



*Board of Trustees Meeting
Minutes*

Wednesday, September 20, 2023
12:00 p.m.

*NWTC Shawano Regional Learning Center (RLC) – Room 124/125
111 Thomas Avenue, Shawano, WI 54166*

Open Meeting & Roll Call – Please turn off all cell phones at this time.

The Board Vice-Chairperson called the September 20, 2023 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

Present: Carla Hedtke, Dave Mayer, Brenda Mendolla-Buckley, Richard Stadelman, Kelly Robinson, Gerald Worrick, Dustin Delsman, Jeff Rickaby

Excused: Cathy Dworak

Also Present: Meridith Jaeger, Dan Mincheff, Jennifer Flatt, Kristen Raney, Janel Karban, Valarie Wunderlich, Sara Lam, Jeannie Otto, Tiffany Vogal, Jodi Tetting, Elyzabeth Hoffman, Barb Walla-Omernik, Jaime Wayka (MIHS), Sofie Teller (4H), Eleanor Wayka (Prev 4x4/Director BAGC)

Guests

Open Forum, Introduction of Guests, and Acknowledgements

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

Mission Moment

Meridith Jaeger, VP of College Advancement, shared portions of a speech from a student who took part in the Department of Corrections graduation.

Student Leader Forum

Carl VanCaster, Student Leader Forum Officer, was not present, but provided the following update in advance.

- The first Student Leader Forum of the academic year took place on Thursday, September 14, 2023.
- Student leaders will be traveling to Nicolet College in Rhinelander for the fall Wisconsin Student Government (WSG) on October 6-7.
 - Carl VanCaster will be serving on the WSG Board this year as Parliamentarian.
- Officer elections for Student Leader Forum will be held during the October 19th meeting.

- Student engagement levels have been very promising over the first few weeks of Fall 1. Highlights include:
 - Over 350 students participated in the Fall Picnic.
 - Nearly 400 students participated in our Free Brunch.
 - Great turnout for our Popcorn & Lemonade and Gran ‘n Go Hotdog days.
- Huge turnout in the Auditorium for Dr. Ashok Rai’s presentation on Tuesday, September 12, 2023.

Reports

Board EduByte – Shawano RLC Update and Menominee Indian Historic Display

Jodi Tetting, Coordinator of Shawano Regional Learning Center, and Jeannie Otto, Regional Learning Center Manager, provided a brief update on the Shawano RLC and allowed time for the Board members to view the Menominee Indian Historic Display.

Roundtable Discussion – Menominee Nation Tribe Community Leaders

Facilitated by Jeannie Otto, Regional Learning Center Manager and Sara Lam, Vice President of Diversity, Equity, and Inclusion, the Board engaged in a roundtable discussion with NWTC collaborators Jaime Wayka (MIHS), Sofie Teller (4H), and Eleanor Wayka (Prev 4x4/Director BAGC) from the Menominee Indian Tribe.

The Menominee Nation community is very relationship driven. When thinking of NWTC, they think Green Bay, so there are opportunities to bring awareness to the Shawano Regional Learning Center. Bringing in well-known native speakers could help strengthen cultural identity and education in our communities. Continued outreach from NWTC to find out the needs of the children is important to the Menominee Nation.

The Menominee Nation uses Northcentral Technical College for transcribed credits. Menominee County is within their district, but NWTC is closer in distance for learning opportunities.

Childcare is a barrier on the reservation. If there was a degree to teach how to own and operate a childcare center out of your home, that would help with that barrier.

It would be helpful for NWTC to communicate with the tribal governments to understand the current and future needs to develop a plan to meet some of those needs.

Action Items (Roll Call Vote)

1. **Bills**

Detailed copies of the current disbursements for fiscal year 2023 for the months of June 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.

Jeff Rickaby moved that the Board approve the August 2023 bills as presented.

Motion seconded by Dustin Delsman.

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

Consent Agenda Items:

Minutes

The minutes of the August 9, 2023 Board meeting were sent to Board members prior to the September 20, 2023 Board meeting. It was recommended that Board approval be given for the August 9, 2023 Board meeting minutes.

Faculty – New Hire

Jonathon Ladwig – Fire Science Instructor - Jonathon Ladwig was the Selection Committee’s top choice for Fire Science Instructor. Mr. Ladwig holds a Bachelor’s Degree in Fire Administration from Columbia Southern University. Since 2019, Mr. Ladwig has been employed as the Fire Safety Coordinator at NWTC. Prior to that, he was a Part-Time Fire Service Instructor at NWTC and a Fire Chief at Little River Fire Department. He has his Fire Officer 1 and Fire Officer 2 State Fire Certifications from Fox Valley Technical College. Placement for this position would be at the level Faculty A, \$74,500. It was recommended that Board approval be given for the new hire listed above.

Faculty – Retirement

With regret, we accept the following retirement notice: Cindy Goldsmith – Computer Support Specialist Instructor who has been with the College since September 9, 1996, and has announced her retirement effective May 15, 2024. 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 2024 contracts pending Board approval is attached as Board Exhibit 1.

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 (34.08% for on-campus and 27.96% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. Project pricing 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 1.

Dave Mayer moved that the Board approve the August 9, 2023 Board meeting minutes, the new hire of Jonathon Ladwig – Fire Science Instructor, the retirement of Cindy Goldsmith – Computer Support Specialist Instructor, and the contracts for services identified in Board Exhibit 1.

Motion seconded by Jerry Worrick.

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

Reports

Board Meeting Agenda Items

During this time, the Board discussed and agreed upon the following future Board agenda topics:

- October: Career Coaches and Student Recruitment
- November: Connect for Success (Title III Grant)
- December: PACE Results and Plan
- January: Campus Climate Survey
- February: Impact of Technology on Education

Future Topic Suggestions:

- Workday Update – This update could fit under Business & Technology Update Divisional Report.
- Divisional Goals/Updates – This will be shared with the Board during Strategic Planning and status updates.
- Cyber Security – Report on Cybersecurity systems the college has in place.

Divisional Reports

A. President's Report

- Meridith Jaeger and team will be leading the kick-off to the Strategic Plan.
- NEWERA (UWO, UWGB, Menominee College, Moraine Park, Lakeshore, Fox Valley, and NWTC)
 - 9/21/2023 – NEWERA Legislative Event
 1. Transfer Opportunities between 2-4 year colleges
 2. Dual Enrollment
 3. How 2-4 year colleges are responding to the workforce needs of Northeast Wisconsin and what we're going to attract talent to Northeast Wisconsin
 - Paul Carlson is the NEWERA Chair from Lakeshore.
- Kristen Raney met with the Senior Leadership Team (SLT) to discuss communication between the Executive Leadership Team (ELT) and the Senior Leadership Team (SLT).
 - ELT and SLT will be meeting as a joint group monthly to give SLT an opportunity to weigh in on topics and give balance to the leadership teams.
- Board Presentations:
 - Improvements are being made to Board Presentations to ensure the Board is receiving the most relevant information.
 - Board presentations will be presented to ELT and SLT prior to going to the Board to allow for the leadership teams to give feedback to give time for adjustments.

B. Learning Update

- No Update

C. College Advancement Update

- Brown County Golf Classic – September 6, 2023
 - Raised \$68,000 to go towards a \$1M endowment for NWTC.
- Gene Haas Foundation provided a \$500,000 donation to name our tool lab.
 - Thursday, September 28, 2023 there will be a dedication and tour on the Green Bay Campus in the Trades Atrium.
- Donor Night – October 3, 2023 on the Green Bay Campus in the Corporate Conference Center at 5:30 p.m.
- Shawano Alumni Event – October 11, 2023 at Stubborn Brothers Brewery from 5:00 – 7:00 p.m.
- Green Bay Alumni Event will be held on November 16, 2023 at the Johnsonville Tailgate Village.
- October 3, 2023 – Meet and Greet with elected officials for an opportunity for Kristen to get to know legislators.

D. Diversity, Equity, and Inclusion Update

- Oneida NWTC Partnership Update:

- NWTC and Oneida Nation signed a new charter on the future direction of our partnership with the following focuses:
 1. K12 Partnership and developing a formal program and exploring the possibility of a cohort for HS students to take classes at NWTC in their Junior and Senior years.
 2. Education opportunities for the incumbent workforce.
 3. Simplifying and streamlining the process for Oneida Students to receive all of the higher education funding they have access to.

E. Student Services Update

Enrollment Report

- Overarching Numbers
 - As of September 18, overall FTE is 2628.3, up 1% from last year at this time and UHC is 11,835, up .77% from last year.
 - We have over 29 new international students and 29 returning international students for a total of over 58 international students.

Look by County: While not every FTE and UHC is counted here for various reasons (international students, students outside of our district, etc.), this list gives us a general breakdown of where our students are coming from as of right now. We might see spikes in certain areas as time goes by, especially as we have contract training come through, but a few things to note here:

- Menominee, MI is an important county that we serve collaboratively with Bay College. Leaders and staff at Bay College work collaboratively with leaders and staff of NWTC, particularly in the Marinette area, to ensure that we are collectively serving that region’s residents.
- Brown County is our biggest county of service.
- When we look by number of individuals served by county, we see our regional learning centers, Sturgeon Bay Campus, and Marinette Campus differently—and with greater clarity, I think. These numbers reflect the impact of the *presence* of NWTC across our district and region. People learn about us and access information and resources from various locations. It is truly a collaborative effort to ensure that individuals across the region gain access to the education and training that they need and want.
- With our strategic recruitment approach, we look regularly at applications and enrollment by high school. This look by county is just another way we can slice the data on our own to think carefully about where we are doing well and where we might need to put more efforts.

County	UHC	FTE
Brown	5911	1438.8
Dickinson, MI	45	9.8
Door	486	82.1
Florence	31	4.9
Iron, MI	7	2.7
Kewaunee	461	95.2
Manitowoc	22	5.1
Marinette	884	168.7
Menominee, MI	255	49
Oconto	694	155.6
Outagamie	20	5.2
Shawano	424	88.3

Look by high school: This is a snapshot of currently enrolled students who graduated last May/June from select high schools.

- Bit of a preview of October board meeting topic; we look at apps by high school regularly and adjust strategy accordingly.
- Not all high schools are listed here:

Green Bay Preble High School	83
Bay Port High School	75
Pulaski High School	59
Green Bay East High School	50
De Pere High School	45
West De Pere High School	38
Ashwaubenon School District	28
Denmark High School	28
Green Bay Southwest HS	26
Home School	26
Luxemburg Casco School Dist	26
Green Bay West High School	25
Oconto Falls Public Schools	25
HSED	23
Marinette High School	23
Shawano Community High School	21
Peshigo High School	19
N.E.W. School of Innovation	17
Oconto High School	15
Menominee High School - Michigan	11
Sturgeon Bay Senior High School	8
Florence High School	3
Goodman Armstrong High School	3

F. Business & Technology Update

- Universal Driving Facility (UDF) Land Purchase is moving forward with a close date of January 1, 2024 after the State Board approves.
- Summer Capital Projects went well.
 - Parking lots
 - Lower level of CC
 - 3rd floor of the Science wing
- Workday Project
 - HR and Finance modules were successfully launched.
 - The student system is getting replaced.
- Budget Update
 - The budget process is starting earlier this year with the ELT and SLT groups.
 - The initial Budget Summit is scheduled for November 6, 2023.
 - As part of the report going forward, the Board has asked for operating statements for where the college is currently at.

G. Talent & Culture Update

- 2023 Turnover Metrics
 - NWTC FY22
 - All (including retirement) - 10.8% (73)
 - without retirement - 6.8% (46)
 - NWTC FY23
 - All (including retirement) - 8.1% (55)
 - without retirement - 5.3% (36)
 - CUPA 2022 statistics
 - Exempt - 11.2% (1.6% are retirements) without retirements 9.6%
 - Non-Exempt - 14% (2.1% are retirements) without retirements 11.9%

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.

ACCT – Vice-Chairman, Rick Stadelman, has named Jerry Worrick voting delegate for the ACCT Leadership Congress held October 9-12 in Las Vegas. The following Board members will be in attendance:

- Carla Hedtke
- Dustin Delsman
- Dave Mayer
- Jerry Worrick

DBA Fall Quarterly Meeting and Legal Issues Seminar – Waukesha County Technical College

- Legal Issues Seminar (October 26-27)
- District Boards Association Fall Quarterly Meeting (October 27-28)

Next Board Meeting

The October 18, 2023 Board Meeting will be held in the NWTC Green Bay Campus Boardroom located at 2740 West Mason Street, Green Bay, WI 54303.

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

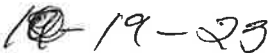
Dave Mayer moved that the Board adjourn the September 20, 2023 Board meeting. (3:12 p.m.)

Motion seconded by Carla Hedtke.

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



Gerald Worrick, Board Secretary



Date