

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

Wisconsin Rapids Campus

October 16, 2023

**A. CALL TO ORDER** – Richard Merdan

The meeting was called to order at 6:15 p.m.

**B. ROLL CALL**

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

EXCUSED: Gordon Schalow

OTHERS: Greg Bruckbauer, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Logan Hamman, Dr. Mandy Lang, Lance Plimi, Natasha Miller, Brad Russell, Dr. Chris Severson, and Angie Susa  
Peter von Estorff, Konrad Muhlbauer, Nico Yemmer, Fabrim Mallahi, Lara Mikulik, Nadine Weber, Saskia Levien

**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. Whitmore, upon a voice vote, approved minutes from the board meeting held September 18, 2023.

**F. CONSENT AGENDA**

Motion by Mr. Whitmore, seconded by Mr. Spargo, upon a roll call vote (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 September 2023 were presented. These bills totaled \$3,474,376.50 of which \$1,728,443.91 represents operational expenditures and \$1,745,932.59 represents capital expenditures. The district's payroll for the month of September totaled \$1,546,525.62 plus \$15,949.94 for travel and miscellaneous reimbursements and \$631,376.23 in fringe benefits. The district's bills and payroll totaled \$5,668,228.29.

2. Entered into the following contracted service agreements:

| <u>Agreement #</u> | <u>Contracted Service:</u>                         | <u>Amount</u> |
|--------------------|--|---------------|
| 147019             | Cyber Security Live-fire Cyber Range Workshop      | \$ 1,250.00   |
| 147020             | Public Safety Update Series                        | \$ 1,900.00   |
| 147021             | BLS – Basic Life Support Provider Adult Infant CPR | \$ 1,480.00   |
| 147022             | Confined Space Rescue                              | \$ 2,450.00   |
| 147023             | Equity through Civility                            | \$ 475.00     |
| 147024             | Lifting and Rigging                                | \$ 1,440.00   |
| 147025             | Emotional Intelligence                             | \$ 750.00     |
| 147026             | Team Building                                      | \$ 1,600.00   |
| 147027             | Supervisory Training                               | \$ 10,280.00  |

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.

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<br>1421 Lily Lane<br>Wisconsin Rapids, WI 54494                        |
| Vice President, Academics                                    | Dr. Chris Severson<br>210 N 36 <sup>th</sup> Avenue<br>Wausau, WI 54401                   |
| Vice President, Finance & Facilities                         | Greg Bruckbauer<br>1811 Whispering Pine Drive<br>Plover, WI 54467                         |
| Vice President, Human Resources & Organizational Development | Dr. Karen Brzezinski<br>3211 1 <sup>st</sup> Street South<br>Wisconsin Rapids, WI 54494   |
| Vice President, Student Services & Enrollment Management     | Dr. Amanda Lang<br>9405 Vermillion Street<br>Milladore, WI 54454-9700                     |
| Vice President, Information Technology                       | Brad Russell<br>1160 Bellview Drive<br>Wisconsin Rapids, WI 54494                         |
| Vice President, Workforce Development & Community Relations  | Dr. Bobbi Damrow<br>731 32 <sup>nd</sup> Street North; #202<br>Wisconsin Rapids, WI 54494 |
| Manager, Project Management & Capital Budget                 | Matt Schneider<br>3065 Swanson Road<br>Wisconsin Rapids, WI 54495                         |
| Director, Foundation & Alumni                                | Micki Dirks-Luebbe<br>6102 Tricia Avenue<br>Weston, WI 54476                              |

5. District Board Approval of Hires and Resignations of Contracted Staff:
- Dayne Oertel (effective September 25, 2023) – Hire; Instructor, Dental Assistant
  - Candace Schmidt (effective December 4, 2023) – Hire; Instructor, Construction Electrician Apprenticeship
  - Morgan Simon (effective November 18, 2023) – Hire; Instructor, Business Management

**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. Spargo plan to attend.
2. ACCT Leadership Congress was held October 9-12 in Nevada. Theme was “Building a Legacy – Uplifting Students and Transforming Communities”. Ms. Bruski Mallek and Mr. Merdan attended. Each provided a summary of sessions attended and presentations attended.

Ms. Bruski Mallek requested a letter of support for her nomination to an ACCT committee.

Motion by Mr. Whitmore, seconded by Mr. Spargo, upon a voice vote, unanimously approved creation of a letter of support for Ms. Bruski Mallek.

3. Future meeting dates (times unless otherwise announced):  
**MONTHLY MEETING**                              **Committee-of-the-Whole:** 5:00 p.m.  
Monday, November 20, 2023              **Board Meeting:** Following Committee-of-the-Whole  
Wisconsin Rapids Campus

**H. PRESIDENT'S REPORT** – Dr. Shelly Mondeik

1. Campus activities were highlighted. Activities included employee engagement events and a successful Phlebotomy accreditation visit.
2. Community involvement includes a partnership event for Mid-State's Dental Assistant Program and receipt of a CASE Award for the AMETA project.
3. The Presidents Association met to discuss legislative activities, advocacy, and budget planning.

**I. 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. **CERTIFICATION OF 2023-2024 TAX LEVY:** Highlights of the 2023-2024 tax levy were provided. By October 31, the College must notify its 97 municipalities of their proportionate share. Levy by municipality was highlighted.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following 2023-24 Tax Levy Certification Resolution:

BE IT RESOLVED that the Mid-State Technical College Board authorized a \$14,180,667 property tax levy for fiscal year 2024, representing an overall mill rate of \$0.71067 on \$19,954,060,213 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 \$7,094,863 in operational levy representing an operational mill rate of \$0.35557 and \$7,085,804 in debt service representing a debt service mill rate of \$0.35511.

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. **FY23 BUDGET AMENDMENTS:** Budget amendments required as a component of the annual audit were presented. These amendments are routine and Mid-State reviews on a monthly basis.

Motion by Mr. Spargo, seconded by Mr. Zietlow, upon a roll call vote, unanimously approved the following Notice of FY23 Budget Amendment Resolution:

WHEREAS, the FY23 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 20, 2022, was amended on April 17, 2023, 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

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following FY23 budgetary revisions:

| FUND                          | FUNCTION RESOURCE             | APPROPRIATION CHANGE | MODIFIED APPROPRIATION |
|-------------------------------|-------------------------------|----------------------|------------------------|
| General                       | Instruction                   | (3,039,674)          | 20,317,138             |
| General                       | Instructional Resources       | 19,176               | 1,173,429              |
| General                       | Student Services              | 97,305               | 4,810,516              |
| General                       | General Institutional         | (177,666)            | 5,895,627              |
| General                       | Physical Plant                | 120,079              | 2,431,878              |
| Special Revenue – Operational | Instruction                   | 851,340              | 1,814,008              |
| Special Revenue – Operational | Student Services              | 0                    | 162,980                |
| Special Revenue – Operational | General Institutional         | 390,147              | 715,627                |
| Special Revenue – Operational | Physical Plant                | 0                    | 84,651                 |
| Capital Projects              | Instruction                   | 15,722               | 1,265,159              |
| Capital Projects              | Instructional Resources       | 2,932                | 144,733                |
| Capital Projects              | Student Services              | (4,986)              | 510,514                |
| Capital Projects              | General Institutional         | 790,137              | 6,806,638              |
| Capital Projects              | Physical Plant                | 2,260,936            | 4,272,357              |
| Debt Service                  | Physical Plant                | 0                    | 7,174,874              |
| Enterprise                    | Auxiliary Services            | 0                    | 1,187,841              |
| Internal Services             | Auxiliary Services            | 0                    | 6,035,200              |
| Special Revenue – Non-Aidable | Student Services              | 0                    | 8,208,785              |
| Special Revenue – Non-Aidable | General Institutional         | 0                    | 290,150                |
|                               |                               |                      |                        |
| <b>Total Appropriations</b>   | <b>Operating Expenditures</b> | <b>\$1,325,448</b>   | <b>\$73,302,105</b>    |

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. RFP 816 CRIMINAL JUSTICE VIRTUAL REALITY SYSTEM: Mid-State's criminal justice programming utilizes virtual reality for simulation training. One bid was received as part of the RFP process.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Resolution for Awarding of RFP #816 Criminal Justice Virtual Reality System.

WHEREAS, the college has need for Criminal Justice Virtual Reality System; and

WHEREAS, the existing Criminal Justice System is video based and has reached its contractual life; and

WHEREAS, the existing Criminal Justice System is an integral part of training student throughout the College; and

WHEREAS, the responses of Requests For Proposal #816 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 for procurement of this purchase.

BE IT RESOLVED that the Mid-State Technical College Board accepts and approved the awarding of Request for Proposal #816 to InVersis Training Solutions Inc. and in the amount of \$127,600,00, commencing on October 17, 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 \$127,600 for the Criminal Justice Virtual Reality System from the WTCS FY23-24 Core Industry Grant.

- e. BID 818 AMETA CENTER MASS NOTIFICATION SYSTEM: Two bids were received for a mass notification system at the AMETA Center. An overview was provided.

Motion by Mr. Spargo, seconded by Mr. Whitmore, upon a roll call vote, unanimously approved the following Resolution for Awarding of Bid #818 AMETA Center Mass Notification System.

WHEREAS, the college has need for a mass notification system at the AMETA Center; and

WHEREAS, the proposed system was coordinated with, and approved by Mid-State's IT and Security staff; and

WHEREAS, the bids for #818 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 #818 to Pieper Power and in the amount of \$63,957.00, commencing on October 17, 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.

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

- 1. 2022-2023 YEAR-END DASHBOARD AND 2023-2024 DASHBOARD: An update on the Mid-State's Year-End and Next-Year dashboard data was provided.

2. PARTNERSHIP WITH CITY OF STEVENS POINT AND STEVENS POINT AREA VISITOR AND CONVENTION BUREAU: Mid-State had an opportunity to partner on a study of the current Nelnet building in Stevens Point, and the feasibility of a conference center.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved contribution of \$20,000 to participate in a study in partnership with the City of Stevens Point and the Stevens Point Area Visitor and Convention Bureau.

3. ADAMS CAMPUS EXPANSION AND FUNDING OPPORTUNITIES: Mid-State's Adams Campus has seen phenomenal growth over the last few years. The College is looking to write for an EDA grant to assist with the cost of renovation and expansion of the Adams campus. This would provide an opportunity for programming expansion.

Motion by Mr. Spargo, seconded by Ms. Vang, upon a roll call vote, unanimously supported submission of an EDA grant for the purpose of expanding programming at the Adams Campus.

**K. DISCUSSION & ACTION**

1. GERMAN EXCHANGE PROGRAM: The College's exchange program with Max Eyth Schule in Germany has resumed. Students and faculty from Germany visited with the Board to share their experience.

**L. CLOSED SESSION** – Richard Merdan

The Board entertained a motion to convene to closed session, pursuant to s.19.85(1)(c) Wisconsin Statutes, for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (to conduct 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. Spargo, seconded by Ms. Bruski Mallek, at 7:07 p.m. and upon a roll call vote, unanimously approved convening in closed session as announced.

**M. ADJOURNMENT** – Richard Merdan

The Board reconvened to open session at 8:53 p.m. with a motion by Mr. Zietlow, seconded by Ms. Vang, upon a roll call vote.

Mr. Merdan announced that the Board discussed the President's Performance Evaluation and continue to be pleased with her performance and appreciate her efforts to grow Mid-State to be the College of first choice for its communities.

There being no further action or business of the Board, the meeting adjourned at 8:54 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