



**BOARD OF DIRECTORS MEETING**  
November 2020

**Monday, November 16, 2020**  
Virtually via Microsoft Teams and  
Mid-State Wisconsin Rapids Campus  
500 32<sup>nd</sup> Street North, Wisconsin Rapids

5:00 p.m. – Committee-of-the-Whole; Virtually and Room L133-134 (page 22)

5:15 p.m. – Monthly Board Meeting; Virtually and Room L133-134 (page 3)

***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 16, 2020**

**5:15 p.m.**

Virtually via Microsoft Teams and  
Mid-State Wisconsin Rapids Campus Room L133-134  
500 32<sup>nd</sup> Street North, Wisconsin Rapids

## AGENDA

### A. CALL TO ORDER – ROBERT BEAVER

### B. ROLL CALL

### C. OPEN MEETING CERTIFICATION – ROBERT BEAVER

*This November 16, 2020 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 19, 2020 BOARD MEETING MINUTES (Exhibit A)

### F. ACTION ON CONSENT AGENDA

1. Payment of Bills and Payroll (Exhibit B)

*District bills for October 2020 total \$1,134,655.22 of which \$915,755.40 represents operational expenditures and \$218,899.82 represents capital expenditures. Payroll disbursements for October totaled \$1,413,709.10 plus \$2,575.69 for travel and miscellaneous reimbursements, and*

*\$641,025.77 in fringe benefits, for a total payroll disbursement of \$2,057,310.56. Administration recommends approval of the payment of these obligations totaling \$3,191,965.78.*

2. Contracted Service Agreements (Exhibit C)

*The District has entered into five contracted service agreements totaling \$7,635.00. The individual contracts are available for review upon request. Administration recommends approval of these contracts.*

3. Procurements for Goods and Services (Exhibit D)

*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. Expertise regarding the purpose and specifications for procurements are generally unique to individual departments. Therefore, please notify the Business Office before the meeting if there are any questions. A response will be provided or arrangements for the subject-matter expert to be present will be made. Administration recommends approval of the proposal totaling \$380,800 which requires prior Board action.*

**G. CHAIRPERSON'S REPORT – ROBERT BEAVER**

1. Meeting attendance
2. WTC District Boards Association
3. Association of Community College Trustees (ACCT) Legislative Summit
4. Next meeting date

**H. FOUNDATION REPORT – JILL STECKBAUER**

1. FY20 Year-End Foundation Dashboard
2. Foundation Impact Report
3. Annual Events Update
4. Activities Update
5. Foundation Updates

**I. PRESIDENT'S REPORT – SHELLY MONDEIK**

1. Campus Activities
  - a. Employee Engagement
2. Community Involvement
  - a. Blue Door Award
3. WTCS Updates
  - a. WTCS Ambassador Banquet
4. WTCS Presidents Association Activities

**J. COMMITTEE REPORTS**

1. Finance & Infrastructure Committee – Charles Spargo
  - a. Review of Consent Agenda Items
  - b. Treasurer’s Report (Exhibit E)
  - c. Bank Authorization Change (Exhibit F)

*Due to changes in banking and personnel changes at Mid-State, an update in authorized signers is necessary on Mid-State accounts at WoodTrust Asset Management. An overview will be provided. A request for approval of a resolution and signers will be made.*
  - d. Foundation Audit – Jill Steckbauer

*As per the Foundation/Mid-State MOU, annual submission of the Foundation Audit is required to the District Board. A highlight of the audit will be presented.*
  - e. Informational Items
    1. 2019-2020 Financial Audit Update – Greg Bruckbauer

*Mid-State’s annual audit is progressing well. No material audit findings have been identified to date, nor do we anticipate any. Milestones remaining include finalization of the auditor’s conversion to Generally Accepted Accounting Principles (GAAP) and Mid-State’s review of draft statements. Audited financial statements are scheduled to be presented by CliftonLarsonAllen LLP during the December 2020 meeting.*
    2. Finance Implications for Topics in Other Committees

*Often topics directed by the other two committees may have fiscal or financial implications that would be of interest or concern by the Finance & Infrastructure Committee. The purpose of this agenda item is to identify when administration has information available and also to enable committee members to raise any finance related questions. Other information can be gathered upon request. Any necessary action will be incorporated into the action reported by the originating committee.*
2. Academic & Student Services Committee – Betty Bruski Mallek
  - a. Informational Items
    - a. AELFA – Dr. Deb Stencil

*Mid-State was recently recognized by the WTCS for our performance in providing Adult Education to underprepared adults. Details on our outcomes and this recognition will be shared.*
3. Human Resources & External Relations Committee – Justin Hoerter
  - a. Informational Items
    - a. Parent Perception Survey Update – Dr. Bobbi Damrow

*A brief overview of Wave 4 of the Parent Perceptions Tracking Study of the Wisconsin Technical Colleges, as presented to the District Boards Association on October 23, 2020, will be presented. The objectives of the study are to help the WTCS understand 1) what parents in the state are concerned about for their child after high school graduation and what they want for their child, 2) how parents prioritize and think about post-high school options for their child, and 3) how parents view the technical colleges and their competitors.*

**K. COMMITTEE-OF-THE-WHOLE (Exhibit G)**

1. COVID Funding – Dr. Bobbi Damrow and Greg Bruckbauer

2. Board Policy Review Finalization – Dr. Shelly Mondeik

**L. DISCUSSION & ACTION**

1. K-12 Annual Report – Dr. Mandy Lang and Jackie Esselman

*The K-12 annual report will be provided. Event information, transition rates, and dual credit information will be shared.*

**M. CLOSED SESSION**

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

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

**N. ADJOURNMENT**

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

Wisconsin Rapids Campus	October 19, 2020
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**A. CALL TO ORDER** – Robert Beaver

The meeting was called to order at 5:24 p.m.

**B. ROLL CALL**

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

**EXCUSED:** Craig Gerlach and Gordon Schalow

**OTHERS:** Greg Bruckbauer, Dr. Karen Brzezinski, Dr. Bobbi Damrow (via Teams), Dr. Beth Ellie (via Teams), Dr. Mandy Lang (via Teams), Natasha Miller (via Teams), Brad Russell (via Teams), Matt Schneider (via Teams), Dr. Deb Stencil (via Teams), Angie Susa, and Mike Vilcinskis

**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. Hoerter, upon a voice vote, unanimously approved minutes from the board meeting held September 21, 2020 as presented.

**F. CONSENT AGENDA**

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

1. The district's bills for the month of September 2020 were presented in Exhibit B. These bills totaled \$2,440,302.81 of which \$1,550,059.67 represents operational expenditures and \$1,022,542.20 represents capital expenditures. The district's payroll for the month of September totaled \$1,360,682.12 plus \$5,470.31 for travel and miscellaneous reimbursements and \$636,429.45 in fringe benefits. The district's bills and payroll totaled \$4,442,884.69.
2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146626	Culinary Training	\$ 34,000.00
146627	Sales and Use Tax Training	\$ 1,550.00

146628 Principles of Lean Manufacturing \$ 13,200.00

3. Approved the following procurement(s) for goods and services:  
 There were no procurements which required approval.
4. District Board Approval of Hires and Resignations of Contracted Staff:
  - Lisa Whitley (effective October 1, 2020 – hired)
5. Ethics Resolution:  
 WHEREAS, technical college district board members, district directors, and other key administrative staff of technical college districts are subject to the State Code of Ethics.

THEREFORE, BE IT RESOLVED that, for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, Sections 19.41 through 19.59, Stats., the Mid-State Technical College District Board of Directors designates the following positions deputy, associate, or assistant district directors and indicates its intention that the current occupants of these positions and their successors be subject to the Wisconsin Ethics Code:

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

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

1. Board members were welcomed to the meeting. Mr. Gerlach and Mr. Schalow asked to be excused.
2. Fall Boards Association meeting will be held virtually on October 23, 2020. It will feature Nicolet College, Perception of Technical Colleges, Graduate Outcomes and the Marketing Consortium.
3. ACCT Leadership Congress was held October 5-8, 2020 virtually. As a college, Mid-State participated virtually and presented on the Simulation Center collaboration with Aspirus Riverview and Legacy Foundation. Mr. Beaver, Ms. Bruski Mallek and Mr. Merdan attended.
4. Future meeting dates (times unless otherwise announced):
 

<b>MONTHLY MEETING</b>	Committee Meetings – 4:15 p.m.
Monday, November 16, 2020	Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus	Board Meeting – 5:20 p.m.



**H. PRESIDENT’S REPORT** – Dr. Shelly Mondeik

1. Dr. Mondeik provided a campus activities update which included: COVID Team meetings, December graduation planning, and working with local fire/EMS/Law enforcement agencies on opportunities.
2. Mid-State recently celebrated selection of Wayne Bushman as Wisconsin Technical College District Boards Association Board Member of the Year. Mr. Bushman was presented the award during a virtual celebration attended by Mid-State leadership and the Bushman family.
3. Dr. Mondeik highlighted the WTCS state budget ask and components of the ask. In addition, the Presidents Association continues to discuss DEI, enrollment and COVID during their monthly meetings.

**I. COMMITTEE REPORTS**

1. FINANCE & INFRASTRUCTURE COMMITTEE – Charles Spargo
  - a. TREASURER’S REPORT: No questions or concerns resulted from review of the Treasurer’s Report.
  - b. CERTIFICATION OF 2020-21 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.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following resolution:

BE IT RESOLVED that the Mid-State Technical College Board authorized a \$13,960,624 property tax levy for fiscal year 2020-21, representing an overall mill rate of \$0.94490 on \$14,774,732,762 of equalized valuation without TIFs within the boundaries of the Mid-State Technical College District.

BE IT FURTHER RESOLVED that this levy be made up of \$7,356,404 in operational levy representing an operational mill rate of \$0.49791 and \$6,604,220 in debt service representing a debt service mill rate of \$0.44699.

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.

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

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a roll call vote with Ms. Crass voting no, approved the Annual Procurement Report.

- d. 2019-2020 FINANCIAL AUDIT UPDATE: On site work has been completed. Presentation of the audit is expected at the December meeting.

- e. IT SYSTEMS BRIEFING: Mr. Russell provided an overview of the recent IT Systems Outage including the incident, action steps taken, data recovery and restoration, cost, and enhancements made to date.
  - f. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek
- a. UNINTERRUPTED EDUCATION: An overview of academic response to the IT Systems Outage was provided. Due to the efforts of many, courses were transitioned to a different delivery method whereas Mid-State could offer between 72%-93% of courses each day during the outage.
  - b. K-12 FOCUS DURING COVID-19: Due to COVID-19, work with district high schools has changed. Mid-State continues efforts to connect with the high school student population and offer opportunities for interaction with Mid-State.
3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Robert Beaver
- a. COUGAR MASCOT NAMING: Mid-State engaged internal and external stakeholders in the naming of the cougar mascot. Of the two finalists, “Grit” emerged as the name of Mid-State’s cougar. Naming activities for the cub will occur in the near future.

**J. COMMITTEE-OF-THE-WHOLE**

- 1. DASHBOARD AND BUDGET IMPLICATIONS: Dr. Mondeik provided a report on the dashboard, campus dashboards and current budget work.

**K. DISCUSSION & ACTION** – Dr. Karen Brzezinski and Natasha Miller

- 1. EQUITY AND INCLUSION TASK FORCE: An overview of Mid-State’s Equity and Inclusion Task Force was provided. This action oriented group strives to cultivate an environment of equity and inclusion.

**L. CLOSED SESSION**

The Board will entertain a motion to convene to closed session, pursuant to s.19.85(1)(e) Wisconsin Statutes, to discuss labor relation matters. 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 Ms. Bruski Mallek, upon a roll call vote, unanimously approved closed session as announced. Closed session convened at 6:31 p.m.

**M. ADJOURNMENT** – Robert Beaver

The Board reconvened in open session at 6:38 p.m. with a motion by Mr. Spargo, seconded by Ms. Bruski Mallek, unanimously approved upon a roll call vote.

There being no further action or business of the Board, the meeting adjourned at 6:39 p.m. with a motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote.

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Lynneia Miller, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

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Exhibit B previously distributed under separate cover.**

## October Contracted Service Agreements Meeting on November 16, 2020

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146629	Stevens Point	Business & Industry	Multibusiness Servant Leadership	9	6	1,900.00
146630	Marshfield	Business & Industry	Industrial Safety - Forklift Training	4	8	1,245.00
146631	Nekoosa	Business & Industry	Problem Solving Techniques	4	60	2,875.00
146632	Nekoosa	Business & Industry	Confined Space Refresher	4	1	1,390.00
146633	Stevens Point	Business & Industry	Welding Recertification	4	1	225.00
<b>Total:</b>						<b>\$7,635.00</b>

## October Contract Training Proposals For Informational Purposes

Monthly Contract Training Proposal Recap - October 2020						
Proposal #	Bill to City	Industry Type	Type of Service	Proposal Amount	Current Status	
174	Nekoosa	Business and Industry	Confined Space Rescue Training - Fall 2020	\$1,390.00	Accepted	
175	Wisconsin Rapids	Business and Industry	Confined Space Training	\$1,790.00	Presented	
176	Stevens Point	Business and Industry	Welding Recertification	\$225.00	Accepted	
177	Nekoosa	Business and Industry	Forklift Certification	\$1,390.00	Presented	
178	Wisconsin Rapids	Business and Industry	5S - Lean Training	\$5,490.00	Presented	
<b>TOTAL</b>				<b>\$10,285.00</b>		

**FINANCE & AUDIT COMMITTEE  
Procurement of Goods and Services  
November 16, 2020 Board Meeting**

<b>PROCUREMENTS REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR CAMPUS – IT SECURITY – IT DEPARTMENT</u></b> Carbon Black, Waltham, MA	<b>\$ 380,800.00</b>	<b>Emergency Procurement</b>
<b>❖ Subtotal for Procurements Requiring Board Action</b>	<b><u>\$ 380,800.00</u></b>	

<b>PROCUREMENTS NOT REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR CAMPUS – EQUIPMENT – IT DEPARTMENT</u></b> Troxell Communications INC., Germantown, WI	<b>\$ 26,839.98</b>	<b>State Contract</b>
<b>❖ Subtotal for Procurements Not Requiring Board Action</b>	<b><u>\$ 26,839.98</u></b>	

**GRAND TOTAL** **\$ 407,639.98**

## **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.

**FY 2020-21 Budget Modifications Made in the Month of October 2020**

Project #	Grant Title or Description	Type	Reason for Budget Change	Budgeted Revenue Change	Budgeted Expense Change	Budgeted Fund Balance Change	Notes
<b>Fund 1 - General Fund Budget Modifications</b>							
	141051 AEFLA Grant	Federal	Adjust budgets to actual	9,607.00	9,607.00	-	1
	141491 TSA Project Grant	State	Establish budgets	168,000.00	160,000.00	8,000.00	2
<b>Fund 2 - Special Revenue Fund Budget Modifications</b>							
	140193 GEER COVID Relief Funds	State	Establish budgets for COVID relief funds	305,878.00	474,020.00	(168,142.00)	2
<b>Fund 3 - Capital Projects Fund Budget Modifications</b>							
<b>Fund 7 - Special Revenue Non-Aitabale Fund Budget Modifications</b>							
				483,485.00	643,627.00	(160,142.00)	
<b>Total Budget Changes For The Month</b>							
<b>Notes:</b>							
1	Budget modifications are out of balance for October due to the following:						
2	Adjust budget to actual						
	Establish budgets						





## Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2021 as of October 31, 2020

	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 Budget	
	Fund 1	Fund 2	Fund 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 5	Fund 6	Fund 5	Fund 6	Fund 5	Fund 6	Total Current Budget	Original Budget		
Local Government	7,279,154	-	-	-	6,999,330	-	-	-	-	-	-	-	-	14,278,484	14,278,484	27.3%	
Student Fees	7,054,611	51,765	387,200	-	-	-	-	-	-	-	-	-	-	7,493,576	7,493,576	14.3%	
State Aid & Grants	15,532,508	-	-	1,745	-	-	-	-	-	-	-	-	-	15,534,253	15,145,754	29.7%	
Institutional	305,091	766,775	685,400	42,350	125,000	1,180,143	6,191,200	-	-	-	-	-	-	9,295,959	9,278,441	17.8%	
Federal	541,531	808,517	4,390,000	-	-	-	-	-	-	-	-	-	-	5,740,048	4,910,954	11.0%	
<b>Total Revenues</b>	<b>30,712,895</b>	<b>1,627,057</b>	<b>5,462,600</b>	<b>44,095</b>	<b>7,124,330</b>	<b>1,180,143</b>	<b>6,191,200</b>	<b>1,180,143</b>	<b>6,191,200</b>	<b>1,180,143</b>	<b>7,076,699</b>	<b>1,289,491</b>	<b>58,034,935</b>	<b>51,107,209</b>	<b>100.0%</b>		

	Expenditures		% of Expenditures by Fund	
	Total Expenditures	% of Expenditures by Fund	Total Expenditures	% of Expenditures by Fund
Salaries and Wages	17,288,859	31.2%	18,123,794	31.2%
Benefits	7,668,774	14.0%	8,111,154	14.0%
Current Expenditures	5,866,570	15.4%	8,964,729	15.4%
Student Financial Aid & Activities	-	8.2%	4,735,418	8.2%
Resale	-	9.5%	4,492,871	9.5%
Capital Outlay	-	12.2%	5,530,270	12.2%
Debt Retirement	-	9.9%	7,076,699	9.9%
<b>Total Expenditures</b>	<b>30,824,203</b>	<b>100.0%</b>	<b>58,034,935</b>	<b>100.0%</b>
<b>% of Expenditures by Fund</b>	<b>53.1%</b>	<b>3.3%</b>	<b>9.7%</b>	<b>2.2%</b>
				<b>9.9%</b>

### Changes in Fund Equity

Budgeted Fund Equity as of 6/30/20	20,875,281	20,875,281
Current Revenue over Expenses	(111,308)	(5,692,615)
Other Sources and Uses:		
Proceeds from Debt	-	5,500,000
Interfund Transfers In	120,000	120,000
Interfund Transfers Out	-	(120,000)
Repayment of Debt	-	-
<b>Budgeted Ending Fund Equity</b>	<b>9,880,813</b>	<b>20,893,709</b>



## Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2021 as of October 31, 2020

	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	7,356,404	-	-	6,604,220	-	-	-	-	-	-	-	-	-	-	14,278,484	97.8%
Student Fees	5,217,356	13,769	-	-	279,070	-	-	-	-	-	-	-	-	-	7,493,576	73.5%
State Aid & Grants	2,282,968	-	-	-	-	-	-	-	-	-	-	-	-	-	15,534,253	14.7%
Institutional	59,438	113,860	10,639	64,183	517,081	1,916,084	-	-	-	-	-	-	-	9,295,959	34.9%	
Federal	99,970	-	-	-	1,687,775	-	-	-	-	-	-	-	-	5,740,048	31.1%	
<b>Total Revenues</b>	<b>15,016,136</b>	<b>127,630</b>	<b>10,639</b>	<b>6,668,403</b>	<b>517,081</b>	<b>1,916,084</b>	<b>2,533,492</b>	<b>10,639</b>	<b>6,668,403</b>	<b>517,081</b>	<b>1,916,084</b>	<b>2,533,492</b>	<b>10,639</b>	<b>26,789,464</b>	<b>52,342,320</b>	<b>51.2%</b>
<b>% of Budget Recognized</b>	<b>48.9%</b>	<b>7.8%</b>	<b>24.1%</b>	<b>93.6%</b>	<b>43.8%</b>	<b>30.9%</b>	<b>46.4%</b>	<b>24.1%</b>	<b>93.6%</b>	<b>43.8%</b>	<b>30.9%</b>	<b>46.4%</b>	<b>24.1%</b>	<b>51.2%</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	5,656,561	88,559	-	-	73,509	-	-	-	-	69,698	-	-	-	-	5,888,327	18,123,794	32.5%
Benefits	2,581,168	29,765	-	-	15,823	-	-	-	-	20,829	-	-	-	-	2,647,586	8,111,154	32.6%
Current Expenditures	1,780,198	586,424	-	-	122,504	-	-	-	-	43,745	439,816	-	-	-	2,972,687	8,964,729	33.2%
Student Financial Aid & Activities	-	-	-	-	1,866,982	-	-	-	-	-	-	-	-	-	1,866,982	4,735,418	39.4%
Resale	-	-	-	-	-	-	-	-	-	307,527	1,196,072	-	-	-	1,503,599	5,482,871	27.4%
Capital Outlay	-	-	-	-	2,012,444	-	-	-	-	-	-	-	-	-	2,012,444	5,530,270	36.4%
Debt Retirement	-	-	-	-	-	-	-	-	443,288	-	-	-	-	-	443,288	7,076,699	6.3%
<b>Total Expenditures</b>	<b>10,017,928</b>	<b>704,748</b>	<b>2,012,444</b>	<b>443,288</b>	<b>2,078,818</b>	<b>2,012,444</b>	<b>443,288</b>	<b>443,288</b>	<b>441,798</b>	<b>1,635,888</b>	<b>1,635,888</b>	<b>1,635,888</b>	<b>1,635,888</b>	<b>17,334,911</b>	<b>58,034,935</b>	<b>29.9%</b>	
<b>% of Budget Expended</b>	<b>32.5%</b>	<b>36.4%</b>	<b>36.4%</b>	<b>6.3%</b>	<b>37.0%</b>	<b>36.4%</b>	<b>6.3%</b>	<b>36.4%</b>	<b>34.3%</b>	<b>28.4%</b>	<b>28.4%</b>	<b>28.4%</b>	<b>28.4%</b>	<b>29.9%</b>			

### Changes in Fund Equity

Estimated Fund Equity as of 6/30/20																
Current Revenue over Expenses	10,216,878	469,364	5,059,937	628,565	1,081,590	2,498,023	6,456,932	5,059,937	628,565	1,081,590	2,498,023	6,456,932	5,059,937	26,410,289	20,875,281	
Other Sources and Uses:	4,998,208	(577,118)	(2,001,804)	6,225,115	75,282	280,196	454,674	(2,001,804)	6,225,115	75,282	280,196	454,674	(2,001,804)	9,454,553	(5,682,615)	
Proceeds from Debt	-	-	1,000,000	-	-	-	-	1,000,000	-	-	-	-	1,000,000	5,500,000	120,000	
Interfund Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(120,000)	
Interfund Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(120,000)	
Repayment of Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Accrued YTD Fund Equity</b>	<b>15,215,086</b>	<b>(107,754)</b>	<b>4,057,133</b>	<b>6,853,680</b>	<b>1,156,872</b>	<b>2,778,219</b>	<b>6,911,606</b>	<b>4,057,133</b>	<b>6,853,680</b>	<b>1,156,872</b>	<b>2,778,219</b>	<b>6,853,680</b>	<b>4,057,133</b>	<b>36,864,842</b>	<b>20,682,666</b>	

**Mid-State Technical College  
Combined Balance Sheet - All Fund Types and Account Groups  
October 31, 2020**

With comparative totals for October 31, 2019

Mid-State Technical College  
Run: November 03, 2020 at 01:03 PM

	Governmental Fund Types				Proprietary Fund Types		Internal Service		Fiduciary Fund Type		Memorandum only	
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Adable	Fiduciary Fund Type	2020-21		2019-20	
<b>ASSETS AND OTHER DEBITS</b>												
Cash	\$ 7,141,338	\$ -	\$ 4,647,669	\$ 34,279	\$ 1,570	\$ 2,340,209	\$ -	\$ -	\$ 6,606,239	\$ -	\$ 14,165,065	\$ 13,293,444
Investments	-	-	-	-	-	-	-	-	-	-	6,606,239	5,920,692
Receivables:												
Property taxes	13,747,438	-	-	213,186	-	-	-	-	-	-	13,960,624	13,363,678
Accounts receivable	2,778,999	30,542	3,259	-	95,402	-	-	-	127,242	-	3,035,445	2,950,774
Due from other funds	(7,381,373)	38,316	(68,066)	6,606,215	295,687	438,638	-	-	200,941	-	130,359	(1)
Inventories - at cost	-	-	-	-	420,821	-	-	-	-	-	420,821	519,784
Prepaid Assets	-	-	-	-	-	-	-	-	-	-	-	-
Other Current Assets	-	-	-	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	374,239	4,431	-	-	-	-	378,670	451,228
General Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 16,286,402</b>	<b>\$ 68,858</b>	<b>\$ 4,582,862</b>	<b>\$ 6,853,680</b>	<b>\$ 1,187,719</b>	<b>\$ 2,783,278</b>	<b>\$ 6,934,422</b>	<b>\$ 38,697,223</b>	<b>\$ 36,499,599</b>			

**LIABILITIES, FUND EQUITY AND OTHER CREDITS**

Liabilities												
Accounts Payable	\$ (40,830)	\$ 56,363	\$ 525,730	\$ -	\$ 9,893	\$ -	\$ -	\$ 9,356	\$ 560,513	\$ 188,979		
Accrued Liabilities:												
Wages	-	-	-	-	-	-	-	-	-	-	-	-
Employee related payables	324,763	-	-	-	(0)	-	-	-	324,762	216,918		
Vacation	777,551	4,934	-	10,519	-	-	-	13,430	806,433	731,777		
Other current liabilities	9,832	-	-	-	481	-	-	-	10,313	9,089		
Due to other funds	-	115,316	-	-	9,954	5,059	-	30	130,359	-		
Deferred Revenues	-	-	-	-	-	-	-	-	-	-	-	-
Def Compensation Liability	-	-	-	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b>1,071,316</b>	<b>176,613</b>	<b>525,730</b>	<b>-</b>	<b>30,847</b>	<b>5,059</b>	<b>22,816</b>	<b>1,832,381</b>	<b>1,126,763</b>			
Fund equity and other credits												
Retained Earnings	-	-	-	-	1,056,223	188,755	2,356	1,227,333	1,680,021			
Res for Prepaid Expenditures	98,712	-	-	-	25,368	-	-	124,080	124,080			
Reserve for Self-Insurance	-	-	-	-	-	2,329,269	-	2,329,269	1,658,536			
Reserve for Student Gov & Org	-	-	-	-	-	-	105,294	105,294	92,705			
Res for Student Fin Assistance	-	-	-	-	-	-	114,394	114,394	9,966			
Res for Post-Employ Benefits	482,274	-	-	-	-	-	6,234,889	6,717,163	6,362,449			
Reserve for Capital Projects	-	-	4,967,727	-	-	-	-	4,967,727	401,271			
Res for Cap Proj - Motorcycle	-	-	91,210	-	-	-	-	91,210	85,775			
Reserve for Debt Service	-	-	-	628,565	-	-	-	628,565	387,022			
Designated for Operations	7,574,026	190,426	-	-	-	-	-	7,764,453	7,569,208			
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	383,216			
Des for Subsequent Year	1,678,650	278,938	-	-	-	-	-	1,957,587	1,957,588			
<b>TOTAL FUND EQUITY AND OTHER CREDITS</b>	<b>10,216,878</b>	<b>469,364</b>	<b>5,058,937</b>	<b>628,565</b>	<b>1,081,590</b>	<b>2,498,023</b>	<b>6,456,932</b>	<b>26,410,289</b>	<b>20,711,837</b>			
Year-to-date excess revenues(expenditures)	4,998,208	(577,118)	(1,001,804)	6,225,115	75,282	280,196	454,674	10,454,553	14,660,999			
<b>TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS</b>	<b>\$ 16,286,402</b>	<b>\$ 68,859</b>	<b>\$ 4,582,863</b>	<b>\$ 6,853,680</b>	<b>\$ 1,187,719</b>	<b>\$ 2,783,278</b>	<b>\$ 6,934,422</b>	<b>\$ 38,697,223</b>	<b>\$ 36,499,599</b>			

**FY 2019-20 Budget Modifications Made for the Month of June 2020-updates were made after the August 2020 Board meeting**

Project #	Grant Title or Description	Type	Reason for Budget Change	Budgeted Revenue Change	Budgeted Expense Change	Budgeted Fund Balance Change	Notes
<b>Fund 1 - General Fund Budget Modifications</b>							
149020	WAT grant				(2,398.00)	2,398.00	1
	Vacation liability budgets increased				187,452.00	(187,452.00)	3
<b>Fund 2 - Special Revenue Fund Budget Modifications</b>							
145999	Contract Services				2,398.00	(2,398.00)	1
140190	Federal Government - CARES Institutional	Federal		(428,006.00)	(428,006.00)	-	2
140190	Federal Government - CARES Institutional	Federal			(168,142.00)	168,142.00	2
<b>Fund 3 - Capital Projects Fund Budget Modifications</b>							
144000	Connected Experience				273,253.00	(273,253.00)	4
<b>Fund 7 - Special Revenue Non-Aidable Fund Budget Modifications</b>							
<b>Total Budget Changes For The Month</b>							
				(428,006.00)	(135,443.00)	(292,563.00)	
<b>Notes:</b>							
1	Budget modifications are out of balance for June due to the following:						
2	Reversal/correction to budget entries-entries were made in error						
3	Entry to move COVID related budgets from FY20 to FY21						
4	Increased budgets to allow for annual posting of vacation liability						
	Established budget for Connected Experience Assets expense per auditor						



## **WoodTrust Asset Management for Mid-State Technical College**

### **Corporate Resolution and Authorized Signers**

As approved by a quorum of the Board of Directors, the members named below are hereby authorized to transfer, convert, endorse, sell, assign, set over, and deliver any and all shares of stock, bonds, debentures, notes, subscription warrants, stock purchase warrants, evidences of indebtedness, or other securities now or hereafter standing in the name of or owned by this Corporation and to make, execute, and deliver, under the corporate seal of this Corporation or otherwise, any and all written instruments of assignment and transfer necessary or proper to effectuate the authority hereby conferred.

#### **Signers:**

Business Operations Manager, G. Bruckbauer

Controller; B. Swan

## COMMITTEE-OF-THE-WHOLE

**Monday, November 16, 2020**

**5:00 p.m.**

Virtually via Microsoft Teams and  
Mid-State Wisconsin Rapids Campus Room L133-134  
500 32<sup>nd</sup> Street North, Wisconsin Rapids

## AGENDA

**A. CALL TO ORDER – ROBERT BEAVER**

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

*This November 16, 2020 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. COVID FUNDING – DR. BOBBI DAMROW AND GREG BRUCKBAUER**

*An update on COVID funding to date will be provided.*

**D. BOARD POLICY REVIEW FINALIZATION – DR. SHELLY MONDEIK**

*Over the past three months, Mid-State Board members have reviewed all Board of Directors policies for accuracy, relevancy, and reflection of current practice. Board members are asked to review proposed changes. A request for approval will be made.*

**E. ADJOURNMENT**