



# **BOARD OF DIRECTORS MEETING**

**June 19, 2017**

Wisconsin Rapids Campus  
Room L133-134



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# MID-STATE DISTRICT BOARD OF DIRECTORS

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WISCONSIN RAPIDS

JUNE 19, 2017

AGENDA: PUBLIC HEARING

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

DATE: Monday, June 19, 2017

TIME: 5:00 p.m.

A. Public Hearing called to order by Chairperson Betty Bruski Mallek

Wisconsin Statutes require the Mid-State Board to publish the proposed budget and to hold a Public Hearing prior to formal adoption of a budget. The purpose of this Public Hearing is to receive input from the general public. A formal budget presentation has been made to the Mid-State Board and was accessible by the general public through the public access channel. Publication of the 2017-18 Budget Summary and notice of this Public Hearing has occurred in three community newspapers. A copy of the 2017-18 Budget Booklet, meeting WTCS requirements, is available upon request.

Business Operations Manager Greg Bruckbauer will highlight the most significant changes encompassing the 2017-18 Budget. Comments from the general public are welcome.

B. Presentation of District Budget

C. Public Testimony

D. Adjourn

# MID-STATE DISTRICT BOARD OF DIRECTORS

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WISCONSIN RAPIDS CAMPUS

JUNE 19, 2017

- AGENDA: DISTRICT BOARD MEETING
- PLACE: Room L133-134  
Mid-State Wisconsin Rapids Campus  
500 32nd Street North
- DATE: Monday, June 19, 2017
- TIME: Immediately following Committee-of-the-Whole
- A. Meeting called to order by Chairperson Betty Bruski Mallek
- B. Roll Call
- C. Meeting Notice Certification

This June 19, 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 not convene to closed session this month.

- E. Open Forum

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

Persons who wish to address the District Board may make a statement as long as it pertains to a specific agenda item. Individuals should not expect to engage in discussion with the members of the District Board. The District Board Chairperson may or may not respond to statements made.

Ground rules regarding public comment on Board agenda item(s): 1. Public comments must pertain to an agenda item. 2. No person may

3. No more than three people may be heard to one side of an issue. 4. The District Board reserves the right to limit the total amount of time during which public comments will be heard at any given meeting. 5. The Board Chairperson reserves the right to stop unprofessional discussion or discussion targeted toward a specific individual. Deviation from these parameters may occur upon the consent of the majority of the Board.

F. Approval of Minutes – May 15, 2017 Regular Meeting

G. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for May 2017 are contained in Exhibit B. These bills total \$692,644.09 of which \$452,994.96 represents operational expenditures and \$239,649.13 represents capital expenditures.

The District's regular payrolls were issued on May 12 and 26. Payroll disbursements for the month of May totaled \$1,348,063.04 plus \$25,845.11 for travel and miscellaneous reimbursements, and \$585,851.98 in fringe benefits, for a total payroll disbursement of \$1,959,760.13.

Administration recommends approval of the payment of these obligations totaling \$2,652,404.22.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into three contracted service agreements totaling \$1,840. 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 proposal totaling \$48,375.00 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. 2017-18 Budget Adoption
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. Three-Year Facilities Plan
3. IT Networking Phase 1 Remodel Project
4. FY17 Out-of-State Tuition Remission Annual Summary
5. FY18 Out-of-State Tuition Remission Annual Request
6. Educational Master Plan Marketing Campaign RFP Results
7. Educational Master Plan Advertisement Placing RFP Results
8. Information Items
9. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole  
1. Strategic Plan Update

I. Discussion and Action Items  
1. Outcomes Based Funding Report

J. Adjournment

# MID-STATE TECHNICAL COLLEGE

## OFFICIAL PROCEEDINGS

Wisconsin Rapids

May 15, 2017

### **I. ROLL CALL**

In place of Board Chairperson Betty Bruski Mallek, Robert Beaver called the meeting to order at 5:39 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Kristin Crass, Richard Merdan, Lynneia Miller, Peggy Ose, Charles Spargo, and Dr. Sue Budjac

EXCUSED: Betty Bruski Mallek, Colleen Dickmann, and Justin Hoerter

OTHERS: Greg Bruckbauer, Mike Grambow, Dr. Sandy Kiddoo, Dr. Mandy Lang, Dr. Shelly Mondeik, Richard O'Sullivan, Lance Pliml, Matt Schneider, Kolina Stieber and Angie Susa.

### **II. MEETING NOTICE CERTIFICATION AND CLOSED SESSION**

Mr. Beaver 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.

Mr. Beaver announced the Board would 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.

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

### **III. OPEN FORUM**

Mr. Beaver opened the meeting for comments from the audience. No one wished to address the Board.

### **IV. APPROVAL OF MINUTES**

Motion by Ms. Miller, seconded by Ms. Crass, upon a voice vote, unanimously approved the minutes from the board meeting held April 17, 2017 as presented.

### **V. CONSENT AGENDA**

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



OFFICIAL PROCEEDINGS

May 15, 2017

Page 2

1. The district’s bills for the month of April 2017 were presented in Exhibit B. These bills totaled \$956,906.28 of which \$566,767.71 represents operational expenditures and \$390,138.57 represents capital expenditures.

The district’s payroll 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. The district’s bills and payroll totaled \$2,883,923.29.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146379	Auburndale School District	\$ 1,490.00
146380	Sand Valley Golf Resort	\$ 590.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 70,374.85	Heartland Business Systems	Information Technology

**VI. CHAIRPERSON’S REPORT**

1. Mr. Beaver welcomed Board members to the meeting and announced Ms. Bruski Mallek, Dr. Dickmann and Mr. Hoerter asked to be excused.

2. Mr. Beaver announced the Summer Boards Association Meeting will be held July 13-15 at Gateway Technical College. The meeting will feature an in-service presentation on trusteeship, provide networking opportunities, tours of Gateway programs and presentation of the 2017 Technical Education Champion Award. Please notify Ms. Susa if you plan to attend.

3. Mr. Beaver announced the annual organizational meeting will be held Monday, July 10. An earlier meeting start time will be used to accommodate Board member conflicts with other organizational meetings.

4. Mr. Beaver reported Dr. Shelly Mondeik was present for the meeting and will be starting at Mid-State on June 1. She will be the seated president at the June Board meeting.

5. Mr. Beaver recognized Dr. Sue Budjac’s 15 years of service to Mid-State, six as college president. Her time at the college has been filled with many positive accomplishments and she has been a true advocate for students and Mid-State. Her commitment and dedication was commended. On behalf of the Board, Mr. Beaver wished Dr. Budjac health and happiness in her retirement.

6. Mr. Beaver thanked Ms. Susa for her efforts during the presidential search process and coordination of the president’s farewell/hello event on May 24.

7. The next Mid-State Board of Directors meeting will be held on Monday, June 19 at the Wisconsin Rapids Campus. Committee meetings will be held at 4:15 p.m., A Public Hearing 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

May 15, 2017

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1. Mr. Beaver reported Districts Mutual Insurance awarded \$5,000 to each of the Technical College Foundations including Mid-State. Districts Mutual Insurance success over the past year allowed them to return revenues to their partner college's foundations. Thank you was extended for this award for Mid-State students.
2. Mr. Beaver reported \$45,500 in high school scholarships have been awarded for distribution in fall 2017. This represents 33 scholarships at 13 district schools. Continuing student scholarship applications closed April 28 and awarding is in process. Cost Cutters State Exam Scholarships will be awarded by the end of May.
3. Mr. Beaver announced the Foundation Golf Event will be held June 12 at Bull's Eye Country Club in Wisconsin Rapids. There is still time to register as a golfer or volunteer or contribute silent auction items.
4. Mr. Beaver reported the College continues to work with the Foundation Board to finalize a memorandum of understanding. This process puts into writing the relationship that exists between the foundation and college.

### **VIII. PRESIDENT'S REPORT**

1. Dr. Budjac welcomed Mid-State's incoming president Dr. Shelly Mondeik to the meeting as well as Wood County Board Chair Lance Pliml.
2. Dr. Budjac announced that the WTCS Board took action at their May meeting to approve 3-year term Board reappointments for Betty Bruski Mallek, Robert Beaver and Richard Merdan. In addition, Dr. William Greb, Auburndale Schools District Administrator was approved for a 1-year appointment replacing Colleen Dickmann who is leaving the Board for retirement. Terms begin July 1, 2017.
3. Dr. Budjac reported the WTCS Graduation Outcome Survey was sent to over 25,000 2016 technical college system graduates. Of those responding, 93% indicated they were employed within six months of graduation and 79% in a field related to their area of study. Additional information will be shared specific to Mid-State's graduate responses.
4. Dr. Budjac announced the WTCS received a 3-year Great Lakes Grant totaling \$1.3 million. Grant focus is promoting processes that work to increase student success. A Student Success Cent Model – Jobs for the Future will be utilized. The System Office will be distributing these dollars to colleges.
5. Dr. Budjac recognized Vice President of Student Services Dr. Mandy Lang and Director of Facilities & Procurement Matt Schneider for their work on bringing the Student Services & Information Center project to a successful close. An Open House and Ribbon Cutting event was held along with a rededication of the Foundation Donor Wall.
6. Dr. Budjac congratulated Vice President of Academics Dr. Sandy Kiddoo on her recent graduation from the University of Wisconsin – Madison with her doctorate.
7. Dr. Budjac announced nearly 1,000 graduates earn their degree from Mid-State every year. During the May commencement, over 400 students will be recognized during ceremonies at three campus

OFFICIAL PROCEEDINGS

May 15, 2017

Page 4

locations. Thank you to Board members and the many Mid-State employees who participate in this important ceremony.

8. Dr. Budjac highlighted the recent Q12 Employee Engagement Survey results, indicating the level of employee engagement has significantly increased since the surveys beginning in 2015. The increase is a result of continuous improvement efforts by many throughout the organization.

9. Dr. Budjac thanked Board members of their support over the past six years. Her service as president has been an honor and privilege. A farewell/hello event honoring Dr. Budjac and Dr. Mondeik will be held May 24 beginning at 4:00 p.m.

**IX. FINANCE & AUDIT COMMITTEE**

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

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

3. Mr. Spargo reported Exhibit F contained 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. A summary of amendments was provided.

Motion by Mr. Spargo, seconded by Ms. Crass, upon a roll call vote, unanimously approved the following FY16-17 Budget Amendment:

**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:

<b>FUND</b>	<b>FUNCTION RESOURCES</b>	<b>APPROPRIATION CHANGE</b>	<b>MODIFIED APPROPRIATION</b>
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.

4. The following items were presented for informational purposes only:
  - a. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

**X. ACADEMIC & HUMAN RESOURCES COMMITTEE**

1. In place of Academic & Human Resources Committee Chairperson Justin Hoerter, Lynneia Miller reported the committee had no consent agenda items this month.

2. The following items were presented for informational purposes only:
  - a. SCHEDULING INNOVATION – Ms. Miller reported that 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 Ronald Zillmer shared examples scheduling innovation to achieve the five rights. Examples include less required days on campus for students, more online and condensed courses, evening courses and adjusted schedules to work around industry busy seasons.

- b. WLDI UPDATE – Ms. Miller reported Mid-State employees have participated in Wisconsin Leadership Development Institute (WLDI) since its inception in 1995. The last three presidents have participated along with 33 employees from Mid-State. Mid-State will graduate two participants in May 2017 and next year, two new employees will participate in WLDI.
- c. STAFFING CHANGES UPDATE – Ms. Miller reported Human Resources and Organizational Development Director Brianne Petruzalek provided a staffing update to the committee, including the number of employee separations from the college, number of job postings, new positions posted and average time to fill a position. A report of staffing changes will continue to be provided annually to the Board. Currently, 11 positions are open.

## **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 Marshfield Campus Air Handling Unit Project bid results. One bid was received from Tweet/Garot Mechanical in the amount of \$112,450. This firm is fulfilling another similar contract with the college.

Motion by Mr. Merdan, seconded by Ms. Ose, upon a roll call vote, unanimously approved Tweet/Garot Mechanical in the amount of \$112,450 for the Marshfield Campus Roof Top Air Handling Unit Replacement Project.

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

- a. INCOMING/OUTGOING FTES – Mr. Beaver reported the committee discussed inflow and outflow of FTEs for Mid-State. He highlighted those colleges which Mid-State District students are attending and those colleges in which Mid-State receives students from. Data indicates Mid-State experiences a net outflow of students for various reasons. Additional efforts are being spent on student retention at Mid-State.

## **XII. COMMITTEE-OF-THE-WHOLE**

1. DISTRICT BOARDS ASSOCIATION REPORT – Mr. Beaver reported District Boards Association Executive Director Layla Merrifield joined the Board and provided a legislative update, report on Association activities and answered questions. The Board discussed with Ms. Merrifield the WTCS budget papers, governor’s budget proposal, student tuition, outcomes based funding, and grants.

2. PROPOSED 2017-18 BUDGET – Mr. Spargo announced during a special meeting held on May 3, 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 this evening.

OFFICIAL PROCEEDINGS

May 15, 2017

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Business Operations Manager Greg Bruckbauer provided a summary of budget changes and highlights, including, a projected property tax increase of \$1.66 for every \$100,000 of value, and an overall proposed budget of \$59,530,329. The long-term financing plan was shared with emphasis on maintenance of the stable levy. Allocations will be made in Information Technology for the Connected Experience. Following approval of the resolution to publish the 2017-18 budget, a notice of public hearing will be published and held at the June meeting.

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

3. USE OF GENERAL FUND EQUITY – Ms. Spargo reported the Board discussed strategies that would align the College’s General Fund Equity with the Administrative Policy-Budget Modification Guideline and Parameters. The Board discussed the strong fund equity position and need for additional funding in the health insurance arena.

Motion by Mr. Spargo, seconded by Ms. Crass, upon a roll call vote, unanimously approved a transfer of \$1 million of General Fund Equity to the Internal Services Fund designated for health insurance.

**XIII. DISCUSSION AND ACTION ITEM**

No Discussion and Action items this month.

**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, June 19, 2017 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., A Public Hearing 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 moved to closed session at 6:24 p.m.

There being no further business or action as a result of the closed session, the Board meeting adjourned at 6:47 p.m. with a motion by Ms. Ose, seconded by Ms. Crass, upon a voice vote.

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Peggy Ose, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

# H. REPORTS AND RECOMMENDATIONS

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WISCONSIN RAPIDS CAMPUS

JUNE 19, 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

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WISCONSIN RAPIDS CAMPUS

JUNE 19, 2017

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, June 19, 2017

TIME: 4:00 p.m.

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

This June 19, 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 monthly Financial Reports will be distributed during the meeting.

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. 2017-18 BUDGET ADOPTION (Exhibit F)

The proposed 2017-18 (FY18) Budget has been reviewed by the Committee during a special meeting on May 3, and subsequently presented to the full Board on May 15. The Board authorized administration to publish the budget and provide notice of a Public Hearing. Publications have occurred in all three community newspapers. An official budget booklet containing details will be distributed in hard copy prior to the meeting. The Public Hearing will have taken place prior to formal adoption. Administration recommends approval of the adopting resolution contained in Exhibit F. Board action is requested.

4. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. TIMETABLE FOR FUTURE CAPITAL FINANCING

During the meeting a timetable for our capital borrowing activities will be distributed. Administration is planning to start the FY18 capital borrowing process in July when an initial resolution will be presented for a portion of the proposed debt. A resolution awarding the sale of the notes will occur in August. Debt proceeds will be distributed thereafter. Business Operations Manager Greg Bruckbauer will share more details and answer questions during the meeting.

b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES

Often topics directed by the other two committees may have fiscal or financial implications that would be of interest or concern by the Finance & Audit Committee. The purpose of this agenda item is to identify when administration has information available and also to enable committee members to raise any finance related questions. Naturally, being informed of the question prior to the meeting will ensure the availability of pertinent information. Any necessary action will be incorporated into the action reported by the originating committee.

5. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# ACADEMIC & HUMAN RESOURCES

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WISCONSIN RAPIDS CAMPUS

JUNE 19, 2017

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

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

DATE: Monday, June 19, 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 June 19, 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. SPOTLIGHT ON THE SCHOOL OF PROTECTIVE AND HUMAN SERVICES

A number of changes have occurred within the School of Protective and Human Services in an effort to improve student success. Associate Dean Rick Anderson will share

information regarding changes to the Criminal Justice and Corrections and Community Advocacy programs, new partnerships with UWSP and recent student successes in third party examinations for students.

b. STATE AUTHORIZATION RECIPROCITY AGREEMENT

The State Authorization Reciprocity agreement is a voluntary agreement with member states that establishes standards and creates a framework for interstate offering of postsecondary distance education courses and programs. Mid-State joined the Midwestern State Authorization Reciprocity Agreement (MSARA) last year. Vice President of Academics Dr. Sandy Kiddoo will provide an update and report the number of students served under this agreement.

c. Q-12 EMPLOYEE ENGAGEMENT SURVEY RESULTS

The College administers the Gallup Q-12 Employee Engagement Survey twice each year and the results of the latest survey indicate continued improvement in this Key Result. Director of Human Resources and Organizational Development Brianne Petruzalek will provide the Board details from the survey.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# FACILITIES & EXTERNAL RELATIONS

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WISCONSIN RAPIDS CAMPUS

JUNE 19, 2017

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, June 19, 2017

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This June 19, 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. THREE-YEAR FACILITIES PLAN

The Wisconsin Technical College System requires an updated Three-Year Facilities Plan to be approved and submitted each year. Director of Facilities & Procurement Matt Schneider will present the details of the Mid-State Three-Year Facilities Plan for Board action.

3. IT NETWORKING LAB PHASE 1 REMODEL PROJECT

Mr. Schneider will present the bid results of the IT Networking Lab Phase 1 Remodel Project and ask for a contract award to the lowest qualified bidder.

4. FY17 OUT-OF-STATE TUITION REMISSION ANNUAL SUMMARY

WTCS Administrative Bulletin AB 04-02 authorized District Boards to delegate authority to submit requests to the State Director for authorization to remit out-of-state tuition for needy and worthy students. The Mid-State District Board has delegated this authority President Dr. Sue Budjac and Vice President of Student Services Dr. Mandy Lang. AB 04-02 also requires that individuals holding delegated authority annually report actual remissions to the District Board. During the 2016-17 academic year, no out-of-state tuition was remitted.

5. FY18 OUT-OF-STATE TUITION REMISSION ANNUAL REQUEST

WTCS Administrative Bulletin AB 04-02 authorizes District Boards to delegate authority to submit requests to the State Director for authorization to remit out-of-state tuition for needy and worthy students. The Mid-State Board has delegated this authority to Dr. Budjac and Dr. Lang. Mid-State Technical College will not be requesting authority from the WTCS President to remit any out-of-state tuition for the 2017-2018 academic year.

6. EDUCATIONAL MASTER PLAN (EMP) MARKETING CAMPAIGN RFP RESULTS

As discussed at the April 2017 Board meeting, the College has allocated funds from the General Fund Equity to produce an EMP marketing campaign to bring awareness around our new EMP and new programs and increase engagement with the College. An RFP was issued to identify a vendor to work with the College and produce the creative design elements (i.e. video, photography) for the campaign. Director of Marketing and Communications Kolina Stieber will present the bid results and recommendation to award the contract. Board approval is requested.

7. EDUCATIONAL MASTER PLAN (EMP) ADVERTISEMENT PLACING RFP RESULTS

As discussed at the April 2017 Board meeting, a need has been identified to use General Funds to produce an EMP advertising placing and media planning to bring awareness around our new EMP and new programs and increase engagement with the College. An RFP was issued to identify a vendor to work with local

media and place college advertisements. Ms. Stieber will present the RFP results and a recommendation to award the contract. Board approval is requested.

8. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. SUMMER CAPITAL PROJECTS

While facilities upgrades are becoming a year-round process for Mid-State, summer provides a unique opportunity to unobtrusively complete some shorter duration projects. Mr. Schneider will provide an overview of capital improvement projects slated for completion this summer.

9. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT



# COMMITTEE-OF-THE-WHOLE

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WISCONSIN RAPIDS CAMPUS

JUNE 19, 2017

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, June 19, 2017

TIME: Immediately following the Public Hearing

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Meeting Notice Certification

This June 19, 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. STRATEGIC PLAN UPDATE

Implementation of the Mid-State 2015-2020 Strategic Plan began in fall 2015. The Mid-State Executive Team will provide an update from the past year, including investments and accomplishments made toward achieving our Key Results of Student Success, Organizational Effectiveness and Employee Engagement. Plans for next year's Strategic Plan initiatives and activities will also be shared.

D. ADJOURNMENT

# **I. DISCUSSION & ACTION ITEM(S)**

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WISCONSIN RAPIDS CAMPUS

JUNE 19, 2017

## **1. OUTCOMES BASED FUNDING REPORT**

Consistent with the current state biennial budget, the proposed state biennial budget for 2017-2019 includes a provision that the WTCS Board distribute a portion of general state aid through an outcomes based funding model. This model includes ten criteria. The college's performance related to these criteria will impact the amount of state aid they receive. Vice President of Student Services Dr. Mandy Lang and Vice President of Academics Dr. Sandy Kiddoo will provide an overview of the criteria and the rationale behind the criteria Mid-State selected.

# **J. ADJOURNMENT**

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## **EXHIBITS A – F**

## PRESIDENT'S REPORT

### JUNE 19, 2017

1. On June 2, the Marshfield Dairyfest Breakfast was held. The MIKE and Mid-State staff were on hand to showcase Mid-State. Vice President of Academics Dr. Sandy Kiddoo and I attended the breakfast to engage with community members.
2. On June 3, the annual Dairyfest Parade was held in Marshfield. Mid-State participated, displaying the MIKE and our float which showcased a variety of programs, one from each school. I joined staff in handing out goodies to parade goers and riding on the float. While waiting for the parade to start, we engaged with several clowns, one of which was a Mid-State graduate!
3. Mid-State offered a spring gardening series continuing education series to the community this spring. Three different workshops were well attended and offered community members hands on experiences on our campuses. These courses included straw bale gardening offered at Wisconsin Rapids and Stevens Point, mushroom cultivation in Marshfield and Stevens Point and metal garden sculpture in Wisconsin Rapids.
4. Mid-State is partnering with the Wisconsin Rapids Rafters baseball club to sponsor Free Tuition Tuesdays for the 2017 season. For every Tuesday home game (there are six total), a lucky contestant will be randomly selected to attend the game. As long as these contestants meet the promotional rules and eligibility, they will receive the following 1) four complimentary Solarus Founders Club all-inclusive tickets to gain entrance to one designated Tuesday home game, 2) eligibility for the Free Tuition Tuesdays grand prize that evening, 3) four Rafters goodie bags and a photo with Rafters mascot, Rosco, commemorating the event, and 4) complimentary food through the 5<sup>th</sup> inning and limited number of free beverages. If during the third inning of their designated home game, the Rafters pitcher strikes out the first three consecutive batters of the opposing team without any of the batters reaching base, the pre-selected contestant for that game will win free tuition to Mid-State Technical College courtesy of Mid-State's Foundation. This prize is valued up to \$15,000!
5. Mid-State recently took the STAR new student advising and registration program on the road. High School students at Lincoln High School, Stevens Point Area High School, and Adams Friendship High School were able to complete a START session that was hosted at each of the high schools to register for fall classes. Fifteen students took advantage of this opportunity. We were also able to strengthen the relationship with these schools through this program as feedback from the high schools was very positive.
6. My travel between now and mid-July will include:
  - Weekly Rotary Meetings
  - District employer visits with Dr. Budjac (currently scheduled 16 individuals/businesses)
  - WTCS President Orientation
  - Boards Association Orientation

EXHIBIT C

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Materials will be distributed at the meeting.

## May Contracted Services Agreements

Meeting on June 19, 2017

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146381	Catalyst Paper	First Aid CPR AED	6	8	620.00
146382	Wood County Human Services - Norwood	HeartCode BLS Skills Session	7	13	600.00
146383	Forward Service Corporation	First Aid CPR AED	7.5	6	620.00
				<b>Total:</b>	<b>1,840.00</b>

**FINANCE & AUDIT COMMITTEE**  
**2017 Procurement of Goods and Services**  
**June 19, 2017**

<b>PROCUREMENTS REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR CAMPUS- A BLDNG RESTROOM REMODEL-FACILITIES</u></b>		
Eagle Construction, Wisconsin Rapids, WI	\$ 48,375.00	RFP #772
Altmann Construction, Wisconsin Rapids, WI	\$ 53,950.00	
The Boson Company, Marshfield, WI	\$ 90,649.00	
❖ Subtotal for Procurements Requiring Board Action	<b><u>\$ 48,375.00</u></b>	

<b>PROCUREMENTS NOT REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR CAMPUS-UPDATE NETWORK INFRASTRUCTURE-INFORMATION TECHNOLOGY</u></b>		
Current Technologies, Port Edwards, WI	\$ 46,250.00	Sole Source
❖ Subtotal for Procurements Not Requiring Board Action	<b><u>\$ 46,250.00</u></b>	

**GRAND TOTAL** **\$ 94,625.00**

## **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.



**2017-18 MID-STATE TECHNICAL COLLEGE  
BUDGET RESOLUTION**

EXHIBIT F

WHEREAS, Mid-State Technical College prepared a budget for the 2017-18 fiscal year, necessary to provide educational services to the citizens, industries and communities within the College's boundaries; and

WHEREAS, the outstanding indebtedness of the College, as of July 1, 2017, consists of \$27,235,000 in promissory notes and \$1,705,000 in general obligation bonds;

WHEREAS, the anticipated revenues for the 2017-18 budget consist of \$11,099,524 from Local Government, \$14,875,082 from State Aids, \$8,025,692 from Student Fees, \$8,584,547 from Institutional Sources, and \$6,532,865 from the Federal Government; and

WHEREAS, other funding sources for the 2017-18 budget consist of \$8,950,000 in proceeds from long-term debt; and

WHEREAS, the estimated retained earnings and fund balances as of July 1, 2017, consist of \$11,560,737 in the General Fund, \$593,306 in the Special Revenue Fund - Operational, \$4,862,476 in the Special Revenue Fund - Non-Aidable, \$568,737 in the Debt Service Fund, \$860,587 in the Capital Projects Fund, \$1,672,017 in the Enterprise Fund, and \$1,160,787 in the Internal Service Fund;

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the appropriations for the 2017-18 budget consisting of the following fund types and functions:

In the General Fund - \$18,133,363 for Instruction, \$1,130,021 for Instructional Resources, \$3,487,747 for Student Services, \$6,144,492 for General Institutional, and \$2,035,875 for Physical Plant;

In the Special Revenue Fund - Operational - \$953,300 for Instruction;

In the Special Revenue Fund - Non-Aidable - \$6,476,634 for Student Services and \$250,000 for General Institutional;

In the Capital Projects Fund - \$5,396,654 for Instruction, \$417,507 for Instructional Resources, \$128,000 for Student Services, \$377,570 for General Institutional, \$15,000 for Auxiliary Services, and \$3,323,800 for Physical Plant;

In the Debt Service Fund - \$4,893,410 for Physical Plant;

In the Enterprise Fund - \$1,297,629 for Auxiliary Services; and,

In the Internal Service Fund - \$5,069,327 for Auxiliary Services.

BE IT FURTHER RESOLVED that the approval includes any modifications to the 2017-18 budget resulting from public input during the Public Hearing, and formally endorsed by the board.

BE IT FURTHER RESOLVED that this 2017-18 budget be submitted, as approved, to the Wisconsin Technical College System Board prior to July 1, 2017, as required by State Statutes 38.12(5m).