

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids Campus

June 18, 2018

PUBLIC HEARING

Board Chairperson Justin Hoerter called the Public Hearing to order at 5:01 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, Charles Spargo, and Dr. Shelly Mondeik

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Dr. Beth Ellie, Robb Fish, Dr. Mandy Lang, Ray McLemore, Brad Russell, Matt Schneider, Dr. Deb Stencil, Mary Struthers, and Angie Susa

Mr. Hoerter announced that Wisconsin Statutes require the Mid-State Board to publish the proposed budget and to hold a Public Hearing prior to formal adoption of a budget. The purpose of this Public Hearing is to receive input from the general public. A formal budget presentation has been made to the Mid-State Board and was accessible by the general public through the public access channel. Publication of the 2018-19 Budget Summary and notice of this Public Hearing has occurred in three community newspapers. A copy of the 2018-19 Budget Booklet, meeting WTCS requirements, is available upon request.

There being no comments from the audience, Vice President of Finance & Facilities Robb Fish highlighted the most significant changes encompassing the 2018-19 Budget.

With no questions or concerns from Board members, Mr. Beaver motioned to adjourn the Public Hearing, seconded by Ms. Bruski Mallek, at 5:05 p.m.

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, Richard Merdan, Lynneia Miller, Peggy Ose, Charles Spargo, and Dr. Shelly Mondeik

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Dr. Beth Ellie, Robb Fish, Dr. Mandy Lang, Ray McLemore, Brad Russell, Matt Schneider, Dr. Deb Stencil, Mary Struthers, and Angie Susa

II. MEETING NOTICE CERTIFICATION

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.

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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. Crass, upon a voice vote, unanimously approved minutes from the board meeting held May 21, 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 May 2018 were presented in Exhibit B. These bills totaled \$904,857.50 of which \$702,518.79 represents operational expenditures and \$202,068.71 represents capital expenditures.

The district’s payroll for the month of May totaled \$1,390,604.33 plus \$21,094.01 for travel and miscellaneous reimbursements and \$618,956.80 in fringe benefits. The district’s bills and payroll totaled \$2,935,242.64.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146436	HeartSaver First Aid/CPR/AED	\$ 3,450.00
146437	HeartSaver First Aid/CPR/AED	\$ 3,490.00
149118	Construction Fundamentals	\$ 4,270.00
146450	HeartSaver CPR/AED Adult/Child	\$ 539.00
146451	Multiple-Confirmatory Draw Initial and Update	\$ 7,931.04
149008	Multiple	\$ 8,111.27

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$58,237.00	CC&N	Information Technology
\$142,827.30	Paragon Development Systems	Information Technology

VI. CHAIRPERSON’S REPORT

1. Mr. Hoerter welcomed Board members to the meeting.

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. Representing Mid-State will be Robert Beaver, Betty Bruski Mallek, Kristin Crass, Lynneia Miller, Charles Spargo and Dr. Shelly Mondeik.

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.

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4. Mr. Hoerter announced the annual organizational meeting will be held Monday, July 9. Committee meetings will begin at 3:30 p.m.

5. Mr. Hoerter announced Peggy Ose, having served the Mid-State Board since July 2005, would no longer be serving. She served as an employer member representing Aspirus Riverview Hospital. On behalf of Mid-State Technical College and the Board of Directors, Ms. Ose was presented with a clock.

6. The next Mid-State Board of Directors meeting will be held on Monday, July 9 at the Wisconsin Rapids Campus. Committee meetings will be held at 3:30 p.m., Committee-of-the-Whole will begin at 4:00 and the regular meeting will begin at 4:20 p.m., unless otherwise announced.

VII. FOUNDATION BOARD LIAISON REPORT

1. Foundation and Alumni Liaison Betty Bruski Mallek reported the Foundation Golf Event was a success. Data points will be shared at the next meeting.

2. Ms. Bruski Mallek reported Foundation and College staff along with Foundation Board members attended a professional development opportunity earlier in the month. "Building a Five-Star Foundation" was presented.

VIII. PRESIDENT'S REPORT

1. Dr. Mondeik reported she has held meetings with part-time faculty over the past month to share the College's vision and direction, receive feedback and discuss college strengths and opportunities. Over 25 individuals have attended.

2. Dr. Mondeik highlighted a recent table top exercise focused on cyber security. The exercise was facilitated by Districts Mutual Insurance.

3. Dr. Mondeik reported the Presidents Association met in early June to discuss planning for the upcoming year. Dr. Mondeik will serve as the Presidents Association Secretary for FY19. She will continue serving on the Incarcerated Task Force as well as the Grants Liaison.

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 and noted that procurements were being approved for FY18 and FY19. There were no questions or concerns.

3. Mr. Spargo reported the proposed 2018-19 (FY19) budget had been received by the Finance & Audit Committee during a special meeting on May 2, and subsequently presented to the full Board on May 21. The Board authorized administration to publish the budget and provide notice of a Public Hearing. Publications occurred in all three community newspapers. An official budget booklet containing details was distributed. A Public Hearing took place before the meeting.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, unanimously approved the following 2018-19 Mid-State Technical College Budget Resolution:

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WHEREAS, Mid-State Technical College prepared a budget for the 2018-19 fiscal year, necessary to provide educational services to the citizens, industries and communities within the College's boundaries; and

WHEREAS, the outstanding indebtedness of the College, as of July 1, 2018, consists of \$28,470,000 in promissory notes and \$1,530,000 in general obligation bonds;

WHEREAS, the anticipated revenues for the 2018-19 budget consist of \$12,564,328 from Local Government, \$14,808,198 from State Aids, \$7,372,000 from Student Fees, \$8,349,129 from Institutional Sources, and \$6,257,913 from the Federal Government; and

WHEREAS, other funding sources for the 2018-19 budget consist of \$4,800,000 in proceeds from long-term debt; and

WHEREAS, the estimated retained earnings and fund balances as of July 1, 2018, consist of \$10,794,795 in the General Fund, \$471,945 in the Special Revenue Fund - Operational, \$5,338,740 in the Special Revenue Fund - Non-Aidable, \$534,043 in the Debt Service Fund, \$742,917 in the Capital Projects Fund, \$1,052,358 in the Enterprise Fund, and \$976,282 in the Internal Service Fund;

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the appropriations for the 2018-19 budget consisting of the following fund types and functions:

In the General Fund - \$17,737,028 for Instruction, \$1,070,844 for Instructional Resources, \$3,957,047 for Student Services, \$5,255,330 for General Institutional, and \$2,120,333 for Physical Plant;

In the Special Revenue Fund - Operational - \$885,067 for Instruction and \$2,000 for Physical Plant;

In the Special Revenue Fund - Non-Aidable - \$6,447,565 for Student Services and \$250,000 for General Institutional;

In the Capital Projects Fund - \$1,960,199 for Instruction, \$229,100 for Instructional Resources, \$396,000 for Student Services, \$583,128 for General Institutional, and \$2,209,500 for Physical Plant;

In the Debt Service Fund - \$5,980,245 for Physical Plant;

In the Enterprise Fund - \$1,250,096 for Auxiliary Services; and,

In the Internal Service Fund - \$5,069,917 for Auxiliary Services.

BE IT FURTHER RESOLVED that the approval includes any modifications to the 2018-19 budget resulting from public input during the Public Hearing, and formally endorsed by the board.

BE IT FURTHER RESOLVED that this 2018-19 budget be submitted, as approved, to the Wisconsin Technical College System Board prior to July 1, 2018, as required by State Statutes 38.12(5m).

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

- a. TIMETABLE FOR FUTURE CAPITAL FINANCING – Mr. Spargo reported the committee reviewed the timetable for capital financing. The schedule begins in July 2018 when an initial resolution will be presented for the proposed debt offering. Finance will continue to work through the timeline. FY19 will include one bond offering to minimize cost.
- 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. LAW ENFORCEMENT ACADEMY GRADUATION – Ms. Ose provided an overview of the May 23 Law Enforcement Academy graduation. The comprehensive 720 hour academy graduated its 25th class; 18 men and women who will now begin their law enforcement careers.
 - b. INTERNATIONAL STUDENT EXPERIENCE – JAPAN – Ms. Ose highlighted Mid-State's recent international travel opportunity for students. Led by Marketing and Business Instructor Jon Steele, participating students explored and learned about Japanese culture. Eight students participated along with three staff members.

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 announced WTCS Administrative Bulletin AB 04-02 authorizes District Boards to delegate authority to submit requests to the State Director for authorization to remit out-of-state-tuition for needy and worthy students. Currently, Vice President of Student Services Dr. Mandy Lang is Mid-State's delegate. Administration recommended adding Mid-State President Dr. Shelly Mondeik as a delegate for reporting authority.

Motion by Mr. Beaver, seconded by Dr. Greb, upon a roll call vote, unanimously approved Dr. Shelly Mondeik as a delegate for out-of-state tuition remission reporting.

3. Mr. Beaver noted that Mid-State must also annually report actual out-of-state tuition remission. During the 2017-18 academic year, no out-of-state tuition was remitted.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the FY18 out-of-state tuition remission annual summary.

4. Mr. Baver reported that Mid-State tuition remission delegates must also annual submit requests for out-of-state tuition. Mid-State Technical College will not request authority from the WTCS President to remit any out-of-state tuition for the 2018-19 academic year.

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Motion by Mr. Beaver, seconded by Dr. Greb, upon a roll call vote, unanimously approved that Mid-State will not request authority to remit any out-of-state tuition for the 2018-19 academic year.

5. Mr. Beaver reported the committee reviewed bid results for the L-Building Restroom Remodel Project. Three bids were received ranging from \$88,900 to \$92,000.

Motion by Mr. Beaver, seconded by Dr. Greb, upon a roll call vote, unanimously awarded contract to Eagle Construction in the amount of \$88,900 for the L-Building Restroom Remodel Project.

6. Mr. Beaver reported the committee reviewed bid results for the Marshfield Campus Restroom Remodel Project. Four bids were received ranging from \$104,600 to \$123,000.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously awarded contract to Findorff in the amount of \$104,600 for the Marshfield Campus Restroom Remodel Project.

7. Mr. Beaver reported the committee reviewed the bid results for the Wisconsin Rapids Cafeteria Remodel Project. Project bids ranged from \$84,390 to \$88,800.

Motion by Mr. Beaver, seconded by Ms. Miller, upon a roll call vote, unanimously awarded contract to Eagle Construction in the amount of \$84,390 for the Wisconsin Rapids Cafeteria Remodel Project.

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

- a. SUMMER FACILITIES PROJECTS – Mr. Beaver highlighted the various facilities projects occurring at Mid-State locations this summer. Multiple projects are underway with others beginning July 1.
- b. CAREER CRUISING AND INSPIRE – Mr. Beaver reported Vice President of Student Services Dr. Mandy Lang provided an overview and demonstration of Career Cruising and Inspire. Career Cruising and Inspire are used as a recruitment tool in partnership with K-12. Opportunities are many with this program and assists in removing barriers to student success.

XII. COMMITTEE-OF-THE-WHOLE

1. OUTCOMES BASED FUNDING – Mr. Hoerter reported the Board received an overview of Outcomes Based Funding from Vice President of Finance & Facilities Robb Fish. Outcomes Based Funding, established in 2015, ties state aid to performance. Funding is awarded based on ten criteria, seven of which are selected for evaluation by each college. Many criteria are based on three-year averages and enrollments, as such, the distribution of funds does not vary much from year to year. Mid-State submitted selections for 2018-19 and will be evaluating options for increased aid in 2019-2020.

XIII. DISCUSSION AND ACTION ITEM

1. INSTITUTIONAL ACCREDITATION UPDATE – Mid-State Interim Vice President of Academics Dr. Deb Stencil and Institutional Effectiveness & Quality Manager Dr. Beth Ellie provided an introduction to regional accreditation and the Higher Learning Commission, an overview of Mid-State's eight-year accreditation cycle and the status of Mid-State's current accreditation projects/change applications.

2. 60 FORWARD – Mid-State Vice President of Student Services Dr. Mandy Lang and Vice President of Workforce & Economic Development Dr. Bobbi Damrow provided an overview of the 60 Forward education attainment goal set by the Wisconsin Technical College System, the University of Wisconsin System and the Wisconsin Association of Independent Colleges and Universities as part of a Lumina Foundation Initiative. The goal is that by 2027, 60% of Wisconsin citizens aged 25-64 will hold some type of postsecondary credential. Mid-State is a leader college in two areas of student success.

XIV. CLOSED SESSION

Mr. Hoerter announced the Board would convene to closed session, pursuant to s. 19.85(1)(c) and/or (f), Wisconsin Statutes, as appropriate to discuss a confidential employment matter and related personnel information. The Board may take action in closed session, if necessary and appropriate.

Following the closed session, the Board will entertain a motion to reconvene in open session and will then take further action that is necessary and appropriate. Thereafter, the Board will entertain a motion to adjourn the meeting.

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

The Board moved into closed session at 6:30 p.m.

XV. ADJOURNMENT

The Board reconvened in open session at 6:51 p.m. There was no action or further business as a result of the closed session.

There being further business, the Board meeting adjourned at 6:52 p.m. with a motion by Mr. Beaver, upon a voice vote.

The next meeting of the Mid-State Technical College Board will be on Monday, July 9, 2018 at the Wisconsin Rapids Campus. Committees will meet at 3:30 p.m., unless otherwise announced, Committee-of-the-Whole will meet at 4:00 p.m. and the regular meeting will begin immediately following Committee-of-the-Whole.

, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary