



*Board of Trustees Meeting  
Minutes*

Wednesday, April 17, 2024  
12:00 p.m.

*NWTC Green Bay Campus  
2740 West Mason Street, Green Bay, WI 54307*

**Open Meeting & Roll Call**

The Board Chairperson called the April 17, 2024, NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (12:00 p.m.)

Present: Richard Stadelman, Gerald Worrick, Dustin Delsman, Jeff Rickaby, Kelly Robinson, Cathy Dworak, Carla Hedtke, Dave Mayer

Excused: Brenda Mendolla-Buckley

Also Present: Meridith Jaeger, Kristen Raney, Jennifer Flatt, Janel Karban, Kathryn Rogalski, Pam Lunde, Myke Schmitt, Jennifer Canavera, Erica Plaza, Amy Kox, Mike Vander Heiden, Scott Anderson, Karl Reischl, Eric Derenne, Josh Cottrell, Tim Derozier, Wayne Walker, Mark Franks, John Grant, Elizabeth Schaff, Crystal Harrison

**Guests**

Open Forum, Introduction of Guests, and Acknowledgements

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

Mission Moment

Meridith Jaeger, Vice President of College Advancement, shared a mission moment during this time.

Student Leader Forum

There was no Student Leader Forum update.

*Carla Hedtke joined the meeting at 12:10 p.m.*

**Executive Session**

David Mayer moved to go into Executive Session in accordance with State Statute 19.85(1)(a) (c) (e) <sup>1</sup>for the purpose of discussing the following items: 1) Conducting a non-renewal private conference; and 2) Final approval of issuance of non-renewal notices.

Motion seconded by Dustin Delsman.

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

Richard Stadelman moved to return to the regular order of business.

Motion seconded by Dustin Delsman.

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

**Open Session**

The Board reconvened in open session to take action on items discussed in closed session.

Gerald Worrick made a motion to approve the final notice of issuance of non-renewal notices.

Motion seconded by Jeff Rickaby.

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

**Action Items (Roll Call Vote)**

**Bills**

Detailed copies of the current disbursements for fiscal year 2024 for the month of March 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.

Jeff Rickaby moved that the Board approve the March 2024 bills as presented.

Motion seconded by Gerald Worrick.

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

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<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:*  
*(a) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.*  
*(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*  
*(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.*

### Budget Modifications

Board Exhibit 1 is a copy of the fund statements of proposed fund and function modifications to the FY 2024 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.

David Mayer 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 the exhibit be forwarded to the State Board.

Motion seconded by Jeff Rickaby.

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

### Self-Insurance Fund Balance

The self-insurance fund balance through March 2024 is \$130,683. A self-insurance fund balance at that level poses a concern with the College being able to pay claim and admin costs incurred by the plan. Additional funding is needed to ensure that expenses are covered through the remainder of calendar year 2024 and allow the College time to assess and determine plan change options that would be implemented January 1, 2025. Plan changes will address long term fixes ensuring a solvent self-insurance fund. This will help avoid mid-year plan changes and allow time for the college to communicate plan changes to faculty and staff.

Jeff Rickaby moved that the Board approve \$1.5 million to be transferred from the general fund balance to the self-insurance fund.

Motion seconded by Dustin Delsman.

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

### Capital Request: IsoraGRC

Board Exhibit 2 is a copy of the Financial Summary for IIT Unbudgeted Capital Software Requests. To manage risk effectively and ensure good governance, the adoption of Governance, Risk, and Compliance (GRC) software is strategically imperative. Currently, our seven separate GRC regulations are tracked through a spreadsheet. This is time consuming and needs regular manually updating as compliance requirements change, like the Gramm-Leach-Bliley Act (GLBA).

Carla Hedtke moved that the Board approve the use of \$60,579.00 from the Capital Reserves to purchase IsoraGRC on a 2-year subscription to be paid upfront.

Motion seconded by Jeff Rickaby.

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

Capital Request: Web Monitoring Services

Board Exhibit 2 is a copy of the Financial Summary for IIT Unbudgeted Capital Software Requests. In order to stay ahead of increasing cyber-attacks, dark web monitoring is a crucial tool for organizations to protect their sensitive information. Dark web monitoring can prevent identity theft and cyber-attacks by giving early warnings about data breaches.

Carla Hedtke moved that the Board approve the use of \$51,940.00 from the Capital Reserves to purchase dark web monitoring services for two years to be paid upfront. This system will also build upon our risk management and compliance needs as part of the Gramm-Leach-Bliley Act (GLBA) for example.

Motion seconded by Jeff Rickaby.

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

Resolution Awarding the Sale of \$6,190,000 General Obligation Promissory Notes; Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on February 14, 2024, the Board authorized the borrowing of \$6,190,000 for FY 2024 capital budget needs (\$5,294,500 for moveable equipment, \$895,500 for building improvement). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$6,190,000, and specifying the amount of the tax heretofore levied, has been prepared by Bond Counsel and is attached as Board Exhibit 3. 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 April 17, 2024.

Dustin Delsman moved that the Board adopt the resolution authorizing the sale of \$6,190,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Motion seconded by Jeff Rickaby.

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

Policy Discussion: Proposed Capital & Operational Budget (60 minutes)

Dr. Kristen Raney, President, and Pam Lunde, Director of Financial Operations will present the FY25 Capital and Operational budgets to the Board at this time.

The Board may act on approving the FY25 Budget as presented/modified for the purpose of holding a Budget Public Hearing.

Carla Hedtke moved that the Board approve the FY25 Capital and Operational Budgets for the purpose of conducting a Budget Public Hearing to be held on May 8, 2024, at 4:00 p.m. in the Boardroom DO308, located on the NWTC Green Bay Campus.

Motion seconded by Dustin Delsman.

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

**Consent Agenda Items:**

Minutes

The minutes of the March 15, 2024 Board meeting were sent to Board members prior to the April 17, 2024 Board meeting. It was recommended that Board approval be given for the March 15, 2024 Board meeting minutes.

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 2024 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 (34.08% 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 was recommended that the Board approve the contracts for services identified in Board Exhibit 4.

David Mayer moved that the Board approve the March 15, 2024 Board meeting minutes and the contracts for services identified in Board Exhibit 4.

Motion seconded by Gerald Worrick.

*Jeff Rickaby briefly exited the meeting and wasn't present to vote.*

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

*Jeff Rickaby has returned to the Board meeting.*

**Reports**

Divisional Reports

A. President's Report – Kristen Raney

- Internal Communications:
  - College Conversation Meeting – Share update monthly with the college
  - Budget Townhall Meetings – 3 scheduled townhall meetings for all staff
  - State of the College Event – Went well given the weather
  - President Advisory Council – A narrowed down team of members of Leadership Council to collaborate and advise on internal communication and current happenings
- External Communications:
  - AACC – Attended two-day presidential sessions

B. Learning Update – No Update

C. College Advancement Update – No Update

- D. Diversity, Equity, and Inclusion Update – No Update
- E. Talent & Culture Update – No Update
- F. Student Services Update – Jennifer Flatt
  - We are up 2.3% in Full Time Equivalent for AY2024, up 3.4% in in-district high school applications, and up overall 5.8% in applications
  - Graduation is approaching – Unduplicated student count is 2110, 13 international students graduating from Russia, Trinidad, Tobago, Peru, Tunisia, Costa Rica, Congo, Australia, Jamaica, and Albania
- G. Business & Technology 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.

Next Board Meeting(s)

The May 8, 2024 Board Meeting will be held in the NWTC Green Bay Campus Boardroom 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)

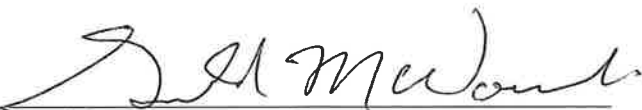
May 6, 2024, NWTC District Public Hearing and Board Appointment Meeting

Adjournment

Gerald Worrick moved that the Board adjourn the April 17, 2024, Board meeting. (2:57 p.m.)

Motion seconded by David Mayer.

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

  
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 Gerald Worrick, Board Secretary

5-8-24  
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 Date