



*Board of Trustees Meeting  
Minutes*

Monday, July 10, 2023  
12:00 p.m.

*In- Person at the NWTC Green Bay Campus – Boardroom DO308  
2740 West Mason Street, Green Bay, WI 54303*

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

The Board Chairperson called the July 10, 2023 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

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

Also Present: Meridith Jaeger, Dan Mincheff, Jennifer Flatt, Kathryn Rogalski, Kristen Raney, Janel Karban, Valarie Wunderlich, Sara Lam, Samm Schultz, Alicia Petrie, Matthew Nichols, Gavin Pairon

**Board Organizational Matters**

Board Member Photos

Board members had their headshot taken by Marketing at this time to be used for their biographies on the NWTC Website and other material.

Oath of Office

Wisconsin Statutes §19.01 (1) and Article IV, §28 required that appointed or reappointed district board members shall, before they enter upon the duties of their respective offices, take and subscribe an oath or affirmation to support the Constitution of the United States and the Constitution of the State of Wisconsin, and faithfully to discharge the duties of the respective offices to the best of their ability.

The signed and notarized Oath of Office was received by the reappointed and newly appointed Board members prior to the start of the Board meeting.

Election of Officers

The District Board of Trustees holds its annual organizational meeting on the 2nd Monday of July and elects a Chairperson, Vice-Chairperson, Secretary, and Treasurer. Incumbents are as follows: Cathy Dworak, Chairperson; Richard Stadelman, Vice-Chairperson; Gerald Worrick, Secretary; and, Jeff Rickaby, Treasurer. At this time the Board elected its officers for FY2024.

David Mayer made a motion to appoint the existing incumbents into their positions.

Motion seconded by Dustin Delsman.

David Mayer moved that the nominations be closed and that a unanimous ballot be cast as follows:

<u>Board Chairperson:</u>	Cathy Dworak
<u>Board Vice-Chairperson:</u>	Richard Stadelman
<u>Secretary:</u>	Gerald Worrick
<u>Treasurer:</u>	Jeff Rickaby

Motion seconded by Dustin Delsman.

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

Review and Approval of the 2023-2024 Board Calendar & Topical Calendar

Board Exhibit 1 was a copy of Board meeting calendar dates for FY2024. Also listed were other dates to be considered by the Board. Included with the Board packet was the Topical Calendar, which lists some of the topics and presentations to be provided at the Board meetings for the fiscal year.

Gerald Worrick moved that the Board approve the FY2024 Board meeting dates through July 8, 2024 and the FY2024 topical calendar topics through September 20, 2023.

*During the September 20, 2023 Board meeting, the Board will select topics for the remainder of the Fiscal Year.*

*A Board Retreat date of August 22, 2023 has been selected.*

Motion seconded by Jeff Rickaby.

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

Appointments of the District Boards Association Standing Committees

The Board Chairperson asked for volunteers for the WTCS District Boards’ Association Standing Committees for NWTC and made appointments to those committees for submission to the Boards’ Association as listed below.

Jeff Rickaby made a motion to approve the committee appointments as follows:

Board of Directors (two-year appointment):	Carla Hedtke
Awards:	Jeff Rickaby
Internal Best Practices:	Gerald Worrick, Cathy Dworak
External Partnerships:	Dave Mayer, Brenda Mendolla-Buckley
Bylaws:	Richard Stadelman

Motion seconded by Dustin Delsman.

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

### Guests

#### 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.

Public comment was given by Samm Schultz, Alicia Petrie, Matthew Nichols, and Gavin Pairon. These students expressed a concern regarding a resigning Faculty member and how it may affect their weekend classes.

#### Mission Moment

Meridith Jaeger, VP of College Advancement, shared a video on an Alumni Spotlight on Brad Hansen, a 2019 graduate of the College of Business and Business Management programs and the 2023 Graduation Video during this time.

### Action Items (Roll Call Vote)

#### 1. Bills

Detailed copies of the current disbursements for fiscal year 2023 for the months of June 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 June 2023 bills as presented.

Motion seconded by Richard Stadelman.

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

### Consent Agenda Items:

#### Minutes

The minutes of the June 12, 2023 Board meeting were sent to Board members prior to the July 10, 2023 Board meeting. It was recommended that Board approval be given for the June 12, 2023 Board meeting minutes.

#### Faculty – New Hires

A. Scott McMahon - Business Analyst – Data Analytics Instructor - Scott McMahon was the Selection Committee’s top choice for Business Analyst – Data Analytics Instructor. Mr. McMahon holds a Master’s degree in Business Administration from University of Oshkosh and a Bachelor’s Degree in Communications from St. Norbert College. Since 2022, Mr. McMahon has been employed as the Business Analyst at Ariens Co. Prior to that, he was the Senior Business Systems Analyst, Thrivent Financial Guidance Team, the Payment Services Manager Billing Manager, and Production Support and Assembly Services Manager at Thrivent. Placement for this position would be at the level Faculty C, \$84,000.

- B. Troy Alsteen - Carpentry Instructor - Troy Alsteen was the Selection Committee's top choice for the Carpentry Instructor. Mr. Alsteen holds a Bachelor's degree in Science from University of Lacrosse. He is OSHA Job certified, Aerial lift certified, and is a Wisconsin certified Firefighter Level 1. Since 2021, Mr. Alsteen has been employed as the Carpentry Lab Technician at NWTC. Prior to that, he was the Foreman Framing Crew at Van's Lumber and Custom Builders, Inc. and a Supervisor-Schedule Maintenance at Modern Dairy Systems. Placement for this position would be at the level Faculty B, \$67,000.
- C. Jason Sladky - Plumbing Apprenticeship Instructor - Jason Sladky was the Selection Committee's top choice for the Plumbing Apprenticeship Instructor. Mr. Sladky holds a Journeyman Plumbing license from Lakeshore Technical College. Since 2016, Mr. Sladky has been employed as the Owner/Operator at Wisconsin Plumbing Design. Prior to that, he was the Plumbing/HVAC Inspector at the City of Green Bay and was the Master Plumber at Maritime Plumbing and Mechanical. Placement for this position would be at the level Faculty B, \$73,500.

#### Faculty – Retirements

With regret, the Board accepted the following retirement notices:

- A. Sharon Chacon – Psychology Instructor, who has been with the College since January 8, 1996, and has announced her resignation effective December 18, 2023.
- B. Lisa Crozier – Chemistry Instructor, who has been with the College July 2, 2000, and has announced her resignation effective December 21, 2023.

It was recommended that Board approval be given for the retirements 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 2023 contracts pending Board approval is attached as Board Exhibit 3.

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 (33.66% for on-campus and 27.75% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price 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.

Dave Mayer moved that the Board approve the June 12, 2023 Board meeting minutes, the new hires of Scott McMahon - Business Analyst – Data Analytics Instructor, Troy Alsteen - Carpentry Instructor, and Jason Sladky - Plumbing Apprenticeship Instructor; the retirements of Sharon Chacon – Psychology Instructor and Lisa Crozier – Chemistry Instructor, and the contracts for services identified in Board Exhibit 3.

Motion seconded by Jeff Rickaby.

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

## Reports

### Board EduByte – Botanical Garden Update

Susan Garot, Executive Director of the Green Bay Botanical Garden, provided the annual report of Botanical Garden activities.

- Carol and Bruce Bell Children’s Garden is new to the Botanical Gardens
  - Open year-round
  - Included with admission
  - The Bell Children's Garden connects nature, play, and learning from wetlands and caves to farming and tree houses where nature stories come alive through summer activities in this new space
- Out of the Garden’s 47 acres, 25.5 acres are developed
- NWTC students, faculty, and staff get free daily admission
- 10% of general admission revenues go to the Foundation to support scholarships for students
- FY23 contribution was \$33,316 for scholarships

### President’s Report

#### A. Enrollment Activity

- Still closing out AY23
  - Slightly up in Enrollment
- FY24 enrollments are still coming in, but we’re looking to be even to last year
  - Continuing students enrollments are trending up
  - New students are trending slightly down

#### B. Legislative and Regulatory Issues (State & Federal)

- Thank you to all the board members who took action regarding the amendment to eliminate taxing authority of technical college districts across the state. The bill was pulled from the assembly floor so it did not move forward.
- The Governor and Legislature’s biennial budget investments in the Wisconsin Technical College System reaffirm the critical role technical colleges play in bolstering our state’s economy. The 2023-25 budget increase of \$9.38 million in general aid will enable Wisconsin’s workforce to earn family-sustaining wages in high-demand jobs right now and in the future.
  - Evers signed the budget. This will give NWTC approximately \$200k in year one and \$200k in year two.
- Media Release "NWTC and Fincantieri Sign Long-Term Partnership to Grow Shipbuilding Industry"

#### C. 8-Week Update

- Achieving the Dream is publishing an article highlighting what NWTC has been doing with the 8-week initiative explaining how shortened terms supports students for student success and equity gaps.

#### D. Current Events

- Various Executive Leadership Team members attended RELA (Racial, Equity, Leadership Academy)
- Utech Update: There has been several team building sessions and individual coaching sessions with the Executive Leadership Team.
- From Equity Talk to Equity Walk: Expanding Practitioner Knowledge for Racial Justice in Higher Education
  - Value for the Board to read the book
  - Suggestion for an EduByte to share Connect for Success – Kathryn Rogalski will work with Kristen Raney
- A concern regarding the current emeritus program was sent to the board and was discussed regarding if the college should have an emeritus program for other faculty and staff.

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.

- District Board Association Summer Meeting is scheduled for July 20-22, 2023 at FVTC
- August 9 Board meeting – Cathy Dworak won't be able to attend; Dustin Delsman may be virtual or absent

**Next Board Meeting**

The August 9, 2023 Board Meeting will be held at the NWTC Green Bay Campus in CTED rooms CC210/CC212 located at 2740 West 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.

**Adjournment**

Dave Mayer moved that the Board adjourn the July 10, 2023 Board meeting. (2:42 p.m.)

Motion seconded by Richard Stadelman.

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



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Gerald Worrick, Board Secretary

August 9, 2023

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Date