

NORTHEAST WISCONSIN TECHNICAL COLLEGE

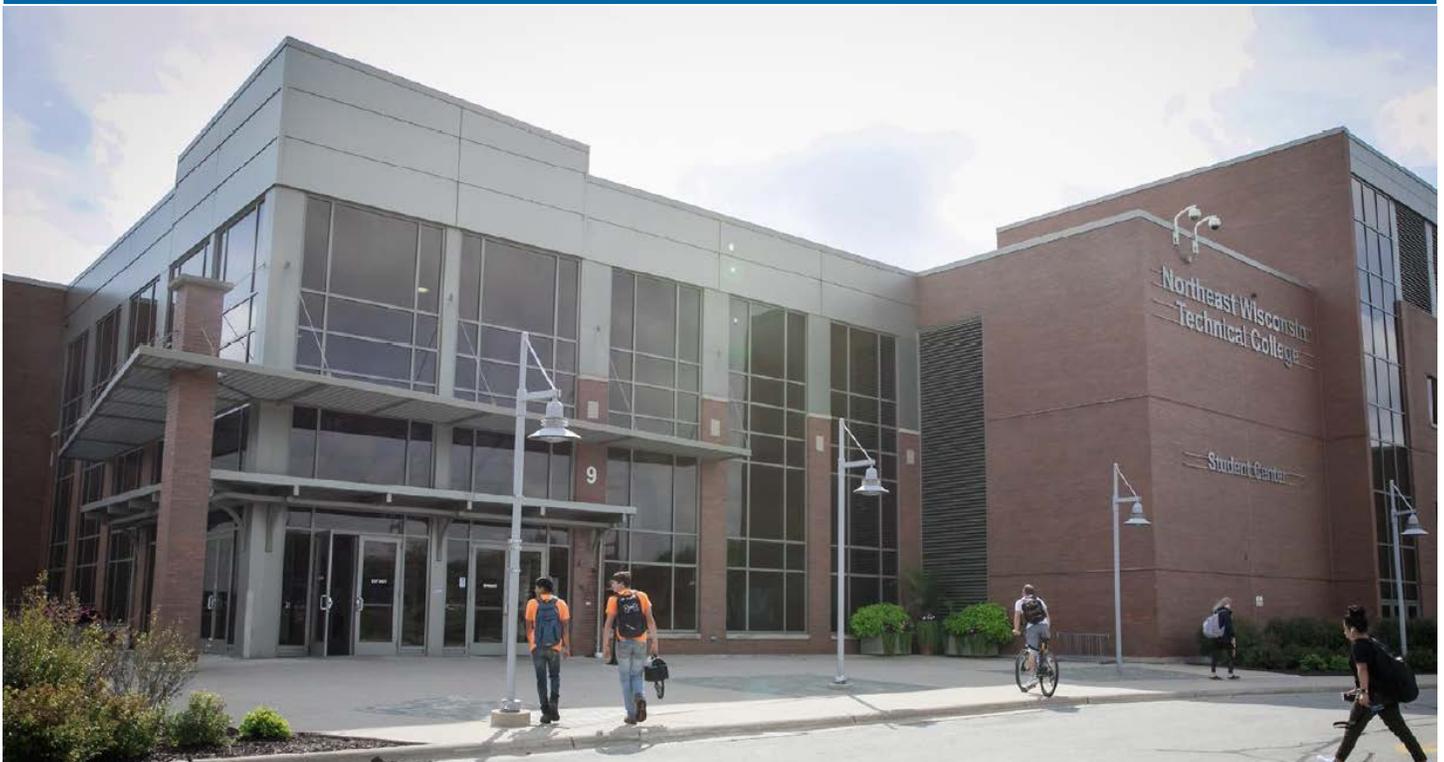


District Board of Trustees

MEETING AGENDA AND EXHIBITS

Wednesday, June 11, 2025

**In-Person at the NWTC Green Bay Campus
2740 W. Mason Street, Green Bay, WI 54303**



MISSION STATEMENT

Northeast Wisconsin Technical College is a nationally recognized and locally trusted college dedicated to advancing the success of all students and economic vitality of the communities we serve through access, high-quality education, and strategic partnerships.

OUR VISION

We are the leading provider of educational and training excellence in Northeast Wisconsin, enriching lives and strengthening communities.

NWTC VALUES

Sustainability: We make future-focused decisions that strengthen the College, ensuring it continues to serve our communities for generations to come.

Accountability: We take ownership of the impacts of our actions. We communicate impacts with honesty and personal reflection.

Excellence: We incorporate feedback, data, and research to ensure the highest quality of planning, instruction, and service toward student success and community vibrancy.

Collaboration: We create strong relationships that reflect open communication, mutual respect, and shared goals. We prioritize the well-being of the organization and community over self interest and competition.

Community: We respect cultures, identities, and experiences of all individuals. We create the conditions where all students and employees can be successful.

NWTC Land Acknowledgment Statement

“The region served by Northeast Wisconsin Technical College occupies the ancestral home of the Menominee Nation, who have persisted here in Northeast Wisconsin from before recorded history to the present day. The College’s Green Bay campus exists upon lands ceded to the Oneida Nation by the Menominee Nation. We acknowledge this land we stand upon today as sacred, historical, and significant to the Menominee and Oneida Nations, as are the lands of all sovereign First Nations People.”



*NWTC Board of Trustees Meeting
Agenda*

June 11, 2025
12:00 p.m.

*NWTC Green Bay Campus – District Office DO308
2740 West Mason Street, Green Bay, WI 54303*

Open Meeting & Roll Call – Please turn off all cell phones at this time.

The Board Chairperson will call the June 11, 2025 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

Guests

12:00 – 12:10

1. Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson will ask for the introduction of any guests present at this time and invite public comment.

2. Mission Moment

Jennifer Flatt, Vice President of Student Affairs, will share a mission moment at this time.

Action Items (Roll Call Vote)

12:10 – 1:00

1. Bills

Detailed copies of the current disbursements for fiscal year 2025 for the month of May are being 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.

It is recommended that the Board approve the May 2025 bills as presented.

2. Wisconsin District Board Association

Board members will decide on continued membership in the Wisconsin District Board Association.

Consent Agenda Items:

1:00 – 1:10

1. Minutes

The minutes of the May 7, 2025 Board meeting were sent to Board members prior to the June 11, 2025 Board meeting.

It is recommended that Board approval be given for the May 7, 2025 Board meeting minutes.

2. Faculty – Resignation

NWTC accepts the following resignation notices:

- Ryan Van Scyoc – System Admin/System Security Instructor, who has been with the College since August 6, 2018, and has announced his resignation effective May 23, 2025.
- Joe Kopet – System Admin/System Security Instructor, who has been with the College since August 2, 2020, and has announced his resignation effective May 23, 2025.
- Nicole Linssen – Accounting Instructor, who has been with the College since January 5, 2025, and has announced her resignation effective May 23, 2025.

It is recommended that Board approval be given for the resignation(s) listed above.

3. Corporate Training & Economic Development (Contracts for Service)

Board Exhibit 1 - 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 2025 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 (34.07% for on-campus and 28.42% 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 is recommended that the Board approve the contracts for services identified in Board Exhibit 1.

Executive Session

1:10 – 1:25

The Board Chair will accept a motion to go into Executive Session in accordance with State Statute 19.85 (1) (c)¹ for the purpose of discussing the following items: 1. Follow-up to President’s Performance Evaluation

Following the Executive Session, the Board Chair will accept a motion to return to the regular order of business.

Reports

1. FY26 Board Calendar

1:25 – 1:35

The Board will review the FY26 Board Calendar dates in Board Exhibit 2 to prepare for approval during the July Board meeting.

2. OnBoard Software

1:35 – 1:45

Kelly Casperson, Executive Assistant, will provide an update on the transition to using the OnBoard software for agendas and meeting materials.

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

3. Higher Learning Commission Accreditation Update **1:45 – 1:55**
 Laura King, Vice President of Strategy and Innovation, and Riley McDermid, Dean of Academic Excellence, will provide an update on NWTC’s HLC Accreditation.

4. Presentation: Information Security Program and GLBA Update **1:55 – 2:25**
 Anne Koors, Security Analyst, will provide the Board with a presentation on the Information Security Program and Gramm-Leach-Bliley Act (GLBA).

5. Third-Party Use of College Spaces **2:25 – 2:40**
 Adam Pfof, Vice President of Finance and Administration, and Mark Hansel, Director of Facilities, will provide an update on third-party use of college spaces.

6. Divisional Reports **2:40 – 2:55**
 - A. President’s Report
 - B. Academic Affairs and Workforce Development Update
 - C. Foundation and Grants Update
 - D. Talent and Culture Update
 - E. Student Affairs Update
 - F. Finance and Administration Update
 - G. Strategy and Innovation Update

7. Board Member Professional Development Updates **2:55 – 3:00**
 Board members will have 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 July 14, 2025 Board meeting will be held in the District Boardroom on the Green Bay Campus located at 2740 West 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

The Board Chair will accept a motion to adjourn the June 11, 2025 Board meeting.



NORTHEAST WISCONSIN TECHNICAL COLLEGE



District Board of Trustees

Exhibits

June 11, 2025

APRIL BOARD REPORT

Proposed Contract Training 2024/2025

Indistrict*		START	EST REVENUE	EST EXPENSE	MARGIN
CLIENT NAME	CONTRACT DESCRIPTION	DATE	EST REVENUE	EST EXPENSE	MARGIN
Fincantieri Marinette Marine Corp	Apprentice Gr 1-4 Train the Trainer 4/15/25	4/15/2025	2,000.00	995.58	1,004.42
Georgia Pacific-Broadway	Fire Brigade 2025	4/2/2025	13,360.00	4,091.01	9,268.99
Hobart Lawrence Police Department	HLPD Tac Response Training April 2025	4/1/2025	400.00	-	400.00
Schroepfer Family Dental DDS	BLS Provider	4/24/2025	1,539.75	1,074.58	465.17
Brown County Sheriffs Department	BCSO EVOG Training May 2025 - EOS	4/10/2025	4,600.00	3,000.00	1,600.00
Wisconsin Building Supply	CDL Class A Manual Cory Lentz	4/8/2025	4,699.00	2,860.89	1,838.11
Cerebral Palsy Inc	CPR Heartsaver AED	4/17/2025	1,835.00	1,443.66	391.34
Cerebral Palsy Inc	Heartsaver First Aid	4/17/2025	1,159.00	831.21	327.79
Multiple Recipient Local Gov	House of Worship April 2025	4/8/2025	10,167.00	6,346.40	3,820.60
Suominen	DiSC Training	4/15/2025	3,350.00	1,745.90	1,604.10
Multiple Recipient Local Gov	Instructor Development April 2025	4/7/2025	8,376.00	3,867.41	4,508.59
Oneida Nation	2025 Goal Setting and Prioritization	4/16/2025	4,075.00	2,063.44	2,011.56
Mueller Electric	Gas Utility/Install 3.2025	4/1/2025	2,800.00	1,495.25	1,304.75
Shawano Orthodontics	BLS Provider	4/17/2025	802.75	518.58	284.17
Kristo Orthodontics	BLS Provider	4/23/2025	802.75	518.58	284.17
Multiple Recipient Business & Industry	Lean Six Sigma Yellow Belt_April2025	4/9/2025	2,250.00	694.87	1,555.13
Multiple Recipient Business & Industry	OSHA 30-Hour General Industry_April2025	4/7/2025	6,480.00	4,416.00	2,064.00
Farmers and Merchants Bank and Trust	Sales Training April 2025	4/7/2025	2,250.00	1,142.49	1,107.51
Robinson Inc	CPR/First Aid Robinson Inc April 2025	4/1/2025	2,333.00	1,346.08	986.92
Multiple Recipient Business & Industry	Online Self-Paced Learning_EmployeeEngagement,Delegation, Empowerment	4/2/2025	30.00	2.00	28.00
Multiple Recipient Business & Industry	Online Self-Paced Learning_Leading High Performing Teams	4/2/2025	30.00	2.00	28.00
Port City Bakery Inc	CDL Class A Auto and Theory for Andrew Siolka	4/16/2025	4,823.00	2,672.89	2,150.11
Belmark Inc	ISO Audit	4/9/2025	2,415.00	1,480.19	934.81
Newcap Inc	April 30 Conference	4/30/2025	500.00	256.70	243.30
Wisconsin Dept of Workforce Dev	Industrial Technician Fundamentals	4/2/2025	31,920.00	15,882.00	16,038.00
County Rescue Services	CPR Heartsaver AED AHA Site	4/28/2025	341.70	323.70	18.00
Fincantieri Marinette Marine Corp	Qualifications 4/22 - 4/23/25	4/22/2025	3,503.21	1,714.99	1,788.22
Sodexo	Weld Test April 2025	4/11/2025	500.00	170.33	329.67
TOTAL			117,342.16	60,956.73	56,385.43

Out of District		START	EST REVENUE	EST EXPENSE	MARGIN
CLIENT NAME	CONTRACT DESCRIPTION	DATE	EST REVENUE	EST EXPENSE	MARGIN
Seymour Fire Department	Flashover Training April 2025	4/17/2025	2,250.00	1,162.92	1,087.08
White Lake Volunteer Fire Department	White Lake Flashover Training April 2025	4/5/2025	2,500.00	1,107.28	1,392.72
Miron Construction	2025 DEI_Generations	4/1/2025	940.00	437.19	502.81
Hortonville Police Department	Hortonville PD EVOG Training April 2025	4/7/2025	200.00	-	200.00
Miller Electric Manufacturing Co	FY2425 FCE Weld Kits	4/1/2025	4,226.00	3,000.00	1,226.00
Miller Electric Manufacturing Co	FY2425 Welding Qualifications	4/7/2025	6,680.00	1,937.70	4,742.30
Intercon Construction Inc	Gas Appliance Relight & Safety Inspection Training	4/25/2025	2,850.00	1,468.50	1,381.50
Miller Electric Manufacturing Co	FY2425 Heyrman Service	4/7/2025	890.00	632.00	258.00
TOTAL			20,536.00	9,745.59	10,790.41

* Margin represents the difference of Estimated Revenue and Estimated Direct Contract Expenses.

** Estimated Revenue must be equal to or greater than Full Cost.

APRIL BOARD REPORT

Proposed Contract Training 2024/2025

Out of State**		START				
CLIENT NAME	CONTRACT DESCRIPTION	DATE	EST REVENUE	EST EXPENSE	MARGIN	FULL COST
Enstrom Helicopter Corporation	NFPA 70E 2025	4/10/2025	2,500.00	500.00	2,000.00	500.00
Plastics Pipe Institute	MAB Fusion / Electrofusion	4/7/2025	20,665.00	11,597.44	9,067.56	12,253.58
Systems Control	Microprocessors 1: Introduction	4/15/2025	7,712.00	3,844.96	3,867.04	4,383.27
Trident Maritime Systems	Qualifications 4/11/25	4/11/2025	405.66	189.71	215.95	241.07
Consolidated Marine Systems	Qualifications 4/7 - 4/10/25	4/7/2025	3,486.66	1,399.09	2,087.57	1,714.92
Trade Team	Qualifications 4/7 - 4/10/25	4/7/2025	4,128.00	1,826.33	2,301.67	2,185.19
Trade Team	Qualifications 4/14 - 4/17/25	4/14/2025	4,854.47	2,754.23	2,100.24	3,386.49
Consolidated Marine Systems	Qualifications 4/15/25	4/15/2025	1,178.43	495.70	682.73	618.97
Trade Team	Qualifications 4/21 - 4/24/25	4/21/2025	6,304.53	3,176.90	3,127.63	3,513.58
Consolidated Marine Systems	Qualifications 4/21 - 4/22/25	4/21/2025	1,633.64	592.99	1,040.65	736.80
Trident Maritime Systems	X-Ray April 2025	4/23/2025	41.67	25.00	16.67	25.00
TOTAL			52,910.06	26,402.35	26,507.71	
Contract Total for April = 47		APRIL CONTRACT TRAINING GRAND TOTAL		\$190,788.22	\$97,104.67	\$93,683.55

* Margin represents the difference of Estimated Revenue and Estimated Direct Contract Expenses.

** Estimated Revenue must be equal to or greater than Full Cost.

Board of Trustees Calendar August 2025 – July 2026

August 2025

- August 20 | NWTC Board Meeting | 12:00–3:00 p.m.

September 2025

- September 17 | NWTC Board Meeting | 12:00–3:00 p.m.
- September 25-26 | Aspen Presidents & Trustees Collaborative (2 Attendees) | Washington D.C.

October 2025

- October 15 | NWTC Board Meeting | 12:00–3:00 p.m.
- October 16-18 | DBA Fall Meeting & Legal Issues Seminar
- October 22-25 | ACCT Leadership Congress

November 2025

- November 17 | Aspen Presidents & Trustees Collaborative (All Attend) Virtual | 11:00-3:00pm
- November 19 | NWTC Board Meeting | 12:00–3:00 p.m.

December 2025

- December 17 | NWTC Board Meeting | 12:00–3:00 p.m.
- TBD | NWTC Graduation Ceremonies

January 2026

- January 14 | NWTC Board Meeting | 12:00–3:00 p.m.
- TBD | WTCS Legislative Seminar | Madison, WI

February 2026

- February 8-11 | ACCT National Legislative Summit | Washington D.C.
- February 18 | NWTC Board Meeting | 12:00–3:00 p.m.
- February 26 | Aspen Presidents & Trustees Collaborative (All Attend) Virtual | 11:00-3:00pm

March 2026

- March 11 | NWTC Board Meeting | 12:00–3:00 p.m.

April 2026

- April 8 | NWTC Board Meeting | 12:00–3:00 p.m.
- TBD | DBA Spring Meeting & WTCS Ambassador Banquet

May 2026

- May 13 | NWTC Board Meeting & Budget Hearing | 12:00–4:30 p.m.
- TBD | NWTC Graduation Ceremonies

June 2026

- June 17 | NWTC Board Meeting | 12:00–3:00 p.m.

July 2026

- July 13 | NWTC Board Organizational Meeting | 12:00–3:00 p.m.

NWTC Board Meeting Schedule – FY 2024-2025

Board Meeting Date	District Boards Association (State)	ACCT Conferences (National)	Other Activity Dates
July 8, 2024 (Monday) Green Bay Campus Boardroom			
August 7, 2024 Green Bay Campus Boardroom			
September 4, 2024 Crivitz RLC			
October 9, 2024 (Set Tax Levy) Green Bay Campus Boardroom		October 23-26, 2024 ACCT Leadership Congress Seattle, WA	
November 13, 2024 Green Bay Campus Boardroom			
December 11, 2024 Green Bay Campus Boardroom			December 20, 2024 Green Bay Graduation
January 8, 2025 Green Bay Campus Boardroom	January 26, 2025 District Board Winter Meeting Virtual		
February 5, 2025 Green Bay Campus Boardroom		February 9-12, 2025 ACCT Legislative Summit Washington, DC	
March 12, 2025 Sturgeon Bay Campus			
April 9, 2025 Capital & Operational Budget Green Bay Campus Boardroom	April 11, 2025 District Board Spring Meeting		
April 14, 2025 Board Appointment Meeting & Public Hearing Green Bay Campus Boardroom			May 1, 2025 Student Awards Ceremony Green Bay Commons
May 7, 2025 Foundation Board Lunch Budget Hearing & Adoption of Budget Green Bay Campus Boardroom			<u>Graduations:</u> May 20, 2025 – Green Bay May 21, 2025 – Sturgeon Bay May 22, 2025 - Marinette
June 11, 2025 Green Bay Campus Boardroom			
July 14, 2025 - Monday Green Bay Campus Boardroom			



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