

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids Campus

December 17, 2018

I. ROLL CALL

Board Chairperson Justin Hoerter called the meeting to order at 5:25 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Craig Gerlach, Justin Hoerter, Richard Merdan, Lynneia Miller, Charles Spargo, and Dr. Shelly Mondeik

EXCUSED: Gordon Schalow

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Robb Fish, Dr. Mandy Lang, Pam Mallek, Ray McLemore, Matt Schneider, Dr. Missy Skurzewski-Servant, Dr. Deb Stencil, Kolina Stieber, 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 Mr. Beaver, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved minutes from the board meeting held November 19, 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 November 2018 were presented in Exhibit B. These bills totaled \$828,959.59 of which \$656,157.46 represents operational expenditures and \$172,802.13 represents capital expenditures.

The district's payroll for the month of November totaled \$1,380,917.56 plus \$18,715.63 for travel and miscellaneous reimbursements and \$622,314.17 in fringe benefits. The district's bills and payroll totaled \$2,850,906.95.

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2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146473	Heartcode BLS CPR Skills Test	\$ 790.00
146474	EMT Basic Flexible Refresher	\$ 290.00
146475	Building Better Work Relationships	\$ 3,356.62
146476	Multiple Confirmatory Draw Initial & Update	\$ 5,379.47
146477	Heartsaver First Aid/CPR/AED	\$ 5,590.00

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.		

VI. CHAIRPERSON'S REPORT

1. Mr. Hoerter welcomed the Board; he welcomed Craig Gerlach to his first meeting as a Mid-State Board Member. Mr. Gerlach represents K-12 partners. Mr. Hoerter also announced Mr. Schalow asked to be excused.

2. Mr. Hoerter 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. Hoerter announced the ACCT National Legislative Summit will be held February 10-13 in Washington, D.C. Capital visits will be held. Those interested in attending should connect with Ms. Susa soon to make necessary arrangements.

4. Mr. Hoerter announced the Mid-State winter commencement ceremony was held Sunday, December 16 at 1:30 p.m. in the Wisconsin Rapids Campus Gymnasium. Those attending included Ms. Bruski Mallek, Ms. Crass, Mr. Hoerter and Ms. Miller. Board members commented positively about the day.

5. Mr. Hoerter asked that Board members watch for an electronic survey requesting availability for a Spring Board Advance.

6. Mr. Hoerter asked Board members to mark their calendars for upcoming meeting.
March 18, 2019 – Adams County Center

7. The next Mid-State Board of Directors meeting will be held on Monday, January 21 at the Stevens Point 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 Liaison Betty Bruski Mallek 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 Trap Shoot Event on September 6, 2019 and the annual Scholarship Reception on September 12, 2019.

2. Ms. Bruski Mallek announced the Annual Appeal is underway. Currently, the appeal has generated \$58,475.00 compared to \$54,870.00 on the same date last year.

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3. Ms. Bruski Mallek announced the high school application window opens January 7, 2019 and closes February 22, 2019. Also, the spring application window for an August 2019 start is May 6 – June 21, 2019.

4. Ms. Bruski Mallek announced the Foundation was awarded an additional \$30,000 from Constellation Energy. The total received over the last six years is \$220,000.

VIII. PRESIDENT'S REPORT

1. Dr. Mondeik highlighted a recent Nursing 1+2+1 Partnership with the University of Wisconsin – Stevens Point (UWSP). She also noted that another signing event would be occurring with UWSP in early 2019; Mid-State has partnered with UWSP to provide a housing option for Mid-State students. There will initially be ten rooms available to Mid-State students with an annual evaluation process occurring.

2. Dr. Mondeik announced 40 retirees joined her for the first retiree reception. The morning allowed for an update by Dr. Mondeik, campus tours and general conversation. The event was positively received and the college plans to host a similar event in the future.

3. Dr. Mondeik invited Board members to the Employee Winter Celebration happening at each location on Thursday, December 20.

4. Dr. Mondeik shared positive remarks regarding graduation as well as shared photos from the event. She recognized Student Life Coordinator Natasha Miller for her leadership in the successful first joint graduation for Mid-State.

5. Dr. Mondeik highlighted campus events throughout the District.

6. Dr. Mondeik reported the Presidents Association will meet in January and provided an update on state legislative special session (AB1070) that proposed new regulatory requirements for college reporting. She reported that technical colleges were moved to exemption.

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. The Committee previously discussed in detail. Any/all questions were addressed in committee or during the full Board meeting.

3. 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. CLASSROOM STANDARDIZATION – Ms. Miller reported that Vice President of Academics Dr. Deb Stencil provided an overview of the collaborative process that led to the identification of standardized classroom technology and furniture. Classrooms will be evaluated for need and prioritized based on need and availability.
- b. RETIREE RECEPTION RECAP – Ms. Miller reported the college hosted its first Retiree Reception on November 29. Over 40 retirees attended. Feedback was positive and future events will be arranged.
- c. EMPLOYEE SURVEY – Ms. Miller reported the college adopted a new culture survey called MindSet. The employee survey was deployed in November and although results are not yet final, a 95% participation rate was noted. Upon receipt of data in 14 areas of focus, the college will determine next steps as well as decide when to next administer the survey.

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. WINTER FACILITIES PROJECTS – Mr. Beaver reported Director Facilities & Procurement Matt Schneider provided an overview of projects to be completed during the winter break at Mid-State locations.
 - b. MEET ME @ MID-STATE – Mr. Beaver reported the event, held for prospective students and parents, has almost doubled in size over last year. The event offers tours, information on financial aid and assistance in applying to the college and registering for classes.
 - c. COLLEGE WEBSITE PROJECT – Mr. Beaver reported that the college website will be launched by March 11, 2019. The new site features visual enhancements and streamlined accessibility. Marketing & Communications Director Kolina Stieber shared a mock-up of the website with the Committee.
 - 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. BOARD CONDUCT POLICY – Mr. Hoerter reported that all sixteen technical colleges in the WTCS have collaborated on the creation of a consistent Board Conduct Policy. The policy contains language currently in the Code of Ethics Policy, thus the Board Conduct Policy will replace the Board Code of Ethics Policy.

Motion by Ms. Bruski Mallek, seconded by Mr. Beaver, upon a roll call vote, unanimously approved the Board Conduct Policy, replacing the Code of Ethics Policy, effective immediately.

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2. TWO BOARDS, ONE MISSION – Dr. Mondeik led a conversation as a follow-up to the Fall Board Advance. Conversation focused on collaboration of the District and Foundation boards and how to better collaborate in the future. Additional conversation will be had in the future.

3. APPRENTICESHIP REPORT – Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow and Apprenticeship Coordinator Mandy Mayek presented the annual apprenticeship report. Currently, Mid-State supports nine programs and has seen growth of over 10% from the previous year with over 200 apprentices being served. The college partners with 102 businesses and continues to look at opportunities for service and growth.

XIII. DISCUSSION AND ACTION ITEM

1. SCHOOL OF BUSINESS & TECHNOLOGY – School of Business & Technology Dean Dr. Missy Skurzewski-Servant highlighted the school including programming, staffing, community relations/partnerships, student activities and community impact.

XIV. CLOSED SESSION

Mr. Hoerter announced the Board would entertain a motion to convene into closed session, pursuant to s. 19.85(1)(c), (f), and/or (g), as appropriate to discuss pending litigation. The Board may take action in closed session, if necessary and appropriate.

The Board will reconvene into open session and may then take further action concerning matters discussed in closed session, if necessary and appropriate. Thereafter, the Board will entertain a motion to adjourn.

Motion by Ms. Bruski Mallek, 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 6:27 p.m.

XV. ADJOURNMENT

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved reconvening into open session at 6:39 p.m.

There being no further business or action as a result of closed session, the Board meeting adjourned at 6:40 p.m. with a motion by Mr. Beaver, seconded by Ms. Crass, upon a voice vote.

The next meeting of the Mid-State Technical College Board will be on Monday, January 21, 2019 at the Stevens Point 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