



BOARD OF DIRECTORS MEETING

January 18, 2016

Stevens Point Campus
Community Engagement Room – 634/635



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MID-STATE DISTRICT BOARD OF DIRECTORS

STEVENS POINT

JANUARY 18, 2016

AGENDA: DISTRICT BOARD MEETING

PLACE: Community Engagement Room – 634/635
Mid-State Stevens Point Campus
1001 Centerpoint Drive

DATE: Monday, January 18, 2016

TIME: 5:00 p.m.

- A. Meeting called to order by Chairperson Betty Bruski Mallek
- B. Roll Call
- C. Meeting Notice Certification

This January 18, 2016, meeting of the Mid-State Technical College Board, 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 the news media and designated persons in an attempt to make citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

- D. Closed Session

The Board will convene to closed session immediately following the open session to discuss legal advice rendered regarding questions raised about procedural issues. This closed session is being held in compliance with Chapter 19, Subchapter 19.85(g) of the Wisconsin Statutes. The Board may or may not reconvene to open session and may take action on items discussed in closed session.

- E. Open Forum

The open forum is at the option of the Board Chairperson and ground rules may be established in order to ensure the orderly conduct of business. Please keep in mind that 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.

F. Approval of Minutes – December 21, 2015 meeting

G. CONSENT AGENDA

1. PAYMENT OF BILLS AND PAYROLL

District bills for December 2015 are contained in Exhibit B. These bills total \$1,310,373.41 of which \$729,131.99 represents operational expenditures and \$581,241.42 represents capital expenditures.

The District's regular payrolls were issued on December 11 and 24. Payroll disbursements for the month of December totaled \$1,271,025.10 plus \$15,528.19 for travel and miscellaneous reimbursements, and \$536,956.06 in fringe benefits, for a total payroll disbursement of \$1,823,509.35.

Administration recommends approval of the payment of these obligations totaling \$3,133,882.76.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into two contracted service agreements totaling \$3,020. A summary of these agreements is contained in Exhibit D. The individual contract will be available for review at the meeting. Administration recommends approval of this contract.

3. PROCUREMENTS FOR GOODS AND SERVICES

Exhibit E contains procurements which 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. We will provide a response or arrange for a subject-matter expert to be present.

There are no procurements which will require prior Board approval.

4. ADVISORY COMMITTEE APPOINTMENTS

Administration recommends the appointment of individuals (Exhibit F) to the Criminal Justice-Corrections and Community Advocacy Program Advisory Committees.

H. Reports and Recommendations

1. Chairperson's Report

- Attendance
- WTC District Boards Association Activities
- National Activities
- Next Meeting Date

2. Mid-State Foundation Liaison Report

3. President's Report

- Campus Activities / Community Activities
- System Updates
- WTCS Presidents Association Activities

4. Committee Reports

a. Finance & Audit Committee

1. Review Consent Agenda Items
2. Treasurer's Report
3. Information Items
4. Committee-of-the-Whole Meeting

b. Academic & Human Resources Committee

1. Review Consent Agenda Items
2. Information Items
3. Committee-of-the-Whole Meeting

c. Facilities & External Relations Committee

1. Review Consent Agenda Items
2. Information Items
3. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. Post-Employment Benefits
2. Grants Update

I. Discussion and Action Items

1. Student Services & Information Center (SSIC) Overview
2. SSIC Remodel Project
3. SSIC New Addition

J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids

December 21, 2015

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:15 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Patrick Costello, Dr. Colleen Dickmann, Justin Hoerter, Joseph Kinsella, Lynneia Miller, Peggy Ose and Dr. Sue Budjac

EXCUSED: Charles Spargo

OTHERS: Nelson Dahl, Karl Easttorp, Mike Grambow, Sandy Kiddoo, Dr. Mandy Lang, Richard O'Sullivan, Matt Schneider, and Angie Susa

II. MEETING NOTICE CERTIFICATION AND CLOSED SESSION

Ms. Bruski Mallek verified the meeting notice, which stated 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.

Ms. Bruski Mallek announced the Board would not convene to closed session this month.

III. OPEN FORUM

Ms. Bruski Mallek opened the meeting for comments from the audience. No one wished to address the Board.

IV. APPROVAL OF MINUTES

Motion by Mr. Beaver, seconded by Ms. Ose, upon a voice vote, unanimously approved the minutes from the regular meeting held November 16, 2015, as written.

V. CONSENT AGENDA

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

1. The district's bills for the month of October 2015 were presented in Exhibit B. These bills totaled \$1,009,905.97 of which \$624,072.06 represents operational expenditures and \$385,833.91 represents capital expenditures.

The district's payroll for the month of November totaled \$1,285,889.50 plus \$20,783.33 for travel and miscellaneous reimbursements and \$539,631.57 in fringe benefits. The district's bills and payroll totaled \$2,856,210.37.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146211	Adams-Friendship High School	\$ 11,330.00
146229	USDA	\$ 1,670.00
146257	Corenso North America	\$ 3,810.00
146260	Hampton Inn – Plover	\$ 380.00
146261	ERCO Worldwide	\$ 1,190.00
146262	Wood County Head Start	\$ 350.00
146263	Corenson North America	\$ 3,680.00
146264	New Horizons Dental	\$ 340.00

3. Approved the following 2015-16 procurement for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
No procurements required Board approval.		

4. Approved the following Advisory Committee appointments: CRIMINAL JUSTICE – CORRECTIONS – Patricia Baker, Tricia Fancher, Jane Iwanski, and Jennifer Spath; INDUSTRIAL MECHANICAL TECHNICIAN – Michael Julian, Gerald Minton, Bernie Rebman, Brigitta Altmann, and Thomas Hintz.

VI. CHAIRPERSON’S REPORT

1. Ms. Bruski Mallek welcomed Board members to the meeting and announced Mr. Spargo asked to be excused. Ms. Bruski Mallek thanked Board members who recently participated in graduation ceremonies and the 2015 Holiday Reception.

2. Ms. Bruski Mallek announced the Winter Boards Association meeting will be held January 14-16 in LaCrosse. Mr. Beaver, Mr. Costello, Ms. Bruski Mallek and Dr. Budjac plan to attend.

3. Ms. Bruski Mallek announced the Spring Board Advance will be held Monday, February 1 at Pointe Precision in Plover. Appreciation was extended to Mr. Kinsella for hosting the group. A draft agenda was available for Board members to provide feedback before finalization. Topic suggestions for future Advances can be submitted to the President’s Office.

4. Ms. Bruski Mallek announced the 2016 ACCT Legislative Summit will be held February 8-11 in Washington, D.C. at the Marriott Wardman Park Hotel. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac plan to attend.

5. Ms. Bruski Mallek informed the group that the March 21 Board meeting would be held at the Mid-State Adams County Center. Please mark your calendar.

6. The next MSTC Board meeting will be held on Monday, January 18 at the Stevens Point Campus. Committee meetings will be held at 4:15 p.m. unless otherwise announced, the Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m.

VII. FOUNDATION BOARD LIAISON REPORT

1. Ms. Bruski Mallek announced spring scholarship applications will be processed the week of December 21 with notification to students the week of January 4, 2016.

2. Ms. Bruski Mallek highlighted current projects of the Foundation, including the June 2016 Golf Event at Lake Arrowhead, Annual Appeal, "Sponsor a Scholar" program and high school scholarship opportunities.

VIII. PRESIDENT'S REPORT

1. Dr. Budjac welcomed Dr. Colleen Dickmann to the Board. Dr. Dickmann fills the vacant School District Administrator member on the Board. She joins Mid-State from the Wisconsin Rapids School District. Dr. Dickmann provided brief comments regarding her appointment to the Board, observations thus far and her interest in learning more about the college. Formal Board Orientation for Dr. Dickmann is in its final stage.

2. Dr. Budjac provided the Board with the Wisconsin Technical College System 2016-2020 Strategic Directions which were approved during the WTCS November 11 Board meeting.

3. Dr. Budjac briefly highlighted examples of employees newly involved in community organizations. Staff representing the college include Mid-State Foundation & Alumni Director Jill Steckbauer (Heart of Wisconsin Chamber of Commerce Board), Computer Services Manager Pam Mallek (United Way Board) and Stevens Point Campus Dean Volker Gaul (Stevens Point Morning Rotary).

4. Dr. Budjac reported Mid-State was recently notified that the college can expect to receive a \$150,000 GPR grant from the System Office to create a mobile lab. The mobile lab is likely to focus on manufacturing and machining and allow multiple uses within the college as well as throughout the District in partnership with K-12 and business and industry. Vice President of Academics Sandy Kiddoo, her leadership team and faculty are designing the labs focus and function to determine appropriate equipment and lab focus.

5. Dr. Budjac reported that changes to faculty credential requirements by the Higher Learning Commission (HLC), the college's accrediting body, will go into effect in 2017. These changes are likely to have a negative impact on the college's dual enrollment partnerships with K-12 by requiring those high school faculty teaching courses that would transfer to a 4-year institution to have a minimum of 18 graduate credits in the discipline they are teaching. This requirement is not part of their DPI requirements. System President Dr. Morna Foy will send a letter to the HLC to express the System's opposition to this HLC faculty requirement. Additional Board conversation regarding the impact on Mid-State, rural schools, high school instructors and students ensued.

6. Dr. Budjac reported the University of Wisconsin Extension will now offer credit courses. This mission change was approved in early December by the Board of Regents allowing the Extension to grant business certificates, associate degrees and bachelor's degrees through the UW System's Flex Option. Conversation regarding this change is ongoing and the impact on the WTCS is unknown at this point.

7. Dr. Budjac reported that the current state appropriation for the WTCS need-based student financial aid is underfunded (55% of WTCS students applying for financial aid have an expected family contribution of \$0 under federal rules) and tens of thousands of WTCS students are denied Wisconsin Grants each year because of lack of funding. Two companion bills were being circulated (WTCS Grants Legislation) that includes language for a match requirement of up to \$1 million in funds from college operating budgets, foundations or transfers from the WTCS appropriations. The problematic nature of this match would cause a decrease in college operating dollars, does not guarantee a college's match contribution would serve students from that district, is unsustainable and counterproductive to student success.

OFFICIAL PROCEEDINGS

December 21, 2015

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8. To capitalize on Board member roles in the college and active involvement in communities, the college provided shirts with Mid-State's logo to Board members. Dr. Budjac emphasized the critical role Board members play at the college as well as the increased visibility logo wear would provide.

9. Dr. Budjac reported the last day of classes was Tuesday, December 15. Faculty will return to campus for the Spring Semester on January 5 and students return on January 11.

10. Dr. Budjac announced graduation ceremonies were held Wednesday, December 16. She extended congratulations to all graduates and appreciation to Board members for their involvement in ceremonies as well as the many employees who make each event a success.

11. Dr. Budjac reported the 2015 Holiday Reception was held December 4 at the Stevens Point Campus. Over 90 Board members, employees and guests attended. Ms. Susa provided a brief overview of survey feedback regarding the reception. Dr. Budjac thanked Board members and Ms. Susa for support and involvement.

12. Dr. Budjac shared some of the holiday activities occurring at the college. Welding students created metal dinosaurs using a new plasma cutter that were raffled off. Proceeds provided new toys for children in need. Human Resources & Organizational Development Director Brianne Petruzalek organized an end of semester ugly sweater contest to lighten the mood and have fun in the midst of holiday and end of year stress. Pictures were shared with the Board. In addition, Dr. Budjac shared the 2015 Mid-State video holiday card celebrates students and recognizes the important role employees play in helping students reach their goals. She recognized Director of Marketing & Communications Karl Easttorp and Ms. Susa for their efforts in producing the card.

13. Dr. Budjac wished everyone safe and meaningful holidays.

IX. FINANCE & AUDIT COMMITTEE

1. Finance & Audit Committee Chairperson Patrick Costello reported the committee reviewed its Consent Agenda items and had no questions or concerns.

2. Mr. Costello reviewed the Treasurer's Report. There were no questions or concerns.

3. The following items were presented for informational purposes only:

a. REVIEW OF COLLEGE'S GENERAL FUND EQUITY – Mr. Costello reported the college routinely monitors the general fund equity position to ensure it falls within college policy and parameters. Ms. Costello reported the college is in a good position.

b. FINANCING FOR THE STUDENT SERVICES & INFORMATION CENTER – Mr. Costello reported the committee discussed funding and financing for the Student Services & Information Center (SSIC) and that additional information and discussion will be brought through the Discussion & Action Item.

c. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – Mr. Costello reported the committee discussed the contract awarding for the Educational Master Plan and associated funding source.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

1. Academic & Human Resources Committee Chairperson Justin Hoerter reported the committee reviewed its Consent Agenda items and had no questions or concerns.

2. Mr. Hoerter reported that as part of and in alignment with Mid-State's 2015-2020 Strategic Plan, the college will create an Educational Master Plan that will provide direction on educational programming priorities and academic services and will guide program growth and development as well as facilities and resource allocation. Funded as part of the FY16 budget and contracting with Collaborative Brain Trust, development of the 5-Year Educational Master Plan will cost \$87,984.00 plus expenses and is expected to be complete in May 2016 and will then drive the College's Facilities Plan.

Motion by Mr. Hoerter, seconded by Ms. Ose, upon a roll call vote, unanimously approved \$87,984.00 plus expenses in contract with Collaborative Brain Trust to develop an Educational Master Plan.

3. The following items were presented for informational purposes only:

a. URBAN FORESTRY PROGRAM HIGHLIGHT – Mr. Hoerter reported Urban Forestry students traveled to a Tree Care Industry Association Expo in early November. The Expo included a national competition for students enrolled in two and four-year programs. Two Mid-State students received 1st place finishes in overall events. Competition included safety and technique challenges, tree biology and insect identification among others.

b. ANNUAL ENROLLMENT – Mr. Hoerter provided a brief overview of employee enrollment in insurance options for the upcoming benefits year. The college is seeing an increase in narrow network participation as well as an increase in Health Savings Accounts.

c. TITLE IX – Mr. Hoerter reported that in August, the College published a new Administrative Policy on Sexual Assault & Sexual Misconduct in compliance with Title IX. This policy applies to students and employees and identifies a coordinator as well as resources. The Board discussed procedures and responsibility should any Board member become aware of sexual assault or sexual misconduct. Training has been dispatched for employees and students, and Board members were invited to participate as well.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. On behalf of Facilities & External Relations Committee Chairperson Joseph Kinsella, Lynneia Miller reported that the committee had no Consent Agenda items this month.

2. The following items were presented for informational purposes only:

a. CAPITAL PROJECTS UPDATE – Ms. Miller reported the Marshfield Campus Boiler Project is complete and fully operational. The Wisconsin Rapids Campus Maintenance Technician Building Project is complete with move-in occurring during break. The building will be open for student use in January. Ms. Miller highlighted student involvement in the Maintenance Technician Building Project that included welding of exterior protective frames and tree removal.

- b. DISTRICTS MUTUAL INSURANCE SAFETY GRANT – Ms. Miller announced the college received a \$32,000 safety grant from Districts Mutual Insurance (DMI) to implement a Voice Evacuation System. The System will be installed at the Marshfield Campus and has alarm capabilities, all-clear alerts and emergency announcement messaging. Administration is working on proper approvals and quoting for the project prior to installation.
- c. INTEGRATED ENROLLMENT MODEL – Ms. Miller reported that the Integrated Enrollment Model (IEM) has been completed as part of the 2015-2020 Strategic Plan. The IEM will be implemented in March and continue into 2017 aiming to create a barrier-free experience for students. Changes included in the IEM are college admission versus program admission, immediate student advising following testing, mandatory orientation and a first-year experience program. Changes in personnel and job functions will also support the IEM, including two new positions focused on outreach.
- d. STEVENS POINT CAMPUS TO BE POLLING PLACE – Ms. Miller reported the Stevens Point Campus will, on a trial basis, act as the polling location for the 4th District in Stevens Point. Poll attendance is expected to range from 200 to 850 voters, depending on the election. The impact on facilities and student learning will be evaluated.

XII. COMMITTEE-OF-THE-WHOLE

1. HIGHER LEARNING COMMISSION STEVENS POINT CAMPUS EVALUATION – Vice President of Student Services Dr. Mandy Lang and Dean of Institutional Effectiveness & Academic Excellence Dr. Debra Hagen-Foley shared copies of the final Higher Learning Commission (HLC) Campus Evaluation Report of the Stevens Point Campus. Seven categories were evaluated and associated recommendations for approval were made. The final report indicates the Campus meets HLC expectations in criteria. Areas for opportunity were shared with the Board and further evaluation and action will be taken by the college.

XIII. DISCUSSION AND ACTION ITEM

1. STUDENT SERVICES & INFORMATION CENTER – Vice President of Student Services Dr. Mandy Lang and Director of Facilities & Procurement Matt Schneider shared the need for two facility related projects; new construction and a remodel of existing space. Both will support the co-location of services for student success in a new Student Services & Information Center (SSIC) at the Wisconsin Rapids Campus. Dr. Lang provided details for the two projects alignment with the College's Key Results, Strategic Plan and Integrated Enrollment Model. Mr. Schneider provided an overview of facilities needs and draft renderings of the SSIC. The two projects contained in the SSIC will provide one finished space for Admissions, Enrollment, Financial Aid, Disability Services, Testing, Counseling, Foundation and additional student services. Preliminary estimations of cost place the new construction project at nearly \$1.5 million. Additional space and financial analysis is occurring and a final cost will accompany a request for new construction project approval by the Board in January. Final project completion is expected in February 2017.

XIV. ADJOURNMENT

OFFICIAL PROCEEDINGS

December 21, 2015

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The next meeting of the Mid-State Technical College Board will be on Monday, January 18, 2016 at the Stevens Point Campus. Committees will meet at 4:15 p.m., unless otherwise announced. Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m.

There being no further business, the Board meeting adjourned at 6:55 p.m. with a motion by Mr. Beaver, upon a voice vote.

Peggy Ose, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

H. REPORTS AND RECOMMENDATIONS

STEVENS POINT

JANUARY 18, 2016

1. Chairperson's Report
2. Mid-State Foundation Report
3. President's Report
(Partially contained in Exhibit A)
4. Committee Reports
 - a. Finance & Audit Committee
 - b. Academic & Human Resources Committee
 - c. Facilities & External Relations Committee
 - d. Committee-of-the-Whole

FINANCE & AUDIT

STEVENS POINT

JANUARY 18, 2016

AGENDA: FINANCE & AUDIT COMMITTEE

PLACE: Room 217
Mid-State Stevens Point Campus
1001 Centerpoint Drive

DATE: Monday, January 18, 2016

TIME: 3:45 p.m.

- A. Meeting called to order by Chairperson Patrick Costello
- B. Call to Order
- C. Meeting Notice Certification

This January 18, 2016, meeting of the Finance & Audit Committee, and all other meetings of the Board 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. Routine Business

- 1. REVIEW OF CONSENT AGENDA ITEMS
 - a. PAYMENT OF BILLS (Exhibit B)

Each month a list of disbursements is provided to the Board to demonstrate statutory compliance. All processed disbursements are released immediately on a pre-approval basis in accordance with Mid-State's "Release of District Checks" policy. Purchases of goods (supplies, materials and equipment) and services exceeding \$50,000 and facility construction and remodeling projects exceeding \$25,000 require prior Board approval. Two detailed lists are provided in different review formats. Board members may forward inquiries regarding specific transactions to the Business

Services Office prior to the meeting. These disbursement lists identify the nature of our transactions and the vendors we are conducting business with. The Board also provides oversight, another layer of control against internal acts of embezzlement or fraud.

b. CONTRACTED SERVICES AGREEMENTS (Exhibit D)

Each month a list of contracted service agreements is provided to the Board to demonstrate statutory compliance. They are presented after the agreement is executed but generally before services are rendered. 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. Pertinent information for each contract is also included. Contracts generally fall into two categories – customized instruction and technical assistance. Our customer base extends to businesses, industries, not-for-profit organizations and government units. An annual post-fiscal report is generated by the WTCS Office and is shared with the Board.

c. PROCUREMENTS FOR GOODS AND SERVICES (Exhibit E)

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.

A lower Board approval limit of \$25,000 exists for facility construction and remodeling. However, project specifics are generally discussed beforehand in the Facilities & External Relations Committee. Project specifics include feasibility, educational needs, specifications and other project related decisions. Therefore, approval of related procurements and bids will usually be listed in the committee agenda. However, the Committee may choose to place formal approval of the project procurements on the Consent Agenda. This procedure will also apply to project oversight occurring in the Academic

Affairs & Human Resources Committee and the Finance & Audit Committee.

All procurements are the responsibility of the respective budget manager. The Purchasing Department owns the processes, provides advice and support and ensures that compliance is maintained. Budget managers have the primary role of planning and grouping when discounts can be obtained, determining needs and specifications and having an adequate budget allocation. Capital projects and annual allocations are tracked from which an end-of-year report is generated. Most districts finance their annual capital expenditures by issuing General Obligation Debt.

2. TREASURER'S REPORT (Exhibit C)

The Chair of the Finance & Audit Committee / Treasurer will walk through and highlight each report in the Board packet. The intent of sharing this information on a monthly basis is to give the Board assurance that administration is: 1) monitoring and managing the resources allotted and allocated annually and is doing so in accordance with budget and fiscal policy, and 2) maintaining a healthy financial condition and position in accordance with WTCS requirements and the Higher Learning Commission (Higher Education Accreditation Authority) expectations. Balanced budgets and growth in net assets are key ingredients for continued sustainability and financial viability.

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. 2015-16 GENERAL REVENUE AND EXPENDITURE FUND FORECAST

Vice President of Finance & IT Nelson Dahl will provide an end-of-year forecast for the current fiscal year. This forecast will use the student FTE forecast presented by Dr. Mandy Lang to the Facilities & External Relations Committee and will reflect estimates reported by all 16 technical college districts in November 2015. This projection also serves as a preliminary forecast for preparation of the College's FY17 proposed budget.

b. BUDGET DEVELOPMENT CALENDAR AND ACTIVITIES FOR FISCAL YEAR 2016-17 (FY17)

The committee will review the FY17 Budget Development Calendar and Activities Schedule which will be distributed during the meeting. Dates for both Committee and Board action are contained in the schedule. Planning is an on-going process; therefore, the transition for the annual budgeting process will be transparent. Mid-State relies on a combination of top-down and bottom-up input, relying on division deans and department heads to identify the budgeted dollars necessary to deliver quality services and to meet the College's Key Results targets for Student Success, Organizational Effectiveness, and Employee Engagement. Given that FY17 will represent the second year of the State's 2015-17 Biennium Budget, much of our funding will be impacted by changes in the adopted budget bill and legislation. Mr. Dahl will identify some of our revenue assumptions and uncertainties for our three major sources. Updates will be provided throughout the budgeting process as needed.

c. 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 & Audit 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. Naturally, being informed of the question prior to the meeting will ensure the availability of pertinent information. Any necessary action will be incorporated into the action reported by the originating committee.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES

STEVENS POINT

JANUARY 18, 2016

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: Room 410
Mid-State Stevens Point Campus
1001 Centerpoint Drive

DATE: Monday, January 18, 2016

TIME: 4:00 p.m.

- A. Committee meeting called to order by Chairperson Justin Hoerter
- B. Call to Order
- C. Meeting Notice Certification

This January 18, 2016, meeting of the Academic & Human Resources Committee, and all other meetings of the Board 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. Routine Business

1. REVIEW CONSENT AGENDA ITEMS

- a. Advisory Committee Appointments (Exhibit F)

2. INFORMATION ITEMS

The following items are presented for informational purposes only:

- a. SPOTLIGHT ON INFORMATION TECHNOLOGY PROGRAMS

Information Technology (IT) is an expanding and critical industry sector in our district. In addition to several technology employers, many industries in Central Wisconsin rely on skilled information technology workers.

Associate Dean of Information Technology Jason Schenzel will provide information on recent innovative and collaborative activities in our Information Technology programs targeted to address the ever changing IT industry and address the growing need for a highly skilled IT workforce in Central Wisconsin.

b. LEGAL SERVICES UPDATE

In compliance with the Administrative Policy on Engagement of Legal Services, Vice President of Human Resources Richard O'Sullivan will provide the Board with a review of legal costs incurred by the college throughout the last year as well as a comparison to previous years.

c. ADDITIONAL RECRUITMENT PROCESS

As part of the recruitment process, Human Resources regularly conducts background checks on final candidates. Recently, an electronic reference check has been added to the background check process. Director, Human Resources & Organizational Development Brianne Petruzalek will explain this additional check.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

STEVENS POINT

JANUARY 18, 2016

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

PLACE: Community Engagement Room – 634/635
Mid-State Stevens Point Campus
1001 Centerpoint Drive

DATE: Monday, January 18, 2016

TIME: 4:00 p.m.

A. Meeting called to order by Chairperson Joseph Kinsella

B. Call to Order

C. Meeting Notice Certification

This January 18, 2016, meeting of the Facilities & External Relations Committee, and all other meetings of the Board 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. Routine Business

1. REVIEW CONSENT AGENDA ITEMS

There are no Consent Agenda items this month.

2. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. COMMUNITY FACILITY USE

Mid-State Director of Facilities & Procurement Matt Schneider will provide data about the use of the Wisconsin Rapids, Stevens Point and Marshfield campuses by the general public and other organizations.

b. ENROLLMENT DATA

Vice President of Student Services Dr. Mandy Lang will review the December 2015 FTE reports. Program, division and campus data will be highlighted. Preliminary FTE data for the spring 2016 term will also be shared.

c. STEVENS POINT CAMPUS AND COMMUNITY UPDATE

Stevens Point Campus Dean Volker Gaul will share highlights of student events and learning activities at the Stevens Point Campus as well as provide an update on community happenings and Mid-State's related involvement.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

STEVENS POINT

JANUARY 18, 2016

AGENDA: COMMITTEE-OF-THE-WHOLE

PLACE: Community Engagement Room – 634/635
Mid-State Stevens Point Campus
1001 Centerpoint Drive

DATE: Monday, January 18, 2016

TIME: 4:40 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Meeting Notice Certification

This January 18, 2016, meeting of the Committee-of-the-Whole, and all other meetings of the Board 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. INFORMATION ITEM:

a. POST-EMPLOYMENT BENEFITS

Public sector institutions have been managing tighter financial constraints for several years. The cost of funding post-employment retirement benefits has a significant impact on the College's budget each year. The College has been working with Key Benefit Concepts (KBC), a consulting firm that has provided guidance to numerous public sector institutions in managing these benefits at an affordable level. Key Benefit Concepts Sr. Benefit Consultant Linda Mont will join by phone to provide an overview of what has taken place relative to post-employment benefits throughout the state.

b. GRANTS UPDATE

Grants Management Specialist Simone Fevola will join the Board to present an overview of federal grant activities. Information pertaining to students served, performance measures and

legislation will be highlighted. The discussion will focus on the benefits of federal funding to Mid-State students and is intended to provide information for those participating in the upcoming ACCT National Legislative Summit.

D. ADJOURNMENT

I. DISCUSSION & ACTION ITEM(S)

STEVENS POINT

JANUARY 18, 2016

1. STUDENT SERVICES & INFORMATION CENTER (SSIC) OVERVIEW

As a follow-up to last month's discussion regarding the Student Services & Information Center on the Wisconsin Rapids Campus, Vice President of Student Services Dr. Mandy Lang and Director of Facilities & Procurement Matt Schneider will provide an overview of the two projects and present additional information in response to Board questions.

2. SSIC REMODEL PROJECT

Dr. Lang and Mr. Schneider will share information related to the remodel project of the Student Services & Information Center. Initial design concepts and the proposed timing and budgeting approach will be discussed.

3. SSIC NEW ADDITION

A new 5,800 square foot addition is proposed to be added to the Wisconsin Rapids Campus to create a Student Services & Information Center. Dr. Lang and Mr. Schneider will provide a brief summary of the project. A resolution (Exhibit G) will also be presented to seek Mid-State District Board approval and request WTCS Board approval, which is anticipated in January.

J. ADJOURNMENT

EXHIBITS A – G

PRESIDENT'S REPORT

JANUARY 18, 2016

1. Welcome back faculty and students! Faculty returned to Campus January 5 and students arrived January 11. The energy level is high and we will soon be in full swing with our semester classes and learning activities. It is wonderful to see everyone returning.
2. In December, Mid-state had the first seven individuals complete an Advanced Industrial Process Control certificate. The certificate is 100% funded from the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant from the U.S. Department of Labor's Employment and Training Administration. The 12-credit certificate provided cutting edge hands-on training on automation processes common to the food, chemical, paper and other industries.
3. Mid-State Technical College received notification that we are one of 31 colleges across four states awarded a DASH Grant. Great Lakes awarded DASH grants totaling \$1.5 million to help low-income students across the 31 colleges with financial emergencies that might otherwise block them from continuing their education programs and completing their degrees. The goal is to quickly remove financial distractions so students don't lose focus on their studies and continue moving toward completion.
4. My travel between now and mid-February will include:
 - Weekly Rotary Meetings
 - Stevens Point Community Visits
 - WTCS Board Meeting
 - Presidents' Association Meeting
 - Student Program Showcase
 - Paper City Savings Board Meeting
 - Spring Board Advance
 - WLDI Advance Academy Session
 - ACCT National Legislative Summit

FY 2015-16 Budget Modifications Made In The Month of December 2015						
<u>Project #</u>	<u>Grant Title or Description</u>	<u>Type</u>	<u>Reason for Budget Change</u>	<u>Revenue Change</u>	<u>Expense Change</u>	<u>Fund Balance Change</u>
Fund 1 - General Fund Budget Modifications						
141236	Adv Mfg Network-NW Gold Collar Careers State		New award	10,000.00	10,000.00	-
Fund 3 - Capital Projects Fund Budget Modifications						
143486	SSIC New Construction		New project		1,500,000.00	(1,500,000.00)
Total Budget Changes For The Month				10,000.00	1,510,000.00	(1,500,000.00)
Notes: Budget modifications are out of balance for December due to the following:						
1	Fund balance from FY15 will be used to cover these expenses. Project 143472, Transportation Center Building, was originally budgeted but not spent last year. Those new construction funds are being transferred to the SSIC New Construction project.					



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2016 as of December 31, 2015

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current		
	Fund 1	Fund 2	Fund 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	Budget	Original Budget
Local Government	6,192,510	-	-	4,144,521	-	-	-	-	-	-	-	-	-	-	10,337,031	21.2%	10,337,031
Student Fees	7,768,281	-	-	-	-	367,582	-	-	-	-	-	-	-	-	8,135,863	16.7%	8,135,863
State Aid & Grants	14,457,159	-	-	-	-	-	-	-	-	-	-	-	-	-	14,457,159	29.7%	14,284,822
Institutional	336,243	878,180	60,483	100,500	1,244,824	445,130	60,483	100,500	5,046,900	-	-	-	-	8,112,260	16.7%	8,112,260	
Federal	1,436,836	-	61,188	-	-	6,166,300	61,188	-	-	-	-	-	-	7,664,324	15.7%	7,641,445	
Total Revenues	30,191,029	878,180	121,671	4,245,021	1,244,824	6,979,012	121,671	4,245,021	5,046,900	1,244,824	5,046,900	48,706,637	48,706,637	100.0%	48,511,421		

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current		
	Fund 1	Fund 2	Fund 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	Budget	Original Budget
Salaries and Wages	16,961,177	120,253	-	-	147,099	31,284	232,912	-	-	-	-	-	-	-	17,492,725	30.5%	17,457,645
Benefits	7,295,946	8,226	-	-	67,515	23,366	54,287	-	-	-	-	-	-	-	7,449,340	13.0%	7,444,091
Current Expenditures	6,545,527	598,461	-	-	103,656	1,105,335	157,700	-	-	-	-	-	-	-	8,510,679	14.8%	8,298,585
Student Financial Aid & Activities	-	-	-	-	-	6,564,113	-	-	-	-	-	-	-	-	6,564,113	11.5%	6,564,113
Resale	-	-	-	-	885,500	-	-	-	-	-	-	-	-	-	4,759,500	8.3%	4,759,500
Capital Outlay	-	-	8,010,194	-	3,500	-	-	-	-	-	-	-	-	-	8,013,694	14.0%	6,313,212
Debt Retirement	-	-	-	4,531,455	-	-	-	-	-	-	-	-	-	-	4,531,455	7.9%	4,531,455
Total Expenditures	30,802,650	726,940	8,010,194	4,531,455	1,207,270	5,033,985	8,010,194	4,531,455	1,207,270	5,033,985	5,033,985	57,321,506	57,321,506	100.0%	55,368,601		
% of Expenditures by Fund	53.7%	1.3%	14.0%	7.9%	2.1%	8.8%	14.0%	7.9%	2.1%	8.8%	8.8%	100.0%	100.0%				

<u>Changes in Fund Equity</u>	
Actual Fund Equity as of 6/30/15	19,753,672
Current Revenue over Expenses	(6,857,180)
Other Sources and Uses:	
Proceeds from Debt	5,500,000
Interfund Transfers In	620,000
Interfund Transfers Out	(620,000)
Repayment of Debt	-
Budgeted Ending Fund Equity	18,396,492



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2016 as of December 31, 2015

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Local Government	6,216,211	-	-	4,144,521	-	-	-	-	-	-	-	-	-	-	10,337,031	100.2%
Student Fees	7,155,203	-	326,327	-	-	-	-	-	-	-	-	-	-	-	8,135,863	92.0%
State Aid & Grants	2,157,755	-	-	-	-	-	-	-	-	-	-	-	-	-	14,457,159	14.9%
Institutional	56,874	26,280	215,249	134,453	48,744	695,497	2,439,828	-	-	-	-	-	-	-	8,112,260	44.6%
Federal	347,791	-	2,558,254	1,002	-	-	-	-	-	-	-	-	-	-	7,664,324	37.9%
Total Revenues	15,933,835	26,280	3,099,830	4,278,974	49,746	695,497	2,439,828	4,278,974	695,497	2,439,828	2,439,828	695,497	2,439,828	48,706,637	54.5%	
% of Budget Recognized	52.8%	3.0%	44.4%	100.8%	40.9%	55.9%	48.3%	100.8%	55.9%	48.3%	48.3%	55.9%	48.3%	54.5%		

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Salaries and Wages	7,902,880	17,065	87,892	-	-	67,622	15,285	-	-	-	-	-	-	-	17,492,725	46.3%
Benefits	3,485,304	2,013	23,959	-	-	30,701	11,136	-	-	-	-	-	-	-	7,449,340	47.7%
Current Expenditures	2,567,255	7,679	56,864	8,000	-	16,185	511,631	-	-	-	-	-	-	-	8,510,679	37.2%
Student Financial Aid & Activities	-	-	2,748,105	-	-	722,897	1,668,691	-	-	-	-	-	-	-	6,564,113	41.9%
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,759,500	50.2%
Capital Outlay	-	-	20,796	2,238,973	-	-	-	-	-	-	-	-	-	-	8,013,694	28.2%
Debt Retirement	-	-	-	503,443	-	-	-	-	-	-	-	-	-	-	4,531,455	11.1%
Total Expenditures	13,955,439	26,757	2,937,617	503,443	2,246,973	837,406	2,206,743	503,443	837,406	2,206,743	2,206,743	837,406	2,206,743	57,321,506	39.6%	
% of Budget Expended	45.3%	3.7%	41.9%	11.1%	28.1%	69.4%	43.8%	11.1%	69.4%	43.8%	43.8%	69.4%	43.8%	39.6%		

Changes in Fund Equity

Actual Fund Equity as of 6/30/15	15,413,876	478,587	101,104	680,522	1,937,875	1,778,826	949,116	21,339,907	21,339,907	949,116	21,339,907	21,339,907	21,339,907	21,339,907	(8,614,869)	
Current Revenue over Expenses	1,978,396	(478)	162,213	3,775,532	(2,197,228)	(141,909)	233,085	3,809,612	3,809,612	233,085	3,809,612	3,809,612	3,809,612	3,809,612	(8,614,869)	
Other Sources and Uses:																
Proceeds from Debt	-	-	4,000,000	-	-	-	-	-	-	-	-	-	-	-	5,500,000	
Interfund Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	620,000	
Interfund Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(620,000)	
Repayment of Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Accrued YTD Fund Equity	17,392,271	478,110	263,318	4,456,054	3,740,647	1,636,918	1,182,201	29,149,518	29,149,518	1,182,201	29,149,518	29,149,518	29,149,518	18,225,038		



Summary of Revenues & Expenditures by Account Group
for Fiscal Year 2016
as of December 31, 2015

A Revenues by Account Group (All Funds)	B		C		D		E		F		G		H		I		J	
	Month of December 2015	FY 2016 Year-to-Date	FY 2016 Current Budget	FY 2016 Original Budget	Change to FY16 Budget	Current YTD less Prior YTD	% Change in Current YTD	Current FY16 Budget less Ending FY15 Budget	% Change FY16 Current Budget from FY15 Ending Budget									
1 Municipalities - Property Tax	\$ -	\$ 10,360,732	\$ 10,337,031	\$ 10,337,031	\$ -	\$ 220,095	2.2%	\$ 140,116	1.4%									
2 Student Fees	508,304	7,481,530	8,135,863	8,135,863	-	(29,667)	-0.4%	(140,959)	-1.7%									
3 State Aid & State Grants	1,875	2,157,755	14,457,159	14,284,822	172,337	69,218	3.3%	(66,399)	-0.5%									
4 Federal Gov't - Grants	78,169	348,468	1,487,024	1,464,145	22,879	109,372	45.7%	(284,829)	-16.1%									
5 Other College Sources	419,863	2,861,067	5,748,784	5,748,784	-	38,372	1.4%	(1,776,313)	-23.6%									
6 Contracted Service Recipients	9,340	26,280	1,071,794	1,071,794	-	(74,482)	-73.9%	(98,928)	-8.5%									
7 Customer Sales	87,773	729,579	1,291,682	1,291,682	-	(11,129)	-1.5%	(75,900)	-5.5%									
8 Trusts & Agencies	37,390	2,558,579	6,177,300	6,177,300	-	(64,521)	-2.5%	(991,072)	-13.8%									
9 Proceeds from Debt	-	4,000,000	5,500,000	5,500,000	-	445,000	12.5%	400,000	7.8%									
10 Interfund Transfers In	-	-	620,000	620,000	-	-	0.0%	(711,969)	-53.5%									
Totals	\$ 1,142,713	\$ 30,523,990	\$ 54,826,637	\$ 54,631,421	\$ 195,216	\$ 702,259	2.4%	\$ (3,606,253)	-6.2%									

A Expenditures by Account Group (All Funds)	B		C		D		E		F		G		H		I		J	
	Month of December 2015	FY 2016 Year-to-Date	FY 2016 Current Budget	FY 2016 Original Budget	Change to FY16 Budget	Current YTD less Prior YTD	% Change in Current YTD	Current FY16 Current Budget less FY15 Ending Budget	% Change FY16 Current Budget from FY15 Ending Budget									
12 Salaries & Wages	\$ 1,261,322	\$ 8,090,745	\$ 17,492,725	\$ 17,457,645	\$ 35,080	\$ (70,877)	-0.9%	\$ (561,476)	-3.1%									
13 Employee Benefits	546,359	3,553,113	7,449,340	7,444,091	5,249	211,081	6.3%	(323,330)	-4.2%									
14 Current Expenditures	572,333	3,148,715	8,445,679	8,233,585	212,094	51,185	1.7%	467,244	5.9%									
15 Student Financial Aid & Activities	55,422	2,767,005	6,629,113	6,629,113	-	(53,597)	-1.9%	(956,307)	-12.6%									
16 Resale Goods & Services	644,347	2,391,588	4,759,500	4,759,500	-	94,959	4.1%	(1,814,990)	-27.6%									
17 Capital Outlay	496,382	2,259,770	8,013,694	6,313,212	1,700,482	812,684	56.2%	1,280,005	19.0%									
18 Debt Service	-	503,443	4,531,455	4,531,455	-	117,043	30.3%	(649,504)	-12.5%									
19 Repayment of Debt	-	-	-	-	-	-	0.0%	-	0.0%									
20 Interfund Transfers Out	-	-	620,000	620,000	-	-	0.0%	(711,969)	-53.5%									
Totals	\$ 3,576,165	\$ 22,714,378	\$ 57,941,506	\$ 55,968,601	\$ 1,952,905	\$ 1,162,478	5.4%	\$ (3,270,327)	-5.3%									
EOY Change in Fund Equity			\$ (3,114,869)	\$ (1,357,180)	\$ (1,757,689)	\$ (460,219)		\$ (335,926)										

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
December 31, 2015**

With Comparative Total for December 31, 2014

Mid-State Technical College
January 6, 2016 at 10:18 AM

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type	
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable	Memorandum only	
								2015-16	2014-15
ASSETS AND OTHER DEBITS									
Cash	\$ 6,417,957	\$ -	\$ 4,035,795	\$ 74,604	\$ 1,570	\$ 811,609	\$ 3,867	\$ 11,345,402	\$ 9,785,683
Investments	4,358,911	-	-	-	-	-	-	4,358,911	4,364,366
Receivables:									
Property taxes	10,147,546	-	-	213,186	-	-	-	10,360,732	10,145,831
Accounts receivable	3,566,722	9,334	60	-	131,438	145,320	145,320	3,852,874	4,285,228
Due from other funds	(5,703,361)	468,775	(108,103)	4,168,263	701,760	337,053	135,613	-	1
Inventories - at cost	-	-	-	-	319,097	-	-	319,097	336,304
Prepaid Assets	38,977	-	-	-	-	-	-	38,977	-
Other Current Assets	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	495,624	41,640	-	537,264	582,521
General Long Term Debt	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	\$ 18,826,752	\$ 478,109	\$ 3,927,752	\$ 4,456,053	\$ 1,649,489	\$ 1,190,302	\$ 284,800	\$ 30,813,257	\$ 29,499,934

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities									
Accounts Payable	\$ 61,740	\$ -	\$ 187,105	\$ -	\$ (2,047)	\$ 1,637	\$ 12,865	\$ 261,300	\$ 113,933
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	300,750	-	-	-	-	5,452	-	306,202	246,980
Vacation	1,052,909	-	-	-	14,584	1,011	8,617	1,077,121	1,120,777
Other current liabilities	7,890	-	-	-	35	-	-	7,925	7,190
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	11,190	-	-	-	-	-	-	11,190	14,003
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	1,434,479	-	187,105	-	12,572	8,100	21,482	1,663,738	1,502,883
Fund equity and other credits									
Retained Earnings	-	-	-	-	1,778,826	198,894	-	1,977,720	2,010,085
Res for Prepaid Expenditures	117,790	658	-	-	-	18,362	-	136,810	112,362
Res for Self-Insurance	-	-	-	-	-	731,860	-	731,860	663,506
Res for Student Organizations	-	-	-	-	-	-	101,104	101,104	124,145
Res for Post-Employ Benefits	5,091,002	-	-	-	-	-	-	5,091,002	3,589,473
Reserve for Capital Projects	-	-	1,849,218	-	-	-	-	1,849,218	1,157,099
Reserve for Cap Proj - Motorcycle	-	-	88,657	-	-	-	-	88,657	89,587
Reserve for Debt Service	-	-	-	680,522	-	-	-	680,522	522,595
Designated for Operations	7,019,220	133,160	-	-	-	-	-	7,152,380	6,975,824
Des for State Aid Fluctuations	386,816	-	-	-	-	-	-	386,816	357,416
Des for Subsequent Year	2,799,048	344,769	-	-	-	-	-	3,143,817	4,071,296
TOTAL FUND EQUITY AND OTHER CREDITS	15,413,876	478,587	1,937,875	680,522	1,778,826	949,116	101,104	21,339,906	19,673,388
Year-to-date excess revenues(expenditures)	1,978,397	(478)	1,802,772	3,775,531	(141,909)	233,086	162,214	7,809,613	8,323,663
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 18,826,752	\$ 478,109	\$ 3,927,752	\$ 4,456,053	\$ 1,649,489	\$ 1,190,302	\$ 284,800	\$ 30,813,257	\$ 29,499,934

December Contracted Services Agreements
Meeting on January 18, 2016

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146259	Westrock	Word and Excel Sessions	16	20	2,720.00
146270	Fenander Chiropractic	Healthcare Provider CPR/AED Refresher	4	5	300.00
				Total:	3,020.00

FINANCE & AUDIT COMMITTEE
2015-2016 Procurement of Goods and Services
January 18, 2016

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
None	\$0	
❖ Subtotal for Procurements Requiring Board Action	<u>\$0</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS - TRAINING MODULE - TECHNICAL & INDUSTRIAL DIVISION</u>		
Cummins, Inc., Columbus, IN	\$46,000.00	Sole Source
<u>WR CAMPUS - TELEPRESENCE UPGRADE - INFORMATION TECHNOLOGY</u>		
Camera Corner, Green Bay, WI	\$25,927.15	State Contract
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$71,927.15</u>	

GRAND TOTAL **\$71,927.15**

PROCUREMENT & SELECTION METHODS DEFINED-

MSTC and the Wisconsin Technical College System have purchasing policies. The purchasing method applied meets those policies.

BID - A public notice is published in the local newspaper. Potential bidders are notified of the publication based on industry knowledge and past projects. Interested bidders can request plans and specifications to be used for bid preparation. The lowest fixed-price bid is accepted from a responsible bidder meeting specifications.

QUOTE – Written quotes are solicited from three or more vendors (if available). The lowest quote meeting specifications is selected.

REQUEST FOR PROPOSAL (RFP) – A competitive selection process was completed to select the vendor for the purchase. Award was based on criteria that may include price and other critical criteria such as service, experience, references etc. Criteria is weighted and scored by evaluators. Agreements for services can extend for multiple years.

COOP (Cooperative) Purchase – A competitive procurement method was utilized to select the vendor and the contract was approved by the WTCS office for use by the college. (Includes NJPA – National Joint Powers Alliance, WSCA – Western States Contract Alliance, National IPA – National Intergovernmental Purchasing Alliance.

STATE CONTRACT – A state agency such as the Dept. of Administration or UW system processed a bid or RFP and awarded the products and/or services to this vendor. MSTC is able to negotiate a lower price directly with the vendor.

CONSORTIUM CONTRACT – The WTCS Purchasing Consortium has completed a competitive selection process by RFP or Bid MSTC is able to participate without fulfilling a college-directed process.

SOLE SOURCE – The item or service is available from a single source, or after solicitation in a competitive procurement competition is determined to be inadequate, or the purchase is from another governmental body, or cooperative purchasing under S 16.73, Wis. Stats. is utilized, or the federal grantor agency authorizes noncompetitive negotiation, or an advisory committee requires the product brand for training students for local employment, or the product is purchased as used which does not require competitive bidding do to the nature of procurement used.

MANDATORY – MSTC is required to pay for the service or membership to operate.



Advisory Committee Appointment for CJ-Corrections and Community Advocacy

X	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>
Member	
X	Employee member
	Employer member
	Member-at-large
	Ex-officio member
Candidate Replaces	
New position	
Length of Candidate's Term <small>(place X below)</small>	
X	One Year
	Two Year
	Three Year
Start Date	
11/01/15	
Renewal Date	
11/01/16	

Name of Candidate: Denise Willfahrt	
(X) Home/Work Address:	Home X Work
Address: PO Box 8095	
City: Wisconsin Rapids	State: WI Zip: 54495
Phone Number:	715-421-8427
Email Address:	dwillfahrt@co.wood.wi.us
Candidate's Employer:	Wood County
Candidate's Present Occupational Title:	
Caseworker	
Brief description of candidate's background including current employment and reason for recommendation:	
<p>Since 2009 Denise has been employed by the Wood County Child Support Agency. She is an intergovernmental specialist coordinating child support services between other states, countries and tribal governments.</p> <p>Denise will provide a unique perspective of the criminal justice system and the relationship to court-ordered child support. Her knowledge will help MSTC to prepare the CJ-Corrections students for varied employment opportunities within county government.</p>	

Appointment Approval Signatures:	
Division Dean:	 Date: 11/12/2015
Vice President of Academic Affairs:	 Date: 11/18/2015
MSTC President:	Date:
MSTC District Board Approval:	Date:

Criminal Justice Corrections and Community Advocacy Program Advisory Committee

<i>Last Name</i>	<i>First Name</i>	<i>Address</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Company</i>	<i>Employee/ Employer</i>	<i>Date Appointed</i>	<i>End of Term</i>
Ashbeck	Ted	400 Market Street	Wisconsin Rapids	WI	54495	Wood County Sheriffs Department	Employer	May 2013	May 2016
Baker	Trish	1516 Church Street	Stevens Point	WI	54481	Portage County	Employer	Sept 2015	Sept 2017
Ellis	Denise	131 24th Street South	Wisconsin Rapids	WI	54494	Wisconsin Department of Corrections	Employee	May 2013	May 2016
Engelbretson	Rich	517 Court Street, Room 308	Neillsville	WI	54456	Clark County Sheriffs Department	Employer	April 2014	April 2016
Fancher	Tricia	212 East Third Street	Marshfield	WI	54481	The Hannah Center, Inc.	Employer	Sept 2015	Sept 2017
Iwanski	Jane	1516 Church Street	Stevens Point	WI	54481	Portage County	Employee	Sept 2015	Sept 2018
Kjortle	Brian	403 Jackson Street	Portage	WI	53901	Columbia County Sheriff's Dept	Employee	April 2015	April 2018
Nelson	Cory	1515 Strongs Avenue	Stevens Point	WI	54481	Portage County Sheriff's Dept	Employer	April 2015	April 2018
Russell	Jason	1402 E. Royalton Street	Waupaca	WI	54981	Waupaca County Sheriff's Dept	Employee	April 2014	April 2016
Spath	Jennifer	131 24th Street South	Wisconsin Rapids	WI	54494	Department of Corrections/Division of Community	Employee	Sept 2015	Sept 2018
Willfahrt	Denise	POBox 8095	Wisconsin Rapids	WI	54495	Wood County-Child Support Agency	Employee	Nov 2015	Nov 2016
Wittig	Heather	430 E. Division	Wautoma	WI	54982	Waushara County Sheriff's Dept	Employee	May 2013	May 2016

**RESOLUTION FOR THE STUDENT SERVICE AND INFORMATION CENTER
NEW ADDITION PROJECT AT THE WISCONSIN RAPIDS CAMPUS**

WHEREAS, the existing Student Service functions are widely spread throughout the Wisconsin Rapids Campus; and

WHEREAS, the new Student Services and Information Center (SSIC) addition will centralize these functions to improve student retention levels, reduce student walk-a-ways during registrations, and improve student support, experiences, and information which will positively affect overall student success.

BE IT FURTHER RESLOVED that the Mid-State Technical College Board will use \$1,500,000 in previously awarded General Obligation Notes intended for new facility construction on the Wisconsin Rapids Campus; and

BE IT FURTHER RESLOVED that the borrowing and use of debt proceeds were included in the FY14 capital plan intended for the Transportation Center project; and

BE IT FURTHER RESLOVED that the Wisconsin Technical College System has been notified of our intent to transfer the allowable college set-a-side funds to this project.

BE IT FURTHER RESLOVED that the MSTC FY16 Capital budget has been updated to reflect this capital project.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College Board approves the construction of an approximately 5,800 square foot Student Services and Information Center addition located on the Wisconsin Rapids Campus and requests Wisconsin Technical College System Board approval during their January 2016 meeting.