

MID-STATE TECHNICAL COLLEGE
DISTRICT BOARD MEETING MINUTES

Stevens Point Campus

September 16, 2019

A. CALL TO ORDER – Robert Beaver

The meeting was called to order at 5:22 p.m.

B. ROLL CALL

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Justin Hoerter, Richard Merdan (departed meeting at 6:07 p.m.), Lynneia Miller, Charles Spargo, and Dr. Shelly Mondeik

EXCUSED: Craig Gerlach and Gordon Schalow

OTHERS: Craig Bernstein, Dr. Karen Brzezinski, Kilian Carr, Caleb Cline, Maggie Coakley, Dr. Bobbi Damrow, Dr. Beth Ellie, Scott Engel, Robb Fish, Volker Gaul, Joe Hoffman, Ryan Kawski, Dr. Mandy Lang, Alex Lendved, Maddy Matthews, Ray McLemore, Dave Pryor, Brad Russell, Mike Sabel, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, Kolina Stieber, Angie Susa, Matthew Tyler, and Aaron Wulk

C. OPEN MEETING CERTIFICATION – Robert Beaver

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 – Robert Beaver

The meeting was opened for comments from the audience.
Dave Pryor, Quality Plus Printing, addressed the Board regarding the RFP results for printing services.

E. APPROVAL OF MINUTES

Motion by Ms. Bruski Mallek, seconded by Ms. Crass, upon a voice vote, unanimously approved minutes from the board meeting held August 19, 2019 as presented.

F. 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 August 2019 were presented in Exhibit B. These bills totaled \$1,665,014.02 of which \$940,702.09 represents operational expenditures and \$724,311.93 represents capital expenditures. The district's payroll for the month of August totaled \$2,021,928.76 plus \$19,250.81 for travel and miscellaneous reimbursements and \$726,778.52 in fringe benefits. The district's bills and payroll totaled \$4,432,972.11.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146519	Situational Awareness & De-escalation	\$ 250.00

146519 Chainsaw Safety \$ 850.00

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

Amount Vendor Department

There are no procurements requiring board action this month.

G. CHAIRPERSON’S REPORT – Robert Beaver

1. Board members were welcomed to the meeting. Mr. Gerlach and Mr. Schalow asked to be excused.
2. Fall District Boards Association meeting will be held October 30 – November 2 in Waukesha. The meeting will be held in conjunction with the annual Legal Issues Seminar. Anyone interested in attending should contact Ms. Susa.
3. Boards Association Annual Planning Session was attended by Ms. Bruski Mallek. Strategic Areas of Focus for 2019-2020 were discussed and will be shared at Fall Boards Association meeting. Association priorities for the coming year include preserving collaboration, protecting advocacy and encouraging engagement.
4. Fall Board Advance will be held Thursday, November 21 in Wisconsin Rapids. A draft agenda will be presented for feedback in October.
5. ACCT Leadership Congress will be held October 16-19 in San Francisco. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan, Ms. Miller, Dr. Damrow and Dr. Lang plan to attend.
6. Note the November Board meeting will be held in Marshfield and the March meeting will be held in Adams.
7. Future meeting dates (times unless otherwise announced):

MONTHLY MEETING Monday, October 21, 2019 Wisconsin Rapids Campus	Committee Meetings – 4:15 p.m. Committee-of-the-Whole – 5:00 p.m. Board Meeting – 5:20 p.m.
MONTHLY MEETING Monday, November 18, 2019 Marshfield Campus	Committee Meetings – 4:15 p.m. Committee-of-the-Whole – 5:00 p.m. Board Meeting – 5:20 p.m.
MONTHLY MEETING Monday, December 16, 2019 Wisconsin Rapids Campus	Committee Meetings – 4:15 p.m. Committee-of-the-Whole – 5:00 p.m. Board Meeting – 5:20 p.m.

H. FOUNDATION BOARD LIAISON REPORT – Jill Steckbauer

1. Concluding Foundation events:
 - Sand Valley Par 3 Golf Event netted \$8,500
 - Trapshooting Event netted \$3,500 (down from \$5,000 last year)
 - Scholarship Reception honored 116 students receiving scholarships; 48 donors attended

2. Fall Scholarship Application window opened September 16 and runs through October 11, 2019 with awarding in November for January 2020 disbursement. High School window for fall 2020 semester opens December 16, 2019
3. Foundation Audit field work was conducted September 3rd and 4th. Foundation financials will be presented to the District Board in November 2019 per the Memorandum of Understanding.

I. PRESIDENT’S REPORT – Dr. Shelly Mondeik

1. Recent college/campus activities included launch of Aspirus partnership with the announcement of the Health Simulation Center; outreach at the Central Wisconsin State Fair in Marshfield; Adams Campus Ribbon Cutting will be held October 1 and Mid-State’s newest commercial was shared.
2. Advocacy continues for the Manufacturing Center in Stevens Point. The first faculty/industry partner meeting was held, and the college received its first project donation.
3. WTCS Board met and discussed education of the incarcerated population in Wisconsin. Additional information will be presented to the Mid-State Board during the November Board Advance.
4. Wisconsin Technical College System Presidents Association met to discuss transferability. A phone conference will be held in October.

J. COMMITTEE REPORTS

1. FINANCE & INFRASTRUCTURE COMMITTEE – Charles Spargo
 - a. REVIEW OF CONSENT AGENDA ITEMS: Committee reviewed and discussed Consent Agenda items. Questions were addressed.
 - b. TREASURER’S REPORT: Reviewed and discussed college financial data.
 - c. RFP FOR PRINT SERVICES: Request for Proposals for Print Services was conducted and received two bids from in-district contractors. A four-person evaluation team evaluated each bid in five criteria areas. Following evaluation, a request for Board approval of DigiCopy as Mid-State’s print service supplier was made.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, with Ms. Crass and Mr. Merdan voting no, approved the following Resolution For Award For RFP#785 Mid-State Print Services:

WHEREAS, the college has need for printing services; and

WHEREAS, this service is locally available; and the request for proposals for this service were properly executed and received,

BE IT RESOLVED that the Mid-State Technical College Board of Directors approves the awarding of print services for three years to DigiCopy as established in the terms and costs of their submitted RFP#785 proposal.

- d. **ESTIMATED PROPERTY VALUES & TAX RATES:** Property values by county were released in August 2019; however, values for school and technical college districts will not be released by the Department of Revenue (DOR) until late September. A preliminary estimate by the WTCS Office indicates Mid-State's total property valuation will increase approximately 6.5%. Mid-State will certify its 2019-2020 property tax levy distributions in October. The college anticipates levying the maximum allowable for actual change in new construction as certified by the DOR.
 - e. **STATUS OF FY19 INDEPENDENT FINANCIAL AUDIT:** The audit is progressing as scheduled, auditors first day on site was September 16. Budget amendments will be presented in October.
 - f. **FTE PROJECTION:** The FTE projection for FY20 indicates that tuition receipts will be flat to budget.
 - g. **SUMMER PROJECTS RECAP:** A significant amount of work has been completed around each of Mid-State's four campuses. Cost per foot of remodeling was considerably less than regional averages of the same project type; Mid-State's team approach allowed for this gain.
 - h. **FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES:** No topics discussed.
2. **ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek**
- a. **MANUFACTURING OPERATIONS MANAGEMENT PROGRAM:** In June, the committee reviewed information regarding the potential Manufacturing Operations Management Program. Ms. Bruski Mallek highlighted courses included in the program, current job outlook, operational budget impact, and potential grants available for program support. The program is slated to begin in Fall 2020. A request to advance program approval to WTCS Board was made.

Motion by Ms. Bruski Mallek, seconded by Mr. Hoerter, upon a roll call vote, unanimously approved the Manufacturing Operations Management Program and advancement to the WTCS Board for approval.
 - b. **ADVISORY COMMITTEE MEMBERSHIP:** Advisory Committee membership from programs in the School of Business & Technology, School of Health and School of Protective & Human Services were shared. Each program has district business representation and includes both employers and employees. Additional schools membership will be presented in February.
 - c. **ENROLLMENT REPORT:** Mid-State's 2018-2019 year-end enrollment report indicates a 6% headcount increase for the second year as well as a 2.6% FTE increase. Specific program enrollment data was reviewed as well as student demographics.
3. **HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Justin Hoerter**
- a. **COLLEGE-WIDE IN-SERVICE:** A summary of in-service was provided. In-Service theme was "Looking Back/Moving Forward" and 90% of survey respondents believed it was a positive experience. Next In-Service is scheduled for February 24, 2020.

- b. COLLEGE-WIDE CUSTOMER SERVICE TRAINING: Mid-State will offer college-wide customer service training (I-CARE) centered around the organizations Core Values and consist of programs tailored to specific areas of the college.
 - c. FAST FORWARD GRANT: Department of Workforce Development issued a \$88,816 grant to Sand Valley Golf Resort to partner with Mid-State for training in the culinary arts. Training held at Sand Valley will include classroom, hands-on and internship opportunities and will satisfy a 10-credit certificate.
 - d. WORKFORCE DEVELOPMENT CONTRACTS AND PROPOSALS: Highlighted workforce contract with Committee.
4. COMMITTEE-OF-THE-WHOLE – Robert Beaver
- a. WORKFORCE & ECONOMIC DEVELOPMENT ANNUAL REPORT:
The Workforce & Economic Development Division at Mid-State completed its first full year having contracted \$319,300 in training. In addition, 2,444 individuals were served through continuing education opportunities and \$265,000+ was received in grants.
 - b. YEAR-END DASHBOARD PRESENTATION: Mid-State’s year-end Dashboard indicated 13 of nearly 20 goals were met or exceeded over the last year. Notables include growth in FTE and headcount as well as student retention and employee engagement.

K. DISCUSSION & ACTION – Robert Beaver

1. STUDENT ACHIEVEMENT: Mid-State students, Maddy Matthews, Matthew Tyler, Kilian Carr, and Caleb Cline, shared their experiences related to being part of skill-based competitions in the spring or summer. Faculty supporting those students also shared perspective on student achievement and engagement.
2. STEVENS POINT CAMPUS AND COMMUNITY UPDATE: Highlights of Stevens Point Campus and community happenings were shared. The Stevens Point Campus is celebrating its 5th Anniversary at the downtown location with year-long activities. Campus Dean Volker Gaul will be retiring in January – appreciation for his service was shared.

L. ADJOURNMENT – Robert Beaver

There being no further business of the Board, the meeting adjourned at 7:02 p.m. with a motion by Ms. Bruski Mallek, seconded by Ms. Crass, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary