



*Board of Trustees Meeting  
Minutes*

June 12, 2024  
12:00 p.m.

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

**Open Meeting & Roll Call**

The Board Chairperson called the June 12, 2024 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time. (12:00 p.m.)

Present: Richard Stadelman, Gerald Worrick, Dustin Delsman, Carla Hedtke, Kelly Robinson, Jeff Rickaby

Absent: Cathy Dworak, Brenda Mendolla-Buckley, Dave Mayer

Also Present: Meridith Jaeger, Jennifer Flatt, Kathryn Rogalski, Kristen Raney, Janel Karban, Sara Lam, Anne Koors, Karl Reischl, Mark Hansel, Cindy Bailey

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

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

**Mission Moment**

Jennifer Flatt, Vice President of Student Services, introduced Iana Tikhoniuk, NWTC's 2024 District Ambassador to share a mission moment at this time.

**Action Items (Roll Call Vote)**

**Bills**

Detailed copies of the current disbursements for fiscal year 2024 for the month of May 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 May 2024 as presented.

Motion seconded by Kelly Robinson.

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

Consent Agenda Items:

Minutes

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

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

### 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 was recommended that Board approval be given for the resignation(s) listed above.

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

### 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.”

### 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 was recommended that the Board approve the contracts for services identified in Board Exhibit 1.

Jeff Rickaby moved that the Board approve the consent agenda items as follows: May 8, 2024, Board meeting minutes, the Faculty new hires of Bruce Chinen – Nursing Assistant Instructor, Josiah Elkins – Psychology Instructor, Melissa Kincannon – Emergency Medical Services Instructor, and Carter Tietje – Welding Instructor, the Faculty resignations of Wayne Haines – Welding Instructor and Terri Delaruelle – AODA Coordinator Instructor, the Faculty retirement of Judith Fox – Accounting Instructor, the Facilities Remodeling and Expansion Resolutions: Dental Oral Health Care Grant Renovation, and the contracts for services identified in Board Exhibit 1.

Motion seconded by Jerry Worrick.

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

## Reports

### FY25 Board Calendar

The Board reviewed the FY25 Board Calendar dates to prepare for approval during the July Board meeting. The following scheduled worked well for the Board.

- August 7
- September 4
- October 9
- November 13
- December 11
- January 8
- February 5
- March 12
- April 9
- May 7
- June 11
- July 14

### Presentation: Marinette Campus Update

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

### Presentation: Information Security Program and GLBA Update

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

The board would appreciate a GLBA report on a quarterly basis.

## Board Travel Policy

The Board reviewed a preliminary draft of the changes to the Travel Policy for FY25.

- The **Board Chair and Treasurer** must pre-approve ALL travel by Board members with the exception of regularly scheduled board meetings and local NWTC-related events (i.e. graduation, ceremonies, Board retreat, etc.)
- **All Board members' air travel must be booked through the Executive Assistant to the President and Board of Trustees to use a college procard and maximize of tax-exempt savings and group buying.**
- Board members shall use the Executive Assistant to the President and Board of Trustees to take advantage of tax- exempt savings and group buying.
- **Unless otherwise approved, lodging of no more than one day before and one day after a conference or event will be paid by the college.**
- **All Board member lodging must be booked through the Executive Assistant to the President and Board of Trustees utilizing a college procard.**
- COPIES OF ITEMIZED RECEIPTS ARE REQUIRED FOR ALL EMPLOYEES **AND BOARD MEMBERS** TO SUBSTANTIATE ACTUAL EXPENDITURES. Any expenses beyond per diem rates will not be approved.
- Board member travel will be approved according to the Board Governance Policy in place at the time of travel. Expense reporting for routine Board member travel will be completed **on a monthly basis** using the NWTC Travel Expense Statement (located under Forms on the Hub or from the Executive Assistant to the President and Board of Trustees).
- **All Board member travel and expenses will require two signatures for approval: the Board President and Treasurer.**

Change of Policy  
Addition to Policy

## Divisional Reports

- A. President's Report
  - NWTC is in the running for the \$1M Aspen Prize. We are one of 10 colleges in the nation in the running.
- B. Learning Update
  - Learning brought in Gray and Associates to review program costs, revenue, internal and external information such as transfer, post-graduate data, etc.
- C. College Advancement Update
  - No Update
- D. Diversity, Equity, and Inclusion Update
- E. Talent & Culture Update
  - No Update
- F. Student Services Update
  - Over 1000 applications in May alone. Strong enrollments for Fall/next year on link.
  - Division name change to Student Affairs to better articulate who we are, align with other higher education institutions, and ensure that students, staff, and faculty know that we don't just provide transactional services, but instead develop relationships with students to ensure their success and educate and support them outside the classroom.
  - Associate Vice President of Student Affairs role—John Grant moving into that role. He will be coordinating with Scott Anderson and our new AVP of Institutional Research our work on Guided Pathways, Coaching, and other division- and College-wide efforts. Eliminating his dean position.
  - With the upcoming retirement of our Dean of Enrollment Services next March, we also are making some additional changes to leadership structure. Three Managers will be elevated to Directors and report to Jennifer Flatt—Recruitment and Admissions; Academic Advising; Student Financial Wellness and Financial Aid. This will allow Jennifer to have a more direct line to the important Strategic Enrollment Management Planning Action Teams and will help us with succession planning over the next 8 months.
- 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: Financial Budget is up 14% in income due to grants ACCT has been awarded. One grant is “Kids on Campus” for \$4M over the course of 5 years. 3% increase in membership dues.

ACCT Board Meeting: Evaluations are under way for the President and Board.

DBA – Zoom meeting with the Board of Directors in July.

Adjournment

Jerry Worrick moved that the Board adjourn the June 12, 2024 Board meeting. (2:53 p.m.)

Motion seconded by Kelly Robinson.

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

  
Gerald Worrick, Board Secretary

7-8-24  
Date