



# **BOARD OF DIRECTORS MEETING**

**April 16, 2018**

Wisconsin Rapids Campus  
Room L133-134



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# MID-STATE DISTRICT BOARD OF DIRECTORS

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WISCONSIN RAPIDS CAMPUS

APRIL 16, 2018

AGENDA: DISTRICT BOARD MEETING

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

DATE: Monday, April 16, 2018

TIME: 5:10 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Roll Call

C. Meeting Notice Certification

This April 16, 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

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 – March 19, 2018 Regular Meeting

G. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for March 2018 are contained in Exhibit B. These bills total \$990,108.16 of which \$634,877.53 represents operational expenditures and \$355,230.63 represents capital expenditures.

The District's regular payrolls were issued on March 2, 16, and 30. Payroll disbursements for the month of March totaled \$2,066,118.56 plus \$21,363.06 for travel and miscellaneous reimbursements, and \$714,549.69 in fringe benefits, for a total payroll disbursement of \$2,802,031.31.

Administration recommends approval of the payment of these obligations totaling \$3,792,139.47.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into four contracted service agreements totaling \$5,227.50. 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. Arborist Apprenticeship Program
3. Information Items
4. Committee-of-the-Whole Meeting

c. Facilities & External Relations Committee

1. Review Consent Agenda Items
2. Roof Replacement
3. IT-Networking Phase Two
4. Information Items
5. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. Employee Compensation
2. Connected Experience

- I. Discussion and Action Items
  - 1. Phi Theta Kappa
- J. Adjournment

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Adams County Center

March 19, 2018

**I. ROLL CALL**

In place of Board Chairperson Justin Hoerter, Robert Beaver called the meeting to order at 5:11 p.m.

Roll call was as follows:

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

EXCUSED: Justin Hoerter

OTHERS: Craig Bernstein, Dr. Karen Brzezinski, Maggie Coackley, Dr. Bobbi Damrow, Robb Fish, Laurie Inda, Dr. Mandy Lang, Ray McLemore, Matt Schneider, Kolina Stieber, Jeannie Suralski, and Angie Susa

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

Mr. Beaver verified the meeting notice, which stated that this meeting of the Mid-State Technical College District Board was announced to the public in an attempt to keep the citizens of the district aware of the date, time and place of the meeting.

Mr. Beaver announced the Board would not convene to closed session this evening.

**III. OPEN FORUM**

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

**IV. APPROVAL OF MINUTES**

Motion by Ms. Bruski Mallek, seconded by Ms. Ose, upon a voice vote, unanimously approved minutes from the board meeting held February 19, 2018 as presented.

**V. CONSENT AGENDA**

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

1. The district's bills for the month of February 2018 were presented in Exhibit B. These bills totaled \$2,187,930.91 of which \$1,855,694.50 represents operational expenditures and \$332,236.41 represents capital expenditures.

The district's payroll 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. The district's bills and payroll totaled \$4,151,929.33.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146407	Fire Training Topics	\$ 2,140.00
146422	Heartsaver First Aid	\$ 3,380.00
146423	Basic Life Support for Healthcare Prov. CPR	\$ 1,200.00
146424	Hazard Recognition	\$ 580.00
146425	Heartsaver CPR/AED Adult/Child	\$ 569.50

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. Beaver welcomed Board members to the meeting and announced Mr. Hoerter asked to be excused.
2. Mr. Beaver announced the Spring Boards Association meeting will be held April 12-14 in Richland Center. A meeting announcement was placed at board member seats. Anyone interested in attending the meeting should contact Ms. Susa to ensure proper arrangements are made.
3. Mr. Beaver announced the District Boards Association Nominations Committee requested assistance in identifying District Board members interested in serving as an Association Officer for the 2018-19 year. Mid-State would like to nominate Betty Bruski Mallek for the Secretary/Treasurer position. Ms. Susa will submit nomination documentation to the Association Office for consideration.
4. Mr. Beaver announced the Spring Board Advance will be held Wednesday, April 4 in Stevens Point. A draft agenda was shared and feedback should be supplied to Dr. Mondeik or Ms. Susa.
5. The next Mid-State Board of Directors meeting will be held on Monday, April 16 at the Wisconsin Rapids Campus. Committee meetings will be held at 4:15 p.m., Committee-of-the-Whole will begin at 5:00 and the regular meeting will begin at 5:20 p.m., unless otherwise announced.

**VII. FOUNDATION BOARD LIAISON REPORT**

1. Foundation and Alumni Liaison Betty Bruski Mallek announced high school scholarship applications are currently being reviewed.
2. Ms. Bruski Mallek reported the annual Employee Giving Campaign ended February 28, 2018. This campaign was the most successful in its 15 year history. \$25,619.14 was raised, exceeding the \$25,000 goal. Campaign participation grew by 8% and total dollars raised grew by 25%.
3. Ms. Bruski Mallek announced upcoming Foundation Events:
  - 31<sup>st</sup> Annual Golf Outing – Tuesday, June 12, 2018 at SentryWorld
  - 2018 Trapshoot Event – Friday, September 7, 2018 in Rome
  - Fall Scholarship Reception – Thursday, September 13 at Wisconsin Rapids Campus
  - Fall Golf Outing – Tuesday, September 18, 2018 at Sand Valley

**VIII. PRESIDENT’S REPORT**



OFFICIAL PROCEEDINGS

March 19, 2018

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1. Dr. Mondeik reported that she has been out and about in the Marshfield community meeting business/community partners. Thanks to Campus Dean Brenda Dillenburg for arranging two days of visits.
2. Dr. Mondeik reported Mid-State hosted three district high school employee groups for professional development opportunities as a result of visits to high schools late last year. Mid-State continues to invite our K-12 partners to campus.
3. Dr. Mondeik announced Mid-State held its first Campus Advisory Meeting in Marshfield. Over 17 community members participated along with Board member Lynnea Miller. The meeting focused on gathering feedback about what Mid-State is doing well and opportunities for enhancement. The Stevens Point Campus Advisory Meeting was also held with over 30 community members participating. Dr. Mondeik provided highlights of the feedback received. Meetings in Adams and Wisconsin Rapids are forthcoming.
4. Dr. Mondeik announced Mid-State hosted National Ag Day on March 15 at the Wisconsin Rapids Campus. Thank you to Board members Dr. William Greb and Richard Merdan for attending. The event was well received and represented a broad perspective of agriculture throughout the Mid-State District. Department of Agriculture Secretary Sheila Harsdorf, WTCS President Dr. Morna Foy, WTCS Board Member Becky Levzow along with various legislators, WTCS staff, agriculture partners, community members, and college staff attended.
5. Dr. Mondeik reported Mid-State Phi Theta Kappa Advisors Jill Quinn and Jon Steele were recently recognized with the Advisor Spirit Award for their work with Phi Theta Kappa. Thank you to these individuals as well as Student Life Coordinator Natasha Miller for their outstanding work.
6. Dr. Mondeik stated the Board Appointment Committee will meet March 29 to consider appointments of three individuals to the Mid-State Board. Lynnea Miller and Dr. William Greb are seeking reappointment.
7. Dr. Mondeik reported she will attend the WTCS Board Meeting, Presidents Association Meeting and Central Wisconsin Days happening later this week in southern Wisconsin.

**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. TUITION AND STATE BOARD ITEMS – Mr. Spargo indicated an anticipated 1.5% tuition increase will be presented to the WTCS Board for approval later this week. Mid-State has built 1.5% into their FY19 budget proposal.
  - b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

**X. ACADEMIC & HUMAN RESOURCES COMMITTEE**

OFFICIAL PROCEEDINGS

March 19, 2018

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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. ADAMS COUNTY CENTER – Ms. Miller reported Mid-State is exploring designation of the Adams Center as an additional campus location with the Higher Learning Commission (HLC). Doing so would allow the college to offer full degree and diploma programs in Adams. Designation as an additional campus location would remove barriers for students in the Adams community, allow the college to offer financially aidable programs and position the college for a rapid response to industry needs in the future.
  - b. ADVISORY COMMITTEES – Ms. Miller reported the committee discussed the current Advisory Committee approval process as well as recommendations for future processes. Discussion regarding Vice President approval, documentation, and annual report to the Board was had. The Board will determine a suitable new process during the April Board meeting.

**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 a request for international travel. For the 14<sup>th</sup> year, Mid-State plans to participate in the international student/faculty exchange with Max Eyth Schule in Hessen, Germany. Mid-State Instructor April Hartjes would escort six students participating in the educational exchange. Early June travel is expected for the ten day trip.

Motion by Dr. Greb, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved international travel to Hessen, Germany as part of the student/faculty exchange for Mid-State Instructor April Hartjes.

3. The following items were presented for informational purposes only:
  - a. COLLEGE FACILITY STANDARDS – Mr. Beaver reported the committee reviewed college facilities standards including flooring, wall coverings, ceiling and lights, exterior surfaces, bathrooms and furniture. Standardization is occurring as needed or in planned phases throughout the District. A master grounds plan is also underway.

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

1. EMPLOYEE COMPENSATION – Mr. Beaver reported the college budget is being prepared and consideration is being given to a salary increase for employees. Human Resources Leadership from throughout the WTCS will meet later this week and comparative data from all 16 colleges will be shared. This information will be brought back for consideration during the April Board meeting. CPI is currently 2.13%.

**XIII. DISCUSSION AND ACTION ITEM**

OFFICIAL PROCEEDINGS

March 19, 2018

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1. ADAMS COUNTY CENTER UPDATE – Adams County Center Manager Laurie Inda provided information about learning activities at the Adams County Center and throughout the community as well as provided a community update.
2. CONTRACT TRAINING UPDATE – Vice President of Workforce and Economic Development Dr. Bobbi Damrow provided a snapshot of the work the Division of Workforce and Economic Development has been completing. Workforce Development Manager Craig Bernstein highlighted his efforts in workforce training and advancement.

**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, April 16, 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 6:21 p.m. with a motion by Ms. Bruski Mallek, seconded by Ms. Crass, upon a voice vote.

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Peggy Ose, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

# H. REPORTS AND RECOMMENDATIONS

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WISCONSIN RAPIDS CAMPUS

APRIL 16, 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

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WISCONSIN RAPIDS CAMPUS

APRIL 16, 2018

AGENDA: FINANCE & AUDIT COMMITTEE

PLACE: District Conference Room  
Mid-State Wisconsin Rapids Campus  
401 North Main Street, Adams

DATE: Monday, April 16, 2018

TIME: 4:00 p.m.

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

This April 16, 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. FY18 YEAR-END PROJECTION

Vice President of Finance & Facilities Robb Fish will provide a projection as of March 31 for FY18 year-end results. It is anticipated that the college will experience unspent revenue as compared to budget.

b. ANTICIPATED CAPITAL PROJECTS AND FINANCING FOR FY19

As a preview of next year's planned capital project by category, Mr. Fish will provide a preliminary summary.

Funding for these projects will involve multiple sources including but not limited to grants, unused borrowing from the previous year, and the issuance of General Obligation Notes in FY19. As a preliminary summary, it may be subject to revisions prior to presentation of the proposed budget next month. Board action will not be requested at this time.

c. ANTICIPATED GRANT FUNDING FOR FY19

Mr. Fish will provide an overview of the proposed FY19 Master Grant Schedule and a summary of the anticipated changes in federal and state grant funding for next year's budget.

d. SPECIAL FY19 BUDGET MEETING

Details of Administration's FY19 budget proposal will be presented by the College's Executive Leadership Team and Finance personnel. The meeting is scheduled for May 2 from 4:00 to 5:30 p.m. in Room A112 on the Wisconsin Rapids Campus. Budget materials will be distributed during the meeting. All members of the Board are invited. This budget will then be presented to the full Board during its regular May meeting. Formal budget adoption will occur in June following a noticed/published Public Hearing.

e. 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

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WISCONSIN RAPIDS CAMPUS

APRIL 16, 2018

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: Room A113  
Mid-State Wisconsin Rapids Campus  
500 32<sup>nd</sup> Street North

DATE: Monday, April 16, 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 April 16, 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. ARBORIST APPRENTICESHIP PROGRAM

Mid-State continuously scans the district to ensure the right programs are offered to meet the needs of district employers. Currently, the Arborist Apprentice program is offered at Milwaukee Area Technical College. Mid-State seeks approval to offer this apprenticeship as it aligns with the Urban Forestry pathway. President Dr. Shelly Mondeik will provide additional program and needs information during committee and request approval.

3. INFORMATION ITEMS

The following items are presented for informational purposes only:

a. ADVISORY COMMITTEES

In an effort to continuously improve our program advisory committee appointment process, Dr. Mondeik will share several options for the committee to discuss regarding advisory committee appointments. A recommendation for future Advisory Committee approval will be sought.

b. MID-STATE NAMED ONE OF HEALTHIEST

Mid-State is proud to announce its recognition as one of the “Healthiest Companies in America” by Interactive Health, a national provider known for its preventive health programs that encourage employees to adopt new health habits. We are one of 184 companies across the country recognized this year for empowering employees to make significant and sometimes life-saving changes to improve their health. Vice President of Human Resources and Organizational Development Dr. Karen Brzezinski will share additional information regarding this honor.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# FACILITIES & EXTERNAL RELATIONS

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WISCONSIN RAPIDS CAMPUS

APRIL 16, 2018

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, April 16, 2018

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This April 16, 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. ROOF REPLACEMENT

Mid-State recently received bids for the Wisconsin Rapids Second Floor Roof Replacement Project. Director of Facilities and Procurement Matthew Schneider will provide a summary of received bids and request board approval.

3. IT-NETWORKING PHASE TWO

Mr. Schneider will also present bid results for the IT-Networking Phase Two project on the Wisconsin Rapids Campus. A summary of bids will be provided and board approval will be requested.

4. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. WINTERIM

The College offered Winterim courses for the first time in January 2018 in an effort to increase retention and FTEs. Vice President of Student Services Dr. Mandy Lang will provide a review of the outcomes from the Winterim session.

b. CENTRAL WISCONSIN DAYS

Vice President of Workforce and Economic Development Dr. Bobbi Damrow will provide an update on the Central Wisconsin Days event recently held at the State Capital. Mid-State was represented by students, faculty, staff and Executive Leadership.

5. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# COMMITTEE-OF-THE-WHOLE

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WISCONSIN RAPIDS CAMPUS

APRIL 16, 2018

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, April 16, 2018

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Meeting Notice Certification

This April 16, 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

In March, the Board was provided information from various sources relative to providing College employees will a salary increase for the next fiscal year. With updated budget information and comparative data, Vice President of Human Resources & Organizational Development Dr. Karen Brzezinski will again lead the discussion on this topic from which the Board will be asked to take action.

D. ADJOURNMENT

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

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WISCONSIN RAPIDS CAMPUS

APRIL 16, 2018

1. PHI THETA KAPPA

Mid-State Technical College recently formed a Phi Theta Kappa (PTK) chapter. PTK is a national honor society for two-year colleges. The mission is to recognize academic achievement of college students and to provide opportunities for them to grow as scholars and leaders. Club Advisors Jill Quinn and Jon Steele will provide additional information about PTK and introduce the student officers.

# **J. ADJOURNMENT**

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## **EXHIBITS A – E**

## **PRESIDENT'S REPORT**

**APRIL 16, 2018**

1. The Mid-State Technical College District is honored to announce that Dakota Lockhart has been chosen as the Mid-State District Wide Ambassador. Dakota is a Nursing student on the Stevens Point Campus. Dakota was nominated by Mid-State Dean of Student Services Christina Lorge. Ms. Lorge states, "Dakota was a leader in the GPS class. He gave thoughtful discussion and went above and beyond by helping other students. He transferred from UW-Milwaukee and values what Mid-State has to offer. He is focused and driven." Dakota impressed the interview committee with his poise, determination, and passion for social justice issues. Dakota will be representing Mid-State at the WTCS State Ambassador Conference in Madison on April 18 and 19.
  
2. My travel between now and mid-May will include:
  - Weekly Rotary Meetings – Wisconsin Rapids
  - Education Commission Speaker – Wisconsin Rapids
  - WTCS State Ambassador Banquet – Madison
  - Community Partner Meetings - Marshfield
  - Adams County Center Regional Advisory Meeting – Adams
  - WTCS Board Meeting – Madison
  - Presidents Association Meeting – Madison
  - Chamber Golf Event – Wisconsin Rapids



**FY 2017-18 Budget Modifications Made In The Month of March 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>
<b>Fund 1 - General Fund Budget Modifications</b>							
141668	Closed Captioning	State	New award	20,000.00	19,000.00	1,000.00	1
<b>Fund 3 - Capital Projects Fund Budget Modifications</b>							
143258	Interior Signage	Private	Expense portion of DMI award		18,000.00	(18,000.00)	2
<b>Total Budget Changes For The Month</b>				<b>20,000.00</b>	<b>37,000.00</b>	<b>(17,000.00)</b>	

**Notes:** Budget modifications are out of balance for March due to the following:

- 1 Grant allows for indirect expenses.
- 2 DMI risk management project award was recorded as income in October. This budget modification sets up the capital project to accommodate the purchase of interior signage.



## Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2018 as of March 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 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Fund 15	Budget	Actual
Local Government	6,591,192	-	-	4,768,332	-	-	-	-	-	-	-	-	-	-	11,359,524	22.8%	11,099,524
Student Fees	7,700,036	82,500	-	-	-	329,456	-	-	-	-	-	-	-	-	8,111,992	16.3%	8,025,692
State Aid & Grants	14,929,426	-	224,228	-	-	-	-	-	-	-	-	-	-	-	15,153,654	30.4%	14,875,082
Institutional	308,293	1,073,000	38,529	125,500	-	695,130	-	-	125,500	1,255,124	5,118,200	-	-	-	8,613,776	17.3%	8,584,547
Federal	865,527	-	34,784	-	-	5,666,300	-	-	-	-	-	-	-	-	6,566,611	13.2%	6,532,965
<b>Total Revenues</b>	<b>30,394,474</b>	<b>1,155,500</b>	<b>297,541</b>	<b>4,893,832</b>	<b>1,255,124</b>	<b>6,690,886</b>	<b>5,118,200</b>	<b>49,805,557</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 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Fund 15	Budget	Actual
Salaries and Wages	17,534,185	256,010	-	-	-	241,988	-	-	-	186,357	32,379	-	-	-	18,250,919	30.2%	18,117,278
Benefits	7,728,049	50,889	-	-	-	289,493	-	-	-	74,616	24,813	-	-	-	8,167,860	13.5%	8,104,433
Current Expenditures	5,962,003	844,821	-	-	-	165,253	-	-	-	149,656	1,106,635	-	-	-	8,228,368	13.6%	7,928,477
Student Financial Aid & Activities	-	-	-	-	-	6,029,900	-	-	-	-	-	-	-	-	6,029,900	10.0%	6,035,700
Resale	-	-	-	-	-	-	-	-	-	887,000	3,905,500	-	-	-	4,792,500	7.9%	4,792,500
Capital Outlay	2,200	-	9,719,631	-	-	-	-	-	-	-	-	-	-	-	9,721,831	16.1%	9,658,531
Debt Retirement	-	-	-	5,153,410	-	-	-	-	-	-	-	-	-	-	5,153,410	8.5%	4,893,410
<b>Total Expenditures</b>	<b>31,226,437</b>	<b>1,151,720</b>	<b>9,719,631</b>	<b>5,153,410</b>	<b>1,297,629</b>	<b>5,069,327</b>	<b>60,344,788</b>	<b>100.0%</b>									
<b>% of Expenditures by Fund</b>	<b>51.7%</b>	<b>1.9%</b>	<b>16.1%</b>	<b>8.5%</b>	<b>2.2%</b>	<b>8.4%</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	10,406,614
Customized Instruction & Tech Asst	564,626
Student Financial Assistance & Activity	4,985,192
Capital Projects	178,884
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 March 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	% 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	6,638,693	-	-	4,891,598	-	-	-	-	-	-	-	-	-	-	11,350,291	101.5%
Student Fees	6,587,752	5,074	-	-	-	-	305,753	-	-	-	-	-	-	-	8,111,992	85.0%
State Aid & Grants	13,866,571	-	-	-	-	27,176	-	-	-	-	-	-	-	-	15,153,654	91.7%
Institutional	190,904	27,670	671,478	54,200	222,898	1,018,503	4,078,343	-	-	-	-	-	-	-	8,613,776	72.7%
Federal	482,200	-	4,120,038	34,784	-	-	-	-	-	-	-	-	-	-	6,566,611	70.6%
<b>Total Revenues</b>	<b>27,766,120</b>	<b>32,744</b>	<b>5,097,269</b>	<b>5,114,496</b>	<b>116,161</b>	<b>1,018,503</b>	<b>4,078,343</b>	<b>49,805,557</b>	<b>43,223,635</b>	<b>86.8%</b>						

**% of Budget Recognized**      91.4%      2.8%      76.2%      104.5%      81.1%      79.7%      86.8%

	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	12,522,822	58,866	130,500	-	123,273	24,519	-	-	-	-	-	-	-	-	18,250,919	70.5%
Benefits	5,582,272	21,636	28,123	-	33,353	18,137	-	-	-	-	-	-	-	-	8,167,860	69.6%
Current Expenditures	3,746,857	9,298	66,409	4,320	63,903	858,842	-	-	-	-	-	-	-	-	8,228,368	57.7%
Student Financial Aid & Activities	-	-	4,421,523	-	-	-	-	-	-	-	-	-	-	-	6,029,900	73.3%
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,792,500	70.1%
Capital Outlay	26	-	-	-	-	-	-	-	-	-	-	-	-	-	9,721,831	38.0%
Debt Retirement	-	-	-	5,148,250	-	-	-	-	-	-	-	-	-	-	5,153,410	99.9%
<b>Total Expenditures</b>	<b>21,851,977</b>	<b>89,800</b>	<b>4,646,556</b>	<b>5,148,250</b>	<b>1,080,427</b>	<b>3,401,979</b>	<b>60,344,788</b>	<b>39,920,516</b>	<b>66.2%</b>							

**% of Budget Expended**      70.0%      7.8%      69.1%      99.9%      83.3%      67.1%      66.2%

**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	5,914,143	(57,056)	(3,585,367)	676,365	(10,539,231)
Other Sources and Uses:					
Proceeds from Debt	-	-	-	-	8,950,000
Interfund Transfers In	115,000	-	-	-	270,000
Interfund Transfers Out	(115,000)	-	-	-	(270,000)
Repayment of Debt	-	-	-	-	-
<b>Accrued YTD Fund Equity</b>	<b>17,067,720</b>	<b>503,789</b>	<b>2,415,608</b>	<b>1,596,346</b>	<b>18,743,445</b>

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

With Comparative Total for March 31, 2017

Mid-State Technical College  
April 4, 2018 at 8:38 AM

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only
	General	Special Rev	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable	2016-17		
								2017-18	2016-17	
<b>ASSETS AND OTHER DEBITS</b>										
Cash	\$ 16,348,731	\$ -	\$ 2,746,246	\$ 13,409	\$ 1,570	\$ 1,188,741	\$ 4,809	\$ 20,303,506	\$ 22,369,791	
Investments	-	-	-	-	-	-	-	5,218,739	4,736,032	
Receivables:										
Property taxes	3,447,025	-	-	213,186	-	-	-	3,660,211	3,568,052	
Accounts receivable	740,167	1,234	60	-	33,155	-	35,951	810,567	1,179,664	
Due from other funds	(1,945,748)	502,555	8,975	307,496	595,970	341,752	188,999	(1)	(1)	
Inventories - at cost	-	-	-	-	328,549	-	-	328,549	409,899	
Prepaid Assets	16,565	-	-	-	-	-	-	16,565	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>\$ 18,606,760</b>	<b>\$ 503,789</b>	<b>\$ 2,755,281</b>	<b>\$ 534,091</b>	<b>\$ 1,440,513</b>	<b>\$ 1,596,348</b>	<b>\$ 5,448,498</b>	<b>\$ 30,885,280</b>	<b>\$ 32,835,056</b>	

**LIABILITIES, FUND EQUITY AND OTHER CREDITS**

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only
	General	Special Rev	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable	2016-17		
								2017-18	2016-17	
<b>LIABILITIES</b>										
Accounts Payable	\$ 221,979	\$ -	\$ 339,673	\$ -	\$ 123	\$ 2	\$ 9,152	\$ 570,929	\$ 471,818	
Accrued Liabilities:										
Wages	-	-	-	-	-	-	-	-	-	
Employee related payables	534,355	-	-	-	-	-	-	534,355	496,577	
Vacation	773,919	-	-	-	8,320	-	2,693	784,932	872,012	
Other current liabilities	8,226	-	-	-	481	-	-	8,707	8,621	
Due to other funds	-	-	-	-	-	-	-	-	-	
Deferred Revenues	562	-	-	-	-	-	-	562	6,877	
Def Compensation Liability	-	-	-	-	-	-	-	-	-	
General Long Term Debt Group	-	-	-	-	-	-	-	-	-	
<b>TOTAL LIABILITIES</b>	<b>1,539,041</b>	<b>-</b>	<b>339,673</b>	<b>-</b>	<b>8,924</b>	<b>2</b>	<b>11,845</b>	<b>1,899,485</b>	<b>1,855,905</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	71,898	
Res for Post-Employ Benefits	482,274	-	-	-	-	-	-	5,371,994	5,091,002	
Reserve for Capital Projects	-	-	-	-	-	-	-	4,889,720	368,376	
Reserve for Cap Proj - Motorcycle	-	-	553,807	-	-	-	-	553,807	97,114	
Reserve for Debt Service	-	-	97,167	-	-	-	-	97,167	887,360	
Reserve for Debt Service	-	-	-	567,845	-	-	-	567,845	7,032,779	
Designated for Operations	8,427,364	109,679	-	-	-	-	-	8,537,043	383,216	
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	4,227,695	
Des for Subsequent Year	1,729,311	450,640	-	-	-	-	-	2,179,951	20,692,530	
<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>10,286,621</b>	
Year-to-date excess revenues(expenditures)	5,914,142	(57,057)	1,764,634	(33,754)	(61,923)	676,365	450,713	8,653,120		
<b>TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS</b>	<b>\$ 18,606,760</b>	<b>\$ 503,789</b>	<b>\$ 2,755,281</b>	<b>\$ 534,091</b>	<b>\$ 1,440,513</b>	<b>\$ 1,596,348</b>	<b>\$ 5,448,498</b>	<b>\$ 30,885,280</b>	<b>\$ 32,835,056</b>	

## March Contracted Service Agreements

Meeting on April 16, 2018

Contract Number	Location of Business/Agency	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146426	Marshfield	Excel - Beginning	9	16	1,990.00
146427	Auburndale	Heartsaver CPR/AED Adult/Child	5	17	753.75
146428	Auburndale	Heartsaver First Aid	5	9	477.75
146429	Multi-Business	Corrections Officer Recertification	16	38	2,006.00
				<b>Total:</b>	<b>\$5,227.50</b>

## March Contract Training Proposals

For Informational Purposes

Proposal Number	Location of Business/Agency	Type of Service	Proposal Amount
P18-2048	Marshfield	Heartsaver CPR/AED	800.00
P18-2049	Marshfield	Heartsaver CPR	754.00
P18-2050	Marshfield	Heartsaver First Aid	478.00
P18-2051	Wisconsin Rapids	Heartsaver CPR	630.00
P18-2052	Stevens Point	Communication	1,475.00
P18-2053	Marshfield	Heartsaver CPR Skills Test	1,790.00
P18-2054	Stevens Point	Supervision	5,900.00
P18-2055	Wisconsin Rapids	Heartsaver CPR/AED	1,245.00
P18-2056	Wisconsin Rapids	Heartsaver CPR - Adult/Child/Infant	575.00
<b>Total:</b>			<b>\$13,647.00</b>

**FINANCE & AUDIT COMMITTEE**  
**2018 Procurement of Goods and Services**  
**April 16, 2018**

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

<b>PROCUREMENTS NOT REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
N/A		
<b>❖ Subtotal for Procurements Not Requiring Board Action</b>	<b><u>\$ 0</u></b>	

**GRAND TOTAL** **\$ 0**

## **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.