

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids

April 17, 2017

**I. ROLL CALL**

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:30 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, and Dr. Sue Budjac

EXCUSED: Charles Spargo

OTHERS: Greg Bruckbauer, Craig Everson, Mike Grambow, Sandy Kiddoo, Mark Koxlien, Dr. Mandy Lang, Dr. Shelly Mondeik, Richard O'Sullivan, Brad Russell, 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 not convene to closed session this meeting.

**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. Miller, upon a voice vote, unanimously approved the minutes from the board meeting held March 20, 2017 and minutes from the special meeting held March 28, 2017, as written.

**V. CONSENT AGENDA**

Motion by Dr. Dickmann, seconded by Mr. Hoerter, upon a roll call vote, unanimously approved the following consent agenda items:

1. The district's bills for the month of March 2017 were presented in Exhibit B. These bills totaled \$1,142,565.28 of which \$776,093.98 represents operational expenditures and \$366,471.30 represents capital expenditures.

OFFICIAL PROCEEDINGS

April 15, 2017

Page 2

The district's payroll for the month of March totaled \$1,959,844.28 plus \$23,850.70 for travel and miscellaneous reimbursements and \$657,043.35 in fringe benefits. The district's bills and payroll totaled \$3,783,303.61.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146339	Plainfield & Hancock Fire Departments	\$ 1,770.00
146370	Nekoosa High School	\$ 470.00
146372	Wood County Health Department	\$ 840.00
146374	Park Place Adult Day Services	\$ 430.00
146375	ERCO Worldwide	\$ 1,340.00
146376	Marshfield Dental Crafters	\$ 780.00
146378	Catalyst Paper	\$ 570.00

3. Approved the following 2017 procurement for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 300,000.00	Paragon Development Systems	Information Technology
\$ 61,719.00	Haas Factory Outlet	Technical & Industrial Division

**VI. CHAIRPERSON'S REPORT**

1. Ms. Bruski Mallek welcomed Board members to the meeting and announced Mr. Spargo asked to be excused.

2. Ms. Bruski Mallek reported the Spring Boards Association meeting was held April 6-8 in Elkhart Lake. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan, Ms. Miller, Ms. Ose and Dr. Budjac attended. Board members provided an overview of meeting activities and sessions. Dr. Budjac congratulated Ms. Bruski Mallek on her election as secretary of the Wisconsin Technical College District Boards Association. She begins her term in July 2017.

3. Ms. Bruski Mallek announced ACCT Leadership Congress will be held September 25-28 in Las Vegas. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan, Ms. Miller, Ms. Ose and Dr. Mondeik plan to attend.

4. Ms. Bruski Mallek reported incoming president Dr. Shelly Mondeik has plans to attend Board meetings as her schedule allows and she has been in contact with Dr. Budjac and Ms. Susa to ensure a smooth onboarding process. Dr. Mondeik has found housing in the Mid-State District. A Farewell/Hello event is scheduled for the evening of May 24 and will honor Dr. Budjac's years of service and allow attendees an opportunity to meet and connect with Dr. Mondeik.

5. The next Mid-State Board of Directors meeting will be held on Monday, May 15 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**

## OFFICIAL PROCEEDINGS

April 15, 2017

Page 3

1. Ms. Bruski Mallek reported Foundation and Alumni Director Jill Steckbauer continues to work with businesses on the Sponsor a Scholar program. Most recently, she began working with Mark Toyota, Pointe Precision and Jason's 5-Star Landing on this opportunity.
2. Ms. Bruski Mallek reminded Board members of the 30th Annual Foundation Golf Event on Monday, June 12, 2017 at Bull's Eye Country Club.
3. Ms. Bruski Mallek announced high school scholarships are being awarded and continuing student scholarship applications must be submitted by April 28, 2017.

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

1. Dr. Budjac welcomed Mid-State's incoming president Dr. Shelly Mondeik to the meeting as well as representatives from Heartland Business ServicesOffi.
2. Dr. Budjac provided an update on the Vice President of Finance & Information Technology position. She indicated that after working with Dr. Mondeik, the position will be posted shortly as a Vice President of Finance. Dr. Mondeik will participate in the interview process after her June 1 arrival.
3. Dr. Budjac announced Congressman Ron Kind visited the Stevens Point Campus on April 13 as part of a CAP Services visit. Congressman Kind was complimentary of the college and the Stevens Point facility. The VITA program, a tax program for low income individuals, led by Bob Smith in partnership with CAP Services was highlighted.
4. Dr. Budjac provided a legislative update including recent activity of the Joint Finance Committee. She provided an overview of WTCS priorities removed from the state budget proposal and those items still in the budget that would have a negative impact on the WTCS and Mid-State Technical College.
5. Dr. Budjac announced that Board Member Rick Merdan and Vice President of Academics Sandy Kiddoo submitted a presentation proposal to ACCT called "It Takes a Village." The presentation is focused on building partnerships to support community economic and workforce development.

### **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. The following items were presented for informational purposes only:
  - a. FY17 GENERAL FUND YEAR-END PROJECTION – Ms. Bruski Mallek reported Business Operations Manager Greg Bruckbauer provided a projection as of March 31 for FY17 General Fund year-end results. The college will experience unspent revenue in FY17 with open positions providing the majority of that funding.

- b. CONNECTED EXPERIENCE FINANCING PLAN – Ms. Bruski Mallek reported the College’s Technology Plan “Connected Experience” will be primarily financed through a reallocation of existing Technology Capital Plan funding. The Connected Experience will cost over \$4.6 million over the next five years and address technology applications, services, infrastructure, security and mobility.
- c. FY18 ANTICIPATED CAPITAL PROJECTS AND FINANCING – Ms. Bruski Mallek reported Mr. Bruckbauer provided a preview of next year’s planned capital projects. Funding for these projects will involve multiple sources including grants, unused borrowing from the previous year, and the issuance of General Obligation Notes.
- d. ANTICIPATED GRANT FUNDING FOR FY18 – Ms. Bruski Mallek reported Mid-State received fewer state grant dollars than last year. An assessment is being completed to ensure there is no negative impact for those programs impacted. Federal grant dollars received a slight increase over last year. Mid-State will receive approximately \$2.8 million grant dollars in 2018.
- e. SPECIAL FY18 BUDGET MEETING – Ms. Bruski Mallek announced a special budget meeting is scheduled for May 3, 2017 from 4:00 p.m. to 5:30 p.m. All members of the Board are invited. Budget materials will be distributed during the meeting. The budget will then be presented to the full Board during its regular May meeting. Formal budget adoption will occur during the June Board meeting following a noticed/published Public Hearing.
- f. 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. RENEWABLE PROGRAM UPDATES – Mr. Hoerter reported Renewable Energy Faculty Member Ben Nusz highlighted recent renewable energy program activities and changes. Modifications to Renewable Energy Technician programming addresses changing market trends and focuses on the growing solar job sector. Mr. Hoerter provided an overview of the HVAC Technical Diploma program and related certification exam. He also highlighted renewable learning projects completed by students in the community and at our campus locations.
  - b. DMI PARTNERSHIP – Mr. Hoerter reported Districts Mutual Insurance (DMI) conducted an on-site audits in areas of safety and security at Mid-State. Audit results are used by the college to create plans for improvement. Few items were identified during the audits; some of which improvement action is already planned or being

completed. A security assessment was completed in November with related processes and procedures being evaluated and changed as necessary.

## **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 spring international student exchange with Max Eyth Schule in Hessen, Germany. Six students will be escorted by Counselor Brian Sadler to Germany for the 13th annual German student/faculty educational exchange. Mr. Sadler will assist students as well as continue to expand and build relationships with Max Eyth Schule faculty and staff. Travel is scheduled for June.

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved international travel for Brian Sadler to participate in the annual German student/faculty educational exchange.

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

- a. SAFETY AND SECURITY PROJECTS – Mr. Beaver reported Director of Facilities and Procurement Matt Schneider provided an overview of safety and security items identified at Mid-State locations and action being taken to mitigate risk. Projects include baluster replacement in the stairwells at the Wisconsin Rapids Campus, ADA compliance updates, oil storage tank replacement, and Marshfield Campus, Stevens Point Campus and Adams Center room signage.
- b. HIGH SCHOOL GRADUATES ATTENDING MID-STATE – Mr. Beaver reported Vice President of Student Services Dr. Mandy Lang shared data related to Mid-State district high school graduates and their technical college choice. Over the past few years, the number of students enrolling at Mid-State directly from high school has remained consistent. She highlighted district high school graduate enrollment into Mid-State and other technical colleges directly from high school and within three years of graduation.

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

1. COMPENSATION DISCUSSION – Ms. Bruski Mallek reported last month the Board was provided information relative to providing college employees with a salary increase for the next fiscal year. Having further discussion and reviewing updated budget information, a 1.75% wage increase was recommended for all employees (a \$340,000 budgetary impact) in FY18.

Motion by Dr. Dickmann, seconded by Mr. Merdan, upon a roll call vote, unanimously approved a 1.75% FY18 wage increase for all employees.

2. UPDATE ON GENERAL FUND EQUITY – Business Operations Manager Greg Bruckbauer and Executive Team members provided a General Fund Equity update. The multi-year approach will include alignment of \$1.7 million and allow the college to maintain its strong financial ratings

with Moody's and the Higher Learning Commission while maintaining flexibility. Funding will be provided to the college's health insurance reserve, OPEBs pay-go, marketing efforts, telephone standardization and process improvement. Next month, approval will be requested for a \$1 million transfer of health insurance reserve funding.

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

1. **WISCONSIN RAPIDS CAMPUS SECOND FLOOR REMODEL PROJECT** – Director of Facilities and Procurement Matt Schneider presented information related to the A-building second floor remodel project. He highlighted need, budget, and timeline for the proposed project. Changes would include relocating information technology classrooms to a more visible location on the first floor near the cafeteria and moving administrative services of the college to the second floor. Following Board approval and State Board approval, project award is slated for August 2017 with completion in May 2018.

Motion by Dr. Dickmann, seconded by Mr. Beaver, upon a roll call vote, unanimously approved Second Floor Administration Centralization Project at the Wisconsin Rapids Campus and the following resolution:

WHEREAS, the key administrative functions are not in close proximity at the Wisconsin Rapids Campus; and

WHEREAS, relocating these key functions to be adjacent to and amongst the rest of the administrative functions will improve organizational effectiveness,

BE IT FURTHER RESOLVED that the Mid-State Technical College Board will use \$779,230 of capital financing from the FY18 deb proceeds intended for facility remodel construction on the Wisconsin Rapids Campus; and

BE IT FURTHER RESOLVED that the Mid-State FY18 capital budget has been updated to reflect this capital project.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College Board approves the construction of an approximately 6,970 square foot remodel project to centralize the administrative functions located on the Wisconsin Rapids Campus and requests Wisconsin Technical College System Board approval during their May 2017 meeting.

2. **TECHNOLOGY PLAN – CONNECTED EXPERIENCE** – Director of Information Technology Brad Russell presented information regarding the Connected Experience during the March Board meeting. This evening he provided final budgetary information and answered Board questions related to the project. The Connected Experience provides an opportunity for learning to happen at any time, from any place on any device and provides the same experience in each classroom throughout Mid-State. The Connected Experience will also improve wireless connectivity, strengthen security, increase storage and increase telepresence options. Financing for the Connected Experience will require no additional funds for a total of \$4.5 million over the next 5 years, plus \$128,000 from FY17. Mid-State has been working with Heartland Business Services to evaluate needs and using a state contract would recommend continuing that relationship.

OFFICIAL PROCEEDINGS

April 15, 2017

Page 7

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved a contract with Heartland Business Services for implementation of the Master Technology Plan, Connected Experience, in the amount of \$4,628,000 over the next five years.

**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, May 15, 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 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