



# **BOARD OF DIRECTORS MEETING**

**February 18, 2019**

Wisconsin Rapids Campus  
Room L133/134



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# MID-STATE DISTRICT BOARD OF DIRECTORS

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WISCONSIN RAPIDS CAMPUS

FEBRUARY 18, 2019

AGENDA: DISTRICT BOARD MEETING

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

DATE: Monday, February 18, 2019

TIME: 5:15 p.m.

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

This February 18, 2019, 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. 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.

E. Approval of Minutes – January 21, 2019 Regular Meeting

F. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for January 2019 are contained in Exhibit B. These bills total \$813,514.33 of which \$655,635.07 represents operational expenditures and \$157,879.26 represents capital expenditures.

The District's regular payrolls were issued on January 4 and 18. Payroll disbursements for the month of January totaled \$1,290,056.87 plus \$27,328.34 for travel and miscellaneous reimbursements, and \$624,995.59 in fringe benefits, for a total payroll disbursement of \$1,942,380.80.

Administration recommends approval of the payment of these obligations totaling \$2,755,895.13.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into five contracted service agreements totaling \$9,334.19. A summary of these agreements is contained in Exhibit D. The individual contracts are available for review upon request. 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 proposal totaling \$216,013.86 which requires prior Board action.

G. 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. Dashboard

H. Discussion and Action Items

1. School of General Education & Learning Resources

I. Closed Session

The Board will not convene to closed session this month.

J. Adjournment

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Stevens Point Campus	January 21, 2019
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**I. ROLL CALL**

Board Chairperson Justin Hoerter called the meeting to order at 5:32 p.m.

Roll call was as follows:

PRESENT: Robert Beaver (joined meeting by phone), Betty Bruski Mallek, Kristin Crass, Craig Gerlach, Justin Hoerter, Richard Merdan, Lynneia Miller, Gordon Schalow, Charles Spargo, and Dr. Shelly Mondeik

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Robb Fish, Volker Gaul, Randy Jahns, Dr. Mandy Lang, Ray McLemore, Brad Russell, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, Kolina Stieber, Angie Susa

**II. MEETING NOTICE CERTIFICATION**

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.

**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 Ms. Bruski Mallek, seconded by Mr. Beaver, upon a voice vote, unanimously approved minutes from the board meeting held December 17, 2018 as presented.

**V. CONSENT AGENDA**

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

1. The district's bills for the month of December 2018 were presented in Exhibit B. These bills totaled \$753,615.77 of which \$560,318.33 represents operational expenditures and \$193,297.44 represents capital expenditures.

The district's payroll for the month of December totaled \$1,338,686.81 plus \$15,793.53 for travel and miscellaneous reimbursements and \$618,851.19 in fringe benefits. The district's bills and payroll totaled \$2,726,947.30.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146478	Workplace Professionalism	\$ 344.81

OFFICIAL PROCEEDINGS

January 21, 2018

Page 2

146479	EMR Refresher	\$ 2,390.00
146480	EMR Refresher	\$ 4,269.07
146481	EMR Refresher	\$ 3,872.57

3. Approved the following 2018 procurement for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$93,082.00	Henricksen	<u>Facilities</u>

**VI. CHAIRPERSON'S REPORT**

1. Mr. Hoerter welcomed everyone to the meeting.
2. Mr. Hoerter asked that all observe and honor Martin Luther King, Jr. Day as he read about the life and work of Dr. King.
3. Mr. Hoerter announced the Winter Boards Association meeting was held January 16-18 in Madison in conjunction with the Legislative Seminar. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan, Mr. Spargo, Dr. Mondeik and Dr. Damrow attended. Betty Bruski Mallek was honored as recipient of the WTC District Boards Association Board Member of the Year. Attendees reported on sessions attended and legislative visits.
4. Mr. Hoerter announced the ACCT National Legislative Summit will be held February 10-13 in Washington, D.C. Capital visits will be held. Ms. Bruski Mallek and Mr. Merdan, Dr. Damrow and Dr. Mondeik plan to attend.
5. Mr. Hoerter announced that in February a letter will be sent to County Board Chairpersons within the Mid-State District announcing the start of the Board Appointment Process. The Appointment Committee will seek members for the Employer, Employee and Additional member positions.
6. Mr. Hoerter asked Board members to mark their calendars for upcoming meeting.  
March 18, 2019 – Adams County Center
7. The next Mid-State Board of Directors meeting will be held on Monday, February 18 at the Wisconsin Rapids 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 & Alumni Director Jill Steckbauer reported the Employee Giving Campaign “Be a Super Hero in the Lives of Our Students” will be held in the month of February. The Foundation Golf Event will be held June 11 at Lake Arrowhead. Free Tuition Tuesdays, in partnership with the Wisconsin Rapids Rafters, will be held June 11, 18, 25 and July 2, 23 and 30. The Sand Valley Golf Event will be held August 7 and the annual Trap Shoot Event will be held September 6. The Foundation Scholarship Reception will be held September 12.
2. Ms. Steckbauer announced that as of December 31, 2018 the annual appeal generated \$65,870.00 compared to \$65,701.81 last year.
3. Ms. Steckbauer announced the high school application window opens January 7, 2019 and closes February 22, 2019. Also, the spring application window for an August 2019 start is May 6 – June 21, 2019.

OFFICIAL PROCEEDINGS

January 21, 2018

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4. Ms. Steckbauer reported the Foundation is nearing ability to accept credit card donations through an online secure portal. Final configuration is being completed.

**VIII. PRESIDENT'S REPORT**

1. Dr. Mondeik highlighted end-of-semester activities and winterim session.

2. Dr. Mondeik announced Mid-State hosted the North Central Higher Education Alliance meeting on January 3. The group discussed future initiatives.

3. Dr. Mondeik reported Campus Strategic Planning is being held throughout the district. Sessions have been completed in Adams and Stevens Point with Wisconsin Rapids and Marshfield to be complete in early February. A summary will be provided once complete.

4. Dr. Mondeik highlighted on-campus activities and recent community happenings.

5. Dr. Mondeik reported the Presidents Association will meet in January in Madison.

**IX. ACADEMIC & HUMAN RESOURCES COMMITTEE**

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

2. Mr. Spargo provided an overview of the Treasurer's Report which the Committee previously discussed in detail. Any/all questions were addressed in committee or during the full Board meeting.

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

a. FY18-19 REVENUE AND EXPENSE FORECAST – Mr. Spargo reported the committee reviewed the FY18-19 revenue and expense forecast. Expenditure forecast is on target for end-of-year. An anticipated fund balance usage is expected.

b. OPEB TRUST UPDATE – Mr. Spargo reported the committee reviewed the College's OPEB Trust performance through December 2018.

c. BUDGET DEVELOPMENT CALENDAR FOR FISCAL YEAR 2019-202 (FY20) – Mr. Spargo reported the Finance & Audit Committee reviewed the Budget Development Calendar and discussed the budget process. College staff will continue to work the budget and make appropriate presentation at upcoming meetings.

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

**X. ACADEMIC & HUMAN RESOURCES COMMITTEE**

1. Academic & Human Resources Committee Chairperson Lynneia Miller reported the committee had no consent agenda items this month.

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



- a. PARAMEDIC ACCREDITATION VISIT – Ms. Miller reported that Vice President of Academics Dr. Deb Stencil provided an overview of the Paramedic Associate Degree Program accreditation visit. The two day site visit resulted in positive verbal feedback as well as opportunities for strengthening the program. The written report will be available in the coming months.
- b. LAW ENFORCEMENT ACADEMY – Ms. Miller reported Mid-State’s Law Enforcement Academy completed its audit and submitted for accreditation. Mid-State received full accreditation and also hosted a Law Enforcement Academy in December.
- c. PROGRAM ADVISORY COMMITTEE MEMBERSHIP – Ms. Miller reported the Committee discussed review of Program Advisory Committee membership and criteria for which the committee would like to review on a bi-annual schedule.

**XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE**

1. In place of Facilities & External Relations Committee Chairperson Robert Beaver, Gordon Schalow reported that the committee had no Consent Agenda items.

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

- a. CIVITAS SOFTWARE – Mr. Schalow reported the college purchased Civitas three years ago as an academic planning and student advising tool. Last year, over 13,000 nudges were sent to assist students in staying enrolled and on track. A continued investment and expansion of the tool is being considered for the future.
- b. CAMPUS LEAD COLLABORATION – Mr. Schalow reported that with a focus on increasing collaboration, Mid-State has implemented Campus Leads meetings to engage the campus deans and managers of each campus location. Dr. Mondeik brings the group together for conversation and college planning every 4-6 weeks.
- c. WILM INITIATIVES – Mr. Schalow reported Mid-State is part of an IT consortium with Wisconsin Indianhead, and Lakeshore (WILM). An analysis of WILM is being completed to ensure Mid-State is moving in the right direction related to business intelligence, business integration, data center and IT initiatives. PeopleSoft is currently the largest link in WILM.
- d. WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS – Mr. Schalow reported Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow provided a status update of Workforce Development contracts and proposals referenced in Exhibit D.

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

1. SECURITY DIRECTOR INTRODUCATION – Vice President of Human Resources & Organizational Development Dr. Karen Brzezinski introduced Randy Jahns as Mid-State’s recently hired Director of Security. Mr. Jahns will have responsibility for physical security, implementing an emergency management plan, providing staff training in crisis management and Title IX. Mr. Jahns introduced himself to the Board.

OFFICIAL PROCEEDINGS

January 21, 2018

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2. ANNUAL LEGAL EXPENSE UPDATE – Dr. Brzezinski provided a review of legal costs incurred by the college throughout the last year in comparison to previous years. The update was provided in compliance with the Administrative Policy on Engagement of Legal Services.

3. MINDSET SURVEY RESULTS – Mid-State administered its new employee engagement survey, MindSet, in late November. The survey provides a data point for the Key Result of Organizational Health. Dr. Brzezinski reported the college experienced a 97% response rate for the 49 question electronic survey. Comparison to other colleges using the same tool was provided.

**XIII. DISCUSSION AND ACTION ITEM**

1. FACILITY USAGE REPORT – Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow provided a report of FY18 facility usage by outside organizations. Facility usage requests was transitioned from facilities to workforce in July 2018. Approximately 4,470 individuals have utilized Mid-State facilities in the past six months. 2019 facility usage initiatives include increased marketing and utilization of the Adams Campus.

2. STEVENS POINT CAMPUS AND COMMUNITY UPDATE – Stevens Point Campus Dean Volker Gaul shared highlights of student events and learning activities at the Stevens Point Campus as well as provided an update on community happenings and Mid-State’s related involvement.

**XIV. CLOSED SESSION**

There was no closed session this month.

**XV. ADJOURNMENT**

There being no further business, the Board meeting adjourned at 7:04 p.m. with a motion by Mr. Beaver, upon a voice vote.

The next meeting of the Mid-State Technical College Board will be on Monday, February 18, 2019 at the Wisconsin Rapids 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..

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Lynneia Miller, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

# G. REPORTS AND RECOMMENDATIONS

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WISCONSIN RAPIDS CAMPUS

FEBRUARY 18, 2019

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

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WISCONSIN RAPIDS CAMPUS

FEBRUARY 18, 2019

AGENDA: FINANCE & AUDIT COMMITTEE

PLACE: District Conference Room  
Mid-State Wisconsin Rapids Campus  
500 32<sup>nd</sup> Street North

DATE: Monday, February 18, 2019

TIME: 4:15 p.m.

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

This February 18, 2019, 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. SPECIAL FY20 BUDGET PRESENTATION FOR THE FINANCE & AUDIT COMMITTEE

Vice President of Finance & Facilities Robb Fish will discuss potential dates to present the College's proposed FY20 budget. This meeting is typically held in early May.

b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES

Often topics directed by the other two committees may have fiscal or financial implications that would be of

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

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# ACADEMIC & HUMAN RESOURCES

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WISCONSIN RAPIDS CAMPUS

FEBRUARY 18, 2019

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: Conference Room A203  
Mid-State Wisconsin Rapids Campus  
500 32<sup>nd</sup> Street North

DATE: Monday, February 18, 2019

TIME: 4:15 p.m.

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

This February 18, 2019, 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. WINTERIM HIGHLIGHTS

President of Academics Dr. Deb Stencil will provide a report highlighting our recent Winterim term. She will



provide enrollment information and survey results from faculty and students.

b. ADVISORY COMMITTEE MEMBERSHIP REVIEW

The Academic & Human Resources Committee will review Advisory Committee membership from two academic schools.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# FACILITIES & EXTERNAL RELATIONS

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WISCONSIN RAPIDS CAMPUS

FEBRUARY 18, 2019

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, February 18, 2019

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This February 18, 2019, 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. ENROLLMENT UPDATE

Vice President of Student Services & Enrollment Management Dr. Mandy Lang will provide an FTE update. Program, school and campus data will be highlighted.

b. DUAL CREDIT FACULTY QUALIFICATIONS

Mid-State is in the process of reviewing dual credit faculty qualifications to meet the Higher Learning Commission (HLC) requirements. Dr. Lang and Manager of Institutional Effectiveness Beth Ellie will outline the requirements and process of this review. Information about an available grant to assist high school faculty in meeting these requirements will also be provided.

c. LEGISLATIVE ACTIVITIES / COMMUNITY RELATIONS

Mid-State Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow will provide a brief update on legislative participation/activities and District Office community relations activities.

d. WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS

Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow will provide a status update of Workforce Development contracts and proposals referenced in Exhibit D.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# COMMITTEE-OF-THE-WHOLE

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WISCONSIN RAPIDS CAMPUS

FEBRUARY 18, 2019

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, February 18, 2019

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Meeting Notice Certification

This February 18, 2019, 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. DASHBOARD

President Dr. Shelly Mondeik will present Mid-State Technical College's mid-year dashboard for discussion. She will highlight data associated with Mid-State's Key Results and Pillars of Opportunity.

D. ADJOURNMENT

## **H. DISCUSSION & ACTION ITEM(S)**

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WISCONSIN RAPIDS CAMPUS

FEBRUARY 18, 2019

1. **SCHOOL OF GENERAL EDUCATION & LEARNING RESOURCES**

School of General Education & Learning Resources Dean Suzanne Rathe and Amber Stancher will provide general information about the School. They will also highlight activities they are working on to support programs, students and the community.

## **J. ADJOURNMENT**

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## **EXHIBITS A – E**

## PRESIDENT'S REPORT

February 18, 2019

1. Throughout Mid-State's Winterim session, Student Life hosted a variety of events on each campus. Students were treated to sub sandwich lunches, hot coffee with fruit and granola bars, and hot soup to warm them up. Events were well received by students with many comments of appreciation.
2. During the week of January 21, Mid-State Student Life hosted four days of events across the district as a kick-off to welcome students to the new semester. Students were greeted Monday with donuts and muffins and grabbed their Mid-State planner. Throughout the remainder of the week, they filled up with lunches (pasta buffet one day and hot soup on another), and started their days with yogurt parfaits and coffee. It was a great week for Mid-State students with many opportunities to connect with each other and Mid-State staff.
3. My travel between now and mid-March will include:
  - Weekly Rotary Meetings – Wisconsin Rapids
  - Student Showcase – Madison
  - Crystal Apple Award Selection Committee – Marshfield
  - Heart of Wisconsin Chamber Annual Meeting – Wisconsin Rapids
  - Central Wisconsin Days – Madison
  - Wisconsin Leadership Development Institute (WLDI) Presidents Panel – Madison
  - WTCS Assessment Conference – Racine

<b>FY 2018-19 Budget Modifications Made in the Month of January 2019</b>							
<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>
<b>Fund 1 - General Fund Budget Modifications</b>							
	ATI Testing Fees		Adjust budget	25,000.00	25,000.00	-	
149709	Marshfield Clinic CNA/MA Expansion WAT Grant	State	New award	34,076.00	32,453.00	1,623.00	1
<b>Fund 3 - Capital Projects Fund Budget Modifications</b>							
144027	Motorcycle Capital Projects	State		-	40,000.00	(40,000.00)	2
<b>Total Budget Changes For The Month</b>				59,076.00	97,453.00	(38,377.00)	
<b>Notes:</b> Budget modifications are out of balance for January due to the following:							
1	Grant allows for administrative costs.						
2	Motorcycle capital purchases are budgeted for as they occur. Capital purchases are first funded with current year capital revenues from motorcycle classes. A reserve is funded each year with unspent capital dollars in the motorcycle program.						





## Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2019 as of January 31, 2019

	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	Fund 15	Budget	Original Budget
Local Government	6,810,080	-	-	5,754,248	-	-	-	-	-	-	-	-	-	-	12,564,328	25.2%	12,564,328
Student Fees	6,997,491	103,000	-	-	-	299,163	-	-	-	-	-	-	-	-	7,399,654	14.9%	7,372,000
State Aid & Grants	15,115,918	-	-	-	-	-	52,100	-	-	-	-	-	-	-	15,168,018	30.4%	14,808,198
Institutional	183,906	715,000	60,020	100,500	1,194,373	695,130	60,020	100,500	-	-	-	-	-	8,373,129	16.8%	8,349,129	
Federal	620,965	-	23,664	-	-	5,666,300	-	-	-	-	-	-	-	6,310,929	12.7%	6,257,913	
<b>Total Revenues</b>	<b>29,728,360</b>	<b>818,000</b>	<b>135,784</b>	<b>5,854,748</b>	<b>1,194,373</b>	<b>6,660,593</b>	<b>135,784</b>	<b>5,854,748</b>	<b>5,424,200</b>	<b>1,194,373</b>	<b>5,424,200</b>	<b>5,424,200</b>	<b>5,424,200</b>	<b>49,816,058</b>	<b>100.0%</b>	<b>49,351,568</b>	

	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	Fund 15	Budget
Salaries and Wages	17,341,390	256,876	-	-	207,715	33,428	240,995	-	-	18,080,404	32.3%	17,959,407				
Benefits	7,266,290	77,086	-	-	70,863	26,354	292,325	-	-	7,732,918	13.8%	7,704,932				
Current Expenditures	5,939,923	553,105	-	-	129,170	1,106,635	154,241	-	-	7,883,074	14.1%	7,621,494				
Student Financial Aid & Activities	-	-	-	-	842,348	3,903,500	6,007,995	-	-	6,007,995	10.7%	6,013,546				
Resale	-	-	-	-	-	-	-	-	-	4,745,848	8.5%	4,745,848				
Capital Outlay	-	-	-	5,469,140	-	-	-	-	-	5,469,140	9.8%	5,377,927				
Debt Retirement	-	-	-	5,980,245	-	-	-	-	-	5,980,245	10.7%	5,980,245				
<b>Total Expenditures</b>	<b>30,547,603</b>	<b>887,067</b>	<b>5,469,140</b>	<b>5,980,245</b>	<b>1,250,096</b>	<b>5,069,917</b>	<b>5,069,917</b>	<b>5,069,917</b>	<b>5,069,917</b>	<b>55,899,624</b>	<b>100.0%</b>	<b>55,403,399</b>				
<b>% of Expenditures by Fund</b>	<b>54.6%</b>	<b>1.6%</b>	<b>9.8%</b>	<b>10.7%</b>	<b>2.2%</b>	<b>9.1%</b>	<b>9.1%</b>	<b>9.1%</b>	<b>9.1%</b>	<b>100.0%</b>	<b>1</b>					

Changes in Fund Equity	
Actual Fund Equity as of 6/30/18	19,911,080
Current Revenue over Expenses	(6,051,831)
Other Sources and Uses:	
Proceeds from Debt	4,800,000
Interfund Transfers In	155,000
Interfund Transfers Out	(155,000)
Repayment of Debt	-
<b>Budgeted Ending Fund Equity</b>	<b>18,659,249</b>



## Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2019 as of January 31, 2019

	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	Fund 14		
Local Government	6,844,765	-	-	-	-	-	-	-	-	-	-	-	-	-	12,564,328	100.3%
Student Fees	6,701,422	15,723	-	-	-	300,480	-	-	-	-	-	-	-	-	7,399,654	94.8%
State Aid & Grants	2,918,411	-	-	-	-	-	2,486	-	-	-	-	-	-	-	15,168,018	19.3%
Institutional	130,532	86,464	-	-	-	(113,485)	66,828	-	137,730	928,500	-	-	3,494,582	-	8,373,129	56.5%
Federal	269,828	-	-	-	-	2,126,716	-	-	-	-	-	-	-	-	6,310,929	38.0%
<b>Total Revenues</b>	<b>16,864,958</b>	<b>102,187</b>	<b>69,314</b>	<b>5,898,839</b>	<b>928,500</b>	<b>3,494,582</b>	<b>29,672,092</b>	<b>49,816,058</b>	<b>59.6%</b>							

	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 YTD All Funds	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	Fund 14			
<b>% of Budget Recognized</b>	<b>56.7%</b>	<b>12.5%</b>	<b>34.7%</b>	<b>51.0%</b>	<b>77.7%</b>	<b>64.4%</b>	<b>59.6%</b>										

	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 YTD All Funds	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	Fund 14			
<b>% of Budget Expended</b>	<b>55.5%</b>	<b>18.8%</b>	<b>37.1%</b>	<b>10.0%</b>	<b>74.4%</b>	<b>61.1%</b>	<b>48.6%</b>										

<b>Changes in Fund Equity</b>																	
Actual Fund Equity as of 6/30/18																	
Current Revenue over Expenses	10,631,992	429,964	5,681,651	718,795	1,552,857	1,145,567	20,693,560	20,693,560									
Other Sources and Uses:	(99,776)	(64,292)	(171,978)	(2,840,193)	(1,498)	398,064	(6,083,566)	(6,083,566)									
Proceeds from Debt	-	-	-	4,800,000	-	-	4,800,000	4,800,000									
Interfund Transfers In	-	-	-	-	-	-	155,000	155,000									
Interfund Transfers Out	-	-	-	-	-	-	(155,000)	(155,000)									
Repayment of Debt	-	-	-	-	-	-	-	-									
<b>Accrued YTD Fund Equity</b>	<b>10,532,216</b>	<b>365,673</b>	<b>5,509,673</b>	<b>2,678,592</b>	<b>1,551,360</b>	<b>1,543,631</b>	<b>19,409,994</b>	<b>19,409,994</b>									

**Mid-State Technical College  
Combined Balance Sheet - All Fund Types and Account Groups  
January 31, 2019**

With Comparative Total for December 31, 2017

Mid-State Technical College  
February 4, 2019 at 2:28 PM

**ASSETS AND OTHER DEBITS**

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable	2018-19		
								2018-19	2017-18	
Cash	\$ 7,373,111	\$ -	\$ 2,916,649	\$ 66,798	\$ 1,570	\$ 1,533,915	\$ 100	\$ 11,892,143	\$ 12,921,355	
Investments	-	-	-	-	-	-	5,217,784	5,217,784	5,217,292	
Receivables:										
Property taxes	7,645,269	-	-	213,186	-	-	-	7,858,455	7,018,256	
Accounts receivable	3,174,725	15,867	2,546	-	294,514	-	94,395	3,582,047	2,976,110	
Due from other funds	(6,858,384)	349,806	(66,924)	5,555,765	340,234	465,359	214,145	1	-	
Inventories - at cost	-	-	-	-	507,045	-	-	507,045	328,549	
Prepaid Assets	-	-	-	-	-	-	-	-	16,585	
Other Current Assets	-	-	-	-	-	-	-	-	-	
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	444,410	44,037	-	488,447	547,124	
General Long Term Debt	-	-	-	-	-	-	-	-	-	
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-	
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 11,334,721</b>	<b>\$ 365,673</b>	<b>\$ 2,852,271</b>	<b>\$ 5,835,749</b>	<b>\$ 1,587,773</b>	<b>\$ 2,043,311</b>	<b>\$ 5,526,424</b>	<b>\$ 29,545,922</b>	<b>\$ 29,025,271</b>	

**LIABILITIES, FUND EQUITY AND OTHER CREDITS**

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable	2018-19		
								2018-19	2017-18	
Liabilities	\$ 100,489	\$ -	\$ 173,679	\$ -	\$ 32,134	\$ 7	\$ 13,984	\$ 320,293	\$ 992,727	
Accounts Payable	-	-	-	-	-	-	-	-	-	
Accrued Liabilities:										
Wages	-	-	-	-	-	-	-	-	-	
Employee related payables	133,868	-	-	-	-	497,514	-	631,382	215,528	
Vacation	560,090	-	-	-	3,787	2,159	2,767	568,813	813,428	
Other current liabilities	8,057	-	-	-	481	-	-	8,538	8,932	
Due to other funds	-	-	-	-	-	-	-	-	-	
Deferred Revenues	-	-	-	-	-	-	-	-	-	
Def Compensation Liability	-	-	-	-	-	-	-	-	247	
General Long Term Debt Group	-	-	-	-	-	-	-	-	-	
<b>TOTAL LIABILITIES</b>	<b>802,504</b>	<b>-</b>	<b>173,679</b>	<b>-</b>	<b>36,412</b>	<b>499,680</b>	<b>16,751</b>	<b>1,529,026</b>	<b>2,030,862</b>	
Fund equity and other credits	-	-	-	-	1,527,960	176,048	-	1,704,008	1,682,042	
Retained Earnings	143,199	157	-	-	24,898	-	-	168,254	133,042	
Res for Prepaid Expenditures	-	-	-	-	-	969,519	-	969,519	730,348	
Res for Self-Insurance	-	-	-	-	-	-	-	131,011	96,220	
Res for Student Organizations	-	-	-	-	-	-	-	6,032,914	5,371,994	
Res for Post-Employ Benefits	482,274	-	-	-	-	-	5,550,640	613,227	553,807	
Reserve for Capital Projects	-	-	-	-	-	-	-	105,559	97,167	
Reserve for Cap Proj - Motorcycle	-	-	-	-	-	-	-	532,744	567,845	
Reserve for Debt Service	7,434,347	36,336	-	-	-	-	-	7,470,683	8,537,043	
Designated for Operations	383,216	-	-	-	-	-	-	383,216	383,216	
Des for State Aid Fluctuations	2,188,956	393,471	-	-	-	-	-	2,582,427	2,179,951	
Des for Subsequent Year	10,631,992	429,964	718,786	532,744	1,552,858	1,145,567	5,681,651	20,693,562	20,332,675	
<b>TOTAL FUND EQUITY AND OTHER CREDITS</b>	<b>(99,775)</b>	<b>(64,291)</b>	<b>1,959,806</b>	<b>5,303,005</b>	<b>(1,497)</b>	<b>398,064</b>	<b>(171,978)</b>	<b>7,323,334</b>	<b>6,661,734</b>	
Year-to-date excess revenues(expenditures)										
<b>TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS</b>	<b>\$ 11,334,721</b>	<b>\$ 365,673</b>	<b>\$ 2,852,271</b>	<b>\$ 5,835,749</b>	<b>\$ 1,587,773</b>	<b>\$ 2,043,311</b>	<b>\$ 5,526,424</b>	<b>\$ 29,545,922</b>	<b>\$ 29,025,271</b>	

## January Contracted Service Agreements Meeting on February 18, 2019

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146482	Wisconsin Rapids	Business and Industry	EMR Refresher	3	9	475.00
146483	Nekoosa	WAT Grant	Professionalism in the Workplace	18	115	2,232.00
146484	Marshfield	WAT Grant	Medical Terminology	54	25	4,938.69
146485	Nekoosa	Public Education K-12	Heartsaver CPR/AED/First Aid Skills Test	6	17	1,072.50
146486	Wisconsin Rapids	Multiple Local Government	Heartsaver CPR/AED Adult/Child	5	9	616.00
			<b>Total:</b>			<b>\$9,334.19</b>

## January Contract Training Proposals For Informational Purposes

Proposal Number	Location of Business/Agency	Industry Type	Type of Service	Proposal Amount
0030	Hancock	Community Organization	CPR / AED Training	595.00
0031	Stevens Point	Community Organization	Manager Development	1,225.00
0032	Stevens Point	Community Organization	DISC Training Follow-Up	833.24
0033	Stevens Point	Private Industry	CPR/First Aid Online w/ Skills Review	1,780.00
004	Marshfield	Private Industry	Customer Service	1,900.00
0035	Nekoosa	School District	CPR/First Aid Skills Review	1,072.50
0036	Auburndale	School District	First Aid/CPR Training	1,195.00
0037	Wisconsin Rapids	Private Industry	CPR/First Aid	1,680.00
0038	Wisconsin Rapids	Public Safety	Apollo Simulator Training	2,195.00
0039	Wisconsin Rapids	Community Organization	CPR/AED - February	616.00
			<b>Total:</b>	<b>\$13,091.74</b>

**FINANCE & AUDIT COMMITTEE**  
**Procurement of Goods and Services**  
**February 18, 2019 Board Meeting**

<b>PROCUREMENTS REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>MF CAMPUS – LiNK FURNITURE – FACILITIES</u></b>		
Henricksen, Madison, WI	\$216,013.86	State Contract
<b>❖ Subtotal for Procurements Requiring Board Action</b>	<b><u>\$216,013.86</u></b>	

<b>PROCUREMENTS NOT REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
None		
<b>❖ Subtotal for Procurements Not Requiring Board Action</b>	<b><u>\$0.00</u></b>	

**GRAND TOTAL** **\$216,013.86**

## **PROCUREMENT & SELECTION METHODS DEFINED**

Mid-State Technical College 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 Department of Administration or UW system processed a bid or RFP and awarded the products and/or services to this vendor. Mid-State 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. Mid-State 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** – Mid-State is required to pay for the service or membership to operate.