



BOARD OF DIRECTORS MEETING

May 16, 2016

Wisconsin Rapids Campus
Room L133-134



INDEX

1.	Agenda for Regular Meeting.....	Page 3
	Held May 16, 2016	
2.	Minutes of Board Meeting.....	Page 7
	Held April 18, 2016	
3.	Reports and Recommendations	
	a. Chairperson’s Report.....	Page 13
	b. Mid-State Foundation Liaison Report.....	Page 13
	c. President’s Report	Page 13
	d. Finance & Audit Committee Report	Page 14
	e. Academic & Human Resources Committee Report.....	Page 18
	f. Facilities & External Relations Committee Report.....	Page 20
	g. Committee-of-the-Whole Report	Page 22
4.	Discussion & Action Item(s)	Page 23
5.	Adjournment.....	Page 23
6.	Exhibits.....	Page 24

MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS

MAY 16, 2016

AGENDA: DISTRICT BOARD MEETING

PLACE: Room L133-134
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, May 16, 2016

TIME: 5:20 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Roll Call

C. Meeting Notice Certification

This May 16, 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 not convene to closed session this month.

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

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 – April 18, 2016 meeting

G. CONSENT AGENDA

1. PAYMENT OF BILLS AND PAYROLL

District bills for April 2016 are contained in Exhibit B. These bills total \$560,097.08 of which \$399,180.48 represents operational expenditures and \$160,916.60 represents capital expenditures.

The District's regular payrolls were issued on April 1, 15, and 29. Payroll disbursements for the month of April totaled \$1,951,760.44 plus \$25,022.91 for travel and miscellaneous reimbursements, and \$1,936,134.47 in fringe benefits, for a total payroll disbursement of \$3,912,917.82.

Administration recommends approval of the payment of these obligations totaling \$4,473,014.90.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into four contracted service agreements totaling \$2,514. A summary of this agreement 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.

Administration recommends approval of the proposals totaling \$446,598.22 which require prior Board action.

4. ADVISORY COMMITTEE APPOINTMENTS

Administration recommends the appointment of individuals (Exhibit H) to the Gerontology Program Advisory Committee.

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. Proposals for Investment and Management Advisory Services
4. FY15-16 Budget Amendment
5. Information Items
6. 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. Student Services and Information Center Bid Results
3. Information Items

4. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. Proposed 2016-17 Budget

I. Discussion and Action Items

1. Strategic Plan Update

J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids	April 18, 2016
------------------	----------------

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:29 p.m.

Roll call was as follows:

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

OTHERS: Nelson Dahl, Karl Easttorp, Mike Grambow, Sandy Kiddoo, Dr. Mandy Lang, Richard O’Sullivan, Lance Pliml, Matt Schneider, Chris Villarreal, and Angie Susa

NOTE: Patrick Costello passed away February 18, 2016

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 Mr. Hoerter, upon a voice vote, unanimously approved the minutes from the regular meeting held March 21, 2016, as written.

V. CONSENT AGENDA

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

1. The district’s bills for the month of March 2016 were presented in Exhibit B. These bills totaled \$911,058.54 of which \$694,297.25 represents operational expenditures and \$216,761.29 represents capital expenditures.

OFFICIAL PROCEEDINGS

April 18, 2016

Page 2

The district’s payroll for the month of March totaled \$1,335,955.50 plus \$22,928.10 for travel and miscellaneous reimbursements and \$542,940.87 in fringe benefits. The district’s bills and payroll totaled \$2,812,883.01.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146324	Wood County Head Start	\$ 520.00

3. Approved the following 2016 procurement for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 142,140.00	Paragon Development Systems	Information Technology
\$ 62,766.00	Haas Equipment	T&I Division

4. Approved the following Advisory Committee appointments: SURGICAL TECHNOLOGIST – Peggy Barak, Robert Hocking, Sandra Lustig, Patrick Viergutz and Linda Wilson.

VI. CHAIRPERSON’S REPORT

1. Ms. Bruski Mallek welcomed Board members to the meeting.
2. Ms. Bruski Mallek announced the Spring Boards Association meeting will be held April 21-23 in Madison at the Concourse and Madison College. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac plan to represent the college.
3. Ms. Bruski Mallek announced the Board Appointment Committee will convene June 1 to appoint an interim additional member to the Mid-State Board. This position term ends June 30, 2017.
4. Ms. Bruski Mallek reported reviewers from the Higher Learning Commission (HLC) will be at Mid-State May 2-4. The Board will meet with the review team Tuesday, May 3 at 3:30 p.m. in room I108. Attendance was confirmed.
5. Ms. Bruski Mallek announced Ms. Susa will begin the search for a fall 2016 date for the Fall Board Advance. An electronic survey will be distributed.
6. Ms. Bruski Mallek reminded Board members of the Board Policy Review beginning in July 2016 and extending to action to amend and approval in October 2016. Board Policies are reviewed every other year in three groups.
7. The next Mid-State Board of Directors meeting will be held on Monday, May 16 at the Wisconsin Rapids 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

OFFICIAL PROCEEDINGS

April 18, 2016

Page 3

1. Ms. Bruski Mallek reported 24 fall scholarships were awarded to graduating high school students to attend Mid-State this fall. Additional scholarship opportunities are available for continuing and new students.
2. Ms. Bruski Mallek announced the June 15, 2016 Foundation Golf Event will be held at Lake Arrowhead Pines Course and have an Elvis theme. Registration includes golf cart, lunch, dinner, 24 raffle tickets and all the games on the course.
3. Ms. Bruski Mallek reported the DASH Grant is underway and already seven students have sought assistance since March 14. The DASH Grant is designed to help students stay in school if an unforeseen emergency should arise. This grant is for a one-time disbursement up to \$500.

VIII. PRESIDENT'S REPORT

1. Dr. Budjac welcomed Wood County Board Chair Lance Pliml and Mid-State Business Management & Marketing student and Wisconsin Student Government Vice President Chris Villarreal to the meeting.
2. Dr. Budjac reported the Mid-State Technical College Diesel Technology Center held an April 1 dedication and grand opening event. Over 60 participants visited the \$1.5 million investment in training and learning for Mid-State Diesel and Heavy Equipment students and faculty.
3. Dr. Budjac thanked college employees for their contributions in securing an additional \$900,000 in state grants compared to last year. The grant process and outcomes will be highlighted during Discussion & Action.
4. Dr. Budjac reported 30 teachers from the Marshfield School District visited Mid-State's Marshfield Campus to learn about college programs as part of their professional development. Mid-State employees created an engaging experience for the Marshfield teachers to learn more about opportunities at the college.
5. Dr. Budjac reported Aspirus/Riverview Hospital CEO Todd Burch visited the Wisconsin Rapids Campus March 28. He was provided a tour of the campus by Vice President of Finance & IT Nelson Dahl and spoke with Dr. Budjac about a variety of topics, including lab space needs for Mid-State health programs. A follow-up meeting is scheduled for further discussion.
6. Dr. Budjac provided an update on the "Indiana Letter" requirements which states financial literacy must be provided to all postsecondary students. Mid-State has implemented \$ALT, an online financial literacy tool, to help keep more students from going into default on their student loans when they leave college. \$ALT is available to all students, staff, and community members.
7. Dr. Budjac reminded the Board of the May 2-4 Higher Learning Commission (HLC) visit. The Board will meet with the HLC review team on Tuesday, May 3 at 3:30 p.m. Currently, over 50 community members representing 44 organizations from throughout the district have accepted an invitation to take part in a Community Partners conversation with HLC.

OFFICIAL PROCEEDINGS

April 18, 2016

Page 4

8. Dr. Budjac announced Director of Marketing & Communications Karl Easttorp has announced his resignation effective May 6. Mr. Easttorp was acknowledged and thanked for his many positive contributions to the college and for his professionalism in tackling challenges and working with internal and external stakeholders. Mr. Easttorp thanked the Board and expressed his appreciation for the opportunity to be with Mid-State Technical College.

IX. FINANCE & AUDIT COMMITTEE

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

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

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

- a. ANTICIPATED CAPITAL PROJECTS AND FINANCING FOR FY17 – Mr. Spargo reported the committee reviewed and discussed anticipated capital projects and related financing for FY17. Plans and financing fit well within the colleges financial forecast.
- b. ANTICIPATED GRANT FUNDING FOR FY17 – Mr. Spargo provided a summary of grant awards and reported the college is receiving \$1.2 million in additional grant funding in FY17, an increase of \$900,000 from FY16.
- c. SPECIAL FY17 BUDGET MEETING – Administration will present the FY17 budget proposal May 11 beginning at 4:00 p.m. in the Board Conference Room at the Wisconsin Rapids Campus. All Board members are invited to attend. The budget will be presented to the full Board during its regular May meeting.
- d. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No report was provided.

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. The following items were presented for informational purposes only:

- a. MOBILE MANUFACTURING INNOVATIVE KNOWLEDGE EXPERIENCE (MIKE) – Mr. Hoerter reported the Mobile Manufacturing Innovative Knowledge Experience (MIKE) is a mobile lab funded primarily with grant dollars from the WTCS. The purpose of MIKE is to showcase manufacturing career opportunities throughout the Mid-State District. MIKE, a soon-to-be remodeled RV, will be utilized for customized training and hands-on experiences in manufacturing programs for residents. Remodeling of the unit is currently out for bid.

- b. TAACCCT GRANT PROGRAM – Mr. Hoerter reported a consortium of all colleges in the WTCS received funding from the Department of Labor through round four of TAACCCT funding for healthcare projects. This grant provides additional support for students in several allied health programs. Funded activities include student success navigator, additional test prep, flexible and hybrid delivery of curriculum changes and an anatomy and physiology boot camp.
- c. FACULTY QUALITY ASSURANCE – Mr. Hoerter provided an overview of Mid-States transition from WTCS Certification to Faculty Quality Assurance Standards. Components include district recruitment and hiring standards, onboarding, professional development and timely completion of competency courses.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

- 1. Facilities & External Relations Committee Chairperson Joseph Kinsella reported that the committee had no Consent Agenda items this month.
- 2. The following items were presented for informational purposes only:
 - a. MID-STATE'S FACILITIES QUARTERLY NEWSLETTER – Mr. Kinsella reported a new, robust, quarterly employee newsletter highlighting facilities projects was distributed for the first time by Director of Facilities & Procurement Matt Schneider.
 - b. UPDATE ON STUDENT SERVICES AND INFORMATION CENTER PROJECT STATUS – Ms. Kinsella shared a video rendering of the Student Services and Information Center (SSIC) addition with the Board. The project recently went out for bid. A solar study was completed to determine need for glass tinting and air handling. Style selection is still underway for the new front entrance area.
 - c. INCOMING/OUTGOING FTES – Mr. Kinsella reported Mid-State experienced more FTEs leaving the district than entering in FY15. He highlighted programs for which students are attending technical colleges other than Mid-State as well as those that students come to Mid-State for from other districts. Nine other technical college districts experienced a net outflow of students in FY15.
 - d. INTEGRATED ENROLLMENT MODEL UPDATE – Mr. Kinsella reported the Integrated Enrollment Model (IEM) went live March 28, a model that allows students to complete the admission process in one stop at the college. Success stories of the IEM were shared and the goal to create a barrier-free experience for students was highlighted.

XII. COMMITTEE-OF-THE-WHOLE

- 1. COMPENSATION DISCUSSION – Ms. Bruski Mallek reported the Board discussed a FY17 employee wage increase as part of the budget development process. A recommendation of 1.5% wage

OFFICIAL PROCEEDINGS

April 18, 2016

Page 6

increase was discussed. The budget impact of providing employees with a 1.5% wage increase effective July 1, 2016 is \$250,538.

Motion by Ms. Ose, seconded by Mr. Spargo, upon a roll call vote, unanimously approved a 1.5% wage increase for employees with a budgetary impact of \$250,538 for FY17.

2. PHASE TWO OF THE INTEGRATED ENROLLMENT MODEL – Ms. Bruski Mallek reported Vice President of Student Services Dr. Mandy Lang shared the need for increased academic advising to strengthen student success and degree completion. As a component of the Integrated Enrollment Model (IEM), and included in the Strategic Plan, the new advising model will focus on connecting with students using an intentional, individual advising approach. In the FY17 budget, additional resources will be allocated for positions that directly interact with and benefit students, including five advising positions. The majority of funding for the new positions is coming from a reallocation of dollars from open positions that will not be filled. Additional discussion will occur in the upcoming budget meetings.

XIII. DISCUSSION AND ACTION ITEM

1. WISCONSIN STUDENT GOVERNMENT REPRESENTATIVE – Mid-State Business Management and Marketing student Chris Villarreal is a member of the Wisconsin Student Government’s (WSG) Executive Board as Vice President. Ms. Villarreal joined the Board and shared his experience as WSG vice president and involvement in student government at Mid-State.

2. GRANTS – Vice President of Academics Sandy Kiddoo highlighted Mid-State’s WTCS grant awards that will benefit students and the district in FY17. WTCS grant highlights include: 1) Mid-State will receive \$900,000 more than last year to support student learning initiatives. 2) Six of the eight grant applications submitted were funded. 3) Mid-State received 81% of the dollars requested. Ms. Kiddoo provided an overview of these competitive grants, outcomes based funding impacts, ongoing internal grant discussion and project team involvement.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, May 16, 2016 at the Wisconsin Rapids 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 6:40 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

WISCONSIN RAPIDS

MAY 16, 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

WISCONSIN RAPIDS

MAY 16, 2016

AGENDA: FINANCE & AUDIT COMMITTEE

PLACE: Board Conference Room
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, May 16, 2016

TIME: 4:00 p.m.

A. Meeting called to order by Chairperson Charles Spargo

B. Call to Order

C. Meeting Notice Certification

This May 16, 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. PROPOSALS FOR INVESTMENT AND MANAGEMENT ADVISORY SERVICES

As part of the process for creating a trust to fund Other Post Employment Benefits (OPEBs) proposals for Investment and Management Advisory Services are due May 9 by 2:00 pm. The established AdHoc Trust Committee will review proposals prior to May 16 and will present their recommendation to the Finance & Audit Committee for approval during the May Board Meeting. Board action will be requested.

4. FY15-16 BUDGET AMENDMENT

Exhibit F contains a resolution for amending the FY15-16 budget. These amendments reflect the current budget document and the year-to-date budget modifications addressed in the Treasurer's

Report each month. These amendments reflect changes to the General, Special Revenue – Operational, Capital Projects, Debt Service, and Internal Service Funds. Specifically, they include updates for adjustments to salary and wage budgets, federal and state grants, increased contracted service agreements, carry-over funding for capital projects, budget transfers between capital projects, adjustments to capital projects, increased debt issuance costs and payments, and health insurance expense. Board action approving the resolution in Exhibit F is requested.

5. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. PLANNED CHANGE IN GENERAL FUND EQUITY

Designated funds are managed in compliance with Wisconsin Technical College System requirements and the College's fund balance policy. The College's policy gives assurance that Mid-State remains financially viable, sustainable, and creditworthy. Fund equity is a key element that is evaluated by both the Higher Learning Commission, which is responsible for our national accreditation, and by Moody's Investors Services who rates our bonds.

b. 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.

6. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES

WISCONSIN RAPIDS

MAY 16, 2016

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: District Office Conference Room
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, May 16, 2016

TIME: 4:15 p.m.

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

This May 16, 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 H)

2. INFORMATION ITEMS

The following items are presented for informational purposes only:

- a. PROGRAM REVIEW

In December 2015, Mid-State piloted a comprehensive data driven program review process with two programs. Vice President of Academics Sandy Kiddoo will share what we have learned in this pilot and the plans for moving

program review forward to continuously improve upon the success of our programs.

b. WISCONSIN RAPIDS LIBRARY AND MEDIA SERVICES
REMODEL CONCEPT

In alignment with the College's focus on improving student success, Ms. Kiddoo will share the concept of creating a center on the Wisconsin Rapids Campus that reflects national best practices and principle components of the Stevens Point Campus Learning Commons. This center would centralize and co-locate student academic support services to enhance our support of students in helping them reach their academic goals.

c. STACKED CREDENTIALS AND CAREER PATHWAYS

Recent best practices in program design offer innovative ways to continue to serve students. Mid-State, along with other colleges in the Wisconsin Technical College System, have begun to design robust career pathways with smaller stacked credentials within longer term programs. Ms. Kiddoo will share the models Mid-State has developed, including the most recent Customer Service Professional credential in the Administrative Professional associate degree pathway.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS

MAY 16, 2016

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

PLACE: Room L133-134
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, May 16, 2016

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Joseph Kinsella

B. Call to Order

C. Meeting Notice Certification

This May 16, 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. STUDENT SERVICES AND INFORMATION CENTER BID RESULTS

Bids for the Student Services and Information Center (SSIC) addition and remodel project were received May 5. Director of Facilities & Procurement Matt Schneider will summarize the results and request approval to award contracts to the winning bidder for both the SSIC addition project and SSIC remodel project on the Wisconsin Rapids Campus.

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. WORK STUDY AND STUDENT EXPERIENCE INFORMATION

The College's Facilities Department benefits from Mid-State student involvement both as work studies and when program students apply their skills to various projects around campus. Mr. Schneider will present several examples of student contributions.

b. A PASSION FOR SERVICE TRAINING

As part of Mid-State's Integrated Enrollment Model (IEM), we recently brought in trainer Bill Drury, a national speaker on customer service. Mr. Drury presented "A Passion for Service" training to nearly 80 employees from student services, academics and business services. Vice President of Student Services Dr. Mandy Lang will share highlights of this training.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS

MAY 16, 2016

AGENDA: COMMITTEE-OF-THE-WHOLE

PLACE: Room L133-134
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, May 16, 2016

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Meeting Notice Certification

This May 16, 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. PROPOSED 2016-17 BUDGET

During a special meeting held on May 11, 2016, Administration will present details of their proposed FY17 budget to the Finance & Audit Committee. The committee will be asked to affirm administration's proposal and to direct administration to present it in summary during the May board meeting.

Vice President of Finance & IT Nelson Dahl will provide a summary of budget changes and highlights. A narrative and other budget documents that will be shared during the special budget meeting will be mailed separately prior to the regular meeting. Exhibit G contains a recommended resolution authorizing administration to publish a budget summary and notice of a Public Hearing. Clarification of the starting time for the June 20 Public Hearing will be necessary. Board action approving the Resolution in Exhibit G will be requested.

D. ADJOURNMENT

I. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS

MAY 16, 2016

1. STRATEGIC PLAN UPDATE

Implementation of the Mid-State 2015-2020 Strategic Plan began last fall. Vice President of Student Services Dr. Mandy Lang and Vice President of Academics Sandy Kiddoo will share the progress to date, including investments and accomplishments made toward achieving our Key Results of Student Success, Organizational Effectiveness and Employee Engagement. Plans for next year's Strategic Plan initiatives and activities will also be shared.

J. ADJOURNMENT

EXHIBITS A – H

PRESIDENT'S REPORT

MAY 16, 2016

1. Mid-State Technical College (Mid-State) student Ben Joosten was selected April 12 as an alternate to the final six players for Capsim's Foundation Challenge. The College was the seventh highest scoring institution in the nation and Joosten was its top participant with a 14th place finish; this is a significant accomplishment as the Foundation Challenge included over 200 students from around the world. Only one player per school can participate in the top six. Ben is enrolled in Mid-State's Business Management program. This year Mid-State had five people step up to the challenge.

The Foundation Challenge included participants from the University of Montana, Brigham Young University, King's College, Purdue University, Illinois State University, American University (Cairo), Heidelberg University, Instituto Tecnológico Autónomo de México, Cornell College, and Bowling Green State University. Two other Mid-State students also scored within the top 25% of the competitors: Anna Truchinski, Business Management alumnus and current Accounting student, and Courtenay Keith, Business Management student. Tyler Arneson finished in the top 50%. Karen McDonald and Robert Muszynski also competed in the simulation challenge.

2. A former 2014 graduate of the Nursing Assistant program, Tanisha Schmoeckel, recently received an award from the Wisconsin Literacy Foundation "Wisconsin Literacy Outstanding Adult Literacy Learner of the Year." Tanisha speaks passionately about the positive impact Mid-State has had on her life and is now employed at Bethel in Arpin.
3. On May 5 - 6, 2016, Jim Skiera, Executive Director of the International Society of Arboriculture, traveled from Champaign, Illinois with his training directors to visit our Urban Forestry program and learn about Wisconsin's new Arborist Apprenticeship program that is expected to be available to all 50 states. T&I Associate Dean Ron Zillmer and Urban Forestry Instructor Joe Hoffman provided technical assistance during the development stage. Mr. Skiera and his team are looking at this training model for international implementation. They extended their stay at Mid-State to include observing the high school recruiting event at the Wisconsin Rapids Campus on May 6 where over 100 high school students participated in hands-on urban forestry experiences. The event was staffed by Mid-State students, faculty, and industry volunteers from Wisconsin, Illinois, and Minnesota.
4. One April 27, 16 Mid-State students competed at the State Sills USA championship in Madison. They competed in machine tool, welding, auto and diesel and did extremely well in a very competitive event. Jordan Esselman won gold in Automotive Service as did Maggie Hirzy in CNC milling. Additionally, Kody Hastreiter earned a silver in Precision Machining, Jose Martines earned bronze in CNC Milling and Tyler Peterson brought back bronze in Precision Machining. This is the second consecutive year that Mid-State students took first place in CNC Milling and the second time in three years with a first-place finish in Automotive Service at the state conference. Mid-State's two gold

medalist students will represent the college at the National Skills USA Competition in Kansas City June 20-24. We are very proud of these students and their faculty.

5. On Sunday, April 17, the Mid-State Auto Club hosted its first Auto Cross and Car Show sponsored by the Central Wisconsin Sports Car Club (CWSCC). The turnout was outstanding with over 80 cars participating. The Auto Cross was conducted on our Wisconsin Rapids Campus Protective Services Training Area. There were also 15 car owners who participated in the car show. Members of the Mid-State Auto and Criminal Justice Clubs assisted with registrations, parking, spectator safety and policing campus grounds. Special thanks to Automotive Instructor Matt Manicki for organizing the event.
6. On April 22, Civil Engineering instructors Mike Johnson and Greg Webster visited area high schools (Nekoosa, Stevens Point, and Port Edwards) introducing over 45 students to the Civil Engineering program and giving them a variety of concrete and surveying hands-on activities. Students made a batch of concrete and performed a variety of tests on the mixture. They used GNSS and Robotic Total Station surveying equipment, which are among the most modern surveying instruments in the Civil Engineering Technology-Highway Technician program and learned how these tools are used to build roads, bridges, medians and other transportation structures. These experiences were well received by the high school students.
7. In April, Behavioral and Social Sciences Instructor Suzanne Rathe and Business and Marketing Instructor Jon Steele team-taught and led a class trip to New York City as part of the Intro to Diversity class curriculum. Seven students attended the trip. While in New York their assignments focused on many parts of the curriculum. Primary activities included visits to a variety of cultural centers, sites and neighborhoods to learn about ethnically and culturally diverse peoples. The sites included the Statue of Liberty and Ellis Island, the Lower East Side Tenement Museum, Chinatown, Queens, Jackson Heights, and the Islamic Cultural Center of New York. It was a great experience and the fifth time Suzanne and Jon offered this learning opportunity to Mid-State students.
8. Mid-State held its 10th Mock Trial at the Portage County Courthouse on Tuesday, April 26. Mock Trial is an event coordinated by Suzanne Rathe for/with the American Government students. This is a cross-curricular event that also includes communications, ethics, and business courses. Students become attorneys, witnesses, judges, reporters, and jury members on this day while they participate in a murder trial. One of the keys to the success of this event is that our students are working with professional attorneys and judges so that they are able to experience “real life” for these individuals. Vice President of Human Resources Richard O’Sullivan and Jon Steele assisted the “defense”. Assistant District Attorney David Knappen assisted the “prosecution”, while Judge Robert Shannon assisted our judges and Communications Instructor Kelly Steidinger assisted our reporters. The staff at the court house...bailiffs, sheriff’s deputies, legal assistants, clerk of court, etc. were also instrumental in making the Mock Trial a success.
9. Mid-State is pleased to have served 39 incumbent workers with the Educational Opportunities Grant through the Wisconsin Department of Children and Families.

Learners have participated in coursework leading toward the Infant/Toddler and Preschool Credentials as recognized by The Registry, Wisconsin's Recognition System for the Childhood Care and Education Profession. This grant is designed to help early care professionals pursue credit based offerings to support their ongoing professional development and enhance delivery of care while supporting the achievement of YoungStar outcomes. The grant and related offerings are currently scheduled to conclude in December 2016.

10. On Wednesday, April 20, MSTC hosted a Wisconsin Department of Justice (DOJ) instructor update for approximately 100 law enforcement and jail trainers. The majority of the trainers were from the Central Wisconsin area. Topics for the day included jail officer training breakout sessions, legal update from an Assistant Attorney General, Sovereign Citizens presented by an FBI agent, sensitive crime interviewing and crisis intervention training. This update training is required for instructor recertification.
11. On Wednesday evening, April 27, I had the opportunity to be one of five panelists who spoke to the Wisconsin Rapids Area Young Professionals group, recently renamed Current. Current held a series of events during the statewide Young Professionals week to relaunch their organization. One of the events included this speakers panel; other panelists included: Phil Brown, Glacial Lake Cranberries, Honestly Cranberry and local historian; Dr. Wayne Christie MD FAAOS, Wisconsin Rapids Orthopedics Center; Robin Koeshall, Paul Gross Jewelers owners; and Gus Mancuso, Incourage, former Lincoln High School and John Edwards High School principal. This room was filled with highly engaged young professionals and entrepreneurs who are committed to improving our area communities.
12. Discovery Day was held on Friday, April 15, on the Wisconsin Rapids Campus for approximately 120 students from Alexander Middle School and Almond Bancroft. Students explored programs through interactive sessions, received information about technical education, and participated in a career exploration activity. The career exploration activity walked the students through industry clusters by asking thought-provoking questions in industries like health care and protective services, manufacturing and engineering, and business and communication. Mid-State faculty facilitated interactive program sessions in the following areas: Cosmetology, Civil Engineering, Criminal Justice-Law Enforcement, Urban Forestry, Diesel & Heavy Equipment, and Nursing Assistant.
13. On Tuesday, April 12, Dr. Yang Sao Xiong, Assistant Professor of Sociology and Social Work at UW-Madison, gave a presentation on the Hmong history, culture, and why and how the Hmong came to the United States. The presentation was attended by Mid-State students, staff and community members and sponsored by the Minority Education Club (MEC). Minority Education Club is a student organization on the Stevens Point Campus that promotes diversity and inclusion through education. During the month of April, MEC focused on promoting Hmong Heritage.
14. On Tuesday, April 19, 35 Mid-State students participated in an Etiquette Triathlon presented by Lyn Zimmermann with Essentials Details, LLC. The students were treated

to a three-course lunch provided by Rockman's Catering and throughout the meal were served by the faculty and staff of Mid-State. They experienced an engaging, fun presentation on how to properly dress, eat, and present themselves when out with potential employers. Lyn also included effective networking techniques.

15. Mid-State staff are involved in Wisconsin Technical College System leadership groups to share and learn about state and national best practices in their areas. Recently, Vice President of Student Services Dr. Mandy Lang became the vice chair of the WTCS Student Services Administrator group and Grant Development & Administration Manager Simone Fevola became the vice chair of the Presidents' State Grant Administrators. Additionally, Vice President of Finance & IT Nelson Dahl has been serving on the Districts Mutual Insurance (DMI) Board for the past year.
16. The Central Wisconsin Job Fair was held Wednesday, April 6, in the Mid-State Technical College gymnasium on the Wisconsin Rapids Campus. There were 70 employer booths, a record number, and approximately 325 job seekers in attendance at the fair. Of the 46 employers that returned their post-fair survey, 39 indicated they would interview or hire one of the job seekers they met with that day. The Central Wisconsin Job Fair is a collaborative effort between Mid-State and the Wisconsin Rapids Job Center.
17. My travel between now and mid-June will include:
 - Weekly Rotary Meetings
 - Continuous Quality Improvement Network (CQIN) Think Tank
 - Paper City Savings Board Meeting
 - Wisconsin Leadership Development Institute (WLDI) Advanced Academy Graduation
 - Presidents Association Planning Session
 - WLDI Foundation Academy Graduation

FY 2015-16 Budget Modifications Made In The Month of April 2016						
<u>Project #</u>	<u>Grant Title or Description</u>	<u>Type</u>	<u>Reason for Budget Change</u>	<u>Revenue Change</u>	<u>Expense Change</u>	<u>Fund Balance Change</u> <u>Notes</u>
Fund 1 - General Fund Budget Modifications						
Fund 3 - Capital Projects Fund Budget Modifications						
Total Budget Changes For The Month				-	-	-
Notes: There were no budget modifications in the month of April.						



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2016 as of April 30, 2016

	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	Budget	Budget
Local Government	6,192,510	-	-	4,144,521	-	-	-	-	-	-	-	-	-	-	10,337,031	21.1%
Student Fees	7,768,281	-	-	-	-	367,582	-	-	-	-	-	-	-	-	8,135,863	16.6%
State Aid & Grants	14,493,240	-	-	-	-	-	120,000	-	-	-	-	-	-	-	14,613,240	29.9%
Institutional	336,243	878,180	-	100,500	-	445,130	-	60,483	-	-	-	-	-	-	8,112,260	16.6%
Federal	1,437,849	-	6,166,300	-	-	83,653	-	-	-	-	-	-	-	-	7,687,802	15.7%
Total Revenues	30,228,123	878,180	6,979,012	4,245,021	1,244,824	5,046,900	264,136	4,531,455	1,207,270	5,033,985	57,501,709	100.0%	48,886,196	48,511,421	100.0%	

	Salaries and Wages		Benefits		Current Expenditures		Student Financial Aid & Activities		Resale		Capital Outlay		Debt Retirement		Total Expenditures		% of Expenditures by Fund	
	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	Budget	Budget		
Salaries and Wages	16,979,372	120,253	233,112	-	147,099	31,284	-	-	-	-	-	-	-	-	17,511,120	30.5%		
Benefits	7,308,238	8,226	54,316	-	67,515	23,366	-	-	-	-	-	-	-	-	7,461,661	13.0%		
Current Expenditures	6,549,408	598,461	157,471	-	103,656	1,105,335	-	-	-	-	-	-	-	-	8,514,331	14.8%		
Student Financial Aid & Activities	-	-	6,564,113	-	-	-	-	-	-	-	-	-	-	-	6,564,113	11.4%		
Resale	-	-	-	-	885,500	3,874,000	-	-	-	-	-	-	-	-	4,759,500	8.3%		
Capital Outlay	-	-	-	-	3,500	-	-	-	-	-	-	-	-	-	8,159,529	14.2%		
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,531,455	7.9%		
Total Expenditures	30,837,018	726,940	7,009,012	4,531,455	1,207,270	5,033,985	8,156,029	4,531,455	1,207,270	5,033,985	57,501,709	100.0%	55,368,601	55,368,601	100.0%			
% of Expenditures by Fund																		
53.6% 1.3% 12.2% 14.2% 7.9% 2.1% 8.8% 100.0%																		

Changes in Fund Equity	
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 April 30, 2016

	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	6,214,169	-	-	4,144,521	-	-	-	-	-	-	-	-	-	10,337,031	100.2%	
Student Fees	9,265,305	-	-	-	-	424,554	-	-	-	-	-	-	-	9,689,859	119.1%	
State Aid & Grants	13,374,175	-	-	-	33,074	-	-	-	-	-	-	-	-	14,613,240	91.7%	
Institutional	200,293	89,357	368,909	176,245	1,135,554	4,072,489	66,458	6,109,305	8,112,260	75.3%						
Federal	808,770	-	4,885,282	2,645	-	-	-	-	5,696,697	74.1%						
Total Revenues	29,862,713	89,357	5,678,745	4,320,766	1,135,554	4,072,489	102,177	4,320,766	45,261,801	92.6%				48,886,196	92.6%	
% of Budget Recognized	98.8%	10.2%	81.4%	101.8%	91.2%	80.7%	38.7%	101.8%	92.6%							

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Salaries and Wages	13,464,732	36,927	144,122	-	114,308	26,032	-	-	-	-	-	-	-	17,511,120	78.7%	
Benefits	5,775,265	3,926	37,275	-	52,652	18,670	-	-	-	-	-	-	-	7,461,661	78.9%	
Current Expenditures	3,720,626	13,921	119,851	-	42,740	841,210	-	-	-	-	-	-	-	8,514,331	55.7%	
Student Financial Aid & Activities	-	-	5,214,234	-	-	-	-	-	-	-	-	-	-	6,564,113	79.4%	
Resale	-	-	-	-	859,463	3,030,575	-	-	-	-	-	-	-	4,759,500	81.7%	
Capital Outlay	-	-	23,499	-	-	-	-	-	-	-	-	-	-	8,159,529	37.4%	
Debt Retirement	-	-	-	4,113,570	-	-	-	-	-	-	-	-	-	4,531,455	90.8%	
Total Expenditures	22,960,623	54,774	5,538,981	4,113,570	1,069,163	3,916,487	3,026,229	4,113,570	40,679,827	70.7%				57,501,709	70.7%	
% of Budget Expended	74.5%	7.5%	79.0%	90.8%	88.6%	77.8%	37.1%	90.8%	70.7%							

Changes in Fund Equity

Actual Fund Equity as of 6/30/15	15,413,876	478,587	101,104	680,522	1,778,826	949,116	21,339,907
Current Revenue over Expenses	6,902,090	34,584	139,763	207,196	66,391	156,002	(8,615,513)
Other Sources and Uses:							
Proceeds from Debt	-	-	5,500,000	-	-	-	5,500,000
Interfund Transfers In	-	-	-	-	-	-	620,000
Interfund Transfers Out	-	-	-	-	-	-	(620,000)
Repayment of Debt	-	-	-	-	-	-	-
Accrued YTD Fund Equity	22,315,966	513,171	240,868	887,718	1,845,217	1,105,119	18,224,394



Summary of Revenues & Expenditures by Account Group

for Fiscal Year 2016
as of April 30, 2016

A Revenues by Account Group (All Funds)	B Month of April 2016	C FY 2016 Year-to-Date	D FY 2016 Current Budget	E		F Change to FY16 Budget	G Current YTD less Prior YTD	H % Change in Current YTD	I Current FY16 Budget less Ending FY15 Budget	J % Change FY16 Current Budget from FY15 Ending Budget
				FY 2016 Original Budget	Current YTD less Prior YTD					
1 Municipalities - Property Tax	\$ (102)	\$ 10,358,690	\$ 10,337,031	\$ 10,337,031	\$ 10,337,031	\$ -	\$ 218,946	2.2%	\$ 140,116	1.4%
2 Student Fees	2,021,526	9,689,859	8,135,863	8,135,863	8,135,863	-	1,718,628	21.6%	(140,959)	-1.7%
3 State Aid & State Grants	108,890	13,407,249	14,613,240	14,613,240	14,284,822	328,418	43,999	0.3%	89,682	0.6%
4 Federal Gov't - Grants	195,633	811,090	1,510,502	1,510,502	1,464,145	46,357	(11,316)	-1.4%	(261,351)	-14.8%
5 Other College Sources	487,851	4,806,180	5,748,784	5,748,784	5,748,784	-	121,491	2.6%	(1,776,313)	-23.6%
6 Contracted Service Recipients	43,978	148,836	1,071,794	1,071,794	1,071,794	-	(98,575)	-39.8%	(98,928)	-8.5%
7 Customer Sales	37,189	1,154,289	1,291,682	1,291,682	1,291,682	-	(7,475)	-0.6%	(75,900)	-5.5%
8 Trusts & Agencies	12,631	4,885,607	6,177,300	6,177,300	6,177,300	-	(239,875)	-4.7%	(991,072)	-13.8%
9 Proceeds from Debt	1,500,000	5,500,000	5,500,000	5,500,000	5,500,000	-	1,945,000	54.7%	400,000	7.8%
10 Interfund Transfers In	-	-	620,000	620,000	620,000	-	-	0.0%	(711,969)	-53.5%
Totals	\$ 4,407,595	\$ 50,761,801	\$ 55,006,196	\$ 55,006,196	\$ 54,631,421	\$ 374,775	\$ 3,690,824	7.8%	\$ (3,426,694)	-5.9%

A Expenditures by Account Group (All Funds)	B Month of April 2016	C FY 2016 Year-to-Date	D FY 2016 Current Budget	E		F Change to FY16 Budget	G Current YTD less Prior YTD	H % Change in Current YTD	I FY16 Current Budget less Ending FY15 Budget	J % Change FY16 Current Budget from FY15 Ending Budget
				FY 2016 Original Budget	Current YTD less Prior YTD					
12 Salaries & Wages	\$ 1,936,297	\$ 13,786,122	\$ 17,511,120	\$ 17,511,120	\$ 17,457,645	\$ 53,475	\$ 477,532	3.6%	\$ (543,081)	-3.0%
13 Employee Benefits	631,495	5,887,787	7,461,661	7,461,661	7,444,091	17,570	198,540	3.5%	(311,009)	-4.0%
14 Current Expenditures	318,176	4,690,798	8,449,331	8,449,331	8,233,585	215,746	(159,410)	-3.3%	470,896	5.9%
15 Student Financial Aid & Activities	33,715	5,261,784	6,629,113	6,629,113	6,629,113	-	(264,808)	-4.8%	(956,307)	-12.6%
16 Resale Goods & Services	186,250	3,890,037	4,759,500	4,759,500	4,759,500	-	345,828	9.8%	(1,814,990)	-27.6%
17 Capital Outlay	160,364	3,049,728	8,159,529	8,159,529	6,313,212	1,846,317	916,051	42.9%	1,425,840	21.2%
18 Debt Service	36,075	4,113,570	4,531,455	4,531,455	4,531,455	-	(17,989)	-0.4%	(649,504)	-12.5%
19 Repayment of Debt	-	-	-	-	-	-	-	0.0%	-	0.0%
20 Interfund Transfers Out	-	-	620,000	620,000	620,000	-	-	0.0%	(711,969)	-53.5%
Totals	\$ 3,302,371	\$ 40,679,827	\$ 58,121,709	\$ 58,121,709	\$ 55,968,601	\$ 2,133,108	\$ 1,495,744	3.8%	\$ (3,090,124)	-5.0%
EOY Change in Fund Equity			\$ (3,115,513)	\$ (3,115,513)	\$ (1,357,180)	\$ (1,758,333)	\$ 2,195,080		\$ (336,570)	

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
April 30, 2016**

With Comparative Total for April 30, 2015

Mid-State Technical College
May 4, 2016 at 11:01 AM

7766 Student Activities - Senate

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise Service	Internal Service	Non-Audable	Memorandum only		
								2015-16	2014-15	
Cash	\$ 15,950,885	\$ -	\$ 4,779,747	\$ 5,850	\$ 1,570	\$ 811,938	\$ 3,867	\$ 21,553,857	\$ 19,442,126	
Investments	4,389,479	-	-	-	-	-	-	4,389,479	4,369,420	
Receivables:										
Property taxes	3,073,181	-	-	213,186	-	-	-	3,286,367	3,238,036	
Accounts receivable	2,782,479	46,585	60	-	80,368	110,616	-	3,020,108	1,527,949	
Due from other funds	(2,321,815)	466,586	(163,884)	668,681	958,639	250,798	140,994	(1)	1	
Inventories - at cost	-	-	-	-	319,305	-	-	319,305	336,304	
Prepaid Assets	10,060	-	-	-	-	-	-	10,060	-	
Other Current Assets	-	-	-	-	-	-	-	-	-	
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	495,624	50,479	-	546,103	582,521	
General Long Term Debt	-	-	-	-	-	-	-	-	-	
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-	
TOTAL ASSETS AND OTHER DEBITS	\$ 23,884,269	\$ 513,171	\$ 4,615,923	\$ 887,717	\$ 1,855,506	\$ 1,113,215	\$ 255,477	\$ 33,125,278	\$ 29,496,357	

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities	\$ 34,771	\$ -	\$ 102,101	\$ -	\$ (4,351)	\$ 1,633	\$ 13,556	\$ 147,710	\$ 111,974
Accounts Payable	-	-	-	-	-	-	-	-	-
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	530,340	-	-	-	5,452	-	-	535,792	248,366
Vacation	987,681	-	-	-	14,584	1,011	1,054	1,004,330	1,120,777
Other current liabilities	7,820	-	-	-	56	-	-	7,876	7,190
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	7,691	-	-	-	-	-	-	7,691	358,223
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	1,568,303	-	102,101	-	10,289	8,096	14,610	1,703,399	1,846,530

Fund equity and other credits	-	-	-	-	1,778,826	198,894	-	1,977,720	2,010,085
Retained Earnings	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-
Designated for Operations	7,019,220	133,160	-	-	-	-	-	680,522	522,595
Des for State Aid Fluctuations	386,816	-	-	-	-	-	-	7,152,380	6,975,824
Des for Subsequent Year	2,798,048	344,769	-	-	-	-	-	386,816	357,416
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)	6,902,090	34,584	2,575,947	207,195	66,391	156,003	139,763	10,081,973	7,976,439

TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS

\$ 23,884,269	\$ 513,171	\$ 4,615,923	\$ 887,717	\$ 1,855,506	\$ 1,113,215	\$ 255,477	\$ 33,125,278	\$ 29,496,357
----------------------	-------------------	---------------------	-------------------	---------------------	---------------------	-------------------	----------------------	----------------------

April Contracted Services Agreements
Meeting on May 16, 2016

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146325	Multiple Recipient	Managing Conflict Workshop	3	12	588.00
146326	Multiple Recipient	Leading Change Workshop	3	12	588.00
146327	Multiple Recipient	Time Management Workshop	3	12	588.00
146330	Dental Clinic of Marshfield	Healthcare Provider BLS Renewal	4	13	750.00
				Total:	2,514.00

FINANCE & AUDIT COMMITTEE
2016 Procurement of Goods and Services
May 16, 2016

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – E-BUILDING RESTROOM REMODEL - FACILITIES</u>		
Altmann Construction, Wis. Rapids, WI	\$ 84,999.00	RFP #757
Eagle Construction, Wis. Rapids, WI	\$ 85,675.00	
<u>WR CAMPUS - MOBILE MANUFACTURING LAB REMODEL – TECHNICAL & INDUSTRIAL DIVISION</u>		
CGS, New Berlin, WI	\$163,810.00	RFP #759
<u>WR CAMPUS - DETROIT DIESEL ENGINE TRAINING MODULE – TECHNICAL & INDUSTRIAL DIVISION</u>		
V&H Truck, Marshfield, WI	\$ 57,257.62	Sole Source
<u>WR CAMPUS - DIESEL PROGRAM VEHICLE LIFT SYSTEM – TECHNICAL & INDUSTRIAL DIVISION</u>		
Wisco, Marshfield, WI	\$ 52,570.74	Quotes
Mohawk Lifts, Amsterdam, NY	\$ 79,995.22	
Snap-On Industrial, Crystal Lake, IL	\$ 82,579.19	
<u>WR CAMPUS - TECHNOLOGY UPDATE - MEDIA SERVICES</u>		
AVI Systems, Brookfield, WI	\$ 87,960.86	Quotes
Camera Corner, Green Bay, WI	\$ 86,303.90	
EPA Audio Visual, Rockford, MN (Did not submit quote)		
❖ Subtotal for Procurements Requiring Board Action	<u>\$446,598.22</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS - UPGRADE NETWORK INFRASTRUCTURE - INFORMATION TECHNOLOGY</u>		
Netech Corp., Middleton, WI	\$ 37,102.50	State Contract
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$ 37,102.50</u>	

GRAND TOTAL **\$483,700.72**

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.

**NOTICE OF 2015-16
BUDGET AMENDMENT
May 16, 2016**

WHEREAS, the 2014-16 budget was adopted by the Mid-State Technical College (MSTC) Board on June 15, 2015 and State statute requires the district board to approve any modifications to the original adopted budget; and

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

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

WHEREAS, the Capital Projects budget was adjusted to carry over excess funds from the previous year for completed projects which crossed fiscal years; and to reallocate capital budgets within departments and functions to facilitate a number of priority purchases; and to reflect current year projects' estimates; and to modify and add state and federal grants; and

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2015-16 budgetary revisions:

FUND	FUNCTION RESOURCE	APPROPRIATION CHANGE	MODIFIED APPROPRIATION
General	Instruction	\$334,449	\$17,874,771
General	Instructional Resources	(\$38,016)	\$1,116,359
General	Student Services	\$168,005	\$3,516,784
General	General Institutional	(\$182,758)	\$6,211,568
General	Physical Plant	\$5,111	\$2,117,536
Capital Projects	Instruction	\$153,793	\$1,431,831
Capital Projects	Instructional Resources	\$123,255	\$505,255
Capital Projects	General Institutional	(\$13,746)	\$833,188
Capital Projects	Physical Plant	\$1,583,015	\$5,355,755

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

BE IT FURTHER RESOLVED that the 2015-16 amended budget be used as the official comparison to the proposed 2016-17 budget; and

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

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

RESOLUTION TO PUBLISH THE 2016-17 BUDGET

BE IT HEREBY RESOLVED that authority be given to the administration of Mid-State Technical College to publish, at least fifteen days prior to the Public Hearing, the Budget Summary and Notice of Public Hearing for Mid-State Technical College for 2016-17, with an expenditure budget totaling \$55,998,332. The Public Hearing will be held on June 20, 2016, at 5:00 p.m.



Advisory Committee Appointment for the Gerontology Program

X	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>

Member	
	Employee member
X	Employer member
	Member-at-large
	Ex-officio member

Candidate Replaces

Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
X	Three Year

Start Date

08/01/15

Renewal Date

08/01/18

Name of Candidate: Donna Bella

(X) Home/Work Address: Home Work

Address: 1300 Briggs Court

City: Stevens Point State: WI Zip: 54481

Phone Number: 715-341-3444 x24

Email Address: dbella@spha-wi.org

Candidate's Employer: Stevens Point Housing Authority

Candidate's Present Occupational Title:
Executive Director

Brief description of candidate's background including current employment and reason for recommendation:

Donna has been employed by the Stevens Point Housing Authority for almost 20 years. In that capacity, she assists low income families with housing within the City of Stevens Point. This includes owning and operating 247 public housing units including Hi-Rise Manor, a building that serves the elderly and people with disabilities.

Appointment Approval Signatures:

Division Dean:  Date: 2/8/2016

Vice President of Academics:  Date: 2/22/2016

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____

Equal Opportunity Educator and Employer



Advisory Committee Appointment for the Gerontology Program

X	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>
Member	
	Employee member
X	Employer member
	Member-at-large
	Ex-officio member
Candidate Replaces	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
X	Three Year
Start Date	
08/01/15	
Renewal Date	
08/01/18	

Name of Candidate: Jennifer Cummings	
(X) Home/Work Address:	Home <input type="checkbox"/> x Work <input type="checkbox"/>
Address: 220 3rd Ave. South Suite 1	
City: Wisconsin Rapids	State: WI Zip: 54495
Phone Number:	715-421-0014
Email Address:	jennifer.cummings@adrc-cw.com
Candidate's Employer:	Aging and Disability Resource Center of Central WI
Candidate's Present Occupational Title:	Aging and Wellness Director
Brief description of candidate's background including current employment and reason for recommendation:	
<p>Jennifer received her BSN from UW Madison School of Nursing. She practiced at St. Joseph's Hospital Coronary Care Unit, St. Michael's Hospital ICU, Portage County Public Health. Jennifer supervised the Portage County Home Health program and helped established the Stevens Point branch of Ministry Home Care. She was one of the first nurse service coordinators for Community Care of Central WI. Jennifer's current position is as the Aging and Wellness Director for Lincoln, Langlade, Wood, and Marathon counties within the Aging and Disability Resource Center of Central Wisconsin (ADRC-CW).</p>	

Appointment Approval Signatures:			
Division Dean:		Date:	2/8/2016
Vice President of Academics:		Date:	3/9/2016
MSTC President:		Date:	
MSTC District Board Approval:		Date:	



Advisory Committee Appointment for the Gerontology Program

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

Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
X	Three Year

Start Date
08/01/15

Renewal Date
08/01/18


Name of Candidate:	Kelly Lang		
(X) Home/Work Address:	Home	X	Work
Address:	5625 Sandpiper Drive		
City:	Stevens Point	State:	WI
Zip:	54481		
Phone Number:	715-343-7376		
Email Address:	kelly.lang@brookdale.com		
Candidate's Employer:	Brookdale Senior Living Solutions		
Candidate's Present Occupational Title:	Sales Manager		

Brief description of candidate's background including current employment and reason for recommendation:

Kelly has an associate degree in Accounting. She is certified as an administrator with Wisconsin Assisted Living Association for Community Based Residential Facilities. She has been a Director of Operations for over 10 years for communities ranging from Independent Senior Apartments to severe dementia care. Kelly has two years experience in consulting/training with families and caregivers in Dementia Care. Her current employment is as a Sales Manager including Educational Community Outreach with Brookdale Stevens Point, an Independent Living, Assisted Living, Dementia Care Senior Community

Appointment Approval Signatures:

Division Dean:  Date: 2/8/2016

Vice President of Academics:  Date: 3/9/2016

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____



Advisory Committee Appointment for the Gerontology Program

X	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>
Member	
	Employee member
X	Employer member
	Member-at-large
	Ex-officio member
Candidate Replaces	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
X	Two Year
	Three Year
Start Date	
08/01/15	
Renewal Date	
08/01/17	

Name of Candidate:	Cindy Piotrowski				
(X) Home/Work Address:		Home	x	Work	
Address:	1519 Water Street				
City:	Stevens Point	State:	WI	Zip:	54481
Phone Number:	715-346-1412				
Email Address:	piotrowskicindy@co.portage.wi.us				
Candidate's Employer:	Aging & Disability Center of Portage County				
Candidate's Present Occupational Title:	Director				
Brief description of candidate's background including current employment and reason for recommendation:					
<p>Cindy began her current position as the Director at the Aging and Disability Resource Center of Portage County in 2012 after having served as the Assistant Director for more than 4 years. She received her Bachelor's degree from the University of Wisconsin-Stevens Point with a double major in Communication and Psychology.</p> <p>Prior to working at the ADRC she was the Executive Director at the Epilepsy Foundation of Central & Northeast Wisconsin for eight years, currently known as Epilepsy Foundation, Heart of Wisconsin. Earlier professional experience includes serving as the Director of Operations for St. Vincent DePaul in Plover, WI and as the Communication Manager for CAP Services in Stevens Point.</p>					

Appointment Approval Signatures:			
Division Dean:		Date:	2/8/2016
Vice President of Academics:		Date:	3/9/2016
MSTC President:		Date:	
MSTC District Board Approval:		Date:	



Advisory Committee Appointment for the Gerontology Program

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

Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
X	Three Year

Start Date

08/01/15

Renewal Date

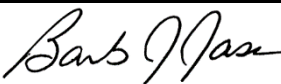
08/01/18

Name of Candidate:	Janet Zander		
(X) Home/Work Address:		Home	x
Address:	1414 MacArthur Rd. Suite 306		
City:	Madison	State:	WI
Zip:	53714		
Phone Number:	715-677-6723		
Email Address:	janet.zander@gwaar.org		
Candidate's Employer:	Greater WI Agency on Aging Resources, Inc.		
Candidate's Present Occupational Title:	Advocacy and Public Policy Coordinator		

Brief description of candidate's background including current employment and reason for recommendation:

Janet has worked in aging services for nearly 30 years. Past experiences include Director of Social Services for skilled nursing facility, manager of CBRF (Community Based Residential Facilities) for individuals with severe mental illness, family service coordinator, Access Services Director and Director of Aging and Disability Resource Center. Janet is currently employed as an Advocacy and Public Policy Coordinator for the Greater Wisconsin Agency on Aging Resources, Inc.

Appointment Approval Signatures:

Division Dean:  Date: 2/8/2016

Vice President of Academics:  Date: 3/9/2016

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____

Equal Opportunity Educator and Employer

Gerontology Program Advisory Committee List

<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>
Bella	Donna	1300 Briggs Court	Stevens Point	WI	54481	Stevens Point Housing Authority	Employer	Aug 2015	Aug 2018
Cummings	Jennifer	220 3rd Ave So. Ste 1	Wisconsin Rapids	WI	54495	Aging & Disability Resource Center of Central WI	Employer	Aug 2015	Aug 2018
Lang	Kelly	5625 Sandpiper Drive	Stevens Point	WI	54481	Brookdale Senior Living Solutions	Employee	Aug 2015	Aug 2018
Plotrowski	Cindy	1519 Water Street	Stevens Point	WI	54481	Aging & Disability Center of Portage City	Employer	Aug 2015	Aug 2017
Zander	Janet	1414 MacArthur Rd. Ste 306	Madison	WI	53714	Greater WI Agency on Aging Resources, Inc.	Employee	Aug 2015	Aug 2018