

Northeast Wisconsin Technical College District
Board of Trustees Meeting
Minutes

October 19, 2022
12:00 p.m.

In- Person at the NWTC Green Bay Campus – Boardroom DO308
2740 West Mason Street, Green Bay, WI 54303

Open Meeting & Roll Call

The Board Chairperson called the October 19, 2022, NWTC Board of Trustees meeting to order and requested that roll call be taken at this time. (12:04 p.m.)

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

Absent: Dustin Delsman, Carla Hedtke

Also Present: Sara Lam, Meridith Jaeger, Dan Mincheff, Jennifer Flatt, Kathryn Rogalski, Jeff Rafn, Janel Karban, Valarie Wunderlich, Carl Vancaster, Jennifer Canavera, Pamela Gerstner, Pam Lunde, Eric Derenne, Stacey Timm, Heidi Thomas, Erik Kass (PMA Network)

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.

Dr. Jennifer Flatt introduced Yolanda from the Netherlands who is part of a 2-week exchange program. Yolanda works for Internationalising/Friesland College as a project leader.

Mission Moment

Meridith Jaeger, Vice President of College Advancement, shared a Mission Moment on the President's Fund started by Jeff and Karen Rafn. The fund has provided over 60 scholarships for students at NWTC. Meridith shared "thank you" letters from students who received a scholarship through the President's Fund.

The Board of Trustees discussed donating to the Foundation and helping the community with childcare and transportation issues.

Student Senate

Carl Vancaster, Student Senate Officer, shared the following update:

- A group of Student Senate Officers went to the Northwoods for the Wisconsin Student Governor Meeting
 - Topics of Discussion:
 - Open Educational Resources (OER) Symposium
 - Increased investment for the Wisconsin grant to pare up with the Pell Grant
 - Having a student join the Board of Trustees
- October 31, 2022 – Student Trip: Six Flags
- November 19, 2022 – Holiday Student Trip: Chicago European Christmas Market
- RISE Plus had two sessions with 20-30 attendees
- Trades Fair had 263 students sign in

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.

Jeff Rickaby moved that the Board approve the September 2022 bills as presented.

Motion seconded by Dave Mayer.

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(8) (m), 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.

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

Motion seconded by Richard Stadelman.

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

Resolution Awarding the Sale of \$6,900,000 General Obligation Promissory Notes, Series 2022C

At its meeting on August 17, 2022, the Board authorized the borrowing of \$6,900,000 for FY 2022 and FY 2023 capital budget needs (\$4,859,000 for moveable equipment, \$1,500,000 for building improvement, \$91,000 for site improvements and \$450,000 for Building Acquisition). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$6,900,000, and specifying the amount of the tax heretofore levied, has been prepared by Bond Counsel and was attached as Board Exhibit 2. PMA Financial Network, Inc. will be soliciting competitive bids for the issue and presenting the bid tabulation and the winning bid for the sale of the notes at the meeting on October 19, 2022.

Jeff Rickaby moved that the Board adopt the resolution authorizing the sale of \$6,900,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Motion seconded by Gerald Worrick.

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 was the resolution related to certifying the tax levy for FY 2023 (Board Exhibit 3a).

A mill rate and tax levy were proposed at the public hearing on the FY 2023 budget on May 11, 2022 and adopted by the Board at its regular Board meeting on May 11, 2022 (Board Exhibit 3b - Tax Levy Authorization). A summary of levy amount to be billed to each county is also included (Board Exhibit 3c - Budgeted Tax Levy).

New construction valuation increased more than projected in May. This allows the College to increase the FY 2023 operating levy by \$820,628 versus the \$785,985 originally proposed in May.

The 2021-2023 State of Wisconsin Biennial Budget increased property tax relief by \$1,088,061 which resulted in a corresponding decrease in the operational levy.

Jeff Rickaby moved that the Board approve the levy amount of \$35,880,050 and adopt the resolution related to certifying the tax levy for FY 2023.

Motion seconded by Richard Stadelman.

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

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; Jennifer Flatt, Vice-President for Student Services; Meridith Jaeger, Vice-President for College Advancement; Valarie Wunderlich, Vice-President for Talent and Culture; Dan Mincheff, Vice-President for Business & Technology; and Sara Lam, Vice-President for Diversity, Equity, and Inclusion".

Dave Mayer 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; Jennifer Flatt, Vice-President for Student Services; Meridith Jaeger, Vice-President for College Advancement; Valarie Wunderlich, Vice-President for Talent and Culture; Dan Mincheff, Vice-President for Business & Technology; and Sara Lam, Vice-President 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 4 was a listing of purchases made in FY22 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.

Jeff Rickaby moved that the Board approve the Annual Report of purchases over \$50,000 for FY22 as presented in Board Exhibit 4.

Motion seconded by Richard Stadelman.

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

Consent Agenda Items:

Minutes

The minutes of the September 21, 2022 Board meeting were sent to Board members prior to the October 19, 2022 Board meeting. It was recommended that Board approval be given for the September 21, 2022 Board meeting minutes.

Culinary Management Associate Degree Program Approval

Are you looking to combine your culinary passion with your hospitality and business skills? Culinary management is a field for those who want to combine the two for a rewarding career. In year one of this program attain your Culinary Specialist Technical Diploma with hands-on experiences in our state-of-the-art cooking facility earning your sanitation principles certification, learn proper techniques for cooking and baking, and feel the goodness of putting your culinary skills to use for area non-profit events. Year two is just as rewarding as you earn industry certification from the American Hotel and Lodging Association for hospitality and event management. Year two focuses on hospitality, event, and business management including financial, marketing, and leadership principles to be a success and asset for any organization as you plan, coordinate, and lead activities and departments that serve. Blend your cooking passion with your leadership skills to make a dining experience for all customers to remember! All Culinary Specialist technical diploma credits ladder to the Culinary Management associate degree.

Graduates of the Culinary Management Associate Degree can work for small, large, or chain restaurants, catering companies, food departments of businesses and health care facilities. Titles of positions include: Banquet Manager, Catering Manager, Food and Beverage Director, Food and Beverage Manager, Food Service Director, Food Service Manager, Food Service Supervisor, Restaurant General Manager, Restaurant Manager, Dietary Manager, Wine Director, Kitchen Manager.

According to Lightcast™ Analyst, the median NWTC district wage is \$22.58/hour. Currently there are 156 job openings for Food Service Managers in the NWTC District. This program is expected to begin in Fall 2023.

It was recommended that the Board approve the Culinary Management associate degree and authorize its submission to the WTCS State Board for approval.

Photography Associate Degree Program Approval

A photography program graduate will be prepared for a variety of photography careers. They will be skilled in the latest lighting, software, output, and digital photography technologies necessary to succeed in this creative profession. Our program will provide them with the branding and business skills necessary to succeed in the field of photography. Career choices include portrait and wedding photographer, real estate photographer, commercial photographer, photojournalist, staff photographer, sport and event photographer, product photographer, digital artist and fine art photographer. All credits from the Photography technical diploma will ladder to the Photography associate degree.

Photographers in our district earn a median salary of \$31,734. From April 2021 through March 2022 there were 46 unique job postings requiring photography skills in our district. This program is expected to begin in Fall 2023.

It was recommended that the Board approve the Photography associate degree and authorize its submission to the WTCS State Board for approval.

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 5.

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 5.

Dave Mayer moved that the Board approve the consent agenda items as follows: September 21, 2022 Board meeting minutes, the Culinary Management associate degree and authorize its submission to the WTCS State Board for approval, the Photography associate degree and authorize its submission to the WTCS State Board for approval, and the contracts for services identified in Board Exhibit 5.

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.

ACCT Leadership Congress is looking for a voting member from the NWTC Board of Trustees at the October 26-29 meeting in New York.

Policy Discussion: Dual Credit & Higher Learning Commission Update

Miranda Schornack, Manager of Early College; Ashley Drzewiecki, Early College Coordinator; and Dawn Rentmeester, Talent Strategy Learning Recruitment Resource Partner; presented an update on dual credit and higher learning commission at this time.

Dual Credit: Classes are available for eligible high school students through a partnership between NWTC and P-12 school district.

Types of Dual Credit:

- NWTC Instructor
 - Start College Now
 - Youth Apprenticeship
 - 38.14 Contracted Courses
- High School Instructor
 - Advanced Standing
 - Transcribed Credit

HLC Criteria for Instructors:

- General Studies: Master's Degree or higher in the teaching discipline or subfield taught or a Master's degree and 18 credits in the discipline or subfield taught.
- Career & Technical Education (Occupational): Completion of a degree in the discipline or subfield in which they teach, with coursework at least one level above that of the courses being taught or developed.

Present Date & Beyond:

- 2022: NWTC adopted method for qualifying general studies transcribed credit instructors at the course level.
- 2025: HLC extension through September 2025
 - NWTC provided each school district with an instructor analysis report
 - Report Cards created and shared in partnership meetings, Spring Summit
 - DWD grant continues through September 2023. To date, 18 instructors have completed via the grant process and 9 are actively engaged.

Board EduByte: AA/AS Update

Pamela Gerstner, Associate Dean of General Studies, presented an update on Associate of Arts/Associate of Science Transfer (AA/AS) during this time.

- AA/AS is a 61-credit program designed for learners who are on their path to a bachelor's degree.
- Students take their first 2 years at NWTC, and then transfer as a Junior to a 4-year institution.
- Transfer agreements are now developed with:
 - Lakeland University
 - St. Norbert College
 - UW-Green Bay
 - UW-Oshkosh
 - College of Menominee Nation
- Benefits of starting at NWTC:
 - If considering a 4-year university or college, starting at NWTC, students can save thousands of dollars and incur less debt.
 - Ability to still graduate with the same degree.

Presidential Search Discussion

At this time, the Board discussed the next steps for the Presidential Search, status of the Academic Search contract, and selection of dates. The contract for Academic Search has been reviewed by Attorney, Bob Burns, and will be finalized within the next couple days. The Board proposed a meeting on Friday, October 28 from 8:00-10:00 a.m. to bring in Academic Search for a kick-off meeting.

President's Report

- A. Enrollment Activity – Dr. Jennifer Flatt
 - Slight decrease in Fulltime Enrollment and 8-week 1
 - Up 5% in new students
- B. Legislative and Regulatory Issues (State & Federal) – Meridith Jaeger
 - AACC Advocates in Action:
C-Campus – Childcare access for parents in school. This program provides funds to students in need but has limitations for students to access those funds. There are efforts in having legislative changes to make funding more available.
 - Funding Efforts: Increasing maximum Pell award by \$500 and there is a request for additional funding for other grants and opportunities.
- C. DEI Report – Dr. Sara Lam
 - Creating a council of Diversity, Equity and Inclusion leaders at NWTC.
 - Launching a professional learning community for greater involvement for DEI efforts at NWTC with a purpose to train a larger number of facilitators and consultants who can influence others around the college.
- D. 8-Week Update – Dr. Kathryn Rogalski
 - Fall 8-week 2 started today.
 - 88% of students who enrolled in Fall 1 are enrolled in Fall 2.
- E. Current Events – Dr. Jeff Rafn
 - Health Insurance rates for January–December will have an increase of .78% for the first time in 7 years.
 - Cost for retirement will be going up from 6.5% to 6.8%.
 - Florence County Visit
 - Community Luncheon: Conversations on the need for housing and childcare.
 - School Superintendent Visit: Discussion on a renovation at the Aurora Regional Learning Center.

- Pat Buckley, Brown County Chair, has had conversation with the state office regarding county representation on the Board.
- November 15, 2022 is the Alumni Reception at the Johnsonville Village, Lambeau Field.

Next Board Meeting

The November 9, 2022 Board Meeting will be held at the NWTC Luxemburg Regional Learning Center located at 133 Commerce Drive/Hwy 54, Luxemburg, WI 54217.

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

Jeff Rickaby moved that the Board adjourn the October 19, 2022 Board meeting. (3:00 p.m.)

Motion seconded by Richard Stadelman.

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



Gerald Worrick, Board Secretary

11-09-22

Date