



# District Board of Directors Monthly Meeting

## MONDAY, DECEMBER 16, 2019

Mid-State Wisconsin Rapids Campus  
*500 32<sup>nd</sup> Street North, Wisconsin Rapids*

4:00 p.m.	Finance & Infrastructure Committee Meeting	Room A221
4:15 p.m.	Academic & Student Services Committee Meeting	A203
4:15 p.m.	Human Resources & External Relations Committee Meeting	L133-134
4:50 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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**MID-STATE TECHNICAL COLLEGE**  
**DISTRICT BOARD MEETING MINUTES**

Marshfield Campus

November 18, 2019

**A. CALL TO ORDER** – Robert Beaver

The meeting was called to order at 5:23 p.m.

**B. ROLL CALL**

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

EXCUSED: Gordon Schalow

OTHERS: Dr. Karen Brzezinski, Maggie Coakley, Dr. Bobbi Damrow, Robb Fish, Heather Grys-Luecht, Dr. Mandy Lang, Alex Lendved, Mandy Mayek, Ray McLemore, Suzanne Rathe, Brad Russell, Mike Sabel, Krisann Saindon, Matt Schneider, Chris Severson, Jill Steckbauer, Dr. Deb Stencil, Kolina Stieber, Mary Struthers, 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. Merdan, upon a voice vote, unanimously approved minutes from the board meeting held October 21, 2019 as presented.

**F. CONSENT AGENDA**

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

1. The district's bills for the month of October 2019 were presented in Exhibit B. These bills totaled \$1,151,505.65 of which \$760,332.86 represents operational expenditures and \$391,172.79 represents capital expenditures. The district's payroll for the month of October totaled \$1,427,898.31 plus \$33,578 for travel and miscellaneous reimbursements and \$636,632.36 in fringe benefits. The district's bills and payroll totaled \$3,249,614.32.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146548	HeartSaver First Aid/CPR/AED	\$ 995.00
146549	Confined Space Refresher	\$ 1,690.00
146550	Excel Basics	\$ 4,976.80
146551	HeartSaver CPR/AED	\$ 1,495.00

146552	HeartSaver First Aid/CPR/AED	\$ 2,100.00
146553	BLS Refresher	\$ 750.00

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

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

**G. CHAIRPERSON'S REPORT** – Robert Beaver

1. Board members were welcomed to the meeting. Mr. Schalow asked to be excused.
2. Fall District Boards Association meeting was held October 30 – November 2 in Waukesha. The meeting was held in conjunction with the annual Legal Issues Seminar. Attendees commented on sessions attended.
3. Winter Boards Association meeting will be held January 16-18 in La Crosse. Anyone interested in attending, please contact Ms. Susa so arrangements can be made.
4. ACCT Legislative Summit will be held February 9-12 in Washington, D.C. Anyone interested in attending should contact Ms. Susa so arrangements can be made.
5. Fall Board Advance will be held Thursday, November 21 in Wisconsin Rapids and begins at 8:30 a.m.
6. Graduation will be held Sunday, December 15 at 1:30 p.m. in the Wisconsin Rapids Campus gymnasium.
7. Future meeting dates (times unless otherwise announced):  

<b>MONTHLY MEETING</b>	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.
<b>MONTHLY MEETING</b>	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

1. Planning for this years events is underway: annual appeal was launched last week, an RFP for the Summer Golf Outing is due December 13, 2019, Sand Valley will again host a par 3 event and the Trap Event will be held.
2. Over 270 applications were completed for 97 fall scholarships. A total of \$23,000 will be awarded for those 97 scholarships. The high school winter for Fall 2020 will open December 16, 2019.
3. An Alumni Association is being created starting with college employees.

**I. PRESIDENT'S REPORT** – Dr. Shelly Mondeik

1. Recent college/campus activities included presentation at Wisconsin Rapids Noon Rotary, hosting a Foundation Board meeting in Marshfield, meeting with a new employer in Wisconsin Rapids and the hiring of Executive Dean Dr. Chris Severson.
2. Mid-State participated in the Stevens Point Holiday Parade where Campus Dean Volker Gaul was co-Grand Marshall. Wisconsin Rapids Holiday Parade will be later this week.

## **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 during the committee meeting.
  - b. TREASURER’S REPORT: Reviewed and discussed college financial data.
  - c. 2018-19 AUDITED FINANCIAL STATEMENTS: A representative from CliftonLarsonAllen, the college’s independent audit firm, did not attend the meeting therefore, audited financial statements were not presented. Presentation of the 2018-19 Audited Financial Statements and approval will be postponed to December 2019.
  - d. REVIEW OF FY19 COLLEGE FOUNDATION AUDIT: Foundation Director Jill Steckbauer was present to present the Foundation Audit in compliance with the Foundation/College MOU.
  - e. MID-STATE RECEIVES DISTRICTS MUTAL INSURANCE (DMI) AWARD: Mid-State received a \$28,754 Risk Management Award from DMI to purchase software to upgrade Mid-State’s security camera system.
  - f. UPDATE ON COLLEGE RENOVATIONS/MODIFICATIONS: College will continue to work on renovations/modifications to address facility needs and ensure safety for faculty staff. Example: A fire broke out in the welding lab during business hours; staff responded well to the situation. Renovations/modifications will be made to the lab to address damage as well as future safety.
  - g. SPECIAL FY21 CAPITAL BUDGET MEETING: Staff will split capital budget from operating budget to advance review/approval of capital budget. Work can begin earlier in the year utilizing this new timeline. A Special Budget Meeting focused on capital expenditures will occur in February/March 2020.
  - h. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek
  - a. HLC DUAL CREDIT SITE VISIT: Mid-State had a Higher Learning Commission site visit on November 5-6. During this visit, reviewers visited learning partners Nekoosa and Stevens Point which were being evaluated to offer programming. Focus of the visit was to ensure dual credit students were treated as Mid-State students and academic rigor was on par with Mid-State standards.

3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Justin Hoerter
  - a. OCR RESULTS: The Wisconsin Technical College System Office conducted a routine review on behalf of the Department of Education Office of Civil Rights. The review was conducted September 18-19 and a formal letter of findings included minor findings related to non-discrimination notice and collecting disability information from staff. Minor facilities findings included such things as uneven sidewalk heights, sink insulation and shelf protrusion. All findings will be addressed.
  - b. ANNUAL ENROLLMENT: Mid-State 2020 renewal of benefits included no change to dental, life or vision coverage. The college continues to assess WTCS Health Insurance Consortium for viability.
  - c. SPECIAL POPULATION TRAINING PROJECTS: Mid-State collaborated on two community training projects that involved special populations; Sand Valley Golf Resort job readiness program and a Youth Transition Conference hosted for 255 high school seniors from 26 schools.
  - d. WORKFORCE DEVELOPMENT CONTRACTS AND PROPOSALS: Highlighted workforce contract with Committee.
4. COMMITTEE-OF-THE-WHOLE – Robert Beaver
  - a. STUDENT COHORT DEFAULT RATES: Mid-State’s student cohort default rate has decreased from last year and ranks in the middle of WTCS colleges.
  - b. ARTICULATION REPORT: Mid-State has 150 agreements with 4-year partners. Programs and those colleges with enhanced articulation agreements were highlighted.

**K. DISCUSSION & ACTION** – Robert Beaver

1. CAMPUS & COMMUNITY UPDATE: Campus Dean Alex Lendved provided an overview of recent campus activities, learning opportunities and community collaborations and events.
2. APPRENTICESHIP REPORT: Mid-State served 216 students through 9 apprenticeships in FY19, an increase of 12.5%. In addition, the college implemented four new apprenticeship programs and is looking at two additional.

**M. ADJOURNMENT** – Robert Beaver

There being no further action or business of the Board, the meeting adjourned at 6:26 p.m. with a motion by Mr. Hoerter, seconded by Mr. Merdan, upon a voice vote.

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**Exhibit B previously distributed under separate cover.**

## **President's Report**

### **December 16, 2019**

1. On December 3, Mid-State hosted our 3<sup>rd</sup> annual Cuts for Kids event on our Wisconsin Rapids Campus in the gymnasium and Salon @ MSTC. There were 303 people who attended the event, including 145 who received free haircuts provided by our Cosmetology and Barber Technology students as well as some alumni of our programs. This event included food and family-centered holiday activities as well as information about Mid-State programs. This event was possible because of the efforts of 89 volunteers.
2. On Thursday, December 12, Mid-State hosted the Wisconsin Skills USA District 2 event for high school and middle school students. The district competition series is a great way for students to practice and showcase their technical skills, as they prepare for upcoming regional, state, and national level competitions. This event brought 130 students from 13 neighboring schools to the Mid-State Wisconsin Rapids Campus. Students competed in 15 different competitions include, but not limited to, manual and CNC machining, welding, weld sculpture, public speaking, and team engineering challenges. Mid-State faculty, staff, students and business partners supported the event by coordinating and judging the events.
3. My travel between now and mid-January will include:
  - Weekly Rotary Meetings – Wisconsin Rapids
  - Employee Winter Celebration – Marshfield
  - Community Partner Open House – Adams
  - Community Project Meetings – Stevens Point
  - Executive Leadership Team- Stevens Point
  - Boards Association Winter Meeting – LaCrosse





## **FINANCE & INFRASTRUCTURE COMMITTEE**

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Monday, December 16, 2019 – 4:00 p.m.

Wisconsin Rapids Campus; District Conference Room (A221)

### ***AGENDA***

#### **A. CALL TO ORDER – CHARLES SPARGO**

#### **B. OPEN MEETING CERTIFICATION – CHARLES SPARGO**

*This December 16, 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 (NOVEMBER 18, 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**

*This item was moved from the November agenda to the December agenda due to delays by the audit firm. 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 Mid-State Foundation for the fiscal year ending June 30, 2019 will be provided. These results are for informational purposes only and no action is required.*
2. Thanksgiving Break Facilities Projects – Matt Schneider  
*An update on recent work performed during the week of Thanksgiving will be provided.*
3. 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**

Marshfield Campus

November 18, 2019

**A. CALL TO ORDER** – Charles Spargo

The meeting was called to order at 4:03 p.m.

PRESENT: Robb Fish, Richard Merdan, Lynneia Miller, Shelly Mondeik, Brad Russell, Matt Schneider, Charles Spargo, Jill Steckbauer, and Mary Struthers

**B. OPEN MEETING CERTIFICATION** – Charles Spargo

The meeting notice was verified.

**C. APPROVAL OF COMMITTEE MEETING MINUTES** – Charles Spargo

Motion by Ms. Miller, seconded by Mr. Merdan, upon a voice vote, unanimously approved October 21, 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. AUDITED FINANCIAL STATEMENTS** – Robb Fish

Presentation of Audited Financial Statements was not made. Will defer to December 2019.

**G. INFORMATIONAL ITEMS** – Robb Fish

1. REVIEW OF FY19 COLLEGE FOUNDATION AUDIT  
Due to the untimely supply of draft documents, presentation to the board wasn’t made at this time.
2. MID-STATE RECEIVES DISTRICTS MUTUAL INSURANCE AWARD  
No action taken.
3. UPDATE ON COLLEGE RENOVATIONS/MODIFICATIONS  
No action taken.
4. SPECIAL FY21 CAPITAL BUDGET MEETING  
No action taken.
5. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES  
No action taken.

**H. ADJOURNMENT**

There being no further business of the Committee, the meeting adjourned at 4:20 p.m. with a motion by Ms. Miller, seconded by Mr. Merdan, upon a voice vote.

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Lynneia Miller, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

## **ACADEMIC & STUDENT SERVICES COMMITTEE**

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Monday, December 16, 2019 – 4:15 p.m.  
Wisconsin Rapids Campus; Conference Room A203

### ***AGENDA***

**A. CALL TO ORDER – BETTY BRUSKI MALLEK**

**B. OPEN MEETING CERTIFICATION – BETTY BRUSKI MALLEK**

*This December 16, 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 (NOVEMBER 18, 2019 MEETING) (Exhibit G)**

**D. REVIEW OF CONSENT AGENDA ITEMS – BETTY BRUSKI MALLEK**

**E. INFORMATIONAL ITEMS**

1. Faculty Teaching and Learning Days – Dr. Deb Stencil  
*On November 25-26, faculty participated in Faculty Teaching and Learning Days. Faculty received professional development and teaching support. Details on these activities will be provided.*
2. New Apprenticeship Programs – Dr. Deb Stencil  
*In Fall 2019, Mid-State launched four new apprenticeship programs; Machinist, Electrical and Instrumentation, Arborist and Construction Electrician (IBEW-NECA). Enrollment information for these new programs will be provided.*
3. 2019 K-12 Dashboard Update – Dr. Mandy Lang  
*An update on the K-12 area of the 2019 College Dashboard will be provided.*

**F. ADJOURNMENT**

**MID-STATE TECHNICAL COLLEGE**

**ACADEMIC & STUDENT SERVICES COMMITTEE MEETING MINUTES**

Marshfield Campus

November 18, 2019

**A. CALL TO ORDER** – Betty Bruski Mallek

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

PRESENT: Betty Bruski Mallek, Kristin Crass, Craig Gerlach, Dr. Mandy Lang, Dr. Chris Severson and Dr. Deb Stencil

**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 October 21, 2019 Academic & Student Services Committee meeting minutes as presented.

**D. REVIEW OF CONSENT AGENDA ITEMS** – Betty Bruski Mallek

**E. INFORMATIONAL ITEMS**

1. HLC DUAL CREDIT SIT VISIT  
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. Crass, upon a voice vote.

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Lynneia Miller, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

## **HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE**

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Monday, December 16, 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 December 16, 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 (NOVEMBER 18, 2019 MEETING) (Exhibit I)**

**D. REVIEW OF CONSENT AGENDA ITEMS – JUSTIN HOERTER**

**E. INFORMATIONAL ITEMS**

1. Retiree Reception – Dr. Karen Brzezinski

*The College hosted the 2<sup>nd</sup> Annual Retiree Reception on Friday, December 6. An overview of the event will be provided.*

2. 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**

Marshfield Campus

November 18, 2019

**A. CALL TO ORDER** – Justin Hoerter

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

PRESENT: Robert Beaver, Craig Bernstein, Dr. Karen Brzezinski, Maggie Coakley, Dr. Bobbi Damrow, Heather Grys-Luecht, Justin Hoerter, Alex Lendved, Ray McLemore, Mandy Mayek, Krisann Saindon, 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. Hoerter, seconded by Mr. Beaver, upon a voice vote, unanimously approved October 21, 2019 Human Resources & External Relations Committee meeting minutes as presented.

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

**E. INFORMATIONAL ITEMS**

1. OCR RESULTS  
No action taken.
2. ANNUAL ENROLLMENT  
No action taken.
3. SPECIAL POPULATION TRAINING PROJECTS  
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 4:31 p.m. with a motion by Mr. Hoerter, seconded by Mr. Beaver, upon a voice vote.

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Lynneia Miller, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

## **COMMITTEE-OF-THE-WHOLE**

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Monday, December 16, 2019 – 4:50 p.m.  
Wisconsin Rapids Campus; Room L133-134

### ***AGENDA***

**A. CALL TO ORDER – ROBERT BEAVER**

**B. OPEN MEETING CERTIFICATION – ROBERT BEAVER**

*This December 16, 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 (NOVEMBER 18, 2019 MEETING) (Exhibit K)**

**D. INFORMATIONAL ITEMS –**

1. Wisconsin Technical College District Boards Association Update – Layla Merrifield  
*A Wisconsin Technical College District Boards Association update, including recent legislative activity, will be provided.*

**E. ADJOURNMENT**



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

Marshfield Campus

November 18, 2019

**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, Craig Gerlach, Justin Hoerter, Richard Merdan, Lynneia Miller, Charles Spargo, and Dr. Shelly Mondeik

Dr. Karen Brzezinski, Maggie Coakley, Dr. Bobbi Damrow, Robb Fish, Heather Grys-Luecht, Dr. Mandy Lang, Alex Lendved, Mandy Mayek, Ray McLemore, Suzanne Rathe, Brad Russell, Krisann Saindon, Matt Schneider, Chris Severson, Jill Steckbauer, Dr. Deb Stencil, Kolina Stieber, Mary Struthers, 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 Mr. Hoerter, upon a voice vote, unanimously approved October 21, 2019 Committee-of-the-Whole meeting minutes as presented.

**D. INFORMATIONAL ITEMS**

1. STUDENT COHORT DEFAULT RATES  
No action taken.
2. ARTICULATION REPORT  
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.

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Lynneia Miller, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

**FY 2019-20 Budget Modifications Made in the Month of November 2019**

<u>Project #</u>	<u>Grant Title or Description</u>	<u>Type</u>	<u>Reason for Budget Change</u>	<u>Revenue Change</u>	<u>Expense Change</u>	<u>Fund Balance Change</u>	<u>Notes</u>
<b>Fund 1 - General Fund Budget Modifications</b>							
141220	Emergency Assistance Grant	State	Adjust award	5,000.00	5,000.00	-	
141310	WI Farm Technology Days Grant	Private	Adjust award	(20,000.00)		(20,000.00)	1,3
141480	WTCS TSA Project Grant	State	New award	183,750.00	175,000.00	8,750.00	2
141919	Medical Assistant Grant	State	Carryover grant from FY19	2,161.00	2,161.00	-	3
	Security Director		Correct fund for position	69,557.00	(25,117.00)	25,117.00	4
	Position not in FY20 budget		Increase personal property tax	69,557.00	69,557.00	-	
<b>Fund 2 - Special Revenue - Operational Fund Budget Modifications</b>							
<b>Fund 3 - Capital Projects Fund Budget Modifications</b>							
141310	WI Farm Technology Days Grant	Private	Adjust award	20,000.00	-	20,000.00	1,3
141919	Medical Assistant Grant	State	Carryover grant from FY19	38,000.00	38,000.00	-	
<b>Fund 7 - Special Revenue Non-Aidable Budget Modifications</b>							
	Security Director		Correct fund for position		25,117.00	(25,117.00)	3
<b>Total Budget Changes For The Month</b>				298,468.00	289,718.00	8,750.00	

**Notes:** Budget modifications are out of balance for November due to the following:

- 1 Grant revenue recorded in incorrect fund at time of set up. Corrected in November.
- 2 Grant allows for indirect expenses.
- 3 Entry nets to zero between funds.
- 4 Due to increase in personal property tax, expenses were added for research analyst.



## Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2020 as of November 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	Budget	Budget
Local Government	7,008,488	-	-	6,351,798	-	-	-	-	-	-	-	-	-	-	13,360,286	26.0%
Student Fees	7,191,489	30,000	-	-	-	-	-	-	-	-	-	-	-	-	7,608,689	14.8%
State Aid & Grants	15,901,317	-	261,041	-	-	-	-	-	-	-	-	-	-	16,162,358	31.5%	
Institutional	269,035	669,985	710,400	112,000	1,156,975	6,223,200	-	-	-	-	-	-	-	9,226,369	18.0%	
Federal	573,479	-	4,390,000	-	-	-	-	-	-	-	-	-	-	4,963,479	9.7%	
<b>Total Revenues</b>	<b>30,943,808</b>	<b>699,985</b>	<b>5,487,600</b>	<b>6,463,798</b>	<b>1,156,975</b>	<b>6,223,200</b>	<b>345,815</b>	<b>6,463,798</b>	<b>1,156,975</b>	<b>6,223,200</b>	<b>51,321,181</b>	<b>100.0%</b>	<b>49,921,203</b>			

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current	
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Budget	Budget
Salaries and Wages	17,848,539	218,659	-	-	210,269	-	-	-	-	-	-	-	-	-	18,582,997	32.9%
Benefits	7,565,903	87,154	-	-	69,169	-	-	-	-	-	-	-	-	-	8,020,213	14.2%
Current Expenditures	6,008,216	542,042	-	-	104,303	-	-	-	-	-	-	-	-	-	7,900,601	14.0%
Student Financial Aid & Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,741,722	8.4%
Resale	-	-	-	-	836,465	-	-	-	-	-	-	-	-	-	5,474,265	9.7%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,395,204	9.5%
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,431,097	11.4%
<b>Total Expenditures</b>	<b>31,422,658</b>	<b>847,855</b>	<b>5,484,976</b>	<b>6,431,097</b>	<b>1,220,206</b>	<b>5,744,103</b>	<b>5,395,204</b>	<b>6,431,097</b>	<b>1,220,206</b>	<b>5,744,103</b>	<b>56,546,099</b>	<b>100.0%</b>	<b>55,026,741</b>			
<b>% of Expenditures by Fund</b>	<b>55.6%</b>	<b>1.5%</b>	<b>9.7%</b>	<b>11.4%</b>	<b>2.2%</b>	<b>10.2%</b>	<b>9.5%</b>	<b>11.4%</b>	<b>2.2%</b>	<b>10.2%</b>	<b>100.0%</b>					

<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	-
<b>Budgeted Ending Fund Equity</b>	<b>20,349,883</b>



## Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2020 as of November 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			
Local Government	7,151,380	-	-	-	-	-	-	-	6,213,377	-	-	-	-	-	13,360,286	100.0%
Student Fees	6,057,538	16,413	-	-	351,202	-	-	-	-	-	-	-	-	-	7,608,689	84.4%
State Aid & Grants	3,105,719	-	-	-	-	100,500	-	-	-	-	-	-	-	-	16,162,358	19.8%
Institutional	131,138	102,138	-	-	323,886	50,113	-	374,864	-	540,157	-	-	2,429,559	-	9,226,369	42.8%
Federal	115,029	-	-	-	2,022,369	-	-	-	-	-	-	-	-	-	4,963,479	43.1%
<b>Total Revenues</b>	<b>16,560,804</b>	<b>118,551</b>	<b>150,613</b>	<b>6,586,241</b>	<b>2,697,457</b>	<b>150,613</b>	<b>540,157</b>	<b>2,429,559</b>	<b>51,321,181</b>	<b>29,085,381</b>	<b>56.7%</b>					
<b>% of Budget Recognized</b>	<b>53.5%</b>	<b>16.9%</b>	<b>43.6%</b>	<b>101.9%</b>	<b>49.2%</b>	<b>43.6%</b>	<b>46.7%</b>	<b>39.0%</b>	<b>56.7%</b>							

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Salaries and Wages	7,218,951	94,101	-	-	84,920	-	-	-	-	86,648	-	-	-	-	18,582,997	40.3%
Benefits	3,180,686	29,839	-	-	17,815	-	-	-	-	25,017	-	-	-	-	8,020,213	40.6%
Current Expenditures	2,246,517	19,454	-	-	64,435	-	-	-	-	43,851	-	-	-	-	7,900,601	37.0%
Student Financial Aid & Activities	-	-	-	-	2,183,429	-	-	-	-	-	-	-	-	-	4,741,722	46.0%
Resale	-	-	-	-	-	-	-	-	-	403,708	-	-	-	-	5,474,265	38.1%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,395,204	47.4%
Debt Retirement	-	-	-	-	-	-	-	464,110	-	-	-	-	-	-	6,431,097	7.2%
<b>Total Expenditures</b>	<b>12,646,154</b>	<b>143,394</b>	<b>2,557,980</b>	<b>464,110</b>	<b>2,350,599</b>	<b>464,110</b>	<b>559,223</b>	<b>2,234,676</b>	<b>56,546,099</b>	<b>20,956,135</b>	<b>37.1%</b>					
<b>% of Budget Expended</b>	<b>40.2%</b>	<b>16.9%</b>	<b>47.4%</b>	<b>7.2%</b>	<b>42.9%</b>	<b>47.4%</b>	<b>45.8%</b>	<b>38.9%</b>	<b>37.1%</b>							

### Changes in Fund Equity

Actual Fund Equity as of 6/30/19	10,142,060	348,938	5,985,202	387,022	1,520,421	1,841,147	20,711,836
Current Revenue over Expenses	3,914,650	(24,843)	346,858	6,124,131	(19,066)	194,883	(5,224,918)
Other Sources and Uses:							
Proceeds from Debt	-	-	5,000,000	-	-	-	5,000,000
Interfund Transfers In	-	-	-	-	-	-	120,000
Interfund Transfers Out	-	-	-	-	-	-	(120,000)
Repayment of Debt	-	-	-	-	-	-	-
<b>Accrued YTD Fund Equity</b>	<b>14,056,710</b>	<b>324,095</b>	<b>6,332,060</b>	<b>6,511,153</b>	<b>1,501,354</b>	<b>2,036,050</b>	<b>20,486,918</b>

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

With Comparative Total for November 30, 2018

Mid-State Technical College  
December 3, 2019 at 1:36 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	Internal Service	Special Rev	Non-Aidable	
Cash	\$ 6,601,739	\$ -	\$ 3,110,875	\$ -	\$ 285,429	\$ 1,570	\$ 1,588,678	\$ 100	\$ 11,598,391	\$ 11,014,047
Investments	-	-	-	-	-	-	-	-	6,011,682	5,419,909
Receivables:										
Property taxes	13,150,492	-	-	-	213,186	-	-	-	-	13,363,678
Accounts receivable	2,863,160	20,431	60	-	-	56,744	-	136,407	-	3,076,802
Due from other funds	(7,434,552)	307,200	512	6,002,537	-	509,507	416,517	199,277	(2)	-
Inventories - at cost	-	-	-	-	-	519,784	-	-	-	519,784
Prepaid Assets	-	-	-	-	-	-	-	-	-	490,788
Other Current Assets	-	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	-	420,393	30,835	-	-	451,228
General Long Term Debt	-	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-	-
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 15,180,839</b>	<b>\$ 327,631</b>	<b>\$ 3,111,447</b>	<b>\$ 6,511,152</b>	<b>\$ 6,511,152</b>	<b>\$ 1,507,998</b>	<b>\$ 2,036,030</b>	<b>\$ 6,346,466</b>	<b>\$ 35,021,563</b>	<b>\$ 33,247,818</b>

**LIABILITIES, FUND EQUITY AND OTHER CREDITS**

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only
	General	Special Rev	Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev	Non-Aidable	
Liabilities										
Accounts Payable	\$ 72,095	\$ 745	\$ 31,767	\$ -	\$ -	\$ (925)	\$ -	\$ 9,032	\$ 112,714	\$ 257,141
Accrued Liabilities:										
Wages	-	-	-	-	-	-	-	-	-	-
Employee related payables	329,084	-	-	-	-	-	-	-	329,084	672,309
Vacation	714,433	2,792	-	7,088	-	-	-	5,374	729,687	596,254
Other current liabilities	8,517	-	-	481	-	-	-	-	8,998	8,675
Due to other funds	-	-	-	-	-	-	-	-	-	-
Deferred Revenues	-	-	-	-	-	-	-	-	-	-
Def Compensation Liability	-	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	1,124,129	3,537	31,767	6,644	-	6,644	-	14,406	1,180,483	1,534,379
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	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	1,841,148	1,520,421	5,985,202	20,711,837	20,693,562	
Year-to-date excess revenues(expenditures)	3,914,650	(24,844)	2,592,634	6,124,130	(19,067)	194,882	346,858	13,129,243	11,019,877	
<b>TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS</b>	<b>\$ 15,180,839</b>	<b>\$ 327,631</b>	<b>\$ 3,111,447</b>	<b>\$ 6,511,152</b>	<b>\$ 1,507,998</b>	<b>\$ 2,036,030</b>	<b>\$ 6,346,466</b>	<b>\$ 35,021,563</b>	<b>\$ 33,247,818</b>	

## November Contracted Service Agreements

Meeting on December 16, 2019

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146554	Madison	Business & Industry	Electrical Blueprint Reading Level 2	20	30	3,200.00
146555	Rome	Business & Industry	Culinary Training	288	60	53,607.00
			<b>Total:</b>			<b>\$56,807.00</b>

## November Contract Training Proposals

For Informational Purposes

Proposal Number	Location of Business/Agency	Industry Type	Type of Service	Proposal Amount	Current Status
112	Wisconsin Rapids	Education	DISC Facilitation	490.00	Accepted
113	Nekoosa	Government	Customer Service	600.00	Presented
114	Marshfield	Business & Industry	Medication Assistant Refresher	535.00	Presented
115	Tomah	Government	EMR Refresher w/ Apollo	300.00	Presented
116	Wisconsin Rapids	Business & Industry	IMR Training Jan - June 2020	4,995.00	Presented
118	Wisconsin Rapids	Business & Industry	Incident Command System Training	1,695.00	Presented
119	Wisconsin Rapids	Business & Industry	Train the Trainer	3,495.00	Presented
			<b>Total:</b>	<b>\$12,110.00</b>	

**FINANCE & AUDIT COMMITTEE  
Procurement of Goods and Services  
December 16, 2019 Board Meeting**

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

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

**GRAND TOTAL** **\$0.00**

## **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.