

Northeast Wisconsin Technical College District

*Board of Trustees Meeting
Minutes*

August 11, 2021
12:00 p.m.

*NWTC Green Bay Campus Board Room DO308
2740 West Mason Street, Green Bay, Wisconsin 54303*

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

The Board Chairperson called the August 11, 2021 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

Present: Cathy Dworak, Carla Hedtke, Dave Mayer, Jeff Rickaby, Dorothy Sadowski, Richard Stadelman, Kim Schanock, Gerald Worrick

Excused: Ben Villarruel

Also Present: Jeff Rafn, Mary Jo Tilot, Janel Karban, Dan Mincheff, Kathryn Rogalski, Bob Mathews, Mohammed Bey, Valarie Wunderlich, Erica Plaza

Guests

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment. Dr. Rafn introduced Janel Karban, newly hired Executive Assistant to the President and Assistant to the NWTC Board of Trustees.

Student Senate

No report was provided at this time.

Mission Moment

Donald Ramakers, Alumni and Scholarship Recipient: Graduated Spring 2020 IT-Cybersecurity Specialist Associate Degree. Donald noted that ““My scholarships helped keep my loan debt down and helped free up money for gas to get to school and work, among other things. There were times when a few hundred extra dollars made all the difference...enough gas to make it to my next paycheck or some new clothing for work study. There were times when it literally made the difference between getting to school or work or not. Now that I’ve graduated and have a steady paycheck, I’m gladly giving back to the NWTC Foundation so the students after me can have a similar benefit.”

Board Governance

Dorothy Sadowski moved that the Board recognize Mary Jo Tilot, Executive Assistant, for her years of service to the College at this time.

Motion seconded by Kim Schanock.

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

Carla Hedtko entered the meeting at this time (12:15 p.m.).

Board Retreat

The Board discussed and set the date for the annual Retreat for October 26, 2021 from 9:00 a.m. to 3:00 p.m. at a location to be determined.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of July 1-31, 2021 \$2,962,323.19

Detailed copies of the current disbursements for fiscal year 2022 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 were available in the District Office for review by any interested person. Included as Board Exhibit 1 was a copy of the certified 4th quarter Capital Expenditures report for items over \$50,000 and the FY 2021 Board Professional Development Account Status Report and the Operational and Capital Contingency Account Status Reports.

Richard Stadelman moved that the Board approve the July 2021 bills as presented and the certified 4th quarter Capital Expenditures report for items over \$50,000.

Motion seconded by Jeff Rickaby.

Motion carried, with all voting "Aye" on roll call.

Consent Agenda Items:

Minutes

The minutes of the July 12, 2021 Board meeting were sent to Board members prior to the August 11, 2021 Board meeting. It was recommended that Board approval be given for the July 12, 2021 Board meeting minutes.

New Hires – Faculty

- A. Carly Peters – Associate Degree Nursing Instructor – 75%: Carly Peters was the Selection Committee's top choice for Associate Degree Nursing Instructor – 75%. Ms. Peters holds a master's degree in the RN-MSN, Nurse Educator program from Capella University, an Associate degree in Practical Nursing, and a Nursing Assistant Technical Diploma from Northeast Wisconsin Technical College. Since August 2015, Ms. Peters has been employed as an Academic Coach/Registered Nurse for Northeast Wisconsin Technical College. Prior to that, she was a Registered Nurse for the Emergency Department at Bellin Memorial Hospital and a Registered Nurse/Wellness Coach for the Employer Clinics at Bellin Medical Group. She is licensed as a Registered Nurse. Placement for this position would be at the level Faculty C, \$56,170.00

- B. Isaac Vroman – Anatomy & Physiology - ECPN/K12 Focus Instructor: Isaac Vroman was the Selection Committee's top choice for Anatomy & Physiology - ECPN/K12 Focus Instructor. Mr. Vroman holds a master's degree in the Anatomy and Advanced Forensic Anthropology program from University of Dundee, and a Bachelor of Science degree in Archaeology from University of Wisconsin, La Crosse. Since 2017, Mr. Vroman has been employed as an Instructor at South Dakota State University. Prior to that, he was an instructor for Eagle Gate College. Placement for this position would be at the level Faculty C, \$70,000.00

- C. Jacob Burt – Automotive Technician Instructor: Jacob Burt was the Selection Committee’s top choice for Automotive Technician. Mr. Burt holds a Technical Diploma in Automotive Technology from the Universal Technical Institute, Glendale Heights, Illinois. Since 2016, Mr. Burt has been employed as an Automotive Technician at Dorsch Ford Green Bay. Prior to that, he was an Automotive Technician for Bergstrom Ford Oshkosh and Kocurek Ford Wausau. Placement for this position would be at the level Faculty A, \$63,000.00
- D. Karl Huebner – Anatomy & Physiology Microbiology Instructor - Marinette & District-Wide: Karl Huebner was the Selection Committee’s top choice for Anatomy & Physiology Microbiology Instructor - Marinette & District-Wide. Mr. Huebner holds a Doctorate in Chiropractic Medicine from National University of Health Services and a Bachelor of Science degree in Human Biology from University of Wisconsin, Green Bay. He is a licensed Chiropractor in the state of Wisconsin and a Certified Medical Examiner with the National Registry of Certified Medical Examiners. Since 2017, Mr. Vroman has been employed as a Practice Manager for Integrative Pain Management. Since 2014, he has been an independent contractor of Chiropractic Services and an Inventor/Entrepreneur for Physio F(x). Prior to that, he was a Pharmacy Technician for Streu’s Pharmacy. Placement for this position would be at the level Faculty C, \$70,000.00
- E. Brandon Braden – Fire Science Instructor: Brandon Braden was the Selection Committee’s top choice for Fire Science Instructor. Mr. Braden holds a Master of Science in Biology degree from University of Southern Maine, a Bachelor of Science degree in Natural Resources – Resource Management from Northland College, and an Associate of Science degree from Kent State University. He has multiple certifications in the areas of Wildland Fire and Structural Fire. Since 2018, Mr. Braden has been employed as an Alderperson for the city of Clintonville and a Part-Time Instructor for Public Safety at Northeast Wisconsin Technical College. Since 2015, he has held multiple positions within the Clintonville Fire Department, including Firefighter, Engineer and Lieutenant. Prior to that, he was a Forestry and Wildlife Technician for the Wisconsin Department of Natural Resources. Placement for this position would be at the level Faculty A, \$68,000.00
- F. John Gonnering – Electrical Apprentice Instructor: John Gonnering was one of the Selection Committee’s top choices for Electrical Apprentice Instructor. Mr. Gonnering holds an Associate Degree of Applied Science in Technical Studies-Electrical Construction and completed the ABC-Construction Apprenticeship from Fox Valley Technical College. He is a certified Wisconsin Master Electrician. Since 2014, Mr. Gonnering has been employed as an Industrial Project Manager/Account Manager for Suburban Electric. Prior to that, he was a Project Manager for Faith Technologies and held several positions with Suburban Electric, including Service Foreman and Service Technician. Placement for this position would be at the level Faculty A, \$73,000.00
- G. Christopher Wildenberg – Electrical Apprentice Instructor: Christopher Wildenberg was one of the Selection Committee’s top choices for Electrical Apprentice Instructor. Mr. Wildenberg holds an Associate Degree of Applied Science in Journeyman’s Technical Studies and a Journeyman’s Electrician Certificate from Fox Valley Technical College. He is a certified Wisconsin Master Electrician. Since 2005, Mr. Wildenberg has been employed as an Electrical Technician for Faith Technologies. Prior to that, he held several additional positions with Faith Technologies, including Senior Technical Training Consultant, Technical Training Consultant, and Robot total Station Coordinator. Placement for this position would be at the level Faculty A, \$73,000.00
- H. Jeremy Salentine – Heating, Ventilation, Air Conditioning and Refrigeration Instructor: Jeremy Salentine was one of the Selection Committee’s top choices for Heating, Ventilation, Air Conditioning and Refrigeration Instructor. Mr. Salentine holds an Associate Degree of Applied Science in HVAC/R Technology from Northeast Wisconsin Technical College. He is an NWTTC HVAC/R Advisory Council Member and a Carrier Commercial Quality DAC Member. Since 1997, Mr. Salentine has been employed as a Distributor Service Manager / Technical Service Advisor for Temperature Systems Inc. Prior to that, was a Steel Fabricator for Tri-County Welding & Repair. Placement for this position would be at the level Faculty A, \$70,000.00

- I. Cassandra Bean – Associate Degree Nursing Instructor – LTE: Cassandra Bean was the Selection Committee’s top choice for Associate Degree Nursing Instructor –LTE. Ms. Bean holds a Master of Science in Nursing degree and a bachelor’s degree of Nursing from Western Governor’s University, and an Associate degree of Nursing from Northeast Wisconsin Technical College. Since August 2017, Ms. Bean has been employed as a Critical Care/Registered Nurse for the Emergency Department at St. Vincent Hospital. Since 2020, she has been a part-time Clinical Instructor for Northeast Wisconsin Technical College. Prior to that, she has held several other positions for the Hospital Sisters Health System including Emergency Department Registrar, Diagnostic Scheduler: Vascular and General Surgery, and Medical Assistant. She is licensed as a Registered Nurse. Placement for this position would be at the level Faculty C, \$72,075.00

- J. Ryan Long – Pathways to Academic Success (PASS) Instructor: Ryan Long was the Selection Committee’s top choice for Pathways to Academic Success (PASS) Instructor. Mr. Long holds a Master of Arts in Education from Marian College, Fond Du Lac, and a Bachelor of Arts Degree in Elementary Education from University of Wisconsin-Green Bay. He also holds a TESOL Certificate from the International Open Academy. Since May 2000, Mr. Long has been employed as an Instructor for Green Bay Public School District. Since January 2014, Mr. Long has been a Part-time ELL Instructor for Northeast Wisconsin Technical College. Placement for this position would be at the level Faculty A, \$72,000.00

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

Faculty - Resignations

With regret, the College recommended Board acceptance of the following resignation notices:

- A. Sharon Corpus – Diagnostic Medical Sonography Instructor, who has been with the College since August 6, 2018 has announced her resignation effective December 21, 2021.

- B. Julia Witt - AODA Coordinator Instructor, who has been with the College since August 5, 2018 has announced her resignation effective December 31, 2021.

Biomedical X-Ray Service Technician Advanced Technical Certificate

The Biomedical X-Ray Service Technician advanced technical certificate would build upon skills gained in the Biomedical Electronics Technology AAS. To move into biomed specializations which, provide greater economic rewards, additional training is needed. Opportunities in the installation, maintenance and repair of imaging equipment are growing. This is a unique program offered in the WTCS system and is a value opportunity compared to the limited private options available. Many biomed technicians would be able to advance into imaging specializations with the training we are recommending in the Biomedical X-Ray Service Technician Advanced Technical Certificate. This certificate will cover the competencies required to service X-Ray equipment and provide foundational training on digital radiography services. These competencies include safety image quality and measuring the X-Ray tube performance. By engaging with imaging services industry experts, we will be able to develop a certificate that will allow biomed the opportunity to gain the skills and knowledge to move into imaging specializations. This program would also provide the skills necessary for other electro-mechanical technicians who may need to maintain X-Ray equipment in other environments such as airports, dentist offices, and welding inspection services.

The certificate will be comprised of 10 credits from four courses. It is anticipated that there will be 15-20 job openings in Northeast Wisconsin in the next three years. As these technologies continue to grow, the need for more biomedical X-Ray and Imaging Service technicians. The estimated wage for X-Ray Service Technicians is \$40/hour.

In a presentation at the Medical Technology Expo in Milwaukee WI in July 2021, Dr. Kenneth Hable (MD, BSRT, Director of Training & Apprenticeship Siemens Lead Engineer/Instructor) shared a presentation on the challenges of hiring qualified medical imaging service resources, “Reducing the BMET to Imaging Service Gap.” Dr. Hable shared

that there is not only a current need for Medical Imaging Specialists, but the average age of the Medical Imaging Specialists is approximately 55 years old. The upcoming labor shortage could cause significant issues for healthcare providers who count on their imaging equipment running at peak efficiency.

A WTCS General Purpose Revenue (GPR) grant will be submitted for anticipated curricular and instructional expenses for the certificate. The certificate is expected to begin in Fall 2022.

It was recommended that the Board approve the Biomedical X-Ray Service Technician advanced technical certificate 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 2022 contracts pending Board approval was 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 were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 2.

Gerald Worrick moved that the Board approve the consent agenda items as follows: the minutes of the July 12, 2021 Board meeting; the appointments of Carly Peters – Associate Degree Nursing Instructor – 75%, Isaac Vroman – Anatomy & Physiology - ECPN/K12 Focus Instructor, Jacob Burt – Automotive Technician Instructor, Karl Huebner – Anatomy & Physiology Microbiology Instructor - Marinette & District-Wide, Brandon Braden – Fire Science Instructor, John Gonnering – Electrical Apprentice Instructor, Christopher Wildenberg – Electrical Apprentice Instructor, Jeremy Salentine – Heating, Ventilation, Air Conditioning and Refrigeration Instructor, Cassandra Bean – Associate Degree Nursing Instructor – LTE, Ryan Long – Pathways to Academic Success (PASS) Instructor; the resignations of Sharon Corpus – Diagnostic Medical Sonography Instructor, and Julia Witt - AODA Coordinator Instructor; the Biomedical X-Ray Service Technician advanced technical certificate and authorize its submission to the WTCS State Board for approval; and the contracts for services identified in Board Exhibit 2.

Motion seconded by Dorothy Sadowski.

- Suggestion was made to have the Board meet some of the new faculty throughout the year.

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.

- Trustees Hedtke, Worrick, and Sadowski attended the Boards Association meeting held at Wisconsin Rapids/Stevens Point. Ms. Hedtke was again recognized for receiving the Board Member of the Year Award. The in-service presentation was great, and a lot of information was shared on Board involvement with the Colleges they serve. Next meeting will be the legal issues session which is very well attended and is a three day event.
- The conversation also took place as to how to get the Board of Trustees more involved in their Association, whether it is to serve on a committee, the Board, or just attend the quarterly meetings. The Board Assistant will check on available materials from Boards Association.

Policy Discussion: Leadership, Identity, and Diversity

Mohammed Bey, Chief Officer for Diversity, Equity, and Inclusion began the DEI Board training with a discussion on Leadership, Identity, and Diversity.

- As part of the DEI training each ELT member and Board member shared 2-3 identities that had the most influence in shaping their experiences growing up.

President's Report

Enrollment Activity –

- Enrollments have dropped within the last few days to -.6 to – 3%. It is thought that some of the students that are dropping are from the health area (nursing and nursing assistant) due to the increase in COVID cases and the Delta Variant. General Studies is another area that is down in enrollments since moving back to face to face with masking. During COVID most of those courses were taught online, but the College will not be going back to virtual for those classes.

Legislative and Regulatory Issues (state & federal) –

- No update at this time.

8-Week Advantage –

- No update at this time.

COVID-19 Update –

- The College has put back in place the masking requirement for anyone on campus whether vaccinated or not for the fall semester. We are not reinstating the physical distance requirement.
- Because many of the clinical sites that our students are being placed are requiring that they be vaccinated before they are allowed into the sites, some of them are dropping their programs. EMT is another area that utilizes clinical sites, and at one point many of those students were going to drop the training due to the vaccination requirement, but the extension on the use of simulation for contact hours for EMT students has been offered.
- Staff is now required to work 60% of the week on site with 2 days that they are allowed to work remote. However, their ability to work from home at all is dependent on the needs and the decision of their direct supervisor.

Current Events --

- Nothing new to report at this time.

Board Tours of Campus --

- It was decided that the Board would like to meet in various locations throughout the campus and then tour those areas between 2:30 and 3:00 p.m. on Board days.

Next Board Meeting

The September 15, 2021 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

Jeff Rickaby moved to adjourn the August 11, 2021 Board meeting (3:18 p.m.).

Motion seconded by Dorothy Sadowski,

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



Gerald Worrick, Board Secretary

9-15-2021

Date