

Northeast Wisconsin Technical College District

*Board of Trustees Meeting  
Minutes*

January 20, 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

Chairperson Mayer called the January 20, 2021 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

Present: Carla Hedtke, Dave Mayer, Jeff Rickaby, Dorothy Sadowski, Kim Schanock, Richard Stadelman, Ben Villarruel, Gerald Worrick

Excused: Cathy Dworak

Also Present: Jeff Rafn, Mary Jo Tilot, Michele Wiberg, Jill Thiede, Amy Kox

**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.

Student Senate

No report was provided at this time.

**Mission Moment**

Focus of today's mission moment was the recipient of a Life Happens Scholarship which is allowing a student to continue on with her 4.0 gpa after having to put her education on hold as she is working toward a career in graphic design.

**Action Items (Roll Call Vote)**

Bills

Bills Covering the Period of December 1-31, 2020                      \$1,051,816.57

Detailed copies of the current disbursements for fiscal year 2021 for the month of December 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.

Jeff Rickaby moved that the Board approve the December 2020 bills as presented.

Motion seconded by Kim Schanock

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

Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes;  
Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on November 18, 2020, the Board authorized the borrowing of \$4,000,000 for FY 2021 capital budget needs (\$2,900,000 for moveable equipment and \$1,100,000 for building improvement). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$4,000,000, and specifying the amount of the tax heretofore levied, has been prepared by Bond Counsel and was attached as Board Exhibit 1. Michele Wiberg, PMA Financial Network, Inc. solicited competitive bids for the issue and presented the bid tabulation and the winning bid for the sale of the notes at the meeting on January 20, 2021.

Jeff Rickaby moved that the Board adopt the resolution authorizing the sale of \$4,000,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Motion seconded by Kim Schanock.

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

Consent Agenda Items:

Minutes

The minutes of the December 16, 2020 Board meeting were sent to Board members prior to the January 20, 2021 Board meeting. It was recommended that Board approval be given for the December 16, 2020 Board meeting minutes as presented.

Facilities Remodeling and Expansion Resolution - Echocardiography Program Remodel

Staff requested that the NWTC District Board of Trustees authorize NWTC staff to submit final review documents to the Wisconsin Technical College System (WTCS) Board for the Echocardiography Program Remodel at the NWTC Green Bay Campus. This project was approved for funding in the FY 21 capital budget. It was recommended that the Board approve the following resolution.

*Resolution approving the project:*

"BE IT RESOLVED that the Northeast Wisconsin Technical College Board approves the Echocardiography Program Remodel Project, at the Green Bay Campus of Northeast Wisconsin Technical College."

New Hires – Faculty

- A. Jennifer Callow – Associate Degree Nursing Instructor – Weekend and Weekday: Jennifer Callow was the Selection Committee's top choice for Associate Degree Nursing Instructor – Weekend and Weekday. Ms. Callow holds a bachelor's degree in Nursing from Bellin College of Nursing and is currently pursuing a Master's in

Nursing Education from UW-Oshkosh. She also holds a certification as a Registered Nurse and is ACLS/BLS certified.

Since May 2010 Ms. Callow has been employed as a Registered Nurse in the Surgical Nursing Unit and Intensive Care Unit for Bellin Health, Green Bay. Since February 2020, she has been an adjunct clinical faculty for Northeast Wisconsin Technical College.

Placement for this position would be at the level Faculty C, \$72,000 for 176 days of obligation.

- B. David Kairys – Software Developer Instructor: David Kairys was the Selection Committee’s top choice for Software Developer Instructor. Mr. Kairys holds a master’s degree in Software Engineering from the University of Maryland, a bachelor’s degree in Technical Education from UW-Stevens Point, and an Associate Degree in Programming Analyst from Lakeshore Technical College.

Since April 2017 Mr. Kairys has been employed as an ETL Developer for Network Health in Menasha, Wisconsin. Since February July 2020, he has been an adjunct Software Developer faculty for Northeast Wisconsin Technical College. Prior to that, he was employed by Navitus Health Solutions as a Software Engineer and Omni Resources as a Software Developer.

Placement for this position would be at the level Faculty C, \$81,000 for 176 days of obligation.

It is recommended that Board approval be given for the appointments listed above.

#### 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 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 (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 2.

Dorothy Sadowski moved that the consent agenda items be approved as follows: the December 16, 2020 Board meeting minutes; the appointments of Jennifer Callow – Associate Degree Nursing Instructor, and David Kairys – Software Developer Instructor; and the contracts for services identified in Board Exhibit 2.

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.

- The WTCS Board denied the requests to both Lakewood and Townsend to redistrict to Nicolet Technical College.
- Carla Hedtke recognized Jerry Worrick for again volunteering to sit on the nomination committee for the Boards Association elections this year. Carla's packet for a position on the ACCT Board of Directors has been sent to ACCT.
- Anyone interested in volunteering for a position on the Board of Directors was asked to let Carla Hedtke know as she would step back if someone on the NWTC Board was interested in serving.
- During ACCT Virtual Conference Carla Hedtke and Dr. Aliesha Crowe will be meeting at 11:00 a.m. with Senator Baldwin and 3:00 p.m. with Senator Johnson.
- Carla took a CPR refresher course at the Oconto Center virtually and it was very well planned and executed. Thanks to the instructor for the efforts.

### Board Governance – Increasing the Understanding of the White Population of the Life Experiences of People of Color

Mohammed Bey, Chief Officer for Diversity, Equity, and Inclusion provided information for the purposes of discussion and input from the Board regarding how the College can increase the understanding of the white population of the life experiences of people of color.

- A question was raised regarding NWTC adopting King & Lombardi schools (what does that look like and what does NWTC hope to achieve?). A lot of the work was done by faculty who provided one-to-one experiential activities and career development. Student Services staff would go over in the morning and read to the students, did a little bit of homework help, the architectural program did some arch builds, and the health students would go over and talk about washing hands, staying safe and healthy. Have not had a program where we were doing things in the school for quite a while now. No analysis was done as to what worked, what did not work, etc.
- The goals of the educational program are to close the equity gaps in our students, our employees, and our College.
- Engage district leadership at a very senior level if you are thinking of reopening the adopt a school efforts.
- Had some very preliminary discussions with Steve Murley, Green Bay School Superintendent, and he and Dr. Rafn will be meeting at least once a month. We will be talking to him and others about the Adopt a School Effort. Goal would be to get more students of color to come to the College and prepared to enter into some of the higher paying occupational programs.
- Exchange programs – would like some of our faculty to go over and teach or be instructional aids in a heavily minority school. Looking for ways that our staff can come face to face with the challenges that our families of color are faced with.
- Tour of the Oneida Reservation as was done in the past would be valuable. Practical hands on experiences (exposure to school districts with high minority populations, simulated activities, other Colleges we can go to or local K12 schools). Most diversity classes are taught by white instructors, so it is hard to relate to that information. Sitting down and having lunch with people of color and exchanging information would be very beneficial. Keep data dashboards in front of the Board regarding the success of the students, etc.
- August, September, October, bring in diverse groups/panels to hold a discussion with the Board. Have speakers come to our next meetings and do a deeper dive of their culture.
- Employee retention, February (employees of color – what keeps them here, what would make them leave) – March – get a group of students that could come and present virtually (8-Week data shows that our minority students are dropping out at higher rates – we could ask why their friends are dropping out and maybe we can

find someone who dropped out that would be willing to share their stories). As staff members, what do they think could help them retain students (what the College could change that would help them retain students)?

### Board EduByte – Industry 4.0

Kathryn Rogalski, Ed.D., VP for Learning, provided an update on Industry 4.0 for the Board together with Jill Thiede and Amy Kox.

### President's Report

#### Enrollment Activity -

- Overall enrollment is down 7.8% in FTE. Spring 2021 – 8.0% down. 78% of our students are now enrolled for spring 2021. Last year we were at 80%. For new students – 70% of students actually went through SOAR online and all are now enrolled for the spring 2021 semester. We had more applications in December for spring than before. Planning in-person preview day in the coming weeks (the first to be held on January 27 – these are events where our student support services will be meeting with a student between 3 and 5:30 so that they are able to tour a class and lab room. There is a lot of interest in those in-person preview days. There is continuing challenges to keeping students engaged in online learning. We are now focused on 8 Week 2. Our applications from high school students is down 26%, however our career coaches are telling us they do not want to do online learning. Our message is that we will be back to in-person learning in fall. Many that are not going to school and doing it virtually are not as engaged so that is causing some issues with student even beginning to think about College. Hopefully as we get closer to the start of high schools, we will see students come in.

#### Legislative and Regulatory Issues (state & federal)

- Reached out to new representatives and have been invited them to a tour of the College.
- \$200 million training grant in Maritime has been introduced.

#### 8-Week Advantage

- Shared information on 8-Week Advantage Fall 2020 Data

#### COVID-19 Update

- 2<sup>nd</sup> stimulus bill was signed into effect by President Trump in September which moved the amount of the money up and changed the allocation of the formula. Half of the money was based on your FTE and half on headcount of which we have a greater number. There was \$14 billion in CARES and \$21 billion in the new bill. We now have \$9 billion that we have to spend by the end of the calendar year. The expenditures have to be related to COVID. Looking to identify what areas we would spend the money on and will bring that back to the Board in February – continuing to build out our infrastructure to offer more learning at the regional centers and virtually, need based scholarships (could add money), and make up for lost revenue are some things being reviewed.

#### Current Events

- The College was nominated for the Bellwether Award and was chosen as a finalist. The winner will be announced on Tuesday, January 27.
- The February EduByte will be focused on the delivery of public safety support through the NWTC District.

### Next Board Meeting

The February 17, 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.

Adjournment

Jeff Rickaby moved to adjourn the January 20, 2021 Board meeting (2:45 p.m.).

Motion seconded by Dorothy Sadowski.

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

  
Gerald Worrick, Board Secretary

2-17-21  
Date