

NORTHEAST WISCONSIN TECHNICAL COLLEGE



Board of Trustees Meeting Minutes

February 05, 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 February 05, 2025 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (12:04 p.m.)

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

Excused: Cathy Dworak

Also Present: Meridith Jaeger, Jennifer Flatt, Kristen Raney, Christine Bekyir, Sara Lam, John Grant, Scott Anderson, Adam Pfof, Laura King, Erica Plaza, Elizabeth Schaff, Mark Hansel, Karl R., Pam Lunde, Eric Derenne, Erik Kass,

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.

Mission Moment

Meridith Jaeger, VP of College Advancement, shared a mission moment on Jackson, Architectural Technology student and an update on Rosa Faustino, 2024 Justice and Community Advocacy graduate.

Action Items (Roll Call Vote)

Bills

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

Motion seconded by Dustin Delsman.

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

Budget Modification

Board Exhibit 1 is a copy of the fund statements of proposed fund and function modifications to the FY 2025 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.

It was 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

Jeff Rickaby 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 Dustin Delsman.

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

Resolution Awarding the Sale of \$8,240,000 General Obligation Promissory Notes; Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on December 11, 2024, the Board authorized the borrowing of \$8,240,000 for FY2025 capital budget needs (\$7,052,300 for moveable equipment, \$917,700 for building improvement, \$270,000 for site improvements). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$8,240,000, and specifying the amount of the tax heretofore levied, has been prepared by Bond Counsel and is attached as Board Exhibit 2. PMA Financial Network, Inc. will be soliciting competitive bids for the issue and presenting the bid tabulation and the winning bid for the sale of the notes at the meeting on February 5, 2025.

It is recommended the Board adopt the resolution authorizing the sale of \$8,240,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith

Gerald Worrick moved that the Board receive a presentation of the resolution from Erik Kass with PMA.

Motion seconded by Dustin Delsman.

The Board had the opportunity to hear a presentation of the resolution above and discuss questions about the same.

Carla Hedtke moved that the Board adopt the resolution authorizing the sale of \$8,240,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith

Motion seconded by Dustin Delsman.

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

Consent Agenda Items:

Minutes

The minutes of the January 08, 2025 Board meeting were sent to Board members prior to the February 05, 2025 Board meeting. It was recommended that Board approval be given for the January 08, 2025 Board meeting minutes.

Construction cost for the interior vestibule at the Artisan Business Center

The Board of Trustees had the opportunity to hear a report out on the construction cost for the interior vestibule at the Artisan Business Center. We received 5 general contracting proposals, with the lowest qualified proposal being \$69,900. The total of our trades' bids (electrical, painting and flooring) is \$16,716.07. The total cost is \$86,616.07. The budget for this project is \$96,190.

Quarterly Financial Reports

The Board of Trustees were presented with an overview of Board Exhibit 3 summarizing the fiscal year 2025 second quarter financial reports.

Faculty – Resignation

With regret, we accept the following resignation notice:

- A. Lili Calawerts – ELL/IE/Career Pathway Bridge Instructor, who has been with the College since July 31, 2022, and has announced her resignation effective January 11, 2025.
- B. Mark Kamin – Civil Engineering –Surveying Instructor, who has been with the College since August 2, 2020, and has announced his resignation effective March 19, 2025.
- C. Ryan Long – Pathways to Academic Success Instructor, who has been with the College since August 1, 2021, and has announced his resignation effective February 3, 2025.

It was recommended that Board approval be given for the resignation 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 4.

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 4.

Brenda Mendolla-Buckley moved that the Board approve the January 08, 2025, Board meeting minutes; resignations of Lili Calawerts – ELL/IE/Career Pathway Bridge Instructor, Mark Kamin – Civil Engineering –Surveying Instructor and Ryan Long – Pathways to Academic Success Instructor; and the contracts for services identified in Board Exhibit 4 and accept the fiscal year 2025 second quarter financial reports.

Motion seconded by Gerald Worrick.

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

Divisional Reports

A. President’s Report

- Kristen Raney shared updates from the January WTCS Presidents’ meeting.
 - Tuition increases of 3% for AA/AS transfer and 2% on all other tuition was recommended.
 - Several WTCS colleges are stepping back from DBA.
 - Questions have been raised related to the new Presidential Administration and discussed within the WTCS Presidents association.
- Shared that a small group will be monitoring the current changes that affect our campus community.
- Shared legislative advocacy plans and activities.
- ASPEN training opportunity for Board Development.
- ASPEN Award-one Board Member can attend the award ceremony. April 17th is the date.
- College Forums summarizing strategic plan, budget process for FY26 and FY27 and impacts to employees were held over the past two weeks.

B. Academic Affairs and Workforce Development

- No Update

C. College Advancement Update

- No Update

D. Diversity, Equity, and Inclusion Update

- No Update

E. Talent & Culture Update

- No Update

F. Student Affairs

- Jennifer Flatt is participating in the GBAPS Ambassador program. They are reading Schools Cannot Do It Alone, by Jamie Vollmer. Jennifer explained the link between the learnings of this book and our new strategic plan in relation to Community Vibrancy.

G. Business & Technology Update

- John Kopp has left the College this week. A plan has been created for the coverage of Workday implementation lead.

H. Strategy & Innovation 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.

A contract has been offered and accepted by Diane with DBA. Back dated to 11/22/2024 and ends 06/30/2025.

State of the College is scheduled for March 18th, 2025.

Next Board Meeting

The March 12, 2025, Board Meeting will be held in the NWTC Sturgeon Bay Campus located at 229 N. 14th Avenue Sturgeon Bay, WI 54235.

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 February 05, 2025 Board meeting. (2:10 p.m.)

Motion seconded by Brenda Mendolla-Buckley.

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



Gerald Worrick, Board Secretary

3-12-25
Date

