



NWTC June Board Meeting Minutes

Northeast Wisconsin Technical College

6/17/2026 12:00 PMCDT

@ NWTC Sturgeon Bay Campus, 229 N. 14th Ave., Sturgeon Bay, WI 54235

I. Open Meeting & Roll Call

The Board Chairperson called the June 17, 2026 NWTC Board of Trustees meeting to order at 12:01 p.m. and requested that roll call be taken.

Attendance: Rick Stadelman, Dustin Delsman, Kelly Robinson, Cathy Dwoark, Ross Loining, Jeff Rickaby

Absent: Gerald Worrick, Emily Miller, Brenda Mendolla-Buckley

Also Present: Kelly Casperson, Kristen Raney, Jennifer Flatt, Adam Pfost, Meridith Jaeger, Laura King, Josh Cottrell, Chet Lamers, Peter Kerwin, Tammy Brunette

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.

III. Executive Session

The Board Chair will accept a motion to go into Executive Session in accordance with State Statute 19.85 (1) (c)1 for the purpose of discussing the following items: 1. President's Contract and Compensation. Cathy Dworak made a motion to go into Executive Session in accordance with State Statute 19.85 (1) (c)1 for the purpose of discussing the President's Contract and Compensation. Dustin Delsman seconded the motion. Motion carried with all voting "Aye" on roll call vote. Motion to return to open session.

IV. Action Items

A. President's Contract and Compensation

It is recommended that the Board approve the President's compensation, benefits, and contract as discussed in Executive Session to be effective July 1, 2026.

Cathy Dworak made a motion to approve the President's Contract & Compensation as discussed in Executive Session. Ross Loining seconded the motion. Motion carried with all voting "Aye" on roll call vote.

B. Bills

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

Jeff Rickaby made a motion to approve the May 2026 bills as presented. Ross Loining seconded to motion. Motion carried with all voting "Aye" on roll call vote.

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

At its meeting on April 15, 2026, the Board authorized the borrowing of \$3,000,000 for FY2026 capital budget needs (\$1,458,750 for moveable equipment, \$1,131,250 for building improvement, \$410,000 for site improvements). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$3,000,000, 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 June 17, 2026.

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

Jeff Rickaby made a motion to adopt the resolution authorizing the sale of \$3,000,000 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 - 26C GOPN - Award Resolution.pdf](#)

D. Budget Modification FY26

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.

Jeff Rickaby 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. Rick Stadelman seconded the motion. Motion carried with all voting "Aye" on roll call vote.

 [Exhibit 2 - FY26 Bud Mod June 17 2026.pdf](#)

E. Budget Modification FY27

Board Exhibit 3 is a copy of the fund statements of proposed fund and function modifications to the FY 2027 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.

Jeff Rickaby 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. Rick Stadelman seconded the motion. Motion carried with all voting "Aye" on roll call vote.

 [Exhibit 3 - FY27 Bud Mod June 17 2026.pdf](#)

F. Resolution Authorizing the Establishment and Initial Funding of the Northeast Wisconsin Technical College Post-Employment Benefits Trust

The Northeast Wisconsin Technical College Post-Employment Benefits Trust will support the long-term management and funding of the College's legacy retirement benefit obligations to eligible retirees. The Vice President of Talent and Culture, Vice President of Finance and Administration, and Associate Vice President of Academic Affairs and Workforce Development will serve as Trustees of the Trust. A resolution authorizing the establishment of the Trust, effective June 19, 2026, and the declaration of trust are attached as Board Exhibits 4 and 5. The resolution also approves an initial transfer of \$2,705,800 from the General Fund reserves to the Trust.

It is recommended that the Board adopt the resolution authorizing the establishment of the Northeast Wisconsin Technical College Post-Employment Benefits Trust and approving initial funding.

Jeff Rickaby made a motion to adopt the resolution authorizing the establishment of the Northeast Wisconsin Technical College Post-Employment Benefits Trust and approving initial funding. Ross Loining seconded the motion. Motion carried with all voting "Aye" on roll call vote.

 [Exhibit 4 - OPEB Trust - Board Resolution.pdf](#)

 [Exhibit 5 - OPEB Declaration of Trust.pdf](#)

G. 2026 - 2027 Board Calendar

The Board Calendar for 2026-2027 is attached as Exhibit 6.

It is recommended that the Board approve the 2026-2027 calendar.

Recommended changes: Add Board Retreat on November 3, 2026 from 8am - 2pm.

Dustin Delsman made a motion to approve the 2026-2027 calendar with the recommended changes. Kelly Robinson seconded the motion. Motion carried with all voting "Aye" on roll call vote.

 [Exhibit 6 - 2026-2027 NWTC Board Calendar.pdf](#)

V. Consent Agenda Items

A. Minutes

The minutes of the May 13, 2026 Board meeting are included as Exhibit 7.

It is recommended that Board approval be given for the May 13, 2026 minutes.

 [Exhibit 7 - NWTC May Board Meeting & Public Budget Hearing Minutes.pdf](#)

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

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 8.

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 8.

 [Exhibit 8 - Final May 2026 Board Report.pdf](#)

C. Faculty New Hire

Danielle Awe – Nursing Instructor

Danielle Awe was the Selection Committee's top choice for Nursing Instructor. Danielle holds a Master's Degree in Educational Technology from Marian College and a Bachelor's Degree in Nursing from Bellin College and in Education from the University of Oshkosh. She also holds an Associate's Degree in Nursing from Northeast Wisconsin Technical College.

Since November 2024, Ms. Awe has been employed as a Part-Time Nursing Instructor at Northeast Wisconsin Technical College. Prior to that, she was a Nurse at Bellin Hospital. Placement for this position would be at the level Faculty A, \$83,000.

Jamie Knight – Surgical Technology Instructor

Jamie Knight was the Selection Committee's top choice for Surgical Technology Instructor.

Jamie holds a Bachelor's Degree in Business Administration from the University of Wisconsin – Green Bay and a Technical Diploma in the Surgical Technology Program at Northeast Wisconsin Technical College.

Since September 2022, Ms. Knight has been employed as Surgical Preparation and Training Support at Ambiance Medical Spa. Prior to that, she was a Surgical Technologist – Labor and Delivery at St. Vincent Hospital, Surgical Technologist/Administrative Assistant at Hotchandani, and a Surgical Technologist at Aurora BayCare Medical Center.

Placement for this position would be at the level Faculty A, \$78,000.

Sara Kroeplin – Health Information Technology Instructor

Sara Kroeplin was the Selection Committee's top choice for Health Information Technology Instructor. Sara holds a Bachelor's Degree in Health Information Management and Computer Science from The College of St. Scholastic.

Since December 15, 2025, Ms. Kroeplin has been employed as Part-Time Health Information Technology Instructor at NWTC. Prior to that, she was a Part-Time Instructor at Rasmussen University and Milwaukee Area Technical College, a Health Information Program Technology Program Director/Instructor at Northwood Technical College, Owner at SMK Coding, Coding Manager at Tamarack Health – Memorial Medical Center, Coding Field Consultant at Himagine Solutions, and Coding Specialist III at Allina Health. She is a Registered Health Information Administrator

Placement for this position would be at the level Faculty A, \$76,500.

Ellen LeClair – Health Information Technology Instructor

Ellen LeClair was the Selection Committee's top choice for Health Information Technology Instructor. Ellen holds a Bachelor's Degree in Applied Studies in Organization Leadership from

the University of Wisconsin – Green Bay and an Associate Degree in Health Information Technology from Northeast Wisconsin Technical College.
Since June 2022, Ms. LeClair has been employed as the Director of Health Information Management and Privacy Officer. Prior to that, she was a Chargemaster Specialist at Door County Medical Center and a Patient Representative at Aurora Health. She is a registered Health Information Technologist and holds a Medical Coding Specialist certificate from Northeast Wisconsin Technical College.
Placement for this position would be at the level Faculty A, \$78,000.

D. Faculty Resignations

Derrick Ellefson – HVAC Instructor, who has been with the College since January 5, 2025 and has announced his resignation effective May 23, 2026.
It is recommended that Board approval be given for the resignation(s) listed above.

E. Faculty Retirements

Desiree Franks – Psychology Instructor, who has been with the College since June 5, 2000 and has announced her retirement effective December 23, 2026.

Jeff Rickaby made a motion to approve the Consent Agenda Items (May 2026 Minutes, Contracts for Service, Faculty New Hires, Resignations, and Retirements). Kelly Robinson seconded the motion. Motion carried with all voting "Aye" on voice vote.

VI. Reports

A. Community Vibrancy and Strategic Partnership Framework

Jennifer Flatt, Provost, and Tammy Brunette, Community Impact Coordinator, provided an update on NWTC's commitment to community vibrancy and our Strategic Partnership Framework.

B. President's Report

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

- Shawano & Kewaunee County Board Meetings
- Community/K12 Meetings
- WTCS President's Association
- Aspen Institute
- Board Appointment & Orientation

C. 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.

VII. Next Board Meeting

The July 13, 2026 Board meeting will be held at the Green Bay Campus at 2740 W. 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.

VIII. Adjournment

The Board Chair accepted a motion to adjourn the June 17, 2026 Board meeting at 2:45 p.m. Ross Loining made a motion to adjourn the June 17, 2026 meeting. Dustin Delsman seconded the motion. Motion carried with all voting "Aye" on voice vote.



Gerald Worrick, Secretary

7-13-2026

Date