



District Board of Directors Monthly Meeting

MONDAY, APRIL 20, 2020

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

| | | |
|-----------|-----------------------|--|
| 5:00 p.m. | Monthly Board Meeting | Room L133-134 and WisLine Audio Conferencing |
|-----------|-----------------------|--|

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, April 20, 2020 – 5:00 p.m.
Wisconsin Rapids Campus; Room L133-134
and WisLine Audio Conferencing

AGENDA

A. CALL TO ORDER – ROBERT BEAVER

B. ROLL CALL

C. OPEN MEETING CERTIFICATION – ROBERT BEAVER

This April 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 MARCH 16, 2020 BOARD MEETING MINUTES (Exhibit A)

F. ACTION ON CONSENT AGENDA

1. Payment of Bills and Payroll (Exhibit B)

District bills for March 2020 total \$789,706.00 of which \$611,181.23 represents operational expenditures and 178,524.77 represents capital expenditures. Payroll disbursements for March totaled \$1,439,355.84 plus \$19,192.48 for travel and miscellaneous reimbursements, and \$651,682.95 in fringe benefits, for a total payroll disbursement of \$2,110,231.27. Administration recommends approval of the payment of these obligations totaling \$2,899,937.27.

2. Contracted Service Agreements (Exhibit H)

The District has entered into four contracted service agreements totaling \$26,948.59. The individual contracts are available for review upon request. Administration recommends approval of these contracts.

3. Procurements for Goods and Services (Exhibit I)

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 require Board approval.

G. CHAIRPERSON'S REPORT – ROBERT BEAVER

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

H. PRESIDENT'S REPORT – SHELLY MONDEIK

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

I. COMMITTEE REPORTS

1. Finance & Infrastructure Committee – Charles Spargo
 - a. Approval of Committee Minutes (March 16, 2020 Meeting) (Exhibit C)
 - b. Review of Consent Agenda Items
 - c. Treasurer's Report (Exhibit G)
 - d. Accessibility Improvements at Wisconsin Rapids Campus – Matt Schneider
Bid results for accessibility improvements at the Wisconsin Rapids Campus will be provided. Contract award to the lowest qualified bidder will be requested.
 - e. Accessibility Improvements at Marshfield Campus – Matt Schneider
Bid results for accessibility improvements at the Marshfield Campus will be provided. Contract award to the lowest qualified bidder will be requested.
 - f. Informational Items
 1. Anticipated Grant Funding for FY21 – Robb Fish
An overview of the proposed FY21 Master Grant Schedule and a summary of the anticipated changes in federal and state grant funding for next year's budget will be provided.
 2. Special FY21 Budget Meeting – Robb Fish
Details of administration's FY21 budget proposal will be presented by the College's Executive Leadership Team and Finance personnel. The meeting is scheduled for May 6 from 4:00 to 5:30 p.m. in Room A112 on the Wisconsin Rapids Campus. Budget materials will be distributed during the meeting. All members of the Board are invited. This budget will then be presented to the full Board during its regular May meeting. Formal budget adoption will occur in June following a notices/published Public Hearing.

3. 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 & Infrastructure 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. Other information can be gathered upon request. Any necessary action will be incorporated into the action reported by the originating committee.

2. Academic & Student Services Committee – Betty Bruski Mallek

- a. Approval of Committee Minutes (March 16, 2020 Meeting) (Exhibit D)
- b. Review of Consent Agenda Items
- c. Informational Items

a. Mindfulness Project for Student Success – Dr. Mandy Lang

A mindfulness project to improve student success was piloted over the fall semester. Project pilot results will be shared.

b. Virtual Student Life – Dr. Mandy Lang

The Mid-State Student Life team recently created a new way for students to virtually engage with each other and the college. Information about this new option will be shared.

3. Human Resources & External Relations Committee – Justin Hoerter

- a. Approval of Committee Minutes (March 16, 2020 Meeting) (Exhibit E)
- b. Review of Consent Agenda Items
- c. Informational Items

a. Security System Install – Dr. Karen Brzezinski

The College has started the installation of the security system. An update on progress will be provided.

b. Contract Training Strategy and Grant Applications – Dr. Bobbi Damrow

An overview of Contract Training strategy for closing FY20 and Workforce Advancement Training Grant extensions and FY21 grant application deadlines will be provided.

c. Something for Everyone – Dr. Bobbi Damrow

Mid-State is using virtual technology to engage the community in continuing education. An overview will be shared.

d. Workforce Development Contracts and Proposals (Exhibit H) – Dr. Bobbi Damrow

An update of Workforce Development contracts and proposals referenced in Exhibit H will be provided.

J. Discussion & Action

1. COVID-19 Update – Dr. Shelly Mondeik

An overview of Mid-State's response to and ongoing monitoring of COVID-19 will be provided.

K. Adjournment

MID-STATE TECHNICAL COLLEGE
DISTRICT BOARD MEETING MINUTES

Adams Campus

March 16, 2020

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 (participated via phone), Richard Merdan, Lynneia Miller (participated via phone), and Dr. Shelly Mondeik

EXCUSED: Craig Gerlach, Justin Hoerter, Gordon Schalow and Charles Spargo

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Robb Fish, Laurie Inda, Dr. Mandy Lang, Natasha Miller, 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 Ms. Crass, upon a voice vote, unanimously approved minutes from the board meeting held February 24, 2020 as presented.

F. CONSENT AGENDA

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

1. The district's bills for the month of February 2020 were presented in Exhibit B. These bills totaled \$1,475,681.34 of which \$1,414,214.41 represents operational expenditures and \$61,466.93 represents capital expenditures. The district's payroll for the month of February totaled \$1,396,962.45 plus \$12,962.48 for travel and miscellaneous reimbursements and \$652,016.43 in fringe benefits. The district's bills and payroll totaled \$3,537,612.90.
2. Entered into the following contracted service agreements:

| <u>Agreement #</u> | <u>Contracted Service:</u> | <u>Amount</u> |
|--------------------|-------------------------------|---------------|
| 146574 | EMR Refresher | \$ 475.00 |
| 146575 | Heart Saver First Aid/CPR/AED | \$ 1,795.00 |
| 146576 | Train the Trainer | \$ 12,015.25 |
| 146577 | Basic Electrical Training | \$ 1,190.00 |

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

| <u>Amount</u> | <u>Vendor</u> | <u>Department</u> |
|---------------|-----------------|---------------------------------------|
| \$ 343,225.00 | EMS | School of Protective & Human Services |
| \$77,532.00 | Anatomaage Inc. | School of Protective & Human Services |

4. Approved the following Resignations of Contracted Employees:
 - Raquel (Kelly) Altmann (effective June 30, 2020 – retirement)
 - Scott Lang (effective June 30, 2020 – retirement)
 - Michael Sabel (effective June 30, 2020 – retirement)
 - Kerry Heinecke (effective June 30, 2020 – retirement)

G. CHAIRPERSON’S REPORT – Robert Beaver

1. Board members were welcomed to the meeting. Mr. Gerlach, Mr. Hoerter, Mr. Schalow and Mr. Spargo asked to be excused.

2. Spring Boards Association meeting has been cancelled. The next meeting is slated for July in Marshfield.

3. 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. A draft agenda was provided for feedback.

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

| | |
|-------------------------|------------------------------------|
| MONTHLY MEETING | 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. |
| | |
| BAORD ADVANCE | |
| Friday, May 8, 2020 | |
| Wisconsin Rapids Campus | |
| | |
| MONTHLY MEETING | Committee Meetings – 4:15 p.m. |
| Monday, May 18, 2020 | Committee-of-the-Whole – 5:00 p.m. |
| Wisconsin Rapids Campus | Board Meeting – 5:20 p.m. |

H. FOUNDATION REPORT – Jill Steckbauer

1. A recap of the 2020 Employee Giving Campaign was provided. In 17 years of holding the campaign, over \$250,000 has been donated by employees for students. In addition to the campaign, an “Educated Here, Employed Here” campaign was launched recognizing those Mid-State employees who are also graduates of the college. Mid-State has 60 employees that are alumnus.

2. Upcoming events include:
 - a. Summer Golf Outing (Stevens Point Country Club) – June 15, 2020
 - b. Par 3 Golf Outing (Sand Valley) – August 5, 2020
 - c. Trap Shoot Event (Wisconsin Trapshooting Association) – September 11, 2020
 - d. Scholarship Reception (Mid-State Gymnasium) – September 17, 2020

3. An update on high school and new/continuing student scholarships was provided. Over 130 applications were received from high school applicants with 31 scholarships awarded valuing \$45,000.
4. New Board members are Kristy Waits and Heather Heubner.

I. PRESIDENT’S REPORT – Dr. Shelly Mondeik

1. Congratulations were extended to Bob Beaver, Betty Bruski Mallek and Rick Merdan for their reappointment to the Mid-State Board of Directors for three year terms.
2. Mid-State’s Nursing program was rated at Top 7 Nursing Program in Wisconsin (up from position 9 last year) out of 42. Mid-State’s NCLEX pass rate remained at 100% as well.
3. Mid-State created a COVID-19 Core Team to provide ongoing communication, up-to-date information and decision making. The group, consisting of Dr. Mondeik, Dr. Brzezinski, Dr. Damrow, Dr. Lang and Dr. Stencil, will continue to assess the developing situation.
4. Dr. Mondeik has been nominated to serve on the Aspirus Riverview Hospital Board of Directors.

J. COMMITTEE REPORTS

1. FINANCE & INFRASTRUCTURE COMMITTEE – Richard Merdan
 - 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. I-BUILDING ROOF RFP: Committee reviewed results of Wisconsin Rapids Campus I-Building Roof RFP. Three bids were received and evaluated.

Motion by Ms. Bruski Mallek, seconded by Mr. Beaver, upon a roll call vote, unanimously awarded Bid #787 the Wisconsin Rapids I-Building Roof Replacement to Custofom Corp. in the amount of \$128,216.

- d. I-BUILDING RESTROOM RFP: Committee reviewed results of Wisconsin Rapids Campus I-Building Restroom Remodel RFP. Three bids were received and evaluated.

Motion by Ms. Bruski Mallek, seconded by Ms. Crass, upon a roll call vote, unanimously awarded Bid #786 the Wisconsin Rapids I-Building Restroom Remodel to Eagle Construction in the amount of \$113,440.

- e. MARSHFIELD RESTROOM RFP: Committee reviewed results of Marshfield Campus Restroom Remodel RFP. Three bids were received and evaluated.

Motion by Ms. Bruski Mallek, seconded by Mr. Beaver, upon a roll call vote, unanimously awarded Bid #789 the Marshfield Restroom Remodel Project to Eagle Construction in the amount of \$86,750.

- f. MARSHFIELD BEAM REPLACEMENT RFP: Committee reviewed results of Marshfield Beam Replacement RFP. Two bids were received and evaluated.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously awarded Bid #790 the Marshfield Beam Replacement Project to Eagle Construction in the amount of \$37,600.

- g. WTCS BOARD UPDATE: Committee discussed the WTCS tuition increase recommendation that will be voted on by the WTCS Board at their upcoming meeting.
- h. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.

2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek

- a. PROGRAM SUSPENSION: Committee reviewed program and student data on Court Reporting Associate Degree and Medical Office Specialist Technical Diploma programs. District jobs, current student enrollments and program status was shared. A request for suspension was made.

Motion by Mr. Merdan, seconded by Mr. Beaver, upon a roll call vote, unanimously approved suspension of the Court Reporting Associate Degree program.

Motion by Mr. Merdan, seconded by Mr. Beaver, upon a roll call vote, unanimously approved suspension of the Medical Office Specialist Technical Diploma program.

- b. INTERNATIONAL TRAVEL UPDATE: Mid-State’s international travel experience to Japan was cancelled in February due to concerns over COVID-19. The summer 2020 German student exchange travel was also cancelled due to concerns. Student refunds are in progress.
- c. DAYCARE: Mid-State completed a survey to assess student daycare needs. Survey results indicate 81% of students have no need for childcare. Childcare resources are being compiled to better assist those students requiring childcare. A partnership program with an off-site provider is being considered.

3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Bob Beaver

- a. WISCORE: Five staff members and four students attended the Wisconsin Conference on Race and Ethnicity in Madison. Following the conference, informational break-out sessions were held for Mid-State employees during In-Service related to the topics heard during the conference.
- b. COLLEGE-WIDE IN-SERVICE: College-Wide In-Service was held February 24. Positive employee feedback was received regarding the day. Alonzo Kelly provided a college-wide address.
- c. DISTRICT-WIDE COMMUNITY FOCUSED EVENTS: An overview of April events at Mid-State was highlighted. A monthly report will be provided to and reviewed by the Board.

- d. **WORKFORCE DEVELOPMENT CONTRACTS AND PROPOSALS:** Highlighted workforce contract with Committee.
- 4. **COMMITTEE-OF-THE-WHOLE – Robert Beaver**
 - a. **DISTRICT BOARDS ASSOCIATION UPDATE:** District Boards Association Executive Director Layla Merrifield joined the Board via phone to provide legislative, Association officer election, Spring meeting and COVID-19 updates.
 - b. **MID-STATE MASCOT:** Mid-State will reintroduce the cougar mascot with a new look and a new story. An internal committee worked through the process to garner feedback from students, staff and communities regarding a new design. Unveiling is slated for May graduation.

K. DISCUSSION & ACTION – Dr. Shelly Mondeik

- 1. **CAMPUS & COMMUNITY UPDATE:** Adams Campus Dean Laurie Inda provided an overview of recent campus activities, learning opportunities and community collaborations and events at the Adams Campus.

L. CLOSED SESSION – Robert Beaver

The Board will did not convene to closed session.

M. ADJOURNMENT – Robert Beaver

There being no further action or business of the Board, the meeting adjourned at 6:28 p.m. with a motion by Mr. Merdan, seconded by Ms. Bruski Mallek, 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

FINANCE & INFRASTRUCTURE COMMITTEE MEETING MINUTES

Adams Campus

March 16, 2020

A. CALL TO ORDER – Lynneia Miller

The meeting was called to order at 4:18 p.m.

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

B. OPEN MEETING CERTIFICATION – Lynneia Miller

The meeting notice was verified.

C. APPROVAL OF COMMITTEE MEETING MINUTES – Lynneia Miller

Motion by Mr. Merdan, seconded by Ms. Miller, upon a voice vote, unanimously approved February 24, 2020 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. I-BUILDING ROOF RFP – Matt Schneider

No action taken.

G. I-BUILDING RESTROOM RFP – Matt Schneider

No action taken.

H. MARSHFIELD RESTROOM RFP – Matt Schneider

No action taken.

I. MARSHFIELD BEEN REPLACEMENT – Matt Schneider

No action taken.

J. INFORMATIONAL ITEMS – Robb Fish

1. WTCS BOARD UPDATE
No action taken.

2. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES
No action taken.

K. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 4:41 p.m. with a motion by Ms. Miller, seconded by Mr. Merdan, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

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

Adams Campus

March 16, 2020

A. CALL TO ORDER – Betty Bruski Mallek

The meeting was called to order at 4:20 p.m.

PRESENT: Betty Bruski Mallek, 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, unanimously approved February 24, 2020 Academic & Student Services Committee meeting minutes as presented.

D. REVIEW OF CONSENT AGENDA ITEMS – Betty Bruski Mallek

E. PROGRAM SUSPENSION– Dr. Deb Stencil

Program data was presented for potential program suspension: Court Reporting and Medical Office Specialist. Approval will be sought by the full board.

F. INFORMATIONAL ITEMS

1. INTERNATIONAL TRAVEL UPDATE

No action taken.

2. DAYCARE

No action taken.

G. ADJOURNMENT

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

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

MID-STATE TECHNICAL COLLEGE

HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE MEETING MINUTES

Adams Campus

March 16, 2020

A. CALL TO ORDER – Bob Beaver

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

PRESENT: Robert Beaver, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Natasha Miller, Jill Steckbauer, Kolina Stieber, Angie Susa, Mike Vilaskas, and Bill Wanta.

B. OPEN MEETING CERTIFICATION – Bob Beaver

The meeting notice was verified.

C. APPROVAL OF COMMITTEE MEETING MINUTES – Bob Beaver

Motion by Mr. Beaver, upon a voice vote, unanimously approved February 24, 2020 Human Resources & External Relations Committee meeting minutes as presented.

D. REVIEW OF CONSENT AGENDA ITEMS – Bob Beaver

E. INFORMATIONAL ITEMS

1. WISCORE
No action taken.
2. COLLEGE-WIDE IN-SERVICE
No action taken.
3. DISTRICT-WIDE COMMUNITY FOCUSED EVENTS
No action taken.
4. WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS
No action taken.

F. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 4:26 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

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

Adams Campus

March 16, 2020

A. CALL TO ORDER – Robert Beaver

The meeting was called to order at 4:53 p.m.

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

Dr. Karen Brzezinski, Dr. Bobbi Damrow, Robb Fish, Laurie Inda, Dr. Mandy Lang, Layla Merrifield, Natasha Miller, Brad Russell, Matt Schneider, Jill Steckbauer, Kolina Stieber, Dr. Deb Stencil, Angie Susa, Mike Vilcinskas, and Bill Wanta

B. OPEN MEETING CERTIFICATION – Robert Beaver

The meeting notice was verified.

C. APPROVAL OF COMMITTEE MINUTES – Robert Beaver

Motion by Ms. Bruski Mallek, seconded by Mr. Merdan, upon a voice vote, unanimously approved February 24, 2020 Committee-of-the-Whole meeting minutes as presented.

D. INFORMATIONAL ITEMS

1. DISTRICT BOARDS ASSOCIATION UPDATE – Layla Merrifield
No action taken.
2. MID-STATE MASCOT – Natasha Miller and Kolina Stieber
No action taken.

E. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 5:14 p.m. with a motion by Ms. Bruski Mallek, seconded by Mr. Merdan, 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 March 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> |
|---|---|-------------|---------------------------------|-----------------------|-----------------------|----------------------------|--------------|
| Fund 1 - General Fund Budget Modifications | | | | | | | |
| | | | | | | - | |
| | | | | | | - | |
| | | | | | | - | |
| | | | | | | - | |
| | | | | | | - | |
| | | | | | | - | |
| | | | | | | - | |
| Fund 3 - Capital Projects Fund Budget Modifications | | | | | | | |
| | | | | | | - | |
| | | | | | | - | |
| Fund 4 - Debt Service Fund Budget Modifications | | | | | | | |
| | | | | | | - | |
| Total Budget Changes For The Month | | | | | | | |
| | | | | - | - | - | |
| Notes: Budget modifications are out of balance for March due to the following: | | | | | | | |
| 1 | There weren't any budget modifications to report in the month of March. | | | | | | |



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2020 as of March 31, 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 | |
|-----------------------|-----------------------------|----------------|------------------------------------|------------------|---|------------------|------------------|------------------|---------------------|---------------|-------------------|----------------------|---|-----------------|-----------------------------|--|
| | Fund 1 | Fund 2 | Fund 2 | Fund 2 | Fund 7 | Fund 3 | Fund 4 | Fund 4 | Fund 4 | Fund 5 | Fund 6 | Total Current Budget | Total Current Budget | Original Budget | | |
| Local Government | 7,008,488 | - | - | - | - | - | 6,351,798 | - | - | - | - | 13,360,286 | 13,360,286 | 13,360,286 | | |
| Student Fees | 7,202,489 | 30,000 | - | - | 387,200 | - | - | - | - | - | - | 7,619,689 | 7,608,689 | 7,608,689 | | |
| State Aid & Grants | 16,044,888 | - | - | - | - | 223,920 | - | - | - | - | - | 16,268,808 | 14,822,570 | 14,822,570 | | |
| Institutional | 278,075 | 669,985 | - | - | 710,400 | 84,774 | 277,000 | - | - | 1,156,975 | 6,223,200 | 9,400,409 | 9,188,130 | 9,188,130 | | |
| Federal | 611,269 | - | - | - | 4,390,000 | - | - | - | - | - | - | 5,001,269 | 4,941,528 | 4,941,528 | | |
| Total Revenues | 31,145,209 | 699,985 | 699,985 | 5,487,600 | 308,694 | 6,628,798 | 1,156,975 | 6,223,200 | 51,650,461 | 100.0% | 49,921,203 | 49,921,203 | 49,921,203 | | | |

| | 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 2 | Fund 2 | Fund 7 | Fund 3 | Fund 4 | Fund 4 | Fund 4 | Fund 5 | Fund 6 | Total Current Budget | Total Current Budget | Original Budget | | |
| Salaries and Wages | 17,888,739 | 218,659 | 218,659 | 305,530 | - | - | - | - | - | 210,269 | - | 18,623,197 | 18,146,668 | 18,146,668 | | |
| Benefits | 7,577,211 | 87,154 | 87,154 | 297,987 | - | - | - | - | - | 69,169 | - | 8,031,521 | 7,897,813 | 7,897,813 | | |
| Current Expenditures | 6,162,196 | 542,042 | 542,042 | 139,737 | - | - | - | - | - | 104,303 | 1,106,635 | 8,054,913 | 7,211,313 | 7,211,313 | | |
| Student Financial Aid & Activities | - | - | - | 4,741,722 | - | - | - | - | - | - | - | 4,741,722 | 4,741,722 | 4,741,722 | | |
| Resale | - | - | - | - | - | - | - | - | - | 836,465 | 4,637,800 | 5,474,265 | 5,474,265 | 5,474,265 | | |
| Capital Outlay | - | - | - | 5,358,083 | - | - | - | - | - | - | - | 5,358,083 | 5,123,863 | 5,123,863 | | |
| Debt Retirement | - | - | - | - | - | - | 6,596,097 | - | - | - | - | 6,596,097 | 6,431,097 | 6,431,097 | | |
| Total Expenditures | 31,628,146 | 847,855 | 847,855 | 5,484,976 | 5,358,083 | 6,596,097 | 1,220,206 | 5,744,435 | 56,879,798 | 100.0% | 55,026,741 | 55,026,741 | 55,026,741 | | | |
| % of Expenditures by Fund | 55.6% | 1.5% | 1.5% | 9.6% | 9.4% | 11.6% | 2.1% | 10.1% | 100.0% | | | | | | | |

| <u>Changes in Fund Equity</u> | |
|------------------------------------|-------------------|
| 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 | - |
| Budgeted Ending Fund Equity | 20,349,883 |



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2020 as of March 31, 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 | | 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 | | | |
| Local Government | 7,151,192 | - | - | 6,213,377 | - | - | - | - | - | - | - | - | - | - | 13,360,286 | 100.0% |
| Student Fees | 6,626,091 | 40,329 | - | - | - | - | - | - | - | - | - | - | - | - | 7,619,689 | 92.4% |
| State Aid & Grants | 14,454,952 | - | 215,810 | - | - | - | - | - | - | - | - | - | - | - | 16,268,808 | 90.2% |
| Institutional | 191,108 | 220,904 | 1,018,877 | 382,889 | 958,473 | 4,530,266 | - | - | - | - | - | - | - | - | 9,400,409 | 78.7% |
| Federal | 251,624 | - | 3,787,719 | 19,996 | - | - | - | - | - | - | - | - | - | - | 5,001,269 | 81.2% |
| Total Revenues | 28,674,967 | 261,234 | 332,299 | 6,596,266 | 958,473 | 4,530,266 | 4,530,266 | 958,473 | 958,473 | 958,473 | 958,473 | 958,473 | 958,473 | 958,473 | 51,650,461 | 90.1% |
| % of Budget Recognized | 92.1% | 37.3% | 107.6% | 99.5% | 82.8% | 72.8% | 72.8% | 82.8% | 82.8% | 82.8% | 82.8% | 82.8% | 82.8% | 82.8% | 90.1% | |

| | 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 | | | |
| Salaries and Wages | 13,180,343 | 187,258 | - | - | - | - | - | - | - | - | - | - | - | - | 13,721,980 | 73.7% |
| Benefits | 5,979,948 | 57,592 | - | - | - | - | - | - | - | - | - | - | - | - | 8,031,521 | 76.2% |
| Current Expenditures | 3,935,423 | 72,498 | - | - | - | - | - | - | - | - | - | - | - | - | 8,054,913 | 63.7% |
| Student Financial Aid & Activities | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 4,741,722 | 86.4% |
| Resale | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 3,641,915 | 66.5% |
| Capital Outlay | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 5,358,083 | 71.1% |
| Debt Retirement | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 6,596,097 | 99.8% |
| Total Expenditures | 23,095,714 | 317,347 | 3,807,617 | 6,584,602 | 1,026,971 | 3,861,046 | 3,861,046 | 1,026,971 | 6,584,602 | 6,584,602 | 6,584,602 | 6,584,602 | 6,584,602 | 6,584,602 | 56,879,798 | 75.8% |
| % of Budget Expended | 73.0% | 37.4% | 71.1% | 99.8% | 84.2% | 67.2% | 67.2% | 84.2% | 99.8% | 99.8% | 99.8% | 99.8% | 99.8% | 99.8% | 75.8% | |

Changes in Fund Equity

| | | | | | | | | | | | | | | | |
|----------------------------------|-------------------|----------------|------------------|----------------|------------------|------------------|------------------|------------------|----------------|------------------|------------------|------------------|------------------|----------------|-------------------|
| Actual Fund Equity as of 6/30/19 | 10,142,060 | 348,938 | 487,046 | 387,022 | 1,520,421 | 1,841,147 | 1,841,147 | 1,520,421 | 387,022 | 1,520,421 | 1,841,147 | 1,841,147 | 1,520,421 | 387,022 | 20,711,836 |
| Current Revenue over Expenses | 5,579,253 | (56,114) | (3,475,318) | 11,664 | (68,498) | 669,220 | 669,220 | (68,498) | 11,664 | (68,498) | 669,220 | 669,220 | (68,498) | 11,664 | (5,229,337) |
| 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 | 15,721,313 | 292,824 | 2,011,728 | 398,686 | 1,451,922 | 2,510,367 | 2,510,367 | 1,451,922 | 398,686 | 1,451,922 | 2,510,367 | 2,510,367 | 1,451,922 | 398,686 | 20,482,499 |

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
March 31, 2020**

With Comparative Total for March 31, 2019

Mid-State Technical College
Run: April 06, 2020 at 12:47 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-Allocable | 2019-20 | 2018-19 | |
| Cash | \$ 13,322,747 | \$ - | \$ 2,055,909 | \$ 7,062 | \$ 1,570 | \$ 2,046,313 | \$ - | \$ 17,433,601 | \$ 18,188,148 | |
| Investments | - | - | - | - | - | - | 6,551,101 | 6,551,101 | 5,624,107 | |
| Receivables: | | | | | | | | | | |
| Property taxes | 4,209,158 | - | - | 213,186 | - | - | - | 4,422,344 | 4,161,976 | |
| Accounts receivable | 726,902 | 49,665 | 60 | - | 72,607 | - | 22,305 | 871,539 | 983,325 | |
| Due from other funds | (8,268,387) | 245,950 | 128,451 | 178,437 | 444,959 | 7,082,932 | 187,657 | - | - | |
| 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 | \$ 9,990,420 | \$ 295,615 | \$ 2,184,420 | \$ 398,686 | \$ 1,459,311 | \$ 9,160,080 | \$ 6,761,063 | \$ 30,249,596 | \$ 29,953,048 | |

LIABILITIES, FUND EQUITY AND OTHER CREDITS

| | | | | | | | | | |
|-------------------------------|-----------|-------|------------|------|--------|------|----------|------------|------------|
| Liabilities | | | | | | | | | |
| Accounts Payable | \$ 32,879 | \$ - | \$ 172,692 | \$ - | \$ 476 | \$ - | \$ 9,032 | \$ 215,079 | \$ 132,417 |
| Accrued Liabilities: | | | | | | | | | |
| Wages | - | - | - | - | - | - | - | - | - |
| Employee related payables | 222,214 | - | - | - | (0) | - | - | 222,214 | 992,448 |
| Vacation | 654,802 | 2,792 | - | - | 6,432 | - | 5,374 | 669,399 | 555,526 |
| Other current liabilities | 8,911 | - | - | - | 481 | - | - | 9,392 | 8,513 |
| Due to other funds | - | - | - | - | - | - | - | - | - |
| Deferred Revenues | 15 | - | - | - | - | - | - | 15 | 255 |
| Def Compensation Liability | - | - | - | - | - | - | - | - | - |
| General Long Term Debt Group: | | | | | | | | | |
| TOTAL LIABILITIES | 918,820 | 2,792 | 172,692 | - | 7,389 | - | 14,406 | 1,116,099 | 1,689,159 |

| | | | | | | | | | |
|--|-------------------|----------------|----------------|----------------|------------------|------------------|------------------|-------------------|-------------------|
| 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 | - | - | - | - | - | 1,957,587 | 2,582,427 |
| TOTAL FUND EQUITY AND OTHER CREDITS | 10,142,060 | 348,938 | 487,046 | 387,022 | 1,520,421 | 1,841,147 | 5,985,202 | 20,711,836 | 20,693,562 |

Year-to-date excess revenues(expenditures)

| | | | | | | | | | |
|--|-----------|----------|-----------|--------|----------|---------|---------|-----------|-----------|
| | 5,579,253 | (56,114) | 1,524,682 | 11,664 | (68,498) | 669,220 | 761,455 | 8,421,662 | 7,570,327 |
|--|-----------|----------|-----------|--------|----------|---------|---------|-----------|-----------|

TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS

| | | | | | | | | |
|----------------------|-------------------|---------------------|-------------------|---------------------|---------------------|---------------------|----------------------|----------------------|
| \$ 16,640,133 | \$ 295,615 | \$ 2,184,420 | \$ 398,686 | \$ 1,459,311 | \$ 2,510,367 | \$ 6,761,063 | \$ 30,249,596 | \$ 29,953,048 |
|----------------------|-------------------|---------------------|-------------------|---------------------|---------------------|---------------------|----------------------|----------------------|

March Contracted Service Agreements Meeting on April 20, 2020

| Contract Number | Location of Business/Agency | Industry Type | Type of Service | Hours of Instructions | Estimated Number Served | Contract Amount |
|-----------------|-----------------------------|----------------------------|----------------------------------|-----------------------|-------------------------|--------------------|
| 146578 | Stevens Point | Business & Industry | Basic Life Support | 5 | 8 | 850.00 |
| 146579 | Marshfield | Business & Industry | Nursing Assistant | 120 | 10 | 8,050.00 |
| 146580 | Stevens Point | Business & Industry | Technical Drawing Interpretation | 36 | 15 | 3,216.09 |
| 146581 | Stevens Point | Business & Industry | Introduction to Milling Machines | 72 | 15 | 8,576.25 |
| 146582 | Stevens Point | Business & Industry | CNC Mills Set Up and Operation | 72 | 15 | 5,717.50 |
| 146583 | Marshfield | Wisconsin Local Govt. Unit | Computer Basics | 6 | 6 | 538.75 |
| | | | | | Total: | \$26,948.59 |

March Contract Training Proposals For Informational Purposes

| Monthly Contract Training Proposal Recap - March 2020 | | | | | |
|---|--------------|---------------------|--------------------------------|--------------------|----------------|
| Proposal # | Bill to City | Industry Type | Type of Service | Proposal Amount | Current Status |
| 141 | WI Rapids | Business & Industry | Customer Research Survey | \$3,500.00 | Presented |
| 142 | Nekoosa | Business & Industry | Recruiter Training Development | \$6,400.00 | Presented |
| 143 | Nekoosa | Business & Industry | Mentor Training Development | \$4,800.00 | Presented |
| TOTAL | | | | \$14,700.00 | |

FINANCE & AUDIT COMMITTEE
Procurement of Goods and Services
April 19, 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 – GROUNDS MAINTENANCE AND LANDSCAPING – FACILITIES</u> | | |
| Grounds Detail Service LLC, Wisconsin Rapids, WI | \$ 38,000.00 | Quote |
| <u>WR CAMPUS – COMPUTER EQUIPMENT – IT DEPARTMENT</u> | | |
| Paragon Development Systems, INC., Brookfield, WI | \$ 28,120.00 | State Contract |
| ❖ Subtotal for Procurements Not Requiring Board Action | <u>\$66,120.00</u> | |

GRAND TOTAL **\$66,120.00**

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.