



Northeast Wisconsin Technical College District

*Board of Trustees Meeting*  
Minutes

Monday, July 8, 2024  
12:00 p.m.

*In- Person at the NWTC Green Bay Campus – Boardroom DO308*  
*2740 West Mason Street, Green Bay, WI 54303*

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

The Board Chairperson called the July 8, 2024 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (12:06 p.m.)

Present: Carla Hedtke, Brenda Mendolla-Buckley, Richard Stadelman, Kelly Robinson, Gerald Worrick, Cathy Dworak, Jeff Rickaby

Excused: Dustin Delsman

Also Present: Meridith Jaeger, Jennifer Flatt, Kathryn Rogalski, Kristen Raney, Janel Karban, Sara Lam, John Grant, Scott Anderson, Amy Kox, Cindy Estrup, Pam Lunde, Karl Reischl, Ross Loining

**Guests**

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.

Mission Moment

Meridith Jaeger, VP of College Advancement, shared a video on Alumni Spotlight, Becca Tassone, 2003 Paralegal Program Graduate.

Botanical Garden Update

Dr. Laura Nelson, Executive Director of the Green Bay Botanical Garden, provided the annual report of Botanical Garden activities.

**Board Organizational Matters**

Oath of Office

Wisconsin Statutes §19.01 (1) and Article IV, §28 required that appointed or reappointed district board members shall, before they enter upon the duties of their respective offices, take and subscribe an oath or affirmation to support the

Constitution of the United States and the Constitution of the State of Wisconsin, and faithfully to discharge the duties of the respective offices to the best of their ability.

The signed and notarized Oath of Office was received by the reappointed Board members, Cathy Dworak and Kelly Robinson, prior to the start of the Board meeting.

Election of Officers

The District Board of Trustees holds its annual organizational meeting on the 2nd Monday of July and elects a Chairperson, Vice-Chairperson, Secretary, and Treasurer. Incumbents are as follows: Cathy Dworak, Chairperson; Richard Stadelman, Vice-Chairperson; Gerald Worrick, Secretary; and, Jeff Rickaby, Treasurer. At this time the Board elected its officers for FY2025.

Gerald Worrick nominated Richard Stadelman as Board Chairperson.  
Cathy Dworak nominated Dustin Delsman as Board Vice-Chairperson.  
Richard Stadelman nominated Gerald Worrick as Secretary.  
Gerald Worrick nominated Jeff Rickaby as Treasurer.

Cathy Dworak moved that the nominations be closed and that a unanimous ballot be cast as follows:

<u>Board Chairperson:</u>	Richard Stadelman
<u>Board Vice-Chairperson:</u>	Dustin Delsman
<u>Secretary:</u>	Gerald Worrick
<u>Treasurer:</u>	Jeff Rickaby

Motion seconded by Brenda Mendolla-Buckley.

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

Appointments of the District Boards Association Standing Committees

The Board Chairperson asked for volunteers for the WTCS District Boards’ Association Standing Committees for NWTC and made appointments to those committees for submission to the Boards’ Association as listed below.

Cathy Dworak made a motion to approve the committee appointments as follows:

Board of Directors (two-year appointment):	Carla Hedtke
Awards:	Dustin Delsman
Internal Best Practices:	Gerald Worrick
External Partnerships:	Cathy Dworak, Brenda Mendolla-Buckley
Bylaws:	Richard Stadelman

Motion seconded by Brenda Mendolla-Buckley.

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

Action Items (Roll Call Vote)

Bills

Detailed copies of the current disbursements for fiscal year 2024 for the month of June were 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.

Jeff Rickaby moved that the Board approve the June 2024 bills as presented.

Motion seconded by Brenda Mendolla-Buckley.

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

### Executive Summary – Replace Marinette IIT Server

The Marinette campus has a server running to process numerous systems.

1. Genetec – security system for all doors and cameras. There are 40 cameras that are constantly being recorded on the Marinette campus.
2. Rapid 7 – security tool to scan for vulnerabilities.
3. Active Directory and other miscellaneous servers – these allow computers and internet access to the computers in Marinette.

It was estimated that the server would be replaced in FY26 as part of our 5-year capital forecast. However, the increase in number and recording quality of cameras, new security scanning features from Rapid 7, and other factors requires the replacement to be pushed up one year. The funding in the amount of \$54,000 for this will come out of capital reserves. Board Exhibit 2 was the supporting financial summary documents for detailed information.

Cathy Dworak moved that the Board approve the capital reserve fund request of \$54,000 for the server replacement in FY25.

Motion seconded by Carla Hedtke.

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

### Consent Agenda Items:

#### Minutes

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

#### Faculty – New Hires

- A. Chas Schink – Utility Electrical Apprenticeship Instructor. Chas Schink was the Selection Committee’s top choice for Utility Electrical Apprenticeship Instructor. Mr. Schink holds a Technical Diploma in Gas Utility Construction and Services, and a Technical Diploma in Electrical Power Distribution from NWTC. Since 2002, Mr. Chas has been employed as the Electric Meter Technician and Lineman at Sturgeon Bay Utilities. Prior to that, he was the Seasonal Gas Utility Worker at Wisconsin Fuel and Light, and Utility Construction at Gabe’s Construction. Placement for this position would be at the level Faculty B, \$75,000.
- B. Julia Witt – AODA Coordinator Instructor—Limited Term. Julia Witt was the Selection Committee’s top choice for AODA Coordinator Instructor—Limited Term. Ms. Witt holds a Master’s degree in Community Counseling from Southern New Hampshire University and a Bachelor’s Degree in Arts-Psychology and in Social Work from University of Wisconsin Madison. Since 2023, Ms. Witt has been employed as the Emotional Regulation Coach at Emotional Peace University. Prior to that, she was the Mental Health Therapist at Teladoc Healthcare Company, an Adjunct Professor for Human Services/AODA Program at NWTC, MORE Mental Health/AODA Counselor at American Foundation of Counseling, Substance Abuse Counselor/Owner at Synergy Counseling, Ink, and an AODA Counselor (BSW/CADCIII) at Shawano County Department of Community Programs. She is also a

Licensed Professional Counselor (LPC), Clinical Substance Abuse Counselor (CSAC), and an Intoxicated Driver Plan Assessor (IDP-AT). Placement for this position would be at the level Faculty A, \$73,347.

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

#### Faculty – Retirement(s)

With regret, we accept the following retirement notice:

- A. Jerry Rowland – Machine Tool Instructor who has been with the College since August 20, 1990, and has announced his retirement effective December 23, 2024.
- B. Kenneth Delcore – HVACR Instructor who has been with the College since August 16, 1993, and has announced his retirement effective December 23, 2024.

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

#### 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 3.

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 was recommended that the Board approve the contracts for services identified in Board Exhibit 3.

Cathy Dworak moved that the Board approve the June 12, 2024 Board meeting minutes, the new hires of Chas Schink – Utility Electrical Apprenticeship Instructor and Julia Witt – AODA Coordinator Instructor, the retirements of Jerry Rowland – Machine Tool Instructor and Kenneth Delcore – HVACR Instructor, and the contracts for services identified in Board Exhibit 3.

Motion seconded by Brenda Mendolla-Buckley.

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

#### Reports

#### Strategic Direction Update

Kristen Raney, President, provided a status of the current Strategic Direction planning and estimated timeline.

Leadership Council held multi-day sessions on brainstorming for the upcoming Strategic Plan. Feedback has been gathered from the college and external community. The goal is to have a rough-draft plan by August 1, 2024.

*We're a college that meets you where you're at and will treat you fairly and proportionately.*

### FY25 Board Agenda Calendar and Topics

The Board was given an opportunity to discuss the types of topics they would like to see as part of FY25 Board Agendas as related to the Strategic Direction.

#### FY25 Topics:

- Quarterly: Technology
  - Workday Update
  - Data Protection/Cyber Security Updates
- Foundation Updates
- Legislative Updates
- Roundtable Discussion: Health Facility Partners
- Regional Learning Centers
  - Classes that are offered
  - Space Utilization
  - Community Partnerships

#### Wednesday, Board Retreat – October 9 – 9-3

- Update on Kristen's first year
- How does the Board fit in with the Strategic Plan?
- Strategic Plan Updates
- Follow-up from last retreat

#### Friday, October 18, October Board Meeting – Virtual 12:00-1:00

- Set Tax Levy
- Bills

### Divisional Reports

#### A. President's Report

- Aspen Finalist: We've received interest from the Press and this may continue over the next year.
  - October 16-17 – Aspen will visit NWTC Green Bay for a site visit.
- Leadership Retreats – Three days of retreats held to get cohesiveness and move forward with the Strategic Direction.
- Brown County United Way – NWTC will be announced as a Premier Partner to help people in our community who are underserved.
- VP Finance and Administration – One finalist has been interviewed and has verbally accepted the position. This will be announced once the candidate officially accepts the position.
- WTCS President Finalists – Dr. Robert Griggs and Dr. Layla Merrifield. Final interviews will be conducted by the full Board August 7.
- Greater Green Bay Chamber Board – Kristen will be joining as a Board member.
- Department of Education (DOE) Fine Update
  - Reduced amount of \$89,000 paid. Process improvements have been made to the findings from 2019.

#### B. Academic Affairs and Workforce Development

- No Update

#### C. College Advancement Update

- No Update

#### D. Diversity, Equity, and Inclusion Update

- No Update
- E. Talent & Culture Update
  - No Update
- F. Student Affairs
  - Up approximately 4% in Full Time Equivalent and Unduplicated Headcount
  - Jennifer shared with the Board a high-level Org Chart for the Student Affairs division.
- G. Business & Technology Update
  - No Update

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.

ACCT Membership Serves:

- 1132 Community and Technical Junior Colleges
- More than 11.6 million students annually
- 6000 individual trustees
- 24 State Associations, 3 International Members, 10 Corporate Council Members

ACCT is calling for college stories.

Next Board Meeting

The August 7, 2024 Board Meeting will be held on the NWTC Green Bay Campus located at 2740 W. 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

Jeff Rickaby moved that the Board adjourn the July 8, 2024 Board meeting. (3:05 p.m.)

Motion seconded by Cathy Dworak.

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




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Gerald Worrick, Board Secretary

8-7-24

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Date