



# **BOARD OF DIRECTORS MEETING**

**March 19, 2018**

Adams County Center  
Room 111



# INDEX

---

1.	Agenda for Regular Meeting.....	Page 3
	Held March 19, 2018	
2.	Minutes of Board Meetings .....	Page 7
	Held February 19, 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

# MID-STATE DISTRICT BOARD OF DIRECTORS

---

ADAMS COUNTY CENTER

MARCH 19, 2018

AGENDA: DISTRICT BOARD MEETING

PLACE: Room 111  
Mid-State Adams County Center  
401 North Main Street, Adams

DATE: Monday, March 19, 2018

TIME: 5:10 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Roll Call

C. Meeting Notice Certification

This March 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 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

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 – February 19, 2018 Regular Meeting

G. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for February 2018 are contained in Exhibit B. These bills total \$2,187,930.91 of which \$1,855,694.50 represents operational expenditures and \$332,236.41 represents capital expenditures.

The District's regular payrolls were issued on February 2 and 16. Payroll disbursements for the month of February totaled \$1,338,010.66 plus \$9,457.03 for travel and miscellaneous reimbursements, and \$616,530.73 in fringe benefits, for a total payroll disbursement of \$1,963,998.42.

Administration recommends approval of the payment of these obligations totaling \$4,151,929.33.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into five contracted service agreements totaling \$7,869.50. 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. International Travel
3. Information Items
4. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. Employee Compensation

I. Discussion and Action Items

1. Adams County Center Update
2. Contract Training Update

J.

Adjournment

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids Campus

February 19, 2018

**I. ROLL CALL**

Board Chairperson Justin Hoerter called the meeting to order at 5:20 p.m.

Roll call was as follows:

PRESENT: Robert Beaver (joined meeting by phone), Betty Bruski Mallek, Kristin Crass, Dr. William Greb, Justin Hoerter, Richard Merdan, Lynneia Miller (joined meeting by phone) and Dr. Shelly Mondeik

EXCUSED: Peggy Ose and Charles Spargo

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, 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 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

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

**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 Ms. Miller, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved the minutes from the board meeting held January 15, 2018 as presented.

**V. CONSENT AGENDA**

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

OFFICIAL PROCEEDINGS

February 19, 2018

Page 2

1. The district’s bills for the month of January 2018 were presented in Exhibit B. These bills totaled \$1,006,534.85 of which \$504,814.54 represents operational expenditures and \$501,720.31 represents capital expenditures.

The district’s payroll 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. The district’s bills and payroll totaled \$3,098,821.90.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146418	Worzalla Publishing	\$ 1,000.00
146419	New Horizons Dental, LLC	\$ 720.00
146420	United Association Local 434	\$ 280.00
146421	Masonite Architectural	\$ 1,440.00

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 and announced Ms. Ose and Mr. Spargo asked to be excused. He also noted that Mr. Beaver and Ms. Miller joined the meeting by phone.

2. Mr. Hoerter reported the Winter Boards Association meeting was held January 25-27, 2018 in Eau Claire. Ms. Bruski Mallek, Dr. Greb and Dr. Mondeik attended. Each shared about sessions and tours attended. Ms. Bruski Mallek informed Board members of the Spring Boards Association meeting occurring April 12-14 in Fennimore.

3. Mr. Hoerter reported the ACCT National Legislative Summit was held February 11-14 in Washington D.C. Ms. Bruski Mallek, Mr. Merdan, Ms. Miller, Dr. Mondeik, Dr. Damrow and Mr. Fish attended. Participants shared about sessions attended, legislative issues affecting technical colleges and visits to Capitol Hill.

4. Mr. Hoerter announced the Spring Boards Advance will be held Wednesday, April 4 in Stevens Point. Advance topics should be submitted to Dr. Mondeik or Ms. Susa. A draft agenda will be shared in March.

5. The next Mid-State Board of Directors meeting will be held on Monday, March 19 at the Adams County Center. 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**

1. Foundation and Alumni Liaison Betty Bruski Mallek announced the deadline for high school student scholarship applications was extended to March 5.

2. Ms. Bruski Mallek reported Foundation Strategic Planning has produced a new Mission, Vision and goals, effective through June 2020. Committees have been formed to develop action steps for each of the four goals and will present action steps at the April Foundation Board meeting for finalization.



**Mission:** The Foundation provides financial resources to students and supports Mid-State Technical College and its teaching and learning communities through the generosity of donors.

**Vision:** The Foundation strives to financially assist Mid-State students, and support its teaching and learning communities.

3. Ms. Bruski Mallek announced the Employee Giving Campaign is underway. Currently, the campaign has generated \$5,000 additional dollars over last year and includes nearly 150 of the colleges 210 full time employees. Dr. Mondeik added that this is the 15<sup>th</sup> year of the Employee Giving Campaign of which all funds raised directly fund student scholarships and emergency grant programs that help students succeed.

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

1. Dr. Mondeik reported that Mid-State's Stevens Point Campus hosted the North Central Wisconsin Workforce Development Board (NCWWDB) on February 8. Dr. Mondeik provided an update on happenings at the college. She noted that Dr. Damrow will begin serving on the NCWWDB July 1, 2018.

2. Dr. Mondeik took feedback from staff and moved the annual evening holiday reception to a new day-time format for employees. Evaluation of the event and planning for next year has begun.

3. Dr. Mondeik convened a group of employees to discuss Mid-States graduation. A Graduation Committee has been formed and will be determining a format and location for next year's celebration. Initial planning has indicated that there is a preference for a Sunday afternoon ceremony in December and in May. Additional details will be forthcoming.

4. Dr. Mondeik highlighted recent business/community partner meetings, a presentation to a Teen Leadership Group visiting Mid-State's Wisconsin Rapids Campus and upcoming involvement in K-12 school activities.

5. Dr. Mondeik highlighted her January 31 Credit for Prior Learning Keynote Address during the C3 (Collaborative College Connections) Conference in Wisconsin Dells. She thanked Executive Dean Dr. Deb Stencil and Manager of Institutional Effectiveness and Quality Beth Ellie for their support in putting the presentation together.

6. Dr. Mondeik reported the January 23 WTCS Board meeting was held in Madison. Dr. Mondeik along with Mid-State's Executive Leadership Team attended the meeting followed by participation in an afternoon Legislative Workshop. During the workshop, the WTCS budget development process was explained, Wisconsin Director of Legislative Fiscal Bureau Bob Lang highlighted the state budget process, the District Boards Association shared how to work with legislators and a Presidents Panel shared best practices.

7. Dr. Mondeik announced she has been asked to be one of two WTCS College Presidents to participate on a presidential panel at the upcoming Wisconsin Association for Career and Technical Education (WACTE) Professional Development Conference in Madison. The theme will be about the new world of partnerships and how they are created and maintained.

8. Dr. Mondeik updated the Board on recent legislation requiring the University of Wisconsin System and Technical College System to remit tuition for any student who was placed in foster care and meets application qualifications. This legislation may begin for the 2018-19 school year and creates a GPR state appropriation to reimburse institutions for the amount of tuition remitted.

**IX. FINANCE & AUDIT COMMITTEE**

1. In place of Finance & Audit Committee Chairperson Charles Spargo, Betty Bruski Mallek asked Vice President of Finance and Facilities Robb Fish to provide the committee report out. The committee reviewed its Consent Agenda items and had no questions.
2. Mr. Fish reviewed the Treasurer's Report. There were no questions or concerns.
3. The following items were presented for informational purposes only:
  - a. SPECIAL FY19 BUDGET PRESENTATION FOR THE FINANCE & AUDIT COMMITTEE – Mr. Fish will connect with Finance & Audit Committee members to establish a date for the FY19 Budget Presentation. All Board members are invited to attend.
  - b. 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 had no consent agenda items this month.
2. The following items were presented for informational purposes only:
  - a. FACULTY IN-SERVICE – Ms. Miller reported faculty in-service was held January 17. A first time all employee band performed, Dr. Mondeik provided a fire-side chat addressing all faculty, predictive analytic tools were shared and technology demonstrations/testing was held in the afternoon. Evaluations indicate the day was very well received; scoring an average above four on a five point scale.
  - b. NATIONAL AG DAY – Ms. Miller reported Mid-State will be hosting National Ag Day for the Wisconsin Technical College System on March 15. The event will be held in Wisconsin Rapids and all Board members are invited to attend.

**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 the Website Redesign RFP Results. Four proposals were received and assessed by an evaluation team. Based on capabilities, project plan and timeline, experience and cost a recommendation to award GreenLeaf Media was made. GreenLeaf Media provided a quote on a “not to exceed” basis that was inclusive of direct and indirect costs.

Motion by Mr. Beaver, seconded by Mr. Merdan, upon a roll call vote, unanimously awarded GreenLeaf Media the website restructure and redesign project for not to exceed \$75,000.

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

OFFICIAL PROCEEDINGS

February 19, 2018

Page 5

- a. WINTERIM PROJECT RECAP – Mr. Beaver reported the committee reviewed college facilities projects completed over winter break. A summary of projects at each college location was provided.
- b. ENROLLMENT DATA – Mr. Beaver reported Vice President of Student Services Dr. Mandy Lang provided an overview of FTEs. Data by program, school and campus was highlighted. Compared to this time last year, Mid-State’s headcount is up over 300 learners greatly due to winterim and efforts by the workforce and economic development division.

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

1. DASHBOARD – Mr. Hoerter reported Dr. Mondeik provided a mid-year dashboard for Board member review. The dashboard includes the five categories of organizational effectiveness, student success, employee engagement, K-12, and workforce and economic development. High points include course completion and job placement, which are both higher than the WTCS average. Focal areas moving forward include continued improvement in student retention and FTEs.

**XIII. DISCUSSION AND ACTION ITEM**

1. There was no Discussion & Action Item this month.

**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, March 19, 2018 at the Adams County Center. 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 moved to closed session at 6:04 p.m.

There being no action or further business as a result of the closed session, the Board meeting adjourned at 6:57 p.m. with a motion by Mr. Beaver, seconded by Ms. Crass, upon a voice vote.

---

Peggy Ose, Secretary  
Mid-State Technical College Board

---

Angela R. Susa  
Recording Secretary

# H. REPORTS AND RECOMMENDATIONS

---

ADAMS COUNTY CENTER

MARCH 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

---

ADAMS COUNTY CENTER

MARCH 19, 2018

AGENDA: FINANCE & AUDIT COMMITTEE

PLACE: Conference Room 104  
Mid-State Adams County Center  
401 North Main Street, Adams

DATE: Monday, March 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 March 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. TUITION AND STATE BOARD ITEMS

Vice President of Finance & Facilities Robb Fish will share information on upcoming tuition increases or other state related items derived from the WTCS Business Officers meeting held in Fond du Lac on March 8-9.

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

---

ADAMS COUNTY CENTER

MARCH 19, 2018

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: Library  
Mid-State Adams County Center  
401 North Main Street, Adams

DATE: Monday, March 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 March 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. ADAMS COUNTY CENTER

Mid-State Technical College would like to designate the Adams County Center as an additional location with the Higher Learning Commission, therefore allowing Mid-State

to offer full degree and diploma programs. President Dr. Shelly Mondeik will share additional information.

c. ADVISORY COMMITTEES

In an effort to continuously improve our program advisory committee appointment process, Dr. Mondeik will present several options for the committee to discuss regarding advisory committee appointments.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# FACILITIES & EXTERNAL RELATIONS

---

ADAMS COUNTY CENTER

MARCH 19, 2018

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

PLACE: Room 111  
Mid-State Adams County Center  
401 North Main Street, Adams

DATE: Monday, March 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 March 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. INTERNATIONAL TRAVEL

The College has a spring international student exchange with Max Eyth Schule located in Hessen, Germany and is requesting international travel approval by the Board for Mid-State Instructor April Hartjes to travel to Germany. The purpose of the travel is to escort the six students participating in the 14<sup>th</sup> annual German student/faculty educational exchange and to continue to expand and build relationships with Max Eyth Schule faculty and staff.

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. COLLEGE FACILITY STANDARDS

The College's facility standards have further developed and emphasized Mid-State's brand and uniformity. It is important to maintain and continue that standardization while keeping it current and relevant. Director of Facilities & Procurement Matt Schneider will present the updated standards.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# COMMITTEE-OF-THE-WHOLE

---

ADAMS COUNTY CENTER

MARCH 19, 2018

AGENDA: COMMITTEE-OF-THE-WHOLE

PLACE: Room 111  
Mid-State Adams County Center  
401 North Main Street, Adams

DATE: Monday, March 19, 2018

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Meeting Notice Certification

This March 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. EMPLOYEE COMPENSATION

The College budget is being prepared for the next fiscal year and consideration is being given to a potential salary increase for employees. Vice President of Human Resources & Organizational Development Dr. Karen Brzezinski will lead a discussion on a recommendation the Board will consider.

D. ADJOURNMENT

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

---

ADAMS COUNTY CENTER

MARCH 19, 2018

1. ADAMS COUNTY CENTER UPDATE

Manager of the Adams County Center Laurie Inda will share highlights of learning activities at the Adams County Center as well as provide an update on community happenings.

2. CONTRACT TRAINING UPDATE

The Division of Workforce and Economic Development is fully staffed. Along with introductions of the Contract Training Team, an update on the work completed to set up the division will be shared as well as current initiatives and early successes already achieved.

# **J. ADJOURNMENT**

---

## **EXHIBITS A – E**

**PRESIDENT'S REPORT**  
**MARCH 19, 2018**

1.     Auburndale and Nekoosa high school sophomores visited the Wisconsin Rapids Campus for a Spring Program Showcase on February 27. The students heard from industry partners on employability skills, explored Mid-State program areas in the gymnasium, and toured the campus learning the benefits of technical college along the way. Over 125 students attended the event and had a great time. A few comments throughout the day from our student visitors: “I had no idea Mid-State had so many programs to offer.” “I heard that I can actually take college classes in high school.” and “I totally want to work on that engine [referring to a Cummins engine in the diesel lab].”
  
2.     My travel between now and mid-April will include:
  - Weekly Rotary Meetings – Wisconsin Rapids
  - Sunrise Rotary – Wisconsin Rapids
  - WTCS Board Meeting - Milwaukee
  - Presidents Association Meeting - Milwaukee
  - Central Wisconsin Days - Madison
  - Community Partner Meeting – Wisconsin Rapids
  - Agribusiness Club Farm Tour Welcome – Marshfield
  - Campus Leads Meeting – Marshfield
  - Spring Board Advance – Stevens Point
  - Program Advisory Committee Meeting – Stevens Point
  - Spring Boards Association Meeting - Fennimore



<b>FY 2017-18 Budget Modifications Made In The Month of February 2018</b>						
<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>
<b>Fund 2 - Special Revenue Aidable Fund Budget Modifications</b>						
	Short term facility rentals		Set up budget in fund 2	5,000.00	4,000.00	1,000.00    1
<b>Fund 4 - Debt Service Fund Budget Modifications</b>						
	February 28 debt payment		Adjust payments to actual	260,000.00	260,000.00	-    2
<b>Total Budget Changes For The Month</b>				<b>265,000.00</b>	<b>264,000.00</b>	<b>1,000.00</b>
<b>Notes:</b> Budget modifications are out of balance for February due to the following:						
1	Short term facility rental revenue expected to exceed costs.					
2	FY18 debt payments were higher than budgeted. Tax levy revenue was higher than budgeted to cover cost of payments.					



## Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2018 as of February 28, 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 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 6	Fund 6	Fund 6	Total Current Budget	Total Current Budget	Original Budget	Original Budget		
Local Government	6,591,192	-	-	-	4,768,332	-	-	-	-	-	11,359,524	11,359,524	11,099,524	22.8%		
Student Fees	7,700,036	82,500	329,456	-	-	-	-	-	-	-	8,111,992	8,111,992	8,025,692	16.3%		
State Aid & Grants	14,909,426	-	-	224,228	-	-	-	-	-	-	15,133,654	15,133,654	14,875,082	30.4%		
Institutional	308,293	1,073,000	695,130	38,529	125,500	1,255,124	5,118,200	-	-	-	8,613,776	8,613,776	8,584,547	17.3%		
Federal	865,527	-	5,666,300	34,784	-	-	-	-	-	-	6,566,611	6,566,611	6,532,965	13.2%		
<b>Total Revenues</b>	<b>30,374,474</b>	<b>1,155,500</b>	<b>6,690,886</b>	<b>297,541</b>	<b>4,893,832</b>	<b>1,255,124</b>	<b>5,118,200</b>	<b>5,118,200</b>	<b>49,785,557</b>	<b>49,785,557</b>	<b>49,117,710</b>	<b>49,117,710</b>	<b>49,117,710</b>	<b>100.0%</b>		

	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 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 6	Fund 6	Fund 6	Total Current Budget	Total Current Budget	Original Budget	Original Budget		
Salaries and Wages	17,534,185	256,010	241,988	-	-	186,357	32,379	-	-	-	18,250,919	18,250,919	18,117,278	30.3%		
Benefits	7,728,049	50,889	289,493	-	-	74,616	24,813	-	-	-	8,167,860	8,167,860	8,104,433	13.5%		
Current Expenditures	5,943,003	844,821	165,253	-	-	149,656	1,106,635	-	-	-	8,209,368	8,209,368	7,928,477	13.6%		
Student Financial Aid & Activities	-	-	6,029,900	-	-	-	-	-	-	-	6,029,900	6,029,900	6,035,700	10.0%		
Resale	-	-	-	-	-	887,000	3,905,500	-	-	-	4,792,500	4,792,500	4,792,500	7.9%		
Capital Outlay	2,200	-	-	9,701,631	-	-	-	-	-	-	9,703,831	9,703,831	9,658,531	16.1%		
Debt Retirement	-	-	-	-	5,153,410	-	-	-	-	-	5,153,410	5,153,410	4,893,410	8.5%		
<b>Total Expenditures</b>	<b>31,207,437</b>	<b>1,151,720</b>	<b>6,726,634</b>	<b>9,701,631</b>	<b>5,153,410</b>	<b>1,297,629</b>	<b>5,069,327</b>	<b>5,069,327</b>	<b>60,307,788</b>	<b>60,307,788</b>	<b>59,530,329</b>	<b>59,530,329</b>	<b>59,530,329</b>	<b>100.0%</b>		
<b>% of Expenditures by Fund</b>	<b>51.7%</b>	<b>1.9%</b>	<b>11.2%</b>	<b>16.1%</b>	<b>8.5%</b>	<b>2.2%</b>	<b>8.4%</b>	<b>8.4%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>			

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	-
<b>Budgeted Ending Fund Equity</b>	<b>19,816,029</b>

Budgeted Ending Fund Equity	
General Operations & Grants	10,405,614
Customized Instruction & Tech Asst	564,626
Student Financial Assistance & Activity	4,985,192
Capital Projects	196,884
Annual Debt Service	308,267
Enterprise Units	1,331,008
Internal Sales, Media Services & Self-funded Insurances	968,855
<b>Total</b>	<b>19,816,029</b>



## Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2018 as of February 28, 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	% 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	6,638,839	-	-	4,891,598	-	-	-	-	-	-	-	-	-	11,530,437	11,359,524	101.5%
Student Fees	6,570,508	3,059	-	-	-	306,323	-	-	-	-	-	-	-	6,879,891	8,111,992	84.8%
Slate Aid & Grants	13,847,690	-	-	20,617	-	-	20,617	-	-	-	-	-	-	13,868,307	15,133,654	91.6%
Institutional	170,961	22,865	818,407	219,387	50,771	818,407	50,771	1,001,036	3,598,758	-	-	-	-	5,882,185	8,613,776	68.3%
Federal	456,254	-	4,106,931	34,784	-	4,106,931	34,784	-	-	-	-	-	-	4,597,969	6,566,611	70.0%
<b>Total Revenues</b>	<b>27,684,253</b>	<b>25,924</b>	<b>5,231,661</b>	<b>5,110,985</b>	<b>106,171</b>	<b>5,231,661</b>	<b>106,171</b>	<b>1,001,036</b>	<b>3,598,758</b>	<b>5,110,985</b>	<b>1,001,036</b>	<b>3,598,758</b>	<b>42,758,789</b>	<b>49,785,557</b>	<b>85.9%</b>	
<b>% of Budget Recognized</b>	<b>91.1%</b>	<b>2.2%</b>	<b>78.2%</b>	<b>104.4%</b>	<b>35.7%</b>	<b>78.2%</b>	<b>35.7%</b>	<b>79.8%</b>	<b>70.3%</b>	<b>104.4%</b>	<b>79.8%</b>	<b>70.3%</b>	<b>85.9%</b>			

	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	10,545,750	37,367	109,209	-	106,079	20,746	-	-	-	-	-	-	-	10,819,152	18,250,919	59.3%
Benefits	4,886,704	15,818	24,747	-	27,612	15,886	-	-	-	-	-	-	-	4,970,768	8,167,860	60.9%
Current Expenditures	3,466,572	4,817	62,580	4,320	57,299	758,609	4,320	-	-	-	-	-	-	4,354,197	8,209,368	53.0%
Student Financial Aid & Activities	-	-	4,398,551	-	-	-	-	-	-	-	-	-	-	4,398,551	6,029,900	72.9%
Resale	-	-	-	-	885,018	2,073,472	-	-	-	-	-	-	-	2,958,490	4,792,500	61.7%
Capital Outlay	26	-	-	3,383,358	-	-	-	-	-	-	-	-	-	3,383,384	9,703,831	34.9%
Debt Retirement	-	-	-	5,147,973	-	-	-	-	-	-	-	-	-	5,147,973	5,153,410	99.9%
<b>Total Expenditures</b>	<b>18,899,052</b>	<b>58,003</b>	<b>4,595,088</b>	<b>5,147,973</b>	<b>1,076,008</b>	<b>2,868,714</b>	<b>3,387,678</b>	<b>1,076,008</b>	<b>5,147,973</b>	<b>5,147,973</b>	<b>1,076,008</b>	<b>2,868,714</b>	<b>36,032,516</b>	<b>60,307,788</b>	<b>59.7%</b>	
<b>% of Budget Expended</b>	<b>60.6%</b>	<b>5.0%</b>	<b>68.3%</b>	<b>99.9%</b>	<b>82.9%</b>	<b>56.6%</b>	<b>34.9%</b>	<b>82.9%</b>	<b>99.9%</b>	<b>99.9%</b>	<b>82.9%</b>	<b>56.6%</b>	<b>59.7%</b>			

### Changes in Fund Equity

Actual Fund Equity as of 6/30/17	11,153,577	4,985,940	1,493,513	919,982	20,332,676
Current Revenue over Expenses	8,785,200	650,974	1,493,513	919,982	20,332,676
Other Sources and Uses:					
Proceeds from Debt	(32,078)	(3,281,506)	(74,972)	730,044	(10,522,231)
Interfund Transfers In	-	5,350,000	-	-	8,950,000
Interfund Transfers Out	-	-	-	-	155,000
Repayment of Debt	-	-	-	-	(155,000)
<b>Accrued YTD Fund Equity</b>	<b>19,938,777</b>	<b>528,767</b>	<b>1,418,541</b>	<b>1,650,026</b>	<b>18,760,445</b>

**Mid-State Technical College  
Combined Balance Sheet - All Fund Types and Account Groups  
February 28, 2018**

With Comparative Total for February 28, 2017

Mid-State Technical College  
March 7, 2018 at 8:31 AM

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type	
	General	Special Rev	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev	Memorandum only	
								Non-Aidable	2017-18
<b>ASSETS AND OTHER DEBITS</b>									
Cash	\$ 18,638,114	\$ -	\$ 3,148,681	\$ 9,897	\$ 1,570	\$ 1,185,137	\$ 4,809	\$ 22,988,208	\$ 23,719,629
Investments	-	-	-	-	-	-	5,376,317	5,376,317	4,651,671
Receivables:									
Property taxes	3,468,461	-	-	213,186	-	-	-	3,681,647	3,713,962
Accounts receivable	1,029,544	1,344	60	-	50,458	-	234,903	1,316,309	1,411,150
Due from other funds	(1,834,594)	527,423	(8,042)	307,773	576,210	399,134	32,096	-	1
Inventories - at cost	-	-	-	-	328,549	-	-	328,549	411,998
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	538,449
General Long Term Debt	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 21,318,110</b>	<b>\$ 528,767</b>	<b>\$ 3,140,699</b>	<b>\$ 530,856</b>	<b>\$ 1,438,056</b>	<b>\$ 1,650,126</b>	<b>\$ 5,648,125</b>	<b>\$ 34,254,739</b>	<b>\$ 34,480,030</b>

**LIABILITIES, FUND EQUITY AND OTHER CREDITS**

<b>Liabilities</b>									
Accounts Payable	\$ 345,571	\$ -	\$ 421,231	\$ -	\$ 10,713	\$ 99	\$ 22,919	\$ 800,533	\$ 679,509
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	224,101	-	-	-	-	-	-	224,101	216,469
Vacation	801,122	-	-	-	8,320	-	2,693	812,135	897,879
Other current liabilities	8,292	-	-	-	481	-	-	8,773	8,621
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	247	-	-	-	-	-	-	247	12,353
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b>1,379,333</b>	<b>-</b>	<b>421,231</b>	<b>-</b>	<b>19,514</b>	<b>99</b>	<b>25,612</b>	<b>1,845,789</b>	<b>1,814,831</b>
<b>Fund equity and other credits</b>									
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
<b>TOTAL FUND EQUITY AND OTHER CREDITS</b>	<b>11,153,577</b>	<b>560,846</b>	<b>650,974</b>	<b>567,845</b>	<b>1,493,512</b>	<b>919,981</b>	<b>4,985,940</b>	<b>20,332,675</b>	<b>20,692,530</b>
Year-to-date excess revenues(expenditures)	8,785,200	(32,079)	2,068,494	(36,989)	(74,970)	730,046	636,573	12,076,275	11,972,669
<b>TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS</b>	<b>\$ 21,318,110</b>	<b>\$ 528,767</b>	<b>\$ 3,140,699</b>	<b>\$ 530,856</b>	<b>\$ 1,438,056</b>	<b>\$ 1,650,126</b>	<b>\$ 5,648,125</b>	<b>\$ 34,254,739</b>	<b>\$ 34,480,030</b>

## February Contracted Service Agreements

Meeting on March 19, 2018

Contract Number	Location of Business/Agency	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146407	Plainfield and Hancock	Fire Training Topics	15	120	2,140.00
146422	Nekoosa	Heartsaver First Aid	16	48	3,380.00
146423	Wisconsin Rapids	Basic Life Support for Healthcare Provider CPR	4.5	12	1,200.00
146424	Nekoosa	Hazard Recognition	3	50	580.00
146425	Wisconsin Rapids	Heartsaver CPR/AED Adult/Child	5	9	569.50
				<b>Total:</b>	<b>\$7,869.50</b>

## February Contract Training Proposals For *Informational Purposes*

Proposal Number	Location of Business/Agency	Type of Service	Proposal Amount
P18-2041	Marshfield	Nursing Assistant	12,840.00
P18-2042	Stevens Point	Officer Recertification	1,456.00
P18-2043	Marshfield	Heartsaver CPR/AED	845.00
P18-2044	Wisconsin Rapids	Drug Awareness in the Workplace	1,100.00
P18-2045	Wausau	Officer Recertification	550.00
P18-2046	Wisconsin Rapids	Active Shooter	1,990.00
P18-2047	Wisconsin Rapids	EMR 70	18,000.00
		<b>Total:</b>	<b>\$36,781.00</b>

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

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

<b>PROCUREMENTS NOT REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR Campus – High Ceiling Cargo Van – School of Transportation, Agriculture, Natural Resources &amp; Construction Brickner’s Park City, Merrill, WI</u></b>	<b>\$ 33,807.00</b>	<b>Sole Source / Fleet Discount Pricing</b>
❖ Subtotal for Procurements Not Requiring Board Action	<b><u>\$ 33,807.00</u></b>	

**GRAND TOTAL** **\$ 33,807.00**

## **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.