

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids Campus

October 15, 2018

**I. ROLL CALL**

Board Chairperson Justin Hoerter called the meeting to order at 5:26 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Justin Hoerter, Richard Merdan, Gordon Schalow, Charles Spargo, and Dr. Shelly Mondeik

EXCUSED: Kristin Crass and Lynnea Miller

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Robb Fish, Dr. Colleen Kane, Dr. Mandy Lang, Ray McLemore, Brad Russell, Matt Schneider, Dr. Deb Stencil, Kolina Stieber, and Angie Susa

\* Note: Dr. William Greb resigned effective July 20, 2018.

**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 Mr. Beaver, seconded by Mr. Spargo, upon a voice vote, unanimously approved minutes from the board meeting held September 17, 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 September 2018 were presented in Exhibit B. These bills totaled \$3,425,632.98 of which \$1,997,072.57 represents operational expenditures and \$1,428,560.41 represents capital expenditures.

The district's payroll for the month of September totaled \$1,311,537.62 plus \$15,137.72 for travel and miscellaneous reimbursements and \$640,806.64 in fringe benefits. The district's bills and payroll totaled \$5,393,114.96.

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2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146463	Heartsaver First Aid/CPR/AED	\$ 5,500.00
149419	Supervision	\$ 5,400.00
146464	Heartsaver CPR/AED Adult/Child	\$ 616.00
146465	Heartsaver First Aid	\$ 597.95

3. Approved the following 2018 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.

**VI. CHAIRPERSON'S REPORT**

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

2. Mr. Hoerter announced the Fall Boards Association meeting was held October 11-13 in Appleton. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan and Dr. Mondeik attended. Each commented on sessions and tours attended. Dr. Mondeik congratulated Mid-State alumni Larry Turba, who was recognized as the District Boards Association Alumni of the Year during the Fall Boards Association meeting.

3. Mr. Hoerter announced the Fall Board Advance will be held November 13. The Foundation Board will join the group for a professional growth activity titled "Two Boards, One Mission". Feedback on the draft agenda should be provided to Dr. Mondeik or Ms. Susa.

4. 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.

5. Mr. Hoerter asked Board members to mark their calendars for upcoming meetings.  
\* November 19, 2018 – Marshfield Campus  
\* January 21, 2019 – Stevens Point Campus  
\* March 18, 2019 – Adams County Center

6. The next Mid-State Board of Directors meeting will be held on Monday, November 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**

1. Ms. Bruski Mallek reported the Sand Valley Golf Event hosted 40 golfers and netted \$9,000 for Foundation programs.

2. Ms. Bruski Mallek announced the Foundation is in the process of searching for a full-time Administration Assistant. The position is expected to be filled by early November.

3. Ms. Bruski Mallek reported the Foundation Audit will be presented to the District Board during the November Board meeting as per the MOU.

**VIII. PRESIDENT'S REPORT**

1. Dr. Mondeik highlighted a recent visit to the Wisconsin Rapids Campus by Wisconsin Department of Transportation Secretary Dave Ross as well as the German Student Exchange group from Hessen, Germany.
2. Dr. Mondeik provided an overview of the college's first K-12 Counselor Breakfast and industry partnership meetings focused on apprenticeships.
3. Dr. Mondeik was recently invited to attend a meeting with Congressman Ron Kind to discuss topics pertinent to higher education and student success.
4. Dr. Mondeik reported the Presidents Association met with Ashley Furniture on October 3 to discuss partnerships with the WTCS. She also acts as the Liaison for the WTCS Grants Group and participates on the Presidents Association Incarcerated Individuals Task Force.

**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 reported the committee reviewed end-of-year closing entries and audit work that require amendments to the college's 2017-18 (FY18) budget prior to finalizing the annual audit. These are usual and customary amendments which were previously brought to the attention of the Board.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the Budget Amendment Resolution below:

WHEREAS, the 2017-18 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 19, 2017, was amended on May 21, 2018, 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 modification of federal or state grants; the redistribution of salaries and wages; the reallocation of expenses within departments and functions; and funding of an OPEB trust; and

WHEREAS, the Special Revenue – Operational budget was adjusted to reallocate budgets within departments and functions; and

WHEREAS, the Capital Projects budget was adjusted to accommodate the modification of federal or state grants: and to reallocate capital budgets within departments and functions; and

WHEREAS, the Internal Service Fund budget was adjusted to accommodate self-funded insurance costs; and

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

<b>FUND</b>	<b>FUNCTION RESOUR</b>	<b>APPROPRIATION CHANGE</b>	<b>MODIFIED APPROPRIATION</b>
General	Instruction	(\$161,156)	\$17,895,486
General	Instructional Resources	(\$4,905)	\$1,203,422
General	Student Services	\$112,637	\$4,056,939
General	General Institutional	\$365,242	\$6,286,827
General	Physical Plant	\$150,000	\$2,255,086
Special Rev – Operational	Instruction	(\$1,300)	\$1,146,420
Special Rev – Operational	Student Services	\$1,200	\$1,200
Special Rev – Operational	Physical Plant	\$100	\$4,100
Capital Projects	Instruction	\$55,074	\$5,494,828
Capital Projects	General Institutional	(\$7,300)	\$376,270
Capital Projects	Physical Plant	\$7,300	\$3,349,100
Internal Service	Auxiliary Services	\$300,050	\$5,369,377

BE IT FURTHER RESOLVED that these budget modifications comply with the district board’s policy; 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. Mr. Spargo reported that prior to October 31, the Mid-State Board is required to certify their tax levy for the current fiscal year and notify 97 municipalities of their proportionate share of Mid-State’s total levy. Mr. Spargo highlighted tax levy information, Mid-State’s mill rate and district property values.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following 2018-19 Tax Levy Certification Resolution:

BE IT RESOLVED that the Mid-State Technical College Board authorized a \$12,593,787 property tax levy for fiscal year 2018-19, representing an overall mill rate of \$0.93339 on \$13,492,586,483 of equalized valuation within the boundaries of the Mid-State Technical College District.

BE IT FURTHER RESOLVED that this levy be made up of \$6,832,678 in operational levy representing an operational mill rate of \$0.50640 and \$5,761,109 in debt service representing a debt service mill rate of \$0.42699.

BE IT FURTHER RESOLVED that administration apportion this levy based on the certified equalized property values for its 97 municipalities and notify them of their apportionment in accordance with state statutes.

5. The following items were presented for informational purposes only:
  - a. 2017-18 FINANCIAL AUDIT UPDATE – Mr. Spargo reported Mid-State’s annual audit is progressing well. No material audit findings have been identified to date, nor are any expected. Audited financial statements will be presented in November.
  - 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, Richard Merdan reported the committee had no consent agenda items this month.

2. The following items were presented for informational purposes only:
  - a. 5 RIGHTS – Mr. Merdan reported the committee discussed the 5 Rights (program, location, curriculum, format and time) of the Educational Master Plan that ensure Mid-State is offering education programming to meet workforce needs. They reviewed the Right Location rubric and the standard for determining appropriateness of location for programming.
  - b. PART-TIME FACULTY RECRUITMENT – Mr. Merdan shared that the committee heard about efforts to increase the pool of part-time faculty at the college. A recruitment tool kit is being put together to assist staff as they are in conversation with potential part-time faculty.
  - c. RETIREE RECEPTION – Mr. Merdan reported the college will host a Retiree Reception on November 29 with a Thanksgiving theme. 202 invites were sent for a meet and greet reception that will bring together retirees and college leadership for conversation as well as offer a tour of the Wisconsin Rapids Campus.

**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. GRADUATE FOLLOW-UP SURVEY – Mr. Beaver the committee reviewed the annual graduate follow-up survey. Highlights include an 81% participation rate, 95% of graduates are employed (up 1% over last year) and an increase in average salary. The primary reason students attend Mid-State is for employment and 97% of those responding were satisfied with the education they received at Mid-State.

- b. STUDENT COHORT DEFAULT RATES – Mr. Beaver provided an overview on Mid-State’s student cohort default rate. Mid-State continues to work with others in the WTCS to positively impact this rate as well as work with external organizations to provide financial literacy to students.
- c. FOOD PANTRY – Mr. Beaver reported Dean of Student Support Dr. Christina Lorge presented on the newly complete student food pantry on the Wisconsin Rapids Campus. The program is currently supported by the good-will of staff and will be expanded to the Stevens Point, Marshfield and Adams locations in the future.
- d. WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS – Mr. Beaver reported Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow provided a status update of Workforce Development contracts and proposals referenced in Exhibit D.

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

1. ADVISING EXCELLENCE AWARDS – The Wisconsin Academic Advising Association (WACADA) grants two Advising Excellence Awards annually. Mid-State Technical College academic advisors received the award in 2017 and 2018. Award winners Shawn Zee (2017) and Kay Grundhoffer (2018) spoke to the Board about their experience and the support they provide to students.
2. MARKETING REPORT – Marketing & Communications Director Kolina Stieber shared a high-level recap of marketing and communications activities and changes that took place in fiscal year 2018. She walked through the annual report, highlighted products and services produced by the Marketing team and announced recent awards won.

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

1. SCHOOL OF HEALTH – School of Health Dean Dr. Colleen Kane highlighted the school including programming, staffing, community relations/partnerships and student activities and accomplishments.
2. MANUFACTURING MONTH – Interim Vice President of Academics Dr. Deb Stencil, Vice President of Student Services & Enrollment Management Dr. Mandy Lang and Director of Marketing & Communications Kolina Stieber shared Mid-State’s activities related to Manufacturing Month. Activities included a Heavy Metal Bus Tour, K-12 collaboration, Program Showcase and Central Wisconsin Manufacturing media campaign.

## **XIV. CLOSED SESSION**

Mr. Hoerter announced the Board would entertain a motion to convene in closed session, pursuant to s. 19.85(1)(e), Wisconsin Statutes, concerning negotiation strategies related to the lease of real-estate property and the selection of facilities or property to be used for future needs of the College. 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.

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Motion by Mr. Beaver, 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 6:21 p.m.

**XV. ADJOURNMENT**

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved reconvening into open session at 6:57 p.m.

There being no action as a result of closed session and there being no further business, the Board meeting adjourned at 6:58 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, November 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..

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Lynneia Miller, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary