

MID-STATE TECHNICAL COLLEGE
DISTRICT BOARD MEETING MINUTES

Wisconsin Rapids Campus

July 8, 2019

A. CALL TO ORDER – Justin Hoerter

The meeting was called to order at 4:25 p.m.

B. ROLL CALL

PRESENT: Betty Bruski Mallek, Justin Hoerter, Lynneia Miller, Gordon Schalow, Charles Spargo, and Dr. Shelly Mondeik

EXCUSED: Robert Beaver, Kristin Crass, Craig Gerlach, and Richard Merdan

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

C. OPEN MEETING CERTIFICATION – Justin Hoerter

The meeting notice was verified; stating 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.

D. OPEN FORUM – Justin Hoerter

The meeting was opened for comments from the audience. No one wished to address the Board.

E. APPROVAL OF MINUTES

Motion by Mr. Spargo, seconded by Ms. Miller, upon a voice vote, unanimously approved minutes from the board meeting held June 17, 2019 as presented.

F. CONSENT AGENDA

Motion by Ms. Miller, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following consent agenda items:

1. The district's bills for the month of June 2019 were presented in Exhibit B. These bills totaled \$448,409.52 of which \$332,367.49 represents operational expenditures and \$116,042.03 represents capital expenditures. The district's payroll for the month of June totaled \$1,404,697.15 plus \$24,263.26 for travel and miscellaneous reimbursements and \$630,953.91 in fringe benefits. The district's bills and payroll totaled \$2,508,323.84.
2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146514	Heartsaver First Aid/CPR/AED	\$ 1,100.00

3. Approved the following procurement(s) for goods and services:
- | <u>Amount</u> | <u>Vendor</u> | <u>Department</u> |
|---------------|--------------------------------|--|
| \$182,613.44 | Henricksen | Facilities |
| \$143,873.00 | Camera Corner Connecting Point | Information Technology |
| \$126,672.00 | Troxell | Information Technology |
| \$100,500.00 | Concept Machine Tool | School of Advanced Manufacturing & Engineering |
4. Approved hires and resignations of contracted staff:
- | Hires: | Position: | Effective: |
|---------------|---|------------|
| Joe Byczynski | Instructor, Machine Tool | 7/8/2019 |
| James Koskey | Instructor, Electrical & Instrumentation Apprenticeship | 7/8/2019 |
| Autumn Laabs | Instructor, Cosmetology & Barber Technologist | 7/8/2019 |
| Mike Topness | Instructor, Criminal Justice | 7/8/2019 |
| Logan Wolosek | Instructor, Construction Electrician Apprenticeship | 7/8/2019 |
| Trish Zdroik | Instructor, Basic Education | 7/8/2019 |

G. CHAIRPERSON’S REPORT – Justin Hoerter

- Board members were welcomed to the meeting. Mr. Beaver, Ms. Crass, Mr. Gerlach and Mr. Merdan asked to be excused.
- Summer District Boards Association meeting will be held July 18-20 in Rice Lake. Mr. Beaver, Ms. Bruski Mallek, Ms. Crass, Mr. Merdan, Ms. Miller and Dr. Mondeik plan to attend.
- Association of Community College Trustees (ACCT) Leadership Congress will be held October 16-19 in San Francisco. Please contact Ms. Susa if interested in attending.
- Future meeting dates (times unless otherwise announced):

MONTHLY MEETING	Committee Meetings – 4:15 p.m.
Monday, August 19, 2019	Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus	Board Meeting – 5:20 p.m.
MONTHLY MEETING	Committee Meetings – 4:15 p.m.
Monday, September 16, 2019	Committee-of-the-Whole – 5:00 p.m.
Stevens Point Campus	Board Meeting – 5:20 p.m.
MONTHLY MEETING	Committee Meetings – 4:15 p.m.
Monday, October 21, 2019	Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus	Board Meeting – 5:20 p.m.

H. FOUNDATION BOARD LIAISON REPORT – Jill Steckbauer

- The Foundation Golf Event (netted \$10,500) was highlighted along with Free Tuition Tuesdays.
- Upcoming Foundation events:
 - July 23 and 30, 2019 – Free Tuition Tuesdays at Wisconsin Rapids Rafters

- August 7, 2019 – Sand Valley Golf Outing
 - September 6, 2019 – Trap Shoot Event
 - September 12, 2109 – Scholarship Reception
3. Spring scholarship applications are in the review phase; 232 students applied compared to 185 in 2018.
 4. Sponsor-a-Scholar activity update was provided.

I. PRESIDENT’S REPORT – Dr. Shelly Mondeik

1. Recent on-campus events were highlighted, including: a K-12 Administrators Breakfast and Nuts, Bolts and Thingamajigs summer camp.
2. A need for manufacturing training in Stevens Point has arisen. Four community/business leaders have committed to leading the charge with the college. Additional information will be provided in August.
3. Mid-State’s Simulation Center project is on the WTCS Board Agenda for approval during the July meeting. Once approved, the project will move forward to implementation.
4. As part of the Governor’s State Budget, \$25M has been allocated to WTCS over the next two years. In addition, funding for the Wisconsin Rapids Tribune project was included in the budget; Mid-State is still evaluating details to determine immersion in the project.

J. COMMITTEE REPORTS

1. FINANCE & AUDIT COMMITTEE – Charles Spargo
 - a. REVIEW OF CONSENT AGENDA ITEMS: Committee reviewed and discussed Consent Agenda items. Questions were addressed.
 - b. TREASURER’S REPORT: Due to timing of the meeting and year-end closing activities, the month-end financial reports were not available. A report out of FY19 will be provided at the August meeting.
 - c. RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$5,000,000 GENERAL OBLIGATION PROMISSORY NOTES; AND SETTING THE SALE: Board reviewed a request to issue \$5,000,000 in general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds and equipment in 2019-20. During August, a request for official sale of notes will be made.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Resolution Authorizing The Issuance Of Not To Exceed \$5,000,000 General Obligation Promissory Notes; And Setting The Sale:

WHEREAS, the Mid-State Technical College District, Adams, Clark, Jackson, Juneau, Marathon, Portage, Waushara and Wood Counties, Wisconsin (the "District") is presently in need of \$1,106,292 for the public purpose of paying the cost of building remodeling and improvement projects; in the amount of \$3,746,708 for the public purpose

of paying the cost of acquiring movable equipment; and in the amount of \$147,000 for the purpose of paying the cost of site improvements; and there are insufficient funds on hand to pay said costs;

WHEREAS, the District hereby finds and determines that the projects are within the District's power to undertake and serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, technical college districts are authorized by the provisions of Section 67.12(12), Wisconsin Statutes to borrow money and to issue general obligation promissory notes for such public purposes.

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,106,292 for the public purpose of paying the cost of building remodeling and improvements projects; and be it further

Resolved, that the District shall issue general obligation promissory notes in an amount not to exceed \$3,746,708 for the public purpose of paying the cost of acquiring movable equipment; and be it further

Resolved, that the District shall issue general obligation promissory notes in an amount not to exceed \$147,000 for the public purpose of paying the cost of site improvements; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed FIVE MILLION DOLLARS (\$5,000,000) from Robert W. Baird & Co. Incorporated (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed FIVE MILLION DOLLARS (\$5,000,000) (the "Notes"). There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof within ten years of the date of issuance of the Notes.

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the Wisconsin Rapids Daily Tribune, the official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A, B and C (collectively, the "Notices") and incorporated herein by this reference.

Section 3. Sale of the Notes. The sale of the Notes shall be negotiated with the Purchaser. At a subsequent meeting, the District Board shall act on the purchase proposal received from the Purchaser and specify the terms of and interest rates on the Notes.

Section 4. Official Statement. The Secretary shall cause an Official Statement to be prepared by the Purchaser. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this Resolution.

Section 5. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law. If any of the Notes may be subject to a petition for referendum, any action with respect to the sale of the Notes shall be subject to the condition that no petition for referendum has been filed within thirty (30) days of publication of the Notices provided for under Section 2 of this Resolution or, if a petition is filed, that any required referendum approval is obtained.

Adopted, approved and recorded July 8, 2019.

- d. OUTCOMES BASED FUNDING UPDATE: The College will experience a 14% increase over last year in Outcomes Based Funding. Funding is based on a three-year rolling average with 2019 replacing 2016.
 - e. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
2. ACADEMIC & HUMAN RESOURCES COMMITTEE – Lynneia Miller
- a. NEW PROGRAMMING – LEADERSHIP DEVELOPMENT ASSOCIATE DEGREE: Committee reviewed a request to reinstate the Leadership Development (formerly Supervisory Management) Associate Degree Program. The request is supported by employer need and a 3.6% increase in positions over the next five years and has been endorsed by Advisory Committee. The program is slated to start in Fall 2019 and will include flexible options for students.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved reinstatement of the Leadership Development Associate Degree Program and forwarding that request to the WTCS for approval.
 - b. NEW PROGRAMMING – MANUFACTURING OPERATIONS MANAGEMENT ASSOCIATE DEGREE: Committee reviewed a request to approve the concept review for a Manufacturing Operations Management Associate Degree Program. The request is supported by employer need, an aging workforce population and need for industry specific credentials. The program is slated to start in Fall 2020; in preparation 15 employers have been identified to serve on committee to drive programming.

Motion by Mr. Spargo, seconded Ms. Bruski Mallek, upon a roll call vote, unanimously approved the concept review for the Manufacturing Operations Management Associate Degree Program and forwarding the request to the WTCS for approval.

3. FACILITIES & EXTERNAL RELATIONS COMMITTEE – Gordon Schalow
 - a. THREE- YEAR FACILITIES PLAN: Committee reviewed details of the College’s Three-Year Facilities Plan. Projects slated for 2020 are on track and/or being finalized. Year two and three projects are subject to change based on need; this plan provides a guide to project planning.

Motion by Ms. Miller, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved the Mid-State Technical College Three-Year Facilities Plan and submission to the WTCS for Board approval.
 - b. WORKFORCE DEVELOPMENT CONTRACTS AND PROPOSALS: Highlighted Exhibit H with Committee. Budget was met for the year and an annual report will be provided in September.
4. COMMITTEE-OF-THE-WHOLE – Justin Hoerter
 - a. PRESIDENTS ASSOCIATION STRATEGIC AREAS OF FOCUS: WTCS Presidents Association held annual planning session in June and discussed strategic areas of focus for 2019-20. Five areas of focus will be addressed in the coming year.
 - b. BOARD LEADERSHIP AND COMMITTEE ASSIGNMENT DISCUSSION: Discussion regarding appointment of officers, committee assignments and WTC Boards Association committee assignments was held. Action will occur during Discussion & Action.

K. DISCUSSION & ACTION – Justin Hoerter

1. ELECTION OF OFFICERS: State Statutes require all Wisconsin technical colleges meet on the second Monday of July for an annual organizational meeting. Newly appointed Board members are seated, officers are elected and committee assignments are made.

Mr. Hoerter called for nominations for Chairperson. Ms. Bruski Mallek nominated Robert Beaver for Chairperson, seconded by Mr. Spargo. Mr. Hoerter called three times for other nominations. Hearing none, Mr. Hoerter moved that nominations be closed and a unanimous ballot be cast for Robert Beaver, seconded by Ms. Bruski Mallek, and unanimous upon a roll call vote.

Mr. Hoerter called for nominations for Vice Chairperson. Ms. Miller nominated Kristin Crass for Vice Chairperson, seconded by Mr. Spargo. Mr. Hoerter called three times for other nominations. Hearing none, Mr. Spargo moved that nominations be closed and a unanimous ballot be cast for Kristin Crass, seconded by Ms. Bruski Mallek, and unanimous upon a roll call vote.

Mr. Hoerter called for nominations for Secretary. Ms. Bruski Mallek nominated Lynneia Miller for Secretary, seconded by Mr. Spargo. Mr. Hoerter called three times for other nominations. Hearing none, Ms. Bruski Mallek moved that nominations be closed and a unanimous ballot be cast for Lynneia Miller, seconded by Mr. Spargo, and unanimous upon a roll call vote.

Mr. Hoerter called for nominations for Treasurer. Ms. Bruski Mallek nominated Charles Spargo for Treasurer, seconded by Mr. Schalow. Mr. Hoerter called three times for other nominations. Hearing none, Ms. Bruski Mallek moved that nominations be closed and a unanimous ballot be cast for Charles Spargo, seconded by Ms. Miller, and unanimous upon a roll call vote.

2019-2020 Mid-State Technical College District Board officers: Chairperson – Robert Beaver; Vice Chairperson – Kristin Crass; Secretary – Lynneia Miller; and Treasurer – Charles Spargo.

2. MID-STATE BOARD COMMITTEE ASSIGNMENTS: Committee structure and annual assignments were discussed during Committee-of-the-Whole.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a voice vote unanimously approved alignment of committees to college direction: Finance & Infrastructure Committee; Academic & Student Services Committee; and Human Resources & External Relations Committee.

Board members will serve the following committees for the 2019-2020 year: Finance & Infrastructure – Charles Spargo (Chairperson), Lynneia Miller, and Richard Merdan; Academic & Student Services – Betty Bruski Mallek (Chairperson), Kristin Crass, and Craig Gerlach; and Human Resources & External Relations – Justin Hoerter (Chairperson), Robert Beaver, and Gordon Schalow.

3. WTC DISTRICT BOARDS ASSOCIATION COMMITTEE ASSIGNMENTS: Board members discussed service to Boards Association committees. Ms. Susa will submit requests to the WTC District Boards Association.

L. CLOSED SESSION – Justin Hoerter

The Board entertained a motion to convene to closed session, pursuant to s. 19.85(1)(c) and (f), Wisconsin Statutes, to discuss the President's evaluation and information concerning certain College employees' execution of their responsibilities.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved closed session as announced.

The Board convened in closed session at 5:03 p.m.

M. ADJOURNMENT – Justin Hoerter

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a voice vote, unanimously approved reconvening into open session at 6:43 p.m.

Motion by Ms. Bruski Mallek, seconded by Mr. Schalow, upon a roll call vote, unanimously approved a 10.5% salary increase for Dr. Mondeik in addition to extension of her three-year contract and a discretionary quarterly bonus.

There being no further business of the Board, the meeting adjourned at 6:47 p.m. with a motion by Ms. Bruski Mallek, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary