



BOARD OF DIRECTORS MEETING

June 17, 2019

Wisconsin Rapids Campus
Room L133-134



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MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS

JUNE 17, 2019

AGENDA: PUBLIC HEARING

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

DATE: Monday, June 17, 2019

TIME: 5:00 p.m.

A. Public Hearing called to order by Chairperson Justin Hoerter

Wisconsin Statutes require the Mid-State Board to publish the proposed budget and to hold a Public Hearing prior to formal adoption of a budget. The purpose of this Public Hearing is to receive input from the general public. A formal budget presentation has been made to the Mid-State Board and was accessible by the general public through the public access channel. Publication of the 2019-20 Budget Summary and notice of this Public Hearing has occurred in three community newspapers. A copy of the 2019-20 Budget Booklet, meeting WTCS requirements, is available upon request.

Vice President of Finance & Facilities Robb Fish will highlight the most significant changes encompassing the 2019-20 Budget. Comments from the general public are welcome.

B. Presentation of District Budget

C. Public Testimony

D. Adjourn

MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS CAMPUS

JUNE 17, 2019

- AGENDA: DISTRICT BOARD MEETING
- PLACE: Room L133-134
Mid-State Wisconsin Rapids Campus
500 32nd Street North, Wisconsin Rapids
- DATE: Monday, June 17, 2019
- TIME: Immediately following Committee-of-the-Whole
- A. Meeting called to order by Chairperson Justin Hoerter
- B. Roll Call
- C. Meeting Notice Certification

This June 17, 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 – May 20, 2019 Regular Meeting

F. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for May 2019 are contained in Exhibit B. These bills total \$819,664.15 of which \$602,653.12 represents operational expenditures and \$217,011.03 represents capital expenditures.

The District's regular payrolls were issued on May 10 and 24. Payroll disbursements for the month of May totaled \$1,370,804.82 plus \$30,056.83 for travel and miscellaneous reimbursements, and \$636,220.15 in fringe benefits, for a total payroll disbursement of \$2,037,081.80.

Administration recommends approval of the payment of these obligations totaling \$2,856,745.95.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into six contracted service agreements totaling \$11,299.33. 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 \$111,608.08 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. 2019-20 Budget Adoption
4. Information Items
5. Committee-of-the-Whole Meeting

b. Academic & Human Resources Committee

1. Review Consent Agenda Items
2. Equal Opportunity and Affirmative Action
3. Information Items
4. Committee-of-the-Whole Meeting

c. Facilities & External Relations Committee

1. Review Consent Agenda Items
2. Simulation Center RFP and Request for State Board Approval
3. Information Items
4. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. Board Packet Format/Committee Structure

H. Discussion and Action Items

1. There will be no Discussion and Action Item(s) this month

I. Closed Session

The Board will not convene to closed session.

J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids Campus	May 20, 2019
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I. ROLL CALL

Board Chairperson Justin Hoerter called the meeting to order at 5:33 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, Nikki Garrity, Vikram Gill, Dr. Mandy Lang, Ray McLemore, Layla Merrifield, Natasha Miller, Angie Morgan, Andrew Palios, Brad Russell, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, Kolina Stieber, and 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 April 15, 2019 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 April 2019 were presented in Exhibit B. These bills totaled \$625,932.93 of which \$361,910.06 represents operational expenditures and \$264,022.87 represents capital expenditures.

The district's payroll for the month of April totaled \$1,391,888.61 plus \$19,230.61 for travel and miscellaneous reimbursements and \$640,508.11 in fringe benefits. The district's bills and payroll totaled \$2,677,560.26.

2. Entered into the following contracted service agreements:

OFFICIAL PROCEEDINGS

May 20, 2019

Page 2

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146502	Responder Refresher	\$ 1,690.00
146503	Manufacturing Conference	\$ 3,500.00
146504	Human Body in Health & Disease	\$ 7,050.00
146505	Lifting and Rigging	\$ 4,490.00
146506	Keynote Speaker	\$ 175.00
146507	Multiple-Confirmatory Draw Initial and Update	\$ 3,420.88

3. Approved the following procurement(s) for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$61,000.00	Paragon Development Systems	School of Advanced Manufacturing & Engineering

VI. CHAIRPERSON'S REPORT

1. Mr. Hoerter welcomed everyone to the meeting. Mr. Schalow asked to be excused.
2. Mr. Hoerter announced the Summer Boards Association meeting will be held July 18-20 in Rice Lake. The in-service presentation will be on Boardsmanship. Anyone interested in attending should contact Ms. Susa to make arrangements.
3. Mr. Hoerter reported the Spring Board Advance was held on Thursday, May 9 at the Marshfield Campus. Board members reported on the days topics and discussion.
4. Mr. Hoerter reminded Board members that the July 8 Board meeting represents the annual organizational meeting. The Board discussed moving to an earlier meeting start time to accommodate other annual organizational meetings of members. Committee meetings will begin at 3:30 p.m. on July 8.
5. The next Mid-State Board of Directors meeting will be held on Monday, June 17 at the Wisconsin Rapids Campus. Committee meetings will be held at 4:15 p.m., Committee-of-the-Whole will begin at 5:00 p.m. and the regular meeting will begin at 5:20 p.m., unless otherwise announced.

VII. FOUNDATION BOARD LIAISON REPORT

1. Foundation & Alumni Director Jill Steckbauer provided an update on event sponsorships and participation opportunities for upcoming foundation events.
2. Ms. Steckbauer reported the window for spring scholarship applications opened May 6, 2019 and closes June 21, 2019.
3. Ms. Steckbauer shared of the loss of Foundation Board Member Greg Krings. Mr. Krings was a graduate of Mid-State Technical College and served on the Foundation Board since 2009. A scholarship is being established in his name.

VIII. PRESIDENT'S REPORT

1. Dr. Mondeik highlighted recent college and community activities including Campus Advisory meetings, Campus Conversations and Student Listening Sessions, and the Adams Chamber Annual Banquet. She also highlighted Mid-State's Spring Commencement by sharing photos and hearing from those Board members able to attend.

2. Dr. Mondeik reported the Presidents Association will hold its annual planning session June 6-7. Dr. Mondeik officer position will progress from Secretary to Vice President. In addition, the Presidents Association recently attended a meeting at the Governor’s Mansion for dinner and conversation.

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 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. Mr. Spargo reported budget modifications have been ongoing for the past six months. These amendments reflect changes to the General, Special Revenue – Operational, Capital Projects, Deb Service, and Internal Service Funds. Action to formalize these modifications is requested. A request for approval will be forthcoming in October to address the next six months of necessary modifications.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Notice of 2018-19 Budget Amendment presented in Exhibit F.

WHEREAS, the 2018-19 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 18, 2018 and State statute requires the district board to approve any modifications to the original adopted budget; and

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

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

WHEREAS, the Special Revenue - Operational Fund budget was adjusted to accommodate: the reallocation of expenses within departments and functions; and

WHEREAS, the Capital Projects budget was adjusted to reallocate capital budgets within departments and functions; and to reflect current year projects’ estimates; and to modify and add state, federal, and grants; and

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

WHEREAS, the Special Revenue – Non-Aidable Fund budget was adjusted to accommodate: the study away program; and the reallocation of expenses by fund; and

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2018-19 budgetary revisions:

FUND	FUNCTION RESOURCE	APPROPRIATION CHANGE	MODIFIED PPROPRIATION
General	Instruction	\$495,544	\$18,232,572
General	Instructional Resou	\$18,001	\$1,088,845
General	Student Services	\$50,362	\$4,007,409

General	General Institution	(\$89,412)	\$5,165,918
General	Physical Plant	(\$44,548)	\$2,075,785
Special Revenue – Operational	Instruction	(\$1,805)	\$883,262
Special Revenue – Operational	Physical Plant	\$1,805	\$3,805
Capital Projects	Instruction	\$31,263	\$1,991,462
Capital Projects	Instructional Resou	\$21,950	\$251,050
Debt Service	Physical Plant	\$70,625	\$6,050,870
Special Revenue – Non-Aidable	Student Services	\$10,991	\$6,458,556

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

BE IT FURTHER RESOLVED that the 2018-19 amended budget be used as the official comparison to the proposed 2019-20 budget; and

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

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

4. The following items were presented for informational purposes only:
 - a. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

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

2. The following items were presented for informational purposes only:
 - a. SOLAR ELECTRIC VEHICLE CHARGING STATION – Ms. Miller reported the college recently held a ribbon cutting event to celebrate the installation of a new solar electric vehicle charging station, which brings clean and free electric vehicle charging to the Wisconsin Rapids community. Event photos were shared.
 - b. WLDI UPDATE – Ms. Miller reported Mid-State employees have participated in the Wisconsin Leadership Development Institute (WLDI) since its inception in 1995. The year long program is designed to further develop current leaders or those who aspire to lead. Mid-State’s Dean of Health and Protective & Human Services Dr. Colleen Kane and Apprenticeship & Work-Based Learning Coordinator Mandy Mayek are completing and graduating from the program and Vice President, IT Brad Russell and Student Life Coordinator Natasha Miller are beginning in the next cohort.

- c. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION – Ms. Miller reported the committee discussed Mid-State’s Five-Year Equal Opportunity and Affirmative Action Plan. The plan focuses on addressing needs of underserved populations and embracing diversity. Annual updates will be provided to the WTCS throughout the five year plan window. Approval of the plan will be sought in June.

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. INCOMING/OUTGOING FTES – Mr. Beaver reported the committee discussed FY18 incoming and outgoing FTEs. He highlighted those colleges receiving Mid-State District students and those districts from which Mid-State receives students. In addition, he highlighted programs for which there is an outflow of students and those programs attracting students from out of district.
 - b. WAT GRANT SUBMISSION – Mr. Beaver reported the college submitted Workforce Advancement Training Grants (WAT) to the WTCS for multi-level workforce solutions that partners with 35 businesses as well as expand CNA capacity.
 - c. WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS – Mr. Beaver reported Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow provided a status update of Workforce Development contracts and proposals referenced in Exhibit D.

XII. COMMITTEE-OF-THE-WHOLE

1. DISTRICT BOARDS ASSOCIATION VISIT – Wisconsin Technical College District Boards Association Executive Director Layla Merrifield provided an update on Association activities and facilitated conversation regarding legislative activities.
2. FY20 PROPOSED BUDGET PRESENTATION – Mr. Hoerter reported during a special meeting held on May 6, Administration presented details of the proposed FY20 budget to the Finance & Audit Committee. The committee affirmed administration’s proposal and directed administration to present it in summary during tonight’s meeting. Vice President of Finance & Facilities Robb Fish provided a summary of budget changes and highlights. A narrative and other budget documents were distributed. Administration requests approval of the resolution contained in Exhibit G which authorizes administration to publish a budget summary and notice of a public hearing.

Motion by Mr. Hoerter, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Resolution to Publish the 2019-20 Budget:

BE IT HEREBY RESOLVED that authority be given to the administration of Mid-State Technical College to publish, at least fifteen days prior to the Public Hearing, the Budget Summary and Notice of Public Hearing for Mid-State Technical College for 2019-20, with an expenditure budget totaling \$55,026,741. The Public Hearing will be held on June 17, 2019, at 5:00 p.m.

XIII. DISCUSSION AND ACTION ITEM

1. STATE AMBASSADOR – Vikram Gill, Mid-State Business Management Student, has been named Mid-State Technical College 2019 District Student Ambassador. Mr. Gill shared the story of what brought him to Mid-State, his perspective as a student, and experience attending the WTCS State Ambassador Conference.

2. WEBSITE OVERVIEW – Director of Marketing & Communications Kolina Stieber provided an overview and demonstration of Mid-State’s new website.

XIV. CLOSED SESSION

Mr. Hoerter announced the Board would entertain a motion to convene in closed session, pursuant to s. 19.85(1)(e), Wisconsin Statutes, to discuss terms for a possible leasing agreement, and any related request for proposals that the Board may require. The Board may take action in closed session.

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

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

The Board moved into closed session at 6:45 p.m.

XV. ADJOURNMENT

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved reconvening into open session at 7:16 p.m.

Motion by Mr. Beaver, seconded by Ms. Miller, upon a roll call vote, unanimously approved seeking a lease agreement for the purpose of a simulation center.

There being no further business, the Board meeting adjourned at 7:17 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, June 17, 2019 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., unless otherwise announced, Committee-of-the-Whole will meet at 5:00 p.m. and the regular meeting will begin at 5:20 p.m..

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

G. REPORTS AND RECOMMENDATIONS

WISCONSIN RAPIDS CAMPUS

JUNE 17, 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

WISCONSIN RAPIDS CAMPUS

JUNE 17, 2019

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, June 17, 2019

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Charles Spargo

B. Call to Order

C. Meeting Notice Certification

This June 17, 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. 2019-20 BUDGET ADOPTION (Exhibit F)

The proposed 2019-20 (FY20) Budget has been reviewed by the Committee during a special meeting on May 2, and subsequently presented to the full Board on May 20. The Board authorized administration to publish the budget and provide notice of a Public Hearing. Publications have occurred in all three community newspapers. An official budget booklet containing details will be distributed in hard copy prior to the meeting. The Public Hearing will have taken place prior to formal adoption. Administration requests formal adoption of the FY20 budget. This budget will go into effect July 1, 2019. Administration recommends approval of the adopting resolution contained in Exhibit F.

4. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. TIMETABLE FOR FUTURE CAPITAL FINANCING

During the meeting a timetable for capital borrowing activities will be distributed. Administration is planning to start the FY20 capital borrowing process in July when an initial resolution will be presented for the proposed debt offering. A resolution awarding the sale of the notes will occur in August. Debt proceeds will be distributed thereafter. Vice President of Finance and Facilities Robb Fish will share more details and answer questions during the meeting.

b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES

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

5. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES

WISCONSIN RAPIDS CAMPUS

JUNE 17, 2019

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

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

DATE: Monday, June 17, 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 June 17, 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. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

In accordance with WTCS Board policy, districts are required to develop plans and programs to ensure equal opportunity, affirmative action, and non-discrimination for students and employees. The College has developed its Five-Year Equal Opportunity & Affirmative Action Plan for the period of July 1, 2019 – June 30, 2024 with a focus on addressing needs of underserved populations and embracing diversity. A draft five-year plan was provided in May for review and feedback. Dr.

Brzezinski will answer any questions and request approval of the Five-Year Equal Opportunity & Affirmative Action Plan.

3. 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, review resources needed, and proposed program implementation timelines.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS CAMPUS

JUNE 17, 2019

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, June 17, 2019

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This June 17, 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. SIMULATION CENTER RFP AND REQUEST FOR STATE BOARD APPROVAL

Director of Facilities & Procurement Matthew Schneider will present results of the request for proposal for leased space for the Mid-State health simulation center. Approval of the lowest qualified bidder will be requested. In addition, Mr. Schneider will present for approval a resolution requesting WTCS Board approval of this lease agreement.

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. FY19 OUT-OF-STATE TUITION REMISSION ANNUAL SUMMARY

WTCS Administrative Bulletin AB 04-02 authorized District Boards to delegate authority to submit requests to the State Director for authorization to remit out-of-state tuition for needy and worthy students. The Mid-State District Board has delegated this authority to Vice President of Student Services and Enrollment Management Dr. Mandy Lang. AB 04-02 also requires that individuals holding delegated authority annually report actual remissions to the District Board. During the 2018-2019 academic year, no out-of-state tuition was remitted.

b. FY20 OUT-OF-STATE TUITION REMISSION ANNUAL REQUEST

WTCS Administrative Bulletin AB 04-02 authorizes District Boards to delegate authority to submit requests to the State Director for authorization to remit out-of-state tuition for needy and worthy students. The Mid-State District Board has delegated this authority to Dr. Lang. Mid-State Technical College will not be requesting authority from the WTCS President to remit any out-of-state tuition for the 2019-2020 academic year.

c. OUTSOURCING MEDIA SERVICES

Vice President of Information Technology Brad Russell will discuss the recent decision to outsource Mid-State's printing needs to Quality Plus Printing in Wisconsin Rapids.

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.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS CAMPUS

JUNE 17, 2019

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, June 17, 2019

TIME: Immediately following the Public Hearing

A. Meeting called to order by Chairperson Justin Hoerter

B. Meeting Notice Certification

This June 17, 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. BOARD PACKET FORMAT/COMMITTEE STRUCTURE

In advance of the annual organizational meeting on July 8, Executive Assistant Angie Susa will present proposed changes to the monthly board packet and committee structure as well as facilitate conversation around service on committees in the upcoming year.

D. ADJOURNMENT

H. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS CAMPUS

JUNE 17, 2019

1. There will be no Discussion & Action item(s) this month.

I. CLOSED SESSION

1. The Board will not convene to closed session this month.

J. ADJOURNMENT

EXHIBITS A – F

PRESIDENT'S REPORT

June 17, 2019

1. Graduating students from our IT Software Developer program provided presentations in a formal capstone event to a crowd of 50+ staff, students, and industry partners regarding advanced software-related projects.
2. Culinary students from Nekoosa and Lincoln High Schools joined Instructor Paul Kennedy on May 30 for a day full of culinary demonstrations, team trivia, opportunities to learn about the hospitality industry, a tour of Mid-State's Wisconsin Rapids Campus and lunch, as they learned about how to create high-profit menu items using inexpensive and healthy ingredients.
3. My travel between now and mid-July will include:
 - Weekly Rotary Meetings – Wisconsin Rapids
 - Wisconsin Rapids Noon Rotary Centennial Celebration – Wisconsin Rapids
 - Community Partnership Meeting – Stevens Point

FY 2018-19 Budget Modifications Made in the Month of May 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>
Fund 1 - General Fund Budget Modifications							
141459	IT Security Specialist Grant	State	Adjust budget to actual	(5,570.00)	(5,570.00)	-	
141659	Nuts and Bolts Grant	Private	Additional award	500.00	500.00	-	
141929	Aligning Electro/Industrial Mechanical Grant	State	Funds will be spent in FY20	(4,915.00)	(3,833.00)		1
Fund 3 - Capital Projects Fund Budget Modifications							
141459	IT Security Specialist Grant	State	Adjust budget to actual	5,570.00	5,570.00	-	
141929	Aligning Electro/Industrial Mechanical Grant	State	Funds will be spent in FY20	(15,000.00)	(15,000.00)		
Total Budget Changes For The Month				(19,415.00)	(18,333.00)	-	
Notes: Budget modifications are out of balance for May due to the following:							
1	Grant allows for administrative costs.						



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2019 as of May 31, 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 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 4	Fund 5	Fund 6	Total Current Budget	Total Current Budget	Original Budget	Original Budget		
Local Government	6,810,080	-	-	-	5,761,109	-	-	-	-	-	12,571,189	12,571,189	12,564,328	25.2%		
Student Fees	6,997,491	103,000	314,163	-	-	-	-	-	-	-	7,414,654	7,414,654	7,372,000	14.9%		
State Aid & Grants	15,123,992	-	-	28,670	-	-	-	-	-	-	15,152,662	15,152,662	14,808,198	30.4%		
Institutional	186,406	715,000	695,130	60,020	137,871	1,194,373	5,424,200	-	-	-	8,413,000	8,413,000	8,349,129	16.9%		
Federal	620,965	-	5,666,300	23,664	-	-	-	-	-	-	6,310,929	6,310,929	6,257,913	12.7%		
Total Revenues	29,738,934	818,000	6,675,593	112,354	5,898,980	1,194,373	5,424,200	49,862,434	49,862,434	49,862,434	49,862,434	49,862,434	49,351,568	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 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 4	Fund 5	Fund 6	Total Current Budget	Total Current Budget	Original Budget	Original Budget		
Salaries and Wages	17,320,320	256,876	240,995	-	-	207,715	33,428	-	-	-	18,059,334	18,059,334	17,959,407	32.3%		
Benefits	7,272,697	77,086	292,325	-	-	70,863	26,354	-	-	-	7,739,325	7,739,325	7,704,932	13.8%		
Current Expenditures	5,968,609	553,105	166,501	-	-	129,170	1,106,635	-	-	-	7,924,020	7,924,020	7,621,494	14.2%		
Student Financial Aid & Activities	-	-	6,008,735	-	-	842,348	3,903,500	-	-	-	6,008,735	6,008,735	6,013,546	10.7%		
Resale	-	-	-	-	-	-	-	-	-	-	4,745,848	4,745,848	4,745,848	8.5%		
Capital Outlay	-	-	-	5,445,710	-	-	-	-	-	-	5,445,710	5,445,710	5,377,927	9.7%		
Debt Retirement	-	-	-	-	6,050,870	-	-	-	-	-	6,050,870	6,050,870	5,980,245	10.8%		
Total Expenditures	30,561,626	887,067	6,708,556	5,445,710	6,050,870	1,250,096	5,069,917	55,973,842	55,973,842	55,973,842	55,973,842	55,973,842	55,403,399	100.0%		
% of Expenditures by Fund	54.6%	1.6%	12.0%	9.7%	10.8%	2.2%	9.1%	100.0%	100.0%	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	(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	-
Budgeted Ending Fund Equity	18,659,249



**Accrued Revenues, Expenditures and Changes in Fund Equity
Current Actuals for the Fiscal Year 2019**
as of May 31, 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	Fund 14		
Local Government	6,844,471	-	-	-	-	-	-	-	-	-	-	-	-	-	12,571,189	100.3%
Student Fees	6,606,702	26,774	-	-	313,178	-	-	-	-	-	-	-	-	-	7,414,654	93.7%
Slate Aid & Grants	14,207,199	-	-	-	-	12,971	-	-	-	-	-	-	-	-	15,152,662	93.8%
Institutional	229,890	226,032	633,119	92,879	144,150	1,081,063	5,489,016	-	-	-	-	-	-	-	8,413,000	93.9%
Federal	431,937	-	3,921,530	-	-	-	-	-	-	-	-	-	-	-	6,310,929	69.0%
Total Revenues	28,320,198	252,806	4,867,827	105,850	5,905,259	1,081,063	5,489,016	46,022,020	92.3%	101.2%	90.5%	100.1%	87.0%	94.4%	49,862,434	92.3%

% of Budget Recognized 95.2% 30.9% 72.9% 94.2% 100.1% 90.5% 101.2% 92.3%

	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	15,355,348	203,052	143,013	-	-	173,397	30,510	-	-	-	-	-	-	-	18,059,334	88.1%
Benefits	7,077,716	62,646	34,754	-	-	60,569	23,431	-	-	-	-	-	-	-	7,739,325	93.8%
Current Expenditures	4,433,547	53,083	146,377	4,981	-	66,922	1,115,126	-	-	-	-	-	-	-	7,924,020	73.4%
Student Financial Aid & Activities	-	-	4,253,352	-	-	-	-	-	-	-	-	-	-	-	6,008,735	70.8%
Resale	-	-	-	-	-	786,208	3,618,522	-	-	-	-	-	-	-	4,745,848	92.8%
Capital Outlay	-	-	-	3,911,716	-	-	-	-	-	-	-	-	-	-	5,445,710	71.8%
Debt Retirement	-	-	-	-	6,050,532	-	-	-	-	-	-	-	-	-	6,050,870	100.0%
Total Expenditures	26,866,611	318,781	4,577,496	3,916,697	6,050,532	1,087,095	4,787,589	47,604,801	85.0%	100.0%	87.0%	94.4%	85.0%	55,973,842	85.0%	

% of Budget Expended 87.9% 35.9% 68.2% 71.9% 100.0% 87.0% 94.4% 85.0%

Changes in Fund Equity

Actual Fund Equity as of 6/30/18	10,631,992	429,964	5,681,651	718,795	532,744	1,552,857	1,145,567	20,693,560	20,693,560
Current Revenue over Expenses	1,453,587	(65,975)	290,331	(3,810,847)	(145,274)	(6,032)	701,427	(1,582,782)	(6,111,408)
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	12,085,579	363,989	5,971,982	1,707,938	387,470	1,546,826	1,846,994	23,910,778	19,382,152

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
May 31, 2019**

With Comparative Total for May 31, 2018

Mid-State Technical College
June 4, 2019 at 3:08 PM

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		
	General	Special Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Non-Aidable	Memorandum only		
								2018-19	2017-18	
Cash	\$ 10,852,038	\$ -	\$ 1,813,120	\$ 6,571	\$ 1,570	\$ 1,780,761	\$ 100	\$ 5,815,855	\$ 14,454,160	\$ 15,587,658
Investments	-	-	-	-	-	-	-	-	5,815,855	5,172,971
Receivables:										
Property taxes	3,288,733	-	-	213,186	-	-	-	-	3,501,919	3,119,909
Accounts receivable	3,086,351	78,595	131	-	135,279	-	-	162,463	3,462,819	3,032,493
Due from other funds	(1,478,733)	286,552	(78,046)	167,712	418,393	521,879	162,242	(1)	-	-
Inventories - at cost	-	-	-	-	509,470	-	-	-	509,470	328,115
Prepaid Assets	-	-	-	-	25,368	-	-	-	25,368	74,315
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	\$ 15,748,389	\$ 365,147	\$ 1,735,205	\$ 387,469	\$ 1,534,490	\$ 2,346,677	\$ 6,140,660	\$ 28,258,037	\$ 27,862,585	

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities	\$ 60,810	\$ 928	\$ 24,303	\$ -	\$ (16,615)	\$ 10	\$ 11,202	\$ 80,638	\$ 184,424
Accounts Payable	-	-	-	-	-	-	-	-	-
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	168,486	-	-	-	497,514	-	-	666,000	225,295
Vacation	543,244	-	-	-	3,797	2,159	2,767	551,967	762,196
Other current liabilities	8,176	-	-	-	481	-	-	8,657	8,710
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	2,882,094	230	2,964	-	-	-	154,709	3,039,997	2,777,267
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	3,662,810	1,158	27,267	-	(12,337)	499,883	168,678	4,347,259	3,957,892

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	383,216
Des for Subsequent Year	2,188,956	393,471	-	-	-	-	-	2,582,427	2,179,951
TOTAL FUND EQUITY AND OTHER CREDITS	10,631,992	429,964	7,18,786	532,744	1,552,858	1,145,567	5,681,651	20,693,562	20,332,675
Year-to-date excess revenues(expenditures)	1,453,587	(65,975)	989,152	(145,275)	(6,031)	701,427	290,331	3,217,216	3,572,018
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 15,748,389	\$ 365,147	\$ 1,735,205	\$ 387,469	\$ 1,534,490	\$ 2,346,677	\$ 6,140,660	\$ 28,258,037	\$ 27,862,585

May Contracted Service Agreements

Meeting on June 17, 2019

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146508	Marshfield	WAT Grants	Customer Care Relations	12	26	1,590.00
146509	Nekoosa	Business & Industry	Heartsaver CPR/AED Adult	8	18	1,595.00
146510	Nekoosa	Business & Industry	First Responder - Industrial Skills	16	20	2,203.38
146511	Nekoosa	WAT Grants	DiSC Assessments	6	12	1,865.00
146512	Stevens Point	WAT Grants	Leadership Development	24	5	3,255.95
146513	Marshfield	Public Education K-12	Heartsaver CPR/AED Adult/Child	5	9	790.00
					Total:	\$11,299.33

May Contract Training Proposals

For Informational Purposes

Proposal Number	Location of Business/Agency	Industry Type	Type of Service	Proposal Amount
00064	Nekoosa	Private Industry	DiSC Assessments and Group Culture	3,700.00
00065	Stevens Point	Private Industry	CPR AED	395.00
00066	Stevens Point	School District	Early Childhood - Pyramid Model Training	3,595.00
00067	Marshfield	Community Organization	CPR AED	790.00
00068	Marshfield	School District	CPR/First Aid	790.00
00069	Medford	Private Industry	Change Management	400.00
00070	Stevens Point	Private Industry	Fire Extinguisher Training	200.00
			Total:	\$9,870.00

FINANCE & AUDIT COMMITTEE
Procurement of Goods and Services
June 17, 2019 Board Meeting

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – NURSING SIMULATORS – SCHOOL OF HEALTH</u>		
CAE Healthcare, Sarasota, FL	\$111,608.08	Quote
Laerdal, Wappingers Falls, NY	\$115,706.68	
❖ Subtotal for Procurements Requiring Board Action	<u>\$111,608.08</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – COMPUTER EQUIPMENT – SCHOOL OF ADVANCED MANUFACTURING AND ENGINEERING</u>		
Paragon Development Systems Inc., Brookfield, WI	\$38,000.00	State Contract
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$38,000.00</u>	

GRAND TOTAL **\$149,608.08**

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.

**2019-20 MID-STATE TECHNICAL COLLEGE
BUDGET RESOLUTION**

EXHIBIT F

WHEREAS, Mid-State Technical College prepared a budget for the 2019-20 fiscal year, necessary to provide educational services to the citizens, industries and communities within the College's boundaries; and

WHEREAS, the outstanding indebtedness of the College, as of July 1, 2019, consists of \$28,290,000 in promissory notes and \$1,350,000 in general obligation bonds;

WHEREAS, the anticipated revenues for the 2019-20 budget consist of \$13,360,286 from Local Government, \$14,822,570 from State Aids, \$7,608,689 from Student Fees, \$9,188,130 from Institutional Sources, and \$4,941,528 from the Federal Government; and

WHEREAS, other funding sources for the 2019-20 budget consist of \$5,000,000 in proceeds from long-term debt; and

WHEREAS, the estimated retained earnings and fund balances as of July 1, 2019, consist of \$10,170,894 in the General Fund, \$347,652 in the Special Revenue Fund - Operational, \$6,012,551 in the Special Revenue Fund – Non-Aidable, \$387,506 in the Debt Service Fund, \$580,483 in the Capital Projects Fund, \$1,398,768 in the Enterprise Fund, and \$1,557,567 in the Internal Service Fund;

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the appropriations for the 2019-20 budget consisting of the following fund types and functions:

In the General Fund - \$17,801,020 for Instruction, \$1,033,801 for Instructional Resources, \$4,059,602 for Student Services, \$5,208,977 for General Institutional, and \$2,080,908 for Physical Plant;

In the Special Revenue Fund – Operational - \$860,353 for Instruction and \$2,620 for Physical Plant;

In the Special Revenue Fund - Non-Aidable - \$5,163,717 for Student Services and \$296,142 for General Institutional;

In the Capital Projects Fund - \$2,080,420 for Instruction, \$168,000 for Instructional Resources, \$607,900 for Student Services, \$752,108 for General Institutional, and \$1,515,435 for Physical Plant;

In the Debt Service Fund - \$6,431,097 for Physical Plant;

In the Enterprise Fund - \$1,220,206 for Auxiliary Services; and,

In the Internal Service Fund - \$5,744,435 for Auxiliary Services.

BE IT FURTHER RESOLVED that the approval includes any modifications to the 2019-20 budget resulting from public input during the Public Hearing, and formally endorsed by the board.

BE IT FURTHER RESOLVED that this 2019-20 budget be submitted, as approved, to the Wisconsin Technical College System Board prior to July 1, 2019, as required by State Statutes 38.12(5m).