Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

December 14, 2022
12:00 p.m.

In- Person at the NWTC Green Bay Campus – Boardroom DO308
2740 West Mason Street, Green Bay, WI 54303

Open Meeting & Roll Call

The Board Chairperson called the December 14, 2022, NWTC Board of Trustees meeting to order and requested that roll call be taken at this time. (12:02 p.m.)

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

Absent: Ben Villarruel

Also Present: Sara Lam, Meridith Jaeger, Dan Mincheff, Jennifer Flatt, Kathryn Rogalski, Jeff Rafn, Janel Karban, Valarie Wunderlich, Pam Lunde, Stacey Timm, Eric Derenne, Mike Anderson (CPA), Riley McDermid, Rashad Cobb (Brown County United Way), Robin Scott (We All Rise), Lisa Kogan-Praska (Boys & Girls Club of Greater Green Bay), Amy Schaeuble (YWCA), Robyn Hallet (Literacy Green Bay), Brian Wolfe (Forward Service Corporation), Sara Beckman (Achieve Brown County), Christine Beykir, NWTC Band and Chorus, Joshua Wallschlaeger

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

Joshua Wallschlaeger, Student Senate Officer provided an update at this time.

- 3 of 5 Student Senate Officers attended a meeting at Fox Valley Technical College where they:
  - reviewed recent congress elections
  - participated in team building activities
  - discussed position papers for visiting local representatives in Madison for the yearly meeting
- Graduation is scheduled for Thursday, December 15, 2022 at the Resch Center
- There has been a lot of participation in the student involvement trips
  - The most recent event to Chicago was full with a wait list

Mission Moment

Keith Riesterer and Shannon Peterson shared a mission moment about the NWTC band and chorus.

The NWTC Band/Chorus would not exist without the support of Dr. Rafn. For the past 25 years members of the NWTC band and chorus have enjoyed the comradery and team building that naturally comes with being part of a group like this. Our students have also been able to take part in music programs in Student Life and been able to take part in some of our performances. Since 2007 the band and chorus have played almost 200 songs for our greater NWTC community. Everyone who has participated in any of these events can attest to the great time they have had participating and preparing for the event. To be able to take a break from your day to breathe deeply through your instrument and focus on something other than 'work' is so refreshing and brings new life into your day from performing the national anthem at graduations, up-beat fun music at our summer celebrations, classic holiday music at the annual Green Bay Holiday parade, as well as our performance for our colleagues at the end of the year celebration, and many more, it has been our pleasure to join our president making music for our community.

Immediately following the mission moment, the NWTC band and chorus performed Holiday music for the Board of Trustees.

Action Items (Roll Call Vote)

Bills

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

Jeff Rickaby moved that the Board approve the November 2022 bills as presented.

Motion seconded by Dave Mayer.

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

Budget Modifications

Board Exhibit 1 was a copy of the fund statements of proposed fund and function modifications to the FY 2023 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.

Jeff Rickaby 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.

College Annual Audit

Wisconsin Statutes require that the financial statements of the District be audited on an annual basis by a certified public accountant. The accounting firm of CLA (CliftonLarsonAllen LLP) was engaged by the Board to perform this function. CLA has recently completed the audit of the District's financial statements for the fiscal year ending June 30, 2022. Mike Anderson, CPA, a partner with CLA will attend the Board meeting to review the reports with the Board members and answer any questions.

Gerald Worrick recommended that the District Board accept the fiscal year 2022 Annual Financial Report of the Northeast Wisconsin Technical College and direct staff to submit the required number of audited financial reports to the Wisconsin Technical College System Board.

Motion seconded by Dustin Delsman.

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

Resolution Authorizing the Borrowing of $5,451,000 for Movable Equipment; $1,490,000 for Building Remodeling and Improvement Projects; $9,000 for Site Improvements; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2023 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 $6,950,000 of general obligation notes for these purposes. A resolution authorizing the borrowing has been prepared by Bond Counsel and is attached as Board Exhibit 2.

Richard Stadelman moved the Board adopt the resolution authorizing the borrowing of $5,451,000 for moveable equipment; $1,490,000 for building remodeling and improvement projects; $9,000 for site improvements; and providing for the issuance and sale of general obligation promissory notes therefor.

Motion seconded by Carla Hedtke.

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

Additional Capital Request for Learning Management System Project

The Canvas project team requested an additional $150,000 for our Learning Management System project. In working through systems set up and migration, a few items were identified and not covered in the initial contract. An example of this would be understanding Canvas' inventory of Globally supported Learning Tools Interoperability (LTIs), an integration standard for third party tools. Canvas supports LTIs which allows third party tools to be easily integrated and used within Canvas versus Individually installed LTIs. Each time we find a previously supported LTI that is heavily used in Blackboard, that isn't globally supported in Canvas an expense is incurred to the College. We are forecasting this need as we continue to migrate courses from Blackboard to Canvas and successfully launch Canvas in spring 2023 for our pilot. We are on schedule to fully launch Canvas in Summer 2023. This extra funding will ensure that we are maximizing the tool for the best experience for our students and faculty.

Dave Mayer moved that the Board approve an increase, not to exceed $150,000, to cover unforeseen expenses to successfully launch the College's new learning management system, Canvas. The project was initially approved in the FY23 Capital Budget for $500,000. The College will cover the additional funding through use of capital reserves.

Motion seconded by Richard Stadelman.

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

Facilities Remodeling and Expansion Resolutions: Surgical Tech Lab Renovation

This project is to remodel existing space into a remodeled Surgical Tech Lab. The Surgical Technology lab was constructed in 2001. At one time it was considered state-of-the art, however after 20 years it no longer matches what the students see in clinicals and is creating gaps in learning.

The remodel area totals 2159 SF, including (4) operating rooms, (2) pre-op rooms, and a small lecture area.

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 **Surgical Tech Lab Renovation** at the **Green Bay Campus** of Northeast Wisconsin Technical College. This project will be funded through the FY23 capital budget.

Jeff Rickaby moved that the Board approve the following resolution: *Resolution approving the project:* "BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the **Surgical Tech Lab Renovation** at the **Green Bay Campus** of Northeast Wisconsin Technical College."

Motion seconded by Dustin Delsman.

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

Facilities Remodeling and Expansion Resolutions: Tactical Training Center Renovation

The Tactical Training Center Building was constructed in 2001 as once considered the State-of-the-Art Tactical Training Center. Due to the nature of the type of training offered, the facility needs some aesthetics and program improvements. The Tactical Training Center is utilized by multiple programs; Fire Science, Jail Academy, Criminal Justice, Law Enforcement Academy and CTED (Corporate Training & Economic Development) through specialized training and building rentals.

The project provides light construction renovates to 6,027 SF of the Public Safety Training 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 **Tactical Training Center Renovation** at the **NWTC Green Bay Campus**. This project was approved for funding in the FY23 capital budget.

Richard Stadelman moved that the Board approve the following resolution: *Resolution approving the project:* "BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the **Tactical Training Center 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 Remodeling and Expansion Resolutions: Corporate Conference Center Renovation

The Public Safety Renovation project is a remodel of the existing Corporate Conference Center building within the existing footprint. This remodel is needed to provide updated and appropriate learning spaces for the entire Public Safety cluster, including programing for the Jail and Juvenile Officer Academy, Fire Protection, Fire Medic, Fire Science, Emergency Medical, Advanced EMT (AEMT), Paramedic, Criminal Justice, Law Enforcement and Professional Private Investigator program offerings. A major portion of the existing facility was constructed in 1990

when it was constructed for delivery of science and laboratory curriculum. In the current state, many spaces are oversized for the class sizes due to the need to previously accommodate scientific lab equipment inside the rooms. The current class size, delivery methods, and technology makes it conducive to being remodeled to accommodate the programs offerings in smaller spaces, with a greater number of simultaneous class sessions.

The project provides light construction renovates to 6,230 SF of the Corporate Conference 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 **Corporate Conference Center Renovation** at the **NWTC Green Bay Campus**. This project was approved for funding in the FY 23 capital budget.

Jeff Rickaby moved that the Board approve the following resolution: *Resolution approving the project:* "BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the **Corporate Conference Center Renovation** at the **NWTC Green Bay Campus**, at the **Green Bay** Campus of Northeast Wisconsin Technical College."

Motion seconded by Richard Stadelman.

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

Facilities Remodeling and Expansion Resolutions: Aurora MEP Renovation

The primary intent of the project will be to remove the majority of the original 1950's wing of the building and design and install a new HVAC system for the whole building.

The Aurora Learning Center facility will be "right sized" and will continue to serve members of the community while having a considerable savings to our operational budget.

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 **Aurora MEP Renovation** at the **Aurora Learning Center** of Northeast Wisconsin Technical College. This project will be funded through the FY23 capital budget.

Jeff Rickaby moved that the Board approve the following resolution: *Resolution approving the project:* "BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the **Aurora MEP Renovation** at the **Aurora Learning Center** of Northeast Wisconsin Technical College."

Motion seconded by Dustin Delsman.

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

***Consent Agenda Items*:**

Minutes

The minutes of the November 4, 2022, November 9, 2022, and November 14, 2022 Board meetings were sent to Board members prior to the December 14, 2022 Board meeting. It was recommended that Board approval be given for the November 4, 2022, November 9, 2022, and November 14, 2022 Board meeting minutes.

Faculty – New Hires

Neil Dorner – Criminal Justice Instructor – Limited Term. Neil Dorner was the Selection Committee's top choice for Criminal Justice Instructor. Mr. Dorner holds an Associate Degree in Police Science, a Technical Diploma in Emergency Medical Technician, and an Entry Level Firefighter 1 & 2 Certificate from Northeast Wisconsin Technical College. Since 2018, Mr. Dorner has been employed as a Police Officer for the Mishicot Police Department in Mishicot, Wisconsin, and a Part-Time Criminal Justice Instructor for Northeast Wisconsin Technical College. Prior to that, he was a Police Officer for the Sturgeon Bay Police Department in Sturgeon Bay, Wisconsin, and an Entry Level 2 – Firefighter for the City of Algoma Fire Department. He holds licensure form WI Law Enforcement Agency, the National Registry EMT, and a UT-DAAT License. Placement for this position would be at the level Faculty C, $75,000.

It was recommended that Board approval be given for the appointment 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 was 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 was recommended that the Board approve the contracts for services identified in Board Exhibit 3.

Dave Mayer moved that the Board approve the consent agenda items as follows: November 4, 2022, November 9, 2022, and November 14, 2022 Board meeting minutes, the appointment of Neil Dorner – Criminal Justice Instructor – Limited Term, 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

Roundtable Discussion: Nonprofit Social Services Providers

The Board engaged in a roundtable discussion with nonprofit social service providers within the NWTC District. The following participants were present:

- Rashad Cobb, Chief Operating Officer, Brown County United Way
- Robin Scott, Executive Direction, We All Rise
- Lisa Kogan-Praska, CEO, Boys & Girls Club of Greater Green Bay
- Amy Schaeuble, Executive Director, YWCA
- Robyn Hallet, Executive Director, Literacy Green Bay
- Brian Wolfe, Director of Operations, Forward Service Corporation
- Sara Beckman, Executive Director, Achieve Brown County

Ideas Discussed:

- Needs of community
- Greater GB Blueprint to Prevent and End Homelessness https://www.ggbcf.org/wp-content/uploads/2022/03/Greater-Green-Bay-Blueprint.pdf
- Childcare
- Mental health services
- Housing needs
- Achieve Brown County- parents lack confidence of ability for parents to read. Opportunities for adult reading strengthening programs to help parents raise readers
- Early Childhood education availability-we are seeing a decline in reading proficiency (5-year decline)
- Building resiliency, creative problem solving, "soft skills", conflict management and resolution and navigating tough choices and challenges in those young adult years (18–21-year old's)
- NWTC is creating space and opportunity to work with our students to help them gain skills to raise and improve their children
- Who are we not serving that we need to be serving
- How NWTC can better partner with non-profit organizations

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.

District Board Winter Meeting – January 11-13, 2022, Madison
ACCT Legislative Summit – February 5-8, 2022, Washington D.C.

Bylaws, Policies, and Procedures

Board members discussed changes to the Bylaws under consideration by the District Board Association.

Richard Stadelman reviewed the Bylaws, Policies, and Procedures Committee meeting minutes from the November 18, 2022 meeting.

President's Report

A. Potential Land Purchase – Dan Mincheff
   Dan Mincheff shared a potential land purchase and future investment opportunity to expand one of NWTC's facilities. If we do not secure a purchase of the land available, it's potential for a landlock on the property. Dan Mincheff and Chet Lamers will look into what it would take to purchase more than 10 acres of land.
B. Board Appointment Process – Dr. Jeff Rafn
   On January 9, 2023, there is a scheduled meeting from Brown County Chair, Patrick Buckley for all of the county Chairs within the NWTC district to discuss the makeup and distribution of the Board. The meeting will be a public meeting.

Next Board Meeting

The January 18, 2023 Board Meeting will be held in the District Boardroom 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

Dave Mayer moved that the Board adjourn the December 14, 2022 Board meeting. (3:25 p.m.)

Motion seconded by Dustin Delsman.

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

Gerald M. Worrick

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Gerald Worrick, Board Secretary

January 18, 2023

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Date