



BOARD OF DIRECTORS MEETING

April 15, 2019

Wisconsin Rapids Campus
Room L133-134



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MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS CAMPUS

APRIL 15, 2019

AGENDA: DISTRICT BOARD MEETING

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

DATE: Monday, April 15, 2019

TIME: 5:20 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Roll Call

C. Meeting Notice Certification

This April 15, 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 – March 18, 2019 Regular Meeting

F. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for March 2019 are contained in Exhibit B. These bills total \$718,858.83 of which \$472,697.46 represents operational expenditures and \$246,161.37 represents capital expenditures.

The District's regular payrolls were issued on March 1, 15, and 29. Payroll disbursements for the month of March totaled \$2,105,603.26 plus \$25,331.73 for travel and miscellaneous reimbursements, and \$729,783.31 in fringe benefits, for a total payroll disbursement of \$2,860,718.30.

Administration recommends approval of the payment of these obligations totaling \$3,579,577.13.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into 11 contracted service agreements totaling \$27,244.18. 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.

There are no procurements which will require prior Board approval.

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. Accounting Assistant Embedded Technical Diploma Program
 3. Machine Tool/Machinist Apprentice Program
 4. Electrical and Instrumentation Apprentice Program
 5. Electrical (Construction) Apprentice Program
 6. Information Items
 7. Committee-of-the-Whole Meeting

 - c. Facilities & External Relations Committee
 1. Review Consent Agenda Items
 2. International Travel
 3. Student Activity Fee
 4. Information Items
 5. Committee-of-the-Whole Meeting

 - d. Committee-of-the-Whole
 1. Student Survey Results
 2. Employee Compensation

H. Discussion and Action Items

1. Phi Theta Kappa

I. Closed Session

The Board will not convene to closed session this month.

J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Adams Campus

March 18, 2019

I. ROLL CALL

Board Chairperson Justin Hoerter called the meeting to order at 5:22 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Justin Hoerter, Richard Merdan, Lynneia Miller, Gordon Schalow, and Dr. Shelly Mondeik

EXCUSED: Craig Gerlach and Charles Spargo

OTHERS: Greg Bruckbauer, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Laurie Inda, Dr. Colleen Kane, Dr. Mandy Lang, Ray McLemore, Brad Russell, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, Kolina Stieber and 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 Mr. Beaver, seconded by Ms. Crass, upon a voice vote, unanimously approved minutes from the board meeting held February 18, 2019 as presented.

V. CONSENT AGENDA

Motion by Ms. Bruski Mallek, 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 February 2019 were presented in Exhibit B. These bills totaled \$1,700,747.47 of which \$1,326,025.89 represents operational expenditures and \$374,721.58 represents capital expenditures.

The district's payroll for the month of February totaled \$1,342,132.29 plus \$9,381.51 for travel and miscellaneous reimbursements and \$630,383.85 in fringe benefits. The district's bills and payroll totaled \$3,682,645.12.

2. Entered into the following contracted service agreements:

OFFICIAL PROCEEDINGS

March 18, 2019

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<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146487	Physical Fitness Testing	\$ 750.00
146488	ELS Level 1	\$ 2,790.00
146489	Critical Soft Skills for the Modern Workplace	\$ 1,625.00
146490	Heartsaver CPR/AED Adult/Child	\$ 3,590.00

3. Approved the following procurement(s) for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$87,295.33	Peterbilt	School of Transportation, Agriculture, Natural Resources & Construction

VI. CHAIRPERSON'S REPORT

1. Mr. Hoerter welcomed everyone to the meeting. Mr. Gerlach and Mr. Spargo asked to be excused.

2. Mr. Hoerter announced the Spring Boards Association meeting will be held April 11-13 in Fond du Lac. The meeting will include an in-service on Student Services and annual meeting elections. Anyone interested in attended should contact Ms. Susa for arrangements.

3. Mr. Hoerter announced the Boards Association Nominations Committee requested assistance in identifying District Board members interested in serving as Association President, Vice President and Secretary/Treasurer for the 2019-2020 year.

Motion by Mr. Beaver, seconded by Ms. Miller, upon a voice vote, unanimously nominated Betty Bruski Mallek for District Boards Association Vice President.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously nominated Vernon Jung of Moraine Park Technical College for District Boards Association President.

4. Mr. Hoerter announced the Spring Board Advance will be held on Thursday, May 9. A draft agenda was provided for feedback.

5. Mr. Hoerter announced Spring Commencement will be held Sunday, May 19 at 1:30 p.m. at SentryWorld in Stevens Point. Board members are invited to participate. Those members participating will be seated on stage and wearing regalia. Please let Ms. Susa know if you plan to attend.

6. Mr. Hoerter reported the annual Board Appointment Committee Meeting will be held Thursday, March 21 at 5:00 p.m. in the District Conference Room on the Wisconsin Rapids Campus. Employer, Employee and Additional Member positions are being considered.

7. The next Mid-State Board of Directors meeting will be held on Monday, April 15 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" was held during February and raised \$25,227.

OFFICIAL PROCEEDINGS

March 18, 2019

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2. Ms. Steckbauer reported high school scholarship applications increased to 150 received compared to 86 in 2018. In addition, the spring application window for August 2019 opens on May 6 through June 21, 2019.

3. Ms. Steckbauer provided an update on the work the Foundation and College have completed in regards to an in-kind/gift acceptance policy.

4. Ms. Steckbauer reported on the use of emergency grants through March 15. Compared to the same timeframe in 2018, fund usage has significantly decreased.

VIII. PRESIDENT'S REPORT

1. Dr. Mondeik highlighted recent on campus events including receipt of a new cow simulator and program identity marketing opportunities.

2. Dr. Mondeik announced Governor Tony Evers and Department of Workforce Development Secretary Caleb Frostman visited the Wisconsin Rapids Campus for a tour and conversation focused on apprenticeship. Employer partners joined us along with apprentices for the visit and helped highlight our apprenticeship programs.

3. Dr. Mondeik announced the college submitted its Higher Learning Commission Portfolio on March 11. Mid-State's Institutional Effectiveness & Quality Manager Dr. Beth Ellie led the collaborative process for the college.

4. Dr. Mondeik announced an academic realignment at the college. Dr. Colleen Kane will continue to oversee the School of Health, and will now oversee the School of Protective & Human Services as well. In addition, Campus Deans will move to academics. Step two of the alignment will be complete by June 1.

5. Dr. Mondeik reported the WTCS Board and Presidents Association will meet in the coming days. A tuition increase will be considered along with state grant approvals.

IX. FINANCE & AUDIT COMMITTEE

1. In place of Finance & Audit Committee Chairperson Charles Spargo, Kristin Crass reported the committee reviewed its Consent Agenda items and had no questions.

2. Ms. Crass 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. WTCS BOARD UPDATE – Ms. Crass reported a tuition increase recommendation will be considered by the WTCS Board in the coming days.

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

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

OFFICIAL PROCEEDINGS

March 18, 2019

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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. NEW PROGRAMMING PRESENTATION – Ms. Miller reported Vice President of Academics Dr. Deb Stencil provided an overview of four new proposed programs for the college; Accounting Assistant, Machinist Apprenticeship Program, Electrical & Instrumentation Apprenticeship and Electricity for Construction Apprenticeship. Next month, these programs will be presented for approval.
 - b. IN-SERVICE RECAP – Ms. Miller reported the college held College-Wide In-Service on February 25 with a theme of “Getting to Know Our Students.” Based on survey results, employees enjoyed the President’s Address and provided a 90% overall satisfaction rating.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. Facilities & External Relations Committee Chairperson Robert Beaver reported that the committee had no Consent Agenda items.
2. The following items were presented for informational purposes only:
 - a. PROPERTY DISPOSAL PROCESS – Mr. Beaver reported the college has reviewed and updated its property disposal process to ensure it is efficient and consistent.
 - b. WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS – Mr. Beaver 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. SIMULATION CENTER PROJECT – Vice President of Academics Dr. Deb Stencil and School of Health and School of Protective & Human Services Dean Dr. Colleen Kane provided an overview of the proposed Mid-State – Aspirus Riverview Hospital Simulation Center Project. The project aims to increase capacity in health programs and meet healthcare training needs through the development of a state-of-the-art simulation center at Aspirus Riverview Hospital.

XIII. DISCUSSION AND ACTION ITEM

1. ADAMS CAMPUS AND COMMUNITY UPDATE – Adams Campus Manager Laurie Inda provided highlights of learning activities at the Adams Campus as well as an update on community happenings and Mid-State’s related involvement.

XIV. CLOSED SESSION

There was no closed session this month.

XV. ADJOURNMENT

OFFICIAL PROCEEDINGS

March 18, 2019

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There being no further business, the Board meeting adjourned at 6:22 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, April 15, 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..

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

G. REPORTS AND RECOMMENDATIONS

WISCONSIN RAPIDS CAMPUS

APRIL 15, 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

WISCONSIN RAPIDS CAMPUS

APRIL 15, 2019

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, April 15, 2019

TIME: 4:00 p.m.

A. Meeting called to order by Chairperson Charles Spargo

B. Call to Order

C. Meeting Notice Certification

This April 15, 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. FY19 YEAR-END PROJECTION

Vice President of Finance & Facilities Robb Fish will provide a projection as of March 31 for FY19 year-end results. It is anticipated that the college will be slightly favorable compared to budget.

b. ANTICIPATED CAPITAL PROJECTS AND FINANCING FOR FY20

As a preview of next year's planned capital projects by category, Mr. Fish will provide a preliminary summary.

Funding for these projects will involve multiple sources including but not limited to grants, unused borrowing from the previous year, and the issuance of General Obligation Notes in FY20. As a preliminary summary, it may be subject to revisions prior to presentation of the proposed budget next month. Board action will not be needed at this time.

c. ANTICIPATED GRANT FUNDING FOR FY20

Mr. Fish will provide an overview of the proposed FY20 Master Grant Schedule and a summary of the anticipated changes in federal and state grant funding for next year's budget.

d. SPECIAL FY20 BUDGET MEETING

Details of Administration's FY20 budget proposal will be presented by the College's Executive Leadership Team and Finance personnel. The meeting is scheduled for May 6 from 4:00 to 5:30 p.m. in room A112 on the Wisconsin Rapids Campus. Budget materials will be distributed during the meeting. All members of the Board are invited. This budget will then be presented to the full Board during its regular May meeting. Formal budget adoption will occur in June following a noticed/published Public Hearing.

e. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES

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

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES

WISCONSIN RAPIDS CAMPUS

APRIL 15, 2019

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: Room A203
Mid-State Wisconsin Rapids Campus
500 32nd Street North, Wisconsin Rapids

DATE: Monday, April 15, 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 April 15, 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. ACCOUNTING ASSISTANT EMBEDDED TECHICNAL DIPLOMA PROGRAM

The committee will review a request for approval of the Accounting Assistant Embedded Technical Diploma program which will then be forwarded to the Wisconsin Technical College System for new program approval and implementation.

3. MACHINE TOOL/MACHINIST APPRENTICE PROGRAM

The committee will review a request for approval of the Machine Tool/Machinist Apprenticeship program which will then be forwarded to the Wisconsin Technical Colleges System for new program approval and implementation.

4. ELECTRICAL AND INSTRUMENTATION APPRENTICE PROGRAM

The committee will review a request for approval of the Electrical and Instrumentation Apprenticeship program which will then be forwarded to the Wisconsin Technical College System for new program approval and implementation.

5. ELECTRICAL (CONSTRUCTION) APPRENTICE PROGRAM

The committee will review a request for approval of the Electrical and Instrumentation Apprenticeship program which will then be forwarded to the Wisconsin Technical College System for new program approval and implementation.

6. INFORMATION ITEMS

The following items are presented for informational purposes only:

- a. There are no informational items.

7. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS CAMPUS

APRIL 15, 2019

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, April 15, 2019

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This April 15, 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. INTERNATIONAL TRAVEL

The College has a spring international student exchange with Max Eyth Schule located in Hessen, Germany and is requesting international travel approval by the Mid-State Board for Mid-State Respiratory Therapy Instructor Jamey Wasrud to travel to Germany. The purpose of the travel is to escort six students participating in the 15th annual German student/faculty educational exchange and to continue to expand and build relationships with Max Eyth Schule faculty and staff. Approval is requested.

3. STUDENT ACTIVITY FEE

In an effort to respond to Mid-State's changing student population and meet their needs related to student life and security, the College is requesting an increase in the student activity fee. Vice President of Student Services & Enrollment Management Dr. Mandy Lang will present information about the need for the increase, history of the fee at Mid-State and comparable fees throughout the WTCS and request approval from the Board to increase this fee.

4. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. DMI AUDIT

District's Mutual Insurance (DMI) routinely visits the campuses of each district to assist them in making their facilities safer and more secure. Mid-State was recently visited as part of this periodic activity. Director of Facilities & Procurement Matthew Schneider will give a brief summary of the findings of that visit and the measures taken to implement any changes to improve safety and security.

b. IT CONTINUOUS IMPROVEMENT

Director of Information Technology Brad Russell will give an update on IT related continuous improvement projects for our customers. Projects include implementing a classroom technology emergency number for immediate assistance for faculty and required technology training for new employees on their first day.

c. 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.

5. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS CAMPUS

APRIL 15, 2019

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, April 15, 2019

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Meeting Notice Certification

This April 15, 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. STUDENT SURVEY RESULTS

In fall 2018, the College administered the Ruffalo Noel-Levitz Student Satisfaction Inventory Survey to 898 students. The 50-question survey included 40 standardized questions and 10 customized questions selected by the college. Manager of Institutional Effectiveness & Quality Dr. Beth Ellie will share results and compare them to 2014 Mid-State results, WTCS cohort results and National Community College cohort results. She will also highlight commonalities between Mid-State student and employee survey results.

2. EMPLOYEE COMPENSATION

The College budget is being prepared for the next fiscal year and consideration is being given to a potential salary increase for employees. Vice President of Human Resources & Organizational Development Dr. Karen Brzezinski will lead a discussion on a recommendation the Board may consider.

D. ADJOURNMENT

H. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS CAMPUS

APRIL 15, 2019

1. PHI THETA KAPPA

In only its second year, Mid-State's Phi Theta Kappa (PTK) chapter has recently received several awards, including 1st place for their Honors in Action project and 5-star status as a chapter. Jon Steele and Jill Quinn, co-advisors for PTK at Mid-State will highlight these awards.

J. ADJOURNMENT

EXHIBITS A – E

PRESIDENT'S REPORT

April 15, 2019

1. The Mid-State Technical College District is honored to announce that Vikram Gill, a Business Management student on the Stevens Point Campus, has been chosen as the Mid-State WTCS State Ambassador. Several changes have been made with the Student Ambassador Program at Mid-State over the last year. There is now a program in place in which up to 10 student ambassadors from across the district are chosen early in the academic year and serve in this role working closely with both the Student Life and Recruitment departments. From those ambassadors, an interview committee comprised of employees from various departments determines Mid-State's WTCS State Ambassador to represent the college at the conference in April. In the application process this year, Suzanne Rathe, Dean of General Education, stated "Vikram consistently displays a positive attitude, and excitement toward working hard, and the ability to collaborate with his peers. He is very informed on happenings in the community, state, and nation and keeps himself aware. I'm happy to recommend him for ambassador." Vikram will be attending the WTCS State Ambassador Conference in Wisconsin Dells on April 25 and 26.
2. RegisteredNursing.org ranked Mid-State Technical College ninth in Wisconsin for the 2019 Best RN Programs. Forty colleges in Wisconsin that offer programming leading to an Associate in Nursing (ADN/ASN), a Bachelors in Nursing (BSN) or a Direct Entry (MSN) were part of this evaluation. Nursing programs were assessed on several factors, including how well a program supports students towards licensure and beyond. Historically, Mid-State posted high NCLEX pass-rates but in 2018 Mid-State students celebrated a student pass rate of 100% which is an increase from 93.3% the previous year.
3. The Medical Assistant program has received formal accreditation approval for the Wisconsin Rapids Campus. In addition, the Phlebotomy program received its official Accreditation Award for Continuing Approval for five years (the average is three years).
4. Grant Activity for the Workforce Advancement Training (WAT) and Allied Health Professionals grants continues with Marshfield Medical Center. These grants support the Medical Assistant, Nursing Assistant, Central Service Technician and Phlebotomy Technician program. Program courses support incumbent workers at Marshfield Clinic and Health System to advance in their positions. As a result of these grant efforts, a core course for Phlebotomy Technician will be offered this summer. This is the first time this course has been offered in the summer.
5. A Cuts for Kids event was held March 26 at the Plover/Whiting Elementary School. A total of 168 parents/students attended this event. At least 20 agencies were there to provide support. Forty Mid-State students from our full-time Cosmetology, part-time Cosmetology, and Barber cohorts and our entire instructor team participated and provided free haircuts.

6. Mid-State is currently offering a Career Clothing Drive. This is a student project in the Administrative Office Procedures Class which is a course in the Administrative Professional Program. Instructor Sharon Behrens is supporting the students with this project. This annual career clothing drive runs from March 25 through April 22. Mid-State and surrounding communities donate lightly used men's and women's career clothing. Donation boxes are located on the Adams, Stevens Point, Marshfield, and Wisconsin Rapids campuses. The clothes are then available for Mid-State students, at no charge, on April 24-25 at the Stevens Point Campus.

7. My travel between now and mid-May will include:
 - Weekly Rotary Meetings – Wisconsin Rapids
 - Stevens Point Campus Advisory Meeting – Stevens Point
 - Business/Community Partner Meetings – Wisconsin Rapids
 - Adams County Chamber Annual Meeting – Friendship
 - Mid-State Foundation Board Meeting – Stevens Point
 - Women's Leadership Institute Spring Board of Advocates Meeting – Sheboygan
 - WTCS State Ambassador Banquet – Wisconsin Dells
 - Adams Campus Advisory Meeting – Adams
 - Campus Conversations – All Mid-State Locations
 - WTCS Grants Group Meeting – Waukesha
 - Spring Board Advance – Marshfield
 - WTCS Board Meeting – Madison
 - Presidents Association Meeting – Madison

FY 2018-19 Budget Modifications Made in the Month of March 2019						
<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						
141309	Adv Mfg Network - Gold Collar Careers Coordinator District Travel	State	New award Adjust budget to actual	10,466.00	10,466.00 2,000.00	- (2,000.00)
Fund 7 - Special Revenue Non-Aidable Fund Budget Modifications						
	Coordinator District Travel		Adjust budget to actual		(2,000.00)	2,000.00
Total Budget Changes For The Month				10,466.00	10,466.00	-
Notes: Budget modifications are in balance for March.						



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2019 as of March 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 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 6	Fund 6	Fund 6	Fund 6	Fund 6	Budget	Budget	Budget	Budget
Local Government	6,810,080	-	-	-	5,761,109	-	-	-	-	-	-	-	12,571,189	12,564,328	25.2%	
Student Fees	6,997,491	103,000	314,163	-	-	-	-	-	-	-	-	-	7,414,654	7,372,000	14.9%	
State Aid & Grants	15,131,384	-	-	52,100	-	-	-	-	-	-	-	-	15,183,484	14,808,198	30.4%	
Institutional	185,906	715,000	695,130	60,020	137,871	1,194,373	5,424,200	-	-	-	-	-	8,412,500	8,349,129	16.9%	
Federal	620,965	-	5,666,300	23,664	-	-	-	-	-	-	-	-	6,310,929	6,257,913	12.6%	
Total Revenues	29,745,826	818,000	6,675,593	135,784	5,898,980	1,194,373	5,424,200	49,892,756	49,892,756	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 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 6	Fund 6	Fund 6	Fund 6	Fund 6	Fund 6	Fund 6	Budget	Budget
Salaries and Wages	17,294,349	256,876	240,995	-	-	207,715	33,428	-	-	-	-	-	18,033,363	17,959,407	32.2%	
Benefits	7,316,781	77,086	292,325	-	-	70,863	26,354	-	-	-	-	-	7,783,409	7,704,932	13.9%	
Current Expenditures	5,955,939	553,105	166,501	-	-	129,170	1,106,635	-	-	-	-	-	7,911,350	7,621,494	14.1%	
Student Financial Aid & Activities	-	-	6,008,735	-	-	842,348	3,903,500	-	-	-	-	-	6,008,735	6,013,546	10.7%	
Resale	-	-	-	-	-	-	-	-	-	-	-	-	4,745,848	4,745,848	8.5%	
Capital Outlay	-	-	-	5,469,140	-	-	-	-	-	-	-	-	5,469,140	5,377,927	9.8%	
Debt Retirement	-	-	-	-	6,050,870	-	-	-	-	-	-	-	6,050,870	5,980,245	10.8%	
Total Expenditures	30,567,069	887,067	6,708,556	5,469,140	6,050,870	1,250,096	5,069,917	56,002,715	56,002,715	100.0%						
% of Expenditures by Fund	54.6%	1.6%	12.0%	9.8%	10.8%	2.2%	9.1%	100.0%	100.0%							

<u>Changes in Fund Equity</u>	
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	-
Budgeted Ending Fund Equity	18,659,249



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2019 as of March 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	6,844,622	-	-	-	-	-	-	-	-	-	-	-	-	-	12,571,189	100.3%
Student Fees	6,668,121	21,282	-	-	312,768	-	-	-	-	-	-	-	-	-	7,414,654	94.4%
State Aid & Grants	13,820,006	-	-	-	-	6,833	-	-	-	-	-	-	-	-	15,183,484	91.1%
Institutional	172,682	191,839	424,008	144,123	79,397	996,618	4,487,236	-	-	-	-	-	-	-	8,412,500	77.2%
Federal	275,673	-	3,846,339	-	-	-	-	-	-	-	-	-	-	-	6,310,929	65.3%
Total Revenues	27,781,104	213,120	4,583,116	86,229	5,905,232	996,618	4,487,236	88,344	83.4%	100.1%	82.7%	88.3%	88.3%	44,052,655	49,892,756	88.3%

	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		
Salaries and Wages	12,716,880	155,043	113,757	-	-	-	-	-	-	-	-	-	-	-	13,145,817	72.9%
Benefits	5,835,362	50,268	28,736	-	-	-	-	-	-	-	-	-	-	-	5,982,924	76.9%
Current Expenditures	3,686,556	34,849	106,923	-	-	-	-	-	-	-	-	-	-	-	7,911,350	60.7%
Student Financial Aid & Activities	-	-	4,158,938	-	-	-	-	-	-	-	-	-	-	-	6,008,735	69.2%
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,745,848	77.5%
Capital Outlay	-	-	-	3,465,123	-	-	-	-	-	-	-	-	-	-	5,469,140	63.4%
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,050,870	100.0%
Total Expenditures	22,238,798	240,160	4,408,354	3,465,123	6,049,582	1,065,033	3,815,275	85.2%	100.0%	85.2%	75.3%	73.7%	73.7%	56,002,715	73.7%	

Changes in Fund Equity

Actual Fund Equity as of 6/30/18	10,631,992	429,964	5,681,651	718,795	532,744	1,552,857	1,145,567	20,693,560
Current Revenue over Expenses	5,542,306	(27,039)	174,761	(3,378,893)	(144,351)	(68,415)	671,962	(6,109,959)
Other Sources and Uses:								
Proceeds from Debt	-	-	-	4,800,000	-	-	-	4,800,000
Interfund Transfers In	-	-	-	-	-	-	-	155,000
Interfund Transfers Out	-	-	-	-	-	-	-	(155,000)
Repayment of Debt	-	-	-	-	-	-	-	-
Accrued YTD Fund Equity	16,174,297	402,925	5,856,412	2,139,892	388,393	1,484,442	1,817,528	19,383,601

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

With Comparative Total for March 31, 2018

Mid-State Technical College
April 2, 2019 at 10:13 AM

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise Service	Internal Service	Fiduciary			
							Special Rev Non-Aidable	2018-19	2017-18	
Cash	\$ 14,087,421	\$ -	\$ 2,283,299	\$ 6,544	\$ 1,570	\$ 1,809,214	\$ 100	\$ 18,188,148	\$ 20,303,506	
Investments	-	-	-	-	-	-	5,624,107	5,624,107	5,218,739	
Receivables:										
Property taxes	3,948,790	-	-	213,186	-	-	-	4,161,976	3,660,211	
Accounts receivable	772,369	86,287	60	-	102,390	22,219	-	983,325	810,567	
Due from other funds	(1,534,467)	316,752	(88,617)	168,662	451,718	463,963	221,989	-	(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	-	-	-	-	-	-	-	-	-	
TOTAL ASSETS AND OTHER DEBITS	\$ 17,274,113	\$ 403,039	\$ 2,194,742	\$ 388,392	\$ 1,507,133	\$ 2,317,214	\$ 5,868,415	\$ 29,953,048	\$ 30,885,280	

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities									
Accounts Payable	\$ 49,792	\$ 114	\$ 54,851	\$ -	\$ 18,412	\$ 12	\$ 9,236	\$ 132,417	\$ 570,929
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	494,934	-	-	-	-	497,514	-	992,448	534,355
Vacation	546,803	-	-	-	3,797	2,159	2,767	555,526	784,932
Other current liabilities	8,032	-	-	-	481	-	-	8,513	8,707
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	255	-	-	-	-	-	-	255	562
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	1,099,816	114	54,851	-	22,690	499,685	12,003	1,689,159	1,899,485
Fund equity and other credits									
Retained Earnings	-	-	-	-	1,527,960	176,048	-	1,704,008	1,682,042
Res for Prepaid Expenditures	143,199	157	-	-	24,898	-	-	168,254	133,042
Res for Self-Insurance	-	-	-	-	-	969,519	-	969,519	730,348
Res for Student Organizations	-	-	-	-	-	-	131,011	131,011	96,220
Res for Post-Employ Benefits	482,274	-	-	-	-	-	5,550,640	6,032,914	5,371,994
Reserve for Capital Projects	-	-	613,227	-	-	-	-	613,227	553,807
Reserve for Cap Proj - Motorcycle	-	-	105,559	-	-	-	-	105,559	97,167
Reserve for Debt Service	-	-	-	532,744	-	-	-	532,744	567,845
Designated for Operations	7,434,347	36,336	-	-	-	-	-	7,470,683	8,537,043
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	383,216
Des for Subsequent Year	2,188,956	393,471	-	-	-	-	-	2,582,427	2,179,951
TOTAL FUND EQUITY AND OTHER CREDITS	10,631,992	429,964	718,786	532,744	1,552,858	1,145,567	5,681,651	20,693,562	20,332,675
Year-to-date excess revenues(expenditures)	5,542,305	(27,039)	1,421,105	(144,352)	(68,415)	671,962	174,761	7,570,327	8,653,120
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 17,274,113	\$ 403,039	\$ 2,194,742	\$ 388,392	\$ 1,507,133	\$ 2,317,214	\$ 5,868,415	\$ 29,953,048	\$ 30,885,280

March Contracted Service Agreements
Meeting on April 15, 2019

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146491	Marshfield	Business & Industry	Heartsaver BLS	27	72	4,620.00
146492	Stevens Point	Business & Industry	Heartsaver First Aid/CPR/AED	8	18	1,837.63
146493	Wisconsin Rapids	Business & Industry	Heartsaver First Aid/CPR/AED	16	23	2,675.00
146494	Madison	State of WI	Physical Fitness Testing	4 (Technical Assistance)	20	750.00
146495	Auburndale	Public Education K-12	Heartsaver First Aid/CPR/AED	8	18	1,150.00
146496	Marshfield	Business & Industry	Multicraft Apprenticeship Test	(Technical Assistance)	7	350.00
146497	Hancock	Business & Industry	Fundamental Electricity and Safety	16	60	4,395.00
146498	Wisconsin Rapids	WAT Grant	Supervisory Skills	24	15	4,045.00
146499	Marshfield	WAT Grant	Supervisory Management	6	6	1,141.55
146500	Wausau	Business & Industry	HVAC Fundamentals	8	60	3,490.00
146501	Bancroft	WAT Grant	ESL Level 1	27	20	2,790.00
					Total:	\$27,244.18

March Contract Training Proposals
For Informational Purposes

Proposal Number	Location of Business/Agency	Industry Type	Type of Service	Proposal Amount
0048	Plover	Private Industry	HVAC Basics	3,490.00
0049	Friendship	Governmental	Facebook Training	150.00
0050	Marshfield	Private Industry	Excel Training - Revised	2,790.00
0051	Wisconsin Rapids	Private Industry	Lifting and Rigging Training	4,490.00
0052	Portage	Private Industry	Paramedic Refresher	21,000.00
0053	Nekoosa	Private Industry	CPR / AED	425.00
0054	Wisconsin Rapids	Private Industry	CPR / FIRST AID	2,675.00
0055	Nekoosa	Private Industry	Emergency Response and CPR	2,100.00
			Total:	\$37,120.00

FINANCE & AUDIT COMMITTEE
Procurement of Goods and Services
April 15, 2019 Board Meeting

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
None		
❖ Subtotal for Procurements Requiring Board Action	<u>\$0.00</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – INSTRUCTIONAL EQUIPMENT – SCHOOL OF PROTECTIVE & HUMAN SERVICES</u>		
Conway Shield, New Berlin, WI	\$34,971.53	Quote
5 Alarm, Delafield, WI	\$35,995.00	
Jefferson Fire & Safety, Middleton, WI	\$37,150.00	
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$34,971.53</u>	

GRAND TOTAL **\$34,971.53**

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.