

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

Wisconsin Rapids Campus	May 20, 2024
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A. CALL TO ORDER – Richard Merdan

The meeting was called to order at 5:20 p.m.

B. ROLL CALL

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

EXCUSED: Terry Whitmore

OTHERS: Craig Bernstein, Greg Bruckbauer, Dr. Karen Brzezinski, Logan Hamman, Dr. Mandy Lang, Brad Russell, Dr. Chris Severson, and Angie Susa

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 April 15, 2024.

F. CONSENT AGENDA

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

1. The district's bills for the month of April 2024 were presented. These bills totaled \$1,453,579.18 of which \$543,244.05 represents operational expenditures and \$910,332.13 represents capital expenditures. The district's payroll for the month of April totaled \$1,638,320.59 plus \$19,886.88 for travel and miscellaneous reimbursements and \$621,777.06 in fringe benefits. The district's bills and payroll totaled \$3,733,560.71.

2. Entered into the following contracted service agreements totaling \$20,706.27:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
147099	HeartSaver CPR/FA/BBP	\$ 2,961.27
147100	heartSaver CPR AED	\$ 1,290.00
147101	Spark! Igniting Passion in Nonprofits	\$ 4,500.00
147102	Robotic Welding	\$ 5,000.00
147103	MS Projects	\$1,355.00
147104	First Responder – Industrial Skills	\$ 2,200.00
147105	BLS – Basic Life Support Provider	\$1,920.00
147106	BLS – Basic Life Support Provider	\$ 925.00
147107	BLS Renewal	\$ 555.00

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

<u>Amount</u>	<u>Company</u>	<u>College Division/Dept.</u>
\$65,414.95	Manikin – CAE Healthcare	School of Nursing

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

Hires:

- Jacob Denny (effective April 29, 2024); Instructor, Mechanical Design

G. CHAIRPERSON'S REPORT – Richard Merdan

1. The Board Advance was held on May 17. Comments were shared about the session.
2. The Board Appointment process is underway. The Board is seeking members for the K-12 Superintendent, Employer and Employee categories.
3. The 2024 ACCT Leadership Congress will be held October 23-26 in Seattle. Those interested in attending should connect with Ms. Susa to make proper arrangements.
4. Future meeting dates (times unless otherwise announced):

MONTHLY MEETING

Monday, June 17, 2024
Wisconsin Rapids Campus

Committee-of-the-Whole: 5:00 p.m.

Board Meeting: Following Committee-of-the-Whole

H. PRESIDENT'S REPORT – Dr. Shelly Mondeik

1. Campus activities were highlighted. Activities included hosting College Conversations where over 150 employees participated, attending the PTK Induction Ceremony, hosting WTCS President Dr. Morna Foy as part of the WTCS Tour of Excellence and K-12 Admit Day.
2. Dr. Mondeik attended the Central Wisconsin Manufacturing Alliance Expo where Mid-State had a booth, Portage County Business Councils Women's Fund of Portage County Luncheon and welcomed the Wisconsin Electrical Inspectors group in Stevens Point and offered a tour of the AMETA™ Center.
3. Dr. Mondeik was recently selected to serve on the Boys & Girls Club of Portage County Board of Directors. She also was honored during Wisconsin Rapids Noon Rotary with the Paul Harris Fellow Award.

I. COMMITTEE REPORTS

1. FINANCE & INFRASTRUCTURE COMMITTEE – Charles Spargo
 - a. TREASURER'S REPORT: Reviewed with the Board. No questions or concerns arose.
 - b. RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$5,000,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2024A; AND SETTING THE SALE: Having held a detailed review and discussion during the Finance & Infrastructure Committee, a recommendation to approve the Authorizing Resolution was made. These general obligation promissory notes will finance budgeted capital expenditures for movable equipment, building remodeling and improvements and site improvements for FY25.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Resolution Authorizing The Issuance Of Not To Exceed \$5,000,000 General Obligation Promissory Notes, Series 2024A; And Setting The Sale:

WHEREAS, the Mid-State Technical College District, Adams, Clark, Jackson, Juneau, Marathon, Portage, Waushara and Wood Counties, Wisconsin (the "District") is presently in need of \$4,159,281 for the public purpose of paying the cost of acquiring movable equipment; in the amount of \$796,339 for the public purpose of paying the cost of building remodeling and improvement projects; and in the amount of \$44,380 for the public purpose of paying the cost of site improvements, and there are insufficient funds on hand to pay said costs;

WHEREAS, the District hereby finds and determines that the projects are within the District's power to undertake and serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, technical college districts are authorized by the provisions of Section 67.12(12), Wisconsin Statutes to borrow money and issue general obligation promissory notes for such public purposes.

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$4,159,281 for the public purpose of paying the cost of acquiring movable equipment; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$796,339 for the public purpose of paying the cost of building remodeling and improvements projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$44,380 for the public purpose of paying the cost of site improvements; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of applying the costs specified above in the amounts authorized for those purposes (collectively, the "Project"), there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed FIVE MILLION DOLLARS (\$5,000,000) from Robert W. Baird & Co. Incorporated (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed FIVE MILLION DOLLARS (\$5,000,000) (the "Notes"). There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof within twenty years of the date of issuance of the Notes.

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the Marshfield News-Herald, the official newspaper of the District. The notices to electors shall be in substantially the forms attached hereto as Exhibits A, B and C (collectively, the "Notices") and incorporated herein by this reference.

Section 3. Sale of the Notes. The sale of the Notes shall be negotiated with the Purchaser. At a subsequent meeting, the District Board shall act on the purchase proposal received from the Purchaser and specify the terms of and interest rates on the Notes.

Section 4. Official Statement. The Secretary shall cause an Official Statement to be prepared by the Purchaser. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under the Resolution.

Section 5. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The

foregoing shall take effect immediately upon adoption and approval in the manner provided by law. If any of the Notes may be subject to a petition for referendum, any action with respect to the sale of the Notes shall be subject to the condition that no petition for referendum has been filed within thirty (30) days of publication of the Notices provided for under Section 2 of this Resolution or, if a petition is filed, that any required referendum approval is obtained.

Section 6. Expenditure of Funds and Declaration of Official Intent. The District shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Notes become available. The District hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Notes, the principal amount of which is not to exceed \$5,000,000.

Adopted, approved and recorded May 20, 2024.

- c. RESOLUTION TO PUBLISH BUDGET SUMMARY AND NOTICE OF PUBLIC HEARING: A special budget meeting was held May 8 where details of the proposed FY25 budget were presented. Moderate growth assumptions will cause a decrease in the mil rate. A Public Hearing will be held in June prior to budget adoption.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Resolution To Publish The 2024-25 Budget:

BE IT HEREBY RESOLVED that authority be given to the administration of Mid-State Technical College to publish, at least fifteen days prior to the Public Hearing, the Budget Summary and Notice of Public Hearing for Mid-State Technical College for 2024-25, with an expenditure budget totaling \$64,518,487 as required by Section 65.90(3) of Wisconsin Statutes. The Public Hearing will be held on June 17, 2024 at the time and place published in the public notice.

- d. RFP #828 – AMETA™ CENTER LAB STORAGE: An invitation to respond was published and subsequently openings were held for RFP #828 – AMETA™ Center Lab Storage. One bid was received and considered to have met the requirements of the proposal.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously awarded RFP #828 – AMETA™ Center Lab Storage to FSS Business Systems, Inc. in the amount of \$112,839.74.

WHEREAS, the college has need Lab Storage in the Automation Lab, Machine Tool Lab, and Welding Lab at the new AMETA™ Center facility; and

WHEREAS, the proposed equipment was coordinate with, and approved by Mid-State's School of Applied Technology staff; and

WHEREAS, the responses of Request For Proposal #828 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 #828 to FSS Business Systems, Inc. in the amount of

\$112,839.74, commencing on May 21,2024, 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 has approved the funding of \$112,839.74 for Lab Storage from the AMETA™ Center capital funds.

- e. RFP #832 – AMETA™ CENTER AUTONOMOUS FLOOR SCRUBBER: An invitation to respond was published and subsequently openings were held for RFP #832 – AMETA™ Center Autonomous Floor Scrubber.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously awarded RFP #832 – AMETA™ Center Autonomous Floor Scrubber to Nassco Inc. in the amount of \$71,781.00.

WHEREAS, the College has need for Autonomous Floor Scrubber at the new AMETA™ Center facility; and

WHEREAS, the proposed equipment was coordinated with, and approved by Mid-State's Facilities staff; and

WHEREAS, the responses of Request for Proposal #832 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 #832 to Nassco Inc. in the amount of \$71,781.00, commencing on May 21, 2024, 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 has approved the funding of \$71,781.00 for the Autonomous Floor Scrubber from the FY2024 budgeted funds.

- f. BID #836 – GENERAL SCIENCE LAB REMODEL PROJECT: An invitation to bid was published and subsequently bid openings were held for Bid #836 – General Science Lab Remodel Project.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously awarded Bid #836 – General Science Lab Remodel Project to Eagle Construction in the amount of \$117,900.00.

WHEREAS, the condition of the Marshfield science lab is in need of updates and improvements and,

WHEREAS, remodeling the current lab will enhance student success, and

WHEREAS, dedicating the lab to general science will improve safety for the health services programs, and

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

BE IT RESOLVED that the Mid-State Technical College Board approves the awarding of Bid #836 to Eagle Construction in the amount of \$117,900.00 with a project state date of May 27, 2024 and completion date of August 16, 2024.

BE IT FURTHER RESOLVED that the Mid-State Technical College Board has approved the funding of \$117,900.00 for the Marshfield General Science Lab remodel from the FY2025 budgeted funds.

- g. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
- 2. ACADEMIC & STUDENT SERVICES COMMITTEE – Are Vang
 - a. FY24 OUT-OF-STATE TUITION REMISSION ANNUAL SUMMARY: Mid-State remitted no out-of-state tuition in FY24.
 - b. FY25 OUT-OF-STATE TUITION REMISSION ANNUAL REQUEST: Mid-State will not submit a request for out-of-state tuition remission in FY25.
 - c. 2022-2023 TRANSFER REPORT: Mid-State’s annual transfer report was highlighted. This included students transferring to and from Mid-State. Over 150 students transferred to the Universities of Wisconsin System, with the University of Stevens Point being number one. Currently, Mid-State holds nearly 200 articulation agreements with 54 four-year institutions.
 - d. GRADUATION RECAP: Graduation was held May 11 at the Wisconsin Rapids Campus. Over 700 students graduated with over 300 participating the ceremony.
- 3. HUMAN RESOURCES & EXTERNAL RELATIONS – Richard Merdan
 - a. COLLEGE SAFETY EFFORTS: Highlights of Mid-State’s efforts around safety and security were highlighted to the Board.
 - b. SUMMER CATALOG: An overview of the Continuing Education Summer Catalog was provided and highlighted for the Board.

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

- 1. IT PROJECTS UPDATE: Updates related to Mid-State’s Device Customization Project and cyber security efforts were provided.

K. DISCUSSION & ACTION

- 1. RUFFALO NOEL LEVITZ STUDENT SATISFACTION INVENTORY: The Ruffalo Noel Levitz Student Satisfaction Inventory was administered last fall. Results from the survey were highlighted for the Board. Overall, results were improved from the last survey as well as higher than national average.

L. ADJOURNMENT – Richard Merdan

There being no further action or business of the Board, the meeting adjourned at 6:15 p.m. with a motion by Ms. Vang, seconded by Mr. Zietlow, upon a voice vote.