

Northeast Wisconsin Technical College District

*Board of Trustees Meeting
Minutes*

September 15, 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 September 15, 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, Ben Villarruel

Excused:

Also Present: Jeff Rafn, Janel Karban, Dan Mincheff, Bob Mathews, Mohammed Bey, Lisa Maas, Erica Plaza, Crystal Harrison, Carl Vancaster, Joseph Richter, Kevin Rathburn, Stephanie Atkins, Myke Schmit, Howard Herrild, Jill Thiede, Sue Zittlow, Chet Lamers, Chris Dahlke, Meridith Jaeger, Michele Wiberg, Eric Kass

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.

Student Senate

Carl Vancaster, Student Senate Member, provided an update on current Student Senate involvement and highlights. Joseph Richter, Student Involvement Supervisor, observed during this time. Carl shared information on the Wisconsin Student Government (WSG) which he is the Parliamentarian for the 2021/2022 school year. The Executive Officers of WSG would like for the Governor to be at the WSG meetings to keep the participants informed about what is being proposed on the state level. Future WSG meetings are scheduled for October 8, 2021 and November 12, 2021.

Mission Moment

A mission moment was shared for Allyson who graduated in Spring 2021 in the Legal Studies/Paralegal program. She was a scholarship recipient in Spring of 2020. Her statement is as follows: “When I received notice that I had received your scholarship I jumped out of bed and with happy tears in my eyes ran downstairs to share the news with my family. I was filled with so much joy and appreciation. This year I was faced with losing four months wages due to my employer being shut down due to COVID. I also lost my best friend and biggest support system, my grandmother, you truly have no idea how much your scholarship means to someone who has lost so much. I am very excited to be graduating in May from NWTC with my associate degree as a paralegal. After graduation from NWTC I am planning to go back to school for another two years to earn my bachelor’s degree in business leadership. I am passionate about

what I have learned, and I believe it is passion that drives people to be successful. Upon receiving your scholarship, I am one step closer to sharing my passion with the world.”

Brown County Golf Classic supports at-risk high school students on a pathway to education and heightened careers. This year’s outing raised \$60,000 for NWTTC for scholarships for high school students in Brown County.

Action Items (Roll Call Vote)

Bills

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

Richard Stadelman moved that the Board approve the August 2021 bills as recommended by the Board Treasurer.

Motion seconded by Dorothy Sadowski.

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

Additional Capital Request for Additive Manufacturing/Industry 4.0 Project

Administration recommended an increase of \$150,000 for additional equipment to complete the initial investment in Additive Manufacturing/Industry 4.0. The funds will complete the atrium redesign which will serve as an innovation event center to showcase the College’s engagement with students and the industry.

The project was initially approved in the FY21 Capital Budget for \$700,000. The College will cover the additional funding through use of capital reserves.

Cathy Dworak moved that the Board approve the recommended increase of \$150,000 for additional equipment to complete the initial investment in Additive Manufacturing/Industry 4.0.

Motion seconded by Carla Hedtke.

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

Increase in FY 2022 Capital Budget Request

Administration recommended an increase of \$2,000,000 in the FY 2022 Capital Budget. This will raise the overall budget from \$13,725,000 to \$15,725,000. Exhibit 1 includes all the previous projects approved by the Board in April 2021 with the original amount approved and the revised amount that totals \$15,725,000. Also included in the exhibit are projects that now exceed \$50,000 that require Board approval.

The revision reflects the increase the College has seen due to higher labor and material costs as well as the price increases due to the high demand for products and services.

The increase in capital projects will require an increase in debt borrowing from \$12,900,000 to \$14,900,000. The debt mill rate will be maintained (\$0.4138 v. \$0.4146) despite the increase in debt levy (\$19.634M v. \$18.397M) due to use of debt premium (\$1.0M) and a projected increase in Equalized Value of 8%.

The breakout by category is:

	<u>FY 2022</u> <u>Budget</u>	<u>FY 2022</u> <u>Revised</u>
Land	\$1,000,000	\$1,101,400
Building Improvement	3,306,100	4,628,200
Equipment	9,418,900	9,995,400
	<u>\$13,725,000</u>	<u>\$15,725,000</u>

Gerald Worrick moved that the Board approve the recommended increase of \$2,000,000 in the FY 2022 Capital Budget.

Motion seconded by Jeff Rickaby.

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

Resolution Awarding the Sale of \$6,500,000 General Obligation Promissory Notes; Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on July 12, 2021, the Board authorized the borrowing of \$6,500,000 for FY 2022 capital budget needs (\$5,100,000 for moveable equipment, \$1,200,000 for building improvement and \$200,000 for site improvements). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$6,500,000, and specifying the amount of the tax heretofore levied, has been prepared by Bond Counsel and is attached as Board Exhibit 2. PMA Financial Network, Inc. will be soliciting competitive bids for the issue and presenting the bid tabulation and the winning bid for the sale of the notes at the meeting on September 15, 2021.

It was recommended the Board adopt the resolution authorizing the sale of \$6,500,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Jeff Rickaby moved that the Board adopt the resolution authorizing the sale of \$6,500,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Motion seconded by Cathy Dworak.

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

Consent Agenda Items:

Minutes

The minutes of the August 11, 2021 Board meeting were sent to Board members prior to the September 15, 2021 Board meeting. It was recommended that Board approval be given for the August 11, 2021 Board meeting minutes.

Building Maintenance - Automation Technician Certificate Approval

This certificate prepares students to monitor energy consumption with the ability to detect and evaluate energy efficiency opportunities. Completers of the Building Maintenance - Automation Technician certificate enters the Building Automation Technology workforce with electricity, HVAC, and building comfort knowledge as well as skills

in programmable building controls. Building Maintenance-Automation Technicians work within a variety of business sectors: energy equipment companies; heating, ventilating, air conditioning and refrigeration contractors, and with building facilities.

The Pathway certificate will consist of three existing courses currently offered at local high schools via transcribed credit (i.e., Automation 1, Automation 2, and DC1), a new transcribed one-credit Smart Start to Building Automation Systems (BAS) course, and two existing Associate Degree courses (Energy Control Strategies and BAS Networking 1) as Start College Now offerings. Transcribed credit courses are taught by high school instructors who have been trained by NWTC.

In Northeast Wisconsin, the concentration of occupations across the Climate Control Technologies sector is greater than the national average (*EMSI Occupation Overview in Seven Wisconsin Counties (Brown, Door, Florence, Kewaunee, Marinette, Oconto, and Shawano, 2018)*). Climate Control occupations are projected to have significant job growth in Northeast Wisconsin. Furthermore, impending retirements are of additional concern. Four of five Climate Control occupations have near or greater than one-third of the current workforce approaching retirement age. Compensation is excellent for individuals who have training in the building automation field entering the job market. Entry-level Building Maintenance - Automation Technician completers can earn between \$17-\$30/hour.

Students who complete the Building Maintenance - Automation Technician Pathway Certificate can transfer all credits to the Energy Management Technology Associate Degree. This certificate is expected to begin in Fall 2022.

It was recommended that the Board approve the Building Maintenance - Automation Technician Pathway Certificate and authorize its submission to the WTCS State Board for approval.

Lubrication Technician Program Approval

As a Lubrication Technician apprentice, students will work with industrial machinery and equipment components. You'll learn to adhere to safety and industry standards and demonstrate safe work practices. In related training, you'll learn to compare greases, oils, hydraulic fluids and other lubricants; perform general lubrication, operate hydraulic and central lube oil systems; and perform preventative maintenance. This program requires you to first be employed before starting your on-the-job and classroom instruction. Completers will be able to work as Oilers, Lubricators, Lubrication Technicians, Maintenance Lubricators and Maintenance Helpers. Average hourly pay is \$29. This program is expected to begin in Fall 2021.

It was recommended that the Board approve the Lubrication Technician apprenticeship 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 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 is recommended that the Board approve the contracts for services identified in Board Exhibit 3.

Jeff Rickaby moved that the Board approve the consent agenda items as follows: the minutes of the August 11, 2021 Board meeting; Building Maintenance - Automation Technician Certificate Approval; Lubrication Technician Program Approval; and Corporate Training & Economic Development (Contracts for Service).

Motion seconded by Richard Stadelman.

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.

- District Board Fall Meeting – October 27-30, 2021 – Virtual – **Action:** Janel Karban will send an invite to hold calendars. Registration closes on October 22, 2021.
- ACCT Leadership Congress scheduled for October 13-16, 2021 in San Diego.

EduByte – 8-Week Update

Stephanie Atkins, Faculty Development and Kevin Rathburn, Criminal Justice Instructor provided an update on the 8-Week sessions.

- 8-Week courses accounted for about 70% of all courses taught in AY2021.
- 99% of all students are taking 8-week courses.
- NWTC is 90% complete with implementation with 44 courses left.
- Course withdraw was significantly lower in 8-week courses versus 15-week courses.
- Majority of both 8-week only and 8-week + 15-week students rated their 8-week experience as good or excellent.

Jeff Rickaby suggests for the Board to offer some type of accomodation or letter to the staff members that went through this process. **Action:** Jeff Rafn/Janel Karban to put a proposed accomodation together and share at the next board meeting.

Policy Discussion: Active Listening for Inclusion

Mohammed Bey, Chief Officer for Diversity, Equity, and Inclusion lead the discussion on active listening for inclusion as part of the Board DEI training.

During the discussion, the Board Members and Executive Leadership Team broke out in groups for an activity teaching the key to inclusive leadership:

- Visible commitment
- Effective collaboration
- Humility
- Awareness of bias
- Curiosity about others
- Cultural intelligence

President's Report

Enrollment Activity

- No update at this time

Legislative and Regulatory Issues (state & federal)

- No update at this time

8-Week Advantage

- An update on 8-week session was provided during the EduByte – 8-Week Update

COVID-19 Update

- No update at this time

Current Events

- No update at this time

Ben Villarruel and Dorothy Sadowski exited the meeting at 2:30 p.m.

Campus Tour – College of Business

At approximately 2:30 p.m., the Board was provided a tour of the College of Business, Center for Digital Arts by Michael Vander Heiden, Dean.

Next Board Meeting

The October 20, 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.

Cathy Dworak and Jeff Rickaby exited the meeting at 3:00 p.m.

Adjournment

Kim Shanock moved to adjourn the September 15, 2021 Board meeting (3:34 p.m.).

Motion seconded by Richard Stadelman.

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



Gerald Worrick, Board Secretary

10-20-21

Date