

Northeast Wisconsin Technical College District

*Board of Trustees Meeting*  
Minutes

Wednesday, March 16, 2011  
12:55 p.m.

*NWTC-Green Bay Campus*  
*2740 West Mason Street, Green Bay, Wisconsin*

Tony Vanderbloemen, Board Chairperson, called the March 16, 2011 Board meeting to order and requested that roll call be taken.

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

**Also Present:** Jeff Rafn, Mary Jo Tilot, Jim Blumreich, Chet Lamers, Bill Plamann, Dan Seidl, Pamela Phillips, Bob Loss, Sandy Duckett, Jay Smith, Anne Klein, Mark Cichon, Pat O'Hara, Jessica Schmechel, Gina Van Egeren, Clark Wagner, Randy Vanevenhoven, Bill Beachkofski, Steve Hanmann, John Bauer, Chris Schlapman, Larry Maciejewski, Karen Landvatter, Dave Hjalmsquist, Kay Tupala, Mark Weber, Lori Suddick, Myke Schmit, Liz Paape, Sally Martin, Laurie Radke, Anne Kamps, Randy Smith, Lori Fisher, Alem Asres

Guests

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.

Focus on Energy

The NWTC Energy Team and Focus on Energy made a formal presentation of a rebate check for energy saving projects that the College has completed over the past year. Bill Plamann from Focus on Energy presented a check to Chairman Vanderbloemen in the amount of \$118,725.00. Members of the NWTC Energy Team were introduced (Jay Smith, Anne Klein, John Bauer, Chris Schlapman, Larry Maciewski) together with Bill Beachkofski and Steve Hanmann from Energy Control & Design.

- The Board thanked the staff for their efforts in carrying out these types of projects.

Reports

Student Senate

Jessica Schmechel, Student Senate Advisor, reported the following:

- A "Food for Thought" session was held on March 2 focusing on body image with 81 students in attendance.
- Shane Vaughn, Corrections program student, has been named District Ambassador and will represent students at NWTC for one year on a statewide basis.
- On February 25 the Phi Theta Kappa induction ceremony was held. 108 students were inducted with 40 participating in the ceremony.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of February 1-28, 2011                      \$1,279,362.27

Detailed copies of the current disbursements for fiscal year 2011 for the month of February 2011 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.

Laurie Davidson moved that Board approval be given for the bills covering the period of February 1-28, 2011 in the amount of \$1,279,362.27.

Motion seconded by Phyllis Habeck.

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

Marinette Marine Training

Lori Suddick provided an update on progress on Marinette Marine training at this time.

- A Strategic Team has been formed with Pat O'Hara, Jeff Rafn, Lori Suddick, Mark Weber, Anne Franz, and facilities staff on that team.
- The College has dedicated a CTED sales staff member to be the main point of contact with Marinette Marine.
- Marinette Marine is currently exploring training opportunities in 8-10 different areas.
- In April the College was given the approval to kick off training using grant funding for the Marinette Marine project.
- Dr. Rafn and Lori Suddick met with the CEO and VP of Human Resources, and it is clear that they are looking to NWTC to play a much bigger role than was originally anticipated in their training efforts.
- Marinette Marine will be holding Job and Vendor Fairs in the Marinette, UP, and Green Bay areas in which NWTC will participate.
- Randy Smith, Dan Seidl, and Chet Lamers presented information on the Marinette Marine Training Center.

Facility Procurement Resolutions: Marine Training Facility, Marinette

State Statutes require that the District Board obtain approval from the Wisconsin Technical College System Board (WTCSB) for property and/or facilities purchases/rentals. To obtain approval, the District Board is required to submit two resolutions. In the first resolution the District Board is approving purchasing/leasing the site, while the second resolution requests State Board approval of the purchase or lease.

*Resolution to approve the purchase:*

"BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the purchase or lease of a site and building for a Marine Training Facility at a site to be determined in the Marinette, Wisconsin area.

Jeff Rickaby moved that the Board approve the resolution approving the purchase or lease of a site and building for a Marine Training Facility at a site to be determined in the Marinette, Wisconsin area.

Motion seconded by David Mayer.

John Gower moved that the motion be amended to read that the Board approve the resolution approving the purchase or lease of a site and building for a Marine Training Facility at a site to be determined in the Marinette, Wisconsin area and authorize staff to proceed with either purchase or lease of a training site at a cost not to exceed \$1.5 million.

Motion died for lack of a second.

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

*Resolution Requesting State Board approval of the purchase:*

"BE IT RESOLVED, that the Northeast Wisconsin Technical College Board requests approval by the Wisconsin Technical College Board to purchase or lease a site and building for a Marine Training Facility at a site to be determined in the Marinette, Wisconsin area.

Jeff Rickaby moved that the Board approve the resolution requesting State Board approval of the purchase or lease of a site and building for a Marine Training Facility at a site to be determined in the Marinette, Wisconsin area.

Motion seconded by Gerald Worrick.

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

Dave Mayer moved that the Board approve the resolutions and authorize staff to proceed with either purchase or rental of a training site at a cost not to exceed \$1.5 million.

Motion seconded by Carla Hedtke.

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

#### Budget Modification

Board Exhibit 1 was a copy of the fund statement of proposed fund and function modifications to the FY 2011 budget, prepared in accordance with Wisconsin State Statute 65.90(5) and the Uniform Financial Fund Accounting System Manual of the Wisconsin Technical College System Board.

Laurie Davidson moved that the Board approve the proposed fund and function modifications contained in the fund statement and that such modifications be summarized and published per State Statute 65.90(5) as a Class I legal notice within ten days of Board approval and both exhibits be forwarded to the State Board.

Motion seconded by Jeff Rickaby.

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

#### Green Bay Campus Storm Sewer Modifications

The Green Bay Campus Commons area experiences water entering the building during large rain storms. Investigations into the problem revealed that the main discharge pipe capacity is not sufficient to handle some major storms and a second discharge pipe needs to be added to correct the problem.

Carla Hedtke moved that the Board approve use of \$37,000 of capital contingency to make the modifications to the storm sewer on the Green Bay Campus.

Motion seconded by Jeff Rickaby.

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

#### FY 2012 Draft Capital Budget Presentation

The President and CFO presented the first draft of the FY 2012 Capital Budget to the Board.

#### Faculty Association Agreement

John Gower indicated that the request for a motion to reconsider was not necessary as the Board had approved the Faculty Association Agreement at the February 25, 2011 meeting.

#### Maintenance Unit Agreement

John Gower indicated that the request for a motion to reconsider was not necessary as the Board had approved the Maintenance Unit Agreement at the February 25, 2011 meeting.

#### Board Resolution

Jeff Rickaby moved that the Board approve the NWTC Board Resolution regarding proposed changes to the District Board membership makeup as presented.

Motion seconded by Dave Mayer.

Motion carried, with Laurie Davidson, Phyllis Habeck, Carla Hedtke, David Mayer, Jeff Rickaby, Tony Vanderbloemen, Ben Villarruel, and Gerald Worrick voting "Aye" on voice vote. John Gower "Abstained" from voting on this item.

#### Consent Items (Voice Vote)

#### Minutes

The minutes of the February 9, 2011 and February 25, 2011 Board meetings were sent to Board members prior to the March Board meeting. It was recommended that Board approval be given for the meeting minutes as presented.

#### Personnel Transaction (Resignation)

Thomas Draz, Computer Support Instructor with the College since August 14, 2000, announced his resignation effective February 7, 2011.

It was recommended that the Board accept the resignation of Thomas Draz as noted above.

### Personnel Transactions (Retirements)

- a. Tricia Croyle, Architectural Design Instructor who has been with the College since August 12, 1992, has announced her retirement effective May 20, 2011.
- b. Kristine Briski, Basic Education Instructor who has been with the College since October 28, 1996, has announced her retirement effective May 20, 2011.
- c. Marilyn Braunel, half-time Basic Education Instructor who has been with the College since April 19, 2001, has announced her retirement effective May 20, 2011.
- d. Tim Braunel, Basic Education Instructor who has been with the College since March 3, 1969, has announced his retirement effective May 20, 2011.
- e. Jeffrey Clark, Emergency Medical Technician Instructor who has been with the College since June 1, 1975, has announced his retirement effective August 3, 2011.
- f. Sharon Anderson, Communication Skills Instructor who has been with the College since August 29, 1990, has announced her retirement effective May 20, 2011.
- g. Mary Sue Fenner, Marketing/Graphics Instructor who has been with the College since August 29, 1979, has announced her retirement effective May 20, 2011.
- h. John Johnson, Welding Instructor who has been with the College since August 30, 1989, has announced his retirement effective May 20, 2011.
- i. Charles Crisp, Prototype and Design instructor who has been with the College since August 22, 1984, has announced his retirement effective May 20, 2011.
- j. Rose Masticola, Communication Skills Instructor who has been with the College since August 24, 1983, has announced her retirement effective May 20, 2011.
- k. Garlin Winter, Machine Tool Instructor who has been with the College since November 17, 1997, has announced his retirement effective May 20, 2011.
- l. Gerry Bentzler, Wood Technics Instructor who has been with the College since August 15, 1994, has announced his retirement effective May 20, 2011.
- m. Stephen Doubek, Prototype and Design Instructor who has been with the College since August 21, 1985, announced his retirement effective May 20, 2011.
- n. Nancy Colden, Marketing and Business Management Instructor who has been with the College since January 6, 1997, announced her retirement effective June 24, 2011.
- o. Warren DeJardin, Electrical/Instrumentation Apprenticeship Instructor who has been with the College since January 16, 1986, has announced his retirement effective May 20, 2011.
- p. John Kollman III, Plumbing Apprenticeship Instructor who has been with the College since September 2, 1987, has announced his retirement effective May 20, 2011.
- q. Marilyn Toninato, Health Information Technology (HIT) Instructor who has been with the College since July 29, 1991, has announced her retirement effective May 20, 2011.

- r. Mary A. Schmitt, Dental Assistant Instructor who has been with the College since January 15, 1990, has announced her retirement effective May 20, 2011.
- s. Mary Cuene, Business Technology Instructor who has been with the College since August 31, 1988, has announced her retirement effective June 29, 2011.
- t. Darla Tong, Business Technology Instructor who has been with the College since September 1, 1992, has announced her retirement effective June 29, 2011.
- u. Debra Dolan, Respiratory Care Practitioner Instructor who has been with the College since August 30, 1989, has announced her retirement effective May 20, 2011.
- v. Margaret Pagels, Adult Learning, Transitions Instructor who has been with the College since September 21, 1995, has announced her retirement effective May 20, 2011.
- w. George Wolard, Fire Protection Engineering Technician Instructor at the Marinette Campus who has been with the College since August 24, 1983, has announced his retirement effective May 20, 2011.
- x. James Clark, Counselor who has been with the College since August 25, 1987, has announced his retirement effective June 30, 2011.
- y. Dale Strebel, Counselor who has been with the College since November 8, 1995, has announced his retirement effective June 30, 2011.

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

#### Personnel Transaction – Administrative Retirement

Donald Jaworski, Associate Dean of Agriculture and Service Trades who has been with the College since September 1, 1972, has announced his retirement effective December 29, 2011.

It was recommended that the Board accept the retirement as noted above.

#### Faculty Contracts

A listing of the instructional staff covered by the continuing contract provisions of State Statute 118.22 and subject to renewal was included with the Board packets. It was recommended that the Board approve issuing faculty contracts in accordance with the terms and conditions shown on the exhibit.

#### 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 2011 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 (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 \$149 established in conjunction with the Private Sector Committee and approved by the Board is intended to recover the direct costs of delivering the services. Copies of the contracts were available in the District Office for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 2.

David Mayer moved that the Board approve the consent agenda items as follows: minutes of the February 9, 2011 and February 25, 2011 Board meetings; the resignation of Thomas Draz; the retirement resignations of Tricia Croyle, Kristine Briski, Marilyn Braunel, Tim Braunel, Jeffrey Clark, Sharon Anderson, Mary Sue Fenner, John Johnson, Charles Crisp, Rose Masticola, Garlin Winter, Gerry Bentzler, Stephen Doubek, Nancy Colden, Warren DeJardin, John Kollman III, Marilyn Toninato, Mary A. Schmitt, Mary Cuene, Darla Tong, Debra Dolan, Margaret Pagels, George Wolard, James Clark, and Dale Strebel; the retirement resignation of Don Jaworski; the issuance of faculty contracts in accordance with the terms and conditions shown on the exhibit; and, the contracts for services identified in Board Exhibit 2.

Motion seconded by Ben Villarruel.

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

## Reports

### President's Report

#### Enrollment Activity:

- The College is currently experiencing a 2% increase in enrollment. NWTC is 5<sup>th</sup> in terms of enrollment increases at this time. Will affect state aid as they compare enrollment to that of peer colleges.

#### Legislative Issues (state & federal):

- The WTCS State Budget proposal talking points, NWTC budget talking points, and a Legislative contact list were handed out at this time.
- The State Board will meet on March 22-23, and a recommendation will be presented for an increase of 5.5% in tuition.
- It was reported that the Governor rescinded Executive Order 108 which required that contractors that bid on contracts with state entities use apprentices. The NWTC Board approved language to be included with contract construction bids that would include the fact that contractors awarded bids hired apprentices. That requirement will be removed from NWTC bidding documents.

#### Current Events:

- The Board approved a trip to Brazil for Jeff Rafn and Lori Suddick at a previous board meeting; however, given what is happening with regard to the College's budget, they will not be participating in that trip.
- Dr. Rafn was one of four technical college presidents invited to participate in the Regional Community College Education Summit in Indianapolis on March 22-23, 2011.
- Through the leadership and grant writing ability of Elizabeth Schaff, the State was one of ten chosen by the Gates Foundation to receive a planning grant. This grant will be used to develop a fuller proposal asking for a \$1.6 million statewide grant to work on increasing the success of students moving from adult basic education into and receiving an associate degree or diploma. The reviewers indicated that the proposal for the planning grant was the best in the nation! Outstanding work!!

Boards' Association Officer Position

Carla Hedtke requested that the NWTC Board support her nomination as a candidate for the position of Secretary/Treasurer of the WTCS Boards Association Board of Directors. Nominations to the Board are due to the Boards' Association Office by March 31, 2011.

Laurie Davidson indicated that she would not endorse Carla Hedtke for the Secretary/Treasurer position on the WTCS Boards Association Board of Directors.

Laurie Davidson moved that the Board not support Carla Hedtke's nomination as a candidate for the position of Secretary/Treasurer position on the WTCS Boards Association Board of Directors and that no formal action be taken at this time.

Motion died due to lack of a second.

John Gower moved that the Board approve the nomination of Carla Hedtke to the position of Secretary/Treasurer of the WTCS Boards Association Board of Directors.

Motion seconded by Jeff Rickaby.

Motion carried, with John Gower, Phyllis Habeck, Carla Hedtke, David Mayer, Jeff Rickaby, Tony Vanderbloemen, Ben Villarruel, and Gerald Worrick voting "Aye" on voice vote. Laurie Davidson voted "No" on voice vote.

*No Action*

Foundation Report

Board Exhibit 3 was a copy of the contributions received and scholarships paid by the NWTC Educational Foundation during the month of February 2011. No action was required on these documents.

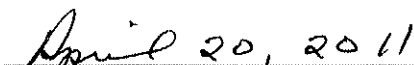
Adjournment

David Mayer moved that the March 16, 2011 Board meeting be adjourned (3:30 p.m.).

Motion seconded by Jeff Rickaby.

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

  
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John C. Gower, Board Secretary

  
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Date