

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

Wednesday, August 17, 2022

12:00 p.m.

***In- Person in the NWTC Green Bay Public Safety Complex
2565 Larsen Road, Green Bay, WI 54303***

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

The Board Chairperson called the August 17, 2022, NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

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

Absent: Dustin Delsman, Ben Villarruel

Also Present: Sara Lam, Meridith Jaeger, Dan Mincheff, Jennifer Flatt, Kathryn Rogalski, Jeff Rafn, Janel Karban, Chet Lamers, Meng Xiong, Danielle Kerkoff, Brad Weber, Anthony Ronsman, Kelly Milks, Cindy Estrup, Amy Kox

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.

- Dr. Jeff Rafn introduced our new Vice President of Diversity, Equity, and Inclusion, Sara Lam.
- Chet Lamers, Director of Facilities, introduced Meng Xiong, Danielle Kerkoff, Brad Weber, Anthony Ronsman, Kelly Milks

Mission Moment

Dr. Jeff Rafn, President, shared a video from In-Service during this time.

Dr. Jennifer Flatt shared an infographic on FY2022 yeah in review from Student Services.

Student Senate

There was no Student Senate update.

Action Items (Roll Call Vote)

Bills

Detailed copies of the current disbursements for fiscal year 2022 for the month of July 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. Included as Board Exhibit 1 is a copy of the certified 4th quarter Capital Expenditures report for items over \$50,000 and the FY 2022 Board Professional Development Account Status Report and the Operational and Capital Contingency Account Status Reports.

It was recommended that the Board approve the July 2022 bills as presented and the certified 4th quarter Capital Expenditures report for items over \$50,000.

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

Motion seconded by Richard Stadelman

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

Resolution Authorizing the Borrowing of \$4,859,000 for Movable Equipment; \$1,500,000 for Building Remodeling and Improvement Projects; \$91,000 for Site Improvements; \$450,000 Building Acquisition; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2022 and 2023 budget deliberations, the Board approved various capital projects for building remodeling and improvements, acquiring moveable equipment, building acquisition, and site improvements. This resolution authorizes the borrowing of \$6,900,000 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.

Jeff Rickaby moved that the Board adopt the resolution authorizing the borrowing of \$4,859,000 for moveable equipment; \$1,500,000 for building remodeling and improvement projects; \$91,000 for site improvements; \$450,000 building acquisition; and providing for the issuance and sale of general obligation promissory notes therefor.

Motion seconded by Carla Hedtke

Dr. Jeff Rafn announced that Dan Mincheff was named Vice President of Business & Technology.

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

Authorization for the President to Enter into an Agreement with a Qualified Firm at a Cost not to Exceed \$90,000 for Development of the Executive Leadership Team

As the college transitions into the post-Covid environment, welcomes four new executive leaders since January of 2022, eliminates an executive leader position through reorganization, and faces, in the new term, a transition to a new president, it is recommended that a consultant or consultant firm be engaged to assist the president and executive leadership team in developing into a High Performance Team. At a minimum, the following would be accomplished between October and June of the 2022-2023 academic year: 1) An executive team leadership and team assessment, 2) The provision of executive coaching, and 3) the establishment of professional relationships and actions indicative of a High Performance Team.

Dave Mayer moved that the Board authorize the president to enter into an agreement with a qualified firm at a cost not to exceed \$90,000. Said funds shall be provided without increasing the Board approved budget for FY23.

Motion seconded by Richard Stadelman

Motion carried, with the following votes on roll call:

- “Aye” - Hedtke, Mayer, Schanock, Stadelman, Dworak, Rickaby
- “Nay” - Worrick

Authorization for the President to Engage with a Qualified Professional Search Firm at a Cost not to Exceed \$50,000 for the Vice President of Talent and Culture Position

Following failed searches for Vice President of Talent and Culture and upon the approval of the president of the college it is recommended that the Board of Trustees authorize the engagement of a professional search firm to conduct a search. It is anticipated the cost of a successful search may be up to \$50,000.

Therefore it is recommended that the Board pass a motion authorizing the president to engage qualified professional search firm at a cost not to exceed \$50,000. Said funds shall be provided without increasing the Board approved budget for FY23.

Dave Mayer moved that the Board pass a motion authorizing the president to engage qualified professional search firm at a cost not to exceed \$50,000. Said funds shall be provided without increasing the Board approved budget for FY23.

Motion seconded by Richard Stadelman

Gerald Worrick made a motion to amend the resolution that the Board pass a motion authorizing the president to engage qualified professional search firm at a cost not to exceed \$50,000 not to exceed \$75,000. Said funds shall be provided without increasing the Board approved budget for FY23.

Motion to amend has been denied as a result of motion not being seconded.

Motion carried, with the following votes on roll call:

- “Aye” - Hedtke, Mayer, Schanock, Stadelman, Dworak, Worrick
- “Nay” - Rickaby

Consent Agenda Items:

Minutes

The minutes of the July 11, 2022 Board meetings were sent to Board members prior to the August 17, 2022 Board meeting. It was recommended that Board approval be given for the July 11, 2022, Board meeting minutes.

Faculty – New Hires

- A. Ryan Peterson – Criminal Justice Instructor - Ryan Peterson was the Selection Committee’s top choice for Criminal Justice Instructor. Mr. Peterson holds a Bachelor of Science in Criminal Justice from Marian University, and an Associate’s Degree in Criminal Justice from Fox Valley Technical College. Since 2016, Mr. Peterson has been employed as a Patrol Lieutenant, a Threat Assessment Officer, and a Patrol Officer for the Appleton Police Department, in addition to a Part-Time Instructor for Fox Valley Technical College. Prior to that, he was employed by Fox Valley Metro Police Department and the Sun Prairie Police Department. He is a Certified Security Assessment Professional, Certified CPTED, CIT trained, Reid Interview and Interrogation Trained, and has an EMT license. Placement for this position would be at the level Faculty B, \$81,334.

- B. Jacob Morois – Electronics – Electrical Engineering and Corporate Training Instructor - Jacob Morois was the Selection Committee’s top choice for Electronics - Electrical Engineering and Corporate Training Instructor. Mr. Morois holds a Master of Science in Engineering Design from the University of Wisconsin Platteville, and a Bachelor of Science in Environmental Science and Resource Management from the University of Wisconsin Green Bay. Since 2012, Mr. Morois has been employed as an Electromechanical Technology Instructor at Fox Valley Technical College. Since 2011, he was the Test Engineering and Technical Training Manager at EMT International Inc. Since February 2017, he has been the Lead Project Engineer – Mobile Modular Training Systems and the Trades and Engineering Technologies/Corporate Training and Economic Development Instructor. He has his Masters Certificate Coursework: Project Management, FQAS Certification, Industrial Automation PLC Training Certifications, Commercial Driver’s License and Private Pilot License. Placement for this position would be at the level Faculty C, \$89,000.
- C. Joel Mikulsky – Telecommunications Technology Instructor - Joel Mikulsky was the Selection Committee’s top choice for Telecommunications Technology Instructor. Mr. Mikulsky holds an Associate’s Degree in Civil Engineering – Public Works Technician from Northeast Wisconsin Technical College. Since 2002, Mr. Mikulsky has been employed as a Civil Engineering Tech/Project Manager, Access Engineering, LLC. Prior to that, he was the President of Civil Engineering Technician, Multimedia communications and Engineering, INC. He is a Certified Fiber Optic Technician, and has his Basics of Fiber Optics “Certificate of Completion” granted from Fiber U. Placement for this position would be at the level Faculty C, \$80,000.
- D. Melinda Schommer – Associate Degree Nursing Instructor - Shawano Instructor - Melinda Schommer was the Selection Committee’s top choice for Associate Degree Nursing Instructor - Shawano Instructor. Ms. Schommer holds a Master of Science in Nursing-Education from Grand Canyon University, and a Bachelor of Science in Nursing from Bellin College. Since November 2018, Ms. Schommer has been employed in the positions of Nurse Practice Specialist, Clinical Nurse Manager, Nursing Education Practice Specialist, and Registered Nurse for Thedacare. Prior to that she was part-time faculty for Marian University and Fox Valley Technical College. She holds her Wisconsin Registered Nursing License. Placement for this position would be at the level Faculty C, \$ 78,500.
- E. Erin Hansel – Environmental Engineering Instructor - Erin Hansel was the Selection Committee’s top choice for Environmental Engineering Instructor. Ms. Hansel holds a Master of Business Administration from UW-Oshkosh and Bachelor of Science in Environmental Engineering from Michigan Technological University. Since 2014, Ms. Hansel has been employed as an Air Management Engineer for the Wisconsin Department of Natural Resources. Since 2021, she has been employed as Track and Field Coach for Pulaski High School. Prior to that, she was employed as an Environmental Technician for the U.P. Engineers and Architects. She is a licensed as a Professional Engineer Placement for this position would be at the level Faculty C, \$82,500.00.
- F. Lili Calawerts – ELL/Intensive English – Career Pathway Bridge Instructor - Lili Calawerts was the Selection Committee’s top choice for ELL/Intensive English – Career Pathway Bridge Instructor. Ms. Calawerts holds a Master of Science in Applied Leadership for Teaching from UW-Green Bay, a Masters of Education in Language, Culture, and Curriculum from University of Chicago Loyola and Bachelor of Liberal Arts from University of Minnesota Twin Cities. Since 2021, Ms. Calawerts has been employed as a Part-Time English Language Learning Instructor/Part-Time Adult Basic Education Instructor For Northeast Wisconsin Technical College and a Part-Time Intensive English Program Instructor for Fox Valley Technical College. Prior to that, she was employed as District EL Teacher for the Unified School District of De Pere. She is a licensed as a Professional Engineer. Placement for this position would be at the level Faculty A, \$70,000.00.

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

Approval of NWTC Facilities 2023-2025 Three-Year Plan

Per WTCS requirements and statute, all WTCS districts must provide an approved three-year comprehensive Facilities Plan. This request is for approval to submit the presented plan (Board Exhibit 3) with approval from the NWTC District board. Chet Lamers, Facilities Director will provide an overview of the plan.

It was recommended that the Board approve the NWTC Facilities 2023-2025 Three-Year Plan for submission to the WTCS office.

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 4.

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 4.

Dave Mayer moved that the Board approve the consent agenda items as follows: July 11, 2022 Board meeting minutes, the appointments of Ryan Peterson – Criminal Justice Instructor, Jacob Morois – Electronics – Electrical Engineering and Corporate Training Instructor, Joel Mikulsky – Telecommunications Technology Instructor, Melinda Schommer – Associate Degree Nursing Instructor - Shawano Instructor, Erin Hansel – Environmental Engineering Instructor, Lili Calawerts – ELL/Intensive English – Career Pathway Bridge Instructor, NWTC Facilities 2023-2025 Three-Year Plan, and the contracts for services identified in Board Exhibit 4.

Motion seconded by Carla Hedtke.

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.

- Carla Attended the quarterly meeting in Wausau.
 - In-service on Student Experience with four women on the panel including a WTCS state board member talking about their involvement and support they gained through the technical college system related to student support.
 - Carla took a tour of the culinary area
- October 6-8, 2022 District Board Association Meeting in Eau Claire

Policy Discussion: Public Safety Update

Cindy Estrup, Academic Dean of Public Safety, provided a Public Safety Update during this time.

Tour: Public Safety Complex

The Board of Trustees was provided a tour of the Public Safety Complex during this time.

If appropriate, the Board of Trustees May Engage in Discussion and Provide Direction to College Staff in Preparation of Engaging in a Presidential Search

Dr. Jeff Rafn has submitted his intent to retire to the Board of Trustees effective 06/30/2023. Following the Board meeting a notification will go out to NWTC, WTCS Presidents, and the media.

The Board of Trustees engaged in conversation regarding the next steps. The Board will review an RFP and continue discussion at the September Board meeting. The Board will obtain a list of what other WTCS colleges have used for Presidential searches over the past few years.

President's Report

- A. Enrollment Activity – Dr. Jennifer Flatt
 - Up in terms of new students and down in current students.
- B. Legislative and Regulatory Issues (State & Federal) – Meridith Jaeger
 - No Update
- C. DEI Report – Libby Jacobs
 - No Update
- D. 8-Week Update – Dr. Kathryn Rogalski
 - No Update
- E. Current Events – Dr. Jeff Rafn
 - UW has a new affordability plan to allow for free tuition
 - NWTC has their Employee Giving Campaign going on with a goal of 100% employee giving

Next Board Meeting

The September 21, 2022 Board Meeting will be held in the NWTC Green Bay Campus in the Trades & Industry Atrium at 2740 W. Mason Street, Green Bay, WI 54307.

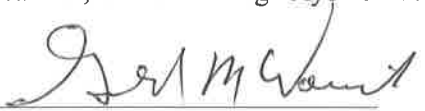
Board members and administration will have an opportunity to identify items that weren't identified prior to the preparation of the agenda for referral to administration or placed on a future board agenda.

Adjournment

Carla Hedtke moved that the Board adjourn the August 17, 2022 Board meeting. (3:10 p.m.)

Motion seconded by Jeff Rickaby.

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



Gerald Worrick, Board Secretary

9-21-22

Date