



BOARD OF DIRECTORS MEETING

September 19, 2016

Wisconsin Rapids Campus
Room L133-134



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MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS

SEPTEMBER 19, 2016

AGENDA: DISTRICT BOARD MEETING

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

DATE: Monday, September 19, 2016

TIME: 5:20 p.m.

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

This September 19, 2016, meeting of the Mid-State Technical College Board, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to the news media and designated persons in an attempt to make citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

- D. Closed Session

The Board will not convene to closed session this month.

- E. Open Forum

The open forum is at the option of the Board Chairperson and ground rules may be established in order to ensure the orderly conduct of business. Please keep in mind that this is a meeting of the District Board open to the public and not a public hearing.

Persons who wish to address the District Board may make a statement as long as it pertains to a specific agenda item. Individuals should not expect to engage in discussion with the members of the District Board. The District Board Chairperson may or may not respond to statements made.

Ground rules regarding public comment on Board agenda item(s): 1. Public comments must pertain to an agenda item. 2. No person may

3. No more than three people may be heard to one side of an issue. 4. The District Board reserves the right to limit the total amount of time during which public comments will be heard at any given meeting. 5. The Board Chairperson reserves the right to stop unprofessional discussion or discussion targeted toward a specific individual. Deviation from these parameters may occur upon the consent of the majority of the Board.

F. Approval of Minutes – August 15, 2016 meeting and August 24, 2016 special meeting

G. CONSENT AGENDA

1. PAYMENT OF BILLS AND PAYROLL

District bills for August 2016 are contained in Exhibit B. These bills total \$1,921,502.66 of which \$1,867,483.36 represents operational expenditures and \$54,019.30 represents capital expenditures.

The District's regular payrolls were issued on August 5 and 19. Payroll disbursements for the month of August totaled \$1,214,489.28 plus \$8,697.44 for travel and miscellaneous reimbursements, and \$524,673.86 in fringe benefits, for a total payroll disbursement of \$1,747,860.58.

Administration recommends approval of the payment of these obligations totaling \$3,669,363.24.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into two contracted service agreements totaling \$12,900. A summary of these agreements is contained in Exhibit D. The individual contract will be available for review at the meeting. Administration recommends approval of this contract.

3. PROCUREMENTS FOR GOODS AND SERVICES

Exhibit E contains procurements which fall into two groups: 1) procurements that require prior Board approval and 2) procurements approved by Administration but listed as information for the Board.

Expertise regarding the purpose and specifications for procurements are generally unique to individual departments.

Therefore, please notify the Business Office before the meeting if there are any questions. We will provide a response or arrange for a subject-matter expert to be present.

There are no procurements which will require prior Board approval.

4. ADVISORY COMMITTEE APPOINTMENTS

Administration recommends the appointment of individuals (Exhibit F) to the Civil Engineering Highway Technician, Diesel & Heavy Equipment, Electrical Power Engineering, Industrial Mechanical Technician and Urban Forestry program advisory committees.

H. Reports and Recommendations

1. Chairperson's Report

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

2. Mid-State Foundation Liaison Report

3. President's Report

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

4. Committee Reports

a. Finance & Audit Committee

1. Review Consent Agenda Items
2. Treasurer's Report
3. Information Items
4. Committee-of-the-Whole Meeting

b. Academic & Human Resources Committee

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

c. Facilities & External Relations Committee

1. Review Consent Agenda Items
2. Wisconsin Rapids Campus Learning Commons Project

3. Information Items
4. Committee-of-the-Whole Meeting

- d. Committee-of-the-Whole
 1. Educational Master Plan
 2. Board Policy Review
 3. Presidential Search Update

- I. Discussion and Action Items
 1. Skills USA
 2. HLC Community Conversation

- J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids

August 15, 2016

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:20 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Dr. Colleen Dickmann, Justin Hoerter, Richard Merdan, Lynneia Miller, Charles Spargo, and Dr. Sue Budjac

EXCUSED: Peggy Ose

OTHERS: Greg Bruckbauer, Mike Grambow, Sandy Kiddoo, John Mehan, Dr. Mandy Lang, Richard O’Sullivan, Lance Pliml, Matt Schneider and Angie Susa

II. MEETING NOTICE CERTIFICATION AND CLOSED SESSION

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

Ms. Bruski Mallek announced the Board would convene to closed session immediately following the open session to discuss 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.

Motion by Mr. Beaver, seconded by Mr. Spargo, 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. Miller, upon a voice vote, unanimously approved the minutes from the organizational meeting held July 11, 2016, as written.

V. CONSENT AGENDA

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

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August 15, 2016

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1. The district’s bills for the month of July 2016 were presented in Exhibit B. These bills totaled \$1,449,533.00 of which \$1,231,343.15 represents operational expenditures and \$218,189.85 represents capital expenditures.

The district’s payroll 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. The district’s bills and payroll totaled \$3,260,918.61.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146336	Wood County Head Start	\$ 610.00
146337	Catalyst Paper	\$ 590.00
146338	Klasinski Clinic	\$ 500.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 329,684.00	American Asphalt of WI	Facilities
\$ 102,983.00	CAE Healthcare, Inc.	Service & Health
\$ 81,861.16	CAE Healthcare, Inc.	Service & Health

VI. CHAIRPERSON’S REPORT

1. Ms. Bruski Mallek welcomed Board members to the meeting. She announced Peggy Ose asked to be excused. She also welcomed new Board members Kristin Crass and Richard Merdan to the Mid-State Board. Each shared a little about themselves. Ms. Crass and Mr. Merdan recently completed Mid-State New Board Member Orientation with Sue Budjac, Richard O’Sullivan, Mandy Lang, Sandy Kiddoo, Nelson Dahl and Angie Susa.

2. Ms. Bruski Mallek announced the Summer Boards Association meeting was held July 14-16 at Northcentral Technical College in Wausau. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac attended. Each commented on sessions attended, the employer tour that was provided and the focus on K-12 partnerships and opportunities to increase student success.

3. Ms. Bruski Mallek announced the 2016 ACCT Leadership Congress will be held October 5-8 in New Orleans. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac plan to attend. The District Boards Association will host a “Wisconsin Night” Wednesday evening for those that wish to attend. Patrick Costello will be honored as part of the opening session memorial presentation.

4. Ms. Bruski Mallek announced the WTC District Boards Association requested assistance in identifying nominees for the 2017 Board Member of the Year award. Award criteria was shared with the Board. Nominations can be submitted to Dr. Budjac or Ms. Susa.

5. Ms. Bruski Mallek reported the Tuesday, November 15 Board Advance will be held at Aspirus Riverview Hospital in Wisconsin Rapids. Additional details and a draft agenda will be shared at the September Board meeting.

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6. The next Mid-State Board of Directors meeting will be held on Monday, September 19 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 will award 187 scholarships valued at \$126,692 to continuing students at Mid-State. In addition, the Foundation is reviewing scholarships for new students and will make awards by the end of August.

2. Ms. Bruski Mallek reported the Foundation has two new fundraising events planned for this year. They will host a Trap Shooting Fundraiser in Rome this fall to help build the Foundation's Matching Emergency Grant fund required by the DASH Grant. The Foundation will also be hosting a Wine, Cheese and Microbrew event in Marshfield this spring. Additional details will be shared in the future.

3. Ms. Bruski Mallek reported the Foundation Director continues to meet with businesses about partnering for the Sponsor-A-Scholar program. The Foundation is also working on a plan for funding the mobile manufacturing unit (Manufacturing. Innovation. Knowledge. Experience. - MIKE).

VIII. PRESIDENT'S REPORT

1. Dr. Budjac welcomed Wood County Board Chair Lance Pliml and Baird Managing Director John Mehan to the meeting.

2. Dr. Budjac announced that the college selected a Vice President of Finance & IT. Ms. Mary Minch will be at the end of the month. In addition, the college has hired Ms. Kolina Stieber as the Director of Marketing and Communications. Ms. Minch and Ms. Stieber will join the Board at the September meeting.

3. Dr. Budjac announced the college will host the September 13-14 WTCS Board meeting at the Stevens Point Campus. A Future Makers Partner Award will be presented September 13 during the evening reception and dinner. Board members are invited to attend. Please let Dr. Budjac or Ms. Susa know if you'd like to attend.

4. Dr. Budjac reported that Vice President of Academics Sandy Kiddoo initiated a new lunch and learn session for new faculty members in addition to the new employee two-day orientation organized by Human Resources. The lunch and learn session allowed faculty to discuss topics especially significant to their role. Nine new faculty members benefited from this opportunity.

5. Dr. Budjac reported Vice President of Academics Sandy Kiddoo threw out the first pitch at the August 10 Rafters game as part of Mid-State Service & Health Division sponsored Protective Services Night. The game honored local police, fire, paramedic professionals and others who perform tasks to keep people safe. The college's fire engine and squad cars were on-site and program information was distributed.

6. Dr. Budjac shared her finalized 2016-17 Goals.

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August 15, 2016

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7. Dr. Budjac provided a brief legislative update. The WTCS is tracking the two Legislative Council Study Committees that are looking at recidivism and post incarceration employment and current shortages in firefighters and EMTs.

IX. FINANCE & AUDIT COMMITTEE

1. Finance & Audit Committee Chairperson Charles Spargo reported the committee reviewed its Consent Agenda items and had no questions.

2. Mr. Spargo reviewed the Treasurer's Report and thanked Mid-State Financials System Manager Greg Bruckbauer for joining the Board this evening in place of a Vice President, Finance & Information Technology.

3. Mr. Spargo reported an awarding resolution was presented for the sale of \$4.2 million general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds, and equipment in 2016-17. Robert W. Baird Managing Director John Mehan summarized the issuance process. Moody's Investor Services was consulted and has assigned Mid-State a Aa1 rating.

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

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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.

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 irrevocable 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

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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

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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)

4. The following items were presented for informational purposes only:
 - a. STATUS OF THE FY16 INDEPENDENT FINANCIAL AUDIT – Mr. Spargo reported financial auditors have been on-site to review Mid-State’s records for the year ending June 30, 2016. Field work will begin in September and any modifications will be done in October. A final report will be available at the November Board meeting.
 - b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

OFFICIAL PROCEEDINGS

August 15, 2016

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

2. Mr. Hoerter reported the committee discussed the proposed Agri-Business associate degree program. The program would utilize existing faculty and is expected to have a minimal cost impact to the District. Labor market analysis indicates there are approximately 50 job openings each year in this field. Over the last few years, 16 students annually leave the District for agri-business programming.

Motion by Mr. Spargo, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved the Agri-Business and Science Technology Associate of Applied Science degree program.

Additionally, Mid-State currently offers two agriculture technical diplomas, Farm Business and Production Operations and Farm Operations, both of which will ladder into the Agri-Business associate degree. The Board received emails containing feedback on changes to the agriculture technical diplomas; additional program information will be shared at a future meeting.

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

- a. DEPARTMENT OF HEALTH & FAMILY RACE TO THE TOP GRANT – Mr. Hoerter reported 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. The college was able to serve 44 students with this grant; far above the expected service of 25 students. Thus far, students have earned 312 associate degree credits.
- b. AUDIT OF HEALTH INSURANCE CLAIMS – Mr. Hoerter reported the college is able to obtain audit firm services to examine medical claim payments for accuracy through the health insurance consortium North Central Health Alliance (NCHA). The audit will take approximately five months to complete.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. Facilities & External Relations Committee Chairperson Robert Beaver reported that the committee had no Consent Agenda items this month.

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

- a. FISCAL YEAR 2016 ENERGY CONSUMPTION REPORT AND ANALYSIS – Mr. Beaver reported the committee reviewed 2016 energy consumption reports for all Mid-State locations and compared this report to previous year data. The Committee discussed recent improvements and maintenance staff initiatives that has benefited energy consumption as well as those areas of opportunity.
- b. JOB CENTER COLLABORATION – Mr. Beaver reported the college is increasing collaboration with workforce partners. An additional connection will be made to the college as Mid-State’s Career Pathways Coordinator Ali Konkel will now have a physical presence at the Job Center.

XII. COMMITTEE-OF-THE-WHOLE

1. RETENTION SOFTWARE – Ms. Bruski Mallek reported a need has been identified for retention software to support student success initiatives. A software system that provides real time data for advisors and faculty as well as clarity to students on their educational path and optimal class scheduling is being proposed. Software cost will be approximately \$500,000 over a three year period. An RFP will be conducted and award sought in November.

2. BOARD POLICY REVIEW – Ms. Bruski Mallek reported the Board is completing its biennial review of all Board Policies to ensure policies remain accurate, up-to-date and reflect current practices. The second set of Board Policies were presented with few changes. Board members with feedback or recommendations should contact Dr. Budjac or Ms. Susa. In October, approval of all Board Policies will be requested.

XIII. DISCUSSION AND ACTION ITEM

1. HLC COMMUNITY CONVERSATION – Dr. Budjac reported the Higher Learning Commission (HLC) conducted their accreditation site visit May 2-4. As anticipated, the Institutional Actions Council for the HLC concurred with the recommendations of the visiting team and agrees all core components were met. Mid-State was granted continued accreditation to 2025-26; the longest time span given.

2. FUTURE FACILITY PROJECTS: WISCONSIN RAPIDS LEARNING COMMONS AND MARSHFIELD STUDENT SERVICES AND INFORMATION CENTER – Mid-State Vice President of Academics Sandy Kiddoo and Director of Facilities & Procurement Matt Schneider provided need, concept, budget and timeline information for the proposed Wisconsin Rapids Learning Commons and Marshfield Student Services and Information Center projects.

The Wisconsin Rapids Learning Commons would consolidate student support services in the current library. District approval of the project will be sought in September, moving to State Board approval in November. Completion and occupancy is slated for August 2017. The project budget will be approximately \$863,600.

The Marshfield Campus Student Services and Information Center will create an experience for students similar to that of the Wisconsin Rapids Campus. Following the Integrated Enrollment Model and housing services in close proximity garners the college many efficiencies and students a streamlined support process. District approval of the project will be sought in October, moving to State Board approval in January. Completion and occupancy is slated for February 2018. The project budget will be approximately \$1,119,400 with design services funded in FY17 and construction in FY18. Discussion ensued regarding contractor bidding timelines.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, September 19, 2016 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., unless otherwise announced. Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m.

There being no further business, the Board convened to closed session at 6:33 p.m.

OFFICIAL PROCEEDINGS

August 15, 2016

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Following the closed session, the Board reconvened to open session at 7:28 p.m. to report the Board is interested in learning more about a presidential search firm and has requested time be established to interview a search firm as soon as possible.

There being no further business, the Board meeting adjourned at 7:29 p.m. with a motion by Mr. Beaver, seconded by Mr. Spargo, upon a voice vote.

Peggy Ose, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids

August 24, 2016

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 4:02 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Dr. Colleen Dickmann, Justin Hoerter, Richard Merdan, Lynnea Miller, Peggy Ose, and Dr. Sue Budjac

EXCUSED: Charles Spargo

OTHERS: Paul Gabriel, Don Stevens and Angela Susa

II. MEETING NOTICE CERTIFICATION

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.

III. OPEN FORUM

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

IV. CLOSED SESSION

Ms. Bruski Mallek announced the Board would convene to closed session immediately following the open session to discuss employment strategies related to the presidential search including conversation with a presidential search firm. 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 Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved the closed session as announced by Ms. Bruski Mallek.

The Board convened to closed session at 4:05 p.m.

V. ADJOURNMENT

Following the closed session, the Board reconvened to open session at 5:48 p.m. (Peggy Ose left the meeting at 5:20 p.m.) to take the following action:

OFFICIAL PROCEEDINGS

August 24, 2016

Page 2

Motion by Dr. Dickmann, seconded by Mr. Beaver, upon a roll call vote, unanimously approved contracting with Don Stevens & Associates to assist the Mid-State Board in its Presidential Search Process for an amount not to exceed \$24,500.

There being no further business, the Board meeting adjourned at 5:49 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

FINANCE & AUDIT

WISCONSIN RAPIDS

SEPTEMBER 19, 2016

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, September 19, 2016

TIME: 4:00 p.m.

A. Meeting called to order by Chairperson Charles Spargo

B. Call to Order

C. Meeting Notice Certification

This September 19, 2016, meeting of the Finance & Audit Committee, and all other meetings of the Board or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Routine Business

1. REVIEW OF CONSENT AGENDA ITEMS

a. PAYMENT OF BILLS (Exhibit B)

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

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

b. CONTRACTED SERVICES AGREEMENTS (Exhibit D)

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

c. PROCUREMENTS FOR GOODS AND SERVICES (Exhibit E)

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

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

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

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

2. TREASURER'S REPORT (Exhibit C)

The Chair of the Finance & Audit Committee / Treasurer will walk through and highlight each report in the Board packet. The intent of sharing this information on a monthly basis is to give the Board assurance that administration is: 1) monitoring and managing the resources allotted and allocated annually and is doing so in accordance with budget and fiscal policy, and 2) maintaining a healthy financial condition and position in accordance with WTCS requirements and the Higher Learning Commission (Higher Education Accreditation Authority) expectations. Balanced budgets and growth in net assets are key ingredients for continued sustainability and financial viability.

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. ESTIMATED PROPERTY VALUES AND TAX RATES

Property values by county were released in August 2016; however, values for school and technical college districts will not be released by the Department of Revenue (DOR) until late September. A preliminary estimate by the WTCS Office indicates that Mid-State's total property valuation will increase approximately 1.54%. More details will be provided in committee.

Mid-State will certify its 2016-17 property tax levy distributions to 97 municipalities in October. We anticipate

levying the maximum allowable for the actual change in new construction as certified by the Department of Revenue.

b. STATUS OF FY16 INDEPENDENT FINANCIAL AUDIT

The audit is moving along as scheduled. Budget amendments will be presented in October. The final audit reports for FY16 will be presented to the Mid-State Board in October.

c. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES

Often topics directed by the other two committees may have fiscal or financial implications that would be of interest or concern by the Finance & Audit Committee. The purpose of this agenda item is to identify when administration has information available and also to enable committee members to raise any finance related questions. Naturally, being informed of the question prior to the meeting will ensure the availability of pertinent information. Any necessary action will be incorporated into the action reported by the originating committee.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES

WISCONSIN RAPIDS

SEPTEMBER 19, 2016

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

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

DATE: Monday, September 19, 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 September 19, 2016, meeting of the Academic & Human Resources Committee, and all other meetings of the Board or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Routine Business

- 1. REVIEW CONSENT AGENDA ITEMS
 - a. Advisory Committee Appointments (Exhibit F)

2. INFORMATION ITEMS

The following items are presented for informational purposes only:

- a. FARM BUSINESS PRODUCTION MANAGEMENT PROGRAM

Vice President of Academics Sandy Kiddoo and Technical & Industrial Division Dean Al Javoroski will share information relating to Mid-State's Farm Business Projection Management program.

b. STATE AUTHORIZATION RECIPROCITY AGREEMENTS

Ms. Kiddoo will share information regarding the State Authorization Reciprocity Network through the Wisconsin Distance Education Authorization Board and the benefit to Mid-State Technical College.

c. DMI SAFETY GRANT APPLICATION

Districts Mutual Insurance (DMI) is offering each of the technical colleges an opportunity to write for a grant related to risk management. The grant must be focused on safety and the project description needs to describe the risk being addressed and how receipt of the grant will help mitigate that risk. Mid-State Safety Coordinator Dick Bartosh will explain the details of Mid-State's submission to DMI.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS

SEPTEMBER 19, 2016

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, September 19, 2016

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This September 19, 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. WISCONSIN RAPIDS CAMPUS LEARNING COMMONS PROJECT

During previous board meetings, the Board discussed 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. Project timeline information will be shared. Approval of a resolution approving the Wisconsin Rapids Learning Commons Project and requesting WTCS Board approval during their November meeting will be sought.

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. SUMMER PROJECTS UPDATE

Several facilities and grounds projects were completed or began during the summer break of 2016. Director of Facilities & Procurement Matt Schneider will provide a description and photos of various summer projects.

b. ENROLLMENT REPORTS

Vice President of Student Services Dr. Mandy Lang will present the FY16 end-of-year FTE reports and student demographics. She will also review the August 2016 enrollment reports. Program, division, campus and student data will be shared.

c. STUDENT ENGAGEMENT SURVEYS

Mid-State is implementing two new student surveys in place of the Noel Levitz Student Satisfaction Inventory. The Survey of Entering Student Engagement (SENSE) is conducted in the fall semester and the Community College Survey of Student Engagement (CCSSE) in the spring semester. The SENSE and CCSSE surveys provide data of greater relevance to evaluating the Integrated Enrollment Model and in support of our retention efforts. Dr. Lang will provide additional detail about the new surveys.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS

SEPTEMBER 19, 2016

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, September 19, 2016

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Meeting Notice Certification

This September 19, 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. EDUCATIONAL MASTER PLAN

An Education Master Plan (EMP) is the central component of comprehensive instructional planning and the systematic improvement of student outcomes. The development of an EMP for Mid-State Technical College identifies actions to support Mid-States Strategic Plan as a vehicle to strengthen program relevance, enrollment and outcomes for both students and employers. Vice President of Academics Sandy Kiddoo will share the data analysis of the Educational Master Plan and outline the goals and action steps in development of the EMP.

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 third 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.

c. PRESIDENTIAL SEARCH UPDATE

In August, the Board engaged the services of Don Stevens & Associates (DS&A) to lead Mid-State's presidential search process to replace Dr. Sue Budjac, who will retire in July 2017.

The Mid-State Board, held a working session with DS&A earlier to discuss presidential search process components, including, stakeholder input, presidential profile, application requirements, search committee composition and timeline. Board Chairperson Betty Bruski Mallek will provide an update and request action to approve necessary search components.

D. ADJOURNMENT

I. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS

SEPTMEBER 19, 2016

1. SKILLS USA

The SkillsUSA Championships, held in Louisville, Kentucky in June, is the largest skills competition in the world where students demonstrate their technical, workplace and personal skills in various competitions. In order to compete at the championship, students must first win their state championship. This past June, two Mid-State student competed at the SkillsUSA Championship. Jordan Esselman competed in the Automotive Service Technology division and Maggie Hirzy competed in the CNC Milling division. Mid-State Machine Tool Instructor Mike Berry will join Jordan and Maggie to discuss their experiences of the championship competition.

2. 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.

J. ADJOURNMENT

EXHIBITS A – G

PRESIDENT'S REPORT SEPTEMBER 19, 2016

1. Mid-State will host a statewide Spotlight on Allied Health Programs event on November 10 from 4:00-6:00 p.m. at our Marshfield Campus. A variety of state dignitaries, WTCS staff and local officials and employers have been invited. Dr. Morna Foy, WTCS President, will be a featured speaker. The event will have hands-on activities featuring allied health programs as well as a short speaking program that emphasizes the importance of allied health programs for training our workforce. Board members are invited to attend.
2. During the week of August 29 – September 1, Mid-State Student Life hosted four days of events as a kick-off to welcome students across the district. Students were treated to root beer floats, ice cream sundaes and coffee and donuts with Student Success Counselors. In addition, there was a Student Club Fair and a campus wide cookout. It was a great week for Mid-State students with many opportunities to connect with each other and Mid-State staff.
3. As part of our long standing student/faculty exchange program, six students and one instructor from the Max-Eyth Schule in Germany are scheduled to arrive in Central Wisconsin on Saturday, October 8. Student Life Coordinator Natasha Miller is coordinating activities that will create a meaningful and fun 10-day exchange experience. Similar to past exchanges, much excitement and anticipation precedes their arrival.
4. Several Mid-State staff are presenting in October at a Flexible Learning statewide conference held at Madison College. Instructional Technologists LeAnn Turner and Wendy Hartman will present a session on using Blackboard Grade Center and Science Instructor Megan Kundinger will present with Ms. Turner on Hybrid Science courses.
5. Respiratory Therapy Instructor Bill Rosandick has been invited to be part of an editor's open forum at the Respiratory Therapy International Convention in October where he will present his recent study and research to about 500 participants.
6. On August 29, Mid-State hosted 20 Pittsville High School instructors. The instructors learned about the college from a number of Mid-State employees and toured our facilities. Participants were impressed by the variety of programs Mid-State offers and appreciated the opportunity to learn more about them.
7. This summer, Mid-State held three camps for area high school students; Renewable Energy Camp, College Camp and VEX Robotics Camp. The camps were well received. Twenty-one students attended the 2016 Renewable Energy Camp where they constructed three different renewable energy systems. Students especially enjoyed eating solar oven nachos and racing their solar powered cars. College Camp attracted 130 district 6th, 7th and 8th graders. Interest in Technical & Industrial programs was high –

40% of attendees signed up for Machine Tool, Urban Forestry, Welding and Civil Engineering activities.

8. My travel between now and mid-October will include:
- Weekly Rotary Meetings
 - Stevens Point Schools Superintendent Meeting
 - Paper City Savings Board Meeting
 - Neighborhood Table
 - Campus Conversations – all campus locations
 - St. Michael’s Hospital President Retirement Reception
 - ACCT Leadership Congress
 - Presidents Association Meeting

FY 2016-17 Budget Modifications Made In The Month of August 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							
141214	INTERFACE TAACCCT3	Federal	Carryover grant from FY16	73,175.00	73,175.00	-	
Fund 3 - Capital Projects Fund Budget Modifications							
141214	INTERFACE TAACCCT3	Federal	Carryover grant from FY16	23,132.00	23,132.00	-	
144027	Motorcycle Capital Projects	State			9,700.00	(9,700.00)	1
Total Budget Changes For The Month				96,307.00	106,007.00	(9,700.00)	
Notes: Budget modifications are out of balance for August due to the following:							
1	Motorcycle capital purchases are budgeted for as they occur. Capital purchases are first funded with current year capital revenues from motorcycle classes. A reserve is funded each year with unspent capital dollars in the motorcycle program.						



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2017 as of August 31, 2016

	General Operations & Grants			Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current	
	Fund 1	Fund 2	Fund 7	Fund 2	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	22.0%		
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	445,130	778,180	445,130	19,920	100,500	1,260,124	4,962,300	7,875,149	7,875,149	7,875,149	16.1%		
Federal	1,469,495	-	5,666,300	-	5,666,300	25,777	-	-	-	7,161,572	7,161,572	7,058,594	14.6%		
Total Revenues	30,597,227	778,180	6,462,402	778,180	6,462,402	405,761	4,496,527	1,260,124	4,962,300	48,962,521	48,962,521	48,844,218	100.0%		

	Expenditures		% of Expenditures by Fund	
	Total Expenditures	% of Expenditures by Fund	Total Expenditures	% of Expenditures by Fund
Salaries and Wages	17,707,521	120,253	18,243,764	32.5%
Benefits	7,300,491	8,226	7,439,959	13.3%
Current Expenditures	6,611,023	523,461	8,521,425	15.2%
Student Financial Aid & Activities	-	6,061,559	6,061,559	10.8%
Resale	-	-	887,000	8.2%
Capital Outlay	-	-	6,266,661	11.2%
Debt Retirement	-	-	4,983,455	8.9%
Total Expenditures	31,619,035	651,940	56,127,823	100.0%
% of Expenditures by Fund	56.3%	1.2%	11.2%	8.9%
			2.2%	8.7%
			100.0%	

Changes in Fund Equity	
Est Fund Equity as of 6/30/16	20,784,042
Current Revenue over Expenses	(7,154,114)
Other Sources and Uses:	
Proceeds from Debt	5,700,000
Interfund Transfers In	795,000
Interfund Transfers Out	(795,000)
Repayment of Debt	-
Budgeted Ending Fund Equity	19,329,928



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2017 as of August 31, 2016

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14		
Local Government	3	-	-	-	-	-	-	-	-	-	-	-	-	-	10,780,947	0.0%
Student Fees	3,902,999	-	-	-	-	178,910	-	-	-	-	-	-	-	-	7,933,832	51.4%
State Aid & Grants	929,323	-	-	-	-	-	-	-	-	-	-	-	-	-	15,211,021	6.1%
Institutional	52,893	3,927	8,020	2	509,145	789,227	-	-	-	-	-	-	-	7,875,149	17.9%	
Federal	11,359	-	147,529	-	-	-	-	-	-	-	-	-	-	7,161,572	2.2%	
Total Revenues	4,896,577	3,927	8,020	2	509,145	789,227	8,020	2	509,145	789,227	8,020	2	509,145	48,962,521	13.4%	
% of Budget Recognized	16.0%	0.5%	2.0%	0.0%	40.4%	15.9%	2.0%	0.0%	40.4%	15.9%	2.0%	0.0%	40.4%	13.4%		

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14		
Salaries and Wages	2,310,505	164	-	-	17,195	4,406	-	-	-	-	-	-	-	-	18,243,764	12.9%
Benefits	1,016,670	13	-	-	9,662	3,631	-	-	-	-	-	-	-	-	7,439,959	13.9%
Current Expenditures	1,004,203	6,693	-	-	4,476	178,893	-	-	-	-	-	-	-	-	8,521,425	14.1%
Student Financial Aid & Activities	-	-	-	-	153,377	-	-	-	-	-	-	-	-	-	6,061,559	2.5%
Resale	-	-	-	-	373,313	694,863	-	-	-	-	-	-	-	-	4,611,000	23.2%
Capital Outlay	-	-	166,396	-	-	-	-	-	-	-	-	-	-	-	6,266,661	2.7%
Debt Retirement	-	-	-	839,082	-	-	-	-	-	-	-	-	-	-	4,983,455	16.8%
Total Expenditures	4,331,378	6,870	166,396	839,082	404,666	881,794	166,396	839,082	404,666	881,794	166,396	839,082	839,082	56,127,823	12.1%	
% of Budget Expended	13.7%	1.1%	2.7%	16.8%	33.0%	18.1%	2.7%	16.8%	33.0%	18.1%	2.7%	33.0%	18.1%	12.1%		

Changes in Fund Equity

Est Fund Equity as of 6/30/16	16,564,331	542,421	465,490	887,360	1,811,898	1,234,378	21,562,100
Current Revenue over Expenses	565,199	(2,943)	(158,376)	(839,080)	104,479	(92,567)	(7,165,302)
Other Sources and Uses:							
Proceeds from Debt	-	-	-	-	-	-	5,700,000
Interfund Transfers In	-	-	-	-	-	-	795,000
Interfund Transfers Out	-	-	-	-	-	-	(795,000)
Repayment of Debt	-	-	-	-	-	-	-
Accrued YTD Fund Equity	17,129,530	539,478	307,114	48,280	1,916,377	1,141,811	20,096,798



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

A	B	C	D	E	F	G	H	I	J
Revenues by Account Group (All Funds)	Month of August 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 Ending Budget	% Change FY17 Current Budget from FY16 Ending Budget
1	\$ -	\$ 3	\$ 10,780,947	\$ 10,780,947	\$ -	\$ 3	#DIV/0!	\$ 443,916	4.3%
2	3,628,651	4,081,909	7,933,832	7,933,832	-	(96,821)	-2.3%	(202,031)	-2.5%
3	489,949	929,323	15,211,021	15,195,696	15,325	78,069	9.2%	601,683	4.1%
4	11,359	11,359	1,484,272	1,381,294	102,978	(6,635)	-36.9%	66,164	4.7%
5	516,569	928,983	5,623,242	5,623,242	-	29,572	3.3%	(125,542)	-2.2%
6	1,010	2,139	937,363	937,363	-	(8,534)	-80.0%	(134,431)	-12.5%
7	465,288	474,989	1,314,544	1,314,544	-	18,421	4.0%	22,862	1.8%
8	12,179	147,529	5,677,300	5,677,300	-	(1,974,425)	-93.0%	(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	\$ 5,125,005	\$ 6,576,234	\$ 55,457,521	\$ 55,339,218	\$ 118,303	\$ (1,960,349)	-23.0%	\$ 547,621	1.0%

Expenditures by Account Group (All Funds)	Month of August 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	FY17 Current Budget less FY16 Ending Budget	% Change FY17 Current Budget from FY16 Ending Budget
12	\$ 1,200,368	\$ 2,347,032	\$ 18,243,764	\$ 18,233,264	\$ 10,500	\$ (66,976)	-2.8%	\$ 741,004	4.2%
13	523,786	1,035,299	7,439,959	7,459,608	(19,649)	(229,895)	-18.2%	(42,102)	-0.6%
14	606,401	1,198,722	8,456,425	8,353,852	102,573	(2,061)	-0.2%	105,210	1.3%
15	16,513	153,377	6,126,559	6,126,559	-	(1,987,037)	-92.8%	(502,554)	-7.6%
16	802,116	1,068,176	4,611,000	4,611,000	-	(48,943)	-4.4%	(148,500)	-3.1%
17	175,712	166,396	6,266,661	6,230,594	36,067	(215,770)	-56.5%	(1,883,361)	-23.1%
18	839,082	839,082	4,983,455	4,983,455	-	398,705	90.5%	452,000	10.0%
19	-	-	-	-	-	-	0.0%	-	0.0%
20	-	-	795,000	795,000	-	-	0.0%	175,000	28.2%
21	\$ 4,163,980	\$ 6,808,085	\$ 56,922,823	\$ 56,793,332	\$ 129,491	\$ (2,151,977)	-24.0%	\$ (1,103,303)	-1.9%
22			\$ (1,465,302)	\$ (1,454,114)	\$ (11,188)	\$ 191,628		\$ 1,650,924	

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

With Comparative Total for August 31, 2015

Mid-State Technical College
September 6, 2016 at 12:03 PM

7766 Student Activities - Senate

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only	
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable	2016-17		2015-16	
								2016-17	2015-16	2016-17	2015-16
Cash	\$ 12,116,665	\$ -	\$ 3,182,046	\$ 775	\$ 1,570	\$ 767,924	\$ 4,142	\$ 16,073,122	\$ 4,348,648	\$ 17,008,299	\$ 4,608,728
Investments	4,608,728	-	-	-	-	-	-	4,608,728	-	-	-
Receivables:											
Property taxes	89,795	-	-	213,186	-	-	-	302,981	-	-	-
Accounts receivable	3,395,624	6,333	60	-	278,113	(218,304)	-	3,461,826	1,781,543	-	-
Due from other funds	(1,856,255)	533,146	(30,412)	(165,682)	708,253	334,428	476,522	-	-	-	-
Inventories - at cost	-	-	-	-	471,037	-	-	471,037	-	381,818	-
Prepaid Assets	-	-	-	-	-	-	-	-	-	3,224	-
Other Current Assets	-	-	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	495,624	50,479	-	546,103	-	582,521	-
General Long Term Debt	-	-	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	\$ 18,354,557	\$ 539,479	\$ 3,151,694	\$ 48,279	\$ 1,954,597	\$ 1,152,831	\$ 262,360	\$ 25,463,797	\$ 24,106,053		

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities											
Accounts Payable	\$ 152,494	\$ 1	\$ 2,844,580	\$ -	\$ 23,180	\$ 4,555	\$ 13,645	\$ 3,038,455	\$ 1,239,017		
Accrued Liabilities:											
Wages	-	-	-	-	-	-	-	-	-	-	-
Employee related payables	216,722	-	-	-	5,452	-	-	222,174	732,406		
Vacation	838,199	-	-	-	14,584	1,011	1,054	854,848	1,077,121		
Other current liabilities	6,628	-	-	-	456	-	-	7,084	7,790		
Due to other funds	-	-	-	-	-	-	-	-	-	-	-
Deferred Revenues	10,984	-	-	-	-	-	-	10,984	10,839		
Def Compensation Liability	-	-	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	1,225,027	1	2,844,580	-	38,220	11,018	14,699	4,133,545	3,067,173		
Fund equity and other credits											
Retained Earnings	-	-	-	-	1,811,898	187,531	-	1,999,429	2,236,748		
Res for Prepaid Expenditures	117,790	658	-	-	-	18,362	-	136,810	112,362		
Res for Self-Insurance	-	-	-	-	-	1,028,484	-	1,028,484	731,861		
Res for Student Organizations	-	-	-	-	-	-	56,221	56,221	80,495		
Res for Post-Employ Benefits	5,091,002	-	-	-	-	-	-	5,091,002	3,589,473		
Reserve for Capital Projects	-	-	368,376	-	-	-	-	368,376	1,849,219		
Reserve for Cap Proj - Motorcycle	-	-	97,114	-	-	-	-	97,114	88,657		
Reserve for Debt Service	-	-	-	887,360	-	-	-	887,360	680,522		
Designated for Operations	8,169,675	196,994	-	-	-	-	-	8,366,669	7,662,212		
Des for State Aid Fluctuations	386,816	-	-	-	-	-	-	386,816	357,416		
Des for Subsequent Year	2,799,048	344,769	-	-	-	-	-	3,143,817	4,071,296		
TOTAL FUND EQUITY AND OTHER CREDITS	16,564,331	542,421	465,490	887,360	1,811,898	1,234,377	56,221	21,562,098	21,460,261		
Year-to-date excess revenues(expenditures)	565,199	(2,943)	(158,376)	(839,081)	104,479	(92,564)	191,440	(231,846)	(421,381)		
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 18,354,557	\$ 539,479	\$ 3,151,694	\$ 48,279	\$ 1,954,597	\$ 1,152,831	\$ 262,360	\$ 25,463,797	\$ 24,106,053		

August Contracted Services Agreements

Meeting on September 19, 2016

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146340	New Chester Dairy	English Language Learner Instruction	68	40	1,590.00
146341	Adams-Friendship High School	Nursing Assistant	120	8	11,310.00
				Total:	12,900.00

FINANCE & AUDIT COMMITTEE
2016-2017 Procurement of Goods and Services
September 19, 2016

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

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – CHANGE ORDER TO RFP #759 MOBILE LAB – TECHNICAL & INDUSTRIAL DIVISION</u>		
CGS Premier, New Berlin, WI	\$ 40,000.00	QUOTE
<u>WR CAMPUS – DEMO UNITS FOR MOBILE LAB – TECHNICAL & INDUSTRIAL DIVISION</u>		
Faro Technologies, Atlanta, GA	\$ 40,877.00	SOLE SOURCE
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$ 80,877.00</u>	

GRAND TOTAL **\$ 80,877.00**

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.



Advisory Committee Appointment for the Civil Engineering Highway Technician Program

	New Member <small>(place X)</small>
x	Reappointment <small>(place X)</small>
Member	
	Employee member
x	Employer member
	Member-at-large
	Ex-officio member
Candidate Replaces	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
x	Three Year
Term Start Date <small>(00/00/0000)</small>	
04/24/15	
Term Renewal Date <small>(00/00/0000)</small>	
04/24/18	

Name of Candidate: Scott Groholski	
(X) Home/Work Address:	Home x Work
Address: 5709 Windy Drive	
City: Stevens Point	State: WI Zip: 54482
Phone Number:	715.340.7800
Email Address:	scott@pobinc.com
Candidate's Employer:	Point of Beginning, Inc
Candidate's Present Occupational Title:	
Pro. Land Surveyor - President/Owner of P.O.B.	
Brief description of candidate's background including current employment and reason for recommendation:	
Scott is the owner and President of Point of Beginning, Inc. He has 25 years of industry experience. Of the 30 staff members his company currently employs, 10 are MSTC graduates.	

Appointment Approval Signatures:

Division Dean: Date: 8/22/2016

Vice President of Academics: Date: 9/1/2016

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____



Advisory Committee Appointment for the Civil Engineering Highway Technician Program

	New Member <small>(place X)</small>
x	Reappointment <small>(place X)</small>
Member	
	Employee member
	Employer member
x	Member-at-large
	Ex-officio member
Candidate Replaces	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
x	Three Year
Term Start Date <small>(00/00/0000)</small>	
10/31/15	
Term Renewal Date <small>(00/00/0000)</small>	
10/31/18	

Name of Candidate: Lindsey Heineck	
(X) Home/Work Address:	Home x Work
Address: 1681 2nd Avenue South	
City: Wisconsin Rapids	State: WI Zip: 54495
Phone Number:	715.421.730
Email Address:	lindsey.heineck@dot.wi.gov
Candidate's Employer:	Wisconsin Department of Transportation
Candidate's Present Occupational Title:	
Civil Engineer, Project Engineer	
Brief description of candidate's background including current employment and reason for recommendation:	
Lindsey served as an adjunct instructor for MSTC in 2011-2012 for the Civil Tech program. She worked as a Traffic Engineer for the WI DOT from 2012-2015, responsible for intersection design and standards. She is currently the Project Engineer, responsible for lead design and overseeing projects.	

Appointment Approval Signatures:

Division Dean:		Date:	8/22/2016
Vice President of Academics:		Date:	9/1/2016
MSTC President:		Date:	
MSTC District Board Approval:		Date:	



Advisory Committee Appointment for the Civil Engineering Highway Technician Program

<input checked="" type="checkbox"/>	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>
Member	
	Employee member
<input checked="" type="checkbox"/>	Employer member
	Member-at-large
	Ex-officio member
Candidate Replaces	
Alex Saunders	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
<input checked="" type="checkbox"/>	Three Year
Term Start Date <small>(00/00/0000)</small>	
04/24/15	
Term Renewal Date <small>(00/00/0000)</small>	
04/24/18	

Name of Candidate:	Kevin C Boyer		
(X) Home/Work Address:		Home	<input checked="" type="checkbox"/> Work
Address: 500 N 17th Avenue			
City:	Wausau	State:	WI Zip: 54401
Phone Number:	715.845.1081		
Email Address:	kboyer@emcsinc.com		
Candidate's Employer:	EMCS, Inc		
Candidate's Present Occupational Title:			
Survey & Platting Manager			
Brief description of candidate's background including current employment and reason for recommendation:			
Kevin has land survey experience dating from 1996-present, and civil engineering experience dating from 2005-present. He is the WSLs Central Chapter sec/treas, and WSLs/Wis DOT Committee co-chair, as well as the past at large director for WSLs. He has been with EMCS Inc since 2005.			

Appointment Approval Signatures:

Division Dean:		Date:	8/22/2016
Vice President of Academics:		Date:	9/1/2016
MSTC President:		Date:	
MSTC District Board Approval:		Date:	



Advisory Committee Appointment for the Civil Engineering Highway Technician Program

	New Member <small>(place X)</small>
x	Reappointment <small>(place X)</small>

Member	
	Employee member
x	Employer member
	Member-at-large
	Ex-officio member

Candidate Replaces

Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
x	Three Year

Term Start Date <small>(00/00/0000)</small>

10/31/15

Term Renewal Date <small>(00/00/0000)</small>

10/31/18

Name of Candidate: Tom Burch

(X) Home/Work Address: Home Work

Address: PO Box 98

City: Mosinee State: WI Zip: 54455

Phone Number: 715.693.5200

Email Address: tom.burch@americanasphaltowfi.com

Candidate's Employer: American Asphalt of Wisconsin

Candidate's Present Occupational Title:

Vice President

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

Mr. Burch brings 20+ years experience in construction, asphalt paving and quality control experience to the committee. He is a graduate of Michigan State University with a BA from the Eli Broad School of Business, with a major in Materials and Logistics Management. He is currently the Vice President of American Asphalt of Wisconsin. He has been a board member since 2012, and looks forward to continuing on as an employer member of the committee.

Appointment Approval Signatures:

Division Dean: Date: 8/22/2016

Vice President of Academics: Date: 9/1/2016

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____

Civil Engineering Technology-Highway Technician Program Advisory Committee

<i>Last Name</i>	<i>First Name</i>	<i>Address</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Company</i>	<i>Employee/ Employer</i>	<i>Date Appointed</i>	<i>End of Term</i>
Boyer	Kevin	500 N 17th Avenue	Wausau	WI	54401	EMCS Inc.	Employer	April 2015	April 2018
Burch	Tom	PO Box 98	Mosinee	WI	54455	American Asphalt of Wisconsin	Employer	Oct 2015	Oct 2018
Groholski	Scott	5709 Windy Drive	Stevens Point	WI	54482	Point of Beginning, Inc.	Employer	April 2015	April 2018
Hammitt	Michael	2916 South Cherry Ave.	Marshfield	WI	54449	Trierweiler Construction	Employer	March 2012	March 2015
Heineck	Lindsey	1681 2nd Avenue South	Wisconsin Rapids	WI	54494	Wisconsin Department of Transportation	Member-at-Large	April 2015	Oct 2015
Kawski	Ryan	1201 North Point Drive	Stevens Point	WI	54481	Stevens Point Area School District	Member-at-Large	Sept 2012	Sept 2015
Lueschow	Terry	605 North 8th Street, Suite 522	Sheboygan	WI	53081	Seiler Instrument	Member-at-large	March 2012	March 2015
Radenz	Tom	4080 North 20th Avenue	Wausau	WI	54401	REI Engineering, Inc.	Employer		
Shuda	Pat	310 15th Street North	Wisconsin Rapids	WI	54494	WI Department of Transportation	Employee	March 2009	March 2015
Van Natta	Randy	PO Box 8000	Wausau	WI	54402-8000	Becher-Hoppe Associates, Inc.	Employer	Nov 2014	Nov 2014



Advisory Committee Appointment for the Diesel & Heavy Equipment Program

	New Member <small>(place X)</small>
x	Reappointment <small>(place X)</small>

Member	
x	Employee member
	Employer member
	Member-at-large
	Ex-officio member

Candidate Replaces

Length of Candidate's Term <small>(place X below)</small>	
	One Year
x	Two Year
	Three Year

Term Start Date <small>(00/00/0000)</small>

05/01/16

Term Renewal Date <small>(00/00/0000)</small>

05/01/18

Name of Candidate: David Kosobucki

(X) Home/Work Address: Home Work

Address: 1920 Weaver Circle

City: Stevens Point State: WI Zip: 54482

Phone Number: 715.592.6095

Email Address: davek@valleytruckleasingnl.com

Candidate's Employer: Valley Truck Leasing

Candidate's Present Occupational Title:

Service Manager

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

David is a graduate of the MSTC Diesel Program. He has worked in industry as a mechanic for 25 years, and for the past 5 years has held the position of service manager for Valley Truck Leasing.

Appointment Approval Signatures:

Division Dean: Date: 8/22/2016

Vice President of Academics: Date: 9/1/2016

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____

Diesel & Heavy Equipment Technician Program Advisory Committee

<i>Last Name</i>	<i>First Name</i>	<i>Address</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Company</i>	<i>Employee/ Employer</i>	<i>Date Appointed</i>	<i>End of Term</i>
Adamski	Randy	602 S Birch Ave	Marshfield	WI	54449	V & H Inc.	Employee	Nov 2014	Oct. 2017
Bikowski	Ray	4311 Weslan Drive	Wisconsin Rapids	WI	54494	Snap-On Industrial	Employee	May 2015	April 2018
Harder	Robin	1916 East 29th St.	Marshfield	WI	54449	Roehl Transport Inc.	Employee	Aug 2005	Oct 2017
Kosobucki	David	1920 Weaver Circle	Stevens Point	WI	54482	Valley Truck Leasing	Employee	May 2016	May 2018
Montag	Jeremiah	8880 County Road F	Blenker	WI	54415	deBoer Transportation	Employer	Aug 2005	April 2018
Olson	Walter	201 Green Avenue North	Stevens Point	WI	54481	Scaffidi Trucks	Employee	Nov 2014	Oct 2017
Stevenson	Sam	1039 Kronenwetter Dr.	Mosinee	WI	54455	JX Truck Center	Employer	Aug 2005	May 2018
Turzinski	Dave	5226 Harding Avenue	Plover	WI	54467	Transportation Refrigeration Inc.	Employee	May 2012	Oct 2017



Advisory Committee Appointment - Electrical Power Engineering Technician

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

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

Candidate Replaces

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

Term Start Date <small>(00/00/0000)</small>
10/23/15


Term Renewal Date <small>(00/00/0000)</small>
10/23/18

Name of Candidate:	Taylor Helmuth		
(X) Home/Work Address:	<input checked="" type="checkbox"/> Home	<input type="checkbox"/> Work	
Address:	13951 64th Street South		
City:	Wisconsin Rapids	State:	WI
		Zip:	54494
Phone Number:	715.421.9366		
Email Address:	Taylor.Helmuth@versoco.com		
Candidate's Employer:	Verso Corp. - Wisconsin Rapids mill		
Candidate's Present Occupational Title:	Electrical and Instrumentation Apprentice		

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

Taylor is a 2014 graduate of the Electrical Power Engineering program at Mid-State Technical College. He has worked for VanErt Electric, and is currently employed as an electrical and instrumentation apprentice by Verso Corporation. He has received recommendation to the committee by his former instructor, Joe Sroda.

Appointment Approval Signatures:

Division Dean:  Date: 8/22/2016

Vice President of Academics:  Date: 9/1/2016

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____



Advisory Committee Appointment - Electrical Power Engineering Technician

x	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>

Member	
x	Employee member
	Employer member
	Member-at-large
	Ex-officio member

Candidate Replaces

Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
x	Three Year

Term Start Date <small>(00/00/0000)</small>
--

10/23/15

Term Renewal Date <small>(00/00/0000)</small>
--

10/23/18

Name of Candidate: Stan Higby

(X) Home/Work Address: Home Work

Address: PO Box 70

City: Friendship State: WI Zip: 53934

Phone Number: 608.403.2676 (cell)

Email Address: shigby@acecwi.com

Candidate's Employer: Adams-Columbia Electric Cooperative

Candidate's Present Occupational Title:
Engineering Assistant

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

Stan is a graduate of Mid-State Technical College, where he earned his Associates Degree in Individualized Technical Studies. He has 16+ years experience as an employee at electrical cooperatives working in the operations department. He understands the needs and culture of the electrical cooperatives, particularly with the design, construction, and maintenance of overhead and underground electric distribution lines. He is a strong advocate for the training received at the technical college, and this along with his knowledge and experience would make him a good candidate for the advisory committee.

Appointment Approval Signatures:

Division Dean:  Date: 8/22/2016

Vice President of Academics:  Date: 9/1/2016

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____





Advisory Committee Appointment - Electrical Power Engineering Technician

x	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>
Member	
x	Employee member
	Employer member
	Member-at-large
	Ex-officio member
Candidate Replaces	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
x	Three Year
Term Start Date <small>(00/00/0000)</small>	
04/08/16	
Term Renewal Date <small>(00/00/0000)</small>	
04/08/19	

Name of Candidate:	Todd Montevideo		
(X) Home/Work Address:		Home	x Work
Address: 1361 Glory Road			
City:	Green Bay	State:	WI Zip: 54304
Phone Number:	920.621.2460		
Email Address:	tmontevideo@energisinc.com		
Candidate's Employer:	Energis		
Candidate's Present Occupational Title:			
Safety and Training Manager			

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

Todd has held positions at Kewaunee Nuclear Power Plant as a Tech Staff & Mgmt Trainer and Control Engineer. He was employed by Rockwell Intl. as an Avionics Test Engineer, and held positions at WPS as an Electric Distribution Engineer, Power Quality Engineer, Substation Operations Manager, and Substation Engineering Manager. He is currently the Safety and Training Manager for Energis. His years of experience in industry make him an exceptional candidate for the committee.

Appointment Approval Signatures:		
Division Dean:		Date: 8/22/2016
Vice President of Academics:		Date: 9/1/2016
MSTC President:		Date:
MSTC District Board Approval:		Date:

Equal Opportunity Educator and Employer



Advisory Committee Appointment - Electrical Power Engineering Technician

<input checked="" type="checkbox"/>	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>
Member	
	Employee member
<input checked="" type="checkbox"/>	Employer member
	Member-at-large
	Ex-officio member
Candidate Replaces	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
<input checked="" type="checkbox"/>	Three Year
Term Start Date <small>(00/00/0000)</small>	
10/23/15	
Term Renewal Date <small>(00/00/0000)</small>	
10/23/18	

Name of Candidate: Mike L. Wade

(X) Home/Work Address: Home Work

Address: PO Box 100

City: Rosholt **State:** WI **Zip:** 54473

Phone Number: 715.677.2211 or 715.701.1221 (cell)

Email Address: mike.wade@cwecoop.com

Candidate's Employer: Central Wisconsin Electric Cooperative

Candidate's Present Occupational Title:
President and CEO

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

Mike is the President and CEO of Central Wisconsin Electric Cooperative (CWEC). CWEC is a distribution electric cooperative which serves 7,800 meters in Portage, Marathon, Shawano, and Waupaca counties and is located in Rosholt, WI. Mike grew up in rural Texas where he started his cooperative career at Rio Grande Electric Cooperative in western Texas in 1989. In 1997, he became the Manager of Engineering at Rio Grande and in 2006 he became the Assistant General Manager at Medina Electric Cooperative. Mike and his family moved to Wisconsin in 2013 where he assumed the CEO duties at CWEC.

Mike is the former board chairman of the MECO Federal Credit Union and is currently the board chairman of the LASCO Foundation. He is on the board of the Electric Coalition of Wisconsin Health Benefit Trust and is a member of the Stevens Point Toastmasters Club #570. He holds a BA in Mathematics from Texas Tech University. Mike's experience in industry would make him a valuable addition to the committee.

Appointment Approval Signatures:

Division Dean:  Date: 8/22/2016

Vice President of Academics:  Date: 9/1/2016

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____



Advisory Committee Appointment - Electrical Power Engineering Technician

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

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

Candidate Replaces

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

Term Start Date <small>(00/00/0000)</small>

04/08/16

Term Renewal Date <small>(00/00/0000)</small>

04/08/19

Name of Candidate: Steve Wroblewski

(X) Home/Work Address: Home Work

Address: 588 Allen Street

City: Amherst State: WI Zip: 54406

Phone Number: 715.347.1917

Email Address: steve@americangovernor.com

Candidate's Employer: American Governor Company


Candidate's Present Occupational Title:

Field Service/Tech Support Manager

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

Steve brings many years of experience in the industry to the committee. He has worked as a Field Service Technician on hydroelectric turbine controls for Woodward Governor Company. He has also worked as a Millwright at Consolidated Papers, Inc., where he also served state indentured apprenticeship with education at Mid-State Technical College. He then was employed as a Facilities Manager at Land's End Inc., where he lead a team of 12-15 individuals with roles ranging from receptionist to maintenance mechanics. He has also worked as a Field Service Manager for L&S Electric, where he lead technicians and engineers who tested, installed, commissioned and serviced digital controls on hydroelectric turbines. He is currently the Field Service/Tech Support Manager for American Governor Company. In this position, he leads a team of engineers, technicians and tradespeople who test, train, install, commission and service hydroelectric turbine speed controls.

Appointment Approval Signatures:

Division Dean:  Date: 8/22/2016

Vice President of Academics:  Date: 9/1/2016

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____

Electrical Power Engineering Technician Program Advisory Committee

<i>Last Name</i>	<i>First Name</i>	<i>Address</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Company</i>	<i>Employee/ Employer</i>	<i>Date Appointed</i>	<i>End of Term</i>
Cloinger	Jeff	1700 Sherman Street	Wausau	WI	54402	Wisconsin Public Service	Employee	May 2015	April 2017
Eswein	Cole	2000 S Central Avenue	Marshfield	WI	54449	Marshfield Electric &ll Water Department	Employee	Jan 2015	Dec 2017
Helmuth	Taylor	13951 65th Street South	Wisconsin Rapids	WI	54494	Verso Corp	Employee	Oct 2015	Oct 2018
Higby	Stan	PO Box 70	Friendship	WI	53934	Adams-Columbia Electric Cooperative	Employee	Oct 2015	Oct 2018
Mattheis	Jay	6388 Swedish Road	Wisconsin Rapids	WI	54494	Wisconsin Public Service Corp	Employee	Jan 2015	Dec 2017
McTavish	Greg	2710 Jefferson Ave	Wisconsin Rapids	WI	54495	Alliant Energy	Employee	Jan 2015	Dec 2017
Montevideo	Todd	1361 Glory Road	Green Bay	WI	54304	Energis	Employee	April 2016	April 2019
Rock	Patrick	801 O'Keefe Road	De Pere	WI	54115- 6113	American Transmission Company	Employer	Jan 2015	Dec 2017
Romanski	Gary	610 High Street	Wisconsin Rapids	WI	54495	Consolidated Water Power Company	Employee	Jan 2015	Dec 2017
Schultz	Julie	54651 State Hwy 35	Genoa	WI	54632	Dairyland Power Cooperative	Employee	Jan 2015	Dec 2017
Wade	Mike	PO Box 100	Rosholt	WI	54473	Central Wisconsin Electric Cooperative	Employer	Oct 2015	Oct 2018
Wroblewski	Steve	588 Allen Street	Amherst	WI	54406	American Governor Company	Employer	April 2016	April 2019



Advisory Committee Appointment for the IMT Program

	New Member <small>(place X)</small>
x	Reappointment <small>(place X)</small>
Member	
	Employee member
	Employer member
X	Member-at-large
	Ex-officio member
Candidate Replaces	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
x	Three Year
Term Start Date <small>(00/00/0000)</small>	
05/19/16	
Term Renewal Date <small>(00/00/0000)</small>	
05/19/19	

Name of Candidate: Eric Siler				
(X) Home/Work Address:		Home	x	Work
Address: 1801 16th Street South				
City:	Wisconsin Rapids	State:	WI	Zip: 54494
Phone Number:	715.424.6721 x1060			
Email Address:	eric.siler@wrps.net			
Candidate's Employer:	Wisconsin Rapids Public Schools			
Candidate's Present Occupational Title:				
Career & Technical Education Coordinator				
Brief description of candidate's background including current employment and reason for recommendation:				
Eric has fifteen years experience working with students at the high school and technical college levels. He is involved in the Career Education and Technical Education programs at Lincoln High School in Wisconsin Rapids, WI. His experience and interest in education makes him a great candidate for the IMT Advisory Committee.				

Appointment Approval Signatures:			
Associate Dean:	<i>Christine Rebman</i>	<i>Al Jaworski</i>	Date: 8/22/2016
Vice President of Academics:	<i>Sandra Kiddle</i>		Date: 9/1/2016
MSTC President:			Date:
MSTC District Board Approval:			Date:



Advisory Committee Appointment for the IMT Program

<input checked="" type="checkbox"/>	New Member <small>(place X)</small>
	Reappointment <small>(place X)</small>
Member	
	Employee member
<input checked="" type="checkbox"/>	Employer member
	Member-at-large
	Ex-officio member
Candidate Replaces	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
<input checked="" type="checkbox"/>	Three Year
Term Start Date <small>(00/00/0000)</small>	
05/19/16	
Term Renewal Date <small>(00/00/0000)</small>	
05/19/19	

Name of Candidate: Ingrid Burkhardt	
(X) Home/Work Address:	<input checked="" type="checkbox"/> Home <input type="checkbox"/> Work
Address: 2763 River Road	
City: Jct. City	State: WI Zip: 54443
Phone Number:	715.213.6591
Email Address:	ingrid.burkhardt@versoco.com
Candidate's Employer:	Verso Corporation
Candidate's Present Occupational Title:	
HR Generalist	
Brief description of candidate's background including current employment and reason for recommendation:	
Ingrid has been employed in the paper industry for nineteen years. She is currently the HR Generalist for Verso Corporation. She has also held positions as an Apprentice Coordinator for the Wisconsin Rapids mill, and has provided support for Maintenance, Engineering, and Technical Services.	

Appointment Approval Signatures:

Associate Dean:	<i>Christine Rebman</i>	Date: 8/22/2016
Vice President of Academics:		Date: 9/1/2016
MSTC President:		Date:
MSTC District Board Approval:		Date:



Advisory Committee Appointment for the IMT Program

	New Member <small>(place X)</small>
x	Reappointment <small>(place X)</small>
Member	
	Employee member
x	Employer member
	Member-at-large
	Ex-officio member
Candidate Replaces	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
x	Three Year
Term Start Date <small>(00/00/0000)</small>	
05/19/16	
Term Renewal Date <small>(00/00/0000)</small>	
05/19/19	

Name of Candidate: Jeremy Buck	
(X) Home/Work Address:	Home x Work
Address: 3975 Tall Pine Drive / PO Box 938	
City: Plover	State: WI Zip: 54467
Phone Number:	715.345.2617 x309
Email Address:	jeremy.buck@infinityfoods.com
Candidate's Employer:	Infinity Foods/McCain
Candidate's Present Occupational Title:	
Maintenance Manager	
Brief description of candidate's background including current employment and reason for recommendation:	
Jeremy has 21 years of experience in engineering and maintenance. He is currently the Maintenance Manager for Infinity Foods in Plover, WI. He has also spent 15 years in the food manufacturing industry. Over his years of employment, he has gained experience related to the hiring process and project development.	

Appointment Approval Signatures:	
Associate Dean:	Date:
<i>Christine Rebman</i>	8/22/2016
Vice President of Academics:	Date:
	9/1/2016
MSTC President:	Date:
MSTC District Board Approval:	Date:



Advisory Committee Appointment for the IMT Program

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

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

Candidate Replaces

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

Term Start Date <small>(00/00/0000)</small>
--

05/19/16

Term Renewal Date <small>(00/00/0000)</small>
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05/19/17

Name of Candidate: Paul Everitt

(X) Home/Work Address: Home Work

Address: 2930 Industrial Street

City: Wisconsin Rapids State: WI Zip: 54495

Phone Number: 715.422.4242

Email Address: peveritt@oceanspray.com

Candidate's Employer: Ocean Spray

Candidate's Present Occupational Title:

Technical Services Manager

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

Paul brings 25 years of engineering and industrial maintenance experience to the committee. He has worked the last 3+ years as the Engineering & Technical Services Manager at Ocean Spray in Wisconsin Rapids, WI. He currently serves on the Instrumentation and Controls Engineering Advisory Committee for Mid-State. He also mentors high school and college interns at Ocean Spray. His experience and interest in the success of our students makes him a great candidate for the IMT Advisory Committee.

Appointment Approval Signatures:

Associate Dean: *Christine Rebman* *Al Jaworski* Date: 8/22/2016

Vice President of Academics: *Janice Kildes* Date: 9/1/2016

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____



Advisory Committee Appointment for the IMT Program

	New Member <small>(place X)</small>
x	Reappointment <small>(place X)</small>

Member	
	Employee member
x	Employer member
	Member-at-large
	Ex-officio member

Candidate Replaces

Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
x	Three Year

Term Start Date <small>(00/00/0000)</small>

05/19/16

Term Renewal Date <small>(00/00/0000)</small>

05/19/19

Name of Candidate: Ted Osenga

(X) Home/Work Address: Home Work

Address: 2441 Jelinski Circle

City: Plover State: WI Zip: 54467

Phone Number: 715.341.5311 x341

Email Address: ted.osenga@donaldson.com

Candidate's Employer: Donaldson Co

Candidate's Present Occupational Title:
Maintenance Supervisor

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

Ted worked 12 years as an aviation maintenance technician. He has been employed by Donaldson Co for 28 years, and for the past 20 years has held the Maintenance Supervisor position there. He brings many years of service in industry to the committee, as well as representing an employer who hires Mid-State Technical College graduates.

Appointment Approval Signatures:

Associate Dean: *Christine Rebman*  Date: 8/22/2016

Vice President of Academics:  Date: 9/1/2016

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____

Industrial Mechanical Technician Program Advisory Committee

<i>Last Name</i>	<i>First Name</i>	<i>Address</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Company</i>	<i>Employee/ Employer</i>	<i>Date Appointed</i>	<i>End of Term</i>
Altmann	Brigitta	1201 North Point Drive	Stevens Point	WI	54481	Stevens Point School District	Ex-officio	Aug 2015	Aug 2018
Buck	Jeremy	PO Box 938	Plover	WI	54467	Infinity Foods/McCain	Employer	May 2016	May 2019
Burkhardt	Ingrid	2763 River Road	Junction City	WI	54443	Verso Corporation	Employer	May 2016	May 2019
Everitt	Paul	2930 Industrial Street	Wisconsin Rapids	WI	54495	Ocean Spray	Employer	May 2016	May 2017
Hintz	Thomas	301 Point Basse	Nekoosa	WI	54457	Domtar	Employer	Aug 2015	Aug 2018
Julian	Michael	1702 Arlington Street	Marshfield	WI	54449	Cummins Filtration	Employee	Aug 2015	Aug 2017
Minton	Gerald	8825 Central Sands Road	Bancroft	WI	54921	Golden County Foods	Employer	Aug 2015	Aug 2017
Osenga	Ted	2441 Jelinski Circle	Plover	WI	54467	Donaldson Company	Employer	May 2016	May 2019
Rebman	Bernie	800 Monroe Street	Spencer	WI	54479	Ramrod Industries	Employer	Aug 2015	Aug 2018
Siler	Eric	1801 16th Street South	Wisconsin Rapids	WI	54494	Lincoln High School	Member-at-large	May 2016	May 2019

Thursday, September 08, 2016



Advisory Committee Appointment for the Urban Forestry Program

	New Member <small>(place X)</small>
x	Reappointment <small>(place X)</small>

Member	
	Employee member
x	Employer member
	Member-at-large
	Ex-officio member

Candidate Replaces

Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
x	Three Year

Term Start Date <small>(00/00/0000)</small>

02/10/16

Term Renewal Date <small>(00/00/0000)</small>

02/10/19

Name of Candidate:	Todd Ernster
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(X) Home/Work Address:		Home	x	Work
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Address:	2442 Sims Avenue
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City:	Stevens Point	State:	WI	Zip:	54481
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Phone Number:	715-346-1532
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Email Address:	ternster@stevenspoint.com
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Candidate's Employer:	City of Stevens Point
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Candidate's Present Occupational Title:	City Forester
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Brief description of candidate's background including current employment and reason for recommendation:

Todd has worked with the City of Stevens Point Forestry Department for 27 years. He is a certified Arborist who obtained his BS at UWSP. He looks forward to continuing his employer member appointment on the Urban Forestry Advisory Committee.

Appointment Approval Signatures:

Division Dean:		Date:	8/22/2016
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Vice President of Academics:		Date:	9/1/2016
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MSTC President:	Date:
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MSTC District Board Approval:	Date:
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Advisory Committee Appointment for the Urban Forestry Program

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

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

Candidate Replaces

Lyle Alf

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

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

Term Start Date <small>(00/00/0000)</small>

02/10/16

Term Renewal Date <small>(00/00/0000)</small>

02/10/19

Name of Candidate: Daniel Heth

(X) Home/Work Address: Home Work

Address: 20278 N Rand Road

City: Palatine State: IL Zip: 60074

Phone Number: 847-456-1864

Email Address: dheth@savatree.com

Candidate's Employer: Sava Tree

Candidate's Present Occupational Title:

Sales Arborist

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

Daniel is a graduate of Mid-State Technical College and UWSP. He is currently employed as an arborist with Sava Tree in Palatine, IL. He regularly attends recruiting events that are held at MSTC and UWSP, and thoroughly enjoys interacting with the students. He is always looking for a way to help students find a place in the forestry industry. He looks forward to being an employee member of the Urban Forestry Advisory Committee.

Appointment Approval Signatures:

Division Dean:  Date: 8/22/2016

Vice President of Academics:  Date: 9/1/2016

MSTC President: _____ Date: _____

MSTC District Board Approval: _____ Date: _____



Advisory Committee Appointment for the Urban Forestry Program



	New Member <small>(place X)</small>
x	Reappointment <small>(place X)</small>
Member	
	Employee member
x	Employer member
	Member-at-large
	Ex-officio member
Candidate Replaces	
Length of Candidate's Term <small>(place X below)</small>	
	One Year
	Two Year
x	Three Year
Term Start Date <small>(00/00/0000)</small>	
02/10/16	
Term Renewal Date <small>(00/00/0000)</small>	
02/10/19	

Name of Candidate:	Dan Traas		
(X) Home/Work Address:		Home	x
Address:	PO Box 2221		
City:	Appleton	State:	WI
		Zip:	54912
Phone Number:	920-731-3511		
Email Address:	rangserv@aol.com		
Candidate's Employer:	Ranger Services		
Candidate's Present Occupational Title:	President		

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

Dan is the owner and president of Ranger Services. He has served as an adjunct faculty member for the Urban Forestry and Landscape programs at MSTC as well as FUT and NWTC. He is a graduate of UWSP and has 30+ years of experience in the field. He looks forward to continuing his appointment as an employer member of the Urban Forestry Advisory Committee.

Appointment Approval Signatures:

Division Dean:		Date:	8/22/2016
Vice President of Academics:		Date:	9/1/2016
MSTC President:		Date:	
MSTC District Board Approval:		Date:	

Urban Forestry Technician Program Advisory Committee

<i>Last Name</i>	<i>First Name</i>	<i>Address</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Company</i>	<i>Employee/ Employer</i>	<i>Date Appointed</i>	<i>End of Term</i>
Bashaw	Rodney	8585 E. Warren Avenue	Denver	CO	80231	Swingle Lawn, Tree & Landscape Care	Employer	02/2015	02/2018
Boone	David	28147 W Commercial Avenue, Unit 3	Lake Barrington	IL	60010	Bartlett Tree Experts	Employer	02/2015	02/2018
Buker	Brad	5N301 Paddock Lane	St. Charles	WI	60175	Acres Group	Employer	02/2015	20/2018
Eddy	Marla	1402 Wingra Creek Parkway	Madison	WI	53715	City of Madison Forestry	Employee	02/2015	02/2018
Ernster	Todd	2442 Sims Avenue	Stevens Point	WI	54481	City of Stevens Point	Employer	02/2016	02/2019
Fieberg	Mark	823 Holschuh Ln	Green Bay	WI	54311	City of Green Bay	Employer	02/2014	02/2017
Friese	Mike	N3165 Cattaraugus Road	Waupun	WI	53963	Asplundh Tree Expert Company	Employee	02/2015	02/2018
Hendricksen	Robert	20156 Sunshine	Deer Park	IL	60010	Robert W. Hendricksen Company	Employer	02/2015	02/2018
Heth	Daniel	20278 N Rand Road	Palatine	IL	60074	Sava Tree	Employee	02/2016	02/2019
Johnson	Dave	722 Western Avenue	Holmen	WI	54636	Johnson Operating Services	Employer	02/2014	02/2017
Medina	Eduardo	2537 W. Jarvis	Chicago	IL	60645	The Davey Tree Expert Co.	Employee	02/2014	02/2017
Noark	Mark	1500 North Mantva Street	Kent	OH	44240	The Davey Tree Expert Co.	Employer	02/2014	02/2017
O'Connell	Shane	PO Box 545	Plover	WI	54467	Shuffer's Sprinklers & Landscape	Employer	02/2014	02/2017
Ottman	Kenneth	4768 Marietta Lane	Junction City	WI	54443	First Choice Tree Care	Employer	02/2015	02/2018
Pulver	Gregory	528 Industrial Avenue	Tomah	WI	54660	Alliant Energy	Employer	02/2013	02/2016
Richter	Scott	8493 Merryland Drive	Rosholt	WI	54473	Asplundh Tree Expert Company	Employer	02/2014	02/2017

Thursday, September 08, 2016

<i>Last Name</i>	<i>First Name</i>	<i>Address</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Company</i>	<i>Employee/ Employer</i>	<i>Date Appointed</i>	<i>End of Term</i>
Roppolo	Don	11145 4th Avenue	Pleasant Prairie	WI	53158	The Care of Trees	Employer	02/2014	02/2017
Rushmer	Michael	6300 West McGeoch Avenue	West Allis	WI	53219	City of West Allis	Employer	02/2014	02/2017
Scharfenberger	Dave	404 Branch Street	Hartford	WI	53027	Wachtel Tree Science & Service	Employer	02/2014	02/2017
Thieme	John	2033 Oak Street	Stevens Point	WI	54481	Eagle Tree Care LLC	Employer	02/2015	02/2018
Traas	Dan	PO Box 2221	Appleton	WI	54912	Ranger Services Inc.	Employer	02/2016	02/2019
Traczek	Pete	1900 Aviation Drive	Waukesha	WI	53188	City of Waukesha	Employer	02/2014	02/2017
Whitmire	William	275C 12th Street	Wheeling	IL	60090	The Davey Tree Expert Company	Employer	02/2015	02/2018



BOARD OF DIRECTORS POLICY
Policy Section: **GOVERNANCE PROCESS**

Policy Title: **BOARD COMMITTEES**

The Board shall utilize three committees for the review of normal Board business:

- Academic Affairs and Human Resources
 - Finance and Audit
 - Facilities and External Relations
-
- The Chairperson will appoint Board members to the committees each year during the Board's annual organizational meeting on the second Monday in July.
 - Committees will normally meet prior to the monthly District Board meeting.
 - Each committee will have a chairperson who will report the information from the committee meetings to the full Board.

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014

Revised: October 15, 2012

Policy Title: **BOARD MEMBER'S ROLE**

The Board functions as a collective body. The success of the Board depends on each individual Board member exercising responsibility through positive actions in the following areas:

- Being effective at Board meetings through appropriate preparation, regular attendance, active participation in Board discussions and willingness to volunteer for ad hoc committee or other Board tasks.
- Understanding and supporting the Board governance concept and Board policies.
- Being knowledgeable concerning the key operations of the College such as organization, facilities, instructional programs, budget, and key processes.
- Being knowledgeable concerning the organization of the Wisconsin Technical College System and applicable state statutes.
- Being familiar with major district, state, and national issues affecting the College.
- Engaging in Board and self-development activities designed to promote Board effectiveness through attendance at state, regional, and national Board association meetings and by utilizing resources available in the College.
- Attending College events.
- Representing the College to the community.
- Representing the community to the College.
- Being active in legislative advocacy.

Adopted: July 2011

Reviewed: September 17, 2012; September 15, 2014

Revised:

Policy Title: **BOARD OFFICERS**

The officers of the Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

- The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July.
- If a vacancy occurs in any of the Board officer positions after the annual organizational meeting, the Board shall elect an officer to fill the vacancy at a subsequent Board meeting.
- No person may serve as Chairperson for more than two (2) successive annual terms.

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014

Revised:

Policy Title: **BOARD PLANNING AND AGENDA**

The Board shall assume and exercise responsibility for oversight of Board planning and agenda setting. Accordingly, each member of the Board shall have an opportunity to identify issues to be considered on the Board agenda. The Chairperson shall work with the President to prepare and disseminate the agenda.

- The College Mission and Vision, ~~Core Values, and Goals~~ will be reviewed annually.
- The Strategic Directions will be reviewed every three years or as needed.
- Subjects for major policy issues to be discussed and acted upon by the Board will be developed on an annual basis.
- The Board will conduct an annual organizational meeting on the second Monday of July for the purpose of administering the Oath of Office to newly elected Board Members and for the election of Board Officers and committee appointments.
- At least once per year, the Board shall have a planning/education advance.

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014

Revised: October 15, 2012

Policy Title: BOARD RESPONSIBILITY

The Board functions as a collective body to promote a positive image for the College while representing the community in determining and assuring appropriate organizational performance. Board responsibilities are distinguished from President responsibilities by the following:

- Serve as the official governance link between the College and the stakeholders.
- Employ and supervise the College President.
- Approve and retain the services of financial auditor.
- Enact written governing policies which address:
 - College services, impacts, benefits, outcomes, recipients, and their relative worth to improve the College Mission, Vision, **Goals**, and Strategic Directions.
 - Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - Specification of how the Board conceives, carries out, and monitors its own tasks.
 - How authority and accountability is delegated to the President and its proper use monitored.
- Assess College effectiveness in meeting Board policies as it relates to **College Goals Mission, Vision,** and Strategic Directions.
- Assess President's performance through a formal review on an annual basis with respect to achievement, responsibilities in the President's position description, and President's annual goals and objectives as established by the Board in consultation with the President.

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014

Revised: October 15, 2012

Policy Title: CHAIRPERSON'S ROLE

The Chairperson is elected by the Board. As the elected leader of the Board, the Chairperson shall maintain the integrity of the Board's process and represent the Board to outside parties. The Chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

- The Chairperson shall ensure the Board and individual Board members act consistently with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College.
 - The Chairperson shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
 - Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not decisions delegated to the President.
 - Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
 - The Chairperson will attempt to arrive at a consensus by the Board members on Board decisions. The Chairperson will stimulate discussion among the Board members.
- The Chairperson is authorized to use any reasonable interpretation of the provisions in the Governance Process and Board-President Relationship policies in carrying out the role of Chairperson.
- The Chairperson has no authority to make decisions regarding implementation of the Executive Parameters policies. Such implementation is reserved for the President.
- The Chairperson is responsible for the Board/President relationship and shall communicate and interact with the President. However, since the President is responsible to the entire Board, the Chairperson has no authority to unilaterally supervise or direct the President.
- The Chairperson shall ensure the other Board members are informed of current and pending Board issues and processes and shall cause new Board members to be oriented relative to Board policies and operations and to the College.
- The Chairperson shall appoint members to all other internal and external committees as needed.

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014

Revised: October 15, 2012

- The Chairperson shall ensure compliance with all required duties imposed by law including but not limited to:
 - The Chairperson, or the Chairperson's designee, shall communicate with the public as required by law with respect to providing public notice of all meetings of the College District Board. The Chairperson may delegate the function of providing notice, but may not delegate the responsibility.
 - The Chairperson shall sign all official documents and contracts on behalf of the College as required by law and the Board.

Policy Title: **GOVERNANCE COMMITMENT**

The Board, on behalf of the residents of the Mid-State Technical College District, guarantees the accountability of Mid-State Technical College by assuring that the Board:

- Achieves the Mission and Vision of the College.
- Avoids unacceptable activities, conditions, and decisions.

In fulfillment of this charge, the Board is committed to rigorous, continual improvement of its capability to define Mission and Vision.

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014

Revised:

Policy Title: GOVERNING PHILOSOPHY

The Board will govern with an emphasis on outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of Board and chief executive roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity. The Board will:

- Be accountable for excellence in governing through a sense of group responsibility. The Board will be an initiator of policy, not merely a reactor to staff initiatives. The Board will use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute individual judgments for the Board's vision.
- Lead, direct, control, and inspire the organization through the careful establishment and communication of broad written policies reflecting the Board's vision. The Board's major policy focus will be on the intended long term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
- Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as participation, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuity of governance capability.
- Continual Board development will include systematic orientation of new members in the Board's governance process and periodic Board discussion of process improvement. The Board will allow no officer, individual or committee of the Board to hinder or be an excuse for not fulfilling its commitments.
- Seek input from various stakeholders including staff, students, alumni, employers, and other community members on Board policies.
- Assess and discuss the Board's process and performance annually.

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014

Revised:

Policy Title: **SECRETARY'S ROLE**

The Secretary is designated as the official custodian of all official records of the College.

- The Secretary of the Board or the Vice-Chairperson shall attend the meetings of the Board and shall monitor the accuracy of the recording of its proceedings. The Secretary will also monitor that all minutes of regular and special meetings are published in accordance with Section 38.12(4) of the 1971 Wisconsin Statutes. This person shall sign all tax levy statements as provided in Chapter 38.16(1) Laws of 1971.
- The Secretary, by affixing his/her signature, shall attest formally to the legitimacy of Board documents.
- The Secretary and Chairperson are empowered and shall sign public construction contracts as defined by Wisconsin Statutes Chapter 62.15.
- In the event that the Secretary cannot attend a meeting, the Vice-Chairperson shall perform those duties.

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014

Revised: October 15, 2012

Policy Title: TREASURER'S ROLE

The Treasurer is elected by the Board.

- The Treasurer shall be the official custodian of all monies received by the College and shall be accountable for such funds. The Treasurer may delegate day-to-day maintenance of the custody of the funds to the President of the College, but may not delegate the responsibility. All expenditures exceeding \$2,500 shall be approved by the Board.
- The Board may, by resolution, authorize other persons' signatures or the use of a facsimile signature.
- The Board shall authorize the signature of payroll, accounts payable, grants, refunds, and other accounts at its annual organizational meeting in July. The use of facsimile signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile signature of the Treasurer.

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014

Revised: October 15, 2012

Policy Title: VICE CHAIRPERSON'S ROLE

The Vice Chairperson is elected by the Board.

- The Vice Chairperson shall have all of the authority and duties of the Chairperson in the absence of the Chairperson.
- The Vice Chairperson shall have such other authority and duties as the Board may from time to time determine and direct.

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014

Revised:

MID-STATE BOARD WORKING SESSION

Monday, September 19, 2016
2:00 – 4:00 p.m.

Mid-State Technical College
Wisconsin Rapids Campus
Room L133-134

2:00 p.m.

Overview of Agenda

Betty Bruski Mallek, Mid-State Board Chairperson
Don Stevens and Paul Gabriel, Don Stevens & Associates

2:10 p.m.

Presidential Search

In August, the Board engaged the services of Don Stevens & Associates (DS&A) to lead Mid-State's presidential search process to replace Dr. Sue Budjac, who will retire in July 2017.

The Mid-State Board will hold a working session with DS&A to discuss presidential search process components, including, stakeholder input, presidential profile, application requirements, search committee composition and timeline. No action will be taken; this is a working session only. Any action related to the presidential search will be brought forward through the Board's Committee-of-the-Whole during the regular meeting held September 19, 2016.

4:00 p.m.

Adjourn