

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids Campus

June 17, 2019

PUBLIC HEARING

Board Chairperson Justin Hoerter called the Public Hearing to order at 5:00 p.m.

Roll call was as follows:

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

EXCUSED: Betty Bruski Mallek, Craig Gerlach, and Gordon Schalow

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Robb Fish, Dr. Mandy Lang, Ray McLemore, Brad Russell, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, Kolina Stieber, and Angie Susa

Mr. Hoerter announced that Wisconsin Statutes require the Mid-State Board to publish the proposed budget and to hold a Public Hearing prior to formal adoption of a budget. The purpose of this Public Hearing is to receive input from the general public. A formal budget presentation has been made to the Mid-State Board and was accessible by the general public through the public access channel. Publication of the 2019-20 Budget Summary and notice of this Public Hearing has occurred in three community newspapers. A copy of the 2019-20 Budget Booklet, meeting WTCS requirements, is available upon request.

There being no comments from the audience, Vice President of Finance & Facilities Robb Fish highlighted the most significant changes encompassing the 2019-20 Budget.

There being no questions or concerns from Board members, Mr. Beaver motioned to adjourn the Public Hearing, seconded by Ms. Miller, at 5:09 p.m.

BOARD MEETING

I. ROLL CALL

Board Chairperson Justin Hoerter called the meeting to order at 5:22 p.m.

Roll call was as follows:

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

EXCUSED: Betty Bruski Mallek, Craig Gerlach, and Gordon Schalow

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Robb Fish, Dr. Mandy Lang, Ray McLemore, 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. Crass, upon a voice vote, unanimously approved minutes from the board meeting held May 20, 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 May 2019 were presented in Exhibit B. These bills totaled \$819,664.15 of which \$602,653.12 represents operational expenditures and \$217,011.03 represents capital expenditures.

The district's payroll for the month of May totaled \$1,370,804.82 plus \$30,056.83 for travel and miscellaneous reimbursements and \$636,220.15 in fringe benefits. The district's bills and payroll totaled \$2,856,745.95.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146508	Customer Care Relations	\$ 1,590.00
146509	Heartsaver CPR/AED Adult	\$ 1,595.00
146510	First Responder – Industrial Skills	\$ 2,203.38
146511	DiSC Assessments	\$ 1,865.00
146512	Leadership Development	\$ 3,255.95
146513	Heartsaver CPR/AED Adult/Child	\$ 790.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$111,608.08	CAE Healthcare	School of Health

VI. CHAIRPERSON'S REPORT

1. Mr. Hoerter welcomed everyone to the meeting.

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. Mr. Beaver, Ms. Bruski Mallek, Ms. Crass, Mr. Merdan, Ms. Miller and Dr. Mondeik plan to attend.

3. Mr. Hoerter reminded Board members that the July 8 Board meeting represents the annual organizational meeting. Committee meetings will begin at 3:30 p.m.

OFFICIAL PROCEEDINGS

June 17, 2019

Page 3

4. The next Mid-State Board of Directors meeting will be held on Monday, July 8 at the Wisconsin Rapids Campus. Committee meetings will be held at 3:30 p.m., Committee-of-the-Whole will begin at 4:00 p.m. and the regular meeting will begin at 4:20 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. The Summer Golf Outing hosted 64 golfers and netted nearly \$11,000 for the Foundation.

2. Ms. Steckbauer reported the window for spring scholarship applications opened May 6, 2019 and closes June 21, 2019. Thus far 147 students have applied.

VIII. PRESIDENT'S REPORT

1. Dr. Mondeik highlighted recent college and community activities including Law Enforcement Academy graduation, Machine Tool Apprenticeship graduation, College Camp and a partnership with Altenburg Farm. In addition, she announced completion of a staff alignment that has occurred over the past six months.

2. Dr. Mondeik reported the Presidents Association held its annual planning session June 6-7. Dr. Mondeik's officer position will progress from Secretary to Vice President. In addition, Dr. Mondeik provided the keynote address for Wisconsin Leadership Development Institute graduation.

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 the proposed 2019-20 (FY20) budget was reviewed by the committee during a special meeting held on May 2, and subsequently presented to the full board on May 20. A Public

Hearing was held earlier in the evening. The budget will go into effect July 1, 2019. Formal adoption of the budget is requested.

Motion by Mr. Spargo, seconded by Mr. Merdan, upon a roll call vote, unanimously approved the 2019-20 Mid-State Technical College Budget as presented in Exhibit F.

WHEREAS, Mid-State Technical College prepared a budget for the 2019-20 fiscal year, necessary to provide educational services to the citizens, industries and communities within the College's boundaries; and

WHEREAS, the outstanding indebtedness of the College, as of July 1, 2019, consists of \$28,290,000 in promissory notes and \$1,350,000 in general obligation bonds;

WHEREAS, the anticipated revenues for the 2019-20 budget consist of \$13,360,286 from Local Government, \$14,822,570 from State Aids, \$7,608,689 from Student Fees, \$9,188,130 from Institutional Sources, and \$4,941,528 from the Federal Government; and

OFFICIAL PROCEEDINGS

June 17, 2019

Page 4

WHEREAS, other funding sources for the 2019-20 budget consist of \$5,000,000 in proceeds from long-term debt; and

WHEREAS, the estimated retained earnings and fund balances as of July 1, 2019, consist of \$10,170,894 in the General Fund, \$347,652 in the Special Revenue Fund - Operational, \$6,012,551 in the Special Revenue Fund – Non-Aidable, \$387,506 in the Debt Service Fund, \$580,483 in the Capital Projects Fund, \$1,398,768 in the Enterprise Fund, and \$1,557,567 in the Internal Service Fund;

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the appropriations for the 2019-20 budget consisting of the following fund types and functions:

In the General Fund - \$17,801,020 for Instruction, \$1,033,801 for Instructional Resources, \$4,059,602 for Student Services, \$5,208,977 for General Institutional, and \$2,080,908 for Physical Plant;

In the Special Revenue Fund – Operational - \$860,353 for Instruction and \$2,620 for Physical Plant;

In the Special Revenue Fund - Non-Aidable - \$5,163,717 for Student Services and \$296,142 for General Institutional;

In the Capital Projects Fund - \$2,080,420 for Instruction, \$168,000 for Instructional Resources, \$607,900 for Student Services, \$752,108 for General Institutional, and \$1,515,435 for Physical Plant;

In the Debt Service Fund - \$6,431,097 for Physical Plant;

In the Enterprise Fund - \$1,220,206 for Auxiliary Services; and,

In the Internal Service Fund - \$5,744,435 for Auxiliary Services.

BE IT FURTHER RESOLVED that the approval includes any modifications to the 2019-20 budget resulting from public input during the Public Hearing, and formally endorsed by the board.

BE IT FURTHER RESOLVED that this 2019-20 budget be submitted, as approved, to the Wisconsin Technical College System Board prior to July 1, 2019, as required by State Statutes 38.12(5m).

4. The following items were presented for informational purposes only:
 - a. TIMETABLE FOR FUTURE CAPITAL FINANCING – A timetable for capital borrowing activities was discussed. Administration plans to start the FY20 capital borrowing process in July with an initial resolution will be presented for the proposed deb offering. A resolution awarding the sale of the notes will occur in August. Deb proceeds will be distributed thereafter.
 - b. 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 the committee reviewed the college's Five-Year Equal Opportunity & Affirmative Action Plan for the period of July 1, 2019 – June 30, 2024 that focuses on addressing needs of underserved populations and embracing diversity.

Motion by Mr. Beaver, seconded by Mr. Spargo, upon a roll call vote, unanimously approved Mid-State Technical College's Five-Year Equal Opportunity & Affirmative Action Plan for July 1, 2019 – June 30, 2024 as written and presented.

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

- a. NEW PROGRAMMING PRESENTATION – Ms. Miller reported the committee discussed fall 2020 implementation of a Leadership Development Associate Degree Program and a Manufacturing Operations Management Associate Degree Program. Program history, current employment opportunities, future employment trends, community and Advisory Committee support, budget implications and staffing were all discussed. A request for program approval will be presented in July.

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 discussed the need for a comprehensive health simulation center and the request for proposals (RFP) issued to identify space and partnership opportunities. One response was received for the RFP from Aspirus Riverview. Project scope was discussed.

Motion by Mr. Beaver, seconded by Ms. Miller, upon a roll call vote, unanimously approved a lease agreement with Aspirus Riverview for a Comprehensive Health Simulation Center and the following Resolution For The Mid-State Leased Space for Comprehensive Health Simulation Center resolution.

WHEREAS, the existing need for additional health simulation and clinical hours exceed our capacity to provide them; and the need for healthcare professionals is projected to increase; and

WHEREAS, the defined operational increase can be accommodated by the college; and the request for proposals for the leased space was properly executed and received,

BE IT RESOLVED that the Mid-State Technical College Board of Directors approves the lease of an approximately 11,500 square foot space at the Aspirus Riverview Hospital near the Wisconsin Rapids Campus as established in the terms of the lease agreement, and requests Wisconsin Technical College System Board approval during their July 2019 meeting.

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

- a. FY19 OUT-OF-STATE TUITION REMISSION ANNUAL SUMMARY – Mr. Beaver reported no out-of-state tuition was remitted in the 2019 academic year.

- b. FY20 OUT-OF-STATE TUITION REMISSION ANNUAL REQUEST – Mr. Beaver reported the college will not be requesting authority from the WTCS to remit any out-of-state tuition for the 2019-2020 academic year.

- c. OUTSOURCING MEAD SERVICES – Mr. Beaver reported the committee discussed a recent decision to outsource Mid-State's printing needs to Quality Plus Printing in Wisconsin Rapids. Usage, print volume, technology and equipment needs and cost were discussed.

- 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 PACKET FORMAT/COMMITTEE STRUCTURE – Ms. Susa walked through proposed changes to the monthly board packet and committee structure as well as facilitated a conversation around service on committees in the upcoming year.

XIII. DISCUSSION AND ACTION ITEM

1. Discussion & Action was not held this month.

XIV. CLOSED SESSION

There will be no closed session this month.

XV. ADJOURNMENT

There being no further business of the Board, the meeting adjourned at 6:01 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, July 8, 2019 at the Wisconsin Rapids Campus. Committees will meet at 3:30 p.m., unless otherwise announced, Committee-of-the-Whole will meet at 4:00 p.m. and the regular meeting will begin at 4:20 p.m..

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary