

Northeast Wisconsin Technical College District

*Board of Trustees Meeting  
Minutes*

April 13, 2022  
12:00 p.m.

*NWTC Sturgeon Bay Campus  
229 N. 14<sup>th</sup> Avenue, Sturgeon Bay, WI 54235*

Open Meeting & Roll Call

The Board Chairperson called the April 13, 2022 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time. (12:01 p.m.)

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

Also Present: Jeff Rafn, Jill Champeau, Kathryn Rogalski, Mohammed Bey, Dan Mincheff, Bob Mathews, Lisa Maas, Colleen Simpson, Carl Van Caster, April Konitzer, Susan Baus, Tonya Moore, Joe Richter, Karl Reischl, Gina Van Egeren, Pam Lunde, Cajetan Osisioma, Mary Ann Matta

Executive Session

The Board Chairman may accept a motion to go into Executive Session in accordance with State Statute 19.85 (1)<sup>1</sup>(a)<sup>2</sup>(c)<sup>3</sup> for the purpose of discussing the following item: Final approval of issuance of non-renewal notices.

Gerry Worrick moved that the Board enter into Executive Session in accordance with State Statute 19.85(1)(a)(c). (12:03 p.m.)

Motion seconded by Richard Stadelman.

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

Cathy Dworak moved that the Board return to Open Session. (12:06 p.m.)

Motion seconded by Richard Stadelman.

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

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<sup>1</sup> (1) Any meeting of a governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific exemption or exemptions under this subsection by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:

<sup>2</sup> (a) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.

<sup>3</sup> (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

## Guests

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

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

### Student Senate

Carl Van Caster, Student Senate Officer, shared an update at this time.

- Carl travelled with three other student senate officers to La Crosse for our last Wisconsin Student Government meeting of the year at Western Technical College.
- There was an artist in residence for the entire week and the Unity Lounge was transformed into an art exhibit.
- Celebrated with two Grad Bash events last week... both were well attended, and our graduates are excited for the end of the semester.
- Next week our newest WTCS Ambassador, Rosa Faustino, will be traveling to the Wisconsin Dells for the annual Ambassador Seminar and Awards Banquet.

### Mission Moment

Our International Fellows from Nigeria and Lebanon joined the Board of Trustees at this time.

As part of the U.S. Department of State's 2021-2022 Hubert H. Humphrey Fellowship Program (HHH), a Fulbright exchange, nineteen visiting international fellows will learn about U.S. higher education at ten community colleges and share their professional expertise and cultures with these campus communities. Humphrey Fellows Mary Ann Matta (Lebanon) and Cajetan Osisoma (Nigeria) – both studying at - American University: 2021-2022 - American University Washington College of Law visited NWTC the week of April 11th to share their research interests; speak about the history and culture of their home countries; exchange ideas with U.S. students, faculty, and community organizations; become better acquainted with the U.S. community college system; create linkages between their home and host institutions.

Mary Ann and Cajetan shared a few words about their experience at NWTC.

### Action Items (Roll Call Vote)

#### Bills

Detailed copies of the current disbursements for fiscal year 2022 for the month of March were 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.

Richard Stadelman moved that the Board approve the March 2022 bills as presented.

Motion seconded by Cathy Dworak.

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

Budget Modifications

Board Exhibit 1 is a copy of the fund statements of proposed fund and function modifications to the FY22 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.

Gerry Worrick moved that the Board approve the proposed fund and function modifications contained in the fund statements 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 Richard Stadelman.

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

Policy Discussion: Proposed Capital & Operational Budget (60 minutes)

Dr. Jeffrey Rafn, President, Dr. Kathryn Rogalski, Vice President of Learning, and Dr. Bob Mathews, Vice President of Business and Finance will present the FY23 Capital and Operating budgets to the Board at this time.

The Board may act on approving the FY23 Budget as presented/modified for the purpose of holding a Budget Public Hearing.

Carla Hedtke moved that the Board approve the FY23 Operational and Capital Budgets for the purpose of conducting a Budget Public Hearing to be held on May 11, 2022, at 4:00 p.m. in the Board Room DO308, located on the NWTC Green Bay Campus and to approve the issuance of non-renewal notices.

Motion seconded by Richard Stadelman.

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

Board Resolution Authorizing Early Start of FY23 Projects

Staff requests the Board's approval of a subset of FY23 capital projects prior to the formal approval of the capital budget at the May District Board meeting. The Board's approval of these projects would allow the College to enter into contracts with vendors prior to the May 2022 public hearing. The schedule of the projects requires pre-planning to enable the start of the projects prior to the start of the 2023 fiscal year on July 1, 2022. The projects (listed below) would be designed and publicly bid with intent of obtaining construction contract signatures at the May and June District Board meeting or shortly thereafter. The College has funds in reserve to cover the spending prior to the May 2022 public hearing.

Board Resolution Authorizing Early Start of FY23 Projects Continued

**FY 23 Budget Early Start Requests**

**Capital:**

14804	AG Renovation	\$ 250,000	
14805	Artisan Center	150,000	
14594	Sturgeon Bay Restrooms	150,000	
14618	North Coast Noise Reduction	<u>80,000</u>	
			\$ 630,000

<b>IIT:</b>		
14755	Microsoft Voice Migration	192,000
14778	Upgrade CTED Room Technology	<u>125,000</u>
		\$ 317,000
<b>Equipment:</b>		
14664	Utility Trencher	\$ 85,000
14642	HVAC/R Electrical Trainers	70,000
14679	Backhoe	60,000
14700	Pyramed Counseling Software	18,000
14621	Ambient Air Cleaners	<u>8,400</u>
		\$ 241,400
	<b>Early Start Requests</b>	\$ 1,188,400

Richard Stadelman moved that the Board approve a subset of FY23 capital projects prior to the formal approval of the capital budget at the May District Board meeting

Motion seconded by Carla Hedtke.

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

Consent Agenda Items:

Minutes

The minutes of the March 9, 2022 Board meeting were sent to Board members prior to the April 13, 2022 Board meeting. It was recommended that Board approval be given for the March 9, 2022 Board meeting minutes.

Faculty - Resignation

With regret, we accept the following resignation notices:

- Marne Sterzing, Nursing Instructor – Marinette who has been with the College since August 19, 2013 and has announced her resignation effective May 18, 2022.
- Christine Walters, Nursing Instructor – Marinette who has been with the College since August 14, 2017 and has announced her resignation effective May 18, 2022.

It was recommended that Board approval be given for the resignations 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 2022 contracts pending Board approval is 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 (33.66% for on-campus and 27.75% 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 are available for review by any interested person.

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

### Metering Technician Apprentice

Electric Metering Technicians encompass a combination of technical, customer service and computer skills needed to be successful for employment in the utilities industry. They install, repair, rebuild and wire all styles of electricity meters and metering equipment. In addition, they perform routine audits and tests of complex industrial meters to ensure proper operation and security. Technicians investigate power diversions and illegal taps, collect physical evidence of illegal taps and maintain chain of evidence. They maintain electricity meter and departmental instrument histories and maintain accurate inventory records. Operation of computers is required for shop work, field testing and integration of metering installations.

Job opportunities are declining, however, all 82 municipalities, 24 Co-ops and 12 investor-owned utilities in WI require Metering Technicians. Many of their current Field Technicians, Fieldman, Meter Readers, Meter Technicians, and Utilities Service Workers are retiring, and they are needed to mentor the Metering Technician Apprentices to fill these essential roles.

NWTC currently offers the Lineworker and Substation Apprenticeships, thus making the Metering Technician a great fit for the college as we will then offer all three of the utility apprenticeships. We have the facilities and equipment needed to provide the instruction, as well as an instructor. The utility companies have been asking us to add the Metering Technician Apprenticeship to our portfolio of apprenticeships for some time now. The program is expected to begin Fall 2022.

It was recommended that the Board approve the Metering Technician Apprentice and authorize its submission to the WTCS State Board for approval.

Cathy Dworak moved that the Board approve the consent agenda items as follows: The February 23, 2022 Board meeting minutes, the resignation of Adam Menor – Business Management/Leadership Development-Marinette Instructor, and the contracts for services identified in Board Exhibit 3.

Motion seconded by Richard Stadelman.

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. No updates were given at this time.

## EduByte – Center Manager Update

April Konitzer, Regional Learning Center Manager, Tonya Moore, and Susan Baus will provide an update on the Sturgeon Bay and Luxemburg Campuses.

### Enrollment Update:

- Sturgeon Bay: 41.29 FTE vs. 48.17 FTE PY (most enrollment: Trades and Health)
- Luxemburg: 30.51 FTE vs. 18.79 FTE PY (most enrollment: Diesel/Auto)

### Upcoming Changes to Sturgeon Bay Programs:

- Adding part-time track to Massage Program (fall 2022)
- Offering Phlebotomy Certificate
- Accounting In-Person Roll-out

### Sturgeon Bay Events 2021-2022:

- DCEDC Innovation Day
- This Girl Can
- Campus Preview

## President's Report

- A. Enrollment Activity
- B. Legislative and Regulatory Issues (state & federal)
- C. 8-Week Advantage
- D. COVID-19 Update
- E. Current Events
  - Lisa Mass is retiring and her last day is Friday, April 15. Mohammed Bey has taken a new position at Carroll College--his last day is April 22. We are extremely grateful for the work that they provided to the College.

## *Next Board Meeting*

The May 11, 2022 Board Meeting will be held in the NWTC Green Bay Campus Board Room, 2740 West Mason Street, Green Bay, WI 54303. The FY23 Budget Hearing will also take place at this meeting at 4:00 p.m.

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.

## *Upcoming Board Retreat*

The next Board of Trustees Retreat is scheduled for Friday, May 13, 2022 from 9:00 a.m.–3:00 p.m. at TitleTown Tech, 1025 Lombardi Avenue, Green Bay.

Adjournment

Gerry Worrick moved to adjourn the April 13, 2022 Board meeting (3:31 p.m.).

Motion seconded by Richard Stadelman.

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

  
Gerald Worrick, Board Secretary

5-13-21  
Date