

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

May 11, 2022

12:00

p.m.

NWTC Green Bay Campus
2740 West Mason Street, Green Bay, Wisconsin 54307

Open Meeting & Roll Call

The Board Chairperson called the May 11, 2022 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time. (12:15 p.m.)

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

Absent: Ben Villarruel

Also Present: Jeff Rafn, Janel Karban, Kathryn Rogalski, Meridith Jaeger, Dan Mincheff, Colleen Simpson, Valarie Wunderlich, Crystal Harrison, Alicia Van Straten, Joe Langer, Mark Peterson, Mary Peterson, Tom Hinz, John Murphy

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.

At this time, Dr. Jeffrey Rafn, President shared with the Board the announcements of Meridith Jaeger has accepted the Vice President of College Advancement roll, Lisa Maas has retired, and Mohammed Bey has taking a promotional role outside of the college.

Foundation Update

Foundation Board Vice-President, Joe Langer, presented on the Foundation Board.

- The Foundation Board gives hope to people who may feel hopeless about themselves and their future, gives confidence to those on the brink of truly finding their career, and gives pride to those who already know what they want.
- They are dedicated to removing financial barriers to ensure each student will have access to local top-quality education.
 - 800 students were awarded over \$800,000 in scholarships with an expansion of financial needs-based awarding.
 - Nearly 350 students were provided \$100,000 in student emergency funds.
- Vision 2023 – Goal to raise \$2 Million next year
 - Key to Success: Be a top local charity of choice through great customer service and stewardship, leading to donor satisfaction, and increased funds raised to support student success.
- Focus Areas
 - Train new staff, continue to build momentum with the Board, planned giving, and relationships and advocacy.

Executive Session

The Board Chairman accepted a motion to go into Executive Session in accordance with State Statute 19.85 (1)¹(c)² for the purpose of discussing the following items: 1. Personnel Issues and 2. President's Performance Evaluation, Contract, and Compensation

Jeff Rickaby moved that the Board enter into Executive Session (12:38)

Motion seconded by Cathy Dworak.

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

Cathy Dworak moved that the Board return to the regular order of business. (1:40)

Motion seconded by Gerald Worrick.

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

Action Items (Roll Call Vote)

Bills

Detailed copies of the current disbursements for fiscal year 2022 for the month of April are being 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 3rd quarter Capital Expenditures report for items over \$50,000.

Richard Stadelman moved that the Board approve the April 2022 bills as presented and the certified 3rd quarter Capital Expenditures report for items over \$50,000.

Motion seconded by Cathy Dworak.

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

Resolution Awarding the Sale of \$3,750,000 General Obligation Promissory Notes; Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on March 9, 2022, the Board authorized the borrowing of \$3,750,000 for FY 2022 capital budget needs (\$1,950,000 for moveable equipment, \$1,000,000 for building improvement and \$800,000 for site improvements). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$3,750,000, and specifying the amount of the tax heretofore levied, has been prepared by Bond Counsel and is attached as Board

¹ (1) Any meeting of a governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific exemption or exemptions under this subsection by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:

² (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Exhibit 2. PMA Financial Network, Inc. will be soliciting competitive bids for the issue and presenting the bid tabulation and the winning bid for the sale of the notes at the meeting on May 11, 2022.

Jeff Rickaby moved that the Board adopt the resolution authorizing the sale of \$3,750,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Motion seconded by Richard Stadelman.

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

President's Contract & Compensation

Cathy Dworak moved that the Board approve the President's compensation, benefits, and contract as discussed in Executive Session to be effective July 1, 2022.

Motion seconded by Gerald Worrick.

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

Artisan & Business Center Acquisition

Northeast Wisconsin Technical College (NWTC) is seeking approval to purchase the leased property currently being occupied by the NWTC Artisan & Business Center. Reducing operational expenses and providing access to students are key drivers that align with the NWTC Facilities Master Plan.

Staff requests 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 acquisition of the currently leased Artisan & Business Center property. It is recommended that the Board approve the following resolutions.

Resolution approving the project:

Jeff Rickaby moved that the Board approves the development of the project, the acquisition of the currently leased Artisan & Business Center property, located at 1417 Cedar Street, Green Bay, WI 54302.

Motion seconded by Richard Stadelman.

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

Resolution Requesting State Board approval of the project:

Gerald Worrick moved that the Board requests approval by the WTCS Board for the project, the acquisition of the currently leased Artisan & Business Center property, located at 1417 Cedar Street, Green Bay, WI 54302.

Motion seconded by Cathy Dworak.

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

Consent Agenda Items:

Minutes

The minutes of the April 13, 2022 Board meeting were sent to Board members prior to the May 11, 2022 Board meeting. It was recommended that Board approval be given for the April 13, 2022 Board meeting minutes.

Faculty - Resignation

With regret, we accept the following resignation notice:

- A. Lisa Blohm – Associate Degree Nursing Instructor, who has been with the College since October 12, 2009, and has announced her resignation effective May 18, 2022.
- B. Nathan Riehl – Emergency Medical Services Instructor, who has been with the College since August 15, 2011, and has announced his resignation effective May 19, 2022.
- C. Shawn Jensen – ELL/Career Pathways Instructor, who has been with the College since August 13, 2008, and has announced her resignation effective May 19, 2022.
- D. Stephen Arant – Environmental Engineering Instructor, who has been with the College since January 7, 2018, and has announced his resignation effective May 19, 2022.

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

Faculty - Retirement

- A. Chad Counard – Trades and Engineering Technology Project Coordinator Instructor who has been with the College since August 15, 2007, and has announced his retirement effective May 22, 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 3.

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 3.

Amendment of Governance Policy – Board Members’ Code of Conduct

Board Exhibit 4 is a copy of a proposed amendment to the Board Members’ Code of Conduct policy. The verbiage below has been added:

Fraternization with College Employees

- a. *Board members will at all times conduct themselves professionally when interacting with college employees.*
- b. *Board members shall refrain from fraternizing with college employees through the usage of such social media as Facebook, TikTok, Instagram, Snapchat, or any other social media of a similar nature.*
- c. *Board members are strongly discouraged from participating in social engagements with a college employee unless such engagement is sponsored by the college and/or the trustee is considered to be participating in their role as a Board of Trustee member.*
- d. *In the event that a Board member is related to or engaged in a long-term relationship with an employee, such Board member must disclose that information to the Board Chair.*

It was recommended that Board approval be given for the above amendment to the Board Governance Policy, Board Members’ Code of Conduct, p. 25, number 5 as referenced in Board Exhibit 4.

Gerald Worrick made a motion to amend the policy by removing c. *Board members are strongly discouraged from participating in social engagements with a college employee unless such engagement is sponsored by the college and/or the trustee is considered to be participating in their role as a Board of Trustee member.*

Motion was seconded by Richard Stadelman.

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

Jeff Rickaby moved that Board approval be given for the April 13, 2022 Board meeting minutes, resignations of Lisa Blohm – Associate Degree Nursing Instructor, Nathan Riehl – Emergency Medical Services Instructor, Shawn Jensen – ELL/Career Pathways Instructor, and Stephen Arant – Environmental Engineering Instructor, the retirement of Chad Counard – Trades and Engineering Technology Project Coordinator Instructor, the contracts for services identified in Board Exhibit 3, and the above amendment to the Board Governance Policy, Board Members’ Code of Conduct, p. 25, number 5 as referenced in Board Exhibit 4.

Motion seconded by Richard Stadelman.

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

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 attended the District Board Association meeting on April 28-30, 2022.

- Election of Officers – President, Vice President, Secretary of Treasure
 - Betty Bruski Mallek was re-elected as President on a unanimous 1st ballot. After a second tie-vote between current Vice-President Chuck Bolstad and Trustee John Lucas, John withdrew his candidacy and Chuck was re-elected. Three candidates were nominated for Secretary/Treasurer. A run-off was held with current Secretary-Treasurer Bill Duncan, John Lucas, and Erin Garney from CVTC seeking a nine-vote majority. Another vote was then held with Bill and John on the ballot, whereby Bill was re-elected.

- In-service presentation on accreditation was really good!
- A 3% increase is in line with the CPI, is below inflation, and generally negligible compared with most college's overall budgets. There was a vote of approval with ten of the thirteen members in the affirmative, two opposed, and one abstention.
- Next meeting is in July 21-23, 2022 in Wausau. Action: Add to the Board schedule.
- Fall Meeting at Chippewa Valley October 6-8, 2022.

Shawano Learning Center has a graduation on Wednesday, May 18, 2022 for their 4 by 4 program.

EduByte – Action Brief

This topic has been moved to the June 15, 2022 meeting.

Key Performance Outcomes

This topic will be discussed at the Board Retreat scheduled for Friday, May 13, 2022.

Campus Tour

At 2:40 p.m., the Board was provided a presentation and tour of Trades and Engineering. During this time, a presentation on Industry 4.0 was provided. The Board also had an opportunity to try the Augmented Reality software and was provided a demonstration of various items printed with the 3D printer. The Printing Lab was available for view.

Top 10 of 2021/22 Industry 4.0

1. Virtual Reality
2. Augmented Reality
3. TET Atrium Remodel
4. 3D Printing Lab Renovation
5. Grand Opening of ET103 Experiential Learning Lab
6. College of Business work - Innovation Entryway
7. Corporate Collaborations
 - a. NEWMA I4.0 Task force meeting host with AR/VR focus
 - b. EMT International
 - c. Foth Engineering
 - d. Hoffman Construction
 - e. Rockwell Automation
 - f. Wild Blue
 - g. VRARA
 - h. NEWMA Data Analytics & CTED Cohort
8. Data Analytics Associate Degree, Data Analytics and Visualization Certificate & Python Certificate
9. Renamed Cybersecurity Associate Degree Program WTCS Pathways Grant for 2022-2023
10. Additive Manufacturing Certificate

President's Report

- A. Enrollment Activity
 1. Down 3% in Enrollment
 2. Dual Enrollment is down 3% second semester, so the number went up
 - a. We were down 7% first semester
 3. New students numbers is flat
- B. Dissolution of Educational Support Specialists (ESS) Union (Board Exhibit 7)
 1. At least 51% of the employees in the support staff bargaining unit failed to select the Northeastern Wisconsin Technical College Educational Support Specialists, WEAC Region 3 to continue as their bargaining representative.
- C. Legislative and Regulatory Issues (state & federal) – No Update Given
- D. 8-Week Update – Dr. Kathryn Rogalski – No Update Given
- E. Current Events

Action Item

FY 2023 Budget Public Hearing

Jeff Rickaby moved to adjourn the regular session for the purpose of conducting a Public Hearing on the FY 2023 Budget for Northeast Wisconsin Technical College (4:00 p.m.).

Motion seconded by Richard Stadelman.

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

Public Hearing on the Fiscal Year 2023 Budget

In accordance with the requirements of Wisconsin Statutes, a Class I Legal Notice appeared in the official newspaper of the District giving notice that a Public Hearing on the Proposed Fiscal Year 2023 Budget would be held in the District Office of the Northeast Wisconsin Technical College at 2740 West Mason Street, Green Bay, Wisconsin 54307-9042, at 4:00 p.m. on Wednesday, May 11, 2022, for the purpose of giving members of the public an opportunity to express their views on the proposed FY 2023 budget.

A copy of the draft Fiscal Year 2023 Budget and Notice of Public Hearing was enclosed.

- Upon calls for interested parties to comment on the proposed FY 2023 Budget with no response, Chairman Mayer requested a motion to return to the regular order of business (4:05 p.m.)

Jeff Rickaby moved that the Board will return to the regular order of business to act on the FY 2023 Budget.

Motion was seconded Richard Stadelman.

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

Adoption of the FY 2023 Budget

Staff recommends approval of the FY 2023 Budget as presented in the budget document and summarized in Board Exhibit 8 or as amended.

Jeff Rickaby moved that the Board approve the FY 2023 Budget as presented in the budget document and summarized in Board Exhibit 8.

Motion was seconded Richard Stadelman.

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

Next Board Meeting

The June 15, 2022 Board Meeting will be held on the Marinette Campus located at 1601 University Drive, Marinette, WI 54143.

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

Jeff Rickaby moved to adjourn the May 11, 2022 Board meeting (4:09 p.m.).

Motion seconded by Cathy Dworak.

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



Gerald Worrick, Board Secretary

7-7-22

Date