

Northeast Wisconsin Technical College District

*Board of Trustees Meeting  
Agenda*

January 19, 2022  
12:00 p.m.

***NWTC Green Bay Campus Board Room DO308 or Virtual Option for the Board of Trustees  
2740 West Mason Street, Green Bay, Wisconsin 54303***

**Open Meeting & Roll Call – Please turn off all cell phones and pagers at this time.** 12:00 – 12:05

The Board Chairperson will call the January 19, 2022 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

**Guests** 12:05 – 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. Student Senate

3. Mission Moment

Crystal Harrison, Foundation Director, will share a mission moment.

**Action Items (Roll Call Vote)** 12:10 – 12:25

1. Bills

Detailed copies of the current disbursements for fiscal year 2022 for the month of December 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 December 2021 bills as presented.

2. Authorization to Implement ERP (Enterprise Business Process Software)

Administration is recommending authorization of the expenditure of \$20,000,000 to fully implement during the period of FY22 – FY25 a new ERP. This will cover implementation costs and a 10-year licensing agreement with Workday through 2032. Board Exhibit 1 provides further detail and rationale for the request. Payments will be spread out over 10 years, with the majority of spending occurring between FY23-25 (\$12,000,000) and the balance paid out between FY26 and FY32 (\$8,000,000). Standard audit requirements require booking the full anticipated expenditure in FY22. This will raise the overall capital budget from \$15,725,000 to \$35,725,000. This will be reflected in the attached budget modification (Board Exhibit 2).

The increase in capital projects will not impact debt borrowing in FY2022. Debt will be financed over 10 years. The debt mill rate is projected to stay at  $\approx$  \$0.415 through FY2032.

It is recommended that the Board authorize \$20,000,000 to purchase, implement, and utilize Workday as NWTC's ERP system over the time period of FY22-FY32.

3. Budget Modification

Board Exhibit 2 is a copy of the fund statements of proposed fund and function modifications to the FY 2022 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.

It is recommended 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.

Consent Agenda Items:

12:25 – 12:30

1. Minutes

The minutes of the December 15, 2021 and January 5, 2022 Board meetings were sent to Board members prior to the January 19, 2022 Board meeting. It is recommended that Board approval be given for the December 15, 2021 and January 5, 2022 Board meeting minutes.

2. New Hires – Faculty

A. Anissa Champeau Achterberg – Dental Hygienist Instructor

Anissa Champeau Achterberg was the Selection Committee's top choice for Dental Hygienist Instructor. Ms. Champeau Achterberg holds an Associate degree and a Bachelor's Degree in Dental Hygiene from Ferris State University, Big Rapids, MI.

Since May of 2016, Ms. Champeau Achterberg has been employed as a Lead Dental Hygienist at Timbercrest Dental Center in Appleton, WI. Prior to that, she worked as a Part-Time Dental Faculty for Milwaukee Area Technical College and a Dental Hygienist for the Dentists on Bluemound, Wauwatosa, WI. She is also a Registered Dental Hygienist in the State of Wisconsin.

Placement for this position would be at the level Faculty B, \$65,500.

B. Jean Sanborn – Associate Degree and Practical Nursing Instructor

Jean Sanborn was the Selection Committee's top choice for Associate Degree and Practical Nursing Instructor. Ms. Sanborn holds a Master's Degree in Nursing from Capella University, Minneapolis, MN and a Bachelor's Degree in Nursing from University of Wisconsin, Green Bay, WI.

Since 2013, Ms. Sanborn has been employed as a Public Health Nurse for the Marinette Public Health Department. Since 2020, she has also been a Part-time Nursing Instructor for Northeast Wisconsin Technical College. Prior to that, she worked as a Registered Nurse for Bellin Health, Marinette, WI. She is ACLS and CPR certified and has her Registered Nursing License in the State of Wisconsin.

Placement for this position would be at the level Faculty C, \$75,700.

C. Jennifer Zellner – Associate Degree Nursing Instructor

Jennifer Zellner was the Selection Committee’s top choice for Associate Degree Nursing Instructor. Ms. Zellner holds a Master’s Degree in Nursing Education from Grand Canyon University, Phoenix, AZ and a Bachelor’s Degree in Nursing from Carroll University, Waukesha, WI.

Since March 2019, Ms. Zellner has been employed as a Digestive Health Services Nurse Educator for Bellin Health in Green Bay, WI. Since 2020, she has also been a Part-time Nursing Instructor for Northeast Wisconsin Technical College and Bellin College. Prior to that, she worked as a Registered Nurse for the Cardiac Unit and the Digestive Health Services Unit at Bellin Health. She is ACLS and CPR certified and has her Registered Nursing License in the State of Wisconsin.

Placement for this position would be at the level Faculty C, \$73,500

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

3. Faculty - Resignations

With regret, we accept the following resignation notice:

- A. John Van Ess – Utility Engineering Technology Instructor, who has been with the College since April 27, 2009, and has announced his resignation effective December 20, 2021.

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

4. 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 3.

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 3.

## **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. Preparing to Conduct a Presidential Search 12:40 – 12:55  
12:55 – 1:05 Break

The Board may enter into Executive Session in accordance with State Statute 19.85(1) (c) to discuss the following item: 1) Personnel Issues: future leadership of the college.

3. Policy Discussion: Public Safety Update 1:05 – 1:50

Cindy Etrup, Dean of Public Safety, will provide an overview of the Public Safety department as well as the individual programs; both risks and opportunities will be discussed. An update on the current Emergency Medical Services (EMS) calendar and scheduling of classes will be provided. She will also provide a summary of the unique impact and opportunities COVID has had on our teaching modalities as well as our successes found through those modalities will be celebrated.

4. EduByte – Industry 4.0 1:50 – 2:10

Jill Thiede, Dean of Trades and Engineering Tech, Sue Zittlow, Dean of College of Business, Jason Trombley, Trades and Engineering Tech Instructor, and Mike Race, Specialist – Computer Tech will provide an overview of the progress in the past semester on our Industry 4.0 initiatives. The focus will be on the Augmented Reality and Virtual Reality pilots implemented across various programs.

5. President's Report 2:10 – 2:30

- A. Enrollment Activity
- B. Legislative and Regulatory Issues (state & federal)
- C. 8-Week Advantage
- D. COVID-19 Update
- E. Current Events

## **Next Board Meeting**

The February 23, 2022 Board Meeting will be held in the District Board Room of the Green Bay Campus.

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 January 19, 2022 Board meeting.

# CLOUD 2025 CAPITAL APPROVAL DISCUSSION

- Administration is recommending to select Workday as the Enterprise Resource Planning (ERP) provider
- To optimize the contract negotiations, Administration requests to negotiate the capital prior to Workday’s fiscal year-end (1/31/22)
- Completing the negotiation requires Board approval of spending for the entire project (\$20.0M) and separate approval of the FY22 Capital Budget Modification

\$K	Projected Annual Equipment, Building, and Grounds (000)	Projected Cloud 2025	Capital Budget with Cloud 2025
FY23	\$15,250	\$5,140	\$20,390
FY24	\$15,608	\$3,655	\$19,263
FY25	\$15,975	<u>\$3,205</u>	\$19,180
	Subtotal	\$12,000	
FY26-32		<u>8,000</u>	
	Total	<u>\$20,000</u>	

- Administration is projecting that there will be no significant outlays of cash in FY22, thus not impacting the debt requirements for the fiscal year
- May require a reimbursement resolution for FY22

**Northeast Wisconsin Technical College District**

**Capital Projects**

**Fiscal Year 2021-22**

	Current Budget Adopted 12/15/2021	Modified Budget Adopted 1/19/2022	Change
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<u>Resources</u>			
Tax Levy	-	-	-
State Aid	195,099	207,526	12,427
Program Fees	-	-	-
Material Fees	-	-	-
Other Student Fees	-	-	-
Institutional Revenue	12,898	15,582	2,684
Federal	1,000,000	1,000,000	-
Transfers from Reserves & Designated Fund Balances	4,221,733	4,221,733	-
Other Funding Sources	14,900,000	34,900,000	20,000,000
 Total Resources	 <u>20,329,730</u>	 <u>40,344,841</u>	 <u>20,015,111</u>
 <u>Uses</u>			
Instruction	8,088,252	8,017,716	(70,536)
Instructional Resources	330,885	330,885	-
Student Services	133,359	133,359	-
General Institutional	5,892,076	25,873,221	19,981,145
Physical Plant	5,825,718	5,917,720	92,002
Auxiliary Services	59,440	71,940	12,500
Transfers to Reserves & Designated Fund Balances	-	-	-
Other Uses	-	-	-
 Total Uses	 <u>20,329,730</u>	 <u>40,344,841</u>	 <u>20,015,111</u>

# DECEMBER BOARD REPORT

## Proposed Contract Training 2021/2022

<b>Indistrict*</b>		<b>START</b>	<b>EST</b>	<b>EST</b>		
<b>CLIENT NAME</b>	<b>CONTRACT DESCRIPTION</b>	<b>DATE</b>	<b>REVENUE</b>	<b>EXPENSE</b>	<b>MARGIN</b>	
Dominion Energy Kewaunee Inc	Dominion Energy Rifle Instructor - 2021	12/13/2021	2,800.00	2,269.99	530.01	
Little Suamico Fire Dept	Flashover Simulation - Little Suamico Dec. 2021	12/13/2021	1,200.00	879.79	320.21	
Multiple Recipient Local Gov	Cell Extraction - Dec. 2021	12/10/2021	960.00	757.86	202.14	
Multiple Recipient Local Gov	Motivational Interviewing - Dec. 2021	12/2/2021	640.00	370.32	269.68	
Amenity Dental Care	Dental OSHA Refresher	12/14/2021	500.00	256.26	243.74	
Multiple Recipient Local Gov	Emerging Drug Trends Fire/EMS - Mountain Dec. 2021	12/2/2021	300.00	200.20	99.80	
Sierra Dental	BLS Refresher	12/9/2021	505.00	329.71	175.29	
Multiple Recipient Local Gov	Physical Readiness Test - Dec. 2021	12/3/2021	250.00	225.02	24.98	
Ashwaubenon Dept of Public Safety	Ashwaubenon Public Safety - Tactics Training Dec. 2021	12/3/2021	75.00	0.00	75.00	
Ashwaubenon Dept of Public Safety	Ashwaubenon Public Safety - EVOC Dec. 2021	12/10/2021	305.00	130.00	175.00	
Forward Service Corp	First Aid and CPR Heartsaver AED	12/3/2021	2,259.00	1,745.42	513.58	
TNT Crust Inc	Electrical Technical Assistance Dec.	12/7/2021	1,336.00	704.70	631.30	
Brown County Health and Human Services	Diversity, Equity, Inclusion Training	12/15/2021	3,050.00	1,544.40	1,505.60	
Fiberglass Solutions LLC	Excel Training	12/12/2021	1,336.00	783.77	552.23	
Multiple Recipient Local Gov	Firearms Qualification - Dec. 8, 2021	12/8/2021	12.00	0.00	12.00	
REDI Transports	REDI Transports - Firearms Dec. 18, 2021	12/18/2021	150.00	122.96	27.04	
Superior Resource Group	Qualification 6/1/21	12/7/2021	1,102.76	596.23	506.53	
Luxemburg Police Department	Luxemburg PD - Firearms Dec. 2022	12/17/2021	75.00	30.00	45.00	
Superior Resource Group	Qualifications 12/9/21	12/7/2021	3,115.70	1,982.24	1,133.46	
Superior Resource Group	Qualification 12/14/21	12/14/2021	477.55	156.66	320.89	
WireTech Fabricators, Inc.	Scott Massey - Tech Assistance (Weld Robot)	12/20/2021	781.99	430.14	351.85	
Superior Resource Group	Qualification 12/14-12/15/21	12/14/2021	1,411.97	331.18	1,080.79	
<b>TOTAL</b>			<b>\$22,642.97</b>	<b>\$13,846.85</b>	<b>\$8,796.12</b>	
<b>Out of District</b>		<b>START</b>	<b>EST</b>	<b>EST</b>		
<b>CLIENT NAME</b>	<b>CONTRACT DESCRIPTION</b>	<b>DATE</b>	<b>REVENUE</b>	<b>EXPENSE</b>	<b>MARGIN</b>	
NextEra Energy	Heartsaver First Aid	12/8/2021	516.50	343.66	172.84	
WI Drug Expert Recognition Program	ARIDE - December 2021	12/8/2021	1,004.16	1,004.16	0.00	
Miller Electric Manufacturing Co	FY2122 - Eureka's Testing-Training	12/1/2021	13,832.00	9,880.00	3,952.00	
Miller Electric Manufacturing Co	FY2122 - Heyrman Service Webinar	12/3/2021	153.00	108.00	45.00	
<b>TOTAL</b>			<b>\$15,505.66</b>	<b>\$11,335.82</b>	<b>\$4,169.84</b>	
<b>Out of State**</b>		<b>START</b>	<b>EST</b>	<b>EST</b>		
<b>CLIENT NAME</b>	<b>CONTRACT DESCRIPTION</b>	<b>DATE</b>	<b>REVENUE</b>	<b>EXPENSE</b>	<b>MARGIN</b>	<b>FULL COST</b>
LDR Worldwide	CDL Prep / Spicer 2021-12-02	12/2/2021	2,500.00	1,685.34	814.66	2,138.18
<b>TOTAL</b>			<b>\$2,500.00</b>	<b>\$1,685.34</b>	<b>\$814.66</b>	<b>\$2,138.18</b>
<b>Contract Total for December = 27</b>			<b>DECEMBER CONTRACT TRAINING GRAND TOTAL</b>	<b>\$40,648.63</b>	<b>\$26,868.01</b>	<b>\$13,780.62</b>

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

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