



*Board of Trustees Meeting
Minutes*

Wednesday, October 18, 2023
12:00 p.m.

*NWTC Green Bay Campus – Boardroom
2740 W. Mason Street, Green Bay, WI 54307*

Open Meeting & Roll Call – Please turn off all cell phones at this time.

The Board Chairperson called the October 18, 2023 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (12:03)

Present: Carla Hedtke, Dave Mayer, Richard Stadelman, Gerald Worrick, Dustin Delsman, Jeff Rickaby, Cathy Dworak

Excused: Kelly Robinson, Brenda Mendolla-Buckley

Also Present: Meridith Jaeger, Dan Mincheff, Kristen Raney, Jennifer Flatt, Janel Karban, Valarie Wunderlich, Sara Lam, Kathryn Rogalski, Carl Vancaster, Erica Plaza, Amy Kox, Syanna Cuperus-Woudstra, Joanna Spice, Francien Bastiaanse, Gina Van De Hey, Marieke Lieverdink, Jacqueline Stewert, Erik Kass (PMA), Kim Ward, Pam Lunde, Stacey Timm, Eric Derenne, Jennifer Canavera, Myke Schmit, Scott Anderson, Erin DeGrand, Mark Franks, Nerf Udoekong, Ryan Stewart, Stephanie Atkins

Guests

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invite public comment.

Megan Grant, Manager of Student Involvement/International Programming, introduced the following international students from The Netherlands.

- Syanna Cuperus-Woudstra - Senior Policy Officer, Entrepreneurship at VET Friesland College-program coordinator of entrepreneurial activities for students; project manager for Erasmus+ programs; and developer of teaching material – matched with Joanna Spice - NWTC assessment coordinator.
- Francien Bastiaanse - Manager finance and purchasing Graafschap College – matched with Gina Van De Hey - NWTC CTED Operations Manager.
- Marieke Lieverdink - Education developer at Alfa College-Nurse as background – matched with Jacqueline Stewert - NWTC Nursing instructor.

Mission Moment

Meridith Jaeger, VP of College Advancement, shared a video of a student moment from Donor Night.

Student Leader Forum

Carl VanCaster, Student Leader Forum Officer, provided an update on the following:

- WisCore
 - Held at NWTC Green Bay Campus
 - 16 technical colleges participated
 - Topic: Diversity, Equity, and Inclusion
- Wisconsin Student Government
 - Carl VanCaster is the 2023/2024 Parliamentarian
 - Group is comprised of the 16 technical colleges
 - October 6-7 was the first meeting
- Student Leader Forum – Looking for four new officers
- Club Activities
 - Gourmet Wishes – NWTC Culinary Program participated
- eSports
 - Connor Sherwin – New coordinator of eSports
- Welcoming cookies, coffee, and tea are held today for students returning to the college for 8-week 2

Action Items (Roll Call Vote)

Bills

Detailed copies of the current disbursements for fiscal year 2023 for the month of September were 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.

Jeff Rickaby moved that the Board approve the September 2023 bills as presented.

Motion seconded by Richard Stadelman.

Motion carried, with all voting “Aye” on roll call.

Resolution Authorizing Temporary Borrowing in an Amount Not to Exceed \$3,000,000; and Issuance of Taxable Tax and Revenue Anticipation Promissory Notes

In accordance with Section 67.12(8) (m), Wisconsin Statutes, the Board may approve the issuance of taxable tax and revenue anticipation promissory notes in the event the college is temporarily in need of funds to meet the immediate expenses of operating and maintaining the district and in anticipation of state aids, tuition revenues, taxes levied and other monies to be received.

The District uses internal funds as resource when required to supplement its available cash. However, as an additional measure during periods of reduced cash flows, we may be required to borrow from an external source(s). Board Exhibit 1 is a resolution prepared by Bond Counsel authorizing the temporary borrowing of an amount not to exceed \$3,000,000 for operating purposes.

Jeff Rickaby moved that Board adopt the Resolution authorizing temporary borrowing in an amount not to exceed \$3,000,000; and issuance of taxable tax and revenue anticipation promissory notes.

Motion seconded by Carla Hedtke.

Motion carried, with all voting “Aye” on roll call.

Resolution Awarding the Sale of \$6,365,000 General Obligation Promissory Notes; Providing the Form of the Notes; and Levying a Tax in Connection Therewith

At its meeting on August 9, 2023, the Board authorized the borrowing of \$7,185,000 for FY 2024 capital budget needs (\$4,265,200 for moveable equipment, \$1,500,000 for building improvement, \$819,800 for land acquisition, \$600,000 for site improvements). A draft resolution providing for the sale of General Obligation Promissory Notes in the amount of \$6,365,000, and specifying the amount of the tax heretofore levied, has been prepared by Bond Counsel and is attached as Board Exhibit 2. 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 18, 2023.

Jeff Rickaby moved that the Board adopt the resolution authorizing the sale of \$6,365,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Motion seconded by Dustin Delsman.

Motion carried, with all voting "Aye" on roll call.

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 2024 (Board Exhibit 3a - Resolution).

A mill rate and tax levy were proposed at the public hearing on the FY 2024 budget on May 10, 2023 and adopted by the Board at its regular Board meeting on May 10, 2023 (Board Exhibit 3b - Tax Levy Authorization). A summary of levy amount to be billed to each county is also included (Board Exhibit 3c - Budgeted Tax Levy).

New construction valuation increased more than projected in May. This allows the College to increase the FY 2024 operating levy by \$943,372 versus the \$820,000 originally proposed in May.

Richard Stadelman moved that the Board approve the levy amount of \$37,316,892 and adopt the resolution related to certifying the tax levy for FY 2024.

Motion seconded by Dustin Delsman.

Motion carried, with all voting "Aye" on roll call.

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 for Learning

- Jennifer Flatt, Vice-President for Student Services
- Meredith Jaeger, Vice-President for College Advancement
- Valarie Wunderlich, Vice-President for Talent and Culture
- Dan Mincheff, Vice-President for Business and Technology
- Sara Lam, Vice-President for Diversity, Equity, and Inclusion

Dave Mayer moved that the Board approve the State of Wisconsin Code of Ethics designations listed above for Northeast Wisconsin Technical College.

Motion seconded by Jeff Rickaby.

Motion carried, with all voting “Aye” on roll call.

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 4 is a listing of purchases made in FY23 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.

Jeff Rickaby moved that the Board approve the Annual Report of purchases over \$50,000 for FY23 as presented in Board Exhibit 4.

Motion seconded by Richard Stadelman.

Motion carried, with all voting “Aye” on roll call.

Consent Agenda Items:

Minutes

The minutes of the September 20, 2023 Board meeting were sent to Board members prior to the October 18, 2023 Board meeting. It was recommended that Board approval be given for the September 20, 2023 Board meeting minutes.

New Hires – Faculty

Jason Stover – Automation Engineering Technology Instructor. Jason Stover was the Selection Committee’s top choice for Automation Engineering Technology Instructor. Mr. Stover holds a Bachelor’s Degree in Electrical Engineering from University of Wisconsin Platteville. Since 2012, Mr. Stover has been employed as the Engineer IV at Paper Converting Machine Company. Prior to that, he was the Engineering Leader and Controls Engineer at Paper Converting Machine Company. He has his functional Safety Engineer Certification and UL 508A MRT (Manufacturer Technical Representative) Certification. Placement for this position would be at the level Faculty C, \$88,000.

It was recommended that Board approval be given for the new hire listed above.

Corporate Training & Economic Development (Contracts for Service)

Under the provisions of State 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 2024 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 (34.08% for on-campus and 27.96% 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 was recommended that the Board approve the contracts for services identified in Board Exhibit 5.

Dave Mayer moved that the Board approve the September 20, 2023 Board meeting minutes, the new hire of Jason Stover – Automation Engineering Technology Instructor, and the contracts for services identified in Board Exhibit 5.

Motion seconded by Richard Stadelman.

Motion carried, with all voting “Aye” on voice vote.

Reports

Career Coaches and Student Recruitment

Erin DeGrand, Manager of Recruitment and Admissions provided the Board with an overview of career coaches and student recruitment and allowed time for discussion on the topic.

The Recruitment and Admissions team is dedicated to helping individuals in our community pursue their passions at NWTC. They actively engage with:

- K12 students,
- adult learners,
- and community partners

to build relationships and encourage enrollment in our 200+ credentials. By actively engaging students and facilitating their transition from inquiry to enrollment, they contribute to the growth and prosperity of NWTC, ultimately making a positive impact on our local communities and culture.

The team is beginning to partner with Financial Aide to look at “what they can do” to get creative on sending a financial packet to students sooner that gives a general idea, but not specific aide information.

Divisional Reports

A. President’s Report – Kristen Raney

- Kristen attended the WTCS Board Meeting
 - One topic of discussion: AB2 – Effort to change funding. There will be continued conversation around how we mobilize now.
- UW Campus Closures

- Exploring opportunities with Lakeland
- B. Learning Update – Kathryn Rogalski
- 8-week Update – Kathryn Rogalski shared her perspective on the 8-week journey.
- C. College Advancement Update – Meridith Jaeger
- Employee Giving – 2-week campaign this year in August: 79% participation; \$108K raised (been holding right at 79-80% last several years).
 - Board of Trustees, Foundation Board and Alumni Board had 100% giving last year!
 - Foundation kicked-off the College is Possible Campaign.
 - Focus on Needs Based Scholarships, Child Care Funding, and Student Emergency Fund.
 - After two consecutive years of raising \$2M, our goal for this year is \$2.5M
 - Held a Legislative meet and greet for Kristen Raney
- D. Diversity, Equity, and Inclusion Update – Sara Lam
- DEI and Student Service divisions are collaborating to close equity gaps. There is a professional development opportunity to train staff to coach students more equitably.
 - WISCORE Themes
 - Need to address students’ mental health challenges.
 - Channels of Communications for students to share feedback with NWTC.
- E. Student Services Update – Jennifer Flatt
- As of October 17, we have 541 students joining us for 8-week 2 who were not in classes for 8W1.
 - 307 are new students.
 - 45 are accepted to spring and taking classes early.
 - 189 are continuing students enrolled only in 8-week 2.
 - This year, while we are down in applications, we are seeing an increase in our application to enrollment yield. We watch that carefully because we want to make sure we are doing all we can to move students successfully along their path. We also want to make sure that we are talking with students as/when they apply so that they see best fit from the start. For next year, we are up in applications.
 - As of October 17, we are over 2% up in FTE and over 3% up in UHC for this year.
 - In Student Services, we also recently held two all-staff meetings. Student Services staff (FT and PT at all locations, since Student Services Division includes regional learning and specialty centers, as well as Sturgeon Bay Campus) were invited to pick one of two three-hour working meetings. We covered three important topics that all built on each other:
 - We are all educators—what would it mean if you thought of yourself as an educator?
 - We talked about how what they do is more than transactional.
 - We can close equity gaps and help all students succeed.
 - We focused on the *number* of students rather than the percentage of students who we can help to reach completion in order to close racial equity gaps.
 - Cocurricular activities and experiences include learning, and we can better assess what that learning is to help faculty, staff, and students benefit.
 - The feedback from staff was overwhelmingly positive. They felt connected to their peers, they felt the sessions helped explain the focus of our work, they appreciated meeting Kristen and hearing her thoughts to kick us off, and they felt energized and inspired! I have heard many times from folks at all levels in the division about how positively it was received.
- F. Business & Technology Update – Dan Mincheff
- Dan Mincheff shared a budget report of revenues and expenditures to the Board.
 - Going forward, this will be shared on a quarterly basis.
- G. Talent & Culture Update – Valarie Wunderlich
- No Update

Board Member Professional Development Updates

Board members had an opportunity to report out on any professional development activities and/or conferences they have attended since the last Board meeting.

ACCT – Carla Hedtke has been elected to the ACCT Board.

DBA Fall Quarterly Meeting and Legal Issues Seminar – Waukesha County Technical College

- Legal Issues Seminar (October 26-27)
- District Boards Association Fall Quarterly Meeting (October 27-28)

Next Board Meeting

The November 15, 2023 Board Meeting will be held in the NWTC Green Bay Campus Boardroom located at 2740 West Mason Street, Green Bay, WI 54307.

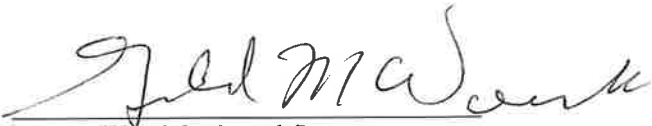
Board members and administration will have an opportunity to identify items that weren't identified prior to the preparation of the agenda for referral to administration or placed on a future board agenda.

Adjournment

David Mayer moved that the Board adjourn the October 18, 2023 Board meeting. (3:12 p.m.)

Motion seconded by Dustin Delsman.

Motion carried, with all voting “Aye” on voice vote.



Gerald Worrick, Board Secretary

11-15-23

Date