



BOARD OF DIRECTORS MEETING

April 18, 2016

Wisconsin Rapids Campus
Room L133-134



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MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS

APRIL 18, 2016

AGENDA: DISTRICT BOARD MEETING

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

DATE: Monday, April 18, 2016

TIME: 5:20 p.m.

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

This April 18, 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

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 – March 21, 2015 meeting

G. CONSENT AGENDA

1. PAYMENT OF BILLS AND PAYROLL

District bills for March 2016 are contained in Exhibit B. These bills total \$911,058.54 of which \$694,297.25 represents operational expenditures and \$216,761.29 represents capital expenditures.

The District's regular payrolls were issued on March 4 and 18. Payroll disbursements for the month of March totaled \$1,335,955.50 plus \$22,928.10 for travel and miscellaneous reimbursements, and \$542,940.87 in fringe benefits, for a total payroll disbursement of \$1,901,824.47.

Administration recommends approval of the payment of these obligations totaling \$2,812,883.01.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into one contracted service agreement totaling \$520. A summary of this agreement 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 \$204,906, which require prior Board action.

4. ADVISORY COMMITTEE APPOINTMENTS

Administration recommends the appointment of individuals (Exhibit F) to the Surgical Technologist Program Advisory Committee.

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. Information Items
4. 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. Compensation Discussion
2. Phase Two of the Integrated Enrollment Model

- I. Discussion and Action Items
 1. Grants
 2. Wisconsin Student Government Representative
- J. Adjournment

MID-STATE TECHNICAL COLLEGE

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Adams County Center	March 21, 2016
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I. ROLL CALL

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

Roll call was as follows:

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

EXCUSED: Joseph Kinsella

OTHERS: Nelson Dahl, Karl Easttorp, Betsy Feaster, Mike Grambow, Dr. Debra Hagen-Foley, Sandy Kiddoo, Dr. Mandy Lang, Richard O’Sullivan, John Mehan, Matt Schneider, and Angie Susa

NOTE: Patrick Costello passed away February 18, 2016

II. MEETING NOTICE CERTIFICATION AND CLOSED SESSION

Ms. Bruski Mallek verified the meeting notice, which stated that this meeting of the Mid-State Technical College District Board was announced to the public in an attempt to keep the citizens of the district aware of the date, time and place of the meeting.

Ms. Bruski Mallek announced the Board would 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 February 15, 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 February 2016 were presented in Exhibit B. These bills totaled \$947,624.53 of which \$758,236.73 represents operational expenditures and \$189,387.80 represents capital expenditures.

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The district’s payroll 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. The district’s bills and payroll totaled \$2,809,095.74.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146282	Trinity Learning Center & Preschool	\$ 1,650.00
146285	Marshfield Schools	\$ 2,190.00
146291	Catalyst Paper	\$ 1,140.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 156,731.44	Snap-On Industrial Tools	Technical & Industrial Division
\$ 89,839.45	AVI Systems	Media Services
\$ 50,750.00	Per Mar	Facilities

VI. CHAIRPERSON’S REPORT

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

2. Ms. Bruski Mallek announced Patrick Costello passed away unexpectedly February 18, 2016. He served on the Mid-State Board for over 20 years, serving 75% of that time in a Board Officer role. Board members and college staff shared memories of Pat and offered a moment of silence in his honor. Ms. Bruski Mallek also shared a thank you note from Pat’s family.

3. Ms. Bruski Mallek announced the Spring Boards Association meeting will be held April 21-23 in Madison at the Concourse and Madison College. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac plan to represent the college.

4. Ms. Bruski Mallek announced the District Boards Association Nominations Committee has requested assistance in identifying any District Board Members who wish to serve the Boards Association in the capacity of president, vice president and/or secretary/treasurer. Mid-State will not submit any nominations at this time.

5. Ms. Bruski Mallek reported Mid-State spring commencement ceremonies will be held Thursday, May 12 at all three campus locations. Board members will provide a Board Address at each location. Mr. Spargo, Ms. Bruski Mallek and Ms. Miller will provide Board Addresses in ceremonies at Wisconsin Rapids, Stevens Point and Marshfield respectively.

6. The next Mid-State Board of Directors meeting will be held on Monday, April 18 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

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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 concluded February 26, 2016 with a 14% increase in participation. Over \$21,750 was raised for student scholarship opportunities.
3. Ms. Bruski Mallek announced the June 15, 2016 Foundation Golf Event will be held at Lake Arrowhead Pines Course and have an Elvis theme. Registration includes golf cart, lunch, dinner, 24 raffle tickets and all the games on the course.
4. Ms. Bruski Mallek reported the DASH Grant is underway and already three students have sought assistance since March 14. The DASH Grant is designed to help students stay in school if an unforeseen emergency should arise. This grant is for a one-time disbursement up to \$500.

VIII. PRESIDENT'S REPORT

1. Dr. Budjac provided a financial aid process update that noted the process review was completed with the assistance of external consultants and that the college is in compliance.
2. Dr. Budjac reported Mid-State hosted the Heart of Wisconsin Leadership Program education session. Vice President of Academics Sandy Kiddoo facilitated the day-long event that was filled with hands-on activities for participants. Dr. Budjac shared a welded flower that each leadership program participant created with the assistance of a Mid-State Welding program student.
3. Dr. Budjac reported the Board Appointment Committee, consisting of County Board Chairs from the Mid-State District, met to consider three appointments to the Mid-State Technical College Board. After interviews, the committee unanimously reappointed Charles Spargo and Justin Hoerter to three-year terms and appointed Kristin Crass to a three-year term as an employer member. The appointments were sent to the WTCS Board for final approval during their May meeting. Appointed members' terms begin in July 2016.
4. Dr. Budjac reported a second Board Appointment Process will be initiated to replace Patrick Costello, Additional Member, on the Mid-State Board. The Board Appointment Committee is expected to meet in late May or early June to make an interim appointment until June 2017. Approval will be considered by the WTCS Board during their July meeting with the new Board member possibly seated in August 2016.
5. Dr. Budjac provided a legislative activities update, including "risk sharing" language to address student loan default rates and the Governor's College Affordability Package in which the WTCS received additional funding. Dr. Budjac reported that the 16 college presidents are opposed to current risk sharing language because it unfairly penalizes technical colleges. And she stated that the Governor's affordability package is great news and will have a positive impact on technical college students by helping them stay in college. She also provided information regarding a newly created legislative task force, the "Kulp" task force.
6. Dr. Budjac announced the Diesel Technology Center Grand Opening at the Wisconsin Rapids Campus on April 1, 2016. An open house event will be held 11:00 a.m. – 1:00 p.m. with a dedication at 12:00 p.m. Board members and community members are invited to attend this celebration.

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7. Dr. Budjac reported the Continuous Quality Improvement Network (CQIN) CEO Forum and Representatives meeting was held in late February. She and Human Resources Manager & Director of Organizational Development Brianne Petruzalek attended. Mid-State will send a team to the 2016 CQIN Summer Institute. The Summer Institute theme is "Producing Future Success: Demonstrating Value through Results." Dr. Budjac is in her second year as a member of the CQIN Executive Committee.

8. Dr. Budjac shared a video clip from the WTCS Student Showcase in Madison featuring Mid-State marketing students' projects. The video, in its entirety, is available through the Mid-State and District Boards Association websites.

IX. FINANCE & AUDIT COMMITTEE

1. In place of Finance & Audit Committee Chairperson Patrick Costello, Vice President of Finance & IT Nelson Dahl reported the committee reviewed its Consent Agenda items and had no questions or concerns.

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

3. Robert W. Baird Managing Partner John Mehan presented a negotiated offer for the sale of \$1.5 million in General Obligation Promissory Notes. This borrowing represents the second series of a total \$5.5 million capital financing plan. Mr. Mehan highlighted payment structure and discussed existing debt. He also discussed Mid-State's strong Moody's rating and factors contributing to that rating.

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

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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

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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

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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)

4. Mr. Dahl reported insurance claims for a cyber security incident that occurred in late June 2015 and impacted some college employee's payroll, have been closed. Mid-State's Beazley Cyber Liability Policy and Crime Policy from National Union Fire Insurance Company of Pittsburgh have paid expenses and losses less \$15,000 for deductibles. Administration is requesting Board acceptance of settlements from both insurance carriers.

Motion by Mr. Spargo, seconded by Mr. Beaver, upon a roll call vote, unanimously accepted settlements from Beazley's Insurance for \$62,255.36 and National Union Fire Insurance Company for \$112,443.25.

5. Mr. Dahl reported last month, the Board requested a plan to move forward with the establishment of an Irrevocable Other Post-Employment Benefits (OPEB) Trust. Provided to Board members was a timeline identifying milestones throughout the creation of an OPEB Trust process. Mr. Dahl highlighted investment options and potential returns, current and future college monetary contribution levels, and employee benefit retention. An AdHoc Trust Committee is being established with Mr. Spargo participating and representing the District Board and Mr. Dahl representing Administration. June 20, 2016 represents a critical milestone in this process at which point the Board will be asked to adopt items related to trust creation, funding and maintenance. Ms. Bruski Mallek recognized Vice President of Human Resources Richard O'Sullivan for his many positive contributions to this effort as well as his ongoing commitment to the process.

Motion by Mr. Spargo, seconded by Ms. Dickmann, upon a roll call vote, unanimously approved creation of an AdHoc Trust Committee, composed of at least one member of the District Board Finance & Audit Committee and one college administrator, for the development of an Irrevocable OPEB

Trust in compliance with all governing rules and regulations with initial funding including more than \$5 million but no more than \$6 million in funds accumulated in an OPEB reserve account in addition to recommended annual budget contributions by the college; funds will be transferred to a custodian bank following District Board approval of the Trust Document and Investment Guidelines on June 20, 2016.

6. The following items were presented for informational purposes only:
 - a. WTCS BOARD UPDATE – Mr. Dahl reported the Wisconsin Technical College System (WTCS) Board will meet March 22-23 and discuss tuition and student fees for 2016-17 and State Grant awards. It is administration’s understanding a 1.5% tuition rate increase will be recommended for approval. In addition, the WTCS Board will act on grant awards and those results will be shared at the April Board meeting.
 - b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No report was provided.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

1. Academic & Human Resources Committee Chairperson Justin Hoerter reported the committee had no consent agenda items.

2. The following items were presented for informational purposes only:
 - a. SPOTLIGHT ON MARKETING PROGRAMS – Mr. Hoerter provided examples of how the Mid-State Marketing program engages students in a variety of projects to enhance learning and prepare students for work in the marketing field. Projects included a promotional campaign for the Ice Age Trail, a partnership with the Wisconsin Department of Transportation and the Portage County Business Council on the Business 51 Highway Project “weathering the orange barrel storm” and a research project to identify the best methods of communication between Mid-State staff and the student population.
 - b. PERFORMANCE DIMENSIONS – Mr. Hoerter reported the College has utilized a behavioral-based interview focused on the competencies critical to success when hiring college employees. These competencies are also integrated into the performance review process. Based on organizational and role changes, competency review is underway and Human Resources is working with managers to ensure accurate competencies are utilized in performance management.
 - c. EMPLOYEE SURVEY RESULTS – Mr. Hoerter provided an overview of Mid-State’s spring 2016 Gallup Q-12 survey results; the Q-12 survey gauges employee engagement. Survey participation rose from 83% in fall 2015 to 87% in spring 2016 and the engagement index rose as well. The overall grand mean increased from 4.00 to 4.10 and the number of actively disengaged employees decreased. The survey is administered twice a year.

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. The following items were presented for informational purposes only:
 - a. SAVINGS FROM WTCS PURCHASING CONSORTIUM – Ms. Miller reported that since 2002 the WTCS Purchasing Consortium saved the 16 technical colleges \$41,432,896 with 19 vendors. Mid-State ranks tenth in overall savings, realizing \$202,462 in savings since 2002. The largest savings have been realized with PeopleSoft, SkillSoft, Adobe ETLA and Cognos.
 - b. HIGH SCHOOL GRADUATES ATTENDING MID-STATE – Ms. Miller provided an overview of Mid-State district high school graduates and their technical college choice. The percentage of high school graduates enrolling at Mid-State or another technical college in the WTCS directly from high school rose 1% over 2013, while the number of high school graduates enrolling within three years decreased. Dr. Lang shared increased outreach and recruitment efforts as well as methods for greater student retention at Mid-State.
 - c. \$ALT – MONEY MANAGEMENT RESOURCE DEMONSTRATION – Ms. Miller reported the college implemented \$ALT money management resource software that is available for all students and staff at no charge. The online resource covers topics such as money management 101, budgeting, student loan borrowing, credit and debt management, and taxes. A brief demonstration was provided to the committee. Of those institutions utilizing \$ALT, 70% have realized a decrease in default rates.

XII. COMMITTEE-OF-THE-WHOLE

1. HIGHER LEARNING COMMISSION ACCREDITATION VISIT – Ms. Bruski Mallek reported the Higher Learning Commission (HLC) will visit Mid-State May 2-4, 2016 as part of the regularly scheduled comprehensive accreditation visit. During their visit, they will meet with the Board in addition to many stakeholder groups. Dean of Institutional Effectiveness Dr. Debra Hagen-Foley and President Dr. Sue Budjac provided additional information regarding that visit and shared possible areas of focus . The Board engaged in discussion surrounding the possible areas of focus and the upcoming accreditation visit.
2. COMMITTEE ASSIGNMENTS, OFFICER POSITIONS AND EXTERNAL RELATIONS – Ms. Bruski Mallek led a conversation regarding position vacancies on District Board committees, the Treasurer position and Boards Association and Wisconsin Technical College Insurance Trust representation.

Motion by Mr. Beaver, seconded by Ms. Miller, upon a roll call vote, unanimously approved Charles Spargo as Board Treasurer to fill the vacancy created by the unexpected passing of Patrick Costello.

OFFICIAL PROCEEDINGS

March 21, 2016

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Mr. Spargo will act as Chairperson of the Finance & Audit Committee, Mr. Beaver will provide college representation on the District Boards Association Executive Committee at the April Boards Association meeting and Ms. Bruski Mallek will represent the college in the Wisconsin Technical College Insurance Consortium.

XIII. DISCUSSION AND ACTION ITEM

1. ADAMS COUNTY CENTER UPDATE – New Student Specialist Betsy Feaster provided an overview of recent staffing changes at the Adams County Center, partnership opportunities in the Adams-Friendship community, and student activities.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, April 18, 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 meeting adjourned at 6:42 p.m. with a motion by Mr. Beaver, upon a voice vote.

Peggy Ose, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

H. REPORTS AND RECOMMENDATIONS

WISCONSIN RAPIDS

APRIL 18, 2016

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

FINANCE & AUDIT

WISCONSIN RAPIDS

APRIL 18, 2016

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, April 18, 2016

TIME: 4:00 p.m.

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

This April 18, 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. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. ANTICIPATED CAPITAL PROJECTS AND FINANCING FOR FY17

As a preview of next year's planned capital projects by category, Vice President of Finance & IT Nelson Dahl will provide a preliminary summary. Funding for these projects will involve multiple sources including but not limited to grants, unused borrowing from the previous year, and the issuance of General Obligation Notes in FY17. As a preliminary summary, it may be subject to revisions prior to presentation of the proposed budget next month. No Board action is needed at this time.

b. ANTICIPATED GRANT FUNDING FOR FY17

Mr. Dahl will provide a glimpse of the proposed FY17 Master Grant Schedule and a summary of the anticipated changes in federal and state grant funding for next year's budget. Additional information will be provided during Discussion & Action.

c. SPECIAL FY17 BUDGET MEETING

Details of Administration's FY17 budget proposal will be presented by the College's Executive Team. The meeting is scheduled on May 11 from 4:00 to 5:30 p.m. in the District Board Room on the Wisconsin Rapids Campus. Budget materials will be distributed during the meeting. All members of the Board are invited. This budget will then be presented to the full Board during its regular May meeting. Formal budget adoption will occur in June following a noticed/published Public Hearing.

d. 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.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES

WISCONSIN RAPIDS

APRIL 18, 2016

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

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

DATE: Monday, April 18, 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 April 18, 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
 - a. Advisory Committee Appointments (Exhibit F)

2. INFORMATION ITEMS

The following items are presented for informational purposes only:

- a. MOBILE MANUFACTURING INNOVATIVE KNOWLEDGE EXPERIENCE (MIKE)

Mid-State, with the assistance of a grant from WTCS, is in the process of building the Mobile Manufacturing Innovative Knowledge Experience (MIKE), a mobile lab to

provide outreach and education throughout the district on manufacturing programs. Technical & Industrial Division Dean Al Javoroski and Machine Tool Instructor Mike Berry will update the committee on the progress of the mobile lab.

b. TAACCCT GRANT PROGRAM

In the fourth round of the Trade Adjustment and Assistance Community College Career Training (TAACCCT) Grant Program, Mid-State is using awarded grants to focus on health care programs. Grant and Project Coordinator Alex Lendved will update the committee on ongoing activities and success as a part of this grant.

c. FACULTY QUALITY ASSURANCE

In compliance with the new legislation which replaced personnel certification, the College has implemented its faculty quality assurance plan for ongoing professional development. Director of Human Resources and Organizational Development Brianne Petruzalek will provide an overview of the plan.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS

APRIL 18, 2016

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, April 18, 2016

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Joseph Kinsella

B. Call to Order

C. Meeting Notice Certification

This April 18, 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. MID-STATE'S FACILITIES QUARTERLY NEWSLETTER

Last month a new quarterly newsletter aimed at communicating facilities happenings was sent out to all Mid-State staff. Director of Facilities & Procurement Matt Schneider will share this newsletter with the Committee.

b. UPDATE ON STUDENT SERVICES AND INFORMATION CENTER PROJECT STATUS

Mr. Schneider will update the committee on the progress and timeline of the Student Services and Information Center (SSIC) project including updated photos and a short video rendering of the approach to the new addition.

c. INCOMING/OUTGOING FTES

A summary of the FY15 incoming/outgoing FTEs for Mid-State, which was compiled from data provided by the WTCS Office, will be presented by Vice President of Student Services Dr. Mandy Lang. An overview of the FTEs created and the number of students attending technical colleges outside of their 'home' district will be discussed.

d. INTEGRATED ENROLLMENT MODEL UPDATE

The first phase of Mid-State Technical College State's Integrated Enrollment Model (IEM) was implemented on March 28. Dr. Lang and Student Support Assistant Angie Steltenpohl will provide an update and highlight the positive impact these changes have had on students.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS

APRIL 18, 2016

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, April 18, 2016

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Meeting Notice Certification

This April 18, 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. COMPENSATION DISCUSSION

The College budget is being prepared for the next fiscal year and consideration is being given to a potential salary increase for employees. Vice President of Human Resources Richard O'Sullivan will lead a discussion on a recommendation the Board will consider.

b. PHASE TWO OF THE INTEGRATED ENROLLMENT MODEL

With the first phase of the Integrated Enrollment Model (IEM) underway, Vice President of Student Services Dr. Mandy Lang will talk with the Board about the next phase, including the need for increased academic advising to strengthen student success and degree completion. Additional information will be shared, including alignment with the 2015-2020 Strategic Plan.

D. ADJOURNMENT

I. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS

APRIL 18, 2016

1. WISCONSIN STUDENT GOVERNMENT REPRESENTATIVE

Chris Villarreal, a Mid-State business management and marketing student, is a member of the Wisconsin Student Government's (WSG) Executive Board as Vice President. WSG is comprised of representatives from the 16 technical college districts in Wisconsin. The mission of WSG is to represent, promote, advocate and protect the interests of the technical colleges and their students in the 16 districts comprising the State of Wisconsin Technical College System (WTCS). Mr. Villarreal will share his experience as WSG Vice President with the Board.

2. GRANTS

In the most recent round of Wisconsin Technical College System grants, Mid-State was awarded substantial grants awards for projects that will benefit our students and district. Vice President of Academics Sandy Kiddoo and Manager of Grant Administration Simone Fevola will share information on the federal and state grant landscape, detailed information on the grant awards and projects, and Mid-State's grant process.

J. ADJOURNMENT

EXHIBITS A – F

PRESIDENT'S REPORT
APRIL 18, 2016

1. In March, 16 students enrolled in our Business Programs participated in a tour of the Verso Paper Mill in Wisconsin Rapids, led by Business faculty Carolyn Berrett. This tour provides experiential insights to the competency relating to business operations we are currently studying. Students were impressed not only with the scope of the operation, but also with the prevalence of technology and robotics found at the mill. Many have lived here all their lives and have family members working at one of the mills, yet never had an appreciation of the business operation. Feedback from the students was very positive!
2. Brooke Halverson, a nursing student on the Marshfield Campus, has been selected as Mid-State Technical College's 2016-17 Student Ambassador. Ms. Halverson was nominated by Medical Assistant Instructor Pam Alt. In her nomination, Ms. Alt said that Ms. Halverson is an amazing student and an excellent choice for Mid-State's Student Ambassador. She said that Ms. Halverson has maintained a positive attitude and commitment to student success in the face of stress from personal matters and praised Halverson's confidentiality, professionalism, and clear and concise communication. Ms. Halverson is a member of Campus Activities & Student Senate and has a student job at the Marshfield Campus. Outside of Mid-State, she volunteers at Hope Lodge in Marshfield and is active in Project Linus. Ms. Halverson will represent Mid-State at the WTCS State Ambassador Conference, April 13 in Madison. The WTCS Ambassador Program is a statewide program with the mission of recognizing and rewarding outstanding students in the Wisconsin Technical College System.
3. The April 1, 2016 Diesel Technology Center dedication and open house was a great success. Over 60 individuals attended the event representing employers and organizations throughout the district. Mid-State Diesel and Heavy Equipment faculty and students talked with individuals and the students about the program and equipment. The students also demonstrated some of the high tech pieces of equipment they use in the program. In addition to myself, Senator Lassa spoke to the group. Throughout the event we received many positive comments about the facility, the program, and our college. This event success is due to the involvement of many Mid-State employees and a special thank you to the Mid-State Board for their support that made the Diesel Technology Center possible. It will positively impact student learning.
4. I held the first of four "College Update" sessions at the Marshfield Campus on March 28. The remaining three sessions will be held in April on the Wisconsin Rapids and Stevens Point campuses. The focus of these sessions is to give me the opportunity to touch base with employees on recent state legislation impacting our students and factors impacting the development of our 2016-17 college budget. There is also time dedicated to open Q&A to give employees the opportunity to get information about things that are on their mind.

5. On Monday, March 28, Governor Scott Walker and a number of state legislators were on the Wisconsin Rapids Campus for a ceremonial signing event of two state college affordability bills that provide important new resources for Wisconsin's technical college students. The Wisconsin Grant, which is the main source of state financial aid for technical college students, received \$1,000,000 (\$500,000/year). The other piece of legislation is modeled after the successful Great Lakes program that increased student retention by providing funding of up to \$500 for emergency situations. The new Emergency Grant program legislation provides \$320,000 annually for the Wisconsin Technical College System and \$130,000 for University of Wisconsin Colleges.

6. My travel between now and mid-May will include:
 - Weekly Rotary Meetings
 - Presidents Association Meeting
 - Spring Boards Association Meeting
 - Stevens Point Campus Employees Meeting and Visit
 - Wisconsin Rapids Young Professionals Panel
 - Paper City Savings Board Meeting
 - Incentive Community Foundation Meeting
 - WTCS Board Meeting

FY 2015-16 Budget Modifications Made In The Month of March 2016						
<u>Project #</u>	<u>Mid-State Technical College</u>	<u>Type</u>	<u>Reason for Budget Change</u>	<u>Revenue Change</u>	<u>Expense Change</u>	<u>Fund Balance Change</u>
Fund 1 - General Fund Budget Modifications						
141126	Gerontology	State	Adjust Award	(1,919.00)	(4,797.00)	2,878.00
						1
Fund 3 - Capital Projects Fund Budget Modifications						
Total Budget Changes For The Month				(1,919.00)	(4,797.00)	2,878.00
Notes: Budget modifications are out of balance for March 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 March 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		Percentage of Total Current	
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Budget	Budget
Local Government	6,192,510	-	-	4,144,521	-	-	-	-	-	-	-	-	-	-	10,337,031	21.1%
Student Fees	7,768,281	-	-	-	-	367,582	-	-	-	-	-	-	-	-	8,135,863	16.6%
State Aid & Grants	14,493,240	-	-	-	-	-	120,000	-	-	-	-	-	-	-	14,613,240	29.9%
Institutional	336,243	878,180	-	100,500	-	445,130	-	60,483	-	1,244,824	-	-	-	5,046,900	16.6%	
Federal	1,437,849	-	-	-	-	6,166,300	-	83,653	-	-	-	-	-	-	7,687,802	15.7%
Total Revenues	30,228,123	878,180	264,136	4,245,021	1,244,824	6,979,012	120,000	144,136	100,500	1,244,824	5,046,900	5,046,900	5,046,900	48,886,196	100.0%	48,511,421

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current	
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Budget	Budget
Salaries and Wages	16,978,046	120,253	-	-	-	233,112	-	-	-	147,099	31,284	-	-	-	17,509,794	30.5%
Benefits	7,309,564	8,226	-	-	-	54,316	-	-	-	67,515	23,366	-	-	-	7,462,987	13.0%
Current Expenditures	6,549,408	598,461	-	-	-	157,471	-	-	-	103,656	1,105,335	-	-	-	8,514,331	14.8%
Student Financial Aid & Activities	-	-	-	-	-	6,564,113	-	-	-	-	-	-	-	-	6,564,113	11.4%
Resale	-	-	-	-	-	-	-	-	-	885,500	3,874,000	-	-	-	4,759,500	8.3%
Capital Outlay	-	-	-	-	-	-	-	-	-	3,500	-	-	-	-	8,159,529	14.2%
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,531,455	7.9%
Total Expenditures	30,837,018	726,940	8,156,029	4,531,455	1,207,270	7,009,012	8,156,029	4,531,455	4,531,455	1,207,270	5,033,985	5,033,985	5,033,985	57,501,709	100.0%	55,368,601
% of Expenditures by Fund	53.6%	1.3%	14.2%	7.9%	2.1%	12.2%	14.2%	7.9%	7.9%	2.1%	8.8%	8.8%	8.8%	100.0%		

Changes in Fund Equity		Budgeted Ending Fund Equity					
Actual Fund Equity as of 6/30/15	15,413,876	478,587	1,937,875	1,778,826	949,116	21,339,907	19,753,672
Current Revenue over Expenses	(608,895)	151,240	(7,891,893)	37,554	12,915	(8,615,513)	(6,857,180)
Other Sources and Uses:							
Proceeds from Debt	-	-	5,500,000	-	-	5,500,000	5,500,000
Interfund Transfers In	120,000	-	470,000	-	-	620,000	620,000
Interfund Transfers Out	(500,000)	-	-	(120,000)	-	(620,000)	(620,000)
Repayment of Debt	-	-	-	-	-	-	-
Total	14,424,981	629,827	15,982	1,696,380	962,031	18,224,394	18,396,492



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2016 as of March 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 7	Fund 2	Fund 7	Fund 3	Fund 4	Fund 5	Fund 6	All Funds	Total YTD	Budget					
Local Government	6,214,272	-	-	-	-	-	4,144,521	-	-	-	-	-	-	-	10,337,031	10,337,031	100.2%
Student Fees	7,332,298	-	336,036	-	-	-	-	-	-	-	-	-	-	-	8,135,863	8,135,863	94.3%
State Aid & Grants	13,298,359	-	-	-	-	-	-	-	-	-	-	-	-	-	14,613,240	14,613,240	91.0%
Institutional	181,594	45,380	356,349	52,719	135,221	1,112,806	-	-	-	-	-	-	-	3,656,220	8,112,260	68.3%	
Federal	614,780	-	4,872,651	1,002	-	-	-	-	-	-	-	-	-	5,488,433	7,687,802	71.4%	
Total Revenues	27,641,302	45,380	5,565,035	53,721	4,279,742	1,112,806	4,279,742	1,112,806	3,656,220	42,354,206	48,886,196	86.6%					
% of Budget Recognized	91.4%	5.2%	79.7%	20.3%	100.8%	89.4%	100.8%	89.4%	72.4%	86.6%							

Expenditures		Total Expenditures		% of Budget Expended				
Salaries and Wages	11,565,978	32,904	126,951	101,543	22,449	11,849,825	17,509,794	67.7%
Benefits	5,154,432	3,618	34,359	47,224	16,660	5,256,293	7,462,987	70.4%
Current Expenditures	3,500,623	11,011	102,795	40,587	756,182	4,411,197	8,514,331	51.8%
Student Financial Aid & Activities	-	-	5,184,494	-	-	5,184,494	6,564,113	79.0%
Resale	-	-	-	867,949	2,835,838	3,703,787	4,759,500	77.8%
Capital Outlay	-	-	23,499	-	-	2,879,455	8,159,529	35.3%
Debt Retirement	-	-	-	4,077,495	-	4,077,495	4,531,455	90.0%
Total Expenditures	20,221,032	47,533	5,472,097	1,057,303	3,631,130	37,362,546	57,501,709	65.0%
% of Budget Expended	65.6%	6.5%	78.1%	87.6%	35.0%	87.1%	65.0%	

Changes in Fund Equity

Actual Fund Equity as of 6/30/15	15,413,876	478,587	101,104	1,937,875	680,522	1,778,826	949,116	21,339,907
Current Revenue over Expenses	7,420,270	(2,154)	92,938	(2,802,235)	202,246	55,503	25,091	(8,615,513)
Other Sources and Uses:								
Proceeds from Debt	-	-	-	4,000,000	-	-	-	5,500,000
Interfund Transfers In	-	-	-	-	-	-	-	620,000
Interfund Transfers Out	-	-	-	-	-	-	-	(620,000)
Repayment of Debt	-	-	-	-	-	-	-	-
Accrued YTD Fund Equity	22,834,145	476,434	194,042	3,135,640	882,768	1,834,329	974,207	18,224,394



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

A	B	C	D	E	F	G	H	I	J
Revenues by Account Group (All Funds)	Month of March 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	\$ (71)	\$ 10,358,793	\$ 10,337,031	\$ 10,337,031	-	\$ 218,258	2.2%	\$ 140,116	1.4%
2	35,531	7,668,333	8,135,863	8,135,863	-	(267,229)	-3.4%	(140,959)	-1.7%
3	70,063	13,298,359	14,613,240	14,284,822	328,418	76,135	0.6%	89,682	0.6%
4	47,347	615,457	1,510,502	1,464,145	46,357	9,257	1.5%	(261,351)	-14.8%
5	433,402	4,318,329	5,748,784	5,748,784	-	17,811	0.4%	(1,776,313)	-23.6%
6	4,460	104,858	1,071,794	1,071,794	-	(131,993)	-55.7%	(98,928)	-8.5%
7	24,312	1,117,100	1,291,682	1,291,682	-	(10,167)	-0.9%	(75,900)	-5.5%
8	30,701	4,872,976	6,177,300	6,177,300	-	(244,177)	-4.8%	(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	\$ 645,746	\$ 46,354,206	\$ 55,006,196	\$ 54,631,421	\$ 374,775	\$ 112,896	0.2%	\$ (3,426,694)	-5.9%

Expenditures by Account Group (All Funds)	Month of March 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	\$ 1,327,493	\$ 11,849,825	\$ 17,509,794	\$ 17,457,645	\$ 52,149	\$ (155,510)	-1.3%	\$ (544,407)	-3.0%
13	542,667	5,256,293	7,462,987	7,444,091	18,896	126,253	2.5%	(309,683)	-4.0%
14	416,869	4,367,622	8,449,331	8,233,585	215,746	36,458	0.8%	470,896	5.9%
15	37,804	5,228,069	6,629,113	6,629,113	-	(233,808)	-4.3%	(956,307)	-12.6%
16	588,583	3,703,787	4,759,500	4,759,500	-	460,709	14.2%	(1,814,990)	-27.6%
17	286,826	2,879,455	8,159,529	6,313,212	1,846,317	928,979	47.6%	1,425,840	21.2%
18	272	4,077,495	4,531,455	4,531,455	-	(54,064)	-1.3%	(649,504)	-12.5%
19	-	-	-	-	-	-	0.0%	-	0.0%
20	-	-	620,000	620,000	-	-	0.0%	(711,969)	-53.5%
21	\$ 3,200,514	\$ 37,362,546	\$ 58,121,709	\$ 55,988,601	\$ 2,133,108	\$ 1,109,018	3.1%	\$ (3,090,124)	-5.0%
22			\$ (3,115,513)	\$ (1,357,180)	\$ (1,758,333)	\$ (996,122)		\$ (336,570)	

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

With Comparative Total for March 31, 2015

Mid-State Technical College
April 5, 2016 at 03:11 PM

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise Service	Internal Service	Non-Aidable	2014-15		
								2015-16	2014-15	
ASSETS AND OTHER DEBITS										
Cash	\$ 17,773,492	\$ -	\$ 3,434,927	\$ 901	\$ 1,570	\$ 676,564	\$ 3,867	\$ 21,891,321	\$ 21,460,303	
Investments	4,378,764	-	-	-	-	-	-	4,378,764	4,365,083	
Receivables:										
Property taxes	3,259,209	-	-	213,186	-	-	-	3,472,395	3,379,488	
Accounts receivable	1,083,709	4,534	60	-	75,865	-	58,764	1,222,932	1,056,700	
Due from other funds	(2,356,742)	471,899	(145,060)	668,681	959,943	255,258	146,020	(1)	50,797	
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	-	-	-	-	-	-	-	-	-	
TOTAL ASSETS AND OTHER DEBITS	\$ 24,148,492	\$ 476,433	\$ 3,289,927	\$ 882,768	\$ 1,852,307	\$ 982,301	\$ 208,651	\$ 31,840,879	\$ 31,231,196	

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities										
Accounts Payable	\$ 72,215	\$ -	\$ 154,287	\$ -	\$ 3,338	\$ 1,630	\$ 13,556	\$ 245,026	\$ 123,413	
Accrued Liabilities:										
Wages	-	-	-	-	-	-	-	-	-	
Employee related payables	222,602	-	-	-	5,452	-	-	228,054	227,771	
Vacation	1,004,091	-	-	-	14,584	1,011	1,054	1,020,740	1,120,777	
Other current liabilities	7,820	-	-	-	56	-	-	7,876	7,240	
Due to other funds	-	-	-	-	-	-	-	-	-	
Deferred Revenues	7,618	-	-	-	-	-	-	7,618	10,168	
Def Compensation Liability	-	-	-	-	-	-	-	-	-	
General Long Term Debt Group	-	-	-	-	-	-	-	-	-	
TOTAL LIABILITIES	1,314,346	-	154,287	-	17,978	8,093	14,610	1,509,314	1,489,369	
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	
TOTAL FUND EQUITY AND OTHER CREDITS	15,413,876	478,587	1,937,875	680,522	1,778,826	949,116	101,104	21,339,906	19,673,388	
Year-to-date excess revenues(expenditures)	7,420,270	(2,154)	1,197,765	202,246	55,503	25,092	92,937	8,991,659	10,068,439	
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 24,148,492	\$ 476,433	\$ 3,289,927	\$ 882,768	\$ 1,852,307	\$ 982,301	\$ 208,651	\$ 31,840,879	\$ 31,231,196	

March Contracted Services Agreements

Meeting on April 18, 2016

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146324	Wood County Head Start	Heartsaver First Aid/CPR/AED/A/C/I	8	9	520.00
				Total:	520.00

FINANCE & AUDIT COMMITTEE
2016 Procurement of Goods and Services
April 18, 2016

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>ALL CAMPUSES - COMPUTER UPGRADES - INFORMATION TECHNOLOGY</u>		
Paragon Development Systems, Oconomowoc, WI	\$142,140.00	State Contract
<u>WR CAMPUS - TRAINING EQUIPMENT FOR MOBILE LAB - TECHNICAL & INDUSTRIAL DIVISION</u>		
Haas Equipment., Brookfield, WI	\$ 62,766.00	Sole Source
❖ Subtotal for Procurements Requiring Board Action	<u>\$204,906.00</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS - BENDIX AIR BRAKE TRAINER - TECHNICAL & INDUSTRIAL DIVISION</u>		
L&L Fabricating LLC, Wellington, OH	\$ 38,556.99	Sole Source
<u>WR CAMPUS - COMMERCIAL DEVELOPMENT - MARKETING & COMMUNICATIONS</u>		
Image Studios, Inc., Appleton, WI	\$ 35,000.00	RFP
<u>WR CAMPUS - FIREFIGHTER EQUIPMENT - SERVICE & HEALTH DIVISION</u>		
Mine Safety Appliances Co., Cranberry Township, PA	\$ 27,882.00	RFP
<u>WR CAMPUS - NETWORK INFRASTRUCTURE - INFORMATION TECHNOLOGY</u>		
Netech Corporation, Middleton, WI	\$ 33,214.00	State Contract
<u>WR CAMPUS - DIESEL RV FOR MOBILE LAB - TECHNICAL & INDUSTRIAL DIVISION.</u>		
Camping World, Island Lake, IL	\$ 33,074.27	Quote
Camping World, Biloxi, MS	\$ 49,995.00	
King's Campers, Wausau, WI	\$ 79,900.00	
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$167,727.26</u>	

GRAND TOTAL **\$372,633.26**

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.



Advisory Committee Appointment for the Surgical Technologist Program

X	New Member <small>(place X)</small>	Name of Candidate: Peggy Barak
	Reappointment <small>(place X)</small>	(X) Home/Work Address: <input type="checkbox"/> Home <input checked="" type="checkbox"/> Work
		Address: 611 St. Joseph's Ave
Member		City: Marshfield State: WI Zip: 54449
	Employee member	Phone Number: 715-387-7338
X	Employer member	Email Address: peggy.barak@ministryhealth.org
	Member-at-large	Candidate's Employer: St. Joseph's hospital
	Ex-officio member	Candidate's Present Occupational Title:
Candidate Replaces		Manager of Central Services
Length of Candidate's Term <small>(place X below)</small>		Brief description of candidate's background including current employment and reason for recommendation: Peggy Barak currently serves as the Manager of Central Services at St. Joseph's Hospital. In her role, she works closely with clinical students from both the Surgical Technologist and Central Services programs.
	One Year	
	Two Year	
X	Three Year	
Start Date		
02/01/14		
Renewal Date		
02/01/17		

Appointment Approval Signatures:

Division Dean: Date: 1/29/2016

Vice President of Academics: Date: 2/1/2016

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____



Advisory Committee Appointment for Surgical Technologist Program

X	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>
Member	
	Employee member
X	Employer member
	Member-at-large
	Ex-officio member
Candidate Replaces	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
X	Three Year
Start Date	
02/01/16	
Renewal Date	
02/01/19	

Name of Candidate: Robert Hocking	
(X) Home/Work Address:	X Home Work
Address: 10721 Macarthur Dr.	
City: Marshfield	State: WI Zip: 54449
Phone Number:	715-676-4830
Email Address:	robert.hocking@aspirus.org
Candidate's Employer:	Aspirus
Candidate's Present Occupational Title:	
Manager Aspirus Stevens Point Surgery Center	
Brief description of candidate's background including current employment and reason for recommendation:	
<p>Robert currently serves as the Manager of the Aspirus Stevens Point Surgery Center. He previously worked for Marshfield Clinic for over 20 years in the Ambulatory Surgery Center as a staff nurse, Team Leader and Manager. He recently completed his Master's Degree in Health Administration. Robert is a member of The Association of perioperative Registered Nurses (AORN) and hold his CNOR Certification.</p>	

Appointment Approval Signatures:	
Division Dean:	 Date: 1/29/2016
Vice President of Academics:	 Date: 2/1/2016
MSTC President:	Date:
MSTC District Board Approval:	Date:



Advisory Committee Appointment for Surgical Technologist Program

<input checked="" type="checkbox"/>	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>

Member	
	Employee member
<input checked="" type="checkbox"/>	Employer member
	Member-at-large
	Ex-officio member

Candidate Replaces

Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
<input checked="" type="checkbox"/>	Three Year

Start Date

02/01/16

Renewal Date

02/01/19

Name of Candidate: Sandra Lustig

Home/Work Address: Home Work

Address: 1000 N. Oak Avenue

City: Marshfield State: WI Zip: 54449

Phone Number: 715-221-7990

Email Address: lustig.sandra@marshfieldclinic.org

Candidate's Employer: Marshfield Clinic

Candidate's Present Occupational Title:
RN, Team Leader- Marshfield Ambulatory Surgery Center(ASC)

Brief description of candidate's background including current employment and reason for recommendation:

Sandra has over 30 years of surgical experience and currently serves as a Team Leader within the Ambulatory Surgery Center at Marshfield Clinic. Her surgical experience covers multiple specialty areas.

Appointment Approval Signatures:

Division Dean: Date: 1/29/2016

Vice President of Academics: Date: 2/1/2016

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____



Advisory Committee Appointment for Surgical Technologist Program

<input checked="" type="checkbox"/>	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>

Member	
	Employee member
<input checked="" type="checkbox"/>	Employer member
	Member-at-large
	Ex-officio member

Candidate Replaces

Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
<input checked="" type="checkbox"/>	Three Year

Start Date
02/01/16

Renewal Date
02/01/19

Name of Candidate: Patrick Viergutz

Home/Work Address: Home Work

Address: N13857 Colonial Avenue

City: Colby State: WI Zip: 54421

Phone Number: 715-207-8209

Email Address: viergutz.patrick@marshfieldclinic.org

Candidate's Employer: Marshfield Clinic

Candidate's Present Occupational Title:
Operations Management, GI Unit/Plastic Surgery

Brief description of candidate's background including current employment and reason for recommendation:

Patrick currently serves as the Operations Manager at Marshfield Clinic. His responsibilities include the GI Unit as well as Plastic Surgery, Dermatology and MOHS (microscopically controlled surgery).

Appointment Approval Signatures:

Division Dean:  Date: 1/29/2016

Vice President of Academics:  Date: 2/1/2016

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____



Advisory Committee Appointment for Surgical Technologist Program

<input checked="" type="checkbox"/>	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>

Member	
	Employee member
<input checked="" type="checkbox"/>	Employer member
	Member-at-large
	Ex-officio member

Candidate Replaces

Length of Candidate's Term <small>(place X below)</small>	
--------------------------------------------------------------	--

	One Year
	Two Year
<input checked="" type="checkbox"/>	Three Year

Start Date

02/01/16

Renewal Date

02/01/19

Name of Candidate:	Linda Wilson
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Home/Work Address:		Home	<input checked="" type="checkbox"/>	Work
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Address: 611 St. Joseph's Avenue

City:	Marshfield	State:	WI	Zip:	54449
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Phone Number:	715-387-9828
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Email Address:	linda.wilson@ministryhealth.org
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Candidate's Employer:	St. Joseph's Hospital
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Candidate's Present Occupational Title:
Nurse Manager, Surgery Department

Brief description of candidate's background including current employment and reason for recommendation:

Linda currently serves as the Nurse Manager in the Surgery Department at St. Joseph's Hospital. She has 28 years of experience in surgery including 21 years in leadership roles. Linda works directly with clinical students and staff from the Mid-State Surgical Technologist program in her role at St. Joseph's.

Appointment Approval Signatures:

Division Dean:		Date:	1/29/2016
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Vice President of Academics:		Date:	2/1/2016
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MSTC President:	Date:
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MSTC District Board Approval:	Date:
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Surgical Technologist Program Advisory Committee

<i>Last Name</i>	<i>First Name</i>	<i>Address</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Company</i>	<i>Employee/ Employer</i>	<i>Date Appointed</i>	<i>End of Term</i>
Barak	Peggy	611 St. Joseph's Street	Marshfield	WI	54449	St. Joseph's Hospital	Employer	Spring 2014	Spring 2017
Every	Natalie	1000 N. Oak Ave	Marshfield	WI	54449	Marshfield Clinic	Employee	Spring 2015	Spring 2018
Helmke	Rhonda	1000 N. Oak Ave	Marshfield	WI	54449	Marshfield Clinic	Employer	Spring 2015	Spring 2018
Hocking	Robert	10721 Macarthur Dr.	Marshfield	WI	54449	Aspirus Surgery Center	Employer	Spring 2016	Spring 2019
King	Steve	900 Illinois Ave	Stevens Point	WI	54481	St. Michael's Hospital	Employer	Spring 2015	Spring 2018
Lusting	Sandra	1000 N Oak Street	Marshfield	WI	54449	Marshfield Clinic	Employer	Spring 2016	Spring 2019
Passineau	Debra	611 St Joseph Ave	Marshfield	WI	54449	St. Joseph's Hospital	Employer	Spring 2013	Spring 2016
Pastuovic	Milan	1000 N. Oak Street	Marshfield	WI	54449	Marshfield Clinic	Employer	Fall 2013	Fall 2016
Rokus	Sue	271 19th Ave. South	Wisconsin Rapids	WI	54495	Riverview Hospital	Employee	Spring 2015	Spring 2017
Rose	Melissa	900 Illinois Ave	Stevens Point	WI	54481	St. Michael's Hospital	Employer	Spring 2015	Spring 2018
Schultz	Phil	1000 N. Oak Street	Marshfield	WI	54449	Marshfield Clinic	Employee	Spring 2013	Spring 2016
See	Sharon	1017 W. Park Street	Marshfield	WI	54449	AD HOC	AD HOC	Spring 2015	Spring 2018
Thompson	Tyler	2156 Stanley's Lane	Junction City	WI	54443	St. Michael's Hospital	Employee	Spring 2015	Spring 2017
Trierweiler	Jane	11983 Rainbow Ridge	Marshfield	WI	54449	Figl's, Inc.	Community Member	Spring 2013	Fall 2016
Viergutz	Patrick	N13857 Colonial Avenue	Colby	WI	54421	Marshfield Clinic	Employer	Spring 2016	Spring 2019
Wilson	Linda	611 St. Joseph's Ave	Marshfield	WI	54449	St. Joseph's Hospital	Employer	Spring 2016	Spring 2019

Saturday, February 20, 2016