

Northeast Wisconsin Technical College District

*Board of Trustees Meeting
Minutes*

October 14, 2020
12:00 p.m.

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

Board Chairperson Mayer called the October 14, 2020 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

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

Excused: Kim Schanock

Also Present: Jeff Rafn, Mary Jo Tilot, Lisa Maas, Dan Mincheff, Kathryn Rogalski, Colleen Simpson, Aliesha Crowe, Mohammed Bey, Bob Mathews, Pam Lunde, Marcus Perez, Dan Mincheff, Jennifer Canavera, Jonathan Tipler

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

- There are 4 new Senate Officers who are excited to represent the student body / 2 of our Officers will be representing NWTC Friday, October 16, 2020 during the first Wisconsin Student Government meeting. They will also be taking part in a 2-hour leadership training session Friday afternoon (both will be virtual).
- The next Student Senate meeting is scheduled for early November.
- Student Senate is very pleased to have Dr. Rafn and ELT members join in on their meetings.

Mission Moment

The Mission Moment shared the success stories of Alumnus Jackson Crandall, Electromechanical Technology Associate Degree student, and the current Electromechanical program student, Diana Schemonia.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of September 1-30, 2020 \$2,868,490.68

Detailed copies of the current disbursements for fiscal year 2021 for the month of September 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 September 2020 bills as presented.

Motion seconded by Gerald Worrick.

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

Resolution Authorizing Temporary Borrowing in an Amount Not to Exceed \$6,000,000;
and Issuance of Taxable Tax and Revenue Anticipation Promissory Notes

In accordance with Section 67.12(8) (m), Wisconsin Statute, the Board may approve the issuance of taxable tax and revenue anticipation promissory notes in the event the college is temporarily in need of funds to meet the immediate expenses of operating and maintaining the district and in anticipation of state aids, tuition revenues, taxes levied and other monies to be received.

The District uses internal funds as a resource when required to supplement its available cash. However, as an additional measure during periods of reduced cash flows, we may be required to borrow from an external source(s). Board Exhibit 1 was a resolution prepared by Bond Counsel authorizing the temporary borrowing of an amount not to exceed \$6,000,000 for operating purposes.

Gerald Worrick moved that the Board adopt the Resolution authorizing temporary borrowing in an amount not to exceed \$6,000,000; and issuance of taxable tax and revenue anticipation promissory notes.

Motion seconded by Richard Stadelman.

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

Tax Levy

Wisconsin Statutes require the certification of the tax levy by the District Board in October upon receipt of the certified district equalized valuation from the State Department of Revenue. Included was the resolution related to certifying the tax levy for FY 2021 (Board Exhibit 2).

A mill rate and tax levy were proposed at the public hearing on the FY 2021 budget on May 20, 2020 and adopted by the Board at its regular Board meeting on May 20, 2020 (Board Exhibit 3). A summary of levy amount to be billed to each county was also included (Board Exhibit 4).

New construction valuation increased more than projected in May. This allows the College to increase the FY 2021 operating levy by \$710,506 versus the \$702,642 originally proposed in May.

Jeff Rickaby left the meeting at this time (12:25 p.m.).

Gerald Worrick moved that the Board approve the levy amount of \$34,939,700 and adopt the resolution related to certifying the tax levy for FY 2021.

Motion seconded by Richard Stadelman.

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

State of Wisconsin Code of Ethics Designation

The State of Wisconsin Ethics Board requires the designation of certain public officials and employees on an annual basis.

“RESOLVED, that for purposes of Wisconsin’s Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats, the Northeast Wisconsin Technical College District Board designates the following positions president, vice-presidents, and directors, and that those positions and their successors to those positions are state public officials to whom Wisconsin’s Ethics Code applies: H. Jeffrey Rafn, President; Kathryn Rogalski, Vice-President for Learning; Colleen Simpson, Vice-President for Student Services; Aliesha Crowe, Vice-President of College Advancement; Lisa Maas, Vice-President for Human Resources; Bob Mathews, Vice-President for Business & Finance; Dan Mincheff, Chief Information Officer; and Mohammed Bey, Chief Officer for Diversity, Equity, and Inclusion”.

Richard Stadelman moved that the Board adopt the State of Wisconsin Code of Ethics Designation resolution as presented.

Motion seconded by Dorothy Sadowski.

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

Annual Report of Purchases over \$50,000

Annually, as required by Administrative Rule TCS 6.05(2)(h), district staff shall prepare a review of all procurements of similar goods, supplies, or services to determine if a more competitive process should be used in succeeding years. A report of procurements with transaction detail by vendor is sufficient to comply with this requirement.

Board Exhibit 5 was a listing of purchases made in FY20 with suppliers that exceeded \$50,000 but did not receive formal bidding attention (i.e. not purchased from public agency contracts, etc.). The report does not list purchases such as utilities, memberships/dues, employment fees, financial/insurance/investments services or fees, enterprise accounts, travel, or fees paid to other public agencies. Procurement comments relating to the review are included in the attached exhibit.

Gerald Worrick moved that the Board approve the Annual Report of purchases over \$50,000 for FY20 as presented in Board Exhibit 5.

Motion seconded by Dorothy Sadowski.

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

Unbudgeted Capital Request -- Technology

The Information and Instructional Technology (IIT) team is requesting \$166,000 in capital to purchase 200 additional entry level laptops to be made available for student checkout. This purchase in addition to the previous purchase of 500 laptops, which have been fully distributed to students and a waiting list has been created for students still needing a device to complete their coursework. With the events surrounding COVID-19 and moving many students off campus into our alternative delivery format during the spring semester, NWTC made a large number of classroom laptops available for checkout. 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 through the use of College capital reserves which will allow the College to stay within the FY 21 Capital Budget.

Richard Stadelman moved that the Board approve the unbudgeted capital request for the purpose of purchasing 200 laptops for student checkout.

Motion seconded by Dorothy Sadowski.

- When COVID-19 subsides, some portion of the laptops will stay in the library for students of need, and the rest will be pulled in. We have about 1400 laptops that are used in the classrooms.

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

District-Wide Furniture Fund Reallocation

During the Fiscal Year 2021 budget approval process, \$48,000 was approved for the purpose of upgrading and replacement of furniture in the Green Bay Commons that had reached the end of life. Due to the impact of COVID-19, the Green Bay Commons has been closed to the public.

Staff identified the need for more versatile and movable furnishings for the Eagle Event Center to allow for a greater number of occupants. The replacement tables and seating will greatly enhance the multi-use of the space going into the future; allowing for conference style seating with improved visibility of the presenter. The total cost is \$51,000.00. The \$48,000 budgeted for the Commons and \$3,000 from the equipment reserve fund will be used to cover the cost.

Carla Hedtke moved that the Board authorize the reallocation of existing approved FY 2021 District Wide Furniture Replacement funds for the purpose of purchasing replacement furnishings for the Green Bay Eagle Event Center for the total amount of \$51,000.

Motion seconded by Gerald Worrick.

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

Consent Agenda Items:

Minutes

The minutes of the September 16, 2020 Board meeting were sent to Board members prior to the October 14, 2020 Board meeting. It was recommended that Board approval be given for the September 16, 2020 Board meeting minutes as presented.

Faculty - Resignation

With regret, the College recommended Board acceptance of the following resignation notice: Irene Lange – Associate Degree Nursing Instructor – Weekend & Weekday, who has been with the College since January 7, 2019 and has announced her resignation effective December 22, 2020.

Faculty - Retirement

With regret, the College recommended Board acceptance of the following retirement notices:

- Lisa Hickman – Culinary Specialist Instructor, who has been with the College since July 24, 2006 and has announced her retirement effective May 19, 2021.
- Robert Egger – Mathematics Instructor, who has been with the College since January 7, 2008 and has announced his retirement effective December 22, 2020.
- Kathleen Pickering – Early Childhood Instructor, who has been with the College since September 12, 2005 and has announced her retirement effective May 19, 2021.

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 6.

This report included 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 6.

Dorothy Sadowski moved that the consent agenda items be approved as follows: The September 16, 2020 Board meeting minutes; the Irene Lange – Associate Degree Nursing Instructor; the retirement notices of Lisa Hickman, Culinary Instructor, Robert Egger, Mathematics Instructor, and Kathy Pickering, Early Childhood Instructor; and the contracts for services identified in Board Exhibit 6.

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 received the Central Region Trustee Leadership Award during the ACCT virtual conference.

Board Governance – Increasing Racial Diversity in New Hires

Lisa Maas, VP for Human Resources, and Marcus Perez, Talent Strategy Director, provided information for the purposes of discussion on what the College needs to do differently in order to increase racial diversity in new hires.

- The College has contracted with Dr. Cathy O’Baer to conduct training sessions with our leadership team members on DEI (Diversity, Equity, and Inclusiveness) and will be talking about racism. A second group of NWTC staff will be starting the training in a couple of weeks.

Cathy Dworak entered the meeting (1:00 p.m.).

- We are moving ahead with efforts. Our strategic goals as a College is to achieve 12.5% diversity in our faculty and staff. One of the things that has been successful is “word of mouth” recruitment. The Board can assist in that effort through any community or business contacts that the Board members have.

- We know that in the past year we have received some unsolicited public relations and media attention for some of the work/training/accommodations that we have been doing at the College, and they are not all positive. The Board's support in our ability to offer these training sessions is important and invaluable.
- Milwaukee, Madison, and Waukesha Colleges are all struggling with this issue.

Jeff Rickaby returned to the meeting (1:30 p.m.).

Board EduByte – Alumni Engagement

Aliesha Crowe, VP for College Advancement, provided an update on College alumni engagement.

President's Report

Enrollment Activity –

- Overall, the College is about 8.7% down in FTE, and 4% down in FTE for fall of 2020. Staff is developing a very robust campaign to increase enrollments for fall of 2021. Looking at students in 8 weeks and those that have not registered for the 2nd 8 week session (110 students. Advisers are in process of contacting those students. We have 55 active student programs for the 2nd 8 week session. Thursday, October 15, the College has a virtual Quick Start event scheduled from 8:00 a.m. to 6:00 p.m.
- Career Coaches are back in the high schools and meeting with students either face to face or virtually. This is the last week for students to enter in the 8 week session.

Legislative and Regulatory Issues (state & federal) –

- Executive Order #13950 was signed by the President on September 22. Starting October 6 there will be limitations on what the Colleges can do in providing training to our employees on Racial Justice. The order focuses on not allowing federal funds to be used by contractors for training for their employees on divisive concepts. Any contractor who contracts with the federal government or an entity that received financial aid or funding would have to abide by this order. Information will be coming out as to how that may or may not relate to the community colleges/educational institutions.

8-Week Advantage –

- The College wrapped up the first 8 week session this fall. Currently faculty and students are on a break. The 2nd 8 week session starts on October 21. Feedback has been received that ranges from "this is the best thing ever for our students" to "it's impossible to learn all of the information in 8 weeks, and it is to stressful". Will be spending some time to see how we can support our students and faculty with extra wrap-around services to help them get through the next 8 week session.

COVID-19 Update –

- The college has been tracking the number of COVID positive cases. We have had some spikes as has the county. We have six students considered positive that had been on campus when infectious. 35 students are positive but were not on campus during that period. Since august, the college had 173 students test positive, and 87 that were in quarantine because of close contact.
- There are currently 7 open positive staff cases; 9 are in quarantine for close contact. 31 staff have tested positive since the tracking started.

Current Events –

- The December graduation will again be conducted virtually.

Next Board Meeting

The November 18, 2020 Board Meeting will be held via WebEx originating from the NWTC-Green Bay Campus, 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

Dorothy Sadowski moved that the October 14, 2020 Board meeting be adjourned (3:05 p.m.).

Motion seconded by Carla Hedtke.

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



Gerald Worrick, Board Secretary

November 18, 2020