

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids

October 16, 2017

I. ROLL CALL

Board Chairperson Justin Hoerter called the meeting to order at 5:20 p.m.

Roll call was as follows:

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

EXCUSED: Richard Merdan

OTHERS: Dr. Bobbi Damrow, Robb Fish, Mike Grambow, Heather Grys-Luecht, Dr. Sandy Kiddoo, Dr. Mandy Lang, Ray McLemore, Richard O'Sullivan, Brad Russell, Matt Schneider, Dr. Deb Stencil, Kolina Stieber, and 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. Bruski Mallek, upon a voice vote, unanimously approved the minutes from the board meeting held September 18, 2017 as presented.

V. CONSENT AGENDA

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

1. The district's bills for the month of September 2017 were presented in Exhibit B. These bills totaled \$2,382,303.96 of which \$2,090,653.58 represents operational expenditures and \$291,650.38 represents capital expenditures.

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The district's payroll for the month of September totaled \$1,899,529.57 plus \$22,404.36 for travel and miscellaneous reimbursements and \$614,212.92 in fringe benefits. The district's bills and payroll totaled \$4,918,450.81.

2. Entered into the following contracted service agreements:

| <u>Agreement #</u> | <u>Contracted With</u> | <u>Amount</u> |
|--------------------|-----------------------------------|---------------|
| 146406 | Crystal Fountains Assisted Living | \$ 800.00 |

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 and announced Mr. Merdan asked to be excused.

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. Mr. Beaver, Ms. Bruski Mallek, Ms. Miller, Mr. Spargo and Dr. Mondeik plan to attend.

3. Mr. Hoerter reported the ACCT Leadership Congress was held in Las Vegas September 24-28. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan, Ms. Miller, Ms. Ose and Dr. Mondeik attended. Mid-State presented "It Takes a Village" on Wednesday morning of Congress. Those attending provided an overview of sessions attended and items of interest from the national education landscape.

4. Mr. Hoerter reported the Fall Board Advance was held October 12. Members remarked the discussion throughout the Advance was positive and provided a clear direction for Mid-State going forward.

5. Mr. Hoerter announced Mid-State will hold its fall graduation ceremonies on Thursday, December 21 in Marshfield, Stevens Point and Wisconsin Rapids. Board members were sought for the Board Member Address at each ceremony.

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, November 20 at the Stevens Point 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

1. Foundation and Alumni Liaison Betty Bruski Mallek reported the Foundation is nearly ready to release scholarship applications. An October 30 due date is targeted.

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2. Ms. Bruski Mallek reported the 2nd Foundation Trap Event netted \$4,200 to benefit students and scholarships.
3. Ms. Bruski Mallek reported the Memorandum of Understanding between Mid-State Technical College and the Mid-State Foundation will be complete on October 24 following signatures from Foundation Officers.
4. Ms. Bruski Mallek reported the Foundation Board will begin its Strategic Planning Process October 24.
5. Ms. Bruski Mallek announced the Foundation will submit a grant proposal for \$50,000 focused on providing a charging station for electric cars at the Stevens Point Campus. This is a Constellation Energy Grant proposal for 2018.
6. Ms. Bruski Mallek announced Morgan Anderson will join the Mid-State Foundation as an Administrative Assistant on October 24. Welcome Ms. Anderson.

VIII. PRESIDENT'S REPORT

1. Dr. Mondeik welcomed Mid-State Executive Dean Dr. Deb Stencil and Ray McLemore to their first meeting and announced Dr. Karen Brzezinski will join Mid-State on November 13 as the Vice President, Human Resources & Organizational Development.
2. Dr. Mondeik reported the WILM Consortium will hold its annual meeting in Mid-State's Wisconsin Rapids Campus next week. The group will continue to discuss the direction of the consortium.
3. Dr. Mondeik announced Mid-State has been asked to host the WTCS National Ag Day Event in 2018. This opportunity will allow Mid-State to profile ag programs and industry partners in the district. More details will be shared as finalized.
4. Dr. Mondeik reported the Presidents Association will meet later in the week. One agenda topic will be the proposed reorganization of the University of Wisconsin two year colleges.

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 end-of-year closing entries and audit work which require amendments to the college's 2016-17 (FY17) budget were discussed. Amendments are required prior to finalizing the annual audit.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote unanimously approved the following 2016-17 Budget Amendment:

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WHEREAS, the 2016-17 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 20, 2016, was amended on May 15, 2017, 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 modification of federal or state grants; the redistribution of salaries and wages; the reallocation of expenses within departments and functions; and funding of an OPEB trust; and

WHEREAS, the Capital Projects budget was adjusted to reallocate capital budgets within departments and functions; and

WHEREAS, the Enterprise budget was adjusted to reflect additional bookstore expenses; and

WHEREAS, the Internal Service Fund budget was adjusted to accommodate self-funded insurance costs; and

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

| FUND | FUNCTION RESOURCE | APPROPRIATION CHANGE | MODIFIED APPROPRIATION |
|------------------|--------------------------|-----------------------------|-------------------------------|
| General | Instruction | \$200,518 | \$18,187,287 |
| General | Instructional Resources | \$25,704 | \$1,219,272 |
| General | Student Services | \$567 | \$4,017,092 |
| General | General Institutional | \$4,975,121 | \$11,330,552 |
| Capital Projects | Instruction | \$61,000 | \$1,299,696 |
| Capital Projects | Student Services | (\$5,000) | \$620,000 |
| Capital Projects | General Institutional | (\$42,756) | \$993,449 |
| Enterprise | Auxiliary Services | \$130,096 | \$1,355,720 |
| Internal Service | Auxiliary Services | \$1,053,728 | \$5,938,000 |

BE IT FURTHER RESOLVED that these budget modifications comply with the district board's policy; 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. Mr. Spargo reported that prior to October 31, the Mid-State Board is required to certify their tax levy for the current fiscal year and notify 97 municipalities of their proportionate share of Mid-State's total levy. Mr. Spargo highlighted tax levy information, Mid-State's mill rate and district property values.

Motion by Mr. Spargo, seconded by Mr. Beaver, upon a roll call vote, unanimously approved the following 2017-18 Tax Levy Certification Resolution:

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BE IT RESOLVED that the Mid-State Technical College Board authorized a \$11,528,759 property tax levy for fiscal year 2017-18, representing an overall mill rate of \$0.88778 on \$12,986,045,952 of equalized valuation within the boundaries of the Mid-State Technical College District.

BE IT FURTHER RESOLVED that this levy be made up of \$6,637,161 in operational levy representing an operational mill rate of \$0.51110 and \$4,891,598 in debt service representing a debt service mill rate of \$0.37668.

BE IT FURTHER RESOLVED that administration apportion this levy based on the certified equalized property values for its 97 municipalities and notify them of their apportionment in accordance with state statutes.

5. The following items were presented for informational purposes only:
 - a. 2016-17 FINANCIAL AUDIT UPDATE – Mr. Spargo reported audit work is progressing. No material audit findings have been identified to date. Audited financial statements are tentatively scheduled to be presented by Schenck during the November 2017 meeting.
 - b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

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. ASSESSMENT ACTIVITY UPDATE – Ms. Miller reported a cross functional team will facilitate the assessment of career specific skills to maximize student success. The team has deployed a survey assessing employability skills of district employers. The team will continue to develop and implement guidelines for evaluation of student learning, provide professional development for faculty on assessment topics, maintain resource materials and provide mentoring to faculty among other things.
 - b. BIO-METRIC/HRA UPDATE – Ms. Miller reported the college experienced a 70% participation rate in this year's annual bio-metric/HRA screenings. Of those conditions noted last year as out of range, 30 have migrated to a healthier state this year. An estimated net cost avoidance of \$70,200 was realized.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. Facilities & External Relations Committee Chairperson Robert Beaver reported that the committee had no Consent Agenda items.

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2. Mr. Beaver reported the committee reviewed and discussed expansion of the student study away program at Mid-State. A new opportunity, a trip to Japan, was discussed during the August Board meeting. International travel approval was requested for Marketing & Business Management Instructor Jon Steele.

Motion by Mr. Beaver, seconded by Dr. Greb upon a roll call vote, unanimously approved international travel to Japan for Marketing & Business Management Instructor Jon Steele as part of Mid-State's student study away program.

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

- a. SUMMER PROJECT UPDATE – Mr. Beaver highlighted Mid-State's summer facilities projects that were either completed or started over the summer. Construction projects carried over from the summer were highlighted and discussed. All are progressing as planned.
- b. STUDENT DEFAULT RATES – Mr. Beaver reported the committee discussed Mid-State's latest student loan default rates from the Department of Education. Mid-State's rate decreased to 17.9% from last year's 20% rate. Mid-State will continue to watch for advancement of "on the hook" legislation that could have a negative impact on financial aid and student default rates.

XII. COMMITTEE-OF-THE-WHOLE

1. EDUCATIONAL MASTER PLAN MARKETING CAMPAIGN – Mr. Hoerter reported the Board was provided an overview of activities as a result of the Educational Master Plan Marketing Campaign. A new commercial was shared along with enhanced photography and social media advertisement.

2. COLLEGE DIRECTION – Mr. Hoerter reported the Board discussed proposed changes to Mid-State's 2018-2020 Strategic Directions. To better align with Mid-State's Key Results and Strategic Plan, Strategic Directions will be January 1, 2018 through June 30, 2020.

Motion by Mr. Beaver, seconded by Mr. Spargo, upon a voice vote, unanimously approved the following 2018-2020 Mid-State Technical College Strategic Directions.

Through the pursuit of excellence and continuous improvement the college will...

- Provide responsive, flexible, high quality education to foster student achievement through career pathways and life-long learning to the communities we serve.
- Deliver dynamic, innovative solutions to provide a skilled workforce and enhance economic viability within the district as a community partner.
- Strengthen K-12 partnerships to maximize student access and student success.

XIII. DISCUSSION AND ACTION ITEM

1. CONNECTED EXPERIENCE – Mid-State Technical College Director of Information Technology Brad Russell provided an update to the Board on the progress of the Connected Experience, Mid-State's strategic technology plan. Mr. Russell highlighted changes to the infrastructure, licensing

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arrangements and end user enhancements. The college will continue piloting this technology to ensure all needs are met and evaluated.

2. MID-STATE CONTINUING EDUCATION – Mid-State Vice President of Workforce & Economic Development Dr. Bobbi Damrow provided an overview of continuing education offerings that are forthcoming for this year. The Workforce & Economic Development Division is operationalizing “something for everyone” in which there are two tracks of courses (professional and enrichment) available to district residents in a variety of topics. Discussion surrounding course topics, marketing of offerings and partnering with area businesses ensued.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, November 20, 2017 at the Stevens Point 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 6:19 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