



*Board of Trustees Meeting
Minutes*

Wednesday, December 13, 2023
12:00 p.m.

8:30 – 11:00 a.m.

*Executive Session – Lambeau Field
1265 Lombardi Avenue, Green Bay, WI 54304*

12:00 – 3:00 p.m.

*Regular Session – NWTC Green Bay Campus – Boardroom DO308
2740 West Mason Street, Green Bay, WI 54303*

Open Meeting & Roll Call

The Board Chairperson called the December 13, 2023 NWTC Board of Trustees Executive Session to order and request that roll call be taken at this time. (8:30 a.m.)

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

Also Present: Kristen Raney

Executive Session

Richard Stadelman moved to go into Executive Session in accordance with State Statute 19.85 (1) (c)¹ for the purpose of discussing the following items: 1. Presidential Evaluation.

Motion seconded by Dave Mayer.

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

Carla Hedtke made a motion to return to the regular order of business.

Motion seconded by Dave Mayer

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

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

Adjournment

Dave Mayer moved that the Board adjourn the December 13, 2023 Board Executive Session. (11:00 a.m.)

Motion seconded by Dustin Delsman.

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

Open Meeting & Roll Call

The Board Chairperson called the December 13, 2023 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (12:00 p.m.)

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

Excused:

Also Present: Meridith Jaeger, Dan Mincheff, Kristen Raney, Jennifer Flatt, Janel Karban, Valarie Wunderlich, Sara Lam, Kathryn Rogalski, Carl Vancaster, Abdisa Mama, Tim Derozier, Pam Lunde, Eric Derenne, Stacey Timm, Erica Plaza, Tara Cribb, Megan Grant, Libby Jacobs, Shirley Zepnick, John Grant, Mark Franks, Amy Kox, Crystal Harrison, Joe Richter, Scott Anderson, Sarah Klingman-Cole

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.

Mission Moment

Meridith Jaeger, VP of College Advancement, shared a video of a CNC student talking about why she came to NWTC.

Student Leader Forum

Abdisa Mama and Carl Vancaster, Student Leader Forum Officers, provided the following update:

- Since the last Board meeting, we have had the following activities & events:
 - Holiday Ornament Make & Take
 - Student Appreciation Dinner
 - Hot Cocoa & Coloring

- Celebration Social with Ice Cream Sundaes
- Commencement is coming up on Monday, December 18th at the Resch Center
 - Expecting over to 200 graduates to participate in the ceremony.
 - Sue Lor, current NWTC District Ambassador will be giving the student address.
- Student Leader Forum held a meeting on December 7th.
 - Officers are beginning to schedule appointments with local representatives for our February trip to Madison and the State Capitol.
- Suicide Prevention trainer spoke on the stigma and discussed how suicide and mental illness have been rarely discussed in general as well as in law enforcement.

Action Items (Roll Call Vote)

Bills

Detailed copies of the current disbursements for fiscal year 2023 for the month of November 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 November 2023 bills as presented.

Motion seconded by Richard Stadelman.

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

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.

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.

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, 2023. CLA will attend the Board meeting to review the reports with the Board members and answer any questions.

Richard Stadelman moved that the District Board accept the fiscal year 2023 Annual Financial Report of the Northeast Wisconsin Technical College and direct staff to submit the required number of audited financial reports to the Wisconsin Technical College System Board.

Motion seconded by Jeff Rickaby.

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

Resolution Authorizing the Borrowing of \$5,430,200 for Movable Equipment; \$1,500,000 for Building Remodeling and Improvement Projects; \$255,000 for Site Improvements; \$819,800 Land Acquisition; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2024 budget deliberations, the Board approved various capital projects for building remodeling and improvements, acquiring moveable equipment, land acquisition, and site improvements. This resolution authorizes the borrowing of \$8,005,000 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.

Carla Hedtke moved that the Board adopt the resolution authorizing the borrowing of \$5,430,200 for moveable equipment; \$1,500,000 for building remodeling and improvement projects; \$255,000 for site improvements; \$819,800 land acquisition; 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.

Consent Agenda Items:

Minutes

The minutes of the November 15, 2023 Board meeting were sent to Board members prior to the December 13, 2023 Board meeting. It was recommended that Board approval be given for the November 15, 2023 Board meeting minutes.

New Hire(s) – Faculty

A. Sheila Konell – Nursing Assistant Instructor

Sheila Konell was the Selection Committee’s top choice for Nursing Assistant Instructor. Ms. Konell holds an Associate’s Degree in Nursing from Bay de Noc Community College. Since June 2023, Ms. Konell has been employed as a Registered Nurse at ThedaCare/Cherry Meadows inpatient hospice. Prior to that, she was the Registered Nurse Clinical Manager at Almost Family Home Healthcare. Prior to that, she was the Registered Nurse Hospice Case Manager at UP Health System. She also has her Registered Nursing License. Placement for this position would be at the level Faculty C, \$75,418.00.

It was recommended that Board approval be given for the new hire(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 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 (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 3.

Dave Mayer moved that the Board approve the November 15, 2023 Board meeting minutes, the new hire of Sheila Konell – Nursing Assistant Instructor, and the contracts for services identified in Board Exhibit 3.

Motion seconded by Brenda Mendolla-Buckley.

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

Reports

PACE Survey Results

Tim Derozier, Director of Talent Strategy, provided the Board with an overview of the PACE survey results and allowed time for discussion on the topic.

Divisional Reports

A. President’s Report – Kristen Raney

- NEWERA – Moraine Park, Lakeshore, Fox Valley, UWO, UWGB, College of Menominee Nation
 - Partnering with New North, which is housed at NWTC
- Tiny Earth event occurred on Monday, December 11, 2023 at Lambeau Field

B. Learning Update – Kathryn Rogalski

- Tiny Earth – 44 poster sessions from our students
- Graduation is approaching on December 18
 - Over 1500 graduating students with over 300 attending commencement

- 3 graduates are from the Associate of Arts program which is part of the transfer program
 - Digital Arts Showcase – College of Business on December 7.
 - Over 35 digital arts, web, and culinary students showcased their work.
 - Nursing Pinning Ceremony to commemorate the completion of the Nursing Program
- C. College Advancement Update – Meridith Jaeger
- No Updates
- D. Diversity, Equity, and Inclusion Update – Sara Lam
- No Updates
- E. Student Services Update – Jennifer Flatt
- Jennifer shared an update on all our work with regard to creating a culture of belonging for LGBTQ+ students, and by extension our faculty and staff.
 - Campus Climate Survey data:
 - The state and national data and evidence support why we must go above and beyond sometimes in what we offer and demonstrate because we are countering prior experiences as well as outside experiences. It’s why we have to be intentional with what we are doing to affirm. For non-LGBTQ+ students, when they come into a new educational environment, it never crosses their mind that their gender or sexual orientation would cause problems in that space. For LGBTQ+ students, because of past experiences in education, they need to see more visible reminders to counter their reasonable expectations that this will be another hostile environment.
 - Alignment with NWTC’s Mission
 - In terms of developing a culturally inclusive workforce, so much of our education of our non-LGBTQ+ students as a whole comes down to ensuring that they see and learn from and about people who don’t look and behave just like them. All our students will have jobs in the future where coworkers will be gay or a supervisor may be transgender, or a coworker may have family members in the LGBTQ+ community. Additionally, part of our job as preparing them for the workforce is to help them be prepared for their patients in healthcare, their clients in business and industry. We need to teach, both in curricular and co-curricular moments, to encounter the LGBTQ+ community and see the humanity of the individuals and their families.
 - Jennifer Flatt is the current role as liaison for the Pride and Allies Employee Involvement Group.
 - ILA group started the work in collaboration with Pride & Allies. Most of the ILA group then joined Pride & Allies. The work continues in a subcommittee of Pride & Allies. These are the recommendations of the subcommittee to continue to move our work forward.
 - Move into some details about the upcoming drag show on campus sponsored by student involvement
 - Review of what student activity fees are, how they are handled. Role of Student Leadership Forum. Discussion of events occurs at Leader Forum—indeed last week there was a discussion of the drag show and the SAGA Vice President helped provide some education to fellow leaders, who expressed appreciation and said they would return that information to their faculty member who had not understood.
 - What we usually do with marketing due to templates and staffing in marketing...excitement after several years’ planning is high so we recognize that with something new and bold like this, we want to be more intentional and have now asked marketing to play a more crucial role.
 - Recognize that not everyone may know the history of drag. This is a very brief overview. Early history foundations...Victorian era more popular/common...rise of the word “drag” possibly; vaudeville, movies, TV, music of the 20th and 21st century. Sometimes done in problematic ways

to denigrate the LGBTQ+ community, and in other instances to raise awareness and push forward a level of acceptance and affirmation of the community. Also, raising money for different causes—something I have only learned about in the last few months, definitely learned more about one last month—Yo-Yo Ma collaboration with Pattie Gonia and Alaskan native musician.

- This slide may feel repetitive of our earlier “why” slides, but that’s because this is a part of our intentional work. Student voice—panel, SAGA asked for greater visibility for LGBTQ+ events.
 - It is our responsibility to understand our students, to know them, and to ensure that they feel affirmed. I heard an LGBTQ+ employee recently say something I’ve heard before: “who wants to just be tolerated?” We know in Student Services that we need to not just be ‘nice’ to different groups of students, but to see them, affirm their identity, and celebrate them.
 - So much contributes to the hostile climate and our role is to counter that and to educate our students who will have as coworkers members of the LGBTQ+ community.
- We aren’t alone in this work! UW-Green Bay...Pride Index is not something we’re moving towards now because we know that it’s more four-year focused...could work to change that...but we want to be celebrated as well.
- Thank you again for letting me take a little extra time for my divisional report this month. Given the questions raised about the drag show, it was really important to me for the board to know that this is not a one-off event or something that we just decided on a whim to do. It is an intentional part of a holistic approach to recruiting and supporting LGBTQ+ students, staff, and faculty, and an intentional part of our mission to create a culturally inclusive workforce for our region.

F. Business & Technology Update – Dan Mincheff

- Chet Lamers, Director of Facilities, has submitted his resignation effective January 2, 2024 at NWTC.
- High-level Budget Update:
 - Costs are going up, so we’re closely watching assumptions.
 - Increase in healthcare costs, cleaning contract, etc.
 - Increases in revenue assumptions.
 - \$2.5M gap is increasing
 - Leadership Council has been meeting to look at the current structure, how we’re doing the work we’re doing, can we do work more efficiently, and is there something we can stop doing?
 - Dan’s team is putting together a 12-, 24-, and 30-month budget idea encompassing what the future budget could look like.

G. Talent & Culture Update – Valarie Wunderlich

- District Board Association – Zoom
- District Board Association

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

The January 10, 2024 Board Meeting will be held in the NWTC Green Bay Campus Boardroom located at 2740 West 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)

December 18, 2023, Green Bay Graduation Ceremony, Resch Center
February 4-7, 2024, ACCT Legislative Summit, Washington DC

Adjournment

Dave Mayer moved that the Board adjourn the December 13, 2023 Board meeting. (3:02 p.m.)

Motion seconded by Brenda Mendolla-Buckley.

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



Gerald Worrick, Board Secretary

1-10-23

Date