



# **BOARD OF DIRECTORS MEETING**

**June 18, 2018**

Wisconsin Rapids Campus  
Room L133-134



# INDEX

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1.	Agenda for Public Hearing .....	Page 3
	Held June 18, 2018	
2.	Agenda for Regular Meeting .....	Page 4
	Held June 18, 2018	
2.	Minutes of Board Meetings .....	Page 8
	Held May 21, 2018	
3.	Reports and Recommendations	
	a. Chairperson’s Report .....	Page 14
	b. Mid-State Foundation Liaison Report.....	Page 14
	c. President’s Report .....	Page 14
	d. Finance & Audit Committee Report .....	Page 15
	e. Academic & Human Resources Committee Report .....	Page 19
	f. Facilities & External Relations Committee Report.....	Page 21
	g. Committee-of-the-Whole Report .....	Page 24
4.	Discussion & Action Item(s) .....	Page 25
5.	Adjournment.....	Page 25
6.	Exhibits.....	Page 26

# MID-STATE DISTRICT BOARD OF DIRECTORS

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WISCONSIN RAPIDS

JUNE 18, 2018

AGENDA: PUBLIC HEARING

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

DATE: Monday, June 18, 2018

TIME: 5:00 p.m.

A. Public Hearing called to order by Chairperson Justin Hoerter

Wisconsin Statutes require the Mid-State Board to publish the proposed budget and to hold a Public Hearing prior to formal adoption of a budget. The purpose of this Public Hearing is to receive input from the general public. A formal budget presentation has been made to the Mid-State Board and was accessible by the general public through the public access channel. Publication of the 2018-19 Budget Summary and notice of this Public Hearing has occurred in three community newspapers. A copy of the 2018-19 Budget Booklet, meeting WTCS requirements, is available upon request.

Vice President of Finance & Facilities Robb Fish will highlight the most significant changes encompassing the 2018-19 Budget. Comments from the general public are welcome.

B. Presentation of District Budget

C. Public Testimony

D. Adjourn

# MID-STATE DISTRICT BOARD OF DIRECTORS

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WISCONSIN RAPIDS CAMPUS

JUNE 18, 2018

- AGENDA: DISTRICT BOARD MEETING
- PLACE: Room L133-134  
Mid-State Wisconsin Rapids Campus  
500 32<sup>nd</sup> Street North
- DATE: Monday, June 18, 2018
- TIME: Immediately following Committee-of-the-Whole
- A. Meeting called to order by Chairperson Justin Hoerter
- B. Roll Call
- C. Meeting Notice Certification

This June 18, 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. 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.

E. Approval of Minutes – May 21, 2018 Regular Meeting

F. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for April 2018 are contained in Exhibit B. These bills total \$904,587.50 of which \$702,518.79 represents operational expenditures and \$202,068.71 represents capital expenditures.

The District's regular payrolls were issued on May 11 and 25. Payroll disbursements for the month of May totaled \$1,390,604.33 plus \$21,094.01 for travel and miscellaneous reimbursements, and \$618,956.80 in fringe benefits, for a total payroll disbursement of \$2,030,655.14.

Administration recommends approval of the payment of these obligations totaling \$2,935,242.64.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into six contracted service agreements totaling \$27,791.31. 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.

Administration recommends approval of the proposals totaling \$201,064.30 which require prior Board action.

G. 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. 2018-19 Budget Adoption
4. Information Items
5. 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. Delegates for Out-of-State Tuition Remission Reporting Authority
3. FY18 Out-of-State Tuition Remission Annual Summary
4. FY19 Out-of-State Tuition Remission Annual Request
5. L-Building Restroom Remodel Project
6. Marshfield Campus Restroom Remodel Project
7. Wisconsin Rapids Cafeteria Remodel Project
8. Information Items
9. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. Outcomes Based Funding

H. Discussion and Action Items

1. Institutional Accreditation Update
2. 60 Forward

I. Closed Session

The Board will entertain a motion to convene in closed session, pursuant to s. 19.85(1)(c) and/or (f), Wisconsin Statutes, as appropriate, to discuss a confidential employment matter and related personnel information. The Board may take action in closed session, if necessary and appropriate.

Following the closed session, the Board will entertain a motion to reconvene in open session and will then take any further action that is necessary and appropriate. Thereafter, the Board will entertain a motion to adjourn the meeting.

J. Adjournment

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids Campus

May 21, 2018

**I. ROLL CALL**

Board Chairperson Justin Hoerter called the meeting to order at 5:21 p.m.

Roll call was as follows:

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

EXCUSED: Dr. William Greb

OTHERS: Mike Berry, Dr. Bobbi Damrow, Robb Fish, Dr. Mandy Lang, Dakota Lockhart, Maddy Matthews, Ray McLemore, Matt Schneider, Amber Stancher, 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 evening.

**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. Bruski Mallek, seconded by Mr. Beaver, upon a voice vote, unanimously approved minutes from the board meeting held April 16, 2018 as presented.

**V. CONSENT AGENDA**

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

1. The district's bills for the month of March 2018 were presented in Exhibit B. These bills totaled \$946,252.06 of which \$501,534.02 represents operational expenditures and \$444,718.04 represents capital expenditures.

The district's payroll for the month of April totaled \$1,334,442.36 plus \$12,580.69 for travel and miscellaneous reimbursements and \$624,375.89 in fringe benefits. The district's bills and payroll totaled \$2,917,651.00.



OFFICIAL PROCEEDINGS

May 21, 2018

Page 2

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146430	Heartsaver CPR/AED Adult/Child	\$ 569.50
146431	Heartsaver CPR/AED Adult	\$ 1,245.00
146432	Heartsaver First Aid/CPR/AED	\$ 1,030.00
146433	Heartcode BLS CPR – Skills Test	\$ 1,749.00
146434	Active Shooter	\$ 1,995.00
146435	Heartsaver First Aid/CPR/AED	\$ 2,290.00

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 Dr. Greb asked to be excused.

2. Mr. Hoerter announced the Summer Boards Association meeting will be held July 12-14 in Green Bay. The meeting will feature an in-service presentation on understanding college budgets. Anyone interested in attending should contact Ms. Susa so arrangements can be made.

3. Mr. Hoerter announced the 2018 ACCT Leadership Congress will be held October 24-27 in New York. Anyone interested in attending should contact Ms. Susa so proper arrangements can be made.

4. The next Mid-State Board of Directors meeting will be held on Monday, June 18 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 191 applications for new and continuing student scholarships have been received as of May 14. Deadline for application submission is June 29.

2. Ms. Bruski Mallek reported the Foundation Strategic Plan is progressing, Foundation Board members and staff participated in a professional development seminar and the Foundation continues work on online forms to ease user accessibility and use.

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**

1. Dr. Mondeik shared recent media coverage of Mid-State’s graduation celebration featuring the Rehberg family. The video coverage was shared nation-wide.

OFFICIAL PROCEEDINGS

May 21, 2018

Page 3

2. Dr. Mondeik highlighted recent participation in community activities and meetings including Regional Economic Growth Initiative, Rotary, and community partner meetings.

3. Dr. Mondeik introduced two new programs launching this fall; Hospitality Management and IT Security Specialist. A Hospitality Launch Party was held bringing together hospitality community members, advisory committee and staff to receive feedback and celebrate.

4. To continue emphasis on increasing communication at the college, Dr. Mondeik hosted Campus Conversations for employees; over 100 employees participated. She will also host meetings for part-time faculty.

5. Dr. Mondeik reported Dr. Greb and Ms. Miller were reappointed to three-year terms at the recent WTCS Board meeting. Gordon Schalow was also approved to serve beginning July 1, 2018.

6. Dr. Mondeik highlighted the May 8 Presidents Association meeting. The group discussed Wisconsin Apprenticeships and celebrated district student ambassadors during the annual ambassador program.

**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. Mr. Spargo highlighted FY17-18 budget amendments that reflect the current budget document and the year-to-date budget modifications addressed in the Treasurer's Report each month. The amendments reflect changes to the General, Special Revenue- Operational, Capital Projects, Debt Service, and Internal Service Funds. The Finance & Audit Committee reviewed all amendments as well as Exhibit F.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Notice of 2017-18 Budget Amendment resolution:

WHEREAS, the 2017-18 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 19, 2017 and State statute requires the district board to approve any modifications to the original adopted budget; and

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

WHEREAS, the General Fund budget was adjusted to accommodate: the addition of or modification of federal or state grants; the redistribution of salaries and wages; new staff hires; the reallocation of expenses within departments and functions; and

WHEREAS, the Special Revenue - Operational Fund budget was adjusted to accommodate: the expansion of continuing education and community enrichment classes; new staff hires; the reallocation of expenses within departments and functions; and

WHEREAS, the Capital Projects budget was adjusted to reallocate capital budgets within departments and functions to facilitate a number of priority purchases; and to reflect current year projects' estimates; and to modify and add private and federal grants; and

WHEREAS, the Debt Service Fund budget was adjusted to accommodate: the payment of debt; and

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2017-18 budgetary revisions:

FUND	FUNCTION RESOURCE	APPROPRIATION CHANGE	MODIFIED APPROPRIATION
General	Instruction	(\$76,721)	\$18,056,642
General	Instructional Resource	\$78,306	\$1,208,327
General	Student Services	\$456,555	\$3,944,302
General	General Institutional	(\$222,907)	\$5,921,585
General	Physical Plant	\$69,211	\$2,105,086
Special Revenue – Operation	Instruction	\$194,420	\$1,147,720
Special Revenue – Operation	Physical Plant	\$4,000	\$4,000
Capital Projects	Instruction	\$43,100	\$5,439,754
Capital Projects	Instructional Resource	(\$6,000)	\$411,507
Capital Projects	General Institutional	\$6,000	\$383,570
Capital Projects	Physical Plant	\$18,000	\$3,341,800
Debt Service	Physical Plant	\$260,000	\$5,153,410

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

BE IT FURTHER RESOLVED that the 2017-18 amended budget be used as the official comparison to the proposed 2017-18 budget; and

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

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

4. The following items were presented for informational purposes only:
  - a. 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. ADVISORY COMMITTEE APPROVAL – Ms. Miller reported the committee reviewed options for review and approval of Mid-State Advisory Committees. Each year, in July and January, the Board will be provided a report of Advisory Committees that includes terms, location, district representation, etc. The Vice President of Academics will use a set of criteria to select members to serve. This is the first step in the revitalization of Mid-State Advisory Committees and our connections in our communities.

Motion by Mr. Spargo, seconded by Mr. Beaver, upon a voice vote, unanimously approved the Vice President of Academics as leader of Mid-State Advisory Committee member selection and a twice-a-year report to the Board on the same topic.

3. The following items were presented for informational purposes only:
  - a. WLDI – Ms. Miller reported the college has participated in Wisconsin Leadership Development Institute (WLDI) since its inception in 1995. This year, Academic Advising Manager Alex Lendved is participating and will graduate soon. Next year, Mid-State will support participation by School of Health Dean Dr. Colleen Kane and Apprenticeship & Work-Based Learning Coordinator Mandy Mayek.

## **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. WTCS FACILITIES MEETING RECAP – Mr. Beaver reported on the recent WTCS facilities directors meeting that was held at Mid-State. From the 16 technical colleges, WTCS Office and Districts Mutual Insurance, 35 individuals came together for professional development and discussion pertinent to the function of facilities management. The meeting included a tour of a local manufacturing facility.
  - b. INCOMING/OUTGOING FTES – Mr. Beaver highlighted incoming and outgoing FTES at Mid-State compared to other technical colleges as well as programs for which students are coming from outside the district or leaving the district for. Mid-State will continue to review program mix to ensure we are offering those programs that our district needs.
  - c. WORKFORCE ADVANCEMENT TRAINING GRANT UPDATE – Mr. Beaver reported the College was successful in receiving Workforce Advancement Training (WAT) Grant dollars to partner with business and industry to provide training. Mr. Beaver also highlighted a submission for FY19 WAT Grants that will serve 17 partners and 175 workers in our district.

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

1. RESOLUTION TO PUBLISH BUDGET SUMMARY AND NOTICE OF PUBLIC HEARING – Mr. Hoerter reported the Board received details of the proposed FY19 budget during a special Finance & Audit Committee meeting on May 2 and again during the May Board meeting. Vice President of Finance & Facilities Robb Fish provided a summary of budget changes and highlights. The June 18 Public Hearing will begin at 5:00 p.m.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Resolution to Publish the 2018-19 Budget:

BE IT HEREBY RESOLVED that authority be given to the administration of Mid-State Technical College to publish, at least fifteen days prior to the Public Hearing, the Budget Summary and Notice of Public Hearing for Mid-State Technical College for 2018-19, with an expenditure budget totaling \$55,403,399. The Public Hearing will be held on June 18 at 5:00 p.m.

## **XIII. DISCUSSION AND ACTION ITEM**

OFFICIAL PROCEEDINGS

May 21, 2018

Page 6

1. STUDENT AMBASSADOR – Mid-State Student Ambassador Dakota Lockhart joined the Board to share his perspective as a student and experience attending the recent WTCS State Ambassador Conference in Madison. Mr. Lockhart is a transfer student from the University of Wisconsin – Milwaukee and is in the Nursing Program.

2. SKILLS USA – Mid-State Machine Tool Instructor and Skills USA Advisor Mike Berry and Student Maddy Matthews provided the Board with an overview of the Skills USA competition held in Madison. Mr. Berry received the Skills USA Advisor of the Year Award this year in recognition of his dedication and work with Mid-State's Skills USA Chapter. Ms. Matthews shared her journey through Skills USA and the benefits of being associated with the program through Mid-State.

**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, June 18, 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 6:25 p.m. with a motion by Mr. Beaver, 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

# **G. REPORTS AND RECOMMENDATIONS**

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WISCONSIN RAPIDS CAMPUS

JUNE 18, 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

JUNE 18, 2018

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, June 18, 2018

TIME: 4:00 p.m.

A. Meeting called to order by Chairperson Charles Spargo

B. Call to Order

C. Meeting Notice Certification

This June 18, 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. 2018-19 BUDGET ADOPTION (Exhibit F)

The proposed 2018-19 (FY19) Budget has been reviewed by the Committee during a special meeting on May 2, and subsequently presented to the full Board on May 21. The Board authorized administration to publish the budget and provide notice of a Public Hearing. Publications have occurred in all three community newspapers. An official budget booklet containing details will be distributed in hard copy prior to the meeting. The Public Hearing will have taken place prior to formal adoption. Administration requests formal adoption of the FY19 budget. This budget will go into effect July 1, 2018. Administration recommends approval of the adopting resolution contained in Exhibit F.

4. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. TIMETABLE FOR FUTURE CAPITAL FINANCING

During the meeting, a timetable for our capital borrowing activities will be distributed. Administration is planning to start the FY19 capital borrowing process in July when an initial resolution will be presented for the proposed debt offering. A resolution awarding the sale of the notes will occur in August. Debt proceeds will be distributed thereafter. Vice President of Finance & Facilities Robb Fish will share more details and answer questions during the meeting.

b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES

Often topics directed by the other two committees may have fiscal or financial implications that would be of interest or concern by the Finance & Audit Committee. The purpose of this agenda item is to identify when administration has information available and also to enable committee members to raise any finance related questions. Naturally, being informed of the question prior to the meeting will ensure the availability of pertinent information. Any necessary action will be incorporated into the action reported by the originating committee.

5. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# ACADEMIC & HUMAN RESOURCES

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WISCONSIN RAPIDS CAMPUS

JUNE 18, 2018

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

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

DATE: Monday, June 18, 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 June 18, 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. LAW ENFORCEMENT ACADEMY GRADUATION

On Wednesday, May 23, a recognition ceremony was held for graduates of the 25<sup>th</sup> Mid-State Technical College Law Enforcement Academy. Eighteen men and women completed the 720 hour academy and will now begin their

law enforcement careers. The keynote address was provided by Portage County Sheriff's Department Chief Deputy Dan Kontos. Interim Vice President of Academics Dr. Deb Stencil will provide an overview of the event.

b. INTERNATIONAL STUDENT EXPERIENCE - JAPAN

Mid-State explored a new international travel opportunity for students this year – Japan. Led by Marketing and Business Instructor Jon Steele, participants explored and learned about the Japanese culture. Vice President of Human Resources & Organizational Development Dr. Karen Brzezinski attended the nine day trip and will provide a brief overview.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# FACILITIES & EXTERNAL RELATIONS

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WISCONSIN RAPIDS CAMPUS

JUNE 18, 2018

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, June 18, 2018

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This June 18, 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. DELEGATES FOR OUT-OF-STATE TUITION REMISSION REPORTING AUTHORITY

WTCS Administrative Bulletin AB 04-02 authorizes District Boards to delegate authority to submit requests to the State Director for authorization to remit out-of-state tuition for needy and worthy students. Vice President of Student Services Dr. Mandy Lang will request the Board add President Dr. Shelly Mondeik as a delegate for reporting authority.

3. FY18 OUT-OF-STATE TUITION REMISSION ANNUAL SUMMARY

AB 04-02 authorized District Boards to delegate authority to submit requests to the State Director for authorization to remit out-of-state tuition for needy and worthy students; the Board has delegated this authority to Dr. Lang. AB 04-02 also requires that individuals holding delegated authority annually report actual remissions to the District Board. During the 2017-2018 academic year, no out-of-state tuition was remitted.

4. FY19 OUT-OF-STATE TUITION REMISSION ANNUAL REQUEST

Dr. Lang has been delegated authority to submit requests to remit out-of-state tuition. Mid-State Technical College will not be requesting authority from the WTCS President to remit any out-of-state tuition for the 2018-19 academic year.

5. L-BUILDING RESTROOM REMODEL PROJECT

Director of Facilities & Procurement Matt Schneider will present information regarding the L-Building Restroom Remodel Project on the Wisconsin Rapids Campus. He will also present bid results and request Board action to approve.

6. MARSHFIELD CAMPUS RESTROOM REMODEL PROJECT

Mr. Schneider will also present information regarding the Marshfield Campus Restroom Remodel Project for which he will also present bid results and request Board action to approve.

7. WISCONSIN RAPIDS CAFETERIA REMODEL PROJECT

Mr. Schneider will also present for approval the Wisconsin Rapids Cafeteria Remodel Project. He will discuss bid results with the Board.

8. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. SUMMER FACILITIES PROJECTS

Summer presents an opportune time for the college to complete projects with shorter durations. Mr. Schneider will provide an overview of summer projects.

b. CAREER CRUISING AND INSPIRE

Career Cruising is an interactive career exploration tool that provides career assessment to help students identify the careers that match their interests and skills. Inspire Central Wisconsin works together with Career Cruising for K-12 to link students to local employers and community mentors. Vice President of Student Services Dr. Mandy Lang will share information about how Mid-State currently uses the tool and how they will be further integrated into student recruitment.

9. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# COMMITTEE-OF-THE-WHOLE

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WISCONSIN RAPIDS CAMPUS

JUNE 18, 2018

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, June 18, 2018

TIME: Immediately following the Public Hearing

A. Meeting called to order by Chairperson Justin Hoerter

B. Meeting Notice Certification

This June 18, 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. OUTCOMES BASED FUNDING

Vice President of Finance & Facilities Robb Fish will provide an overview of Outcomes Based Funding including results for FY18 and selections of criteria for FY19.

D. ADJOURNMENT



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

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WISCONSIN RAPIDS CAMPUS

JUNE 18, 2018

1. INSTITUTIONAL ACCREDITATION UPDATE

Interim Vice President of Academics Dr. Deb Stencil and Institutional Effectiveness & Quality Manager Dr. Beth Ellie will provide the Board with an introduction to regional accreditation and the Higher Learning Commission, an overview of Mid-State's eight-year accreditation cycle and the status of Mid-State's current accreditation projects/change applications.

2. 60 FORWARD

60 Forward is an education attainment goal set by the Wisconsin Technical College System, the University of Wisconsin System and the Wisconsin Association of Independent Colleges and Universities as part of a national Lumina Foundation initiative. The goal is that by 2027, 60% of Wisconsin citizens aged 25-64 will hold some type of postsecondary credential – a diploma, degree, or other high value credential. Vice President of Workforce & Economic Development Dr. Bobbi Damrow and Vice President of Student Services Dr. Mandy Lang will share where Mid-State and the State of Wisconsin currently rank in percent of credentials and discuss what Mid-State is doing to make positive contributions in the percentage increase.

## **J. ADJOURNMENT**

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## **EXHIBITS A – F**

## **PRESIDENT'S REPORT**

**JUNE 18, 2018**

1. Peggy Ose began was appointed to serve on the Mid-State Technical College District Board of Directors in July 2005. She served as Board Vice Chairperson before serving as Board Chairperson in 2009 and 2010; she has also served as Board Secretary. Her dedication to our mission and passion for education will forever be appreciated. Thank you, Peggy Ose, for your service to Mid-State Technical College.
  
2. My travel between now and mid-July will include:
  - Weekly Rotary Meetings – Wisconsin Rapids
  - Community Partnership Meeting – Marshfield
  - Board Member Orientation – Marshfield

**FY 2017-18 Budget Modifications Made In The Month of May 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>							
141228	Emergency Grant	State	Additional award	5,000.00	5,000.00	-	
141678	Student Success Center Initiative Grant	State	New award	20,000.00	19,000.00	1,000.00	1
149008	Monogram Skills Update WAT Grant	State	New award	10,075.00	10,075.00	-	
149118	Construction WAT Grant	State	New award	5,517.00	5,517.00	-	
	Tuition on Motorcycle Grant		Adjust to projection	8,556.00		8,556.00	2
<b>Fund 3 - Capital Projects Fund Budget Modifications</b>							
<b>Total Budget Changes For The Month</b>				49,148.00	39,592.00	9,556.00	

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

- 1 Grant allows for indirect expenses.
- 2 Grant revenue and expenses were adjusted in April. Tuition adjustment related to the April entries. Revenue and expense adjustments over the two month period net to no change in fund balance.



## Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2018 as of May 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 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 6	Total Current Budget	Total Current Budget	Original Budget					
Local Government	6,591,192	-	-	-	4,768,332	-	-	-	11,359,524	11,359,524	11,099,524	22.8%				
Student Fees	7,712,989	82,500	329,456	-	-	-	-	-	8,124,945	8,124,945	8,025,692	16.3%				
State Aid & Grants	14,966,255	-	-	224,228	-	-	-	-	15,190,483	15,190,483	14,875,082	30.5%				
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>30,444,256</b>	<b>1,155,500</b>	<b>6,690,886</b>	<b>297,541</b>	<b>4,993,832</b>	<b>1,255,124</b>	<b>5,118,200</b>	<b>49,855,339</b>	<b>49,855,339</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	Total Current Budget	Total Current Budget	Original Budget					
Salaries and Wages	17,550,857	256,010	241,988	-	-	186,357	32,379	-	18,267,591	18,267,591	18,117,278	30.2%				
Benefits	7,732,946	50,889	289,493	-	-	74,616	24,813	-	8,172,757	8,172,757	8,104,433	13.5%				
Current Expenditures	5,989,531	844,821	165,253	-	-	149,656	1,106,635	-	8,255,896	8,255,896	7,928,477	13.7%				
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	-	-	9,719,631	-	-	-	-	9,721,831	9,721,831	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>31,275,534</b>	<b>1,151,720</b>	<b>6,726,634</b>	<b>9,719,631</b>	<b>5,153,410</b>	<b>1,297,629</b>	<b>5,069,327</b>	<b>60,393,885</b>	<b>60,393,885</b>	<b>59,530,329</b>	<b>100.0%</b>					
<b>% of Expenditures by Fund</b>	<b>51.8%</b>	<b>1.9%</b>	<b>11.1%</b>	<b>16.1%</b>	<b>8.5%</b>	<b>2.1%</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>



**Accrued Revenues, Expenditures and Changes in Fund Equity  
Current Actuals for the Fiscal Year 2018**  
as of May 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	6,638,436	-	-	-	-	-	-	-	4,891,598	-	-	-	-	-	11,359,524	101.5%
Student Fees	6,515,421	8,943	-	-	-	305,248	-	-	-	-	-	-	-	-	8,124,945	84.1%
State Aid & Grants	14,048,051	-	-	-	173,369	-	-	-	-	-	-	-	-	-	15,190,483	93.6%
Institutional	255,799	49,310	648,252	64,574	1,090,962	5,048,413	-	-	-	-	-	-	-	-	8,613,776	85.7%
Federal	690,318	-	4,189,602	34,784	-	-	-	-	-	-	-	-	-	-	6,566,611	74.8%
<b>Total Revenues</b>	<b>28,148,026</b>	<b>56,254</b>	<b>5,143,102</b>	<b>272,727</b>	<b>5,114,533</b>	<b>5,048,413</b>	<b>1,090,962</b>	<b>1,090,962</b>	<b>5,114,533</b>	<b>5,048,413</b>	<b>44,876,016</b>	<b>49,855,339</b>	<b>49,855,339</b>	<b>90.0%</b>		
<b>% of Budget Recognized</b>	<b>92.5%</b>	<b>5.0%</b>	<b>76.9%</b>	<b>91.7%</b>	<b>104.5%</b>	<b>86.9%</b>	<b>86.9%</b>	<b>86.9%</b>	<b>104.5%</b>	<b>98.6%</b>	<b>90.0%</b>	<b>90.0%</b>	<b>90.0%</b>	<b>90.0%</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		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	15,104,516	90,227	178,404	-	-	160,360	-	-	-	-	-	-	29,548	-	18,267,591	85.2%
Benefits	6,790,114	31,418	36,732	-	-	44,701	-	-	-	-	-	-	22,291	-	8,172,757	84.7%
Current Expenditures	4,573,939	17,149	80,501	-	-	75,217	-	-	-	-	-	-	1,056,617	-	8,255,896	70.3%
Student Financial Aid & Activities	-	-	4,528,384	-	-	-	-	-	-	-	-	-	-	-	6,029,900	75.1%
Resale	-	-	-	-	-	893,144	-	-	-	-	-	-	3,697,680	-	4,792,500	95.8%
Capital Outlay	26	-	-	-	-	-	-	-	-	-	-	-	-	-	9,721,831	42.1%
Debt Retirement	-	-	-	-	-	4,093,828	-	-	5,149,200	-	-	-	-	-	5,153,410	99.9%
<b>Total Expenditures</b>	<b>26,468,596</b>	<b>138,794</b>	<b>4,824,021</b>	<b>4,093,828</b>	<b>5,149,200</b>	<b>1,173,422</b>	<b>4,806,137</b>	<b>4,806,137</b>	<b>5,149,200</b>	<b>4,806,137</b>	<b>46,654,000</b>	<b>60,393,885</b>	<b>60,393,885</b>	<b>77.2%</b>		
<b>% of Budget Expended</b>	<b>84.6%</b>	<b>12.1%</b>	<b>71.7%</b>	<b>42.1%</b>	<b>99.9%</b>	<b>90.4%</b>	<b>94.8%</b>	<b>94.8%</b>	<b>99.9%</b>	<b>94.8%</b>	<b>77.2%</b>	<b>77.2%</b>	<b>77.2%</b>	<b>77.2%</b>		

**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
Current Revenue over Expenses	1,679,430	(80,540)	319,080	(34,667)	(82,461)	242,276	(10,538,546)
Other Sources and Uses:							
Proceeds from Debt	-	-	5,350,000	-	-	-	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>12,833,006</b>	<b>480,305</b>	<b>5,305,020</b>	<b>533,178</b>	<b>1,411,052</b>	<b>1,162,258</b>	<b>18,744,130</b>

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

With Comparative Total for May 31, 2017

Mid-State Technical College  
June 5, 2018 at 11:51 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
Cash	\$ 12,623,825	\$ -	\$ 2,214,418	\$ 13,445	\$ 1,570	\$ 729,293	\$ 5,107	\$ 15,587,658	\$ 18,292,058		
Investments	-	-	-	-	-	-	5,172,971	4,812,744			
Receivables:											
Property taxes	2,906,723	-	-	213,186	-	-	-	3,119,909	3,050,219		
Accounts receivable	2,841,672	10,591	126	-	49,836	-	130,268	3,032,493	1,150,262		
Due from other funds	(1,815,215)	470,443	1,957	306,546	540,877	367,115	128,277	-	-		
Inventories - at cost	-	-	-	-	328,115	-	-	328,115	418,115		
Prepaid Assets	16,585	-	32,832	-	24,898	-	-	74,315	35,638		
Other Current Assets	-	-	-	-	-	-	-	-	-		
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	481,269	65,855	-	547,124	565,448		
General Long Term Debt	-	-	-	-	-	-	-	-	-		
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-		
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 16,573,590</b>	<b>\$ 481,034</b>	<b>\$ 2,249,333</b>	<b>\$ 533,177</b>	<b>\$ 1,426,565</b>	<b>\$ 1,162,263</b>	<b>\$ 5,436,623</b>	<b>\$ 27,862,585</b>	<b>\$ 28,324,484</b>		

**LIABILITIES, FUND EQUITY AND OTHER CREDITS**

Liabilities										
Accounts Payable	\$ 103,103	\$ -	\$ 65,362	\$ -	\$ 6,712	\$ 5	\$ 9,242	\$ 184,424	\$ 494,729	
Accrued Liabilities:										
Wages	-	-	-	-	-	-	-	-	-	
Employee related payables	225,295	-	-	-	-	-	-	225,295	226,210	
Vacation	751,183	-	-	-	8,320	-	2,693	762,196	818,131	
Other current liabilities	8,229	-	-	-	481	-	-	8,710	9,496	
Due to other funds	-	-	-	-	-	-	-	-	-	
Deferred Revenues	2,652,772	729	4,098	-	-	-	119,668	2,777,267	521,727	
Def Compensation Liability	-	-	-	-	-	-	-	-	-	
General Long Term Debt Group	-	-	-	-	-	-	-	-	-	
<b>TOTAL LIABILITIES</b>	<b>3,740,582</b>	<b>729</b>	<b>69,460</b>	<b>-</b>	<b>15,513</b>	<b>5</b>	<b>131,603</b>	<b>3,957,892</b>	<b>2,070,293</b>	
Fund equity and other credits										
Retained Earnings	-	-	-	-	1,492,409	189,633	-	1,682,042	1,908,077	
Res for Prepaid Expenditures	131,412	527	-	-	1,103	-	-	133,042	204,813	
Res for Self-Insurance	-	-	-	-	-	730,348	-	730,348	420,200	
Res for Student Organizations	-	-	-	-	-	-	96,220	96,220	71,898	
Res for Post-Employ Benefits	482,274	-	-	-	-	-	4,889,720	5,371,994	5,091,002	
Reserve for Capital Projects	-	-	553,807	-	-	-	-	553,807	368,376	
Reserve for Cap Proj - Motorcycle	-	-	97,167	-	-	-	-	97,167	97,114	
Reserve for Debt Service	-	-	-	567,845	-	-	-	567,845	887,360	
Designated for Operations	8,427,364	109,679	-	-	-	-	-	8,537,043	7,032,779	
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	-	
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)	1,679,431	(80,541)	1,528,899	(34,668)	(82,460)	242,277	319,080	3,572,018	5,561,661	
<b>TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS</b>	<b>\$ 16,573,590</b>	<b>\$ 481,034</b>	<b>\$ 2,249,333</b>	<b>\$ 533,177</b>	<b>\$ 1,426,565</b>	<b>\$ 1,162,263</b>	<b>\$ 5,436,623</b>	<b>\$ 27,862,585</b>	<b>\$ 28,324,484</b>	

## May Contracted Service Agreements

Meeting on June 18, 2018

Contract Number	Location of Business/Agency	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146436	Marshfield	HeartSaver First Aid/CPR/AED	21	54	3,450.00
146437	Plover	HeartSaver First Aid/CPR/AED	14	36	3,490.00
149118	Multi-Business	Construction Fundamentals	54	10	4,270.00
146450	Wisconsin Rapids	HeartSaver CPR/AED Adult/Child	5	9	539.00
146451	Milwaukee	Multiple-Confirmatory Draw Initial and Update	24	48	7,931.04
149008	Plover	Multiple	86	16	8,111.27
				<b>Total:</b>	<b>\$27,791.31</b>

## May Contract Training Proposals

For Informational Purposes

Proposal Number	Location of Business/Agency	Type of Service	Proposal Amount
P18-2074	Wisconsin Rapids	HeartSaver BLS	1,175.00
P18-2075	Wisconsin Rapids	Nursing Assistant	18,891.00
P18-2076	Stevens Point	HeartSaver BLS	890.00
P18-2077	Wisconsin Rapids	HeartSaver CPR/AED	2,290.00
P18-2078	Marshfield	HeartSaver CPR-First Aid	2,350.00
P18-2079	Wisconsin Rapids	HeartSaver CPR/AED	539.00
P18-2080	Wisconsin Rapids	Arc Flash/NFPA 70E	1,290.00
P18-2081	Stevens Point	HeartSaver CPR/AED/FA/BBP	1,890.00
P18-2082	Wisconsin Rapids	Personality Assessments	1,455.00
P18-2083	Wisconsin Rapids	Meter Tech Topics	2,790.00
		<b>Total:</b>	<b>\$33,560.00</b>



**FINANCE & AUDIT COMMITTEE**  
**FY 2018 Procurement of Goods and Services**  
**June 18, 2018**

<b>PROCUREMENTS REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR CAMPUS – Cell Phone Repeater System - Information Technology</u></b>		
CC&N, Brookfield WI	\$ 58,237.00	Sole Source
<b>❖ Subtotal for Procurements Requiring Board Action</b>	<b><u>\$ 58,237.00</u></b>	

<b>PROCUREMENTS NOT REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR CAMPUS - Computer Work Stations – School of Business &amp; Technology</u></b>		
CDW-G, Vernon Hills, IL	\$ 29,070.00	State Contract
<b><u>SP CAMPUS - Macbook Pro – School of Business &amp; Technology</u></b>		
Apple, Inc., Austin, TX	\$ 25,080.00	Sole Source
<b>❖ Subtotal for Procurements Not Requiring Board Action</b>	<b><u>\$ 54,150.00</u></b>	

**GRAND TOTAL (FY18) \$112,387.00**

**FINANCE & AUDIT COMMITTEE**  
**FY 2019 Procurement of Goods and Services**  
**June 18, 2018**

<b>PROCUREMENTS REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>ALL CAMPUSES - Technology for Classrooms - Information Technology</u></b>		
<b>Paragon Development Systems, Oconomowoc, WI</b>	<b>\$142,827.30</b>	<b>State Contract</b>
<b>❖ Subtotal for Procurements Requiring Board Action</b>	<b><u>\$142,827.30</u></b>	

<b>PROCUREMENTS NOT REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b>None</b>		
<b>❖ Subtotal for Procurements Not Requiring Board Action</b>	<b><u>\$ 0</u></b>	

**GRAND TOTAL (FY19)** **\$142,827.30**

## **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.

**2018-19 MID-STATE TECHNICAL COLLEGE  
BUDGET RESOLUTION**

WHEREAS, Mid-State Technical College prepared a budget for the 2018-19 fiscal year, necessary to provide educational services to the citizens, industries and communities within the College's boundaries; and

WHEREAS, the outstanding indebtedness of the College, as of July 1, 2018, consists of \$28,470,000 in promissory notes and \$1,530,000 in general obligation bonds;

WHEREAS, the anticipated revenues for the 2018-19 budget consist of \$12,564,328 from Local Government, \$14,808,198 from State Aids, \$7,372,000 from Student Fees, \$8,349,129 from Institutional Sources, and \$6,257,913 from the Federal Government; and

WHEREAS, other funding sources for the 2018-19 budget consist of \$4,800,000 in proceeds from long-term debt; and

WHEREAS, the estimated retained earnings and fund balances as of July 1, 2018, consist of \$10,794,795 in the General Fund, \$471,945 in the Special Revenue Fund - Operational, \$5,338,740 in the Special Revenue Fund – Non-Aidable, \$534,043 in the Debt Service Fund, \$742,917 in the Capital Projects Fund, \$1,052,358 in the Enterprise Fund, and \$976,282 in the Internal Service Fund;

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the appropriations for the 2018-19 budget consisting of the following fund types and functions:

In the General Fund - \$17,737,028 for Instruction, \$1,070,844 for Instructional Resources, \$3,957,047 for Student Services, \$5,255,330 for General Institutional, and \$2,120,333 for Physical Plant;

In the Special Revenue Fund – Operational - \$885,067 for Instruction and \$2,000 for Physical Plant;

In the Special Revenue Fund - Non-Aidable - \$6,447,565 for Student Services and \$250,000 for General Institutional;

In the Capital Projects Fund - \$1,960,199 for Instruction, \$229,100 for Instructional Resources, \$396,000 for Student Services, \$583,128 for General Institutional, and \$2,209,500 for Physical Plant;

In the Debt Service Fund - \$5,980,245 for Physical Plant;

In the Enterprise Fund - \$1,250,096 for Auxiliary Services; and,

In the Internal Service Fund - \$5,069,917 for Auxiliary Services.

BE IT FURTHER RESOLVED that the approval includes any modifications to the 2018-19 budget resulting from public input during the Public Hearing, and formally endorsed by the board.

BE IT FURTHER RESOLVED that this 2018-19 budget be submitted, as approved, to the Wisconsin Technical College System Board prior to July 1, 2018, as required by State Statutes 38.12(5m).