



BOARD OF DIRECTORS MEETING

November 21, 2016

Marshfield Campus
Community Engagement Room 126



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MID-STATE DISTRICT BOARD OF DIRECTORS

MARSHFIELD

NOVEMBER 21, 2016

AGENDA: DISTRICT BOARD MEETING

PLACE: Community Engagement Room 126
Mid-State Marshfield Campus
2600 W. 5th Street

DATE: Monday, November 21, 2016

TIME: 5:10 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Roll Call

C. Meeting Notice Certification

This November 21, 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 employment strategies related to the presidential search and candidate application materials. This closed session is being held in compliance with Chapter 19, Subchapter 19.85(c) 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 – October 17, 2016 Regular Meeting and November 15, 2016 Special Board Meeting

G. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for October 2016 are contained in Exhibit B. These bills total \$1,156,812.79 of which \$954,538.55 represents operational expenditures and \$202,274.24 represents capital expenditures.

The District's regular payrolls were issued on October 14 and 28. Payroll disbursements for the month of October totaled \$1,313,666.64 plus \$16,422.00 for travel and miscellaneous reimbursements, and \$544,224.96 in fringe benefits, for a total payroll disbursement of \$1,874,313.60.

Administration recommends approval of the payment of these obligations totaling \$3,031,126.39.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into four contracted service agreements totaling \$1,900. A summary of these agreements is contained in Exhibit D. The individual contracts 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. ANNUAL PROCUREMENT REPORT (Exhibit F)

The College is continuously reviewing its spending patterns and looking for ways to decrease costs. Each year we provide the WTCS a procurement report for the previous fiscal year to help identify vendors or even sectors of WTCS district expenditures that could be opportunities for cost reductions with collaborative purchasing agreements as well as to comply with Administrative Code. Mid-State further identifies within its own spending patterns areas where we can reduce or eliminate costs. Board action to approve is requested.

5. ADVISORY COMMITTEE

Administration recommends the appointment of individuals (Exhibit G) 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. Selection of an Audit Services Firm
 - 4. Information Items
 - 5. 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. Retention/Student Life Cycle Software Request for Proposal Results
 - 3. Information Items
 - 4. Committee-of-the-Whole Meeting

- d. Committee-of-the-Whole
 - 1. Presidential Search Update
 - 2. Annual Benefits / Health Insurance Enrollment Update

- I. Discussion and Action Items
 - 1. Marshfield Campus and Community Update

- J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids	October 17, 2016
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I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:39 p.m.

Roll call was as follows:

PRESENT: Betty Bruski Mallek, Dr. Colleen Dickmann, Justin Hoerter, Richard Merdan, Lynneia Miller, Peggy Ose, Charles Spargo, and Dr. Sue Budjac

EXCUSED: Robert Beaver and Kristin Crass

OTHERS: Greg Bruckbauer, Mike Grambow, Sandy Kiddoo, Dr. Mandy Lang, Natasha Miller, Ben Nusz, Richard O’Sullivan, Lance Pliml, Matt Schneider, Kolina Stieber and Angie Susa along with German Student/Instructor Exchange Group; Jana Hitzel, Amelie Riedle, Annhelen Teuchtler, Daniel Pischkowski, Lennard Jekle and Robert Mihailescu

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.

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 Ms. Ose, seconded by Dr. Dickmann, upon a voice vote, unanimously approved the minutes from the meeting held September 19, 2016, as written.

V. CONSENT AGENDA

Motion by Mr. Spargo, 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 September 2016 were presented in Exhibit B. These bills totaled \$3,620,858.02 of which \$3,033,468.51 represents operational expenditures and \$587,389.51 represents capital expenditures.

OFFICIAL PROCEEDINGS

October 17, 2016

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The district's payroll for the month of September totaled \$1,908,821.29 plus \$17,006.92 for travel and miscellaneous reimbursements and \$630,821.23 in fringe benefits. The district's bills and payroll totaled \$6,177,507.46.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146342	TJ's Auto	\$ 350.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
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No procurements require Board approval this month.

4. Approved Mid-State District Board of Directors Policies: Assessing College Effectiveness, Delegation to the President, President's Responsibilities, Asset Protection, Budgeting/Forecasting, Communication and Counsel to the Board, Compensation and Benefits, Financial Condition, General Executive Constraints, Human Relationships, College Mission and Vision, College Purposes, Strategic Directions, Board Committees, Board Member's Role, Board Officers, Board Planning and Agenda, Board Policy Creation and Review, Board Responsibility, Chairperson's Role, Code of Ethics, College Budget Process, Governance Commitment, Governing Philosophy, Purchasing and Procurement, Secretary's Role, Treasurer's Role, and Vice Chairperson's Role

5. Approved the following resolution, required by Wisconsin's Code of Ethics for Public Officials and Employees, designating positions at Mid-State as assistant, associate or district director of a technical college:

RESOLVED that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec.19.41 through 19.59, Stats., the Mid-State Technical College District Board has designated the following positions deputy, associate, or assistant district directors and indicated its understanding that the current occupants of those positions are their successors to those positions are state public officials to whom Wisconsin's Ethics Code applies:

<u>POSITION</u>	<u>CURRENT OCCUPANT</u>
President	Dr. Sue Budjac 354 Abington Court Nekoosa, WI 54457
Vice President, Academics	Sandy Kiddoo 200 West 25th Street Marshfield, WI 54449
Vice President of Finance & Information Technology	Position is currently vacant

OFFICIAL PROCEEDINGS

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Vice President, Human Resources

Richard O'Sullivan
3705 Forest Drive
Amherst Junction, WI 54407

Vice President, Student Services

Dr. Amanda Lang
418 West Ives Street
Marshfield, WI 54449

Director, Facilities & Procurement

Matt Schneider
7743 US Highway 66
Rosholt, WI 54473

Director, Foundation & Alumni

Jill Steckbauer
N1179 County Road CH
Coloma, WI 54930

VI. CHAIRPERSON'S REPORT

1. Ms. Bruski Mallek welcomed Board members to the meeting. She announced Robert Beaver and Kristin Crass asked to be excused.

2. Ms. Bruski Mallek announced the Fall Boards Association meeting will be held October 27-29 in Milwaukee. Mr. Beaver, Ms. Bruski Mallek and Mr. Merdan plan to attend. The In-Service will focus on college funding and include tours of Milwaukee Area Technical College.

3. Ms. Bruski Mallek reported the 2016 ACCT Leadership Congress was held October 5-8 in New Orleans. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac attended. Each commented on sessions attended and presentations related to student default rates. Patrick Costello was honored during the opening session memorial.

4. Ms. Bruski Mallek reported that following the last meeting multiple Board members requested a nomination be submitted for Robert Beaver for the District Boards Association Board Member of the Year Award. A nomination will be submitted in advance of the November 1 deadline.

5. Ms. Bruski Mallek announced Mid-State graduation ceremonies will be held December 22 at 7:00 p.m in Wisconsin Rapids, Stevens Point and Marshfield. Board volunteers were sought to provide the Board Address.

6. Ms. Bruski Mallek asked Board members to mark their calendars for upcoming meetings. The January 16, 2017 Board meeting will be held at the Stevens Point Campus and the March 20, 2017 meeting at the Adams County Center.

7. The next Mid-State Board of Directors meeting will be held on Monday, November 21 at the Marshfield Campus. Committee meetings will be held at 4:15 p.m., Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m., unless otherwise announced.

VII. FOUNDATION BOARD LIAISON REPORT

1. Ms. Bruski Mallek reported the Foundation will host a Trap Shooting Fundraiser on Friday, October 28, at the Wisconsin Trapshooting Association grounds in Rome. This event will benefit the Matching Emergency Grant Fund required by the DASH Grant. Invitation to participate was extended to Board members.

2. Ms. Bruski Mallek reported the Foundation Executive Team and College Executive Team held a luncheon for Wisconsin Technical Excellence Scholarship recipients. During the luncheon, scholarship recipients provided feedback about how the scholarship has helped them in succeeding and what the Mid-State experience has been like for them. Students also overwhelmingly expressed what the high level of support and assistance from Mid-State faculty and staff has meant to them. Wisconsin Technical Excellence Scholarship awards \$2,250 each year for up to three years of education. Currently, Mid-State has eight students in their 2nd year and twelve in their 1st year.

3. Ms. Bruski Mallek reported the Foundation Director continues to meet with businesses and present to Advisory Committees about partnering for the Sponsor-A-Scholar program, work on the Annual Appeal and Employee Giving Campaign as well as finalize audit and tax returns.

VIII. PRESIDENT'S REPORT

1. Dr. Budjac welcomed Wood County Board Chair Lance Pliml and Renewable Energy Specialist Instructor Ben Nusz to the meeting.

2. Dr. Budjac reported the Presidents Association discussed the Fire/EMS Legislative Study Committee response and possible recommendations to the shortage of Fire/EMS volunteers especially in rural areas. WTCS President Dr. Morna Foy and District Boards Association Executive Director Layla Merrifield and members of their staff will be meeting with the committee to discuss impacts of possible recommendations that include requiring technical colleges to hold classes with as few as six students as well as options related to current recommendations. Wisconsin Indianhead Technical College President John Will will also be speaking with the committee.

3. Dr. Budjac announced Wisconsin Economic Development Corporation (WEDC) Central Wisconsin Regional Director Tim Weber will soon have an office at the Wisconsin Rapids Mid-State Campus. WEDC is a state wide group formed to help grow and support local businesses. They work closely with regional economic groups like Centergy and with 2- and 4-year college/universities. The college looks forward to this great partnership opportunity.

4. Dr. Budjac reported she and Executive Team members traveled to each campus location to host Campus Conversations. Conversation focus was on fall to spring student retention and gathering feedback on what employees think can be done to positively impact student retention as an organization and as individuals. Feedback was provided to the college's strategic plan retention committee who are developing strategies and action plans to increase student retention.

5. Dr. Budjac reported interviews will be held tomorrow for the Vice President of Finance & IT position. A transition plan is currently in place and is working well. Appreciation was extended to Financials System Manager Greg Bruckbauer, members of the Business Services Team, Director of

OFFICIAL PROCEEDINGS

October 17, 2016

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Information Technology Brad Russell and members of IT teams for their support and responsiveness during this transition period.

6. Dr. Budjac reported Mid-State participated in the 5th Annual Heavy Metal Bus Tour serving approximately 1,500 8th grade students district wide. Participating 8th grade students visited manufacturing employers and learned about local metal manufacturing as a potential career option. Lt. Governor Rebecca Kleefisch was the key note speaker at Mid-State's Stevens Point Campus for the tour. Richard Merdan extended congratulations to Mid-State event coordinators Jackie Esselman and Lana Mallek for their work in coordinating a successful event.

7. Dr. Budjac reported a new Gas Metal Arc Welding (GMAW) certificate has been created in Adams Friendship. Evening courses taught by Mid-State instructors, using Adams-Friendship High School facilities, allow high school students or adults to obtain their GMAW certificate in as little as six months.

8. Dr. Budjac reported Mid-State's three campus locations held United Way Employee Campaigns in October to benefit the United Way. Employee support was strong and fund raising strategies fun! Activities included a coffee bar, soup bar, reuse event, raffles and a pie throwing event.

IX. FINANCE & AUDIT COMMITTEE

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

2. Mr. Spargo reviewed the Treasurer's Report and thanked Mid-State Financials System Manager Greg Bruckbauer for joining the Board this evening in place of a Vice President, Finance & Information Technology.

3. Mr. Spargo reported end-of-year closing entries and audit work require amendments to the college's 2015-16 (FY16) budget prior to finalizing the annual audit. Exhibit F contains FY16 budget amendments for approval.

Motion by Mr. Spargo, seconded by Mr. Hoerter, upon a roll call vote, unanimously approved the following 2015-16 Budget Amendment Resolution.

WHEREAS, the 2015-16 budget was adopted by the Mid-State Technical College (MSTC) Board on June 15, 2015, was amended on May 16, 2016, 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 modification of federal or state grants; and

WHEREAS, the Capital Projects budget was adjusted to reflect the addition of or modification of federal or state grants; and

OFFICIAL PROCEEDINGS

October 17, 2016

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WHEREAS, the Internal Service Fund budget was adjusted to accommodate self-funded insurance costs; 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	(\$102,053)	\$17,772,718
General	Instructional Resources	\$7,083	\$1,123,442
General	Student Services	\$7,667	\$3,524,451
General	General Institutional	\$10,227	\$6,221,795
Capital Projects	Instruction	(\$18,507)	\$1,413,324
Internal Service	Auxiliary Services	\$232,000	\$5,265,985

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

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

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

4. Mr. Spargo reported prior to October 31, the Mid-State Board is required to certify their tax levy for the current fiscal year and to notify 97 municipalities of their proportionate share of Mid-State's total levy. Each municipality's share is proportioned by the equalized values that are certified by the Department of Revenue. The Board reviewed details regarding Mid-State's \$10,816,432 levy.

Motion by Mr. Spargo, seconded by Ms. Ose, upon a roll call vote, unanimously approved the following 2016-17 Tax Levy Certification Resolution.

BE IT RESOLVED that the Mid-State Technical College Board authorized a \$10,816,432 property tax levy for fiscal year 2016-17, representing an overall mill rate of \$0.86181 on \$12,550,767,374 of equalized valuation within the boundaries of the Mid-State Technical College District.

BE IT FURTHER RESOLVED that this levy be made up of \$6,420,405 in operational levy representing an operation mill rate of \$0.51155 and \$4,396,027 in debt service representing a debt service mill rate of \$0.35026.

BE IT FURTHER RESOLVED that administration apportion this levy based on the certified equalized property values for its 97 municipalities and notify them of their apportionment in accordance with state statutes.

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

- a. 2016-17 FINANCIAL AUDIT UPDATE – Mr. Spargo reported the audit is progressing well. Audited financial statements are tentatively scheduled to be

presented by Schenck during the December 2016 Board meeting. The presentation was scheduled for November but has been delayed due to the Wisconsin Retirement System's (WRS) delay in releasing pension information.

- b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – Mr. Spargo reported the committee discussed the decline in FTEs and related budget impact.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

1. Academic & Human Resources Committee Chairperson Justin Hoerter reported the committee had no consent agenda items.

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

- a. 9/11 MEMORIAL STAIR CLIMB – Mr. Hoerter reported Mid-State Associate Dean of Fire and EMS Rick Anderson along with students participated in a September 11 Memorial Stair Climb at Lambeau Field honoring fire fighters who lost their lives September 11, 2001. Participants climbed an equivalent of 87 floors, some participants wearing full fire protective gear. Each participant wore the name of a fallen individual and rung an honorary bell at the completion of the climb.
- b. SIMULATION IN EMS – Mr. Hoerter reported Mr. Anderson and EMS Simulation Specialist Keith Melvin presented and demonstrated Apollo, a lifelike simulation mannequin, acquired through state grant. Apollo has allowed the college to simulate over 30 different real world clinical experiences for students.
- c. WELLNESS PROGRAM – Mr. Hoerter reported the college has newly partnered with Interactive Health to provide employees a health screening as well as other wellness related benefits. Employees receive the health screening at no cost and if participating, will receive an insurance premium discount in 2017. The 2018 premium reduction will be results based.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. In place of Facilities & External Relations Committee Chairperson Robert Beaver, Dr. Colleen Dickmann reported that the committee had no Consent Agenda items this month.

1. Dr. Dickmann reported the Board had previously heard about the Marshfield Campus Student Services & Information Center (SSIC) project, collocating student support services and creating a one-stop-shop for students similar to the Wisconsin Rapids project. A resolution approving the project and requesting WTCS Board approval was presented for approval.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, unanimously approved the following resolution:

RESOLUTION FOR THE STUDENT SERVICE AND INFORMATION CENTER (SSIC) PROJECT AT THE MARSHFIELD CAMPUS

WHEREAS, the existing Student Service functions are unconsolidated at the Marshfield Campus; and

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

BE IT FURTHER RESOLVED that the Mid-State Technical College Board will use \$665,000 in the planned issuance of FY18 General Obligation Notes intended for new facility construction at the Marshfield Campus; and

BE IT FURTHER RESOLVED that the borrowing and use of debt proceeds will be included in the FY18 capital plan intended for the Marshfield SSIC project; and

BE IT FURTHER RESOLVED that the winning bidder and subsequent contract will be made contingent upon approval of the FY18 budget⁶ by the Mid-State District Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College Board approves the remodel construction of an approximately 4,700 square foot Student Services and Information Center addition located on the Marshfield Campus and requests Wisconsin Technical College System Board approval during their January 2017 meeting.

3. The following items were presented for informational purposes only:
 - a. STUDENT DEFAULT RATES – Dr. Dickmann reported the committee discussed student default rates. If the college default rate rises above 15% the college must delay disbursement of student loans. Mid-State is above the 15% threshold and has been delaying student disbursements. The committee discussed reasons for and impacts on this rate as well as what the college has done to help students and decrease the default rate. The WTCS has requested additional state funding for grants to better assist students in paying for college; currently over 23,000 students don't receive state grants.

XII. COMMITTEE-OF-THE-WHOLE

1. PRESIDENTIAL SEARCH UPDATE – Ms. Bruski Mallek reported the search for Mid-State's 6th President is formally underway. The search has a web presence on Mid-State's website and includes a president, college and district profile, a description of the opportunity, skills and qualifications sought and application information. The application period is open until filled but a deadline of November 7 has been established to ensure consideration. Ms. Bruski Mallek thanked everyone who participated in the community and employee forums in Wisconsin Rapids, Stevens Point, Marshfield and Adams. Forum feedback as well as feedback from Board members and college leadership shaped the profile information. The Board will meet on November 15 to review applications and discuss next steps. Another presidential search update will be provided during the November 21 Board meeting.

2. ACADEMIC ADVISING – PHASE 2 OF THE INTEGRATED ENROLLMENT MODEL – Ms. Bruski Mallek shared an update overview of the Integrated Enrollment Model (IEM) and the college's

focus on academic advising to strengthen retention and degree completion. She also highlighted new academic advising positions to support the IEM and in alignment with the Strategic Plan.

XIII. DISCUSSION AND ACTION ITEM

1. GERMAN STUDENT EXHCANGE – Six students and one instructor from Max Eyth Schule in Dreieich, Germany spoke with the Board regarding their many positive experiences during the educational exchange trip. Exchange students and instructors stay in the homes of Mid-State employees and students. This is the 13th year of the exchange and recognition was given to Mid-State Student Life Coordinator Natasha Miller for the dedicated work put into a successful educational exchange.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, November 21, 2016 at the Marshfield Campus. Committees will meet at 4:15 p.m., Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m., unless otherwise announced.

There being no further business, the Board meeting adjourned at 6:48 p.m. with a motion by Mr. Spargo, seconded by Mr. Hoerter, upon a voice vote.

Peggy Ose, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

H. REPORTS AND RECOMMENDATIONS

MARSHFIELD

NOVEMBER 21, 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

MARSHFIELD

NOVEMBER 21, 2016

AGENDA: FINANCE & AUDIT COMMITTEE

PLACE: Room 103
Mid-State Marshfield Campus
2600 W. 5th Street

DATE: Monday, November 21, 2016

TIME: 4:00 p.m.

- A. Meeting called to order by Chairperson Charles Spargo
- B. Call to Order
- C. Meeting Notice Certification

This November 21, 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. SELECTION OF AN AUDIT SERVICES FIRM

Mid-State's previous 5-year engagement with Schenck SC ended with the FY15 audit. As before, Mid-State participated in a group Request For Proposal (RFP) with other Wisconsin Technical Colleges. Administration recommends that the Board enter into an agreement with Schenck SC to provide annual audit services for a 5-year period beginning with the audit for fiscal year 2015-16. This represents a continuation of audit services for the college at a fair and competitive price. Details of the proposal will be shared in committee. Board action is requested.

4. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. 2015-16 FINANCIAL AUDIT UPDATE

Due to delays from the Wisconsin Retirement System (WRS) releasing information to auditing firms, technical college and K-12 districts financial audits have not yet been completed. Our auditing firm, Schenck SC, is keeping us informed on the progress of WRS and the impact on our audit.

b. TIMETABLE FOR CAPITAL FINANCING

During the November meeting, a timetable for our second series of capital borrowing activities for FY17 will be distributed and discussed. An authorizing resolution will be presented in December with a resolution awarding the sale of the notes in January. Business Operations Manager Greg Bruckbauer will share more details.

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.

5. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES

MARSHFIELD

NOVEMBER 21, 2016

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: Campus Office Conference Room
Mid-State Marshfield Campus
2600 W. 5th Street

DATE: Monday, November 21, 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 November 21, 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 Appointment (Exhibit G)

2. INFORMATION ITEMS

The following items are presented for informational purposes only:

a. NEW INFORMATION TECHNOLOGY ASSOCIATE DEGREE PROGRAMS

A continuous scan of educational programming at Mid-State involves assessing need in the district for new programs as well as determining the viability of existing

programs. The College has been studying the feasibility of three new Information Technology Programs, including Computer Support Specialist, Security Specialist and Business Data Analyst. Vice President of Academics Sandy Kiddoo will share information on the needs analysis including labor market trends for these new associate degree programs.

b. EMPLOYEE ENGAGEMENT SURVEY RESULTS

The biannual Employee Engagement Survey was recently completed as a continual measure on how the College is doing in reaching this critical Key Result. Vice President of Human Resources Richard O’Sullivan will provide a summary of the results of this latest survey.

c. COLLEGE-WIDE IN-SERVICE TRAINING

The annual College-Wide In-Service was held at the end of October. Half of the day’s agenda was focused on intense training to prepare employees for dealing with conflict situations up to the worst case scenario of an active shooter. Mr. O’Sullivan will inform the Board of the content of the training.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

MARSHFIELD

NOVEMBER 21, 2016

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

PLACE: Community Engagement Room 126
Mid-State Marshfield Campus
2600 W. 5th Street

DATE: Monday, November 21, 2016

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This November 21, 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

a. Annual Procurement Report (Exhibit F)

2. RETENTION/STUDENT LIFE CYCLE SOFTWARE REQUEST FOR PROPOSAL (RFP) RESULTS

As discussed at the August 2016 Board meeting, the need has been identified for software to support retention and student success initiatives as part of the 2015-2020 Strategic Plan. Vice President of Student Services Dr. Mandy Lang will present the RFP results and a recommendation to award contract to the software vendor selected by the review team. Board approval will be requested.

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. STRATEGIC PARTNERSHIPS

The College builds and fosters partnerships with a variety of organizations and economic development agencies within the district that positively impact student learning and success. Dean of General Education and Business Dr. Missy Skurzewski-Servant and Marshfield Campus Dean Brenda Dillenburg will share information about the partnerships and how they benefit our students and communities.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

MARSHFIELD

NOVEMBER 21, 2016

AGENDA: COMMITTEE-OF-THE-WHOLE

PLACE: Community Engagement Room 126
Mid-State Marshfield Campus
2600 W. 5th Street

DATE: Monday, November 21, 2016

TIME: 4:45 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Meeting Notice Certification

This November 21, 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. PRESIDENTIAL SEARCH UPDATE

In August, the Board engaged the services of Don Stevens & Associates (DS&A) to lead Mid-State's presidential search process. Since that time, applications have been received and the Board has begun reviewing candidate qualifications and position interest. A search process update will be provided.

b. ANNUAL BENEFITS / HEALTH INSURANCE ENROLLMENT UPDATE

The College experienced a significant increase in health insurance costs over the last year and steps have been taken to reduce the impact on the operational budget. Vice President of Human Resources Richard O'Sullivan will explain the increase as well as the measures taken during this year's annual enrollment to offset some of the impact to the College.

D. ADJOURNMENT

I. DISCUSSION & ACTION ITEM(S)

MARSHFIELD

NOVEMBER 21, 2016

1. MARSHFIELD CAMPUS AND COMMUNITY UPDATE

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

J. ADJOURNMENT

EXHIBITS A – G

PRESIDENT'S REPORT

NOVEMBER 21, 2016

1. On Thursday, November 3, 32 Mid-State students participated in an Etiquette Triathlon presented by Lyn Zimmermann with Essential Details, LLC. The students were treated to a three course lunch provided by Rockman's Catering, and throughout the meal were served by Mid-State employees. They experienced an engaging, fun presentation on how to properly dress, eat, and present themselves when out with potential employers. Ms. Zimmermann also included effective networking techniques for the student to make a positive lasting impression.
2. In October, 32 marketing students went to Lambeau Field to meet with a Marketing Professional at the Green Bay Packer organization and tour the facilities. The students had a great time and learned a lot about the marketing techniques the Packer organization is using.



3. Mid-State Civil Engineering students, spearheaded by Instructor Greg Webster, were again involved in support for the state cross country meet in October at the Ridges Golf Course in Wisconsin Rapids. The students created a map and a phone application to identify the location a person was on the cross country course. We heard the Grand Rapids fire/rescue was able to navigate their emergency calls for medical needs more quickly as a result of the app. The app is hosted by Mid-State and also created increased visibility for the college. At the race, we had 2,485 page views for our website.

4. Service & Health hosted an internal program showcase for employees on College Initiative Day. All employees participated in hands-on activities to learn about the Service & Health programs and had great discussion with program faculty about the programs.

(Left to Right) EMS Simulation Specialist Keith Melvin discusses how the high fidelity simulator is used. Vice President of Student Services Dr. Mandy Lang starts an IV. Counselor Stephanie Bender tries on a pair of vision impaired glasses.



5. The Mid-State Wisconsin Rapids Campus had its first annual chili cook-off with 10 employee chefs competing. Celebrity judges from the community included, Mark Skibba from Mark's Media Works, Scott Keller from Mid-State's cafeteria services and Dwayne and Walter from ODC. Employees were able to feast on the chili. The winner was Foundation & Alumni Director Jill Steckbauer, second place was Fire Instructor Brandon Hageman and third place was Technical & Industrial Division Dean Al Javoroski.



6. Instructional Technologist LeAnn Turner submitted a proposal to the WTCS Assessment Conference in March of 2017 that was recently accepted. Ms. Turner will present on Mid-State Outcome Assessment Planning.
7. Beginning in November, the paramedic students are starting a public education campaign as part of a classroom project. Each of the five squads will be spending a 2-hour period in the cafeteria, where in 10 minutes or less they can teach an interested person about their assigned lifesaving topic. We have termed the project "Take 10 – Save A Life." The topics are going to be AED use, hands-only CPR, recognition of a stroke, Stop the Bleed – bleeding control, and recognizing when and learning how to use an Epi-Pen. This is a critical step in our program's goal of teaching paramedics to understand their role in the public health area.
8. On October 7, Seventeen students and staff from the Fire Protection and EMT programs, gave of their time to enhance the Firefighter's Memorial park grounds in preparation for the 2016 Fallen Firefighters Memorial Service the following day. As a result, the memorial grounds looked very nice on Saturday when families and friends of fallen firefighters came to pay their respects. It was a great lesson in teamwork, pride, and brotherhood as they pitched in to get the job done and present the visitors a well-kept memorial.
9. DMI, a licensed mutual company owned and operated by the 16 Wisconsin Technical College Districts has awarded Mid-State a \$22,000 Risk Management Project Award. Mid-State's Safety Coordinator Dick Bartosh submitted the proposal on behalf of the college. The award dollars will be used for projects identified in the proposal that includes interior door numbering, baluster rebuild and roof crossover projects.
10. My travel between now and mid-December will include:
 - Weekly Rotary Meetings
 - Paper City Savings Board Meeting
 - Sentry Community Cheer Event
 - Paper City Savings Dinner Event
 - Stevens Point Campus Visit
 - Marshfield Campus Visit

FY 2016-17 Budget Modifications Made In The Month of October 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						
	143350 Road Repairs		Carryover project from FY16	14,970.00	(14,970.00)	1
Total Budget Changes For The Month						
				-	14,970.00	(14,970.00)
Notes: Budget modifications are out of balance for October due to the following:						
1	Project carried over from prior year, so fund balance from FY16 will be used to cover these expenses originally budgeted but not spent last year.					



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2017 as of October 31, 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 3	Fund 4	Fund 5	Fund 6	Total Current Budget	Total Current Budget	Original Budget	Original Budget	
Local Government	6,384,920	-	-	4,396,027	-	-	-	-	-	-	-	10,780,947	10,780,947	10,780,947	22.0%	
Student Fees	7,582,860	-	-	-	-	350,972	-	-	-	-	-	7,933,832	7,933,832	7,933,832	16.2%	
State Aid & Grants	14,858,957	-	-	-	-	-	360,064	-	-	-	-	15,219,021	15,219,021	15,195,696	31.1%	
Institutional	283,995	778,180	19,920	100,500	1,260,124	4,962,300	19,920	100,500	1,260,124	4,962,300	-	7,875,149	7,875,149	7,875,149	16.1%	
Federal	1,469,495	-	25,777	-	-	5,666,300	25,777	-	-	-	-	7,161,572	7,161,572	7,058,594	14.6%	
Total Revenues	30,580,227	778,180	405,761	4,496,527	1,260,124	6,487,402	405,761	4,496,527	1,260,124	4,962,300	4,962,300	48,970,521	48,970,521	48,844,218	100.0%	

	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 3	Fund 4	Fund 5	Fund 6	Total Current Budget	Total Current Budget	Original Budget	Original Budget		
Salaries and Wages	17,715,778	120,253	-	-	151,677	31,634	-	-	151,677	31,634	18,252,021	18,252,021	18,233,264	32.5%		
Benefits	7,303,234	8,226	-	-	66,291	23,303	-	-	66,291	23,303	7,442,702	7,442,702	7,459,608	13.3%		
Current Expenditures	6,608,023	523,461	-	-	120,656	1,105,335	-	-	120,656	1,105,335	8,518,425	8,518,425	8,418,852	15.2%		
Student Financial Aid & Activities	-	-	-	-	887,000	3,724,000	-	-	887,000	3,724,000	4,611,000	4,611,000	4,611,000	10.8%		
Resale	-	-	-	-	-	-	-	-	-	-	6,281,631	6,281,631	6,230,594	8.2%		
Capital Outlay	-	-	-	-	-	-	-	-	-	-	4,983,455	4,983,455	4,983,455	11.2%		
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	-	8.9%		
Total Expenditures	31,627,035	651,940	6,281,631	4,983,455	1,225,624	4,884,272	6,281,631	4,983,455	1,225,624	4,884,272	56,150,793	56,150,793	55,998,332	100.0%		
% of Expenditures by Fund	56.3%	1.2%	11.6%	8.9%	2.2%	8.7%	11.2%	8.9%	2.2%	8.7%	100.0%	100.0%	100.0%			

<u>Changes in Fund Equity</u>	
Actual Fund Equity as of 6/30/16	20,784,042
Current Revenue over Expenses	(7,154,114)
Other Sources and Uses:	
Proceeds from Debt	5,700,000
Interfund Transfers In	795,000
Interfund Transfers Out	(795,000)
Repayment of Debt	-
Budgeted Ending Fund Equity	19,329,928



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2017 as of October 31, 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	Fund 14		
Local Government	6,420,408	-	-	4,396,027	-	-	-	-	-	-	-	-	-	-	10,780,947	100.3%
Student Fees	5,745,099	-	-	-	-	261,108	-	-	-	-	-	-	-	-	7,933,832	75.7%
State Aid & Grants	2,009,814	-	-	-	-	-	166,143	-	-	-	-	-	-	-	2,175,957	14.3%
Institutional	66,254	6,477	182,886	162,901	33,677	609,073	1,602,572	-	-	-	-	-	-	7,875,149	33.8%	
Federal	188,758	-	2,319,725	2,813	-	-	-	-	-	-	-	-	-	7,161,572	35.1%	
Total Revenues	14,430,332	6,477	2,763,719	4,558,928	202,633	609,073	1,602,572	48,970,521	24,173,734	49.4%						

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total YTD All Funds	% of Budget Recognized
	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		
Salaries and Wages	5,422,931	638	50,843	-	41,520	10,525	-	-	-	-	-	-	-	-	5,526,457	30.3%
Benefits	2,170,359	49	11,508	-	20,287	7,504	-	-	-	-	-	-	-	-	2,209,706	29.7%
Current Expenditures	1,850,993	1,541	27,712	-	13,876	342,128	-	-	-	-	-	-	-	-	2,236,250	26.3%
Student Financial Aid & Activities	-	-	2,512,208	-	465,359	907,971	-	-	-	-	-	-	-	-	6,061,559	41.4%
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,611,000	29.8%
Capital Outlay	51,422	-	-	807,736	-	-	-	-	-	-	-	-	-	-	859,158	13.7%
Debt Retirement	-	-	-	-	-	905,561	-	-	-	-	-	-	-	-	4,983,455	18.2%
Total Expenditures	9,495,705	2,227	2,602,271	807,736	541,043	1,268,128	15,622,870	56,150,793	27.8%							
% of Budget Expended	30.0%	0.3%	40.1%	12.9%	44.1%	26.0%	27.8%									

Changes in Fund Equity

Actual Fund Equity as of 6/30/16	16,403,549	535,956	71,898	887,360	1,717,595	610,681	20,692,529	20,692,529
Current Revenue over Expenses	4,934,627	4,250	161,448	3,653,366	68,030	334,445	8,551,063	(7,180,272)
Other Sources and Uses:								
Proceeds from Debt	-	-	4,200,000	-	-	-	4,200,000	5,700,000
Interfund Transfers In	-	-	-	-	-	-	-	795,000
Interfund Transfers Out	-	-	-	-	-	-	-	(795,000)
Repayment of Debt	-	-	-	-	-	-	-	-
Accrued YTD Fund Equity	21,338,176	540,206	233,346	4,540,726	1,785,625	945,126	33,443,593	19,212,257



Summary of Revenues & Expenditures by Account Group
for Fiscal Year 2017
as of October 31, 2016

A	B	C	D	E	F	G	H	I	J
Revenues by Account Group (All Funds)	Month of October 2016	FY 2017 Year-to-Date	FY 2017 Current Budget	FY 2017 Original Budget	Change to FY17 Budget	Current YTD less Prior YTD	% Change in Current YTD	Current FY17 Budget less Ending FY16 Budget	% Change FY17 Current Budget from FY16 Ending Budget
1	\$ 10,816,432	\$ 10,816,435	\$ 10,780,947	\$ 10,780,947	\$ -	\$ 455,703	4.4%	\$ 443,916	4.3%
2	1,952,149	6,006,206	7,933,832	7,933,832	-	(170,483)	-2.8%	(202,031)	-2.5%
3	802,579	2,175,957	15,219,021	15,195,696	23,325	387,935	21.7%	609,683	4.2%
4	159,112	191,286	1,484,272	1,381,294	102,978	(21,459)	-10.1%	66,164	4.7%
5	446,705	2,062,120	5,623,242	5,623,242	-	21,809	1.1%	(125,542)	-2.2%
6	610	6,477	937,363	937,363	-	(8,583)	-57.0%	(134,431)	-12.5%
7	54,678	595,243	1,314,544	1,314,544	-	(12,204)	-2.0%	22,862	1.8%
8	69,819	2,320,010	5,677,300	5,677,300	-	(168,543)	-6.8%	(500,000)	-8.1%
9	-	4,200,000	5,700,000	5,700,000	-	200,000	5.0%	200,000	3.6%
10	-	-	795,000	795,000	-	-	0.0%	175,000	28.2%
11	\$ 14,302,084	\$ 28,373,734	\$ 55,465,521	\$ 55,339,218	\$ 126,303	\$ 684,175	2.5%	\$ 555,621	1.0%

A	B	C	D	E	F	G	H	I	J
Expenditures by Account Group (All Funds)	Month of October 2016	FY 2017 Year-to-Date	FY 2017 Current Budget	FY 2017 Original Budget	Change to FY17 Budget	Current YTD less Prior YTD	% Change in Current YTD	FY17 Current Budget less FY16 Ending Budget	% Change FY17 Current Budget from FY16 Ending Budget
12	\$ 1,285,381	\$ 5,526,457	\$ 18,252,021	\$ 18,233,264	\$ 18,757	\$ (18,865)	-0.3%	\$ 749,261	4.3%
13	543,590	2,209,706	7,442,702	7,459,608	(16,906)	(255,802)	-10.4%	(39,359)	-0.5%
14	390,091	2,234,450	8,453,425	8,353,852	99,573	90,186	4.2%	102,210	1.2%
15	83,086	2,514,008	6,126,559	6,126,559	-	(164,608)	-6.1%	(502,554)	-7.6%
16	517,750	1,373,329	4,611,000	4,611,000	-	(155,136)	-10.1%	(380,500)	-7.6%
17	222,334	859,158	6,281,631	6,230,594	51,037	(486,338)	-36.1%	(1,868,391)	-22.9%
18	2,178	905,561	4,983,455	4,983,455	-	402,118	79.9%	452,000	10.0%
19	-	-	-	-	-	-	0.0%	-	0.0%
20	-	-	795,000	795,000	-	-	0.0%	175,000	28.2%
21	\$ 3,044,410	\$ 15,622,670	\$ 56,945,793	\$ 56,793,332	\$ 152,461	\$ (588,444)	-3.6%	\$ (1,312,333)	-2.3%
22	EOY Change in Fund Equity	\$ (1,454,114)	\$ (1,480,272)	\$ (1,454,114)	\$ (26,158)	\$ 1,272,619	\$	\$ 1,867,954	

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
October 31, 2016**

With Comparative Total for October 31, 2015

Mid-State Technical College
November 03, 2016 at 1:49 PM

	Governmental Fund Types				Proprietary Fund Types		Fiduciary Fund Type		Memorandum only	
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise Service	Internal Service	Special Rev Non-Aidable	2016-17		2015-16
								2016-17	2015-16	
Cash	\$ 10,605,274	\$ -	\$ 5,687,282	\$ 100,099	\$ 1,575	\$ 582,885	\$ 4,142	\$ 16,981,257	\$ 4,609,314	\$ 16,238,509
Investments	-	-	-	-	-	-	4,609,314	-	-	4,350,310
Receivables:										
Property taxes	10,603,246	-	-	213,186	-	-	-	10,816,432	-	10,360,732
Accounts receivable	2,869,290	614	60	-	101,575	-	111,624	3,083,163	-	3,205,889
Due from other funds	(6,155,783)	539,592	112,904	4,227,441	811,628	338,196	126,022	-	-	-
Inventories - at cost	-	-	-	-	420,470	-	-	420,470	-	319,097
Prepaid Assets	33,170	-	-	-	-	-	-	33,170	-	38,977
Other Current Assets	-	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	455,973	36,105	-	492,078	-	528,426
General Long Term Debt	-	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	\$ 17,955,197	\$ 540,206	\$ 5,800,246	\$ 4,540,726	\$ 1,791,221	\$ 957,186	\$ 4,851,102	\$ 36,435,884	\$ 35,041,940	

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities										
Accounts Payable	\$ 60,374	\$ -	\$ 1,739,859	\$ -	\$ (11,762)	\$ 4,558	\$ 6,365	\$ 1,799,394	\$ -	\$ 567,397
Accrued Liabilities:										
Wages	-	-	-	-	-	-	-	-	-	-
Employee related payables	214,173	-	-	-	5,452	-	-	219,625	-	527,931
Vacation	936,308	-	-	-	16,902	2,050	2,663	957,923	-	1,077,121
Other current liabilities	8,370	-	-	-	456	-	-	8,826	-	7,805
Due to other funds	-	-	-	-	-	-	-	-	-	-
Deferred Revenues	6,523	-	-	-	-	-	-	6,523	-	5,721
Def Compensation Liability	-	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	1,225,748	-	1,739,859	-	5,596	12,060	9,028	2,992,291	2,185,975	
Fund equity and other credits										
Retained Earnings	-	-	-	-	1,717,595	190,482	-	1,908,077	-	1,977,720
Res for Prepaid Expenditures	204,813	-	-	-	-	-	-	204,813	-	136,810
Res for Self-Insurance	-	-	-	-	-	420,200	-	420,200	-	731,860
Res for Student Organizations	-	-	-	-	-	-	71,898	71,898	-	101,104
Res for Post-Employ Benefits	482,274	-	-	-	-	-	4,608,728	5,091,002	-	5,091,002
Reserve for Capital Projects	-	-	368,376	-	-	-	-	368,376	-	1,849,219
Reserve for Cap Proj - Motorcycle	-	-	97,114	-	-	-	-	97,114	-	88,657
Reserve for Debt Service	-	-	-	887,360	-	-	-	887,360	-	680,522
Designated for Operations	6,912,463	120,316	-	-	-	-	-	7,032,779	-	7,152,380
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	-	386,816
Des for Subsequent Year	3,812,055	415,640	-	-	-	-	-	4,227,695	-	3,143,817
TOTAL FUND EQUITY AND OTHER CREDITS	11,794,821	535,956	465,490	887,360	1,717,595	610,682	4,680,626	20,692,530	21,339,907	
Year-to-date excess revenues(expenditures)	4,934,628	4,250	3,594,897	3,653,366	68,030	334,444	161,448	12,751,063	11,516,058	
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 17,955,197	\$ 540,206	\$ 5,800,246	\$ 4,540,726	\$ 1,791,221	\$ 957,186	\$ 4,851,102	\$ 36,435,884	\$ 35,041,940	

October Contracted Services Agreements

Meeting on November 21, 2016

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146343	Wood County Head Start	Heartsaver First Aid	4	5	260.00
146355	Marshfield Utilities	Customized Supervisory Training	3	8	600.00
146356	Provident Nutraceutical/Ortho Molecular	Heartsaver First Aid/ CPR/ AED/Bloodborne Pathogen Training	8	14	730.00
146357	Hampton Inn	Heartsaver CPR/AED	4	5	310.00
				Total:	1,900.00

FINANCE & AUDIT COMMITTEE
2016-2017 Procurement of Goods and Services
November 21, 2016

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

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
None		
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$ 0</u>	

GRAND TOTAL **\$ 0**

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 due to the nature of procurement used.

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

Report to the MSTC Board of Directors
Purchases < \$50,000 by Vendor that Total > \$50,000 for FY16
November 21, 2016

<u>Vendor</u>	<u>Description</u>	<u>Vouchers</u>	<u>Pcards</u>	<u>Total</u>	<u>Recommendation</u>
CTI	Building Repairs and Improvements	70	0	\$66,051.47	Note 1
Amazon	Maintenance Supplies/ Misc. College Supplies		635	\$57,789.16	Note 2
CTL/Nassco	Janitorial supplies and Equipment	211	8	\$56,149.99	Note 3
				<u>\$179,990.62</u>	

This report is a review of smaller purchases by a vendor that together total more than \$50,000 during the fiscal year. An analysis of the results show that purchases are being made in compliance with state mandates. This report does not include bidding exclusions, such as procurements from sole source providers, pre-negotiated state contracts, or for professional services in which type and quality of services is critical. A recommendation is based on the opportunity to purchase in the future that may result in more competitive (lower cost) purchases by the college.

Note 1: CTI is a highly responsive and fairly priced local contractor. Last year necessitated many timely changes in an effort to relocate entire areas of the college (i.e. the campus office and media services relocations). The more manageable pace of change for FY17 should see CTI drop off of this list and there is no benefit to Mid-State or the WTCS as a whole in pursuing a state contract for this vendor.

Note 2: Amazon was our only vendor to meet the above stated criteria last year. The WTCS has recently encouraged and permitted the use of Amazon for Business for the individual Districts. Mid-State has created an Amazon for Business site tailored to academic institutions which will exclude them from the list next year.

Note 3: CTL/Nassco has been added to the list again for FY16 because we are no longer using SciQuest. CTL/Nassco is actively working with the WTCS purchasing consortium to be added to the consortiums Ecommerce site College Marketplace.

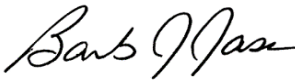



Advisory Committee Appointment for the Gerontology Program

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	
N/A	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
X	Three Year
Start Date	
12/01/16	
Renewal Date	
12/01/19	

Name of Candidate:	Amanda Barnett, Ph.D.		
(X) Home/Work Address:	Home	X	Work
Address:	127 Heritage Hall		
City:	Menomonie	State:	WI Zip: 54751
Phone Number:	715.232.1115		
Email Address:	barnetta@uwstout.edu		
Candidate's Employer:	University of Wisconsin-Stout		
Candidate's Present Occupational Title:	Assistant Professor and Program Director		
Brief description of candidate's background including current employment and reason for recommendation:			
Amanda E. Barnett, Ph.D., is an Assistant Professor and Program Director in the Department of Human Development and Family Studies at the University of Wisconsin-Stout. She has a strong teaching and research focus on family gerontology, specifically kinship and family caregiving, intergenerational relationships, late life family decision making, and family policy. Dr. Barnett was instrumental in the development of the articulation agreement between Mid-State's Gerontology program and the UW Stout Human Development and Family Studies program.			

Appointment Approval Signatures:

Division Dean:		Date:	10/3/16
Vice President of Academics:		Date:	10/10/16
MSTC President:		Date:	
MSTC District Board Approval:		Date:	

Gerontology 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>
Barrett	Amanda	127 Heritage Hall	Menomonie	WI	54751	University of Wisconsin-Stout	Employee	12/2016	12/2019
Bella	Donna	1300 Briggs Court	Stevens Point	WI	54481	Stevens Point Housing Authority	Employer	8/2015	8/2018
Cummings	Jennifer	220 3rd Ave. South Suite 1	Wisconsin Rapids	WI	54495	Aging and Disability Resource Center of Central WI	Employer	8/2015	8/2018
Eiden	Dana	601 McDill Avenue	Stevens Point	WI	54481	Program Graduate	Member-at-large	5/2016	5/2019
Lang	Kelly	5625 Sandpiper Drive	Stevens Point	WI	54482	Brookdale Senior Living Solutions	Employee	8/2015	8/2018
Plotrowski	Cindy	1519 Water Street	Stevens Point	WI	54481	Aging & Disability Center of Portage County	Employer	8/2015	8/2018
Ruedinger	Janelle	3349 Church St.	Stevens Point	WI	54481	Community Care Connections of WI	Employee	5/2016	5/2019
Slaminski	Karee	5424 Hwy. 10E Suite F	Stevens Point	WI	54481-8560	State of WI Board of Aging & Long Term Care	Employee	5/2016	5/2019
Trzebiatowski	Karen	3380 Bidlewood Drive	Plover	WI	54467	Whispering Pines/The Lodge	Employer	5/2016	5/2019
Zander	Janet	1414 MacArthur Rd. Ste 306	Madison	WI	53714	Greater WI Agency on Aging Resources, Inc.	Employee	8/2015	8/2018