

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

Wisconsin Rapids Campus

October 14, 2024

**A. CALL TO ORDER** – Richard Merdan

The meeting was called to order at 4:45 p.m.

**B. ROLL CALL**

**PRESENT:** Shawn Becker, Betty Bruski Mallek, Richard Merdan, Ronald Rasmussen (departed at 5:12 p.m.), Charles Spargo, Terry Whitmore, Ryan Zietlow and Dr. Shelly Mondeik

**EXCUSED:** Are Vang

**OTHERS:** Craig Bernstein, Dr. Karen Brzezinski, Logan Hamman, Dr. Mandy Lang, 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 Mr. Whitmore, seconded by Mr. Spargo, upon a voice vote, approved minutes from the board meeting held September 16, 2024.

**F. CONSENT AGENDA**

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

1. The district's bills for the month of August 2024 were presented. These bills totaled \$1,788,155.70 of which \$934,488.41 represents operational expenditures and \$853,667.29 represents capital expenditures. The district's payroll for the month of August totaled \$1,620,068.74 plus \$16,642.63 for travel and miscellaneous reimbursements and \$620,216.27 in fringe benefits. The district's bills and payroll totaled \$4,045,083.34.

2. Entered into the following contracted service agreements totaling \$128,572.78:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
147137	Teen Leadership Introduction	\$ 4,375.00
147138	Leadership Introduction	\$ 5,250.00
147139	Medical Terminology	\$ 6,360.00
147140	Leadership Introduction	\$ 2,625.00
147141	Enhance Communication Strategies	\$ 1,500.00
147142	Leadership Identity	\$ 1,500.00
147143	Project Management	\$ 3,835.44
147144	The Power of Storytelling	\$ 1,300.00
147145	The New Reality for Leaders	\$ 200.00
147146	Excel Beyond the Basics	\$ 3,200.00
147147	Balancing Tradition and Innovation in Health Information	\$ 404.70
147148	Critical Thinking & Problem Solving	\$ 500.00
147149	Sanitation for Food Service	\$ 3,947.95
147150	Food Science and Theory	\$ 10,838.25
147151	Food Production	\$ 22,099.56
147152	Culinary Applications	\$ 26,601.88
147153	HS FA/CPR Skill Test for online course	\$ 945.00
147154	HS FA/CPR Skill Test for online course	\$ 1,050.00

147155	Blue Print Reading	\$ 950.00
147156	Human Body in Health and Disease	\$ 10,460.00
147157	Medical Terminology	\$ 6,360.00
147158	Pharmacology for Allied Health	\$ 4,360.00
147159	Hazwoper Refresher	\$ 9,910.00

3. Approved the following procurement(s) for goods and services:  
There are no procurements requiring Board Approval

**G. CHAIRPERSON'S REPORT** – Richard Merdan

1. Mr. Whitmore asked to be excused this evening.
2. The District Boards Association will hold its fall meeting in Appleton on November 20-23. Those interested in attending should connect with Ms. Susa to make arrangements.
3. ACCT Leadership Congress will be held October 23-26 in Seattle. Mr. Merdan and Mr. Spargo plan to attend. Dr. Mondeik will be honored as the ACCT Central Region CEO of the Year.
4. Future meeting dates (times unless otherwise announced):  
**MONTHLY MEETING**  
Monday, October 14, 2024  
Wisconsin Rapids Campus  
**Committee-of-the-Whole:** 4:00 p.m.  
**Board Meeting:** Following Committee-of-the-Whole

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

1. Campus activities were highlighted. Activities included Business After Hours, Cougar Cage grant brainstorming session, and Rural Hackathon participation with U.S. Secretary Becerra.
2. The WTCS Board met last week and discussed Strategic Directions, grant guidelines and received an AI presentation. Following that meeting, the Presidents Association met.

**I. COMMITTEE REPORTS**

1. **FINANCE & INFRASTRUCTURE COMMITTEE** – Charles Spargo
  - a. **TREASURER'S REPORT FOR FY25:** Reviewed with the Board. No questions or concerns arose.
  - b. **FY24 ANNUAL PROCUREMENT REPORT:** As part of an annual WTCS requirement, a review of contracted procurements was completed. Following review and discussion, approval was requested.  
  
Motion by Mr. Spargo, seconded by Mr. Rasmussen, upon a voice vote, unanimously approved the FY24 Annual Procurement Report as presented for submission to the WTCS.
  - c. **ADAMS CAMPUS EXPANSION RESOLUTION:** The Committee discussed an expansion at the Adams Campus to include courses/programs of the School of applied Technology.  
  
Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Resolution for the Adams Campus Expansion to Include the School of Applied Technology Classroom and Labs:  
  
WHEREAS the need for trained and up skilled employee in the applied technology programs is strong, and  
  
WHEREAS the future need for skilled individuals in this area is projected to have significant openings, and

WHEREAS our program analysis identified that our ability to provide programs and services exceed the current facilities, and equipment, and

WHEREAS our location analysis identified the programs and services are the right fit for the Adams Campus, and

BE IT RESOLVED that the Mid-State Technical College Board approves the expansion of the Adams Campus to include applied technology classroom and labs.

- d. FY24 ENERGY USAGE REPORT: The FY24 Energy Usage Report was presented and reviewed. Gas consumption and cost were decreased over last year due to the seasonally warm winter. Electricity consumption and cost both rose.
- e. FY24 FINANCIAL AUDIT: Auditors will be on site next week to complete audit work. Presentation is scheduled for November.
- f. CAPITAL PROJECTS UPDATES: The Device Customization Project is complete and Next Generation Video Conferencing upgrades was recently completed.
- g. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.

2. ACADEMIC & STUDENT SERVICES COMMITTEE – Shawn Becker

a. ACADEMIC PROGRAMMING

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

Concept Approval – Air Conditioning, Heating, & Refrigeration Technology

Supported by business and industry and following need demonstration, a new Air Conditioning, Heating, & Refrigeration Technology Associate Degree Program is being developed.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved Concept Approval of the Air Conditioning, Heating, & Refrigeration Technology Associate Degree program.

Concept Approval – Artisanal Meat Cutting & Butchery

Mid-State previously launched butchery and received positive feedback and support to further expand. Based on both need and interest, the committee discussed a new technical diploma supporting the district.

Motion by Ms. Bruski Mallek, seconded by Mr. Zietlow, upon a roll call vote, unanimously approved Concept Approval of and Artisanal Meat Cutting & Butchery Technical Diploma program.

Program Approval – Steamfitter Mechanical Drafting Apprentice

In response to industry need and desire, the College is seeking final program approval for a Steamfitter Mechanical Drafting Apprentice program.

Motion by Mr. Zietlow, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved Program Approval of the Steamfitter Mechanical Drafting Apprentice program.

- b. ADVISORY COMMITTEES: An update was provided regarding Advisory Committee renewals and new members for the Schools Business, Nursing, Allied Health, and Public Safety.

- c. COUGAR CREW: Information about the new summer Cougar Crew was provided. The group assisted with 18 events this summer.

**3. HUMAN RESOURCES & EXTERNAL RELATIONS – Richard Merdan**

- a. NEW, NEWER, NEWEST: Employee retention efforts in the form of New, Newer and Newest celebrations were highlighted. The initiative provides opportunities for employees to connect with other employees and create mentorships.
- b. FOOD+FARM EXPLORATION CENTER: A summary of partnerships between the College and Food+Farm Exploration Center were highlighted. In one year of partnership, the college has hosted 30 continuing education classes with 519 participants. New courses are scheduled for Fall 2024.

**J. COMMITTEE-OF-THE-WHOLE**

1. SAFETY & SECURITY AT MID-STATE: The College's safety and security practices and initiatives were shared. Camera upgrades, student security and active situation training were highlighted.
2. BOARD POLICIES: The second of three groups of policies were presented for review. Approval of changes will be sought in November.

**K. DISCUSSION & ACTION**

1. DIRECT ADMISSION: Details of the college's 5<sup>th</sup> year of Direct Admission was highlighted. All Mid-State District high schools now participate in the program.

**L. CLOSED SESSION – Richard Merdan**

The Board entertained a motion to convene in closed session, per Section 19.85(1) Wisconsin Statutes, due to the existence of competitive or bargaining reasons, to discuss, negotiate, and take potential action regarding feasibility study and the potential use of, purchase of, or acceptance of a donation of, a specific property by the College.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a roll call vote, unanimously approved closed session as announced beginning at 6:25 p.m.

**M. ADJOURNMENT – Richard Merdan**

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek upon a roll call vote, unanimously approved reconvening in open session at 7:02 p.m.

Mr. Merdan announced the Board discussed a feasibility study during closed session. No action was taken as a result.

There being no further action or business of the Board, the meeting adjourned at 7:03 p.m. with a motion by Mr. Zietlow, seconded by Ms. Vang, upon a voice vote.

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Betty Bruski Mallek, Secretary

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Angela R. Susa, Recording Secretary