



# **BOARD OF DIRECTORS MEETING**

**February 19, 2018**

Wisconsin Rapids Campus  
Room L133-134



# INDEX

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1.	Agenda for Regular Meeting.....	Page 3
	Held February 19, 2018	
2.	Minutes of Board Meetings.....	Page 7
	Held January 15, 2018	
3.	Reports and Recommendations	
	a. Chairperson’s Report.....	Page 12
	b. Mid-State Foundation Liaison Report.....	Page 12
	c. President’s Report .....	Page 12
	d. Finance & Audit Committee Report .....	Page 13
	e. Academic & Human Resources Committee Report.....	Page 17
	f. Facilities & External Relations Committee Report.....	Page 19
	g. Committee-of-the-Whole Report .....	Page 21
4.	Discussion & Action Item(s).....	Page 22
5.	Adjournment.....	Page 22
6.	Exhibits.....	Page 23

































































## **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.