

# **BOARD OF DIRECTORS MEETING**

**March 18, 2019**

Adams Campus  
Room 111



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# MID-STATE DISTRICT BOARD OF DIRECTORS

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ADAMS CAMPUS

MARCH 18, 2019

AGENDA: DISTRICT BOARD MEETING

PLACE: Room 111  
Mid-State Adams Campus  
410 North Main Street, Adams

DATE: Monday, March 18, 2019

TIME: 5:15 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Roll Call

C. Meeting Notice Certification

This March 18, 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 – February 18, 2019 Regular Meeting

F. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for February 2019 are contained in Exhibit B. These bills total \$1,700,747.47 of which \$1,326,025.89 represents operational expenditures and \$374,721.58 represents capital expenditures.

The District's regular payrolls were issued on February 1 and 15. Payroll disbursements for the month of February totaled \$1,342,132.29 plus \$9,381.51 for travel and miscellaneous reimbursements, and \$630,383.85 in fringe benefits, for a total payroll disbursement of \$1,981,897.65.

Administration recommends approval of the payment of these obligations totaling \$3,682,645.12.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into four contracted service agreements totaling \$8,755. 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 \$87,295.33 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. Simulation Center Project

H. Discussion and Action Items

1. Adams 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

February 18, 2019

**I. ROLL CALL**

Board Chairperson Justin Hoerter called the meeting to order at 5:16 p.m.

Roll call was as follows:

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

EXCUSED: Charles Spargo

OTHERS: Dr. Bobbi Damrow, Beth Ellie, Jackie Esselman, Robb Fish, Dr. Mandy Lang, Ray McLemore, Suzanne Rathe, Brad Russell, Matt Schneider, Amber Stancher, 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 January 21, 2019 as presented.

**V. CONSENT AGENDA**

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

1. The district's bills for the month of January 2019 were presented in Exhibit B. These bills totaled \$813,514.33 of which \$655,635.07 represents operational expenditures and \$157,879.26 represents capital expenditures.

The district's payroll for the month of January totaled \$1,290,056.87 plus \$27,328.34 for travel and miscellaneous reimbursements and \$624,995.59 in fringe benefits. The district's bills and payroll totaled \$2,755,895.13.

2. Entered into the following contracted service agreements:

OFFICIAL PROCEEDINGS

February 18, 2019

Page 2

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146482	EMR Refresher	\$ 475.00
146483	Professionalism in the Workplace	\$ 2,232.00
146484	Medical Terminology	\$ 4,938.69
146485	Heartsaver CPR/AED/First Aid Skills Test	\$ 1,072.50
146486	Heartsaver CPR/AED Adult/Child	\$ 616.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$216,013.86	Henricksen	Facilities

**VI. CHAIRPERSON'S REPORT**

1. Mr. Hoerter welcomed everyone to the meeting. Mr. Spargo asked to be excused.
2. In honor of the passing of past Mid-State President Dr. Melvin Schneeberg, Mr. Hoerter announced the meeting was being dedicated to him. Dr. Mondeik read a portion of his obituary highlighting his life and work. A moment of silence was held for Dr. Schneeberg.
3. Mr. Hoerter reported the ACCT Legislative Summit was held February 10-13 in Washington, D.C. Ms. Bruski Mallek, Mr. Merdan, Dr. Mondeik and Dr. Damrow attended. Capital visits were conducted. Attendees commented on sessions attended and Dr. Mondeik shared photos from visits.
4. Mr. Hoerter announced the Spring Boards Association meeting will be held April 11-13 in Fond du Lac. The meeting will include an in-service on Student Services and annual meeting elections. Anyone interested in attended should contact Ms. Susa for arrangements.
5. Mr. Hoerter announced the Spring Board Advance will be held on Thursday, May 9. Additional details along with a draft agenda will be shared in March. Suggestions for topics should be forwarded to Dr. Mondeik or Ms. Susa.
6. The next Mid-State Board of Directors meeting will be held on Monday, March 18 at the Adams 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 Liaison Betty Bruski Mallek reported the Employee Giving Campaign "Be a Super Hero in the Lives of our Students" was held during February.
2. Ms. Bruski Mallek noted the following upcoming Foundation events:
  - June 11, 2019 – Summer Golf Outing at Lake Arrowhead
  - June 11, 18, 25, – Free Tuition Tuesdays at Wisconsin Rapids Rafters
  - July 2, 23 and 30, 2019 – Free Tuition Tuesdays at Wisconsin Rapids Rafters
  - August 7, 2019 – Sand Valley Golf Outing
  - September 6, 2019 – Trap Shoot Event
  - September 12, 2019 – Scholarship Reception

OFFICIAL PROCEEDINGS

February 18, 2019

Page 3

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

**VIII. PRESIDENT’S REPORT**

1. Dr. Mondeik highlighted recent on campus events including; a growth in Winterim of 40%, student housing collaboration with UW-Stevens Point, K-12 partners holding their in-service on campus, hosting WTCS grant writers and staff for their annual meeting, and naming Mid-State’s new Marshfield Campus Dean Alex Lendved.

2. Dr. Mondeik announced external events for which Mid-State participated; community chamber events, Crystal Apple Award Committee and a Stevens Point Area Rotary presentation.

3. Dr. Mondeik reported the Executive Leadership Team has begun work on the 2019-2020 budget. Included in the budget will be a realignment in Student Services and Academics. The potential of a tuition increase as well as grant submission outcomes will be available in March.

4. Dr. Mondeik announced a record-breaking six closures for Mid-State in January and February related to Wisconsin weather. The college works with students to ensure course competencies are met.

5. Dr. Mondeik reported the Presidents Association met in January to discuss budget advocacy. Governor Evers has invited WTCS Presidents to the Governor’s Mansion for conversation. The Governor’s budget will be released February 28.

6. Dr. Mondeik announced she was selected to receive the 2019 Phi Theta Kappa Paragon Presidents Award. She was nominated by faculty for the award. The award is presented to new presidents that show support of student success.

**IX. FINANCE & AUDIT COMMITTEE**

1. In place of Finance & Audit Committee Chairperson Charles Spargo, Kristin Crass reported the committee reviewed its Consent Agenda items and had no questions.

2. Ms. Crass provided an overview of the Treasurer’s Report which 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. SPECIAL FY20 BUDGET PRESENTATION FOR THE FINANCE & AUDIT COMMITTEE – Ms. Crass reported Vice President of Finance & Facilities Robb Fish discussed potential dates to present the college’s proposed FY20 budget. This meeting is typically held in early May. Once confirmed, the date will be shared with the full board.

b. 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. WINTERIM HIGHLIGHTS – Ms. Miller reported Vice President of Academics Dr. Deb Stencil provided an overview of Mid-State’s recent Winterim. Highlights include: enrollment increased 40%, every school held courses, the college served more students than last Winterim and positive feedback was received from students and faculty.
  - b. ADVISORY COMMITTEE MEMBERSHIP REVIEW – Ms. Miller reported the committee reviewed advisory committee appointments for the School of Advanced Manufacturing and Engineering and the School of Transportation, Agriculture, Natural Resources and Construction. Committees will focus on recruiting membership from throughout the Mid-State District, including additional efforts in the Adams community.

**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. ENROLLMENT REPORT – Mr. Beaver reported Vice President of Student Services & Enrollment Management Dr. Mandy Lang provided an FTE update. Compared to last year, Mid-State enrollment is flat. Headcount is up 1.7%. The committee reviewed enrollment data by school and program.
  - b. DUAL CREDIT FACULTY QUALIFICATIONS – Mr. Beaver reported that Mid-State is reviewing dual credit faculty qualifications to meet Higher Learning Commission (HLC) requirements. HLC’s enforcement of dual credit faculty qualifications provides high school faculty until 2022 to come into compliance. A grant from Department of Workforce Development was received to assist high school faculty in obtaining the needed credentials.
  - c. LEGISLATIVE ACTIVITIES/COMMUNITY RELATIONS – Mr. Beaver reported the committee reviewed legislative activities including ACCT, individual legislator meetings, Central Wisconsin Days and a proposed fall Legislative Gathering at Mid-State. In addition, community events including annual chamber events and the housing partnership with UW-Stevens Point were discussed.
  - 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. DASHBOARD – Vice President of Academics Dr. Deb Stencil and Manager of Institutional Effectiveness & Quality Beth Ellie presented Mid-State’s Mid-Year Dashboard. They highlighted areas

associated with the colleges Key Results and Pillars of Opportunity. Headcount and FTE are on the rise. An updated dashboard will be presented in August including year finals.

**XIII. DISCUSSION AND ACTION ITEM**

1. SCHOOL OF GENERAL EDUCATION & LEARNING RESOURCES – School of General Education & Learning Resources deans Amber Stancher and Suzanne Rathe highlighted the school including programming, staffing, partnerships and accomplishments.

**XIV. CLOSED SESSION**

There was no closed session this month.

**XV. ADJOURNMENT**

There being no further business, the Board meeting adjourned at 6:44 p.m. with a motion by Mr. Beaver, upon a voice vote.

The next meeting of the Mid-State Technical College Board will be on Monday, March 18, 2019 at the Adams Campus. Committees will meet at 4:15 p.m., unless otherwise announced, Committee-of-the-Whole will meet at 5:00 p.m. and the regular meeting will begin at 5:20 p.m..

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Lynneia Miller, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

# **G. REPORTS AND RECOMMENDATIONS**

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ADAMS CAMPUS

MARCH 18, 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

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ADAMS CAMPUS

MARCH 18, 2019

AGENDA: FINANCE & AUDIT COMMITTEE

PLACE: Conference Room 104  
Mid-State Adams Campus  
410 North Main Street, Adams

DATE: Monday, March 18, 2019

TIME: 4:15 p.m.

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

This March 18, 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. WTCS BOARD UPDATE

Pending the WTCS Business Officers meeting in Kenosha on March 7-8, Business Operations Manager Greg Bruckbauer will share information on upcoming tuition increases or other state related items.

b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES

Often topics directed by the other two committees may have fiscal or financial implications that would be of

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

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# ACADEMIC & HUMAN RESOURCES

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ADAMS CAMPUS

MARCH 18, 2019

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: Room 113/LiNK  
Mid-State Adams Campus  
401 North Main Street, Adams

DATE: Monday, March 18, 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 March 18, 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. NEW PROGRAMMING PRESENTATION

Vice President of Academics Dr. Deb Stencil will present information on potential new program opportunities. She will provide labor market data, describe industry partner



needs and interests and review resources needed and proposed program implementation timelines.

b. IN-SERVICE RECAP

Mid-State held a spring college-wide in-service on February 25. Vice President of Human Resources & Organizational Development Dr. Karen Brzezinski will provide an overview of the day.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# FACILITIES & EXTERNAL RELATIONS

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ADAMS CAMPUS

MARCH 18, 2019

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

PLACE: Room 111  
Mid-State Adams Campus  
410 North Main Street

DATE: Monday, March 18, 2019

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This March 18, 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. PROPERTY DISPOSAL PROCESS

As Mid-State modernizes the classroom environment and updates areas throughout the college, certain college property with remaining useful life must be stored or disposed of. As storage is limited, an efficient disposal process must be used. Director of Facilities & Procurement

Matthew Schneider will explain to the committee what Mid-State uses as their procedure for the disposal of surplus property.

b. 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

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ADAMS CAMPUS

MARCH 18, 2019

AGENDA: COMMITTEE-OF-THE-WHOLE

PLACE: Room 111  
Mid-State Adams Campus  
410 North Main Street, Adams

DATE: Monday, March 18, 2019

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Meeting Notice Certification

This March 18, 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. SIMULATION CENTER PROJECT

Vice President of Academics Dr. Deb Stencil and School of Health Dean Dr. Colleen Kane will provide an overview of the proposed Mid-State – Aspirus Riverview Hospital Simulation Center Project. This project aims to increase capacity in health programs and meet healthcare training needs through the development of a state-of-the-art simulation center at Aspirus Riverview Hospital.

D. ADJOURNMENT

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

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ADAMS CAMPUS

MARCH 18, 2019

1. **ADAMS CAMPUS AND COMMUNITY UPDATE**

Adams Campus Manager Laurie Inda will share highlights of learning activities at the Adams Campus as well as provide an update on community happenings.

## **J. ADJOURNMENT**

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## **EXHIBITS A – E**

## PRESIDENT'S REPORT

March 18, 2019

1. Mid-State Welding Faculty Aaron Wulk was selected to receive a scholarship of \$500 from the American Welding Society (AWS) for the training he participated in last summer at Miller Electric.
2. The 2019 WTCS Student Showcase was hosted in the Capitol Rotunda on February 19. This year, Mid-State featured the annual "Cuts for Kids" event supported by the Cosmetology and Barber Technology Programs. The event brings families from throughout Mid-State's district to the Wisconsin Rapids Campus for free haircuts for kids and much more, including community resources for families in need, cookie decorating, hands-on Mid-State program activities, a game area, and a chance to visit Santa. This year the event welcomed approximately 500 people to campus, including 117 families and 226 haircuts. At the Student Showcase members of the program team shared these details with system colleagues, state political leaders, and those interested in all that the WTCS offers. Those representing Mid-State at the event included: School of Business & Technology Dean Dr. Missy Skurzewski-Servant, Cosmetology Part-Time Instructor and program alumnus Riley Damrow, current program student and Cosmetology Intern Christy Hoffman, and Marketing & Communications Director Kolina Stieber.
3. Mid-State's Cow Simulator arrived last week for use in Mid-State's Agriculture programs. The Cow Simulator is a full size Holstein cow that was custom built in Canada. The primary use of this critical piece of equipment is for training technicians in calf delivery. Due to the shortage of large animal veterinarians in the region, it is important that farmers have training in calf delivery. This simulator will allow our students to get repetitive practice in a controlled environment before assisting with live births on the farm. This training simulator will allow Mid-State Technical College to train all of our agriculture students as well offer Continuing Education and Contract Training opportunities for farmers throughout the area.
4. Ten faculty and staff attended the WTCS Assessment Conference at Gateway Technical College on March 7-8. Mid-State offered two breakout sessions: Testing as a Learning Tool: Shifting the Mindset of Assessment by Fire Protection Technician Faculty Brandon Hageman and Data for Assessment during Program and General Education Discipline Reviews by Institutional Research and Quality Beth Ellie and Luke Vargo,
5. My travel between now and mid-April will include:
  - Weekly Rotary Meetings – Wisconsin Rapids
  - WILM Presidents Meeting – Cleveland, WI
  - WTCS Board Meeting – Cleveland, WI
  - Presidents Association Meeting – Cleveland, WI
  - Phi Theta Kappa Conference – Orlando, FL
  - WTC District Boards Association Spring Meeting – Fond du Lac

**FY 2018-19 Budget Modifications Made in the Month of February 2019**

<u>Project #</u>	<u>Grant Title or Description</u>	<u>Type</u>	<u>Reason for Budget Change</u>	<u>Revenue Change</u>	<u>Expense Change</u>	<u>Fund Balance Change</u>	<u>Notes</u>
<b>Fund 1 - General Fund Budget Modifications</b>							
141229	Emergency Assistance Grant	State	Additional award	5,000.00	5,000.00	-	
141659	Nuts and Bolt Grant	Private	New award	2,000.00	2,000.00	-	
<b>Fund 4 - Debt Service Fund Budget Modifications</b>							
	Debt revenues and payments		Adjust budget to actual	44,232.00	70,625.00	(26,393.00)	1
<b>Fund 7 - Special Revenue Non-Aidable Fund Budget Modifications</b>							
	Study Away Program		Establish budget	15,000.00	15,000.00	-	
<b>Total Budget Changes For The Month</b>				66,232.00	92,625.00	(26,393.00)	
<b>Notes:</b> Budget modifications are out of balance for February due to the following:							
1	Budget adjusted to estimated actual for FY19 based on February debt payment. Fund balance will cover expenses that exceed revenue.						





## Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2019 as of February 28, 2019

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current		
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Fund 15	Budget	Original Budget
Local Government	6,810,080	-	-	5,761,109	-	-	-	-	-	-	-	-	-	-	12,571,189	25.2%	12,564,328
Student Fees	6,997,491	103,000	-	-	-	-	314,163	-	-	-	-	-	-	-	7,414,654	14.9%	7,372,000
State Aid & Grants	15,120,918	-	-	-	-	-	-	52,100	-	-	-	-	-	-	15,173,018	30.4%	14,808,198
Institutional	185,906	715,000	-	137,871	-	-	695,130	60,020	-	-	-	1,194,373	5,424,200	-	8,412,500	16.9%	8,349,129
Federal	620,965	-	23,664	-	-	5,666,300	-	-	-	-	-	-	-	-	6,310,929	12.7%	6,257,913
<b>Total Revenues</b>	<b>29,735,360</b>	<b>818,000</b>	<b>135,784</b>	<b>5,898,980</b>	<b>1,194,373</b>	<b>6,675,593</b>	<b>5,424,200</b>	<b>49,882,290</b>	<b>100.0%</b>								<b>49,351,568</b>

	% of Expenditures by Fund															
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Fund 15	
<b>Total Expenditures</b>	<b>30,554,603</b>	<b>887,067</b>	<b>6,710,556</b>	<b>5,469,140</b>	<b>6,050,870</b>	<b>1,250,096</b>	<b>5,069,917</b>	<b>55,992,249</b>	<b>100.0%</b>							<b>55,403,399</b>
<b>% of Expenditures by Fund</b>	<b>54.6%</b>	<b>1.6%</b>	<b>12.0%</b>	<b>9.8%</b>	<b>10.8%</b>	<b>2.2%</b>	<b>9.1%</b>	<b>100.0%</b>								<b>1</b>

Changes in Fund Equity	
Actual Fund Equity as of 6/30/18	19,911,080
Current Revenue over Expenses	(6,051,831)
Other Sources and Uses:	
Proceeds from Debt	4,800,000
Interfund Transfers In	155,000
Interfund Transfers Out	(155,000)
Repayment of Debt	-
<b>Budgeted Ending Fund Equity</b>	<b>18,659,249</b>

Expenditures	
Salaries and Wages	17,959,407
Benefits	7,704,932
Current Expenditures	7,621,494
Student Financial Aid & Activities	6,013,546
Resale	4,745,848
Capital Outlay	5,377,927
Debt Retirement	5,980,245
<b>Total Expenditures</b>	<b>55,403,399</b>



## Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2019 as of February 28, 2019

	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	-	-	-	-	-	-	-	-	-	-	-	-	-	12,571,189	100.3%
Student Fees	6,654,902	17,628	-	-	310,385	-	-	-	-	-	-	-	-	-	7,414,654	94.2%
Slate Aid & Grants	13,771,491	-	-	-	-	-	3,164	-	-	-	-	-	-	-	15,173,018	90.8%
Institutional	150,078	112,394	-	-	302,736	-	73,751	-	137,870	-	977,100	-	3,990,688	-	8,412,500	68.3%
Federal	269,828	-	-	-	3,808,237	-	-	-	-	-	-	-	-	-	6,310,929	64.6%
<b>Total Revenues</b>	<b>27,691,064</b>	<b>130,021</b>	<b>4,421,358</b>	<b>76,914</b>	<b>5,898,979</b>	<b>977,100</b>	<b>3,990,688</b>	<b>43,186,125</b>	<b>49,882,290</b>	<b>86.6%</b>						

**% of Budget Recognized**      93.1%      15.9%      66.2%      56.6%      100.0%      81.8%      73.6%      **86.6%**

	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	10,696,287	123,799	94,452	-	109,136	-	-	-	-	-	-	-	-	-	18,083,550	61.1%
Benefits	5,053,359	43,100	25,266	-	43,115	-	-	-	-	-	-	-	-	-	7,733,222	67.0%
Current Expenditures	3,434,935	23,837	90,995	-	61,312	-	-	-	-	-	-	-	-	-	7,901,624	55.9%
Student Financial Aid & Activities	-	-	4,128,641	-	-	-	-	-	-	-	-	-	-	-	6,007,995	68.7%
Resale	-	-	-	-	810,963	-	-	-	-	-	-	-	-	-	4,745,848	70.9%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,469,140	60.2%
Debt Retirement	-	-	-	-	6,048,870	-	-	-	-	-	-	-	-	-	6,050,870	100.0%
<b>Total Expenditures</b>	<b>19,184,581</b>	<b>190,736</b>	<b>4,339,354</b>	<b>3,289,864</b>	<b>1,024,527</b>	<b>6,048,870</b>	<b>3,401,946</b>	<b>37,479,877</b>	<b>55,992,249</b>	<b>66.9%</b>						

**% of Budget Expended**      62.8%      21.5%      64.7%      60.2%      100.0%      82.0%      67.1%      **66.9%**

### Changes in Fund Equity

Actual Fund Equity as of 6/30/18	10,631,992	429,964	5,681,651	718,795	1,552,857	1,145,567	20,693,560
Current Revenue over Expenses	8,506,483	(60,714)	82,004	(3,212,949)	(47,427)	588,743	(6,109,959)
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	-	-	-	-	-	-	-
<b>Accrued YTD Fund Equity</b>	<b>19,138,475</b>	<b>369,250</b>	<b>5,763,655</b>	<b>2,305,836</b>	<b>1,505,431</b>	<b>1,734,310</b>	<b>19,383,601</b>

**Mid-State Technical College  
Combined Balance Sheet - All Fund Types and Account Groups  
February 28, 2019**

With Comparative Total for February 28, 2018

Mid-State Technical College  
March 8, 2019 at 11:15 AM

ASSETS AND OTHER DEBITS	Governmental Fund Types				Proprietary Fund Types			Fiduciary		Memorandum only	
	General	Special Rev	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev	Non-Aidable	2017-18		
									2018-19		2017-18
Cash	\$ 16,270,518	\$ -	\$ 2,547,707	\$ 292	\$ 1,570	\$ 1,659,732	\$ 100	\$ 5,514,197	\$ 20,479,919	\$ 22,988,208	
Investments	-	-	-	-	-	-	-	-	5,514,197	5,376,317	
Receivables:											
Property taxes	4,236,985	-	-	213,186	-	-	-	-	4,450,171	3,681,647	
Accounts receivable	1,054,686	26,316	60	-	123,338	-	24,714	-	1,229,114	1,316,309	
Due from other funds	(1,666,571)	346,659	(84,901)	169,375	465,236	530,233	239,970	1	-	-	
Inventories - at cost	-	-	-	-	507,045	-	-	-	507,045	328,549	
Prepaid Assets	-	-	-	-	-	-	-	-	-	16,585	
Other Current Assets	-	-	-	-	-	-	-	-	-	-	
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	444,410	44,037	-	-	488,447	547,124	
General Long Term Debt	-	-	-	-	-	-	-	-	-	-	
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-	-	
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 19,895,618</b>	<b>\$ 372,975</b>	<b>\$ 2,462,866</b>	<b>\$ 382,853</b>	<b>\$ 1,541,599</b>	<b>\$ 2,234,002</b>	<b>\$ 5,778,981</b>	<b>\$ 32,668,894</b>	<b>\$ 34,254,739</b>		

**LIABILITIES, FUND EQUITY AND OTHER CREDITS**

Liabilities										
Accounts Payable	\$ 63,241	\$ 3,726	\$ 157,030	\$ -	\$ 31,889	\$ 19	\$ 12,559	\$ 268,464	\$ 800,533	
Accrued Liabilities:										
Wages	-	-	-	-	-	-	-	-	-	-
Employee related payables	134,655	-	-	-	-	497,514	-	632,169	224,101	
Vacation	551,190	-	-	-	3,797	2,159	2,767	559,913	812,135	
Other current liabilities	8,057	-	-	-	481	-	-	8,538	8,773	
Due to other funds	-	-	-	-	-	-	-	-	-	
Deferred Revenues	-	-	-	-	-	-	-	-	-	247
Def Compensation Liability	-	-	-	-	-	-	-	-	-	
General Long Term Debt Group	-	-	-	-	-	-	-	-	-	
<b>TOTAL LIABILITIES</b>	<b>757,143</b>	<b>3,726</b>	<b>157,030</b>	<b>-</b>	<b>36,167</b>	<b>499,692</b>	<b>15,326</b>	<b>1,469,084</b>	<b>1,845,789</b>	
Fund equity and other credits										
Retained Earnings	-	-	-	-	1,527,960	176,048	-	1,704,008	1,682,042	
Res for Prepaid Expenditures	143,199	157	-	-	24,898	-	-	168,254	133,042	
Res for Self-Insurance	-	-	-	-	-	969,519	-	969,519	730,348	
Res for Student Organizations	-	-	-	-	-	-	131,011	131,011	96,220	
Res for Post-Employ Benefits	482,274	-	-	-	-	-	5,550,640	6,032,914	5,371,994	
Reserve for Capital Projects	-	-	613,227	-	-	-	-	613,227	553,807	
Reserve for Cap Proj - Motorcycle	-	-	105,559	-	-	-	-	105,559	97,167	
Reserve for Debt Service	-	-	-	532,744	-	-	-	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	
<b>TOTAL FUND EQUITY AND OTHER CREDITS</b>	<b>10,631,992</b>	<b>429,964</b>	<b>718,786</b>	<b>532,744</b>	<b>1,552,858</b>	<b>1,145,567</b>	<b>5,681,651</b>	<b>20,693,562</b>	<b>20,332,675</b>	
Year-to-date excess revenues(expenditures)	8,506,483	(60,715)	1,587,050	(149,891)	(47,426)	588,743	82,004	10,506,248	12,076,275	
<b>TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS</b>	<b>\$ 19,895,618</b>	<b>\$ 372,975</b>	<b>\$ 2,462,866</b>	<b>\$ 382,853</b>	<b>\$ 1,541,599</b>	<b>\$ 2,234,002</b>	<b>\$ 5,778,981</b>	<b>\$ 32,668,894</b>	<b>\$ 34,254,739</b>	

## February Contracted Service Agreements Meeting on March 18, 2019

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146487	Madison	State of Wisconsin	Physical Fitness Testing	4	20	750.00
146488	Bancroft	WAT Grant	ELS Level I	27	20	2,790.00
146489	Multi-Business	WAT Grant	Critical Soft Skills for the Modern Workplace	30	5	1,625.00
146490	Nekoosa	Business & Industry	Heartsaver CPR/AED Adult/Child	16	48	3,590.00
					<b>Total:</b>	<b>\$8,755.00</b>

## February Contract Training Proposals For Informational Purposes

Proposal Number	Location of Business/Agency	Industry Type	Type of Service	Proposal Amount	
0040	Rome	Private Industry	Culinary Training	40,960.00	
0041	State Wide	Governmental Org	Physical Fitness Testing	750.00	
0042	Nekoosa	Private Industry	CPR AED	3,590.00	
0043	Marshfield	Private Industry	BLS	4,620.00	
0044	Wisconsin Rapids	Governmental Org	CPR AED	1,095.00	
0045	Marshfield	Private Industry	Maintenance Assessments	200.00	
0046	Hancock	Private Industry	Basic Electrical and Safety	7,490.00	
0047	Wisconsin Rapids	Governmental Org	CPR AED March 19	616.00	
				<b>Total:</b>	<b>\$59,321.00</b>

**FINANCE & AUDIT COMMITTEE**  
**Procurement of Goods and Services**  
**March 18, 2019 Board Meeting**

<b>PROCUREMENTS REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR CAMPUS – SEMI TRUCK – SCHOOL OF TRANSPORTATION, AGRICULTURE, NATURAL RESOURCES &amp; CONSTRUCTION</u></b>		
Peterbilt of St. Louis, Sauget, IL	\$87,295.33	Quote
<b>❖ Subtotal for Procurements Requiring Board Action</b>	<b><u>\$87,295.33</u></b>	

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

**GRAND TOTAL** **\$87,295.33**

## **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.