

Northeast Wisconsin Technical College District

Board of Trustees Meeting

Minutes

Wednesday, February 19, 2020

12:19 p.m.

NWTC – Green Bay Campus
2740 West Mason Street, Green Bay, WI 54303

Board Chairperson Hedtke called the February 19, 2020 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

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

Excused: Cathy Dworak

Also Present: Jeff Rafn, Mary Jo Tilot, MaryJo, Tracy Laundre, Lisa Maas, Bob Mathews, John Grant, John Kopp, Gina Van Egeren, Pam Lunde, Gene Francisco, Jennifer Canavera, Matt Petersen, Christine Lemerande, Stephanie Atkins

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 meeting.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of January 1-31, 2020 \$2,700,303.38

Detailed copies of the current disbursements for fiscal year 2020 for the month of January 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. Attached as Board Exhibit 1 was the certified 2nd quarter Capital Expenditures report for items over \$50,000.

Jeff Rickaby moved that the Board approve the January 2020 bills as presented and the certified 2nd quarter Capital Expenditures report for items over \$50,000.

Motion seconded by Richard Stadelman.

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

Resolution Awarding the Sale of \$6,400,000 General Obligation Promissory Notes;
Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on December 18, 2019 the Board authorized the borrowing of \$5,700,000 for FY 2020 capital budget needs (\$4,700,000 for moveable equipment and \$1,000,000 for building improvement) and \$700,000 for Capital Expansion. A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$6,400,000, and specifying the amount of the tax heretofore levied, was prepared by Bond Counsel and was attached as Board Exhibit 2. PMA Financial Network, Inc. solicited competitive bids for the issue and presented the bid tabulation and the winning bid for the sale of the notes at the meeting on February 19, 2020.

Jeff Rickaby moved that the Board adopt the resolution authorizing the sale of \$6,400,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Motion seconded by Dave Mayer.

- The sale was awarded to Robert W. Baird at an interest rate of 1.23%. The Moody's rating continues at Aa1.
- Current bond liability is \$108 million

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

Purchase of Financial Auditing Services

State statute requires districts to solicit competitive price proposals for financial auditing services every 5 years. Board Exhibit 3 was a summary of proposals received on RFP20-009 for financial auditing services for the District for a five (5) year term (2021- 2026). Adequate funds have been budgeted for these auditing services.

Jeff Rickaby moved that the Board approve the award of the District Financial Audit to the supplier meeting specifications with the highest RFP evaluation points – CliftonLarsonAllen LLP for \$171,750.00 (total five-year cost).

Motion seconded by Dave Mayer.

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

Board Members' Code of Conduct Policy Revision

Board Exhibit 4 was a copy of the first section of the Board Code of Conduct Policy (Statement of Expectations). In reviewing requests for participation in Board meetings electronically or via phone, the expectations were updated to include a section pertaining to attendance at Board meetings.

Jeff Rickaby moved that the Board approve the edit to the Code of Conduct Policy as shown in Board Exhibit 4, Section 1a.

Motion seconded by Gerald Worrick

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

Gerald Worrick moved that the Board amend the motion to reduce the number of allowed electronically attended meetings from 4 to 3 per year.

Motion seconded by Dorothy Sadowski.

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

Richard Stadelman moved that the Board approve the edited Code of Conduct Policy as shown in oard Exhibit 4, Section 1a as amended.

Motion seconded by Jeff Rickaby.

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

Consent Agenda Items:

Minutes

The minutes of the January 15, 2020 Board meeting were sent to Board members prior to the February 19, 2020 Board meeting. It was recommended that Board approval be given for the January 15, 2020 Board meeting minutes as presented.

Diesel Maintenance Technician (1 year) Technical Diploma Program Approval

The Diesel Maintenance Technician program will provide qualified graduates to perform diesel maintenance and repair and will provide a clear pathway from high school to and through a two-year technical diploma or associate degree. This one-year technical diploma will focus on entry level basic skills for successful employment in diesel heavy equipment maintenance and repair including diesel shop operations; diesel engine service, preventative maintenance, and troubleshooting; electrical systems fundamentals; basics of chassis, suspension, and brake systems; schematic diagram reading; and basic telematics.

The Diesel Maintenance Technician technical diploma will meet the needs of NWTC district employers looking to specifically fill the skills gap between high school technical education and a two-year technical diploma that specializes in advanced diesel equipment repair skills. Those already in the workforce looking to expand their current skills can return to NWTC for the Diesel Maintenance Technician technical diploma. With additional coursework graduates of this technical diploma can ladder seamlessly into the second year of our two-year diesel heavy equipment technical diploma, diesel medium and heavy truck technical diploma, diesel medium and heavy truck technology AAS degree, and diesel heavy equipment technology AAS degree programs.

Our community partners support this initiative and endorse NWTC pursuing this program. EMSI data indicate there to be 657 projected openings in this career field in the NWTC district in 2021 with a median wage of \$19.07 per hour. The program is expected to begin in the fall of 2021.

It was recommended that the Board approve the Diesel Heavy Equipment (1 year) technical diploma 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 5.

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 5.

Dave Mayer moved that the Board approve the consent agenda items as follows: the January 15, 2020 Board meeting minutes; the Diesel Heavy Equipment (1 year) technical diploma and authorize its submission to the WTCS State Board for approval; and, the contracts for services identified in Board Exhibit 5.

Motion seconded by Dorothy Sadowski.

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

Reports

Board Member Professional Development Updates

Board members were provided an opportunity to report out on any professional development activities and/or conferences they have attended since the last Board meeting.

- Good presentation on data at the Boards Association meeting in La Crosse.
- Chairperson Hedtke attended the ACCT Finance & Audit Committee meeting reporting that investments are doing well.
- ACCT attendees met with Senate and Congressional members during the Washington Conference. NWTC representatives were able to meet with Senator Ron Johnson and attended a lunch with Senator Baldwin in attendance.

Board EduByte – Data Governance

Bob Mathews, VP for Business & Finance, provided an update on the Data Governance team activities at the College.

Policy Discussion – Use of Predictive Analytics to Determine Services Offered

John Grant, Dean of Student Development, and Matt Petersen, Student Retention Manager, provided information on the use of predictive analytical data in determining the services for students to be offered by the College for the purpose of discussion with and input from Board members.

- Pilot of the program will be to share information with the advisors so that we can ascertain that the reports are showing what we think they should be reporting.
- Setting up ethical and legal standards is necessary with the guidance of legal advisor so that staff know how to use the data, what to do with it and what not to do with it.

Jeff Rickaby left meeting at this time (3:08 p.m.).

Key Performance Outcomes

The end of 2nd quarter Key Performance Outcomes Status Report for academic year 2020 was included with the Board packet as Board Exhibit 6 for review by the Board. Included with the quarterly report were the FY 2020 Board Professional Development Account Status Report and the Operational and Capital Contingency Account Status Reports.

Kim Schanock left the meeting at this time (3:27 p.m.).

President’s Report

Enrollment Activity –

- Applications are up 3.7% over this time last year. Enrollments are down 1.4% and unduplicated headcount is down 4%.

Legislative and Regulatory Issues (state & federal) –

- AB 444 has been introduced regarding Freedom of Speech.

8-Week Advantage –

- Biggest concern for students is how they can possibly complete all of their courses in 8 weeks. Two scenarios are laid out in the pamphlet on 8-Week Advantage. On May 1 the College will host an 8-Week Institute for the WTCS Colleges.
- Ad Campaign Kickoff on the 8-Week Advantage will begin on March 1, 2020.

Current Events –

- State of the College will be held on Monday, February 24, 2020 in the Trades & Engineering Atrium.

Next Board Meeting

The March 18, 2020 Board Meeting will be held at the NWTC-Shawano Regional Center.

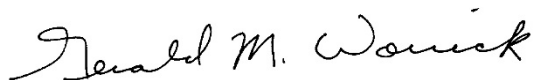
Board members and administration will have an opportunity to identify items that weren't identified prior to the preparation of the agenda for referral to administration or placed on a future board agenda.

Adjournment

Dave Mayer moved that the February 19, 2020 Board meeting be adjourned (3:34 p.m.).

Motion seconded by Gerald Worrick.

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



Gerald Worrick, Board Secretary

March 18, 2020