



*Board of Trustees Meeting  
Minutes*

Wednesday December 11, 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 December 11, 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, Jeff Rickaby, Dustin Delsman, Ross Loining, Gerald Worrick, Kelly Robinson

Excused: Carla Hedtke, Cathy Dworak

Also Present: Meridith Jaeger, Kathryn Rogalski, Kristen Raney, Christine Bekyir, Sara Lam, John Grant, Scott Anderson, Pam Lunde, Jennifer Canavera, Eric Derenne, Erica Plaza, Elizabeth Schaff, Amy Kox, Laura King, Adam Pfof, Jennifer Flatt, Mark Hansel, Crystal Harrison,

**Guests** Kelly Casperson

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

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

**Bills**

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

Motion seconded by Delsman.

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

**Resolution Authorizing the Borrowing of \$7,052,300 for Movable Equipment; \$917,700 for Building Remodeling and Improvement Projects; \$270,000 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 \$8,240,000 of general obligation notes for these purposes. A resolution authorizing the borrowing has been prepared by Bond Counsel and is attached as Board Exhibit 1.

It is recommended the Board adopt the resolution authorizing the borrowing of \$7,052,300 for moveable equipment; \$917,700 for building remodeling and improvement projects; \$270,000 for site improvements; and providing for the issuance and sale of general obligation promissory notes therefor.

Delsman moved that the Board adopt the resolution authorizing the borrowing of \$7,052,300 for moveable equipment; \$917,700 for building remodeling and improvement projects; \$270,000 for site improvements; and providing for the issuance and sale of general obligation promissory notes therewith.

Motion seconded by Rickaby.

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

Consent Agenda Items:

Minutes

The minutes of the November 13, 2024 Board meeting were sent to Board members prior to the December 11, 2024 Board meeting.

Rickaby moved that the Board approve the November 13, 2024 Board meeting minutes.

Motion seconded by Mendolla-Buckly.

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

Retirement(s) – Faculty

We accept the following retirement notice:

- A. Lynda Rastall – Nursing Instructor who has been with the College since June 11, 2001, and has announced her retirement effective December 23, 2024.

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 accept the retirement of Lynda Rastall and approve the contracts for services identified in Board Exhibit 2.

Motion seconded by Worrick.

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

**Reports**

1. District Board Association Discussion: Board discussed the District Board Association, recent hiring process of new executive director, MOU with Fox Valley, Legislative Agenda at the State.
2. Legislative Advocacy: Kristen Raney, President discussed the College’s timeline and plans for legislative advocacy with our state legislative representatives.
3. College Organizational Assessment: Kristen Raney, President discussed high-level summary of the findings from the College Organizational Assessment completed by external consultants and the institution’s next steps.

**Divisional Reports**

A. President’s Report

- Tiny Earth event at Lambeau Field on December 6<sup>th</sup>, 2024. Worldwide initiative for students at 2- and 4-year institutions. Last year we had 84 students, this year we had 164 students. The Green Bay event is the largest in the world.
- December 12, 2024, is an Extended Cabinet Retreat and the Extended Cabinet will be working deeper into the strategic plan.
- Adam Pfof and Kristen Raney to meet with NEW School of Innovation regarding space for their school.
- Kristen Raney to work with Chairman Stadelman for a half-day virtual retreat for the Board of Trustees.

B. Academic Affairs and Workforce Development Update

- Digital Arts showcase happening in the College of Business on December 12, 2024.
- Commencement is occurring in Green Bay on Friday, December 20<sup>th</sup>. Earlier in the same day our Nursing graduates will participate in a pinning ceremony in our Commons on the Green Bay campus.
- Cregg Suess, EMS faculty, was named Wisconsin EMS Association’s (WEMSA) 2024 Educator of the Year.

C. Foundation and Grants Update

- No Update

D. Talent and Culture and DEI Update

- No Update

E. Student Affairs Update

- No Update

F. Finance and Administration Update

- No Update

G. Strategy and Innovation Update

- No Update

**Next Board Meeting**

The January 08, 2025 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

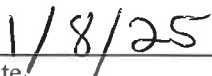
Delsman moved that the Board adjourn the December 11, 2024 Board meeting. (1:58 p.m.)

Motion seconded by Worrick.

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



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Gerald Worrick, Board Secretary

  
Date: \_\_\_\_\_