

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids Campus

July 9, 2018

I. ROLL CALL

Board Chairperson Justin Hoerter called the meeting to order at 4:16 p.m.

Roll call was as follows:

PRESENT: Betty Bruski Mallek, Kristin Crass, Justin Hoerter, Lynneia Miller, Peggy Ose, Gordon Schalow, Charles Spargo, and Dr. Shelly Mondeik

EXCUSED: Robert Beaver, William Greb, Richard Merdan

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Robb Fish, Dr. Mandy Lang, Ray McLemore, Brad Russell, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, Kolina Stieber, 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.

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 Ms. Miller, upon a voice vote, unanimously approved minutes from the board meeting held June 18, 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 June 2018 were presented in Exhibit B. These bills totaled \$1,151,771.20 of which \$1,016,283.82 represents operational expenditures and \$135,487.38 represents capital expenditures.

The district's payroll for the month of June totaled \$1,369,719.58 plus \$21,784.05 for travel and miscellaneous reimbursements and \$622,232.42 in fringe benefits. The district's bills and payroll totaled \$3,165,507.25.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146394	Transcribed Credit Classes	\$ 29,020.24

OFFICIAL PROCEEDINGS

July 9, 2018

Page 2

146395	Transcribed Credit Classes	\$ 5,968.59
146396	Transcribed Credit Classes	\$ 22,913.74
146397	Transcribed Credit Classes	\$ 4,209.30
146398	Transcribed Credit Classes	\$ 34,134.09
146399	Transcribed Credit Classes	\$ 104,643.80
146400	Transcribed Credit Classes	\$ 30,871.91
146401	Transcribed Credit Classes	\$ 63,422.64
146402	Transcribed Credit Classes	\$ 155,334.53
146403	Transcribed Credit Classes	\$ 11,635.11
146404	Transcribed Credit Classes	\$ 139,945.81
146405	Transcribed Credit Classes	\$ 9,681.39
146453	Transcribed Credit Classes	\$ 1,262.79

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
No procurements require board action.		

VI. CHAIRPERSON'S REPORT

1. Mr. Hoerter welcomed Board members to the meeting. He introduced newly seated board member Gordon Schalow who began a three-year term. He also announced Mr. Beaver, Dr. Greb and Mr. Merdan 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. 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. Mr. Beaver, Ms. Bruski Mallek, Ms. Miller, Mr. Merdan, Dr. Mondeik and Dr. Damrow plan to attend. 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, August 20 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 Director Jill Steckbauer provided a report of Foundation activities to the Board. Scholarship applications are being received; reviews will be completed by July 20 with awarding in August. A scholarship reception will be held September 13 at 6:00 p.m. in the Gymnasium on the Wisconsin Rapids Campus.

2. Ms. Steckbauer provided an update on quarterly Foundation committee meetings. A dashboard will be compiled for ongoing board review. Foundation Executive Committee approved addition of the Immediate Past President to the Board to provide continuity of leadership.

3. Ms. Steckbauer announced the following events:

- 31st Annual Golf Outing – held Tuesday, June 12 at SentryWorld. A report will be provided in August.
- Trapshoot Event – Friday, September 7 in Rome

OFFICIAL PROCEEDINGS

July 9, 2018

Page 3

- Fall Scholarship Reception – Thursday, September 13 at 6:00 p.m.
- Fall Golf Outing – Tuesday, September 18 at Sand Valley
- Free Tuition Tuesday – in coordination with the Wisconsin Rapids Rafters

VIII. PRESIDENT'S REPORT

1. Dr. Mondeik welcomed Mr. Schalow to the Board. She also welcomed back Mid-State Director of Marketing & Communications Kolina Stieber. Dr. Mondeik also shared a note of appreciation from Peggy Ose.

2. Dr. Mondeik provided an update on events recent events Mid-State has participated in; Lunch by the River, Farm Technology Days, College Camp, Wisconsin Rapids Rafters partnership and HATCH (Shark Tank style event).

3. Dr. Mondeik reported the Presidents Association will meet on July 26 and the District Boards Association meets later this week.

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 administration is requesting authority to issue \$4,800,000 in general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds, and equipment in 2018-19. During the August meeting, the Board will be asked to approve the official sale of these notes and proceeds will be distributed shortly after the August sale. This request was originally presented as part of the FY19 budget.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Resolution Authorizing The Issuance Of Not To Exceed \$4,800,000 General Obligation Promissory Notes; And Setting The Sale:

WHEREAS, the Mid-State Technical College District, Adams, Clark, Jackson, Juneau, Marathon, Portage, Waushara and Wood Counties, Wisconsin (the "District") is presently in need of \$1,331,500 for the public purpose of paying the cost of building remodeling and improvement projects; in the amount of \$3,320,500 for the public purpose of paying the cost of acquiring movable equipment; and in the amount of \$148,000 for the public purpose of paying the cost of site improvements; and there are insufficient funds on hand to pay said costs;

WHEREAS, the District hereby finds and determines that the projects are within the District's power to undertake and serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, technical college districts are authorized by the provisions of Section 67.12(12), Wisconsin Statutes to borrow money and to issue general obligation promissory notes for such public purposes.

OFFICIAL PROCEEDINGS

July 9, 2018

Page 4

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,331,500 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$3,320,500 for the public purpose of paying the cost of acquiring movable equipment; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$148,000 for the public purpose of paying the cost of site improvements; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed FOUR MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$4,800,000) from Robert W. Baird & Co. Incorporated (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed FOUR MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$4,800,000) (the "Notes"). There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof within ten years of the date of issuance of the Notes.

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the Stevens Point Journal, the official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A, B and C (collectively, the "Notices") and incorporated herein by this reference.

Section 3. Sale of the Notes. The sale of the Notes shall be negotiated with the Purchaser. At a subsequent meeting, the District Board shall act on the purchase proposal received from the Purchaser and specify the terms of and interest rates on the Notes.

Section 4. Official Statement. The Secretary shall cause an Official Statement to be prepared by the Purchaser. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this Resolution.

Section 5. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law. If any of the Notes may be subject to a petition for referendum, any action with respect to the sale of the Notes shall be subject to the condition that no petition for referendum has been filed within thirty (30) days of publication of the Notices provided for under Section 2 of this Resolution or, if a petition is filed, that any required referendum approval is obtained.

Adopted, approved and recorded July 9, 2018.

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 had no consent agenda items this month.
2. The following items were presented for informational purposes only:
 - a. NEW SUMMER OFFERINGS – Ms. Miller reported that the current summer semester is up in FTE and headcount as compared to last summer semester. Mid-State also offered a Construction Bootcamp and Metal Mania. The college is currently working to provide venipuncture training as a preferred provider in Wisconsin.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. In place of Facilities & External Relations Committee Chairperson Robert Beaver, Betty Bruski Mallek reported that the committee had no Consent Agenda items.
2. Ms. Bruski Mallek announced each year Mid-State, along with all WTCS colleges, is required to submit an approved Three-Year Facilities Plan to the WTCS. A plan was presented to the committee and then briefly reviewed with the full board. 2019 projects have been budgeted and planned, 2020 and 2021 projects will be more thoroughly vetted as programmatic changes are identified and college needs are determined.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a roll call vote, unanimously approved Mid-State Technical College's Three-Year Facilities Capital Projects Plan (FY19, FY20 and FY21) as presented.
3. The following items were presented for informational purposes only:
 - a. WAT GRANT SUCCESS – Ms. Bruski Mallek reported Mid-State wrote for five Workforce Advancement Training Grants (WAT) and were awarded four; providing training for 239 individuals. Additional opportunities have been identified and are ready for submission should turn-back dollars become available.

XII. COMMITTEE-OF-THE-WHOLE

1. WTCS PRESIDENTS ASSOCIATION SCOPE OF WORK – Dr. Mondeik reported the WTCS Presidents Association met in June to discuss planning and strategic areas of focus for the coming year. Dr. Mondeik will serve a one-year term as secretary. Presidents will focus work on six areas in FY19; creating a task force for each.
2. BOARD LEADERSHIP AND COMMITTEE ASSIGNMENT DISCUSSION – Chairperson Justin Hoerter led a discussion around board officer positions and committee assignments for the year.
3. BOARD POLICY REVIEW – The Board implemented a comprehensive Board Policy review and revision process in 2011 that includes a biennial review of all Board Policies to ensure policies remain

accurate, up-to-date and reflect current practices. Board Policies are presented in three groups over a three month period (July, August, and September) for review and feedback and followed by a request for approval of all policies in October. No changes were recommended at this time.

XIII. DISCUSSION AND ACTION ITEM

1. ELECTION OF OFFICERS – Mr. Hoerter announced that State Statutes require all Wisconsin technical colleges to meet on the second Monday or July for an annual organizational meeting. During this meeting, newly appointed Board members are to be officially seats and officers for the forthcoming year are to be elected. Mr. Hoerter began the process of electing a Chairperson, Vice Chairperson, Secretary and Treasurer for the 2018-19 year.

Mr. Hoerter called for nominations for Chairperson. Ms. Bruski Mallek nominated Justin Hoerter for Chairperson. Mr. Hoerter called three times for other nominations. Hearing none, Ms. Bruski Mallek moved that nominations be closed and a unanimous ballot be cast for Justin Hoerter; seconded by Mr. Spargo.

Mr. Hoerter called for nominations for Vice Chairperson. Mr. Spargo nominated Robert Beaver for Vice Chairperson. Mr. Hoerter called three times for other nominations. Hearing none, Ms. Bruski Mallek moved that nominations be closed and a unanimous ballot be cast for Robert Beaver; seconded by Mr. Spargo.

Mr. Hoerter called for nominations for Secretary. Mr. Spargo nominated Lynneia Miller for Secretary. Mr. Hoerter called three times for other nominations. Hearing none, Mr. Spargo moved that nominations be closed and a unanimous ballot be cast for Lynneia Miller; seconded by Ms. Bruski Mallek

Mr. Hoerter called for nominations for Treasurer. Ms. Bruski Mallek nominated Charles Spargo for Treasurer. Mr. Hoerter called three times for other nominations. Hearing none, Ms. Bruski Mallek moved that nominations be closed and a unanimous ballot be cast for Charles Spargo; seconded by Ms. Miller.

The 2018-19 Mid-State Technical College District Board officers will be: Chairperson – Justin Hoerter; Vice Chairperson – Robert Beaver; Secretary – Lynneia Miller; and Treasurer – Charles Spargo.

2. BOARD COMMITTEE ASSIGNMENTS – Mr. Hoerter stated that as part of the Board’s discussion during the organizational meeting, Board members agreed to the following committee assignments: Finance & Audit – Charles Spargo (Chairperson), Betty Bruski Mallek and Kristin Crass; Academic & Human Resources – Lynneia Miller (Chairperson), Justin Hoerter and Richard Merdan; and Facilities & External Relations – Robert Beaver (Chairperson), William Greb and Gordon Schalow.

3. WTC DISTRICT BOARDS ASSOCIATION COMMITTEE ASSIGNMENTS – Mr. Hoerter facilitated a discussion regarding District Boards Association committee involvement. Board members identified which committee they would like to serve on in the coming year. Betty Bruski Mallek will represent Mid-State on the Boards Association Board of Directors.

XIV. CLOSED SESSION

OFFICIAL PROCEEDINGS

July 9, 2018

Page 7

Mr. Hoerter announced the Board would convene to closed session, pursuant to s. 19.85(1)(c), Wisconsin Statutes, to discuss the evaluation and/or compensation of the College President. The Board may take such action as may be appropriate while in closed session.

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

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

The Board moved into closed session at 4:59 p.m.

XV. ADJOURNMENT

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved reconvening into open session at 6:27 p.m.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a roll call vote, unanimously approved a salary increase of 11.75% for Dr. Mondeik in addition to extension of her three-year contract.

There being further business, the Board meeting adjourned at 6:30 p.m. with a motion by Ms. Bruski Mallek, upon a voice vote.

The next meeting of the Mid-State Technical College Board will be on Monday, August 20, 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..

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary