



NWTC August Board Meeting Minutes

Northeast Wisconsin Technical College

8/20/2025 12:00 PMCDT

@ 2740 West Mason Street, Green Bay, WI 54303

I. Open Meeting & Roll Call

The Board Chairperson will called the August 20, 2025 NWTC Board of Trustees meeting to order at 12:02 p.m. and requested that roll call be taken at this time.

Present: Rick Stadelman, Kelly Robinson, Cathy Dworak, Ross Loining, Jeff Rickaby, Brenda Mendolla-Buckley, Gerald Worrick, Emily Miller

Absent: Dustin Delsman

Also Present: Kristen Raney, Kelly Casperson, Matt Petersen, John Grant, Erica Plaza, Laura King, Jennifer Flatt, Meridith Jaeger, Karl Reischl, Adam Pfof, Pam Lunde, Eric Derenne, Elizabeth Schaff

II. Guests

A. 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.

Dr. Kristen Raney introduced Matt Petersen - New Associate Vice President of Strategic Analytics & Institutional Effectiveness

B. Mission Moment

Meridith Jaeger, Executive Director of the NWTC Foundation, shared a mission moment at this time.

NWTC Alumni Story: Matt Kaczmarek, Carpentry Certificate and Associate Degree in Construction Management

III. Action Items

A. Bills

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

Motion made to approve Jeff Rickaby to approve the July 2025 bills as presented.

Seconded by Emily Miller.

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

B. Budget Modification

Board Exhibit 1 is a copy of the fund statements of proposed fund and function modifications to the FY 2026 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.

Motion made by Jeff Rickaby to 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.

Seconded by Cathy Dworak.

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

 [Bud Mod August 20 2025.pdf](#)

- C. Resolution Authorizing the Borrowing of \$4,401,000 for Movable Equipment; \$1,500,000 for Building Remodeling and Improvement Projects; \$99,000 for Site Improvements; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2026 budget deliberations, the Board approved various capital projects for building remodeling and improvements, acquiring moveable equipment, and site improvements. This resolution authorizes the borrowing of \$6,000,000 of general obligation notes for these purposes. A resolution authorizing the borrowing has been prepared by Bond Counsel and is attached as Board Exhibit 2.

It is recommended the Board adopt the resolution authorizing the borrowing of \$4,401,000 for moveable equipment; \$1,500,000 for building remodeling and improvement projects; \$99,000 for site improvements; and providing for the issuance and sale of general obligation promissory notes therefor.

Motion made by Jeff Rickaby to adopt the resolution authorizing the borrowing of \$4,401,000 for moveable equipment; \$1,500,000 for building remodeling and improvement projects; \$99,000 for site improvements; and providing for the issuance and sale of general obligation promissory notes therefor.

Seconded by Kelly Robinson.

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

 [Northeast WI TCD - 25D GOPN - Authorizing Resolution.pdf](#)

IV. Consent Agenda Items

A. Minutes

The minutes of the July 14, 2025 Board meeting were sent to Board members prior to the August 20, 2025 Board meeting.

It is recommended that Board approval be given for the July 14, 2025 Board meeting minutes.

 [NWTC July Board Meeting & Organizational Meeting Minutes.pdf](#)

B. Faculty New Hires

Katie Halbach – Accounting Instructor

Katie Halbach was the Selection Committee's top choice for Accounting Instructor. Ms. Halbach holds a Bachelor's Degree in Accounting from Baker College.

Since March 2025, Ms. Halbach has been employed as the Site Controller at Millipore Sigma. Prior to that, she was the Accounting Manager at KDC/One Northern Labs, Corporate Cost Accounting Manager, Accounting Manager at Smart Sand, Senior Plant Accountant at Smart

Sand and at Tailor Made Products, Inc, and the Manager/Accountant at Moy, Borchert, Erbs & Associates.
Placement for this position would be at the level Faculty C, \$75,419.

Luke Thornton – Accounting Instructor

Luke Thornton was the Selection Committee’s top choice for Accounting Instructor. Mr. Thornton holds a Bachelor’s Degree in Accounting Major with a History Minor and a Middle Childhood – Early Adolescent Education from University of Wisconsin La Crosse. Since January 2025, Mr. Thornton has been employed as an Accountant at NWTC. Prior to that, he was the Staff Accountant at Spurlock, Runyan, Miller & Associates, and the Training Specialist at Chileda Institute, Inc.
Placement for this position would be at the level Faculty C, \$75,419.

Philip Flannery – IT Systems Administrator/CCNA Instructor

Philip Flannery was the Selection Committee’s top choice for IT Systems Administrator/CCNA Instructor. Mr. Flannery holds a Bachelor’s Degree in Business Administration with a Concentration in MIS from Governors State University. Since June 2020, Mr. Flannery has been employed as the Senior Associate, Infrastructure Administrator at I-CAR. Prior to that, he was a Part-Time Network/Security Instructor at NWTC and the Senior Server Administrator at Century Bank.
Placement for this position would be at the level Faculty C, \$75,419.

Noah Lindsley – Cybersecurity Instructor

Noah Lindsley was the Selection Committee’s top choice for Cybersecurity Instructor. Mr. Lindsley holds a Bachelor’s Degree in Computer Sciences with a minor in Business Administration from St. Norbert College. Since February 2023, Mr. Lindsley has been employed as the Cyber SOC Specialist at Nicolet National Bank. Prior to that, he was the Spartans Fight Foundation Director.
Placement for this position would be at the level Faculty C, \$72,500.

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

C. Faculty Resignations

NWTC accepts the following resignation notices:

Barb Peters – Associate Degree Nursing Instructor has announced her resignation effective August 20, 2025.

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

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

Board Exhibit 3 - Under the provisions of Wisconsin 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 3.

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 (33.89% for on-campus and 28.20% 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 3.

 [June Board Contracts Report.pdf](#)

Motion made by Jeff Rickaby to approve July 14, 2025 minutes, new faculty hires, faculty resignations, and contracts for service.

Seconded by Cathy Dworak.

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

V. Reports

A. Three-Year Facilities Plan

Adam Pfost, Vice President of Finance and Administration, presented the college's three-year facilities plan.

 [2026-2028 Three-Year Facilities Plan.pdf](#)

B. OnBoard Software and Email Training

Kelly Casperson provided training on use of NWTC email and OnBoard software. All Board communications will now be sent through NWTC email and Board materials will be accessed through OnBoard.

C. Board Policy Review

The Board will review updated drafts of the following policies in Exhibit 4:

- Chairperson's Role
 - Gerald Worrick made a motion to approve changes. Motion was seconded by Jeff Rickaby. Motion carried with all voting "Aye" on voice vote.
- Vice-Chairperson's Role
 - Emily Miller made a motion to approve changes. Motion was seconded by Cathy Dworak. Motion carried with all voting "Aye" on voice vote.
- Secretary's Role
 - Gerald Worrick made a motion to approve changes. Motion was seconded by Kelly Robinson. Motion carried with all voting "Aye" on voice vote.
- Treasurer's Role
 - Emily Miller made a motion to approve changes. Motion was seconded by Jeff Rickaby. Motion carried with all voting "Aye" on voice vote.
- Board Members' Code of Conduct
 - Jeff Rickaby made a motion to approve changes. Motion was seconded by Kelly Robinson. Motion carried with all voting "Aye" on voice vote.

D. Divisional Reports

1. President's Report

- Currently participating in WTCS Presidents' workgroup on K-12 relationships and dual credit opportunities
- Currently participating in WTCS Presidents' workgroup on Wisconsin District Board Association. Survey will be sent out to all WTCS Presidents in late September and will discuss with NWTC Board during September 18th meeting to get feedback.
- Leadership Competencies have been developed and several leaders attended AFIT Conference in July.
- All Faculty-Staff Inservice on August 11th
- NWTC has been chosen for Unlocking Opportunities Initiative with Aspen Institute. Will work to analyze programs and student outcomes.
- NWTC Media Coverage - 8 Week Terms, Sanger Powers Graduation
- Legislative Events - Mayor Genrich attended Plastic Pipes Institute training (we are only training in the country), Jamie Wall one-on-one meeting with Dr. Raney, Tony Weid Roundtable with employers, students, NWTC staff
- Aspen Survey for Board members due September 4

2. Academic Affairs and Workforce Development Update

- Fall 2025 semester started August 18, 2025

3. Foundation and Grants Update

- Shared current list Foundation Board of Directors
- Shared Foundation focus and priorities that are aligned with NWTC Strategic Plan
- New Senior Development Specialist starting on Monday, August 25
- Donor Night is scheduled for October 2, 2025 at the NWTC Corporate Conference Center
- Employee Giving Campaign is currently underway through August 22

4. Talent and Culture Update

- No Update

5. Student Affairs Update

- Enrollment Update for Fall 2025 - Down 99 Full Time Equivalent students (4%), Down 0.6% Unduplicated Headcount from last year
- Hours of Operation at NWTC Locations - Aurora, Crivitz, Luxemburg, Oconto Falls, Shawano, Sister Bay (M-Th 9-3) will be closed on Fridays. Students can apply for access during closed hours. Staff will be working on other projects/work remotely.

6. Finance and Administration Update

- No Update

7. Strategy and Innovation Update

- Senate Appropriations Bill does include funds we were not expecting - Pell, Title III, AEFLA, TRIO, Workforce Pell

E. Board Member Professional Development Updates

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.

No report.

VI. Next Board Meeting

The September 18, 2025 Board meeting will be held at the Marinette Campus located at 1601 University Drive, Marinette, WI 54143.

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.

VII. Adjournment

The Board Chair accepted a motion to adjourn the August 20, 2025 Board meeting at 2:51 p.m.

Motion made by Jeff Rickaby to adjourn the meeting.

Second by Cathy Dworak.

Motion Carried with all voting "Aye" on voice vote.



Gerald Worrick, Board Secretary

9-18-25

Date