

**NORTHEAST WISCONSIN TECHNICAL COLLEGE**  
**DISTRICT BOARD OF TRUSTEES**

***MEETING AGENDA***  
***AND***  
***EXHIBITS***

***Northeast Wisconsin Technical College***  
***Marinette Campus, Room MN115***  
***1601 University Drive, Marinette, WI 54143***

***Wednesday, June 15, 2022***



Northeast Wisconsin Technical College District

*Board of Trustees Meeting*  
Agenda

June 15, 2022

12:00 p.m.

*NWTC Marinette Campus – Room MN115*  
*1601 University Drive, Marinette, WI*

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

The Board Chairperson will call the June 15, 2022 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

**Guests**

**12:00 – 12:10**

1. Open Forum, Introduction of Guests, and Acknowledgements

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

2. Mission Moment

A brief N.E.W. School of Innovation Journey of Learning video will be shared during this time.

3. Student Senate

There will be no Student Senate update.

**Action Items (Roll Call Vote)**

**12:10 – 12:20**

1. Bills

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

It is recommended that the Board approve the May 2022 bills as presented.

2. Laptop Carts for AG Moves

As the college navigated the requirements for the N.E.W. School of Innovation moving into the AG building, IIT identified computer needs in relation to the removal of the AG205B computer classroom. Existing equipment was evaluated for potential use and utilized where applicable.

It is recommended that the Board approve funds in the amount of \$64,000 for 16 workstation class laptops in a mobile cart to be utilized in the Environmental Engineering Technology lab.

**Consent Agenda Items:**

**12:20 – 12:30**

1. Minutes

The minutes of the May 11, 2022 Board meeting were sent to Board members prior to the June 15, 2022 Board meeting. It is recommended that Board approval be given for the May 11, 2022 Board meeting minutes.

2. Faculty – New Hires

A. Jeremy Berna – Gas Utility Construction and Service Instructor

Jeremy Berna was the Selection Committee's top choice for Gas Utility Construction and Service Instructor. Mr. Berna has an Associate Degree in Gas Utility Construction and Service from Northeast Wisconsin Technical College and Pipe Mechanic, Excavation Safety, Mechanic Equipment Operator, and Certified Welding Instructor certifications from Northern Indiana Public Service Company.

Since 2007, Mr. Berna has been employed as a Construction Mechanic/Contractor Inspector, and a Gas Tap Machine Operator for Northern Indiana Public Service Company.

Placement for this position would be at the level Faculty B, \$70,500.

B. Tyler Felchlin – Emergency Medical Service Instructor – District-Wide

Tyler Felchlin was the Selection Committee's top choice for Emergency Medical Service Instructor – District-Wide Instructor. Mr. Felchlin has two Associate Degrees in the fields of Licensed Paramedic and Nursing from Northeast Wisconsin Technical College. He also has an Associate Degree in Fire Protection Technician from Fox Valley Technical College.

Since 2006, Mr. Felchlin has been employed as an Emergency Medical Technician - Paramedic for County Rescue Services in Green Bay, WI. Since 2012, he has been employed as a Registered Nurse for St. Vincent Hospital and has been a part-time Paramedic Instructor for NWTC since 2017.

Placement for this position would be at the level Faculty B, \$72,975.

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

3. Faculty – Retirements

With regret, we accept the following retirement notices:

A. John Maier – Marketing Instructor who has been with the College since August 14, 2002 and has announced his retirement effective December 19, 2022.

B. Sally Tomcheck – Associate Degree Nursing Instructor who has been with the College since July 22, 2002 and has announced her retirement effective December 19, 2022.

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

#### 4. Office Management associate degree Program Approval

The Office Management program will provide instruction in advanced office procedures as well as administrative project management, skills for administrative leadership, business principles, and budgeting, in addition to office support skills. Students will be prepared to work in various industries as an office manager, administrative manager, executive assistant, and administrative professional.

The Office Management program would incorporate the Office Support Specialist technical diploma curriculum, in addition to adding courses from other College of Business programs such as Leadership, Accounting, and Human Resources. This would provide instruction from experts within these areas. The technical diploma, Office Support Specialist, would focus on administrative skills.

According to Bay Area Workforce Development Area Occupational Projections (2018-2028), there will continue to be many annual openings in this field. This includes 401 First-Line Supervisors of Office and Administrative Support Workers and 52 Executive Secretaries and Executive Administrative Assistants. Graduates can expect to earn approximately \$40,424 annually.

A focus group indicated skills required to work as an office manager require general administrative assistant duties in addition to leadership, accounting, and human resources. The Administrative Professional advisory council indicated a need for laddering opportunities within the administrative cluster. Current certificate and technical diplomas would be modified and renamed to fit this new pathway. The entry level certificate, Customer Support Specialist (previously Business Professional Essentials), would ladder into the Office Support Specialist (previously Office Professional) technical diploma, which would then ladder into the Office Management associate degree. The current Administrative Professional associate degree would be suspended once the Office Management associate degree is approved. Transfer opportunities beyond the associate degree would exist for students to move into a bachelor's degree.

The Office Management program would be an attractive pathway for existing administrative professionals to earn a degree at a level higher level than they are currently working. It would also attract non-traditional (NTO) students. The program is expected to begin in Fall 2023.

It is recommended that the Board approve the Office Management associate degree and authorize its submission to the WTCS State Board for approval.

#### 5. Industrial Manufacturing Technician Apprenticeship Approval

Entry level industrial manufacturing technicians operate industrial production related equipment, work with manufacturing related tools, and perform work processes related to a wide variety of manufacturing settings. Industrial manufacturing technician apprentices will learn to set up, operate, monitor, and control production equipment. They will also help improve manufacturing processes and schedules to meet customer requirements. This apprenticeship training program combines on-the-job learning with related instruction in a classroom to prepare apprentices for journey level work after they complete the program.

This program is expected to begin in Summer 2022.

It is recommended that the Board approve the Industrial Manufacturing Technician Apprenticeship and authorize its submission to the WTCS State Board for approval.

6. 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 1.

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 is recommended that the Board approve the contracts for services identified in Board Exhibit 1.

**Reports**

1. Board Member Professional Development Updates

**12:30 – 12:40**

Board members will have an opportunity to report out on any professional development activities and/or conferences they have attended since the last Board meeting.

2. Policy Discussion: Dream Report & Action Brief Update

**12:40 – 1:25**

Jennifer Flatt, Dean of Learning Effectiveness and Early College and Jeff Grebinoski, Manager of Institutional Research will present on a Dream report and action brief update.

**Break**

**1:25 – 1:40**

3. EduByte – Campus Dean Update

**1:40 – 1:55**

Jennifer Flatt, Dean of Learning Effectiveness and Early College will provide an update on the Marinette Campus.

4. Campus Tour

**1:55 – 2:30**

At approximately 1:55 p.m., the Board will be provided a tour of the Marinette Campus.

5. President's Report

**2:30 – 3:00**

**(Includes adjournment)**

- A. Enrollment Activity
- B. FY23 Topical Calendar Ideas
- C. 8-Week Update – Dr. Kathryn Rogalski
- D. Current Events

**Next Board Meeting**

The July 11, 2022 Board Meeting will be held in the NWTC Green Bay Campus Boardroom located at 2740 W. 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.

**Adjournment**

The Board Chair will accept a motion to adjourn the June 15, 2022 Board meeting.

***BOARD EXHIBITS***

***June 15, 2022***

# MAY BOARD REPORT

## Proposed Contract Training 2021/2022

Indistrict*		START	EST	EST	
CLIENT NAME	CONTRACT DESCRIPTION	DATE	REVENUE	EXPENSE	MARGIN
Multiple Recipient Local Gov	LESB Professional Communications Instructor May 2022	5/18/2022	2,000.00	1,342.99	657.01
Multiple Recipient Local Gov	Riot Shield Training - May 2022	5/19/2022	800.00	387.54	412.46
Multiple Recipient Local Gov	Open Records = May 2022	5/16/2022	3,725.00	2,773.48	951.52
Multiple Recipient Local Gov	Basic SWAT School - May 2022	5/23/2022	7,920.00	4,406.48	3,513.52
Multiple Recipient Local Gov	Communications and Interventions Oconto SO	5/10/2022	1,790.00	1,432.00	358.00
Multiple Recipient Local Gov	Boat Patrol Essentials - May 2022	5/10/2022	2,988.00	2,155.16	832.84
Multiple Recipient Local Gov	Conducting Effective Internal Investigations - May 2022	5/17/2022	3,125.00	2,500.00	625.00
Willow Bay Dental	BLS Refresher	5/5/2022	845.00	661.55	183.45
Waupaca Foundry	EMR Refresher 5.2022	5/2/2022	4,100.00	2,382.08	1,717.92
Morrison Fire Dept	Morrison FD - Flashover May 2022	5/16/2022	1,000.00	802.54	197.46
Forward Service Corp	TrANS Spring 2022	5/9/2022	3,850.00	2,249.48	1,600.52
Fincantieri Marinette Marine Corp	Fast Forward Pipefitter Bootcamp May 2022	5/2/2022	48,000.00	29,259.19	18,740.81
Multiple Recipient Business & Industry	Understanding Substation Drawings S'22	5/6/2022	1,975.00	720.75	1,254.25
Multiple Recipient Business & Industry	Troubleshooting Residential Service S'22	5/6/2022	1,580.00	725.32	854.68
Oneida Education & Training	Succession Planning Part 2	5/20/2022	1,190.00	606.31	583.69
Multiple Recipient Business & Industry	Navigating Difficult Conversations S'22	5/10/2022	594.00	279.67	314.33
Multiple Recipient Business & Industry	OSHA 10-hour GI - S'22	5/9/2022	962.00	872.38	89.62
Engage Orthodontics	BLS Refresher	5/10/2022	991.25	794.99	196.26
Master Fleet Inc	Leadership Development May 2022	5/18/2022	2,310.00	1,384.19	925.81
Forward Service Corp	First Aid and CPR Heartsaver AED	5/27/2022	2,327.50	1,933.95	393.55
Totani America	STM Assessment May 9, 2022	5/9/2022	275.00	145.33	129.67
Superior Resource Group	Qualification 5/2 - 5/5	5/2/2022	6,433.13	3,379.60	3,053.53
Robinson Metal Inc	Robotics Training May 2022	5/31/2022	3,600.00	1,662.02	1,937.98
Multiple Recipient Business & Industry	Adapting your Leadership Style S'22	5/25/2022	1,386.00	335.60	1,050.40
Superior Resource Group	Qualifications 5/9 - 5/13	5/9/2022	3,212.82	1,649.04	1,563.78
Dental Designs by Quandt	BLS Refresher	5/19/2022	505.00	329.71	175.29
Belmark Inc	ISO Audit	5/16/2022	2,355.00	1,412.91	942.09
Superior Resource Group	Qualifications 5/17 - 5/20	5/17/2022	6,345.17	3,756.14	2,589.03
Samuel Pressure Vessel Group	Charpy Impact Testing	5/13/2022	125.00	60.28	64.72
Fincantieri Marinette Marine Corp	Xray and PT for FMM Employees May 2022	5/17/2022	541.67	325.00	216.67
Multiple Recipient Local Gov	Advanced SWAT School - 2022	5/9/2022	5,940.00	5,333.38	606.62
Multiple Recipient Local Gov	Boat Patrol Maneuvering - May 2022	5/12/2022	2,988.00	2,325.24	662.76
Multiple Recipient Local Gov	Supervisor's Guide to Navigating the Law	5/18/2022	3,239.58	2,239.58	1,000.00
Multiple Recipient Local Gov	Evidence Tech for the Patrol Officer - May 2022	5/3/2022	960.00	387.54	572.46
Multiple Recipient Local Gov	Combating Crime Through Community May 2022	5/18/2022	640.00	512.51	127.49
De Pere Police Department	De Pere PD - EVOC May 2022	5/11/2022	2,100.00	1,608.00	492.00
Fay Dental Care	BLS Provider	5/13/2022	1,139.75	824.83	314.92
Green Bay Area Public Schools	EDU: Overview of Special Education	5/24/2022	6,959.25	2,838.68	4,120.57
Green Bay Area Public Schools	EDU: Support Students with Disabilities	5/26/2022	6,959.25	2,897.93	4,061.32
Kirk Fishbaugh DDS	BLS Refresher	5/19/2022	524.75	366.57	158.18
Austin Straubel Airport	Austin Straubel Airport Spring 2022 In-Service	5/5/2022	875.00	635.32	239.68
<b>TOTAL</b>			<b>\$149,177.12</b>	<b>\$90,695.26</b>	<b>\$58,481.86</b>

Out of District		START	EST	EST	
CLIENT NAME	CONTRACT DESCRIPTION	DATE	REVENUE	EXPENSE	MARGIN
Kimberly Fire Dept	Kimberly FD - Flashover Simulation 2022	5/21/2022	775.00	736.03	38.97
Intercon Construction Inc	Gas Appliance Relight & Safety Inspection Training	5/5/2022	4,800.00	2,586.89	2,213.11
Miller Electric Manufacturing Co	FY2122 - CS EI-Customers - Session 2.5	5/3/2022	2,004.00	1,027.35	976.65

\* Margin represents the difference of Estimated Revenue and Estimated Direct Contract Expenses.

\*\* Estimated Revenue must be equal to or greater than Full Cost.



# MAY BOARD REPORT

## Proposed Contract Training 2021/2022

Miller Electric Manufacturing Co	FY2122 - PDI Miller Masters-T	5/9/2022	2,550.00	1,822.72	727.28
Miller Electric Manufacturing Co	FY2122 Heyrman Service Webinar	5/16/2022	168.00	118.80	49.20
<b>TOTAL</b>			<b>\$10,297.00</b>	<b>\$6,291.79</b>	<b>\$4,005.21</b>

<b>Out of State**</b>						
<b>CLIENT NAME</b>	<b>CONTRACT DESCRIPTION</b>	<b>START DATE</b>	<b>EST REVENUE</b>	<b>EST EXPENSE</b>	<b>MARGIN</b>	<b>FULL COST</b>
Caterpillar/Anchor	GTAW 4/2022	5/1/2022	2,100.00	1,205.68	894.32	1,540.26
Keweenaw Power & Lite	Solar Training	5/12/2022	3,600.00	1,806.33	1,793.67	1,822.77
EPC Services Company	Substation Entry	5/20/2022	800.00	370.99	429.01	495.87
LDR Worldwide	CDL Prep / Ferguson 2022-05-09	5/9/2022	2,500.00	1,682.40	817.60	2,134.25
Caterpillar/Anchor	GTAW 5/2022	5/9/2022	1,250.00	723.41	526.59	924.16
LDR Worldwide	CDL Prep / Jansonius 2022-05-11	5/11/2022	2,500.00	1,682.40	817.60	2,134.25
LDR Worldwide	CDL Prep / Ketchum 2022-05-18	5/18/2022	2,500.00	1,682.40	817.60	2,134.25
LDR Worldwide	CDL Prep / Cummings 2022-05-23	5/23/2022	2,500.00	1,682.40	817.60	2,134.25
LDR Worldwide	CDL Prep / Guzman 2022-05-25	5/25/2022	2,500.00	1,682.40	817.60	2,134.25
<b>TOTAL</b>			<b>\$20,250.00</b>	<b>\$12,518.41</b>	<b>\$7,731.59</b>	<b>\$15,454.31</b>
<b>Contract Total for May = 55</b>			<b>MAY CONTRACT TRAINING GRAND TOTAL</b>		<b>\$179,724.12</b>	<b>\$109,505.46</b>
					<b>\$70,218.66</b>	

\* Margin represents the difference of Estimated Revenue and Estimated Direct Contract Expenses.

\*\* Estimated Revenue must be equal to or greater than Full Cost.