NWTC September Board Meeting Minutes

Northeast Wisconsin Technical College
9/18/2025 12:00 PMCDT
@ 1601 University Ave., Marinette, WI, 54143 (Room MN115)

I. Open Meeting & Roll Call

The Board Chairperson called the September 18, 2025 NWTC Board of Trustees meeting to order at 12:06 p.m. and roll call was taken.
Present: Rick Stadelman, Dustin Delsman, Gerry Worrick, Cathy Dworak, Ross Loining, Jeff Rickaby, Emily Miller, Kelly Robinson
Absent: Brenda Mendolla-Buckley
Also present Scott Anderson, Rebecca Denowski, Jim Draeger, Kathryn Rogalski, Jennifer Flatt, Laura King, John Grant, Sara Lam, Mark Hansel, Adam Pfost, Grace Collins, Jack Collins

II. Guests

A. Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invite public comment.
No guests were present to make public comments.

B. Mission Moment

Jennifer Flatt, Vice President of Student Affairs, introduced the mission moment.
Marinette Nursing students, Grace Collins and Jack Collins, shared about their journey and their time at NWTC.

C. North Coast Marine, Marinette Update

Jim Draeger, Dean of Corporate Training and Economic Development, shared an update about the North Coast Marine Manufacturing Training Center. NCMMTC was established to provide training for Fincantieri Marinette Marine employees. NCMMTC has 6 full time trainers and 6-10 part time staff and trainers. Receives WTCS Workforce Advancement Training Grants to help offset training expenses. NWTC is also identified as the training provider for WI Fast Forward and Navy CoBot Grants through Fincantieri Marinette Marine.

III. Action Items

A. Bills

Detailed copies of the current disbursements for fiscal year 2025 for the month of August 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 August 2025 bills as presented.
Jeff Rickaby made a motion to approve the August 2025 minutes. Gerald Worrick seconded the motion. Motion carried with all voting "Aye" on roll call.

B. NCMMTC Sewer Line Replacement – FY26 Capital Project Funding Request

The NCMMTC Sewer Line Replacement project has been approved as part of the FY26 capital plan. NWTC is now requesting additional funding to meet the City of Marinette's updated sewer and water management requirements.
The scope of work includes abandoning and removing the existing sanitary building sewers, installing new sanitary building sewers through open trenching and directional drilling, constructing sanitary manholes, and restoring pavement. The original engineer's cost estimate was $226,000. However, following the bid opening on August 12, only one bid was received, totaling $357,058.21.
To proceed, NWTC is requesting an additional $184,400 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. Our intent is to seek a variance from the City of Marinette to extend the project timeline and rebid the construction work for spring 2026.
Board approval is recommended.
Jeff Rickaby made a motion to approve the NCMMTC Sewer Line Replacement project. Cathy Dworak seconded the motion. Motion carried with all voting "Aye" on roll call.

C. Board Policy Approval

The Board will approve a modification to the Treasurer's Role Policy in Board Exhibit 1.
The revision is due to a change in procedure for the President's expense reports. The following will be the new procedure:

- Finance will continue to review expenses from the President's Office for policy compliance - like all other College expenses.
- The President's expenses would be sent to the Board Treasurer monthly with the current report on College payments over $2,500.
- The Treasurer would email back confirmation that the review is complete, and approval will occur at the following Board Meeting with the approval of the Bills.

Jeff Rickaby made a motion to approve the Treasurer's Role Policy. Emily Miller seconded the motion. Motion carried with all voting "Aye" on roll call.

TreasurersRolePolicy.pdf

IV. Consent Agenda Items

A. Minutes

The minutes of the August 20, 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 August 20, 2025 Board meeting minutes.

NWTC August Board Meeting Minutes.pdf

B. Faculty Retirements

We accept the following retirement notices:

- Valerie Dantoin – Organic Agriculture Instructor who has been with the College since August 25, 2008, and has announced her retirement effective December 23, 2025.
- Tim Powers – Electrical Instrumentation Apprentice Instructor who has been with the College since August 3, 2020, and has announced his retirement effective December 23, 2025.
- Amy Janssen – Health Information Technology Instructor who has been with the College since August 16, 2004, and has announced her retirement effective May 23, 2026.

- Linda Pristelski – Health Information Technology Instructor who has been with the College since August 13, 2012, and has announced her retirement effective May 23, 2026.

It is recommended that Board approval be given for the retirement(s) listed above

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

Board Exhibit 2 - 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 2.
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 2.

Aug Board Report.pdf

Cathy Dworak made a motion to approve the August 20, 2025 minutes, the faculty retirements, and the FY26 Contracts. Ross Loining seconded the motion. Motion carried with all voting "Aye" on voice vote.

V. Reports

A. Long-Range Resource Planning

Adam Pfost, Vice President of Finance and Administration, and Laura King, Vice President of Strategy and Innovation, discussed the college's long-term fiscal strategy covered in Exhibit 3.

Long Range Resource Planning.pdf

B. Wisconsin District Board Association Survey

Kristen Raney led a discussion about the Wisconsin District Board Association survey.

C. Federal Funding Overview

Kristen Raney reviewed the sources of Federal Funding that NWTC currently receives and discussed legislative advocacy options for Board Members.

D. Divisional Reports

1. President's Report
2. Academic Affairs and Workforce Development Update
3. Foundation and Alumni Update
4. Talent and Culture Update
5. Student Affairs Update
6. Finance and Administration Update
7. Strategy and Innovation Update

E. 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 October 15, 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 September 18, 2025 Board meeting.
Dustin Delsman made a motion to adjourn the meeting at 3:17pm. Emily Miller seconded the motion. Motion carried with all voting "Aye" on voice vote.

Gerald M Worrick

Gerald Worrick, Secretary

10-15-25

Date