet graduation - May 15, 1:00 PM & 3:30 PM

GED/HSED - May 16, 11:00 AM

Employee Recognition - April 8, 5:00 PM

Student Awards Ceremony - **Note this is a new date** - May 3, 5:00 PM

Northern National Arts Competition – Opening Night Reception - July 27, 5:30 PM

Imagination Conversation - July 27 & 28

Oneida County River and Lakes Association - June 19

Visit by Congressman Dave Obey - April 8, 9:00 AM

### **All Staff In-Service**

Board Member Jacobs noted she attended Nicolet's All Staff February In-Service and commented on the energy and enthusiasm on the part of faculty and staff.

### **STATEMENT OF UNDERSTANDING**

None.

### **PUBLIC INPUT**

There was no public input.

### **CLOSED SESSION**

#### **9. Closed Session**

JACOBS MADE A MOTION, SECONDED BY MARTINI, THAT IN ACCORDANCE WITH WISCONSIN STATUTE 19.85(1) (c) THE BOARD MEET IN EXECUTIVE SESSION TO SELECT THE RECIPIENT(S) OF THE BOARD

AWARD AND FOR AN UPDATE ON COLLECTIVE BARGAINING. ROLL CALL VOTE: CARLSON – AYE, JACOBS – AYE, MARSHALL – AYE, MARTINI – AYE, METROPULOS – AYE, PETERS – AYE, REACH – AYE, ZIMMERMAN – AYE. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

## **OPEN SESSION**

### **Reconvene Open Session**

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

### **10. Report of Closed Session**

Chairman Carlson reported the board selected Jim Brown and Carol Wozniczka as the Board Award recipients and received an update on collective bargaining.

## **ADJOURNMENT**

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

Kathleen Marshall, Secretary

Recorded: Maggie Szostak

## AGENDA

### NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD

Tuesday, April 20, 2010

Nicolet College

Rhineland, Wisconsin

5 PM

Board Meeting

University Transfer Center Fireside Room

**Mission:** *"In service to the people of Northern Wisconsin, we deliver superior community college education that transforms lives and enriches communities."*

**Vision:** *"To be a model college recognized for educational excellence and valued as a vital resource by the people of Northern Wisconsin."*

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

ROUTINE ITEMS

1. Public Input

CONSENT AGENDA

- \*2. Action on Minutes of the Regular Meeting - 3/22/10
- \*3. Ratification of Business, Industry, and Government Contracts
- \*4. Ratification of High School Equivalency Diploma Contracts
- \*5. Status of College Accounts, Recap of Expenses, Operational Cost, Action on Bills Payable

REGULAR AGENDA

- \*6. 2009-2010 Budget Modification. Vice President Brown will present to the board. The board may act to approve a budget modification to incorporate the Art Tech Center remodeling into the 2009-2010 budget.
- \*7. 2009-2010 Budget Modification. Vice President Brown will present to the board. The board may act to approve a budget modification to reflect actual Federal financial aid for students.

**\*All items marked with an asterisk are supplemented by additional material in the Board packet.**

- \*8. Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2010A. This is follow-up action for the borrowing for the Art Tech Center remodeling. The board may act to approve the resolution.
9. 2010-2011 Budget. President Burmaster and Vice President Brown will provide an update.
- \*10. Student Fees. Kelly Anunson will present to the Board a request for an increase in student fees for 2010-2011. The board may act to approve the resolution.
11. Other Informational Items.
  - \*S.38.14(3) Contracts at Less than Full Cost Recovery
  - Student Life Semester Overview
  - Continuous Improvement Review – President Burmaster each month will review college operations as a part of our systemic continuous improvement efforts.  
Grants Manager, Sara Pitterle, will present a grants update.
  - Overview of Wisconsin Technical College System Office of Civil Rights audit

#### STATEMENT OF UNDERSTANDING PUBLIC INPUT

#### CLOSED SESSION

- \*12. Closed Session. In accordance with Wisconsin Statute 19.85(1)(c) the board will meet in executive session for an update on collective bargaining, to set a date for President Burmaster's performance appraisal with the Board, and to conduct a Level Five grievance hearing.

#### OPEN SESSION

- \*13. Reconvene Open Session. Pursuant to Wis. Stats. Section 19.85(2), the Board will reconvene into open session and may take action on any business related to the closed session.
14. Report of Closed Session.

#### ADJOURNMENT

**\*All items marked with an asterisk are supplemented by additional material in the Board packet.**

**NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes of the Regular Meeting**  
**Tuesday, April 20, 2010**

**CALL TO ORDER**

Chairman Carlson called the meeting to order at 5 PM in the University Transfer Center Fireside Room on the Lake Julia Campus of Nicolet College in Rhinelander, Wisconsin.

**ROLL CALL**

Board members present: Gene Carlson, Amy Jacobs, Kathleen Marshall, Bob Martini, Marcie Metropulos, Richard Peters, and Ron Zimmerman.

Board members absent: Betty Graveen and Elizabeth Reach.

Student representative present: Katie Kuderski.

Staff present: Elizabeth Burmaster, Kelly Anunson, Jim Brown, Dan Groleau, Sandy Kinney, Jim Kuderski, Lynn Larsen, Lenore Mangles, Sara Pitterle, Ron Skallerud, and Maggie Szostak.

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

**APPROVAL OF AGENDA**

With the exception of changing the order of agenda items 6, 7, and 8, the agenda was approved on a motion by Peters, seconded by Jacobs. Motion carried unanimously on a voice vote.

**ROUTINE ITEMS**

1. **Public Input**  
There was no public input.

**CONSENT AGENDA**

2. **Action on Minutes of the Regular Meeting – 3/22/10**
3. **Ratification of Business, Industry, and Government Contracts**  
**Contract #2010-0143 through Contract #2010-0155**
4. **Ratification of High School Equivalency Diploma Contracts**  
**Contract HSED #10-29 and Contract HSED #10-30**
5. **Status of College Accounts, Recap of Expenses, Operational Cost, Action on Bills Payable**

JACOBS MADE A MOTION, SECONDED BY MARTINI, THAT THE NICOLET COLLEGE BOARD APPROVE THE CONSENT AGENDA, ITEMS 2, 3, 4, AND 5 AS FOLLOWS:

2. Approval of Minutes of the Regular Meeting – 3/22/10
3. Ratification of Business, Industry, and Government Contracts

- Contract #2010-0143 through Contract #2010-0155
4. Ratification of High School Equivalency Diploma Contracts  
Contract HSED #10-29 and Contract HSED #10-30
  5. Approval of Bills Payable

MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

## **REGULAR AGENDA**

### **8. Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2010A**

This item is a follow up for the borrowing for the Art Tech Center remodeling. Carol Wirth, President of Wisconsin Public Finance Professionals, LLC, reviewed the summary of sales results. She explained in detail that Moody's Investors Service recalibrated their Wisconsin ratings over the weekend of April 16<sup>th</sup>. Nicolet College's rating was increased from Aa2 to Aa1, a "one notch" improvement and "one notch" away from Aaa, the highest rating. Ms. Wirth explained the District's strong general fund reserve, low operating mill rate, and modest debt burden as key elements for the high quality rating. She noted that the pricing of this borrowing is a positive reflection of the College's new rating.

JACOBS MADE A MOTION, SECONDED BY MARTINI, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE THE RESOLUTION AWARDING THE SALE OF \$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2010A. ROLL CALL VOTE: CARLSON - AYE, JACOBS - AYE, MARSHALL - AYE, MARTINI - AYE, METROPULOS - AYE, PETERS - AYE, AND ZIMMERMAN – AYE. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

### **6. 2009-2010 Budget Modification**

Vice President Jim Brown said this modification to the 2009-2010 budget is to incorporate the Art Tech Center remodeling into the budget. He noted the amount specified as Other Funding Sources, Proceeds From Debt, \$1,500,000, as the amount of the borrowing just approved. Vice President Brown explained that the college is projecting to spend \$800,000 of these funds before the end of this fiscal year. The balance will be spent in the next fiscal year.

JACOBS MADE A MOTION, SECONDED BY PETERS, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE MODIFICATION OF THE 2009-2010 BUDGET TO REFLECT A CHANGE IN REVENUES AND EXPENDITURES FOR THE REMODELING OF THE ART TECH CENTER IN ACCORDANCE WITH THE WISCONSIN STATE REQUIREMENTS. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

### **7. 2009-2010 Budget Modification**

Vice President Jim Brown said this modification to the 2009-2010 budget is to reflect actual Federal financial aid for students. He noted the increased revenues in Federal financial aid for students (Pell Grants) and in Other Student Fees (activity fee) were a

result of increased enrollment. He noted the increase in institutional revenue was a result of funds coming to the college through the Fund for Wisconsin Scholars, Inc.

JACOBS MADE A MOTION, SECONDED BY MARSHALL, THAT THE NICOLET COLLEGE BOARD APPROVE MODIFICATION OF THE 2009-2010 BUDGET TO REFLECT A CHANGE IN REVENUES AND EXPENDITURES FOR ACTUAL FEDERAL FINANCIAL AID FOR STUDENTS. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

## **9. 2010-2011 Budget**

President Elizabeth Burmaster stated that preparation of the 2010-2011 budget began in December. She explained that after all budget requests were submitted, she, Vice President Jim Brown, and Business Office Accountant John Van De Loo met with each administrator for a line-by-line review and re-allocation of their budget requests with the goal of increased cost efficiencies. The budget scenario is built on a 3.5% tax levy increase. President Burmaster said there will be an update on collective bargaining in tonight's closed session.

## **10. Student Fees**

Vice President Jim Brown told the board he is recommending an increase from 4 to 5% in the student activity fee to generate more funds for additional activities. He introduced Student Life Coordinator Kelly Anunson. She said the activity fee covers assistance to student clubs and organizations, Wisconsin Technical College System Student Ambassador Program, speakers, and the student life coordinator position including benefits, etc.

Katie Kuderski, the Nicolet Board student representative and Nicolet Student Government Governor, presented a slide show and overview of programming from this semester.

President Burmaster said in the 2010-2011 school year Connect Time will be utilized by programs to provide opportunities for students to exhibit what they have been learning and as a time when additional activities or club meetings could be scheduled.

MARTINI MADE A MOTION, SECONDED BY PETERS, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE INCREASING THE STUDENT ACTIVITY FEE TO 5% OF PROGRAM FEES. THE FEE APPLIES TO FALL AND SPRING SEMESTER ENROLLMENTS. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

## **11. Other Information Items**

### **S.38.14(3) Contracts at Less than Full Cost Recovery**

Vice President Jim Brown reviewed and explained the circumstances for the following S.38.14(3) contracts which Nicolet received less than full recovery cost:

- #2010-0071, State of Wisconsin Training and Standards Bureau, Jail Officer Recruiting Training Academy
- #2010-0115, Northcentral Technical College, Technical Assistance

### **Student Life Semester Overview**

The student life semester overview was presented under the Student Fees agenda item.

### **Continuous Improvement Review – Grants Update**

President Burmaster introduced Sara Pitterle, Director of Institutional Effectiveness. Ms. Pitterle provided an update on current year grant activities:

- Grants awarded
  - WTCS
  - Other State grants
  - Federal grants
- Grants submitted
- Grants in development

Board members felt this update was very beneficial and asked for periodic updates.

### **Overview of Wisconsin Technical College System Office of Civil Rights Audit**

Human Resources Director Dan Groleau reported on the Wisconsin Technical College System (WTCS) Office of Civil Rights audit conducted last November. The audit is a mandatory, cyclical review conducted by WTCS state office personnel to determine if the college is in compliance with various regulations.

Director Groleau explained the process and provided an overview on areas in which we received commendations and on areas to be improved upon.

### **STATEMENT OF UNDERSTANDING**

None.

### **PUBLIC INPUT**

There was no public input.

### **CLOSED SESSION**

#### **9. Closed Session**

JACOBS MADE A MOTION, SECONDED BY PETERS, THAT IN ACCORDANCE WITH WISCONSIN STATUTE 19.85(1) (c) THE BOARD MEET IN EXECUTIVE SESSION FOR AN UPDATE ON COLLECTIVE BARGAINING, TO SET A DATE FOR PRESIDENT BURMASTER'S PERFORMANCE APPRAISAL WITH THE BOARD, AND TO CONDUCT A LEVEL FIVE GRIEVANCE HEARING. ROLL CALL VOTE: CARLSON – AYE, JACOBS – AYE, MARSHALL – AYE, MARTINI – AYE, METROPULOS – AYE, PETERS –

AYE, AND ZIMMERMAN – AYE. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

## **OPEN SESSION**

### **Reconvene Open Session**

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

### **10. Report of Closed Session**

Chairman Carlson reported the board received an update on collective bargaining, conducted a level five grievance hearing with a presentation by Bob Kanyusik, and set May 11<sup>th</sup> in closed session of the regular board meeting for President Burmaster's performance appraisal.

## **ADJOURNMENT**

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

Kathleen Marshall, Secretary

Recorded: Maggie Szostak

## AGENDA

NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD  
Tuesday, May 11, 2010  
Nicolet College  
Rhineland, Wisconsin

5 PM  
Board Meeting  
University Transfer Center Fireside Room

**Mission:** *"In service to the people of Northern Wisconsin, we deliver superior community college education that transforms lives and enriches communities."*

**Vision:** *"To be a model college recognized for educational excellence and valued as a vital resource by the people of Northern Wisconsin."*

CALL TO ORDER  
ROLL CALL  
APPROVAL OF AGENDA

### ROUTINE ITEMS

1. Public Input

### CONSENT AGENDA

- \*2. Action on Minutes of the Regular Meeting - 4/20/10
- \*3. Ratification of Business, Industry, and Government Contracts
- \*4. Ratification of High School Equivalency Diploma Contracts
- \*5. Status of College Accounts, Recap of Expenses, Operational Cost, Action on Bills Payable

### REGULAR AGENDA

6. 2010-2011 Budget. President Burmaster and Vice President Brown will provide an update.
- \*7. Group Life Insurance. President Burmaster and Human Resources Director Groleau will provide an update. The board may act to approve the resolution.

**\*All items marked with an asterisk are supplemented by additional material in the Board packet.**

- \*8. Three-Year Facilities Plan. President Burmaster and Facilities Director Charlie Smith will present an overview of the plan to the board for possible action.
- \*9. Purchasing Policy. Purchasing Specialist Chad Lashua will present the new policy. The board may act to approve the policy.
- 10. Other Informational Items.
  - \*S.38.14(3) Contracts at Less than Full Cost Recovery
  - Clarification on Student Activity Fees
  - Birchwoods Leed Certification – Gold
  - Automotive Program – Reaccreditation
  - Childcare Center - Accreditation

STATEMENT OF UNDERSTANDING  
PUBLIC INPUT

CLOSED SESSION

- \*11. Closed Session. In accordance with Wisconsin Statute 19.85(1)(c) the board will meet in executive session for an update on collective bargaining and to conduct President Burmaster's performance appraisal.

OPEN SESSION

- 12. Reconvene Open Session. Pursuant to Wis. Stats. Section 19.85(2), the Board will reconvene into open session and may take action on any business related to the closed session.
- 13. Report of Closed Session.

ADJOURNMENT

**\*All items marked with an asterisk are supplemented by additional material in the Board packet.**

**NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes of the Regular Meeting**  
**Tuesday, May 11, 2010**

**CALL TO ORDER**

Chairman Carlson called the meeting to order at 5 PM in the University Transfer Center Fireside Room on the Lake Julia Campus of Nicolet College in Rhinelander, Wisconsin.

**ROLL CALL**

Board members present: Gene Carlson, Amy Jacobs, Kathleen Marshall, Bob Martini, Richard Peters, Elizabeth Reach, and Ron Zimmerman.

Board members absent: Betty Graveen and Marcie Metropulos.

Staff present: Elizabeth Burmaster, Jim Brown, Dan Groleau, Sandy Kinney, Lynn Larsen, Jill Price, Charlie Smith, Maggie Szostak, and John Van De Loo.

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

**APPROVAL OF AGENDA**

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

**ROUTINE ITEMS**

1. **Public Input**  
There was no public input.

**CONSENT AGENDA**

2. **Action on Minutes of the Regular Meeting – 4/20/10**
3. **Ratification of Business, Industry, and Government Contracts**  
**Contract #2010-0156, Contracts #2010-0158 through #2010-0166**  
**Contracts #2011-0001 through #2011-0005**
4. **Ratification of High School Equivalency Diploma Contract**  
**Contract HSED #10-31**
5. **Status of College Accounts, Recap of Expenses, Operational Cost, Action on Bills Payable**

MARSHALL MADE A MOTION, SECONDED BY JACOBS, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE THE CONSENT AGENDA, ITEMS 2, 3, 4, AND 5 AS FOLLOWS:

2. Approval of Minutes of the Regular Meeting – 4/20/10
3. Ratification of Business, Industry, and Government Contracts  
Contract #2010-0156  
Contracts #2010-0158 through #2010-0166  
Contracts #2011-0001 through #2011-0005

4. Ratification of High School Equivalency Diploma Contracts  
Contract HSED #10-31
5. Approval of Status of College Accounts, Recap of Expenses,  
Operational Cost, and Bills Payable

MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

## **REGULAR AGENDA**

### **6. 2010-2011 Budget**

Director of Accounting John Van De Loo reviewed a budget comparison of fiscal years 2009/2010 and 2010/2011. He noted the percentage of change by fund. Operational expenditures will be increasing 4.31% along with an increase for all funds at .71%. Board Member Bob Martini felt the total percentage increase for all funds was a modest increase and complimented administration. Director Van De Loo further explained the operational tax levy will increase 3.5%, the debt levy will remain unchanged, and the total tax levy will be increasing 3.09%. Director Van De Loo sought direction on whether to prepare the budget book with a 0% or -2% property valuation increase. The board directed administration to go with -2% valuation increase based on current economic conditions. The final 2010/2011 budget will be brought forward for approval at the June Board meeting.

### **7. Group Life Insurance**

Human Resources Director Dan Groleau explained that currently the college is paying the entire premium for the Basic Plan, for 1 unit of Additional, and for 2 units of Spouse/Dependent life insurance coverage. This has been the case since a 2004 board resolution. Director Groleau asked the board to resolve to pay only the entire premium for the Basic Plan, which is what is required per union contract, contingent upon the ratification of collective bargaining unit agreements. Additional and Spouse/Dependent units of coverage will remain available, and employees may choose to pay for this coverage through payroll deduction.

MARTINI MADE A MOTION, SECONDED BY REACH, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES RESOLVE TO PAY ONLY THE ENTIRE PREMIUM FOR THE BASIC PLAN GROUP LIFE INSURANCE (1 X ANNUAL SALARY ROUNDED TO NEXT \$1,000) CONTINGENT UPON THE RATIFICATION OF COLLECTIVE BARGAINING UNIT AGREEMENTS.  
MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

### **8. Three-Year Facilities Plan**

Facilities Director Charlie Smith provided an overview of the Nicolet College Three-Year Facilities Plan 2010-2013 which board members received in their packet. He explained that this document is developed each year for Wisconsin Technical College System staff. The plan is on-going and subject to change as needed. Board Member Reach asked if efforts to be released from our lease at Northern Advantage will be successful. President Burmaster responded we may be out by this fall and we are developing plans now to house staff on campus.

JACOBS MADE A MOTION, SECONDED BY PETERS, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE THE NICOLET AREA TECHNICAL COLLEGE THREE-YEAR FACILITIES PLAN, 2010-2013. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

## **9. Purchasing Policy**

Director of Business Services Jill Price provided an overview of the revisions to Administrative Policy #302, Purchasing. She explained that Nicolet is implementing centralized purchasing with the recent hiring of a centralized purchasing specialist. Director Price noted that this is not a new position. The centralized purchasing position came about as a result of the restructuring of positions in the Business Office due to a retirement.

REACH MADE A MOTION, SECONDED BY PETERS, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE ADMINISTRATIVE POLICY #302, PURCHASING, AS AMENDED. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

## **10. Other Information Items**

### **S.38.14(3) Contracts at Less than Full Cost Recovery**

Vice President Jim Brown reviewed and explained the circumstances for the following S.38.14(3) contract for which Nicolet received less than full recovery cost:

- #2010-0107, Wisconsin Public Service

### **Clarification on Student Activity Fees**

Community Relations Director Sandy Kinney noted that information provided at last month's board meeting showed the impact of increasing the student activity fee to 5% of program fees on both vocational/technical credits and on transfer credits. She explained that the fee was initially implemented in 1993 and the practice has been to assess the charge against the "lowest common denominator", which we have interpreted as the cost per vocational/technical credit fee. Director Kinney stated that even if a student is taking transfer courses, they pay their student activity fee on the cost of a vocational/technical credit, not on the higher cost of a transfer credit. She noted the board resolution passed last month is fine.

### **Birchwoods Leed Certification - Gold**

President Burmaster announced that the 2009 Birchwoods Center remodeling and expansion project received Gold LEED Certification from the U.S. Green Building Council. The Council sets national standards for green building design. The Birchwoods Center is the first higher education building in the state to receive this designation.

### **Automotive Program – Re- accreditation**

Vice President Jim Brown reported that the Automotive Technician program at Nicolet has received notification of conditional re-accreditation, pending a site visit by NATEF

(National Automotive Technicians Education Foundation, Inc.) evaluators in the fall of 2010.

### **Childcare Center - Accreditation**

President Burmaster announced that the Nicolet Child Care Center/Early Childhood Developmental Lab received official notification of five-year accreditation from the National Association for the Education of Young Children (NAEYC). NAEYC is the nation's leading organization of early childhood professionals.

### **District Boards Association – April 2010 Quarterly Meeting**

Board Member Kathleen Marshall reported on the April 29 – May 1 District Boards Association quarterly meeting which she attended.

### **STATEMENT OF UNDERSTANDING**

None.

### **PUBLIC INPUT**

There was no public input.

President Burmaster recognized Board Member Kathleen Marshall for nine years of dedicated service on the Nicolet Board of Trustees. President Burmaster noted Board Member Marshall:

- Was first appointed in July 2001 and re-appointed in 2004 and 2007.
- Served as board secretary every year since July 2002.
- Faithfully attended and participated in Nicolet College board meetings.
- Faithfully attended and participated in Wisconsin Technical College District Boards Association (WTCDBA) quarterly meetings.
- Attended and participated in WTCDBA planning meetings.
- Attended and participated in Association of Community College Trustees National Legislative Seminars and WTCDBA Winter Meeting/Legislative Seminars.
- Represented the Board of Trustees at Nicolet graduations and GED/HSED graduations.
- Participated in the search for Nicolet's new president in 2009.
- Has been a great advocate for Nicolet.

### **CLOSED SESSION**

#### **9. Closed Session**

JACOBS MADE A MOTION, SECONDED BY REACH, THAT IN ACCORDANCE WITH WISCONSIN STATUTE 19.85(1) (c) THE NICOLET COLLEGE BOARD OF TRUSTEES MEET IN EXECUTIVE SESSION FOR AN UPDATE ON COLLECTIVE BARGAINING AND TO CONDUCT PRESIDENT BURMASTER'S PERFORMANCE APPRAISAL. ROLL CALL VOTE: CARLSON – AYE, JACOBS – AYE, MARSHALL – AYE, MARTINI – AYE, PETERS – AYE, REACH

– AYE, AND ZIMMERMAN – AYE. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

## **OPEN SESSION**

### **Reconvene Open Session**

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

### **10. Report of Closed Session**

Chairman Carlson reported the board received an update on collective bargaining and conducted President Burmaster's performance appraisal. President Burmaster was commended for her leadership and performance for the 2009-2010 year.

## **ADJOURNMENT**

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

Kathleen Marshall, Secretary

Recorded: Maggie Szostak

**PUBLIC HEARING ON THE PROPOSED 2010-2011 BUDGET  
NICOLET AREA TECHNICAL COLLEGE DISTRICT**

**Tuesday, June 15, 2010  
5 p.m.**

**Nicolet College  
University Transfer Center Fireside Room  
Rhinelander, Wisconsin**

**Mission:** *"In service to the people of Northern Wisconsin, we deliver superior community college education that transforms lives and enriches communities."*

**Vision:** *"To be a model college recognized for educational excellence and valued as a vital resource by the people of Northern Wisconsin."*

CALL TO ORDER  
ROLL CALL  
APPROVAL OF AGENDA

1. Presentation of Proposed Budget
2. Public Discussion
3. Board Discussion

ADJOURN

**NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes of the Regular Meeting**  
**June 15, 2010**

**CALL TO ORDER**

Chairman Carlson called the meeting to order at 5:15 PM in the University Transfer Center Fireside Room on the Lake Julia Campus of Nicolet College in Rhinelander, Wisconsin.

**ROLL CALL**

Board members present: Gene Carlson, Betty Jo Graveen, Amy Jacobs, Bob Martini, Marcie Metropulos, Richard Peters, Betsy Reach, and Ron Zimmerman.

Board members absent: Kathleen Marshall.

Staff present: Elizabeth Burmaster, Jim Brown, Dan Groleau, Sandy Kinney, Lynn Larsen, Nancy Larsen, Roxanne Lutgen, Janet Neurauter, Phil Schmidt, Ron Skallerud, Charlie Smith, Maggie Szostak, John Van De Loo.

Guests: Jeaninne Bruguier, Valerie Cass – Lakeland Times, Tim Evenson, Tom Hanley, Paul Knuth, Thom Umlauf.

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

President Burmaster introduced Jeaninne Bruguier and Thom Umlauf. Ms. Bruguier and Mr. Umlauf will officially be sworn in as board members at the July meeting.

President Burmaster introduced Roxanne Lutgen, Nicolet's new Vice President of Finance and College Operations, effective June 7.

President Burmaster recognized the upcoming retirement of Vice President Jim Brown and praised him as both a leader in education and in the community.

President Burmaster thanked and commended both Vice President Brown and Accounting Director John Van De Loo for their work in preparing the 2010-2011 Nicolet College budget.

**APPROVAL OF AGENDA**

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

**ROUTINE ITEMS**

**1. Public Input**

There was no public input.

## **CONSENT AGENDA**

- 2. Action on Minutes of the Regular Meeting - 5/11/10**
- 3. Ratification of Business, Industry, and Government Contracts**  
**Contract #2010-0167 thru Contract #2010-0175**  
**Contract #2011-0006 thru Contract #2011-0014**
- 4. Ratification of High School Equivalency Diploma Contracts**  
**Contract HSED #10-32 thru Contract HSED #10-35**
- 5. Status of College Accounts, Recap of Expenses, Operational Cost, and Action on Bills Payable**

JACOBS MADE A MOTION, SECONDED BY METROPULOS, THAT THE NICOLET COLLEGE BOARD APPROVE THE CONSENT AGENDA, ITEMS 2, 3, 4, AND 5, AS FOLLOWS:

2. Approval of the Minutes of the Regular Meeting – 5/11/10
3. Ratification of Business, Industry, and Government Contracts  
Contract #2010-0167 thru Contract #2010-0175  
Contract #2011-0006 thru Contract #2011-0014
4. Ratification of High School Equivalency Diploma Contracts  
Contract HSED #10-32 thru Contract HSED #10-35
5. Approval of Status of College Accounts, Recap of Expenses, Operational Cost, and Bills Payable

MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

## **REGULAR AGENDA**

### **6. Friends and Partners Award**

Paul Knuth, Nicolet College Foundation President, presented the 2010 Nicolet College Friends and Partners Award to the Vilas County Sheriff's Department. Tim Evenson, Vilas County Sherriff's Department Jail Administrator accepted the award. Foundation President Knuth explained that the award is given to recognize businesses, groups, or individuals who have played a key role in helping the college achieve its mission of service to the Nicolet District. The Vilas County Sheriff's Department was nominated by Phil Schmidt, Nicolet College Criminal Justice instructor. For three years, the Department has provided training facilities and instructors for the annual Jail Academy, a 4-week program that covers 160 hours of instruction. This partnership has allowed Nicolet to offer this training within the District. The Department has also offered the use of their facilities for other Nicolet College training opportunities.

### **7. Action on 2010-2011 Budget**

JACOBS MADE A MOTION, SECONDED BY MARTINI, THAT THE NICOLET COLLEGE BOARD APPROVE THE 2010-2011 BUDGET IN THE TOTAL AMOUNT OF \$33,853,283 AND THAT \$20,680,328 BE

PLACED ON THE TAX ROLLS OF THE NICOLET AREA TECHNICAL COLLEGE DISTRICT. ROLL CALL VOTE: CARLSON - AYE, GRAVEEN – AYE, JACOBS - AYE, MARTINI - AYE, METROPULOS - AYE, PETERS – AYE, REACH - AYE, ZIMMERMAN – AYE. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

**8. Resolution Authorizing the Issuance of Not to Exceed \$1,400,000 General Obligation Promissory Notes; and Setting the Sale Therefor.**

President Burmaster explained that the request to borrow \$1,400,000 is a follow-up action to passage of the 2010-2011 budget.

PETERS MADE A MOTION, SECONDED BY JACOBS, THAT THE NICOLET COLLEGE BOARD APPROVE THE RESOLUTION AUTHORIZING THE BORROWING OF NOT TO EXCEED \$1,400,000 GENERAL OBLIGATION PROMISSORY NOTES; AND SETTING THE SALE THEREFOR. ROLL CALL VOTE: CARLSON - AYE, GRAVEEN – AYE, JACOBS - AYE, MARTINI - AYE, METROPULOS - AYE, PETERS – AYE, REACH - AYE, ZIMMERMAN – AYE. MOTION CARRIED ON A ROLL CALL VOTE.

**9. Student Employment and Prohibition against Discrimination**

Human Resources Director Dan Groleau provided an overview of the revisions to Administrative Policy #105, Student Employment and Prohibition against Discrimination.

ZIMMERMAN MADE A MOTION, SECONDED BY PETERS, THAT THE NICOLET COLLEGE BOARD APPROVE ADMINISTRATIVE POLICY #105, STUDENT EMPLOYMENT AND PROHIBITION AGAINST DISCRIMINATION, AS REVISED. MOTION CARRIED ON A VOICE VOTE.

**10. Facilities Planning**

Facilities Director Charlie Smith and SDS Architect Tom Hanley presented information and reviewed a site plan of the proposed addition to and remodeling of the Northwoods Center. The proposed project would start in the spring of 2011 and be completed in time for the start of fall semester 2011. They explained they are asking for the board's consensus on the proposed project to continue planning. A resolution would then be brought to the board in September or October seeking formal approval of the project. Following discussion, it was the consensus of the board to continue the planning process for the addition to and remodeling of the Northwoods Center.

Board Member Peters requested that an information sheet be prepared for board members to refer to when responding to questions from community members about the project.

## **11. OTHER INFORMATIONAL ITEMS OF THE PRESIDENT AND BOARD MEMBERS**

### **2010-2011 Board Meetings**

Board members confirmed the following board meeting dates for 2010-2011:

#### **2010**

July 12, Monday  
August 24, Tuesday  
September 21, Tuesday  
October 19, Tuesday  
November 16, Tuesday  
December 14, Tuesday

#### **2011**

January 18, Tuesday  
February 15, Tuesday  
March 15, Tuesday  
April 19, Tuesday  
May 17, Tuesday  
June 14, Tuesday

### **S38.14(3) Contracts at Less than Full Cost Recovery**

President Burmaster noted that board members received in their packet the list of S.38.14(3) contracts delivered at less than full cost recovery. There were no questions from board members.

### **Imagination Conversation**

President Burmaster said Nicolet College will be the host site for a Lincoln Center Institute Imagination Conversation. The event will be held on July 28, 2010 in the Learning Resource Center. Registration includes admission to the Northern National Art Competition Opening Reception the evening of July 27<sup>th</sup>.

### **“Thank you” from Board Member Kathleen Marshall**

President Burmaster read a “thank you” message from out-going board member Kathleen Marshall for the cake and parting gifts at the May board meeting.

### **District Boards Association Committee Appointments**

District Boards Association committee appointments for 2010-2011 will be as follows:

Legislative Committee – Richard Peters  
Human Resources Committee – Ron Zimmerman  
Program Committee – (no one)  
Marketing/Public Relations & Awards Committee – Marcie Metropulos  
Interdistrict/Interagency Cooperation Committee – Betsy Reach

Bylaws, Policies, & Procedures Committee – Marcie Metropulos

Board of Director Member – Betsy Reach, with Marcie Metropulos as an alternate.

**Board Organizational Meeting**

Board Member Carlson said there will be election of officers at the July meeting. He noted he has served two consecutive years as board chairman and is therefore not eligible for another term at this time. He asked board members to think about the offices to be filled and contact him if interested in serving.

**STATEMENT OF UNDERSTANDING**

Administration will prepare for the minutes information on the proposed addition and remodeling of the Northwoods Center to use when responding to questions from community members.

- The building was constructed in 1974, making the infrastructure thirty-six years old.
- Additional classroom space will be created.
- Students will be brought back on campus from the two current rental facilities.
- Existing code issues will be resolved.
- Safety issues in the culinary area will be addressed.
- \$310,000 in savings will be realized by not leasing off-campus space.
- The addition and remodeling is essential for future anticipated growth.
- Bond rates are very good now.
- The bidding climate is good now.
- Energy savings will be realized as a result of the new construction and remodeling.
- New construction and remodeling will result in more efficient use of space.
- Construction of an elevator will enhance accessibility for individuals with disabilities.
- Indoor air quality will be enhanced with an updated heating, air conditioning, and ventilation system.

**PUBLIC INPUT**

There was no public input.

President Burmaster recognized Board Member Betty Graveen for nine years of leadership and service as a Nicolet board member.

President Burmaster recognized Maggie Szostak for twenty four years as Assistant to the President and Secretary to the Board of Trustees. She said Maggie is now working with Sandy Kinney, Executive Director of Communications and College and Community Initiatives.

## **CLOSED SESSION**

### **12. Closed Session**

JACOBS MADE A MOTION, SECONDED BY REACH, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES MEET IN EXECUTIVE SESSION IN ACCORDANCE WITH WISCONSIN STATUTE 19.85(1)(c) FOR AN UPDATE ON COLLECTIVE BARGAINING. ROLL CALL VOTE: CARLSON - AYE, GRAVEEN – AYE, JACOBS - AYE, MARTINI - AYE, METROPULOS - AYE, PETERS – AYE, REACH - AYE, ZIMMERMAN – AYE. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

## **OPEN SESSION**

### **13. Reconvene Open Session**

PETERS MADE A MOTION, SECONDED BY REACH, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES RECONVENE INTO OPEN SESSION IN ACCORDANCE WITH WIS. STATS. SECTION 19.85(2). ROLL CALL VOTE: CARLSON - AYE, GRAVEEN – AYE, JACOBS - AYE, MARTINI - AYE, METROPULOS - AYE, PETERS – AYE, REACH - AYE, ZIMMERMAN – AYE. MOTION CARRIED ON A ROLL CALL VOTE.

### **14. Report of Closed Session**

Chairman Carlson reported the board received an update on collective bargaining.

#### **Action on the Contract between the Nicolet Area Technical College Board and Nicolet Area Technical College Faculty Association**

REACH MADE A MOTION, SECONDED BY ZIMMERMAN, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES RATIFY THE JULY 1, 2010 THROUGH JUNE 30, 2012 COLLECTIVE BARGAINING AGREEMENT WITH THE NICOLET AREA TECHNICAL COLLEGE FACULTY ASSOCIATION CONTINGENT UPON RATIFICATION OF THE COLLECTIVE BARGAINING AGREEMENT BY THE FACULTY ASSOCIATION. VOICE VOTE: ABSTENTION BY JACOBS. MOTION CARRIED ON A VOICE VOTE.

#### **Action on the Contract between Nicolet Area Technical College Board and Nicolet Area Technical College Support Personnel Union**

REACH MADE A MOTION, SECONDED BY MARTINI, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES RATIFY THE JULY 1, 2010 THROUGH JUNE 30, 2012 COLLECTIVE BARGAINING AGREEMENT WITH THE NICOLET AREA TECHNICAL COLLEGE SUPPORT PERSONNEL UNION. VOICE VOTE: ABSTENTION BY JACOBS. MOTION CARRIED ON A VOICE VOTE.

**Action on the Contract between Nicolet Area Technical College Board and Northern Educational Support Team/Nicolet Maintenance Union**

REACH MADE A MOTION, SECONDED BY PETERS, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES RATIFY THE JULY 1, 2010 THROUGH JUNE 30, 2012 COLLECTIVE BARGAINING AGREEMENT WITH THE NORTHERN EDUCATIONAL SUPPORT TEAM/NICOLET MAINTENANCE UNION. VOICE VOTE: ABSTENTION BY JACOBS. MOTION CARRIED ON A VOICE VOTE.

**ADJOURN**

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

Kathleen Marshall, Secretary

Recorded: Maggie Szostak

**NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes of the Annual Organizational Meeting**  
**Monday, July 12, 2010**

New board members and staff members were introduced before the meeting began.

**CALL TO ORDER**

Chairman Carlson called the meeting to order at 5:23 PM in the University Transfer Center Fireside Room on the Lake Julia Campus of Nicolet College in Rhinelander, Wisconsin.

**ROLL CALL**

Board members present: Jeaninne Bruguier, Gene Carlson, Amy Jacobs, Bob Martini, Richard Peters, Thomas Umlauf, and Ron Zimmerman.

Board members absent: Marcie Metropulos and Elizabeth Reach.

Staff present: Elizabeth Burmaster, Sandy Bishop, Anne Bonack, Dan Groleau, Chuck Komp, Brigitte Parsons, Roxanne Lutgen, Bill Nagle, Greg Miljevich, Ron Skallerud, and Kenneth Urban.

Guests present: None.

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

**OATH OF OFFICE**

Board Chair Carlson administered the oath of office to Jeaninne Bruguier, Thomas Umlauf and Ron Zimmerman.

**APPROVAL OF AGENDA**

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

**ELECTION OF BOARD OFFICERS FOR 2010-2011**

ZIMMERMAN MADE A MOTION, SECONDED BY JACOBS, TO NOMINATE BOB MARTINI FOR CHAIRPERSON OF THE BOARD FOR 2010-11. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

CARLSON MADE A MOTION, SECONDED BY JACOBS, TO NOMINATE RON ZIMMERMAN FOR VICE-CHAIRPERSON OF THE BOARD FOR 2010-11. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

JACOBS MADE A MOTION, SECONDED BY ZIMMERMAN, TO NOMINATE BESTY REACH FOR SECRETARY OF THE BOARD FOR 2010-11. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

ZIMMERMAN MADE A MOTION, SECONDED BY JACOBS, TO NOMINATE GENE CARLSON FOR TREASURER OF THE BOARD FOR 2010-11. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

#### **ROUTINE ITEMS**

- 1. Public Input**  
None.

#### **CONSENT AGENDA**

- 2. Action on Minutes of Public Budget Hearing – 6/15/10**
- 3. Action on Minutes of Regular Meeting – 6/15/10**
- 4. Ratification of Business, Industry, and Government Contracts  
Contracts #2011-0015 through #2011-0026**
- 5. Recap of Expenses and Action on Bills Payable**

JACOBS MADE A MOTION, SECONDED BY ZIMMERMAN, THAT THE NICOLET COLLEGE BOARD APPROVE THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

#### **REGULAR AGENDA**

- 6. STRATEGIC VISION - NICOLET 2020**  
President Burmaster reviewed the Strategic Planning Session that was held at Nicolet on June 7<sup>th</sup> and 8<sup>th</sup>. The session was well attended by staff and faculty. The Mission Statement for Nicolet College is *“In service to the people of Northern Wisconsin, we deliver superior community college education that transforms lives, enriches communities, fosters economic development, and expands employment opportunities”*. The Mission and Strategic Vision Nicolet 2020 will be reinforced through professional development and in-service. All staff will be required to do an annual development plan that connects their department to the college through one of the institutional goals. President Burmaster stated this framework shows development, continuous progress and improvement.
- 7. ORGANIZATIONAL MODEL FOR 2010 – 2011**  
President Burmaster stated the new organizational structure introduced at in-service in February has brought together the Information Technology team and creates a focus on workforce development and outreach.
- 8. INTRODUCTION OF NEW STAFF**  
Introductions of new staff included Kenneth Urban, Vice President of Teaching, Learning and Student Success; Bill Nagle, Chief Information Officer; Ron Skallerud, Executive Director of Workforce / Economic Development, Campus Safety and Security; Brigitte Parsons, Dean of Trade and Industry; Chuck Komp, Manager of Educational Delivery; Greg Miljevich, Director of Information

Technology Operations; and Sandy Bishop, Director of Workforce Training and Economic Development.

**9. ART TECH REMODELING UPDATE**

The remodeling of the Art Tech building is scheduled to be completed by August 14<sup>th</sup>. The Fall Semester starts on August 23<sup>rd</sup>.

**10. DISTRICT BOARDS ASSOCIATION COMMITTEE APPOINTMENTS**

District Boards Association committee appointments for 2010-2011 will be as follows:

Board of Director Member – Elizabeth Reach

Legislative Committee – Dick Peters

Human Resources Committee– Ron Zimmerman

Program Committee – Jeaninne Bruguier

Marketing/Public Relations & Awards Committee – Marcie Metropulos

Interdistrict / Interagency Cooperation Committee – Elizabeth Reach

Bylaws, Policies & Procedures Committee – Marcie Metropulos

**11. OTHER INFORMATIONAL ITEMS OF THE PRESIDENT AND BOARD MEMBERS**

- President Burmaster thanked Gene Carlson for his service as Chairman of the Board for the past two years.
- President Burmaster noted that she would be visiting Packaging Corporation of America, Harley Davidson, Superior Diesel and Oldenburg Group, Inc. with members of her administrative team.

**12. STATEMENT OF UNDERSTANDING**

None.

**13. PUBLIC INPUT**

There was no public input.

**CLOSED SESSION**

**14. Closed Session**

JACOBS MADE A MOTION, SECONDED BY ZIMMERMAN THAT THE NICOLET COLLEGE BOARD OF TRUSTEES MEET IN EXECUTIVE SESSION IN ACCORDANCE WITH WISCONSIN STATUTE 19.85(1)(c) TO ESTABLISH PRESIDENT BURMASTER'S 2010-2011 PERFORMANCE APPRAISAL GOALS AND TO DISCUSS A PERSONNEL ISSUE. ROLL CALL VOTE: BRUGUIER – AYE, CARLSON – AYE, JACOBS – AYE, MARTINI – AYE, PETERS – AYE, UMLAUF – AYE, ZIMMERMAN – AYE. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

**OPEN SESSION**

**15. Reconvene Open Session**

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

**16. Report of Closed Session**

Chairman Martini reported the board established President Burmaster's 2010-2011 performance appraisal goals and discussed a personnel issue.

**ADJOURN**

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

Elizabeth Reach, Secretary

Recorded: Anne Bonack

**NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD**  
**Monday, July 12, 2010**  
**Nicolet College**  
**Rhineland, Wisconsin**

**5 PM – Annual Organizational Meeting**  
**University Transfer Center Fireside Room**

**Mission:**     *“In service to the people of Northern Wisconsin, we deliver superior community college education that transforms lives and enriches communities.”*

**Vision:**     *“To be a model college recognized for educational excellence and valued as a vital resource by the people of northern Wisconsin.”*

CALL TO ORDER  
ROLL CALL  
\*OATH OF OFFICE  
APPROVAL OF AGENDA  
ELECTION OF OFFICERS

ROUTINE ITEMS

1.    Public Input

CONSENT AGENDA

- \*2.   Action on Minutes of the Budget Hearing – 6/15/10
- \*3.   Action on Minutes of the Regular Meeting – 6/15/10
- \*4.   Ratification of Business, Industry, and Government Contracts
- \*5.   Recap of Expenses, Action on Bills Payable  
(Because we are engaged in the closing out of the fiscal year the Status of College Accounts and Operational Cost will not be presented.)

REGULAR AGENDA

- \*6.   Strategic Vision - Nicolet 2020
- \*7.   Organizational Model for 2010 – 2011
8.    Introduction of New Information Technology Staff. Overview of Information Technology Initiatives
9.    Art/Tech Remodeling Update
- \*10. District Boards Association Committee Appointments
11.  Other Informational Items of the President and Board Members  
      Business Visits with Board Members  
      Economic Development Meetings with Lincoln and Vilas County  
      Introduction of Dean of Trades and Industry  
      \*Board Communication Preferences

\*All items marked with an asterisk are supplemented by additional material in the Board packet.

STATEMENT OF UNDERSTANDING  
PUBLIC INPUT

CLOSED SESSION

12. Closed Session. In accordance with Wisconsin Statute 19.85(1)(c), the board will meet in executive session to establish President Burmaster's 2010-2011 performance appraisal goals and to discuss a personnel issue.

OPEN SESSION

13. Reconvene Open Session. Pursuant to Wisconsin Statute 19.85(2), the board will reconvene into open session and may take action on any business related to the closed session.
14. Report of Closed Session.

ADJOURN

\*All items marked with an asterisk are supplemented by additional material in the Board packet.

**NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes of the Regular Meeting**  
**June 15, 2010**

**CALL TO ORDER**

Chairman Carlson called the meeting to order at 5:15 PM in the University Transfer Center Fireside Room on the Lake Julia Campus of Nicolet College in Rhinelander, Wisconsin.

**ROLL CALL**

Board members present: Gene Carlson, Betty Jo Graveen, Amy Jacobs, Bob Martini, Marcie Metropulos, Richard Peters, Betsy Reach, and Ron Zimmerman.

Board members absent: Kathleen Marshall.

Staff present: Elizabeth Burmaster, Jim Brown, Dan Groleau, Sandy Kinney, Lynn Larsen, Nancy Larsen, Roxanne Lutgen, Janet Neurauter, Phil Schmidt, Ron Skallerud, Charlie Smith, Maggie Szostak, John Van De Loo.

Guests: Jeaninne Bruguier, Valerie Cass – Lakeland Times, Tim Evenson, Tom Hanley, Paul Knuth, Thom Umlauf.

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

President Burmaster introduced Jeaninne Bruguier and Thom Umlauf. Ms. Bruguier and Mr. Umlauf will officially be sworn in as board members at the July meeting.

President Burmaster introduced Roxanne Lutgen, Nicolet's new Vice President of Finance and College Operations, effective June 7.

President Burmaster recognized the upcoming retirement of Vice President Jim Brown and praised him as both a leader in education and in the community.

President Burmaster thanked and commended both Vice President Brown and Accounting Director John Van De Loo for their work in preparing the 2010-2011 Nicolet College budget.

**APPROVAL OF AGENDA**

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

**ROUTINE ITEMS**

**1. Public Input**

There was no public input.

## **CONSENT AGENDA**

- 2. Action on Minutes of the Regular Meeting - 5/11/10**
- 3. Ratification of Business, Industry, and Government Contracts**  
**Contract #2010-0167 thru Contract #2010-0175**  
**Contract #2011-0006 thru Contract #2011-0014**
- 4. Ratification of High School Equivalency Diploma Contracts**  
**Contract HSED #10-32 thru Contract HSED #10-35**
- 5. Status of College Accounts, Recap of Expenses, Operational Cost, and Action on Bills Payable**

JACOBS MADE A MOTION, SECONDED BY METROPULOS, THAT THE NICOLET COLLEGE BOARD APPROVE THE CONSENT AGENDA, ITEMS 2, 3, 4, AND 5, AS FOLLOWS:

2. Approval of the Minutes of the Regular Meeting – 5/11/10
3. Ratification of Business, Industry, and Government Contracts  
Contract #2010-0167 thru Contract #2010-0175  
Contract #2011-0006 thru Contract #2011-0014
4. Ratification of High School Equivalency Diploma Contracts  
Contract HSED #10-32 thru Contract HSED #10-35
5. Approval of Status of College Accounts, Recap of Expenses, Operational Cost, and Bills Payable

MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

## **REGULAR AGENDA**

### **6. Friends and Partners Award**

Paul Knuth, Nicolet College Foundation President, presented the 2010 Nicolet College Friends and Partners Award to the Vilas County Sheriff's Department. Tim Evenson, Vilas County Sherriff's Department Jail Administrator accepted the award. Foundation President Knuth explained that the award is given to recognize businesses, groups, or individuals who have played a key role in helping the college achieve its mission of service to the Nicolet District. The Vilas County Sheriff's Department was nominated by Phil Schmidt, Nicolet College Criminal Justice instructor. For three years, the Department has provided training facilities and instructors for the annual Jail Academy, a 4-week program that covers 160 hours of instruction. This partnership has allowed Nicolet to offer this training within the District. The Department has also offered the use of their facilities for other Nicolet College training opportunities.

### **7. Action on 2010-2011 Budget**

JACOBS MADE A MOTION, SECONDED BY MARTINI, THAT THE NICOLET COLLEGE BOARD APPROVE THE 2010-2011 BUDGET IN THE TOTAL AMOUNT OF \$33,853,283 AND THAT \$20,680,328 BE

PLACED ON THE TAX ROLLS OF THE NICOLET AREA TECHNICAL COLLEGE DISTRICT. ROLL CALL VOTE: CARLSON - AYE, GRAVEEN – AYE, JACOBS - AYE, MARTINI - AYE, METROPULOS - AYE, PETERS – AYE, REACH - AYE, ZIMMERMAN – AYE. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

**8. Resolution Authorizing the Issuance of Not to Exceed \$1,400,000 General Obligation Promissory Notes; and Setting the Sale Therefor.**

President Burmaster explained that the request to borrow \$1,400,000 is a follow-up action to passage of the 2010-2011 budget.

PETERS MADE A MOTION, SECONDED BY JACOBS, THAT THE NICOLET COLLEGE BOARD APPROVE THE RESOLUTION AUTHORIZING THE BORROWING OF NOT TO EXCEED \$1,400,000 GENERAL OBLIGATION PROMISSORY NOTES; AND SETTING THE SALE THEREFOR. ROLL CALL VOTE: CARLSON - AYE, GRAVEEN – AYE, JACOBS - AYE, MARTINI - AYE, METROPULOS - AYE, PETERS – AYE, REACH - AYE, ZIMMERMAN – AYE. MOTION CARRIED ON A ROLL CALL VOTE.

**9. Student Employment and Prohibition against Discrimination**

Human Resources Director Dan Groleau provided an overview of the revisions to Administrative Policy #105, Student Employment and Prohibition against Discrimination.

ZIMMERMAN MADE A MOTION, SECONDED BY PETERS, THAT THE NICOLET COLLEGE BOARD APPROVE ADMINISTRATIVE POLICY #105, STUDENT EMPLOYMENT AND PROHIBITION AGAINST DISCRIMINATION, AS REVISED. MOTION CARRIED ON A VOICE VOTE.

**10. Facilities Planning**

Facilities Director Charlie Smith and SDS Architect Tom Hanley presented information and reviewed a site plan of the proposed addition to and remodeling of the Northwoods Center. The proposed project would start in the spring of 2011 and be completed in time for the start of fall semester 2011. They explained they are asking for the board's consensus on the proposed project to continue planning. A resolution would then be brought to the board in September or October seeking formal approval of the project. Following discussion, it was the consensus of the board to continue the planning process for the addition to and remodeling of the Northwoods Center.

Board Member Peters requested that an information sheet be prepared for board members to refer to when responding to questions from community members about the project.

## **11. OTHER INFORMATIONAL ITEMS OF THE PRESIDENT AND BOARD MEMBERS**

### **2010-2011 Board Meetings**

Board members confirmed the following board meeting dates for 2010-2011:

#### **2010**

July 12, Monday  
August 24, Tuesday  
September 21, Tuesday  
October 19, Tuesday  
November 16, Tuesday  
December 14, Tuesday

#### **2011**

January 18, Tuesday  
February 15, Tuesday  
March 15, Tuesday  
April 19, Tuesday  
May 17, Tuesday  
June 14, Tuesday

### **S38.14(3) Contracts at Less than Full Cost Recovery**

President Burmaster noted that board members received in their packet the list of S.38.14(3) contracts delivered at less than full cost recovery. There were no questions from board members.

### **Imagination Conversation**

President Burmaster said Nicolet College will be the host site for a Lincoln Center Institute Imagination Conversation. The event will be held on July 28, 2010 in the Learning Resource Center. Registration includes admission to the Northern National Art Competition Opening Reception the evening of July 27<sup>th</sup>.

### **“Thank you” from Board Member Kathleen Marshall**

President Burmaster read a “thank you” message from out-going board member Kathleen Marshall for the cake and parting gifts at the May board meeting.

### **District Boards Association Committee Appointments**

District Boards Association committee appointments for 2010-2011 will be as follows:

Legislative Committee – Richard Peters  
Human Resources Committee – Ron Zimmerman  
Program Committee – (no one)  
Marketing/Public Relations & Awards Committee – Marcie Metropulos  
Interdistrict/Interagency Cooperation Committee – Betsy Reach

Bylaws, Policies, & Procedures Committee – Marcie Metropulos

Board of Director Member – Betsy Reach, with Marcie Metropulos as an alternate.

**Board Organizational Meeting**

Board Member Carlson said there will be election of officers at the July meeting. He noted he has served two consecutive years as board chairman and is therefore not eligible for another term at this time. He asked board members to think about the offices to be filled and contact him if interested in serving.

**STATEMENT OF UNDERSTANDING**

Administration will prepare for the minutes information on the proposed addition and remodeling of the Northwoods Center to use when responding to questions from community members.

- The building was constructed in 1974, making the infrastructure thirty-six years old.
- Additional classroom space will be created.
- Students will be brought back on campus from the two current rental facilities.
- Existing code issues will be resolved.
- Safety issues in the culinary area will be addressed.
- \$310,000 in savings will be realized by not leasing off-campus space.
- The addition and remodeling is essential for future anticipated growth.
- Bond rates are very good now.
- The bidding climate is good now.
- Energy savings will be realized as a result of the new construction and remodeling.
- New construction and remodeling will result in more efficient use of space.
- Construction of an elevator will enhance accessibility for individuals with disabilities.
- Indoor air quality will be enhanced with an updated heating, air conditioning, and ventilation system.

**PUBLIC INPUT**

There was no public input.

President Burmaster recognized Board Member Betty Graveen for nine years of leadership and service as a Nicolet board member.

President Burmaster recognized Maggie Szostak for twenty four years as Assistant to the President and Secretary to the Board of Trustees. She said Maggie is now working with Sandy Kinney, Executive Director of Communications and College and Community Initiatives.

## **CLOSED SESSION**

### **12. Closed Session**

JACOBS MADE A MOTION, SECONDED BY REACH, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES MEET IN EXECUTIVE SESSION IN ACCORDANCE WITH WISCONSIN STATUTE 19.85(1)(c) FOR AN UPDATE ON COLLECTIVE BARGAINING. ROLL CALL VOTE: CARLSON - AYE, GRAVEEN – AYE, JACOBS - AYE, MARTINI - AYE, METROPULOS - AYE, PETERS – AYE, REACH - AYE, ZIMMERMAN – AYE. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

## **OPEN SESSION**

### **13. Reconvene Open Session**

PETERS MADE A MOTION, SECONDED BY REACH, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES RECONVENE INTO OPEN SESSION IN ACCORDANCE WITH WIS. STATS. SECTION 19.85(2). ROLL CALL VOTE: CARLSON - AYE, GRAVEEN – AYE, JACOBS - AYE, MARTINI - AYE, METROPULOS - AYE, PETERS – AYE, REACH - AYE, ZIMMERMAN – AYE. MOTION CARRIED ON A ROLL CALL VOTE.

### **14. Report of Closed Session**

Chairman Carlson reported the board received an update on collective bargaining.

#### **Action on the Contract between the Nicolet Area Technical College Board and Nicolet Area Technical College Faculty Association**

REACH MADE A MOTION, SECONDED BY ZIMMERMAN, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES RATIFY THE JULY 1, 2010 THROUGH JUNE 30, 2012 COLLECTIVE BARGAINING AGREEMENT WITH THE NICOLET AREA TECHNICAL COLLEGE FACULTY ASSOCIATION CONTINGENT UPON RATIFICATION OF THE COLLECTIVE BARGAINING AGREEMENT BY THE FACULTY ASSOCIATION. VOICE VOTE: ABSTENTION BY JACOBS. MOTION CARRIED ON A VOICE VOTE.

#### **Action on the Contract between Nicolet Area Technical College Board and Nicolet Area Technical College Support Personnel Union**

REACH MADE A MOTION, SECONDED BY MARTINI, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES RATIFY THE JULY 1, 2010 THROUGH JUNE 30, 2012 COLLECTIVE BARGAINING AGREEMENT WITH THE NICOLET AREA TECHNICAL COLLEGE SUPPORT PERSONNEL UNION. VOICE VOTE: ABSTENTION BY JACOBS. MOTION CARRIED ON A VOICE VOTE.

**Action on the Contract between Nicolet Area Technical College Board and Northern Educational Support Team/Nicolet Maintenance Union**

REACH MADE A MOTION, SECONDED BY PETERS, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES RATIFY THE JULY 1, 2010 THROUGH JUNE 30, 2012 COLLECTIVE BARGAINING AGREEMENT WITH THE NORTHERN EDUCATIONAL SUPPORT TEAM/NICOLET MAINTENANCE UNION. VOICE VOTE: ABSTENTION BY JACOBS. MOTION CARRIED ON A VOICE VOTE.

**ADJOURN**

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

Kathleen Marshall, Secretary

Recorded: Maggie Szostak

**NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD**  
**Tuesday, August 24, 2010**  
**Nicolet College**  
**Rhineland, Wisconsin**

**5 PM**  
**University Transfer Center Fireside Room**

**Mission:** *“In service to the people of Northern Wisconsin, we deliver superior community college education that transforms lives, enriches communities, fosters economic development, and expands employment opportunities.”*

**Nicolet 2020 Strategic Vision:**

- ***Mission and Integrity***
- ***Preparing for the Future***
- ***Student Learning, Effective Teaching and Student Success***
- ***Acquisition, Discovery and the Application of Knowledge and Skill in the 21<sup>st</sup> Century***
- ***Engagement, Service and Public Trust***

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

ROUTINE ITEMS

1. Public Input

CONSENT AGENDA

- \*2. Action on Minutes of the Annual Organizational Meeting – 7/12/10
- \*3. Ratification of Business, Industry, and Government Contracts
- \*4. Status of College Accounts, Recap of Expenses, Operational Cost, Action on Bills Payable

REGULAR AGENDA

- \*5. Resolution Awarding the Sale of \$1,400,000 General Obligation Promissory Notes, Series 2010B
6. Presentation by Wisconsin Technical College District Boards Association (WTCDBA) Executive Director. Executive Director Paul Gabriel and Association President Jean Trempe will provide a District Boards Association report.
- \*7. Tuition Remission for 2009 – 2010. Vice President Kenneth Urban will present the annual report on the total number of remitted credits for 2009-2010.
8. Other Informational Items of the President / Board Members
  - \*S.38.14(3) Contracts at Less than Full Cost Recovery.
  - Financial Aid/Direct Lending Report – Financial Aid Director, Bill Peshel and Director of Business Services, Jill Price will update the Board of Trustees on these programs.

\*All items marked with an asterisk are supplemented by additional material in the Board packet.

- Enrollment Update – Vice President Kenneth Urban will present on fall 2010 enrollment.
- Facilities Update – Vice President Roxanne Lutgen will update the Board on the Art Tech Building remodeling project and the proposed Northwoods Building project.
- Sustainable Living Fair – Executive Director, Sandy Kinney, will update the Board on this upcoming event at Nicolet College on September 25, 2010.
- Room / Building Dedication Naming Policy

STATEMENT OF UNDERSTANDING  
PUBLIC INPUT

ADJOURN

\*All items marked with an asterisk are supplemented by additional material in the Board packet.

- \*9. Student Employment and Prohibition Against Discrimination. Human Resources Director Dan Groleau will present the policy. The board may act to approve the revised policy.
- 10. Facilities Planning. Architect Tom Hanley will present an overview for the proposed Northwoods Center project.
- 11. Other Informational Items of the President and Board Members.
  - \*2010-2011 Board of Trustees Meeting Dates
  - \*S.38.14(3) Contracts at Less than Full Cost Recovery
  - Lincoln Center Imagination Conversation – July 27 and 28

STATEMENT OF UNDERSTANDING

PUBLIC INPUT

CLOSED SESSION

- \*12. Closed Session. In accordance with Wisconsin Statute 19.85(1)(c), the board will meet in executive session for an update on collective bargaining.

OPEN SESSION

- 13. Reconvene Open Session. Pursuant to Wisconsin Statute 19.85(2), the board will reconvene into open session and may take action on any business related to the closed session.
- 14. Report of Closed Session.

ADJOURN

**\*All items marked with an asterisk are supplemented by additional material in the Board packet.**