



# **BOARD OF DIRECTORS MEETING**

**February 15, 2016**

Wisconsin Rapids Campus  
Room L133-134



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# MID-STATE DISTRICT BOARD OF DIRECTORS

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WISCONSIN RAPIDS

FEBRUARY 15, 2016

AGENDA: DISTRICT BOARD MEETING

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

DATE: Monday, February 15, 2016

TIME: 5:20 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Roll Call

C. Meeting Notice Certification

This February 15, 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 not convene to closed session this month.

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 – January 18, 2015 meeting

G. CONSENT AGENDA

1. PAYMENT OF BILLS AND PAYROLL

District bills for January 2016 are contained in Exhibit B. These bills total \$2,626,531.30 of which \$2,445,848.33 represents operational expenditures and \$180,682.97 represents capital expenditures.

The District's regular payrolls were issued on January 8 and 22. Payroll disbursements for the month of January totaled \$1,184,922.69 plus \$26,714.96 for travel and miscellaneous reimbursements, and \$603,149.18 in fringe benefits, for a total payroll disbursement of \$1,814,786.83.

Administration recommends approval of the payment of these obligations totaling \$4,441,318.13.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into five contracted service agreements totaling \$19,950. 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 this contract.

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.

There are no procurements which will require prior Board approval.

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 \$1,500,000 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. Medical Office Specialist Program
3. Information Items
4. Committee-of-the-Whole Meeting

c. Facilities & External Relations Committee

1. Review Consent Agenda Items
2. Student Services & Information Center Remodel Project
3. Information Items
4. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. Post-Employment Benefits

- I. Discussion and Action Items
  - 1. Mid-State 2015 Student Ambassador
- J. Adjournment

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Stevens Point

January 18, 2016

**I. ROLL CALL**

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:06 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Patrick Costello, Dr. Colleen Dickmann, Justin Hoerter, Joseph Kinsella, Peggy Ose, Charles Spargo, and Dr. Sue Budjac

EXCUSED: Lynneia Miller

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

**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 legal advice rendered regarding questions raised about procedural issues. This closed session is being held in compliance with Chapter 19, Subchapter 19.85(g) 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 Ms. Ose, 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 Dr. Dickmann, upon a voice vote, unanimously approved the minutes from the regular meeting held December 21, 2015, as written.

**V. CONSENT AGENDA**

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

OFFICIAL PROCEEDINGS

January 18, 2016

Page 2

1. The district's bills for the month of December 2015 were presented in Exhibit B. These bills totaled \$1,310,373.41 of which \$729,131.99 represents operational expenditures and \$581,241.42 represents capital expenditures.

The district's payroll for the month of December totaled \$1,271,025.10 plus \$15,528.19 for travel and miscellaneous reimbursements and \$536,956.06 in fringe benefits. The district's bills and payroll totaled \$3,133,882.76.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146259	Westrock	\$ 2,720.00
146270	Fenander Chiropractic	\$ 300.00

3. Approved the following 2015-16 procurement for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
No procurements required Board approval.		

4. Approved the following Advisory Committee appointments: CRIMINAL JUSTICE-CORRECTIONS AND COMMUNITY ADVOCACY – Denise Willfahrt.

**VI. CHAIRPERSON'S REPORT**

1. Ms. Bruski Mallek welcomed Board members to the meeting and announced Ms. Miller asked to be excused.

2. Ms. Bruski Mallek, in recognition of Martin Luther King, Jr. Day, read an honorary statement about Dr. King.

3. Ms. Bruski Mallek reported the Winter Boards Association meeting was held January 14-16 in LaCrosse. Mr. Beaver, Mr. Costello, Ms. Bruski Mallek and Dr. Budjac attended. Those attending highlighted portions of the Association meetings and breakout sessions. Mr. Costello briefly shared information about the MATC Promise program and health care consortium within the WTCS. Dr. Budjac reported on two pieces of state legislation introduced in response to student college debt. The Spring Boards Association meeting will be held April 21-23, 2016.

4. Ms. Bruski Mallek announced the Spring Board Advance will be held Monday, February 1 at Pointe Precision in Plover. Agendas were provided and materials supporting the Advance will be mailed to attendees prior to the Advance.

5. Ms. Bruski Mallek reported a letter will be sent to County Board Chairpersons within the Mid-State District announcing the start of the Board Appointment process. Members eligible for reappointment are Justin Hoerter, Joseph Kinsella and Charles Spargo. The application deadline is 4:00 p.m. on Wednesday, March 2. The mandatory appointment meeting will be held at 5:00 p.m. on Thursday, March 17 at the Wisconsin Rapids Campus.

6. Ms. Bruski Mallek announced the 2016 ACCT Legislative Summit will be held February 8-11 in Washington, D.C. at the Marriott Wardman Park Hotel. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac will attend.



OFFICIAL PROCEEDINGS

January 18, 2016

Page 3

7. Ms. Bruski Mallek informed the group that the March 21 Board meeting will be held at the Mid-State Adams County Center.

8. The next MSTC Board meeting will be held on Monday, February 15 at the Wisconsin Rapids Campus. Committee meetings will be held at 4:15 p.m. unless otherwise announced, the Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m.

**VII. FOUNDATION BOARD LIAISON REPORT**

1. Ms. Bruski Mallek reported a total of \$19,200 in spring scholarships have been awarded.

2. Ms. Bruski Mallek announced the 2016 Mid-State Foundation Golf Event will be held June 15, 2016 at Lake Arrowhead.

3. Ms. Bruski Mallek provided an update on current projects of the Foundation, including Annual Employee Appeal Campaign, High School visits and additional scholarship opportunities.

**VIII. PRESIDENT'S REPORT**

1. Dr. Budjac welcomed Wood County Board Chair Lance Pliml and Stevens Point Campus Dean Volker Gaul to the meeting.

2. Dr. Budjac provided an update on activities of the WTCS Presidents Association, including a new Nursing Pathway Subcommittee formed to find ways to help decrease the nursing workforce shortage, Grants Consortium meetings with funding agencies during the ACCT Legislation Summit, and strategies or initiatives to grow the System's competitive advantage.

3. Dr. Budjac reported the Legacy Foundation requested community organizations provide suggestions regarding potential projects that are dedicated to improving the health and well-being of the people in Wisconsin Rapids and surrounding communities for consideration in their next grant cycle. Mid-State will submit a concept proposal to create a center for health and emergency medicine programs at the Wisconsin Rapids Campus. Space could replicate that of a health care facility and provide a solution to declining clinical sites for Mid-State students.

4. Dr. Budjac reported she and Mid-State leaders met with Incentive Community Foundation staff to share strategic plans and identify collaboration opportunities. A similar meeting was held with North Central Wisconsin Workforce Development Board staff. These meetings continue to build relationships and allow new employees to make connections.

5. Dr. Budjac announced Mid-State will host an April 1, 2016 ribbon cutting for the Diesel Technology Center on the Wisconsin Rapids Campus. Board members are welcome to participate as schedules permit.

**IX. FINANCE & AUDIT COMMITTEE**

1. Finance & Audit Committee Chairperson Patrick Costello reported the committee reviewed its Consent Agenda items and had no questions or concerns.

2. Mr. Costello reviewed the Treasurer's Report. There were no questions or concerns.

3. The following items were presented for informational purposes only:
  - a. 2015-16 GENERAL REVENUE AND EXPENDITURE FUND FORECAST – Mr. Costello reported the committee reviewed the General Revenue and Expenditure Forecast for the current fiscal year.
  - b. BUDGET DEVELOPMENT CALENDAR AND ACTIVITIES FOR FISCAL YEAR 2016-17 (FY17) – Mr. Costello reported the committee reviewed the FY17 Budget Development Calendar and Activities Schedule and noted that the Finance & Audit Committee reviews the proposed budget, as part of a special meeting, prior to the presentation to the full Board. All Board members are welcome to attend the special meeting outlining the FY17 budget. A confirmed date will be shared when available.
  - c. 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. SPOTLIGHT ON INFORMATION TECHNOLOGY PROGRAMS – Mr. Hoerter reported Information Technology Associate Dean Jason Schenzel provided an overview of collaborative activities Mid-State has participated in throughout the Stevens Point community as well as initiatives targeted to address the changing IT industry and growing need for IT professionals in the Central Wisconsin workforce.
  - b. LEGAL SERVICES UPDATE – Mr. Hoerter reported the college's fees for legal services for 2014-15 were \$24,632.00; less than the previous year's total. Mr. Hoerter highlighted factors contributing to this total.
  - c. ADDITIONAL RECRUITMENT PROCESS – Mr. Hoerter reported that the college has implemented an additional reference check process to further qualify candidates for open positions at the college. This process is web-based and provides reference checks for final candidates.

**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. COMMUNITY FACILITY USE – Mr. Kinsella provided an overview of college facility usage by the general public and community organizations over the past year. Location specific information as well as the number of individuals and organizations served was shared. Mr. Kinsella thanked Director of Facilities & Procurement Matt

Schneider for providing this valuable information and his oversight of college facilities.

- b. ENROLLMENT DATA – Mr. Kinsella highlighted December 2015 enrollment data noting the 4.3% decrease in FTEs since December 2014. All locations and divisions experienced a decrease in FTEs. Mr. Kinsella provided a summary of those programs experiencing FTE increases and a comparison of FTE data with other WTCS colleges. The college has implemented various methods to positively impact enrollment in the coming year.
- c. STEVENS POINT CAMPUS AND COMMUNITY UPDATE – Stevens Point Campus Dean Volker Gaul provided an overview of student learning and campus activities occurring at the Stevens Point Campus as well as happenings and opportunities from throughout the Stevens Point community.

## **XII. COMMITTEE-OF-THE-WHOLE**

1. POST-EMPLOYMENT BENEFITS – Ms. Bruski Mallek reported Key Benefit Concepts (KBC) Senior Benefits Consultant Linda Mont provided an overview of what has taken place relative to post-employment benefits throughout the state of Wisconsin. The College has been working with KBC to evaluate retirement benefits for college employees and will ultimately employ options to reduce the annual contribution to post-employment benefits.

2. GRANTS UPDATE – Ms. Bruski Mallek reported Grants Specialist Simone Fevola provided an overview of federal grant activities. Concerns regarding the low level of federal financial aid was expressed considering 78% of Mid-State program students receive financial aid each year. Pell Grant information was highlighted. Grants awarded to the college and number of students served has exceeded expectations over the past year. Mr. Fevola also provided materials to the Board that will be given to legislators during the annual ACCT Legislative Summit in Washington D.C. early next month.

## **XIII. DISCUSSION AND ACTION ITEM**

1. STUDENT SERVICES & INFORMATION CENTER (SSIC) OVERVIEW – Vice President of Student Services Dr. Mandy Lang provided additional information about the Student Services & Information Center related to objectives of the center, examples of student service flow, project timeline, and overall budget. In addition, internal input and collaboration, best practices, and samples of work station set-ups were shared. The new construction project of the Student Services & Information Center will cost no more than \$1.5M and is expected to be complete in February 2017. The Board will continue to receive additional information as the project timeline progresses.

2. SSIC REMODEL PROJECT – Director of Facilities & Procurement Matt Schneider provided an overview of the Student Services & Information Center (SSIC) Remodel Project as it relates to the overall SSIC project. He shared budgetary and funding information for the estimated \$640,000 remodel project and a timeline for project completion in February 2017. Administration will seek remodel project approval at the February meeting.

3. SSIC NEW ADDITION – Dr. Lang highlighted the Student Services & Information Center New Addition Project which will provide a 5,800 square foot addition on the Wisconsin Rapids Campus. Preliminary exterior renderings were shared. New Addition Project cost is not to exceed \$1.5M.

OFFICIAL PROCEEDINGS

January 18, 2016

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Motion by Mr. Spargo, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved the following Resolution For The Student Services And Information Center New Addition Project At The Wisconsin Rapids Campus:

WHEREAS, the existing Student Service functions are widely spread throughout the Wisconsin Rapids Campus; and

WHEREAS, the new Student Services and Information Center (SSIC) addition will centralize these functions to improve student retention levels, reduce student walk-a-ways during registrations, and improve student support, experiences, and information which will positively affect overall student success.

BE IT FURTHER RESLOVED that the Mid-State Technical College Board will use \$1,500,000 in previously awarded General Obligation Notes intended for new facility construction on the Wisconsin Rapids Campus; and

BE IT FURTHER RESLOVED that the borrowing and use of debt proceeds were included in the FY14 capital plan intended for the Transportation Center project; and

BE IT FURTHER RESLOVED that the Wisconsin Technical College System has been notified of our intent to reallocate the allowable college set-a-side funds.

BE IT FURTHER RESLOVED that the MSTC FY16 Capital budget has been updated to reflect this capital project.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College Board approves the construction of an approximately 5,800 square foot Student Services and Information Center addition located on the Wisconsin Rapids Campus and requests Wisconsin Technical College System Board approval during their January 2016 meeting.

**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, February 15, 2016 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., unless otherwise announced. Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m.

There being no further business, the Board convened to closed session at 6:28 p.m.

There being no further business as a result of the closed session, the Board meeting adjourned at 6:46 p.m. with a motion by Mr. Beaver, upon a voice vote.

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Peggy Ose, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

# H. REPORTS AND RECOMMENDATIONS

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WISCONSIN RAPIDS

FEBRUARY 15, 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

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WISCONSIN RAPIDS

FEBRUARY 15, 2016

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, February 15, 2016

TIME: 4:00 p.m.

A. Meeting called to order by Chairperson Patrick Costello

B. Call to Order

C. Meeting Notice Certification

This February 15, 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)

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 \$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES; AND SETTING THE SALE (Exhibit F)

Administration is requesting authority to issue \$1,500,000 in general obligation promissory notes to finance Facility remodeling and improvements for the college. A portion of these funds will be used for the remodeling of our existing space for the Student Services & Information Center (SSIC). This borrowing represents the second series of a total \$5.5 million capital financing plan for the current fiscal year.

Robert W. Baird, Inc., Mid-State's financial advisor, has prepared the college's financing plan. Quarles & Brady, Mid-State's bond counsel, has prepared the authorizing resolution contained in Exhibit F. An awarding resolution for the sale of the notes will be



presented in March. Proceeds will be distributed thereafter. Administration is recommending Board action to authorize the borrowing of \$1,500,000 as contained in Exhibit F.

4. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. FUNDING OPTIONS FOR OTHER POST-EMPLOYMENT BENEFITS (OPEBs)

Vice President of Finance & IT Nelson Dahl has been exploring alternate trust and investment strategies for the College's future Other Post-Employment Benefits (OPEBs) liability. The committee may discuss a portion of this item, which will be wholly discussed in Committee-of-the-Whole. This is an informational item and no action needs to take place this month.

b. REQUEST FOR PROPOSALS (RFP) MID-STATE FINANCIAL AUDIT

A request for proposals for the performance of audits of financial records covering the fiscal years ending June 30, 2016, through June 30, 2020, was sent out in December. Mid-State issued a joint RFP with eight other technical colleges and the Wisconsin Technical College Employee Benefits Consortium. Interviews to select an audit firm will be held later this month. The five-year cost of these services will exceed \$50,000; this will be a consent agenda item in a subsequent month.

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

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WISCONSIN RAPIDS

FEBRUARY 15, 2016

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

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

DATE: Monday, February 15, 2016

TIME: 4:15 p.m.

A. Committee meeting called to order by Chairperson Justin Hoerter

B. Call to Order

C. Meeting Notice Certification

This February 15, 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. MEDICAL OFFICE SPECIALIST PROGRAM

In response to employer demand and supported by a needs analysis, Mid-State will modify its suspended Health Unit Coordinator program into a Medical Office Specialist one-year technical diploma program. There will be not budget impact because the modified program will use existing courses. Vice President of Academics Sandy Kiddoo will provide an overview of the program and seek Mid-State Board approval for Medical Office Specialist, a one-year technical diploma program. State Board approval is not needed for this program modification.

3. INFORMATION ITEMS

The following items are presented for informational purposes only:

a. CIVIL ENGINEERING ENGAGES ASSUMPTION HIGH SCHOOL STUDENTS

Technical & Industrial Division Associate Dean Gary Kilgas and Mid-State Civil Engineering Faculty will discuss a collaborative and innovative opportunity provided for Assumption High School students in our Civil Engineering Program in January.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# FACILITIES & EXTERNAL RELATIONS

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WISCONSIN RAPIDS

FEBRUARY 15, 2016

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, February 15, 2016

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Joseph Kinsella

B. Call to Order

C. Meeting Notice Certification

This February 15, 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. STUDENT SERVICES & INFORMATION CENTER REMODEL PROJECT

Director of Facilities & Procurement Matt Schneider will give a brief review of the information pertaining to the Student Services & Information Center Remodel Project and request approval of the resolution (Exhibit G) pertaining to that project.

3. INTERNATIONAL TRAVEL

The College has a spring international student/faculty exchange that requires international travel approval for Mid-State Renewable Energy Specialist Instructor Ben Nusz. Mr. Nusz will

travel to Germany to escort six students participating in the 12th annual German student/faculty educational exchange. The tentative travel dates are scheduled for May following the end of the spring semester.

4. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. MID-STATE STUDENT LOAN DEFAULT RATES

Vice President of Student Services Dr. Mandy Lang will share the latest student loan default rates from the Department of Education. Mid-State's rates and those of the college's throughout the WTCS will be presented along with the impact of the latest default rate on the College.

b. COLLEGE ORIENTATION

College orientation is a nationwide best practice that has shown to increase student retention and have a positive effect on academic performance. In January, Mid-State piloted an orientation at the Stevens Point Campus. Dean of Student Support Dr. Christina Lorge-Grover will present details of the orientation event and next steps in alignment with our Strategic Plan and Integrated Enrollment Model.

5. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# COMMITTEE-OF-THE-WHOLE

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WISCONSIN RAPIDS

FEBRUARY 15, 2016

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, February 15, 2016

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Meeting Notice Certification

This February 15, 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. POST-EMPLOYMENT BENEFITS

As a follow-up from the February 1, 2016 Board Advance, there will be continued discussion on Other Post-Employment Benefits (OPEBs) and the financial implications of options to fund this obligation in the future.

D. ADJOURNMENT

## **I. DISCUSSION & ACTION ITEM(S)**

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WISCONSIN RAPIDS

FEBRUARY 15, 2016

1. MID-STATE 2015 STUDENT AMBASSADOR

Kris Marchel is a 2015 graduate of the Criminal Justice – Law Enforcement program and Mid-State’s 2015 Student Ambassador. Mr. Marchel will share his perspective as a student and his highlights and experiences as the Student Ambassador.

## **J. ADJOURNMENT**

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## **EXHIBITS A – G**

## **PRESIDENT'S REPORT**

### **FEBRUARY 15, 2016**

1. On January 26, Mid-State Technical College hosted over 500 high school students and over 30 high school staff at the Wisconsin Rapids Campus for the 3rd annual Mid-State Program Showcase. High school students and staff participated in the program-led interactive activities, demonstrations, and informative presentations. Examples of hands-on activities included "The Pit Crew Challenge" for the Automotive Technician program and "The Calculator Challenge" game for the Accounting program. It was a great opportunity to showcase our programs and introduce high school students to everything Mid-State has to offer and the benefits of a technical college education.
2. Mid-State has recently acquired two fire trucks. The fire trucks will be utilized by both the Diesel Technician program as well as the new Fire Protection Technician program to create enhanced learning opportunities that will give our students additional high tech skills needed in these careers. Both trucks were purchased significantly below market value with budgeted FY16 capital dollars.
3. When students in the Diesel Technician program on the Wisconsin Rapids Campus returned for classes in January, many sections had a new classroom in a newly remodeled building, the Diesel Technology Center. Student and faculty feedback about the new facility has been extremely positive. The investment in this facility benefits both students and employers by giving Mid-State the ability to increase the number of students in this program in response to employer workforce needs. A building dedication is planned for April 1, 2016. Board members are welcome to attend as their schedules permit.
4. Mid-State hosted Early Childhood Professionals from Stevens Point, Wisconsin Rapids, Lodi, Madison, Sheboygan and Port Edwards for the Infant Toddler Commission in January. Eighteen students (13 from Mid-State) earned their Infant Toddler Credential. In addition to this credential, many of these students are continuing on with their education, working toward completion of the Preschool Credential. Students who earn both credentials will have also completed a large percentage of core classes in the Early Childhood Education program. The opportunity was made possible through the grant Mid-State received in the fall of 2015. This grant supported free tuition/fees and textbooks to eligible students.
5. My travel between now and mid-March will include:
  - Weekly Rotary Meetings
  - Presidents' Association Meeting
  - WTCS Student Showcase
  - Incurage Community Foundation Meeting
  - Paper City Savings Board Meeting
  - Central Wisconsin Higher Education Alliance Meeting
  - Continuous Quality Improvement Network (CQIN) CEO and Reps Forum

<b>FY 2015-16 Budget Modifications Made In The Month of January 2016</b>						
<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>						
<b>Fund 3 - Capital Projects Fund Budget Modifications</b>						
<b>Total Budget Changes For The Month</b>				-	-	-
<b>Notes:</b> There were no budget modifications in the month of January.						





## Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2016 as of January 31, 2016

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Local Government	6,214,214	-	-	4,144,521	-	-	-	-	-	-	-	-	-	10,337,031	100.2%	
Student Fees	7,388,732	-	335,595	-	-	-	-	-	-	-	-	-	-	8,135,863	94.9%	
State Aid & Grants	2,392,985	-	-	-	-	-	-	-	-	-	-	-	-	14,457,159	16.6%	
Institutional	115,404	37,480	316,627	134,466	1,077,454	2,851,210	4,582,162	8,112,260	56.5%					7,664,324	68.9%	
Federal	533,754	-	4,746,670	1,002	-	-	-	-	-	-	-	-	-	48,706,637	62.3%	
<b>Total Revenues</b>	<b>16,645,088</b>	<b>37,480</b>	<b>5,398,892</b>	<b>4,278,987</b>	<b>1,077,454</b>	<b>2,851,210</b>	<b>30,339,634</b>	<b>48,706,637</b>	<b>62.3%</b>							

**% of Budget Recognized**      55.1%      4.3%      77.4%      100.8%      86.6%      56.5%      **62.3%**

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Salaries and Wages	9,033,053	20,332	100,067	-	76,780	17,673	9,247,905	17,522,607	52.8%							
Benefits	4,090,346	2,416	28,041	-	36,797	12,978	4,170,578	7,457,710	55.9%							
Current Expenditures	2,869,024	9,185	62,394	8,000	20,339	596,987	3,565,928	8,472,427	42.1%							
Student Financial Aid & Activities	-	-	4,974,530	-	-	-	4,974,530	6,564,113	75.8%							
Resale	-	-	-	-	841,588	1,937,323	2,778,911	4,759,500	58.4%							
Capital Outlay	-	-	23,499	-	-	-	2,389,926	8,013,694	29.8%							
Debt Retirement	-	-	-	503,443	-	-	503,443	4,531,455	11.1%							
<b>Total Expenditures</b>	<b>15,992,423</b>	<b>31,934</b>	<b>5,188,531</b>	<b>503,443</b>	<b>975,504</b>	<b>2,564,960</b>	<b>27,631,220</b>	<b>57,321,506</b>	<b>48.2%</b>							

**% of Budget Expended**      51.9%      4.4%      74.0%      11.1%      80.8%      51.0%      **48.2%**

### Changes in Fund Equity

Actual Fund Equity as of 6/30/15	15,413,876	478,587	101,104	680,522	1,778,826	949,116	21,339,907	21,339,907
Current Revenue over Expenses	652,665	5,546	210,361	3,775,544	101,950	286,250	(8,614,869)	(8,614,869)
Other Sources and Uses:								
Proceeds from Debt	-	-	4,000,000	-	-	-	5,500,000	5,500,000
Interfund Transfers In	-	-	-	-	-	-	620,000	620,000
Interfund Transfers Out	-	-	-	-	-	-	(620,000)	(620,000)
Repayment of Debt	-	-	-	-	-	-	-	-
<b>Accrued YTD Fund Equity</b>	<b>16,066,541</b>	<b>484,133</b>	<b>311,465</b>	<b>4,456,066</b>	<b>1,880,776</b>	<b>1,235,366</b>	<b>18,225,038</b>	<b>18,225,038</b>



**Summary of Revenues & Expenditures by Account Group**  
for Fiscal Year 2016  
as of January 31, 2016

A Revenues by Account Group (All Funds)	B Month of January 2016	C FY 2016 Year-to-Date	D FY 2016 Current Budget	E FY 2016 Original Budget	F Change to FY16 Budget	G Current YTD less Prior YTD	H % Change in Current YTD	I Current FY16 Budget less Ending FY15 Budget	J % Change FY16 Current Budget from FY15 Ending Budget
1 Municipalities - Property Tax	\$ (1,997)	\$ 10,358,735	\$ 10,337,031	\$ 10,337,031	\$ -	\$ 218,098	2.2%	\$ 140,116	1.4%
2 Student Fees	242,646	7,724,327	8,135,863	8,135,863	-	(130,803)	-1.7%	(140,959)	-1.7%
3 State Aid & State Grants	235,230	2,392,985	14,457,159	14,284,822	172,337	11,973	0.5%	(66,399)	-0.5%
4 Federal Gov't - Grants	185,963	534,431	1,487,024	1,464,145	22,879	154,438	40.6%	(284,829)	-16.1%
5 Other College Sources	564,447	3,425,514	5,748,784	5,748,784	-	107,911	3.3%	(1,776,313)	-23.6%
6 Contracted Service Recipients	70,679	96,958	1,071,794	1,071,794	-	(26,959)	-21.8%	(98,928)	-8.5%
7 Customer Sales	330,111	1,059,690	1,291,682	1,291,682	-	14,422	1.4%	(75,900)	-5.5%
8 Trusts & Agencies	2,188,416	4,746,995	6,177,300	6,177,300	-	(232,745)	-4.7%	(991,072)	-13.8%
9 Proceeds from Debt	-	4,000,000	5,500,000	5,500,000	-	445,000	12.5%	400,000	7.8%
10 Interfund Transfers In	-	-	620,000	620,000	-	-	0.0%	(711,969)	-53.5%
11 <b>Totals</b>	\$ 3,815,494	\$ 34,339,634	\$ 54,826,637	\$ 54,631,421	\$ 195,216	\$ 561,335	1.7%	\$ (3,606,253)	-6.2%

A Expenditures by Account Group (All Funds)	B Month of January 2016	C FY 2016 Year-to-Date	D FY 2016 Current Budget	E FY 2016 Original Budget	F Change to FY16 Budget	G Current YTD less Prior YTD	H % Change in Current YTD	I FY16 Current Budget less FY15 Ending Budget	J % Change FY16 Current Budget from FY15 Ending Budget
12 Salaries & Wages	\$ 1,157,160	\$ 9,247,905	\$ 17,522,607	\$ 17,457,645	\$ 64,962	\$ (78,434)	-0.8%	\$ (531,594)	-2.9%
13 Employee Benefits	617,465	4,170,578	7,457,710	7,444,091	13,619	197,494	5.0%	(314,960)	-4.1%
14 Current Expenditures	398,066	3,547,028	8,407,427	8,233,585	173,842	28,830	0.8%	428,992	5.4%
15 Student Financial Aid & Activities	2,226,424	4,993,430	6,629,113	6,629,113	-	(316,747)	-6.0%	(956,307)	-12.6%
16 Resale Goods & Services	387,323	2,778,911	4,759,500	4,759,500	-	30,463	1.1%	(1,814,990)	-27.6%
17 Capital Outlay	130,156	2,389,926	8,013,694	6,313,212	1,700,482	734,376	44.4%	1,280,005	19.0%
18 Debt Service	-	503,443	4,531,455	4,531,455	-	115,954	29.9%	(649,504)	-12.5%
19 Repayment of Debt	-	-	-	-	-	-	0.0%	-	0.0%
20 Interfund Transfers Out	-	-	620,000	620,000	-	-	0.0%	(711,969)	-53.5%
21 <b>Totals</b>	\$ 4,916,594	\$ 27,631,220	\$ 57,941,506	\$ 55,988,601	\$ 1,952,905	\$ 711,938	2.6%	\$ (3,270,327)	-5.3%
22 EOY Change in Fund Equity			\$ (3,114,869)	\$ (1,357,180)	\$ (1,757,689)	\$ (150,603)		\$ (335,926)	

**Mid-State Technical College  
Combined Balance Sheet - All Fund Types and Account Groups  
January 31, 2016**

With Comparative Total for January 31, 2015

Mid-State Technical College  
February 3, 2016 at 10:15 AM

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only	
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Non-Aidable	Special Rev	Non-Aidable	2015-16	2014-15
Cash	\$ 10,871,586	\$ -	\$ 3,919,826	\$ 74,616	\$ 1,570	\$ 918,745	\$ 3,867	\$ 15,790,210	\$ 14,876,839		
Investments	4,350,932	-	-	-	-	-	-	4,350,932	4,357,962		
Receivables:											
Property taxes	6,488,881	-	-	213,186	-	-	-	6,702,067	6,377,136		
Accounts receivable	1,769,678	(6)	60	-	100,743	-	65,416	1,935,891	1,603,643		
Due from other funds	(6,076,393)	484,139	(111,653)	4,168,263	997,095	274,250	264,297	(2)			
Inventories - at cost	-	-	-	-	319,097	-	-	319,097	336,304		
Prepaid Assets	38,977	-	-	-	-	-	-	38,977	-		
Other Current Assets	-	-	-	-	-	-	-	-	-		
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	495,624	50,479	-	546,103	582,521		
General Long Term Debt	-	-	-	-	-	-	-	-	-		
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-		
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 17,443,661</b>	<b>\$ 484,133</b>	<b>\$ 3,808,233</b>	<b>\$ 4,456,065</b>	<b>\$ 1,914,129</b>	<b>\$ 1,243,474</b>	<b>\$ 333,580</b>	<b>\$ 29,683,275</b>	<b>\$ 28,134,405</b>		

**LIABILITIES, FUND EQUITY AND OTHER CREDITS**

Liabilities											
Accounts Payable	\$ 78,503	\$ -	\$ 194,261	\$ -	\$ 18,714	\$ 1,644	\$ 13,498	\$ 306,620	\$ 165,577		
Accrued Liabilities:											
Wages	-	-	-	-	-	-	-	-	-		
Employee related payables	239,828	-	-	-	-	5,452	-	245,280	236,158		
Vacation	1,039,900	-	-	-	14,584	1,011	8,617	1,064,112	1,120,777		
Other current liabilities	7,970	-	-	-	56	-	-	8,026	7,440		
Due to other funds	-	-	-	-	-	-	-	-	-		
Deferred Revenues	10,919	-	-	-	-	-	-	10,919	8,451		
Def Compensation Liability	-	-	-	-	-	-	-	-	-		
General Long Term Debt Group	-	-	-	-	-	-	-	-	-		
<b>TOTAL LIABILITIES</b>	<b>1,377,120</b>	<b>-</b>	<b>194,261</b>	<b>-</b>	<b>33,354</b>	<b>8,107</b>	<b>22,115</b>	<b>1,634,957</b>	<b>1,538,403</b>		
Fund equity and other credits											
Retained Earnings	-	-	-	-	1,778,826	198,894	-	1,977,720	2,010,085		
Res for Prepaid Expenditures	117,790	658	-	-	-	18,362	-	136,810	112,362		
Res for Self-Insurance	-	-	-	-	-	731,860	-	731,860	663,506		
Res for Student Organizations	-	-	-	-	-	-	101,104	101,104	124,145		
Res for Post-Employ Benefits	5,091,002	-	-	-	-	-	-	5,091,002	3,589,473		
Reserve for Capital Projects	-	-	1,849,218	-	-	-	-	1,849,218	1,157,099		
Reserve for Cap Proj - Motorcycle	-	-	88,657	-	-	-	-	88,657	89,587		
Reserve for Debt Service	-	-	-	680,522	-	-	-	680,522	522,595		
Designated for Operations	7,019,220	133,160	-	-	-	-	-	7,152,380	6,975,824		
Des for State Aid Fluctuations	386,816	-	-	-	-	-	-	386,816	357,416		
Des for Subsequent Year	2,799,048	344,769	-	-	-	-	-	3,143,817	4,071,296		
<b>TOTAL FUND EQUITY AND OTHER CREDITS</b>	<b>15,413,876</b>	<b>478,587</b>	<b>1,937,875</b>	<b>680,522</b>	<b>1,778,826</b>	<b>949,116</b>	<b>101,104</b>	<b>21,339,906</b>	<b>19,673,388</b>		
Year-to-date excess revenues(expenditures)	652,665	5,546	1,676,097	3,775,543	101,949	286,251	210,361	6,708,412	6,922,614		
<b>TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS</b>	<b>\$ 17,443,661</b>	<b>\$ 484,133</b>	<b>\$ 3,808,233</b>	<b>\$ 4,456,065</b>	<b>\$ 1,914,129</b>	<b>\$ 1,243,474</b>	<b>\$ 333,580</b>	<b>\$ 29,683,275</b>	<b>\$ 28,134,405</b>		

## January Contracted Services Agreements

Meeting on February 15, 2016

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146271	Catalyst Papers	Heartsaver First Aid/CPR/AED	72	90	5,040.00
146283	Wood County Head Start	Heartsaver First Aid/CPR/AED A/C/I	8	12	710.00
146284	Forefront Dermatology	Healthcare Provider CPR/AED Renewal	4	9	380.00
146288	Nekoosa School District	Heartsaver CPR/AED	2	8	220.00
146290	Corenso North America	Confined Space - Industry	32	45	13,600.00
				<b>Total:</b>	<b>19,950.00</b>



**FINANCE & AUDIT COMMITTEE**  
**2016 Procurement of Goods and Services**  
**February 15, 2016**

<b>PROCUREMENTS REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
None	\$ 0	
<b>❖ Subtotal for Procurements Requiring Board Action</b>	<b><u>\$ 0</u></b>	

<b>PROCUREMENTS NOT REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
None	\$ 0	
<b>❖ Subtotal for Procurements Not Requiring Board Action</b>	<b><u>\$ 0</u></b>	

**GRAND TOTAL** **\$ 0**

## **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.

## RESOLUTION NO. \_\_\_\_

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED  
\$1,500,000 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; 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 purpose.

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

Section 1. Authorization and Sale of the Notes. For the purpose of paying the cost of building remodeling and improvement projects as described above, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) 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 ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) (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 a notice in the Stevens Point Journal, the official newspaper of the District. The notice to electors shall be in substantially the form attached hereto as Exhibit A and incorporated herein by this reference (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 Robert W. Baird & Co. Incorporated. 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 to Electors 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 February 15, 2016.

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Betty A. Bruski Mallek  
Chairperson

Attest:

---

Peggy J. Ose  
Secretary

(SEAL)

**RESOLUTION FOR THE STUDENT SERVICE AND INFORMATION CENTER PROJECT  
AT THE WISCONSIN RAPIDS CAMPUS**

WHEREAS, the existing Student Service functions are widely spread throughout the Wisconsin Rapids Campus; and

WHEREAS, the new Student Services and Information Center (SSIC) remodel will centralize these functions to improve student retention levels, reduce student walk-a-ways during registrations, and improve student support, experiences, and information which will positively affect overall student success.

BE IT FURTHER RESLOVED that the Mid-State Technical College Board will use \$637,250 of capital financing from FY16 and FY17 debt proceeds intended for facility remodeling and improvements on the Wisconsin Rapids Campus; and

BE IT FURTHER RESLOVED that the MSTC FY16 Capital budget has been updated to reflect this capital project.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College Board approves the remodeling of an approximately 4,800 square foot Student Services and Information Center addition located on the Wisconsin Rapids Campus and requests Wisconsin Technical College System Board approval during their March 2016 meeting.