

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids

September 18, 2017

**I. ROLL CALL**

Board Chairperson Justin Hoerter called the meeting to order at 5:22 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Dr. William Greb, Justin Hoerter, Richard Merdan, Lynneia Miller, Peggy Ose, Charles Spargo, and Dr. Shelly Mondeik

OTHERS: Greg Bruckbauer, Dr. Bobbi Damrow, Robb Fish, Mike Grambow, Dr. Sandy Kiddoo, Dr. Mandy Lang, Richard O’Sullivan, Lance Pliml, Matt Schneider, Jill Steckbauer, Kolina Stieber, Angie Susa

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

Mr. Hoerter 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. Hoerter announced the Board would not convene to closed session this month.

**III. OPEN FORUM**

Mr. Hoerter 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 Ms. Ose, upon a voice vote, unanimously approved the minutes from the board meeting held August 21, 2017 as presented.

**V. CONSENT AGENDA**

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

1. The district’s bills for the month of August 2017 were presented in Exhibit B. These bills totaled \$1,582,699.52 of which \$1,403,786.37 represents operational expenditures and \$178,913.15 represents capital expenditures.

The district’s payroll for the month of August totaled \$1,242,096.41 plus \$3,713.06 for travel and miscellaneous reimbursements and \$569,526.97 in fringe benefits. The district’s bills and payroll totaled \$3,398,035.96.

OFFICIAL PROCEEDINGS

September 18, 2017

Page 2

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146391	Division of Vocational Rehabilitation	\$ 850.00
146392	Auburndale School District	\$ 1,420.00
146393	University of WI – Stevens Point	\$ 220.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
No procurements require Board approval this month.		

**VI. CHAIRPERSON'S REPORT**

1. Mr. Hoerter welcomed Board members to the meeting as well as Wood County Board Chair Lance Pliml and Mid-State Foundation & Alumni Director Jill Steckbauer.
2. Mr. Hoerter announced the Fall Boards Association Meeting and Legal Issues Seminar will be held November 1-4 at Waukesha County Technical College. Please let Ms. Susa know if you plan to attend so arrangements can be made.
3. Mr. Hoerter announced the ACCT Leadership Congress will be held in Las Vegas September 24-28. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan, Ms. Miller, Ms. Ose and Dr. Mondeik plan to attend. Mid-State will present "It Takes a Village" on Wednesday morning.
4. Mr. Hoerter announced the Fall Board Advance will be held October 12. A draft agenda was available. Please provide any feedback to Dr. Mondeik or Ms. Susa.
5. Mr. Hoerter reported the Boards Association Nominations Committee requested assistance in identifying District Board Members for the 2018 Board Member of the Year Award. The award recognizes a district board member who has made an outstanding contribution to technical and vocational education through participation as a trustee on the local, state, regional and national levels. The award will be presented at the January 2018 Boards Association meeting. Mid-State Technical College will nominate Betty Bruski Mallek for this award. Ms. Bruski Mallek's service to the college, the district and the WTCS as well as her involvement and advocacy at the national level will be highlighted in our nomination materials.
6. Mr. Hoerter requested Board members mark their calendars: the November 20, 2017 meeting will be held at the Stevens Point Campus; January 15, 2018 at the Marshfield Campus; and March 19, 2018 at the Adams County Center.
7. The next Mid-State Board of Directors meeting will be held on Monday, October 16 at the Wisconsin Rapids Campus. Committee meetings will be held at 4:15 p.m., Committee-of-the-Whole will begin at 5:00 and the regular meeting will begin at 5:20 p.m., unless otherwise announced.

**VII. FOUNDATION BOARD LIAISON REPORT**

## OFFICIAL PROCEEDINGS

September 18, 2017

Page 3

1. Foundation and Alumni Director Jill Steckbauer provided the Foundation report. She noted the Scholarship Reception was held celebrating recipients, donors and family members. Over 300 were in attendance. Thank you Betty Bruski Mallek and Dr. Shelly Mondeik for attending. During the reception, the Foundations first Alumni Award was presented. Congratulations Kristin Crass on your selection.
2. Ms. Steckbauer reported 32 shooters participated in the 2<sup>nd</sup> Foundation Trap Event. Profits of \$3,500 will be used to support student scholarships. Thank you to nine area sponsors, including Chuck Spargo for his contribution and support.
3. Ms. Steckbauer reported the Foundation Board will begin is Strategic Planning Process in October. The Foundation Board will also approve recently completed audit reports during their October meeting.
4. Ms. Steckbauer announced the Foundation was a recipient of the Constellation Energy Grant for collaborative renewable energy focused work in our district over the last four years. Mid-State will again submit for this grant.
5. Ms. Steckbauer continues to make progress on securing businesses and students for Sponsor-a-Scholar opportunities. Presentations have been made at individual businesses, during Advisory Committee meetings, etc. Work will continue in this area.
6. Ms. Steckbauer reported the Foundation Assistant position has been filled and an individual will begin in October.

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

1. Dr. Mondeik welcomed Mid-State Vice President of Finance Robb Fish and Mid-State Vice President of Workforce and Economic Development Dr. Bobbi Damrow to their first meeting. Each provided a brief overview of themselves, their work history and vision for moving their respective areas forward.
2. Dr. Mondeik noted that Mid-State's German Student/Faculty Exchange will begin October 1. Six students and one instructor will arrive from Max Eyth Schule and spend their 10-day exchange experiencing central Wisconsin and Mid-State Technical College.
3. Dr. Mondeik congratulated Marshfield Campus Student Success Counselor Shawn Zee as she was recently chosen to receive the Wisconsin Academic Advising Association Advising Excellence Award. Two individuals are presented this award annually.
4. Dr. Mondeik attended the WTCS Board meeting last week where Mid-State's concept review was approved for Hospitality Management and Medical Lab Technician. Additional steps will be taken to finalize both programs. In addition, Mid-State's IT Software Developer Apprenticeship Program (a first in the state) was approved. Facilities projects for Lakeland University and Workforce & Economic Development were approved. Mid-State's student ambassador video was presented to the System Board during their meeting.

## OFFICIAL PROCEEDINGS

September 18, 2017

Page 4

8. Dr. Mondeik reported the Presidents Association met and discussed a system grant opportunity as well as a Memorandum of Understanding surrounding Credit for Prior Learning and transferability throughout the WTCS. In addition to the presidents meeting, the Incarcerated Individuals Task Force met to discuss opportunities for creating credentials for those in local corrections facilities.

9. Dr. Mondeik reported the Wisconsin Indianhead, Lakeshore and Mid-State (WILM) consortium has continued discussed on operational agreements and college goals. This year the group will continue to analyze needs and outcomes to ensure the value of the consortium is maximized.

10. Dr. Mondeik announced she looks forward to traveling to ACCT with Board members as well as spending professional development time together during the Board Advance. The Advance will focus on Strategic Plan, Key Results and a dashboard.

11. Dr. Mondeik reported conversation regarding Foxconn has occurred at the state level. Mid-State as well as other WTCS schools will continue to serve and work with any business new to or existing in Wisconsin. Once needs are determined, colleges will work to ensure employment needs are met.

### **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. ESTIMATED PROPERTY VALUES AND TAX RATES – Property values by county were released in August, however, values for school and technical college districts will not be released by the Department of Revenue until late September. A preliminary estimate by the WTCS Office indicates that Mid-State's total property valuation will increase approximately 3.8%. The college will certify its levy in October.

b. STATUS OF THE FY17 INDEPENDENT FINANCIAL AUDIT – Mr. Spargo reported audit work continues. Additional field work will be completed in September. A final audit report will be shared in November.

c. FTE PROJECTION – Mr. Spargo reported the committee discussed the financial impact of a projected FTE decrease in FY18 over FY17. Additional information related to FTE and what the college is doing to reverse this trend will be shared at the Board Advance.

d. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

### **X. ACADEMIC & HUMAN RESOURCES COMMITTEE**

OFFICIAL PROCEEDINGS

September 18, 2017

Page 5

1. Academic & Human Resources Committee Chairperson Lynneia Miller reported the committee had no consent agenda items this month.
2. The following items were presented for informational purposes only:
  - a. **TEXTBOOK COST REDUCTION** – Ms. Miller reported textbook costs are on the rise for college students; Mid-State is taking steps to reduce the impact of this trend for both students and instructors. The college is piloting programs that will provide greater online resources for students or direct pricing options that provide a cost savings. Rental options are available for students and workshops are being held for faculty to highlight options for fiscally responsible book attainment by students.
  - b. **DISTRICT MUTAL INSURANCE GRANT OPPORTUNITY** – Ms. Miller reported the college submitted grant proposals to Districts Mutual Insurance focused on safety and security. Last year the college was awarded \$30,000 to increase signage at the Marshfield and Stevens Point Campus. This year’s grant proposals centered on technology to increase cell coverage on the Wisconsin Rapids Campus and internal signage that will mirror that already completed in Marshfield and Stevens Point.
  - c. **EMERGENCY RESPONSE CENTER** – Ms. Miller reported the need for an off-site Emergency Response Center in the event Mid-State is unable to utilize our building due to an emergency. Conversation is occurring in each community to identify a location and create a Memorandum of Understanding with each entity for use. In Wisconsin Rapids, the Village of Biron has been approached about use of their Municipal Building.

**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 and discussed the Lakeland University and Workforce and Economic Development Remodel Project. Three bids were received with Eagle Construction being the lowest qualified bidder. The bid amount was within budget for this project. Work will begin in October.

Motion by Mr. Beaver, seconded by Dr. Greb, upon a roll call vote, unanimously approved Eagle Construction in the amount of \$409,875 for the Lakeland University and Workforce and Economic Development Remodel Project on the Wisconsin Rapids Campus with alternates.

3. Mr. Beaver reported the committee reviewed and discussed Mid-State’s annual procurement report. This report identifies businesses for which Mid-State utilizes and accumulates over \$50,000 annually. The committee reviewed three businesses and discussed the accumulation of over \$50,000 for each.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the Annual Procurement Report as presented and request it be provided to the WTCS Board for review.

4. The following items were presented for informational purposes only:
  - a. ENROLLMENT REPORTS – Mr. Beaver highlighted Mid-State’s enrollment report noting that the college is currently 8% down in FTEs over last year. The committee discussed and evaluated program specific data as well as campus and school data. The college is focused on generating additional FTEs through exploration of areas of opportunity and additional information will be shared with the full board during the Advance.
  - b. GRADUATE FOLLOW-UP SURVEY – Mr. Beaver reported 98% of Mid-State graduates responding to the survey indicate they are satisfied or very satisfied with the education they received at Mid-State. 83% of those responding were employed in a field related to that from which they graduated. Reasons people attend Mid-State were highlighted.

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

1. MID-STATE TECHNICAL COLLEGE AND MID-STATE FOUNDATION MEMORANDUM OF UNDERSTANDING – Mr. Hoerter reported the committee discussed a Memorandum of Understanding (MOU) between the College and College Foundation. The purpose of the MOU is to memorialize and continue the relationship the two organizations have in serving students. Approval of the MOU was requested.

Motion by Ms. Bruski Mallek, seconded by Mr. Beaver, upon a roll call vote, unanimously approved a Memorandum of Understanding with the Mid-State Technical College Foundation.

2. APPRENTICESHIP SNAPSHOT – Mr. Hoerter reported the Board heard about several exciting events surrounding apprenticeship at Mid-State. Enrollment in apprenticeship has steadily increased at the college especially as the construction and manufacturing sectors have rebounded. Mid-State currently offers the instruction portion of apprenticeship programs in partnership with the Bureau of Apprenticeship Standards in trades such as plumbing, electrician, ironwork, millwright and steamfitter. Mid-State has a unique apprenticeship (only one in the state) - Meter Technician – serving individuals employed with utilities across Wisconsin and the Mid-West. Mid-State was also just granted approval for the IT-Software Developer Apprenticeship – also a first in Wisconsin.

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

1. MID-STATE 2017 STUDENT AMBASSADOR – Mid-State Technical College Business Management and Accounting Student Brandon Roberson has been named Mid-State’s 2017 District Student Ambassador. Mr. Roberson joined the Board to provide an overview of his experiences thus far serving as Mid-State’s ambassador as well as answer questions.

## **XIV. ADJOURNMENT**

OFFICIAL PROCEEDINGS

September 18, 2017

Page 7

The next meeting of the Mid-State Technical College Board will be on Monday, October 16, 2017 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., unless otherwise announced, Committee-of-the-Whole will meet at 5:00 p.m. and the regular meeting will begin at 5:20 p.m..

There being no action or further business, the Board meeting adjourned at 6:28 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