

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Stevens Point Campus

January 21, 2019

**I. ROLL CALL**

Board Chairperson Justin Hoerter called the meeting to order at 5:32 p.m.

Roll call was as follows:

PRESENT: Robert Beaver (joined meeting by phone), Betty Bruski Mallek, Kristin Crass, Craig Gerlach, Justin Hoerter, Richard Merdan, Lynneia Miller, Gordon Schalow, Charles Spargo, and Dr. Shelly Mondeik

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Robb Fish, Volker Gaul, Randy Jahns, Dr. Mandy Lang, Ray McLemore, Brad Russell, Matt Schneider, Jill Steckbauer, 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 Ms. Bruski Mallek, seconded by Mr. Beaver, upon a voice vote, unanimously approved minutes from the board meeting held December 17, 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 December 2018 were presented in Exhibit B. These bills totaled \$753,615.77 of which \$560,318.33 represents operational expenditures and \$193,297.44 represents capital expenditures.

The district's payroll for the month of December totaled \$1,338,686.81 plus \$15,793.53 for travel and miscellaneous reimbursements and \$618,851.19 in fringe benefits. The district's bills and payroll totaled \$2,726,947.30.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146478	Workplace Professionalism	\$ 344.81

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146479	EMR Refresher	\$ 2,390.00
146480	EMR Refresher	\$ 4,269.07
146481	EMR Refresher	\$ 3,872.57

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$93,082.00	Henricksen	<u>Facilities</u>

**VI. CHAIRPERSON'S REPORT**

1. Mr. Hoerter welcomed everyone to the meeting.
2. Mr. Hoerter asked that all observe and honor Martin Luther King, Jr. Day as he read about the life and work of Dr. King.
3. Mr. Hoerter announced the Winter Boards Association meeting was held January 16-18 in Madison in conjunction with the Legislative Seminar. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan, Mr. Spargo, Dr. Mondeik and Dr. Damrow attended. Betty Bruski Mallek was honored as recipient of the WTC District Boards Association Board Member of the Year. Attendees reported on sessions attended and legislative visits.
4. Mr. Hoerter announced the ACCT National Legislative Summit will be held February 10-13 in Washington, D.C. Capital visits will be held. Ms. Bruski Mallek and Mr. Merdan, Dr. Damrow and Dr. Mondeik plan to attend.
5. Mr. Hoerter announced that in February a letter will be sent to County Board Chairpersons within the Mid-State District announcing the start of the Board Appointment Process. The Appointment Committee will seek members for the Employer, Employee and Additional member positions.
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, February 18 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 “Be a Super Hero in the Lives of Our Students” will be held in the month of February. The Foundation Golf Event will be held June 11 at Lake Arrowhead. Free Tuition Tuesdays, in partnership with the Wisconsin Rapids Rafters, will be held June 11, 18, 25 and July 2, 23 and 30. The Sand Valley Golf Event will be held August 7 and the annual Trap Shoot Event will be held September 6. The Foundation Scholarship Reception will be held September 12.
2. Ms. Steckbauer announced that as of December 31, 2018 the annual appeal generated \$65,870.00 compared to \$65,701.81 last year.
3. Ms. Steckbauer 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.

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4. Ms. Steckbauer reported the Foundation is nearing ability to accept credit card donations through an online secure portal. Final configuration is being completed.

**VIII. PRESIDENT'S REPORT**

1. Dr. Mondeik highlighted end-of-semester activities and winterim session.
2. Dr. Mondeik announced Mid-State hosted the North Central Higher Education Alliance meeting on January 3. The group discussed future initiatives.
3. Dr. Mondeik reported Campus Strategic Planning is being held throughout the district. Sessions have been completed in Adams and Stevens Point with Wisconsin Rapids and Marshfield to be complete in early February. A summary will be provided once complete.
4. Dr. Mondeik highlighted on-campus activities and recent community happenings.
5. Dr. Mondeik reported the Presidents Association will meet in January in Madison.

**IX. ACADEMIC & HUMAN RESOURCES COMMITTEE**

1. Finance & Audit Committee Chairperson Charles Spargo reported the committee reviewed its Consent Agenda items and had no questions.
2. Mr. Spargo provided an overview of the Treasurer's Report which 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. FY18-19 REVENUE AND EXPENSE FORECAST – Mr. Spargo reported the committee reviewed the FY18-19 revenue and expense forecast. Expenditure forecast is on target for end-of-year. An anticipated fund balance usage is expected.
  - b. OPEB TRUST UPDATE – Mr. Spargo reported the committee reviewed the College's OPEB Trust performance through December 2018.
  - c. BUDGET DEVELOPMENT CALENDAR FOR FISCAL YEAR 2019-202 (FY20) – Mr. Spargo reported the Finance & Audit Committee reviewed the Budget Development Calendar and discussed the budget process. College staff will continue to work the budget and make appropriate presentation at upcoming meetings.
  - 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. PARAMEDIC ACCREDITATION VISIT – Ms. Miller reported that Vice President of Academics Dr. Deb Stencil provided an overview of the Paramedic Associate Degree Program accreditation visit. The two day site visit resulted in positive verbal feedback as well as opportunities for strengthening the program. The written report will be available in the coming months.
- b. LAW ENFORCEMENT ACADEMY – Ms. Miller reported Mid-State’s Law Enforcement Academy completed its audit and submitted for accreditation. Mid-State received full accreditation and also hosted a Law Enforcement Academy in December.
- c. PROGRAM ADVISORY COMMITTEE MEMBERSHIP – Ms. Miller reported the Committee discussed review of Program Advisory Committee membership and criteria for which the committee would like to review on a bi-annual schedule.

## **XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE**

1. In place of Facilities & External Relations Committee Chairperson Robert Beaver, Gordon Schalow reported that the committee had no Consent Agenda items.

2. The following items were presented for informational purposes only:

- a. CIVITAS SOFTWARE – Mr. Schalow reported the college purchased Civitas three years ago as an academic planning and student advising tool. Last year, over 13,000 nudges were sent to assist students in staying enrolled and on track. A continued investment and expansion of the tool is being considered for the future.
- b. CAMPUS LEAD COLLABORATION – Mr. Schalow reported that with a focus on increasing collaboration, Mid-State has implemented Campus Leads meetings to engage the campus deans and managers of each campus location. Dr. Mondeik brings the group together for conversation and college planning every 4-6 weeks.
- c. WILM INITIATIVES – Mr. Schalow reported Mid-State is part of an IT consortium with Wisconsin Indianhead, and Lakeshore (WILM). An analysis of WILM is being completed to ensure Mid-State is moving in the right direction related to business intelligence, business integration, data center and IT initiatives. PeopleSoft is currently the largest link in WILM.
- d. WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS – Mr. Schalow 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. SECURITY DIRECTOR INTRODUCATION – Vice President of Human Resources & Organizational Development Dr. Karen Brzezinski introduced Randy Jahns as Mid-State’s recently hired Director of Security. Mr. Jahns will have responsibility for physical security, implementing an emergency management plan, providing staff training in crisis management and Title IX. Mr. Jahns introduced himself to the Board.

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2. ANNUAL LEGAL EXPENSE UPDATE – Dr. Brzezinski provided a review of legal costs incurred by the college throughout the last year in comparison to previous years. The update was provided in compliance with the Administrative Policy on Engagement of Legal Services.

3. MINDSET SURVEY RESULTS – Mid-State administered its new employee engagement survey, MindSet, in late November. The survey provides a data point for the Key Result of Organizational Health. Dr. Brzezinski reported the college experienced a 97% response rate for the 49 question electronic survey. Comparison to other colleges using the same tool was provided.

**XIII. DISCUSSION AND ACTION ITEM**

1. FACILITY USAGE REPORT – Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow provided a report of FY18 facility usage by outside organizations. Facility usage requests was transitioned from facilities to workforce in July 2018. Approximately 4,470 individuals have utilized Mid-State facilities in the past six months. 2019 facility usage initiatives include increased marketing and utilization of the Adams Campus.

2. STEVENS POINT CAMPUS AND COMMUNITY UPDATE – Stevens Point Campus Dean Volker Gaul shared highlights of student events and learning activities at the Stevens Point Campus as well as provided an update on community happenings and Mid-State’s related involvement.

**XIV. CLOSED SESSION**

There was no closed session this month.

**XV. ADJOURNMENT**

There being no further business, the Board meeting adjourned at 7:04 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, February 18, 2019 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