



BOARD OF DIRECTORS MEETING

January 15, 2018

Marshfield Campus
Community Engagement Room 126



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MID-STATE DISTRICT BOARD OF DIRECTORS

MARSHFIELD CAMPUS

JANUARY 15, 2018

AGENDA: DISTRICT BOARD MEETING

PLACE: Community Engagement Room 126
Mid-State Marshfield Campus
2600 West 5th Street

DATE: Monday, January 15, 2018

TIME: 5:20 p.m.

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

This January 15, 2018, 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 – December 18, 2017 Regular Meeting

G. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for December 2017 are contained in Exhibit B. These bills total \$881,340.43 of which \$611,298.48 represents operational expenditures and \$270,041.95 represents capital expenditures.

The District's regular payrolls were issued on December 8 and 22. Payroll disbursements for the month of December totaled \$1,336,448.01 plus \$15,603.81 for travel and miscellaneous reimbursements, and \$583,632.36 in fringe benefits, for a total payroll disbursement of \$1,935,684.18.

Administration recommends approval of the payment of these obligations totaling \$2,817,024.61.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into three contracted service agreements totaling \$2,660. 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.

There are no procurements which will require prior Board approval.

4. ADVISORY COMMITTEE APPOINTMENTS

Administration recommends the appointment of individuals (Exhibit G) to the Automotive Technician, Diesel & Heavy Equipment Technology, Health & Wellness Promotion, Industrial Mechanical Technician and, Urban Forestry Technician 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. 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. Information Items
3. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. Wisconsin Technical College District Boards Association Update
2. Grants Update

I. Discussion and Action Items

1. Marshfield Campus Update
2. Marshfield Student Services and Information Center

J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids Campus

December 18, 2017

I. ROLL CALL

Board Chairperson Justin Hoerter called the meeting to order at 5:01 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Justin Hoerter, Richard Merdan, Peggy Ose, Charles Spargo, and Dr. Shelly Mondeik

EXCUSED: Dr. William Greb and Lynneia Miller

OTHERS: Dr. Karen Brzezinski, Maggie Coakley, Ed Crownhart, Dr. Bobbi Damrow, Jackie Esselman, Robb Fish, Al Javoroski, Dr. Sandy Kiddoo, Dr. Mandy Lang, Mandy Mayek, Matt McCall, Ray McLemore, Lance Pliml, Jason Schenzel, Dr. Deb Stencil, Kolina Stieber, Mary Struthers, and Angie Susa

II. MEETING NOTICE CERTIFICATION AND CLOSED SESSION

Mr. Hoerter 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.

Mr. Hoerter announced the Board would not convene to closed session this month.

III. OPEN FORUM

Mr. Hoerter 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 Ms. Ose, upon a voice vote, unanimously approved the minutes from the board meeting held November 20, 2017 as presented.

V. CONSENT AGENDA

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

1. The district's bills for the month of November 2017 were presented in Exhibit B. These bills totaled \$1,164,015.85 of which \$735,695.74 represents operational expenditures and \$428,320.11 represents capital expenditures.

The district's payroll for the month of November totaled \$1,325,546.56 plus \$16,744.34 for travel and miscellaneous reimbursements and \$578,229.42 in fringe benefits. The district's bills and payroll totaled \$3,084,536.17.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146411	Catalyst Paper	\$ 680.00
146412	Transport Refrigeration	\$ 670.00
146413	Wood County Human Services – Norwood	\$ 300.00
146414	Ocean Spray	\$ 1,120.00

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.		

VI. CHAIRPERSON’S REPORT

1. Mr. Hoerter welcomed Board members to the meeting and announced Dr. Greb and Ms. Miller asked to be excused.

2. Mr. Hoerter reported the Winter Boards Association meeting will be held January 25-27, 2018 in Eau Claire. Mr. Beaver, Ms. Bruski Mallek, Dr. Greb, Mr. Merdan and Dr. Mondeik plan to attend. If interested in attending, please make arrangements with Ms. Susa.

3. Mr. Hoerter reported the ACCT National Legislative Summit will be held February 11-14 in Washington D.C. Anyone interested in attending should contact Ms. Susa to ensure proper arrangements are made.

4. Mr. Hoerter announced Board members would receive an electronic survey regarding availability for a Spring Board Advance.

5. Mr. Hoerter requested Board members mark their calendars: March 19, 2018 Board meeting will be held at the Adams County Center.

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

VII. FOUNDATION BOARD LIAISON REPORT

1. Foundation and Alumni Liaison Betty Bruski Mallek reported the Foundation is awarding spring new and continuing student scholarships as well as finalizing the release (January 8, 2018) of the new scholarship management software for high school applications.

2. Ms. Bruski Mallek reported Foundation Strategic Planning is progressing. Workgroups have assisted in establishing goals, a timeline and dashboard; the Foundation Board will approve during their January meeting.

3. Ms. Bruski Mallek announced the Annual Appeal is underway and provided totals as of December 13, 2017 compared to December 13, 2016. Total donations have increased along with donors. A breakout of categories of donors was provided.

VIII. PRESIDENT’S REPORT

OFFICIAL PROCEEDINGS

December 18, 2017

Page 3

1. Dr. Mondeik reported Mid-State participated in four community parades across the district. Over 45 employees, family members and students participated. This district wide endeavor provided great exposure for the college.
2. Dr. Mondeik highlighted recent events held at Mid-State and provided a snapshot of the conversation held during these events. Events included; Community Conversation, Cuts for Kids, Phi Theta Kappa, Business Education Alliance and student club activities.
3. Dr. Mondeik reported that based on conversation from the Board advance and following a review of past employee feedback and participation, the college will host an Employee Winter Celebration during lunch on Thursday, December 21. The event will be catered and all employees and board members are invited to attend. A future event will be planned by a cross functional group of employee volunteers.
4. Dr. Mondeik reported that Mid-State and Northcentral Technical Colleges met with University of Wisconsin – Stevens Point leadership to discuss working together in the future and navigating upcoming changes.
5. Dr. Mondeik reported she and Vice President of Workforce & Economic Development Dr. Bobbi Damrow attended the Future Wisconsin Summit. Summit topics included FoxConn, meeting workforce challenges and the marketing/branding of Wisconsin.

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. The following items were presented for informational purposes only:
 - a. REVIEW OF 2016-17 FOUNDATION AUDITED FINANCIAL STATEMENTS – Mr. Spargo reported the committee reviewed the Foundation Audited Financial Statements as required by the Memorandum of Understanding. The audit was sound and clean. Due to small size, deficiencies in internal controls was addressed and better segregation of duties is already in place.
 - b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

1. In place of Academic & Human Resources Committee Chairperson Lynneia Miller, Peggy Ose reported the committee had no consent agenda items this month.
2. The following items were presented for informational purposes only:
 - a. CUTS 4 KIDS EVENT – Ms. Ose reported the college hosted Cuts 4 Kids on December 5. The community event brought in over 200 kids, an increase from last year, for free haircuts. Those in attendance received a meal, hands-on activities, a visit from santa and hosted community organizations. Over 350 people attended total.

- b. MOU FOR EMERGENCY RESPONSE CENTER – Ms. Ose reported Mid-State Technical College’s Wisconsin Rapids Campus has finalized a Memorandum of Understanding with the Village of Biron for use of the Biron Municipal Building in the event of a disaster where our Wisconsin Rapids Campus is unusable. Mid-State’s Adams Center, Marshfield Campus and Stevens Point Campus are working to secure an emergency response center in their community for the same purpose.
- c. DMI SECURITY GRANT – Mid-State received a \$18,000 grant from DMI to cover the cost of interior door signage at the Wisconsin Rapids Campus similar to what was previously done in Stevens Point and Marshfield. This door signage is used to identify room locations in the event of an emergency allowing for emergency personnel to be more prepared and accurate in their location response.
- d. OCR COMPLIANCE – An OCR complaint was received by most technical colleges earlier this year, including Mid-State. The complaint was in regards to website accessibility to those with disabilities. Mid-State is working to ensure voice over access is available as well as checking readability within current content.

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 reviewed the request for IT Networking Phase II Project approval and request for WTCS Board approval. The Board had previously heard about this project as Mid-State works to move IT programming to a more visible and accessible location on the Wisconsin Rapids Campus. Project cost is approximately \$650,000 in FY18.

Motion by Mr. Beaver, seconded by Mr. Spargo, upon a roll call vote, unanimously approved the following Resolution For The IT Networking Phase II Project At The Wisconsin Rapids Campus:

WHEREAS, the existing IT Networking and Software Development laboratories were in need of modernization and remodeling; and

WHEREAS, it was decided to displace these laboratories to complete the second floor administrative centralization project with the intent of creating modernized, state of the art laboratories in a higher profile area of the college, the IT Networking Phase II project is necessary. This project will complete the stopgap measures to keep this program accessible to students, and create modernized, state of the art and highly visible classrooms and laboratories for this program’s students.

BE IT FURTHER RESOLVED that the Mid-State Technical College Board will use \$652,500 in General Obligation Notes intended for facility construction on the Wisconsin Rapids; and

BE IT FURTHER RESOLVED that the borrowing and use of debt proceeds were included in the FY18 capital budget.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College Board approves the construction of an approximately 6,045 square foot IT Networking Phase II remodel located on the Wisconsin Rapids Campus and requests Wisconsin Technical College System Board approval during their January 208 meeting.

2. The following items were presented for informational purposes only:
 - a. COMMUNITY FACILITIES USAGE – Mr. Beaver indicated this information would be presented in January as Director of Facilities and Procurement Matt Schneider was unable to present the information this evening.
 - b. COMMUNITY CONVERSATIONS WORKSHOP – Mr. Beaver reported High School Outreach Coordinator Jackie Esselman joined the committee to present on the Community Conversation Workshop held November 30. Over 35 participants attended representing K-12 and community partners. The workshop received positive feedback from attendees.

XII. COMMITTEE-OF-THE-WHOLE

1. No Committee-of-the-Whole meeting was held.

XIII. DISCUSSION AND ACTION ITEM

1. APPRENTICESHIP UPDATE – Vice President of Workforce & Economic Development Dr. Bobbi Damrow and Apprenticeship & Work-Based Learning Coordinator Mandy Mayek provided an overview of Mid-State Apprenticeship Programs. Brief highlights of each program were provided, including, number of students, locations, and new apprenticeship opportunities.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, January 15, 2018 at the Marshfield Campus. Committees will meet at 4:15 p.m., unless otherwise announced, Committee-of-the-Whole will meet at 5:00 p.m. and the regular meeting will begin at 5:20 p.m..

There being no action or further business, the Board meeting adjourned at 5:43 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

MARSHFIELD CAMPUS

JANUARY 15, 2018

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

JANUARY 15, 2018

AGENDA: FINANCE & AUDIT COMMITTEE

PLACE: Conference Room 101
Mid-State Marshfield Campus
2600 West 5th Street

DATE: Monday, January 15, 2018

TIME: 4:00 p.m.

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

This January 15, 2018, 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. FY17-18 REVENUE AND EXPENSE FORECAST

Vice President of Finance and Facilities Robb Fish will provide an end-of-year forecast for the current fiscal year versus budget.

b. OPEB TRUST UPDATE

Mr. Fish will provide an update on the College's OPEB Trust performance through December 2017.

c. BUDGET DEVELOPMENT CALENDAR FOR FISCAL YEAR 2018-19 (FY19) (Exhibit F)

The committee will review the FY19 Budget Development Calendar. Dates for both committee and board action are contained in the schedule. Planning is an on-going process; therefore, the transition for the annual budgeting process will be transparent. Mid-State relies on a combination of top-down and bottom-up input, relying on deans and department heads to identify the budgeted dollars necessary to deliver quality services and to meet the college's Key Results targets for Student Success, Organizational Effectiveness, and Employee Engagement.

d. 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

MARSHFIELD CAMPUS

JANUARY 15, 2018

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: Room 124
Mid-State Marshfield Campus
2600 West 5th Street

DATE: Monday, January 15, 2018

TIME: 4:15 p.m.

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

This January 15, 2018, 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. SPOTLIGHT ON ALLIED HEALTH

Mid-State provides opportunities for students to earn credentials in a variety of Allied Health Programs. Mid-State Associate Dean of Allied Health Lori Weigel and

Allied Health faculty will provide the committee information and highlights on these programs.

b. ANNUAL LEGAL EXPENSE UPDATE

In compliance with the Administrative Policy on Engagement of Legal Services, Vice President of Human Resources and Organizational Development Dr. Karen Brzezinski will provide a review of legal costs incurred by the college throughout the last year as well as a comparison to previous years.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

MARSHFIELD CAMPUS

JANUARY 15, 2018

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

PLACE: Community Engagement Room 126
Mid-State Marshfield Campus
2600 West 5th Street

DATE: Monday, January 15, 2018

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This January 15, 2018, 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. COMMUNITY FACILITIES USAGE

Mr. Schneider will present data related to the use of the college and its facilities by the communities it serves. This analysis will provide information about the frequency of use and types of organizations that benefit from each of Mid-State's facilities.

b. WTCS STUDENT SUCCESS CENTER

The WTCS Student Success Center is a statewide organization that supports the efforts of the 16 technical colleges as they develop student-centered pathways and increase student completion rates. Vice President of Student Services Dr. Mandy Lang will present additional information about the WTCS Student Success Center and Mid-State's involvement.

c. WEBSITE REDESIGN

As a part of Mid-State's increased marketing efforts, the College will be redesigning its website to ensure all target audiences have the information they need at their fingertips. Dr. Lang and Director of Marketing & Communications Kolina Stieber will share details about the project, including budget, timeline, and goals.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

MARSHFIELD CAMPUS

JANUARY 15, 2018

AGENDA: COMMITTEE-OF-THE-WHOLE

PLACE: Community Engagement Room 126
Mid-State Marshfield Campus
2600 West 5th Street

DATE: Monday, January 15, 2018

TIME: 4:45 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Meeting Notice Certification

This January 15, 2018, 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:

1. WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION UPDATE

Wisconsin Technical College District Boards Association Executive Director Layla Merrifield will provide an Association update including any recent legislative activity.

2. GRANTS UPDATE

Vice President of Academics Dr. Sandy Kiddoo and Vice President of Student Services Dr. Mandy Lang will present an overview of federal grant activities. Information pertaining to student served through a variety of federal funding sources will be highlighted. The discussion will focus on the benefits of federal funding to Mid-State students and is intended to provide information for those Board members participating in the upcoming ACCT National Legislative Summit.

D. ADJOURNMENT

I. DISCUSSION & ACTION ITEM(S)

MARSHFIELD CAMPUS

JANUARY 15, 2018

1. MARSHFIELD CAMPUS UPDATE

Mid-State Marshfield Campus Dean Brenda Dillenburg will share highlights of student events and learning activities at the Marshfield Campus as well as provide an update on community happenings and Mid-State's related involvement.

2. MARSHFIELD STUDENT SERVICES AND INFORMATION CENTER

Ms. Dillenburg and Vice President of Student Services Dr. Mandy Lang will present information about the recently completed Student Services and Information Center. Upon adjournment of the meeting, a tour of the new center will be provided to those interested.

J. ADJOURNMENT

EXHIBITS A – F

PRESIDENT'S REPORT
JANUARY 15, 2018

1. Mid-State hosted an Employee Winter Celebration luncheon at our three campus locations on December 21. All employees were invited to partake in a catered lunch. I provided remarks to employees, including a thank you, and wished all happy holidays. The luncheon was very well attended and early feedback was extremely positive.
2. In an effort to maximize outreach efforts on our social media platforms, Mid-State Technical College implemented a fun contest over the holiday season on our Facebook page with the purpose of gaining new leads. Eligible participants needed to be 18 years or older, not currently registered as a Mid-State student, and were required to register between November 20 through December 4 to win. Prizes included: a variety of gift cards (\$50 - \$100 in value), Mid-State swag, Amazon Fire media tv player, Amazon echo, and a Christmas turkey dinner. Facebook ads were used to target people for registration and much of the activity garnered from this promotion stemmed from the Facebook ads. We had over 350 eligible participants register. We have since followed up with personal calls and targeted emails to nurture those leads.
3. On December 21, prior to the graduation ceremony, the School of Health and nursing faculty hosted the nursing pinning ceremony. The ceremony is steeped in tradition where each nursing graduate is pinned with their schools uniquely designed pin. Thirty seven graduates were pinned. Vice President of Academics Dr. Sandy Kiddoo and I attended the event.
4. DECA is an international association of high school and college students and teachers of marketing, management and entrepreneurship in business, finance, hospitality, and marketing sales and service. On January 5, Mid-State hosted a DECA competition. This year's event included 495 students from 12 high schools and 90 business partners who assisted during the event in such roles as judges for the competitions. Mid-State has been the host site for the DECA event for 15 years, due in part to the positive collaboration established with Lincoln High School Business & Marketing Education/Career & Technical Education and Youth Apprenticeship Coordinator Eric Siler.
5. My travel between now and mid-February will include:
 - Weekly Rotary Meetings
 - Stevens Point Campus Visit
 - Marshfield Campus Visit
 - WTCS Board Meeting
 - Presidents Association Legislative Workshop
 - Marshfield Area Chamber of Commerce Annual Meeting
 - Winter Boards Association Meeting
 - Community/Business Partner Meetings
 - Credit for Prior Learning Summit
 - 2018 C3 Conference
 - Presidents Association Incarcerated Individuals Task Force Meeting
 - ACCT National Legislative Summit

FY 2017-18 Budget Modifications Made In The Month of December 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							
141308	Advanced Mfg Network Gold Collar Careers	State	New award	10,000.00	10,000.00	-	
141618	Meter Technician Apprenticeship	State	New award	10,000.00	-	10,000.00	1
141628	Ironworker Apprenticeship	State	New award	10,000.00	10,000.00	-	
141648	Plumbing Apprenticeship	State	New award	15,000.00	15,000.00	-	
Fund 2 - Special Revenue Fund Operational Modifications							
	Continuing Ed & Community Enrichment		Establish budget	82,500.00	82,500.00	-	
	Manager & Coordinator Workforce & Econ Dev		New positions		111,920.00	(111,920.00)	2
Total Budget Changes For The Month				127,500.00	229,420.00	(101,920.00)	
Notes: Budget modifications are out of balance for December due to the following:							
1	Expense budget details not received from grant manager in December. Expense budget entry will be made in January.						
2	Fund balance will be used to cover the cost of these positions in FY18.						



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2018 as of December 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 3	Fund 4	Fund 5	Fund 6	Total Current Budget	Total Current Budget	Original Budget	Original Budget	
Local Government	6,591,192	-	-	4,508,332	-	-	-	-	-	-	-	11,099,524	11,099,524	11,099,524	22.4%	
Student Fees	7,700,036	82,500	-	-	-	329,456	-	-	-	-	-	8,111,992	8,111,992	8,025,692	16.4%	
State Aid & Grants	14,909,426	-	224,228	-	-	-	-	-	-	-	-	15,133,654	15,133,654	14,875,082	30.6%	
Institutional	308,293	1,068,000	38,529	125,500	-	695,130	38,529	125,500	1,255,124	-	5,118,200	8,608,776	8,608,776	8,584,547	17.4%	
Federal	865,527	-	34,784	-	-	5,666,300	34,784	-	-	-	-	6,566,611	6,566,611	6,532,965	13.3%	
Total Revenues	30,374,474	1,150,500	297,541	4,633,832	1,255,124	6,690,886	297,541	4,633,832	1,255,124	5,118,200	5,118,200	49,520,557	49,520,557	49,117,710	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 3	Fund 4	Fund 5	Fund 6	Total Current Budget	Total Current Budget	Original Budget	Original Budget	
Salaries and Wages	17,558,675	253,294	-	-	186,357	32,379	241,988	-	-	-	-	18,272,693	18,272,693	18,117,278	30.4%	
Benefits	7,710,802	49,605	-	-	74,616	289,493	289,493	-	-	-	-	8,149,329	8,149,329	8,104,433	13.6%	
Current Expenditures	5,925,760	844,821	-	-	149,656	163,953	163,953	-	-	-	-	8,190,825	8,190,825	7,928,477	13.6%	
Student Financial Aid & Activities	-	-	-	-	-	6,031,200	6,031,200	-	-	-	-	6,031,200	6,031,200	6,035,700	10.0%	
Resale	-	-	-	-	887,000	-	-	-	-	-	3,905,500	4,792,500	4,792,500	4,792,500	8.0%	
Capital Outlay	2,200	-	9,701,631	-	-	-	-	-	-	-	-	9,703,831	9,703,831	9,658,531	16.2%	
Debt Retirement	-	-	-	4,893,410	-	-	-	-	-	-	-	4,893,410	4,893,410	4,893,410	8.2%	
Total Expenditures	31,197,437	1,147,720	9,701,631	4,893,410	1,297,629	6,726,634	9,701,631	4,893,410	1,297,629	5,069,327	5,069,327	60,033,788	60,033,788	59,530,329	100.0%	
% of Expenditures by Fund	52.0%	1.9%	16.2%	8.2%	2.2%	11.2%	16.2%	8.2%	2.2%	8.4%	8.4%	100.0%	100.0%			

Changes in Fund Equity	
Actual Fund Equity as of 6/30/17	21,278,648
Current Revenue over Expenses	(10,412,619)
Other Sources and Uses:	
Proceeds from Debt	8,950,000
Interfund Transfers In	155,000
Interfund Transfers Out	(155,000)
Repayment of Debt	-
Budgeted Ending Fund Equity	19,816,029

Budgeted Ending Fund Equity	
General Operations & Grants	19,816,029
Customized Instruction & Tech Asst	
Student Financial Assistance & Activity	
Capital Projects	
Annual Debt Service	
Enterprise Units	
Internal Sales, Media Services & Self-funded Insurances	
Total	19,816,029



**Accrued Revenues, Expenditures and Changes in Fund Equity
Current Actuals for the Fiscal Year 2018**
as of December 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	6,639,549	-	-	-	-	-	-	-	-	-	-	-	-	-	11,099,524	103.9%
Student Fees	6,370,789	-	-	-	-	299,005	-	-	-	-	-	-	-	-	8,111,992	82.2%
State Aid & Grants	2,532,781	-	-	-	7,075	-	-	-	-	-	-	-	-	-	15,133,654	16.8%
Institutional	147,081	19,945	-	-	504,862	-	44,124	-	178,681	-	-	-	-	-	8,608,776	47.4%
Federal	258,736	-	-	-	2,166,065	-	-	-	-	-	-	-	-	-	6,566,611	36.9%
Total Revenues	15,948,936	19,945	51,199	5,070,279	2,969,932	596,580	2,589,481	596,580	5,070,279	596,580	2,589,481	2,589,481	2,589,481	27,246,350	49,520,557	55.0%
% of Budget Recognized	52.5%	1.7%	17.2%	109.4%	44.4%	47.5%	50.6%	47.5%	109.4%	47.5%	50.6%	50.6%	50.6%	55.0%		

	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	8,037,140	15,802	-	-	83,371	-	-	-	-	-	-	-	-	-	18,272,693	45.0%
Benefits	3,588,413	5,379	-	-	17,380	-	-	-	-	-	-	-	-	-	8,149,329	44.7%
Current Expenditures	2,427,497	1,401	-	-	40,344	-	4,320	-	-	-	-	-	-	-	8,190,825	37.3%
Student Financial Aid & Activities	-	-	-	-	2,362,879	-	-	-	-	-	-	-	-	-	6,031,200	39.2%
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,792,500	40.0%
Capital Outlay	26	-	-	-	-	-	2,500,234	-	-	-	-	-	-	-	9,703,831	25.8%
Debt Retirement	-	-	-	-	-	-	-	-	553,894	-	-	-	-	-	4,893,410	11.3%
Total Expenditures	14,053,077	22,581	2,504,554	553,894	2,503,974	818,324	1,803,697	818,324	553,894	818,324	1,803,697	1,803,697	1,803,697	60,033,788	37.1%	
% of Budget Expended	45.0%	2.0%	25.8%	11.3%	37.2%	63.1%	35.6%	63.1%	11.3%	63.1%	35.6%	35.6%	35.6%	37.1%		

Changes in Fund Equity

Actual Fund Equity as of 6/30/17	11,153,577	4,985,940	650,974	567,845	1,493,513	919,982	20,332,676
Current Revenue over Expenses	1,895,859	(2,636)	(2,453,356)	4,516,385	(221,745)	785,784	(10,513,231)
Other Sources and Uses:							
Proceeds from Debt	-	-	3,765,000	-	-	-	8,950,000
Interfund Transfers In	-	-	-	-	-	-	155,000
Interfund Transfers Out	-	-	-	-	-	-	(155,000)
Repayment of Debt	-	-	-	-	-	-	-
Accrued YTD Fund Equity	13,049,435	558,209	1,962,619	5,084,230	1,271,768	1,705,765	18,769,445



Summary of Revenues & Expenditures by Account Group
for Fiscal Year 2018
as of December 31, 2017

A Revenues by Account Group (All Funds)	B		C		D		E		F		G		H		I		J	
	Month of December 2017	FY 2018 Year-to-Date	FY 2018 Current Budget	FY 2018 Original Budget	Change to FY18 Budget	Current YTD less Prior YTD	% Change in Current YTD	Current FY18 Budget less Ending FY17 Budget	% Change FY18 Current Budget from FY17 Ending Budget									
1 Municipalities - Property Tax	\$ 2,388	\$ 11,531,147	\$ 11,099,524	\$ 11,099,524	\$ -	\$ 714,711	6.6%	\$ 318,577	3.0%									
2 Student Fees	446,274	6,669,794	8,111,992	8,025,692	86,300	(538,271)	-7.5%	178,160	2.2%									
3 State Aid & State Grants	19,915	2,539,856	15,133,654	14,875,082	258,572	(65,507)	-2.5%	(120,072)	-0.8%									
4 Federal Gov't - Grants	19,604	258,416	889,311	855,565	33,746	(107,147)	-29.3%	(597,215)	-40.2%									
5 Other College Sources	476,086	3,355,501	6,048,070	6,047,820	250	517,963	18.3%	(4,183,901)	-40.9%									
6 Contracted Service Recipients	4,065	72,917	1,251,162	1,227,183	23,979	52,151	251.1%	313,799	33.5%									
7 Customer Sales	40,457	652,320	1,309,544	1,309,544	-	(32,087)	-4.7%	(5,000)	-0.4%									
8 Trusts & Agencies	35,864	2,166,385	5,677,300	5,677,300	-	(273,794)	-11.2%	-	0.0%									
9 Proceeds from Debt	-	3,765,000	8,950,000	8,950,000	-	(435,000)	-10.4%	3,250,000	57.0%									
10 Interfund Transfers In	-	-	155,000	155,000	-	-	0.0%	(1,673,100)	-91.5%									
Totals	\$ 1,044,652	\$ 31,011,336	\$ 58,625,557	\$ 58,222,710	\$ 402,847	\$ (166,982)	-0.5%	\$ (2,518,752)	-4.1%									

A Expenditures by Account Group (All Funds)	B		C		D		E		F		G		H		I		J	
	Month of December 2017	FY 2018 Year-to-Date	FY 2018 Current Budget	FY 2018 Original Budget	Change to FY18 Budget	Current YTD less Prior YTD	% Change in Current YTD	Current FY18 Current Budget less FY17 Ending Budget	% Change FY18 Current Budget from FY17 Ending Budget									
12 Salaries & Wages	\$ 1,323,207	\$ 8,230,715	\$ 18,272,693	\$ 18,117,278	\$ 155,415	\$ 155,555	1.9%	\$ 161,949	0.9%									
13 Employee Benefits	582,745	3,641,336	8,149,329	8,104,433	44,896	348,630	10.6%	(4,078,577)	-33.4%									
14 Current Expenditures	499,248	3,048,696	8,125,825	7,863,477	262,348	(188,942)	-5.8%	(911,002)	-10.1%									
15 Student Financial Aid & Activities	44,905	2,367,311	6,096,200	6,100,700	(4,500)	(284,833)	-10.1%	(27,359)	-0.4%									
16 Resale Goods & Services	512,598	1,917,889	4,792,500	4,792,500	-	(483,426)	-20.1%	(1,002,324)	-17.3%									
17 Capital Outlay	240,079	2,500,261	9,703,831	9,658,531	45,300	1,106,710	79.4%	3,324,841	52.1%									
18 Debt Service	-	553,894	4,893,410	4,893,410	-	(351,667)	-38.8%	(90,045)	-1.8%									
19 Repayment of Debt	-	-	-	-	-	-	0.0%	-	0.0%									
20 Interfund Transfers Out	-	-	155,000	155,000	-	-	0.0%	(1,673,100)	-91.5%									
Totals	\$ 3,202,782	\$ 22,260,102	\$ 60,188,788	\$ 59,685,329	\$ 503,459	\$ 322,025	1.5%	\$ (4,295,617)	-6.7%									
EOY Change in Fund Equity			\$ (1,563,231)	\$ (1,462,619)	\$ (100,612)	\$ (489,007)		\$ 1,776,865										

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

With Comparative Total for December 31, 2016

Mid-State Technical College
January 3, 2018 at 11:18 AM

	Governmental Fund Types				Proprietary Fund Types			Fiduciary	
	General	Special Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Fund Type		
							Non-Aidable	Memorandum only	
Cash	\$ 6,479,343	\$ -	\$ 2,409,836	\$ 119,125	\$ 1,570	\$ 1,291,909	\$ 4,809	\$ 10,306,592	\$ 12,273,249
Investments	-	-	-	-	-	-	5,169,585	5,169,585	4,539,981
Receivables:									
Property taxes	11,315,573	-	-	213,186	-	-	-	11,528,759	10,816,432
Accounts receivable	3,191,659	3,569	60	-	35,693	-	(161,930)	3,069,051	3,683,106
Due from other funds	(6,568,343)	554,640	(35,524)	4,751,918	499,029	348,005	450,275	-	-
Inventories - at cost	-	-	-	-	328,549	-	-	328,549	414,644
Prepaid Assets	16,585	-	-	-	-	-	-	16,585	33,170
Other Current Assets	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	481,269	65,855	-	547,124	498,514
General Long Term Debt	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	\$ 14,434,817	\$ 588,209	\$ 2,374,372	\$ 5,084,229	\$ 1,346,110	\$ 1,705,769	\$ 5,462,739	\$ 30,966,245	\$ 32,259,096

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities									
Accounts Payable	\$ 286,385	\$ -	\$ 411,754	\$ -	\$ 65,540	\$ 3	\$ 8,149	\$ 771,831	\$ 981,340
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	281,451	-	-	-	-	-	-	281,451	369,371
Vacation	802,415	-	-	-	8,320	-	2,693	813,428	906,259
Other current liabilities	8,497	-	-	-	481	-	-	8,978	8,861
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	6,634	-	-	-	-	-	-	6,634	12,919
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	1,385,382	-	411,754	-	74,341	3	10,842	1,862,322	2,278,750
Fund equity and other credits									
Retained Earnings	-	-	-	-	1,482,409	189,633	-	1,682,042	1,908,077
Res for Prepaid Expenditures	131,412	527	-	-	1,103	-	-	133,042	204,813
Res for Self-Insurance	-	-	-	-	-	730,348	-	730,348	420,200
Res for Student Organizations	-	-	-	-	-	-	96,220	96,220	71,898
Res for Post-Employ Benefits	482,274	-	-	-	-	-	4,889,720	5,371,994	5,091,002
Reserve for Capital Projects	-	-	553,807	-	-	-	-	553,807	368,376
Reserve for Cap Proj - Motorcycle	-	-	97,167	-	-	-	-	97,167	97,114
Reserve for Debt Service	-	-	-	567,845	-	-	-	567,845	887,360
Designated for Operations	8,427,364	109,679	-	-	-	-	-	8,537,043	7,032,779
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	383,216
Des for Subsequent Year	1,729,311	450,640	-	-	-	-	-	2,179,951	4,227,695
TOTAL FUND EQUITY AND OTHER CREDITS	11,153,577	560,846	650,974	567,845	1,493,512	919,981	4,985,940	20,332,675	22,692,530
Year-to-date excess revenues(expenditures)	1,895,858	(2,637)	1,311,644	4,516,384	(221,743)	785,785	465,957	8,751,248	9,287,816
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 14,434,817	\$ 588,209	\$ 2,374,372	\$ 5,084,229	\$ 1,346,110	\$ 1,705,769	\$ 5,462,739	\$ 30,966,245	\$ 32,259,096

December Contracted Services Agreements

Meeting on January 15, 2018

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146415	Wood County Head Start	Heartsaver CPR AED	4.5	9	600.00
146416	City of Wisconsin Rapids	Civil 3D - Pipe Modeling Basics	12	3	1,030.00
146417	City of Stevens Point	Civil 3D - Pipe Modeling Basics	12	3	1,030.00
				Total:	2,660.00

FINANCE & AUDIT COMMITTEE
2018 Procurement of Goods and Services
January 15, 2018

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
❖ Subtotal for Procurements Requiring Board Action	<u>\$ 0</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$ 0</u>	

GRAND TOTAL **\$ 0**

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.







FY 2019 Budget Development Calendar for Mid-State Board

DATES	MILESTONES	OUTCOMES
January 2018	A. Identify Budget Strategies & Priorities	<ol style="list-style-type: none"> 1. Identify critical financial targets. 2. Determine general rules and guidelines for budget development. 3. Evaluate current allocation of resources. 4. Budget Responsible Persons (BRPs) prepare budget requests and adjustments, aligning with college strategic plan and key results.
February – March 2018	B. Update FY18 Budget Forecast & Approved FY19 Requests	<ol style="list-style-type: none"> 1. FY18 estimate as of 1/31/18. 2. List of key FY19 budget assumptions and risks. 3. BRPs prepare budget requests and adjustments, aligning with college strategic plan and key results. 4. Board action of non-renewals if necessary.
March – April 2018	C. Executive Revisions Based on Input From BRPs & Direction From Mid-State Board	<ol style="list-style-type: none"> 1. Confirm budgets and budget changes with executive sponsors and BRPs. 2. Generate reports for FY19 based on system information.
April 2018	D. Finalize Administration's Budget Recommendation	<ol style="list-style-type: none"> 1. Prepare budget proposal booklet containing narrative, budgetary statements, and comparisons.
May 2018	E. Present to Mid-State Board	<ol style="list-style-type: none"> 1. Finance Committee review before May Board meeting. 2. Board approval of a resolution to publish and hold a public hearing.
June 2018	F. Adopt Budget	<ol style="list-style-type: none"> 1. Publication of the Mid-State proposed budget. 2. Approve a Board resolution for budget adoption, to begin July 1.
By July 1, 2018	G. Implement Budget	<ol style="list-style-type: none"> 1. Notify BRPs of approved changes. 2. Distribute department budgets to BRPs prior to July 1.

Automotive Technician 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>
Bikowski	Ray	4311 Westlan Drive	Wisconsin Rapids	WI	54494	Snap-on Industrial	Employee	Spring 2017	Fall 2019
Call	Bryan	160 Deer Street	Wisconsin Rapids	WI	54494	Schierl Tire	Employer	Fall 2011	Fall 2020
Kumm	Troy	1401 E Becker Rd	Marshfield	WI	54449	Marshfield High School	Employee	Spring 2017	Spring 2020
Leppen	Walter	2849 Church Street	Stevens Point	WI	54481	The Auto Exchange	Employer	Fall 2011	Fall 2019
Molher	Steve	1721 Green Tree Drive	Plover	WI	54467	Stevens Point Area Senior High School	Member-At-Large	Fall 2011	Fall 2017
Stephens	Dale	340 19th Street South	Wisconsin Rapids	WI	54494	Accurate Automotive Care LLC	Employer	Fall 2015	Fall 2020
Wormet	Tim	201 South Main Street	Adams	WI	53910	A-F Motors Inc	Employer	Fall 2015	Fall 2018

Advisory Committee Appointment Form	
Academic School	School of Transportation, Agriculture, Natural Resources, & Construction <input type="checkbox"/>
Program Title	Automotive Technician <input type="checkbox"/>
Name of Candidate	<input checked="" type="radio"/> Mr. <input type="radio"/> Miss <input type="radio"/> Mrs. <input type="radio"/> Dr. First Name: <input type="text" value="Walter"/> Last Name: <input type="text" value="Leppen"/>
Program Coordinator	<input type="text" value="Ron Zillmer"/>
Member Status	<input type="radio"/> New Member <input checked="" type="radio"/> Reappointment
Member Type	<input type="radio"/> Employee member <input checked="" type="radio"/> Employer member <input type="radio"/> Member-at-large <input type="radio"/> Ex-officio member <input type="radio"/> Student
Length of Candidate's Term	<input type="radio"/> One Year <input checked="" type="radio"/> Two Years <input type="radio"/> Three Years
Start Date	<input checked="" type="radio"/> Fall <input type="radio"/> Spring <input type="text" value="2017"/> <input type="checkbox"/>
Original Appointment Date	<input checked="" type="radio"/> N/A <input type="radio"/> Fall <input type="radio"/> Spring <input type="text" value="N/A"/> <input type="checkbox"/>
Address Type	<input type="radio"/> Home <input checked="" type="radio"/> Work
Address	<input type="text" value="2849 Church Street"/>
City	<input type="text" value="Stevens Point"/> State: <input type="text" value="WI"/> Zip: <input type="text" value="54481"/>
Phone Number	<input type="text" value="715.341.1020 ext.4"/> Email: <input type="text" value="weebe54@hotmail.com"/>
Current Employer	<input type="text" value="The Auto Exchange"/>
Current Job Title	<input type="text" value="Service Manager"/>
Degree(s)	<input type="text" value="1974 graduate of Mid-State Technical College"/> Type, Program, and Institution if available
Professional Certification/Licenses	<input type="text"/> If applicable
Summary	Brief summary of why candidate is joining committee: (Note: Summary must not exceed to viewable box area or it will not properly print) <input type="text" value="Walter is a former graduate of Mid-State Technical College with 43 years experience working in the automotive field. He is seeing reappointment to the committee."/>
Completed by Academic Assistant:	<input checked="" type="checkbox"/>
Reviewed by VP of Academics:	<input checked="" type="checkbox"/>
President Approved:	<input type="checkbox"/>
Board Approval:	Month: <input type="text" value="January"/> <input type="checkbox"/> Year: <input type="text" value="2018"/> <input type="checkbox"/>

Advisory Committee Appointment Form	
Academic School	School of Transportation, Agriculture, Natural Resources, & Construction 
Program Title	Diesel & Heavy Equipment Technology 
Name of Candidate	<input checked="" type="radio"/> Mr. <input type="radio"/> Miss <input type="radio"/> Mrs. <input type="radio"/> Dr. First Name <input type="text" value="Randy"/> Last Name <input type="text" value="Adamski"/>
Program Coordinator	<input type="text" value="Ron Zillmer"/>
Member Status	<input type="radio"/> New Member <input checked="" type="radio"/> Reappointment
Member Type	<input checked="" type="radio"/> Employee member <input type="radio"/> Employer member <input type="radio"/> Member-at-large <input type="radio"/> Ex-officio member <input type="radio"/> Student
Length of Candidate's Term	<input type="radio"/> One Year <input checked="" type="radio"/> Two Years <input type="radio"/> Three Years
Start Date	<input checked="" type="radio"/> Fall <input type="radio"/> Spring <input type="text" value="2017"/> 
Original Appointment Date	<input checked="" type="radio"/> N/A <input type="radio"/> Fall <input type="radio"/> Spring <input type="text" value="N/A"/> 
Address Type	<input checked="" type="radio"/> Home <input type="radio"/> Work
Address	<input type="text" value="602 S Birch Ave"/>
City	<input type="text" value="Marshfield"/> State <input type="text" value="WI"/> Zip <input type="text" value="54449"/>
Phone Number	<input type="text" value="715.486.8800"/> Email: <input type="text" value="r.adamski@vhtrucks.com"/>
Current Employer	<input type="text" value="V&H Inc"/>
Current Job Title	<input type="text" value="Service Manager"/>
Degree(s)	<input type="text" value="unknown"/> Type, Program, and Institution if available
Professional Certification/Licenses	<input type="text" value="unknown"/> If applicable
Summary	Brief summary of why candidate is joining committee: (Note: Summary must not exceed to viewable box area or it will not properly print) <input type="text" value="Mr. Adamski is a current member of the Diesel & Heavy Equipment program advisory committee who is seeing reappointment."/>
Completed by Academic Assistant:	<input checked="" type="checkbox"/>
Reviewed by VP of Academics:	<input checked="" type="checkbox"/>
President Approved:	<input type="checkbox"/>
Board Approval:	Month: <input type="text" value="January"/>  Year: <input type="text" value="2018"/> 

Diesel and Heavy Equipment Technology 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>
Adamski	Randy	602 S Birch Ave	Marshfield	WI	54449	V & H Inc.	Employee	Fall 2014	Fall 2019
Bikowski	Ray	4311 Westlan Drive	Wisconsin Rapids	WI	54494	Snap-On Industrial	Employee	Spring 2015	Spring 2018
Dassow	Nick	151 Jefferson Avenue	Port Edwards	WI	54469	Lamers Bus Lines	Employer	Fall 2016	Fall 2019
Foster	Matt	2351 Plover Rd	Plover	WI	54467	Mid-State Truck Service	Employer	Fall 2017	Fall 2019
Harder	Robin	1916 East 29th St.	Marshfield	WI	54449	Roehl Transport Inc.	Employee	Fall 2005	Fall 2017
Kosobucki	David	1920 Weaver Circle	Stevens Point	WI	54482	Valley Truck Leasing	Employee	Spring 2016	Spring 2018
Martini	Jarred	2351 Plover Rd	Plover	WI	54467	Mid-State Truck Service	Employer	Fall 2017	Fall 2019
Montag	Jeremiah	8814 County Road F	Blenker	WI	54415	deBoer Transportation	Employer	Fall 2005	Spring 2018
Olson	Walter	201 Green Avenue North	Stevens Point	WI	54481	Scaffidi Truck Center	Employer	Fall 2014	Fall 2019
Stevenson	Sam	1039 Kronenwetter Dr.	Kronenwetter	WI	54455	JX Truck Center	Employer	Fall 2005	Spring 2018
Turzinski	Dave	5226 Harding Avenue	Plover	WI	54467	Transportation Refrigeration Inc.	Employee	Spring 2012	Fall 2017

Advisory Committee Appointment Form	
Academic School	School of Transportation, Agriculture, Natural Resources, & Construction 
Program Title	Diesel & Heavy Equipment Technology 
Name of Candidate	<input checked="" type="radio"/> Mr. <input type="radio"/> Miss <input type="radio"/> Mrs. <input type="radio"/> Dr. First Name <input type="text" value="Walter"/> Last Name <input type="text" value="Olson"/>
Program Coordinator	<input type="text" value="Ron Zillmer"/>
Member Status	<input type="radio"/> New Member <input checked="" type="radio"/> Reappointment
Member Type	<input type="radio"/> Employee member <input checked="" type="radio"/> Employer member <input type="radio"/> Member-at-large <input type="radio"/> Ex-officio member <input type="radio"/> Student
Length of Candidate's Term	<input type="radio"/> One Year <input checked="" type="radio"/> Two Years <input type="radio"/> Three Years
Start Date	<input checked="" type="radio"/> Fall <input type="radio"/> Spring <input type="text" value="2017"/> 
Original Appointment Date	<input checked="" type="radio"/> N/A <input type="radio"/> Fall <input type="radio"/> Spring <input type="text" value="N/A"/> 
Address Type	<input type="radio"/> Home <input checked="" type="radio"/> Work
Address	<input type="text" value="201 Green Avenue North"/>
City	<input type="text" value="Stevens Point"/> State <input type="text" value="WI"/> Zip <input type="text" value="54481"/>
Phone Number	<input type="text" value="715.340.1207"/> Email: <input type="text" value="wolson@scaffidi.com"/>
Current Employer	<input type="text" value="Scaffidi Truck Center"/>
Current Job Title	<input type="text" value="Service Operations Manager"/>
Degree(s)	<input type="text"/> Type, Program, and Institution if available
Professional Certification/Licenses	<input type="text"/> If applicable
Summary	Brief summary of why candidate is joining committee: (Note: Summary must not exceed to viewable box area or it will not properly print) <input type="text" value="Walter is a Mid-State Technical College graduate with 29 years experience in service management. He is seeking reappointment to the committee."/>
Completed by Academic Assistant:	<input checked="" type="checkbox"/>
Reviewed by VP of Academics:	<input checked="" type="checkbox"/>
President Approved:	<input type="checkbox"/>
Board Approval:	Month: <input type="text" value="January"/>  Year: <input type="text" value="2018"/> 

Health and Wellness Promotion 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>
Agena	Sarah	1743 Elk Street	Stevens Point	WI	54481	Flexible Nutrition Solutions	Employer	Fall 2014	Fall 2020
Anderson	Kent	501 17th St. South	Wisconsin Rapids	WI	54494	Boys & Girls Club of the Wisconsin Rapids Area	Employer	Fall 2016	Fall 2019
Barteck	Kristine	101 State Hwy 73 S	Nekoosa	WI	54457	ERCO Worldwide	Employer	Fall 2016	Fall 2018
Bell	Derek	5412 Hwy 10 E	Stevens Point	WI	54481	Ascension Employer Solution	Employee	Fall 2016	Fall 2019
Cronan	Laura	1651 4th Street	Port Edwards	WI	54469	Nekoosa School District	Employee	Spring 2017	Spring 2020
Dahlke	Dustin	112 N. Central Ave	Marshfield	WI	54449	Anytime Fitness	Employer	Fall 2016	Fall 2019
France	Amber	114 W. Jackson Street	Wisconsin Rapids	WI	54494	Wood County Health Department	Employee	Fall 2014	Spring 2020
Ⓔ Rauter	Kristie	420 Dewey Street	Wisconsin Rapids	WI	54494	Wood County Health Department	Employee	Fall 2014	Fall 2017
Salscheider	Bret	211 Wisconsin River Drive	Port Edwards	WI	54469	South Wood County YMCA	Employer	Fall 2016	Fall 2019
Sapp-Handrahan	Amanda	3000 Westhill Drive Suite 100	Wausau	WI	54401	Aspirus Business Health	Employee	Fall 2014	Fall 2020

Advisory Committee Appointment Form	
Academic School	School of Protective & Human Services <input type="checkbox"/>
Program Title	Health & Wellness Promotion <input type="checkbox"/>
Name of Candidate	<input type="radio"/> Mr. <input checked="" type="radio"/> Miss <input type="radio"/> Mrs. <input type="radio"/> Dr. First Name Sarah Last Name Agena
Program Coordinator	Barb Jascor
Member Status	<input type="radio"/> New Member <input checked="" type="radio"/> Reappointment
Member Type	<input type="radio"/> Employee member <input checked="" type="radio"/> Employer member <input type="radio"/> Member-at-large <input type="radio"/> Ex-officio member <input type="radio"/> Student
Length of Candidate's Term	<input type="radio"/> One Year <input type="radio"/> Two Years <input checked="" type="radio"/> Three Years
Start Date	<input checked="" type="radio"/> Fall <input type="radio"/> Spring 2017 <input type="checkbox"/>
Original Appointment Date	<input type="radio"/> N/A <input checked="" type="radio"/> Fall <input type="radio"/> Spring 2014 <input type="checkbox"/>
Address Type	<input checked="" type="radio"/> Home <input type="radio"/> Work
Address	1743 Elk Street
City	Stevens Point State WI Zip 54481
Phone Number	715-252-5981 Email: sarah@flexiblenutritionalsolutions.com
Current Employer	Flexible Nutrition Solutions
Current Job Title	Owner/Registered Dietitian Nutritionist
Degree(s)	Dietetics Type, Program, and Institution if available
Professional Certification/Licenses	Registered Dietitian If applicable
Summary	Brief summary of why candidate is joining committee: (Note: Summary must not exceed to viewable box area or it will not properly print) Sarah has practiced as a Registered Dietitian Nutritionist for 13 years and has experience in the fitness setting, corporate wellness, public health, management, academia, business owner and consultant. In addition to seeing clients on a one-to-one basis for nutrition counseling she is the consulting dietitian for the Wisconsin Beef Council, the Wisconsin Potato and Vegetable Growers Association and ChildCaring.
Completed by Academic Assistant:	<input checked="" type="checkbox"/>
Reviewed by VP of Academics:	<input checked="" type="checkbox"/>
President Approved:	<input type="checkbox"/>
Board Approval:	Month: January Year: 2018

Advisory Committee Appointment Form	
Academic School	School of Protective & Human Services 
Program Title	Health & Wellness Promotion 
Name of Candidate	<input type="radio"/> Mr. <input type="radio"/> Miss <input checked="" type="radio"/> Mrs. <input type="radio"/> Dr. First Name <input type="text" value="Laura"/> Last Name <input type="text" value="Cronan"/>
Program Coordinator	<input type="text" value="Barb Jascor"/>
Member Status	<input checked="" type="radio"/> New Member <input type="radio"/> Reappointment
Member Type	<input checked="" type="radio"/> Employee member <input type="radio"/> Employer member <input type="radio"/> Member-at-large <input type="radio"/> Ex-officio member <input type="radio"/> Student
Length of Candidate's Term	<input type="radio"/> One Year <input type="radio"/> Two Years <input checked="" type="radio"/> Three Years
Start Date	<input type="radio"/> Fall <input checked="" type="radio"/> Spring <input type="text" value="2017"/> 
Original Appointment Date	<input type="radio"/> N/A <input type="radio"/> Fall <input checked="" type="radio"/> Spring <input type="text" value="2017"/> 
Address Type	<input checked="" type="radio"/> Home <input type="radio"/> Work
Address	<input type="text" value="1651 4th Street"/>
City	<input type="text" value="Port Edwards"/> State <input type="text" value="WI"/> Zip <input type="text" value="54469"/>
Phone Number	<input type="text" value="715-647-0114"/> Email: <input type="text" value="laura_cronan@nekoosa.k12.wi.us"/>
Current Employer	<input type="text" value="Nekoosa School District"/>
Current Job Title	<input type="text" value="Family & Consumer Sciences"/>
Degree(s)	<input type="text" value="Family and Consumer Education, Bachelor of Science"/> Type, Program, and Institution if available
Professional Certification/Licenses	<input type="text" value="DPI licensure. 210 FCS"/> <input type="text" value="Food Service Certification"/> If applicable  
Summary	Brief summary of why candidate is joining committee: (Note: Summary must not exceed to viewable box area or it will not properly print) <input type="text" value="Laura has been teaching TC courses for the past three years at Nekoosa. She teaches within the health, ECE, and HWP areas of instruction. In her role, she serves as the HOSA chapter advisor. Laura earned the Advisor of the Year for her efforts in 2016-17. Including a high school instructor on the committee is essential as the college continues efforts to strengthen dual credit opportunities and build career pathways."/>
Completed by Academic Assistant:	<input checked="" type="checkbox"/>
Reviewed by VP of Academics:	<input checked="" type="checkbox"/>
President Approved:	<input type="checkbox"/>
Board Approval:	Month: <input type="text" value="January"/>  Year: <input type="text" value="2018"/> 

Advisory Committee Appointment Form	
Academic School	School of Protective & Human Services <input type="checkbox"/>
Program Title	Health & Wellness Promotion <input type="checkbox"/>
Name of Candidate	<input type="radio"/> Mr. <input checked="" type="radio"/> Miss <input type="radio"/> Mrs. <input type="radio"/> Dr. First Name: <input type="text" value="Amber"/> Last Name: <input type="text" value="France"/>
Program Coordinator	<input type="text" value="Barb Jascor"/>
Member Status	<input type="radio"/> New Member <input checked="" type="radio"/> Reappointment
Member Type	<input checked="" type="radio"/> Employee member <input type="radio"/> Employer member <input type="radio"/> Member-at-large <input type="radio"/> Ex-officio member <input type="radio"/> Student
Length of Candidate's Term	<input type="radio"/> One Year <input type="radio"/> Two Years <input checked="" type="radio"/> Three Years
Start Date	<input checked="" type="radio"/> Fall <input type="radio"/> Spring 2017 <input type="checkbox"/>
Original Appointment Date	<input type="radio"/> N/A <input checked="" type="radio"/> Fall <input type="radio"/> Spring 2014 <input type="checkbox"/>
Address Type	<input checked="" type="radio"/> Home <input type="radio"/> Work
Address	<input type="text" value="114 W. Jackson Street"/>
City	<input type="text" value="Wisconsin Rapids"/> State: <input type="text" value="WI"/> Zip: <input type="text" value="54494"/>
Phone Number	<input type="text" value="715-421-8937"/> Email: <input type="text" value="afrance@co.wood.wi.us"/>
Current Employer	<input type="text" value="Wood County Health Department"/>
Current Job Title	<input type="text" value="Nutrition and Lactation Program Supervisor"/>
Degree(s)	<input type="text" value="Bachelor Degree in Dietetics; Master's Degree in both Nutrition Education and Public Health"/> Type, Program, and Institution if available
Professional Certification/Licenses	<input type="text"/> If applicable
Summary	Brief summary of why candidate is joining committee: (Note: Summary must not exceed to viewable box area or it will not properly print) <input type="text" value="Amber currently works at the Wood County Health Department. In this capacity, she works with many community partners and is involved in several local and state coalitions. Her educational preparation, her commitment to community involvement, and professional experience enable her to provide expertise that can benefit both the HWP and students enrolled."/>
Completed by Academic Assistant:	<input checked="" type="checkbox"/>
Reviewed by VP of Academics:	<input checked="" type="checkbox"/>
President Approved:	<input type="checkbox"/>
Board Approval:	Month: <input type="text" value="January"/> Year: <input type="text" value="2018"/>

Advisory Committee Appointment Form	
Academic School	School of Protective & Human Services <input type="checkbox"/>
Program Title	Health & Wellness Promotion <input type="checkbox"/>
Name of Candidate	<input type="radio"/> Mr. <input checked="" type="radio"/> Miss <input type="radio"/> Mrs. <input type="radio"/> Dr. First Name: Amanda Last Name: Handrahan
Program Coordinator	Barb Jascor
Member Status	<input type="radio"/> New Member <input checked="" type="radio"/> Reappointment
Member Type	<input checked="" type="radio"/> Employee member <input type="radio"/> Employer member <input type="radio"/> Member-at-large <input type="radio"/> Ex-officio member <input type="radio"/> Student
Length of Candidate's Term	<input type="radio"/> One Year <input type="radio"/> Two Years <input checked="" type="radio"/> Three Years
Start Date	<input checked="" type="radio"/> Fall <input type="radio"/> Spring 2017 <input type="checkbox"/>
Original Appointment Date	<input type="radio"/> N/A <input checked="" type="radio"/> Fall <input type="radio"/> Spring 2014 <input type="checkbox"/>
Address Type	<input type="radio"/> Home <input checked="" type="radio"/> Work
Address	3000 Westhill Drive, Suite 100
City	Wausau State WI Zip 54401
Phone Number	715-847-2253 Email: amanda.handrahan@aspirus.org
Current Employer	Aspirus Business Health
Current Job Title	Manager Employer Wellness Programs
Degree(s)	M.S., Wellness Management & Gerontology from Ball State University B.S., Psychology from UW-La Crosse Type, Program, and Institution if available
Professional Certification/Licenses	Licensed Thriving Workplace Culture Consultant; Certified Work@Health trainer; Welcoa Faculty. If applicable
Summary	Brief summary of why candidate is joining committee: (Note: Summary must not exceed to viewable box area or it will not properly print) Amanda's work experience includes employment in both public and community health. In her current role at Aspirus Business Health's Wellness department, Amanda works with both Aspirus employees and numerous other employer's in the Aspirus service region. The scope of Amanda's employment duties (implementing, marketing, and evaluating wellness programs) will be of benefit in her continued role on the HWP Advisory Committee.
Completed by Academic Assistant:	<input checked="" type="checkbox"/>
Reviewed by VP of Academics:	<input checked="" type="checkbox"/>
President Approved:	<input type="checkbox"/>
Board Approval:	Month: January <input type="checkbox"/> Year: 2018 <input type="checkbox"/>

Industrial Mechanical Technician 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>
Altmann-Austin	Brigitta	1201 North Point Drive	Stevens Point	WI	54481	Stevens Point School District	Ex-officio	Fall 2015	Fall 2018
Boehm	Gregory	6011 Washington Street	Wisconsin Rapids	WI	54494	Mariani Packing	Employer	Fall 2016	Fall 2019
Buck	Jeremy	PO Box 938	Plover	WI	54467	Infinity Foods/McCain	Employer	Spring 2016	Spring 2019
Burkhardt	Ingrid	2763 River Road	Junction City	WI	54443	Verso Corporation	Employer	Spring 2016	Spring 2019
Everitt	Paul	2930 Industrial Street	Wisconsin Rapids	WI	54495	Ocean Spray	Employer	Spring 2017	Spring 2018
Gear	Gerald	3535 Jefferson Street	Stevens Point	WI	54481	Worzalla Publishing	Employer	Fall 2016	Fall 2019
Hintz	Thomas	301 Point Basse	Nekoosa	WI	54457	Domtar	Employer	Fall 2015	Fall 2018
McDonnell	Jim	800 Fremont Street	Wisconsin Rapids	WI	54495	Corenso North America	Employer	Fall 2017	Fall 2020
Minton	Gerald	8825 Central Sands Road	Bancroft	WI	54921	Golden County Foods	Employer	Fall 2015	Fall 2017
Osenga	Ted	2441 Jelinski Circle	Plover	WI	54467	Donaldson Company	Employer	Spring 2016	Spring 2019
Rebman	Bernie	800 Monroe Street	Spencer	WI	54479	Ramrod Industries	Employer	Fall 2015	Fall 2018
Siler	Eric	1801 16th Street South	Wisconsin Rapids	WI	54494	Lincoln High School	Member-at-large	Spring 2016	Spring 2019
Vincent	Aaron	3130 Industrial Street	Wisconsin Rapids	WI	54495	Ocean Spray	Employer	Spring 2017	Spring 2019

Advisory Committee Appointment Form	
Academic School	School of Advanced Manufacturing & Engineering <input type="checkbox"/>
Program Title	Industrial Mechanical Technician <input type="checkbox"/>
Name of Candidate	<input checked="" type="radio"/> Mr. <input type="radio"/> Miss <input type="radio"/> Mrs. <input type="radio"/> Dr. First Name <input type="text" value="Jim"/> Last Name <input type="text" value="McDonnell"/>
Program Coordinator	<input type="text" value="Al Javoroski"/>
Member Status	<input checked="" type="radio"/> New Member <input type="radio"/> Reappointment
Member Type	<input type="radio"/> Employee member <input checked="" type="radio"/> Employer member <input type="radio"/> Member-at-large <input type="radio"/> Ex-officio member <input type="radio"/> Student
Length of Candidate's Term	<input type="radio"/> One Year <input type="radio"/> Two Years <input checked="" type="radio"/> Three Years
Start Date	<input checked="" type="radio"/> Fall <input type="radio"/> Spring <input type="text" value="2017"/> <input type="button" value="v"/>
Original Appointment Date	<input checked="" type="radio"/> N/A <input type="radio"/> Fall <input type="radio"/> Spring <input type="text" value="N/A"/> <input type="button" value="v"/>
Address Type	<input type="radio"/> Home <input checked="" type="radio"/> Work
Address	<input type="text" value="800 Fremont Street"/>
City	<input type="text" value="Wisconsin Rapids"/> State <input type="text" value="WI"/> Zip <input type="text" value="54495"/>
Phone Number	<input type="text" value="715-422-7846"/> Email: <input type="text" value="James.McDonnell@corenso.com"/>
Current Employer	<input type="text" value="Corenso North America"/>
Current Job Title	<input type="text" value="Human Resources Manager"/>
Degree(s)	<input type="text"/> Type, Program, and Institution if available
Professional Certification/Licenses	<input type="text"/> If applicable
Summary	Brief summary of why candidate is joining committee: (Note: Summary must not exceed to viewable box area or it will not properly print) <input type="text" value="Jim has 42+ years employment in the paper industry. Thirteen of those years in production management. Mr. McDonnell is a good addition to the committee and brings the prospective of an employer who can speak to the whole company."/>
Completed by Academic Assistant:	<input checked="" type="checkbox"/>
Reviewed by VP of Academics:	<input checked="" type="checkbox"/>
President Approved:	<input type="checkbox"/>
Board Approval:	Month: <input type="text" value="January"/> <input type="button" value="v"/> Year: <input type="text" value="2018"/> <input type="button" value="v"/>

Urban Forestry Technician 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>
Bashaw	Rodney	8585 E. Warren Avenue	Denver	WI	CO 80231	Swingle Lawn, Tree & Landscape Care	Employer	Spring 2015	Spring 2018
Buker	Brad	22272 N Pepper Rd. Unit D	Lake Barrington	IL	60010	Bartlett Tree Experts	Employer	Spring 2015	Spring 2020
Eddy	Marla	1402 Wingra Creek Parkway	Madison	WI	53715	City of Madison Forestry	Employee	Spring 2015	Spring 2018
Ernster	Todd	2442 Sims Avenue	Stevens Point	WI	54481	City of Stevens Point	Employer	Spring 2016	Spring 2019
Freberg	Mark	823 Holschuh Ln	Green Bay	WI	54311	City of Green Bay	Employer	Spring 2014	Spring 2017
Friese	Mike	N3165 Cattaraugus Road	Waupun	WI	53963	Asplundh Tree Expert Company	Employee	Spring 2015	Spring 2018
Haas	Luke	7706 County Road F	Arpin	WI	54410	Hass Tree Care, LLC	Employer	Spring 2017	Spring 2020
Hendricksen	Robert	20156 Sunshine	Deer Park	IL	60010	Robert W. Hendricksen Company	Employer	Spring 2015	Spring 2018
Heth	Daniel	20278 N Rand Road	Palatine	IL	60074	Sava Tree	Employee	Spring 2016	Spring 2019
Johnson	Dave	722 Western Avenue	Holmen	WI	54636	Johnson Operating Tree Care	Employer	Spring 2014	Spring 2020
Medina	Eduardo	2537 W. Jarvis	Chicago	IL	60645	The Davey Tree Expert Co.	Employee	Spring 2014	Fall 2020
Mozuch	Mark	22272 N Pepper Rd, Unit D	Lake Barrington	IL	60010	Bartlett Tree Experts	Employee	Spring 2017	Spring 2020
Noark	Mark	1500 North Mantva Street	Kent	OH	44240	The Davey Tree Expert Co.	Employer	Spring 2014	Spring 2020
O'Connell	Shane	2430 Plover Road	Plover	WI	54467	Shulfer's Sprinklers & Landscape	Employer	Spring 2014	Spring 2020
Ottman	Kenneth	4768 Marietta Lane	Junction City	WI	54443	First Choice Tree Care	Employer	Spring 2015	Spring 2018

<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>
Pizzi	Mike	12450 Hudson Rd S	Afton	MIN	55001	SavATree	Employer	Spring 2017	Spring 2020
Radtke	Jeremy	1801 16th Street South	Wisconsin Rapids	WI	54494	Wisconsin Rapids Public Schools	Member-at-large Employer	Fall 2016	Fall 2019
Richter	Scott	8493 Merryland Drive	Rosholt	WI	54473	Asplundh Tree Expert Company	Employer	Spring 2014	Spring 2017
Roppolo	Don	11145 4th Avenue	Pleasant Prairie	WI	53158	The Care of Trees	Employer	Spring 2014	Spring 2017
Rushmer	Michael	6300 West McGeoch Avenue	West Allis	WI	53219	City of West Allis	Employer	Spring 2014	Spring 2018
Scharfenberger	Dave	404 Branch Street	Hartford	WI	53027	Wachtel Tree Science, Inc	Employer	Spring 2014	Spring 2020
Thieme	John	430 W Mapleridge Dr	Stevens Point	WI	54481	Eagle Tree Care LLC	Employer	Spring 2015	Spring 2018
Traas	Dan	PO Box 2221	Appleton	WI	54912	Ranger Services Inc.	Employer	Spring 2016	Spring 2019
Whitmire	William	275C 12th Street	Wheeling	IL	60090	The Davey Tree Expert Company	Employer	Spring 2015	Spring 2018

Advisory Committee Appointment Form	
Academic School	School of Transportation, Agriculture, Natural Resources, & Construction 
Program Title	Urban Forestry Technician 
Name of Candidate	<input checked="" type="radio"/> Mr. <input type="radio"/> Miss <input type="radio"/> Mrs. <input type="radio"/> Dr. First Name <input type="text" value="Dave"/> Last Name <input type="text" value="Johnson"/>
Program Coordinator	<input type="text" value="Ron Zillmer"/>
Member Status	<input type="radio"/> New Member <input checked="" type="radio"/> Reappointment
Member Type	<input type="radio"/> Employee member <input checked="" type="radio"/> Employer member <input type="radio"/> Member-at-large <input type="radio"/> Ex-officio member <input type="radio"/> Student
Length of Candidate's Term	<input type="radio"/> One Year <input type="radio"/> Two Years <input checked="" type="radio"/> Three Years
Start Date	<input checked="" type="radio"/> Fall <input type="radio"/> Spring <input type="text" value="2017"/> 
Original Appointment Date	<input checked="" type="radio"/> N/A <input type="radio"/> Fall <input type="radio"/> Spring <input type="text" value="N/A"/> 
Address Type	<input type="radio"/> Home <input checked="" type="radio"/> Work
Address	<input type="text" value="722 Western Avenue"/>
City	<input type="text" value="Holmen"/> State <input type="text" value="WI"/> Zip <input type="text" value="54636"/>
Phone Number	<input type="text" value="608-526-6297"/> Email: <input type="text" value="johnsonoperatingservices@gmail.com"/>
Current Employer	<input type="text" value="Johnson Ops Tree Care"/>
Current Job Title	<input type="text" value="Owner"/>
Degree(s)	<input type="text" value="unknown"/> Type, Program, and Institution if available
Professional Certification/Licenses	<input type="text" value="unknown"/> If applicable
Summary	Brief summary of why candidate is joining committee: (Note: Summary must not exceed to viewable box area or it will not properly print) <input type="text" value="Dave is a current advisory committee member who is seeking reappointment"/>
Completed by Academic Assistant:	<input checked="" type="checkbox"/>
Reviewed by VP of Academics:	<input checked="" type="checkbox"/>
President Approved:	<input type="checkbox"/>
Board Approval:	Month: <input type="text" value="January"/>  Year: <input type="text" value="2018"/> 

Advisory Committee Appointment Form	
Academic School	School of Transportation, Agriculture, Natural Resources, & Construction <input type="checkbox"/>
Program Title	Urban Forestry Technician <input type="checkbox"/>
Name of Candidate	<input checked="" type="radio"/> Mr. <input type="radio"/> Miss <input type="radio"/> Mrs. <input type="radio"/> Dr. First Name: Dave Last Name: Scharfenberger
Program Coordinator	Ron Zillmer
Member Status	<input type="radio"/> New Member <input checked="" type="radio"/> Reappointment
Member Type	<input type="radio"/> Employee member <input checked="" type="radio"/> Employer member <input type="radio"/> Member-at-large <input type="radio"/> Ex-officio member <input type="radio"/> Student
Length of Candidate's Term	<input type="radio"/> One Year <input type="radio"/> Two Years <input checked="" type="radio"/> Three Years
Start Date	<input checked="" type="radio"/> Fall <input type="radio"/> Spring 2017 <input type="checkbox"/>
Original Appointment Date	<input checked="" type="radio"/> N/A <input type="radio"/> Fall <input type="radio"/> Spring N/A <input type="checkbox"/>
Address Type	<input checked="" type="radio"/> Home <input type="radio"/> Work
Address	404 Branch Street
City	Hartford State: WI Zip: 53027
Phone Number	414.333.3522 Email: dscharf@wachteltree.com
Current Employer	Wachtel Tree Science, Inc.
Current Job Title	President
Degree(s)	unknown Type, Program, and Institution if available
Professional Certification/Licenses	unknown If applicable
Summary	Brief summary of why candidate is joining committee: (Note: Summary must not exceed to viewable box area or it will not properly print) Mr. Scharfenberger has over 30 years experience in the Urban Forestry industry. He has spent the past 23 years leading a commercial arboricultural firm, which has grown from 7 to 40 employees. He is involved in the hiring of employees and providing arborist safety training. He is seeking reappointment to the committee.
Completed by Academic Assistant:	<input checked="" type="checkbox"/>
Reviewed by VP of Academics:	<input checked="" type="checkbox"/>
President Approved:	<input type="checkbox"/>
Board Approval:	Month: January Year: 2018