



BOARD OF DIRECTORS MEETING

August 15, 2016

Wisconsin Rapids Campus
Room L133-134



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MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS

AUGUST 15, 2016

AGENDA: DISTRICT BOARD MEETING

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

DATE: Monday, August 15, 2016

TIME: 5:20 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Roll Call

C. Meeting Notice Certification

This August 15, 2016, meeting of the Mid-State Technical College Board, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to the news media and designated persons in an attempt to make citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Closed Session

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

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 – July 11, 2016 meeting

G. CONSENT AGENDA

1. PAYMENT OF BILLS AND PAYROLL

District bills for July 2016 are contained in Exhibit B. These bills total \$1,449,533.00 of which \$1,231,343.15 represents operational expenditures and \$218,189.85 represents capital expenditures.

The District's regular payrolls were issued on July 8 and 22. Payroll disbursements for the month of July totaled \$1,275,853.59 plus \$8,373.57 for travel and miscellaneous reimbursements, and \$527,158.45 in fringe benefits, for a total payroll disbursement of \$1,811,385.61.

Administration recommends approval of the payment of these obligations totaling \$3,260,918.61.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into three contracted service agreements totaling \$1,700. 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 \$514,528.16 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 \$4,200,000 General Obligation Promissory Notes, Series 2016B
4. Information Items
5. Committee-of-the-Whole Meeting

b. Academic & Human Resources Committee

1. Review Consent Agenda Items
2. Agri-Business Associate Degree Program
3. Information Items
4. 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. Retention Software
2. Board Policy Review

I. Discussion and Action Items

1. HLC Community Conversation
2. Wisconsin Rapids Learning Commons and Marshfield Student Services and Information Center Projects

J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids

July 11, 2016

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 4:05 p.m.

Roll call was as follows:

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

EXCUSED: Dr. Colleen Dickmann

OTHERS: Nelson Dahl, Mike Grambow, Sandy Kiddoo, Dr. Mandy Lang, Richard O’Sullivan, and Angie Susa

NOTE: Patrick Costello passed away February 18, 2016

II. MEETING NOTICE CERTIFICATION AND CLOSED SESSION

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

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

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

III. OPEN FORUM

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

IV. APPROVAL OF MINUTES

Motion by Mr. Beaver, seconded by Ms. Ose, upon a voice vote, unanimously approved the minutes from the regular meeting held June 20, 2016, as written.

V. CONSENT AGENDA

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

OFFICIAL PROCEEDINGS

July 11, 2016

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1. The district's bills for the month of June 2016 were presented in Exhibit B. These bills totaled \$1,278,218.33 of which \$764,528.32 represents operational expenditures and \$513,690.01 represents capital expenditures.

The district's payroll for the month of June totaled \$1,276,543.04 plus \$15,145.04 for travel and miscellaneous reimbursements and \$538,494.16 in fringe benefits. The district's bills and payroll totaled \$3,108,400.57.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146240	John Edwards High School	\$ 4,089.60
146316	John Edwards High School	\$ 819.92
146301	Granton High School	\$ 2,615.76
146300	Granton High School	\$ 3,487.68
146299	Granton High School	\$ 435.96
146232	Auburndale High School	\$ 1,106.56
146236	Auburndale High School	\$ 3,262.68
146234	Auburndale High School	\$ 5,231.52
146235	Auburndale High School	\$ 1,226.88
146233	Auburndale High School	\$ 5,667.48
146297	Auburndale High School	\$ 4,907.52
146298	Auburndale High School	\$ 2,044.80
146277	Adams-Friendship High School	\$ 16,313.40
146275	Adams-Friendship High School	\$ 2,044.80
146274	Adams-Friendship High School	\$ 1,635.84
146272	Adams-Friendship High School	\$ 1,635.84
146231	Adams-Friendship High School	\$ 1,743.84
146286	Adams-Friendship High School	\$ 1,226.88
146292	Adams-Friendship High School	\$ 567.28
146296	Amherst High School	\$ 6,952.32
146295	Amherst High School	\$ 2,494.80
146294	Amherst High School	\$ 3,923.64
146242	Amherst High School	\$ 1,496.88
146241	Amherst High School	\$ 11,065.60
146319	Pittsville High School	\$ 3,271.68
146314	Pittsville High School	\$ 1,995.84
146313	Pittsville High School	\$ 1,785.84
146331	Pittsville High School	\$ 4,089.60
146246	Lincoln High School	\$ 8,719.20
146253	Lincoln High School	\$ 10,478.16
146255	Lincoln High School	\$ 5,316.48
146254	Lincoln High School	\$ 7,484.40
146223	Lincoln High School	\$ 18,812.16
146251	Lincoln High School	\$ 27,189.00
146248	Lincoln High School	\$ 2,862.72
146247	Lincoln High School	\$ 3,681.00
146249	Lincoln High School	\$ 3,051.72

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146245	Lincoln High School	\$ 6,639.36
146303	Lincoln High School	\$ 7,127.64
146302	Lincoln High School	\$ 4,498.56
146305	Lincoln High School	\$ 2,453.76
146217	Stevens Point Area Senior High	\$ 777.28
146216	Stevens Point Area Senior High	\$ 4,989.60
146280	Stevens Point Area Senior High	\$ 2,494.80
146237	Stevens Point Area Senior High	\$ 8,179.20
146238	Stevens Point Area Senior High	\$ 1,087.56
146215	Stevens Point Area Senior High	\$ 20,012.22
146214	Stevens Point Area Senior High	\$ 9,373.20
146278	Stevens Point Area Senior High	\$ 3,869.32
146279	Stevens Point Area Senior High	\$ 9,815.04
146315	Stevens Point Area Senior High	\$ 22,901.76
146320	Stevens Point Area Senior High	\$ 2,720.48
146323	Stevens Point Area Senior High	\$ 2,993.76
146322	Stevens Point Area Senior High	\$ 3,492.72
146321	Stevens Point Area Senior High	\$ 1,943.20
146332	Stevens Point Area Senior High	\$ 8,179.20
146287	Nekoosa High School	\$ 777.28
146239	Nekoosa High School	\$ 3,680.64
146219	Nekoosa High School	\$ 2,453.76
146218	Nekoosa High School	\$ 2,044.80
146308	Nekoosa High School	\$ 385.20
146309	Nekoosa High School	\$ 3,051.72
146310	Nekoosa High School	\$ 2,044.80
146312	Nekoosa High School	\$ 4,089.60
146311	Nekoosa High School	\$ 4,490.64
146317	Nekoosa High School	\$ 408.96
146281	Marshfield High School	\$ 2,615.76
146267	Marshfield High School	\$ 3,109.12
146269	Marshfield High School	\$ 18,960.48
146268	Marshfield High School	\$ 8,981.28
146221	Marshfield High School	\$ 3,680.64
146222	Marshfield High School	\$ 6,952.32
146220	Marshfield High School	\$ 256.80
146266	Marshfield High School	\$ 3,680.64
146265	Marshfield High School	\$ 8,299.20
146306	Marshfield High School	\$ 12,268.80
146307	Marshfield High School	\$ 12,268.80
146335	Domtar Corporation	\$ 1,220.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 58,387.00	AVI Systems	Media Services

VI. CHAIRPERSON'S REPORT

OFFICIAL PROCEEDINGS

July 11, 2016

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1. Ms. Bruski Mallek welcomed Board members to the meeting. She announced Dr. Colleen Dickmann asked to be excused.
2. Ms. Bruski Mallek announced the Summer Boards Association meeting will be held July 14-16 at Northcentral Technical College in Wausau. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac plan to attend.
3. Ms. Bruski Mallek announced the 2016 ACCT Leadership Congress will be held October 5-8 in New Orleans. Board members interested in attending should contact Ms. Susa to make arrangements. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac plan to attend.
4. Ms. Bruski Mallek continued discussion regarding a date for the 2016 Fall Board Advance. Board members were previously surveyed for availability and discussed options that suited most members. The Board plans to hold the Fall Board Advance Tuesday, November 15, 2016.
5. Ms. Bruski Mallek recognized Vice President of Finance & IT Nelson Dahl for his 36 years of service to Mid-State Technical College and wished him health and happiness on behalf of the Board. Mr. Dahl will retire July 21. Dr. Budjac also thanked Mr. Dahl for his focus on college stability and financial strategy and meaningful contributions over the past 3.5 decades.
6. The next Mid-State Board of Directors meeting will be held on Monday, August 15 at the Wisconsin Rapids Campus. Committee meetings will be held 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.

VII. FOUNDATION BOARD LIAISON REPORT

1. Ms. Bruski Mallek reported the Foundation Golf Outing was a huge success. Sixty-eight golfers participated in this year's event. A profit of \$12,177 was realized benefitting colleges programs and scholarships.
2. Ms. Bruski Mallek reported the Foundation awarded 24 - \$1,250 scholarships to Mid-State District high school seniors. Scholarship applications for fall enrollment are being reviewed and will be awarded by the end of July. Approximately 200 scholarships will be awarded.
3. Ms. Bruski Mallek shared 2016-17 Foundation Goals with the Board.

VIII. PRESIDENT'S REPORT

1. Dr. Budjac provided a brief update on the Student Services & Information Center construction and remodel project currently underway at the Wisconsin Rapids Campus.
2. Dr. Budjac provided an overview of the recruitment process for the Vice President of Finance & IT position and the transition plan that will be put in place until a new Vice President of Finance & IT has been hired. Financials System Manager Greg Bruckbauer will join the Board in the interim.

IX. FINANCE & AUDIT COMMITTEE

OFFICIAL PROCEEDINGS

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1. Finance & Audit Committee Chairperson Charles Spargo reported the committee reviewed its Consent Agenda items and had no questions or concerns. He reported there were 77 transcribed credit agreements with 10 area high schools presented for approval.
2. Mr. Spargo reviewed the Treasurer's Report. There were no questions or concerns.
3. Mr. Spargo reported a schedule of events for financing the FY17 capital budget was presented in June and was included in the FY17 adopted budget. Administration is now requesting authority to issue \$4,200,000 in general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds and equipment in 2016-17. Proceeds will be distributed shortly after the August sale.

Motion by Mr. Spargo, seconded by Mr. Beaver, upon a roll call vote, unanimously approved the following Resolution Authorizing The Issuance Of Not To Exceed \$4,200,000 General Obligation Promissory Notes; And Setting The Sale:

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

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

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

NOW, THEREFORE, BE IT:

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

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

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

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section

OFFICIAL PROCEEDINGS

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67.12(12), Wisconsin Statutes, the principal sum of not to exceed FOUR MILLION TWO HUNDRED THOUSAND DOLLARS (\$4,200,000) from Robert W. Baird & Co. Incorporated (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed FOUR MILLION TWO HUNDRED THOUSAND DOLLARS (\$4,200,000) (the "Notes"). There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof within ten years of the date of issuance of the Notes.

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

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

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

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

Adopted, approved and recorded July 11, 2016.

Chairperson

Attest:

Secretary

(SEAL)

4. The following items were presented for informational purposes only:
 - a. UPDATE ON FORMATION OF AN OPEB TRUST – Mr. Spargo reported work on formation of an OPEB trust is progressing. WoodTrust Bank has been instructed to liquidate assets and transfer funds to the trust. The Committee and PFM will research and complete an investment program by the end of July or early August.
 - b. REVIEW OF BOARD POLICIES – Mr. Spargo reported the committee reviewed financially related Board Policies. Minor wording changes were incorporated into one Board Policy. Any recommendations for additional changes should be made prior to final approval in October.
 - c. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

1. Academic & Human Resources Committee Chairperson Justin Hoerter reported the committee had no consent agenda items this month.
2. The following items were presented for informational purposes only:
 - a. MID-STATE ARTICULATION AGREEMENTS – Mr. Hoerter reported the college continues to work to provide transfer opportunities for students. Currently the college has 83 transfer agreements ; 76 of which are program specific, and the College is working on an IT program agreement with University of Wisconsin-Stevens Point and a fire protection program agreement with University of Wisconsin-Oshkosh.
 - b. BOARD POLICIES REVIEW AND UPDATE – Mr. Hoerter reported the committee reviewed Board Policies related the college’s human resources function. One language change was recommended to the Compensation & Benefits policy related to FQA standards. Approval will be sought in October.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. In place of a Facilities & External Relations Committee Chairperson, Lynneia Miller reported that the committee had no Consent Agenda items this month.
2. The following items were presented for informational purposes only:
 - a. FY16 OUT-OF-STATE TUTION REMISSION ANNUAL SUMMARY – Ms. Miller reported WTCS Administrative Bulletin AB 04-02 authorized District Board

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July 11, 2016

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to delegate authority to submit requests to the State Director for authorization to remit out-of-state tuition for needy and worthy students. During the 2015-16 academic year, no out-of-state tuition was remitted. This has been the case since 2010.

- b. FY17 OUT-OF-STATE TUITION REMISSION ANNUAL REQUEST – Ms. Miller reported Mid-State Technical College will not be requesting authority from the WTCS President to remit any out-of-state tuition for the 2016-17 academic year.
- c. GRADUATE FOLLOW-UP SURVEY – Ms. Miller reported on Mid-State’s 2015 graduate follow-up survey results and compared them to the 2015 WTCS graduate follow-up survey results. Mid-State experienced a 61% response rate with 91% of respondents employed. The primary reason for attending Mid-State was to prepare for a job and 97% were satisfied or very satisfied with Mid-State.

XII. COMMITTEE-OF-THE-WHOLE

1. WTCS PRESIDENTS ASSOCIATION STRATEGIC AREAS OF FOCUS – Dr. Budjac reported the Presidents Association met in June in Madison for their 2016-17 annual planning and to discuss strategic areas of focus. The 2016-17 focus areas will include external partnerships, innovation, internal collaboration, legislative advocacy, and skill/talent solutions.

2. BOARD LEADERSHIP AND COMMITTEE ASSIGNMENT DISCUSSION – Ms. Bruski Mallek led a discussion regarding District Board appointment of officers and committee assignment for 2016-17.

XIII. DISCUSSION AND ACTION ITEM

1. ELECTION OF OFFICERS – Ms. Bruski Mallek announced that State Statutes require all Wisconsin technical colleges to meet on the second Monday of July for an annual organizational meeting. During this meeting, officers for the forthcoming year are elected. Ms. Bruski Mallek began the process of electing a Chairperson, Vice Chairperson, Secretary and Treasurer for 2016-17.

Ms. Bruski Mallek called for nominations for Chairperson, Vice Chairperson, Secretary and Treasurer. Mr. Beaver nominated the current slate of officers; Betty Bruski Mallek as Chairperson, Justin Hoerter as Vice Chairperson, Peggy Ose as Secretary and Charles Spargo as Treasurer. Ms. Bruski Mallek called three times for any other nominations. Hearing none, Ms. Bruski Mallek closed nominations and Mr. Beaver moved that a unanimous ballot be cast for the current slate of officers; seconded by Ms. Miller.

2. BOARD COMMITTEE ASSIGNMENTS – Ms. Bruski Mallek stated that as part of the Board’s discussion during the organizational meeting, Board members agreed to the following committee assignments: Finance & Audit – Mr. Spargo (Chairperson) and Ms. Bruski Mallek; Academic & Human Resources – Mr. Hoerter (Chairperson), Ms. Miller and Ms. Ose; and Facilities & External Relations – Mr. Beaver (Chairperson) and Dr. Dickmann. Two Board members, Kristin Crass and Richard Merdan, will be seated in August and join the Finance & Audit and Facilities & External Relations committees respectively.

3. WTC DISTRICT BOARDS ASSOCIATION COMMITTEE ASSIGNMENTS – Ms. Bruski Mallek stated that WTC District Boards Association Executive Director Layla Merrifield asked for

OFFICIAL PROCEEDINGS

July 11, 2016

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assistance in selection of 2016-17 committee members. Mid-State Board members elected to stay on their current committee assignment.

Motion by Ms. Miller, seconded by Mr. Spargo, upon a voice vote, unanimously approved Mr. Beaver as Mid-State Technical College's representative on the District Boards Association Board.

XIV. ADJOURNMENT

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

There being no further business, the Board convened to closed session at 4:37 p.m.

Following the closed session, the Board reconvened to open session to take the following action and recognize President Dr. Sue Budjac for her leadership and accomplishments as Mid-State President.

Motion by Mr. Beaver, seconded by Ms. Miller, upon a roll call vote, unanimously approved a salary increase to \$177,718, an addition of \$5,000 to a tax sheltered annuity and provide a stipend of \$25,000.

Motion by Mr. Beaver, seconded by Mr. Hoerter, upon a roll call vote, unanimously accepted Dr. Budjac's notice of retirement effective July 1, 2017.

There being no further business, the Board meeting adjourned at 5:11 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

AUGUST 15, 2016

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

FINANCE & AUDIT

WISCONSIN RAPIDS

AUGUST 15, 2016

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, August 15, 2016

TIME: 4:00 p.m.

A. Meeting called to order by Chairperson Charles Spargo

B. Call to Order

C. Meeting Notice Certification

This August 15, 2016, meeting of the Finance & Audit Committee, and all other meetings of the Board or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Routine Business

1. REVIEW OF CONSENT AGENDA ITEMS

a. PAYMENT OF BILLS (Exhibit B)

Each month a list of disbursements is provided to the Board to demonstrate statutory compliance. All processed disbursements are released immediately on a pre-approval basis in accordance with Mid-State's "Release of District Checks" policy. Purchases of goods (supplies, materials and equipment) and services exceeding \$50,000 and facility construction and remodeling projects exceeding \$25,000 require prior Board approval. Two detailed lists are provided in different review formats. Board members may forward inquiries regarding specific transactions to the Business

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

b. CONTRACTED SERVICES AGREEMENTS (Exhibit D)

Each month a list of contracted service agreements is provided to the Board to demonstrate statutory compliance. They are presented after the agreement is executed but generally before services are rendered. In compliance with WTCS Policy, pricing is established at a level above full cost recovery in accordance with a system-wide policy. Exceptions are allowed and are authorized by the District Board and are noted in the list when they exist. Pertinent information for each contract is also included. Contracts generally fall into two categories – customized instruction and technical assistance. Our customer base extends to businesses, industries, not-for-profit organizations and government units. An annual post-fiscal report is generated by the WTCS Office and is shared with the Board.

c. PROCUREMENTS FOR GOODS AND SERVICES (Exhibit E)

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

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

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

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

2. TREASURER'S REPORT (Exhibit C)

As in the past, there is not a balance sheet for July as FY16 year-end processing is not complete.

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 \$4,200,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2016B (Exhibit F)

Exhibit F contains an awarding resolution for the sale of \$4.2 million general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds, and equipment in 2016-17.

Another \$1.5 million in General Obligation notes will be issued in the future; bringing the total borrowing to \$5.7 million included in the FY 2017 adopted budget.

Robert W. Baird, Inc. will present a negotiated offer for the award and sale of these tax supported notes. A 30-day petition period will have been satisfied and Moody's assigned a rating of creditworthiness. The college retained its favorable Aa1 rating. Mid-State will engage in a negotiated sale for which notes are presold by Baird. Custody of the funds will occur shortly after the sale.

Baird assisted with the preparation of a long-term financing plan and the amortization schedule, provisions of the issue, preparation of the Preliminary Official Statement (POS), securing a Moody's rating, and underwriting/selling the notes to investors. As designated bond counsel, Quarles & Brady has prepared the awarding resolution and will issue an opinion in regards to statutory compliance. Details of the sale will be provided during the meeting along with the rating prepared by Moody's Investor Services.

Board approval of the resolution contained in Exhibit F is requested.

4. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. STATUS OF THE FY16 INDEPENDENT FINANCIAL AUDIT

Financial auditors have been on-site to review Mid-State's records for the year ending June 30, 2016. They will return for final fieldwork in September. This engagement with Schenk & Associates is the first year of a five-year multi-college agreement. If any budgetary housecleaning is needed, budget amendments will be presented in October. Administration will also report out in October the end-of-year results and budget variances for the fiscal year ending June 30, 2016. The final audit reports for FY16 will be presented to the Mid-State Board in November.

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.

5. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES

WISCONSIN RAPIDS

AUGUST 15, 2016

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

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

DATE: Monday, August 15, 2016

TIME: 4:15 p.m.

A. Committee meeting called to order by Chairperson Justin Hoerter

B. Call to Order

C. Meeting Notice Certification

This August 15, 2016, meeting of the Academic & Human Resources Committee, and all other meetings of the Board or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Routine Business

1. REVIEW CONSENT AGENDA ITEMS

There are no Consent Agenda items this month.

2. AGRIBUSINESS ASSOCIATE DEGREE PROGRAM

A continuous scan of educational programming at Mid-State involves assessing need in the district for new programs as well as determining the viability of existing programming. The college has been studying the feasibility of an Agri-Business Associate degree. Mid-State Technical College currently offers two agriculture technical diplomas and with recent support of various employer groups seeks approval for a new Associate Degree. Vice President of Academics Sandy Kiddoo will share information on the needs

analysis of this program including the labor market trends and will seek Board approval for this associate degree.

3. INFORMATION ITEMS

The following items are presented for informational purposes only:

a. DEPARTMENT OF HEALTH & FAMILY RACE TO THE TOP GRANT

Mid-State is entering the final year of a Department of Health & Family grant allowing the college to offer students associate degree courses at no cost in the Early Childhood Education Program. Dean of Service & Health Barb Jascor will share information on grant success and activities.

b. AUDIT OF HEALTH INSURANCE CLAIMS

The health insurance consortium the College is part of, North Central Health Alliance (NCHA), is able to obtain the services of an audit firm to examine medical claim payments for accuracy. The primary intent of the audit is to identify errors and have each member's Third Party Administrator correct them moving forward. There is also the possibility to recover monetarily based on the findings from each member's plan. Vice President of Human Resources Richard O'Sullivan will provide more detail on this audit including the cost savings of having it conducted through NCHA.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS

AUGUST 15, 2016

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, August 15, 2016

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Joseph Kinsella

B. Call to Order

C. Meeting Notice Certification

This August 15, 2016, meeting of the Facilities & External Relations Committee, and all other meetings of the Board or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Routine Business

1. REVIEW CONSENT AGENDA ITEMS

There are no Consent Agenda items this month.

2. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. FISCAL YEAR 2016 ENERGY CONSUMPTION REPORT AND ANALYSIS

Each year, Mid-State provides a summarized energy report to the WTCS as required. Internally, Mid-State does additional analysis and evaluation of the data to identify trends, areas for improvement and for measurement and

verification of our energy use reduction goals. Director of Facilities & Procurement Matt Schneider will provide more detail on this report including a comparison to previous years and to other similar institutions.

b. JOB CENTER COLLABORATION

The new Workforce Innovation and Opportunity Act (WIOA) creates an opportunity to increase collaboration with our workforce partners. As a result, Mid-State has recently developed additional activities that lay the foundation for a robust collaboration with the Wisconsin Rapids Job Center. Career Pathways Coordinator Ali Konkel and Adult Outreach Coordinator Jennifer Kersey will discuss the new activities.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS

AUGUST 15, 2016

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, August 15, 2016

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Meeting Notice Certification

This August 15, 2016, meeting of the Committee-of-the-Whole, and all other meetings of the Board or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

C. INFORMATION ITEM:

a. RETENTION SOFTWARE

As the 2015-2020 Strategic Plan progresses, the need has been identified for software to support retention and student success initiatives. Vice President of Student Services Dr. Mandy Lang will talk with the Board about the need for the software and outline the timeline and budget approach to be used.

b. BOARD POLICY REVIEW

The Board implemented a comprehensive Board Policy review and revision process in 2011 that includes a biennial review of all Board Policies to ensure policies remain accurate, up-to-date and reflect current practices. Board Policies are presented in three groups over a three month period (July, August, September) for review and feedback and followed by a request for approval of all Board Policies in October. Exhibit G contains the second of three groups of Board Policies for review and consideration. Changes have been suggested within policies and highlighted for reference. Board members may provide feedback prior to the October Board meeting at which time

the Board will be asked to approve the recommended policy changes.

D.

ADJOURNMENT

I. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS

AUGUST 15, 2016

1. HLC COMMUNITY CONVERSATION

The Higher Learning Commission (HLC) conducted their accreditation site visit of Mid-State Technical College on May 2-4. During the visit members of the evaluation team visited all three campuses and met with multiple stakeholder groups including community members. Over 60 individuals, representing 50 organizations from surrounding communities participated in a conversation with HLC reviewers. They responded to evaluator questions and provided feedback. President Sue Budjac will share a video with the Board that highlights community comments about the college.

2. FUTURE FACILITY PROJECTS: WISCONSIN RAPIDS LEARNING COMMONS AND MARSHFIELD STUDENT SERVICES AND INFORMATION CENTER

Mid-State has identified two future facility projects that will support and expand our efforts to increase the success of Mid-State students. The first project is planned for the Wisconsin Rapids Campus and is based on the Stevens Point Learning Commons concept. Vice President of Academics Sandy Kiddoo and Director of Facilities & Procurement Matt Schneider will present information related to the need for a one-stop academic support concept in Wisconsin Rapids that co-locates key student support services in the current library and media services space. The second project is planned for the Marshfield Campus and is based on the Wisconsin Rapids Student Services and Information Center (SSIC) that is currently underway. Ms. Kiddoo and Mr. Schneider will provide an overview of both projects that includes concept information, general project requirements, budget and timelines.

J. ADJOURNMENT

EXHIBITS A – G

PRESIDENT'S REPORT

AUGUST 15, 2016

1. It has been another busy summer! College staff have been working hard to gear up for the start of the semester. We welcome faculty back to campus August 15 and Mid-State students arrive August 22. The energy level is high and we will soon be back into full swing with classes and learning activities.
2. The September 13-14 WTCS Board meeting will be held at Mid-State's Stevens Point Campus. Mid-State representatives will participate in an Apprenticeship panel discussion. In addition, the Presidents Association will hold their September meeting at the Stevens Point Campus.
3. Mid-State sent a team to the 2016 Continuous Quality Improvement Network (CQIN) Summer Institute. The CQIN organization is an exceptional professional development opportunity that aligns with our Higher Learning Commission college accreditation pathway, Academic Quality Improvement Program (AQIP) and our continuous improvement philosophy. The theme for this year's Summer Institute centered on the use of data to support benchmarking, marketing, and demonstrating organizational value. Director of Human Resources & Organizational Development Brianne Petruzalek and Vice President of Student Services Dr. Mandy Lang also presented at the institute. Their presentation was titled: "Mid-State Technical College – 'The Times They Are A-Changin'" and centered on the change management strategies we are using to implement 2015-2020 strategic plan objectives. It was a highly attended session.
4. The Wisconsin Technical College System (WTCS) organizes spotlight events each year that focus and highlight the work being done by our technical colleges in specific employment areas. This November, Mid-State will be the host college for the WTCS Allied Health Spotlight Event. The event will be held on our Marshfield Campus and planning preparations are underway. More details will be shared with the Board when the agenda has been finalized. This event is a great opportunity to highlight the great work Mid-State does in allied health.
5. Mid-State Technical College hosted Destination Registration at all Mid-State locations in mid-June. The event offered a free, casual environment for prospects to learn about Mid-State programs, complete the application process, attend a STAR presentation, and take the Accuplacer assessment. As an added bonus, application fees were waived for participants and students met with a Student Success Counselor to register for their fall classes. Approximately 50 students participated in Destination Registration at all locations. This was Mid-State's third year hosting the event.
6. My travel between now and mid-September will include:
 - Weekly Rotary Meetings
 - Paper City Savings Board Meeting
 - Lunch by the River

- Rome VIP Legislative Session
- WTCS Board Meeting
- Presidents Association Meeting

FY 2016-17 Budget Modifications Made In The Month of July 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>
Fund 1 - General Fund Budget Modifications							
141227	Emergency Assistance Grant	State	New award	11,423.00	11,423.00	-	
141236	Adv Mfg Network-NW Gold Collar Careers	State	Carryover grant from FY16	3,902.00	3,902.00	-	
141527	Assistance to Firefighters Grant	Federal	New award	4,026.00	4,924.00	(898.00)	1
Fund 3 - Capital Projects Fund Budget Modifications							
141527	Assistance to Firefighters Grant	Federal	New award	2,645.00	3,235.00	(590.00)	1
Total Budget Changes For The Month				21,996.00	23,484.00	(1,488.00)	
Notes: Budget modifications are out of balance for July due to the following:							
1	Grant is not reimbursed at 100%. Fund Balance will cover the deficit.						



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2017 as of July 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 3	Fund 4	Fund 5	Fund 6	Total Current Budget	Total Current Budget	Original Budget	Original Budget	
Local Government	6,384,920	-	-	4,396,027	-	-	-	-	-	-	-	10,780,947	10,780,947	10,780,947	22.1%	
Student Fees	7,582,860	-	-	-	-	350,972	-	-	-	-	-	7,933,832	7,933,832	7,933,832	16.2%	
State Aid & Grants	14,850,957	-	-	-	-	-	360,064	-	-	-	-	15,211,021	15,211,021	15,195,696	31.1%	
Institutional	308,995	778,180	19,920	100,500	1,260,124	445,130	19,920	100,500	4,962,300	-	-	7,875,149	7,875,149	7,875,149	16.1%	
Federal	1,396,320	-	2,645	-	-	5,666,300	2,645	-	-	-	-	7,065,265	7,065,265	7,058,594	14.5%	
Total Revenues	30,524,052	778,180	382,629	4,496,527	1,260,124	6,462,402	382,629	4,496,527	4,962,300	1,260,124	4,962,300	48,866,214	48,866,214	48,844,218	100.0%	

	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	17,697,021	120,253	-	-	151,677	31,634	-	-	-	-	-	18,233,264	18,233,264	18,233,264	32.5%	
Benefits	7,320,140	8,226	-	-	66,291	23,303	-	-	-	-	-	7,459,608	7,459,608	7,459,608	13.3%	
Current Expenditures	6,528,699	523,461	-	-	120,656	1,105,335	-	-	-	-	-	8,439,101	8,439,101	8,418,852	15.1%	
Student Financial Aid & Activities	-	-	-	-	887,000	3,724,000	-	-	-	-	-	6,061,559	6,061,559	6,061,559	10.8%	
Resale	-	-	-	-	-	-	-	-	-	-	-	4,611,000	4,611,000	4,611,000	8.2%	
Capital Outlay	-	-	6,233,829	-	-	-	-	-	-	-	-	6,233,829	6,233,829	6,230,594	11.1%	
Debt Retirement	-	-	-	4,983,455	-	-	-	-	-	-	-	4,983,455	4,983,455	4,983,455	8.9%	
Total Expenditures	31,545,860	651,940	6,233,829	4,983,455	1,225,624	4,884,272	6,233,829	4,983,455	1,225,624	4,884,272	4,884,272	56,021,816	56,021,816	55,998,332	100.0%	
% of Expenditures by Fund	56.3%	1.2%	11.1%	8.9%	2.2%	8.7%	11.1%	8.9%	2.2%	8.7%	8.7%	100.0%	100.0%	100.0%		

Changes in Fund Equity		Est Fund Equity as of 6/30/16		Current Revenue over Expenses		Other Sources and Uses:		Proceeds from Debt		Interfund Transfers In		Interfund Transfers Out		Repayment of Debt	
16,310,409	539,823	16,310,409	539,823	16,310,409	539,823	1,868,619	1,238,928	20,784,042	5,700,000	795,000	795,000	(795,000)	(795,000)	5,700,000	795,000
(1,021,808)	126,240	(1,021,808)	126,240	(1,021,808)	126,240	34,500	78,028	(7,154,114)	-	-	-	-	-	-	-
-	-	-	-	(34,434)	(34,434)	(486,928)	78,028	5,700,000	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
760,000	-	760,000	-	35,000	35,000	(120,000)	-	-	-	-	-	-	-	-	-
(675,000)	-	(675,000)	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15,373,601	666,063	15,373,601	666,063	53,267	53,267	1,783,119	1,316,956	19,329,928	400,432	400,432	22,987,160	22,987,160	22,987,160	19,329,928	19,329,928



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2017 as of July 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 2	Fund 2	Fund 7	Fund 3	Fund 4	Fund 4	Fund 5	Fund 6	Fund 6	Total YTD All Funds	Total Current Budget			
Local Government	3	-	-	-	-	-	-	-	-	-	3	10,780,947	10,780,947	0.0%		
Student Fees	433,698	-	-	-	19,560	-	-	-	-	-	453,258	7,933,832	7,933,832	5.7%		
State Aid & Grants	439,374	-	-	-	-	-	-	-	-	-	439,374	15,211,021	15,211,021	2.9%		
Institutional	25,451	2,917	2,917	585	12,076	585	10,399	371,815	7,875,149	7,875,149	7,875,149	7,875,149	5.4%			
Federal	-	-	-	-	135,350	-	-	-	-	-	135,350	7,065,265	7,065,265	1.9%		
Total Revenues	898,526	2,917	2,917	585	166,987	585	10,399	371,815	-	10,399	1,451,229	48,866,214	48,866,214	3.0%		
% of Budget Recognized	2.9%	0.4%	0.4%	0.2%	2.6%	0.2%	0.0%	7.5%	0.0%	0.8%	3.0%					

	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 2	Fund 2	Fund 7	Fund 3	Fund 4	Fund 4	Fund 5	Fund 6	Fund 6	Total YTD All Funds	Total Current Budget			
Salaries and Wages	1,132,225	-	-	-	4,648	-	-	-	-	-	7,831	1,958	18,233,264	18,233,264	6.3%	
Benefits	502,523	-	-	-	2,478	-	-	-	-	-	4,732	1,780	7,459,608	7,459,608	6.9%	
Current Expenditures	485,665	6,465	6,465	319	136,864	-	-	-	-	299	99,572	592,321	8,439,101	8,439,101	7.0%	
Student Financial Aid & Activities	-	-	-	-	-	-	-	-	-	-	-	136,864	6,061,559	6,061,559	2.3%	
Resale	-	-	-	-	-	-	-	-	-	-	17,471	248,589	4,611,000	4,611,000	5.8%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	6,233,829	6,233,829	-0.1%	
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	4,983,455	4,983,455	0.0%	
Total Expenditures	2,120,413	6,465	6,465	(9,316)	144,309	(9,316)	30,334	351,900	-	30,334	2,644,105	56,021,816	56,021,816	4.7%		
% of Budget Expended	6.7%	1.0%	1.0%	-0.1%	2.2%	-0.1%	2.5%	7.2%	0.0%	2.5%	4.7%					

Changes in Fund Equity

Est Fund Equity as of 6/30/16	16,310,409	539,823	52,701	3,544,922	887,360	1,868,619	24,442,762	24,442,762
Current Revenue over Expenses	(1,221,887)	(3,548)	22,678	9,901	-	(19,935)	(7,155,602)	(7,155,602)
Other Sources and Uses:								
Proceeds from Debt	-	-	-	-	-	-	5,700,000	5,700,000
Interfund Transfers In	-	-	-	-	-	-	795,000	795,000
Interfund Transfers Out	-	-	-	-	-	-	(795,000)	(795,000)
Repayment of Debt	-	-	-	-	-	-	-	-
Accrued YTD Fund Equity	15,088,522	536,275	75,379	3,554,823	887,360	1,848,684	22,987,160	22,987,160



Summary of Revenues & Expenditures by Account Group
for Fiscal Year 2017
as of July 31, 2016

A	B	C	D	E	F	G	H	I	J
Revenues by Account Group (All Funds)	Month of July 2016	FY 2017 Year-to-Date	FY 2017 Current Budget	FY 2017 Original Budget	Change to FY17 Budget	Current YTD less Prior YTD	% Change in Current YTD	Current FY17 Budget less FY16 Budget	% Change FY17 Current Budget from FY16 Ending Budget
1	\$ 3	\$ 3	\$ 10,780,947	\$ 10,780,947	-	\$ 3	#DIV/0!	\$ 443,916	4.3%
2	453,258	453,258	7,933,832	7,933,832	-	(32,590)	-6.7%	(202,031)	-2.5%
3	439,374	439,374	15,211,021	15,195,696	15,325	17,371	4.1%	601,683	4.1%
4	-	-	1,387,965	1,381,294	6,671	-	0.0%	(126,450)	-8.3%
5	412,414	412,414	5,623,242	5,623,242	-	27,202	7.1%	(125,542)	-2.2%
6	1,129	1,129	937,363	937,363	-	1,129	#DIV/0!	(134,431)	-12.5%
7	9,701	9,701	1,314,544	1,314,544	-	(44,170)	-82.0%	22,862	1.8%
8	135,350	135,350	5,677,300	5,677,300	-	48,153	55.2%	(500,000)	-8.1%
9	-	-	5,700,000	5,700,000	-	-	0.0%	200,000	3.6%
10	-	-	795,000	795,000	-	-	0.0%	175,000	28.2%
11	\$ 1,451,229	\$ 1,451,229	\$ 55,361,214	\$ 55,339,218	\$ 21,996	\$ 17,098	1.2%	\$ 355,007	0.6%

Expenditures by Account Group (All Funds)	Month of July 2016	FY 2017 Year-to-Date	FY 2017 Current Budget	FY 2017 Original Budget	Change to FY17 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	\$ 1,146,663	\$ 1,146,663	\$ 18,233,264	\$ 18,233,264	-	\$ (107,756)	-8.6%	\$ 720,005	4.1%
13	511,513	511,513	7,459,608	7,459,608	-	(169,039)	-24.8%	(2,804)	0.0%
14	592,321	592,321	8,374,101	8,353,852	20,249	147,108	33.0%	(59,438)	-0.7%
15	136,864	136,864	6,126,559	6,126,559	-	42,637	45.2%	(502,554)	-7.6%
16	266,060	266,060	4,611,000	4,611,000	-	(161,779)	-37.8%	(148,500)	-3.1%
17	(9,316)	(9,316)	6,233,829	6,230,594	3,235	(94,065)	-111.0%	(1,939,325)	-23.7%
18	-	-	4,983,455	4,983,455	-	(363)	-100.0%	452,000	10.0%
19	-	-	-	-	-	-	0.0%	-	0.0%
20	-	-	795,000	795,000	-	-	0.0%	175,000	28.2%
21	\$ 2,644,105	\$ 2,644,105	\$ 56,816,816	\$ 56,793,332	\$ 23,484	\$ (343,257)	-11.5%	\$ (1,305,616)	-2.2%
22	EOY Change in Fund Equity	\$ (1,454,114)	\$ (1,455,602)	\$ (1,454,114)	\$ (1,488)	\$ 360,355		\$ 1,660,623	

July Contracted Services Agreements

Meeting on August 15, 2016

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146336	Wood County Head Start	Heartsaver CPR/AED A/C/I	8	18	610.00
146337	Catalyst Paper	Heartsaver First Aid/CPR/AED	8	7	590.00
146338	Klasinski Clinic	Healthcare Provider CPR/AED Refresher	4	13	500.00
				Total:	1,700.00

FINANCE & AUDIT COMMITTEE
2016-2017 Procurement of Goods and Services
August 15, 2016

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS - ASPHALT PAVING PROJECT - FACILITIES</u>		
American Asphalt of WI Mosinee, WI	\$329,684.00	BID #761
<u>WR CAMPUS - MOTHER AND FETUS SIMULATOR - SERVICE & HEALTH DIVISION</u>		
CAE Health Care, Inc. Sarasota, FL	\$102,983.00	QUOTE
Laerdal, Wappingers Falls, NY	\$167,767.13	
<u>WR CAMPUS - PRE-HOSPITAL SIMULATOR - SERVICE & HEALTH DIVISION</u>		
CAE Healthcare, Inc., Sarasota, FL	\$81,861.16	QUOTE
Laerdal, Wappingers Falls, NY	\$110,610.00	
❖ Subtotal for Procurements Requiring Board Action	<u>\$514,528.16</u>	

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

GRAND TOTAL **\$ 514,528.16**

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 due 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
\$4,200,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2016B

WHEREAS, on July 11, 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 \$4,200,000 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; in an amount not to exceed \$2,258,830 for the public purpose of paying the cost of acquiring moveable equipment; and in an amount not to exceed \$441,170 for the public purpose of paying the cost of site improvements (the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Wisconsin Rapids Daily Tribune on July 14, 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 Notices with respect to the building remodeling and improvement projects and the acquisition of moveable equipment;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expired on August 13, 2016;

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 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 FOUR MILLION TWO HUNDRED

THOUSAND DOLLARS (\$4,200,000) (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 2016B"; shall be issued in the aggregate principal amount of \$4,200,000; shall be dated September 1, 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 March 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit B-1 and incorporated herein by this reference. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2017. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit B-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on March 1, 2024 and thereafter shall be subject to redemption prior to maturity, at the option of the District, on March 1, 2023 or on any date thereafter. Said Notes shall be redeemable as a whole or in part, and if in part, from maturities selected by the District and within each maturity, by lot, at the principal amount thereof, plus accrued interest to the date of redemption. [If the Proposal specifies that any of the Notes are subject to mandatory redemption, the terms of such mandatory redemption are set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the District shall direct.]

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 2025 for the payments due in the years 2017 through 2026 in the amounts set forth on the Schedule.

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

onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

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

Section 6. Segregated Debt Service Fund Account.

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

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for \$4,200,000 General Obligation Promissory Notes, Series 2016B, dated September 1, 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 August 15, 2016.

Betty A. Bruski Mallek
Chairperson

ATTEST:

Peggy J. Ose
Secretary

(SEAL)



BOARD OF DIRECTORS POLICY

Policy Section: BOARD-PRESIDENT RELATIONSHIP

Policy Title: **ASSESSING COLLEGE EFFECTIVENESS**

The Board shall assess College effectiveness in meeting Board policies based on current priorities. Assessing will be done in a way to permit the Board to use most of its time to create the future rather than review the past.

The purpose of assessing is simply to determine the degree to which Board policies are being fulfilled.

College effectiveness may be assessed in various ways:

- INTERNAL REPORTS - Disclosure of compliance information to the Board from the President. Internal reports may include but are not limited to:
 - ~~College Goals~~ Key Results
 - Programs
 - Major Programmatic and/or Capital Initiatives
 - Financial Reports
 - Board Special Requests
- EXTERNAL REPORTS - Disclosure of compliance information by an external auditor or other persons or entities external to the institution. External reports include but are not limited to:
 - Financial Audit/Management Reports
 - Licensing Examination Results
 - Accreditation Reports
 - WTCS Reports on College Comparables
- DIRECT BOARD INSPECTION - Discovery of compliance information by an ad hoc committee, or the Board as a whole. This is an inspection of documents, activities, or circumstances directed by the Board which allows a test of policy compliance.

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014

Revised: October 15, 2012

Policy Title: DELEGATION TO THE PRESIDENT

The Board appoints the President as chief executive officer of the College and directs the President to achieve certain results through the establishment of goals and objectives.

- The Board will limit the latitude the President may exercise in practices, methods, conduct, and other "means" through establishment of Executive Parameters policies.
- The President is authorized to establish and implement administrative policies and procedures.
- The President may take actions based on any reasonable interpretation of the Executive Parameters policies.
- The Board may change its policies on Executive Parameters and Board-President Relationship. However, as long as a policy is in effect, the Board will respect and support the President's decisions.
- The President is obligated to follow decisions made by the Board as a collective body.
- Decisions or instructions of individual Board members are not binding on the President except when the Board has specifically authorized such exercise of authority.
- The President shall seek direction from the Board Chairperson on requests from individual Board members that in the President's judgment may require a material amount of staff time, funds, or that are potentially disruptive.
- The President shall request a waiver of a Board policy if the President believes a waiver is in the best interest of the College.

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014

Revised:

Policy Title: PRESIDENT'S RESPONSIBILITIES

The President is the chief executive officer of the College. The President is the Board's single official link with the College as an organization. The President is accountable to the Board acting as a collective body. The Board will instruct the President through written policies delegating implementation to the President. The President's responsibilities are:

- College operation within the boundaries established in Board policies on Board-President Relationship and Executive Parameters.
- Accomplishment of the responsibilities set forth in the President's job description.
- Accomplishment of annual goals and objectives established by the Board in consultation with the President.

The President has three major functions:

- Provide leadership and direction so that the organization has a continuous and effective effort to accomplish the College Mission and Vision, **Goals, and Strategic Directions and Key Results.**
- Provide leadership and direction so that College operation is within the boundaries established in Board policies on Board-President Relationship and Executive Parameters.
- Represent the College to the general public and all its diverse constituencies. The Board as a collective body will assess presidential performance in meeting the above responsibilities through a formal review each July. The President's performance will be considered synonymous with the organizational performance of the College as a whole.

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014

Revised:

Policy Title: COMMUNICATION AND COUNSEL TO THE BOARD

The President shall keep the Board adequately informed. Accordingly, the President shall:

- Inform and update the Board (see Assessing College Effectiveness policy in Board-President Relationship section) in a timely, accurate and understandable fashion.
- Make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
- Advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-President Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the President.
- Present information in an appropriate form that is accurate, complete, concise, and is not misleading.
- Provide a mechanism for official Board, officer, or ad hoc committee communications.
- Deal with the Board on matters within the area of Board responsibility.
- Report in a timely manner an actual or anticipated non-compliance with any Board policy.

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014

Revised:

Policy Title: GENERAL EXECUTIVE CONSTRAINTS

The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical. Accordingly, the President may not:

- Deal with students, staff, or persons from the community in an inhumane, unfair or undignified manner.
- Make decisions except in an atmosphere where openness is maintained and encouraged.
- Permit financial conditions which risk fiscal jeopardy.
- Provide information to the community, Board, or College constituencies which is knowingly untimely, inaccurate, or misleading.
- Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
- Allow the day-to-day operations to impede or prevent the achievement of the mission and vision of the College.
- Manage the College without adequate administrative policies.
- Fail to take prompt and appropriate action when the President becomes aware of any violation or potential violation of any laws, rules, or regulations, or of any breach of Board policies.
- Enter into any lease or purchasing agreement for any land or facilities without prior Board knowledge and authorization.
- Change, modify, or remodel existing buildings or grounds if exceeding \$25,000 without prior Board knowledge and authorization. This does not apply for emergency repairs such as from fire, wind damage, equipment failure, or vandalism.
- Create a presidential succession plan without consultation and approval of the Board.

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014

Revised:

Policy Title: COLLEGE MISSION AND VISION

Mission: Mid-State Technical College transforms lives through the power of teaching and learning.

Vision: Mid-State Technical College is the educational provider of first choice for its communities.

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014

Revised:

Policy Title: COLLEGE PURPOSES

Mid-State Technical College is a principled organization that operates with high standards and a focus on continuous quality improvement. The College and all of our employees are guided by a set of core values that guide our actions. We work diligently to weave our core values into the fabric of everything we do.

We provide a program of technical and general education necessary for employment, citizenship, and personal development. We promote professional development and life-long learning.

We provide relevant technical education and training to enhance skills and promote career expansion and progression, through the examination of course and program offerings, by responding quickly and effectively to the changing requirements of the working environments within the global community.

We believe students need general education skills in order to succeed in career and life. Recognizing this fundamental importance, general education coursework is provided to give students effective communication, mathematics, scientific thinking and global social skills.

In addition, Mid-State Technical College, consistent with statutorily mandated purposes, holds to the following purposes:

- Deliver (a) Associate Degree, Diploma, and (b) certificate-level educational programs which provide the skills and knowledge necessary to address occupational competencies from initial job-entry to advanced certification.
- Provide training and education to upgrade the occupational skills of individuals and the business and industry work force.
- Offer related academic and technical support courses for joint labor/management apprenticeship programs.
- Design and deliver customized training, consulting services, and technical assistance in partnership with public and private sector employers to further economic development.
- Provide community services and avocational or self-enrichment activities.

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014

Revised: October 20, 2014

- Collaborate with secondary schools, colleges, and universities to enable students' smooth passage between educational systems.
- Provide (a) basic skills programming and (b) counseling services necessary to enhance the success of students.
- Offer educational programming and supportive services for special populations to address barriers prohibiting participation in education and employment.

Policy Title: STRATEGIC DIRECTIONS

Within the context of our mission and shared core values, MSTC's Board of Directors ensures decisions are guided through evidence of institutional effectiveness by focusing on the following strategic directions over the next three calendar years.

- Provide responsive, flexible, high-quality education to foster student achievement and lifelong learning.
- Break down barriers to maximize access, learning, diversity, and student success.
- Deliver dynamic, relevant solutions to present and future workforce needs to enhance our reputation as a recognized community leader, partner, and resource.
- Embrace organizational effectiveness through the pursuit of excellence and continuous improvement.

* 2015-17 Strategic Directions

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014

Revised: October 15, 2012; October 20, 2014