



NWTC October Board Meeting Minutes

Northeast Wisconsin Technical College

10/15/2025 12:00 PMCDT

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

I. Open Meeting & Roll Call

The Board Chairperson will call the October 15, 2025 NWTC Board of Trustees meeting to order at 12:00 p.m. and requested that roll call be taken at this time.

Present: Ross Loining, Emily Miller, Rick Stadelman, Dustin Delsman, Gerald Worrick, Kelly Robinson, Cathy Dworak

Absent: Jeff Rickaby, Brenda Mendolla-Buckley

Also present Kristen Raney, Kelly Casperson, Matt Petersen, Erica Plaza, Sara Lam, Jennifer Flatt, Meridith Jaeger, Adam Pfof, Laura King, Karla Sampsel, Brian Krogh, Eric Derrene, Pam Lunde, Jennifer Canavera, PMA Rep.

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, no public comment

B. Mission Moment

Meridith Jaeger, Executive Director of the NWTC Foundation, shared a mission moment at this time. The mission moment was a video of the student speaker at NWTC Donor night.

C. Lead Faculty Presentation

Karla Sampsel, a member of NWTC's Lead Faculty, 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 September 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 September 2025 bills as presented.

Gerald Worrick made a motion to approve the September 2025 bills as presented. Dustin Delsman seconded the motion. Motion carried with all voting "Aye" on roll call.

B. Resolution Awarding the Sale of \$6,000,000 General Obligation Promissory Notes, Series 2025D; Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on August 20, 2025, the Board authorized the borrowing of \$6,000,000 for FY2026 capital budget needs (\$4,401,000 for moveable equipment, \$1,500,000 for building improvement, \$99,000 for site improvements). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$6,000,000, and specifying the amount

of the tax heretofore levied, has been prepared by Bond Counsel and is attached as Board Exhibit 1. 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 October 15, 2025.

It is recommended the Board adopt the resolution authorizing the sale of \$6,000,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Cathy Dworak made a motion to adopt the resolution authorizing the sale of \$6,000,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith. Kelly Robinson seconded the motion. Motion carried with all voting "Aye" on roll call.

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

C. Budget Modifications

Board Exhibit 2 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.

Emily Miller made a motion to approve the proposed fund and function modifications contained in the fund statements. Ross Loining seconded the motion. Motion carried with all voting "Aye" on roll call.

 [Bud Mod October 15 2025 Agenda .pdf](#)

D. Annual Report of Purchases over \$50,000

Annually, as required by Administrative Rule TCS 6.05(2)(h), district staff shall prepare a review of all procurements of similar goods, supplies, or services to determine if a more competitive process should be used in succeeding years. A report of procurements with transaction detail by vendor is sufficient to comply with this requirement.

Board Exhibit 3 is a listing of purchases made in FY25 with suppliers that exceeded \$50,000 but did not receive formal bidding attention (i.e., not purchased from public agency contracts, etc.). The report does not list purchases such as utilities, memberships/dues, employment fees, financial/insurance/investments services or fees, enterprise accounts, travel, used equipment or fees paid to other public agencies. Procurement comments relating to the review are included in the attached exhibit.

It is recommended that the Board approve the Annual Report of purchases over \$50,000 for FY25 as presented in Board Exhibit 3.

Gerald Worrick made a motion to approve the Annual Report of purchases over \$50,000 for FY25. Cathy Dworak seconded the motion. Motion carried with all voting "Aye" on roll call.

 [FY25 Annual Purch Report Exhibit.pdf](#)

E. Tax Levy

Wisconsin Statutes require the certification of the tax levy by the District Board in October upon receipt of the certified district equalized valuation from the State Department of Revenue. Included is the resolution related to certifying the tax levy for FY 2026 (Board Exhibit 4a).

A mill rate and tax levy were proposed at the public hearing on the FY 2026 budget on May 7, 2025, and adopted by the Board at its regular Board meeting on May 7, 2025. It was amended on July 31, 2025, and adopted by the Board at its regular Board meeting on July 31, 2025 (Board Exhibit 4b). A summary of levy amount to be billed to each county is also included (Board Exhibit 4c).

New construction valuation increased more than projected in May. This allows the College to increase the FY 2026 operating levy by \$624,747 versus the \$600,000 originally proposed in May.

It is recommended that the Board approve the levy amount of \$39,414,934 and adopt the resolution related to certifying the tax levy for FY 2026.

Emily Miller made a motion to approve the levy amount of \$39,414,934 and adopt the resolution related to certifying the tax levy for FY 2026. Kelly Robinson seconded the motion. Motion carried with all voting "Aye" on roll call.

 [10-15-2025 Tax Levy Board Resolution.pdf](#)

 [FY26 Tax Levy Authorization.pdf](#)

 [FY26 Budgeted Tax Levy.pdf](#)

F. State of Wisconsin Code of Ethics Designation

The State of Wisconsin Ethics Board requires the designation of certain public officials and employees on an annual basis.

RESOLVED that, for purposes of [Wisconsin's Code of Ethics for Public Officials and Employees](#), Sections 19.41 through 19.59, Stats., the Northeast Wisconsin Technical College District Board has designated the following positions: president, vice-presidents, and/or directors and indicates its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom Wisconsin's Ethics Code applies:

- Kristen Raney, President
- Kathryn Rogalski, Vice President of Academic Affairs and Workforce Development
- Jennifer Flatt, Vice President of Student Affairs
- Sara Lam, Vice President of Talent and Culture
- Adam Pfof, Vice President of Finance and Administration
- Laura King, Vice President of Strategy and Innovation
- Meridith Jaeger, Executive Director of the Foundation
- John Grant, Associate Vice President of Student Affairs
- Scott Anderson, Associate Vice President of Academic Affairs and Workforce Development
- Matt Petersen, Associate Vice President of Institutional Research and Strategic Analytics

Cathy Dworak made a motion to approve the State of Wisconsin Code of Ethics Designations for FY 2026. Emily Miller seconded the motion. Motion carried with all voting "Aye" on roll call.

IV. Consent Agenda Items

A. Minutes

The minutes of the September 18, 2025 Board meeting were sent to Board members prior to the September 18, 2025 Board meeting.

It is recommended that Board approval be given for the September 18, 2025 Board meeting minutes.

 [NWTC September 18, 2025 Board Meeting Minutes.pdf](#)

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

Board Exhibit 5 - 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 5.

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 5.

 [Sep Board Report 9-30-25.pdf](#)

Dustin Delsman made a motion to approve the September 2025 minutes and the amended Contracts for Service (move United Way of Door County contract to in-district contract). Gerald Worrick seconded the motion. Motion carried with all voting "Aye" on voice vote.

V. Reports

A. President's Report

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

- System Updates
 - WTCS Legislative Day
 - DBA Meeting – WTCS Alumni of the Year
 - Advanced Degrees
- Aspen Board Collaborative
- Operational Changes
 - New North
 - Legal services

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.

VI. Next Board Meeting

The November 20, 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 October 15, 2025 Board meeting.

Dustin Delsman made a motion to adjourn the October 2025 meeting at 1:55 p.m. Cathy Dworak seconded the motion. Motion carried with all voting "Aye" on voice vote.



Gerald Worrick, Secretary

11-20-25

Date