

NORTHEAST WISCONSIN TECHNICAL COLLEGE



District Board of Trustees

MEETING AGENDA AND EXHIBITS

Wednesday, January 08, 2025

**In-Person at the NWTC Green Bay Campus
2740 West Mason Street, Green Bay, WI 54303**



OUR VISION...

NWTC is a cutting-edge life-long learning college that transforms, strengthens, and inspires.

MISSION STATEMENT

We are a two-year technical college, serving Northeast Wisconsin by providing education, training, and life-long learning opportunities for all individuals and businesses leading to the development of a skilled and culturally inclusive workforce. Our customers stimulate the economic vitality of our district as a result of the application of skills and knowledge acquired through the completion of certificates, degrees, diplomas, and courses.

NWTC VALUE STATEMENTS

Customer Focus: We are committed to exceeding the service and learning expectations of our customers and our community.

Everyone Has Worth: We are committed to embracing the worth of every individual, creating a place for all people and promoting the respectful environment necessary for intellectual and personal discovery.

Passion and Inspiration: We have a personal passion for achieving the College's vision, inspiring and motivating others to action.

Creativity and Innovation: We are committed to energizing and fostering transformative change through challenging experiences, proactive thinking, and taking initiative.

Collaboration: We are committed to open communication, teamwork, and productive conflict that strengthen relationships and create better solutions.

Emotional Intelligence: We are committed to growth in our individual awareness through personal reflection, seeking input from others and aligning our actions.

Results and Accountability: We are individually and collectively accountable for the sustainable and optimal use of resources and the achievement of meaningful, measurable results.

Valuing Talent & Well Being: We are committed to fostering a mentally and physically healthy work environment that promotes learning and growth and attracts and retains talented people.

Ethics: We are committed to ethical and honest behavior and personal responsibility for living and modeling the values of NWTC.

NWTC Land Acknowledgment Statement

"The region served by Northeast Wisconsin Technical College occupies the ancestral home of the Menominee Nation, who have persisted here in Northeast Wisconsin from before recorded history to the present day. The College's Green Bay campus exists upon lands ceded to the Oneida Nation by the Menominee Nation. We acknowledge this land we stand upon today as sacred, historical, and significant to the Menominee and Oneida Nations, as are the lands of all sovereign First Nations People."



*NWTC Board of Trustees Meeting
Agenda*

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 will call the January 08, 2025 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

Guests

12:00 – 12:15

1. Open Forum, Introduction of Guests, and Acknowledgements

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

Prior to the open of the meeting, public wishing to speak during this portion of the agenda must complete the sign-in sheet provided at the meeting location proving their name and nature of interest/concern. Public Remarks are limited to five (5) minutes per person and fifteen (15) minutes in total.

1. Mission Moment

Jennifer Flatt on behalf of Meridith Jaeger, Executive Director of Foundation and Grants, will share a mission moment during this time.

Action Items (Roll Call Vote)

12:15 – 12:35

1. Bills

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

It is recommended that the Board approve the November 2024 bills as presented.

2. 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.

It is recommended that the Board accept the fiscal year 2024 Annual Financial Report of the Northeast Wisconsin Technical College.

3. 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.

It is recommended the Board adopt the Resolution Declaring Official Intent to Reimburse expenditures from Proceeds of Borrowing

Consent Agenda Items:

12:35 – 12:55

1. Minutes

The minutes of the December 11, 2024 Board meeting were sent to Board members prior to the January 8, 2025 Board meeting. It is recommended that Board approval be given for the December 11, 2024 Board meeting minutes.

2. 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.

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

4. 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.

It is recommended that the Board approve the contracts for services identified in Board Exhibit 2.

Reports

1. Strategic Plan

12:55 – 2:00

Kristen Raney, President will discuss the College Organizational Assessment with Board members.

2. Legislative Advocacy

Kristen Raney, President will provide an update on Legislative Advocacy to Board members.

Break

2:00 – 2:15

3. Divisional Reports

2:15 – 2:30

- A. President's Report
- B. Academic Affairs and Workforce Development Update
- C. Foundation and Grants Update

- D. Talent and Culture and DEI Update
- E. Student Affairs Update
- F. Finance and Administration Update
- G. Strategy and Innovation Update

4. Board Member Professional Development Updates

2:30 – 3:00

Board members will have an opportunity to report out on any professional development activities and/or conferences they have attended since the last Board meeting.

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.

Upcoming Event(s)

January 15-16, 2025, DBA Legislative Seminar, Madison, WI
February 9-12, 2025, ACCT Legislative Summit, Washington DC

Adjournment

The Board Chair will accept a motion to adjourn the January 08, 2025 Board meeting.

NORTHEAST WISCONSIN TECHNICAL COLLEGE



District Board of Trustees

Exhibits

January 08, 2025

RESOLUTION NO. _____

**RESOLUTION DECLARING OFFICIAL INTENT
TO REIMBURSE EXPENDITURES
FROM PROCEEDS OF BORROWING**

WHEREAS, Northeast Wisconsin Technical College District, Wisconsin (the "Issuer") plans to undertake remaining building remodeling and improvement projects, acquisition of movable equipment and site improvement projects as set forth in its FY 2024-25 capital projects budget and summarized below (the "Projects");

<u>Project</u>	<u>Project Cost</u>
Building remodeling and improvement projects	\$1,369,810
Acquisition of movable equipment	1,085,290
Site improvement projects	44,900

WHEREAS, the Issuer expects to finance the Projects on a long-term basis by issuing tax-exempt bonds or notes (collectively, the "Bonds");

WHEREAS, because the Bonds will not be issued prior to commencement of the Projects, the Issuer must provide interim financing to cover costs of the Projects incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, the District Board (the "Governing Body") of the Issuer deems it to be necessary, desirable, and in the best interests of the Issuer to advance moneys from its funds on hand on an interim basis to pay the costs of the Projects until the Bonds are issued.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Issuer that:

Section 1. Expenditure of Funds. The Issuer shall make expenditures as needed from its funds on hand to pay the cost of the Projects until proceeds of the Bonds become available.

Section 2. Declaration of Official Intent. The Issuer hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$2,500,000.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Projects from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. The Resolution shall be made available for public inspection at the office of the Issuer within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Adopted January 8, 2025.

Chairperson

ATTEST:

Secretary

(SEAL)

**November Board Report
Proposed Contract Training 2024/2025**

Indistrict*		START			
CLIENT NAME	CONTRACT DESCRIPTION	DATE	EST REVENUE	EST EXPENSE	MARGIN
Brown County Sheriffs Department	BCSO Citizens Academy Nov 2024	11/7/2024	\$150.00	\$10.00	\$140.00
Multiple Recipient Local Gov	CPTED/Security Assessments Milwaukee 2024	11/13/2024	\$5,988.00	\$2,735.08	\$3,252.92
Ashwaubenon Department of Public Safety	ASPS EVOC Nov 2024	11/5/2024	\$400.00	\$0.00	\$400.00
NEW Water Green Bay Metro Sewerage	Leadership Training	11/1/2024	\$6,000.00	\$3,075.81	\$2,924.19
Brown County Community Treatment Center	BLS Class	11/6/2024	\$765.00	\$459.10	\$305.90
Multiple Recipient Local Gov	MRDS LESB Instructor Transition Course Nov 2024	11/12/2024	\$1,188.00	\$869.46	\$318.54
Mac Dental	Dental OSHA Fall 2024	11/5/2024	\$500.00	\$223.74	\$276.26
Multiple Recipient Business & Industry	HIPAA&OSHA for Dental Offices_Nov2025	11/1/2024	\$12,600.00	\$4,180.00	\$8,420.00
Europharma	DiSC Training Fall 2024	11/6/2024	\$950.00	\$598.69	\$351.31
Dominion Energy Kewaunee Inc	Dominion Firearms Nov 2024	11/13/2024	\$100.00	\$40.00	\$60.00
Green Bay Police Department	GBPD Tactical Response Training Nov 2024	11/7/2024	\$100.00	\$0.00	\$100.00
Multiple Recipient Local Gov	Tactical Leadership and Decision Making Nov 2024	11/4/2024	\$1,485.00	\$484.43	\$1,000.57
Ashwaubenon Department of Public Safety	ASPS Fall Training 2025	11/1/2024	\$700.00	\$120.00	\$580.00
Lamers Bus Drivers	Heartsaver First Aid	11/7/2024	\$1,583.00	\$1,049.86	\$533.14
Multiple Recipient Business & Industry	Online Self-Paced Learning_Providing Exceptional Service in Difficult Situations	11/1/2024	\$30.00	\$0.00	\$30.00
Green Bay Police Department	GBPD CIT Training Nov 2024	11/4/2024	\$4,653.40	\$4,153.40	\$500.00
Oconto Fire & Rescue Department	Oconto Fire Department Phase 2 Trailer Nov 2024	11/20/2024	\$150.00	\$0.00	\$150.00
Multiple Recipient Business & Industry	Forklift Operator Training_Nov2024	11/14/2024	\$756.00	\$561.65	\$194.35
Brown County United Way	CDL Class A Automatic and Theory Jasmine Gordon	11/12/2024	\$4,348.00	\$2,294.42	\$2,053.58
Brown County United Way	CDL Class A Auto and Theory Breanna Vanden Plas	11/12/2024	\$4,348.00	\$2,294.42	\$2,053.58
Brown County United Way	CDL Class A Auto and Theory Lola Skenandore	11/12/2024	\$4,348.00	\$2,289.42	\$2,058.58
Green Bay Police Department	SWAT Basic Nov 2024	11/18/2024	\$6,497.00	\$5,750.00	\$747.00
Conger Industries Inc	CDL Class A Manual and Theory Shawn Strande	11/18/2024	\$5,048.00	\$2,802.19	\$2,245.81
Multiple Recipient Business & Industry	OSHA 30-Hour_General Industry_Nov2024	11/18/2024	\$4,050.00	\$2,480.92	\$1,569.08
Multiple Recipient Business & Industry	Creating an Outstanding Customer Experience_Nov2024	11/20/2024	\$445.00	\$242.22	\$202.78
Greenleaf Landscaping Company	CDL A Auto and Theory Stenzel and Moreno	11/18/2024	\$8,696.00	\$4,588.84	\$4,107.16
Cater Plumbing	CDL Class A Manual and Theory Nick Cater	11/19/2024	\$5,048.00	\$2,930.89	\$2,117.11
Sodexo	Weld Test	11/15/2024	\$500.00	\$170.33	\$329.67
WI Division of Vocational Rehabilitation	CDL Theory Shaun Freepartner	11/25/2024	\$349.00	\$70.17	\$278.83
TOTAL			\$81,775.40	\$44,475.04	\$37,300.36

Out of District		START			
CLIENT NAME	CONTRACT DESCRIPTION	DATE	EST REVENUE	EST EXPENSE	MARGIN
Wisconsin Dept of Workforce Dev	CDL Class A Manual Jacob Isaacson	11/20/2024	\$4,699.00	\$2,860.89	\$1,838.11
Miller Electric Manufacturing Co	FY2425 FCE Weld Kits	11/4/2024	\$20,000.00	\$14,200.00	\$5,800.00
Miller Electric Manufacturing Co	FY2425 Welding Translation	11/4/2024	\$11,831.00	\$8,400.00	\$3,431.00
Wisconsin Dept of Workforce Dev	CDL Class A Manual Upgrade and Theory C Bantle	11/18/2024	\$3,249.00	\$1,697.95	\$1,551.05
Village of Kimberly	CDL Class B Auto and Theory Anna Huber	11/26/2024	\$3,248.00	\$1,593.60	\$1,654.40
Miller Electric Manufacturing Co	FY2425 Heyrman Service Training	11/4/2024	\$624.00	\$443.00	\$181.00
Wisconsin Dept of Workforce Dev	CDL A Manual and Theory Devon Tucker	11/12/2024	\$5,048.00	\$2,802.19	\$2,245.81
Wisconsin Dept of Workforce Dev	CDL A Auto and Theory Kendrick Johnson	11/14/2024	\$4,348.00	\$2,294.42	\$2,053.58
Wisconsin Dept of Workforce Dev	CDL A Manual and Theory Jamira Ware	11/14/2024	\$5,048.00	\$2,930.89	\$2,117.11
TOTAL			\$58,095.00	\$37,222.94	\$20,872.06

Out of State**		START				
CLIENT NAME	CONTRACT DESCRIPTION	DATE	EST REVENUE	EST EXPENSE	MARGIN	FULL COST
LDR Worldwide	CDL Prep/Anderson 11-11-2024	11/11/2024	\$2,899.00	\$1,275.41	\$1,623.59	\$1,539.56
NPL Construction Co - Naperville	Gas Appliance Relight & Safety Inspection Training	11/1/2024	\$3,030.00	\$1,735.42	\$1,294.58	\$1,878.40
Trade Team	Qualifications 11/5 - 11/7/24	11/5/2024	\$3,462.76	\$1,939.80	\$1,522.96	\$2,306.77
Trade Team	Qualifications 11/11 - 11/14/24	11/11/2024	\$1,692.32	\$844.26	\$848.06	\$1,062.46
Trade Team	Qualifications 11/25 - 11/26/24	11/25/2024	\$1,961.98	\$1,152.69	\$809.29	\$1,419.77
TOTAL			\$13,046.06	\$6,947.58	\$6,098.48	

Contract Total for October = 43	NOVEMBER CONTRACT TRAINING GRAND TOTAL	\$152,916.46	\$88,645.56	\$64,270.90
--	---	---------------------	--------------------	--------------------

* Margin represents the difference of Estimated Revenue and Estimated Direct Contract Expenses.

** Estimated Revenue must be equal to or greater than Full Cost.

NWTC Board Meeting Schedule – FY 2024-2025

Board Meeting Date	District Boards Association (State)	ACCT Conferences (National)	Other Activity Dates
July 8, 2024 (Monday) Green Bay Campus Boardroom			
August 7, 2024 Green Bay Campus Boardroom			
September 4, 2024 Crivitz RLC			
October 9, 2024 (Set Tax Levy) Green Bay Campus Boardroom		October 23-26, 2024 ACCT Leadership Congress Seattle, WA	
November 13, 2024 Green Bay Campus Boardroom			
December 11, 2024 Green Bay Campus Boardroom			December 20, 2024 Green Bay Graduation
January 8, 2025 Green Bay Campus Boardroom	January 26, 2025 District Board Winter Meeting Virtual		
February 5, 2025 Green Bay Campus Boardroom		February 9-12, 2025 ACCT Legislative Summit Washington, DC	
March XX, 2025 Board Appointment Meeting & Public Hearing			Delsman, Hedtke, Worrick
March 12, 2025 Sturgeon Bay Campus			
April 9, 2025 Capital & Operational Budget Green Bay Campus Boardroom			TBD Student Awards Ceremony Green Bay Commons
May 7, 2025 Budget Hearing & Adoption of Budget Green Bay Campus Boardroom			<u>Graduations:</u> May 20, 2025 – Green Bay May 21 2025 – Sturgeon Bay May 22, 2025 - Marinette
June 11, 2025 Marinette Campus			June XX, 2025 GED/HSED Graduation Green Bay Campus
July 14, 2025 - Monday Green Bay Campus Boardroom			