

NORTHEAST WISCONSIN TECHNICAL COLLEGE



Board of Trustees Meeting Minutes

Wednesday, August 9, 2023
12:00 p.m.

*In- Person at the NWTC Green Bay Campus – CTED (CC210/CC212)
2740 West Mason Street, Green Bay, WI 54303*

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

The Board Chairperson called the July 10, 2023 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (12:25 p.m.)

Present: Carla Hedtke, Dave Mayer, Brenda Mendolla-Buckley, Richard Stadelman, Kelly Robinson

Absent: Gerald Worrick, Dustin Delsman, Cathy Dworak, Jeff Rickaby

Also Present: Meridith Jaeger, Dan Mincheff, Jennifer Flatt, Kathryn Rogalski, Kristen Raney, Janel Karban, Valarie Wunderlich, Sara Lam, Jim Draeger, Jarrett Hendrickson, Riley McDermid, Amy Kox, Eric Derenne, Christina Jungwirth

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.

Mission Moment

Meridith Jaeger, VP of College Advancement, shared two scholarship recipients' testimonies on how NWTC impacted their lives and made college possible.

Action Items (Roll Call Vote)

Bills

Detailed copies of the current disbursements for fiscal year 2023 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, the FY 2023 Board Professional Development Account Status Report, and the Capital Reserve Account Status Report.

Dave Mayer moved that the Board approve the July 2023 bills as presented and the certified 4th quarter Capital Expenditures report for items over \$50,000.

Motion seconded by Brenda Mendolla-Buckley.

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

Resolution Authorizing the Borrowing of \$4,265,200 for Movable Equipment; \$1,500,000 for Building Remodeling and Improvement Projects; \$600,000 for Site Improvements; \$819,800 Land Acquisition; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2024 budget deliberations, the Board approved various capital projects for building remodeling and improvements, acquiring moveable equipment, land acquisition, and site improvements. This resolution authorizes the borrowing of \$7,185,000 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.

David Mayer moved that the Board adopt the resolution authorizing the borrowing of \$4,265,200 for moveable equipment; \$1,500,000 for building remodeling and improvement projects; \$600,000 for site improvements; \$819,800 land acquisition; and providing for the issuance and sale of general obligation promissory notes therefor.

Motion seconded by Carla Hedtke.

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

Consent Agenda Items:

Minutes

The minutes of the July 10, 2023 Board meeting were sent to Board members prior to the August 9, 2023 Board meeting. It was recommended that Board approval be given for the July 10, 2023 Board meeting minutes.

Faculty – Resignation

With regret, we accept the following resignation notice:

- A. Tom Hebert – Gas Utility Construction & Service Instructor, who has been with the College since June 3, 2019, and has announced his resignation effective July 30, 2023.

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

Faculty – Retirements

With regret, we accept the following retirement notice:

- A. Mary Schei – Nursing Assistant Instructor who has been with the College since August 16, 2010, and has announced her retirement effective December 21, 2023.

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

Tool and Die Maker Apprenticeship

Tool and Die Makers analyze specifications, lay out metal stock, set up and operate machine tools, and fit and assemble parts to make and repair dies, cutting tools, jigs, fixtures, gauges, and machinists' hand tools. Our district is a national "hotspot" for this kind of work. While there will be little to no change in overall employment of machinist and tool and die makers, nationally about 44,100 openings for machinist and tool and die makers are projected each year, on average, over the decade. Most of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. Apprenticeship gives new apprentices the opportunity to work with and learn from experienced Tool and Die makers before they retire.

The Tool & Die Maker Apprenticeship is four years, the first three years are the same classes as our Machinist Apprenticeship, the additional fourth year includes the following classes:

- Basic Stamping Die Making for Machine Trade Apprentices
- Mold Making for Machine Trade Apprentices
- Electrical Discharge Machine for Machine Trade Apprentices
- Applied Communications for Apprentices

One of the two project-based courses below:

- Stamping Die Design Applications for Machine Trades Apprentices
- Molding Die Design Applications for Machine Trades Apprentices

The Tool & Die Maker Apprenticeship is needed in our district and works nicely with the Machinist Apprenticeship.

It was recommended that the Board approve the Tool and Die Maker Apprenticeship and authorize its submission to the WTCS State Board for approval.

Computer Numeric Controlled (CNC) Machinist Apprenticeship

The CNC (Computer Numeric Controlled) Machine Operator Apprenticeship uses the same classes as our Machinist Apprenticeship; however, the on-the-job learning work processes are different. The CNC Apprentices will take classes that we already offer for Machinist Apprentices. These machine operators develop programs to control machining or processing of materials by automatic machine tools, equipment, or systems. They operate computer-controlled tools, machines, or robots to machine or process parts, tools, or other work pieces made of metal, plastic, wood, stone, or other materials. They may also set up, operate, or maintain equipment.

Our district is considered a "hotspot" in the nation for this kind of work. There is an above national average number of CNC Operators in our area. There is also a demand for more of these skilled workers, especially as many are retiring. While meeting with our CNC Advisory Committee it was determined that they would like us to offer the CNC Apprenticeship. This apprenticeship would be a great addition to our portfolio of industrial/manufacturing apprenticeships. The program is expected to begin January 2024.

It was recommended that the Board approve the CNC Apprentice 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 2023 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.

Dave Mayer moved that the Board approve the July 10, 2023 Board meeting minutes, the resignation of Tom Hebert – Gas Utility Construction & Service Instructor, the retirement of Mary Schei – Nursing Assistant Instructor, submission of Tool and Die Maker Apprenticeship and Computer Numeric Controlled (CNC) Machinist Apprenticeship to the WTCS State Board meeting for approval, and the contracts for services identified in Board Exhibit 3.

Motion seconded by Carla Hedtke.

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

Reports

Board EduByte – Corporate Training and Economic Development Overview (CTED)

Jim Draeger, Dean Corporate Training and Economic Development provided an overview of CTED during this time.

Policy Discussion – Micro Credentials

Jim Draeger, Dean Corporate Training and Economic Development; Jarrett Hendrickson, Project Manager, Digital and Micro Credentials; and Riley McDermid, Dean Learning Effectiveness and Early College provided an overview of Micro Credentials during this time allowing for the Board to engage in conversation.

Key Performance Outcomes

The end of 4th quarter Key Performance Outcomes Status Report for Academic year 2023 is included with the Board packet as Board Exhibit 4 for review by the Board.

Included with the quarterly report were the FY 2023 Board Professional Development Account Status Report and the Operational and Capital Contingency Account Status Reports (Board Exhibit 1).

Kristen Raney discussed the history of the quarterly report and what things could look like going forward. The Board had an opportunity to discuss the value of the report and provide insight on what type of data they would like to see. Kristen’s focus is measuring outcomes to gauge where the college is at. This will provide an indicator of where the college needs work and what’s going well.

The Board would like to see where the weaknesses are and what gaps are being filled from the work of the Executive Leadership Team.

The Board will discuss more in depth at the retreat scheduled for August 22, 2023.

President's Report

A. Enrollment Activity – Jennifer Flatt

- Where were we a year ago compared to where are we now?
 - Unduplicated Headcount (UHC) is up 3.9% over last year (9257 vs. 8913), both continuing students and new students
 - Full Time Enrollment (FTE) is up 1.5% over last year (2392 vs. 2359). Continuing students are up 3.5% and new students are down 2% in FTE. Also, we have already had 50 new prospects since yesterday when the Metallica-funding of scholarships for students in Health, Construction, Transportation, Human Services and Manufacturing
- Trends:
 - We are up quite a bit in General Studies which has a lot to do with their great work this summer to tailor offerings to need, market heavily, and respond to trends. Additionally, the AA/AS remains of interest to a growing group of students and we continue to market it.
 - Our biggest age band of growth is in students ages 19-24.
 - We are up in the number of Black/African American students enrolled, except for in Trades, so we have an opportunity there to do better in recruiting.
 - We are down in almost all areas in the number of Native American students enrolled, so we have great opportunities to leverage our deepening connections with the Oneida and Menominee nations to better support students' entry.
 - We are up in almost all areas in number of Hispanic students enrolled, which is good as that population is growing regionally so we should be up—even more than we are.
 - We are almost even in the male student population, down only 4/100^{ths} of a percent. That had been declining more, so stability there is a good thing to build on.
 - 40% of our enrolled fall program students are 12 credits or more (full time) and 60% are less than 12 credits.
- Our Strategic Enrollment Management Plan now focuses on three key areas:
 - Access (Recruitment and Outreach)
 - Onboarding (Matriculation, Academic Planning, Enrollment)
 - Retention (Scheduling, Communication)

B. Legislative and Regulatory Issues (State & Federal) – Meridith Jaeger

- The Federal Registry for MARAD's Center of Excellence for Domestic Maritime Training and Education was posted on July 18th. NWTC will be submitting a revised application for the 2023 designation – deadline September 18th. There is still no funding attached to the designation at this time.
- Gov. Tony Evers signed Executive Order #208, calling a special session of the Wisconsin State Legislature at 12 p.m. on Wed., Sept. 20, 2023, to complete their work on the 2023-25 biennial budget and pass a meaningful, comprehensive plan to address the state's longstanding, generational workforce challenges.
 - Gov. Evers is proposing to invest over \$1 billion using a portion of the state's readily available \$4 billion budget surplus to prevent a looming collapse of the state's child care industry and ensure child care is affordable and accessible for working parents and families, expand paid family leave, invest in higher education to help educate, train, retain, and recruit talented workers, and support targeted solutions to workforce challenges in high-need areas, specifically the state's healthcare and education workforce sectors.
 - \$66 million for UW System and \$200 million to build an engineering building at UW Madison.

C. Title III: Connect for Student Success – Kathryn Rogalski

- Due to attendance, this topic has been deferred to the September board meeting.

D. Diversity, Equity, and Inclusion – Sara Lam

- RELA (Racial Equity Leadership Academy) Update
 - RELA is organized by Achieving the Dream which is a network of 2-year colleges.
 - NWTC was one out of nine colleges chosen to participate in the academy.

- A cross-functional group at NWTC allows for work college-wide on equity
- The goal for NWTC from RELA: To embed racial equity in the day-to-day work across the college.
- NWTC formulated a plan for the next year with the first step being to build consensus around DEI and what it looks like for NWTC. Overtime, the team would like to be able to assess data to identify where the equity gaps are and have a process for follow-up support and accountability.

E. Current Events – Kristen Raney

- Kathryn Rogalski provided an update to the Board regarding the student concern that was brought up as public comment in the August Board meeting. Instructors have been assigned to the weekend classes, so we are able to meet the students’ needs.
- ELT is bringing Kristen Raney in to meet with their Deans, Directors, and Teams to form relationships across leadership.
- Kristen has met with various key educational leaders in our region.
- Kristen joined the Partners in Education Board which will help connect the college with various initiatives in the community.
- Utech held two half-day retreats for the Executive Leadership Team and Kristen Raney to get Kristen up to date on where the leadership team is at and this gave Kristen an opportunity to share her expectations with the leadership team.
- Kristen is planning a formal “Listening Tour” to visit all of the campuses and regional learning centers for an introduction and to get in front of the communities in the NWTC district. This will be open to Faculty, Staff, students, community partners, superintendents, and principals.
- In-Service on August 7, 2023 gave the college an opportunity to see who “Kristen Raney” is.

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.

- ACCT
 - Carla Hedtke is a candidate for the Board of Directors on ACCT.
 - Carla met with Janel Karban, Kristen Raney, and Meridith Jaeger to discuss the logistics of the campaign.
 - There will be a reception and Carla is hoping to partner with Illinois.
- DBA Summer Meeting was cancelled.
- WTCS in Brief – Great resource for the new Board members.

Next Board Meeting

A Board Retreat will be held on August 22, 2023 at Lodge Kohler located at 1950 S. Ridge Road, Green Bay, WI 54304.

The September 20, 2023 Board Meeting will be held at the NWTC Shawano Regional Learning Center located at 111 Thomas Avenue, Shawano, WI 54166.

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 Board adjourn the August 9, 2023 Board meeting. (2:50 p.m.)

Motion seconded by Brenda Mendolla-Buckley.

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



Gerald Worrick, Board Secretary

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Date