

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids	April 18, 2016
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**I. ROLL CALL**

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:29 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Dr. Colleen Dickmann, Justin Hoerter, Joseph Kinsella, Lynneia Miller, Peggy Ose, Charles Spargo, and Dr. Sue Budjac

OTHERS: Nelson Dahl, Karl Easttorp, Mike Grambow, Sandy Kiddoo, Dr. Mandy Lang, Richard O’Sullivan, Lance Pliml, Matt Schneider, Chris Villarreal, and Angie Susa

NOTE: Patrick Costello passed away February 18, 2016

**II. MEETING NOTICE CERTIFICATION AND CLOSED SESSION**

Ms. Bruski Mallek verified the meeting notice, which stated 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.

Ms. Bruski Mallek announced the Board would not convene to closed session this month.

**III. OPEN FORUM**

Ms. Bruski Mallek opened the meeting for comments from the audience. No one wished to address the Board.

**IV. APPROVAL OF MINUTES**

Motion by Mr. Beaver, seconded by Mr. Hoerter, upon a voice vote, unanimously approved the minutes from the regular meeting held March 21, 2016, as written.

**V. CONSENT AGENDA**

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

1. The district’s bills for the month of March 2016 were presented in Exhibit B. These bills totaled \$911,058.54 of which \$694,297.25 represents operational expenditures and \$216,761.29 represents capital expenditures.

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The district's payroll for the month of March totaled \$1,335,955.50 plus \$22,928.10 for travel and miscellaneous reimbursements and \$542,940.87 in fringe benefits. The district's bills and payroll totaled \$2,812,883.01.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146324	Wood County Head Start	\$ 520.00

3. Approved the following 2016 procurement for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 142,140.00	Paragon Development Systems	Information Technology
\$ 62,766.00	Haas Equipment	T&I Division

4. Approved the following Advisory Committee appointments: SURGICAL TECHNOLOGIST – Peggy Barak, Robert Hocking, Sandra Lustig, Patrick Viergutz and Linda Wilson.

**VI. CHAIRPERSON'S REPORT**

1. Ms. Bruski Mallek welcomed Board members to the meeting.
2. Ms. Bruski Mallek announced the Spring Boards Association meeting will be held April 21-23 in Madison at the Concourse and Madison College. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac plan to represent the college.
3. Ms. Bruski Mallek announced the Board Appointment Committee will convene June 1 to appoint an interim additional member to the Mid-State Board. This position term ends June 30, 2017.
4. Ms. Bruski Mallek reported reviewers from the Higher Learning Commission (HLC) will be at Mid-State May 2-4. The Board will meet with the review team Tuesday, May 3 at 3:30 p.m. in room I108. Attendance was confirmed.
5. Ms. Bruski Mallek announced Ms. Susa will begin the search for a fall 2016 date for the Fall Board Advance. An electronic survey will be distributed.
6. Ms. Bruski Mallek reminded Board members of the Board Policy Review beginning in July 2016 and extending to action to amend and approval in October 2016. Board Policies are reviewed every other year in three groups.
7. The next Mid-State Board of Directors meeting will be held on Monday, May 16 at the Wisconsin Rapids Campus. Committee meetings will be held at 4:15 p.m. unless otherwise announced, the Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m.

**VII. FOUNDATION BOARD LIAISON REPORT**

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1. Ms. Bruski Mallek reported 24 fall scholarships were awarded to graduating high school students to attend Mid-State this fall. Additional scholarship opportunities are available for continuing and new students.
2. Ms. Bruski Mallek announced the June 15, 2016 Foundation Golf Event will be held at Lake Arrowhead Pines Course and have an Elvis theme. Registration includes golf cart, lunch, dinner, 24 raffle tickets and all the games on the course.
3. Ms. Bruski Mallek reported the DASH Grant is underway and already seven students have sought assistance since March 14. The DASH Grant is designed to help students stay in school if an unforeseen emergency should arise. This grant is for a one-time disbursement up to \$500.

### **VIII. PRESIDENT'S REPORT**

1. Dr. Budjac welcomed Wood County Board Chair Lance Pliml and Mid-State Business Management & Marketing student and Wisconsin Student Government Vice President Chris Villarreal to the meeting.
2. Dr. Budjac reported the Mid-State Technical College Diesel Technology Center held an April 1 dedication and grand opening event. Over 60 participants visited the \$1.5 million investment in training and learning for Mid-State Diesel and Heavy Equipment students and faculty.
3. Dr. Budjac thanked college employees for their contributions in securing an additional \$900,000 in state grants compared to last year. The grant process and outcomes will be highlighted during Discussion & Action.
4. Dr. Budjac reported 30 teachers from the Marshfield School District visited Mid-State's Marshfield Campus to learn about college programs as part of their professional development. Mid-State employees created an engaging experience for the Marshfield teachers to learn more about opportunities at the college.
5. Dr. Budjac reported Aspirus/Riverview Hospital CEO Todd Burch visited the Wisconsin Rapids Campus March 28. He was provided a tour of the campus by Vice President of Finance & IT Nelson Dahl and spoke with Dr. Budjac about a variety of topics, including lab space needs for Mid-State health programs. A follow-up meeting is scheduled for further discussion.
6. Dr. Budjac provided an update on the "Indiana Letter" requirements which states financial literacy must be provided to all postsecondary students. Mid-State has implemented \$ALT, an online financial literacy tool, to help keep more students from going into default on their student loans when they leave college. \$ALT is available to all students, staff, and community members.
7. Dr. Budjac reminded the Board of the May 2-4 Higher Learning Commission (HLC) visit. The Board will meet with the HLC review team on Tuesday, May 3 at 3:30 p.m. Currently, over 50 community members representing 44 organizations from throughout the district have accepted an invitation to take part in a Community Partners conversation with HLC.

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8. Dr. Budjac announced Director of Marketing & Communications Karl Easttorp has announced his resignation effective May 6. Mr. Easttorp was acknowledged and thanked for his many positive contributions to the college and for his professionalism in tackling challenges and working with internal and external stakeholders. Mr. Easttorp thanked the Board and expressed his appreciation for the opportunity to be with Mid-State Technical College.

**IX. FINANCE & AUDIT COMMITTEE**

1. Finance & Audit Committee Chairperson Charles Spargo reported the committee reviewed its Consent Agenda items and had no questions or concerns.

2. Mr. Spargo reviewed the Treasurer's Report. There were no questions or concerns.

3. The following items were presented for informational purposes only:

- a. ANTICIPATED CAPITAL PROJECTS AND FINANCING FOR FY17 – Mr. Spargo reported the committee reviewed and discussed anticipated capital projects and related financing for FY17. Plans and financing fit well within the colleges financial forecast.
- b. ANTICIPATED GRANT FUNDING FOR FY17 – Mr. Spargo provided a summary of grant awards and reported the college is receiving \$1.2 million in additional grant funding in FY17, an increase of \$900,000 from FY16.
- c. SPECIAL FY17 BUDGET MEETING – Administration will present the FY17 budget proposal May 11 beginning at 4:00 p.m. in the Board Conference Room at the Wisconsin Rapids Campus. All Board members are invited to attend. The budget will be presented to the full Board during its regular May meeting.
- d. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No report was provided.

**X. ACADEMIC & HUMAN RESOURCES COMMITTEE**

1. Academic & Human Resources Committee Chairperson Justin Hoerter reported the committee reviewed its consent agenda items and had no questions or concerns.

2. The following items were presented for informational purposes only:

- a. MOBILE MANUFACTURING INNOVATIVE KNOWLEDGE EXPERIENCE (MIKE) – Mr. Hoerter reported the Mobile Manufacturing Innovative Knowledge Experience (MIKE) is a mobile lab funded primarily with grant dollars from the WTCS. The purpose of MIKE is to showcase manufacturing career opportunities throughout the Mid-State District. MIKE, a soon-to-be remodeled RV, will be utilized for customized training and hands-on experiences in manufacturing programs for residents. Remodeling of the unit is currently out for bid.

- b. TAACCCT GRANT PROGRAM – Mr. Hoerter reported a consortium of all colleges in the WTCS received funding from the Department of Labor through round four of TAACCCT funding for healthcare projects. This grant provides additional support for students in several allied health programs. Funded activities include student success navigator, additional test prep, flexible and hybrid delivery of curriculum changes and an anatomy and physiology boot camp.
- c. FACULTY QUALITY ASSURANCE – Mr. Hoerter provided an overview of Mid-States transition from WTCS Certification to Faculty Quality Assurance Standards. Components include district recruitment and hiring standards, onboarding, professional development and timely completion of competency courses.

## **XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE**

1. Facilities & External Relations Committee Chairperson Joseph Kinsella reported that the committee had no Consent Agenda items this month.
2. The following items were presented for informational purposes only:
  - a. MID-STATE'S FACILITIES QUARTERLY NEWSLETTER – Mr. Kinsella reported a new, robust, quarterly employee newsletter highlighting facilities projects was distributed for the first time by Director of Facilities & Procurement Matt Schneider.
  - b. UPDATE ON STUDENT SERVICES AND INFORMATION CENTER PROJECT STATUS – Ms. Kinsella shared a video rendering of the Student Services and Information Center (SSIC) addition with the Board. The project recently went out for bid. A solar study was completed to determine need for glass tinting and air handling. Style selection is still underway for the new front entrance area.
  - c. INCOMING/OUTGOING FTES – Mr. Kinsella reported Mid-State experienced more FTEs leaving the district than entering in FY15. He highlighted programs for which students are attending technical colleges other than Mid-State as well as those that students come to Mid-State for from other districts. Nine other technical college districts experienced a net outflow of students in FY15.
  - d. INTEGRATED ENROLLMENT MODEL UPDATE – Mr. Kinsella reported the Integrated Enrollment Model (IEM) went live March 28, a model that allows students to complete the admission process in one stop at the college. Success stories of the IEM were shared and the goal to create a barrier-free experience for students was highlighted.

## **XII. COMMITTEE-OF-THE-WHOLE**

1. COMPENSATION DISCUSSION – Ms. Bruski Mallek reported the Board discussed a FY17 employee wage increase as part of the budget development process. A recommendation of 1.5% wage

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increase was discussed. The budget impact of providing employees with a 1.5% wage increase effective July 1, 2016 is \$250,538.

Motion by Ms. Ose, seconded by Mr. Spargo, upon a roll call vote, unanimously approved a 1.5% wage increase for employees with a budgetary impact of \$250,538 for FY17.

2. PHASE TWO OF THE INTEGRATED ENROLLMENT MODEL – Ms. Bruski Mallek reported Vice President of Student Services Dr. Mandy Lang shared the need for increased academic advising to strengthen student success and degree completion. As a component of the Integrated Enrollment Model (IEM), and included in the Strategic Plan, the new advising model will focus on connecting with students using an intentional, individual advising approach. In the FY17 budget, additional resources will be allocated for positions that directly interact with and benefit students, including five advising positions. The majority of funding for the new positions is coming from a reallocation of dollars from open positions that will not be filled. Additional discussion will occur in the upcoming budget meetings.

**XIII. DISCUSSION AND ACTION ITEM**

1. WISCONSIN STUDENT GOVERNMENT REPRESENTATIVE – Mid-State Business Management and Marketing student Chris Villarreal is a member of the Wisconsin Student Government’s (WSG) Executive Board as Vice President. Ms. Villarreal joined the Board and shared his experience as WSG vice president and involvement in student government at Mid-State.

2. GRANTS – Vice President of Academics Sandy Kiddoo highlighted Mid-State’s WTCS grant awards that will benefit students and the district in FY17. WTCS grant highlights include: 1) Mid-State will receive \$900,000 more than last year to support student learning initiatives. 2) Six of the eight grant applications submitted were funded. 3) Mid-State received 81% of the dollars requested. Ms. Kiddoo provided an overview of these competitive grants, outcomes based funding impacts, ongoing internal grant discussion and project team involvement.

**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, May 16, 2016 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., unless otherwise announced. Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m.

There being no further business, the Board meeting adjourned at 6:40 p.m. with a motion by Mr. Beaver, upon a voice vote.

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Peggy Ose, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary