



District Board of Directors Monthly Meeting

MONDAY, MAY 18, 2020

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

5:00 p.m.	Committee-of-the-Whole	Room L133-134 and Microsoft Teams Conferencing
5:10 p.m.	Monthly Board Meeting	Room L133-134 and Microsoft Teams 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, May 18, 2020 – 5:10 p.m.
Wisconsin Rapids Campus; Room L133-134
and Microsoft Teams Conferencing

AGENDA

A. CALL TO ORDER – ROBERT BEAVER

B. ROLL CALL

C. OPEN MEETING CERTIFICATION – ROBERT BEAVER

This May 18, 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 APRIL 20, 2020 BOARD MEETING MINUTES (Exhibit A)

F. ACTION ON CONSENT AGENDA

1. Payment of Bills and Payroll (Exhibit B)

District bills for April 2020 total \$1,011,954.28 of which \$805,618.40 represents operational expenditures and \$206,335.88 represents capital expenditures. Payroll disbursements for April totaled \$1,377,187.61 plus \$6,444.08 for travel and miscellaneous reimbursements, and \$650,679.92 in fringe benefits, for a total payroll disbursement of \$2,034,311.61. Administration recommends approval of the payment of these obligations totaling \$3,046,265.89.

2. Contracted Service Agreements (Exhibit E)

The District has entered into one contracted service agreement totaling \$4,055.56. The individual contract is available for review upon request. Administration recommends approval of this contract.

3. Procurements for Goods and Services (Exhibit F)

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. Association of Community College Trustees (ACCT) Leadership Congress
4. 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 (May 8, 2020 Meeting) (Exhibit C)
- b. Review of Consent Agenda Items
- c. Treasurer's Report (Exhibit D)

d. Resolution Authorizing The Issuance Of Not To Exceed \$4,500,000 General Obligation Promissory Notes; And Setting The Sale (Exhibit G) – Robb Fish

A schedule of events for financing the FY21 capital budget was presented in February. Administration is not requesting authority to issue \$4,500,000 in general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds and equipment in 2020-21. During the June meeting, the Board will be asked to approve the official sale of these notes. Proceeds will be distributed shortly after the June sale. Representatives from Robert W. Baird, Inc., Mid-State's financial advisor, prepared the college's financing plan which will be distributed during the meeting. Mid-State's bond counsel Quarles & Brady prepared the authorizing resolution contained in Exhibit G. Administration is recommending board action to authorize the borrowing of \$4,500,000.

e. FY2019-20 Budget Amendment (Exhibit H) – Robb Fish

Exhibit H contains a resolution for amending the FY2019-20 budget. These amendments reflect the current budget document and the year-to-date budget modifications addressed in the Treasurer's Report each month. These amendments reflect changes to the General, Special Revenue – Operational, Capital Projects, Debt Service, and Internal Service Funds. Specifically, they include updates for adjustments to salary and wage budgets, federal and state grants, increased contracted service agreements, carry-over funding for capital projects, budget transfers between capital projects, adjustments to capital projects, increased debt issuance costs and payments, and health insurance expense. Board action approving the resolution in Exhibit H is requested.

f. Informational Items

1. 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. Review of Consent Agenda Items

b. New Program Approval

Approval is sought to move forward with the program approval process for two new programs: Culinary Arts Associate Degree program and the Agribusiness Agronomy Technician Technical Diploma program.

c. Informational Items

a. Course Completion Update – Dr. Deb Stencil

More than 80% of spring classes have been transitioned to virtual delivery. The academic team has created a plan for helping students finish spring classes that need in-person instruction. This plan includes measures aligned with CDC and health department guidelines to ensure the health and safety of faculty, staff and students. An update will be provided.

3. Human Resources & External Relations Committee – Justin Hoerter

a. Review of Consent Agenda Items

b. Informational Items

a. CARES Act – Dr. Bobbi Damrow

An update on the CARES Act will be provided.

b. Workforce Development Contracts and Proposals (Exhibit E) – Dr. Bobbi Damrow

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

J. Committee-of-the-Whole

1. FY21 Proposed Budget Presentation (Exhibit J)

K. Discussion & Action

1. Mid-State’s Mission, Vision, Strategic Directions and Core Values – Dr. Shelly Mondeik

This spring, Mid-State conducted a strategic planning process to validate Mid-State’s Mission, Vision, Strategic Directions and Core Values. The process used and stakeholder feedback will be shared.

L. 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.

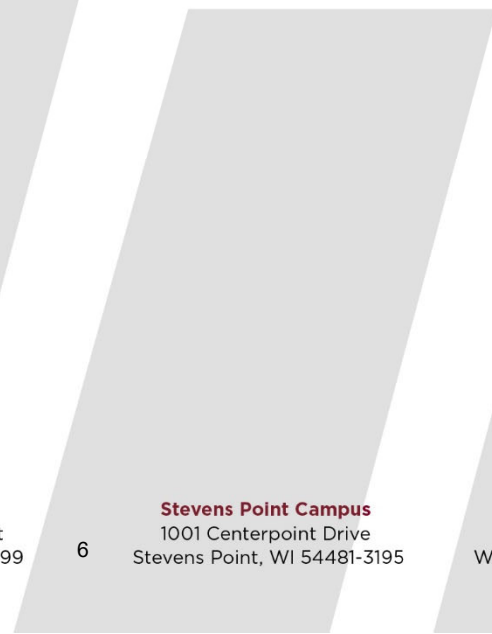
Following the closed session, the Board will entertain a motion to reconvene in open session and will then take any further action that is necessary and appropriate. The Board will thereafter entertain a motion to adjourn the meeting.

M. Adjournment




Adams Campus
401 North Main Street
Adams, WI 53910-9653

Marshfield Campus
2600 West Fifth Street
Marshfield, WI 54449-3299



Stevens Point Campus
1001 Centerpoint Drive
Stevens Point, WI 54481-3195



Wisconsin Rapids Campus
500 32nd Street North
Wisconsin Rapids, WI 54494-5599

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

Wisconsin Rapids Campus	April 20, 2020
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A. CALL TO ORDER – Robert Beaver

The meeting was called to order at 5:01 p.m.

B. ROLL CALL

PRESENT: Robert Beaver (participated via phone), Betty Bruski Mallek (participated via phone), Kristin Crass (participated via phone), Justin Hoerter (participated via phone), Richard Merdan (participated via phone), Lynneia Miller (participated via phone), Gordon Schalow (participated via phone), Charles Spargo (participated via phone) and Dr. Shelly Mondeik

EXCUSED: Craig Gerlach

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Robb Fish, Dr. Mandy Lang, Brad Russell, Matt Schneider, Dr. Deb Stencil, Angie Susa, Mike Vilcinskis, 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. Hoerter, upon a voice vote, unanimously approved minutes from the board meeting held March 16, 2020 as presented.

F. CONSENT AGENDA

Motion by Mr. Spargo, 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 March 2020 were presented in Exhibit B. These bills totaled \$789,706.00 of which \$611,181.23 represents operational expenditures and \$178,524.77 represents capital expenditures. The district's payroll for the month of March totaled \$1,439,355.84 plus \$19,192.48 for travel and miscellaneous reimbursements and \$651,682.95 in fringe benefits. The district's bills and payroll totaled \$2,899,937.27.
2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146578	Basic Life Support	\$ 850.00
146579	Nursing Assistant	\$ 8,050.00

146580	Technical Drawing Interpretation	\$ 3,216.09
146581	Introduction to Milling Machines	\$ 8,576.25
146582	CNC Mills Set Up and Operation	\$ 5,717.50
146583	Computer Basics	\$ 538.75

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
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There were no procurements which required Board approval

G. CHAIRPERSON’S REPORT – Robert Beaver

- Board members were welcomed to the meeting. Mr. Gerlach asked to be excused.
- ACCT Leadership Congress will be held September 30 – October 3, 2020 in Chicago. Early registration is open. Anyone interested in attending should contact Ms. Susa to confirm travel plans by June 15.
- A Wisconsin Technical College Insurance Trust meeting was held March 31. Discussion entered on coverage for use of college’s personal protective equipment by outside agencies during the COVID-19 pandemic.
- The Wisconsin Technical College District Boards Association (DBA) Board of Directors met in place of the Spring Boards Association meeting. The FY21 budget increase was approved.
- Spring Board Advance was postponed. A survey of dates for Fall 2020 will be completed. The Advance will provide a joint professional development opportunity for District Board and Foundation Board members.
- Future meeting dates (times unless otherwise announced):

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.
MONTHLY MEETING	Committee Meetings – 4:15 p.m.
Monday, June 15 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

- Mid-State has operated in a virtual environment since March 30, 2020. Courses continue along with employee work. Security system installment also continues.
- The Simulation Center project is currently on hold due to COVID-19 and contractors being unable to be on site. Occupancy is set at January 2021 at the earliest.
- Dr. Mondeik will begin serving as President of the Presidents Association for the upcoming 2020-2021 year in June.

I. COMMITTEE REPORTS

1. FINANCE & INFRASTRUCTURE COMMITTEE – Richard Merdan
 - a. APPROVAL OF COMMITTEE MINUTES (March 16, 2020): Motion by Ms. Miller, seconded by Mr. Merdan, upon a voice vote, unanimously approved the March 16, 2020 Finance & Infrastructure Committee minutes as presented.
 - b. TREASURER’S REPORT: Reviewed and discussed college financial data.
 - c. ACCESSIBILITY IMPROVEMENTS AT WISCONSIN RAPIDS CAMPUS: Mr. Schneider presented bid results for student accessibility improvements at the Wisconsin Rapids Campus as determined by the WTCS review.

Motion by Ms. Bruski Mallek, seconded by Mr. Hoerter, upon a roll call vote, unanimously awarded Bid #792, Accessibility Improvements at Wisconsin Rapids Campus, to Eagle Construction for \$38,500.
 - d. ACCESSIBILITY IMPROVEMENTS AT MARSHFIELD CAMPUS: Mr. Schneider presented bid results for student accessibility improvements at the Marshfield Campus as determined by the WTCS review.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously awarded Bid #791, Accessibility Improvements at Marshfield Campus, to Huotari for \$63,800.
 - e. ANTICIPATED GRANT FUNDING FOR FY21: Grants were received in mid-March. Mid-State received \$1.8 million.
 - f. SPECIAL FY21 BUDGET MEETING: A special meeting to present the FY21 budget will be held Friday, May 8, 2020 at 2:00 p.m. in Wisconsin Rapids and via audio conferencing technology.
 - g. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek
 - a. APPROVAL OF COMMITTEE MINUTES (March 16, 2020): Motion by Ms. Bruski Mallek, upon a voice vote, unanimously approved the March 16, 2020 Academic & Student Services Committee minutes as presented.
 - b. MINDFULNESS PROJECT FOR STUDENT SUCCESS: Mid-State piloted a mindfulness project to improve student success. The pilot, held over the fall semester, consisted of 11 courses and 176 students on the Stevens Point Campus. Notable improvements were observed and a positive experience was reported by students.
 - c. VIRTUAL STUDENT LIFE: Mid-State Student Life recently created a new way for students to virtually engage with each other and the college. Positive student engagement has been seen.
3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Bob Beaver

- a. APPROVAL OF COMMITTEE MINUTES (March 16, 2020): Motion by Mr. Schalow, seconded by Mr. Beaver, upon a voice vote, unanimously approved the March 16, 2020 Human Resources & External Relations Committee minutes as presented.
- b. SECURITY SYSTEM INSTALLATION: Security system installation is currently underway. The multi-year project began at the Wisconsin Rapids Campus and moved throughout all locations. The project is on track for projected completion.
- c. CONTRACT TRAINING STRATEGY AND GRANT APPLICATIONS: March and April contract training is on hold; cancellations haven't occurred at this point. Mid-State remains in contact with companies and will reschedule when appropriate to do so. Work for FY21 grant opportunities is underway.
- d. WORKFORCE DEVELOPMENT CONTRACTS AND PROPOSALS: Highlighted workforce contract with Committee.

J. DISCUSSION & ACTION – Dr. Shelly Mondeik

1. COVID-19 UPDATE: Dr. Mondeik highlighted Mid-State's response to and ongoing monitoring of COVID-19.

K. ADJOURNMENT – Robert Beaver

There being no further action or business of the Board, the meeting adjourned at 6:17 p.m. with a motion by Ms. Bruski Mallek, seconded by Mr. Hoerter, 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

Wisconsin Rapids Campus	May 8, 2020
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A. CALL TO ORDER – Charles Spargo

The meeting was called to order at 2:00 p.m.

PRESENT: Richard Merdan (participated via phone), Lynneia Miller (participated via phone), Charles Spargo, and Dr. Shelly Mondeik

OTHER: Greg Bruckbauer, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Robb Fish, Dr. Mandy Lang, Brad Russell, Dr. Deb Stencil, Angie Susa and Brenda Swan

B. OPEN MEETING CERTIFICATION – Charles Spargo

The meeting notice was verified.

C. OVERVIEW OF FY21 BUDGET – Executive Leadership Team

Mid-State's Executive Leadership Team provided details of the FY21 budget.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a voice vote, unanimously approved recommendation of the FY21 budget, as presented, to the full board for their consideration.

D. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 3:46 p.m. with a motion by Mr. Spargo, 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 April 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>
Fund 1 - General Fund Budget Modifications						
141929	Industrial Mechanical Program	State	Adjust budget to actual	(6,560.00)		(6,560.00) 1
141929	Industrial Mechanical Program	State	Adjust budget to actual		(6,560.00)	6,560.00 2
	Fringe benefit updates		Small budget modification due to fringe update		(755.00)	755.00 3
						-
						-
						-
						-
Fund 3 - Capital Projects Fund Budget Modifications						
141929	Industrial Mechanical Program	State	Adjust budget to actual	6,560.00		6,560.00 1
141929	Industrial Mechanical Program	State	Adjust budget to actual		6,560.00	(6,560.00) 2
						-
						-
Fund 4 - Debt Service Fund Budget Modifications						
						-
Total Budget Changes For The Month				-	(755.00)	755.00
Notes: Budget modifications are out of balance for March due to the following:						
1	Entry nets to zero between funds.					
2	Entry nets to zero between funds.					
3	Small updates due to fringe related updates for personnel					



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2020 as of April 30, 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 7	Fund 3	Fund 4	Fund 4	Fund 5	Fund 5	Fund 6	Fund 6	Total Current Budget	Total Current Budget	Original Budget
Local Government	7,008,488	-	-	-	-	-	-	6,351,798	-	-	-	-	-	13,360,286	25.9%	13,360,286
Student Fees	7,202,489	30,000	-	-	387,200	-	-	-	-	-	-	-	-	7,619,689	14.8%	7,608,689
State Aid & Grants	16,038,328	-	-	-	-	230,480	-	-	-	-	-	-	-	16,268,808	31.5%	14,822,570
Institutional	278,075	669,985	-	-	710,400	-	84,774	277,000	-	1,156,975	-	6,223,200	-	9,400,409	18.2%	9,188,130
Federal	611,269	-	-	-	4,390,000	-	-	-	-	-	-	-	-	5,001,269	9.7%	4,941,528
Total Revenues	31,138,649	699,985	699,985	315,254	5,487,600	315,254	6,628,798	1,156,975	6,223,200	1,156,975	6,223,200	51,650,461	100.0%	49,921,203		

<u>Expenditures</u>															
Salaries and Wages	17,839,457	218,659	305,530	-	-	-	210,269	-	-	-	-	18,573,915	32.7%	18,146,668	
Benefits	7,573,422	87,154	297,987	-	-	-	69,169	-	-	-	-	8,027,732	14.1%	7,897,813	
Current Expenditures	6,207,952	542,042	139,737	-	-	-	104,303	-	-	-	-	8,100,669	14.2%	7,211,313	
Student Financial Aid & Activities	-	-	4,741,722	-	-	-	-	-	-	-	-	4,741,722	8.3%	4,741,722	
Resale	-	-	-	-	-	-	836,465	-	-	-	-	5,474,265	9.6%	5,474,265	
Capital Outlay	-	-	-	5,364,643	-	-	-	-	-	-	-	5,364,643	9.4%	5,123,863	
Debt Retirement	-	-	-	-	-	-	6,596,097	-	-	-	-	6,596,097	11.6%	6,431,097	
Total Expenditures	31,620,831	847,855	5,484,976	5,364,643	6,596,097	1,220,206	5,744,435	1,841,147	56,879,043	100.0%	55,026,741				
% of Expenditures by Fund	55.6%	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	10,142,060	348,938	5,985,202	487,046	387,022	1,520,421	1,841,147	20,711,836	20,455,421				
Current Revenue over Expenses	(482,182)	(147,870)	2,624	(5,049,389)	32,701	(63,231)	478,765	(5,228,582)	(5,105,538)				
Other Sources and Uses:													
Proceeds from Debt	-	-	-	5,000,000	-	-	-	5,000,000	5,000,000				
Interfund Transfers In	120,000	-	-	-	-	-	-	120,000	120,000				
Interfund Transfers Out	-	-	-	-	-	(120,000)	-	(120,000)	(120,000)				
Repayment of Debt	-	-	-	-	-	-	-	-	-				
Budgeted Ending Fund Equity	9,779,878	201,068	5,987,826	437,657	419,723	1,337,190	2,319,912	20,483,254	20,349,883				



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2020 as of April 30, 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	7,150,954	-	-	6,213,377	-	-	-	-	-	-	-	-	-	-	13,360,286	100.0%
Student Fees	6,608,888	40,329	-	-	-	-	372,287	-	-	-	-	-	-	-	7,619,689	92.1%
State Aid & Grants	14,671,535	-	-	-	-	219,008	-	-	-	-	-	-	-	-	16,268,808	91.5%
Institutional	204,222	270,904	-	382,896	98,628	(45,475)	-	961,451	6,909,597	5,036,971	-	-	-	9,400,409	73.5%	
Federal	410,021	-	19,996	-	-	4,555,414	-	-	-	-	-	-	-	5,001,269	99.7%	
Total Revenues	29,045,621	311,234	337,632	6,596,273	961,451	4,882,225	337,632	5,036,971	6,596,273	961,451	5,036,971	47,171,407	51,650,461	91.3%		
% of Budget Recognized	93.3%	44.5%	107.1%	99.5%	83.1%	89.0%	107.1%	80.9%	99.5%	83.1%	80.9%	91.3%	91.3%			

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Salaries and Wages	14,470,330	203,459	-	-	-	201,616	-	-	-	-	-	-	-	-	15,065,276	81.1%
Benefits	6,612,207	62,995	-	-	-	38,790	-	-	-	-	-	-	-	-	6,768,908	84.3%
Current Expenditures	4,199,481	74,501	-	-	-	513,920	-	-	-	-	-	-	-	-	8,100,669	72.9%
Student Financial Aid & Activities	-	-	-	-	-	4,131,619	-	-	-	-	-	-	-	-	4,741,722	87.1%
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,968,115	72.5%
Capital Outlay	-	-	-	-	-	-	4,063,593	-	-	-	-	-	-	-	4,063,593	75.7%
Debt Retirement	-	-	-	-	-	-	-	-	6,585,077	-	-	-	-	-	6,596,097	99.8%
Total Expenditures	25,282,019	340,955	4,063,593	6,585,077	1,085,131	4,885,944	4,063,593	4,242,392	6,585,077	1,085,131	4,242,392	46,485,112	56,879,043	81.7%		
% of Budget Expended	80.0%	40.2%	75.7%	99.8%	88.9%	89.1%	75.7%	73.9%	99.8%	88.9%	73.9%	81.7%	81.7%			

Changes in Fund Equity

Actual Fund Equity as of 6/30/19	10,142,060	348,938	487,046	387,022	1,520,421	5,985,202	487,046	1,841,147	387,022	1,520,421	1,841,147	20,711,836	20,711,836
Current Revenue over Expenses	3,763,602	(29,722)	(3,725,961)	11,196	(123,680)	(3,719)	(3,725,961)	794,579	11,196	(123,680)	794,579	(5,228,582)	(5,228,582)
Other Sources and Uses:													
Proceeds from Debt	-	-	5,000,000	-	-	-	-	-	-	-	-	5,000,000	5,000,000
Interfund Transfers In	-	-	-	-	-	-	-	-	-	-	-	120,000	120,000
Interfund Transfers Out	-	-	-	-	-	-	-	-	-	-	-	(120,000)	(120,000)
Repayment of Debt	-	-	-	-	-	-	-	-	-	-	-	-	-
Accrued YTD Fund Equity	13,905,662	319,216	1,761,085	398,218	1,396,740	5,981,483	1,761,085	2,635,727	398,218	1,396,740	2,635,727	20,483,254	20,483,254

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
April 30, 2020**

With comparative totals for April 30, 2019

Mid-State Technical College
Run: May 01, 2020 at 07:25 PM

	Governmental Fund Types				Proprietary Fund Types			Fiduciary		Memorandum only	
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable	2019-20	2018-19		
Cash	\$ 12,287,740	\$ -	\$ 1,629,381	\$ 7,069	\$ 1,570	\$ 2,153,934	\$ -	\$ -	\$ 16,079,694	\$ 16,024,444	
Investments	-	-	-	-	-	-	-	-	5,482,373	5,482,373	5,698,381
Receivables:											
Property taxes	3,882,661	-	-	213,186	-	-	-	-	4,095,847	3,846,225	3,846,225
Accounts receivable	2,104,405	34,455	3,259	-	67,860	-	126,315	-	2,336,293	3,073,990	3,073,990
Due from other funds	(1,909,664)	287,578	128,444	177,962	393,380	450,958	471,342	-	-	-	(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	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	\$ 16,365,141	\$ 322,033	\$ 1,761,085	\$ 398,218	\$ 1,402,986	\$ 2,635,727	\$ 6,080,030	\$ 28,965,220	\$ 29,638,531		

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities											
Accounts Payable	\$ 41,974	\$ -	\$ -	\$ -	\$ (667)	\$ -	\$ 9,032	\$ 50,339	\$ 96,518		
Accrued Liabilities:											
Wages	-	-	-	-	-	-	-	-	-	-	-
Employee related payables	218,408	-	-	-	(0)	-	-	218,408	670,512		
Vacation	614,496	2,792	-	6,432	-	5,374	-	629,094	554,289		
Other current liabilities	8,936	-	-	481	-	-	-	9,417	8,527		
Due to other funds	-	-	-	-	-	-	-	-	-	-	
Deferred Revenues	1,575,665	25	-	-	-	84,141	-	1,659,832	2,106,020		
Def Compensation Liability	-	-	-	-	-	-	-	-	-	-	
General Long Term Debt Group	-	-	-	-	-	-	-	-	-	-	
TOTAL LIABILITIES	2,459,479	2,817	-	6,246	-	98,547	2,567,089	3,435,866			
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			
Reserve for Self-Insurance	-	-	-	-	1,658,536	-	1,658,536	969,519			
Reserve for Student Gov & Org	-	-	-	-	-	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			
Res 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	20,711,836	20,693,562			
Year-to-date excess revenues(expenditures)	3,763,602	(29,722)	1,274,039	11,196	(123,680)	794,579	(3,719)	5,686,295	5,509,103		
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 16,365,141	\$ 322,033	\$ 1,761,085	\$ 398,218	\$ 1,402,986	\$ 2,635,727	\$ 6,080,030	\$ 28,965,220	\$ 29,638,531		

April Contracted Service Agreements Meeting on May 18, 2020

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146584	Madison	Community Based Organization	Phlebotomy Confirmatory Draw Initial	8	25	4,055.56
					Total:	\$4,055.56

April Contract Training Proposals For Informational Purposes

Monthly Contract Training Proposal Recap - April 2020					
Proposal #	Bill to City	Industry Type	Type of Service	Proposal Amount	Current Status
140	WI Rapids	Business & Industry	Membership Training Program	\$13,300.00	Presented
144	Plover	Business & Industry	Supervisory Skills and Maintenance Tech	\$105,700.00	Presented
TOTAL				\$119,000.00	

FINANCE & INFRASTRUCTURE COMMITTEE
Procurement of Goods and Services
May 18, 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 – COMPUTER EQUIPMENT – IT DEPARTMENT</u>		
Paragon Development Systems, INC., Brookfield, WI	\$ 34,160.00	State Contract
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$34,160.00</u>	

GRAND TOTAL **\$34,160.00**

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.

RESOLUTION NO. ____

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED
\$4,500,000 GENERAL OBLIGATION PROMISSORY NOTES;
AND SETTING THE SALE

WHEREAS, the Mid-State Technical College District, Adams, Clark, Jackson, Juneau, Marathon, Portage, Waushara and Wood Counties, Wisconsin (the "District") is presently in need of \$867,000 for the public purpose of paying the cost of building remodeling and improvement projects; in the amount of \$3,628,000 for the public purpose of paying the cost of acquiring movable equipment; and in the amount of \$5,000 for the public purpose of paying the cost of site improvements; and there are insufficient funds on hand to pay said costs;

WHEREAS, the District hereby finds and determines that the projects are within the District's power to undertake and serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, technical college districts are authorized by the provisions of Section 67.12(12), Wisconsin Statutes to borrow money and to issue general obligation promissory notes for such public purposes.

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$867,000 for the public purpose of paying the cost of building remodeling and improvements projects; and be it further

Resolved, that the District shall issue general obligation promissory notes in an amount not to exceed \$3,628,000 for the public purpose of paying the cost of acquiring movable equipment; and be it further

Resolved, that the District shall issue general obligation promissory notes in an amount not to exceed \$5,000 for the public purpose of paying the cost of site improvements; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000) from Robert W. Baird & Co. Incorporated (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000) (the "Notes"). There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes

due, and also to pay and discharge the principal thereof within ten years of the date of issuance of the Notes.

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the Wisconsin Rapids Daily Tribune, the official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A, B and C (collectively, the "Notices") and incorporated herein by this reference.

Section 3. Sale of the Notes. The sale of the Notes shall be negotiated with the Purchaser. At a subsequent meeting, the District Board shall act on the purchase proposal received from the Purchaser and specify the terms of and interest rates on the Notes.

Section 4. Official Statement. The Secretary shall cause an Official Statement to be prepared by the Purchaser. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this Resolution.

Section 5. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law. If any of the Notes may be subject to a petition for referendum, any action with respect to the sale of the Notes shall be subject to the condition that no petition for referendum has been filed within thirty (30) days of publication of the Notices provided for under Section 2 of this Resolution or, if a petition is filed, that any required referendum approval is obtained.

Adopted, approved and recorded May 18, 2020.

Chairperson

Attest:

Secretary

(SEAL)

**NOTICE OF 2019-20
BUDGET AMENDMENT
May 18, 2020**

WHEREAS, the 2019-20 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 17, 2019 and State statute requires the district board to approve any modifications to the original adopted budget; and

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

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

WHEREAS, the Special Revenue - Operational Fund budget was adjusted to accommodate: creation of wage and fringe budgets; the creation of WAT revenue as a funding source; and

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

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

WHEREAS, the Special Revenue – Non-Aidable Fund budget was adjusted to accommodate: the creation a new position; and

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2019-20 budgetary revisions:

FUND	FUNCTION RESOURCE	APPROPRIATION CHANGE	MODIFIED APPROPRIATION
General	Instruction	\$1,178,237	\$18,979,257
General	Instructional Resources	\$97,599	\$1,131,400
General	Student Services	\$45,332	\$4,104,934
General	General Institutional	\$122,869	\$5,331,846
General	Physical Plant	(\$7,514)	\$2,073,394
Special Revenue – Operational	Instruction	(\$15,158)	\$845,195
Special Revenue – Operational	Student Services	\$40	\$40
Capital Projects	Instruction	\$15,889	\$2,096,309
Capital Projects	Instructional Resources	(\$18,992)	\$149,008
Capital Projects	Student Services	\$16,340	\$624,240
Capital Projects	General Institutional	\$343,389	\$1,095,497
Capital Projects	Physical Plant	(\$115,846)	\$1,399,589
Debt Service	Physical Plant	\$165,000	\$6,596,097
Special Revenue – Non-Aidable	General Institutional	\$25,117	\$321,259

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

BE IT FURTHER RESOLVED that the 2019-20 amended budget be used as the official comparison to the proposed 2020-21 budget; and

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

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

RESOLUTION TO PUBLISH THE 2020-21 BUDGET

BE IT HEREBY RESOLVED that authority be given to the administration of Mid-State Technical College to publish, at least fifteen days prior to the Public Hearing, the Budget Summary and Notice of Public Hearing for Mid-State Technical College for 2020-21, with an expenditure budget totaling \$56,588,781. The Public Hearing will be held on June 15, 2020, at 5:00 p.m.

COMMITTEE-OF-THE-WHOLE

Monday, May 18, 2020 – 5:00 p.m.
Wisconsin Rapids Campus; Room L133-134
and Microsoft Teams Conferencing

AGENDA

A. CALL TO ORDER – ROBERT BEAVER

B. OPEN MEETING CERTIFICATION – ROBERT BEAVER

This May 18, 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. FY21 PROPOSED BUDGET PRESENTATION – ROBB FISH

During a special meeting held on May 8, 2020, administration presented details of the proposed FY20 budget to the Finance & Infrastructure Committee. The committee affirmed administration's proposal and directed administration to present it in summary during the May board meeting.

A summary of budget changes and highlights will be provided. A narrative and other budget documents that were shared during the special budget meeting will be provided separately prior to the regular meeting. Exhibit I contains a resolution authorizing administration to publish a budget summary and notice of a Public Hearing. Clarification of the starting time for the June 15 Public Hearing will be necessary. Board action approving the Resolution in Exhibit I will be requested.

D. ADJOURNMENT