



NWTC December Board Meeting Minutes

Northeast Wisconsin Technical College

12/18/2025 12:00 PMCST

@ 2740 West Mason Street, Green Bay, WI 54303 (Room DO308)

I. Open Meeting & Roll Call

The Board Chairperson called the December 18, 2025 NWTC Board of Trustees meeting to order at 12:02 p.m. and requested that roll call be taken at this time.

Present: Richard Stadelman, Dustin Delsman, Gerald Worrick, Kelly Robinson, Jeff Rickaby, Emily Miller

Absent: Ross Loining, Brenda Mendolla-Buckley, Cathy Dworak

Also Present: Karl Rieschl, Erica Plaza, Adam Pfost, Scott Anderson, Sara Lam, Meredith Jaeger, Jennifer Flatt, Kathryn Rogalski, Matt Petersen, Kristen Raney, Kelly Casperson, Pam Lunde, Eric Derenne, David Maccoux, Mike VanderHeiden, Sue Zittlow, Terri Brown, John Grant

II. Guests

A. Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present and invited public comment. No guests present and no public comments.

B. NWTC Lead Faculty Presentation

Terri Brown, NWTC Lead Faculty, provided a presentation regarding Open Education Resources (OER) and Artificial Intelligence (AI).

III. Action Items

A. Bills

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

Jeff Rickaby made a motion to approve the November 2025 bills. Dustin Delsman seconded the motion. Motion carried with all voting "Aye" on roll call vote.

B. College Annual Audit

Wisconsin Statutes require that the financial statements of the District be audited on an annual basis by a certified public accountant. The accounting firm of CLA (CliftonLarsonAllen LLP) was engaged by the Board to perform this function. CLA has recently completed the audit of the District's financial statements for the fiscal year ending June 30, 2025. CLA will attend the Board meeting virtually to review the reports with the Board members and answer any questions.

It is recommended that the District Board accept the fiscal year 2025 Annual Financial Report of the Northeast Wisconsin Technical College.

Gerald Worrick made a motion to approve the 2025 Annual Financial Report of Northeast Wisconsin Technical College. Dustin Delsman seconded the motion. Motion carried with all voting "Aye" on roll call vote.

 [Exhibit 1 - NWTC DRAFT Governance Communications - FY25.pdf](#)

 [Exhibit 2 - NWTC FINAL DRAFT Financial Statements - December 10, 2025.pdf](#)

C. Unbudgeted Capital Request - Coursedog Academic Management Platform Software

This request is for \$344,486.00 which covers a three-year subscription to Coursedog software. Coursedog software is a comprehensive academic management platform designed to streamline catalog and curriculum management, course scheduling, and room scheduling. The Catalog component facilitates the organization and display of academic offerings to the college website, while Curriculum management ensures that courses meet institutional standards and requirements. Course and room scheduling features optimize the allocation of classes and resources, allowing for more efficient educational operations.

It is recommended that the Board approve this unbudgeted capital request for \$344,486.00. Emily Miller made a motion to approve the unbudgeted capital request for \$344,486.00. Kelly Robinson seconded the motion. Motion carried with all voting "Aye" on roll call vote.

D. Unbudgeted Capital Request - EMS Ambulance Simulator

This request is for \$75,000 to purchase and install a second ambulance simulator for the EMS programs using a State of Wisconsin grant to support the growth and development of the EMS workforce. Rising enrollment and increased workforce demand have created significant scheduling and instructional bottlenecks on our current simulator. The additional unit financed by the grant will expand training capacity, ensure students receive essential hands-on experiences, and support high-quality simulation across multiple cohorts. This investment is critical to meeting program needs, maintaining instructional quality, and preparing a skilled EMS workforce for our regional partners.

It is recommended that the Board approve this unbudgeted capital request for \$75,000. Request rescinded. No vote needed.

IV. Consent Agenda Items

A. Minutes

The minutes of the November 20, 2025 Board meeting are included as Exhibit 3.

It is recommended that Board approval be given for the November 20, 2025 Board meeting minutes.

 [Exhibit 3 - NWTC November Board Meeting Minutes.pdf](#)

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

Board Exhibit 4 - 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 2026 contracts pending Board approval is attached as Board Exhibit 4.

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 4.

[Exhibit 4 - Nov Board Report 11-30-26.pdf](#)

C. Faculty New Hire

Autumn Gomez-Tagle – Sustainable Food and Organic Agriculture Instructor – Limited Term Autumn Gomez-Tagle was the Selection Committee's top choice for Sustainable Food and Organic Agriculture Instructor – Limited Term. Ms. Gomez-Tagle holds a Bachelor's Degree in Environmental Studies and in International Studies from Kenyon College.

Since March 2024, Ms. Gomez-Tagle has been employed as the Soil Health Specialist/Agriculture Educator at Calumet County Land and Water. Prior to that, she was the Volunteer Manager at Pillars Inc., and the Communications VISTA at Columbia County Sanctuary Movement. She has participated in the Water Quality of Rio Tarcoles Tributary Research at Schools for Field Studies and the Soil Sample Analyst Research at Kenyon College. She is also working towards her Sustainable Agriculture Educator Certification and Permaculture Certification.

Placement for this position would be at the level Faculty B, \$68,562.00.

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

D. Faculty Resignation

NWTC accepts the following resignation notice:

- Sheila Konell – Nursing Assistant Instructor, who has been with the College since January 3, 2024, and has announced her resignation effective January 19, 2026.

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

E. Faculty Retirements

NWTC accepts the following retirement notices:

- Gerald Lintz – Entrepreneurship and Hospitality Management Instructor who has been with the College since August 26, 2002, and has announced his retirement effective May 23, 2026.
- Mary Beth Boettcher – Early Childhood Education Instructor who has been with the College since August 13, 2001, and has announced her retirement effective May 23, 2026.

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

Jeff Rickaby made a motion to approve the consent agenda items (November 20, 2025 minutes, Contracts for Service, Faculty New Hires, Faculty Resignations, and

Faculty Retirements). Emily Miller seconded the motion. Motion carried with all voting "Aye" on voice vote.

V. Reports

A. Quarterly Financial Reports

Board Exhibit 5 is the fiscal year 2026 first quarter financial reports.

 [Exhibit 5 - 2026Q1 Board Summary as of September 30, 2025.pdf](#)

B. President's Report

Dr. Kristen Raney provided the President's Report at this time.

WTCS

- Expanded degree authority
- DBA Ex Director Search

External Engagement

- Welcome event for new Executive Directors of the GB chamber, New North
- CEO panel for Leadership Green Bay
- Tiny Earth
- Individual meetings with chancellors/presidents of New Era
- Start-up Hub Anniversary
- *NEWMA move to UWGB

Internal Engagement

- 19 employee listening sessions
- BOT/Foundation Board Collaboration

Budget Preparation

- NWTC leadership tasks
- WTCS advocacy

Draft of Advocacy Framework

- Clarification of roles and responsibilities
- Coordination of effort
- Assessment of impact

C. Board Member Liaison Updates

Board members that are liaisons to other entities will have an opportunity to report on updates they have since the last Board meeting.

- Virtual DBA meeting January 30, 2026. Online Registration.
- Tony Weid will be visiting Crivitz School District on Monday, December 22, 2025. Board Member, Kelly Robinson, will be speaking with him.

VI. Next Board Meeting

The January 14, 2025 Board meeting will be held at the Green Bay Campus 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.

VII. Adjournment

The Board Chair will accept a motion to adjourn the December 18, 2025 Board meeting. Jeff Rickaby made a motion to adjourn the December 18, 2025 meeting at 2:37 p.m. Kelly Robinson seconded the motion. Motion carried with all voting "Aye" on voice vote.



Gerald Worrick, Secretary

1-19-26

Date