

NWTC April Board Meeting Minutes

Northeast Wisconsin Technical College

4/15/2026 12:00 PMCDT

@ NWTC Green Bay Campus, 2740 West Mason St., Green Bay, WI 54303

I. Open Meeting & Roll Call

The Board Chairperson called the April 15, 2026 NWTC Board of Trustees meeting to order at 12:01 p.m. and requested that roll call be taken at this time.

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

Absent: Cathy Dworak, Brenda Mendolla-Buckley

Also Present: Kristen Raney, Kelly Casperson, Adam Pfof, Jennifer Flatt, Sara Lam, Meridith Jaeger, John Grant, Scott Anderson, Erica Plaza, Mark Hansel, Pam Lunde, Karl Reischl, Eric Derenne, Tim Renard, Charlie Verbos, Mike VanderHeiden, John Reinders, Kristy Grathen, Pat Goss, Roz Kruse, Chet Lamers, David Maccoux

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.

B. NWTC Lead Faculty Presentation

NWTC Lead Faculty Member, Kristy Grathen, gave a presentation regarding the evolution of the Digital Arts Showcase.

C. Wisconsin District Board Association Update

Patrick Goss, Executive Director of the Wisconsin DBA, provided an introduction and answered questions from the Board of Trustees.

III. Action Items

A. Bills

Detailed copies of the current disbursements for fiscal year 2026 for the month of March 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 March 2026 bills as presented.

Jeff Rickaby moved that the March 2026 Bills be approved as presented. Gerald Worrick seconded the motion. Motion carried with all voting Aye on roll call vote.

B. District Board Association Executive Committee Nomination

Board Chairman, Rick Stadelman, is seeking approval to nominate Dustin Delsman to the Wisconsin DBA Executive Committee.

Rick Stadelman moved that Dustin Delsman be nominated to serve on the Wisconsin DBA Executive Committee. Jeff Rickaby seconded the motion. Motion carried with all voting Aye on roll call vote. Dustin Delsman abstaining.

C. Resolution Awarding the Sale of \$3,500,000 General Obligation Promissory Notes; Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on January 14, 2026, the Board authorized the borrowing of \$3,500,000 for FY2026 capital budget needs (\$2,189,600 for moveable equipment, \$1,310,400 for building improvement). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$3,500,000, 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 April 15, 2026.

It is recommended the Board adopt the resolution authorizing the sale of \$3,500,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Gerald Worrick moved that the Board adopt the resolution authorizing the sale of \$3,500,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith. Dustin Delsman seconded the motion. Motion carried with all voting Aye on roll call vote.

[Exhibit 1 - Northeast WI TCD - 26B GOPNs - Award Resolution.pdf](#)

D. Resolution Authorizing the Borrowing of \$1,458,750 for Movable Equipment; \$1,131,250 for Building Remodeling and Improvement Projects; \$410,000 for Site Improvements; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

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

It is recommended the Board adopt the resolution authorizing the borrowing of \$1,458,750 for moveable equipment; \$1,131,250 for building remodeling and improvement projects; \$410,000 for site improvements; and providing for the issuance and sale of general obligation promissory notes therefor.

Jeff Rickaby moved that the Board adopt the resolution authorizing the borrowing of \$1,458,750 for moveable equipment; \$1,131,250 for building remodeling and improvement projects; \$410,000 for site improvements; and providing for the issuance and sale of general obligation promissory notes therefor. Emily Miller seconded the motion. Motion carried with all voting Aye on roll call vote.

[Exhibit 2 - Northeast WI TCD - 26C GOPN - Authorizing Resolution.pdf](#)

E. Resolution Authorizing the Redemption of Certain of the General Obligation School Improvement Bonds, Series 2016A, dated May 2, 2016 and Certain of the General Obligation Promissory Notes, Series 2018A, dated April 4, 2018

Northeast Wisconsin Technical College previously issued General Obligation School Improvement Bonds, Series 2016A, and General Obligation Promissory Notes, Series 2018A to finance capital improvements and facility-related projects.

Certain maturities of these obligations are now callable under the terms of the applicable bond resolutions and Wisconsin Statutes, allowing the College to redeem a portion of the outstanding debt prior to maturity without penalty.

Exhibits 3 and 4 outline the details of this resolution.

It is recommended that the Board of Trustees approve the Resolution Authorizing the Redemption of Certain of the General Obligation School Improvement Bonds, Series 2016A, dated May 2, 2016, and Certain of the General Obligation Promissory Notes, Series 2018A, dated April 4, 2018, as presented, having determined that the action is in the best financial interest of the College.

It is further recommended that the Board authorize the President and Vice President of Finance to take all actions necessary to carry out the redemption in accordance with the applicable bond documents and state law.

Dustin Delsman moved that the Board approve the Resolution Authorizing the Redemption of Certain of the General Obligation School Improvement Bonds, Series 2016A, dated May 2, 2016, and Certain of the General Obligation Promissory Notes, Series 2018A, dated April 4, 2018, as presented, having determined that the action is in the best financial interest of the College and authorize the President and Vice President of Finance to take all actions necessary to carry out the redemption in accordance with the applicable bond documents and state law. Gerald Worrick seconded the motion. Motion carried with all voting Aye on roll call vote.

[Exhibit 3 - Final Northeast Wisconsin Technical College District Redemption Resolution.pdf](#)

[Exhibit 4 - Northeast WI TCD - 2026 Redemption - Redemption Resolution.pdf](#)

F. Proposed Capital & Operational FY27 Budget

Adam Pfof, Vice President of Finance and Administration, will present the FY27 Capital and Operational budgets to the Board at this time.

The Board may act on approving the FY27 Budget as presented/modified for the purpose of holding a Budget Public Hearing.

It is recommended that the Board approve the FY27 Capital and Operational Budgets for the purpose of conducting a Budget Public Hearing to be held on May 13, 2026, at 4:00 p.m. in the Boardroom DO308, located on the NWTC Green Bay Campus.

Jeff Rickaby moved that the Board approve the FY27 Capital and Operational Budgets for the purpose of conducting a Budget Public Hearing to be held on May 13, 2026, at 4:00 p.m. in the Boardroom DO308, located on the NWTC Green Bay Campus. Dustin Delsman seconded the motion. Motion carried with all voting Aye on roll call vote.

[Exhibit 5 - Budget Presentation FY27.pdf](#)

[Exhibit 6 - Budget Presentation FY27- APPENDICES.pdf](#)

G. Budget Modification - Commvault Backup & Recovery System Licenses

Approval is requested for the reallocation of \$75,888.21 to correct a licensing shortfall in the Commvault Backup & Recovery System in order to ensure full backup and restore capability for all NWTC user IDs.

An error was identified during the Commvault renewal that resulted in insufficient licensing to back up and restore user identities. Without this correction, NWTC would be unable to perform restorations for any users, creating an unacceptable operational and risk exposure. Sufficient funds are available from completed capital projects to cover the adjustment, and a temporary license extension preserves service only through April 30, 2026, necessitating timely action.

Board Exhibit 7 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.

Ross Loining moved that the Board approve the proposed fund and function modifications contained in the fund statements. Jeff Rickaby seconded the motion. Motion carried with all voting Aye on roll call vote.

[Exhibit 7 - Bud Mod April 15 2026 Agenda.pdf](#)

IV. Consent Agenda Items

A. Minutes

The minutes of the March 11, 2026 Board meeting and March 19, 2026 special meeting are included as Exhibits 8 & 9.

It is recommended that Board approval be given for the March 11, 2026 and March 19, 2026 minutes

[Exhibit 8 - NWTC March Board Meeting Minutes 03112026.pdf](#)

[Exhibit 9 - NWTC Special Board Meeting Minutes 03192026.pdf](#)

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

Board Exhibit 10 - 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 10.

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 10.

[Exhibit 10 - Final March 2026 Board Report.pdf](#)

C. Faculty Retirement

NWTC accepts the following retirement notice:

Linda Muraski – Medical Lab Technician Instructor who has been with the College since January 12, 2015, and has announced her retirement effective May 23, 2026.

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

Dustin Delsman moved that the Board approve the Consent Agenda items (March 11 and 19, 2026 minutes, Contracts for Service, and Faculty Retirements). Jeff Rickaby seconded the motion. Motion carried with all voting Aye on voice vote.

V. Reports

A. New School of Innovation Construction Update

Mark Hansel, Director of Facilities, provided an update on the construction for the New School of Innovation.

B. NWTC Operational Plans and Program Vitality

Dr. Jennifer Flatt, Provost, and Scott Anderson, Associate Vice President of Academic Affairs and Workforce Development, provided a report on the status of the college's operational plans (Academic Plan and Strategic Enrollment Management Plan) and discussed academic program vitality.

C. President's Report

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

Advocacy and Outreach

- State of the College
- Door County
- Program Closure – Farm Business

External Engagement

- Chamber CEO, Lara Fritts
- New North CEO, Patti Habeck
- HLC Conference late March
- AACC Conference in Seattle
- AACC Board Member

WTCS

- Student Ambassador Banquet
- Forecasting Summit – April 17
- President Planning Retreat June 4-5

Operational Excellence

- Budget Forums
- Reduction in Force

D. Board Member Liaison Updates

Board members that are liaisons to other entities had the opportunity to report on updates since the last Board meeting.

DBA Spring meeting is this Friday, April 17, 2026 and does have a virtual option.

VI. Next Board Meeting

The May 13, 2026 Board meeting and Budget Public Hearing will be held at the Green Bay Campus at 2740 West Mason St., 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 April 15, 2026 Board meeting. Dustin Delsman moved that the Board adjourn the April 15, 2026 Board Meeting. Kelly Robinson seconded the motion. Motion carried with all voting Aye on voice vote.



Gerald Worrick, Secretary

05/13/26

Date