

Northeast Wisconsin Technical College District

*Board of Trustees Meeting
Minutes*

August 19, 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

Board Chairperson Mayer called the August 19, 2020 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

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

Excused: Jeff Rickaby

Also Present: Jeff Rafn, Mary Jo Tilot, Bob Mathews, Dan Mincheff, Mohammed Bey, Aliasha Crowe, Colleen Simpson, Kathryn Rogalski, Randy Smith, Scott Anderson, Erica Plaza

Executive Session

Cathy Dworak moved that the Board go into Executive Session in accordance with State Statute 19.85(1) (e) to discuss the following item: 1) Negotiation of Potential Lease Agreement.

Motion seconded by Kim Schanock (12:00 p.m.).

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

Gerald Worrick entered the meeting at this time (12:15 p.m.).

Gerald Worrick moved that the Board return to the regular order of business (12:25 p.m.).

Motion seconded by Cathy Dworak.

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

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. No one came forward.

Student Senate

No report was provided at this time.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of July 1-31, 2020 \$4,012,600.58

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

Richard Stadelman moved that the Board approve the July 2020 bills as presented.

Motion seconded by Cathy Dworak.

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

NWTC Mission Statement Amendment

Mohammed Bey, Chief Officer for Diversity, Equity, and Inclusion led a discussion on an addition to the College's Mission Statement. Board Exhibit 1 reflected the proposed changes to the Mission Statement.

Kim Schanock moved that the Board approve adding the verbiage "and culturally inclusive" to the college mission statement.

Motion seconded by Richard Stadelman.

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

Hydraulic Trainer Budget Request

The Electro-Mechanical program is requesting \$64,000 for the purchase of a hydraulic trainer to be located in Marinette. The hydraulic trainers we utilize are dual sided. Both sides are not able to be used at the same time while maintaining physical distancing resulting in only 1 trainer being available at any time in Marinette. We need an additional trainer to meet capacity. Once staff is able to use the trainers as designed, they will be able to utilize this trainer to increase class capacity in locations such as Wausaukee and Aurora.

Kim Schanock moved that the Board approve the capital budget purchase of a hydraulic trainer in the amount of \$64,000.00.

Motion seconded by Gerald Worrick.

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

Health Sciences and Education Additional Capital Budget Request – SimCapture Technology

The Health Sciences and Education Department is requesting the Board to consider investing in a cloud-based nursing simulation recording and playback technology to assist with the increase in Nursing clinical simulation learning activities that will be needed due to decreased clinical access for our Nursing students.

Kim Schanock moved that the Board approve the capital budget purchase of SimCapture technology at a cost of \$188,040 for a 5-year contract.

Motion seconded by Cathy Dworak.

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

Public Safety Additional Capital Budget Request - Flashover Trailer

The Flashover Trailer is being requested due to failed inspections of two significant pieces of fire training equipment. Both the Marinette Campus burn structure and the aged current flashover trailer have failed their inspections due to safety reasons and have been taken out of commission. The purchase of a new flashover trailer would be able to provide live fire instruction throughout the district, including Marinette. At this time NWTC does not have the means to deliver any live fire instruction in the district beyond what stationary equipment is located on the Green Bay Campus.

Kim Schanock moved that the Board approve the capital budget purchase of a Flashover Trainer in the amount of \$109,500.

Motion seconded by Richard Stadelman.

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

Consent Agenda Items:

Minutes

The minutes of the July 13, 2020 Board meeting were sent to Board members prior to the August 19, 2020 Board meeting. It was recommended that Board approval be given for the July 13, 2020 Board meeting minutes as presented.

New Hires - Faculty

- A. Mark Kamin, Civil Engineering Technology-Surveying Instructor - Mark Kamin was the Selection Committee’s top choice for Civil Engineering Technology-Surveying Instructor. Mr. Kamin holds a bachelor’s degree in Surveying Engineering from Michigan Technological University. He also holds a Wisconsin Society of Land Surveyors certification. Since March 2017 Mr. Kamin has been employed as a Project Surveyor with Coleman Engineering Company in Green Bay, Wisconsin. Since August 2018 Mr. Kamin has also been employed as an Adjunct System AutoCAD/Civil 3D Instructor for Northeast Wisconsin Technical College. Prior to that, he was a Land Survey/CAD Technician and a Survey Supervisor for Mi-Tech Services in Green Bay and Fond Du Lac, Wisconsin. Placement for this position would be at the level Faculty C, \$71,000 for 176 days of obligation.
- B. Brent Westlund, Automotive Technology Instructor (Luxemburg) - Brent Westlund was the Selection Committee’s top choice for Automotive Technology Instructor - Luxemburg. Mr. Westlund is FCA Master Certified in 8 skills categories through FCA Performance Institute in Rosendale, Illinois and holds his ASE Master Certification. Since 2003 Mr. Westlund has been employed as an Automotive Technician for S&L Motors

in Pulaski, Wisconsin. Prior to that, he was a Lube Technician for Van's Hi-Way Auto and Truck in Oneida, Wisconsin. Placement for this position would be at the level Faculty A, \$62,500 for 176 days of obligation.

- C. Timothy Powers, Electrical & Instrumentation Apprentice Instructor (Marinette) - Timothy Powers was the Selection Committee's top choice for Electrical & Instrumentation Apprentice Instructor - Marinette. Mr. Powers holds an E/I Journeyman Technical Diploma from Northeast Wisconsin Technical College. Since September 2019 Mr. Powers has been employed as an E/I Journeyman at GMSP Corporation in Oconto, Wisconsin. Prior to that, he was an E/I Journeyman for Georgia-Pacific Corporation and Kimberly- Clark Corporation. Placement for this position would be at the level Faculty A, \$67,000 for 176 days of obligation.
- D. Kristin Stahl, Associate Degree Nursing Instructor (Weekend & Weekday) - Kristin Stahl was the Selection Committee's top choice for Associate Degree Nursing Instructor – Weekend & Weekday. Ms. Stahl holds a bachelor's degree in Nursing from University of Oshkosh, and an Associate Degree in Nursing from Northeast Wisconsin Technical College. She also is a licensed Registered Nurse and holds certifications in CPR and ACLS. Since January 2018 Ms. Stahl has been employed as a Nursing Supervisor at St. Mary's Hospital in Green Bay, Wisconsin. Since June 2017 she has also been employed as an Adjunct Nursing Instructor for Northeast Wisconsin Technical College. Prior to that, she was a Registered Nurse for St. Mary's Hospital and a Medical Support Specialist for Biolife Plasma Services. Placement for this position would be at the level Faculty C, \$67,550 for 176 days of obligation.

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

Faculty – Resignation

With regret, it was recommended that the Board accept the following resignation notice: Scott Peterson, Software Developer Instructor, who has been with the College since August 15, 2011 announced his resignation effective July 15, 2020.

Liberal Arts-Associate of Arts Associate Degree Program Concept Proposal Approval

The Liberal Arts-Associate of Arts Associate Degree is a 60-credit program designed for adult learners who are on their path to a bachelor's degree. This pathway will support students who may be undecided in their major, have a specific career in mind, or would like to earn a two-year transfer degree. This program delivers courses that may include the academic areas of math, sciences and communications, with an emphasis on humanities and social sciences.

This proposal calls for a program in which students would be able to complete all the requirements for an associate of arts degree through courses offered at a NWTC location. UWGB will be providing the required humanities courses. Students have the opportunity to save thousands of dollars, take on much less debt, and graduate with the same degree by completing an Associate of Arts credential at NWTC. We are in the process of establishing an agreement regarding required collaboration between NWTC and UWGB. The program is expected to begin in spring 2021.

This is the first step in a 3-step process:

1. Submission requesting State board approval of the concept
2. Submission requesting final approval of the proposed program
3. Submission to UWS Regents for approval

It was recommended that the Board approve the Liberal Arts-Associate of Arts associate degree concept proposal and authorize its submission to the WTCS State Board for approval.

Liberal Arts-Associate of Science Associate Degree Program Concept Proposal Approval

The Liberal Arts-Associate of Science Associate degree is a 60-credit program designed for adult learners who are on their path to a bachelor's degree. This pathway will support students who may be undecided in their major, have a specific career in mind, or would like to earn a two-year transfer degree. This program delivers courses that may include the academic areas of communications, social sciences, and humanities with an emphasis on mathematics and sciences.

This proposal calls for a program in which students would be able to complete all the requirements for an associate of science degree through courses offered at a NWTC location. UWGB will be providing the required humanities courses. Students have the opportunity to save thousands of dollars, take on much less debt, and graduate with the same degree by completing an Associate of Science credential at NWTC. We are in the process of establishing an agreement regarding required collaboration between NWTC and UWGB. The program is expected to begin in spring 2021.

This is the first step in a 3-step process:

1. Submission requesting State board approval of the concept
2. Submission requesting final approval of the proposed program
3. Submission to UWS Regents for approval

It was recommended that the Board approve the Liberal Arts-Associate of Science associate degree and authorize its submission to the WTCS State Board for approval.

Substance Use Disorders Counseling Associate Degree Program Approval

The Substance Use Disorders Counseling (SUDC) Associate Degree is designed for individuals interested in working with addiction issues. Substance abuse impacts roughly 1 in 10 people in the U.S., people who need help learning healthy lifestyles and coping mechanisms.

The SUDC profession is held to high ethical standards to inspire respect, trust and confidence. Substance Use Disorders Counselors, also known as Alcohol and Other Drug (AODA) Counselors, help clients and their families develop new lifestyles and coping methods to resolve personal conflicts.

Students gain foundational knowledge, skills and experience necessary to treat and counsel clients. Graduates are prepared to evaluate clients and develop treatment plans. Successful Substance Use Disorders Counselors are excellent listeners, writers and negotiators. They also have a passion for helping and assisting others.

Potential employment includes:

Substance Abuse Counselor	House Manager (CBRF)	Substance Abuse Intake Worker	Crisis Worker
Human Service Worker	Case Manager	Treatment Specialist	Addiction Counselor

Graduates work in a variety of settings such as community and social service agencies, correctional facilities and employee and student assistance programs.

The Substance Use Disorders Counseling field has a positive job outlook and is growing much faster than average. According to Burning Glass Occupation, SUDC has a projected growth of 21.7% over the next 10 years. The median wage for a substance abuse counselor is about \$37,950 within our district.

Demand for substance abuse, behavioral disorder, and mental health counselors is also expected to increase as states seek treatment and counseling services for drug offenders rather than jail time. In recent years, the criminal justice system has recognized that drug and other substance abuse addicts are less likely to offend again if they get treatment for their addiction. As a result, sentences often require drug offenders to attend treatment and counseling programs. In addition, some research suggests that these programs are more cost effective than incarceration and states may use them as a method to reduce recidivism rates. In addition, there will be a continued need for counselors to work with military veterans to provide them the appropriate mental health or substance abuse counseling care. (U.S. Bureau of Labor Statistics)

The program is expected to be offered beginning Fall, 2021. Upon completion, graduates will be able to transfer into other degree programs such as social work or psychology at UWGB, once articulation agreements are in place.

It was recommended that the Board approve the Substance Use Disorders Counseling Associate Degree and authorize its submission to the WTCS State Board for approval.

Millwright - Pipefitter Apprenticeship

The Millwright - Pipefitter Apprenticeship is a combination of two of the most popular industrial mechanical apprenticeship programs. By themselves, the Millwright and Pipefitter apprenticeship programs each are four-year programs, by combining the two, an industrial employer can build an employee with both skills, in about 6 years. This is because of the significant amount of shared curriculum between the two. In a time when it is difficult for an employer to find new employees with these type skills, it makes financial sense for employers to develop their own employees. We have been asked by 5-6 local employers to bring this program back. The last time we offered the Millwright – Pipefitter apprenticeship was in 1997. They generally earn between \$70,000.00 and \$90,000.00 on an annual basis.

NWTC currently offers both, Millwright and Pipefitter trades, and we will continue to offer them. We have the curriculum, and the space, and they are taught by the same person. No extra expense(s) should be incurred as a result of adding this program to the current apprenticeship offerings. This apprenticeship is expected to begin in Fall 2020.

It was recommended that the Board approve the Millwright - Pipefitter 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 2020 contracts pending Board approval was 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 (33.42% for on-campus and 27.08% 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 2.

Cathy Dworak moved that the consent agenda items be approved as follows: the minutes of the July 13, 2020 Board meeting; the appointments of Mark Kamin, Civil Engineering Technology-Surveying Instructor, Brent Westlund, Automotive Technology Instructor (Luxemburg), Timothy Powers, Electrical & Instrumentation Apprentice Instructor (Marinette), and Kristin Stahl, Associate Degree Nursing Instructor (Weekend & Weekday); the resignation of Scott Peterson, Software Developer Instructor; the approval of the Liberal Arts-Associate of Arts associate degree concept proposal and authorize its submission to the WTCS State Board for approval; the approval of the Liberal Arts-Associate of Science associate degree and authorize its submission to the WTCS State Board for approval; the approval of the Substance Use Disorders Counseling Associate Degree and authorize its submission to the WTCS State Board for approval; the approval of the Millwright - Pipefitter Apprenticeship and authorize its submission to the WTCS State Board for approval; and the contracts for services identified in Board Exhibit 2.

Motion seconded by Gerald Worrick.

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 thanked the Board for their support of her service to the Board, the Boards’ Association, and the ACCT National organizations. Carla received both the WTCS Boards’ Association Board Member of the Year Award and the ACCT Central Regional Board Leadership Award.
- The ACCT Conference will be held virtually on October 5-8, 2020. Schedules for the meetings should be out shortly.

Policy Discussion: Successfully Marketing to and Recruiting Students of Color

Aliasha Crowe, VP for College Advancement, led the discussion with the Board on the steps being taken to successfully market to and recruit students of color to the College.

- Our Strategic Directions indicate that we want to see more growth in the area of minority students on campus and attaining a credential. To determine the pool of students that we would recruit, we used updated census data along with our understanding of what the population is in the Green Bay schools, with 90% of people of color attending in the Green Bay School system. That number gives us a fairly clear idea of who we could approach and recruit. Those on the upward trend proportionally are our students of color.
- Determine the organizations that are active in the community and approach them (Hmong, Hispanic, African American, Native).

Board EduByte – Leveraging Technology in Pivotal Response to COVID-19

Dan Mincheff, Chief Information Officer, provided an update on the use of technology in response to COVID-19.

- 23% of program students are in class, the rest of the students are taking their classes on-line.

Cathy Dworak left the meeting (2:45 p.m.).

President's Report

Enrollment Activity –

- FTEs are down about 4%. Hard to do comparison to prior year as we started a week earlier than last year and 50% of our programs started in 8-Weeks. In October we have another entry point.

Legislative and Regulatory Issues (state & federal) –

- The \$250 million that the Governor has asked all state agencies to lapse will have an effect on the WTCS State Office, of which the Colleges may have to pay a portion.
- The Governor still has money that he has not distributed from Cares Funding, and the State Office has requested \$22 million of that money.

8-Week Advantage –

- We have continued our development of the 8-week through the pandemic. This fall we have launched 50% of our programs. In addition to launching the programs in 8-weeks, we also have all the support services for our students set up to serve the 8-Week students. Students can now start College when they are ready, not just in fall and spring and summer.

COVID-19 Update –

- Have all our processes in place. If a faculty member or any other staff becomes aware of a student who has either tested positive, tested and waiting for results, or have a family member who has COVID-19, they can now raise a Starfish flag for that student. We have 17 students who have raised flags, with 3 students that have been on campus and tested positive for COVID. Students are wearing masks and practicing social distancing during week one of the semester.

HLC Visit – November 9/10, 2020 –

- November 9 may be the date of the dinner with the HLC Accreditation team at which time the Board and ELT will meet with the HLC accreditation team.

Current Events –

- Currently have a controversy going on up north. Five towns have asked to leave our district and move into Nicolet's district. This seems to revolve around getting ongoing training for EMS and fire, but we have a hard time getting enough students present to run the courses. The President is setting up a face-to-face meeting with those Town Chairs to discuss the issues.

Next Board Meeting

The September 16, 2020 Board Meeting will be held via WebEx originating from the NWTC North Coast Marine Manufacturing Training Center located at 1428 Main Street, Marinette, Wisconsin.


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

Gerald Worrick moved to adjourn the August 19, 2020 Board meeting (3:00 p.m.).

Motion seconded by Richard Stadelman.

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



Gerald Worrick, Board Secretary

8-19-20

Date