



BOARD OF DIRECTORS MEETING

December 17, 2018

Wisconsin Rapids Campus
Room L133-134



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MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS CAMPUS

DECEMBER 17, 2018

- AGENDA: DISTRICT BOARD MEETING
- PLACE: Room L133-134
Mid-State Wisconsin Rapids Campus
500 32nd Street North
- DATE: Monday, December 17, 2018
- TIME: 5:20 p.m.
- A. Meeting called to order by Chairperson Justin Hoerter
- B. Roll Call
- C. Meeting Notice Certification

This December 17, 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 – November 19, 2018 Regular Meeting

F. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for November 2018 are contained in Exhibit B. These bills total \$828,959.59 of which \$656,157.46 represents operational expenditures and \$172,802.13 represents capital expenditures.

The District's regular payrolls were issued on November 9 and 23. Payroll disbursements for the month of November totaled \$1,380,917.56 plus \$18,715.63 for travel and miscellaneous reimbursements, and \$622,314.17 in fringe benefits, for a total payroll disbursement of \$2,021,947.36.

Administration recommends approval of the payment of these obligations totaling \$2,850,906.95.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into five contracted service agreements totaling \$15,406.09. 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.

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. Information Items
4. Committee-of-the-Whole Meeting

b. Academic & Human Resources Committee

1. Review Consent Agenda Items
2. Information Items
3. Committee-of-the-Whole Meeting

c. Facilities & External Relations Committee

1. Review Consent Agenda Items
2. Information Items
3. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. Board Conduct Policy
2. Two Boards, One Mission
3. Apprenticeship Report

H. Discussion and Action Items

1. School of Business & Technology

I. Closed Session

The Board will entertain a motion to convene into closed session, pursuant to s. 19.85(1)(c), (f), and/or (g), as appropriate to discuss

pending litigation. The Board may take action in closed session, if necessary and appropriate.

The Board will reconvene into open session and may then take further action concerning matters discussed in closed session, if necessary and appropriate. Thereafter, the Board will entertain a motion to adjourn.

J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Marshfield Campus

November 19, 2018

I. ROLL CALL

In place of Board Chairperson Justin Hoerter, Vice Chairperson Robert Beaver called the meeting to order at 5:10 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Richard Merdan, Lynneia Miller, Gordon Schalow, Charles Spargo, and Dr. Shelly Mondeik

EXCUSED: Justin Hoerter

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Dr. Beth Ellie, Jackie Esselman, Robb Fish, Craig Gerlach (arrived at 5:23 p.m.), Dr. Mandy Lang, Dave Maccoux, Ray McLemore, Brad Russell, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, Kolina Stieber, Angie Susa and Lori Weigel

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

II. MEETING NOTICE CERTIFICATION

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

III. OPEN FORUM

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

IV. APPROVAL OF MINUTES

Motion by Ms. Bruski Mallek, seconded by Ms. Crass, upon a voice vote, unanimously approved minutes from the board meeting held October 15, 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 October 2018 were presented in Exhibit B. These bills totaled \$1,218,990.33 of which \$747,551.90 represents operational expenditures and \$471,438.43 represents capital expenditures.

The district's payroll 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. The district's bills and payroll totaled \$3,190,063.46.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146466	Ramsey – Maintest	\$ 240.00
146467	Weld Certification	\$ 1,400.00
146468	Customer Care Relations Training	\$ 9,775.00
146472	Machine Tool Pre-Apprenticeship	\$44,099.53

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

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

4. Approved the following resolution, required by Wisconsin’s Code of Ethics for Public Officials and Employees, designating positions at Mid-State as assistant, associate or district director of a technical college:

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 Development & Community Relations	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

OFFICIAL PROCEEDINGS

November 19, 2018

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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

VI. CHAIRPERSON'S REPORT

1. Mr. Beaver welcomed Board members to the meeting. Mr. Hoerter asked to be excused. Stevens Point Schools Superintendent Craig Gerlach joined the meeting. He will be officially seated at the December Board meeting.
2. Mr. Beaver announced the Winter Boards Association meeting will be held January 16-18 in Madison. The meeting will be held in conjunction with the Legislative Seminar and will include capital visits and presentation of Board Member of the Year. If anyone is interested in attending, please let Ms. Susa know so arrangements can be made.
3. Mr. Beaver announced the Fall Board Advance was held November 13. The Foundation Board joined the District Board for a professional growth activity titled "Two Boards, One Mission". Feedback on the Advance was provided.
4. Mr. Beaver announced the 2018 ACCT Leadership Congress was held October 24-27 in New York. Mr. Beaver, Ms. Bruski Mallek, Ms. Miller, Mr. Merdan, Dr. Mondeik and Dr. Damrow attended. Attendees commented on sessions attended. Ms. Bruski Mallek was named to the ACCT Central Region Nominating Committee.
5. Mr. Beaver announced the Mid-State winter commencement ceremony will be held Sunday, December 16 at 1:30 p.m. in the Wisconsin Rapids Campus Gymnasium. Those planning to attend include Ms. Bruski Mallek, Ms. Crass, Mr. Gerlach, Mr. Hoerter and Ms. Miller.
6. Mr. Beaver asked Board members to mark their calendars for upcoming meetings.
 - * January 21, 2019 – Stevens Point Campus
 - * March 18, 2019 – Adams County Center
7. The next Mid-State Board of Directors meeting will be held on Monday, December 17 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 & Alumni Director Jill Steckbauer reported the Employee Giving Campaign will be held in February 2019, Summer Golf Outing in June 2019, Sand Valley Golf Outing on August 7, 2019 and the Trap Shoot Event on September 6, 2019.

OFFICIAL PROCEEDINGS

November 19, 2018

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2. Ms. Steckbauer announced the Foundation has hired an Administrative Assistant. Isabella Daniels joins the Foundation as a full-time team member.

3. Ms. Steckbauer announced the high school scholarship window has closed – 369 applications were received, compared to just 40 applications last year. The application window for those beginning in August 2019 is May 6, 2019 through June 21, 2019.

4. Ms. Steckbauer thanked the District Board on behalf of the Foundation Board for the “Two Boards, One Mission” professional development opportunity during the Board Advance.

5. Ms. Steckbauer announced the Annual Appeal is in full swing.

VIII. PRESIDENT’S REPORT

1. Dr. Mondeik highlighted a recent Wisconsin Women in Higher Education Leadership (WWHEL) conference that was attended by 12 Mid-State leaders. Dr. Mondeik and School of Business & Technology Dean Dr. Missy Skurzewski-Servant serve on the WWHEL Board. Mid-State will host the conference in fall 2019 and is investigating the opportunity of a chapter at Mid-State.

2. To continue to build campus community, Dr. Mondeik shared photos of a recent Halloween costume contest held on campus.

3. Dr. Mondeik joined past Mid-State presidents Mel Schneeberg, Brian Oehler, John Clark and Sue Budjac for conversation on November 15. The group consented to a Presidents Wall at the College and provided valuable insight and feedback related to Mid-State.

4. Dr. Mondeik reported the Presidents Association met to discuss state elections, ACCT prep, budget advocacy and held a brainstorming session related to diversity of WTCS colleges workforce.

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 introduced Dave Maccoux of Schenck Business Solutions. Mr. Maccoux presented the audited financial statements for the year ending June 30, 2018 to the committee and reviewed the statements with the full Board. Mr. Maccoux highlighted areas of the audited financial statements noting that the college remains in a strong financial position. No deficiencies or material weaknesses were found.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the 2017-18 Audited Financial Statements as presented.

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

- a. REVIEW OF FY18 COLLEGE FOUNDATION AUDIT – Mr. Spargo reported Finance & Audit Committee was provided an overview of the Foundation Audit as per the MOU. The audit progressed nicely.

- b. MID-STATE RECEIVES DISTRICTS MUTUAL INSURANCE (DMI) GRANT – Mr. Spargo reported the college received a \$24,000 safety grant from DMI. The award will be used to purchase a backup generator for the Adams Campus.
- c. 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 had no consent agenda items this month.
- 2. The following items were presented for informational purposes only:
 - a. NEW PROGRAMMING PROCESS – Ms. Miller reported that Vice President of Academics Dr. Deb Stencil provided an overview of the process for which the college follows to approve new programming. The process includes a concept review, labor market analysis along with support from the Advisory Committee, District Board and finally the WTCS Board. The college anticipates presenting programs for approval in the coming months.
 - b. SPOTLIGHT ON HEALTH – Ms. Miller reported the college hosted “Spotlight on Health” at the Marshfield Campus on November 7. This open-house style event provided attendees an opportunity to learn about a variety of high-demand career options in healthcare.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

- 1. Facilities & External Relations Committee Chairperson Robert Beaver reported that the committee had no Consent Agenda items.
- 2. Mr. Beaver reported the committee reviewed the Marshfield LiNK Project and associated bid results. Remodel work on the Marshfield Campus LiNK will bring in alignment all campus locations. Project scope and timeline were discussed; completion is expected by early July. A recommendation to award lowest qualified bidder Eagle Construction was presented.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously awarded Eagle Construction in the amount of \$383,200 for the Marshfield LiNK Project.

- 2. The following items were presented for informational purposes only:
 - a. INFORMATION TECHNOLOGY UPDATE – Mr. Beaver reported Director of Information Technology Brad Russell presented an update on new technology, associated training and helpdesk availability.
 - b. K-12 ANNUAL REPORT – Mr. Beaver provided an overview of Mid-State’s K-12 Outreach annual work. Dual credits granted increased 51% over last year and an increase was seen in transition rate. Mr. Beaver highlighted the regional approach used to connect with each K-12 school in Mid-State’s District.

- c. **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. **ANNUAL BENEFITS ENROLLMENT AND HEALTH INSURANCE UPDATE** – Vice President of Human Resources & Organizational Development Dr. Karen Brzezinski presented on Mid-State's annual benefits enrollment and health insurance. College employees are offered the same plan options as last year with a slight premium increase. SAS will act as the college's third party administrator.

XIII. DISCUSSION AND ACTION ITEM

1. **MARSHFIELD CAMPUS AND COMMUNITY UPDATE** – Vice President of Student Services & Enrollment Management and Interim Marshfield Campus Dean Dr. Mandy Lang provided an overview of student events and activities happening at the Marshfield Campus as well as an update on community happenings and Mid-State's related involvement.
2. **ADAMS COUNTY CENTER UPDATE** – Vice President of Academics Dr. Deb Stencil and Mid-State's Institutional Effectiveness & Quality Manager Dr. Beth Ellie informed the Board of the request to change the Adams County Center from a center to a campus and subsequent approval. This approval allows for full programming to be offered at the Campus and eligibility for financial aid to apply.

XIV. CLOSED SESSION

There is no closed session this month.

XV. ADJOURNMENT

There being no further business, the Board meeting adjourned at 6:14 p.m. with a motion by Mr. Spargo, seconded by Ms. Crass, upon a voice vote.

The next meeting of the Mid-State Technical College Board will be on Monday, December 17, 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..

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

G. REPORTS AND RECOMMENDATIONS

WISCONSIN RAPIDS CAMPUS

DECEMBER 17, 2018

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

FINANCE & AUDIT

WISCONSIN RAPIDS CAMPUS

DECEMBER 17, 2018

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, December 17, 2018

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Charles Spargo

B. Call to Order

C. Meeting Notice Certification

This December 17, 2018, meeting of the Finance & Audit Committee, and all other meetings of the Board or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Routine Business

1. REVIEW OF CONSENT AGENDA ITEMS

a. PAYMENT OF BILLS (Exhibit B)

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

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

b. CONTRACTED SERVICES AGREEMENTS (Exhibit D)

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

c. PROCUREMENTS FOR GOODS AND SERVICES (Exhibit E)

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

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

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

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

2. TREASURER'S REPORT (Exhibit C)

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

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES

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

information. Any necessary action will be incorporated into the action reported by the originating committee.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES

WISCONSIN RAPIDS CAMPUS

DECEMBER 17, 2018

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: Conference Room A203
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, December 17, 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 December 17, 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. CLASSROOM STANDARDIZATION

Over the fall semester, Academics, Information Technology and Facilities have worked together to ensure

decisions are made collaboratively. One area of focus has been the prioritization of classroom technology and furniture. Working together, we have selected technology and furniture that has become the classroom standard. This will improve the instructional experience for full- and part-time faculty and students. Vice President of Academics Dr. Deb Stencil will explain further.

b. RETIREE RECEPTION RECAP

Previously, Vice President of Human Resources & Organizational Development Dr. Karen Brzezinski discussed plans to host a Retiree Reception. The Retiree Reception was held November 29; an event recap will be shared.

c. EMPLOYEE SURVEY

Mid-State Technical College has revamped the Key Result area of “Employee Engagement” to “Organizational Health” and, in doing so, adopted a new culture survey called MindSet. The MindSet survey was deployed in Fall of 2018. While results are not yet finalized, Dr. Brzezinski will provide information on participation in the survey and a look at the format of results that will be shared in the future.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS CAMPUS

DECEMBER 17, 2018

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, December 17, 2018

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This December 17, 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. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. WINTER FACILITIES PROJECTS

Director of Facilities & Procurement Matt Schneider will provide a list of projects that will be completed over winter break at the Adams, Marshfield and Wisconsin Rapids campuses.

b. MEET ME @ MID-STATE

Meet Me @ Mid-State is an event in which prospective students and parents can come to any campus location for a tour, meeting with an Outreach Coordinator and Student Ambassador, apply to the College, apply for financial aid, and register for spring classes. Vice President of Student Services & Enrollment Management Dr. Mandy Lang will provide more details about and recent results from the event.

c. COLLEGE WEBSITE PROJECT

Vice President of Workforce Development & Public Relations Dr. Bobbi Damrow will provide a status update on the new website project.

d. 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.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS CAMPUS

DECEMBER 17, 2018

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, December 17, 2018

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Meeting Notice Certification

This December 17, 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. BOARD CONDUCT POLICY

All sixteen colleges in the Wisconsin Technical College System have collaborated on the creation of a consistent Board Conduct Policy. Vice President of Human Resources & Organizational Development Dr. Karen Brzezinski will present this policy for board approval. The Board Conduct Policy does contain language currently in the Code of Ethics Policy, thus the Board Conduct Policy will replace the Code of Ethics Policy.

2. TWO BOARDS, ONE MISSION

As a follow-up to the Fall Board Advance, President Dr. Shelly Mondeik will facilitate a conversation focused on collaboration of the District and Foundation boards.

3. APPRENTICESHIP REPORT

Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow and Mid-State Apprenticeship Coordinator Mandy Mayek will present the annual apprenticeship report.

D. ADJOURNMENT

H. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS CAMPUS

DECEMBER 17, 2018

1. **SCHOOL OF BUSINESS & TECHNOLOGY**

School of Business & Technology Dean Dr. Missy Skurzewski-Servant will highlight general information about the School of Business & Technology. She will also share recent activities that support programs, students and the community.

J. ADJOURNMENT

EXHIBITS A – E

PRESIDENT'S REPORT

December 17, 2018

1. On Tuesday, December 4, Mid-State hosted its 2nd Annual Cuts for Kids event that welcomed families from across our district. Free haircuts were provided by students, instructors, and graduates from Mid-State's Cosmetology and Barber Technician programs. Free food, Christmas cookie decorating, hands-on activities related to Mid-State programs, GaGa Pit game area, and a chance to meet with Santa were also available. The event included information and resources provided by community partners and health and human services, as well as information about all that Mid-State has to offer. We hosted 117 families (up from 90 last year), provided 226 haircuts (up from 209 last year) and increased attendance to upwards of 500 (350+ last year). We had 36 Mid-State staff members and 45 Mid-State students who came together to make this event great! Seven community groups provided information throughout the event and five additional community groups provided event support.
2. The Mid-State Speaker Series for 2018 finished with an encore presentation of "The Net Zero Energy Lifestyle: Living Sustainable in Central Wisconsin" by Mid-State Renewable Instructor Ben Nusz. This presentation is available online for those unable to attend. Additional presentations will be coming in 2019 – check the website for more information.
3. The General Education team has created eight General Education Outcomes which reflect what students should know and be able to demonstrate as a result of taking core general education courses. Next semester, they will develop indicators for each outcome, defining specific behaviors expected for each outcome. They have also been developing collaborative relationships with program instructors and seeking out real-life/relevant examples from the programs that they can incorporate into general education courses. These efforts will strengthen our student's experiences at Mid-State and improve student success.
4. My travel between now and mid-January will include:
 - Weekly Rotary Meetings – Wisconsin Rapids
 - Employee Winter Celebration – Stevens Point
 - Campus Visit – Stevens Point
 - Campus Strategic Planning – Stevens Point
 - Boards Association Winter Meeting & Legislative Seminar – Madison

FY 2018-19 Budget Modifications Made in the Month of November 2018

<u>Project #</u>	<u>Grant Title or Description</u>	<u>Type</u>	<u>Reason for Budget Change</u>	<u>Revenue Change</u>	<u>Expense Change</u>	<u>Fund Balance Change</u>	<u>Notes</u>
Fund 1 - General Fund Budget Modifications							
141229	Emergency Assistance Grant	State	Additional award	5,000.00	5,000.00	-	
141769	Promising Practice STAR Grant	State	New award	4,625.00	4,625.00	-	
Fund 3 - Capital Projects Fund Budget Modifications							
Total Budget Changes For The Month							
				9,625.00	9,625.00	-	
Notes: Budget modifications are in balance for November.							



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2019 as of November 30, 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	Budget	Budget
Local Government	6,810,080	-	-	5,754,248	-	-	-	-	-	-	-	-	-	-	12,564,328	25.3%
Student Fees	6,966,491	103,000	-	-	-	299,163	-	-	-	-	-	-	-	-	7,368,654	14.8%
State Aid & Grants	15,054,842	-	52,100	-	-	-	-	-	-	-	-	-	-	-	15,106,942	30.4%
Institutional	183,906	715,000	60,020	100,500	1,194,373	5,424,200	-	-	-	-	-	-	-	8,373,129	16.9%	
Federal	609,629	-	-	-	-	5,666,300	-	-	-	-	-	-	-	6,275,929	12.6%	
Total Revenues	29,624,948	818,000	112,120	5,854,748	1,194,373	6,660,593	5,980,245	5,401,927	5,980,245	1,250,096	5,069,917	55,728,921	55,403,399	49,688,982	100.0%	49,351,568

	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	Budget	Budget
Salaries and Wages	17,292,679	256,876	-	-	207,715	33,428	240,995	-	-	70,863	18,031,693	32.4%	17,959,407	33,428	32.4%	
Benefits	7,262,868	77,086	-	-	70,863	26,354	292,325	-	-	70,863	7,729,496	13.9%	7,704,932	26,354	13.9%	
Current Expenditures	5,888,566	553,105	-	-	129,170	1,106,635	154,241	-	-	129,170	7,831,717	14.1%	7,621,494	1,106,635	14.1%	
Student Financial Aid & Activities	-	-	-	-	842,348	3,903,500	6,007,995	-	-	842,348	6,007,995	10.8%	6,013,546	-	10.8%	
Resale	-	-	-	-	-	-	-	-	-	-	4,745,848	8.5%	4,745,848	-	8.5%	
Capital Outlay	-	-	5,401,927	-	-	-	-	-	-	-	5,401,927	9.7%	5,377,927	-	9.7%	
Debt Retirement	-	-	-	5,980,245	-	-	-	-	-	-	5,980,245	10.7%	5,980,245	-	10.7%	
Total Expenditures	30,444,113	887,067	5,401,927	5,980,245	1,250,096	6,695,556	5,980,245	5,401,927	5,980,245	1,250,096	55,728,921	100.0%	55,403,399	49,688,982	100.0%	
% of Expenditures by Fund	54.6%	1.6%	9.7%	10.7%	2.2%	12.0%	10.7%	9.7%	10.7%	2.2%	100.0%	100.0%	55,403,399	49,688,982	100.0%	

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	-	-	-	-	-	-	-	-	-
Total	86,000	(95,000)	4,800,000	(120,000)	(120,000)	(120,000)	(120,000)	(95,000)	(95,000)
Budgeted Ending Fund Equity	9,897,827	360,897	5,681,688	228,978	407,247	1,377,134	1,499,850	19,453,621	18,659,249



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2019 as of November 30, 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	6,844,765	-	-	5,761,109	-	-	-	-	-	-	-	-	-	-	12,564,328	100.3%
Student Fees	6,111,851	13,288	273,922	-	-	-	-	-	-	-	-	-	-	-	7,368,654	86.8%
State Aid & Grants	2,419,995	-	-	-	-	-	-	-	-	-	-	-	-	-	15,106,942	16.0%
Institutional	106,124	69,683	64,248	137,472	53,410	565,782	2,503,059	-	-	-	-	-	-	-	8,373,129	41.8%
Federal	122,778	-	2,025,677	-	-	-	-	-	-	-	-	-	-	-	6,275,929	34.2%
Total Revenues	15,605,513	82,971	2,363,847	53,410	5,898,581	565,782	2,503,059	565,782	5,898,581	565,782	2,503,059	2,503,059	2,503,059	27,073,162	49,688,982	54.5%
% of Budget Recognized	52.7%	10.1%	35.5%	47.6%	100.7%	47.4%	46.1%	47.4%	100.7%	47.4%	46.1%	46.1%	46.1%	54.5%		

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% 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	6,907,606	79,361	59,962	-	67,601	13,632	-	-	-	-	-	-	-	-	18,031,693	39.5%
Benefits	3,074,516	25,202	15,171	-	25,266	10,533	-	-	-	-	-	-	-	-	7,729,496	40.8%
Current Expenditures	2,157,558	13,485	42,291	-	50,913	514,268	-	-	-	-	-	-	-	-	7,831,717	35.5%
Student Financial Aid & Activities	-	-	2,218,111	-	-	-	-	-	-	-	-	-	-	-	6,007,995	36.9%
Resale	-	-	-	-	522,239	1,928,320	-	-	-	-	-	-	-	-	4,745,848	51.6%
Capital Outlay	-	-	-	2,532,836	-	-	-	-	-	-	-	-	-	-	5,401,927	46.9%
Debt Retirement	-	-	-	-	594,408	-	-	-	-	-	-	-	-	-	5,980,245	9.9%
Total Expenditures	12,139,680	118,048	2,335,536	2,532,836	666,019	2,466,752	2,466,752	666,019	594,408	666,019	2,466,752	2,466,752	2,466,752	20,853,280	55,728,921	37.4%
% of Budget Expended	39.9%	13.3%	34.9%	46.9%	9.9%	48.7%	46.9%	53.3%	9.9%	53.3%	48.7%	48.7%	48.7%	37.4%		

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
Current Revenue over Expenses	3,465,833	(35,076)	28,311	(2,479,426)	5,304,172	(100,238)	36,306	(6,039,939)
Other Sources and Uses:								
Proceeds from Debt	-	-	-	4,800,000	-	-	-	4,800,000
Interfund Transfers In	-	-	-	-	-	-	-	155,000
Interfund Transfers Out	-	-	-	-	-	-	-	(155,000)
Repayment of Debt	-	-	-	-	-	-	-	-
Accrued YTD Fund Equity	14,097,825	394,888	5,709,962	3,039,359	5,836,916	1,452,620	1,181,873	19,453,621

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
November 30, 2018**

With Comparative Total for November 30, 2017

Mid-State Technical College
December 4, 2018 at 11:20 AM

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type	
	General	Special Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable	Memorandum only	
								2018-19	2017-18
Cash	\$ 6,564,444	\$ -	\$ 3,266,369	\$ 66,539	\$ 1,570	\$ 1,115,025	\$ 100	\$ 11,014,047	\$ 12,471,590
Investments	-	-	-	-	-	-	5,419,909	5,419,909	5,100,913
Receivables:									
Property taxes	12,380,600	-	-	213,186	-	-	-	12,593,786	11,528,759
Accounts receivable	2,936,230	38,515	80	-	99,468	-	166,548	3,240,841	3,153,122
Due from other funds	(6,951,221)	356,215	(49,164)	5,557,190	427,263	522,484	137,233	-	-
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	-	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	\$ 14,929,896	\$ 394,887	\$ 3,217,285	\$ 5,836,915	\$ 1,463,499	\$ 1,681,546	\$ 5,723,790	\$ 33,247,818	\$ 33,146,642

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities									
Accounts Payable	\$ 62,230	\$ -	\$ 177,927	\$ -	\$ 5,922	\$ -	\$ 11,062	\$ 257,141	\$ 834,041
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	174,795	-	-	-	-	497,514	-	672,309	224,232
Vacation	586,852	-	-	-	4,476	2,159	2,767	596,254	827,687
Other current liabilities	8,194	-	-	-	481	-	-	8,675	9,041
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	-	-	-	-	-	-	-	-	9,590
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	832,071	-	177,927	-	10,879	499,673	13,829	1,534,379	1,904,591
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	-	-	-	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	-
Des for Subsequent Year	2,188,956	393,471	-	-	-	-	-	2,582,427	2,179,951
TOTAL FUND EQUITY AND OTHER CREDITS	10,631,992	429,964	718,786	532,744	1,552,858	1,145,567	5,681,651	20,693,562	20,332,675
Year-to-date excess revenues(expenditures)	3,465,833	(35,077)	2,320,572	5,304,171	(100,236)	36,306	28,310	11,019,877	10,909,376
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 14,929,896	\$ 394,887	\$ 3,217,285	\$ 5,836,915	\$ 1,463,499	\$ 1,681,546	\$ 5,723,790	\$ 33,247,818	\$ 33,146,642

November Contracted Service Agreements Meeting on December 17, 2018

Contract Number	Location of Business/Agency	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146473	Marshfield	Heartcode BLS CPR Skills Test	6	8	790.00
146474	Nekoosa	EMT Basic Flexible Refresher	2	12	290.00
146475	Wisconsin Rapids	Building Better Work Relationships	6	20	3,356.62
146476	Milwaukee	Multiple Confirmatory Draw Initial and Update	16	32	5,379.47
146477	Wisconsin Rapids	Heartsaver First Aid/CPR/AED	48	54	5,590.00
				Total:	\$15,406.09

November Contract Training Proposals For Informational Purposes

Proposal Number	Location of Business/Agency	Type of Service	Proposal Amount
P19-00021	Wisconsin Rapids	First Responder Training	6,790.00
P19-00022	Wisconsin Rapids	CPR/AED	616.00
P19-00023	Wisconsin Rapids	First Aid	598.00
P19-00024	Wisconsin Rapids	Teambuilding/Communication	3,356.00
P19-00025	Wisconsin Rapids	CPR/AED	5,590.00
P19-00026	Wisconsin Rapids	Contracted Courses	6,483.00
		Total:	\$23,433.00

FINANCE & AUDIT COMMITTEE
Procurement of Goods and Services
December 17, 2018 Board Meeting

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

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – CALIBRATION BENCH WITH EQUIPMENT AND ACCESORIES – SCHOOL OF ADVANCED MANUFACTURING AND ENGINEERING</u>		
East Hills Instruments, Westbury, NY	\$49,000.00	Quote
Beamex, Inc., Rosholt, WI	49,460.00	
J M Test Systems, Inc., Baton Rouge, LA	47,275.00*	
<i>*without freight costs</i>		
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$49,000.00</u>	

GRAND TOTAL **\$49,000.00**

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.