

DISTRICT BOARD OF TRUSTEES REGULAR MEETING

Tuesday, February 12, 2019
Northcentral Technical College
1000 W. Campus Drive
Wausau, WI 54401

**IF NTC IS CLOSED DUE TO INCLEMENT WEATHER:
CONFERENCE CALL
WISLINE: 1-855-947-8255 Toll Free
Passcode: 8864 247#**

1:00 p.m. Call to order, compliance with Open Meetings Law (Wis. Stat. 19.81-19.88)

I. PLEDGE OF ALLEGIANCE TO THE FLAG**II. PUBLIC INPUT**

A. Public Comments

III. APPROVAL OF MINUTES

A. [Approval of minutes from January 15, 2019 Board of Trustees meeting](#)

Motion: That the Northcentral Technical College Board approve the meeting minutes from the January 15, 2019 Board of Trustees meeting.

Voice vote required to approve.

IV. ACTION ITEMS

A. [Approval of 2019-2020 Tentative Capital Budget](#) – Lori Weyers/Roxanne Lutgen

Motion: That the Northcentral Technical College District Board approve the 2019-2020 Tentative Capital Budget not to exceed the \$11,850,000 capital expenditures budget, funded through capital borrowings of \$11,500,000, fund balance of \$250,000, and donations of \$100,000, including identified items exceeding \$50,000.

Voice vote required to approve.

V. CONSENT VOTING AGENDA

A. Approval of consent Voting Agenda

1. [New Data Analyst Apprenticeship](#)
2. [New Foundations of Teacher Education Associate Degree Program](#)
3. [Receipts & Expenditures](#)
4. [Personnel Changes](#)

Motion: That the Board approves the Consent Voting Agenda including:

1. New Data Analyst Apprenticeship
2. New Foundations of Teacher Education Associate Degree Program
3. Receipts & Expenditures
4. Personnel Changes

Roll call vote required to approve.

VI. MEETING ADJOURN

Note: Meetings of the Northcentral Technical College District Board are held in compliance with Wisconsin's "Open Meetings Law".

Mission: Northcentral Technical College provides high-quality, learner and employer focused, educational pathways committed to enriching lives and strengthening the economy.



DISTRICT BOARD OF TRUSTEES REGULAR MEETING MINUTES

Tuesday, January 15, 2019

Northcentral Technical College

1000 W. Campus Drive

Wausau, WI 54401

Timberwolf Conference Center D100

The Northcentral Technical College District Board of Trustees met on January 15, 2019 at the Wausau Campus. Tom Felch called the meeting to order at 1:00pm.

Roll Call:

Tom Felch	X	Ruth Risley-Gray	E
Kristine Gilmore	X	Dale Smith	X
Lee Lo	X	Maria Volpe	X
Charlie Paulson	X	Paul Proulx	X

Compliance with Open Meeting Law

Nikki Kopp reported the meeting was being held in compliance with Open Meetings Law 19.81-19.88 of the Wisconsin Statutes.

I. PLEDGE OF ALLEGIANCE TO THE FLAG

A. Recited the Pledge of Allegiance.

II. PUBLIC COMMENTS

A. There were no public comments

III. APPROVAL OF MINUTES

A. It was moved by Paul Proulx and seconded by Maria Volpe that the NTC Board of Trustees meeting minutes from December 4, 2018 be approved. Motion carried unanimously.

IV. REGULAR VOTING AGENDAS

- A. Antigo – Merrill Access Road Acquisition (Public Safety Center of Excellence) – Rob Elliott
 - i. When we originally put in the EVOC track at the Public Safety Center of Excellence, it went from our south property line to our north property line dividing it in half. Now we want to purchase a strip of land from an adjoining neighbor to give us access to the east side which can also provide for potential future growth and development. Photos are included with the official meeting minutes.

It was moved by Kristine Gilmore and seconded by Maria Volpe that the NTC District Board approves the acquisition of the Merrill Access Road at a cost not to exceed \$16,000 and request the WTCS State Board do the same.

- B. Wausau Salon and Spa Renovation – Rob Elliott
 - i. Will put in a classroom with cabinetry around the edges to put mannequin heads on for practice. There is a lab for shampoo and coloring. There is also a 20 station salon and 8 station pedicure/manicure area as well as a reception/waiting area and large storage. There are 2 rooms for facial and waxing that could be used later for massage therapy. Photos are included with the official meeting minutes.
 - ii. As we advertise for the program we would advertise our degree as well as the continuing ed opportunities which are not available anywhere else within the state. This is a high demand area with 92 open jobs a year within our district.

It was moved by Lee Lo and seconded by Maria Volpe that the NTC District Board approves the Wausau Salon & Spa Renovation at a cost not to exceed \$1,200,000 and requests the WTCS State Board to do the same.

V. CONSENT VOTING AGENDA

- A. It was moved by Paul Proulx and seconded by Kristine Gilmore that the NTC District Board approves the consent Voting Agenda
 - Receipts & Expenditures
 - Personnel Changes

Motion carried unanimously.

Roll Call Vote Ayes: Gilmore, Lo, Paulson, Proulx, Smith, Volpe, Felch.

VI. BOARD DEVELOPMENT

- A. Product and Program Development – Darren Ackley, Jeannie Worden & Brad Gast
 - A. Reminded the Board of our three College goals for the year and that this is a college-wide effort to accomplish these goals. The presentation is included with the official meeting minutes.
 - B. Student Success
 - i. User experience: we are working with a cross section of staff from across the College to make changes to our registration process. Want students to be able to put in when they are working + see class options outside of that time. No other educational facility has figured this experience out yet so it will make us stand out. Lori advised the Board that they will see dollars set aside in the capital budget for this project. She also informed the Board that we are setting aside two individuals to work on this project under the leadership of Chet.
 - ii. New Student Orientation (NSO): was implemented in fall 2018, and as of today over 1500 students have participated in it. We will be studying the impact of students that participated in this course with regard to retention and completion.
 - iii. Course Recovery: geared to students in a program course that are not progressing adequately. Piloting course recovery days to make up missed competencies and stay on track. Criminal Justice is one program currently offering credit recovery. It was offered to 6 students that had failed no more than two competency assessments per course. Five students accepted the offer, 2 progressed from 3rd to 4th semester and 3 have now received their degrees.
 - iv. Starfish: It works seamlessly with Canvas and provides an early alert + intentionally engages students with faculty + advisors. If an instructor makes a referral, we proactively reach out to the student. From August to December, we raised over 8,500 flags, over 11,000 kudos and 2,500 referrals. Next steps: students can self-register for appointments with advisors. When

you see our budget coming forward this has to be something that we look at as well as explain to legislators the importance.

- v. Predictive Modeling: ties closely with Starfish. With declining resources we want to make sure the time that is spent on students is spent on those that need the most attention. Takes behaviors of students and predicts who will be successful + who needs support. Mitch Block is building a predictive modeling tool for NTC based on our specific student behaviors.
- vi. One Credit Courses: Darren has been working with our IT and electromechanical technology programs to realign courses in to one credit courses to give students consistent successes after each credit and provide working adults opportunities.
- vii. Student Connection Hours: formally office hours. Faculty will hold their student connect hours in areas around the college such as the Health Learning Resource Center, ARC, ITEC, and STEM Center.
- viii. Dual Credit: when we look at 2016 graduates that enrolled at NTC they had a 77% course completion rate. Students that had zero dual credit coming in had a 74% course completion rate and students with dual credit had an 80% rate. Dual credit continues to play an important role in recruitment, retention and completion.
- ix. 8 Week Courses: expanding flexible mode of delivery for courses to eight weeks where appropriate. The key is that students are able to rely on courses being held on the same day or time throughout their program. Research from Achieving the Dream tells us that students in 8 week courses are more successful than traditional semester courses especially if the student is working.
- x. Part-time Student Initiative: over 70% of our students are part-time. We are piloting a part-time student success program with 6 programs that have high concentrations of part-time students or lower completion rates: accounting, business management, software developer, early childhood education and nursing. We are creating part-time plans so students can see their path to graduation – know when they are taking which courses and on what day/time. In programs where math and writing are required the educational plan will be restructured for these to be completed in the first year as that is a best practice.
- xi. Adult Promise Program: currently investigating a program that is for adults 24 years of age or older that are going to school part-time + would provide assistance to them to further their education.

C. Business + Industry

- i. New Products: have implemented 122 new products to date and this number continues to grow. Over last three years we implemented 331 new products. Headcount is up 5%. Green Bay Packers Leadership event: set all time marks for being the highest rated event. Thank you for your investment in the new CE facility.
- ii. Conferences: 41 conferences to date (21 were new to NTC). There are 22 more scheduled this year. We are ahead of where we were last year. Expanded availability with Livestream options which means as long as you have an internet connection we can Livestream our event to your location. Guest ratings of the new conference center have been extremely positive. Again, thank you to the Board for that investment.
- iii. Future Conferences: National SUCCESS Conference – focused on student success in 2 + 4 year colleges with attendees and presenters from multiple states. Manufacturing Innovation: highlight the latest in artificial intelligence, robotics and automation in manufacturing.
- iv. Businesses Served through December 31st: we continue to serve more businesses. New businesses served is challenging as we continue to engage more and more businesses. We are double the contract proposals this year compared to last year. Biggest challenge we face is time, so we are looking into what solutions we can provide to the area workforce outside of training.

D. New Programs in 2018-19:

- i. Electrical Power Distribution Program: already have 30 applications for next year. It is a 1 year technical degree.
 - ii. Automation Systems Technology: 60 credit associate degree built off of the electromechanical program.
 - iii. Auto Collision Certificate: 9 credit certificate which was part of the fast forward grant. Partnering with WATEA, WDB and Wausau School District. It's important to note that this certificate is not financial aid eligible. Lori advised that there is a hold on fast forward grants as well as restrictions on what we write for the WTCS grants in the upcoming year.
- E. New Programs in 2019-20:
- i. Cybersecurity: 60 credit associate degree + closely tied to our current networking associate degree. There will be an embedded technical degree within the program for people currently in the IT workforce. This entire program will be in our Virtual College.
 - ii. Salon + Spa: 40-45 credit, 1 year technical degree. 16 students with a fall + spring start. Will equate to 30 FTE with 92 annual job openings.
 - iii. Gas Utility: 34 credit, 1 year technical degree. 16 students with a fall start. Will equate to 15 FTE per year. WPS partnership has been crucial for starting this program.
- F. Program Exploration: physical therapy assistant, sports management, civil engineering technician (a lot of interest in this program from local employers) and mortuary science (looking to partner with Milwaukee Area Technical College as they are the only college in the state with this program).
- G. Mobile Training: manufacturing mobile lab –Have had lots of requests to bring it out, but the costs associated with it are somewhat expensive. It is also hard to pull the instructor out during the middle of our semester to take the lab for visits. You will see in the budget an instructional assistant with CDL licensure that can take the lab out. Food trailer – which will be a lower cost investment than a truck and more conducive to what we hope to do. Would fit about 6 people and have open space in back for demonstrations. Would provide CE, as well as entrepreneurial training for current students.
- H. Additional Learning Initiatives:
- i. Greenheck contract: pre-employment course which includes tool identification, workplace communication, adjusting to shift work, reading rulers. There will be additional tiers of training after this first tier.
 - ii. Tulsa Tech Partnership: Greenheck is opening a plant in Tulsa + working with them as a partner. Tulsa Tech is not able to offer associate degrees. Greenheck wants to offer the same certificate we are offering their employees here, but do it through Tulsa Tech. Working with Tulsa Tech to identify other programs that we can partner with them on coursework and then graduate students through our Virtual College with an associate degree.
 - iii. Incarcerated Populations: working with five county jails offering credit and non-credit offerings. 69 students have completed a credit course or certificate. NTC staff meet with each student and assess career interests and post-release plans. This was grant funded and that is now ending so we are working to find a way to continue to offer this option.
 - iv. Expanding Sections in Health: older population which means we need to increase health professionals in the field. Increase our part-time offerings so the working adult can come in and take additional classes while keeping their job.
 - v. Dental Therapy: In rural regions they believe this will provide better access to care as it is a position between the level of a dentist and hygienist. This first needs to be approved by the legislature. Representative Mary Felzkowski is the leader and NTC has been identified as the pilot program. The PEW Foundation has approached us and is willing to help identify funding for this.
 - vi. Accreditations: ABET – Engineering, ACBSP – Business. Would allow our graduates to go anywhere and transfer more easily.

VII. INFORMATION/DISCUSSION

A. President's Report

1. Mid-Year Institutional Initiatives – Handout (included with official meeting minutes)
 - Lori highlighted the following accomplishments under WIG 3:
 - Health insurance conversion. Thank you to Cher + Roxanne for all of their hard work.
 - Implementing two-factor authentication as a safety measure. Will be at 100% by fall term 2019.
 - Very proud of Dan and his team for their leadership on the Clery Audit.
 - Very proud of team led by Bonnie + Vicki – submitted our portfolio and we were approved for the open pathways option for accreditation which is the highest you can receive.
 - Adopted charters that are reviewing current processes and working on ways to strengthen these areas.
 - Increase in IT cloud back-up capacity.
 - Added Roxanne Lutgen as General Counsel which will be a cost savings to the College.
 - Revamp of full-time New Faculty Orientation and Academy to include Faculty Quality Assurance System requirements.
2. Comments from Informational Update
3. WTC DBA Winter Meeting/Legislative Seminar – January 16-18, 2019 (Madison, WI)
 - Lori, Jeannie, Tom + Paul will be traveling to Madison for this meeting.
 - Katie shared and reviewed our 2019-21 Budget Request and the impact it will have on NTC.
 - The handout is included with the official meeting minutes.

B. Chairperson's Report

1. Spring 2019 Board Appointment Process
 - i. Looking to fill two positions on the board as well as the re-appointment of Maria's position.

C. Information

1. Advisory Meeting Minutes
2. Upcoming Meetings/Events
3. Good News

VII. MEETING ADJOURN

By consensus the meeting adjourned at 2:41pm.

Respectfully submitted,

Maria Volpe, Secretary/Treasurer
Northcentral Technical College District Board of Trustees

Note: Meetings of the Northcentral Technical College District Board are held in compliance with Wisconsin's "Open Meetings Law".

**NORTHCENTRAL TECHNICAL COLLEGE
DISTRICT BOARD OF TRUSTEES
TOPIC SUMMARY SHEET**

MEETING DATE: February 12, 2019

TOPIC: 2019-2020 Capital Budget Planning

POLICY 1.3.1 Budgeting – may not cause or allow budgeting which contains too little information, as determined by the Board to enable *credible projection* of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of *planning assumptions*.

1.6.5 Asset Protection - may not make any purchases or commit the organization to any *expenditure of greater than \$50,000*.

INTERPRETATION: *Credible projections* are based on multiyear plans supporting community benefits statements and executive limitations. *Planning assumptions* are based on multi-year capital expenditure plans and funding sources. *Expenditures greater than \$50,000* must have board approval.

DATA/RESULTS: Attached are three planning documents.

1. *2019-2020 Capital Expenditure Funding Sources* shows the funding plan for the next year's capital budget.
2. *2019-2020 Capital Expenditure Summary* shows categories of capital expenditures for next year's capital budget.
3. *2019-2020 Capital Equipment Budget Requests* provides additional information and identifies *expenditures greater than \$50,000* requiring board approval.

Final approval of the capital expenditures budget will be sought at the March 12, 2019 board meeting.

AGENDA CATEGORY:

- Regular Voting Agenda

PROPOSED MOTION:

Tentative approval not to exceed the \$11,850,000 capital expenditures budget, funded through capital borrowings of \$11,500,000, fund balance of \$250,000, and donations of \$100,000, including identified items exceeding \$50,000.

CERTIFICATION OF ACCURACY: I, your CEO, certify that the information contained in this report is true as of this date.

Signed Dr. Lori A. Weyers

Dated February 12, 2019

2019-2020 Capital Expenditure Funding Sources

\$11,850,000	Total Capital Expenditures Budget
\$11,500,000	Funded through Annual Capital Borrowings
\$250,000	Funded through Fund Balance
\$100,000	Funded through Donations

2019-2020 Capital Expenditure Summary

<u>Description</u>	<u>Fiscal Year</u> <u>2019-2020</u>	<u>Subtotal</u>
Previously Committed Capital Expenditures	\$115,320	
Distance Education Leases	<u>\$1,108,200</u>	\$1,223,520
Capital Contingency Fund	<u>\$343,687</u>	\$ 343,687
Technology Maintenance		
Microcomputers and Consulting	\$2,052,000	
Network Equipment	\$1,324,489	
Smart Classrooms	\$260,212	
Advanced Technology Initiatives	<u>\$250,000</u>	\$3,886,701
High Priority Educational Needs		
Equipment and Software	<u>\$1,720,322</u>	\$1,720,322
Long Range Facility Plan Recommendations		
Regional Campuses	\$810,558	
Central Campus	<u>\$3,865,212</u>	\$4,675,770
Total		\$11,850,000

2019-2020 Capital Equipment Budget Request (Items greater than \$50,000)

Division	Item Requested	(N) New (R) Replacement (P) Previously Committed	Definition	Impact (FTE, Headcount, Location, Program, etc.)	Depreciable Life	Strategic Direction College Goals	Cost	Estimated start date	Estimated end date	Estimated date all proceeds spent
District-wide	Capital Contingency Fund	P	Emergency Dollars	Emergency capital dollars for equipment that breaks or new initiative equipment or facility needs during the year.	Non-Depreciable	Growth and Innovation	\$343,687	7/1/2019	6/30/2020	6/30/2020
Information Technology	Advanced Technology Initiatives	N	Technology equipment and services installed in conjunction with facility projects.	District-wide impact	5 year plan	Growth and Innovation	\$250,000	7/1/2019	6/30/2020	6/30/2020
Information Technology	Capital Contingency for IT renovations	R	NTC plan IT renovations whenever building remodeling occurs.	IT renovations related to building remodeling requires contingency as needs become apparent throughout the remodeling project.	15 years	Continuous Quality Improvement	\$100,000	7/1/2019	6/30/2020	6/30/2020
Information Technology	Computer Workstations	R	NTC plan to replace approx. 25% of all computers. This year we plan to purchase approx. 500 items of computers/peripherals for students with all of the replaced items passing down to staff.	Workstation replacements per the long-term computer refresh plan.	5 years	Growth and Innovation	\$400,000	7/1/2019	6/30/2020	6/30/2020
Information Technology	Consultant Support	P	Consultant support of High Street to enhance the usability of PeopleSoft and to build complex master images of computer desktops utilized for instruction.	District wide and distance learner impact.	Non-Depreciable	Growth and Innovation	\$1,652,000	7/1/2019	6/30/2020	6/30/2020
Information Technology	Data Cabling and Telephones	R	Data cabling and telephones in remodeled areas.	Renovations related to building remodeling.	15 years	Growth and Innovation	\$ 50,000	7/1/2019	6/30/2020	6/30/2020
Information Technology	Distance Education Leases	P	Charter Wide Area Network, WiscNet, and WTCN Teach Link all support distance education.	District-wide and distance learner impact. Provides connectivity to regional campuses and the Internet. Impacts all students, employees, and stakeholders.	Non-Depreciable	Growth and Innovation	\$115,320	7/1/2019	6/30/2020	6/30/2020
Information Technology	HD Video Conferencing	P	NTC plan to replace/upgrade Interactive video conferencing (IVC) rooms on an as needed basis.	This replaces/upgrades our IVC system/rooms per the long-term IVC refresh plan.	5 year	Continuous Quality Improvement	\$501,489	7/1/2019	6/30/2020	6/30/2020
Information Technology	PeopleSoft Operating System Maintenance	P	The PeopleSoft system is the operating system for the entire college.	Software maintenance on this system is required.	Non-Depreciable	Growth and Innovation	\$135,000	7/1/2019	6/30/2020	6/30/2020
Information Technology	Provides unrestricted use of most used Microsoft products and other Software Licenses	P	NTC student and staff access to Microsoft products, and other Software licenses necessary for college business throughout the District.	Software licenses necessary to conduct business and training throughout the District.	Non-Depreciable	Growth and Innovation	\$1,075,000	7/1/2019	6/30/2020	6/30/2020
Information Technology	Safety & Security	N	Additional Cameras and related monitoring equipment	Increased Safety and Security for all students and staff	15 years	Continuous Quality Improvement	\$ 75,000	7/1/2019	6/30/2020	6/30/2020
Information Technology	Server and Network Equipment Replacement	R	Replacement and repairs of servers and network equipment.	Servers that provide communications within the network as well as the network itself need regular maintenance and replacement	5 years	Growth and Innovation	\$538,000	7/1/2019	6/30/2020	6/30/2020
Information Technology	Smart Classrooms	P	Maintenance of Smart Classrooms equipped with DVD, document camera, computer, LCD screen, and instructor station with control system, speakers and wiring.	District-wide impact	5 year plan	Growth and Innovation	\$255,212	7/1/2019	6/30/2020	6/30/2020

2019-2020 Capital Equipment Budget Request (Items greater than \$50,000)

Division	Item Requested	(N) New (R) Replacement (P) Previously Committed	Definition	Impact (FTE, Headcount, Location, Program, etc.)	Depreciable Life	Strategic Direction College Goals	Cost	Estimated start date	Estimated end date	Estimated date all proceeds spent
Facilities	Agriculture Center of Excellence / Gas Utility Program	N	Natural Gas Piping to EPDP/Gas Utility	Install natural gas to the lower storage shed to support the new Gas Utility Program	15 years	Continuous Quality Improvement	\$50,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Agriculture Center of Excellence / Gas Utility Program	N	Road to EPDP/Gas Utility Program Area	Road to EPDP/Gas Utility Program Area	15 years	Continuous Quality Improvement	\$300,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Agriculture Center of Excellence Remodeling	N	Blacktop Service Area	Grade and resurface the main drive at the Ag Center of Excellence.	15 years	Continuous Quality Improvement	\$280,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Capital Contingency for Facilities	R	Construction Contingency	Renovations related to building remodeling requires contingency as needs become apparent during remodeling projects.	15 years	Continuous Quality Improvement	\$100,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Center of Health Sciences Remodeling	R	CHS Classroom Furniture/Corridor Painting	Improve the aesthetics and replace furniture in classrooms and corridors.	15 years	Continuous Quality Improvement	\$75,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Center of Health Sciences Remodeling	R	CHS Roof Top Exhaust Fan Replacement	Normal Lifecycle Replacement	15 years	Continuous Quality Improvement	\$50,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Center of Health Sciences Remodeling	R	CHS3016 Tiered Classroom/Furniture	Removed tiered classroom floor and replace with movable furniture.	15 years	Continuous Quality Improvement	\$75,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Merrill Campus	N	Merrill Storage Shed Heat & Insulation	Provide year round use of the storage shed at PSCE by providing heat and insulation.	15 years	Continuous Quality Improvement	\$60,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Wausau Campus	R	E101/E102 Chair Replacement	Continuous Improvement	15 years	Continuous Quality Improvement	\$50,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Wausau Campus	R	Lighting Upgrades	Lighting Upgrades	15 years	Continuous Quality Improvement	\$50,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Wausau Campus	N	Wausau Storage Building	Wausau Storage Building	15 years	Continuous Quality Improvement	\$50,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Wausau Campus Automotive Program	R	Auto Shop Roof	Normal Lifecycle Replacement	15 years	Continuous Quality Improvement	\$350,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Wausau Campus Culinary Program	N	Culinary Addition	Expansion for Culinary Lab area.	25 years	Continuous Quality Improvement	\$600,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Wausau Campus Culinary Program Equipment	N	Culinary Equipment	Equipment for Culinary Program expansion.	5 years	Continuous Quality Improvement	\$500,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Wausau Campus Remodeling	R	Boiler Plant Pump Replacement	Normal Lifecycle Replacement	15 years	Continuous Quality Improvement	\$75,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Wausau Campus Remodeling	N	Bos Creek Berm	Control flooding of the C parking lot during heavy rain events.	15 years	Continuous Quality Improvement	\$60,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Wausau Campus Remodeling	R	F Building Reconfiguration	Remodel portions of the F Building to provide space for new Salon & Spa program.	15 years	Continuous Quality Improvement	\$170,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Wausau Campus Remodeling	R	Sidewalk Replacement	Sidewalk replacement on Wausau Campus.	15 years	Continuous Quality Improvement	\$50,000	7/1/2019	6/30/2020	6/30/2020
Facilities	Wausau Campus	R	Salon & Spa Renovation	Remodel F104, F106, and F108 to provide	15 years	Continuous Quality	\$1,000,000	7/1/2019	6/30/2020	6/30/2020

2019-2020 Capital Equipment Budget Request (Items greater than \$50,000)

Division	Item Requested	(N) New (R) Replacement (P) Previously Committed	Definition	Impact (FTE, Headcount, Location, Program, etc.)	Depreciable Life	Strategic Direction College Goals	Cost	Estimated start date	Estimated end date	Estimated date all proceeds spent
	Salon & Spa Program			space for new Salon & Spa program.		Improvement				
Learning	Agricultural Center of Excellence / Gas Utility Program	N	Gas Utility Program Equipment at Farm	Natural gas piping. Will be used for both Gas Utility and EPDP programs.	5 years	Growth and Innovation	\$150,000	7/1/2019	6/30/2020	6/30/2020
Learning	Agricultural Center of Excellence Farm Equipment	N	Farm Learning Equipment	Farm Equipment such as: Autoclave, swing head centrifuge, discovery barn cleaner, manure tanker.	5 years	Growth and Innovation	\$100,000	7/1/2019	6/30/2020	6/30/2020
Learning	Capital Contingency for Learning	R	Emergency Dollars for Learning Capital equipment and projects.	Emergency capital dollars for equipment that breaks or new initiative equipment or facility needs during the year.	5 years	Growth and Innovation	\$140,000	7/1/2019	6/30/2020	6/30/2020
Learning	Farm Public Safety Center of Excellence EPD Program	N	Electrical Power Distribution Program	Two person bucket truck	5 years	Growth and Innovation	\$75,000	7/1/2019	6/30/2020	6/30/2020
Learning	Merrill Public Safety Center of Excellence CDL Program	N	Merrill - CDL Equipment	Class B truck driving equipment.	5 years	Continuous and Quality Improvement	\$60,000	7/1/2019	6/30/2020	6/30/2020
Learning	Wausau Campus Information Technology Program	N	Computer Info Tech (CIT) Equipment	Virtual Servers for IT Programs.	5 years	Growth and Innovation	\$75,000	7/1/2019	6/30/2020	6/30/2020
Learning	Wausau Campus Criminal Justice Program	N	Criminal Justice Equipment	2 Ford SUV squad cars	5 years	Continuous Quality Improvement	\$70,000	7/1/2019	6/30/2020	6/30/2020
Learning	Wausau Campus Dental Program	R	Dental Equipment	Dental chairs (1 pod = 8 dental chairs). Chairs for dental visits and training.	5 years	Continuous and Quality Improvement	\$111,000	7/1/2019	6/30/2020	6/30/2020
Learning	Wausau Campus Nursing Program	N	Nursing Equipment	Juno (5) – Simulation equipment.	5 years	Continuous and Quality Improvement	\$55,000	7/1/2019	6/30/2020	6/30/2020
Learning	Wausau Campus Salon & Spa Program	N	Salon & Spa Equipment	Equipment includes: furniture, chairs, shelving, and other lab equipment.	5 years	Growth and Innovation	\$120,000	7/1/2019	6/30/2020	6/30/2020
Learning	Wausau Campus Automation Program	N	Automation Equipment	Equipment such as: Robots, conveyor system, Panelview Plus, AB compact logix, AB safety hardware, AB Stratix switches, AB Point IO w/cards.	5 years	Growth and Innovation	\$250,000	7/1/2019	6/30/2020	6/30/2020
Learning	Wausau Campus Culinary Program	N	Culinary Restaurant	Expansion for Culinary Lab area.	5 years	Growth and Innovation	\$110,000	7/1/2019	6/30/2020	6/30/2020

**NORTHCENTRAL TECHNICAL COLLEGE
DISTRICT BOARD OF TRUSTEES
TOPIC SUMMARY SHEET**

MEETING DATE: February 12, 2019

TOPIC: New Data Analyst Apprenticeship

POLICY Community Benefit Statement 2
Employers have an available and skilled workforce.

DATA/RESULTS:

In November 2018, Wisconsin Department of Workforce Development (DWD) Apprenticeship officials unveiled a new Data Analyst Apprenticeship (RA) program. The Data Analyst apprenticeship is among several new programs that DWD's Bureau of Apprenticeship Standards (BAS) is developing in the Wisconsin Apprenticeship Growth and Enhancement Strategies (WAGE\$) project. The source of funding for WAGE\$ is a \$5 million American Apprenticeship Initiative Grant that was awarded in 2015 by the U.S. Department of Labor (USDOL). The purpose of the WAGE\$ grant is to expand apprenticeship opportunities into three new areas-IT, Advanced Manufacturing and Healthcare. DWD is implementing the project in collaboration with the Wisconsin Technical College System (WTCS).

The Data Analyst occupation within NTC's District is projected to grow by 31.6% over the next ten years, above the national projected growth of 24.5% for this occupation. When discussed at the September 2018 Apprenticeship Advisory Committee, the committee was fully supportive of NTC moving forward to bring the Data Analyst apprenticeship to the District.

The College wishes to submit the Data Analyst Apprenticeship program District Request form to the Wisconsin Technical College System Office for consideration. By approving the submission of the program request, the College will continue to the next step in the process for developing this as a WTCS approved apprenticeship program available to be offered at NTC.

AGENDA CATEGORY:

PROPOSED MOTION:

✓ **Consent Agenda** Approval of program request for the Data Analyst Apprentice program

CERTIFICATION OF ACCURACY: I, your CEO, certify that the information contained in this report is true as of this date.

Signed Lori A. Weyers Dated 2/12/19

**NORTHCENTRAL TECHNICAL COLLEGE
DISTRICT BOARD OF TRUSTEES
TOPIC SUMMARY SHEET**

MEETING DATE: February 12, 2019

TOPIC: New Foundations of Teacher Education Associate Degree Program

POLICY Community Benefit Statement 2
Employers have an available and skilled workforce.

DATA/RESULTS: The Foundations of Teacher Education Associate Degree program is designed to train qualified individuals for the role of educational assistants/paraprofessionals. Educational assistants/paraprofessionals are used in K-12 for reading, writing, and math in elementary, middle school, and high school classrooms, working in the regular classroom or in a special education classroom with students who require additional support. The program covers the needs of special education students as well as the general student population. The typical educational assistant/paraprofessional works under the supervision of a licensed teacher, performing a variety of tasks including monitoring student's activities, tutoring, correcting papers, facilitating small groups and supervising various classroom and school events.

According to EMSI 2018 data¹, there are 1244 jobs in the NTC district for this type of occupation. There are 138 annual projected job openings over the next ten years. These openings are due to a 6% job growth, and projected turnovers and retirements. Within the NTC District, 22.5% of current workers in this field are 55 years of age or older.

According to a recent survey with District K-12 schools, the majority of respondents indicated the number of positions for educational assistants/paraprofessionals has increased over the past four years, while the number of applications for these openings has decreased. All respondents indicated that the individuals currently employed in these positions did not have adequate training prior to being hired, with the majority of respondents indicating they would encourage current employees to complete this program. Another WTCS college that offers this program indicates they look "forward to supporting your efforts to establish the Foundations of Teacher Education program. It is a much needed area of instruction throughout the country!"

The College wishes to submit the Foundations of Teacher Education Associate Degree program concept review documents to the Wisconsin Technical College System Office for consideration as part of the WTCS Occupational Program Approval Process. By approving the submission of the program proposal, the College will continue to the next step in the process for developing this as a WTCS approved program.

¹Economic Modeling Specialist International, EMSI 2018 data.

AGENDA CATEGORY:

PROPOSED MOTION:

✓ **Consent Agenda** Approval of program proposal of the Foundations of Teacher Education Associate Degree program

CERTIFICATION OF ACCURACY: I, your CEO, certify that the information contained in this report is true as of this date.

Signed Loni A. Wayma Dated 2/12/19

**NORTHCENTRAL TECHNICAL COLLEGE
DISTRICT BOARD OF TRUSTEES
TOPIC SUMMARY SHEET**

MEETING DATE: February 12, 2019

TOPIC: Receipts & Expenditures

POLICY 1.1 – General Executive Constraint – The Chief Executive Officer (CEO), in execution of her duties, shall not cause or allow any practice, activity, decision or organizational circumstance which is either imprudent or in violation of commonly accepted business and professional ethics or that results in failure to be accredited.

INTERPRETATION: To avoid *violation of commonly accepted business and professional ethics* NTC will follow Wisconsin statute 38.12 **District Board Duties (2)** “...All expenditures exceeding \$2500 shall be approved by the district board.” Also, in compliance with Wisconsin statute 38.12(4) District board duties, “The publication proceedings shall include a statement of receipts and expenditures in the aggregate.”

DATA/RESULTS: The following Status of Funds listing receipts and expenditures including operating transfers in the aggregate is included for informational purposes as of December 31, 2018.

YTD Fund 1 – 7 Revenues: \$48,852,159

YTD Fund 1 – 7 Expenses: \$46,779,496

AGENDA CATEGORY:

Consent Agenda

PROPOSED MOTION:

(Motion is included with consent agenda.)

CERTIFICATION OF ACCURACY: I, your CEO, certify that the information contained in this report is true as of this date.

Signed Lori A. Weyers

Dated 2/12/19

**NORTHCENTRAL TECHNICAL COLLEGE
DISTRICT BOARD OF TRUSTEES
TOPIC SUMMARY SHEET**

MEETING DATE: February 12, 2019

TOPIC: Personnel Changes

POLICY 1.1 – General Executive Constraint – The Chief Executive Officer (CEO), in execution of her duties, shall not cause or allow any practice, activity, decision or organizational circumstance which is either imprudent or in violation of commonly accepted business and professional ethics or that results in failure to be accredited.

INTERPRETATION: NTC will follow Wisconsin Statute 118.22 (2) "...No teacher may be employed... except by a majority vote of the full membership of the board. Nothing in this section prevents the modification or termination of a contract by mutual agreement of the teacher and the board."

DATA/RESULTS: A request is made to approve the following personnel changes:

New Hires:

1. Sarah Steeger – Veterinary Science Faculty

Resignations:

1. Jamie Chavez – Information Technology Faculty
2. Ted Deibert – IT Help Desk Technician
3. Nathan Harder – Director of Infrastructure Services
4. Andrea Hebert – Nursing Faculty
5. Terri Koch – Human Resources Specialist
6. Colton Stark – Video Production Specialist

Retirement:

None

AGENDA CATEGORY:

Consent Agenda

PROPOSED MOTION:

(Motion is included with consent agenda.)

CERTIFICATION OF ACCURACY: I, your CEO, certify that the information contained in this report is true as of this date.

Signed Lori A. Wayman

Dated 2/12/2019