

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Stevens Point

January 18, 2016

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:06 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Patrick Costello, Dr. Colleen Dickmann, Justin Hoerter, Joseph Kinsella, Peggy Ose, Charles Spargo, and Dr. Sue Budjac

EXCUSED: Lynneia Miller

OTHERS: Nelson Dahl, Karl Easttorp, Volker Gaul, Mike Grambow, Sandy Kiddoo, Dr. Mandy Lang, Richard O'Sullivan, Lance Pliml, Matt Schneider, and Angie Susa

II. MEETING NOTICE CERTIFICATION AND CLOSED SESSION

Ms. Bruski Mallek verified the meeting notice, which stated that this meeting of the Mid-State Technical College District Board was announced to the public in an attempt to keep the citizens of the district aware of the date, time and place of the meeting.

Ms. Bruski Mallek announced the Board would convene to closed session immediately following the open session to discuss legal advice rendered regarding questions raised about procedural issues. This closed session is being held in compliance with Chapter 19, Subchapter 19.85(g) of the Wisconsin Statutes. The Board may or may not reconvene to open session and may take action on items discussed in closed session.

Motion by Mr. Kinsella, seconded by Ms. Ose, upon a roll call vote, unanimously approved the closed session as announced by Ms. Bruski Mallek.

III. OPEN FORUM

Ms. Bruski Mallek opened the meeting for comments from the audience. No one wished to address the Board.

IV. APPROVAL OF MINUTES

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a voice vote, unanimously approved the minutes from the regular meeting held December 21, 2015, as written.

V. CONSENT AGENDA

Motion by Mr. Kinsella, seconded by Mr. Spargo, upon a roll call vote, unanimously approved the following consent agenda items:

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1. The district's bills for the month of December 2015 were presented in Exhibit B. These bills totaled \$1,310,373.41 of which \$729,131.99 represents operational expenditures and \$581,241.42 represents capital expenditures.

The district's payroll for the month of December totaled \$1,271,025.10 plus \$15,528.19 for travel and miscellaneous reimbursements and \$536,956.06 in fringe benefits. The district's bills and payroll totaled \$3,133,882.76.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146259	Westrock	\$ 2,720.00
146270	Fenander Chiropractic	\$ 300.00

3. Approved the following 2015-16 procurement for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
No procurements required Board approval.		

4. Approved the following Advisory Committee appointments: CRIMINAL JUSTICE-CORRECTIONS AND COMMUNITY ADVOCACY – Denise Willfahrt.

VI. CHAIRPERSON'S REPORT

1. Ms. Bruski Mallek welcomed Board members to the meeting and announced Ms. Miller asked to be excused.

2. Ms. Bruski Mallek, in recognition of Martin Luther King, Jr. Day, read an honorary statement about Dr. King.

3. Ms. Bruski Mallek reported the Winter Boards Association meeting was held January 14-16 in LaCrosse. Mr. Beaver, Mr. Costello, Ms. Bruski Mallek and Dr. Budjac attended. Those attending highlighted portions of the Association meetings and breakout sessions. Mr. Costello briefly shared information about the MATC Promise program and health care consortium within the WTCS. Dr. Budjac reported on two pieces of state legislation introduced in response to student college debt. The Spring Boards Association meeting will be held April 21-23, 2016.

4. Ms. Bruski Mallek announced the Spring Board Advance will be held Monday, February 1 at Pointe Precision in Plover. Agendas were provided and materials supporting the Advance will be mailed to attendees prior to the Advance.

5. Ms. Bruski Mallek reported a letter will be sent to County Board Chairpersons within the Mid-State District announcing the start of the Board Appointment process. Members eligible for reappointment are Justin Hoerter, Joseph Kinsella and Charles Spargo. The application deadline is 4:00 p.m. on Wednesday, March 2. The mandatory appointment meeting will be held at 5:00 p.m. on Thursday, March 17 at the Wisconsin Rapids Campus.

6. Ms. Bruski Mallek announced the 2016 ACCT Legislative Summit will be held February 8-11 in Washington, D.C. at the Marriott Wardman Park Hotel. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac will attend.

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7. Ms. Bruski Mallek informed the group that the March 21 Board meeting will be held at the Mid-State Adams County Center.

8. The next MSTC Board meeting will be held on Monday, February 15 at the Wisconsin Rapids Campus. Committee meetings will be held at 4:15 p.m. unless otherwise announced, the Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m.

VII. FOUNDATION BOARD LIAISON REPORT

1. Ms. Bruski Mallek reported a total of \$19,200 in spring scholarships have been awarded.

2. Ms. Bruski Mallek announced the 2016 Mid-State Foundation Golf Event will be held June 15, 2016 at Lake Arrowhead.

3. Ms. Bruski Mallek provided an update on current projects of the Foundation, including Annual Employee Appeal Campaign, High School visits and additional scholarship opportunities.

VIII. PRESIDENT'S REPORT

1. Dr. Budjac welcomed Wood County Board Chair Lance Pliml and Stevens Point Campus Dean Volker Gaul to the meeting.

2. Dr. Budjac provided an update on activities of the WTCS Presidents Association, including a new Nursing Pathway Subcommittee formed to find ways to help decrease the nursing workforce shortage, Grants Consortium meetings with funding agencies during the ACCT Legislation Summit, and strategies or initiatives to grow the System's competitive advantage.

3. Dr. Budjac reported the Legacy Foundation requested community organizations provide suggestions regarding potential projects that are dedicated to improving the health and well-being of the people in Wisconsin Rapids and surrounding communities for consideration in their next grant cycle. Mid-State will submit a concept proposal to create a center for health and emergency medicine programs at the Wisconsin Rapids Campus. Space could replicate that of a health care facility and provide a solution to declining clinical sites for Mid-State students.

4. Dr. Budjac reported she and Mid-State leaders met with Encourage Community Foundation staff to share strategic plans and identify collaboration opportunities. A similar meeting was held with North Central Wisconsin Workforce Development Board staff. These meetings continue to build relationships and allow new employees to make connections.

5. Dr. Budjac announced Mid-State will host an April 1, 2016 ribbon cutting for the Diesel Technology Center on the Wisconsin Rapids Campus. Board members are welcome to participate as schedules permit.

IX. FINANCE & AUDIT COMMITTEE

1. Finance & Audit Committee Chairperson Patrick Costello reported the committee reviewed its Consent Agenda items and had no questions or concerns.

2. Mr. Costello reviewed the Treasurer's Report. There were no questions or concerns.

3. The following items were presented for informational purposes only:
 - a. 2015-16 GENERAL REVENUE AND EXPENDITURE FUND FORECAST – Mr. Costello reported the committee reviewed the General Revenue and Expenditure Forecast for the current fiscal year.
 - b. BUDGET DEVELOPMENT CALENDAR AND ACTIVITIES FOR FISCAL YEAR 2016-17 (FY17) – Mr. Costello reported the committee reviewed the FY17 Budget Development Calendar and Activities Schedule and noted that the Finance & Audit Committee reviews the proposed budget, as part of a special meeting, prior to the presentation to the full Board. All Board members are welcome to attend the special meeting outlining the FY17 budget. A confirmed date will be shared when available.
 - c. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No report was provided.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

1. Academic & Human Resources Committee Chairperson Justin Hoerter reported the committee reviewed its Consent Agenda items and had no questions or concerns.
2. The following items were presented for informational purposes only:
 - a. SPOTLIGHT ON INFORMATION TECHNOLOGY PROGRAMS – Mr. Hoerter reported Information Technology Associate Dean Jason Schenzel provided an overview of collaborative activities Mid-State has participated in throughout the Stevens Point community as well as initiatives targeted to address the changing IT industry and growing need for IT professionals in the Central Wisconsin workforce.
 - b. LEGAL SERVICES UPDATE – Mr. Hoerter reported the college's fees for legal services for 2014-15 were \$24,632.00; less than the previous year's total. Mr. Hoerter highlighted factors contributing to this total.
 - c. ADDITIONAL RECRUITMENT PROCESS – Mr. Hoerter reported that the college has implemented an additional reference check process to further qualify candidates for open positions at the college. This process is web-based and provides reference checks for final candidates.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. Facilities & External Relations Committee Chairperson Joseph Kinsella reported that the committee had no Consent Agenda items this month.
2. The following items were presented for informational purposes only:
 - a. COMMUNITY FACILITY USE – Mr. Kinsella provided an overview of college facility usage by the general public and community organizations over the past year. Location specific information as well as the number of individuals and organizations served was shared. Mr. Kinsella thanked Director of Facilities & Procurement Matt

Schneider for providing this valuable information and his oversight of college facilities.

- b. ENROLLMENT DATA – Mr. Kinsella highlighted December 2015 enrollment data noting the 4.3% decrease in FTEs since December 2014. All locations and divisions experienced a decrease in FTEs. Mr. Kinsella provided a summary of those programs experiencing FTE increases and a comparison of FTE data with other WTCS colleges. The college has implemented various methods to positively impact enrollment in the coming year.
- c. STEVENS POINT CAMPUS AND COMMUNITY UPDATE – Stevens Point Campus Dean Volker Gaul provided an overview of student learning and campus activities occurring at the Stevens Point Campus as well as happenings and opportunities from throughout the Stevens Point community.

XII. COMMITTEE-OF-THE-WHOLE

1. POST-EMPLOYMENT BENEFITS – Ms. Bruski Mallek reported Key Benefit Concepts (KBC) Senior Benefits Consultant Linda Mont provided an overview of what has taken place relative to post-employment benefits throughout the state of Wisconsin. The College has been working with KBC to evaluate retirement benefits for college employees and will ultimately employ options to reduce the annual contribution to post-employment benefits.

2. GRANTS UPDATE – Ms. Bruski Mallek reported Grants Specialist Simone Fevola provided an overview of federal grant activities. Concerns regarding the low level of federal financial aid was expressed considering 78% of Mid-State program students receive financial aid each year. Pell Grant information was highlighted. Grants awarded to the college and number of students served has exceeded expectations over the past year. Mr. Fevola also provided materials to the Board that will be given to legislators during the annual ACCT Legislative Summit in Washington D.C. early next month.

XIII. DISCUSSION AND ACTION ITEM

1. STUDENT SERVICES & INFORMATION CENTER (SSIC) OVERVIEW – Vice President of Student Services Dr. Mandy Lang provided additional information about the Student Services & Information Center related to objectives of the center, examples of student service flow, project timeline, and overall budget. In addition, internal input and collaboration, best practices, and samples of work station set-ups were shared. The new construction project of the Student Services & Information Center will cost no more than \$1.5M and is expected to be complete in February 2017. The Board will continue to receive additional information as the project timeline progresses.

2. SSIC REMODEL PROJECT – Director of Facilities & Procurement Matt Schneider provided an overview of the Student Services & Information Center (SSIC) Remodel Project as it relates to the overall SSIC project. He shared budgetary and funding information for the estimated \$640,000 remodel project and a timeline for project completion in February 2017. Administration will seek remodel project approval at the February meeting.

3. SSIC NEW ADDITION – Dr. Lang highlighted the Student Services & Information Center New Addition Project which will provide a 5,800 square foot addition on the Wisconsin Rapids Campus. Preliminary exterior renderings were shared. New Addition Project cost is not to exceed \$1.5M.

Motion by Mr. Spargo, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved the following Resolution For The Student Services And Information Center New Addition Project At The Wisconsin Rapids Campus:

WHEREAS, the existing Student Service functions are widely spread throughout the Wisconsin Rapids Campus; and

WHEREAS, the new Student Services and Information Center (SSIC) addition will centralize these functions to improve student retention levels, reduce student walk-a-ways during registrations, and improve student support, experiences, and information which will positively affect overall student success.

BE IT FURTHER RESLOVED that the Mid-State Technical College Board will use \$1,500,000 in previously awarded General Obligation Notes intended for new facility construction on the Wisconsin Rapids Campus; and

BE IT FURTHER RESLOVED that the borrowing and use of debt proceeds were included in the FY14 capital plan intended for the Transportation Center project; and

BE IT FURTHER RESLOVED that the Wisconsin Technical College System has been notified of our intent to reallocate the allowable college set-a-side funds.

BE IT FURTHER RESLOVED that the MSTC FY16 Capital budget has been updated to reflect this capital project.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College Board approves the construction of an approximately 5,800 square foot Student Services and Information Center addition located on the Wisconsin Rapids Campus and requests Wisconsin Technical College System Board approval during their January 2016 meeting.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, February 15, 2016 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., unless otherwise announced. Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m.

There being no further business, the Board convened to closed session at 6:28 p.m.

There being no further business as a result of the closed session, the Board meeting adjourned at 6:46 p.m. with a motion by Mr. Beaver, upon a voice vote.

Peggy Ose, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary