



NWTC Board of Trustees Meeting Minutes

June 11, 2025
12:00 p.m.

***NWTC Green Bay Campus – District Office DO308
2740 West Mason Street, Green Bay, WI 54303***

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

The Board Chairperson will call the June 11, 2025 NWTC Board of Trustees meeting to order and request that roll call be taken at this time (12:08pm)

Present: Richard Stadelman, Dustin Delsman, Gerald Worrick, Kelly Robinson, Cathy Dworak, Ross Loining, Carla Hedtke

Excused: Jeff Rickaby, Brenda Mendolla-Buckley

Also Present: Kristen Raney, Kelly Casperson, Sara Lam, Jennifer Flatt, Mark Hansel, Mike VanderHeiden, Scott Anderson, Laura King, John Grant, Adam Pfost, Riley McDermid, Anne Koors

Guests

12:00 – 12:10

1. 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.

No guests or public comment

2. Mission Moment

Jennifer Flatt, Vice President of Student Affairs, shared a mission moment at this time about Spring 2025 graduation.

Action Items (Roll Call Vote)

12:10 – 1:00

1. Bills

Detailed copies of the current disbursements for fiscal year 2025 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 2025 bills as presented.

Delsman moved that the Board approve the May 2025 bills as presented.

Dworak seconded.

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

2. Wisconsin District Board Association

Board members will decide on continued membership in the Wisconsin District Board Association.

Worrick moved that the board continue membership with the Wisconsin District Board Association for 1 additional year.

Hedtke seconded.

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

Consent Agenda Items:

1:00 – 1:10

1. Minutes

The minutes of the May 7, 2025 Board meeting were sent to Board members prior to the June 11, 2025 Board meeting.

It is recommended that Board approval be given for the May 7, 2025 Board meeting minutes.

2. Faculty – Resignation

NWTC accepts the following resignation notices:

- Ryan Van Scyoc – System Admin/System Security Instructor, who has been with the College since August 6, 2018, and has announced his resignation effective May 23, 2025.
- Joe Kopet – System Admin/System Security Instructor, who has been with the College since August 2, 2020, and has announced his resignation effective May 23, 2025.
- Nicole Linssen – Accounting Instructor, who has been with the College since January 5, 2025, and has announced her resignation effective May 23, 2025.

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

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

Board Exhibit 1 - 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 2025 contracts pending Board approval is attached as Board Exhibit 1.

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 (34.07% for on-campus and 28.42% 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 carried 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 1.

Worrick moved that the Board approve the May 7, 2025 minutes; faculty resignations of Ryan Van Scyoc, Joe Kopet, and Nicole Linssen; and the contracts for services identified in Board Exhibit 1.

Robinson seconded.

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

Executive Session

1:10 – 1:25

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. Follow-up to President’s Performance Evaluation.

Dworak moved to go into Executive Session in accordance with State Statute 19.85 (1) (c).

Delsman seconded.

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

Following the Executive Session, the Board Chair will accept a motion to return to the regular order of business.

Delsman moved to return to the regular order of business.

Dworak seconded.

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

Reports

1. FY26 Board Calendar

1:25 – 1:35

The Board reviewed the FY26 Board Calendar dates in Board Exhibit 2 to prepare for approval during the July Board meeting. Board suggested adjusting 3 monthly meetings to better align with trustees calendars.

2. OnBoard Software

1:35 – 1:45

Kelly Casperson, Executive Assistant, provided an update on the transition to using the OnBoard software for agendas and meeting materials.

3. Higher Learning Commission Accreditation Update

1:45 – 1:55

Laura King, Vice President of Strategy and Innovation, and Riley McDermid, Dean of Academic Excellence, provided an update on NWTC’s HLC Accreditation.

4. Presentation: Information Security Program and GLBA Update

1:55 – 2:25

Anne Koors, Security Analyst, provided the Board with the annual presentation on the Information Security Program and Gramm-Leach-Bliley Act (GLBA).

5. Third-Party Use of College Spaces

2:25 – 2:40

¹ (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Adam Pfost, Vice President of Finance and Administration, and Mark Hansel, Director of Facilities, provided an update on third-party use of college spaces.

6. Divisional Reports

2:40 – 2:55

A. President's Report

- Monitoring changes suggested in Big Beautiful Bill that would impact student aid and higher education
- Press Conference with United Way about HubCAP
- WTCS President's Retreat – themes included policies/state statutes, legislative advocacy, artificial intelligence, expanding degree authority

B. Academic Affairs and Workforce Development Update

- No Update

C. Foundation and Grants Update

- No Update

D. Talent and Culture Update

- SIF update
 - i. We made changes to the healthcare plan for CY2025 both to address the deficit that we had seen the previous year and in anticipation in increases to healthcare costs this year. We anticipate having a smaller deficit this year than last year, and an even smaller deficit next year (as presented with the budget in April).
 - ii. From January to May 2024, the SIF had a 6% loss. From January to May 2025, the SIF had a 5% gain (costs were 5% less than revenue).
 - iii. In each of the previous three years, the SIF saw a 20-25% loss in the second half of the calendar year (July-December).
 - iv. We anticipate that the loss will be smaller this year as a result of the changes we made. However, we do expect to see a loss in the second half of the year as more plan members reach their deductibles and out of pocket maximums.
 - v. The amount that we gained in the first half of the year likely will not be sufficient to cover the losses in the second half.
 - vi. We will assess the SIF numbers during the next week to determine if a transfer from the College budget is necessary.
 - vii. If necessary, we may request a virtual board meeting for approval of the transfer.
- Supplemental information
 - i. Current fund balance is about \$715k.

E. Student Affairs Update

- No Update

F. Finance and Administration Update

- Currently have an open search for Senior Director of IIT (Chief Information Officer)

G. Strategy and Innovation Update

- No Update

7. Board Member Professional Development Updates

2:55 – 3:00

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

Next Board Meeting

The July 14, 2025 Board meeting will be held in the District Boardroom on the Green Bay Campus located 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.

Adjournment

The Board Chair will accept a motion to adjourn the June 11, 2025 Board meeting.

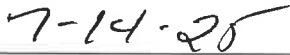
Worrick moved that the June 11, 2025 Board meeting be adjourned.

Dworak seconded.

Motion carried with all voting "Aye" on voice vote at 3:10 p.m.

A handwritten signature in dark ink, appearing to read "G. Worrick", written over a horizontal line.

Gerald Worrick, Board Secretary

A handwritten date "7-14-25" written in dark ink above a horizontal line.

Date

