



Board of Trustees Meeting
Minutes

Wednesday, January 10, 2024
12:00 p.m.

Open Meeting & Roll Call

The Board Vice-Chairperson called the January 10, 2024, 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, Kelly Robinson, Brenda Mendolla-Buckley

Excused: Cathy Dworak, Brenda Mendolla-Buckley

Also Present: Meridith Jaeger, Dan Mincheff, Kristen Raney, Jennifer Flatt, Janel Karban, Valarie Wunderlich, Sara Lam, Kathryn Rogalski, Pam Lunde, Erica Plaza, Megan Grant, Shirley Zepnick, Amy Kox, Crystal Harrison, Scott Anderson, Sarah Klingman-Cole, Michael VanderHeiden, Riley McDermid, Myke Schmit, Jennifer Canavera, Elizabeth Schaff, Karl Reischl, Jeff Grebinoski, Brian Krogh

Guests

Open Forum, Introduction of Guests, and Acknowledgements

The Vice-Chairperson asked for the introduction of any guests present at this time and invited public comment.

Mission Moment

Introduced by Jennifer Flatt, VP of Student Services, Dream Scholar Nominee, Mariana Lamprea Andrade, shared a mission moment during this time.

Student Leader Forum

There was no Student Leader Forum update.

Action Items (Roll Call Vote)

Bills

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

Motion seconded by Kelly Robinson.

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

Consent Agenda Items:

Minutes

The minutes of the December 13, 2023 Board meeting were sent to Board members prior to the January 10, 2024 Board meeting. It was recommended that Board approval be given for the December 13, 2023 Board meeting minutes.

Resignation – Faculty

With regret, we accept the following resignation notice:

- A. Scott Massey – Welding Instructor, who has been with the College since August 11, 2008, and has announced his resignation effective December 18, 2023.

It was recommended that Board approval be given for the resignation 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 1.

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 1.

David Mayer moved that the Board approve the December 13, 2023 Board meeting minutes, resignation of Scott Massey – Welding Instructor, and the contracts for services identified in Board Exhibit 1.

Motion seconded by Jeff Rickaby.

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

Reports

Campus Climate Survey

Sarah Klingman-Cole, Manager of Institutional Research and Sara Lam, VP of Diversity, Equity, and Inclusion provided the Board with an overview of the Campus Climate Survey results and allowed time for discussion on the topic.

NWTC Budget Forecast

Dan Mincheff, VP of Business and Technology and Pam Lunde, Director of Financial Operations, provided an overview of the NWTC budget forecast.

Divisional Reports

A. President’s Report – Kristen Raney

- Kristen shared an overview of her first 6 months at NWTC:
 - All campuses and regional centers visited
 - K12 visits
 - Divisional Dean tours
 - 20+ college-wide events
 - Community Conversations – 8 locations
 - Focused Employee Forums
 - 50+ meetings with industry, community, and educational partners
 - Legislative events
 - WTCS Board meetings and President’s meetings
 - Established Leadership Council
 - Student involvement
- A decision has been made to cancel the upcoming Drag Show
- Board Appointment Meeting and Public Hearing is scheduled for Monday, March 11 with a backup date of Monday, March 18

B. Learning Update – Kathryn Rogalski

- No Update

C. College Advancement Update – Meridith Jaeger

- Meridith shared an overview of the upcoming Strategic Planning for 2024-2027
 - Video: <https://youtu.be/9jggyWAFyw8>
 - Strategic Planning Timeline:
 - October – November 2023 – Process/Structure Development
 - December – February 2024 – Research Inputs & Environmental Scan
 - February – March 2024 – Develop Draft Priorities
 - April – May 2024 – Review & Refine Priorities
 - June 2024 – NWTC Board of Trustees Approval
 - Webpage: nwtc.edu/strategy

- An update will be provided to the board during the monthly Divisional Report
- D. Diversity, Equity, and Inclusion Update – Sara Lam
 - No Update
- E. Student Services Update – Jennifer Flatt
 - Enrollment is up around 3%
 - High School senior applications are up by 54 for AY 2025
 - Year to date K12 Tracking Summary:
 - 107 classroom presentations (2,251 individuals)
 - 59 Off Campus Events (6,074 individuals)
 - 37 On Campus Events (1,992 individuals)
 - 22 Employer or Community Partner Visits (493 individuals)
 - Student Involvement: Before the next board meeting, we have a number of Student Events scheduled including welcome days January 16-17 where staff from around the College greet students at key entry points, help them find classes, make them feel welcomed and excited; free brunch on January 23 in the commons, rec soccer and basketball starting up, volleyball restarting (was very popular last fall with 46 students signing up and an average of 36 showing up each week). We have an event on January 30 featuring Raney’s Roast, the president’s signature coffee and cookies, a day of retro arcade games, and a student appreciation lunch and dinner (back-to-back days—we try to catch our day and evening students for big events like this). Make & Take critters—these are popular events, and another food day. In cultural programming, the Unity Cultural Center off the Commons will host an exhibit from February 5-16 called Stone of Hope: Experiences in the Fox Cities, the purpose of which is to share the history of African American settlement in northeast Wisconsin from the 1700s to the present.
 - Study Abroad Programs:
 - January 3-15, 2024 - Ireland Study Abroad Program-College of Business & Gen Studies - 12 students committed - Over 40 expressed interest.
 - December 30-January 14, 2024 - London/Paris Study Abroad Program-College of Business & Public Safety - 12 students - Over 50 expressed interest.
 - International Students: 10 new; 60 returning
 - New FAFSA, shorter, imports tax info. Staff are ready. Will continue to broaden communication net.
 - GB East presence shift. Boys & Girls Club started with COVID funding/grant funding. Used data to reconsider resource allocation. Working with Boys & Girls Club to deepen partnership opportunities and then looking at how we can be present at other partner locations on the East Side.
 - Welcome Survey Highlights: From July 1 through end of October, 1784 students completed the survey. As a result,
 - ✓ 100s of proactive referrals to services are raised through this survey process resulting in 100s of students accessing resources and support that help them persist.
 - ✓ faculty mentors, academic advisors, and lots of other folks use student responses to this survey to guide their conversations and outreach with students.
 - We now ask two open-ended questions (before, just one), so students had the chance to complete these two statements: “The educational goal that is most important to me…” and “I will succeed in college because…” There are a few interesting bits I wanted to share forward with you all:
 - 280 students of the 1784 indicated that they speak more than one language, 16% of the respondents.
- F. Business & Technology Update – Dan Mincheff
 - No Update
- 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.

January 26, 2024, DBA Board of Directors Winter Meeting – Zoom
February 4-7, 2024, ACCT Legislative Summit, Washington DC
April 18, 2024 – Student Ambassador Program

Carla Hedtke has been attending Zoom meetings for her position on the ACCT Board.

Next Board Meeting(s)

The February 14, 2024 Board Meeting will be held in the NWTC Green Bay Campus Boardroom 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)

January 26, 2024, DBA Board of Directors Winter Meeting – Zoom
February 4-7, 2024, ACCT Legislative Summit, Washington DC

Adjournment

David Mayer moved that the Board adjourn the January 10, 2024, Board meeting. (3:03 p.m.)

Motion seconded by Dustin Delsman.

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



Gerald Worrick, Board Secretary

2-14-24

Date