

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids

December 19, 2016

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:26 p.m.

Roll call was as follows:

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

OTHERS: Greg Bruckbauer, Paul Gabriel, Mike Grambow, Sandy Kiddoo, Dr. Mandy Lang, Richard O'Sullivan, Matt Schneider, Don Stevens, 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, candidate application materials and phone screens. 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 Ms. Ose, seconded by Mr. Beaver, 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 Ms. Miller, upon a voice vote, unanimously approved the minutes from the board meeting held November 21, 2016, and the Board President Search Phone Screen Committee meetings held December 7, 2016 and December 8, 2016, as written.

V. CONSENT AGENDA

Motion by Mr. Spargo, seconded by Dr. Dickmann, 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 November 2016 were presented in Exhibit B. These bills totaled \$1,289,971.72 of which \$859,794.89 represents operational expenditures and \$430,176.83 represents capital expenditures.

The district's payroll for the month of November totaled \$1,283,578.63 plus \$18,689.64 for travel and miscellaneous reimbursements and \$540,217.23 in fringe benefits. The district's bills and payroll totaled \$3,132,457.22.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146359	Verso Corporation	\$ 4,360.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 53,271.05	AVI Systems, Inc.	Media Services

VI. CHAIRPERSON'S REPORT

1. Ms. Bruski Mallek welcomed Board members to the meeting.

2. Ms. Bruski Mallek reported the Winter Boards Association Meeting and Legislative Session will be held January 11-13 in Madison. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan and Dr. Budjac plan to attend.

3. Ms. Bruski Mallek announced the 2017 ACCT National Legislative Summit will be held February 13-16 in Washington D.C. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac plan to attend.

4. Ms. Bruski Mallek reported Ms. Susa will electronically poll Board members regarding availability for a Spring Board Advance.

5. 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.

6. The next Mid-State Board of Directors meeting will be held on Monday, January 16 at the Stevens Point 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 has secured a Sponsor-a-Scholar business partner for two students entering the Industrial Mechanical Technician program and is finalizing a business partner in the Stainless Steel Welding program. Foundation & Alumni Director Jill Steckbauer is also working on three new endowed scholarships.

2. Ms. Bruski Mallek announced an update on the Annual Appeal will be provided in January.

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3. Ms. Bruski Mallek, on behalf Ms. Steckbauer, thanked Board members for their support over the past year and wished everyone a safe and joyous holiday season.

VIII. PRESIDENT'S REPORT

1. Dr. Budjac reported the Haas Foundation, a private foundation committed to manufacturing education, presented the Mid-State Foundation a \$15,000 check to support student scholarships as well as fund travel for students attending Skills USA competitions. This is the fourth year the Haas Foundation has contributed these funds. Thank you Haas Foundation for your support!

2. Dr. Budjac reported the Higher Learning Commission (HLC) conducted a comprehensive quality review site visit last spring garnering outstanding results. Mid-State met all accreditation criteria and standards with one exception; policy language on awarding credits. Mid-State uses the WTCS Policy on awarding credits and this policy was not in compliance with federal requirements. After communicating and working with the WTCS, the policy was updated and shared with HLC. Mid-State received formal HLC notification that no further reporting is required and the college is in good standing. The next reaffirmation of accreditation is scheduled for 2023-2024, however, college representatives will be participating in strategy forums and writing the systems portfolio prior to that.

3. Dr. Budjac announced Mid-State graduation ceremonies will be held Thursday, December 22 at Mid-State's three campus locations. Congratulations to all graduating students on this great accomplishment!

4. Dr. Budjac reported Board member Peggy Ose received the Wisconsin Hospital Association's 2016 Distinguished Service Award for her service to the health care industry, community and Wisconsin Hospital Association. This award recognizes Ms. Ose for her leadership during her 24 year career at Aspirus Riverview and her local and state level leadership. Congratulations were extended.

5. Dr. Budjac reported the 2016 Mid-State Holiday Reception was held December 2 at the Wisconsin Rapids Campus. Nearly 65 employees and guests attended. Appreciation was extended to the Board for their continued sponsorship of the event and to Ms. Susa for arrangement of the event.

6. Dr. Budjac shared photos of holiday fun at the college. Mid-State Director of Human Resources and Organizational Development Brianne Petruzalek organized an ugly sweater week at the college. Many employees took part in this creative event.

7. Dr. Budjac thanked Director of Marketing & Communications Kolina Stieber and Ms. Susa for their leadership in creating Mid-State's second holiday video card. Working with Mark Skibba of Mark's MediaWorks, they created a video that celebrates students, recognizes the important role Mid-State employees and community partners play in helping those students reach their academic goals. The video was shared with the Board.

8. Dr. Budjac wished all a safe and meaningful holiday season.

IX. FINANCE & AUDIT COMMITTEE

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

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

3. Mr. Spargo reported Administration is requesting authority to issue \$1,500,000 in general obligation promissory notes to finance projects at the college. A portion of these funds will be used for the remodeling of existing space on the Wisconsin Rapids Campus for the Learning Commons as well as various equipment needs. This is the second series of a total of \$5.7 million capital financing plan for the current fiscal year.

Motion by Mr. Spargo, 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 \$727,000 for the public purpose of paying the cost of building remodeling and improvement projects; and \$773,000 for the public purpose of paying the cost of acquiring moveable equipment; 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 purposes.

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$727,000 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$773,000 for the public purpose of paying the cost of acquiring moveable equipment; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, 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

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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 notices in the Wisconsin Rapids Daily Tribune, the official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A and B and incorporated herein by this reference (collectively, 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 the Purchaser. 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 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 December 19, 2016.

Betty A. Bruski Mallek
Chairperson

Attest:

Peggy J. Ose
Secretary

(SEAL)

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

- a. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

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 as part of ongoing program review, labor market need and the Educational Master Plan, three areas of program expansion are supported in Information Technology. Associate of Applied Science degrees IT Computer Support Specialist, IT Security Specialist and IT Business Data Analyst leverage existing courses along with new courses to provide additional opportunities to students. Program start dates will be staggered dependent on resources. Approval by the WTCS Board will be sought in January.

Motion by Mr. Beaver, seconded by Ms. Ose, upon a roll call vote, unanimously approved Associate of Applied Science degrees; IT Computer Support Specialist, IT Security Specialist and IT Business Data Analyst.

3. Mr. Hoerter reported labor market need and access to online emergency services education has been documented. Administration is recommended protective services programming expansion to include an Associate of Applied Science Degree in Emergency Services Management. This program will utilize existing resources and needs analysis was reviewed. Mid-State is the first in the state to offer this programming online allowing class scheduling flexibility and greater access for students.

Motion by Mr. Merdan, seconded by Ms. Crass, upon a roll call vote, unanimously approved Associate of Applied Science Degree Emergency Services Management.

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

- a. EDUCATIONAL MASTER PLAN UPDATES – Mr. Hoerter provided an update on Mid-State’s Educational Master Plan, including, program and course schedules that align with a new academic calendar. Students will move from a 17 week semester to a 16 week semester. Certain programs will be available during evening classes, entirely online and/or include less trips to campus. The new 16 week format will allow for additional faculty professional development.
- b. OTHER POST-EMPLOYMENT BENEFITS – Mr. Hoerter reported the college has made changes to employee other post-employment benefits (OPEBs) for all new hires as of July 1, 2016. In early November, employees hired before July 1, 2016 were informed of three options for post-employment retirement benefits. An overview of employee options and selections was provided. The Board discussed impact on college financial planning. Additional details will be provided once finalized.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

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1. Facilities & External Relations Committee Chairperson Robert Beaver reported that the committee had no Consent Agenda items.
2. The following items were presented for informational purposes only:
 - a. **COMMUNITY USAGE REPORT** – Mr. Beaver highlighted use of Mid-State facilities by various businesses and community organizations. Comparisons were made by location and types of organizations. Monetary charges may apply to non-profits to cover custodial services while for-profit organizations pay a fee to use facilities. Overall, the number of individuals and organizations using Mid-State facilities has increased slightly over last year.
 - b. **STUDENT SERVICES AND INFORMATION CENTER UPDATE** – Mr. Beaver reported Director of Facilities & Procurement Matt Schneider provided a photo update on the progress of the Student Services and Information Center. The project is currently ahead of schedule and within budget.
 - c. **STATEWIDE ATTAINMENT GOAL** – Mr. Beaver highlighted a statewide attainment goal to increase the percentage of Wisconsin's population who hold an education credential. A breakdown by Wisconsin county was shared and discussed as well as definitions of credentials and Lumina Foundation goal report.

XII. COMMITTEE-OF-THE-WHOLE

1. **THE MIKE** – Ms. Bruski Mallek reported the Board had an opportunity to tour the Mobile Innovation Knowledge Experience (MIKE) mobile lab. Technical & Industrial Division Dean Al Javoroski provided an overview of activities and services the lab will provide. Instructor Mike Berry and Mr. Javoroski provided an informative tour to the Board. Introductory events are being scheduled for communities around the Mid-State district.
2. **PRESIDENTIAL SEARCH UPDATE** – Ms. Bruski Mallek provided an update on the Mid-State Presidential Search. The search is going well. Nearly 30 applications were received by November 7. The search remains open and applications are being reviewed as they are received. Phone screens were held December 7 and 8. Don Stevens & Associates is facilitating the search and the process is currently on target to have a President in place by early July 2017.

XIII. DISCUSSION AND ACTION ITEM

1. **MID-STATE MARKETING PLAN** – Director of Marketing and Communications Kolina Stieber provided the Board with updates on recent college marketing efforts, shared Mid-State's new commercial and highlighted alignment of Mid-State's brand with the 2015-2020 Strategic Plan. Marketing messages and branding guidelines were shared with Board members.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, January 16, 2016 at the Stevens Point 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.

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There being no further business, the Board convened to closed session at 6:14 p.m.

There being no further business as a result of closed session, the Board meeting adjourned at 7:20 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