



BOARD OF DIRECTORS MEETING
December 2020

Monday, December 21, 2020
Virtually via Microsoft Teams and
Mid-State Wisconsin Rapids Campus
500 32nd Street North, Wisconsin Rapids

4:30 p.m. – Committee-of-the-Whole; Virtually and Room L133-134 (page 22)

4:40 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, December 21, 2020

4:40 p.m.

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

AGENDA

A. CALL TO ORDER – ROBERT BEAVER

B. ROLL CALL

C. OPEN MEETING CERTIFICATION – ROBERT BEAVER

This December 21, 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 NOVEMBER 16, 2020 BOARD MEETING MINUTES (Exhibit A)

F. ACTION ON CONSENT AGENDA

1. Payment of Bills and Payroll (Exhibit B)

District bills for November 2020 total \$837,324.03 of which \$514,037.87 represents operational expenditures and \$323,286.16 represents capital expenditures. Payroll disbursements for November totaled \$1,455,243.73 plus \$5,579.27 for travel and miscellaneous reimbursements,

and \$650,209.51 in fringe benefits, for a total payroll disbursement of \$2,111,032.51. Administration recommends approval of the payment of these obligations totaling \$2,948,356.54.

2. Contracted Service Agreements (Exhibit C)
The District has entered into seven contracted service agreements totaling \$10,455.00. 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. There are no procurements which require board approval.
4. District Board Approval of Hires and Resignations of Contracted Staff (Exhibit E)
Approval of hires and resignations of contracted staff per state Statute 118.22(2) is requested.

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. PRESIDENT'S REPORT – SHELLY MONDEIK

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

I. COMMITTEE REPORTS

1. Finance & Infrastructure Committee – Charles Spargo
 - a. Review of Consent Agenda Items
 - b. Treasurer's Report (Exhibit F)
 - c. 2019-20 Budget Amendments (Exhibit G)
End-of-year closing entries and audit work require amendments to the college's 2019-20 (FY20) budget prior to finalizing the annual audit. They include usual and customary amendments. Rationale for these budget amendments are contained in Exhibit G. Administration recommends approval of these FY19-20 budget amendments by adopting the resolution also contained in Exhibit G. Board action is required.

d. 2019-20 Audited Financial Statements

A representative from the independent audit firm of CliftonLarsonAllen LLP will present the Audited Financial Statements for the fiscal year ending June 30, 2020. This is the fifth and final year of a five-year engagement. An electronic PDF file of the Management Report and the Audited Financial Statements will be forwarded. A representative from CliftonLarsonAllen will 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, 2020. Board action is requested.

e. Informational Item

1. 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. Program Changes – Dr. Deb Stencil

The college will seek board approval to take the following actions related to academic programming:

New Program Concept

- *Firefighter Technician Embedded Technical Diploma*
- *Fabrication Technician Technical Diploma*

Suspend

- *Barbering/Cosmetology Instructor Technical Diploma*

Discontinue for Administrative Reasons (program continues to be offered under a different program name and number)

- *Criminal Justice-Law Enforcement Associate Degree*
- *Criminal Justice-Law Enforcement 2 Associate Degree*
- *Criminal Justice-Law Enforcement 520 Academy Technical Diploma*
- *Health Information and Information Management Associate Degree*

b. Informational Item

1. Graduation – Dr. Mandy Lang

A recap of the Spring 2020 and December 2020 graduation ceremonies will be provided.

3. Human Resources & External Relations Committee – Justin Hoerter

a. Informational Items

1. College-Wide Winter Celebration – Dr. Karen Brzezinski

A recap of Mid-State’s recent virtual College-Wide Winter Celebration will be provided.

2. 2020-2021 Employee Wages – Dr. Karen Brzezinski

An update on employee wage increases for 2020-2021 will be provided.

J. COMMITTEE-OF-THE-WHOLE (Exhibit H)

1. Manufacturing Project Update – Dr. Shelly Mondeik and Dr. Bobbi Damrow

K. DISCUSSION & ACTION

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

The K-12 annual report, including event information, transition rates, and dual credit information, will be provided.

L. CLOSED SESSION

The Board will entertain a motion to convene to closed session, pursuant to s. 19.85(1)(f) Wisconsin Statutes, for consideration of an employment complaint made by a support staff employee. The Board may take action in closed session.

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

M. ADJOURNMENT

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

Wisconsin Rapids Campus	November 16, 2020
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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 (via Teams), Betty Bruski Mallek (via Teams), Kristin Crass (via Teams), Craig Gerlach (via Teams) Justin Hoerter (via Teams), Richard Merdan (via Teams), Lynneia Miller (via Teams), Charles Spargo (via Teams) and Dr. Shelly Mondeik

EXCUSED: Gordon Schalow

OTHERS: Greg Bruckbauer, Dr. Karen Brzezinski, Dr. Bobbi Damrow (via Teams), Dr. Beth Ellie (via Teams), Dr. Mandy Lang (via Teams), Brad Russell (via Teams), Matt Schneider (via Teams), Jill Steckbauer (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 Ms. Bruski Mallek, seconded by Mr. Spargo, upon a voice vote, unanimously approved minutes from the board meeting held October 19, 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 October 2020 were presented in Exhibit B. These bills totaled \$1,134,655.22 of which \$915,755.40 represents operational expenditures and \$218,899.82 represents capital expenditures. The district's payroll for the month of October totaled \$1,413,709.10 plus \$2,575.69 for travel and miscellaneous reimbursements and \$641,025.77 in fringe benefits. The district's bills and payroll totaled \$3,191,965.78.
2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146629	Multibusiness Servant Leadership	\$ 1,900.00

146630	Industrial Safety – Forklift Training	\$ 1,245.00
146631	Problem Solving Techniques	\$ 2,875.00
146632	Confined Space Refresher	\$ 1,390.00
146633	Welding Recertification	\$ 225.00

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

<u>Amount</u>	<u>Company</u>	<u>Department</u>
\$380,800.00	Carbon Black	Information Technology

G. CHAIRPERSON'S REPORT – Robert Beaver

- Board members were welcomed to the meeting. Mr. Schalow asked to be excused.
- The K-12 Annual Report, scheduled for Discussion & Action, will be postponed until the December meeting.
- Fall Boards Association meeting was held virtually on October 23, 2020. It featured Nicolet College, Perception of Technical Colleges, Graduate Outcomes and the Marketing Consortium.
- ACCT Legislative Summit will be held virtually February 8-10, 2021. Registration opens mid-December. Anyone interested in attending should contact Ms. Susa so proper arrangements can be made.
- Future meeting dates (times unless otherwise announced):

MONTHLY MEETING	Committee-of-the-Whole - 4:30 p.m.
Monday, December 21, 2020	Board Meeting – 4:40 p.m.
Wisconsin Rapids Campus and	
Virtually via Microsoft Teams	

H. FOUNDATION REPORT – Jill Steckbauer

- The Foundation’s FY20 Year-End Dashboard was presented. Areas highlighted include goals, board engagement, transparency and positioning for the future. The annual Impact Report was also provided and discussed.
- Annual Events planned for 2021 were shared including; Annual Appeal, Employee Giving Campaign, Summer Golf Outing, Trap Event and Scholarship Reception.
- Recent Foundation activities and updates were provided. The Foundation Board will continue meeting virtually.

I. PRESIDENT'S REPORT – Dr. Shelly Mondeik

- Dr. Mondeik provided a campus update which included: hosting Campus Conversations and virtual Winter Celebration. Mid-State’s cafeteria service will be closed for the spring semester. Mid-State is working with local vendors to fill this gap.
- Mid-State will host a drive through graduation ceremony for Spring graduates at 4:00 p.m. on Sunday, December 13. A drive through ceremony for Fall graduates will be held the same

day at 6:00 p.m. Board members who would like to include a congratulatory message may forward to Dr. Lang for inclusion.

3. Mid-State was awarded the Blue Door Award by the Boys & Girls Club of Wisconsin Rapids in recognition of our partnership and support.
4. Dr. Mondeik highlighted WTCS updates and Presidents Association activities. The WTCS Ambassador Banquet was held virtually to recognize students from across the WTCS. The Presidents Association continues to discuss COVID, DEI and FTE.

J. 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. BANK AUTHORIZATION CHANGE: 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 of changes was provided.

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

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 shared 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.

Greg Bruckbauer
Brenda Swan

WoodTrust Asset Management is hereby authorized to respond to inquiries and to accept direction from any individuals named above. This authorization is effective until further notice.

- c. FOUNDATION AUDIT: The annual Foundation Audit was reviewed with the Board of Directors as part of the Foundation/Mid-State MOU. A clean audit was presented.
 - d. 2019-2020 FINANCIAL AUDIT UPDATE: On site work has been completed. No significant findings to date. The report will be presented in December.
 - e. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek

- a. AELFA: Mid-State was recently recognized by the WTCS for performance in providing Adult Education to underprepared adults. Outcomes and recognition was shared including Mid-State ranking first in measurable skills gains.
3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Robert Beaver
 - a. PARENT PERCEPTION SURVEY UPDATE: An overview of the Parent Perceptions Tracking Study of Wisconsin Technical Colleges was presented in summary. The survey focused on three areas and results were shared related to the WTCS and Mid-State individually.

K. COMMITTEE-OF-THE-WHOLE

1. COVID FUNDING: An update on COVID funding was presented including the seven sources of funding, the Foundation’s involvement, expenses remaining and future funding needs. Funding will continue to be monitored and shared with the Board.
2. BOARD POLICY REVIEW FINALIZATION: Mid-State Board members reviewed all Board Policies over the past three months. Changes were incorporated and reviewed.

Motion by Mr. Spargo, seconded by Mr. Hoerter, upon a roll call vote, unanimously approved finalized Board Policies as presented.

L. DISCUSSION & ACTION

1. K-12 Annual Report will be presented in December.

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.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a roll call vote, unanimously approved closed session as announced. Closed session convened at 6:28 p.m.

N. ADJOURNMENT – Robert Beaver

The Board reconvened in open session at 6:42 p.m. with a motion by Mr. Spargo, seconded by Ms. Miller, unanimously approved upon a roll call vote.

There being no further action or business of the Board, the meeting adjourned at 6:44 p.m. with a motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call 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.**

November Contracted Service Agreements Meeting on December 21, 2020

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146634	Nekoosa	Business & Industry	Forklift Training and Certification	8	10	695.00
146635	Nekoosa	Business & Industry	Confined Space Rescue Training	4	12	1,390.00
146636	Wisconsin Rapids	Business & Industry	SHRM Prep Course	36	2	1,390.00
146637	Plover	Business & Industry	BLS Renewal	3	16	1,800.00
146638	Pittsville	Business & Industry	Basic Electrical and Safety	8	5	1,390.00
146639	Wisconsin Rapids	Business & Industry	Non-Profit Development Series	9	10	1,420.00
146640	Wisconsin Rapids	Business & Industry	Soft Skills for the Modern Workplace	30	6	2,370.00
			Total:			\$10,455.00

November Contract Training Proposals For Informational Purposes

Monthly Contract Training Proposal Recap - November 2020						
Proposal #	Bill to City	Industry Type	Type of Service	Proposal Amount	Current Status	
179	Wisconsin Dells	Business and Industry	Nursing Assistant	\$17,690.00	Presented	
180	Etrick	Business and Industry	CPR/AED	\$1,890.00	Presented	
181	Port Edwards	Business and Industry	IV Skills Training	\$1,490.00	Accepted	
182	Nekoosa	Business and Industry	Confined Space Rescue Training - DEC 2020	\$1,390.00	Accepted	
183	Pittsville	Business and Industry	Basic Electricity and Safety	\$1,390.00	Accepted	
184	Plover	Business and Industry	BLS Renewal Training	\$1,800.00	Accepted	
185	Fort McCoy	Government	EMT Basic - Renewal Course	\$3,600.00	Presented	
186	Wisconsin Rapids	Business and Industry	CPR/AED	\$650.00	Presented	
TOTAL				\$29,900.00		

FINANCE & INFRASTRUCTURE COMMITTEE
Procurement of Goods and Services
December 21, 2020 Board Meeting

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>NONE</u>		
❖ 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 – EQUIPMENT – SCHOOL OF ADVANCED MANUFACTURING & ENGINEERING</u>		
Lab Midwest LLC, Mequon, WI	\$ 46,043.00	State Contract
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$ 46,043.00</u>	

EMERGENCY PROCUREMENTS - NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – IT SERVICES – IT DEPARTMENT</u>		
Heartland Business Systems LLC, Chicago, IL	\$ 124,236.00	Sole Source
❖ Subtotal for Emergency Procurements	<u>\$ 124,236.00</u>	

GRAND TOTAL **\$ 170,279.00**

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.

Approval of Hires and Resignations of Contracted Employees December 21, 2020

Resignations

- Casey Trader (effective December 18, 2020)
Instructor, Information Technology
- Debra Crunkilton (effective December 31, 2020)
Instructor, Arborist Technician & Arborist Apprenticeship
Retiring

Hires

None

FY 2020-21 Budget Modifications Made in the Month of November 2020							
Project #	Grant Title or Description	Type	Reason for Budget Change	Budgeted Revenue Change	Budgeted Expense Change	Budgeted Fund Balance Change	Notes
Fund 1 - General Fund Budget Modifications							
141440	Machine Tool	State	Grant funds moved from major to minor equipment	27,000.00	27,000.00	-	2
Fund 2 - Special Revenue Fund Budget Modifications							
140191	Strengthening Institutional Programs-COVID CARES Act	Federal	Increase in CARES Act Funding	872.00	872.00	-	1
Fund 3 - Capital Projects Fund Budget Modifications							
141440	Machine Tool	State	Grant funds moved from major to minor equipment	(27,000.00)	(27,000.00)	-	2
	Proceeds from Debt		FY21 budget moved to FY20	(4,500,000.00)	-	(4,500,000.00)	3
Fund 4 - Debt Service Fund Budget Modifications							
	Bond Issuance Cost		FY21 budget moved to FY20	-	(69,325.00)	69,325.00	3
	Bond Premium		FY21 budget moved to FY20	(300,895.00)	-	(300,895.00)	3
Total Budget Changes For The Month				(4,800,023.00)	(68,453.00)	(4,731,570.00)	
Notes:							
Budget modifications are out of balance for October due to the following:							
1	Additional COVID funds received						
2	Entries offset between funds-moved from major to minor equipment within Grant						
3	FY21 budget moved to FY20 due to date funding was received, per auditor recommendation						



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2021 as of November 30, 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 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	Fund 16		
Local Government	7,279,154	-	-	6,999,330	-	-	-	-	-	-	-	-	-	-	-	-	14,278,484	27.4%
Student Fees	7,054,611	51,765	-	-	-	387,200	-	-	-	-	-	-	-	-	-	-	7,493,576	14.4%
State Aid & Grants	15,532,508	-	-	-	-	-	1,745	-	-	-	-	-	-	-	-	-	15,534,253	29.8%
Institutional	305,091	766,775	-	(175,895)	-	685,400	-	-	-	-	-	-	-	-	-	-	8,995,064	17.3%
Federal	541,531	809,389	-	-	-	4,390,000	-	-	-	-	-	-	-	-	-	-	5,740,920	11.0%
Total Revenues	30,712,895	1,627,929	44,095	6,823,435	1,180,143	5,462,600	6,191,200	52,042,297	100.0%									

	Salaries and Wages		Benefits		Current Expenditures		Student Financial Aid & Activities		Resale		Capital Outlay		Debt Retirement		Total Expenditures		Percentage of Total Current Budget			
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Fund 15	Fund 16	Fund 17	Fund 18		
Salaries and Wages	17,288,859	235,948	-	-	-	345,517	-	-	-	-	-	-	-	-	-	-	-	-	18,123,794	31.3%
Benefits	7,668,774	70,087	-	-	-	301,992	-	-	-	-	-	-	-	-	-	-	-	-	8,111,154	14.0%
Current Expenditures	5,866,570	1,629,756	-	-	-	240,926	-	-	-	-	-	-	-	-	-	-	-	-	8,965,601	15.5%
Student Financial Aid & Activities	-	-	-	-	-	4,735,418	-	-	-	-	-	-	-	-	-	-	-	-	4,735,418	8.2%
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,492,871	9.5%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,530,270	9.5%
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,007,374	12.1%
Total Expenditures	30,824,203	1,935,791	5,530,270	7,007,374	1,289,491	5,755,500	57,966,482	100.0%												
% of Expenditures by Fund																				
53.2% 3.3% 9.7% 12.1% 2.2% 9.9%																				

Changes in Fund Equity

Budgeted Fund Equity as of 6/30/20																				
Current Revenue over Expenses	9,872,121	256,967	636,124	396,310	1,278,910	2,277,647	20,875,281													
Other Sources and Uses:	(111,308)	(307,862)	(5,486,175)	(183,939)	(109,348)	435,700	(5,924,185)													
Proceeds from Debt	-	-	1,000,000	-	-	-	1,000,000													
Interfund Transfers In	120,000	-	-	-	-	-	120,000													
Interfund Transfers Out	-	-	-	-	(120,000)	-	(120,000)													
Repayment of Debt	-	-	-	-	-	-	-													
Fund equity adjustment due to funding date	-	-	4,500,000	-	-	-	4,500,000													
Budgeted Ending Fund Equity	9,880,813	(50,895)	649,949	212,371	1,049,562	2,713,347	20,451,096													

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Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2021 as of November 30, 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 YTD All Funds	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	-	-	-	-	-	-	-	-	-	-	-	-	-	13,960,624	14,278,484	97.8%
Student Fees	5,783,129	19,023	-	314,568	-	-	-	6,604,220	-	-	-	-	-	-	6,116,710	7,493,576	81.6%
State Aid & Grants	2,871,121	-	-	-	-	-	-	-	-	-	-	-	-	-	2,871,121	15,534,253	18.5%
Institutional	66,532	121,580	15,565	474,917	15,565	64,185	524,405	2,411,146	-	-	-	-	-	3,678,329	8,995,064	40.9%	
Federal	99,970	305,878	1,708,551	-	-	-	-	-	-	-	-	-	-	2,114,399	5,740,920	36.8%	
Total Revenues	16,177,156	446,481	2,498,026	15,565	6,668,405	524,405	2,411,146	28,741,184	55.2%	35.3%	44.4%	38.9%	55.2%	52,042,297	52,042,297	55.2%	

	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 YTD All Funds	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	7,034,802	115,285	91,638	-	85,170	-	-	-	-	-	-	-	-	7,326,895	18,123,794	40.4%	
Benefits	3,212,392	37,684	19,697	-	25,809	-	-	-	-	-	-	-	-	3,295,582	8,111,154	40.6%	
Current Expenditures	2,216,776	640,379	126,400	-	49,433	-	-	-	-	-	-	-	-	3,578,029	8,965,601	39.9%	
Student Financial Aid & Activities	-	-	1,889,370	-	-	-	-	-	-	-	-	-	-	1,889,370	4,735,418	39.9%	
Resale	-	-	-	-	306,179	-	-	-	-	-	-	-	-	1,630,478	5,492,871	29.7%	
Capital Outlay	-	-	2,892,748	-	-	-	-	-	-	-	-	-	-	2,892,748	5,530,270	52.3%	
Debt Retirement	-	-	-	443,288	-	-	-	-	-	-	-	-	-	443,288	7,007,374	6.3%	
Total Expenditures	12,463,971	793,348	2,127,106	443,288	466,590	2,892,748	1,869,341	21,056,391	36.3%	6.3%	36.2%	32.5%	36.3%	57,966,482	57,966,482	36.3%	

Changes in Fund Equity

Actual Fund Equity as of 6/30/20	10,217,624	6,460,770	5,088,587	628,565	1,102,886	2,511,225	20,875,281
Current Revenue over Expenses	3,713,186	(346,867)	370,921	6,225,117	57,815	541,805	(5,924,185)
Other Sources and Uses:							
Proceeds from Debt	-	-	1,000,000	-	-	-	1,000,000
Interfund Transfers In	-	-	-	-	-	-	120,000
Interfund Transfers Out	-	-	-	-	-	-	(120,000)
Repayment of Debt	-	-	-	-	-	-	-
Fund equity adjustment due to funding date	-	-	-	-	-	-	4,500,000
Accrued YTD Fund Equity	13,930,809	90,044	6,831,690	6,853,682	1,160,700	3,053,030	20,451,096

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
November 30, 2020**

With comparative totals for November 30, 2019

Mid-State Technical College
Run: December 03, 2020 at 04:57 PM

	Governmental Fund Types						Proprietary Fund Types			Fiduciary Fund Type		
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Enterprise	Internal Service	Special Rev Non-Aidable	Memorandum only		
										2020-21	2019-20	
ASSETS AND OTHER DEBITS												
Cash	\$ 5,925,777	\$ -	\$ 4,295,072	\$ 34,280	\$ 1,570	\$ 2,539,843	\$ -	\$ -	\$ 12,796,542	\$ 11,596,391		
Investments	-	-	-	-	-	-	-	6,506,006	6,506,006	6,011,682		
Receivables:												
Property taxes	13,747,438	-	-	213,186	-	-	-	-	13,960,624	13,363,678		
Accounts receivable	3,030,944	9,980	3,259	-	85,311	-	-	154,869	3,284,364	3,076,802		
Due from other funds	(6,123,908)	273,676	(13,695)	6,606,215	273,961	500,613	-	193,455	1,710,318	(2)		
Inventories - at cost	-	-	-	-	420,821	-	-	-	420,821	519,784		
Prepaid Assets	-	-	-	-	-	-	-	-	-	-		
Other Current Assets	-	-	-	-	-	-	-	-	-	-		
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	397,316	17,633	-	-	414,949	451,228		
General Long Term Debt	-	-	-	-	-	-	-	-	-	-		
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-	-		
TOTAL ASSETS AND OTHER DEBITS	\$ 16,560,251	\$ 283,657	\$ 4,284,637	\$ 6,853,682	\$ 1,178,979	\$ 3,068,089	\$ 6,854,330	\$ 39,093,624	\$ 35,021,563			

LIABILITIES, FUND EQUITY AND OTHER CREDITS

LIABILITIES												
Accounts Payable	\$ (4,312)	\$ 73,403	\$ 1,073,233	\$ -	\$ (2,675)	\$ -	\$ -	\$ 9,179	\$ 1,148,828	\$ 112,714		
Accrued Liabilities:												
Wages	-	-	-	-	-	-	-	-	-	-		
Employee related payables	304,438	-	-	-	(0)	-	-	-	304,438	325,084		
Vacation	759,363	4,934	-	-	10,519	-	-	13,430	788,245	729,687		
Other current liabilities	9,954	-	-	-	481	-	-	-	10,435	8,998		
Due to other funds	1,579,999	115,276	-	-	9,954	5,059	-	30	1,710,318	-		
Deferred Revenues	-	-	-	-	-	-	-	-	-	-		
Def Compensation Liability	-	-	-	-	-	-	-	-	-	-		
General Long Term Debt Group	-	-	-	-	-	-	-	-	-	-		
TOTAL LIABILITIES	2,649,441	193,612	1,073,233	-	18,279	5,059	22,639	3,962,264	1,180,483			

Fund equity and other credits												
Retained Earnings	-	-	-	-	1,077,518	181,957	6,716	1,266,191	1,680,021			
Res for Prepaid Expenditures	105,512	-	-	-	25,368	-	-	130,879	124,080			
Reserve for Self-Insurance	-	-	-	-	-	2,329,269	-	2,329,269	1,658,536			
Reserve for Student Gov & Org	-	-	-	-	-	-	104,771	104,771	92,705			
Res for Student Fin Assistance	-	-	-	-	-	-	14,218	9,966	-			
Res for Post-Employ Benefits	482,274	-	-	-	-	-	6,234,889	6,717,163	6,362,449			
Res for Emerg Student Fin Aid	-	-	-	-	-	-	100,176	100,176	-			
Res for Emergency Relief Funds	-	-	-	-	-	-	218,144	218,144	-			
Reserve for Capital Projects	-	-	-	-	-	4,997,377	-	4,997,377	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	7,512,276	36,336	-	-	-	-	-	-	7,548,612	7,569,208		
Des for State Aid Fluctuations	1,734,346	182,431	-	-	-	-	-	383,216	383,216			
Des for Subsequent Year	10,217,624	436,911	5,088,587	628,565	1,102,886	2,511,225	-	1,916,777	1,957,588			
TOTAL FUND EQUITY AND OTHER CREDITS	3,713,186	(346,867)	(1,877,183)	6,225,117	57,815	541,805	370,921	8,684,792	13,125,243			

TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS

Year-to-date excess revenues(expenditures)												
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 16,560,251	\$ 283,657	\$ 4,284,637	\$ 6,853,682	\$ 1,178,979	\$ 3,068,089	\$ 6,854,330	\$ 39,093,624	\$ 35,021,563			

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

Project #	Grant Title or Description	Type	Reason for Budget Change	Budgeted Revenue Change	Budgeted Expense Change	Budgeted Fund Balance Change	Notes
Fund 1 - General Fund Budget Modifications	141929 Industrial Mechanical Program	State	Adjust budget to actual		17,621.00	(17,621.00)	2
Fund 2 - Special Revenue Fund Budget Modifications						-	
Fund 3 - Capital Projects Fund Budget Modifications	Proceeds from Debt						
	141929 Industrial Mechanical Program	State	FY21 budget moved to FY20 Adjust budget to actual	4,500,000.00	(17,621.00)	4,500,000.00 17,621.00	1 2
Fund 4 - Debt Service Fund Modifications	Bond Issuance Cost Bond Premium						
			FY21 budget moved to FY20 FY21 budget moved to FY20	300,895.00	69,325.00	(69,325.00) 300,895.00	1 1
Total Budget Changes For The Month				4,800,895.00	69,325.00	4,731,570.00	

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

1 FY21 budget moved to FY20 due to date funding was received, per auditor recommendation

2 Entry omitted in the transition in personnel and Safer at Home order-original entry completed in March 2020

**NOTICE OF 2019-20
BUDGET AMENDMENT
December 21, 2020**

WHEREAS, the 2019-20 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 17, 2019, was amended on May 18, 2020, and State statute requires the district board to approve any modifications to the original adopted budget; 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 Institutional COVID relief funding; and

WHEREAS, the Capital Projects budget was adjusted to accommodate the reallocation of 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 Special Revenue – Non-Aidable Fund budget was adjusted to accommodate the Student COVID relief funding; and

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2019-20 budgetary revisions:

FUND	FUNCTION RESOURCE	APPROPRIATION CHANGE	MODIFIED APPROPRIATION
General	Instruction	\$108,708	\$19,087,965
General	Instructional Resources	\$9,167	\$1,140,567
General	Student Services	\$65,273	\$4,170,207
General	General Institutional	(\$1,626)	\$5,330,220
General	Physical Plant	\$23,486	\$2,096,880
Special Rev – Operational	Instruction	\$365,170	\$1,210,365
Special Rev – Operational	General Institutional	\$167,858	\$167,858
Capital Projects	Instruction	\$270,980	\$2,367,289
Capital Projects	Instructional Resources	(\$2,212)	\$146,796
Capital Projects	Student Services	(\$9,578)	\$614,662
Capital Projects	General Institutional	\$4,485	\$1,099,982
Capital Projects	Physical Plant	\$254,093	\$1,653,682
Debt Service	Physical Plant	\$69,325	\$6,665,422
Special Rev-Non-Aidable	Student Services	\$663,830	\$5,827,547

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.

COMMITTEE-OF-THE-WHOLE

Monday, December 21, 2020

4:30 p.m.

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

AGENDA

A. CALL TO ORDER – ROBERT BEAVER

B. OPEN MEETING CERTIFICATION – ROBERT BEAVER

This December 21, 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. MANUFACTURING PROJECT UPDATE – DR. SHELLY MONDEIK AND DR. BOBBI DAMROW

An update regarding Mid-State’s Manufacturing Project will be provided.

D. ADJOURNMENT