

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids Campus

May 21, 2018

**I. ROLL CALL**

Board Chairperson Justin Hoerter called the meeting to order at 5:21 p.m.

Roll call was as follows:

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

EXCUSED: Dr. William Greb

OTHERS: Mike Berry, Dr. Bobbi Damrow, Robb Fish, Dr. Mandy Lang, Dakota Lockhart, Maddy Matthews, Ray McLemore, Matt Schneider, Amber Stancher, 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 evening.

**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. Bruski Mallek, seconded by Mr. Beaver, upon a voice vote, unanimously approved minutes from the board meeting held April 16, 2018 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 March 2018 were presented in Exhibit B. These bills totaled \$946,252.06 of which \$501,534.02 represents operational expenditures and \$444,718.04 represents capital expenditures.

The district's payroll for the month of April totaled \$1,334,442.36 plus \$12,580.69 for travel and miscellaneous reimbursements and \$624,375.89 in fringe benefits. The district's bills and payroll totaled \$2,917,651.00.

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2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146430	Heartsaver CPR/AED Adult/Child	\$ 569.50
146431	Heartsaver CPR/AED Adult	\$ 1,245.00
146432	Heartsaver First Aid/CPR/AED	\$ 1,030.00
146433	Heartcode BLS CPR – Skills Test	\$ 1,749.00
146434	Active Shooter	\$ 1,995.00
146435	Heartsaver First Aid/CPR/AED	\$ 2,290.00

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 Dr. Greb asked to be excused.

2. Mr. Hoerter announced the Summer Boards Association meeting will be held July 12-14 in Green Bay. The meeting will feature an in-service presentation on understanding college budgets. Anyone interested in attending should contact Ms. Susa so arrangements can be made.

3. Mr. Hoerter announced the 2018 ACCT Leadership Congress will be held October 24-27 in New York. Anyone interested in attending should contact Ms. Susa so proper arrangements can be made.

4. The next Mid-State Board of Directors meeting will be held on Monday, June 18 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**

1. Foundation and Alumni Liaison Betty Bruski Mallek announced 191 applications for new and continuing student scholarships have been received as of May 14. Deadline for application submission is June 29.

2. Ms. Bruski Mallek reported the Foundation Strategic Plan is progressing, Foundation Board members and staff participated in a professional development seminar and the Foundation continues work on online forms to ease user accessibility and use.

3. Ms. Bruski Mallek announced upcoming Foundation Events:

- 31<sup>st</sup> Annual Golf Outing – Tuesday, June 12, 2018 at SentryWorld
- 2018 Trapshoot Event – Friday, September 7, 2018 in Rome
- Fall Scholarship Reception – Thursday, September 13 at Wisconsin Rapids Campus
- Fall Golf Outing – Tuesday, September 18, 2018 at Sand Valley

**VIII. PRESIDENT’S REPORT**

1. Dr. Mondeik shared recent media coverage of Mid-State’s graduation celebration featuring the Rehberg family. The video coverage was shared nation-wide.

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2. Dr. Mondeik highlighted recent participation in community activities and meetings including Regional Economic Growth Initiative, Rotary, and community partner meetings.
3. Dr. Mondeik introduced two new programs launching this fall; Hospitality Management and IT Security Specialist. A Hospitality Launch Party was held bringing together hospitality community members, advisory committee and staff to receive feedback and celebrate.
4. To continue emphasis on increasing communication at the college, Dr. Mondeik hosted Campus Conversations for employees; over 100 employees participated. She will also host meetings for part-time faculty.
5. Dr. Mondeik reported Dr. Greb and Ms. Miller were reappointed to three-year terms at the recent WTCS Board meeting. Gordon Schalow was also approved to serve beginning July 1, 2018.
6. Dr. Mondeik highlighted the May 8 Presidents Association meeting. The group discussed Wisconsin Apprenticeships and celebrated district student ambassadors during the annual ambassador program.

**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 highlighted FY17-18 budget amendments that reflect the current budget document and the year-to-date budget modifications addressed in the Treasurer's Report each month. The amendments reflect changes to the General, Special Revenue- Operational, Capital Projects, Debt Service, and Internal Service Funds. The Finance & Audit Committee reviewed all amendments as well as Exhibit F.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Notice of 2017-18 Budget Amendment resolution:

WHEREAS, the 2017-18 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 19, 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 addition of or modification of federal or state grants; the redistribution of salaries and wages; new staff hires; the reallocation of expenses within departments and functions; and

WHEREAS, the Special Revenue - Operational Fund budget was adjusted to accommodate: the expansion of continuing education and community enrichment classes; new staff hires; the reallocation of expenses within departments and functions; and

WHEREAS, the Capital Projects budget was adjusted to reallocate capital budgets within departments and functions to facilitate a number of priority purchases; and to reflect current year projects' estimates; and to modify and add private and federal grants; and

WHEREAS, the Debt Service Fund budget was adjusted to accommodate: the payment of debt; and

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2017-18 budgetary revisions:

FUND	FUNCTION RESOURCE	APPROPRIATION CHANGE	MODIFIED APPROPRIATION
General	Instruction	(\$76,721)	\$18,056,642
General	Instructional Resource	\$78,306	\$1,208,327
General	Student Services	\$456,555	\$3,944,302
General	General Institutional	(\$222,907)	\$5,921,585
General	Physical Plant	\$69,211	\$2,105,086
Special Revenue – Operation	Instruction	\$194,420	\$1,147,720
Special Revenue – Operation	Physical Plant	\$4,000	\$4,000
Capital Projects	Instruction	\$43,100	\$5,439,754
Capital Projects	Instructional Resource	(\$6,000)	\$411,507
Capital Projects	General Institutional	\$6,000	\$383,570
Capital Projects	Physical Plant	\$18,000	\$3,341,800
Debt Service	Physical Plant	\$260,000	\$5,153,410

BE IT FURTHER RESOLVED that these budget modifications comply with the district board’s policy; and

BE IT FURTHER RESOLVED that the 2017-18 amended budget be used as the official comparison to the proposed 2017-18 budget; 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. The following items were presented for informational purposes only:
  - a. 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. ADVISORY COMMITTEE APPROVAL – Ms. Miller reported the committee reviewed options for review and approval of Mid-State Advisory Committees. Each year, in July and January, the Board will be provided a report of Advisory Committees that includes terms, location, district representation, etc. The Vice President of Academics will use a set of criteria to select members to serve. This is the first step in the revitalization of Mid-State Advisory Committees and our connections in our communities.

Motion by Mr. Spargo, seconded by Mr. Beaver, upon a voice vote, unanimously approved the Vice President of Academics as leader of Mid-State Advisory Committee member selection and a twice-a-year report to the Board on the same topic.

3. The following items were presented for informational purposes only:
  - a. WLDI – Ms. Miller reported the college has participated in Wisconsin Leadership Development Institute (WLDI) since its inception in 1995. This year, Academic Advising Manager Alex Lendved is participating and will graduate soon. Next year, Mid-State will support participation by School of Health Dean Dr. Colleen Kane and Apprenticeship & Work-Based Learning Coordinator Mandy Mayek.

## **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. WTCS FACILITIES MEETING RECAP – Mr. Beaver reported on the recent WTCS facilities directors meeting that was held at Mid-State. From the 16 technical colleges, WTCS Office and Districts Mutual Insurance, 35 individuals came together for professional development and discussion pertinent to the function of facilities management. The meeting included a tour of a local manufacturing facility.
  - b. INCOMING/OUTGOING FTES – Mr. Beaver highlighted incoming and outgoing FTES at Mid-State compared to other technical colleges as well as programs for which students are coming from outside the district or leaving the district for. Mid-State will continue to review program mix to ensure we are offering those programs that our district needs.
  - c. WORKFORCE ADVANCEMENT TRAINING GRANT UPDATE – Mr. Beaver reported the College was successful in receiving Workforce Advancement Training (WAT) Grant dollars to partner with business and industry to provide training. Mr. Beaver also highlighted a submission for FY19 WAT Grants that will serve 17 partners and 175 workers in our district.

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

1. RESOLUTION TO PUBLISH BUDGET SUMMARY AND NOTICE OF PUBLIC HEARING – Mr. Hoerter reported the Board received details of the proposed FY19 budget during a special Finance & Audit Committee meeting on May 2 and again during the May Board meeting. Vice President of Finance & Facilities Robb Fish provided a summary of budget changes and highlights. The June 18 Public Hearing will begin at 5:00 p.m.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Resolution to Publish the 2018-19 Budget:

BE IT HEREBY RESOLVED that authority be given to the administration of Mid-State Technical College to publish, at least fifteen days prior to the Public Hearing, the Budget Summary and Notice of Public Hearing for Mid-State Technical College for 2018-19, with an expenditure budget totaling \$55,403,399. The Public Hearing will be held on June 18 at 5:00 p.m.

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

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1. STUDENT AMBASSADOR – Mid-State Student Ambassador Dakota Lockhart joined the Board to share his perspective as a student and experience attending the recent WTCS State Ambassador Conference in Madison. Mr. Lockhart is a transfer student from the University of Wisconsin – Milwaukee and is in the Nursing Program.

2. SKILLS USA – Mid-State Machine Tool Instructor and Skills USA Advisor Mike Berry and Student Maddy Matthews provided the Board with an overview of the Skills USA competition held in Madison. Mr. Berry received the Skills USA Advisor of the Year Award this year in recognition of his dedication and work with Mid-State’s Skills USA Chapter. Ms. Matthews shared her journey through Skills USA and the benefits of being associated with the program through Mid-State.

**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, June 18, 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 6:25 p.m. with a motion by Mr. Beaver, 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