



## *NWTC Board of Trustees Meeting Minutes*

March 12, 2025  
12:00 p.m. – 3:00 p.m.

***In- Person at the NWTC Sturgeon Bay Campus  
229 N. 14<sup>th</sup> Avenue, Sturgeon Bay, WI 54235***

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

The Board Chairperson called the March 12, 2025, NWTC Board of Trustees meeting to order and requested that roll call be taken at this time. (12:06 p.m.)

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

Excused: Cathy Dworak, Kelly Robinson

Also Present: Meridith Jaeger, Jennifer Flatt, Kristen Raney, Christine Bekyir, Kelly Casperson, Sara Lam, John Grant, Scott Anderson, Adam Pfof, Laura King, Erica Plaza, Mark Hansel, April Konitzer, Geoffrey Taylor, Patti Jo Wagner, Becky Hirthe, Patricia Gallasova, Stephanie Cataldo Pabich, Tonya Moore

### **Guests**

**12:21 – 12:34**

#### **1. Open Forum, Introduction of Guests, and Acknowledgements**

The Chairperson asked for the introduction of any guests present and invited public comment.

#### **2. Mission Moment**

April Konitzer, Manager of NWTC Sturgeon Bay campus, shared a mission moment with Geoffrey Taylor, Associate Degree Nursing student at the Sturgeon Bay campus.

#### **3. Student Leader Forum**

The Student Leader Forum Officer was not in attendance.

Mike Hagel, Student Leader Forum Officer, provided an update on the Student Leader Forum and provided an update on the position paper that he and other student officers recently shared with state representatives in Madison. Mike Hagel was also announced as the NWTC District Ambassador for WTCS.

### **Reports**

**12:06 – 12:21**

#### **1. President's Report**

State of the College – NEW DATE and TIME - Late last week, we learned that the both the Assembly and the Senate are scheduled to be in session on March 18. We made the decision to change the date to Friday, April 4.

Federal Legislation - There are executive orders and significant changes to the Department of Education that have caused significant turmoil for educational leaders. We have created an internal monitoring team that will review legislation and their potential impact on NWTC.

1. Wisconsin District Board Association

Board members discussed continued membership in the Wisconsin District Board Association. Board members requested report from Diane Handrick, Executive Director of Wisconsin District Board Association, at the April or May 2025 NWTC Board of Trustees Meeting.

Gerald Worrick moved that the Board table this decision until May 2025 NWTC Board of Trustees Meeting.

Motion seconded by Ross Loining.

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

2. Bills

Detailed copies of the current disbursements for fiscal year 2025 for the month of February 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.

Jeff Rickaby moved that the Board approve the February 2025 bills as presented.

Motion seconded by Dustin Delsman.

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

3. Facilities Remodeling and Expansion Resolution

The SC214 Assessment Center Relocation project involves remodeling the existing Student Center building while maintaining its current footprint. This project represents a buildout within the college’s library. The goal of this project is to increase integrated support by seamlessly transition from studying to seeking assessment help, making their academic experience more cohesive. The central location can lead to higher usage rates of the Assessment Center, as students are more likely to drop in when it’s conveniently located near a place, they already frequent. Additionally, this location provides easier access for customers who are coming to campus for the first time, making it more welcoming and user-friendly for newcomers.

The project provides medium construction renovations to 4,022 SF of the Student Center building 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 SC214 Assessment Center Relocation project at the NWTC Green Bay Campus. We are seeking approval for the entire project in FY25; however, we are requesting funding from capital reserves in the amount of \$70,300 for architectural services and \$1,106,400 for building improvement and equipment implementation, which will be submitted in the FY26 capital budget.

It is recommended that the Board approve the following resolution:

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the SC214 Assessment Center Relocation, at the Green Bay Campus of Northeast Wisconsin Technical College.”

Dustin Delsman moved that the Board approve the SC214 Assessment Center Relocation at the Green Bay Campus of Northeast Wisconsin Technical College.

Motion seconded by Carla Hedtke.

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

4. College Single Audit

Wisconsin Statutes require that the single audit report 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 single audit report for the fiscal year ending June 30, 2024.

It is recommended that the District Board accept the fiscal year 2024 Single Audit Report of the Northeast Wisconsin Technical College and direct staff to submit the required number of audited single audit reports to the Wisconsin Technical College System Board.

Gerald Worrick moved that the Board approve the fiscal year 2024 Single Audit Report of the Northeast Wisconsin Technical College and direct staff to submit the required number of audited single audit reports to the Wisconsin Technical College System Board.

Motion seconded by Dustin Delsman.

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

5. Resolution Authorizing the Borrowing of \$1,020,290 for Movable Equipment; \$1,069,810 for Building Remodeling and Improvement Projects; \$44,900 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 \$2,135,000 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 \$1,020,290 for moveable equipment; \$1,069,810 for building remodeling and improvement projects; \$44,900 for site improvements; and providing for the issuance and sale of general obligation promissory notes therefor.

Carla Hedtke moved that the Board adopt the resolution authorizing the borrowing of \$1,020,290 for moveable equipment; \$1,069,810 for building remodeling and improvement projects; \$44,900 for site improvements; and providing for the issuance and sale of general obligation promissory notes therefor.

Motion seconded by Ross Loining.

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

6. Universal Driving Facility Water Service Unbudgeted Capital Request

Northeast Wisconsin Technical College (NWTC) is seeking approval to reallocate a portion of unspent funds from FY24 and FY25 for an unbudgeted capital project at the Universal Driving Facility (UDF). The Village of Howard plans to extend the watermain along Shawano Avenue and Glendale Avenue, adjacent to the UDF. During this extension, NWTC will need to install a 6-inch waterline, in lieu of a 2” line, to support future fire suppression needs at the facility. The estimated budget for this waterline installation is \$20,000. However, the cost of the project may be significantly higher because we may need to cut through the parking lot for the pipeline.

The unspent funds will be sourced from the following projects:

Celebration Garden (FY24): The original budget was \$200,000, with actual project costs amounting to \$128,206.61, leaving a remaining balance of \$71,793.39.

Reflection Garden (FY25): The original budget was \$30,000, with no funds expended to date. This project intended to create a tranquil space for honoring the memory of staff and faculty who passed away during their active employment with NWTC. After further consideration, we are requesting permission to use the Pollinator Garden for this purpose.

NWTC staff requests that the NWTC District Board of Trustees authorize NWTC staff to contract with a civil engineering firm for the design and a sewer and water contractor for the implementation of the waterline installation at the Universal Driving Facility.

Dustin Delsman moved that the Board authorize NWTC staff to contract with a civil engineering firm for the design and a sewer and water contractor for the implementation of the waterline installation at the Universal Driving Facility.

Motion seconded by Gerald Worrick.

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

### **Consent Agenda Items:**

***1:20 – 1:35***

#### **1. Minutes**

The minutes of the February 5, 2025, Board meeting were sent to Board members prior to the March 12, 2025 Board meeting. It is recommended that Board approval be given for the February 5, 2025 Board meeting minutes.

#### **2. New Hire(s) – Faculty**

##### **A. William Pech – Fire Science Instructor**

William Pech was the Selection Committee’s top choice for Fire Science Instructor. Mr. Pech holds a bachelor’s degree in Fire and Emergency Response Management from University of Oshkosh, an associate’s degree in Fire Protection and Safety Technology from Fox Valley Technical College, and a technical diploma in Paramedic from Lakeshore Technical College.

Since 2012, Mr. Pech has been employed as the Firefighter and Paramedic in the city of Janesville and the town of Beloit Fire department. Prior to that, he was the Reserve Police Officer at Lake Hallie Police Department, Tactical Emergency Medical Services Paramedic at Chippewa County and Eau Claire County Sheriff’s Department and a Firefighter/CC-Paramedic/MPO/Fire Inspector/Rescue Swimmer at Chippewa Fire District. He is also state certified as a firefighter 1 and 2, fire inspector 1, driver/operator pumper, emergency services instructor 1, fire officer 1, Hazardous materials operations, hazardous materials technician, and tactical emergency medical support.

Placement for this position would be at the level Faculty A, \$66,000.

It is recommended that Board approval be given for the new hire listed above.

#### **3. Resignation – Faculty**

A. Ryan Long – Pathways to Academic Success Instructor, who has been with the College since August 8, 2021, and has announced his resignation effective February 3, 2025.

B. Jeremy Berna – Gas Utility Construction/Service Instructor, who has been with the College since May 23, 2022, and has announced his resignation effective March 17, 2025.

C. Tim Tomlanovich – Civil Engineering Instructor, who has been with the College since December 1, 2014, and has announced his resignation effective May 21, 2025.

It is recommended that Board approval be given for the resignations listed above.

4. Retirement - Faculty

- A. Molly Delsart – Electro-Mechanical Instructor who has been with the College since July 30, 2012, and has announced her retirement effective June 30, 2025.
- B. Stephen Bretl – Diesel Heavy Equipment Instructor who has been with the College since August 14, 2000, and has announced his retirement effective May 22, 2025.
- C. Julie Swavelly – Health Information Tech Instructor – Program Director who has been with the College since August 15, 2011, and has announced her retirement effective December 22, 2025.
- D. Marcia Osborne – Associate Degree Nursing and Practical Nursing Instructor who has been with the College since July 10, 2002, and has announced her retirement effective December 22, 2025.

It is recommended that Board approval be given for the retirements listed above.

5. 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 (34.08% for on-campus and 27.96% 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 is recommended that the Board approve the contracts for services identified in Board Exhibit 2.

6. Mission, Vision, and Values

The mission, vision, and values serve as a guiding framework for NWTC. They define our purpose, aspirations, and core beliefs. They also guide our actions, decisions, and how we go about our work. The overall direction of the college will align with the mission, vision, and values so there is wide understanding of the college's priorities. The mission, vision, and values were developed by engaging multiple stakeholders over the latter part of last year.

The following are the proposed mission, vision, and values:

Mission:

Northeast Wisconsin Technical College is a nationally recognized and locally trusted college dedicated to advancing the success of all students and economic vitality of the communities we serve through access, high-quality education, and strategic partnerships.

Vision:

We are the leading provider of educational and training excellence in Northeast Wisconsin, enriching lives and strengthening communities.

Values:

- Sustainability - We make future-focused decisions that strengthen the College, ensuring it continues to serve our communities for generations to come.
- Accountability - We take ownership of the impacts of our actions. We communicate impacts with honesty and personal reflection.
- Excellence - We incorporate feedback, data, and research to ensure the highest quality of planning, instruction, and service toward student success and community vibrancy.
- Collaboration - We create strong relationships that reflect open communication, mutual respect, and shared goals. We prioritize the well-being of the organization and community over self interest and competition.
- Community - We respect cultures, identities, and experiences of all individuals. We create the conditions where all students and employees can be successful.

It is recommended that the Board approve the proposed mission, vision, and values.

Dustin Delsman moved that the Board approve the February 5, 2025, Board meeting minutes; the hiring of William Pech – Fire Science Instructor; the resignation of Ryan Long – Pathways to Academic Success Instructor, Jeremy Berna – Gas Utility Construction/Service Instructor, Tim Tomlanovich – Civil Engineering Instructor; the retirement of Molly Delsart – Electro-Mechanical Instructor, Stephen Bretl – Diesel Heavy Equipment Instructor, Julie Swavely – Health Information Tech Instructor, Marcia Osborne – Associate Degree Nursing and Practical Nursing Instructor; the contracts for services identified in Board Exhibit 2, and the Mission/Vision/Values as presented.

Motion seconded by Gerald Worrick.

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

**Break**

**1:35 – 1:45**

**Reports (continued)**

**2. Presentation: Sturgeon Bay Campus Update**

**1:45 – 2:10**

April Konitzer, Regional Manager, provided an update on the Sturgeon Bay Campus.

**3. Divisional Reports**

**2:10 – 3:15**

**A. Academic Affairs and Workforce Development Update**

- Starting at the April board meeting we will begin having faculty updates to the board.
- Gas Utility Construction and Electrical Power Distribution Graduation – March 12, 2025, 5PM Green Bay Campus – Commons
- Surgical Technology Accreditation Visit – Team visited the college – faculty and staff did a great job providing information and leading the visit – positive outcome
- Digital Arts Showcase – May 8 – Save the Date
- Marketing Student Golf Outing – May 9 - Save the date

**B. Foundation and Grants Update**

- State Grant Update
  - i. All state competitive grants NWTC applied for were approved at the WTCS State Board meeting this morning. Total of \$1,264,790
- Foundation Update:
  - i. Summary of changes in staffing.
  - ii. Board transitions & organization in the midst of a transformation
    - 1. Governance/Exec Committee
  - iii. Top 5 priorities over the next 6-12 months.
    - 1. Purpose/Why

2. Team Building
3. Governance
4. Strategic Board Growth & Development
5. Board Engagement
- iv. Leadership Collaboration
  1. 3/18/25 first meeting of the College + Foundation Leadership (Trustees Chair, College President, Foundation Board President, Foundation Executive Director)
- v. Foundation Board + College Trustees Joint luncheon 5/7/25 before Trustees meeting & Foundation annual update to the trustees
- C. Talent and Culture Update
  - Self-Insurance Fund Update
- D. Student Affairs Update
  - Update on student fees for next academic year and recent history on student fees
- E. Finance and Administration Update
  - No Update
- F. Strategy and Innovation Update
  - Advocacy at the Federal level
    - Team attended the ACCT National Legislative Summit February 9-12, 2025
    - Met with Rep. Tony Wied and representatives from the offices of Sen. Tammy Baldwin, Sen. Ron Johnson, Rep. Tony Wied, and Rep. Tom Tiffany
    - Appropriations Committee expected to utilize the authority to approve congressionally directed spending. NWTC has opportunity to submit requests for programmatic and congressionally directed spending.
  - Advocacy at the State level
    - Governor Evers budget was introduced on February 18
    - Joint Committee on Finance (JFC) will be scheduling hearings around the state, typically will hold 3-6 hearings, public can attend and speak
    - Advocacy message surrounds supporting the WTCS priorities and budget request.
  - Rapid Response Team
    - Began meeting in February 2025
    - Monitoring the landscape around emerging executive orders, guidance, and legislation
    - Department of Education executive order is anticipated
    - Statewide Advocacy Group was created that NWTC is participating

#### 4. Board Member Professional Development Updates

3:15 – 3:20

Board members provided a report out on professional development activities and conferences they have attended since the last Board meeting.

#### Executive Session

3:20 – 3:35

The Board Chairman will accept a motion to go into Executive Session in accordance with State Statute 19.85 (1)<sup>1</sup>(c)<sup>2</sup> for the purpose of discussing the following item: Issuance of preliminary notice of faculty non-renewal. Gerry Worrick moved that the Board go into Executive Session to discuss the issuance of preliminary notice of faculty non-renewal.

Carla Hedtke moved that the Board go into Executive Session.

Motion seconded by Dustin Delsman.

<sup>1</sup> (1) Any meeting of a governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific exemption or exemptions under this subsection by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:

<sup>2</sup> (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

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

Following the Executive Session, the Board Chair accepted a motion to return to the regular order of business.

Carla Hedtke moved that the Board return to the regular order of business.

Motion seconded by Dustin Delsman.

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

#### **Next Board Meeting**

The April 9, 2025 Board Meeting will be held on the NWTC Green Bay Campus located at 2740 W. Mason Street, Green Bay, WI 54307.

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.

#### **Upcoming Event(s)**

April 4, 2025 – Annual State of the College Event – NWTC

April 7, 2025 – Board Appointment Meeting - NWTC

#### **Adjournment**

The Board Chair will accept a motion to adjourn the March 12, 2025 Board meeting.

Dustin Delsman moved that the Board adjourn the March 12, 2025 Board meeting. (3:38 p.m.)

Motion seconded by Ross Loining.

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

  
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Gerald Worrick, Board Secretary

4-9-25  
Date