



# NWTC July Board Meeting & Organizational Meeting Minutes

Northeast Wisconsin Technical College

7/14/2025 12:00 PMCDT

@ 2740 West Mason Street, Green Bay, WI 54303

## I. Open Meeting & Roll Call

The Board Chairperson will call the July 14, 2025 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (12:03 p.m.)

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

Not Present: Brenda Mendolla-Buckley and Cathy Dworak

Also Present: Kristen Raney, Kelly Casperson, Jill Champeau, Kathryn Rogalski, Sara Lam, Laura King, Adam Pfost, Meridith Jaeger, Jennifer Flatt, John Grant, Erica Plaza, Brian Krogh, Barb Peters, Mike VanderHeiden, Pam Lunde, Eric Derenne, Kang Cha Lee

## 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.

No guests were present.

### B. Mission Moment

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

## III. Board Organizational Matters

### A. Oath of Office

Wisconsin Statutes §19.01 (1) and Article IV, §28 require that appointed or reappointed district board members shall, before they enter upon the duties of their respective offices, take and subscribe an oath or affirmation to support the Constitution of the United States and the Constitution of the State of Wisconsin, and faithfully to discharge the duties of the respective offices to the best of their ability.

The Oath of Office will be provided to appointed/reappointed Board members for signature. Each Trustee will sign and have notarized the Oath of Office prior to the start of the meeting.

Dustin Delsman, Gerald Worrick, Emily Miller took the Oath of Office and Oaths were signed and notarized.

### B. Election of Officers

The District Board of Trustees holds its annual organizational meeting on the 2nd Monday of July and elects a Chairperson, Vice-Chairperson, Secretary, and Treasurer.

At this time the Board will elect its officers for FY2026.

Jeff Rickaby made a motion to nominate Rick Stadelman for Chairperson. Ross Loining seconded the motion. Motion carried by voting "Aye" with voice vote.  
Jeff Rickaby made a motion to nominate Dustin Delsman for Vice-Chairperson. Gerald Worrick seconded the motion. Motion carried by voting "Aye" with voice vote.  
Jeff Rickaby made a motion to nominate Gerald Worrick for Secretary. Dustin Delsman seconded the motion. Motion carried by voting "Aye" with voice vote.  
Dustin Delsman made a motion to nominate Jeff Rickaby for Treasurer. Ross Loining seconded the motion. Motion carried by voting "Aye" with voice vote.

#### C. Appointments to the Wisconsin District Board Association Standing Committees

The Board Chairperson will ask for volunteers for the WTCS District Boards' Association Standing Committees for NWTC and make appointments to those committees for submission to the Boards' Association as listed below. Board Exhibit 1 describes the function of each of the committees.

FY26 assignments:

- Board of Directors: Gerald Worrick made a motion to appoint Dustin Delsman. Jeff Rickaby seconded the motion. Motion carried by voting "Aye" with voice vote.

Volunteers accepted for the following sub-committees.

- Awards: Emily Miller
- Internal Best Practices: Gerald Worrick
- External Partnerships: Cathy Dworak, Brenda Mendolla-Buckley
- Bylaws: Richard Stadelman, Kelly Robinson

Dustin Delsman made a motion to approve the volunteers. Jeff Rickaby seconded. Motion carried by voting "Aye" with voice vote.

 [Exhibit 1 2025 DBA Committee Descriptions.pdf](#)

#### IV. Executive Session

The Board Chair will accept a motion to go into Executive Session in accordance with Wisconsin Statutes § 19.85 (1) (b) [\[1\]](#) for the purpose of discussing the following items: 1. Consideration of Faculty Dismissal.

The faculty has the right to have this hearing held in open session.

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

[\[1\]](#) (b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session.

#### **Motion:**

Motion made to move into Executive Session.

Motion carried with all voting Aye on Roll Call vote.

**Motion:**

Motion made to return to Open Session.

Motion carried with all voting Aye on Roll Call vote.

V. Action Items

A. Consideration of Faculty Dismissal

The board will accept a motion to approve the faculty dismissal discussed in closed session.

**Motion:**

Motion made to postpone the consideration of faculty dismissal until the August 20, 2025 Board Meeting.

Motion carried with all voting Aye on Roll Call vote.

B. Bills

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

**Motion:**

Motion made to approve the June 2025 Bills.

Motion carried with all voting Aye on Roll Call vote.

C. Budget Modification

Board Exhibit 2 is a copy of the fund statements of proposed fund and function modifications to the FY 2026 budget, prepared in accordance with Wisconsin Statutes § 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 Wisconsin Statutes § 65.90(5) as a Class I legal notice within ten days of Board approval and both exhibits be forwarded to the State Board.

 [Exhibit 2 Bud Mod July 14 2025 Agenda.pdf](#)

**Motion:**

Motion made to approve the proposed fund and function modifications contained in the fund statements and that such modifications be summarized and published per Wisconsin Statutes § 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 carried with all voting Aye on Roll Call vote.

D. Unbudgeted Capital Request: Reconstruction of Utility Training Field Storm Water Ponds

NWTC is requesting approval to plan and reconstruct two existing ponds located in the northwest corner of the Green Bay Campus near the Utility Training Field, to meet the City of Green Bay's storm water management requirements.

The project scope includes dredging, grading, riprap installation, outfall structure modifications, seeding, and dewatering, with a request to use \$23,000 in capital reserve funds for civil engineering services and \$100,000 for pond reconstruction.

It is recommended that the Board approve this \$123,000 unbudgeted capital request.

**Motion:**

Motion made to approve the \$123,000 unbudgeted capital request.

Motion carried with all voting Aye on Roll Call vote.

VI. Consent Agenda Items

A. Minutes

The minutes of the June 11, 2025 and June 25, 2025 Board meetings were sent to Board members prior to the July 14, 2025 Board meeting.

It is recommended that Board approval be given for the June 11, 2025 and June 25, 2025 Board meeting minutes.

 [NWTC Board Meeting Minutes - 06252025.pdf](#)

 [NWTC Board Meeting Minutes - 06112025.pdf](#)

B. Faculty New Hires

**Breanna Beaumier – Nursing Assistant Instructor**

Breanna Beaumier was the Selection Committee's top choice for Nursing Assistant Instructor. Ms. Beaumier holds a Master's degree in Nursing from Western Governors University and a Bachelor's Degree in Nursing from Marian University, and an Associate's Degree in Nursing from NWTC.

Since 2024, Ms. Beaumier has been employed as a Part-Time Nursing Instructor at NWTC. Prior to that, she was the Registered Nurse at The Pines Post-Acute and Memory Care Nursing Home and she was a Registered Nurse at ThedaCare Medical Center.

Placement for this position would be at the level Faculty C, \$75,419.

**Jodi Van Egeren – Dental Hygienist Instructor**

Jodi Van Egeren was the Selection Committee's top choice for Dental Hygienist Instructor. Ms. Van Egeren holds a Master's degree in Adult Education from Indiana University and a Bachelor's of Applied Science in Dental Hygiene from St. Petersburg College.

Since 2018, Ms. Van Egeren has been employed as a Part-Time Dental Instructor at NWTC. Prior to that, she was the Registered Dental Hygienist at North Shore Dentistry. She is licensed as a Registered Dental Hygienist, Local Anesthesia, and Nitrous Oxide. She is also Laser certified, American Heart Association BLS/CPR/AED, and has her Micro credential – teaching with AI certification

Placement for this position would be at the level Faculty B, \$68,562.

**Yasmine Rasmussen – Echocardiography Instructor – Clinical Coordinator 75%**

Yasmine Rasmussen was the Selection Committee's top choice for Echocardiography Instructor – Clinical Coordinator 75%. Ms. Rasmussen holds a Bachelor's Degree in Biomedical Science from University of Milwaukee.

Since June 2022, Ms. Rasmussen has been employed as the Cardiovascular Sonographer at UW Hospital and Clinics in Madison, WI. Prior to that, she was the COVID-19 Clinical Technician at UW Health John Wall Drive and a Certified Nursing Assistant at Aurora Medical enter Grafton. She is a Registered Diagnostic Cardiac Sonographer and a Registered Vascular Technologist. She also has her CPR/BLS certification.

Placement for this position would be at the level Faculty C, \$56,564.

**Justin Wangerin – Emergency Medical Services Instructor – Grant Funded**

Justin Wangerin was the Selection Committee's top choice for Emergency Medical Services Instructor – Grant Funded. Mr. Wangerin holds a Bachelor's Degree in Crisis/Emergency/ Disaster Management from American Military University

Since 2023, Mr. Wangerin has been employed as a Part-Time EMS/CPR Instructor at NWTC. Prior to that, he was the Medical Instructor at US Army Reserves, was in the US Army for 12 years and 7 months, and was a Senior Emergency Medical Technician. He also has his certifications in EMS Instructor 1, Emergency Management Institute, Emergency Medical Technician, Basic, and Hospital Management of Chemical, Biological, Nuclear, and Radiation Patients

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

**Shelley Karnz – Pathways to Academic Success Instructor**

Shelley Karnz was the Selection Committee's top choice for Pathways to Academic Success Instructor. Ms. Karnz holds a Master's Degree in Teaching and Learning from Concordia University and a Bachelor's Degree in Arts, Spanish and Humanistic Studies from University of Wisconsin Green Bay.

Since 2018, Ms. Karnz has been employed as the Adult Education Navigator at NWTC. Prior to that, she was the Program Manager – Adult Tutoring, English Language Instructor, and Program Manager for English Language Classes at Literacy Green Bay. She has her Certificate of Teaching Adult ESL, Certificate in Adult and Community Education, and is a certified volunteer coordinator, transition to success coach, and certified in mental health first aid.

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

**Mark Kamin – Civil Engineering Technology Surveying Instructor**

Mark Kamin was the Selection Committee's top choice for Civil Engineering Technology Surveying Instructor. Mr. Kamin holds a Bachelor's Degree in Surveying Engineering from Michigan Technological University.

Since January 2025, Mr. Kamin has been employed as the Geospatial Project Specialist at Seiler Instruments. Prior to that, he was the Civil Engineering Technology Surveying Instructor at NWTC, the Project Surveyor at Coleman Engineering Company, and the Land Survey Technician/CAD Technician at MI-Tech Services (DIS). He is also licensed as a Register Land Survey State of Indiana and a Professional Land Surveyor State of Wisconsin.

Placement for this position would be at the level Faculty C, \$81,563.44.

**Cory Zegers – Fire Science Instructor**

Cory Zegers was the Selection Committee's top choice for Fire Science Instructor. Mr. Zegers holds an Associate's Degree in Fire Protection Technician and a Technical Diploma in EMT-P from Fox Valley Technical College.

Since 2023, Mr. Zegers has been employed as a Firefighter/Paramedic at Howard Fire Department. Prior to that, he was the Fire Protection Specialist at Vorpahl Fire and Safety, Engineer/Paramedic at GBMFD, and the CT/MRI IC ACLS Tech at Prevea. He is also Certified in Firefighter I and II, Fire Officer I, WI Certified Driver/Operator – Pumper and Aerial, Fire Inspector I, ACLS Provider/CPR Provider, WI Certified Emergency Service Instructor I, and is a WI Licensed EMT-Paramedic.

Placement for this position would be at the level Faculty A, \$73,000.

**Jonathan DeJardin – Architectural Technology Instructor**

Jonathan DeJardin was the Selection Committee's top choice for Architectural Technology Instructor. Mr. DeJardin holds a Master's Degree and Bachelor's Degree in Architecture from University of Wisconsin Milwaukee.

Since 2014, Mr. DeJardin has been employed as an Architect, Senior Project Manager, and BIM Coordinator at Legacy Architecture. Prior to that, he was the Regional Construction Superintendent and promoted to the Service Department Manager at Lone Rover Construction, Inc. Prior to that, he was an Architect at RJD Architects, owned his own personal business at DJ Design, and a temporary BIM Operator at Design Integrations.

Placement for this position would be at the level Faculty C, \$75,419.

**Heather Frankovich – Associate Degree Nursing and Practical Nursing Instructor**

Heather Frankovich was the Selection Committee's top choice for Associate Degree Nursing and Practical Nursing Instructor. Ms. Frankovich holds a Master's Degree in Nursing Education from Walden University, Bachelor's Degree in Nursing from Western Governors University and an Associate's Degree in Nursing from NWTC.

Since 2024, Ms. Frankovich has been employed as a Supervisor of Clinical Operations – Specialty at Aurora Medical Center – Bay Area. Prior to that, she was the Part-Time Nursing Instructor at the NWTC Marinette Campus, a Registered Nursing in the Emergency Department at Aurora Medical Center – Bay Area, and a Licensed Practical Nurse at North reach Healthcare. She also has her certifications in Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Basic Life Support (BLS), Hazmat, and Transfer Mobility Coach.

Placement for this position would be at the level Faculty C, \$75,419.

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

**C. Faculty Resignations**

NWTC accepts the following resignation notices:

**Christopher Kozlovsky** – Wellness and Health Promotion Instructor – Program Director, who has been with the College since August 5, 2013, and has announced his resignation effective June 9, 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.

 [Exhibit 3 May Board Report.pdf](#)

**E. FY26 Board Calendar**

It is recommended that the Board approve the FY26 Board Calendar dates in Board Exhibit 4. Change in Aspen Board Development date to November 21, 2025.

Change April meeting to April 15, 2026

Social gathering with Foundation Board at 4pm on August 20th at 1951.

 [Exhibit 4 2025-2026 NWTC Board Calendar.pdf](#)

**F. Facilities Remodeling and Expansion Resolution: Sturgeon Bay SC133 Nursing Assistant Lab Renovation**

State Statutes require that the District Board obtain approval from the Wisconsin Technical College System Board (WTCSB) for facility remodeling and expansions. To obtain approval, the District Board is required to submit two resolutions. In the first resolution the District Board is approving the project development, while the second resolution requests State Board approval of the remodeling. The following project is part of the FY26 Capital Budget. It is recommended that the Board approve the following resolutions.

Resolution approving the project:

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the development of the ST Bay SC133 NA Lab Renovation, at the Sturgeon Bay Campus.”

**G. Facilities Remodeling and Expansion Resolution: Student Center Parking Lot Replacement**

State Statutes require that the District Board obtain approval from the Wisconsin Technical College System Board (WTCSB) for facility remodeling and expansions. To obtain approval, the District Board is required to submit two resolutions. In the first resolution the District Board is approving the project development, while the second resolution requests State Board approval of the remodeling. The following project is part of the FY26 Capital Budget. It is recommended that the Board approve the following resolutions.

Resolution approving the project:

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the development of the SC Parking Lot Replacement, at the Green Bay Campus.”

**H. Facilities Remodeling and Expansion Resolution: AG108 Water Intrusion**

State Statutes require that the District Board obtain approval from the Wisconsin Technical College System Board (WTCSB) for facility remodeling and expansions. To obtain approval, the District Board is required to submit two resolutions. In the first resolution the District Board is approving the project development, while the second resolution requests State Board approval of the remodeling. The following project is part of the FY26 Capital Budget. It is recommended that the Board approve the following resolutions.

Resolution approving the project:

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the development of the AG108 Water Intrusion, at the Green Bay Campus.”

**I. Facilities Remodeling and Expansion Resolution: HS130 Water Intrusion**

State Statutes require that the District Board obtain approval from the Wisconsin Technical College System Board (WTCSB) for facility remodeling and expansions. To obtain approval, the District Board is required to submit two resolutions. In the first resolution the District Board is approving the project development, while the second resolution requests State Board approval of the remodeling. The following project is part of the FY26 Capital Budget. It is recommended that the Board approve the following resolutions.

Resolution approving the project:

“BE IT RESOLVED, that the Northeast Wisconsin Technical College Board approves the development of the HS130 Water Intrusion, at the Green Bay Campus.”

**J. Facilities Remodeling and Expansion Revised Resolution: Corporate Conference Center Renovation**

The project received formal approval during the Board Meeting held on May 7. Since that time, additional developments have occurred in coordination with the Green Bay Area Public Schools (GBAPS). While the fundamental concept of the project remains unchanged, GBAPS has revised its financial commitment, now allocating \$2.7 million specifically toward building improvements, as opposed to the previously designated \$2 million for the overall project cost. 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 approves the following resolution with the revised financial commitment of \$2.7 million in building improvements in Corporate Conference Center Building.

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.”

**Motion:**

Motion made to approve all consent agenda items.

Motion carried with all voting Aye on voice vote.

**VII. Reports**

**A. OnBoard Software and Email Training**

Kelly Casperson, Erick Smogoleski, and Jason Goffard will provide training on use of NWTC email and OnBoard software

Training postponed until August 20, 2025 meeting.

**B. Board Policy Review**

The Board will review updated drafts of the following policies in Exhibit 5:

- Chairperson's Role
- Vice-Chairperson's Role
- Secretary's Role
- Treasurer's Role
- Board Members' Code of Conduct

Review of policies postponed until August 20, 2025 meeting.

 [Exhibit 5 Board Policies.pdf](#)

**C. Divisional Reports**

**1. President's Report**

- State Budget Approved. Dr. Raney discussed what items have been approved for the Wisconsin Technical College System.
- Dr. Raney along with Gerald Worrick and several Cabinet members attended the Door County Board of Supervisors meeting in June and provided an update about NWTC.
- Dr. Raney participating in a presidential workgroup about the Wisconsin District Board Association.

**2. Academic Affairs and Workforce Development Update**

- Dr. Rogalski discussed updated structure for Academic Affairs & Workforce Development with 6 Academic Colleges.

**3. Foundation and Grants Update**

- Board requested email from Dr. Jaeger about projects the Foundation Board is working on and profiles of Foundation Board members.

**4. Talent and Culture Update**

- Compensation Assessment is underway with Cottingham & Butler

**5. Student Affairs Update**

- No update

**6. Finance and Administration Update**

- No update

**7. Strategy and Innovation Update**

- Strategic Plan retreat is scheduled for July 15. Workshop is scheduled for week of July 21.

#### D. 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.

#### VIII. Next Board Meeting

The August 20, 2025 Board meeting will be held in the District Boardroom on the Green Bay Campus located 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.

#### IX. Adjournment

The Board Chair will accept a motion to adjourn the July 14, 2025 Board meeting.

##### **Motion:**

Motion to adjourn.

Meeting adjourned at 3:21pm upon all voting Aye on voice vote.



Gerald Worrick, Board Secretary



Date