

MID-STATE TECHNICAL COLLEGE
DISTRICT BOARD MEETING MINUTES

Wisconsin Rapids Campus

October 21, 2019

A. CALL TO ORDER – Robert Beaver

The meeting was called to order at 5:21 p.m.

B. ROLL CALL

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

EXCUSED: Betty Bruski Mallek and Gordon Schalow

OTHERS: Morgan Anderson, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Dr. Beth Ellie, Whitney Escher, Jackie Esselman, 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 – 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. No one wished to address the Board.

E. APPROVAL OF MINUTES

Motion by Mr. Spargo, seconded by Mr. Gerlach, upon a voice vote, unanimously approved minutes from the board meeting held September 16, 2019 as presented.

F. CONSENT AGENDA

Motion by Mr. Spargo, seconded by Mr. Merdan, upon a roll call vote, unanimously approved the following consent agenda items:

1. The district's bills for the month of September 2019 were presented in Exhibit B. These bills totaled \$3,017,044.98 of which \$1,690,515.28 represents operational expenditures and \$1,326,529.70 represents capital expenditures. The district's payroll for the month of September totaled \$1,359,327.48 plus \$18,861.28 for travel and miscellaneous reimbursements and \$2,009,993.95 in fringe benefits. The district's bills and payroll totaled \$5,027,038.93.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146535	Customer Care Relations	\$ 1,480.00
146536	Fundamental Electricity & Safety	\$ 2,600.00
146537	Childhood Teacher Skills & Strategies	\$ 3,900.00
146538	Heartsaver First Aid/CPR/AED	\$ 5,990.00
146539	Shielded Metal Arc Weld	\$ 10,776.68

146540	Intro to Welding	\$ 4,643.28
146541	Constructions Fundamentals	\$ 17,695.73
146542	Blueprint Reading for Construction	\$ 5,628.93
146543	Heartsaver BLS	\$ 495.00
146544	Heartsaver CPR/AED Adult	\$ 2,995.00
146545	Change Management	\$ 400.00
146546	Customer Service	\$ 7,900.00
146547	Lifting & Rigging	\$ 5,900.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
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There are no procurements requiring board action this month.

4. Approved the following Ethics Resolution:

RESOLVED that for purposes of Wisconsin’s Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats., the Mid-State Technical College District Board has designated the following positions deputy, associate, or assistant district directors and indicated its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom Wisconsin’s Ethics Code applies:

Position	Current Occupant
President	Dr. Shelly Mondeik
Vice President, Academics	Dr. Deb Stencil
Vice President, Finance & Facilities	Robb Fish
Vice President, Human Resources & Organizational Development	Dr. Karen Brzezinski
Vice President, Workforce Development & Community Relations	Dr. Bobbi Damrow
Vice President, Student Services & Enrollment Management	Dr. Mandy Lang
Vice President, Information Technology	Brad Russell
Director, Facilities & Procurement	Matt Schneider
Director, Foundation & Alumni	Jill Steckbauer

G. CHAIRPERSON’S REPORT – Robert Beaver

- Board members were welcomed to the meeting. Ms. Bruski Mallek and Mr. Schalow asked to be excused.
- 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.
- ACCT Leadership Congress was held October 16-19 in San Francisco. Mr. Merdan, Ms. Miller, Dr. Damrow and Dr. Lang attended. Comments on sessions and presentations were made.
- Fall Board Advance will be held Thursday, November 21 in Wisconsin Rapids. A draft agenda was presented for feedback.

5. Future meeting dates (times unless otherwise announced):
 - MONTHLY MEETING** Committee Meetings – 4:15 p.m.
Monday, November 18, 2019 Committee-of-the-Whole – 5:00 p.m.
Marshfield Campus Board Meeting – 5:20 p.m.

 - BOARD ADVANCE** 8:30 a.m. – 2:00 p.m.
Thursday, November 21, 2019
Wisconsin Rapids Campus

 - MONTHLY MEETING** Committee Meetings – 4:15 p.m.
Monday, December 16, 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, January 20, 2020 Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus Board Meeting – 5:20 p.m.

H. FOUNDATION BOARD LIAISON REPORT – Jill Steckbauer

No report was provided.

I. PRESIDENT’S REPORT – Dr. Shelly Mondeik

1. Recent college/campus activities included Adams Campus Ribbon Cutting and Open House event, Stevens Point Campus Five-Year Proclamation and Wisconsin Women in Higher Education Leadership Conference. Dr. Mondeik briefly highlighted each.
2. Wisconsin Technical College System Presidents Association met October 9 and continued conversation around transferability and discussed planning for District Boards Association meeting and Legal Issues Seminar.

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. 2018-2019 BUDGET AMENDMENTS: End-of-year closing entries and audit work require amendments to the college’s 2018-19 (FY19) budget prior to finalizing the annual audit. These amendments are customary and usual and were previously brought to the attention of the Board.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, approved the following 2018-2019 Budget Amendment Resolution:

WHEREAS, the 2018-19 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 18, 2018, was amended on May 20, 2019, 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 modification of federal or state grants; the redistribution of salaries and wages; the reallocation of expenses within departments and functions; and

WHEREAS, the Special Revenue – Operational budget was adjusted to accommodate dual credit enrollments; and

WHEREAS, the Capital Projects budget was adjusted to accommodate the modification of federal or state grants: and to reallocate capital budgets within departments and functions; and

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

WHEREAS, the Internal Service Fund budget was adjusted to accommodate: self-funded insurance costs; and wages and benefits by fund; and

WHEREAS, the Special Revenue – Non-Aidable Fund budget was adjusted to accommodate: the reallocation of expenses within funds; and

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

FUND	FUNCTION RESOURC	APPROPRIATION CHANGE	MODIFIED APPROPRIATION
General	Instruction	\$305,173	\$18,537,745
General	Instructional Resources	\$53,670	\$1,142,515
General	Student Services	(\$41,263)	\$3,966,146
General	General Institutional	(\$939)	\$5,164,979
General	Physical Plant	\$61,576	\$2,137,361
Special Rev – Operation	Instruction	\$218,350	\$1,101,612
Special Rev – Operation	Physical Plant	\$126	\$3,931
Capital Projects	Instruction	\$1,232,057	\$3,223,519
Capital Projects	Instructional Resources	\$45,479	\$296,529
Capital Projects	Student Services	\$9,000	\$405,000
Capital Projects	General Institutional	(\$43,071)	\$540,057
Capital Projects	Physical Plant	\$12,132	\$2,245,632
Debt Service	Physical Plant	\$140	\$6,051,010
Internal Service	Auxiliary Services	\$200,465	\$5,270,382
Special Rev-Non-Aidab	Student Services	(\$631,455)	\$5,827,101
Special Rev-Non-Aidab	General Institutional	\$630,724	\$880,724

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

- d. CERTIFICATION OF 2019-20 TAX LEVY: The Mid-State Board is required to certify their tax levy for the current fiscal year and notify the 97 municipalities of their proportionate share of Mid-State's total levy prior to October 31. Property values in the district have increased. Administration recommends the Board certify a \$13,363,678 levy (an increase of 1.7% over 2019-2020 adopted budget as new construction in the district was higher than anticipated).

Motion by Mr. Spargo, seconded by Mr. Merdan, upon a roll call vote, approved the following 2019-20 Tax Levy Certification Resolution:

BE IT RESOLVED that the Mid-State Technical College Board authorized a \$13,363,678 property tax levy for fiscal year 2019-20, representing an overall mill rate of \$0.93696 on \$14,262,854,279 of equalized valuation within the boundaries of the Mid-State Technical College District.

BE IT FURTHER RESOLVED that this levy be made up of \$7,150,301 in operational levy representing an operational mill rate of \$0.50133 and \$6,213,377 in debt service representing a debt service mill rate of \$0.43563.

BE IT FURTHER RESOLVED that administration apportion this levy based on the certified equalized property values for its 97 municipalities and notify them of their apportionment in accordance with state statutes.

- e. ANNUAL PROCUREMENT REPORT: The committee reviewed the annual procurement report which identifies vendors in which the college conducts more than \$50,000 of business with in one year. Further evaluation to ensure product value and proper pricing is conducted.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, unanimously approved the Annual Procurement Report as presented.

- f. 2018-19 FINANCIAL AUDIT UPDATE: The annual audit is progressing. No materials audit findings have been identified to date. Audited financial statements are tentatively scheduled to be presented during the November 2019 meeting.
- g. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.

2. ACADEMIC & STUDENT SERVICES COMMITTEE – Craig Gerlach in place of Betty Bruski Mallek

- a. INTERNATIONAL TRAVEL APPROVAL: Mid-State's Global Studies trip to Japan will be held March 20-30, 2019. Twelve students will travel to Japan for the one credit course. Administration recommends approval of international travel for Dean Suzanne Rathe and Instructor Jon Steele.

Motion by Mr. Gerlach, seconded by Mr. Spargo, upon a roll call vote, unanimously approved international travel for Ms. Rathe and Mr. Steele.

- b. PROGRAM REVIEW PROCESS: Faculty participate in an annual Program Review process each August; details of this process were reviewed with committee. The process highlights the use of data to make informed decisions based on the five rights and improve trends in instruction.
- c. GRADUATE FOLLOW-UP SURVEY: The Graduate Follow-Up Survey gathers annual data regarding activities and opinions of students approximately six months after graduation from Wisconsin's technical colleges. Survey highlights include: 68% response rate for 2018 graduates, 93% of respondents were employed within six months and 84% of those were employed in their field of study. 90% of responding graduates are satisfied with the education they received at Mid-State.
- d. ALTERNATIVE HIGH SCHOOL EVENT: Mid-State held its first event specifically for alternative high schools. 70 students from four schools attended hands-on learning activities at the Wisconsin Rapids Campus.

3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Justin Hoerter

- a. PERFORMANCE MANAGEMENT: Based on employee feedback, changes to 2019-2020 performance management have been implemented. Changes include expansion of the Core Values, elimination of core performance dimensions and rating change from solid to successful. Faculty dimensions have changed to better fit what Mid-State defines as a quality instructor.
- b. WISCONSIN WOMEN IN HIGHER EDUCATION LEADERSHIP (WWHEL): Mid-State hosted the State WWHEL Conference in Wisconsin Rapids. The conference provided an opportunity for professional development for Mid-State employees; 50 were able to attend. In addition, a half day leadership intensive workshop was offered and 18 college employees participated.
- c. DHS GRANT: Mid-State collaborated on a DHS Grant with local employers. The comprehensive two-year grant will provide Medical Assistant training and pay for student tuition, books, uniforms and supplies. Over the next two years, 36 individuals from three organizations will complete training. Upon training completion, students will contract with employers for one year of work. Grant value is approximately \$6,800 per student.
- d. WORKFORCE DEVELOPMENT CONTRACTS AND PROPOSALS: Highlighted workforce contract with Committee.

4. COMMITTEE-OF-THE-WHOLE – Robert Beaver

- a. 2019-2020 DASHBOARD PRESENTATION: Dr. Mondeik presented 2019-2020 goals on the Board dashboard. Goals were increased over 2018-2019.

K. DISCUSSION & ACTION – Robert Beaver

1. K-12 ANNUAL REPORT: The college's annual K-12 Report was presented and highlighted event information, transition rates, and dual credits. Dual Credits earned increased 13% over the prior year.

L. CLOSED SESSION – Robert Beaver

The Board will entertain a motion to convene to closed session, pursuant to s.19.85(1)(c) Wisconsin Statutes, to discuss the President's evaluation and compensation. The Board may take action in closed session.

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

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

The Board convened in closed session at 6:13 p.m.

M. ADJOURNMENT – Robert Beaver

Motion by Mr. Merdan, seconded by Mr. Hoerter, upon a voice vote, unanimously approved reconvening into open session at 6:58 p.m.

The Board reviewed first quarter performance of the President; the Board expressed pleasure with performance. As provided in the Presidents 2019-20 contract, the Board determined and approved a first quarter bonus amount.

There being no further action or business of the Board, the meeting adjourned at 6:59 p.m. with a motion by Mr. Spargo, seconded by Mr. Merdan, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary