

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Marshfield Campus

November 19, 2018

I. ROLL CALL

In place of Board Chairperson Justin Hoerter, Vice Chairperson Robert Beaver called the meeting to order at 5:10 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Richard Merdan, Lynneia Miller, Gordon Schalow, Charles Spargo, and Dr. Shelly Mondeik

EXCUSED: Justin Hoerter

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Dr. Beth Ellie, Jackie Esselman, Robb Fish, Craig Gerlach (arrived at 5:23 p.m.), Dr. Mandy Lang, Dave Maccoux, Ray McLemore, Brad Russell, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, Kolina Stieber, Angie Susa and Lori Weigel

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

II. MEETING NOTICE CERTIFICATION

Mr. Beaver 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. Beaver 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 October 15, 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 October 2018 were presented in Exhibit B. These bills totaled \$1,218,990.33 of which \$747,551.90 represents operational expenditures and \$471,438.43 represents capital expenditures.

The district's payroll for the month of October totaled \$1,343,250.27 plus \$10,878.96 for travel and miscellaneous reimbursements and \$616,943.90 in fringe benefits. The district's bills and payroll totaled \$3,190,063.46.

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2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146466	Ramsey – Maintest	\$ 240.00
146467	Weld Certification	\$ 1,400.00
146468	Customer Care Relations Training	\$ 9,775.00
146472	Machine Tool Pre-Apprenticeship	\$44,099.53

3. Approved the following 2018 procurement for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
No procurements require Board approval this month.		

4. Approved the following resolution, required by Wisconsin’s Code of Ethics for Public Officials and Employees, designating positions at Mid-State as assistant, associate or district director of a technical college:

RESOLVED that for purposes of Wisconsin’s Code of Ethics for Public Officials and Employees, sec.19.41 through 19.59, Stats., the Mid-State Technical College District Board has designated the following positions deputy, associate, or assistant district directors and indicated its understanding that the current occupants of those positions are their successors to those positions are state public officials to whom Wisconsin’s Ethics Code applies:

<u>POSITION</u>	<u>CURRENT OCCUPANT</u>
President	Dr. Shelly Mondeik 1421 Lily Lane Wisconsin Rapids, WI 54494
Vice President, Academics	Dr. Deb Stencil R5162 County Road H Edgar, WI 54426
Vice President, Finance & Facilities	Robb Fish 2231 Plover Springs Drive Plover, WI 54467
Vice President, Human Resources & Organizational Development	Dr. Karen Brzezinski 154875 Castle Rock Lane Wausau, WI 54403
Vice President, Workforce Development & Community Relations	Dr. Bobbi Damrow N14987 Old 13 Road Park Falls, WI 54552
Vice President, Student Services & Enrollment Management	Dr. Amanda Lang 418 West Ives Street Marshfield, WI 54449

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Director, Information Technology

Brad Russell
1160 Bellview Drive
Wisconsin Rapids, WI 54494

Director, Facilities & Procurement

Matt Schneider
803 County Road D
Nekoosa, WI 54457

Director, Foundation & Alumni

Jill Steckbauer
N1179 County Road CH
Coloma, WI 54930

VI. CHAIRPERSON'S REPORT

1. Mr. Beaver welcomed Board members to the meeting. Mr. Hoerter asked to be excused. Stevens Point Schools Superintendent Craig Gerlach joined the meeting. He will be officially seated at the December Board meeting.
2. Mr. Beaver announced the Winter Boards Association meeting will be held January 16-18 in Madison. The meeting will be held in conjunction with the Legislative Seminar and will include capital visits and presentation of Board Member of the Year. If anyone is interested in attending, please let Ms. Susa know so arrangements can be made.
3. Mr. Beaver announced the Fall Board Advance was held November 13. The Foundation Board joined the District Board for a professional growth activity titled "Two Boards, One Mission". Feedback on the Advance was provided.
4. Mr. Beaver announced the 2018 ACCT Leadership Congress was held October 24-27 in New York. Mr. Beaver, Ms. Bruski Mallek, Ms. Miller, Mr. Merdan, Dr. Mondeik and Dr. Damrow attended. Attendees commented on sessions attended. Ms. Bruski Mallek was named to the ACCT Central Region Nominating Committee.
5. Mr. Beaver announced the Mid-State winter commencement ceremony will be held Sunday, December 16 at 1:30 p.m. in the Wisconsin Rapids Campus Gymnasium. Those planning to attend include Ms. Bruski Mallek, Ms. Crass, Mr. Gerlach, Mr. Hoerter and Ms. Miller.
6. Mr. Beaver asked Board members to mark their calendars for upcoming meetings.
 - * January 21, 2019 – Stevens Point Campus
 - * March 18, 2019 – Adams County Center
7. The next Mid-State Board of Directors meeting will be held on Monday, December 17 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 & Alumni Director Jill Steckbauer reported the Employee Giving Campaign will be held in February 2019, Summer Golf Outing in June 2019, Sand Valley Golf Outing on August 7, 2019 and the Trap Shoot Event on September 6, 2019.

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2. Ms. Steckbauer announced the Foundation has hired an Administrative Assistant. Isabella Daniels joins the Foundation as a full-time team member.
3. Ms. Steckbauer announced the high school scholarship window has closed – 369 applications were received, compared to just 40 applications last year. The application window for those beginning in August 2019 is May 6, 2019 through June 21, 2019.
4. Ms. Steckbauer thanked the District Board on behalf of the Foundation Board for the “Two Boards, One Mission” professional development opportunity during the Board Advance.
5. Ms. Steckbauer announced the Annual Appeal is in full swing.

VIII. PRESIDENT’S REPORT

1. Dr. Mondeik highlighted a recent Wisconsin Women in Higher Education Leadership (WWHEL) conference that was attended by 12 Mid-State leaders. Dr. Mondeik and School of Business & Technology Dean Dr. Missy Skurzewski-Servant serve on the WWHEL Board. Mid-State will host the conference in fall 2019 and is investigating the opportunity of a chapter at Mid-State.
2. To continue to build campus community, Dr. Mondeik shared photos of a recent Halloween costume contest held on campus.
3. Dr. Mondeik joined past Mid-State presidents Mel Schneeberg, Brian Oehler, John Clark and Sue Budjac for conversation on November 15. The group consented to a Presidents Wall at the College and provided valuable insight and feedback related to Mid-State.
4. Dr. Mondeik reported the Presidents Association met to discuss state elections, ACCT prep, budget advocacy and held a brainstorming session related to diversity of WTCS colleges workforce.

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 introduced Dave Maccoux of Schenck Business Solutions. Mr. Maccoux presented the audited financial statements for the year ending June 30, 2018 to the committee and reviewed the statements with the full Board. Mr. Maccoux highlighted areas of the audited financial statements noting that the college remains in a strong financial position. No deficiencies or material weaknesses were found.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the 2017-18 Audited Financial Statements as presented.

4. The following items were presented for informational purposes only:
 - a. REVIEW OF FY18 COLLEGE FOUNDATION AUDIT – Mr. Spargo reported Finance & Audit Committee was provided an overview of the Foundation Audit as per the MOU. The audit progressed nicely.

- b. MID-STATE RECEIVES DISTRICTS MUTUAL INSURANCE (DMI) GRANT – Mr. Spargo reported the college received a \$24,000 safety grant from DMI. The award will be used to purchase a backup generator for the Adams Campus.
- c. 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 PROGRAMMING PROCESS – Ms. Miller reported that Vice President of Academics Dr. Deb Stencil provided an overview of the process for which the college follows to approve new programming. The process includes a concept review, labor market analysis along with support from the Advisory Committee, District Board and finally the WTCS Board. The college anticipates presenting programs for approval in the coming months.
 - b. SPOTLIGHT ON HEALTH – Ms. Miller reported the college hosted “Spotlight on Health” at the Marshfield Campus on November 7. This open-house style event provided attendees an opportunity to learn about a variety of high-demand career options in healthcare.

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 Marshfield LiNK Project and associated bid results. Remodel work on the Marshfield Campus LiNK will bring in alignment all campus locations. Project scope and timeline were discussed; completion is expected by early July. A recommendation to award lowest qualified bidder Eagle Construction was presented.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously awarded Eagle Construction in the amount of \$383,200 for the Marshfield LiNK Project.

- 2. The following items were presented for informational purposes only:
 - a. INFORMATION TECHNOLOGY UPDATE – Mr. Beaver reported Director of Information Technology Brad Russell presented an update on new technology, associated training and helpdesk availability.
 - b. K-12 ANNUAL REPORT – Mr. Beaver provided an overview of Mid-State’s K-12 Outreach annual work. Dual credits granted increased 51% over last year and an increase was seen in transition rate. Mr. Beaver highlighted the regional approach used to connect with each K-12 school in Mid-State’s District.

- c. 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. ANNUAL BENEFITS ENROLLMENT AND HEALTH INSURANCE UPDATE – Vice President of Human Resources & Organizational Development Dr. Karen Brzezinski presented on Mid-State's annual benefits enrollment and health insurance. College employees are offered the same plan options as last year with a slight premium increase. SAS will act as the college's third party administrator.

XIII. DISCUSSION AND ACTION ITEM

1. MARSHFIELD CAMPUS AND COMMUNITY UPDATE – Vice President of Student Services & Enrollment Management and Interim Marshfield Campus Dean Dr. Mandy Lang provided an overview of student events and activities happening at the Marshfield Campus as well as an update on community happenings and Mid-State's related involvement.
2. ADAMS COUNTY CENTER UPDATE – Vice President of Academics Dr. Deb Stencil and Mid-State's Institutional Effectiveness & Quality Manager Dr. Beth Ellie informed the Board of the request to change the Adams County Center from a center to a campus and subsequent approval. This approval allows for full programming to be offered at the Campus and eligibility for financial aid to apply.

XIV. CLOSED SESSION

There is no closed session this month.

XV. ADJOURNMENT

There being no further business, the Board meeting adjourned at 6:14 p.m. with a motion by Mr. Spargo, seconded by Ms. Crass, upon a voice vote.

The next meeting of the Mid-State Technical College Board will be on Monday, December 17, 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