

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

AMETA™ Center

November 18, 2024

A. CALL TO ORDER – Richard Merdan

The meeting was called to order at 5:28 p.m.

B. ROLL CALL

PRESENT: Betty Bruski Mallek, Richard Merdan, Ronald Rasmussen, Charles Spargo, Terry Whitmore, Are Vang (departed meeting at 6:05 p.m.), Ryan Zietlow and Dr. Shelly Mondeik

EXCUSED: Shawn Becker

OTHERS: Craig Bernstein, Greg Bruckbauer, Dr. Karen Brzezinski, Logan Hamman, Carrie Kasubaski, Ryan Kawski, Dr. Mandy Lang, Angie Morgan, 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

Following discussion and correction of the Consent Agenda contracted services total; motion by Mr. Spargo, seconded by Mr. Whitmore, upon a voice vote, approved minutes from the board meeting held October 14, 2024.

F. CONSENT AGENDA

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

1. The district's bills for the month of October 2024 were presented. These bills totaled \$2,632,670.75 of which \$1,561,471.77 represents operational expenditures and \$1,291,091.21 represents capital expenditures. The district's payroll for the month of October totaled \$1,663,615.22 plus \$21,440.56 for travel and miscellaneous reimbursements and \$628,147.67 in fringe benefits. The district's bills and payroll totaled \$5,165,766.43.

2. Entered into the following contracted service agreements totaling \$26,333.76:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
147194	Cougar Paths	\$ 1,500.00
147195	Gourmet Wine & Food Pairings	\$ 2,675.75
147196	FANUC Robotic Training	\$ 8,200.00
147197	OSHA 30 – General Industry	\$ 2,000.00
147198	OSHA 10 – General Industry	\$ 800.00
147199	OSHA 30 – General Industry	\$ 2,500.00
147200	OSHA 10 – General Industry	\$ 1,500.00
147201	Supervisory Training	\$ 3,870.00
147202	Security Officer Firearms Training	\$ 300.00
147203	Heartsaver CPR AED	\$ 958.01
147204	Tree Tech	\$ 300.00
147205	Strategic Team Building	\$ 800.00
147206	QuickBooks Online – Beginners	\$ 620.00
147207	Technical Assistance for QuickBooks Online	\$ 310.00

3. Approved the following procurement(s) for goods and services:
There are no procurements requiring Board Approval
4. District Board Approval of Hires and Resignations of Contracted Staff
Hired: Roberta DeBot (effective October 19, 2024); Instructor, Nursing
5. 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 1421 Lily Lane Wisconsin Rapids, WI 54494
Vice President, Academics	Dr. Chris Severson 210 N 36 th Avenue Wausau, WI 54401
Vice President, Finance & Facilities	Greg Bruckbauer 575 W River Road Rudolph, WI 54475
Vice President, Human Resources & Organizational Development	Dr. Karen Brzezinski 3211 1 st Street South Wisconsin Rapids, WI 54494
Vice President, Student Services & Enrollment Management	Dr. Amanda Lang 9395 Vermillion Street Milladore, WI 54454-9700
Vice President, Information Technology	Brad Russell 1160 Bellview Drive Wisconsin Rapids, WI 54494
Director, Foundation & Alumni	Micki Dirks-Luebbe 6102 Tricia Avenue Weston, WI 54476

G. CHAIRPERSON'S REPORT – Richard Merdan

1. Mr. Becker asked to be excused this evening.
2. The District Boards Association will hold its fall meeting in Appleton on November 20-23. Ms. Bruski Mallek, Mr. Merdan, Mr. Spargo, and Mr. Whitmore plan to attend.
3. ACCT Leadership Congress was held October 23-26 in Seattle. Mr. Merdan and Mr. Spargo attended. Both commented on the sessions they attended. In addition, a recap was sent to all Board members.

They also expressed congratulations to Dr. Mondeik for her recognition of Central Region CEO of the Year during the Leadership Congress.

4. A Board Appointment Committee meeting was held November 14th to appoint an Employer Member. That appointment will be sent to the WTCS Board for consideration during their January meeting.
5. Mid-State's Commencement Ceremony will be held Saturday, December 14 at 11:00 a.m. Mr. Merdan will provide the Board Address.
6. Future meeting dates (times unless otherwise announced):
MONTHLY MEETING
Monday, December 16, 2024 **Committee-of-the-Whole:** 4:00 p.m.
Wisconsin Rapids Campus **Board Meeting:** Following Committee-of-the-Whole

H. FOUNDATION REPORT – Dr. Karen Brzezinski

1. Two new Board members were approved recently for the Foundation Board of Directors.
2. An Alumni Event will be held at the AMETA™ Center on November 25. This event is being led by two Foundation Board members who are also alumni of the college.
3. Foundation 2024 Alumni of the Year Stephen Kage, a 1978 Civil Engineering graduate, was named. He will provide an address during commencement.
4. The Foundation Trap Event hosted 70 shooters and netted \$6,200 profit this year. Thank you to sponsors.
5. On November 7, 188 scholarships were awarded during the annual Scholarship Reception.

I. PRESIDENT'S REPORT – Dr. Shelly Mondeik

1. Dr. Mondeik welcomed guests to the meeting and introduced Carrie Kasubaski. Ms. Kasubaski will be joining Mid-State as the Vice President, Finance in January 2025 following Mr. Bruckbauer's retirement.
2. Mid-State was named in the top 10 for a Bellwether Award. The nomination focuses on Mid-State's AMETA™ Center and the grassroots efforts to achievement.
3. Campus activities were highlighted. Activities included a Retiree Reception, New Employee Reception, Foundation Scholarship Reception and 10 Year Celebration at Mid-State's Downtown Stevens Point Campus. In addition, Mid-State hosted the WTCS CFO group and Dr. Mondeik completed six College Conversation sessions.
4. Mid-State hosted the WTCS State Board at the AMETA™ Center. The meeting included a presentation by Mid-State on partnerships, a Center tour and presentation of the Futuremaker Partner Award to Gamber Johnson. Mid-State also hosted the Presidents Association meeting.

J. 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 BUDGET AMENDMENTS: End-of-year closing entries and audit work require amendments to the college's FY24 budget prior to finalizing the annual audit. They include usual and customary amendments.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved the following FY24 Budget Amendment:

WHEREAS, the FY24 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 19, 2023, and amended on April 15, 2024, 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 – Aidable Fund budget was adjusted for 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 FY24 budgetary revisions:

FUND	FUNCTION RESOURCE	APPROPRIATION CHANGE	MODIFIED APPROPRIATION
General	Instruction	(\$1,822,967)	\$21,069,726
General	Instructional Resources	1,006	1,059,941
General	Student Services	43,947	5,189,833
General	General Institutional	(94,417)	6,303,740
General	Physical Plant	118,805	2,339,917
Special Revenue – Aidable	Instruction	1,080,970	2,166,155
Special Revenue – Aidable	Physical Plant	0	2,630
Capital Projects	Instruction	(2,541,034)	2,863,056
Capital Projects	Instructional Resources	7,339	405,338
Capital Projects	Student Services	0	277,802
Capital Projects	General Institutional	15,218	3,547,142
Capital Projects	Physical Plant	(1,154,341)	10,808,437
Debt Service	Physical Plant	0	8,018,490
Enterprise	Auxiliary Services	0	1,283,626
Internal Services	Auxiliary Services	0	5,991,149
Special Revenue – Non-Aidable	Instruction	0	475,000
Special Revenue – Non-Aidable	Student Services	0	8,273,204
Special Revenue – Non-Aidable	General Institutional	0	291,903
Total Appropriations	Operating Expenditures	(\$4,345,474)	\$80,367,089

BE IT FUTHER 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

- c. FY24 AUDITED FINANCIAL STATEMENTS: A representative from Wipfli LLP presented the Audited Financial Statements for the fiscal year ending June 30, 2024. The committee discussed in detail the statements and they were then presented in summation for the full board. A clean unmodified opinion was presented with no compliance issues.

Motion by Mr. Spargo, seconded by Mr. Zietlow, upon a roll call vote, unanimously approved the FY24 Finance Statements as presented.

- d. BID #838 – COMPACT CRAWLER CRANE: Results of Bid #838 for the Compact Crawler Crane were presented and discussed. Two contractors presented bids. Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the lowest qualified bidder, Great Lake Lifting, in the amount of \$76,700.00 contained in the following Resolution for Awarding Bid #838 Mobile Crane (Compact Crawler):

WHEREAS the college has need for mobile crane at the Wisconsin Rapids Campus; and

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

WHEREAS the bids for #838 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 the item and the District Board wishes to award the selection of the item.

BE IT RESOLVED that the Mid-State Technical College Board accepts and approves the awarding of Bid #838 to Great Lakes Lifting and in the amount of \$76,700.00, commencing on November 19, 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 approved the funding of equipment in the FY2025 capital budget.

- e. RESOLUTION RELATED TO AMETA CENTER EQUIPMENT FUNDING: Due to a timing issue, Administration discussed with committee the need for a resolution authorizing awarding of bids for AMETA™ Center equipment using EDA and DOA funds. Administration will accept those bids.

Motion by Mr. Spargo, seconded by Mr. Whitmore, upon a roll call vote, unanimously approved the following Resolution Authorizing College Administration to Award Bids for AMETA Center Equipment Using EDA & DOA Funds:

WHEREAS, the College Board recognizes the need for new equipment for the AMETA Center to enhance educational and operational capabilities;

WHEREAS, the Economic Development Administration (EDA) has provided matched funds to support the procurement of equipment;

WHEREAS, the Wisconsin Department of Administration (DOA) has provided funds to support the procurement of equipment;

WHEREAS, College Board has been made aware of the misalignment between the grant performance periods and the bid letting process;

WHEREAS, the misalignment risks the College's ability to maximize the two aforementioned grants;

WHEREAS, the College has funding available for equipment to maximize grant funding, not to exceed \$242,000;

BE IT RESOLVED that the College Board hereby authorizes the College Administration to award bids for the procurement of equipment for the AMETA Center, utilizing the EDA and DOA grant funds, with total expenditures not to exceed \$242,000 of college funds, if needed;

BE IT FURTHER RESOLVED that the College Administration is authorized to take all necessary actions to implement this resolution.

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

2. ACADEMIC & STUDENT SERVICES COMMITTEE – In place of Shawn Becker, Are Vang

a. ACADEMIC PROGRAMMING

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

Program Approval – Air Conditioning, Heating, & Refrigeration Technology

Supported by business and industry and following need demonstration and curriculum input, a new 60-credit Air Conditioning, Heating, & Refrigeration Technology Associate Degree Program is being developed for Fall 2025.

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

Shared Program Approval – Substance Use Disorder Counseling Associate Degree

This 67-credit program, shared with Nicolet Area Technical College, has demonstrated need and industry support. Costs will include curriculum development and faculty travel. A Fall 2025 start is targeted.

Motion by Ms. Vang, seconded by Mr. Spargo, upon a roll call vote, unanimously approved Shared Program Approval of the Substance Use Disorder Counseling Associate Degree program.

Program Suspension – Renewable Energy Technician

In response to changing industry needs, the College is seeking approval to suspend the program. Currently, three students are enrolled with one graduating and two transferring to a new program.

Motion by Ms. Vang, seconded by Mr. Spargo, upon a roll call vote, unanimously approved Program Suspension of the Renewable Energy Technician program.

b. 2023-2024 MID-STATE ASSESSMENT REPORT: No update was provided.

c. LEGISLATIVE UPDATE: Information regarding election results was shared. School referendums in the Mid-State District were also highlighted.

3. HUMAN RESOURCES & EXTERNAL RELATIONS – Richard Merdan

- a. FALL ENGAGEMENT ACTIVITIES: Over 50 families took part in the Fall Family Fun activity. Mid-State's Retiree Reception was also recently held and 45 attended. The Employee Winter Celebration is scheduled for December 16 at each campus location.
- b. COMMERCIAL DRIVER LICENSE AT MID-STATE TEHCNICAL COLLEGE: A workforce training opportunity with a district employer was presented. Mid-State will host the online theory portion of CDL training while Draxler Transport will provide trucks and do the on-the-road training.

K. COMMITTEE-OF-THE-WHOLE

1. ANTHOLOGY: An progress update on the Anthology project was provided. Progress is being made, however, module target dates are being pushed back. Conversation regarding impact is being had at the college and with Anthology.
2. BOARD POLICIES: Over a three month period all Board Policies were presented for review and discussion. Changes were presented.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a roll call vote, unanimously approved all Board Policies as presented.

L. DISCUSSION & ACTION

1. MARKETING AWARD: Mid-State recently received a regional award for a marketing campaign. The videos were shown and award criteria discussed. Mid-State's gold metal in the Digital Advertisement category was shared.

M. CLOSED SESSION – Richard Merdan

The Board entertained a motion to convene in closed session, per Section 19.85(1)(c) and (f) Wisconsin Statutes; considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; (consider information regarding Administrative employee candidate; consider ad hoc hiring committee appointment). 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, upon a roll call vote, unanimously approved closed session as announced beginning at 6:38 p.m.

N. ADJOURNMENT – Richard Merdan

Motion by Mr. Whitmore, seconded by Mr. Spargo, upon a roll call vote, unanimously approved reconvening in open session at 6:55 p.m.

Mr. Merdan announced the Board held discussion on the Boards perspective on DBA agenda items A. and B. for the upcoming meeting.

There being no further action or business of the Board, the meeting adjourned at 6:56 p.m. with a motion by Mr. Whitmore, seconded by Mr. Zietlow, upon a voice vote.