

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Adams

March 20, 2017

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:41 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, Sandy Kiddoo, Dr. Mandy Lang, Deb McDonald, Richard O'Sullivan, Jason Planer, Brad Russell, Matt Schneider, Jill Steckbauer, 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 presidential performance evaluation data and employment strategies related to the president's position. 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. Ose, 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 Ms. Ose, seconded by Ms. Crass, upon a voice vote, unanimously approved the minutes from the board meeting held February 20, 2017 and minutes from the special meeting held February 20, 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 February 2017 were presented in Exhibit B. These bills totaled \$2,748,145.92 of which \$2,074,323.97 represents operational expenditures and \$673,821.95 represents capital expenditures.

The district's payroll for the month of February totaled \$1,239,969.22 plus \$12,121.43 for travel and miscellaneous reimbursements and \$555,079.81 in fringe benefits. The district's bills and payroll totaled \$4,555,316.38.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146369	Village of Biron Public Works	\$ 570.00
146371	Wood County Head Start	\$ 450.00
146373	Marshfield Dental Clinic	\$ 3,930.00

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: CIVIL ENGINEERING TECHNOLOGY-HIGHWAY TECHNICIAN – Justin Conner, Mike Hammitt, and Ryan Kawski; DIESEL & HEAVY EQUIPMENT TECHNOLOGY – Nick Dassow; EARLY CHILDHOOD EDUCATION – Maggie Beeber, Kelly Borchardt, Jane Brandt, RoxAnne Forrest, Tonya Glamann, Jennifer Hanzlik, Carla Kluz, Brett Lesniak, Mirian Meeks, and April Niemi; GERONTOLOGY – Holly Hurda; INDUSTRIAL MECHANICAL TECHNICIAN – Gregory Boehm, and Gerald Gear; IT-SOFTWARE DEVELOPER – Eric Buhrow, Jim Mulvey, and Jeff Ramlow; PHLEBOTOMY TECHNICIAN – Dawn Finch, Sabine Hale, Phyllis Huchthausen, Suzanne Kocher, Virginia Narlock, Mary Phillippi, and Julie Seehafer; and URBAN FORESTRY TECHNICIAN – Jeremy Radtke.

VI. CHAIRPERSON'S REPORT

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

2. Ms. Bruski Mallek announced the Spring Boards Association meeting will be held April 6-8 in Elkhart Lake. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan, Ms. Miller, Ms. Ose and Dr. Budjac plan to attend.

3. Ms. Bruski Mallek reported the Spring Board Advance will be held Tuesday, March 28 in Wisconsin Rapids. Meeting materials were provided to Board members. Dr. Shelly Mondeik will join the group for the Advance.

4. 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.

5. Ms. Bruski Mallek provided a brief overview of the recent Agri Club farm tour and related presentations. She thanked Agribusiness Instructor Mike Sabel for the great event.

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6. Ms. Bruski Mallek announced the Association of Community College Trustees annually honors an individual who has made a significant contribution as a trustee to promote the community college concept. The Mid-State District Board with Mid-State Technical College will nominate Bob Beaver for the ACCT Trustee Leadership Award.

7. Ms. Bruski Mallek thanked Board members for participating in the presentation of presidential candidates. She commented on the positive interview process. Dr. Shelly Mondeik will begin at the college June 1, 2017.

8. The next Mid-State Board of Directors meeting will be held on Monday, April 17 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. Foundation & Alumni Director Jill Steckbauer provided an update on Sponsor a Scholar activity. She continues to share this opportunity externally with employers and community groups and internally with Advisors, New Student Specialists, and Outreach Coordinators. Ms. Steckbauer recently presented Sponsor a Scholar at the Wisconsin Arborist Convention in Green Bay. Businesses throughout the state are interested in promoting Urban Forestry at Mid-State and recognize how this program can help them with their employment needs.

2. Ms. Steckbauer reported the Employee Giving Campaign is complete. Employee participation increased to 50%. The campaign raised \$19,850.78 for student scholarships, emergency funding, and general scholarships.

3. Ms. Steckbauer reported the Foundation has started implementation of the new Scholarship Management system, Academic Works. The system should be functional for the spring 2018 scholarship application process.

4. Ms. Steckbauer announced high school scholarship applications are being processed and students will be notified by mid-April. Continuing Student Scholarships will be released mid-March for an April 28, 2017 deadline; about \$200,000 in scholarship funds are available.

VIII. PRESIDENT'S REPORT

1. Dr. Budjac reported interviews for the Vice President of Finance and Information Technology were held in February, no offer was made. Given the June 1 arrival of a new college president, the college will hold the posting of this position giving the new president the opportunity to fill this position.

2. Dr. Budjac announced Mid-State and UW-Stevens Point signed a Nursing agreement, allowing Mid-State to expand nursing through a 1+2+1 program. Students will take the first year at UW-Stevens Point, second and third year at Mid-State, and the fourth year at UW-Stevens Point. This is a great partnership that will help address the shortage of bachelor degree nurses.

3. Dr. Budjac reported the college is offering more continuing education courses to increase community awareness of the college and its programming. A thank you to Betty and Peter Mallek was extended; they donated straw bales for a recent gardening course.

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4. Dr. Budjac announced the Student Services & Information Center is complete and employees moved in February 27. A tour of the space will be provided as part of the Board Advance on March 28.

5. Dr. Budjac provided an update on the 2017-19 Governor's Proposed Budget. A handout of budget priorities was provided to Board members. Additional conversation will occur at the next Presidents Association meeting. Dr. Budjac spoke to budget impact on dual credit and Higher Learning Commission faculty credential requirements.

6. Dr. Budjac shared additional information on the Wisconsin Rapids Campus Second Floor Remodel Project. The remodel project will co-locate Administrative services and move IT networking and software development labs to the first floor to increase visibility. Director of Facilities & Procurement Matt Schneider shared draft schematics of the proposed space. Preliminary project completion is March 2018. Additional detail related to estimated costs, final schematics and timeline will be shared in April. Board approval will be sought at the April meeting and funding will be incorporated into the FY18 budget.

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. Mr. Spargo reported two Request for Proposals for bookstore software were received. New software will allow greater flexibility and incorporation of book rental services. An internal review team evaluated proposals and conducted on-site demonstrations and a recommendation for Total Computing was made.

Motion by Mr. Spargo, seconded by Mr. Beaver, upon a roll call vote, unanimously awarded Total Computing in an amount of not to exceed \$182,772 for five years as defined in the proposal and subsequent contract.

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

a. WTCS TUITION UPDATE – WTCS announced tuition and material fee rates for summer 2017 will remain at the current FY16-17 rate. Fall 2017 and spring 2018 tuition rates will only be changed if the tuition freeze is removed from the Governor's proposed State Budget.

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. SCHOOL OF BUSINESS & TECHNOLOGY UPDATE – Mr. Hoerter reported School of Business and Technology Dean Dr. Missy Skurzewski-Servant provided information on several Mid-State firsts: a very successful Hair Show, Mid-State Speaker Series on taxes, agriculture, travel, and human trafficking, National Entrepreneurial Week campaign that highlighted Mid-State employees and graduates, and new partnerships with area businesses.
- b. WELLNESS OVERVIEW – Mr. Hoerter provided an overview of Biometric and Health Risk Assessment aggregate findings following a recent transition to a new wellness program vendor. Interactive Health was used for the 2016 health evaluation with 103 Mid-State employees participating in the screening. The data showed that Mid-State is one of Interactive Health’s healthiest organizations.

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 bid openings for the Marshfield Campus Student Services & Information Center, Marshfield Campus Roof-Top Air Handling Unit replacement, Wisconsin Rapids Campus E-Building Roof-Top Air Handling Unit Replacement and Wisconsin Rapids Campus E- and T-Building Control Modifications projects. Director of Facilities & Procurement Matt Schneider provided project details, bid range and bid results for each project.

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously awarded SD Ellenbecker the Marshfield Student Services and Information Center Project contract in the amount of \$412,622.

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously awarded Tweet Garot the Marshfield Roof-Top Air Handling Unit Replacement Project contract in the amount of \$95,961.

Motion by Mr. Beaver, seconded by Ms. Miller, upon a roll call vote, unanimously awarded Ron’s Refrigeration the Wisconsin Rapids E-Building Roof-Top Air Handling Unit Replacement Project contract in the amount of \$65,125.

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously awarded Ron’s Refrigeration the Wisconsin Rapids E- and T-Building Control Modifications Project contract in the amount of \$153,011.

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

- a. EMERGENCY GRANTS AND LOANS FOR STUDENTS – Foundation & Alumni Director Jill Steckbauer and Student Support Coordinator and Adams County Center Supervisor Deb McDonald provided an overview of emergency funding options for Mid-State students including emergency loans, DASH Grants, WTCS Grants and Mid-State Foundation Emergency Grants. They also included information about number of students served, dollars distributed and compared FY16 to year-to-date FY17.

XII. COMMITTEE-OF-THE-WHOLE

1. COMPENSATION DISCUSSION – Ms. Bruski Mallek reported the College FY18 budget is being prepared and consideration is being given to a potential 1.5-1.75% salary increase for employees. A final recommendation will be made in April when a final analysis is complete including grant dollars received for FY18.

2. CONNECTED EXPERIENCE – Director of Information Technology Brad Russell announced the college created a Technology Plan, titled the Connected Experience. The focus is to compliment face-to-face instruction and maximize distant technology to be able to teach, learn and collaborate from any device, anywhere and at any time. Benefits of the Connected Experience for faculty and students include easier accessibility to technology from either on-campus or off-campus, a common technology experience in classrooms throughout the college, and increase efficiencies by standardizing on technology both from a learning and adoption perspective. Mid-State has engaged Heartland Business Systems to assist in the development of the Connected Experience. A pilot will be launched in fall 2017. Funding for the Connected Experience will be accomplished through reallocation of existing capital budget dollars. Vice President of Academics Sandy Kiddoo presented Connected Experience tie-in to the Educational Master Plan.

XIII. DISCUSSION AND ACTION ITEM

1. ADAMS COUNTY CENTER UPDATE – Student Support Coordinator and Adams County Center Supervisor Deb McDonald highlighted learning activities at the Adams County Center as well as an update on community happenings and Mid-State’s related involvement.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, April 17, 2017 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., Committee-of-the-Whole 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 6:46 p.m.

Following closed session, the Board reconvened to open session to report they are delighted to announce Dr. Shelly Mondeik will join Mid-State Technical College June 1, 2017 as the college’s sixth president. A contract has been executed with the full support of the Board.

There being no further business, the Board meeting adjourned at 7:32 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