



BOARD OF DIRECTORS MEETING

May 15, 2017

Wisconsin Rapids Campus
Room L133-134



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MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS CAMPUS

MAY 15, 2017

AGENDA: DISTRICT BOARD MEETING

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

DATE: Monday, May 15, 2017

TIME: 5:20 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Roll Call

C. Meeting Notice Certification

This May 15, 2017, 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 performance evaluation data. This closed session is being held in compliance with Chapter 19, Subchapter 19.85(c)(g) of the Wisconsin Statutes. The Board may or may not reconvene to open session and may take action on items discussed in closed session.

E. Open Forum

The open forum is at the option of the Board Chairperson and ground rules may be established in order to ensure the orderly conduct of business. Please keep in mind that this is a meeting of the District Board open to the public and not a public hearing.

Persons who wish to address the District Board may make a statement as long as it pertains to a specific agenda item. Individuals should not expect

to engage in discussion with the members of the District Board. The District Board Chairperson may or may not respond to statements made.

Ground rules regarding public comment on Board agenda item(s): 1. Public comments must pertain to an agenda item. 2. No person may speak more than once to an issue or for a period longer than three to five minutes. 3. No more than three people may be heard to one side of an issue. 4. The District Board reserves the right to limit the total amount of time during which public comments will be heard at any given meeting. 5. The Board Chairperson reserves the right to stop unprofessional discussion or discussion targeted toward a specific individual. Deviation from these parameters may occur upon the consent of the majority of the Board.

F. Approval of Minutes – April 17, 2017 Regular Meeting

G. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for April 2017 are contained in Exhibit B. These bills total \$956,906.28 of which \$566,767.71 represents operational expenditures and \$390,138.57 represents capital expenditures.

The District's regular payrolls were issued on April 14 and 28. Payroll disbursements for the month of April totaled \$1,338,465.86 plus \$14,519.64 for travel and miscellaneous reimbursements, and \$574,031.51 in fringe benefits, for a total payroll disbursement of \$1,927,017.01.

Administration recommends approval of the payment of these obligations totaling \$2,883,923.29.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into two contracted service agreements totaling \$2,080. 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 these contracts.

3. PROCUREMENTS FOR GOODS AND SERVICES

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

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

Administration recommends approval of the proposals totaling \$70,374.85 which require 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. FY 2016-17 Budget Amendments
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. Marshfield Campus Air Handling Unit Project
3. Information Items
4. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. District Boards Association Report
2. Proposed 2017-18 Budget
3. Use of General Fund Equity

I. Discussion and Action Items

1. No Discussion & Action item this month.

J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids

April 17, 2017

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:30 p.m.

Roll call was as follows:

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

EXCUSED: Charles Spargo

OTHERS: Greg Bruckbauer, Craig Everson, Mike Grambow, Sandy Kiddoo, Mark Koxlien, Dr. Mandy Lang, Dr. Shelly Mondeik, Richard O'Sullivan, Brad Russell, 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 not convene to closed session this meeting.

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 Ms. Miller, upon a voice vote, unanimously approved the minutes from the board meeting held March 20, 2017 and minutes from the special meeting held March 28, 2017, as written.

V. CONSENT AGENDA

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

1. The district's bills for the month of March 2017 were presented in Exhibit B. These bills totaled \$1,142,565.28 of which \$776,093.98 represents operational expenditures and \$366,471.30 represents capital expenditures.

OFFICIAL PROCEEDINGS

April 15, 2017

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The district’s payroll for the month of March totaled \$1,959,844.28 plus \$23,850.70 for travel and miscellaneous reimbursements and \$657,043.35 in fringe benefits. The district’s bills and payroll totaled \$3,783,303.61.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146339	Plainfield & Hancock Fire Departments	\$ 1,770.00
146370	Nekoosa High School	\$ 470.00
146372	Wood County Health Department	\$ 840.00
146374	Park Place Adult Day Services	\$ 430.00
146375	ERCO Worldwide	\$ 1,340.00
146376	Marshfield Dental Crafters	\$ 780.00
146378	Catalyst Paper	\$ 570.00

3. Approved the following 2017 procurement for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 300,000.00	Paragon Development Systems	Information Technology
\$ 61,719.00	Haas Factory Outlet	Technical & Industrial Division

VI. CHAIRPERSON’S REPORT

1. Ms. Bruski Mallek welcomed Board members to the meeting and announced Mr. Spargo asked to be excused.

2. Ms. Bruski Mallek reported the Spring Boards Association meeting was held April 6-8 in Elkhart Lake. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan, Ms. Miller, Ms. Ose and Dr. Budjac attended. Board members provided an overview of meeting activities and sessions. Dr. Budjac congratulated Ms. Bruski Mallek on her election as secretary of the Wisconsin Technical College District Boards Association. She begins her term in July 2017.

3. Ms. Bruski Mallek announced ACCT Leadership Congress will be held September 25-28 in Las Vegas. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan, Ms. Miller, Ms. Ose and Dr. Mondeik plan to attend.

4. Ms. Bruski Mallek reported incoming president Dr. Shelly Mondeik has plans to attend Board meetings as her schedule allows and she has been in contact with Dr. Budjac and Ms. Susa to ensure a smooth onboarding process. Dr. Mondeik has found housing in the Mid-State District. A Farewell/Hello event is scheduled for the evening of May 24 and will honor Dr. Budjac’s years of service and allow attendees an opportunity to meet and connect with Dr. Mondeik.

5. The next Mid-State Board of Directors meeting will be held on Monday, May 15 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

OFFICIAL PROCEEDINGS

April 15, 2017

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1. Ms. Bruski Mallek reported Foundation and Alumni Director Jill Steckbauer continues to work with businesses on the Sponsor a Scholar program. Most recently, she began working with Mark Toyota, Pointe Precision and Jason's 5-Star Landing on this opportunity.
2. Ms. Bruski Mallek reminded Board members of the 30th Annual Foundation Golf Event on Monday, June 12, 2017 at Bull's Eye Country Club.
3. Ms. Bruski Mallek announced high school scholarships are being awarded and continuing student scholarship applications must be submitted by April 28, 2017.

VIII. PRESIDENT'S REPORT

1. Dr. Budjac welcomed Mid-State's incoming president Dr. Shelly Mondeik to the meeting as well as representatives from Heartland Business Services.
2. Dr. Budjac provided an update on the Vice President of Finance & Information Technology position. She indicated that after working with Dr. Mondeik, the position will be posted shortly as a Vice President of Finance. Dr. Mondeik will participate in the interview process after her June 1 arrival.
3. Dr. Budjac announced Congressman Ron Kind visited the Stevens Point Campus on April 13 as part of a CAP Services visit. Congressman Kind was complimentary of the college and the Stevens Point facility. The VITA program, a tax program for low income individuals, led by Bob Smith in partnership with CAP Services was highlighted.
4. Dr. Budjac provided a legislative update including recent activity of the Joint Finance Committee. She provided an overview of WTCS priorities removed from the state budget proposal and those items still in the budget that would have a negative impact on the WTCS and Mid-State Technical College.
5. Dr. Budjac announced that Board Member Rick Merdan and Vice President of Academics Sandy Kiddoo submitted a presentation proposal to ACCT called "It Takes a Village." The presentation is focused on building partnerships to support community economic and workforce development.

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. The following items were presented for informational purposes only:
 - a. FY17 GENERAL FUND YEAR-END PROJECTION – Ms. Bruski Mallek reported Business Operations Manager Greg Bruckbauer provided a projection as of March 31 for FY17 General Fund year-end results. The college will experience unspent revenue in FY17 with open positions providing the majority of that funding.

- b. CONNECTED EXPERIENCE FINANCING PLAN – Ms. Bruski Mallek reported the College’s Technology Plan “Connected Experience” will be primarily financed through a reallocation of existing Technology Capital Plan funding. The Connected Experience will cost over \$4.6 million over the next five years and address technology applications, services, infrastructure, security and mobility.
- c. FY18 ANTICIPATED CAPITAL PROJECTS AND FINANCING – Ms. Bruski Mallek reported Mr. Bruckbauer provided a preview of next year’s planned capital projects. Funding for these projects will involve multiple sources including grants, unused borrowing from the previous year, and the issuance of General Obligation Notes.
- d. ANTICIPATED GRANT FUNDING FOR FY18 – Ms. Bruski Mallek reported Mid-State received fewer state grant dollars than last year. An assessment is being completed to ensure there is no negative impact for those programs impacted. Federal grant dollars received a slight increase over last year. Mid-State will receive approximately \$2.8 million grant dollars in 2018.
- e. SPECIAL FY18 BUDGET MEETING – Ms. Bruski Mallek announced a special budget meeting is scheduled for May 3, 2017 from 4:00 p.m. to 5:30 p.m. All members of the Board are invited. Budget materials will be distributed during the meeting. The budget will then be presented to the full Board during its regular May meeting. Formal budget adoption will occur during the June Board meeting following a noticed/published Public Hearing.
- f. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

- 1. Academic & Human Resources Committee Chairperson Justin Hoerter reported the committee reviewed its consent agenda items and had no questions or concerns.
- 2. The following items were presented for informational purposes only:
 - a. RENEWABLE PROGRAM UPDATES – Mr. Hoerter reported Renewable Energy Faculty Member Ben Nusz highlighted recent renewable energy program activities and changes. Modifications to Renewable Energy Technician programming addresses changing market trends and focuses on the growing solar job sector. Mr. Hoerter provided an overview of the HVAC Technical Diploma program and related certification exam. He also highlighted renewable learning projects completed by students in the community and at our campus locations.
 - b. DMI PARTNERSHIP – Mr. Hoerter reported Districts Mutual Insurance (DMI) conducted an on-site audits in areas of safety and security at Mid-State. Audit results are used by the college to create plans for improvement. Few items were identified during the audits; some of which improvement action is already planned or being

completed. A security assessment was completed in November with related processes and procedures being evaluated and changed as necessary.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. Facilities & External Relations Committee Chairperson Robert Beaver reported that the committee had no Consent Agenda items.

2. Mr. Beaver reported the committee discussed the spring international student exchange with Max Eyth Schule in Hessen, Germany. Six students will be escorted by Counselor Brian Sadler to Germany for the 13th annual German student/faculty educational exchange. Mr. Sadler will assist students as well as continue to expand and build relationships with Max Eyth Schule faculty and staff. Travel is scheduled for June.

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved international travel for Brian Sadler to participate in the annual German student/faculty educational exchange.

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

a. SAFETY AND SECURITY PROJECTS – Mr. Beaver reported Director of Facilities and Procurement Matt Schneider provided an overview of safety and security items identified at Mid-State locations and action being taken to mitigate risk. Projects include baluster replacement in the stairwells at the Wisconsin Rapids Campus, ADA compliance updates, oil storage tank replacement, and Marshfield Campus, Stevens Point Campus and Adams Center room signage.

b. HIGH SCHOOL GRADUATES ATTENDING MID-STATE – Mr. Beaver reported Vice President of Student Services Dr. Mandy Lang shared data related to Mid-State district high school graduates and their technical college choice. Over the past few years, the number of students enrolling at Mid-State directly from high school has remained consistent. She highlighted district high school graduate enrollment into Mid-State and other technical colleges directly from high school and within three years of graduation.

XII. COMMITTEE-OF-THE-WHOLE

1. COMPENSATION DISCUSSION – Ms. Bruski Mallek reported last month the Board was provided information relative to providing college employees with a salary increase for the next fiscal year. Having further discussion and reviewing updated budget information, a 1.75% wage increase was recommended for all employees (a \$340,000 budgetary impact) in FY18.

Motion by Dr. Dickmann, seconded by Mr. Merdan, upon a roll call vote, unanimously approved a 1.75% FY18 wage increase for all employees.

2. UPDATE ON GENERAL FUND EQUITY – Business Operations Manager Greg Bruckbauer and Executive Team members provided a General Fund Equity update. The multi-year approach will include alignment of \$1.7 million and allow the college to maintain its strong financial ratings

with Moody's and the Higher Learning Commission while maintaining flexibility. Funding will be provided to the college's high insurance reserve, OPEBs pay-go, marketing efforts, telephone standardization and process improvement. Next month, approval will be requested for a \$1 million transfer of health insurance reserve funding.

XIII. DISCUSSION AND ACTION ITEM

1. **WISCONSIN RAPIDS CAMPUS SECOND FLOOR REMODEL PROJECT** – Director of Facilities and Procurement Matt Schneider presented information related to the A-building second floor remodel project. He highlighted need, budget, and timeline for the proposed project. Changes would include relocating information technology classrooms to a more visible location on the first floor near the cafeteria and moving administrative services of the college to the second floor. Following Board approval and State Board approval, project award is slated for August 2017 with completion in May 2018.

Motion by Dr. Dickmann, seconded by Mr. Beaver, upon a roll call vote, unanimously approved Second Floor Administration Centralization Project at the Wisconsin Rapids Campus and the following resolution:

WHEREAS, the key administrative functions are not in close proximity at the Wisconsin Rapids Campus; and

WHEREAS, relocating these key functions to be adjacent to and amongst the rest of the administrative functions will improve organizational effectiveness,

BE IT FURTHER RESOLVED that the Mid-State Technical College Board will use \$779,230 of capital financing from the FY18 deb proceeds intended for facility remodel construction on the Wisconsin Rapids Campus; and

BE IT FURTHER RESOLVED that the Mid-State FY18 capital budget has been updated to reflect this capital project.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College Board approves the construction of an approximately 6,970 square foot remodel project to centralize the administrative functions located on the Wisconsin Rapids Campus and requests Wisconsin Technical College System Board approval during their May 2017 meeting.

2. **TECHNOLOGY PLAN – CONNECTED EXPERIENCE** – Director of Information Technology Brad Russell presented information regarding the Connected Experience during the March Board meeting. This evening he provided final budgetary information and answered Board questions related to the project. The Connected Experience provides an opportunity for learning to happen at any time, from any place on any device and provides the same experience in each classroom throughout Mid-State. The Connected Experience will also improve wireless connectivity, strengthen security, increase storage and increase telepresence options. Financing for the Connected Experience will require no additional funds for a total of \$4.5 million over the next 5 years, plus \$128,000 from FY17. Mid-State has been working with Heartland Business Services to evaluate needs and using a state contract would recommend continuing that relationship.

OFFICIAL PROCEEDINGS

April 15, 2017

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Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved a contract with Heartland Business Services for implementation of the Master Technology Plan, Connected Experience, in the amount of \$4,628,000 over the next five years.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, May 15, 2017 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., Committee-of-the-Whole 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 6:45 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

H. REPORTS AND RECOMMENDATIONS

WISCONSIN RAPIDS CAMPUS

MAY 15, 2017

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 CAMPUS

MAY 15, 2017

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, May 15, 2017

TIME: 4:00 p.m.

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

This May 15, 2017, 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. FY 2016-17 BUDGET AMENDMENT (Exhibit F)

Exhibit F contains a resolution for amending the FY16-17 budget. These amendments reflect the current budget document and the year-to-date budget modifications addressed in the Treasurer's Report each month. These amendments reflect changes to the General, Special Revenue – Operation, Capital Projects, Debt Service and Internal Service Funds. Specifically, they include updates for adjustments to salary and wage budgets, federal and state grants, increased contracted service agreements, carry-over funding for capital projects, budget transfers between capital projects, adjustment to capital projects, increased debt issuance costs and payments, and health insurance expense. Board action approving the resolution in Exhibit F is requested.

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 CAMPUS

MAY 15, 2017

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

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

DATE: Monday, May 15, 2017

TIME: 4:15 p.m.

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

This May 15, 2017, 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. INFORMATION ITEMS

The following items are presented for informational purposes only:

a. SCHEDULING INNOVATION

As part of the Educational Master Plan, Mid-State is focused on the five rights; right programs, right times, right locations, right curriculum and right modality. School of Business and Technology Dean Dr. Missy Skurzewski-

Servant and School of Transportation, Agriculture, Natural Resources and Construction Dean Ron Zillmer will share examples of innovation to support the right times and right modalities in two programs, Business Management and Agri-Business and Science Technology.

b. WLDI UPDATE

Mid-State employees have participated in the Wisconsin Leadership Development Institute (WLDI), whose programming is designed to enhance leadership skills within the WTCS, since its inception in 1995. Vice President of Human Resources Richard O’Sullivan will inform the Board of our current participation in this program.

c. STAFFING CHANGES UPDATE

Aside from backfilling positions as a result of normal attrition, the College has filled a substantial number of position openings over the past year created through the Integrated Enrollment Model and the Educational Master Plan. Human Resources and Organizational Development Director Brianne Petruzalek will provide a staffing update to the Board.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS CAMPUS

MAY 15, 2017

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, May 15, 2017

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This May 15, 2017, 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. MARSHFIELD CAMPUS AIR HANDLING UNIT PROJECT

Director of Facilities and Procurement Matt Schneider will present the results of the bid opening for the Marshfield Campus Air Handling Unit Project.

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. INCOMING/OUTGOING FTES

A summary of the FY16 incoming/outgoing FTEs for Mid-State, which was compiled from data provided by the WTCS Office, will be presented by Vice President of Student Services Dr. Many Lang. An overview of the FTEs created and the number of students attending technical colleges outside of their 'home' district will be discussed.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS CAMPUS

MAY 15, 2017

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, May 15, 2017

TIME: 4:45 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Meeting Notice Certification

This May 15, 2017, 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. DISTRICT BOARDS ASSOCIATION REPORT

Wisconsin Technical College District Boards Association Executive Director Layla Merrifield will provide a legislative update to the Boards as well as highlight recent Boards Association activities and Association meetings.

b. PROPOSED 2017-18 BUDGET

During a special meeting held on May 3, 2017, Administration presented details of the proposed FY18 budget to the Finance & Audit Committee. The committee affirmed administration's proposal and directed administration to present it in summary during the May Board meeting.

Business Operations Manager Greg Bruckbauer will provide a summary of budget changes and highlights. A narrative and other budget documents that were reviewed and modified during the special budget meeting will be mailed separately prior to the regular meeting. Exhibit G contains a recommended resolution authorizing administration to publish a budget summary and notice of a Public

Hearing. Clarification of the starting time for the June 19 Public Hearing will be necessary. Board action approving the resolution will be requested.

c. USE OF GENERAL FUND EQUITY

At the April Board meeting, strategies were shared that would align the College's General Fund Equity with the Administrative Policy-Budget Modification Guideline and Parameters. By implementing this multi-year approach, the College positions itself to maintain strong financial ratings with Moody's and the Higher Learning Commission while retaining flexibility. Mr. Bruckbauer and Vice President of Human Resources Richard O'Sullivan will review the General Fund Equity uses and request Board approval.

D. ADJOURNMENT

I. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS CAMPUS

MAY 15, 2017

1. No Discussion & Action item this month.

J. ADJOURNMENT

EXHIBITS A – G

PRESIDENT'S REPORT

MAY 15, 2017

1. Discovery Day was held on Friday, April 21, on the Wisconsin Rapids Campus for approximately 100 students from Almond-Bancroft, Assumption, and Port Edwards Middle Schools. Students explored programs through interactive sessions, received information about technical education, and participated in a career exploration activity. Mid-State faculty facilitated interactive program sessions in the following areas: Renewable Energies, Criminal Justice Studies, IT Software Developer, Marketing, Civil Engineering, and Automotive Technician.
2. On Wednesday, April 26, 26 Mid-State students participated in an Etiquette Dinner presented by Lyn Zimmermann with Essentials Details, LLC. The students were treated to a three course dinner provided by Rockman's Catering, and throughout the meal were served by the faculty and staff of Mid-State. They experienced an engaging, fun presentation on how to properly dress, eat, and present themselves when out with potential employers. Ms. Zimmermann also included effective networking techniques for the student to make a positive lasting impression.
3. The week of May 1, Student Life in conjunction with Campus Activities and Student Senate, hosted a campus cookout in Marshfield, Stevens Point and Wisconsin Rapids. Approximately 525 students and staff from the three locations were treated to lunch to celebrate another great semester at Mid-State. Wisconsin Rapids was lucky enough to have beautiful weather, which was ideal for music, raffle drawings, and mingling in the courtyard.
4. The 2017 Dare to be Different Photo Project included five non-traditional occupation (NTO) students; Tina Bohn: Corrections & Community Advocacy, Aja Heuss: Urban Forestry Technician, Sharleen Mosley: Corrections & Community Advocacy, Barb Sargent: Machine Tool Technician, Rose Schultz: Diesel & Heavy Equipment Technician. This project was unveiled on May 8 and brought together Nontraditional Occupation (NTO) students who documented their personal experience with Mid-State Technical College through photography. The photos reflect their own personal identify, future hopes and dreams, and what Mid-State means to them. Student Support Project Coordinator and Adams County Center Supervisor Deb McDonald, Academic Advisor Kay Grundhoffer and Publication and Design Specialist Angie Morgan facilitate this project. The completed project is located in the lobby outside room L133-134.
5. Mid-State recently began a partnership with UW-Stout to provide collaborative resources to support manufacturing in our district. The first event was held April 26 at the Stevens Point Campus. The subject of this lunch and learn was "ISO 9001:2015 – Know the New Standard", presented by the UW-Stout Manufacturing Center.
6. On Monday, April 17 and Tuesday, April 18 the Mid-State Administrative Office Procedures class, organized by Instructor Sharon Behrens, hosted an annual "Dress 4 Success" event. Clothing is donated and gathered from within the college and external

community members and provided to students as they prepare for job interviews and enter into career opportunities.

7. My travel between now and mid-June will include:
 - Weekly Rotary Meetings
 - Farewell and Hello Event
 - Paper City Savings Board Meeting
 - District employer visits with Dr. Mondeik

FY 2016-17 Budget Modifications Made In The Month of April 2017

<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							
141357	Domtar Chemistry Lab WAT Grant CampusWorks Contract	State	New award Process improvement	5,180.00	5,180.00 24,000.00	- (24,000.00)	1
Fund 3 - Capital Projects Fund Budget Modifications							
144006	Capital Equipment		Telephone Standardization		33,100.00	(33,100.00)	1
Total Budget Changes For The Month				5,180.00	62,280.00	(57,100.00)	
Notes: Budget modifications are out of balance for April due to the following:							
1	These two items are part of the \$1.7 million general fund equity alignment. General fund balance will be used to fund these items.						



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2017 as of April 30, 2017

	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 7	Fund 3	Fund 4	Fund 5	Fund 6	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	14,884,137	-	-	360,064	-	-	-	-	-	-	15,244,201	15,244,201	31.1%	15,195,696	
Institutional	283,995	778,180	470,130	19,920	100,500	1,260,124	4,962,300	-	-	-	7,875,149	7,875,149	16.1%	7,875,149	
Federal	1,471,749	-	5,666,300	25,777	-	-	-	-	-	-	7,163,826	7,163,826	14.6%	7,058,594	
Total Revenues	30,607,661	778,180	6,487,402	405,761	4,496,527	1,260,124	4,962,300	4,496,527	1,260,124	4,962,300	48,997,955	48,997,955	100.0%	48,844,218	

	% of Expenditures by Fund															
	56.3%	1.2%	11.5%	11.3%	8.9%	2.2%	8.7%	100.0%	32.3%	13.1%	15.4%	10.8%	8.2%	11.3%	8.9%	55,998,332
Total Expenditures	31,649,414	651,940	6,496,836	6,365,786	4,983,455	1,225,624	4,884,272	4,983,455	1,225,624	4,884,272	56,257,327	56,257,327	100.0%	55,998,332		
% of Expenditures by Fund	56.3%	1.2%	11.5%	11.3%	8.9%	2.2%	8.7%	100.0%	32.3%	13.1%	15.4%	10.8%	8.2%	11.3%	8.9%	55,998,332

<u>Changes in Fund Equity</u>															
Actual Fund Equity as of 6/30/16	16,403,549	535,956	71,898	465,490	887,360	1,717,595	610,681	20,692,529	20,784,042	(7,154,114)	5,700,000	795,000	(795,000)	-	-
Current Revenue over Expenses	(1,041,753)	126,240	(9,434)	(5,960,025)	(486,928)	34,500	78,028	(7,259,372)	(7,154,114)	5,700,000	795,000	(795,000)	-	-	
Other Sources and Uses:	-	-	-	5,700,000	-	-	-	-	-	-	-	-	-	-	
Proceeds from Debt	-	-	-	5,700,000	-	-	-	-	-	-	-	-	-	-	
Interfund Transfers In	760,000	-	4,643,729	33,100	-	-	-	-	-	-	-	-	-	-	
Interfund Transfers Out	(5,316,829)	-	-	-	-	(120,000)	-	(5,436,829)	(5,436,829)	-	-	-	-	-	
Repayment of Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Budgeted Ending Fund Equity	10,804,967	662,196	4,706,193	238,565	400,432	1,632,095	688,709	19,133,157	19,329,928	19,329,928	19,329,928	19,329,928	100.0%	19,329,928	



**Accrued Revenues, Expenditures and Changes in Fund Equity
Current Actuals for the Fiscal Year 2017**
as of April 30, 2017

	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 4	Fund 5	Fund 6	Total YTD All Funds					
Local Government	6,419,496	-	-	4,396,027	-	-	-	-	-	-	-	10,815,523	10,780,947	100.3%		
Student Fees	7,192,724	-	324,633	-	-	-	-	-	-	-	-	7,517,357	7,933,832	94.8%		
State Aid & Grants	13,732,295	-	-	279,145	-	-	-	-	-	-	-	14,011,440	15,244,201	91.9%		
Institutional	145,704	42,412	505,978	218,887	1,196,923	54,504	4,160,517	4,160,517	4,160,517	4,160,517	4,160,517	7,875,149	7,875,149	80.3%		
Federal	741,496	-	4,528,394	51,662	-	-	-	-	-	-	-	5,321,543	7,163,826	74.3%		
Total Revenues	28,231,716	42,412	5,359,005	4,614,914	1,196,923	385,301	4,160,517	4,614,914	1,196,923	4,160,517	43,990,786	48,997,955	89.8%			
% of Budget Recognized	92.2%	5.5%	82.6%	102.6%	95.0%	95.0%	83.8%	102.6%	95.0%	83.8%	89.8%					

	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 4	Fund 5	Fund 6	Total YTD All Funds					
Salaries and Wages	13,416,223	16,630	-	-	112,269	26,436	-	-	-	-	-	13,723,920	18,155,890	75.6%		
Benefits	5,594,622	2,299	-	-	50,897	19,100	-	-	-	-	-	5,696,541	7,397,044	77.0%		
Current Expenditures	4,239,975	4,831	1,479	-	43,000	861,784	-	-	-	-	-	5,215,434	8,685,593	60.0%		
Student Financial Aid & Activities	-	-	-	-	772,113	3,436,110	-	-	-	-	-	4,868,644	6,058,559	80.4%		
Resale	-	-	-	-	-	-	-	-	-	-	-	4,208,223	4,611,000	91.3%		
Capital Outlay	-	-	-	2,997,754	-	-	-	-	-	-	-	2,997,754	6,365,786	47.1%		
Debt Retirement	-	-	-	-	-	-	-	4,933,513	-	-	-	4,933,513	4,983,455	99.0%		
Total Expenditures	23,250,820	23,760	5,114,995	4,933,513	978,279	4,343,430	4,343,430	4,933,513	978,279	4,343,430	41,644,030	56,257,327	74.0%			
% of Budget Expended	73.5%	3.6%	78.7%	99.0%	79.8%	88.9%	88.9%	47.1%	79.8%	88.9%	74.0%					

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	4,980,896	18,652	244,010	(318,598)	218,644	(182,913)	(7,259,372)
Other Sources and Uses:							
Proceeds from Debt	-	-	5,700,000	-	-	-	5,700,000
Interfund Transfers In	589,703	-	4,608,729	-	-	-	5,436,829
Interfund Transfers Out	(5,198,432)	-	-	-	-	-	(5,436,829)
Repayment of Debt	-	-	-	-	-	-	-
Accrued YTD Fund Equity	16,775,716	554,608	4,924,637	568,762	1,936,239	427,768	19,133,157



Summary of Revenues & Expenditures by Account Group

for Fiscal Year 2017
as of April 30, 2017

A	B	C	D	E	F	G	H	I	J
Revenues by Account Group (All Funds)	Month of April 2017	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		\$ (276)	\$ 10,815,523	\$ 10,780,947	\$ -	\$ 456,832	4.4%	\$ 443,916	4.3%
2		14,429	7,517,357	7,933,832	-	(176,747)	-2.3%	(202,031)	-2.5%
3		192,219	14,011,440	15,244,201	48,505	604,191	4.5%	634,863	4.3%
4		159,747	785,388	1,486,526	105,232	(25,702)	-3.2%	68,418	4.8%
5		462,305	5,039,444	5,623,242	-	234,434	4.9%	(125,542)	-2.2%
6		3,210	63,208	937,363	-	(85,628)	-57.5%	(134,431)	-12.5%
7		28,625	1,222,272	1,314,544	-	67,983	5.9%	22,862	1.8%
8		21,181	4,536,154	5,677,300	-	(349,453)	-7.2%	(500,000)	-8.1%
9		-	5,700,000	5,700,000	-	200,000	3.6%	200,000	3.6%
10		5,198,432	5,198,432	795,000	4,641,829	5,198,432	#DIV/0!	4,816,829	776.9%
11		\$ 6,079,873	\$ 54,889,218	\$ 60,134,784	\$ 4,795,566	\$ 6,124,344	12.6%	\$ 5,224,884	9.5%

Expenditures by Account Group (All Funds)	Month of April 2017	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		\$ 1,307,371	\$ 13,723,920	\$ 18,155,890	\$ (77,374)	\$ (62,202)	-0.5%	\$ 653,130	3.7%
13		571,943	5,696,541	7,397,044	(62,564)	(191,247)	-3.2%	(85,017)	-1.1%
14		445,502	5,208,634	8,620,593	266,741	473,111	10.0%	269,378	3.2%
15		30,614	4,875,444	6,123,559	(3,000)	(386,340)	-7.3%	(505,554)	-7.6%
16		380,699	4,208,223	4,611,000	-	277,937	7.1%	(380,500)	-7.6%
17		384,761	2,997,754	6,365,786	135,192	(51,974)	-1.7%	(1,784,236)	-21.9%
18		-	4,933,513	4,983,455	-	819,942	19.9%	452,000	10.0%
19		-	-	-	-	-	0.0%	-	0.0%
20		5,198,432	5,198,432	795,000	4,641,829	5,198,432	#DIV/0!	4,816,829	776.9%
21		\$ 8,319,321	\$ 46,842,462	\$ 61,694,156	\$ 4,900,824	\$ 6,077,660	14.9%	\$ 3,436,030	5.9%
22			\$ (1,559,372)	\$ (1,454,114)	\$ (105,258)	\$ 46,683		\$ 1,788,854	

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
April 30, 2017**

With Comparative Total for April 30, 2016

Mid-State Technical College
May 03, 2017 at 2:59 PM

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Non-Aidable	2016-17		
								2016-17	2015-16	
Cash	\$ 16,360,100	\$ -	\$ 3,793,890	\$ 18,940	\$ 1,570	\$ 154,824	\$ 4,142	\$ 20,333,466	\$ 21,553,857	
Investments	-	-	-	-	-	-	4,756,985	4,756,985	4,389,479	
Receivables:										
Property taxes	3,158,114	-	-	213,186	-	-	-	3,371,300	3,286,367	
Accounts receivable	1,108,558	1,204	126	-	117,838	-	35,519	1,263,245	3,020,108	
Due from other funds	(7,009,225)	553,404	61,142	336,635	926,072	205,797	4,926,174	(1)	(1)	
Inventories - at cost	-	-	-	-	409,070	-	-	409,070	319,305	
Prepaid Assets	33,170	-	-	-	-	-	-	33,170	10,060	
Other Current Assets	-	-	-	-	-	-	-	-	-	
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	489,408	76,040	-	565,448	546,103	
General Long Term Debt	-	-	-	-	-	-	-	-	-	
All Other Noncurrent Assets	166,000	-	-	-	-	-	-	166,000	-	
TOTAL ASSETS AND OTHER DEBITS	\$ 13,816,717	\$ 554,608	\$ 3,855,158	\$ 568,761	\$ 1,943,958	\$ 436,661	\$ 9,722,820	\$ 30,898,683	\$ 33,125,278	

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities									
Accounts Payable	\$ 47,078	\$ -	\$ 302,299	\$ -	\$ 295	\$ 1,391	\$ 5,687	\$ 356,750	\$ 147,710
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	424,817	-	-	-	-	5,452	-	430,269	535,792
Vacation	827,061	-	-	-	6,968	2,050	2,663	838,742	1,004,330
Other current liabilities	8,665	-	-	-	456	-	-	9,121	7,876
Due to other funds	-	-	-	-	-	-	166,000	166,000	-
Deferred Revenues	342,108	-	1,301	-	-	-	15,106	358,515	2,004,617
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	1,649,729	-	303,600	-	7,719	8,893	189,456	2,159,397	3,700,325
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	1,849,218
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	21,339,906
Year-to-date excess revenues(expenditures)	372,167	18,652	3,086,068	(318,599)	218,644	(182,914)	4,852,738	8,046,756	8,085,047
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 13,816,717	\$ 554,608	\$ 3,855,158	\$ 568,761	\$ 1,943,958	\$ 436,661	\$ 9,722,820	\$ 30,898,683	\$ 33,125,278

April Contracted Services Agreements
Meeting on May 15, 2017

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146379	Auburdale School District	Heartsaver First Aid & Heartsaver CPR AED	11.5	32	1,490.00
146380	Sand Valley Golf Resort	Heartsaver CPR	4	12	590.00
				Total:	2,080.00

FINANCE & AUDIT COMMITTEE
2017 Procurement of Goods and Services
May 15, 2017

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – CISCO TELEPRESENCE EQUIPMENT – INFORMATION TECHNOLOGY</u>		
Heartland Business Systems, Little Chute, WI	\$ 70,374.85	State Contract
❖ Subtotal for Procurements Requiring Board Action	<u>\$ 70,374.85</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – POINT OF SALE SYSTEM – BUSINESS SERVICES</u>		
Total Computing Solutions, American Fork, UT	\$ 26,999.00	RFP
<u>WR CAMPUS – NETWORK INFRASTRUCTURE – INFORMATION TECHNOLOGY</u>		
Presidio Networked Solutions Group, LLC, Reston, VA	\$ 35,954.75	State Contract
<u>WR CAMPUS – AME CAPITAL EQUIPMENT – TECHNICAL AND INDUSTRIAL DIVISION</u>		
Wisconsin Kenworth, Wausau, WI	\$ 30,569.50	Sole Source
<u>WR CAMPUS – SCHEDULING SOFTWARE – ACADEMICS</u>		
Campus Works, Bradenton, FL	\$ 26,000.00	Sole Source
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$119,523.25</u>	

GRAND TOTAL **\$189,898.10**

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.

**NOTICE OF 2016-17
BUDGET AMENDMENT
May 15, 2017**

WHEREAS, the 2016-17 budget was adopted by the Mid-State Technical College (MSTC) Board on June 20, 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 addition of or modification of federal or state grants; the redistribution of salaries and wages; new staff hires; the reallocation of expenses within departments and functions; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2016-17 budgetary revisions:

FUND	FUNCTION RESOURCE	APPROPRIATION CHANGE	MODIFIED APPROPRIATION
General	Instruction	\$90,407	\$17,986,759
General	Instructional Resources	\$6,090	\$1,193,568
General	Student Services	\$124,298	\$4,016,525
General	General Institutional	(\$93,061)	\$6,355,431
General	Physical Plant	(\$3,931)	\$2,097,121
Capital Projects	Instruction	\$16,522	\$1,238,696
Capital Projects	Instructional Resources	\$134,600	\$444,395
Capital Projects	Student Services	\$75,000	\$625,000
Capital Projects	General Institutional	\$138,500	\$1,036,205
Capital Projects	Physical Plant	(\$229,430)	\$3,021,490

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

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

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

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

RESOLUTION TO PUBLISH THE 2017-18 BUDGET

BE IT HEREBY RESOLVED that authority be given to the administration of Mid-State Technical College to publish, at least fifteen days prior to the Public Hearing, the Budget Summary and Notice of Public Hearing for Mid-State Technical College for 2017-18, with an expenditure budget totaling \$59,530,329. The Public Hearing will be held on June 19, 2017, at 5:00 p.m.