

Northeast Wisconsin Technical College District

*Board of Trustees Meeting
Agenda*

January 19, 2022
12:00 p.m.

***NWTC Green Bay Campus Board Room DO308 or Virtual Option for the Board of Trustees
2740 West Mason Street, Green Bay, Wisconsin 54303***

Open Meeting & Roll Call – Please turn off all cell phones and pagers currently.

The Board Chairperson called the January 19, 2022 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time. (12:01 p.m.)

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

Excused: Richard Stadelman

Also Present: Jeff Rafn, Janel Karban, Kathryn Rogalski, Mohammed Bey, Dan Mincheff, Bob Mathews, Lisa Maas, Colleen Simpson, Natalie Magnin, Cynthia Estrup, John Kopp, Amy Kox, John Grant, Meridith Jaeger, Jill Thiede, Jason Trombley, Sue Zittlow, Mike Race

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.

Student Senate

There wasn't representation from Student Senate at the January Board of Trustees meeting.

Mission Moment

Natalie Magnin, Alumni & Donor Relations Coordinator, shared a mission moment for previous student, Zach Engels.

Zach Engels, graduate of NWTC, learned the machine tool trade and is applying those skills to working full time and starting a business on the side. He graduated in 2014 earning his technical diploma in CNC Technician. Engels continues to grow his business, Economy Signs, located in Green Bay. "I got into the sign business because my father, before he passed away, owned Sign Edge in Green Bay," Engels said. "I was only 12 years old when he passed, but I had already been working there with him."

He worked for several companies in machining but didn't find the right fit until he was hired full-time by Robinson, Inc. about five years ago. He said he has finally found a company that cares about its employees. Robinson has been very supportive of his side business, as well.

He tries to find a balance between his full-time job at Robinson and side business while spending time with his three children, all under age 3. That has been the greatest challenge.

“One of my biggest customers right now is Robinson,” Engels said. “They are all about supporting people like me that have small businesses. I started doing some graphics for shelves, and eventually, some project coordinators found out about me and now I’m putting my graphics on machines. It is gratifying to see my work driving around town. It is like, ‘Yes, I did that.’ And when a project is completed and I see the customers’ faces light up, it feels good.”

Source: <https://www.greenbaypressgazette.com/story/money/2021/12/29/zach-engels-owner-growing-side-business-economy-signs/9039638002/>

Action Items (Roll Call Vote)

Bills

Detailed copies of the current disbursements for fiscal year 2022 for the month of December 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.

Carla Hedtke moved that the Board approve the December 2021 bills as recommended by the Board Treasurer.

Motion seconded by Gerald Worrick.

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

Authorization to Implement ERP (Enterprise Business Process Software)

Administration recommended authorization of the expenditure of \$20,000,000 to fully implement during the period of FY22 – FY25 a new ERP. This will cover implementation costs and a 10-year licensing agreement with Workday through 2032. Board Exhibit 1 provides further detail and rationale for the request. Payments will be spread out over 10 years, with the majority of spending occurring between FY23-25 (\$12,000,000) and the balance paid out between FY26 and FY32 (\$8,000,000). Standard audit requirements require booking the full anticipated expenditure in FY22. This will raise the overall capital budget from \$15,725,000 to \$35,725,000. This will be reflected in the attached budget modification (Board Exhibit 2).

The increase in capital projects will not impact debt borrowing in FY2022. Debt will be financed over 10 years. The debt mill rate is projected to stay at \approx \$0.415 through FY2032.

Gerald Worrick moved that the Board authorize \$20,000,000 to purchase, implement, and utilize Workday as NWTC’s ERP system over the time period of FY22-FY32.

Motion seconded by Jeff Rickaby.

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

Budget Modification

Board Exhibit 2 is a copy of the fund statements of proposed fund and function modifications to the FY 2022 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.

Jeff Rickaby 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 Cathy Dworak.

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

Consent Agenda Items:

Minutes

The minutes of the December 15, 2021 and January 5, 2022 Board meetings were sent to Board members prior to the January 19, 2022 Board meeting. It was recommended that Board approval be given for the December 15, 2021 and January 5, 2022 Board meeting minutes.

New Hires – Faculty

A. Anissa Champeau Achterberg – Dental Hygienist Instructor

Anissa Champeau Achterberg was the Selection Committee’s top choice for Dental Hygienist Instructor. Ms. Champeau Achterberg holds an Associate degree and a Bachelor’s Degree in Dental Hygiene from Ferris State University, Big Rapids, MI.

Since May of 2016, Ms. Champeau Achterberg has been employed as a Lead Dental Hygienist at Timbercrest Dental Center in Appleton, WI. Prior to that, she worked as a Part-Time Dental Faculty for Milwaukee Area Technical College and a Dental Hygienist for the Dentists on Bluemound, Wauwatosa, WI. She is also a Registered Dental Hygienist in the State of Wisconsin.

Placement for this position would be at the level Faculty B, \$65,500.

B. Jean Sanborn – Associate Degree and Practical Nursing Instructor

Jean Sanborn was the Selection Committee’s top choice for Associate Degree and Practical Nursing Instructor. Ms. Sanborn holds a Master’s Degree in Nursing from Capella University, Minneapolis, MN and a Bachelor’s Degree in Nursing from University of Wisconsin, Green Bay, WI.

Since 2013, Ms. Sanborn has been employed as a Public Health Nurse for the Marinette Public Health Department. Since 2020, she has also been a Part-time Nursing Instructor for Northeast Wisconsin Technical College. Prior to that, she worked as a Registered Nurse for Bellin Health, Marinette, WI. She is ACLS and CPR certified and has her Registered Nursing License in the State of Wisconsin.

Placement for this position would be at the level Faculty C, \$75,700.

C. Jennifer Zellner – Associate Degree Nursing Instructor

Jennifer Zellner was the Selection Committee’s top choice for Associate Degree Nursing Instructor. Ms. Zellner holds a Master’s Degree in Nursing Education from Grand Canyon University, Phoenix, AZ and a Bachelor’s Degree in Nursing from Carroll University, Waukesha, WI.

Since March 2019, Ms. Zellner has been employed as a Digestive Health Services Nurse Educator for Bellin Health in Green Bay, WI. Since 2020, she has also been a Part-time Nursing Instructor for Northeast Wisconsin Technical College and Bellin College. Prior to that, she worked as a Registered Nurse for the Cardiac Unit and the Digestive Health Services Unit at Bellin Health. She is ACLS and CPR certified and has her Registered Nursing License in the State of Wisconsin.

Placement for this position would be at the level Faculty C, \$73,500

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

Faculty - Resignations

With regret, we accept the following resignation notice:

- A. John Van Ess – Utility Engineering Technology Instructor, who has been with the College since April 27, 2009, and has announced his resignation effective December 20, 2021.

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 2022 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.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 3.

Carla Hedtke moved that the Board approve the consent agenda items as follows: The December 15, 2021 and January 5, 2022 Board meeting minutes, the appointments of Anissa Champeau – Dental Hygienist Instructor, Jean Sanborn – Associate Degree and Practical Nursing Instructor, Jennifer Zellner – Associate Degree Nursing Instructor, the resignation of John Van Ess – Utility Engineering Technology Instructor, and the contracts for services identified in Board Exhibit 3.

Motion seconded by Jeff Rickaby.

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

Reports

Board Member Professional Development Updates

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

- January 27-29, 2022 – District Board Winter Meeting at Lakeshore
 - Carla Hedtke is attending
- February 6-9, 2022 – ACCT Legislative Summit – Washington D.C.
 - Carla Hedtke and Erica Plaza are attending

Preparing to Conduct a Presidential Search

The Board of Trustees discussed the process to conduct a Presidential search.

- When considering a third party to help with a Presidential search, there are things to consider:
 - What strengths do you want the college to have?
 - Do you want the college going into a different direction?
 - Do you want a third party to come and help with preparing documents and agreements?
- Process will start around August/September 2022
- Dean or higher requires an external search
- Suggestion: Have a consultant join a future Board meeting to provide a layout of what needs to be considered and the process flow to help prepare the Board
 - ACCT
 - AACC
- Once The Board of Trustees understands the process, they will discuss what their looking for in a candidate, what qualities they want, and the future of the college
- Suggestion: Executive Leadership Team and Senior Leadership Team meet to put together a plan on where they see the college in 5 or 10 years
 - Thought is to hold this meeting once the Board is clear on the process
- **Action:** Lisa Maas will discuss the process with an outside party (ACCT) and walk through the process in the March 2022 Board meeting. This will kick off the thought process and there is a potential to have an external party join a future Board Meeting or Board Retreat.

Policy Discussion: Public Safety Update

Cindy Estrup, Dean of Public Safety, provided an overview of the Public Safety department as well as the individual programs; both risks and opportunities will be discussed. An update on the current Emergency Medical Services (EMS) calendar and scheduling of classes was also provided. She provided a summary of the unique impact and opportunities COVID has had on our teaching modalities as well as our successes found through those modalities will be celebrated.

EMS:

- Academic Year 21
 - Emergency Medical Technician Graduates: 95
 - Advanced Emergency Medical Technician
- EMT: Academic YR17-19 the pass average is 84% overall. 5-year National average is 68% on first time takers and 81% overall
- AEMT – 69% first time NREMT pass rate, National average is 58%, overall pass rate is 84% and National average of 77%
- Refresher courses:
 - Certifications expire every 3 years and needs to be renewed

- 3-4 classes per year on non-certification years
- Approximately 35-40 classes for year leading up to certification expiration
- EMS Mobile Trailer – Mirrors the back of an ambulance to give hands-on experience
- EMS Hour Changes – Hours are increasing to provide more of a skills-based environment
 - Portfolio/Certification is valid from state to state
- 2023 Curriculum will allow for EMT certification (252 total hours)
 - EMS Regional Rotating Schedule Proposal
 - Spring 2023 – Aurora/Sturgeon Bay
 - Fall 2023 – Crivitz/Shawano
 - Spring 2024 – Mountain/Marinette
 - Fall 2024 – Oconto/Luxemburg

Fire Program:

- Academic Year 21 Graduates
 - Fire Science Technical Diploma: 6
 - Fire Protection Technician: 3
 - Fire Medic: 12
- State Funded Fire Certification Courses:
 - FY18: 801 students
 - FY19: 1284 students
 - FY20: 606 students
 - FY21: 371 students
- Corporate Training Fire Courses:
 - FY18: 534 students
 - FY19: 544 students
 - FY20: 378 students
 - FY21: 529 students
- Mobile Fire Trailers
 - Flashover Trailer: Phase 1 system that is an indispensable component to any fire training curriculum because it allows participants to witness real fire characteristics under the supervision and direction of certified instructors. Flashover is considered to be one of the most dangerous fire phenomena a firefighter can experience. The instructors will demonstrate the fire characteristics that lead up to a flashover.
 - Phase 2 system is constructed of a 40-foot (12 meter) container which includes a burn chamber and multiple entry points. The wood-fueled system lets you train for fire attack, smoke conditions, search and rescue, and nozzle techniques through the primary entry points.

EduByte – Industry 4.0

Jill Thiede, Dean of Trades and Engineering Tech, Sue Zittlow, Dean of College of Business, Jason Trombley, Trades and Engineering Tech Instructor, and Mike Race, Specialist – Computer Tech provided an overview of the progress in the past semester on our Industry 4.0 initiatives. The focus was on the Augmented Reality and Virtual Reality pilots implemented across various programs.

The Four Industrial Revolutions:

- Industry 1.0: Mechanization and the introduction of steam and water power
- Industry 2.0: Mass production assembly lines using electrical power
- Industry 3.0: Automated production, computers, IT-systems and robotics
- Industry 4.0: The Smart Factory – Autonomous Systems, Internet of Things (IOT), Machine Learning

2020/2021: Phase 1: Strategy Development and Research

- Form teams: leadership team, core team, and faculty cross functional team
- Create and staff Faculty Leader for Industry 4.0 initiative

- Develop key strategies and systems investigation
- Determine pilot planning
- Educate NWTC Stakeholders on Industry 4.0
- Convene focus groups for community needs assessment
- Assess credential opportunities based on Industry 4.0 skills
- Discuss, determine, and submit grant proposals for Industry 4.0 areas
- Secure CRRSSA funds for AR/VR technology pilots
- Develop marketing strategy and materials for internal and external customers
- Evaluate NWTC facilities space for Experiential Learning Lab for Industry 4.0
- Determine scope to reimagine and impact space for Industry 4.0 showcase
- Launch bootcamps for Industry 4.0 skills
- Explore partnerships and opportunities with industry and university partners

2021/2022: Phase 2: Pilots

- Determine, procure and initiate AR/VR pilots
- Launch cross functional IOT pilot
- Determine evaluation plan for the pilots
- Explore Industry 4.0 opportunities for K-12 and returning adult recruitment
- Host focus groups to determine opportunities for cross department credentials
- Execute grants received
- Create and staff roles: IIT technical liaison for TET Faculty leader for Additive Manufacturing
- Launch key marketing strategies
- Design, implement and launch Experiential Learning Lab
- Design, implement and launch Industry 4.0 Showcase space
- Launch new Industry 4.0 credentials
- Initiate projects with industry and university partners

2022/2023: Phase 3: Assessment and Rollout

- Launch cross department Industry 4.0 credentials
- Assess pilots and determine best in class technology choices
- Develop process and system to explore new technologies and pilots
- Rollout successful pilots
- Engage additional faculty and departments in additional pilots

2023/2024: Phase 4: Systemic Integration into college

- Integrate Industry 4.0 faculty tools with the TLC
- Embed Industry 4.0 marketing across programs
- Expand partnership opportunities with industry and university partners
- Expand grant opportunities

President's Report

A. Enrollment Activity

- Down 4.2% from last year
 - COVID has been a factor
- State Board approved NWTC offering the AA/AS
 - Next Step is to get the Board of Regents to approve
 - Partnered with Lakeland and St. Norbert College
 - NEWERA has been also working with UW-Green Bay and UW-Oshkosh

B. Legislative and Regulatory Issues (state & federal)

- Senate Bill 837:
 - An Act to create 893.828 of the statutes; Relating to: eliminating immunity for public campus administrators from liability for violations of individual expressive rights under the declaration of rights in the Wisconsin Constitution. (FE)
- Senate Bill submitted by Senator André Jacqué
 - Would enforce a 48-week law enforcement academy
- Infrastructure Bill
 - Affordability Connectivity Program where Pell Grant recipients will automatically be eligible for a stipend of \$30 a month to cover internet cost

C. 8-Week Advantage – No update

D. COVID-19 Update

- Record of cases
- 112 employees since the holidays
 - 69 positive cases
 - 16 were contracted on campus
 - 17 are symptomatic
 - 26 out due to close contact
- Students are back on campus this week
- Mask mandate extended until further notice for students and staff

E. Current Events

- Achieve the 2022 DREAM Scholar awarded to an NWTC student

Next Board Meeting

The February 23, 2022 Board Meeting will be held in the District Board Room of the 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

Gerald Worrick moved to adjourn the January 19, 2022 Board meeting (3:11 p.m.).

Motion seconded by Carla Hedtke.

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



Gerald Worrick, Board Secretary

February 23, 2022

Date