

Northeast Wisconsin Technical College District

*Board of Trustees Meeting
Minutes*

February 17, 2021
12:00 p.m.

*WebEx Meeting Originating from the NWTC Green Bay Campus
2740 West Mason Street, Green Bay, WI 54303*

The Board Chairperson called the February 17, 2021 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

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

Also Present: Jeff Rafn, Mary Jo Tilot, Mohammed Bey, Aliesha Crowe, Bob Mathews, Kathryn Rogalski, Jim Boland, Ryan Gilbert, Lisa Maas

Executive Session

Richard Stadelman moved that the Board go into Executive Session in accordance with State Statute 19.85 (1) (c) (e) for the purpose of discussing the following item: Issuance of preliminary notices of faculty non-renewal (12:00 p.m.).

Motion seconded by Jeff Rickaby.

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

Jeff Rickaby moved that the Board return to the regular order of business(12:23 p.m.).

Motion seconded by Carla Hedtke.

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

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

During the opening session of the Dream Conference, the College received two awards. The College was recognized as a Leader College of Distinction and received the Leah Meyer Austin Award. Staff shared the case study that was

prepared for the College by the Achieve the Dream and the video which was shared at the conference regarding the acceptance of the award by President Rafn.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of January 1-31, 2021 \$2,224,471.91

Detailed copies of the current disbursements for fiscal year 2021 for the month of January 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 2nd quarter Capital Expenditures report for items over \$50,000.

Richard Stadelman moved that the Board approve the January 2021 bills as presented and the certified 2nd quarter Capital Expenditures report for items over \$50,000.

Motion seconded by Jeff Rickaby.

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

Consent Agenda Items:

Minutes

The minutes of the January 20, 2021 Board meeting were sent to Board members prior to the February 17, 2021 Board meeting. It was recommended that Board approval be given for the January 20, 2021 Board meeting minutes as presented.

Faculty - Retirement

With regret, it was recommended that the Board accept the following retirement notice: David Kacynski – Electrical Instructor who has been with the College since August 15, 2005 and has announced his retirement effective May 19, 2021.

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 2020 contracts pending Board approval was 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 (33.42% for on-campus and 27.08% 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 2.

Gerald Worrick moved that the Board approve the consent agenda as follows: minutes of the January 20, 2021 meeting; the retirement notice of David Kacynski – Electrical Instructor; and the contracts for services identified in Board Exhibit 2.

Motion seconded by Jeff Rickaby.

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.

- Carla Hedtke attended the virtual NLS Conference. Carla is on the Finance and Audit Committee and attended that meeting. Reviewed and approved the fiscal year audit during that meeting. ACCT is creating an ad hoc committee to review memberships and dues. Approximate attendance for the conference was 700. ACCT currently has 520 members. Big topic was in regard to the DEI and the need to develop workshops around this topic and to try to hold regional hybrid meetings.
- Will be meeting with Senator Baldwin on February 21 at 1-1:30 p.m., and will meet virtually with Senator Johnson on February 23 at 2:30 p.m.

Board Governance Policy Discussion – Retention of Employees of Color

The panel discussion was deferred to the March Board meeting.

Board EduByte – Delivery of Public Safety Support to the District

James Boland, EMT Instructor, and Ryan Gilbert, Associate Dean of Public Safety, provided information on the current and future plans for the delivery of public safety support throughout the District.

Kim Schanock left the meeting at this time (1:05 p.m.).

- The minimum requirement was set quite a while ago in order to recoup the cost of the instructor teaching the class.
- The EMR class is offered face to face. The EMT and EMS are offered in a hybrid format – part online and part face to face. Offering the training online does not reduce the cost of the class, as the instructor is still paid the same salary. Need to look at how we can maximize the number of attendees by planning two years ahead with the squad managers.
- There is not a bridge course between EMR and EMT. That is due to the changes in the curriculum that are taking place – several hours of training requirements are being added to each of the programs.

Strategic Budget Discussion

Staff presented potential scenarios from which the Board was asked to provide thoughts and advice it has for staff as it prepares the FY22 budget and its issuance of Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) funds.

- Staff was requested to prepare a resolution for approval by the Board at the March meeting authorizing the President to expend COVID relief funds as deemed necessary with reports back to the Board on spending.

Dave Mayer left meeting (2:40 p.m.)

Jeff Rickaby left meeting (3:00 p.m.)

Kathy Dworak left meeting (3:00 p.m.)

Key Performance Outcomes

Board Exhibit 3 was the FY21 2nd Quarter Key Performance Outcomes. Included with the quarterly report were the FY21 Operational and Capital Contingency Account Status Reports, the Board Professional Development Account Status Report, the FY 2021 & Prior Year Capital Budget Status Report for items with a total cost of \$50,000 and greater.

President's Report

No updates were provided at this time.

Next Board Meeting

The March 10, 2021 Board Meeting will be held via WebEx originating from the NWTC-Green Bay Campus, 2740 West Mason Street, Green Bay, WI 54303.

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

Richard Stadelman moved that the Board adjourn the February 17, 2021 Board meeting (3:07 p.m.).

Motion seconded by Carla Hedtke.

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


Gerald Worrick, Board Secretary

3-10-21
Date