

# MID-STATE TECHNICAL COLLEGE

## OFFICIAL PROCEEDINGS

Wisconsin Rapids

February 20, 2017

### **I. ROLL CALL**

Board Chairperson Betty Bruski Mallek called the meeting to order at 4:40 p.m.

Roll call was as follows:

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

EXCUSED: Richard Merdan and Peggy Ose

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 performance evaluation data and employment strategies related to the presidential search and candidate interviews. This closed session is being held in compliance with Chapter 19, Subchapter 19.85(c)(g) 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 Dr. Dickmann, 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 January 16, 2017, 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:

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1. The district's bills for the month of January 2017 were presented in Exhibit B. These bills totaled \$920,326.94 of which \$780,742.72 represents operational expenditures and \$139,584.22 represents capital expenditures.

The district's payroll for the month of January totaled \$1,175,486.48 plus \$23,264.56 for travel and miscellaneous reimbursements and \$619,717.96 in fringe benefits. The district's bills and payroll totaled \$2,738,795.94.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146362	Auburndale Schools	\$ 820.00
146365	Moundview Memorial Hospital & Clinics	\$ 2,890.00
146367	City of Marshfield Division of Public Works	\$ 1,480.00
146368	James Esselman, DDS	\$ 310.00

3. Approved the following 2017 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 following Advisory Committee appointments: CENTRAL SERVICE TECHNICIAN – Traci Hagen, Robert Hocking, Marigene Kerner, Dawn Rooney and Cherxa Vue; INSTRUMENTATION & CONTROLS ENGINEERING TECHNOLOGY – Brian Caldwell, Jap Capelle, Jeff Coulthurst, Tom Crotteau, Paul Everitt, George Hohl, Ted Osenga, Mark Snyder, John Tertin, Mike Verhulst and Geary Wilson; IT-NETWORK SPECIALIST – Phillip Bickelhaupt, Mihai Dumitrescu-Mihaly, Mark Erdman, Scott Nyman, John O’Keefe and Matt Sutton; MEDICAL ASSISTANT – Kathy Heintz-Dzikowich, Sara King, Linda Kuchenbecker, Lil Schotten and Nancy Slizewsk; RENEWABLE ENERGY SPECIALIST – Brian Basken, Jenny Heinzen, Cary Hildebrandt, Andrea Jensen, Bob Ramlow, Josh Stolzenburg and Russell Waddington; RESPIRATORY THERAPIST – Paul Becker, Nicholas Goldberg, Edward Grant, Kaleigh Janssen, Joey Johnson, Donna Kroening, Heidi Obry, Christine Parker, Brian Sapp, Carly Stickney, Judy Weber and Andrew Woltmann; and SURGICAL TECHNOLOGIST – Terrie Brown, Cindy Johnson, Debra Passineau, Milan Pastuovic and Jane Trierweiler.

**VI. CHAIRPERSON’S REPORT**

1. Ms. Bruski Mallek welcomed Board members and announced Richard Merdan and Peggy Ose asked to be excused. She also thanked Board members for attending the day-long event for Presidential Candidates.

2. Ms. Bruski Mallek reported the Wisconsin Technical College District Boards Association Winter Meeting and Legislative Seminar was held January 11-13 in Madison. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan and Dr. Budjac attended. It was a good session that included visits to legislators.

3. Ms. Bruski Mallek announced the ACCT National Legislative Summit was held February 13-16 in Washington, D.C. Mr. Beaver and Ms. Bruski Mallek represented the college. They provided an overview of the Summit and related activities. Visits were made to legislators on capitol hill to advocate for the Wisconsin Technical College System.

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4. Ms. Bruski Mallek reported the Spring Board Advance will be held Tuesday, March 28 in Wisconsin Rapids. A draft agenda was provided to Board members. A Board Self-Assessment will be conducted via electronic survey. Board members were asked to complete the survey by March 16 so responses could be compiled and distributed.

5. Ms. Bruski Mallek announced the Wisconsin Technical College District Boards Association Nominations Committee has requested assistance in identifying any District Board Members who wish to serve the Boards Association in the capacity of President, Vice President or Secretary/Treasurer. An election will take place at the April 8 meeting.

Motion by Mr. Beaver, seconded by Mr. Spargo, upon a voice vote, unanimously nominated Betty Bruski Mallek for the District Boards Association Board Secretary/Treasurer position.

6. Ms. Bruski Mallek announced spring commencement ceremonies will be held Thursday, May 18 in Wisconsin Rapids, Stevens Point and Marshfield. A Board member is requested for each ceremony to provide the Board Address. Please let Ms. Susa know if you are available and willing to participate.

7. The next Mid-State Board of Directors meeting will be held on Monday, March 20 at the Adams County Center. 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 15 students sponsored through Sponsor-a-Scholar for August 2017. Foundation & Alumni Director Jill Steckbauer presented the opportunity to 50 high school students and 20 business leaders at the Junior Achievement Business Challenge.

2. Ms. Bruski Mallek reported the Employee Giving Campaign is underway. The campaign ends February 28, 2017 and has a goal of 100% full-time employee participation. Currently the campaign is at 42% participation and is 57% to the goal of \$25,000.

3. Ms. Bruski Mallek reported the Foundation participated in launching of the MIKE. Ms. Steckbauer received great feedback and engaged potential business partners for Sponsor-a-Scholar.

4. Ms. Bruski Mallek announced high school scholarship applications are available and have a deadline of April 7, 2017. Continuing Student Scholarship opportunities will be released mid-March for an April 28, 2017 deadline.

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

1. Dr. Budjac reported a team of Mid-State employees participated in the Higher Learning Commission AQIP Strategy Forum. Their focus was Mid-State's Academic Advising Model. Dr. Budjac shared photos of the team at the Forum. The Strategy Forum is an important component of Mid-State's AQIP Accreditation cycle.

2. Dr. Budjac provided a Presidents Association update. She reported the Presidents Association continues to discuss the state budget as well as best practices of WTCS college foundations.

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Mid-State's Foundation has had initial discussion about their Mission, Vision and implementing a Strategic Planning process. Third party review of the Foundation structure and policies will take place, results will be used in the strategic planning process.

3. Dr. Budjac reported Mid-State Technical College received the Heart of Wisconsin Chamber of Commerce Innovation Award due to the college's investment in equipment and programs that puts graduates in the position of being top candidates for area businesses. College representatives attended the annual meeting and dinner and Dr. Budjac addressed the audience when accepting the award on behalf of the college.

4. Dr. Budjac reported Mid-State recently signed a memorandum of agreement with the University of Wisconsin Stout Discovery Center and University of Wisconsin Stout Manufacturing Outreach to collaboratively work to offer and deliver services to service the region and to advance manufacturing in Central Wisconsin. Beginning July 1, 2017, staff from the University of Stout will hold office space on the Mid-State Wisconsin Rapids Campus to further enhance this partnership.

5. Dr. Budjac reported the Educational Master Plan (EMP) was shared with college employees last week. Vice President of Academics Sandy Kiddoo will host pop-up conversations to provide all employees opportunities to ask questions, seek clarification and provide input into the EMP process. These conversations will be held bi-weekly in Wisconsin Rapids with all campuses joining via technology.

6. Dr. Budjac reported one component of Mid-State's 2015-2020 Strategic Plan includes the creation of a Technology Plan. Director of Information Technology Brad Russell has been leading this project and working with an internal action team and Hartland Business System consultants for the past ten months. Additional information regarding the Technology Plan will be shared with the Board next month.

7. Dr. Budjac announced that interviews of the Vice President of Finance & Information Technology position are scheduled for later this month. Additional information will be shared as it is available.

### **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. There were no questions or concerns.

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

- a. FY17 BUDGET ESTIMATE – Mr. Spargo reported the committee discussed the General Fund end-of-year forecast for the current fiscal year. This information aides the college in developing the FY18 budget presumptions and resources needed.
- b. 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 reviewed its consent agenda items and had no questions or concerns.
2. The following items were presented for informational purposes only:
  - a. PROGRAM UPDATES – Mr. Hoerter reported the college continuously modifies curriculum and courses in programs to provide relevant program curriculum. Recent modifications were driven by employer feedback and include program title changes and creating embedded credentials within programs. Mr. Hoerter highlighted five program modifications. Transition plans have been created for students to complete their area of study.
  - b. NURSING ATRICULATION AGREEMENTS – Mr. Hoerter provided an overview of recent work with the University of Wisconsin Stevens Point to create a 1+2+1 agreement that aligns student opportunities and employer needs. The agreement provides additional opportunities for Nursing students.

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

1. Facilities & External Relations Committee Chairperson Robert Beaver reported that the committee had no Consent Agenda items.
2. Mr. Beaver reported the committee discussed the Wisconsin Rapids Learning Commons Remodel Project and related bid results. Seven contractors submitted bids for the project ranging from \$388,370 to \$558,000, including alternates. Eagle Construction submitted the lowest qualified bid and project award was recommended.

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously awarded Eagle Construction the Wisconsin Rapids Campus Learning Commons Remodel Project contract in the amount of \$388,370, including alternates.

3. The following items were presented for informational purposes only:
  - a. UPCOMING FACILITIES PROJECTS – Mr. Beaver highlighted upcoming facilities projects, specifically, changes to the second floor of the Wisconsin Rapids Campus A-building to bring administrative functions of the college together and relocate IT program classrooms to more highly visible space on campus. Plans are conceptual at this point and will be brought back to the Board as they develop.

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

1. No Committee-of-the-Whole meeting was held this month.

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

1. EMPLOYEE CONNECT – Vice President of Human Resources Richard O’Sullivan highlighted the new Employee Connect newsletter geared toward continuing to enhance internal communication and keep employees informed. The quarterly newsletter is developed by Human Resources

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with assistance from Marketing & Communications. The piece could have opportunities for expansion and further distribution to industry and K12 partners.

**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, March 20, 2017 at the Adams County Center. 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 5:23 p.m.

There being no further business as a result of closed session, the Board meeting adjourned at 6:55 p.m. with a motion by Mr. Beaver, seconded by Dr. Dickmann, 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