

MID-STATE TECHNICAL COLLEGE
DISTRICT BOARD MEETING MINUTES

Wisconsin Rapids Campus

October 17, 2022

A. CALL TO ORDER – Kristin Crass

The meeting was called to order at 5:59 p.m.

ROLL CALL

PRESENT: Betty Bruski Mallek, Kristin Crass, Justin Feltz, Richard Merdan, Lynneia Miller, Charles Spargo, Are Vang, and Dr. Shelly Mondeik

EXCUSED: Gordon Schalow

OTHERS: Greg Bruckbauer, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Brad DePasse, Dr. Beth Ellie, Dr. Mandy Lang, Filip Lelis, Layla Merrifield, Brad Russell, Dr. Deb Stencil, and Angie Susa

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 Mr. Merdan, seconded by Ms. Vang, upon a voice vote, approved minutes from the board meeting held September 19, 2022 as presented.

E. 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 September 2022 were presented in Exhibit B. These bills totaled \$2,446,099.46 of which \$1,731,131.83 represents operational expenditures and \$714,967.63 represents capital expenditures. The district's payroll for the month of September totaled \$1,479,814.82 plus \$12,022.92 for travel and miscellaneous reimbursements and \$630,400.27 in fringe benefits. The district's bills and payroll totaled \$4,567,337.47.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146858	Conflict Resolution	\$ 540.00
146859	Nursing Assistant	\$ 9,275.00
146860	Medical Terminology	\$ 6,450.89
146861	Leadership Development	\$ 4,999.96
146862	BLS Skills Test for online course	\$ 1,090.00
146863	IMT Monthly Training	\$ 3,595.00
146864	Heartsaver CPR AED	\$ 740.00
146865	Mental health Seminar	\$ 5,000.00

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. Wisconsin Ethics Resolution

Whereas, technical college district board members, district directors, and other key administrative staff of technical college districts are subject to the State Code of Ethics.

Therefore, be it resolved that, for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, Sections 19.41 through 19.59, Stats., the Mid-State Technical College District Board of Directors designates the following positions deputy, associate, or assistant district directors and indicates its intention that the current occupants of these positions and their successors be subject to the Wisconsin Ethics Code:

<u>Position</u>	<u>Occupant</u>
President	Dr. Shelly Mondeik 1421 Lily Lane Wisconsin Rapids, WI 54494
Vice President, Academics	Dr. Deb Stencil 621 32 nd Street North; #208 Wisconsin Rapids, WI 54494
Vice President, Finance & Facilities	Greg Bruckbauer 1811 Whispering Pine Drive Plover, WI 54467
Vice President, Human Resources & Organizational Development	Dr. Karen Brzezinski 3211 1 st Street South Wisconsin Rapids, WI 54494
Vice President, Student Services & Enrollment Management	Dr. Amanda Lang 9395 Vermillion Street Milladore, WI 54454-9700
Vice President, Information Technology	Brad Russell 1160 Bellview Drive Wisconsin Rapids, WI 54494
Vice President, Workforce Development & Community Relations	Dr. Bobbi Damrow 731 32 nd Street North; #202 Wisconsin Rapids, WI 54494
Manager, Project Management & Capital Budget	Matt Schneider 3065 Swanson Road Wisconsin Rapids, WI 54495
Director, Foundation & Alumni	Jill Steckbauer N1179 County Road CH Coloma, WI 54930

5. District Board Approval of Hires and Resignations of Contracted Staff:

- Derek Bell (effective August 16, 2022) – Instructor, Leadership Development

F. CHAIRPERSON'S REPORT – Kristin Crass

1. Board members were welcomed to the meeting. Mr. Schalow asked to be excused.
2. The Fall Boards Association meeting was held October 6-8 in Eau Claire. Ms. Bruski Mallek and Mr. Spargo attended. Mr. Spargo provided highlights of the meeting and sessions presented.
3. ACCT Leadership Congress will be held October 26-29 in New York. Ms. Bruski Mallek and Mr. Merdan plan to attend.
4. Options for Fall Board Advance dates were discussed. A half-day Advance will be held Wednesday, November 30, 2022. An agenda will be shared as we near the date.
5. Board Appointment seeking a School District Administrator member was completed. Terry Whitmore was appointed to the position. The WTCS Board will consider his appointment at their November meeting.
6. Future meeting dates (times unless otherwise announced):

MONTHLY MEETING Monday, November 21, 2022 Marshfield Campus	Committee-of-the-Whole: 5:00 p.m. Board Meeting: Following Committee-of-the-Whole
BOARD ADVANCE Wednesday, November 30, 2022 Wisconsin Rapids Campus	
MONTHLY MEETING Monday, December 19, 2022 Wisconsin Rapids Campus	Committee-of-the-Whole: 5:00 p.m. Board Meeting: Following Committee-of-the-Whole

G. PRESIDENT'S REPORT – Dr. Shelly Mondeik

1. Dr. Mondeik shared that Advisory Meetings were completed at each of Mid-State's four campus locations. In addition, earlier in the day, a 10-Year Agreement with Adams Fire was signed.
2. Mid-State's Nursing Program hosted a two and one half day accreditation visit. Six standards were being reviewed. Preliminary information indicates all standards are in compliance.
3. A groundbreaking was held for the Wayne H. Bushman Advanced Manufacturing, Engineering Technology, and Apprenticeship (AMETA) Center in Stevens Point. During the event, Wisconsin Governor's Chief of Staff announced Mid-State would receive funding toward project equipment.
4. For the first time on campus, Mid-State held a Basic Jail Academy Recognition Ceremony.
5. The next WTCS Board meeting and WTCS Presidents Association meeting is in November in Milwaukee.

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. CERTIFICATION OF 2022-23 TAX LEVY: Prior to October 31, the Mid-State Board is required to certify their tax levy for the current fiscal year and to notify 97 municipalities of their proportionate share of Mid-State's tax levy. Administration proposed certification of a

13,860,341 levy. This amount is a \$62,562 decrease from the previous year's certified levy.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call, approved the following 2022-23 Tax Levy Certification Resolution:

BE IT RESOLVED that the Mid-State Technical College Board authorized a \$13,860,341 property tax levy for fiscal year 2023, representing an overall mill rate of \$0.78772 on \$17,595,419,333 of equalized valuation without TIFs within the boundaries of the Mid-State Technical College District.

BE IT FURTHER RESOLVED that this levy be made up of \$6,860,890 in operational levy representing an operational mill rate of \$0.38992 and \$6,999,451 in debt service representing a debt service mill rate of \$0.39780.

BE IT FURTHER RESOLVED that administration apportion this levy based on the certified equalized property values for its 97 municipalities and notify them of their apportionment in accordance with state statutes.

- c. FY22 BUDGET AMENDMENTS: End-of-year closing entries and audit work require amendments to the College's FY22 budget prior to finalizing the annual audit. They include usual and customary amendments.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, approved the following Notice of FY22 Budget Amendment Resolution:

WHEREAS, the FY22 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 14, 2021, was amended on April 18, 2022, 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 operational budgets; and

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

WHEREAS, the Capital Projects budget was adjusted to reflect current year project estimates and the addition of or modification of 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 FY22 budgetary revisions:

FUND	FUNCTION RESOURCE	APPROPRIATION CHANGE	MODIFIED APPROPRIATION
General	Instruction	47,168	19,149,572
General	Instructional Resources	17,973	1,204,206
General	Student Services	32,594	4,506,020
General	General Institutional	(42,647)	5,599,349
General	Physical Plant	7,759	2,223,360
Special Revenue – Operational	Instruction	450,877	1,351,663
Special Revenue – Operational	General Institutional	1,134,095	2,284,914
Capital Projects	Instruction	6,674	1,549,760
Capital Projects	General Institutional	(105,261)	720,376
Capital Projects	Physical Plant	179,956	1,868,588
Debt Service	Physical Plant	3,342	11,271,407
Special Revenue – Non-Aidable	Student Services	7,000	8,029,789
Total Appropriations	Operating Expenditures	\$1,739,530	\$59,759,004

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.

- d. ANTHOLOGY PROJECT KICKOFF UPDATE: Mid-State’s Anthology Kickoff was held in late September. The plan in place to address needs was shared with the Board.
 - e. BOARD POLICIES: Policies related to finance were presented with no recommendation for changes. Final review and approval will be sought in December.
 - f. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
2. ACADEMIC & STUDENT SERVICES COMMITTEE – Are Vang
- a. ADVISORY COMMITTEES: An overview Advisory Committee membership for the Schools of Business & Information Technology; Protective & Human Services; and Health was provided. Future focus will include diverse members and geographical representation from throughout the District.

- b. RECENT K-12 EVENTS: Events hosted with K-12 partners over the last six months were highlighted.

3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE
 - a. FALL FAMILY FUN: Employees were offered a visit to Seehafer Farm to enjoy horse drawn buggy rides and a corn maze as part of a fall employee engagement event.
 - b. BOARD POLICIES: Board Policies related to Human Resources and Contract Training were presented and discussed. Final review will occur in December.
 - c. COMMUNITY ENGAGEMENT/RELATIONS: Recent community events and activities were highlighted. Involvement by mascot Grit was also highlighted.

I. COMMITTEE-OF-THE-WHOLE

1. DISTRICT BOARDS ASSOCIATION UPDATE: An update was provided by District Boards Association Executive Director Layla Merrifield. Association activities, advocacy, and WTCS budget requests were all discussed.
2. 2021-2022 YEAR-END DASHBOARD AND 2022-2023 DASHBOARD: Mid-State's annual dashboards were presented. Along with year-end data, campus specific information was provided. 2023-2023 goals focus on stabilization.

J. DISCUSSION & ACTION

1. GRANT OPPORTUNITY: Presentation of a grant opportunity to assist with AMETA equipment funding was presented. Prior to October 31, 2022, an application requesting support will be submitted to the Economic Development Administration (EDA) Economic Adjustment Assistance (EAA) grant opportunity. This grant, if awarded, requires a 50-percent match from the college. Funding of the match was discussed.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Resolution For The Economic Development Administration's (EDA), "AMETA EQUIP" Grant Match Acquisition of Equipment for the Advanced Manufacturing, Engineering Technology And Apprenticeship (AMETA) Center In Stevens Point, Wisconsin:

WHEREAS, the current and future demand for trained and up skilled employees in AMETA employment fields is strong, and

WHEREAS, data shows a number of students leave the Mid-State District to obtain these skills and education, and

WHEREAS, our right program analysis identified that our ability to provide new programs and some current offerings will exceed our current facilities, and current equipment, and

WHEREAS, Mid-State Technical College is in the process of constructing a new AMETA Center in Stevens Point to serve the training needs of the district using funding received from over 117 businesses, organizations, municipalities, and governmental agencies, and

WHEREAS, Mid-State Technical College is now looking to procure relevant instructional training equipment to be installed in the AMETA Center, and

WHEREAS, the relevant instructional training equipment to equip the AMETA Center meets the eligibility requirements of the EDA's Economic Adjustment Assistance (EAA) grant, and

WHEREAS, the EDA EAA Grant application "AMETA EQUIP" requires a 50-percent match if awarded, 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, and

WHEREAS, the Mid-State Technical College Board annually authorizes such general promissory notes as a college funding mechanism, and

BE IT RESOLVED, Mid-State Technical College Board through its authorization of general obligation promissory notes, commits these unencumbered funds in an amount not to exceed \$2,000,000, to match the \$2,000,000 EDA EAA grant, AMETA EQUIP, if funded, for the public purpose of purchasing movable instructional equipment to equip the AMETA Center.

K. CLOSED SESSION – Kristin Crass

The Board will entertain a motion to convene to closed session, pursuant to s. 19.85(1)(c) Wisconsin Statutes, to discuss the President's Evaluation. 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 Mr. Merdan, seconded by Ms. Miller, upon a roll call vote, approved the closed session beginning at 6:52 p.m., as announced by Ms. Crass.

L. ADJOURNMENT – Kristin Crass

The Board reconvened to open session at 8:41 p.m. with a motion by Mr. Merdan, seconded by Mr. Spargo, upon a roll call vote.

Closed session was to evaluate the performance of President Mondeik. The Board continues to be pleased with performance and progress. Her rolling three-year contract will be renewed.

There being no further action or business of the Board, the meeting adjourned at 8:42 p.m. with a motion by Mr. Merdan, seconded by Ms. Vang, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary