



# **BOARD OF DIRECTORS MEETING**

**May 20, 2019**

Wisconsin Rapids Campus  
Room L133-134



# INDEX

---

1.	Agenda for Regular Meeting.....	Page 3
	Held May 20, 2019	
2.	Minutes of Board Meetings .....	Page 7
	Held April 15, 2019	
3.	Reports and Recommendations	
	a. Chairperson’s Report.....	Page 12
	b. Mid-State Foundation Liaison Report.....	Page 12
	c. President’s Report .....	Page 12
	d. Finance & Audit Committee Report .....	Page 13
	e. Academic & Human Resources Committee Report.....	Page 17
	f. Facilities & External Relations Committee Report.....	Page 19
	g. Committee-of-the-Whole Report .....	Page 21
4.	Discussion & Action Item(s) .....	Page 23
5.	Adjournment.....	Page 23
6.	Exhibits.....	Page 24

# MID-STATE DISTRICT BOARD OF DIRECTORS

---

WISCONSIN RAPIDS CAMPUS

MAY 20, 2019

AGENDA: DISTRICT BOARD MEETING

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

DATE: Monday, May 20, 2019

TIME: 5:20 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Roll Call

C. Meeting Notice Certification

This May 20, 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 – April 15, 2019 Regular Meeting

F. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for April 2019 are contained in Exhibit B. These bills total \$625,932.93 of which \$361,910.06 represents operational expenditures and \$264,022.87 represents capital expenditures.

The District's regular payrolls were issued on April 12 and 26. Payroll disbursements for the month of April totaled \$1,391,888.61 plus \$19,230.61 for travel and miscellaneous reimbursements, and \$640,508.11 in fringe benefits, for a total payroll disbursement of \$2,051,627.33.

Administration recommends approval of the payment of these obligations totaling \$2,677,560.26.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into six contracted service agreements totaling \$20,325.88. 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 \$61,000 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. FY2018-19 Budget Amendment
    4. Information Items
    5. Committee-of-the-Whole Meeting
  
  - b. Academic & Human Resources Committee
    1. Review Consent Agenda Items
    2. Information Items
    3. Committee-of-the-Whole Meeting
  
  - c. Facilities & External Relations Committee
    1. Review Consent Agenda Items
    2. Information Items
    3. Committee-of-the-Whole Meeting
  
  - d. Committee-of-the-Whole
    1. District Boards Association Visit
    2. FY20 Proposed Budget Presentation

- H. Discussion and Action Items
1. Student Ambassador
  2. Website Overview

- I. Closed Session

The Board will entertain a motion to convene in closed session, pursuant to s. 19.85(1)(e), Wisconsin Statutes, to discuss terms for a possible

leasing agreement, and any related request for proposals that the Board may require. The Board may take action in closed session.

Following the closed session, the Board will entertain a motion to reconvene in open session to take any further action that is necessary and appropriate. Thereafter, the Board will entertain a motion to adjourn the meeting.

J. Adjournment

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids Campus

April 15, 2019

**I. ROLL CALL**

Board Chairperson Justin Hoerter called the meeting to order at 5:20 p.m.

Roll call was as follows:

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

EXCUSED: Craig Gerlach and Gordon Schalow

OTHERS: Dr. Karen Brzezinski, Dwayne Corry, Dr. Bobbi Damrow, Beth Ellie, Robb Fish, Dr. Mandy Lang, Ray McLemore, Natasha Miller, Brad Russell, Matt Schneider, Jill Steckbauer, Jon Steele, Dr. Deb Stencil, Kolina Stieber, Angie Susa, Jill Quinn, and Tracy Van Meter

**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. Bruski Mallek, upon a voice vote, unanimously approved minutes from the board meeting held March 18, 2019 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 March 2019 were presented in Exhibit B. These bills totaled \$718,858.83 of which \$472,697.46 represents operational expenditures and \$246,161.37 represents capital expenditures.

The district's payroll 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. The district's bills and payroll totaled \$3,579,577.13.

2. Entered into the following contracted service agreements:

OFFICIAL PROCEEDINGS

April 15, 2019

Page 2

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146491	Heartsaver BLS	\$ 4,620.00
146492	Heartsaver First Aid/CPR/AED	\$ 1,837.63
146493	Heartsaver First Aid/CPR/AED	\$ 2,675.00
146494	Physical Fitness Testing	\$ 750.00
146495	Heartsaver First Aid/CPR/AED	\$ 1,150.00
146496	Multicraft Apprenticeship Test	\$ 350.00
146497	Fundamental Electricity and Safety	\$ 4,395.00
146498	Supervisory Skills	\$ 4,045.00
146500	Supervisory Management	\$ 1,141.55
146501	ESL Level 1	\$ 2,790.00

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

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

**VI. CHAIRPERSON'S REPORT**

1. Mr. Hoerter welcomed everyone to the meeting. Mr. Gerlach and Mr. Schalow asked to be excused.
2. Mr. Hoerter announced the Spring Boards Association meeting will be held April 11-13 in Fond du Lac. Ms. Bruski Mallek and Mr. Beaver attended. The meeting will included an in-service on Student Services and annual meeting elections.
3. Mr. Hoerter announced the Spring Board Advance will be held on Thursday, May 9 at the Marshfield Campus. A draft agenda was provided for feedback.
4. The next Mid-State Board of Directors meeting will be held on Monday, May 20 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 provided an update on event sponsorships and participation opportunities for upcoming foundation events.
2. Ms. Steckbauer reported the Foundation awarded 31 high school scholarships totaling \$38,500. The window for spring scholarships opens May 6, 2019 and closes June 21, 2019.
3. Ms. Steckbauer provided an update on the Sponsor a Scholar Program, Donor Wall, Distinguished Alumni Wall and Gift Acceptance Policy.

**VIII. PRESIDENT'S REPORT**

1. Dr. Mondeik announced Mid-State's Nursing Program was named a Top Ranked Nursing School (9<sup>th</sup> place) in Wisconsin by registerednursing.org. Congratulations to the Nursing team was extended.
2. Dr. Mondeik announced she received the Phi Theta Kappa Honor Society Presidents Paragon Award recognizing new presidents supporting Phi Theta Kappa.



OFFICIAL PROCEEDINGS

April 15, 2019

Page 3

3. Dr. Mondeik provided updates on progress of the Strategic Plan, new website rollout and an upcoming visit by the Higher Learning Commission to the Adams Campus for final check off.
4. Dr. Mondeik reported the WTCS Board and Presidents Association met mid-March. WTCS Board approved a 1.7% tuition rate increase. Presidents Association discussed the governor's budget and advocacy strategy.
5. Dr. Mondeik reported the annual Board Appointment meeting was held. Ms. Crass, Mr. Hoerter and Mr. Spargo were reappointed to three-year terms. Final approval will occur at the WTCS May Board meeting.

**IX. FINANCE & AUDIT COMMITTEE**

1. Finance & Audit Committee Chairperson Charles Spargo reported the committee reviewed its Consent Agenda items and had no questions.
2. Mr. Spargo 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. FY19 YEAR-END PROJECTION – Mr. Spargo reported the committee reviewed FY19 year-end budget projection and use of fund equity.
  - b. ANTICIPATED CAPITAL PROJECTS AND FINANCING FOR FY20 – Mr. Spargo provided an overview of the FY20 capital budget request.
  - c. ANTICIPATED GRANT FUNDING FOR FY20 – Mr. Spargo reported there was an increase in grants received over last year.
  - d. SPECIAL FY20 BUDGET MEETING – Mr. Spargo reported the FY20 budget will be presented on May 6 from 4:00 to 5:30 p.m. in room A112 on the Wisconsin Rapids Campus. The budget will then be presented to the full board during its regular May meeting.
  - e. 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. Ms. Miller reported Vice President of Academics Dr. Deb Stencil reviewed a request for approval of the Accounting Assistant Embedded Technical Diploma Program. Program introduction is based on employer need and was part of the college's Product Development Plan. No additional faculty are needed to offer.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the Accounting Assistant Embedded Technical Diploma Program.

OFFICIAL PROCEEDINGS

April 15, 2019

Page 4

3. Ms. Miller reported the committee reviewed a request for approval of the Machine Tool/Machinist Apprenticeship Program. Program introduction is based on employer need and desire for instruction to be provided in-district. The program will start with seven apprentices.

Motion by Mr. Merdan, seconded by Mr. Beaver, upon a roll call vote, unanimously approved the Machine Tool/Machinist Apprenticeship Program.

4. Ms. Miller reported the committee reviewed a request for approval of the Electrical and Instrumentation Apprentice Program. Industry need show 60 apprentices leaving the Mid-State District for training each year in this field. The apprentice program includes five years of instruction and is supported by industry. Current faculty members will provide instruction.

Motion by Mr. Spargo, seconded by Ms. Crass, upon a roll call vote, unanimously approved the Electrical and Instrumentation Apprentice Program.

5. Ms. Miller reported the committee reviewed a request for approval of the Electrical (Construction) Apprentice Program. This program includes four years of instruction and was requested by industry. Forty apprentices will be in the program in fall 2019.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, unanimously approved the Electrical (Construction) Apprentice Program.

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

a. There were no information items presented.

**XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE**

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

2. Mr. Beaver reported the committee reviewed a request for international travel for the annual German student exchange. Respiratory Therapy Instructor Jamey Wasrud will accompany six students to Hessen, Germany for the 15<sup>th</sup> annual exchange.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved international travel for Jamey Wasrud for the 15<sup>th</sup> annual German student/faculty exchange.

3. Mr. Beaver reported the committee discussed a proposal to increase the Student Activity Fee. The committee reviewed historical data, comparison to WTCS schools and those items the increase would support.

Motion by Mr. Beaver, seconded by Mr. Spargo, upon a roll call vote, unanimously approved increasing Mid-State's Student Activity Fee to 6%.

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

a. DMI AUDIT – Mr. Beaver reported the college participated in a safety audit conducted by District's Mutual Insurance. The audit resulted in safety recommendations, best practice methods and code awareness issues. The college will assess results and implement necessary changes.

- b. IT CONTINUOUS IMPROVEMENT – Mr. Beaver reported Director of IT Brad Russell provided an update on IT related continuous improvement projects including implementation of a classroom emergency number for IT support and new employee support on the first day of work.
- c. 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. STUDENT SURVEY RESULTS – Manager of Institutional Effectiveness & Quality Dr. Beth Ellie provided an overview of the Student Satisfaction Inventory Survey that was administered in fall 2018. The Ruffalo Noel-Levitz Survey included 50 questions and was sent to 898 students. Dr. Ellie highlighted commonalities between Mid-State student and employee survey results.

2. EMPLOYEE COMPENSATION – Mr. Hoerter reported the Committee-of-the-Whole discussed consideration of a salary increase for employees as part of the FY20 budget. Comparison to CPI and WTCS colleges was made.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved a 2.5% salary increase for employees as part of the FY20 budget.

## **XIII. DISCUSSION AND ACTION ITEM**

1. PHI THETA KAPPA – Mid-State’s Phi Theta Kappa (PTK) chapter received several awards including 1<sup>st</sup> place for the Honors in Action Project and 5-Star status as a chapter. Chapter Advisors Jon Steele and Jill Quinn, along with students Dwayne Corry and Tracy Van Meter highlighted chapter activities and recent accolades. Dr. Mondeik was also recently honored by Phi Theta Kappa as a Paragon President.

## **XIV. CLOSED SESSION**

There was no closed session this month.

## **XV. ADJOURNMENT**

There being no further business, the Board meeting adjourned at 6:18 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, May 20, 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

MAY 20, 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

MAY 20, 2019

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, May 20, 2019

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Charles Spargo

B. Call to Order

C. Meeting Notice Certification

This May 20, 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. FY2018-19 BUDGET AMENDMENT (Exhibit F)

Exhibit F contains a resolution for amending the FY2018-19 budget. These amendments reflect the current budget document and the year-to-date budget modifications addressed in the Treasurer's Report each month. These amendments reflect changes to the General, Special Revenue – Operational, Capital Projects, Debt Service, and Internal Service Funds. Specifically, they include updates for adjustments to salary and wage budgets, federal and state grants, increased contracted service agreements, carry-over funding for capital projects, budget transfers between capital projects, adjustments to capital projects, increased debt issuance costs and payments, and health insurance expense. Board action approving the resolution in Exhibit F is requested.

4. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES

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

5. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT



# ACADEMIC & HUMAN RESOURCES

---

WISCONSIN RAPIDS CAMPUS

MAY 20, 2019

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

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

DATE: Monday, May 20, 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 May 20, 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. SOLAR ELECTRIC VEHICLE CHARGING STATION

Mid-State hosted a ribbon cutting event on Friday, May 10 to celebrate the installation of its new solar electric vehicle charging station, which brings clean and free electric vehicle charging to the Wisconsin Rapids community. Vice

President of Academics Dr. Deb Stencil will provide an overview of the project.

b. WLDI UPDATE

Mid-State employees have participated in the Wisconsin Leadership Development Institute (WLDI), whose programming is designed to enhance leadership skills within the WTCS, since its inception in 1995. Vice President of Human Resources & Organizational Development Dr. Karen Brzezinski will provide an update of Mid-State's current participation and future consideration.

c. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

In accordance with WTCS Board policy, districts are required to develop plans and programs to ensure equal opportunity, affirmative action, and non-discrimination for students and employees. The College has developed its Five-Year Equal Opportunity & Affirmative Action Plan for the period of July 1, 2019 – June 30, 2024 with a focus on addressing needs of underserved populations and embracing diversity. A draft five-year plan will be provided in May for review and feedback, and approval in June. Dr. Brzezinski will highlight the main points of the plan.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# FACILITIES & EXTERNAL RELATIONS

---

WISCONSIN RAPIDS CAMPUS

MAY 20, 2019

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, May 20, 2019

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This May 20, 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. INCOMING/OUTGOING FTEs

A summary of the FY18 incoming/outgoing FTEs for Mid-State will be presented by Vice President of Student Services & Enrollment Management Dr. Mandy Lang. An overview of the FTEs created and the number of students

attending technical colleges outside their 'home' district will be discussed.

b. WAT GRANT SUBMISSION

Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow will provide an overview of the FY20 Workforce Advancement Training Grant competitive submission.

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.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# COMMITTEE-OF-THE-WHOLE

---

WISCONSIN RAPIDS CAMPUS

MAY 20, 2019

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, May 20, 2019

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Meeting Notice Certification

This May 20, 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. DISTRICT BOARDS ASSOCIATION VISIT

Wisconsin Technical College District Boards Association Executive Director Layla Merrifield will provide an update on Association activities and answer questions the board may have.

2. FY20 PROPOSED BUDGET PRESENTATION

During a special meeting held on May 6, administration presented details of the proposed FY20 budget to the Finance & Audit Committee. The committee affirmed administration's proposal and directed administration to present it in summary during the May Board meeting.

Vice President of Finance & Facilities Mr. Robb Fish will provide a summary of budget changes and highlights. A narrative and other budget documents that were shared during the special budget meeting will be mailed separately prior to the regular meeting. Exhibit G contains a recommended resolution authorizing administration to publish a budget summary and notice of a public hearing. Clarification of the starting time for the June 17 Public Hearing will be necessary. Following committee report-out

by Mr. Fish, Board action approving the Resolution in Exhibit G will be required.

D.

ADJOURNMENT

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

---

WISCONSIN RAPIDS CAMPUS

MAY 20, 2019

1. STUDENT AMBASSADOR

Vikram Gill, Mid-State Business Management Student, has been named Mid-State Technical College 2019 District Student Ambassador. Mr. Gill will share his perspective as a student and experience attending the WTCS State Ambassador Conference in Madison.

2. WEBSITE OVERVIEW

Director of Marketing & Communication Kolina Stieber will provide an overview of Mid-State's new website as well as a demonstration.

## **I. CLOSED SESSION**

---

The Board will entertain a motion to convene in closed session, pursuant to s. 19.85(1)(e), Wisconsin Statutes, to discuss terms for a possible leasing agreement, and any related request for proposals that the Board may require. The Board may take action in closed session.

Following the closed session, the Board will entertain a motion to reconvene in open session to take any further action that is necessary and appropriate.

## **J. ADJOURNMENT**

---

## **EXHIBITS A – G**



**PRESIDENT'S REPORT****May 20, 2019**

1. In celebration of Global Day of the Engineer, Mid-State Technical College hosted its Engineering Day on April 5. Participating students in grades 9–12 from Amherst High School, Adams-Friendship High School, Lincoln High School, Almond-Bancroft High School and Nekoosa High School gathered on the College's Wisconsin Rapids Campus to explore high-demand science, technology, engineering and math (STEM) careers. The students also met with current Mid-State students and heard from local employers on the job skills needed to work in industry.
2. Jamey Wasrud, Program Director and Bill Rosandick, Clinical Director of the Respiratory Therapist program and 32 Respiratory Therapy students attended the North Regional Respiratory Care Conference in Wisconsin Dells, an annual conference for the Minnesota and Wisconsin Societies for Respiratory Care. The two and a half day conference provided opportunities for networking and exposed students to a myriad of topics important to the field of respiratory therapy. There were also sessions intended to prepare students for success on their board exams and for developing critical thinking skills as new therapists.
3. Pam Alt, Program Director and Nichol Soik, Instructor in the Medical Assistant program and 16 MA students attended the Wisconsin Society of Medical Assistants (WSMA) Annual Conference in De Forest on April 26-27. This was a great opportunity for students to network with others in the field of medical assisting. The students raised money through the campuses MA clubs to cover the expense of the conference.
4. Project SEARCH visited the salon on April 24 to talk about college and experience the in-demand field of Cosmetology first hand. Mid-State students used the experience to hone in their communication and social skills with the group while also delivering salon services for them.
5. On Saturday May 4, Capture the Campus (an IT event), was held at the Stevens Point Campus. Mid-State students and high school students (total of 15) spent the day decoding and deciphering hacking challenges and tracking down wireless access points in downtown Stevens Point to win prizes and the team competition.
6. Mid-State's Wisconsin Women in Higher Education Leadership (WWHEL) Chapter held two informational sessions, via telepresence, to inform employees about WWHEL and the college's new chapter. Approximately 50 people attended these informational meetings. Mid-State will be hosting the 2019 State WWHEL Conference.
7. Two teams of students (7 total students) presented their IT Software Developer Capstone Student Project to Mid-State faculty, staff, and business partners on May 9 at the Stevens Point campus. There was approximately 45 people in attendance for the event.

8. Communication Faculty held their 2<sup>nd</sup> annual Essay Contest and on April 29 held their Essay Awards Ceremony and Author Readings at the Stevens Point Campus. Winners were presented with their awards by renowned Wisconsin authors and contest judges Jerry Apps, Professor Emeritus at the University of Wisconsin-Madison and author of more than 25 books and David McGlynn, author of three books and a contributor to Men's Health, Real Simple, Parents, and The New York Times.
9. Dare to be Different photo project is a project that brought together nontraditional occupation (NTO) students, Faith Haas- Criminal Justice-Studies & EMT-Paramedic and Courtney Brooks- Automotive Technician, to document their personal experiences with Mid-State through guided photography. These photos reflect their own personal identity, future hopes and dreams, uncertainties, and what Mid-State means to them. Student Support Coordinator Deb McDonald, Academic Advisors Kay Grundhoffer & Lea Merkel along with Publication and Design Specialist Angie Morgan facilitated this project. The Dare to be Different reception was held May 13. The photo project will be on display until January 2020.
10. Mid-State Technical College hosted its annual Central Wisconsin Job Fair on April 3. Open to all seeking a job or other opportunity with local employers, the free event attracted 275 job seekers and 75 employers, increased over the 200 job seekers and 65 employers at last year's event. The Central Wisconsin Job Fair is a collaborative effort between Mid-State and Wisconsin Rapids Job Center.
11. Mid-State hosted its 10<sup>th</sup> Drive-In Movie Event on the Wisconsin Rapid Campus. Attendees of all ages came out on Friday, May 3 to enjoy the movie Smallfoot on the big screen. The event was free for the community, with popcorn for sale and many positive comments from moviegoers. There were over 110 cars in attendance, with an estimated 330 people making this the 2<sup>nd</sup> biggest Drive-In to date.
12. My travel between now and mid-June will include:
  - Weekly Rotary Meetings – Wisconsin Rapids
  - Employee Retirement Reception – Stevens Point
  - Community Partner Meeting – Wisconsin Rapids
  - Presidents Association Annual Planning Meeting – Wisconsin Dells
  - WLDI Foundation Celebration Luncheon – Wisconsin Dells
  - Mid-State Commencement – Stevens Point

**FY 2018-19 Budget Modifications Made in the Month of April 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>
<b>Fund 1 - General Fund Budget Modifications</b>							
141719	Construction Pathways Grant	State	Adjust budget to actual	14,000.00	14,000.00	-	
141889	Youth Apprenticeship Grant	State	Adjust budget to actual	(10,907.00)	(10,540.00)	(367.00)	1
<b>Fund 3 - Capital Projects Fund Budget Modifications</b>							
141719	Construction Pathways Grant	State	Adjust budget to actual	(14,000.00)	(14,000.00)	-	
<b>Total Budget Changes For The Month</b>				<b>(10,907.00)</b>	<b>(10,540.00)</b>	<b>(367.00)</b>	
<b>Notes:</b> Budget modifications are out of balance for April due to the following:							
1	Grant allows for administrative costs.						



## Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2019 as of April 30, 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	Total Current Budget	Total Current Budget	Original Budget	Original Budget		
Local Government	6,810,080	-	-	-	5,761,109	-	-	-	-	-	12,571,189	12,571,189	12,564,328	25.2%		
Student Fees	6,997,491	103,000	314,163	-	-	-	-	-	-	-	7,414,654	7,414,654	7,372,000	14.9%		
State Aid & Grants	15,134,477	-	-	38,100	-	-	-	-	-	-	15,172,577	15,172,577	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	8,412,500	8,349,129	16.9%		
Federal	620,965	-	5,666,300	23,664	-	-	-	-	-	-	6,310,929	6,310,929	6,257,913	12.7%		
<b>Total Revenues</b>	<b>29,748,919</b>	<b>818,000</b>	<b>6,675,593</b>	<b>121,784</b>	<b>5,898,980</b>	<b>1,194,373</b>	<b>5,424,200</b>	<b>49,881,849</b>	<b>49,881,849</b>	<b>100.0%</b>	<b>49,351,568</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 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 6	Fund 6	Fund 6	Total Current Budget	Total Current Budget	Original Budget	Original Budget		
Salaries and Wages	17,311,796	256,876	240,995	-	-	207,715	33,428	-	-	-	18,050,810	18,050,810	17,959,407	32.2%		
Benefits	7,299,334	77,086	292,325	-	-	70,863	26,354	-	-	-	7,765,962	7,765,962	7,704,932	13.9%		
Current Expenditures	5,959,399	553,105	166,501	-	-	129,170	1,106,635	-	-	-	7,914,810	7,914,810	7,621,494	14.1%		
Student Financial Aid & Activities	-	-	6,008,735	-	-	842,348	3,903,500	-	-	-	6,008,735	6,008,735	6,013,546	10.7%		
Resale	-	-	-	-	-	-	-	-	-	-	4,745,848	4,745,848	4,745,848	8.5%		
Capital Outlay	-	-	-	5,455,140	-	-	-	-	-	-	5,455,140	5,455,140	5,377,927	9.7%		
Debt Retirement	-	-	-	-	6,050,870	-	-	-	-	-	6,050,870	6,050,870	5,980,245	10.8%		
<b>Total Expenditures</b>	<b>30,570,529</b>	<b>887,067</b>	<b>6,708,556</b>	<b>5,455,140</b>	<b>6,050,870</b>	<b>1,250,096</b>	<b>5,069,917</b>	<b>55,992,175</b>	<b>55,992,175</b>	<b>100.0%</b>	<b>55,403,399</b>	<b>55,403,399</b>				
<b>% of Expenditures by Fund</b>	<b>54.6%</b>	<b>1.6%</b>	<b>12.0%</b>	<b>9.7%</b>	<b>10.8%</b>	<b>2.2%</b>	<b>9.1%</b>	<b>100.0%</b>	<b>100.0%</b>							

### Changes in Fund Equity

Actual Fund Equity as of 6/30/18	<b>19,911,080</b>														
Current Revenue over Expenses	(821,610)	<b>429,964</b>	<b>5,681,651</b>	<b>718,785</b>	<b>532,744</b>	<b>1,552,857</b>	<b>1,145,567</b>	<b>20,693,560</b>	<b>19,911,080</b>						
Other Sources and Uses:		(69,067)	(32,963)	(5,333,356)	(151,890)	(55,723)	354,283	(6,110,326)	(6,051,831)						
Proceeds from Debt	-	-	-	4,800,000	-	-	-	4,800,000	4,800,000						
Interfund Transfers In	120,000	-	35,000	-	-	-	-	155,000	155,000						
Interfund Transfers Out	(35,000)	-	-	-	-	(120,000)	-	(155,000)	(155,000)						
Repayment of Debt	-	-	-	-	-	-	-	-	-						
<b>Budgeted Ending Fund Equity</b>	<b>9,895,382</b>	<b>360,897</b>	<b>5,683,688</b>	<b>185,429</b>	<b>380,854</b>	<b>1,377,134</b>	<b>1,499,850</b>	<b>19,383,234</b>	<b>18,659,249</b>						



## Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2019 as of April 30, 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	6,844,471	-	-	-	-	-	-	-	-	-	-	-	-	-	12,571,189	100.3%
Student Fees	6,601,457	26,079	-	-	313,279	-	-	-	-	-	-	-	-	-	7,414,654	93.6%
State Aid & Grants	14,078,207	-	-	-	-	12,971	-	-	-	-	-	-	-	-	15,172,577	92.9%
Institutional	203,199	215,622	504,627	88,228	144,136	1,008,155	4,988,977	-	-	-	-	-	-	-	8,412,500	85.0%
Federal	431,937	-	3,903,522	-	-	-	-	-	-	-	-	-	-	-	6,310,929	68.7%
<b>Total Revenues</b>	<b>28,159,272</b>	<b>241,701</b>	<b>4,721,428</b>	<b>101,198</b>	<b>5,905,245</b>	<b>1,008,155</b>	<b>4,988,977</b>	<b>49,881,849</b>	<b>45,125,975</b>	<b>90.5%</b>						

**% of Budget Recognized**      94.7%      29.5%      70.7%      83.1%      100.1%      84.4%      92.0%      90.5%

	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	14,045,457	181,439	126,865	-	-	154,081	-	-	-	-	-	-	-	-	18,050,810	80.5%
Benefits	6,458,793	56,753	31,745	-	-	55,000	-	-	-	-	-	-	-	-	7,765,962	85.3%
Current Expenditures	3,968,428	44,832	111,314	-	-	65,855	-	-	-	-	-	-	-	-	7,914,810	65.8%
Student Financial Aid & Activities	-	-	4,223,654	-	-	-	-	-	-	-	-	-	-	-	6,008,735	70.3%
Resale	-	-	-	-	-	785,598	-	-	-	-	-	-	-	-	4,745,848	85.2%
Capital Outlay	-	-	-	-	-	3,734,780	-	-	-	-	-	-	-	-	5,455,140	68.5%
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,050,870	100.0%
<b>Total Expenditures</b>	<b>24,472,678</b>	<b>283,024</b>	<b>4,493,579</b>	<b>3,734,780</b>	<b>6,050,057</b>	<b>1,060,534</b>	<b>4,322,220</b>	<b>55,992,175</b>	<b>44,416,871</b>	<b>79.3%</b>						

**% of Budget Expended**      80.1%      31.9%      67.0%      68.5%      100.0%      84.8%      85.3%      79.3%

### Changes in Fund Equity

Actual Fund Equity as of 6/30/18	10,631,992	429,964	5,681,651	718,785	532,744	1,552,857	1,145,567	20,693,560	20,693,560
Current Revenue over Expenses	3,686,594	(41,322)	227,849	(3,633,582)	(144,812)	(52,379)	666,757	(6,110,326)	(6,110,326)
Other Sources and Uses:									
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>14,318,585</b>	<b>388,642</b>	<b>5,909,500</b>	<b>1,885,203</b>	<b>387,932</b>	<b>1,500,478</b>	<b>1,812,324</b>	<b>26,202,665</b>	<b>19,383,234</b>

**Mid-State Technical College  
Combined Balance Sheet - All Fund Types and Account Groups  
April 30, 2019**

With Comparative Total for April 30, 2018

Mid-State Technical College  
May 2, 2019 at 9:49 AM

	Governmental Fund Types				Proprietary Fund Types			Fiduciary		Memorandum only
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise Service	Internal Service	Fund Type			
							Special Rev Non-Aldable	2018-19	2017-18	
<b>ASSETS AND OTHER DEBITS</b>										
Cash	\$ 12,254,690	\$ -	\$ 2,025,395	\$ 6,558	\$ 1,570	\$ 1,736,131	\$ 100	\$ 16,024,444	\$ 17,882,752	
Investments	-	-	-	-	-	-	-	5,698,381	5,174,945	
Receivables:										
Property taxes	3,633,039	-	-	213,186	-	-	-	3,846,225	3,447,743	
Accounts receivable	2,764,768	84,968	6,199	-	91,515	-	126,540	3,073,990	2,491,941	
Due from other funds	(1,585,167)	304,661	(83,953)	168,187	439,662	531,851	204,758	(1)	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>\$ 17,087,330</b>	<b>\$ 389,629</b>	<b>\$ 1,947,641</b>	<b>\$ 387,931</b>	<b>\$ 1,484,202</b>	<b>\$ 2,312,019</b>	<b>\$ 6,029,779</b>	<b>\$ 29,638,531</b>	<b>\$ 29,889,640</b>	

**LIABILITIES, FUND EQUITY AND OTHER CREDITS**

<b>Liabilities</b>										
Accounts Payable	\$ 45,013	\$ 987	\$ 60,885	\$ -	\$ (20,554)	\$ 22	\$ 10,165	\$ 96,518	\$ 211,121	
Accrued Liabilities:										
Wages	-	-	-	-	-	-	-	-	-	
Employee related payables	172,998	-	-	-	497,514	-	-	670,512	222,545	
Vacation	545,566	-	-	-	3,797	2,159	2,767	554,289	778,360	
Other current liabilities	8,046	-	-	-	481	-	-	8,527	8,695	
Due to other funds	-	-	-	-	-	-	-	-	-	
Deferred Revenues	1,987,121	-	1,553	-	-	-	107,346	2,106,020	1,909,636	
Def Compensation Liability	-	-	-	-	-	-	-	-	-	
General Long Term Debt Group	-	-	-	-	-	-	-	-	-	
<b>TOTAL LIABILITIES</b>	<b>2,768,744</b>	<b>987</b>	<b>62,438</b>	<b>-</b>	<b>(16,276)</b>	<b>499,695</b>	<b>120,278</b>	<b>3,435,866</b>	<b>3,130,357</b>	
<b>Fund equity and other credits</b>										
Retained Earnings	-	-	-	-	1,527,960	176,048	-	1,704,008	1,682,042	
Res for Prepaid Expenditures	143,199	157	-	-	24,898	-	-	188,254	133,042	
Res for Self-Insurance	-	-	-	-	-	969,519	-	969,519	730,348	
Res for Student Organizations	-	-	-	-	-	-	131,011	96,220	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	
<b>TOTAL FUND EQUITY AND OTHER CREDITS</b>	<b>10,631,992</b>	<b>429,964</b>	<b>718,786</b>	<b>532,744</b>	<b>1,552,858</b>	<b>1,145,567</b>	<b>5,681,651</b>	<b>20,693,562</b>	<b>20,332,675</b>	
Year-to-date excess revenues(expenditures)	3,686,594	(41,322)	1,166,417	(144,813)	(52,380)	666,757	227,850	5,509,103	6,426,608	
<b>TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS</b>	<b>\$ 17,087,330</b>	<b>\$ 389,629</b>	<b>\$ 1,947,641</b>	<b>\$ 387,931</b>	<b>\$ 1,484,202</b>	<b>\$ 2,312,019</b>	<b>\$ 6,029,779</b>	<b>\$ 29,638,531</b>	<b>\$ 29,889,640</b>	

## April Contracted Service Agreements Meeting on May 20, 2019

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146502	Nekoosa	Business & Industry	Responder Refresher	4	10	1,690.00
146503	Stevens Point	Public Ed - Postsecondary	Manufacturing Conference	Technical Assistance	70	3,500.00
146504	Marshfield	WAT Grant	Human Body in Health & Disease	108	20	7,050.00
146505	Wisconsin Rapids	Business & Industry	Lifting and Rigging	16	40	4,490.00
146506	Marshfield	Business & Industry	Keynote Speaker	Technical Assistance	40	175.00
146507	Milwaukee	Business & Industry	Multiple-Confirmatory Draw Initial and Update	16	12	3,420.88
					<b>Total:</b>	<b>\$20,325.88</b>

## April Contract Training Proposals For Informational Purposes

Proposal Number	Location of Business/Agency	Industry Type	Type of Service	Proposal Amount
0056	Oxford	Governmental	Confined Space Training	3,190.00
0057	Wisconsin Rapids	Private Industry	Basic Electricity and Safety	5,980.00
0058	Marshfield	Private Industry	Keynote Speaker	150.00
0059	Stevens Point	Governmental	EMT - Basic Flexible Refresher	1,195.00
0060	Wisconsin Rapids	Private Industry	CPR/FA	1,895.00
0062	Wisconsin Rapids	Private Industry	OSHA 10 Construction	1,795.00
0063	Stevens Point	Private Industry	Leadership Development	8,195.00
			<b>Total:</b>	<b>\$22,400.00</b>

**FINANCE & AUDIT COMMITTEE**  
**Procurement of Goods and Services**  
**May 20, 2019 Board Meeting**

<b>PROCUREMENTS REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR CAMPUS – TECHNOLOGY UPGRADE – SCHOOL OF ADVANCED MANUFACTURING AND ENGINEERING</u></b>		
Paragon Development Systems, Brookfield, WI	\$61,000.00	State Contract
❖ Subtotal for Procurements Requiring Board Action	<b><u>\$61,000.00</u></b>	

<b>PROCUREMENTS NOT REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR CAMPUS – EQUIPMENT – SCHOOL OF TRANSPORTATION, AGRICULTURE, NATURAL RESOURCES &amp; CONSTRUCTION</u></b>		
Fairchild Equipment, Green Bay, WI	\$27,000.00	Quote
❖ Subtotal for Procurements Not Requiring Board Action	<b><u>\$27,000.00</u></b>	

**GRAND TOTAL** **\$88,000.00**



## **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.

**NOTICE OF 2018-19  
BUDGET AMENDMENT  
May 20, 2019**

WHEREAS, the 2018-19 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 18, 2018 and State statute requires the district board to approve any modifications to the original adopted budget; and

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

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

WHEREAS, the Special Revenue - Operational Fund budget was adjusted to accommodate: the reallocation of expenses within departments and functions; and

WHEREAS, the Capital Projects budget was adjusted to reallocate capital budgets within departments and functions; and to reflect current year projects' estimates; and to modify and add state, federal, and grants; and

WHEREAS, the Debt Service Fund budget was adjusted to accommodate: the payment of debt; and

WHEREAS, the Special Revenue – Non-Aidable Fund budget was adjusted to accommodate: the study away program; and the reallocation of expenses by fund; and

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2018-19 budgetary revisions:

<b>FUND</b>	<b>FUNCTION RESOURCE</b>	<b>APPROPRIATION CHANGE</b>	<b>MODIFIED APPROPRIATION</b>
General	Instruction	\$495,544	\$18,232,572
General	Instructional Resources	\$18,001	\$1,088,845
General	Student Services	\$50,362	\$4,007,409
General	General Institutional	(\$89,412)	\$5,165,918
General	Physical Plant	(\$44,548)	\$2,075,785
Special Revenue – Operational	Instruction	(\$1,805)	\$883,262
Special Revenue – Operational	Physical Plant	\$1,805	\$3,805
Capital Projects	Instruction	\$31,263	\$1,991,462
Capital Projects	Instructional Resources	\$21,950	\$251,050
Debt Service	Physical Plant	\$70,625	\$6,050,870
Special Revenue – Non-Aidable	Student Services	\$10,991	\$6,458,556

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

BE IT FURTHER RESOLVED that the 2018-19 amended budget be used as the official comparison to the proposed 2019-20 budget; and

BE IT FURTHER RESOLVED that these changes are now authorized by a two-thirds (2/3) vote of the entire District Board membership in accordance with Section 65.90(5) of Wisconsin Statutes; and

BE IT FURTHER RESOLVED that administration be directed to place this resolution as Class 1 legal notice in the designated district newspaper as required by Section 65.90(5)(a) of the Wisconsin Statutes.

**RESOLUTION TO PUBLISH THE 2019-20 BUDGET**

BE IT HEREBY RESOLVED that authority be given to the administration of Mid-State Technical College to publish, at least fifteen days prior to the Public Hearing, the Budget Summary and Notice of Public Hearing for Mid-State Technical College for 2019-20, with an expenditure budget totaling \$55,026,741. The Public Hearing will be held on June 17, 2019, at 5:00 p.m.