



*Board of Trustees Meeting
Minutes*

June 14, 2023
12:00 p.m.

***In- Person at the NWTC Green Bay Campus – Boardroom DO308
2740 West Mason Street, Green Bay, WI 54303***

Open Meeting & Roll Call

The Board Chairperson called the May 10, 2023 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time. (12:05 p.m.)

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

Absent:

Also Present: Valarie Wunderlich, Meridith Jaeger, Dan Mincheff, Jennifer Flatt, Sara Lam, Jeff Rafn, Janel Karban, Eric Derenne, Pam Lunde, Scott Anderson

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invite public comment.

Mission Moment

Meridith Jaeger, Vice President of College Advancement, shared a mission moment at this time relating to the Artisan Center and art displayed throughout the district along with Jeff Rafn’s support to the various art initiatives throughout the district.

Action Items (Roll Call Vote)

Presidential Recognition

Gerald Worrick moved that the Board of Trustees adopt the NWTC President Emeritus Policy effective June 14, 2023

Motion seconded by Jeff Rickaby.

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

The Board of Trustees of NWTC granted President Emeritus status, in an honorary role, to Dr. H. Jeffrey Rafn as approved in the above policy. This designation is to honor, in retirement, a president who has provided outstanding and distinguished service to NWTC and has served a significant portion of his/her career at the College.

Bills

Detailed copies of the current disbursements for fiscal year 2023 for the month of May 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.

Jeff Rickaby moved that the Board approve the May 2023 as presented.

Motion seconded by Dave Mayer.

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

Resolution Awarding the Sale of \$2,000,000 General Obligation Promissory Notes; Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on April 12, 2023, the Board authorized the borrowing of \$2,000,000 for FY 2023 capital budget needs (\$670,440 for moveable equipment, \$1,329,560 for building improvement). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$2,000,000, and specifying the amount of the tax heretofore levied, has been prepared by Bond Counsel and is attached as Board Exhibit 1. 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 June 14, 2023.

Jeff Rickaby moved that the Board adopt the resolution authorizing the sale of \$2,000,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Motion seconded by Richard Stadelman.

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

Approve Adjustments to the FY24 Operating Budget

The Joint Finance Committee of the State Legislature has recommended an increase in the state appropriation for the Wisconsin Technical College System that is far below what was requested and expected. The overall increase for NWTC will be about \$250,000 in FY24. Therefore, NWTC must adjust its approved budget for 2023-2024 downward by \$1,750,000. These adjustments will be part of the quarterly budget modification approval process.

To achieve this NWTC recommended adjustments to the operating budget in the following areas:

Reduced salary increases to 2%	\$ 1,177,100
New positions placed on hold	313,200
Counseling Admin	
Hispanic Recruitment Specialist	
Faculty Fellow	
Diversity, Equity, and Inclusion Coordinator	
Marinette part-time position	
Positions moved to partial grant funding	75,000
Transfer coordinator	
Faculty Fellow	
Reduced tax levy support for CTED based on increased performance and trend	130,000

Miscellaneous savings	54,700
Total adjustments	\$ 1,750,000

Dave Mayer moved that Board approval be given to move forward with the recommended adjustments to the FY24 operating budget.

Motion seconded by Jeff Rickaby.

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

Board Resolution Modifying Capital Projects and Moving \$1M Back to the General Fund Balance

NWTC is requesting to reduce the FY24 capital project, Sturgeon Bay Lab Renovation, from \$2,000,000 to \$1,000,000 and to move those funds to the SC 3rd Floor Renovation, thus returning the \$1,000,000 allocated towards that project from the general fund balance back to the general fund balance. Following the reduction of planned state aid for the FY24 Budget, the NWTC Executive Leadership Team feels it is important to keep the \$1M available for future operational needs.

Dustin Delsman moved that Board approval be given to reduce the FY24 capital project, Sturgeon Bay Lab Renovation, from \$2,000,000 to \$1,000,000 and to move those funds to the SC 3rd Floor Renovation, thus returning the \$1,000,000 allocated towards that project from the general fund balance back to the general fund balance.

Motion seconded by Richard Stadelman.

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

Consent Agenda Items:

Minutes

The minutes of the May 10, 2023 Board meeting were sent to Board members prior to the June 14, 2023 Board meeting. It was recommended that Board approval be given for the May 10, 2023 Board meeting minutes.

Faculty – New Hires

- A. Netra Sharma - Mathematics/Physics Instructor - Netra Sharma was the Selection Committee’s top choice for Mathematics/Physics Instructor. Mr. Sharma holds a Master’s degree in Physics from UW-Milwaukee and Prithvi Narayan Campus. He is currently working towards his Doctorate in Physics at UW- Milwaukee. Mr. Sharma has been employed as the Graduate Teaching Assistant at UW-Milwaukee since 2013. Prior to that, he was the High School Physics Teacher at Roshani Boarding School in Nepal. Placement for this position would be at the level Faculty C, \$75,000.
- B. Anh Tran - Associate Degree Nursing Instructor – Faculty Fellowship - Anh Tran was the Selection Committee’s top choice for Associate Degree Nursing Instructor – Faculty Fellowship. Ms. Tran holds a Bachelor’s Degree in Nursing from University of Green Bay Wisconsin and an Associate Degree in Nursing from Northeast Wisconsin Technical College. Ms. Tran has been employed as a Registered Nurse, Charge Nurse, and Nurse Preceptor at HSHS St. Mary’s Hospital Medical Center. She also has her Registered Nurse License. Placement for this position would be at the level Faculty C, \$59,400.
- C. Sarah Miller – Leadership Development/Business Management Instructor – Faculty Fellowship - Sarah Miller was the Selection Committee’s top choice for Leadership Development/Business Management Instructor – Faculty Fellowship. Ms. Miller holds a Master’s degree in Management Strategy and Leadership from Michigan State

University, a Bachelor's Degree in Business Management and Human Resource Management from Silver Lake College, and an Associate's Degree in Business Administration from the College of Menominee Nation. Since June 2020, Ms. Miller has been employed as an HR Generalist/Interim Director at the College of Menominee Nation. Prior to that, she was the County/Town Clerk in Menominee County. Prior to that she was the Human Resource Assistant, Interim Human Resource Director, and Human Resource Generalist at the College of Menominee Nation. Placement for this position would be at the level Faculty C, \$72,000.

- D. Cynthia Kothbauer – Student Success Instructor - Cynthia Kothbauer was the Selection Committee's top choice for Student Success Instructor. Ms. Kothbauer holds a Master's degree in Counseling from Lakeland College and a Bachelor's of Science – Education from University of Madison. Since 2010, Ms. Kothbauer has been employed as an LTE Dislocated Worker Academic Advisor at NWTC. Prior to that, she was the General Studies Adjunct Instructor at NWTC and the Assistant Director of Admissions at Viterbo University in Lacrosse. Placement for this position would be at the level Faculty A, \$69,000.

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

Faculty - Resignation

With regret, we accept the following resignation notice:

- A. Kristin Stahl – Associate Degree Nursing Instructor, who has been with the College since August 2, 2020, and has announced her resignation effective May 18, 2023.

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

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 2023 contracts pending Board approval is 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 (33.66% 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 2.

Dave Mayer moved that the Board approve the consent agenda items as follows: May 10, 2023 Board meeting minutes, the appointments of Netra Sharma - Mathematics/Physics Instructor, Anh Tran - Associate Degree Nursing Instructor – Faculty Fellowship, Sarah Miller – Leadership Development/Business Management Instructor – Faculty Fellowship, Cynthia Kothbauer – Student Success Instructor, the resignation of Kristin Stahl – Associate Degree Nursing Instructor, and the contracts for services identified in Board Exhibit 2.

Motion seconded by Jeff Rickaby.

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

Reports

Roundtable Discussion: Health Facilities Partners

Facilitated by Scott Anderson, Dean of Health Sciences and Education, the Board engaged in a roundtable discussion with health facilities partners within the NWTC district.

Scott provided a brief overview of Health Sciences and Education:

- The primary program cluster areas
 - Nursing
 - Allied Health Professions & Health Information Management
 - Dental
 - Education

Nursing Pathways *Lead the WTCS in Graduates 2020-2022

- AD/N
 - Full-time
 - Part-time
 - Part-time Evenings
 - PN – AD/N Bridge
 - Paramedic to RN Bridge
 - 1-2-1 with UWGB
 - Shawano in partnership with Thedacare
- Practical Nursing
 - Full-time
 - Part-time
 - Medical Assistant – PN
- Nursing Assistant
 - Offered at 15 locations
 - 31 district high schools served

Allied Health Programs *Leads the WTCS in Graduates 2020-2022

- 10 Associate Degrees
- 4 Technical Diplomas

FY24 Topical Calendar

The Board reviewed FY24 Topical Calendar items to prepare for approval during the July Board meeting. In addition to the regular monthly meetings, the Board will set a date for a retreat during the July Board meeting.

EduByte: Dream Core Team Annual Report

Presented by Dr. Jennifer Flatt, Vice President of Student Services; Dr. Sara Lam, Vice President of Diversity Equity Inclusion; and Scott Anderson, Dean of Health Sciences and Education, the Board was given a Dream Core Team update.

Achieving the Dream Initiatives:

- Accelerating and Diversifying Nursing Pathways
 - Timeline 3 years - \$300,000 grant award
- Racial Equity Leadership Academy
 - Timeline 1 year

NWTC Nursing Programs Overview

- Capacity
 - Associate degree Nursing – 300 Admits per year

- Practical Nursing – 164 Admits per year
- Graduates
 - Associate degree Nursing – 585 (2020-22)
 - Practical Nursing – 643 (2020-22)
 - Nursing Assistant – 1,763 (2020-22)

*WTCS Tableau

NWTC Nursing Programs Demographics – Associate Degree

- AY19 – 650 Students
 - 14% BIPOC
 - 86% White
- AY22 – 660 Students
 - 20% BIPOC
 - 80% White
- Largest gains in Hispanic/Latino – currently 8%

Increased Use of AR/VR in Clinical Simulation

- Remodel dedicated AR/VR lab in HS319
- Identify 10 clinical experiences that are becoming increasingly difficult to find for students (OB/GYN, OR)
- Develop and implement 5 new AR/VR scenarios by Spring 2024 and 5 by Fall 2024
- Scenarios to focus on problem-solving skills as well as ensure a DEI component. (Cultural considerations when in OB)

Progress to Date

- AR/VR lab is scheduled to be completed ahead of schedule mid-summer 2023
- Nursing Simulation Coordinator with the help of others has identified ten key clinical experiences for scenario development (i.e., prioritization, delegation, birthing, cardiac, respiratory, diabetes, hazard identification, etc.). Currently, five of the ten are under development with input from faculty.
- Simulation Coordinator has met with faculty to identify the five skills competencies that students find the most challenging (i.e., foley cath insertion, cardiac assessment, respiratory assessment, trach suctioning, and head to toe assessment).

Racial Equity Leadership Academy (RELA)

- Why now?
 - Momentum in 2020
 - NWTC leadership change in DEI
 - College-wide focus on equity
 - Changing demographics of district
- Why RELA?
 - New leaders hearing NWTC’s journey
 - Recommit, reinvest in the work
 - Opportunity to bring leaders together on focused work and conversation
 - Develop and provide intention and focus to equity movement forward

President’s Report

A. Enrollment Activity

- Ending the year even
- Enrollment for Summer and Fall are both up at this point in time

B. Legislative and Regulatory Issues (state & federal)

- Conversation about Assembly Speaker Voss proposed that the University doesn’t need money and they should get rid of their DEI work to save \$32M. WTCS President Morna Foy will be speaking in front of the Senate on Monday, June 19.

C. 8-Week Advantage

- No Update

D. Current Events

- Tuesday, June 20, 2023 will be the new board member orientation from 11-4:30
- GED Graduation – June 15, 2023
- Workday is going live on June 25, 2023
- Charter Agreement renewal will be on Monday, June 19, 2023 from 9:30 – 11:00
- First four AA/AS graduates who are dual credit students from the Menominee Indian High School

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.

District Board Association Meetings – July 20-22, 2023 at FVTC

Next Board Meeting

The July 10, 2023 Board meeting will be held in the District Boardroom on the Green Bay Campus located at 2740 West Mason Street, Green Bay, WI 54303.

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

Gerald Worrick moved that the Board adjourn the June 14, 2023 Board meeting. (3:24 p.m.)

Motion seconded by Dustin Delsman.

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



Gerald Worrick, Board Secretary

July 10, 2023

Date

