

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids

June 19, 2017

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:29 p.m.

Roll call was as follows:

Official

PRESENT: Robert Beaver, Betty Bruski Mallek, Dr. Colleen Dickmann, Justin Hoerter, Richard Merdan, Lynneia Miller, Peggy Ose, Charles Spargo, and Dr. Shelly Mondeik

EXCUSED: Kristin Crass

OTHERS: Greg Bruckbauer, Dr. Sue Budjac, Mike Grambow, Dr. Sandy Kiddoo, Dr. Mandy Lang, Richard O’Sullivan, 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 evening.

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 Dr. Dickmann, upon a voice vote, unanimously approved the minutes from the board meeting held May 15, 2017 as presented.

V. CONSENT AGENDA

Motion by Mr. Spargo, seconded by Ms. Ose, upon a roll call vote, unanimously approved the following consent agenda items:

1. The district’s bills for the month of May 2017 were presented in Exhibit B. These bills totaled \$692,644.09 of which \$452,994.96 represents operational expenditures and \$239,649.13 represents capital expenditures.

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The district's payroll for the month of May totaled \$1,348,063.04 plus \$25,845.11 for travel and miscellaneous reimbursements and \$585,851.98 in fringe benefits. The district's bills and payroll totaled \$2,652,404.22.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146381	Catalyst Paper	\$ 620.00
146382	Wood County Human Services-Norwood	\$ 600.00
146383	Forward Service Corporation	\$ 620.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 48,375.00	Eagle Construction	Facilities

VI. CHAIRPERSON'S REPORT

1. Ms. Bruski Mallek welcomed Board members to the meeting and announced Ms. Crass asked to be excused. She also welcomed Mid-State President Dr. Shelly Mondeik to her first meeting.

2. Ms. Bruski Mallek announced the Summer Boards Association Meeting will be held July 13-15 at Gateway Technical College. Mr. Beaver, Ms. Bruski Mallek, Ms. Ose, Ms. Miller and Dr. Mondeik plan to attend.

3. Ms. Bruski Mallek announced an electronic survey would be distributed to the Board in an effort to secure a date for the Fall Board Advance.

4. Ms. Bruski Mallek acknowledged and thanked Dr. Dickmann for her service on the Mid-State Board as the School District Administrator member since November 2015. Dr. Mondeik also shared words of appreciation.

5. The next Mid-State Board of Directors meeting will be held on Monday, July 10 at the Wisconsin Rapids Campus. Committee meetings will be held at 3:30 p.m., and the organizational meeting will begin at 4:00 p.m., unless otherwise announced.

VII. FOUNDATION BOARD LIAISON REPORT

1. Ms. Bruski Mallek announced new student scholarship applications are available on the Foundation website. Awarding is in process for continuing student scholarships. The Foundation continues to work on implementation of Academic Works Scholarship Management System, which should be functional for the spring 2018 scholarship application period.

2. Ms. Bruski Mallek reported the 2017 Foundation Golf Outing was held June 12 at Bull's Eye Country Club in Wisconsin Rapids. Over 70 golfers participated. Thank you to the many sponsors, donors and volunteers who made the event a success.

3. Ms. Bruski Mallek reported the Foundation Board is working to finalize a Memorandum of Understanding with the College by the July 26, 2017 Foundation Board meeting.

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4. Ms. Bruski Mallek announced the Foundation Administrative Assistant resigned from her position. Foundation & Alumni Director Jill Steckbauer is working with Human Resources on a plan to fill the vacancy.

VIII. PRESIDENT'S REPORT

1. Dr. Mondeik thanked the Mid-State Board, Dr. Sue Budjac, and all staff for the warm welcome she received in her first days at Mid-State. She has been working with Executive Team on plan for engagement over the next year and will share additional details at the July Board meeting.

2. Dr. Mondeik announced Mid-State's ACCT proposal "It Takes a Village" will be presented at the September ACCT Leadership Congress in Las Vegas. Board member Mr. Merdan and Vice President of Academics Dr. Sandy Kiddoo will present on creating collaboration partnerships to foster economic and workforce development.

3. Dr. Mondeik reported she attended Wisconsin Rapids Noon Rotary and has plans to join the group.

4. Dr. Mondeik recognized School of Protective & Human Services Dean Barb Jascor and Accounting Instructor Bob Smith for their recent graduation from the Wisconsin Leadership Development Institute. Dr. Mondeik joined both graduates in Madison for their graduation ceremonies, during which Mr. Smith provided the keynote address.

5. Dr. Mondeik reported she will be traveling to Madison to participate in orientation sessions at the System Office and with the District Boards Association.

6. Dr. Mondeik provided an overview of the June 8-9 Presidents Association Annual Planning meeting. As part of the meeting, a senior level Philanthropy Training Seminar was held in which Dr. Mondeik was joined by Foundation & Alumni Director Jill Steckbauer and Vice President of Academics Dr. Sandy Kiddoo. The seminar focused on creating a culture of philanthropy in communities. Dr. Mondeik will serve the Presidents Association as the liaison to the Grants Committee along with being on a committee to look at training in jails. The next Presidents Association meeting is July 12. She will share additional information about the Presidents Association 2017-18 Strategic Areas of Focus during the July Board meeting.

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 the proposed 2017-18 (FY18) budget had been received by the Finance & Audit Committee during a special meeting on May 3, and subsequently presented to the full Board on May 15. The Board authorized administration to publish the budget and provide notice of a Public Hearing. Publications occurred in all three community newspapers. An official budget booklet containing details was distributed. The Public Hearing took place before the meeting.

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Motion by Mr. Spargo, seconded by Mr. Hoerter, upon a roll call vote, unanimously approved the following 2017-18 Mid-State Technical College Budget Resolution:

WHEREAS, Mid-State Technical College prepared a budget for the 2017-18 fiscal year, necessary to provide educational services to the citizens, industries and communities within the College's boundaries; and

WHEREAS, the outstanding indebtedness of the College, as of July 1, 2017, consists of \$27,235,000 in promissory notes and \$1,705,000 in general obligation bonds;

WHEREAS, the anticipated revenues for the 2017-18 budget consist of \$11,099,524 from Local Government, \$14,875,082 from State Aids, \$8,025,692 from Student Fees, \$8,584,547 from Institutional Sources, and \$6,532,865 from the Federal Government; and

WHEREAS, other funding sources for the 2017-18 budget consist of \$8,950,000 in proceeds from long-term debt; and

WHEREAS, the estimated retained earnings and fund balances as of July 1, 2017, consist of \$11,560,737 in the General Fund, \$593,306 in the Special Revenue Fund - Operational, \$4,862,476 in the Special Revenue Fund - Non-Aidable, \$568,737 in the Debt Service Fund, \$860,587 in the Capital Projects Fund, \$1,672,017 in the Enterprise Fund, and \$1,160,787 in the Internal Service Fund;

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the appropriations for the 2017-18 budget consisting of the following fund types and functions:

In the General Fund - \$18,133,363 for Instruction, \$1,130,021 for Instructional Resources, \$3,487,747 for Student Services, \$6,144,492 for General Institutional, and \$2,035,875 for Physical Plant;

In the Special Revenue Fund - Operational - \$953,300 for Instruction;

In the Special Revenue Fund - Non-Aidable - \$6,476,634 for Student Services and \$250,000 for General Institutional;

In the Capital Projects Fund - \$5,396,654 for Instruction, \$417,507 for Instructional Resources, \$128,000 for Student Services, \$377,570 for General Institutional, \$15,000 for Auxiliary Services, and \$3,323,800 for Physical Plant;

In the Debt Service Fund - \$4,893,410 for Physical Plant;

In the Enterprise Fund - \$1,297,629 for Auxiliary Services; and,

In the Internal Service Fund - \$5,069,327 for Auxiliary Services.

BE IT FURTHER RESOLVED that the approval includes any modifications to the 2017-18 budget resulting from public input during the Public Hearing, and formally endorsed by the board.

BE IT FURTHER RESOLVED that this 2017-18 budget be submitted, as approved, to the Wisconsin Technical College System Board prior to July 1, 2017, as required by State Statutes 38.12(5m).

4. The following items were presented for informational purposes only:
 - a. TIMETABLE FOR FUTURE CAPITAL FINANCING – Mr. Spargo reported the Committee reviewed the Capital Financing Timetable for FY18. An initial resolution will be presented in July for a portion of the proposed debt. An awarding resolution will occur in August. A second issue will be conducted later in FY18.
 - 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 had no consent agenda items this month.
2. The following items were presented for informational purposes only:
 - a. SPOTLIGHT ON THE SCHOOL OF PROTECTIVE AND HUMAN SERVICES – Mr. Hoerter reported School of Protective and Human Services Associate Dean Rick Anderson highlighted curriculum changes to the Criminal Justice and Corrections and Community Advocacy programs that includes day and evening course offerings, new partnerships with UWSP for basic training and student successes in third party paramedic examinations.
 - b. STATE AUTHORIZATION RECIPROCITY AGREEMENT – Mr. Hoerter reported the State Authorization Reciprocity Agreement is a voluntary agreement with member states that establishes standards and creates a framework for interstate offering of postsecondary distance education courses and programs. Mid-State joined the Midwestern State Authorization Reciprocity Agreement (MSARA) last year. In 2016-17, nine out-of-state students were served by Mid-State through this agreement.
 - c. Q-12 EMPLOYEE ENGAGEMENT SURVEY RESULTS – Mr. Hoerter provided an overview of the most recent Gallup Q-12 Employee Engagement Survey results. Participation rate and overall level of employee engagement rose.

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 reviewed Mid-State's Three-Year Facilities Plan. This plan included a number of projects the Board is already aware of for the coming year and many that will be presented with additional information and requests for approval in FY19 and FY20. This plan will be sent to the WTCS Office for inclusion in the July WTCS Board materials.

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Motion by Mr. Merdan, seconded by Mr. Beaver, upon a roll call vote, unanimously approved the Mid-State Technical College Three-Year Facilities Capital Projects Plan.

3. Mr. Beaver reported the committee discussed the Wisconsin Rapids Campus IT Networking Lab Phase 1 Remodel Project bid results. One bid was received and was below the \$25,000 requirement for Board approval and within the budgeted amount for the project. The contract will be awarded to Altmann Construction for \$22,600 and does not require Board action.

4. Mr. Beaver reported that during the April board meeting, administration discussed allocating funds from the General Fund Equity to produce an Educational Master Plan (EMP) Marketing Campaign to bring awareness around the new EMP and programming and increase engagement with the college. An RFP was issued and received two vendor responses. Following review of vendor proposals, administration recommends award to 6AM Marketing.

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved contract with 6AM Marketing in the amount of \$100,000 for the EMP Marketing Campaign.

5. Mr. Beaver reported the committee reviewed the results of the RFP for Educational Master Plan (EMP) Advertisement Placing. One proposal was received to work with local media and place college advertisements.

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved contract with Mark's Media Works in the amount of \$275,000 for EMP Advertising Placement.

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

- a. SUMMER CAPITAL PROJECTS – Mr. Beaver reported Facilities & Procurement Director Matt Schneider provided an overview of summer capital projects occurring at all Mid-State locations. Projects include Wisconsin Rapids Campus Learning Commons Project, Marshfield Campus Student Services & Information Center Project, IT Networking and Software Development Lab Phase 1, classroom renovations, bathroom remodel, air conditioning updates, HVAC projects and general construction and maintenance.
- b. FY17 OUT-OF-STATE TUITION REMISSION ANNUAL SUMMARY – Mr. Beaver reported that WTCS Administration Bulletin AB 04-02 authorizes District Boards to delegate authority to submit requests to the State Director for authorization to remit out-of-state tuition for needy and worthy students. No out-of-state tuition was remitted in 2016-17.
- c. FY18 OUT-OF STATE TUITION REMISSION ANNUAL REQUEST – Mr. Beaver reported that WTCS Administrative Bulletin AB 04-02 authorizes District Boards to delegate authority to submit requests to the State Director for authorization to remit out-of-state tuition for needy and worthy students. Mid-State will not request authority from the WTCS President to remit any out-of-state tuition for the 2017-18 academic year.

XII. COMMITTEE-OF-THE-WHOLE

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1. STRATEGIC PLAN UPDATE – Ms. Bruski Mallek reported Executive Team provided 2015-2020 Strategic Plan accomplishments for FY17 and highlighted FY18 initiatives. Next steps include continued Educational Master Plan implementation, employee mentoring and increased workforce training focus.

XIII. DISCUSSION AND ACTION ITEM

1. OUTCOMES BASED FUNDING REPORT – Vice President of Academics Dr. Sandy Kiddoo and Vice President of Student Services Dr. Mandy Lang shared framework for Outcomes Based Funding based on current provisions and impacts of language in the governors proposed budget. Outcomes Based Funding criteria selected by Mid-State were highlighted.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, July 10, 2017 at the Wisconsin Rapids Campus. Committees will meet at 3:30 p.m., Committee-of-the-Whole will meet at 4:00 p.m. and the organizational meeting will begin immediately following Committee-of-the-Whole, unless otherwise announced.

There being no further business, the Board meeting adjourned at 6:23 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