

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids Campus

April 15, 2019

**I. ROLL CALL**

Board Chairperson Justin Hoerter called the meeting to order at 5:20 p.m.

Roll call was as follows:

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

EXCUSED: Craig Gerlach and Gordon Schalow

OTHERS: Dr. Karen Brzezinski, Dwayne Corry, Dr. Bobbi Damrow, Beth Ellie, Robb Fish, Dr. Mandy Lang, Ray McLemore, Natasha Miller, Brad Russell, Matt Schneider, Jill Steckbauer, Jon Steele, Dr. Deb Stencil, Kolina Stieber, Angie Susa, Jill Quinn, and Tracy Van Meter

**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 March 18, 2019 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 March 2019 were presented in Exhibit B. These bills totaled \$718,858.83 of which \$472,697.46 represents operational expenditures and \$246,161.37 represents capital expenditures.

The district's payroll for the month of March totaled \$2,105,603.26 plus \$25,331.73 for travel and miscellaneous reimbursements and \$729,783.31 in fringe benefits. The district's bills and payroll totaled \$3,579,577.13.

2. Entered into the following contracted service agreements:

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<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146491	Heartsaver BLS	\$ 4,620.00
146492	Heartsaver First Aid/CPR/AED	\$ 1,837.63
146493	Heartsaver First Aid/CPR/AED	\$ 2,675.00
146494	Physical Fitness Testing	\$ 750.00
146495	Heartsaver First Aid/CPR/AED	\$ 1,150.00
146496	Multicraft Apprenticeship Test	\$ 350.00
146497	Fundamental Electricity and Safety	\$ 4,395.00
146498	Supervisory Skills	\$ 4,045.00
146500	Supervisory Management	\$ 1,141.55
146501	ESL Level 1	\$ 2,790.00

3. Approved the following procurement(s) 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 everyone to the meeting. Mr. Gerlach and Mr. Schalow asked to be excused.
2. Mr. Hoerter announced the Spring Boards Association meeting will be held April 11-13 in Fond du Lac. Ms. Bruski Mallek and Mr. Beaver attended. The meeting will included an in-service on Student Services and annual meeting elections.
3. Mr. Hoerter announced the Spring Board Advance will be held on Thursday, May 9 at the Marshfield Campus. A draft agenda was provided for feedback.
4. The next Mid-State Board of Directors meeting will be held on Monday, May 20 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 provided an update on event sponsorships and participation opportunities for upcoming foundation events.
2. Ms. Steckbauer reported the Foundation awarded 31 high school scholarships totaling \$38,500. The window for spring scholarships opens May 6, 2019 and closes June 21, 2019.
3. Ms. Steckbauer provided an update on the Sponsor a Scholar Program, Donor Wall, Distinguished Alumni Wall and Gift Acceptance Policy.

**VIII. PRESIDENT'S REPORT**

1. Dr. Mondeik announced Mid-State's Nursing Program was named a Top Ranked Nursing School (9<sup>th</sup> place) in Wisconsin by registerednursing.org. Congratulations to the Nursing team was extended.
2. Dr. Mondeik announced she received the Phi Theta Kappa Honor Society Presidents Paragon Award recognizing new presidents supporting Phi Theta Kappa.

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3. Dr. Mondeik provided updates on progress of the Strategic Plan, new website rollout and an upcoming visit by the Higher Learning Commission to the Adams Campus for final check off.

4. Dr. Mondeik reported the WTCS Board and Presidents Association met mid-March. WTCS Board approved a 1.7% tuition rate increase. Presidents Association discussed the governor's budget and advocacy strategy.

5. Dr. Mondeik reported the annual Board Appointment meeting was held. Ms. Crass, Mr. Hoerter and Mr. Spargo were reappointed to three-year terms. Final approval will occur at the WTCS May Board meeting.

**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 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. FY19 YEAR-END PROJECTION – Mr. Spargo reported the committee reviewed FY19 year-end budget projection and use of fund equity.
- b. ANTICIPATED CAPITAL PROJECTS AND FINANCING FOR FY20 – Mr. Spargo provided an overview of the FY20 capital budget request.
- c. ANTICIPATED GRANT FUNDING FOR FY20 – Mr. Spargo reported there was an increase in grants received over last year.
- d. SPECIAL FY20 BUDGET MEETING – Mr. Spargo reported the FY20 budget will be presented on May 6 from 4:00 to 5:30 p.m. in room A112 on the Wisconsin Rapids Campus. The budget will then be presented to the full board during its regular May meeting.
- e. 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. Ms. Miller reported Vice President of Academics Dr. Deb Stencil reviewed a request for approval of the Accounting Assistant Embedded Technical Diploma Program. Program introduction is based on employer need and was part of the college's Product Development Plan. No additional faculty are needed to offer.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the Accounting Assistant Embedded Technical Diploma Program.

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3. Ms. Miller reported the committee reviewed a request for approval of the Machine Tool/Machinist Apprenticeship Program. Program introduction is based on employer need and desire for instruction to be provided in-district. The program will start with seven apprentices.

Motion by Mr. Merdan, seconded by Mr. Beaver, upon a roll call vote, unanimously approved the Machine Tool/Machinist Apprenticeship Program.

4. Ms. Miller reported the committee reviewed a request for approval of the Electrical and Instrumentation Apprentice Program. Industry need show 60 apprentices leaving the Mid-State District for training each year in this field. The apprentice program includes five years of instruction and is supported by industry. Current faculty members will provide instruction.

Motion by Mr. Spargo, seconded by Ms. Crass, upon a roll call vote, unanimously approved the Electrical and Instrumentation Apprentice Program.

5. Ms. Miller reported the committee reviewed a request for approval of the Electrical (Construction) Apprentice Program. This program includes four years of instruction and was requested by industry. Forty apprentices will be in the program in fall 2019.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, unanimously approved the Electrical (Construction) Apprentice Program.

6. The following items were presented for informational purposes only:  
a. There were no information items presented.

**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 a request for international travel for the annual German student exchange. Respiratory Therapy Instructor Jamey Wasrud will accompany six students to Hessen, Germany for the 15<sup>th</sup> annual exchange.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved international travel for Jamey Wasrud for the 15<sup>th</sup> annual German student/faculty exchange.

3. Mr. Beaver reported the committee discussed a proposal to increase the Student Activity Fee. The committee reviewed historical data, comparison to WTCS schools and those items the increase would support.

Motion by Mr. Beaver, seconded by Mr. Spargo, upon a roll call vote, unanimously approved increasing Mid-State's Student Activity Fee to 6%.

4. The following items were presented for informational purposes only:  
a. DMI AUDIT – Mr. Beaver reported the college participated in a safety audit conducted by District's Mutual Insurance. The audit resulted in safety recommendations, best practice methods and code awareness issues. The college will assess results and implement necessary changes.

- b. IT CONTINUOUS IMPROVEMENT – Mr. Beaver reported Director of IT Brad Russell provided an update on IT related continuous improvement projects including implementation of a classroom emergency number for IT support and new employee support on the first day of work.
- 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. STUDENT SURVEY RESULTS – Manager of Institutional Effectiveness & Quality Dr. Beth Ellie provided an overview of the Student Satisfaction Inventory Survey that was administered in fall 2018. The Ruffalo Noel-Levitz Survey included 50 questions and was sent to 898 students. Dr. Ellie highlighted commonalities between Mid-State student and employee survey results.
- 2. EMPLOYEE COMPENSATION – Mr. Hoerter reported the Committee-of-the-Whole discussed consideration of a salary increase for employees as part of the FY20 budget. Comparison to CPI and WTCS colleges was made.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved a 2.5% salary increase for employees as part of the FY20 budget.

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

- 1. PHI THETA KAPPA – Mid-State’s Phi Theta Kappa (PTK) chapter received several awards including 1<sup>st</sup> place for the Honors in Action Project and 5-Star status as a chapter. Chapter Advisors Jon Steele and Jill Quinn, along with students Dwayne Corry and Tracy Van Meter highlighted chapter activities and recent accolades. Dr. Mondeik was also recently honored by Phi Theta Kappa as a Paragon President.

## **XIV. CLOSED SESSION**

There was no closed session this month.

## **XV. ADJOURNMENT**

There being no further business, the Board meeting adjourned at 6:18 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, May 20, 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..