

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

November 9, 2022

12:00 p.m.

*In- Person at the NWTC Luxemburg Regional Learning Center
133 Commerce Drive/Hwy 54, Luxemburg, WI 54217*

Open Meeting & Roll Call

The Board Chairperson called the November 9, 2022, NWTC Board of Trustees meeting to order and requested that roll call be taken at this time. (12:02 p.m.)

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

Absent:

Also Present: Sara Lam, Meridith Jaeger, Dan Mincheff, Jennifer Flatt, Kathryn Rogalski, Jeff Rafn, Janel Karban, Valarie Wunderlich, Jan Scoville, Megan Popkey, April Konitzer, Jo-Ellen Fairbanks, Superintendent of Luxemburg-Casco School District and Luke Goral, District Administrator of Denmark School District

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

Jan Scoville, Dean of Regional Learning, shared a mission moment at this time and provided an overview of the impact Dr. Jeff Rafn, President, has made on all of the Regional Centers in the NWTC District.

Student Senate

There was no Student Senate update.

Action Items (Roll Call Vote)

Bills

Detailed copies of the current disbursements for fiscal year 2022 for the month of October 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. Included as Board Exhibit 1 was a copy of the certified 1st quarter Capital Expenditures report for items over \$50,000 and the FY2022 Board Professional Development Account Status Report and the Operational and Capital Contingency Account Status Reports.

Jeff Rickaby moved that the Board approve the October 2022 bills as presented and the certified 1st quarter Capital Expenditures report for items over \$50,000.

Motion seconded by Dave Mayer.

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

Budget Modifications

Board Exhibit 2 was 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.

Jeff Rickaby made motion 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 Carla Hedtke.

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

International Planned Travel Report

Board Exhibit 3 was a copy of the Planned International Travel Report covering the FY 2022-2023 travel requests. Each trip is identified by date, location, potential participants, and cost of the travel. All travel expenses for these trips have been budgeted for and will be using previously approved funding.

Dave Mayer moved that the Board approve the 2022-2023 International Travel/Study Abroad programs with funding coming from the International Programs and respective departmental budgets.

Motion seconded by Jeff Rickaby.

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

Consent Agenda Items:

Minutes

The minutes of the October 14, 2022, October 19, 2022, and October 28, 2022 Board meetings were sent to Board members prior to the November 9, 2022 Board meeting. It was recommended that Board approval be given for the October 14, 2022, October 19, 2022, and October 28, 2022 Board meeting minutes.

Faculty - Retirement

With regret, we accept the following retirement notice:

- A. Jo Scott – Student Success Instructor who has been with the College since August 14, 2000, and has announced her retirement effective May 19, 2023.

It was recommended that Board approval be given for the item 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 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 are available for review by any interested person.

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

Dave Mayer moved that the Board approve the consent agenda items as follows: October 14, 2022, October 19, 2022, and October 28, 2022 Board meeting minutes, the retirement of Jo Scott – Student Success Instructor, and the contracts for services identified in Board Exhibit 4.

Motion seconded by Richard Stadelman.

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.

Bylaws Committee – Richard Stadelman attended the last Bylaws Committee and there are technical changes to state law for non-profit. State law doesn't allow non-profits to make proxy votes. The Board Committee will hold a meeting in December.

District Board Association Winter meeting is January 11-13, 2023 in Madison.

Budget is being reviewed and it will be voted on in April.

ACCT Congress Meeting in New York – Carla Hedtke, Dave Mayer, and Dustin Delsman attended – 1800 attendees. Carla Hedtke, would like to run again for the ACCT Board.

Dave Mayer shared a counseling service he learned about called Timely. It is a 24/7 resource for students in crisis.

Key Performance Outcomes

Dr. Jeff Rafn, President, led the discussion on the End of Year Key Performance Outcomes Status Report for FY22 and FY23 1st Quarter Key performance Outcomes.

Included with the quarterly report was the FY23 Operational and Capital Contingency Account Status Reports, the FY23 Board Professional Development Account Status Report, the FY23 & Prior Year Capital Budget Status Report for items with a total cost of \$50,000 or greater.

Roundtable Discussion: Rural Superintendents

The Board engaged in a roundtable discussion with superintendents from rural schools within the NWTC district. Jo-Ellen Fairbanks, Superintendent of Luxemburg-Casco School District and Luke Goral, District Administrator of Denmark School District shared their experiences within the high schools.

Ideas Discussed:

- Provide tours of NWTC Campus with hands-on experience for an age group around 5th graders.
- Rural high schools hiring a Faculty member for the summer for curriculum development.
- Staff development opportunities to showcase the AR/VR technology.

Dustin Delsman entered the meeting at 1:05 p.m.

EduByte – Center Manager Update

April Konitzer, Regional Learning Center Manager, provided an update on the Luxemburg Regional Learning Center followed by a brief tour.

President's Report

No updates.

Executive Session

Gerald Worrick moved to go into Executive Session in accordance with State Statute 19.85 (1)(e)¹ for the purpose of discussing the following item: characteristics and attributes that the Board of Trustees desires in the next president of NWTC to be used as a guide in the interview and hiring process.

Motion seconded by Dustin Delsman.

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

Dave Mayer made motion to return to regular order of business.

Motion seconded by Jeff Rickaby.

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

Next Board Meeting

The December 14, 2022 Board Meeting will be held in the District Boardroom 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

Dave Mayer moved that the Board adjourn the November 9, 2022 Board meeting. (4:02 p.m.)

Motion seconded by Jeff Rickaby.

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



Gerald Worrick, Board Secretary

12-14-22

Date

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.