

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

Wednesday, May 20, 2020
1:00 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 called the May 20, 2020 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

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

Excused: Dorothy Sadowski

Also Present: Jeff Rafn, Mary Jo Tilot, Lisa Maas, Aliessa Crowe, Anne Kamps, Jan Scoville, Layla Merrifield, Vickie Lock, Gina Van Egeren, Bob Mathews, Dan Mincheff, Colleen Simpson, Aliessa Crowe, Kathryn Rogalski

Jeff Rickaby moved that the Board go into Executive Session in accordance with State Statute 19.85(1) (c) (e) to discuss the following item: 1) Personnel Issues: President's Performance Evaluation, Contract, and Compensation (1:00 p.m.).

Motion seconded by Dave Mayer.

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

Richard Stadelman moved that the Board return to the regular order of business (2:30 p.m.).

Motion seconded by Dave Mayer.

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

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.

Student Senate

No report provided.

WTCS Boards Association Report

Layla Merrifield, WTCS Boards' Association Executive Director, provided an update to the Board on association activities.

- Boards Association summer meeting is still scheduled for July 26. This is our K12 Engagement meeting and will be available both face to face and virtually.
- Senator Dave Craig has announced that he will not run for re-election. That makes 4 republicans and 4 democrats that will not be running in the fall for their positions.
- Budget Repair Bill will be presented but whether one can be agreed on is unclear. The legislature is hesitant to enact budget cuts until they see what federal relief they may get.
- Cares Act is going to be disbursed based on headcount rather than FTE which would be a positive for the colleges given the amount of part-time staff they have.
- \$12 million request from the State Office's request – Education Relief money made available from the Department of Education. Hopeful that the Governor will apply for that money.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of April 1-30, 2020 \$ \$1,036,865.61

Detailed copies of the current disbursements for fiscal year 2020 for the month of April 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. Included as Board Exhibit 1 was a copy of the certified 3rd quarter Capital Expenditures report for items over \$50,000.

Cathy Dworak moved that the Board approve the April 2020 bills as presented and the certified 3rd quarter Capital Expenditures report for items over \$50,000.

Motion seconded by Rick Stadelman.

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

President's Contract & Compensation

Dave Mayer moved that the Board approve the President's compensation, benefits, and contract as discussed in Executive Session to be effective July 1, 2020.

Motion seconded by Jeff Rickaby.

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

Consent Agenda Items:

Minutes

The minutes of the April 15, 2020 Board meeting were sent to Board members prior to the April 17, 2020 Board meeting. It was recommended that Board approval be given for the April 15, 2020 Board meeting minutes as presented.

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 2.

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 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 (33.38% for on-campus and 27.52% 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 2.

Rick Stadelman moved that the Board approve the consent agenda items as follows: the minutes of the April 15, 2020 Board meeting; and, the contracts for services identified in Board Exhibit 2.

Motion seconded by Cathy Dworak.

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. No reports were provided at this time.

Board EduByte – Transfer Opportunities

Anne Kamps, Dean of Learning Support Services, provided an update on the College’s transfer opportunities.

- Aurora sends their students to Concordia. Rasmussen has always been in the College’s market place also.
- Lakeland College has always been in our top 4 partners. This is the first time that they have fallen off. Rasmussen and Milwaukee have pushed Lakeland down to #6. About 22 students a year went to Concordia and 6 went to Lakeland.

Policy Discussion: Identity & Role of the Regional Centers

Jan Scoville, Dean, Regional Learning, will provide information on the role of the regional centers for discussion with and input from the Board on future direction at the June meeting.

Key Performance Outcomes

The end of 3rd quarter Key Performance Outcomes Status Report for academic year 2020 was included with the Board packet as Board Exhibit 3 for review by the Board. Included with the quarterly report were the FY 2020 Board Professional Development Account Status Report and the Operational and Capital Contingency Account Status Reports.

President's Report

Enrollment Activity –

- The College is currently down 9% over this same time last year in FTE. We will be rolling out next week a public relations marketing effort on a “No Risk Enrollment Plan” whereby students will be able to register for their classes and be in them for 5 days before they must pay or cancel. They will get their books and supplies and will return those if they don't continue beyond the 5 days. We think students don't understand we use that process now, so we will be marketing it.
- Still looking at the best uses of the Cares Act Funding that was partially set aside for students and the other for use by the Colleges to provide virtual training.
- Reviewed budget with the Board and the impact the lower enrollments are having on it for FY21. Shared with the Board the travel restrictions that will be implemented at the College. We had planned to spend \$2.2 million of our budget. We now feel that will be \$100,000 or no money out of fund balance to end this year. We also have \$1.8 million from the federal government to use for operational items that we had to put in place to deal with COVID-19.

Legislative and Regulatory Issues (state & federal) –

- No new report.

8-Week Advantage –

- Deferred report

COVID-19 Update –

- Summer session will be getting underway on June 8, with most students participating virtually. All students on campus will be required to wear masks before entering the building. For fall staff is currently review available classroom/lab spaces that can be reworked to accommodate the 6 feet social distancing requirement. With fall semester, staff, faculty and a larger number of students will be back on campus. Procedures for re-entry into the building are being developed, as well as limiting entry doors, the requirement of masks, etc. All common areas (the Commons, the Library, and other larger spaces where large groups may congregate will be closed, including the gym and workout rooms.

Current Events –

- The June 26 graduation will be held virtually.

Action Item

FY 2021 Budget Public Hearing

Dave Mayer moved to adjourn the regular session for the purpose of conducting a Public Hearing on the FY 2021 Budget for Northeast Wisconsin Technical College (4:00 p.m.).

Motion seconded by Jeff Rickaby.

Motion carried, with all voting “Aye” on voice vote.

Public Hearing on the Fiscal Year 2021 Budget

In accordance with the requirements of Wisconsin Statutes, a Class I Legal Notice appeared in the official newspaper of the District giving notice that a Public Hearing on the Proposed Fiscal Year 2021 Budget would be held via WebEx originating from the District Office of the Northeast Wisconsin Technical College at 2740 West Mason Street, Green Bay, Wisconsin 54307-9042, at 4:00 p.m. on Wednesday, May 20, 2020, for the purpose of giving members of the public an opportunity to express their views on the proposed FY 2021 budget. A copy of the draft Fiscal Year 2021 Budget and Notice of Public Hearing was enclosed.

- Upon three calls for interested parties to address the Board regarding the proposed FY 2021 Budget, Chairperson Hedtke requested a motion to go back to open session.

Ben Villarruel moved that the Board return to the regular order of business to act on the FY 2021 Budget.

Motion seconded by Gerald Worrick.

Motion carried, with all voting “Aye” on voice vote.

FY 2021 Budget

Gerald Worrick moved that the Board approve the FY 2021 Budget as presented in the budget document and summarized in Board Exhibit 4.

Motion seconded by Richard Stadelman.

- The Board noted that the budget was very well done, the graphics were especially helpful, and complimented staff on the great job they have done for the Board and the College.

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

Next Board Meeting

The June 17, 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.

Jeff Rickaby moved that the Board adjourn the May 20, 2020 Board meeting (4:10 p.m.).

Motion seconded by Dave Mayer.

Motion carried, with all voting “Aye” on voice vote.



Gerald Worrick, Board Secretary

June 17, 2020