

**MID-STATE TECHNICAL COLLEGE  
DISTRICT BOARD MEETING MINUTES**

Wisconsin Rapids Campus

December 21, 2020

**A. CALL TO ORDER** – Robert Beaver

The meeting was called to order at 4:52 p.m.

**B. ROLL CALL**

**PRESENT:** Robert Beaver (via Teams), Betty Bruski Mallek (via Teams), Craig Gerlach (via Teams) Richard Merdan (via Teams), Lynneia Miller (via Teams), Charles Spargo (via Teams) and Dr. Shelly Mondeik

**EXCUSED:** Kristin Crass, Justin Hoerter, and Gordon Schalow

**OTHERS:** Morgan Anderson (via Teams), Greg Bruckbauer (via Teams), Dr. Karen Brzezinski (via Teams), Dr. Bobbi Damrow (via Teams), Jackie Esselman (via Teams), Dr. Mandy Lang (via Teams), Dave Maccoux (via Teams), Brad Russell (via Teams), Matt Schneider (via Teams), Morgan Simon (via Teams), Dr. Deb Stencil (via Teams), Angie Susa, Brenda Swan (via Teams) and Mike Vilcinskas

**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 Ms. Bruski Mallek, seconded by Mr. Gerlach, upon a voice vote, unanimously approved minutes from the board meeting held November 16, 2020 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 November 2020 were presented in Exhibit B. These bills totaled \$837,324.03 of which \$514,037.87 represents operational expenditures and \$323,286.16 represents capital expenditures. The district's payroll for the month of November totaled \$1,455,243.73 plus \$5,579.27 for travel and miscellaneous reimbursements and \$650,209.51 in fringe benefits. The district's bills and payroll totaled \$2,111,032.51.
2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146634	Forklift Training and Certification	\$ 695.00

146635	Confined Space Rescue Training	\$ 1,390.00
146636	SHRM Prep Course	\$ 1,390.00
146637	BLS Renewal	\$ 1,800.00
146638	Basic Electrical and Safety	\$ 1,390.00
146639	Non-Profit Development Series	\$ 1,420.00
146640	Soft Skills for the Modern Workplace	\$ 2,370.00

3. Approved the following procurement(s) for goods and services:  
There were no items requiring approval.
4. Approved the following Resignations of Contracted Employees:
  - Casey Trader (effective December 18, 2020)
  - Debra Crunkilton (effective December 31, 2020)

**G. CHAIRPERSON'S REPORT** – Robert Beaver

1. Board members were welcomed to the meeting. Ms. Crass, Mr. Hoerter, and Mr. Schalow asked to be excused.
2. Winter Boards Association meeting will be held virtually on January 15, 2021. The In-Service will focus on political landscape and the board meeting will be held that afternoon. Anyone interested in attending should contact Ms. Susa so arrangements can be made.
3. ACCT Legislative Summit will be held virtually February 8-10, 2021. Anyone interested in attending should contact Ms. Susa so proper arrangements can be made.
4. Future meeting dates (times unless otherwise announced):  
**MONTHLY MEETING** Committee-of-the-Whole - 4:30 p.m.  
Monday, January 18, 2021 Board Meeting – following Committee  
Wisconsin Rapids Campus and  
Virtually via Microsoft Teams

**H. PRESIDENT'S REPORT** – Dr. Shelly Mondeik

1. Dr. Mondeik provided a campus update which included: recognizing retirees, campus conversations, graduation activities for Nursing and Law Enforcement and COVID updates.
2. Dr. Mondeik highlighted WTCS updates and Presidents Association activities. The Association continues to focus on spring enrollment, COVID, and the state budget.

**I. COMMITTEE REPORTS**

1. FINANCE & INFRASTRUCTURE COMMITTEE – Charles Spargo
  - a. TREASURER'S REPORT: No questions resulted from review of the Treasurer's Report.
  - b. 2019-20 BUDGET AMENDMENTS: 2019-20 budget amendments were presented for the second half of the year. These amendments are regular and customary.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, unanimously approved the following resolution:

WHEREAS, the 2019-20 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 17, 2019, was amended on May 18, 2020, and State statute requires the district board to approve any modifications to the original adopted budget; 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 Institutional COVID relief funding; and

WHEREAS, the Capital Projects budget was adjusted to accommodate the reallocation of 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 Special Revenue – Non-Aidable Fund budget was adjusted to accommodate the Student COVID relief funding; and

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2019-20 budgetary revisions:

FUND	FUNCTION RESOURCE	APPROPRIATION CHANGE	MODIFIED APPROPRIATION
General	Instruction	\$108,708	\$19,087,965
General	Instructional Resources	\$9,167	\$1,140,567
General	Student Services	\$65,273	\$4,170,207
General	General Institutional	(\$1,626)	\$5,330,220
General	Physical Plant	\$23,486	\$2,096,880
Special Rev – Operational	Instruction	\$365,170	\$1,210,365
Special Rev – Operational	General Institutional	\$167,858	\$167,858
Capital Projects	Instruction	\$270,980	\$2,367,289
Capital Projects	Instructional Resources	(\$2,212)	\$146,796
Capital Projects	Student Services	(\$9,578)	\$614,662
Capital Projects	General Institutional	\$4,485	\$1,099,982
Capital Projects	Physical Plant	\$254,093	\$1,653,682
Debt Service	Physical Plant	\$69,325	\$6,665,422
Special Rev-Non-Aidable	Student Services	\$663,830	\$5,827,547

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.

- c. 2019-20 AUDITED FINANCIAL STATEMENTS: The Audited Financial Statements for the year ending June 30, 2020 were presented by Dave Maccoux from CliftonLarsonAllen LLP. Mr. Maccoux highlighted each report and discussed key changes in 2020. A clean audit with no deficiencies and no findings with internal controls was reported.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, unanimously approved the Audited Financial Statements for the period ending June 30, 2020 as presented.

- d. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.

2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek

- a. Program Changes: Vice President of Academics reviewed changes Mid-State is proposing to academic programming. Concept review of new programming was discussed for a proposed Firefighter Technician Embedded Technical Diploma and Fabrication Technician Technical Diploma. In addition, program suspension of Barbering/Cosmetology Instructor Technical Diploma was reviewed and discontinuance of Criminal Justice-Law Enforcement Associate Degree, Criminal Justice-Law Enforcement 2 Associate Degree, Criminal Justice-Law Enforcement 520 Academy Technical Diploma and Health Informatics and Information Management Associate Degree were discussed.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a voice vote, unanimously approved new program concept of Firefighter Technician Embedded Technical Diploma.

Motion by Mr. Gerlach, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved new program concept of Fabrication Technican Technical Diploma.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a vote vote, unanimously approved suspension of the Barbering/Cosmetology Instructor Technical Diploma program.

Motion by Ms. Bruski Mallek, seconded by Mr. Gerlach, upon a vote vote, unanimously approved discontinuance of the following programs:

Criminal Justice-Law Enforcement Associate Degree  
Criminal Justice-Law Enforcement 2 Associate Degree  
Criminal Justice-Law Enforcement 520 Academy Technical Diploma  
Health Informatics and Information Management Associate Degree

- b. GRADUATION: A recap of the Spring 2020 and Winter 2020 graduation ceremonies was provided. Over 100 graduates participated in both events. Video captured by WSAW news was shared with the board.

3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Robert Beaver

- a. COLLEGE-WIDE WINTER CELEBRATION: Over 180 employees participated in the virtual celebration. Red Apple and Gold Star award recipients were recognized, and an ugly sweater contest was held. The event was positively received by employees.
- b. 2020 -2021 EMPLOYEE WAGES: Mid-State elected not to provide an employee wage increase in July 2020 due to various uncertainties. Due to dollars received, the college was able to provide a lump sum payment to regular employees via check. The budget continues to be reviewed on a regular basis.

**J. COMMITTEE-OF-THE-WHOLE**

1. MANUFACTURING PROJECT UPDATE: An update was provided on the project in Stevens Point. Currently, \$3.6 million has been raised. Staff are to be commended for their work done thus far and those partners that have stepped up for the project.

**K. DISCUSSION & ACTION**

1. K-12 Annual Report was provided and included introduction of staff, event information, transition rates and dual credit highlights.

**L. CLOSED SESSION**

The Board will entertain a motion to convene to closed session, pursuant to s.19.85(1)(f) Wisconsin Statutes, for consideration of an employment complaint made by a support staff employee. 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. Merdan, upon a roll call vote, unanimously approved closed session as announced. Closed session convened at 6:04 p.m.

**M. ADJOURNMENT** – Robert Beaver

The Board reconvened in open session at 6:21 p.m. with a motion by Mr. Spargo, seconded by Mr. Merdan, unanimously approved upon a roll call vote.

There being no further action or business of the Board, the meeting adjourned at 6:22 p.m. with a motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote.

---

Lynneia Miller, Secretary  
Mid-State Technical College Board

---

Angela R. Susa  
Recording Secretary