

**NICOLET AREA TECHNICAL COLLEGE
DISTRICT BOARD**

**Minutes of the Regular Meeting
Monday, December 9, 2019**

CALL TO ORDER

Board Chair Nielsen called the meeting to order at 4:30 pm in the Red Oak Center, Fireside Room 102 on the Nicolet College Campus in Rhinelander, Wisconsin.

ROLL CALL

Board members present, Scott Foster, Rubie Gauthier (via phone), Dianne Lazear (via phone), Bob Martini, Sharon Nielsen, Linda Skallerud, Ryan Zietlow

Board members absent: Bob Egan, David Solin

Recorder: Anne Wiedmaier

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

Also present: Sandy Bishop, Samantha Bullard, Candy Dailey (via phone), Kate Ferrel, Rob Ganschow of Wipfli, LLP, Dan Groleau, Al Javoroski, Greg Miljevich, Richard Nelson, John Van De Loo, Christin Van Kauwenberg, Anne Wiedmaier

APPROVAL OF AGENDA

MARTINI MADE A MOTION, SECONDED BY FOSTER TO APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

1. Public Input – Board Chair Nielsen asked for public input. There was none.

CONSENT AGENDA

2. Approval of the Minutes of the Regular Meeting on 10/28/19
3. Ratification of HSED Program Contracts #20-13 through #20-16
4. Ratification of Business, Industry, and Government Contracts #2020-0076 through #2020-0083
5. Recap of Expenses, Status of College Accounts, Operational Cost Recap of Expenses, and Approval of Bills Payable for October and November 2019

REGULAR AGENDA

6. Resolution Authorizing the Redemption of the District's General Obligation Promissory Notes, Series 2012B, Dated April 10, 2012 and General Obligation Promissory Notes, Series 2012C, Dated June 4, 2012 – John Van De Loo, Chief Financial Officer, asked for authorization from the Board of Trustees for early redemption of callable notes.

MARTINI MADE A MOTION, SECONDED BY ZIETLOW, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES AUTHORIZE THE REDEMPTION OF THE DISTRICT'S GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2012B, DATED APRIL 10, 2012 AND GENERAL OBLIGATION

PROMISSORY NOTES, SERIES 2012C, DATED JUNE 4, 2012. ROLL CALL: FOSTER - AYE, GAUTHIER – AYE, LAZEAR – AYE, MARTINI – AYE, NIELSEN – AYE, SKALLERUD – AYE, ZIETLOW – AYE. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

7. Audited Financial Statements – Rob Ganschow, Partner at Wipfli LLP, reviewed his firm’s unmodified opinion of the College Financial Statements for the year ended June 30, 2019. Questions from the Board were addressed by Ganschow.
8. Data Update – Christin Van Kauwenberg, Director of Business Intelligence, provided a handout and an update of demographic and market trends for the Nicolet College District.
9. Student Enrollment Update – Kate Ferrel, Executive Vice President of Academic & Student Affairs, provided this semi-annual report to the Board. Ferrel introduced the new Dean of Business, Al Javoroski to the Board.
10. Contracts Less than Full Cost Recovery – Sandy Bishop, Executive Director for Economic & Community Development, reported there were no contracts at less than full cost recovery for this quarter.
11. Business and Industry Solutions Update – Sandy Bishop, Executive Director for Economic Community Development, provided an update.
12. District Boards Association Legal Issues Seminar Report – Board Members Zietlow, Nielsen, and Lazear provided handouts and highlights of the meeting they attended in October.
13. Approval of Medical Assistant Registered Apprenticeship Technical Diploma – Candy Dailey, Dean of Health Occupations, provided an overview of the Medical Assistant Registered Apprenticeship Technical Diploma and asked the Board for approval to submit the program proposal to the Wisconsin Technical College System Board for their review and approval.

FOSTER MADE A MOTION, SECONDED BY SKALLERUD, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE THE SUBMISSION OF THE MEDICAL ASSISTANT REGISTERED APPRENTICESHIP TECHNICAL DIPLOMA TO THE WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD FOR THEIR REVIEW AND APPROVAL. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

14. Items for Information Only – Not for Board Action
 - a) *Staff Transitions
 - b) Upcoming Events
 - a. December 14 – Nicolet College Graduation Ceremony at 10 am
 - b. January 16-18 DBA Winter Meeting in La Crosse
 - c. January 20 – BOT Meeting

STATEMENT OF UNDERSTANDING

The Board directed administration to develop a conflict of interest disclosure statement to be signed annually by members of the Nicolet College Board of Trustees.

ADJOURNMENT

FOSTER MADE A MOTION, SECONDED BY ZIETLOW, TO ADJOURN THE MEETING AT 6:25 PM. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.