

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

Monday July 13, 2020
12:10 p.m.

WebEx Meeting Originating from the NWTC Green Bay Campus Board Room DO308
2740 West Mason Street, Green Bay, WI 54303

To access the Board meeting via WebEx: www.nwtc.edu/board
Click on the Icon at the Top of the Board Page

Board Chairperson Hedtke called the July 13, 2020 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, Gerald Worrick

Excused: Cathy Dworak, Ben Villarruel

Also Present: Jeff Rafn, Mary Jo Tilot, Susan Garot, Colleen Simpson, Bob Mathews, Dan Mincheff, Lisa Maas, Aliesha Crowe, Ryan Gilbert, Stacey Felton

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 at this time.

Student Senate

No report was provided at this time.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of June 1-30, 2020 \$1,187,803.09

Detailed copies of the current disbursements for fiscal year 2020 for the month of June 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 June 2020 bills as presented.

Motion seconded by Dave Mayer.

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

Board Organizational Matters

Oath of Office

Wisconsin Statutes §19.01 (1) and Article IV, §28 require that all district board members shall, before they enter upon the duties of their respective offices, take and subscribe an oath or affirmation to support the Constitution of the United States and the Constitution of the State of Wisconsin, and faithfully to discharge the duties of the respective offices to the best of their ability.

The Oath of Office was included with the Board member packets for signature by all Trustees. Each Trustee signed the Oath which will then be notarized by Stacey Felton, Wisconsin Notary Public, who was in the Board room to witness signatures.

Election of Officers

The District Board of Trustees holds its annual organizational meeting on the 2nd Monday of July and elects a Chairperson, Vice-Chairperson, Secretary, and Treasurer. Incumbents were as follows: Carla Hedtke, Chairperson; Dave Mayer, Vice-Chairperson; Gerald Worrick, Secretary; and, Cathy Dworak, Treasurer. At this time the Board will elect its officers for FY 2021.

Chairperson

Jeff Rickaby nominated Dave Mayer for the position of Chairman of the Board for FY21.

Richard Stadelman moved that the nominations be closed and that a unanimous ballot be cast for Dave Mayer for the position of Chairman of the Board for FY21.

Motion seconded by Ben Villarruel.

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

Vice-Chairperson

Kim Schanock nominated Cathy Dworak for the position of Vice-Chairperson for FY21.

Jeff Rickaby moved that the nominations be closed and that a unanimous ballot be cast for Cathy Dworak for the position of Vice-Chairperson of the Board for FY21.

Motion seconded by Carla Hedtke.

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

Secretary

Carla Hedtke nominated Gerald Worrick for the position of Secretary of the Board for FY21.

Jeff Rickaby moved that the nominations be closed and that a unanimous ballot be cast for Gerald Worrick for the position of Secretary of the Board for FY21.

Motion seconded by Richard Stadelman.

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

Treasurer

Carla Hedtke nominated Richard Stadelman for the position of Treasurer of the Board for FY21.

Jeff Rickaby moved that the nominations be closed and that a unanimous ballot be cast for Richard Stadelman for the position of Treasurer of the Board for FY21.

Motion seconded by Kim Schanock.

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

Gerald Worrick entered the meeting at this time (12:25 p.m.).

Board EduByte – Annual Botanical Garden Update

Susan Garot, Executive Director of the Green Bay Botanical Garden, provided the annual update on Garden activities at this time.

Policy Discussion: Why the Issue of Race is Important to All Areas of The District

Jeff Rafn, President, and Mohammed Bey, Chief Officer for Diversity, Equity, and Inclusion, lead the discussion with the Board on the importance of the issue of race to all areas of the District.

- All Lives Matter is a strong and appropriate comment. All students need the same opportunities and need to have the same assistance available. This state has the worst disparity and achievement gap between whites and Blacks.
- Mohammed will be looking for materials that can be shared with Board members and staff. Will share a reading list with the Board Trustees.
- Need to look at the training these perspective police officers are getting at the College and who is accessing the program. Properly trained police officers have a very different job to do, and improperly supervised officers results in recent events. Do not believe that anyone who has enough money to walk in the door and pay for the program has the ability to become a police officer. Every police department has a culture, so the second part of this is to train supervisors to ensure that we get proper treatment from everyone.
- The WTCS has identified that these programs will have a statewide review, and the Colleges will look at how we are teaching those programs. The DOJ has also been asked to look at their requirements for College's teaching these programs from a cultural perspective.

Review and Approval of the 2020-2021 Board Calendar & Topical Calendar

Board Exhibit 1 was a copy of Board meeting calendar dates for FY 2021. Also listed were other dates to be considered by the Board. Included with the Board packet was the Topical Calendar, which lists the topics and presentations to be provided at the Board meetings for the fiscal year.

Gerald Worrick moved that the Board approve the FY 2021 Board meeting calendars as edited.

Motion seconded by Dorothy Sadowski.

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

Appointments to the District Boards Association Standing Committees

The Board Chairperson requested volunteers for the WTCS District Boards' Association Standing Committees for NWTC and made appointments to those committees for submission to the Boards' Association as listed below. Board Exhibit 2 described the function of each of the committees.

Board of Directors (two-year appointment)	Hedtke
Awards	Kim Schanock
Internal Best Practices	Gerald Worrick, Dorothy Sadowski
External Partnerships	Dave Mayer, Kim Schanock
Bylaws	Cathy Dworak, Richard Stadelman

Resolution Authorizing the Borrowing of \$2,800,000 for Movable Equipment; \$1,100,000 for Building Remodeling and Improvement Projects; \$400,000 for Site Improvements; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2021 budget deliberations, the Board approved various capital projects for building remodeling and improvements, acquiring moveable equipment, and site improvements. This resolution authorizes the borrowing of \$4,300,000 of general obligation notes for these purposes. A resolution authorizing the borrowing was prepared by Bond Counsel and was attached as Board Exhibit 3.

Dorothy Sadowski moved that the Board adopt the resolution authorizing the borrowing of \$2,800,000 for moveable equipment; \$1,100,000 for building remodeling and improvement projects; \$400,000 for site improvements; and providing for the issuance and sale of general obligation promissory notes therefor.

Motion seconded by Richard Stadelman.

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

Consent Agenda Items:

Minutes

The minutes of the June 17, 2020 Board meeting were sent to Board members prior to the July 13, 2020 Board meeting. It was recommended that Board approval be given for the June 17, 2020 Board meeting minutes as presented.

New Hires - Faculty

- A. Joseph Kopet – System Administration/System Security Instructor - Joseph Kopet was the Selection Committee’s top choice for the position of System Administration/System Security Instructor. Mr. Kopet holds a bachelor’s degree in Network Operations and Security from Western Governors University, and an Associate Degree in IT Network Specialist from Northeast Wisconsin Technical College. He also holds multiple certifications in CompTIA and is a Cisco Certified Network Associate in the areas of CCNA security and CCNA Routing and Switching. Since September 2014, Mr. Kopet has been employed as an IT Technician for the Two Rivers Public School District. Since August 2019, Mr. Kopet has also been employed as an Adjunct System Administrator/System Security Instructor for Northeast Wisconsin Technical College. Placement for this position would be at the level Faculty C, \$75,000 for 176 days of obligation.
- B. Rachel Gehrke – System Administration/System Security Instructor - Rachel Gehrke was the Selection Committee’s top choice for the second System Administration/System Security Instructor positions. Ms. Gehrke is pursuing a master’s degree in History from the University of Massachusetts – Boston and holds a bachelor’s degree in Computer Science and History from the University of Wisconsin – Oshkosh. Since September 2019, Ms. Gehrke has been employed as Adjunct System Administrator/System Security Instructor for Northeast Wisconsin Technical College. Prior to that, she was the Manager of Education/IT Manager and Education Coordinator for Heritage Hill State Park. She also spent four years at the University of Wisconsin – Oshkosh, working as an IS Specialist and in

multiple areas of the IS Development Services area. Placement for this position would be at the level Faculty C, \$75,000 for 176 days of obligation.

- C. Boua Xee Thao – Computer Support Specialist Instructor - Boua Xee Thao was the Selection Committee’s top choice for Computer Support Specialist Instructor. Mr. Thao holds a master’s degree in Counseling from Lakeland College – Sheboygan, a bachelor’s degree in Business Administration Management from the University of Wisconsin – Green Bay, and an Associate Degree in IT-Web Development/E-Business from Northeast Wisconsin Technical College. He also holds a Technical Diploma in Computer Support Technology from Northeast Wisconsin Technical College. Since August 2016, Mr. Thao has been employed as a Credit for Prior Learning Advisor at Northeast Wisconsin Technical College. Since January 2005, Mr. Thao has also been employed as an Adjunct Instructor for Northeast Wisconsin Technical College. Prior to that, he was a Helpdesk Technology Specialist for Northeast Wisconsin Technical College. Placement for this position would be at the level Faculty B, \$68,000 for 176 days of obligation.
- D. Andrew Gerend – Design and Graphic Technology Instructor - Andrew Gerend was the Selection Committee’s top choice for Design and Graphic Technology Instructor. Mr. Gerend holds a bachelor’s degree in Graphic Design from the University of Minnesota. Since January 2003, Mr. Gerend has been employed as an Independent Freelance Designer for companies such as the Green Bay Blizzards, Journey Community Church, and UWGB Athletics. Since 2004, he has also been employed as the Art Director/Designer at Bay Tek Entertainment. Placement for this position would be at the level Faculty B, \$69,000 for 176 days of obligation.

It was recommended that the Board approve the faculty appointments as listed above.

Faculty - Retirement

With regret, the College recommended Board acceptance of the following retirement notice: Janice Schmidt – Associate Degree Nursing Instructor who has been with the College since October 11, 2000 and has announced her retirement effective December 22, 2020.

Justice & Community Advocacy Program Approval

The demand for individuals in service-oriented jobs is growing. The Justice & Community Advocacy program will provide training in areas of advocacy, human services, private investigative practices, corrections, criminal justice, emergency dispatch and probation/parole. Completion of this degree provides the graduate knowledge to improve lives of individuals and communities in a variety of jobs and interests.

Graduates will be prepared for entry level positions in: Community Support Workers/Community Advocates, Shelter Care Worker, 9-1-1 Telecommunicator / Dispatch, Probation & Parole Agent, Correctional Officer, Prison Guard, Juvenile Detention Officer, Home Detention Specialist, Probation & Parole Agent, Law Enforcement Officer, Conservation Officer, Private Investigator, and Security / Loss Prevention.

Community Advocates provide services and assistance that inspire the neediest individuals and families to envision a future with hope. Graduates will learn skills in situational awareness & defense, crisis management, substance abuse, mental disorders, juvenile as well as adult law and special needs populations. Students interested in advocacy for Child Protective Services, housing, discipline skills, money management and the completion of court – ordered requirements may favor this credential.

Graduates will have the potential to enter the field at a minimum of \$40,000. Work is being done to determine if skills gained in this associate degree have the potential to ladder to the Democracy and Justice Studies bachelor’s degree at UW-Green Bay. Upon successful completion of this program along with additional coursework, graduates can earn certifiability status with the Wisconsin Department of Justice (WIDJ) in Law Enforcement Recruit Academy or Jail Academy. This program is expected to begin in Fall 2021.

The existing Criminal Justice – Professional Studies program will be sunsetted over the next few years due to low enrollment and graduation rates.

It was recommended that the Board approve the Justice & Community Advocacy associate degree 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 2020 contracts pending Board approval was 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 (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 4.

Jeff Rickaby moved that the Board approve the consent agenda items as follows: the minutes of the June 17, 2020 Board meeting; the faculty appointments of Joseph Kopet, System Administration/System Security Instructor; Rachel Gehrke, System Administration/System Security Instructor; Boua Xee Thao, Computer Support Specialist Instructor; and Andrew Gerend, Design and Graphic Technology Instructor; the retirement of Janice Schmidt, Associate Degree Nursing Instructor; approval of the Justice & Community Advocacy Program and its submission to the WTCS State Board for approval; and, the contracts for services identified in Board Exhibit 4.

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.

- Carla will be attending the WTCS Boards Association Planning Session on August 28.

President's Report

Enrollment Activity –

- Have been at -10%; on Friday we were at -6%. Hoping that our male population that have been waiting to register until closer to the start of classes will make a positive difference in FTEs. We are also starting classes on August 17 which is earlier than other years.

Legislative and Regulatory Issues (state & federal) -

- In partnership with UW-Oshkosh, NEW ERA, New North, and NEW Manufacturing we have applied for a designation as a defense manufacturing community. Those communities will be eligible for up to \$5 million a year to continue the development of defense manufacturing.

8-Week Advantage -

- The College is on target with 70% of our students in 8-Week Advantage starting on August 17.

COVID-19 Update -

- Shared NWTC Covid-19 Expense Summary. All students will be required to wear masks, but the College will not be doing temperature checks. Have closed all areas where students would congregate at least through the end of December. In lieu of that the College has made sure that vending machines are available in every area.
- Bringing staff back to the College. 50% of those that have face to face contact will be brought back on a rotation basis. Those with no face to face student contact will continue to work from home.

Current Events –

- The virtual GED/HSED Graduation will be held on July 26, 2020 beginning at 6:00 p.m. The video-conference link was sent to Board members.

Next Board Meeting

The August 19, 2020 Board Meeting will be held via WebEx originating from the NWTC Green Bay Campus Board Room.

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

Dorothy Sadowski moved that the Board adjourn the July 13, 2020 Board meeting (2:30 p.m.).

Motion seconded by Carla Hedtke.

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


Gerald Worrick, Board Secretary

August 19, 2020