



# District Board of Directors Monthly Meeting

## MONDAY, MARCH 16, 2020

Mid-State Adams Campus  
*401 North Main, Adams*

4:15 p.m.	Finance & Infrastructure Committee Meeting	111
4:15 p.m.	Academic & Student Services Committee Meeting	113
4:15 p.m.	Human Resources & External Relations Committee Meeting	116
4:50 p.m.	Committee-of-the-Whole	116
5:20 p.m.	Monthly Board Meeting	116

**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**

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Monday, March 16, 2020 – 5:20 p.m.  
Adams Campus; Room 116

### ***AGENDA***

**A. CALL TO ORDER – ROBERT BEAVER**

**B. ROLL CALL**

**C. OPEN MEETING CERTIFICATION – ROBERT BEAVER**

*This March 16, 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 FEBRUARY 24, 2020 BOARD MEETING MINUTES (Exhibit A)**

**F. ACTION ON CONSENT AGENDA**

**1. Payment of Bills and Payroll (Exhibit B)**

*District bills for February 2020 total \$1,475,681.34 of which \$1,414,214.41 represents operational expenditures and \$61,466.93 represents capital expenditures. Payroll disbursements for February totaled \$1,396,962.45 plus \$12,962.48 for travel and miscellaneous reimbursements, and \$652,016.43 in fringe benefits, for a total payroll disbursement of \$2,061,931.36. Administration recommends approval of the payment of these obligations totaling \$3,537,612.90.*

**2. Contracted Service Agreements (Exhibit M)**

*The District has entered into four contracted service agreements totaling \$15,475.25. 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. Administration recommends approval of the proposal totaling \$420,757 which requires prior Board action.*

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.*

**G. CHAIRPERSON’S REPORT – ROBERT BEAVER**

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

**H. FOUNDATION REPORT – BETTY BRUSKI MALLEK**

1. Employee Giving Campaign
2. 2020 Events
3. Scholarships
4. Foundation Board Activity

**I. PRESIDENT’S REPORT – SHELLY MONDEIK**

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

**J. COMMITTEE REPORTS**

1. Finance & Infrastructure Committee (Exhibit D) – Charles Spargo
  - a. Review of Consent Agenda Items
  - b. Treasurer’s Report (Exhibit L)
  - c. I-Building Roof RFP
  - d. I-Building Restroom RFP
  - e. Marshfield Restroom RFP
  - f. Marshfield Beam Replacement RFP
  - g. Informational Items
    1. WTCS Board Update
    2. Finance Implications for Topics in Other Committees
2. Academic & Student Services Committee (Exhibit G) – Betty Bruski Mallek
  - a. Review of Consent Agenda Items

- b. Program Suspension
- c. Informational Items
  - a. International Travel Update
  - b. Daycare
  
- 3. Human Resources & External Relations Committee (Exhibit I) – Justin Hoerter
  - a. Review of Consent Agenda Items
  - b. Informational Items
    - a. WISCORE
    - b. College-Wide In-Service
    - c. District-Wide Community Focused Events
    - d. Workforce Development Contracts and Proposals (Exhibit M)
  
- 4. Committee-of-the-Whole (Exhibit K) – Robert Beaver
  - a. Informational Items
    - a. District Boards Association Update
    - b. Mid-State Mascot

**K. Discussion & Action**

- 1. Campus & Community Update – Laurie Inda  
*An overview of recent campus activities, learning opportunities and community collaborations and events will be provided.*

**L. Closed Session**

*The Board will entertain a motion to convene to closed session, pursuant to s. 19.85(1)(c)(d)(e) Wisconsin statutes, to discuss campus security measures and pending labor matters. 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.*

**M. Adjournment**

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

Wisconsin Rapids Campus	February 24, 2020
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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, Craig Gerlach, Justin Hoerter, Richard Merdan, Lynneia Miller, and Dr. Shelly Mondeik

**EXCUSED:** Gordon Schalow and Charles Spargo

**OTHERS:** Dr. Karen Brzezinski, Dr. Bobbi Damrow, Dr. Beth Ellie, Robb Fish, Randy Jahns, Dr. Mandy Lang, Dean Pitt, Brad Russell, Matt Schneider, Jill Steckbauer, Kolina Stieber, Dr. Deb Stencil, Angie Susa, Mike Vilcinskas, 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 January 20, 2020 as presented.

**F. CONSENT AGENDA**

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

1. The district's bills for the month of January 2020 were presented in Exhibit B. These bills totaled \$654,360.85 of which \$530,975.33 represents operational expenditures and \$123,385.52 represents capital expenditures. The district's payroll for the month of January totaled \$2,080,024.44 plus \$31,210.52 for travel and miscellaneous reimbursements and \$935,124.75 in fringe benefits. The district's bills and payroll totaled \$3,700,720.50.
2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146564	OSHA 30	\$ 5,096.25
146565	DiSC Facilitation	\$ 490.00
146566	Intro to AutoCAD	\$ 3,990.00
146567	Fundamental Electricity and Safety	\$ 1,245.00

146568	Basic Life Support (BLS) Refresher	\$ 710.00
146569	HeartSaver First Aid/CPR/AED	\$ 3,395.00
146570	Basic Life Support (BLS)	\$ 2,710.00
146571	Leadership Development	
146572	Soft Skills for Modern Workplace	\$ 6,628.00
146573	Illness Management and Recovery (IMR) Training	\$ 4,995.00

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.

4. Approved the following Resignations of Contracted Employees:

- Deb Johnson-Schuh (effective January 4, 2020 – internal promotion)
- Trina Kloehn (effective January 4, 2020 – internal promotion)
- Ben Nusz (effective February 15, 2020 – internal promotion)

**G. CHAIRPERSON’S REPORT** – Robert Beaver

1. Board members were welcomed to the meeting. Mr. Schalow and Mr. Spargo asked to be excused.
2. Winter Boards Association meeting was held January 16-18 in La Crosse. Those attending commented on sessions and professional development opportunities.
3. District Boards Association officer nominations were discussed.

Motion by Ms. Miller, seconded by Ms. Crass, upon a voice vote, unanimously nominated Vernon Jung for Association President, Betty Bruski-Mallek for Association Vice President and Dawn Garcia for Association Secretary/Treasurer.

4. ACCT Legislative Summit was held February 9-12 in Washington, D.C. Ms. Bruski Mallek, Mr. Merdan, Mr. Spargo, Dr. Brzezinski and Dr. Damrow represented the college. Attendees highlighted sessions attended and legislative visits.
5. Spring Board Advance will be held Friday, May 8. The morning session will be shared with the Mid-State Foundation Board for group professional development. Suggestions for topics can be shared with Dr. Mondeik or Ms. Susa.
6. 2020 Board Appointment is underway. The mandatory appointment meeting will be held Monday, March 9 at 5:00 p.m. at the Wisconsin Rapids Campus.

7. Future meeting dates (times unless otherwise announced):

<b>MONTHLY MEETING</b>	Committee Meetings – 4:15 p.m.
Monday, March 16, 2020	Committee-of-the-Whole – 5:00 p.m.
Adams Campus	Board Meeting – 5:20 p.m.

<b>MONTHLY MEETING</b>	Committee Meetings – 4:15 p.m.
Monday, April 20, 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. College-Wide In-Service was held today. Topics focused on Diversity, Equity and Inclusion.
2. Mid-State representatives participated in Central Wisconsin Days and WTEA meeting this week and will participate in WLDI next week.
3. WTCS Board meeting will be held March 17-18.

**I. COMMITTEE REPORTS**

1. FINANCE & INFRASTRUCTURE COMMITTEE – Lynneia Miller
  - 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. SAFETY & SECURITY RFP: Committee reviewed results of Mid-State Safety and Security Update RFP. One bid was received and assessed. Work is scheduled to begin in late May and be complete in early August.

Motion by Mr. Merdan, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously awarded the Safety and Security RFP to Systems Technologies for \$492,571.

- d. SPECIAL FY21 BUDGET PRESENTATION FOR FINANCE & INFRASTRUCTURE COMMITTEE: Committee discussed potential dates to present the college’s proposed FY21 operational budget. This meeting is typically held in early May.
    - e. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.

2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek

- a. NEW PROGRAMMING: Committee reviewed program data on three potential new programs for Mid-State: Agronomy, Nail Technician, and Culinary Arts.

Motion by Mr. Hoerter, seconded by Ms. Crass, upon a roll call vote, unanimously provided concept approval for the Agronomy Technical Diploma.

Motion by Mr. Gerlach, seconded by Mr. Hoerter, upon a roll call vote, unanimously provided concept approval for the Nail Technician Technical Diploma.

Motion by Mr. Hoerter, seconded by Ms. Miller, upon a roll call vote, unanimously provided concept approval for the Culinary Arts Program.

- b. ENROLLMENT DATA: Current year FTE update was provided. Mid-State is on track for an increase in both FTE and headcount again this year.
3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Justin Hoerter



- a. SECURITY ENHANCEMENTS: Enhancements to Mid-State’s safety and security measures were highlighted. Mid-State has two part-time Security Directors on staff who continue to review process and procedure for security enhancements.
  - b. WORKFORCE DEVELOPMENT CONTRACTS AND PROPOSALS: Highlighted workforce contract with Committee.
4. COMMITTEE-OF-THE-WHOLE – Robert Beaver
- a. FY21 CAPITAL BUDGET: A summary of the FY21 capital budget was provided (previously reviewed in detail by committee). A project list and proposed borrowing schedule was provided.  
  
Motion by Ms. Miller, seconded by Mr. Gerlach, upon a roll call vote, unanimously approved the FY21 capital budget of \$5.5 M
  - b. MID-YEAR DASHBOARD: Presentation of Mid-State’s Mid-Year Dashboard was made. Data associated with the Key Results and Pillars of Opportunity were highlighted.

**J. DISCUSSION & ACTION** – Dr. Shelly Mondeik

1. Discussion & Action was not held this month.

**K. CLOSED SESSION** – Robert Beaver

The Board will entertain a motion to convene to closed session, pursuant to s. 19.85(1)(d) Wisconsin statutes, to discuss campus security measures. 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 take any further action that is necessary and appropriate. The Board will thereafter entertain a motion to adjourn the meeting.

Motion by Ms. Bruski Mallek, seconded by Ms. Crass, upon a roll call vote, unanimously approved the closed session as announced by Mr. Beaver. The board moved into closed session at 5:55 p.m.

**L. ADJOURNMENT** – Robert Beaver

Motion by Mr. Merdan, seconded by Ms. Crass, upon a roll call vote, unanimously approved reconvening in open session at 6:18 p.m.

There being no further action or business of the Board, the meeting adjourned at 6:25 p.m. with a motion by Mr. Merdan, seconded by Mr. Hoerter, upon a voice vote.

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Lynneia Miller, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

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Exhibit B previously distributed under separate cover.**

## **President's Report**

### **March 16, 2020**

1. Mid-State was notified by RegisteredNursing.org – a nursing advocacy organization, that the Mid-State Nursing Program placed on the list of the 2020 Best RN Programs. Nursing programs were assessed on several factors which represent how well a program supports students towards licensure and beyond. This year, the program ranked #7 in Wisconsin (up from #9 last year). 2019 Wisconsin State NCLEX results were released – the Mid-State Nursing Program is holding strong at a 100% pass rate.
2. Central Wisconsin Days was held February 27. Mid-State's Digital Marketing students visited Madison to speak to topics of transportation, workforce development, education, and economic development.
3. We were informed that students in our Health Information Technician/Medical Coder programs who pursue the Registered health Information Technician license exam scored a 100% pass rate in 2019. Mid-State has experienced a 100% pass rate each year since 2012. The national pass rate for this exam is 75%.
4. Fire Protection Technician Instructor Brandon Hageman was recently among 17 educators globally to receive the 2019 Blackboard Exemplary Course Program (ECP) Award. The ECP Award recognizes faculty and course designers from schools, colleges, and universities around the world who develop engaging and innovative courses that represent the very best in technology and learning.
5. My travel between now and mid-April will include:
  - Weekly Rotary Meetings – Wisconsin Rapids
  - WTCS Board Meeting – Pewaukee
  - Community Partner Meetings – Stevens Point
  - Community Partner Meeting – Marshfield
  - Student Club Activity – Marshfield
  - District Boards Association Spring Meeting – Milwaukee
  - Regional Campus Advisory Meetings – Adams and Wisconsin Rapids
  - WTCS State Ambassador Banquet – Wisconsin Dells
  - HLC Annual Conference - Chicago

## FINANCE & INFRASTRUCTURE COMMITTEE

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Monday, March 16, 2020 – 4:15 p.m.  
Adams Campus; Room 111

### *AGENDA*

**A. CALL TO ORDER – CHARLES SPARGO**

**B. OPEN MEETING CERTIFICATION – CHARLES SPARGO**

*This March 16, 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 (FEBRUARY 24, 2020 MEETING) (Exhibit E)**

**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. I-BUILDING ROOF RFP**

*Analysis of the Wisconsin Rapids Campus I-Building Roof RFP and request for award will be presented.*

**G. I-BUILDING RESTROOM RFP**

*Analysis of the Wisconsin Rapids Campus I-Building Restroom RFP and request for award will be presented.*

**H. MARSHFIELD RESTROOM RFP**

*Analysis of the Marshfield Campus Restroom RFP and request for award will be presented.*

**I. MARSHFIELD BEAM REPLACEMENT RFP**

*Analysis of the Marshfield Campus Beam Replacement RFP and request for award will be presented.*

**J. INFORMATIONAL ITEMS**

1. WTCS Board Update – Robb Fish

*Pending the WTCS Business Officers meeting in Wautoma on March 5-6, information will be shared on upcoming tuition increases or other state related items.*

2. 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.*

**K. ADJOURNMENT**

**MID-STATE TECHNICAL COLLEGE**  
**FINANCE & INFRASTRUCTURE COMMITTEE MEETING MINUTES**

Wisconsin Rapids Campus	February 24, 2020
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**A. CALL TO ORDER** – Lynneia Miller

The meeting was called to order at 4:21 p.m.

PRESENT: Robb Fish, Richard Merdan, Lynneia Miller, Dr. Shelly Mondeik, Brad Russell, and Matt Schneider

**B. OPEN MEETING CERTIFICATION** – Lynneia Miller

The meeting notice was verified.

**C. APPROVAL OF COMMITTEE MINUTES** – Lynneia Miller

Motion by Mr. Merdan, seconded by Ms. Miller, upon a voice vote, unanimously approved January 20, 2020 Finance & Infrastructure Committee meeting minutes as presented.

**D. APPROVAL OF COMMITTEE MINUTES** – Lynneia Miller

Motion by Mr. Merdan, seconded by Ms. Miller, upon a voice vote, unanimously approved February 5, 2020 Finance & Infrastructure Committee special meeting minutes as presented.

**E. REVIEW OF CONSENT AGENDA ITEMS** – Robb Fish

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

**F. TREASURER’S REPORT** – Robb Fish

**G. SAFETY AND SECURITY RFP** – Matt Schneider

An overview of the Safety and Security RFP was provided. The RFP will be brought to the full board for approval.

**H. INFORMATIONAL ITEMS** – Robb Fish

1. SPECIAL FY21 BUDGET PRESENTATION FOR FINANCE & INFRASTRUCTURE  
No action taken.
2. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES  
No action taken.

**I. ADJOURNMENT**

There being no further business of the Committee, the meeting adjourned at 4:43 p.m. with a motion by Ms. Miller, seconded by Mr. Merdan, upon a voice vote.

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Lynneia Miller, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

## **ACADEMIC & STUDENT SERVICES COMMITTEE**

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Monday, March 16, 2020 – 4:15 p.m.  
Adams Campus; Room 113

### ***AGENDA***

**A. CALL TO ORDER – BETTY BRUSKI MALLEK**

**B. OPEN MEETING CERTIFICATION – BETTY BRUSKI MALLEK**

*This March 16, 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 (FEBRUARY 24, 2020 MEETING) (Exhibit G)**

**D. REVIEW OF CONSENT AGENDA ITEMS – BETTY BRUSKI MALLEK**

**E. PROGRAM SUSPENSION– DR. DEB STENCIL**

*Mid-State will seek approval to suspend the Court Reporting Associate Degree program and the Medical Office Specialist Technical Diploma program. Additional information will be shared along with a request for suspension.*

**F. INFORMATIONAL ITEMS**

1. International Travel Update – Dr. Deb Stencil

*An international travel update will be provided discussing international travel in light of the Coronavirus outbreak.*

2. Daycare – Dr. Mandy Lang

*The College recently completed a survey on student daycare needs. Results of the survey and next steps will be shared.*

**G. ADJOURNMENT**

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

Wisconsin Rapids Campus	February 24, 2020
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**A. CALL TO ORDER** – Betty Bruski Mallek

The meeting was called to order at 4:15 p.m.

PRESENT: Betty Bruski Mallek, Kristin Crass, Craig Gerlach, 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. Bruski Mallek, seconded by Ms. Crass, upon a voice vote, unanimously approved January 20, 2020 Academic & Student Services Committee meeting minutes as presented.

**D. REVIEW OF CONSENT AGENDA ITEMS** – Betty Bruski Mallek

**E. NEW PROGRAMMING** – Dr. Deb Stencil

Program data was presented for potential new programming: Agronomy, Nail Technician and Culinary Arts. Concept approval will be sought by the full board.

**F. INFORMATIONAL ITEMS**

1. **ENROLLMENT DATA**

No action taken.

**G. ADJOURNMENT**

There being no further business of the Committee, the meeting adjourned at 4:33 p.m. with a motion by Ms. Bruski Mallek, seconded by Ms. Crass, upon a voice vote.

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Lynneia Miller, Secretary  
Mid-State Technical College Board

\_\_\_\_\_  
Angela R. Susa  
Recording Secretary



## **HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE**

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Monday, March 16, 2020 – 4:15 p.m.  
Adams Campus; Room 116

### ***AGENDA***

**A. CALL TO ORDER – JUSTIN HOERTER**

**B. OPEN MEETING CERTIFICATION – JUSTIN HOERTER**

*This March 16, 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 (FEBRUARY 24, 2020 MEETING) (Exhibit I)**

**D. REVIEW OF CONSENT AGENDA ITEMS – JUSTIN HOERTER**

**E. INFORMATIONAL ITEMS**

1. WISCORE – Dr. Karen Brzezinski  
*Highlights of the WTCS Wisconsin Conference on Race and Ethnicity held in Madison on January 30-31 will be provided.*
2. College-Wide In-Service – Dr. Karen Brzezinski  
*College-Wide In-Service was held February 24. An overview of the day as well as staff feedback will be provided.*
3. District-Wide Community Focused Events – Dr. Bobbi Damrow  
*An overview of community focused activities will be provided.*
4. 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 &amp; EXTERNAL RELATIONS COMMITTEE MEETING MINUTES

Wisconsin Rapids Campus

February 24, 2020

**A. CALL TO ORDER** – Justin Hoerter

The meeting was called to order at 4:15 p.m.

PRESENT: Robert Beaver, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Justin Hoerter, Randy Jahns, Dean Pitt, Kolina Stieber, Angie Susa, Mike Vilaskas, and Bill Wanta.

**B. OPEN MEETING CERTIFICATION** – Justin Hoerter

The meeting notice was verified.

**C. APPROVAL OF COMMITTEE MEETING MINUTES** – Justin Hoerter

Motion by Mr. Beaver, seconded by Mr. Hoerter, upon a voice vote, unanimously approved January 20, 2020 Human Resources & External Relations Committee meeting minutes as presented.

**D. REVIEW OF CONSENT AGENDA ITEMS** – Justin Hoerter**E. INFORMATIONAL ITEMS**

1. SECURITY ENHANCEMENTS  
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 4:38 p.m. with a motion by Mr. Hoerter, seconded by Mr. Beaver, upon a voice vote.

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Lynneia Miller, Secretary  
Mid-State Technical College Board

\_\_\_\_\_  
Angela R. Susa  
Recording Secretary

## COMMITTEE-OF-THE-WHOLE

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Monday, March 16, 2020 – 4:50 p.m.  
Adams Campus; Room 116

### *AGENDA*

**A. CALL TO ORDER – ROBERT BEAVER**

**B. OPEN MEETING CERTIFICATION – ROBERT BEAVER**

*This March 16, 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 (FEBRUARY 24, 2020) (Exhibit K)**

**D. INFORMATIONAL ITEMS –**

1. District Boards Association Update – Layla Merrifield  
*An overview of District Boards Association activities and legislative happenings will be provided.*
2. Mid-State Mascot – Kolina Stieber  
*Highlights of the Mid-State mascot reinvigoration process will be provided.*

**E. ADJOURNMENT**

**MID-STATE TECHNICAL COLLEGE**  
**COMMITTEE-OF-THE-WHOLE MEETING MINUTES**

Wisconsin Rapids Campus	February 24, 2020
-------------------------	-------------------

**A. CALL TO ORDER** – Robert Beaver

The meeting was called to order at 5:00 p.m.

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

Dr. Karen Brzezinski, Dr. Bobbi Damrow, Dr. Beth Ellie, Robb Fish, Randy Jahns, Dr. Mandy Lang, Dean Pitt, Brad Russell, Matt Schneider, Jill Steckbauer, Kolina Stieber, Dr. Deb Stencil, Angie Susa, Mike Vilcinskis, and Bill Wanta

**B. OPEN MEETING CERTIFICATION** – Robert Beaver

The meeting notice was verified.

**C. APPROVAL OF COMMITTEE MINUTES** – Robert Beaver

Motion by Mr. Merdan, seconded by Mr. Hoerter, upon a voice vote, unanimously approved January 20, 2020 Committee-of-the-Whole meeting minutes as presented.

**D. FY21 CAPITAL BUDGET** – Robb Fish

The FY21 capital budget was presented in summary to the full board. Approval will be requested during the board meeting.

**E. INFORMATIONAL ITEMS**

1. MID-YEAR DASHBOARD  
No action taken.

**F. ADJOURNMENT**

There being no further business of the Committee, the meeting adjourned at 5:09 p.m. with a motion by Mr. Beaver, upon a voice vote.

\_\_\_\_\_  
Lynneia Miller, Secretary  
Mid-State Technical College Board

\_\_\_\_\_  
Angela R. Susa  
Recording Secretary

**FY 2019-20 Budget Modifications Made in the Month of February 2020**

<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>								
141929	Industrial Mechanical Program	State	Adjust budget to actual	17,621.00		17,621.00	1	
						-		
						-		
						-		
						-		
<b>Fund 3 - Capital Projects Fund Budget Modifications</b>								
141929	Industrial Mechanical Program	State	Adjust budget to actual	(17,621.00)		(17,621.00)	1	
<b>Fund 4 - Debt Service Fund Budget Modifications</b>								
	Debt premium revenue and payments		Adjust for debt payment	165,000.00	165,000.00	-		
<b>Total Budget Changes For The Month</b>							-	
							165,000.00	165,000.00
<b>Notes:</b> Budget modifications are out of balance for February due to the following:								
1	Entry nets to zero between funds. Expense portion of grant will be amended at a later date.							



## Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2020 as of February 29, 2020

	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 Budget	Original 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				
Local Government	7,008,488	-	-	6,351,798	-	-	-	-	-	-	-	-	-	-	25.9%	13,360,286
Student Fees	7,202,489	30,000	-	387,200	-	-	-	-	-	-	-	-	-	-	14.8%	7,608,689
State Aid & Grants	16,044,888	-	-	-	-	223,920	-	-	-	-	-	-	-	-	31.5%	14,822,570
Institutional	278,075	669,985	-	710,400	-	84,774	277,000	1,156,975	-	-	-	-	-	-	18.2%	9,188,130
Federal	611,269	-	-	4,390,000	-	-	-	-	-	-	-	-	-	-	9.7%	4,941,528
<b>Total Revenues</b>	<b>31,145,209</b>	<b>699,985</b>	<b>308,694</b>	<b>6,628,798</b>	<b>1,156,975</b>	<b>6,223,200</b>	<b>51,650,461</b>	<b>100.0%</b>								<b>49,921,203</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 Budget	Original 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				
Salaries and Wages	17,887,170	218,659	-	305,530	-	-	-	-	-	-	-	-	-	-	32.7%	18,146,668
Benefits	7,577,780	87,154	-	297,987	-	-	-	-	-	-	-	-	-	-	14.1%	7,897,813
Current Expenditures	6,145,575	542,042	-	139,737	-	-	-	-	-	-	-	-	-	-	14.1%	7,211,313
Student Financial Aid & Activities	-	-	-	4,741,722	-	-	-	-	-	-	-	-	-	-	8.3%	4,741,722
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9.6%	5,474,265
Capital Outlay	-	-	-	5,375,704	-	-	-	-	-	-	-	-	-	-	9.5%	5,123,863
Debt Retirement	-	-	-	6,596,097	-	-	-	-	-	-	-	-	-	-	11.6%	6,431,097
<b>Total Expenditures</b>	<b>31,610,525</b>	<b>847,855</b>	<b>5,375,704</b>	<b>6,596,097</b>	<b>1,220,206</b>	<b>5,744,435</b>	<b>56,879,798</b>	<b>100.0%</b>								<b>55,026,741</b>
<b>% of Expenditures by Fund</b>	<b>55.6%</b>	<b>1.5%</b>	<b>9.6%</b>	<b>11.6%</b>	<b>2.1%</b>	<b>10.1%</b>	<b>100.0%</b>									

Changes in Fund Equity	
Actual Fund Equity as of 6/30/19	20,455,421
Current Revenue over Expenses	(5,105,538)
Other Sources and Uses:	
Proceeds from Debt	5,000,000
Interfund Transfers In	120,000
Interfund Transfers Out	(120,000)
Repayment of Debt	-
<b>Budgeted Ending Fund Equity</b>	<b>20,349,883</b>



## Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2020 #REF!

	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		% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13		
Local Government	7,151,190	-	-	-	-	-	-	-	6,213,377	-	-	-	-	-	100.0%
Student Fees	6,622,815	40,891	-	-	373,818	-	-	-	-	-	-	-	-	-	92.4%
State Aid & Grants	14,406,220	-	-	-	197,660	-	-	-	-	-	-	-	-	-	89.8%
Institutional	179,522	181,473	-	-	721,666	65,982	-	376,094	-	938,965	-	-	-	-	69.0%
Federal	245,894	-	-	-	3,755,107	19,996	-	-	-	-	-	-	-	-	80.4%
<b>Total Revenues</b>	<b>28,605,640</b>	<b>222,364</b>	<b>283,637</b>	<b>6,589,471</b>	<b>4,850,591</b>	<b>65,982</b>	<b>3,755,107</b>	<b>376,094</b>	<b>938,965</b>	<b>4,022,558</b>	<b>4,022,558</b>	<b>4,022,558</b>	<b>4,022,558</b>	<b>4,022,558</b>	<b>88.1%</b>
<b>% of Budget Recognized</b>	<b>91.8%</b>	<b>31.8%</b>	<b>91.9%</b>	<b>99.4%</b>	<b>88.4%</b>	<b>91.9%</b>	<b>88.4%</b>	<b>91.9%</b>	<b>81.2%</b>	<b>64.6%</b>	<b>64.6%</b>	<b>64.6%</b>	<b>64.6%</b>	<b>64.6%</b>	<b>88.1%</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		% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13		
Salaries and Wages	11,804,897	164,528	-	-	158,549	-	-	-	-	155,783	-	-	-	-	66.0%
Benefits	5,343,368	51,463	-	-	31,135	-	-	-	-	44,674	-	-	-	-	68.1%
Current Expenditures	3,694,574	58,057	-	-	87,943	-	-	-	-	60,536	847,096	-	-	-	59.1%
Student Financial Aid & Activities	-	-	-	-	4,079,725	-	-	-	-	-	-	-	-	-	86.0%
Resale	-	-	-	-	-	-	-	-	-	692,371	-	-	-	-	61.5%
Capital Outlay	-	-	-	-	-	-	3,439,017	-	-	-	-	-	-	-	64.0%
Debt Retirement	-	-	-	-	-	-	-	6,584,127	-	-	-	-	-	-	99.8%
<b>Total Expenditures</b>	<b>20,842,839</b>	<b>274,049</b>	<b>3,439,017</b>	<b>6,584,127</b>	<b>4,357,352</b>	<b>3,439,017</b>	<b>3,439,017</b>	<b>6,584,127</b>	<b>953,365</b>	<b>3,523,322</b>	<b>3,523,322</b>	<b>3,523,322</b>	<b>3,523,322</b>	<b>3,523,322</b>	<b>70.3%</b>
<b>% of Budget Expended</b>	<b>65.9%</b>	<b>32.3%</b>	<b>64.0%</b>	<b>99.8%</b>	<b>79.4%</b>	<b>64.0%</b>	<b>64.0%</b>	<b>99.8%</b>	<b>78.1%</b>	<b>61.3%</b>	<b>61.3%</b>	<b>61.3%</b>	<b>61.3%</b>	<b>61.3%</b>	<b>70.3%</b>

### 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	20,711,836
Current Revenue over Expenses	7,762,801	(51,684)	493,239	5,344	(14,400)	499,237	5,539,157	(5,229,337)
Other Sources and Uses:								
Proceeds from Debt	-	-	-	-	-	-	5,000,000	5,000,000
Interfund Transfers In	-	-	-	-	-	-	120,000	120,000
Interfund Transfers Out	-	-	-	-	-	-	-	-
Repayment of Debt	-	-	-	-	-	-	(120,000)	(120,000)
<b>Accrued YTD Fund Equity</b>	<b>17,904,861</b>	<b>297,253</b>	<b>6,478,442</b>	<b>392,365</b>	<b>1,506,021</b>	<b>2,340,384</b>	<b>31,250,992</b>	<b>20,482,499</b>

**Mid-State Technical College  
Combined Balance Sheet - All Fund Types and Account Groups  
February 29, 2020**

With Comparative Total for February 28, 2019

Mid-State Technical College  
March 04, 2020 at 4:13 PM

	Governmental Fund Types				Proprietary Fund Types		Fiduciary Fund Type		Memorandum only
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Audible	2019-20	
Cash	\$ 15,844,152	\$ -	\$ 2,203,921	\$ 267	\$ 1,570	\$ 1,745,052	\$ 5	\$ 19,794,967	\$ 20,479,919
Investments	-	-	-	-	-	-	-	6,253,480	5,514,197
Receivables:									
Property taxes	4,257,070	-	-	213,186	-	-	-	4,470,256	4,450,171
Accounts receivable	918,928	23,404	60	-	76,956	-	51,072	1,070,420	1,229,114
Due from other funds	(1,874,551)	276,641	128,771	178,912	534,463	564,497	191,268	1	1
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	-	-	-	-	-	-	-	-	-
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 19,145,599</b>	<b>\$ 300,045</b>	<b>\$ 2,332,752</b>	<b>\$ 392,365</b>	<b>\$ 1,553,166</b>	<b>\$ 2,340,384</b>	<b>\$ 6,495,825</b>	<b>\$ 32,560,136</b>	<b>\$ 32,668,894</b>

**LIABILITIES, FUND EQUITY AND OTHER CREDITS**

Liabilities									
Accounts Payable	\$ 159,316	\$ -	\$ 1,087	\$ -	\$ 40,232	\$ -	\$ 12,010	\$ 212,645	\$ 268,464
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	417,627	-	-	-	-	-	-	417,627	632,169
Vacation	654,802	2,792	-	-	6,432	-	5,374	669,400	559,913
Other current liabilities	8,992	-	-	-	481	-	-	9,473	8,538
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	-	-	-	-	-	-	-	-	-
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group:									
<b>TOTAL LIABILITIES</b>	<b>1,240,737</b>	<b>2,792</b>	<b>1,087</b>	<b>-</b>	<b>47,145</b>	<b>-</b>	<b>17,384</b>	<b>1,309,145</b>	<b>1,468,084</b>

Fund equity and other credits									
Retained Earnings	-	-	-	-	1,495,053	182,612	2,356	1,680,021	1,704,008
Res for Prepaid Expenditures	98,712	-	-	-	25,368	-	-	124,080	168,254
Res for Self-Insurance	-	-	-	-	-	1,658,536	-	1,658,536	989,519
Res for Student Organizations	-	-	-	-	-	-	92,705	92,705	131,011
Res for Student Fin Assistance	-	-	-	-	-	-	9,966	9,966	-
Res for Post-Employ Benefits	482,274	-	-	-	-	-	5,880,175	6,362,449	6,032,914
Reserve for Capital Projects	-	-	401,271	-	-	-	-	401,271	613,227
Reserve for Cap Proj - Motorcycle	-	-	85,775	-	-	-	-	85,775	105,559
Reserve for Debt Service	-	-	-	387,022	-	-	-	387,022	532,744
Designated for Operations	7,499,208	70,000	-	-	-	-	-	7,569,208	7,470,683
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	383,216
Des for Subsequent Year	1,678,650	278,938	-	-	-	-	-	1,957,588	2,582,427
<b>TOTAL FUND EQUITY AND OTHER CREDITS</b>	<b>10,142,060</b>	<b>348,938</b>	<b>487,046</b>	<b>387,022</b>	<b>1,520,421</b>	<b>1,841,148</b>	<b>5,985,202</b>	<b>20,711,837</b>	<b>20,693,562</b>

Year-to-date excess revenues(expenditures)

	7,762,802	(51,685)	1,844,619	5,343	(14,400)	499,236	493,239	10,539,154	10,506,248
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**TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS**

	<b>\$ 19,145,599</b>	<b>\$ 300,045</b>	<b>\$ 2,332,752</b>	<b>\$ 392,365</b>	<b>\$ 1,553,166</b>	<b>\$ 2,340,384</b>	<b>\$ 6,495,825</b>	<b>\$ 32,560,136</b>	<b>\$ 32,668,894</b>
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## February Contracted Service Agreements Meeting on March 16, 2020

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146574	Wisconsin Rapids	Business & Industry	EMR Refresher	3	8	475.00
146575	Auburndale	Public Educational Institution - K-12	Heart Saver First Aid/CPR/AED	8	27	1,795.00
146576	Biron	Business & Industry	Train the Trainer	8	60	12,015.25
146577	Marshfield	Public Educational Institution - Post-Secondary	Basic Electrical Training	8	12	1,190.00
<b>Total:</b>						<b>\$15,475.25</b>

## February Contract Training Proposals For Informational Purposes

Monthly Contract Training Proposal Recap - February 2020						
Proposal #	Bill to City	Industry Type	Type of Service	Proposal Amount	Current Status	
133	Stratford	Public Educational Institution - Post Secondary	Fundamental Electricity and Safety	\$1,190.00	Accepted	
134	Marshfield	Business & Industry	Forklift Safety Training	\$1,245.00	Accepted	
135	Stevens Point	Community Organization	Metal Mania - Summer 2020	\$32,165.00	Presented	
136	Nekoosa	Community Organization	EMR Refresher - Apollo Training	\$370.00	Presented	
137	Madison	Governmental Agency	Basic Fire Investigation	\$600.00	Presented	
138	Pittsville	Business & Industry	ELL For the Workplace	\$5,490.00	Presented	
139	Madison	Community Organization	Phlebotomy Training	\$4,055.00	Presented	
<b>TOTAL</b>				<b>\$45,115.00</b>		

**FINANCE & AUDIT COMMITTEE**  
**Procurement of Goods and Services**  
**March 16, 2020 Board Meeting**

<b>PROCUREMENTS REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR CAMPUS – SOFTWARE – SCHOOL OF PROTECTIVE &amp; HUMAN SERVICES</u></b>		
EMS, Exton, PA	\$343,225.00	State Contract
<b><u>WR CAMPUS – EQUIPMENT – SCHOOL OF PROTECTIVE &amp; HUMAN SERVICES</u></b>		
Anatomage Inc, San Jose, CA	\$77,532.00	State Contract
❖ Subtotal for Procurements Requiring Board Action	<b><u>\$ 420,757.00</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 ADVANCED MANUFACTURING &amp; ENGINEERING</u></b>		
Mississippi Welders Supply, Marshfield, WI	\$ 38,239.38	Quote
Airgas, Wisconsin Rapids, WI	\$ 38,614.45	Quote
AWG, Raleigh, NC	\$ 50,263.93	Quote
❖ Subtotal for Procurements Not Requiring Board Action	<b><u>\$38,239.38</u></b>	

**GRAND TOTAL** **\$458,996.38**

## **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 March 16, 2020**

### **Resignations**

- Raquel (Kelly) Altmann (effective June 30, 2020)  
Instructor, Surgical Technologist  
Retiring
- Scott Lang (effective June 30, 2020)  
Instructor, Criminal Justice  
Retiring
- Michael Sabel (effective June 30, 2020)  
Instructor, Agribusiness  
Retiring
- Kerry Heinecke (effective June 30, 2020)  
Instructor, Health Information Management  
Retiring

### **Hires**

None