



# **BOARD OF DIRECTORS MEETING**

**March 21, 2016**

Adams County Center  
Room 111



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# MID-STATE DISTRICT BOARD OF DIRECTORS

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ADAMS

MARCH 21, 2016

AGENDA: DISTRICT BOARD MEETING

PLACE: Room 111  
Mid-State Adams County Center  
401 North Main, Adams

DATE: Monday, March 21, 2016

TIME: 5:20 p.m.

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

This March 21, 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 – February 15, 2015 meeting

G. CONSENT AGENDA

1. PAYMENT OF BILLS AND PAYROLL

District bills for February 2016 are contained in Exhibit B. These bills total \$947,624.53 of which \$758,236.73 represents operational expenditures and \$189,387.80 represents capital expenditures.

The District's regular payrolls were issued on February 5 and 19. Payroll disbursements for the month of February totaled \$1,305,667.19 plus \$10,235.41 for travel and miscellaneous reimbursements, and \$545,568.61 in fringe benefits, for a total payroll disbursement of \$1,861,471.21.

Administration recommends approval of the payment of these obligations totaling \$2,809,095.74.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into three contracted service agreements totaling \$4,980. 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.

Administration recommends approval of the proposals totaling \$297,320.89, which require prior Board action.

H. Reports and Recommendations

1. Chairperson's Report

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

2. Mid-State Foundation Liaison Report

3. President's Report

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

4. Committee Reports

a. Finance & Audit Committee

1. Review Consent Agenda Items
2. Treasurer's Report
3. Resolution Awarding The Sale Of \$1,500,000 General Obligation Promissory Notes, Series 2016A
4. Insurance Settlement for Cyber Payroll Incident
5. Information Items
6. Committee-of-the-Whole Meeting

b. Academic & Human Resources Committee

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

c. Facilities & External Relations Committee

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

d. Committee-of-the-Whole

1. Higher Learning Commission Accreditation Visit
2. Committee Assignments, Officer Positions and External Relations

- I. Discussion and Action Items
  - 1. Adams County Center Update

- J. Adjournment

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids

February 15, 2016

**I. ROLL CALL**

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:36 p.m.

Roll call was as follows:

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

OTHERS: Nelson Dahl, Karl Easttorp, Mike Grambow, Sandy Kiddoo, Dr. Mandy Lang, Kris Marchel, 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 not convene to closed session this month.

**III. OPEN FORUM**

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

**IV. APPROVAL OF MINUTES**

Motion by Mr. Beaver, seconded by Ms. Ose, upon a voice vote, unanimously approved the minutes from the regular meeting held January 18, 2016, as written.

**V. CONSENT AGENDA**

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

1. The district's bills for the month of January 2016 were presented in Exhibit B. These bills totaled \$2,626,531.30 of which \$2,445,848.33 represents operational expenditures and \$180,682.97 represents capital expenditures.

The district's payroll 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. The district's bills and payroll totaled \$4,441,318.13.

2. Entered into the following contracted service agreements:

OFFICIAL PROCEEDINGS

February 15, 2016

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<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146271	Catalyst	\$ 5,040.00
146283	Wood County Head Start	\$ 710.00
146284	Forefront Dermatology	\$ 380.00
146288	Nekoosa School District	\$ 220.00
146290	Corenso North America	\$ 13,600.00

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.		

**VI. CHAIRPERSON'S REPORT**

1. Ms. Bruski Mallek welcomed Board members to the meeting.
2. Ms. Bruski Mallek announced the Spring Boards Association meeting will be held April 21-23 in Madison at the Concourse and Madison College. Anyone interested in attending should contact Ms. Susa to make arrangements.
3. Ms. Bruski Mallek reported the Spring Board Advance was held Monday, February 1 at Pointe Precision in Plover. Appreciation was extended to Mr. Kinsella for hosting the group. Board members provided positive feedback regarding the Pointe Precision tour and manufacturing atmosphere.
4. Ms. Bruski Mallek reported she, Mr. Beaver and Dr. Budjac attended the 2016 ACCT Legislative Summit in Washington, D.C. February 8-11. Attendees summarized sessions attended, visits to Capitol Hill and legislative priorities for the WTCS.
5. Ms. Bruski Mallek announced Mr. Kinsella will not seek reappointment to the Mid-State Technical College Board of Directors upon his term completion June 30, 2016. He was thanked for his many years of positive and dedicated service. Mr. Kinsella will be further acknowledged during the June Board meeting.
6. The next MSTC Board meeting will be held on Monday, March 21 at the Adams County Center. 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 fall scholarships are available for new and continuing students. Deadlines for applications are available in the Mid-State Foundation Office.
2. Ms. Bruski Mallek reported the Employee Giving Campaign is currently underway. At the end of the first campaign week 13% employee participation was noted, an increase over total participation in 2015. The campaign runs through February 26, 2016.
3. Ms. Bruski Mallek announced early bird registration for the June 15, 2016 Foundation Golf Event will be distributed in February.



OFFICIAL PROCEEDINGS

February 15, 2016

Page 3

4. Ms. Bruski Mallek reported the College applied for and received a DASH Grant, designed to help students stay in school if an unforeseen emergency would arise. The Foundation is raising matching funds for this program.

5. Ms. Bruski Mallek reported Foundation & Alumni Director Jill Steckbauer teamed up with Financial Aid to visit more than eight district high schools and share how scholarships can benefit a student's overall financial position while in college.

6. On behalf of the Foundation, Ms. Bruski Mallek asked Board members to identify individuals who might be interested in serving on the Foundation Board and give those suggestions to Foundation & Alumni Director Jill Steckbauer.

**VIII. PRESIDENT'S REPORT**

1. Dr. Budjac welcomed Wood County Board Chair Lance Pliml.

2. Dr. Budjac provided a brief overview of recent legislation, including the Governors Affordability Package and Midwestern Regional State Authorization Reciprocity Agreement (M-SARA).

3. Dr. Budjac gave an overview of Presidents' Association discussion topics from the January Presidents Association meeting. Presentations were made on contract training, dual credit and shared General Education programs.

4. Dr. Budjac indicated a response was received from Mike Bovee of the Legacy Foundation regarding Mid-State's concept paper suggesting a way the Legacy Foundation can partner with Mid-State to meet community needs. Over 100 ideas were received from about 30 of the 100 organizations contacted. Further discussion will follow as the Legacy Foundation reviews and assesses requests.

5. Dr. Budjac shared a plaque she received recognizing her years of service on the St. Michael's Hospital Board of Directors. Dr. Budjac reported the Board is being replaced by a regional Board.

**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. Mr. Costello reported 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. A resolution was presented in Exhibit F for review and request for approval.

Motion by Mr. Costello, seconded by Mr. Beaver, upon a roll call vote, unanimously approved the following 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:

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Peggy J. Ose  
Secretary

4. The following items were presented for informational purposes only:
  - a. FUNDING OPTIONS FOR OTHER POST-EMPLOYMENT BENEFITS (OPEBs) – Mr. Costello reported the committee discussed funding options for Other Post-Employment Benefits (OPEBs). This item was also discussed in Committee-of-the-Whole. Approval will be sought next month.
  - b. REQUEST FOR PROPOSALS (RFP) MID-STATE FINANCIAL AUDIT – Mr. Costello presented 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. Interviews to select an audit firm will be held later this month. The five-year cost of these services will exceed \$50,000 and will be placed on the consent agenda for approval in a subsequent month.
  - 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 had no consent agenda items.
2. Mr. Hoerter reported the committee reviewed the Medical Office Specialist program developed in response to employer feedback. This modified one-year program uses existing courses and has no budgetary impact. The 24-credit technical diploma program will begin in fall 2016. Students are able to use this degree as a career pathway into the Administrative Professional program to obtain an associate degree.

Motion by Ms. Ose, seconded by Mr. Beaver, upon a roll call vote, unanimously approved the Medical Office Specialist one-year technical diploma program at Mid-State Technical College.

3. The following items were presented for informational purposes only:

- a. CIVIL ENGINEERING ENGAGES ASSUMPTION HIGH SCHOOL STUDENTS – Mr. Hoerter reported through collaborative and innovative efforts, Mid-State partnered with Assumption High School to offer a 3-credit course in engineering and critical thinking to 13 Assumption students. The program was offered during Assumption’s J-term and provided a variety of learning opportunities in and out of the classroom. Mid-State instructors provided hands-on teaching and learning and enhanced relations with high schools while offering transcribed credits for students. Additional high schools have expressed interest in offering a similar program.

**XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE**

1. In place of Facilities & External Relations Committee Chairperson Joseph Kinsella, Lynneia Miller reported that the committee had no Consent Agenda items this month.

2. Ms. Miller reported the committee discussed the Student Services & Information Center Remodel Project. The 5,800 square foot remodel project will support the Integrated Enrollment Model by combining student services and increasing collaboration. Remodel project cost is \$637,250 and is expected to be complete February 2017. Approval of the resolution contained in Exhibit G is requested.

Motion by Dr. Dickmann, seconded by Mr. Spargo, upon a roll call vote, unanimously approved the following 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.

OFFICIAL PROCEEDINGS

February 15, 2016

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3. Ms. Miller announced international travel approval has been requested for Mid-State Renewable Energy Specialist Instructor Ben Nusz as he escorts six Mid-State students to Germany as part of the 12<sup>th</sup> annual German student/faculty educational exchange. Tentative travel dates are scheduled for May following the end of the semester.

Motion by Mr. Beaver, seconded by Mr. Kinsella, upon a roll call vote, unanimously approved international travel for Ben Nusz to accompany six Mid-State students to Germany as part of the student/faculty educational exchange.

4. The following items were presented for informational purposes only:

- a. MID-STATE STUDENT LOAN DEFAULT RATES – Ms. Miller reported the latest student loan default rate for Mid-State has is above the 15% federal threshold for student defaults although the college experienced a 2.6% decrease over last year. Mid-State implemented online financial literacy training for students in an effort to better educate students about debt as well as decrease those moving into default.
- b. COLLEGE ORIENTATION – Ms. Miller provided an overview of the college’s orientation event held at the Stevens Point Campus. The event targeted new students in an effort to make connections and assist students in enrollment. Over 30 students attended various sessions and positive evaluations were received. Additional orientations are being scheduled in the fall 2016 at all campus locations.

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

1. POST-EMPLOYMENT BENEFITS – Ms. Bruski Mallek reported Vice President of Human Resources Richard O’Sullivan and Vice President of Finance & IT Nelson Dahl presented information regarding Other Post-Employment Benefits (OPEBs) funding and investing options. The creation of a trust with a mix of investments was proposed. The Board reviewed several options for funding the obligation. This Board will consider approval at the March Board meeting.

**XIII. DISCUSSION AND ACTION ITEM**

1. MID-STATE 2015 STUDENT AMBASSADOR – Kris Marchel, 2015 graduate of the Criminal Justice-Law Enforcement program and Mid-State’s 2015 Student Ambassador joined the Board to provide highlights and experiences as a Mid-State student and Ambassador as well as answer Board questions.

**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, March 21, 2016 at the Adams County Center. 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 meeting adjourned at 6:24 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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ADAMS

MARCH 21, 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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ADAMS

MARCH 21, 2016

AGENDA: FINANCE & AUDIT COMMITTEE

PLACE: Main Office Conference Room  
Mid-State Adams County Center  
401 North Main, Adams

DATE: Monday, March 21, 2016

TIME: 4:00 p.m.

A. Meeting called to order by Charles Spargo

B. Call to Order

C. Meeting Notice Certification

This March 21, 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 AWARDING THE SALE OF \$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2016A (Exhibit F)

Representatives of Robert W. Baird will present a negotiated offer for the sale of \$1.5 million in General Obligation Promissory Notes that will 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. Mid-State continues to receive an excellent Aa1 bond rating from Moody's Investor Services, Inc.

Exhibit F contains an awarding resolution for the sale of the \$1.5 million Notes. Proceeds will be distributed on April 11. Robert W. Baird, Inc., MSTC's financial advisor, has prepared the college's

financing plan. Quarles & Brady, MSTC's bond counsel, has prepared the awarding resolution contained in Exhibit F. Administration is recommending Board action to award the sale through Baird's Underwriting office.

4. INSURANCE SETTLEMENT FOR CYBER PAYROLL INCIDENT

Insurance claims for a cyber security incident that occurred in late June 2015 and impacted some of our employee's payroll, have been closed. Mid-State's Beazley Cyber Liability Policy and Crime Policy from National Union Fire Insurance Company of Pittsburg have paid expenses and losses less \$15,000 for deductibles. Vice President of Finance & IT Nelson Dahl will provide additional information and request Board approval to accept settlements from both of the insurance carriers.

5. ESTABLISHMENT OF A TRUST FOR OPEBs (Other Post Employment Benefits)

Last month, the Board requested a plan to move forward with the establishment of an Irrevocable OPEB Trust for the receipt, investment, and payout of funds due from the district's OPEB and retirement benefit program. Mr. Dahl will provide a timetable and the milestones requiring future Board and/or committee action.

6. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. WTCS BOARD UPDATE

The Wisconsin Technical College System (WTCS) Board will be meeting March 22-23 and finance items on the agenda will include tuition and student fee rates for 2016-17 and State Grant awards for 2016-17. Mr. Dahl will provide an update of 2016-17 State Grant awards as well as any available information pertaining to 2016-17 tuition and student fee rates.

b. 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.

7. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# ACADEMIC & HUMAN RESOURCES

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ADAMS

MARCH 21, 2016

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: Library  
Mid-State Adams County Center  
401 North Main, Adams

DATE: Monday, March 21, 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 March 21, 2016, meeting of the Academic & Human Resources Committee, and all other meetings of the Board or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Routine Business

1. REVIEW CONSENT AGENDA ITEMS

There are no consent agenda items this month.

2. INFORMATION ITEMS

The following items are presented for informational purposes only:

a. SPOTLIGHT ON MARKETING PROGRAMS

Mid-State offers an associate degree in Marketing which engages students in a variety of projects to enhance learning and prepare students for work in the marketing field. Marketing faculty have created innovative

experiences for students. Dean of General Education and Business Dr. Missy Skurzewski-Servant will share with the committee examples of recent projects faculty and students are working on.

b. PERFORMANCE DIMENSIONS

Since 2008, the College has utilized targeted selection, a type of behavioral-based interview focused on the competencies critical to success in various positions, in its hiring process. These competencies are also integrated into the performance review process. Recognizing that the organization and roles have changed and continue to evolve, Human Resources initiated a review of competencies to ensure they are relevant and the most essential competencies required for success in each position today. Director of Human Resources & Organizational Development Brianne Petruzalek will explain this process to the Board.

c. EMPLOYEE SURVEY RESULTS

As a continual measure of progress on increasing our Key Result of employee engagement, the College delivered the Gallup Q-12 survey in February. Ms. Petruzalek will report on the most recent results of the responses from February when we had 87% of employees participate.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# FACILITIES & EXTERNAL RELATIONS

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ADAMS

MARCH 21, 2016

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

PLACE: Room 111  
Mid-State Adams County Center  
401 North Main, Adams

DATE: Monday, March 21, 2016

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Joseph Kinsella

B. Call to Order

C. Meeting Notice Certification

This March 21, 2016, meeting of the Facilities & External Relations Committee, and all other meetings of the Board or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Routine Business

1. REVIEW CONSENT AGENDA ITEMS

There are no Consent Agenda items this month.

2. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. SAVINGS FROM WTCS PURCHASING CONSORTIUM

Director of Facilities & Procurement Matt Schneider will present information related to the Wisconsin Technical College System Purchasing Consortium activities including realized savings by Mid-State.

b. HIGH SCHOOL GRADUATES ATTENDING MID-STATE

Vice President of Student Services Dr. Mandy Lang will share information pertaining to Mid-State district high school graduates and their technical college choice. Data related to high school students attending Mid-State directly following high school and then within three years will be provided.

c. \$ALT – MONEY MANAGEMENT RESOURCE DEMONSTRATION

Mid-State has implemented \$ALT money management resource software that is available for all students and staff at no charge. This free online resource covers topics such as: money management 101, budgeting, student loan borrowing, credit and debt management, taxes, employment, internships, and more. Dr. Lang will provide a brief demonstration of the software.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# COMMITTEE-OF-THE-WHOLE

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ADAMS

MARCH 21, 2016

AGENDA: COMMITTEE-OF-THE-WHOLE

PLACE: Room 111  
Mid-State Adams County Center  
401 North Main, Adams

DATE: Monday, March 21, 2016

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Meeting Notice Certification

This March 21, 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. HIGHER LEARNING COMMISSION ACCREDITATION VISIT

A peer review team representing the Higher Learning Commission (HLC) will be at the college in early May as part of our regularly scheduled comprehensive accreditation visit. During this time, the reviewers will meet with many stakeholder groups including the Board. Dean of Institutional Effectiveness Dr. Debra Hagen-Foley will share more information on the visit.

b. COMMITTEE ASSIGNMENTS, OFFICER POSITIONS AND EXTERNAL RELATIONS

Long serving Mid-State Board member Patrick Costello passed away unexpectedly in February 2016. The Board will engage in conversation regarding filling position vacancies on District Board committees, the Treasurer position and Boards Association and Wisconsin Technical College Insurance Trust representation.

D. ADJOURNMENT



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

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ADAMS

MARCH 21, 2016

1. ADAMS COUNTY CENTER UPDATE

New Student Specialist Betsy Feaster and Student Support and Adams County Center Coordinator Deb McDonald will share highlights of student events and learning activities at the Adams County Center as well as provide an update on community happenings and Mid-State's related involvement.

## **J. ADJOURNMENT**

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## **EXHIBITS A – F**

## **PRESIDENT'S REPORT**

### **MARCH 21, 2016**

1. On February 21, Mid-State hosted over 160 high school students from eight school districts for Engineering Day. Students were engaged in fun, hands-on activities throughout the day, learning about engineering programs and engineering fields. Numerous faculty and staff were involved in making this day a reality. Several sponsors, including Becher-Hoppe, Alliant Energy, Adams-Columbia Electric Cooperative, Central Wisconsin Electric Cooperative, Engineering Solutions Experts, Marshfield Utilities, Ocean Spray and REI Engineering in our community stepped forward to support the event.
2. On March 3, Vice President of Academics Sandy Kiddoo facilitated the 2015-16 Heart of Wisconsin Leadership Program Education Session on the Wisconsin Rapids Campus. Fourteen community leaders in the program and Ms. Kiddoo talked about educational and workforce issues and their potential impact. They also discussed the role of boards in various educational systems. In addition, the group experienced hands-on activities in a few of our program areas. One very popular activity was the welding activity where welding students helped leadership group participants weld a flower. The group also spent time with cosmetology, paramedic and urban forestry students, and nursing and wellness program faculty. The students did a phenomenal job of representing their programs and engaging the leadership group. Participants had extremely positive comments about the day as they learned about education, the community and Mid-State. One common comment was "I had no idea all the opportunities we have at this college in our community". By the end of the day, the group had a new awareness and appreciation of Mid-State, our students and the career opportunities we offer.
3. Mid-State hosted College Goal Wisconsin at the Wisconsin Rapids Campus on February 24. Sixty-two people attended. College Goal Wisconsin is a state-wide event held at 35 sites. This is the 7<sup>th</sup> year Mid-State has hosted the event. This was an opportunity for prospective college students and parents to get one-on-one assistance completing the Free Application for Federal Student Aid (FAFSA) for 2016-17. Eleven volunteers from Mid-State and other colleges were available to answer questions and assist with computer entry.
4. My travel between now and mid-April will include:
  - Weekly Rotary Meetings
  - WTCS Board Meeting
  - Presidents' Association Meeting
  - Marshfield Campus Employees Meeting and Visit
  - Neighborhood Table
  - Paper City Savings Board Meeting
  - Higher Learning Commission Annual Meeting

**FY 2015-16 Budget Modifications Made In The Month of February 2016**

<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>							
141166	Steamfitter Service Technician	State	New award	8,000.00	8,000.00	-	
141416	Mobile Manufacturing Lab	State	New award	30,000.00	30,000.00	-	
141516	Assistance to Firefighters	Federal	New award	1,013.00	1,165.00	(152.00)	1
<b>Fund 3 - Capital Projects Fund Budget Modifications</b>							
141416	Mobile Manufacturing Lab	State	New award	120,000.00	120,000.00	-	
141516	Assistance to Firefighters	Federal	New award	22,465.00	25,835.00	(3,370.00)	1
<b>Total Budget Changes For The Month</b>				181,478.00	185,000.00	(3,522.00)	
<b>Notes:</b> Budget modifications are out of balance for February due to the following:							
1	Grant is not reimbursed at 100%.						



## Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2016 as of February 29, 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		Percentage of Total Current	
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 3	Fund 4	Fund 5	Fund 6	Total Current Budget	Total Current Budget	Original Budget	Original Budget	
Local Government	6,192,510	-	-	4,144,521	-	-	-	-	-	-	-	10,337,031	10,337,031	10,337,031	21.1%	
Student Fees	7,768,281	-	-	-	-	367,582	-	-	-	-	-	8,135,863	8,135,863	8,135,863	16.6%	
State Aid & Grants	14,495,159	-	120,000	-	-	-	-	-	-	-	-	14,615,159	14,615,159	14,284,822	29.9%	
Institutional	336,243	878,180	60,483	100,500	-	445,130	60,483	100,500	-	1,244,824	5,046,900	8,112,260	8,112,260	8,112,260	16.6%	
Federal	1,437,849	-	83,653	-	-	6,166,300	83,653	-	-	-	-	7,687,802	7,687,802	7,641,445	15.7%	
<b>Total Revenues</b>	<b>30,230,042</b>	<b>878,180</b>	<b>6,979,012</b>	<b>4,245,021</b>	<b>1,244,824</b>	<b>5,046,900</b>	<b>264,136</b>	<b>4,245,021</b>	<b>1,207,270</b>	<b>5,033,985</b>	<b>48,888,115</b>	<b>48,888,115</b>	<b>48,888,115</b>	<b>48,511,421</b>	<b>100.0%</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 3	Fund 4	Fund 5	Fund 6	Total Current Budget	Total Current Budget	Original Budget	Original Budget	
Salaries and Wages	16,995,839	120,253	232,912	-	147,099	31,284	-	-	-	-	-	17,527,387	17,527,387	17,457,645	30.5%	
Benefits	7,306,536	8,226	54,287	-	67,515	23,366	-	-	-	-	-	7,459,930	7,459,930	7,444,091	13.0%	
Current Expenditures	6,539,440	598,461	157,700	-	103,656	1,105,335	-	-	-	-	-	8,504,592	8,504,592	8,298,585	14.8%	
Student Financial Aid & Activities	-	-	6,564,113	-	-	-	-	-	-	-	-	6,564,113	6,564,113	6,564,113	11.4%	
Resale	-	-	-	-	885,500	3,874,000	-	-	-	-	-	4,759,500	4,759,500	4,759,500	8.3%	
Capital Outlay	-	-	8,156,029	-	3,500	-	-	-	-	-	-	8,159,529	8,159,529	6,313,212	14.2%	
Debt Retirement	-	-	-	4,531,455	-	-	-	-	-	-	-	4,531,455	4,531,455	4,531,455	7.9%	
<b>Total Expenditures</b>	<b>30,841,815</b>	<b>726,940</b>	<b>7,009,012</b>	<b>4,531,455</b>	<b>1,207,270</b>	<b>5,033,985</b>	<b>8,156,029</b>	<b>4,531,455</b>	<b>1,207,270</b>	<b>5,033,985</b>	<b>57,506,506</b>	<b>57,506,506</b>	<b>55,368,601</b>	<b>55,368,601</b>	<b>100.0%</b>	
<b>% of Expenditures by Fund</b>	<b>53.6%</b>	<b>1.3%</b>	<b>12.2%</b>	<b>7.9%</b>	<b>2.1%</b>	<b>8.8%</b>	<b>14.2%</b>	<b>7.9%</b>	<b>2.1%</b>	<b>8.8%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>		

Changes in Fund Equity		Budgeted Ending Fund Equity	
Actual Fund Equity as of 6/30/15	19,753,672	18,396,492	18,396,492
Current Revenue over Expenses	(6,857,180)	(6,857,180)	(6,857,180)
Other Sources and Uses:			
Proceeds from Debt	5,500,000	5,500,000	5,500,000
Interfund Transfers In	620,000	620,000	620,000
Interfund Transfers Out	(620,000)	(620,000)	(620,000)
Repayment of Debt	-	-	-
<b>Total</b>	<b>19,753,672</b>	<b>18,396,492</b>	<b>18,396,492</b>



## Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2016 as of February 29, 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	Fund 14		
Local Government	6,214,343	-	-	-	-	-	-	-	4,144,521	-	-	-	-	-	10,337,031	100.2%
Student Fees	7,297,210	-	-	-	-	335,592	-	-	-	-	-	-	-	-	8,135,863	93.8%
State Aid & Grants	13,228,296	-	-	-	-	-	-	-	-	-	-	-	-	-	14,615,159	90.5%
Institutional	154,360	40,920	50,692	134,487	1,099,468	348,138	50,692	134,487	-	1,099,468	3,250,049	5,078,114	8,112,260	8,112,260	62.6%	
Federal	567,433	-	1,002	-	-	4,841,949	-	-	-	-	-	5,410,385	7,687,802	7,687,802	70.4%	
<b>Total Revenues</b>	<b>27,461,642</b>	<b>40,920</b>	<b>51,694</b>	<b>4,279,008</b>	<b>1,099,468</b>	<b>5,525,679</b>	<b>51,694</b>	<b>4,279,008</b>	<b>1,099,468</b>	<b>3,250,049</b>	<b>41,708,460</b>	<b>48,888,115</b>	<b>48,888,115</b>	<b>85.3%</b>		
<b>% of Budget Recognized</b>	<b>90.8%</b>	<b>4.7%</b>	<b>19.6%</b>	<b>100.8%</b>	<b>88.3%</b>	<b>79.2%</b>	<b>19.6%</b>	<b>100.8%</b>	<b>88.3%</b>	<b>64.4%</b>	<b>85.3%</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	10,275,011	26,165	-	-	-	113,805	-	-	-	87,291	20,061	17,527,387	17,527,387	60.0%		
Benefits	4,622,051	2,965	-	-	-	31,894	-	-	-	41,895	14,819	7,459,930	7,459,930	63.2%		
Current Expenditures	3,167,416	9,319	8,000	-	-	96,567	8,000	-	-	34,314	678,712	8,504,592	8,504,592	47.0%		
Student Financial Aid & Activities	-	-	-	-	-	5,146,690	-	-	-	-	-	6,564,113	6,564,113	78.4%		
Resale	-	-	-	-	-	-	-	-	-	868,096	2,247,108	4,759,500	4,759,500	65.5%		
Capital Outlay	-	-	-	-	-	23,499	2,569,130	-	-	-	-	8,159,529	8,159,529	31.8%		
Debt Retirement	-	-	-	4,077,223	-	-	-	4,077,223	-	-	-	4,531,455	4,531,455	90.0%		
<b>Total Expenditures</b>	<b>18,064,478</b>	<b>38,450</b>	<b>2,577,130</b>	<b>4,077,223</b>	<b>1,031,596</b>	<b>5,412,455</b>	<b>2,577,130</b>	<b>4,077,223</b>	<b>2,960,700</b>	<b>1,778,826</b>	<b>949,116</b>	<b>57,506,506</b>	<b>57,506,506</b>	<b>59.4%</b>		
<b>% of Budget Expended</b>	<b>58.6%</b>	<b>5.3%</b>	<b>31.6%</b>	<b>90.0%</b>	<b>85.4%</b>	<b>77.2%</b>	<b>31.6%</b>	<b>90.0%</b>	<b>58.8%</b>	<b>85.4%</b>	<b>59.4%</b>					

### 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	9,397,164	2,470	113,224	201,785	67,873	289,349	(8,618,391)	(8,618,391)
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>24,811,040</b>	<b>481,057</b>	<b>214,328</b>	<b>882,307</b>	<b>1,846,699</b>	<b>1,238,465</b>	<b>32,866,335</b>	<b>18,221,516</b>



**Summary of Revenues & Expenditures by Account Group**  
for Fiscal Year 2016  
as of February 29, 2016

A	B	C	D	E	F	G	H	I	J
Revenues by Account Group (All Funds)	Month of February 2016	FY 2016 Year-to-Date	FY 2016 Current Budget	FY 2016 Original Budget	Change to FY16 Budget	Current YTD less Prior YTD	% Change in Current YTD	Current FY16 Budget less Ending FY15 Budget	% Change FY16 Current Budget from FY15 Ending Budget
1	\$ 129	\$ 10,358,864	\$ 10,337,031	\$ 10,337,031	\$ -	\$ 218,259	2.2%	\$ 140,116	1.4%
2	(91,525)	7,632,802	8,135,863	8,135,863	-	(275,011)	-3.5%	(140,959)	-1.7%
3	10,835,311	13,228,296	14,615,159	14,284,822	330,337	10,696,855	422.6%	91,601	0.6%
4	33,679	568,110	1,510,502	1,464,145	46,357	79,503	16.3%	(261,351)	-14.8%
5	459,414	3,884,927	5,748,784	5,748,784	-	41,393	1.1%	(1,776,313)	-23.6%
6	3,440	100,398	1,071,794	1,071,794	-	(24,429)	-19.6%	(98,928)	-8.5%
7	33,098	1,092,788	1,291,682	1,291,682	-	1,434	0.1%	(75,900)	-5.5%
8	95,279	4,842,274	6,177,300	6,177,300	-	(223,384)	-4.4%	(991,072)	-13.8%
9	-	4,000,000	5,500,000	5,500,000	-	445,000	12.5%	400,000	7.8%
10	-	-	620,000	620,000	-	-	0.0%	(711,969)	-53.5%
11	\$ 11,368,826	\$ 45,708,460	\$ 55,008,115	\$ 54,631,421	\$ 376,694	\$ 10,959,621	31.5%	\$ (3,424,775)	-5.9%

Expenditures by Account Group (All Funds)	Month of February 2016	FY 2016 Year-to-Date	FY 2016 Current Budget	FY 2016 Original Budget	Change to FY16 Budget	Current YTD less Prior YTD	% Change in Current YTD	FY16 Current Budget less FY15 Ending Budget	% Change FY16 Current Budget from FY15 Ending Budget
12	\$ 1,274,427	\$ 10,522,332	\$ 17,527,387	\$ 17,457,645	\$ 69,742	\$ (127,152)	-1.2%	\$ (526,814)	-2.9%
13	543,047	4,713,625	7,459,930	7,444,091	15,839	162,751	3.6%	(312,740)	-4.0%
14	368,724	3,950,753	8,439,592	8,233,585	206,007	22,897	0.6%	461,157	5.8%
15	196,835	5,190,265	6,629,113	6,629,113	-	(203,861)	-3.8%	(956,307)	-12.6%
16	336,293	3,115,204	4,759,500	4,759,500	-	150,814	5.1%	(1,814,990)	-27.6%
17	202,704	2,592,629	8,159,529	6,313,212	1,846,317	795,283	44.2%	1,425,840	21.2%
18	3,573,781	4,077,223	4,531,455	4,531,455	-	(54,336)	-1.3%	(649,504)	-12.5%
19	-	-	-	-	-	-	0.0%	-	0.0%
20	-	-	620,000	620,000	-	-	0.0%	(711,969)	-53.5%
21	\$ 6,495,812	\$ 34,162,032	\$ 58,126,506	\$ 55,988,601	\$ 2,137,905	\$ 746,396	2.2%	\$ (3,085,327)	-5.0%
22			\$ (3,118,391)	\$ (1,357,180)	\$ (1,761,211)	\$ 10,213,225		\$ (339,448)	

**Mid-State Technical College  
Combined Balance Sheet - All Fund Types and Account Groups  
February 29, 2016**

With Comparative Total for February 28, 2015

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

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only
	Special Rev	Capital Projects	Debt Service	Internal Service	Enterprise	Special Rev	Non-Aidable	2014-15		
								2015-16	2014-15	
Cash	\$ 19,620,278	\$ -	\$ 3,661,776	\$ 167	\$ 1,570	\$ 897,822	\$ 3,867	\$ 24,185,480	\$ 12,459,801	
Investments	4,365,108	-	-	-	-	-	-	4,365,108	4,376,870	
Receivables:										
Property taxes	3,362,874	-	213,186	-	-	-	-	3,576,060	3,442,151	
Accounts receivable	1,268,532	1,124	60	-	88,738	15,766	15,766	1,374,220	1,464,038	
Due from other funds	(2,485,427)	479,933	(135,721)	668,953	956,126	296,633	219,503	-	-	
Inventories - at cost	-	-	-	-	319,305	-	-	319,305	336,304	
Prepaid Assets	10,060	-	-	-	-	-	-	10,060	-	
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>\$ 26,141,425</b>	<b>\$ 481,057</b>	<b>\$ 3,526,115</b>	<b>\$ 882,306</b>	<b>\$ 1,861,363</b>	<b>\$ 1,244,934</b>	<b>\$ 239,136</b>	<b>\$ 34,376,336</b>	<b>\$ 22,661,685</b>	

**LIABILITIES, FUND EQUITY AND OTHER CREDITS**

Liabilities	\$ 73,346	\$ -	\$ 113,676	\$ -	\$ 24	\$ 5	\$ 16,191	\$ 203,242	\$ 151,104
Accounts Payable	-	-	-	-	-	-	-	-	-
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	229,628	-	-	-	-	5,452	-	235,080	248,715
Vacation	1,006,100	-	-	-	14,584	1,011	8,617	1,030,312	1,120,777
Other current liabilities	7,820	-	-	-	56	-	-	7,876	7,290
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	13,491	-	-	-	-	-	-	13,491	13,968
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b>1,330,365</b>	<b>-</b>	<b>113,676</b>	<b>-</b>	<b>14,664</b>	<b>6,468</b>	<b>24,808</b>	<b>1,490,001</b>	<b>1,541,854</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)	9,397,164	2,470	1,474,564	201,784	67,873	289,350	113,224	11,546,429	1,446,443
<b>TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS</b>	<b>\$ 26,141,425</b>	<b>\$ 481,057</b>	<b>\$ 3,526,115</b>	<b>\$ 882,306</b>	<b>\$ 1,861,363</b>	<b>\$ 1,244,934</b>	<b>\$ 239,136</b>	<b>\$ 34,376,336</b>	<b>\$ 22,661,685</b>



## February Contracted Services Agreements

Meeting on March 21, 2016

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146282	Trinity Learning Center & Preschool	Heartsaver Pediatric First Aid	16	30	1,650.00
146285	Marshfield Schools	Heartsaver First Aid/CPR/AED	16	40	2,190.00
146291	Catalyst Paper	Industrial Medical Responder Skills	16	24	1,140.00
				<b>Total:</b>	<b>4,980.00</b>

**FINANCE & AUDIT COMMITTEE**  
**2016 Procurement of Goods and Services**  
**March 21, 2016**

<b>PROCUREMENTS REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR CAMPUS – TOOLS AND CABINETS – TECHNICAL &amp; INDUSTRIAL DIVISION</u></b>		
Snap-On Industrial Tools, Crystal Lake, IL	\$156,731.44	State Contract
<b><u>WR CAMPUS – AUDITORIUM SOUND – MEDIA SERVICES</u></b>		
AVI Systems, Brookfield, WI	\$ 89,839.45	State Contract
<b><u>WR &amp; MF CAMPUSES – VOICE EVACUATION FIRE SYSTEM – FACILITIES</u></b>		
Per Mar, Schofield, WI	\$ 50,750.00	RFP
<b>❖ Subtotal for Procurements Requiring Board Action</b>	<b><u>\$297,320.89</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** **\$297,320.89**

## **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 AWARDING THE SALE OF  
\$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2016A

WHEREAS, on February 15, 2016, 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 \$1,500,000 General Obligation Promissory Notes; and Setting the Sale" (the "Authorizing Resolution") which authorized the issuance of 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 (the "Project");

WHEREAS, the District caused a Notice to Electors to be published in the Stevens Point Journal on February 19, 2016 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 Notice with respect to the Project;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition will expire on March 21, 2016;

WHEREAS, the Project is subject to approval by the Wisconsin Technical College System Board (the "State Board"), and the State Board will meet on March 22 and 23, 2016 to consider approval of the Project; and

WHEREAS, the District Board has hereto found and determined 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, technical college districts are 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 the 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. The Proposal is hereby accepted (subject to the conditions that (a) no valid petition for a referendum is filed by March 21, 2016 in connection with the Notes and (b) the State Board approves the Project), 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 ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) (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 2016A"; shall be issued in the aggregate principal amount of \$1,500,000; shall be dated April 11, 2016; 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 September 1, 2016 and March 1 thereafter, 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 September 1, 2016. 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 shall not be subject to optional 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 2016 through 2020 for the payments due in the years 2016 through 2021 in the amounts set forth on the Schedule. The amount of tax levied in the year 2016 shall be the total amount of debt service due on the Notes in the years 2016 and 2017; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of principal of or interest on the Notes in the year 2016.

(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.

(D) Appropriation. The District hereby appropriates from taxes levied in anticipation of the issuance of the Notes, proceeds of the Notes or other funds of the District on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay the principal and interest on the Notes coming due on September 1, 2016 as set forth on the Schedule.

#### 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 \$1,500,000 General Obligation Promissory Notes, Series 2016A, dated April 11, 2016" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. The Secretary shall deposit in 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 separate and distinct from all other funds of the District and disbursed solely for the 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 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 purposes 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 Fiscal Agency Agreement between the District and the Fiscal Agent shall be substantially in the form attached hereto as Exhibit D and incorporated herein by this reference.

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 fifteenth day of each 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 previously executed on behalf of the District and on file in the Secretary's 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 March 21, 2016.

\_\_\_\_\_  
Betty A. Bruski Mallek  
Chairperson

ATTEST:

\_\_\_\_\_  
Peggy J. Ose  
Secretary

(SEAL)