

Northeast Wisconsin Technical College District

*Board of Trustees Meeting*  
*Minutes*

March 9, 2022  
11:30 a.m.

*NWTC Green Bay Campus Board Room DO308*  
*2740 West Mason Street, Green Bay, Wisconsin 54303*

Open Meeting & Roll Call

The Board Chairperson called the March 9, 2022 NWTC Board of Trustees meeting to order and request that roll call be taken at this time. (11:30)

Present: Cathy Dworak, Dave Mayer, Jeff Rickaby, Gerald Worrick, Kim Schanock, Richard Stadelman, Carla Hedtke, Ben Villarruel

Excused:

Also Present: Jeff Rafn, Janel Karban, Kathryn Rogalski, Mohammed Bey, Dan Mincheff, Bob Mathews, Lisa Maas, Colleen Simpson, Sarah Hite, Luis Franco/ Green Bay Area Public Schools, Avery Garcia/St. Norbert College, Meli Andrade/ St. Norbert College, Alex Zacarias/Boys & Girls Club of Greater Green Bay, Dr. Hector Rodriguez/Community Member

Executive Session

The Board Chairman will accept a motion to go into Executive Session in accordance with State Statute 19.85 (1)<sup>1</sup>(c)<sup>2</sup> for the purpose of discussing the following item: Issuance of preliminary notice of faculty non-renewal.

Gerald Worrick moved that the Board enter into Executive Session in accordance with State Statute 19.85(1)(c). (11:31)

Motion seconded by Jeff Rickaby.

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

*Ben Villarruel and Carla Hedtke entered the meeting at 11:32 a.m.*

Cathy Dworak moved that the Board return to Open Session. (12:04)

Motion seconded by Gerald Worrick.

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

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<sup>1</sup> (1) Any meeting of a governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific exemption or exemptions under this subsection by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:

<sup>2</sup> (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Guests

Open Forum, Introduction of Guests, and Acknowledgements

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

Student Senate

There wasn't representation from Student Senate at the March Board of Trustees meeting.

Mission Moment

2022 DREAM Scholar, Sarah Hite, shared their story at this time. In a recent news released, Sarah said, "It didn't happen overnight, but once I developed academic confidence, I was able to find my own voice and accept who I was. I hope that anyone who hears my story recognizes the magnitude of diversity of those around them. It's important that we instill these core values within ourselves and future generations, so we are creating a more equitable world."

Action Items (Roll Call Vote)

Bills

Detailed copies of the current disbursements for fiscal year 2022 for the month of February 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.

Richard Stadelman moved that the Board approve the February 2022 bills as presented.

Motion seconded by Jeff Rickaby.

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

Resolution Authorizing the Borrowing of \$1,950,000 for Movable Equipment; \$1,000,000 for Building Remodeling and Improvement Projects; \$800,000 for Site Improvements; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2022 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 \$3,750,000 of general obligation notes for these purposes. A resolution authorizing the borrowing has been prepared by Bond Counsel and is attached as Board Exhibit 1.

Jeff Rickaby moved that the Board adopt the resolution authorizing the borrowing of \$1,950,000 for moveable equipment; \$1,000,000 for building remodeling and improvement projects; \$800,000 for site improvements; and providing for the issuance and sale of general obligation promissory notes therefor.

Motion seconded by Cathy Dworak.

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

## Consent Agenda Items:

### Minutes

The minutes of the February 23, 2022 Board meeting were sent to Board members prior to the March 9, 2022 Board meeting. It was recommended that Board approval be given for the February 23, 2022 Board meeting minutes.

### Faculty - Resignation

With regret, we accept the following resignation notice:

- A. Adam Menor – Business Management/Leadership Development-Marinette Instructor, who has been with the College since August 2, 2021, and has announced his resignation effective May 18, 2022.

It was recommended that Board approval be given for the resignation 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 2022 contracts pending Board approval is attached as Board Exhibit 2.

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 (33.66% for on-campus and 27.75% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price 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 2.

Gerald Worrick moved that the Board approve the consent agenda items as follows: The February 23, 2022 Board meeting minutes, the resignation of Adam Menor – Business Management/Leadership Development-Marinette Instructor, and the contracts for services identified in Board Exhibit 3.

Motion seconded by Jeff Rickaby.

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

## Reports

### 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.

There were no professional development updates given.

## EduByte – Recruiting a President

Lisa Maas, Vice President of Talent & Culture presented the steps and timeline to complete a search process to recruit a president.

A proposed pre-search timeline was presented to the Board which included the following items (subject to change):

- July 2022 Identify Board members to be on the Search Committee
  - Ben Villarruel proposed that all Board members be part of the Search Committee. This will be discussed further on the May 13, 2022 Board Retreat.
- July 25, 2022 If applicable, issue Request for Proposal for executive search firm.
- August 5, 2022 Due date for Request for Proposal
- August 9, 2022 Review Request for Proposal; one or both of Board Search Committee members participate in review
- August 17, 2022 If needed, final two search firms provide presentation to Board Search Committee Members or during Board meeting
- August 24, 2022 Notice of award OR identification of executive search firm
- August, 2022 Selection committee identified and dates reserved

In addition to the above timeline, a search process timeline was presented as a rough draft. Once a Search Committee is selected, a search timeline will be finalized.

### **Search Committee:**

- Consists of 12-15 members
- Consists of Board members, internal members, and external members
- MUST commit to attend all meetings
- Begins with drafting Profile for Board Review
- Ends with identification of finalists

### **Search Liaison:**

- Executive Assistant or Human Resources
- Not a Search Committee member

### **Search Process:**

- College Analysis and Profile Development
- Candidate Recruitment
- Candidate Evaluation
- Selection of the New President

**Action Item:** During the May 13, 2022 Retreat recommendations for an RFP will be brought in front of the Board. During that time, there will be further discussion on the process for recruiting a president.

The Board of Trustees agreed on hiring a search firm for the process of recruiting a president.

## Policy Discussion: Belonging and Inclusion

Mohammed Bey, Chief Officer for Diversity, Equity, and Inclusion led the discussion along with representatives of the Latinx community on belonging and inclusion as part of the Board DEI training.

Guests from the roundtable included:

- Luis Franco/ Green Bay Area Public Schools
- Avery Garcia/St. Norbert College
- Meli Andrade/ St. Norbert College
- Alex Zacarias/Boys & Girls Club of Greater Green Bay
- Dr. Hector Rodriguez/Community Member

During the roundtable, the guests answered questions pertaining to microaggressions, biases, belonging, and perspectives on the Latinx community. The Board participated in questions and discussion with the guests.

## President's Report

- A. Enrollment Activity
  - i. Unduplicated Headcount is up 4.5%
- B. Legislative and Regulatory Issues (state & federal)
  - i. State Legislature is now out of session
  - ii. Couple of bills the college was opposed to have not moved forward
  - iii. Board of Regents will review the request for AA/AS
    - 1. Currently preparing our Marketing Campaign
    - 2. \$180/credit to take these courses for transfer
    - 3. Currently, our \$140/credits are accepted
    - 4. Still waiting on verification if they other colleges will take our \$140/credit classes or if we need to charge \$180/credit
- C. 8-Week Advantage
  - i. No Update
- D. COVID-19 Update
  - i. Masking policy was updated effective 2/28/2022 removing the requirement to wear masks on campus; however, it is recommended to wear a mask if not fully vaccinated
- E. Current Events
  - i. NEW School of Innovation
    - 1. 7-12 grade
    - 2. 120 seniors utilize space on campus
      - a. 40-50 are in college courses
      - b. 20% are from other school districts outside of Green Bay
    - 3. Space is running out
    - 4. The solution is to move them to the Ag Building (2 floors)
    - 5. Applying for the Wisconsin Innovation Grant in order to fund the space for the students
    - 6. The goal is that 25% of the kids in 7-12 will be enrolled in Technical College programs and will graduate with a Technical or Associates Degree
  - ii. March Madness at NWTC is starting to pick our Eagle mascot's name
    - 1. Voting for the 8 final names will occur via social media

Board Public Hearing and Appointment Committee Meeting

The Public Hearing and Appointment Committee Meeting are scheduled for March 9, 2022 at 5:00 p.m. to be held in the NWTC District Office Board Room on the NWTC-Green Bay Campus, 2740 West Mason Street, Green Bay, Wisconsin.

Next Board Meeting

The April 13, 2022 Board Meeting will be held on the Sturgeon Bay Campus located at 229 N. 14<sup>th</sup> Avenue, Sturgeon Bay, WI 54235.

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

Cathy Dworak moved to adjourn the March 9, 2022 Board meeting (2.59 p.m.).

Motion seconded by Jeff Rickaby.

Motion carried with all voting "Aye" on voice vote.



Gerald Worrick, Board Secretary

4-13-21

Date

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING THE ISSUANCE OF  
\$3,750,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2022B,  
AND SETTING THE SALE OF THE NOTES

WHEREAS, the Northeast Wisconsin Technical College District, Brown, Door, Oconto, Kewaunee, Marinette, Florence, Shawano, Outagamie and Manitowoc Counties, Wisconsin (the "District") is presently in need of \$1,000,000 for the public purpose of paying the cost of building remodeling and improvement projects; \$1,950,000 for the public purpose of paying the cost of the acquisition of movable equipment; and \$800,000 for the public purpose of paying the cost of site improvement projects;

WHEREAS, the District hereby finds and determines that the projects are within the District's power to undertake and serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, technical college districts are authorized by the provisions of Section 67.12(12), Wisconsin Statutes to borrow money and to issue general obligation promissory notes for such public purposes.

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,000,000 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,950,000 for the public purpose of paying the cost of the acquisition of movable equipment; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$800,000 for the public purpose of paying the cost of site improvement projects

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed THREE MILLION SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$3,750,000) from a purchaser to be determined by subsequent resolution of the District Board (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed THREE MILLION SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$3,750,000) (the "Notes"). There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof within ten years of the date of issuance of the Notes.

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the Green Bay Press - Gazette, the official newspaper of the District. The notices to electors shall be in substantially the forms attached hereto as Exhibits A, B and C and incorporated herein by this reference (collectively, the "Notice").

Section 3. Sale of the Notes. The Notes shall be offered for public sale. At a subsequent meeting, the District Board shall consider such bids as may have been received, take action on the bids and specify the terms of and interest rates on the Notes.

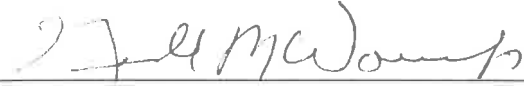
Section 4. Official Statement. The Secretary shall cause an Official Statement to be prepared by PMA Securities, LLC. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this Resolution.

Section 5. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law. If any of the Notes may be subject to a petition for referendum, any action with respect to the sale of those Notes shall be subject to the condition that no petition for referendum has been filed within thirty (30) days of publication of the Notice provided for under Section 2 of this Resolution or, if a petition is filed, that any required referendum approval is obtained.

Adopted, approved and recorded March 9, 2022.

  
\_\_\_\_\_  
David Mayer, Chairperson

Attest:

  
\_\_\_\_\_  
Gerald Worrick, Secretary

(SEAL)



EXHIBIT A

NOTICE TO THE ELECTORS  
OF THE  
NORTHEAST WISCONSIN TECHNICAL COLLEGE DISTRICT  
BROWN, DOOR, OCONTO, KEWAUNEE, MARINETTE, FLORENCE, SHAWANO,  
OUTAGAMIE AND MANITOWOC COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on March 9, 2022, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,000,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of building remodeling and improvement projects.

A copy of said resolution is on file in the District office, located at 2740 West Mason Street, Green Bay WI 54303, and may be inspected weekdays, except holidays, between the hours of 9:00 a.m. and 4:00 p.m. or in the alternative by contacting Janel Karban at the District by email at the following address: [janel.karban@nwtc.edu](mailto:janel.karban@nwtc.edu).

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Section 67.12(12)(e)5, Wisconsin Statutes, requesting a referendum thereon at a special election. If no such petition is filed, then the resolution shall be effective without a referendum.

Dated this 9th day of March, 2022.

BY THE ORDER OF THE  
DISTRICT BOARD

Secretary

EXHIBIT B

NOTICE TO THE ELECTORS  
OF THE  
NORTHEAST WISCONSIN TECHNICAL COLLEGE DISTRICT  
BROWN, DOOR, OCONTO, KEWAUNEE, MARINETTE, FLORENCE, SHAWANO,  
OUTAGAMIE AND MANITOWOC COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on March 9, 2022, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,950,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of the acquisition of movable equipment.

A copy of said resolution is on file in the District office, located at 2740 West Mason Street, Green Bay WI 54303, and may be inspected weekdays, except holidays, between the hours of 9:00 a.m. and 4:00 p.m. or in the alternative by contacting Janel Karban at the District by email at the following address: [janel.karban@nwtc.edu](mailto:janel.karban@nwtc.edu).

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Section 67.12(12)(e)5, Wisconsin Statutes, requesting a referendum thereon at a special election. If no such petition is filed, then the resolution shall be effective without a referendum.

Dated this 9th day of March, 2022.

BY THE ORDER OF THE  
DISTRICT BOARD

Secretary

EXHIBIT C

NOTICE TO THE ELECTORS  
OF THE  
NORTHEAST WISCONSIN TECHNICAL COLLEGE DISTRICT  
BROWN, DOOR, OCONTO, KEWAUNEE, MARINETTE, FLORENCE, SHAWANO,  
OUTAGAMIE AND MANITOWOC COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on March 9, 2022, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$800,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of site improvement projects.

A copy of said resolution is on file in the District office, located at 2740 West Mason Street, Green Bay WI 54303, and may be inspected weekdays, except holidays, between the hours of 9:00 a.m. and 4:00 p.m. or in the alternative by contacting Janel Karban at the District by email at the following address: [janel.karban@nwtc.edu](mailto:janel.karban@nwtc.edu).

Dated this 9th day of March, 2022.

BY THE ORDER OF THE  
DISTRICT BOARD

Secretary