



**BOARD OF DIRECTORS MEETING**  
December 2024

**Monday, December 16, 2024**  
Mid-State Wisconsin Rapids Campus  
500 32<sup>nd</sup> Street North, Wisconsin Rapids

**4:00 p.m.** – Finance & Infrastructure Committee Meeting; Room A223 (page 3)

**4:15 p.m.** – Academic & Student Services Committee Meeting; Room A112 (page 6)

**4:15 p.m.** – Human Resources & External Relations Committee Meeting; Room A203 (page 8)

**5:00 p.m.** – Committee-of-the-Whole; Room L133-134 (page 10)

**Immediately Following Committee-of-the-Whole – BOARD MEETING;** Room L133-134 (page 12)

***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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## FINANCE & INFRASTRUCTURE COMMITTEE

**Monday, December 16, 2024**

**4:00 p.m.**

Mid-State Wisconsin Rapids Campus; Room A223  
500 32<sup>nd</sup> Street North, Wisconsin Rapids

### AGENDA

**A. CALL TO ORDER – CHARLES SPARGO**

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

*This December 16, 2024 meeting of the Mid-State Technical College District Board of Directors, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College District aware of the place, time and agenda of the meeting.*

**C. APPROVAL OF COMMITTEE MINUTES (November 18, 2024 Meeting) (Voice Vote) – CHARLES SPARGO**

**D. REVIEW OF CONSENT AGENDA ITEMS – GREG BRUCKBAUER**

1. Payment of Bills and Payroll

*Each month a list of disbursements is provided to the Board to demonstrate statutory compliance. All processed disbursements are released immediately on a pre-approval basis in accordance with Mid-State's "Release of District Checks" policy. Purchases of goods (supplies, materials and equipment) and services exceeding \$50,000 and facility construction and remodeling projects exceeding \$25,000 require prior Board approval.*

2. Contracted Service Agreements

*Each month a list of contracted service agreements is provided to the Board to demonstrate statutory compliance. In compliance with WTCS Policy, pricing is established at a level above full cost recovery in accordance with a system-wide policy. Exceptions are allowed and are authorized by the District Board and are noted in the list when they exist.*

3. Procurements for Goods and Services

*Each month a list of procurements is provided to the Board to demonstrate statutory compliance and adherence to WTCS guidelines and procedures. They are presented in two groups – less than \$50,000 and equal to or greater than \$50,000. Purchases of goods (supplies, materials and equipment) and services greater than \$50,000 require prior Board approval unless an exception is allowed by WTCS policy.*

**E. TREASURER'S REPORT FOR FY25 – GREG BRUCKBAUER**

**F. BID #839 – UNIVERSAL TESTING MACHINE – GREG BRUCKBAUER**

*Results of Bid #839 for the Universal Testing Machine will be presented. Board action will be requested.*

**G. INFORMATIONAL ITEMS**

1. FY24 Mid-State Technical College Foundation Audit

*An overview of the audit results for the Mid-State Foundation for the fiscal year ending June 30, 2024 will be presented. The results are information, and no action is being requested.*

2. Finance Implications for Topics in Other Committees

*Often topics directed by the other two committees have fiscal or financial implications that would be of interest or concern by the Finance & Infrastructure Committee. The purpose of this agenda item is to enable committee members to raise any finance related questions. Any necessary action will be incorporated into the action reported by the originating committee.*

**H. ADJOURNMENT** *(Voice Vote)* – **CHARLES SPARGO**

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

AMETA™ Center

November 18, 2024

**A. CALL TO ORDER** – Charles Spargo

The meeting was called to order at 4:00 p.m.

**ROLL CALL**

PRESENT: Betty Bruski Mallek, Ronald Rasmussen, and Charles Spargo

OTHERS: Carrie Kasubaski, Dr. Shelly Mondeik, and Brad Russell

**B. OPEN MEETING CERTIFICATION** – Charles Spargo

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.

**C. ACTION ON COMMITTEE MEETING MINUTES** – Charles Spargo

October 14, 2024 Committee Meeting Minutes

Motion by Mr. Rasmussen, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved the minutes as presented.

**D. REVIEW OF CONSENT AGENDA ITEMS** – Greg Bruckbauer

Consent Agenda items were reviewed. No action was taken.

**E. TREASURER'S REPORT FOR FY25**– Greg Bruckbauer

Financial reports for FY25 were presented for review and discussion. No action was taken.

**F. FY24 BUDGET AMENDMENTS** – Greg Bruckbauer

End-of-year closing entries and audit work require amendments to the college's FY24 budget prior to finalizing the annual audit. They include usual and customary amendments. Rationale for these budget amendments was discussed. Action will be requested during the regular meeting.

**G. FY24 AUDITED FINANCIAL STATEMENTS** – Greg Bruckbauer

A representative from Wipfli LLP presented the Audited Financial Statements for the fiscal year ending June 30, 2024. This is the fourth year of a five-year engagement. The statements were presented in detail to the committee. An overview will be provided during the regular meeting. Action will be requested during the regular meeting.

**H. BID #838 – COMPACT CRAWLER CRANE** – Greg Bruckbauer

Results of Bid #838 were presented and discussed. Action will be requested during the regular meeting.

**I. RESOLUTION RELATED TO AMETA CENTER EQUIPMENT FUNDING** – Greg Bruckbauer

A resolution related to AMETA Center equipment funding was presented and discussed. Action will be requested during the regular meeting.

**J. INFORMATIONAL ITEMS**

1. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – Greg Bruckbauer

No topics were discussed.

**K. ADJOURNMENT** – Charles Spargo

There being no further action or business, the meeting adjourned at 3:38 p.m. with a motion by Ms. Bruski Mallek, seconded by Mr. Rasmussen, upon a voice vote.

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Betty Bruski Mallek, Secretary

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Angela R. Susa, Recording Secretary

## **ACADEMIC & STUDENT SERVICES COMMITTEE**

**Monday, December 16, 2024**

**4:15 p.m.**

Mid-State Wisconsin Rapids Campus; Room A112  
500 32<sup>nd</sup> Street North, Wisconsin Rapids

### **AGENDA**

**A. CALL TO ORDER – SHAWN BECKER**

**B. OPEN MEETING CERTIFICATION – SHAWN BECKER**

*This December 16, 2024 meeting of the Mid-State Technical College District Board of Directors, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College District aware of the place, time and agenda of the meeting.*

**C. APPROVAL OF COMMITTEE MINUTES (November 18, 2024 Meeting) (Voice Vote) – SHAWN BECKER**

**D. REVIEW OF CONSENT AGENDA ITEMS – SHAWN BECKER**

**E. INFORMATIONAL ITEMS**

1. 2023-2024 MID-STATE ASSESSMENT REPORT – Dr. Chris Severson

*The 2023-2024 Assessment Report highlights the ongoing, systematic, assessment efforts at Mid-State Technical College. An update was provided in November. Follow up will be conducted during this meeting.*

2. CAMPUS ADVISORY COMMITTEES – Dr. Chris Severson

*In addition to the programmatic advisory committee meetings, Mid-State also offers a campus focused collaborative forum where a diverse group of employers, K-12 partners, and other community organizations can stay informed about the latest developments at the College while also providing valuable feedback. A summary will be shared regarding the four recent campus advisory meetings.*

**F. ADJOURNMENT (Voice Vote) – SHAWN BECKER**

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

Wisconsin Rapids Campus

November 18, 2024

- A. CALL TO ORDER** – In place of Chairperson Shawn Becker, Are Vang  
The meeting was called to order at 4:17 p.m.

**ROLL CALL**

PRESENT: Are Vang and Ryan Zietlow

EXCUSED: Shawn Becker

OTHERS: Dr. Mandy Lang and Dr. Chris Severson

- B. OPEN MEETING CERTIFICATION** – Are Vang  
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.

- C. APPROVAL OF COMMITTEE MINUTES (October 14, 2024)** – Are Vang  
Motion by Mr. Zietlow, seconded by Ms. Vang, upon a voice vote, unanimously approved minutes as presented.

- D. REVIEW OF CONSENT AGENDA ITEMS** – Are Vang

- E. ACADEMIC PROGRAMMING** – Dr. Chris Severson

Information was presented and discussion occurred regarding the following programs:

- Program Approval – Air Conditioning, Heating, & Refrigeration Technology Associate Degree
- Shared Program Approval – Substance Use Disorder Counseling Associate Degree
- Program Suspension – Renewable Energy Technology Associate Degree

No action was taken in committee. A request for approval will be made during the full board meeting.

- F. INFORMATIONAL ITEMS**

1. 2023-2024 MID-STATE ASSESSMENT REPORT: Highlights of the 2023-2024 Assessment Report were provided. No action was taken.
2. LEGISLATIVE UPDATE: A post-election legislative update was provided. Topics related to higher education were discussed. No action was taken.

- G. ADJOURNMENT** – Are Vang

There being no further action or business, the meeting adjourned at 4:47 p.m. with a motion by Mr. Zietlow, seconded by Ms. Vang.

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Betty Bruski Mallek, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

## HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE

**Monday, December 16, 2024**

**4:15 p.m.**

Mid-State Wisconsin Rapids Campus; Room A203  
500 32<sup>nd</sup> Street North, Wisconsin Rapids

### AGENDA

**A. CALL TO ORDER – RICHARD MERDAN**

**B. OPEN MEETING CERTIFICATION – RICHARD MERDAN**

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**C. APPROVAL OF COMMITTEE MINUTES (November 18, 2024 Meeting) (Voice Vote) – RICHARD MERDAN**

**D. REVIEW OF CONSENT AGENDA ITEMS – RICHARD MERDAN**

1. District Board Approval of Hires and Resignations of Contracted Staff  
*Approval of hires and resignations of contracted staff per State Statute 118.22(2) is requested.*

**E. INFORMATIONAL ITEMS**

1. WINTER CELEBRATION – Dr. Karen Brzezinski  
*A recap of today's Winter Celebration, across all campuses, will be provided.*
2. NEURODIVERSITY ACTIVITIES – Dr. Karen Brzezinski  
*Based on the neurodiversity presentation at the last District Boards Association meeting, an update on recent, ongoing, and future neurodiversity activities across the college will be provided.*
3. CONTINUING EDUCATION SPRING 2025 CATALOG – Craig Bernstein  
*An overview of the Spring 2025 continuing education catalog will be provided.*

**F. ADJOURNMENT (Voice Vote) – RICHARD MERDAN**



MID-STATE TECHNICAL COLLEGE

HUMAN RESOURCES AND EXTERNAL RELATIONS COMMITTEE MEETING MINUTES

AMETA™ Center

November 18, 2024

**A. CALL TO ORDER** – Richard Merdan

The meeting was called to order at 4:16 p.m.

**ROLL CALL**

PRESENT: Richard Merdan and Terry Whitmore

OTHERS: Dr. Karen Brzezinski and Craig Bernstein

**B. OPEN MEETING CERTIFICATION** – Richard Merdan

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.

**C. APPROVAL OF COMMITTEE MINUTES** – Richard Merdan

October 14, 2024 minutes were reviewed.

Motion by Mr. Whitmore, seconded by Mr. Merdan, upon a voice vote, unanimously approved the minutes as presented.

**D. REVIEW OF CONSENT AGENDA ITEMS** – Richard Merdan

1. District Board Approval of Hires and Resignations of Contracted Staff  
*Discussed and reviewed.*

**E. INFORMATIONAL ITEMS**

1. FALL ENGAGEMENT ACTIVITIES – Dr. Karen Brzezinski  
*A recap of fall engagement activities for employees and the college was provided. Fall Family Fun and the Retiree Reception were highlighted. No action was taken.*
2. COMMERCIAL DRIVER LICENSE AT MID-STATE TECHNICAL COLLEGE – Craig Bernstein  
*Mi-State is partnering with a District Employer to provide commercial driver license (CDL) training. Information was provided. No action was taken.*

**F. ADJOURNMENT** – Richard Merdan

There being no further action or business, the meeting adjourned at 4:31 p.m. with a motion by Mr. Merdan.

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Betty Bruski Mallek, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

## COMMITTEE-OF-THE-WHOLE

**Monday, December 16, 2024**

**5:00 p.m.**

Mid-State Wisconsin Rapids Campus; Room L133-134  
500 32<sup>nd</sup> Street North, Wisconsin Rapids

## AGENDA

**A. CALL TO ORDER – RICHARD MERDAN**

**B. OPEN MEETING CERTIFICATION – RICHARD MERDAN**

*This December 16, 2024 meeting of the Mid-State Technical College District Board of Directors, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College District aware of the place, time and agenda of the meeting.*

**C. APPROVAL OF COMMITTEE MINUTES (November 18, 2024 Meeting) (Voice Vote) – RICHARD MERDAN**

**D. AMETA™ RECAP – GREG BRUCKBAUER**

*An Advanced Manufacturing, Engineering Technology & Apprenticeship (AMETA™) Center recap will be provided.*

**E. ADJOURNMENT (Voice Vote) – RICHARD MERDAN**

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

AMETA™ Center

November 18, 2024

**A. CALL TO ORDER** – Richard Merdan

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

**ROLL CALL**

**PRESENT:** Betty Bruski Mallek, Richard Merdan, Ronald Rasmussen, Charles Spargo, Are Vang, Terry Whitmore, Ryan Zietlow and Dr. Shelly Mondeik

**EXCUSED:** Shawn Becker

**OTHERS:** Craig Bernstein, Greg Bruckbauer, Dr. Karen Brzezinski, Logan Hamman, Carrie Kasubaski, Ryan Kowski, Dr. Mandy Lang, Angie Morgan, Brad Russell, Dr. Chris Severson, and Angie Susa

**B. OPEN MEETING CERTIFICATION** – Richard Merdan

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.

**C. APPROVAL OF COMMITTEE MINUTES (OCTOBER 14, 2024 MEETING)** – Richard Merdan

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a voice vote, approved the minutes as presented.

**D. ANTHOLOGY**– Brad Russell

An Anthology ERP project implementation status update was provided. Further conversation with Anthology will occur to meet deadlines and budget.

**E. BOARD POLICIES** – Dr. Shelly Mondeik

As part of the Board Policy review conducted every other year. Policies, including requested changes, were presented and discussed. Action to approve will be requested during the Board meeting.

**F. ADJOURNMENT** – Richard Merdan

There being no further action or business, the meeting adjourned at 5:24 p.m. with a motion by Mr. Whitmore, seconded by Ms. Vang, upon a voice vote.

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Betty Bruski Mallek, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

## DISTRICT BOARD OF DIRECTORS

**Monday, December 16, 2024**

**Immediately Following Committee-of-the-Whole**

Mid-State Wisconsin Rapids Campus; Room L133-134

500 32<sup>nd</sup> Street North, Wisconsin Rapids

## AGENDA

**A. CALL TO ORDER – RICHARD MERDAN**

**B. ROLL CALL**

**C. OPEN MEETING CERTIFICATION – RICHARD MERDAN**

*This December 16, 2024, 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 – RICHARD MERDAN**

*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 NOVEMBER 18, 2024 BOARD MEETING MINUTES (Voice Vote) – RICHARD MERDAN**

**F. ACTION ON CONSENT AGENDA (Roll Call Vote) – RICHARD MERDAN**

**1. Payment of Bills and Payroll**

*District bills for November 2024 total \$573,336.49 of which \$425,080.23 represents operational expenditures and \$148,256.26 represents capital expenditures. Payroll disbursements for November totaled \$2,494,645.45 plus \$28,670.68 for travel and miscellaneous reimbursements, and \$736,464.66 in fringe benefits, for a total payroll disbursement of \$3,259,780.79. Administration recommends approval of the payment of these obligations totaling \$3,833,117.28.*

2. Contracted Service Agreements

*The District has entered into fourteen contracted service agreements totaling \$63,492.47. The individual contracts are available for review upon request. Administration recommends approval of these contracts.*

3. Procurements for Goods and Services

*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

*Approval of hires and resignations of contracted staff per State Statute 118.22(2) is requested.*

**G. CHAIRPERSON'S REPORT – RICHARD MERDAN**

1. Meeting attendance
2. District Boards Association (DBA)
3. Association of Community College Trustees (ACCT)
4. Next meeting date – December 16

**H. PRESIDENT'S REPORT – DR. 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. Review of Consent Agenda Items
    1. Payment of Bills and Payroll
    2. Contracted Service Agreements
    3. Procurement for Goods and Services
  - b. Treasurer's Report for FY25
  - c. Bid #839 – Universal Testing Machine (*Roll Call Vote*)
  - d. Informational Items
    1. FY24 Mid-State Technical College Foundation Audit
    2. Finance Implications for Topics in Other Committees
2. Academic & Student Services Committee
  - a. Review of Consent Agenda Items
  - b. Informational Items
    1. 2023-2024 Mid-State Assessment Report

2. Campus Advisory Committees

3. Human Resources & External Relations Committee

- a. Review of Consent Agenda Items
  - 1. District Board Approval of Hires and Resignations of Contracted Staff
- b. Informational Items
  - 1. Winter Celebration
  - 2. Neurodiversity activities
  - 3. Continuing Education Spring 2025 Catalog

4. Committee-of-the-Whole

- a. AMETA™ Center Recap

**J. DISCUSSION & ACTION – RICHARD MERDAN**

K-12 Annual Report – Dr. Mandy Lang and Jackie Esselman

*Presentation of the 2023-2024 K-12 Annual Report will be made. This will include dual credit and transition information.*

**K. ADJOURNMENT (Voice Vote) – RICHARD MERDAN**

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

AMETA™ Center	November 18, 2024
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**A. CALL TO ORDER** – Richard Merdan

The meeting was called to order at 5:28 p.m.

**B. ROLL CALL**

**PRESENT:** Betty Bruski Mallek, Richard Merdan, Ronald Rasmussen, Charles Spargo, Terry Whitmore, Are Vang (departed meeting at 6:05 p.m.), Ryan Zietlow and Dr. Shelly Mondeik

**EXCUSED:** Shawn Becker

**OTHERS:** Craig Bernstein, Greg Bruckbauer, Dr. Karen Brzezinski, Logan Hamman, Carrie Kasubaski, Ryan Kowski, Dr. Mandy Lang, Angie Morgan, Brad Russell, Dr. Chris Severson, and Angie Susa

**C. OPEN MEETING CERTIFICATION** – Richard Merdan

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** –Richard Merdan

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

**E. APPROVAL OF MINUTES**

Following discussion and correction of the Consent Agenda contracted services total; motion by Mr. Spargo, seconded by Mr. Whitmore, upon a voice vote, approved minutes from the board meeting held October 14, 2024.

**F. CONSENT AGENDA**

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

1. The district’s bills for the month of October 2024 were presented. These bills totaled \$2,632,670.75 of which \$1,561,471.77 represents operational expenditures and \$1,291,091.21 represents capital expenditures. The district’s payroll for the month of October totaled \$1,663,615.22 plus \$21,440.56 for travel and miscellaneous reimbursements and \$628,147.67 in fringe benefits. The district’s bills and payroll totaled \$5,165,766.43.

2. Entered into the following contracted service agreements totaling \$26,333.76:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
147194	Cougar Paths	\$ 1,500.00
147195	Gourmet Wine & Food Pairings	\$ 2,675.75
147196	FANUC Robotic Training	\$ 8,200.00
147197	OSHA 30 – General Industry	\$ 2,000.00
147198	OSHA 10 – General Industry	\$ 800.00
147199	OSHA 30 – General Industry	\$ 2,500.00
147200	OSHA 10 – General Industry	\$ 1,500.00
147201	Supervisory Training	\$ 3,870.00
147202	Security Officer Firearms Training	\$ 300.00
147203	Heartsaver CPR AED	\$ 958.01
147204	Tree Tech	\$ 300.00
147205	Strategic Team Building	\$ 800.00
147206	QuickBooks Online – Beginners	\$ 620.00
147207	Technical Assistance for QuickBooks Online	\$ 310.00

3. Approved the following procurement(s) for goods and services:  
 There are no procurements requiring Board Approval
4. District Board Approval of Hires and Resignations of Contracted Staff  
 Hired: Roberta DeBot (effective October 19, 2024); Instructor, Nursing
5. Ethics Resolution  
 WHEREAS, technical college district board members, district directors, and other key administrative staff of technical college districts are subject to the State Code of Ethics.

THEREFORE, BE IT RESOLVED that, for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, Sections 19.41 through 19.59, Stats., the Mid-State Technical College District Board of Directors designates the following positions deputy, associate, or assistant district directors and indicates its intention that the current occupants of these positions and their successors be subject to the Wisconsin Ethics Code:

<u>Position</u>	<u>Occupant</u>
President	Dr. Shelly Mondeik 1421 Lily Lane Wisconsin Rapids, WI 54494
Vice President, Academics	Dr. Chris Severson 210 N 36 <sup>th</sup> Avenue Wausau, WI 54401
Vice President, Finance & Facilities	Greg Bruckbauer 575 W River Road Rudolph, WI 54475
Vice President, Human Resources & Organizational Development	Dr. Karen Brzezinski 3211 1 <sup>st</sup> Street South Wisconsin Rapids, WI 54494
Vice President, Student Services & Enrollment Management	Dr. Amanda Lang 9395 Vermillion Street Milladore, WI 54454-9700
Vice President, Information Technology	Brad Russell 1160 Bellview Drive Wisconsin Rapids, WI 54494
Director, Foundation & Alumni	Micki Dirks-Luebbe 6102 Tricia Avenue Weston, WI 54476

**G. CHAIRPERSON'S REPORT** – Richard Merdan

1. Mr. Becker asked to be excused this evening.
2. The District Boards Association will hold its fall meeting in Appleton on November 20-23. Ms. Bruski Mallek, Mr. Merdan, Mr. Spargo, and Mr. Whitmore plan to attend.
3. ACCT Leadership Congress was held October 23-26 in Seattle. Mr. Merdan and Mr. Spargo attended. Both commented on the sessions they attended. In addition, a recap was sent to all Board members.



They also expressed congratulations to Dr. Mondeik for her recognition of Central Region CEO of the Year during the Leadership Congress.

4. A Board Appointment Committee meeting was held November 14<sup>th</sup> to appoint an Employer Member. That appointment will be sent to the WTCS Board for consideration during their January meeting.
5. Mid-State's Commencement Ceremony will be held Saturday, December 14 at 11:00 a.m. Mr. Merdan will provide the Board Address.
6. Future meeting dates (times unless otherwise announced):  
**MONTHLY MEETING**  
Monday, December 16, 2024                      **Committee-of-the-Whole:** 4:00 p.m.  
Wisconsin Rapids Campus                      **Board Meeting:** Following Committee-of-the-Whole

**H. FOUNDATION REPORT** – Dr. Karen Brzezinski

1. Two new Board members were approved recently for the Foundation Board of Directors.
2. An Alumni Event will be held at the AMETA™ Center on November 25. This event is being led by two Foundation Board members who are also alumni of the college.
3. Foundation 2024 Alumni of the Year Stephen Kage, a 1978 Civil Engineering graduate, was named. He will provide an address during commencement.
4. The Foundation Trap Event hosted 70 shooters and netted \$6,200 profit this year. Thank you to sponsors.
5. On November 7, 188 scholarships were awarded during the annual Scholarship Reception.

**I. PRESIDENT'S REPORT** – Dr. Shelly Mondeik

1. Dr. Mondeik welcomed guests to the meeting and introduced Carrie Kasubaski. Ms. Kasubaski will be joining Mid-State as the Vice President, Finance in January 2025 following Mr. Bruckbauer's retirement.
2. Mid-State was named in the top 10 for a Bellwether Award. The nomination focuses on Mid-State's AMETA™ Center and the grassroots efforts to achievement.
3. Campus activities were highlighted. Activities included a Retiree Reception, New Employee Reception, Foundation Scholarship Reception and 10 Year Celebration at Mid-State's Downtown Stevens Point Campus. In addition, Mid-State hosted the WTCS CFO group and Dr. Mondeik completed six College Conversation sessions.
4. Mid-State hosted the WTCS State Board at the AMETA™ Center. The meeting included a presentation by Mid-State on partnerships, a Center tour and presentation of the Futuremaker Partner Award to Gamber Johnson. Mid-State also hosted the Presidents Association meeting.

**J. COMMITTEE REPORTS**

1. FINANCE & INFRASTRUCTURE COMMITTEE – Charles Spargo
  - a. TREASURER'S REPORT FOR FY25: Reviewed with the Board. No questions or concerns arose.
  - b. FY24 BUDGET AMENDMENTS: End-of-year closing entries and audit work require amendments to the college's FY24 budget prior to finalizing the annual audit. They include usual and customary amendments.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved the following FY24 Budget Amendment:

WHEREAS, the FY24 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 19, 2023, and amended on April 15, 2024, 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 operational budgets; and

WHEREAS, the Special Revenue – Aidable Fund budget was adjusted for dual credit budgets, and

WHEREAS, the Capital Projects budget was adjusted to reflect current year project estimates and the addition of or modification of grants; and

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following FY24 budgetary revisions:

FUND	FUNCTION RESOURCE	APPROPRIATION CHANGE	MODIFIED APPROPRIATION
General	Instruction	(\$1,822,967)	\$21,069,726
General	Instructional Resources	1,006	1,059,941
General	Student Services	43,947	5,189,833
General	General Institutional	(94,417)	6,303,740
General	Physical Plant	118,805	2,339,917
Special Revenue – Aidable	Instruction	1,080,970	2,166,155
Special Revenue – Aidable	Physical Plant	0	2,630
Capital Projects	Instruction	(2,541,034)	2,863,056
Capital Projects	Instructional Resources	7,339	405,338
Capital Projects	Student Services	0	277,802
Capital Projects	General Institutional	15,218	3,547,142
Capital Projects	Physical Plant	(1,154,341)	10,808,437
Debt Service	Physical Plant	0	8,018,490
Enterprise	Auxiliary Services	0	1,283,626
Internal Services	Auxiliary Services	0	5,991,149
Special Revenue – Non-Aidable	Instruction	0	475,000
Special Revenue – Non-Aidable	Student Services	0	8,273,204
Special Revenue – Non-Aidable	General Institutional	0	291,903
Total Appropriations	Operating Expenditures	(\$4,345,474)	\$80,367,089

BE IT FUTHER RESOLVED that these budget modifications comply with the district board’s policy; 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

- c. FY24 AUDITED FINANCIAL STATEMENTS: A representative from Wipfli LLP presented the Audited Financial Statements for the fiscal year ending June 30, 2024. The committee discussed in detail the statements and they were then presented in summation for the full board. A clean unmodified opinion was presented with no compliance issues.

Motion by Mr. Spargo, seconded by Mr. Zietlow, upon a roll call vote, unanimously approved the FY24 Finance Statements as presented.

- d. BID #838 – COMPACT CRAWLER CRANE: Results of Bid #838 for the Compact Crawler Crane were presented and discussed. Two contractors presented bids. Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the lowest qualified bidder, Great Lake Lifting, in the amount of \$76,700.00 contained in the following Resolution for Awarding Bid #838 Mobile Crane (Compact Crawler):

WHEREAS the college has need for mobile crane at the Wisconsin Rapids Campus; and

WHEREAS, the proposed item was coordinated with, and approved by Mid-State's School of Applied Technology staff; and

WHEREAS the bids for #838 were submitted, documented, opened, recorded, and scored in accordance with College and WTCS policies, and

WHEREAS, Administration has provided its recommendations to the District Board for the selection of the item and the District Board wishes to award the selection of the item.

BE IT RESOLVED that the Mid-State Technical College Board accepts and approves the awarding of Bid #838 to Great Lakes Lifting and in the amount of \$76,700.00, commencing on November 19, 2024 as recommended to the Board by Administration, as set forth in the schedules attached hereto.

BE IT FURTHER RESOLVED that the Mid-State Technical College Board approved the funding of equipment in the FY2025 capital budget.

- e. RESOLUTION RELATED TO AMETA CENTER EQUIPMENT FUNDING: Due to a timing issue, Administration discussed with committee the need for a resolution authorizing awarding of bids for AMETA™ Center equipment using EDA and DOA funds. Administration will accept those bids.

Motion by Mr. Spargo, seconded by Mr. Whitmore, upon a roll call vote, unanimously approved the following Resolution Authorizing College Administration to Award Bids for AMETA Center Equipment Using EDA & DOA Funds:

WHEREAS, the College Board recognizes the need for new equipment for the AMETA Center to enhance educational and operational capabilities;

WHEREAS, the Economic Development Administration (EDA) has provided matched funds to support the procurement of equipment;

WHEREAS, the Wisconsin Department of Administration (DOA) has provided funds to support the procurement of equipment;

WHEREAS, College Board has been made aware of the misalignment between the grant performance periods and the bid letting process;

WHEREAS, the misalignment risks the College's ability to maximize the two aforementioned grants;

WHEREAS, the College has funding available for equipment to maximize grant funding, not to exceed \$242,000;

BE IT RESOLVED that the College Board hereby authorizes the College Administration to award bids for the procurement of equipment for the AMETA Center, utilizing the EDA and DOA grant funds, with total expenditures not to exceed \$242,000 of college funds, if needed;

BE IT FURTHER RESOLVED that the College Administration is authorized to take all necessary actions to implement this resolution.

f. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.

2. ACADEMIC & STUDENT SERVICES COMMITTEE – In place of Shawn Becker, Are Vang

a. ACADEMIC PROGRAMMING

The Committee reviewed and discussed the following programming recommendations prior to review by the full Board of Directors.

Program Approval – Air Conditioning, Heating, & Refrigeration Technology

Supported by business and industry and following need demonstration and curriculum input, a new 60-credit Air Conditioning, Heating, & Refrigeration Technology Associate Degree Program is being developed for Fall 2025.

Motion by Ms. Vang, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved Program Approval of the Air Conditioning, Heating, & Refrigeration Technology Associate Degree program.

Shared Program Approval – Substance Use Disorder Counseling Associate Degree

This 67-credit program, shared with Nicolet Area Technical College, has demonstrated need and industry support. Costs will include curriculum development and faculty travel. A Fall 2025 start is targeted.

Motion by Ms. Vang, seconded by Mr. Spargo, upon a roll call vote, unanimously approved Shared Program Approval of the Substance Use Disorder Counseling Associate Degree program.

Program Suspension – Renewable Energy Technician

In response to changing industry needs, the College is seeking approval to suspend the program. Currently, three students are enrolled with one graduating and two transferring to a new program.

Motion by Ms. Vang, seconded by Mr. Spargo, upon a roll call vote, unanimously approved Program Suspension of the Renewable Energy Technician program.

b. 2023-2024 MID-STATE ASSESSMENT REPORT: No update was provided.

c. LEGISLATIVE UPDATE: Information regarding election results was shared. School referendums in the Mid-State District were also highlighted.

3. HUMAN RESOURCES & EXTERNAL RELATIONS – Richard Merdan

- a. FALL ENGAGEMENT ACTIVITIES: Over 50 families took part in the Fall Family Fun activity. Mid-State's Retiree Reception was also recently held and 45 attended. The Employee Winter Celebration is scheduled for December 16 at each campus location.
- b. COMMERCIAL DRIVER LICENSE AT MID-STATE TEHCNICAL COLLEGE: A workforce training opportunity with a district employer was presented. Mid-State will host the online theory portion of CDL training while Draxler Transport will provide trucks and do the on-the-road training.

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

1. ANTHOLOGY: An progress update on the Anthology project was provided. Progress is being made, however, module target dates are being pushed back. Conversation regarding impact is being had at the college and with Anthology.
2. BOARD POLICIES: Over a three month period all Board Policies were presented for review and discussion. Changes were presented.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a roll call vote, unanimously approved all Board Policies as presented.

**L. DISCUSSION & ACTION**

1. MARKETING AWARD: Mid-State recently received a regional award for a marketing campaign. The videos were shown and award criteria discussed. Mid-State's gold metal in the Digital Advertisement category was shared.

**M. CLOSED SESSION** – Richard Merdan

The Board entertained a motion to convene in closed session, per Section 19.85(1)(c) and (f) Wisconsin Statutes; considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; (consider information regarding Administrative employee candidate; consider ad hoc hiring committee appointment). 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 any further action that is necessary and appropriate. The Board will thereafter entertain a motion to adjourn the meeting.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved closed session as announced beginning at 6:38 p.m.

**N. ADJOURNMENT** – Richard Merdan

Motion by Mr. Whitmore, seconded by Mr. Spargo, upon a roll call vote, unanimously approved reconvening in open session at 6:55 p.m.

Mr. Merdan announced the Board held discussion on the Boards perspective on DBA agenda items A. and B. for the upcoming meeting.

There being no further action or business of the Board, the meeting adjourned at 6:56 p.m. with a motion by Mr. Whitmore, seconded by Mr. Zietlow, upon a voice vote.

Paid Invoice Listing November 2024

Account	Descr	Name	Sum Amount	Notes
2106	Accrued Encumbrances	6 AM MARKETING, INC.	2,000.00	
2106	Accrued Encumbrances	FINGER PUBLISHING, INC	695.00	
2106	Accrued Encumbrances	HENRICKSEN & COMPANY, INC.	400.58	
2106	Accrued Encumbrances	J. H. FINDORFF & SON INC	18,248.68	
2106	Accrued Encumbrances	LAMAR COMPANIES	1,195.00	
2106	Accrued Encumbrances	MULTI MEDIA CHANNELS LLC	744.00	
2129	Emergency Funding Foundation	MID-STATE TECHNICAL COLLEGE FOUNDATION	500.00	
2260	United Fund Payable	MARSHFIELD AREA UNITED WAY	2,326.00	
2260	United Fund Payable	UNITED WAY OF PORTAGE COUNTY	3,940.00	
2260	United Fund Payable	UNITED WAY OF SOUTH WOOD COUNTY	5,647.00	
2264	Garnishments	TRUSTEE MONT MARTIN	145.15	
4118	Real Tax Levy Refunds	CITY OF MARSHFIELD	673.44	
4118	Real Tax Levy Refunds	TOWN OF BIG FLATS	15.80	
4118	Real Tax Levy Refunds	Town of New Chester	44.18	
4118	Real Tax Levy Refunds	TOWN OF PRESTON	40.98	
4118	Real Tax Levy Refunds	TOWN OF SHERWOOD	135.95	
4692	Scholarship Revenue	MID-STATE TECHNICAL COLLEGE	2,500.00	
5201	Travel - Meeting Expenses	CENTERGY INC	802.62	WIG Payment
5201	Travel - Meeting Expenses	ERIN ELIZABETH JACOBSON	2,000.00	
5201	Travel - Meeting Expenses	PORTAGE COUNTY BUSINESS COUNCIL INC	616.00	
5201	Travel - Meeting Expenses	Stratton, Tami	216.00	
5201	Travel - Meeting Expenses	WTCS	120.00	
5213	Dues Memberships Subscriptions	NATIONAL COUNCIL FOR STATE AUTHORIZATION	2,200.00	
5213	Dues Memberships Subscriptions	WISCONSIN MANUFACTURERS & COMMERCE	855.00	
5230	Instructional Supplies	AIRGAS USA LLC	18.41	
5230	Instructional Supplies	AUTOZONE	5.58	
5230	Instructional Supplies	AUTOZONE	493.58	
5230	Instructional Supplies	CENTRAL WI AUTO PARTS - NAPA	240.95	
5230	Instructional Supplies	HOME BUTCHERING SUPPLIES, LLC	257.75	
5230	Instructional Supplies	LONDERVILLE STEEL ENTERPRISES INC	1,690.35	
5230	Instructional Supplies	MISSISSIPPI WELDERS SUPPLY CO., INC	2,366.26	
5230	Instructional Supplies	MOCK MEDICAL LLC	123.38	
5230	Instructional Supplies	O'REILLY AUTOMOTIVE INC	250.66	
5231	Noninstructional Supplies	ADVANCED PHYSICAL THERAPY	120.00	
5231	Noninstructional Supplies	BOYS & GIRLS CLUB OF PORTAGE COUNTY INC	1,629.01	WIG Payment
5231	Noninstructional Supplies	BOYS & GIRLS CLUB OF THE WIS RAPIDS AREA	20.40	WIG Payment
5231	Noninstructional Supplies	CENTERGY INC	100.20	WIG Payment
5231	Noninstructional Supplies	CITY OF MARSHFIELD	25.43	
5231	Noninstructional Supplies	INSIGHT FS	2,404.02	
5231	Noninstructional Supplies	MADA EMB & SCREEN PRINTING	2,631.00	
5231	Noninstructional Supplies	MISSISSIPPI WELDERS SUPPLY CO., INC	111.90	
5231	Noninstructional Supplies	NASSCO, INC.	3,385.41	
5231	Noninstructional Supplies	O'REILLY AUTOMOTIVE INC	10.78	
5231	Noninstructional Supplies	WI Rapids Police Department	5,000.00	
5232	Minor Equipment	O'REILLY AUTOMOTIVE INC	8.99	
5232	Minor Equipment	PAC Knife Sales, LLC	1,017.00	
5271	Advertising Promotions	6 AM MARKETING, INC.	20,369.65	
5271	Advertising Promotions	CAREERBUILDER, LLC	350.00	
5271	Advertising Promotions	MULTI MEDIA CHANNELS LLC	45.00	
5271	Advertising Promotions	NICOLET PROMOTIONS INC	27.50	
5271	Advertising Promotions	ODC	450.00	
5271	Advertising Promotions	WI Education Fair	535.00	
5281	Repairs	HEARTLAND BUSINESS SYSTEMS	978.75	
5283	Building Repair	Commercial Roofing, Inc.	968.00	
5283	Building Repair	E-CON ELECTRIC, INC.	1,518.73	
5283	Building Repair	FIRST SUPPLY LLC-PLOVER	714.86	
5284	Grounds Repair	HORST DISTRIBUTING INC	2,165.08	
5351	Other Contracts and Services	AIR DEMAND, LLC	1,276.35	
5351	Other Contracts and Services	CAHIIM	3,300.00	
5351	Other Contracts and Services	CENTERGY INC	5,610.00	WIG Payment
5351	Other Contracts and Services	CENTRAL WISCONSIN SPRINKLERS LLC	860.00	
5351	Other Contracts and Services	CHAT-R-BOX RESTAURANT AND CATERING	4,800.00	
5351	Other Contracts and Services	CHILDCARING, INC.	960.00	
5351	Other Contracts and Services	GROUNDS DETAIL SERVICE LLC	9,777.12	
5351	Other Contracts and Services	HIRERIGHT LLC	1,151.48	
5351	Other Contracts and Services	INTERNET2	400.00	
5351	Other Contracts and Services	LAKESHORE TECHNICAL COLLEGE	55,392.97	WILM Charges
5351	Other Contracts and Services	NEKOOSA SCHOOL DISTRICT	233.28	
5351	Other Contracts and Services	PER MAR SECURITY SERVICES	5,071.20	
5351	Other Contracts and Services	POINT PLOWING, LLC	12,697.24	
5351	Other Contracts and Services	STOCOR PORTABLE STORAGE LLC	940.00	
5351	Other Contracts and Services	TOTAL ENERGY SYSTEMS LLC	1,248.00	
5351	Other Contracts and Services	TWEET/GAROT MECHANICAL INC	9,085.00	
5351	Other Contracts and Services	US OMNI & TSACG COMPLIANCE SERVICES, INC	94.00	
5351	Other Contracts and Services	WAUKESHA COUNTY TECHNICAL COLLEGE	978.77	
5351	Other Contracts and Services	WI DEPT OF JUSTICE	610.00	
5351	Other Contracts and Services	WOLTER, INC.	653.13	
5352	Maintenance Contracts	BAUERNFEIND BUSINESS TECHNOLOGIES INC	953.24	
5353	Professional Fees	Boardman & Clark LLP	3,989.00	
5357	Software maint annual agreemen	WERNER ELECTRIC SUPPLY COMPANY INC	5,534.20	
5357	Software maint annual agreemen	WISNET	25.00	
5411	Equipment Rental	AIRGAS USA LLC	291.08	
5441	Equipment Rental	DISTRICTS MUTUAL INSURANCE	487.00	
5452	Electricity Expense	ALLIANT ENERGY/WP&L	1,170.14	
5452	Electricity Expense	MARSHFIELD UTILITIES	4,291.17	
5452	Electricity Expense	WATER WORKS & LIGHTING COMMISSION	23,930.97	
5452	Electricity Expense	WI PUBLIC SERVICE CORP	8,413.47	
5453	Sewer Water	MARSHFIELD UTILITIES	589.64	
5453	Sewer Water	WATER WORKS & LIGHTING COMMISSION	2,624.42	
5454	Heat	WE ENERGIES	9.74	
5454	Heat	WI PUBLIC SERVICE CORP	556.51	
5454	Heat	WORLD FUEL SERVICES, INC.	2,982.59	
5455	Telephone	AT&T	24.81	
5455	Telephone	AT&T	819.84	
5455	Telephone	AT&T	981.25	



# November Accepted Contract Service Agreements

Meeting on December 16, 2024

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
147208	Amherst	Business and Industry	Print Reading 2	2	4	475.00
147209	Marshfield	Business and Industry	Farm Tour (Sponsors and Presenters)	6	150	-
147210	Marshfield	Business and Industry	OSHA 10 for Construction	12	7	2,100.00
147211	Plover	Business and Industry	Foundational Electrical Theory	40	5	9,600.00
147212	Waukesha	Wisconsin Local Governmental Units	Co-located Detention Facility Certification	24	10	2,900.00
147213	Stevens Point	Business and Industry	Cyber Security Live-Fire Cyber Range Workshop	4	20	9,900.00
147214	Stevens Point	Business and Industry	Weld Testing	4	3	1,485.00
147215	Merrill	Business and Industry	Fundamentals of Leadership Skills	12	20	6,900.00
147216	Stevens Point	Business and Industry	Multi-level speaking skills for ELL	16	12	2,548.47
147217	Rudolph	Business and Industry	DISC Assessment	3	39	4,750.00
147218	Vesper	Business and Industry	CDL Entry Level Driver Training	36	2	13,600.00
147219	Madison	Public Educational Institutions - Postsecondary	Phlebotomy Confirmatory Draw Initial	8	12	4,284.00
147220	Stevens Point	Business and Industry	Confined Space Entry Training	4	16	1,250.00
147221	Madison	Business and Industry	PLC	24	20	3,700.00
					<b>Total:</b>	<b>\$63,492.47</b>

# November Contract Training Proposals

For Informational Purposes

Monthly Contract Training Proposal Recap - November 2024						
Proposal #	Bill to City	Industry Type	Type of Service	Proposal Amount	Current Status	
1218	Plover	Business and Industry	First Aid - CPR - AED	\$2,180.00	Presented	
1217	Wisconsin Rapids	Education	ELL Course at Monogram - WIG	\$2,500.00	Accepted	
1216	Kenosha	Education	WWHEL Conference Social	\$1,410.00	Accepted	
1211	VESPER	Business and Industry	Entry-level Driver Training	\$13,400.00	Accepted	
1210	Marshfield	Business and Industry	MAHRA - November Meeting (Safety)	\$500.00	Denied	
1209	Stevens Point	Business and Industry	Security Firearms Qualification	\$1,200.00	Presented	
1208	Stevens Point	Education	AI Applications for Faculty	\$2,500.00	Presented	
1204	Athens	Government	First Aid / CPR / AED	\$2,200.00	Presented	
1201	Waukesha	Government	Juvenile Detention Training	\$2,900.00	Accepted	
1200	Sheboygan	Education	Management Services Agreement	\$46,250.00	Accepted	
1199	Ringle	Business and Industry	Welding Certification - Pipe Welding	\$840.00	Presented	
1197	Stevens Point	Business and Industry	BLS - Renewal Certification Training	\$690.00	Presented	
1193		Business and Industry	2025 Farm Tour Sponsorships	\$100.00	Accepted	
<b>TOTAL</b>				<b>\$76,670.00</b>		



**FINANCE & INFRASTRUCTURE COMMITTEE**  
**Procurement of Goods and Services**  
**December 16, 2024 Board Meeting**

	<b>Amount</b>	<b>Procurement Method</b>
<b><u>Procurements Requiring Board Action</u></b>		
<b>Subtotal for Procurements Requiring Board Action</b>	-	
<b><u>Procurements Not Requiring Board Action</u></b>		
School of Applied Technology - Greenhouse Glass Replacement United Greenhouse Systems Inc	26,855.76	Bid # 837
<b>Subtotal for Procurements Not Requiring Board Action</b>	<b>26,855.76</b>	
<b><u>Procurements Approved in Budget Process Not Requiring Board Action</u></b>		
<b>Subtotal for Budgeted Procurements</b>	-	
<b><u>Mandatory Procurements Not Requiring Board Action</u></b>		
LakeShore Technical College - WILM Monthly Charge	55,392.97	Mandatory
<b>Subtotal for Mandatory Procurements</b>	<b>55,392.97</b>	
<b><u>Emergency Procurements</u></b>		
<b>Subtotal for Emergency Procurements</b>	-	
<b>Grand Total</b>	<b>82,248.73</b>	

**FINANCE & INFRASTRUCTURE COMMITTEE**  
**Procurement of Goods and Services**  
**December 16, 2024 Board Meeting**

**PROCUREMENT & SELECTION METHODS DEFINED**

Mid-State Technical College and the Wisconsin Technical College System have purchasing policies. The purchasing

**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

**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,

**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.

**FY25 Budget Notifications Made in the Month of November 2024**

Project #	Grant Title or Description	Type	Reason for Budget Change	Budgeted Revenue Change	Budgeted Expense Change	Budgeted Fund Balance Change
Fund 1 - General Fund Budget Notifications				-	-	-
Fund 2 - Special Revenue Non-Aidable Fund Budget Notifications				-	-	-
Fund 3 - Capital Projects Fund Budget Notifications				-	-	-
Fund 4 - Debt Service Fund Budget Notifications				-	-	-
Fund 7 - Special Revenue Non-Aidable Fund Budget Notifications				-	-	-
<b>Total Budget Changes For The Month</b>				-	-	-

**MID-STATE TECHNICAL COLLEGE**  
**Budgeted Revenues, Expenditures and Changes in Fund Equity**  
**For the Five Months Ending Saturday, November 30, 2024**

	General Operations & Grants		Special Rev Aidable Fund		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales & Self Funded Insurance		Special Rev Non-Aidable Fund		Total Current		Percentage of Total		Original Budget
	Fund 1	Fund 2	Fund 2	Fund 2	Fund 3	Fund 4	Fund 4	Fund 5	Fund 5	Fund 6	Fund 6	Fund 7	Fund 7	Budget	Budget	Current Budget	Total Budget		
<b>Revenues</b>																			
Local Government	7,331,934			6,996,845								483,406		14,328,779		23.7%	\$14,328,779		
Student Fees	7,250,015	116,805										866,000		7,850,226		13.0%	\$7,850,226		
State Aid & Grants	19,093,259	1,676,515	1,656,013	115,000	1,058,500	504,821						612,000		21,615,272		35.8%	\$20,684,554		
Institutional	665,558		15,425									6,675,000		4,647,819		7.7%	\$4,939,227		
Federal	3,073,800		2,196,015											11,944,815		19.8%	\$7,856,765		
<b>Total Revenues</b>	<b>37,414,566</b>	<b>1,793,320</b>	<b>3,867,453</b>	<b>7,111,845</b>	<b>1,058,500</b>	<b>504,821</b>	<b>8,636,406</b>	<b>60,386,911</b>	<b>100%</b>								<b>55,659,551</b>		
<b>Expenditures</b>																			
Salaries and Wages	20,655,111	490,467	368,062	259,311	83,517	115,000						316,437		22,089,388		31.2%	21,740,497		
Benefits	7,852,393	150,131	136,101	82,780								167,250		9,033,713		12.7%	8,918,571		
Current Expenditures	9,287,160	1,133,255										7,852,364		10,785,445		15.2%	8,765,950		
Student Financial Aid & Activities														7,852,364		11.1%	7,852,364		
Resale	2,940													1,151,786		1.6%	1,151,786		
Capital Outlay			11,458,999	1,274,881										12,733,880		18.0%	7,591,712		
Debt Retirement				7,222,726										7,222,726		10.2%	8,497,607		
<b>Total Expenditures</b>	<b>37,797,604</b>	<b>1,773,853</b>	<b>11,963,162</b>	<b>8,497,607</b>	<b>1,184,633</b>	<b>504,821</b>	<b>9,147,622</b>	<b>70,869,302</b>	<b>100%</b>								<b>64,518,487</b>		
<b>Changes in Fund Equity</b>																			
Budgeted Fund Equity	<b>11,356,804</b>	<b>181,216</b>	<b>524,741</b>	<b>1,148,749</b>	<b>690,030</b>	<b>2,501,101</b>	<b>5,425,054</b>	<b>21,827,695</b>									<b>21,827,695</b>		
Current Revenue over Expenses	(383,038)	19,467	(8,095,709)	(1,385,762)	(126,133)	(1,350,000)	(511,216)	(10,482,391)									(8,858,936)		
<b>Other Sources and Uses:</b>																			
Proceeds from Debt			6,407,000	1,093,000				7,500,000									7,500,000		
Interfund Transfers In	470,000							470,000									470,000		
Interfund Transfers Out								(470,000)									(470,000)		
Repayment of Debt																			
<b>Budgeted Ending Fund Equity</b>	<b>11,443,766</b>	<b>200,683</b>	<b>(1,163,968)</b>	<b>855,987</b>	<b>443,897</b>	<b>2,151,101</b>	<b>4,913,838</b>	<b>18,845,304</b>									<b>20,468,759</b>		



**Mid State Technical College  
Combined Balance Sheet - All Fund Types and Account Groups  
November 30, 2024**

With comparative totals for November 30, 2023

	Governmental Fund Types				Proprietary Fund Types			Fiduciary	
	General	Special Rev Aidable	Capital Projects	Debt Service	Enterprise	Internal Service	Fund Type		
							Non-Aidable	Memorandum only	
<b>ASSETS AND OTHER DEBITS</b>									
Cash	3,830,510		6,482,537	1,917,011	2,000	1,516,845	6,302,947	13,748,903	18,017,433
Investments								6,302,947	5,687,423
Receivables:									
Property taxes									14,180,667
Accounts receivable	17,939,677	115,231	2,547,112	6,209,889	288,729	854,006	211,454	21,102,203	11,977,612
Due from other funds		105,472					188,555	7,357,922	7,470,338
Inventories - at cost					352,417			352,417	561,408
Prepaid Assets									
Other Current Assets									
Fixed assets - at cost, less accumulated depreciation, where applicable					333,546			333,546	343,413
General Long Term Debt									
All Other Noncurrent Assets									
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>21,770,187</b>	<b>220,703</b>	<b>9,029,649</b>	<b>8,126,900</b>	<b>976,692</b>	<b>2,370,851</b>	<b>6,702,956</b>	<b>49,197,938</b>	<b>58,238,294</b>

**LIABILITIES, FUND EQUITY AND OTHER CREDITS**

<b>LIABILITIES</b>									
Accounts Payable	177,821	1,047	422,671		29,032			630,571	\$543,729
Accrued Liabilities:									
Wages									
Employee related payables	671,010							671,010	278,377
Vacation	543,101	21,717			15,717		11,904	592,439	437,849
Other current liabilities					6,375			6,375	4,521
Due to other funds	4,313,264		2,469,687		574,971			7,357,922	7,470,336
Deferred Revenues	510,614							510,614	423,331
Def Compensation Liability									
General Long Term Debt Group									
<b>TOTAL LIABILITIES</b>	<b>6,215,810</b>	<b>22,764</b>	<b>2,892,358</b>	<b>-</b>	<b>628,095</b>	<b>-</b>	<b>11,904</b>	<b>9,768,931</b>	<b>9,158,143</b>

**Fund equity and other credits**

Retained Earnings					381,532	102,328	12,929	496,789	1,041,143
Res for Prepaid Expenditures	2,550	2,162						4,712	4,000
Reserve for Self-Insurance						2,220,969		2,220,969	2,358,426
Reserve for Student Gov & Org							87,710	87,710	72,113
Res for Student Fin Assistance							131,293	131,293	127,954
Res for Post-Employ Benefits							6,473,942	6,956,216	6,913,136
Reserve for Capital Projects	482,274		3,452,233					3,452,233	7,680,715
Res for Cap Proj - Motorcycle			64,113					64,113	63,280
Reserve for Debt Service				1,149,325				1,149,325	977,435
Designated for Operations	7,842,852	73,921						7,916,773	7,888,082
Des for State Aid Fluctuations	644,640							644,640	603,420
Des for Subsequent Year	2,524,365	89,449						2,613,814	2,425,593
<b>TOTAL FUND EQUITY AND OTHER CREDITS</b>	<b>11,496,681</b>	<b>165,552</b>	<b>3,516,346</b>	<b>1,149,325</b>	<b>381,532</b>	<b>2,323,297</b>	<b>6,705,874</b>	<b>25,738,587</b>	<b>30,155,297</b>
Year-to-date excess revenues(expenditures)	4,057,763	32,406	2,620,946	6,977,576	(31,003)	47,553	(14,822)	13,690,419	18,924,854
<b>TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS</b>	<b>21,770,254</b>	<b>220,702</b>	<b>9,029,650</b>	<b>8,126,901</b>	<b>976,625</b>	<b>2,370,850</b>	<b>6,702,956</b>	<b>49,197,938</b>	<b>58,238,294</b>

**RESOLUTION FOR  
AWARDING OF BID #839  
UNIVERSAL TESTING MACHINE**

WHEREAS, the college has need for a Universal Testing Machine at the AMETA™ Center; and

WHEREAS, the proposed equipment was coordinated with, and approved by Mid-State's School of Applied Technology staff; and

WHEREAS, the bids for #839 were submitted, documented, opened, recorded, and scored in accordance with College and WTCS policies, and

WHEREAS, Administration has selected the lowest qualified bidder for the selection of equipment and the District Board wishes to affirm selection of equipment.

BE IT RESOLVED that the Mid-State Technical College Board affirms the awarding of Bid #839 to Shimadzu Inc. and in the amount of \$77,716.80, commencing on December 2, 2024, as recommended to the Board by Administration, as set forth in the schedules attached hereto.

BE IT FURTHER RESOLVED the funding is provided by the Department of Administration and the Economic Development Administration grants related to the AMETA Center equipment.

## **Approval of Hires and Resignations of Contracted Employees December 16, 2024**

### **Resignations**

- n/a

### **Hires**

- Kimberly Keith (effective November 30, 2024)  
Instructor, Nursing