



BOARD OF DIRECTORS MEETING

February 19, 2018

Wisconsin Rapids Campus
Room L133-134



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MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS CAMPUS

FEBRUARY 19, 2018

AGENDA: DISTRICT BOARD MEETING

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

DATE: Monday, February 19, 2018

TIME: 5:15 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Roll Call

C. Meeting Notice Certification

This February 19, 2018, meeting of the Mid-State Technical College Board, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to the news media and designated persons in an attempt to make citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Closed Session

The Board will convene to closed session immediately following the open session to discuss performance evaluation data of personnel. This closed session is being held in compliance with Chapter 19, Subchapter 19.85(c) of the Wisconsin Statutes. The Board may or may not reconvene to open session and may take action on items discussed in closed session.

E. Open Forum

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

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

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

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

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

G. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for January 2017 are contained in Exhibit B. These bills total \$1,006,534.85 of which \$504,814.54 represents operational expenditures and \$501,720.31 represents capital expenditures.

The District's regular payrolls were issued on January 5 and 19. Payroll disbursements for the month of January totaled \$1,251,449.51 plus \$18,702.81 for travel and miscellaneous reimbursements, and \$822,134.73 in fringe benefits, for a total payroll disbursement of \$2,092,287.05.

Administration recommends approval of the payment of these obligations totaling \$3,098,821.90.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into four contracted service agreements totaling \$3,440. 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.

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. Information Items
4. 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. Website Redesign RFP Results
3. Information Items
4. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. Dashboard

- I. Discussion and Action Items
No Discussion & Action Item this month.
- J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Marshfield Campus

January 15, 2018

I. ROLL CALL

Board Chairperson Justin Hoerter called the meeting to order at 5:16 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 (joined meeting by phone), Charles Spargo, and Dr. Shelly Mondeik

EXCUSED: Kristin Crass and Richard Merdan

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Brenda Dillenburg, Lea Ellis, Robb Fish, Dr. Sandy Kiddoo, Dr. Mandy Lang, Ray McLemore, Matt Schneider, Dr. Deb Stencil, Kolina Stieber, and 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. Bruski Mallek, upon a voice vote, unanimously approved the minutes from the board meeting held December 18, 2017 as presented.

V. CONSENT AGENDA

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

1. The district's bills for the month of December 2017 were presented in Exhibit B. These bills totaled \$881,340.43 of which \$611,298.48 represents operational expenditures and \$270,041.95 represents capital expenditures.

The district's payroll for the month of December totaled \$1,336,448.01 plus \$15,603.81 for travel and miscellaneous reimbursements and \$583,632.36 in fringe benefits. The district's bills and payroll totaled \$2,817,024.61.

OFFICIAL PROCEEDINGS

January 15, 2018

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2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146415	Wood County Head Start	\$ 600.00
146416	City of Wisconsin Rapids	\$ 1,030.00
146417	City of Stevens Point	\$ 1,030.00

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

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

4. Approved the following Advisory Committee appointments: AUTOMOTIVE TECHNICIAN – Walter Leppen; DIESEL & HEAVY EQUIPMENT TECHNOLOGY – Randy Adamski and Walter Olson; HEALTH AND WELLNESS PROMOTION – Sarah Agena, Laura Cronan, Amber France and Amanda Handrahan; INDUSTRIAL MECHANICAL TECHNICIAN – Jim McDonnell; URBAN FORESTRY TECHNICIAN – Dave Johnson and Dave Scharfenberger.

VI. CHAIRPERSON’S REPORT

1. Mr. Hoerter welcomed Board members to the meeting and announced Ms. Crass and Mr. Merdan asked to be excused.

2. Mr. Hoerter asked everyone to observe and honor Martin Luther King, Jr. Day as he read about the life and work of Dr. King.

3. Mr. Hoerter reported the Winter Boards Association meeting will be held January 25-27, 2018 in Eau Claire. Mr. Beaver, Ms. Bruski Mallek, Dr. Greb, Mr. Merdan and Dr. Mondeik plan to attend.

4. Mr. Hoerter reported the ACCT National Legislative Summit will be held February 11-14 in Washington D.C. Ms. Bruski Mallek, Mr. Merdan, Ms. Miller, Dr. Mondeik, Dr. Damrow and Mr. Fish plan to attend.

5. Mr. Hoerter announced Board members would receive an electronic survey regarding availability for a Spring Board Advance. Please watch your email for confirmation of the date selected.

6. Mr. Hoerter announced the 2018 Board Appointment process will begin in February when a letter is sent to County Board Chairpersons within the Mid-State District. The Appointment Committee will seek members for Employer, Employee and School District Administrator positions.

7. Mr. Hoerter requested Board members mark their calendars: March 19, 2018 Board meeting will be held at the Adams County Center.

8. The next Mid-State Board of Directors meeting will be held on Monday, February 19 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

January 15, 2018

Page 3

1. Foundation and Alumni Liaison Betty Bruski Mallek reported the Foundation is awarding spring new and continuing student scholarships and has launched high school student scholarship applications. Applications are due February 26, 2018.
2. Ms. Bruski Mallek reported Foundation Strategic Planning is progressing. Workgroups have assisted in establishing goals, a timeline and dashboard.
3. Ms. Bruski Mallek announced the Annual Appeal is underway and provided totals as of January 10, 2018 compared to the same data in 2017. Total donations have increased. A breakout of categories of donors was provided.
4. Ms. Bruski Mallek informed the Board the next Foundation Board meeting is January 24, 2018.

VIII. PRESIDENT'S REPORT

1. Dr. Mondeik expressed her pride in Mid-State following graduation ceremonies in December. Board and Executive Team members joined employee volunteers in Wisconsin Rapids, Stevens Point and Marshfield for the memorable events. She also recognized the Nursing Pinning Ceremony having happened just prior to graduation and providing a moving ceremony for nursing graduates.
2. Dr. Mondeik took feedback from staff and moved the annual evening holiday reception to a new day-time format for employees. Using technology all locations were "connected" during the lunch time event. Dr. Greb attended the Marshfield Campus event. Evaluation of the event and planning for next year will begin shortly.
3. Dr. Mondeik recently presented during Marshfield Sunrise Rotary. She shared program and course offerings as well as an update on activity at the Marshfield Campus. She also reported Mid-State's Wisconsin Rapids Campus hosted the Heart of Wisconsin Leadership Group. The group had conversation regarding workforce and economic development efforts at the college and throughout the community.
4. Dr. Mondeik reported that faculty returned to campus earlier today from winter break. Monday begins spring semester. A recap of Mid-State's first Winterim session will be shared at a future date. Over 50 courses were offered generating 25 FTE (about 200 learners).
5. Dr. Mondeik reported the WTCS Board will meet next week with a legislative and budget seminar to follow. Executive Team members will participate in the legislative and budget seminar.
6. Dr. Mondeik reported the C3 (Collaborative College Connections) Conference will be held in early February. She will provide the keynote for the pre-conference Credit for Prior Learning session.

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. FY17-18 REVENUE AND EXPENSE FORECAST – Mr. Spargo reported the committee was provided an end-of-year forecast and indicated there is a budgeted use of additional fund equity that will be brought before the board prior to year-end.
- b. OPEB TRUST UPDATE – Mr. Spargo reported the committee received an update on the college’s OPEB Trust performance through December 2017. Funding OPEBs may be one use of additional fund equity at year-end.
- c. BUDGET DEVELOPMENT CALENDAR FOR FISCAL YEAR 2018-19 (FY19) – A budget development calendar was provided to all board members to outline the FY19 budget process.
- 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 reviewed their consent agenda items and had no questions or concerns.
2. The following items were presented for informational purposes only:
 - a. SPOTLIGHT ON ALLIED HEALTH – Ms. Miller reported Allied Health Associate Dean Lori Weigel provided the committee with an overview and highlights of Mid-State’s allied health programs. The School of Health is exploring expansion of the Medical Assistance program to Wisconsin Rapids, embedding programs as appropriate, and high demand programs.
 - b. ANNUAL LEGAL EXPENSE UPDATE – Ms. Miller presented annual legal expenses incurred and highlighted those areas/issues (employee issues, OCR website compliance, Foundation MOU, etc.) driving this years cost higher than years past. The college is on track for a less costly year.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. Facilities & External Relations Committee Chairperson Robert Beaver reported that the committee had no Consent Agenda items.
2. The following items were presented for informational purposes only:
 - a. COMMUNITY FACILITIES USAGE – Mr. Beaver reported college facilities are predominately used by non-profit groups in our communities. He also highlighted usage at each location. Workforce & Economic Development will transition to managing the college’s outside room reservation system and assessment of usage fees.
 - b. WTCS STUDENT SUCCESS CENTER – Mr. Beaver provided an overview of the WTCS Student Success Center (a student success initiative, not a brick and mortar building) and four goal areas of this organization. Technical colleges will continue to develop student centered pathways and increase student completion rates.

c. WEBSITE REDESIGN – Mr. Beaver described Mid-State’s marketing efforts supported by the website, indicating that the website is the number one way for people to find information about Mid-State. An update is typical every one to five years to ensure all target audiences have the information they need at their fingertips. An RFP process will be used to find a vendor who will produce a new website look with a July 31, 2018 go live date.

XII. COMMITTEE-OF-THE-WHOLE

1. WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION UPDATE – Wisconsin Technical College District Boards Association Executive Director Layla Merrifield joined the Board by phone to provide an update on recent legislative activity and an association update. The Boards Association will meet in Eau Claire next week and will also support those members traveling to Washington, D.C. for the ACCT Legislative Summit.

2. GRANTS UPDATE – Vice President of Academics Dr. Sandy Kiddoo and Vice President of Student Services Dr. Mandy Lang presented an overview of federal grant activities pertaining to students served through a variety of federal funding sources. The discussion focused on the benefits of federal funding to Mid-State students and was intended to also provide information for those traveling to Washington, D.C.

XIII. DISCUSSION AND ACTION ITEM

1. MARSHFIELD CAMPUS UPDATE – Marshfield Campus Dean Brenda Dillenburg provided highlights of student events and learning activities at the Marshfield Campus as well as provided an update on community happenings and Mid-State’s involvement.

2. MARSHFIELD STUDENT SERVICES AND INFORMATION CENTER – Dr. Lang and Ms. Dillenburg presented an overview of the recently completed Student Services and Information Center on the Marshfield Campus. The remodeled space aligns student floor with the Integrated Enrollment Model and ensures students have the resources they need to be successful. A tour was offered following adjournment of the board meeting.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, February 19, 2018 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 6:07 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

FEBRUARY 19, 2018

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

FEBRUARY 19, 2018

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, February 19, 2018

TIME: 4:15 p.m.

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

This February 19, 2018, 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. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. SPECIAL FY19 BUDGET PRESENTATION FOR THE FINANCE & AUDIT COMMITTEE

Vice President of Finance and Facilities Robb Fish will discuss potential dates to present the College's proposed FY19 budget. The meeting is typically held in early May.

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.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES

WISCONSIN RAPIDS CAMPUS

FEBRUARY 19, 2018

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: Room A113
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, February 19, 2018

TIME: 4:15 p.m.

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

This February 19, 2018, 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. FACULTY IN-SERVICE

On January 17, Mid-State held a faculty in-service for all full-time faculty. Executive Dean Dr. Deb Stencil will provide a summary of the in-service to the committee.

b. NATIONAL AG DAY

On March 15, Mid-State will be hosting a National Ag Day for the Wisconsin Technical College System in Wisconsin Rapids. Vice President of Academics Dr. Sandy Kiddoo will provide information regarding this upcoming event.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS CAMPUS

FEBRUARY 19, 2018

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, February 19, 2018

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This February 19, 2018, 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. WEBSITE REDESIGN RFP RESULTS

Mr. Schneider and Director of Marketing and Communications Kolina Stieber will present results of request for proposal for website redesign. Vendor selection criteria will be shared. Approval will be sought.

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. WINTER PROJECT RECAP

Mr. Schneider will present a list of facilities projects the college completed over winter break.

b. ENROLLMENT DATA

Vice President of Student Services Dr. Mandy Lang will provide an FTE update. Program, school and campus data will be highlighted.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS CAMPUS

FEBRUARY 19, 2018

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, February 19, 2018

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Meeting Notice Certification

This February 19, 2018, 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:

1. DASHBOARD

President Dr. Shelly Mondeik will present Mid-State Technical College's mid-year dashboard for discussion. She will highlight data associated with Mid-State's Key Results and Pillars of Opportunity.

D. ADJOURNMENT

I. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS CAMPUS

FEBRUARY 19, 2018

1. There will be no Discussion & Action Item this month.

J. ADJOURNMENT

EXHIBITS A – E

PRESIDENT'S REPORT
FEBRUARY 19, 2018

1. The C3 conference is a WTCS conference promoting and recognizing Collaborative College Connections. It was held February 1-2 in Wisconsin Dells. I presented the keynote at the Credit for Prior Learning Summit on January 31. My session Credit for Prior Learning: An Important Piece of the Student Success Puzzle was well attended. Also presenting from Mid-State during C3 was Dr. Sandy Kiddoo – The Effect of Career Pathways on Student associate Degree Completion and Bob Smith, Lea Ann Turner and Dr. Missy Skurzewski-Servant – Polysynchronous Deliver: Increasing Student Success with Flexible Teaching and Learning.
2. During the week of January 29, Mid-State Student Life hosted four days of events across the district as a kick-off to welcome students to the new semester. Students were treated to breakfast, took home some Mid-State goodies, got a chance to spin the prize wheel, and grabbed snacks from the roaming snack cart. It was a great week for Mid-State students with many opportunities to connect with each other and Mid-State staff.
3. My travel between now and mid-March will include:
 - Weekly Rotary Meetings
 - 2018 Student Showcase
 - Heart of Wisconsin Annual Meeting
 - Community/Business Partner Meetings in Marshfield
 - Marshfield Campus Visit
 - Community/Business Partner Meetings in Stevens Point
 - Marshfield Regional Advisory Committee Meeting
 - Stevens Point Regional Advisory Committee Meeting
 - WACTE Presidents Panel

FY 2017-18 Budget Modifications Made In The Month of January 2018						
<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						
141618	Meter Technician Apprenticeship	State	New award	-	10,000.00	(10,000.00) 1
Fund 3 - Capital Projects Fund Budget Modifications						
Total Budget Changes For The Month						
				-	10,000.00	(10,000.00)
Notes: Budget modifications are out of balance for January due to the following:						
1	Revenue budget was entered in December and expense budget in January. Fund balance change nets to zero over two month period.					



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2018 as of January 31, 2018

	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 3	Fund 4	Fund 5	Fund 6	Total Current Budget	Total Current Budget	Original Budget	Original Budget	
Local Government	6,591,192	-	-	4,508,332	-	-	-	-	-	-	-	11,099,524	11,099,524	11,099,524	22.4%	
Student Fees	7,700,036	82,500	-	-	-	329,456	-	-	-	-	-	8,111,992	8,111,992	8,025,692	16.4%	
State Aid & Grants	14,909,426	-	224,228	-	-	-	224,228	-	-	-	-	15,133,654	15,133,654	14,875,082	30.6%	
Institutional	308,293	1,068,000	38,529	125,500	-	695,130	38,529	125,500	1,255,124	-	5,118,200	8,608,776	8,608,776	8,584,547	17.4%	
Federal	865,527	-	34,784	-	-	5,666,300	34,784	-	-	-	-	6,566,611	6,566,611	6,532,965	13.3%	
Total Revenues	30,374,474	1,150,500	297,541	4,633,832	1,255,124	6,690,886	297,541	4,633,832	1,255,124	5,118,200	5,118,200	49,520,557	49,520,557	49,117,710	100.0%	

	Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current	
	Fund 3	Fund 4	Fund 5	Fund 6	Total Current Budget	Total Current Budget	Original Budget	Original Budget		
Salaries and Wages	17,558,657	252,526	241,988	-	186,357	32,379	18,271,907	18,117,278	30.4%	
Benefits	7,710,596	50,373	289,493	-	74,616	24,813	8,149,891	8,104,433	13.6%	
Current Expenditures	5,935,984	844,821	163,953	-	149,656	1,106,635	8,201,049	7,928,477	13.7%	
Student Financial Aid & Activities	-	-	6,031,200	-	-	-	6,031,200	6,035,700	10.0%	
Resale	-	-	-	-	887,000	3,905,500	4,792,500	4,792,500	8.0%	
Capital Outlay	2,200	-	-	-	-	-	9,703,831	9,658,531	16.2%	
Debt Retirement	-	-	-	4,893,410	-	-	4,893,410	4,893,410	8.1%	
Total Expenditures	31,207,437	1,147,720	6,726,634	4,893,410	1,297,629	5,069,327	60,043,788	59,530,329	100.0%	
% of Expenditures by Fund	52.0%	1.9%	11.2%	8.1%	2.2%	8.4%	100.0%			

Changes in Fund Equity	
Actual Fund Equity as of 6/30/17	21,278,648
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	-
Budgeted Ending Fund Equity	19,816,029

Budgeted Ending Fund Equity	
Local Government	11,099,524
Student Fees	8,111,992
State Aid & Grants	15,133,654
Institutional	8,608,776
Federal	6,566,611
Total	49,520,557



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2018 as of January 31, 2018

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget		Total YTD All Funds		% of Actual to Budget	
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Fund 15	Fund 16	Fund 17	Fund 18	Fund 19	Fund 20
Local Government	6,638,905	-	-	4,891,598	-	-	-	-	-	-	-	-	-	-	-	-	-	11,530,503	11,099,524	103.9%
Student Fees	6,605,677	2,523	-	-	-	-	308,742	-	-	-	-	-	-	-	-	-	-	6,916,942	8,111,992	85.3%
State Aid & Grants	2,798,413	-	-	-	-	-	-	13,542	-	-	-	-	-	-	-	-	-	2,811,955	15,133,654	18.6%
Institutional	156,083	21,545	-	178,803	-	-	563,739	46,957	963,780	-	-	-	-	-	-	-	-	5,052,413	8,608,776	58.7%
Federal	414,705	-	-	-	-	-	2,185,349	34,784	-	-	-	-	-	-	-	-	-	2,634,838	6,566,611	40.1%
Total Revenues	16,613,782	24,068	95,283	5,070,401	963,780	3,057,830	3,121,507	507,464	963,780	5,070,401	963,780	3,121,507	3,121,507	28,946,651	49,520,557	58.5%				
% of Budget Recognized	54.7%	2.1%	32.0%	109.4%	76.8%	45.7%	61.0%	32.0%	76.8%	109.4%	76.8%	61.0%	61.0%	58.5%						

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget		Total YTD All Funds		% of Actual to Budget	
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Fund 15	Fund 16	Fund 17	Fund 18	Fund 19	Fund 20
Salaries and Wages	9,250,763	25,971	-	-	-	95,644	-	-	-	-	91,735	18,232	-	-	-	-	-	9,482,345	18,271,907	51.9%
Benefits	4,285,927	11,286	-	-	-	21,510	-	-	-	-	21,402	13,809	-	-	-	-	-	4,353,933	8,149,891	53.4%
Current Expenditures	2,905,259	3,205	-	-	-	48,806	-	-	-	-	41,578	659,285	-	-	-	-	-	3,662,453	8,201,049	44.7%
Student Financial Aid & Activities	-	-	-	-	-	2,363,885	-	-	-	-	-	-	-	-	-	-	-	2,363,885	6,031,200	39.2%
Resale	-	-	-	-	-	-	-	-	-	-	822,977	1,688,543	-	-	-	-	-	2,511,519	4,792,500	52.4%
Capital Outlay	26	-	-	-	-	-	-	3,120,437	-	-	-	-	-	-	-	-	-	3,120,464	9,703,831	32.2%
Debt Retirement	-	-	-	-	-	-	-	-	-	555,319	-	-	-	-	-	-	-	555,319	4,893,410	11.3%
Total Expenditures	16,441,975	40,462	3,124,757	555,319	977,691	2,529,845	3,124,757	555,319	977,691	2,379,868	2,379,868	60,043,788	60,043,788	43.4%						
% of Budget Expended	52.7%	3.5%	32.2%	11.3%	75.3%	37.6%	43.4%	32.2%	75.3%	46.9%	46.9%	43.4%	43.4%							

Changes in Fund Equity

Actual 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	20,332,676
Current Revenue over Expenses	171,807	(16,394)	(3,029,474)	4,515,082	(13,912)	741,639	(10,523,231)	(10,523,231)
Other Sources and Uses:								
Proceeds from Debt	-	-	3,765,000	-	-	-	8,950,000	8,950,000
Interfund Transfers In	-	-	-	-	-	-	155,000	155,000
Interfund Transfers Out	-	-	-	-	-	-	(155,000)	(155,000)
Repayment of Debt	-	-	-	-	-	-	-	-
Accrued YTD Fund Equity	11,325,384	544,452	1,386,500	5,082,927	1,479,601	1,661,621	18,759,445	18,759,445



Summary of Revenues & Expenditures by Account Group
for Fiscal Year 2018
as of January 31, 2018

A	B	C	D	E	F	G	H	I	J
Revenues by Account Group (All Funds)	Month of January 2018	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	\$ (644)	\$ 11,530,503	\$ 11,099,524	\$ 11,099,524	\$ -	\$ 714,067	6.6%	\$ 318,577	3.0%
2	247,149	6,916,942	8,111,992	8,025,692	86,300	(567,848)	-7.6%	178,160	2.2%
3	272,099	2,811,955	15,133,654	14,875,082	258,572	(140,987)	-4.8%	(120,072)	-0.8%
4	190,753	449,169	889,311	855,565	33,746	(89,812)	-16.7%	(597,215)	-40.2%
5	647,770	4,003,271	6,048,070	6,047,820	250	608,798	17.9%	(4,183,901)	-40.9%
6	1,600	74,517	1,251,162	1,227,183	23,979	35,791	92.4%	313,799	33.5%
7	322,235	974,555	1,309,544	1,309,544	-	(137,727)	-12.4%	(5,000)	-0.4%
8	19,284	2,185,669	5,677,300	5,677,300	-	(276,837)	-11.2%	-	0.0%
9	-	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	\$ 1,700,245	\$ 32,711,580	\$ 58,625,557	\$ 58,222,710	\$ 402,847	\$ (289,556)	-0.9%	\$ (2,518,752)	-4.1%

Expenditures by Account Group (All Funds)	Month of January 2018	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	\$ 1,251,630	\$ 9,482,345	\$ 18,271,907	\$ 18,117,278	\$ 154,629	\$ 239,621	2.6%	\$ 161,163	0.9%
13	712,597	4,353,933	8,149,891	8,104,433	45,458	441,758	11.3%	(4,078,015)	-33.4%
14	609,324	3,658,021	8,136,049	7,863,477	272,572	(152,801)	-4.0%	(900,778)	-10.0%
15	1,006	2,368,317	6,096,200	6,100,700	(4,500)	(275,995)	-10.4%	(27,359)	-0.4%
16	594,700	2,511,519	4,792,500	4,792,500	-	(434,960)	-14.8%	(1,002,324)	-17.3%
17	620,203	3,120,464	9,703,831	9,658,531	45,300	1,564,435	100.5%	3,324,841	52.1%
18	1,425	555,319	4,893,410	4,893,410	-	(351,331)	-38.8%	(90,045)	-1.8%
19	-	-	-	-	-	-	0.0%	-	0.0%
20	-	-	155,000	155,000	-	-	0.0%	(1,673,100)	-91.5%
21	\$ 3,790,885	\$ 26,049,917	\$ 60,198,788	\$ 59,685,329	\$ 513,459	\$ 1,030,726	4.1%	\$ (4,285,617)	-6.6%
22		\$ (1,573,231)	\$ (110,612)	\$ (1,462,619)	\$ (1,320,282)	\$ 1,766,865			

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
January 31, 2018**

With Comparative Total for January 31, 2017

Mid-State Technical College
February 2, 2018 at 2:44 PM

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type	
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable	Memorandum only	
								2017-18	2016-17
Cash	\$ 9,634,929	\$ -	\$ 1,903,343	\$ 119,247	\$ 1,570	\$ 1,257,457	\$ 4,809	\$ 12,921,355	\$ 15,002,772
Investments	-	-	-	-	-	-	5,217,292	5,217,292	4,589,898
Receivables:									
Property taxes	6,805,070	-	-	213,186	-	-	-	7,018,256	6,840,550
Accounts receivable	2,947,113	3,279	1,527	-	239,715	-	(215,524)	2,976,110	3,328,165
Due from other funds	(6,631,449)	541,172	(1,414)	4,751,918	483,254	338,316	518,203	-	-
Inventories - at cost	-	-	-	-	328,549	-	-	328,549	407,432
Prepaid Assets	16,585	-	-	-	-	-	-	16,585	33,170
Other Current Assets	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	481,269	65,855	-	547,124	498,514
General Long Term Debt	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	\$ 12,772,248	\$ 544,451	\$ 1,903,456	\$ 5,084,351	\$ 1,534,357	\$ 1,661,628	\$ 5,524,780	\$ 29,025,271	\$ 30,700,501

LIABILITIES, FUND EQUITY AND OTHER CREDITS

	2018	2017
Liabilities		
Accounts Payable	\$ 420,222	\$ -
Accrued Liabilities:		
Wages	-	-
Employee related payables	215,528	-
Vacation	802,415	-
Other current liabilities	8,451	-
Due to other funds	-	-
Deferred Revenues	247	-
Def Compensation Liability	-	-
General Long Term Debt Group	-	-
TOTAL LIABILITIES	1,446,863	7
Fund equity and other credits		
Retained Earnings	-	-
Res for Prepaid Expenditures	131,412	527
Res for Self-Insurance	-	-
Res for Student Organizations	-	-
Res for Post-Employ Benefits	482,274	-
Reserve for Capital Projects	-	-
Reserve for Cap Proj - Motorcycle	-	-
Reserve for Debt Service	-	-
Designated for Operations	8,427,364	109,679
Des for State Aid Fluctuations	383,216	-
Des for Subsequent Year	1,729,311	450,640
TOTAL FUND EQUITY AND OTHER CREDITS	11,153,577	560,846
Year-to-date excess revenues(expenditures)	171,808	(16,395)
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 12,772,248	\$ 30,700,501

January Contracted Services Agreements

Meeting on February 19, 2018

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146418	Worzalla Publishing	Excel Beginning & Intermediate	7.5	57	1,000.00
146419	New Horizons Dental, LLC	AHA Basic Life Support for Healthcare Provider	4.5	6	720.00
146420	United Association Local 434	Awareness Training Topic	1	25	280.00
146421	Masonite Architectural	AHA Heartsaver First Aid CPR AED	10	18	1,440.00
				Total:	3,440.00

FINANCE & AUDIT COMMITTEE
2018 Procurement of Goods and Services
February 19, 2018

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 - Loader with Log Grappler –</u>		
<u>School of Transportation, Agriculture, Natural Resources & Construction</u>		
LF George, Inc., Oseo, WI	\$ 31,000.00	Quote
BobCat Plus, Chippewa Falls, WI	\$ 33,198.00	
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$ 31,000.00</u>	

GRAND TOTAL **\$ 31,000.00**

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.