



**BOARD OF DIRECTORS MEETING**  
April 2021

**Monday, April 19, 2021**  
Virtually via Microsoft Teams and  
Mid-State Wisconsin Rapids Campus  
500 32<sup>nd</sup> Street North, Wisconsin Rapids

4:30 p.m. – Committee-of-the-Whole; Virtually and Room L133-134 (page 22)

4:40 p.m. – Monthly Board Meeting; Virtually and Room L133-134 (page 3)

***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 19, 2021**

**4:40 p.m.**

Virtually via Microsoft Teams and  
Mid-State Wisconsin Rapids Campus Room L133-134  
500 32<sup>nd</sup> Street North, Wisconsin Rapids

## AGENDA

**A. CALL TO ORDER – KRISTIN CRASS**

**B. ROLL CALL**

**C. OPEN MEETING CERTIFICATION – KRISTIN CRASS**

*This April 19, 2021 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 – KRISTIN CRASS**

*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. DISCUSSION & ACTION**

1. Tribute to Robert “Bob” Beaver

**F. ACTION ON MARCH 15, 2021 BOARD MEETING MINUTES (Exhibit A)**

**G. ACTION ON MARCH 11, 2021 COMMITTEE MEETING MINUTES (Exhibit B)**

**H. ACTION ON CONSENT AGENDA**

1. Payment of Bills and Payroll (Exhibit C)  
*District bills for March 2021 total \$1,438,749.68 of which \$1,060,667.74 represents operational expenditures and \$378,081.94 represents capital expenditures. Payroll disbursements for March totaled \$1,404,946.75 plus \$4,903.05 for travel and miscellaneous reimbursements, and \$630,841.48 in fringe benefits, for a total payroll disbursement of \$2,040,691.28. Administration recommends approval of the payment of these obligations totaling \$3,479,440.96.*
2. Contracted Service Agreements (Exhibit D)  
*The District has entered into six contracted service agreements totaling \$10,710.00. The individual contracts are available for review upon request. Administration recommends approval of these contracts.*
3. Procurements for Goods and Services (Exhibit E)  
*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. Expertise regarding the purpose and specifications for procurements are generally unique to individual departments. Therefore, please notify the Business Office before the meeting if there are any questions. A response will be provided or arrangements for the subject-matter expert to be present will be made. There are no procurements which require board approval.*
4. District Board Approval of Hires and Resignations of Contracted Staff (Exhibit F)  
*Approval of hires and resignations of contracted staff per State Statute 118.22(2) is requested.*

**I. CHAIRPERSON'S REPORT – KRISTIN CRASS**

1. Meeting attendance
2. WTC District Boards Association
3. ACCT Leadership Congress
4. Next meeting date

**J. PRESIDENT'S REPORT – DR. SHELLY MONDEIK**

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

**K. COMMITTEE REPORTS**

1. Finance & Infrastructure Committee – Charles Spargo
  - a. Review of Consent Agenda Items
  - b. Treasurer's Report (Exhibit G)
  - c. FY2020-21 Budget Amendment (Exhibit H) – Greg Bruckbauer  
*A resolution for amending the FY2020-21 budget is contained in Exhibit XXX. 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 all funds as necessary. Board action approving the resolution is requested.*

- d. Marshfield Campus Parking and Motorcycle Training Lot Project (Exhibit I) – Matt Schneider  
*A resolution for WTCS Board approval, at their May 2021 meeting, for the FY22 budgeted Mid-State Marshfield Campus Parking and Motorcycle Training Lot Project will be presented with a request for approval.*
- e. Informational Item
  1. FY2020-21 Revenue and Expense Forecast – Greg Bruckbauer  
*An end-of-year forecast for the current fiscal year versus budget will be provided.*
  2. Special FY22 Budget Meeting – Greg Bruckbauer  
*Details of Administrations FY22 budget proposal will be presented by the College's Executive Leadership Team and Finance personnel. A date will be provided at the April Board meeting. Budget materials will be distributed during the May Special meeting. All members of the Board are invited to attend. The budget will then be presented to the full Board during the regular meeting on May 17. Formal budget adoption will occur in June following a notices/published Public Hearing.*
  3. IT Incident Update – Brad Russell  
*A status update for the claim submitted to our insurance carrier concerning the September 28, 2020 IT incident will be provided.*
  4. 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. Academic Programming – Dr. Deb Stencil  
*The college will seek Board approval to take the following actions related to academic programming:*  
*Suspend:*
    - *Bricklaying Apprenticeship (ABC)*
    - *Heavy Equipment Construction Apprentice**Discontinue for Administrative Reasons (program continues to be offered under a different program name and number):*
    - *Marketing ASS*
  - b. Informational Items
    1. Graduation – Dr. Mandy Lang  
*Information about the upcoming May graduation ceremony will be shared.*
3. Human Resources & External Relations Committee
  - a. Informational Items

1. Legislative Advocacy – Dr. Bobbi Damrow  
*Highlights of Mid-State’s spring legislative advocacy will be provided.*
2. Grants Update – Dr. Bobbi Damrow  
*An overview of GPR Grant awards will be shared.*

**L. COMMITTEE-OF-THE-WHOLE**

1. District Board Officer, Committee, and Appointment Structure

**LI. ADJOURNMENT**

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

Wisconsin Rapids Campus	March 15, 2021
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**A. CALL TO ORDER – Robert Beaver**

The meeting was called to order at 4:49 p.m.

**B. ROLL CALL**

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

**EXCUSED:** Craig Gerlach

**OTHERS:** Tom Bordenkircher (via Teams @ 5:32 p.m.), Greg Bruckbauer (via Teams), Dr. Karen Brzezinski (via Teams), Dr. Bobbi Damrow (via Teams), Dr. Beth Ellie (via Teams), Dr. Colleen Kane (via Teams), Dr. Mandy Lang (via Teams), Brad Russell (via Teams), Matt Schneider (via Teams), Dr. Deb Stencil (via Teams), Angie Susa, and Mike Vilcinskas

**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. Miller, upon a voice vote, unanimously approved minutes from the board meeting held February 15, 2021 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 February 2021 were presented in Exhibit B. These bills totaled \$1,825,391.33 of which \$1,311,742.65 represents operational expenditures and \$513,648.68 represents capital expenditures. The district's payroll for the month of February totaled \$1,375,088.92 plus \$2,003.84 for travel and miscellaneous reimbursements and \$2,015,990.33 in fringe benefits. The district's bills and payroll totaled \$3,841,381.66.
2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146652	Forklift Training and Certification	\$ 440.00
146653	Software Training Technical Assistance	\$ 555.00
146654	Adult/Child CPR Skill Test	\$ 650.00
146655	Lifting and Rigging	\$ 6,300.00
146656	Mobile Crane	\$ 6,250.00

3. Approved the following procurement(s) for goods and services:  
There were no items requiring approval.
4. District Board Approval of Hires and Resignations of Contracted Staff:
  - Alison Graf (effective February 15, 2021) - hired

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

1. Board members were welcomed to the meeting.
2. The Spring District Boards Association meeting will be held virtually April 16. Anyone interested in attending should contact Ms. Susa to make arrangements.
3. A letter will be sent to County Board Chairpersons announcing the start of a second Board Appointment Process for 2021. The Appointment Committee will seek members for the Employer, Employee and School District Administrator positions.
4. Dr. Mondeik provided an overview of college activities, legislative advocacy, budget planning, and upcoming WTCS Board and Presidents Association meetings. Dr. Mondeik led a discussion regarding the April board meeting and comfort with hosting in-person at the Wisconsin Rapids Campus and virtually.
5. Future meeting dates (times unless otherwise announced):  
**MONTHLY MEETING** Committee-of-the-Whole - 4:30 p.m.  
Monday, April 19, 2021 Board Meeting – 4:40 p.m.  
Wisconsin Rapids Campus and  
Virtually via Microsoft Teams

**H. COMMITTEE REPORTS**

1. FINANCE & INFRASTRUCTURE COMMITTEE – Charles Spargo
  - a. TREASURER'S REPORT: No questions or concerns resulted from review of the Treasurer's Report.
  - b. WISCONSIN RAPIDS CULINARY REMODEL PROJECT: Bid results for the Wisconsin Rapids Culinary Remodel Project were shared and discussed. Bid results were higher than anticipated.  
  
Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously awarded the Wisconsin Rapids Culinary Remodel Project, in the amount of \$846,000, to Eagle Construction, contingent upon WTCS Board approval.
  - c. FY22 CAPITAL BUDGET: A summary of the FY22 capital budget was presented. The proposal was previously reviewed by the Finance & Infrastructure Committee at a special meeting held March 11. An overview of capital budget planning, financing timeline, and project overview was provided.  
  
Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the FY22 capital budget as presented.
  - d. GROUP REQUEST-FOR-PROPOSAL (RFP) FOR FUTURE FINANCIAL AUDITS: Mid-State's engagement with Clifton Larson Allen ended with the FY20 audit. A group RFP with eight



other Wisconsin Technical Colleges and the Wisconsin Technical College Employee Benefits Consortium was conducted. Six bid proposals were received and reviewed. Highlights of the review were provided.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote unanimously approved a 5-year engagement with Wipfli LLP for financial audit purposes.

- e. SPECIAL FY22 BUDGET PRESENTATION FOR FINANCE & INFRASTRUCTURE COMMITTEE: A date will be established with the committee for review of the FY22 budget proposal. The meeting will be open to all board members.
  - f. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek
- a. COSMETOLOGY REMODEL UPDATE: An update on recently completed Salon and Nail Technician classroom renovation was provided along with images of the newly enhanced space.
3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE
- a. IN-SERVICE UPDATE: College In-Service was held virtually and focused on HLC Accreditation. Content was presented through various interactive games.

**K. COMMITTEE-OF-THE-WHOLE**

- 1. COVID RELIEF FUNDING: A COVID-19 emergency relief funding and status presentation was provided. Three rounds of funding have thus far been authorized. Spending was reviewed. The COVID Funding Team continues to review information, forecast and prioritize needs of the college.

**L. DISCUSSION & ACTION**

- 1. SIMULATION CENTER: Mid-State’s Healthcare Simulation Center opened on the third floor of Aspirus Riverview Hospital in January 2021. Since its opening, over 250 students have utilized the Center as part of their educational programming. A video highlighting the Center was shared.

**M. CLOSED SESSION**

The Board will entertain a motion to convene to closed session, pursuant to s.19.85(1)(c) and (f), Wisconsin Statutes, to discuss the Presidents evaluation and information concerning certain College employee’s execution of their responsibilities. The Board may take action in closed session. Following closed session, the Board will entertain a motion to reconvene in open session and will then take 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 Mr. Spargo, upon a roll call vote, unanimously approved closed session as announced. Closed session convened at 5:42 p.m.

**M. ADJOURNMENT** – Robert Beaver

The Board reconvened in open session at 6:11 p.m. with a motion by Mr. Merdan, seconded by Ms. Crass, unanimously approved upon a roll call vote.

There being no further action or business of the Board, the meeting adjourned at 6:12 p.m. with a motion by Mr. Merdan, seconded by Ms. Bruski Mallek, upon a roll call vote.

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Lynneia Miller, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

## MID-STATE TECHNICAL COLLEGE

## FINANCE &amp; INFRASTRUCTURE COMMITTEE MEETING MINUTES

Virtually and Wisconsin Rapids Campus	March 11, 2021
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**A. CALL TO ORDER** – Charles Spargo

The meeting was called to order at 4:32 p.m.

**B. ROLL CALL**

**PRESENT:** Betty Bruski Mallek (via Teams), Richard Merdan (via Teams), Lynneia Miller (via Teams), Charles Spargo (via Teams), and Shelly Mondeik (via Teams)

**OTHERS:** Greg Bruckbauer (via Teams), Dr. Karen Brzezinski (via Teams), Dr. Bobbi Damrow (via Teams), Dr. Mandy Lang (via Teams), Brad Russell (via Teams), Matt Schneider (via Teams), Dr. Deb Stencil (via Teams), Angie Susa, Brenda Swan (via Teams), and Mike Vilcinskis

**C. OPEN MEETING CERTIFICATION** – Angela Susa

The meeting notice was verified; stating that this meeting of the Mid-State Technical College Finance & Infrastructure Committee was announced to the public in an attempt to keep the citizens of the district aware of the date, time, place and agenda of the meeting.

**D. FY22 CAPITAL BUDGET PRESENTATION** – Greg Bruckbauer

The proposed FY22 Capital Budget was presented.

Motion by Ms. Miller, seconded by Mr. Merdan, upon a voice vote, unanimously approved presentation of the proposed FY22 Capital Budget to the full board for consideration of approval on March 15, 2021.

**E. ADJOURNMENT** –

There being no further action or business, the meeting adjourned at 4:53 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

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Exhibit C previously distributed under separate cover.**

## March Contracted Service Agreements Meeting on April 19, 2021

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146657	Multibusiness	Business & Industry	Lean Fundamentals for Service Professionals	8	9	3,510.00
146658	Marshfield	Business & Industry	Welding Recertification	4	1	295.00
146659	Wisconsin Rapids	Government	In-house Training	10	45	275.00
146660	Wisconsin Rapids	Business & Industry	In-house Software Training	3	14	535.00
146661	Marshfield	Business & Industry	Surveying-Construction Trades	21	15	4,495.00
146662	Wisconsin Rapids	K-12 School Districts	Dual Credit Instructor Development	4	85	1,600.00
			<b>Total:</b>			<b>\$10,710.00</b>

## March Contract Training Proposals For Informational Purposes

Monthly Contract Training Proposal Recap - March 2021						
Proposal #	Bill to City	Industry Type	Type of Service	Proposal Amount	Current Status	Contract Amount
208	Wisconsin Rapids	Government	In-house Training	\$275.00	Accepted	
209	Arkdale	Government	Grant Writing Course	\$590.00	Presented	
210	Wisconsin Rapids	Non-Profit	BLS Healthcare	\$915.00	Presented	
211	Marshfield	Business and Industry	Welding Recertification	\$295.00	Accepted	
212	Nekoosa	Business and Industry	Technical Writing Workshop	\$2,890.00	Presented	
213	Nekoosa	Business and Industry	Train the Trainer	\$4,290.00	Presented	
214	Nekoosa	Business and Industry	Leadership Development	\$8,900.00	Presented	
215	Nekoosa	Business and Industry	Difficult Conversations/Delivering Constructive Feedback	\$1,490.00	Presented	
216	Nekoosa	Business and Industry	Time Management	\$1,490.00	Presented	
217	Vesper	Business and Industry	DISC Assessment and Group Culture Session	\$3,700.00	Presented	
218	Wisconsin Rapids	Business and Industry	Management Meeting	\$115.00	Accepted	
219	Marshfield	Business and Industry	Marwood CPR / FA	\$3,490.00	Presented	
220	Stevens Point	Business and Industry	CPR / First Aid Training	\$4,790.00	Presented	
221	Stevens Point,	Business and Industry	Metal Mania - Summer 2021	\$15,500.00	Presented	
222	Wisconsin Rapids	Education	Dual Credit Instructor Development	\$1,800.00	Accepted	
223	Marshfield	Business and Industry	Surveying for Construction	\$4,495.00	Accepted	
224	Wisconsin Rapids	Business and Industry	CPR/AED	\$690.00	Presented	
225	Stevens Point	Business and Industry	Standard Timing Model Assessments	\$4,195.00	Presented	
226	Stevens Point	Business and Industry	CPR Training - In person and Hybrid	\$1,090.00	Presented	
227		Business and Industry	UGOTCLASS - Certificate in Online Teaching	\$198.00	Accepted	
228		Business and Industry	UGOTCLASS - Six Sigma Green Belt Certificate	\$198.00	Accepted	
229	Wisconsin Rapids	Business and Industry	First Aid/CPR - Fall 2021	\$8,990.00	Presented	
<b>TOTAL</b>				<b>\$70,386.00</b>		

**FINANCE & INFRASTRUCTURE COMMITTEE**  
**Procurement of Goods and Services**  
**April 19, 2021 Board Meeting**

<b>PROCUREMENTS REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>NONE</u></b>		
❖ Subtotal for Procurements Requiring Board Action	<b><u>\$ 0.00</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>		
Lab Midwest, Mequon, WI	\$ 41,700.00	State Contract
<b><u>WR CAMPUS – SERVICES – IT DEPARTMENT</u></b>		
Heartland Business Systems LLC, Chicago, IL	\$ 39,469.57	State Contract
<b><u>WR CAMPUS – SERVICES – HR DEPARTMENT</u></b>		
Maxient, Charlottesville, VA	\$ 30,000.00	State Contract
❖ Subtotal for Procurements Not Requiring Board Action	<b><u>\$ 111,169.57</u></b>	

<b>PROCUREMENTS APPROVED DURING BUDGETING PROCESS NOT REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR CAMPUS – IT EQUIPMENT – IT DEPARTMENT</u></b>		
Paragon Development Systems INC., Brookfield, WI	\$ 102,362.00	State Contract
<b><u>WR CAMPUS – REMODEL – FACILITIES</u></b>		
Eagle Construction, Wisconsin Rapids, WI	\$ 81,826.00	Bid
<b><u>WR CAMPUS – IT EQUIPMENT – SCHOOL OF BUSINESS &amp; TECHNOLOGY</u></b>		
Presidio, Madison, WI	\$ 70,613.60	State Contract
❖ Subtotal for Budgeted Procurements	<b><u>\$ 254,801.60</u></b>	

<b>MANDATORY PROCUREMENTS - NOT REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR CAMPUS – CONTRACTS &amp; SERVICES – DISTRICT</u> Lakeshore Technical College, Cleveland, WI</b>	<b>\$ 42,150.54</b>	<b>Mandatory</b>
<b>Subtotal for Mandatory Procurements</b>	<b><u>\$ 42,150.54</u></b>	

**GRAND TOTAL** **\$ 408,121.71**

## **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** – 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 another WTCS district. (Includes NJPA – National Joint Powers Alliance, WSCA – Western States Contract Alliance, National IPA – National Intergovernmental Purchasing Alliance and others)

**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 reserves the right 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 meets the requirements listed in the Financial & Administrative Manual for Sole Source procurements.

**MANDATORY** – Mid-State is required to pay for the service or membership to provide day to day operations such as utilities, leases, insurance, mandatory membership dues, etc.



## **Approval of Hires and Resignations of Contracted Employees April 19, 2021**

### **Resignations**

- Pamela Alt (effective June 30, 2021)  
Instructor, Medical Assistant  
Retiring
- Donnalee Hustedt (effective June 30, 2021)  
Instructor, Nursing  
Retiring
- John Korth (effective June 30, 2021)  
Instructor, Mathematics  
Retiring
- Sandra Nichols (effective June 30, 2021)  
Instructor, Communication  
Retiring
- Linda Olsen (effective June 30, 2021)  
Instructor, Nursing  
Retiring
- William Rosandick (effective June 30, 2021)  
Instructor, Respiratory Therapist  
Retiring

### **Hires**

- Stephen Casselman (effective April 26, 2021)  
Instructor, Information Technology
- Matthew Meis (effective April 26, 2021)  
Instructor, Information Technology

FY 2020-21 Budget Modifications Made in the Month of March 2021						
Project #	Grant Title or Description	Type	Reason for Budget Change	Budgeted Revenue Change	Budgeted Expense Change	Budgeted Fund Balance Change
<b>Fund 1 - General Fund Budget Modifications</b>						
	141551 NRC International Education Grant	Private	Establish budgets for new funding	2,000.00	2,000.00	-
<b>Fund 2 - Special Revenue Fund Budget Modifications</b>						
	140194 CRRSAA funds	Federal	Increase budgets for CRRSSA Institutional	49,632.00	49,632.00	-
<b>Fund 3 - Capital Projects Fund Budget Modifications</b>						
<b>Fund 7 - Special Revenue Non-Aidable Fund Budget Modifications</b>						
	CRRSAA funds	Federal	Increase budgets for CRRSSA Students	482,150.00	482,150.00	-
<b>Total Budget Changes For The Month</b>				<b>533,782.00</b>	<b>533,782.00</b>	<b>-</b>
<b>Notes:</b>						
1	Budget modifications are out of balance for March due to the following:					
2	Establish budgets for grant funds received					
	Increase budgets for CRRSAA funds received					



## Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2021 as of March 31, 2021

	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		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	Fund 13	Fund 14	Fund 15	Fund 16	Fund 17	Fund 18	Fund 19	Fund 20			
Local Government	7,279,154	-	-	6,999,330	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,278,484	26.9%	14,278,484
Student Fees	7,054,611	51,765	-	-	-	387,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,493,576	14.1%	7,493,576
State Aid & Grants	15,650,924	-	-	-	-	-	-	1,745	-	-	-	-	-	-	-	-	-	-	-	-	15,652,669	29.5%	15,145,754
Institutional	678,605	766,775	-	(175,895)	-	685,400	-	50,012	-	-	-	1,180,143	-	-	-	-	-	-	-	-	9,376,240	17.6%	9,278,441
Federal	541,531	915,593	-	-	-	4,872,150	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,329,274	11.9%	4,910,954
<b>Total Revenues</b>	<b>31,204,825</b>	<b>1,734,133</b>	<b>51,757</b>	<b>6,823,435</b>	<b>1,180,143</b>	<b>5,944,750</b>	<b>51,757</b>	<b>5,537,932</b>	<b>7,007,374</b>	<b>1,289,491</b>	<b>5,755,500</b>	<b>1,278,910</b>	<b>2,277,647</b>	<b>6,191,200</b>	<b>53,130,243</b>	<b>100.0%</b>	<b>53,130,243</b>	<b>100.0%</b>	<b>53,130,243</b>	<b>51,107,209</b>			

<u>Expenditures</u>																							
Salaries and Wages	17,455,559	254,908	345,517	-	253,470	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	18,309,454	31.0%	18,053,073
Benefits	7,624,005	61,088	301,992	-	70,301	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,057,386	13.6%	8,092,186
Current Expenditures	6,257,446	1,735,919	723,076	-	110,649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,944,790	16.8%	7,460,346
Student Financial Aid & Activities	-	-	4,735,418	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,735,418	8.0%	4,735,418
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,492,871	9.3%	5,492,871
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,537,932	9.4%	5,678,188
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,007,374	11.9%	7,076,689
<b>Total Expenditures</b>	<b>31,337,010</b>	<b>2,051,915</b>	<b>6,106,003</b>	<b>7,007,374</b>	<b>1,289,491</b>	<b>5,537,932</b>	<b>5,537,932</b>	<b>7,007,374</b>	<b>1,289,491</b>	<b>5,755,500</b>	<b>1,278,910</b>	<b>2,277,647</b>	<b>59,085,225</b>	<b>59,085,225</b>	<b>100.0%</b>	<b>59,085,225</b>	<b>100.0%</b>	<b>59,085,225</b>	<b>56,588,781</b>				
<b>% of Expenditures by Fund</b>		<b>53.0%</b>	<b>3.5%</b>	<b>10.3%</b>	<b>9.4%</b>	<b>11.9%</b>	<b>2.2%</b>	<b>9.7%</b>	<b>100.0%</b>														

### Changes in Fund Equity

Budgeted Fund Equity as of 6/30/20	9,872,121	256,967	6,157,202	396,310	1,278,910	2,277,647	5,000,000	120,000	-	-	-	-	-	-	-	-	-	-	-	-	20,875,281	20,875,281
Current Revenue over Expenses	(132,185)	(317,782)	(161,253)	(183,939)	(109,348)	435,700	(5,486,175)	(120,000)	(120,000)	-	-	-	(5,954,982)	(5,954,982)	-	-	-	-	-	-	(5,481,572)	(5,481,572)
Other Sources and Uses:																						
Proceeds from Debt	-	-	-	-	-	-	1,000,000	-	-	-	-	-	1,000,000	1,000,000	-	-	-	-	-	-	5,500,000	5,500,000
Interfund Transfers In	120,000	-	-	-	-	-	-	-	-	-	-	-	120,000	120,000	-	-	-	-	-	-	120,000	120,000
Interfund Transfers Out	-	-	-	-	-	-	-	-	-	-	-	(120,000)	(120,000)	(120,000)	-	-	-	-	-	-	(120,000)	(120,000)
Repayment of Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fund equity adjustment due to funding date	-	-	-	-	-	-	4,500,000	-	-	-	-	-	4,500,000	4,500,000	-	-	-	-	-	-	-	-
<b>Budgeted Ending Fund Equity</b>	<b>9,859,936</b>	<b>(60,815)</b>	<b>5,995,949</b>	<b>212,371</b>	<b>1,049,562</b>	<b>2,713,347</b>	<b>649,949</b>	<b>212,371</b>	<b>1,049,562</b>	<b>2,713,347</b>	<b>20,875,281</b>	<b>20,420,299</b>	<b>20,893,709</b>	<b>20,893,709</b>								



## Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2021 as of March 31, 2021

	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 YTD All Funds	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	7,355,061	-	-	6,604,220	-	-	-	-	-	-	-	-	-	-	13,959,281	14,278,484	97.8%
Student Fees	6,402,888	30,923	-	-	346,231	-	-	-	-	-	-	-	-	-	6,780,012	7,493,576	90.5%
State Aid & Grants	14,226,119	-	-	-	-	-	-	-	-	-	-	-	-	-	14,226,119	15,652,669	90.9%
Institutional	714,250	178,721	35,107	64,221	1,460,080	908,741	4,247,512	7,608,633	9,376,240	81.1%	-	-	-	-	7,608,633	9,376,240	81.1%
Federal	209,397	915,592	-	-	3,722,480	-	-	-	-	-	-	-	-	-	4,847,470	6,329,274	76.6%
<b>Total Revenues</b>	<b>28,907,685</b>	<b>1,125,236</b>	<b>35,107</b>	<b>6,668,441</b>	<b>5,528,791</b>	<b>908,741</b>	<b>4,247,512</b>	<b>6,668,441</b>	<b>908,741</b>	<b>68.6%</b>	<b>77.0%</b>	<b>68.6%</b>	<b>89.3%</b>	<b>47,421,514</b>	<b>53,130,243</b>	<b>89.3%</b>	
<b>% of Budget Recognized</b>																	
	<b>92.6%</b>	<b>64.9%</b>	<b>67.8%</b>	<b>97.7%</b>	<b>93.0%</b>	<b>77.0%</b>	<b>68.6%</b>	<b>97.7%</b>	<b>77.0%</b>	<b>68.6%</b>	<b>77.0%</b>	<b>68.6%</b>	<b>89.3%</b>	<b>89.3%</b>	<b>89.3%</b>	<b>89.3%</b>	<b>89.3%</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		Total YTD All Funds	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	12,839,877	307,094	-	-	173,639	-	-	-	-	-	-	-	-	-	13,484,768	18,309,454	73.6%
Benefits	6,033,376	75,718	-	-	37,480	-	-	-	-	-	-	-	-	-	6,196,210	8,057,386	76.9%
Current Expenditures	3,658,413	877,477	-	-	622,668	-	-	-	-	-	-	-	-	-	6,143,468	9,944,790	61.8%
Student Financial Aid & Activities	-	-	-	-	3,600,540	-	-	-	-	-	-	-	-	-	3,600,540	4,735,418	76.0%
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	550,527	5,492,871	63.1%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,357,875	5,537,932	78.7%
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,651,970	7,007,374	94.9%
<b>Total Expenditures</b>	<b>22,531,666</b>	<b>1,260,289</b>	<b>4,357,875</b>	<b>6,651,970</b>	<b>4,434,327</b>	<b>826,837</b>	<b>3,836,338</b>	<b>6,651,970</b>	<b>826,837</b>	<b>64.1%</b>	<b>64.1%</b>	<b>66.7%</b>	<b>74.3%</b>	<b>43,899,303</b>	<b>59,085,225</b>	<b>74.3%</b>	
<b>% of Budget Expended</b>																	
	<b>71.9%</b>	<b>61.4%</b>	<b>78.7%</b>	<b>94.9%</b>	<b>72.6%</b>	<b>64.1%</b>	<b>66.7%</b>	<b>94.9%</b>	<b>64.1%</b>	<b>64.1%</b>	<b>66.7%</b>	<b>66.7%</b>	<b>74.3%</b>	<b>74.3%</b>	<b>74.3%</b>	<b>74.3%</b>	<b>74.3%</b>

### Changes in Fund Equity

Actual Fund Equity as of 6/30/20	10,217,624	436,911	5,088,587	628,565	1,102,886	2,511,225	20,875,281
Current Revenue over Expenses	6,376,018	(135,053)	(4,322,768)	16,471	81,904	411,174	(5,954,982)
Other Sources and Uses:							
Proceeds from Debt	-	-	1,000,000	-	-	-	1,000,000
Interfund Transfers In	-	-	-	-	-	-	120,000
Interfund Transfers Out	-	-	-	-	-	-	(120,000)
Repayment of Debt	-	-	-	-	-	-	-
Fund equity adjustment due to funding date	-	-	-	-	-	-	4,500,000
<b>Accrued YTD Fund Equity</b>	<b>16,593,642</b>	<b>301,858</b>	<b>1,765,819</b>	<b>645,036</b>	<b>1,184,790</b>	<b>2,922,399</b>	<b>20,420,299</b>

**Mid State Technical College  
Combined Balance Sheet - All Fund Types and Account Groups  
March 31, 2021**

With comparative totals for March 31, 2020

	Governmental Fund Types					Proprietary Fund Types			Fiduciary Fund Type	
	General	Special Rev Operational	Capital Projects	Debt Service	Internal Service	Enterprise	Special Rev Non-Aidable	Memorandum only		
								2020-21	2019-20	
<b>ASSETS AND OTHER DEBITS</b>										
Cash	\$ 13,488,655	\$ -	\$ 1,982,360	\$ 398	\$ 3,217,133	\$ 1,550	\$ -	\$ 18,690,097	\$ 17,433,601	
Investments	-	-	-	-	-	-	7,324,801	7,324,801	6,551,101	
Receivables:										
Property taxes	4,091,304	-	-	213,186	-	-	-	4,304,491	4,422,344	
Accounts receivable	1,275,039	14,291	3,259	-	-	71,854	234,063	1,598,507	871,539	
Due from other funds	-	314,312	-	431,451	-	298,397	34,887	1,079,047	-	
Inventories - at cost	-	-	-	-	-	420,821	-	420,821	519,784	
Prepaid Assets	-	-	-	-	-	-	-	-	-	
Other Current Assets	-	-	-	-	-	-	-	-	-	
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	17,833	397,316	-	414,949	451,228	
General Long Term Debt	-	-	-	-	-	-	-	-	-	
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-	
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 18,854,999</b>	<b>\$ 328,603</b>	<b>\$ 1,985,619</b>	<b>\$ 645,036</b>	<b>\$ 3,234,766</b>	<b>\$ 1,189,937</b>	<b>\$ 7,593,752</b>	<b>\$ 33,832,712</b>	<b>\$ 30,249,597</b>	

**LIABILITIES, FUND EQUITY AND OTHER CREDITS**

<b>LIABILITIES</b>									
Accounts Payable	\$ (9,859)	\$ 21,811	\$ 198,118	\$ -	\$ (5,852)	\$ -	\$ 11,129	\$ 215,347	\$ 215,079
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	529,302	-	-	-	(0)	-	-	529,302	222,214
Vacation	738,158	4,934	-	-	10,519	-	13,430	767,040	669,399
Other current liabilities	11,742	-	-	481	-	-	-	12,223	9,392
Due to other funds	744,999	-	21,682	-	-	312,367	-	1,079,047	-
Deferred Revenues	247,016	-	-	-	-	-	13,959	260,975	15
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b>2,261,356</b>	<b>26,744</b>	<b>219,800</b>	<b>-</b>	<b>5,148</b>	<b>312,367</b>	<b>36,518</b>	<b>2,863,933</b>	<b>1,116,099</b>

**Fund equity and other credits**

Retained Earnings	-	-	-	-	1,077,518	181,957	6,716	1,266,191	1,680,021
Res for Prepaid Expenditures	105,512	-	-	-	25,368	-	-	130,879	124,080
Reserve for Self-Insurance	-	-	-	-	-	2,329,269	-	2,329,269	1,658,536
Reserve for Student Gov & Org	-	-	-	-	-	-	104,771	104,771	92,705
Res for Student Fin Assistance	-	-	-	-	-	-	14,218	14,218	9,966
Res for Post-Employ Benefits	482,274	-	-	-	-	-	6,234,889	6,717,163	6,362,449
Res for Emerg Student Fin Aid	-	-	-	-	-	-	100,176	100,176	-
Res for Emergency Relief Funds	-	-	-	-	-	-	218,144	218,144	-
Reserve for Capital Projects	-	-	4,997,377	-	-	-	-	4,997,377	401,271
Res for Cap Proj - Motorcycle	-	-	91,210	-	-	-	-	91,210	85,775
Reserve for Debt Service	-	-	-	-	-	-	-	628,565	387,022
Designated for Operations	7,512,276	36,336	-	-	-	-	-	7,548,612	7,569,208
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	383,216
Des for Subsequent Year	1,734,346	182,431	-	-	-	-	-	1,916,777	1,957,587
<b>TOTAL FUND EQUITY AND OTHER CREDITS</b>	<b>10,217,624</b>	<b>436,911</b>	<b>5,088,587</b>	<b>628,565</b>	<b>1,102,886</b>	<b>2,511,225</b>	<b>6,460,770</b>	<b>26,446,567</b>	<b>20,711,836</b>
Year-to-date excess revenues(expenditures)	6,376,018	(135,053)	(3,322,768)	16,471	81,904	411,174	1,094,464	4,522,211	8,421,662
<b>TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS</b>	<b>\$ 18,854,999</b>	<b>\$ 328,603</b>	<b>\$ 1,985,619</b>	<b>\$ 645,036</b>	<b>\$ 1,189,937</b>	<b>\$ 3,234,766</b>	<b>\$ 7,593,752</b>	<b>\$ 33,832,712</b>	<b>\$ 30,249,597</b>

**NOTICE OF 2020-21  
BUDGET AMENDMENT  
April 19, 2021**

WHEREAS, the 2020-21 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 15, 2020 and State statute requires the district board to approve any modifications to the original adopted budget; and

WHEREAS, the General Fund budget was adjusted to accommodate the reallocation of budgets within departments and functions, the addition of or modification of grants and to adjust wage and fringe budgets; and

WHEREAS, the Special Revenue - Operational Fund budget was adjusted to accommodate the Institutional COVID relief funding and adjust wage and fringe budgets; and

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

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

WHEREAS, the Special Revenue – Non-Aidable Fund budget was adjusted to accommodate the Student COVID relief funding; and

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2020-21 budgetary revisions:

<b>FUND</b>	<b>FUNCTION</b>	<b>APPROPRIATION</b>	<b>MODIFIED</b>
	<b>RESOURCE</b>	<b>CHANGE</b>	<b>APPROPRIATION</b>
<b>General</b>	<b>Instruction</b>	<b>1,044,368</b>	<b>18,267,024</b>
<b>General</b>	<b>Instructional Resources</b>	<b>(1,700)</b>	<b>1,168,449</b>
<b>General</b>	<b>Student Services</b>	<b>191,928</b>	<b>4,333,151</b>
<b>General</b>	<b>General Institutional</b>	<b>(266,327)</b>	<b>5,561,943</b>
<b>Special Revenue – Operational</b>	<b>Instruction</b>	<b>9,920</b>	<b>904,920</b>
<b>Special Revenue – Operational</b>	<b>General Institutional</b>	<b>1,145,510</b>	<b>1,145,510</b>
<b>Capital Projects</b>	<b>Instruction</b>	<b>(311,513)</b>	<b>1,718,667</b>
<b>Capital Projects</b>	<b>Instructional Resources</b>	<b>(60,785)</b>	<b>459,710</b>
<b>Capital Projects</b>	<b>General Institutional</b>	<b>258,661</b>	<b>1,402,668</b>
<b>Capital Projects</b>	<b>Physical Plant</b>	<b>(26,619)</b>	<b>1,534,387</b>
<b>Debt Service</b>	<b>Physical Plant</b>	<b>(69,325)</b>	<b>7,007,374</b>
<b>Special Revenue – Non-Aidable</b>	<b>Student Services</b>	<b>582,326</b>	<b>5,779,565</b>

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

BE IT FURTHER RESOLVED that the 2020-21 amended budget be used as the official comparison to the proposed 2021-22 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 FOR THE PARKING AND MOTORCYCLE TRAINING LOT REMODEL PROJECT AT THE MARSHFIELD CAMPUS**

WHEREAS, we have identified a need for additional parking near the main entrance of the Marshfield Campus, and

WHEREAS, we have identified a need for motorcycle training programs in the Marshfield area; and

WHEREAS, the addition of these motorcycle training programs will increase enrollment, head count and general visibility and awareness of our Marshfield Campus,

BE IT RESOLVED that the Mid-State Technical College Board will use up to \$550,000 of approved budgeted fiscal year 2022 funds to proceed with the Marshfield Parking and Motorcycle Training Lot Remodel Project.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College District Board approves the construction of an approximately 28,000 square foot parking lot remodel project, digital marquee and necessary landscaping repairs located on the Marshfield Campus. The Mid-State Board also requests Wisconsin Technical College System Board approval during their May 2021 meeting.

## COMMITTEE-OF-THE-WHOLE

**Monday, April 19, 2021**

**4:30 p.m.**

Virtually via Microsoft Teams and  
Mid-State Wisconsin Rapids Campus Room L133-134  
500 32<sup>nd</sup> Street North, Wisconsin Rapids

## AGENDA

**A. CALL TO ORDER – KRISTIN CRASS**

**B. OPEN MEETING CERTIFICATION – KRISTIN CRASS**

*This April 19, 2021 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. DISTRICT BOARD OFFICER, COMMITTEE AND APPOINTMENT STRUCTURE – DR. SHELLY MONDEIK**

*The Board will review officer and committee assignments as well as discuss the board appointment process.*

**D. ADJOURNMENT**