



Board of Trustees Meeting
Minutes

Wednesday, February 14, 2024
12:00 p.m.

Open Meeting & Roll Call

The Board Chairperson called the February 14, 2024, 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, Dustin Delsman, Jeff Rickaby, Kelly Robinson, Cathy Dworak, Brenda Mendolla-Buckley, Carla Hedtke

Excused:

Also Present: Meridith Jaeger, Dan Mincheff, Kristen Raney, Jennifer Flatt, Janel Karban, Valarie Wunderlich, Kathryn Rogalski, Pam Lunde, Crystal Harrison, Sarah Klingman-Cole, Michael VanderHeiden, John Grant, Elizabeth Schaff, Karl Reischl, Eric Derenne, Phil Hohlweck, Terri Brown, Robert Buchholz, Stephanie Atkins, Carl VanCaster

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

Carl Vancaster, Student Leader Forum Officer, provided updates on upcoming student events.

Stone of Hope: Experiences in the Fox Cities – 2/5-2/16

The purpose of this exhibition is to share the history of African American settlement in northeast Wisconsin from the 1700s to the present, including the fight for civil rights and the ongoing struggle for equality. This exhibit is on loan from the History Museum at the Castle in Appleton, WI.

The History & Misconceptions of the Art of Drag – 2/21

In this presentation we will explore the evolution, history and social impact of modern drag as both a visual and performance art, as well as its business implications.

Other Upcoming Events:

Afternoon Tea Tasting – 2/19

Tea sampling with 6 tea varieties with finger foods.

Mocktails – 2/22

Inmoxicated Sobar will be here serving free mocktails for students in the Trades Atrium. We will also have tailgating games and Counseling Services will be present with beer googles, counselors, and information on their services.

Destress Day – 2/29

Massage students and therapy pups will help students destress and relax. Food will be shepherd's pie with an Irish-style dessert and non-alcoholic Irish drink (mule or hot toddy).

Grab-n-Go Pretzels – 3/5

Free pretzels with dips, soda/lemonade.

Student Leadership:

Student Leader Forum – Tomorrow 2/15

Members of the Executive Leadership Team (ELT) will facilitate a discussion with student leaders on the topic of NWTC's strategic direction. Students will be asked to share thoughts and opinions on what should be prioritized.

Wisconsin Student Government (WSG) Legislative Seminar – 2/18-2/20

NWTC's five Student Leader Forum Officers will travel to Madison to meet with student leaders from throughout the Wisconsin Technical College System (WTCS). We will learn how to best advocate for technical education in the state of Wisconsin. In addition to touring the state Capital, we will meet with various state representatives who reside within our district.

Other Exciting News:

NWTC currently has six competitive eSports teams for the spring semester.

Rec Sports is currently running indoor soccer, basketball, and volleyball leagues.

Action Items (Roll Call Vote)

Bills

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

Resolution Awarding the Sale of \$8,005,000 General Obligation Promissory Notes; Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on December 13, 2023, the Board authorized the borrowing of \$8,005,000 for FY 2024 capital budget needs (\$5,430,200 for moveable equipment, \$1,500,000 for building improvement, \$819,800 for land acquisition, \$255,000 for site improvements). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$8,005,000, and specifying the amount of the tax heretofore levied, has been prepared by Bond Counsel and is attached as Board Exhibit 2. 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 February 14, 2024.

Jeff Rickaby moved that the Board adopt the resolution authorizing the sale of \$8,005,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Motion seconded by Brenda Mendolla-Buckley.

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

Carla Hedtke joined the meeting at 12:22 p.m.

Resolution Authorizing the Borrowing of \$5,294,500 for Movable Equipment; \$895,500 for Building Remodeling and Improvement Projects; 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 \$6,190,000 of general obligation notes for these purposes. A resolution authorizing the borrowing has been prepared by Bond Counsel and is attached as Board Exhibit 3.

Carla Hedtke moved that the Board adopt the resolution authorizing the borrowing of \$5,294,500 for moveable equipment; \$895,500 for building remodeling and improvement projects; and providing for the issuance and sale of general obligation promissory notes therefor.

Motion seconded by Dustin Delsman.

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

Consent Agenda Items:

Minutes

The minutes of the January 10, 2024 Board meeting were sent to Board members prior to the February 14, 2024 Board meeting. It was recommended that Board approval be given for the January 10, 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 January 10, 2024 Board meeting minutes and the contracts for services identified in Board Exhibit 4.

Motion seconded by Jeff Rickaby.

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

Reports

Impact of Technology on Education

Stephanie Atkins, Teaching and Learning Center Manager; Terri Brown, Business Management and Leadership Development Instructor; and Robert Buchholz, Web Development Instructor provided the Board with an overview of the impact of technology on education and allowed time for discussion on the topic.

Informational: Board Appointment Process and Updates

Kristen Raney, President and Janel Karban, Executive Assistant to the President and Board of Trustees provided an overview and updates of the Board Appointment Process.

The main statutory sections that relate to the board appointment process can be found here: [Wisconsin Legislature: Chapter 38](#).

Divisional Reports

A. President’s Report – Kristen Raney

- Tuition – WTCS Presidents met to provide recommendations on tuition increase for next year.
- WTCS Presidents are having a planning retreat the first Monday in March. This is intended to make improvements on how to raise key issues together.
- Kristen has been meeting with County Chairs within the NWTC district for a meet and greet along with community connections.
- Green Bay Area Public Schools invited Kristen to join the Strategic Planning Committee.
- DREAM 2024 – Kristen along with a few colleagues will be attending in Orlando the week of February 19. NWTC will be receiving the Leah Meyer Austin Alumni Award.
- Governor Evers visited NWTC Green Bay Campus for a tour of Health Science spaces.
- NWTC is 1 of 150 colleges selected to apply for the Aspen College Prize. NWTC has been selected for the next round which will be interviews.

B. Learning Update – Kathryn Rogalski

- DREAM 2024 – Stephanie Atkins will be presenting at DREAM on 8-week.

C. College Advancement Update – Meridith Jaeger

- Meridith attended the 2024 ACCT National Legislative Summit which was held from February 4-7 in Washington D.C.

D. Diversity, Equity, and Inclusion Update – Sara Lam

- No Update

E. Student Services Update – Jennifer Flatt

- Enrollment update: UHC is basically flat and FTE is up a little over 2%, so continuing to trend well on both.
- Cocurricular Learning
 - Definition developed in part in response to HLC, but it is also important for us as we make strategic decisions about how we use resources to have a definition that guides our work and helps us establish goals and metrics. Wanted to walk you through this a bit and then share how it fits in with our continuous improvement work in Student Services.
 - We are using this definition and collaboration with Learning and the Teaching and Learning Center to write cocurricular learning outcomes for each of our areas in Student Services. Those outcomes focus on what it is that a student can do or understand after interacting with our staff.
 - Those outcomes are being mapped to the national guided pathways model, a model we use in the College to ensure we are helping students clarify the path, enter the path, stay on the path, and ensure students are learning.
 - These outcomes will also be mapped to our institutional learning outcomes. Again, all this work is happening hand-in-hand with Learning.
 - What are we teaching students?
 - Examples:
 - a. Financial Aid: “Understand terminology around responsible borrowing.” This skill that we teach is applicable for students to their student situation and their lives and aligns with the Critical Thinking being taught in classes.
 - b. Student Involvement’s Cultural Programming: “Demonstrate intercultural understanding of artistic works or performances through an ability to analyze and appreciate works from distinctly different cultures and traditions.” This skill is important for a global workforce and aligns with the important Teamwork and Equity and Inclusion skills being taught in our classes.
 - c. Customer Contact: Students will be able to “explain what they need to be successful.” This work happens through coaching and aligns with our effective communication skills being taught in classes.
 - We use our Coaching Counts/Coaching framework to teach in Student Services. This is a model we adapted from a national model to serve our students. It’s one all our staff are trained on and its principles are embedded in work in other areas of the College.
 - We are joining with Learning to assess our cocurricular learning outcomes, just like they assess their curricular/program outcomes.
 - This is one piece of a puzzle to ensure that we are holding ourselves accountable for measuring the outcomes of the work that we do in Student Services, and then continuously adjusting and improving that work to meet student learning needs.

F. Business & Technology Update – Dan Mincheff

- John Kopp will be doing a Workday update within my Finance update next month.
- We are starting the interviews for the Director of Facilities.
- Dan shared an update he provided to the college on budget.

G. Talent & Culture Update – Valarie Wunderlich

- 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.

District Board Work team – Carla Hedtke is working with the work team on new trustee orientation material across the state. She will be presenting at the March District Board Association meeting.

Upcoming Meetings:

March 21, 2024 – District Board Association - Nicolet

April 18, 2024 – Student Ambassador Program

2024 ACCT National Legislative Summit was held from February 4-7 – Carla and Dustin attended on behalf of the Board of Trustees.

Future Proposed Agenda Items:

- **March** – The Board would like to discuss specific questions and issues they want presented to representatives on April 3 at the Annual State of the College Event.
- **March** – Vote on travel budget for the Board for the remaining year.
- **March** – Policy Review: Board Governance, Travel, Etc.
- **March** – Vote: Monthly expense statements for mileage – not every 6 months.
- **TBD** – Cocurricular Learning – How do we act on it, what comes of it? How has it come together? – Jennifer Flatt

Next Board Meeting(s)

The March 15, 2024 Board Meeting will be held on the NWTC Sturgeon Bay Campus located at 229 N. 14th Avenue, Sturgeon Bay, WI 54235.

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 11, 2024 – NWTC District Public Hearing and Board Appointment Meeting.

Adjournment

David Mayer moved that the Board adjourn the February 14, 2024, Board meeting. (3:14 p.m.)

Motion seconded by Jeff Rickaby.

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



Gerald Worrick, Board Secretary

March 15, 2024

Date