

NORTHEAST WISCONSIN TECHNICAL COLLEGE



NWTC Board of Trustees Meeting Minutes

April 9, 2025

12:00 – 3:00 p.m.

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

Mission Moment

Meridith Jaeger, Executive Director of Foundation and Grants, will share a mission moment during this time. Cassie Cornelius, NWTC's Dream Scholar nominee shared a message about her experience at NWTC.

Lead Faculty Update

Mary Beth Boettcher and Tracy Blahnik shared information about Lead Faculty and NWTC's Education programs.

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 (12:40 p.m.).

Present: Richard Stadelman, Ross Loining, Carla Hedtke, Gerald Worrick, Jeff Rickaby

Excused: Kelly Robinson, Dustin Delsman, Brenda Mendolla-Buckley, Cathy Dworak

Also Present: Meridith Jaeger, Jennifer Flatt, Kristen Raney, Kelly Casperson, Sara Lam, John Grant, Scott Anderson, Adam Pfost, Laura King, Erica Plaza, Mark Hansel, Pam Lunde, Cassie Cornelius, Bob Burns, Tracy Blahnik, Mary Beth Boettcher, Megan Grant, Jonathan O'Brien, Sue Zittlow, Mike VanderHeiden, Roxanne Beth, Anne Malvitz, Katie Kozak, Karl Reischl, Scarlett Stevens, Michelle Rutues, Josh Cottrell, Cindy Theys, Eric Derenne, Jennifer Canavera, Jill Champeau, Shirley Zepnik

Guests

12:40 – 12:45

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.

Executive Session

12:45 – 2:15

The Board Chair will accept a motion to go into Executive Session in accordance with State Statute 19.85(1)(a) (c) (e)¹ 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.

Hedtke moved that the Board go into Executive Session.

Motion seconded by Rickaby.

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

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

Rickaby moved that the Board return to the regular order of business.

Motion seconded by Worrick.

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

Open Session

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

Rickaby moved to authorize administration to issue final notice of nonrenewal of the three(3) faculty contracts reviewed in closed session.

Motion seconded by Hedtke.

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

Action Items (Roll Call Vote)

2:15 – 3:10

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.

¹ *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.

(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.

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

Jeff Rickaby moved that the Board approve the March 2025 bills as presented.

Motion seconded by Worrick.

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

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.

Worrick moved 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.

Motion seconded by Rickaby.

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

Consent Agenda Items:

3:10 – 3:15

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.

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.

3. 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 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 (34.08% 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.

Hedtke moved that the Board approve the March 12, 2025, Board meeting minutes; the hiring of Emily Barros – Career Pathway Bridge Instructor; and the contracts for services identified in Board Exhibit 1.

Motion seconded by Rickaby.

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

Reports

1. Divisional Reports

3:15 – 3:45

A. President’s Report

- Reduction in Force
- Legislative Advocacy
- Brown County United Way – NWTC highlighted as Premier Partner at Annual Celebration
- Employee incentive week of Memorial Day 2025

B. Academic Affairs and Workforce Development Update

- No update

C. Foundation and Grants Update

- No update

D. Talent and Culture Update

- No update

E. Student Affairs Update

- Student Affairs Realignment
 - i. Renaming Regional Learning to Rural Community Impact with K12 Pathways and Community Impact Coordinators (instead of Regional Learning Managers/Coordinators)
 - ii. Early College renamed to K12 Pathways and moved to Student Affairs Division
 - iii. Sturgeon Bay and Marinette campuses moved together into Student Affairs Division

F. Finance and Administration Update

- No update

G. Strategy and Innovation Update

- No update

2. Board Member Professional Development Updates

3:45 – 3:55

Board members discussed staffing model options shared by the District Board Association.

Option 1: 1 full time Executive Director, 1 full time Education Specialist
Option 2: 1 full time Executive Director, 2 part time
Staffing decision will be made at April 28, 2025 DBA Board Meeting

Diane Handrick, DBA Executive Director, will be present at May 7, 2025 Board of Trustees 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.

Worrick moved that the Board adjourn the April 9, 2025 Board meeting. (3:57 p.m.)

Motion seconded by Rickaby.

Motion carried, with all voting "Aye" on voice vote.



Gerald Worrick, Board Secretary

5-7-25
Date