

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids Campus

February 19, 2018

**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 (joined meeting by phone), Betty Bruski Mallek, Kristin Crass, Dr. William Greb, Justin Hoerter, Richard Merdan, Lynneia Miller (joined meeting by phone) and Dr. Shelly Mondeik

EXCUSED: Peggy Ose and Charles Spargo

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, 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 convene to closed session immediately following the open session to discuss performance evaluation data of personnel. This closed session is being held in compliance with Chapter 19, Subchapter 19.85(c) of the Wisconsin Statutes. The Board may or may not reconvene to open session and may take action on items discussed in closed session

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the closed session as announced by Mr. Hoerter.

**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 Ms. Miller, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved the minutes from the board meeting held January 15, 2018 as presented.

**V. CONSENT AGENDA**

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

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1. The district's bills for the month of January 2018 were presented in Exhibit B. These bills totaled \$1,006,534.85 of which \$504,814.54 represents operational expenditures and \$501,720.31 represents capital expenditures.

The district's payroll for the month of January totaled \$1,251,449.51 plus \$18,702.81 for travel and miscellaneous reimbursements and \$822,134.73 in fringe benefits. The district's bills and payroll totaled \$3,098,821.90.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146418	Worzalla Publishing	\$ 1,000.00
146419	New Horizons Dental, LLC	\$ 720.00
146420	United Association Local 434	\$ 280.00
146421	Masonite Architectural	\$ 1,440.00

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 Ms. Ose and Mr. Spargo asked to be excused. He also noted that Mr. Beaver and Ms. Miller joined the meeting by phone.

2. Mr. Hoerter reported the Winter Boards Association meeting was held January 25-27, 2018 in Eau Claire. Ms. Bruski Mallek, Dr. Greb and Dr. Mondeik attended. Each shared about sessions and tours attended. Ms. Bruski Mallek informed Board members of the Spring Boards Association meeting occurring April 12-14 in Fennimore.

3. Mr. Hoerter reported the ACCT National Legislative Summit was held February 11-14 in Washington D.C. Ms. Bruski Mallek, Mr. Merdan, Ms. Miller, Dr. Mondeik, Dr. Damrow and Mr. Fish attended. Participants shared about sessions attended, legislative issues affecting technical colleges and visits to Capitol Hill.

4. Mr. Hoerter announced the Spring Boards Advance will be held Wednesday, April 4 in Stevens Point. Advance topics should be submitted to Dr. Mondeik or Ms. Susa. A draft agenda will be shared in March.

5. The next Mid-State Board of Directors meeting will be held on Monday, March 19 at the Adams County Center. 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 announced the deadline for high school student scholarship applications was extended to March 5.

2. Ms. Bruski Mallek reported Foundation Strategic Planning has produced a new Mission, Vision and goals, effective through June 2020. Committees have been formed to develop action steps for each of the four goals and will present action steps at the April Foundation Board meeting for finalization.

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**Mission:** The Foundation provides financial resources to students and supports Mid-State Technical College and its teaching and learning communities through the generosity of donors.

**Vision:** The Foundation strives to financially assist Mid-State students, and support its teaching and learning communities.

3. Ms. Bruski Mallek announced the Employee Giving Campaign is underway. Currently, the campaign has generated \$5,000 additional dollars over last year and includes nearly 150 of the college's 210 full time employees. Dr. Mondeik added that this is the 15<sup>th</sup> year of the Employee Giving Campaign of which all funds raised directly fund student scholarships and emergency grant programs that help students succeed.

**VIII. PRESIDENT'S REPORT**

1. Dr. Mondeik reported that Mid-State's Stevens Point Campus hosted the North Central Wisconsin Workforce Development Board (NCWWDB) on February 8. Dr. Mondeik provided an update on happenings at the college. She noted that Dr. Damrow will begin serving on the NCWWDB July 1, 2018.

2. Dr. Mondeik took feedback from staff and moved the annual evening holiday reception to a new day-time format for employees. Evaluation of the event and planning for next year has begun.

3. Dr. Mondeik convened a group of employees to discuss Mid-State's graduation. A Graduation Committee has been formed and will be determining a format and location for next year's celebration. Initial planning has indicated that there is a preference for a Sunday afternoon ceremony in December and in May. Additional details will be forthcoming.

4. Dr. Mondeik highlighted recent business/community partner meetings, a presentation to a Teen Leadership Group visiting Mid-State's Wisconsin Rapids Campus and upcoming involvement in K-12 school activities.

5. Dr. Mondeik highlighted her January 31 Credit for Prior Learning Keynote Address during the C3 (Collaborative College Connections) Conference in Wisconsin Dells. She thanked Executive Dean Dr. Deb Stencil and Manager of Institutional Effectiveness and Quality Beth Ellie for their support in putting the presentation together.

6. Dr. Mondeik reported the January 23 WTCS Board meeting was held in Madison. Dr. Mondeik along with Mid-State's Executive Leadership Team attended the meeting followed by participation in an afternoon Legislative Workshop. During the workshop, the WTCS budget development process was explained, Wisconsin Director of Legislative Fiscal Bureau Bob Lang highlighted the state budget process, the District Boards Association shared how to work with legislators and a Presidents Panel shared best practices.

7. Dr. Mondeik announced she has been asked to be one of two WTCS College Presidents to participate on a presidential panel at the upcoming Wisconsin Association for Career and Technical Education (WACTE) Professional Development Conference in Madison. The theme will be about the new world of partnerships and how they are created and maintained.

8. Dr. Mondeik updated the Board on recent legislation requiring the University of Wisconsin System and Technical College System to remit tuition for any student who was placed in foster care and meets application qualifications. This legislation may begin for the 2018-19 school year and creates a GPR state appropriation to reimburse institutions for the amount of tuition remitted.

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**IX. FINANCE & AUDIT COMMITTEE**

1. In place of Finance & Audit Committee Chairperson Charles Spargo, Betty Bruski Mallek asked Vice President of Finance and Facilities Robb Fish to provide the committee report out. The committee reviewed its Consent Agenda items and had no questions.
2. Mr. Fish reviewed the Treasurer's Report. There were no questions or concerns.
3. The following items were presented for informational purposes only:
  - a. SPECIAL FY19 BUDGET PRESENTATION FOR THE FINANCE & AUDIT COMMITTEE – Mr. Fish will connect with Finance & Audit Committee members to establish a date for the FY19 Budget Presentation. All Board members are invited to attend.
  - 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 reviewed had no consent agenda items this month.
2. The following items were presented for informational purposes only:
  - a. FACULTY IN-SERVICE – Ms. Miller reported faculty in-service was held January 17. A first time all employee band performed, Dr. Mondeik provided a fire-side chat addressing all faculty, predictive analytic tools were shared and technology demonstrations/testing was held in the afternoon. Evaluations indicate the day was very well received; scoring an average above four on a five point scale.
  - b. NATIONAL AG DAY – Ms. Miller reported Mid-State will be hosting National Ag Day for the Wisconsin Technical College System on March 15. The event will be held in Wisconsin Rapids and all Board members are invited to attend.

**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 Website Redesign RFP Results. Four proposals were received and assessed by an evaluation team. Based on capabilities, project plan and timeline, experience and cost a recommendation to award GreenLeaf Media was made. GreenLeaf Media provided a quote on a "not to exceed" basis that was inclusive of direct and indirect costs.

Motion by Mr. Beaver, seconded by Mr. Merdan, upon a roll call vote, unanimously awarded GreenLeaf Media the website restructure and redesign project for not to exceed \$75,000.

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

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- a. WINTERIM PROJECT RECAP – Mr. Beaver reported the committee reviewed college facilities projects completed over winter break. A summary of projects at each college location was provided.
- b. ENROLLMENT DATA – Mr. Beaver reported Vice President of Student Services Dr. Mandy Lang provided an overview of FTEs. Data by program, school and campus was highlighted. Compared to this time last year, Mid-State's headcount is up over 300 learners greatly due to winterim and efforts by the workforce and economic development division.

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

- 1. DASHBOARD – Mr. Hoerter reported Dr. Mondeik provided a mid-year dashboard for Board member review. The dashboard includes the five categories of organizational effectiveness, student success, employee engagement, K-12, and workforce and economic development. High points include course completion and job placement, which are both higher than the WTCS average. Focal areas moving forward include continued improvement in student retention and FTEs.

**XIII. DISCUSSION AND ACTION ITEM**

- 1. There was no Discussion & Action Item this month.

**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, March 19, 2018 at the Adams County Center. 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 moved to closed session at 6:04 p.m.

There being no action or further business as a result of the closed session, the Board meeting adjourned at 6:57 p.m. with a motion by Mr. Beaver, seconded by Ms. Crass, upon a voice vote.

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Peggy Ose, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary