



*Board of Trustees Meeting  
Minutes*

Wednesday, November 13, 2024  
12:00 p.m.

***In- Person at the NWTC Green Bay Campus – Boardroom DO308 and Virtual for Board Members  
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 November 13, 2024 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (12:00 p.m.)

Present: Carla Hedtke, Kelly Robinson, Richard Stadelman, Cathy Dworak, Jeff Rickaby, Dustin Delsman, Ross Loining, Gerald Worrick

Excused: Brenda Mendolla-Buckley

Also Present: Meridith Jaeger, Mike Vanderheiden, Kathryn Rogalski, Kristen Raney, Christine Bekyir, Sara Lam, John Grant, Scott Anderson, Pam Lunde, Jennifer Canavera, Eric Derenne, Amy Kox, Josh Cottrell, Laura King, Adam Pfof, Jennifer Flatt, Mark Hansel, Joe Richter, Carissa Dewitt

**Guests:** Mike Hagel

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

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

No comments.

**Bills**

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

Rickaby moved that the Board approve the October 2024 bills as presented.

Motion seconded by Delsman.

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

**Resolution Authorizing Temporary Borrowing in an Amount Not to Exceed \$3,000,000; and Issuance of Taxable  
Tax and Revenue Anticipation Promissory Notes**

In accordance with Section 67.12(8) (m), Wisconsin Statutes, the Board may approve the issuance of taxable tax and revenue anticipation promissory notes in the event the college is temporarily in need of funds to meet the immediate expenses of operating and maintaining the district and in anticipation of state aids, tuition revenues, taxes levied and other monies to be received.

The District uses internal funds as resource when required to supplement its available cash. However, as an additional measure during periods of reduced cash flows, we may be required to borrow from an external source(s). Board Exhibit 1 is a resolution prepared by Bond Counsel authorizing the temporary borrowing of an amount not to exceed \$3,000,000 for operating purposes.

It is recommended the Board adopt the Resolution authorizing temporary borrowing in an amount not to exceed \$3,000,000; and issuance of taxable tax and revenue anticipation promissory notes.

Dworak moved that the Board adopt the resolution authorizing temporary borrowing in an amount not to exceed \$3,000,000; and issuance of taxable tax and revenue anticipation promissory notes

Motion seconded by Hedtke.

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

*Gerald Worrick joined the meeting at 12:30 p.m.*

#### Annual Report of Purchases over \$50,000

Annually, as required by Administrative Rule TCS 6.05(2)(h), district staff shall prepare a review of all procurements of similar goods, supplies, or services to determine if a more competitive process should be used in succeeding years. A report of procurements with transaction detail by vendor is sufficient to comply with this requirement.

Board Exhibit 2 is a listing of purchases made in FY24 with suppliers that exceeded \$50,000 but did not receive formal bidding attention (i.e., not purchased from public agency contracts, etc.). The report does not list purchases such as utilities, memberships/dues, employment fees, financial/insurance/investments services or fees, enterprise accounts, travel, used equipment or fees paid to other public agencies. Procurement comments relating to the review are included in the attached exhibit.

Hedtke moved that the Board approve the Annual Report of purchases over \$50,000 for FY24 as presented in Board Exhibit 2.

Motion seconded by Robinson.

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

#### Budget Modification

A copy of the fund statements of proposed fund and function modifications to the FY 2024 budget, prepared in accordance with Wisconsin State Statute 65.90(5) and the Uniform Financial Fund Accounting System Manual of the Wisconsin Technical College System Board will be provided to the Board of Trustees at the November meeting.

It is recommended that the Board approve the proposed fund and function modifications contained in the fund statements and that such modifications be summarized and published per State Statute 65.90(5) as a Class I legal notice within ten days of Board approval and both exhibits be forwarded to the State Board.

Hedtke moved that the Board approve the proposed fund and function modifications contained in the fund statements and that such modifications be summarized and published per State Statute 65.90(5) as a Class I legal notice within ten days of Board approval and both exhibits be forwarded to the State Board.

Motion seconded by Robinson.

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

#### Self-Insurance Fund Balance

In April 2024, the Board approved a transfer of \$1.5 million from the general fund balance to the self-insurance fund. The purpose of the transfer was to avoid the need for mid-year changes to the insurance plan during 2024. Because of the transfer, the fund has been able to cover expenses to date without mid-year changes. In September 2024, the College finalized changes to the insurance plan that will go into effect in January 2025 and will allow the plan to cover projected costs for 2025. A gap of \$1 million remains for the self-insurance fund in the form of outstanding claims.

It is requested that the Board approve \$1 million to be transferred from the general fund balance to the self-insurance fund.

Dworak moved that the Board approve \$1 million to be transferred from the general fund balance to the self-insurance fund.

Motion seconded by Delsman.

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

#### Consent Agenda Items:

#### Minutes

The minutes of the October 18, 2024 Board meeting were sent to Board members prior to the November 13, 2024 Board meeting.

Robinson moved that the Board approve the October 18, 2024 Board meeting minutes.

Motion seconded by Stadelman.

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

#### Retirement(s) – Faculty

We accept the following retirement notice:

- A. Arlene Heaster – Mathematics Instructor who has been with the College since August 16, 2010, and has announced her retirement effective December 23, 2024.
- B. Kimberly Oninski – Nursing Assistant Instructor who has been with the College since August 16, 2004, and has announced her retirement effective May 23, 2025.
- C. Jane Swanson – Nursing Instructor who has been with the College since August 16, 2006, and has announced her retirement effective May 21, 2025.

- D. Christopher Kuborn – Digital Media Technology Instructor who has been with the College since August 13, 2008, and has announced his retirement effective May 21, 2024.

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

#### Wastewater Treatment Plant Operator Apprenticeship Program Approval

Wastewater treatment plant operators (WWTPO) monitor, maintain, and adjust a wide variety of systems used in the treatment of wastewater. They control plant processes to ensure the plant operates effectively. They monitor laboratory data, charts, and computer control systems, which indicate the performance status of a wide variety of biological nutrient and chemical removal. WWTPO may operate activated sludge treatment systems; biological nutrient removal systems, digester gas system pressures and gas compressor operations; digester operating temperatures; heat exchangers; digester circulation pumps, pressures, and flows; boilers and engine generators; influent rate and pumps; sludge and primary sedimentation levels and pumps; and sewage degritting systems. Personnel employed in these positions monitor and adjust sludge thickness on flotation thickeners; and monitor and adjust the quantity of sludge in the thickener hopper and rate of pumping to digesters. Operators will back flush, clear, and purge pumps, and monitor and adjust flow rates. Plant operators operate and control sludge dewatering centrifuge and all associated systems. WWTPO collect various samples and plant process information, including composite samples; disinfection system samples; effluent samples, bay samples; and daily major industrial user samples. Personnel collect, record, and maintain records as necessary for state and federal regulations. Advanced certifications exist in the industry.

The Wastewater Apprenticeship is three years. We already offer all but one of the classes that is required for the apprenticeship. Erin Hensel, Environmental Engineering Technology instructor will develop the remaining course, Industrial Wastes, that we don't currently offer.

These jobs are required to maintain the health and safety of our communities. Apprenticeship gives employers another option to help attract and retain employees or future employees. A Wastewater Plant Operator may work for municipality or a corporation. From March 2023 – Feb. 2024 there were 144 job posting required the wastewater skills. This is a growing skill relative to market. If a student were to choose to continue their education in this field, they could complete the Environmental Engineering Technology associate degree at NWTC and those seeking to further their education could continue one with a bachelor's or master's degree. The program is expected to begin in Fall 2025.

Stadelman moved the Board approve the Wastewater Treatment Plant Operator Apprenticeship and authorize its submission to the WTCS State Board for approval.

Motion seconded by Delsman.

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

#### Strategic Plan

Our new strategic plan, "Navigating Degrees of Change," builds on our strong foundation and challenges us to navigate change by clarifying our focus and adjusting how we approach our work. It was developed by engaging multiple stakeholders- faculty, staff, students, and community members- through community conversations, surveys, and focus groups. We examined our district's demographic and industry profile. We asked if our focus on expanding access and improving completion rates was enough to ensure students earn family-sustaining wages after graduation.

NWTC's next Strategic Plan weaves together three dynamic and interconnected central ideas.

- **College Excellence:** We serve our students and communities best when we maintain operational excellence We will prioritize effective communication, leadership, data informed decision-making, and a spirit of innovation to keep our institution strong, fiscally sustainable, and mission driven.

- **Student Success:** We serve individuals best when we design barrier-free pathways that lead to equitable student outcomes in both employment and transfer opportunities. We will transform how we welcome, teach, and support students, so every student finds the conditions they need to learn and succeed.
- **Community Vibrancy:** We serve our region best when we remember that NWTC is a community partner. We transform students' lives, bolster economic development, and strengthen the social health of our communities.

Delsman moved that the Board approve the new strategic plan, "Navigating Degrees of Change."

Motion seconded by Dworak.

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 is attached as Board Exhibit 2.

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.

Delsman moved that the Board approve the contracts for services identified in Board Exhibit 2.

Motion seconded by Robinson.

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

#### Reports

Board discussed the District Board Association, recent hiring of new executive director and feedback on changes from other colleges. Board recommended Carla Hedke to raise questions upcoming November 22 meeting held at the District Board Association Fall meeting.

#### Divisional Reports

##### A. President's Report

##### 2. ASPEN site visit overview shared.

- Highlights:
  1. Equitable access
  2. Embedded support/Student Success
  3. Starfish use
- Opportunities:
  - Faculty review of curriculum at course level
  - Part-time students at high level
  - Strengthen the pathways to transfer opportunities
- Board training opportunities from ASPEN
- Kristen and Chancellor from UWGB to interview with Chris Ross to discuss transfer program.

- President's Cabinet retreat occurred recently.
  - Met with Fincantieri Marinette Marine
- B. Academic Affairs and Workforce Development Update
- Grey DI
  - Achieve the Dream Consultant on campus
- C. Foundation and Grants Update
1. Events
    - Donor Night – Thank you to those of you who attended
    - Alumni Night – tomorrow night

Thursday, November 14<sup>th</sup> at 5:30-7:00 P.M.  
Rockwood Terrace (on the second floor of the Ariens Hill building in the Titledown District)

**Awardees:**  
**Distinguished Alumni:** Christine Walters, 2007 Nursing  
**Soaring Recent Alumni:** Gail Nohr, 2021 Human Services and Substance Abuse Counselor Education & 2015 Health Care Business Services  
**Soar Higher Partner:** Oneida Nation
  2. Dashboard – year end FY24
    - \$2.6M raised
    - \$1,291,000 awarded in scholarships
    - 2,162 students served
    - Total assets: \$9.97M as of June 30, 2024
  3. College + Foundation Relationship
    - Quarterly Quartet Meetings – Kristen, Rick, Meridith, & Tanessa
    - Provide a more structured and regular update to Trustees – perhaps quarterly
    - Review & update the MOU to reflect what we aspire our relationship between the Foundation + College looks like – that will take some time.
    - In addition to fundraising – Foundation board is interested in supporting advocacy (amplifying the voice of the college)
- D. Talent and Culture and DEI- No Update
- E. Student Affairs Update
1. Dream Scholar selection has been completed
  2. Leadership team attended conference on strategic enrollment
- F. Finance and Administration Update
1. Capital Budget process in progress
  2. Workday Implementation Update
- G. Strategy and Innovation Update
1. Updates on Laura's first month at VP of this new division
    - Data, Continuous Improvement feedback
    - Marketing and internal communication
    - Legislative Advocacy focus in near future

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.

#### Executive Membership of ACCT Meetings

ACCT Meetings upcoming in early 2025 in Washington, DC.

DBA meeting at Fox Valley Technical College- November 21-22, 2024: Dr. Maureen Dunn keynote.  
January 15-17 training in Madison with lobbying opportunity with Legislators

#### Next Board Meeting

The December 11, 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

Delsman moved that the Board adjourn the November 13, 2024 Board meeting. (2:57 p.m.)

Motion seconded by Robinson.

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

  
Gerald Worrick, Board Secretary

12-11-24  
Date