

Meeting Minutes: Student Leader Forum  
Date: October 2, 2025  
Time: 11:30 AM – 12:30 PM  
Location: Auditorium, NWTC Green Bay Campus & Microsoft Teams  
Meeting Start Time: 11:30am



### **Welcome & Opening Remarks**

- Joe Richter welcomed attendees and introduced himself as the current advisor for the Student Leader Forum for the academic year.
  - Shared updates on the interview process for the Student Leadership and Development Specialist role.
  - Reviewed the agenda and encouraged both in-person and virtual attendees to sign in and share club affiliations.
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### **Extended Cabinet Updates**

**Presenter:** Scott Anderson, Associate Vice President of Academic Affairs and Workforce Development

- **Achieving the Dream – Dream Scholar Nominations**
- **Academic Coaching & Tutoring Services**
- **Spring Registration** opens November 3 (veterans) and November 4 (all students)

### **Campus Construction & Testing Center Relocation**

- Testing Center moves from Student Center Level 3 to Library Level 2
  - Last day at current location: October 13
  - Closed: October 14–17
  - Reopens: October 20
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### **Remarks from NWTC President – Dr. Kristen Raney**

- Encouraged student engagement and shared personal reflections
- Advocated for student voices in shaping college priorities
- Invited students to consider engaging with elected officials

## **Student Feedback & Dialogue**

- Mitch, Frida Sanchez, and Khine Lwin shared personal experiences and appreciation for NWTC's inclusive environment
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## **Career Services Update: Internship Draft Day**

**Presenter:** Amy Peterson

- November 5 at Lambeau Field
  - 50+ employers, mini-interviews, networking, free jersey, food, scholarships
  - Open to all majors including Business, STEM, and Manufacturing
  - Flyers with QR codes distributed
  - Career Services available for prep support
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## **Disability Services Update**

**Presenters:** Genna Heintzkill & Amy Mauk

- Services for long-term and short-term disabilities
  - Accommodations include quiet test spaces, extended time, audiobooks
  - 1 in 4 college students have a disability—many are invisible
  - October is National Disability Employment Awareness Month
  - Upcoming events:
    - *Untold Stories: Life with a Service Dog*
    - *Workplace Rights for Students with Disabilities*
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## **Student Leader Forum Officer Team Formation**

**Facilitator:** Joseph Richter

**Appointed Officers:**

- Kimberly Smith
- Mike Hagel
- Cassie Cornelius

- Frida Sanchez
  - Jacob Royster
  - Officers introduced themselves and shared their backgrounds and motivations for joining
  - Joe will follow up with officers to schedule team meetings and share expectations
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## **Staff Introduction**

### **New Team Member:** Abbi Pflum

- Recently joined Student Involvement Center
  - Formerly at UW-Green Bay Student Engagement
  - Available at front desk 12:30–5:00 PM most days
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## **Club Paperwork & Final Announcements**

- Club paperwork due within two weeks
  - Required for fundraising and financial transactions
  - Contact Student Involvement via:
    - **student.involvement@nwtc.edu**
    - Or visit Kathy, Anastasia, Maggie, Abbi, or Rob in SC118
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## **Thanksgiving Break & Academic Calendar Discussion**

- **Campus Closure:**
  - Closed: **Thursday, November 27** and **Friday, November 28**
  - Open: **Monday–Tuesday of Thanksgiving week**
  - **Wednesday, November 26:** Campus open, **no classes**
- Students requested access to the full academic calendar
  - Joe acknowledged the need and committed to making a student-friendly version available online

## Club Updates & Announcements

- **PTK Beta Nu Theta**
    - *Professional Community Connections Event* – **November 11**
    - Registration deadline extended to **October 10**
    - Open to **all students**, not just PTK members
    - Goal: Connect students with professionals who share similar backgrounds
  - **Global Connections Club – Nathan Carter, President**
    - Mission: Connect local and international students
    - Upcoming event: *Hike at Baird Creek Trail* – **October 10**
    - Lunch provided; open to all students
  - **New Hiking Club Initiative – Owen Heider**
    - Launching a short-term hiking club (preferably long-term)
    - Participating in Global Connections hike as a trial
    - Sign-up sheet available; club will run through December
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## Workday Training Discussion

- Student raised concern about navigating the new Workday portal
- Suggestion: Create a **Workday 101 workshop or tutorial**
- Dr. Raney and leadership team acknowledged the need for:
  - Click-through tutorials with voiceovers and screenshots
  - Printed guides
  - Drop-in help sessions (possibly in the Welcome Center or Library)
  - Integration into student orientation
- Goal: Ensure students have **free, accessible training** to navigate NWTC systems

## Final Remarks & Photo

- Joseph Richter thanked attendees for their participation, questions, and dialogue
- Encouraged students to reach out via email with any follow-up questions

- Noted he will be traveling the following day but available again Monday
- Virtual attendees were reminded to sign in via chat with name, ID, and club
- **New officers** were invited to stay for a **group photo** with Maggie for website inclusion

Meeting adjourned at 12:30pm