



# District Board of Directors Monthly Meeting

## MONDAY, SEPTEMBER 16, 2019

Mid-State Stevens Point Campus  
*1001 Centerpoint Drive, Stevens Point*

4:00 p.m.	Finance & Infrastructure Committee Meeting	Conference Room 410
4:15 p.m.	Academic & Student Services Committee Meeting	Conference Room 624
4:15 p.m.	Human Resources & External Relations Committee Meeting	CER 634-635
5:00 p.m.	Committee-of-the-Whole	CER 634-635
5:20 p.m.	Monthly Board Meeting	CER 634-635

**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.

## **INDEX**

---

September 16, 2019 Board Meeting Agenda .....	Page 3
Exhibits .....	Page 6
A: August 19, 2019 Board Meeting Minutes .....	Page 6
B: Payment of Bills & Payroll.....	Page 18
C: President Report.....	Page 19
D: Finance & Infrastructure Committee Agenda .....	Page 20
E: August 19, 2019 Finance & Infrastructure Committee Meeting Minutes.....	Page 22
F: Academic & Student Services Committee Agenda .....	Page 23
G: August 19, 2019 Academic & Student Services Committee Meeting Minutes.....	Page 24
H: Human Resources & External Relations Committee Agenda.....	Page 25
I: August 19, 2019 HR & External Relations Committee Meeting Minutes .....	Page 26
J: Committee-of-the-Whole Agenda.....	Page 27
K: August 19, 2019 Committee-of-the-Whole Meeting Minutes .....	Page 28
L: Financial Reports .....	Page 29
M: Contracted Service Agreements.....	Page 33
N: Procurements for Goods and Services .....	Page 34

## **DISTRICT BOARD OF DIRECTORS**

---

Monday, September 16, 2019 – 5:20 p.m.  
Stevens Point Campus; Community Engagement Room 634-635

### **AGENDA**

#### **A. CALL TO ORDER – ROBERT BEAVER**

#### **B. ROLL CALL**

#### **C. OPEN MEETING CERTIFICATION – ROBERT BEAVER**

*This September 16, 2019 meeting of the Mid-State Technical College District Board of Directors, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College District aware of the place, time and agenda of the meeting.*

#### **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 AUGUST 19, 2019 BOARD MEETING MINUTES (Exhibit A)**

#### **F. ACTION ON CONSENT AGENDA**

##### **1. Payment of Bills and Payroll (Exhibit B)**

*District bills for August 2019 total \$1,665,014.02 of which \$940,702.09 represents operational expenditures and \$724,311.93 represents capital expenditures. Payroll disbursements for August totaled \$2,021,928.76 plus \$19,250.81 for travel and miscellaneous reimbursements, and \$726,778.52 in fringe benefits, for a total payroll disbursement of \$2,767,958.09. Administration recommends approval of the payment of these obligations totaling \$4,432,972.11.*

##### **2. Contracted Service Agreements (Exhibit M)**

*The District has entered into two contracted service agreements totaling \$1,100. The individual contracts are available for review upon request. Administration recommends approval of these contracts.*

3. Procurements for Goods and Services (Exhibit N)  
*Procurements for Goods and Services fall into two groups: 1) procurements that require prior Board approval and 2) procurements approved by Administration but listed as information for the Board. There are no procurements which will require prior Board approval.*

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

1. Meeting attendance
2. WTC District Boards Association Fall Meeting
3. Association of Community College Trustees (ACCT) Leadership Congress
4. Board Advance
5. Next meeting date

**H. MID-STATE FOUNDATION LIAISON REPORT – BETTY BRUSKI MALLEK**

1. Event Sponsorship and Participation
2. Scholarship Updates
3. Sponsor-A-Scholar Activity
4. Event Update

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

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

**J. COMMITTEE REPORTS**

1. Finance & Infrastructure Committee (Exhibit D) – Charles Spargo
  - a. Approval of Committee Minutes (Exhibit E)
  - b. Review of Consent Agenda Items
  - c. Treasurer’s Report (Exhibit L)
  - d. RFP for Print Services
  - e. Informational Items
    1. Estimated Property Values & Tax Rates
    2. Status of FY19 Independent Financial Audit
    3. FTE Projection
    4. Summer Projects Recap
    5. Finance Implications for Topics in Other Committees
2. Academic & Student Services Committee (Exhibit F) – Betty Bruski Mallek
  - a. Approval of Committee Minutes (Exhibit G)

- b. Review of Consent Agenda Items
  - c. Manufacturing Operations Management Program
  - d. Informational Items
    - 1. Advisory Committee Membership
    - 2. Enrollment Report
3. Human Resources & External Relations Committee (Exhibit H) – Justin Hoerter
- a. Approval of Committee Minutes (Exhibit I)
  - b. Review of Consent Agenda Items
  - c. Informational Items
    - 1. College-Wide In-Service Recap
    - 2. College-Wide Customer Service Training
    - 3. Fast Forward Grant
    - 4. Workforce Development Contracts and Proposals (Exhibit M)
4. Committee-of-the-Whole (Exhibit J) – Robert Beaver
- a. Approval of Committee Minutes (Exhibit K)
  - b. Informational Items
    - 1. Workforce & Economic Development Annual Report
    - 2. Year-End Dashboard Presentation

#### **K. Discussion & Action**

- 1. Student Achievement – Dr. Deb Stencil  
*Several students participated in skill-based competitions in spring and summer 2019. Students, along with those faculty who supported them, will share their experiences and accomplishments.*
- 2. Stevens Point Campus and Community Update – Volker Gaul  
*Highlights of student events and learning activities at the Stevens Point Campus as well as an update on community happenings and Mid-State's related involvement.*

#### **L. Adjournment**

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

Wisconsin Rapids Campus	August 19, 2019
-------------------------	-----------------

**A. CALL TO ORDER** – Robert Beaver

The meeting was called to order at 5:54 p.m.

**B. ROLL CALL**

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

**EXCUSED:** Justin Hoerter and Gordon Schalow

**OTHERS:** Rick Anderson, Dr. Karen Brzezinski, Dr. Bobbi Damrow, Dr. Beth Ellie, Robb Fish, Volker Gaul, Ryan Kawski, Dr. Mandy Lang, Ray McLemore, John Mehan, Jackson Meyer, Dr. Clark Pagel, Brad Russell, Matt Schneider, Elliot Schultz, Mike Schultz, Jill Steckbauer, Dr. Deb Stencil, Angie Susa, and Tanner Treatel

**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 organizational board meeting held July 8, 2019 as presented.

**F. CONSENT AGENDA**

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

1. The district's bills for the month of July 2019 were presented in Exhibit B. These bills totaled \$1,657,536.29 of which \$913,059.45 represents operational expenditures and \$744,476.84 represents capital expenditures. The district's payroll for the month of July totaled \$1,167,330.35 plus \$12,447.18 for travel and miscellaneous reimbursements and \$645,515.37 in fringe benefits. The district's bills and payroll totaled \$3,482,829.19.
2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146438	FY19 Dual Credit Courses	\$ 57,192.00
146439	FY19 Dual Credit Courses	\$139,276.80
146440	FY19 Dual Credit Courses	\$140,708.10

146441	FY19 Dual Credit Courses	\$ 53,901.80
146442	FY19 Dual Credit Courses	\$ 15,449.60
146443	FY19 Dual Credit Courses	\$210,167.80
146444	FY19 Dual Credit Courses	\$ 26,953.50
146445	FY19 Dual Credit Courses	\$ 29,692.50
146446	FY19 Dual Credit Courses	\$ 6,107.40
146447	FY19 Dual Credit Courses	\$ 1,248.30
146448	FY19 Dual Credit Courses	\$ 10,227.80
146449	FY19 Dual Credit Courses	\$ 23,040.30
146452	FY19 Dual Credit Courses	\$ 4,443.60
146515	Job Experience	\$ 7,895.00
146516	Confined Space Refresher	\$ 1,690.00
146517	Supervision	\$ 2,900.00
146518	HeartSaver First Aid/CPR/AED	\$ 1,290.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$100,000.00	Fire Safety USA, Inc.	School of Protective & Human Services

4. Approved hires and resignations of contracted staff:

Hires:	Position:	Effective:
Christine Brimm	Instructor, Nursing	7/15/2019

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

- Board members were welcomed to the meeting. Mr. Hoerter and Mr. Schalow asked to be excused.
- Summer District Boards Association meeting was held July 18-20 in Rice Lake. Mr. Beaver, Ms. Bruski Mallek, Ms. Crass, Mr. Merdan, Ms. Miller and Dr. Mondeik attended.
- Fall Board Advance dates will be proposed via email. Please respond with your availability.
- Future meeting dates (times unless otherwise announced):
 

<b>MONTHLY MEETING</b>	Committee Meetings – 4:15 p.m.
Monday, September 16, 2019	Committee-of-the-Whole – 5:00 p.m.
Stevens Point Campus	Board Meeting – 5:20 p.m.
<b>MONTHLY MEETING</b>	Committee Meetings – 4:15 p.m.
Monday, October 21, 2019	Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus	Board Meeting – 5:20 p.m.
<b>MONTHLY MEETING</b>	Committee Meetings – 4:15 p.m.
Monday, November 18, 2019	Committee-of-the-Whole – 5:00 p.m.
Marshfield Campus	Board Meeting – 5:20 p.m.

**H. FOUNDATION BOARD LIAISON REPORT** – Jill Steckbauer

1. Upcoming Foundation events:
  - September 6, 2019 – Trap Shoot Event
  - September 12, 2109 – Scholarship Reception
2. FY19 Foundation Annual Report was provided. 374 scholarships were awarded totaling nearly \$236,000. In-Kind donations and donations for scholarship and grant programs increased over last year. 27 Wisconsin Technical Excellence Scholarships were awarded to students totaling \$55,200.

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

1. Recent on-campus and college events were highlighted, including: Rafters Night, Marshfield Campus Advisory meeting, and Foundation Board meeting. Faculty have returned and classes begin August 26. College-Wide In-Service was held August 14 and Faculty In-Service was August 15.
2. Mid-State’s Simulation Center project was approved during the July 9-10 WTCS Board meeting. A media event announcing the partnership project will be held.
3. WTCS Board meeting will be held on September 10 followed by a Presidents Association meeting on September 11.

**J. COMMITTEE REPORTS**

1. FINANCE & INFRASTRUCTURE COMMITTEE – Charles Spargo
  - a. REVIEW OF CONSENT AGENDA ITEMS: Committee reviewed and discussed Consent Agenda items. Questions were addressed.
  - b. TREASURER’S REPORT: Reviewed June and July financial data. Budget modifications for FY19 will be completed in September.
  - c. RESOLUTION AWARDING THE SALE OF \$5,000,000 GENERAL OBLIGATION PROMISSORY NOTES; SERIES 2019A: John Mehan of Robert W. Baird, Inc. presented a summary to the full Board following a detailed review in committee. Board reviewed a request to award \$5,000,000 in general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds and equipment in 2019-20. A Moody’s rating of AA1 was maintained.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Resolution Awarding The Sale Of \$5,000,000 General Obligation Promissory Notes; Series 2019A:

WHEREAS, on July 8, 2019, the District Board of the Mid-State Technical College District, Adams, Clark, Jackson, Juneau, Marathon, Portage, Waushara and Wood Counties, Wisconsin (the "District") adopted a resolution entitled "Resolution Authorizing the Issuance of Not to Exceed \$5,000,000 General Obligation Promissory Notes; and Setting the Sale" (the "Authorizing Resolution") which authorized the issuance of general obligation promissory notes in the amount of \$1,106,292 for the public purpose of paying the cost of building remodeling and improvement projects; in the amount of \$3,746,708



for the public purpose of paying the cost of acquiring movable equipment; and in the amount of \$147,000 for the public purpose of paying the cost of site improvements (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Wisconsin Rapids Daily Tribune on July 15, 2019 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes within thirty (30) days of publication of the Notices with respect to the building remodeling and improvement projects and acquisition of movable equipment portion of the Project;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition has expired;

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

WHEREAS, the District is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes; and

WHEREAS, it is the finding of the District Board that it is necessary, desirable and in the best interest of the District to sell such general obligation promissory notes to Robert W. Baird & Co. Incorporated (the "Purchaser"), pursuant to the terms and conditions of its note purchase proposal attached hereto as Exhibit A and incorporated herein by this reference (the "Proposal").

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District that:

Section 1. Sale of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of FIVE MILLION DOLLARS (\$5,000,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal is hereby accepted and the Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. To evidence the obligation of the District, 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 FIVE MILLION DOLLARS (\$5,000,000) (the "Notes") for the sum set forth on the Proposal, plus accrued interest to the date of delivery.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2019A"; shall be issued in the aggregate principal amount of \$5,000,000; shall be dated September 16, 2019; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on March 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit B-1 and incorporated herein by this reference. Interest shall be payable semi-annually on March 1

and September 1 of each year commencing on March 1, 2020. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit B-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on March 1, 2027 and thereafter are subject to redemption prior to maturity, at the option of the District, on March 1, 2026 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2019 through 2028 for payments due in the years 2020 through 2029 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2019A" (the "Debt Service Fund Account") and such account shall be

maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed or for the payment of the principal of and the interest on the Notes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for

issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the

District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The District hereby authorizes the Chairperson and Secretary or other appropriate officers of the District to enter a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 13. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

Section 16. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 18. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. 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.

Adopted, approved and recorded August 19, 2019.

- d. ANNUAL ENERGY REPORT: The annual energy usage report was provided and details for FY19 summarized. A year to year comparison of data was also highlighted.

Motion by Mr. Spargo, seconded by Mr. Merdan, upon a roll call vote, unanimously approved the report as provided and approved submission to the WTC System Office.

- e. STATUS OF FY19 INDEPENDENT AUDIT: Financial auditors have been on-site to review Mid-State's records for the year ending June 30, 2019. Final audit reports for FY19 will be presented in November.
- f. WTCS PURCHASING AUDIT: System personnel performed an on-site audit focused on purchasing policies and procedures. The completed audit found one area for improvement.
- g. HELP DESK FIRST YEAR RECAP: Contracted with Black Belt Help for the first year of service; 85% of concerns were answered on the first call. Positive feedback has been received regarding change.
- h. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.

2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek

- a. FACULTY PROFESSIONAL DEVELOPMENT: Faculty In-Service was held August 15 and contained professional development opportunities. Activities centered around program review, classroom technology training and assessment of student learning were held. Part-time faculty in-service will be held August 21.
- b. SUMMER CAMPS: Three summer camps were held engaging 120 students in various program areas. A video highlighting the events was shared.
- c. HOUSING: Last year, Mid-State partnered with UWSP to provide dorm housing to Mid-State students. This year, 29 inquiries were received and 13 students have committed to this opportunity. Move in day was held this weekend.

3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Robert Beaver

- a. CONTRACT TRAINING BOARD POLICY: Committee reviewed a new Board Policy: Contracts for Services. A request by the WTCS Office to align policy with State Statute necessitated change. Key points are now in alignment.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, unanimously approved the Board Policy: Contracts for Services.

- b. OFFICE OF CIVIL RIGHTS REVIEW: The WTCS Office conducts Office of Civil Rights (OCR) Reviews for each WTCS College on behalf of the U.S. Department of

Education to determine compliance with federal non-discrimination laws and regulations. Mid-State's review will be conducted September 18-19, 2019.

- c. FOUNDATION UPDATE: Oversight of the Mid-State Foundation has been realigned and staff will now report to Vice President of Human Resources & Organizational Development Dr. Karen Brzezinski.
  - d. WORKFORCE DEVELOPMENT CONTRACTS AND PROPOSALS: Highlighted Exhibit M with Committee.
4. COMMITTEE-OF-THE-WHOLE – Robert Beaver
- a. MANUFACTURING PROJECT IN STEVENS POINT: Mid-State is looking at addressing the manufacturing workforce shortage and preparing Central Wisconsin for Industry 4.0 through a Manufacturing Center. Project scope, cost, timeline, programming and impact were shared. Three industry champions; Wayne Bushman, Joe Kinsella and Scott Groholski will co-lead the project seeking community and funding support. The project is anticipated at \$9 million. Land in the Stevens Point Industrial Park has been donated to the college.

Motion by Ms. Bruski Mallek, seconded by Ms. Crass, upon a roll call vote, unanimously approved the quiet fundraising stage of the manufacturing project prior to request for state board approval at a subsequent time.

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

- 1. SCHOOL OF PROTECTIVE & HUMAN SERVICES: Learning activities, programming and faculty/staff activities were shared related to the School of Protective & Human Services.

**L. CLOSED SESSION** – Robert Beaver

The Board entertained a motion to convene to closed session, pursuant to s. 19.85(1)(c) and (f), Wisconsin Statutes, to discuss the President's evaluation and information concerning certain College employees' execution of their responsibilities.

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

The Board convened in closed session at 7:07 p.m.

**M. ADJOURNMENT** – Robert Beaver

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved reconvening into open session at 7:40 p.m.

There being no further business as a result of closed session, the meeting adjourned at 7:41 p.m. with a motion by Mr. Gerlach, seconded by Ms. Crass, upon a voice vote.



---

Lynneia Miller, Secretary  
Mid-State Technical College Board

---

Angela R. Susa  
Recording Secretary

**This page intentionally left blank.  
Exhibit B previously distributed under separate cover.**

## **President's Report**

### **September 16, 2019**

1. On August 20-25, Mid-State was at the Central Wisconsin State Fair for the third consecutive year. New this year, Mid-State was onsite during the Youth Fair (Tuesday – Thursday). The Youth Fair draws regional students that show and compete their livestock in various competitions. The Outreach Team connected with local students and parents. Friday through Sunday, Mid-State had a general college booth that shared program information, coloring pages for youth, and had a register to win Mid-State bookbag prize. Fifteen Mid-State employees staffed the booth and represented the college. Additionally, Mid-State was highlighted during the Youth Exhibitor Fair. A local middle school student won Best in Show for the concrete coasters he made at the Mid-State Manufacturing Summer Camp.
2. During the first week of classes, August 26-29, Mid-State Student Life hosted four days of events as a kick-off to welcome students across the district. Students were treated to welcome bags, coffee and donuts, popcorn with the president, and our popular campus cookouts. Welcome bags were complete with a student planner, snack and a wooden nickel. The wooden nickels can be redeemed at the new Starbucks on the Wisconsin Rapids Campus, at Emy J's for the Stevens Point Campus, at Bigby Coffee for the Marshfield Campus, and at Kwik Trip for the Adams Campus. It was a great week with many opportunities for students to connect with each other and Mid-State staff.
3. As part of our long standing student/faculty exchange program, five students and one instructor from the Max Eyth Schule in Germany are scheduled to arrive in Central Wisconsin on Sunday, September 22. Student life manager Natasha Miller, along with campus deans Volker Gaul, Alex Lendved, Laurie Inda, and counselor Brian Sadler are all coordinating activities that will create a meaningful and fun 10-day exchange experience in which our guests will experience life in Wisconsin. They will visit cranberry marshes, farms, Mid-State classes, and area businesses. They also experience pumpkin carving, many for the first time. Similar to past exchanges, much excitement and anticipation precedes their arrival.
4. My travel between now and mid-October will include:
  - Weekly Rotary Meetings – Wisconsin Rapids
  - Community Partner Meetings – Stevens Point
  - Campus Ribbon Cutting Event – Adams

## **FINANCE & INFRASTRUCTURE COMMITTEE**

---

Monday, September 16, 2019 – 4:00 p.m.  
Stevens Point Campus; Conference Room 410

### ***AGENDA***

**A. CALL TO ORDER – CHARLES SPARGO**

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

*This September 16, 2019 meeting of the Mid-State Technical College District Board of Directors, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College District aware of the place, time and agenda of the meeting.*

**C. APPROVAL OF COMMITTEE MINUTES (AUGUST 19, 2019 MEETING) (Exhibit E)**

**D. REVIEW OF CONSENT AGENDA ITEMS – ROBB FISH**

1. Payment of Bills and Payroll (Exhibit B)

*Each month a list of disbursements is provided to the Board to demonstrate statutory compliance. All processed disbursements are released immediately on a pre-approval basis in accordance with Mid-State's "Release of District Checks" policy. Purchases of goods (supplies, materials and equipment) and services exceeding \$50,000 and facility construction and remodeling projects exceeding \$25,000 require prior Board approval.*

2. Contracted Service Agreements (Exhibit M)

*Each month a list of contracted service agreements is provided to the Board to demonstrate statutory compliance. In compliance with WTCS Policy, pricing is established at a level above full cost recovery in accordance with a system-wide policy. Exceptions are allowed and are authorized by the District Board and are noted in the list when they exist.*

3. Procurements for Goods and Services (Exhibit N)

*Each month a list of procurements is provided to the Board to demonstrate statutory compliance and adherence to WTCS guidelines and procedures. They are presented in two groups – less than \$50,000 and equal to or greater than \$50,000. Purchases of goods (supplies, materials and equipment) and services greater than \$50,000 require prior Board approval unless an exception is allowed by WTCS policy.*

**E. TREASURER'S REPORT – ROBB FISH**

*Each financial report (Exhibit L) will be highlighted. The intent of sharing this information on a monthly basis is to give the Board assurance that administration is: 1) monitoring and managing the resources allotted and allocated annually and is doing so in accordance with budget and fiscal policy, and 2) maintaining a healthy financial condition and position in accordance with WTCS requirements and Higher Learning Commission expectations.*

**F. RFP FOR PRINT SERVICES – BRAD RUSSELL**

*The results of the Request for Proposal (RFP) issued for Mid-State’s printing services will be reviewed. Board approval of RFP award will be sought.*

**G. INFORMATIONAL ITEMS**

1. Estimated Property Values & Tax Rates – Robb Fish  
*Property values by county were released in August 2019; however, values for school and technical college districts will not be released by the Department of Revenue (DOR) until late September. A preliminary estimate by the WTCS Office indicates Mid-State’s total property valuation will increase approximately 6.5%. Additional details will be provided in committee. Mid-State will certify its 2019-2020 property tax levy distributions in October. The college anticipates levying the maximum allowable for actual change in new construction as certified by the DOR.*
  
2. Status of FY19 Independent Financial Audit – Robb Fish  
*The audit is progressing as scheduled, auditors first day on site is September 16. Budget amendments will be presented in October. Final FY19 audit reports will be presented to the Board in November.*
  
3. FTE Projection – Robb Fish  
*As of August, the FTE projection for FY20 is that tuition receipts will be flat to budget. Monitoring will continue and operations adjustments will be made accordingly.*
  
4. Summer Projects Recap – Matt Schneider  
*A summary of projects completed over the summer at each campus will be presented.*
  
5. Finance Implications for Topics in Other Committees  
*Often topics directed by the other two committees have fiscal or financial implications that would be of interest or concern by the Finance & Audit Committee. The purpose of this agenda item is to enable committee members to raise any finance related questions. Any necessary action will be incorporated into the action reported by the originating committee.*

**H. ADJOURNMENT**

**MID-STATE TECHNICAL COLLEGE**  
**FINANCE & INFRASTRUCTURE COMMITTEE MEETING MINUTES**

Wisconsin Rapids Campus	August 19, 2019
-------------------------	-----------------

**A. CALL TO ORDER** – Charles Spargo

The meeting was called to order at 4:00 p.m.

PRESENT: Robb Fish, John Mehan, Richard Merdan, Lynneia Miller, Brad Russell, Matt Schneider, and Charles Spargo

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

The meeting notice was verified.

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

Motion by Mr. Merdan, seconded by Ms. Miller, upon a voice vote, unanimously approved July 8, 2019 Finance & Infrastructure Committee meeting minutes as presented.

**D. REVIEW OF CONSENT AGENDA ITEMS** – Robb Fish

Consent agenda items were reviewed and will be brought to full board for approval.

**E. TREASURER’S REPORT** – Robb Fish**F. RESOLUTION AWARDING THE SALE OF \$5,000,000 GENERAL OBLIGATION PORMISSORY NOTES; SERIES 2019A** – Robb Fish

Discussion held. Action will be requested during the Board meeting.

**G. ANNUAL ENERGY REPORT**– Matt Schneider

Report was reviewed. Action will be taken in full board meeting.

**H. INFORMATIONAL ITEMS**– Robb Fish

1. STATUS OF THE FY19 INDEPENDENT FINANCIAL AUDIT  
No action taken.
2. WTCS PURCHASING AUDIT  
No action taken.
3. HELP DESK FIRST YEAR RECAP  
No action taken.
4. FIANNCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES  
No action taken.

**I. ADJOURNMENT**

There being no further business of the Committee, the meeting adjourned at 4:44 p.m. with a motion by Mr. Spargo, seconded by Mr. Merdan, upon a voice vote.

\_\_\_\_\_  
Lynneia Miller, Secretary  
Mid-State Technical College Board

\_\_\_\_\_  
Angela R. Susa  
Recording Secretary

## **ACADEMIC & STUDENT SERVICES COMMITTEE**

---

Monday, September 16, 2019 – 4:15 p.m.  
Stevens Point Campus; Conference Room 624

### **AGENDA**

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

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

*This September 16, 2019 meeting of the Mid-State Technical College District Board of Directors, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College District aware of the place, time and agenda of the meeting.*

**C. APPROVAL OF COMMITTEE MINUTES (AUGUST 19, 2019 MEETING) (Exhibit G)**

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

**E. MANUFACTURING OPERATIONS MANAGEMENT PROGRAM – DR. DEB STENCIL**

*Information will be shared regarding a proposed new program, Manufacturing Operations Management. The College will request approval to support the second step of the program approval process.*

**F. INFORMATIONAL ITEMS**

1. Advisory Committee Membership – Dr. Deb Stencil

*Advisory Committee membership from programs in the School of Business & Technology, School of Health, School of Protective & Human Services will be shared.*

2. Enrollment Report – Dr. Mandy Lang

*Presentation of the FY19 end-of-year FTE report and student demographics will be made. A preliminary Fall 2020 enrollment update will also be provided.*

**G. ADJOURNMENT**

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

Wisconsin Rapids Campus	August 19, 2019
-------------------------	-----------------

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

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

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

**B. OPEN MEETING CERTIFICATION** – Betty Bruski Mallek

The meeting notice was verified.

**C. APPROVAL OF COMMITTEE MEETING MINUTES** – Betty Bruski Mallek

Motion by Ms. Crass, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved July 8, 2019 Academic & Student Services Committee meeting minutes as presented.

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

**E. INFORMATIONAL ITEMS**

1. FACULTY PROFESSIONAL DEVELOPMENT  
No action taken.
  
2. SUMMER CAMPS  
No action taken.
  
3. HOUSING  
No action taken.

**F. ADJOURNMENT**

There being no further business of the Committee, the meeting adjourned at 4:39 p.m. with a motion by Ms. Crass, seconded by Mr. Gerlach, upon a voice vote.

\_\_\_\_\_  
Lynneia Miller, Secretary  
Mid-State Technical College Board

\_\_\_\_\_  
Angela R. Susa  
Recording Secretary



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

---

Monday, September 16, 2019 – 4:15 p.m.  
Stevens Point Campus; Community Engagement Room 634-635

### **AGENDA**

**A. CALL TO ORDER – JUSTIN HOERTER**

**B. OPEN MEETING CERTIFICATION – JUSTIN HOERTER**

*This September 16, 2019 meeting of the Mid-State Technical College District Board of Directors, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College District aware of the place, time and agenda of the meeting.*

**C. APPROVAL OF COMMITTEE MINUTES (AUGUST 19, 2019 MEETING) (Exhibit I)**

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

**E. INFORMATIONAL ITEMS**

1. College-Wide In-Service Recap – Dr. Karen Brzezinski  
*College-Wide In-Service was held August 14. The theme was “Looking Back/Moving Forward”. Additional details about the day as well as employee feedback will be shared.*
2. College-Wide Customer Service Training – Dr. Karen Brzezinski  
*This Fall, the College will begin a college-wide customer service training centered around our Core Values called I-CARE. Additional details on the program will be provided.*
3. Fast Forward Grant – Dr. Bobbi Damrow  
*An update related to Mid-States selection as a training partner for a Fast Forward Grant awarded to Sand Valley will be provided.*
4. Workforce Development Contracts & Proposals – Dr. Bobbi Damrow  
*An update of Workforce Development contracts and proposals referenced in Exhibit M will be provided.*

**F. ADJOURNMENT**

## MID-STATE TECHNICAL COLLEGE

## HUMAN RESOURCES &amp; EXTERNAL RELATIONS COMMITTEE MEETING MINUTES

Wisconsin Rapids Campus

August 19, 2019

**A. CALL TO ORDER** – Robert Beaver

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

PRESENT: Robert Beaver, Dr. Karen Brzezinski and Dr. Bobbi Damrow

**B. OPEN MEETING CERTIFICATION** – Robert Beaver

The meeting notice was verified.

**C. APPROVAL OF COMMITTEE MEETING MINUTES** – Robert Beaver

Motion by Mr. Beaver, seconded by Dr. Damrow, upon a voice vote, unanimously approved July 8, 2019 Human Resources & External Relations Committee meeting minutes as presented.

**D. REVIEW OF CONSENT AGENDA ITEMS** – Robert Beaver**E. CONTRACT TRAINING POLICY** – Dr. Bobbi Damrow

Discussion held. Action to approve will be requested during the Board meeting.

**F. INFORMATIONAL ITEMS**

1. OFFICE OF CIVIL RIGHTS REVIEW  
No action taken.
2. FOUNDATION UPDATE  
No action taken.
3. WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS  
No action taken.

**F. ADJOURNMENT**

There being no further business of the Committee, the meeting adjourned at 4:27 p.m. with a motion by Mr. Beaver, upon a voice vote.

\_\_\_\_\_  
Lynneia Miller, Secretary  
Mid-State Technical College Board

\_\_\_\_\_  
Angela R. Susa  
Recording Secretary

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

Monday, September 16, 2019 – 5:00 p.m.  
Stevens Point Campus; Community Engagement Room 634-635

### ***AGENDA***

**A. CALL TO ORDER – ROBERT BEAVER**

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

*This September 16, 2019 meeting of the Mid-State Technical College District Board of Directors, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College District aware of the place, time and agenda of the meeting.*

**C. APPROVAL OF COMMITTEE MINUTES (AUGUST 19, 2019 MEETING) (Exhibit K)**

**D. INFORMATIONAL ITEMS –**

1. Workforce & Economic Development Annual Report – Dr. Bobbi Damrow  
*A presentation of the FY19 Workforce & Economic Development Annual Report, which includes outcomes related to Contract Training, Continuing Education, Apprenticeship and Grants as well as courses offered, businesses served and service to local organizations, will be made.*
2. Year-End Dashboard Presentation – Dr. Shelly Mondeik  
*The FY19 Year-End Dashboard will be presented. Areas of success and opportunity will be highlighted.*

**E. ADJOURNMENT**

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

Wisconsin Rapids Campus	August 19, 2019
-------------------------	-----------------

**A. CALL TO ORDER** – Robert Beaver

The meeting was called to order at 5:00 p.m.

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

Rick Anderson, Dr. Karen Brzezinski, Wayne Bushman, Dr. Bobbi Damrow, Micki Dirks-Luebbe, Dr. Beth Ellie, Robb Fish, Volker Gaul, Scott Groholski, Ryan Kawski, Joe Kinsella, Dr. Mandy Lang, Ray McLemore, John Mehan, Dr. Clark Pagel, Brad Russell, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, and Angie Susa

**B. OPEN MEETING CERTIFICATION** – Robert Beaver

The meeting notice was verified.

**C. APPROVAL OF COMMITTEE MEETING MINUTES**

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a voice vote, unanimously approved July 8, 2019 Committee-of-the-Whole meeting minutes as presented.

**D. INFORMATIONAL ITEMS** – Justin Hoerter

1. MANUFACTURING PROJECT IN STEVENS POINT  
No action taken.

**E. ADJOURNMENT**

There being no further business of the Committee, the meeting adjourned at 5:49 p.m. with a motion by Mr. Beaver, upon a voice vote.

---

Lynneia Miller, Secretary  
Mid-State Technical College Board

---

Angela R. Susa  
Recording Secretary

**FY 2019-20 Budget Modifications Made In The Month of July & August 2019**

<u>Project #</u>	<u>Grant Title or Description</u>	<u>Type</u>	<u>Reason for Budget Change</u>	<u>Revenue Change</u>	<u>Expense Change</u>	<u>Fund Balance Change</u>	<u>Notes</u>
<b>Fund 1 - General Fund Budget Modifications</b>							
	Positions not in FY20 budget		Increase in state aid	167,244.00	179,764.00	(12,520.00)	1,2
	Additional expenses (see note below)		Increase in state aid	238,756.00	238,756.00	-	2
141229	Emergency Assistance Grant	State	Carryover grant from FY19	168.00	168.00	-	
141240	MREA Solar Grant	Private	New award	33,500.00	33,500.00	-	
141309	Adv Mfg Network - Gold Collar Careers	State	Carryover grant from FY19	4,780.00	4,780.00	-	
141399	DWD Dual Enrollment Grant	State	Carryover grant from FY19	268,607.00	258,408.00	10,199.00	3
141529	Fire Assistance Grant	Federal	Carryover grant from FY19	4,589.00	5,278.00	(689.00)	4
141929	Industrial Mechanical Grant	State	Carryover grant from FY19	8,717.00	7,794.00	923.00	3
149010	CNA at Marshfield Clinic Wat Grant	State	New award	47,740.00	46,982.00	758.00	3
149020	Multi-level Workplace Sol WAT Grant	State	New award	77,002.00	73,335.00	3,667.00	3
149419	Multi-level Workplace Sol WAT Grant	State	Carryover grant from FY19	11,659.00	11,126.00	533.00	3
149709	Marshfield Clinic WAT Grant	State	Carryover grant from FY19	16,187.00	15,416.00	771.00	
	Additional expenses (see note below)		Increase in interest income	41,000.00	41,000.00	-	5
<b>Fund 2 - Special Revenue - Operational Fund Budget Modifications</b>							
	Position not in FY20 budget		Adjust budget to actual	-	50,962.00	(50,962.00)	1
<b>Fund 3 - Capital Projects Fund Budget Modifications</b>							
141929	Industrial Mechanical Grant	State	Carryover grant from FY19	14,121.00	14,121.00	-	
144011	Academic Administration Capital		Carryover funds from FY19		63,037.00	(63,037.00)	1
	Add cosmetology classroom		Adjust budget to actual		6,929.00	(6,929.00)	1
<b>Total Budget Changes For The Month</b>				934,070.00	1,051,356.00	(117,286.00)	
<b>Notes:</b> Budget modifications are out of balance for July & August due to the following:							
1	Fund balance will cover expense.						
2	Due to additional state aid in FY20, expenses were added for staffing, academics and facilities projects.						
3	Grant allows for indirect expenses.						
4	Grant is not fully funded.						
5	Due to additional interest income, expenses were added for consulting in the academic area and staffing adjustments.						



## Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2020 as of August 31, 2019

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current	
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Budget	Budget
Local Government	7,008,488	-	-	6,351,798	-	-	-	-	-	-	-	-	-	-	13,360,286	26.3%
Student Fees	7,191,489	30,000	-	-	-	-	-	-	-	-	-	-	-	-	7,608,689	15.0%
State Aid & Grants	15,555,010	-	122,541	-	-	-	-	-	-	-	-	-	-	-	15,677,551	30.8%
Institutional	269,035	755,000	36,020	112,000	1,156,975	6,223,200	710,400	-	-	-	-	-	-	9,262,630	18.2%	
Federal	556,117	-	4,390,000	-	-	-	4,390,000	-	-	-	-	-	-	4,946,117	9.7%	
<b>Total Revenues</b>	<b>30,580,139</b>	<b>785,000</b>	<b>158,561</b>	<b>6,463,798</b>	<b>1,156,975</b>	<b>6,223,200</b>	<b>5,487,600</b>	<b>158,561</b>	<b>6,463,798</b>	<b>1,156,975</b>	<b>6,223,200</b>	<b>50,855,273</b>	<b>50,855,273</b>	<b>100.0%</b>	<b>49,921,203</b>	

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current	
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Budget	Budget
Salaries and Wages	17,810,242	268,410	-	-	210,269	-	282,198	-	-	-	-	-	-	-	18,571,119	33.1%
Benefits	7,538,502	91,420	-	-	69,169	-	296,202	-	-	-	-	-	-	-	7,995,293	14.3%
Current Expenditures	5,751,871	554,105	-	-	104,303	-	139,737	-	-	-	-	-	-	-	7,656,651	13.7%
Student Financial Aid & Activities	-	-	-	-	-	-	4,741,722	-	-	-	-	1,106,635	-	-	4,741,722	8.5%
Resale	-	-	-	-	836,465	-	-	-	-	-	-	4,637,800	-	-	5,474,265	9.8%
Capital Outlay	-	-	5,207,950	-	-	-	-	-	-	-	-	-	-	-	5,207,950	9.3%
Debt Retirement	-	-	-	6,431,097	-	-	-	-	-	-	-	-	-	-	6,431,097	11.5%
<b>Total Expenditures</b>	<b>31,100,615</b>	<b>913,935</b>	<b>5,207,950</b>	<b>6,431,097</b>	<b>1,220,206</b>	<b>5,744,435</b>	<b>5,459,859</b>	<b>5,207,950</b>	<b>6,431,097</b>	<b>1,220,206</b>	<b>5,744,435</b>	<b>56,078,097</b>	<b>56,078,097</b>	<b>100.0%</b>	<b>55,026,741</b>	
<b>% of Expenditures by Fund</b>	<b>55.5%</b>	<b>1.6%</b>	<b>9.3%</b>	<b>11.5%</b>	<b>2.2%</b>	<b>10.2%</b>	<b>9.7%</b>	<b>9.3%</b>	<b>11.5%</b>	<b>2.2%</b>	<b>10.2%</b>	<b>100.0%</b>	<b>100.0%</b>			

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



## Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2020 as of August 31, 2019

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget	
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14			
Local Government	31	-	-	-	-	-	-	-	-	-	-	-	-	-	31	13,360,286	0.0%
Student Fees	3,773,652	9,823	-	-	-	-	202,565	-	-	-	-	-	-	-	3,986,040	7,608,689	52.4%
Slate Aid & Grants	1,041,394	-	-	-	-	-	-	-	-	-	-	-	-	-	1,041,394	15,677,551	6.6%
Institutional	60,129	16,020	-	-	-	165,089	-	8,661	13	-	-	347,535	998,657	-	1,596,104	9,262,630	17.2%
Federal	200	-	-	-	-	268,361	-	-	-	-	-	-	-	-	268,561	4,946,117	5.4%
<b>Total Revenues</b>	<b>4,875,405</b>	<b>25,843</b>	<b>8,661</b>	<b>13</b>	<b>347,535</b>	<b>998,657</b>	<b>6,892,129</b>	<b>50,855,273</b>	<b>13.6%</b>	<b>16.0%</b>	<b>30.0%</b>	<b>13.6%</b>	<b>13.6%</b>	<b>13.6%</b>	<b>50,855,273</b>	<b>13.6%</b>	

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget	
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14			
Salaries and Wages	3,172,998	36,804	-	-	-	27,984	-	-	-	-	-	23,845	-	-	3,261,631	18,571,119	17.6%
Benefits	1,316,751	12,727	-	-	-	7,169	-	-	-	-	-	8,524	-	-	1,345,172	7,995,293	16.8%
Current Expenditures	1,045,010	3,822	-	-	-	5,032	-	-	-	-	-	33,107	205,230	-	1,292,201	7,656,651	16.9%
Student Financial Aid & Activities	-	-	-	-	-	269,892	-	-	-	-	-	-	-	-	269,892	4,741,722	5.7%
Resale	-	-	-	-	-	-	-	-	-	-	-	158,897	887,787	-	1,046,684	5,474,265	19.1%
Capital Outlay	-	-	-	-	-	-	741,744	-	-	-	-	-	-	-	741,744	5,207,950	14.2%
Debt Retirement	-	-	-	-	-	-	-	-	380,260	-	-	-	-	-	380,260	6,431,097	5.9%
<b>Total Expenditures</b>	<b>5,534,760</b>	<b>53,353</b>	<b>741,744</b>	<b>380,260</b>	<b>224,373</b>	<b>1,093,018</b>	<b>8,337,583</b>	<b>56,078,097</b>	<b>14.9%</b>	<b>19.0%</b>	<b>18.4%</b>	<b>14.9%</b>	<b>14.9%</b>	<b>56,078,097</b>	<b>14.9%</b>		

### Changes in Fund Equity

Est Fund Equity as of 6/30/19	10,462,879	351,729	5,987,809	387,022	1,605,349	2,050,742	21,332,576	21,332,576
Current Revenue over Expenses	(659,354)	(27,510)	325,938	(380,246)	123,162	(94,361)	(5,222,824)	(5,222,824)
Other Sources and Uses:								
Proceeds from Debt	-	-	-	-	-	-	5,000,000	5,000,000
Interfund Transfers In	-	-	-	-	-	-	120,000	120,000
Interfund Transfers Out	-	-	-	-	-	-	(120,000)	(120,000)
Repayment of Debt	-	-	-	-	-	-	-	-
<b>Accrued YTD Fund Equity</b>	<b>9,803,525</b>	<b>324,219</b>	<b>6,313,747</b>	<b>6,776</b>	<b>1,728,511</b>	<b>1,956,381</b>	<b>21,109,752</b>	<b>21,109,752</b>

**Mid-State Technical College  
Combined Balance Sheet - All Fund Types and Account Groups  
August 31, 2019**

With Comparative Total for August 31, 2018

Mid-State Technical College  
September 4, 2019 at 3:02 PM

**ASSETS AND OTHER DEBITS**

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type	
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Non-Aidable	Memorandum only	
								2019-20	2018-19
Cash	\$ 9,546,634	\$ -	\$ 33,682	\$ 153	\$ 1,570	\$ 1,925,468	\$ 100	\$ 11,507,607	\$ 12,423,378
Investments	-	-	-	-	-	-	5,897,963	5,897,963	5,323,383
Receivables:									
Property taxes	(213,186)	-	-	213,186	-	-	-	-	50
Accounts receivable	2,816,784	11,728	131	-	291,769	-	125,449	3,245,861	3,205,630
Due from other funds	(1,297,413)	312,493	(54,349)	(206,565)	459,423	484,225	302,186	-	(1)
Inventories - at cost	-	-	-	-	578,126	-	-	578,126	488,056
Prepaid Assets	-	-	-	-	-	-	-	-	-
Other Current Assets	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	444,410	44,037	-	488,447	547,124
General Long Term Debt	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 10,852,819</b>	<b>\$ 324,221</b>	<b>\$ (20,536)</b>	<b>\$ 6,774</b>	<b>\$ 1,775,298</b>	<b>\$ 2,453,730</b>	<b>\$ 6,325,698</b>	<b>\$ 21,718,004</b>	<b>\$ 21,987,620</b>

**LIABILITIES, FUND EQUITY AND OTHER CREDITS**

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type	
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Non-Aidable	Memorandum only	
								2019-20	2018-19
Liabilities									
Accounts Payable	\$ 152,806	\$ -	\$ 225,501	\$ -	\$ 42,896	\$ -	\$ 9,184	\$ 430,387	\$ 1,212,683
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	468,329	-	-	-	-	497,514	-	965,843	448,042
Vacation	419,246	-	-	-	3,410	(166)	2,767	425,257	527,955
Other current liabilities	8,911	-	-	-	481	-	-	9,392	8,560
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	-	-	-	-	-	-	-	-	-
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	1,049,292	-	225,501	-	46,787	497,348	11,951	1,830,879	2,197,240
Fund equity and other credits									
Retained Earnings	-	-	-	-	1,580,452	321,223	-	1,901,675	1,785,652
Res for Prepaid Expenditures	143,199	157	-	-	24,898	-	-	168,254	133,042
Res for Self-Insurance	-	-	-	-	-	1,729,519	-	1,729,519	1,467,033
Res for Student Organizations	-	-	-	-	-	-	97,668	97,668	126,582
Res for Student Fin Assistance	-	-	-	-	-	-	9,966	9,966	-
Res for Post-Employ Benefits	482,274	-	-	-	-	-	5,880,175	6,362,449	6,037,417
Reserve for Capital Projects	-	-	401,271	-	-	-	401,271	401,271	613,227
Reserve for Cap Proj - Motorcycle	-	-	85,775	-	-	-	-	85,775	105,559
Reserve for Debt Service	-	-	-	387,022	-	-	-	387,022	532,744
Designated for Operations	7,265,233	(41,899)	-	-	-	-	-	7,223,334	7,963,373
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	383,216
Des for Subsequent Year	2,188,956	393,471	-	-	-	-	-	2,582,427	2,179,951
TOTAL FUND EQUITY AND OTHER CREDITS	10,462,878	351,729	487,046	387,022	1,606,350	2,050,742	5,987,809	21,332,576	21,327,796
Year-to-date excess revenues(expenditures)	(659,351)	(27,508)	(733,083)	(380,248)	123,161	(94,360)	325,938	(1,445,451)	(1,537,416)
<b>TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS</b>	<b>\$ 10,852,819</b>	<b>\$ 324,221</b>	<b>\$ (20,536)</b>	<b>\$ 6,774</b>	<b>\$ 1,775,298</b>	<b>\$ 2,453,730</b>	<b>\$ 6,325,698</b>	<b>\$ 21,718,004</b>	<b>\$ 21,987,620</b>



## August Contracted Service Agreements

Meeting on September 16, 2019

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146519	Stevens Point	Public Ed Postsecondary	Situational Awareness & De-escalation	3	19	250.00
146520	Friendship	Business & Industry	Chainsaw Safety	1	8	850.00
					<b>Total:</b>	<b>\$1,100.00</b>

## August Contract Training Proposals

For Informational Purposes

Proposal Number	Location of Business/Agency	Industry Type	Type of Service	Proposal Amount
00000085	Friendship	Private	Chainsaw Safety	850.00
00000086	Nekoosa	K12	Tech Ed Courses	33,000.00
00000087	Marshfield	Private	CPR/AED	825.00
00000088	Auburndale	K12	CPR/AED First Aid	1,195.00
00000089	Wisconsin Rapids	Private	Train the Trainer	3,495.00
00000090	Wisconsin Rapids	Private	FIRST AID, CPR/AED	5,590.00
00000091	Marshfield	Private	Customer Service Follow Up	1,590.00
00000092	Oxford	Governmental	Confined Space Awareness Training	1,190.00
00000093	Marshfield	Private	CPR AED	1,495.00
			<b>Total:</b>	<b>\$49,230.00</b>

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

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

<b>PROCUREMENTS NOT REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR CAMPUS – EQUIPMENT (GRANT) – SCHOOL OF ADVANCED MANUFACTURING &amp; ENGINEERING</u></b>		
A-Line Machine Tool Co. INC., La Crosse, WI	\$ 33,161.00	Quote
Republic-Lagun Machine Tool Co., Harbor City, CA	\$ 39,391.00	Quote
Moneco Machine Company Inc., Santa Fe Springs, CA	\$ 40,228.00	Quote
<b><u>WR CAMPUS – EQUIPMENT (CAPITAL) – SCHOOL OF ADVANCED MANUFACTURING &amp; ENGINEERING</u></b>		
A-Line Machine Tool Co. INC., La Crosse, WI	\$ 31,048.20	Quote
Republic-Lagun Machine Tool Co., Harbor City, CA	\$ 39,391.00	Quote
Moneco Machine Company Inc., Santa Fe Springs, CA	\$ 40,228.00	Quote
<b><u>WR CAMPUS – COMPUTER SOFTWARE RENEWAL – IT DEPARTMENT</u></b>		
Insight Public Sector SLED, Tempe, AZ	\$ 32,161.46	State Contract
<b><u>WR CAMPUS – EQUIPMENT – SCHOOL OF ADVANCED MANUFACTURING &amp; ENGINEERING</u></b>		
Gladwin Machinery & Supply Co., Menomonee Falls, WI	\$ 26,915.00	Quote
Piranha from Gladwin Machinery, Menomonee Falls, WI	\$ 37,900.00	Quote
Scotchman, Philip, SD	\$ 27,990.00	Quote
❖ <b>Subtotal for Procurements Not Requiring Board Action</b>	<b><u>\$123,285.66</u></b>	

**GRAND TOTAL** **\$123,285.66**

## **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.