



BOARD OF DIRECTORS MEETING

July 11, 2016

Wisconsin Rapids Campus
Room L133-134



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MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS

JULY 11, 2016

AGENDA: DISTRICT BOARD MEETING

PLACE: Room L133-134
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, July 11, 2016

TIME: Immediately following Committee-of-the-Whole

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Roll Call

C. Meeting Notice Certification

This July 11, 2016, meeting of the Mid-State Technical College Board, 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 the news media and designated persons in an attempt to make citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Closed Session

The Board will convene to closed session immediately following the open session to conduct the President's annual performance evaluation. This closed session is being held in compliance with Chapter 19, Subchapter 19.85(c) of the Wisconsin Statutes. The Board may or may not reconvene to open session and may take action on items discussed in closed session.

E. Open Forum

The open forum is at the option of the Board Chairperson and ground rules may be established in order to ensure the orderly conduct of business. Please keep in mind that 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.

F. Approval of Minutes – June 20, 2016 meeting

G. CONSENT AGENDA

1. PAYMENT OF BILLS AND PAYROLL

District bills for June 2016 are contained in Exhibit B. These bills total \$1,278,218.33 of which \$764,528.32 represents operational expenditures and \$513,690.01 represents capital expenditures.

The District's regular payrolls were issued on June 10 and 24. Payroll disbursements for the month of June totaled \$1,276,543.04 plus \$15,145.04 for travel and miscellaneous reimbursements, and \$538,494.16 in fringe benefits, for a total payroll disbursement of \$1,830,182.24.

Administration recommends approval of the payment of these obligations totaling \$3,108,400.57.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into 78 contracted service agreements totaling \$414,005.18. A summary of these agreements is contained in Exhibit D. The individual contract will be available for review at the meeting. Administration recommends approval of these contracts.

3. PROCUREMENTS FOR GOODS AND SERVICES

Exhibit E contains procurements which 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. We will provide a response or arrange for a subject-matter expert to be present.

Administration recommends approval of the proposal totaling \$58,387 which require prior Board action.

H. Reports and Recommendations

1. Chairperson's Report

- Attendance
- WTC District Boards Association Activities
- National Activities
- Next Meeting Date

2. Mid-State Foundation Liaison Report

3. President's Report

- Campus Activities / Community Activities
- System Updates
- WTCS Presidents Association Activities

4. Committee Reports

a. Finance & Audit Committee

1. Review Consent Agenda Items
2. Treasurer's Report
3. Resolution Authorizing The Issuance Of Not To Exceed \$4,200,000 General Obligation Promissory Notes; And Setting The Sale
4. Information Items
5. Committee-of-the-Whole Meeting

b. Academic & Human Resources Committee

1. Review Consent Agenda Items
2. Information Items
3. Committee-of-the-Whole Meeting

c. Facilities & External Relations Committee

1. Review Consent Agenda Items
2. Information Items
3. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. WTCS Presidents Association Strategic Areas of Focus
2. Board Leadership and Committee Assignment Discussion

I. Discussion and Action Items

1. Election of Officers
2. Mid-State Board Committee Assignments
3. WTC District Boards Association Committee Assignments

J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids	June 20, 2016
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PUBLIC HEARING

Board Chairperson Betty Bruski Mallek called the Public Hearing to order at 5:00 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Justin Hoerter, Joseph Kinsella, Lynneia Miller, Peggy Ose, Charles Spargo (via phone), and Dr. Sue Budjac

EXCUSED: Dr. Colleen Dickmann

OTHERS: Nelson Dahl, Mike Grambow, Sandy Kiddoo, Dr. Mandy Lang, Richard O’Sullivan, Brianne Petruzalek, Lance Pliml, Matt Schneider, and Angie Susa

NOTE: Patrick Costello passed away February 18, 2016

Ms. Bruski Mallek announced that Wisconsin Statutes require the Mid-State Board to publish the proposed budget and hold a Public Hearing prior to formal adoption of the budget. The purpose of this Public Hearing is to receive input from the general public. A formal budget presentation has been made to the Mid-State Board and was accessible by the general public through public access television. Publication of the FY17 budget summary and notice of this Public Hearing occurred in three community newspapers. A copy of the FY17 Budget Booklet, meeting WTCS requirements, is available upon request.

There being no comments from the audience, Vice President of Finance & IT Nelson Dahl highlighted the most significant changes within the FY17 budget, operational and total budget increases.

With no questions or concerns from Board members, Mr. Beaver motioned to adjourn the Public Hearing at 5:08 p.m.

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:29 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Justin Hoerter, Joseph Kinsella, Lynneia Miller, Peggy Ose, Charles Spargo (via phone), and Dr. Sue Budjac

EXCUSED: Dr. Colleen Dickmann

OTHERS: Nelson Dahl, Mike Grambow, Sandy Kiddoo, Dr. Mandy Lang, Richard O’Sullivan, Brianne Petruzalek, Lance Pliml, Matt Schneider, and Angie Susa

NOTE: Patrick Costello passed away February 18, 2016

II. MEETING NOTICE CERTIFICATION AND CLOSED SESSION

Ms. Bruski Mallek verified the meeting notice, which stated 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.

Ms. Bruski Mallek announced the Board would convene to closed session immediately following the open session to discuss employee performance evaluation data. This closed session is being held in compliance with Chapter 19, Subchapter 19.85(c) of the Wisconsin Statutes. The Board may or may not reconvene to open session and may take action on items discussed in closed session.

Motion by Mr. Kinsella, seconded by Mr. Beaver, upon a roll call vote, unanimously approved the closed session as announced by Ms. Bruski Mallek.

III. OPEN FORUM

Ms. Bruski Mallek opened the meeting for comments from the audience. No one wished to address the Board.

IV. APPROVAL OF MINUTES

Motion by Mr. Beaver, seconded by Ms. Ose, upon a voice vote, unanimously approved the minutes from the regular meeting held May 16, 2016, as written.

V. CONSENT AGENDA

Motion by Mr. Kinsella, 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 May 2016 were presented in Exhibit B. These bills totaled \$759,806.37 of which \$479,167.43 represents operational expenditures and \$280,638.94 represents capital expenditures.

The district's payroll for the month of May totaled \$1,293,637.60 plus \$22,895.95 for travel and miscellaneous reimbursements and \$563,053.04 in fringe benefits. The district's bills and payroll totaled \$2,639,392.96.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146328	UWSP – Protective Services	\$ 620.00
146329	UWSP – Protective Services	\$ 620.00
146333	Marshfield Door	\$ 1,810.00
146334	Pointe Precision	\$ 2,350.00

3. Approved the following 2016 procurement for goods and services:

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<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 114,931.76	Blackboard	Media Services
\$ 67,300.00	Advantage Design Group	Student Services

4. Approved the following Advisory Committee appointments: GERONTOLOGY – Dana Eiden, Janelle Ruedinger, Karee Slaminski, Karen Trzebiatowski; CRIMINAL JUSTICE – CORRECTIONS – Caylee Pelot.

VI. CHAIRPERSON’S REPORT

1. Ms. Bruski Mallek welcomed Board members to the meeting. She announced Dr. Colleen Dickmann asked to be excused. She also announced Charles Spargo was joining the meeting by phone.

2. Ms. Bruski Mallek announced the Summer Boards Association meeting will be held July 14-16 at Northcentral Technical College in Wausau. Partnerships with K-12 will be discussed as well as various roundtable conversations and committee meetings. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac plan to attend.

3. Ms. Bruski Mallek announced the 2016 ACCT Leadership Congress will be held October 5-8 in New Orleans. Board members interested in attending should contact Ms. Susa to make arrangements. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac plan to attend.

4. Ms. Bruski Mallek began discussion regarding a date for the 2016 Fall Board Advance. Board members were previously surveyed for availability and discussed options that suited most members. The Board requested Ms. Susa administer a follow up survey in search of a new Board Advance date as the first option was not an option for the majority of Board members.

5. Ms. Bruski Mallek recognized Joseph Kinsella for his 15 years of service to the Mid-State Board. Mr. Kinsella’s term expires June 30, 2016. Ms. Bruski Mallek highlighted his years of service and extended wishes for a happy, healthy retirement. Dr. Budjac thanked Mr. Kinsella for his advocacy for Mid-State and technical education, leadership on the Board, and the many positive impacts he has made. Mr. Kinsella thanked Board and Executive Team members for the positive and growing experience.

6. The next Mid-State Board of Directors meeting will be held on Monday, July 11 at the Wisconsin Rapids Campus. Committee meetings will be held at 3:30 p.m. unless otherwise announced, Committee-of-the-Whole will be held at 3:45 p.m. and the organizational meeting will begin at 4:00 p.m.

VII. FOUNDATION BOARD LIAISON REPORT

1. Ms. Bruski Mallek reported the Foundation Golf Outing was a huge success. Details will be shared in the future.

2. Ms. Bruski Mallek reported the Employee Giving Campaign set a record for the highest amount raised since its inception 12 years ago. Employees also set a record for the highest participation rate, an 8% increase over last year, while raising \$22,000 for student scholarships.

3. Ms. Bruski Mallek reported 307 students received a portion of \$217,872 in scholarship funding through the Foundation.

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4. Ms. Bruski Mallek reported Foundation & Alumni Director Jill Steckbauer secured \$47,291 in endowment dollars from donors, a 76.93% increase over last year. In addition, she secured 17 new scholarship opportunities and completed the research and design of a one-of-a-kind program called “Sponsor a Scholar” which engages employer donors in the Mid-State District.

VIII. PRESIDENT’S REPORT

1. Dr. Budjac welcomed Wood County Board Chair Lance Pliml and Human Resources & Organizational Development Director Brianne Petruzalek to the meeting.

2. Dr. Budjac announced Dan Meyer passed away. Mr. Meyer served several terms on the Mid-State Board, chaired the Building Committee during the acquisition of the Wisconsin Rapids Campus and was an active member of the Mid-State Foundation Board.

3. Dr. Budjac reported the state biennial budget process is underway and the WTCS has created a committee to work on their budget request. New funding for the WTCS and UW System has been discussed by the Governor, however, few details were available at this time.

4. Dr. Budjac reported the Governor’s Wisconsin Technology Council, made up primarily of University of Wisconsin and Madison representatives, will serve to advise the Governor and Legislature. In May 2016, seven recommendations were made, mainly related to the UW System, however, one recommendation included the WTCS. The recommendation to “appoint a blue-ribbon commission to consider questions related to the UW System and how to get the most out of two-year campuses that make up the separate Wisconsin Technical College System and the UW System’s two-year centers.”

5. Dr. Budjac reported Governor Walker was at Stevens Point Area Senior High (SPASH) on May 24 and visited one of Mid-State’s dual enrollment classes. This year at SPASH, 12 dual credit classes, impacting 300 students and representing 819 credits, are being held saving student \$100,000 in tuition. This year, Mid-State District high school students earned 2,853 transcribed credits, an increase of 312% from five years ago. Dr. Budjac was joined by Vice President of Academics Sandy Kiddoo, Vice President of Student Services Dr. Mandy Lang and Accounting Instructor Bob Smith at the Governor’s visit.

6. Dr. Budjac reported she attended the Skyward ribbon cutting event at their new facility. During the ribbon cutting ceremony Skyward CEO Cliff King and Governor Walker recognized Mid-State as a valuable partner in meeting Skyward’s workforce needs. Mr. Kinsella was also present for the event and echoed the support and recognition of Mid-State by Skyward and the Governor.

7. Dr. Budjac presented Vice President of Student Services Dr. Mandy Lang with her five-years-of-service pin from the college. In five years, Dr. Lang has made significant impacts on the organization; most recently the Integrated Enrollment Model and Student Services & Information Center.

8. Dr. Budjac reported the July Board meeting will contain a closed session for her performance review. In advance and preparation of that meeting, highlights of accomplishments will be sent to Board members.

IX. FINANCE & AUDIT COMMITTEE

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1. In place of Finance & Audit Committee Chairperson Charles Spargo, Betty Bruski Mallek reported the committee reviewed its Consent Agenda items and had no questions or concerns.
2. Ms. Bruski Mallek reviewed the Treasurer's Report. There were no questions or concerns.
3. Ms. Bruski Mallek announced the proposed 2016-17 (FY17) Budget was reviewed by the Finance & Audit Committee during a special meeting held May 11, and subsequently presented to the full Board on May 20. The Board authorized administration to publish the budget and provide notice of a Public Hearing. Publication has occurred in three community newspapers. An official budget booklet containing details was distributed in hard copy. The Public Hearing has taken place. The budget will go into effect July 1, 2016.

Motion by Mr. Beaver, seconded by Ms. Ose, upon a roll call vote, unanimously adopted the FY17 budget through the approval of the following resolution:

WHEREAS, Mid-State Technical College prepared a budget for the 2016-17 fiscal year, necessary to provide educational services to the citizens, industries and communities within the College's boundaries; and

WHEREAS, the outstanding indebtedness of the College, as of July 1, 2016, consists of \$25,450,000 in promissory notes and \$1,880,000 in general obligation bonds;

WHEREAS, the anticipated revenues for the 2016-17 budget consist of \$10,780,947 from Local Government, \$15,195,696 from State Aids, \$7,933,832 from Student Fees, \$7,875,149 from Institutional Sources, and \$7,058,594 from the Federal Government; and

WHEREAS, other funding sources for the 2016-17 budget consist of \$5,700,000 in proceeds from long-term debt; and

WHEREAS, the estimated retained earnings and fund balances as of July 1, 2016, consist of \$16,224,937 in the General Fund, \$498,433 in the Special Revenue Fund - Operational, \$129,914 in the Special Revenue Fund - Non-Aidable, \$887,714 in the Debt Service Fund, \$330,730 in the Capital Projects Fund, \$1,692,687 in the Enterprise Fund, and \$1,019,627 in the Internal Service Fund;

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the appropriations for the 2016-17 budget consisting of the following fund types and functions:

In the General Fund - \$17,896,362 for Instruction, \$1,187,478 for Instructional Resources, \$3,892,227 for Student Services, \$6,448,492 for General Institutional, and \$2,101,052 for Physical Plant;

In the Special Revenue Fund - Operational - \$651,940 for Instruction;

In the Special Revenue Fund - Non-Aidable - \$6,496,836 for Student Services;

In the Capital Projects Fund - \$1,222,174 for Instruction, \$309,795 for Instructional Resources, \$550,000 for Student Services, \$897,705 for General Institutional, and \$3,250,920 for Physical Plant;

In the Debt Service Fund - \$4,983,455 for Physical Plant;

In the Enterprise Fund - \$1,225,624 for Auxiliary Services; and,

In the Internal Service Fund - \$4,884,272 for Auxiliary Services.

BE IT FURTHER RESOLVED that the approval includes any modifications to the 2016-17 budget resulting from public input during the Public Hearing, and formally endorsed by the board.

BE IT FURTHER RESOLVED that this 2016-17 budget be submitted, as approved, to the Wisconsin Technical College System Board prior to July 1, 2016, as required by State Statutes 38.12(5m).

4. The following items were presented for informational purposes only:
 - a. **TIMETABLE FOR FUTURE CAPITAL FINANCING** – Ms. Bruski Mallek reported the Committee reviewed a timetable for the college’s capital borrowing activities. Administration is planning to start the capital borrowing process in July when an initial resolution will be presented for a portion of the proposed debt. A resolution awarding the sale of notes will occur in August. Debt proceeds will be distributed thereafter. A timetable was provided to all Board members for review and a positive Moody’s rating is anticipated.
 - b. **FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES** – No report was provided.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

1. Academic & Human Resources Committee Chairperson Justin Hoerter reported the committee reviewed its consent agenda items and had no questions or concerns.
2. The following items were presented for informational purposes only:
 - a. **PROGRAM REVIEW** – Mr. Hoerter reported the college sought student feedback via survey on two occasions in spring 2016. A survey for the Higher Learning Commission accreditation visit reaffirmed the college’s work being done with the Strategic Plan, Integrated Enrollment Model and Educational Master Plan (EMP) and the Educational Master Plan Survey provided program data that will be used to further evolve the EMP. Samples were shared.
 - b. **POST EMPLOYMENT RETIREMENT BENEFITS** – Mr. Hoerter reported effective July 1, 2016 new employees of the college will have a different post-employment benefit than current employees. Mr. Hoerter highlighted the differences in benefits. In fall 2016, current employees will choose one of three benefit options for post-employment benefits effective January 2017.
 - c. **STAFFING UPDATE** – Mr. Hoerter reported the college is in the process of recruiting candidates for a variety of positions. In 2016, the college had a low 4.88%

turnover rate not including seven retirements. Since September 2015, 23 separations have occurred and 25 job postings have been placed. Currently, 16 positions remain open and the college has an average fill time of 50 days.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. Facilities & External Relations Committee Chairperson Joseph Kinsella reported that the committee had no Consent Agenda items this month.
2. The following items were presented for informational purposes only:
 - a. DEMOLITION FOR DOLLARS – Mr. Kinsella reported remodeling is underway in the front office of the Wisconsin Rapids Campus. The Mid-State Foundation held a fundraiser at the onset of remodeling that offered employees an opportunity to remove walls slated for demolition by contributing a donation to the Mid-State Foundation. Photos of the event were shared. Ellis Construction generously agreed to match employees donations resulting in a \$722 contribution to the Mid-State Foundation.
 - b. UPDATE ON SUMMER FACILITIES PROJECTS – Mr. Kinsella reported Director of Facilities & Procurement Matt Schneider presented a summary of projects taking place at all Mid-State locations during summer months. Projects include the Student Services & Information Center, asphalt paving and restriping, voice evacuation system, Stelle Tower relocation, restroom remodeling and other maintenance and custodial projects.
 - c. THREE-YEAR FACILITIES PLAN – Mr. Kinsella reported the Committee reviewed Mid-State’s Three-Year Facilities Plan. A copy was provided to all Board members. FY17 reflects planned or underway projects while FY18 and FY19 will be updated as needed.
 - d. DUAL CREDIT UPDATE: Mr. Kinsella reported dual credit opportunities have more than tripled in the past five years. He highlighted data in recent dual credit opportunities and again recognized college efforts in this area.

XII. COMMITTEE-OF-THE-WHOLE

1. OPEB TRUST – Ms. Bruski Mallek reported that during the May Board meeting Finance Management Asset Management (PFMAM) Group was selected to provide investment management and advisory services for the establishment of a governmental Other Post-Employment Benefits (OPEB) Trust. These post-retirement benefits are limited to payments for health, dental, and other benefits designated in the college’s post-retirement benefit plan. Payments to pensions or 403(b) annuities fall outside the prevue of the investment policy and OPEB Trust. PFMAM made a presentation during Committee-of-the-Whole that outlined their strategy for managing the trust investments and adjusting the portfolio as market changes necessitate.

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

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WHEREAS, following an RFP, Mid-State Technical College selected PFM-Asset Management as the provider for other post-employment benefits (OPEB) investment management and trust advisory services during the May 16, 2016, Board Meeting; and

WHEREAS, PFM-Asset management worked with Mid-State Technical College Trust Investment Committee to prepare investment strategies and guidelines in compliance with OPEB rules and IRS regulatory requirements; and

WHEREAS, the College has selected WoodTrust Bank as the custodian holding certain investment assets of the College, including the assets of the OPEB Trust described below; and

WHEREAS, an OPEB Trust Agreement was prepared and reviewed by Quarles & Brady for compliance with OPEB and IRS regulatory requirements; and

WHEREAS, PFM-Asset management provided the Board with an overview of the investment flow, strategies, and guidelines needed to provide adequate funding for both OPEB and Non-OPEB liabilities arising from a redesign of the College's OPEB and Retirement Benefits; and

NOW, THEREFORE BE IT RESOLVED, that the Mid-State Technical College Board hereby adopts the OPEB Trust Agreement and the OPEB Investment Policy as presented; and

THEREFORE BE IT FURTHER RESOLVED, that Mid-State Technical College Board hereby adopts the Investment Custodian Agreement with WoodTrust Bank at the terms agreed to; and

THEREFORE BE IT FURTHER RESOLVED, that Mid-State Technical College will initially invest \$4.5 million in an irrevocable OPEB Trust for the purpose of paying out eligible and earned OPEB benefits and also allocate \$350,000 annually into a separate account for the payment (Pay-Go) of Non-OPEB benefits as to be determined annually by the College's Investment Committee; and

THEREFORE BE IT FURTHER RESOLVED, that this resolution be in force effective July 1, 2016, but that investments commence at a time deemed viable by PFM-Asset Management and the Investment Committee.

XIII. DISCUSSION AND ACTION ITEM

1. OUTCOMES BASED FUNDING REPORT – Mid-State Vice President of Academics Sandy Kiddoo and Vice President of Student Services Dr. Mandy Lang provided an overview of FY16 and FY17 Outcomes Based Funding. They highlighted the results of FY16 funding as well as the seven criteria selected for FY17 funding.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, July 11, 2016 at the Wisconsin Rapids Campus. Committees will meet at 3:30 p.m., unless otherwise announced. Committee-of-the-Whole will be held at 3:45 p.m. and the organizational meeting will begin at 4:00 p.m.

There being no further business, the Board convened to closed session at 6:23 p.m.

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There being no further business as a result of the closed session, the Board meeting adjourned at 6:36 p.m. with a motion by Mr. Beaver, upon a voice vote.

Peggy Ose, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

H. REPORTS AND RECOMMENDATIONS

WISCONSIN RAPIDS

JULY 11, 2016

1. Chairperson's Report
2. Mid-State Foundation Report
3. President's Report
(Partially contained in Exhibit A)
4. Committee Reports
 - a. Finance & Audit Committee
 - b. Academic & Human Resources Committee
 - c. Facilities & External Relations Committee
 - d. Committee-of-the-Whole

FINANCE & AUDIT

WISCONSIN RAPIDS

JULY 11, 2016

AGENDA: FINANCE & AUDIT COMMITTEE

PLACE: Board Conference Room
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, July 11, 2016

TIME: 3:30 p.m.

- A. Meeting called to order by Chairperson Charles Spargo
- B. Call to Order
- C. Meeting Notice Certification

This July 11, 2016, meeting of the Finance & Audit Committee, and all other meetings of the Board 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. Routine Business

- 1. REVIEW OF CONSENT AGENDA ITEMS
 - a. PAYMENT OF BILLS (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. Two detailed lists are provided in different review formats. Board members may forward inquiries regarding specific transactions to the Business

Services Office prior to the meeting. These disbursement lists identify the nature of our transactions and the vendors we are conducting business with. The Board also provides oversight, another layer of control against internal acts of embezzlement or fraud.

b. CONTRACTED SERVICES AGREEMENTS (Exhibit D)

Each month a list of contracted service agreements is provided to the Board to demonstrate statutory compliance. They are presented after the agreement is executed but generally before services are rendered. 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. Pertinent information for each contract is also included. Contracts generally fall into two categories – customized instruction and technical assistance. Our customer base extends to businesses, industries, not-for-profit organizations and government units. An annual post-fiscal report is generated by the WTCS Office and is shared with the Board.

c. PROCUREMENTS FOR GOODS AND SERVICES (Exhibit E)

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.

A lower Board approval limit of \$25,000 exists for facility construction and remodeling. However, project specifics are generally discussed beforehand in the Facilities & External Relations Committee. Project specifics include feasibility, educational needs, specifications and other project related decisions. Therefore, approval of related procurements and bids will usually be listed in the committee agenda. However, the Committee may choose to place formal approval of the project procurements on the Consent Agenda. This procedure will also apply to project oversight occurring in the Academic

Affairs & Human Resources Committee and the Finance & Audit Committee.

All procurements are the responsibility of the respective budget manager. The Purchasing Department owns the processes, provides advice and support and ensures that compliance is maintained. Budget managers have the primary role of planning and grouping when discounts can be obtained, determining needs and specifications and having an adequate budget allocation. Capital projects and annual allocations are tracked from which an end-of-year report is generated. Most districts finance their annual capital expenditures by issuing General Obligation Debt.

2. TREASURER'S REPORT (Exhibit C)

Due to the timing of the meeting, the month-end financial reports will be distributed during the meeting.

The Chair of the Finance & Audit Committee / Treasurer will walk through and highlight each report in the Board packet. 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 the Higher Learning Commission (Higher Education Accreditation Authority) expectations. Balanced budgets and growth in net assets are key ingredients for continued sustainability and financial viability.

3. RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$4,200,000 GENERAL OBLIGATION PROMISSORY NOTES; AND SETTING THE SALE (Exhibit G)

A schedule of events for financing the FY17 capital budget was presented in June and was included in the FY17 adopted budget. Administration is now requesting authority to issue \$4,200,000 in general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds and equipment in 2016-17. During the August meeting, the Board will be asked to approve the official sale of these notes. Proceeds will be distributed shortly after the August sale. Representatives from Robert W. Baird, Inc., Mid-State's financial advisor, have prepared the college's

financing plan contained in Exhibit F. Mid-State's bond counsel Quarles & Brady prepared the authorizing resolution contained in Exhibit G. Administration is recommending board action to authorize the borrowing of \$4,200,000.

4. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. UPDATE ON FORMATION OF AN OPEB TRUST

Last month, the Board adopted an OPEB Trust Agreement and an Investment Policy with investment management and OPEB trust advisory services provided by PFM Asset Management LLC. Since then, the necessary decision flow and practices have been established. The Trust goes into effect July 1, 2016, beginning with the 2016-17 fiscal year. Administration will provide an additional update if needed.

b. REVIEW OF BOARD POLICIES (Exhibit H)

As a best practice, Administration provides recommended updates to Board Policies every other year. This year there is one financially related policy being recommended for revisions. Vice President of Finance & IT Nelson Dahl will review the recommended revisions with the Committee. Board members are welcome to suggest revisions prior to final approval in October.

c. 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 & Audit 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. Naturally, being informed of the question prior to the meeting will ensure the availability of pertinent information. Any necessary action will be incorporated into the action reported by the originating committee.

5. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES

WISCONSIN RAPIDS

JULY 11, 2016

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: District Office Conference Room
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, July 11, 2016

TIME: 3:30 p.m.

A. Committee meeting called to order by Chairperson Justin Hoerter

B. Call to Order

C. Meeting Notice Certification

This July 11, 2016, meeting of the Academic & Human Resources Committee, and all other meetings of the Board 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. Routine Business

1. REVIEW CONSENT AGENDA ITEMS

There are no Consent Agenda items this month.

2. INFORMATION ITEMS

The following items are presented for informational purposes only:

a. MID-STATE ARTICULATION AGREEMENTS

Mid-State Technical College continues to foster partnerships with colleges and universities. Vice President of Academics Sandy Kiddoo will update the Board on the latest articulation agreements.

b. BOARD POLICIES REVIEW AND UPDATE

As part of a regular review of Board Policies (Exhibit H) Vice President of Human Resources Richard O’Sullivan will recommend language changes to the Board Policy on Compensation and Benefits. This recommended change as well as any others presented to the Board will require action to adopt in October.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS

JULY 11, 2016

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

PLACE: Room L133-134
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, July 11, 2016

TIME: 3:30 p.m.

A. Meeting called to order by Lynneia Miller

B. Call to Order

C. Meeting Notice Certification

This July 11, 2016, meeting of the Facilities & External Relations Committee, and all other meetings of the Board 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. Routine Business

1. REVIEW CONSENT AGENDA ITEMS

There are no Consent Agenda items this month.

2. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. FY16 OUT-OF-STATE TUITION REMISSION ANNUAL SUMMARY

WTCS Administrative Bulletin AB 04-02 authorized District Boards to delegate authority to submit requests to the State Director for authorization to remit out-of-state tuition for needy and worthy students. The Mid-State

District Board has delegated this authority to College President Dr. Sue Budjac and Vice President of Student Services Dr. Mandy Lang. AB 04-02 also requires that individuals holding delegated authority annually report actual remissions to the District Board. During the 2015-2016 academic year, no out-of-state tuition was remitted. Dr. Lang will compare this year's report to past years.

b. FY17 OUT-OF-STATE TUITION REMISSION ANNUAL REQUEST

WTCS Administrative Bulletin AB 04-02 authorizes District Boards to delegate authority to submit requests to the State Director for authorization to remit out-of-state tuition for needy and worthy students. The MSTC District Board has delegated this authority to Dr. Budjac and Dr. Lang. Mid-State Technical College will not be requesting authority from the WTCS President to remit any out-of-state tuition for the 2016-2017 academic year.

c. GRADUATE FOLLOW-UP SURVEY

The Graduate Follow-Up Survey gathers data annually regarding the activities and opinions of students approximately six months after graduation from Wisconsin's technical colleges. The primary objective of the survey is to: identify the current activities of program graduates; determine the extent to which current activities are related to the graduates' educational programs; provide feedback for career awareness and planning efforts and data to facilitate program planning, evaluation and development. Dr. Lang will review and compare the findings of Mid-State's latest Graduate Follow-Up Survey to the overall WTCS survey results.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS

JULY 11, 2016

AGENDA: COMMITTEE-OF-THE-WHOLE

PLACE: Room L133-134
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, July 11, 2016

TIME: 3:45 p.m.

- A. Meeting called to order by Chairperson Betty Bruski Mallek
- B. Meeting Notice Certification

This July 11, 2016, meeting of the Committee-of-the-Whole, and all other meetings of the Board 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. INFORMATION ITEM:

- a. WTCS PRESIDENTS ASSOCIATION STRATEGIC AREAS OF FOCUS

The WTCS Presidents Association met in June in Madison. The purpose of this meeting was to discuss annual planning and strategic areas of focus. President Dr. Sue Budjac will share additional details.

- b. BOARD LEADERSHIP AND COMMITTEE ASSIGNMENT DISCUSSION

Board Chairperson Betty Bruski Mallek will lead a discussion regarding the appointment of officers for the 2016-17 year, Mid-State Board committee assignments and Wisconsin Technical College District Boards Association officer and committee assignments.

D. ADJOURNMENT

I. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS

JULY 11, 2016

1. ELECTION OF OFFICERS

State Statute requires all Wisconsin technical colleges to meet the second Monday of July for an annual organizational meeting. During this meeting, newly appointed Board members are to be officially seated and officers for the forthcoming year are to be elected. Board action will be required to elect a Chairperson, Vice Chairperson, Secretary and Treasurer for the 2016-17 year.

2. MID-STATE BOARD COMMITTEE ASSIGNMENTS

As part of the Board's discussion during the organizational meeting, the Board Chairperson formally appoints members to the Board's three standing committees. Final appointment decisions will allow the committees to be fully operational by the August meeting.

3. WTC DISTRICT BOARDS ASSOCIATION COMMITTEE ASSIGNMENTS

Wisconsin Technical College District Boards Association Executive Director Layla Merrifield has written the districts requesting assistance in selection of 2016-17 officers and committee members. The Chairperson will be asking for input so those Mid-State representatives may be identified and submitted to the Association following the meeting.

J. ADJOURNMENT

EXHIBITS A – H

PRESIDENT'S REPORT

JULY 11, 2016

1. On June 8, Central Wisconsin students in grades 6 through 8 came to College Camp 2016. The students had a hands-on opportunity to explore the careers and crucial skills of tomorrow. Each attendee participated in four sessions of their choice which included the following programs: Allied Health, Civil Engineering Technology-Highway Technician, Cosmetology, Criminal Justice-Corrections, Community Advocacy, and Law Enforcement, Early Childhood Education, Emergency Medical Service, Farm Business & Production Management and Farm Operations, Fire Protection Technician, Health and Wellness Promotion, IT Network Specialist, IT Software Developer, Machine Tool Technician, Renewable Energy, Urban Forestry, and Welding. The primary goal of the Camp is to broaden young student's perspective of career possibilities through onsite, hands-on, career discovery in a fun and engaging way. College Camp 2016 drew in about 135 students. While all sessions filled up quickly the top choices for students were IT Networking, IT Software Developer, and Welding.

2. The annual Wisconsin Technical College System (WTCS) Tour of Excellence was held on Monday, June 20 at the Wisconsin Rapids Campus. This event is a graduate course offered to high school educators through Marian University. Participants learned about the benefits and opportunities that exists within the Wisconsin Tech College System. Mid-State was day one of a four day tour of technical schools, which included: Lakeshore Technical College, Fox Valley Technical College, and Northwest Technical College. Thirty-eight participants visited the Wisconsin Rapids Campus and experienced hands-on demonstrations and presentations in Health and Wellness Promotion, Renewable Energy, Cosmetology, and Electronics Engineering.

3. My travel between now and mid-August will include:
 - Weekly Rotary Meetings
 - WTCS Board Meeting
 - Presidents Association Meeting
 - Boards Association Summer Meeting
 - Executive Team Retreat
 - Mid-State Foundation Board Meeting
 - Paper City Savings Board Meeting
 - Continuous Quality Improvement Network (CQIN) Summer Institute

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June Contracted Services Agreements Meeting on July 11, 2016

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount	Notes
146240	John Edwards High School	Transcripted Credit Courses	70	10	4,089.60	*Note
146316	John Edwards High School	Transcripted Credit Courses	70	2	819.92	*Note
146301	Granton High School	Transcripted Credit Courses	70	6	2,615.76	*Note
146300	Granton High School	Transcripted Credit Courses	70	8	3,487.68	*Note
146299	Granton High School	Transcripted Credit Courses	70	1	435.96	*Note
146232	Auuburdale High School	Transcripted Credit Courses	140	2	1,106.56	*Note
146236	Auuburdale High School	Transcripted Credit Courses	140	6	3,262.68	*Note
146234	Auuburdale High School	Transcripted Credit Courses	140	12	5,231.52	*Note
146235	Auuburdale High School	Transcripted Credit Courses	140	3	1,226.88	*Note
146233	Auuburdale High School	Transcripted Credit Courses	140	13	5,667.48	*Note
146297	Auuburdale High School	Transcripted Credit Courses	70	12	4,907.52	*Note
146298	Auuburdale High School	Transcripted Credit Courses	70	5	2,044.80	*Note
146277	Adams-Friendship High School	Transcripted Credit Courses	70	30	16,313.40	*Note
146275	Adams-Friendship High School	Transcripted Credit Courses	140	5	2,044.80	*Note
146274	Adams-Friendship High School	Transcripted Credit Courses	70	4	1,635.84	*Note
146272	Adams-Friendship High School	Transcripted Credit Courses	70	4	1,635.84	*Note
146231	Adams-Friendship High School	Transcripted Credit Courses	140	4	1,743.84	*Note
146286	Adams-Friendship High School	Transcripted Credit Courses	70	3	1,226.88	*Note
146292	Adams-Friendship High School	Transcripted Credit Courses	70	2	567.28	*Note
146296	Amherst High School	Transcripted Credit Courses	70	17	6,952.32	*Note
146295	Amherst High School	Transcripted Credit Courses	70	5	2,494.80	*Note
146294	Amherst High School	Transcripted Credit Courses	70	9	3,923.64	*Note
146242	Amherst High School	Transcripted Credit Courses	70	3	1,496.88	*Note
146241	Amherst High School	Transcripted Credit Courses	70	20	11,065.60	*Note
146319	Pittsville High School	Transcripted Credit Courses	70	8	3,271.68	*Note
146314	Pittsville High School	Transcripted Credit Courses	70	4	1,995.84	*Note
146313	Pittsville High School	Transcripted Credit Courses	70	6	1,785.84	*Note
146331	Pittsville High School	Transcripted Credit Courses	70	10	4,089.60	*Note
146246	Lincoln High School	Transcripted Credit Courses	140	20	8,719.20	*Note
146253	Lincoln High School	Transcripted Credit Courses	140	21	10,478.16	*Note
146255	Lincoln High School	Transcripted Credit Courses	70	13	5,316.48	*Note
146254	Lincoln High School	Transcripted Credit Courses	70	15	7,484.40	*Note
146223	Lincoln High School	Transcripted Credit Courses	140	46	18,812.16	*Note
146251	Lincoln High School	Transcripted Credit Courses	140	50	27,189.00	*Note
146248	Lincoln High School	Transcripted Credit Courses	70	7	2,862.72	*Note
146247	Lincoln High School	Transcripted Credit Courses	70	9	3,681.00	*Note
146249	Lincoln High School	Transcripted Credit Courses	140	7	3,051.72	*Note
146245	Lincoln High School	Transcripted Credit Courses	140	12	6,639.36	*Note
146303	Lincoln High School	Transcripted Credit Courses	70	26	7,127.64	*Note
146302	Lincoln High School	Transcripted Credit Courses	70	11	4,498.56	*Note

146305	Lincoln High School	Transcripted Credit Courses	70	6	2,453.76	*Note
146217	Stevens Point Area Senior High	Transcripted Credit Courses	70	2	777.28	*Note
146216	Stevens Point Area Senior High	Transcripted Credit Courses	70	10	4,989.60	*Note
146280	Stevens Point Area Senior High	Transcripted Credit Courses	140	5	2,494.80	*Note
146237	Stevens Point Area Senior High	Transcripted Credit Courses	280	20	8,179.20	*Note
146238	Stevens Point Area Senior High	Transcripted Credit Courses	140	2	1,087.56	*Note
146215	Stevens Point Area Senior High	Transcripted Credit Courses	280	73	20,012.22	*Note
146214	Stevens Point Area Senior High	Transcripted Credit Courses	280	73	9,373.20	*Note
146278	Stevens Point Area Senior High	Transcripted Credit Courses	70	13	3,869.32	*Note
146279	Stevens Point Area Senior High	Transcripted Credit Courses	140	24	9,815.04	*Note
146315	Stevens Point Area Senior High	Transcripted Credit Courses	70	56	22,901.76	*Note
146320	Stevens Point Area Senior High	Transcripted Credit Courses	70	7	2,720.48	*Note
146323	Stevens Point Area Senior High	Transcripted Credit Courses	70	6	2,993.76	*Note
146322	Stevens Point Area Senior High	Transcripted Credit Courses	70	7	3,492.72	*Note
146321	Stevens Point Area Senior High	Transcripted Credit Courses	70	10	1,943.20	*Note
146332	Stevens Point Area Senior High	Transcripted Credit Courses	140	20	8,179.20	*Note
146287	Nekoosa High School	Transcripted Credit Courses	70	4	777.28	*Note
146239	Nekoosa High School	Transcripted Credit Courses	70	9	3,680.64	*Note
146219	Nekoosa High School	Transcripted Credit Courses	70	6	2,453.76	*Note
146218	Nekoosa High School	Transcripted Credit Courses	70	5	2,044.80	*Note
146308	Nekoosa High School	Transcripted Credit Courses	70	3	385.20	*Note
146309	Nekoosa High School	Transcripted Credit Courses	70	7	3,051.72	*Note
146310	Nekoosa High School	Transcripted Credit Courses	70	5	2,044.80	*Note
146312	Nekoosa High School	Transcripted Credit Courses	70	9	4,089.60	*Note
146311	Nekoosa High School	Transcripted Credit Courses	70	9	4,490.64	*Note
146317	Nekoosa High School	Transcripted Credit Courses	70	1	408.96	*Note
146281	Marshfield High School	Transcripted Credit Courses	70	6	2,615.76	*Note
146267	Marshfield High School	Transcripted Credit Courses	280	16	3,109.12	*Note
146269	Marshfield High School	Transcripted Credit Courses	280	38	18,960.48	*Note
146268	Marshfield High School	Transcripted Credit Courses	140	18	8,981.28	*Note
146221	Marshfield High School	Transcripted Credit Courses	140	9	3,680.64	*Note
146222	Marshfield High School	Transcripted Credit Courses	140	18	6,952.32	*Note
146220	Marshfield High School	Transcripted Credit Courses	140	2	256.80	*Note
146266	Marshfield High School	Transcripted Credit Courses	70	9	3,680.64	*Note
146265	Marshfield High School	Transcripted Credit Courses	140	15	8,299.20	*Note
146306	Marshfield High School	Transcripted Credit Courses	140	30	12,268.80	*Note
146307	Marshfield High School	Transcripted Credit Courses	140	30	12,268.80	*Note
146335	Domtar Corporation	Heartsaver First Aid/CPR/AED	16	24	1,220.00	
		Total:			414,005.18	

Explanation when the contract amount is less than WTCS full-cost computation:

*Note: A Special transaction procedure and pricing for transcripted credit course determined by WTCS.

FINANCE & AUDIT COMMITTEE
2016-2017 Procurements of Goods and Services
July 11, 2016

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS—VIDEO RECORDING UPGRADE - MEDIA SERVICES</u>		
A VI Systems, Brookfield, WI	\$ 58,387.00	State Contract
❖ Subtotal for Procurements Requiring Board Action	<u>\$ 58,387.00</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS - TELEPRESENCE UPGRADE - INFORMATION TECHNOLOGY</u>		
Presidio Infrastructure Solutions LLC, Madison, WI	\$ 37,761.35	State Contract
<u>WR CAMPUS - BRIGHTLINK INTERACTIVE WHITEBOARDING - MEDIA SERVICES</u>		
A VI Systems, Inc., Brookfield, WI	\$ 28,504.91	State Contract
<u>WR CAMPUS - CISCO PHONE UPGRADE - INFORMATION TECHNOLOGY</u>		
Presidio Infrastructure Solutions LLC, Madison, WI	\$ 30,371.25	State Contract
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$ 96,637.51</u>	

GRAND TOTAL **\$ 155,024.51**

PROCUREMENT & SELECTION METHODS DEFINED-

MSTC 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 Dept. of Administration or UW system processed a bid or RFP and awarded the products and/or services to this vendor. MSTC 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 MSTC 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 do to the nature of procurement used.

MANDATORY – MSTC is required to pay for the service or membership to operate.

Preliminary - Assumes future annual borrowings of \$5,500,000

Calendar Year Basis

**Mid-State Technical College District
Long Term Financing Plan**

LEVY YEAR YEAR DUE	PRELIMINARY			PRELIMINARY (A)		
	Initial Resolution: Award Resolution:	07/11/16 08/15/16	10/17/16 11/21/16	Initial Resolution: Award Resolution:	10/17/16 11/21/16	10/17/16 11/21/16
		\$4,200,000	\$1,500,000			
		G.O. Promissory Notes, Series 2016B Dated: September 1, 2016 (First Interest 3/1/17)	G.O. Promissory Notes, Series 2016C Dated: December 12, 2016 (First Interest 9/1/17)			
		\$4,200,000 AVAILABLE FOR PROJECTS	\$1,500,000 AVAILABLE FOR PROJECTS			
	PRINCIPAL (3/1)	INTEREST (3/1 & 9/1) AVG = 4.00%	INTEREST (3/1 & 9/1) AVG = 4.00%	PRINCIPAL (3/1)	INTEREST (3/1 & 9/1) AVG = 4.00%	TOTAL
2015						\$43,167
2016		\$168,000	\$168,000	\$168,000	\$168,000	\$60,000
2017		\$168,000	\$168,000	\$168,000	\$168,000	\$60,000
2018		\$168,000	\$168,000	\$168,000	\$168,000	\$60,000
2019		\$159,400	\$589,400	\$589,400	\$589,400	\$251,100
2020		\$139,500	\$704,500	\$704,500	\$704,500	\$287,400
2021		\$116,400	\$706,400	\$706,400	\$706,400	\$287,600
2022		\$615,000	\$92,300	\$707,300	\$707,300	\$286,800
2023		\$640,000	\$67,200	\$707,200	\$707,200	\$286,800
2024		\$665,000	\$41,100	\$706,100	\$706,100	\$290,700
2025		\$695,000	\$13,900	\$708,900	\$708,900	\$290,700
2026						
2027						
		\$4,200,000	\$1,133,800	\$1,500,000	\$414,167	\$1,914,167

2016 Actual Levy = \$4,144,521
2017 Projected Levy = \$4,396,027

LEVY YEAR YEAR DUE	EXISTING & NEW D/S TOTAL	TOTAL FUTURE FINANCING (A)/(B)	COMBINED DEBT SERVICE	LESS: FUNDS APPLIED (C)	DEBT SERVICE LESS FUNDS APPLIED	COMBINED MILL RATE (D)	ANNUAL MILL RATE CHANGE
2015	\$4,411,774	\$0	\$4,411,774	(\$280,000)	\$4,131,774	\$0.3327	\$0.0123
2016	\$4,458,158	\$0	\$4,458,158	(\$15,000)	\$4,443,158	\$0.3578	\$0.0251
2017	\$4,605,239	\$220,000	\$4,825,239	(\$15,000)	\$4,810,239	\$0.3874	\$0.0296
2018	\$4,670,471	\$440,000	\$5,110,471	(\$15,000)	\$5,095,471	\$0.4104	\$0.0230
2019	\$4,817,992	\$660,000	\$5,477,992	(\$15,000)	\$5,462,992	\$0.4400	\$0.0296
2020	\$4,739,165	\$1,076,000	\$5,815,165	(\$15,000)	\$5,800,165	\$0.4671	\$0.0272
2021	\$4,032,103	\$2,072,000	\$6,104,103	(\$15,000)	\$6,089,103	\$0.4904	\$0.0233
2022	\$3,397,451	\$2,933,100	\$6,330,551	(\$15,000)	\$6,315,551	\$0.5086	\$0.0182
2023	\$2,677,954	\$3,658,600	\$6,336,554	(\$15,000)	\$6,321,554	\$0.5091	\$0.0005
2024	\$2,125,695	\$4,434,200	\$6,559,895	(\$15,000)	\$6,544,895	\$0.5271	\$0.0180
2025	\$1,212,698	\$5,487,200	\$6,699,898	(\$15,000)	\$6,684,898	\$0.5384	\$0.0113
2026	\$0	\$7,025,700	\$7,025,700	(\$15,000)	\$7,010,700	\$0.5646	\$0.0262
	\$41,148,700	\$28,006,800	\$69,155,500	(\$445,000)	\$68,710,500		

(A) This information is provided for information purposes only. It does not recommend any future issuances and is not intended to be, and should not be regarded as, advice.

(B) Assumes annual borrowings of \$5,500,000, commencing FY 2017-18, amortized over 10 years @ 4.00%.

(C) Funds Applied per District.

(D) Mill rate based on 2015 Equalized Valuation (TID-OUT) of \$12,417,199,855 with no annual growth.

RESOLUTION NO. ____

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED
\$4,200,000 GENERAL OBLIGATION PROMISSORY NOTES;
AND SETTING THE SALE

WHEREAS, the Mid-State Technical College District, Adams, Clark, Jackson, Juneau, Marathon, Portage, Waushara and Wood Counties, Wisconsin (the "District") is presently in need of \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects; \$2,258,830 for the public purpose of paying the cost of acquiring moveable equipment; and \$441,170 for the public purpose of paying the cost of site improvements; and there are insufficient funds on hand to pay said cost;

WHEREAS, the District hereby finds and determines that the project is within the District's power to undertake and serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, technical college districts are authorized by the provisions of Section 67.12(12), Wisconsin Statutes to borrow money and to issue general obligation promissory notes for such public purposes.

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$2,258,830 for the public purpose of paying the cost of acquiring moveable equipment; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$441,170 for the public purpose of paying the cost of site improvements; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed FOUR MILLION TWO HUNDRED THOUSAND DOLLARS (\$4,200,000) from Robert W. Baird & Co. Incorporated (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed FOUR MILLION TWO HUNDRED THOUSAND DOLLARS (\$4,200,000) (the "Notes"). There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes

due, and also to pay and discharge the principal thereof within ten years of the date of issuance of the Notes.

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the Wisconsin Rapids Daily Tribune, the official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A, B and C and incorporated herein by this reference (collectively, the "Notice").

Section 3. Sale of the Notes. The sale of the Notes shall be negotiated with the Purchaser. At a subsequent meeting, the District Board shall act on the purchase proposal received from the Purchaser and specify the terms of and interest rates on the Notes.

Section 4. Official Statement. The Secretary shall cause an Official Statement to be prepared by the Purchaser. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this Resolution.

Section 5. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law. If any of the Notes may be subject to a petition for referendum, any action with respect to the sale of the Notes shall be subject to the condition that no petition for referendum has been filed within thirty (30) days of publication of the Notice provided for under Section 2 of this Resolution or, if a petition is filed, that any required referendum approval is obtained.

Adopted, approved and recorded July 11, 2016.

Chairperson

Attest:

Secretary

(SEAL)



Policy Title: ASSET PROTECTION

The President shall cause assets to be adequately maintained and protected from unnecessary risk. Accordingly, the President may not:

- Fail to insure against theft and casualty losses in amounts consistent with replacement values or against liability losses to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.
- Allow unbonded personnel access to material amounts of funds.
- Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
- Unnecessarily expose the College, the Board, or staff to claims of liability.
- Receive, process, or disburse funds under controls which are not sufficient to meet the auditor's standards.
- Invest funds in non-interest bearing accounts or in investments not permitted by Wisconsin law. Further, no investments shall be made without compliance with, in order of priority, the following principles: a. security of the investment; b. receiving favorable consistent interest earned on the investment; and c. local financial institutions receiving favorable consideration where (a) and (b) are relatively equal.
- Acquire, encumber, or dispose of real property without Board approval.
- Fail to protect property, information, and files from loss or damage.
- Fail to protect the College's trademarks, copyrights, and intellectual property interests.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014

Revised:

Policy Title: BUDGETING/FORECASTING

Budgeting for any fiscal year or the remaining part of any fiscal year shall control College financial risk, and accurately reflect projections of income and expenses. The President shall propose a budget after considering input from College constituencies. Budgets will become effective upon approval by the Board. Accordingly, the President shall:

- Propose a balanced budget with supporting information to enable a reasonable projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.
- Propose a budget which provides the annual funds for Board operations, such as cost of fiscal audit, Board development and training, and Board professional fees.
- Propose a budget which takes into account the College Mission, Vision, Goals, and Strategic Directions.
- Propose a budget which includes adequate amounts for non-compensation needs such as plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional research.
- Propose a capital budget which meets guidelines established by the Board and includes an analysis of the impact of such capital plan on the debt service mill rate.
- Propose an operating budget which meets guidelines established by the Board.
- Submit any budget changes resulting in increases, decreases, or transfers by fund and/or function to the Board for a roll-call vote per Section 65.90(5), *Wis. Stats.* (A two-thirds affirmative vote of the entire membership is required.)

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014

Revised:

Policy Title: FINANCIAL CONDITION

The President shall administer the Board approved budget without material deviation and shall protect the College from financial risk. It is a material deviation to:

- Expend more funds than have been received in the fiscal year without prior Board approval.
- Indebt the organization in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
- Expend funds from restricted or designated accounts except for the purposes for which the account was established without prior Board approval.
- Make any purchase or commit the organization to any expenditure greater than \$50,000 that deviates from approved budget without Board approval.

Furthermore, the President may not:

- Make any purchase:
 - without prudent protection against conflict of interest;
 - over \$25,000 without having solicited and obtained at least three competitive quotes, if available; and
 - over \$50,000, \$25,000 for construction contracts, without receipt of three sealed bids/RFPs, if available, submitted on prepared specifications unless a waiver of bidding requirements has been issued as permitted by the Wisconsin Technical College System Administrative Code.
- Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval or which are not in the best interest of the College to accept.
- Fail to maintain adequate combined operating fund balance reserves sufficient to maintain a healthy financial position as required by the Higher Learning Commission, and the North Central

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014

Revised: October 15, 2012

Association of Colleges and Schools, Moody's Rating Service, Inc., and the college's selected independent audit firm.

- Fail to apply for aid from all sources of funding when eligible except when not in the best interests of the College.

Policy Title: COLLEGE BUDGET PROCESS

The Board shall oversee the development of the annual budget. The Board will delegate to the President the responsibility to prepare the annual budget, budget reports and detailed schedules as required by state statute and applicable rules. The College budget process will include the following sequence of activities:

1. The Board will annually review the College's Mission, Vision, financial assumptions (local, state and federal funds) and other plans and related materials (e.g., capital budgeting plan, debt retirement schedule, etc.).
2. The Board will review the College's prior year's budget experience and discuss major issues and initiatives to be considered over the course of the development of the next year's budget.
3. The Board will review the President's proposed direction statements and establish budget assumptions and parameters no later than January.
4. The Board will review the budget process calendar which includes the timetables for completion of the budget process no later than January.
5. The Board will review the President's proposed operating budget projections as well as any major capital budget initiatives included in the three-year capital plan. A special budget review may be offered to the Board prior to the final budget.
6. The Board will review the President's final proposed College budget prior to the budget hearing.
7. A public hearing on the proposed budget will take place during the month of June.
8. Following the public hearings, the Board shall approve the budget by July 1.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014

Revised:

Policy Title: PURCHASING AND PROCUREMENT

- The Board procurement policy will incorporate all pertinent federal, state, and Wisconsin Technical College System procurement requirements including state statute, Chapter 38, and TCS, Chapter 6.
- The Board will review and approve all proposed capital expenditures greater than \$50,000 and included in the annual adopted budget.
- The Board will review and approve all proposed public construction expenditures greater than \$25,000.
- The Chairperson and Secretary are empowered to sign or authorize signing of public construction contracts as defined by Wisconsin Statutes Chapter 62.15.
- The Chief Financial Officer shall prepare a monthly report of capital expenditures and, along with the President, certify that the expenditures were made in accordance with Wisconsin Statute Chapter 38 and Wisconsin Technical College System Chapter 6. The Board will review and approve this report.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014

Revised: October 15, 2012

Policy Title: COMPENSATION AND BENEFITS

The President shall maintain fiscal integrity and a positive public image with respect to employment, compensation, and benefits to employees, consultants, and contract workers. Accordingly, the President may not:

- Change his or her own compensation and benefits.
- Provide for or change the compensation and benefits of other employees except in accordance with salary structures and plans adopted by the Board.
- Promise or imply permanent or guaranteed employment.
- Employ faculty or staff ~~not properly certified/certifiable or who do not hold required professional credentials or licenses for the position~~ who do not meet minimum requirements established by the Wisconsin Technical College System and Mid-State Technical College. However, the President may administratively authorize some certification exceptions for qualified adjunct faculty to teach non-credit courses.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014

Revised: October 20, 2014

Policy Title: HUMAN RELATIONSHIPS

The President shall create and sustain an environment for learning, working, and teaching that supports the development and realization of human potential and promotes the College's Core Values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified. Accordingly, the President may not:

- Operate without policies and/or procedures which set forth staff and student rules, provide for effective handling of employee complaints, ensure due process, and protect against wrongful conditions.
- Fail to comply with all laws, rules, and regulations pertaining to employees and students including those pertaining to:
 - Discrimination
 - Equal Opportunity
 - Sexual Harassment
 - Rights of Privacy
- Prevent students and staff from using established grievance procedures.
- Fail to acquaint students and staff with their rights and responsibilities.
- Fail to maintain confidentiality where appropriate.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014

Revised: October 20, 2014

Policy Title: CODE OF ETHICS

Each member of the Board is an appointed representative of the citizens of the entire District and therefore embraces the public's trust. The Board members' obligations, as a group, are both legal and ethical. Each member promises to carry out his/her duties with the very highest ethical conduct, and to carry out the Board's requirements under the applicable education code provisions of the State of Wisconsin and such other local, state, and federal laws as apply.

- Board members must maintain unconflicted loyalty to the interests of the College. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of College services.
- Board members must assure that all actions and decisions are done to better serve students since this is the primary reason for the College's existence.
- Board members must understand that the positive relationship between the student and instructor is critical, but of equal value are all the student-centered types of activities that support instruction and the individual needs of students.
- Board members must be responsible for the balance of appropriate programs, services, facilities, resources, staffing, and financial support necessary to meet the needs of current students in such a manner that assures their success in meeting their educational and occupational goals.
- Board members must accept the responsibility of becoming well informed of the major initiatives of the College, the global perspective of the Wisconsin Technical College System, and being well informed of related national activities such that each Board member is better able to make the necessary decisions that maintain or strengthen commitment to students of the College.
- Board members must help create and sustain an atmosphere in which controversial issues or different philosophical stances can be presented fairly and in which the dignity of each individual is maintained.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014

Revised:

- Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
- Board members must maintain confidentiality of privileged information and refuse to use his/her position on the Board or any confidential information in any way for personal gain.
- Board members must not use their positions to obtain employment by the College or the furnishing of services or goods to the College for or by themselves, family members, friends or associates.
- Board members recognize that each Director is only one member of a team, and that all Board actions are taken as a group in such a manner that the best interests of the entire College community are advanced.
- Board members' interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted previously in Board policies.
- Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.
- Board members will express no judgments of the President's or staff performance except as that performance is assessed in accordance with explicit Board policies.

Policy Title: BOARD POLICY CREATION AND REVIEW

It is the responsibility of the Board to provide leadership, guidance, and direction to govern the current and future affairs of the College. Toward this end, the Board deliberates and acts on matters of enduring significance to the College. Such actions, when approved by the Board, shall be articulated as statements of Board policy. These policy statements comply with the provisions of Chapter 38, *Wis. Stats.*

- When articulating policy, the Board shall strive for brevity, clarity, and continued expression of a positive and future-oriented tone.
- The Board may approve new policies or revise existing policies at any meeting by action of a majority vote of the entire Board. Upon the request of any member, action shall be deferred for one meeting.
- It is intended that Board policies be living documents. Toward this end, all Board policies shall be reviewed bi-annually or as needed to ensure that they continue to be pertinent.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014

Revised: