

MID-STATE TECHNICAL COLLEGE
DISTRICT BOARD MEETING MINUTES

Wisconsin Rapids Campus	April 19, 2021
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A. CALL TO ORDER – Kristin Crass

The meeting was called to order at 4:45 p.m.

B. ROLL CALL

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

EXCUSED: Gordon Schalow

OTHERS: Greg Bruckbauer, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Laurie Inda (via Teams), Dr. Mandy Lang, Brad Russell, Matt Schneider, Dr. Deb Stencil, Angie Susa, and Mike Vilcinskaskas

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. DISCUSSION & ACTION

1. Tribute To Robert “Bob” Beaver – Dr. Mondeik offered words of memorial and a video tribute was played honoring the life and work of long-serving Board member, Robert Beaver.

F. APPROVAL OF MINUTES

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a voice vote, unanimously approved minutes from the board meeting held March 15, 2021 as presented.

G. APPROVAL OF MINUTES

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved minutes from the Finance & Infrastructure Committee meeting held March 11, 2021 as presented.

H. CONSENT AGENDA

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

1. The district’s bills for the month of March 2021 were presented in Exhibit B. These bills totaled \$1,438,749.68 of which \$1,060,667.74 represents operational expenditures and \$378,081.94 represents capital expenditures. The district’s payroll for the month of March totaled \$1,404,946.75 plus \$4,903.05 for travel and miscellaneous reimbursements and \$630,841.48 in fringe benefits. The district’s bills and payroll totaled \$3,479,440.96.
2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146657	Lean Fundamentals for Service Professionals	\$ 3,510.00

146658	Welding Recertification	\$ 295.00
146659	In-House Training	\$ 275.00
146660	In-House Software Training	\$ 535.00
146661	Surveying-Construction Trades	\$ 4,495.00
146662	Dual Credit Instructor Development	\$ 1,600.00

3. Approved the following procurement(s) for goods and services:
There were no items requiring approval.
4. District Board Approval of Hires and Resignations of Contracted Staff:
 - Pamela Alt (effective June 30, 2021) – retired
 - Donnalee Hustedt (effective June 30, 2021) – retired
 - John Korth (effective June 30, 2021) – retired
 - Sandra Nichols (effective June 30, 2021) – retired
 - Linda Olsen (effective June 30, 2021) – retired
 - William Rosandick (effective June 30, 2021) – retired
 - Stephen Casselman (effective April 26, 2021) – hired
 - Matthew Meis (effective April 26, 2021) - hired

I. CHAIRPERSON'S REPORT – Kristin Crass

1. Board members were welcomed to the meeting. Gordon Schalow asked to be excused.
2. The Spring District Boards Association meeting was held virtually April 16. Those attending provided a recap of the sessions attended. Mid-State will host the summer 2021 meeting in Wisconsin Rapids/Stevens Point. The Legal Issues Seminar will be held October 27-30 in Madison.
3. 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.
4. Conversation was held regarding a Board Advance. Ms. Susa will survey the group to find meeting date availability. A second Advance in the fall that includes the Foundation Board was proposed.
5. Future meeting dates (times unless otherwise announced):
MONTHLY MEETING Committee-of-the-Whole - 4:30 p.m.
Monday, May 17, 2021 Board Meeting – 4:40 p.m.
Wisconsin Rapids Campus and
Virtually via Microsoft Teams

J. PRESIDENT'S REPORT – Dr. Shelly Mondeik

1. Dr. Mondeik reported on recent campus activities including completion of a Mock Site Visit in preparation for the HLC Focused Visit on May 3-4; promotion of Greg Bruckbauer to Vice President, Finance & Facilities; COVID discussion and action; WILM needs discussion and operational budget work.
2. An update on community involvement activities was also provided and included an update on the Manufacturing Project in Stevens Point, Regional Advisory Meetings and the Healthcare Simulation Center.

3. The WTCS Board met March 17 and as a part of their meeting approved grants for FY22. Additional information will be provided at a future meeting.
4. Dr. Mondeik remains President of the WTCS Presidents Association through June 30, 2021. Presidents meet monthly for discussion and updates. Presidents recently participated in the AACC listening session to discuss trends in Wisconsin, challenges and funding.

K. 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. FY2020-21 BUDGET AMENDMENT: A resolution amending the FY2020-21 budget was reviewed. These amendments reflect the current budget document and the year-to-date budget modifications addressed in the Treasurer’s Report each month.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following budget amendments for FY2020-21 as presented.

WHEREAS, the 2020-21 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 15, 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 reallocation of budgets within departments and functions, the addition of or modification of grants and to adjust wage and fringe budgets; and

WHEREAS, the Special Revenue - Operational Fund budget was adjusted to accommodate the Institutional COVID relief funding and adjust wage and fringe budgets; and

WHEREAS, the Capital Projects budget was adjusted to accommodate the reallocation of capital budgets within departments and functions, to reflect current year project estimates and to modify and add grants; 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 2020-21 budgetary revisions:

FUND	FUNCTION	APPROPRIATION	MODIFIED
	RESOURCE	CHANGE	APPROPRIATION
General	Instruction	1,044,368	18,267,024
General	Instructional Resources	(1,700)	1,168,449
General	Student Services	191,928	4,333,151
General	General Institutional	(266,327)	5,561,943
Special Revenue – Operational	Instruction	9,920	904,920
Special Revenue – Operational	General Institutional	1,145,510	1,145,510
Capital Projects	Instruction	(311,513)	1,718,667
Capital Projects	Instructional Resources	(60,785)	459,710

Capital Projects	General Institutional	258,661	1,402,668
Capital Projects	Physical Plant	(26,619)	1,534,387
Debt Service	Physical Plant	(69,325)	7,007,374
Special Revenue – Non-Aidabl	Student Services	582,326	5,779,565

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

BE IT FURTHER RESOLVED that the 2020-21 amended budget be used as the official comparison to the proposed 2021-22 budget; 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. MARSHFIELD CAMPUS PARKING AND MOTORCYCLE TRAINING LOT PROJECT: The Marshfield Campus parking and Motorcycle Training Lot Project was highlighted. The project will increase traffic at the front entrance, provide for a motorcycle training course along with additional parking at the front of the building. A request to approve bid award will be presented in May. Construction is slated for late May through August.

Motion by Mr. Spargo, seconded by Ms. Crass, upon a roll call vote, unanimously approved the following Resolution For The Parking And Motorcycle Training Lot Remodel Project At The Marshfield Campus.

WHEREAS, we have identified a need for additional parking near the main entrance of the Marshfield Campus, and

WHEREAS, we have identified a need for motorcycle training programs in the Marshfield area; and

WHEREAS, the addition of these motorcycle training programs will increase enrollment, head count and general visibility and awareness of our Marshfield Campus,

BE IT RESOLVED that the Mid-State Technical College Board will use up to \$550,000 of approved budgeted fiscal year 2022 funds to proceed with the Marshfield Parking and Motorcycle Training Lot Remodel Project.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College District Board approves the construction of an approximately 28,000 square foot parking lot remodel project, digital marque and necessary landscaping repairs located on the Marshfield Campus. The Mid-State Board also requests Wisconsin Technical College System Board approval during their May 2021 meeting.

- d. FY2020-21 REVENUE AND EXPENSE FORECAST: An end-of-year forecast for the current fiscal year versus budget was provided. To date, 93% of General Fund Revenue and 72% of operating expenses have been recognized.
- e. SPECIAL FY22 BUDGET MEETING: Details of the College’s FY22 budget proposal will be presented on May 6, 2021 at 5:00 p.m. virtually and in L133-134 on Mid-State’s Wisconsin Rapids Campus.
- f. IT INCIDENT UPDATE: Mid-State experienced a cyber incident on September 28, 2020. An update on the conclusion of the incident was provided.

- g. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek
- a. ACADEMIC PROGRAMMING: An update on academic programming was provided specific to Bricklaying Apprenticeship (ABC), Heavy Equipment Construction Apprentice, and Marketing (AAS).

A request to suspend Bricklaying Apprenticeship (ABC) was made. The program began in 1996, has no local demand and no active students in the program.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon roll call vote, unanimously approved suspension of the Bricklaying Apprenticeship Program.

A request to suspend Heavy Equipment Construction Apprentice program was made. The program has no active students and no employer requests.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved suspension of the heavy Equipment Construction Apprentice program.

A request to discontinue the Marketing AAS program was made. The discontinuance is for administrative purposes only as the program continues to be offered under a different program name and number.

Motion by Ms. Bruski Mallek, seconded by Ms. Crass, upon a roll call vote, unanimously approved discontinuance of the Marketing AAS program.
 - b. GRADUATION: Graduation will occur outdoors on Sunday, May 16 beginning at 1:30 p.m. Over 175 students plan to participate in the ceremony. Board members have an opportunity to submit statements to be shared via video with the graduating class and guests. A tribute to Robert Beaver will be shared.
3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE
- a. LEGISLATIVE ADVOCACY: Highlights of Mid-State’s spring legislative advocacy were provided. Initiatives included ACCT Legislative Summit, State Legislative Visits, Central Wisconsin Days, Legislative Breakfast and additional advocacy efforts to repeal 36.31.
 - b. GRANTS UPDATE: Mid-State submitted five grants for the FY22 competitive grant submission and received all five grants. In addition, grants for Adult Education and Family Literacy were received. Grants totaling over \$1 million were received – an increase in dollars received as well as number of grants received.

L. COMMITTEE-OF-THE-WHOLE

- 1. DISTRICT BOARD OFFICER, COMMITTEE AND APPOINTMENT STRUCTURE: The Board reviewed officer and committee assignments for the remainder of the year as well as discussed the upcoming board appointment process.

Due to Chairperson vacancy created by the passing of Robert Beaver, Ms. Crass called for nominations for Chairperson. Mr. Spargo nominated Kristin Crass for Chairperson, seconded by Ms. Miller. Ms. Crass called three times for other

nominations. Hearing none, Ms. Bruski Mallek moved that nominations be closed and a unanimous ballot be cast for Kristin Crass, seconded by Mr. Spargo, and unanimous upon a roll call vote.

Ms. Crass called for nominations for Vice Chairperson. Ms. Bruski mallek nominated Charles Spargo for Vice Chairperson, seconded by Ms. Crass. Ms. Crass 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.

In addition, discussion during Committee-of-the-Whole resulted in the following committee assignments effective through June 30, 2021.

Finance & Infrastructure: Charles Spargo (chair) and Richard Merdan
Academic & Student Services: Betty Bruski Mallek (chair), Kristin Crass and Craig Gerlach
Human Resources & External Relations: Lynneia Miller (chair) and Gordon Schalow

M. ADJOURNMENT – Kristin Crass

There being no further action or business of the Board, the meeting adjourned at 5:57 p.m. with a motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a roll call vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary