

# NORTHEAST WISCONSIN TECHNICAL COLLEGE

*District Board of Trustees*



## MEETING AGENDA AND EXHIBITS

**Wednesday, April 9, 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*

April 9, 2025

**12:00 – 3:00 p.m.**

*NWTC Green Bay Campus – Boardroom 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 April 9, 2025 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

**Guests**

**12:00 – 12:20**

**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.

*Prior to the open of the meeting, public wishing to speak during this portion of the agenda must complete the sign-in sheet provided at the meeting location proving their name and nature of interest/concern. Public Remarks are limited to five (5) minutes per person and fifteen (15) minutes in total.*

**2. Mission Moment**

Meridith Jaeger, Executive Director of Foundation and Grants will share a mission moment during this time.

**3. Lead Faculty Update**

A Lead Faculty member will provide an update at this time.

**Executive Session**

**12:20 – 12:50**

The Board Chair will accept a motion to go into Executive Session in accordance with State Statute 19.85(1)(a) (c) (e) <sup>1</sup>for the purpose of discussing the following items: 1) Conducting a non-renewal private conference; and 2) Final approval of issuance of non-renewal notices.

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<sup>1</sup> **1)** *Any meeting of a governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific exemption or exemptions under this subsection by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:*

**(a)** *Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.*

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

### **Open Session**

The Board reserves the right to reconvene in open session to take action on items discussed in closed session.

### **Action Items (Roll Call Vote)**

**12:50 – 2:00**

#### **1. Bills**

Detailed copies of the current disbursements for fiscal year 2025 for the month of March 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 March 2025 bills as presented.

#### **2. Policy Discussion: Proposed Capital & Operational FY26 Budget**

Adam Pfost, Vice President of Finance and Administration, will present the FY26 Capital and Operational budgets to the Board at this time.

The Board may act on approving the FY26 Budget as presented/modified for the purpose of holding a Budget Public Hearing.

It is recommended that the Board approve the FY26 Capital and Operational Budgets for the purpose of conducting a Budget Public Hearing to be held on May 7, 2025, at 4:00 p.m. in the Boardroom DO308, located on the NWTC Green Bay Campus.

### **Break**

**2:00 – 2:10**

### **Consent Agenda Items:**

**2:10 – 2:25**

#### **1. Minutes**

The minutes of the March 12, 2025 Board meeting were sent to Board members prior to the April 9, 2025 Board meeting. It is recommended that Board approval be given for the March 12, 2025 Board meeting minutes.

#### **2. New Hires – Faculty**

Emily Barros – ELL/Intensive English – Career Pathway Bridge Instructor

Emily Barros was the Selection Committee's top choice for ELL/Intensive English – Career Pathway Bridge Instructor. Ms. Barros holds a Master's Degree in Teaching English Learners from American College of Education and a Bachelor's Degree in Communication from North Central University.

Since 2011, Ms. Barros has been employed as the Reading and Writing Academic Coach at NWTC. Prior to that, she was the English Language Academic Coach, and Part-Time ELL Instructor at NWTC.

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

*(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.*

Placement for this position would be at the level Faculty A, \$64,681.

It is recommended that Board approval be given for the new hire listed above.

## 2. 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 is recommended that the Board approve the contracts for services identified in Board Exhibit 1.

## Reports

### 1. Divisional Reports

**2:25 – 2:50**

- 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

### 2. Board Member Professional Development Updates

**2:50 – 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(s)

The May 7, 2025 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)

April 14, 2025, 3:00pm	NWTC District Board Appointment Meeting, DO308
April 17, 2025, 11:30am	Aspen Prize Ceremony Watch Party, SC142
May 7, 2025, 11:00am	NWTC Foundation Board/Board of Trustees Lunch, DO308

May 7, 2025, 4:00pm	Budget Public Hearing, DO308
May 20, 2025, 6:00pm	Green Bay Graduation Ceremony, Resch Center
May 21, 2025, 6:00pm	Sturgeon Bay Graduation Ceremony, Door County Gala
May 22, 2025, 6:00pm	Marinette Graduation Ceremony, Marinette Community REC Center

**Adjournment**

The Board Chair will accept a motion to adjourn the April 9, 2025 Board meeting.

# NORTHEAST WISCONSIN TECHNICAL COLLEGE

*District Board of Trustees*



## **Exhibits**

**April 9, 2025**

FEBRUARY BOARD REPORT  
Proposed Contract Training 2024/2025

Indistrict*		START			
CLIENT NAME	CONTRACT DESCRIPTION	DATE	EST REVENUE	EST EXPENSE	MARGIN
Fincantieri Bay Shipbuilding	2025 FBS Welding Training	2/3/2025	201,500.00	105,946.00	95,554.00
Port City Bakery Inc	Leadership Development Level 2 Spring 2025	2/27/2025	17,915.00	9,718.80	8,196.20
Oneida Nation Security	Oneida Security DAAT Refresher Feb 2025	2/4/2025	6,500.00	4,033.64	2,466.36
Hatco Corp - Sturgeon Bay	White Belt Training	2/11/2025	4,000.00	1,920.97	2,079.03
Armed Women of America	Armed Women of America- 2025	2/3/2025	2,305.00	1,365.97	939.03
Multiple Recipient Local Gov	3 Day Inservice Package- Feb 2025	2/18/2025	2,525.00	990.82	1,534.18
Multiple Recipient Local Gov	MRDS LESB Instructor Transition Course Feb 2025	2/13/2025	1,584.00	738.46	845.54
Multiple Recipient Local Gov	Aurora Classes Feb 2025	2/4/2025	3,400.00	2,129.80	1,270.20
Multiple Recipient Local Gov	Property Room and Evidence Management- Eau Claire- Feb 2025	2/18/2025	5,174.00	1,348.74	3,825.26
Multiple Recipient Local Gov	AR15 Armorer- Feb 2025	2/4/2025	3,300.00	1,800.00	1,500.00
Multiple Recipient Local Gov	Transition to Supervision Feb 2025	2/19/2025	2,189.00	1,650.00	539.00
Multiple Recipient Local Gov	Principles of Being an Effective Leader Feb 2025	2/20/2025	2,388.00	1,800.00	588.00
Loomis Armored US LLC	Loomis Firearms Spring 2025	2/15/2025	1,200.00	701.31	498.69
Brown County Community Treatment Center	BLS Provider	2/26/2025	765.00	459.10	305.90
Multiple Recipient Local Gov	Public Information Officer Training Feb 2025	2/5/2025	1,341.00	900.00	441.00
Multiple Recipient Local Gov	Public Safety Diving Survival Feb 2025	2/17/2025	1,683.00	1,050.00	633.00
Multiple Recipient Business & Industry	Online Self-Paced Learning_ Moments of Truth	2/1/2025	30.00	2.00	28.00
Forward Service Corp	HCST Program February 2025	2/17/2025	6,531.00	2,891.34	3,639.66
Oneida Nation	CDL Class A Auto and Theory for Garrett Miller	2/4/2025	4,348.00	2,294.42	2,053.58
NAMI of Brown County	CIP- Crisis Intervention Partners- Feb 2025	2/3/2025	3,000.00	2,700.00	300.00
Multiple Recipient Business & Industry	Insightful Hiring: Navigating Behavioral Interviews_Feb2025	2/12/2025	276.00	145.33	130.67
Multiple Recipient Business & Industry	Forklift Train-The-Trainer_Feb2025	2/19/2025	1,975.00	634.65	1,340.35
Carnivore Meat Co LLC	Employee Review Training	2/17/2025	1,500.00	770.52	729.48
Forward Service Corp	CPR Heartsaver AED & First Aid	2/21/2025	2,628.00	1,964.86	663.14
Multiple Recipient Business & Industry	Online Self-Paced Learning_Time Management and Personal Productivity	2/1/2025	30.00	2.00	28.00
Multiple Recipient Business & Industry	OSHA 30-Hour_Construction_Feb2025	2/24/2025	5,670.00	2,996.69	2,673.31
Multiple Recipient Local Gov	Tactical Response Instructor Feb 2025	2/25/2025	3,490.00	1,566.14	1,923.86
Multiple Recipient Business & Industry	How to Lead When You are Not a Leader_Feb2025	2/27/2025	683.10	387.26	295.84
Peters Concrete	CDL Class B Auto and Theory Jozalynn Frank	2/25/2025	3,248.00	1,657.95	1,590.05
Multiple Recipient Local Gov	Active Threat for Leadership Online- Spring 2025	2/27/2025	30.00	-	30.00
New Franken Fire Department	EV Training New Franken FD Feb 2025	2/12/2025	415.00	285.27	129.73

TOTAL291,623.10154,852.04136,771.06

Out of District		START			
CLIENT NAME	CONTRACT DESCRIPTION	DATE	EST REVENUE	EST EXPENSE	MARGIN
Wisconsin Dept of Workforce Dev	2025 MITW CNA Training	2/4/2025	45,786.00	25,162.72	20,623.28
Miller Electric Manufacturing Co	FY2425 Heyrman Service Training	2/3/2025	2,000.00	1,420.00	580.00
Miller Electric Manufacturing Co	FY2425 FCE Weld Kits Grad	2/17/2025	8,746.00	6,210.00	2,536.00
Miller Electric Manufacturing Co	FY2425 Training CDW	2/17/2025	14,535.00	10,320.00	4,215.00

TOTAL\$71,067.00\$43,112.72•\$27,954.28

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

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



Out of State**		START				
CLIENT NAME	CONTRACT DESCRIPTION	DATE	EST REVENUE	EST EXPENSE	MARGIN	FULL COST
Supship Bath	2025 SupShip Welding Training	2/18/2025	6,095.00	3,351.26	2,743.74	4,135.53
Trade Team	Qualifications 2/3 - 2/5/25	2/3/2025	3,236.06	1,891.45	1,344.61	2,304.65
Trade Team	Qualifications 2/10 - 2/13/25	2/10/2025	3,824.21	2,187.32	1,636.89	2,702.72
Trade Team	Qualifications 2/17 - 2/20/25	2/17/2025	2,491.25	1,434.14	1,057.11	1,844.51
TOTAL			\$15,646.52	\$8,864.17	\$6,782.35	
Contract Total for Feb = 40 FEBRUARY CONTRACT TRAINING GRAND TOTAL			\$378,336.62	\$206,828.93	\$171,507.69	

\* Margin represents the difference of Estimated Revenue and Estimated Direct Contract Expenses.  
\*\* Estimated Revenue must be equal to or greater than Full Cost.

## NWTC Board Meeting Schedule – FY 2024-2025

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



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