

NORTHEAST WISCONSIN TECHNICAL COLLEGE



District Board of Trustees

MEETING AGENDA AND EXHIBITS

Wednesday, June 12, 2024

**In-Person at the NWTC Marinette Campus
1601 University Drive, Marinette, WI 54143**



OUR VISION...

NWTC is a cutting-edge life-long learning college that transforms, strengthens, and inspires.

MISSION STATEMENT

We are a two-year technical college, serving Northeast Wisconsin by providing education, training, and life-long learning opportunities for all individuals and businesses leading to the development of a skilled and culturally inclusive workforce. Our customers stimulate the economic vitality of our district as a result of the application of skills and knowledge acquired through the completion of certificates, degrees, diplomas, and courses.

NWTC VALUE STATEMENTS

Customer Focus: We are committed to exceeding the service and learning expectations of our customers and our community.

Everyone Has Worth: We are committed to embracing the worth of every individual, creating a place for all people and promoting the respectful environment necessary for intellectual and personal discovery.

Passion and Inspiration: We have a personal passion for achieving the College's vision, inspiring and motivating others to action.

Creativity and Innovation: We are committed to energizing and fostering transformative change through challenging experiences, proactive thinking, and taking initiative.

Collaboration: We are committed to open communication, teamwork, and productive conflict that strengthen relationships and create better solutions.

Emotional Intelligence: We are committed to growth in our individual awareness through personal reflection, seeking input from others and aligning our actions.

Results and Accountability: We are individually and collectively accountable for the sustainable and optimal use of resources and the achievement of meaningful, measurable results.

Valuing Talent & Well Being: We are committed to fostering a mentally and physically healthy work environment that promotes learning and growth and attracts and retains talented people.

Ethics: We are committed to ethical and honest behavior and personal responsibility for living and modeling the values of NWTC.

NWTC Land Acknowledgment Statement

"The region served by Northeast Wisconsin Technical College occupies the ancestral home of the Menominee Nation, who have persisted here in Northeast Wisconsin from before recorded history to the present day. The College's Green Bay campus exists upon lands ceded to the Oneida Nation by the Menominee Nation. We acknowledge this land we stand upon today as sacred, historical, and significant to the Menominee and Oneida Nations, as are the lands of all sovereign First Nations People."



*NWTC Board of Trustees Meeting
Agenda*

June 12, 2024
12:00 p.m.

*NWTC Marinette Campus – Room MN115
1601 University Drive, Marinette, WI 54143*

Open Meeting & Roll Call – Please turn off all cell phones at this time.

The Board Chairperson will call the June 12, 2024 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

Guests

12:00 – 12:10

1. **Open Forum, Introduction of Guests, and Acknowledgements**

The Chairperson will ask for the introduction of any guests present at this time and invite public comment.

2. **Mission Moment**

Meridith Jaeger, Vice President of College Advancement, will introduce Iana Tikhoniuk, NWTC's 2024 District Ambassador to share a mission moment at this time.

Action Items (Roll Call Vote)

12:10 – 12:15

1. **Bills**

Detailed copies of the current disbursements for fiscal year 2024 for the month of May are being 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.

It is recommended that the Board approve the May 2024 as presented.

Consent Agenda Items:

12:15 – 12:20

1. **Minutes**

The minutes of the May 8, 2024 Board meeting were sent to Board members prior to the June 12, 2024 Board meeting. It is recommended that Board approval be given for the May 8, 2024 Board meeting minutes.

2. Faculty – New Hires

- A. Bruce Chinen – Nursing Assistant Instructor. Bruce Chinen was the Selection Committee’s top choice for Nursing Assistant Instructor. Mr. Chinen holds a Doctor of Chiropractic from Western States Chiropractic College, a Master’s degree in Nursing Education from Western Governors University and a Bachelor’s Degree in Science in Nursing and Science in Exercise Science from Linfield College.

Since 2023, Mr. Chinen has been employed as a Part-Time Nursing Assistant Instructor and since 2021, he has been a Nursing Academic Coach at NWTC. Prior to that, he was the Nursing Faculty/Health Sciences Resource Center Coordinator at Bellin College, a Nursing Assistant Instructor at Kapiolani Community College, and a Care Coordinator-Utilization Management at Kaiser Sunnyside Medical Center. He is also a Registered Nurse.

Placement for this position would be at the level Faculty C, \$82,000.

- B. Josiah Elkins – Psychology Instructor. Josiah Elkins was the Selection Committee’s top choice for Psychology Instructor. Mr. Elkins holds a Master’s degree in Counseling from Lakeland University and a Bachelor’s Degree in Psychology from Silver Lake College.

Since 2021, Mr. Elkins has been employed as the Admissions Advisor at NWTC. Prior to that, she was the Care Manager at Inclusa, the Program Specialist at the State of Texas Department of Family and Protective Services, the Public Health Educator at the City of Austin Health Department, and the Support Specialist at the Brown County Shelter Care.

Placement for this position would be at the level Faculty C, \$74,000.

- C. Melissa Kincannon – Emergency Medical Services Instructor. Melissa Kincannon was the Selection Committee’s top choice for the Emergency Medical Services Instructor. Ms. Kincannon holds a Master’s degree from Emergency Management Institute and currently working towards her Leadership Development Associate Degree at NWTC.

Since 2023, Ms. Kincannon has been employed as the Village of Kimberly Emergency Medical Responder. Prior to that, she was the Part-Time EMS and SIM Lab Instructor at NWTC. She was also the Paramedic at Gold Cross Ambulance Service, and the Team Leader/Certified Team Trainer/Rehab Team Member at Outagamie County Community Emergency Response Team. She has her Paramedic license, CPR and First Aid BLS certified, ACLS and PALS certified, FEMA certified CERT Trainer, and Child Abduction Response Team certified.

Placement for this position would be at the level Faculty A, \$64,681.00.

- D. Carter Tietje – Welding Instructor. Carter Tietje was the Selection Committee’s top choice for the Welding Instructor. Mr. Tietje holds an Associate’s Degree in Welding from NWTC.

Since 2020, Mr. Tietje has been employed as a Welder/Fabricator at 5 Point Fabrication. Prior to that, he was the TIG Welder/Fabricator at Koss Industrial, Welder at Manitowoc Crane Group, Welder Fabricator at Burger Boat, Retail Service Specialist at Orielly Auto Parts, Welder/Fitter at McNeilus Truck and Manufacturing, and Metal Trades at Coenen Mechanical.

Placement for this position would be at the level Faculty A, \$64,000.00

It is recommended that Board approval be given for the new hire(s) listed above.

3. Faculty - Resignation

With regret, we accept the following resignation notice:

- A. Wayne Haines – Welding Instructor, who has been with the College since August 16, 2010, and has announced his resignation effective May 17, 2024.
- B. Terri Delaruelle – AODA Coordinator Instructor, who has been with the College since January 2, 2022, and has announced her resignation effective May 17, 2024.

It is recommended that Board approval be given for the resignation(s) listed above.

4. Faculty – Retirement

- A. Judith Fox – Accounting Instructor who has been with the College since August 15, 2007, and has announced her retirement effective December 23, 2024.

It is recommended that Board approval be given for the retirement(s) listed above.

5. Facilities Remodeling and Expansion Resolutions: Dental Oral Health Care Grant Renovation

The Dental Oral Health Care Grant project is a renovation of the existing Health Sciences building within the existing footprint. The renovation will create a common sterilization area for dental assistant and dental hygiene students, expand the dental hygiene clinic with (4) additional dental stations, create a shared student work room and separate shared faculty only workroom, and provide a dental hygiene XR lab for enhanced training of students with updated technology. This remodel will support the continued growth of the dental program.

The project provides medium level construction renovations to 3,680 SF of the Health Sciences building second floor on the Green Bay campus.

Staff requests that the NWTC District Board of Trustees authorize NWTC staff to submit final review documents to the Wisconsin Technical College System (WTCS) Board for the Dental Oral Health Care Grant Renovation at the Green Bay Campus of Northeast Wisconsin Technical College. This project will be 80% funded through FY2024 GPR Grants, grant #13-101-124-344 approval letter dated May 21, 2024 in and 20% match funded through the FY25 capital budget. It is recommended that the Board approve the following resolution.

Resolution approving the project:

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the Dental Oral Health Care Grant Renovation, at the Green Bay Campus of Northeast Wisconsin Technical College.”

6. 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 2025 contracts pending Board approval is 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 (34.07% for on-campus and 28.42% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. Project pricing 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 is recommended that the Board approve the contracts for services identified in Board Exhibit 1.

Reports

1. FY25 Board Calendar **12:20 – 12:35**

The Board will review the FY25 Board Calendar dates to prepare for approval during the July Board meeting.

2. Presentation: Marinette Campus Update **12:35 – 1:00**

Cindy Bailey, Marinette Dean, will provide the Board with a Marinette Campus update at this time.

3. Presentation: Information Security Program and GLBA Update **1:00 – 1:20**

Anne Koors, Security Analyst, will provide the Board with a presentation on the Information Security Program and Gramm-Leach-Bliley Act (GLBA).

- Break*** **1:20 – 1:35**

4. Board Travel Policy **1:35 – 2:05**

The Board will review a preliminary draft of the updated Travel Policy for FY25.

5. Divisional Reports **2:05 – 2:35**

- A. President's Report
- B. Learning Update
- C. College Advancement Update
- D. Diversity, Equity, and Inclusion Update
- E. Talent & Culture Update
- F. Student Services Update
- G. Business & Technology Update

6. Board Member Professional Development Updates **2:35 – 3:00**

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

Next Board Meeting

The July 8, 2024 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

The Board Chair will accept a motion to adjourn the June 12, 2024 Board meeting.

NORTHEAST WISCONSIN TECHNICAL COLLEGE



District Board of Trustees

Exhibits

June 12, 2024

MAY BOARD REPORT

Proposed Contract Training 2023/2024

Indistrict*		START			
CLIENT NAME	CONTRACT DESCRIPTION	DATE	EST REVENUE	EST EXPENSE	MARGIN
Multiple Recipient Local Gov	EVOC Instructor May 2024	5/20/2024	3,555.00	2,556.96	998.04
Multiple Recipient Local Gov	Vehicle Contacts Instructor May 2024	5/28/2024	2,700.00	1,866.76	833.24
Waupaca Foundry	EMR Refresher 5.2024	5/6/2024	6,300.00	3,569.98	2,730.02
Ashwaubenon Dept of Public Safety	ASPS EVOC/Vehicle Contacts May 2024	5/2/2024	1,400.00	320.00	1,080.00
UW Green Bay Public Safety & Police	UWPD Firearms May 2024	5/6/2024	300.00	120.00	180.00
Multiple Recipient Local Gov	Fighting in and Around Cars May 2024	5/1/2024	2,576.00	1,055.16	1,520.84
Dental Designs	BLS Refresher	5/30/2024	625.00	358.66	266.34
Fay Dental Care	BLS Refresher	5/3/2024	665.00	391.88	273.12
Multiple Recipient Local Gov	Conflict Communications for LE May 2024	5/6/2024	792.00	421.99	370.01
Marinette Police Department	Marinette County Combined SRT Training May 2024	5/9/2024	200.00	0.00	200.00
Multiple Recipient Local Gov	Boat Patrol Essentials Milwaukee- May 2024	5/6/2024	2,990.00	2,228.36	761.64
Multiple Recipient Local Gov	Public Information Officer Training May 2024	5/1/2024	1,490.00	600.00	890.00
REDI Transports	Redi Transport Firearms Training May 2024	5/8/2024	400.00	120.00	280.00
EMT International, Inc.	2024 Project Management Needs Assessment	5/22/2024	1,860.00	1,022.78	837.22
Multiple Recipient Business & Industry	28th Annual Dental Day	5/3/2024	21,478.00	10,425.00	11,053.00
Brown County Sheriffs Department	BCSO FES SWAT Training May 2024	5/6/2024	0.00	0.00	0.00
Karcz Utility Services	Substation Entry Spring 2024	5/3/2024	600.00	0.00	600.00
Fosber America Inc	PLC Training May 2024	5/29/2024	4,185.00	2,438.25	1,746.75
Europharma	DiSC and Leader Roundtable	5/15/2024	1,525.00	906.64	618.36
NIU National Safety Ed Center	OSHA #502_May 2024	5/21/2024	3,190.00	2,265.38	924.62
Engage Orthodontics	BLS Class	5/29/2024	1,801.25	1,312.24	489.01
Green Bay Police Department	CIT Training- GBPD May 2024	5/13/2024	3,616.80	3,116.42	500.38
Multiple Recipient Local Gov	Bi-Annual Pursuit Training May 2024	5/8/2024	360.00	193.77	166.23
Forward Service Corp	HCST Program May 2024	5/1/2024	3,950.00	2,013.62	1,936.38
Multiple Recipient Business & Industry	Nitrous Oxide Sedation_May 2024	5/22/2024	2,550.00	1,589.63	960.37
Fincantieri Marinette Marine Corp	Apprentice Gr 1&2 Trades Math/OSHA 10	5/6/2024	5,600.00	3,236.39	2,363.61
Multiple Recipient Business & Industry	Forklift Operator Training_May 2024	5/15/2024	756.00	517.65	238.35
Westys Trucking	CDL Driver Evaluation/D Westenberg	5/16/2024	530.00	175.29	354.71
Suamico Fire Department	Blue Card CE- Suamico Fire- May 2024	5/14/2024	325.00	210.99	114.01
Forward Service Corp	CPR Heartsaver AED & First Aid	5/31/2024	2,346.00	1,716.86	629.14
Multiple Recipient Local Gov	Ballistic Shield May 2024	5/30/2024	1,043.00	898.93	144.07
Northland Lutheran Services	Emergency Preparedness 2024	5/21/2024	1,675.00	908.56	766.44
TOTAL			\$81,384.05	\$46,558.15	\$34,825.90

Out of District		START			
CLIENT NAME	CONTRACT DESCRIPTION	DATE	EST REVENUE	EST EXPENSE	MARGIN
WI Dept of Corrections Sanger Powers CC	SPCC Industrial Maintenance Certificate 2024	5/6/2024	89,700.00	47,884.70	41,815.30
Domtar	Substation Training	5/2/2024	850.00	456.60	393.40
Slipstream	Round Table Facilitation	5/14/2024	1,350.00	792.75	557.25
Schaus Mechanical Inc	CDL Class A Auto and Theory Matt Cherney	5/9/2024	4,220.63	2,259.42	1,961.21
Dept of Workforce Dev	CDL Class A Auto and Theory James Rogers	5/1/2024	4,220.63	2,259.42	1,961.21
City Gas Co	Leak Investigation	5/30/2024	2,500.00	1,172.78	1,327.22
TOTAL			\$102,841.26	\$54,825.67	\$48,015.59

Out of State**		START				
CLIENT NAME	CONTRACT DESCRIPTION	DATE	EST REVENUE	EST EXPENSE	MARGIN	FULL COST
Upper Peninsula Power Company	Transformer Training	5/7/2024	5,690.00	3,088.24	2,601.76	3,726.16
ASME	ASME Event_May2024	5/4/2024	5,540.00	3,266.00	2,274.00	3,266.21
LDR Worldwide	CDL Prep/Snider 5-6-2024	5/6/2024	2,805.55	1,316.36	1,489.19	1,652.51

* Margin represents the difference of Estimated Revenue and Estimated Direct Contract Expenses.

** Estimated Revenue must be equal to or greater than Full Cost.

MAY BOARD REPORT

Proposed Contract Training 2023/2024

LDR Worldwide	CDL Prep/Ringewald 5-14-2024	5/14/2024	2,805.55	1,264.88	1,540.67	1,583.49
Trade Team	Qualifications 5/6 - 5/9/24	5/6/2024	3,404.22	1,950.93	1,453.29	2,472.54
Trade Team	Qualifications 5/13 - 5/16/24	5/13/2024	5,056.79	2,817.89	2,238.90	3,572.46
Trade Team	Qualifications 5/20 - 5/21/24	5/20/2024	2,409.97	1,381.24	1,028.73	1,635.21
Consolidated Marine Systems	Qualifications 5/22/24	5/22/2024	625.10	362.77	262.33	428.18
TOTAL			\$28,337.18	\$15,448.31	\$12,888.87	\$18,336.76
Contract Total for May = 46	MAY CONTRACT TRAINING GRAND TOTAL		\$212,562.49	\$116,832.13	\$95,730.36	

* Margin represents the difference of Estimated Revenue and Estimated Direct Contract Expenses.

** Estimated Revenue must be equal to or greater than Full Cost.

NWTC Board Meeting Schedule – FY 2023-2024

Board Meeting Date	District Boards Association (State)	ACCT Conferences (National)	Other Activity Dates
July 10, 2023 (Monday) Green Bay Campus Boardroom			
August 9, 2023 Green Bay CTED			August 22, 2023 Board Retreat Location: Lodge Kohler
September 20, 2023 Shawano RLC			
October 18, 2023 (Set Tax Levy) Green Bay Campus Boardroom	October 25-28, 2023 District Board Fall Meeting WCTC – Pewaukee	October 9-12, 2023 ACCT Leadership Congress Las Vegas, NV	
November 15, 2023 Green Bay Campus Boardroom			
December 13, 2023 Green Bay Campus Boardroom			December 18, 2023 Green Bay Graduation
January 10, 2024 Green Bay Campus Boardroom	January 26, 2024 District Board Winter Meeting Zoom		
February 14, 2024 Green Bay Campus Boardroom		February 4-7, 2024 ACCT Legislative Summit Washington, DC	
March 11, 2024 Board Appointment Meeting & Public Hearing			Dworak, Mayer, Robinson
March 15, 2024 Sturgeon Bay Campus	March 22-23, 2024 District Board Spring Meeting Nicolet College		
April 17, 2024 Capital & Operational Budget Green Bay Campus Boardroom			April 24, 2024 Student Awards Ceremony Green Bay Commons
May 6, 2024 Board Appointment Meeting & Public Hearing			Mayer
May 8, 2024 Budget Hearing & Adoption of Budget Green Bay Campus Boardroom			<u>Graduations:</u> May 14, 2024 – Sturgeon Bay May 15, 2024 – Green Bay May 16, 2024 - Marinette
June 12, 2024 Marinette Campus			June 13, 2024 GED/HSED Graduation Green Bay Campus
July 8, 2024 - Monday Green Bay Campus Boardroom			