

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids

February 15, 2016

**I. ROLL CALL**

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:36 p.m.

Roll call was as follows:

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

OTHERS: Nelson Dahl, Karl Easttorp, Mike Grambow, Sandy Kiddoo, Dr. Mandy Lang, Kris Marchel, 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 not convene to closed session this month.

**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 Ms. Ose, upon a voice vote, unanimously approved the minutes from the regular meeting held January 18, 2016, as written.

**V. CONSENT AGENDA**

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

1. The district's bills for the month of January 2016 were presented in Exhibit B. These bills totaled \$2,626,531.30 of which \$2,445,848.33 represents operational expenditures and \$180,682.97 represents capital expenditures.

The district's payroll for the month of January totaled \$1,184,922.69 plus \$26,714.96 for travel and miscellaneous reimbursements and \$603,149.18 in fringe benefits. The district's bills and payroll totaled \$4,441,318.13.

2. Entered into the following contracted service agreements:

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<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146271	Catalyst	\$ 5,040.00
146283	Wood County Head Start	\$ 710.00
146284	Forefront Dermatology	\$ 380.00
146288	Nekoosa School District	\$ 220.00
146290	Corenso North America	\$ 13,600.00

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.		

**VI. CHAIRPERSON'S REPORT**

1. Ms. Bruski Mallek welcomed Board members to the meeting.
2. Ms. Bruski Mallek announced the Spring Boards Association meeting will be held April 21-23 in Madison at the Concourse and Madison College. Anyone interested in attending should contact Ms. Susa to make arrangements.
3. Ms. Bruski Mallek reported the Spring Board Advance was held Monday, February 1 at Pointe Precision in Plover. Appreciation was extended to Mr. Kinsella for hosting the group. Board members provided positive feedback regarding the Pointe Precision tour and manufacturing atmosphere.
4. Ms. Bruski Mallek reported she, Mr. Beaver and Dr. Budjac attended the 2016 ACCT Legislative Summit in Washington, D.C. February 8-11. Attendees summarized sessions attended, visits to Capitol Hill and legislative priorities for the WTCS.
5. Ms. Bruski Mallek announced Mr. Kinsella will not seek reappointment to the Mid-State Technical College Board of Directors upon his term completion June 30, 2016. He was thanked for his many years of positive and dedicated service. Mr. Kinsella will be further acknowledged during the June Board meeting.
6. The next MSTC Board meeting will be held on Monday, March 21 at the Adams County Center. 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 fall scholarships are available for new and continuing students. Deadlines for applications are available in the Mid-State Foundation Office.
2. Ms. Bruski Mallek reported the Employee Giving Campaign is currently underway. At the end of the first campaign week 13% employee participation was noted, an increase over total participation in 2015. The campaign runs through February 26, 2016.
3. Ms. Bruski Mallek announced early bird registration for the June 15, 2016 Foundation Golf Event will be distributed in February.

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4. Ms. Bruski Mallek reported the College applied for and received a DASH Grant, designed to help students stay in school if an unforeseen emergency would arise. The Foundation is raising matching funds for this program.

5. Ms. Bruski Mallek reported Foundation & Alumni Director Jill Steckbauer teamed up with Financial Aid to visit more than eight district high schools and share how scholarships can benefit a student's overall financial position while in college.

6. On behalf of the Foundation, Ms. Bruski Mallek asked Board members to identify individuals who might be interested in serving on the Foundation Board and give those suggestions to Foundation & Alumni Director Jill Steckbauer.

### **VIII. PRESIDENT'S REPORT**

1. Dr. Budjac welcomed Wood County Board Chair Lance Pliml.

2. Dr. Budjac provided a brief overview of recent legislation, including the Governors Affordability Package and Midwestern Regional State Authorization Reciprocity Agreement (M-SARA).

3. Dr. Budjac gave an overview of Presidents' Association discussion topics from the January Presidents Association meeting. Presentations were made on contract training, dual credit and shared General Education programs.

4. Dr. Budjac indicated a response was received from Mike Bovee of the Legacy Foundation regarding Mid-State's concept paper suggesting a way the Legacy Foundation can partner with Mid-State to meet community needs. Over 100 ideas were received from about 30 of the 100 organizations contacted. Further discussion will follow as the Legacy Foundation reviews and assesses requests.

5. Dr. Budjac shared a plaque she received recognizing her years of service on the St. Michael's Hospital Board of Directors. Dr. Budjac reported the Board is being replaced by a regional Board.

### **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. Mr. Costello reported Administration is requesting authority to issue \$1,500,000 in General Obligation Promissory Notes to finance facility remodeling and improvements for the college. A portion of these funds will be used for the remodeling of our existing space for the Student Services & Information Center (SSIC). This borrowing represents the second series of a total \$5.5 million capital financing plan for the current fiscal year. A resolution was presented in Exhibit F for review and request for approval.

Motion by Mr. Costello, seconded by Mr. Beaver, upon a roll call vote, unanimously approved the following Resolution Authorizing The Issuance Of Not To Exceed \$1,500,000 General Obligation Promissory Notes; And Setting The Sale.

WHEREAS, the Mid-State Technical College District, Adams, Clark, Jackson, Juneau, Marathon, Portage, Waushara and Wood Counties, Wisconsin (the "District") is presently in need of

\$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects; and there are insufficient funds on hand to pay said cost;

WHEREAS, the District hereby finds and determines that the project is within the District's power to undertake and serves 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 purpose.

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the cost of building remodeling and improvement projects as described above, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) from Robert W. Baird & Co. Incorporated (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 ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) (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 a notice in the Stevens Point Journal, the official newspaper of the District. The notice to electors shall be in substantially the form attached hereto as Exhibit A and incorporated herein by this reference (the "Notice").

Section 3. Sale of the Notes. The sale of the Notes shall be negotiated with the Purchaser. At a subsequent meeting, the District Board shall act on the purchase proposal received from the Purchaser 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 Robert W. Baird & Co. Incorporated. 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 the Notes shall be subject to the condition that no petition for referendum has been filed within thirty (30) days of publication of the Notice to Electors 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 February 15, 2016.

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Betty A. Bruski Mallek  
Chairperson

Attest:

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Peggy J. Ose  
Secretary

4. The following items were presented for informational purposes only:
  - a. FUNDING OPTIONS FOR OTHER POST-EMPLOYMENT BENEFITS (OPEBs) – Mr. Costello reported the committee discussed funding options for Other Post-Employment Benefits (OPEBs). This item was also discussed in Committee-of-the-Whole. Approval will be sought next month.
  - b. REQUEST FOR PROPOSALS (RFP) MID-STATE FINANCIAL AUDIT – Mr. Costello presented a request for proposals for the performance of audits of financial records covering the fiscal years ending June 30, 2016, through June 30, 2020, was sent out in December. Mid-State issued a joint RFP with eight other technical colleges. Interviews to select an audit firm will be held later this month. The five-year cost of these services will exceed \$50,000 and will be placed on the consent agenda for approval in a subsequent month.
  - 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 had no consent agenda items.
2. Mr. Hoerter reported the committee reviewed the Medical Office Specialist program developed in response to employer feedback. This modified one-year program uses existing courses and has no budgetary impact. The 24-credit technical diploma program will begin in fall 2016. Students are able to use this degree as a career pathway into the Administrative Professional program to obtain an associate degree.

Motion by Ms. Ose, seconded by Mr. Beaver, upon a roll call vote, unanimously approved the Medical Office Specialist one-year technical diploma program at Mid-State Technical College.

3. The following items were presented for informational purposes only:

- a. CIVIL ENGINEERING ENGAGES ASSUMPTION HIGH SCHOOL STUDENTS – Mr. Hoerter reported through collaborative and innovative efforts, Mid-State partnered with Assumption High School to offer a 3-credit course in engineering and critical thinking to 13 Assumption students. The program was offered during Assumption’s J-term and provided a variety of learning opportunities in and out of the classroom. Mid-State instructors provided hands-on teaching and learning and enhanced relations with high schools while offering transcripted credits for students. Additional high schools have expressed interest in offering a similar program.

**XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE**

1. In place of Facilities & External Relations Committee Chairperson Joseph Kinsella, Lynnea Miller reported that the committee had no Consent Agenda items this month.

2. Ms. Miller reported the committee discussed the Student Services & Information Center Remodel Project. The 5,800 square foot remodel project will support the Integrated Enrollment Model by combining student services and increasing collaboration. Remodel project cost is \$637,250 and is expected to be complete February 2017. Approval of the resolution contained in Exhibit G is requested.

Motion by Dr. Dickmann, seconded by Mr. Spargo, upon a roll call vote, unanimously approved the following Resolution For The Student Service And Information Center 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) remodel 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 \$637,250 of capital financing from FY16 and FY17 debt proceeds intended for facility remodeling and improvements on the Wisconsin Rapids Campus; and

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 remodeling of an approximately 4,800 square foot Student Services and Information Center addition located on the Wisconsin Rapids Campus and requests Wisconsin Technical College System Board approval during their March 2016 meeting.

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3. Ms. Miller announced international travel approval has been requested for Mid-State Renewable Energy Specialist Instructor Ben Nusz as he escorts six Mid-State students to Germany as part of the 12<sup>th</sup> annual German student/faculty educational exchange. Tentative travel dates are scheduled for May following the end of the semester.

Motion by Mr. Beaver, seconded by Mr. Kinsella, upon a roll call vote, unanimously approved international travel for Ben Nusz to accompany six Mid-State students to Germany as part of the student/faculty educational exchange.

4. The following items were presented for informational purposes only:

- a. MID-STATE STUDENT LOAN DEFAULT RATES – Ms. Miller reported the latest student loan default rate for Mid-State has is above the 15% federal threshold for student defaults although the college experienced a 2.6% decrease over last year. Mid-State implemented online financial literacy training for students in an effort to better educate students about debt as well as decrease those moving into default.
- b. COLLEGE ORIENTATION – Ms. Miller provided an overview of the college’s orientation event held at the Stevens Point Campus. The event targeted new students in an effort to make connections and assist students in enrollment. Over 30 students attended various sessions and positive evaluations were received. Additional orientations are being scheduled in the fall 2016 at all campus locations.

**XII. COMMITTEE-OF-THE-WHOLE**

1. POST-EMPLOYMENT BENEFITS – Ms. Bruski Mallek reported Vice President of Human Resources Richard O’Sullivan and Vice President of Finance & IT Nelson Dahl presented information regarding Other Post-Employment Benefits (OPEBs) funding and investing options. The creation of a trust with a mix of investments was proposed. The Board reviewed several options for funding the obligation. This Board will consider approval at the March Board meeting.

**XIII. DISCUSSION AND ACTION ITEM**

1. MID-STATE 2015 STUDENT AMBASSADOR – Kris Marchel, 2015 graduate of the Criminal Justice-Law Enforcement program and Mid-State’s 2015 Student Ambassador joined the Board to provide highlights and experiences as a Mid-State student and Ambassador as well as answer Board questions.

**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, March 21, 2016 at the Adams County Center. 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 meeting adjourned at 6:24 p.m. with a motion by Mr. Beaver, upon a voice vote.

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Peggy Ose, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary