



BOARD OF DIRECTORS MEETING

December 19, 2016

Wisconsin Rapids Campus
Room L133-134



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MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS

DECEMBER 19, 2016

AGENDA: DISTRICT BOARD MEETING

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

DATE: Monday, December 19, 2016

TIME: 5:20 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Roll Call

C. Meeting Notice Certification

This December 19, 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, candidate application materials and phone screens. 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 – November 21, 2016 Regular Meeting; December 7, 2016 and December 8, 2016 Board Presidential Search Phone Screen Committee Meetings

G. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for November 2016 are contained in Exhibit B. These bills total \$1,289,971.72 of which \$859,794.89 represents operational expenditures and \$430,176.83 represents capital expenditures.

The District's regular payrolls were issued on November 10 and 25. Payroll disbursements for the month of November totaled \$1,283,578.63 plus \$18,689.64 for travel and miscellaneous reimbursements, and \$540,217.23 in fringe benefits, for a total payroll disbursement of \$1,842,485.50.

Administration recommends approval of the payment of these obligations totaling \$3,132,457.22.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into one contracted service agreement totaling \$4,360. A summary of this agreements is contained in Exhibit D. The individual contract will be available for review at the meeting. Administration recommends approval of this contract.

3. PROCUREMENTS FOR GOODS AND SERVICES

Exhibit E contains procurements which fall into two groups: 1) procurements that require prior Board approval and 2) procurements approved by Administration but listed as information for the Board.

Expertise regarding the purpose and specifications for procurements are generally unique to individual departments. Therefore, please notify the Business Office before the meeting if there are any questions. We will provide a response or arrange for a subject-matter expert to be present.

Administration recommends approval of the proposal totaling \$53,271.05 which requires prior Board action.

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. Resolution Authorizing The Issuance Of Not To Exceed \$1,500,000 General Obligation Promissory Notes; And Setting The Sale
4. Information Items
5. Committee-of-the-Whole Meeting

b. Academic & Human Resources Committee

1. Review Consent Agenda Items
2. New IT Programs Approval
3. New Emergency Services Management Program
4. Information Items
5. Committee-of-the-Whole Meeting

- c. Facilities & External Relations Committee
 - 1. Review Consent Agenda Items
 - 2. Information Items
 - 3. Committee-of-the-Whole Meeting

- d. Committee-of-the-Whole
 - 1. The MIKE
 - 2. Presidential Search Update

- I. Discussion and Action Items
 - 1. Mid-State Marketing Plan

- J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Marshfield

November 21, 2016

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:23 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Dr. Colleen Dickmann, Justin Hoerter, Richard Merdan, Lynneia Miller and Dr. Sue Budjac

EXCUSED: Peggy Ose and Charles Spargo

OTHERS: Greg Bruckbauer, Brenda Dillenburg, Sandy Kiddoo, Dr. Mandy Lang, Richard O’Sullivan, Jason Planer, Matt Schneider, Kolina Stieber and Angie Susa.

II. MEETING NOTICE CERTIFICATION AND CLOSED SESSION

Ms. Bruski Mallek verified the meeting notice, which stated that this meeting of the Mid-State Technical College District Board was announced to the public in an attempt to keep the citizens of the district aware of the date, time and place of the meeting.

Ms. Bruski Mallek announced the Board would 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.

Motion by Mr. Beaver, seconded by Ms. Miller, upon a roll call vote, unanimously approved the closed session as announced by Ms. Bruski Mallek.

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 board meeting held October 17, 2016, and the special board meeting held November 15, 2016, as written.

V. CONSENT AGENDA

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

OFFICIAL PROCEEDINGS

November 21, 2016

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1. The district’s bills for the month of October 2016 were presented in Exhibit B. These bills totaled \$1,156,812.79 of which \$954,538.55 represents operational expenditures and \$202,274.24 represents capital expenditures.

The district’s payroll 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. The district’s bills and payroll totaled \$3,031,126.39.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146343	Wood County Head Start	\$ 260.00
146355	Marshfield Utilities	\$ 600.00
146356	Provident Nutraceutical/Ortho Molecular	\$ 730.00
146357	Hampton Inn	\$ 310.00

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 the annual procurement report generated to demonstrate the college’s compliance with WTCS Administrative Code. This report determines whether using a different and more competitive procurement method by consolidating smaller purchases could result in savings. FY16 purchases of goods and services were conducted in accordance with state and federal requirements.

5. Approved the following Advisory Committee appointment: GERONTOLOGY – Dr. Amanda Barnett.

VI. CHAIRPERSON’S REPORT

1. Ms. Bruski Mallek welcomed Board members to the meeting. She announced Peggy Ose and Charles Spargo asked to be excused. She also thanked Marshfield Campus Dean Brenda Dillenburg for hosting the Board.

2. Ms. Bruski Mallek reported the Fall Boards Association meeting was held October 27-29 in Milwaukee. Mr. Beaver, Ms. Bruski Mallek and Mr. Merdan attended. Each spoke briefly about sessions they attended. Ms. Bruski Mallek highlighted upcoming changes to Boards Association committee structure.

3. Ms. Bruski Mallek announced the District Boards Association Winter meeting will be held January 11-13 in Madison. The meeting will provide an opportunity to hear from key legislative leaders, and up-to-date briefing on issues affecting technical colleges and budget priorities. Capitol visits with legislators will occur followed by an evening banquet and board member of the year award presentation. Those interested in attending should work with Ms. Susa to make arrangements.

4. Ms. Bruski Mallek announced the 2017 ACCT National Legislative Summit will be held February 13-16 in Washington D.C. Anyone interested in attending should contact Ms. Susa to make arrangements.

OFFICIAL PROCEEDINGS

November 21, 2016

Page 3

5. Ms. Bruski Mallek announced the 2016 Mid-State Holiday Reception will be held Friday, December 2 beginning at 5:30 p.m. at the Wisconsin Rapids Campus. Invitations were available at Board members seats.

6. Ms. Bruski Mallek reported Mid-State graduation ceremonies will be held December 22 at 7:00 p.m. in Wisconsin Rapids (gymnasium), Stevens Point (UW-Stevens Point) and Marshfield (Hotel Marshfield). Ms. Ose, Mr. Hoerter and Ms. Bruski Mallek will provide the Board Address at each ceremony.

7. 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.

8. Ms. Bruski Mallek recognized President Dr. Sue Budjac and presented her with a 15-year commemorative pin for her service and dedication to Mid-State Technical College.

9. The next Mid-State Board of Directors meeting will be held on Monday, December 19 at the Wisconsin Rapids 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 hosted a Trap Shooting Fundraiser on Friday, October 28, at the Wisconsin Trapshooting Association grounds in Rome. Fifteen people participated in the event generating nearly \$2,200 in proceeds. Proceeds cover Mid-State's matching portion of the DASH Grant which provides students with emergency funding to help them stay in school. Appreciation was extended to the event planning committee and volunteers.

2. Ms. Bruski Mallek reported the Foundation Director continues to meet with Advisory Committees promoting the Sponsor-A-Scholar program and business/industry to expand the program. To date she has met with over 15 committees and a dozen individual businesses with the goal of having 12 business partnerships by the end of 2016. Annual appeal letters will also be distributed in late November.

VIII. PRESIDENT'S REPORT

1. Dr. Budjac reported the college is entering into an eight year Academic Quality Improvement Program (AQIP) accreditation cycle that kicks off with a strategy forum February 8-10, 2016. A college team will gather at the forum to work on an action project and continue to reaffirm commitment to continuous improvement strategy. This year's team will focus on the design and implementation of Mid-State's new advising model.

2. Dr. Budjac reported Mid-State hosted a WTCS Allied Health Event at the Marshfield Campus November 10. Vice President of Academics Sandy Kiddoo and her team worked with the WTCS Office to coordinate and organize the event. WTCS President Dr. Morna Foy attended the event.

3. Dr. Budjac reported the Legislative Study Committee on Volunteer Firefighter and Emergency Medical Technician Shortages met November 15. Based on actions of the Committee during that meeting, three recommendations are expected to be made. 1. Technical Colleges maximize the amount

OFFICIAL PROCEEDINGS

November 21, 2016

Page 4

of firefighter and emergency medical services (EMS) training offered online; 2. In rural areas, the highest number of course hours that is practical be offered on site at local fire departments and EMS providers; and 3. College districts improve coordination and communications with local fire departments and EMS providers about course offerings. The study committee noted its appreciation for the WTCS commitment to providing training program for firefighters and EMS personnel. The committee will meet again in December.

4. Dr. Budjac reported local veterans groups and community members participated in a Veterans Day observance ceremony at the Stevens Point Campus. The event included a 21-gun salute and lunch donated by local businesses. Approximately 125 people attended.

5. Dr. Budjac announced the college will begin publishing an employee newsletter in early 2017. Director of Human Resources and Organizational Development Brianne Petruzalek and Director of Marketing and Communications Kolina Stieber are project leads and are working to enhance communication college-wide while increasing organizational effectiveness and efficiency while motivating and engaging employees by providing them with important information on their jobs and the organization. Additional information will be shared once the newsletter has been implemented.

6. Dr. Budjac reported the search for a Vice President of Finance & IT continues. Additional interviews will be conducted this week. If this round of interviews is not successful, additional postings and recruitment will occur in early 2017. Dr. Budjac thanked the Business Services Office and Information Technology Department for their work in continuing smoother operations during this time.

7. Dr. Budjac reported Mid-State students created a map app for the State Cross Country Meet in Wisconsin Rapids. This app was an innovative and visible way students and faculty are engaged in the community. During the event, Mid-State's website had 1,700 hits.

IX. FINANCE & AUDIT COMMITTEE

1. In place of Finance & Audit Committee Chairperson Charles Spargo, Betty Bruski Mallek reported the committee reviewed its Consent Agenda items and had no questions.

2. Ms. Bruski Mallek reviewed the Treasurer's Report. There were no questions or concerns.

3. Ms. Bruski Mallek reported Mid-State's previous 5-year engagement with Schenck SC ended with the FY15 audit. Following an RFP process, administration recommends a 5-year, \$137,760 agreement with Schenck SC to provide annual audit services 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.

Motion by Mr. Beaver, seconded by Mr. Hoerter, upon a roll call vote, unanimously approved a 5-year, \$137,760 agreement with Schenck SC for annual audit services.

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

- a. 2016-17 FINANCIAL AUDIT UPDATE – Ms. Bruski Mallek reported due to delays from the Wisconsin Retirement System releasing information to auditing firms, technical college and K-12 districts financial audits have not yet been completed. A presentation will be made to the Board once complete. New computer

systems, actuarial and return on investments reports are reported to have caused the delay.

- b. **TIMETABLE FOR CAPITAL FINANCING** – Ms. Bruski Mallek reported a timetable for the second series of capital borrowing activities for FY17 was distributed and discussed. A \$1.5 million authorizing resolution, mainly for the Wisconsin Rapids Campus Learning Commons project, will be presented in December with awarding the sale of notes in January.
- c. **FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES** – Ms. Bruski Mallek 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. **NEW INFORMATION TECHNOLOGY ASSOCIATE DEGREE PROGRAMS** – Mr. Hoerter reported Mid-State is exploring three new Information Technology programs following a continuous scan of educational programming. Vice President of Academics shared Mid-State’s new model for program development that allows the college to be more responsive. Having conducted a needs analysis, assessed labor market trends and discussed new programming with and garnered Advisory Committee support the committee heard information about adding Information Technology Programs: Computer Support Specialist, Security Specialist and Business Data Analyst to the program mix. Approval will be sought in December.
- b. **EMPLOYEE ENGAGEMENT SURVEY RESULTS** – Mr. Hoerter reported an Employee Engagement Survey was recently completed as part of a biannual schedule to measure how the College is doing in reaching its Key Result of Employee Engagement. Survey results indicate employee engagement has increased while actively disengaged indicators have decreased. Supervisors at the college receive individual data from the survey indicated levels of engagement, satisfaction, etc. in their department and/or division.
- c. **COLLEGE-WIDE IN-SERVICE TRAINING** – Mr. Hoerter reported the college held its annual College-Wide In-Service October 24. The morning session focused on training employees in the situation of an active shooter or active threat on campus. Presentation was made by Wood County Dispatch Center employees and a mock dispatch area was used to add an additional live response element to the training. Assistance for the In-Service was provided by Districts Mutual Insurance, Grand Rapids Police Department, Wood County Sheriffs Department, Wood County Dispatch Center, Criminal Justice – Law Enforcement Instructor Mike Bessett and Law Enforcement program students.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. Facilities & External Relations Committee Chairperson Robert Beaver reported that the committee reviewed its Consent Agenda item. He highlighted the Annual Procurement Report for the Board.

2 Mr. Beaver reported the college, in a joint RFP process with Lakeshore Technical College, received five proposals in response to a request for retention/student life cycle software. Each vendor was evaluated and the top three made presentation to an internal committee. Following presentation, the committee recommends approval of Civitas as Mid-State's provider of software to support retention and student success initiatives.

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved a three year agreement with Civitas for \$584,700 to provide software, training and support.

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

- a. STRATEGIC PARTNERSHIPS – Mr. Beaver reported General Education & Business Division Dean Dr. Missy Skurzewski-Servant and Marshfield Campus Dean Brenda Dillenburg highlighted business and educational partnerships and how those partnerships benefit Mid-State students. Partnerships have included dual credit options, increased student scholarships, K-12 presentations, and workforce/economic development solutions.

XII. COMMITTEE-OF-THE-WHOLE

1. PRESIDENTIAL SEARCH UPDATE – Ms. Bruski Mallek provided an update on the Mid-State Presidential Search. The Board met November 15 to review the presidential search process and candidate applications. Nearly 30 applications were received. The Board set a November 7 application deadline to guarantee a candidate's consideration. The search remains open at this time, but applications received after November 7 are not guaranteed full consideration. The Board plans to meet next on December 7 and 8. The process is on target to have a new president in place by approximately June 1. Ms. Bruski Mallek expressed appreciation on behalf of the Board for the input from the Mid-State college community and district community and business leaders that continues to be important feedback throughout the search process.

2. ANNUAL BENEFITS / HEALTH INSURANCE ENROLLMENT UPDATE – Ms. Bruski Mallek reported the college began self-funding health insurance benefits in 2014 and built a reserve in the first two years. This year, due to unfavorable claims and to reduce the overall college cost of insurance benefits, the college has made changes to health insurance plans available to employees. Administration continues to monitor costs and related impacts.

XIII. DISCUSSION AND ACTION ITEM

1. MARSHFIELD CAMPUS AND COMMUNITY UPDATE – Marshfield Campus Dean Brenda Dillenburg shared highlights of recent student events and learning activities as well as an update on community happenings and Mid-State's related involvement.

OFFICIAL PROCEEDINGS

November 21, 2016

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XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, December 19, 2016 at the Wisconsin Rapids 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 convened to closed session at 6:22 p.m.

Following the closed session, the Board reconvened to open session at 6:44 p.m. to take the following action.

Motion by Dr. Dickmann, seconded by Mr. Hoerter, upon a roll call vote unanimously created a Presidential Search Phone Screen Subcommittee consisting of Robert Beaver, Betty Bruski Mallek and Lynneia Miller to conduct presidential search candidate phone screens.

There being no further business, the Board meeting adjourned at 6:45 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

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids

December 7, 2016

I. ROLL CALL

Board Chairperson and Committee Chairperson Betty Bruski Mallek called the Presidential Search Phone Screen Committee meeting to order at 8:32 a.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, and Lynneia Miller

OTHERS: Dr. Sue Budjac, Dr. Colleen Dickmann (attended 8:32-10:10 a.m.), Paul Gabriel, Peggy Ose (attended 12:50-1:45 p.m.), Brianne Petruzalek, Don Stevens and Angela Susa

II. MEETING NOTICE CERTIFICATION

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.

III. OPEN FORUM

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

IV. CLOSED SESSION

Ms. Bruski Mallek announced the Presidential Search Phone Screen Committee would convene to closed session immediately following the open session to discuss employment strategies related to the presidential search and conduct candidate screenings. This closed session is being held in compliance with Chapter 19, Subchapter 19.85(c) of the Wisconsin Statutes. The Board Committee may or may not reconvene to open session and may take action on items discussed in closed session.

Motion by Mr. Beaver, seconded by Ms. Miller, upon a roll call vote, unanimously approved the closed session as announced by Ms. Bruski Mallek.

The Board convened to closed session at 8:34 a.m.

V. ADJOURNMENT

There being no action and no further business as a result of closed session, the Board Presidential Search Phone Screen Committee meeting adjourned at 4:28 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

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids

December 8, 2016

I. ROLL CALL

Board Chairperson and Committee Chairperson Betty Bruski Mallek called the Presidential Search Phone Screen Committee meeting to order at 8:45 a.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, and Lynneia Miller

OTHERS: Dr. Sue Budjac (attended 2:00-4:58 p.m.), Dr. Colleen Dickmann (attended 8:45-9:10 a.m.), Paul Gabriel, Rick Merdan (attended 8:57-10:27 a.m.), Brianne Petruzalek, Charles Spargo (attended 12:58-4:58 p.m.) Don Stevens and Angela Susa

II. MEETING NOTICE CERTIFICATION

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.

III. OPEN FORUM

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

IV. CLOSED SESSION

Ms. Bruski Mallek announced the Presidential Search Phone Screen Committee would convene to closed session immediately following the open session to discuss employment strategies related to the presidential search and conduct candidate screenings. This closed session is being held in compliance with Chapter 19, Subchapter 19.85(c) of the Wisconsin Statutes. The Board Committee may or may not reconvene to open session and may take action on items discussed in closed session.

Motion by Mr. Beaver, seconded by Ms. Miller, upon a roll call vote, unanimously approved the closed session as announced by Ms. Bruski Mallek.

The Board convened to closed session at 8:47 a.m.

V. ADJOURNMENT

There being no action and no further business as a result of closed session, the Board Presidential Search Phone Screen Committee meeting adjourned at 4:58 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

DECEMBER 19, 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

DECEMBER 19, 2016

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, December 19, 2016

TIME: 4:00 p.m.

A. Meeting called to order by Chairperson Charles Spargo

B. Call to Order

C. Meeting Notice Certification

This December 19, 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. RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES; AND SETTING THE SALE (Exhibit F)

Administration is requesting authority to issue \$1,500,000 in general obligation promissory notes to finance facility remodeling and improvements for the college. A portion of these funds will be used for the remodeling of our existing space for the Learning Commons Remodel on the Wisconsin Rapids Campus. This borrowing represents the second series of a total \$5.7 million capital financing plan for the current fiscal year.

Robert W. Baird, Inc., Mid-State's financial advisor, has prepared the college's financing plan. Quarles & Brady, Mid-State's bond counsel, has prepared the authorizing resolution contained in Exhibit F. An awarding resolution for the sale of the notes will be

presented in January. Proceeds will be distributed thereafter. Administration is recommending Board action to authorize the borrowing of \$1,500,000.

4. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. 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

WISCONSIN RAPIDS

DECEMBER 19, 2016

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

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

DATE: Monday, December 19, 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 December 19, 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

There are no Consent Agenda items this month.

2. NEW IT PROGRAMS APPROVAL

Providing the right programs as part of the Educational Master Plan involves determining the viability of existing programming while analyzing need for new programs. As discussed during the November Board meeting, labor market need has been documented to expand our IT programming in three areas, including Associate of Applied Science in IT Computer Support Specialist, IT Security Specialist and IT Business Data Analyst. The new programs will leverage existing courses with new courses to provide additional opportunities for students in these in-demand

careers. Vice President of Academics Sandy Kiddoo will seek approval for these new Associate Degrees.

3. NEW EMERGENCY SERVICES MANAGEMENT PROGRAM

Labor market need and access to online Emergency Services education has also been documented to expand our protective services programming to include an Associate of Applied Science Degree Emergency Services Management utilizing existing resources. Information on the needs analysis for this new associate degree program will be provided. Ms. Kiddoo will provide additional information and request program approval.

4. INFORMATION ITEMS

The following items are presented for informational purposes only:

a. EDUCATIONAL MASTER PLAN UPDATES

The Educational Master Plan (EMP) is looking at the right programs, at the right times, at the right locations, with the right curriculum, offered in the right modality for student success. Ms. Kiddoo will update the committee on efforts around creating program and course schedules that align with a new academic calendar to ensure student success.

b. OTHER POST-EMPLOYMENT BENEFITS

The College has taken steps over the last year to put a plan in place to reduce its obligation to fund the ever rising cost of "other post-employment benefits." In June, the Board was informed of a change in benefits that eliminated post-employment retirement benefits for all new hires effective July 1, 2016. In early November, meetings were held with all employees hired prior to June 30, 2016 wherein information was shared on choices available to them relative to their retirement benefits. Director of Human Resources and Organizational Development Brianne Petruzalek will explain the choices offered and the subsequent enrollment selections of employees.

5. COMMITTEE-OF-THE-WHOLE MEETING

E.

ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS

DECEMBER 19, 2016

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, December 19, 2016

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This December 19, 2016, meeting of the Facilities & External Relations Committee, and all other meetings of the Board or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Routine Business

1. REVIEW CONSENT AGENDA ITEMS

There are no Consent Agenda items this month.

2. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. COMMUNITY USAGE REPORT

Each year, dozens of businesses and organizations visit Mid-State facilities to meet, plan, train or any number of other activities. Director of Facilities & Procurement Matt Schneider will provide an overview of the frequency of use

and types of organizations that utilize the Mid-State premises.

b. STUDENT SERVICES AND INFORMATION CENTER UPDATE

Mr. Schneider will provide an update on the construction progress of the Wisconsin Rapids Campus Student Services and Information Center project.

c. STATEWIDE ATTAINMENT GOAL

Higher education systems throughout the state have come together to develop a statewide attainment goal to increase the percentage of Wisconsin's population who hold a credential. Vice President of Student Services Dr. Mandy Lang will share additional details about this goal.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS

DECEMBER 19, 2016

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, December 19, 2016

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Meeting Notice Certification

This December 19, 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. THE MIKE

Mid-State's new Mobile Lab, the MIKE (Mobile Innovative Innovation Knowledge Experience) has arrived on campus. During this time the Board will hear from Technical & Industrial Division Dean Al Javoroski who will provide an overview of the activities and services the lab will provide. The Board will have an opportunity to tour the mobile lab during this time. This tour is informational in nature and no business will be conducted.

b. 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.

D. ADJOURNMENT

I. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS

DECEMBER 19, 2016

1. MID-STATE MARKETING PLAN

Strategic plan objective 3.2 states Mid-State will “establish and execute a comprehensive, proactive marketing plan that strengthens college image, recruitment and enrollment.” A marketing plan was developed and shared with the Board in October 2015. Director of Marketing and Communications Kolina Stieber will provide the Board with updates on recent marketing efforts and the Mid-State brand in alignment with the strategic plan.

J. ADJOURNMENT

EXHIBITS A – F

PRESIDENT'S REPORT
DECEMBER 19, 2016

1. In addition to Mid-State's participation in the Marshfield parade, we also participated in the Stevens Point Downtown Business Association holiday parade that was held on November 16. Mid-State has entered this parade for the past three years and participation is encouraged from students and their families as well as staff. There were about 25 individuals either riding on or walking behind the float this year. It is a wonderful opportunity to showcase Mid-State Technical College as well as a fun time for students, their families, and staff to connect with one another.
2. Approximately 40 people attended the annual High School & Community Partner Workshop held on the Wisconsin Rapids Campus on Wednesday, November 18. Invitations were sent to in-district school counselors, career and technical education coordinators and various community partners. The purpose of the workshop is to provide valuable information to participants on community initiatives and Mid-State programs and services. The agenda included enrollment process updates, sponsor-a-scholar program, Academic and Career Planning Initiative, Financial Aid/SALT, and the 'MIKE'.
3. Instructors Suzanne Rathe and Kelly Steidinger took the Transfer Learning Community students on a field trip to listen to Yaron Svoray. Mr. Svoray is an expert at researching, locating and retrieving stolen Nazi "loot." He shared his story of how he infiltrated the neo Nazis in Germany. This activity was part of our efforts to engage students and further connect with students.
4. Last day of classes for the fall semester is Wednesday, December 21. Faculty will return for spring semester on January 5 and students on January 11.
5. I extend warmest holiday wishes and all the very best for a happy new year to everyone.
6. My travel between now and mid-December will include:
 - Weekly Rotary Meetings
 - Pittsville Superintendent Meeting
 - Boards Association Legislative Session and Winter Meeting

FY 2016-17 Budget Modifications Made In The Month of November 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						
141227	Emergency Grant Assistance	State	Additional award	5,000.00	5,000.00	- - -
Fund 3 - Capital Projects Fund Budget Modifications						
143213	Campus Security		DMI Risk Management Award		22,000.00	(22,000.00) 1
Total Budget Changes For The Month				5,000.00	27,000.00	(22,000.00)
Notes: Budget modifications are out of balance for November due to the following:						
1	A DMI Risk Management award of \$22,000 was received in October to fund steel parapet crossings and railings and interior signage. Project 143213 expenses were increased in November to accommodate planned spending of DMI funds.					



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2017 as of November 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		Original Budget	
	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	Percentage of Total Current Budget	Original Budget			
Local Government	6,384,920	-	-	4,396,027	-	-	-	-	-	-	-	10,780,947	10,780,947	22.0%	10,780,947			
Student Fees	7,582,860	-	-	-	-	350,972	-	-	-	-	-	7,933,832	7,933,832	16.2%	7,933,832			
State Aid & Grants	14,863,957	-	-	-	-	-	360,064	-	-	-	-	15,224,021	15,224,021	31.1%	15,195,696			
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	16.1%	7,875,149			
Federal	1,469,495	-	25,777	-	-	5,666,300	25,777	-	-	-	-	7,161,572	7,161,572	14.6%	7,058,594			
Total Revenues	30,585,227	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	48,975,521	48,975,521	100.0%	48,844,218			

	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		Original Budget	
	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	Percentage of Total Current Budget	Original Budget				
Salaries and Wages	17,754,889	120,253	-	-	151,677	31,634	-	-	-	-	18,291,132	18,291,132	32.6%	18,233,264				
Benefits	7,280,564	8,226	-	-	66,291	23,303	-	-	-	-	7,420,032	7,420,032	13.2%	7,459,608				
Current Expenditures	6,596,582	523,461	-	-	120,656	1,105,335	-	-	-	-	8,506,984	8,506,984	15.1%	8,418,852				
Student Financial Aid & Activities	-	-	-	-	887,000	3,724,000	-	-	-	-	6,061,559	6,061,559	10.8%	6,061,559				
Resale	-	-	-	-	-	-	-	-	-	-	4,611,000	4,611,000	8.2%	4,611,000				
Capital Outlay	-	-	6,303,631	-	-	-	-	-	-	-	6,303,631	6,303,631	11.2%	6,230,594				
Debt Retirement	-	-	-	4,983,455	-	-	-	-	-	-	4,983,455	4,983,455	8.9%	4,983,455				
Total Expenditures	31,632,035	651,940	6,303,631	4,983,455	1,225,624	4,884,272	6,303,631	4,983,455	1,225,624	4,884,272	56,177,793	56,177,793	100.0%	55,998,332				
% 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%						

<u>Changes in Fund Equity</u>													
Actual Fund Equity as of 6/30/16													
Current Revenue over Expenses	16,403,549	535,956	71,898	887,360	1,717,595	610,681	20,692,529	20,692,529	20,692,529	(7,154,114)	20,784,042	20,784,042	(7,154,114)
Other Sources and Uses:	(1,046,808)	126,240	(9,434)	(486,928)	34,500	78,028	(7,202,272)	(7,202,272)	(7,202,272)				
Proceeds from Debt	-	-	-	-	-	-	5,700,000	5,700,000	5,700,000		5,700,000	5,700,000	
Interfund Transfers In	760,000	-	35,000	-	-	-	795,000	795,000	795,000		795,000	795,000	
Interfund Transfers Out	(675,000)	-	-	-	(120,000)	-	(795,000)	(795,000)	(795,000)		(795,000)	(795,000)	
Repayment of Debt	-	-	-	-	-	-	-	-	-		-	-	
Budgeted Ending Fund Equity	15,441,741	662,196	97,464	400,432	1,632,095	688,709	19,190,257	19,190,257	19,190,257		19,329,928	19,329,928	



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2017 as of November 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		Total YTD All Funds		% 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	Fund 15	Fund 16	Fund 17	Fund 18	Fund 19	Fund 20
Local Government	6,420,408	-	-	4,396,027	-	-	-	-	-	-	-	-	-	-	-	-	-	10,780,435	10,780,947	100.3%
Student Fees	6,430,069	-	-	-	-	292,837	-	-	-	-	-	-	-	-	-	-	-	6,722,906	7,933,832	84.7%
State Aid & Grants	2,367,434	-	166,143	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,533,577	15,224,021	16.6%
Institutional	82,675	7,077	130,745	162,937	639,903	130,745	36,020	2,014,300	162,937	639,903	2,014,300	2,014,300	2,014,300	2,014,300	2,014,300	2,014,300	3,073,657	7,875,149	39.0%	
Federal	231,686	-	2,397,362	-	31,868	2,397,362	-	-	-	-	-	-	-	-	-	-	-	2,660,916	7,161,572	37.2%
Total Revenues	15,532,273	7,077	2,820,944	4,558,964	639,903	2,820,944	234,032	2,014,300	4,558,964	639,903	2,014,300	2,014,300	2,014,300	2,014,300	2,014,300	2,014,300	25,807,492	48,975,521	52.7%	
% of Budget Recognized	50.8%	0.9%	43.5%	101.4%	50.8%	43.5%	57.7%	40.6%	101.4%	50.8%	40.6%	40.6%	40.6%	40.6%	40.6%	40.6%	52.7%	52.7%	52.7%	52.7%

	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		Total YTD All Funds		% 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	Fund 15	Fund 16	Fund 17	Fund 18	Fund 19	Fund 20
Salaries and Wages	6,675,059	1,366	-	-	50,304	66,570	-	-	-	-	-	-	-	-	-	-	-	6,806,272	18,291,132	37.2%
Benefits	2,700,864	104	-	-	25,155	14,231	-	-	-	-	-	-	-	-	-	-	-	2,749,709	7,420,032	37.1%
Current Expenditures	2,190,843	1,777	-	-	15,266	33,438	-	-	-	-	-	-	-	-	-	-	-	2,590,015	8,506,984	30.4%
Student Financial Aid & Activities	-	-	-	-	473,720	2,591,981	-	-	-	-	-	-	-	-	-	-	-	2,591,981	6,061,559	42.8%
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,665,609	4,611,000	36.1%
Capital Outlay	1,828	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,288,206	6,303,631	20.4%
Debt Retirement	-	-	-	905,561	-	-	-	-	905,561	-	-	-	-	-	-	-	-	905,561	4,983,455	18.2%
Total Expenditures	11,568,595	3,247	1,286,378	905,561	564,445	2,706,219	1,286,378	1,562,907	905,561	564,445	1,562,907	1,562,907	1,562,907	1,562,907	1,562,907	1,562,907	18,597,352	56,177,793	33.1%	
% of Budget Expended	36.6%	0.5%	41.7%	18.2%	46.1%	41.7%	20.4%	32.0%	18.2%	46.1%	32.0%	32.0%	32.0%	32.0%	32.0%	32.0%	33.1%	33.1%	33.1%	33.1%

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
Current Revenue over Expenses	3,963,678	3,829	114,726	3,653,403	75,458	451,393	(7,202,272)
Other Sources and Uses:							
Proceeds from Debt	-	-	4,200,000	-	-	-	5,700,000
Interfund Transfers In	-	-	-	-	-	-	795,000
Interfund Transfers Out	-	-	-	-	-	-	(795,000)
Repayment of Debt	-	-	-	-	-	-	-
Accrued YTD Fund Equity	20,367,227	539,786	186,624	4,540,763	1,793,053	1,062,074	19,190,257



Summary of Revenues & Expenditures by Account Group
for Fiscal Year 2017
as of November 30, 2016

A Revenues by Account Group (All Funds)	B		C		D		E		F		G		H		I		J	
	Month of November 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 FY16 Budget	% Change FY17 Current Budget from FY16 Ending Budget									
1 Municipalities - Property Tax	\$ -	\$ 10,816,435	\$ 10,780,947	\$ 10,780,947	\$ -	\$ 455,703	4.4%	\$ 443,916	4.3%									
2 Student Fees	716,700	6,722,906	7,933,832	7,933,832	-	(250,470)	-3.6%	(202,031)	-2.5%									
3 State Aid & State Grants	357,621	2,533,577	15,224,021	15,195,696	28,325	377,697	17.5%	614,683	4.2%									
4 Federal Gov't - Grants	71,984	263,269	1,484,272	1,381,294	102,978	(7,029)	-2.6%	66,164	4.7%									
5 Other College Sources	354,651	2,416,771	5,623,242	5,623,242	-	(24,433)	-1.0%	(125,542)	-2.2%									
6 Contracted Service Recipients	600	7,077	937,363	937,363	-	(9,863)	-58.2%	(134,431)	-12.5%									
7 Customer Sales	54,457	649,809	1,314,544	1,314,544	-	8,003	1.2%	22,862	1.8%									
8 Trusts & Agencies	77,637	2,397,647	5,677,300	5,677,300	-	(123,543)	-4.9%	(500,000)	-8.1%									
9 Proceeds from Debt	-	4,200,000	5,700,000	5,700,000	-	200,000	5.0%	200,000	3.6%									
10 Interfund Transfers In	-	-	795,000	795,000	-	-	0.0%	175,000	28.2%									
Totals	\$ 1,633,649	\$ 30,007,492	\$ 55,470,521	\$ 55,339,218	\$ 131,303	\$ 626,066	2.1%	\$ 560,621	1.0%									

A Expenditures by Account Group (All Funds)	B		C		D		E		F		G		H		I		J	
	Month of November 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 Salaries & Wages	\$ 1,279,815	\$ 6,806,272	\$ 18,291,132	\$ 18,233,264	\$ 57,868	\$ (23,151)	-0.3%	\$ 788,372	4.5%									
13 Employee Benefits	540,002	2,749,709	7,420,032	7,459,608	(39,576)	(257,046)	-8.5%	(62,029)	-0.8%									
14 Current Expenditures	334,994	2,584,115	8,441,984	8,353,852	88,132	(14,289)	-0.5%	90,769	1.1%									
15 Student Financial Aid & Activities	83,873	2,597,881	6,126,559	6,126,559	-	(113,702)	-4.2%	(502,554)	-7.6%									
16 Resale Goods & Services	292,279	1,665,609	4,611,000	4,611,000	-	(101,756)	-5.8%	(380,500)	-7.6%									
17 Capital Outlay	429,048	1,288,206	6,303,631	6,230,594	73,037	(475,181)	-26.9%	(1,846,391)	-22.7%									
18 Debt Service	-	905,561	4,983,455	4,983,455	-	402,118	79.9%	452,000	10.0%									
19 Repayment of Debt	-	-	-	-	-	-	0.0%	-	0.0%									
20 Interfund Transfers Out	-	-	795,000	795,000	-	-	0.0%	175,000	28.2%									
Totals	\$ 2,960,011	\$ 18,597,352	\$ 56,972,793	\$ 56,793,332	\$ 179,461	\$ (583,007)	-3.0%	\$ (1,285,333)	-2.2%									
EOY Change in Fund Equity			\$ (1,502,272)	\$ (1,454,114)	\$ (48,158)	\$ 1,209,073		\$ 1,845,954										

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

With Comparative Total for November 30, 2015

Mid-State Technical College
December 02, 2016 at 2:00 PM

ASSETS AND OTHER DEBITS	Governmental Fund Types			Proprietary Fund Types			Fiduciary Fund Type		Memorandum only	
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable	2016-17	2015-16	
Cash	\$ 9,370,814	\$ -	\$ 4,920,540	\$ 100,136	\$ 1,570	\$ 637,048	\$ 4,142	\$ 15,034,250	\$ 14,117,102	
Investments	-	-	-	-	-	-	4,531,306	4,531,306	4,354,675	
Receivables:										
Property taxes	10,603,246	-	-	213,186	-	-	-	10,816,432	10,360,732	
Accounts receivable	3,138,208	944	60	-	115,281	-	155,407	3,409,900	3,629,506	
Due from other funds	(6,144,819)	538,841	60,664	4,227,441	803,874	400,981	113,019	1	(1)	
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	-	-	-	-	462,409	36,105	-	498,514	537,264	
General Long Term Debt	-	-	-	-	-	-	-	-	-	
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-	
TOTAL ASSETS AND OTHER DEBITS	\$ 17,000,619	\$ 539,785	\$ 4,981,264	\$ 4,540,763	\$ 1,803,604	\$ 1,074,134	\$ 4,803,874	\$ 34,744,043	\$ 33,357,352	

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities										
Accounts Payable	\$ 79,452	\$ -	\$ 1,368,121	\$ -	\$ (6,807)	\$ 4,558	\$ 5,859	\$ 1,451,183	\$ 450,157	
Accrued Liabilities:										
Wages	-	-	-	-	-	-	-	-	-	
Employee related payables	211,250	-	-	-	5,452	-	-	216,702	228,581	
Vacation	932,260	-	-	-	16,902	2,050	2,663	953,875	1,077,121	
Other current liabilities	8,370	-	-	-	456	-	-	8,826	7,775	
Due to other funds	-	-	-	-	-	-	-	-	-	
Deferred Revenues	10,787	-	-	-	-	-	-	10,787	9,906	
Deferred Compensation Liability	-	-	-	-	-	-	-	-	-	
General Long Term Debt Group	-	-	-	-	-	-	-	-	-	
TOTAL LIABILITIES	1,242,119	-	1,368,121	-	10,551	12,060	8,522	2,641,373	1,773,540	
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)	3,963,679	3,829	3,147,653	3,653,403	75,458	451,392	114,726	11,410,140	10,243,905	
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 17,000,619	\$ 539,785	\$ 4,981,264	\$ 4,540,763	\$ 1,803,604	\$ 1,074,134	\$ 4,803,874	\$ 34,744,043	\$ 33,357,352	

November Contracted Services Agreements
Meeting on December 19, 2016

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146359	Verso Corporation	Emergency Medical Responder Refresher	48	48	4,360.00
				Total:	4,360.00

FINANCE & AUDIT COMMITTEE
2016-2017 Procurement of Goods and Services
December 19, 2016

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS - TECHNOLOGY UPGRADE - MEDIA SERVICES</u>		
AVI Systems, Inc., Brookfield, WI	\$ 53,271.05	State Contract
❖ Subtotal for Procurements Requiring Board Action	<u>\$53,271.05</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS - MULTI-FUNCTION WELDER - TECHNICAL & INDUSTRIAL DIVISION</u>		
Mississippi Welders Supply, Marshfield, WI	\$ 31,908.54	Quote
Mississippi Welders Supply, Marshfield, WI	\$ 39,904.92	Quote
Airgas, Wisconsin Rapids, WI	\$ 45,766.91	Quote
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$31,908.54</u>	

GRAND TOTAL **\$ 85,179.59**

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.

RESOLUTION NO. ____

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED
\$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES;
AND SETTING THE SALE

WHEREAS, the Mid-State Technical College District, Adams, Clark, Jackson, Juneau, Marathon, Portage, Waushara and Wood Counties, Wisconsin (the "District") is presently in need of \$727,000 for the public purpose of paying the cost of building remodeling and improvement projects; and \$773,000 for the public purpose of paying the cost of acquiring moveable equipment; and there are insufficient funds on hand to pay said cost;

WHEREAS, the District hereby finds and determines that the project is within the District's power to undertake and serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, technical college districts are authorized by the provisions of Section 67.12(12), Wisconsin Statutes to borrow money and to issue general obligation promissory notes for such public purposes.

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$727,000 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$773,000 for the public purpose of paying the cost of acquiring moveable equipment; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) from Robert W. Baird & Co. Incorporated (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) (the "Notes"). There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof within ten years of the date of issuance of the Notes.

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the

Wisconsin Rapids Daily Tribune, the official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A and B and incorporated herein by this reference (collectively, the "Notice").

Section 3. Sale of the Notes. The sale of the Notes shall be negotiated with the Purchaser. At a subsequent meeting, the District Board shall act on the purchase proposal received from the Purchaser and specify the terms of and interest rates on the Notes.

Section 4. Official Statement. The Secretary shall cause an Official Statement to be prepared by the Purchaser. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this Resolution.

Section 5. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law. If any of the Notes may be subject to a petition for referendum, any action with respect to the sale of the Notes shall be subject to the condition that no petition for referendum has been filed within thirty (30) days of publication of the Notice provided for under Section 2 of this Resolution or, if a petition is filed, that any required referendum approval is obtained.

Adopted, approved and recorded December 19, 2016.

Betty A. Bruski Mallek
Chairperson

Attest:

Peggy J. Ose
Secretary

(SEAL)