NORTHEAST WISCONSIN TECHNICAL COLLEGE

District Board of Trustees

MEETING AGENDA AND EXHIBITS

Monday, July 10, 2023

In-Person at the NWTC Green Bay Campus
2740 West Mason Street, Green Bay, WI 54303

NORTHEAST WI Technical College

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."

NORTHEAST WISCONSIN TECHNICAL COLLEGE

NWTC Board of Trustees Meeting
Agenda

July 10, 2023
12:00 p.m.

NWTC Green Bay Campus Boardroom DO308
2740 West Mason Street, Green Bay, Wisconsin 54303

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

The Board Chairperson will call the July 10, 2023 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

Board Organizational Matters ***12:00 – 1:00***

1. Board Member Photos (15 minutes)

   Board members will have their headshot taken by Marketing at this time to be used for their biographies on the NWTC Website and other material.

2. 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 Oath of Office will be provided to Board members for signature. Each Trustee will sign and have notarized the Oath of Office prior to the start of the meeting.

3. 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: Cathy Dworak, Chairperson; Richard Stadelman, Vice-Chairperson; Gerald Worrick, Secretary; and, Jeff Rickaby, Treasurer. At this time the Board will elect its officers for FY2024.

4. Review and Approval of the 2023-2024 Board Calendar & Topical Calendar

Board Exhibit 1 is a copy of Board meeting calendar dates for FY2024. 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.

It is recommended that the Board act on the FY2024 Board meeting calendars.

5. Appointments of the District Boards Association Standing Committees

The Board Chairperson will ask for volunteers for the WTCS District Boards' Association Standing Committees for NWTC and make appointments to those committees for submission to the Boards' Association as listed below. Board Exhibit 2 describes the function of each of the committees. The following is a list of the committees and current assignments:

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 ***1:00 – 1:05***

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.

2. Mission Moment

Meridith Jaeger, VP of College Advancement, will share a mission moment during this time.

3. Student Senate
There will be no Student Senate update.

Action Items (Roll Call Vote) ***1:05 – 1:10***

1. Bills

Detailed copies of the current disbursements for fiscal year 2023 for the months of June 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.

It is recommended that the Board approve the June 2023 bills as presented.

Consent Agenda Items*:** ***1:10 – 1:15

1. Minutes

The minutes of the June 12, 2023 Board meeting were sent to Board members prior to the July 10, 2023 Board meeting. It is recommended that Board approval be given for the June 12, 2023 Board meeting minutes.

2. Faculty – New Hires

A. Scott McMahon - Business Analyst – Data Analytics Instructor

Scott McMahon was the Selection Committee's top choice for Business Analyst – Data Analytics Instructor. Mr. McMahon holds a Master's degree in Business Administration from University of Oshkosh and a Bachelor's Degree in Communications from St. Norbert College.

Since 2022, Mr. McMahon has been employed as the Business Analyst at Ariens Co. Prior to that, he was the Senior Business Systems Analyst, Thrivent Financial Guidance Team, the Payment Services Manager Billing Manager, and Production Support and Assembly Services Manager at Thrivent.

Placement for this position would be at the level Faculty C, $84,000.

B. Troy Alsteen - Carpentry Instructor

Troy Alsteen was the Selection Committee's top choice for the Carpentry Instructor. Mr. Alsteen holds a Bachelor's degree in Science from University of Lacrosse. He is OSHA Job certified, Aerial lift certified, and is a Wisconsin certified Firefighter Level 1.

Since 2021, Mr. Alsteen has been employed as the Carpentry Lab Technician at NWTC. Prior to that, he was the Foreman Framing Crew at Van's Lumber and Custom Builders, Inc. and a Supervisor-Schedule Maintenance at Modern Dairy Systems.

Placement for this position would be at the level Faculty B, $67,000.

C. Jason Sladky - Plumbing Apprenticeship Instructor

Jason Sladky was the Selection Committee's top choice for the Plumbing Apprenticeship Instructor. Mr. Sladky holds a Journeyman Plumbing license from Lakeshore Technical College.

Since 2016, Mr. Sladky has been employed as the Owner/Operator at Wisconsin Plumbing Design. Prior to that, he was the Plumbing/HVAC Inspector at the City of Green Bay and was the Master Plumber at Maritime Plumbing and Mechanical.

Placement for this position would be at the level Faculty B, $73,500.

3. Faculty – Retirements

With regret, we accept the following retirement notices:

A. Sharon Chacon – Psychology Instructor, who has been with the College since January 8, 1996, and has announced her resignation effective December 18, 2023.

B. Lisa Crozier – Chemistry Instructor, who has been with the College July 2, 2000, and has announced her resignation effective December 21, 2023.

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

4. 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 2023 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.

Reports

1. EduByte – Botanical Garden Update ***1:15 – 1:45***

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

Break ***1:45 – 2:00***

2. President's Report ***2:00 – 2:30***

A. Enrollment Activity
B. Legislative and Regulatory Issues (State & Federal)
C. 8-Week Update
D. Current Events

3. 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

The August Board Meeting will be held on the NWTC Green Bay Campus 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.

Adjournment

The Board Chair will accept a motion to adjourn the July 10, 2023 Board meeting.

NORTHEAST WISCONSIN TECHNICAL COLLEGE

District Board of Trustees

Exhibits

July 10, 2023

NORTHEAST
WI Technical College

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***	July 20-22, 2023 District Board Summer Meeting Hilton Paper Valley – Appleton		
August 9, 2023 ***Green Bay CTED***			Board Retreat?
September 20, 2023 ***Shawano RLC***			
October 18, 2023 (Set Tax Levy) ***Green Bay Welcome Center***	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 XX, 2023 Green Bay Graduation
January 10, 2024 ***Green Bay Campus Boardroom***	January 25-26, 2024 District Board Winter Meeting TBD		
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***			

DRAFT

DBA Committee Descriptions

Board of Directors
Each district board is asked to designate one trustee to represent the college on the DBA Board of Directors. The Board meets at the four Association quarterly meetings (hybrid- virtual or in-person) and for one Annual Planning Meeting, usually held in late August in Madison. The Board sets policy for the Association, has final approval of all bylaws, policy and procedures manual changes, determines the annual Association budget, approves compensation for staff, and is the governing and oversight board for the Executive Director.

Board of Directors Delegate Commitment: It is important that we have full representation from all colleges at the board meetings. Board of Directors Delegates are asked to attend all Association Board Meetings either in-person or virtually. If a delegate is unable to attend a meeting, they should identify a proxy delegate for that meeting and notify the DBA.

External Partnerships Committee
This committee meets during quarterly meetings (hybrid—virtual or in-person) and works to explore innovative partnerships, external challenges, and emerging opportunities for collaboration, while building understanding and strengthening relationships between trustees and local, state, and national leaders. In collaboration with the host college, the committee meets with strategic partners that include but are not limited to:

- K-12 leaders
- Employer-partners
- Chamber officials
- County board members
- Presidents Association
- Higher education leaders
- Association of Community College Trustees
- Community and Faith-Based Organizations
- Other stakeholders and partners

Led by two trustee co-chairs with support from staff, this committee also generates programming input for Association staff to develop for in-service sessions.

Each district board is asked to appoint one to four trustees to serve on the External Partnerships Committee.

Internal Best Practices Committee
This committee meets during quarterly meetings (hybrid—virtual or in-person) to share and discuss best practices internal to the technical college system on topics of interest to the members. Past topics appropriate for this committee include:

- Board and Association best practices around new member orientation;
- “Boardsmanship,” or how to be effective at the board table, legal and ethical parameters, and other skillsets for trustees;
- Human resources and employee compensation best practices;
- Student services best practices (mental health, veterans services);
- Instructional services best practices (career pathways, credit for prior learning, Promise programs); and
- Other emerging trends and topics

Led by the co-chairs, the Internal Best Practices Committee also generates programming input, suggesting topics for Association staff to develop for in-service sessions.

Each district board is asked to appoint one to four members to serve as part of the Internal Best Practices Committee.

Bylaws, Policies and Procedures Committee

The Bylaws, Policies and Procedures Committee, as set forth in Article IX of the Bylaws, reviews the Association's Bylaws, Policies and Procedures Manual and recommends changes to the Board of Directors where appropriate.

The Committee has additional specific assignments:

- At the Board of Directors' request, develop a select list of major issues on which the Board of Directors may request member consideration.
- At the request of the Board of Directors, committee chair, or an individual member district board of the Association, review a proposed resolution or proposed change in the bylaws, policies or procedures for the purpose of recommending whether the proposed language will accomplish the desired effect, and/or whether the proposed change would require amendment of any other portion of the corporate bylaws, policies, or procedures.

Awards Committee

The Awards Committee has responsibility for rating and identifying:

- Board Member of the Year;
- Technical Education Champion (TECh) Award recipients;
- Media Award recipients;
- Distinguished Alumni of the Year.

This committee conducts their work over e-mail/electronically, outside of the quarterly meetings. Each district board is asked to select one trustee to serve on the committee who will review and rate nominations for the Association awards program on behalf of their college.

The Committee determines, selects the recipients of, and delivers the Association's annual awards via the following process:

Association staff announce the nomination period for each award. At the end of the nomination period, the Association provides the Awards Committee with a slate of nominees eligible for the award, and with corresponding nomination materials. The Awards Committee selects award recipients by rating colleges' nominees against a set rubric of criteria for each award. Association staff then tabulate the scores and announce the winner. Whenever possible, awards are presented at the next quarterly meeting of the Association.

Awards Committee Commitment: The DBA requests ratings from each college for awards. Awards Committee members read nominations for each award (one award each quarter) and submit a rating for each nomination. Members have about two weeks to complete this activity. During the rating process, members read or view 8-10 nominations for an award and rate each award on 4 or 5 rating criteria. Members are allowed to split this responsibility with another board member.

JUNE BOARD REPORT
Proposed Contract Training 2022/2023

Indistrict* CLIENT NAME	CONTRACT DESCRIPTION	START DATE	EST REVENUE	EST EXPENSE	MARGIN
Oneida Nation	2023 Housing DiSC and Conflict	6/1/2023	4,318.50	2,504.70	1,813.80
Multiple Recipient Local Gov	LESB Biennial Vehicle Pursuit Training FY21-23 June 1, 2023	6/1/2023	520.00	233.77	286.23
Oneida Nation	2023 HR Strategic Planning - Phase 2	6/8/2023	2,275.00	1,291.80	983.20
Hobart Lawrence Police Dept	Hobart- Lawrence PD EVOC Spring 2023	6/6/2023	575.00	0.00	575.00
Multiple Recipient Local Gov	LESB Vehicle Contacts Instructor June 2023	6/5/2023	1,800.00	1,393.81	406.19
Multiple Recipient Local Gov	Vehicle Contacts Instructor 8-Hour Transition course - June 20, 2023	6/20/2023	1,200.00	933.38	266.62
Marinette Police Department	Facility Use Summer Kids Camp June 2023	6/19/2023	0.00	0.00	0.00
Weiler Academy	CPR Heartsaver AED	6/5/2023	610.00	431.21	178.79
DeLeers Construction	2023 DeLeers Blueprint Reading	6/2/2023	5,498.00	3,227.94	2,270.06
Ashwaubenon Dept of Public Safety	Ashwaubenon PS - Mini Academy	6/14/2023	375.00	40.00	335.00
GLC Minerals LLC	CDL Class A Manual Z Fameree	6/6/2023	4,404.67	5,173.50	-768.83
Peshtigo School District	Facility Use Strategic Planning June 12-13 2023	6/12/2023	0.00	0.00	0.00
REDI Transports	Redi Simulator	6/23/2023	75.00	0.00	75.00
Imperial Supplies	Curriculum Development Wheel & Tire	6/1/2023	9,600.00	5,753.16	3,846.84
Family Services	Threat Awareness 6.19.23	6/19/2023	985.00	580.23	404.77
Samuel Pressure Vessel Group	STM 6/2023	6/12/2023	2,100.00	1,114.18	985.82
Superior Resource Group	Qualifications 6/6 - 6/9/23	6/6/2023	1,903.30	990.95	912.35
Green Bay Police Department	GBPD Range Jun 29, 2023	6/29/2023	150.00	80.00	70.00
Superior Resource Group	Qualifications 6/12 - 6/16/23	6/12/2023	5,804.94	2,999.28	2,805.66
Trident Maritime Systems	Qualification 6/12 - 6/13/23	6/12/2023	1,113.90	442.89	671.01
Belmark Inc	ISO Audit	6/14/2023	2,355.00	1,453.28	901.72
Superior Resource Group	Qualifications 6/19 - 6/22/23	6/19/2023	3,296.34	1,846.49	1,449.85
Schneider National	2023 Schneider HR DEI Training	6/20/2023	1,347.00	767.78	579.22
Fincantieri Marinette Marine Corp	PMP 35 Hour Exam Prep Aug-Oct 2023	6/6/2023	10,500.00	6,241.88	4,258.12
Fincantieri Marinette Marine Corp	Apprentice OSHA 10 June 2023	6/14/2023	1,500.00	857.38	642.62
	TOTAL		**$62,306.65**	**$38,357.61**	**$23,949.04**

Out of District CLIENT NAME	CONTRACT DESCRIPTION	START DATE	EST REVENUE	EST EXPENSE	MARGIN
Valley COOP Assn	Class A Manual CDL-Ryan Drexler	6/6/2023	4,753.67	350.00	4,403.67
Miller Electric Manufacturing Co	FY2223 Welding Qualifications 19	6/5/2023	3,173.00	1,214.56	1,958.44
	TOTAL		**$7,926.67**	**$1,564.56**	**$6,362.11**

Out of State** CLIENT NAME	CONTRACT DESCRIPTION	START DATE	EST REVENUE	EST EXPENSE	MARGIN	FULL COST
Writers Police Academy LLC	Writers' Police Academy 2023	6/8/2023	27,000.00	16,643.58	10,356.42	18,445.19
Dickinson-Iron Intermed. School District	Machine TA 1.2023	6/12/2023	3,700.00	2,179.50	1,520.50	2,283.52
LDR Worldwide	CDL Prep/Dennis Obanor	6/12/2023	2,805.55	1,294.70	1,510.85	1,617.59
LDR Worldwide	CDL Prep/Anderson	6/12/2023	2,805.55	1,250.41	1,555.14	1,631.44
Systems Control	Trigonometry	6/13/2023	2,831.80	1,517.96	1,313.84	1,772.57
	TOTAL		**$39,142.90**	**$22,886.15**	**$16,256.75**	**$25,750.31**
Contract Total for June = 32	**JUNE CONTRACT TRAINING GRAND TOTAL**		**$109,376.22**	**$62,808.32**	**$46,567.90**	

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

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