

Northeast Wisconsin Technical College District

*Board of Trustees Meeting
Minutes*

Monday, July 11, 2022

12:00 p.m.

***In- Person in the 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 called the July 11, 2022 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

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

Also Present: Bob Mathews, Meridith Jaeger, Dan Mincheff, Jennifer Flatt, Kathryn Rogalski, Jeff Rafn, Janel Karban, John Kopp, Susan Garot (Botanical Garden), Jason Zapf, Tod Anderson

Board Organizational Matters

Oath of Office

Wisconsin Statutes §19.01 (1) and Article IV, §28 require that appointed or reappointed district board members shall, before they enter upon the duties of their respective offices, take and subscribe an oath or affirmation to support the Constitution of the United States and the Constitution of the State of Wisconsin, and faithfully to discharge the duties of the respective offices to the best of their ability.

The signed and notarized Oath of Office was received by the reappointed Board members prior to the start of the Board meeting.

Election of Officers

The District Board of Trustees holds its annual organizational meeting on the 2nd Monday of July and elects a Chairperson, Vice-Chairperson, Secretary, and Treasurer. Incumbents are as follows: David Mayer, Chairperson; Cathy Dworak, Vice-Chairperson; Gerald Worrick, Secretary; and, Richard Stadelman, Treasurer. At this time the Board will elect its officers for FY2023.

Board Chairperson

Gerald Worrick nominated Cathy Dworak for the position of Chairperson of the NWTC Board for FY2023.

Richard Stadelman moved that the nominations be closed and that a unanimous ballot be cast for Cathy Dworak for the position of Chairperson of the NWTC Board for FY2023.

Motion seconded by Dustin Delsman.

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

Board Vice-Chairperson

David Mayer nominated Richard Stadelman for the position of Vice-Chairperson of the NWTC Board for FY2023

Jeff Rickaby moved that the nominations be closed and that a unanimous ballot be cast for Richard Stadelman for the position of Vice-Chairperson of the NWTC Board for FY2023.

Motion seconded by Dave Mayer.

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

Secretary

Cathy Dworak nominated Gerald Worrick for the position of Secretary of the NWTC Board for FY2023.

Jeff Rickaby moved that the nominations be closed and that a unanimous ballot be cast for Gerald Worrick for the position of Secretary of the NWTC Board for FY2023.

Motion seconded by Dave Worrick.

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

Treasurer

Gerald Worrick nominated Jeff Rickaby for the position of Treasurer of the NWTC Board for FY2023.

Dave Mayer moved that the nominations be closed and that a unanimous ballot be cast for Jeff Rickaby for the position of Treasurer of the NWTC Board for FY2023.

Motion seconded by Richard Stadelman.

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

Review and Approval of the 2022-2023 Board Calendar & Topical Calendar

Board Exhibit 1 is a copy of Board meeting calendar dates for FY2023. Also listed were other dates to be considered by the Board. Included with the Board packet is the Topical Calendar, which lists the topics and presentations to be provided at the Board meetings for the fiscal year.

Dave Mayer moved that the Board approve the FY2023 Board meeting calendars as presented.

Motion seconded by Kim Schanock.

Carla Hedtke suggested bringing other ethnic groups into one of the Board meetings. The Board will review in December the progress of the meetings and if the following six-month plan aligns with where the Board is going.

Amendment: Under President's Report (item C) will have a DEI report as a standing item.

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

Appointments of the District Boards Association Standing Committees

The Board Chairperson asked for volunteers for the WTCS District Boards' Association Standing Committees for NWTC and made appointments to those committees for submission to the Boards' Association as listed below.

Board of Directors (two-year appointment):	Carla Hedtke
Awards:	Jeff Rickaby
Internal Best Practices:	Gerald Worrick, Kim Schanock
External Partnerships:	Dave Mayer
Bylaws:	Cathy Dworak, Richard Stadelman

Guests

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.

Mission Moment

Meridith Jaeger, VP of College Advancement, shared an Alumni Spotlight on Jenni Oliver during this time.

Student Senate

There was no Student Senate update.

Action Items (Roll Call Vote)

Bills

Detailed copies of the current disbursements for fiscal year 2022 for the months of May and June 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.

Richard Stadelman moved that the Board approve the May & June 2022 bills as presented.

Motion seconded by David Mayer

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

Laptop Carts for AG Moves

As the college navigated the requirements for the N.E.W. School of Innovation moving into the AG building, IIT identified computer needs in relation to the removal of the AG205B computer classroom. Existing equipment was evaluated for potential use and utilized where applicable.

Jeff Rickaby moved that the Board approve funds in the amount of \$64,000 for 16 workstation class laptops in a mobile cart to be utilized in the Environmental Engineering Technology lab.

Motion seconded by Richard Stadelman.

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

Consent Agenda Items:

Minutes

The minutes of the May 11, 2022 and June 15, 2022 Board meetings were sent to Board members prior to the July 11, 2022 Board meeting. It is recommended that Board approval be given for the May 11, 2022 and June 15, 2022 Board meeting minutes.

Faculty – New Hires

- A. Jeremy Berna – Gas Utility Construction and Service Instructor: Jeremy Berna was the Selection Committee’s top choice for Gas Utility Construction and Service Instructor. Mr. Berna has an Associate Degree in Gas Utility Construction and Service from Northeast Wisconsin Technical College and Pipe Mechanic, Excavation Safety, Mechanic Equipment Operator, and Certified Welding Instructor certifications from Northern Indiana Public Service Company. Since 2007, Mr. Berna has been employed as a Construction Mechanic/Contractor Inspector, and a Gas Tap Machine Operator for Northern Indiana Public Service Company. Placement for this position would be at the level Faculty B, \$70,500.
- B. Tyler Felchlin – Emergency Medical Service Instructor – District-Wide: Tyler Felchlin was the Selection Committee’s top choice for Emergency Medical Service Instructor – District-Wide Instructor. Mr. Felchlin has two Associate Degrees in the fields of Licensed Paramedic and Nursing from Northeast Wisconsin Technical College. He also has an Associate Degree in Fire Protection Technician from Fox Valley Technical College. Since 2006, Mr. Felchlin has been employed as an Emergency Medical Technician - Paramedic for County Rescue Services in Green Bay, WI. Since 2012, he has been employed as a Registered Nurse for St. Vincent Hospital and has been a part-time Paramedic Instructor for NWTC since 2017. Placement for this position would be at the level Faculty B, \$72,975.
- C. Samantha Fischer – Nursing Instructor – Marinette: Samantha Fischer was the Selection Committee’s top choice for Nursing Instructor - Marinette. Ms. Fischer holds a Master of Science in Nursing, Nurse Educator from the University of Wisconsin - Oshkosh and a Bachelor of Science in Nursing, College of Nursing from the University of Wisconsin – Eau Claire. Since October 2014, Ms. Fischer has been employed as a Registered Nurse for St. Vincent’s Hospital, Green Bay, WI. Since February 2018, Ms. Fischer has been employed as an Associate Degree Nursing Faculty for Lakeshore Technical College, Cleveland, WI. Prior to that, she was a Part-Time Nursing Instructor for Northeast Wisconsin Technical College. She is licensed as a Registered Nurse through the Wisconsin Board of Nursing and is certified in ACLS, PALS, and BLS. Placement for this position would be at the level Faculty C, \$80,174.
- D. Jessica Gunderson – Nursing Instructor – Marinette: Jessica Gunderson was the Selection Committee’s top choice for Nursing Instructor - Marinette. Ms. Gunderson holds a Master of Science in Nursing Education from the Aspen University, Denver, CO and a Bachelor of Science in Nursing, Northern Michigan University, Marquette, MI. Since April 2014, Ms. Gunderson has been employed as a Registered Nurse, Labor Delivery for Bay Area Medical Center, Marinette, WI. Since September 2020, Ms. Gunderson has been employed as a Part-Time Nursing Faculty for Northeast Wisconsin Technical College and a Full-Time Nursing Instructor for Rasmussen University since June 2021. Prior to that, she was a Registered Nurse for the Medical Surgical Unit, Bay Area Medical Center, Marinette, WI. She is licensed as a Registered Nurse through the Wisconsin Board of Nursing and is BLS certified and Neonatal Resuscitation Program certified. Placement for this position would be at the level Faculty C, \$76,000.
- E. Angela Farrell – Diagnostic Medical Sonographer Instructor-Program Director: Angela Farrell was the Selection Committee’s top choice for Diagnostic Medical Sonographer Instructor-Program Director. Ms. Farrell holds a Bachelor’s of Science in Physics, Mathematics minor from the University of Wisconsin – Stevens Point, an Associate’s Degree in Diagnostic Medical Sonography from Northeast Wisconsin Technical College and a

Certificate of Business Administration from the University of Wisconsin – Oshkosh. Since 2013, Ms. Farrell has been employed as a Sonographer for Ascension St Elizabeth Hospital. Since 2015, Ms. Farrell has been employed as a Sonographer for Fox Valley Reproductive Medicine and a Sonographer for Kaldas Center for surgery, fertility, and pregnancy since 2017. She holds a license of ARDMS and is Nuchal Translucency certified. Placement for this position would be at the level Faculty C, \$76,000.

- F. Eric Craver – Business Instructor – District-Wide and Marinette: Eric Craver was the Selection Committee’s top choice for Business Instructor – District-Wide and Marinette. Mr. Craver holds an MBA in Executive Leadership from UW-Oshkosh, a Master of Arts in Education: College Student Development/Higher Education Administration from the University of Iowa, a Bachelor’s of English from the University of Iowa, and is pursuing a Ph.D. in Educational Leadership and Policy Analysis from UW-Madison. Since 2021, Mr. Craver has been self-employed as the Owner and Chief Creative Strategist for Eric Craver Marketing Associates, LLC, in addition to instructing part-time for Northeast Wisconsin Technical College, in the College of Business and the Corporate Training and Economic Development Center, and UW – Green Bay. Prior to that, Mr. Craver was employed with UW-Green Bay as the Director of Marketing Strategy and Advertising and the Director of External Relations for the Division of Continuing Education, Outreach, and Adult Access. Placement for this position would be at the level Faculty C, \$75,000.

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

Faculty – Retirements

With regret, we accept the following retirement notices:

- A. John Maier – Marketing Instructor who has been with the College since August 14, 2002 and has announced his retirement effective December 19, 2022.
- B. Sally Tomcheck – Associate Degree Nursing Instructor who has been with the College since July 22, 2002 and has announced her retirement effective December 19, 2022.
- C. Julie Siefert – Gerontology Coordinator Instructor who has been with the College since August 16, 1995 and has announced her retirement effective December 19, 2022.

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

Office Management associate degree Program Approval

The Office Management program will provide instruction in advanced office procedures as well as administrative project management, skills for administrative leadership, business principles, and budgeting, in addition to office support skills. Students will be prepared to work in various industries as an office manager, administrative manager, executive assistant, and administrative professional.

The Office Management program would incorporate the Office Support Specialist technical diploma curriculum, in addition to adding courses from other College of Business programs such as Leadership, Accounting, and Human Resources. This would provide instruction from experts within these areas. The technical diploma, Office Support Specialist, would focus on administrative skills.

According to Bay Area Workforce Development Area Occupational Projections (2018-2028), there will continue to be many annual openings in this field. This includes 401 First-Line Supervisors of Office and Administrative Support Workers and 52 Executive Secretaries and Executive Administrative Assistants. Graduates can expect to earn approximately \$40,424 annually.

A focus group indicated skills required to work as an office manager require general administrative assistant duties in addition to leadership, accounting, and human resources. The Administrative Professional advisory council indicated a need for laddering opportunities within the administrative cluster. Current certificate and technical diplomas would be modified and renamed to fit this new pathway. The entry level certificate, Customer Support Specialist (previously Business Professional Essentials), would ladder into the Office Support Specialist (previously Office Professional) technical diploma, which would then ladder into the Office Management associate degree. The current Administrative Professional associate degree would be suspended once the Office Management associate degree is approved. Transfer opportunities beyond the associate degree would exist for students to move into a bachelor's degree.

The Office Management program would be an attractive pathway for existing administrative professionals to earn a degree at a level higher level than they are currently working. It would also attract non-traditional (NTO) students. The program is expected to begin in Fall 2023.

It was recommended that the Board approve the Office Management associate degree and authorize its submission to the WTCS State Board for approval.

Industrial Manufacturing Technician Apprenticeship Approval

Entry level industrial manufacturing technicians operate industrial production related equipment, work with manufacturing related tools, and perform work processes related to a wide variety of manufacturing settings. Industrial manufacturing technician apprentices will learn to 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 Summer 2022.

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

A question came up regarding open positions. Kathryn Rogalski gave an update on the progress of the Faculty and Staff positions.

Dave Mayer moved that the Board approve the consent agenda items as follows: May 11, 2022 and June 15, 2022 Board meeting minutes, the appointments of Jeremy Berna – Gas Utility Construction and Service Instructor, Tyler Felchlin – Emergency Medical Service Instructor – District-Wide, Samantha Fischer – Nursing Instructor – Marinette, Jessica Gunderson – Nursing Instructor – Marinette, Angela Farrell – Diagnostic Medical Sonographer Instructor-Program Director, and Eric Craver – Business Instructor – District-Wide and Marinette, the retirements of John Maier – Marketing Instructor, Sally Tomcheck – Associate Degree Nursing Instructor, Julie Siefert – Gerontology Coordinator Instructor, the Office Management associate degree and authorize its submission to the WTCS State Board for approval, the Industrial Manufacturing Technician Apprenticeship and authorize its submission to the WTCS State Board for approval, 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 had an opportunity to report out on any professional development activities and/or conferences they have attended since the last Board meeting.

- Carla Hedtke and Dustin Delsman are attending the District Board Association Summer Meeting at Northcentral Technical College from July 21-23, 2022.
- Board Members will have the opportunity to attend the ACCT 2022 Leadership Congress in New York, NY from October 26-29, 2022.

EduByte – Botanical Garden Update

Susan Garot, Executive Director of the Green Bay Botanical Garden, provided the annual report of Botanical Garden activities.

Partnerships with NWTC

- Provided about 150 human hours to help design and plant the Pollinator Garden
 - Grew and contributed nearly 12,000 plants at cost
 - Employing one intern this summer from the Sustainable Food & Ag program
- Power Distribution Class helps with GOL install
- Chainsaw training – helps with tree clearing & chipping
- Gas Utility Construction & Service – helps with stump removal, clearing and installation of gas, water and electrical lines for our new high tunnel green house
- Printing – helps with the bulk of our printing needs, including our current exhibit – Habitats: Protecting Habitats Protects Life; this exhibit is a partnership with Smithsonian Institution Traveling Exhibition Services
- Intern – Events intern for the summer months

District Visitation

- In terms of visitation from all in the NWTC district –
 - 79% come from Brown County
 - 4% from Door

- 1% from Florence
- 4% from Kewaunee
- 4% from Marinette
- 5% from Oconto
- 3% from Shawano

\$15,589 donated to the Foundation (down from our high year previous to COVID of \$30,000)

FY2021-22 Recap (Through 4/30/2022)

- Nearly 145,000 visitors – 50% growth over Covid year 2020-21.
- Consistently ranked #2 or 3 in Trip Advisor Top Things to Do in GB
- Strong partnership with many local Non-Profits - free admission; donated over 700 tickets for special events like GOL, and 500 general admission passes through our non-profit partners
- Working with Options for Independent Living to remove barriers or improve access for people with physical/emotional challenges
- Grew Membership from 4100 to 5000
- Capital budget over \$214,000 in renovations/additions
- 285 volunteers dedicated 5,575 hours--45% increase over the prior fiscal year
- Five times the number of in-person class participants, 1088, while still offering some virtual options
- Doubled school programs – 2056; hoping to return to normal in 2023
- Participated in three trials:
 - AAS ornamental seed in-ground trial
 - AAS ornamental non-seed container trial
 - American Rose Trials for Sustainability
- 68,843 permanent plants, representing 4058 species/cultivars
- Almost 303,000 bulbs in the ground
- Over 7,000 permanent plant labels
- Over 17,000 annuals grown in both our hoop houses and NWTC's green houses

Canvas Update

Jason Zapf, Manager of Learning Innovations & Tech, provided a Canvas update.

Benefits of Choosing Canvas

- Faculty / Staff:
 - Increased usability (ease of use and navigation)
 - Improved functionality through system integrations
 - Enhanced support options
- Students:
 - Increased usability (ease of use and navigation)
 - Robust mobile experience
 - Opportunities for increased interaction
- K-12 Partners / 4-year Transfer Partners:
 - More consistent experience for students
 - Opportunities for connections between institutions

Implementation Milestones:

- July 1, 2022 – Canvas contract start date
- October 2022 – Migrate course content to Canvas
- January 2023 – Pilot classes offered in Canvas
- June 2023 – All classes offered in Canvas
- August 2023 – Faculty, Staff, and Student Bb access ends
- November 2023 – Blackboard contract ends

Workday Update

John Kopp, Director of Enterprise Applications, provided a Workday update.

- Workday Investment - \$20M over 10 years
- Three Contracts
 - \$9.8M with Workday
 - \$2M with Collaborative Solutions (HR/Finance)
 - \$6M with Collaborative Solutions (Student)
- Training
- Strategy & Planning
- Collaboration with NTC
- Timeline
 - June 2023 (HR/Finance)
 - Spring 2025 (Student)

Microsoft Teams Transition

Tod Anderson, IIT Project Coordinator, provided an overview of the Microsoft Teams transition. Board Members are encouraged to bring their devices to the next Board Meeting to do a practice run of Microsoft Teams. A virtual overview can be set up as well.

President's Report

- A. Enrollment Activity
 - Ending the year at -3.4%
 - Summer is down for overall enrollment
 - Fall is even as of today
- B. Legislative and Regulatory Issues (State & Federal)
 - Work on Center of Excellence for Maritime work
 - The lead for funding is no longer with us, so Mike Gallagher has agreed to be the funding lead
 - Bay Shipbuilding Update
 - Over the last several months, NWTC has been working with Fincantieri on some training in Sturgeon Bay. The training will be done on the Sturgeon Bay campus.
 - There are 12 people in the cohort
- C. Artisan Center Purchase
 - State Board should approve request to purchase Artisan Center

D. 8-Week Update – Dr. Kathryn Rogalski

- Student Survey Spring 2022
 - Total Responses: 1122
 - Overall Experience in 8-Week Course(s)
 - 78.5% Excellent/Good
 - 16.2% Fair
 - 5.3% Poor
 - Pace of 8-Week Course(s) Being Taught
 - 15.3% Too Fast
 - 47.9% A Little Fast
 - 36% Just Right
 - The overall experience students had with their instructor, peers, and college resources was satisfactory.

E. Current Events

- Xometry Press Conference occurred today, 7/11/2022, which Senator Baldwin participated in on campus
 - In this announcement of Xometry's partnership with NWTC and Green Bay Chamber, it was shared the goal is to provide scholarships to at least 50 students pursuing industry-related fields
 - Program is being offered in 5 states at 5 specific locations
 1. NWTC and South Carolina manufacturing are the strongest they've seen in Manufacturing
- City of Green Bay has a parcel of land donated by JBS
 - The Mayor and Staff have invited NWTC to be part of a planning effort to take the 26 acres and create a planned community
 1. Low – Mid Income Housing
 2. Destination Park
 3. Variety of Services
 4. Urban Farm – 5 acres has been set aside to farm
 - a. NWTC was asked to be a part of this development
 - b. Produce could be sold on site at the farm
 - c. There could be a kitchen for preserving food
 - d. A classroom is another thought
 - \$5 Million of funding
 - NWTC Sustainable Agricultural program is a potential opportunity
 - Timeline - \$5 Million must be spent by end of 2026 due to funds coming out of HEERF
 - This is still in the planning and discussion phase
- Dr. Bob Mathews, VP Business & Finance, has announced his resignation effective Friday, August 5, 2022
- VP Student Services – Jennifer Flatt effective 7/11/2022
- VP Diversity, Equity, Inclusion – Interviews of finalists have been completed. Should have a decision shortly.
- VP Talent & Culture – We submitted an RFP for a search firm. Not fully committed as of yet but looking at options.

Next Board Meeting

The August 17, 2022 Board Meeting will be held at the NWTC Public Safety Complex located at 2565 Larsen Road, 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

Jeff Rickaby moved that the Board adjourn the July 11, 2022 Board meeting. (2:52 p.m.)

Motion seconded by Dave Mayer.

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



Gerald Worrick, Board Secretary

8-17-22

Date