

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Marshfield Campus

January 15, 2018

I. ROLL CALL

Board Chairperson Justin Hoerter called the meeting to order at 5:16 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 (joined meeting by phone), Charles Spargo, and Dr. Shelly Mondeik

EXCUSED: Kristin Crass and Richard Merdan

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Brenda Dillenburg, Lea Ellis, Robb Fish, Dr. Sandy Kiddoo, Dr. Mandy Lang, Ray McLemore, 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 December 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 December 2017 were presented in Exhibit B. These bills totaled \$881,340.43 of which \$611,298.48 represents operational expenditures and \$270,041.95 represents capital expenditures.

The district's payroll for the month of December totaled \$1,336,448.01 plus \$15,603.81 for travel and miscellaneous reimbursements and \$583,632.36 in fringe benefits. The district's bills and payroll totaled \$2,817,024.61.

OFFICIAL PROCEEDINGS

January 15, 2018

Page 2

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146415	Wood County Head Start	\$ 600.00
146416	City of Wisconsin Rapids	\$ 1,030.00
146417	City of Stevens Point	\$ 1,030.00

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.

4. Approved the following Advisory Committee appointments: AUTOMOTIVE TECHNICIAN – Walter Leppen; DIESEL & HEAVY EQUIPMENT TECHNOLOGY – Randy Adamski and Walter Olson; HEALTH AND WELLNESS PROMOTION – Sarah Agena, Laura Cronan, Amber France and Amanda Handrahan; INDUSTRIAL MECHANICAL TECHNICIAN – Jim McDonnell; URBAN FORESTRY TECHNICIAN – Dave Johnson and Dave Scharfenberger.

VI. CHAIRPERSON'S REPORT

1. Mr. Hoerter welcomed Board members to the meeting and announced Ms. Crass and Mr. Merdan asked to be excused.

2. Mr. Hoerter asked everyone to observe and honor Martin Luther King, Jr. Day as he read about the life and work of Dr. King.

3. 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.

4. Mr. Hoerter reported the ACCT National Legislative Summit will be held February 11-14 in Washington D.C. Ms. Bruski Mallek, Mr. Merdan, Ms. Miller, Dr. Mondeik, Dr. Damrow and Mr. Fish plan to attend.

5. Mr. Hoerter announced Board members would receive an electronic survey regarding availability for a Spring Board Advance. Please watch your email for confirmation of the date selected.

6. Mr. Hoerter announced the 2018 Board Appointment process will begin in February when a letter is sent to County Board Chairpersons within the Mid-State District. The Appointment Committee will seek members for Employer, Employee and School District Administrator positions.

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

8. The next Mid-State Board of Directors meeting will be held on Monday, February 19 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

January 15, 2018

Page 3

1. Foundation and Alumni Liaison Betty Bruski Mallek reported the Foundation is awarding spring new and continuing student scholarships and has launched high school student scholarship applications. Applications are due February 26, 2018.
2. Ms. Bruski Mallek reported Foundation Strategic Planning is progressing. Workgroups have assisted in establishing goals, a timeline and dashboard.
3. Ms. Bruski Mallek announced the Annual Appeal is underway and provided totals as of January 10, 2018 compared to the same data in 2017. Total donations have increased. A breakout of categories of donors was provided.
4. Ms. Bruski Mallek informed the Board the next Foundation Board meeting is January 24, 2018.

VIII. PRESIDENT'S REPORT

1. Dr. Mondeik expressed her pride in Mid-State following graduation ceremonies in December. Board and Executive Team members joined employee volunteers in Wisconsin Rapids, Stevens Point and Marshfield for the memorable events. She also recognized the Nursing Pinning Ceremony having happened just prior to graduation and providing a moving ceremony for nursing graduates.
2. Dr. Mondeik took feedback from staff and moved the annual evening holiday reception to a new day-time format for employees. Using technology all locations were "connected" during the lunch time event. Dr. Greb attended the Marshfield Campus event. Evaluation of the event and planning for next year will begin shortly.
3. Dr. Mondeik recently presented during Marshfield Sunrise Rotary. She shared program and course offerings as well as an update on activity at the Marshfield Campus. She also reported Mid-State's Wisconsin Rapids Campus hosted the Heart of Wisconsin Leadership Group. The group had conversation regarding workforce and economic development efforts at the college and throughout the community.
4. Dr. Mondeik reported that faculty returned to campus earlier today from winter break. Monday begins spring semester. A recap of Mid-State's first Winterim session will be shared at a future date. Over 50 courses were offered generating 25 FTE (about 200 learners).
5. Dr. Mondeik reported the WTCS Board will meet next week with a legislative and budget seminar to follow. Executive Team members will participate in the legislative and budget seminar.
6. Dr. Mondeik reported the C3 (Collaborative College Connections) Conference will be held in early February. She will provide the keynote for the pre-conference Credit for Prior Learning session.

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. FY17-18 REVENUE AND EXPENSE FORECAST – Mr. Spargo reported the committee was provided an end-of-year forecast and indicated there is a budgeted use of additional fund equity that will be brought before the board prior to year-end.
- b. OPEB TRUST UPDATE – Mr. Spargo reported the committee received an update on the college’s OPEB Trust performance through December 2017. Funding OPEBs may be one use of additional fund equity at year-end.
- c. BUDGET DEVELOPMENT CALENDAR FOR FISCAL YEAR 2018-19 (FY19) – A budget development calendar was provided to all board members to outline the FY19 budget process.
- d. 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 reviewed their consent agenda items and had no questions or concerns.
2. The following items were presented for informational purposes only:
 - a. SPOTLIGHT ON ALLIED HEALTH – Ms. Miller reported Allied Health Associate Dean Lori Weigel provided the committee with an overview and highlights of Mid-State’s allied health programs. The School of Health is exploring expansion of the Medical Assistance program to Wisconsin Rapids, embedding programs as appropriate, and high demand programs.
 - b. ANNUAL LEGAL EXPENSE UPDATE – Ms. Miller presented annual legal expenses incurred and highlighted those areas/issues (employee issues, OCR website compliance, Foundation MOU, etc.) driving this years cost higher than years past. The college is on track for a less costly year.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. Facilities & External Relations Committee Chairperson Robert Beaver reported that the committee had no Consent Agenda items.
2. The following items were presented for informational purposes only:
 - a. COMMUNITY FACILITIES USAGE – Mr. Beaver reported college facilities are predominately used by non-profit groups in our communities. He also highlighted usage at each location. Workforce & Economic Development will transition to managing the college’s outside room reservation system and assessment of usage fees.
 - b. WTCS STUDENT SUCCESS CENTER – Mr. Beaver provided an overview of the WTCS Student Success Center (a student success initiative, not a brick and mortar building) and four goal areas of this organization. Technical colleges will continue to develop student centered pathways and increase student completion rates.

c. WEBSITE REDESIGN – Mr. Beaver described Mid-State’s marketing efforts supported by the website, indicating that the website is the number one way for people to find information about Mid-State. An update is typical every one to five years to ensure all target audiences have the information they need at their fingertips. An RFP process will be used to find a vendor who will produce a new website look with a July 31, 2018 go live date.

XII. COMMITTEE-OF-THE-WHOLE

1. WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION UPDATE – Wisconsin Technical College District Boards Association Executive Director Layla Merrifield joined the Board by phone to provide an update on recent legislative activity and an association update. The Boards Association will meet in Eau Claire next week and will also support those members traveling to Washington, D.C. for the ACCT Legislative Summit.

2. GRANTS UPDATE – Vice President of Academics Dr. Sandy Kiddoo and Vice President of Student Services Dr. Mandy Lang presented an overview of federal grant activities pertaining to students served through a variety of federal funding sources. The discussion focused on the benefits of federal funding to Mid-State students and was intended to also provide information for those traveling to Washington, D.C.

XIII. DISCUSSION AND ACTION ITEM

1. MARSHFIELD CAMPUS UPDATE – Marshfield Campus Dean Brenda Dillenburg provided highlights of student events and learning activities at the Marshfield Campus as well as provided an update on community happenings and Mid-State’s involvement.

2. MARSHFIELD STUDENT SERVICES AND INFORMATION CENTER – Dr. Lang and Ms. Dillenburg presented an overview of the recently completed Student Services and Information Center on the Marshfield Campus. The remodeled space aligns student floor with the Integrated Enrollment Model and ensures students have the resources they need to be successful. A tour was offered following adjournment of the board meeting.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, February 19, 2018 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 6:07 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