

Northeast Wisconsin Technical College District

Board of Trustees Meeting

Agenda

January 18, 2023

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 – Please turn off all cell phones at this time.

The Board Chairperson will call the January 18, 2023 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. *Student Senate*

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

3. *Mission Moment*

Meridith Jaeger, Vice President of College Advancement, will share a mission moment at this time.

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 2022 bills as presented.

2. Student Center Renovation – Anatomy and Physiology Labs

The Student Center Anatomy and Physiology Lab Renovation project is a remodel of the existing Student Center on the third level of the building within the existing footprint. This remodel is to relocate the (2) Anatomy and Physiology Labs to underutilized VC classroom spaces, which will set the stage to open other areas on level 3 of the student center to create a science wing. Most of the space on the third floor does not have to be reconfigured. The Health Science Labs (MA, Clinical, Phlebotomy, and Skills Lab) will remain untouched, as will the Physics Lab and the Mol/Cell Lab and prep spaces.

The project provides a moderate construction renovates to 4,395 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 Student Center Renovation– Anatomy and Physiology Labs at the NWTC Green Bay Campus. It is recommended that the Board approve the following resolution.

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the Student Center Renovation Anatomy and Physiology Labs, at the Green Bay Campus of Northeast Wisconsin Technical College.”

3. Student Center Renovation – Environmental Treatment Lab

The Student Center Environmental Treatment Lab Renovation project is a remodel of the existing Student Center on the third level of the building within the existing footprint. This remodel is to relocate the Environmental Treatment Lab and prep labs to the third level science wing in the Student Center from their current location in the Agricultural and Natural Resource building. This location will provide opportunities for synergies and efficiencies with other natural sciences, such as creating a central lab prep area to reduce overall resource needs.

The project provides a moderate construction renovates to 2,905 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 Student Center Renovation– Environmental Treatment Lab at the NWTC Green Bay Campus. It is recommended that the Board approve the following resolution.

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the Student Center Renovation Environmental Treatment Lab, at the Green Bay Campus of Northeast Wisconsin Technical College.”

1. Minutes

The minutes of the December 14, 2022 Board meeting were sent to Board members prior to the January 18, 2023 Board meeting. It is recommended that Board approval be given for the December 14, 2022 Board meeting minutes.

2. New Hires – Faculty

A. Brad Zima – Marketing Instructor

Brad Zima was the Selection Committee’s top choice for Marketing Instructor. Mr. Zima is working towards his Master’s Degree in Leadership and Organizational Development and anticipates graduating in 2024 from Lakeland University. He holds a Bachelor’s Degree in Organizational Leadership with an emphasis in Marketing Communications from University of Wisconsin Green Bay and an Associate’s Degree in Marketing Management from Milwaukee Area Technical College.

Since 2019, Mr. Zima has been employed as a Career Advisor and Internship Coordinator, and a Part-Time College of Business Marketing and Career Development Faculty for Northeast Wisconsin Technical College. Prior to that, he was the Program Director at Iron River Community Broadcasting and the Owner at CilQz Media. He has been the Co-Chair of NWTC’s Environment Climate Stewardship Team, Global Career Development Facilitator, Contributing Member of the New Manufacturing Alliance (NEWMA) Talent Task Force, Co-Chair of the Students of Color High Wage Employer Relations Committee, Co-Chair of NWTC American Marketing Association, and Positive Intelligence and EQ Training.

Placement for this position would be at the level Faculty C, \$72,000.

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

3. 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** **12:35 – 12:45**

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. **Board Appointment Process Discussion** **12:45 – 1:00**

The Board of Trustees will hold an open discussion on the Board Appointment process, guidelines, and opportunities to inform the County Chairs within the NWTC District on the process.

Break **1:00 – 1:15**

3. **Roundtable Discussion: Latinx Community** **1:15 – 2:30**

The Board will engage in a roundtable discussion with members of the Latinx community within the NWTC district.

4. **President's Report** **2:30 – 3:00**

- A. Enrollment Activity – Dr. Jennifer Flatt
- B. Legislative and Regulatory Issues (State & Federal) – Meridith Jaeger
- C. DEI Report – Dr. Sara Lam
- D. 8-Week Update – Dr. Kathryn Rogalski
- E. Current Events – Dr. Jeff Rafn

Next Board Meeting

The February 15, 2023 Board Meeting will be held in the Green Bay Campus Academic IT Area.

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 18, 2023 Board meeting.

DECEMBER BOARD REPORT

Proposed Contract Training 2022/2023

Indistrict*		START	EST	EST	
CLIENT NAME	CONTRACT DESCRIPTION	DATE	REVENUE	EXPENSE	MARGIN
Sierra Dental	BLS Refresher	12/8/2022	520.00	345.81	174.19
Olm Orthodontics	BLS Refresher	12/27/2022	490.00	319.91	170.09
Forward Service Corp	CPR Heartsaver AED & First Aid	12/13/2022	2,146.00	1,730.74	415.26
Fosber America Inc	December PLC / Drives Training	12/2/2022	7,672.50	5,246.32	2,426.18
Lamers Bus Drivers	Heartsaver First Aid	12/1/2022	1,379.00	1,047.36	331.64
Multiple Recipient Business & Industry	OSHA #501 F'2022	12/6/2022	3,900.00	3,685.00	215.00
Multiple Recipient Local Gov	LESB Physical Fitness Test - Dec. 2022	12/16/2022	250.00	127.85	122.15
Multiple Recipient Business & Industry	Inspiring Employee Motivation - F'22	12/7/2022	177.00	116.89	60.11
RR Donnelley - Broadway	Forklift Training December 2022	12/5/2022	4,700.00	2,583.60	2,116.40
Fincantieri Marinette Marine Corp	FMM Paint Training	12/5/2022	13,250.00	7,858.88	5,391.12
Door County Dept. of HHS	CPR Heartsaver AED	12/20/2022	706.00	538.24	167.76
Creative Kids Daycare	CPR Heartsaver AED	12/12/2022	1,040.00	835.42	204.58
Superior Resource Group	Qualifications 12/12 - 12/14/22	12/12/2022	2,611.47	1,511.73	1,099.74
Employment Health Services	Phlebotomy Training Dec 22, 2022	12/22/2022	225.00	127.85	97.15
Fincantieri Marinette Marine Corp	Xray of tests Dec 2022	12/1/2022	1,583.33	950.00	633.33
Multiple Recipient Local Gov	Transition to Supervision Dec. 2022	12/8/2022	3,380.00	2,000.00	1,380.00
Multiple Recipient Local Gov	Principles of Being an Effective Leader - Dec. 2022	12/9/2022	3,380.00	2,000.00	1,380.00
Multiple Recipient Local Gov	Media Relations - Dec. 2022	12/1/2022	890.00	542.13	347.87
Multiple Recipient Local Gov	AR 15 Armorer - Dec. 2022	12/8/2022	1,600.00	800.00	800.00
Austin Straubel Airport	BLS Refresher	12/7/2022	830.00	622.61	207.39
US Veterans Affairs Police	Firearms Training - US Veterans Affairs PD	12/10/2022	300.00	250.99	49.01
Multiple Recipient Local Gov	Tactical Response Team training - Dec. 2022	12/5/2022	424.93	336.84	88.09
Superior Resource Group	Qualifications 12/5 - 12/8/22	12/5/2022	1,691.71	969.11	722.60
Multiple Recipient Local Gov	Cell Extraction - Dec. 2022	12/9/2022	880.00	409.07	470.93
Multiple Recipient Local Gov	Police Applicant Background Investigations - December 2022	12/8/2022	625.00	625.00	0.00
TOTAL			\$54,651.94	\$35,581.35	\$19,070.59

Out of District		START	EST	EST	
CLIENT NAME	CONTRACT DESCRIPTION	DATE	REVENUE	EXPENSE	MARGIN
Harter's	Class B - Jasper Ware	12/6/2022	3,154.55	1,682.40	1,472.15
Oneida Police Department	Oneida PD - DAAT Refresher 2022	12/8/2022	575.00	447.47	127.53
Vine Christian Fellowship	Vine Christian Fellowship - Church Safety Training Dec. 2022	12/10/2022	150.00	102.74	47.26
Waupaca County Sheriffs Department	Dive Rope Tender training - Dec. 2022	12/8/2022	400.00	350.00	50.00
Miller Electric Manufacturing Co	FY2223 - PDI Miller Training 3 Locations	12/5/2022	2,550.00	1,814.00	736.00
Miller Electric Manufacturing Co	FY2223 Heyrman - Training	12/12/2022	220.00	156.00	64.00
WI Drug Expert Recognition Program	ARIDE - Dec. 2022	12/19/2022	780.00	780.00	0.00
TOTAL			\$7,829.55	\$5,332.61	\$2,496.94

Out of State**		START	EST	EST	MARGIN	FULL COST
CLIENT NAME	CONTRACT DESCRIPTION	DATE	REVENUE	EXPENSE		
LDR Worldwide	CDL Prep / Young 2022-12-1	12/1/2022	2,500.00	1,682.40	817.60	2,131.70
LDR Worldwide	CDL Prep / Zielinski 2022-12-16	12/16/2022	2,500.00	340.00	2,160.00	340.00
TOTAL			\$5,000.00	\$2,022.40	\$2,977.60	\$2,471.70
Contract Total for December = 34	DECEMBER CONTRACT TRAINING GRAND TOTAL		\$67,481.49	\$42,936.36	\$24,545.13	

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

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