

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

October 20, 2021
12:00 p.m.

NWTC Green Bay Campus Board Room DO308
2740 West Mason Street, Green Bay, Wisconsin 54303

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

The Board Chairperson called the October 20, 2021 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (12:05)

Present: Cathy Dworak, Carla Hedtke, Dave Mayer, Dorothy Sadowski, Richard Stadelman, Gerald Worrick

Excused: Jeff Rickaby, Kim Schanock, Ben Villarreal

Also Present: Jeff Rafn, Janel Karban, Kathryn Rogalski, Mohammed Bey, Dan Mincheff, Bob Mathews, Erica Plaza, Crystal Harrison, Josh Wallschlaeger

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.

- Student Senate is full with five members
- Photographer of Ronald Ragean and Barak Obama will be coming to campus to give insight on what it's like behind doors in the White House
- The eSports team is getting a gaming community messaging platform together to talk amongst selfs and get events together to gain popularity
- Gormet Wishes – Program for Make a Wish – Seven Culinary students attended, hosted activities, and provided food

Mission Moment

Crystal Harrison, Foundation Director, shared a mission moment from Rui Zhang who was a Nursing graduate in 2019 and Door County Learning in Retirement Scholarship Recipient. “Receiving this scholarship impacted my education and life hugely. It’s beyond words but it’s such a relief that I knew I could continue my education. I was an international student, so I was not allowed to work and couldn’t do part-time schooling at the time. So, I had to pursue the nursing program full-time on top of the cultural and language barriers in general. Receiving the scholarship was such a big relief for me and when I look back after a couple of years, I really used the scholarship in the best way that I could. I graduated, became an RN, and I am independent - so I continue learning and supporting my family. I can support myself now instead of relying on my parents and scholarships. Now I can give back to my community and society after school. I gave back to NWTC by creating a \$500 International Student Scholarship because I told myself once I graduate and get a job, I want to give back to the college to help others.”

Crystal also shared that Donor Night is October 20 – 5:30 Social, 6:15 Program Start.

Action Items (Roll Call Vote)

Bills

Detailed copies of the current disbursements for fiscal year 2022 for the month of September 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.

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

Motion seconded by Gerald Worrick.

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

Resolution Authorizing Temporary Borrowing in an Amount Not to Exceed \$3,000,000; and Issuance of Taxable Tax and Revenue Anticipation Promissory Notes

In accordance with Section 67.12(8m), Wisconsin Statutes, the Board may approve the issuance of taxable tax and revenue anticipation promissory notes in the event the college is temporarily in need of funds to meet the immediate expenses of operating and maintaining the district and in anticipation of state aids, tuition revenues, taxes levied and other monies to be received.

The District uses internal funds as resource when required to supplement its available cash. However, as an additional measure during periods of reduced cash flows, we may be required to borrow from an external source(s). Board Exhibit 1 is a resolution prepared by Bond Counsel authorizing the temporary borrowing of an amount not to exceed \$3,000,000 for operating purposes.

Richard Stadelman moved that the Board approve the Resolution authorizing temporary borrowing in the amount not to exceed \$3,000,000; and issuance of taxable tax and revenue anticipation promissory notes.

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 2022 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.

Dorothy Sadowski 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 Cathy Dworak.

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

Tax Levy

Wisconsin Statutes require the certification of the tax levy by the District Board in October upon receipt of the certified district equalized valuation from the State Department of Revenue. Included is the resolution related to certifying the tax levy for FY 2022 (Board Exhibit 3).

A mill rate and tax levy were proposed at the public hearing on the FY 2022 budget on May 12, 2021 and adopted by the Board at its regular Board meeting on May 12, 2021 (Board Exhibit 4). A summary of levy amount to be billed to each county is also included (Board Exhibit 5).

New construction valuation increased more than projected in May. This allows the College to increase the FY 2022 operating levy by \$793,342 versus the \$646,136 originally proposed in May.

The 2021-2023 State of Wisconsin Biennial Budget increased property tax relief by \$2,253,838 which resulted in a corresponding decrease in the operational levy.

Richard Stadelman moved that the Board approve the levy amount of \$34,941,858 and adopt the resolution related to certifying the tax levy for FY 2022.

Motion seconded by Cathy Dworak.

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

Carla Hedtke entered the meeting at 12:26 p.m.

State of Wisconsin Code of Ethics Designation

The State of Wisconsin Ethics Board requires the designation of certain public officials and employees on an annual basis.

“RESOLVED, that for purposes of Wisconsin’s Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats, the Northeast Wisconsin Technical College District Board designates the following positions president, vice-presidents, and directors, and that those positions and their successors to those positions are state public officials to whom Wisconsin’s Ethics Code applies: H. Jeffrey Rafn, President; Kathryn Rogalski, Vice-President for Learning; Colleen Simpson, Vice-President for Student Services; Lisa Maas, Vice-President for Human Resources; Bob Mathews, Vice-President for Business & Finance; Dan Mincheff, Chief Information Officer; and Mohammed Bey, Chief Officer for Diversity, Equity, and Inclusion”.

Carla Hedtke moved that the Board approve the Northeast Wisconsin Technical College District Board designates the following positions president, vice-presidents, and directors, and that those positions and their successors to those positions are state public officials to whom Wisconsin’s Ethics Code applies: H. Jeffrey Rafn, President; Kathryn Rogalski, Vice-President for Learning; Colleen Simpson, Vice-President for Student Services; Lisa Maas, Vice-President for Human Resources; Bob Mathews, Vice-President for Business & Finance; Dan Mincheff, Chief Information Officer; and Mohammed Bey, Chief Officer for Diversity, Equity, and Inclusion.

Motion seconded by Richard Stadelman.

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

Annual Report of Purchases over \$50,000

Annually, as required by Administrative Rule TCS 6.05(2)(h), district staff shall prepare a review of all procurements of similar goods, supplies, or services to determine if a more competitive process should be used in succeeding years. A report of procurements with transaction detail by vendor is sufficient to comply with this requirement.

Board Exhibit 6 is a listing of purchases made in FY21 with suppliers that exceeded \$50,000 but did not receive formal bidding attention (i.e. not purchased from public agency contracts, etc). The report does not list purchases such as utilities, memberships/dues, employment fees, financial/insurance/investments services or fees, enterprise accounts,

travel, used equipment or fees paid to other public agencies. Procurement comments relating to the review are included in the attached exhibit.

Cathy Dworak moved that the Board approve the Annual Report of purchases over \$50,000 for FY21 as presented in Board Exhibit 6.

Motion seconded by Richard Stadelman.

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

Consent Agenda Items:

Minutes

The minutes of the September 15, 2021 Board meeting were sent to Board members prior to the October 20, 2021 Board meeting. It was recommended that Board approval be given for the September 15, 2021 Board meeting minutes.

New Hires – Faculty

- A. Jessy Haid – Mechanical Engineering Instructor: Jessy Haid was the Selection Committee’s top choice for Mechanical Engineering Instructor. Mr. Haid holds a Bachelor’s Degree in Mechanical Engineering from UW-Milwaukee. Since 2012, Mr. Haid has been employed as Product Service Engineer and Operations Supervisor, Electronics for Twin Disc, Inc. Prior to that, he was the Quality Engineer Intern for Bucyrus Erie/CAT Mining. Placement for this position would be at the level Faculty C, \$82,000.
- B. Justin Uitenbroek – Fire Science Instructor: Justin Uitenbroek was the Selection Committee’s top choice for Fire Science Instructor. Mr. Uitenbroek holds an Associate Degree in Fire Science/Fire Medic from Northeast Wisconsin Technical College. Since 2020, Mr. Uitenbroek has been employed as a Firefighter/EMT for Fox Crossing Fire Department in Neenah Wisconsin. Since 2019, he has been employed as a Part-Time Fire Instructor for Northeast Wisconsin Technical College and a Dispatcher for Clintonville Police Department. Prior to that, he was employed as a Firefighter for Vandebroek-Kaukana Fire and Rescue and Little River Fire Department and an EMT for Manawa Rural Ambulance. Placement for this position would be at the level Faculty A, \$68,000.

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

Faculty - Resignations

With regret, the College recommends Board acceptance of the following resignation notices:

- A. Tim Murphy – Utility Electricity Apprentice Instructor, who has been with the College since July 9, 2017 and has announced his resignation effective December 23, 2021.
- B. Brandon Braden – Fire Science Instructor, who has been with the College since August 1, 2021 and has announced his resignation effective October 13, 2021.

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

Faculty – Retirement

With regret, the College recommends Board acceptance of the following retirement notices:

- A. Ron Ropson – Electronics-Electrical Instructor who has been with the College since August 16, 2010 and has announced his retirement effective May 22, 2022.
- B. Marsha Sternard – Nursing Instructor who has been with the College since August 13, 2003 and has announced her retirement effective May 19, 2022.

It was recommended that the Board approval be given for the retirements 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 7.

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 7.

Approval of NWTC Facilities 2022-2024 Three-Year Plan

Per WTCS requirements and statute, all WTCS districts must provide an approved three-year comprehensive Facilities Plan. This request is for approval to submit the presented plan (Board Exhibit 8) with approval from the NWTC District board. Chet Lamers, Facilities Director will provide an overview of the plan.

It was recommended that the Board approve the NWTC Facilities 2022-2024 Three-Year Plan for submission to the WTCS office.

Cathy Dworak moved that the Board approve the consent agenda items as follows: The September 15, 2021 Board meeting minutes, the appointments of Jessie Haid – Mechanical Engineering Instructor and Justin Uitenbroek – Fire Science Instructor, the resignations of Tim Murphy – Utility Electricity Apprentice Instructor and Brandon Braden – Fire Science Instructor, the retirements of Ron Ropson – Electronics-Electrical Instructor and Marsha Sternard – Nursing Instructor, the contracts for services identified in Board Exhibit 7, and the NWTC Facilities 2022-2024 Three-Year Plan for submission to the WTCS office.

Motion seconded by Gerald Worrick.

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.

- ACCT Conference
 - David Sadowski, Carla Hedtke, Kim Shanock, and Gerald Worrick attended the ACCT Leadership Congress Conference from October 14-16, 2021.
 - Rick suggested to spend 15-30 minutes at the retreat to discuss things to do for a search on a President.
 - Session on recruitment for new President.
 - Session on targeted marketing.
 - Diversity – Sponsored grants for certain Diversity groups with restrictions to only utilize the grants for diverse groups.
 - Session on Board Retreat discussed the importance of going off campus for the retreat with limited Staff to allow the Board for discussion.
 - ACCT is reviewing membership dues. Currently they don't base it on FTE count. They are looking to base the membership dues based on FTE in the future.
- Boards Association State Office – Building on Carol Street has been sold. They will be looking for something closer to the capital.

Policy Discussion: Continuation of September's Session

Mohammed Bey, Chief Officer for Diversity, Equity, and Inclusion lead the discussion on active listening for inclusion continuing from the September session as part of the Board DEI training.

EduByte

There was no EduByte for the October 20, 2021 meeting.

President's Report

- A. 8-Week Advantage
 - Two presentations coming up – November 4 & 5
 - i. Illinois Equity and Attainment Group
 - ii. ATD Holistic Student Support - Colleen will be presenting
- B. Board Retreat Reschedule
 - A new date of January 5, 2022 was selected for the Board Retreat
- C. Title III Grant – NWTC was awarded the Title III Grant in the amount of \$2,172,221 which runs from October 1, 2021 through September 30, 2026
 - Connect for Student Success Goals
 - i. Strengthen student learning and close equity gaps by building institutional capacity to support faculty to engage in “well-designed professional learning processes” to effectively implement new strategies and improve student outcomes

- ii. Create a framework for critical evaluation of student learning needs and a mechanism to pilot and validate promising evidence-based practices to support student learning and success inside and outside of the classroom
 - iii. Align the Learning and Student Services divisions to position the TLC as a hub to support innovation and change inside and outside of the classroom
 - iv. Improve student retention rates to help meet annual FTE revenue targets to support College budget
 - Four Positions Come with the Grant
 - i. Inclusive Instructional Designer
 - ii. Institutional Research – Program Evaluation
 - iii. Part-Time TLC Faculty Chair
 - iv. Project Assistant
- D. Distributed \$2.3M of \$8M
 - We have until May 2023 to spend
- E. AA/AS
 - NWTC has an agreement with Lakeland that is being finalized. Will be brought to the state board in January 2022
- F. Advancement VP
 - Two final candidates
- G. Talent and Culture VP, Lisa Maas, has announced retirement effective April 9, 2022
- H. Work is being done outside of the Health Science building due to structure being below the water table
- I. NEW School of Innovation
 - 48 students are starting Technical College classes during the second 8-week session
- J. eSports Event in Marinette went well
- K. Tour Feedback:
 - Hands-on Activity
 - Tours at 11:00 instead of 2:30
 - November Board Meeting – Shawano Hospital was discussed as a potential tour
- L. Dorothy Sadowski has put her resignation in on the Board effective immediately, October 20, 2021, due to relocation

Cathy Dworak left the meeting at 2:51 p.m.

Next Board Meeting

The November 17, 2021 Board Meeting will be held at the Shawano Campus, 111 Thomas Avenue, Shawano, WI 54166.

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

Gerald Worrick moved to adjourn the October 20, 2021 Board meeting (3:13 p.m.).

Motion seconded by Carla Hedtke.

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

Gerald M. Worrick

Gerald Worrick, Board Secretary

November 17, 2021

Date