



BOARD OF DIRECTORS MEETING

January 21, 2019

Stevens Point Campus
Community Engagement Room 634/635



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MID-STATE DISTRICT BOARD OF DIRECTORS

STEVENS POINT CAMPUS

JANUARY 21, 2019

AGENDA: DISTRICT BOARD MEETING

PLACE: Community Engagement Room 634/635
Mid-State Stevens Point Campus
1001 Centerpoint Drive

DATE: Monday, January 21, 2019

TIME: 5:20 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Roll Call

C. Meeting Notice Certification

This January 21, 2019, 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 – December 17, 2018 Regular Meeting

F. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for December 2018 are contained in Exhibit B. These bills total \$753,615.77 of which \$560,318.33 represents operational expenditures and \$193,297.44 represents capital expenditures.

The District's regular payrolls were issued on December 7 and 21. Payroll disbursements for the month of December totaled \$1,338,686.81 plus \$15,793.53 for travel and miscellaneous reimbursements, and \$618,851.19 in fringe benefits, for a total payroll disbursement of \$1,973,331.53.

Administration recommends approval of the payment of these obligations totaling \$2,726,947.30.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into four contracted service agreements totaling \$10,876.45. 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.

Administration recommends approval of the proposal totaling \$93,082 which requires prior Board action.

G. Reports and Recommendations

1. Chairperson's Report
 - Attendance
 - WTC District Boards Association Activities
 - National Activities
 - Next Meeting Date

2. Mid-State Foundation Liaison Report

3. President's Report
 - Campus Activities / Community Activities
 - System Updates
 - WTCS Presidents Association Activities

4. Committee Reports
 - a. Finance & Audit Committee
 1. Review Consent Agenda Items
 2. Treasurer's Report
 3. 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. Security Director Introduction
 2. Annual Legal Expense Update
 3. MindSet Survey Results

- H. Discussion and Action Items
1. Facility Usage Report
 2. Stevens Point Campus and Community 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

December 17, 2018

I. ROLL CALL

Board Chairperson Justin Hoerter called the meeting to order at 5:25 p.m.

Roll call was as follows:

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

EXCUSED: Gordon Schalow

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Robb Fish, Dr. Mandy Lang, Pam Mallek, Ray McLemore, Matt Schneider, Dr. Missy Skurzewski-Servant, Dr. Deb Stencil, Kolina Stieber, Angie Susa

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 Ms. Bruski Mallek, upon a voice vote, unanimously approved minutes from the board meeting held November 19, 2018 as presented.

V. CONSENT AGENDA

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

1. The district's bills for the month of November 2018 were presented in Exhibit B. These bills totaled \$828,959.59 of which \$656,157.46 represents operational expenditures and \$172,802.13 represents capital expenditures.

The district's payroll 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. The district's bills and payroll totaled \$2,850,906.95.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146473	Heartcode BLS CPR Skills Test	\$ 790.00
146474	EMT Basic Flexible Refresher	\$ 290.00
146475	Building Better Work Relationships	\$ 3,356.62
146476	Multiple Confirmatory Draw Initial & Update	\$ 5,379.47
146477	Heartsaver First Aid/CPR/AED	\$ 5,590.00

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.		

VI. CHAIRPERSON'S REPORT

1. Mr. Hoerter welcomed the Board; he welcomed Craig Gerlach to his first meeting as a Mid-State Board Member. Mr. Gerlach represents K-12 partners. Mr. Hoerter also announced Mr. Schalow asked to be excused.

2. Mr. Hoer 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. Hoerter announced the ACCT National Legislative Summit will be held February 10-13 in Washington, D.C. Capital visits will be held. Those interested in attending should connect with Ms. Susa soon to make necessary arrangements.

4. Mr. Hoerter announced the Mid-State winter commencement ceremony was held Sunday, December 16 at 1:30 p.m. in the Wisconsin Rapids Campus Gymnasium. Those attending included Ms. Bruski Mallek, Ms. Crass, Mr. Hoerter and Ms. Miller. Board members commented positively about the day.

5. Mr. Hoerter asked that Board members watch for an electronic survey requesting availability for a Spring Board Advance.

6. Mr. Hoerter asked Board members to mark their calendars for upcoming meeting.
March 18, 2019 – Adams County Center

7. The next Mid-State Board of Directors meeting will be held on Monday, January 21 at the Stevens Point 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 Liaison Betty Bruski Mallek 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 Trap Shoot Event on September 6, 2019 and the annual Scholarship Reception on September 12, 2019.

2. Ms. Bruski Mallek announced the Annual Appeal is underway. Currently, the appeal has generated \$58,475.00 compared to \$54,870.00 on the same date last year.

OFFICIAL PROCEEDINGS

December 17, 2018

Page 3

3. Ms. Bruski Mallek announced the high school application window opens January 7, 2019 and closes February 22, 2019. Also, the spring application window for an August 2019 start is May 6 – June 21, 2019.

4. Ms. Bruski Mallek announced the Foundation was awarded an additional \$30,000 from Constellation Energy. The total received over the last six years is \$220,000.

VIII. PRESIDENT’S REPORT

1. Dr. Mondeik highlighted a recent Nursing 1+2+1 Partnership with the University of Wisconsin – Stevens Point (UWSP). She also noted that another signing event would be occurring with UWSP in early 2019; Mid-State has partnered with UWSP to provide a housing option for Mid-State students. There will initially be ten rooms available to Mid-State students with an annual evaluation process occurring.

2. Dr. Mondeik announced 40 retirees joined her for the first retiree reception. The morning allowed for an update by Dr. Mondeik, campus tours and general conversation. The event was positively received and the college plans to host a similar event in the future.

3. Dr. Mondeik invited Board members to the Employee Winter Celebration happening at each location on Thursday, December 20.

4. Dr. Mondeik shared positive remarks regarding graduation as well as shared photos from the event. She recognized Student Life Coordinator Natasha Miller for her leadership in the successful first joint graduation for Mid-State.

5. Dr. Mondeik highlighted campus events throughout the District.

6. Dr. Mondeik reported the Presidents Association will meet in January and provided an update on state legislative special session (AB1070) that proposed new regulatory requirements for college reporting. She reported that technical colleges were moved to exemption.

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. The Committee previously discussed in detail. Any/all questions were addressed in committee or during the full Board meeting.

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

- a. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

1. Academic & Human Resources Committee Chairperson Lynneia Miller reported the committee had no consent agenda items this month.

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

- a. CLASSROOM STANDARDIZATION – Ms. Miller reported that Vice President of Academics Dr. Deb Stencil provided an overview of the collaborative process that led to the identification of standardized classroom technology and furniture. Classrooms will be evaluated for need and prioritized based on need and availability.
- b. RETIREE RECEPTION RECAP – Ms. Miller reported the college hosted its first Retiree Reception on November 29. Over 40 retirees attended. Feedback was positive and future events will be arranged.
- c. EMPLOYEE SURVEY – Ms. Miller reported the college adopted a new culture survey called MindSet. The employee survey was deployed in November and although results are not yet final, a 95% participation rate was noted. Upon receipt of data in 14 areas of focus, the college will determine next steps as well as decide when to next administer the survey.

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. WINTER FACILITIES PROJECTS – Mr. Beaver reported Director Facilities & Procurement Matt Schneider provided an overview of projects to be completed during the winter break at Mid-State locations.
 - b. MEET ME @ MID-STATE – Mr. Beaver reported the event, held for prospective students and parents, has almost doubled in size over last year. The event offers tours, information on financial aid and assistance in applying to the college and registering for classes.
 - c. COLLEGE WEBSITE PROJECT – Mr. Beaver reported that the college website will be launched by March 11, 2019. The new site features visual enhancements and streamlined accessibility. Marketing & Communications Director Kolina Stieber shared a mock-up of the website with the Committee.
 - 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. BOARD CONDUCT POLICY – Mr. Hoerter reported that all sixteen technical colleges in the WTCS have collaborated on the creation of a consistent Board Conduct Policy. The policy contains language currently in the Code of Ethics Policy, thus the Board Conduct Policy will replace the Board Code of Ethics Policy.

Motion by Ms. Bruski Mallek, seconded by Mr. Beaver, upon a roll call vote, unanimously approved the Board Conduct Policy, replacing the Code of Ethics Policy, effective immediately.

2. TWO BOARDS, ONE MISSION – Dr. Mondeik led a conversation as a follow-up to the Fall Board Advance. Conversation focused on collaboration of the District and Foundation boards and how to better collaborate in the future. Additional conversation will be had in the future.

3. APPRENTICESHIP REPORT – Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow and Apprenticeship Coordinator Mandy Mayek presented the annual apprenticeship report. Currently, Mid-State supports nine programs and has seen growth of over 10% from the previous year with over 200 apprentices being served. The college partners with 102 businesses and continues to look at opportunities for service and growth.

XIII. DISCUSSION AND ACTION ITEM

1. SCHOOL OF BUSINESS & TECHNOLOGY – School of Business & Technology Dean Dr. Missy Skurzewski-Servant highlighted the school including programming, staffing, community relations/partnerships, student activities and community impact.

XIV. CLOSED SESSION

Mr. Hoerter announced the Board would 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.

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

The Board moved into closed session at 6:27 p.m.

XV. ADJOURNMENT

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved reconvening into open session at 6:39 p.m.

There being no further business or action as a result of closed session, the Board meeting adjourned at 6:40 p.m. with a motion by Mr. Beaver, seconded by Ms. Crass, upon a voice vote.

The next meeting of the Mid-State Technical College Board will be on Monday, January 21, 2019 at the Stevens Point 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

STEVENS POINT CAMPUS

JANUARY 21, 2019

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

STEVENS POINT CAMPUS

JANUARY 21, 2019

AGENDA: FINANCE & AUDIT COMMITTEE

PLACE: Room 410
Mid-State Stevens Point Campus
1001 Centerpoint Drive

DATE: Monday, January 21, 2019

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Charles Spargo

B. Call to Order

C. Meeting Notice Certification

This January 21, 2019, meeting of the Finance & Audit Committee, and all other meetings of the Board or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Routine Business

1. REVIEW OF CONSENT AGENDA ITEMS

a. PAYMENT OF BILLS (Exhibit B)

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

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

b. CONTRACTED SERVICES AGREEMENTS (Exhibit D)

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

c. PROCUREMENTS FOR GOODS AND SERVICES (Exhibit E)

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

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

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

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

2. TREASURER'S REPORT (Exhibit C)

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

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. FY18-19 REVENUE AND EXPENSE FORECAST

Vice President of Finance & Facilities Robb Fish will provide an end-of-year forecast for the current fiscal year versus budget.

b. OPEB TRUST UPDATE

Mr. Fish will provide an update on the College's OPEB Trust performance through December 2018.

c. BUDGET DEVELOPMENT CALENDAR FOR FISCAL YEAR
2019-2020 (FY20) (Exhibit F)

The committee will review the FY20 Budget Development Calendar. Dates for both committee and board action are contained in the schedule. Planning is an on-going process; therefore, the transition for the annual budgeting process will be transparent. Mid-State relies on a combination of top-down and bottom-up input, relying on deans and department heads to identify the budgeted dollars necessary to deliver quality services and to meet the college's Key Results targets for Student Success, Organizational Effectiveness, and Organizational Health.

d. 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

STEVENS POINT CAMPUS

JANUARY 21, 2019

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: Conference Room 624
Mid-State Stevens Point Campus
1001 Centerpoint Drive

DATE: Monday, January 21, 2019

TIME: 4:15 p.m.

- A. Committee meeting called to order by Chairperson Lynneia Miller
- B. Call to Order
- C. Meeting Notice Certification

This January 21, 2019, 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. PARAMEDIC ACCREDITATION VISIT

- The Paramedic Associate Degree Program is accredited by the Commission on Accreditation of Allied Health

Education Programs. On December 10-11, 2018, the Paramedic Associate Degree Program had a reaccreditation site visit. Feedback from the verbal report was positive and will be shared by Vice President of Academics Dr. Deb Stencil.

b. LAW ENFORCEMENT ACADEMY

Dr. Stencil will provide updates on Mid-State's Law Enforcement Academy recertification and fall recognition event.

c. PROGRAM ADVISORY COMMITTEE MEMBERSHIP

The Academic & Human Resources Committee will review Program Advisory Committee membership on a bi-annual basis. Dr. Stencil will review plans for presentation of this information to the Committee in February.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

STEVENS POINT CAMPUS

JANUARY 21, 2019

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

PLACE: Community Engagement Room 634/635
Mid-State Stevens Point Campus
1001 Centerpoint Drive

DATE: Monday, January 21, 2019

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This January 21, 2019, 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. CIVITAS SOFTWARE

Over the past couple of years, Mid-State Technical College has implemented several software modules of the Civitas Learning platform. These modules equip staff with the tools necessary to better advise and support students. Vice President of Student Services & Enrollment

Management Dr. Mandy Lang will share how these tools are being used to gain insight into retention.

b. CAMPUS LEAD COLLABORATION

With a focus on increasing collaboration, Mid-State has implemented Campus Leads meetings to engage the campus deans and managers of each of the campus locations with President Mondeik and others in the Executive Leadership Team. Dr. Lang will share information about the focus of these meetings and how they have increased collaboration.

c. WILM INITIATIVES

Director of Information Technology Brad Russell will give an update on the completed and current initiatives for WILM. An overview of WILM will be given for any new Board members who may not be familiar with what WILM is.

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

STEVENS POINT CAMPUS

JANUARY 21, 2019

AGENDA: COMMITTEE-OF-THE-WHOLE

PLACE: Community Engagement Room 634/635
Mid-State Stevens Point Campus
1001 Centerpoint Drive

DATE: Monday, January 21, 2019

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Meeting Notice Certification

This January 21, 2019, 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. SECURITY DIRECTOR INTRODUCTION

Mid-State has recently hired a Director of Security. Vice President of Human Resources & Organizational Development Dr. Karen Brzezinski will discuss the plans for the position and introduce Mid-State Director of Security Randy Jahns.

2. ANNUAL LEGAL EXPENSE UPDATE

In compliance with the Administrative Policy on Engagement of Legal Services, Dr. Brzezinski will provide a review of legal costs incurred by the college throughout the last year as well as a comparison to previous years.

3. MINDSET SURVEY RESULTS

The College administered its new employee engagement survey, MindSet, in late November. This survey provides a data point for our Key Result of Organizational Health. Dr. Brzezinski will provide the Board overall results for the survey.

D. ADJOURNMENT

H. DISCUSSION & ACTION ITEM(S)

STEVENS POINT CAMPUS

JANUARY 21, 2019

1. FACILITY USAGE REPORT

The FY18 Facility Usage Report will be provided by Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow. She will highlight usage at all campus locations. Facility usage contract responsibility transitioned from Facilities to Workforce Development on July 1, 2018.

2. STEVENS POINT CAMPUS AND COMMUNITY UPDATE

Stevens Point Campus Dean Volker Gaul will share highlights of student events and learning activities at the Stevens Point Campus as well as provide an update on community happenings and Mid-State's related involvement.

J. ADJOURNMENT

EXHIBITS A – F

PRESIDENT'S REPORT

January 21, 2019

1. On Friday, January 4, the Mid-State Wisconsin Rapids Campus hosted a DECA event. This involved 511 high school students and 90 judges from local business, educational and community organizations scattered throughout our campus for most of the day.

DECA (also known as Collegiate DECA on the college level, and previously known as Delta Epsilon Chi and Distributive Education Clubs of America) is an international association of high school and college students and teachers of marketing, management and entrepreneurship in business, finance, hospitality, and marketing sales and service. The organization prepares leaders and entrepreneurs for careers and education in marketing, finance, hospitality, management, and other business areas. It is one of ten organizations listed as Career and Technical Student Organizations by the United States Department of Education. DECA also has connections with Business Professionals of America (BPA), which is Mid-State's newest student organization that we officially launched this year.

The event involved students participating in DECA's industry-validated competitive events, which are aligned with the National Curriculum Standards in the career clusters of marketing, business management and administration, finance, and hospitality and tourism. DECA's competition included students partaking in both a written component such as an exam or report and an interactive component with an industry professional serving as a judge.

We have hosted the DECA event for 17 years, with a great collaboration we have established with Lincoln High School's Eric Siler, Business & Marketing Ed. / Career & Technical Ed. & Youth Apprenticeship Coordinator.

2. Each year, colleges in the WTCS have the opportunity to change program and course curriculum. The Education Services Team has been working with faculty and academic leaders preparing curriculum modifications for the 2019-2020 academic year. These changes have been suggested/reviewed with Program Advisory Committees to ensure Mid-State's curriculum is relevant to today's workforce needs. Curriculum Modification sign-off meetings were held in early January to discuss proposed changes with staff representing academics, curriculum, advisors, and financial aid.
3. Education Services has been busy providing instructional technology training to faculty as the new classroom technology is installed. They have also been planning for January Faculty Teaching and Learning Days and Faculty In-Service. The focus for these activities is Student Success.
4. The Medical Assisting Educational Review Board (MAERB) has approved the application of Mid-State Technical College Medical Assisting Program for accreditation of the Wisconsin Rapids Campus as an additional campus.

5. My travel between now and mid-February will include:
- Weekly Rotary Meetings – Wisconsin Rapids
 - WTCS Board Meeting – Madison
 - Presidents Association Meeting – Madison
 - Marshfield Area Chamber Annual Meeting – Marshfield
 - Portage County Business Council Annual Meeting – Stevens Point
 - Campus Planning Meeting – Marshfield
 - ACCT National Legislative Summit – Washington, D.C.
 - Stevens Point Rotary Presentation – Stevens Point

FY 2018-19 Budget Modifications Made in the Month of December 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							
	GPS for Student Success		Create budget	6,000.00	6,000.00	-	
141529	FEMA Firefighter Assistance Grant	Federal	New award	11,336.00	13,037.00	(1,701.00)	1
141679	Meter Technician Apprenticeship Grant	State	New award	18,000.00	18,000.00		
141779	Plumbing Apprenticeship Grant	State	New award	9,000.00	9,000.00		
Fund 3 - Capital Projects Fund Budget Modifications							
141529	FEMA Firefighter Assistance Grant	Federal	New award	23,664.00	27,213.00	(3,549.00)	1
Total Budget Changes For The Month				68,000.00	73,250.00	(5,250.00)	
Notes: Budget modifications are out of balance for December due to the following:							
1	Grant is not reimbursed at 100%.						



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2019 as of December 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	Budget	Budget
Local Government	6,810,080	-	-	5,754,248	-	-	-	-	-	-	-	-	-	-	12,564,328	25.3%
Student Fees	6,972,491	103,000	-	-	-	299,163	-	-	-	-	-	-	-	-	7,374,654	14.8%
State Aid & Grants	15,081,842	-	52,100	-	-	-	-	-	-	-	-	-	-	-	15,133,942	30.4%
Institutional	183,906	715,000	60,020	100,500	1,194,373	695,130	60,020	100,500	5,424,200	8,373,129	8,349,129	8,349,129	8,349,129	8,349,129	16.8%	
Federal	620,965	-	23,664	-	-	5,666,300	23,664	-	-	-	-	-	-	-	6,310,929	12.7%
Total Revenues	29,669,284	818,000	135,784	5,854,748	1,194,373	6,660,593	135,784	5,854,748	5,424,200	1,194,373	5,424,200	49,756,982	49,756,982	49,756,982	100.0%	

	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	17,310,345	256,876	-	-	207,715	33,428	240,995	-	-	18,049,359	33,428	18,049,359	17,959,407	17,959,407	32.3%	
Benefits	7,264,313	77,086	-	-	70,863	26,354	292,325	-	-	7,730,941	26,354	7,730,941	7,704,932	7,704,932	13.9%	
Current Expenditures	5,915,492	553,105	-	-	129,170	1,106,635	154,241	-	-	7,858,643	1,106,635	7,858,643	7,621,494	7,621,494	14.1%	
Student Financial Aid & Activities	-	-	-	-	842,348	3,903,500	6,007,995	-	-	6,007,995	-	6,007,995	6,013,546	6,013,546	10.8%	
Resale	-	-	-	-	-	-	-	-	-	4,745,848	3,903,500	4,745,848	4,745,848	4,745,848	8.5%	
Capital Outlay	-	-	5,429,140	-	-	-	-	-	-	5,429,140	-	5,429,140	5,377,927	5,377,927	9.7%	
Debt Retirement	-	-	-	5,980,245	-	-	-	-	-	5,980,245	-	5,980,245	5,980,245	5,980,245	10.7%	
Total Expenditures	30,490,150	887,067	5,429,140	5,980,245	1,250,096	6,695,556	5,429,140	5,980,245	5,069,917	1,250,096	5,069,917	55,802,171	55,802,171	55,802,171	100.0%	
% of Expenditures by Fund	54.6%	1.6%	9.7%	10.7%	2.2%	12.0%	9.7%	10.7%	9.1%	2.2%	9.1%	100.0%	100.0%	100.0%	1	

Changes in Fund Equity

Actual Fund Equity as of 6/30/18	19,911,080															
Current Revenue over Expenses	(820,866)	429,964	718,785	532,744	1,552,857	5,681,651	532,744	1,145,567	1,145,567	20,693,560	19,911,080	19,911,080	19,911,080	19,911,080	(6,051,831)	
Other Sources and Uses:		(69,067)	(5,293,356)	(125,497)	(55,723)	(34,963)	(125,497)	354,283	354,283	(6,045,189)	(6,051,831)	(6,051,831)	(6,051,831)	(6,051,831)		
Proceeds from Debt	-	-	4,800,000	-	-	-	-	-	-	4,800,000	4,800,000	4,800,000	4,800,000	4,800,000		
Interfund Transfers In	120,000	-	-	-	-	35,000	-	-	-	155,000	155,000	155,000	155,000	155,000		
Interfund Transfers Out	(35,000)	-	-	-	(120,000)	-	-	-	-	(155,000)	(155,000)	(155,000)	(155,000)	(155,000)		
Repayment of Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Budgeted Ending Fund Equity	9,896,126	360,897	225,429	407,247	1,377,134	5,681,688	407,247	1,499,850	1,499,850	19,448,371	18,659,249	18,659,249	18,659,249	18,659,249		



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2019 as of December 31, 2018

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14		
Local Government	6,844,765	-	-	-	-	-	-	-	-	-	-	-	-	-	12,564,328	100.3%
Student Fees	6,506,816	14,438	-	-	-	291,989	-	-	-	-	-	-	-	-	7,374,654	92.4%
State Aid & Grants	2,435,487	-	-	-	-	-	-	-	-	-	-	-	-	-	15,133,942	16.1%
Institutional	119,510	82,313	60,131	137,596	-	137,535	-	-	591,275	-	2,989,641	-	-	-	8,373,129	49.2%
Federal	122,778	-	-	-	-	2,110,468	-	-	-	-	-	-	-	-	6,310,929	35.4%
Total Revenues	16,029,356	96,750	60,131	5,898,705	2,539,992	2,989,641	60,131	5,898,705	591,275	2,989,641	2,989,641	591,275	2,989,641	28,205,851	49,756,982	56.7%
% of Budget Recognized	54.0%	11.8%	44.3%	100.8%	38.1%	55.1%	44.3%	100.8%	49.5%	55.1%	55.1%	49.5%	55.1%	56.7%		

	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	Fund 14		
Salaries and Wages	8,174,257	98,397	-	-	74,292	-	-	-	-	-	80,842	-	16,229	-	18,049,359	46.8%
Benefits	3,676,670	30,573	-	-	18,142	-	-	-	-	-	30,406	-	12,620	-	7,730,941	48.7%
Current Expenditures	2,655,391	15,546	200	-	59,322	-	-	-	-	-	56,241	-	610,083	-	7,858,643	43.2%
Student Financial Aid & Activities	-	-	-	-	2,285,532	-	-	-	-	-	-	-	-	-	6,007,995	38.0%
Resale	-	-	-	-	-	-	-	-	-	-	705,004	-	1,989,272	-	4,745,848	56.8%
Capital Outlay	-	-	-	-	-	-	2,703,803	-	-	-	-	-	-	-	5,429,140	49.8%
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	-	594,408	5,980,245	9.9%
Total Expenditures	14,506,318	144,515	2,704,003	594,408	2,437,288	2,704,003	2,704,003	594,408	872,492	2,628,204	872,492	2,628,204	2,628,204	55,802,171	55,802,171	42.8%
% of Budget Expended	47.6%	16.3%	49.8%	9.9%	36.4%	49.8%	49.8%	9.9%	69.8%	51.8%	69.8%	51.8%	51.8%	42.8%		

Changes in Fund Equity

Actual Fund Equity as of 6/30/18	10,631,992	429,964	5,681,651	1,145,567	20,693,560	20,693,560
Current Revenue over Expenses	1,523,038	(47,765)	102,705	361,437	(6,045,189)	(6,045,189)
Other Sources and Uses:						
Proceeds from Debt	-	-	4,800,000	-	4,800,000	4,800,000
Interfund Transfers In	-	-	-	-	155,000	155,000
Interfund Transfers Out	-	-	-	-	(155,000)	(155,000)
Repayment of Debt	-	-	-	-	-	-
Accrued YTD Fund Equity	12,155,029	382,199	5,784,355	1,507,004	19,448,371	19,448,371

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

With Comparative Total for December 31, 2017

Mid-State Technical College
January 4, 2019 at 10:13 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	\$ 4,477,085	\$ -	\$ 3,071,886	\$ 66,664	\$ 1,570	\$ 1,439,458	\$ 100	\$ 9,056,763	\$ 10,306,592
Investments	-	-	-	-	-	-	5,477,336	5,477,336	5,169,585
Receivables:									
Property taxes	12,380,600	-	-	213,186	-	-	-	12,593,786	11,528,759
Accounts receivable	3,114,402	20,337	60	-	105,726	-	146,617	3,387,142	3,069,051
Due from other funds	(6,870,329)	361,705	(55,862)	5,557,190	310,122	523,197	173,977	-	-
Inventories - at cost	-	-	-	-	507,045	-	-	507,045	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	\$ 13,101,601	\$ 382,199	\$ 3,016,084	\$ 5,837,040	\$ 1,366,873	\$ 2,006,692	\$ 5,798,030	\$ 31,510,519	\$ 30,966,245

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities									
Accounts Payable	\$ 203,967	\$ -	\$ 141,171	\$ -	\$ 92,275	\$ 15	\$ 10,907	\$ 448,335	\$ 771,831
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	171,579	-	-	-	-	497,514	-	669,093	281,451
Vacation	562,806	-	-	-	4,476	2,159	2,767	572,208	813,428
Other current liabilities	8,220	-	-	-	481	-	-	8,701	8,978
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	-	-	-	-	-	-	-	-	-
Def Compensation Liability	-	-	-	-	-	-	-	-	6,634
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	946,572	-	141,171	-	97,232	499,688	13,674	1,698,337	1,882,322
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	7,434,347	36,336	-	532,744	-	-	-	532,744	567,845
Designated for Operations	383,216	-	-	-	-	-	-	7,470,683	8,537,043
Des for State Aid Fluctuations	2,188,956	393,471	-	-	-	-	-	383,216	383,216
Des for Subsequent Year	10,631,992	429,964	718,786	532,744	1,552,858	1,145,567	-	2,582,427	2,179,951
TOTAL FUND EQUITY AND OTHER CREDITS	1,523,037	(47,765)	2,156,127	5,304,296	(281,217)	361,437	102,705	9,118,620	8,751,248
Year-to-date excess revenues(expenditures)									
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 13,101,601	\$ 382,199	\$ 3,016,084	\$ 5,837,040	\$ 1,366,873	\$ 2,006,692	\$ 5,798,030	\$ 31,510,519	\$ 30,966,245

December Contracted Service Agreements

Meeting on January 21, 2019

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146478	Stevens Point	Community Based Organization	Workplace Professionalism	3	6	344.81
146479	Vesper	WI Local Government Unit	EMR Refresher	24	12	2,390.00
146480	Ripon	Business & Industry	EMS Refresher	48	not available	4,269.07
146481	Wisconsin Rapids	Business & Industry	EMR Refresher	24	16	3,872.57
					Total:	\$10,876.45

December Contract Training Proposals

For Informational Purposes

Proposal Number	Location of Business/Agency	Industry Type	Type of Service	Proposal Amount
P19-00027	Wisconsin Rapids	Public Safety Organization	EMS Refreshers	4,270.00
P19-00028	Wisconsin Rapids	Private Industry	Supervisory Skills	4,990.00
P19-00029	Wisconsin Rapids	Private Industry	EMR Refresher	790.00
			Total:	\$10,050.00

FINANCE & AUDIT COMMITTEE
Procurement of Goods and Services
January 21, 2019 Board Meeting

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>AF CAMPUS – CLASSROOM FURNITURE – FACILITIES</u>		
Henricksen, Madison, WI	\$93,082.00	State Contract
❖ Subtotal for Procurements Requiring Board Action	<u>\$93,082.00</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – OFFICE & CLASSROOM FURNITURE – FACILITIES</u>		
Henricksen, Madison, WI	\$40,988.89	State Contract
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$40,988.89</u>	

GRAND TOTAL **\$134,070.89**

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.

FY20 Budget Development Calendar for Mid-State Board

DATES	MILESTONES	OUTCOMES
January 2019	A. Identify Budget Strategies & Priorities	<ol style="list-style-type: none"> 1. Identify critical financial targets. 2. Determine general rules and guidelines for budget development. 3. Evaluate current allocation of resources. 4. Budget Responsible Persons (BRPs) prepare budget requests and adjustments, aligning with college strategic plan and key results.
February – March 2019	B. Update FY19 Budget Forecast & Approved FY20 Requests	<ol style="list-style-type: none"> 1. FY19 estimate as of 1/31/19. 2. List of key FY20 budget assumptions and risks. 3. BRPs prepare budget requests and adjustments, aligning with college strategic plan and key results. 4. Board action of non-renewals if necessary.
March – April 2019	C. Executive Revisions Based on Input From BRPs & Direction From Mid-State Board	<ol style="list-style-type: none"> 1. Confirm budgets and budget changes with executive sponsors and BRPs. 2. Generate reports for FY20 based on system information.
April 2019	D. Finalize Administration's Budget Recommendation	<ol style="list-style-type: none"> 1. Prepare budget proposal booklet containing narrative, budgetary statements, and comparisons.
May 2019	E. Present to Mid-State Board	<ol style="list-style-type: none"> 1. Finance Committee review before May Board meeting. 2. Board approval of a resolution to publish and hold a public hearing.
June 2019	F. Adopt Budget	<ol style="list-style-type: none"> 1. Publication of the Mid-State proposed budget. 2. Approve a Board resolution for budget adoption, to begin July 1.
By July 1, 2019	G. Implement Budget	<ol style="list-style-type: none"> 1. Notify BRPs of approved changes. 2. Distribute department budgets to BRPs prior to July 1.