



*NWTC Board of Trustees Meeting  
Minutes*

January 08, 2025  
12:00 p.m.

*NWTC Green Bay Campus – Boardroom  
2740 W. Mason Street, Green Bay, WI 54303*

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

The Board Chairperson called the January 8, 2025 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (12:00 p.m.)

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

Excused: Carla Hedtke, Brenda Mendolla-Buckley

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, Laura King, Adam Pfof, Jennifer Flatt, Mark Hansel, Crystal Harrison, Karl Reischl, Stacey Timm, Matt Petersen, Kelly Casperson

**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.

1. **Mission Moment**

Jennifer Flatt on behalf of Meridith Jaeger, Executive Director of Foundation and Grants, introduced Kemewan Waupekenay, Justice and Community Advocacy Associate Degree Program & Dream Scholar Nominee who presented a mission moment on her journey through higher education.

**Action Items (Roll Call Vote)**

**Bills**

Detailed copies of the current disbursements for fiscal year 2025 for the month of December 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 December 2024 bills as presented.

Motion seconded by Delsman.

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

### College Annual Audit

Wisconsin Statutes require that the financial statements of the District be audited on an annual basis by a certified public accountant. The accounting firm of CLA (CliftonLarsonAllen LLP) was engaged by the Board to perform this function. CLA has recently completed the audit of the District’s financial statements for the fiscal year ending June 30, 2024. CLA will attend the Board meeting to review the reports with the Board members and answer any questions.

Dworak moved that the Board accepts the fiscal year 2024 Annual Financial Report of the Northeast Wisconsin Technical College.

Motion seconded by Delsman.

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

### Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing

The reimbursement resolution that is attached as Board Exhibit 1 authorizes the District to provide interim financing to cover the costs of the expenditures that will be incurred prior to the issuance of the remaining obligations in FY2024-25.

The resolution that is attached as Board Exhibit 1 totals \$2,500,000, including \$1,369,810 for building remodeling and improvement projects, \$1,085,290 for the cost of acquisition of movable equipment, and \$44,900 for site improvement projects. Once the resolution is authorized, the resolution will be made available for public inspection.

Dworak moved that the Board adopt the Resolution Declaring Official Intent to Reimburse expenditures from Proceeds of Borrowing.

Motion seconded by Worrick.

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

### **Consent Agenda Items:**

#### Minutes

The minutes of the December 11, 2024 Board meeting were sent to Board members prior to the January 8, 2025 Board meeting.

#### Faculty – New Hires

- A. Nicole Linssen – Accounting Instructor - Nicole Linssen was the Selection Committee’s top choice for Accounting Instructor. Ms. Linssen holds a Bachelor’s Degree in Accounting with a Minor in Business Administration from University of Green Bay and pursuing Masters of Business Administration at St. Norbert College with an anticipated graduation date of May 2026. Since August 2024, Ms. Linssen has been employed as the Part-Time Accounting Instructor at NWTC. Since 2020, she has been the Finance Director at Greater Green Bay Habitat for Humanity. Prior to that, she was an Accountant at Greater Green Bay Habitat

for Humanity, an Accountant at PMI Entertainment Group, and the Senior Financial Analyst at Schneider National, Inc. She is licensed as a Certified Public Accountant, and Certified Nonprofit Accounting Professional (CNAP) Advanced designation. Placement for this position would be at the level Faculty C, \$75,419.00.

- B. Derrick Ellefson – HVACR Instructor - Derrick Ellefson was the Selection Committee’s top choice for HVACR Instructor. Mr. Ellefson holds an Environmental Service Technician Technical Degree from Waukesha County Technical College. Since 2019, Mr. Ellefson has been employed as the Part-Time HVAC Instructor at NWTC. Since 2012, he has been the President/Owner of Synergy Heating and Cooling. Prior to that, he was the HVAC Manager at Anschutz Plumbing and Heating, Service Technician at Wulf Brothers and Martin Petersen Co, Inc. Placement for this position would be at the level Faculty B, \$68,562.00.
  
- C. Chase Clover – Machine Tool Instructor - Chase Clover was the Selection Committee’s top choice for Machine Tool Instructor. Mr. Clover holds an Associate’s Degree in Individualized Tech Studies-Journey Worker and a Technical Diploma in Machine Tool Operations from NWTC. Since March 2013, Mr. Clover has been employed as the CNC Machining Lab Technician at NWTC. Prior to that, he was the Journeyman Tool and Die maker at Krueger International and a Machinist at Ace Manufacturing Industries. He also has his Journeyman Tool and Die Maker certification. Placement for this position would be at the level Faculty B, \$70,000.00.

#### 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.

Dworak moved that the Board approve the December 11, 2024 Board meeting minutes, the new hire(s) listed above, and the contracts for services identified in Board Exhibit 2.

Motion seconded by Robinson.

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

## Reports

### Strategic Plan

Laura King, Vice President of Strategy and Innovation discussed the College Strategic Plan and Implementation Structure with Board members.

### Legislative Advocacy

Kristen Raney, President discussed the recent and upcoming activities of legislative advocacy with our state legislative representatives with Board members.

### Divisional Reports

- A. President's Report-
  - Board Appointment process has started.
  - Reviewed changes at the WTCS Administrative level.
- B. Academic Affairs and Workforce Development Update
  - In-Service week is next week.
    - a) Staff is busy preparing for the start of the Spring Semester.
    - b) Three new faculty started this week.
    - c) Professional Development for faculty and staff.
  - Diesel Program will be moving from Sturgeon Bay Campus to Green Bay Campus, allowing for expansion of Fincantieri Bay Shipbuilding (FBS) program and Health Sciences programs.
- C. Foundation and Grants Update-
  - Accounting and Financial Operations Analyst position was filled recently and will serve the Foundation directly.
- D. Talent and Culture and DEI Update
  - Compensation assessment has begun. Cottingham & Butler have been contracted as consultants and have experience completing assessments with other WTCS colleges.
- E. Student Affairs Update
  - Summary of point in time enrollment data and explanation of how Student Affairs uses data to make decisions and forecast trends.
  - City East Center-Brown County United Way collaboration has begun, and the first workshop happens next week. The workshop targets ALICE households (Asset Limited, Income Constrained, Employed).
- F. Finance and Administration Update-No Updates
- G. Strategy and Innovation Update-No Updates

### 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.

- Several Board members are attending the DBA Legislative Seminar next week in Madison. Plans are in place for legislative advocacy on behalf of the college.
- Two members of the Board will attend ACCT Legislative Summit in February. Request that meetings be set with our legislators.
- January 9<sup>th</sup> DBA meeting has a virtual option, Board members are encouraged to attend virtually for professional development.

**Next Board Meeting(s)**

The February 5, 2025 Board Meeting will be held in the NWTC Green Bay Campus Boardroom 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 January 8, 2025 Board meeting. (3:00 p.m.)

Motion seconded by Dustin Delsman.

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



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Gerald Worrick, Board Secretary

02/05/2025

Date