

MID-STATE TECHNICAL COLLEGE
DISTRICT BOARD MEETING MINUTES

Wisconsin Rapids Campus

September 19, 2022

A. CALL TO ORDER – Kristin Crass

The meeting was called to order at 5:31 p.m.

ROLL CALL

PRESENT: Betty Bruski Mallek, Kristin Crass, Justin Feltz, Gordon Schalow, Charles Spargo, Are Vang, and Dr. Shelly Mondeik

EXCUSED: Richard Merdan and Lynneia Miller

OTHERS: Steve Bornbach, Greg Bruckbauer, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Carla Hedtke, Dr. Mandy Lang, Brad Russell, Angie Susa, Mike Vilcinskis, and Craig Wagner

B. 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.

C. OPEN FORUM – Kristin Crass

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

D. APPROVAL OF MINUTES

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a voice vote, unanimously approved minutes from the board meeting held August 15, 2022 as presented.

E. CONSENT AGENDA

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

1. The district's bills for the month of August 2022 were presented in Exhibit B. These bills totaled \$3,271,164.56 of which \$674,626.55 represents operational expenditures and \$2,596,538.01 represents capital expenditures. The district's payroll for the month of August totaled \$1,632,800.36 plus \$13,542.52 for travel and miscellaneous reimbursements and \$655,093.17 in fringe benefits. The district's bills and payroll totaled \$5,572,600.61.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146839	HS FA/CPR Skill Test for Online Course	\$ 690.00
146840	Fire Investigator	\$ 575.00
146841	Sanitation Course	\$ 2,623.43
146842	Intro to Food Production	\$ 12,864.38
146843	Culinary Applications	\$ 4,997.25
146844	American Regional Cuisine	\$ 15,437.25
146845	Culinary Internship	\$ 5,717.50
146846	CPR First Aid BBP Training	\$ 1,720.00
146847	Industrial Electric Power Applications	\$ 11,450.00
146848	Leadership Introduction	\$ 4,375.00

146849	Organizational Behavior	TBD
146850	Microsoft Office	TBD
146851	Intro to Business	TBD
146852	Pyramid Model Training	\$ 3,300.00
146853	Leadership Development	\$ 3,990.00
146854	Codeology	\$ 3,600.00
146855	Industrial Blueprint Reading	\$ 1,600.00
146856	Motor Control	\$ 3,600.00
146857	ESL Level 1	\$ 3,290.00

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:
 - Maggie Leonhardt (effective August 16, 2022) – Instructor, Mathematics

F. CHAIRPERSON'S REPORT – Kristin Crass

- Board members were welcomed to the meeting. Mr. Merdan and Ms. Miller asked to be excused.
- The Fall Boards Association meeting will be held October 6-8 in Eau Claire. Ms. Bruski Mallek plans to attend.
- ACCT Leadership Congress will be held October 26-29 in New York. Ms. Bruski Mallek and Mr. Merdan plan to attend.
- The Board Appointment application period closed Friday for candidates for the School District Administrator position. The mandatory appointment meeting will be held October 4, 2022 at 5:00 p.m. in Wisconsin Rapids.
- Board members will receive an email requesting availability for the Fall Board Advance. Please review and respond.
- Future meeting dates (times unless otherwise announced):

MONTHLY MEETING	Committee-of-the-Whole: 5:00 p.m.
Monday, October 17, 2022	Board Meeting: Following Committee-
Wisconsin Rapids Campus	of-the-Whole

G. PRESIDENT'S REPORT – Dr. Shelly Mondeik

- Dr. Mondeik recognized retirement of Lead Custodian Steve Bornbach and his many years of service to Mid-State. Mr. Bornbach addressed the Board. He provided comments of gratitude and reflection in advance of his retirement.
- Rick Anderson, Protective Services Associate Dean, was named Mid-State Alumni of the Year. Dr. Mondeik highlighted his service to the college and community.
- Dr. Mondeik highlighted participation in the WTCS Presidents Association, Instructional Services Administrators group and WTCS Board meeting.

4. Dr. Mondeik accepted an invitation to serve on the Central Wisconsin Manufacturing Alliance Board of Directors.

H. COMMITTEE REPORTS

1. FINANCE & INFRASTRUCTURE COMMITTEE – Charles Spargo in place of Gordon Schalow
 - a. TREASURER’S REPORT: Following discussion, no questions or concerns were presented.
 - b. FY22 ANNUAL PROCUREMENT REPORT: Two companies were identified as exceeding the threshold for annual procurement. Options for contracting with these companies through a bid process will be investigated.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call, unanimously approved the FY22 Annual Procurement Report as presented.
 - c. FY22 ENERGY USAGE REPORT: Prior contracting for natural gas has provided the college with cost savings. A note regarding lower heating degree days in 2022 compared to 2021 was made. Overall usage was up, however, cost remained lower due to contracting.
 - d. BIDDING PROCESS: An overview regarding bid process was provided along with discussion about various types of bids available for use. Clarification about the type of bid used based on dollar amount was provided.
 - e. FY22 FINANCIAL AUDIT: In-person audit testing was performed. No deficiencies were identified to date.
 - f. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
2. ACADEMIC & STUDENT SERVICES COMMITTEE – Are Vang
 - a. CARE TEAM: An overview of the recently developed Care Team was provided. The Care Team was developed to support students and staff in response to traumatic events and be proactive in identifying those that may require additional assistance.
 - b. SHUTTLE SERVICE: Mid-State’s Shuttle Service was launched with routes throughout the District. Eight students have utilized the shuttle. A combination of grants and the Wisconsin Automotive & Truck Education Association made this opportunity possible.
3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE
*The committee did not meet earlier in the evening; the following reports were provided as part of the Board meeting.
 - a. IN-SERVICE SURVEY RESULTS – Dr. Karen Brzezinski: Highlights of the College-Wide In-Service survey results were provided. Keynote Arthur Levine received positive feedback. Employees were offered an opportunity to receive his book following in-service.
 - b. GOVERNOR EVERS’ VISIT – Dr. Bobbi Damrow: Highlights of Wisconsin Governor Evers’ visit to Mid-State Technical College were provided. His visit provided various student engagement opportunities.

I. COMMITTEE-OF-THE-WHOLE

1. ANTHOLOGY/WILM UPDATE: An update was provided on Mid-State's new ERP – Anthology. The college will move away from WILM effective June 2025.

J. DISCUSSION & ACTION

1. AMETA UPDATE: A walkthrough of the Advanced Manufacturing, Engineering Technology and Apprenticeship Center Project was provided. Upcoming project milestones were shared. Mid-State, in partnership with the Wisconsin Paper Council, did not receive EDA Grant funding.

K. ADJOURNMENT – Kristin Crass

There being no further action or business of the Board, the meeting adjourned at 6:38 p.m. with a motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary