

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

Monday, July 12, 2021
12:00 p.m.

Green Bay Botanical Garden, Kress Room
2600 Larsen Road, Green Bay, WI 54303

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

The Board Chairperson called the July 12, 2021 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

Present: Carla Hedtke, Dave Mayer, Kim Schanock, Richard Stadelman, Ben Villarruel, Gerald Worrick

Excused: Cathy Dworak, Jeff Rickaby, Dorothy Sadowski,

Also Present: Jeff Rafn, Mary Jo Tilot, Kathryn Rogalski, Colleen Simpson, Mohammed Bey, Lisa Maas, Dan Mincheff, Bob Mathews, Susan Garot (Botanical Garden)

Board Organizational Matters

Oath of Office

Wisconsin Statutes §19.01 (1) and Article IV, §28 require that appointed or reappointed district board members shall, before they enter upon the duties of their respective offices, take and subscribe an oath or affirmation to support the Constitution of the United States and the Constitution of the State of Wisconsin, and faithfully to discharge the duties of the respective offices to the best of their ability.

The signed and notarized Oath of Office was received by the reappointed Board members prior to the start of the Board meeting.

Election of Officers

The District Board of Trustees holds its annual organizational meeting on the 2nd Monday of July and elects a Chairperson, Vice-Chairperson, Secretary, and Treasurer. Incumbents were as follows: Dave Mayer, Chairperson; Cathy Dworak, Vice-Chairperson; Gerald Worrick, Secretary; and, Richard Stadelman, Treasurer. At this time the Board elected its officers for FY 2022.

Board Chairperson

Carla Hedtke nominated Dave Mayer for the position of Chairperson of the NWTC Board for FY22.

Richard Stadelman moved that the nominations be closed and that a unanimous ballot be cast for Dave Mayer for the position of Chairperson of the NWTC Board for FY22.

Motion seconded by Kim Schanock.

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

Vice-Chairperson

Richard Stadelman nominated Gerald Worrick for the position of Vice-Chair of the NWTC Board.

Carla Hedtke nominated Cathy Dworak for the position of Vice-Chair of the NWTC Board. At this time, Richard Stadelman withdrew his nomination.

Richard Stadelman moved that the nominations be closed and that a unanimous ballot be cast for Cathy Dworak for the position of Vice-Chairperson of the NWTC Board for FY22.

Motion seconded by Carla Hedtke.

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

Secretary

Richard Stadelman nominated Gerald Worrick for the position of Secretary of the NWTC Board for FY22.
Ben

Richard Stadelman moved that the nominations be closed and that a unanimous ballot be cast for Gerald Worrick for the position of Secretary of the NWTC Board for FY22.

Motion seconded by Kim Schanock.

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

Treasurer

Kim Schanock nominated Richard Stadelman for the position of Treasurer of the NWTC Board for FY22.

Kim Schanock moved that the nominations be closed and that a unanimous ballot be cast for Richard Stadelman for the position of Treasurer of the NWTC Board for FY22.

Motion seconded by Carla Hedtke.

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

Gerald Worrick entered the meeting (12:10 p.m.).

Review and Approval of the 2021-2022 Board Calendar & Topical Calendar

Board Exhibit 1 was a copy of Board meeting calendar dates for FY 2022. Also listed were other dates to be considered by the Board. Included with the Board packet is the Topical Calendar, which lists the topics and presentations to be provided at the Board meetings for the fiscal year.

Richard Stadelman moved that the Board approve the FY 2022 Board meeting calendars as presented.

Motion seconded by Carla Hedtke.

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

Appointments to the District Boards Association Standing Committees

The Board Chairperson asked for volunteers for the WTCS District Boards' Association Standing Committees for NWTC and made appointments to those committees for submission to the Boards' Association as listed below. Board Exhibit 2 described the function of each of the committees.

Board of Directors (two-year appointment)	Carla Hedtke
Awards	Kim Schanock
Internal Best Practices	Gerald Worrick, Dorothy Sadowski
External Partnerships	Dave Mayer
Bylaws	Cathy Dworak, Richard Stadelman

Guests

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment. No one came forward at this time

Student Senate

No report was provided at this time.

Mission Moment

For Shannon Flores choosing NWTC was a decision fueled by determination to make a change. "I knew walking through the doors my new path was going to be successful" Shannon shared. After Graduating in 2019, Shannon began her career as a Machinist with Samuel Pressure Vessel Group-Marinette WI. "It was comforting, after graduating from NWTC Marinette, where they held a vision of student success...I was able to transition into a career I love with the same mindset." Shannon shares that her experience with NWTC Marinette was one that she never knew would carry her this far. "I value all the skills and knowledge learned in the program...I jumped in learning something entirely new to me...not knowing it would turn into a career I love and enjoy."

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of June 1-30, 2021 \$1,496,066.57

Detailed copies of the current disbursements for fiscal year 2021 for the month of June 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.

Richard Stadelman moved that the Board approve the June 2021 bills as presented.

Motion seconded by Kim Schanock.

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

Resolution Authorizing the Borrowing of \$5,100,000 for Movable Equipment; \$1,200,000 for Building Remodeling and Improvement Projects; \$200,000 for Site Improvements; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2022 budget deliberations, the Board approved various capital projects for building remodeling and improvements, acquiring moveable equipment, and site improvements. This resolution authorizes the borrowing of \$6,500,000 of general obligation notes for these purposes. A resolution authorizing the borrowing has been prepared by Bond Counsel and was attached as Board Exhibit 3.

Carla Hedtke moved that the Board adopt the resolution authorizing the borrowing of \$5,100,000 for moveable equipment; \$1,200,000 for building remodeling and improvement projects; \$200,000 for site improvements; and providing for the issuance and sale of general obligation promissory notes therefor.

Motion seconded by Richard Stadelman.

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

Consent Agenda Items:

Minutes

The minutes of the June 16, 2021 Board meeting were sent to Board members prior to the July 12, 2021 Board meeting. It was recommended that Board approval be given for the June 16, 2021 Board meeting.

New Hires – Faculty

- A. Steven Awe – Carpentry Instructor: Steven Awe was the Selection Committee’s top choice for Carpentry Instructor. Mr. Awe holds a Technical Diploma in Wood Techniques from Northeast Wisconsin Technical College. Since August 2018 Mr. Awe has been employed as Construction Lab Technician at Northeast Wisconsin Technical College. Prior to that, he was the Job Site Crew Leader for Tielens Construction and Paul VanDehei Construction. Placement for this position would be at the level Faculty A, \$61,813.00.
- B. Kirk Widra – Design and Graphic Technology Instructor: Kirk Widra was the Selection Committee’s top choice for Design and Graphic Technology Instructor. Mr. Widra holds a Master of Educational Leadership degree from Argosy University and a bachelor’s degree in Graphic Design from the Art Institute of Philadelphia. Since 1993 Mr. Widra has been employed as a freelance consultant, providing technology development strategies to educational institutions. Since 2013, he has been employed as an Adjunct Professor of Graphic Design for Moore College of Art. Prior to that, he was the Associate Professor of Fashion Marketing, Graphic Design and Advertising for the Art Institute of Philadelphia. He has also volunteered as a Visiting Instructor in Germany, Poland, and Morocco, and is a member of the American Institute of Graphic Design and Fashion Group International. Placement for this position would be at the level Faculty B, \$70,000.00
- C. Maxwell Walski – Telecommunications Design Instructor: Maxwell Walski was the Selection Committee’s top choice for Telecommunications Design Instructor. Mr. Walski holds an Associate degree in Wind Energy Technology from Lakeshore Technical College, Cleveland, WI. Since January 2018 Mr. Walski has been employed as a Tower Technician for MZI Group, Inc. in Chicago, IL. Prior to that, he was the Crew Lead Foreman for SRU Telecom, Des Plaines, Illinois. Placement for this position would be at the level Faculty C, \$70,000.
- D. Jesse Anderson – Radiography Instructor/Clinic Coordinator: Jesse Anderson was the Selection Committee’s top choice for Radiography Instructor/Clinic Coordinator. Mr. Anderson holds a Master of Arts in Education, Instruction degree, a Bachelor of Science in Clinical Health Science degree, and an Associate of Applied Science in Radiography degree, from Northern Michigan University. He also is an AART Registered Technologist. Since January 2020 Mr. Anderson has been employed as an Adjunct Instructor for University of Missouri, Columbia, Missouri. Since December 2015, he has also been employed as the Computed Technology Technologist for UP Health Systems, Marquette, Michigan. Prior to that, he was the Radiologic Technologist for UP Health Systems. Placement for this position would be at the level Faculty C, \$80,000.00

- E. Autumn Gill – Early Childhood Education Instructor: Autumn Gill was the Selection Committee’s top choice for Early Childhood Education Instructor. Ms. Gill holds a Master of Arts in Educational Leadership degree from Concordia University, a Bachelor of Science in Human Services degree from UW-Oshkosh, and an Associate of Applied Science in Early Childhood Education degree from Fox Valley Technical College. Since January 2018 Ms. Gill has been employed as an Adjunct Instructor for Fox Valley Technical College and an Early Childhood Education Trainer in the Fox Valley area. Since September 2020, she has been employed as the Technical Consultant for the Present Young Star Program. Prior to that, she was the School Age Coordinator and Preschool Teacher at Fox Valley Technical College. Placement for this position would be at the level Faculty A, \$61,183.00
- F. Mary Cattani – Medical Assistant Laboratory Instructor – 75%: Mary Cattani was the Selection Committee’s top choice for Medical Assistant Laboratory Instructor – 75%. Ms. Cattani holds a Bachelor of Science in Medical Technology degree from Michigan Technological University. She is also ASCP certified. Since March 1992 Ms. Cattani has been employed a Medical Technologist for Aurora Medical Center, Marinette, Wisconsin. Prior to that, she was the Medical Technologist for St. Nicholas Hospital, Sheboygan, Wisconsin and the First Aid/CPR Instructor for Iron County Youth Camp, Crystal Falls, Michigan. Placement for this position would be at the level Faculty A, \$48,750.00
- G. Adam Menor – Business Instructor – Marinette and District-Wide: Adam Menor was the Selection Committee’s top choice for Business Instructor – Marinette and District-Wide. Mr. Menor holds a Master of Business Administration degree from UW-Oshkosh and a Bachelor of Science in Mechanical Engineering Technology degree from Northern Michigan University. Since January 2021 Mr. Menor has been employed a Managing Member for Menco LLC, Wausaukee, Wisconsin. Prior to that, he was the Global Product Director and Global Research & Development Director for Johnson Controls, Marinette, Wisconsin. Placement for this position would be at the level Faculty C, \$70,000.00.

It was recommended that Board approval be given for the appointments 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 2021 contracts pending Board approval was attached as Board Exhibit 4.

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 were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 4.

Gerald Worrick moved that the Board approve the consent agenda items as follows: June 16, 2021 Board meeting minutes; the appointments of Steven Awe – Carpentry Instructor, Kirk Widra – Design and Graphic Technology Instructor, Maxwell Walski – Telecommunications Design Instructor, Jesse Anderson – Radiography Instructor/Clinic Coordinator, Autumn Gill – Early Childhood Education Instructor, Mary Cattani – Medical Assistant Laboratory Instructor, and Adam Menor – Business Instructor; and, the contract for services identified in Board Exhibit 4.

Motion seconded by Kim Schanock.

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

Reports

Board Member Professional Development Updates

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.

- Carla will complete her service on the Boards Association Executive Committee at the meeting to be held during the conference on July 16. She did offer to remain on the Association Board as NWTC’s representative.

Policy Discussion: Review of DEI Training Schedule for Board Members

Mohammed Bey, Chief Officer for Diversity, Equity, and Inclusion reviewed the DEI training for FY22 with the Board.

Board EduByte – Botanical Garden Update

Susan Garot, Executive Director of the Green Bay Botanical Garden, provided the annual report of Botanical Garden activities.

President’s Report

Enrollment Activity –

- As of July 11 enrollment is down 1.9% compared to last year. The College has several strong initiatives going on to support enrollment including student re-enrollment, looking at student barriers to re-enrollment, doing a call-in and texting campaign, and are identifying students who have not enrolled for fall and are communicating with them. Staff is working hard with the Foundation Board to identify funding for students in the form of scholarships and have partnered with Paul’s Pantry which has provided some funding for students attending the College.
- First in-person open house will be held on July 20. Virtual Quick Starts will resume this week Thursday for those students that prefer attending that way.

Legislative and Regulatory Issues (state & federal) –

- The Governor signed the budget last Thursday, but there is no word from the State Office as to what the impact to the technical colleges will be with the appropriation of \$2.5 million in general aid each year. NWTC would probably receive around \$200,000 from that formula. There is another \$2.5 million for each year which is set aside for categorical grants which each College would have to submit a grant request for.

8-Week Advantage –

- This fall the College will be moving to having the majority of our programs offered in the 8-week session format. Faculty flexibility made a huge difference in our students’ success.
- Will be conducting a student survey to get feedback on the 8-week sessions.

COVID-19 Update –

- No new updates at this time.

Current Events –

- The College is working on a Cell Tower Technician program partnership with Insight.
- Inservice is August 9 with students back the following week.

Next Board Meeting

The August 11, 2021 Board Meeting will be held in the District Board Room of the Green Bay Campus.

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

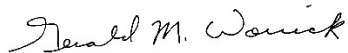
Gerald Worrick moved that the Board adjourn the July 12, 2021 Board meeting (3:00 p.m.).

Motion seconded by Richard Stadelman.

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

Tour of the Botanical Garden

Following the meeting adjournment, the NWTC Board of Trustees were provided a tour of the Green Bay Botanical Garden grounds by Susan Garot, Executive Director.



Gerald Worrick, Board Secretary

August 11, 2021

Date