

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

Wisconsin Rapids Campus

September 18, 2023

A. CALL TO ORDER – Richard Merdan

The meeting was called to order at 5:14 p.m.

B. ROLL CALL

PRESENT: Betty Bruski Mallek, Richard Merdan, Gordon Schalow, Charles Spargo, Are Vang, Terry Whitmore, Ryan Zietlow, and Dr. Shelly Mondeik

OTHERS: Greg Bruckbauer, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Logan Hamman, Dr. Mandy Lang, Natasha Miller, Suzanne Rathe, Brad Russell, Dr. Chris Severson, Jon Steele, Angie Susa, and Craig Wagner

C. OPEN MEETING CERTIFICATION – Richard Merdan

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 – Richard Merdan

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

E. APPROVAL OF MINUTES

Motion by Mr. Schalow, seconded by Mr. Spargo, upon a voice vote, approved minutes from the board meeting held August 21, 2023.

F. CONSENT AGENDA

Motion by Mr. Spargo, seconded by Mr. Schalow, upon a roll call vote (Schalow – Yes, Spargo – Yes, Vang – Yes, Whitmore – Yes, Zietlow – Yes, Bruski Mallek – Yes, Merdan – Yes), approved the following consent agenda items:

1. The district's bills for the month of August 2023 were presented. These bills totaled \$2,564,868.85 of which \$1,902,105.03 represents operational expenditures and \$662,763.82 represents capital expenditures. The district's payroll for the month of August totaled \$1,450,921.13 plus \$14,363.78 for travel and miscellaneous reimbursements and \$632,984.99 in fringe benefits. The district's bills and payroll totaled \$4,663,138.75.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
147000	Culinary Internship	\$ 1,811.95
147001	Intro to Food Production	\$ 9,059.74
147002	Food Science	\$ 7,247.79
147003	Sanitation for Foodservice	\$ 1,811.95
147004	Culinary Applications	\$ 3,623.89
147005	Basic Knife Skills	\$ 1,100.00
147006	Nutrition & Food Allergens Training	\$ 600.00
147007	Reading and Recipe Execution Training	\$ 1,100.00
147008	Leadership Introduction	\$ 3,300.00
147009	Leadership Introduction	\$ 3,300.00
147010	Heartsaver CPR AED	\$ 545.00
147012	Leadership Development	\$ 13,325.00
147013	HS FA/CPR Skill Test for online course	\$ 1,530.00
147014	Customer Service Training	\$ 275.00
147015	Fire Investigator	\$ 625.00
147016	Medical Terminology	\$ 6,360.00
147017	Human Body in Health and Disease	\$ 10,460.00
147018	Pharmacology for Allied Health	\$ 4,360.00

3. Approved the following procurement(s) for goods and services:
- | <u>Amount</u> | <u>Company</u> | <u>College Division/Dept.</u> |
|---------------|----------------|-------------------------------|
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No procurements to approve at this time.

G. CHAIRPERSON'S REPORT – Richard Merdan

1. The Fall Boards Association meeting and Legal Issues Seminar will be held October 25-28 in Pewaukee. Ms. Bruski Mallek and Mr. Merdan plan to attend.
2. ACCT Leadership Congress will be held October 9-12 in Nevada. Theme is “Building a Legacy – Uplifting Students and Transforming Communities”. Ms. Bruski Mallek and Mr. Merdan plan to attend.
3. An Interim Board Appointment Process has begun. The search for an Elected Official Member and an Employee Member is underway.
4. Future meeting dates (times unless otherwise announced):

MONTHLY MEETING Monday, October 16, 2023 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. Campus activities were highlighted. Activities included a successful Nursing Assistant Program Accreditation visit, Counselor Breakfast for K-12 partners, Cougar Cage event to kick off grants and Mid-State Foundation Scholarship Reception.
2. Community involvement and partnership opportunities were also highlighted. Those included working with the Wisconsin Rapids Boys and Girls Club to identify partnership opportunities and community radio interviews.
3. The Presidents Association met to discuss legislative activities, advocacy, Marketing Consortium and watching federal government activity.

I. COMMITTEE REPORTS

1. FINANCE & INFRASTRUCTURE COMMITTEE – Gordon Schalow
 - a. FY24 TREASURER'S REPORT: Reviewed with the Board. No questions or concerns arose.
 - b. FY23 ANNUAL PROCUREMENT REPORT: As part of an annual review of college procurements, two vendors were identified as having received a total amount over the threshold over the past year. Cost reasonableness and vendor use will continue to be monitored.

Motion by Mr. Schalow, seconded by Mr. Spargo, upon a voice vote, unanimously approved the FY23 Annual Procurement Report as presented.
 - c. FY23 ENERGY USAGE REPORT: Highlights of Mid-State's FY23 Energy Usage Report were provided. Consumption days, high usage areas and cost trends were shared.
 - d. FY23 FINANCIAL AUDIT: Mid-State's financial audit is underway. To date, no findings or changes to records have been identified.
 - e. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
2. ACADEMIC & STUDENT SERVICES COMMITTEE – Are Vang

- a. **ADVISORY COMMITTEES:** Advisory Committees for the schools of Business, Nursing, Allied Health and Public Safety were highlighted and reviewed. Engagement and participation will be a focus for the coming year.
 - b. **ADVANCED MANUFACTURING PATHWAY EVENT:** An Advanced Manufacturing Pathway Event was held September 14 and included K-12, higher education and industry partners. This pathway allows for an industry certificate to be earned alongside an Associate Degree followed by a bachelor degree at a partner institution.
3. **HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE** – Richard Merdan
- a. **AMETA UPDATE:** Mid-State’s AMETA project site work is underway. An update was provided.
 - b. **MID-STATE SHUTTLE:** Since September 8, 23 unique students have used Mid-State’s shuttle service. Over 250 one-way trips have been completed, covering over 600 miles per day between five drivers. Vans are equipped with wi-fi for student use.
 - c. **CENTRAL WISCONSIN FALL FIRE CONFERENCE:** The 2nd Annual Fall Fire Conference will be held at Mid-State. This collaboration and partnership includes 14 sponsors.

J. COMMITTEE-OF-THE-WHOLE – Richard Merdan

1. **MID-STATE FOUNDATION UPDATE:** An update on the Mid-State Foundation was provided. Foundation staff were introduced and highlights of recent events were provided.

K. DISCUSSION & ACTION

1. **GLOBAL EDUCATION:** A presentation of Mid-State’s study abroad and travel education experiences was made. History of the program, how Mid-State participates and student experience were shared.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved international travel to London in May 2024 and Germany in June 2024 for students and staff.

L. ADJOURNMENT – Richard Merdan

There being no further action or business of the Board, the meeting adjourned at 6:23 p.m. with a motion by Ms. Bruski Mallek, seconded by Mr. Whitmore, upon a voice vote.

Betty Bruski Mallek, Secretary

Angela R. Susa, Recording Secretary