

MID-STATE TECHNICAL COLLEGE
DISTRICT BOARD MEETING MINUTES

Wisconsin Rapids Campus

March 21, 2022

A. CALL TO ORDER – Kristin Crass

The meeting was called to order at 5:00 p.m.

B. ROLL CALL

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

EXCUSED: Craig Gerlach, Lynneia Miller and Are Vang

OTHERS: Greg Bruckbauer, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Micki Dirks-Luebbe, John Eric Hoffmann, Dr. Mandy Lang, Brad Russell, Dr. Deb Stencil, Angie Susa, 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. Schalow, upon a voice vote, unanimously approved minutes from the board meeting held February 28, 2022.

F. CONSENT AGENDA

Motion by Ms. Bruski Mallek, 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 February 2022 were presented in Exhibit B. These bills totaled \$2,524,349.14 of which \$2,435,441.01 represents operational expenditures and \$88,908.10 represents capital expenditures. The district's payroll for the month of February totaled \$1,462,210.29 plus \$14,024.70 for travel and miscellaneous reimbursements and \$638,705.18 in fringe benefits. The district's bills and payroll totaled \$4,639,289.31.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146763	Heavy Equipment Maintenance	\$ 4,498.59
146764	Diesel Maintenance	\$ 6,240.00
146765	Industrial Safety – Forklift Training	\$ 645.00
146766	Standard Field Sobriety Training	\$ 2,800.00
146767	Heartsaver First Aid/CPR	\$ 1,990.00
146768	HAZWOPER Refresher	\$ 4,360.00
146769	Confined Space Rescue	\$ 2,190.00
146770	Excel Training	\$ 2,195.00
146771	Forklift Certification	\$ 325.00

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

<u>Amount</u>	<u>Company</u>	<u>College Division/Dept.</u>
No procurements required Board action.		
4. District Board Approval of Hires and Resignations of Contracted Staff:
 - Megan Sokolowski (effective June 30, 2022) – retirement
 - Joseph Sroda (effective June 30, 2022) – retirement

G. CHAIRPERSON'S REPORT – Kristin Crass

1. Board members were welcomed to the meeting. Mr. Gerlach, Ms. Miller and Ms. Vang asked to be excused.
2. The spring Boards Association meeting will be held April 28-30 in Milwaukee. In-Service will focus on accreditation. Those interested in attending should contact Ms. Susa to make arrangements.
3. ACCT Leadership Congress will be held October 26-29 in New York. Those interested in attending should contact Ms. Susa prior to May 31.
4. A Spring Board Advance will be held for District Board and Foundation Board members on Wednesday, April 20 at the Wisconsin Rapids Campus beginning at 8:00 a.m.
5. Future meeting dates (times unless otherwise announced):

MONTHLY MEETING Monday, April 18, 2022 Wisconsin Rapids Campus	Committee-of-the-Whole: 5:00 p.m. Board Meeting: following Committee-of-the-Whole
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H. PRESIDENT'S REPORT – Dr. Shelly Mondeik

1. Dr. Mondeik highlighted recent campus events and activities including an upcoming visit from the Department of Commerce Assistant Secretary to discuss the Build Back Better/EDA Grant submission.
2. Dr. Mondeik highlighted recent successes of Mid-State's Phi Theta Kappa Chapter and members. The Honors in Action Project received 1st place, while the College Project received 4th place and 3rd overall in Wisconsin. Mid-State Advisors Jon Steele and Jill Quinn received the Best Advisor Team award and a student member received the Distinguished Member award. The PTK REACH Award was provided to the Mid-State PTK Chapter.
3. Mid-State Board Appointment was conducted. Serving a one-year interim term will be Justin Feltz. Returning to their positions will be Charles Spargo, Kristin Crass and Are Vang.
4. Dr. Mondeik reported the WTCS Board met last week where approval was provided for Mid-State's AMETA project. Next meeting the WTCS Board will consider single site designation for our Adams Campus and final AMETA project approval will be sought in July.

I. COMMITTEE REPORTS

1. FINANCE & INFRASTRUCTURE COMMITTEE – Gordon Schalow
 - a. TREASURER'S REPORT: No questions or concerns resulted from review of the Treasurer's Report.

- b. FY23 CAPITAL BUDGET: Following a special meeting held earlier in the evening, as well as review by the Finance & Infrastructure Committee, a presentation was made regarding the FY23 capital budget.

Motion by Mr. Spargo, seconded by Mr. Merdan, upon a roll call vote, unanimously approved the FY23 capital budget as presented.

- c. DEVICE CUSTOMIZATION: Following review during the special budget meeting, as well as review by the Finance & Infrastructure Committee, a brief overview of the Device Customization project was provided along with a financing plan.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a roll call vote, unanimously approved the following Resolution Authorizing Acquisition of Equipment and Execution of Lease-Purchase Documents:

WHEREAS, the Mid-State Technical College District (the has previously entered into a Master Tax-Exempt Lease/Purchase Agreement dated August 30, 2017 (the Master Agreement) with Key Government Finance, Inc. (the "Lessor"); and

WHEREAS, the Lessee presently wishes to acquire certain items of personal property (the "Equipment") from Lessor under the terms set forth in Property Schedule No. 2002873557 to the Master Agreement (the Property Schedule); and

WHEREAS, the Equipment is essential for the Lessee to perform its governmental functions.

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD AS FOLLOWS:

Section 1. It is hereby found and determined that the acquisition of the Equipment under the terms and conditions presented to this meeting and incorporated in the property Schedule are in the best interests of Lessee.

Section 2. The acquisition of the Equipment under the terms set forth in the Master Agreement and the Property Schedule are approved. Lessee intends to continue the Property Schedule and to pay all rental payments thereunder.

Section 3. The Vice President, Information Technology of Lessee (the "Representative") and the District President (the "President"), or either of them, shall be and each hereby is authorized to execute, acknowledge and deliver the Property Schedule and related forms providing for the acquisition of the Equipment from the Lessor under the terms of the Property Schedule, and to include such changes, insertions and omissions thereto, as shall be approved by the Representative and/or the President executing the same, the execution and delivery of the Property Schedule and/or such related forms being conclusive evidence of such approval.

Section 4. The Representative and the President, or either of them, hereby is, authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this resolution and the Property Schedule.

Section 5. Pursuant to Section 265(b) of the Internal Revenue Code of 1986, as amended (the "Code") Lessee hereby specifically designates the Property Schedule as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code.

Section 6. This Resolution shall be effective immediately upon its approval and adoption.

- d. ERP ASSESSMENT: An update was provided regarding Mid-State's Enterprise Resource Planning Software. The college reviewed proposals from four vendors and has advanced two proposals. ELT will review and advance a recommendation to the board at a future meeting.
 - e. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek
- a. FACULTY SUPPORT: The committee reviewed opportunities for faculty professional development as well as Faculty In-Service.
 - b. WINTERIM AND ENROLLMENT: A review of Winterim was provided. Student count was 415 compared to 362 last year. Spring semester enrollment is currently down – new offerings are available in multiple formats, including short-term certificates.
3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Richard Merdan
- a. WORK FROM HOME PROGRAM: A review of the College's Work From Home program was completed. This practice will be provided to employees following our COVID transitions.
 - b. UNITED WAY: Highlights of the College-Wide United Way Campaign were shared. Activities and outcomes were shared.

J. COMMITTEE-OF-THE-WHOLE

- 1. No Committee-of-the-Whole meeting was held.

K. DISCUSSION & ACTION

- 1. GRANT AWARDS: An overview of FY23 grants awarded to Mid-State was presented. Outcomes of competitive grant awards were shared. Overall, Mid-State's competitive grant awards increased over last year.

L. CLOSED SESSION – Kristin Crass

The Board will entertain a motion to convene in closed session, pursuant to s.19.85(1)(e) and (f), Wisconsin Statutes, which allow for deliberating when conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and considering financial, medical, social or personal histories of specific persons, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories, to discuss a policy on naming of college facilities or property and naming of buildings and spaces. The Board may take action in closed session. Following 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 Ms. Bruski Mallek, seconded by Mr. Merdan, upon a roll call vote, unanimously approved convening to closed session at 6:24 p.m. as announced by Ms. Crass.

Motion by Mr. Merdan, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved reconvening in open session at 6:52 p.m.

The Board met in closed session to discuss consideration of naming college buildings, rooms or facilities.

Motion by Ms. Crass, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved Board Policy: Naming of College Facilities or Property; along with the two recommendations brought forward to be announced at a later date.

M. ADJOURNMENT – Kristin Crass

There being no further action or business of the Board, the meeting adjourned at 6:53 p.m. with a motion by Mr. Merdan, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary