



BOARD OF DIRECTORS MEETING

April 17, 2017

Wisconsin Rapids Campus
Room L133-134



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MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS CAMPUS

APRIL 17, 2017

AGENDA: DISTRICT BOARD MEETING

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

DATE: Monday, April 17, 2017

TIME: 5:20 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Roll Call

C. Meeting Notice Certification

This April 17, 2017, 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 not convene to closed session this month.

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 – March 20, 2017 Regular Meeting and March 28, 2017 Special Meeting

G. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for March 2017 are contained in Exhibit B. These bills total \$1,142,565.28 of which \$776,093.98 represents operational expenditures and \$366,471.30 represents capital expenditures.

The District's regular payrolls were issued on March 3, 17, and 31. Payroll disbursements for the month of March totaled \$1,959,844.28 plus \$23,850.70 for travel and miscellaneous reimbursements, and \$657,043.35 in fringe benefits, for a total payroll disbursement of \$2,640,738.33.

Administration recommends approval of the payment of these obligations totaling \$3,783,303.61.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into seven contracted service agreements totaling \$6,200. A summary of these agreements is contained in Exhibit D. The individual contracts will be available for review at the meeting. Administration recommends approval of these contracts.

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 \$361,719 which require prior Board action.

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. Information Items
4. 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. International Travel
3. Information Items
4. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. Compensation Discussion
2. Update on General Fund Equity

I. Discussion and Action Items

1. Wisconsin Rapids Second Floor Remodel Project

2. Technology Plan – Connected Experience

J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Adams

March 20, 2017

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:41 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Dr. Colleen Dickmann, Justin Hoerter, Richard Merdan, Lynneia Miller, Peggy Ose, Charles Spargo, and Dr. Sue Budjac

OTHERS: Greg Bruckbauer, Sandy Kiddoo, Dr. Mandy Lang, Deb McDonald, Richard O'Sullivan, Jason Planer, Brad Russell, Matt Schneider, Jill Steckbauer, Kolina Stieber and Angie Susa.

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 convene to closed session immediately following the open session to discuss presidential performance evaluation data and employment strategies related to the president's position. 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.

Motion by Mr. Beaver, seconded by Ms. Ose, upon a roll call vote, unanimously approved the closed session as announced by Ms. Bruski Mallek.

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 Ms. Ose, seconded by Ms. Crass, upon a voice vote, unanimously approved the minutes from the board meeting held February 20, 2017 and minutes from the special meeting held February 20, 2017, as written.

V. CONSENT AGENDA

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

OFFICIAL PROCEEDINGS

March 20, 2017

Page 2

1. The district’s bills for the month of February 2017 were presented in Exhibit B. These bills totaled \$2,748,145.92 of which \$2,074,323.97 represents operational expenditures and \$673,821.95 represents capital expenditures.

The district’s payroll for the month of February totaled \$1,239,969.22 plus \$12,121.43 for travel and miscellaneous reimbursements and \$555,079.81 in fringe benefits. The district’s bills and payroll totaled \$4,555,316.38.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146369	Village of Biron Public Works	\$ 570.00
146371	Wood County Head Start	\$ 450.00
146373	Marshfield Dental Clinic	\$ 3,930.00

3. Approved the following 2017 procurement for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
No procurements require Board approval this month.		

4. Approved the following Advisory Committee appointments: CIVIL ENGINEERING TECHNOLOGY-HIGHWAY TECHNICIAN – Justin Conner, Mike Hammitt, and Ryan Kawski; DIESEL & HEAVY EQUIPMENT TECHNOLOGY – Nick Dassow; EARLY CHILDHOOD EDUCATION – Maggie Beeber, Kelly Borchardt, Jane Brandt, RoxAnne Forrest, Tonya Glamann, Jennifer Hanzlik, Carla Kluz, Brett Lesniak, Mirian Meeks, and April Niemi; GERONTOLOGY – Holly Hurda; INDUSTRIAL MECHANICAL TECHNICIAN – Gregory Boehm, and Gerald Gear; IT-SOFTWARE DEVELOPER – Eric Buhrow, Jim Mulvey, and Jeff Ramlow; PHLEBOTOMY TECHNICIAN – Dawn Finch, Sabine Hale, Phyllis Huchthausen, Suzanne Kocher, Virginia Narlock, Mary Phillippi, and Julie Sehafer; and URBAN FORESTRY TECHNICIAN – Jeremy Radtke.

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 6-8 in Elkhart Lake. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan, Ms. Miller, Ms. Ose and Dr. Budjac plan to attend.

3. Ms. Bruski Mallek reported the Spring Board Advance will be held Tuesday, March 28 in Wisconsin Rapids. Meeting materials were provided to Board members. Dr. Shelly Mondeik will join the group for the Advance.

4. Ms. Bruski Mallek announced spring commencement ceremonies will be held Thursday, May 18 in Wisconsin Rapids, Stevens Point and Marshfield. A Board member is requested for each ceremony to provide the Board Address. Please let Ms. Susa know if you are available and willing to participate.

5. Ms. Bruski Mallek provided a brief overview of the recent Agri Club farm tour and related presentations. She thanked Agribusiness Instructor Mike Sabel for the great event.

OFFICIAL PROCEEDINGS

March 20, 2017

Page 3

6. Ms. Bruski Mallek announced the Association of Community College Trustees annually honors an individual who has made a significant contribution as a trustee to promote the community college concept. The Mid-State District Board with Mid-State Technical College will nominate Bob Beaver for the ACCT Trustee Leadership Award.

7. Ms. Bruski Mallek thanked Board members for participating in the presentation of presidential candidates. She commented on the positive interview process. Dr. Shelly Mondeik will begin at the college June 1, 2017.

8. The next Mid-State Board of Directors meeting will be held on Monday, April 17 at the Wisconsin Rapids Campus. Committee meetings will be held at 4:15 p.m., Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m., unless otherwise announced.

VII. FOUNDATION BOARD LIAISON REPORT

1. Foundation & Alumni Director Jill Steckbauer provided an update on Sponsor a Scholar activity. She continues to share this opportunity externally with employers and community groups and internally with Advisors, New Student Specialists, and Outreach Coordinators. Ms. Steckbauer recently presented Sponsor a Scholar at the Wisconsin Arborist Convention in Green Bay. Businesses throughout the state are interested in promoting Urban Forestry at Mid-State and recognize how this program can help them with their employment needs.

2. Ms. Steckbauer reported the Employee Giving Campaign is complete. Employee participation increased to 50%. The campaign raised \$19,850.78 for student scholarships, emergency funding, and general scholarships.

3. Ms. Steckbauer reported the Foundation has started implementation of the new Scholarship Management system, Academic Works. The system should be functional for the spring 2018 scholarship application process.

4. Ms. Steckbauer announced high school scholarship applications are being processed and students will be notified by mid-April. Continuing Student Scholarships will be released mid-March for an April 28, 2017 deadline; about \$200,000 in scholarship funds are available.

VIII. PRESIDENT'S REPORT

1. Dr. Budjac reported interviews for the Vice President of Finance and Information Technology were held in February, no offer was made. Given the June 1 arrival of a new college president, the college will hold the posting of this position giving the new president the opportunity to fill this position.

2. Dr. Budjac announced Mid-State and UW-Stevens Point signed a Nursing agreement, allowing Mid-State to expand nursing through a 1+2+1 program. Students will take the first year at UW-Stevens Point, second and third year at Mid-State, and the fourth year at UW-Stevens Point. This is a great partnership that will help address the shortage of bachelor degree nurses.

3. Dr. Budjac reported the college is offering more continuing education courses to increase community awareness of the college and its programming. A thank you to Betty and Peter Mallek was extended; they donated straw bales for a recent gardening course.

OFFICIAL PROCEEDINGS

March 20, 2017

Page 4

4. Dr. Budjac announced the Student Services & Information Center is complete and employees moved in February 27. A tour of the space will be provided as part of the Board Advance on March 28.

5. Dr. Budjac provided an update on the 2017-19 Governor's Proposed Budget. A handout of budget priorities was provided to Board members. Additional conversation will occur at the next Presidents Association meeting. Dr. Budjac spoke to budget impact on dual credit and Higher Learning Commission faculty credential requirements.

6. Dr. Budjac shared additional information on the Wisconsin Rapids Campus Second Floor Remodel Project. The remodel project will co-locate Administrative services and move IT networking and software development labs to the first floor to increase visibility. Director of Facilities & Procurement Matt Schneider shared draft schematics of the proposed space. Preliminary project completion is March 2018. Additional detail related to estimated costs, final schematics and timeline will be shared in April. Board approval will be sought at the April meeting and funding will be incorporated into the FY18 budget.

IX. FINANCE & AUDIT COMMITTEE

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

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

3. Mr. Spargo reported two Request for Proposals for bookstore software were received. New software will allow greater flexibility and incorporation of book rental services. An internal review team evaluated proposals and conducted on-site demonstrations and a recommendation for Total Computing was made.

Motion by Mr. Spargo, seconded by Mr. Beaver, upon a roll call vote, unanimously awarded Total Computing in an amount of not to exceed \$182,772 for five years as defined in the proposal and subsequent contract.

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

a. WTCS TUITION UPDATE – WTCS announced tuition and material fee rates for summer 2017 will remain at the current FY16-17 rate. Fall 2017 and spring 2018 tuition rates will only be changed if the tuition freeze is removed from the Governor's proposed State Budget.

b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

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. SCHOOL OF BUSINESS & TECHNOLOGY UPDATE – Mr. Hoerter reported School of Business and Technology Dean Dr. Missy Skurzewski-Servant provided information on several Mid-State firsts: a very successful Hair Show, Mid-State Speaker Series on taxes, agriculture, travel, and human trafficking, National Entrepreneurial Week campaign that highlighted Mid-State employees and graduates, and new partnerships with area businesses.
- b. WELLNESS OVERVIEW – Mr. Hoerter provided an overview of Biometric and Health Risk Assessment aggregate findings following a recent transition to a new wellness program vendor. Interactive Health was used for the 2016 health evaluation with 103 Mid-State employees participating in the screening. The data showed that Mid-State is one of Interactive Health’s healthiest organizations.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. Facilities & External Relations Committee Chairperson Robert Beaver reported that the committee had no Consent Agenda items.

2. Mr. Beaver reported the committee discussed bid openings for the Marshfield Campus Student Services & Information Center, Marshfield Campus Roof-Top Air Handling Unit replacement, Wisconsin Rapids Campus E-Building Roof-Top Air Handling Unit Replacement and Wisconsin Rapids Campus E- and T-Building Control Modifications projects. Director of Facilities & Procurement Matt Schneider provided project details, bid range and bid results for each project.

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously awarded SD Ellenbecker the Marshfield Student Services and Information Center Project contract in the amount of \$412,622.

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously awarded Tweet Garot the Marshfield Roof-Top Air Handling Unit Replacement Project contract in the amount of \$95,961.

Motion by Mr. Beaver, seconded by Ms. Miller, upon a roll call vote, unanimously awarded Ron’s Refrigeration the Wisconsin Rapids E-Building Roof-Top Air Handling Unit Replacement Project contract in the amount of \$65,125.

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously awarded Ron’s Refrigeration the Wisconsin Rapids E- and T-Building Control Modifications Project contract in the amount of \$153,011.

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

- a. EMERGENCY GRANTS AND LOANS FOR STUDENTS – Foundation & Alumni Director Jill Steckbauer and Student Support Coordinator and Adams County Center Supervisor Deb McDonald provided an overview of emergency funding options for Mid-State students including emergency loans, DASH Grants, WTCS Grants and Mid-State Foundation Emergency Grants. They also included information about number of students served, dollars distributed and compared FY16 to year-to-date FY17.

XII. COMMITTEE-OF-THE-WHOLE

1. COMPENSATION DISCUSSION – Ms. Bruski Mallek reported the College FY18 budget is being prepared and consideration is being given to a potential 1.5-1.75% salary increase for employees. A final recommendation will be made in April when a final analysis is complete including grant dollars received for FY18.

2. CONNECTED EXPERIENCE – Director of Information Technology Brad Russell announced the college created a Technology Plan, titled the Connected Experience. The focus is to compliment face-to-face instruction and maximize distant technology to be able to teach, learn and collaborate from any device, anywhere and at any time. Benefits of the Connected Experience for faculty and students include easier accessibility to technology from either on-campus or off-campus, a common technology experience in classrooms throughout the college, and increase efficiencies by standardizing on technology both from a learning and adoption perspective. Mid-State has engaged Heartland Business Systems to assist in the development of the Connected Experience. A pilot will be launched in fall 2017. Funding for the Connected Experience will be accomplished through reallocation of existing capital budget dollars. Vice President of Academics Sandy Kiddoo presented Connected Experience tie-in to the Educational Master Plan.

XIII. DISCUSSION AND ACTION ITEM

1. ADAMS COUNTY CENTER UPDATE – Student Support Coordinator and Adams County Center Supervisor Deb McDonald highlighted learning activities at the Adams County Center as well as an update on community happenings and Mid-State’s related involvement.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, April 17, 2017 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., Committee-of-the-Whole at 5:00 p.m. and the regular meeting will begin at 5:20 p.m., unless otherwise announced.

There being no further business, the Board convened to closed session at 6:46 p.m.

Following closed session, the Board reconvened to open session to report they are delighted to announce Dr. Shelly Mondeik will join Mid-State Technical College June 1, 2017 as the college’s sixth president. A contract has been executed with the full support of the Board.

There being no further business, the Board meeting adjourned at 7:32 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

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids	March 28, 2017
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I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 12:25 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Justin Hoerter, Richard Merdan, Lynneia Miller, Peggy Ose, Charles Spargo

EXCUSED: Dr. Colleen Dickmann

OTHERS: Dr. Shelly Mondeik and Angela Susa

II. MEETING NOTICE CERTIFICATION

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.

III. OPEN FORUM

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

IV. CLOSED SESSION

Ms. Bruski Mallek announced the Board would convene to closed session immediately following the open session to discuss presidential 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.

Motion by Mr. Beaver, seconded by Ms. Crass, upon a roll call vote, unanimously approved the closed session as announced by Ms. Bruski Mallek.

The Board convened to closed session at 12:27 p.m.

V. ADJOURNMENT

There being no action and no further business as a result of closed session, the Board meeting adjourned at 2:37 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 CAMPUS

APRIL 17, 2017

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 CAMPUS

APRIL 17, 2017

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, April 17, 2017

TIME: 4:00 p.m.

- A. Meeting called to order by Chairperson Charles Spargo
- B. Call to Order
- C. Meeting Notice Certification

This April 17, 2017, 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. **INFORMATION ITEMS**

The following items are being presented for informational purposes only:

a. **FY17 GENERAL FUND YEAR-END PROJECTION**

Business Operations Manager Greg Bruckbauer will provide a projection as of March 31 for FY17 General Fund year-end results. It is anticipated that the college will experience unspent revenue as compared to budget. Wage and benefit variances due to open positions provide the majority of the unspent revenue.

b. **CONNECTED EXPERIENCE FINANCING PLAN**

Information Technology, Academics, Student Services, and Business Services have worked diligently to create a plan that provides exceptional service to staff and students while maintaining the financial vitality of the college. During the next five years, approximately 80% of the yearly Information Technology Capital Plan funding will be allocated to the Connected Experience. This will result in little, if any, change to the allocation of capital funds across the college or the need to request additional capital funding.

c. **FY18 ANTICIPATED CAPITAL PROJECTS AND FINANCING**

As a preview of next year's planned capital projects by category, Mr. Bruckbauer will provide a preliminary summary. Funding for these projects will involve multiple sources including but not limited to grants, unused borrowing from the previous year, and the issuance of General Obligation Notes in FY18. As a preliminary summary, revisions prior to presentation of the proposed budget next month may occur. No Board action will be needed at this time.

d. **ANTICIPATED GRANT FUNDING FOR FY18**

Mr. Bruckbauer will provide an overview of the proposed FY18 Master Grant Schedule and a summary of the anticipated changes in federal and state grant funding for next year's budget.

e. **SPECIAL FY18 BUDGET MEETING**

The College's Executive Team and Finance personnel will present details of Administration's FY18 budget proposal. The meeting is scheduled for May 3, 2017 from 4:00 to 5:30 p.m. in the Board Conference Room on the Wisconsin Rapids Campus. All members of the Board are invited. Budget materials will be distributed during the meeting. This budget will then be presented to the full Board during its regular May meeting. Formal budget adoption will occur during the June Board meeting following a noticed/published Public Hearing.

f. 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.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES

WISCONSIN RAPIDS CAMPUS

APRIL 17, 2017

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

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

DATE: Monday, April 17, 2017

TIME: 4:15 p.m.

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

This April 17, 2017, 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

There are no Consent Agenda items this month.

2. INFORMATION ITEMS

The following items are presented for informational purposes only:

a. RENEWABLE PROGRAM UPDATES

Ben Nusz, Renewable Energy faculty and the 2017 Wisconsin Energy Educator of the Year, will highlight recent renewable energy program activities including community engagement activities and program changes.

b. DMI PARTNERSHIP

Mid-State works proactively with its risk management insurance company, Districts Mutual Insurance (DMI), on a variety of initiatives throughout the course of the year. Two examples of this collaboration with DMI include separate on-site audits in the areas of safety and security. The results from the audits are used by the College to create a plan for improvement in those areas. Safety Coordinator Dick Bartosh and Vice President of Human Resources Richard O'Sullivan will highlight some of the findings from the most recent audits as well as some of the other services provided by DMI.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS CAMPUS

APRIL 17, 2017

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, April 17, 2017

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This April 17, 2017, 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. INTERNATIONAL TRAVEL

The College has a spring international student exchange with Max Eyth Schule located in Hessen, Germany and is requesting international travel approval by the Board for Mid-State Counselor Brian Sadler to travel to Germany. The purpose of Mr. Sadler's travel is to escort the six students participating in the 13th annual German student/faculty educational exchange and to continue to expand and build relationships with Max Eyth Schule faculty and staff. Tentative travel dates are scheduled for June.

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. SAFETY AND SECURITY PROJECTS

Director of Facilities and Procurement Matt Schneider will present a comprehensive list of safety and security items identified by Safety Coordinator Dick Bartosh, DMI and Allianz. He will further present the status of each of these items.

b. HIGH SCHOOL GRADUATES ATTENDING MID-STATE

Vice President of Student Services Dr. Mandy Lang will share information pertaining to Mid-State district high school graduates and their technical college choice. Data related to high school students attending Mid-State directly following high school and then within three years will be provided.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS CAMPUS

APRIL 17, 2017

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, April 17, 2017

TIME: 5:00 p.m.

- A. Meeting called to order by Chairperson Betty Bruski Mallek
- B. Meeting Notice Certification

This April 17, 2017, 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. COMPENSATION DISCUSSION

In March, the Board was provided information from various sources relative to providing College employees with a salary increase for the next fiscal year. With updated budget information, Vice President of Human Resources Richard O’Sullivan will again lead the discussion on this topic from which the Board will be asked to take action.

b. UPDATE ON GENERAL FUND EQUITY

Strategies will be shared that align the College’s General Fund Equity with the Administrative Policy-Budget Modification Guideline and Parameters. The multi-year approach will allow the college to maintain its strong financial ratings with Moody’s and the Higher Learning Commission while maintaining flexibility. Business Operations Manager Greg Bruckbauer and Executive Team members will provide the General Fund Equity update.

D. ADJOURNMENT

I. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS CAMPUS

APRIL 17, 2017

1. WISCONSIN RAPIDS SECOND FLOOR REMODEL PROJECT

Director of Facilities and Procurement Matt Schneider will present information related to the A-building second floor remodel project. The information presented will emphasize the need, budget and timeline for the proposed project. Board approval will be requested.

2. TECHNOLOGY PLAN – CONNECTED EXPERIENCE

Last month, Director of Information Technology Brad Russell presented the Connected Experience to the Board. During the April meeting, a final budget amount for the Connected Experience will be presented and any questions the Board may have will be addressed. Project approval will be sought.

J. ADJOURNMENT

EXHIBITS A – E

PRESIDENT'S REPORT

APRIL 17, 2017

1. Mid-State recently signed new transfer articulations with University of Wisconsin-Stevens Point (UWSP) and UW Extension for Health Informatics and Information Technician/Medical Coder. This includes two new transfer agreements between Mid-State Technical College and its higher-education partners at UWSP and UW Extension.

In a new transfer agreement with UWSP, Mid-State students who have earned an associate degree in Health Information Management will be awarded 42 credits upon entry to the UWSP School of Health Care Professions, Health Information Management Technology major. After transferring, students are able to complete their program UWSP entirely online.

In a second transfer agreement, Health Information Management Technology (HIMT) students at UWSP, UW-Green Bay, UW-La Crosse and UW-Parkside can transfer into the Medical Coder technical diploma program at Mid-State with all but five courses in the credential satisfied. The agreement is the first of its kind between the UW Extension and Mid-State.

2. The Mid-State Technical College District is honored to announce that Brandon Roberson has been chosen as the Mid-State District Wide Ambassador. Brandon is a Business Management and Accounting student on the Marshfield Campus. Brandon was nominated by Instructor Trina Kloehn. Trina states, "Brandon is an exceptional individual. He brings a positive attitude, a sense of humor, warmth, and dedication to every class I have had the privilege to work with him. Brandon not only excels in the classroom, adding a great deal of insight to every discussion, he also excels outside the classroom. Brandon brings a unique combination of intelligence, humor, humbleness, generosity, and dedication." Brandon will be representing Mid-State at the WTCS State Ambassador Conference in Madison on April 19 and 20.
3. Seven Mid-State apprenticeship students each received \$1,000 through the Great Lakes Higher Education Cooperation Tools for the Trade Scholarship program. Apprentices often face financial obstacles to completing their program, and this funding goes to help buy the necessities for completion. These scholarships can be used to purchase tools, clothing and equipment apprentices need for their trade. Since the program started in 2013, 94% of participants have completed their apprenticeship program.
4. Six Mid-State employees recently attended the annual Higher Learning Commission (HLC) conference in Chicago April 1-4. Almost 4,000 professionals from HLC's 19 states attend this conference annually. Attendees learned a variety of best practices around accreditation, data, planning, and teaching and learning. Instructional Technology Coordinator Le Anne Turner had a presentation on mapping curriculum and assessment using Worldwide Instructional Design System (WIDS).
5. My travel between now and mid-April will include:
 - Weekly Rotary Meetings

- Paper City Savings Board Meeting
- Mike Lanser Retirement Event
- Sand Valley Community Day
- WTCS Board Meeting
- Presidents Association Meeting

FY 2016-17 Budget Modifications Made In The Month of March 2017						
<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						
141777	Millwright Apprenticeship Grant	State	New award	10,000.00	10,000.00	-
Fund 3 - Capital Projects Fund Budget Modifications						
Total Budget Changes For The Month				10,000.00	10,000.00	-
Notes: Budget modifications are in balance for March.						



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2017 as of March 31, 2017

	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 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Budget	Original Budget	
Local Government	6,384,920	-	-	4,396,027	-	-	-	-	-	-	-	-	-	-	10,780,947	10,780,947	22.0%
Student Fees	7,582,860	-	-	-	-	350,972	-	-	-	-	-	-	-	-	7,933,832	7,933,832	16.2%
State Aid & Grants	14,878,957	-	-	-	-	-	360,064	-	-	-	-	-	-	-	15,239,021	15,195,696	31.1%
Institutional	283,995	778,180	19,920	100,500	1,260,124	4,962,300	-	-	-	-	-	-	-	7,875,149	7,875,149	16.1%	
Federal	1,471,749	-	25,777	-	-	5,666,300	-	-	-	-	-	-	-	7,163,826	7,058,594	14.6%	
Total Revenues	30,602,481	778,180	405,761	4,496,527	1,260,124	6,487,402	405,761	4,496,527	1,260,124	4,962,300	4,962,300	4,962,300	4,962,300	48,992,775	48,844,218	100.0%	

	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 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Budget	Original Budget	
Salaries and Wages	17,664,937	120,253	-	-	151,677	31,634	235,663	-	-	-	-	-	-	-	18,204,164	18,233,264	32.4%
Benefits	7,257,336	8,226	-	-	66,291	23,303	41,909	-	-	-	-	-	-	-	7,397,065	7,459,608	13.2%
Current Expenditures	6,696,562	523,461	-	-	120,656	1,105,335	160,705	-	-	-	-	-	-	-	8,606,719	8,418,852	15.3%
Student Financial Aid & Activities	-	-	-	-	887,000	3,724,000	6,058,559	-	-	-	-	-	-	-	6,058,559	6,061,559	10.8%
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,611,000	4,611,000	8.2%
Capital Outlay	1,399	-	6,332,686	-	-	-	-	-	-	-	-	-	-	6,334,085	6,230,594	11.3%	
Debt Retirement	-	-	-	4,983,455	-	-	-	-	-	-	-	-	-	4,983,455	4,983,455	8.9%	
Total Expenditures	31,620,234	651,940	6,332,686	4,983,455	1,225,624	4,884,272	4,884,272	4,884,272	1,225,624	4,884,272	4,884,272	4,884,272	4,884,272	56,195,047	55,998,332	100.0%	
% of Expenditures by Fund	56.3%	1.2%	11.3%	8.9%	2.2%	8.7%	8.9%	8.9%	2.2%	8.7%	8.7%	8.7%	8.7%	100.0%			

<u>Changes in Fund Equity</u>	
Actual Fund Equity as of 6/30/16	20,784,042
Current Revenue over Expenses	(7,154,114)
Other Sources and Uses:	
Proceeds from Debt	5,700,000
Interfund Transfers In	795,000
Interfund Transfers Out	(795,000)
Repayment of Debt	-
Budgeted Ending Fund Equity	19,329,928



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2017 as of March 31, 2017

	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 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Local Government	6,419,772	-	-	4,396,027	-	-	-	-	-	-	-	-	-	-	10,780,947	100.3%
Student Fees	7,178,204	-	-	-	-	324,723	-	-	-	-	-	-	-	-	7,933,832	94.6%
State Aid & Grants	13,569,151	-	-	-	-	-	250,070	-	-	-	-	-	-	-	15,239,021	90.7%
Institutional	135,441	39,202	478,030	218,880	1,183,791	478,030	47,436	3,728,003	-	-	-	-	-	-	7,875,149	74.0%
Federal	581,749	-	4,507,213	-	-	4,507,213	51,662	-	-	-	-	-	-	-	7,163,826	71.8%
Total Revenues	27,884,318	39,202	5,309,967	4,614,907	1,183,791	3,728,003	48,992,775	48,992,775	48,992,775	48,992,775	48,992,775	48,992,775	48,992,775	48,992,775	48,992,775	88.0%
% of Budget Recognized	91.1%	5.0%	81.9%	102.6%	93.9%	75.1%	88.0%	86.1%	102.6%	93.9%	75.1%	88.0%	88.0%	88.0%	88.0%	88.0%

	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 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Salaries and Wages	12,140,464	15,916	136,165	-	100,016	23,988	-	-	-	-	-	-	-	-	18,204,164	68.2%
Benefits	5,030,854	2,231	26,895	-	47,450	17,169	-	-	-	-	-	-	-	-	7,397,065	69.3%
Current Expenditures	3,888,784	4,030	58,679	1,479	41,947	775,015	-	-	-	-	-	-	-	-	8,606,719	55.4%
Student Financial Aid & Activities	-	-	4,838,030	-	794,338	3,032,767	-	-	-	-	-	-	-	-	6,058,559	79.9%
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,611,000	83.0%
Capital Outlay	17,954	-	-	-	-	-	-	-	-	-	-	-	-	-	6,334,085	41.3%
Debt Retirement	-	-	-	4,933,513	-	-	-	-	-	-	-	-	-	-	4,983,455	99.0%
Total Expenditures	21,078,055	22,177	5,059,769	4,933,513	983,750	3,848,938	56,195,047	56,195,047	56,195,047	56,195,047	56,195,047	56,195,047	56,195,047	56,195,047	56,195,047	68.6%
% of Budget Expended	66.7%	3.4%	77.9%	99.0%	80.3%	78.8%	68.6%	41.0%	99.0%	80.3%	78.8%	68.6%	68.6%	68.6%	68.6%	68.6%

Changes in Fund Equity

Actual Fund Equity as of 6/30/16	16,403,549	535,956	71,898	887,360	1,717,595	610,681	20,692,529	20,692,529	20,692,529	20,692,529	20,692,529	20,692,529	20,692,529	20,692,529	20,692,529	20,692,529
Current Revenue over Expenses	6,806,262	17,025	250,198	(318,606)	200,041	(120,935)	4,586,624	4,586,624	4,586,624	4,586,624	4,586,624	4,586,624	4,586,624	4,586,624	4,586,624	4,586,624
Other Sources and Uses:																
Proceeds from Debt	-	-	5,700,000	-	-	-	5,700,000	5,700,000	5,700,000	5,700,000	5,700,000	5,700,000	5,700,000	5,700,000	5,700,000	5,700,000
Interfund Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interfund Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repayment of Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accrued YTD Fund Equity	23,209,811	552,981	322,096	568,754	1,917,636	489,746	30,979,153	30,979,153	30,979,153	30,979,153	30,979,153	30,979,153	30,979,153	30,979,153	30,979,153	30,979,153



Summary of Revenues & Expenditures by Account Group

for Fiscal Year 2017
as of March 31, 2017

A	B	C	D	E	F	G	H	I	J
Revenues by Account Group (All Funds)	Month of March 2017	FY 2017 Year-to-Date	FY 2017 Current Budget	FY 2017 Original Budget	Change to FY17 Budget	Current YTD less Prior YTD	% Change in Current YTD	Current FY17 Budget less FY16 Budget	% Change FY17 Current Budget from FY16 Ending Budget
1	\$ (16)	\$ 10,815,799	\$ 10,780,947	\$ 10,780,947	\$ -	\$ 457,006	4.4%	\$ 443,916	4.3%
2	19,505	7,502,927	7,933,832	7,933,832	-	(165,406)	-2.2%	(202,031)	-2.5%
3	21,438	13,819,222	15,239,021	15,195,696	43,325	520,862	3.9%	629,683	4.3%
4	42,289	625,641	1,486,526	1,381,294	105,232	10,184	1.7%	68,418	4.8%
5	602,602	4,577,138	5,623,242	5,623,242	-	258,809	6.0%	(125,542)	-2.2%
6	475	59,998	937,363	937,363	-	(44,860)	-42.8%	(134,431)	-12.5%
7	24,347	1,193,647	1,314,544	1,314,544	-	76,547	6.9%	22,862	1.8%
8	42,043	4,514,973	5,677,300	5,677,300	-	(358,003)	-7.3%	(500,000)	-8.1%
9	1,500,000	5,700,000	5,700,000	5,700,000	-	1,700,000	42.5%	200,000	3.6%
10	-	-	795,000	795,000	-	-	0.0%	175,000	28.2%
11	\$ 2,252,683	\$ 48,809,345	\$ 55,487,775	\$ 55,339,218	\$ 148,557	\$ 2,455,139	5.3%	\$ 577,875	1.1%

A	B	C	D	E	F	G	H	I	J
Expenditures by Account Group (All Funds)	Month of March 2017	FY 2017 Year-to-Date	FY 2017 Current Budget	FY 2017 Original Budget	Change to FY17 Budget	Current YTD less Prior YTD	% Change in Current YTD	FY17 Current Budget less FY16 Ending Budget	% Change FY17 Current Budget from FY16 Ending Budget
12	\$ 1,936,163	\$ 12,416,549	\$ 18,204,164	\$ 18,233,264	\$ (29,100)	\$ 566,724	4.8%	\$ 701,404	4.0%
13	656,387	5,124,598	7,397,065	7,459,608	(62,543)	(131,695)	-2.5%	(84,996)	-1.1%
14	616,633	4,763,132	8,541,719	8,353,852	187,867	350,434	7.9%	190,504	2.3%
15	53,453	4,844,830	6,123,559	6,126,559	(3,000)	(383,239)	-7.3%	(505,554)	-7.6%
16	322,717	3,827,105	4,611,000	4,611,000	-	87,094	2.3%	(380,500)	-7.6%
17	316,302	2,612,994	6,334,085	6,230,594	103,491	(276,371)	-9.6%	(1,815,937)	-22.3%
18	37,075	4,933,513	4,983,455	4,983,455	-	856,017	21.0%	452,000	10.0%
19	-	-	-	-	-	-	0.0%	-	0.0%
20	-	-	795,000	795,000	-	-	0.0%	175,000	28.2%
21	\$ 3,938,730	\$ 38,522,721	\$ 56,990,047	\$ 56,793,332	\$ 196,715	\$ 1,068,965	2.9%	\$ (1,268,079)	-2.2%
22			\$ (1,502,272)	\$ (1,454,114)	\$ (48,158)	\$ 1,386,174		\$ 1,845,954	

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
March 31, 2017**

With Comparative Total for March 31, 2016

Mid-State Technical College
April 05, 2017 at 3:21 PM

ASSETS AND OTHER DEBITS

	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	
								2016-17	2015-16
Cash	\$ 18,009,953	\$ -	\$ 4,230,158	\$ 18,932	\$ 1,570	\$ 105,036	\$ 4,142	\$ 22,369,791	\$ 21,891,321
Investments	-	-	-	-	-	-	4,736,032	4,736,032	4,378,764
Receivables:									
Property taxes	3,354,866	-	-	213,186	-	-	-	3,568,052	3,472,395
Accounts receivable	1,059,843	1,394	60	-	121,618	-	(3,251)	1,179,664	1,222,932
Due from other funds	(2,408,095)	551,587	79,425	336,635	919,062	316,176	205,209	(1)	(1)
Inventories - at cost	-	-	-	-	409,899	-	-	409,899	319,305
Prepaid Assets	33,170	-	-	-	-	-	-	33,170	10,060
Other Current Assets	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	462,409	76,040	-	538,449	546,103
General Long Term Debt	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	\$ 20,049,737	\$ 552,981	\$ 4,309,643	\$ 568,753	\$ 1,914,558	\$ 497,252	\$ 4,942,132	\$ 32,835,056	\$ 31,840,879

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities									
Accounts Payable	\$ 82,155	\$ -	\$ 391,515	\$ -	\$ (10,502)	\$ 5	\$ 8,645	\$ 471,818	\$ 245,026
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	491,125	-	-	-	-	5,452	-	496,577	228,054
Vacation	860,331	-	-	-	6,968	2,050	2,663	872,012	1,020,740
Other current liabilities	8,165	-	-	-	456	-	-	8,621	7,876
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	-	-	-	-	-	-	-	-	-
Def Compensation Liability	6,877	-	-	-	-	-	-	6,877	7,618
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	1,448,653	-	391,515	-	(3,078)	7,507	11,308	1,855,905	1,509,314
Fund equity and other credits									
Retained Earnings	-	-	-	-	1,717,595	190,482	-	1,908,077	1,977,720
Res for Prepaid Expenditures	204,813	-	-	-	-	-	-	204,813	136,810
Res for Self-Insurance	-	-	-	-	-	420,200	-	420,200	731,860
Res for Student Organizations	-	-	-	-	-	-	71,898	71,898	101,104
Res for Post-Employ Benefits	482,274	-	-	-	-	-	4,608,728	5,091,002	5,091,002
Reserve for Capital Projects	-	-	368,376	-	-	-	-	368,376	1,849,218
Reserve for Cap Proj - Motorcycle	-	-	97,114	-	-	-	-	97,114	88,657
Reserve for Debt Service	-	-	-	887,360	-	-	-	887,360	680,522
Designated for Operations	6,912,463	120,316	-	-	-	-	-	7,032,779	7,152,380
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	386,816
Des for Subsequent Year	3,812,055	415,640	-	-	-	-	-	4,227,695	3,143,817
TOTAL FUND EQUITY AND OTHER CREDITS	11,794,821	535,956	465,490	887,360	1,717,595	610,682	4,680,626	20,692,530	21,339,906
Year-to-date excess revenues(expenditures)	6,806,263	17,025	3,452,638	(318,607)	200,041	(120,937)	250,198	10,286,621	8,991,659
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 20,049,737	\$ 552,981	\$ 4,309,643	\$ 568,753	\$ 1,914,558	\$ 497,252	\$ 4,942,132	\$ 32,835,056	\$ 31,840,879

March Contracted Services Agreements

Meeting on April 17, 2017

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146339	Plainfield & Hancock Fire Departments	Fire Training Topics	18	120	1,770.00
146370	Nekoosa High School	Heartsaver First Aid CPR AED	5	14	470.00
146372	Wood County Health Department	Heartcode Basic Life Support	5	13	840.00
146374	Park Place Adult Day Services	Heartsaver First Aid CPR AED	5	8	430.00
146375	ERCO Worldwide	Heartsaver First Aid CPR AED	16	36	1,340.00
146376	Marshfield Dental Crafters	Microsoft OneNote	2	10	780.00
146378	Catalyst Paper	Heartsaver First Aid CPR AED	6	6	570.00
				Total:	6,200.00

FINANCE & AUDIT COMMITTEE
2017 Procurement of Goods and Services
April 17, 2017

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS - COMPUTER TECHNOLOGY REPLACEMENT - INFORMATION TECHNOLOGY</u>		
Paragon Development Systems, Oconomowoc, WI	\$ 300,000.00	State Contract
<u>WR CAMPUS - VERTICAL MACHINING CENTER - TECHNICAL & INDUSTRIAL DIVISION</u>		
Haas Factory Outlet, Brookfield, WI	\$ 61,719.00	Sole Source
❖ Subtotal for Procurements Requiring Board Action	<u>\$ 361,719.00</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
None	<u>\$ 0</u>	
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$ 0</u>	

GRAND TOTAL **\$ 361,719.00**

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 due to the nature of procurement used.

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