



*Board of Trustees Meeting  
Minutes*

Friday, March 15, 2024  
11:30 a.m.

*NWTC Sturgeon Bay Campus  
229 N. 14<sup>th</sup> Avenue, Sturgeon Bay, WI 54235*

**Open Meeting & Roll Call**

The Board Chairperson called the March 15, 2024, NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (11:30 a.m.)

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

Excused: Dave Mayer

Also Present: Meridith Jaeger, Dan Mincheff, Kristen Raney, Jennifer Flatt, Janel Karban, Kathryn Rogalski, Pam Lunde, April Konitzer, Tonya Moore, Katie Kozak, Dan Krauel, Anne Koors, Karl Reischl

**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. The Board was provided with a list of Spring 2 student events 2024.

Executive Session

Jeff Rickaby moved 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.

Motion seconded by Dustin Delsman.

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

Jeff Rickaby moved to return to the regular order of business.

Motion seconded by Brenda Mendolla-Buckley.

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

Cathy Dworak made a motion to move forward with the Issuance of Preliminary Notice of Faculty non-renewal.

Motion seconded by Brenda Mendolla-Buckley.

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 February 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. Included as Board Exhibit 1 is a copy of the fiscal year 2024 Board of Trustees Travel and Membership Budget Report.

Jeff Rickaby moved that the Board approve the February 2024 bills as presented and the fiscal year 2024 Board of Trustees Travel and Membership Budget Report.

Motion seconded by Richard Stadelman.

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

---

<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.

### 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, 2023.

Dustin Delsman moved that the District Board accept the fiscal year 2023 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 Jeff Rickaby.

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

### Purchase of Financial Auditing Services

Wisconsin State statute requires districts to solicit competitive price proposals for financial auditing services every five (5) years. Board Exhibit 1 is a summary of proposals received on RFP24-011 for financial auditing services for the District for a five (5) year term (2024 - 2029). Adequate funds have been budgeted for these auditing services.

Jeff Rickaby moved that the Board approve the award of the District Financial Audit to the supplier meeting specifications with the highest RFP evaluation points – CliftonLarsonAllen, LLP for \$271,232.00 (total five-year cost).

Motion seconded by Dustin Delsman.

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

### Consent Agenda Items:

#### Minutes

The minutes of the February 14, 2024 Board meeting were sent to Board members prior to the March 15, 2024 Board meeting. It was recommended that Board approval be given for the February 14, 2024 Board meeting minutes.

#### New Hire(s) – Faculty

Tel Sullivan – Welding Instructor, Limited Term - Tel Sullivan was the Selection Committee's top choice for Welding Instructor, Limited Term position. Mr. Sullivan holds an Associate's Degree in Welding from NWTC. Since 2019, Mr. Sullivan has been employed as a Part-Time Welding Instructor at NWTC. Prior to that, he was the Welder at Robinson Metal, Oshkosh Corporation, and Jones Sign Company. He also has his AWS CWI certification. Placement for this position would be at the level Faculty A, \$70,000.

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

Resignation – Faculty

With regret, we accept the following resignation notice: Neil Dorner – Criminal Justice and Academy Instructor – Limited Term, who has been with the College since November 13, 2022, and has announced his resignation effective May 15, 2024.

It was recommended that Board approval be given for the resignation(s) listed above.

Retirement - Faculty

With regret, we accept the following retirement notice: Kathryn Sternitzky – Accounting Instructor who has been with the Collège since August 13, 2017, and has announced her retirement effective May 15, 2024.

It was recommended that Board approval be given for the retirement(s) 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 2024 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 was recommended that the Board approve the contracts for services identified in Board Exhibit 2.

Jeff Rickaby moved that the Board approve the February 14, 2024 Board meeting minutes, the new hire of Tel Sullivan – Welding Instructor, Limited Term, the resignation of Neil Dorner – Criminal Justice and Academy Instructor, the retirement of Kathryn Sternitzky – Accounting Instructor, and the contracts for services identified in Board Exhibit 2.

Motion seconded by Brenda Mendolla-Buckley.

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

## Reports

### Presentation: Sturgeon Bay Campus Update

April Konitzer, Regional Manager, provided an update on the Sturgeon Bay Campus at this time:

- President Raney held Community Conversations at both the Luxemburg Regional Learning Center and the Sturgeon Bay Campus
- Microcredentials are an ongoing process to be offered
- County Board connections – starting to interact more
- CTED Work – Bay Ship, United Way
- High School Enrollment Increase
- Business and Education Partnership Meetings
- Door County Economic Development Corporation, Door County Manufacturers Association, Luxemburg Chamber Business Efforts

### Discussion: Policies

The Board discussed the Board Governance Policy, discussed Travel and Reimbursement Policy, and provided recommendations on steps to move forward.

#### **Board Governance Policy Recommendations**

Gerald Worrick moves that Administration review the Board Governance Policy within 90 days and provide recommended amendments to the Board.

Motion seconded by Dustin Delsman.

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

#### **Travel and Reimbursement Policy**

Gerald Worrick made a motion for Administration to review the Travel and Reimbursement policy and bring back recommended changes to the Board within 90 days.

Motion seconded by Carla Hedtke.

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

### Budget Overview

Dan Mincheff, VP of Business and Finance, provided the Board with an overview of the Capital and Operational budget.

## State of the College Event

The Board discussed specific questions and concerns they want presented to representatives on April 3, 2024, at the Annual State of the College Event.

- Make it clear for legislators to not link technical system to the university system.
- Focus on the college's core mission. NWTTC produces the people who fix cars, people who work in medical care, people who work trades.
- The Board would like some talking points on DEI.

Jeff Rickaby made a Motion to table items 5 (Division Reports) and 6 (Board Member Professional Development Updates).

Motion seconded by Richard Stadelman.

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

## Divisional Reports

No divisional reports were given.

## Board Member Professional Development Updates

No updates were given.

## Executive Session

Jerry Worrick moved to go into Executive Session in accordance with State Statute 19.85 (1)<sup>3</sup>(b)<sup>4</sup> for the purpose of discussing the following item: 1. Personnel Issues – Administrative restructuring.

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.

---

<sup>3</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>4</sup> (b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.

**Next Board Meeting(s)**

The April 17, 2024 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)**

March 21-23, 2024 – District Board Association Spring Meeting – Nicolet College  
April 3, 2024 – Annual State of the College Event & WTCS Gratitude Tour – NWTC

**Adjournment**

Richard Stadelman moved that the Board adjourn the March 15, 2024, Board meeting. (3:45 p.m.)

Motion seconded by Brenda Mendolla-Buckley.

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

  
\_\_\_\_\_  
Gerald Worrick, Board Secretary

4-17-24  
\_\_\_\_\_  
Date