



District Board of Directors Monthly Meeting

MONDAY, JANUARY 20, 2020

Mid-State Wisconsin Rapids Campus
500 32nd Street North, Wisconsin Rapids

4:15 p.m.	Finance & Infrastructure Committee Meeting	Room A221
4:15 p.m.	Academic & Student Services Committee Meeting	A203
4:15 p.m.	Human Resources & External Relations Committee Meeting	L133-134
5:00 p.m.	Committee-of-the-Whole	L133-134
5:20 p.m.	Monthly Board Meeting	L133-134

MISSION: Mid-State Technical College transforms lives through the power of teaching and learning.

VISION: Mid-State Technical College is the educational provider of first choice for its communities.

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DISTRICT BOARD OF DIRECTORS

Monday, January 20, 2020 – 5:20 p.m.
Wisconsin Rapids Campus; Room L133-134

AGENDA

A. CALL TO ORDER – ROBERT BEAVER

B. ROLL CALL

C. OPEN MEETING CERTIFICATION – ROBERT BEAVER

This January 20, 2020 meeting of the Mid-State Technical College District Board of Directors, 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 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. OPEN FORUM – ROBERT BEAVER

The open forum is at the option of the Board Chairperson and ground rules have been established to ensure the orderly conduct of business. 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. ACTION ON DECEMBER 16, 2019 BOARD MEETING MINUTES (Exhibit A)

F. ACTION ON NOVEMBER 21, 2019 BOARD ADVANCE MEETING MINUTES (Exhibit C)

G. ACTION ON CONSENT AGENDA

1. Payment of Bills and Payroll (Exhibit B)

District bills for December 2019 total \$1,469,149.38 of which \$695,812.64 represents operational expenditures and \$773,336.74 represents capital expenditures. Payroll disbursements for December totaled \$1,380,597.03 plus \$28,656.80 for travel and miscellaneous reimbursements, and \$632,941.91 in fringe benefits, for a total payroll disbursement of \$2,042,195.74. Administration recommends approval of the payment of these obligations totaling \$3,511,345.12.

2. Contracted Service Agreements (Exhibit M)
The District has entered into eight contracted service agreements totaling \$31,981.44. The individual contracts are available for review upon request. Administration recommends approval of these contracts.
3. Procurements for Goods and Services (Exhibit N)
Procurements for Goods and Services fall into two groups: 1) procurements that require prior Board approval and 2) procurements approved by Administration but listed as information for the Board. There are no procurements which will require prior Board approval.
4. District Board approval of Hires and Resignations of Contracted Staff (Exhibit O)
Approval of hires and resignations of contracted staff per State Statute 118.22(2), is requested.

H. CHAIRPERSON’S REPORT – ROBERT BEAVER

1. Meeting attendance
2. WTC District Boards Association Winter Meeting
3. Association of Community College Trustees (ACCT) Legislative Summit
4. Board Advance
5. Next meeting date

I. FOUNDATION REPORT – BETTY BRUSKI MALLEK

1. Annual Appeal Re-Cap
2. Event Updates
3. Scholarships
4. Activities Update

J. PRESIDENT’S REPORT – SHELLY MONDEIK

1. Campus Activities
2. Community Involvement
3. WTCS Updates
4. WTCS Presidents Association Activities

K. COMMITTEE REPORTS

1. Finance & Infrastructure Committee (Exhibit E) – Charles Spargo
 - a. Approval of Committee Minutes (Exhibit F)
 - b. Review of Consent Agenda Items
 - c. Treasurer’s Report (Exhibit L)
 - d. Informational Items
 1. FY19-20 Revenue and Expense Forecast
 2. OPEB Trust Update
 3. Budget Development Calendar for Fiscal Year 2020-21 (Exhibit P)
 4. Finance Implications for Topics in Other Committees

2. Academic & Student Services Committee (Exhibit G) – Betty Bruski Mallek
 - a. Approval of Committee Minutes (Exhibit H)
 - b. Review of Consent Agenda Items
 - c. Informational Items
 1. Advisory Committees
 2. Connexus Cares Grant
3. Human Resources & External Relations Committee (Exhibit I) – Justin Hoerter
 - a. Approval of Committee Minutes (Exhibit J)
 - b. Review of Consent Agenda Items
 - c. Informational Items
 1. Legal Services Update
 2. Workforce Development Contracts and Proposals (Exhibit M)
4. Committee-of-the-Whole (Exhibit K) – Robert Beaver
 - a. Informational Items
 1. Potential Stevens Point Manufacturing Project Update

L. Discussion & Action

1. Education Services – Dr. Deb Stencil

The Education Services team ensures that Mid-State delivers high quality programs and instruction. They are responsible for both college-wide and academic-specific processes such as new program development, instructional delivery, curriculum management, assessment of student learning, and technology training. They also serve as a primary support to new and existing full-time and part-time faculty. Members of the Education Services team will share highlights of their work.

M. Closed Session

The Board will entertain a motion to convene to closed session, pursuant to s. 19.85(1)(c) Wisconsin statutes, to discuss the President’s evaluation and compensation. The Board may take action in closed session.

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

N. Adjournment

**MID-STATE TECHNICAL COLLEGE
DISTRICT BOARD MEETING MINUTES**

Wisconsin Rapids Campus	December 16, 2019
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A. CALL TO ORDER – Robert Beaver

The meeting was called to order at 5:20 p.m.

B. ROLL CALL

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

EXCUSED: Craig Gerlach and Justin Hoerter

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Robb Fish, Dr. Mandy Lang, Dave Maccoux, Brad Russell, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, Angie Susa and Bill Wanta

C. OPEN MEETING CERTIFICATION – Robert Beaver

The meeting notice was verified; stating 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.

D. OPEN FORUM – Robert Beaver

The meeting was opened for comments from the audience. No one wished to address the Board.

E. APPROVAL OF MINUTES

Motion by Ms. Bruski Mallek, seconded by Mr. Merdan, upon a voice vote, unanimously approved minutes from the board meeting held November 18, 2019 as presented.

F. CONSENT AGENDA

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

1. The district's bills for the month of November 2019 were presented in Exhibit B. These bills totaled \$597,074.59 of which \$427,113.56 represents operational expenditures and \$169,961.03 represents capital expenditures. The district's payroll for the month of November totaled \$1,452,454.58 plus \$19,848.41 for travel and miscellaneous reimbursements and \$640,843.03 in fringe benefits. The district's bills and payroll totaled \$2,710,220.61.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146554	Electrical Blueprint Reading Level 2	\$ 3,200.00
146555	Culinary Training	\$ 53,607.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
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There are no procurements requiring board action this month.

G. CHAIRPERSON’S REPORT – Robert Beaver

1. Board members were welcomed to the meeting. Mr. Gerlach and Mr. Hoerter asked to be excused.
2. Winter Boards Association meeting will be held January 16-18 in La Crosse. Anyone interested in attending, please contact Ms. Susa so arrangements can be made.
3. ACCT Legislative Summit will be held February 9-12 in Washington, D.C. Anyone interested in attending should contact Ms. Susa so arrangements can be made.
4. Spring Board Advance date search has begun. Please respond to email request for availability. The first portion of the day will be professional development shared with the Foundation Board of Directors.
5. Future meeting dates (times unless otherwise announced):

MONTHLY MEETING	Committee Meetings – 4:15 p.m.
Monday, January 20, 2020	Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus	Board Meeting – 5:20 p.m.
MONTHLY MEETING	Committee Meetings – 4:15 p.m.
Monday, February 17, 2020	Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus	Board Meeting – 5:20 p.m.

H. PRESIDENT’S REPORT – Dr. Shelly Mondeik

1. Recent college/campus activities included participation in community holiday parades, Phi Theta Kappa induction ceremony, Cuts for Kids event, Retiree Reception and Campus Conversations.
2. Graduation was held December 15 in the Wisconsin Rapids Campus gymnasium. Distinguished Alumni of the Year Ken Hastreiter was named and addressed the graduating class.

I. COMMITTEE REPORTS

1. FINANCE & INFRASTRUCTURE COMMITTEE – Charles Spargo
 - a. REVIEW OF CONSENT AGENDA ITEMS: Committee reviewed and discussed Consent Agenda items. Questions were addressed during the committee meeting.
 - b. TREASURER’S REPORT: Reviewed and discussed college financial data.
 - c. 2018-19 AUDITED FINANCIAL STATEMENTS: Dave Maccoux from CliftonLarsonAllen, the college’s independent audit firm, presented the 2018-19 audited

financial statements. A clean opinion was issued with no findings for compliance or internal controls.

Motion by Mr. Merdan, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously accepted the 2018-19 Audited Financial Statements.

- d. REVIEW OF FY19 COLLEGE FOUNDATION AUDIT: Foundation Director Jill Steckbauer was present to present the Foundation Audit in compliance with the Foundation/College MOU. A clean audit was presented.
- e. THANKSGIVING BREAK FACILITIES PROJECTS: An overview of facilities projects completed throughout Mid-State during Thanksgiving break was presented.
- f. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.

2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek

- a. FACULTY TEACHING AND LEARNING DAYS: Mid-State held Faculty Teaching and Learning Days November 25-26. Faculty received professional development and teaching support. Details on the two day session was presented.
- b. NEW APPRENTICESHIP PROGRAMS: In Fall 2019, Mid-State launched four new apprenticeship programs; Machinist, Electrical and Instrumentation, Arborist, and Construction Electrician; information regarding enrollment was provided.
- c. 2019 K-12 DASHBOARD UPDATE: An update on the K-12 area of the 2019 College Dashboard was provided and included an adjusted number of dual credit credits granted and value of dual credit.

3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Gordon Schalow

- a. RETIREE RECEPTION: Mid-State hosted the 2nd Annual Retiree Reception on December 6. An overview of the event was provided including positive feedback received from attendees.
- b. WORKFORCE DEVELOPMENT CONTRACTS AND PROPOSALS: Highlighted workforce contract with Committee.

4. COMMITTEE-OF-THE-WHOLE – Robert Beaver

- a. WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION UPDATE: Due to presenter illness, the Board did not convene a Committee-of-the-Whole meeting.

K. DISCUSSION & ACTION – Robert Beaver

- 1. CONNECTED EXPERIENCE COMPLETION: Mid-State began the Connected Experience Project in fall 2016 which included three levels of implementation. At the total

cost of \$4.9 million, Mid-State is well positioned with classroom technology, infrastructure and software updates and installations.

M. ADJOURNMENT – Robert Beaver

There being no further action or business of the Board, the meeting adjourned at 6:02 p.m. with a motion by Mr. Merdan, seconded by Ms. Crass, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

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Exhibit B previously distributed under separate cover.**

MID-STATE TECHNICAL COLLEGE
BOARD ADVANCE MEETING MINUTES

Wisconsin Rapids Campus	November 21, 2019
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A. CALL TO ORDER – Robert Beaver

The meeting was called to order at 8:32 a.m.

PRESENT: Robert Beaver, Kristin Crass, Justin Hoerter, Richard Merdan, Charles Spargo, and Dr. Shelly Mondeik

Dr. Karen Brzezinski, Dr. Bobbi Damrow, Robb Fish, Dr. Mandy Lang, Brad Russell, Dr. Deb Stencil, and Angie Susa

B. OPEN MEETING CERTIFICATION – Robert Beaver

The meeting notice was verified.

C. INFORMATIONAL ITEMS

1. INCARCERATED POPULATION
No action taken.
2. ANNUAL MARKETING REPORT
No action taken.
3. OPEN RECORD LAW
No action taken.
4. MID-STATE STUDENT (an interactive experience)
No action taken.
5. FINANCIAL AID 101
No action taken.

E. ADJOURNMENT

There being no further business of the Board, the meeting adjourned at 1:58 p.m. with a motion by Mr. Hoerter, seconded by Mr. Merdan, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

President's Report

January 20, 2020

1. On December 18, 33 graduates from the Nursing Associate Degree program participated in the Nursing Pinning Ceremony. This time-honored tradition recognizes the accomplishments of nursing graduates. Mid-State hosted over 200 friends and family in the gymnasium who came to offer support and congratulations.
2. The 28th recognition ceremony for the Criminal Justice – Law Enforcement 720 Academy was held on December 18 in the auditorium. Eighteen men and women completed the 720-hour academy and are now employed or eligible for employment as law enforcement officers in the State of Wisconsin.
3. On December 6, Mid-State's Adams Campus hosted Discovery Day when 120 middle school students explored programs at the Adams Campus and experienced hands-on demos from hospitality management, IT programs, civil engineering, the MIKE and continuing education.
4. My travel between now and mid-February will include:
 - Weekly Rotary Meetings – Wisconsin Rapids
 - Rotary Board Meeting – Wisconsin Rapids
 - WTCS Board Meeting – Madison
 - Presidents Association Meeting – Madison
 - Marshfield Area Chamber of Commerce Annual Meeting – Marshfield
 - Community Partner Meetings – Marshfield
 - United Way Board Retreat – Wisconsin Rapids

FINANCE & INFRASTRUCTURE COMMITTEE

Monday, January 20, 2020 – 4:15 p.m.

Wisconsin Rapids Campus; District Conference Room (A221)

AGENDA**A. CALL TO ORDER – CHARLES SPARGO****B. OPEN MEETING CERTIFICATION – CHARLES SPARGO**

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C. APPROVAL OF COMMITTEE MINUTES (DECEMBER 16, 2019 MEETING) (Exhibit F)**D. REVIEW OF CONSENT AGENDA ITEMS – ROBB FISH****1. Payment of Bills and Payroll (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.

2. Contracted Service Agreements (Exhibit M)

Each month a list of contracted service agreements is provided to the Board to demonstrate statutory compliance. 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.

3. Procurements for Goods and Services (Exhibit N)

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.

E. TREASURER'S REPORT – ROBB FISH

Each financial report (Exhibit L) will be highlighted. 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 Higher Learning Commission expectations.

F. INFORMATIONAL ITEMS

1. FY19-20 Revenue and Expense Forecast– Robb Fish
An end-of-year forecast for the current fiscal year versus budget will be provided.
2. OPEB Trust Update – Robb Fish
An update on the College’s OPEB Trust performance through December 2019 will be provided.
3. Budget Development Calendar for Fiscal Year 2020-21 (FY21) (Exhibit P) – Robb Fish
The committee will review the FY21 Budget Development Calendar. Dates for both committee and board action are contained in the schedule. Planning is an on-going process; therefore, the transition for the annual budgeting process will be transparent. Mid-State relies on a combination of top-down and bottom-up input, relying on deans and department heads to identify the budgeted dollars necessary to delivery quality services and to meet the college’s Key Result targets for Student Success, Organizational Effectiveness and Organizational Health.
4. Finance Implications for Topics in Other Committees
Often topics directed by the other two committees 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 enable committee members to raise any finance related questions. Any necessary action will be incorporated into the action reported by the originating committee.

G. ADJOURNMENT

MID-STATE TECHNICAL COLLEGE
FINANCE & INFRASTRUCTURE COMMITTEE MEETING MINUTES

Wisconsin Rapids Campus	December 16, 2019
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A. CALL TO ORDER – Charles Spargo

The meeting was called to order at 4:05 p.m.

PRESENT: Robb Fish, Dave Maccoux, Richard Merdan, Lynneia Miller, Shelly Mondeik, Brad Russell, Matt Schneider, Charles Spargo, and Jill Steckbauer

B. OPEN MEETING CERTIFICATION – Charles Spargo

The meeting notice was verified.

C. APPROVAL OF COMMITTEE MEETING MINUTES – Charles Spargo

Motion by Mr. Merdan, seconded by Ms. Miller, upon a voice vote, unanimously approved November 18, 2019 Finance & Infrastructure Committee meeting minutes as presented.

D. REVIEW OF CONSENT AGENDA ITEMS – Robb Fish

Consent agenda items were reviewed and will be brought to full board for approval.

E. TREASURER’S REPORT – Robb Fish**F. AUDITED FINANCIAL STATEMENTS** – Robb Fish

Presentation of Audited Financial Statements was made by Dave Maccoux of CliftonLarsonAllen.

G. INFORMATIONAL ITEMS – Robb Fish

1. REVIEW OF FY19 COLLEGE FOUNDATION AUDIT
No action taken.
2. THANKSGIVING BREAK FACILITIES PROJECTS
No action taken.
3. FIANNCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES
No action taken.

H. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 4:52 p.m. with a motion by Mr. Merdan, seconded by Ms. Miller, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

ACADEMIC & STUDENT SERVICES COMMITTEE

Monday, January 20, 2020 – 4:15 p.m.
Wisconsin Rapids Campus; Conference Room A203

AGENDA

A. CALL TO ORDER – BETTY BRUSKI MALLEK

B. OPEN MEETING CERTIFICATION – BETTY BRUSKI MALLEK

This January 20, 2020 meeting of the Mid-State Technical College District Board of Directors, 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 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. APPROVAL OF COMMITTEE MINUTES (DECEMBER 16, 2019 MEETING) (Exhibit H)

D. REVIEW OF CONSENT AGENDA ITEMS – BETTY BRUSKI MALLEK

E. INFORMATIONAL ITEMS

1. Advisory Committees – Dr. Deb Stencil

Advisory Committee members from the programs in the School of Advanced Manufacturing and Engineering and the School of Transportation, Agriculture, Natural Resources and Construction will be reviewed.

2. Connexus Cares Grant – Dr. Mandy Lang

Mid-State recently received a grant from Connexus Cares to support the College's emergency food shelf. Information about the grant will be provided.

F. ADJOURNMENT

MID-STATE TECHNICAL COLLEGE
ACADEMIC & STUDENT SERVICES COMMITTEE MEETING MINUTES

Wisconsin Rapids Campus	December 16, 2019
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A. CALL TO ORDER – Betty Bruski Mallek

The meeting was called to order at 4:17 p.m.

PRESENT: Betty Bruski Mallek, Kristin Crass, Dr. Mandy Lang, and Dr. Deb Stencil

B. OPEN MEETING CERTIFICATION – Betty Bruski Mallek

The meeting notice was verified.

C. APPROVAL OF COMMITTEE MEETING MINUTES – Betty Bruski Mallek

Motion by Ms. Crass, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved November 18, 2019 Academic & Student Services Committee meeting minutes as presented.

D. REVIEW OF CONSENT AGENDA ITEMS – Betty Bruski Mallek

E. INFORMATIONAL ITEMS

1. FACULTY TEACHING AND LEARNING DAYS
No action taken.

2. NEW APPRENTICESHIP PROGRAMS
No action taken.

3. 2019 K-12 DASHBOARD UPDATE
No action taken.

F. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 4:31 p.m. with a motion by Ms. Crass, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE

Monday, January 20, 2020 – 4:15 p.m.
Wisconsin Rapids Campus; Room L133-134

AGENDA

A. CALL TO ORDER – JUSTIN HOERTER

B. OPEN MEETING CERTIFICATION – JUSTIN HOERTER

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C. APPROVAL OF COMMITTEE MINUTES (DECEMBER 16, 2019 MEETING) (Exhibit J)

D. REVIEW OF CONSENT AGENDA ITEMS – JUSTIN HOERTER

E. INFORMATIONAL ITEMS

1. Legal Services Update – Dr. Karen Brzezinski
Information on FY18-19 legal expenses will be provided.
2. Workforce Development Contracts & Proposals – Dr. Bobbi Damrow
An update of Workforce Development contracts and proposals referenced in Exhibit M will be provided.

F. ADJOURNMENT

MID-STATE TECHNICAL COLLEGE

HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE MEETING MINUTES

Wisconsin Rapids Campus

December 16, 2019

A. CALL TO ORDER – Gordon Schalow

The meeting was called to order at 4:17 p.m.

PRESENT: Robert Beaver, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Kolina Stieber, and Angie Susa

B. OPEN MEETING CERTIFICATION – Gordon Schalow

The meeting notice was verified.

C. APPROVAL OF COMMITTEE MEETING MINUTES – Gordon Schalow

Motion by Mr. Beaver, seconded by Mr. Schalow, upon a voice vote, unanimously approved November 18, 2019 Human Resources & External Relations Committee meeting minutes as presented.

D. REVIEW OF CONSENT AGENDA ITEMS – Gordon Schalow**E. INFORMATIONAL ITEMS**

1. RETIREE RECEPTION
No action taken.
2. WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS
No action taken.

F. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 4:24 p.m. with a motion by Mr. Gordon, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

COMMITTEE-OF-THE-WHOLE

Monday, January 20, 2020 – 5:00 p.m.
Wisconsin Rapids Campus; Room L133-134

AGENDA

A. CALL TO ORDER – ROBERT BEAVER

B. OPEN MEETING CERTIFICATION – ROBERT BEAVER

This January 20, 2020 meeting of the Mid-State Technical College District Board of Directors, 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 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. INFORMATIONAL ITEMS –

1. Potential Stevens Point Manufacturing Project Update – Dr. Shelly Mondeik
An update on the potential Stevens Point Manufacturing Project will be provided.

D. ADJOURNMENT

FY 2019-20 Budget Modifications Made in the Month of December 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							
141220	Emergency Assistance Grant	State	Adjust award	5,000.00	5,000.00	-	
141600	Plumbing Apprenticeship Grant	State	New award	23,300.00	23,300.00	-	
141610	Meter Technician Apprenticeship Grant	State	New award	12,900.00	12,900.00	-	
141620	Machinist/Tool & Die Apprenticeship Grant	State	New award	9,000.00	9,000.00	-	
141640	WI Apprenticeship Forward Grant	State	New award	23,800.00	23,800.00	-	
141650	Maintenance Technician Apprenticeship	State	New award	6,200.00	6,200.00	-	
141919	Medical Assistant Grant	State	Adjust award	19,500.00	19,500.00	-	1
	Printing Expenses		Transfer from Media Services		(332.00)		1
Fund 3 - Capital Projects Fund Budget Modifications							
141919	Medical Assistant Grant	State	Adjust award	(19,500.00)	(19,500.00)	-	1
Fund 6 - Internal Service Budget Modifications							
	Printing Expenses		Transfer to General Fund		332.00		1
Total Budget Changes For The Month				80,200.00	80,200.00	-	
Notes: Budget modifications are in balance for December.							
1	Entry nets to zero between funds.						



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2020 as of December 31, 2019

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current	
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Budget	Budget
Local Government	7,008,488	-	-	6,351,798	-	-	-	-	-	-	-	-	-	-	13,360,286	26.0%
Student Fees	7,191,489	30,000	-	-	-	-	-	-	-	-	-	-	-	-	7,608,689	14.8%
State Aid & Grants	16,001,017	-	241,541	-	-	-	-	-	-	-	-	-	-	-	16,242,570	31.6%
Institutional	269,035	689,985	710,400	112,000	1,156,975	6,223,200	-	-	-	-	-	-	-	-	9,226,369	17.9%
Federal	573,479	-	4,390,000	-	-	-	-	-	-	-	-	-	-	-	4,963,479	9.7%
Total Revenues	31,043,508	699,985	5,487,600	6,463,798	1,156,975	6,223,200	326,315	6,463,798	1,156,975	6,223,200	51,401,381	51,401,381	49,921,203	100.0%		

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current	
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Budget	Budget
Salaries and Wages	17,884,383	218,659	-	-	210,269	-	305,530	-	-	-	-	-	-	-	18,618,841	32.9%
Benefits	7,576,959	87,154	-	-	69,169	-	297,987	-	-	-	-	-	-	-	8,031,269	14.2%
Current Expenditures	6,060,684	542,042	-	-	104,303	-	139,737	-	-	-	-	-	-	-	7,953,401	14.0%
Student Financial Aid & Activities	-	-	-	-	-	-	4,741,722	-	-	-	-	1,106,635	-	-	4,741,722	8.4%
Resale	-	-	-	-	836,465	-	-	-	-	-	-	4,637,800	-	-	5,474,265	9.7%
Capital Outlay	-	-	-	-	-	-	5,375,704	-	-	-	-	-	-	-	5,375,704	9.5%
Debt Retirement	-	-	-	-	-	-	-	-	6,431,097	-	-	-	-	-	6,431,097	11.4%
Total Expenditures	31,522,026	847,855	5,375,704	6,431,097	1,220,206	5,744,435	5,375,704	6,431,097	1,220,206	5,744,435	56,626,299	56,626,299	55,026,741	100.0%		
% of Expenditures by Fund	55.7%	1.5%	9.7%	11.4%	2.2%	10.1%	9.5%	11.4%	2.2%	10.1%	100.0%	100.0%				

Changes in Fund Equity		Budgeted Ending Fund Equity	
Actual Fund Equity as of 6/30/19	10,142,060	201,068	20,349,883
Current Revenue over Expenses	(478,518)	5,987,826	(5,105,538)
Other Sources and Uses:			
Proceeds from Debt	-	-	5,000,000
Interfund Transfers In	120,000	-	120,000
Interfund Transfers Out	-	-	(120,000)
Repayment of Debt	-	-	-
Total	9,783,542	201,068	20,349,883



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2020 as of December 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	7,151,380	-	-	-	-	-	-	-	6,213,377	-	-	-	-	-	13,360,286	100.0%
Student Fees	6,502,694	30,868	-	-	-	378,939	-	-	-	-	-	-	-	-	7,608,689	90.9%
Slate Aid & Grants	3,148,622	-	-	-	100,500	-	-	-	-	-	-	-	-	-	16,242,558	20.0%
Institutional	143,217	138,543	-	-	444,054	-	-	54,780	375,280	-	564,770	-	2,924,039	-	9,226,369	50.3%
Federal	115,029	-	-	-	2,059,170	-	-	-	-	-	-	-	-	-	4,963,479	43.8%
Total Revenues	17,060,942	169,411	155,280	6,588,657	564,770	2,882,163	155,280	6,588,657	564,770	2,924,039	30,345,261	51,401,381	59.0%			
% of Budget Recognized	55.0%	24.2%	47.6%	101.9%	48.8%	52.5%	47.6%	101.9%	48.8%	47.0%	59.0%					

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14		
Salaries and Wages	8,540,112	109,599	-	-	107,741	-	-	-	-	-	104,645	-	-	-	8,862,097	47.6%
Benefits	3,799,578	35,027	-	-	21,445	-	-	-	-	-	30,323	-	-	-	3,886,372	48.4%
Current Expenditures	2,817,922	40,849	-	-	76,472	-	-	-	-	-	45,726	-	661,169	-	7,953,401	45.8%
Student Financial Aid & Activities	-	-	-	-	2,225,720	-	-	-	-	-	-	-	-	-	2,225,720	46.9%
Resale	-	-	-	-	-	-	-	-	-	-	402,789	-	1,994,680	-	2,397,469	43.8%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,269,242	60.8%
Debt Retirement	-	-	-	-	-	-	-	-	464,110	-	-	-	-	-	6,431,097	7.2%
Total Expenditures	15,157,612	185,475	3,269,242	464,110	2,431,379	3,269,242	464,110	464,110	583,483	2,655,849	24,747,149	56,626,299	43.7%			
% of Budget Expended	48.1%	21.9%	60.8%	7.2%	44.3%	60.8%	7.2%	7.2%	47.8%	46.2%	43.7%					

Changes in Fund Equity

Actual Fund Equity as of 6/30/19	10,142,060	348,938	5,985,202	387,022	1,520,421	1,841,147	20,711,836
Current Revenue over Expenses	1,903,330	(16,064)	450,784	6,124,547	(3,113,962)	268,190	(5,224,918)
Other Sources and Uses:							
Proceeds from Debt	-	-	5,000,000	-	-	-	5,000,000
Interfund Transfers In	-	-	-	-	-	-	120,000
Interfund Transfers Out	-	-	-	-	-	-	(120,000)
Repayment of Debt	-	-	-	-	-	-	-
Accrued YTD Fund Equity	12,045,390	332,873	6,435,986	6,511,569	1,501,708	2,109,337	20,486,918

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

With Comparative Total for December 31, 2018

Mid-State Technical College
January 07, 2020 at 3:14 PM

	Governmental Fund Types			Proprietary Fund Types			Fiduciary Fund Type		Memorandum only
	General	Special Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable	2019-20	
ASSETS AND OTHER DEBITS									
Cash	\$ 4,272,535	\$ -	\$ 2,387,339	\$ 295,845	\$ 1,570	\$ 1,729,748	\$ -	\$ 8,687,037	\$ 9,056,763
Investments	-	-	-	-	-	-	6,127,252	6,127,252	5,477,336
Receivables:									
Property taxes	13,150,492	-	-	213,186	-	-	-	13,363,678	12,593,786
Accounts receivable	3,030,634	27,549	60	-	56,483	-	170,350	3,285,076	3,387,142
Due from other funds	(7,302,758)	308,116	(1,622)	6,002,537	492,282	348,754	152,790	99	-
Inventories - at cost	-	-	-	-	519,784	-	-	519,784	507,045
Prepaid Assets	-	-	-	-	-	-	-	-	-
Other Current Assets	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	420,393	30,835	-	451,228	488,447
General Long Term Debt	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	\$ 13,150,903	\$ 335,665	\$ 2,385,777	\$ 6,511,568	\$ 1,490,512	\$ 2,109,337	\$ 6,450,392	\$ 32,434,154	\$ 31,510,519

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities									
Accounts Payable	\$ 71,242	\$ -	\$ 12,694	\$ -	\$ (18,765)	\$ -	\$ 9,032	\$ 74,203	\$ 448,335
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	313,750	-	-	-	-	-	-	313,750	669,093
Vacation	711,944	2,792	-	7,088	-	-	5,374	727,198	572,208
Other current liabilities	8,576	-	-	481	-	-	-	9,057	8,701
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	-	-	-	-	-	-	-	-	-
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	1,105,512	2,792	12,694	-	(11,196)	-	14,406	1,124,208	1,698,337

Fund equity and other credits

Retained Earnings	-	-	-	1,495,053	182,612	2,356	1,680,021	1,704,008	1,704,008
Res for Prepaid Expenditures	98,712	-	-	25,388	-	-	124,080	168,254	168,254
Res for Self-Insurance	-	-	-	1,658,536	-	-	1,658,536	969,519	969,519
Res for Student Organizations	-	-	-	-	-	92,705	9,966	131,011	131,011
Res for Student Fin Assistance	-	-	-	-	-	9,966	5,880,175	6,032,914	6,032,914
Reserve for Capital Projects	482,274	-	401,271	-	-	-	401,271	613,227	613,227
Reserve for Cap Proj - Motorcycle	-	-	85,775	-	-	-	85,775	105,559	105,559
Reserve for Debt Service	-	-	-	387,022	-	-	387,022	532,744	532,744
Designated for Operations	7,499,208	70,000	-	-	-	-	7,569,208	7,470,683	7,470,683
Des for State Aid Fluctuations	383,216	-	-	-	-	-	383,216	383,216	383,216
Des for Subsequent Year	1,678,650	278,938	-	-	-	-	1,957,588	2,582,427	2,582,427
TOTAL FUND EQUITY AND OTHER CREDITS	10,142,060	348,938	487,046	1,520,421	1,841,148	5,985,202	20,711,837	20,693,562	20,693,562
Year-to-date excess revenues(expenditures)	1,903,331	(16,065)	1,886,037	6,124,546	(18,713)	268,189	450,784	10,598,109	9,118,620
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 13,150,903	\$ 335,665	\$ 2,385,777	\$ 6,511,568	\$ 1,490,512	\$ 2,109,337	\$ 6,450,392	\$ 32,434,154	\$ 31,510,519

December Contracted Service Agreements

Meeting on January 20, 2020

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146556	Nekoosa	WI Local Government	Customer Service and Harassment Overview	2	10	525.00
146557	Nekoosa	Business & Industry	Heartsaver CPR/AED Adult Only	20	45	3,550.00
146558	Madison	State of WI	Soft Skills Training	Technical Assistance	-	11,800.00
146559	Marshfield	WAT Grant	Supervision	24	8	4,603.83
146560	Marshfield	Business & Industry	New Customer Scorecard Review	Technical Assistance	1	2,800.00
146561	Madison	Business & Industry	Codeology	24	9	3,601.84
146562	Madison	Business & Industry	Fire Alarm Systems	24	9	3,600.00
146563	Madison	Business & Industry	Electrical Blueprint Reading	10	20	1,500.77
					Total:	\$31,981.44

December Contract Training Proposals

For Informational Purposes

Proposal Number	Location of Business/Agency	Industry Type	Type of Service	Proposal Amount	Current Status
120	Wisconsin Rapids	Business & Industry	EMR Refresher - FEB 20 Session	475.00	Presented
121	Marshfield	Business & Industry	Supervisory Training / Scorecard Review	12,156.00	Accepted
122	Stevens Point	Business & Industry	Automotive AC Course	600.00	Presented
123	Bancroft	Business & Industry	Electricity Fundamentals and Safety	2,495.00	Accepted
124	Wisconsin Rapids	Business & Industry	BLS Refresher	940.00	Presented
			Total:	\$16,666.00	

FINANCE & AUDIT COMMITTEE
Procurement of Goods and Services
January 20, 2020 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 – EQUIPMENT – SCHOOL OF ADVANCED MANUFACTURING & ENGINEERING</u>		
Werner Electric Supply, Stevens Point, WI	\$ 34,774.20	State Contract
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$34,774.20</u>	

GRAND TOTAL **\$34,774.20**

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.

Approval of Hires and Resignations of Contracted Employees January 20, 2020

Resignations

- Leslie Westberg (effective December 19, 2019)
Instructor, Nursing
- Jamey Wasrud (effective December 20, 2019)
Instructor, Respiratory Therapist

Hires

None

FY 2021 Budget Development Calendar for Mid-State Board

DATES	MILESTONES	OUTCOMES
January 2020	A. Identify Budget Strategies & Priorities	<ol style="list-style-type: none"> 1. Identify critical financial targets. 2. Determine general rules and guidelines for budget development. 3. Evaluate current allocation of resources. 4. Budget Responsible Persons (BRPs) prepare budget requests and adjustments, aligning with college strategic plan and key results.
February – March 2020	B. Update FY20 Budget Forecast & Approved FY21 Requests	<ol style="list-style-type: none"> 1. FY20 estimate as of 1/31/20. 2. List of key FY21 budget assumptions and risks. 3. BRPs prepare budget requests and adjustments, aligning with college strategic plan and key results. 4. Finance Committee Capital budget review before February Board meeting. 5. Board action of Capital budget and non-renewals if necessary.
March – April 2020	C. Executive Revisions Based on Input From BRPs & Direction From Mid-State Board	<ol style="list-style-type: none"> 1. Confirm budgets and budget changes with executive sponsors and BRPs. 2. Generate reports for FY21 based on system information.
April 2020	D. Finalize Administration's Budget Recommendation	<ol style="list-style-type: none"> 1. Prepare budget proposal booklet containing narrative, budgetary statements, and comparisons.
May 2020	E. Present to Mid-State Board	<ol style="list-style-type: none"> 1. Finance Committee Operating budget review before May Board meeting. 2. Board approval of a resolution to publish and hold a public hearing.
June 2020	F. Adopt Budget	<ol style="list-style-type: none"> 1. Publication of the Mid-State proposed budget. 2. Approve a Board resolution for budget adoption, to begin July 1.
By July 1, 2020	G. Implement Budget	<ol style="list-style-type: none"> 1. Notify BRPs of approved changes. 2. Distribute department budgets to BRPs prior to July 1.