

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

December 14, 2011
12:00 p.m.

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

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

PRESENT: Laurie Davidson, Phyllis Habeck, Carla Hedtke, David Mayer, Jeff Rickaby, Tony Vanderbloemen, Ben Villarruel, Gerald Worrick

Also Present: Jeff Rafn, Mary Jo Tilot, Jim Blumreich, Karen Smits, Lori Suddick, Sandy Ryczkowski, Lacy Freward, Bernadine Vigue, Pamela Phillips, Shane Vaughan, Kelly Holtmeier, Yia Thao, Abdiel Corro, Ayesha Sardar, Forecha Haiden, Priscila Maceslo, Diyora Salametosa, Jessica Schmechel, Randy Beard, Sarah Vervoren, Yvette Tice, Clark Wagner, Gema Garcia, Zoraida Silva, John Grant, Linda Hartford

The Board thanked the NWTC Chorus and Band members for the holiday entertainment provided prior to the start of today's Board meeting.

Recognition of Board Member John Gower

Chairman Vanderbloemen asked for a moment of silence in recognition of the passing of our dear friend and associate John Gower. Dr. Rafn read the resolution that was prepared in Memory of John C. Gower which will be presented to John Gower's family.

Dave Mayer moved that the Resolution in Memory of John C. Gower be approved by the Board.

Motion seconded by Laurie Davidson.

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

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.

Report

Student Senate

Shane Vaughan, Student Senate President, provided the following update to the Board:

- Shane thanked and recognized the NWTC Faculty Association for a \$1,000 donation to the Shared Harvest Food Pantry and indicated that staff had also donated \$250.00 in collection buckets placed around the College. The Shared Harvest provides 35-40 bags of food per week to students in need.

- Student ambassadors have made final contacts as part of the Dream Catchers Initiative to those students participating in the Student Success Team program. They finished their semester strong and were provided a stress relief bag from that team.
- Graduation will be held this evening, December 14, 2011 at the Radisson beginning at 6:00 p.m.

Action Items (Roll Call Vote)

Laurie Davidson moved that Phyllis Habeck be appointed as Secretary of the Board for the remainder of the fiscal year (January 1 to June 30, 2012).

Motion seconded by Jeff Rickaby.

Motion carried with Laurie Davidson, Carla Hedtke, David Mayer, Jeff Rickaby, Tony Vanderbloemen, Ben Villarruel, and Gerald Worrick voting “Aye” on roll call. Phyllis Habeck “Abstained” from the vote.

Bills

Bills Covering the Period of November 1-30, 2011 \$1,867,236.68

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

Laurie Davidson moved that the Board approve the bills covering the period of November 1-30, 2011 in the amount of \$1,867,236.68.

Motion seconded by Gerald Worrick.

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

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 attended the Board meeting and reviewed the reports with the Board members (report included on file with the minutes).

Jeff Rickaby moved 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.

Motion seconded by Laurie Davidson.

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

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.

David Mayer moved that the Board authorize staff to complete the Digital Photography Technical Diploma program scope proposal and authorize its submission to the WTCS State Board.

Motion seconded by Carla Hedtke.

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

Consent Items (Voice Vote)

Minutes

The minutes of the November 9, 2011 Board meeting were sent to Board members prior to the December Board meeting. It was recommended that Board approval be given for the November 9, 2011 Board meeting minutes as presented.

Retirements-Faculty

With regret, the College accepted 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 was recommended that the Board accept the retirements as noted above.

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 was recommended that the Board approve the appointment of David Geitner.

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 was recommended the Board approve the appointment of Dean Stewart.

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 was 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 were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 1.

Dave Mayer moved that the consent agenda items be approved as follows: the minutes of the November 9, 2011 Board meeting; the retirement notices of Mary Schuster, Associate Degree Nursing Instructor and Maureen Colenso, Computer Support Instructor; the appointment of David Geitner, Shipfitter Instructor, Marinette, LT; the appointment of Dean Stewart, Dean, Corporate Training and Economic Development; and, the contracts for services identified in Board Exhibit 1.

Motion seconded by Carla Hedtke.

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

Reports

International Agenda for the College

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

- The NWTC International students were introduced to the Board members as well as the Global Cultures staff members, and addressed the following aspects of the CCI program: Mentor Family, Leadership Development, Internships, Volunteering, and Global UGRAD.

- It was suggested that students from district high schools be given the opportunity to visit the Global Cultures Center and have the NWTC international students go out to the Board member's communities as part of their international experience.

Carla Hedtke left the meeting (1:00 p.m.).

President's Report

Enrollment Activity:

- The College currently has 6,582 FTEs (-1.6% from last year). From a budgetary aspect, staff has addressed the shortfall in enrollments/revenue.

Legislative Issues (state & federal):

- A proposal was submitted to create a vocational diploma at the high school level – WTCS testified against the proposal primarily because it would allow students to pursue this credential without having to complete the core courses now required of graduates. An amendment was proposed and will be voted on today. President Rafn met with the President of the WMC who indicated that an amendment was going to be proposed to the bill which says that school districts can create such a diploma but the students must also complete the required core credits and the high school credits required for graduation. It was also proposed that the title be changed to technical diploma, rather than vocational diploma. DPI is not going to oppose the bill. The President indicated his concern about creating a two-track high school, and that there is a need to recognize that all the education is career education.
- A bill was introduced that would change the composition of the Board. President Rafn indicated that a letter was sent to Senator Dave Hansen indicating that what was being proposed in composition would eliminate the CEO or manager position requirement for the Board.

Act 10/32:

- Staff is continuing to create Standard Operating Procedures. The next big issue relative to these procedures will be the compensation practices as the College moves forward. Staff will not take that issue up until March or April.

Current Events:

- President Rafn visited the Goodwill site in Marinette which will be operational February 1 with construction completed January 17. Goodwill Industries will most likely be moving out sometime next year. The contract for the training with Marinette Marine has been through all negotiations and reviews and is awaiting the CEO's signature and then signature by the College. In the meantime NWTC is delivering education and training at the site.
- Graduation will be held tonight at the Radisson with over 350 graduates participating.
- Dr. Rafn is the Chair of the Process Improvement Committee of the Presidents' Association, and the first project being undertaken is the certification of faculty and staff.
- The President and staff are meeting with other school districts to look at partnerships similar to that with Wausaukee School District.
- First Community Forum was held at Oconto Falls Regional Center on November 30, 2011.
- Dr. Rafn recognized Don Jaworski for his 40 years of service to the College.

No Action

Foundation Report

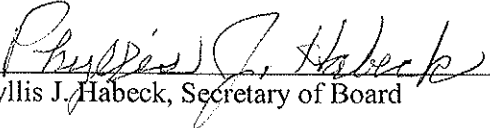
Board Exhibit 2 was a copy of the contributions received and scholarships paid by the NWTC Educational Foundation during the month of November 2011. No action was required on these documents.

Adjournment

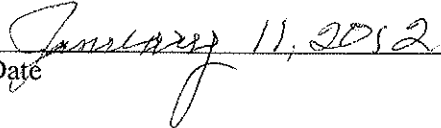
Laurie Davidson moved that the December 14, 2011 Board meeting be adjourned (2:00 p.m.).

Motion seconded by Jeff Rickaby.

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



Phyllis J. Habeck, Secretary of Board



Date