

Northeast Wisconsin Technical College District

*Board of Trustees Meeting  
Agenda*

September 21, 2022

11:30 a.m.

***In- Person at the NWTC Green Bay Campus – Trades and Industry Atrium  
2740 West Mason Street, Green Bay, WI 54303***

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

The Board Chairperson will call the September 21, 2022 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

**Guests**

***11:30 – 11:45***

1. Open Forum, Introduction of Guests, and Acknowledgements

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

2. Mission Moment

Meridith Jaeger, Vice President of College Advancement, will share a mission moment at this time.

3. Student Senate

Student Senate Representative, Carl Vancaster, will provide an update at this time.

**Action Items (Roll Call Vote)**

***11:45 – 11:50***

1. Bills

Detailed copies of the current disbursements for fiscal year 2022 for the month of August are being 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.

It is recommended that the Board approve the August 2022 bills as presented.

**Consent Agenda Items:**

***11:50 – 11:55***

1. Minutes

The minutes of the August 17, 2022 and August 24, 2022 Board meetings were sent to Board members prior to the September 21, 2022 Board meeting. It is recommended that Board approval be given for the August 17, 2022 and August 24, 2022 Board meeting minutes.

2. Faculty – New Hires

A. Lena Charles - Nursing Assistant Instructor – Sturgeon Bay and Luxemburg RLC

Lena Charles was the Selection Committee’s top choice for Nursing Assistant Instructor – Sturgeon Bay and Luxemburg RLC. Mrs. Charles holds a Bachelor’s Degree in Nursing from Bellin College in Green Bay, WI.

Since 2019, Mrs. Charles has been employed as an Adjunct Nursing Assistant Instructor at NWTC. Prior to that, she was the Red River Township and Lincoln Township First Responder at Lincoln Casco EMS. Prior to that, she was a Dialysis Registered Nurse in Sturgeon Bay. Prior to that, she was an Allergy Registered Nurse at Bellin Health Asthma and Allergy in Green Bay, WI. She has her Registered Nurse license. Placement for this position would be at the level Faculty C, \$75,000.

B. Alyssa Xiong – Associate Degree Nursing Instructor-Faculty Fellow

Alyssa Xiong was the Selection Committee’s top choice for Associate Degree Nursing Instructor-Faculty Fellow. Ms. Xiong holds a Master’s Degree of Science in Nursing Education from University of Grand Canyon University, a Bachelor’s Degree of Science in Nursing from University of Fond du Lac and a General Studies Transfer Certificate from Northeast Wisconsin Technical College.

Since January 2022, Ms. Xiong has been employed as a Family Medicine Clinical Registered Nurse at ThedaCare Encircle Health. Prior to that, she was the Labor and Delivery Registered Nurse at St. Elizabeth Hospital. Prior to that, she was the Patient Service Representative and Dietary Clerk at Aurora Medical Center. She has her Registered Nurse License and is a Certified BLS Provider.

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

3. Faculty – Retirements

With regret, we accept the following retirement notices:

- A. Andrew Clark – Business Management/Leadership Development Instructor who has been with the College since September 6, 2005 and has announced his retirement effective May 17, 2023.
- B. Kim Pigeon – Business Analyst Instructor who has been with the College since November 5, 2001 and has announced her retirement effective May 17, 2023.

It is recommended that Board approval be given for the retirements listed above.

4. Shipbuilder Apprenticeship Approval

Entry level shipbuilders at Fincantieri Marinette Marine operate industrial production related equipment, work with manufacturing related tools, and perform work processes related to the shipbuilding settings. Shipbuilder apprentices will learn to safely set up, operate, monitor, and control production equipment. They will also help improve manufacturing processes and schedules to meet customer requirements. This apprenticeship training program combines on-the-job learning with related instruction in a classroom to prepare apprentices for journey level work after they complete the program. This program is expected to begin in Fall 2022.

It is recommended that the Board approve the Shipbuilder Apprenticeship and authorize its submission to the WTCS State Board for approval.

5. Early Childhood Educator Apprenticeship

The Early Childhood Educator supports the cognitive, social/emotional, and physical development of children through developmentally appropriate programming and environments. They work in day care centers taking care of and educating young children. The courses for this two-year apprenticeship are all part of the WTCS technical diploma/associate degree programs. All the NWTC Early Childhood Educator classes are online so apprentices from all over the state can participate in the apprenticeship. This is another credential for classes we already offer.

There are many job opportunities in the area. Door Co. is referred to as a “Day Care Desert” because there are not enough Early Childhood Educators to care for the children. The day care centers like the apprenticeship program because the classes are online so their apprentices can take them at anytime from anywhere.

It is recommended that the Board approve offering the Early Childhood Educator apprenticeship in January 2023.

6. 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 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 (33.66% 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 is recommended that the Board approve the contracts for services identified in Board Exhibit 1.

**Reports**

1. Board Member Professional Development Updates **11:55 – 12:10**

Board members will have an opportunity to report out on any professional development activities and/or conferences they have attended since the last Board meeting.

2. Policy Discussion: Status of Engineering and Manufacturing Technologies **12:10 – 12:30**

Amy Kox, Dean of Trades & Engineering, will provide an update on Engineering and Manufacturing Technologies and initiatives at this time.

3. Tour: Engineering Technologies 12:30 – 1:30

The Board of Trustees will be provided a tour of Engineering Technologies during this time.

**Break** 1:30 – 1:45

4. President’s Report 1:45 – 2:15

- A. Enrollment Activity – Dr. Jennifer Flatt
- B. Legislative and Regulatory Issues (State & Federal) – Meridith Jaeger
- C. DEI Report – Dr. Sara Lam
- D. 8-Week Update – Dr. Kathryn Rogalski
- E. Current Events – Dr. Jeff Rafn

5. Executive Session Overview 2:15 – 2:45

Robert Burns, Attorney with Davis & Kuelthau, will provide the Board of Trustees with an overview of the Executive Session process and when a closed session can be held as the college proceeds with the process of selecting a new president for NWTC

**Break** 2:45 – 3:00

6. Presidential Search RFP Review 3:00 – 4:00

***includes adjournment***

The Board of Trustees will review the results of the RFP to engage a firm to assist in the presidential search.

**Executive Session**

The Board Chairperson may accept a motion to go into Executive Session in accordance with State Statute 19.85 (1)(e)<sup>1</sup> for the purpose of discussing the following item: negotiations of terms or changes to the proposal as it relates to the RFP for the presidential search.

Following the Executive Session, the Board Chair will accept a motion to return to the regular order of business.

As a regular order of business the Board of Trustees may make an award pursuant to engaging a search firm. The Board of Trustees may further make decisions relative to the next steps to be taken in the presidential search process.

**Next Board Meeting**

The October 19, 2022 Board Meeting will be held on the NWTC Green Bay Campus in the Boardroom located at 2740 W. 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**

The Board Chair will accept a motion to adjourn the September 21, 2022 Board meeting.

---

<sup>1</sup> (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

# AUGUST BOARD REPORT

## Proposed Contract Training 2022/2023

Indistrict*		START				
CLIENT NAME	CONTRACT DESCRIPTION	DATE	EST REVENUE	EST EXPENSE	MARGIN	
Suamico Fire Department	Suamico FD - Blue Card CE Fall 2022	8/9/2022	2,275.00	1,756.96	518.04	
Austin Straubel Airport	Austin Straubel Airport - Taser Training Aug. 2022	8/23/2022	850.00	643.67	206.33	
St Paul Lutheran	Heartsaver First Aid	8/10/2022	1,055.00	818.21	236.79	
Loomis Armored US LLC	Loomis - Firearms August 2022	8/20/2022	600.00	322.00	278.00	
Samuel Pressure Vessel Group	WAT GR252 2022-2023	8/1/2022	40,100.02	24,060.01	16,040.01	
REDI Transports	Firearms Training	8/1/2022	200.00	80.00	120.00	
Fincantieri Bay Shipbuilding	Basic Excel Training	8/3/2022	3,758.18	2,067.63	1,690.55	
Multiple Recipient Business & Industry	OSHA #510 - F'22	8/9/2022	3,200.00	3,500.00	-300.00	
Dental Arts Associates of Green Bay	AAP Perio Training	8/9/2022	375.00	216.77	158.23	
St. Joseph Church	Church Safety Training - St. Joseph Aug. 2022	8/27/2022	150.00	102.74	47.26	
Green Bay Area Public Schools	Oral Interpersonal Communication	8/18/2022	7,078.50	4,300.08	2,778.42	
Green Bay Area Public Schools	Developmental Psychology	8/16/2022	7,078.50	3,829.51	3,248.99	
Sonoco US Paper Mills	STM Assessments August 8, 2022	8/8/2022	375.00	217.99	157.01	
Fosber America Inc	PLC 3-day / Drives Training	8/3/2022	4,185.00	2,438.24	1,746.76	
Superior Resource Group	Qualifications 8/1 - 8/4/22	8/1/2022	4,449.69	2,540.30	1,909.39	
Schneider National	Security Audit	8/16/2022	1,169.00	359.57	809.43	
Master Fleet Inc	Leadership Development August 2022	8/10/2022	2,310.00	1,384.19	925.81	
Fincantieri Marinette Marine Corp	Xray of tests 8/1-8/15/22	8/1/2022	333.33	200.00	133.33	
Zion Lutheran School	CPR Heartsaver AED	8/24/2022	1,692.00	1,213.24	478.76	
Superior Transport & Logistics	Computer Skill Development	8/15/2022	5,040.00	2,884.81	2,155.19	
Superior Resource Group	Qualifications 8/8 - 8/12/22	8/8/2022	5,494.50	3,198.69	2,295.81	
Amerhart Ltd	Risk Assessment Sun Prairie	8/11/2022	1,150.00	573.68	576.32	
Multiple Recipient Local Gov	Firearms Qualification - Aug. 2022	8/31/2022	24.00	10.00	14.00	
Hatco Corp - Sturgeon Bay	Forklift Train The Trainer	8/24/2022	2,450.50	1,272.96	1,177.54	
Fincantieri Marinette Marine Corp	Facility Use Crane Operator 8/17/22	8/17/2022	117.00	0.00	117.00	
Superior Resource Group	Qualifications 8/15 - 8/18/22	8/15/2022	4,847.65	2,758.82	2,088.83	
Superior Resource Group	Qualifications 8/23 - 8/25/22	8/23/2022	3,099.29	1,731.28	1,368.01	
<b>TOTAL</b>			<b>\$103,457.16</b>	<b>\$62,481.35</b>	<b>\$40,975.81</b>	
Out of District		START				
CLIENT NAME	CONTRACT DESCRIPTION	DATE	EST REVENUE	EST EXPENSE	MARGIN	
Goodman Armstrong Creek School District	CPR Heartsaver AED	8/23/2022	1,442.00	1,213.24	228.76	
Local 400 Pipe Trades	Fall 2022 Steamfitters and Plumbers	8/15/2022	23,296.00	23,296.00	0.00	
Milis Flatwork	CDL Class A Manual	8/6/2022	4,753.67	340.00	4,413.67	
North Central ST Reg Council Carpenters	Provide Related Training Fall 2022	8/15/2022	135,135.60	135,135.60	0.00	
Miller Electric Manufacturing Co	FY2223 - CS Miller Way Session 4	8/2/2022	3,340.00	1,712.25	1,627.75	
Blattner Energy	Substation Entry	8/19/2022	1,950.00	1,040.63	909.37	
Miller Electric Manufacturing Co	FY2223 Welding Qualifications 10	8/15/2022	1,670.00	639.24	1,030.76	
Miller Electric Manufacturing Co	FY2223 Welding Qualifications 15	8/22/2022	2,505.00	958.86	1,546.14	
<b>TOTAL</b>			<b>\$174,092.27</b>	<b>\$164,335.82</b>	<b>\$9,756.45</b>	
Out of State**		START				
CLIENT NAME	CONTRACT DESCRIPTION	DATE	EST REVENUE	EST EXPENSE	MARGIN	FULL COST
Plastics Pipe Institute	MAB Fusion / Electrofusion	8/1/2022	12,500.00	5,625.31	6,874.69	8,361.29
LDR Worldwide	CDL Prep / Oliphant 2022-08-01	8/1/2022	2,500.00	1,682.40	817.60	2,131.70
LDR Worldwide	CDL Prep / Wakefield 2022-08-03	8/3/2022	2,500.00	1,682.40	817.60	2,131.70
Marquette County Firefighter's Assoc.	Marquette, MI - Flashover Aug. 2022	8/5/2022	3,800.00	2,260.28	1,539.72	2,416.70
Plastics Pipe Institute	MAB Fusion / Electrofusion - Drivers	8/1/2022	925.00	415.00	510.00	415.00
LDR Worldwide	CDL Prep / Albright 2022-08-08	8/8/2022	2,500.00	1,682.40	817.60	2,131.70
<b>TOTAL</b>			<b>\$24,725.00</b>	<b>\$13,347.79</b>	<b>\$11,377.21</b>	<b>\$17,588.09</b>
<b>Contract Total for August = 41</b>	<b>AUGUST CONTRACT TRAINING GRAND TOTAL</b>		<b>\$302,274.43</b>	<b>\$240,164.96</b>	<b>\$62,109.47</b>	

\* Margin represents the difference of Estimated Revenue and Estimated Direct Contract Expenses.

\*\* Estimated Revenue must be equal to or greater than Full Cost.