

Northeast Wisconsin Technical College District

*Board of Trustees Meeting*  
Minutes

December 15, 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 currently.**

The Board Chairperson called the December 15, 2021 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (12:02)

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

Excused:

Also Present: Jeff Rafn, Janel Karban, Kathryn Rogalski, Mohammed Bey, Lisa Maas, Colleen Simpson, Dan Mincheff, Bob Mathews, Crystal Harrison, Josh Wallschlaeger, Jordan Boehm, Mike Anderson, Kou Chang, Amanda Chu, Pao Lor, Adam Jackson, John Reinders, Ryan Gilbert, Meridith Jaeger, Marcus Perez, Riley McDermid, Carrie Dorski, Jennifer Flatt, Howard Herrild, Jill Thiede, Andrew Mertig

**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.

- The last game of the playoffs for rec league basketball for the year was Thursday, December 2 in the gymnasium. So far this year, rec leagues, not only basketball but volleyball and soccer too, have served for a great way for many students to meet one another and find other involved people that might be looking for someone to hangout or work out with.
- DECA had originally intended to attend a competition at Fox Valley Tech where the members presented their individual business ideas, but Fox Valley Tech cancelled DECA and used that Friday as a group bonding day in which they visited the museum in downtown Green Bay.
- Wisconsin Student Government is holding its first in-person meeting in two weeks for January at NTC in Wausau in January.
- NWTC virtually hosted the last WSG meeting virtually, it went well, and we were able to bring on and talk with local representative David Steffen that is currently going through legislation regarding the Green Bay Packers and the Tiletown district. Representative Steffen spoke for around 30 minutes and the group was able to ask him different questions about his legislation and voting history.
- On the December 7, there was a prize wheel with scholarship awards in commons.
- On December 8, there were treats given out to students including cookies and a hot chocolate bar.

- SME the manufacturing club had events in the engineering technology center where they sold items that they had designed and engineered themselves to raise money for their club.
- Phi Theta Kappa is also still working towards their Honors in Action or HIA project on underrepresented impactful women through 1900-1980. They have established a good group of women that they're nearly ready to release information on.

#### Mission Moment

Crystal Harrison, Foundation Director, shared a mission moment from 2014 NWTC-Marinette Photography Program graduate, Jenny Popelka.

Jenny had an aspiration to be a successful photographer and NWTC gave her the opportunity to turn her goals into a reality. Jenny balanced multiple roles in addition to being a student and that was made easier with the services, education, and tools provided to succeed. *“NWTC gave me a way to do something I’ve always wanted to and still be with my family”* Jenny shared. Jenny says her instructors at NWTC provided a well-rounded educational experience. *“I loved that our instructors were actual professionals brought in to teach us. The classes were interesting and provided you with all the tools to be successful throughout.”* Jenny still utilizes skills and techniques learned, *“When I was finished, I had no regrets. I am building a successful business and could not have done it without NWTC. I still maintain close connections built and some of my instructors are still willing to assist if I have questions.”* Now a successful business owner of **Memories Studios**, located in Menominee Michigan, Jenny shares her talents and the skills learned at NWTC with many families and school districts.

*Ben Villarruel and Carla Hedtke entered the meeting at 12:09 p.m.*

#### Action Items (Roll Call Vote)

#### Bills

Detailed copies of the current disbursements for fiscal year 2022 for the month of November 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 was recommended that the Board approve the November 2021 bills as presented.

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

Motion seconded by Carla Hedtke.

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

#### Budget Modifications

Board Exhibit 1 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.

Richard Stadelman 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 Gerald Worrick.

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

### College Annual Audit

Wisconsin Statutes require that the financial statements 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 financial statements for the fiscal year ending June 30, 2021. Jordan Boehm, CPA, a partner with CLA will attend the Board meeting to review the reports with the Board members and answer any questions.

Gerald Worrick moved that the District Board accept the fiscal year 2021 Annual Financial Report of the Northeast Wisconsin Technical College and direct staff to submit the required number of audited financial reports to the Wisconsin Technical College System Board.

Motion seconded by Cathy Dworak.

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

### Health Sciences Level 1 Office Renovation

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 **HS Office Renovation** at the **Green Bay Campus** of Northeast Wisconsin Technical College. This project will be funded through the FY 22 capital budget.

Richard Stadelman moved that the Board approves the HS Office Renovation at the Green Bay Campus of Northeast Wisconsin Technical College.

Motion seconded by Carla Hedtke.

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

### Consent Agenda Items:

#### Minutes

The minutes of the November 17, 2021 Board meeting were sent to Board members prior to the December 15, 2021 Board meeting. It was recommended that Board approval be given for the November 17, 2021 Board meeting minutes.

#### New Hires – Faculty

##### A. Trina Sargent – Diagnostic Medical Sonography Instructor/Clinic Coordinator

Trina Sargent was the Selection Committee's top choice for Diagnostic Medical Sonography Instructor/Clinic Coordinator. Ms. Sargent holds an Associate Degree in Applied Sciences for Diagnostic Medical Sonography from Northeast Wisconsin Technical College, and a Bachelor's Degree in Studio Art 2: Dimensional Emphasis from University of Oshkosh.

Since June 2017, Ms. Sargent has been employed as a Perinatal Sonographer for the Women's Center: Aurora BayCare Medical Center. Since May 2020, she has been additionally teaching part-time at Northeast Wisconsin Technical College in the Diagnostic Medical Sonography area. Prior to that, she was a Firefighter and Department Secretary for the Combined Locks Fire Department. She has certifications for both Basic Life Support and American Registry for Diagnostic Medical Sonography. Placement for this position would be at the level Faculty B, \$70,000.

B. Terri Delaruelle – Human Services/Substance Abuse Disorder Instructor

Terri Delaruelle was the Selection Committee’s top choice for Human Services/Substance Abuse Disorder Instructor. Ms. Delaruelle holds a Master’s Degree in Human Services from Capella University and a Bachelor’s Degree in Human Services from University of Oshkosh.

Since 2014, Ms. Delaruelle has been employed as a Youth Services Program Coordinator for the Innovative Services. Since 2019, she has been additionally teaching part-time at Northeast Wisconsin Technical College in the Human Services/ AODA program area. Prior to that, she was a Clerk Typist III for the Green Bay Police Department and a Teen court Program Manager for Family Services of Northeast Wisconsin. She has completed the Substance Abuse Counselor in Training (SAC-IT) certification. Placement for this position would be at the level Faculty A, \$70,000.

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

Faculty - Retirement

With regret, we accept the following retirement notices:

- A. Jodie Breidel – Diagnostic Medical Sonography Instructor, who has been with the College since July 5, 2005 and has announced her retirement effective May 19, 2022.
- B. Dawn Wolfcale – Paramedic Instructor, who has been with the College since August 17, 1998 and has announced her retirement effective May 17, 2022.
- C. Sherry Simmons – Psychology Instructor who has been with the College since August 13, 2001 and has announced her retirement effective May 18, 2022.

It was recommended that 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 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 (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 2.

Gerald Worrick moved that the Board approve the consent agenda items as follows: The November 17, 2021 Board meeting minutes, the new hire appointments of Trina Sargent – Diagnostic Medical Sonography Instructor/Clinic Coordinator and Terri Delaruelle – Human Services/Substance Abuse Disorder Instructor, the retirements of Terri Delaruelle – Human Services/Substance Abuse Disorder Instructor, Dawn Wolfcale – Paramedic Instructor, and Sherry Simmons – Psychology Instructor, and the contracts for services identified in Board Exhibit 2.

Motion seconded by Richard Stadelman.

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

## Reports

### Board Member Professional Development Updates

Board members discussed the agenda for the upcoming Board Retreat scheduled on Wednesday, January 5, 2022. The primary topic will be focused on the Board’s continued exploration of equity. Other possible topics may include preparation of the FY23 budget and preparation to conduct presidential search when needed.

- Proposed Retreat Schedule:
  - 9:00 – 3:00 with continental breakfast starting at 8:30 a.m.
- Proposed Topics:
  - DEI
  - Budget
  - Presidential Leadership Transition

Carla Hedtke attended a National Legislative Summit informational WebEx with the focus of February’s summit. Pell grants, regarding expanding and free college were topics.

Carla Hedtke attended Oconto Falls School Board meeting. Oconto Falls School District is looking at offering Tech Ed, Agriculture, and Horticulture classes.

Jeff Rickaby brought up a discussion on tax increases derived from the technical college.

### Policy Discussion: Belonging and Inclusion

Mohammed Bey, Chief Officer for Diversity, Equity, and Inclusion lead the discussion along with representatives of the Asian community on belonging and inclusion as part of the Board DEI training.

Guests for the roundtable included:

- Kou Chang
- Amanda Chu
- Pao Lor
- Adam Jackson

Some ideas for inclusivity within various cultures are to say hello in others’ native languages and update signage around to include various languages.

## EduByte – ILA Cohort Presentations

Inspirational Leadership Academy (ILA) presented to the Board on the Capstone Project. Dynamic Dozen is the twelfth cohort of NWTC's ILA who started their journey in May 2021 and graduated in October 2021. The capstone project is the culmination of the ILA experience. ILA participants formed teams and selected a project with the below purposes:

- Apply what was learned in ILA to a “real life” situation
- Practice new behaviors and received feedback without repercussion
- Work with others at the college outside of immediate work groups
- Give back to the college

Three projects were shared with the Board:

1. Is College Possible?  
**Purpose:** To close the gap of awareness to the services and support available to Boys and Girls Club members and their families regarding attending college.
2. Social Media Takeover  
**Purpose:** To engage members of the NWTC community to “take over” social media platforms on a regular basis.
3. LGBTQ+ Support  
**Purpose:** To create a sustainable effort in support of LGBTQ+ students, faculty, and staff.

## President's Report

- A. COVID-19 Update
  - Numbers are slightly rising
  - Masking: A decision has been made to continue requiring masks for students, staff, and faculty into Spring semester and until further notice
- B. Current Events
  - NWTC has been invited to apply for the Aspen Prize of \$1M. NWTC submitted application.
  - December 20, 2021 – NWTC Holiday In-Service
  - December 24 – January 2, 2022 – Campus Shutdown
  - January 10, 2022 – College In-Service

## Next Board Meeting

The January 19, 2022 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.

## Upcoming Events

December 16, 2021 – NWTC Mid-Year Commencement, Resch Center  
January 5, 2022 – Board Retreat, TitleTown Tech Board Room  
January 27-29, 2022 – District Board Winter Meeting, Lakeshore  
February 6-9, 2022 – ACCT Legislative Summit, Washington DC  
February 14-17, 2022 – Achieving the Dream, Portland

Adjournment

Richard Stadelman moved to adjourn the December 15, 2021 Board meeting (3:11 p.m.).

Motion seconded by Cathy Dworak.

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

  
Gerald Worrick, Board Secretary

1-15-22  
Date