

NORTHEAST WISCONSIN TECHNICAL COLLEGE



District Board of Trustees

MEETING AGENDA AND EXHIBITS

Wednesday, January 10, 2024

**In-Person at the NWTC Green Bay Campus
2740 W. Mason Street, Green Bay, WI 54307**



OUR VISION...

NWTC is a cutting-edge life-long learning college that transforms, strengthens, and inspires.

MISSION STATEMENT

We are a two-year technical college, serving Northeast Wisconsin by providing education, training, and life-long learning opportunities for all individuals and businesses leading to the development of a skilled and culturally inclusive workforce. Our customers stimulate the economic vitality of our district as a result of the application of skills and knowledge acquired through the completion of certificates, degrees, diplomas, and courses.

NWTC VALUE STATEMENTS

Customer Focus: We are committed to exceeding the service and learning expectations of our customers and our community.

Everyone Has Worth: We are committed to embracing the worth of every individual, creating a place for all people and promoting the respectful environment necessary for intellectual and personal discovery.

Passion and Inspiration: We have a personal passion for achieving the College's vision, inspiring and motivating others to action.

Creativity and Innovation: We are committed to energizing and fostering transformative change through challenging experiences, proactive thinking, and taking initiative.

Collaboration: We are committed to open communication, teamwork, and productive conflict that strengthen relationships and create better solutions.

Emotional Intelligence: We are committed to growth in our individual awareness through personal reflection, seeking input from others and aligning our actions.

Results and Accountability: We are individually and collectively accountable for the sustainable and optimal use of resources and the achievement of meaningful, measurable results.

Valuing Talent & Well Being: We are committed to fostering a mentally and physically healthy work environment that promotes learning and growth and attracts and retains talented people.

Ethics: We are committed to ethical and honest behavior and personal responsibility for living and modeling the values of NWTC.

NWTC Land Acknowledgment Statement

"The region served by Northeast Wisconsin Technical College occupies the ancestral home of the Menominee Nation, who have persisted here in Northeast Wisconsin from before recorded history to the present day. The College's Green Bay campus exists upon lands ceded to the Oneida Nation by the Menominee Nation. We acknowledge this land we stand upon today as sacred, historical, and significant to the Menominee and Oneida Nations, as are the lands of all sovereign First Nations People."



*NWTC Board of Trustees Meeting
Agenda*

January 10, 2024

12:00 – 3:00 p.m.

*NWTC Green Bay Campus – Boardroom DO308
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 January 10, 2024 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

Guests

12:00 – 12:15

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.

Prior to the open of the meeting, public wishing to speak during this portion of the agenda must complete the sign-in sheet provided at the meeting location proving their name and nature of interest/concern. Public Remarks are limited to five (5) minutes per person and fifteen (15) minutes in total.

2. **Mission Moment**

Introduced by Jennifer Flatt, VP of Student Services, Dream Scholar Nominee, Mariana Lamprea Andrade, will share a mission moment during this time.

3. **Student Leader Forum**

A Student Leader Forum Officer will provide an update at this time.

Action Items (Roll Call Vote)

12:15 – 12:20

1. **Bills**

Detailed copies of the current disbursements for fiscal year 2023 for the month of December 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 December 2023 bills as presented.

Consent Agenda Items:

12:20 – 12:25

1. **Minutes**

The minutes of the December 13, 2023 Board meeting were sent to Board members prior to the January 10, 2024 Board meeting. It is recommended that Board approval be given for the December 13, 2023 Board meeting minutes.

2. **Resignation – Faculty**

With regret, we accept the following resignation notice:

- A. Scott Massey – Welding Instructor, who has been with the College since August 11, 2008, and has announced his resignation effective December 18, 2023.

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

3. **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 2024 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 (34.08% for on-campus and 27.96% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. Project pricing 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. **Campus Climate Survey**

12:25 – 12:45

Sarah Klingman-Cole, Manager of Institutional Research and Sara Lam, VP of Diversity, Equity, and Inclusion will provide the Board with an overview of the Campus Climate Survey results and allow time for discussion on the topic.

2. **NWTC Budget Forecast**

12:45 – 1:30

Dan Mincheff, VP of Business and Technology and Pam Lunde, Director of Financial Operations, will provide an overview of the NWTC budget forecast.

Break

1:30 – 1:45

3. Divisional Reports

1:45 – 2:30

- A. President's Report
- B. Learning Update
- C. College Advancement Update
- D. Diversity, Equity, and Inclusion Update
- E. Student Services Update
- F. Business & Technology Update
- G. Talent & Culture Update

4. Board Member Professional Development Updates

2:30 – 3:00

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.

Next Board Meeting(s)

The February 14, 2024 Board Meeting will be held in the NWTC Green Bay Campus Boardroom located at 2740 W. Mason Street, Green Bay, WI 54307.

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.

Upcoming Event(s)

January 26, 2024, DBA Board of Directors Winter Meeting – Zoom
February 4-7, 2024, ACCT Legislative Summit, Washington DC

Adjournment

The Board Chair will accept a motion to adjourn the January 10, 2024 Board meeting.

NORTHEAST WISCONSIN TECHNICAL COLLEGE



District Board of Trustees

Exhibits

January 10, 2024

DECEMBER BOARD REPORT

Proposed Contract Training 2023/2024

Indistrict*		START	EST	EST	
CLIENT NAME	CONTRACT DESCRIPTION	DATE	REVENUE	EXPENSE	MARGIN
Multiple Recipient Local Gov	Transition to Supervision - Dec. 2023	12/5/2023	2,535.00	1,160.00	1,375.00
Multiple Recipient Local Gov	Principles of Effective Leadership - Dec. 2023	12/6/2023	2,535.00	1,260.00	1,275.00
Multiple Recipient Local Gov	Influencing the Performance of Others - Dec. 2023	12/19/2023	1,859.00	1,144.00	715.00
Multiple Recipient Local Gov	Ethical Leadership - Dec. 2023	12/20/2023	1,014.00	912.11	101.89
Multiple Recipient Local Gov	LESB Firearms Instructor - Dec. 2023	12/4/2023	8,400.00	5,523.55	2,876.45
Multiple Recipient Local Gov	Cell Extractions Dec 2023	12/6/2023	3,582.00	1,231.52	2,350.48
Black Creek Police Department	Black Creek FOF Training Dec 9	12/9/2023	190.00	40.00	150.00
NextEra Energy Point Beach	PLC Training December 2023	12/4/2023	9,200.00	3,835.56	5,364.44
Sierra Dental	BLS Refresher	12/7/2023	505.00	335.31	169.69
Schreiber Foods Inc	European Union 2023-2024	12/14/2023	3,000.00	1,722.40	1,277.60
Oconto Electric Cooperative	CPR Heartsaver AED & First Aid	12/6/2023	2,869.00	2,148.57	720.43
Multiple Recipient Local Gov	Advanced Report Writing Aurora Dec 2023	12/5/2023	1,875.00	560.86	1,314.14
Multiple Recipient Local Gov	Defensive Tactics Transition Dec 2023	12/7/2023	1,188.00	421.99	766.01
Ashwaubenon Dept of Public Safety	ASPS Tactical Response Dec 2023	12/11/2023	310.00	155.13	154.87
Multiple Recipient Local Gov	Physical Readiness 12-15-23	12/15/2023	300.00	127.85	172.15
Multiple Recipient Business & Industry	OSHA 30-Hour General Industry_Fall2023	12/5/2023	4,860.00	2,893.69	1,966.31
Multiple Recipient Business & Industry	Tools for Making Better Choices	12/1/2023	177.00	145.33	31.67
Dominion Energy Kewaunee Inc	Dominion Energy Firearms Dec 2023	12/7/2023	350.00	263.73	86.27
Brown County Port and Resource Recovery	CPR Heartsaver AED	12/13/2023	1,280.00	928.31	351.69
Multiple Recipient Business & Industry	Time Management: Be More Productive and Less Burnt Out_Dec2023	12/6/2023	295.00	145.33	149.67
Conger Industries Inc	CDL Class A Manual and Theory Justin Wied	12/4/2023	4,753.67	2,885.89	1,867.78
Multiple Recipient Business & Industry	Becoming an Effective Trainer	12/7/2023	298.00	0.04	297.96
Employment Health Services	Phlebotomy Training Dec 6, 2023	12/6/2023	225.00	127.85	97.15
Forward Service Corp	CPR Heartsaver AED & First Aid	12/15/2023	2,428.00	1,965.50	462.50
Totani America	STM Assessment Dec 7, 2023	12/7/2023	275.00	145.33	129.67
Absolute Concrete	CDL Class A Auto and Theory Danny Kuske	12/7/2023	4,220.63	2,259.42	1,961.21
Wrightstown Village	CDL Class B Automatic for Johanna Starkey	12/21/2023	3,154.55	1,632.95	1,521.60
TOTAL			\$61,678.85	\$33,972.22	\$27,706.63
Out of District		START	EST	EST	
CLIENT NAME	CONTRACT DESCRIPTION	DATE	REVENUE	EXPENSE	MARGIN
Oshkosh Fire Department	Oshkosh FD - Blue Card certification Dec. 2023	12/4/2023	2,250.00	1,602.85	647.15
Assured Private Investigations	API Firearms Training - December 20, 2023	12/20/2023	200.00	80.00	120.00
Manitowoc Marina	CDL Class A Auto Logan Schiller	12/4/2023	3,871.63	2,189.42	1,682.21
KI Manitowoc	Emotional Intelligence Dec 2023	12/5/2023	1,667.00	919.45	747.55
WI Drug Expert Recognition Program	ARIDE Dec 2023	12/6/2023	975.00	975.00	0.00
Dept of Workforce Dev	Additional Training and Exam Fee For Mark Sapon	12/14/2023	800.00	193.77	606.23
Miller Electric Manufacturing Co	FY2324 Heyrman Service Repair	12/4/2023	1,392.00	988.32	403.68
TOTAL			\$11,155.63	\$6,948.81	\$4,206.82
Out of State**		START	EST	EST	
CLIENT NAME	CONTRACT DESCRIPTION	DATE	REVENUE	EXPENSE	MARGIN
LDR Worldwide	CDL Prep/Kluge 2023-12-4	12/4/2023	2,805.55	1,250.41	1,555.14
LDR Worldwide	CDL Prep/Sturk 2023-12-11	12/11/2023	2,805.55	1,250.41	1,555.14
Trade Team	Qualifications 12/4 - 12/7/23	12/4/2023	1,753.50	1,097.17	656.33
Trade Team	Qualifications 12/14/23	12/14/2023	1,018.90	568.03	450.87
TOTAL			\$8,383.50	\$4,166.02	\$4,217.48
Contract Total for January= 38			\$81,217.98	\$45,087.05	\$36,130.93
JANUARY CONTRACT TRAINING GRAND TOTAL			\$81,217.98	\$45,087.05	\$36,130.93

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

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

NWTC Board Meeting Schedule – FY 2023-2024

Board Meeting Date	District Boards Association (State)	ACCT Conferences (National)	Other Activity Dates
July 10, 2023 (Monday) Green Bay Campus Boardroom			
August 9, 2023 Green Bay CTED			August 22, 2023 Board Retreat Location: Lodge Kohler
September 20, 2023 Shawano RLC			
October 18, 2023 (Set Tax Levy) Green Bay Campus Boardroom	October 25-28, 2023 District Board Fall Meeting WCTC – Pewaukee	October 9-12, 2023 ACCT Leadership Congress Las Vegas, NV	
November 15, 2023 Green Bay Campus Boardroom			
December 13, 2023 Green Bay Campus Boardroom			December 18, 2023 Green Bay Graduation
January 10, 2024 Green Bay Campus Boardroom	January 26, 2024 District Board Winter Meeting Zoom		
February 14, 2024 Green Bay Campus Boardroom		February 4-7, 2024 ACCT Legislative Summit Washington, DC	
March 13, 2024 Sturgeon Bay Campus			
March XX, 2024 Board Appointment Meeting & Public Hearing			Dworak, Mayer, Robinson
April 17, 2024 Capital & Operational Budget Green Bay Campus Boardroom	April 11-13, 2024 District Board Spring Meeting Madison		TBD Student Awards Ceremony Green Bay Commons
May 8, 2024 Budget Hearing & Adoption of Budget Green Bay Campus Boardroom			<u>Graduations:</u> May XX, 2024 – Sturgeon Bay May XX, 2024 – Green Bay May XX, 2024 - Marinette
June 12, 2024 Marinette Campus			GED/HSED Graduation TBD
July 8, 2024 - Monday Green Bay Campus Boardroom			