

Northeast Wisconsin Technical College District

Board of Trustees Meeting

Minutes

Wednesday, April 15, 2020

12:45 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

The Board Chairperson called the April 15, 2020 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

Present: Cathy Dworak, Carla Hedtke, Jeff Rickaby, Dorothy Sadowski, Kim Schanock, Richard Stadelman, Ben Villarruel, Worrick

Also Present: Jeff Rafn, Mary Jo Tilot, Kathryn Rogalski, Lisa Maas, Dan Mincheff, Colleen Simpson, Bob Mathews, Aliesha Crowe, Amy Kox, Chet Lamers, Jan Scoville, Karl Reischl, Jonathan Tipler, Mark Franks, Christopher Dahlke, Gina Van Egeren, Pam Lunde, Vickie Lock, Randy Smith, John Grant, Scott Anderson

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 was provided at this time.

Bills

Bills Covering the Period of March 1-31, 2020 \$1,155,847.75

Detailed copies of the current disbursements for fiscal year 2020 for the month of March 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 March 2020 bills as presented.

Motion seconded by Dorothy Sadowski.

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

Budget Modifications

Board Exhibit 1 was a copy of the fund statements of proposed fund and function modifications to the FY 2020 budget, prepared in accordance with Wisconsin State Statute 65.90(5) and the Uniform Financial Fund Accounting System Manual of the Wisconsin Technical College System Board.

Richard Stadelman moved that the Board approve the proposed fund and function modifications contained in the fund statements and that such modifications be summarized and published per State Statute 65.90(5) as a Class I legal notice within ten days of Board approval and both exhibits be forwarded to the State Board.

Motion seconded by Dave Mayer.

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

Final Issuance of Non-Renewal Notices

Richard Stadelman moved that the Board approve the final issuance of non-renewal notices as discussed in Executive Session.

Motion seconded by Cathy Dworak.

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

Consent Agenda Items:

Minutes

The minutes of the March 18, 2020 Board meeting were sent to Board members prior to the April 15, 2020 Board meeting. It was recommended that Board approval be given for the March 18, 2020 Board meeting minutes as presented.

Faculty Resignation

With regret, the College recommended Board acceptance of the following resignation notice: Howard (AI) FencI – Systems Administration/Security Instructor, who has been with the College since August 17, 2009 and has announced his resignation effective May 20, 2020.

HVAC/R Fundamentals Certificate Approval

The Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) Fundamentals Certificate will enhance basic understanding and skills of incumbent workers employed in the HVAC/R industry who were hired with little background education or knowledge of the field. The certificate will provide foundation knowledge and training in the basics of electricity, control circuits, and heating, air conditioning, and refrigeration systems. The certificate will provide a clear pathway from high school to and through a two-year technical diploma or associate degree while allowing a completer to possess the requisite skills and knowledge to be employed at an entry level in the industry. The certificate is comprised of five fundamental courses from the existing HVAC/R technical diploma program and is expected to take one calendar year to complete.

The HVAC/R Fundamentals Certificate will meet the needs of NWTC district employers looking to specifically fill the skills gap between high school technical education and a two-year technical diploma that specializes in advanced HVAC/R installation, troubleshooting, and repair skills. Those already in the workforce looking to expand their current

skills can return to NWTC for the HVAC/R Fundamentals Certificate. With additional coursework graduates of this certificate can ladder into the two-year HVAC/R technical diploma or AAS degree programs.

Our community partners support this initiative and endorse NWTC pursuing this program. Bay Area Workforce Development area occupational projections indicate there to be approximately 156 openings annually in the regional area for HCAV/R technicians. Burning Glass indicates there to be a median base annual wage of \$39,164 per year in the NWTC district. This certificate is expected to begin in Fall 2020.

It was recommended that the Board approve the HVAC/R Fundamentals Certificate and authorize its submission to the WTCS State Board for approval.

SC Locker Removal and Renovation Board Resolution

Staff requested that the NWTC District Board of Trustees approve the development of the project, for the SC Locker Removal and Renovation at the NWTC Green Bay Campus and authorize NWTC staff to submit final review documents to the Wisconsin Technical College System (WTCS) Board. It was recommended that the Board approve the following resolutions.

Resolution approving the project:

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the development of the project, the SC Locker Removal and Renovation, at the Green Bay Campus of Northeast Wisconsin Technical College.”

Resolution Requesting State Board approval of the project:

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board requests approval by the WTCS Board for the project, the SC Locker Removal and Renovation, at the Green Bay Campus of Northeast Wisconsin Technical College.”

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 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 are available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 2.

Dave Mayer moved that the Board approve the consent agenda items as follows: The March 18, 2020 Board meeting minutes; the following resignation notice of Howard (Al) Fencil – Systems Administration/Security Instructor; the HVAC/R Fundamentals Certificate and authorize its submission to the WTCS State Board for approval; the development of the project for the SC Locker Removal and Renovation at the NWTC Green Bay Campus and authorize NWTC staff to submit final review documents to the Wisconsin Technical College System (WTCS) Board; and, the contracts for services identified in Board Exhibit 2.

Motion seconded by Gerald Worrick.

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

Action Item

Policy Discussion – FY21 Budget

Dr. Jeff Rafn, President, Kathryn Rogalski, Vice-President of Learning and Bob Mathews, Vice-President of Business and Finance presented the FY21 Capital and Operating budgets to the Board at this time.

Dave Mayer moved that the Board approve the FY 2021 operational and capital budgets for the purpose of conducting a Budget Public Hearing to be held on May 20, 2020 at 4:00 p.m. to be held via WebEx originating from the Board Room DO308 on the NWTC-Green Bay Campus.

Motion seconded by Cathy Dworak.

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

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.

- It was reported that the nominating Committee met and approved the filling of offices for the Boards Association Board of Directors.

President’s Report

Enrollment Activity –

- Career coaches are reaching out to prospective and returning students individually. A virtual college tour has been created for prospective students and SOAR Online Application Session are being held weekly. Admissions staff are connecting with students in the evening and during the lunch hour Virtual Quick Starts.
- New Students – the College is conducting SOAR online where students can enroll in a course or program, schedule an appointment with an advisor, and meet with the advisor virtually.
- Have 37% of our continuing students enrolled for fall semester.
- Currently up in FTEs and unduplicated headcount.

Legislative and Regulatory Issues (state & federal) –

- Nursing students have a set number of hours that they have to be in training. The federal government is saying we cannot exceed what the federal level is and the College’s required number of hours does exceed that number. The College may have to make some adjustments in that program.

- We will have to pay those employees who have to stay home with their children due to daycares being closed. This is a federal mandate, and there are no funds provided to the College.
- There is some question as to how the \$1.8 million coming to the College has to be expended.

8-Week Advantage –

- We are still asking faculty to be prepared to offer their courses virtually in fall while they are also designing their 8-week programs. We have 38% of the courses that are set to be offered, have gone through peer review process, and will be ready to be offered in 8-weeks. We still have 138 courses left to go through peer review.
- Students are understanding how to schedule their classes in the 8-week sessions and are spreading them out.
- Have online SOAR sessions which will help students register for their classes online.

COVID-19 Update –

- The College has donated \$12,000 worth of PPE supplies/equipment to local hospitals. Have also lent out \$100,000 worth of equipment, mostly ventilators, which will come back to the College. We are starting to provide a part of the face shields now that the liability waiver has been put in place. There is a liability waiver regarding the selling or donation of PPE items or part of items

Current Events -

- Graduations are backed up. Everything we have scheduled at this time of the year has been cancelled (Auto Show, Retiree Reception, Staff Recognitions, Retiree Breakfast, Student Honors Banquet).
- Every Wednesday we hold a WebEx Session for all staff to access and ask questions with great attendance (400-500 participants). Also held a student session on Monday with 100 students participating.

Next Board Meeting

The May 20, 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

Jeff Rickaby moved that the April 15, 2020 Board meeting be adjourned (3:25 p.m.).

Motion seconded by Gerald Worrick.

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



Gerald Worrick, Board Secretary

May 20, 2020