

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

|                         |              |
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| Wisconsin Rapids Campus | May 17, 2021 |
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**A. CALL TO ORDER** – Kristin Crass

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

**B. ROLL CALL**

**PRESENT:** Betty Bruski Mallek (via Teams), Kristin Crass, Richard Merdan, Lynneia Miller, Gordon Schalow (via Teams), Charles Spargo and Dr. Shelly Mondeik

**EXCUSED:** Craig Gerlach

**OTHERS:** Greg Bruckbauer, Dr. Karen Brzezinski, Dr. Bobbi Damrow, John Eric Hoffman, John Korth, Dr. Mandy Lang, Natasha Miller, Adrian Rodriguez, Brad Russell, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, Angie Susa, Steve Thayer (via Teams) and Mike Vilcinskas

**C. OPEN MEETING CERTIFICATION** – Kristin Crass

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** – Kristin Crass

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

**E. APPROVAL OF MINUTES**

Motion by Mr. Merdan, seconded by Mr. Spargo, upon a voice vote, unanimously approved minutes from the board meeting held April 19, 2021 as presented.

**F. APPROVAL OF MINUTES**

Motion by Ms. Miller, seconded by Mr. Spargo, upon a voice vote, unanimously approved minutes from the Finance & Infrastructure Committee meeting held May 6, 2021 as presented.

**G. 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 April 2021 were presented in Exhibit B. These bills totaled \$721,718.97 of which \$542,791.97 represents operational expenditures and \$178,927.00 represents capital expenditures. The district's payroll for the month of April totaled \$1,407,975.89 plus \$4,563.80 for travel and miscellaneous reimbursements and \$628,790.22 in fringe benefits. The district's bills and payroll totaled \$2,763,048.88.
2. Entered into the following contracted service agreements:

| <u>Agreement #</u> | <u>Contracted Service:</u>              | <u>Amount</u> |
|--------------------|---|---------------|
| 146663             | Technical Drawing Interpretation        | \$ 3,000.00   |
| 146664             | CNC Lathes Set Up and Operation         | \$ 5,000.00   |
| 146665             | Introduction to Turning Machines        | \$ 7,000.00   |
| 146666             | Heartsaver CPR AED                      | \$ 817.68     |
| 146667             | Childhood Teacher Skills and Strategies | \$ 3,690.00   |

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

| <u>Amount</u> | <u>Company</u>                    | <u>Department</u>                              |
|---------------|-----------------------------------|--|
| \$ 140,540.56 | CAE Healthcare Inc.               | School of Health                               |
| \$63,340.00   | Stratford Sign Company            | Facilities                                     |
| \$72,648.86   | First Technologies, Inc.          | School of Advanced Manufacturing & Engineering |
| \$55,035.82   | Bauernfeind Business Technologies | Information Technology                         |
| \$50,265.24   | CAE Healthcare Inc.               | School of Health                               |

4. District Board Approval of Hires and Resignations of Contracted Staff:
- Steve Thayer (effective August 15, 2021) – retired

**H. CHAIRPERSON'S REPORT** – Kristin Crass

1. Board members were welcomed to the meeting. Craig Gerlach asked to be excused.
2. ACCT Leadership Congress will be held October 13-16 in San Diego. Congress will focus on Advancing Diversity, Equity and Inclusion. Registration opens in May 2021. Those interested in attending should contact Ms. Susa to make arrangements.
3. Conversation was held regarding a Board Advance. Ms. Susa will resurvey the group to find meeting date availability.
4. Future meeting dates (times unless otherwise announced):  
**MONTHLY MEETING** Public Hearing – 5:00 p.m.  
Monday, June 21, 2021 Board Meeting – Immediately  
Wisconsin Rapids Campus and following Public hearing  
Virtually via Microsoft Teams

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

1. Dr. Mondeik introduced Marketing & Communications Director John Eric Hoffman and reported on recent campus activities including completion of the HLC Focused Visit on May 3-4; College Conversations; Phi Theta Kappa induction ceremony; and recognition of eight retirees (140 year of combined service) from Mid-State.
2. The WTCS Board will meet May 18 along with the Presidents Association.

**J. COMMITTEE REPORTS**

1. FINANCE & INFRASTRUCTURE COMMITTEE – Charles Spargo
  - a. TREASURER'S REPORT: No questions or concerns resulted from review of the Treasurer's Report.
  - b. RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$4,000,000 GENERAL OBLIGATION PROMISSORY NOTES; AND SETTING THE SALE: A schedule of events for financing the FY22 capital budget was presented in March. Administration requested authority to issue up to \$4,000,000 in general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds and equipment in 2021-22. Proceeds will be distributed shortly after the July sale. Approval to authorize the borrowing of up to \$4,000,000 was requested.

Motion by Mr. Merdan, seconded by Ms. Miller, upon a roll call vote, unanimously approved the following Resolution Authorizing The Issuance Of Not To Exceed \$4,000,000 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 \$1,454,900 for the public purpose of paying the cost of building remodeling and improvement projects; in the amount of \$2,435,025 for the public purpose of paying the cost of acquiring movable equipment; and in the amount of \$110,075 for the public 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 \$1,454,900 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 \$2,435,025 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 \$110,075 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 FOUR MILLION DOLLARS (\$4,000,000) 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 FOUR MILLION DOLLARS (\$4,000,000) (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 Marshfield News-Herald, 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 May 17, 2021.

- c. MARSHFIELD CAMPUS PARKING AND MOTORCYCLE TRAINING LOT PROJECT: Results of the Marshfield Campus Parking and Motorcycle Training Lot Bid (#798) were presented and reviewed.

Motion by Mr. Merdan, seconded by Ms. Crass, upon a roll call vote, unanimously approved contract with Sunrise Trucking in the amount of \$329,866 for the Marshfield Campus Parking and Motorcycle Training Lot Project.

- d. E911 UPDATE: Highlights of Mid-State's E911 system were provided. The enhanced system allows for emergency response to be sent to a specific area on campus through use of phone technology aiding in response time.
- e. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.

2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek

- a. PROGRAM CHANGES: Information related to academic programming was provided along with a request for approval.

Mid-State's Firefighter Technician Embedded Technical Diploma program will launch in 2021 providing a laddering option for those students interested in furthering their education in the firefighting field. Information about the program will be dispatched to students.

A request to approve a two semester, 33 credit Metal Fabrication Technician Technical Diploma was made. Strong industry demand was evidenced and curriculum guided by industry need. Program start is slated for fall 2022.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a roll call vote, unanimously approved the Metal Fabrication Technician Technical Diploma program.

- b. ADAMS ADMIT DAY: In partnership with Adams Friendship High School, Mid-State admitted the entire graduating class to the college and provided information about

support opportunities. In addition, the \$1,000 annual Robert Beaver Memorial Scholarship was announced.

- c. FY21 OUT-OF-STATE TUITION REMISSION ANNUAL SUMMARY: WTCS Administrative Bulletin AB 04-02 authorized District Boards to delegate authority to submit requests to the State Director for authorization to remit out-of-state tuition for needy and worthy students. AB 04-02 also requires that individuals holding delegated authority annually report actual remissions to the District Board. During the 2020-2021 academic year, no out-of-state tuition was remitted.
- d. FY22 OUT-OF-STATE TUITION REMISSION ANNUAL REQUEST: WTCS Administrative Bulletin AB 04-02 authorizes District Boards to delegate authority to submit requests to the State Director for authorization to remit out-of-state tuition for needy and worthy students. Mid-State Technical College will not be requesting authority from the WTCS President to remit any out-of- state tuition for the 2021-2022 academic year.

3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE

- a. MID-STATE MASCOT: Mid-State's mascot, Grit, made a guest appearance. Highlights of Grit's unveiling at graduation were shared and teaser videos leading up to Grit's announcement were shown.

**K. COMMITTEE-OF-THE-WHOLE**

- 1. RESOLUTION TO PUBLISH BUDGET SUMMARY AND NOTICE OF PUBLIC HEARING: Mid-State Finance & Infrastructure Committee reviewed the Colleges FY22 Proposed Budget during a special meeting held May 6. The budget was then presented in summary for the full board. Highlights include: The General Fund is balanced without use of fund equity; enrollments are assumed to increase 2% from the projected 2021 budget year and the colleges strategy to control property tax fluctuations was realized with this plan.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, unanimously approved the following Resolution to Publish the 2021-22 Budget:

BE IT HEREBY RESOLVED that authority be given to the administration of Mid-State Technical College to publish, at least fifteen days prior to the Public Hearing, the Budget Summary and Notice of Public Hearing for Mid-State Technical College for 2021-22, with an expenditure budget totaling \$57,540,291. The Public Hearing will be held on June 21, 2021, at 5:00 p.m.

**L. DISCUSSION & ACTION**

- 1. STUDENT AMBASSADOR – Adrian Rodriguez, Business Analyst student, was named Mid-State's 2021 Student Ambassador. Mr. Rodriguez shared his journey and perspectives as a Mid-State student.

**M. ADJOURNMENT** – Kristin Crass

There being no further action or business of the Board, the meeting adjourned at 6:28 p.m. with a motion by Mr. Merdan, seconded by Mr. Spargo, upon a roll call vote.

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Lynneia Miller, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary