

Northeast Wisconsin Technical College District

*Board of Trustees Meeting  
Minutes*

April 12, 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**

The Board Chairperson called the April 12, 2023 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (12:00 p.m.)

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

Absent: Kim Schanock

Also Present: Vicki Bayer, Emily Schaefer, Jennifer Flatt, Sara Lam, Dan Mincheff, Meridith Jaeger, Karl Reischl, Amy Kox, Myke Schmit, Scott Anderson, Mike Vander Heiden, Chet Lamers, Erica Plaza, Pam Lunde, Eric Derenne

Gerald Worrick moved to change the order of the agenda and take the Executive Session as the first item of business.

Motion seconded by Dave Mayer.

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

**Executive Session**

Dave Mayer moved that the Board enter into Executive Session in accordance with State Statute 19.85 (1)(c)<sup>1</sup> for the purpose of discussing the following item: 1. Personnel Issues – Consideration of employment and/or compensation for the purpose of selecting a presidential candidate.

Motion seconded by Gerald Worrick.

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

Following the Executive Session, Dustin Delsman moved to return to the regular order of business.

Motion seconded by Dave Mayer.

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

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<sup>1</sup> (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

## Open Session

Dave Mayer moved that the Board of Trustees accepts Dr. Kristen Raney as the next President of NWTC.

Motion seconded by Dustin Delsman.

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

## Action Item (Roll Call Vote)

### Entering into an Agreement with the Green Bay Area Public Schools on behalf of the N.E.W. School of Innovation, Academy

The N.E.W. School of Innovation (N.E.W.) is a public charter school within Green Bay Area Public Schools (GBAPS), serving students grades 7-12. N.E.W. School of Innovation offers personalized learning plans for all students, helping them succeed academically, emotionally, and socially. Students advance upon demonstrated mastery and are empowered to own their educational progress. Additionally, 12<sup>th</sup> grade Academy students learn and earn a high school diploma from N.E.W. School of Innovation through competency-based completion of requirements. The charter school is monitored by the Department of Public Instruction as part of the Charter School Grant. N.E.W. School of Innovation is required to have a Governance Council.

Beginning in Fall 2019, N.E.W. School of Innovation began to partner with Northeast Wisconsin Technical College (NWTC) to provide a variety of experiences in career and technical education to 7<sup>th</sup>-12<sup>th</sup> grade and Academy 12<sup>th</sup> grade students. Since Fall 2022, N.E.W. School of Innovation has been fully located on the Green Bay Campus of NWTC. By doing so, Green Bay Area Public Schools (GBAPS) and NWTC ensure these students have access to career and educational pathways. Learning every day at NWTC allows N.E.W. students to integrate into the campus community and have access to deeper learning opportunities. When N.E.W. School of Innovation and Academy students have lunch in the NWTC Commons, exercise in the gym on campus, or walk through the halls to experiences or credit classes, they see themselves as successful college students in the future. Starting as early as 7<sup>th</sup> grade, students begin to learn about educational and career pathways through tours and hands-on experiences, determining academic and career clusters that are of interest to them. As they move through school, they deepen their understanding of specific programs, continue to have hands-on experiences, and earn college credit towards a college credential as they confirm their program of interest.

Because of the location, students in 11<sup>th</sup> and 12<sup>th</sup> grade take classes on the college campus, working towards credentials that will help them earn family-sustaining wage jobs. In the future, both partners aspire to have even more college-credit opportunities for N.E.W. School of Innovation students. NWTC hopes to extend more regular invitations to N.E.W. School of Innovation and Academy students to attend on-campus events (Open Houses, Career Fairs, etc.) that will further their education and career pathway exploration.

The N.E.W. School of Innovation, including the Academy, will be located at NWTC Green Bay campus at 2740 West Mason Street, through June 30, 2028. Additional years of co-location are anticipated, but will be addressed, if so desired, in a succeeding letter of agreement between the parties of this agreement. Provided enrollment does not go substantially below the current level, NWTC agrees to provide no less than 22,292 square feet of dedicated space at our 2740 West Mason Street Campus at no cost. A schedule for the use of the gym and the Commons for lunch will be determined by semester.

Access to NWTC spaces beyond those identified in the agreement, including but not limited to conference rooms, the Eagle Event Center, and the Commons for purposes other than lunch, upon request, will be accommodated in concert with the needs and schedule of the college.

It shall be the responsibility of GBAPS to provide the N.E.W. School of Innovation and Academy additional space or modification of space provided by NWTC if such is desired by GBAPS. NWTC agrees to allow the use of adjacent

land to that provided by NWTC for the erection of additional space. Such additional space and any upgrades and modifications to existing spaces must be approved by NWTC. This includes, but is not limited to, potential lab space, exterior signage, and additional furniture/equipment that requires modification of existing infrastructure. All NWTC spaces must maintain an NWTC brand presence, in concert with any GBAPS brand presence.

Dave Mayer moved that the NWTC Board of Trustees authorize the college to enter into a Lease Agreement between Northeast Wisconsin Technical College and the Green Bay Area Public School District on behalf of Northeast WI School of Innovation (N.E.W.) for the period of July 1, 2023 thru June 30, 2028. The Lease Agreement may be extended by mutual agreement for up to two (2) one (1) year term periods.

Motion seconded by Jeff Rickaby.

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

## 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.

- Vicki Bayer, Interim Superintendent of Green Bay Area Public Schools
- Emily Schaefer, NWTC College Transition Navigator

### Student Senate

Joshua Wallschlaeger, Student Senate Officer, provided an update at this time.

Wisconsin Student Government Updates:

- A group of NWTC senators will take part in a meeting alongside our Wisconsin Student Government resource director and the Nicolet college representatives from Rhinelander Wisconsin. This meeting will be held in Minocqua and will host Wisconsin's joint finance committee including representatives from all over the state of Wisconsin. The overall purpose of this meeting will be to further discuss our stance on Open Educational Resources (OER) going forward and to follow up on questions and logistics that the representatives may have after continual exposure to the idea.
- NWTC's Senate will also be attending the final meeting of the Spring term at Midstate technical college Friday. At this meeting will hold our elections for the executive team as well review a sponsor committee that is being suggested by multiple students within the WSG organization.

NWTC updates and Student Life:

- A group of Irish singers and dancers performed at the College last week.
- Deca club leaves for Florida Saturday morning to compete in the entrepreneurship starting a business event as well as business ethics on a national level.
- Recreational sports leagues are once again back in action. This includes volleyball, basketball, soccer, and now a newly mentioned ultimate frisbee event coming in the near future for students.

### Mission Moment

Meridith Jaeger, Vice President of College Advancement, shared a mission moment about Rebekah Tourtillot (Event Management program student), NWTC Dream Scholar Nominee 2023.

### Action Items (Roll Call Vote)

#### Bills

Detailed copies of the current disbursements for fiscal year 2023 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 recommended that the Board approve the March 2023 bills as presented.

Motion seconded by Carla Hedtke.

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

#### Budget Modifications

Board Exhibit 1 was a copy of the fund statements of proposed fund and function modifications to the FY 2023 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.

Dave 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 both exhibits be forwarded to the State Board.

Motion seconded by Jeff Rickaby.

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

#### Resolution Authorizing the Borrowing of \$670,440 for Movable Equipment; \$1,329,560 for Building Remodeling and Improvement Projects; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2023 budget deliberations and at the January 18, 2023, Board of Trustees meeting, the Board approved various capital projects for building remodeling and improvements, acquiring moveable equipment, building acquisition, and site improvements. This resolution authorizes the borrowing of \$2,000,000 of general obligation notes for these purposes. A resolution authorizing the borrowing has been prepared by Bond Counsel and is attached as Board Exhibit 2.

Dave Mayer moved that the Board adopt the resolution authorizing the borrowing of \$670,440 for moveable equipment; \$1,329,560 for building remodeling and improvement projects; and providing for the issuance and sale of general obligation promissory notes therefor.

Motion seconded by Jeff Rickaby.

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

Resolution Awarding the Sale of \$4,300,000 General Obligation Promissory Notes; Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on March 8, 2023, the Board authorized the borrowing of \$4,300,000 for FY 2022 and FY 2023 capital budget needs (\$3,498,200 for moveable equipment, \$767,800 for building improvement, \$34,000 for building acquisition). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$4,300,000, 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 12, 2023.

Cathy Dworak moved that the Board adopt the resolution authorizing the sale of \$4,300,000 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.

Resolution Authorizing the College to Exceed any Initial Renovation Project Budget by up to 25% provided adjustments in whole or in part, are made in the approved FY23 capital budget through the modification and/or deletion of previously planned capital expenditures to ensure that the approved FY23 sustaining capital budget of \$16,555,000 is not exceeded.

The facilities team is starting to experience higher-than-anticipated cost in some bid responses. Taking this action will expedite the required resubmission of previously WTCS approved projects that exceed its approval by more than 15%, thereby allowing the College to maintain its original project timeline.

Dustin Delsman moved that the NWTC Board of Trustees adopt this resolution.

Motion seconded by Jeff Rickaby.

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

International Planned Travel Report

Board Exhibit 4 was a copy of the Planned International Travel Report covering the FY 2022-2023 travel requests. Each trip is identified by date, location, potential participants, and cost of the travel. All travel expenses for these trips have been budgeted for and will be using previously approved funding.

Jeff Rickaby moved that the Board approve the 2022-2023 International Travel/Study Abroad programs with funding coming from the International Programs and respective departmental budgets.

Motion seconded by Dave Mayer.

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

Policy Discussion: Proposed Capital & Operational Budget (90 minutes)

Dr. Jeffrey Rafn, President, and Dan Mincheff, Vice President of Business and Technology presented the FY24 Capital and Operating budgets to the Board at this time.

The Board may act on approving the FY24 Budget as presented/modified for the purpose of holding a Budget Public Hearing.

Jeff Rickaby moved that the Board approve the FY24 Operational and Capital Budgets for the purpose of conducting a Budget Public Hearing to be held on May 10, 2023, at 4:00 p.m. in the Board Room DO308, located on the NWTC Green Bay Campus.

Motion seconded by Dustin Delsman.

Motion carried, with all voting "Aye" on roll call.  
*Cathy Dworak was absent for this vote.*

Consent Agenda Items:

Minutes

The minutes of the March 8, 2023 Board meeting were sent to Board members prior to the April 12, 2023 Board meeting. It was recommended that Board approval be given for the March 8, 2023 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 2023 contracts pending Board approval is attached as Board Exhibit 5.

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.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 5.

Dave Mayer moved that the Board approve the consent agenda items as follows: March 8, 2023, Board meeting minutes and the contracts for services identified in Board Exhibit 5.

Motion seconded by Jeff Rickaby.

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

## Reports

### President's Report

- A. Enrollment Activity
- B. Key Performance Outcomes - third quarter will be provided report in May
- C. Legislative and Regulatory Issues (state & federal)
  - Meridith Jaeger and Dustin Delsman met with representatives from Ron Johnson's office via phone regarding funding \$30M for a Center of Excellence (CoE) for Domestic Maritime Workforce Training and Education. They will be traveling to Washington, D.C. April 23-26 to have follow-up meetings with representatives from offices of Senators Johnson and Baldwin and Representatives Gallagher and Grothman. The College will continue efforts to advocate for the CoE.
- D. 8-Week Advantage - no report
- E. Current Events
  - May 10 – Joint Board of Trustees/Foundation Board annual luncheon meeting, followed by FY24 Budget Public Hearing at 4:00 p.m.
  - June 14 Board of Trustees meeting followed by community celebration for Dr. Rafn at the Green Bay Botanical Garden from 4:00 to 7:00 p.m.

### 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.

Jeff Rickaby moved to appoint Carla Hedtke as a delegate to vote in the election of four (4) officers at the District Boards Association's annual meeting on April 22.

Motion seconded by Dave Mayer.

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

### Next Board Meeting

The May 10, 2023 Board meeting will be held in the District Boardroom on the Green Bay Campus located at 2740 West Mason Street, Green Bay, WI 54303. The FY24 Budget Hearing will also take place at this meeting at 4:00 p.m.

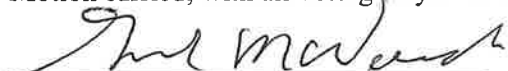
Board members and administration will have an opportunity to identify items that weren't identified prior to the preparation of the agenda for referral to administration or placed on a future board agenda.

### Adjournment

Dave Mayer moved that the Board adjourn the April 12, 2023 Board meeting. (3:05p.m.)

Motion seconded by Jeff Rickaby.

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

  
Gerald Worrick, Board Secretary

5-10-23  
Date