

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

Wednesday, June 17, 2020
12:00 p.m.

WebEx Meeting Originating from the NWTC Green Bay Campus Board Room DO308
2740 West Mason Street, Green Bay, WI 54303

To access the Board meeting via WebEx: www.nwtc.edu/board
Click on the Icon at the Top of the Board Page

Vice-Chairperson Mayer called the June 17, 2020 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

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

Also Present: Jeff Rafn, Mary Jo Tilot, Kathryn Rogalski, Bob Mathews, Dan Mincheff, Lisa Maas, Aliesha Crowe, Jonathan Tipler, Jan Scoville, Vicky Lock

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invite public comment. No one came forward at this time.

Student Senate

No report provided at this time.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of May 1-31, 2020 \$ 885,627.99

Detailed copies of the current disbursements for fiscal year 2020 for the month of May 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.

Jeff Rickaby moved that the Board approve the May 2020 bills as presented.

Motion seconded by Richard Stadelman.

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

Fume Hood Replacement and Air Handler Install

Staff recently publicly bid two (2) similar capital projects bundled together as one project: the addition of a makeup air unit to support the prototype lab paint booth and the replacement of the science lab fume hoods on the Green Bay

campus. These projects were approved in the FY 20 (equipment only) and FY 21 capital budgets (installation). Higher than anticipated costs (\$127,000) were realized during bidding due to increased pricing on equipment and changes in the building code. Policy dictates that the Board approve any reserve requests in excess of \$50,000.

Jeff Rickaby moved that the Board approve the following capital reserve reallocations (which allows the College to stay within the FY 21 Capital Budget):

1. \$44,000 to be moved from capital building improvement reserve to CP20147 – Prototype Makeup Unit
2. \$83,000 to be moved from capital equipment reserve to E212008 – Fume Hood Installation

Motion seconded by Gerald Worrick.

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

Unbudgeted Capital Request -- Technology

The Information and Instructional Technology (IIT) team requests Board approval of \$300,000 in capital to purchase 500 entry level laptops and, if needed, cellular hotspots for students to check out. With the events surrounding COVID-19 and moving many students off campus into our alternative delivery format during the spring semester, NWTC made many classroom laptops available for checkout. Over 450 laptops and 50 cellular hotspots were provided to students. To meet both the needs of returning students in the fall and those that will continue to need technology to meet the blended course delivery, the College is recommending the purchase of the technology. Funding for the purchase will come either from Institutional CARES funding or using College capital reserves which will allow the College to stay within the FY 21 Capital Budget.

Gerald Worrick moved that Board approve \$300,000 in capital to purchase 500 entry level laptops and, if needed, cellular hotspots for students to check out.

Motion seconded by Dorothy Sadowski.

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

Unbudgeted Mobile Modular Trainer Equipment

The Automation and Electro-Mechanical programs are requesting \$55,000 for the purchase of 6 PLC (Programable Logic Control) and 2 VFD (Variable Frequency Drive) trainers to be permanently set up in the tech hall for remote learning for students.

Richard Stadelman moved that the Board approval of the purchase of these items from the CARES/COVID-19 funds that NWTC has received to facilitate ongoing remote learning options for students. This will allow students in Automation 3-9 and Power Electronics 3 to remote in to the lab instead of coming on campus.

Motion seconded by Dorothy Sadowski.

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

Educational Support Specialists (ESS) Total Base Wage

Gerald Worrick moved that the Board approve an increase to the total base wage to be effective for fiscal year 2021 for the Educational Support Specialists.

Motion seconded by Richard Stadelman.

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

Consent Agenda Items:

Minutes

The minutes of the May 20, 2020 Board meeting were sent to Board members prior to the June 17, 2020 Board meeting. It was recommended that Board approval be given for the May 20, 2020 Board meeting minutes as presented.

New Hire - Faculty

Kenlyn Peters – Microbiology Instructor: Kenlyn Peters was the Selection Committee’s top choice for Microbiology Instructor. Ms. Peters holds a PhD in Animal Science with a Microbiology Concentration, and a Bachelor of Science in Animal Science from Cornell University in Ithaca, New York. Since October 2018, Ms. Peters has been employed as an Adjunct Laboratory Science Instructor for the Upward Bound Program, at the Community College of Philadelphia and an Associate Training Specialist for Environmental Health & Radiation Safety, at Temple University in Philadelphia. Prior to that, she was the Epidemiology Laboratory Manager for the Department of Population Medicine & Diagnostic Services, at the College of Veterinary Medicine, Cornell University, in Ithaca, New York. Placement for this position would be at the level Faculty C, \$68,000 for 176 days of obligation. It was recommended that Board approval be given for the appointment of Kenlyn Peters.

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 2020 contracts pending Board approval was attached as Board Exhibit 1.

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 (33.38% for on-campus and 27.52% 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 1.

Gerald Worrick moved that the Board approve the consent agenda items as follows: The May 20, 2020 Board meeting minutes; the appointment of Kenlyn Peters – Microbiology Instructor; and, the contracts for services identified in Board Exhibit 1.

Motion seconded by Richard Stadelman.

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 Cathy Dworak entered the meeting at this time (12:15 p.m.).

Policy Discussion: Identity & Role of the Regional Centers

Jan Scoville, Dean, Regional Learning, provided information on the role of the regional centers for discussion with and input from the Board on future direction.

- Marinette is not part of regional centers anymore. That Dean, Jennifer Stolpa-Flatt reports to the VP for Learning. The information gathered from the community forums last year, and the economic development data helped in making decisions regarding the opportunities made available at the regional centers. Staff are also keeping in touch with our community members and employers to make sure we are responding to their needs.
- 4x4 program for the Menominee Indian High School students -- That is continuing and is expanding to all our other regional locations. The offering includes 4 three-credit courses, one every four weeks for high school students.
- We have had some general community members who used to use our regional centers, and some new requests. We are currently not open to the public. For instance, we did get a request to use the Aurora Center to prepare food for those in need. We have decided that if they used it in the past, we will open it up to them, but they will have to use the required CDC guidelines (masks, physical distancing, one entrance to get into the building, and cleaning requirements). We did pose that information to those groups and are waiting to see if they can meet those requirements.

Board EduByte – Dream Report Update

Vickie Lock, Dean of Student Success, presented the College's Annual Dream Report.

- Through intake survey staff can determine some immediate needs that students may need prior to starting their program. We will learn even more through the Predictive Analytics that can be used now.
- There is some improvement in consistency, but staff is still struggling with achievement gaps with students of color.
- Staff are still working on fixing bugs with the Predictive Analytics software which has backed us up our use of that tool about six months. The system will not be ready until Spring which will help us with our fall 2022 class.

Dorothy Sadowski left the meeting (2:00 p.m.).

President's Report

Enrollment Activity –

- We saw the biggest decline in our applications in April and May. Our applications are still down about 8% from this time last year and enrollments are down 10%. Biggest gap is the new student application, and male students more than female are not registering for classes. Some of that concern is with the delivery modes which include both virtual and on site.
- It looks like we are going to end down about 3% in FTE for the year.

Legislative and Regulatory Issues (state & federal) –

- If reauthorization funding goes through for Maritime Center of Excellence training, we would have the ability to apply for up to \$8 million in grant funds.
- The WTCS is requesting that decisions for funding to be made on headcount rather than FTE, which would allot more money to the colleges.
- There is also funding available through the Wisconsin for K12 and College funding.

8-Week Advantage -

- Have gone live with the 8-week programs on June 6 and it is going well. We have a Steering Committee directing the work of the 8-week and sub-committees working on the 8-Week Advantage program. The work that we started doing was done by a separate workgroup, but that is now an operational program and there is no need for the sub-committees going forward.
- We have 156 courses that have already been developed, and the Peer Review System is working to ensure that they are prepared and ready for students when we start in fall

COVID-19 Update -

- Received money to distribute to students in the amount of \$1.8 million from the CARES Act. Have distributed \$1.2 million in the spring and a little in summer semesters. We will have some left for fall, but certainly not at the level we did for spring. We continue to work for additional relief from the government.

Current Events –

- Several pictures of the Grad Bash where we had students driving in with their robes receiving their diplomas and staff were there cheering them on were on the Website. Over 200 students participated.

Next Board Meeting

The Monday, July 13, 2020 Board Meeting will be held via WebEx originating from the NWTC Green Bay Campus Board Room. This is the organizational meeting at which time the Board elects its officers, signs their Oath of Office, and approves meeting calendars.

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

Richards Stadelman moved to adjourn the June 17, 2020 Board meeting (2:30 p.m.).

Motion seconded by Cathy Dworak.

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



Gerald Worrick, Board Secretary

July 13, 2020