

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Marshfield

November 21, 2016

**I. ROLL CALL**

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:23 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Dr. Colleen Dickmann, Justin Hoerter, Richard Merdan, Lynneia Miller and Dr. Sue Budjac

EXCUSED: Peggy Ose and Charles Spargo

OTHERS: Greg Bruckbauer, Brenda Dillenburg, Sandy Kiddoo, Dr. Mandy Lang, Richard O’Sullivan, Jason Planer, Matt Schneider, Kolina Stieber 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 employment strategies related to the presidential search and candidate application materials. This closed session is being held in compliance with Chapter 19, Subchapter 19.85(c) 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. Beaver, seconded by Ms. Miller, 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 Mr. Hoerter, upon a voice vote, unanimously approved the minutes from the board meeting held October 17, 2016, and the special board meeting held November 15, 2016, as written.

**V. CONSENT AGENDA**

Motion by Dr. Dickmann, seconded by Ms. Miller, 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 October 2016 were presented in Exhibit B. These bills totaled \$1,156,812.79 of which \$954,538.55 represents operational expenditures and \$202,274.24 represents capital expenditures.

The district's payroll for the month of October totaled \$1,313,666.64 plus \$16,422.00 for travel and miscellaneous reimbursements and \$544,224.96 in fringe benefits. The district's bills and payroll totaled \$3,031,126.39.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146343	Wood County Head Start	\$ 260.00
146355	Marshfield Utilities	\$ 600.00
146356	Provident Nutraceutical/Ortho Molecular	\$ 730.00
146357	Hampton Inn	\$ 310.00

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 the annual procurement report generated to demonstrate the college's compliance with WTCS Administrative Code. This report determines whether using a different and more competitive procurement method by consolidating smaller purchases could result in savings. FY16 purchases of goods and services were conducted in accordance with state and federal requirements.

5. Approved the following Advisory Committee appointment: GERONTOLOGY – Dr. Amanda Barnett.

**VI. CHAIRPERSON'S REPORT**

1. Ms. Bruski Mallek welcomed Board members to the meeting. She announced Peggy Ose and Charles Spargo asked to be excused. She also thanked Marshfield Campus Dean Brenda Dillenburg for hosting the Board.

2. Ms. Bruski Mallek reported the Fall Boards Association meeting was held October 27-29 in Milwaukee. Mr. Beaver, Ms. Bruski Mallek and Mr. Merdan attended. Each spoke briefly about sessions they attended. Ms. Bruski Mallek highlighted upcoming changes to Boards Association committee structure.

3. Ms. Bruski Mallek announced the District Boards Association Winter meeting will be held January 11-13 in Madison. The meeting will provide an opportunity to hear from key legislative leaders, and up-to-date briefing on issues affecting technical colleges and budget priorities. Capitol visits with legislators will occur followed by an evening banquet and board member of the year award presentation. Those interested in attending should work with Ms. Susa to make arrangements.

4. Ms. Bruski Mallek announced the 2017 ACCT National Legislative Summit will be held February 13-16 in Washington D.C. Anyone interested in attending should contact Ms. Susa to make arrangements.

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5. Ms. Bruski Mallek announced the 2016 Mid-State Holiday Reception will be held Friday, December 2 beginning at 5:30 p.m. at the Wisconsin Rapids Campus. Invitations were available at Board members seats.
6. Ms. Bruski Mallek reported Mid-State graduation ceremonies will be held December 22 at 7:00 p.m. in Wisconsin Rapids (gymnasium), Stevens Point (UW-Stevens Point) and Marshfield (Hotel Marshfield). Ms. Ose, Mr. Hoerter and Ms. Bruski Mallek will provide the Board Address at each ceremony.
7. 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.
8. Ms. Bruski Mallek recognized President Dr. Sue Budjac and presented her with a 15-year commemorative pin for her service and dedication to Mid-State Technical College.
9. The next Mid-State Board of Directors meeting will be held on Monday, December 19 at the Wisconsin Rapids 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 hosted a Trap Shooting Fundraiser on Friday, October 28, at the Wisconsin Trapshooting Association grounds in Rome. Fifteen people participated in the event generating nearly \$2,200 in proceeds. Proceeds cover Mid-State's matching portion of the DASH Grant which provides students with emergency funding to help them stay in school. Appreciation was extended to the event planning committee and volunteers.
2. Ms. Bruski Mallek reported the Foundation Director continues to meet with Advisory Committees promoting the Sponsor-A-Scholar program and business/industry to expand the program. To date she has met with over 15 committees and a dozen individual businesses with the goal of having 12 business partnerships by the end of 2016. Annual appeal letters will also be distributed in late November.

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

1. Dr. Budjac reported the college is entering into an eight year Academic Quality Improvement Program (AQIP) accreditation cycle that kicks off with a strategy forum February 8-10, 2016. A college team will gather at the forum to work on an action project and continue to reaffirm commitment to continuous improvement strategy. This year's team will focus on the design and implementation of Mid-State's new advising model.
2. Dr. Budjac reported Mid-State hosted a WTCS Allied Health Event at the Marshfield Campus November 10. Vice President of Academics Sandy Kiddoo and her team worked with the WTCS Office to coordinate and organize the event. WTCS President Dr. Morna Foy attended the event.
3. Dr. Budjac reported the Legislative Study Committee on Volunteer Firefighter and Emergency Medical Technician Shortages met November 15. Based on actions of the Committee during that meeting, three recommendations are expected to be made. 1. Technical Colleges maximize the amount

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of firefighter and emergency medical services (EMS) training offered online; 2. In rural areas, the highest number of course hours that is practical be offered on site at local fire departments and EMS providers; and 3. College districts improve coordination and communications with local fire departments and EMS providers about course offerings. The study committee noted its appreciation for the WTCS commitment to providing training program for firefighters and EMS personnel. The committee will meet again in December.

4. Dr. Budjac reported local veterans groups and community members participated in a Veterans Day observance ceremony at the Stevens Point Campus. The event included a 21-gun salute and lunch donated by local businesses. Approximately 125 people attended.

5. Dr. Budjac announced the college will begin publishing an employee newsletter in early 2017. Director of Human Resources and Organizational Development Brianne Petruzalek and Director of Marketing and Communications Kolina Stieber are project leads and are working to enhance communication college-wide while increasing organizational effectiveness and efficiency while motivating and engaging employees by providing them with important information on their jobs and the organization. Additional information will be shared once the newsletter has been implemented.

6. Dr. Budjac reported the search for a Vice President of Finance & IT continues. Additional interviews will be conducted this week. If this round of interviews is not successful, additional postings and recruitment will occur in early 2017. Dr. Budjac thanked the Business Services Office and Information Technology Department for their work in continuing smoother operations during this time.

7. Dr. Budjac reported Mid-State students created a map app for the State Cross Country Meet in Wisconsin Rapids. This app was an innovative and visible way students and faculty are engaged in the community. During the event, Mid-State's website had 1,700 hits.

### **IX. FINANCE & AUDIT COMMITTEE**

1. In place of Finance & Audit Committee Chairperson Charles Spargo, Betty Bruski Mallek reported the committee reviewed its Consent Agenda items and had no questions.

2. Ms. Bruski Mallek reviewed the Treasurer's Report. There were no questions or concerns.

3. Ms. Bruski Mallek reported Mid-State's previous 5-year engagement with Schenck SC ended with the FY15 audit. Following an RFP process, administration recommends a 5-year, \$137,760 agreement with Schenck SC to provide annual audit services beginning with the audit for fiscal year 2015-16. This represents a continuation of audit services for the college at a fair and competitive price.

Motion by Mr. Beaver, seconded by Mr. Hoerter, upon a roll call vote, unanimously approved a 5-year, \$137,760 agreement with Schenck SC for annual audit services.

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

- a. 2016-17 FINANCIAL AUDIT UPDATE – Ms. Bruski Mallek reported due to delays from the Wisconsin Retirement System releasing information to auditing firms, technical college and K-12 districts financial audits have not yet been completed. A presentation will be made to the Board once complete. New computer

systems, actuarial and return on investments reports are reported to have caused the delay.

- b. **TIMETABLE FOR CAPITAL FINANCING** – Ms. Bruski Mallek reported a timetable for the second series of capital borrowing activities for FY17 was distributed and discussed. A \$1.5 million authorizing resolution, mainly for the Wisconsin Rapids Campus Learning Commons project, will be presented in December with awarding the sale of notes in January.
- c. **FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES** – Ms. Bruski Mallek 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. **NEW INFORMATION TECHNOLOGY ASSOCIATE DEGREE PROGRAMS** – Mr. Hoerter reported Mid-State is exploring three new Information Technology programs following a continuous scan of educational programming. Vice President of Academics shared Mid-State’s new model for program development that allows the college to be more responsive. Having conducted a needs analysis, assessed labor market trends and discussed new programming with and garnered Advisory Committee support the committee heard information about adding Information Technology Programs: Computer Support Specialist, Security Specialist and Business Data Analyst to the program mix. Approval will be sought in December.
- b. **EMPLOYEE ENGAGEMENT SURVEY RESULTS** – Mr. Hoerter reported an Employee Engagement Survey was recently completed as part of a biannual schedule to measure how the College is doing in reaching its Key Result of Employee Engagement. Survey results indicate employee engagement has increased while actively disengaged indicators have decreased. Supervisors at the college receive individual data from the survey indicated levels of engagement, satisfaction, etc. in their department and/or division.
- c. **COLLEGE-WIDE IN-SERVICE TRAINING** – Mr. Hoerter reported the college held its annual College-Wide In-Service October 24. The morning session focused on training employees in the situation of an active shooter or active threat on campus. Presentation was made by Wood County Dispatch Center employees and a mock dispatch area was used to add an additional live response element to the training. Assistance for the In-Service was provided by Districts Mutual Insurance, Grand Rapids Police Department, Wood County Sheriffs Department, Wood County Dispatch Center, Criminal Justice – Law Enforcement Instructor Mike Bessett and Law Enforcement program students.

**XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE**

1. Facilities & External Relations Committee Chairperson Robert Beaver reported that the committee reviewed its Consent Agenda item. He highlighted the Annual Procurement Report for the Board.

2 Mr. Beaver reported the college, in a joint RFP process with Lakeshore Technical College, received five proposals in response to a request for retention/student life cycle software. Each vendor was evaluated and the top three made presentation to an internal committee. Following presentation, the committee recommends approval of Civitas as Mid-State's provider of software to support retention and student success initiatives.

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved a three year agreement with Civitas for \$584,700 to provide software, training and support.

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

- a. STRATEGIC PARTNERSHIPS – Mr. Beaver reported General Education & Business Division Dean Dr. Missy Skurzewski-Servant and Marshfield Campus Dean Brenda Dillenburg highlighted business and educational partnerships and how those partnerships benefit Mid-State students. Partnerships have included dual credit options, increased student scholarships, K-12 presentations, and workforce/economic development solutions.

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

1. PRESIDENTIAL SEARCH UPDATE – Ms. Bruski Mallek provided an update on the Mid-State Presidential Search. The Board met November 15 to review the presidential search process and candidate applications. Nearly 30 applications were received. The Board set a November 7 application deadline to guarantee a candidate's consideration. The search remains open at this time, but applications received after November 7 are not guaranteed full consideration. The Board plans to meet next on December 7 and 8. The process is on target to have a new president in place by approximately June 1. Ms. Bruski Mallek expressed appreciation on behalf of the Board for the input from the Mid-State college community and district community and business leaders that continues to be important feedback throughout the search process.

2. ANNUAL BENEFITS / HEALTH INSURANCE ENROLLMENT UPDATE – Ms. Bruski Mallek reported the college began self-funding health insurance benefits in 2014 and built a reserve in the first two years. This year, due to unfavorable claims and to reduce the overall college cost of insurance benefits, the college has made changes to health insurance plans available to employees. Administration continues to monitor costs and related impacts.

**XIII. DISCUSSION AND ACTION ITEM**

1. MARSHFIELD CAMPUS AND COMMUNITY UPDATE – Marshfield Campus Dean Brenda Dillenburg shared highlights of recent student events and learning activities as well as an update on community happenings and Mid-State's related involvement.

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**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, December 19, 2016 at the Wisconsin Rapids 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 convened to closed session at 6:22 p.m.

Following the closed session, the Board reconvened to open session at 6:44 p.m. to take the following action.

Motion by Dr. Dickmann, seconded by Mr. Hoerter, upon a roll call vote unanimously created a Presidential Search Phone Screen Subcommittee consisting of Robert Beaver, Betty Bruski Mallek and Lynneia Miller to conduct presidential search candidate phone screens.

There being no further business, the Board meeting adjourned at 6:45 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