

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids

May 16, 2016

**I. ROLL CALL**

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:25 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Dr. Colleen Dickmann, Joseph Kinsella, Lynneia Miller (left the meeting at 6:15 p.m.), Charles Spargo, and Dr. Sue Budjac

EXCUSED: Justin Hoerter and Peggy Ose

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

NOTE: Patrick Costello passed away February 18, 2016

**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 Dr. Dickmann, upon a voice vote, unanimously approved the minutes from the regular meeting held April 18, 2016, 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:

1. The district's bills for the month of April 2016 were presented in Exhibit B. These bills totaled \$560,097.08 of which \$399,180.48 represents operational expenditures and \$160,916.60 represents capital expenditures.

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The district's payroll for the month of April totaled \$1,951,760.44 plus \$25,022.91 for travel and miscellaneous reimbursements and \$1,936,134.47 in fringe benefits. The district's bills and payroll totaled \$4,473,014.90.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146325	Multiple Recipient	\$ 588.00
146326	Multiple Recipient	\$ 588.00
146327	Multiple Recipient	\$ 588.00
146330	Dental Clinic of Marshfield	\$ 750.00

3. Approved the following 2016 procurement for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 84,999.00	Altmann Construction	Facilities
\$ 163,810.00	CGS	T&I Division
\$ 57,257.62	V&H Truck	T&I Division
\$ 52,570.74	Wisco	T&I Division
\$ 87,960.86	AVI Systems	Media Services

4. Approved the following Advisory Committee appointments: GERONTOLOGY – Donna Bella, Jennifer Cummings, Kelly Lang, Cindy Piotrowski, and Janet Zander

**VI. CHAIRPERSON'S REPORT**

1. Ms. Bruski Mallek welcomed Board members to the meeting. She announced Justin Hoerter and Peggy Ose asked to be excused.

2. Ms. Bruski Mallek reported the Spring Boards Association meeting was held April 21-23 in Madison. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac attended. Attendees commented on sessions attended, Dr. Budjac's participation in a campus security conversation and tours of new facilities at Madison Area Technical College.

3. Ms. Bruski Mallek announced the Summer Boards Association meeting will be held July 14-16 at Northcentral Technical College in Wausau. Partnerships with K-12 will be discussed as well as various roundtable conversations and committee meetings. Board members interested in attending should contact Ms. Susa to make arrangements.

4. Ms. Bruski Mallek announced the 2016 ACCT Leadership Congress will be held October 5-8 in New Orleans. Board members interested in attending should contact Ms. Susa to make arrangements.

5. Ms. Bruski Mallek began discussion regarding a date for the 2016 Fall Board Advance. Board members were previously surveyed for availability and discussed the two options that suited most members. The Board requested Ms. Susa follow up with those members not in attendance to confirm October 11, 2016 would work with their schedules; if so, the Board Advance will be held October 11.

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6. Ms. Bruski Mallek reminded Board members that the annual organizational meeting will be held July 11. Meeting start times will be changed to accommodate Board members organizational meeting commitments with other organizations. Committee meetings will begin at 3:30 p.m.

7. The next Mid-State Board of Directors meeting will be held on Monday, June 20 at the Wisconsin Rapids Campus. Committee meetings will be held at 4:15 p.m. unless otherwise announced, in place of Committee-of-the-Whole, a Public Hearing will be held at 5:00 p.m. and the regular meeting will begin immediately following the Public Hearing.

### **VII. FOUNDATION BOARD LIAISON REPORT**

1. Ms. Bruski Mallek summarized continuing student scholarships and new opportunities to partner with community groups and local businesses to support Mid-State students. This includes eight new scholarship partnerships and three Sponsor-A-Scholar opportunities.

2. Ms. Bruski Mallek reported the Mid-State Foundation has assisted 11 students in the spring 2016 semester through the DASH Grant.

3. Ms. Bruski Mallek also announced the Foundation is working on a “Wine and Cheese” event in the Marshfield community that will benefit the Mid-State Foundation and students.

### **VIII. PRESIDENT’S REPORT**

1. Dr. Budjac welcomed Wood County Board Chair Lance Pliml to the meeting.

2. Dr. Budjac announced Justin Hoerter and Charles Spargo were reappointed to three-year terms on the Mid-State Board. Kristin Crass has been appointed to the employer position, replacing Joseph Kinsella, commencing July 1, 2016. Dr. Budjac extended appreciation for service to the District Board.

3. Dr. Budjac reported two individuals from Mid-State will attend the 2016-17 Wisconsin Leadership Development Institute (WLDI). Accounting Instructor Bob Smith will participate in the WLDI Foundation Academy while Service & Health Division Dean Barb Jascor will represent the college in the WLDI Advanced Academy.

4. Dr. Budjac reported the Higher Learning Commission (HLC) visited the college May 2-4 to review compliance and evidence of quality improvement. The HLC review team hosted various groups of stakeholders to gather feedback. The team’s recommendations were extremely positive recognizing Mid-State’s many strengths. A final report will be available in late June.

5. Dr. Budjac reported a WTCS workgroup met May 9 to begin work on the biennial budget process. They will meet in June, July, and September. Susan May will represent the Presidents Association at these meetings. The WTCS Board will review and approve a financial aid request in July.

6. Dr. Budjac reported 388 students graduated from Mid-State Technical College in May 2016 and thanked the many Mid-State employees and Board members who participated in graduation ceremonies throughout the District. Board members provided comments on the meaningful and exciting opportunity to participate in the ceremony.

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7. Dr. Budjac introduced Mid-State Vice President of Finance & IT and Districts Mutual Insurance (DMI) Board Member Nelson Dahl as he presented a check from DMI for \$5,000 to the Mid-State Technical College Foundation. DMI is owned by and provides insurance to all 16 technical colleges. Each year, DMI looks to support the work of technical colleges through the support of students. Each technical college received a \$5,000 unrestricted funds donation to their foundation.

**IX. FINANCE & AUDIT COMMITTEE**

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

2. Mr. Spargo reviewed the Treasurer's Report. Revised financial reports were distributed due to an adjustment in student fees reporting.

3. Mr. Spargo reported as part of the process for creating a trust to fund Other Post Employment Benefits (OPEBs) proposals for investment and management advisory services were received. Two firms submitted proposals for consideration. Mr. Spargo highlighted categories for which review was made, including, firm qualifications, investment policy and asset allocation, service cost and portfolio response. A recommendation to accept the proposal made by Public Financial Management, Inc. (PFM) was made.

Motion by Mr. Spargo, seconded by Mr. Kinsella, upon a roll call vote, unanimously accepted the proposal by Public Financial Management, Inc. for investment and management advisory services.

4. Mr. Spargo stated a resolution for amending the FY15-16 budget was contained in Exhibit F These amendments reflect the current budget document and year-to-date budget modifications addressed in the Treasurer's Report each month.

Motion by Mr. Spargo, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved the following resolution amending the FY15-16 budget.

WHEREAS, the 2014-16 budget was adopted by the Mid-State Technical College (MSTC) Board on June 15, 2015 and State statute requires the district board to approve any modifications to the original adopted budget; and

WHEREAS, changes to the adopted budget were incorporated into the monthly financial reports and district board's monthly agenda, and were published with the minutes; and

WHEREAS, the General Fund budget was adjusted to accommodate: the addition of or modification of federal or state grants; the redistribution of salaries and wages; new staff hires; and

WHEREAS, the Capital Projects budget was adjusted to carry over excess funds from the previous year for completed projects which crossed fiscal years; and to reallocate capital budgets within departments and functions to facilitate a number of priority purchases; and to reflect current year projects' estimates; and to modify and add state and federal grants; and

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2015-16 budgetary revisions:

<b>FUND</b>	<b>FUNCTION RESOURCE</b>	<b>APPROPRIATION CHANGE</b>	<b>MODIFIED APPROPRIATION</b>
General	Instruction	\$334,449	\$17,874,771
General	Instructional Resources	(\$38,016)	\$1,116,359
General	Student Services	\$168,005	\$3,516,784
General	General Institutional	(\$182,758)	\$6,211,568
General	Physical Plant	\$5,111	\$2,117,536
Capital Projects	Instruction	\$153,793	\$1,431,831
Capital Projects	Instructional Resources	\$123,255	\$505,255
Capital Projects	General Institutional	(\$13,746)	\$833,188
Capital Projects	Physical Plant	\$1,583,015	\$5,355,755

BE IT FURTHER RESOLVED that these budget modifications comply with the district board’s policy; and

BE IT FURTHER RESOLVED that the 2015-16 amended budget be used as the official comparison to the proposed 2016-17 budget; and

BE IT FURTHER RESOLVED that these changes are now authorized by a two-thirds (2/3) vote of the entire District Board membership in accordance with Section 65.90(5) of Wisconsin Statutes; and

BE IT FURTHER RESOLVED that administration be directed to place this resolution as Class 1 legal notice in the designated district newspaper as required by Section 65.90(5)(a) of the Wisconsin Statutes.

5. The following items were presented for informational purposes only:
  - a. PLANNED CHANGE IN GENERAL FUND EQUITY – Mr. Spargo reported designated funds are managed in compliance with WTCS requirements and the College’s fund balance policy and general fund designations were within policy limits. The committee reviewed the policy range and noted a decrease in general fund equity to account for year-end budget amounts higher than expected.
  - b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No report was provided.

**X. ACADEMIC & HUMAN RESOURCES COMMITTEE**

1. In place of Academic & Human Resources Committee Chairperson Justin Hoerter, Robert Beaver 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. PROGRAM REVIEW – Mr. Beaver reported the committee discussed the College’s data driven program review process that was recently piloted with two programs.

Welding and Marketing programs participated in the 12 category review. Data and feedback from the pilot will be used to further develop the process. Additional programs will participate in the review process next year.

- b. **WISCONSIN RAPIDS LIBRARY AND MEDIA SERVICES REMODEL CONCEPT** – Mr. Beaver reported the committee discussed a one-stop shop concept for student support services at the Wisconsin Rapids Campus that would include relocating some student support services into a remodeled space that currently houses the library and media services. Co-locating services would reduce student barriers and allow for more efficient work flow.
- c. **STACKED CREDENTIALS AND CAREER PATHWAYS** – Mr. Beaver provided examples of stacked credentials at Mid-State and how the sequence of credentials can build over time enhancing an individual’s qualifications degree attainment and help them move along a career pathway or up a career ladder. The committee reviewed the pathways for Administrative Professional, Automotive Technician, Health Informatics and Information Management, IT Network Specialist and Welding programs.

## **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. Mr. Kinsella reported the committee reviewed bids received for the Student Services & Information Center (SSIC). Five contractors submitted bids for the remodel and new construction project on the Wisconsin Rapids Campus. Bid range and averages were shared.

Motion by Mr. Kinsella, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved the bid of \$1.5 million by Ellis Construction for the new construction of the SSIC.

Motion by Mr. Kinsella, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved the bid of \$608,900 by Ellis Construction for the remodel of existing space of the SSIC.

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

- a. **WORK STUDY AND STUDENT EXPERIENCE INFORMATION** – Mr. Kinsella reported on the many opportunities students have through the Facilities Department to gain work experience as well as provide support to the college. In 2015-16, 12 students provided over 1,500 hours of work to the college through the work study program. Student duties included grounds and equipment maintenance, snow removal, cleaning and general maintenance. Program students provided support through projects directly relating to their program area; welding students provided a solution to baluster spacing in stairwells on the Wisconsin Rapids Campus as well as designed and built protective guards for the Diesel Technology Center’s gas meter and water service access.

- b. A PASSION FOR SERVICE TRAINING – Ms. Kinsella reported as part of the Integrated Enrollment Model (IEM), customer service training was provided to 80 individuals to enhance the IEM and provide a service refresher to employees. Various topics were covered and 61% of survey respondents thought the training was excellent. The presenter used real life situations and humor to review and reiterate service techniques.

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

1. PROPOSED 2016-17 BUDGET – Vice President of Finance & IT Nelson Dahl reported that the Finance & Audit Committee met May 11 to review the proposed FY17 budget. Mr. Dahl provided a summary of budget changes and highlights, college initiative investments, funding sources and enrollment expectations. Following his presentation, a recommendation was made to approve the resolution contained in Exhibit G to publish the budget summary and provide notice of a Public Hearing

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved the following resolution.

BE IT HEREBY RESOLVED that authority be given to the administration of Mid-State Technical College to publish, at least fifteen days prior to the Public Hearing, the Budget Summary and Notice of Public Hearing for Mid-State Technical College for 2016-17, with an expenditure budget totaling \$55,998,332. The Public Hearing will be held on June 20, 2016, at 5:00 p.m.

## **XIII. DISCUSSION AND ACTION ITEM**

1. STRATEGIC PLAN UPDATE – Mid-State Vice President of Academics Sandy Kiddoo and Vice President of Student Services Dr. Mandy Lang provided an overview of the 2015-2020 Strategic Plan to date. Initiatives and their progress were highlighted. The Board discussed enrollment projections, the impact of initiatives on that projection, and 2016-17 Strategic Plan areas of focus.

## **XIV. ADJOURNMENT**

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

There being no further business, the Board meeting adjourned at 6:46 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