

Northeast Wisconsin Technical College District

*Board of Trustees Meeting*  
Minutes

March 10, 2021  
12:00 p.m.

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

To access the Board meeting via WebEx: [www.nwtc.edu/board](http://www.nwtc.edu/board)  
Click on the Icon at the Top of the Board Page

The Chairperson Mayer called the March 10, 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, Richard Stadelman, Ben Villarruel, Gerald Worrick

Excused: Jeff Rafn, Mary Jo Tilot, Kathryn Rogalski, Lisa Maas, Bob Mathews, Aliesha Crowe, Colleen Simpson, Dan Mincheff, Mohammed Bey, Jordan Boehm, George Skenandore, Xai Yang, Michael Brown, Jessica Franco-Morales

Also Present: Jeff Rafn, Mary Jo Tilot, Mohammed Bey, Aliesha Crowe, Bob Mathews, Kathryn Rogalski, 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 notice of faculty non-renewal (12:00 p.m.).

Motion seconded by Jeff Rickaby.

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

Cathy Dworak moved that the Board return to the regular order of business (12:14 p.m.).

Motion seconded by Richard Stadelman.

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

**Guests**

**Open Forum, Introduction of Guests, and Acknowledgements**

Chairperson Mayer 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**

Dr. Crowe shared a video created by the Marketing and Communications team. This was followed by an hour presentation on “Implicit Lies” and aired on CBS.

**Action Items (Roll Call Vote)**

Bills

Bills Covering the period of February 1-28, 2021      \$1,460,282.41

Detailed copies of the current disbursements for fiscal year 2021 for the month of February were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person.

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

Motion seconded by Cathy Dworak.

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

Resolution Authorizing the Borrowing of \$2,800,000 for Movable Equipment; \$1,300,000 for Building Remodeling and Improvement Projects; \$300,000 for Site Improvements; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2021 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 \$4,400,000 of general obligation notes for these purposes. A resolution authorizing the borrowing has been prepared by Bond Counsel and was attached as Board Exhibit 1.

Carla Hedtke moved the Board adopt the resolution authorizing the borrowing of \$2,800,000 for moveable equipment; \$1,300,000 for building remodeling and improvement projects; \$300,000 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.

College Single Audit

Wisconsin Statutes require that the single audit report 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 single audit report for the fiscal year ending June 30, 2020. Jordan Boehm from CLA presented the single audit to the Board.

Jeff Rickaby moved that the District Board accept the fiscal year 2020 Single Audit Report of the Northeast Wisconsin Technical College and direct staff to submit the required number of audited single audit reports to the Wisconsin Technical College System Board.

Motion seconded by Cathy Dworak.

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

### Recommended Fee Adjustments for Fiscal Year 2022 -- Security Fees

The administration recommended and was seeking approval for a fee increase for Security Fees in FY 22. Security fees are currently assessed to cover the costs of the physical security of our campuses (i.e. security team, parking, cameras, and doors). Only students that are taking courses on-campus are assessed the fee (students that are taking on-line courses are not assessed the fee).

There are three components to the proposed change to Security Fees. The combined impact of the changes is \$130,000 in additional fees for the college.

- The fees will incorporate the cost of cyber security. With the recommended change, all students will pay the security fee.
- The college is recommending an adjustment to the Security Fee. The recommended change is an increase from 1.75% of tuition credit (\$2.45) to 1.95% of tuition credit (\$2.75) -- a \$.30/credit increase.
- The new language is “Security fees are charged for all classes, one credit and above. The fees are used to fund security (physical and information technology) costs of education.”

Gerald Worrick entered the meeting at this time (12:30 p.m.).

Cathy Dworak moved that the Board approve an adjustment to the Security Fee, an increase from 1.75% of tuition credit (\$2.45) to 1.95% of tuition credit (\$2.75) -- a \$.30/credit increase.

Motion seconded by Richard Stadelman.

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

### CRRSAA Funding

Richard Stadelman moved that the Board approve the use of CRRSAA funds for the items identified in Board Exhibit 2 with the understanding that final allocation of funds to items may change based on further federal guidance and/or refinements of the final cost of the items.

Motion seconded by Cathy Dworak.

Jeff Rickaby moved that the motion be amended to include additional project alternate items as shared with the Board.

Motion seconded by Richard Stadelman.

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

Richard Stadelman moved that the Board approve the amended list for uses of CRRSAA funds as identified in the revised Board Exhibit 2 with included alternate project items.

Motion seconded by Jerry Worrick.

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

### **Consent Agenda Items:**

### Minutes

The minutes of the February 17, 2021 Board meeting were sent to Board members prior to the March 10, 2021 Board meeting. It was recommended that Board approval be given for the February 17, 2021 Board meeting minutes as presented.

#### Telecommunications Tower Technician 1 Pathway Certificate Approval

This program is designed to provide students with a broad knowledge of telecommunications maintenance and modifications necessary for entry-level employment as a tower technician. The course includes training and certifications in OSHA-30; CPR, and First Aid; and Tower Technician.

Graduates are prepared for entry-level positions including, but not limited to, Cell Tower Technician, Communications Tower Technician, Tower Climber, Tower Technician, and Mapping Technician."

Entry-level Telecommunications Tower Technician 1 Completers can earn between \$15-\$20/hour. Currently there are 84 job openings for Tower Technicians in the state of Wisconsin.

Students who complete the Tower Technician 1 Pathway Certificate can transfer all credits to the Telecommunications Field Technician Technical Diploma and the Telecommunications Engineering Technician Associate Degree. This program is expected to begin in Fall 2022.

It was recommended that the Board approve the Telecommunications Tower Technician 1 Pathway Certificate and authorize its submission to the WTCS State Board for approval.

#### Telecommunications Field Technician Program Approval

This program prepares students to enter the rapidly expanding field of telecommunications and provides them with a wide range of skills needed for employment as a field technician. Telecommunications Field Technicians collect data and existing information for the design of telecommunications systems. Graduates from this program are prepared with the necessary skills to enter careers that allow them to identify existing telecommunications equipment, cabling, and conflicts in the field.

Entry-level Telecommunications Field Technician graduates can earn between \$17-\$23/hour. Currently there are 64 job openings for Telecommunications Field Technicians in the state of Wisconsin.

Students who complete the Telecommunications Field Technician technical diploma can transfer all credits to the Telecommunications Engineering Technician Associate Degree. This program is expected to begin in Fall 2022.

It was recommended that the Board approve the Telecommunications Field Technician technical diploma and authorize its submission to the WTCS State Board for approval.

#### Telecommunications Engineering Technician Program Approval

This program prepares students to enter the rapidly expanding field of telecommunications and provides them with a wide range of skills needed for employment and continuing education in this high-tech industry as telecommunications technicians. Telecommunications Engineering Technician graduates are prepared with the skills necessary to enter careers in the design, application, installation, operation, and/or maintenance of telecommunication systems.

Entry-level Telecommunications Engineering Technician graduates can earn between \$21-\$25/hour. Currently there are 64 job openings for Telecommunications Engineering Technicians in the state of Wisconsin. This program is expected to begin in Fall 2022.

It was recommended that the Board approve the Telecommunications Engineering Technician technical diploma 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 2020 contracts pending Board approval was attached as Board Exhibit 3.

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 3.

Jeff Rickaby moved that the consent agenda items be approved as follows: February 17, 2021 Board meeting minutes; the approval of the Telecommunications Tower Technician 1 Pathway Certificate and authorize its submission to the WTCS State Board for approval; the approval of the Telecommunications Field Technician technical diploma and authorize its submission to the WTCS State Board for approval; the approval of the Telecommunications Engineering Technician technical diploma and authorize its submission to the WTCS State Board for approval; and, the contracts for services identified in Board Exhibit 3.

Motion seconded by Dorothy Sadowski.

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.

Jerry Worrick indicated he attended the Nominating Committee meeting last week, and Carla is ending her term as Past-President. If anyone on the district board wants to be appointed to the WTCS Boards Association Board of Directors, they should share that with Mr. Worrick. Each College has a member on the Board. If no other Board member is interested, Carla is willing to continue to serve.

Several Board members attended the State of the College last week. The tours provided were very informative and interesting. Many of the participants attended virtual and were provided virtual tours.

### Board Governance – Retention of Employees of Color

Dr. Colleen Simpson, VP for Student Services, and Mohammed Bey, Chief Officer of Diversity, Equity & Inclusion, introduced a panel of staff members to share with the Board their experiences and their thoughts regarding the difficulty of retaining employees of color at the College. Those serving on the panel were Xai Yang, George Skenandore, Michael Brown, and Jessica Franco-Morales.

- Having more diverse employees does not represent inclusivity. It is about the environment and how an employee feels in that environment. This requires both an environmental and social shift.
- The employees shared with the Board how they feel working at the College, their experiences with other employees within the community at large.

Dorothy Sadowski left the meeting at this time (2:30 p.m.).

Jeff Rickaby left the meeting (3:17 p.m.).

### President's Report

Legislative and Regulatory Issues (state & federal) –

- A legislative bill has been introduced and the College has provided letters of support from various district partners regarding the elimination of Bill 36.31 which would take the UW System out of the role of having to approve the technical colleges being able to offer the AA and AS Degrees. Discussions will be held with local legislators regarding this proposal.

8-Week Advantage –

- 8-Week 3<sup>rd</sup> session is winding down. Graduation will again be held virtually with a Grad Bash to follow on each campus.

COVID-19 Update –

- Our COVID numbers remain very low both for students and staff. NWTC has applied to be a vaccination site with Bellin Health.

### Next Board Meeting

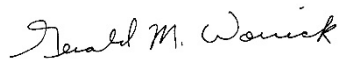
The April 14, 2021 Board Meeting will be held via WebEx originating from the NWTC-Green Bay Campus, 2740 West Mason Street, Green Bay, WI 54303.

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.

Carla Hedtke moved to adjourn the March 10, 2021 Board meeting (3:30 p.m.).

Motion seconded by Richard Stadelman.

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



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Gerald Worrick, Board Secretary

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April 14, 2021  
Date

