

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids Campus

December 18, 2017

I. ROLL CALL

Board Chairperson Justin Hoerter called the meeting to order at 5:01 p.m.

Roll call was as follows:

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

EXCUSED: Dr. William Greb and Lynneia Miller

OTHERS: Dr. Karen Brzezinski, Maggie Coakley, Ed Crownhart, Dr. Bobbi Damrow, Jackie Esselman, Robb Fish, Al Javoroski, Dr. Sandy Kiddoo, Dr. Mandy Lang, Mandy Mayek, Matt McCall, Ray McLemore, Lance Pliml, Jason Schenzel, Dr. Deb Stencil, Kolina Stieber, Mary Struthers, 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. Ose, upon a voice vote, unanimously approved the minutes from the board meeting held November 20, 2017 as presented.

V. CONSENT AGENDA

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

1. The district's bills for the month of November 2017 were presented in Exhibit B. These bills totaled \$1,164,015.85 of which \$735,695.74 represents operational expenditures and \$428,320.11 represents capital expenditures.

The district's payroll for the month of November totaled \$1,325,546.56 plus \$16,744.34 for travel and miscellaneous reimbursements and \$578,229.42 in fringe benefits. The district's bills and payroll totaled \$3,084,536.17.

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2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146411	Catalyst Paper	\$ 680.00
146412	Transport Refrigeration	\$ 670.00
146413	Wood County Human Services – Norwood	\$ 300.00
146414	Ocean Spray	\$ 1,120.00

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

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

VI. CHAIRPERSON’S REPORT

1. Mr. Hoerter welcomed Board members to the meeting and announced Dr. Greb and Ms. Miller asked to be excused.

2. Mr. Hoerter reported the Winter Boards Association meeting will be held January 25-27, 2018 in Eau Claire. Mr. Beaver, Ms. Bruski Mallek, Dr. Greb, Mr. Merdan and Dr. Mondeik plan to attend. If interested in attending, please make arrangements with Ms. Susa.

3. Mr. Hoerter reported the ACCT National Legislative Summit will be held February 11-14 in Washington D.C. Anyone interested in attending should contact Ms. Susa to ensure proper arrangements are made.

4. Mr. Hoerter announced Board members would receive an electronic survey regarding availability for a Spring Board Advance.

5. Mr. Hoerter requested Board members mark their calendars: March 19, 2018 Board meeting will be held at the Adams County Center.

6. The next Mid-State Board of Directors meeting will be held on Monday, January 15 at the Marshfield 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 awarding spring new and continuing student scholarships as well as finalizing the release (January 8, 2018) of the new scholarship management software for high school applications.

2. Ms. Bruski Mallek reported Foundation Strategic Planning is progressing. Workgroups have assisted in establishing goals, a timeline and dashboard; the Foundation Board will approve during their January meeting.

3. Ms. Bruski Mallek announced the Annual Appeal is underway and provided totals as of December 13, 2017 compared to December 13, 2016. Total donations have increased along with donors. A breakout of categories of donors was provided.

VIII. PRESIDENT’S REPORT

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1. Dr. Mondeik reported Mid-State participated in four community parades across the district. Over 45 employees, family members and students participated. This district wide endeavor provided great exposure for the college.
2. Dr. Mondeik highlighted recent events held at Mid-State and provided a snapshot of the conversation held during these events. Events included; Community Conversation, Cuts for Kids, Phi Theta Kappa, Business Education Alliance and student club activities.
3. Dr. Mondeik reported that based on conversation from the Board advance and following a review of past employee feedback and participation, the college will host an Employee Winter Celebration during lunch on Thursday, December 21. The event will be catered and all employees and board members are invited to attend. A future event will be planned by a cross functional group of employee volunteers.
4. Dr. Mondeik reported that Mid-State and Northcentral Technical Colleges met with University of Wisconsin – Stevens Point leadership to discuss working together in the future and navigating upcoming changes.
5. Dr. Mondeik reported she and Vice President of Workforce & Economic Development Dr. Bobbi Damrow attended the Future Wisconsin Summit. Summit topics included FoxConn, meeting workforce challenges and the marketing/branding of Wisconsin.

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. REVIEW OF 2016-17 FOUNDATION AUDITED FINANCIAL STATEMENTS – Mr. Spargo reported the committee reviewed the Foundation Audited Financial Statements as required by the Memorandum of Understanding. The audit was sound and clean. Due to small size, deficiencies in internal controls was addressed and better segregation of duties is already in place.
 - b. 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 Lynneia Miller, Peggy Ose reported the committee had no consent agenda items this month.
2. The following items were presented for informational purposes only:
 - a. CUTS 4 KIDS EVENT – Ms. Ose reported the college hosted Cuts 4 Kids on December 5. The community event brought in over 200 kids, an increase from last year, for free haircuts. Those in attendance received a meal, hands-on activities, a visit from santa and hosted community organizations. Over 350 people attended total.

- b. MOU FOR EMERGENCY RESPONSE CENTER – Ms. Ose reported Mid-State Technical College’s Wisconsin Rapids Campus has finalized a Memorandum of Understanding with the Village of Biron for use of the Biron Municipal Building in the event of a disaster where our Wisconsin Rapids Campus is unusable. Mid-State’s Adams Center, Marshfield Campus and Stevens Point Campus are working to secure an emergency response center in their community for the same purpose.
- c. DMI SECURITY GRANT – Mid-State received a \$18,000 grant from DMI to cover the cost of interior door signage at the Wisconsin Rapids Campus similar to what was previously done in Stevens Point and Marshfield. This door signage is used to identify room locations in the event of an emergency allowing for emergency personnel to be more prepared and accurate in their location response.
- d. OCR COMPLIANCE – An OCR complaint was received by most technical colleges earlier this year, including Mid-State. The complaint was in regards to website accessibility to those with disabilities. Mid-State is working to ensure voice over access is available as well as checking readability within current content.

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 the request for IT Networking Phase II Project approval and request for WTCS Board approval. The Board had previously heard about this project as Mid-State works to move IT programming to a more visible and accessible location on the Wisconsin Rapids Campus. Project cost is approximately \$650,000 in FY18.

Motion by Mr. Beaver, seconded by Mr. Spargo, upon a roll call vote, unanimously approved the following Resolution For The IT Networking Phase II Project At The Wisconsin Rapids Campus:

WHEREAS, the existing IT Networking and Software Development laboratories were in need of modernization and remodeling; and

WHEREAS, it was decided to displace these laboratories to complete the second floor administrative centralization project with the intent of creating modernized, state of the art laboratories in a higher profile area of the college, the IT Networking Phase II project is necessary. This project will complete the stopgap measures to keep this program accessible to students, and create modernized, state of the art and highly visible classrooms and laboratories for this program’s students.

BE IT FURTHER RESOLVED that the Mid-State Technical College Board will use \$652,500 in General Obligation Notes intended for facility construction on the Wisconsin Rapids; and

BE IT FURTHER RESOLVED that the borrowing and use of debt proceeds were included in the FY18 capital budget.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College Board approves the construction of an approximately 6,045 square foot IT Networking Phase II remodel located on the Wisconsin Rapids Campus and requests Wisconsin Technical College System Board approval during their January 2018 meeting.

2. The following items were presented for informational purposes only:
 - a. COMMUNITY FACILITIES USAGE – Mr. Beaver indicated this information would be presented in January as Director of Facilities and Procurement Matt Schneider was unable to present the information this evening.
 - b. COMMUNITY CONVERSATIONS WORKSHOP – Mr. Beaver reported High School Outreach Coordinator Jackie Esselman joined the committee to present on the Community Conversation Workshop held November 30. Over 35 participants attended representing K-12 and community partners. The workshop received positive feedback from attendees.

XII. COMMITTEE-OF-THE-WHOLE

1. No Committee-of-the-Whole meeting was held.

XIII. DISCUSSION AND ACTION ITEM

1. APPRENTICESHIP UPDATE – Vice President of Workforce & Economic Development Dr. Bobbi Damrow and Apprenticeship & Work-Based Learning Coordinator Mandy Mayek provided an overview of Mid-State Apprenticeship Programs. Brief highlights of each program were provided, including, number of students, locations, and new apprenticeship opportunities.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, January 15, 2018 at the Marshfield 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 5:43 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