

**NICOLET AREA TECHNICAL COLLEGE DISTRICT BOARD**  
**Minutes of the Regular Meeting**  
**Tuesday, October 19<sup>th</sup>, 2010**

**CALL TO ORDER**

Chairman Martini called the meeting to order at 5:00 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, Bob Martini, Marcie Metropulos, Richard Peters, Thomas Umlauf, Ron Zimmerman and Student Board of Trustees Representative Vicky Hunter.

Board members absent: Amy Jacobs, Betsy Reach

Staff present: Elizabeth Burmaster, Anne Bonack, Sandy Kinney, Lynn Larsen, Roxanne Lutgen, Julie Morgan, Rose Prunty, Ron Skallerud, Charlie Smith and Kenneth Urban.

Guests present: Tom Hanley - SDS Architects

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

**APPROVAL OF AGENDA**

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

**ROUTINE ITEMS**

1. **Public Input**  
None.

**CONSENT AGENDA**

2. **Action on Minutes of the Regular Meeting – 9/21/10**
3. **Ratification of Business, Industry, and Government Contracts Contracts #2011-0050 through #2011-0063**
4. **Status of College Accounts, Recap of Expenses, Operational Cost, Action on Bills Payable**

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

2. APPROVAL OF MINUTES OF REGULAR MEETING – 9/19/2010

3. RATIFICATION OF BUSINESS, INDUSTRY, AND GOVERNMENT CONTRACTS
  4. APPROVAL OF BILLS PAYABLE
- MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

## **REGULAR AGENDA**

### **5. Introduction of Student Government Representative**

President Burmaster introduced and welcomed Vicky Hunter, Board of Trustees Student Representative. Sandy Kinney, Executive Director of Communications & College & Community Initiatives introduced new Student Life Coordinator Julie Morgan.

### **6. Action on 2010-2011 Mill Rate**

President Burmaster reported that the total mill rate for 2010-2011 will be the same as passed during the June Board meeting; however the operational portion decreased while the debt portion increased due to the equalized valuation change and the budget modifications. Total expenditures for all funds increased by only six tenths of a percent over last year, and the total tax levy only increased 2.02%.

PETERS MADE A MOTION, SECONDED BY METROPULOS, THAT THE NICOLET COLLEGE BOARD SECRETARY BE DIRECTED TO INFORM THE TOWNS/CITIES IN THE NICOLET AREA TECHNICAL COLLEGE DISTRICT THAT THE 2010-2011 MILL RATE FOR THE GENERAL OPERATIONS OF THE DISTRICT BE ESTABLISHED AT \$.98213 PER \$1,000 OF EQUALIZED VALUATION, AND THE MILL RATE FOR THE DEBT RETIREMENT THROUGH DEBT SERVICE FUND BE ESTABLISHED AT \$.12878 PER \$1,000 OF EQUALIZED VALUATION, WITH THE TOTAL LEVY BEING ASSESSED AT A RATE OF \$1.11091 PER \$1,000 OF EQUALIZED VALUATION. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

### **7. Modification of 2010-2011 Budget**

President Burmaster presented the modification to the 2010-2011 budget passed this past June. The reason for the modification was due to a decrease in tax levy due to decreasing equalized valuations, increased program & material fees due to increases in enrollment, a one-time Microsoft settlement, and reduced expenses due to unfilled positions.

METROPULOS MADE A MOTION, SECONDED BY BRUGUIER, THAT THE NICOLET COLLEGE BOARD APPROVE MODIFICATION OF THE 2010-2011 BUDGET TO REFLECT CHANGES IN REVENUES AND EXPENDITURES IN ACCORDANCE WITH THE WISCONSIN STATE REQUIREMENTS. MOTION CARRIED ON A VOICE VOTE.

**8. Action on Proposed Northwoods Center Remodeling**

President Burmaster reported that the proposed addition to and remodeling of the Northwoods Center would start in the spring of 2011 and be completed in time for the start of fall semester 2011. The project will include construction of a 9,000 square foot two story addition, along with the renovation of 7,500 square feet of existing space on the lower level and renovation of 7,500 square feet of existing space on the upper level.

- The addition and remodeling is essential for increased enrollment and future anticipated growth.
- Additional classroom space will be created which will accommodate some of the programs currently housed at Northern Advantage and Northpoint rental properties. \$310,000 in savings will be realized by not leasing off-campus space (annually).
- The Northwoods building was constructed in 1974, making the infrastructure thirty-six years old.
- 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.
- 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.
- Safety issues in the culinary area will be addressed.
- Bond rates are very good now.
- The bidding climate is good now for this needed remodeling and addition.

After further discussion,

METROPULOS MADE A MOTION, SECONDED BY BRUGUIER, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES REQUEST APPROVAL FROM THE WISCONSIN TECHNICAL COLLEGE SYSTEM STATE BOARD FOR THE FOLLOWING CAPITAL IMPROVEMENTS TO THE NORTHWOODS CENTER:

CONSTRUCTION OF A 9,000 SQUARE FOOT, TWO-STORY ADDITION ON THE NORTHWOODS CENTER, FOR AN APPROXIMATE COST OF \$1.5 MILLION,

RENOVATION OF 7,500 SQUARE FEET OF EXISTING SPACE ON THE LOWER LEVEL OF THE NORTHWOODS CENTER, FOR AN APPROXIMATE COST OF \$1.5 MILLION,

RENOVATION OF 7,500 SQUARE FEET OF EXISTING SPACE  
ON THE UPPER LEVEL OF THE NORTHWOODS CENTER, FOR  
AN APPROXIMATE COST OF \$1.5 MILLION.

**9. Designation of Assistant, Associate, and Deputy Directors**

President Burmaster explained this annual, routine designation of assistant, associate, and deputy directors. The designation is required by state statute.

PETERS MADE A MOTION, SECONDED BY UMLAUF, THAT THE NICOLET COLLEGE BOARD, FOR PURPOSES OF WISCONSIN'S CODE OF ETHICS FOR PUBLIC OFFICIALS AND EMPLOYEES, SEC. 19.41 THROUGH 19.59, STATS., DESIGNATES THE FOLLOWING POSITIONS ASSISTANT DISTRICT DIRECTORS AND INDICATES ITS UNDERSTANDING THAT THE CURRENT OCCUPANTS OF THOSE POSITIONS AND THE SUCCESSORS TO THOSE POSITIONS ARE STATE PUBLIC OFFICIALS TO WHOM WISCONSIN'S ETHICS CODE APPLIES:

1. ROXANNE LUTGEN, VICE PRESIDENT OF FINANCE & COLLEGE OPERATIONS
  2. KENNETH URBAN, VICE PRESIDENT OF TEACHING, LEARNING & STUDENT SUCCESS
- MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

**STATEMENT OF UNDERSTANDING**

There was no Statement of Understanding.

**PUBLIC INPUT**

There was no public input.

**ADJOURNMENT**

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

Elizabeth Reach, Secretary

Recorded: Anne Bonack