



NWTC November Board Meeting Minutes

Northeast Wisconsin Technical College

11/20/2025 12:00 PMCST

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

I. Open Meeting & Roll Call

The Board Chairperson called the November 20, 2025 NWTC Board of Trustees meeting to order at 12:01 p.m. and requested that roll call be taken at this time.

Present: Rick Stadelman, Gerald Worrick, Kelly Robinson, Cathy Dworak, Ross Loining, Jeff Rickaby, Emily Miller (arrived 12:11 p.m.)

Absent: Dustin Delsman, Brenda Mendolla-Buckley

II. Guests

A. Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment.

No guests or public comments

B. Green Bay Botanical Garden Presentation

Dr. Laura Nelson, Executive Director of the Green Bay Botanical Garden, provided a presentation at this time.

III. Action Items

A. Bills

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

Jeff Rickaby made a motion to approve the October 2025 bill as presented. Cathy Dworak seconded the motion. Motion carried with all voting "Aye" on roll call.

B. Quarterly Financial Reports

Board Exhibit 1 is the fiscal year 2025 fourth quarter financial reports.

No Board approval is needed for the fiscal year 2025 fourth quarter financial reports.



[Exhibit 1 - 2025Q4 Board Summary as of June 30 2025.pdf](#)

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 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.

Board Exhibit 3 is the designated fund balance for reference.

Gerald Worrick made a motion 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. Kelly Robinson seconded the motion. Motion carried with all voting "Aye" on roll call.

 [Exhibit 2 - Bud Mod November 20 2025.pdf](#)

 [Exhibit 3 - Designated Fund Balance 2025 - General Fund.pdf](#)

D. Unbudgeted Capital Request - Jaggaer eProcurement Software Renewal

This request is for \$202,331.17 which covers a five-year renewal of JAGGAER, NWTC's eProcurement software. JAGGAER is a fully integrated eProcurement software system that provides an easy-to-use ordering system from a broad base of approved supplier contracts along with a customizable approval workflow. The software enhances compliance and optimizes spend control through the user friendly, comprehensive, and intelligent procurement solution.

It is recommended that the Board approve this unbudgeted capital request for \$202,331.17. Ross Loining made a motion to approve the unbudgeted capital request for \$202,331.17. Emily Miller seconded the motion. Motion carried with all voting "Aye" on roll call.

E. Unbudgeted Capital Request - LinkedIn Learning

This request is for the College to maintain a 3-year single-source contract with LinkedIn Learning to provide online instructional videos in technology, business, and education competencies for students and employees. This content is integrated into both the Canvas and Workday platforms. We seek approval to reclassify funding for this request for the full three-year amount of \$95,100 from Capital Reserves.

It is recommended that the Board approve this unbudgeted capital request for \$95,100. Jeff Rickaby made a motion to approve the unbudgeted capital request for \$95,100. Cathy Dvorak seconded the motion. Motion carried with all voting "Aye" on roll call.

F. Resolution Authorizing Temporary Borrowing in an Amount Not to Exceed \$3,000,000; and Issuance of Taxable Tax and Revenue Anticipation Promissory Notes

In accordance with Section 67.12(8) (m), Wisconsin Statutes, the Board may approve the issuance of taxable tax and revenue anticipation promissory notes in the event the college is temporarily in need of funds to meet the immediate expenses of operating and maintaining the district and in anticipation of state aids, tuition revenues, taxes levied and other monies to be received.

The District uses internal funds as resource when required to supplement its available cash. However, as an additional measure during periods of reduced cash flows, we may be required to borrow from an external source(s). Board Exhibit 4 is a resolution prepared by Bond Counsel authorizing the temporary borrowing of an amount not to exceed \$3,000,000 for operating purposes.

It is recommended the Board adopt the Resolution authorizing temporary borrowing in an amount not to exceed \$3,000,000; and issuance of taxable tax and revenue anticipation promissory notes.

Jeff Rickaby made a motion to adopt the Resolution authorizing temporary borrowing in an amount not to exceed \$3,000,000; and issuance of taxable tax and revenue anticipation

promissory notes. Gerald Worrick seconded the motion. Motion carried with all voting "Aye" on roll call.

 [Exhibit 4 - Northeast WI TCD - 25-26 LOC - Borrowing Documents.pdf](#)

G. Resolution Authorizing the Issuance of \$3,625,000 General Obligation Promissory Notes, Series 2026a and Setting the Sale of the Notes

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 \$3,625,000 of general obligation notes for these purposes. A resolution authorizing the borrowing has been prepared by Bond Counsel and is attached as Board Exhibit 5.

It is recommended the Board adopt the resolution authorizing the borrowing of \$2,125,000 for moveable equipment; \$1,500,000 for building remodeling and improvement projects; and providing for the issuance and sale of general obligation promissory notes therefor.

Jeff Rickaby made a motion to adopt the resolution authorizing the borrowing of \$2,125,000 for moveable equipment; \$1,500,000 for building remodeling and improvement projects; and providing for the issuance and sale of general obligation promissory notes therefor. Cathy Dworak seconded the motion. Motion carried with all voting "Aye" on roll call.

 [Exhibit 5 - Northeast WI TCD - 26A GOPN - Authorizing Resolution.pdf](#)

H. Reconstruction of the Utility Training Field Storm Water Ponds – FY25 Capital Project Budget Adjustment Request

The Reconstruction of the Utility Training Field Storm Water Ponds project has been approved as part of the FY25 capital plan. NWTC is now requesting additional funding.

The project scope includes dredging, grading, riprap installation, outfall structure modifications, seeding, and dewatering. The original engineer's cost estimate was \$100,000, which was based on the recent pond dredging project completed in 2023 on the Green Bay Campus. However, following the bid opening on September 30th, 3 bids were received, and the lowest qualified bid was \$128,223.52.

To proceed, NWTC is requesting an additional \$60,000 in capital reserve funding. This amount includes a 15% contingency to account for the potential discovery of more contaminated soils or groundwater than initially anticipated.

It is recommended that the Board approve this additional \$60,000 capital reserve funding. Jeff Rickaby made a motion to approve the additional \$60,000 capital reserve funding for the Reconstruction of the Utility Training Field Storm Water Ponds. Emily Miller seconded the motion. Motion carried with all voting "Aye" on roll call.

I. Reserve Admissions Spots per Policy TCS 10.07 Program Admission Priorities

Northeast Wisconsin Technical College (NWTC) is requesting to hold up to 24 spots per year, of the available 248 spots, in our Nursing Associate Degree (ADN) cohort, held on the Green Bay campus for students pursuing a bachelor's degree at the University of Wisconsin Green Bay (UWGB) to participate in a joint agreement between NWTC and UWGB for a 1+2+1 agreement transfer pathway. Each year, the number of students admitted to the BS in Nursing Program will be based on the number of seats available in the ADN program at NWTC in Year 2 agreed upon by the Dean, College of Nursing (NWTC) and Chair, Nursing (UWGB). Currently, NWTC does not have a waiting list of students for our Nursing Associate Degree program.

The 1+2+1 agreement between NWTC and UWGB has been in place for nine years and is a powerful collaboration that creates a clear, affordable, and supportive pathway for students to earn a bachelor's degree. By starting at the university, transitioning to our technical college for two years, and returning to complete their final year, students benefit from reduced tuition

costs, seamless credit transfer, and a structured academic journey. This model not only promotes student success and degree completion but also strengthens institutional partnerships and expands access to higher education for a broader and more diverse population.

It is recommended that the Board approve reserving up to 24 spots per year in NWTC's Nursing Associate Degree cohort for students pursuing a bachelor's degree at the University of Wisconsin Green Bay.

Jeff Rickaby made a motion to approve reserving up to 24 spots per year in NWTC's Nursing Associate Degree cohort for students pursuing a bachelor's degree at the University of Wisconsin Green Bay through the 1+2+1 transfer agreement. Kelly Robinson seconded the motion. Motion carried with all voting "Aye" on roll call.

IV. Consent Agenda Items

A. Minutes

The minutes of the October 15, 2025 Board meeting are included as Exhibit 6.

It is recommended that Board approval be given for the October 15, 2025 Board meeting minutes.

 [Exhibit 6 - NWTC October Board Meeting Minutes.pdf](#)

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

Board Exhibit 7 - 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 7.

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 7.

 [Exhibit 7 - October Board Report.pdf](#)

C. Faculty Resignations

NWTC accepts the following resignation notices:

- Carly Peters – Associate Degree Nursing Instructor, who has been with the College since August 24, 2015, and has announced her resignation effective May 22, 2026.
- Cregg Suess – Emergency Medical Technician Instructor – Program Coordinator, who has been with the College since July 31, 2022, and has announced his resignation effective December 22, 2025.

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

D. Faculty Retirements

NWTC accepts the following retirement notices:

- David Wehmeyer – Communication Skills Instructor who has been with the College since August 16, 1999, and has announced his retirement effective May 23, 2026.
- Kevin Rathburn – Criminal Justice – Legal Instructor who has been with the College since August 14, 2000, and has announced his retirement effective June 10, 2026.
- Edward Kralovec – Electro-Mechanical Instructor who has been with the College since August 15, 2007, and has announced his retirement effective May 23, 2026.

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

Kelly Robinson made a motion to approve the consent agenda items. Jeff Rickaby seconded the motion. Motion carried will all voting "Aye" on voice vote.

V. Reports

A. President's Report

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

- Wisconsin District Board Association
- Applied Bachelor's Degree Discussion
- Aspen Institute Updates
- NWTC and K12 Leader Luncheon
- ACCT National Legislative Summit
- January Retreat

B. 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.

No liaison reports.

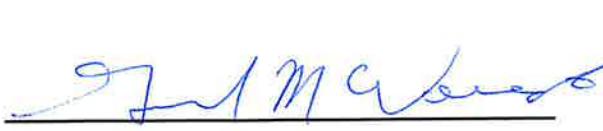
VI. Next Board Meeting

The December 18, 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 accepted a motion to adjourn the November 20, 2025 Board meeting. Jeff Rickaby made a motion to adjourn the November 20, 2025 meeting at 3:01 p.m. Ross Loining seconded the motion. Motion carried with all voting "Aye" on voice vote.



Gerald Worrick, Secretary



Date