

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids

October 17, 2016

**I. ROLL CALL**

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:39 p.m.

Roll call was as follows:

PRESENT: Betty Bruski Mallek, Dr. Colleen Dickmann, Justin Hoerter, Richard Merdan, Lynneia Miller, Peggy Ose, Charles Spargo, and Dr. Sue Budjac

EXCUSED: Robert Beaver and Kristin Crass

OTHERS: Greg Bruckbauer, Mike Grambow, Sandy Kiddoo, Dr. Mandy Lang, Natasha Miller, Ben Nusz, Richard O'Sullivan, Lance Pliml, Matt Schneider, Kolina Stieber and Angie Susa along with German Student/Instructor Exchange Group; Jana Hitzel, Amelie Riedle, Annhelen Teuchtler, Daniel Pischkowski, Lennard Jekle and Robert Mihailescu

**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.

**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 Ms. Ose, seconded by Dr. Dickmann, upon a voice vote, unanimously approved the minutes from the meeting held September 19, 2016, as written.

**V. CONSENT AGENDA**

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

1. The district's bills for the month of September 2016 were presented in Exhibit B. These bills totaled \$3,620,858.02 of which \$3,033,468.51 represents operational expenditures and \$587,389.51 represents capital expenditures.

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The district's payroll for the month of September totaled \$1,908,821.29 plus \$17,006.92 for travel and miscellaneous reimbursements and \$630,821.23 in fringe benefits. The district's bills and payroll totaled \$6,177,507.46.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146342	TJ's Auto	\$ 350.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
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No procurements require Board approval this month.

4. Approved Mid-State District Board of Directors Policies: Assessing College Effectiveness, Delegation to the President, President's Responsibilities, Asset Protection, Budgeting/Forecasting, Communication and Counsel to the Board, Compensation and Benefits, Financial Condition, General Executive Constraints, Human Relationships, College Mission and Vision, College Purposes, Strategic Directions, Board Committees, Board Member's Role, Board Officers, Board Planning and Agenda, Board Policy Creation and Review, Board Responsibility, Chairperson's Role, Code of Ethics, College Budget Process, Governance Commitment, Governing Philosophy, Purchasing and Procurement, Secretary's Role, Treasurer's Role, and Vice Chairperson's Role

5. Approved the following resolution, required by Wisconsin's Code of Ethics for Public Officials and Employees, designating positions at Mid-State as assistant, associate or district director of a technical college:

RESOLVED that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec.19.41 through 19.59, Stats., the Mid-State Technical College District Board has designated the following positions deputy, associate, or assistant district directors and indicated its understanding that the current occupants of those positions are their successors to those positions are state public officials to whom Wisconsin's Ethics Code applies:

<u>POSITION</u>	<u>CURRENT OCCUPANT</u>
President	Dr. Sue Budjac 354 Abington Court Nekoosa, WI 54457
Vice President, Academics	Sandy Kiddoo 200 West 25th Street Marshfield, WI 54449
Vice President of Finance & Information Technology	Position is currently vacant

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Vice President, Human Resources

Richard O'Sullivan  
3705 Forest Drive  
Amherst Junction, WI 54407

Vice President, Student Services

Dr. Amanda Lang  
418 West Ives Street  
Marshfield, WI 54449

Director, Facilities & Procurement

Matt Schneider  
7743 US Highway 66  
Rosholt, WI 54473

Director, Foundation & Alumni

Jill Steckbauer  
N1179 County Road CH  
Coloma, WI 54930

**VI. CHAIRPERSON'S REPORT**

1. Ms. Bruski Mallek welcomed Board members to the meeting. She announced Robert Beaver and Kristin Crass asked to be excused.
2. Ms. Bruski Mallek announced the Fall Boards Association meeting will be held October 27-29 in Milwaukee. Mr. Beaver, Ms. Bruski Mallek and Mr. Merdan plan to attend. The In-Service will focus on college funding and include tours of Milwaukee Area Technical College.
3. Ms. Bruski Mallek reported the 2016 ACCT Leadership Congress was held October 5-8 in New Orleans. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac attended. Each commented on sessions attended and presentations related to student default rates. Patrick Costello was honored during the opening session memorial.
4. Ms. Bruski Mallek reported that following the last meeting multiple Board members requested a nomination be submitted for Robert Beaver for the District Boards Association Board Member of the Year Award. A nomination will be submitted in advance of the November 1 deadline.
5. Ms. Bruski Mallek announced Mid-State graduation ceremonies will be held December 22 at 7:00 p.m in Wisconsin Rapids, Stevens Point and Marshfield. Board volunteers were sought to provide the Board Address.
6. Ms. Bruski Mallek asked Board members to mark their calendars for upcoming meetings. The January 16, 2017 Board meeting will be held at the Stevens Point Campus and the March 20, 2017 meeting at the Adams County Center.
7. The next Mid-State Board of Directors meeting will be held on Monday, November 21 at the Marshfield Campus. Committee meetings will be held at 4:15 p.m., Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m., unless otherwise announced.

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

1. Ms. Bruski Mallek reported the Foundation will host a Trap Shooting Fundraiser on Friday, October 28, at the Wisconsin Trapshooting Association grounds in Rome. This event will benefit the Matching Emergency Grant Fund required by the DASH Grant. Invitation to participate was extended to Board members.
2. Ms. Bruski Mallek reported the Foundation Executive Team and College Executive Team held a luncheon for Wisconsin Technical Excellence Scholarship recipients. During the luncheon, scholarship recipients provided feedback about how the scholarship has helped them in succeeding and what the Mid-State experience has been like for them. Students also overwhelmingly expressed what the high level of support and assistance from Mid-State faculty and staff has meant to them. Wisconsin Technical Excellence Scholarship awards \$2,250 each year for up to three years of education. Currently, Mid-State has eight students in their 2<sup>nd</sup> year and twelve in their 1<sup>st</sup> year.
3. Ms. Bruski Mallek reported the Foundation Director continues to meet with businesses and present to Advisory Committees about partnering for the Sponsor-A-Scholar program, work on the Annual Appeal and Employee Giving Campaign as well as finalize audit and tax returns.

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

1. Dr. Budjac welcomed Wood County Board Chair Lance Pliml and Renewable Energy Specialist Instructor Ben Nusz to the meeting.
2. Dr. Budjac reported the Presidents Association discussed the Fire/EMS Legislative Study Committee response and possible recommendations to the shortage of Fire/EMS volunteers especially in rural areas. WTCS President Dr. Morna Foy and District Boards Association Executive Director Layla Merrifield and members of their staff will be meeting with the committee to discuss impacts of possible recommendations that include requiring technical colleges to hold classes with as few as six students as well as options related to current recommendations. Wisconsin Indianhead Technical College President John Will will also be speaking with the committee.
3. Dr. Budjac announced Wisconsin Economic Development Corporation (WEDC) Central Wisconsin Regional Director Tim Weber will soon have an office at the Wisconsin Rapids Mid-State Campus. WEDC is a state wide group formed to help grow and support local businesses. They work closely with regional economic groups like Centergy and with 2- and 4-year college/universities. The college looks forward to this great partnership opportunity.
4. Dr. Budjac reported she and Executive Team members traveled to each campus location to host Campus Conversations. Conversation focus was on fall to spring student retention and gathering feedback on what employees think can be done to positively impact student retention as an organization and as individuals. Feedback was provided to the college's strategic plan retention committee who are developing strategies and action plans to increase student retention.
5. Dr. Budjac reported interviews will be held tomorrow for the Vice President of Finance & IT position. A transition plan is currently in place and is working well. Appreciation was extended to Financials System Manager Greg Bruckbauer, members of the Business Services Team, Director of

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Information Technology Brad Russell and members of IT teams for their support and responsiveness during this transition period.

6. Dr. Budjac reported Mid-State participated in the 5<sup>th</sup> Annual Heavy Metal Bus Tour serving approximately 1,500 8<sup>th</sup> grade students district wide. Participating 8<sup>th</sup> grade students visited manufacturing employers and learned about local metal manufacturing as a potential career option. Lt. Governor Rebecca Kleefisch was the key note speaker at Mid-State's Stevens Point Campus for the tour. Richard Merdan extended congratulations to Mid-State event coordinators Jackie Esselman and Lana Mallek for their work in coordinating a successful event.

7. Dr. Budjac reported a new Gas Metal Arc Welding (GMAW) certificate has been created in Adams Friendship. Evening courses taught by Mid-State instructors, using Adams-Friendship High School facilities, allow high school students or adults to obtain their GMAW certificate in as little as six months.

8. Dr. Budjac reported Mid-State's three campus locations held United Way Employee Campaigns in October to benefit the United Way. Employee support was strong and fund raising strategies fun! Activities included a coffee bar, soup bar, reuse event, raffles and a pie throwing event.

**IX. FINANCE & AUDIT COMMITTEE**

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

2. Mr. Spargo reviewed the Treasurer's Report and thanked Mid-State Financials System Manager Greg Bruckbauer for joining the Board this evening in place of a Vice President, Finance & Information Technology.

3. Mr. Spargo reported end-of-year closing entries and audit work require amendments to the college's 2015-16 (FY16) budget prior to finalizing the annual audit. Exhibit F contains FY16 budget amendments for approval.

Motion by Mr. Spargo, seconded by Mr. Hoerter, upon a roll call vote, unanimously approved the following 2015-16 Budget Amendment Resolution.

WHEREAS, the 2015-16 budget was adopted by the Mid-State Technical College (MSTC) Board on June 15, 2015, was amended on May 16, 2016, 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 modification of federal or state grants; and

WHEREAS, the Capital Projects budget was adjusted to reflect the addition of or modification of federal or state grants; and

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WHEREAS, the Internal Service Fund budget was adjusted to accommodate self-funded insurance costs; 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	(\$102,053)	\$17,772,718
General	Instructional Resources	\$7,083	\$1,123,442
General	Student Services	\$7,667	\$3,524,451
General	General Institutional	\$10,227	\$6,221,795
Capital Projects	Instruction	(\$18,507)	\$1,413,324
Internal Service	Auxiliary Services	\$232,000	\$5,265,985

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

4. Mr. Spargo reported prior to October 31, the Mid-State Board is required to certify their tax levy for the current fiscal year and to notify 97 municipalities of their proportionate share of Mid-State's total levy. Each municipality's share is proportioned by the equalized values that are certified by the Department of Revenue. The Board reviewed details regarding Mid-State's \$10,816,432 levy.

Motion by Mr. Spargo, seconded by Ms. Ose, upon a roll call vote, unanimously approved the following 2016-17 Tax Levy Certification Resolution.

BE IT RESOLVED that the Mid-State Technical College Board authorized a \$10,816,432 property tax levy for fiscal year 2016-17, representing an overall mill rate of \$0.86181 on \$12,550,767,374 of equalized valuation within the boundaries of the Mid-State Technical College District.

BE IT FURTHER RESOLVED that this levy be made up of \$6,420,405 in operational levy representing an operation mill rate of \$0.51155 and \$4,396,027 in debt service representing a debt service mill rate of \$0.35026.

BE IT FURTHER RESOLVED that administration apportion this levy based on the certified equalized property values for its 97 municipalities and notify them of their apportionment in accordance with state statutes.

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

- a. 2016-17 FINANCIAL AUDIT UPDATE – Mr. Spargo reported the audit is progressing well. Audited financial statements are tentatively scheduled to be

presented by Schenck during the December 2016 Board meeting. The presentation was scheduled for November but has been delayed due to the Wisconsin Retirement System's (WRS) delay in releasing pension information.

- b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – Mr. Spargo reported the committee discussed the decline in FTEs and related budget impact.

#### **X. ACADEMIC & HUMAN RESOURCES COMMITTEE**

1. Academic & Human Resources Committee Chairperson Justin Hoerter reported the committee had no consent agenda items.

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

- a. 9/11 MEMORIAL STAIR CLIMB – Mr. Hoerter reported Mid-State Associate Dean of Fire and EMS Rick Anderson along with students participated in a September 11 Memorial Stair Climb at Lambeau Field honoring fire fighters who lost their lives September 11, 2001. Participants climbed an equivalent of 87 floors, some participants wearing full fire protective gear. Each participant wore the name of a fallen individual and rung an honorary bell at the completion of the climb.
- b. SIMULATION IN EMS – Mr. Hoerter reported Mr. Anderson and EMS Simulation Specialist Keith Melvin presented and demonstrated Apollo, a lifelike simulation mannequin, acquired through state grant. Apollo has allowed the college to simulate over 30 different real world clinical experiences for students.
- c. WELLNESS PROGRAM – Mr. Hoerter reported the college has newly partnered with Interactive Health to provide employees a health screening as well as other wellness related benefits. Employees receive the health screening at no cost and if participating, will receive an insurance premium discount in 2017. The 2018 premium reduction will be results based.

#### **XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE**

1. In place of Facilities & External Relations Committee Chairperson Robert Beaver, Dr. Colleen Dickmann reported that the committee had no Consent Agenda items this month.

1. Dr. Dickmann reported the Board had previously heard about the Marshfield Campus Student Services & Information Center (SSIC) project, collocating student support services and creating a one-stop-shop for students similar to the Wisconsin Rapids project. A resolution approving the project and requesting WTCS Board approval was presented for approval.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, unanimously approved the following resolution:

RESOLUTION FOR THE STUDENT SERVICE AND INFORMATION CENTER (SSIC)  
PROJECT AT THE MARSHFIELD CAMPUS

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WHEREAS, the existing Student Service functions are unconsolidated at the Marshfield Campus; and

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

BE IT FURTHER RESOLVED that the Mid-State Technical College Board will use \$665,000 in the planned issuance of FY18 General Obligation Notes intended for new facility construction at the Marshfield Campus; and

BE IT FURTHER RESOLVED that the borrowing and use of debt proceeds will be included in the FY18 capital plan intended for the Marshfield SSIC project; and

BE IT FURTHER RESOLVED that the winning bidder and subsequent contract will be made contingent upon approval of the FY18 budget<sup>6</sup> by the Mid-State District Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College Board approves the remodel construction of an approximately 4,700 square foot Student Services and Information Center addition located on the Marshfield Campus and requests Wisconsin Technical College System Board approval during their January 2017 meeting.

3. The following items were presented for informational purposes only:
  - a. STUDENT DEFAULT RATES – Dr. Dickmann reported the committee discussed student default rates. If the college default rate rises above 15% the college must delay disbursement of student loans. Mid-State is above the 15% threshold and has been delaying student disbursements. The committee discussed reasons for and impacts on this rate as well as what the college has done to help students and decrease the default rate. The WTCS has requested additional state funding for grants to better assist students in paying for college; currently over 23,000 students don't receive state grants.

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

1. PRESIDENTIAL SEARCH UPDATE – Ms. Bruski Mallek reported the search for Mid-State's 6<sup>th</sup> President is formally underway. The search has a web presence on Mid-State's website and includes a president, college and district profile, a description of the opportunity, skills and qualifications sought and application information. The application period is open until filled but a deadline of November 7 has been established to ensure consideration. Ms. Bruski Mallek thanked everyone who participated in the community and employee forums in Wisconsin Rapids, Stevens Point, Marshfield and Adams. Forum feedback as well as feedback from Board members and college leadership shaped the profile information. The Board will meet on November 15 to review applications and discuss next steps. Another presidential search update will be provided during the November 21 Board meeting.

2. ACADEMIC ADVISING – PHASE 2 OF THE INTEGRATED ENROLLMENT MODEL – Ms. Bruski Mallek shared an update overview of the Integrated Enrollment Model (IEM) and the college's

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focus on academic advising to strengthen retention and degree completion. She also highlighted new academic advising positions to support the IEM and in alignment with the Strategic Plan.

**XIII. DISCUSSION AND ACTION ITEM**

1. GERMAN STUDENT EXHCANGE – Six students and one instructor from Max Eyth Schule in Dreieich, Germany spoke with the Board regarding their many positive experiences during the educational exchange trip. Exchange students and instructors stay in the homes of Mid-State employees and students. This is the 13<sup>th</sup> year of the exchange and recognition was given to Mid-State Student Life Coordinator Natasha Miller for the dedicated work put into a successful educational exchange.

**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, November 21, 2016 at the Marshfield Campus. Committees will meet at 4:15 p.m., Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m., unless otherwise announced.

There being no further business, the Board meeting adjourned at 6:48 p.m. with a motion by Mr. Spargo, seconded by Mr. Hoerter, 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