

**NICOLET COLLEGE DISTRICT BOARD  
REGULAR BOARD MEETING  
Meeting Minutes  
Tuesday, October 15, 2024**

**1. CALL TO ORDER/OPEN MEETING STATEMENT**

Board Chair Dall called the meeting to order at 4:31 p.m.

**2. ROLL CALL**

Board members present: Eric Burke, Stephanie Byers, Abbey Dall, Dianne Lazear, Bob Martini, Bob Mott, Job Salzer, Melinda Young (4:48 pm)

Board Members excused: Bob Egan

Also present: President Kate Ferrel, Ray Lemke, Cindy Domaika, Jason Goeldner, Ellen Mathein, Gayle Shanks, Mark Karp, Jenna Allen, Heather Schallock, Al Javoroski, Bobbi Fields, Michelle Hartness, Karen Garvey (WTCS), Kelly Stebbeds, Laura Wind-Norton, Jeremy VanCamp, Lisa Young, Darlene Machtan, Courtney Zempel, Jenna Jirik, Amanda Hein, Ryan Jirik

Recorder: Kris Peeters

Notice of the meeting was provided to the media and posted.

**3. PUBLIC INPUT**

Peeters reported there were no requests for public input.

**4. APPROVAL OF AGENDA**

**MOTION:** SALZER MADE A MOTION, SECONDED BY DALL, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE THE AGENDA AS PRESENTED, MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

**APPROVAL OF CONSENT AGENDA**

5. Approval of the Minutes of the Regular Meeting September 17, 2024
6. Ratification of HSED Contracts and Credit-Based High School Program Contracts #Crandon Only
7. Ratification of HSED Contracts and Credit-Based High School Program Contracts #No Crandon
8. Ratification of Business, Industry, and Government Contracts
9. Recap of Expenses, Status of College Accounts, Operational Cost Recap of Expenses, and Approval of Bills Payable
10. Employee Hires and Exits, September 2024

**MOTION:** LAZEAR MADE A MOTION SECONDED BY SALZER THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE THE CONSENT AGENDA ITEMS 5, 7, 8, 9, AND 10. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

**MOTION:** LAZEAR MADE A MOTION, SECONDED BY BURKE, THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE THE CONSENT AGENDA ITEM #6. MOTION CARRIED ON A VOICE VOTE, BYERS ABSTAINED

11. **Health Insurance Briefing:** Kelly Stebbeds, Benefits Administrator, Human Resources and Karen Garvey, Executive Director, Wisconsin Technical College Employee Benefit Consortium (WTCEBC) provided an overview of the current consortium insurance benefits.

12. **Action on the 2024-2025 Mill Rate**: Amanda Hein, Contracted Chief Financial Officer, reviewed property valuation and asked the Board of Trustees to set the 2024-2025 Mill Rate.

**MOTION**: BURKE MADE A MOTION SECONDED BY MARTINI THAT THE NICOLET COLLEGE BOARD SECRETARY BE DIRECTED TO INFORM THE TOWNS/CITIES IN THE NICOLET AREA TECHNICAL COLLEGE DISTRICT THAT THE 2024-2025 MILL RATE FOR THE GENERAL OPERATIONS OF THE DISTRICT BE ESTABLISHED AT \$0.12031 PER \$1,000 OF EQUALIZED VALUATION, AND THE MILL RATE FOR THE DEBT RETIREMENT THROUGH THE DEBT SERVICE FUND BE ESTABLISHED AT \$0.01411 PER \$1,000 OF EQUALIZED VALUATION, WITH THE TOTAL LEVY BEING ASSESSED AT A RATE OF \$0.13442 PER \$1,000 OF EQUALIZED VALUATION. VOICE VOTE: BURKE-YES, BYERS-YES, DALL-YES, LAZEAR-YES, MARTINI-YES, MOTT-YES, SALZER-YES, YOUNG-YES. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

13. **Vendors with Whom the College Does More Than \$50,000 Annually**: Amanda Hein, Contracted Chief Financial Officer of Finance, briefed the Board on this required update.

14. **Contracts at Less than Full Cost Recovery**: Bobbi Fields, Vice President of Academics, and Al Javoroski, Vice President of Innovation, briefed the Board on this required update.

15. **Approval of the Annual Renewal of the Memorandum of Understanding (MOU) between Nicolet College and the Nicolet College Foundation**: Heather Schallock, Vice President of Community Engagement and Executive Director of the Nicolet College Foundation will explain any changes made to the MOU and ask the Board of Trustees to approve the MOU.

**MOTION**: MARTINI MADE A MOTION, SECONDED BY SALZER, THAT THAT THE NICOLET COLLEGE BOARD OF TRUSTEES APPROVE THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN NICOLET COLLEGE AND THE NICOLET COLLEGE FOUNDATION. THE MOU IS REVIEWED AND RENEWED BY BOTH PARTIES ON AN ANNUAL BASIS. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.

16. **Academic Services Update**: Lisa Young, Dean of Academic Services, and Darlene Machtan, Adult Education Adjunct Instructor, briefed the board on GED (General Education Diploma)/HSED (High School Equivalency Diploma) instruction in our local county jails.

17. **Approval of the Designation of Deputy, Associate, or Assistant District Directors**: The Board was asked to approve this required annual resolution.

**MOTION**: LAZEAR MADE A MOTION, SECONDED BY MARTINI THAT THE NICOLET AREA TECHNICAL COLLEGE BOARD OF TRUSTEES, FOR PURPOSES OF WISCONSIN' CODE OF ETHICS FOR PUBLIC OFFICIALS AND EMPLOYEES, SEC. 19.41(10)(B) THROUGH 119.42(13)(F), STATS., DESIGNATES THE FOLLOWING POSITIONS DEPUTY, ASSOCIATE, OR ASSISTANT DISTRICT DIRECTORS AND INDICATES ITS UNDERSTANDING THAT THE CURRENT OCCUPANTS OF THOSE POSITIONS AND THE SUCCESSORS TO THOSE POSITIONS ARE STATE PUBLIC OFFICIALS TO WHOM WISCONSIN'S ETHICS CODE APPLIES:

1. KATHLEEN FERREL, PRESIDENT
2. JENNA ALLEN, CHIEF OF STAFF
3. BOBBI FIELDS, VICE PRESIDENT OF ACADEMIC AFFAIRS
4. AL JAVOROSKI, VICE PRESIDENT OF INNOVATION
5. HEATHER SCHALLOCK, VICE PRESIDENT OF COMMUNITY ENGAGEMENT AND EXECUTIVE DIRECTOR OF THE NICOLET COLLEGE FOUNDATION
6. JEREMY VANCAMP, DIRECTOR OF HUMAN RESOURCES/TITLE IX COORDINATOR

## 18. **Items for Information Only – Not for Board Action**

**Recruitment Update – Vice President of Finance & College Operations**: President Ferrel briefed the board on the timeline for recruiting for the Vice President of Finance & College Operations position. The position was posted on September 20, 2024, and will close on October 17, 2024, at 4:00 p.m.

### **2024 Board Meeting Schedule**

November 19

December 17

January 17: ACCT Governance in Madison

### **2025 Board Meeting Schedule**

January 21

February 18

March 18

April 15

May 20

June 17

July 7 - Annual Organizational Mtg

### **STATEMENT OF UNDERSTANDING**

- Mandy Hein to reply to Bob Mott's question on total debt
- Kris to list and share DBA events (Oct. 31)

### **ADJOURNMENT**

SALZER MOVED TO ADJOURN THE MEETING, SECONDED BY LAZEAR. THE MEETING ADJOURNED AT 6:32 P.M.  
MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE.