

NORTHEAST WISCONSIN TECHNICAL COLLEGE



Board of Trustees Meeting Minutes

Friday, October 18, 2024
12:00 p.m.

***In- Person at the NWTC Green Bay Campus – Boardroom DO308 and Virtual for Board Members
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 October 18, 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, Brenda Mendolla-Buckley, Richard Stadelman, Cathy Dworak, Jeff Rickaby, Dustin Delsman, Ross Loining, Gerald Worrick

Excused: Kelly Robinson

Also Present: Meridith Jaeger, Stacey Timm, Kathryn Rogalski, Kristen Raney, Janel Karban, Sara Lam, John Grant, Scott Anderson, Pam Lunde, Jennifer Canavera, Eric Derenne, Erik Kass, Danielle Kerkhoff, Laura King, Adam Pfost, Jennifer Flatt, Jan Scoville

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.

Carla Hedtke made a public comment: *Diane Hendriks has been selected as Director for the District Board Association.*

Bills

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

Rickaby moved that the Board approve the September 2024 bills as presented.

Motion seconded by Delsman.

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

Resolution Awarding the Sale of \$5,370,000 General Obligation Promissory Notes; Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on August 7, 2024, the Board authorized the borrowing of \$5,370,000 for FY2025 capital budget needs (\$3,885,000 for moveable equipment, \$1,475,000 for building improvement, \$10,000 for site improvements). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$5,370,000, and specifying the amount of the tax heretofore levied, has been prepared by Bond Counsel and is attached as Board Exhibit 1. 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 October 18, 2024.

Rickaby moved that the Board adopt the resolution authorizing the sale of \$5,370,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Motion seconded by Dworak.

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

Gerald Worrick joined the meeting at 12:10 p.m.

Annual Report of Purchases over \$50,000

Annually, as required by Administrative Rule TCS 6.05(2)(h), district staff shall prepare a review of all procurements of similar goods, supplies, or services to determine if a more competitive process should be used in succeeding years. A report of procurements with transaction detail by vendor is sufficient to comply with this requirement.

Board Exhibit 2 is a listing of purchases made in FY24 with suppliers that exceeded \$50,000 but did not receive formal bidding attention (i.e., not purchased from public agency contracts, etc.). The report does not list purchases such as utilities, memberships/dues, employment fees, financial/insurance/investments services or fees, enterprise accounts, travel, used equipment or fees paid to other public agencies. Procurement comments relating to the review are included in the attached exhibit.

Rickaby moved that the Board approve the Annual Report of purchases over \$50,000 for FY24 as presented in Board Exhibit 2.

Motion seconded by Delsman.

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

Tax Levy

Wisconsin Statutes require the certification of the tax levy by the District Board in October upon receipt of the certified district equalized valuation from the State Department of Revenue. Included is the resolution related to certifying the tax levy for FY 2025 (Board Exhibit 3a).

A mill rate and tax levy were proposed at the public hearing on the FY 2025 budget on May 8, 2024 and adopted by the Board at its regular Board meeting on May 8, 2024 (Board Exhibit 3b). A summary of levy amount to be billed to each county is also included (Board Exhibit 3c).

New construction valuation decreased more than projected in May. This allows the College to increase the FY 2025 operating levy by only \$622,432 versus the \$850,316 originally proposed in May.

Rickaby moved that the Board approve the levy amount of \$38,367,511 and adopt the resolution related to certifying the tax levy for FY 2025.

Motion seconded by Dworak.

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

Facilities Remodeling and Expansion Resolution: Artisan and Business Center Interior Vestibule and Signage

The primary goal of this project is to construct an interior vestibule and install exterior signage that aligns with the branding of our other regional learning centers.

Staff requests that the NWTC District Board of Trustees authorize NWTC staff to submit final review documents to the Wisconsin Technical College System (WTCS) Board for the Artisan and Business Center Interior Vestibule and Signage at the Artisan and Business Center of Northeast Wisconsin Technical College. This project will be funded through the FY25 capital budget. It is recommended that the Board approve the following resolution.

Dworak moved that the Northeast Wisconsin Technical College Board approves the Artisan and Business Center Interior Vestibule and Signage at the Artisan and Business Center of Northeast Wisconsin Technical College.

Motion seconded by Mendolla-Buckley.

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

Facilities Remodeling and Expansion Resolution: Student Center Level 1 Auditorium Remodel

The Student Commons project involves remodeling the existing Student Center building while maintaining its current footprint. This project represents phase 1 of the Auditorium on the Green Bay campus. The space will be refreshed and branded to better serve as an effective venue for Corporate Training & Economic Development (CTED), large prospective student groups, community-connected events, student involvement events, cultural programs, and some classes. Audio issues will be resolved, monitors will be added along the side walls to ensure visibility of material on the front screen for those further back, walls will be repainted, and NWTC branding will be prominently displayed to heighten awareness among groups using the space.

The project provides light construction renovations to 125 SF and 6,600 SF of painting and environmental graphics of the Student Center building on the Green Bay campus.

Staff requests that the NWTC District Board of Trustees authorize NWTC staff to submit final review documents to the Wisconsin Technical College System (WTCS) Board for the Student Center Level 1 Auditorium Remodel at the NWTC Green Bay Campus. This project was approved for funding in the FY25 capital budget. It is recommended that the Board approve the following resolution.

Worrick moved that the Northeast Wisconsin Technical College Board approves the Student Center Level 1 Auditorium Remodel, at the Green Bay Campus of Northeast Wisconsin Technical College.

Motion seconded by Delsman.

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

Facilities Remodeling and Expansion Resolution: Student Center Level 1 Commons Remodel

The Student Commons project involves remodeling the existing Student Center building while maintaining its current footprint. This project represents phase one of the commons area renovation, which includes replacing the sewer pipe serving the kitchen, eliminating the central seating area by the TV, removing two curved half walls, and updating wall finishes with a new color scheme and environmental graphics. The goal of this project is to design the space to be flexible and accommodate a wide range of student needs and activities, making it central to campus life.

The project provides light construction renovations to 750 SF and 7,000 SF of environmental graphics of the Student Center building on the Green Bay campus.

Staff requests that the NWTC District Board of Trustees authorize NWTC staff to submit final review documents to the Wisconsin Technical College System (WTCS) Board for the Student Center Level 1 Commons Remodel at the NWTC Green Bay Campus. This project was approved for funding in the FY25 capital budget. It is recommended that the Board approve the following resolution.

Worrick moved that the Northeast Wisconsin Technical College Board approves the Student Center Level 1 Commons Remodel, at the Green Bay Campus of Northeast Wisconsin Technical College.

Motion seconded by Dworak.

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

State of Wisconsin Code of Ethics Designation

The State of Wisconsin Ethics Board requires the designation of certain public officials and employees on an annual basis.

RESOLVED that, for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, Sections 19.41 through 19.59, Stats., the Northeast Wisconsin Technical College District Board has designated the following positions: president, vice-presidents, and/or directors and indicates its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom Wisconsin's Ethics Code applies:

- Kristen Raney, President
- Kathryn Rogalski, Vice President of Academic Affairs and Workforce Development
- Jennifer Flatt, Vice President of Student Affairs
- Sara Lam, Vice President of Diversity, Equity, and Inclusion and Talent and Culture
- Adam Pfost, Vice President of Finance and Administration
- Laura King, Vice President of Strategy and Innovation
- Meredith Jaeger, Executive Director of Foundation and Grants
- John Grant, Associate Vice President of Student Affairs
- Scott Anderson, Associate Vice President of Academic Affairs and Workforce Development

Mendolla-Buckley moved that the Board approve the State of Wisconsin Code of Ethics designations listed above for Northeast Wisconsin Technical College.

Motion seconded by Dworak.

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

Consent Agenda Items:

Minutes

The minutes of the September 4, 2024 Board meeting were sent to Board members prior to the October 18, 2024 Board meeting.

Delsman moved that the Board approve the September 4, 2024 Board meeting minutes.

Motion seconded by Hedtke.

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

Next Board Meeting

The November 13, 2024 Board Meeting will be held on the NWTC Green Bay Campus located at 2740 W. Mason Street, Green Bay, WI 54303.

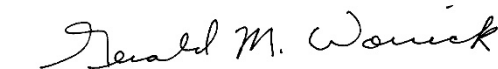
Board members and administration will have an opportunity to identify items that weren't identified prior to the preparation of the agenda for referral to administration or placed on a future board agenda.

Adjournment

Delsman moved that the Board adjourn the October 18, 2024 Board meeting. (12:42 p.m.)

Motion seconded by Dworak.

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



Gerald Worrick, Board Secretary

11-13-2024
Date