



# **BOARD OF DIRECTORS MEETING**

**November 19, 2018**

Marshfield Campus  
Community Engagement Room 126



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# MID-STATE DISTRICT BOARD OF DIRECTORS

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MARSHFIELD CAMPUS

NOVEMBER 19, 2018

- AGENDA: DISTRICT BOARD MEETING
- PLACE: Community Engagement Room 126  
Mid-State Marshfield Campus  
2600 West 5<sup>th</sup> Street
- DATE: Monday, November 19, 2018
- TIME: 5:10 p.m.
- A. Meeting called to order by Chairperson Justin Hoerter
- B. Roll Call
- C. Meeting Notice Certification

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

- D. 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 – October 15, 2018 Regular Meeting

F. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for October 2018 are contained in Exhibit B. These bills total \$1,218,990.33 of which \$747,551.90 represents operational expenditures and \$471,438.43 represents capital expenditures.

The District's regular payrolls were issued on October 12 and 26. Payroll disbursements for the month of October totaled \$1,343,250.27 plus \$10,878.96 for travel and miscellaneous reimbursements, and \$616,943.90 in fringe benefits, for a total payroll disbursement of \$1,971,073.13.

Administration recommends approval of the payment of these obligations totaling \$3,190,063.46.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into four contracted service agreements totaling \$55,514.53. A summary of these agreements is contained in Exhibit D. The individual contracts are available for review upon request. 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.

#### 4. ETHICS RESOLUTION

Wisconsin's Code of Ethics for Public Officials and Employees applies to anyone holding a position "designated as assistant, associate, or deputy district director of a technical college." Therefore, administration recommends approval of the resolution contained in Exhibit F designating the positions in Mid-State's District as deputy, associate, or other director.

#### 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. 2017-18 Audited Financial Statements
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. Marshfield LiNK Project
3. Information Items
4. Committee-of-the-Whole Meeting

###### d. Committee-of-the-Whole

1. Annual Benefits Enrollment and Health Insurance Update

- H. Discussion and Action Items
  - 1. Marshfield Campus and Community Update
  - 2. Adams County Center Update

- I. Closed Session

The Board will not convene to closed session this month.

- J. Adjournment

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids Campus

October 15, 2018

**I. ROLL CALL**

Board Chairperson Justin Hoerter called the meeting to order at 5:26 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Justin Hoerter, Richard Merdan, Gordon Schalow, Charles Spargo, and Dr. Shelly Mondeik

EXCUSED: Kristin Crass and Lynnea Miller

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Robb Fish, Dr. Colleen Kane, Dr. Mandy Lang, Ray McLemore, Brad Russell, Matt Schneider, Dr. Deb Stencil, Kolina Stieber, and Angie Susa

\* Note: Dr. William Greb resigned effective July 20, 2018.

**II. MEETING NOTICE CERTIFICATION**

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.

**III. OPEN FORUM**

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

**IV. APPROVAL OF MINUTES**

Motion by Mr. Beaver, seconded by Mr. Spargo, upon a voice vote, unanimously approved minutes from the board meeting held September 17, 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 September 2018 were presented in Exhibit B. These bills totaled \$3,425,632.98 of which \$1,997,072.57 represents operational expenditures and \$1,428,560.41 represents capital expenditures.

The district's payroll for the month of September totaled \$1,311,537.62 plus \$15,137.72 for travel and miscellaneous reimbursements and \$640,806.64 in fringe benefits. The district's bills and payroll totaled \$5,393,114.96.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146463	Heartsaver First Aid/CPR/AED	\$ 5,500.00
149419	Supervision	\$ 5,400.00
146464	Heartsaver CPR/AED Adult/Child	\$ 616.00
146465	Heartsaver First Aid	\$ 597.95

3. Approved the following 2018 procurement for goods and services:

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

## **VI. CHAIRPERSON'S REPORT**

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

2. Mr. Hoerter announced the Fall Boards Association meeting was held October 11-13 in Appleton. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan and Dr. Mondeik attended. Each commented on sessions and tours attended. Dr. Mondeik congratulated Mid-State alumni Larry Turba, who was recognized as the District Boards Association Alumni of the Year during the Fall Boards Association meeting.

3. Mr. Hoerter announced the Fall Board Advance will be held November 13. The Foundation Board will join the group for a professional growth activity titled "Two Boards, One Mission". Feedback on the draft agenda should be provided to Dr. Mondeik or Ms. Susa.

4. Mr. Hoerter announced the 2018 ACCT Leadership Congress will be held October 24-27 in New York. Mr. Beaver, Ms. Bruski Mallek, Ms. Miller, Mr. Merdan, Dr. Mondeik and Dr. Damrow plan to attend.

5. Mr. Hoerter asked Board members to mark their calendars for upcoming meetings.  
\* November 19, 2018 – Marshfield Campus  
\* January 21, 2019 – Stevens Point Campus  
\* March 18, 2019 – Adams County Center

6. The next Mid-State Board of Directors meeting will be held on Monday, November 19 at the Wisconsin Rapids Campus. Committee meetings will be held at 4:15 p.m., Committee-of-the-Whole will begin at 5:00 and the regular meeting will begin at 5:20 p.m., unless otherwise announced.

## **VII. FOUNDATION BOARD LIAISON REPORT**

1. Ms. Bruski Mallek reported the Sand Valley Golf Event hosted 40 golfers and netted \$9,000 for Foundation programs.

2. Ms. Bruski Mallek announced the Foundation is in the process of searching for a full-time Administration Assistant. The position is expected to be filled by early November.

3. Ms. Bruski Mallek reported the Foundation Audit will be presented to the District Board during the November Board meeting as per the MOU.



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

1. Dr. Mondeik highlighted a recent visit to the Wisconsin Rapids Campus by Wisconsin Department of Transportation Secretary Dave Ross as well as the German Student Exchange group from Hessen, Germany.
2. Dr. Mondeik provided an overview of the college's first K-12 Counselor Breakfast and industry partnership meetings focused on apprenticeships.
3. Dr. Mondeik was recently invited to attend a meeting with Congressman Ron Kind to discuss topics pertinent to higher education and student success.
4. Dr. Mondeik reported the Presidents Association met with Ashley Furniture on October 3 to discuss partnerships with the WTCS. She also acts as the Liaison for the WTCS Grants Group and participates on the Presidents Association Incarcerated Individuals Task Force.

### **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 reported the committee reviewed end-of-year closing entries and audit work that require amendments to the college's 2017-18 (FY18) budget prior to finalizing the annual audit. These are usual and customary amendments which were previously brought to the attention of the Board.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the Budget Amendment Resolution below:

WHEREAS, the 2017-18 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 19, 2017, was amended on May 21, 2018, 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 modification of federal or state grants; the redistribution of salaries and wages; the reallocation of expenses within departments and functions; and funding of an OPEB trust; and

WHEREAS, the Special Revenue – Operational budget was adjusted to reallocate budgets within departments and functions; and

WHEREAS, the Capital Projects budget was adjusted to accommodate the modification of federal or state grants: and to reallocate capital budgets within departments and functions; and

WHEREAS, the Internal Service Fund budget was adjusted to accommodate self-funded insurance costs; and

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

<b>FUND</b>	<b>FUNCTION RESOUR</b>	<b>APPROPRIATION CHANGE</b>	<b>MODIFIED APPROPRIATION</b>
General	Instruction	(\$161,156)	\$17,895,486
General	Instructional Resources	(\$4,905)	\$1,203,422
General	Student Services	\$112,637	\$4,056,939
General	General Institutional	\$365,242	\$6,286,827
General	Physical Plant	\$150,000	\$2,255,086
Special Rev – Operational	Instruction	(\$1,300)	\$1,146,420
Special Rev – Operational	Student Services	\$1,200	\$1,200
Special Rev – Operational	Physical Plant	\$100	\$4,100
Capital Projects	Instruction	\$55,074	\$5,494,828
Capital Projects	General Institutional	(\$7,300)	\$376,270
Capital Projects	Physical Plant	\$7,300	\$3,349,100
Internal Service	Auxiliary Services	\$300,050	\$5,369,377

BE IT FURTHER RESOLVED that these budget modifications comply with the district board’s policy; 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. Mr. Spargo reported that prior to October 31, the Mid-State Board is required to certify their tax levy for the current fiscal year and notify 97 municipalities of their proportionate share of Mid-State’s total levy. Mr. Spargo highlighted tax levy information, Mid-State’s mill rate and district property values.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following 2018-19 Tax Levy Certification Resolution:

BE IT RESOLVED that the Mid-State Technical College Board authorized a \$12,593,787 property tax levy for fiscal year 2018-19, representing an overall mill rate of \$0.93339 on \$13,492,586,483 of equalized valuation within the boundaries of the Mid-State Technical College District.

BE IT FURTHER RESOLVED that this levy be made up of \$6,832,678 in operational levy representing an operational mill rate of \$0.50640 and \$5,761,109 in debt service representing a debt service mill rate of \$0.42699.

BE IT FURTHER RESOLVED that administration apportion this levy based on the certified equalized property values for its 97 municipalities and notify them of their apportionment in accordance with state statutes.

5. The following items were presented for informational purposes only:
  - a. 2017-18 FINANCIAL AUDIT UPDATE – Mr. Spargo reported Mid-State’s annual audit is progressing well. No material audit findings have been identified to date, nor are any expected. Audited financial statements will be presented in November.
  - b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

**X. ACADEMIC & HUMAN RESOURCES COMMITTEE**

1. In place of Academic & Human Resources Committee Chairperson Lynneia Miller, Richard Merdan reported the committee had no consent agenda items this month.
2. The following items were presented for informational purposes only:
  - a. 5 RIGHTS – Mr. Merdan reported the committee discussed the 5 Rights (program, location, curriculum, format and time) of the Educational Master Plan that ensure Mid-State is offering education programming to meet workforce needs. They reviewed the Right Location rubric and the standard for determining appropriateness of location for programming.
  - b. PART-TIME FACULTY RECRUITMENT – Mr. Merdan shared that the committee heard about efforts to increase the pool of part-time faculty at the college. A recruitment tool kit is being put together to assist staff as they are in conversation with potential part-time faculty.
  - c. RETIREE RECEPTION – Mr. Merdan reported the college will host a Retiree Reception on November 29 with a Thanksgiving theme. 202 invites were sent for a meet and greet reception that will bring together retirees and college leadership for conversation as well as offer a tour of the Wisconsin Rapids Campus.

**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. GRADUATE FOLLOW-UP SURVEY – Mr. Beaver the committee reviewed the annual graduate follow-up survey. Highlights include an 81% participation rate, 95% of graduates are employed (up 1% over last year) and an increase in average salary. The primary reason students attend Mid-State is for employment and 97% of those responding were satisfied with the education they received at Mid-State.

- b. STUDENT COHORT DEFAULT RATES – Mr. Beaver provided an overview on Mid-State’s student cohort default rate. Mid-State continues to work with others in the WTCS to positively impact this rate as well as work with external organizations to provide financial literacy to students.
- c. FOOD PANTRY – Mr. Beaver reported Dean of Student Support Dr. Christina Lorge presented on the newly complete student food pantry on the Wisconsin Rapids Campus. The program is currently supported by the good-will of staff and will be expanded to the Stevens Point, Marshfield and Adams locations in the future.
- d. WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS – Mr. Beaver reported Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow provided a status update of Workforce Development contracts and proposals referenced in Exhibit D.

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

- 1. ADVISING EXCELLENCE AWARDS – The Wisconsin Academic Advising Association (WACADA) grants two Advising Excellence Awards annually. Mid-State Technical College academic advisors received the award in 2017 and 2018. Award winners Shawn Zee (2017) and Kay Grundhoffer (2018) spoke to the Board about their experience and the support they provide to students.
- 2. MARKETING REPORT – Marketing & Communications Director Kolina Stieber shared a high-level recap of marketing and communications activities and changes that took place in fiscal year 2018. She walked through the annual report, highlighted products and services produced by the Marketing team and announced recent awards won.

**XIII. DISCUSSION AND ACTION ITEM**

- 1. SCHOOL OF HEALTH – School of Health Dean Dr. Colleen Kane highlighted the school including programming, staffing, community relations/partnerships and student activities and accomplishments.
- 2. MANUFACTURING MONTH – Interim Vice President of Academics Dr. Deb Stencil, Vice President of Student Services & Enrollment Management Dr. Mandy Lang and Director of Marketing & Communications Kolina Stieber shared Mid-State’s activities related to Manufacturing Month. Activities included a Heavy Metal Bus Tour, K-12 collaboration, Program Showcase and Central Wisconsin Manufacturing media campaign.

**XIV. CLOSED SESSION**

Mr. Hoerter announced the Board would entertain a motion to convene in closed session, pursuant to s. 19.85(1)(e), Wisconsin Statutes, concerning negotiation strategies related to the lease of real-estate property and the selection of facilities or property to be used for future needs of the College. The Board may take such action as may be appropriate while in closed session.

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

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

The Board moved into closed session at 6:21 p.m.

**XV. ADJOURNMENT**

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved reconvening into open session at 6:57 p.m.

There being no action as a result of closed session and there being no further business, the Board meeting adjourned at 6:58 p.m. with a motion by Mr. Beaver, upon a voice vote.

The next meeting of the Mid-State Technical College Board will be on Monday, November 19, 2018 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., unless otherwise announced, Committee-of-the-Whole will meet at 5:00 p.m. and the regular meeting will begin at 5:20 p.m..

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Lynneia Miller, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

# **G. REPORTS AND RECOMMENDATIONS**

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MARSHFIELD CAMPUS

NOVEMBER 19, 2018

1. Chairperson's Report
2. Mid-State Foundation Report
3. President's Report  
(Partially contained in Exhibit A)
4. Committee Reports
  - a. Finance & Audit Committee
  - b. Academic & Human Resources Committee
  - c. Facilities & External Relations Committee
  - d. Committee-of-the-Whole

# FINANCE & AUDIT

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MARSHFIELD CAMPUS

NOVEMBER 19, 2018

AGENDA: FINANCE & AUDIT COMMITTEE

PLACE: Room 124  
Mid-State Marshfield Campus  
2600 West 5<sup>th</sup> Street

DATE: Monday, November 19, 2018

TIME: 4:15 p.m.

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

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

D. Routine Business

- 1. REVIEW OF CONSENT AGENDA ITEMS
  - a. PAYMENT OF BILLS (Exhibit B)

Each month a list of disbursements is provided to the Board to demonstrate statutory compliance. All processed disbursements are released immediately on a pre-approval basis in accordance with Mid-State's "Release of District Checks" policy. Purchases of goods (supplies, materials and equipment) and services exceeding \$50,000 and facility construction and remodeling projects exceeding \$25,000 require prior Board approval. Two detailed lists are provided in different review formats. Board members may forward inquiries regarding specific transactions to the Business

Services Office prior to the meeting. These disbursement lists identify the nature of our transactions and the vendors we are conducting business with. The Board also provides oversight, another layer of control against internal acts of embezzlement or fraud.

b. CONTRACTED SERVICES AGREEMENTS (Exhibit D)

Each month a list of contracted service agreements is provided to the Board to demonstrate statutory compliance. They are presented after the agreement is executed but generally before services are rendered. In compliance with WTCS Policy, pricing is established at a level above full cost recovery in accordance with a system-wide policy. Exceptions are allowed and are authorized by the District Board and are noted in the list when they exist. Pertinent information for each contract is also included. Contracts generally fall into two categories – customized instruction and technical assistance. Our customer base extends to businesses, industries, not-for-profit organizations and government units. An annual post-fiscal report is generated by the WTCS Office and is shared with the Board.

c. PROCUREMENTS FOR GOODS AND SERVICES (Exhibit E)

Each month a list of procurements is provided to the Board to demonstrate statutory compliance and adherence to WTCS guidelines and procedures. They are presented in two groups – less than \$50,000 and equal to or greater than \$50,000. Purchases of goods (supplies, materials and equipment) and services greater than \$50,000 require prior Board approval unless an exception is allowed by WTCS policy.

A lower Board approval limit of \$25,000 exists for facility construction and remodeling. However, project specifics are generally discussed beforehand in the Facilities & External Relations Committee. Project specifics include feasibility, educational needs, specifications and other project related decisions. Therefore, approval of related procurements and bids will usually be listed in the committee agenda. However, the Committee may choose to place formal approval of the project procurements on the Consent Agenda. This procedure will also apply to project oversight occurring in the Academic



Affairs & Human Resources Committee and the Finance & Audit Committee.

All procurements are the responsibility of the respective budget manager. The Purchasing Department owns the processes, provides advice and support and ensures that compliance is maintained. Budget managers have the primary role of planning and grouping when discounts can be obtained, determining needs and specifications and having an adequate budget allocation. Capital projects and annual allocations are tracked from which an end-of-year report is generated. Most districts finance their annual capital expenditures by issuing General Obligation Debt.

2. TREASURER'S REPORT (Exhibit C)

The Chair of the Finance & Audit Committee / Treasurer will walk through and highlight each report in the Board packet. The intent of sharing this information on a monthly basis is to give the Board assurance that administration is: 1) monitoring and managing the resources allotted and allocated annually and is doing so in accordance with budget and fiscal policy, and 2) maintaining a healthy financial condition and position in accordance with WTCS requirements and the Higher Learning Commission (Higher Education Accreditation Authority) expectations. Balanced budgets and growth in net assets are key ingredients for continued sustainability and financial viability.

3. 2017-18 AUDITED FINANCIAL STATEMENTS

A representative from the independent audit firm of Schenck Business Solutions will present the Audited Financial Statements for the fiscal year ending June 30, 2018. This is the third year of a five-year engagement with Schenck. A favorable and unqualified opinion is anticipated. An electronic PDF file of the Management Report and the Audited Financial Statements will be forwarded. A representative from Schenck will present in greater detail to the Committee and provide an overview to the full Board. End-of-year financial results on a budgetary basis are also available within the audit report. Administration recommends Board acceptance of the Audited Financial Statements for the period ending June 30, 2018. Board action is requested.

4. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. REVIEW OF FY18 COLLEGE FOUNDATION AUDIT

Vice President of Finance & Facilities Robb Fish will give an overview of the audit results for the Foundation for the fiscal year ending June 30, 2018. These results are for informational purposes only and no action is required.

b. MID-STATE RECEIVES DISTRICTS MUTUAL INSURANCE (DMI) GRANT

DMI, a licensed mutual company owned and operated by the 16 Wisconsin Technical College Districts has awarded Mid-State a \$24,000 Risk Management Project Award. Mid-State's Safety Coordinator Dick Bartosh submitted the proposal on behalf of the college. The award dollars will be used to purchase a backup generator on the Adams Campus. Mr. Fish will provide additional information.

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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MARSHFIELD CAMPUS

NOVEMBER 19, 2018

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: Conference Room 101  
Mid-State Marshfield Campus  
2600 West 5<sup>th</sup> Street

DATE: Monday, November 19, 2018

TIME: 4:15 p.m.

A. Committee meeting called to order by Chairperson Lynneia Miller

B. Call to Order

C. Meeting Notice Certification

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

D. Routine Business

1. REVIEW CONSENT AGENDA ITEMS

There are no Consent Agenda items this month.

2. INFORMATION ITEMS

The following items are presented for informational purposes only:

a. NEW PROGRAMMING PROCESS

The Academic Team created a three-year Product Development Plan identifying potential new programs to

investigate. The new program approval process will be reviewed as new programs require Mid-State Board approval. Interim Vice President of Academics Dr. Deb Stencil will discuss.

b. SPOTLIGHT ON HEALTH

Mid-State Technical College hosted “Spotlight on Health” at its Marshfield Campus on Wednesday, November 7. In this free, open-house style event, high school students, parents and community members learned about a variety of high-demand career options in healthcare and the education Mid-State offers to prepare graduates for success.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# FACILITIES & EXTERNAL RELATIONS

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MARSHFIELD CAMPUS

NOVEMBER 19, 2018

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

PLACE: Community Engagement Room 126  
Mid-State Marshfield Campus  
2600 West 5<sup>th</sup> Street

DATE: Monday, November 19, 2018

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

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

D. Routine Business

1. REVIEW CONSENT AGENDA ITEMS

There are no Consent Agenda items this month.

2. MARSHFIELD LINK PROJECT

Director of Facilities & Procurement Matt Schneider will present an update on the Marshfield Learning Commons (LiNK) Project as well as the project bid results. There will be a brief analysis of the bid results and request to award to the lowest qualified bidder. Board action is requested.

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. INFORMATION TECHNOLOGY UPDATE

Director of Information Technology Brad Russell will provide an informational update on Mid-State's efforts surrounding its phishing campaign for employees and the new help desk.

b. K-12 ANNUAL REPORT

Vice President of Student Services & Enrollment Management Dr. Mandy Lang and Manager of K-12 and Adult Recruitment Jackie Esselman will provide the annual K-12 update to the committee. Event information, transition rates, and dual credit information will be shared.

c. WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS

Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow will provide a status update of Workforce Development contracts and proposals referenced in Exhibit D.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# COMMITTEE-OF-THE-WHOLE

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MARSHFIELD CAMPUS

NOVEMBER 19, 2018

AGENDA: COMMITTEE-OF-THE-WHOLE

PLACE: Community Engagement Room 126  
Mid-State Wisconsin Rapids Campus  
500 32<sup>nd</sup> Street North

DATE: Monday, November 19, 2018

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Meeting Notice Certification

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

C. INFORMATION ITEM:

1. ANNUAL BENEFITS ENROLLMENT AND HEALTH INSURANCE UPDATE

The College experienced very little change in health insurance throughout 2018 allowing for little change for 2019. Vice President of Human Resources & Organizational Development Dr. Karen Brzezinski will explain this year's renewal process.

D. ADJOURNMENT

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

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MARSHFIELD CAMPUS

NOVEMBER 19, 2018

1. MARSHFIELD CAMPUS AND COMMUNITY UPDATE

Vice President of Student Services & Enrollment Management and Interim Marshfield Campus Dean Dr. Mandy Lang will share highlights of student events and learning activities at the Marshfield Campus as well as provide an update on community happenings and Mid-State's related involvement.

2. ADAMS COUNTY CENTER UPDATE

In October 2018, the Higher Learning Commission approved the Adams County Center as an Additional Location, meaning the Center can now offer full programs on site. The approval process and Mid-State's academic plans for the Adams Campus will be shared by Interim Vice President of Academics Dr. Deb Stencil.

## **J. ADJOURNMENT**

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## **EXHIBITS A – F**

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

1. Program Showcase was held at the Wisconsin Rapids Campus on October 23. Area high school student experienced hand-on demonstrations of many of Mid-State's over 65 programs as well as learned about dual credit opportunities and applying for scholarships. Over 500 students from Adams-Friendship, Marshfield and Lincoln high schools attended this year and were entered into the scholarship drawing. Jasmine Pleet, from Lincoln High School, was the lucky winner of the \$500 scholarship.
  
2. My travel between now and mid-November will include:
  - Weekly Rotary Meetings – Wisconsin Rapids
  - Nursing Signing Event – Stevens Point
  - Campus Strategic Planning – Adams
  - Campus Visits – Marshfield and Stevens Point

**FY 2018-19 Budget Modifications Made in the Month of October 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>							
141489	WTCS TSA Grant	State	New award	168,000.00	160,000.00	8,000.00	1
141349	Motorcycle Grant	State	Adjust award to actual	(3,346.00)		(3,346.00)	2
141929	Aligning Electronic/Industrial Mech Prog	State	Adjust award to actual	(760.00)		(760.00)	3
<b>Fund 3 - Capital Projects Fund Budget Modifications</b>							
143494	DMI Grant	Private	New award	24,000.00	24,000.00	-	
<b>Total Budget Changes For The Month</b>				<b>187,894.00</b>	<b>184,000.00</b>	<b>3,894.00</b>	
<b>Notes:</b> Budget modifications are out of balance for October due to the following:							
1	Grant allows for administrative costs.						
2	Expenses on grant adjusted in September. Grant is not reimbursed at 100%.						
3	Adjusts the grant administrative cost reimbursement.						



## Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2019 as of October 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	Original Budget	
Local Government	6,810,080	-	-	5,754,248	-	-	-	-	-	-	-	-	-	-	-	12,564,328	12,564,328	25.3%
Student Fees	6,966,491	103,000	-	-	-	299,163	-	-	-	-	-	-	-	-	-	7,368,654	7,372,000	14.8%
State Aid & Grants	15,045,217	-	52,100	-	-	-	-	-	-	-	-	-	-	-	-	15,097,317	14,808,198	30.4%
Institutional	183,906	715,000	60,020	100,500	-	695,130	-	-	-	-	-	-	-	-	-	8,373,129	8,349,129	16.9%
Federal	609,629	-	-	-	-	5,666,300	-	-	-	-	-	-	-	-	-	6,275,929	6,257,913	12.6%
<b>Total Revenues</b>	<b>29,615,323</b>	<b>818,000</b>	<b>112,120</b>	<b>5,854,748</b>	<b>1,194,373</b>	<b>6,660,593</b>	<b>5,424,200</b>	<b>49,679,357</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	Original Budget	
Salaries and Wages	17,294,274	256,876	-	-	207,715	33,428	240,995	-	-	-	-	-	-	-	-	18,033,288	17,959,407	32.4%
Benefits	7,260,273	77,086	-	-	70,863	26,354	292,325	-	-	-	-	-	-	-	-	7,726,901	7,704,932	13.9%
Current Expenditures	5,879,941	553,105	-	-	129,170	1,106,635	154,241	-	-	-	-	-	-	-	-	7,823,092	7,621,494	14.0%
Student Financial Aid & Activities	-	-	-	-	842,348	3,903,500	6,007,995	-	-	-	-	-	-	-	-	6,007,995	6,013,546	10.8%
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,745,848	4,745,848	8.5%
Capital Outlay	-	-	5,401,927	-	-	-	-	-	-	-	-	-	-	-	-	5,401,927	5,377,927	9.7%
Debt Retirement	-	-	-	5,980,245	-	-	-	-	-	-	-	-	-	-	-	5,980,245	5,980,245	10.7%
<b>Total Expenditures</b>	<b>30,434,488</b>	<b>887,067</b>	<b>5,401,927</b>	<b>5,980,245</b>	<b>1,250,096</b>	<b>5,069,917</b>	<b>55,719,296</b>	<b>100.0%</b>										
<b>% of Expenditures by Fund</b>	<b>54.6%</b>	<b>1.6%</b>	<b>9.7%</b>	<b>10.7%</b>	<b>2.2%</b>	<b>9.1%</b>	<b>100.0%</b>											

Changes in Fund Equity		Actual Fund Equity as of 6/30/18		Current Revenue over Expenses		Other Sources and Uses:		Budgeted Ending Fund Equity	
Proceeds from Debt	-	-	4,800,000	-	-	-	-	4,800,000	4,800,000
Interfund Transfers In	120,000	-	-	-	-	-	-	155,000	155,000
Interfund Transfers Out	(35,000)	-	-	-	(120,000)	-	-	(155,000)	(155,000)
Repayment of Debt	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>86,000</b>	<b>(5,000)</b>	<b>4,800,000</b>	<b>(120,000)</b>	<b>(120,000)</b>	<b>(120,000)</b>	<b>(120,000)</b>	<b>(120,000)</b>	<b>(120,000)</b>
<b>Budgeted Ending Fund Equity</b>	<b>9,897,827</b>	<b>360,897</b>	<b>5,681,688</b>	<b>228,978</b>	<b>407,247</b>	<b>1,377,134</b>	<b>1,499,850</b>	<b>19,453,621</b>	<b>18,659,249</b>



## Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2019 as of October 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 2	Fund 2	Fund 7	Fund 3	Fund 4	Fund 5	Fund 6	Total YTD All Funds	Total Current Budget					
Local Government	6,832,678	-	-	-	-	-	5,761,109	-	-	-	-	-	-	12,593,787	12,564,328	100.2%
Student Fees	5,373,445	10,559	240,065	-	-	-	-	-	-	-	-	-	-	5,624,069	7,368,654	76.3%
State Aid & Grants	1,927,355	-	-	-	-	-	-	-	-	-	-	-	-	1,927,355	15,097,317	12.8%
Institutional	83,792	55,830	343,389	44,806	-	-	137,344	521,154	2,015,770	-	-	-	3,202,085	8,373,129	38.2%	
Federal	122,778	-	2,004,193	-	-	-	-	-	-	-	-	-	-	2,126,971	6,275,929	33.9%
<b>Total Revenues</b>	<b>14,340,047</b>	<b>66,388</b>	<b>2,587,648</b>	<b>44,806</b>	<b>2,587,648</b>	<b>44,806</b>	<b>5,898,453</b>	<b>521,154</b>	<b>2,015,770</b>	<b>521,154</b>	<b>2,015,770</b>	<b>2,015,770</b>	<b>25,474,267</b>	<b>49,679,357</b>	<b>51.3%</b>	
<b>% of Budget Recognized</b>	<b>48.4%</b>	<b>8.1%</b>	<b>38.9%</b>	<b>40.0%</b>	<b>38.9%</b>	<b>40.0%</b>	<b>100.7%</b>	<b>43.6%</b>	<b>37.2%</b>	<b>43.6%</b>	<b>37.2%</b>	<b>37.2%</b>	<b>51.3%</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 2	Fund 2	Fund 7	Fund 3	Fund 4	Fund 5	Fund 6	Total YTD All Funds	Total Current Budget					
Salaries and Wages	5,578,750	57,262	46,371	-	-	-	-	53,916	-	-	-	-	-	11,035	18,033,288	31.9%
Benefits	2,467,716	19,669	12,212	-	-	-	-	20,233	-	-	-	-	-	8,445	7,726,901	32.7%
Current Expenditures	1,847,714	11,625	35,624	-	-	-	-	44,191	-	-	-	-	-	417,793	7,823,092	30.1%
Student Financial Aid & Activities	-	-	2,153,558	-	-	-	-	-	-	-	-	-	-	-	6,007,995	35.8%
Resale	-	-	-	-	-	-	-	501,607	-	-	-	-	-	1,873,088	4,745,848	39.5%
Capital Outlay	-	-	-	-	-	-	2,399,774	-	-	-	-	-	-	2,399,774	5,401,927	44.4%
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	-	594,408	5,980,245	9.9%
<b>Total Expenditures</b>	<b>9,894,180</b>	<b>88,556</b>	<b>2,247,764</b>	<b>2,399,774</b>	<b>2,247,764</b>	<b>2,399,774</b>	<b>594,408</b>	<b>619,947</b>	<b>1,808,755</b>	<b>619,947</b>	<b>1,808,755</b>	<b>1,808,755</b>	<b>17,653,384</b>	<b>55,719,296</b>	<b>31.7%</b>	
<b>% of Budget Expended</b>	<b>32.5%</b>	<b>10.0%</b>	<b>33.6%</b>	<b>44.4%</b>	<b>33.6%</b>	<b>44.4%</b>	<b>9.9%</b>	<b>49.6%</b>	<b>35.7%</b>	<b>49.6%</b>	<b>35.7%</b>	<b>35.7%</b>	<b>31.7%</b>			

### Changes in Fund Equity

Actual Fund Equity as of 6/30/18	10,631,992	429,964	5,681,651	718,795	532,744	1,552,857	1,145,567	20,693,560	20,693,560
Current Revenue over Expenses	4,445,868	(22,167)	339,883	(2,354,968)	5,304,045	(98,793)	207,015	7,820,883	(6,039,939)
Other Sources and Uses:									
Proceeds from Debt	-	-	-	4,800,000	-	-	-	4,800,000	4,800,000
Interfund Transfers In	-	-	-	-	-	-	-	-	155,000
Interfund Transfers Out	-	-	-	-	-	-	-	-	(155,000)
Repayment of Debt	-	-	-	-	-	-	-	-	-
<b>Accrued YTD Fund Equity</b>	<b>15,077,859</b>	<b>407,797</b>	<b>6,021,534</b>	<b>3,163,817</b>	<b>5,836,788</b>	<b>1,454,064</b>	<b>1,352,582</b>	<b>33,314,443</b>	<b>19,453,621</b>

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

With Comparative Total for October 31, 2017

Mid-State Technical College  
November 2, 2018 at 10:12 AM

ASSETS AND OTHER DEBITS	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type	
	General	Special Rev	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable	Memorandum only	
								2018-19	2017-18
Cash	\$ 8,287,592	\$ -	\$ 3,477,209	\$ 66,412	\$ 1,570	\$ 1,300,436	\$ 100	\$ 13,133,319	\$ 14,449,453
Investments	-	-	-	-	-	-	5,719,642	5,719,642	5,035,859
Receivables:									
Property taxes	12,380,600	-	-	213,186	-	-	-	12,593,786	11,528,759
Accounts receivable	2,409,418	26,987	60	-	74,560	-	119,502	2,630,427	2,853,482
Due from other funds	(7,071,730)	385,253	(46,618)	5,557,190	471,439	508,009	196,456	(1)	-
Inventories - at cost	-	-	-	-	490,788	-	-	490,788	328,549
Prepaid Assets	(157)	157	-	-	-	-	-	-	16,585
Other Current Assets	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	444,410	44,037	-	488,447	547,124
General Long Term Debt	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 16,005,723</b>	<b>\$ 412,297</b>	<b>\$ 3,430,651</b>	<b>\$ 5,836,788</b>	<b>\$ 1,482,767</b>	<b>\$ 1,852,482</b>	<b>\$ 6,035,700</b>	<b>\$ 35,056,408</b>	<b>\$ 34,759,811</b>

**LIABILITIES, FUND EQUITY AND OTHER CREDITS**

Liabilities									
Accounts Payable	\$ 149,089	\$ 4,500	\$ 266,834	\$ -	\$ 23,747	\$ 227	\$ 11,400	\$ 455,797	\$ 966,897
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	183,728	-	-	-	-	497,514	-	681,242	230,696
Vacation	586,852	-	-	-	4,476	2,159	2,767	596,254	827,687
Other current liabilities	8,194	-	-	-	481	-	-	8,675	9,148
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	-	-	-	-	-	-	-	-	7,881
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b>927,863</b>	<b>4,500</b>	<b>266,834</b>	<b>-</b>	<b>28,704</b>	<b>499,900</b>	<b>14,167</b>	<b>1,741,968</b>	<b>2,042,309</b>
Fund equity and other credits									
Retained Earnings	-	-	-	-	1,527,960	176,048	-	1,704,008	1,682,042
Res for Prepaid Expenditures	143,199	157	-	-	24,898	-	-	168,254	133,042
Res for Self-Insurance	-	-	-	-	-	969,519	-	969,519	730,348
Res for Student Organizations	-	-	-	-	-	-	131,011	131,011	96,220
Res for Post-Employ Benefits	482,274	-	-	-	-	-	5,550,640	6,032,914	5,371,994
Reserve for Capital Projects	-	-	613,227	-	-	-	-	613,227	553,807
Reserve for Cap Proj - Motorcycle	-	-	105,559	-	-	-	-	105,559	97,167
Reserve for Debt Service	-	-	-	-	-	-	-	532,744	567,845
Designated for Operations	7,434,347	36,336	-	-	-	-	-	7,470,683	8,537,043
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	383,216
Des for Subsequent Year	2,188,956	393,471	-	-	-	-	-	2,582,427	2,179,951
<b>TOTAL FUND EQUITY AND OTHER CREDITS</b>	<b>10,631,992</b>	<b>429,964</b>	<b>718,786</b>	<b>532,744</b>	<b>1,552,858</b>	<b>1,145,567</b>	<b>5,681,651</b>	<b>20,693,562</b>	<b>20,332,675</b>
Year-to-date excess revenues(expenditures)	4,445,868	(22,167)	2,445,031	5,304,044	(98,795)	207,015	339,882	12,620,878	12,384,827
<b>TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS</b>	<b>\$ 16,005,723</b>	<b>\$ 412,297</b>	<b>\$ 3,430,651</b>	<b>\$ 5,836,788</b>	<b>\$ 1,482,767</b>	<b>\$ 1,852,482</b>	<b>\$ 6,035,700</b>	<b>\$ 35,056,408</b>	<b>\$ 34,759,811</b>

## October Contracted Service Agreements Meeting on November 19, 2018

Contract Number	Location of Business/Agency	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146466	Marshfield	Ramsey - Maintest	Technical Assistance	3	240.00
146467	Plover	Weld Certification	Technical Assistance	2	1,400.00
146468	Wisconsin Rapids	Customer Care Relations Training	54	12	9,775.00
146472	Stevens Point	Machine Tool Pre-Apprenticeship	424	112	44,099.53
				<b>Total:</b>	<b>\$55,514.53</b>

## October Contract Training Proposals For Informational Purposes

Proposal Number	Location of Business/Agency	Type of Service	Proposal Amount
P19-2110	Wisconsin Rapids	BLS	1,190.00
P19-2111	Wisconsin Rapids	Machine Tool Pre-Apprenticeship	48,990.00
P19-2112	Stevens Point	CPR/AED	430.00
P19-2113	Marshfield	Multimeter Training	450.00
P19-2114	Stevens Point	CPR/AED	1,090.00
P19-2115	Wisconsin Rapids	OSHA 10 / LOTO	TBD
P19-2116	Marshfield	BLS Skills Testing	790.00
P19-00017	Wisconsin Rapids	CPR/AED	1,100.00
P19-0019	Wisconsin Rapids	CPR/AED	1,090.00
P19-00020	Wisconsin Rapids	EMR Refresher	2,390.00
		<b>Total:</b>	<b>\$57,520.00</b>

**FINANCE & AUDIT COMMITTEE**  
**Procurement of Goods and Services**  
**November 19, 2018 Board Meeting**

<b>PROCUREMENTS REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
None		
<b>❖ Subtotal for Procurements Requiring Board Action</b>	<b><u>\$0.00</u></b>	

<b>PROCUREMENTS NOT REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
None		
<b>❖ Subtotal for Procurements Not Requiring Board Action</b>	<b><u>\$0.00</u></b>	

**GRAND TOTAL** **\$0.00**



## **PROCUREMENT & SELECTION METHODS DEFINED**

Mid-State Technical College 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 Department of Administration or UW system processed a bid or RFP and awarded the products and/or services to this vendor. Mid-State 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. Mid-State 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** – Mid-State is required to pay for the service or membership to operate.



## ETHICS RESOLUTION

The Mid-State Technical College District Board:

RESOLVED that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec.19.41 through 19.59, Stats., the Mid-State Technical College District Board has designated the following positions deputy, associate, or assistant district directors and indicated its understanding that the current occupants of those positions are their successors to those positions are state public officials to whom Wisconsin's Ethics Code applies:

<u>POSITION</u>	<u>CURRENT OCCUPANT</u>
President	Dr. Shelly Mondeik 1421 Lily Lane Wisconsin Rapids, WI 54494
Vice President, Academics	Dr. Deb Stencil R5162 County Road H Edgar, WI 54426
Vice President, Finance & Facilities	Robb Fish 2231 Plover Springs Drive Plover, WI 54467
Vice President, Human Resources & Organizational Development	Dr. Karen Brzezinski 154875 Castle Rock Lane Wausau, WI 54403
Vice President, Workforce & Economic Development	Dr. Bobbi Damrow N14987 Old 13 Road Park Falls, WI 54552
Vice President, Student Services & Enrollment Management	Dr. Amanda Lang 418 West Ives Street Marshfield, WI 54449
Director, Information Technology	Brad Russell 1160 Bellview Drive Wisconsin Rapids, WI 54494
Director, Facilities & Procurement	Matt Schneider 803 County Road D Nekoosa, WI 54457
Director, Foundation & Alumni	Jill Steckbauer N1179 County Road CH Coloma, WI 54930