

TAYLOR COUNTY EDUCATION COMMITTEE

December 27, 2007

Northcentral Technical College - West Campus

Call To Order: Chair Bix called the meeting to order at 9:07 AM.

Members Present: Bix, Krug, Thums. Also in attendance was Interim West Campus Dean Bob Martin.

Members Absent: None.

Review & Approval of Minutes: December 13, 2007: Krug moved to approve the minutes of the December 13, 2007 meeting; Thums seconded. All Ayes. Motion Carried.

Consortium Budget Balance/Potential Funds Usage: Current consortium budget balance is \$11,439.05, which includes the 2007 transfers. See "Discuss & Approve Funds for the Consortium Class Materials" below.

Campus Activity: The carpeting in the office area will be installed the last week of the month, and the new office furniture will be put in place at that time.

FTEs & Head Count: There was no formal report at this time.

Discuss & Approve Funds for the Consortium Class Materials: The Committee reviewed the information on the basic computer classes to be offered to the general public during the spring semester. The first class will be free because it will qualify for Learning Center funds; however, a book will be necessary. It is anticipated that the book will cost around \$15, and consortium funds will be used to pay for it. The other classes will have a minimal charge for participation, but consortium funds will pay for all necessary materials for those classes as well. Krug moved to authorize the expenditure of no more than \$2500 for these classes and materials; Thums seconded. All Ayes. A monthly report will be given to the committee outlining how many people have signed up for the classes and how much has been spent.

Other Updates: Martin reported that we should be notified of action on a new dean for the West Campus in the near future.

Next meeting Date & Time: The January 10, 2008 meeting of the Taylor County Education Committee was cancelled. The next meeting will be at the call of the Chair.

Adjournment: Thums moved to adjourn; Krug seconded. All Ayes. The meeting was adjourned at 9:40 AM.

TAYLOR COUNTY EDUCATION COMMITTEE

December 13, 2007

Northcentral Technical College - West Campus

Members Present: Chair Bix called the meeting to order at 10 AM.

Members Present: Committee Members Bix, Krug, and Thums were present, as was Interim Dean Bob Martin.

Members Absent: None.

Review & Approve Minutes of October 11, 2007: Krug moved to approve the minutes of the October 11, 2007 meeting; Bix seconded. All Ayes. Motion Carried. Thums moved to approve the agenda as mailed; Krug seconded. All Ayes. Motion Carried.

CAMPUS UPDATES

Consortium Budget Balance/Potential Funds Usage: The consortium budget balance as of October 31, 2007 was \$8,439.05. Chair Bix reported that this does not include the \$3,000 end of year transfer of \$3,000 that was transferred into this account in December.

Campus Activity: 1) Now that the outside of the campus building has been redone, the focus is on redoing the inside entrance area. Over the holidays, new carpeting and furniture will be installed in the office area with the idea of improving efficiency, as well as improving the presentation of the office area to the general public. Over the summer months, the workspace will be reallocated and more amenities will be provided. 2) The CNA grant is on target with approximately 65% of the funds being spent. Three classes have been held so far. No more than ten students are allowed in each class according to the terms of the grant. 3) Architectural design classes will be offered at the Medford campus for career advancement in business and industry. 4) The first class of the electro-mechanical course has graduated; the second should be graduating next fall.

FTEs & Head Count: FTEs for the West Campus total 94.7917 as of December 13, 2007. Duplicated Head Count is 726, and Unduplicated Head Count is 1,290.

Consortium Computer Classes: Several computer classes will be offered to the public at reduced rates next semester. These classes will include basic computer skills, email, Internet, digital cameras and photo editing, and Word skills. Additional classes may be offered as needs and preferences are determined. Chair Bix and Dean Martin will develop a brochure for the class.

Other Updates: The West Campus dean position remains vacant. NTC is looking at a redesign of this position before attempting to fill it again. There were 18 graduates in 9 programs this fall. Three scholarships were given to Taylor County students from our foundation.

Next Meeting Date: The next meeting of the Taylor County Education Committee will be Thursday, January 10, 2008 at 9 AM.

Adjournment: With no further business, Thums moved to adjourn; Krug seconded. All Ayes. The meeting was adjourned at 10:40 AM.

TAYLOR COUNTY EDUCATION COMMITTEE

October 11, 2007

Northcentral Technical College - West Campus

Members Present: Bix, Krug, Thums

Members Absent: None

Call To Order: Chair Bix called the meeting to order with all members present. Also present was Interim West Campus Director Bob Martin.

Review & Approval of Minutes of August 30, 2007 Meeting: Thums moved to approve the minutes of the August 30, 2007 meeting; Bix seconded. All Ayes. Motion Carried.

CAMPUS UPDATES

Consortium Budget Balance/Potential Funds' Use: The consortium budget balance as of August 31, 2007 was \$8,481.05. Chair Bix reported that this amount will increase by \$1,000 when the 2008 budget goes into effect. She and Director Martin will be working on using some of these funds to implement a new series of computer classes for people with limited computer skills.

Campus Activity: 1) Memorial Health Center is using a customized training grant to provide Word-like applications training for their staff. 2) A full-time Certified Nursing Assistant (CNA) instructor has been hired for one year. This has been a high-demand class, and it is hoped that the backlog of students wishing to take the class can be eliminated. The first class is finished, a second is now in process, and a third will be starting soon. 3) A \$43,800 Workforce Advancement Training Grant from the Wisconsin Technical College System will be used to provide training for Hurd employees in both Medford and Merrill. Training will include lean manufacturing ideas, value stream mapping, and electromechanical instruction. Both classroom learning and computer-based training (CBT) will be utilized to make the learning experience as comprehensive as possible. Some of the training will be provided by Brad Nasset, project manager for the Northwest Wisconsin Manufacturing Outreach Center, in partnership with UW-Stout. This training will be provided at real cost, not on a cost-plus basis, so that Hurd will receive more training per employee than would otherwise be the case.

FTEs & Head Count: There was no report at this time.

Other Updates: There were 20 applicants for the position of West Campus Director. Martin will sift and winnow through these applications, do phone interviews, and set up interviews with the most likely candidates. Interviews are scheduled for Friday, October 26 and Friday, November 2. It is hoped the selection process will be completed by November 9. A group from NTC is working with local business leaders to determine what staff, facility, and training needs are in the Taylor County area. The goal is to establish a master business plan for each campus in the NTC system and to use this plan to coordinate future plans for NTC.

Next Meeting Date & Time: The next meeting of the Taylor County Education Committee will be Thursday, November 15 at 10:00 AM.

Adjournment: With no further business, Thums moved to adjourn; Krug seconded. All Ayes. The meeting was adjourned at 11:00 AM.

TAYLOR COUNTY EDUCATION COMMITTEE

August 30, 2007 10:00 AM

Northcentral Technical College - West Campus

Members Present: Committee Members Bix and Thums

Members Absent: Committee Member Krug

Other Attendees: NTC - West Campus Interim Director Bob Martin

Call To Order: Chair Bix called the meeting to order at 10:00 AM.

Review & Approve Minutes of July 12, 2007: Thums moved to approve the minutes of the July 12, 2007 meeting; Bix seconded. All Ayes. Motion Carried.

Consortium Budget Balance: The consortium budget balance as of July 31, 2007 was \$8,491.50. Martin will explore the possibility of having a digital camera class and a class on the storage, emailing, and touch-up of digital photos. This may be a series of classes designed for non-traditional students - seniors, hobbyists, and the like. Other class possibilities include a senior learning class, a general computer literacy class, and a class on email in all its ramifications. Martin will work on these possibilities and report back at the next meeting.

Campus Activity: Excel and Word classes will be taught for Memorial Hospital employees. The west campus received a grant for a CNA instructor for the entire year and is working on getting the first class set up and filled. Secretary Gassman from the State of Wisconsin attended a presentation of a grant for Hurd and NTC to cover classes in supervisory leadership, electromechanics, and continuous improvement. Another grant that has been received is designed to provide 11th and 12th graders with information on manufacturing jobs.

FTEs & Head Count: Martin will have a report at the next meeting, although the figures now look to be very similar to last year's.

NTC Exchange of Service Partnerships: A new concept is being introduced whereby NTC and other companies partner to achieve a common goal with no money changing hands, just an exchange of services. A local job service company will be one of the first to do this in the Medford area. A local manufacturing company is looking for blackboard training with their trainer to get credentialing. NTC will get increased headcount and an improved image throughout the region.

Other Updates: An interim study group has been appointed to look at what the west campus, as well as the other campuses along the western corridor, need in the way of leadership. This study group is the result of a new NTC President and the vacancy in the west campus director position. Martin will report back at the next meeting on what is happening in this regard. The office area is being redone to increase efficiency and flexibility. A new sidewalk and landscaping have been put in at the front door. Work is continuing on getting a splash tower for the Medford area, possibly near the Highway Shop. A new admissions specialist, Melody Jorgensen, has been hired. Martin is working on getting signage for the interior of the building and dealing with smoking on campus issues.

Next Meeting: The next meeting of the Taylor County Education Committee will be Thursday, October 11, 2007 at 10:00 AM.

Adjournment: With no further business, Thums moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 11:00 AM.

TAYLOR COUNTY EDUCATION COMMITTEE

July 12, 2007

NTC- West Campus

Call Meeting To Order: Chair Bix called the meeting to order with Committee Members Thums and Krug present. Also present was West Campus Director Bitzer.

Approve Minutes of the April 26, 2007 Meeting: Krug moved to approve the minutes as mailed; Thums seconded. All Ayes. Motion Carried.

Consortium Budget Balance: The consortium budget balance was \$8,481.05 as of May 31, 2007. There will be a request for additional equipment for the water aerobics class in the fall. This is a very popular class, and the cost of equipment will be more than offset by the enrollment fees.

Campus Activity: Director Bitzer is leaving NTC to assume duties as Dean of Students at Wisconsin Indianhead Technical College in Ashland on August 10, 2007. Bob Martin, the director of the Phillips campus, will handle the director's duties on an interim basis until the new director is in place. Carol Ponds, the administrative specialist, is also leaving. A new office assistant will be hired to replace Shanna who is leaving for the Spencer campus. For the first time ever, the Medford campus will be hiring a full-time CNA instructor.

FTEs and Head Count: The Committee reviewed several charts showing FTE and Head Count figures for the past ten years. The figures have remained steady over that period of time. The Committee also reviewed a breakdown of student enrollment by city, village, and township.

Other Updates: NTC has received an \$81,800 grant for workplace training. Approximately \$43,000 will be used at the Medford campus to update and refine manufacturing skills of local employees. A new office layout is being implemented, along with new furniture for the campus.

Adjournment: With no further business, Thums moved to adjourn; Krug seconded. All Ayes. The meeting was adjourned at 10:22 AM.

TAYLOR COUNTY EDUCATION COMMITTEE
April 26, 2007
Northcentral Technical College – West Campus

Call To Order: Chair Bix called the meeting to order at 10:00 AM with Committee Members Krug and Thums present. Also in attendance was West Campus Director Dr. Steve Bitzer.

Review & Approve Minutes of March 28, 2007: Krug moved to approve the minutes of the March 28, 2007 meeting; Thums seconded. All Ayes. Motion Carried.

Campus Updates:

Consortium Budget Balance/Potential Funds Usage: The current 2007 balance of the Consortium Budget is \$7,314.55. There may be expenditures proposed later in the year.

Campus Activity: The **eBay class** was very popular, and another one is scheduled for May 19. Bitzer is looking for an instructor for the **digital camera class**. **CNA instruction** has doubled over the past year, and three classes are scheduled for summer. A full-time instructor has been hired for fall. Not only is this the first full-time CNA instructor the West Campus has had, but it is also the first full-time instructor in any field this campus has had. There will be a **splash tower** in Medford, but the exact location is still unknown. Discussion is still proceeding on who will use the tower and how it will be used.

FTEs & Head Count: FTEs are down 1.9% over last year, but the head count is up 17%. This is due to the fact that more people are taking online classes. Overall, the numbers are up 9.7% in the region.

Other Updates: A ceremony for this semester's **graduates** and **scholarship recipients** will take place on May 2.

Adjournment: With no further business, Thums moved to adjourn; Krug seconded. All Ayes. The meeting was adjourned at 10:38 AM.

TAYLOR COUNTY EDUCATION COMMITTEE
March 28, 2007
Northcentral Technical College – West Campus

Call To Order: Chair Bix called the meeting to order with Committee Members Krug and Thums present. Also present was West Campus Director Bitzer.

Review & Approval of Minutes of December 14, 2006: Krug moved to approve the December 14, 2006 minutes as presented; Thums second. All Ayes. Motion carried.

Campus Updates

Consortium Budget Balance/Potential Funds' Use: The current consortium budget balance is \$8,453.75. Among the suggestions for future use of these funds were: classes on digital photography and its storage, options on education, and other classes for seniors. No action taken at this time.

FTEs & Headcount: Enrollment for the Medford campus area is up 9.7%, but FTEs are down about 2%. The reason for the discrepancy centers on the large number of people taking online courses. Altogether FTEs are up about 100 for the entire Northcentral Technical College district. This bodes well for future funding through the Wisconsin Technical College System since funding is partially dependant on FTEs..

Campus Activity: The **Agriculture Program** at NTC has been reinstated with classes starting in fall. The school is still working with the Dairyland Academy which is now incorporated with a Board of Directors. The Medford campus held a **Manufacturing Academy** for high school students. The attraction was the hands-on activities with electronics and robots. There will probably be more of these sessions since they are so popular with high school students. The Medford area will soon have a **splash tower** to assist with training for fire fighters. Whether it will be on the Medford campus or somewhere nearby has not yet been determined, but the money is already in the budget for next year. Local law enforcement had its first in-service here in Medford. **Simulation training** was held at the campus, at the fairgrounds, and at the old Copps building. Individuals came from as far away as Mosinee and Marathon County to participate. A new **mechanical design program** may be coming to Medford; talks are underway with both Weather Shield and Hurd on how to establish a program that will be an asset to the community's workers.

Other Updates: Regarding the bills for the wireless equipment testing on the NTC tower: West Campus Director Bitzer talked with NTC President Weyers. It was decided that more money needs to be put into the operation of the West Campus Building. Originally Taylor County requested that an amount equal to one-half the cost of the wireless bills be put into improvements at the local campus. It now appears that much more than that will be spent in the areas of new furniture for the labs and ways to make the computer lab more effective.

Next Meeting Date & Time: The next meeting of the Taylor County Education Committee will be Thursday, April 26, 2007 at 10 AM.

Adjournment: With no further business, Krug moved to adjourn the meeting; Thums seconded. All Ayes. The meeting was adjourned at 10:50 AM.