

Northeast Wisconsin Technical College District

*Board of Trustees Meeting  
Minutes*

March 8, 2023

11:30 a.m.

***In- Person at the NWTC Sturgeon Bay Campus  
229 N. 14<sup>th</sup> Avenue, Sturgeon Bay, WI 54235***

**Open Meeting & Roll Call**

The Board Chairperson called the March 8, 2023 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (11:36 a.m.)

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

Absent: Ben Villarruel

Also Present: Meridith Jaeger, Dan Mincheff, Janel Karban, Valarie Wunderlich, Jeff Rafn, Kathryn Rogalski, Sara Lam, Jennifer Flatt, April Konitzer, Joshua Wallschlaeger, Kim LaPlante, Matt Petersen, Craig Perciavalle-Fincantieri Bay Shipbuilding, Jim Draeger

**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.

*Carla Hedtke and Kim Schanock joined the meeting at 11:40 a.m.*

**Student Senate**

Joshua Wallschlaeger, Student Senate Officer, provided an update at this time.

Wisconsin Student Government meeting:

- In attendance were 3 Student Senate Officers and Joseph Richter, Student Involvement Supervisor.
- The Student Senate Officers had an opportunity to participate in multiple activities including:
  - Hosting a presentation of Netflix's head of marketing
  - Participating in preparation scenarios for proposing their position paper to government representatives
  - Meeting with other students from within the WTCS
  - Meeting with multiple Northeast Wisconsin representatives advocating for technical education, Open Educational Resources (OER), and Wisconsin Grants

NWTC updates and Student Life:

- Student Senate Officers are attending an event at the KI Convention Center in which students will present speeches and presentations to be peer reviewed for an academic Decathlon. This is supported by Amanda Albrecht from Women in Technology and STEM Advocate, Katelyn Desrochers.

- Student Involvement has recently held the second open mic night in the commons thanks to the help of Robert Norwood. This event hosted a growing number in student attendance signaling a raise in popularity for the event.
- Deca club recently attended the state conference in Lake Geneva with their Advisor, Jerry Lintz. This event lasted 2 days and was filled with business derived competitions with a wide range of different categories. Josh and his partner took part in the business ethics and the Entrepreneurship Starting a business category. They were able to qualify in both areas for the international level event and they will be attending a week-long competition event in Florida April 14th through April 19th.

### Mission Moment

Meridith Jaeger, Vice President of College Advancement, Kim LaPlante, Manager of Research & Library Services, and Matthew Petersen, Manager of Student Retention, shared a mission moment at this time “Helping NWTC Students Achieve their Dreams”.

### Action Items (Roll Call Vote)

#### Bills

Detailed copies of the current disbursements for fiscal year 2023 for the month of February 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.

Jeff Rickaby moved that the Board approve the February 2023 bills as presented.

Motion seconded by Richard Stadelman.

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

#### Resolution Authorizing the Borrowing of \$3,498,200 for Movable Equipment; \$767,800 for Building Remodeling and Improvement Projects; \$34,000 Building Acquisition; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2022 and 2023 budget deliberations, the Board approved various capital projects for building remodeling and improvements, acquiring moveable equipment, building acquisition, and site improvements. This resolution authorizes the borrowing of \$4,300,000 of general obligation notes for these purposes. A resolution authorizing the borrowing has been prepared by Bond Counsel and is attached as Board Exhibit 1.

Jeff Rickaby recommended the Board adopt the resolution authorizing the borrowing of \$3,498,200 for moveable equipment; \$767,800 for building remodeling and improvement projects; \$34,000 building acquisition; and providing for the issuance and sale of general obligation promissory notes therefor.

Motion seconded by Gerald Worrick.

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

Consent Agenda Items:

Minutes

The minutes of the February 15, 2023 Board meeting were sent to Board members prior to the March 8, 2023 Board meeting. It was recommended that Board approval be given for the February 15, 2023 Board meeting minutes.

Faculty - Retirements

With regret, we accept the following retirement notices:

- A. Jeffrey Matzke – Associate Degree Nursing Instructor who has been with the College since September 7, 1999 and has announced his retirement effective May 18, 2023.
- B. Nagalingam Balakrishnan– Mathematics Instructor who has been with the College since August 16, 2010 and has announced his retirement effective March 17, 2023.
- C. Daniel Scheider – Electrical Power Distribution Instructor who has been with the College since June 4, 2003 and has announced his retirement effective March 17, 2023.

It was recommended that Board approval be given for the retirements 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 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 are available for review by any interested person.

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

Dave Mayer moved that the Board approve the consent agenda items as follows: February 15, 2023, Board meeting minutes, Faculty retirements of Jeffrey Matzke – Associate Degree Nursing Instructor, Nagalingam Balakrishnan– Mathematics Instructor, and Daniel Scheider – Electrical Power Distribution 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

### Discussion of District Board Association Budget

The District Board Association budget was provided to the Board during the January 18, 2023 Board meeting. The Board of Trustees will discuss the District Board Association budget as presented.

It is recommended that the Board discuss the District Board Association budget providing their suggestion for the upcoming District Board Association meeting.

The Board supports Carla Hedtke's decision on voting against the budget presented at the DBA meeting.

### Sturgeon Bay Campus Update

April Konitzer, Regional Manager, provided an update on the Sturgeon Bay Campus at this time.

- Enrollment Update
  - FTE PY – 40.52
  - FTE – 39.97
  - Most enrollment: trades then health
  - UHC PY – 336
  - UHC – 406
  - CSR in 2022 – 95.72%
- Student Services Update
  - Shared Harvest
    - Bags - 68 Students (duplicated)
    - Gas Cards – 4 Students
    - Career Closet – 7 Students
  - Laptop Checkout
    - 2022-23: 47 (7 are ELL)
  - Assessment – 365 exams administered since August 2022; NEW: 45 Business Exams – Cisco Systems, Microsoft, etc.
  - Invest Dream Achieve
    - 10 FA22/7 SP23
- Student Involvement Programming
  - Lunch and Learns
    - Tech Resources with Library Staff
    - Scholarship Writing Workshop
    - Managing Stress How To's -therapy dog, hugs from a grandma, self-care planning sheets and coloring
    - Nutrition/Healthy living
  - Tree Decorating Contest
  - Cutest Pet Contest – pictures on Facebook; great response/engagement
  - Fort Building Activity
- Sturgeon Bay Program Highlights
  - SCN NA ESL students K12/NWTC collaboration
  - Diesel students field trip
  - Pinning Ceremony - December
  - ELL – 24 current

## Maritime Center of Excellence (CoE) Overview

Meridith Jaeger, Vice President of College Advancement, provided an overview of Maritime CoE at this time.

- Matsuda & Associates – Recommendations/Next Steps
  - Create brand strategy & build awareness
  - Map career pathways for industry
  - Expand partnerships & convene stakeholders
  - Outreach to Department of Defense
  - Broadly define “maritime”
  - Leverage Domestic Maritime Center of Excellence designation
- Continued Work
  - Advocacy
  - Funding
    - Industrial Base & Sustainment
    - Defense Manufacturing Communities Program
    - MARAD Center of Excellence Appropriations
    - Other grants
  - Training
    - CTED contracts
    - Micro-credential development
  - Partnerships
    - Industry
    - Community organizations
    - Federal agencies
    - Alliances

### Discussion: Fincantieri Bay Shipbuilding

Facilitated by Meridith Jaeger, Vice President of College Advancement, the Board engaged in a discussion with Craig Perciavalle, Vice President & General Manager of Fincantieri Bay Shipbuilding.

### Sturgeon Bay Campus Tour

April Konitzer, Regional Manager, provided a brief tour of the Sturgeon Bay Campus to the Board.

### President’s Report

#### A. Enrollment Activity

- 4% increase in FTE from PY
- 0.2% increase in total enrollment
- 3<sup>rd</sup> 8-week Session ends this week
- Spring Break is next week
- Graduation for Electrical Distribution Students was on Monday, March 6
- Legislature – There won’t be an update on Budget until May
- WTCS State Board Meeting will be hosted by NWTC on March 14/15
  - i. A Futuremaker award will be given at dinner on March 14
  - ii. Tuesday, will be talking about our Nursing Program and the work we’re doing using AR/VR as part of the teaching process
  - iii. Wednesday, will be talking about AR/VR and how we’re focused on increasing diversity and equity along with a demonstration
- April 4, 2023 – 5-7 – Artisan Center is holding an exhibit
- April Meeting – GBAPS update on agreement coming

- i. Vicki Bayer will attend the beginning of the April meeting to discuss the agreement on NEWSOI
- B. Key Performance Outcomes – Jeff Rafn will pull raw numbers on Course Success Rate at Highest Level in Five Years for White, Native American, and Black. Latinx is flat and Asian at lowest level in five years slide.

**Presidential Search**

Executive Session

Gerald Worrick made a motion to go into Executive Session in accordance with State Statute 19.85 (1)(c)<sup>1</sup> for the purpose of discussing the following item: 1. Personnel Issues - Status of the presidential search including candidacy updates.

Motion seconded by Dave Mayer.

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

Following the Executive Session, Dave Mayer moved to return to the regular order of business.

Motion seconded by Jeff Rickaby.

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

**Next Board Meeting**

The April 12, 2023 Board Meeting will be held in the District Boardroom on the Green Bay Campus located at 2740 West Mason Street, 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 March 8, 2023 Board meeting. (3:20 p.m.)

Motion seconded by Dave Mayer.

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



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Gerald Worrick, Board Secretary

April 12, 2023

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Date

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<sup>1</sup> (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.