

**NORTHEAST WISCONSIN TECHNICAL COLLEGE**

**DISTRICT BOARD OF TRUSTEES**

***MEETING AGENDA  
AND  
EXHIBITS***

***Wednesday, December 14, 2011  
Green Bay Campus***

Northeast Wisconsin Technical College District

*Board of Trustees Meeting  
Agenda*

December 14, 2011  
12:00 p.m.

*NWTC-Green Bay Campus  
2740 West Mason Street, Green Bay, WI 54303*

**Open Meeting & Roll Call – Please turn off all cell phones and pagers at this time.**

1. Roll Call

The Board Chairperson will call the December 14, 2011 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

**Guests**

1. Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson will ask for the introduction of any guests present at this time and invite public comment.

**Report**

1. Student Senate

**Action Items (Roll Call Vote)**

1. Bills

Detailed copies of the current disbursements for fiscal year 2011 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 is recommended that Board approval be given for the November bills as presented.

2. 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 Wipfli LLP was engaged by the Board to perform this function. Wipfli LLP has recently completed the audit of the District's financial statements for the fiscal years ending June 30, 2011 and 2010. Randall H. Beard, CPA, a partner with Wipfli LLP will attend the Board meeting to review the reports with the Board members and answer any questions.

It is recommended that the District Board accept the fiscal year 2011 audited financial reports 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.

3. Digital Photography Scope Proposal

The Digital Photography Technical Diploma Scope Proposal is expected to begin in fall 2012 and is designed to equip graduates for success as an entrepreneur, an employee in a photography studio or in a corporate setting. The program will help students develop an individual style, give students hands-on experience with the latest digital technologies and help students acquire business skills necessary to succeed. In addition to camera operations, the students will learn digital workflow, perform advanced image editing techniques, and obtain experience in photography specialty areas. Graduates will also be able to apply their skills in event photography, fine art photography, and photojournalism.

It is recommended that the Board authorize staff to complete the Digital Photography Technical Diploma program scope proposal and authorize its submission to the WTCS State Board.

Consent Items (Voice Vote)

1. Minutes

The minutes of the November 9, 2011 Board meeting were sent to Board members prior to the December Board meeting.

It is recommended that Board approval be given for the November 9, 2011 Board meeting minutes as presented.

2. Retirements-Faculty

With regret, we accept the following retirement notices:

- A. Mary Schuster, Associate Degree Nursing Instructor, who has been with the College since September 28, 1998, has announced her retirement effective May 2012.
- B. Maureen Colenso, Computer Support Instructor, who has been with the College since August 17, 1992, has announced her retirement effective May 2012.

It is recommended that the Board accept the retirements as noted above.

3. Hire-Faculty

David Geitner, Shipfitter Instructor, Marinette, LTE - David Geitner was the Selection Committee's top choice for the limited term Shipfitter Instructor, Marinette position. Since 1986 Mr. Geitner has been with Palmer Johnson Yachts as a Hull and Welding Coordinator. He has also been the Owner of the Baileys Sunset Motel and Cottage since 2004.

Placement for this position would be at the 9th step of the Bachelor's column, \$52,188 for a 143 day obligation.

It is recommended that the Board approve the appointment of David Geitner.

4. Hire-Administration

Dean Stewart, Dean, Corporate Training and Economic Development - Dean Stewart was the Selection Committee's top choice for the Dean, Corporate Training and Economic Development position. Mr. Stewart holds a Bachelor of Business Administration Degree from St. Norbert College and a Master of Business Administration Degree from the University of Wisconsin-Oshkosh.

Since 2007 Mr. Stewart has been with Sanimax, Inc. Most recently, he was the Vice President of Procurement Sales for two years and previous to that he was the Director of Procurement Sales for two years. Prior to that, Mr. Stewart was the Director of Sales and Marketing at Owens, Inc. for a year, and a National Sales and Marketing Manager at Appleton Supply for one year. Additional experience includes 16 years at Ver Halen, Inc. in the Pella Sales Division in various positions including General Manager of Sales and Marketing, Commercial Segment Sales Manager, Sales Representative and Sales Assistant.

The starting salary for this administrative position would be at \$117,916.

It is recommended the Board approve the appointment of Dean Stewart.

5. Center for Business & Industry (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 2012 contracts pending Board approval is attached as Board Exhibit 1.

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 (35.65% for on-campus and 27.63% 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 \$160.00 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 is recommended that the Board approve the contracts for services identified in Board Exhibit 1.

Reports

1. International Agenda for the College

Representatives from the Center for Global Cultures (CGC) will provide an update regarding the College's international initiatives. International student updates, events on campus, as well as other staff/student opportunities will be discussed.

2. President's Report
  - A. Enrollment Activity
  - B. Legislative Issues (state & federal)
  - C. Act 10/32
  - D. Current Events
  
3. Board Professional Development Activity Reports

**No Action**

1. Foundation Report

Board Exhibit 2 is a copy of the contributions received and scholarships paid by the NWTC Educational Foundation during the month of November 2011. No action is required on these documents.

2. Other Business

3. Adjournment

***BOARD EXHIBITS***

***December 14, 2011***

# NOVEMBER BOARD REPORT

## Proposed Contract Training 2011/2012

Indistrict*	CLIENT NAME	CONTRACT DESCRIPTION	START DATE	EST REVENUE	EST EXPENSE	MARGIN
	BAY AREA WORKFORCE DEVELOPMENT BOARD	MMC - NEW EMPLOYEE ORIENTATION - NOVEMBER	11/1/2011 0:00	4,320.00	2,588.85	1,731.15
	GREEN BAY CONVERTING	CPR TRAINING - 11-1-11 AND 11-2-11	11/1/2011 0:00	1,300.10	722.72	577.39
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	PRINCIPLES OF FINANCIAL MANAGEMENT	11/2/2011 0:00	480.00	468.00	12.00
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	MANAGING & RESOLVING CONFLICT	11/2/2011 0:00	460.00	211.40	248.60
	SIERRA DENTAL	CPR REFRE-HEALTHCARE PROVIDER - 11-04-11	11/4/2011 0:00	636.43	905.87	-269.44
	SCHNEIDER NATIONAL	MANAGEMENT BY OBJECTIVE AND CUSTOMER ADVOCACY	11/6/2011 0:00	2,150.00	1,530.00	620.00
	ASHWAUBENON SCHOOL DISTRICT	TRANSCRIBED CREDIT	11/7/2011 0:00	6,921.70	6,921.70	0.00
	DENMARK SCHOOL DISTRICT	FORKLIFT TRAIN THE TRAINER	11/7/2011 0:00	4,715.80	4,715.80	0.00
	GEORGIA PACIFIC - DAY ST	TECHNICAL ASSISTANCE	11/7/2011 0:00	800.00	183.01	617.00
	MECA TECHNOLOGY & MACHINE INC	CPR HEARTSAVER AED REFRESHER AND FIRST AID	11/7/2011 0:00	800.00	565.00	235.00
	OCONTO FALLS CITY	TECHNICAL ASSISTANCE	11/8/2011 0:00	820.72	491.71	329.01
	PAI	TECHNICAL ASSISTANCE FOR NON-HIT PERSONNEL	11/8/2011 0:00	1,280.00	373.08	906.92
	RESOURCE ONE REALTY	CONTINUING EDUCATION FOR REALTORS 11-08-11 - 1-17-12	11/8/2011 0:00	4,403.17	1,811.79	2,591.38
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	PEER TODAY, BOSS TOMORROW	11/10/2011 0:00	675.00	475.51	199.49
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	MS EXCEL 2010 - INTERMEDIATE	11/10/2011 0:00	1,110.00	751.81	358.19
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	PEACE LUTHERAN CHURCH	11/10/2011 0:00	376.50	211.42	165.08
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	MICROSOFT 2010 OVERVIEW - 11-10-11	11/10/2011 0:00	8,750.00	4,220.00	4,530.00
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	DENTAL OSHA	11/11/2011 0:00	765.00	685.87	69.13
	WISCONSIN LOCK AND LOAD	SUCCESSING AS A SUPERVISOR	11/11/2011 0:00	1,163.40	625.00	538.40
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	FIREARMS TRAINING 11/11/11-11/19/11	11/11/2011 0:00	810.00	685.87	124.13
	MULTIPLE RECIPIENT LOCAL GOVERNMENT	INTRO TO KINESIOTAPING	11/12/2011 0:00	1,240.00	937.70	302.30
	BAY AREA WORKFORCE DEVELOPMENT BOARD	FLASHOVER TRAINING 11/12/11	11/12/2011 0:00	480.00	109.80	370.20
	MARINETTE MEMORIAL CHAMBER OF COMMERCE	MMC - BASIC COMPUTER	11/14/2011 0:00	3,840.00	2,583.60	1,256.40
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	ASSESSMENT AND EVALUATION	11/14/2011 0:00	9,745.00	7,520.00	2,225.00
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	LEAN SIX SIGMA SERIES	11/14/2011 0:00	995.00	750.00	245.00
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	NON LETHAL WEAPONS INSTRUCTOR 11/15/11-12/31/11	11/15/2011 0:00	69.00	27.60	41.40
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	DISTRACTION DEVICE BASIC USER 11/15/11-12/31/11	11/15/2011 0:00	2,700.00	2,465.18	234.82
	MULTIPLE RECIPIENT LOCAL GOVERNMENT	VEHICLE CONTACTS INSTRUCTOR 11/15/11-11/17/11	11/15/2011 0:00	11,305.00	11,105.00	200.00
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	TEAM ONE TACTICAL COMMANDERS 11/16/11-11/18/11	11/16/2011 0:00	232.50	113.09	119.41
	MARINETTE MARINE CORP	WELD TESTING	11/21/2011 0:00	11,820.00	8,236.00	3,584.00
	AHLSTROM NONWOVENS LLC	LEADERSHIP AND TEAMBUILDING	11/21/2011 0:00	480.00	109.80	370.20
	BAY AREA WORKFORCE DEVELOPMENT BOARD	MMC - BASIC COMPUTER	11/22/2011 0:00	297.75	156.90	140.85
	PARA TRAIN INC	CPR HEALTHCARE PROVIDER REFRESHER	11/22/2011 0:00	480.00	109.80	370.20
	BAY AREA WORKFORCE DEVELOPMENT BOARD	MMC - BASIC COMPUTER	11/28/2011 0:00	69.00	27.60	41.40
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	DISTRACTION DEVICE INSTRUCTOR 11/28/11-12/31/11	11/28/2011 0:00	8,145.00	3,793.03	4,351.97
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	OSHA 500 11-28 TO 12-1-11	11/28/2011 0:00	4,865.00	4,305.00	560.00
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	GROUND DEFENSE SURVIVAL INSTRUCTOR 11/28/11-12/2/11	11/28/2011 0:00	2,160.00	1,294.43	865.58
	BAY AREA WORKFORCE DEVELOPMENT BOARD	MMC - NEW EMPLOYEE ORIENTATION AND SAFETY - LATE NOV	11/29/2011 0:00	2,925.00	2,619.93	305.07
	MULTIPLE RECIPIENT LOCAL GOVERNMENT	INSTRUCTOR DEVELOPMENT 11/29/11-12/11/11	11/29/2011 0:00	7,266.00	6,238.54	1,026.46
	WISCONSIN DEPARTMENT OF NATURAL RESOURCES	DNR PARK INSERVICE 11/29/11-12/15/11	11/29/2011 0:00	486.00	296.00	190.00
	HOWARD FIRE DEPARTMENT	CARRY CONCEAL WEAPON 11/30/11	11/30/2011 0:00	1,480.00	502.00	978.00
	MULTIPLE RECIPIENT BUSINESS & INDUSTRY	EXPORT COMPLIANCE 11-30-11	11/30/2011 0:00	113,638.07	82,466.41	31,171.67
		<b>TOTAL</b>				

\* Margin represents the difference of Estimated Revenue and Estimated Direct Contract Expenses.  
 \*\* Estimated Revenue must be equal to or greater than Full Cost.

NOVEMBER BOARD REPORT  
Proposed Contract Training 2011/2012

Out of District CLIENT NAME	CONTRACT DESCRIPTION	START DATE	EST REVENUE	EST EXPENSE	MARGIN
HARLEY DAVIDSON	CIVILIAN FIREARMS SAFETY 1 11/07/11-1/14/11	11/07/2011 0:00	3,075.00	2,071.23	1,003.77
<b>Out of State** CLIENT NAME</b>	<b>CONTRACT DESCRIPTION</b>	<b>START DATE</b>	<b>EST REVENUE</b>	<b>EST EXPENSE</b>	<b>MARGIN</b>
			<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>
			\$3,075.00	\$2,071.23	\$1,003.77
<b>Contract Total for November = 42</b>	<b>NOVEMBER CONTRACT TRAINING GRAND TOTAL</b>		<b>TOTAL</b>	<b>TOTAL</b>	<b>MARGIN</b>
			\$0.00	\$0.00	\$0.00
			\$116,713.07	\$84,537.64	\$32,175.44

\* Margin represents the difference of Estimated Revenue and Estimated Direct Contract Expenses.  
\*\* Estimated Revenue must be equal to or greater than Full Cost.

**NORTHEAST WISCONSIN TECHNICAL COLLEGE  
EDUCATIONAL FOUNDATION, INC.  
CONTRIBUTIONS - November 2011**

<u>SOURCE AND PURPOSE</u>	<u>CASH AMOUNT</u>	<u>IN KIND VALUE</u>	<u>DESCRIPTION</u>
NWTC Employees through payroll deduction	\$ 3,886.62		
 <i><u>For Scholarships</u></i>			
Named scholarships	\$ 2,182.40		
NWTC Annual Fund			
Alumni	\$ 600.00		
Student specific scholarships	\$ 1,725.00		
Angel Tree			
Memorial Scholarship	\$ 1,500.00		
Employee Giving	\$ 5.00		
 <i><u>For Other Program Support</u></i>			
Trades & Assistance	\$ 250.00		
Unrestricted (NWTC Fund)	\$ 2,225.00		
THIS MONTH TOTAL	\$ 12,374.02	\$ -	
PREVIOUS MONTH TOTAL	\$ 262,896.54	\$ 8,708.00	
 YTD 2011-2012	 \$ 275,270.56	 \$ 8,708.00	
YTD 2010-2011	\$ 252,903.92	\$ 74,258.45	

*Pledge payments*

NORTHEAST WISCONSIN TECHNICAL COLLEGE  
 EDUCATIONAL FOUNDATION, INC.  
 DISBURSEMENTS - October 2011

<u>SCHOLARSHIPS</u>	<u>AMOUNT</u>	<u>PROGRAM</u>
<i>NWTC Student Finance</i>	\$ 819.21	<i>Scholarships redeemed</i>

<u>PROGRAM &amp; PROJECT SUPPORT</u>		
Annual Funds	\$ 115.00	Marion house
Annual Funds	\$ 2,108.36	Fostering Future Makers

THIS MONTH TOTAL	\$ 3,042.57
PREVIOUS MONTH TOTAL	\$ <u>20,158.75</u>

<b>YTD 2011-12</b>	<b>\$ 23,201.32</b>
YTD 2010-11	\$ 259,853.33

<u>OTHER DISBURSEMENTS</u>		
Wages & Fringe	\$ 27,678.71	
Wipfli	\$ 1,470.00	
Bank Fees	\$ 217.20	
Postage	\$ 5,400.00	

\$ 34,765.91

<b>LEDGER TOTAL</b>	<b>\$ 37,808.48</b>
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7/31/2011