

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

Marshfield Campus	November 20, 2023
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A. CALL TO ORDER – Richard Merdan

The meeting was called to order at 5:21 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: Paula Berger, Craig Bernstein, Greg Bruckbauer, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Micki Dirks-Luebbe, Sherry Glenzer-Meyer, Logan Hamman, Sierra Jones, Dr. Mandy Lang, Dr. Alex Lendved, Peter Mallek, Benjamin Nusz, Brad Russell, Dr. Chris Severson, Angie Susa, and Brenda Swan

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 Ms. Bruski Mallek, seconded by Mr. Spargo, upon a voice vote, approved minutes from the board meeting held October 16, 2023.

F. CONSENT AGENDA

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, 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 October 2023 were presented. These bills totaled \$2,362,606.99 of which \$918,862.40 represents operational expenditures and \$1,443,744.59 represents capital expenditures. The district’s payroll for the month of October totaled \$1,640,768.15 plus \$17,853.10 for travel and miscellaneous reimbursements and \$636,147.63 in fringe benefits. The district’s bills and payroll totaled \$4,657,375.87.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
147028	Fall Protection Training	\$ 1,480.00
147029	Forklift Certification	\$ 952.00
147030	Employee Split	\$ 59,305.25
147031	Developing Interpersonal Leadership Skills	\$ 19,565.35
147032	Introduction to Manufacturing	\$ 375.00
147033	BLS – Basic Life Support Provider	\$ 790.00
147034	Heartsaver First Aid/CPR	\$ 1,195.00
147035	OSHA 30	\$ 1,250.00
147036	OSHA 30	\$ 500.00
147037	Basic Knife Skills	\$ 500.00
147038	Intro to Leadership	\$ 11,900.00
147039	BLS Skills Test for Online Course	\$ 710.00
147040	Hazwoper Refresher	\$ 4,380.00
147041	Train the Trainer	TBD
147042	Phlebotomy Confirmation Draw Initial	\$4,284.00

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

<u>Amount</u>	<u>Company</u>	<u>College Division/Dept.</u>
No procurements to approve at this time.		

G. CHAIRPERSON'S REPORT – Richard Merdan

1. The Fall Boards Association meeting and Legal Issues Seminar was held October 25-28 in Pewaukee. Ms. Bruski Mallek and Mr. Spargo attended and commented on sessions attended and DBA meeting updates.
2. ACCT Legislative Summit will be held February 4-7, 2024 in Washington, D.C. Those interested in attending should work with Ms. Susa to make arrangements.
3. Mid-State's Commencement Ceremony will be held December 9, 2023. On behalf of the Board of Directors, Mr. Merdan will provide the Board Address.
4. Future meeting dates (times unless otherwise announced):

MONTHLY MEETING	Committee-of-the-Whole: 5:00 p.m.
Monday, December 18, 2023	Board Meeting: Following Committee-of-the-Whole
Wisconsin Rapids Campus	

H. FOUNDATION REPORT – Micki Dirks-Luebbe

1. Foundation events and activities were highlighted. They included naming of Alumni of the Year, awarding of Fall Scholarships, available Spring scholarships, and Annual Appeal.
2. Foundation meeting updates were provided. Planning for 2024 events is underway and include a golf event, trap shoot, and scholarship reception.
3. The Foundation is developing a donor portal and Alumni Association in the next year. Updates will be provided at future Board meetings.

I. PRESIDENT'S REPORT – Dr. Shelly Mondeik

1. Campus activities were highlighted. Activities included a signing event with Lakeland University at Mid-State's Marshfield Campus, ribbon cutting at Marshfield Clinic Health System where Mid-State will now host Mid-State Monday's, completion of seven College Conversations, Halloween fun, legislative breakfast and Strategic Plan work for 2025-2030.
2. Mid-State participated in Wisconsin Economic Development Conference where our WIG Grant was profiled.
3. The Presidents Association met to discuss legislative activities and other issues of higher education.

J. COMMITTEE REPORTS

1. FINANCE & INFRASTRUCTURE COMMITTEE – In place of Gordon Schalow, Charles Spargo reported
 - a. TREASURER'S REPORT: Reviewed with the Board. No questions or concerns arose.
 - b. FY23 AUDITED FINANCIAL STATEMENTS: Highlights of Mid-State's FY23 Audited Financial Statements were provided by Brian Anderson of Wipfli. No compliance issues were identified and a clean audit was realized.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the FY23 Audited Financial Statements as presented.

- c. BID #817 – AMETA CENTER FURNITURE: Bids were received for AMETA Center Furniture. Following bid opening and scoring, a recommendation to award Henricksen in the amount of \$382,692.64 was made.

Motion by Mr. Schalow, seconded by Mr. Whitmore, upon a roll call vote, unanimously approved the following Resolution for Awarding of Bid #817 – AMETA Center Furniture Package 1:

WHEREAS, the college has need for classroom and office furniture at the AMETA Center facility; and

WHEREAS, the furniture that was bid matches the standards and quality of furniture used elsewhere throughout the college; and

WHEREAS, the bids for #817 were submitted, documented, opened, recorded, and scored in accordance with College and WTCS policies, and

WHEREAS, Administration has provided its recommendations to the District Board for the selection of these products and services, and the District Board wishes to award the selection for services of the project.

BE IT RESOLVED that the Mid-State Technical College Board accepts and approves the awarding of Bid #817 to Henricksen in the amount of \$382,692.64, commencing on November 21, 2023 as recommended to the Board by Administration, as set forth in the schedules attached hereto.

BE IT FURTHER RESOLVED that the Mid-State Technical College Board approved the funding of the AMETA Center construction and equipment budget.

- d. RFP #819 – AMETA CENTER EXTERIOR BUILDING SIGNAGE: RFPs #819 for AMETA Center Exterior Building Signage were opened and scored, a recommendation to award Bushman Electric in the amount of \$77,473.00 was made.

Motion by Mr. Schalow, seconded by Mr. Spargo, upon a roll call vote, unanimously approved the following Resolution for Awarding of RFP #819 – AMETA Center Exterior Building Signage:

WHEREAS, the College has need for exterior signage at the new AMETA Center facility; and

WHEREAS, the exterior signage is necessary for wayfinding; and

WHEREAS, the exterior signage maintains consistency with other Mid-State locations and promotes the College's brand; and

WHEREAS, the responses for Request for Proposal #819 were submitted, documented, opened, recorded, and scored in accordance with College and WTCS policies, and

WHEREAS, Administration has provided its recommendations to the District Board for the selection of services and the District Board wishes to award the selection for procurement of this purchase.

BE IT RESOLVED that the Mid-State Technical College Board accepts and approves the awarding of Request for Proposal #819 to Bushman Electric in the amount of \$77,473.00, commencing on November 21, 2023, as recommended to the Board by Administration, as set forth in the schedules attached hereto.

- e. BID #820 – AMETA CENTER INTERIOR BUILDING SIGNAGE: Bids were received for Bid #820 for AMETA Center Interior Building Signage. Following opening and scoring, a recommendation to award Stratford Sign in the amount of \$148,800.00 was made.

Motion by Mr. Schalow, seconded by Mr. Spargo, upon a roll call vote, unanimously approved the following Resolution for Awarding of Bid #820 – AMETA Center Interior Building Signage:

WHEREAS, the college has need for interior building signage at the AMETA Center facility;
and

WHEREAS, the proposed signage is necessary for wayfinding within the building; and

WHEREAS, the proposed signage recognizes the various partners and sponsors of the
AMETA Center; and

WHEREAS, the bids for #820 were submitted, documented, opened, recorded, and scored
in accordance with College and WTCS policies, and

WHEREAS, Administration has provided its recommendations to the District Board for the
selection of services and the District Board wishes to award the selection for services of the
project.

BE IT RESOLVED that the Mid-State Technical College Board accepts and approves the
awarding of Bid #820 to Stratford Sign and in the contract amount of \$148,800.00,
commencing on November 21, 2023 as recommended to the Board by Administration, as set
forth in the schedules attached hereto.

BE IT FURTHER RESOLVED that the Mid-State Technical College Board approved the funding
of AMETA CENTER construction and equipment budget.

f. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.

2. ACADEMIC & STUDENT SERVICES COMMITTEE – Are Vang

a. ACADEMIC PROGRAMMING: The Committee reviewed and discussed the following programming
recommendations prior to review by the full Board of Directors.

Concept Approval – Human Resources

Mid-State has support from the Advisory Committee as well as area employers to offer a 60
credit Human Resources degree. New courses would be developed to enable offering a Fall
2024 start.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a voice vote, unanimously approved
Concept Approval of the Human Resources Associate Degree Program.

Program Approval – Early Childhood Educator Apprenticeship

In response to industry need and desire, the College is seeking to begin an Early Childhood
Educator Apprenticeship program. The program has Advisory Committee support as well as local
industry support. If approved, the program could be offered as early as Spring 2024.

Motion by Mr. Spargo, seconded by Mr. Whitmore, upon a voice vote, unanimously approved the
Early Childhood Educator Apprenticeship Program.

Program Suspension – Administrative Professional

Students in this program of study are competing for jobs with those in Business Management
programs. Advisory Committee discussion led to support of program suspension. Students
currently in the program will be allowed to complete through Spring 2026, new students will no
longer be admitted to the program.

Motion by Ms. Bruski Mallek, seconded by Mr. Schalow, upon a voice vote, unanimously
approved program suspension of the Administrative Professional Program.

Program Suspension – Medical Laboratory Technician

There are currently no students enrolled in the program. They are being served through the Phlebotomy program. For administrative purposes, program suspension was recommended to remove the program from Mid-State's program mix.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a voice vote, unanimously approved program suspension of the medical Laboratory Technician Program.

- b. COHORT DEFAULT RATE: An update on Mid-State's cohort default rate was provided. This rate includes students with federal student loans who enter repayment and are behind in payment. The college continues to manage program risks and offer support to student borrowers.
3. HUMAN RESOURCES & EXTERNAL RELATIONS – Richard Merdan
 - a. BENEFIT PLANS: Highlights of the College's health insurance renewal for 2024 was provided. Employee sessions were conducted to provide additional information about plan options.
 - b. AMETA UPDATE: An update on the AMETA Project was provided. Billboard marketing has been placed and additional awareness will be coming.

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

1. FY23 WORKFORCE & ECONOMIC DEVELOPMENT ANNUAL REPORT: Highlights of Mid-State Workforce & Economic Development Division were provided. Details around Continuing Education, Contract Training and customized training were shared, in addition to an update on focus in the Marshfield community.
2. HLC ACCREDITATION SUSTAINABILITY UPDATE: Highlights of Mid-State's preparation for the upcoming Accreditation Visit were provided.

L. DISCUSSION & ACTION

1. MARSHFIELD CAMPUS AND COMMUNITY UPDATE: An update on campus and community events in the Marshfield area was provided. Opportunities and focuses for next year were highlighted. Partnerships, Mid-State on Central and Continuing Education in Marshfield were all highlighted.

M. ADJOURNMENT – Richard Merdan

There being no further action or business of the Board, the meeting adjourned at 6:42 p.m. with a motion by Ms. Vang, seconded by Mr. Whitmore, upon a voice vote.

Betty Bruski Mallek, Secretary

Angela R. Susa, Recording Secretary