

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

Wednesday, September 21, 2022
11:30 a.m.

In- Person at the NWTC Green Bay Campus – Trades and Industry Atrium
2740 West Mason Street, Green Bay, WI 54303

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

The Board Chairperson called the September 21, 2022, NWTC Board of Trustees meeting to order and requested that roll call be taken at this time. (11:33 a.m.)

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

Also Present: Sara Lam, Meridith Jaeger, Dan Mincheff, Jennifer Flatt, Kathryn Rogalski, Jeff Rafn, Janel Karban, Chet Lamers, Meng Xiong, Danielle Kerkhoff, Brad Weber, Anthony Ronsman, Kelly Milks, Cindy Estrup, Amy Kox, Robert Burns, Christina Jungwirth, Howard Herrild, Joe Draves, Mike Vander Heiden, Jill Thiede, Jason Trombley

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.

Mission Moment

Meridith Jaeger, Vice President of College Advancement, shared a Mission Moment on the DOC Industrial Maintenance Cohort graduation.

Student Senate

Carl Vancaster, Student Senate Officer, shared the following update:

- There has been an uptick in students returning in activity.
 - 9/13/2022 – Involvement Fair was successful
 - First RISE meeting of the year, there were 30+ people in person and 20+ people online
 - Last Thursday, there was a student trip to the cave of mounds which had 50+ students attending
 - Recreational Sports are back up and running
 - Soccer – 7
 - Volleyball – 24
 - Basketball

Carla Hedtke joined the meeting at 11:44 a.m.

Action Items (Roll Call Vote)

Bills

Detailed copies of the current disbursements for fiscal year 2022 for the month of August 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 2022 bills as presented.

Motion seconded by Dave Mayer.

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

Consent Agenda Items:

Minutes

The minutes of the August 17, 2022 and August 24, 2022 Board meetings were sent to Board members prior to the September 21, 2022 Board meeting. It was recommended that Board approval be given for the August 17, 2022 and August 24, 2022 Board meeting minutes.

Faculty – New Hires

- A. Lena Charles - Nursing Assistant Instructor – Sturgeon Bay and Luxemburg RLC - Lena Charles was the Selection Committee’s top choice for Nursing Assistant Instructor – Sturgeon Bay and Luxemburg RLC. Mrs. Charles holds a Bachelor’s Degree in Nursing from Bellin College in Green Bay, WI. Since 2019, Mrs. Charles has been employed as an Adjunct Nursing Assistant Instructor at NWTC. Prior to that, she was the Red River Township and Lincoln Township First Responder at Lincoln Casco EMS. Prior to that, she was a Dialysis Registered Nurse in Sturgeon Bay. Prior to that, she was an Allergy Registered Nurse at Bellin Health Asthma and Allergy in Green Bay, WI. She has her Registered Nurse license. Placement for this position would be at the level Faculty C, \$75,000.

- B. Alyssa Xiong – Associate Degree Nursing Instructor-Faculty Fellow - Alyssa Xiong was the Selection Committee’s top choice for Associate Degree Nursing Instructor-Faculty Fellow. Ms. Xiong holds a Master’s Degree of Science in Nursing Education from University of Grand Canyon University, a Bachelor’s Degree of Science in Nursing from University of Fond du Lac and a General Studies Transfer Certificate from Northeast Wisconsin Technical College. Since January 2022, Ms. Xiong has been employed as a Family Medicine Clinical Registered Nurse at ThedaCare Encircle Health. Prior to that, she was the Labor and Delivery Registered Nurse at St. Elizabeth Hospital. Prior to that, she was the Patient Service Representative and Dietary Clerk at Aurora Medical Center. She has her Registered Nurse License and is a Certified BLS Provider. It is recommended that Board approval be given for the appointments listed above.

Faculty – Retirements

With regret, we accept the following retirement notices:

- A. Andrew Clark – Business Management/Leadership Development Instructor who has been with the College since September 6, 2005 and has announced his retirement effective May 17, 2023.
- B. Kim Pigeon – Business Analyst Instructor who has been with the College since November 5, 2001 and has announced her retirement effective May 17, 2023.

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

Shipbuilder Apprenticeship Approval

Entry level shipbuilders at Fincantieri Marinette Marine operate industrial production related equipment, work with manufacturing related tools, and perform work processes related to the shipbuilding settings. Shipbuilder apprentices will learn to safely set up, operate, monitor, and control production equipment. They will also help improve manufacturing processes and schedules to meet customer requirements. This apprenticeship training program combines on-the-job learning with related instruction in a classroom to prepare apprentices for journey level work after they complete the program. This program is expected to begin in Fall 2022.

It was recommended that the Board approve the Shipbuilder Apprenticeship and authorize its submission to the WTCS State Board for approval.

Early Childhood Educator Apprenticeship

The Early Childhood Educator supports the cognitive, social/emotional, and physical development of children through developmentally appropriate programming and environments. They work in day care centers taking care of and educating young children. The courses for this two-year apprenticeship are all part of the WTCS technical diploma/associate degree programs. All the NWTC Early Childhood Educator classes are online so apprentices from all over the state can participate in the apprenticeship. This is another credential for classes we already offer.

There are many job opportunities in the area. Door Co. is referred to as a “Day Care Desert” because there are not enough Early Childhood Educators to care for the children. The day care centers like the apprenticeship program because the classes are online so their apprentices can take them at anytime from anywhere.

It was recommended that the Board approve offering the Early Childhood Educator apprenticeship in January 2023.

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 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 (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 1.

Jeff Rickaby moved that the Board approve the consent agenda items as follows: August 17, 2022 and August 24, 2022 Board meeting minutes, the appointments of Lena Charles - Nursing Assistant Instructor and Alyssa Xiong – Associate Degree Nursing Instructor-Faculty Fellow, Kim Pigeon – Business Analyst Instructor, the retirements of Andrew Clark – Business Management/Leadership Development Instructor and Kim Pigeon – Business Analyst Instructor, the Shipbuilder Apprenticeship and authorization of its submission to the WTCS State Board for approval, the Early Childhood Educator Apprenticeship, and the contracts for services identified in Board Exhibit 1.

Motion seconded by Dave Mayer.

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

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 attended the District Boards Association planning meeting in August
- Carla Hedtke was invited to the District Board Association President’s home and attended their Board meeting
 - Mid-State Shuttle Service is being started with grant money the state Board received
 - One of the topics of discussion was regarding their Critical Response Team program

Policy Discussion: Status of Engineering and Manufacturing Technologies

Amy Kox, Academic Dean of Trades and Engineering, provided an Engineering and Manufacturing Technologies update during this time.

- Construction & Design Programs
 - Architectural Design Technologies
 - Carpentry
 - Civil Engineering Technologies
 - Construction Management
 - Electricity
 - Heating, Ventilation, Air Conditioning and Refrigeration (HVACR)
- Transportation Programs
 - Auto Collision
 - Auto Repair
 - Diesel Medium and Heavy Truck
 - Diesel Heavy Equipment
- Energy Programs
 - Electrical Power Distribution
 - Energy Management

- Gas Utility Construction & Service
- Solar Energy
- Telecommunications – Launched Technical Program last year and Associates Degree this year
- Agriculture, Food & Natural Resources Programs
 - Dairy Science
 - Environmental Engineering Technologies
 - Farm Production Management
 - Sustainable Food & Agriculture
- Apprenticeship
 - Programs
 - Carpentry
 - Construction Electrician
 - HVACR Installer
 - Industrial Electrician
 - Lineworker
 - Masonry
 - Metering
 - Millwright/Pipefitter
 - Organic Vegetable
 - Plumbing
 - Sheet Metal
 - Steamfitting
 - Substation
 - 724 Apprentices came through last year
 - Close to 15,000 apprentices in the state of Wisconsin
 - Currently at 403 at NWTC which is a 25% increase
- Manufacturing Programs
 - Machine Tool
 - Metal Fabrication
 - Welding
- Engineering Technologies
 - Automation Engineering Technologies
 - Biomedical Technologies
 - Electrical Engineering Technologies
 - Electro-Mechanical Engineering Technologies
 - Mechanical Design Technologies
 - Prototype and Design
- Industry 4.0 Update
 - AR/VR Collaborations
 - Additive Manufacturing Certificate
 - Data Analytics
 - Seminar Series

Dustin Delsman joined the meeting at 12:00 p.m.

Tour: Engineering Technologies

The Board of Trustees was provided a tour of Engineering Technologies during this time.

President's Report

- A. Enrollment Activity – Dr. Jennifer Flatt
- So far 205 newly admitted program students for 8-week two in Fall
 - 269 students are enrolled in 8-week one and not 8-week two, so this is something that's being worked on to help students ensure they are enrolling in 8-week two
 - Since April, 80% of students who completed student orientation and registration online have enrolled in classes
- B. Legislative and Regulatory Issues (State & Federal) – Meridith Jaeger
- Community colleges are having conversations with their Congressperson to discuss increasing funding for Pell and short-term credentials
 - The State Board – President's Budget Committee and State Office is proposing an increase in funding for WAT Grants in \$1.5M in additional funding in the first year and \$2M in additional funding in the second year.
 - There's also a request for \$25M in year one and \$50M in year two for general aid
 - The system is requesting \$875k to increase their budget
- C. DEI Report – Dr. Sara Lam
- Dr. Lam is working on culturally sustaining practices by providing professional development to staff
 - Another focus is to equip the students to succeed in college and be empowered to be DEI changemakers in their workplaces after they graduate
 - Opportunities in service learning experiences and clinical experiences
- D. 8-Week Update – Dr. Kathryn Rogalski
- Year 2 Evaluation
 - Dr. Rogalski recently gave a presentation on developing a diverse pipeline in the future at an Aspen Conference – During this conference, NWTC got called out on how great the college is doing with student success
 - 30-39 year old age group is slightly declining in their success, so NWTC is looking at what do we need to do to ensure success in this age range
 - Looking at different opportunities to meet student's needs and the parameters around what that looks like
- E. Current Events – Dr. Jeff Rafn
- WTCS State Board Meeting – March 14, 2023
 - They will be having a dinner and recognizing a local business
 - Action: Janel Karban will send a calendar hold to the Board
 - VP Talent & Culture Candidate Finalist will be brought in for last round interviews and an open forum
 - AA/AS Transfer Agreement with College of Menominee Nation signing is being scheduled
 - Brown County Golf Outing – Raised \$65k
 - School of Innovation has started – 7-12th graders
 - NWTC is continuing to look at what the future holds on where they will be located

Executive Session Overview

Robert Burns, Attorney with Davis & Kuelthau, provided the Board of Trustees with an overview of the Executive Session process and when a closed session can be held as the college proceeds with the process of selecting a new president for NWTC.

The meeting law states there is a presumption of openness and the exceptions to hold a closed session are narrowly construed. The Board must stay within the bounds of open meeting laws.

Examples of exemptions to the open session:

- Employment contracts
- Employee disciplinary actions
- Performance evaluations
- Business or competitive reasons such as pros and cons of business proposals with discussion on negotiations and bargaining

General objectives, goals and provisions are to be in open session.

During the Presidential Search, some examples of closed sessions are:

- Developing interview questions for the search firms
- Developing interview questions for candidates and conduct interviews in closed session
- Selecting a candidate in closed session

The action on decisions must be done in closed session.

Presidential Search RFP Review

The Board of Trustees reviewed the results of the RFP to engage a firm to assist in the presidential search.

The recommendation from Jennifer Canavera, Director of Procurement and Distribution, is for the Board to bring in Academic Search for a presentation to the Board or Sub Committee. The Board shall wait for a search firm prior to selecting the search committee.

Richard Stadelman made a motion to construct a background check on Academic Search and if that comes back good, the Board will hold a special meeting to bring them in for a presentation. A decision will be made after the presentation is given.

Motion seconded by Dave Mayer.

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

Executive Session

The Board Chairperson may accept a motion to go into Executive Session in accordance with State Statute 19.85 (1)(e)¹ for the purpose of discussing the following item: negotiations of terms or changes to the proposal as it relates to the RFP for the presidential search.

A motion to go into Executive Session to discuss negotiations of terms was not called upon.

Next Board Meeting

The October 19, 2022 Board Meeting will be held on the NWTC Green Bay Campus in the Boardroom located at 2740 W. 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.

¹ (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Adjournment

Richard Stadelman moved that the Board adjourn the September 21, 2022 Board meeting. (3:50 p.m.)

Motion seconded by Dave Mayer.

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



Gerald Worrick, Board Secretary

10/19/2022

Date