



*Board of Trustees Meeting
Minutes*

Monday, August 7, 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 August 7, 2024 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (12:00 p.m.)

Present: Brenda Mendolla-Buckley, Richard Stadelman, Kelly Robinson, Jeff Rickaby, Dustin Delsman, Ross Loining, Carla Hedtke

Excused: Cathy Dworak, Gerald Worrick

Also Present: Meridith Jaeger, Jennifer Flatt, Kathryn Rogalski, Kristen Raney, Janel Karban, Sara Lam, John Grant, Scott Anderson, Karl Reischl, Eric Derenne, John Kopp, Erica Plaza, Danielle Kerkhoff, Jennifer Canavera, Crystal Harrison

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, Colleen, Practical Nursing Student.

Student Leadership Forum

No update.

Board Organizational Matters

Oath of Office

Wisconsin Statutes §19.01 (1) and Article IV, §28 require 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 Oath of Office was provided to Board member, Ross Loining, to be signed and notarized prior to the start of the meeting.

Carla Hedtke joined the Board meeting at 12:09 p.m.

Action Items (Roll Call Vote)

Bills

Detailed copies of the current disbursements for fiscal year 2025 for the month of July 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. Included as Board Exhibit 1 is a copy of the fiscal year 2024 Board of Trustees Budget Report.

Jeff Rickaby moved that the Board approve the July 2024 bills as presented and the fiscal year 2024 Board of Trustees Budget Report.

Motion seconded by Dustin Delsman.

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

Resolution Authorizing the Borrowing of \$3,885,000 for Movable Equipment; \$1,475,000 for Building Remodeling and Improvement Projects; \$10,000 for Site Improvements; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2025 budget deliberations, the Board approved various capital projects for building remodeling and improvements, acquiring moveable equipment, and site improvements. This resolution authorizes the borrowing of \$5,370,000 of general obligation notes for these purposes. A resolution authorizing the borrowing has been prepared by Bond Counsel and is attached as Board Exhibit 2.

Jeff Rickaby moved that the Board adopt the resolution authorizing the borrowing of \$3,885,000 for moveable equipment; \$1,475,000 for building remodeling and improvement projects; \$10,000 for site improvements; and providing for the issuance and sale of general obligation promissory notes therefor.

Motion seconded by Brenda Mendolla-Buckley.

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

Consent Agenda Items:

Minutes

The minutes of the July 8, 2024 Board meeting were sent to Board members prior to the August 7, 2024 Board meeting. It was recommended that Board approval be given for the July 8, 2024 Board meeting minutes.

Faculty – New Hires

- A. Alexa Rentmeester – Associate Degree Nursing Instructor. Alexa Rentmeester was the Selection Committee’s top choice for Associate Degree Nursing Instructor. Ms. Rentmeester holds a Master’s degree in Education from Bellin College and a Bachelor’s Degree in Nursing from University of Green Bay. Since 2023, Ms. Rentmeester has been employed as Nurse Educator at NWTC. Prior to that, she was the Registered Nurse and Registered Charge Nurse at Bellin Hospital, and the Registered Nurse at Bellin Psych Center. She is CPR certified, ACLS certified, PALS certified, and QPR certified. Placement for this position would be at the level Faculty C, \$75,000.
- B. Neil Dorner – Criminal Justice and Academy Instructor. Neil Dorner was the Selection Committee’s top choice for Criminal Justice and Academy Instructor. Mr. Dorner holds a Bachelor’s Degree in Criminal Justice from Rasmussen College, an Associate’s Degree in Police Science from NWTC, and a Technical Diploma in Emergency Medical Technician from NWTC. Since 2022, Mr. Dorner has been employed as Criminal Justice Instructor – Limited Term at NWTC. Prior to that, he was a Police Officer for the Mishicot Police Department in Mishicot, Wisconsin, and a Part-Time Criminal Justice Instructor for Northeast Wisconsin Technical College. Prior to that, he was a Police Officer for the Sturgeon Bay Police Department in Sturgeon Bay, Wisconsin, and an Entry Level 2 – Firefighter for the City of Algoma Fire Department. He holds licensure from WI Law Enforcement Agency, the National Registry EMT, and a UT-DAAT License. Placement for this position would be at the level Faculty C, \$76,687.50.
- C. Jamie Thompson – Pathways to Academic Success Instructor. Jamie Thompson was the Selection Committee’s top choice for Pathways to Academic Success Instructor. Ms. Thompson holds a Master’s degree in Education from Viterbo University and a Bachelor of Science Degree and Minor in Special Education from University of Wisconsin Stevens Point. Since 2016, Ms. Thompson has been employed as the Part-Time Developmental Education Reading and Writing Instructor. Prior to that, she was the Part-Time 2nd Grade ELA Teacher at Leonardo da Vinci School for Gifted Learners, Learning Support and Classroom Teacher at Pulaski Community School District, and the Learning Support Teacher and Literacy Support Teacher at Leadership Experiences with the Pulaski School District. She has her Wisconsin Professional Educator license and 316-Reading Teacher license. Placement for this position would be at the level Faculty A, \$64,681.

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

Faculty – Resignation(s)

With regret, we accept the following resignation(s) notices:

- A. Walter Remic – Automotive Instructor, who has been with the College since August 19, 2013, and has announced his resignation effective May 17, 2024.
- B. Maxwell Walski – Telecommunications Technology Instructor, who has been with the College since July 6, 2021, and has announced his resignation effective July 18, 2024.

It was recommended that Board approval be given for the resignation(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.

Jeff Rickaby moved that the Board approve the July 8, 2024 Board meeting minutes, the new hires of Alexa Rentmeester – Associate Degree Nursing Instructor, Neil Dorner – Criminal Justice and Academy Instructor, and Jamie Thompson – Pathways to Academic Success Instructor, the resignations of Walter Remic – Automotive Instructor and Maxwell Walski – Telecommunications Technology Instructor, and the contracts for services identified in Board Exhibit 3.

Motion seconded by Dustin Delsman.

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

Reports

Presentation: Workday Update

John Kopp, Director of Enterprise Applications, provided the Board with an update on key timelines and the status of Workday.

Strategic Direction Update

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

In-Service Overview

Kathryn Rogalski, VP of Academic Affairs and Workforce Development, provided an overview of the upcoming Fall In-Service.

In-Service is being held the week of August 12-16, 2024.

Sessions:

Monday – All College In-Service

Tuesday – Academic Affairs and Workforce Development In-Service

Wednesday – Professional Learning Sessions

AI Impact on Student Accounts

Kristen Raney, President, shared an update with the Board on the AI impact on student accounts.

- Across the country, and so of course at NWTC, we are seeing an increased use of AI by individuals to put forward fake IDs, transcripts, and other items that are nearly impossible to detect as a part of an attempt to fraudulently acquire financial aid. As identities are stolen and information shared on the dark web, individuals can create fraudulent student accounts and complete FAFSA's with stolen identities in an attempt to gain access to Federal Student Aid.
- We have seen a small number of high school transcripts (5) submitted. So far, the Admissions staff was able to identify them and submit them to IT.
- Like other institutions, in a few instances we have already disbursed that aid and cannot get it back.
- In three recent instances, that means we have to apply a presidential waiver to the accounts of three fraudulent students for a total of \$10,117.35. This is unfortunate, but not as significant as it could have been and could be.
- What are we doing?
 - We are working with our insurance company to see if we can count this as a claim.
 - We are reporting such instances appropriately to the Office of Inspector General. We are also working with the OIG to report *attempts* to fraudulently acquire financial aid. There are far more attempts than there were successes. IIT and Student Finance are collaborating in this work. Our Director of Student Financial Wellness and Financial Aid, Stephanie Feucht, will be the sole reporter. There were 165 to report from March 2024-now, so approximately 32 per month on average.
 - We are working with local law enforcement to determine what they want us to report to them, per recommendations of the DOE.
 - Our IT and Student Finance and Financial Aid teams are now working closely, particularly Mark Franks with John Kopp and Karl Reischl, to determine best steps going forward including investigating software via an RFP that will help us detect more.
 - Financial Aid advisors are being extra cautious when reviewing Identity Statements for students, including looking for potential fraudulent driver's license and notaries received.
 - We are leveraging information, resources, and processes at other WTCS colleges to ensure that we are working across the system to develop best practices when possible.

Divisional Reports

A. President's Report

- Staffing:
 - Janel Karban's last day is 8/16/2024, but she will still be working part time to support the Board and President.
 - Adam Pfof's first day is 8/12/2024 as VP Business and Technology.
 - Search for VP of Strategy & Innovation is underway.

- Dr. Sara Lam has been named VP of Talent & Culture and will also remain VP of Diversity, Equity, Inclusion.
- Chamber – Kristen Raney is joining the Chamber board.
- NFL Draft – NWTC is in conversation with the NFL regarding usage of the Green Bay Campus parking lots. The college is considering adjusting the workweek to keep extra people off the highways during the Draft. There is a potential for the college to rent out approximately 2000 stalls to the NFL.
- B. Academic Affairs and Workforce Development
 - An Associate of Arts High School Academy is being offered on the NWTC Campus with 24 students enrolled.
- C. College Advancement Update
 - Final numbers are pending, but so far the Fundraising goal of \$2.5 Million has been exceeded.
 - In the last fiscal year, \$1.3 Million scholarships were awarded.
 - We just finished evaluating scholarship applications.
 - 156 volunteers reviewed those applications and helped us select and provide insights and input on those applications for who will receive scholarships for the Fall semester.
 - Next Foundation Board meeting is scheduled for September 18th.
- D. Diversity, Equity, and Inclusion Update
 - No Update
- E. Talent & Culture Update
 - Self-Insurance Fund –
 - Trending competitive and low in cost. The plan is efficient on the expenses side but continue to run on a deficit. Without changes the projected deficit for the calendar year is 16-20%. The goal is to meet \$1.8Million. We have been keeping our employees informed and given them an opportunity to provide input.
 - Premium rates will be increasing to make up the largest portion of the revenue increase.
 - The Health Risk Assessment will be replaced with a Wellness Certificate.
 - Decreasing HSA contribution.
 - Increasing out-of-pocket maximums.
- F. Student Affairs
 - No Update
- 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.

District Board Association – Zoom Meeting on July 24, 2024

- It was decided to do a survey on the date and time the planning meeting will occur. No feedback has been received yet.
- January 15-16, 2025 – Legislative DBA Meeting in Madison
- January 17, 2025 – ACCT Governance Leadership Institute

Next Board Meeting

The September 4, 2024 Board Meeting will be held at the NWTC Crivitz Regional Learning Center located at 418 South Highway 141, Crivitz, WI 54114.

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

Carla Hedtke moved that the Board adjourn the August 7, 2024 Board meeting. (2:35 p.m.)

Motion seconded by Brenda Mendolla-Buckley.

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


Gerald Worrick, Board Secretary

9-4-24
Date

