

Northeast Wisconsin Technical College District

*Board of Trustees Meeting
Agenda*

September 15, 2021
12:00 p.m.

**NWTC Green Bay Campus Board Room DO308
2740 West Mason Street, Green Bay, Wisconsin 54303**

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

The Board Chairperson will call the September 15, 2021 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

Guests

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

A mission moment is being shared for Allyson who graduated in Spring 2021 in the Legal Studies/Paralegal program. She was a scholarship recipient in Spring of 2020. Her statement is as follows:

“When I received notice that I had received your scholarship I jumped out of bed and with happy tears in my eyes ran downstairs to share the news with my family. I was filled with so much joy and appreciation. This year I was faced with losing four months wages due to my employer being shut down due to COVID. I also lost my best friend and biggest support system, my grandmother, you truly have no idea how much your scholarship means to someone who has lost so much. I am very excited to be graduating in May from NWTC with my associate degree as a paralegal.

After graduation from NWTC I am planning to go back to school for another two years to earn my bachelor’s degree in business leadership. I am passionate about what I have learned, and I believe it is passion that drives people to be successful. **Upon receiving your scholarship, I am one step closer to sharing my passion with the world.”**

Action Items (Roll Call Vote)

1. Bills

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

2. Additional Capital Request for Additive Manufacturing/Industry 4.0 Project

Administration is recommending an increase of \$150,000 for additional equipment to complete the initial investment in Additive Manufacturing/Industry 4.0. The funds will complete the atrium redesign which will serve as an innovation event center to showcase the College's engagement with students and the industry.

The project was initially approved in the FY 21 Capital Budget for \$700,000. The College will cover the additional funding through use of capital reserves.

3. Increase in FY 2022 Capital Budget Request

Administration is recommending an increase of \$2,000,000 in the FY 2022 Capital Budget. This will raise the overall budget from \$13,725,000 to \$15,725,000. Exhibit 1 includes all the previous projects approved by the Board in April 2021 with the original amount approved and the revised amount that totals \$15,725,000. Also included in the exhibit are projects that now exceed \$50,000 that require Board approval.

The revision reflects the increase the College has seen due to higher labor and material costs as well as the price increases due to the high demand for products and services.

The increase in capital projects will require an increase in debt borrowing from \$12,900,000 to \$14,900,000. The debt mill rate will be maintained (\$0.4138 v. \$0.4146) despite the increase in debt levy (\$19.634M v. \$18.397M) due to use of debt premium (\$1.0M) and a projected increase in Equalized Value of 8%.

The breakout by category is:

	FY 2022 Budget	FY 2022 Revised
Land	\$1,000,000	\$1,101,400
Building Improvement	3,306,100	4,628,200
Equipment	9,418,900	9,995,400
	<u>\$13,725,000</u>	<u>\$15,725,000</u>

4. Resolution Awarding the Sale of \$6,500,000 General Obligation Promissory Notes; Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on July 12, 2021, the Board authorized the borrowing of \$6,500,000 for FY 2022 capital budget needs (\$5,100,000 for moveable equipment, \$1,200,000 for building improvement and \$200,000 for site improvements). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$6,500,000, and specifying the amount of the tax heretofore levied, has been prepared by Bond Counsel and is attached as Board Exhibit 2. PMA Financial Network, Inc. will be soliciting competitive bids for the issue and presenting the bid tabulation and the winning bid for the sale of the notes at the meeting on September 15, 2021.

It is recommended the Board adopt the resolution authorizing the sale of \$6,500,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Consent Agenda Items:

1. Minutes

The minutes of the August 11, 2021 Board meeting were sent to Board members prior to the September 15, 2021 Board meeting. It is recommended that Board approval be given for the August 11, 2021 Board meeting minutes.

2. Building Maintenance - Automation Technician Certificate Approval

This certificate prepares students to monitor energy consumption with the ability to detect and evaluate energy efficiency opportunities. Completers of the Building Maintenance - Automation Technician certificate enters the Building Automation Technology workforce with electricity, HVAC, and building comfort knowledge as well as skills in programmable building controls. Building Maintenance-Automation Technicians work within a variety of business sectors: energy equipment companies; heating, ventilating, air conditioning and refrigeration contractors, and with building facilities.

The Pathway certificate will consist of three existing courses currently offered at local high schools via transcribed credit (i.e., Automation 1, Automation 2, and DC1), a new transcribed one-credit Smart Start to Building Automation Systems (BAS) course, and two existing Associate Degree courses (Energy Control Strategies and BAS Networking 1) as Start College Now offerings. Transcribed credit courses are taught by high school instructors who have been trained by NWTC.

In Northeast Wisconsin, the concentration of occupations across the Climate Control Technologies sector is greater than the national average (*EMSI Occupation Overview in Seven Wisconsin Counties (Brown, Door, Florence, Kewaunee, Marinette, Oconto, and Shawano, 2018)*). Climate Control occupations are projected to have significant job growth in Northeast Wisconsin. Furthermore, impending retirements are of additional concern. Four of five Climate Control occupations have near or greater than one-third of the current workforce approaching retirement age. Compensation is excellent for individuals who have training in the building automation field entering the job market. Entry-level Building Maintenance - Automation Technician completers can earn between \$17-\$30/hour.

Students who complete the Building Maintenance - Automation Technician Pathway Certificate can transfer all credits to the Energy Management Technology Associate Degree. This certificate is expected to begin in Fall 2022.

It is recommended that the Board approve the Building Maintenance - Automation Technician Pathway Certificate and authorize its submission to the WTCS State Board for approval.

3. Lubrication Technician Program Approval

As a Lubrication Technician apprentice, students will work with industrial machinery and equipment components. You'll learn to adhere to safety and industry standards and demonstrate safe work practices. In related training, you'll learn to compare greases, oils, hydraulic fluids and other lubricants; perform general lubrication, operate hydraulic and central lube oil systems; and perform preventative maintenance. This program requires you to first be employed before starting your on-the-job and classroom instruction. Completers will be able to work as Oilers, Lubricators, Lubrication Technicians, Maintenance Lubricators and Maintenance Helpers. Average hourly pay is \$29. This program is expected to begin in Fall 2021.

It is recommended that the Board approve the Lubrication Technician apprenticeship and authorize its submission to the WTCS State Board for approval.

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

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. EduByte – 8-Week Update

Stephanie Atkins, Faculty Development and Kevin Rathburn, Criminal Justice Instructor will provide an update on the 8-Week sessions.

3. Policy Discussion: Active Listening for Inclusion

Mohammed Bey, Chief Officer for Diversity, Equity, and Inclusion will lead the discussion on active listening for inclusion as part of the Board DEI training.

4. President's Report

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

5. Campus Tour – College of Business

At approximately 2:30 p.m., the Board will be provided a tour of the College of Business.

Next Board Meeting

The October 20, 2021 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 September 15, 2021 Board meeting.