



BOARD OF DIRECTORS MEETING

June 20, 2016

Wisconsin Rapids Campus
Room L133-134



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MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS

JUNE 20, 2016

AGENDA: PUBLIC HEARING

PLACE: Room L133-134
Wisconsin Rapids Mid-State Campus
500 32nd Street North, Wisconsin Rapids

DATE: Monday, June 20, 2016

TIME: 5:00 p.m.

A. Public Hearing called to order by Chairperson Betty Bruski Mallek

Wisconsin Statutes require the Mid-State Board to publish the proposed budget and to hold a Public Hearing prior to formal adoption of a budget. The purpose of this Public Hearing is to receive input from the general public. A formal budget presentation has been made to the Mid-State Board and was accessible by the general public through the public access channel. Publication of the 2016-17 Budget Summary and notice of this Public Hearing has occurred in three community newspapers. A copy of the 2016-17 Budget Booklet, meeting WTCS requirements, is available upon request.

Business Operations Manager Greg Bruckbauer will highlight the most significant changes encompassing the 2016-17 Budget. Comments from the general public are welcome.

B. Presentation of District Budget

C. Public Testimony

D. Adjourn

MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS

JUNE 20, 2016

AGENDA: DISTRICT BOARD MEETING

PLACE: Room L133-134
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, June 20, 2016

TIME: 5:20 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Roll Call

C. Meeting Notice Certification

This June 20, 2016, meeting of the Mid-State Technical College Board, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to the news media and designated persons in an attempt to make citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Closed Session

The Board will convene to closed session immediately following the open session to discuss employee performance evaluation data. This closed session is being held in compliance with Chapter 19, Subchapter 19.85(c) of the Wisconsin Statutes. The Board may or may not reconvene to open session and may take action on items discussed in closed session.

E. Open Forum

The open forum is at the option of the Board Chairperson and ground rules may be established in order to ensure the orderly conduct of business. Please keep in mind that this is a meeting of the District Board open to the public and not a public hearing.

Persons who wish to address the District Board may make a statement as long as it pertains to a specific agenda item. Individuals should not expect

to engage in discussion with the members of the District Board. The District Board Chairperson may or may not respond to statements made.

Ground rules regarding public comment on Board agenda item(s): 1. Public comments must pertain to an agenda item. 2. No person may speak more than once to an issue or for a period longer than three to five minutes. 3. No more than three people may be heard to one side of an issue. 4. The District Board reserves the right to limit the total amount of time during which public comments will be heard at any given meeting. 5. The Board Chairperson reserves the right to stop unprofessional discussion or discussion targeted toward a specific individual. Deviation from these parameters may occur upon the consent of the majority of the Board.

F. Approval of Minutes – May 16, 2016 meeting

G. CONSENT AGENDA

1. PAYMENT OF BILLS AND PAYROLL

District bills for May 2016 are contained in Exhibit B. These bills total \$759,806.37 of which \$479,167.43 represents operational expenditures and \$280,638.94 represents capital expenditures.

The District's regular payrolls were issued on May 13 and 27. Payroll disbursements for the month of May totaled \$1,293,637.60 plus \$22,895.95 for travel and miscellaneous reimbursements, and \$563,053.04 in fringe benefits, for a total payroll disbursement of \$1,879,586.59.

Administration recommends approval of the payment of these obligations totaling \$2,639,392.96.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into four contracted service agreements totaling \$5,400. A summary of these agreements is contained in Exhibit D. The individual contract will be available for review at the meeting. Administration recommends approval of this contract.

3. PROCUREMENTS FOR GOODS AND SERVICES

Exhibit E contains procurements which fall into two groups: 1) procurements that require prior Board approval and 2) procurements approved by Administration but listed as information for the Board.

Expertise regarding the purpose and specifications for procurements are generally unique to individual departments. Therefore, please notify the Business Office before the meeting if there are any questions. We will provide a response or arrange for a subject-matter expert to be present.

Administration recommends approval of the proposals totaling \$182,231.76 which require prior Board action.

4. ADVISORY COMMITTEE APPOINTMENTS

Administration recommends the appointment of individuals (Exhibit G) to the Gerontology and Criminal Justice-Corrections and Community Advocacy program advisory committees.

H. Reports and Recommendations

1. Chairperson's Report

- Attendance
- WTC District Boards Association Activities
- National Activities
- Next Meeting Date

2. Mid-State Foundation Liaison Report

3. President's Report

- Campus Activities / Community Activities
- System Updates
- WTCS Presidents Association Activities

4. Committee Reports

a. Finance & Audit Committee

1. Review Consent Agenda Items
2. Treasurer's Report
3. 2016-17 Budget Adoption
4. Information Items
5. Committee-of-the-Whole Meeting

b. Academic & Human Resources Committee

1. Review Consent Agenda Items
2. Information Items
3. Committee-of-the-Whole Meeting

c. Facilities & External Relations Committee

1. Review Consent Agenda Items
2. Information Items
3. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. OPEB Trust

I. Discussion and Action Items

1. FY16 and FY17 Outcomes Based Funding Report

J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids

May 16, 2016

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:25 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Dr. Colleen Dickmann, Joseph Kinsella, Lynneia Miller (left the meeting at 6:15 p.m.), Charles Spargo, and Dr. Sue Budjac

EXCUSED: Justin Hoerter and Peggy Ose

OTHERS: Nelson Dahl, Mike Grambow, Sandy Kiddoo, Dr. Mandy Lang, Richard O'Sullivan, Lance Pliml, Matt Schneider, 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 Dr. Dickmann, upon a voice vote, unanimously approved the minutes from the regular meeting held April 18, 2016, as written.

V. CONSENT AGENDA

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

1. The district's bills for the month of April 2016 were presented in Exhibit B. These bills totaled \$560,097.08 of which \$399,180.48 represents operational expenditures and \$160,916.60 represents capital expenditures.

OFFICIAL PROCEEDINGS

May 16, 2016

Page 2

The district's payroll for the month of April totaled \$1,951,760.44 plus \$25,022.91 for travel and miscellaneous reimbursements and \$1,936,134.47 in fringe benefits. The district's bills and payroll totaled \$4,473,014.90.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146325	Multiple Recipient	\$ 588.00
146326	Multiple Recipient	\$ 588.00
146327	Multiple Recipient	\$ 588.00
146330	Dental Clinic of Marshfield	\$ 750.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 84,999.00	Altmann Construction	Facilities
\$ 163,810.00	CGS	T&I Division
\$ 57,257.62	V&H Truck	T&I Division
\$ 52,570.74	Wisco	T&I Division
\$ 87,960.86	AVI Systems	Media Services

4. Approved the following Advisory Committee appointments: GERONTOLOGY – Donna Bella, Jennifer Cummings, Kelly Lang, Cindy Piotrowski, and Janet Zander

VI. CHAIRPERSON'S REPORT

1. Ms. Bruski Mallek welcomed Board members to the meeting. She announced Justin Hoerter and Peggy Ose asked to be excused.

2. Ms. Bruski Mallek reported the Spring Boards Association meeting was held April 21-23 in Madison. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac attended. Attendees commented on sessions attended, Dr. Budjac's participation in a campus security conversation and tours of new facilities at Madison Area Technical College.

3. Ms. Bruski Mallek announced the Summer Boards Association meeting will be held July 14-16 at Northcentral Technical College in Wausau. Partnerships with K-12 will be discussed as well as various roundtable conversations and committee meetings. Board members interested in attending should contact Ms. Susa to make arrangements.

4. Ms. Bruski Mallek announced the 2016 ACCT Leadership Congress will be held October 5-8 in New Orleans. Board members interested in attending should contact Ms. Susa to make arrangements.

5. Ms. Bruski Mallek began discussion regarding a date for the 2016 Fall Board Advance. Board members were previously surveyed for availability and discussed the two options that suited most members. The Board requested Ms. Susa follow up with those members not in attendance to confirm October 11, 2016 would work with their schedules; if so, the Board Advance will be held October 11.

OFFICIAL PROCEEDINGS

May 16, 2016

Page 3

6. Ms. Bruski Mallek reminded Board members that the annual organizational meeting will be held July 11. Meeting start times will be changed to accommodate Board members organizational meeting commitments with other organizations. Committee meetings will begin at 3:30 p.m.

7. The next Mid-State Board of Directors meeting will be held on Monday, June 20 at the Wisconsin Rapids Campus. Committee meetings will be held at 4:15 p.m. unless otherwise announced, in place of Committee-of-the-Whole, a Public Hearing will be held at 5:00 p.m. and the regular meeting will begin immediately following the Public Hearing.

VII. FOUNDATION BOARD LIAISON REPORT

1. Ms. Bruski Mallek summarized continuing student scholarships and new opportunities to partner with community groups and local businesses to support Mid-State students. This includes eight new scholarship partnerships and three Sponsor-A-Scholar opportunities.

2. Ms. Bruski Mallek reported the Mid-State Foundation has assisted 11 students in the spring 2016 semester through the DASH Grant.

3. Ms. Bruski Mallek also announced the Foundation is working on a “Wine and Cheese” event in the Marshfield community that will benefit the Mid-State Foundation and students.

VIII. PRESIDENT’S REPORT

1. Dr. Budjac welcomed Wood County Board Chair Lance Pliml to the meeting.

2. Dr. Budjac announced Justin Hoerter and Charles Spargo were reappointed to three-year terms on the Mid-State Board. Kristin Crass has been appointed to the employer position, replacing Joseph Kinsella, commencing July 1, 2016. Dr. Budjac extended appreciation for service to the District Board.

3. Dr. Budjac reported two individuals from Mid-State will attend the 2016-17 Wisconsin Leadership Development Institute (WLDI). Accounting Instructor Bob Smith will participate in the WLDI Foundation Academy while Service & Health Division Dean Barb Jascor will represent the college in the WLDI Advanced Academy.

4. Dr. Budjac reported the Higher Learning Commission (HLC) visited the college May 2-4 to review compliance and evidence of quality improvement. The HLC review team hosted various groups of stakeholders to gather feedback. The team’s recommendations were extremely positive recognizing Mid-State’s many strengths. A final report will be available in late June.

5. Dr. Budjac reported a WTCS workgroup met May 9 to begin work on the biennial budget process. They will meet in June, July, and September. Susan May will represent the Presidents Association at these meetings. The WTCS Board will review and approve a financial aid request in July.

6. Dr. Budjac reported 388 students graduated from Mid-State Technical College in May 2016 and thanked the many Mid-State employees and Board members who participated in graduation ceremonies throughout the District. Board members provided comments on the meaningful and exciting opportunity to participate in the ceremony.

7. Dr. Budjac introduced Mid-State Vice President of Finance & IT and Districts Mutual Insurance (DMI) Board Member Nelson Dahl as he presented a check from DMI for \$5,000 to the Mid-State Technical College Foundation. DMI is owned by and provides insurance to all 16 technical colleges. Each year, DMI looks to support the work of technical colleges through the support of students. Each technical college received a \$5,000 unrestricted funds donation to their foundation.

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. Revised financial reports were distributed due to an adjustment in student fees reporting.

3. Mr. Spargo reported as part of the process for creating a trust to fund Other Post Employment Benefits (OPEBs) proposals for investment and management advisory services were received. Two firms submitted proposals for consideration. Mr. Spargo highlighted categories for which review was made, including, firm qualifications, investment policy and asset allocation, service cost and portfolio response. A recommendation to accept the proposal made by Public Financial Management, Inc. (PFM) was made.

Motion by Mr. Spargo, seconded by Mr. Kinsella, upon a roll call vote, unanimously accepted the proposal by Public Financial Management, Inc. for investment and management advisory services.

4. Mr. Spargo stated a resolution for amending the FY15-16 budget was contained in Exhibit F These amendments reflect the current budget document and year-to-date budget modifications addressed in the Treasurer's Report each month.

Motion by Mr. Spargo, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved the following resolution amending the FY15-16 budget.

WHEREAS, the 2014-16 budget was adopted by the Mid-State Technical College (MSTC) Board on June 15, 2015 and State statute requires the district board to approve any modifications to the original adopted budget; and

WHEREAS, changes to the adopted budget were incorporated into the monthly financial reports and district board's monthly agenda, and were published with the minutes; and

WHEREAS, the General Fund budget was adjusted to accommodate: the addition of or modification of federal or state grants; the redistribution of salaries and wages; new staff hires; and

WHEREAS, the Capital Projects budget was adjusted to carry over excess funds from the previous year for completed projects which crossed fiscal years; and to reallocate capital budgets within departments and functions to facilitate a number of priority purchases; and to reflect current year projects' estimates; and to modify and add state and federal grants; and

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2015-16 budgetary revisions:

FUND	FUNCTION RESOURCE	APPROPRIATE CHANGE	MODIFIED APPROPRIATION
General	Instruction	\$334,449	\$17,874,771
General	Instructional Resources	(\$38,016)	\$1,116,359
General	Student Services	\$168,005	\$3,516,784
General	General Institutional	(\$182,758)	\$6,211,568
General	Physical Plant	\$5,111	\$2,117,536
Capital Projects	Instruction	\$153,793	\$1,431,831
Capital Projects	Instructional Resources	\$123,255	\$505,255
Capital Projects	General Institutional	(\$13,746)	\$833,188
Capital Projects	Physical Plant	\$1,583,015	\$5,355,755

BE IT FURTHER RESOLVED that these budget modifications comply with the district board's policy; and

BE IT FURTHER RESOLVED that the 2015-16 amended budget be used as the official comparison to the proposed 2016-17 budget; 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.

5. The following items were presented for informational purposes only:
 - a. PLANNED CHANGE IN GENERAL FUND EQUITY – Mr. Spargo reported designated funds are managed in compliance with WTCS requirements and the College's fund balance policy and general fund designations were within policy limits. The committee reviewed the policy range and noted a decrease in general fund equity to account for year-end budget amounts higher than expected.
 - b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No report was provided.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

1. In place of Academic & Human Resources Committee Chairperson Justin Hoerter, Robert Beaver 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. PROGRAM REVIEW – Mr. Beaver reported the committee discussed the College's data driven program review process that was recently piloted with two programs.

Welding and Marketing programs participated in the 12 category review. Data and feedback from the pilot will be used to further develop the process. Additional programs will participate in the review process next year.

- b. **WISCONSIN RAPIDS LIBRARY AND MEDIA SERVICES REMODEL CONCEPT** – Mr. Beaver reported the committee discussed a one-stop shop concept for student support services at the Wisconsin Rapids Campus that would include relocating some student support services into a remodeled space that currently houses the library and media services. Co-locating services would reduce student barriers and allow for more efficient work flow.
- c. **STACKED CREDENTIALS AND CAREER PATHWAYS** – Mr. Beaver provided examples of stacked credentials at Mid-State and how the sequence of credentials can build over time enhancing an individual’s qualifications degree attainment and help them move along a career pathway or up a career ladder. The committee reviewed the pathways for Administrative Professional, Automotive Technician, Health Informatics and Information Management, IT Network Specialist and Welding programs.

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. Mr. Kinsella reported the committee reviewed bids received for the Student Services & Information Center (SSIC). Five contractors submitted bids for the remodel and new construction project on the Wisconsin Rapids Campus. Bid range and averages were shared.

Motion by Mr. Kinsella, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved the bid of \$1.5 million by Ellis Construction for the new construction of the SSIC.

Motion by Mr. Kinsella, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved the bid of \$608,900 by Ellis Construction for the remodel of existing space of the SSIC.

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

- a. **WORK STUDY AND STUDENT EXPERIENCE INFORMATION** – Mr. Kinsella reported on the many opportunities students have through the Facilities Department to gain work experience as well as provide support to the college. In 2015-16, 12 students provided over 1,500 hours of work to the college through the work study program. Student duties included grounds and equipment maintenance, snow removal, cleaning and general maintenance. Program students provided support through projects directly relating to their program area; welding students provided a solution to baluster spacing in stairwells on the Wisconsin Rapids Campus as well as designed and built protective guards for the Diesel Technology Center’s gas meter and water service access.

- b. A PASSION FOR SERVICE TRAINING – Ms. Kinsella reported as part of the Integrated Enrollment Model (IEM), customer service training was provided to 80 individuals to enhance the IEM and provide a service refresher to employees. Various topics were covered and 61% of survey respondents thought the training was excellent. The presenter used real life situations and humor to review and reiterate service techniques.

XII. COMMITTEE-OF-THE-WHOLE

1. PROPOSED 2016-17 BUDGET – Vice President of Finance & IT Nelson Dahl reported that the Finance & Audit Committee met May 11 to review the proposed FY17 budget. Mr. Dahl provided a summary of budget changes and highlights, college initiative investments, funding sources and enrollment expectations. Following his presentation, a recommendation was made to approve the resolution contained in Exhibit G to publish the budget summary and provide notice of a Public Hearing

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved the following resolution.

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 2016-17, with an expenditure budget totaling \$55,998,332. The Public Hearing will be held on June 20, 2016, at 5:00 p.m.

XIII. DISCUSSION AND ACTION ITEM

1. STRATEGIC PLAN UPDATE – Mid-State Vice President of Academics Sandy Kiddoo and Vice President of Student Services Dr. Mandy Lang provided an overview of the 2015-2020 Strategic Plan to date. Initiatives and their progress were highlighted. The Board discussed enrollment projections, the impact of initiatives on that projection, and 2016-17 Strategic Plan areas of focus.

XIV. ADJOURNMENT

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

There being no further business, the Board meeting adjourned at 6:46 p.m. with a motion by Mr. Beaver, upon a voice vote.

Peggy Ose, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

H. REPORTS AND RECOMMENDATIONS

WISCONSIN RAPIDS

JUNE 20, 2016

1. Chairperson's Report
2. Mid-State Foundation Report
3. President's Report
(Partially contained in Exhibit A)
4. Committee Reports
 - a. Finance & Audit Committee
 - b. Academic & Human Resources Committee
 - c. Facilities & External Relations Committee
 - d. Committee-of-the-Whole

FINANCE & AUDIT

WISCONSIN RAPIDS

JUNE 20, 2016

AGENDA: FINANCE & AUDIT COMMITTEE

PLACE: Board Conference Room
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, June 20, 2016

TIME: 4:00 p.m.

A. Meeting called to order by Chairperson Charles Spargo

B. Call to Order

C. Meeting Notice Certification

This June 20, 2016, meeting of the Finance & Audit Committee, and all other meetings of the Board or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Routine Business

1. REVIEW OF CONSENT AGENDA ITEMS

a. PAYMENT OF BILLS (Exhibit B)

Each month a list of disbursements is provided to the Board to demonstrate statutory compliance. All processed disbursements are released immediately on a pre-approval basis in accordance with Mid-State's "Release of District Checks" policy. Purchases of goods (supplies, materials and equipment) and services exceeding \$50,000 and facility construction and remodeling projects exceeding \$25,000 require prior Board approval. Two detailed lists are provided in different review formats. Board members may forward inquiries regarding specific transactions to the Business

Services Office prior to the meeting. These disbursement lists identify the nature of our transactions and the vendors we are conducting business with. The Board also provides oversight, another layer of control against internal acts of embezzlement or fraud.

b. CONTRACTED SERVICES AGREEMENTS (Exhibit D)

Each month a list of contracted service agreements is provided to the Board to demonstrate statutory compliance. They are presented after the agreement is executed but generally before services are rendered. In compliance with WTCS Policy, pricing is established at a level above full cost recovery in accordance with a system-wide policy. Exceptions are allowed and are authorized by the District Board and are noted in the list when they exist. Pertinent information for each contract is also included. Contracts generally fall into two categories – customized instruction and technical assistance. Our customer base extends to businesses, industries, not-for-profit organizations and government units. An annual post-fiscal report is generated by the WTCS Office and is shared with the Board.

c. PROCUREMENTS FOR GOODS AND SERVICES (Exhibit E)

Each month a list of procurements is provided to the Board to demonstrate statutory compliance and adherence to WTCS guidelines and procedures. They are presented in two groups – less than \$50,000 and equal to or greater than \$50,000. Purchases of goods (supplies, materials and equipment) and services greater than \$50,000 require prior Board approval unless an exception is allowed by WTCS policy.

A lower Board approval limit of \$25,000 exists for facility construction and remodeling. However, project specifics are generally discussed beforehand in the Facilities & External Relations Committee. Project specifics include feasibility, educational needs, specifications and other project related decisions. Therefore, approval of related procurements and bids will usually be listed in the committee agenda. However, the Committee may choose to place formal approval of the project procurements on the Consent Agenda. This procedure will also apply to project oversight occurring in the Academic

Affairs & Human Resources Committee and the Finance & Audit Committee.

All procurements are the responsibility of the respective budget manager. The Purchasing Department owns the processes, provides advice and support and ensures that compliance is maintained. Budget managers have the primary role of planning and grouping when discounts can be obtained, determining needs and specifications and having an adequate budget allocation. Capital projects and annual allocations are tracked from which an end-of-year report is generated. Most districts finance their annual capital expenditures by issuing General Obligation Debt.

2. TREASURER'S REPORT (Exhibit C)

The Chair of the Finance & Audit Committee / Treasurer will walk through and highlight each report in the Board packet. The intent of sharing this information on a monthly basis is to give the Board assurance that administration is: 1) monitoring and managing the resources allotted and allocated annually and is doing so in accordance with budget and fiscal policy, and 2) maintaining a healthy financial condition and position in accordance with WTCS requirements and the Higher Learning Commission (Higher Education Accreditation Authority) expectations. Balanced budgets and growth in net assets are key ingredients for continued sustainability and financial viability.

3. 2016-17 BUDGET ADOPTION (Exhibit F)

The proposed 2016-17 (FY17) Budget has been reviewed by the Finance & Audit Committee during a special meeting on May 11, and subsequently presented to the full Board on May 20. The Board authorized administration to publish the budget and provide notice of a Public Hearing. Publications have occurred in three community newspapers. An official budget booklet containing details will be distributed in hard copy prior to the meeting. The Public Hearing will have taken place prior to formal adoption. This budget will go into effect July 1, 2016. Administration requests formal adoption of the FY17 budget through the approval of the adopting resolution contained in Exhibit F.

4. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. TIMETABLE FOR FUTURE CAPITAL FINANCING

During the meeting, a timetable for the college's capital borrowing activities will be distributed. Administration is planning to start the FY17 capital borrowing process in July when an initial resolution will be presented for a portion of the proposed debt. A resolution awarding the sale of the notes will occur in August. Debt proceeds will be distributed thereafter. Vice President of Finance & IT Nelson Dahl will share more details and answer questions during the meeting.

b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES

Often topics directed by the other two committees may have fiscal or financial implications that would be of interest or concern by the Finance & Audit Committee. The purpose of this agenda item is to identify when administration has information available and also to enable committee members to raise any finance related questions. Naturally, being informed of the question prior to the meeting will ensure the availability of pertinent information. Any necessary action will be incorporated into the action reported by the originating committee.

5. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES

WISCONSIN RAPIDS

JUNE 20, 2016

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: District Office Conference Room
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, June 20, 2016

TIME: 4:15 p.m.

- A. Committee meeting called to order by Chairperson Justin Hoerter
- B. Call to Order
- C. Meeting Notice Certification

This June 20, 2016, meeting of the Academic & Human Resources Committee, and all other meetings of the Board or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Routine Business

- 1. REVIEW CONSENT AGENDA ITEMS
 - a. Advisory Committee Appointments (Exhibit G)

2. INFORMATION ITEMS

The following items are presented for informational purposes only:

- a. STUDENT SURVEY FEEDBACK

Mid-State continuously seeks feedback from students in an effort to continuously improve and meet the needs of students. Mid-State recently conducted two student surveys to gather student feedback on a variety of topics.

Vice President of Academics Sandy Kiddoo will share the themes and results of the surveys.

b. POST EMPLOYMENT RETIREMENT BENEFITS

As with a majority of public sector institutions, Mid-State has studied various ways to control the cost of continually rising post-employment retirement benefits. One measure that will go into place to manage this liability is a change in benefits for all new employees coming to work for the College after the start of this next fiscal year. Vice President of Human Resources Richard O’Sullivan and Human Resources & Organizational Development Director Brianne Petruzalek will explain why the change is occurring and share an overview of what new employees will be offered.

c. STAFFING UPDATE

Aside from natural attrition, the College is in the process of recruiting candidates for a variety of positions, some of which are grant funded and limited term. Mr. O’Sullivan and Ms. Petruzalek will provide the status of positions recently filled and those still open.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS

JUNE 20, 2016

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

PLACE: Room L133-134
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, June 20, 2016

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Joseph Kinsella

B. Call to Order

C. Meeting Notice Certification

This June 20, 2016, meeting of the Facilities & External Relations Committee, and all other meetings of the Board or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Routine Business

1. REVIEW CONSENT AGENDA ITEMS

There are no Consent Agenda items this month.

2. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. DEMOLITION FOR DOLLARS

The Mid-State Foundation held a fundraiser in the soon-to-be remodeled front office of the Wisconsin Rapids Campus. Employees were allowed to destroy walls slated for demolition by contributing a donation to the Mid-State Foundation. Ellis Construction was on site to participate,

provide protective equipment and oversee the event. Ellis also generously agreed to match the donations of employees participating in the event. Director of Facilities & Procurement Matt Schneider will present a summary and photos from the event.

b. UPDATE ON SUMMER FACILITIES PROJECTS

Summer is a busy time for facilities and grounds at all of the Mid-State locations. Mr. Schneider will present a summary of the various projects that will be taking place over the summer.

c. THREE-YEAR FACILITIES PLAN

Mr. Schneider will present the updated three-year facilities plan for the committee to review.

d. DUAL CREDIT UPDATE

Mid-State offers a variety of dual credit opportunities for high school students to take college level coursework while also fulfilling high school graduation requirements. Dual credit options provide cost effective approaches for students to get a head start on earning college credits. Vice President of Student Services Dr. Mandy Lang will provide information about dual credit from the 2015-2016 academic year.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS

JUNE 20, 2016

AGENDA: COMMITTEE-OF-THE-WHOLE

PLACE: Room L133-134
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, June 20, 2016

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Meeting Notice Certification

This June 20, 2016, meeting of the Committee-of-the-Whole, and all other meetings of the Board or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

C. INFORMATION ITEM:

a. OPEB TRUST

During the previous meeting, Public Finance Management Asset Management (PFMAM) Group was selected to provide investment management and advisory services for the establishment of a governmental Other Post-Employment Benefits (OPEB) Trust. These post-retirement benefits are limited to payments for health, dental, and other benefits designated in the college's post-retirement benefit plan. Payments to pensions or 403(b) annuities fall outside the prevue of the investment policy and OPEB Trust. PFMAM will make a presentation to the full Board which will outline their strategy for managing the trust investments and adjusting the portfolio as market changes necessitate. Board action will be requested to adopt an investment policy, name a custodian and trustee bank, appoint Mid-State trustees, and to approve the official Trust document.

D. ADJOURNMENT

I. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS

JUNE 20, 2016

1. OUTCOMES BASED FUNDING REPORT

Consistent with the current state biennial budget, the proposed state biennial budget for 2015-2017 includes a provision that the WTCS Board distribute a portion of general state aid through an outcomes based funding model. This model includes nine criteria; each college will select seven. The college's performance related to these criteria will impact the amount of state aid they receive. The WTCS Board identified specific measures within each of the nine criteria in addition to a funding distribution formula. Vice President of Student Services Dr. Mandy Lang and Vice President of Academics Sandy Kiddoo will provide an overview of the criteria and the rationale behind the criteria Mid-State selected.

J. ADJOURNMENT

EXHIBITS A – G

PRESIDENT'S REPORT
JUNE 20, 2016

1. Mid-State works to collaborate with many agencies and community organizations to serve residents and businesses in our district. With changing legislation in the Workforce Innovation and Opportunity Act (WIOA), Mid-State and the North Central Wisconsin Workforce Development Board (NCWWDB) have been working a smooth transition to the new legislation while serving student and residents in our district. In June, the NCWWDB held an open house for Mid-State staff to learn about workforce programs at the Job Center. A meeting for Job Center staff to learn about Mid-State programs was held in April.
2. Project Linus, a non-profit organization, mission is: "Provide love, a sense of security, warmth and comfort to children who are seriously ill, traumatized, or otherwise in need of the gifts of new, handmade blankets and afghans, lovingly created by volunteer "blanketeers." The Early Childhood Club made 12 blankets that were donated to Stevens Point Project Linus. A very special thank you to the blanketeers: Nicholle Peper and Brianne Leamons. Thank you to Alyssa Higgins, Jenna July, Deb Clarke and the Child Development class!
3. The Barber Cosmetology program recently partnered with Tom Christensen, co-owner/vice president of Cost Cutters/The Barbers/Pro-Cuts in an ad campaign in a Money Saver booklet distributed to 27,000+ homes in the areas of Stevens Point, Plover, Custer, Amherst, Amherst Junction, Rosholt, and Junction City. The partnership resulted in advertisement for our program and salon services as well as a generous scholarship donation to the Foundation to support students in the cosmetology program. Tom stressed a knowledge of the quality of our cosmetology program and a strong desire to want to partner with Mid-State to continue providing quality education and preparation to our students destined to become future salon employees and perhaps even salon owners.
4. In an effort to promote Mid-State programs throughout our district, a team of five employees from the Marshfield and Wisconsin Rapids campuses created a float for Mid-State that was used in the June 4 Marshfield Dairyfest Parade and will be used in the June 19 Wisconsin Rapids Cranberry Blossom Festival Parade. This year's theme was "Cultivate your Career." The float consisted of cultivating equipment and program signage. It was pulled by Mid-State's diesel program truck and showcased the new diesel trainer engine. The solar powered golf cart was also on hand. Promotional materials were handed out including event literature, Mid-State Frisbees and smarties candy. Marshfield's Dairyfest organizers estimate attendance at around 20,000.
5. The 3.2.1...Summer event was held in May at the Marshfield, Stevens Point, and Wisconsin Rapids campuses. The event was targeted to individuals who had applied to the college but had yet to register in classes. The event offered a casual environment with snacks, refreshments, and the chance to win gift certificates to the bookstore. Fifty students attended and were able to complete enrollment.

6. The Heavy Metal Bus Tour offered through the Heart of Wisconsin Chamber of Commerce was held April 27. The event was created to pique interest and expand 7th and 8th grader's minds about the manufacturing industry. The goal of the event was to create job awareness and link students to local employers. Mid-State concluded the tour by hosting lunch and toured the welding and CNC labs. The on-campus tours were an integral part of the day as it helped students understand how to pursue a career in manufacturing. Tour stops included: Domtar, SKS Machine, Ocean Spray and Mid-State Technical College. The K-12 schools that participated in the 2016 Heavy Metal Bus Tour were Assumption High School, Nekoosa Academy, Lincoln High School, and Nekoosa. Wisconsin Senator Julie Lassa joined the tour of the labs and spoke to students about the growing manufacturing industry in Wisconsin, particularly central Wisconsin.

7. My travel between now and mid-July will include:
 - Weekly Rotary Meetings
 - Paper City Savings Board Meeting

FY 2015-16 Budget Modifications Made In The Month of May 2016						
<u>Project #</u>	<u>Grant Title or Description</u>	<u>Type</u>	<u>Reason for Budget Change</u>	<u>Revenue Change</u>	<u>Expense Change</u>	<u>Fund Balance Change</u> <u>Notes</u>
Fund 1 - General Fund Budget Modifications						
Fund 3 - Capital Projects Fund Budget Modifications						
141516	Assistance to Firefighters	Federal	Additional award	3,913.00	4,625.00	(712.00) 1
Total Budget Changes For The Month				3,913.00	4,625.00	(712.00)
Notes: Budget modifications are out of balance for May due to the following:						
1	Grant is not reimbursed at 100%. Grant Fund Balance will cover the deficit.					



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2016 as of May 31, 2016

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current	
	Fund 1	Fund 2	Fund 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 6	Fund 6	Fund 6	Fund 6	Fund 6	Budget	Budget	Budget	Budget
Local Government	6,192,510	-	-	-	4,144,521	-	-	-	-	-	-	-	10,337,031	10,337,031	21.1%	10,337,031
Student Fees	7,768,281	-	367,582	-	-	-	-	-	-	-	-	-	8,135,863	8,135,863	16.6%	8,135,863
State Aid & Grants	14,493,240	-	-	120,000	-	-	-	-	-	-	-	-	14,613,240	14,613,240	29.9%	14,613,240
Institutional	336,243	878,180	445,130	60,483	100,500	1,244,824	5,046,900	-	-	-	-	-	8,112,260	8,112,260	16.6%	8,112,260
Federal	1,437,849	-	6,166,300	87,566	-	-	-	-	-	-	-	-	7,691,715	7,691,715	15.7%	7,641,445
Total Revenues	30,228,123	878,180	6,979,012	268,049	4,245,021	1,244,824	5,046,900	48,890,109	48,890,109	100.0%	48,890,109	48,890,109	48,511,421	48,511,421	100.0%	48,511,421

	Expenditures		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current	
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 6	Fund 6	Fund 6	Fund 6	Budget	Budget
Salaries and Wages	16,981,393	120,253	233,112	-	147,099	31,284	-	-	-	-	17,513,141	17,457,645
Benefits	7,309,107	8,226	54,316	-	67,515	23,366	-	-	-	-	7,462,530	7,444,091
Current Expenditures	6,537,518	598,461	157,471	-	103,656	1,105,335	-	-	-	-	8,502,441	8,298,585
Student Financial Aid & Activities	-	-	6,564,113	-	-	-	-	-	-	-	6,564,113	6,564,113
Resale	-	-	-	-	885,500	3,874,000	-	-	-	-	4,759,500	4,759,500
Capital Outlay	9,000	-	-	8,160,654	3,500	-	-	-	-	-	8,173,154	6,313,212
Debt Retirement	-	-	-	4,531,455	-	-	-	-	-	-	4,531,455	4,531,455
Total Expenditures	30,837,018	726,940	7,009,012	4,531,455	1,207,270	5,033,985	57,506,334	57,506,334	100.0%	57,506,334	55,368,601	55,368,601
% of Expenditures by Fund	53.6%	1.3%	12.2%	14.2%	7.9%	8.8%	100.0%	100.0%	8.8%	2.1%	100.0%	100.0%

Changes in Fund Equity		Budgeted Ending Fund Equity					
Actual Fund Equity as of 6/30/15	15,413,876	478,587	101,104	15,270	1,596,380	962,031	18,223,682
Current Revenue over Expenses	(608,895)	151,240	(30,000)	1,937,875	680,522	949,116	19,753,672
Other Sources and Uses:				(7,892,605)	(286,434)	12,915	(6,857,180)
Proceeds from Debt	-	-	-	5,500,000	-	-	5,500,000
Interfund Transfers In	120,000	-	30,000	470,000	-	-	620,000
Interfund Transfers Out	(500,000)	-	-	-	-	-	(620,000)
Repayment of Debt	-	-	-	-	-	-	-
Budgeted Ending Fund Equity	14,424,981	629,827	101,104	15,270	394,088	962,031	18,396,492



**Accrued Revenues, Expenditures and Changes in Fund Equity
Current Actuals for the Fiscal Year 2016**
as of May 31, 2016

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 2	Fund 7	Fund 3	Fund 4	Fund 4	Fund 5	Fund 6	Fund 6	Fund 6	Total YTD All Funds	Total Current Budget			
Local Government	6,214,160	-	-	-	-	4,144,521	-	-	-	-	-	-	-	10,337,031	10,337,031	100.2%
Student Fees	7,377,279	-	-	335,980	-	-	-	-	-	-	-	-	-	7,713,259	8,135,863	94.8%
State Aid & Grants	13,386,508	-	-	-	36,876	-	-	-	-	-	-	-	-	13,423,384	14,613,240	91.9%
Institutional	203,252	99,043	99,043	376,034	67,083	176,246	1,184,974	-	-	-	-	-	-	6,575,731	8,112,260	81.1%
Federal	841,029	-	-	4,888,347	29,027	-	-	-	-	-	-	-	-	5,758,404	7,691,715	74.9%
Total Revenues	28,022,229	99,043	99,043	5,600,361	132,986	4,320,767	1,184,974	4,469,097	4,320,767	1,184,974	4,469,097	43,829,459	48,890,109	89.6%		
% of Budget Recognized	92.7%	11.3%	11.3%	80.2%	49.6%	101.8%	95.2%	88.6%	101.8%	95.2%	88.6%	89.6%				

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 2	Fund 7	Fund 3	Fund 4	Fund 4	Fund 5	Fund 6	Fund 6	Fund 6	Total YTD All Funds	Total Current Budget			
Salaries and Wages	14,698,943	37,654	37,654	173,105	-	-	-	-	-	-	122,978	28,420	-	15,061,100	17,513,141	86.0%
Benefits	6,326,175	3,987	3,987	42,270	-	-	-	-	-	-	57,502	20,517	-	6,450,451	7,462,530	86.4%
Current Expenditures	4,241,433	14,084	14,084	125,196	525	-	-	-	-	-	47,758	921,015	-	5,350,011	8,502,441	62.9%
Student Financial Aid & Activities	-	-	-	5,247,299	-	-	-	-	-	-	-	-	-	5,247,299	6,564,113	79.9%
Resale	-	-	-	-	-	-	-	-	-	-	874,316	3,281,477	-	4,155,793	4,759,500	87.3%
Capital Outlay	-	-	-	23,499	-	-	-	-	-	-	-	-	-	3,307,822	8,173,154	40.5%
Debt Retirement	-	-	-	-	-	4,113,570	-	-	-	-	-	-	-	4,113,570	4,531,455	90.8%
Total Expenditures	25,266,551	55,725	55,725	5,611,370	3,284,847	4,113,570	1,102,554	4,251,428	4,113,570	1,102,554	1,102,554	43,686,046	57,506,334	76.0%		
% of Budget Expended	81.9%	7.7%	7.7%	80.1%	40.3%	90.8%	91.3%	84.5%	90.8%	91.3%	84.5%	76.0%				

Changes in Fund Equity

Actual Fund Equity as of 6/30/15	15,413,876	478,587	101,104	1,937,875	680,522	1,778,826	949,116	21,339,907	21,339,907	8,616,225	5,500,000	620,000	(620,000)	-	18,223,682
Current Revenue over Expenses	2,755,678	43,319	(11,009)	(3,151,861)	207,197	82,420	217,669	143,413	143,413	5,500,000	620,000	(620,000)	-	-	18,223,682
Other Sources and Uses:															
Proceeds from Debt	-	-	-	5,500,000	-	-	-	-	-	-	-	-	-	-	-
Interfund Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interfund Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repayment of Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accrued YTD Fund Equity	18,169,554	521,906	90,096	4,286,014	887,719	1,861,246	1,166,765	26,963,320	26,963,320	18,223,682	18,223,682	18,223,682	18,223,682	18,223,682	100.0%



Summary of Revenues & Expenditures by Account Group

for Fiscal Year 2016
as of May 31, 2016

A	B	C	D	E	F	G	H	I	J
Revenues by Account Group (All Funds)	Month of May 2016	FY 2016 Year-to-Date	FY 2016 Current Budget	FY 2016 Original Budget	Change to FY16 Budget	Current YTD less Prior YTD	% Change in Current YTD	Current FY16 Budget less Ending FY15 Budget	% Change FY16 Current Budget from FY15 Ending Budget
1				\$ 10,337,031	\$ -	\$ 218,937	2.2%	140,116	1.4%
2				8,135,863	-	(272,177)	-3.4%	(140,959)	-1.7%
3				14,613,240	328,418	37,749	0.3%	89,682	0.6%
4				1,514,415	50,270	(63,677)	-6.8%	(257,438)	-14.5%
5				5,748,784	-	(5,496)	-0.1%	(1,776,313)	-23.6%
6				1,071,794	-	(115,029)	-42.1%	(98,928)	-8.5%
7				1,291,682	-	8,264	0.7%	(75,900)	-5.5%
8				6,177,300	-	(477,275)	-8.9%	(991,072)	-13.8%
9				5,500,000	-	400,000	7.8%	400,000	7.8%
10				620,000	-	(785,156)	-100.0%	(711,969)	-53.5%
11				\$ 54,631,421	\$ 378,688	\$ (1,053,860)	-2.1%	\$ (3,422,781)	-5.9%
Expenditures by Account Group (All Funds)									
12				\$ 17,457,645	\$ 55,496	\$ (245,729)	-1.6%	(541,060)	-3.0%
13				7,444,091	18,439	54,453	0.9%	(310,140)	-4.0%
14				8,233,585	203,856	15,875	0.3%	459,006	5.8%
15				6,629,113	-	(473,452)	-8.2%	(956,307)	-12.6%
16				4,759,500	-	388,864	10.3%	(1,814,990)	-27.6%
17				6,313,212	1,859,942	839,711	34.0%	1,439,465	21.4%
18				4,531,455	-	(54,014)	-1.3%	(649,504)	-12.5%
19				-	-	-	0.0%	-	0.0%
20				620,000	-	(785,156)	-100.0%	(711,969)	-53.5%
21				\$ 55,988,601	\$ 2,137,733	\$ (259,449)	-0.6%	\$ (3,085,499)	-5.0%
22				\$ (1,357,180)	\$ (1,759,045)	\$ (794,411)		\$ (337,282)	

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
May 31, 2016**

With Comparative Total for May 31, 2016

Mid-State Technical College
June 2, 2016 at 2:39 PM

7766 Student Activities - Senate

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type	
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable	Memorandum only	
								2015-16	2014-15
Cash	\$ 14,264,703	\$ -	\$ 4,500,077	\$ 5,852	\$ 1,570	\$ 727,381	\$ 3,867	\$ 19,503,450	\$ 19,274,312
Investments	4,386,472	-	-	-	-	-	-	4,386,472	4,366,181
Receivables:									
Property taxes	2,760,934	-	-	213,186	-	-	-	2,974,120	2,924,971
Accounts receivable	3,272,651	16,123	60	-	98,009	-	106,013	3,492,856	3,417,949
Due from other funds	(2,508,981)	505,783	(137,332)	668,681	954,328	397,829	119,692	-	-
Inventories - at cost	-	-	-	-	324,345	-	-	324,345	351,333
Prepaid Assets	-	-	-	-	-	-	-	-	14,557
Other Current Assets	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	495,624	50,479	-	546,103	582,521
General Long Term Debt	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	\$ 22,175,779	\$ 521,906	\$ 4,362,805	\$ 887,719	\$ 1,873,876	\$ 1,175,689	\$ 229,572	\$ 31,227,346	\$ 30,931,824

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities	\$ 58,789	\$ -	\$ 73,799	\$ -	\$ (2,410)	\$ 2,440	\$ 13,089	\$ 145,707	\$ 96,235
Accounts Payable	-	-	-	-	-	-	-	-	-
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	257,216	-	-	-	-	5,452	-	262,668	539,919
Vacation	967,874	-	-	-	14,584	1,011	1,054	984,523	1,120,777
Other current liabilities	8,520	-	-	-	456	-	-	8,976	7,390
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	2,713,825	-	2,992	-	-	-	125,334	2,842,151	2,930,788
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	4,006,224	-	76,791	-	12,630	8,903	139,477	4,244,025	4,695,109

Fund equity and other credits

Retained Earnings	-	-	-	-	1,778,826	198,894	-	1,977,720	2,010,085
Res for Prepaid Expenditures	117,790	658	-	-	-	18,362	-	136,810	112,362
Res for Self-Insurance	-	-	-	-	-	731,860	-	731,860	663,506
Res for Student Organizations	-	-	-	-	-	-	101,104	101,104	124,145
Res for Post-Employ Benefits	5,091,002	-	-	-	-	-	-	5,091,002	3,589,473
Reserve for Capital Projects	-	-	1,849,218	-	-	-	-	1,849,218	1,157,099
Reserve for Cap Proj - Motorcycle	-	-	88,657	-	-	-	-	88,657	89,587
Reserve for Debt Service	-	-	-	680,522	-	-	-	680,522	522,595
Designated for Operations	7,019,220	133,160	-	-	-	-	-	7,152,380	6,975,824
Des for State Aid Fluctuations	386,816	-	-	-	-	-	-	386,816	357,416
Des for Subsequent Year	2,799,048	344,769	-	-	-	-	-	3,143,817	4,071,296
TOTAL FUND EQUITY AND OTHER CREDITS	15,413,876	478,587	1,937,875	680,522	1,778,826	949,116	101,104	21,339,906	19,673,388

Year-to-date excess revenues(expenditures)

	2,755,679	43,319	2,348,139	207,197	82,420	217,670	(11,009)	5,643,415	6,563,327
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TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS

	\$ 22,175,779	\$ 521,906	\$ 4,362,805	\$ 887,719	\$ 1,873,876	\$ 1,175,689	\$ 229,572	\$ 31,227,346	\$ 30,931,824
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May Contracted Services Agreements

Meeting on June 20, 2016

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146328	UWSP - Protective Services	Specialized Training - Handgun	4	5	620.00
146329	UWSP - Protective Services	Specialized Training - Pursuit Driving	4	5	620.00
146333	Marshfield Door	Heartsaver First Aid/CPR/AED	24	27	1,810.00
146334	Pointe Precision	Heartsaver First Aid/CPR/AED	16	35	2,350.00
				Total:	5,400.00

FINANCE & AUDIT COMMITTEE
2016 Procurement of Goods and Services
June 20, 2016

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – BLACKBOARD - MEDIA SERVICES</u>		
Blackboard, Washington, D.C.	\$ 114,931.76	State Contract
<u>WR CAMPUS - ONLINE STUDENT ORIENTATION – STUDENT SERVICES</u>		
Advantage Design Group, Ponte Vedra, FL	\$ 67,300.00	RFP# 760
Comevo, San Luis Obispo, CA	\$ 24,500.00	
❖ Subtotal for Procurements Requiring Board Action	<u>\$182,231.76</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS - TRACK LOADER – TECHNICAL & INDUSTRIAL DIVISION</u>		
Swiderski Equipment, Mosinee, WI	\$ 48,740.00	Quote
American Equipment, Farmington, NY	65,000.00	
Illinois Truck & Equipment, Morris, IL	58,500.00	
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$ 48,740.00</u>	

GRAND TOTAL **\$230,971.76**

PROCUREMENT & SELECTION METHODS DEFINED-

MSTC and the Wisconsin Technical College System have purchasing policies. The purchasing method applied meets those policies.

BID - A public notice is published in the local newspaper. Potential bidders are notified of the publication based on industry knowledge and past projects. Interested bidders can request plans and specifications to be used for bid preparation. The lowest fixed-price bid is accepted from a responsible bidder meeting specifications.

QUOTE – Written quotes are solicited from three or more vendors (if available). The lowest quote meeting specifications is selected.

REQUEST FOR PROPOSAL (RFP) – A competitive selection process was completed to select the vendor for the purchase. Award was based on criteria that may include price and other critical criteria such as service, experience, references etc. Criteria is weighted and scored by evaluators. Agreements for services can extend for multiple years.

COOP (Cooperative) Purchase – A competitive procurement method was utilized to select the vendor and the contract was approved by the WTCS office for use by the college. (Includes NJPA – National Joint Powers Alliance, WSCA – Western States Contract Alliance, National IPA – National Intergovernmental Purchasing Alliance.

STATE CONTRACT – A state agency such as the Dept. of Administration or UW system processed a bid or RFP and awarded the products and/or services to this vendor. MSTC is able to negotiate a lower price directly with the vendor.

CONSORTIUM CONTRACT – The WTCS Purchasing Consortium has completed a competitive selection process by RFP or Bid MSTC is able to participate without fulfilling a college-directed process.

SOLE SOURCE – The item or service is available from a single source, or after solicitation in a competitive procurement competition is determined to be inadequate, or the purchase is from another governmental body, or cooperative purchasing under S 16.73, Wis. Stats. is utilized, or the federal grantor agency authorizes noncompetitive negotiation, or an advisory committee requires the product brand for training students for local employment, or the product is purchased as used which does not require competitive bidding do to the nature of procurement used.

MANDATORY – MSTC is required to pay for the service or membership to operate.

**2016-17 MID-STATE TECHNICAL COLLEGE
BUDGET RESOLUTION**

EXHIBIT F

WHEREAS, Mid-State Technical College prepared a budget for the 2016-17 fiscal year, necessary to provide educational services to the citizens, industries and communities within the College's boundaries; and

WHEREAS, the outstanding indebtedness of the College, as of July 1, 2016, consists of \$25,450,000 in promissory notes and \$1,880,000 in general obligation bonds;

WHEREAS, the anticipated revenues for the 2016-17 budget consist of \$10,780,947 from Local Government, \$15,195,696 from State Aids, \$7,933,832 from Student Fees, \$7,875,149 from Institutional Sources, and \$7,058,594 from the Federal Government; and

WHEREAS, other funding sources for the 2016-17 budget consist of \$5,700,000 in proceeds from long-term debt; and

WHEREAS, the estimated retained earnings and fund balances as of July 1, 2016, consist of \$16,224,937 in the General Fund, \$498,433 in the Special Revenue Fund - Operational, \$129,914 in the Special Revenue Fund – Non-Aidable, \$887,714 in the Debt Service Fund, \$330,730 in the Capital Projects Fund, \$1,692,687 in the Enterprise Fund, and \$1,019,627 in the Internal Service Fund;

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the appropriations for the 2016-17 budget consisting of the following fund types and functions:

In the General Fund - \$17,896,362 for Instruction, \$1,187,478 for Instructional Resources, \$3,892,227 for Student Services, \$6,448,492 for General Institutional, and \$2,101,052 for Physical Plant;

In the Special Revenue Fund – Operational - \$651,940 for Instruction;

In the Special Revenue Fund - Non-Aidable - \$6,496,836 for Student Services;

In the Capital Projects Fund - \$1,222,174 for Instruction, \$309,795 for Instructional Resources, \$550,000 for Student Services, \$897,705 for General Institutional, and \$3,250,920 for Physical Plant;

In the Debt Service Fund - \$4,983,455 for Physical Plant;

In the Enterprise Fund - \$1,225,624 for Auxiliary Services; and,

In the Internal Service Fund - \$4,884,272 for Auxiliary Services.

BE IT FURTHER RESOLVED that the approval includes any modifications to the 2016-17 budget resulting from public input during the Public Hearing, and formally endorsed by the board.

BE IT FURTHER RESOLVED that this 2016-17 budget be submitted, as approved, to the Wisconsin Technical College System Board prior to July 1, 2016, as required by State Statutes 38.12(5m).

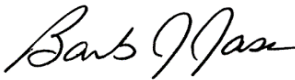



Advisory Committee Appointment for the Gerontology Program

X	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>
Member	
	Employee member
	Employer member
X	Member-at-large
	Ex-officio member
Candidate Replaces	
N/A	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
X	Three Year
Start Date	
05/05/16	
Renewal Date	
05/05/19	

Name of Candidate:	Dana L. Eiden		
(X) Home/Work Address:	<input checked="" type="checkbox"/> Home	<input type="checkbox"/> Home	<input type="checkbox"/> Work
Address:	601 McDill Avenue		
City:	Stevens Point	State:	WI Zip: 54481
Phone Number:	(715) 341-9653		
Email Address:	danaeiden48@gmail.com		
Candidate's Employer:			
Candidate's Present Occupational Title:			
Brief description of candidate's background including current employment and reason for recommendation:			
<p>Dana is a recent graduate of the Gerontology program who is currently seeking local employment in the Gerontology field. Her past work experience includes coordinating activities in the long term care setting. The Gerontology program advisory committee recommended adding a recent graduate to help guide the program's ongoing development.</p>			

Appointment Approval Signatures:

Division Dean:		Date:	5/19/16
Vice President of Academics:		Date:	6/6/16
MSTC President:		Date:	
MSTC District Board Approval:		Date:	



Advisory Committee Appointment for the Gerontology Program

X	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>
Member	
X	Employee member
	Employer member
	Member-at-large
	Ex-officio member
Candidate Replaces	
N/A	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
X	Three Year
Start Date	
05/05/16	
Renewal Date	
05/05/19	

Name of Candidate:	Janelle Ruedinger			
(X) Home/Work Address:		Home	X	Work
Address:	3349 Church St			
City:	Stevens Point	State:	WI	Zip: 54481
Phone Number:	715-204-1797			
Email Address:	janelle.ruedinger@communitycarecw.org			
Candidate's Employer:	Community Care Connections of Wisconsin(CCCW)			
Candidate's Present Occupational Title:	Director of Member Support Coordination			
Brief description of candidate's background including current employment and reason for recommendation:				
Janelle currently serves as the Director of Member Support Coordination for Community Care Connections of Wisconsin(CCCW). CCCW actively supports the Gerontology program by hosting internship students.				

Appointment Approval Signatures:

Division Dean:		Date:	5/19/16
Vice President of Academics:		Date:	6/6/16
MSTC President:		Date:	
MSTC District Board Approval:		Date:	



Advisory Committee Appointment for the Gerontology Program

<input checked="" type="checkbox"/>	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>
Member	
<input checked="" type="checkbox"/>	Employee member
	Employer member
	Member-at-large
	Ex-officio member
Candidate Replaces	
N/A	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
<input checked="" type="checkbox"/>	Three Year
Start Date	
05/05/16	
Renewal Date	
05/05/19	

Name of Candidate:	Karee Slaminski		
(X) Home/Work Address:		Home	<input checked="" type="checkbox"/> Work
Address:	5424 Hwy. 10E Suite F		
City:	Stevens Point	State:	WI
Zip:	54481		
Phone Number:	715-245-5344		
Email Address:	karee.slaminski@wisconsin.gov		
Candidate's Employer:	State of Wisconsin Board of Aging and Long Term Care		
Candidate's Present Occupational Title:	Ombudsman		

Brief description of candidate's background including current employment and reason for recommendation:

Karee currently serves as the Long Term Care Ombudsman for the greater central Wisconsin region which covers the Mid-State district. Her connections and experience within the long term care industry provides valuable insights for the ongoing development of the Gerontology program.

Appointment Approval Signatures:

Division Dean:		Date:	5/19/16
Vice President of Academics:		Date:	6/6/16
MSTC President:		Date:	
MSTC District Board Approval:		Date:	



Advisory Committee Appointment for the Gerontology Program

<input checked="" type="checkbox"/>	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>
Member	
	Employee member
<input checked="" type="checkbox"/>	Employer member
	Member-at-large
	Ex-officio member
Candidate Replaces	
N/A	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
<input checked="" type="checkbox"/>	Three Year
Start Date	
05/05/16	
Renewal Date	
05/05/19	

Name of Candidate:	Karen Trzebiatowski		
(X) Home/Work Address:		Home	<input checked="" type="checkbox"/> Work
Address:	3380 Bidlewood Drive		
City:	Plover	State:	WI
Zip:	54467		
Phone Number:	715-342-4445		
Email Address:	karen.wecare@gmail.com		
Candidate's Employer:	Whispering Pines/The Lodge		
Candidate's Present Occupational Title:	Administrator		

reason for recommendation:
 Karen currently serves as the Administrator at Whispering Pines/The Lodge. She actively engages in supporting the Gerontology program through internship placements and mentoring students as they seek employment within the field.

Appointment Approval Signatures:

Division Dean: Date: 5/19/16

Vice President of Academics: Date: 6/6/16

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____

Gerontology Program Advisory Committee

<i>Last Name</i>	<i>First Name</i>	<i>Address</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Company</i>	<i>Employee/ Employer</i>	<i>Date Appointed</i>	<i>End of Term</i>
Bella	Donna	1300 Briggs Court	Stevens Point	WI	54481	Stevens Point Housing Authority	Employer	8/2015	8/2018
Cummings	Jennifer	220 3rd Ave. South Suite 1	Wisconsin Rapids	WI	54495	Aging and Disability Resource Center of Central WI Program Graduate	Employer	8/2015	8/2018
Eiden	Dana	601 McDill Avenue	Stevens Point	WI	54481	Brookdale Senior Living Solutions	Member-at-large Employee	5/2016	5/2019
Lang	Kelly	5625 Sandpiper Drive	Stevens Point	WI	54482	Brookdale Senior Living Solutions	Employee	8/2015	8/2018
Plotrowski	Cindy	1519 Water Street	Stevens Point	WI	54481	Aging & Disability Center of Portage County	Employer	8/2015	8/2018
Ruedinger	Janelle	3349 Church St.	Stevens Point	WI	54481	Community Care Connections of WI	Employee	5/2016	5/2019
Slaminski	Karee	5424 Hwy. 10E Suite F	Stevens Point	WI	54481-8560	State of WI Board of Aging & Long Term Care	Employee	5/2016	5/2019
Trzebiatowski	Karen	3380 Bidlewood Drive	Plover	WI	54467	Whispering Pines/The Lodge	Employer	5/2016	5/2019
Zander	Janet	1414 MacArthur Rd. Ste 306	Madison	WI	53714	Greater WI Agency on Aging Resources, Inc.	Employee	8/2015	8/2018

Tuesday, May 24, 2016



Advisory Committee Appointment for Criminal Justice-Corrections Program

X	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>
Member	
	Employee member
X	Employer member
	Member-at-large
	Ex-officio member
Candidate Replaces	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
X	Three Year
Start Date	
05/10/16	
Renewal Date	
05/10/19	

Name of Candidate: Caylee Pelot				
(X) Home/Work Address:		Home	X	Work
Address: 110 24th Street S, STE B				
City:	Wisconsin Rapids	State:	WI	Zip: 54494
Phone Number:	715-712-1617			
Email Address:	cpelot@positive-alternatives.org			
Candidate's Employer:	Positive alternatives-Wood County Group Home			
Candidate's Present Occupational Title:				
Group Home Supervisor				
Brief description of candidate's background including current employment and reason for recommendation:				
<p>Caylee earned a Bachelor's Degree in Vocation Rehabilitation and a concentration of Criminal Justice from the University of Wisconsin-Stout. She has experience as a Resident Counselor (direct care) working with youth between the ages of 13-17 in a group home setting, Lead Resident Counselor and Intervention Program Case Manager. She was appointed to her current role whereby she developed and open what is now Positive Alternatives-Wood County Group Home in Wisconsin Rapids. Caylee supervises a State of Wisconsin, eight-bed licensed group home for the at-risk population</p> <p>Caylee's experience in the group home setting will provide the committee and CCA program with another employment perspective to community-based corrections.</p>				

Appointment Approval Signatures:	
Division Dean:	
	Date: 6/9/2016
Vice President of Academics:	
	Date: 6/9/2016
MSTC President:	Date:
MSTC District Board Approval:	Date:

CJ-Corrections and Community Advocacy Program Advisory Committee

<i>Last Name</i>	<i>First Name</i>	<i>Address</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Company</i>	<i>Employee/ Employer</i>	<i>Date Appointed</i>	<i>End of Term</i>
Ashbeck	Ted	400 Market Street	Wisconsin Rapids	WI	54495	Wood County Sheriffs Department	Employer	May 2013	May 2016
Baker	Trish	1516 Church Street	Stevens Point	WI	54481	Portage County	Employer	Sept 2015	Sept 2017
Ellis	Denise	131 24th Street South	Wisconsin Rapids	WI	54494	Wisconsin Department of Corrections	Employee	May 2013	May 2016
Engelbretson	Rich	517 Court Street, Room 308	Neillsville	WI	54456	Clark County Sheriffs Department	Employer	April 2014	April 2016
Fancher	Tricia	212 East Third Street	Marshfield	WI	54481	The Hannah Center, Inc.	Employer	Sept 2015	Sept 2017
Iwanski	Jane	1516 Church Street	Stevens Point	WI	54481	Portage County	Employee	Sept 2015	Sept 2018
Kjorlie	Brian	403 Jackson Street	Portage	WI	53901	Columbia County Sheriff's Dept	Employee	April 2015	April 2018
Nelson	Cory	1515 Strongs Avenue	Stevens Point	WI	54481	Portage County Sheriff's Dept	Employer	April 2015	April 2018
Pelot	Caylee	110 24th Street S, STE B	Wisconsin Rapids	WI	54494	Positive Alternatives-Wood County Group Home	Employer	May 2016	May 2019
Russell	Jason	1402 E. Royalton Street	Waupaca	WI	54981	Waupaca County Sheriff's Dept	Employee	April 2014	April 2016
Spath	Jennifer	131 24th Street South	Wisconsin Rapids	WI	54494	Department of Corrections/Division of Community	Employee	Sept 2015	Sept 2018
Willfahrt	Denise	POBox 8095	Wisconsin Rapids	WI	54495	Wood County-Child Support Agency	Employee	Nov 2015	Nov 2016
Wittig	Heather	430 E. Division	Wautoma	WI	54982	Waushara County Sheriff's Dept	Employee	May 2013	May 2016