

Northeast Wisconsin Technical College District

*Board of Trustees Meeting
Minutes*

November 17, 2021
12:00 p.m.

*NWTC Shawano Campus
111 Thomas Avenue, Shawano, Wisconsin 54166*

Open Meeting & Roll Call – Please turn off all cell phones and pagers currently.

The Board Chairperson called the November 17, 2021 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (12:01)

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

Excused:

Also Present: Jeff Rafn, Janel Karban, Kathryn Rogalski, Mohammed Bey, Dan Mincheff, Bob Mathews, Erica Plaza, Crystal Harrison, Josh Wallschlaeger, Artley Skenandore/Oneida Nation School System, Dr. Heather Kind-Keppel/Rosalind Franklin University, Lance Kelley/NWTC, Laura Laitinen-Warren/GBAPS, Dr. Lisa Poupart/UW-Green Bay

Guests

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invite public comment.

Student Senate

Josh Wallschlaeger, Student Senate Governor, shared a Student Senate update with the Board.

- NWTC Recreational League and Basketball just started their second season
- E-sports is up and running
- Internship Draft Day at Lambeau Field gave students the opportunity to talk to different businesses around the area and do speed interviews
- Grad Bash occurred on November 10
- There was a Scholarship Event for students to go to in the Student Center to get help with filling out scholarship applications and to get help with references and essays
- White House Photographer, Pete Souza, presented on his work while sharing his perspective on the presidency during his tenure as the Chief Official White House Photographer for President Barack Obama and Official White House Photographer for President Reagan from 1983-1989
- Student Involvement is planning a trip to Mall of America
- International Students Club is being opened back up
- Sexuality and Gender Alliance Event – November 20
- Phi Theta Capa Honor Society is doing a women's study
- Cathy Dworak shared that GB Packers would be willing set up a panel of players for a Q&A with students

Mission Moment

Crystal Harrison, Foundation Director, shared a mission moment highlighting our Alumni Night award recipients as follows:

- James Kilsdonk, 2021 Distinguished Alumni Recipient
- Sara Stackhouse, 2021 Soaring Recent Alumni Recipient
- Jenni Oliver, 2020 Soaring Recent Alumni Recipient
- Jeff Tyndall, 2020 Distinguished Alumni Recipient
- Robinson, Inc., 2021 Soar Higher Partner Award Recipient
- Fincantieri, 2020 Soar Higher Partner Award Recipient

Action Items (Roll Call Vote)

Bills

Detailed copies of the current disbursements for fiscal year 2022 for the month of October were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills are available in the District Office for review by any interested person. Included as Board Exhibit 1 is a copy of the certified 1st quarter Capital Expenditures report for items over \$50,000 and the FY 2021 Board Professional Development Account Status Report and the Operational and Capital Contingency Account Status Reports.

It was recommended that the Board approve the October 2021 bills as presented and the certified 1st quarter Capital Expenditures report for items over \$50,000.

Richard Stadelman moved that the Board approve the October 2021 bills as recommended by the Board Treasurer.

Motion seconded by Cathy Dworak.

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

Budget Modifications

Board Exhibit 2 is 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.

Carla Hedtke 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 Richard Stadelman.

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

Resolution Authorizing the Borrowing of \$3,000,000 for Movable Equipment and \$1,200,000 for Building Remodeling; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2022 budget deliberations, the Board approved various capital projects for building remodeling and improvements, acquiring moveable equipment, and site improvements. This resolution authorizes the borrowing of \$4,200,000 of general obligation notes for these purposes. A resolution authorizing the borrowing has been prepared by Bond Counsel and is attached as Board Exhibit 3.

Richard Stadelman moved that the Board adopt the resolution authorizing the borrowing of \$3,000,000 for moveable equipment; \$1,200,000 for building remodeling and improvement projects; and providing for the issuance and sale of general obligation promissory notes therefor.

Motion seconded by Carla Hedtke.

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

Consent Agenda Items:

Minutes

The minutes of the October 20, 2021 Board meeting were sent to Board members prior to the November 17, 2021 Board meeting. It was recommended that Board approval be given for the October 20, 2021 Board meeting minutes.

Faculty - Resignations

With regret, we accept the following resignation notices:

- A. Melinda Hetzel – Associate Degree Nursing Instructor, who has been with the College since August 18, 2014 and has announced her resignation effective December 17, 2021.
- B. Tammie Bauer – Dental Hygienist Instructor, who has been with the College since August 13, 2017 and has announced her resignation effective December 21, 2021.

It was recommended that Board approval be given for the resignations listed above.

Faculty - Retirement

With regret, we accept the following retirement notice:

- A. Ian Nishimoto – Criminal Justice and Academy Instructor who has been with the College since August 17, 1988 and has announced his retirement effective May 25, 2022.

It was recommended that Board approval be given for the retirement listed above.

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 2022 contracts pending Board approval is attached as Board Exhibit 4.

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 (33.66% for on-campus and 27.75% 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 are available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 4.

Cathy Dworak moved that the Board approve the consent agenda items as follows: The October 20, 2021 Board meeting minutes, the resignations of Melinda Hetzel – Associate Degree Nursing Instruction and Tammie Bauer – Dental Hygienist Instructor, the retirement of Ian Nishimoto – Criminal Justice and Academy, and the contracts for services identified in Board Exhibit 4.

Motion seconded by Richard Stadelman.

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

Reports

Board Member Professional Development Updates

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

- State found a new office for the District Board Associations Staff:
Wisconsin Technical College District Boards Association
104 King Street Ste 202
Madison WI 53703
- Richard Stadelman attended the Legal Conference virtually
- Board Retreat is scheduled for January 5 in the TitledownTech Boardroom

Key Performance Outcomes

Jeff Rafn, President, lead the discussion on the End of Year Key Performance Outcomes Status Report for FY21 (Board Exhibit 5) and FY22 1st Quarter Key performance Outcomes (Board Exhibit 6).

Included with the quarterly report is the FY22 Operational and Capital Contingency Account Status Reports (Exhibits 7 & 8), the FY22 Board Professional Development Account Status Report (Exhibit 9), the FY22 & Prior Year Capital Budget Status Report for items with a total cost of \$50,000 or greater (Board Exhibit 1).

Policy Discussion: Belonging and Inclusion

Mohammed Bey, Chief Officer for Diversity, Equity, and Inclusion lead the discussion along with representatives of the Indigenous population on belonging and inclusion as part of the Board DEI training.

Guests for the roundtable include:

- Artley Skenandore/Oneida Nation School System
- Dr. Heather Kind-Keppel/Rosalind Franklin University
- Lance Kelley/NWTC
- Laura Laitinen-Warren/GBAPS
- Dr. Lisa Poupart/UW-Green Bay

EduByte – Center Manager Update

Jeannie Otto - Regional Learning Center Manager, Jodi Tetting - Coordinator Shawano Center, and Lisa Gipp - Coordinator Shawano Center provided updates on the Shawano and Oconto Falls Regional Centers.

Needs:

- Front Office Remodel – Wheelchair accessible
- More room in Shawano location

May Shawano Graduation – Board Members are invited to attend

Ben Villarruel left the meeting at 2:45 p.m.

President's Report

A. Enrollment Activity

- Colleen Simpson shared an update on enrollment activities.
 - i. 345 Full Time Enrollments (FTE) down from where we were last year
 - ii. Currently revising our focus to get continuing students enrolled for Spring 2022
 - iii. Identified classes with the largest number of students not enrolled in Spring 2022
 - iv. Should start seeing some increase in enrollments
 - v. Goal is 70% of students to reenroll before winter break
- New Students
 - i. Current focus is converting applicants into enrollments
- Career Coaches
 - i. High Schools have increased their campus tours
 - ii. Having more campus preview days

B. Legislative and Regulatory Issues (state & federal)

- No Update

C. 8-Week Advantage

- Overall, things are looking good
- Pockets of certain teams concerned
- Pulled together group to see how we can support students in their 8-week journey
- Developing a system for a student to let Faculty know if they have concerns

D. COVID-19 Update

- Continuing to remain masked
- Rate has climbed slightly

E. Current Events

- VP Advancement offer has not been made, so effective immediately, the below reorganization has occurred:
 - i. Marketing has been put under Colleen Simpson and Student Services
 - ii. Institutional Research, Foundation, and Grants report directly to Jeff Rafn
- NWTC received an award from the Education Advisory Board
- NWTC was identified by Aspen to be eligible to apply for the \$1M prize
- Graduation at the Resch Center will be December 16
- Holiday Parade – November 20

Next Board Meeting

The December 15, 2021 Board Meeting will be held in the District Board Room of the Green Bay Campus.

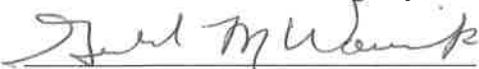
Board members and administration will have an opportunity to identify items that weren't identified prior to the preparation of the agenda for referral to administration or placed on a future board agenda.

Adjournment

Carla Hedtke moved to adjourn the November 17, 2021 Board meeting (3:07 p.m.).

Motion seconded by Richard Stadelman.

Motion carried with all voting "Aye" on voice vote.



Gerald Worrick, Board Secretary

12-15-21

Date