



*NWTC Board of Trustees Meeting  
Agenda*

May 7, 2025  
12:00 p.m.

***NWTC Green Bay Campus Boardroom DO308  
2740 West Mason Street, Green Bay, Wisconsin 54307***

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

The Board Chairperson will call the May 7, 2025 NWTC Board of Trustees meeting to order and request that roll call be taken at this time (12:01 p.m.).

Present: Richard Stadelman, Dustin Delsman, Gerald Worrick, Kelly Robinson, Cathy Dworak, Ross Loining, Jeff Rickaby, Carla Hedtke

Excused: Brenda Mendola-Buckley

Also Present: Kristen Raney, Kelly Casperson, Meridith Jaeger, Laura King, Jennifer Stolpa-Flatt, Kathryn Rogalski, Erica Plaza, John Grant, Scott Anderson, Adam Pfost, Joe Langer, Tanessa Klug, Paul Rauscher, Wylie Howie, Lisa O'Halloran, Diane Handrick, Dianne Lazear, Natalie Winzenreid, Tracy Kozlowski, Jenni Oliver, Jessica Lehmkuhl, Sara Lam, Sue Zittlow, Mike VanderHeiden, Mike Hagel, John Reinders

**Guests**

***12:00 – 1:00***

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. **Foundation Update & Mission Moment (30 minutes)**

Meridith Jaeger, Executive Director of Foundation & Grants, Tanessa Klug, NWTC Foundation Board President, and Joe Langer, NWTC Foundation Board Vice President, provided a Foundation update and mission moment at this time.

Wylie Howie, NWTC student, shared his personal story for the mission moment.

3. **Lead Faculty Update (10 minutes)**

Lisa O'Halloran, a member of NWTC's Lead Faculty, provided an update at this time.

4. **Student Leader Forum (5 minutes)**

Mike Hagel, Student Leader Forum Officer, provided an update at this time.

5. Wisconsin District Board Association Update (15 minutes)

Diane Handrick, Executive Director of Wisconsin's District Board Association, and Dianne Lazaer, Nicolet Technical College Board Member, provided an update at this time.

**Executive Session**

***1:00 - 1:30***

The Board Chair will accept a motion to go into Executive Session in accordance with State Statute 19.85 (1) (c)<sup>1</sup> for the purpose of discussing the following items: 1. President's Performance Evaluation, Contract, and Compensation.

Worrick moved that the Board go into Executive Session.

Motion seconded by Delsman.

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.

**Action Items (Roll Call Vote)**

***1:30 – 2:30***

1. President's Contract & Compensation

It is recommended that the Board approve the President, Kristen Raney's, compensation, benefits, and contract as discussed in Executive Session to be effective July 1, 2025.

Rickaby moved that the Board approve the President, Kristen Raney's, compensation, benefits, and contract as discussed in Executive Session to be effective July 1, 2025.

Motion seconded by Worrick.

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

2. Bills

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

Rickaby moved that the Board approve the April 2025 bills as presented.

Motion seconded by Delsman.

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

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

3. Budget Modifications

Board Exhibit 1 is a copy of the fund statements of proposed fund and function modifications to the FY 2025 budget, prepared in accordance with Wisconsin State Statute 65.90(5) and the Uniform Financial Fund Accounting System Manual of the Wisconsin Technical College System Board.

It is recommended that the Board approve the proposed fund and function modifications contained in the fund statements and that such modifications be summarized and published per State Statute 65.90(5) as a Class I legal notice within ten days of Board approval and both exhibits be forwarded to the State Board.

Rickaby moved that the Board approve the proposed fund and function modifications described above.

Motion seconded by Loining.

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

4. Resolution Authorizing the Facilities Remodeling and Expansion of the Corporate Conference Center

The Corporate Conference Center Renovation is a renovation on the second level of the existing Corporate Conference Center building within the existing footprint. Beginning in Fall 2019, N.E.W. School of Innovation (N.E.W. SOI) began to partner with Northeast Wisconsin Technical College (NWTC) to provide a variety of experiences in career and technical education to 7th-12th grade and Academy 12th grade students. Since Fall of 2022 N.E.W. SOI has been fully located on the first and second levels of the Agricultural and Natural Resources Center building on the Green Bay Campus of NWTC.

In November 2024, Green Bay Area Public Schools (GBAPS) passed a referendum that allocated \$2 million to enhance safety and security for students at N.E.W. SOI. This funding will facilitate the relocation of N.E.W. SOI to the second level of the Corporate Conference Center (CC) building on the Green Bay Campus. The CC Building, situated on the west side of the campus, will enable N.E.W. SOI staff to provide enhanced safety and security, as all functions will be centralized within their suite. Additionally, this move will offer a dedicated and secure drop-off location for students, reducing the risk of unauthorized access and ensuring students' safe arrival and departure.

The project provides medium construction renovates to 22,446 SF on the second level of the Corporate Conference 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 **Corporate Conference Center Renovation** at the **NWTC Green Bay Campus**. This project was approved for funding in the November 2024 GBAPS' referendum. It is recommended that the Board approve the following resolution.

*Resolution approving the project:*

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the **Corporate Conference Center Renovation**, at the **Green Bay Campus** of Northeast Wisconsin Technical College.”

Worrick moved that the Board approve the Resolution Authorizing the Facilities Remodeling and Expansion of the Corporate Conference Center

Motion seconded by Hedtke.

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

5. Resolution Authorizing the Facilities Remodeling and Expansion of BT300 CTED Training Center

The BT300 CTED Training Center Renovation project is a renovation on the third level of the existing the College of Business building within the existing footprint. The Corporate Training & Economic Development (CTED) Training Center is currently located on the second floor of the Corporate Conference Center (CC) on the Green Bay Campus. With the relocation of the N.E.W. School of Innovation to CC level 2, the training center will be relocated.

This project will move the training center to the third level of the College of Business building. This facility underwent a state-of-the-art addition in the 2015 referendum, offering the curb appeal and modern interiors desired for professional business training. The project also adds additional training spaces. Parking is adjacent to the facility, allowing easy access for customers.

The project provides medium construction renovates to 9,850 SF of the College of Business 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 **BT300 CTED Training Center Renovation** at the **NWTC Green Bay Campus**. We are seeking approval for the entire project in FY25; however, we are requesting funding from capital reserves in the amount of \$160,652 for architectural services that will be reimbursed in the FY26 capital borrowing and \$2,200,304 for building improvement and equipment implementation, which will be submitted in the FY26 capital budget. The total cost of the project is \$2,360,956. It is recommended that the Board approve the following resolution.

*Resolution approving the project:*

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the **BT300 CTED Training Center Renovation**, at the **Green Bay** Campus of Northeast Wisconsin Technical College.”

Rickaby moved that the Board approve the Resolution Authorizing the Facilities Remodeling and Expansion of BT300 CTED Training Center.

Motion seconded by Delsman.

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

6. Resolution Authorizing the Facilities Remodeling and Expansion of BT322 & BT323 CTED & Talent & Culture Administration Suite

The BT322 & BT323 CTED & Talent & Culture Administration Suite project is a renovation on the third level of the existing the College of Business building within the existing footprint. With the relocation of the N.E.W. School of Innovation to the second floor of the Corporate Conference Center (CC), the Corporate Training & Economic Development (CTED) and Talent & Culture (T&C) Administration Suites will be moved to the third level of the College of Business building. This project will position the administrative staff adjacent to the training center, optimizing the allocation of office space versus training storage needs. Parking is conveniently located next to the facility, providing easy access for both potential employees and customers.

The project provides medium construction renovates to 7,770 SF of the College of Business 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 **BT322 & BT323 CTED & Talent & Culture Administration Suite** at the **NWTC Green Bay Campus**. We are seeking approval for the entire project in FY25; however, we are requesting funding from capital reserves in the amount of \$107,128 for architectural services that will be reimbursed in the FY26 capital borrowing and \$1,773,857 for building improvement and equipment implementation, which will be submitted in the FY26 capital budget. The total cost of the project is \$1,880,985. It is recommended that the Board approve the following resolution.

*Resolution approving the project:*

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the **BT322 & BT323 CTED & Talent & Culture Administration Suite**, at the **Green Bay** Campus of Northeast Wisconsin Technical College.”

Rickaby moved that the Board approve the Resolution Authorizing the Facilities Remodeling and Expansion of BT322 & BT323 CTED & Talent & Culture Administration Suite.

Motion seconded by Delsman.

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

#### 7. Resolution Authorizing the Facilities Remodeling and Expansion of SC365 STEM Administration Suite

The SC365 STEM Administration Suite Relocation is a renovation on the third level of the existing the Student Center building within the existing footprint. The relocation of the administrative offices of the College of Science, Technology, Engineering, and Mathematics (STEM) to the third level of the Student Center Building offers several benefits. By centralizing academic support services for STEM-related classes, students can access resources more efficiently, leading to a more streamlined and cohesive support system. Being closer to faculty offices enhances communication and collaboration between students and faculty, fostering a more supportive and interactive learning environment. Additionally, the Student Center building's central location on campus makes it easier for students to reach administrative offices, reducing travel time and increasing convenience. These benefits collectively contribute to a more efficient, supportive, and collaborative academic environment for STEM students and faculty.

The project provides light construction renovates to 1,575 SF 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 SC365 STEM Administration Suite Relocation at the **NWTC Green Bay Campus**. We are seeking approval for the entire project in FY25; however, we are requesting funding from capital reserves in the amount of \$34,475 for architectural services that will be reimbursed in the FY26 capital borrowing and \$355,344 for building improvement and equipment implementation, which will be submitted in the FY26 capital budget. The total cost of the project is \$389,819. It is recommended that the Board approve the following resolution.

*Resolution approving the project:*

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the **SC365 STEM Administration Suite Relocation**, at the **Green Bay** Campus of Northeast Wisconsin Technical College.”

Rickaby moved that the Board approve the Resolution Authorizing the Facilities Remodeling and Expansion of SC365 STEM Administration Suite.

Motion seconded by Delsman.

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

8. Resolution Awarding the Sale of \$635,000 Taxable General Obligation Promissory Notes, Series 2025B

Board Exhibit 2 - At its meeting on March 12, 2025, the Board authorized the borrowing of \$635,000 for FY2025 capital budget needs (\$635,000 for moveable equipment). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$635,000, and specifying the amount of the tax heretofore levied, has been prepared by Bond Counsel and is attached as Board Exhibit 2. 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 May 7, 2025.

It is recommended the Board adopt the resolution authorizing the sale of \$635,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Rickaby moved that the Board adopt the resolution authorizing the sale of \$635,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Motion seconded by Robinson.

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

9. Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2025C

Board Exhibit 3 - At its meeting on March 12, 2025, the Board authorized the borrowing of \$1,500,000 for FY2025 capital budget needs (\$385,290 for moveable equipment, \$1,069,810 for building improvement, \$44,900 for site improvements). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$1,500,000, and specifying the amount of the tax heretofore levied, has been prepared by Bond Counsel and is attached as Board Exhibit 3. 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 May 7, 2025.

It is recommended the Board adopt the resolution authorizing the sale of \$1,500,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Delsman moved that the Board adopt the resolution authorizing the sale of \$1,500,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Motion seconded by Worrick.

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

10. Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing

Board Exhibit 4 - The reimbursement resolution that is attached as Board Exhibit 4 authorizes Northeast Wisconsin Technical College District, Wisconsin to undertake building remodeling and improvement projects, acquisition of movable equipment and site improvement projects as set forth in its FY 2025-26 capital projects

budget. Expenditures made for projects described in the resolution prior to the issuance of notes or bonds to finance the projects can later be reimbursed with proceeds of the Bonds.

The resolution that is attached as Board Exhibit 4 totals \$16,125,000, including \$5,450,600 for building remodeling and improvement projects, \$9,939,400 for the cost of acquisition of movable equipment, and \$735,000 for site improvement projects. Once the resolution is authorized, the resolution will be made available for public inspection.

It is recommended the Board adopt the Resolution Declaring Official Intent to Reimburse expenditures from Proceeds of Borrowing

Worrick moved that the Board adopt the Resolution Declaring Official Intent to Reimburse expenditures from Proceeds of Borrowing

Motion seconded by Hedtke.

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

***Break***

***2:30 – 2:40***

**Consent Agenda Items:**

***2:40 – 3:10***

1. Minutes

The minutes of the April 9, 2025 Board meeting were sent to Board members prior to the May 7, 2025 Board meeting.

It is recommended that Board approval be given for the April 9, 2025 Board meeting minutes.

2. Quarterly Financial Reports

Board Exhibit 5 is the fiscal year 2025 third quarter financial reports.

It is recommended that Board approval be given for the fiscal year 2025 third quarter financial reports.

3. Faculty Resignations

We accept the following resignation notice:

- Joel Mikulsky – Telecommunications Technology Instructor, who has been with the College since August 1, 2022, and has announced his resignation effective June 30, 2025.

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

4. Faculty Retirements

We accept the following retirement notice:

- Wendy Follett – Architectural Technology Instructor who has been with the College since August 17, 1998, and has announced her retirement effective August 5, 2025.
- Gary Mehre – Accounting Instructor who has been with the College since August 16, 2006, and has announced his retirement effective December 21, 2025.
- Jon Russell – Welding Instructor, who has been with the College since January 15, 1999, and has announced his resignation effective June 21, 2025.

- Curtis LaChapelle – Welding Instructor, who has been with the College since August 17, 2009, and has announced his resignation effective May 23, 2025.

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

## 5. Corporate Training & Economic Development (Contracts for Service)

Board Exhibit 6 - 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 6.

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 6.

Worrick moved that the Board approve the April 9, 2025, Board meeting minutes; the resignation of Joel Mikulsky, Telecommunications Technology Instructor; the retirements of Wendy Follett, Architectural Technology Instructor, Gary Mehre, Accounting Instructor, Jon Russell, Welding Instructor, and Curtis LaChapelle, Welding Instructor; and the contracts for services identified in Board Exhibit 6.

Motion seconded by Delsman.

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

## Reports

### 1. Divisional Reports

**3:10 – 3:35**

#### A. President’s Report

- Aspen President & Board Collaborative
  - i. Dates shared for in-person and virtual sessions

#### B. Academic Affairs and Workforce Development Update

- Record number of Lead Faculty applicants this year. 8 new faculty will be joining the group in the Fall.
- Golf Outing on May 9<sup>th</sup>
- Digital Arts Showcase on May 8<sup>th</sup>

#### C. Foundation and Grants Update

- No Updates

#### D. Talent and Culture Update

- No Updates

#### E. Student Affairs Update

- No Updates



F. Finance and Administration Update

- No Updates

G. Strategy and Innovation Update

- No Updates

2. Board Member Professional Development Updates

3:35 – 3:45

Carla Hedtke gave a report on updates with the District Board Association.

***Break***

3:45 – 4:00

**Action Item**

4:00 – 4:30

1. FY 2026 Budget Public Hearing

The Board Chair will accept a motion to adjourn the regular session for the purpose of conducting a Public Hearing on the FY 2026 Budget for Northeast Wisconsin Technical College.

Worrick made a motion to adjourn the regular session for the purpose of conducting a Public Hearing on the FY 2026 Budget for Northeast Wisconsin Technical College (4:01 p.m.).

Motion seconded by Delsman.

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

2. Public Hearing on the Fiscal Year 2026 Budget

In accordance with the requirements of Wisconsin Statutes, a Class I Legal Notice appeared in the official newspaper of the District giving notice that a Public Hearing on the Proposed Fiscal Year 2026 Budget would be held in the District Office of the Northeast Wisconsin Technical College at 2740 West Mason Street, Green Bay, Wisconsin 54307-9042, at 4:00 p.m. on Wednesday, May 7, 2025, for the purpose of giving members of the public an opportunity to express their views on the proposed FY 2026 budget.

A copy of the draft Fiscal Year 2026 Budget and Notice of Public Hearing was enclosed.

Upon calls for interested parties to comment on the proposed FY 2026 Budget with no response, the Board Chair, Richard Stadelman, requested a motion to return to the regular order of business (4:05 p.m.)

Worrick made a motion to return to the regular order of business (4:05 p.m.)

Motion seconded by Delsman.

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

3. Adoption of the FY 2026 Budget

Staff recommends approval of the FY 2026 Budget as presented in the budget document and summarized in Board Exhibit 7 or as amended.

Worrick moved that the board approve the FY 2026 Budget as presented in the budget document and summarized in Board Exhibit 7 or as amended.

Motion was seconded Hedtke.

Motion carried, with the following votes on roll call:

Aye: Richard Stadelman, Dustin Delsman, Gerald Worrick, Kelly Robinson, Ross Loining, Jeff Rickaby, Carla Hedtke

Nay:

Absent: Brenda Mendolla-Buckley, Cathy Dworak

### **Next Board Meeting**

The June 11, 2025, Board meeting will be held on the NWTC Green Bay Campus, 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.

### **Upcoming Event(s)**

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 May 7, 2025 Board meeting.

Robinson made a motion to adjourn.

Loining seconded the motion.

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

  
Gerald Worrick, Board Secretary

6-11-25  
Date