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

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

Board member(s) absent: None

Also present: NATC President Burmaster, Karen Barr, Dan Groleau, Julie Johnson, Sandy Kinney, Chuck Komp, Beth Kost, Roxanne Lutgen, Lenore Mangels, Brigitte Parsons, Rose Prunty, Kyle Rogers - Northwoods River News, Ron Skallerud, Kenneth Urban and John Van De Loo.

Recorder: Anne Bonack

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

APPROVAL OF AGENDA

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

ROUTINE ITEMS
1. Public Input
   None.

CONSENT AGENDA
2. Action on Minutes of the Regular Meeting – 9/20/11
4. Ratification of Business, Industry and Government Contracts

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

5. **Report on Donated Equipment.** Vice President Lutgen provided an update on the donation of fully depreciated equipment no longer used on campus. The equipment was well used, but not yet at end of life, and was donated to PK-12 schools in the Nicolet District. Each of the PK-12 schools was notified and given equal opportunity to claim the available equipment. Each item bestowed required a signed release form. Copies of the release forms were also sent to the superintendents of each district.

6. **Action on 2011-2012 Mill Rate.** Director of Accounting and Business Services Van De Loo reviewed the new state law under which technical colleges will have their operational levies frozen for the next two years at no more than the dollar amount levied by the District in 2010-2011. Van De Loo noted the 2011-2012 budget is unchanged at this time due to the total property tax levy dollar amount staying the same as the 2010-2011 levy. This is the third consecutive year Nicolet has seen decreasing property values, and since 2009 the Nicolet District has seen nearly $1.5 billion in lost valuations.

   PETERS MADE A MOTION, SECONDED BY UMLAUFS, THAT THE NICOLET COLLEGE BOARD SECRETARY BE DIRECTED TO INFORM THE TOWNS/CITIES IN THE NICOLET AREA TECHNICAL COLLEGE DISTRICT THAT THE 2011-2012 MILL RATE FOR THE GENERAL OPERATIONS OF THE DISTRICT BE ESTABLISHED AT $1.01661 PER $1,000 OF EQUALIZED VALUATION, AND THE MILL RATE FOR THE DEBT RETIREMENT THROUGH THE DEBT SERVICE FUND BE ESTABLISHED AT $.13330 PER $1,000 OF EQUALIZED VALUATION, WITH THE TOTAL LEVY BEING ASSESSED AT A RATE OF $1.14991 PER $1,000 OF EQUALIZED VALUATION. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

7. **Nicolet College Complaint and Appeal Procedures for the Board of Trustees.** Director of Human Resources Groleau presented a draft of the “Nicolet College Complaint and Appeal Procedures” for the Board of Trustees, as required by step 4 of the “Employee Complaint and Appeal Procedure” adopted on September 20, 2011. This step states that either party may, within 7 days after receipt of the written decision of the Independent Hearing Officer (IHO), appeal the decision of the IHO to the Nicolet College Board of Trustees. The Board of Trustees will schedule an appeal within 30 days and shall only overturn the decision of the IHO if the decision was unreasonable, arbitrary, or capricious. The decision will be by majority vote and will be limited to holding for or against the appealing party.

   JACOBS MADE A MOTION, SECONDED BY HINTZ, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES ADOPT THE FOLLOWING “NICOLET COLLEGE COMPLAINT AND APPEAL PROCEDURES” FOR THE BOARD OF TRUSTEES, AS REQUIRED IN STEP 4 OF THE “NICOLET COLLEGE EMPLOYEE COMPLAINT AND APPEAL
PROCEDURE FOR DISCIPLINE AND WORKPLACE SAFETY ISSUES
PURSUANT TO WIS. STATS. SEC. 66.0509", POLICY 026.

8. **Action on Board of Trustee Policy on the Possession and Use of Weapons.**
   Executive Dean of Economic Development and Security Skallerud presented the “Possession and Use of Weapons” policy, stating Nicolet is restricting the possession and use of weapons where applicable by law. The policy will restrict the possession and use of weapons in any Nicolet College building or college vehicle. Violators will be referred to security and/or local law enforcement authorities. If there are any changes in the law, the law will take precedence over the policy. Board Member Umlauf inquired who will be enforcing the policy. President Burmaster responded that college administration and the Nicolet Emergency Response Team will enforce the policy.

   PETERS MADE A MOTION, SECONDED BY SPENCER, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE THE NICOLET COLLEGE BOARD OF TRUSTEE POLICY ON THE “POSSESSION AND USE OF WEAPONS” WHICH ADDRESSES ACT 35 OF THE WISCONSIN STATE LEGISLATURE.

9. **Designation of Assistant Directors.** President Burmaster asked the Board of Trustees to approve the routine designation of Assistant District Directors. The positions are considered public officials who are required to file the Statement of Economic Interest to the Government Accountability Board on an annual basis.

   JACOBS MADE A MOTION, SECONDED BY PIERPONT, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES, 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

10. **Other Informational Items of the President/Board Members:**
   - Vice President Lutgen presented information on vendors, not awarded through state contracts or competitive selection, with whom the College expended more than $25,000 during the fiscal year ending June 30, 2011. Lutgen stated the list is short because Nicolet solicits requests for proposals or uses state contract vendors wherever possible.
• Dean of Health Occupations Mangles explained Nicolet is currently exploring options for offering dental hygiene, dental lab technician and dental assistant programs in conjunction with Dr. Paco Fralick and the Lac du Flambeau Band of Lake Superior Chippewa. Dr. Fralick is expanding his practice with a dental campus in Lac du Flambeau. The new facility would provide lab and classroom space for a variety of dental program students and provide dental service to the underserved. Nicolet would provide the instructors and curriculum. Nicolet will proceed with steps for the occupational program development process. There are currently eight technical colleges which provide the dental hygiene program in Wisconsin with Northcentral Technical College being the closest.

STATEMENT OF UNDERSTANDING

Board Member Spencer requested an update on campus safety and security at a future date. It was noted the Board Policy Manual is currently being updated and the safety and security policies will be reviewed by the Board of Trustees in January.

PUBLIC INPUT

Nicolet College Nursing Instructor Julie Johnson explained the great impact the Lac du Flambeau dental clinic would have on our area due to the enormous need for dentists who take public funding for uninsured people. The closest dental locations taking public funding are Phillips and Wausau.

ADJOURNMENT

Jacobs made a motion, seconded by Peters, to adjourn the meeting. Motion carried unanimously on a voice vote.