

# MID-STATE TECHNICAL COLLEGE

## OFFICIAL PROCEEDINGS

Wisconsin Rapids

May 15, 2017

### **I. ROLL CALL**

In place of Board Chairperson Betty Bruski Mallek, Robert Beaver called the meeting to order at 5:39 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Kristin Crass, Richard Merdan, Lynneia Miller, Peggy Ose, Charles Spargo, and Dr. Sue Budjac

EXCUSED: Betty Bruski Mallek, Colleen Dickmann, and Justin Hoerter

OTHERS: Greg Bruckbauer, Mike Grambow, Dr. Sandy Kiddoo, Dr. Mandy Lang, Dr. Shelly Mondeik, Richard O'Sullivan, Lance Pliml, Matt Schneider, Kolina Stieber and Angie Susa.

### **II. MEETING NOTICE CERTIFICATION AND CLOSED SESSION**

Mr. Beaver 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.

Mr. Beaver announced the Board would convene to closed session immediately following the open session to discuss performance evaluation data. 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 Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, unanimously approved the closed session as announced by Mr. Beaver.

### **III. OPEN FORUM**

Mr. Beaver opened the meeting for comments from the audience. No one wished to address the Board.

### **IV. APPROVAL OF MINUTES**

Motion by Ms. Miller, seconded by Ms. Crass, upon a voice vote, unanimously approved the minutes from the board meeting held April 17, 2017 as presented.

### **V. CONSENT AGENDA**

Motion by Ms. Ose, 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 April 2017 were presented in Exhibit B. These bills totaled \$956,906.28 of which \$566,767.71 represents operational expenditures and \$390,138.57 represents capital expenditures.

The district’s payroll for the month of April totaled \$1,338,465.86 plus \$14,519.64 for travel and miscellaneous reimbursements and \$574,031.51 in fringe benefits. The district’s bills and payroll totaled \$2,883,923.29.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146379	Auburndale School District	\$ 1,490.00
146380	Sand Valley Golf Resort	\$ 590.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 70,374.85	Heartland Business Systems	Information Technology

**VI. CHAIRPERSON’S REPORT**

1. Mr. Beaver welcomed Board members to the meeting and announced Ms. Bruski Mallek, Dr. Dickmann and Mr. Hoerter asked to be excused.

2. Mr. Beaver announced the Summer Boards Association Meeting will be held July 13-15 at Gateway Technical College. The meeting will feature an in-service presentation on trusteeship, provide networking opportunities, tours of Gateway programs and presentation of the 2017 Technical Education Champion Award. Please notify Ms. Susa if you plan to attend.

3. Mr. Beaver announced the annual organizational meeting will be held Monday, July 10. An earlier meeting start time will be used to accommodate Board member conflicts with other organizational meetings.

4. Mr. Beaver reported Dr. Shelly Mondeik was present for the meeting and will be starting at Mid-State on June 1. She will be the seated president at the June Board meeting.

5. Mr. Beaver recognized Dr. Sue Budjac’s 15 years of service to Mid-State, six as college president. Her time at the college has been filled with many positive accomplishments and she has been a true advocate for students and Mid-State. Her commitment and dedication was commended. On behalf of the Board, Mr. Beaver wished Dr. Budjac health and happiness in her retirement.

6. Mr. Beaver thanked Ms. Susa for her efforts during the presidential search process and coordination of the president’s farewell/hello event on May 24.

7. The next Mid-State Board of Directors meeting will be held on Monday, June 19 at the Wisconsin Rapids Campus. Committee meetings will be held at 4:15 p.m., A Public Hearing 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**

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1. Mr. Beaver reported Districts Mutual Insurance awarded \$5,000 to each of the Technical College Foundations including Mid-State. Districts Mutual Insurance success over the past year allowed them to return revenues to their partner college's foundations. Thank you was extended for this award for Mid-State students.
2. Mr. Beaver reported \$45,500 in high school scholarships have been awarded for distribution in fall 2017. This represents 33 scholarships at 13 district schools. Continuing student scholarship applications closed April 28 and awarding is in process. Cost Cutters State Exam Scholarships will be awarded by the end of May.
3. Mr. Beaver announced the Foundation Golf Event will be held June 12 at Bull's Eye Country Club in Wisconsin Rapids. There is still time to register as a golfer or volunteer or contribute silent auction items.
4. Mr. Beaver reported the College continues to work with the Foundation Board to finalize a memorandum of understanding. This process puts into writing the relationship that exists between the foundation and college.

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

1. Dr. Budjac welcomed Mid-State's incoming president Dr. Shelly Mondeik to the meeting as well as Wood County Board Chair Lance Pliml.
2. Dr. Budjac announced that the WTCS Board took action at their May meeting to approve 3-year term Board reappointments for Betty Bruski Mallek, Robert Beaver and Richard Merdan. In addition, Dr. William Greb, Auburndale Schools District Administrator was approved for a 1-year appointment replacing Colleen Dickmann who is leaving the Board for retirement. Terms begin July 1, 2017.
3. Dr. Budjac reported the WTCS Graduation Outcome Survey was sent to over 25,000 2016 technical college system graduates. Of those responding, 93% indicated they were employed within six months of graduation and 79% in a field related to their area of study. Additional information will be shared specific to Mid-State's graduate responses.
4. Dr. Budjac announced the WTCS received a 3-year Great Lakes Grant totaling \$1.3 million. Grant focus is promoting processes that work to increase student success. A Student Success Cent Model – Jobs for the Future will be utilized. The System Office will be distributing these dollars to colleges.
5. Dr. Budjac recognized Vice President of Student Services Dr. Mandy Lang and Director of Facilities & Procurement Matt Schneider for their work on bringing the Student Services & Information Center project to a successful close. An Open House and Ribbon Cutting event was held along with a rededication of the Foundation Donor Wall.
6. Dr. Budjac congratulated Vice President of Academics Dr. Sandy Kiddoo on her recent graduation from the University of Wisconsin – Madison with her doctorate.
7. Dr. Budjac announced nearly 1,000 graduates earn their degree from Mid-State every year. During the May commencement, over 400 students will be recognized during ceremonies at three campus

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locations. Thank you to Board members and the many Mid-State employees who participate in this important ceremony.

8. Dr. Budjac highlighted the recent Q12 Employee Engagement Survey results, indicating the level of employee engagement has significantly increased since the surveys beginning in 2015. The increase is a result of continuous improvement efforts by many throughout the organization.

9. Dr. Budjac thanked Board members of their support over the past six years. Her service as president has been an honor and privilege. A farewell/hello event honoring Dr. Budjac and Dr. Mondeik will be held May 24 beginning at 4:00 p.m.

**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 Exhibit F contained a resolution for amending the FY16-17 budget. These amendments reflect the current budget document and the year-to-date budget modifications addressed in the Treasurer's Report each month. A summary of amendments was provided.

Motion by Mr. Spargo, seconded by Ms. Crass, upon a roll call vote, unanimously approved the following FY16-17 Budget Amendment:

**NOTICE OF 2016-17  
BUDGET AMENDMENT  
May 15, 2017**

WHEREAS, the 2016-17 budget was adopted by the Mid-State Technical College (MSTC) Board on June 20, 2016 and State statute requires the district board to approve any modifications to the original adopted budget; and

WHEREAS, changes to the adopted budget were incorporated into the monthly financial reports and district board's monthly agenda, and were published with the minutes; and

WHEREAS, the General Fund budget was adjusted to accommodate: the addition of or modification of federal or state grants; the redistribution of salaries and wages; new staff hires; the reallocation of expenses within departments and functions; and

WHEREAS, the Capital Projects budget was adjusted to carry over excess funds from the previous year for completed projects which crossed fiscal years; and to reallocate capital budgets within departments and functions to facilitate a number of priority purchases; and to reflect current year projects' estimates; and to modify and add private and federal grants; and

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2016-17 budgetary revisions:

<b>FUND</b>	<b>FUNCTION RESOURCE</b>	<b>APPROPRIATION CHANGE</b>	<b>MODIFIED APPROPRIATION</b>
General	Instruction	\$90,407	\$17,986,759
General	Instructional Resources	\$6,090	\$1,193,568
General	Student Services	\$124,298	\$4,016,525
General	General Institutional	(\$93,061)	\$6,355,431
General	Physical Plant	(\$3,931)	\$2,097,121
Capital Projects	Instruction	\$16,522	\$1,238,696
Capital Projects	Instructional Resources	\$134,600	\$444,395
Capital Projects	Student Services	\$75,000	\$625,000
Capital Projects	General Institutional	\$138,500	\$1,036,205
Capital Projects	Physical Plant	(\$229,430)	\$3,021,490

BE IT FURTHER RESOLVED that these budget modifications comply with the district board’s policy; and

BE IT FURTHER RESOLVED that the 2016-17 amended budget be used as the official comparison to the proposed 2016-17 budget; and

BE IT FURTHER RESOLVED that these changes are now authorized by a two-thirds (2/3) vote of the entire District Board membership in accordance with Section 65.90(5) of Wisconsin Statutes; and

BE IT FURTHER RESOLVED that administration be directed to place this resolution as Class 1 legal notice in the designated district newspaper as required by Section 65.90(5)(a) of the Wisconsin Statutes.

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. In place of Academic & Human Resources Committee Chairperson Justin Hoerter, Lynneia Miller reported the committee had no consent agenda items this month.

2. The following items were presented for informational purposes only:
  - a. SCHEDULING INNOVATION – Ms. Miller reported that as part of the Educational Master Plan, Mid-State is focused on the five rights; right programs, right times, right locations right curriculum and right modality. School of Business and Technology Dean Dr. Missy Skurzewski-Servant and School of Transportation, Agriculture, Natural Resources and Construction Dean Ronald Zillmer shared examples scheduling innovation to achieve the five rights. Examples include less required days on campus for students, more online and condensed courses, evening courses and adjusted schedules to work around industry busy seasons.

- b. WLDI UPDATE – Ms. Miller reported Mid-State employees have participated in Wisconsin Leadership Development Institute (WLDI) since its inception in 1995. The last three presidents have participated along with 33 employees from Mid-State. Mid-State will graduate two participants in May 2017 and next year, two new employees will participate in WLDI.
- c. STAFFING CHANGES UPDATE – Ms. Miller reported Human Resources and Organizational Development Director Brianne Petruzalek provided a staffing update to the committee, including the number of employee separations from the college, number of job postings, new positions posted and average time to fill a position. A report of staffing changes will continue to be provided annually to the Board. Currently, 11 positions are open.

## **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 Marshfield Campus Air Handling Unit Project bid results. One bid was received from Tweet/Garot Mechanical in the amount of \$112,450. This firm is fulfilling another similar contract with the college.

Motion by Mr. Merdan, seconded by Ms. Ose, upon a roll call vote, unanimously approved Tweet/Garot Mechanical in the amount of \$112,450 for the Marshfield Campus Roof Top Air Handling Unit Replacement Project.

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

- a. INCOMING/OUTGOING FTES – Mr. Beaver reported the committee discussed inflow and outflow of FTEs for Mid-State. He highlighted those colleges which Mid-State District students are attending and those colleges in which Mid-State receives students from. Data indicates Mid-State experiences a net outflow of students for various reasons. Additional efforts are being spent on student retention at Mid-State.

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

1. DISTRICT BOARDS ASSOCIATION REPORT – Mr. Beaver reported District Boards Association Executive Director Layla Merrifield joined the Board and provided a legislative update, report on Association activities and answered questions. The Board discussed with Ms. Merrifield the WTCS budget papers, governor's budget proposal, student tuition, outcomes based funding, and grants.

2. PROPOSED 2017-18 BUDGET – Mr. Spargo announced during a special meeting held on May 3, Administration presented details of the proposed FY18 budget to the Finance & Audit Committee. The committee affirmed administration's proposal and directed administration to present it in summary this evening.

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Business Operations Manager Greg Bruckbauer provided a summary of budget changes and highlights, including, a projected property tax increase of \$1.66 for every \$100,000 of value, and an overall proposed budget of \$59,530,329. The long-term financing plan was shared with emphasis on maintenance of the stable levy. Allocations will be made in Information Technology for the Connected Experience. Following approval of the resolution to publish the 2017-18 budget, a notice of public hearing will be published and held at the June meeting.

Motion by Mr. Spargo, seconded by Ms. Ose, upon a roll call vote, unanimously approved the following Resolution to Publish the 2017-18 Budget:

BE IT HEREBY RESOLVED that authority be given to the administration of Mid-State Technical College to publish, at least fifteen days prior to the Public Hearing, the Budget Summary and Notice of Public Hearing for Mid-State Technical College for 2017-18, with an expenditure budget totaling \$59,530,329. The Public Hearing will be held on June 19, 2017, at 5:00 p.m.

3. USE OF GENERAL FUND EQUITY – Ms. Spargo reported the Board discussed strategies that would align the College’s General Fund Equity with the Administrative Policy-Budget Modification Guideline and Parameters. The Board discussed the strong fund equity position and need for additional funding in the health insurance arena.

Motion by Mr. Spargo, seconded by Ms. Crass, upon a roll call vote, unanimously approved a transfer of \$1 million of General Fund Equity to the Internal Services Fund designated for health insurance.

**XIII. DISCUSSION AND ACTION ITEM**

No Discussion and Action items this month.

**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, June 19, 2017 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., A Public Hearing 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 moved to closed session at 6:24 p.m.

There being no further business or action as a result of the closed session, the Board meeting adjourned at 6:47 p.m. with a motion by Ms. Ose, seconded by Ms. Crass, 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