



BOARD OF DIRECTORS MEETING

October 16, 2017

Wisconsin Rapids Campus
Room L133-134



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MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS CAMPUS

OCTOBER 16, 2017

AGENDA: DISTRICT BOARD MEETING

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

DATE: Monday, October 16, 2017

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Roll Call

C. Meeting Notice Certification

This October 16, 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 – September 18, 2017 Regular Meeting

G. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for September 2017 are contained in Exhibit B. These bills total \$2,382,303.96 of which \$2,090,653.58 represents operational expenditures and \$291,650.38 represents capital expenditures.

The District's regular payrolls were issued on September 1, 15, and 29. Payroll disbursements for the month of September totaled \$1,899,529.57 plus \$22,404.36 for travel and miscellaneous reimbursements, and \$614,212.92 in fringe benefits, for a total payroll disbursement of \$2,536,146.85.

Administration recommends approval of the payment of these obligations totaling \$4,918,450.81.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into one contracted service agreement totaling \$800. A summary of this agreement 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.

There are no procurements which will require prior Board approval.

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. 2016-17 Budget Amendments
4. Certification of 2017-18 Tax Levy
5. Information Items
6. Committee-of-the-Whole Meeting

b. Academic & Human Resources Committee

1. Review Consent Agenda Items
2. Information Items
3. Committee-of-the-Whole Meeting

c. Facilities & External Relations Committee

1. Review Consent Agenda Items
2. International Travel
3. Information Items
4. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. Educational Master Plan Marketing Campaign
2. College Direction

- I. Discussion and Action Items
 - 1. Connected Experience
 - 2. Mid-State Continuing Education

- J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids

September 18, 2017

I. ROLL CALL

Board Chairperson Justin Hoerter called the meeting to order at 5:22 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Dr. William Greb, Justin Hoerter, Richard Merdan, Lynneia Miller, Peggy Ose, Charles Spargo, and Dr. Shelly Mondeik

OTHERS: Greg Bruckbauer, Dr. Bobbi Damrow, Robb Fish, Mike Grambow, Dr. Sandy Kiddoo, Dr. Mandy Lang, Richard O'Sullivan, Lance Pliml, Matt Schneider, Jill Steckbauer, Kolina Stieber, Angie Susa

II. MEETING NOTICE CERTIFICATION AND CLOSED SESSION

Mr. Hoerter 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. Hoerter announced the Board would not convene to closed session this month.

III. OPEN FORUM

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

IV. APPROVAL OF MINUTES

Motion by Mr. Beaver, seconded by Ms. Ose, upon a voice vote, unanimously approved the minutes from the board meeting held August 21, 2017 as presented.

V. CONSENT AGENDA

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

1. The district's bills for the month of August 2017 were presented in Exhibit B. These bills totaled \$1,582,699.52 of which \$1,403,786.37 represents operational expenditures and \$178,913.15 represents capital expenditures.

The district's payroll for the month of August totaled \$1,242,096.41 plus \$3,713.06 for travel and miscellaneous reimbursements and \$569,526.97 in fringe benefits. The district's bills and payroll totaled \$3,398,035.96.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146391	Division of Vocational Rehabilitation	\$ 850.00
146392	Auburndale School District	\$ 1,420.00
146393	University of WI – Stevens Point	\$ 220.00

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

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

VI. CHAIRPERSON'S REPORT

1. Mr. Hoerter welcomed Board members to the meeting as well as Wood County Board Chair Lance Pliml and Mid-State Foundation & Alumni Director Jill Steckbauer.
2. Mr. Hoerter announced the Fall Boards Association Meeting and Legal Issues Seminar will be held November 1-4 at Waukesha County Technical College. Please let Ms. Susa know if you plan to attend so arrangements can be made.
3. Mr. Hoerter announced the ACCT Leadership Congress will be held in Las Vegas September 24-28. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan, Ms. Miller, Ms. Ose and Dr. Mondeik plan to attend. Mid-State will present "It Takes a Village" on Wednesday morning.
4. Mr. Hoerter announced the Fall Board Advance will be held October 12. A draft agenda was available. Please provide any feedback to Dr. Mondeik or Ms. Susa.
5. Mr. Hoerter reported the Boards Association Nominations Committee requested assistance in identifying District Board Members for the 2018 Board Member of the Year Award. The award recognizes a district board member who has made an outstanding contribution to technical and vocational education through participation as a trustee on the local, state, regional and national levels. The award will be presented at the January 2018 Boards Association meeting. Mid-State Technical College will nominate Betty Bruski Mallek for this award. Ms. Bruski Mallek's service to the college, the district and the WTCS as well as her involvement and advocacy at the national level will be highlighted in our nomination materials.
6. Mr. Hoerter requested Board members mark their calendars: the November 20, 2017 meeting will be held at the Stevens Point Campus; January 15, 2018 at the Marshfield Campus; and March 19, 2018 at the Adams County Center.
7. The next Mid-State Board of Directors meeting will be held on Monday, October 16 at the Wisconsin Rapids Campus. Committee meetings will be held at 4:15 p.m., Committee-of-the-Whole will begin at 5:00 and the regular meeting will begin at 5:20 p.m., unless otherwise announced.

VII. FOUNDATION BOARD LIAISON REPORT

OFFICIAL PROCEEDINGS

September 18, 2017

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1. Foundation and Alumni Director Jill Steckbauer provided the Foundation report. She noted the Scholarship Reception was held celebrating recipients, donors and family members. Over 300 were in attendance. Thank you Betty Bruski Mallek and Dr. Shelly Mondeik for attending. During the reception, the Foundations first Alumni Award was presented. Congratulations Kristin Crass on your selection.
2. Ms. Steckbauer reported 32 shooters participated in the 2nd Foundation Trap Event. Profits of \$3,500 will be used to support student scholarships. Thank you to nine area sponsors, including Chuck Spargo for his contribution and support.
3. Ms. Steckbauer reported the Foundation Board will begin its Strategic Planning Process in October. The Foundation Board will also approve recently completed audit reports during their October meeting.
4. Ms. Steckbauer announced the Foundation was a recipient of the Constellation Energy Grant for collaborative renewable energy focused work in our district over the last four years. Mid-State will again submit for this grant.
5. Ms. Steckbauer continues to make progress on securing businesses and students for Sponsor-a-Scholar opportunities. Presentations have been made at individual businesses, during Advisory Committee meetings, etc. Work will continue in this area.
6. Ms. Steckbauer reported the Foundation Assistant position has been filled and an individual will begin in October.

VIII. PRESIDENT'S REPORT

1. Dr. Mondeik welcomed Mid-State Vice President of Finance Robb Fish and Mid-State Vice President of Workforce and Economic Development Dr. Bobbi Damrow to their first meeting. Each provided a brief overview of themselves, their work history and vision for moving their respective areas forward.
2. Dr. Mondeik noted that Mid-State's German Student/Faculty Exchange will begin October 1. Six students and one instructor will arrive from Max Eyth Schule and spend their 10-day exchange experiencing central Wisconsin and Mid-State Technical College.
3. Dr. Mondeik congratulated Marshfield Campus Student Success Counselor Shawn Zee as she was recently chosen to receive the Wisconsin Academic Advising Association Advising Excellence Award. Two individuals are presented this award annually.
4. Dr. Mondeik attended the WTCS Board meeting last week where Mid-State's concept review was approved for Hospitality Management and Medical Lab Technician. Additional steps will be taken to finalize both programs. In addition, Mid-State's IT Software Developer Apprenticeship Program (a first in the state) was approved. Facilities projects for Lakeland University and Workforce & Economic Development were approved. Mid-State's student ambassador video was presented to the System Board during their meeting.

OFFICIAL PROCEEDINGS

September 18, 2017

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8. Dr. Mondeik reported the Presidents Association met and discussed a system grant opportunity as well as a Memorandum of Understanding surrounding Credit for Prior Learning and transferability throughout the WTCS. In addition to the presidents meeting, the Incarcerated Individuals Task Force met to discuss opportunities for creating credentials for those in local corrections facilities.

9. Dr. Mondeik reported the Wisconsin Indianhead, Lakeshore and Mid-State (WILM) consortium has continued discussed on operational agreements and college goals. This year the group will continue to analyze needs and outcomes to ensure the value of the consortium is maximized.

10. Dr. Mondeik announced she looks forward to traveling to ACCT with Board members as well as spending professional development time together during the Board Advance. The Advance will focus on Strategic Plan, Key Results and a dashboard.

11. Dr. Mondeik reported conversation regarding Foxconn has occurred at the state level. Mid-State as well as other WTCS schools will continue to serve and work with any business new to or existing in Wisconsin. Once needs are determined, colleges will work to ensure employment needs are met.

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. The following items were presented for informational purposes only:

a. ESTIMATED PROPERTY VALUES AND TAX RATES – Property values by county were released in August, however, values for school and technical college districts will not be released by the Department of Revenue until late September. A preliminary estimate by the WTCS Office indicates that Mid-State's total property valuation will increase approximately 3.8%. The college will certify its levy in October.

b. STATUS OF THE FY17 INDEPENDENT FINANCIAL AUDIT – Mr. Spargo reported audit work continues. Additional field work will be completed in September. A final audit report will be shared in November.

c. FTE PROJECTION – Mr. Spargo reported the committee discussed the financial impact of a projected FTE decrease in FY18 over FY17. Additional information related to FTE and what the college is doing to reverse this trend will be shared at the Board Advance.

d. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

1. Academic & Human Resources Committee Chairperson Lynneia Miller reported the committee had no consent agenda items this month.
2. The following items were presented for informational purposes only:
 - a. **TEXTBOOK COST REDUCTION** – Ms. Miller reported textbook costs are on the rise for college students; Mid-State is taking steps to reduce the impact of this trend for both students and instructors. The college is piloting programs that will provide greater online resources for students or direct pricing options that provide a cost savings. Rental options are available for students and workshops are being held for faculty to highlight options for fiscally responsible book attainment by students.
 - b. **DISTRICT MUTAL INSURANCE GRANT OPPORTUNITY** – Ms. Miller reported the college submitted grant proposals to Districts Mutual Insurance focused on safety and security. Last year the college was awarded \$30,000 to increase signage at the Marshfield and Stevens Point Campus. This year’s grant proposals centered on technology to increase cell coverage on the Wisconsin Rapids Campus and internal signage that will mirror that already completed in Marshfield and Stevens Point.
 - c. **EMERGENCY RESPONSE CENTER** – Ms. Miller reported the need for an off-site Emergency Response Center in the event Mid-State is unable to utilize our building due to an emergency. Conversation is occurring in each community to identify a location and create a Memorandum of Understanding with each entity for use. In Wisconsin Rapids, the Village of Biron has been approached about use of their Municipal Building.

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 reviewed and discussed the Lakeland University and Workforce and Economic Development Remodel Project. Three bids were received with Eagle Construction being the lowest qualified bidder. The bid amount was within budget for this project. Work will begin in October.

Motion by Mr. Beaver, seconded by Dr. Greb, upon a roll call vote, unanimously approved Eagle Construction in the amount of \$409,875 for the Lakeland University and Workforce and Economic Development Remodel Project on the Wisconsin Rapids Campus with alternates.

3. Mr. Beaver reported the committee reviewed and discussed Mid-State’s annual procurement report. This report identifies businesses for which Mid-State utilizes and accumulates over \$50,000 annually. The committee reviewed three businesses and discussed the accumulation of over \$50,000 for each.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the Annual Procurement Report as presented and request it be provided to the WTCS Board for review.

4. The following items were presented for informational purposes only:
 - a. ENROLLMENT REPORTS – Mr. Beaver highlighted Mid-State’s enrollment report noting that the college is currently 8% down in FTEs over last year. The committee discussed and evaluated program specific data as well as campus and school data. The college is focused on generating additional FTEs through exploration of areas of opportunity and additional information will be shared with the full board during the Advance.
 - b. GRADUATE FOLLOW-UP SURVEY – Mr. Beaver reported 98% of Mid-State graduates responding to the survey indicate they are satisfied or very satisfied with the education they received at Mid-State. 83% of those responding were employed in a field related to that from which they graduated. Reasons people attend Mid-State were highlighted.

XII. COMMITTEE-OF-THE-WHOLE

1. MID-STATE TECHNICAL COLLEGE AND MID-STATE FOUNDATION MEMORANDUM OF UNDERSTANDING – Mr. Hoerter reported the committee discussed a Memorandum of Understanding (MOU) between the College and College Foundation. The purpose of the MOU is to memorialize and continue the relationship the two organizations have in serving students. Approval of the MOU was requested.

Motion by Ms. Bruski Mallek, seconded by Mr. Beaver, upon a roll call vote, unanimously approved a Memorandum of Understanding with the Mid-State Technical College Foundation.

2. APPRENTICESHIP SNAPSHOT – Mr. Hoerter reported the Board heard about several exciting events surrounding apprenticeship at Mid-State. Enrollment in apprenticeship has steadily increased at the college especially as the construction and manufacturing sectors have rebounded. Mid-State currently offers the instruction portion of apprenticeship programs in partnership with the Bureau of Apprenticeship Standards in trades such as plumbing, electrician, ironwork, millwright and steamfitter. Mid-State has a unique apprenticeship (only one in the state) - Meter Technician – serving individuals employed with utilities across Wisconsin and the Mid-West. Mid-State was also just granted approval for the IT-Software Developer Apprenticeship – also a first in Wisconsin.

XIII. DISCUSSION AND ACTION ITEM

1. MID-STATE 2017 STUDENT AMBASSADOR – Mid-State Technical College Business Management and Accounting Student Brandon Roberson has been named Mid-State’s 2017 District Student Ambassador. Mr. Roberson joined the Board to provide an overview of his experiences thus far serving as Mid-State’s ambassador as well as answer questions.

XIV. ADJOURNMENT

OFFICIAL PROCEEDINGS

September 18, 2017

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The next meeting of the Mid-State Technical College Board will be on Monday, October 16, 2017 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., unless otherwise announced, Committee-of-the-Whole will meet at 5:00 p.m. and the regular meeting will begin at 5:20 p.m..

There being no action or further business, the Board meeting adjourned at 6:28 p.m. with a motion by Mr. Beaver, upon a voice vote.

Peggy Ose, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

H. REPORTS AND RECOMMENDATIONS

WISCONSIN RAPIDS CAMPUS

OCTOBER 16, 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

OCTOBER 16, 2017

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, October 16, 2017

TIME: 4:00 p.m.

A. Meeting called to order by Chairperson Charles Spargo

B. Call to Order

C. Meeting Notice Certification

This October 16, 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. 2016-17 BUDGET AMENDMENTS (Exhibit F)

End-of-year closing entries and audit work require amendments to the college's 2016-17 (FY17) budget prior to finalizing the annual audit. They include usual and customary amendments, which were previously brought to the attention of the Board. Rationale for these budget amendments are contained in Exhibit F. Administration is recommending approval of these FY17 budget amendments by adopting the resolution also contained in Exhibit F. Board action is requested.

4. CERTIFICATION OF 2017-18 TAX LEVY (Exhibit G)

Prior to October 31, the Mid-State Board is required to certify their tax levy for the current fiscal year and to notify 97 municipalities of their proportionate share of Mid-State's total

levy. Each municipality's share is proportioned by the equalized values that are certified by the Department of Revenue (DOR).

Exhibit G contains details regarding Mid-State's levy, change in property valuation and resulting mill rates, along with valuation changes by property classification, distribution by county, and value changes in Tax Incremental Districts, and a District Board resolution certifying the 2017-18 property tax levy.

Administration is proposing the Board's certification of a \$11,528,759 levy. This amount is \$429,235 greater than the 2017-18 adopted budget as principal payments on debt have been slightly accelerated.

Mid-State's valuation for tax purposes totals \$13.0 billion reflecting a 3.5% increase; whereas Mid-State's tax rate based on equalized value will be \$0.88778 cents per \$1,000. A home valued at \$100,000 will have a tax bill of \$88.78.

A list of the apportionments by county and municipality and a list sorted by municipality with highest to lowest percent change in property value and tax levied will be shared during the meeting.

Administration will recommend approval of the resolution contained in Exhibit G certifying Mid-State's \$11,528,759 property tax levy for fiscal year 2017-18. Board action will be requested.

5. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. 2016-17 FINANCAIL AUDIT UPDATE

Mid-State's annual audit is progressing well. No material audit findings have been identified to date, nor do we anticipate any. Milestones remaining include finalization of the auditor's conversion to Generally Accepted Accounting Principles (GAAP) and Mid-State's review of draft statements. Audited financial states are tentatively scheduled to be presented by Schenck during the November 2017 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.

6. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES

WISCONSIN RAPIDS CAMPUS

OCTOBER 16, 2017

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

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

DATE: Monday, October 16, 2017

TIME: 4:15 p.m.

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

This October 16, 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. ASSESSMENT ACTIVITY UPDATE

The Mid-State Technical College Academic Assessment Team, with administrators, faculty, staff, and employers, strives to facilitate the assessment of career specific skills to maximize student success and transform lives. Vice

President of Academics Dr. Sandy Kiddoo will provide an update on assessment activities including the Strategic Plan objective of validating core abilities.

b. BIO-METRIC/HRA UPDATE

The bio-metric/HRA screenings for employees took place in September as part of the overall Wellness program. This is the second consecutive year with high participation levels for that event. Vice President of Human Resources Richard O’Sullivan will provide the Board some of the highlights of this part of the Wellness Program.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS CAMPUS

OCTOBER 16, 2017

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, October 16, 2017

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This October 16, 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. INTERNATIONAL TRAVEL

As shared with the Board in August, the College is expanding student study away opportunities. One of the new opportunities for this year is a trip to Japan associated with the course Global Cultural Experience. The College is requesting international travel approval for Marketing & Business Management Instructor Jon Steele to travel to Japan to lead the trip. Travel is scheduled for May.

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. SUMMER PROJRECT UPDATE

Director of Facilities and Procurement Matt Schneider will provide a list of projects that were completed and started over the summer. This report will include an update on the two current projects under construction.

b. STUDENT DEFAULT RATES

Vice President of Student Services Dr. Mandy Lang will share the latest student loan default rates from the Department of Education. Mid-State's rates and those of the colleges throughout the WTCS will be presented, along with what the College is doing to lower the default rate.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS CAMPUS

OCTOBER 16, 2017

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, October 16, 2017

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Meeting Notice Certification

This October 16, 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. EDUCATIONAL MASTER PLAN MARKETING CAMPAIGN

The Marketing & Communications Department has been working on a marketing campaign in support of the Educational Master Plan. During this time, the Board will hear from Director of Marketing & Communications Kolina Stieber on the overview of activities as a result of this marketing campaign.

b. COLLEGE DIRECTION

As a follow-up to the Board Advance, updated Strategic Directions, Key Results, and College Dashboard information may be shared. Approval of the 2018-2020 Strategic Directions will be sought.

D. ADJOURNMENT

I. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS CAMPUS

OCTOBER 16, 2017

1. CONNECTED EXPERIENCE

Mid-State has created a strategic technology plan called The Connected Experience. The need to create this is in response to Objective 5.4 – Create a college-wide technology plan in alignment with the college’s strategic plan from the college’s Strategic Plan to help Mid-State meet its Key Results. Director of Information Technology Brad Russell will provide the board an update on the progress of The Connected Experience.

2. MID-STATE CONTINUING EDUCATION

Vice President of Workforce and Economic Development Dr. Bobbi Damrow will explain the two tracks of continuing education offerings that you will start to see advertised. The consistent delivery/replication of these two tracks of continuing education courses throughout Mid-State campuses is a priority.

J. ADJOURNMENT

EXHIBITS A – G

PRESIDENT'S REPORT OCTOBER 16, 2017

1. On Monday, October 2, Mid-State Technical College hosted a Wisconsin Education Fair (WEF) for area high school students, parents, and other prospective students at Mid-State's Wisconsin Rapids Campus. Approximately 68 representatives from technical and vocational colleges, universities, private, trade schools and the military were present to provide participants the opportunity to browse options freely and meet with professional staff members in one central location. Financial aid and advising staff were also on hand for the event. Approximately 515 students from 12 area high schools participated in the event and it was open to the public as well. This was Mid-State's 10th year hosting the event.
2. The month of October has been declared Manufacturing Month at a national and state level. Mid-State Technical College has joined forces with the Departments of Public Instruction and Workforce Development, along with other technical colleges, to celebrate manufacturing, recognizing that the manufacturing industry can empower students to define their own success through the multitude of opportunities available. On October 4, Mid-State campuses were occupied with young individuals dressed in safety yellow. The College hosted over 1,600 students from 13 different middle schools across Central Wisconsin. The Heavy Metal Bus Tour is an annual event that started in 2011 and to date has reached over 20,000 students in northcentral Wisconsin to explore careers in manufacturing.
3. The Central Wisconsin Job Fair was held Wednesday, September 20 in the Mid-State Technical College Wisconsin Rapids Campus gymnasium. There were 72 employer booths, and approximately 207 job seekers in attendance at the fair. Of the 50 employers that returned their post-fair survey, 47 indicated they would interview or hire one of the job seekers they met with that day. Employers received 247 resumes during the job fair. The Central Wisconsin Job Fair is a collaborative effort between Mid-State and the Wisconsin Rapids Job Center.
4. My travel between now and mid-November will include:
 - Weekly Rotary Meetings
 - Wisconsin Rapids Business/Community Visits
 - Mid-State Foundation Board Meeting – Marshfield Campus
 - Stevens Point Campus Visit
 - K-12 Partner Meetings
 - Fall Boards Association Meeting – Waukesha County Technical College
 - WTCS Board Meeting – Blackhawk Technical College
 - Presidents Association Meeting – Blackhawk Technical College
 - Marshfield Sunrise Rotary
 - Marshfield Campus Visit

FY 2017-18 Budget Modifications Made In The Month of September 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						
141315	Educational Opportunities Early Childhood	Federal	Adjust grant award to actual	(4,717.00)	(3,671.00)	(1,046.00) 1
						-
						-
Fund 3 - Capital Projects Fund Budget Modifications						
						-
Total Budget Changes For The Month				(4,717.00)	(3,671.00)	(1,046.00)
Notes: Budget modifications are out of balance for September due to the following:						
1	Grant allows for indirect expenses.					



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2018 as of September 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		
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Fund 15	Budget	Original Budget
Local Government	6,591,192	-	-	4,508,332	-	-	-	-	-	-	-	-	-	-	11,099,524	22.6%	11,099,524
Student Fees	7,696,236	-	-	-	-	329,456	-	-	-	-	-	-	-	-	8,025,692	16.3%	8,025,692
State Aid & Grants	14,654,426	-	-	-	224,228	-	-	-	-	-	-	-	-	-	14,878,654	30.3%	14,875,082
Institutional	284,064	1,068,000	38,529	125,500	1,255,124	695,130	38,529	5,118,200	-	-	-	-	-	-	8,584,547	17.5%	8,584,547
Federal	861,848	-	34,784	-	-	5,666,300	-	-	-	-	-	-	-	-	6,562,932	13.4%	6,532,965
Total Revenues	30,087,766	1,068,000	297,541	4,633,832	1,255,124	6,690,886	5,118,200	49,151,349	5,118,200	49,151,349	5,118,200	49,151,349	5,118,200	49,151,349	100.0%	49,117,710	

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current		
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Fund 15	Budget	Original Budget
Salaries and Wages	17,526,204	120,253	-	-	186,357	32,379	241,988	-	-	-	-	-	-	-	18,107,181	30.4%	18,117,278
Benefits	7,702,722	8,226	-	-	74,616	289,493	289,493	-	-	-	-	-	-	-	8,099,870	13.6%	8,104,433
Current Expenditures	5,702,473	824,821	-	-	149,656	163,953	163,953	-	-	-	-	-	-	-	7,947,538	13.3%	7,928,477
Student Financial Aid & Activities	-	6,031,200	-	-	-	6,031,200	-	-	-	-	-	-	-	-	6,031,200	10.1%	6,035,700
Resale	-	-	-	-	887,000	-	-	-	-	-	-	-	-	-	4,792,500	8.0%	4,792,500
Capital Outlay	-	-	9,701,631	-	-	-	-	-	-	-	-	-	-	-	9,701,631	16.3%	9,658,531
Debt Retirement	-	-	-	4,893,410	-	-	-	-	-	-	-	-	-	-	4,893,410	8.2%	4,893,410
Total Expenditures	30,931,399	953,300	9,701,631	4,893,410	1,297,629	5,069,327	5,069,327	59,573,330	5,069,327	59,573,330	5,069,327	59,573,330	5,069,327	59,573,330	100.0%	59,530,329	
% of Expenditures by Fund	51.9%	1.6%	16.3%	8.2%	2.2%	11.3%	8.5%	100.0%	8.2%	2.2%	8.5%	100.0%	8.5%	100.0%			

Changes in Fund Equity		Budgeted Ending Fund Equity	
Est. Fund Equity as of 6/30/17	21,278,648	19,816,029	
Current Revenue over Expenses	(10,412,619)		
Other Sources and Uses:			
Proceeds from Debt	8,950,000		
Interfund Transfers In	155,000		
Interfund Transfers Out	(155,000)		
Repayment of Debt	-		
Total	21,278,648	19,816,029	

Budgeted Ending Fund Equity	
Est. Fund Equity as of 6/30/17	19,816,029
Current Revenue over Expenses	
Other Sources and Uses:	
Proceeds from Debt	
Interfund Transfers In	
Interfund Transfers Out	
Repayment of Debt	
Total	19,816,029



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2018 as of September 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 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Local Government	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,099,524	0.0%
Student Fees	3,479,639	-	-	-	-	-	164,519	-	-	-	-	-	-	-	8,025,692	45.4%
State Aid & Grants	1,352,979	-	-	-	-	-	-	-	-	-	-	-	-	-	14,878,654	9.1%
Institutional	106,513	3,900	13,647	178,423	522,631	258,648	1,308,867	1,308,867	1,308,867	1,308,867	1,308,867	1,308,867	1,308,867	8,584,547	27.9%	
Federal	42,898	-	-	-	-	1,979,164	-	-	-	-	-	-	-	-	6,562,932	30.8%
Total Revenues	4,982,029	3,900	13,647	178,423	522,631	2,402,330	1,308,867	1,308,867	1,308,867	1,308,867	1,308,867	1,308,867	1,308,867	49,151,349	19.1%	
% of Budget Recognized	16.6%	0.4%	4.6%	3.9%	41.6%	35.9%	25.6%	41.6%	3.9%	41.6%	25.6%	41.6%	25.6%	19.1%		

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Salaries and Wages	4,164,713	3,523	-	-	33,413	39,788	-	-	-	-	8,173	4,249,610	18,107,181	23.5%		
Benefits	1,877,881	293	-	-	9,680	9,110	-	-	-	-	5,908	1,902,874	8,099,870	23.5%		
Current Expenditures	1,222,882	377	4,320	-	31,149	18,019	4,320	-	-	-	279,585	1,556,332	7,947,538	19.6%		
Student Financial Aid & Activities	-	-	-	-	-	2,206,064	-	-	-	-	-	2,206,064	6,031,200	36.6%		
Resale	-	-	-	-	-	-	-	-	-	-	230,171	673,712	4,792,500	14.1%		
Capital Outlay	-	-	623,198	-	-	-	-	-	-	-	-	623,198	9,701,631	6.4%		
Debt Retirement	-	-	-	550,569	-	-	-	-	-	-	-	550,569	4,893,410	11.3%		
Total Expenditures	7,265,477	4,193	627,518	550,569	517,783	2,272,981	627,518	517,783	550,569	517,783	523,838	11,762,358	59,573,330	19.7%		
% of Budget Expended	23.5%	0.4%	6.5%	11.3%	39.9%	33.8%	6.5%	39.9%	11.3%	39.9%	10.3%	19.7%				

Changes in Fund Equity

Est Fund Equity as of 6/30/17	11,153,577	4,985,940	650,974	567,845	1,493,513	919,982	20,332,676
Current Revenue over Expenses	(2,283,448)	(293)	(613,871)	(372,146)	4,848	785,029	(10,421,981)
Other Sources and Uses:							
Proceeds from Debt	-	-	3,765,000	-	-	-	8,950,000
Interfund Transfers In	-	-	-	-	-	-	155,000
Interfund Transfers Out	-	-	-	-	-	-	(155,000)
Repayment of Debt	-	-	-	-	-	-	-
Accrued YTD Fund Equity	8,870,129	560,553	3,802,103	195,699	1,498,361	1,705,011	18,860,695



Summary of Revenues & Expenditures by Account Group
for Fiscal Year 2018
as of September 30, 2017

A	B	C	D	E	F	G	H	I	J
Revenues by Account Group (All Funds)	Month of September 2017	FY 2018 Year-to-Date	FY 2018 Current Budget	FY 2018 Original Budget	Change to FY18 Budget	Current YTD less Prior YTD	% Change in Current YTD	Current FY18 Budget less Ending FY17 Budget	% Change FY18 Current Budget from FY17 Ending Budget
1	\$ -	\$ -	\$ 11,099,524	\$ 11,099,524	\$ -	\$ (3)	-100.0%	\$ 318,577	3.0%
2	(76,826)	3,644,157	8,025,692	8,025,692	-	(409,900)	-10.1%	91,860	1.2%
3	460,664	1,352,979	14,878,654	14,875,082	3,572	(20,398)	-1.5%	(375,072)	-2.5%
4	23,007	42,578	885,632	855,565	30,067	10,404	32.3%	(600,894)	-40.4%
5	762,458	1,810,528	6,047,820	6,047,820	-	195,113	12.1%	(4,184,151)	-40.9%
6	760	56,872	1,227,183	1,227,183	-	51,006	869.4%	289,820	30.9%
7	99,718	525,227	1,309,544	1,309,544	-	(15,338)	-2.8%	(5,000)	-0.4%
8	1,872,501	1,979,484	5,677,300	5,677,300	-	(270,707)	-12.0%	-	0.0%
9	3,765,000	3,765,000	8,950,000	8,950,000	-	(435,000)	-10.4%	3,250,000	57.0%
10	-	-	155,000	155,000	-	-	0.0%	(1,673,100)	-91.5%
11	\$ 6,907,281	\$ 13,176,826	\$ 58,256,349	\$ 58,222,710	\$ 33,639	\$ (894,824)	-6.4%	\$ (2,887,960)	-4.7%

Expenditures by Account Group (All Funds)	Month of September 2017	FY 2018 Year-to-Date	FY 2018 Current Budget	FY 2018 Original Budget	Change to FY18 Budget	Current YTD less Prior YTD	% Change in Current YTD	FY18 Current Budget less Ending FY17	% Change FY18 Current Budget from FY17 Ending Budget
12	\$ 1,896,043	\$ 4,249,610	\$ 18,107,181	\$ 18,117,278	\$ (10,097)	\$ 8,534	0.2%	\$ (3,563)	0.0%
13	658,409	1,902,874	8,099,870	8,104,433	(4,563)	236,757	14.2%	(4,128,036)	-33.8%
14	407,654	1,556,332	7,882,538	7,863,477	19,061	(301,789)	-16.2%	(1,154,289)	-12.8%
15	2,102,037	2,206,064	6,096,200	6,100,700	(4,500)	(224,858)	-9.2%	(27,359)	-0.4%
16	(356,543)	673,712	4,792,500	4,792,500	-	(193,199)	-22.3%	181,500	3.9%
17	337,210	623,198	9,701,631	9,658,531	43,100	(13,626)	-2.1%	3,322,641	52.1%
18	60,675	550,569	4,893,410	4,893,410	-	(352,814)	-39.1%	(90,045)	-1.8%
19	-	-	-	-	-	-	0.0%	-	0.0%
20	-	-	155,000	155,000	-	-	0.0%	(1,673,100)	-91.5%
21	\$ 5,105,486	\$ 11,762,358	\$ 59,728,330	\$ 59,685,329	\$ 43,001	\$ (840,996)	-6.7%	\$ (3,572,251)	-5.6%
22		\$ (1,471,981)	\$ (9,362)	\$ (1,462,619)	\$ (9,362)	\$ (53,827)		\$ 684,291	

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

With Comparative Total for September 30, 2016

Mid-State Technical College
October 3, 2017 at 11:07 AM

ASSETS AND OTHER DEBITS	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only
	General	Special Rev	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable	2016-17		
								2017-18	2016-17	
Cash	\$ 11,135,894	\$ -	\$ 4,718,180	\$ 118,867	\$ 1,570	\$ 1,498,099	\$ 4,809	\$ 17,477,419	\$ 18,850,657	
Investments	-	-	-	-	-	-	4,987,040	4,987,040	4,601,774	
Receivables:										
Property taxes	(213,186)	-	-	213,186	-	-	-	-	-	
Accounts receivable	1,077,145	(6)	60	-	(28,041)	-	36,807	1,085,965	1,452,948	
Due from other funds	(1,406,075)	560,558	(24,280)	(136,355)	766,042	142,453	97,656	(1)	(1)	
Inventories - at cost	-	-	-	-	331,474	-	-	331,474	418,703	
Prepaid Assets	16,585	-	-	-	-	-	-	16,585	66,340	
Other Current Assets	-	-	-	-	-	-	-	-	-	
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	481,269	65,855	-	547,124	492,078	
General Long Term Debt	-	-	-	-	-	-	-	-	-	
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-	
TOTAL ASSETS AND OTHER DEBITS	\$ 10,610,363	\$ 560,552	\$ 4,693,960	\$ 195,698	\$ 1,552,314	\$ 1,706,407	\$ 5,126,312	\$ 24,445,606	\$ 25,882,500	

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities									
Accounts Payable	\$ 355,878	\$ -	\$ 891,858	\$ -	\$ 45,151	\$ 1,396	\$ 8,330	\$ 1,302,613	\$ 2,175,669
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	536,266	-	-	-	-	-	-	536,266	497,881
Vacation	828,313	-	-	-	8,320	-	2,693	839,326	977,412
Other current liabilities	8,557	-	-	-	481	-	-	9,038	8,826
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	11,220	-	-	-	-	-	-	11,220	9,311
Deferred Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	1,740,234	-	891,858	-	53,952	1,396	11,023	2,698,463	3,669,099
Fund equity and other credits									
Retained Earnings	-	-	-	-	1,492,409	189,633	-	1,682,042	1,908,077
Res for Prepaid Expenditures	131,412	527	-	-	1,103	-	-	133,042	204,813
Res for Self-Insurance	-	-	-	-	-	730,348	-	730,348	420,200
Res for Student Organizations	-	-	-	-	-	-	96,220	96,220	71,898
Res for Post-Employ Benefits	482,274	-	-	-	-	-	4,889,720	5,371,994	5,091,002
Reserve for Capital Projects	-	-	553,807	-	-	-	-	553,807	368,376
Reserve for Cap Proj - Motorcycle	-	-	97,167	-	-	-	-	97,167	97,114
Reserve for Debt Service	-	-	-	567,845	-	-	-	567,845	887,360
Designated for Operations	8,427,364	109,679	-	-	-	-	-	8,537,043	7,032,779
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	383,216
Des for Subsequent Year	1,729,311	450,640	-	-	-	-	-	2,179,951	4,227,695
TOTAL FUND EQUITY AND OTHER CREDITS	11,153,577	560,846	650,974	567,845	1,493,512	919,981	4,985,940	20,332,675	20,692,530
Year-to-date excess revenues(expenditures)	(2,283,448)	(294)	3,151,128	(372,147)	4,850	785,030	129,349	1,414,468	1,520,871
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 10,610,363	\$ 560,552	\$ 4,693,960	\$ 195,698	\$ 1,552,314	\$ 1,706,407	\$ 5,126,312	\$ 24,445,606	\$ 25,882,500

September Contracted Services Agreements

Meeting on October 16, 2017

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146406	Crystal Fountains Assisted Living	Mentor Leadership Training	3	50	800.00
				Total:	800.00

FINANCE & AUDIT COMMITTEE
2018 Procurement of Goods and Services
October 16, 2017

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
❖ Subtotal for Procurements Requiring Board Action	<u>\$ 0</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – WELDER - SCHOOL OF ADVANCED MANUFACTURING & ENGINEERING</u>		
Mississippi Welders Supply, Marshfield, WI	\$30,522.03	Quotes
AirGas, Wisconsin Rapids, WI	\$58,233.78	
<u>WR CAMPUS - FIREFIGHTER TRAINING SYSTEM – SCHOOL OF PROTECTIVE & HUMAN SERVICES</u>		
Drager, Inc., Telford, PA	\$43,100.00	Quotes
Bullex, Albany, NY	\$47,338.00	
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$73,622.03</u>	

GRAND TOTAL **\$73,622.03**

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
October 16, 2017**

WHEREAS, the 2016-17 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 20, 2016, was amended on May 15, 2017, and State statute requires the district board to approve any modifications to the original adopted budget; and

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

WHEREAS, the General Fund budget was adjusted to accommodate: the modification of federal or state grants; the redistribution of salaries and wages; the reallocation of expenses within departments and functions; and funding of an OPEB trust; and

WHEREAS, the Capital Projects budget was adjusted to reallocate capital budgets within departments and functions; and

WHEREAS, the Enterprise budget was adjusted to reflect additional bookstore expenses; and

WHEREAS, the Internal Service Fund budget was adjusted to accommodate self-funded insurance costs; and

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

FUND	FUNCTION RESOURCE	APPROPRIATION CHANGE	MODIFIED APPROPRIATION
General	Instruction	\$200,518	\$18,187,287
General	Instructional Resources	\$25,704	\$1,219,272
General	Student Services	\$567	\$4,017,092
General	General Institutional	\$4,975,121	\$11,330,552
Capital Projects	Instruction	\$61,000	\$1,299,696
Capital Projects	Student Services	(\$5,000)	\$620,000
Capital Projects	General Institutional	(\$42,756)	\$993,449
Enterprise	Auxiliary Services	\$130,096	\$1,355,720
Internal Service	Auxiliary Services	\$1,053,728	\$5,938,000

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

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

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

2017-18 Tax Levy Certification Resolution

BE IT RESOLVED that the Mid-State Technical College Board authorized a \$11,528,759 property tax levy for fiscal year 2017-18, representing an overall mill rate of \$0.88778 on \$12,986,045,952 of equalized valuation within the boundaries of the Mid-State Technical College District.

BE IT FURTHER RESOLVED that this levy be made up of \$6,637,162 in operational levy representing an operational mill rate of \$0.51110 and \$4,891,597 in debt service representing a debt service mill rate of \$0.37668.

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

MID-STATE TECHNICAL COLLEGE
2017-18 Certified Tax Levy
Analysis of Changes in Equalized Value, Tax Levy, and Mill Rates

	2017-18		2016-17	
	Amount	\$ Dollar Increase (Decrease)	Amount	\$ Dollar Increase (Decrease)
Total Equalized Value (1)	\$ 13,388,377,952	\$ 495,976,578	\$ 12,892,401,374	\$ 172,910,019
Less: Incremental Value of TIFs (2)	402,332,000	60,698,000	341,634,000	39,342,500
Equalized Value Without TIFs Used for Tax Levy Purposes	\$ 12,986,045,952	\$ 435,278,578	\$ 12,550,767,374	\$ 133,567,519
		3.8%		1.4%
		17.8%		13.0%
		<u>3.5%</u>		<u>1.1%</u>

	2017-18		2016-17	
	Amount	Mill Rate	Amount	Mill Rate
Total Tax Revenue (per WTCS calculation)	\$ 17,075,112	1.31488	\$ 16,870,918	1.34421
Plus: Allowable New Construction Increase	216,757	0.01669	204,194	0.01627
Less: State "Property Tax Relief Aid"	(10,654,707)	(0.82047)	(10,654,707)	(0.84893)
Plus: Unused New Construction	0	-	0	-
Net Operational Levy	\$ 6,637,162	0.51110	\$ 6,420,405	0.51155
Debt Levy	4,891,597	0.37668	4,396,027	0.35026
Total Levy	\$ 11,528,759	\$ 0.88778	\$ 10,816,432	\$ 0.86181
		3.4%		3.3%
		11.3%		6.1%
		<u>6.6%</u>		<u>4.4%</u>
Increase (Decrease) in Levy Amount & Mill Rate	\$ 712,327	\$ 0.02597	\$ 455,700	\$ 0.027420

Foot Notes:

- (1) A special appropriation is available to provide state aid in lieu of property taxes on exempt computers. This figure excludes the value of exempt computers which is \$84,275,500 for FY18 and FY17.
- (2) This figure represents the Tax Incremental Financing (TIF) district equalized value increase between the TIF base value and the current equalized value of all taxable property in the TIF. The TIF value is included in TIF-OUT equalized value used for tax levy purposes.

Mid-State Technical College
Changes in Equalized Valuation by Class of Property
Wood, Adams and Portage Counties Only

<u>Class of Property</u>	<u>% Change Wood County</u>	<u>% Change Portage County</u>	<u>% Change Adams County</u>	<u>% by Class 3-County Total</u>	<u>% by Class Weighted Average</u>
<u>Real Estate</u>					
Residential	2%	5%	3%	67.0%	2.23%
Commercial	7%	8%	9%	18.6%	1.49%
Manufacturing	0%	3%	-11%	2.7%	-0.07%
Agriculture	2%	0%	2%	0.5%	0.01%
Undeveloped	-2%	8%	9%	0.7%	0.04%
Ag Forest	0%	5%	-1%	0.9%	0.01%
Forest	1%	4%	3%	3.8%	0.10%
Other	4%	2%	2%	<u>2.8%</u>	<u>0.08%</u>
Total Real Estate	2%	5%	3%	97.0%	3.23%
Personal Property	3%	7%	3%	<u>3.0%</u>	<u>0.13%</u>
% Change in Equalized Value	<u>3%</u>	<u>5%</u>	<u>3%</u>	<u>100%</u>	<u>4%</u>

<u>Class of Property</u>	<u>\$ Valuation Wood County</u>	<u>\$ Valuation Portage County</u>	<u>\$ Valuation Adams County</u>	<u>\$ by Class 3-County Total</u>
				<u>Total</u>
Residential	\$ 3,175,577,700	\$ 3,728,922,700	\$ 1,949,858,600	\$ 8,854,359,000
Commercial	993,308,900	1,265,940,200	205,805,400	2,465,054,500
Manufacturing	212,615,200	131,608,900	13,869,600	358,093,700
Agriculture	21,935,200	32,835,900	13,033,700	67,804,800
Undeveloped	36,220,300	38,931,600	19,194,300	94,346,200
Ag Forest	30,354,700	65,383,200	22,797,200	118,535,100
Forest	156,721,600	164,461,100	176,785,300	497,968,000
Other	<u>155,567,500</u>	<u>130,548,500</u>	<u>86,625,200</u>	<u>372,741,200</u>
Total Real Estate	4,782,301,100	5,558,632,100	2,487,969,300	12,828,902,500
Personal Property	<u>210,868,100</u>	<u>160,164,300</u>	<u>25,078,200</u>	<u>396,110,600</u>
Total Equalized Value Amount	<u>\$ 4,993,169,200</u>	<u>\$ 5,718,796,400</u>	<u>\$ 2,513,047,500</u>	<u>\$ 13,225,013,100</u>
% of Total Equalized Value	<u>37.3%</u>	<u>42.7%</u>	<u>18.8%</u>	<u>98.8%</u>

**MID-STATE TECHNICAL COLLEGE DISTRICT
DETAIL OF TAX INCREMENTAL DISTRICTS
EQUALIZED VALUE INCREASE**

<u>MUNICIPALITY</u>	<u>YEAR BEGAN</u>	<u>ESTIMATED YEAR COMPLETED</u>	<u>EQUALIZED VALUE INCREASE AS OF January 1, 2017</u>	<u>EQUALIZED VALUE INCREASE AS OF January 1, 2016</u>	<u>DOLLAR INCREASE (DECREASE) 1/1/2016-1/1/2017</u>
<u>CITY OF ADAMS</u>					
TID # 2	1996	2019	8,951,100	8,366,300	584,800
TID # 3	1996	2019	10,469,100	10,013,400	455,700
<u>VILLAGE OF AMHERST</u>					
TID # 1	1996	2023	6,614,600	6,817,700	(203,100)
TID # 2	2003	2032	690,300	659,800	30,500
<u>VILLAGE OF WHITING</u>					
TID # 1	1994	2017	854,800	722,300	132,500
<u>VILLAGE OF FRIENDSHIP</u>					
TID # 1	1997	2020	2,405,500	2,611,200	(205,700)
TID # 2	2000	2023	40,900	30,100	10,800
<u>TOWN OF NEW CHESTER</u>					
TID # 1T	2012	N/A	8,402,800	8,324,600	78,200
<u>TOWN OF ROME</u>					
TID # 1T	2015	N/A	17,863,500	527,800	17,335,700
<u>VILLAGE OF PLOVER</u>					
TID #3	2003	2018	16,051,200	13,687,200	2,364,000
TID #4	2004	2031	41,733,600	31,612,300	10,121,300
TID #5	2005	2020	935,400	(872,300)	1,807,700
TID #6	2010	N/A	6,402,500	1,815,000	4,587,500
TID #7	2013	N/A	1,980,800	1,745,900	234,900
<u>VILLAGE OF ARPIN</u>					
TID #2	2005	2024		624,500	(624,500)
<u>VILLAGE OF AUBURNDALE</u>					
TID #1	2006	2025	1,366,200	1,245,100	121,100
TID #2	2015		774,600	16,600	758,000
<u>VILLAGE OF BIRON</u>					
TID # 1	2006	2025	1,167,900	1,186,600	(18,700)
TID # 2	2006	2025	20,490,100	19,308,900	1,181,200
TID # 3	2009	N/A	1,510,400	1,586,300	(75,900)
<u>VILLAGE OF VESPER</u>					
TID #1	2006	2025	664,800	553,600	111,200
<u>VILLAGE OF JUNCTION CITY</u>					
TID #1	2008	N/A	611,100	829,500	(218,400)
<u>VILLAGE OF GRANTON</u>					
TID # 1	2009	N/A	404,300	394,700	9,600
<u>VILLAGE OF HANCOCK</u>					
TID # 1	2016	N/A	11,500	-	11,500
<u>VILLAGE OF PLAINFIELD</u>					
TID # 1	2015	N/A	1,819,700	1,038,100	781,600
<u>VILLAGE OF PORT EDWARDS</u>					
TID # 2	2009	N/A	8,762,100	9,369,200	(607,100)
<u>CITY OF NEKOOSA</u>					
TID # 1	1997	2022	6,804,900	6,814,800	(9,900)
TID # 2	2002	2027	4,059,300	4,155,900	(96,600)
TID # 3	2012	N/A	1,759,300	1,378,600	380,700
<u>CITY OF STEVENS POINT</u>					
TID # 5	2005	2032	22,870,500	18,445,400	4,425,100
TID # 6	2006	2028	4,407,500	4,475,900	(68,400)
TID # 7	2008	2028	21,200,300	24,671,500	(3,471,200)
TID # 8	2010	2025	3,399,000	2,260,800	1,138,200
TID # 9	2013	N/A	53,691,000	45,503,600	8,187,400
<u>CITY OF PITTSVILLE</u>					
TID # 3	1995	2018	33,330,900	32,694,400	636,500
<u>CITY OF MARSHFIELD</u>					
TID # 2	1993	2013	4,464,000	4,354,400	109,600
TID # 4	1996	2024	28,449,000	27,437,800	1,011,200
TID # 5	1997	2020	21,450,600	20,521,600	929,000
TID # 6	1999	2022	-	-	-
TID # 7	2002	2027	12,043,200	10,183,100	1,860,100
TID # 8	2006	2028	-	-	-
TID # 9	2013	N/A	2,323,600	1,352,300	971,300
TID # 10	2015	N/A	2,814,300	27,500	2,786,800
TID # 11	2016	N/A	3,323,300	-	3,323,300
<u>CITY OF WISCONSIN RAPIDS</u>					
TID #6	2004	2024	12,000,000	12,079,300	(79,300)
TID #7	2005	2033	2,962,500	2,189,500	773,000
Total Accumulated Change in Increment			\$ 402,332,000	\$ 340,760,800	\$ 61,571,200

**MID-STATE TECHNICAL COLLEGE
2017-18 TAX LEVY
VALUATION AND TAX LEVY COMPARISON BY COUNTY**

<u>COUNTY</u>	<u>FY 2017-18 VALUATION</u>	<u>DOLLAR INCREASE (DECREASE)</u>	<u>PERCENTAGE INCREASE (DECREASE)</u>	<u>FY 2017-18 TAX LEVY</u>	<u>DOLLAR INCREASE (DECREASE)</u>	<u>PERCENTAGE INCREASE (DECREASE)</u>
Adams	\$ 2,044,365,166	\$ 51,774,191	2.6%	\$ 1,814,948	\$ 97,704	5.7%
Clark	\$ 173,627,390	\$ 6,308,888	3.8%	154,143	9,945	6.9%
Jackson	\$ 31,988,300	\$ (302,900)	-0.9%	28,399	570	2.1%
Juneau	\$ 68,858,149	\$ 613,596	0.9%	61,131	2,317	3.9%
Marathon	\$ 345,440,735	\$ 11,935,863	3.6%	306,676	19,257	6.7%
Portage	\$ 5,217,861,067	\$ 250,939,548	5.1%	4,632,316	351,752	8.2%
Waushara	\$ 281,256,945	\$ 4,327,392	1.6%	249,694	11,033	4.6%
Wood	\$ 4,822,648,200	\$ 109,682,000	2.3%	4,281,453	219,751	5.4%
	\$ 12,986,045,952	\$ 435,278,578	3.5%	\$ 11,528,759	\$ 712,327	6.6%