



*Board of Trustees Meeting*  
Minutes

Wednesday, September 4, 2024  
12:00 p.m.

*NWTC Crivitz Regional Learning Center*  
*418 South Highway 141, Crivitz, WI 54114, Room 104*

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

The Board Chairperson called the September 4, 2024 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (12:07 p.m.)

Present: Brenda Mendolla-Buckley, Richard Stadelman, Kelly Robinson, Dustin Delsman, Ross Loining, Carla Hedtke, Cathy Dworak, Gerald Worrick

Excused: Jeff Rickaby

Also Present: Meridith Jaeger, Jennifer Flatt, Kristen Raney, Janel Karban, Sara Lam, John Grant, Scott Anderson, Adam Pfof, Jim Draeger, Katie Kozak

**Guests**

Open Forum, Introduction of Guests, and Acknowledgements

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

Kristen Raney, President, introduced Adam Pfof, VP Finance and Administration.

Mission Moment

Meridith Jaeger, VP of College Advancement, shared a mission moment on Charli Broderick, Electro-Mechanical Technology and Automation Engineering student.

Student Leadership Forum

No update.

**Action Items (Roll Call Vote)**

**Bills**

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

Brenda Mendolla-Buckley moved that the Board approve the August 2024 bills as presented.

Motion seconded by Cathy Dworak.

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

**Gray DI Unbudgeted Capital Request**

NWTC is seeking approval to enter into a five-year contract with Gray Decision Intelligence (Gray DI) for a total capital commitment of \$255,000; see Board Pricing Exhibit 1. Gray DI’s program evaluation software will empower NWTC to optimize its academic portfolio by delivering comprehensive data on student demand, job market trends, and program financial performance. This data-driven approach will enhance the decision-making process, enabling strategic improvements in enrollment management, financial health, and student success outcomes.

NWTC leveraging a competitively bid, cooperative contract through the Wisconsin Technical College System (WTCS). While piggybacking off an established agreement, NWTC will also leverage a previously presented quote that allows NWTC to obtain Gray DI’s services at a rate even more competitive than the cooperative contract.

Other WTCS institutions currently utilizing Gray DI have reported significant success with the software, particularly in enhancing the quality of their academic programs through data-informed decision-making. These early successes have been crucial in aligning curriculum with workforce demands and improving program outcomes, demonstrating the tangible value Gray DI brings to our peers.

Jerry Worrick moved that the Board authorize the President to enter into a five-year contract Gray DI Program Evaluation Software for \$255,000 (total five-year cost) as presented in Board Pricing Exhibit 1.

Motion seconded by Dustin Delsman.

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

**Consent Agenda Items:**

**Minutes**

The minutes of the August 7, 2024 Board meeting were sent to Board members prior to the September 4, 2024 Board meeting. It was recommended that Board approval be given for the August 7, 2024 Board meeting minutes.

**District Boards Association (DBA) Letter of Concern**

The Board of Trustees had the opportunity to review and discuss a letter of concern addressed to the District Boards Association (DBA) Board of Directors and the Chairs of the WTCS College Board of Trustees, and to take any

necessary actions. It is important to note that there was no prior discussion or agenda item to approve this letter before it was sent on August 15, 2024. Additionally, Northeast Wisconsin Technical College was incorrectly named in the letter, as it did not have the support of the college's Board.

Cathy Dworak proposed a motion to officially record that the Northeast Wisconsin Technical College Board did not endorse or support the letter in question. This motion will be communicated in a letter to the presidents, the District Board Association, the Chairs of the WTCS District Boards, and Layla Merrifield.

Motion seconded by Brenda Mendolla-Buckley.

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

#### 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 was provided to the Board.

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.

Cathy Dworak moved that the Board approve the August 7, 2024, Board meeting minutes; statement of record that Northeast Wisconsin Technical College Board did not endorse the letter sent to the District Board Association, Chairs of WTCS District Boards, and Layla Merrifield; and the contracts for services.

Motion seconded by Brenda Mendolla-Buckley.

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

#### Reports

##### Regional Learning Center Update

Vicky Oldham, Regional Learning Center Manager, provided the Board with an update on the Crivitz and Aurora Regional Learning Centers and the Northwoods Academy. It was shared that a new position, Rural Marketing Coordinator, has been created to help with marketing in the rural communities.

## Divisional Reports

### A. President's Report

- NWTC and Lakeland University had a ribbon cutting event to celebrate the designated spaces Lakeland University has on the Green Bay campus.
- Aspen Site Visit – October 16-17.
- Tuesday, September 10, Brown County United Way is hosting a block party. NWTC is a premier partner with Brown County United Way.
- Wednesday, September 11, Brown County Golf Classic. All proceeds go to the NWTC Foundation.
- State Board Meeting September 10 & 11 – Four recommendations on budget that will go into effect next year.
  - \$700k for system office staffing and IT needs
  - \$5M annually related to AI needs to support teaching and administration functions
  - \$1M in year 1 and \$2M in year 2 for OER which will allow for students to avoid textbook costs.
  - General aid request of \$20M in year 1 and \$25M in year 2.
- Kristen will be taking place in a President's panel at Madison College supporting Hispanic students.

### 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

- No Update

### G. Business & Technology Update

- Adam Pfof introduced himself as the new VP of Finance and Administration.

## 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.

An Executive Committee meeting for District Boards Association was held. It was shared that it is planned to have an annual planning meeting at Midstate. During this meeting, they will review requirements of looking for the District Board Director and initiating their goals.

Executive Membership of ACCT Meeting – They did an update on congress for the October meeting. There are 1300 people signed up for the upcoming ACCT conference.

District Board Association Meetings:

November 20-22

January 26, 2025

Foundation Board Update: Scholarship applications are coming up. Requesting for the NWTC Board of Trustees to give to the fund. Dustin Delsman will provide information if anyone would like to give.

**Next Board Meeting**

The October 9, 2024 Board of Trustees Retreat will be held at the Green Bay Botanical Gardens located at 2600 Larsen Road, Green Bay, WI 54303.

The October 18, 2024 Board Meeting will be held virtually for Board members and in person at 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**

Jerry Worrick moved that the Board adjourn the August 7, 2024 Board meeting. (2:23 p.m.)

Motion seconded by Dustin Delsman.

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



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Gerald Worrick, Board Secretary

10-18-24

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Date