



District Board of Directors Monthly Meeting

MONDAY, OCTOBER 21, 2019

Mid-State Wisconsin Rapids Campus
500 32nd Street North, Wisconsin Rapids

4:15 p.m.	Finance & Infrastructure Committee Meeting	District Conference Room
4:15 p.m.	Academic & Student Services Committee Meeting	A203
4:15 p.m.	Human Resources & External Relations Committee Meeting	L133-134
5:00 p.m.	Committee-of-the-Whole	L133-134
5:20 p.m.	Monthly Board Meeting	L133-134

MISSION: Mid-State Technical College transforms lives through the power of teaching and learning.

VISION: Mid-State Technical College is the educational provider of first choice for its communities.

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DISTRICT BOARD OF DIRECTORS

Monday, October 21, 2019 – 5:20 p.m.
Wisconsin Rapids Campus; Room L133-134

AGENDA

A. CALL TO ORDER – ROBERT BEAVER

B. ROLL CALL

C. OPEN MEETING CERTIFICATION – ROBERT BEAVER

This October 21, 2019, 2019 meeting of the Mid-State Technical College District Board of Directors, 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 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. OPEN FORUM – ROBERT BEAVER

The open forum is at the option of the Board Chairperson and ground rules have been established to ensure the orderly conduct of business. 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. ACTION ON SEPTEMBER 16, 2019 BOARD MEETING MINUTES (Exhibit A)

F. ACTION ON CONSENT AGENDA

1. Payment of Bills and Payroll (Exhibit B)

District bills for September 2019 total \$3,017,044.98 of which \$1,690,515.28 represents operational expenditures and \$1,326,529.70 represents capital expenditures. Payroll disbursements for September totaled \$1,359,327.48 plus \$18,861.28 for travel and miscellaneous reimbursements, and \$631,805.19 in fringe benefits, for a total payroll disbursement of \$2,009,993.95. Administration recommends approval of the payment of these obligations totaling \$5,027,038.93.

2. Contracted Service Agreements (Exhibit M)

The District has entered into 13 contracted service agreements totaling \$70,404.62. The individual contracts are available for review upon request. Administration recommends approval of these contracts.

3. Procurements for Goods and Services (Exhibit N)
Procurements for Goods and Services fall into two groups: 1) procurements that require prior Board approval and 2) procurements approved by Administration but listed as information for the Board. There are no procurements which will require prior Board approval.
4. Ethics Resolution (Exhibit Q)
Wisconsin's Code of Ethics for Public Officials and Employees applies to anyone holding a position "designated as assistant, associate, or deputy district director of a technical college." Therefore, administration recommends approval of the resolution in Exhibit Q designating the positions in Mid-State's District as deputy, associate or other director.

G. CHAIRPERSON'S REPORT – ROBERT BEAVER

1. Meeting attendance
2. WTC District Boards Association Fall Meeting
3. Association of Community College Trustees (ACCT) Leadership Congress
4. Board Advance
5. Next meeting date

H. MID-STATE FOUNDATION LIAISON REPORT – BETTY BRUSKI MALLEK

1. Event Sponsorship and Participation
2. Scholarship Updates
3. Sponsor-A-Scholar Activity
4. Event Update

I. PRESIDENT'S REPORT – SHELLY MONDEIK

1. Campus Activities
2. Community Involvement
3. WTCS Updates
4. WTCS Presidents Association Activities

J. COMMITTEE REPORTS

1. Finance & Infrastructure Committee (Exhibit D) – Charles Spargo
 - a. Approval of Committee Minutes (Exhibit E)
 - b. Review of Consent Agenda Items
 - c. Treasurer's Report (Exhibit L)
 - d. 2018-19 Budget Amendments (Exhibit O)
 - e. Certification of 2019-20 Tax Levy (Exhibit P)
 - f. Annual Procurement Report
 - g. Informational Items
 1. 2018-19 Financial Audit Update

2. Finance Implications for Topics in Other Committees

2. Academic & Student Services Committee (Exhibit F) – Betty Bruski Mallek
 - a. Approval of Committee Minutes (Exhibit G)
 - b. Review of Consent Agenda Items
 - c. International Travel Approval
 - d. Informational Items
 1. Program Review Process
 2. Graduate Follow-Up Survey
 3. Alternative High School Event
3. Human Resources & External Relations Committee (Exhibit H) – Justin Hoerter
 - a. Approval of Committee Minutes (Exhibit I)
 - b. Review of Consent Agenda Items
 - c. Informational Items
 1. Performance Management
 2. Wisconsin Women in Higher Education Leadership
 3. DHS Grant
 4. Workforce Development Contracts and Proposals (Exhibit M)
4. Committee-of-the-Whole (Exhibit J) – Robert Beaver
 - a. Approval of Committee Minutes (Exhibit K)
 - b. Informational Items
 1. 2019-2020 Dashboard Presentation

K. Discussion & Action

1. K-12 Annual Report – Dr. Mandy Lang and Jackie Esselman
An annual K-12 report will be provided and include event information, transition rates, and dual credit information.

L. Closed Session

The Board will entertain a motion to convene to closed session, pursuant to s. 19.85(1)(c) Wisconsin Statutes, to discuss the President's evaluation and compensation. The Board may take action in closed session.

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

M. Adjournment

**MID-STATE TECHNICAL COLLEGE
DISTRICT BOARD MEETING MINUTES**

Stevens Point Campus	September 16, 2019
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A. CALL TO ORDER – Robert Beaver

The meeting was called to order at 5:22 p.m.

B. ROLL CALL

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Justin Hoerter, Richard Merdan (departed meeting at 6:07 p.m.), Lynneia Miller, Charles Spargo, and Dr. Shelly Mondeik

EXCUSED: Craig Gerlach and Gordon Schalow

OTHERS: Craig Bernstein, Dr. Karen Brzezinski, Kilian Carr, Caleb Cline, Maggie Coakley, Dr. Bobbi Damrow, Dr. Beth Ellie, Scott Engel, Robb Fish, Volker Gaul, Joe Hoffman, Ryan Kawski, Dr. Mandy Lang, Alex Lendved, Maddy Matthews, Ray McLemore, Dave Pryor, Brad Russell, Mike Sabel, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, Kolina Stieber, Angie Susa, Matthew Tyler, and Aaron Wulk

C. OPEN MEETING CERTIFICATION – Robert Beaver

The meeting notice was verified; stating 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.

D. OPEN FORUM – Robert Beaver

The meeting was opened for comments from the audience.
Dave Pryor, Quality Plus Printing, addressed the Board regarding the RFP results for printing services.

E. APPROVAL OF MINUTES

Motion by Ms. Bruski Mallek, seconded by Ms. Crass, upon a voice vote, unanimously approved minutes from the board meeting held August 19, 2019 as presented.

F. 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 August 2019 were presented in Exhibit B. These bills totaled \$1,665,014.02 of which \$940,702.09 represents operational expenditures and \$724,311.93 represents capital expenditures. The district's payroll for the month of August totaled \$2,021,928.76 plus \$19,250.81 for travel and miscellaneous reimbursements and \$726,778.52 in fringe benefits. The district's bills and payroll totaled \$4,432,972.11.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146519	Situational Awareness & De-escalation	\$ 250.00

146519 Chainsaw Safety \$ 850.00

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

Amount Vendor Department

There are no procurements requiring board action this month.

G. CHAIRPERSON’S REPORT – Robert Beaver

1. Board members were welcomed to the meeting. Mr. Gerlach and Mr. Schalow asked to be excused.
2. Fall District Boards Association meeting will be held October 30 – November 2 in Waukesha. The meeting will be held in conjunction with the annual Legal Issues Seminar. Anyone interested in attending should contact Ms. Susa.
3. Boards Association Annual Planning Session was attended by Ms. Bruski Mallek. Strategic Areas of Focus for 2019-2020 were discussed and will be shared at Fall Boards Association meeting. Association priorities for the coming year include preserving collaboration, protecting advocacy and encouraging engagement.
4. Fall Board Advance will be held Thursday, November 21 in Wisconsin Rapids. A draft agenda will be presented for feedback in October.
5. ACCT Leadership Congress will be held October 16-19 in San Francisco. Mr. Beaver, Ms. Bruski Mallek, Mr. Merdan, Ms. Miller, Dr. Damrow and Dr. Lang plan to attend.
6. Note the November Board meeting will be held in Marshfield and the March meeting will be held in Adams.
7. Future meeting dates (times unless otherwise announced):

<p>MONTHLY MEETING Monday, October 21, 2019 Wisconsin Rapids Campus</p>	<p>Committee Meetings – 4:15 p.m. Committee-of-the-Whole – 5:00 p.m. Board Meeting – 5:20 p.m.</p>
<p>MONTHLY MEETING Monday, November 18, 2019 Marshfield Campus</p>	<p>Committee Meetings – 4:15 p.m. Committee-of-the-Whole – 5:00 p.m. Board Meeting – 5:20 p.m.</p>
<p>MONTHLY MEETING Monday, December 16, 2019 Wisconsin Rapids Campus</p>	<p>Committee Meetings – 4:15 p.m. Committee-of-the-Whole – 5:00 p.m. Board Meeting – 5:20 p.m.</p>

H. FOUNDATION BOARD LIAISON REPORT – Jill Steckbauer

1. Concluding Foundation events:
 - Sand Valley Par 3 Golf Event netted \$8,500
 - Trapshooting Event netted \$3,500 (down from \$5,000 last year)
 - Scholarship Reception honored 116 students receiving scholarships; 48 donors attended

2. Fall Scholarship Application window opened September 16 and runs through October 11, 2019 with awarding in November for January 2020 disbursement. High School window for fall 2020 semester opens December 16, 2019
3. Foundation Audit field work was conducted September 3rd and 4th. Foundation financials will be presented to the District Board in November 2019 per the Memorandum of Understanding.

I. PRESIDENT’S REPORT – Dr. Shelly Mondeik

1. Recent college/campus activities included launch of Aspirus partnership with the announcement of the Health Simulation Center; outreach at the Central Wisconsin State Fair in Marshfield; Adams Campus Ribbon Cutting will be held October 1 and Mid-State’s newest commercial was shared.
2. Advocacy continues for the Manufacturing Center in Stevens Point. The first faculty/industry partner meeting was held, and the college received its first project donation.
3. WTCS Board met and discussed education of the incarcerated population in Wisconsin. Additional information will be presented to the Mid-State Board during the November Board Advance.
4. Wisconsin Technical College System Presidents Association met to discuss transferability. A phone conference will be held in October.

J. COMMITTEE REPORTS

1. FINANCE & INFRASTRUCTURE COMMITTEE – Charles Spargo
 - a. REVIEW OF CONSENT AGENDA ITEMS: Committee reviewed and discussed Consent Agenda items. Questions were addressed.
 - b. TREASURER’S REPORT: Reviewed and discussed college financial data.
 - c. RFP FOR PRINT SERVICES: Request for Proposals for Print Services was conducted and received two bids from in-district contractors. A four-person evaluation team evaluated each bid in five criteria areas. Following evaluation, a request for Board approval of DigiCopy as Mid-State’s print service supplier was made.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, with Ms. Crass and Mr. Merdan voting no, approved the following Resolution For Award For RFP#785 Mid-State Print Services:

WHEREAS, the college has need for printing services; and

WHEREAS, this service is locally available; and the request for proposals for this service were properly executed and received,

BE IT RESOLVED that the Mid-State Technical College Board of Directors approves the awarding of print services for three years to DigiCopy as established in the terms and costs of their submitted RFP#785 proposal.

- d. ESTIMATED PROPERTY VALUES & TAX RATES: Property values by county were released in August 2019; however, values for school and technical college districts will not be released by the Department of Revenue (DOR) until late September. A preliminary estimate by the WTCS Office indicates Mid-State's total property valuation will increase approximately 6.5%. Mid-State will certify its 2019-2020 property tax levy distributions in October. The college anticipates levying the maximum allowable for actual change in new construction as certified by the DOR.
 - e. STATUS OF FY19 INDEPENDENT FINANCIAL AUDIT: The audit is progressing as scheduled, auditors first day on site was September 16. Budget amendments will be presented in October.
 - f. FTE PROJECTION: The FTE projection for FY20 indicates that tuition receipts will be flat to budget.
 - g. SUMMER PROJECTS RECAP: A significant amount of work has been completed around each of Mid-State's four campuses. Cost per foot of remodeling was considerably less than regional averages of the same project type; Mid-State's team approach allowed for this gain.
 - h. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek
- a. MANUFACTURING OPERATIONS MANAGEMENT PROGRAM: In June, the committee reviewed information regarding the potential Manufacturing Operations Management Program. Ms. Bruski Mallek highlighted courses included in the program, current job outlook, operational budget impact, and potential grants available for program support. The program is slated to begin in Fall 2020. A request to advance program approval to WTCS Board was made.

Motion by Ms. Bruski Mallek, seconded by Mr. Hoerter, upon a roll call vote, unanimously approved the Manufacturing Operations Management Program and advancement to the WTCS Board for approval.
 - b. ADVISORY COMMITTEE MEMBERSHIP: Advisory Committee membership from programs in the School of Business & Technology, School of Health and School of Protective & Human Services were shared. Each program has district business representation and includes both employers and employees. Additional schools membership will be presented in February.
 - c. ENROLLMENT REPORT: Mid-State's 2018-2019 year-end enrollment report indicates a 6% headcount increase for the second year as well as a 2.6% FTE increase. Specific program enrollment data was reviewed as well as student demographics.
3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Justin Hoerter
- a. COLLEGE-WIDE IN-SERVICE: A summary of in-service was provided. In-Service theme was "Looking Back/Moving Forward" and 90% of survey respondents believed it was a positive experience. Next In-Service is scheduled for February 24, 2020.

- b. COLLEGE-WIDE CUSTOMER SERVICE TRAINING: Mid-State will offer college-wide customer service training (I-CARE) centered around the organizations Core Values and consist of programs tailored to specific areas of the college.
 - c. FAST FORWARD GRANT: Department of Workforce Development issued a \$88,816 grant to Sand Valley Golf Resort to partner with Mid-State for training in the culinary arts. Training held at Sand Valley will include classroom, hands-on and internship opportunities and will satisfy a 10-credit certificate.
 - d. WORKFORCE DEVELOPMENT CONTRACTS AND PROPOSALS: Highlighted workforce contract with Committee.
4. COMMITTEE-OF-THE-WHOLE – Robert Beaver
- a. WORKFORCE & ECONOMIC DEVELOPMENT ANNUAL REPORT:
The Workforce & Economic Development Division at Mid-State completed its first full year having contracted \$319,300 in training. In addition, 2,444 individuals were served through continuing education opportunities and \$265,000+ was received in grants.
 - b. YEAR-END DASHBOARD PRESENTATION: Mid-State’s year-end Dashboard indicated 13 of nearly 20 goals were met or exceeded over the last year. Notables include growth in FTE and headcount as well as student retention and employee engagement.

K. DISCUSSION & ACTION – Robert Beaver

- 1. STUDENT ACHIEVEMENT: Mid-State students, Maddy Matthews, Matthew Tyler, Kilian Carr, and Caleb Cline, shared their experiences related to being part of skill-based competitions in the spring or summer. Faculty supporting those students also shared perspective on student achievement and engagement.
- 2. STEVENS POINT CAMPUS AND COMMUNITY UPDATE: Highlights of Stevens Point Campus and community happenings were shared. The Stevens Point Campus is celebrating its 5th Anniversary at the downtown location with year-long activities. Campus Dean Volker Gaul will be retiring in January – appreciation for his service was shared.

L. ADJOURNMENT – Robert Beaver

There being no further business of the Board, the meeting adjourned at 7:02 p.m. with a motion by Ms. Bruski Mallek, seconded by Ms. Crass, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

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Exhibit B previously distributed under separate cover.**

President's Report

October 21, 2019

1. A career networking event and mini job fair was held on Wednesday, October 2, on the Wisconsin Rapids Campus. The event was targeted toward students in the School of Advanced Manufacturing and Engineering and School of Transportation, Agriculture, National Resources, and Construction but was open to all Mid-State students and alumni seeking a job, internship, or networking opportunity with interested employers. We had 16 employers, and 27 students take advantage of this excellent opportunity to connect and discuss career possibilities.
2. On Monday, September 23, Mid-State Technical College hosted the Wisconsin Education Fair (WEF) for the 12th straight year. Area high school students, parents, and other prospective students attended the event at Mid-State's Wisconsin Rapids Campus. Over 70 representatives from technical and vocational colleges, public and private colleges and universities, along with military options were on-site to provide event goers with post-secondary options. Mid-State representatives provided financial aid and advising assistance for the participants. The event brought 450 students from 9 area high schools to campus.
3. The 8th Annual Heavy Metal Tour was held on October 2. Mid-State hosted nearly 1,800 8th grade students from 17 area schools. This year was the first year the event was hosted at the Adams Campus and included the Adams-Friendship School District. Students throughout the Mid-State district toured two of the 30 participating manufacturing facilities and viewed state-of-the-art technology while learning about educational and career opportunities in welding, fabricating, machining, engineering, and manufacturing trades. Students also visited either the Stevens Point, Marshfield, Wisconsin Rapids or Adams campus for lunch and to learn more about careers and education in manufacturing. The tour is held in October to celebrate Manufacturing Month and is the result of collaboration between the Central Wisconsin Metal Manufacturer's Alliance (CWIMMA), Mid-State Technical College, Nicolet College, and Northcentral Technical College.
4. My travel between now and mid-November will include:
 - Weekly Rotary Meetings – Wisconsin Rapids
 - Foundation Board Meeting - Marshfield
 - Community Partner Meeting – Stevens Point
 - Community Partner Meeting and Tour – Marshfield
 - Legal Issues Seminar & Boards Association Fall Meeting – Pewaukee
 - WTCS Board Meeting – Sturtevant
 - Presidents Association Meeting - Sturtevant

FINANCE & INFRASTRUCTURE COMMITTEE

Monday, October 21, 2019 – 4:15 p.m.
Wisconsin Rapids Campus; District Conference Room

AGENDA

A. CALL TO ORDER – CHARLES SPARGO

B. OPEN MEETING CERTIFICATION – CHARLES SPARGO

This October 21, 2019 meeting of the Mid-State Technical College District Board of Directors, 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 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. APPROVAL OF COMMITTEE MINUTES (SEPTEMBER 16, 2019 MEETING) (Exhibit E)

D. REVIEW OF CONSENT AGENDA ITEMS – ROBB FISH

1. Payment of Bills and Payroll (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.

2. Contracted Service Agreements (Exhibit M)

Each month a list of contracted service agreements is provided to the Board to demonstrate statutory compliance. 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.

3. Procurements for Goods and Services (Exhibit N)

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.

E. TREASURER'S REPORT – ROBB FISH

Each financial report (Exhibit L) will be highlighted. 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 Higher Learning Commission expectations.

F. 2018-19 BUDGET AMENDMENTS (Exhibit O) – ROBB FISH

End-of-year closing entries and audit work require amendments to the college’s 2018-19 (FY19) budget prior to finalizing the annual audit. They include usual and customary amendments, which were previously brought to the attention of the Board. Rationale for these budget amendments are contained in the exhibit. Board action to approve these budget amendments through adoption of the resolution contained in Exhibit O is requested.

G. CERTIFICATION OF 2019-20 TAX LEVY (Exhibit P) – ROBB FISH

Prior to October 31, the Mid-State Board is required to certify their tax levy for the current fiscal year and notify the 97 municipalities of their proportionate share of Mid-State’s total levy. Each municipality’s share is proportioned by the equalized values that are certified by the Department of Revenue (DOR).

The Exhibit contains details regarding Mid-State’s levy, change in property valuation and resulting mill rates, along with valuation changes by property classification, distribution by county, and value changes in Tax Incremental Districts, and a District Board resolution certifying the 2019-20 property tax levy.

Administration is proposing the Board’s certification of a \$13,363,678 levy. This amount is 1.7% greater than the 2019-20 adopted budget as new construction in the district was higher than anticipated.

Mid-State’s valuation for tax purposes totals \$14.3 billion reflecting a 5.7% increase; whereas Mid-State’s tax rate based on equalized value will be \$0.93696 cents per \$1,000. A home valued at \$100,000 will have a tax bill of \$93.70.

A list of the apportionments by county and municipality and a list sorted by municipality with highest to lowest percent change in property value and tax levied will be shared during the meeting.

Administration recommends approval of the resolution contained in the Exhibit P certifying Mid-State’s \$13,363,678 property tax levy for fiscal year 2019-20.

H. ANNUAL PROCUREMENT REPORT – MATT SCHNEIDER

Presentation of the annual Procurement Report will be made. Following review, a request for Board approval will be sought.

I. INFORMATIONAL ITEMS

1. 2018-19 Financial Audit Update – Robb Fish

Mid-State’s annual audit is progressing well. No material audit findings have been identified to date, nor do we anticipate any. Milestones remaining include finalization of the auditor’s conversion to Generally Accepted Accounting Principles (GAAP) and Mid-State’s review of draft statements. Audited financial statements are tentatively scheduled to be presented by Schenck during the November 2019 meeting.

2. Finance Implications for Topics in Other Committees

Often topics directed by the other two committees 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 enable committee members to raise any finance related questions. Any necessary action will be incorporated into the action reported by the originating committee.

J. ADJOURNMENT

MID-STATE TECHNICAL COLLEGE
FINANCE & INFRASTRUCTURE COMMITTEE MEETING MINUTES

Stevens Point Campus	September 16, 2019
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A. CALL TO ORDER – Charles Spargo

The meeting was called to order at 4:00 p.m.

PRESENT: Robb Fish, Richard Merdan, Lynneia Miller, Shelly Mondeik, Dave Pryor, Brad Russell, Matt Schneider, and Charles Spargo

B. OPEN MEETING CERTIFICATION – Charles Spargo

The meeting notice was verified.

C. APPROVAL OF COMMITTEE MEETING MINUTES – Charles Spargo

Motion by Mr. Merdan, seconded by Ms. Miller, upon a voice vote, unanimously approved August 19, 2019 Finance & Infrastructure Committee meeting minutes as presented.

D. REVIEW OF CONSENT AGENDA ITEMS – Robb Fish

Consent agenda items were reviewed and will be brought to full board for approval.

E. TREASURER’S REPORT – Robb Fish**F. RFP FOR PRINT SERVICES** – Brad Russell

Discussion held. Motion by Mr. Spargo to move item forward to full board for approval, seconded by Ms. Miller. Mr. Merdan voted no. Motion carried. Item will be presented for approval at full board meeting.

G. INFORMATIONAL ITEMS– Robb Fish

1. ESTIMATED PROPERTY VALUES & TAX RATES
No action taken.
2. STATUS OF FY19 INDEPENDENT FINANCIAL AUDIT
No action taken.
3. SUMMER PROJECTS RECAP
No action taken.
4. FIANNCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES
No action taken.

H. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 4:31 p.m. with a motion by Mr. Spargo, seconded by Mr. Merdan, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

ACADEMIC & STUDENT SERVICES COMMITTEE

Monday, October 21, 2019 – 4:15 p.m.
Wisconsin Rapids Campus; Room A203

AGENDA

A. CALL TO ORDER – BETTY BRUSKI MALLEK

B. OPEN MEETING CERTIFICATION – BETTY BRUSKI MALLEK

This October 21, 2019 meeting of the Mid-State Technical College District Board of Directors, 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 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. APPROVAL OF COMMITTEE MINUTES (SEPTEMBER 16, 2019 MEETING) (Exhibit G)

D. REVIEW OF CONSENT AGENDA ITEMS – BETTY BRUSKI MALLEK

E. INTERNATIONAL TRAVEL APPROVAL – DR. DEB STENCIL

Mid-State is again planning to offer a Global Studies trip to Japan in March 2020. Details of this educational and cultural experience will be provided. Approval of international travel for two Mid-State employees will be requested.

F. INFORMATIONAL ITEMS

1. Program Review Process – Dr. Deb Stencil
Faculty participate in an annual Program Review process every August. Details of the Program Review process will be shared with the committee.
2. Graduate Follow-Up Survey – Dr. Mandy Lang
The Graduate Follow-Up Survey gathers annual data regarding activities and opinions of students approximately six months after graduation from Wisconsin's technical colleges. Findings of this survey will be presented.
3. Alternative High School Event – Jackie Esselman and Morgan Anderson
Mid-State held its first event specifically for alternative high schools on September 13. Seventy-two students attended from four area schools. Additional details will be shared.

G. ADJOURNMENT

MID-STATE TECHNICAL COLLEGE
ACADEMIC & STUDENT SERVICES COMMITTEE MEETING MINUTES

Stevens Point Campus	September 16, 2019
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A. CALL TO ORDER – Betty Bruski Mallek

The meeting was called to order at 4:15 p.m.

PRESENT: Betty Bruski Mallek, Kristin Crass, Dr. Mandy Lang, and Dr. Deb Stecil

B. OPEN MEETING CERTIFICATION – Betty Bruski Mallek

The meeting notice was verified.

C. APPROVAL OF COMMITTEE MEETING MINUTES – Betty Bruski Mallek

Motion by Ms. Crass, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved August 19, 2019 Academic & Student Services Committee meeting minutes as presented.

D. REVIEW OF CONSENT AGENDA ITEMS – Betty Bruski Mallek

E. MANUFACTURING OPERATION MANAGEMENT PROGRAM – Dr. Deb Stencil

Consensus to move forward with approval at the Board meeting was reached.

F. INFORMATIONAL ITEMS

1. **ADVISORY COMMITTEE MEMBERSHIP**

No action taken.

2. **ENROLLMENT REPORT**

No action taken.

F. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 4:35 p.m. with a motion by Ms. Bruski Mallek, seconded by Ms. Crass, upon a voice vote.

 Lynneia Miller, Secretary
 Mid-State Technical College Board

 Angela R. Susa
 Recording Secretary

HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE

Monday, October 21, 2019 – 4:15 p.m.
Wisconsin Rapids Campus; Room L133-134

AGENDA

A. CALL TO ORDER – JUSTIN HOERTER

B. OPEN MEETING CERTIFICATION – JUSTIN HOERTER

This October 21, 2019 meeting of the Mid-State Technical College District Board of Directors, 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 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. APPROVAL OF COMMITTEE MINUTES (SEPTEMBER 16, 2019 MEETING) (Exhibit I)

D. REVIEW OF CONSENT AGENDA ITEMS – JUSTIN HOERTER

E. INFORMATIONAL ITEMS

1. Performance Management – Dr. Karen Brzezinski
Last year, Human Resources solicited input on the current Performance Management system. Changes made for 2019-2020 based on that feedback will be shared.
2. Wisconsin Women in Higher Education Leadership (WWHEL) – Dr. Karen Brzezinski
Mid-State hosted the State WWHEL Conference on October 9-10 and an additional half day workshop on October 11. Conference registration was provided for those Mid-State employees interested in attending. Description of this professional development opportunity will be provided.
3. DHS Grant – Dr. Bobbi Damrow
A collaborative DHS grant was written and received to provide Medical Assistant training over the next two years. This comprehensive grant will pay for student tuition, books, uniforms and supplies. Additional information will be provided.
4. Workforce Development Contracts & Proposals – Dr. Bobbi Damrow
An update of Workforce Development contracts and proposals referenced in Exhibit M will be provided.

F. ADJOURNMENT

MID-STATE TECHNICAL COLLEGE

HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE MEETING MINUTES

Stevens Point Campus

September 16, 2019

A. CALL TO ORDER – Justin Hoerter

The meeting was called to order at 4:16 p.m.

PRESENT: Robert Beaver, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Justin Hoerter, Ray McLemore, Kolina Stieber, and Angie Susa

B. OPEN MEETING CERTIFICATION – Justin Hoerter

The meeting notice was verified.

C. APPROVAL OF COMMITTEE MEETING MINUTES – Justin Hoerter

Motion by Mr. Beaver, seconded by Mr. Hoerter, upon a voice vote, unanimously approved August 19, 2019 Human Resources & External Relations Committee meeting minutes as presented.

D. REVIEW OF CONSENT AGENDA ITEMS – Justin Hoerter**E. INFORMATIONAL ITEMS**

1. COLLEGE-WIDE IN-SERVICE RECAP
No action taken.
2. COLLEGE-WIDE CUSTOMER SERVICE TRAINING
No action taken.
3. FAST FORWARD GRANT
No action taken.
4. WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS
No action taken.

F. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 4:28 p.m. with a motion by Mr. Hoerter, seconded by Mr. Beaver, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

COMMITTEE-OF-THE-WHOLE

Monday, October 21, 2019 – 5:00 p.m.
Wisconsin Rapids Campus; Room L133-134

AGENDA

A. CALL TO ORDER – ROBERT BEAVER

B. OPEN MEETING CERTIFICATION – ROBERT BEAVER

This October 21, 2019 meeting of the Mid-State Technical College District Board of Directors, 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 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. APPROVAL OF COMMITTEE MINUTES (SEPTEMBER 16, 2019 MEETING) (Exhibit K)

D. INFORMATIONAL ITEMS –

1. 2019-2020 Dashboard Presentation – Dr. Shelly Mondeik

The 2019-2020 Board Dashboard will be presented. Goals will be discussed.

E. ADJOURNMENT

MID-STATE TECHNICAL COLLEGE
COMMITTEE-OF-THE-WHOLE MEETING MINUTES

Stevens Point Campus	September 16, 2019
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A. CALL TO ORDER – Robert Beaver

The meeting was called to order at 5:00 p.m.

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

Craig Bernstein, Dr. Karen Brzezinski, Kilian Carr, Caleb Cline, Maggie Coakley, Dr. Bobbi Damrow, Dr. Beth Ellie, Scott Engel, Robb Fish, Volker Gaul, Ryan Kowski, Dr. Mandy Lang, Alex Lendved, Maddy Matthews, Ray McLemore, Dave Pryor, Brad Russell, Mike Sabel, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, Kolina Stieber, Angie Susa, Matthew Tyler, and Aaron Wulk

B. OPEN MEETING CERTIFICATION – Robert Beaver

The meeting notice was verified.

C. APPROVAL OF COMMITTEE MEETING MINUTES

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a voice vote, unanimously approved August 19, 2019 Committee-of-the-Whole meeting minutes as presented.

D. INFORMATIONAL ITEMS

1. Workforce & Economic Development Annual Report
No action taken.
2. Year-End Dashboard Presentation
No action taken.

E. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 5:21 p.m. with a motion by Mr. Beaver, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

FY 2019-20 Budget Modifications Made In The Month of September 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						
141309	Adv Mfg Network-Gold Collar Careers	State	Carryover grant from FY19	7.00	7.00	-
141670	Student Success Center Grant	State	New award	20,000.00	19,050.00	950.00 1
149040	Increasing Talent WAT Grant	State	New award	27,427.00	26,121.00	1,306.00 1
Fund 2 - Special Revenue - Operational Fund Budget Modifications						
Fund 3 - Capital Projects Fund Budget Modifications						
Total Budget Changes For The Month				47,434.00	45,178.00	2,256.00
Notes: Budget modifications are out of balance for September due to the following:						
1	Grant allows for indirect expenses.					



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2020 as of September 30, 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	Budget
Local Government	7,008,488	-	-	6,351,798	-	-	-	-	-	-	-	-	-	-	13,360,286	26.2%	13,360,286
Student Fees	7,191,489	30,000	-	-	-	387,200	-	-	-	-	-	-	-	-	7,608,689	14.9%	7,608,689
State Aid & Grants	15,602,444	-	122,541	-	-	-	-	-	-	-	-	-	-	-	15,724,985	30.9%	14,822,570
Institutional	269,035	755,000	36,020	112,000	-	710,400	-	-	-	-	1,156,975	-	-	9,262,630	18.2%	9,188,130	
Federal	556,117	-	4,390,000	-	-	4,390,000	-	-	-	-	-	-	-	4,946,117	9.7%	4,941,528	
Total Revenues	30,627,573	785,000	158,561	6,463,798	1,156,975	5,487,600	6,431,097	5,207,950	6,431,097	1,220,206	5,744,435	56,123,275	50,902,707	49,921,203	100.0%	49,921,203	

	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	Budget
Salaries and Wages	17,830,649	268,410	-	-	210,269	-	282,198	-	-	-	-	-	-	-	18,591,526	33.1%	18,146,668
Benefits	7,541,642	91,420	-	-	69,169	-	296,202	-	-	-	-	-	-	-	7,998,433	14.3%	7,897,813
Current Expenditures	5,773,502	554,105	-	-	104,303	-	139,737	-	-	-	-	-	-	-	7,678,282	13.7%	7,211,313
Student Financial Aid & Activities	-	-	-	-	-	-	4,741,722	-	-	-	1,106,635	-	-	-	4,741,722	8.4%	4,741,722
Resale	-	-	-	-	836,465	-	-	-	-	-	4,637,800	-	-	-	5,474,265	9.8%	5,474,265
Capital Outlay	-	-	-	-	-	-	5,207,950	-	-	-	-	-	-	-	5,207,950	9.3%	5,123,863
Debt Retirement	-	-	-	-	-	-	-	-	6,431,097	-	-	-	-	-	6,431,097	11.5%	6,431,097
Total Expenditures	31,145,793	913,935	5,207,950	6,431,097	1,220,206	5,459,859	5,207,950	6,431,097	6,431,097	1,220,206	5,744,435	56,123,275	50,902,707	49,921,203	100.0%	55,026,741	
% of Expenditures by Fund	55.5%	1.6%	9.3%	11.5%	2.2%	9.7%	9.3%	11.5%	10.2%	2.2%	10.2%	100.0%	100.0%	100.0%	100.0%	100.0%	

Changes in Fund Equity		Budgeted Ending Fund Equity	
Actual Fund Equity as of 6/30/19	10,142,060	220,003	20,349,883
Current Revenue over Expenses	(518,220)	6,012,943	(5,105,538)
Other Sources and Uses:			
Proceeds from Debt	-	-	5,000,000
Interfund Transfers In	120,000	-	120,000
Interfund Transfers Out	-	(120,000)	(120,000)
Repayment of Debt	-	-	-
Total Changes	(398,220)	5,892,943	(4,873,538)
Budgeted Ending Fund Equity	9,743,840	220,003	20,349,883



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2020 as of September 30, 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	1,079	-	-	-	-	-	-	-	-	-	-	-	-	-	13,360,286	0.0%
Student Fees	3,661,580	10,309	-	-	-	-	223,583	-	-	-	-	-	-	-	7,608,689	51.2%
Slate Aid & Grants	1,571,663	-	-	-	-	-	-	-	-	-	-	-	-	-	15,724,985	10.0%
Institutional	86,910	30,215	10,620	374,150	487,312	1,499,768	-	-	-	-	-	-	-	9,262,630	28.6%	
Federal	200	-	1,952,015	-	-	-	-	-	-	-	-	-	-	4,946,117	39.5%	
Total Revenues	5,321,431	40,524	2,333,173	374,150	487,312	1,499,768	10,620	374,150	487,312	1,499,768	10,066,978	50,902,707	50,902,707	19.8%		
% of Budget Recognized	17.4%	5.2%	42.5%	6.7%	42.1%	24.1%	6.7%	5.8%	42.1%	24.1%	19.8%					

	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	4,465,651	56,273	43,552	-	45,742	-	-	-	-	-	-	-	-	-	18,591,526	24.8%
Benefits	1,932,861	18,773	10,661	-	14,009	-	-	-	-	-	-	-	-	-	7,998,433	24.7%
Current Expenditures	1,470,126	10,115	32,367	-	38,685	-	-	-	-	-	-	-	-	-	7,678,282	24.3%
Student Financial Aid & Activities	-	-	2,112,980	-	-	-	-	-	-	-	-	-	-	-	4,741,722	44.6%
Resale	-	-	-	-	341,467	-	-	-	-	-	-	-	-	-	930,353	17.0%
Capital Outlay	-	-	-	2,091,324	-	-	-	-	-	-	-	-	-	-	5,207,950	40.2%
Debt Retirement	-	-	-	460,310	-	-	-	-	-	-	-	-	-	-	6,431,097	7.2%
Total Expenditures	7,868,638	85,160	2,199,560	460,310	439,904	901,526	2,091,324	460,310	439,904	1,841,147	14,046,421	56,123,275	56,123,275	25.0%		
% of Budget Expended	25.3%	9.3%	40.3%	7.2%	36.1%	15.7%	40.2%	7.2%	36.1%	15.7%	25.0%					

Changes in Fund Equity

Actual Fund Equity as of 6/30/19	10,142,060	348,938	5,985,202	487,046	1,520,421	1,841,147	20,711,836	20,711,836
Current Revenue over Expenses	(2,547,207)	(44,636)	133,613	(2,080,704)	47,408	598,242	(5,220,568)	(5,220,568)
Other Sources and Uses:								
Proceeds from Debt	-	-	5,000,000	-	-	-	5,000,000	5,000,000
Interfund Transfers In	-	-	-	-	-	-	120,000	120,000
Interfund Transfers Out	-	-	-	-	-	-	(120,000)	(120,000)
Repayment of Debt	-	-	-	-	-	-	-	-
Accrued YTD Fund Equity	7,594,853	304,301	6,118,815	3,406,342	1,567,829	2,439,390	20,491,268	20,491,268

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
September 30, 2019**

With Comparative Total for September 30, 2018

Mid-State Technical College
October 2, 2019 at 3:51 PM

ASSETS AND OTHER DEBITS

	Governmental Fund Types			Proprietary Fund Types			Fiduciary Fund Type		Memorandum only
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise Service	Internal Service	Special Rev Non-Aidable	2019-20	
Cash	\$ 9,148,257	\$ -	\$ 3,529,874	\$ 294,715	\$ 1,570	\$ 1,906,850	\$ 100	\$ 14,881,366	\$ 17,477,419
Investments	-	-	-	-	-	-	5,862,351	5,862,351	4,987,040
Receivables:									
Property taxes	(213,186)	-	-	213,186	-	-	-	-	-
Accounts receivable	1,118,665	22,247	60	-	62,203	-	53,934	1,257,109	1,085,965
Due from other funds	(1,430,737)	284,846	12,588	(207,040)	620,634	501,705	218,003	(1)	(1)
Inventories - at cost	-	-	-	-	519,784	-	-	519,784	331,474
Prepaid Assets	-	-	-	-	-	-	-	-	16,585
Other Current Assets	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	420,393	30,835	-	451,228	547,124
General Long Term Debt	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	\$ 8,622,999	\$ 307,093	\$ 3,542,522	\$ 300,861	\$ 1,624,584	\$ 2,439,390	\$ 6,134,388	\$ 22,971,837	\$ 24,445,606

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Accounts Payable	\$ 83,632	\$ -	\$ 136,180	\$ -	\$ 49,186	\$ -	\$ 10,199	\$ 279,197	\$ 1,302,613
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	211,306	-	-	-	-	-	-	211,306	536,266
Vacation	724,257	2,792	-	-	7,088	-	5,374	739,511	839,326
Other current liabilities	8,949	-	-	-	481	-	-	9,430	9,038
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	-	-	-	-	-	-	-	-	11,220
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	1,028,144	2,792	136,180	-	56,755	-	15,573	1,239,444	2,698,463

Fund equity and other credits

Retained Earnings	-	-	-	-	1,495,053	182,612	2,356	1,680,021	1,682,042
Res for Prepaid Expenditures	98,712	-	-	-	25,368	-	-	124,080	133,042
Res for Self-Insurance	-	-	-	-	-	1,658,536	-	1,658,536	730,348
Res for Student Organizations	-	-	-	-	-	-	92,705	92,705	96,220
Res for Student Fin Assistance	-	-	-	-	-	-	9,966	9,966	-
Res for Post-Employ Benefits	482,274	-	-	-	-	-	5,880,175	6,362,449	5,371,994
Reserve for Capital Projects	-	-	401,271	-	-	-	-	401,271	553,807
Reserve for Cap Proj - Motorcycle	-	-	85,775	-	-	-	-	85,775	97,167
Reserve for Debt Service	-	-	-	387,022	-	-	-	387,022	567,845
Designated for Operations	7,499,208	70,000	-	-	-	-	-	7,569,208	8,537,043
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	383,216
Des for Subsequent Year	1,678,650	276,938	-	-	-	-	-	1,957,588	2,179,951
TOTAL FUND EQUITY AND OTHER CREDITS	10,142,060	348,938	487,046	387,022	1,520,421	1,841,148	5,985,202	20,711,837	20,332,675
Year-to-date excess revenues(expenditures)	(2,547,205)	(44,637)	2,919,296	(86,161)	47,408	598,242	133,613	1,020,556	1,414,468

TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS

\$ 8,622,999	\$ 307,093	\$ 3,542,522	\$ 300,861	\$ 1,624,584	\$ 2,439,390	\$ 6,134,388	\$ 22,971,837	\$ 24,445,606
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September Contracted Service Agreements Meeting on October 21, 2019

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146535	Marshfield	Business & Industry	Customer Care Relations	4	26	1,480.00
146536	Wisconsin Rapids	Business & Industry	Fundamental Electricity & Safety	24	40	2,600.00
146537	Stevens Point	Public Education K-12	Childhood Teacher Skills & Strategies	24	20	3,900.00
146538	Wisconsin Rapids	Business & Industry	Heartsaver First Aid/CPR/AED	48	54	5,990.00
146539	Nekoosa	Public Education K-12	Shielded Metal Arc Weld	54	15	10,776.68
146540	Nekoosa	Public Education K-12	Intro to Welding	27	13	4,643.28
146541	Nekoosa	Public Education K-12	Constructions Fundamentals	54	23	17,695.73
146542	Nekoosa	Public Education K-12	Blueprint Reading for Construction	36	7	5,628.93
146543	Wisconsin Rapids	Business & Industry	Heartsaver BLS	5	3	495.00
146544	Marshfield	Business & Industry	Heartsaver CPR/AED Adult	8	30	2,995.00
146545	Medford	Business & Industry	Change Management	Technical Assistance	12	400.00
146546	Marshfield	WAT Grants	Customer Service	54	16	7,900.00
146547	Wisconsin Rapids	Business & Industry	Lifting & Rigging	16	40	5,900.00
					Total:	\$70,404.62

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September Contract Training Proposals For Informational Purposes

Proposal Number	Location of Business/Agency	Industry Type	Type of Service	Proposal Amount
0000094	Stevens Point	Private	BLS Make Up Class	495.00
0000095	Marshfield	Private	Customer Phone Training	16,990.00
0000096	Wisconsin Rapids	Private	Lifting and Rigging - Fall 19	5,900.00
0000097	Port Edwards	K12	FIRST AID / CPR	990.00
0000098	Wisconsin Rapids	Private	Mobile Crane Training	7,490.00
0000099	Stevens Point	Private	OSHA 30	4,590.00
0000100	Marshfield	Private	BLS Training	890.00
			Total:	\$37,345.00

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

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

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – CLASSROOM FURNITURE – FACILITIES</u>		
Henricksen, Madison, WI	\$ 35,999.74	State Contract
<u>WR CAMPUS – EQUIPMENT (BRIDGEPORT MILL) – SCHOOL OF ADVANCED MANUFACTURING & ENGINEERING</u>		
Staele Precision Corp., Brownsville, WI	\$ 28,768.00	Quote
Alternative Machine Repair, Dousman, WI	\$ 30,535.50	Quote
Total Machine Service Corp., Delafield, WI	\$ 32,920.00	Quote
<u>WR CAMPUS – EQUIPMENT (LAGUN MILL) – SCHOOL OF ADVANCED MANUFACTURING & ENGINEERING</u>		
Staele Precision Corp., Brownsville, WI	\$ 28,730.50	Quote
Alternative Machine Repair, Dousman, WI	\$ 30,588.00	Quote
Total Machine Service Corp., Delafield, WI	\$ 33,320.00	Quote
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$93,498.24</u>	

GRAND TOTAL **\$93,498.24**

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.

**NOTICE OF 2018-19
BUDGET AMENDMENT
October 21, 2019**

WHEREAS, the 2018-19 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 18, 2018, was amended on May 20, 2019, and State statute requires the district board to approve any modifications to the original adopted budget; and

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

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

WHEREAS, the Special Revenue – Operational budget was adjusted to accommodate dual credit enrollments; and

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

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

WHEREAS, the Internal Service Fund budget was adjusted to accommodate: self-funded insurance costs; and wages and benefits by fund; and

WHEREAS, the Special Revenue – Non-Aidable Fund budget was adjusted to accommodate: the reallocation of expenses within funds; 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 APPROPRIATION
General	Instruction	\$305,173	\$18,537,745
General	Instructional Resources	\$53,670	\$1,142,515
General	Student Services	(\$41,263)	\$3,966,146
General	General Institutional	(\$939)	\$5,164,979
General	Physical Plant	\$61,576	\$2,137,361
Special Rev – Operational	Instruction	\$218,350	\$1,101,612
Special Rev – Operational	Physical Plant	\$126	\$3,931
Capital Projects	Instruction	\$1,232,057	\$3,223,519
Capital Projects	Instructional Resources	\$45,479	\$296,529
Capital Projects	Student Services	\$9,000	\$405,000
Capital Projects	General Institutional	(\$43,071)	\$540,057
Capital Projects	Physical Plant	\$12,132	\$2,245,632
Debt Service	Physical Plant	\$140	\$6,051,010
Internal Service	Auxiliary Services	\$200,465	\$5,270,382
Special Rev-Non-Aidable	Student Services	(\$631,455)	\$5,827,101
Special Rev-Non-Aidable	General Institutional	\$630,724	\$880,724

Continued

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

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

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

2019-20 Tax Levy Certification Resolution

BE IT RESOLVED that the Mid-State Technical College Board authorized a \$13,363,678 property tax levy for fiscal year 2019-20, representing an overall mill rate of \$0.93696 on \$14,262,854,279 of equalized valuation within the boundaries of the Mid-State Technical College District.

BE IT FURTHER RESOLVED that this levy be made up of \$7,150,301 in operational levy representing an operational mill rate of \$0.50133 and \$6,213,377 in debt service representing a debt service mill rate of \$0.43563.

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

MID-STATE TECHNICAL COLLEGE
2019-20 Certified Tax Levy
Analysis of Changes in Equalized Value, Tax Levy, and Mill Rates

	2019-20		2018-19	
	Amount	\$ Dollar Increase (Decrease)	Amount	\$ Dollar Increase (Decrease)
Total Equalized Value (1)	\$ 14,908,179,679	\$ 931,770,496	\$ 13,976,409,183	\$ 588,031,231
Less: Incremental Value of TIFs (2)	<u>645,325,400</u>	<u>161,502,700</u>	<u>483,822,700</u>	<u>81,490,700</u>
Equalized Value Without TIFs Used for Tax Levy Purposes	\$ 14,262,854,279	\$ 770,267,796	\$ 13,492,586,483	\$ 506,540,531
		6.7%		4.4%
		<u>33.4%</u>		<u>20.3%</u>
		<u>5.7%</u>		<u>3.9%</u>

	2019-20		2018-19	
	Amount	Mill Rate	Amount	Mill Rate
Total Tax Revenue (per WTCS calculation)	\$ 17,580,980	1.23264	\$ 17,291,869	1.28158
Plus: Allowable New Construction Increase	303,659	0.02129	289,111	0.02143
Less: State "Property Tax Relief Aid"	(10,654,707)	(0.74702)	(10,654,707)	(0.78967)
Less: 2020 Personal Property Tax Aid Estimate	(80,316)	(0.00563)	(93,596)	(0.00694)
Plus: Unused New Construction	685,00000	0.00005	-	-
Net Operational Levy	\$ 7,150,301	0.50133	\$ 6,832,678	0.50640
Debt Levy	<u>6,213,377</u>	<u>0.43563</u>	<u>5,761,109</u>	<u>0.42699</u>
Total Levy	\$ 13,363,678	\$ 0.93696	\$ 12,593,787	\$ 0.93339
Increase (Decrease) in Levy Amount & Mill Rate	\$ 769,891	\$ 0.00357	\$ 1,065,028	\$ 0.045610

Foot Notes:

- (1) A special appropriation is available to provide state aid in lieu of property taxes on exempt computers. This figure excludes the value of exempt computers which is \$84,275,500 for FY20 and FY19.
- (2) This figure represents the Tax Incremental Financing (TIF) district equalized value increase between the TIF base value and the current equalized value of all taxable property in the TIF. The TIF value is included in TIF-OUT equalized value used for tax levy purposes.

Mid-State Technical College
Changes in Equalized Valuation by Class of Property
Wood, Adams and Portage Counties Only

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<u>Class of Property</u>	<u>% Change Wood County</u>	<u>% Change Portage County</u>	<u>% Change Adams County</u>	<u>% by Class 3-County Total</u>	<u>% by Class Weighted Average</u>
<u>Real Estate</u>					
Residential	6%	6%	8%	67.4%	4.49%
Commercial	8%	12%	9%	19.2%	1.85%
Manufacturing	17%	3%	4%	2.9%	0.23%
Agriculture	3%	3%	3%	0.5%	0.01%
Undeveloped	1%	6%	-1%	0.7%	0.01%
Ag Forest	2%	9%	6%	0.9%	0.05%
Forest	0%	7%	5%	3.7%	0.15%
Other	-8%	-3%	-4%	<u>2.4%</u>	<u>-0.12%</u>
Total Real Estate	6%	7%	7%	97.6%	6.51%
Personal Property	10%	9%	23%	<u>2.4%</u>	<u>0.33%</u>
% Change in Equalized Value	<u>6%</u>	<u>7%</u>	<u>7%</u>	<u>100%</u>	<u>7%</u>

<u>Class of Property</u>	<u>\$ Valuation Wood County</u>	<u>\$ Valuation Portage County</u>	<u>\$ Valuation Adams County</u>	<u>\$ by Class 3- County Total</u>
				<u>Total</u>
Residential	\$ 3,564,637,600	\$ 4,151,645,600	\$ 2,213,603,600	\$ 9,929,886,800
Commercial	1,130,935,300	1,459,356,600	235,020,700	2,825,312,600
Manufacturing	270,241,200	136,658,100	15,190,500	422,089,800
Agriculture	23,103,400	34,580,700	13,828,000	71,512,100
Undeveloped	38,304,500	41,914,900	20,081,700	100,301,100
Ag Forest	34,606,800	73,717,700	25,583,800	133,908,300
Forest	173,763,300	180,901,900	190,237,200	544,902,400
Other	<u>146,292,500</u>	<u>127,078,700</u>	<u>86,420,400</u>	<u>359,791,600</u>
Total Real Estate	5,381,884,600	6,205,854,200	2,799,965,900	14,387,704,700
Personal Property	<u>175,730,600</u>	<u>147,621,200</u>	<u>25,987,500</u>	<u>349,339,300</u>
Total Equalized Value Amount	<u>\$ 5,557,615,200</u>	<u>\$ 6,353,475,400</u>	<u>\$ 2,825,953,400</u>	<u>\$ 14,737,044,000</u>
% of Total Equalized Value	<u>37.3%</u>	<u>42.6%</u>	<u>19.0%</u>	<u>98.9%</u>

**MID-STATE TECHNICAL COLLEGE DISTRICT
DETAIL OF TAX INCREMENTAL DISTRICTS
EQUALIZED VALUE INCREASE**

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<u>MUNICIPALITY</u>	<u>YEAR BEGAN</u>	<u>ESTIMATED YEAR COMPLETED</u>	<u>EQUALIZED VALUE INCREASE AS OF January 1, 2019</u>	<u>EQUALIZED VALUE INCREASE AS OF January 1, 2018</u>	<u>DOLLAR INCREASE (DECREASE) 1/1/2018-1/1/2019</u>
<u>CITY OF ADAMS</u>					
TID # 2	1996	2019	8,732,800	8,423,000	309,800
TID # 3	1996	2019	11,397,800	10,088,000	1,309,800
<u>VILLAGE OF AMHERST</u>					
TID # 1	1996	2023		7,211,700	(7,211,700)
TID # 2	2003	2032	724,100	684,500	39,600
<u>VILLAGE OF WHITING</u>					
TID # 1	1994	2017	1,436,600	849,400	587,200
<u>VILLAGE OF FRIENDSHIP</u>					
TID # 1	1997	2020	4,206,000	3,000,100	1,205,900
TID # 2	2000	2023	58,300	43,400	14,900
<u>TOWN OF NEW CHESTER</u>					
TID # 1T	2012	N/A	8,669,200	8,370,000	299,200
<u>TOWN OF ROME</u>					
TID # 1T	2015	2031	48,304,500	31,263,700	17,040,800
<u>VILLAGE OF PLOVER</u>					
TID #3	2003	2018	22,319,500	16,630,400	5,689,100
TID #4	2004	2031	39,146,400	37,831,600	1,314,800
TID #5	2005	2020	16,874,300	6,878,900	9,995,400
TID #6	2010	N/A	11,301,500	8,559,500	2,742,000
TID #7	2013	N/A	2,315,600	2,037,800	277,800
<u>VILLAGE OF ARPIN</u>					
TID #2	2005	2017		-	-
<u>VILLAGE OF AUBURNDALE</u>					
TID #1	2006	2025	1,702,300	1,519,400	182,900
TID #2	2015	N/A	701,600	524,000	177,600
<u>VILLAGE OF BIRON</u>					
TID # 1	2006	2025	1,237,600	1,165,100	72,500
TID # 2	2006	2025	29,843,300	18,421,700	11,421,600
TID # 3	2009	N/A	2,024,200	1,704,900	319,300
<u>VILLAGE OF VESPER</u>					
TID #1	2006	2025	772,200	520,300	251,900
<u>VILLAGE OF JUNCTION CITY</u>					
TID #1	2008	N/A	1,073,000	1,037,400	35,600
<u>VILLAGE OF GRANTON</u>					
TID # 1	2009	N/A	625,900	555,200	70,700
<u>VILLAGE OF HANCOCK</u>					
TID # 1	2016	N/A	296,300	125,900	170,400
<u>VILLAGE OF PLAINFIELD</u>					
TID # 1	2015	N/A	2,023,400	2,040,900	(17,500)
<u>VILLAGE OF PORT EDWARDS</u>					
TID # 2	2009	N/A	8,841,700	11,023,100	(2,181,400)
<u>CITY OF NEKOOSA</u>					
TID # 1	1997	2022	6,908,300	6,849,900	58,400
TID # 2	2002	2027	4,997,700	4,394,500	603,200
TID # 3	2012	N/A	3,737,200	3,557,900	179,300
TID # 4	2018	N/A	410,700	-	410,700
<u>CITY OF STEVENS POINT</u>					
TID # 5	2005	2032	82,392,600	25,649,600	56,743,000
TID # 6	2006	2028	11,894,100	9,640,000	2,254,100
TID # 7	2008	2028	29,241,200	30,144,300	(903,100)
TID # 8	2010	2025	8,701,700	3,368,600	5,333,100
TID # 9	2013	N/A	101,308,000	76,526,800	24,781,200
<u>CITY OF PITTSVILLE</u>					
TID # 3	1995	2018	36,137,700	31,335,100	4,802,600
<u>CITY OF MARSHFIELD</u>					
TID # 2	1993	2013	4,874,000	4,642,200	231,800
TID # 4	1996	2024	33,654,600	30,540,600	3,114,000
TID # 5	1997	2020	24,437,700	22,944,600	1,493,100
TID # 6	1999	2022	-	-	-
TID # 7	2002	2027	35,983,900	15,345,100	20,638,800
TID # 8	2006	2028	-	-	-
TID # 9	2013	N/A	17,199,800	17,450,600	(250,800)
TID # 10	2015	N/A	3,614,200	3,189,800	424,400
TID # 11	2016	N/A	3,659,600	3,517,000	142,600
<u>CITY OF WISCONSIN RAPIDS</u>					
TID #6	2004	2024	11,087,400	11,806,500	(719,100)
TID #7	2005	2033	456,900	2,409,700	(1,952,800)
Total Accumulated Change in Increment			\$ 645,325,400	\$ 483,822,700	\$ 161,502,700

**MID-STATE TECHNICAL COLLEGE
2019-20 TAX LEVY
VALUATION AND TAX LEVY COMPARISON BY COUNTY**

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<u>COUNTY</u>	<u>FY 2019-20 VALUATION</u>	<u>DOLLAR INCREASE (DECREASE)</u>	<u>PERCENTAGE INCREASE (DECREASE)</u>	<u>FY 2019-20 TAX LEVY</u>	<u>DOLLAR INCREASE (DECREASE)</u>	<u>PERCENTAGE INCREASE (DECREASE)</u>
Adams	\$ 2,287,394,000	\$ 147,013,817	6.9%	\$ 2,143,189	\$ 145,389	7.3%
Clark	185,864,358	2,808,797	1.5%	174,147	3,285	1.9%
Jackson	34,944,900	1,070,100	3.2%	32,742	1,124	3.6%
Juneau	77,139,689	3,785,399	5.2%	72,277	3,809	5.6%
Marathon	378,449,843	26,172,726	7.4%	354,591	25,781	7.8%
Portage	5,672,515,433	294,526,489	5.5%	5,314,902	295,164	5.9%
Waushara	301,213,456	10,835,568	3.7%	282,224	11,189	4.1%
Wood	5,325,332,600	284,054,900	5.6%	4,989,606	284,150	6.0%
	\$ 14,262,854,279	\$ 770,267,796	5.7%	\$ 13,363,678	\$ 769,891	6.1%



ETHICS RESOLUTION

The Mid-State Technical College District Board:

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

<u>POSITION</u>	<u>CURRENT OCCUPANT</u>
President	Dr. Shelly Mondeik 1421 Lily Lane Wisconsin Rapids, WI 54494
Vice President, Academics	Dr. Deb Stencil R5162 County Road H Edgar, WI 54426
Vice President, Finance & Facilities	Robb Fish 2231 Plover Springs Drive Plover, WI 54467
Vice President, Human Resources & Organizational Development	Dr. Karen Brzezinski 154875 Castle Rock Lane Wausau, WI 54403
Vice President, Workforce & Economic Development	Dr. Bobbi Damrow N14987 Old 13 Road Park Falls, WI 54552
Vice President, Student Services & Enrollment Management	Dr. Amanda Lang 418 West Ives Street Marshfield, WI 54449
Vice President, Information Technology	Brad Russell 1160 Bellview Drive Wisconsin Rapids, WI 54494
Director, Facilities & Procurement	Matt Schneider 3065 Swanson Road Wisconsin Rapids, WI 54495
Director, Foundation & Alumni	Jill Steckbauer N1179 County Road CH Coloma, WI 54930