



District Board of Directors Monthly Meeting

MONDAY, NOVEMBER 18, 2019

Mid-State Marshfield Campus
2600 West 5th Street, Marshfield

4:00 p.m.	Finance & Infrastructure Committee Meeting	Room 120
4:15 p.m.	Academic & Student Services Committee Meeting	Conf. Room 101
4:15 p.m.	Human Resources & External Relations Committee Meeting	CER 126
5:00 p.m.	Committee-of-the-Whole	CER 126
5:20 p.m.	Monthly Board Meeting	CER 126

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, November 18, 2019 – 5:20 p.m.
Marshfield Campus; Community Engagement Room 126

AGENDA

A. CALL TO ORDER – ROBERT BEAVER

B. ROLL CALL

C. OPEN MEETING CERTIFICATION – ROBERT BEAVER

This November 18, 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 OCTOBER 21, 2019 BOARD MEETING MINUTES (Exhibit A)

F. ACTION ON CONSENT AGENDA

1. Payment of Bills and Payroll (Exhibit B)

District bills for October 2019 total \$1,151,505.65 of which \$760,332.86 represents operational expenditures and \$391,172.79 represents capital expenditures. Payroll disbursements for October totaled \$1,427,898.31 plus \$33,578 for travel and miscellaneous reimbursements, and \$636,632.36 in fringe benefits, for a total payroll disbursement of \$2,098,108.67. Administration recommends approval of the payment of these obligations totaling \$3,249,614.32.

2. Contracted Service Agreements (Exhibit M)

The District has entered into six contracted service agreements totaling \$12,006.80. 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.

G. CHAIRPERSON’S REPORT – ROBERT BEAVER

1. Meeting attendance
2. WTC District Boards Association Fall Meeting
3. WTC District Boards Association Winter Meeting
4. Association of Community College Trustees (ACCT) Leadership Congress
5. Association of Community College Trustees (ACCT) Legislative Summit
6. Board Advance
7. 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 Audited Financial Statements
 - e. Informational Items
 1. Review of FY19 College Foundation Audit
 2. Mid-State Receives Districts Mutual Insurance (DMI) Award
 3. Update on College Renovations/Modifications
 4. Special FY21 Capital Budget Meeting
 5. 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. HLC Dual Credit Site Visit

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. OCR Results
 2. Annual Enrollment
 3. Special Population Training Projects
 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. Student Cohort Default Rates
 2. Articulation Report

K. Discussion & Action

1. Campus & Community Update – Alex Lendved
An overview of recent campus activities, learning opportunities and community collaborations and events will be provided.

2. Apprenticeship Report – Mandy Mayek
The 2019 Apprenticeship Annual Report will be provided.

L. Adjournment

MID-STATE TECHNICAL COLLEGE
DISTRICT BOARD MEETING MINUTES

Wisconsin Rapids Campus	October 21, 2019
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A. CALL TO ORDER – Robert Beaver

The meeting was called to order at 5:21 p.m.

B. ROLL CALL

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

EXCUSED: Betty Bruski Mallek and Gordon Schalow

OTHERS: Morgan Anderson, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Dr. Beth Ellie, Whitney Escher, Jackie Esselman, Robb Fish, Dr. Mandy Lang, Ray McLemore, Brad Russell, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, Kolina Stieber, and Angie Susa

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. No one wished to address the Board.

E. APPROVAL OF MINUTES

Motion by Mr. Spargo, seconded by Mr. Gerlach, upon a voice vote, unanimously approved minutes from the board meeting held September 16, 2019 as presented.

F. CONSENT AGENDA

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

1. The district's bills for the month of September 2019 were presented in Exhibit B. These bills totaled \$3,017,044.98 of which \$1,690,515.28 represents operational expenditures and \$1,326,529.70 represents capital expenditures. The district's payroll for the month of September totaled \$1,359,327.48 plus \$18,861.28 for travel and miscellaneous reimbursements and \$2,009,993.95 in fringe benefits. The district's bills and payroll totaled \$5,027,038.93.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146535	Customer Care Relations	\$ 1,480.00
146536	Fundamental Electricity & Safety	\$ 2,600.00
146537	Childhood Teacher Skills & Strategies	\$ 3,900.00
146538	Heartsaver First Aid/CPR/AED	\$ 5,990.00
146539	Shielded Metal Arc Weld	\$ 10,776.68

146540	Intro to Welding	\$ 4,643.28
146541	Constructions Fundamentals	\$ 17,695.73
146542	Blueprint Reading for Construction	\$ 5,628.93
146543	Heartsaver BLS	\$ 495.00
146544	Heartsaver CPR/AED Adult	\$ 2,995.00
146545	Change Management	\$ 400.00
146546	Customer Service	\$ 7,900.00
146547	Lifting & Rigging	\$ 5,900.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
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There are no procurements requiring board action this month.

4. Approved the following Ethics Resolution:

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 and their successors to those positions are state public officials to whom Wisconsin’s Ethics Code applies:

Position	Current Occupant
President	Dr. Shelly Mondeik
Vice President, Academics	Dr. Deb Stencil
Vice President, Finance & Facilities	Robb Fish
Vice President, Human Resources & Organizational Development	Dr. Karen Brzezinski
Vice President, Workforce Development & Community Relations	Dr. Bobbi Damrow
Vice President, Student Services & Enrollment Management	Dr. Mandy Lang
Vice President, Information Technology	Brad Russell
Director, Facilities & Procurement	Matt Schneider
Director, Foundation & Alumni	Jill Steckbauer

G. CHAIRPERSON’S REPORT – Robert Beaver

- Board members were welcomed to the meeting. Ms. Bruski Mallek and Mr. Schalow asked to be excused.
- 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.
- ACCT Leadership Congress was held October 16-19 in San Francisco. Mr. Merdan, Ms. Miller, Dr. Damrow and Dr. Lang attended. Comments on sessions and presentations were made.
- Fall Board Advance will be held Thursday, November 21 in Wisconsin Rapids. A draft agenda was presented for feedback.

5. Future meeting dates (times unless otherwise announced):
 - MONTHLY MEETING** Committee Meetings – 4:15 p.m.
Monday, November 18, 2019 Committee-of-the-Whole – 5:00 p.m.
Marshfield Campus Board Meeting – 5:20 p.m.
 - BOARD ADVANCE** 8:30 a.m. – 2:00 p.m.
Thursday, November 21, 2019
Wisconsin Rapids Campus
 - MONTHLY MEETING** Committee Meetings – 4:15 p.m.
Monday, December 16, 2019 Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus Board Meeting – 5:20 p.m.
 - MONTHLY MEETING** Committee Meetings – 4:15 p.m.
Monday, January 20, 2020 Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus Board Meeting – 5:20 p.m.

H. FOUNDATION BOARD LIAISON REPORT – Jill Steckbauer

No report was provided.

I. PRESIDENT’S REPORT – Dr. Shelly Mondeik

1. Recent college/campus activities included Adams Campus Ribbon Cutting and Open House event, Stevens Point Campus Five-Year Proclamation and Wisconsin Women in Higher Education Leadership Conference. Dr. Mondeik briefly highlighted each.
2. Wisconsin Technical College System Presidents Association met October 9 and continued conversation around transferability and discussed planning for District Boards Association meeting and Legal Issues Seminar.

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. 2018-2019 BUDGET AMENDMENTS: End-of-year closing entries and audit work require amendments to the college’s 2018-19 (FY19) budget prior to finalizing the annual audit. These amendments are customary and usual and were previously brought to the attention of the Board.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, approved the following 2018-2019 Budget Amendment Resolution:

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 RESOURC	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 – Operation	Instruction	\$218,350	\$1,101,612
Special Rev – Operation	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-Aidab	Student Services	(\$631,455)	\$5,827,101
Special Rev-Non-Aidab	General Institutional	\$630,724	\$880,724

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.

- d. CERTIFICATION OF 2019-20 TAX LEVY: 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 prior to October 31. Property values in the district have increased. Administration recommends the Board certify a \$13,363,678 levy (an increase of 1.7% over 2019-2020 adopted budget as new construction in the district was higher than anticipated).

Motion by Mr. Spargo, seconded by Mr. Merdan, upon a roll call vote, approved the following 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.

- e. ANNUAL PROCUREMENT REPORT: The committee reviewed the annual procurement report which identifies vendors in which the college conducts more than \$50,000 of business with in one year. Further evaluation to ensure product value and proper pricing is conducted.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, unanimously approved the Annual Procurement Report as presented.

- f. 2018-19 FINANCIAL AUDIT UPDATE: The annual audit is progressing. No materials audit findings have been identified to date. Audited financial statements are tentatively scheduled to be presented during the November 2019 meeting.
- g. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.

2. ACADEMIC & STUDENT SERVICES COMMITTEE – Craig Gerlach in place of Betty Bruski Mallek

- a. INTERNATIONAL TRAVEL APPROVAL: Mid-State's Global Studies trip to Japan will be held March 20-30, 2019. Twelve students will travel to Japan for the one credit course. Administration recommends approval of international travel for Dean Suzanne Rathe and Instructor Jon Steele.

Motion by Mr. Gerlach, seconded by Mr. Spargo, upon a roll call vote, unanimously approved international travel for Ms. Rathe and Mr. Steele.

- b. PROGRAM REVIEW PROCESS: Faculty participate in an annual Program Review process each August; details of this process were reviewed with committee. The process highlights the use of data to make informed decisions based on the five rights and improve trends in instruction.
- c. GRADUATE FOLLOW-UP SURVEY: The Graduate Follow-Up Survey gathers annual data regarding activities and opinions of students approximately six months after graduation from Wisconsin's technical colleges. Survey highlights include: 68% response rate for 2018 graduates, 93% of respondents were employed within six months and 84% of those were employed in their field of study. 90% of responding graduates are satisfied with the education they received at Mid-State.
- d. ALTERNATIVE HIGH SCHOOL EVENT: Mid-State held its first event specifically for alternative high schools. 70 students from four schools attended hands-on learning activities at the Wisconsin Rapids Campus.

3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Justin Hoerter

- a. PERFORMANCE MANAGEMENT: Based on employee feedback, changes to 2019-2020 performance management have been implemented. Changes include expansion of the Core Values, elimination of core performance dimensions and rating change from solid to successful. Faculty dimensions have changed to better fit what Mid-State defines as a quality instructor.
- b. WISCONSIN WOMEN IN HIGHER EDUCATION LEADERSHIP (WWHEL): Mid-State hosted the State WWHEL Conference in Wisconsin Rapids. The conference provided an opportunity for professional development for Mid-State employees; 50 were able to attend. In addition, a half day leadership intensive workshop was offered and 18 college employees participated.
- c. DHS GRANT: Mid-State collaborated on a DHS Grant with local employers. The comprehensive two-year grant will provide Medical Assistant training and pay for student tuition, books, uniforms and supplies. Over the next two years, 36 individuals from three organizations will complete training. Upon training completion, students will contract with employers for one year of work. Grant value is approximately \$6,800 per student.
- d. WORKFORCE DEVELOPMENT CONTRACTS AND PROPOSALS: Highlighted workforce contract with Committee.

4. COMMITTEE-OF-THE-WHOLE – Robert Beaver

- a. 2019-2020 DASHBOARD PRESENTATION: Dr. Mondeik presented 2019-2020 goals on the Board dashboard. Goals were increased over 2018-2019.

K. DISCUSSION & ACTION – Robert Beaver

1. K-12 ANNUAL REPORT: The college’s annual K-12 Report was presented and highlighted event information, transition rates, and dual credits. Dual Credits earned increased 13% over the prior year.

L. CLOSED SESSION – Robert Beaver

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.

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

The Board convened in closed session at 6:13 p.m.

M. ADJOURNMENT – Robert Beaver

Motion by Mr. Merdan, seconded by Mr. Hoerter, upon a voice vote, unanimously approved reconvening into open session at 6:58 p.m.

The Board reviewed first quarter performance of the President; the Board expressed pleasure with performance. As provided in the Presidents 2019-20 contract, the Board determined and approved a first quarter bonus amount.

There being no further action or business of the Board, the meeting adjourned at 6:59 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

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Exhibit B previously distributed under separate cover.**

President's Report

November 18, 2019

1. Health Information Management and Medical Coder Faculty Kerry Heinecke recently finished her last certification cycle for maintaining a need-based credential (due every 2 years) for Registered Health Information Administrator (RHIA) program accreditation.
2. Communication Instructor Jill Sisson Quinn has been awarded the Journal Non/Fiction Collection Prize and cash award of \$1,500 for her book "Sign Here if You Exist." The award also includes publication of the book in 2020 by Mad Creek Cooks, an imprint of The Ohio State University Press. The prize is awarded annually to a book-length collection of short stories, essays or a combination of the two. "Actively publishing my own work enriches my teaching by immersing me in the same activities I require of my students daily – generating ideas, drafting, researching, writing, revising, and editing," said Quinn. "I feel their 'pain', so to speak, and am motivated to guide them, with sensitivity, to their full potential."
3. Mid-State hosted the WTCS Regional Manager's meeting at the Stevens Point Campus on November 18.
4. My travel between now and mid-December will include:
 - Weekly Rotary Meetings – Wisconsin Rapids
 - Rotary Board Meeting – Wisconsin Rapids
 - Executive Leadership Team Meeting – Marshfield
 - WILM Annual Meeting – Marshfield
 - Business After 5 – Marshfield
 - Campus Employee Activity – Marshfield

FINANCE & INFRASTRUCTURE COMMITTEE

Monday, November 18, 2019 – 4:00 p.m.
Marshfield Campus; Room 120

AGENDA

A. CALL TO ORDER – CHARLES SPARGO

B. OPEN MEETING CERTIFICATION – CHARLES SPARGO

This November 18, 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 (OCTOBER 21, 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 AUDITED FINANCIAL STATEMENTS – ROBB FISH

A representative from independent audit firm CliftonLarsonAllen LLP will present the Audited Financial Statements for the fiscal year ending June 30, 2019. This is the fourth year of a five-year engagement. A favorable and unqualified opinion is anticipated. An electronic PDF file of the Management Report and Audited Financial Statements will be forwarded. CliftonLarsonAllen representative will present in great detail to the committee and then provide an overview to the full Board. End-of-year financial results on a budgetary basis are also available within the audit report. Administration recommends Board acceptance of the Audited Financial Statements for the period ending June 30, 2019.

G. INFORMATIONAL ITEMS

1. Review of FY19 College Foundation Audit – Robb Fish
An overview of the audit results for the Foundation Audit for the fiscal year ending June 30, 2019 will be provided. These results are for informational purposes only and no action is required.
2. Mid-State Receives Districts Mutual Insurance (DMI) Award – Robb Fish
DMI, a licensed mutual company owned and operated by the 16 Wisconsin Technical College Districts, has awarded Mid-State a \$28,754 Risk Management Project Award. Award dollars will be used to purchase software to upgrade Mid-State's security camera system. More information will be shared.
3. Update on College Renovations/Modifications – Robb Fish and Matt Schneider
An update on current and planned college modifications will be provide to the committee.
4. Special FY21 Capital Budget Meeting – Robb Fish
Details of Administrations FY21 capital budget proposal will be presented by the College's Executive Leadership Team and Finance personnel in February. There will be a special meeting of the Finance & Infrastructure Committee prior to the presentation for approval. The Committee will discuss a meeting date.
5. 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.

H. ADJOURNMENT

MID-STATE TECHNICAL COLLEGE
FINANCE & INFRASTRUCTURE COMMITTEE MEETING MINUTES

Wisconsin Rapids Campus	October 21, 2019
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A. CALL TO ORDER – Charles Spargo

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

PRESENT: Robb Fish, Richard Merdan, Lynneia Miller, Shelly Mondeik, 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 September 16, 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. 2018-19 BUDGET AMENDMENTS** – Robb Fish

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

G. CERTIFICATION OF 2019-20 TAX LEVY – Robb Fish

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

H. ANNUAL PROCUREMENT REPORT – Matt Schneider

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

I. INFORMATIONAL ITEMS – Robb Fish

1. 2018-19 FINANCIAL AUDIT UPDATE
No action taken.

2. FIANNCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES
No action taken.

J. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 4:43 p.m. with a motion 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, November 18, 2019 – 4:15 p.m.
Marshfield Campus; Conference Room 101

AGENDA

A. CALL TO ORDER – BETTY BRUSKI MALLEK

B. OPEN MEETING CERTIFICATION – BETTY BRUSKI MALLEK

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C. APPROVAL OF COMMITTEE MINUTES (OCTOBER 21, 2019 MEETING) (Exhibit G)

D. REVIEW OF CONSENT AGENDA ITEMS – BETTY BRUSKI MALLEK

E. INFORMATIONAL ITEMS

1. HLC Dual Credit Site Visit – Dr. Deb Stencil

Mid-State had a Higher Learning Commission site visit on November 5-6, requesting additional location status at Nekoosa and Stevens point school districts. Details of the visit will be shared.

F. ADJOURNMENT

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

Wisconsin Rapids Campus	October 21, 2019
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A. CALL TO ORDER – Craig Gerlach

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

PRESENT: Morgan Anderson, Kristin Crass, Whitney Escher, Jackie Esselman, Craig Gerlach, Dr. Mandy Lang, and Dr. Deb Stencil

B. OPEN MEETING CERTIFICATION – Craig Gerlach

The meeting notice was verified.

C. APPROVAL OF COMMITTEE MEETING MINUTES – Craig Gerlach

Motion by Ms. Crass, seconded by Mr. Gerlach, upon a voice vote, unanimously approved September 16, 2019 Academic & Student Services Committee meeting minutes as presented.

D. REVIEW OF CONSENT AGENDA ITEMS – Craig Gerlach

E. INTERNATIONAL TRAVEL APPROVAL – Dr. Deb Stencil

No questions or concerns. Consensus to move forward with approval at the Board meeting was reached.

F. INFORMATIONAL ITEMS

1. PROGRAM REVIEW PROCESS
No action taken.
2. GRADUATE FOLLOW-UP SURVEY
No action taken.
3. ALTERNATIVE HIGH SCHOOL EVENT
No action taken.

G. ADJOURNMENT

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

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE

Monday, November 18, 2019 – 4:15 p.m.
Marshfield Campus; Community Engagement Room 126

AGENDA

A. CALL TO ORDER – JUSTIN HOERTER

B. OPEN MEETING CERTIFICATION – JUSTIN HOERTER

This November 18, 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 (OCTOBER 21, 2019 MEETING) (Exhibit I)

D. REVIEW OF CONSENT AGENDA ITEMS – JUSTIN HOERTER

E. INFORMATIONAL ITEMS

1. OCR Results – Dr. Karen Brzezinski

The Wisconsin Technical College System Office conducted a routine review on behalf of the Department of Education Office of Civil Rights at Mid-State in September. We have received the results of that review. Results will be presented.

2. Annual Enrollment – Dr. Karen Brzezinski

Presentation of the 2020 employee benefit package will be made along with information about annual enrollment.

3. Special Population Training Projects – Craig Bernstein and Heather Grys-Luecht

Two community training projects involving special populations will be highlighted.

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

Wisconsin Rapids Campus

October 21, 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, 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 September 16, 2019 Human Resources & External Relations Committee meeting minutes as presented.

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

1. PERFORMANCE MANAGEMENT
No action taken.
2. WISCONSIN WOMEN IN HIGHER EDUCATION LEADERSHIP (WWHEL)
No action taken.
3. DHS 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 4:45 p.m. with a motion by Mr. Beaver, seconded by Mr. Hoerter, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

COMMITTEE-OF-THE-WHOLE

Monday, November 18, 2019 – 5:00 p.m.
Marshfield Campus; Community Engagement Room 126

AGENDA

A. CALL TO ORDER – ROBERT BEAVER

B. OPEN MEETING CERTIFICATION – ROBERT BEAVER

This November 18, 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 (OCTOBER 21, 2019 MEETING) (Exhibit K)

D. INFORMATIONAL ITEMS –

1. Student Cohort Default Rates – Dr. Mandy Lang

A student cohort default rate is the percentage of the school's student borrowers who enter repayment on certain federal education loans during a specific time period and default prior to the end of the second following fiscal year. The College's latest student cohort default rates from the Department of Education will be shared.

2. Articulation Report – Suzanne Rathe

An update on articulations with 4-year colleges and universities will be provided.

E. ADJOURNMENT

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

Wisconsin Rapids Campus	October 21, 2019
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A. CALL TO ORDER – Robert Beaver

The meeting was called to order at 5:01 p.m.

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

Morgan Anderson, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Dr. Beth Ellie, Whitney Escher, Jackie Esselman, Robb Fish, Dr. Mandy Lang, Ray McLemore, Brad Russell, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, Kolina Stieber, AND Angie Susa

B. OPEN MEETING CERTIFICATION – Robert Beaver

The meeting notice was verified.

C. APPROVAL OF COMMITTEE MEETING MINUTES

Motion by Mr. Merdan, seconded by Ms. Miller, upon a voice vote, unanimously approved September 16, 2019 Committee-of-the-Whole meeting minutes as presented.

D. INFORMATIONAL ITEMS

1. 2019-2020 DASHBOARD PRESENTATION
No action taken.

E. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 5:13 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 October 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							
141200	Equity and Inclusion Grant	State	New award	17,362.00	16,552.00	810.00	1
141300	Adv Mfg Network-Gold Collar Careers	State	New award	9,180.00	9,180.00	-	
141310	WI Farm Technology Days Grant	Private	New award	20,000.00	20,000.00	-	
141320	Nutrient Management Grant	State	New award	24,200.00	24,200.00	-	
	Printing Expenses		Transfer from Media Services		332.00	(332.00)	2
Fund 2 - Special Revenue - Operational Fund Budget Modifications							
	Contracted Services		WAT grant as funding source	(85,015.00)	(66,080.00)	(18,935.00)	3
Fund 3 - Capital Projects Fund Budget Modifications							
141440	Machine Tool Grant	State	Adjust award	105,525.00	100,500.00	5,025.00	1
143494	DMI Safety Grant	Private	New award	28,754.00	28,754.00		
Fund 7 - Special Revenue Non-Aidable Budget Modifications							
	Printing Expenses		Transfer to General Fund		(332.00)	332.00	2
Total Budget Changes For The Month				120,006.00	133,106.00	(13,100.00)	
Notes: Budget modifications are out of balance for October due to the following:							
1	Grant allows for indirect expenses.						
2	Entry nets to zero between funds.						
3	Contracted services adjusted for WAT grant activity during the year reflected in the original fund 2200 budget. WAT grant activity is accounted for in fund 1002 as a funding source.						



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2020 as of October 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 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Fund 15	Budget	Original Budget
Local Government	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	15,640,849	-	223,041	-	-	-	-	-	-	-	-	-	-	-	15,863,890	31.1%	14,822,570
Institutional	289,035	669,985	710,400	112,000	1,156,975	6,223,200	710,400	64,774	-	-	-	-	-	9,226,369	18.1%	9,188,130	
Federal	573,479	-	4,390,000	-	-	-	4,390,000	-	-	-	-	-	-	4,963,479	9.7%	4,941,528	
Total Revenues	30,703,340	699,985	5,487,600	6,463,798	1,156,975	6,223,200	5,487,600	287,815	6,463,798	1,156,975	6,223,200	51,022,713	51,022,713	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	Original Budget
Salaries and Wages	17,835,049	218,659	-	-	210,269	-	282,198	-	-	-	-	-	-	-	18,546,175	33.0%	18,146,668
Benefits	7,542,317	87,154	-	-	69,169	-	296,202	-	-	-	-	-	-	-	7,994,842	14.2%	7,897,813
Current Expenditures	5,818,691	542,042	-	-	104,303	-	139,737	-	-	-	-	-	-	-	7,711,076	13.7%	7,211,313
Student Financial Aid & Activities	-	-	-	-	-	-	4,741,722	-	-	-	-	-	-	-	4,741,722	8.4%	4,741,722
Resale	-	-	-	-	836,465	-	-	-	-	-	-	-	-	-	5,474,265	9.7%	5,474,265
Capital Outlay	-	-	-	-	-	-	5,357,204	-	-	-	-	-	-	-	5,357,204	9.5%	5,123,863
Debt Retirement	-	-	-	-	-	-	-	-	6,431,097	-	-	-	-	-	6,431,097	11.4%	6,431,097
Total Expenditures	31,196,057	847,855	5,357,204	6,431,097	1,220,206	5,744,103	5,459,859	5,357,204	6,431,097	1,220,206	5,744,103	56,256,381	56,256,381	100.0%	55,026,741		
% of Expenditures by Fund	55.5%	1.5%	9.7%	11.4%	2.2%	10.2%	9.5%	9.5%	11.4%	2.2%	10.2%	100.0%	100.0%				

<u>Changes in Fund Equity</u>	
Actual Fund Equity as of 6/30/19	20,455,421
Current Revenue over Expenses	(5,105,538)
Other Sources and Uses:	
Proceeds from Debt	5,000,000
Interfund Transfers In	120,000
Interfund Transfers Out	(120,000)
Repayment of Debt	-
Budgeted Ending Fund Equity	20,349,883



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2020 as of October 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 2	Fund 2	Fund 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 6	Fund 6	Total YTD All Funds	Total Current Budget			
Local Government	7,151,380	-	-	-	-	-	6,213,377	-	-	-	-	-	-	-	13,360,286	100.0%
Student Fees	5,638,266	13,512	-	328,224	-	-	-	-	-	-	-	-	-	7,608,689	78.6%	
State Aid & Grants	2,302,880	-	-	-	100,500	-	-	-	-	-	-	-	-	15,863,890	15.2%	
Institutional	103,365	90,256	220,496	43,187	-	517,590	374,362	2,004,121	-	-	-	-	-	9,226,369	36.3%	
Federal	115,029	-	1,991,771	-	-	-	-	-	-	-	-	-	-	4,963,479	42.4%	
Total Revenues	15,310,920	103,768	2,540,492	143,687	6,587,739	517,590	2,004,121	51,022,713	27,208,317	53.3%						
% of Budget Recognized	49.9%	14.8%	46.3%	49.9%	101.9%	44.7%	32.2%									

	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 2	Fund 2	Fund 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 6	Fund 6	Total YTD All Funds	Total Current Budget			
Salaries and Wages	5,831,366	74,935	61,768	-	-	-	-	66,039	-	-	-	-	-	18,546,175	32.5%	
Benefits	2,554,833	24,294	14,168	-	-	-	-	19,364	-	-	-	-	-	7,994,842	32.7%	
Current Expenditures	1,848,619	14,463	51,655	-	-	-	-	39,887	451,916	-	-	-	-	7,711,076	31.2%	
Student Financial Aid & Activities	-	-	2,159,363	-	-	-	-	382,798	1,026,433	-	-	-	-	4,741,722	45.5%	
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	5,474,265	25.7%	
Capital Outlay	-	-	-	2,461,304	-	-	-	-	-	-	-	-	-	5,357,204	45.9%	
Debt Retirement	-	-	-	-	-	-	464,110	-	-	-	-	-	-	6,431,097	7.2%	
Total Expenditures	10,234,819	113,693	2,286,953	2,461,304	464,110	508,088	1,478,349	17,547,315	56,256,381	31.2%						
% of Budget Expended	32.8%	13.4%	41.9%	45.9%	7.2%	41.6%	25.7%									

Changes in Fund Equity

Actual Fund Equity as of 6/30/19	10,142,060	348,938	5,985,202	487,046	387,022	1,520,421	1,841,147	20,711,836	20,711,836
Current Revenue over Expenses	5,076,102	(9,925)	253,539	(2,317,616)	6,123,629	9,502	525,772	9,661,002	(5,233,668)
Other Sources and Uses:									
Proceeds from Debt	-	-	-	5,000,000	-	-	-	5,000,000	5,000,000
Interfund Transfers In	-	-	-	-	-	-	-	-	120,000
Interfund Transfers Out	-	-	-	-	-	-	-	-	(120,000)
Repayment of Debt	-	-	-	-	-	-	-	-	-
Accrued YTD Fund Equity	15,218,162	339,013	6,238,741	3,169,430	6,510,651	1,529,922	2,366,919	35,372,837	20,478,168

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups**

October 31, 2019

With Comparative Total for October 31, 2018

Mid-State Technical College
November 4, 2019 at 2:59 PM

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only	
	General	Special Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev	Non-Aidable	2019-20		2018-19
ASSETS AND OTHER DEBITS											
Cash	\$ 7,865,806	\$ -	\$ 3,262,348	\$ 294,927	\$ 1,570	\$ 1,868,693	\$ 100	\$ 13,293,444	\$ 13,133,319		
Investments	-	-	-	-	-	-	5,920,692	5,920,692	5,719,642		
Receivables:											
Property taxes	13,150,492	-	-	213,186	-	-	-	13,363,678	12,593,786		
Accounts receivable	2,721,323	56,417	60	-	49,160	-	123,814	2,950,774	2,630,427		
Due from other funds	(7,526,342)	286,132	942	6,002,537	558,783	469,042	208,905	(1)	(1)		
Inventories - at cost	-	-	-	-	519,784	-	-	519,784	490,788		
Prepaid Assets	-	-	-	-	-	-	-	-	-		
Other Current Assets	-	-	-	-	-	-	-	-	-		
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	420,393	30,835	-	451,228	488,447		
General Long Term Debt	-	-	-	-	-	-	-	-	-		
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-		
TOTAL ASSETS AND OTHER DEBITS	\$ 16,211,279	\$ 342,549	\$ 3,263,350	\$ 6,510,650	\$ 1,549,690	\$ 2,368,570	\$ 6,253,511	\$ 36,499,599	\$ 35,056,408		

LIABILITIES, FUND EQUITY AND OTHER CREDITS

LIABILITIES										
Accounts Payable	\$ 51,068	\$ 745	\$ 93,920	\$ -	\$ 12,199	\$ 1,651	\$ 9,396	\$ 168,979	\$ 455,797	
Accrued Liabilities:										
Wages	-	-	-	-	-	-	-	-	-	
Employee related payables	216,918	-	-	-	-	-	-	216,918	681,242	
Vacation	716,523	2,792	-	7,088	-	-	5,374	731,777	596,254	
Other current liabilities	8,608	-	-	481	-	-	-	9,089	8,675	
Due to other funds	-	-	-	-	-	-	-	-	-	
Deferred Revenues	-	-	-	-	-	-	-	-	-	
Def Compensation Liability	-	-	-	-	-	-	-	-	-	
General Long Term Debt Group	-	-	-	-	-	-	-	-	-	
TOTAL LIABILITIES	993,117	3,537	93,920	-	19,768	1,651	14,770	1,126,763	1,741,968	
Fund equity and other credits										
Retained Earnings	-	-	-	-	1,495,053	182,612	2,356	1,680,021	1,704,008	
Res for Prepaid Expenditures	98,712	-	-	-	25,368	-	-	124,080	168,254	
Res for Self-Insurance	-	-	-	-	-	1,658,536	-	1,658,536	969,519	
Res for Student Organizations	-	-	-	-	-	-	92,705	92,705	131,011	
Res for Student Fin Assistance	-	-	-	-	-	-	9,966	9,966	-	
Res for Post-Employ Benefits	482,274	-	-	-	-	-	5,880,175	6,362,449	6,032,914	
Reserve for Capital Projects	-	-	401,271	-	-	-	-	401,271	613,227	
Reserve for Cap Proj - Motorcycle	-	-	85,775	-	-	-	-	85,775	105,559	
Reserve for Debt Service	-	-	-	387,022	-	-	-	387,022	532,744	
Designated for Operations	7,499,208	70,000	-	-	-	-	-	7,569,208	7,470,683	
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	383,216	
Des for Subsequent Year	1,678,650	278,938	-	-	-	-	-	1,957,588	2,582,427	
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	20,893,562	
Year-to-date excess revenues(expenditures)	5,076,102	(9,926)	2,682,384	6,123,628	9,501	525,771	253,539	14,660,999	12,620,878	
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 16,211,279	\$ 342,549	\$ 3,263,350	\$ 6,510,650	\$ 1,549,690	\$ 2,368,570	\$ 6,253,511	\$ 36,499,599	\$ 35,056,408	

October Contracted Service Agreements Meeting on November 18, 2019

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146548	Port Edwards	WI Local Governmental	HeartSaver First Aid/CPR/AED	8	8	995.00
146549	Nekoosa	Business & Industry	Confined Space Refresher	8	10	1,690.00
146550	Marshfield	WAT Grant	Excel Basics	60	204	4,976.80
146551	Marshfield	Business & Industry	HeartSaver CPR/AED	8	18	1,495.00
146552	Marshfield	Business & Industry	HeartSaver First Aid/CPR/AED	16	18	2,100.00
146553	Wisconsin Rapids	Business & Industry	BLS Refresher	4.5	6	750.00
					Total:	\$12,006.80

October Contract Training Proposals For Informational Purposes

Proposal Number	Location of Business/Agency	Industry Type	Type of Service	Proposal Amount	Current Status
09000101	Stevens Point	Business & Industry	Leadership Development Follow Up	16,700.00	Presented
00000102	Stevens Point	Business & Industry	Blueprint Reading - Level 2	3,200.00	Accepted
00000103	Baraboo	Business & Industry	BLS Training	1,190.00	Presented
00000104	Nekoosa	Business & Industry	Confined Space	1,690.00	Accepted
00000105	Wisconsin Rapids	Business & Industry	BLS for Health Care Providers	750.00	Accepted
00000106	Nekoosa	Business & Industry	2019-2020 CSRT	6,790.00	Presented
00000107	Nekoosa	Business & Industry	CPR / AED	710.00	Presented
00000108	Wisconsin Rapids	K12 Public School	Assumption Spring 2020 Courses	10,390.00	Presented
00000109	Stevens Point	Business & Industry	Blueprint Reading, Level 1	1,600.00	Accepted
00000110	Stevens Point	Business & Industry	Codeology	3,600.00	Accepted
00000111	Stevens Point	Business & Industry	Fire Alarm Systems	3,600.00	Accepted
			Total:	\$50,220.00	

**FINANCE & AUDIT COMMITTEE
Procurement of Goods and Services
November 18, 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 – COMPUTER SOFTWARE RENEWAL– IT DEPARTMENT</u>		
Apex IT, Denver, CO	\$ 42,900.00	Sole Source
<u>WR CAMPUS – EQUIPMENT – SCHOOL OF PROTECTIVE & HUMAN SERVICES</u>		
CAE Healthcare, Sarasota, FL	\$ 35,000.00	State Contract
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$77,900.00</u>	

GRAND TOTAL **\$77,900.00**

PROCUREMENT & SELECTION METHODS DEFINED

Mid-State Technical College and the Wisconsin Technical College System have purchasing policies. The purchasing method applied meets those policies.

BID – A public notice is published in the local newspaper. Potential bidders are notified of the publication based on industry knowledge and past projects. Interested bidders can request plans and specifications to be used for bid preparation. The lowest fixed-price bid is accepted from a responsible bidder meeting specifications.

QUOTE – Written quotes are solicited from three or more vendors (if available). The lowest quote meeting specifications is selected.

REQUEST FOR PROPOSAL (RFP) – A competitive selection process was completed to select the vendor for the purchase. Award was based on criteria that may include price and other critical criteria such as service, experience, references etc. Criteria is weighted and scored by evaluators. Agreements for services can extend for multiple years.

COOP (Cooperative) Purchase – A competitive procurement method was utilized to select the vendor and the contract was approved by the WTCS office for use by the college. (Includes NJPA – National Joint Powers Alliance, WSCA – Western States Contract Alliance, National IPA – National Intergovernmental Purchasing Alliance.

STATE CONTRACT – A state agency such as the Department of Administration or UW system processed a bid or RFP and awarded the products and/or services to this vendor. Mid-State is able to negotiate a lower price directly with the vendor.

CONSORTIUM CONTRACT – The WTCS Purchasing Consortium has completed a competitive selection process by RFP or Bid. Mid-State is able to participate without fulfilling a college-directed process.

SOLE SOURCE – The item or service is available from a single source, or after solicitation in a competitive procurement competition is determined to be inadequate, or the purchase is from another governmental body, or cooperative purchasing under S 16.73, Wis. Stats. is utilized, or the federal grantor agency authorizes noncompetitive negotiation, or an advisory committee requires the product brand for training students for local employment, or the product is purchased as used which does not require competitive bidding due to the nature of procurement used.

MANDATORY – Mid-State is required to pay for the service or membership to operate.