

Northeast Wisconsin Technical College District

Board of Trustees Meeting

Minutes

Wednesday, March 18, 2020

12:00 p.m.

***NWTC – WebEx Originating from NWTC Board Room
2740 West Mason Street, Green Bay, WI 54303***

The Board Chairperson called the March 18, 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, Kim Schanock, Richard Stadelman, Ben Villarruel,
Gerald Worrick

Excused: Jeff Rickaby, Dorothy Sadowski

Also Present: Jeff Rafn, Mary Jo Tilot, Bob Mathews, Dan Mincheff, Kathryn Rogalski, Colleen Simpson, Lisa Maas,
Alisha Crowe

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of February 1-29, 2020 \$1,426,508.44

Detailed copies of the current disbursements for fiscal year 2020 for the month of February 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

Cathy Dworak moved that the Board approve the February 2020 bills as presented.

Motion seconded by Dave Mayer.

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

Board Resolution Authorizing Early Start of FY 21 Projects

Staff requested the Board’s approval of a subset of FY 21 capital projects prior to the formal review of the capital budget at the April District Board meeting. The Board’s approval of these projects would allow the College to bid out projects and enter into contracts with vendors prior to the May 2020 public hearing. The schedule of the projects requires pre-planning to enable the start of the projects in May 2020 in anticipation of completion prior to the start of the Fall 2020 semester. The projects (listed below) would be designed and publicly bid with intent of obtaining contract signatures at the April District Board meeting or shortly thereafter. Total project value is \$2,151,440, and staff anticipates that \$322,716 will be spent prior to the May 2020 public hearing. The College has funds in reserve to cover the spending prior to the May 2020 public hearing.

<i>Project</i>	<i>Project Value</i>
PS ID 14121 – District Wide Pavement Improvements	\$275,940

PS ID 14357 – District Wide Door Improvements	\$ 65,000
PS ID 13979 – District Wide Furniture Improvements	\$ 75,000
PS ID 13780 – District Wide Flooring Improvements	\$200,000
PS ID 14356 – District Wide ADAAG Improvements	\$200,000
PS ID 14266 – SC Locker Removal	\$250,000 (will require State Board approval)
PS ID 1204, 1203, 1205 – SC Classroom Remodels	\$188,400 (will require State Board approval)
PS ID 14348 – Sterivap Sterilizer	\$ 84,400
PS ID 1431 – Physics lab remodel	\$242,400
PS ID 14396 – Vent hood install	\$ 88,000
PS ID 13350 – Gym Remodel	\$155,300
PS ID 14397 – Prototype Paint Booth AHU	\$ 11,000
PS ID 14228 – Hydraulic Trainers	\$225,000
PS ID 14152 – CNC Lathe	<u>\$ 91,000</u>
Total	\$2,151,440

Cathy Dworak moved that the Board authorize the early start request for the capital projects listed above.

Motion seconded by Gerald Worrick.

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

Consent Agenda Items:

Minutes

The minutes of the February 19, 2020 Board meeting were sent to Board members prior to the March 18, 2020 Board meeting. It was recommended that Board approval be given for the February 19, 2020 Board meeting minutes as presented.

Faculty - Resignation

With regret, the College recommended that the Board accept the following resignation notice: Clint Braun – Automotive Technician Instructor, who has been with the College since August 15, 2016 announced his resignation effective March 6, 2020.

Landscape Technician Technical Diploma Approval

The Landscape Technician Technical Diploma will provide foundational knowledge and training in plant identification and propagation, hardscape and plant installation, cost estimation, maintenance and safe operation of landscape and construction equipment.

The current Landscape Horticulture Associate Degree program provides students preparation in maintenance, installation and design in this field. It is a broad area of study and job placement is across many horticulture fields. A group of 22 industry stakeholders from 16 Northeast Wisconsin landscape companies attended a focus group on February 6, 2020. The group was very supportive of the current Landscape Horticulture Associates Degree program and its graduates while understanding the need to create a new credential to align with needs of the industry and the interests of potential students.

The proposed Landscape Technician Technical Diploma will narrow the focus of the degree to maintenance and installation based on the focus groups input. The Landscape Technician Technical Diploma will be offered part time and full time and will allow students to start throughout the year. The program will include an internship requirement based on employer input. According to EMSI, Landscape and Groundskeeping positions in Northeast Wisconsin look to increase 4.9% by 2025. Candidates can expect to make \$14.00/hour. This program is expected to begin in Fall 2020.

It was recommended that the Board approve the Landscape Technician Technical diploma program and authorize its submission to the WTCS State Board for approval.

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 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 (33.38% 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 1.

Richard Stadelman moved that the consent agenda items be approved as follows: the February 19 Board meeting minutes; the resignation notice of Clint Braun – Automotive Technician Instructor; the Landscape Technician Technical diploma program and authorize its submission to the WTCS State Board for approval; and, the contracts for services identified in Board Exhibit 1.

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.

- Carla Hedtke thanked Gerald Worrick for participating on the Nominating Committee for the WTCS Boards Association. They are currently looking for someone to run for the position of Secretary/Treasurer.

Board EduByte – Regional Center Manager Update

This report was deferred.

Policy Discussion – Closing the Achievement Gap

Report deferred.

President's Report

COVID-19 Update

- If the College cancels classes we would have to refund students all of their money, and there are those students that are trying to complete their credential. We think we can deliver more of our programs online, however; the laboratory programs require hands-on instruction so that we would still need to do some on campus training. We also have the restriction of having no more than 10 people in a classroom so that will force the College to change how instruction is delivered and modify the schedule. Will continue to update the Board as we update staff.

Lease of Property

- Staff is currently looking for someone who would be interested in leasing the Tweet Garot building. The College has the potential opportunity to lease that space for a period of 3 years with the option of a 4th and 5th year.

Current Events

- HR is in the process of issuing non-renewals this week, and each of those employees affected would have the right to a private hearing with the Board. At this time it is not known if there will be one requested, however if we do it is recommended that the hearing should be in person. The College is also looking at potentially holding the April and May Board meetings virtually. If we do May virtually, we would then not hold the public hearing on the budget until June.

Next Board Meeting

The April 15, 2020 Board Meeting will be held at the NWTC-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 March 18, 2020 Board meeting be adjourned (12:35 p.m.).

Motion seconded by Cathy Dworak.

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



Gerald Worrick, Board Secretary

April 15, 2020
Date