

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids Campus

September 17, 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, Justin Hoerter, Lynneia Miller, Gordon Schalow, Charles Spargo, and Dr. Shelly Mondeik

EXCUSED: Kristin Crass and Richard Merdan

OTHERS: Craig Bernstein, Dr. Karen Brzezinski, Maggie Coakley, Dr. Bobbi Damrow, Robb Fish, Al Javoroski, Dr. Mandy Lang, Mandy Mayek, Ray McLemore, Brad Russell, Matt Schneider, Jill Steckbauer, 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 Ms. Bruski Mallek, seconded by Ms. Crass, upon a voice vote, unanimously approved minutes from the board meeting held August 20, 2018 as presented.

V. CONSENT AGENDA

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, unanimously approved the following consent agenda items:

1. The district's bills for the month of Augst 2018 were presented in Exhibit B. These bills totaled \$1,429,283.67 of which \$1,080,366.06 represents operational expenditures and \$348,917.61 represents capital expenditures.

The district's payroll for the month of August totaled \$1,972,985.50 plus \$13,155.57 for travel and miscellaneous reimbursements and \$689,931.57 in fringe benefits. The district's bills and payroll totaled \$4,105,356.31.

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2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146457	Employee Assessments	\$ 440.00
146458	Real Color Assessments	\$ 1,495.00
146459	HeartSaver CPR/AED Adult/Child	\$ 1,000.00
146460	EMR Refresher	\$ 790.00
146461	Digital Marketing Assistance	\$ 690.00
146462	Selling Techniques	\$ 475.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$72,061.00	Haas Factory Outlet LLC	School of Advanced Manufacturing & Engineering
\$60,103.03	Snap-On Industrial	School of Transportation, Agriculture, Natural Resources & Construction
\$89,700.00	SHI	Workforce & Economic Development Division

VI. CHAIRPERSON'S REPORT

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

2. Mr. Hoerter announced the Fall Boards Association meeting will be held October 11-13 in Appleton. Mr. Beaver, Ms. Bruski Mallek, Ms. Crass, Mr. Merdan and Dr. Mondeik will attend.

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". Topics for presentation 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 reported the Boards Association was seeking assistance in identifying nominees for the 2019 Board Member of the Year award. The College will nominate Betty Bruski Mallek for the award.

6. Mr. Hoerter announced the Board Appointment Committee will meet September 27 to consider applicants for the position of School District Administrator member. Following district appointment, the WTCS will act on appointment at their November meeting.

7. The next Mid-State Board of Directors meeting will be held on Monday, October 15 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 an annual Foundation report. She highlighted recent events, and opportunities that generated nearly 400 scholarships awarded last year.

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2. Ms. Steckbauer reported the Foundation is seeking a full-time Administrative Assistant to support the work of student support.

3. Ms. Steckbauer also reported the Foundation Audit is underway. Once complete, the audit will be presented to the Foundation Board and finally to the Mid-State District Board as per the MOU. Presentation should occur in November.

VIII. PRESIDENT’S REPORT

1. Dr. Mondeik highlighted the recent “Fun at the Fair” In-Service. All employees were invited to attend the day-long event geared toward learning more about what Mid-State has to offer. Overall, 97% of participants indicated they were satisfied with the day. Thank you Human Resources for organizing.

2. Dr. Mondeik highlighted recent travel and external meetings aimed at increasing awareness of Mid-State and becoming a go-to partner in the communities we serve.

3. Dr. Mondeik reported Mid-State held the Wisconsin Rapids Campus Advisory meeting. Meeting outcomes will be used for strategic planning. Offi

4. Dr. Mondeik reported she attended the WTCS Board and Presidents Association meetings. Conversation centered on the developing state budget, Student Success Summit, Manufacturing Month, and an upcoming Presidents Association meeting with Ashley Furniture.

5. Dr. Mondeik congratulated Mid-State Marketing & Communications Department in announcing they recently were awarded two regional awards for Mid-State ad campaigns.

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. The following items were presented for informational purposes only:

a. ESTIMATED PROPERTY VALUES & TAX RATES – Mr. Spargo reported property values were released in August, however, values for technical college district will not be released until late September. Based on preliminary data, Mid-State is expecting a higher valuation than last year.

b. STATUS OF FY18 INDEPENDENT FINANCIAL AUDIT – Mr. Spargo reported that financial auditors were on site to continue field work. The final audit is scheduled to be presented in November with a presentation of adjustments occurring in October.

c. FTE PROJECTION – Mr. Spargo reported that early indicators of FTE show a slight decrease for FY19 projections.

d. 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. FACULTY IN-SERVICE – Ms. Miller reported Mid-State welcomed eight new full-time faculty during Faculty In-Service. Each new faculty received two days of college orientation and three days of new faculty orientation. Additional growth opportunities and a mentorship is available for new faculty.
 - b. EMPLOYEE ENGAGEMENT – Mr. Miller reported Vice President of Human Resources and Organizational Development Dr. Karen Brzezinski outlined a new measurement tool to be used to measure employee engagement at the college. The tool includes benchmark data and measures various areas of employees job engagement and satisfaction.
 - c. WINTER TIME OFF – Ms. Miller reported Mid-State, hearing no board objection, will move forward with Winter Shut-Down. This typical three-day shut-down will begin in December 2018.

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 annual procurement report which identifies vendors in which the college down more than \$50,000 of business with in one year. Those companies appearing on this report for the second year will be further evaluated to ensure product value and proper pricing.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the Annual Procurement Report.

3. Mr. Beaver reported the committee reviewed the Marshfield LiNK Construction Project. Previously approved in the FY19 budget, this will bring the Marshfield Campus into services alignment with Adams, Stevens Point and Wisconsin Rapids campuses. Approval of the project resolution will forward the request for State Board approval to the System Office.

Motion by Mr. Beaver, seconded by Mr. Spargo, upon a roll call vote, unanimously approved the following Resolution For The Marshfield LiNK Project At The Marshfield Campus:

WHEREAS, the current operation of the Wisconsin Rapids, Stevens Point and Adams campuses have co-located many academic services such as tutoring, English Language Learning, Adult Basic Education among others; and

WHEREAS, this project will make the co-location of academic services at Marshfield more efficient, collaborative and reflective of the college's other campus operations, this project is necessary to the improved function of the Marshfield campus.

BE IT FURTHER RESOLVED that the Mid-State Technical College Board will use \$600,000 in General Obligation Notes intended for facility construction on the Marshfield Campus; and

BE IT FURTHER RESOLVED that the borrowing and use of deb proceeds were included in the FY19 capital budget.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College Board approves the construction of an approximately 7,204 square foot Marshfield LiNK remodel located on the Marshfield campus and requests Wisconsin Technical College System Board approval during their November 2018 meeting.

2. The following items were presented for informational purposes only:
 - a. ENROLLMENT REPORTS – Mr. Beaver reported the committee reviewed college FTE reports. He highlighted an increase in headcount and notable program changes over the past year.
 - b. WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS – Mr. Beaver reported Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow will provide a status update of Workforce Development contracts and proposals referenced in Exhibit D going forward.

XII. COMMITTEE-OF-THE-WHOLE

1. CONNECTED EXPERIENCE UPDATE – Information Technology Director Brad Russell provided an update on the Connected Experience project including work-to-date and timeline. The Connected Experience aims to provide a seamless technology experience for students and staff.
2. BOARD POLICY REVIEW – The Board implemented a comprehensive review and revision process that includes a biennial review of all Board Policies. Policies are presented in three groups over a three month period for review and feedback. Approval of all Board Policies will be requested in October.

XIII. DISCUSSION AND ACTION ITEM

1. SCHOOL OF ADVANCED MANUFACTURING & ENGINEERING – School of Advanced Manufacturing & Engineering Dean Al Javoroski highlighted the school including programming, staffing, community relations/partnerships, K12 partnerships and student activities and accomplishments.
2. ANNUAL WORKFORCE & ECONOMIC DEVELOPMENT REPORT – Vice President of Workforce Development & Community Relations presented Mid-State's 2017-18 Annual Workforce & Economic Development Report.

XIV. CLOSED SESSION

Mr. Hoerter announced the Board would entertain a motion to convene in closed session, pursuant to s. 19.85(1)(f), Wisconsin Statutes, to discuss pending litigation. 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 Mr. Beaver, seconded by Mr. Spargo, upon a roll call vote, unanimously approved the closed session as announced by Mr. Hoerter.

The Board moved into closed session at 6:28 p.m.

XV. ADJOURNMENT

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved reconvening into open session at 6:56 p.m.

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

The next meeting of the Mid-State Technical College Board will be on Monday, October 15, 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