

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids Campus

May 20, 2019

I. ROLL CALL

Board Chairperson Justin Hoerter called the meeting to order at 5:33 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, Nikki Garrity, Vikram Gill, Dr. Mandy Lang, Ray McLemore, Layla Merrifield, Natasha Miller, Angie Morgan, Andrew Palios, Brad Russell, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, Kolina Stieber, and 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 April 15, 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 April 2019 were presented in Exhibit B. These bills totaled \$625,932.93 of which \$361,910.06 represents operational expenditures and \$264,022.87 represents capital expenditures.

The district's payroll for the month of April totaled \$1,391,888.61 plus \$19,230.61 for travel and miscellaneous reimbursements and \$640,508.11 in fringe benefits. The district's bills and payroll totaled \$2,677,560.26.

2. Entered into the following contracted service agreements:

OFFICIAL PROCEEDINGS

May 20, 2019

Page 2

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146502	Responder Refresher	\$ 1,690.00
146503	Manufacturing Conference	\$ 3,500.00
146504	Human Body in Health & Disease	\$ 7,050.00
146505	Lifting and Rigging	\$ 4,490.00
146506	Keynote Speaker	\$ 175.00
146507	Multiple-Confirmatory Draw Initial and Update	\$ 3,420.88

3. Approved the following procurement(s) for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$61,000.00	Paragon Development Systems	School of Advanced Manufacturing & Engineering

VI. CHAIRPERSON'S REPORT

1. Mr. Hoerter welcomed everyone to the meeting. Mr. Schalow asked to be excused.
2. Mr. Hoerter announced the Summer Boards Association meeting will be held July 18-20 in Rice Lake. The in-service presentation will be on Boardsmanship. Anyone interested in attending should contact Ms. Susa to make arrangements.
3. Mr. Hoerter reported the Spring Board Advance was held on Thursday, May 9 at the Marshfield Campus. Board members reported on the days topics and discussion.
4. Mr. Hoerter reminded Board members that the July 8 Board meeting represents the annual organizational meeting. The Board discussed moving to an earlier meeting start time to accommodate other annual organizational meetings of members. Committee meetings will begin at 3:30 p.m. on July 8.
5. The next Mid-State Board of Directors meeting will be held on Monday, June 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 p.m. 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 window for spring scholarship applications opened May 6, 2019 and closes June 21, 2019.
3. Ms. Steckbauer shared of the loss of Foundation Board Member Greg Krings. Mr. Krings was a graduate of Mid-State Technical College and served on the Foundation Board since 2009. A scholarship is being established in his name.

VIII. PRESIDENT'S REPORT

1. Dr. Mondeik highlighted recent college and community activities including Campus Advisory meetings, Campus Conversations and Student Listening Sessions, and the Adams Chamber Annual Banquet. She also highlighted Mid-State's Spring Commencement by sharing photos and hearing from those Board members able to attend.

2. Dr. Mondeik reported the Presidents Association will hold its annual planning session June 6-7. Dr. Mondeik officer position will progress from Secretary to Vice President. In addition, the Presidents Association recently attended a meeting at the Governor’s Mansion for dinner and conversation.

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. Mr. Spargo reported budget modifications have been ongoing for the past six months. These amendments reflect changes to the General, Special Revenue – Operational, Capital Projects, Deb Service, and Internal Service Funds. Action to formalize these modifications is requested. A request for approval will be forthcoming in October to address the next six months of necessary modifications.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Notice of 2018-19 Budget Amendment presented in Exhibit F.

WHEREAS, the 2018-19 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 18, 2018 and State statute requires the district board to approve any modifications to the original adopted budget; and

WHEREAS, changes to the adopted budget were incorporated into the monthly financial reports and district board’s monthly agenda, and were published with the minutes; and

WHEREAS, the General Fund budget was adjusted to accommodate: the addition of or modification of federal or state grants; the redistribution of salaries and wages; new staff hires; the reallocation of expenses within departments and functions; and

WHEREAS, the Special Revenue - Operational Fund budget was adjusted to accommodate: the reallocation of expenses within departments and functions; and

WHEREAS, the Capital Projects budget was adjusted to reallocate capital budgets within departments and functions; and to reflect current year projects’ estimates; and to modify and add state, federal, and grants; and

WHEREAS, the Debt Service Fund budget was adjusted to accommodate: the payment of debt; and

WHEREAS, the Special Revenue – Non-Aidable Fund budget was adjusted to accommodate: the study away program; and the reallocation of expenses by fund; and

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2018-19 budgetary revisions:

FUND	FUNCTION RESOURCE	APPROPRIATION CHANGE	MODIFIED PPROPRIATION
General	Instruction	\$495,544	\$18,232,572
General	Instructional Resou	\$18,001	\$1,088,845
General	Student Services	\$50,362	\$4,007,409

General	General Institution	(\$89,412)	\$5,165,918
General	Physical Plant	(\$44,548)	\$2,075,785
Special Revenue – Operational	Instruction	(\$1,805)	\$883,262
Special Revenue – Operational	Physical Plant	\$1,805	\$3,805
Capital Projects	Instruction	\$31,263	\$1,991,462
Capital Projects	Instructional Resou	\$21,950	\$251,050
Debt Service	Physical Plant	\$70,625	\$6,050,870
Special Revenue – Non-Aidable	Student Services	\$10,991	\$6,458,556

BE IT FURTHER RESOLVED that these budget modifications comply with the district board’s policy; and

BE IT FURTHER RESOLVED that the 2018-19 amended budget be used as the official comparison to the proposed 2019-20 budget; and

BE IT FURTHER RESOLVED that these changes are now authorized by a two-thirds (2/3) vote of the entire District Board membership in accordance with Section 65.90(5) of Wisconsin Statutes; and

BE IT FURTHER RESOLVED that administration be directed to place this resolution as Class 1 legal notice in the designated district newspaper as required by Section 65.90(5)(a) of the Wisconsin Statutes.

4. 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. SOLAR ELECTRIC VEHICLE CHARGING STATION – Ms. Miller reported the college recently held a ribbon cutting event to celebrate the installation of a new solar electric vehicle charging station, which brings clean and free electric vehicle charging to the Wisconsin Rapids community. Event photos were shared.
 - b. WLDI UPDATE – Ms. Miller reported Mid-State employees have participated in the Wisconsin Leadership Development Institute (WLDI) since its inception in 1995. The year long program is designed to further develop current leaders or those who aspire to lead. Mid-State’s Dean of Health and Protective & Human Services Dr. Colleen Kane and Apprenticeship & Work-Based Learning Coordinator Mandy Mayek are completing and graduating from the program and Vice President, IT Brad Russell and Student Life Coordinator Natasha Miller are beginning in the next cohort.

- c. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION – Ms. Miller reported the committee discussed Mid-State’s Five-Year Equal Opportunity and Affirmative Action Plan. The plan focuses on addressing needs of underserved populations and embracing diversity. Annual updates will be provided to the WTCS throughout the five year plan window. Approval of the plan will be sought in June.

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. INCOMING/OUTGOING FTES – Mr. Beaver reported the committee discussed FY18 incoming and outgoing FTEs. He highlighted those colleges receiving Mid-State District students and those districts from which Mid-State receives students. In addition, he highlighted programs for which there is an outflow of students and those programs attracting students from out of district.
 - b. WAT GRANT SUBMISSION – Mr. Beaver reported the college submitted Workforce Advancement Training Grants (WAT) to the WTCS for multi-level workforce solutions that partners with 35 businesses as well as expand CNA capacity.
 - 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. DISTRICT BOARDS ASSOCIATION VISIT – Wisconsin Technical College District Boards Association Executive Director Layla Merrifield provided an update on Association activities and facilitated conversation regarding legislative activities.
2. FY20 PROPOSED BUDGET PRESENTATION – Mr. Hoerter reported during a special meeting held on May 6, Administration presented details of the proposed FY20 budget to the Finance & Audit Committee. The committee affirmed administration’s proposal and directed administration to present it in summary during tonight’s meeting. Vice President of Finance & Facilities Robb Fish provided a summary of budget changes and highlights. A narrative and other budget documents were distributed. Administration requests approval of the resolution contained in Exhibit G which authorizes administration to publish a budget summary and notice of a public hearing.

Motion by Mr. Hoerter, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Resolution to Publish the 2019-20 Budget:

BE IT HEREBY RESOLVED that authority be given to the administration of Mid-State Technical College to publish, at least fifteen days prior to the Public Hearing, the Budget Summary and Notice of Public Hearing for Mid-State Technical College for 2019-20, with an expenditure budget totaling \$55,026,741. The Public Hearing will be held on June 17, 2019, at 5:00 p.m.

XIII. DISCUSSION AND ACTION ITEM

1. STATE AMBASSADOR – Vikram Gill, Mid-State Business Management Student, has been named Mid-State Technical College 2019 District Student Ambassador. Mr. Gill shared the story of what brought him to Mid-State, his perspective as a student, and experience attending the WTCS State Ambassador Conference.

2. WEBSITE OVERVIEW – Director of Marketing & Communications Kolina Stieber provided an overview and demonstration of Mid-State’s new website.

XIV. CLOSED SESSION

Mr. Hoerter announced the Board would entertain a motion to convene in closed session, pursuant to s. 19.85(1)(e), Wisconsin Statutes, to discuss terms for a possible leasing agreement, and any related request for proposals that the Board may require. The Board may take action in closed session.

Following the closed session, the Board will entertain a motion to reconvene in open session to take any further action that is necessary and appropriate.

Motion by Mr. Spargo, seconded by Mr. Beaver, upon a roll call vote, unanimously approved the closed session as announced by Mr. Hoerter.

The Board moved into closed session at 6:45 p.m.

XV. ADJOURNMENT

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved reconvening into open session at 7:16 p.m.

Motion by Mr. Beaver, seconded by Ms. Miller, upon a roll call vote, unanimously approved seeking a lease agreement for the purpose of a simulation center.

There being no further business, the Board meeting adjourned at 7:17 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, June 17, 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..

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary