



*Board of Trustees Meeting
Minutes*

Wednesday, November 15, 2023
12:00 p.m.

*NWTC Green Bay Campus – Boardroom
2740 W. Mason Street, Green Bay, WI 54307*

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

The Board Chairperson called the November 15, 2023 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (12:00)

Present: Carla Hedtke, Dave Mayer, Richard Stadelman, Gerald Worrick, Dustin Delsman, Jeff Rickaby, Cathy Dworak, Kelly Robinson, Brenda Mendolla-Buckley

Excused:

Also Present: Meridith Jaeger, Dan Mincheff, Kristen Raney, Jennifer Flatt, Janel Karban, Valarie Wunderlich, Sara Lam, Kathryn Rogalski, Carl Vancaster, Abdisa Mama, Scott Anderson, Trista Loritz, Chet Lamers, Betsy Rotzenberg, Pam Lunde, Eric Derenne, Jody Hahnke

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.

Chet Lamers introduced the new Administrative Assistant in Facilities, Betsy Rotzenberg.

Mission Moment

Meridith Jaeger, VP of College Advancement, shared a story of two students who have published their research on characteristics of a bacteria for use in antibiotics in the peer reviewed journal.

Student Leader Forum

Carl VanCaster and Abdisa Mama, Student Leader Forum Officers, provided an update on the following:

- Student Leader Forum elections took place on Thursday, October 19, 2023. Four new Officers and one returning were elected.
 - Carl VanCaster (returning)
 - Abdisa Mama
 - Alea Erickson
 - Kristie Kayser
 - Megan Srnka
- A suicide awareness program was held on November 8, 2023 in the Eagle Event Center. Approximately 30 students and an additional 20 plus staff were in attendance.
- Four of our Officers participated in the November Wisconsin Student Government meeting on Friday, November 10, 2023. The meeting was hosted by Madison College.
- Over 60 students participated in the Grad Recognition event held on November 7, 2023. Soon-to-be graduates received treats, an NWTC canvas gift bag, and an opportunity to win a free cap and gown

Action Items (Roll Call Vote)

Bills

Detailed copies of the current disbursements for fiscal year 2023 for the month of October 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. Included as Board Exhibit 1 is a copy of the certified 1st quarter Capital Expenditures report for items over \$50,000 and the FY2022 Board Professional Development Account Status Report and Capital Contingency Account Status Report.

Jeff Rickaby moved that the Board approve the October 2023 bills as presented and the certified 1st quarter Capital Expenditures report for items over \$50,000.

Motion seconded by Richard Stadelman.

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

Resolution Board Resolution Extending Cisco Catalyst Digital Network Architecture (DNA) Advantage Agreement

Jeff Rickaby moved that Board approval be given to enter into an extension of a five-year contract with Cisco for their Catalyst DNA Advantage Program. This agreement provides a subscription for Cisco software that maintains critical updates and needed features to our computer network infrastructure. The terms of the agreement start on 12/1/2023 and end on 11/30/2028 and cost \$56,826.24 per year, for a total of \$284,131.20. The funds for the first year of this contract, \$56,826.24, were approved by the Board of Trustees in the FY2024 Capital Budget.

Motion seconded by Richard Stadelman.

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

Budget Modifications

Board Exhibit 2 is a copy of the fund statements of proposed fund and function modifications to the FY2023 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.

Dave Mayer 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 Carla Hedtke.

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

Approval of NWTC Facilities 2024-2026 Three-Year Plan

Per WTCS requirements and statute, all WTCS districts must provide an approved three-year comprehensive Facilities plan. This request is for approval to submit the presented plan (Exhibit 3) with approval from the NWTC District Board. Chet Lamers, Facilities Director will provide an overview of the plan.

Dave Mayer moved that the NWTC Board approve the NWTC Facilities 2024-2026 Three-Year Plan for submission to the WTCS office.

Motion seconded by Dustin Delsman.

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

Facilities: District Wide Restroom Improvement – Aurora & Advance Manufacturing Center Restroom Renovation

The primary intent of this project will be to make improvements to the College's public restrooms. We will remodel the existing restrooms to ensure the design and fixture counts meet the international plumbing code and the current ADA standards for Accessible Design. The specific project provides construction renovates to 354 SF of public restrooms on the Aurora Regional Site and 546 SF in the Advance Manufacturing Center on the Green Bay Campus.

Staff requests that the NWTC District Board of Trustees authorize NWTC staff to submit final review documents to the Wisconsin Technical College System (WTCS) Board for District Wide Restroom Improvement – Aurora & Advance Manufacturing Center Restroom Renovation at the NWTC Aurora Regional Site and the NWTC Green Bay Campus. This project was approved for funding in the FY24 capital budget. It is recommended that the Board approve the following resolution.

Jeff Rickaby moved that the Northeast Wisconsin Technical College Board approves the District Wide Restroom Improvement – Aurora & Advance Manufacturing Center Restroom Renovation, at the Aurora Regional Site and the Green Bay Campus of Northeast Wisconsin Technical College.

Motion seconded by Dave Mayer.

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

Facilities: Green Bay Celebration Garden Renovation

The NWTC Green Bay Celebration Garden, located in the courtyard behind building SC, is heaving due to the root network of the nearby trees. The trees need to be removed, roots excavated, and the surface replaced to prevent future injuries. The existing retiree bricks will be removed, saved, and worked into the new design of the space. This project funds these issues and allows for a new sunshade system to be installed. The project provides light construction renovates to 6,500 SF of the outdoor seating area behind the Student Center building on the Green Bay campus.

Staff requests that the NWTC District Board of Trustees authorize NWTC staff to submit final review documents to the Wisconsin Technical College System (WTCS) Board for Green Bay Celebration Garden Renovation at the NWTC Green Bay Campus. This project was approved for funding in the FY24 capital budget.

Dave Mayer moved that the Northeast Wisconsin Technical College Board approves the Green Bay Celebration Garden Renovation, at the Green Bay Campus of Northeast Wisconsin Technical College.

Motion seconded by Jeff Rickaby.

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

Facilities: Teaching and Learning Center Renovation

The Teaching and Learning Center project is a renovation of the existing Student Center building within the existing footprint. The Teaching and Learning Center Office space renovation will create a common location for the team with areas that support faculty (full and part-time) consultation, the creation and delivery of multi-modal professional development opportunities designed to provide wrap around support to faculty and instructional leaders. The Teaching and Learning Center fosters continuous professional growth in support of inclusive learning through education and coaching. This remodel will support the continued growth of the center and of our faculty. The project provides light construction renovates to 2,303 SF of the Student Center building on the Green Bay campus.

Staff requests that the NWTC District Board of Trustees authorize NWTC staff to submit final review documents to the Wisconsin Technical College System (WTCS) Board for Teaching and Learning Center Renovation at the NWTC Green Bay Campus. This project was approved for funding in the FY24 capital budget. It is recommended that the Board approve the following resolution.

Jeff Rickaby moved that the Northeast Wisconsin Technical College Board approves the Teaching and Learning Center Renovation, at the Green Bay Campus of Northeast Wisconsin Technical College.

Motion seconded by Brenda Mendolla-Buckley.

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

Facilities: Skills Storage and Check Off Rooms Renovation

The Skills Storage and Check Off Rooms project is a renovation of the existing Health Science building within the existing footprint. Remodel of skills storage room (HS317H) and Skill check off rooms (HS317A-F) include updating the high-density storage unit as it is old and needs frequent repairs and parts are no longer available. The renovation also includes reconfiguring 4 check off rooms to two larger rooms. The smaller rooms are not conducive for the required equipment and two people to be in the room at one time. The project provides light construction renovates to 855 SF of the Health Science building on the Green Bay campus.

Staff requests 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 Skills Storage and Check Off Rooms Renovation at the Green Bay Campus of Northeast Wisconsin Technical College. This project will be funded through the FY24 capital budget. It is recommended that the Board approve the following resolution.

Dustin Delsman moved that the Northeast Wisconsin Technical College Board approves the Skills Storage and Check Off Rooms Renovation at the Green Bay Campus of Northeast Wisconsin Technical College.

Motion seconded by Dave Mayer.

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

Facilities: Pride, BIPOC and Unity Cultural Center Renovation

The Pride, BIPOC and Unity Cultural Center project is a remodel of the existing Student Center building within the existing footprint. The Pride and BIPOC centers would be repurposed from an existing Student Services space that will otherwise have low utilization. The centers will provide a safe and supportive environment for students from marginalized groups to access resources, services and mentorship, for identity-based student organizations and employee involvement groups to hold meetings and activities, and for campus offices to hold DEI-focused programs. An updated and refocused Unity Cultural Center will cultivate and celebrate an engaged community by way of cultural, social, and literary events. Celebrated artistic voices transform communities. Our campus community will benefit from having a dedicated space where personal transformation can happen. While not in use as an exhibition space, this multi-functional event center will still be utilized as a gathering space for students, student clubs, and a variety of other student-focused special events. The project provides light construction renovates to 1,335 SF of the Student Center building on the Green Bay campus.

Staff requests 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 Pride, BIPOC and Unity Cultural Center Renovation at the NWTC Green Bay Campus. This project was approved for funding in the FY24 capital budget. It is recommended that the Board approve the following resolution.

Brenda Mendolla-Buckley moved that the Northeast Wisconsin Technical College Board approves the Pride, BIPOC and Unity Cultural Center Renovation, at the Green Bay Campus of Northeast Wisconsin Technical College.

Motion seconded by Jeff Rickaby.

Jerry Worrick made a motion to table this topic to a future meeting.

Motion seconded by Carla Hedtke.

Motion is lost with the following votes:

Aye – Carla Hedtke, Jerry Worrick

Nay – Cathy Dworak, Dave Mayer, Jeff Rickaby, Dustin Delsman, Brenda Mendolla-Buckley, Richard Stadelman, Kelly Robinson

Motion to approve the Pride, BIPOC and Unity Cultural Center Renovation, at the Green Bay Campus of Northeast Wisconsin Technical College carried with the following votes.

Aye – Cathy Dworak, Dave Mayer, Jeff Rickaby, Dustin Delsman, Brenda Mendolla-Buckley, Richard Stadelman, Kelly Robinson, Carla Hedtke

Nay – Jerry Worrick

Consent Agenda Items:

Minutes

The minutes of the October 18, 2023 Board meeting were sent to Board members prior to the November 15, 2023 Board meeting. It was recommended that Board approval be given for the October 18, 2023 Board meeting minutes.

Retirement(s) – Faculty

- A. Katherine Burbey- Reed – Nursing Assistant Instructor, who has been with the College since January 7, 2018, and has announced her resignation effective May 15, 2024.
- B. Kari Liebeck – Associate Degree Nursing Instructor, who has been with the College since January 7, 2008, and has announced her resignation effective May 15, 2024.
- C. James Boland – Emergency Medical Services Instructor, who has been with the College since January 1, 2005, and has announced her resignation effective May 21, 2024.

It was recommended that Board approval be given for the retirement(s) listed above.

Expanded Function Dental Auxiliary (EFDA) Advanced Technical Certificate Program Approval

The Expanded Function Dental Auxiliary (EFDA) advanced technical certificate would build upon skills gained through the Dental Assistant technical diploma and working in the field. The Wisconsin EFDA certification permits the holder to perform the following activities as delegated and supervised by a dentist: (a) Placement and finishing of restoration material after the dentist prepares a tooth for restoration; (b) Application of sealants; (c) Coronal polishing; (d) Impressions; (e) Temporizations; (f) Packing cord; (g) Removal of cement from crowns; (h) Adjustment of dentures and other removable oral appliances; (i) Removal of sutures and dressings; and, (k) Application of topical fluoride, fluoride varnish, or similar dental topical agent.

In order to enroll in the program, applicants must demonstrate the following:

- a. Completion of at least 1,000 hours practicing as a dental assistant and holds the certified dental assistant credential issued by the Dental Assisting National Board, Inc., or its successor.
- b. Completion of at least 2,000 hours practicing as a dental assistant, as verified by the supervising licensed dentist.

The EFDA curriculum was designed with a total of 11 occupation specific credits which are divided into 6 Core Courses. Two of the course courses are aligned to ladder with the existing WTCS Dental Assistant Curriculum: 10-508-101 Dental Health Safety (1 credit) and 31-508-304 Dental & General Anatomy (2 credits). By completing the Dental Assistant Technical Diploma program those credits would directly transfer into the EFDA certification program. Graduates can expect to earn approximately \$21/hour upon graduation.

There are approximately 3,100 dentists who are members of the Wisconsin Dental Association. In April 2022, the WDA supported the new law authorizing expanded function dental auxiliaries as a way of helping to improve oral health in Wisconsin. WDA President Dr. Cliff Hartmann provided this statement in a WDA press release “EFDA’s are used in nearly half of the nation and the military. Once trained and certified, they are able to perform an expanded scope and can only perform these procedures while under the direct supervision of the supervising dentist. An EFDA can be used to improve access to care for underserved populations and provide a way to deal with potential dental workforce shortages, like those we are currently seeing around the state. We stand ready to work with our state’s technical colleges to put an EFDA training program in place.”

The US Bureau of labor has provided data in relation to the Dental Assistant. They are projected the job outlook to be faster than the average with a growth of 7%. About 55,100 job openings for dental assistants are projected each year, on average, over the decade. Many of those are expected from the need to replace workers to transfer to different occupations or exit the labor force. (Oct 3, 2023). The program is expected to begin in Spring 2025.

It was recommended that the Board approve the Expanded Function Dental Auxiliary (EFDA) Advanced Technical Certificate and authorize its submission to the WTCS State Board for approval.

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 2024 contracts pending Board approval is attached as Board Exhibit 4.

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 (34.08% for on-campus and 27.96% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. Project pricing 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 4.

Dave Mayer moved that the Board approve the October 18, 2023 Board meeting minutes, the retirements of Katherine Burbey- Reed – Nursing Assistant Instructor, Kari Liebeck – Associate Degree Nursing Instructor, and James Boland – Emergency Medical Services Instructor, Expanded Function Dental Auxiliary (EFDA) Advanced Technical Certificate Program Approval, and the contracts for services identified in S Board Exhibit 4.

Motion seconded by Dustin Delsman.

Motion carried, with all voting “Aye” on voice vote.

Reports

Connect for Student Success

Trista Loritz, Project Manager; Jody Hahnke, Nursing Instructor; and Scott Anderson, Dean of Health Science & Education, provided the Board with an overview of Connect for Student Success and allowed time for discussion on the topic.

Divisional Reports

A. President’s Report – Kristen Raney

- Presidential Transition
 - Community Listening Tour to all the NWTC campuses and regional learning centers is complete.
 - Currently holding Focused Employee Forums with staff and faculty as internal listening sessions.
 - Once the feedback is gathered from the listening sessions, a report will be put together to be shared out.
- Attended a meeting with the superintendents from CESA 7 & CESA 8. K12 partnerships continues to be a priority.
- WTCS Board Meeting & Presidents Association meeting
 - Dr. Morna Foy, WTCS President, is continuing to work with the president of the UW system and the Wisconsin Association of Independent Colleges and Universities to continue to have conversations on transfer opportunities.
 - Dr. Morna Foy is launching a state-wide tour to visit all of the 16 technical colleges to raise continued awareness of the value of the technical college system in Wisconsin along with all the things we do within the state.
 - Wisconsin 60 Initiative – Goal for 60% of the adults in Wisconsin have some post-secondary credential. This goal has been reached in Wisconsin, but what hasn’t been accomplished is the equity within that initiative.
- NWTC was one of 150 colleges selected by the Aspen Institute to apply for the Aspen Community College Excellence Award. NWTC will be applying.

- NWTC has finalized an agreement with Lakeland University for them to rent a classroom on the NWTC campus.
- B. Learning Update – Kathryn Rogalski
- No Updates
- C. College Advancement Update – Meridith Jaeger
- Legislative Updates
 - [LRB-4316 Oral Health Programs](#) (Mary Felzkowski) Funding for technical college oral health care programs. The proposal for up to \$1,430,000 for any other technical college that offers a dental hygienist program to expand. **Proposed**
 - [SB-380 Wisconsin Grants](#) (Ballweg, Joan) Wisconsin grants and other financial aid for higher education. *Assembly Am. 1 adopted, (Voice Vote). Passed, 97-0.*
 - Update references to Expected Family Contribution (EFC) in state statutes to Student Aid Index (SAI)
 - Align Wisconsin with federal financial aid Selective Service Requirements
 - Amend the Wisconsin Grants Program to be more student friendly
 - Allow Wisconsin Grants eligibility based on enrollment (proration)
 - Allow students less than half-time to be eligible for a grant
 - Bill was amended, removing the provision which expanded the eligibility from 10 semester to 12
 - [AB-545 Technical College District Board](#) (Nedweski, Amanda) Technical college district board membership. Requires that technical college district board members also be US citizens. **Passed (Voice Vote).**
 - [AB-549 Tech College Grants](#) (Michalski, Tom) Grants related to technical college manufacturing and truck driving programs and making an appropriation. **Am. 1 adopted. Passed, (Voice Vote).**
 - Provides a one-time grant from WTCS Board up to \$5,000 in the form of a hiring bonus for instructors in manufacturing, advanced manufacturing, and commercial driver’s license programs at local technical colleges. Grant must be matched dollar-for-dollar by the technical college. If the instructor remains for five years, they will become eligible to receive another \$5,000 retention bonus funded 100% by the technical college.
 - Provides a one-time grant from WTCS Board up to \$1 million to technical colleges to purchase manufacturing or advanced manufacturing equipment or enhance facilities for instruction. Grant must be matched dollar-for-dollar by the technical college.
 - Federal Update
 - College Advancement is working on the plan, messaging, and materials for the ACCT Legislative Summit, Washington DC from February 4-7, 2024.

D. Diversity, Equity, and Inclusion Update – Sara Lam

- No Updates

E. Student Services Update – Jennifer Flatt

- No Updates

F. Business & Technology Update – Dan Mincheff

- Generative AI Policy has been launched for the college.

G. Talent & Culture Update – Valarie Wunderlich

- No Updates

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.

- Carla Hedtke attended the WCTC 2023 Legal Issues Conference. The main topic was AI.
- Carla Hedtke attended District Boards Association Meeting. The topic of discussion was filling a vacant position.
- Carla Hedtke attended Zoom meetings on orientation for the ACCT Board.
- District Board Winter Meeting has been cancelled.

Next Board Meeting

The December 13, 2023 Board Meeting will be held in the NWTC Green Bay Campus Boardroom located at 2740 West Mason Street, Green Bay, WI 54307.

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 Event(s)

December 18, 2023, Green Bay Graduation Ceremony, Resch Center
February 4-7, 2024, ACCT Legislative Summit, Washington DC

- **Early Bird Registration:** October 12, 2023 – December 13, 2023

Adjournment

Dave Mayer moved that the Board adjourn the November 15, 2023 Board meeting. (2:40 p.m.)

Motion seconded by Dustin Delsman.

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



Gerald Worrick, Board Secretary

12-13-23
Date