

NORTHEAST WISCONSIN TECHNICAL COLLEGE



District Board of Trustees

MEETING AGENDA AND EXHIBITS

Friday, March 15, 2024

**In-Person at the NWTC Sturgeon Bay Campus
229 N. 14th Avenue, Sturgeon Bay, WI 54235**



OUR VISION...

NWTC is a cutting-edge life-long learning college that transforms, strengthens, and inspires.

MISSION STATEMENT

We are a two-year technical college, serving Northeast Wisconsin by providing education, training, and life-long learning opportunities for all individuals and businesses leading to the development of a skilled and culturally inclusive workforce. Our customers stimulate the economic vitality of our district as a result of the application of skills and knowledge acquired through the completion of certificates, degrees, diplomas, and courses.

NWTC VALUE STATEMENTS

Customer Focus: We are committed to exceeding the service and learning expectations of our customers and our community.

Everyone Has Worth: We are committed to embracing the worth of every individual, creating a place for all people and promoting the respectful environment necessary for intellectual and personal discovery.

Passion and Inspiration: We have a personal passion for achieving the College's vision, inspiring and motivating others to action.

Creativity and Innovation: We are committed to energizing and fostering transformative change through challenging experiences, proactive thinking, and taking initiative.

Collaboration: We are committed to open communication, teamwork, and productive conflict that strengthen relationships and create better solutions.

Emotional Intelligence: We are committed to growth in our individual awareness through personal reflection, seeking input from others and aligning our actions.

Results and Accountability: We are individually and collectively accountable for the sustainable and optimal use of resources and the achievement of meaningful, measurable results.

Valuing Talent & Well Being: We are committed to fostering a mentally and physically healthy work environment that promotes learning and growth and attracts and retains talented people.

Ethics: We are committed to ethical and honest behavior and personal responsibility for living and modeling the values of NWTC.

NWTC Land Acknowledgment Statement

"The region served by Northeast Wisconsin Technical College occupies the ancestral home of the Menominee Nation, who have persisted here in Northeast Wisconsin from before recorded history to the present day. The College's Green Bay campus exists upon lands ceded to the Oneida Nation by the Menominee Nation. We acknowledge this land we stand upon today as sacred, historical, and significant to the Menominee and Oneida Nations, as are the lands of all sovereign First Nations People."



*NWTC Board of Trustees Meeting
Agenda*

March 15, 2024
11:30 – 3:00 p.m.

*In- Person at the NWTC Sturgeon Bay Campus
229 N. 14th Avenue, Sturgeon Bay, WI 54235*

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

The Board Chairperson will call the March 15, 2024 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

Guests

11:30 – 11:40

1. **Open Forum, Introduction of Guests, and Acknowledgements**

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

Prior to the open of the meeting, public wishing to speak during this portion of the agenda must complete the sign-in sheet provided at the meeting location proving their name and nature of interest/concern. Public Remarks are limited to five (5) minutes per person and fifteen (15) minutes in total.

2. **Mission Moment**

Meridith Jaeger, Vice President of College Advancement, will share a mission moment during this time.

3. **Student Leader Forum**

There will be no Student Leader Forum update. The Board is being provided with a list of Spring 2 student events 2024.

Executive Session

11:40 – 11:55

The Board Chairman will accept 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 item: Issuance of preliminary notice of faculty non-renewal.

Following the Executive Session, the Board Chair will accept a motion to return to the regular order of business.

Action Items (Roll Call Vote)

11:55 – 12:15

1. **Bills**

Detailed copies of the current disbursements for fiscal year 2024 for the month of February 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.

It is recommended that the Board approve the February 2024 bills as presented.

2. **College Single Audit**

Wisconsin Statutes require that the single audit report of the District be audited on an annual basis by a certified public accountant. The accounting firm of CLA (CliftonLarsonAllen LLP) was engaged by the Board to perform this function. CLA has recently completed the audit of the District's single audit report for the fiscal year ending June 30, 2023.

It is recommended that the District Board accept the fiscal year 2023 Single Audit Report of the Northeast Wisconsin Technical College and direct staff to submit the required number of audited single audit reports to the Wisconsin Technical College System Board.

3. **Purchase of Financial Auditing Services:**

Wisconsin State statute requires districts to solicit competitive price proposals for financial auditing services every five (5) years. Board Exhibit 1 is a summary of proposals received on RFP24-011 for financial auditing services for the District for a five (5) year term (2024 - 2029). Adequate funds have been budgeted for these auditing services.

It is recommended that the Board approve the award of the District Financial Audit to the supplier meeting specifications with the highest RFP evaluation points – CliftonLarsonAllen, LLP for \$271,232.00 (total five-year cost).

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.

1. Minutes

The minutes of the February 14, 2024 Board meeting were sent to Board members prior to the March 15, 2024 Board meeting. It is recommended that Board approval be given for the February 14, 2024 Board meeting minutes.

2. New Hire(s) – Faculty

A. Tel Sullivan – Welding Instructor, Limited Term

Tel Sullivan was the Selection Committee’s top choice for Welding Instructor, Limited Term position. Mr. Sullivan holds an Associate’s Degree in Welding from NWTC. Since 2019, Mr. Sullivan has been employed as a Part-Time Welding Instructor at NWTC. Prior to that, he was the Welder at Robinson Metal, Oshkosh Corporation, and Jones Sign Company. He also has his AWS CWI certification. Placement for this position would be at the level Faculty A, \$70,000.

It is recommended that Board approval be given for the new hire(s) listed above.

3. Resignation – Faculty

With regret, we accept the following resignation notice:

A. Neil Dorner – Criminal Justice and Academy Instructor – Limited Term, who has been with the College since November 13, 2022, and has announced his resignation effective May 15, 2024.

It is recommended that Board approval be given for the resignation(s) listed above.

4. Retirement - Faculty

With regret, we accept the following retirement notice:

A. Kathryn Sternitzky – Accounting Instructor who has been with the College since August 13, 2017, and has announced her retirement effective May 15, 2024.

It is recommended that Board approval be given for the retirement(s) listed above.

5. 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 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 (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 is recommended that the Board approve the contracts for services identified in Board Exhibit 2.

Reports

1. Presentation: Sturgeon Bay Campus Update **12:20 – 12:30**

April Konitzer, Regional Manager, will provide an update on the Sturgeon Bay Campus at this time.

2. Discussion: Policies **12:30 – 1:00**

The Board will discuss the Board Governance Policy, discuss Travel and Reimbursement Policy, and provide recommendations on updates.

- Break*** **1:00 – 1:10**

3. Budget Overview **1:10 – 1:30**

Dan Mincheff, VP of Business and Finance, will provide the Board with an overview of the Capital and Operational budget.

4. State of the College Event **1:30 – 1:40**

The Board will discuss specific questions and concerns they want presented to representatives on April 3, 2024, at the Annual State of the College Event.

5. Divisional Reports **1:40 – 2:00**

- A. President’s Report
- B. Learning Update
- C. College Advancement Update
- D. Diversity, Equity, and Inclusion Update
- E. Talent & Culture Update
- F. Student Services Update
- G. Business & Technology Update

6. Board Member Professional Development Updates

2:00 – 2:15

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

7. Executive Session

2:15 – 3:00

The Board Chairperson may accept a motion to go into Executive Session in accordance with State Statute 19.85 (1)³(b)⁴ for the purpose of discussing the following item: 1. Personnel Issues – Administrative restructuring.

Following the Executive Session, the Board Chair will accept a motion to return to the regular order of business.

Next Board Meeting

The April 17, 2024 Board Meeting will be held on the NWTC Green Bay Campus located at 2740 W. Mason Street, Green Bay, WI 54307.

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.

Upcoming Event(s)

March 21-23, 2024 – District Board Association Spring Meeting – Nicolet College

April 3, 2024 – Annual State of the College Event & WTCS Gratitude Tour – NWTC

Adjournment

The Board Chair will accept a motion to adjourn the March 15, 2024 Board meeting.

³ (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:

⁴ (b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.

NORTHEAST WISCONSIN TECHNICAL COLLEGE



District Board of Trustees

Exhibits

March 15, 2024

RFP24-011, Financial Auditing Services

| Supplier Name: | | CliftonLarsonAllen, LLP | | Comments |
|---|--|--------------------------------|--|-----------------|
| 1. NWTC Audit Services | Qty in hours to complete annual audit | Total Annual Fee | Hourly rate for additional services | |
| Year One | 354 | \$ 49,724.00 | \$98.00 - \$400.00 | |
| Year Two | 354 | \$ 52,233.00 | \$103.00 - \$420.00 | |
| Year Three | 354 | \$ 54,766.00 | \$108.00 - \$441.00 | |
| Year Four | 354 | \$ 56,441.00 | \$111.00 - \$454.00 | |
| Year Five | 354 | \$ 58,068.00 | \$114.00 - \$468.00 | |
| Total: | | \$ 271,232.00 | | 1 |
| 2. NWTC Foundation Audit Services | Qty in hours to complete annual audit | Total Annual Fee | Hourly Rate for additional services/questions | |
| Year One | 107 | \$ 15,216.00 | \$98.00 - \$400.00 | |
| Year Two | 107 | \$ 15,982.00 | \$103.00 - \$420.00 | |
| Year Three | 107 | \$ 16,755.00 | \$108.00 - \$441.00 | |
| Year Four | 107 | \$ 17,270.00 | \$111.00 - \$454.00 | |
| Year Five | 107 | \$ 17,766.00 | \$114.00 - \$468.00 | |
| Total: | | \$ 82,989.00 | | |
| Points Evaluation: | | | | |
| Cost (30 Points) | | 30.00 | | |
| Customer Service (35 Points) | | 35.00 | | |
| Qualifications and Experience (35 Points) | | 35.00 | | |
| Total | | 100.00 | | |

COMMENTS

1. Only one supplier responded to the RFP. The RFP was posted to DemandStar which was broadcasted to 174 suppliers and sent via email to 4 local suppliers.

Award Recommendation:

FEBRUARY BOARD REPORT

Proposed Contract Training 2023/2024

| Indistrict* | | START | EST | | | |
|---|---|-----------|---------------------|--------------------|--------------------|-----------|
| CLIENT NAME | CONTRACT DESCRIPTION | DATE | EST REVENUE | EXPENSE | MARGIN | |
| Bellevue Family Dentistry | BLS Refresher | 2/2/2024 | 942.75 | 723.06 | 219.69 | |
| Multiple Recipient Local Gov | Dive Equipment Specialist- Feb 2024 | 2/28/2024 | 1,200.00 | 500.00 | 700.00 | |
| Multiple Recipient Local Gov | Dive Team Leader- Feb 2024 | 2/19/2024 | 594.00 | 400.00 | 194.00 | |
| Multiple Recipient Local Gov | Scenario Instructor Feb 2024 | 2/21/2024 | 2,388.00 | 894.94 | 1,493.06 | |
| Multiple Recipient Local Gov | Interior Drone Operations with Team Tactics- Feb 2024 | 2/5/2024 | 1,788.00 | 223.73 | 1,564.27 | |
| Oneida Nation Tourism, Marketing & Printing | 2023 DiSC Assessment & Training | 2/2/2024 | 2,265.50 | 1,245.56 | 1,019.94 | |
| Loomis Armored US LLC | Loomis Armored- Firearms Spring 2024 | 2/24/2024 | 1,200.00 | 701.31 | 498.69 | |
| Carfair Composites - Gillett | CPR Heartsaver AED & First Aid | 2/14/2024 | 1,293.50 | 963.52 | 329.98 | |
| Carfair Composites- Wausaukee | CPR Heartsaver AED & First Aid | 2/7/2024 | 1,434.50 | 1,088.10 | 346.40 | |
| Multiple Recipient Local Gov | PREA Investigator Feb 2024 | 2/12/2024 | 4,975.00 | 920.41 | 4,054.59 | |
| Fosber America Inc | Leadership Foundations 2024 | 2/15/2024 | 6,250.00 | 3,329.50 | 2,920.50 | |
| Multiple Recipient Local Gov | Blue Card Multi- Feb 2024 | 2/10/2024 | 2,000.00 | 1,265.96 | 734.04 | |
| RGL Holdings Inc | Train the Trainer 2024 | 2/5/2024 | 1,575.00 | 943.20 | 631.80 | |
| Procter & Gamble Paper GB Plant | E2A Spring 2024 | 2/5/2024 | 61,990.00 | 37,009.75 | 24,980.25 | |
| Florence County Emergency Mgt. | Florence HazMat Refresher Feb 2024 | 2/17/2024 | 725.00 | 508.11 | 216.89 | |
| Fincantieri Marinette Marine Corp | CPR Heartsaver AED & Heartsaver First Aid | 2/20/2024 | 2,545.00 | 1,805.86 | 739.14 | |
| Europharma | Leadership Round Table Feb 2024 | 2/20/2024 | 575.00 | 322.95 | 252.05 | |
| Girl Scouts Northwestern Great Lakes | Girl Scout App Development- Feb 2024 | 2/15/2024 | 150.00 | 127.85 | 22.15 | |
| Marinette County Health & Human Services | BLS Refresher | 2/15/2024 | 635.00 | 383.44 | 251.56 | |
| NextEra Energy Point Beach | CPR Heartsaver AED & Heartsaver First Aid | 2/22/2024 | 1,223.00 | 858.16 | 364.84 | |
| KI Green Bay | Weld Training 2024 | 2/1/2024 | 3,425.00 | 1,917.60 | 1,507.40 | |
| Multiple Recipient Business & Industry | Forklift Operator Training_Feb_2024 | 2/2/2024 | 1,512.00 | 943.74 | 568.26 | |
| NextEra Energy Point Beach | PLC Training Feb. 2024 | 2/5/2024 | 9,200.00 | 3,835.56 | 5,364.44 | |
| Bayland Buildings Inc | CPR Heartsaver AED | 2/26/2024 | 6,412.00 | 5,202.82 | 1,209.18 | |
| Multiple Recipient Business & Industry | Cupping Massage_Feb 2024 | 2/17/2024 | 594.00 | 513.37 | 80.63 | |
| Multiple Recipient Business & Industry | Developing Your Direct Reports | 2/13/2024 | 356.00 | 219.99 | 136.01 | |
| SAM25 (Shawano Area Matthew 25) | 2024 SAM25 Mental Health Training | 2/8/2024 | 3,880.00 | 2,207.71 | 1,672.29 | |
| Forward Service Corp | HCST Program Feb 2024 | 2/19/2024 | 6,531.00 | 2,891.33 | 3,639.67 | |
| BayCare Clinic Eye Specialists | 2024 Feb BayCare Clinic Eye Specialists IV Training | 2/27/2024 | 955.00 | 531.39 | 423.61 | |
| Multiple Recipient Local Gov | Intro to Crisis Intervention- Feb 2024 | 2/21/2024 | 792.00 | 387.54 | 404.46 | |
| P&D Quality Auto Sales and Service | CDL Class B Auto for Gustavo Ramirez Jr | 2/22/2024 | 3,154.55 | 1,632.95 | 1,521.60 | |
| Fincantieri Marinette Marine Corp | Qualification 2/12/24 | 2/12/2024 | 377.60 | 134.92 | 242.68 | |
| Trident Maritime Systems | Qualifications 2/12 & 2/16/24 | 2/12/2024 | 1,728.70 | 693.08 | 1,035.62 | |
| Trident Maritime Systems | Qualifications 2/19 - 2/20/24 | 2/19/2024 | 1,698.49 | 473.52 | 1,224.97 | |
| Graphic Management Specialty Products | Forklift TTT | 2/7/2024 | 1,025.00 | 586.69 | 438.31 | |
| Multiple Recipient Local Gov | Active Threat Training- Virtual- Feb-May 2024 | 2/1/2024 | 600.00 | 0.00 | 600.00 | |
| TOTAL | | | \$137,990.59 | \$76,387.62 | \$61,602.97 | |
| Out of District | | START | EST | | | |
| CLIENT NAME | CONTRACT DESCRIPTION | DATE | EST REVENUE | EXPENSE | MARGIN | |
| KI Manitowoc | Emotional Intelligence Feb 2024 | 2/20/2024 | 1,667.00 | 919.45 | 747.55 | |
| Holland Town Fire Dept | Holland Town FD- Art of Reading Smoke- Feb 2024 | 2/19/2024 | 350.00 | 243.29 | 106.71 | |
| Miller Electric Manufacturing Co | FY2324 Heyrman Welding-Enpak | 2/5/2024 | 8,363.15 | 5,938.16 | 2,424.99 | |
| TOTAL | | | \$10,380.15 | \$7,100.90 | \$3,279.25 | |
| Out of State** | | START | EST | | | |
| CLIENT NAME | CONTRACT DESCRIPTION | DATE | EST REVENUE | EXPENSE | MARGIN | FULL COST |
| LE Jones Co | Welding 12.2023 | 2/1/2024 | 5,600.00 | 3,060.65 | 2,539.35 | 3,831.08 |
| Advanced Recruiting Trends LLC | Professional Driver Recruitment Q4 2023 | 2/14/2024 | 150.00 | 0.00 | 150.00 | - |

* Margin represents the difference of Estimated Revenue and Estimated Direct Contract Expenses.

** Estimated Revenue must be equal to or greater than Full Cost.

FEBRUARY BOARD REPORT

Proposed Contract Training 2023/2024

| | | | | | | |
|---|-------------------------------|-----------|---|--------------------|--------------------|---|
| Consolidated Marine Systems | Qualifications 2/5 - 2/8/24 | 2/5/2024 | 3,011.33 | 1,431.93 | 1,579.40 | 1,856.28 |
| Trade Team | Qualifications 2/5 - 2/8/24 | 2/5/2024 | 3,652.01 | 1,816.34 | 1,835.67 | 2,240.69 |
| Consolidated Marine Systems | Qualifications 2/12 - 2/15/24 | 2/12/2024 | 3,979.23 | 1,710.20 | 2,269.03 | 2,031.46 |
| Trade Team | Qualifications 2/12 - 2/14/24 | 2/12/2024 | 2,278.53 | 905.74 | 1,372.79 | 1,162.57 |
| Systems Control | AC3 | 2/20/2024 | 7,250.00 | 3,604.16 | 3,645.84 | 4,396.94 |
| Consolidated Marine Systems | Qualifications 2/19 - 2/22/24 | 2/19/2024 | 2,942.94 | 766.80 | 2,176.14 | 978.45 |
| Trade Team | Qualifications 2/19 - 2/22/24 | 2/19/2024 | 3,113.58 | 808.91 | 2,304.67 | 1,000.02 |
| TOTAL | | | \$31,977.62 | \$14,104.73 | \$17,872.89 | \$17,497.49 |
| Contract Total for February = 48 | | | FEBRUARY CONTRACT TRAINING GRAND TOTAL | | | \$180,348.36 \$97,593.25 \$82,755.11 |

* Margin represents the difference of Estimated Revenue and Estimated Direct Contract Expenses.

** Estimated Revenue must be equal to or greater than Full Cost.

NWTC Board Meeting Schedule – FY 2023-2024

| Board Meeting Date | District Boards Association (State) | ACCT Conferences (National) | Other Activity Dates |
|---|---|---|--|
| July 10, 2023 (Monday) Green Bay Campus Boardroom | | | |
| August 9, 2023 Green Bay CTED | | | August 22, 2023 Board Retreat Location: Lodge Kohler |
| September 20, 2023 Shawano RLC | | | |
| October 18, 2023 (Set Tax Levy) Green Bay Campus Boardroom | October 25-28, 2023 District Board Fall Meeting WCTC – Pewaukee | October 9-12, 2023 ACCT Leadership Congress Las Vegas, NV | |
| November 15, 2023 Green Bay Campus Boardroom | | | |
| December 13, 2023 Green Bay Campus Boardroom | | | December 18, 2023 Green Bay Graduation |
| January 10, 2024 Green Bay Campus Boardroom | January 26, 2024 District Board Winter Meeting Zoom | | |
| February 14, 2024 Green Bay Campus Boardroom | | February 4-7, 2024 ACCT Legislative Summit Washington, DC | |
| March 11, 2024 Board Appointment Meeting & Public Hearing | | | Dworak, Mayer, Robinson |
| March 15, 2024 Sturgeon Bay Campus | March 22-23, 2024 District Board Spring Meeting Nicolet College | | |
| April 17, 2024 Capital & Operational Budget Green Bay Campus Boardroom | | | TBD Student Awards Ceremony Green Bay Commons |
| May 8, 2024 Budget Hearing & Adoption of Budget Green Bay Campus Boardroom | | | <u>Graduations:</u> May 14, 2024 – Sturgeon Bay May 15, 2024 – Green Bay May 16, 2024 - Marinette |
| June 12, 2024 Marinette Campus | | | GED/HSED Graduation TBD |
| July 8, 2024 - Monday Green Bay Campus Boardroom | | | |