

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

April 14, 2021
12:00 p.m.

WebEx Meeting Originating from the NWTC Green Bay Campus
2740 West Mason Street, Green Bay, WI 54303

To access the Board meeting via WebEx: www.nwtc.edu/board
Click on the Icon at the Top of the Board Page

The Board Chairperson called the April 14, 2021 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

Present: Cathy Dworak, Carla Hedtke, Dave Mayer, Jeff Rickaby, Kim Schanock, Richard Stadelman, Ben Villarruel, Gerald Worrick

Excused: Dorothy Sadowski

Also Present: Jeff Rafn, Mary Jo Tilot, Dan Mincheff, Colleen Simpson, Aliesha Crowe, Kathryn Rogalski, Bob Mathews, Lisa Maas, Mohammed Bey

Executive Session

The request for the Non-Renewal Private Conference was cancelled by the employee. The Board did not go into Executive Session.

Guests

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment. No one came forward.

Student Senate

No report was provided at this time.

Mission Moment

Shared picture of Whitney who is a 2017 spring graduate of the Engineering & Technology Associate Degree program and her success story following graduation. She gave credit to her instructors who assisted in achieving her goal. She is currently employed by Rockwell Automation and is pursuing her degree as an Engineer. Staff has reached out to her to become an Alumni Ambassador for the College and reach out to potential NWTC students at the high schools.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of March 1-31, 2021

\$ \$1,282,413.92

Detailed copies of the current disbursements for fiscal year 2021 for the month of March were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person.

Richard Stadelman moved that the Board approve the March 2021 bills as presented.

Motion seconded by Cathy Dworak.

Motion carried, with all voting "Aye" on roll call.

Budget Modifications

Board Exhibit 1 was a copy of the fund statements of proposed fund and function modifications to the FY 2021 budget, prepared in accordance with Wisconsin State Statute 65.90(5) and the Uniform Financial Fund Accounting System Manual of the Wisconsin Technical College System Board.

Richard Stadelman moved that the Board approve the proposed fund and function modifications contained in the fund statements and that such modifications be summarized and published per State Statute 65.90(5) as a Class I legal notice within ten days of Board approval and both exhibits be forwarded to the State Board.

Motion seconded by Carla Hedtke.

Motion carried, with all voting "Aye" on roll call.

Final Approval of Issuance of Non-Renewal Notices

Richard Stadelman moved that the Board approve the issuance of the non-renewal notices as discussed in Executive Session.

Motion seconded by Cathy Dworak.

Motion carried, with all voting "Aye" on roll call.

Consent Agenda Items:

Minutes

The minutes of the March 10, 2021 Board meeting were sent to Board members prior to the April 14, 2021 Board meeting. It was recommended that Board approval be given for the March 10, 2021 Board meeting minutes as presented.

Corporate Training & Economic Development (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2020 contracts pending Board approval was attached as Board Exhibit 2.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a

monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (33.42% for on-campus and 27.08% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 2.

Carla Hedtke moved that the Board approve the consent agenda items as follows: the minutes of the March 10, 2021 Board meeting; and the contracts for services identified in Board Exhibit 2.

Motion seconded by Richard Stadelman.

Motion carried, with all voting “voice” on voice vote.

Action Item

Policy Discussion – FY22 Budget

Dr. Jeff Rafn, President, Kathryn Rogalski, Vice-President of Learning and Bob Mathews, Vice-President of Business and Finance presented the FY22 Capital and Operating budgets to the Board at this time. It was noted that the Board may act on approving the FY22 Budget as presented/modified for the purpose of holding a Budget Public Hearing.

Richard Stadelman moved that the Board approve the FY 2022 operational and capital budgets for the purpose of conducting a Public Hearing to be held on May 12, 2021 at 4:00 p.m. to be held in the NWTC District Board Room and also available via WebEx.

Motion seconded by Carla Hedtke.

- The budget is unique as it is shared as a proposed budget, and the next sheet that shows a budget implementation plan.
- Cathy’s suggestions for programming?? Colleen

Jeff Rickaby joined the meeting at this time (12:45 p.m.).

- A description of the Justice & Community Advocacy Associate Degree was requested and provided to the Board.
- Per credit cost is \$141.00. 5,057 is the FTE budgeted number.
- Can we look at urban versus rural areas, not necessarily looking at students engaged from either area, but are we focusing on providing the access to rural areas that are already available in the urban areas?

Motion carried, with all voting “Aye” on roll call.

CRRSAA & ARP Funding

Carla Hedtke moved that the Board approve the planned use of CRRSAA & ARP funds for the items identified in Board Exhibit 3 with the understanding that final allocation of funds to items may change based on further federal guidance and/or refinements of the final cost of the items.

Motion seconded by Cathy Dworak.

- Last month the College received Board approval for projects using the CRRSAA funds (\$8 million), and we have since received word that we will be given money from the American Rescue Plan (looks to be \$16-17 million). Our first allocation received was the Cares Funding (\$4 million) which was to be spent on students. We have not yet received the official amount that we will be receiving for the ARP funding. Also included last month were alternates that were approved by the Board. With the ARP funding staff will be able to do the rest of the alternate items and will also be able to take items out of the operational budget and use the ARP funding for some of those.

Motion carried, with Cathy Dworak, Carla Hedtke, Dave Mayer, Kim Schanock, Richard Stadelman, Ben Villarruel, and Gerald Worrick voting “Aye” on roll call. Jeff Rickaby voted “No” on roll call.

Board Resolution Authorizing Early Start of FY 22 Projects

Staff requested the Board’s approval of a subset of FY 22 capital projects prior to the formal approval of the capital budget at the May District Board meeting. The Board’s approval of these projects would allow the College to enter into contracts with vendors prior to the May 2021 public hearing. The schedule of the projects requires pre- planning to enable the start of the projects prior to the start of the 2022 fiscal year on July 1, 2021. The projects (listed below), would be designed and publicly bid with intent of obtaining construction contract signatures at the May and June District Board meeting or shortly thereafter. The College has funds in reserve to cover the spending prior to the May 2021 public hearing.

<u>Project</u>	<u>Project Value</u>
PSID 14557 – DW Envelope Improvements	\$330,000
PSID 14531 – Marinette Campus Remodel	\$480,000
PSID 14499 – NCMMTC Instructor – Staff Workspace	\$292,400
 Total	 \$1,102,400

Richard Stadelman moved that the Board approve a subset of FY 22 capital projects as listed prior to the formal approval of the capital budget at the May District Board meeting.

Motion seconded by Cathy Dworak.

Ben Villarruel and Carla Hedtke left the room 2:30 p.m.

Motion carried, with Cathy Dworak, Dave Mayer, Kim Schanock, Richard Stadelman, and Gerald Worrick voting “Aye” on roll call. Ben Villarruel and Carla Hedtke were not in the room and did not vote on this item.

Motion carried, with All voting “Aye” on roll call.

Marinette and North Coast Marine Manufacturing Training Center Renovations

Staff requested that the NWTC District Board of Trustees authorize NWTC staff to submit final review documents to the Wisconsin Technical College System (WTCS) Board for the Marinette and North Coast Marine Manufacturing Training Center Renovation at the Marinette Campus and North Coast Marine Manufacturing Training Center. This project is included for funding in the FY 22 capital budget and will be formally approved following the public hearing on May 12, 2021. It is recommended that the Board approve the following resolution.

Resolution approving the project:

“BE IT RESOLVED that the Northeast Wisconsin Technical College Board approves the Marinette and North Coast Marine Manufacturing Training Center Renovation at the Marinette Campus and North Coast Marine Manufacturing Training Center of Northeast Wisconsin Technical College.”

Gerald Worrick moved that the Board approve the Marinette and North Coast Marine Manufacturing Training Center renovation at the Marinette Campus and North Coast Marine Manufacturing Training Center of Northeast Wisconsin Technical College projects and submit them to the WTCS Board for approval.

Motion seconded by Richard Stadelman.

Motion carried, with All voting “Aye” on roll call.

Reports

Board Member Professional Development Updates

Board members had an opportunity to report out on any professional development activities and/or conferences they have attended since the last Board meeting.

Carla Hedtke and Ben Villarruel returned to room at 2:45 p.m.

- The Tech College Board Nominating Committee met – Secretary and Vice-President will move to the next office, and Vernon will be past-president. Have two Board members running for the Secretary/Treasurer position on the Boards Association Board (Bill Dunkin and Mona Mathews).
- Carla attended the College’s “A Place at the Table” presentation on diversity with regard to Native Americans. The presentation was great and very informative. The idea was to change the narrative of the Native American Nation.
- Carla also was part of an ACCT Committee that would provide recommendations to guide the re-creation of the new ACCT strategies for the coming year. The recommendations will go to the ACCT Board in July.
- The WTCS Boards Association Executive Committee met face to face in Stevens Point and completed Layla Merrifield’s performance review.

President’s Report

Enrollment Activity –

- Started registration for summer and fall of 2021 – have 35% of our students re-enrolled compared to 38% last year at this time. Continuing a strong recruitment plan and have adjusted the student portal so that staff can build their plan right on their portal. April 19 is new student orientation. Continue to see a decrease in our applications compared to last year but have increased from last month’s applications. Will be hosting in-house tours starting in April.
- General Studies courses are still all online for the rest of the spring semester. In summer we will be ramping up efforts to bring students back to campus. We will have some coming back to the campus but will retain the virtual for those that want to continue virtually. By fall all classes will be held on campus.

Legislative and Regulatory Issues (state & federal) –

- Meetings have been held with legislators on two bills – one that says the UW cannot offer technical college programs and the other indicates that the Colleges would no longer need UW System approval on the offering of the AA and AS degrees.

8-Week Advantage –

- Are ending the redesign of our courses with only 33% left for redesign and going out to peer review. Spring one data is similar and a little bit better than the Fall 8-1 session outcomes. Seeing more success for our 8-Week students.

COVID-19 Update –

- Have been keeping COVID cases under control at the college – We currently have no cases of students who contracted COVID and were on campus and had 4 students with COVID that were off campus.
- Working with ELT on bringing staff back to the campus which will begin with the June 1 summer session. We have a policy that was put together that is currently being communicated relative to working remotely. We expect our employees to be at a minimum 60% on campus. Totally up to the supervisor if the employee can work the other 40% of the time from home. By August 1 we expect to be fully implemented with employees having scheduled times on campus.

Current Events –

- Sue May, Fox Valley Technical College President, is retiring at the end of July.
- New Innovations – offered them space on campus. The expectation of Green Bay Schools is that there will be 105 seniors that will spend 100% of their time on our campus. We identified 5 rooms and office space all in one cluster for those students.

Next Board Meeting

The May 12, 2021 Board Meeting will be held in person in the NWTC-Green Bay Campus Board Room, 2740 West Mason Street, Green Bay, WI 54303. It will also be available virtually via WebEx link. The FY22 Budget Hearing will also take place at this meeting at 4:00 p.m.

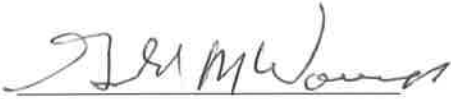
Board members and administration will have an opportunity to identify items that weren't identified prior to the preparation of the agenda for referral to administration or placed on a future board agenda.

Adjournment

Carla Hedtke moved that the April 14, 2021 Board meeting be adjourned (3:20 p.m.).

Motion seconded by Gerald Worrick.

Motion carried, with All voting "Aye" on voice vote.



Gerald Worrick, Board Secretary

May 12, 2021

Date