CALL TO ORDER
Chairman Zimmerman called the meeting to order at 5:02 PM in the University Transfer Center Fireside Room on the campus of Nicolet College in Rhinelander, Wisconsin.

ROLL CALL
Board members present: Dave Hintz, Amy Jacobs, Richard Peters, Deanna Pierpont, Elizabeth Spencer, Thom Umlauf, Ron Zimmerman and Student Representative Elizabeth Goldsworthy.

Board member(s) absent: Jeaninne Bruguier, Marcie Metropulos

Also present: Nicolet College President Burmaster, Karen Barr, Sandy Bishop, Larry Brown, Mary Dettmering, Linden Fraser, Sharon Gobert, Daniel Goscha, Dan Groleau, Chris Honig, Jim Honig, Julie Johnson, Terri Johnson, Bob Kanyusik, Janice Kanyusik, Ocie Kilgus, Sandy Kinney, Chuck Komp, Beth Kost, Kari Krueger, Kate Larch, Steve Laskowski, Ginny Leith, Roxanne Lutgen, Lenore Mangles, Mark Nebgen, Jim Nuttall, Catherine Parker, Brigitte Parsons, Dave Picard, Rose Prunty, Michele Regenold, Kyle Rogers - Northwoods River News, Paul Samz, Josh Skubal, Kenneth Urban, Laura Wind-Norton, Barbara X*, Sharon X* and Lisa Young.

*Last name not provided

Recorder: Anne Bonack

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

APPROVAL OF AGENDA

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

ROUTINE ITEMS
1. Public input was received from Steve Laskowski, Michele Regenold, Laura Wind-Norton, Barbara (last name not provided) and Sharon (last name not provided) concerning agenda item #7 on Instructional Assignment.

CONSENT AGENDA
2. Action on Minutes of the Regular Meeting – 10/18/11
4. Ratification of Business, Industry and Government Contracts

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

REGULAR AGENDA

5. Employee Leave Benefits. Director of Human Resources Groleau presented to the full Board the Board of Trustees Executive Committee draft proposal of “Employee Leave Benefits” included in their board packet. The proposal is a part of the Employee Handbook that will become effective July 1, 2012. Questions from Board Members were addressed by Groleau.

JACOBS MADE A MOTION, SECONDED BY PIERPONT THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE THE "EMPLOYEE LEAVE BENEFITS" SECTION OF THE 2012-2013 EMPLOYEE HANDBOOK. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

6. Health Insurance Continuation Benefit for Retirees. Vice President Lutgen presented the Board of Trustees Executive Committee draft proposal of “Health Insurance Continuation Benefits for Retirees" which will become effective July 1, 2012. The proposal would allow retired employees to use accumulated sick leave depending on age and years of service to provide health insurance continuation through the Nicolet group health insurance plan or a direct-billed health insurance plan. Questions from Board Members were addressed by Lutgen.

JACOBS MADE A MOTION, SECONDED BY SPENCER THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE THE "HEALTH INSURANCE CONTINUATION BENEFIT FOR RETIREES" FOR THE 2012-2013 EMPLOYEE HANDBOOK EFFECTIVE JULY 1, 2012. IF THE LEGISLATURE TAKES ANY ACTION RELATED TO POST RETIREMENT BENEFITS THAT WOULD IMPACT THIS PLAN OR HAVE OTHER FISCAL OR BUDGETARY IMPLICATIONS, THE BOARD OF TRUSTEES HAS THE ABILITY TO RECONSIDER OR AMEND THIS BENEFIT. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

7. Instructional Assignment. Vice President Urban presented a proposal for Instructional Assignment for Faculty for the Employee Handbook which will be effective July 1, 2012. Urban noted the proposal has undergone more than five months of work by staff and the Board of Trustees Executive Committee. The intent of this proposal is to maintain instructional quality, increase faculty accessibility to students, reduce adjunct cost, reduce excess assignment cost and reduce instructional cost per FTE (full time equivalent). President Burmaster
stated we have excellent faculty and we are making adjustments in all areas under the tax levy freeze. Questions from the Board Members were addressed by Urban.

PETERS MADE A MOTION, SECONDED BY SPENCER THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE INSTRUCTIONAL ASSIGNMENT VALUES OF 20 HOURS PER WEEK FOR LECTURE; 24 HOURS PER WEEK FOR LAB/SHOP, CLINICAL AND INTERNSHIP; 1/20TH OF A FULL INSTRUCTIONAL ASSIGNMENT PER STUDENT UP TO 14 FOR INDEPENDENT INSTRUCTION; AND 1/1280TH OF ANNUAL SALARY PER HOUR OF EXCESS ASSIGNMENT CALCULATED ANNUALLY, ROUNDED TO THE NEAREST HOUR, IN THE TEACHING FACULTY ADDENDUM TO THE 2012-2013 EMPLOYEE HANDBOOK EFFECTIVE JULY 1, 2012. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

8. **District Boards Association.** Chairman Zimmerman presented a report on the District Boards Association meeting November 2-4 in Pewaukee, noting the meeting was highly informative on issues of Act 10, new generations in the workforce, collective bargaining and legal responsibilities of Board Members. Zimmerman encouraged all Board Members to attend the meetings, explaining the District Boards Association is contemplating holding meetings on the weekends instead of during the week to accommodate work schedules. The next District Boards Association meeting will be held in Elkhart Lake January 19-21, 2012.

9. **Action on Dental Assistant and Dental Hygienist Program Scope.** Vice President Urban presented a proposal for the addition of new programs of study in Dental Assistant and Dental Hygienist stating this is the second step of a five step process for new program approval. Urban emphasized the strong growth in the Dental Assistant and Dental Hygienist areas as well as the large need for care in our district. Nicolet would only be incurring the cost of the instructors and supplies. Questions from Board Members were addressed by Urban.

   JACOBS MADE A MOTION, SECONDED BY PIERPONT THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE THE ADDITION OF NEW PROGRAMS OF STUDY IN DENTAL ASSISTANT(SHORT TERM) AND DENTAL HYGIENIST (ASSOCIATE DEGREE) AND SUBMIT THE PRELIMINARY SCOPE PROPOSAL TO THE WISCONSIN TECHNICAL COLLEGE SYSTEM FOR THEIR REVIEW AND APPROVAL. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

10. **Other Informational Items of the President/Board Members:**

    • Vice President Lutgen presented an update on Information Technology activities noting the benefit, status and expected completion date of each
project. Lutgen was commended by the Board on the progress of the Information Technology team.
• President Burmaster announced the new Foundation Executive Director, Heather Schallok will be starting on November 28th.

STATEMENT OF UNDERSTANDING
There was no statement of understanding.

PUBLIC INPUT
Public input was received from Mary Dettmering concerning agenda item #7 on Instructional Assignment.

ADJOURNMENT
SPENCER MADE A MOTION, SECONDED BY HINTZ, TO ADJOURN THE MEETING. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.