



BOARD OF DIRECTORS MEETING

October 17, 2016

Wisconsin Rapids Campus
Room L133-134



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MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS

OCTOBER 17, 2016

AGENDA: DISTRICT BOARD MEETING

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

DATE: Monday, October 17, 2016

TIME: 5:20 p.m.

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

This October 17, 2016, meeting of the Mid-State Technical College Board, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to the news media and designated persons in an attempt to make citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

- D. Closed Session

The Board will not convene to closed session this month.

- E. Open Forum

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

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

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

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

F. Approval of Minutes – September 19, 2016 meeting

G. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for September 2016 are contained in Exhibit B. These bills total \$3,620,858.02 of which \$3,033,468.51 represents operational expenditures and \$587,389.51 represents capital expenditures.

The District's regular payrolls were issued on September 2, 16, and 30. Payroll disbursements for the month of September totaled \$1,908,821.29 plus \$17,006.92 for travel and miscellaneous reimbursements, and \$630,821.23 in fringe benefits, for a total payroll disbursement of \$1,747,860.58.

Administration recommends approval of the payment of these obligations totaling \$6,177,507.46.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into one contracted service agreement totaling \$350. A summary of this 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. DISTRICT BOARD POLICY REVIEW AND APPROVAL

As part of Mid-State's Board Policy Review Schedule, Board members have reviewed all Board Policies for accuracy and relevance over the past three months. Suggested changes have been previously shared with the Board and a copy of all policies has been provided. Approval of Mid-State District Board Policies is recommended.

5. ETHICS RESOLUTION

Wisconsin's Code of Ethics for Public Officials and Employees applies to anyone holding a position "designated as assistant, associate, or deputy district director of a technical college." Therefore, Administration recommends approval of the resolution contained in Exhibit I designating the positions in Mid-State's District as deputy, associate, or other director.

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. 2015-16 Budget Amendments
4. Certification of 2016-17 Tax Levy

5. Information Items
6. Committee-of-the-Whole Meeting

b. Academic & Human Resources Committee

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

c. Facilities & External Relations Committee

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

d. Committee-of-the-Whole

1. Presidential Search Update
2. Academic Advising – Phase 2 of the Integrated Enrollment Model

- I. Discussion and Action Items
1. German Student Exchange

- J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids

September 19, 2016

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:33 p.m.

Roll call was as follows:

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

EXCUSED: Justin Hoerter

OTHERS: Mike Berry, Greg Bruckbauer, Mike Grambow, Maggie Hirzy, Al Javoroski, Sandy Kiddoo, Dr. Mandy Lang, Richard O'Sullivan, Lance Pliml, Matt Schneider, Kolina Stieber and Angie Susa

II. MEETING NOTICE CERTIFICATION AND CLOSED SESSION

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

Ms. Bruski Mallek announced the Board would not convene to closed session.

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 Ms. Ose, seconded by Mr. Beaver, upon a voice vote, unanimously approved the minutes from meetings held August 15 and August 24, 2016, as written.

V. CONSENT AGENDA

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

1. The district's bills for the month of August 2016 were presented in Exhibit B. These bills totaled \$1,921,502.66 of which \$1,867,483.36 represents operational expenditures and \$54,019.30 represents capital expenditures.

The district's payroll 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. The district's bills and payroll totaled \$3,669,363.24.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146340	New Chester Dairy	\$ 1,590.00
146341	Adams-Friendship High School	\$ 11,310.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
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No procurements require Board approval this month.

4. Approved the following Advisory Committee appointments: CIVIL ENGINEERING HIGHWAY TECHNICIAN – Scott Groholski, Lindsey Heineck, Kevin Boyer, and Tom Burch; DIESEL & HEAVY EQUIPMENT – David Kosobucki; ELECTRICAL POWER ENGINEERING – Taylor Helmuth, Stan Higby, Todd Montevideo, Mike Wade, and Steve Wroblewski; IMT – Eric Siler, Ingrid Burkhardt, Jeremy Buck, Paul Everitt, and Ted Osenga; URBAN FORESTRY – Todd Ernster, Daniel Heth, and Dan Traas.

VI. CHAIRPERSON'S REPORT

1. Ms. Bruski Mallek welcomed Board members to the meeting. She announced Justin Hoerter asked to be excused.

2. Ms. Bruski Mallek announced the Fall Boards Association meeting will be held October 27-29 in Milwaukee. Mr. Beaver, Ms. Bruski Mallek and Mr. Merdan plan to attend. The In-Service will focus on college funding and include tours of Milwaukee Area Technical College. Ms. Bruski Mallek also provided an overview of the August 26-27 District Boards Association annual planning meeting. She highlighted proposed changes to committee structure and shared the Boards Association website.

3. Ms. Bruski Mallek reported 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.

4. Ms. Bruski Mallek reported the Tuesday, November 15 Board Advance will be held at Aspirus Riverview Hospital in Wisconsin Rapids. A draft agenda was shared with Board members for feedback. The afternoon will be devoted to the presidential search.

5. Ms. Bruski Mallek opened discussion for the 2016 Mid-State Holiday Reception. In the past, those attending contributed \$10.00 toward expenses. A recommendation to hold the event Friday, December 2 at the Wisconsin Rapids Campus was made.

6. Ms. Bruski Mallek asked Board members to mark their calendars for upcoming meetings. The November 21, 2016 Board meeting will be held at the Marshfield Campus, the January 16, 2017 Board meeting at the Stevens Point Campus and the March 10, 2017 meeting at the Adams County Center.

OFFICIAL PROCEEDINGS

September 19, 2016

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7. The next Mid-State Board of Directors meeting will be held on Monday, October 17 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 held its scholarship reception. The event was a great opportunity to bring student recipients and donors together. Eight students shared what receiving a scholarship meant to them and one donor highlighted why they give.

2. Ms. Bruski Mallek reported the Foundation will host a Trap Shooting Fundraiser on Friday, October 28, at the Wisconsin Trapshooting Association grounds in Rome. This event will benefit the Matching Emergency Grant Fund required by the DASH Grant.

3. Ms. Bruski Mallek reported the Foundation Director continues to meet with businesses about partnering for the Sponsor-A-Scholar program, developing standard operating procedures and implementing scholarship, database management and financial record software options.

VIII. PRESIDENT'S REPORT

1. Dr. Budjac welcomed Wood County Board Chair Lance Pliml, Technical & Industrial Division Dean Al Javoroski, Machine Tool Instructor Mike Berry and CNC Milling Student Maggie Hirzy to the meeting.

2. Dr. Budjac welcomed and introduced Director of Marketing and Communications Kolina Stieber. Ms. Stieber shared a brief history with the Board.

3. Dr. Budjac announced the college hosted the September 13-14 WTCS Board meeting at the Stevens Point Campus. The meeting focused on apprenticeships. Vice President of Academics Sandy Kiddoo and Apprenticeship Instructor Edward Crownhart were part of an apprenticeship panel that presented to the State Board. A FutureMakers Partner Award was presented to Marten Machine during the September 13 evening reception and dinner. Alan and Debra Marten received the award. Board member Bob Beaver participated in the event along with college staff.

4. Dr. Budjac provided a brief legislative update including WTCS 2017-19 Budget Request highlights. The budget request includes \$2.8 million each year (\$5.6 million total) to maintain and expand WTCS dual enrollment options.

5. Dr. Budjac reported the Presidents Association discussed providing distance learning to students in other states and the New Distance Learning Authorization Board (DLAB) of which WTCS President Morna Foy sits on the Board. Recently approved to participate were Nicolet College, Western Technical College and Northcentral Technical College, all UWs and nine non-profits. Mid-State, along with most of the remaining technical colleges, will be considered in the next wave of applicants.

6. Dr. Budjac reported she will testify September 20 before the Legislative Study Committee on volunteer firefighter and emergency medical technician shortages. Senator Stephen Nass chairs the committee.

OFFICIAL PROCEEDINGS

September 19, 2016

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7. Dr. Budjac referenced a newspaper article at Board members seats when she reported that a late payment received from Portage County caused no disruptions in college operations. At the time of the meeting, the college had received its payment along with a self-imposed interest payment for late payments.

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. The following items were presented for informational purposes only:

- a. ESTIMATED PROPERTY VALUES AND TAX RATES – Mr. Spargo reported property values were released in August 2016; however, values for school and technical college districts will not be released by the Department of Revenue until late September. A preliminary estimate by the WTCS Office indicates that Mid-State's total property valuation will increase approximately 1.54%. Mid-State will certify its 2016-17 property tax levy distributions to 97 municipalities in October.
- b. STATUS OF THE FY16 INDEPENDENT FINANCIAL AUDIT – Mr. Spargo reported budget amendments will be presented in October. The final audit reports for FY16 will be presented to the Mid-State Board in November.
- c. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – Mr. Spargo reported the committee discussed the decline in FTEs and related budget impact.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

1. In place of Academic & Human Resources Committee Chairperson Justin Hoerter, Peggy Ose reported the committee reviewed its consent agenda items and had no questions or concerns.

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

- a. FARM BUSINESS PRODUCTION MANAGEMENT PROGRAM – Ms. Ose reported the Farm Business Production Management program is the highest cost program at Mid-State mainly due to one-to-one consultations at farms. Changes to sustain the program were outlined, including holding classes at a Mid-State location and limiting remote technical assistance sessions.
- b. STATE AUTHORIZATION RECIPROCITY AGREEMENTS – Ms. Ose reported Wisconsin approved the State Authorization Reciprocity Network which allows organizations to offer distance education in other states. Mid-State has recently

applied and is awaiting approval. This opportunity may benefit those students serving in the military as well as others out of state seeking programs through Mid-State.

- c. DMI SAFETY GRANT APPLICATION_– Ms. Ose reported Districts Mutual Insurance (DMI) offered an opportunity to write for a grant related to risk management. The grant must be focused on safety. Most recently, the college submitted a grant application for interior room numbering at the Adams County Center, Marshfield and Stevens Point campuses as well as fabrication of roof crossovers and baluster rebuilds. Mid-State previously applied for and received funding for a voice evacuation system.

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. Mr. Beaver reported the Board previously heard about the Wisconsin Rapids Campus Learning Commons Project and the need for a one-stop academic support concept in Wisconsin Rapids. This project will co-locate key student support services in the current library and media services space. Project timeline information was shared. A resolution approving the project and requesting WTCS Board approval was presented for approval.

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

RESOLUTION FOR THE LEARNING COMMONS PROJECT AT THE WISCONSIN RAPIDS CAMPUS

WHEREAS, the existing Learning Commons functions are widely spread throughout the Wisconsin Rapids Campus; and

WHEREAS, the new Learning Commons remodel will centralize these functions to improve student retention levels, increase student course completion and grade achievement, and improve student support and experiences which will positively affect overall student success.

BE IT FURTHER RESOLVED that the Mid-State Technical College Board will use \$1,000,000 of capital financing from FY17 and FY18 debt proceeds intended for facility remodeling and improvements on the Wisconsin Rapids Campus; and

BE IT FURTHER RESOLVED that the Mid-State FY17 Capital budget reflects this capital project.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College Board approves the remodeling of an approximately 10,765 ft² Learning Commons remodel project located on the Wisconsin Rapids Campus and requests Wisconsin Technical College System Board approval during their November 2016 meeting.

2. The following items were presented for informational purposes only:
 - a. SUMMER PROJECTS UPDATE – Mr. Beaver reported the committee was provided an update on various summer facilities and grounds projects. Photo highlights were shared as well.
 - b. ENROLLMENT REPORTS – Mr. Beaver reported Vice President of Student Services Dr. Mandy Lang presented FY16 end-of-year FTE reports, August 2016 enrollment reports and student demographics. Enrollment has dropped since 2012; August enrollment declined 5.8% from last year. Over 70% of students attend Mid-State part-time. Data indicates a 23% increase in new students this year at the college.
 - c. STUDENT ENGAGEMENT SURVEYS – Mr. Beaver reported the college is implementing the Survey of Entering Student Engagement (SENSE) and the Community College Survey of Student Engagement (CCSSE) in place of the Noel Levitz Student Satisfaction Inventory previously administered to students. These surveys provide data of greater relevance to evaluating the Integrated Enrollment Model and in support of retention efforts.

XII. COMMITTEE-OF-THE-WHOLE

1. EDUCATIONAL MASTER PLAN – Ms. Bruski Mallek reported the development of an Educational Master Plan (EMP) identifies actions to support Mid-States Strategic Plan as a vehicle to strengthen program relevance, enrollment and outcomes for students and employers. Vice President of Academics Sandy Kiddoo shared data analysis and outlined goals and action steps in development of the EMP. Potential changes to programming, academic structure and facilities were shared.
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 third set and final 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.
3. PRESIDENTIAL SEARCH UPDATE – Ms. Bruski Mallek reported Don Stevens & Associates (DS&A) is leading the presidential search process to replace Dr. Sue Budjac, who will retire July 6, 2017. The Board held a working session with DS&A prior to the Board meeting to discuss presidential search process components, including, stakeholder input, presidential profile, application requirements, search committee composition and timeline.

Search Committee – The Board discussed various ways of forming a search committee. As the official employer of the president under state law, and through the belief that all members should be present to best represent the Mid-State District, the Board determined an ad hoc Presidential Search Board Committee of the Whole is the best option.

Motion by Mr. Beaver, seconded by Mr. Spargo, upon a roll call vote, unanimously approved creation of an ad hoc Presidential Search Board Committee of the Whole for purposes of

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September 19, 2016

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conducting the college's presidential search, and that this committee be disbanded without further action on a new president being seated as Dr. Budjac's successor.

Community and Employee Forums – Ms. Bruski Mallek announced the search team will be conducting meetings at all college locations with community and business leaders and Mid-State employees to gather feedback for the Board about the skills, attributes and experiences stakeholders believe are important in a new president. Forums will take place in Stevens Point and Marshfield on September 23 and in Wisconsin Rapids and Adams on September 30.

Presidential Profile and Application Requirements – Ms. Bruski Mallek reported the Board reviewed the presidential profile and application requirements. Significant progress has been made toward completion and information collected during Community and Employee Forums will help finalize these documents.

Timeline – Ms. Bruski Mallek reported the Board discussed a revised search calendar that should result in a new president being on board in advance of Dr. Budjac's retirement. The application period is expected to launch October 7 and the initial application period will be open through November 8. A presidential search webpage will be available through the Mid-State website and will include a profile of the position and Mid-State District.

Upcoming Meetings – Ms. Bruski Mallek announced that each meeting of the search committee will be announced and posted. The Board will continue to report on the search process during regular Board meetings.

XIII. DISCUSSION AND ACTION ITEM

1. SKILLS USA – Machine Tool Instructor Mike Berry and CNC Milling Student Maggie Hirzy joined the Board to share highlights of their trip to Louisville, Kentucky for the SkillsUSA Championships where students from around the nation demonstrated their technical, workplace and personal skills in various competitions. Ms. Hirzy competed in the 8 hour CNC Milling competition and placed 10th. Automotive Student Jordan Esselman also competed at the national competition in the Automotive Service Technology division. Congratulations were extended to Ms. Hirzy for her outstanding performance as well as Mr. Berry for his leadership in the Skills USA platform.

2. HLC COMMUNITY CONVERSATION – Dr. Budjac reported the Higher Learning Commission (HLC) conducted their accreditation site visit May 2-4. As part of this visit, a group of 60 individuals representing 50 businesses and community organizations participated in a session with the accreditation team. A video highlighting that overwhelmingly positive session was shared.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, October 17, 2016 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., unless otherwise announced. Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m.

There being no further business, the Board meeting adjourned at 6:45 p.m. with a motion by Mr. Beaver, upon a voice vote.

OFFICIAL PROCEEDINGS

September 19, 2016

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Peggy Ose, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

H. REPORTS AND RECOMMENDATIONS

WISCONSIN RAPIDS

OCTOBER 17, 2016

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

FINANCE & AUDIT

WISCONSIN RAPIDS

OCTOBER 17, 2016

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, October 17, 2016

TIME: 4:00 p.m.

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

This October 17, 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. 2015-16 BUDGET AMENDMENTS (Exhibit F)

End-of-year closing entries and audit work require amendments to the college's 2015-16 (FY16) budget prior to finalizing the annual audit. They include usual and customary amendments, which were previously brought to the attention of the Board. Rationale for these budget amendments are contained in Exhibit F. Administration recommends approval of these FY16 budget amendments by adopting the resolution contained in Exhibit F. Board action is required.

4. CERTIFICATION OF 2016-17 TAX LEVY (Exhibit G)

Prior to October 31, the Mid-State Board is required to certify their tax levy for the current fiscal year and to notify 97 municipalities of their proportionate share of Mid-State's total

levy. Each municipality's share is proportioned by the equalized values that are certified by the Department of Revenue (DOR).

Exhibit G contains details regarding Mid-State's levy, change in property valuation and resulting mill rates, along with valuation changes by property classification, distribution by county, and value changes in Tax Incremental Districts, and a District Board resolution certifying the 2016-17 property tax levy.

Administration proposes the Board's certification of a \$10,816,432 levy. This amount is \$35,485 greater than the 2016-17 adopted budget as new construction values were slightly greater than the one percent increase budgeted.

Mid-State's valuation for tax purposes totals \$12.5 billion reflecting a one percent increase; whereas Mid-State's tax rate based on equalized value will be \$0.86181 cents per \$1,000. A home valued at \$100,000 will have a tax bill of \$86.18.

A list of the apportionments by county and municipality and a list sorted by municipality with highest to lowest percent change in property value and tax levied will be shared during the meeting.

Administration recommends and requests approval of the resolution contained in Exhibit G certifying Mid-State's \$10,816,432 property tax levy for fiscal year 2016-17.

5. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. 2016-17 FINANCIAL AUDIT UPDATE

Mid-State's annual audit is progressing well. No material audit findings have been identified to date, nor do we anticipate any. Milestones remaining include finalization of the auditor's conversion to Generally Accepted Accounting Principles (GAAP) and Mid-State's review of draft statements. Audited financial statements are tentatively scheduled to be presented by Schenck during the December 2016 board meeting. The presentation was scheduled for November but has been delayed due to the Wisconsin Retirement System's (WRS) delay in releasing pension information.

b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES

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

6. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES

WISCONSIN RAPIDS

OCTOBER 17, 2016

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

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

DATE: Monday, October 17, 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 October 17, 2016, meeting of the Academic & Human Resources Committee, and all other meetings of the Board or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Routine Business

1. REVIEW CONSENT AGENDA ITEMS

There are no Consent Agenda items this month.

2. INFORMATION ITEMS

The following items are presented for informational purposes only:

a. 9/11 MEMORIAL STAIR CLIMB

On September 11, 2016, a memorial stair climb was held at Lambeau Field paying tribute to the firefighters who lost their lives at the World Trade Center on September 11, 2001. Mid-State Associate Dean of Fire and EMS Rick

Anderson participated, along with four Fire Protection students, and will present information about this experience.

b. SIMULATION IN EMS

Mid-State was awarded a state grant to increase simulation experiences in Nursing and EMS programs. EMS Simulation Specialist Keith Melvin will share information regarding simulation activities and efforts for students.

c. WELLNESS PROGRAM

Each fall the College provides wellness screenings for employees as part of the overall Wellness Program. There are some improvements this year as a result of obtaining a new partner to administer the screening. Director of Human Resources and Organizational Development Brianne Petruzalek will provide the Board details on the enhancements to the program.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS

OCTOBER 17, 2016

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, October 17, 2016

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This October 17, 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. MARSHFIELD CAMPUS STUDENT SERVICES AND INFORMATION CENTER PROJECT

As detailed during previous Board meetings, Administration will request the Mid-State Board approve a joint resolution approving the Marshfield Campus Student Services and Information Center project and request WTCS Board approval during their January meeting.

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. STUDENT DEFAULT RATES

Vice President of Student Services Dr. Mandy Lang will share the latest student loan default rates from the Department of Education. Mid-State's rates and those of the colleges throughout the WTCS will be presented along with information on what the College is doing to lower the rates.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS

OCTOBER 17, 2016

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, October 17, 2016

TIME: 4:45 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Meeting Notice Certification

This October 17, 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. PRESIDENTIAL SEARCH UPDATE

In August, the Board engaged the services of Don Stevens & Associates (DS&A) to lead Mid-State's presidential search process. Paul Gabriel will provide a search process update highlighting the Presidential Profile, forum conversations and website application materials.

b. ACADEMIC ADVISING – PHASE 2 OF THE INTEGRATED ENROLLMENT MODEL

With the first phase of the Integrated Enrollment Model (IEM) underway, Vice President of Student Services Dr. Mandy Lang will provide the Board with an update on the second phase which focuses on academic advising to strengthen retention and degree completion. Information about the advising model, new positions, and alignment with the 2015-2020 Strategic Plan will be shared.

D. ADJOURNMENT

I. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS

OCTOBER 17, 2016

1. GERMAN STUDENT EXCHANGE

Six students and one instructor from Max Eyth Schule in Dreieich, Germany are visiting Central Wisconsin and Mid-State Technical College from October 8-18. The group will do introductions and share learning experiences and highlights of the trip with the Board.

J. ADJOURNMENT

EXHIBITS A – I

PRESIDENT'S REPORT OCTOBER 17, 2016

1. On September 22, the Welding program hosted a “welding adventure” for staff and students. Approximately 60 people participated, learning about the welding process and programs. Participants were able to try welding by welding a birdhouse. This was a great event for employee and student engagement where many people from across the college were able to learn more about welding programs.
2. Mid-States application for the Midwest State Authorization Reciprocity Agreement (MSARA) was approved by the Wisconsin Distance Learning Authorization Board (DLAB) at its meeting on September 29. Information on this was shared in the Academics & Human Resources Committee in September.
3. The Central Wisconsin Job Fair was held Wednesday, September 21 in the Mid-State Technical College Wisconsin Rapids Campus gymnasium. There were 71 employer booths, a record number of employer booths, and approximately 325 job seekers in attendance at the fall job fair. Of the 40 employers that returned their post-fair survey, 30 indicated they would interview or hire one of the job seekers they met with that day. The Central Wisconsin Job Fair is a collaborative effort between Mid-State and Wisconsin Rapids Job Center.
4. On Wednesday, October 5, Mid-State Technical College hosted a Wisconsin Education Fair (WEF) for area high school students, parents and other prospective students at Mid-State’s Wisconsin Rapids Campus. Approximately seventy representatives from technical and vocational colleges, universities, private, trade schools and the military were present to provide participants the opportunity to browse options freely and meet with professional staff members in one central location. Financial aid and counseling staff were also on hand for the event. Approximately 650 students from 14 area high schools participated in the event and it was open to the public as well. This was Mid-State’s ninth year hosting the event.
5. The 5th Annual Heavy Metal Tour was held October 5, 2016. The tour is the result of collaboration between the North Central Wisconsin Workforce Development Board (NCWWDB), Central Wisconsin Metal Manufacturer’s Alliance (CWIMMA), Northcentral Technical College, Nicolet College, and Mid-State Technical College. Mid-State hosted nearly 1,500 8th grade students from 11 schools. This year was the first year the event was hosted on our Wisconsin Rapids Campus and included the Wisconsin Rapids Public School District as well as Nekoosa and Port Edwards. Students toured two of 29 manufacturing facilities and viewed state-of-the-art technology while learning about educational and career opportunities in welding, fabricating, machining, engineering, and manufacturing trades. Students also visited either the Stevens Point, Marshfield or Wisconsin Rapids campus for lunch and participated in an employer and Mid-State representative presentation. Lieutenant Governor Rebecca Kleefisch spoke to a group of students at the Stevens Point Campus. The Heavy Metal Tour is held in October to celebrate Manufacturing Month.

6. Student Life hosted the 6th Drive-In Movie event on Friday, September 30 on the Wisconsin Rapids Campus featuring “The Secret Life of Pets” voted on by the Mid-State student population. An estimated 800 students and community members attended this family friendly event. Students sold popcorn, soda and candy as fundraisers for their clubs.
7. Mid-State has partnered with high school staff to send a group of ten faculty, high school instructors and other staff to the National Career Pathway Network Conference in Indianapolis in October to learn national best practices on creating strong career pathways. The group will be developing models and sharing what they learn at their schools to improve our efforts in career pathway development for student success.
8. Two Mid-State employees have recently been published and will be presenting their work at national conferences. Respiratory Therapy Instructor Bill Rosandick, in collaboration with a former Mid-State student and staff from St Joseph’s Hospital, submitted a research paper and will present at the American Association of Respiratory Care Conference. The group’s submission was selected as an editor’s choice. General Education and Business Division Dean Dr. Missy Skurzewski-Servant recently published an article and wrote a chapter in a book to be published in January on mentoring women in higher education and will be presenting her research at an annual conference in October.
9. All Mid-State Technical College Campuses celebrated Constitution Day on Friday, September 16. Students enjoyed a variety of refreshments and were treated to their own pocket constitution and other facts regarding the constitution. A popular activity on the Stevens Point Campus asked students to attach sticky notes to a Constitution poster indicating what they felt was the most important part of the Constitution. This poster was left up for the next week as students continued to add their notes! Constitution Day commemorates the formation and signing of the U.S. Constitution on September 17, 1787, recognizing all who are born in the U.S., or by naturalization have become citizens. All publicly funded educational institutions, and all federal agencies, must provide educational programming on the history of the American Constitution.
10. Mid-State welcomed about 60 Professional Land Surveyors on October 7, for a continuing education seminar, organized by the Central Chapter of the Wisconsin Society of Land Surveyors. This group includes surveyors from at least three companies that employ current students in the Civil Engineering Highway Technician program. Instructor Greg Webster was part of the WSLC committee that organized the event and has student volunteers assisting with logistics. This is great exposure for our campus and the Civil Engineering Technology – Highway Technician program.
11. My travel between now and mid-November will include:
 - Weekly Rotary Meetings
 - Stevens Point Campus Visit
 - Paper City Savings Board Meeting

- Mid-State Foundation Board Meeting
- Marshfield Campus Visit
- WILM Annual Meeting
- Mid-State Foundation Trap Event
- CQIN Executive Committee Meeting
- PCBC Economic Development Summit
- Allied Health Event
- Fall Board Advance

FY 2016-17 Budget Modifications Made In The Month of September 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						
141167	Steamfitter Service Technician Interest on Long Term Investment	State	New award Moved to Fund 7002 OPEB	8,000.00 (25,000.00)	8,000.00	- (25,000.00)
Fund 7 - Special Revenue Non-aidable Fund Budget Modifications						
	Interest on Long Term Investment		From Fund 1000 for OPEB	25,000.00		25,000.00
Total Budget Changes For The Month				8,000.00	8,000.00	-
Notes: Budget modifications are in balance for September.						



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2017 as of September 30, 2016

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current	
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 3	Fund 4	Fund 5	Fund 6	Total Current Budget	Total Current Budget	Original Budget	Original Budget	
Local Government	6,384,920	-	-	4,396,027	-	-	-	-	-	-	-	10,780,947	10,780,947	10,780,947	22.0%	
Student Fees	7,582,860	-	-	-	-	350,972	-	-	-	-	-	7,933,832	7,933,832	7,933,832	16.2%	
State Aid & Grants	14,858,957	-	-	-	-	-	360,064	-	-	-	-	15,219,021	15,219,021	15,195,696	31.1%	
Institutional	283,995	778,180	19,920	100,500	1,260,124	4,962,300	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	-	25,777	-	-	5,666,300	25,777	-	-	-	-	7,161,572	7,161,572	7,058,594	14.6%	
Total Revenues	30,580,227	778,180	405,761	4,496,527	1,260,124	6,487,402	405,761	4,496,527	1,260,124	4,962,300	4,962,300	48,970,521	48,970,521	48,844,218	100.0%	

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current	
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 3	Fund 4	Fund 5	Fund 6	Total Current Budget	Total Current Budget	Original Budget	Original Budget		
Salaries and Wages	17,713,157	120,253	-	-	151,677	31,634	-	-	151,677	31,634	18,249,400	18,249,400	18,233,264	32.5%		
Benefits	7,302,855	8,226	-	-	66,291	23,303	-	-	66,291	23,303	7,442,323	7,442,323	7,459,608	13.3%		
Current Expenditures	6,611,023	523,461	-	-	120,656	1,105,335	-	-	120,656	1,105,335	8,521,425	8,521,425	8,418,852	15.2%		
Student Financial Aid & Activities	-	-	-	-	887,000	3,724,000	-	-	887,000	3,724,000	4,611,000	4,611,000	4,611,000	10.8%		
Resale	-	-	-	-	-	-	-	-	-	-	6,266,661	6,266,661	6,230,594	8.2%		
Capital Outlay	-	-	-	-	-	-	-	-	-	-	4,983,455	4,983,455	4,983,455	11.2%		
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	-	8.9%		
Total Expenditures	31,627,035	651,940	6,266,661	4,983,455	1,225,624	4,884,272	6,266,661	4,983,455	1,225,624	4,884,272	56,135,823	56,135,823	55,998,332	100.0%		
% of Expenditures by Fund	56.3%	1.2%	11.6%	8.9%	2.2%	8.7%	11.2%	8.9%	2.2%	8.7%	100.0%	100.0%	100.0%			

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



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2017 as of September 30, 2016

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 2	Fund 2	Fund 7	Fund 3	Fund 4	Fund 5	Fund 6	Total YTD All Funds	Total Current Budget					
Local Government	3	-	-	-	-	-	-	-	-	-	3	10,780,947	0.0%			
Student Fees	3,876,791	-	-	177,267	-	-	-	-	-	-	4,054,057	7,933,832	51.1%			
State Aid & Grants	1,373,377	-	-	-	-	-	-	-	-	-	1,373,377	15,219,021	9.0%			
Institutional	62,314	5,867	5,867	156,675	9,356	162,873	569,432	1,195,330	-	-	2,161,847	7,875,149	27.5%			
Federal	32,459	-	-	2,249,906	-	-	-	-	-	-	2,282,365	7,161,572	31.9%			
Total Revenues	5,344,944	5,867	5,867	2,583,848	9,356	162,873	569,432	1,195,330	-	-	9,871,650	48,970,521	20.2%			
% of Budget Recognized	17.5%	0.8%	0.8%	39.8%	2.3%	3.6%	45.2%	24.1%	-	-	20.2%					

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 2	Fund 2	Fund 7	Fund 3	Fund 4	Fund 5	Fund 6	Total YTD All Funds	Total Current Budget					
Salaries and Wages	4,166,625	273	273	34,716	-	-	-	31,384	-	-	8,078	18,249,400	23.2%			
Benefits	1,636,337	21	21	8,788	-	-	-	15,317	-	-	5,654	7,442,323	22.4%			
Current Expenditures	1,521,852	228	228	21,167	-	-	-	10,872	-	-	264,595	8,521,425	21.3%			
Student Financial Aid & Activities	-	-	-	2,429,122	-	-	-	418,344	-	-	437,235	6,061,559	40.1%			
Resale	-	-	-	-	-	-	-	-	-	-	-	4,611,000	18.6%			
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	6,266,661	10.2%			
Debt Retirement	-	-	-	-	-	-	-	-	903,383	-	-	4,983,455	18.1%			
Total Expenditures	7,324,814	522	522	2,493,793	636,788	903,383	475,917	715,562	-	-	12,550,779	56,135,823	22.4%			
% of Budget Expended	23.2%	0.1%	0.1%	38.4%	10.2%	18.1%	38.8%	14.7%	-	-	22.4%					

Changes in Fund Equity

Actual Fund Equity as of 6/30/16	16,403,549	535,956	71,898	465,490	1,717,595	887,360	610,681	20,692,529
Current Revenue over Expenses	(1,979,870)	5,344	90,055	(627,432)	93,515	(740,511)	479,769	(7,165,302)
Other Sources and Uses:								
Proceeds from Debt	-	-	-	4,200,000	-	-	-	5,700,000
Interfund Transfers In	-	-	-	-	-	-	-	795,000
Interfund Transfers Out	-	-	-	-	-	-	-	(795,000)
Repayment of Debt	-	-	-	-	-	-	-	-
Accrued YTD Fund Equity	14,423,679	541,301	161,953	4,038,058	1,811,110	146,849	1,090,450	19,227,227



Summary of Revenues & Expenditures by Account Group
for Fiscal Year 2017
as of September 30, 2016

A	B	C	D	E	F	G	H	I	J
Revenues by Account Group (All Funds)	Month of September 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 Ending FY16 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	(27,852)	4,054,057	7,933,832	7,933,832	-	(147,994)	-3.5%	(202,031)	-2.5%
3	444,055	1,373,377	15,219,021	15,195,696	23,325	83,228	6.5%	609,683	4.2%
4	20,815	32,174	1,484,272	1,381,294	102,978	(53,047)	-62.2%	66,164	4.7%
5	686,432	1,615,415	5,623,242	5,623,242	-	37,571	2.4%	(125,542)	-2.2%
6	3,727	5,867	937,363	937,363	-	(5,970)	-50.4%	(134,431)	-12.5%
7	65,576	540,565	1,314,544	1,314,544	-	(22,028)	-3.9%	22,862	1.8%
8	2,102,662	2,250,191	5,677,300	5,677,300	-	(200,098)	-8.2%	(500,000)	-8.1%
9	4,200,000	4,200,000	5,700,000	5,700,000	-	200,000	5.0%	200,000	3.6%
10	-	-	795,000	795,000	-	-	0.0%	175,000	28.2%
11	\$ 7,495,415	\$ 14,071,650	\$ 55,465,521	\$ 55,339,218	\$ 126,303	\$ (108,334)	-0.8%	\$ 555,621	1.0%

Expenditures by Account Group (All Funds)	Month of September 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	\$ 1,894,045	\$ 4,241,076	\$ 18,249,400	\$ 18,233,264	\$ 16,136	\$ 596,597	16.4%	\$ 746,640	4.3%
13	630,817	1,666,116	7,442,323	7,459,608	(17,285)	(141,002)	-7.8%	(39,738)	-0.5%
14	617,093	1,816,914	8,456,425	8,353,852	102,573	115,142	6.8%	105,210	1.3%
15	2,277,544	2,430,922	6,126,559	6,126,559	-	(187,801)	-7.2%	(502,554)	-7.6%
16	(212,597)	855,579	4,611,000	4,611,000	-	(229,993)	-21.2%	(148,500)	-3.1%
17	468,529	636,788	6,266,661	6,230,594	36,067	(231,165)	-26.6%	(1,883,361)	-23.1%
18	64,301	903,383	4,983,455	4,983,455	-	401,755	80.1%	452,000	10.0%
19	-	-	-	-	-	-	0.0%	-	0.0%
20	-	-	795,000	795,000	-	-	0.0%	175,000	28.2%
21	\$ 5,739,731	\$ 12,550,779	\$ 56,930,823	\$ 56,793,332	\$ 137,491	\$ 323,534	2.6%	\$ (1,095,303)	-1.9%
22	EOY Change in Fund Equity	\$ (1,465,302)	\$ (1,465,302)	\$ (1,454,114)	\$ (11,188)	\$ (431,869)		\$ 1,650,924	

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
September 30, 2016**

With Comparative Total for September 30, 2015

Mid-State Technical College
October 05, 2016 at 4:18 PM

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only	
	General	Special Rev	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev	Non-Aidable	2016-17		2015-16
									2016-17	2015-16	
ASSETS AND OTHER DEBITS											
Cash	\$ 12,086,884	\$ -	\$ 5,978,010	\$ 100,071	\$ 1,570	\$ 679,980	\$ 4,142	\$ 18,850,657	\$ 19,064,095		
Investments	-	-	-	-	-	-	4,601,774	4,601,774	4,345,729		
Receivables:											
Property taxes	(213,186)	-	-	213,186	-	-	-	-	-		
Accounts receivable	1,322,122	2,603	60	-	79,867	-	48,296	1,452,948	1,331,287		
Due from other funds	(1,871,737)	538,698	115,459	(166,408)	869,796	388,013	128,179	2,000	(1)		
Inventories - at cost	-	-	-	-	418,703	-	-	418,703	319,097		
Prepaid Assets	66,340	-	-	-	-	-	-	66,340	21,899		
Other Current Assets	-	-	-	-	-	-	-	-	-		
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	455,973	36,105	-	492,078	528,426		
General Long Term Debt	-	-	-	-	-	-	-	-	-		
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-		
TOTAL ASSETS AND OTHER DEBITS	\$ 11,390,423	\$ 541,301	\$ 6,093,529	\$ 146,849	\$ 1,825,909	\$ 1,104,098	\$ 4,782,391	\$ 25,884,500	\$ 25,610,532		
LIABILITIES, FUND EQUITY AND OTHER CREDITS											
Liabilities											
Accounts Payable	\$ 109,562	\$ -	\$ 2,055,471	\$ -	\$ (2,559)	\$ 6,147	\$ 7,048	\$ 2,175,669	\$ 970,942		
Accrued Liabilities:											
Wages	-	-	-	-	-	-	-	-	-		
Employee related payables	482,429	-	-	-	-	5,452	-	497,881	227,307		
Vacation	955,797	-	-	-	16,902	2,050	2,663	977,412	1,077,121		
Other current liabilities	8,370	-	-	-	456	-	-	8,826	7,895		
Due to other funds	-	-	-	-	-	-	-	-	-		
Deferred Revenues	9,311	-	-	-	-	-	-	9,311	8,899		
Def Compensation Liability	-	-	-	-	-	-	-	-	-		
General Long Term Debt Group	-	-	-	-	-	-	-	-	-		
TOTAL LIABILITIES	1,575,469	-	2,055,471	-	14,799	13,649	9,711	3,669,099	2,292,164		
Fund equity and other credits											
Retained Earnings	-	-	-	-	1,717,595	190,482	-	1,908,077	2,116,082		
Res for Prepaid Expenditures	204,813	-	-	-	-	-	-	204,813	112,362		
Res for Self-Insurance	-	-	-	-	-	420,200	-	420,200	731,860		
Res for Student Organizations	-	-	-	-	-	-	71,898	71,898	80,810		
Res for Post-Employ Benefits	482,274	-	-	-	-	-	4,608,728	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	6,912,463	120,316	-	-	-	-	-	7,032,779	7,662,212		
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	357,416		
Des for Subsequent Year	3,812,055	415,640	-	-	-	-	-	4,227,695	4,071,296		
TOTAL FUND EQUITY AND OTHER CREDITS	11,794,821	535,956	465,490	887,360	1,717,595	610,682	4,680,626	20,692,530	21,339,909		
Year-to-date excess revenues(expenditures)	(1,979,867)	5,345	3,572,568	(740,511)	93,515	479,767	90,054	1,520,871	1,978,459		
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 11,390,423	\$ 541,301	\$ 6,093,529	\$ 146,849	\$ 1,825,909	\$ 1,104,098	\$ 4,780,391	\$ 25,882,500	\$ 25,610,532		

September Contracted Services Agreements
Meeting on October 17, 2016

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146342	TJ's Auto	Heartsaver CPR	4	11	350.00
				Total:	350.00

FINANCE & AUDIT COMMITTEE
2016-2017 Procurement of Goods and Services
October 17, 2016

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
❖ Subtotal for Procurements Requiring Board Action	<u>\$ 0</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – PROGRAMMABLE LOGIC CONTROLLER (PLC) TRAINING STATIONS – TECHNICAL & INDUSTRIAL DIVISION</u>		
Industrial Concepts, Saluda, SC	\$ 31,199.20	QUOTE
Industrial Controls, Co., Sussex, WI	\$ 47,545.00	
Werner Electric, Stevens Point, WI	\$ 39,400.00	
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$ 31,199.20</u>	

GRAND TOTAL **\$ 31,199.20**

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.

**NOTICE OF 2015-16
BUDGET AMENDMENT
October 17, 2016**

WHEREAS, the 2015-16 budget was adopted by the Mid-State Technical College (MSTC) Board on June 15, 2015, was amended on May 16, 2016, and State statute requires the district board to approve any modifications to the original adopted budget; and

WHEREAS, changes to the adopted budget were incorporated into the monthly financial reports and district board's monthly agenda, and were published with the minutes; and

WHEREAS, the General Fund budget was adjusted to accommodate: the modification of federal or state grants; and

WHEREAS, the Capital Projects budget was adjusted to reflect the addition of or modification of federal or state grants; and

WHEREAS, the Internal Service Fund budget was adjusted to accommodate self-funded insurance costs; and

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2015-16 budgetary revisions:

FUND	FUNCTION RESOURCE	APPROPRIATION CHANGE	MODIFIED APPROPRIATION
General	Instruction	(\$102,053)	\$17,772,718
General	Instructional Resources	\$7,083	\$1,123,442
General	Student Services	\$7,667	\$3,524,451
General	General Institutional	\$10,227	\$6,221,795
Capital Projects	Instruction	(\$18,507)	\$1,413,324
Internal Service	Auxiliary Services	\$232,000	\$5,265,985

BE IT FURTHER RESOLVED that these budget modifications comply with the district board's policy; and

BE IT FURTHER RESOLVED that these changes are now authorized by a two-thirds (2/3) vote of the entire District Board membership in accordance with Section 65.90(5) of Wisconsin Statutes; and

BE IT FURTHER RESOLVED that administration be directed to place this resolution as Class 1 legal notice in the designated district newspaper as required by Section 65.90(5)(a) of the Wisconsin Statutes.

2016-17 Tax Levy Certification Resolution

BE IT RESOLVED that the Mid-State Technical College Board authorized a \$10,816,432 property tax levy for fiscal year 2016-17, representing an overall mill rate of \$0.86181 on \$12,550,767,374 of equalized valuation within the boundaries of the Mid-State Technical College District.

BE IT FURTHER RESOLVED that this levy be made up of \$6,420,405 in operational levy representing an operational mill rate of \$0.51155 and \$4,396,027 in debt service representing a debt service mill rate of \$0.35026.

BE IT FURTHER RESOLVED that administration apportion this levy based on the certified equalized property values for its 97 municipalities and notify them of their apportionment in accordance with state statutes.

MID-STATE TECHNICAL COLLEGE
2016-17 Certified Tax Levy
Analysis of Changes in Equalized Value, Tax Levy, and Mill Rates

	2016-17		2015-16	
	Amount	\$ Dollar Increase (Decrease)	Amount	\$ Dollar Increase (Decrease)
Total Equalized Value (1)	\$ 12,892,401,374	\$ 172,910,019	\$ 12,719,491,355	\$ 278,672,819
Less: Incremental Value of TIFs (2)	<u>341,634,000</u>	<u>39,342,500</u>	<u>302,291,500</u>	<u>33,204,550</u>
Equalized Value Without TIFs Used for Tax Levy Purposes	<u>\$ 12,550,767,374</u>	<u>\$ 133,567,519</u>	<u>\$ 12,417,199,855</u>	<u>\$ 245,468,269</u>
		<u>1.4%</u>		<u>2.2%</u>
		<u>13.0%</u>		<u>12.3%</u>
		<u>1.1%</u>		<u>2.0%</u>

	2016-17		2015-16	
	Amount	Mill Rate	Amount	Mill Rate
Total Tax Revenue (per WTCS calculation)	\$ 16,870,918	\$ 1.34421	\$ 16,710,168	1.34573
Plus: Allowable New Construction Increase	204,194	\$ 0.01627	160,750	0.01295
Less: State "Property Tax Relief Aid"	(10,654,707)	(0.84893)	(10,654,707)	(0.85806)
Plus Unused New Construction	0	-	-	-
Net Operational Levy	\$ 6,420,405	\$ 0.51155	\$ 6,216,211	0.50062
Debt Levy	<u>4,396,027</u>	<u>0.35026</u>	<u>4,144,521</u>	<u>0.33377</u>
Total Levy	<u>\$ 10,816,432</u>	<u>\$ 0.86181</u>	<u>\$ 10,360,732</u>	<u>\$ 0.83439</u>

Increase (Decrease) in Levy Amount & Mill Rate **\$ 455,700** **\$ 0.02742**

Foot Notes:

- (1) A special appropriation is available to provide state aid in lieu of property taxes on exempt computers. This figure excludes the value of exempt computers which is \$84,275,500 for FY17 and \$103,877,000 for FY16.
- (2) This figure represents the Tax Incremental Financing (TIF) district equalized value increase between the TIF base value and the current equalized value of all taxable property in the TIF. The TIF value is included in TIF-OUT equalized value used for tax levy purposes.

Mid-State Technical College
Changes in Equalized Valuation by Class of Property
Wood, Adams and Portage Counties Only

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10/7/2016

<u>Class of Property</u>	<u>% Change Wood County</u>	<u>% Change Portage County</u>	<u>% Change Adams County</u>	<u>% by Class 3-County Total</u>	<u>% by Class Weighted Average</u>
<u>Real Estate</u>					
Residential	2%	2%	1%	67.4%	1.12%
Commercial	-1%	0%	-1%	18.0%	-0.12%
Manufacturing	1%	2%	3%	2.8%	0.06%
Agriculture	1%	4%	3%	0.5%	0.01%
Undeveloped	-3%	6%	-2%	0.7%	0.00%
Ag Forest	-2%	3%	-1%	0.9%	0.00%
Forest	0%	2%	-3%	3.8%	-0.01%
Other	1%	3%	7%	<u>2.8%</u>	<u>0.10%</u>
Total Real Estate	1%	2%	1%	97.0%	1.29%
Personal Property	-3%	-5%	1%	<u>3.0%</u>	<u>-0.07%</u>
% Change in Equalized Value	<u>1%</u>	<u>2%</u>	<u>1%</u>	<u>100%</u>	<u>1%</u>

<u>Class of Property</u>	<u>\$ Valuation Wood County</u>	<u>\$ Valuation Portage County</u>	<u>\$ Valuation Adams County</u>	<u>\$ by Class 3-County Total</u>
				<u>Total</u>
Residential	\$ 3,128,508,300	\$ 3,559,354,800	\$ 1,891,780,600	\$ 8,579,643,700
Commercial	931,108,500	1,174,487,600	188,925,000	2,294,521,100
Manufacturing	211,806,000	127,893,900	15,520,800	355,220,700
Agriculture	21,537,400	32,796,500	12,763,800	67,097,700
Undeveloped	37,080,500	36,143,300	17,536,000	90,759,800
Ag Forest	30,376,600	62,517,600	22,993,600	115,887,800
Forest	155,541,800	158,204,800	171,888,500	485,635,100
Other	<u>149,846,800</u>	<u>128,159,500</u>	<u>84,661,000</u>	<u>362,667,300</u>
Total Real Estate	4,665,805,900	5,279,558,000	2,406,069,300	12,351,433,200
Personal Property	<u>204,240,300</u>	<u>149,413,000</u>	<u>24,455,300</u>	<u>378,108,600</u>
Total Equalized Value Amount	<u>\$ 4,870,046,200</u>	<u>\$ 5,428,971,000</u>	<u>\$ 2,430,524,600</u>	<u>\$ 12,729,541,800</u>
% of Total Equalized Value	<u>37.8%</u>	<u>42.1%</u>	<u>18.9%</u>	<u>98.7%</u>

**MID-STATE TECHNICAL COLLEGE DISTRICT
DETAIL OF TAX INCREMENTAL DISTRICTS
EQUALIZED VALUE INCREASE**

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10/7/2016

<u>MUNICIPALITY</u>	<u>YEAR BEGAN</u>	<u>ESTIMATED YEAR COMPLETED</u>	<u>EQUALIZED VALUE INCREASE AS OF January 1, 2016</u>	<u>EQUALIZED VALUE INCREASE AS OF January 1, 2015</u>	<u>DOLLAR INCREASE (DECREASE) 1/1/2015-1/1/2016</u>
<u>CITY OF ADAMS</u>					
TID # 2	1996	2019	8,366,300	8,559,800	(193,500)
TID # 3	1996	2019	10,013,400	10,702,500	(689,100)
<u>VILLAGE OF AMHERST</u>					
TID # 1	1996	2023	6,817,700	4,815,600	2,002,100
TID # 2	2003	2032	659,800	645,500	14,300
<u>VILLAGE OF WHITING</u>					
TID # 1	1994	2017	722,300	4,018,200	(3,295,900)
<u>VILLAGE OF FRIENDSHIP</u>					
TID # 1	1997	2020	2,611,200	2,522,300	88,900
TID # 2	2000	2023	30,100	34,200	(4,100)
<u>TOWN OF NEW CHESTER</u>					
TID # 1T	2012	N/A	8,324,600	7,788,700	535,900
<u>TOWN OF ROME</u>					
TID # 1T	2015	N/A	528,700		528,700
<u>VILLAGE OF PLOVER</u>					
TID #3	2003	2018	13,687,200	13,378,900	308,300
TID #4	2004	2031	31,612,300	31,145,800	466,500
TID #5	2005	2020	(872,300)	(868,300)	(4,000)
TID #6	2010	N/A	1,815,000	(100)	1,815,100
TID #7	2013	N/A	1,745,900	1,779,000	(33,100)
<u>VILLAGE OF ARPIN</u>					
TID #2	2005	2024	624,500	651,200	(26,700)
<u>VILLAGE OF AUBURNDALE</u>					
TID #1	2006	2025	1,245,100	1,199,700	45,400
TID #2	2015		16,600		16,600
<u>VILLAGE OF BIRON</u>					
TID # 1	2006	2025	1,186,600	1,104,000	82,600
TID # 2	2006	2025	19,308,900	16,939,800	2,369,100
TID # 3	2009	N/A	1,586,300	529,200	1,057,100
<u>VILLAGE OF VESPER</u>					
TID #1	2006	2025	553,600	461,400	92,200
<u>VILLAGE OF JUNCTION CITY</u>					
TID #1	2008	N/A	829,500	152,000	677,500
<u>VILLAGE OF GRANTON</u>					
TID # 1	2009	N/A	394,700	235,200	159,500
<u>VILLAGE OF PLAINFIELD</u>					
TID # 1	2015	N/A	1,038,100		1,038,100
<u>VILLAGE OF PORT EDWARDS</u>					
TID # 2	2009	N/A	9,369,200	9,415,200	(46,000)
<u>CITY OF NEKOOSA</u>					
TID # 1	1997	2022	6,814,800	6,802,700	12,100
TID # 2	2002	2027	4,155,900	4,041,300	114,600
TID # 3	2012	N/A	1,378,600	715,200	663,400
<u>CITY OF STEVENS POINT</u>					
TID # 5	2005	2032	18,445,400	17,614,000	831,400
TID # 6	2006	2028	4,475,900	3,952,100	523,800
TID # 7	2008	2028	24,671,500	24,916,800	(245,300)
TID # 8	2010	2025	2,260,800	(670,200)	2,931,000
TID # 9	2013	N/A	45,503,600	23,065,800	22,437,800
<u>CITY OF PITTSVILLE</u>					
TID # 2	1987	2010	-	-	-
TID # 3	1995	2018	32,694,400	27,191,300	5,503,100
<u>CITY OF MARSHFIELD</u>					
TID # 2	1993	2013	4,354,400	4,281,600	72,800
TID # 4	1996	2024	27,437,800	27,045,500	392,300
TID # 5	1997	2020	20,521,600	19,200,600	1,321,000
TID # 6	1999	2022	-	-	-
TID # 7	2002	2027	10,183,100	10,388,800	(205,700)
TID # 8	2006	2028	-	-	-
TID # 9	2013	N/A	1,352,300	864,300	488,000
TID # 10	2015	N/A	27,500	-	27,500
<u>CITY OF WISCONSIN RAPIDS</u>					
TID #6	2004	2024	12,079,300	12,399,600	(320,300)
TID #7	2005	2033	2,189,500	3,733,700	(1,544,200)
Total Accumulated Change in Increment			\$ 340,761,700	\$ 300,752,900	\$ 40,008,800

**MID-STATE TECHNICAL COLLEGE
2016-17 TAX LEVY
VALUATION AND TAX LEVY COMPARISON BY COUNTY**

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<u>COUNTY</u>	<u>FY 2016-17 VALUATION</u>	<u>DOLLAR INCREASE (DECREASE)</u>	<u>PERCENTAGE INCREASE (DECREASE)</u>	<u>FY 2016-17 TAX LEVY</u>	<u>DOLLAR INCREASE (DECREASE)</u>	<u>PERCENTAGE INCREASE (DECREASE)</u>
Adams	\$ 1,992,590,975	\$ 31,988,441	1.6%	\$ 1,717,244	\$ 81,346	5.0%
Clark	167,318,502	3,577,811	2.2%	144,197	7,574	5.5%
Jackson	32,291,200	(549,600)	-1.7%	27,829	427	1.6%
Juneau	68,244,553	1,895,941	2.9%	58,814	3,454	6.2%
Marathon	333,504,872	1,994,752	0.6%	287,419	10,812	3.9%
Portage	4,966,921,519	60,527,288	1.2%	4,280,564	186,740	4.6%
Waushara	276,929,553	6,809,086	2.5%	238,662	13,277	5.9%
Wood	4,712,966,200	27,323,800	0.6%	4,061,702	152,070	3.9%
	\$ 12,550,767,374	\$ 133,567,519	1.1%	\$ 10,816,432	\$ 455,701	4.4%

**RESOLUTION FOR THE STUDENT SERVICE AND INFORMATION CENTER (SSIC)
PROJECT AT THE MARSHFIELD CAMPUS**

WHEREAS, the existing Student Service functions are unconsolidated at the Marshfield Campus; and

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

BE IT FURTHER RESLOVED that the Mid-State Technical College Board will use \$665,000 in the planned issuance of FY18 General Obligation Notes intended for new facility construction at the Marshfield Campus; and

BE IT FURTHER RESLOVED that the borrowing and use of debt proceeds will be included in the FY18 capital plan intended for the Marshfield SSIC project; and

BE IT FURTHER RESLOVED that the winning bidder and subsequent contract will be made contingent upon approval of the FY18 budget by the Mid-State District Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College Board approves the remodel construction of an approximately 4,700 square foot Student Services and Information Center addition located on the Marshfield Campus and requests Wisconsin Technical College System Board approval during their January 2017 meeting.



ETHICS RESOLUTION

The Mid-State Technical College District Board:

RESOLVED that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec.19.41 through 19.59, Stats., the Mid-State Technical College District Board has designated the following positions deputy, associate, or assistant district directors and indicated its understanding that the current occupants of those positions are their successors to those positions are state public officials to whom Wisconsin's Ethics Code applies:

<u>POSITION</u>	<u>CURRENT OCCUPANT</u>
President	Dr. Sue Budjac 354 Abington Court Nekoosa, WI 54457
Vice President, Academics	Sandy Kiddoo 200 West 25th Street Marshfield, WI 54449
Vice President of Finance & Information Technology	Position is currently vacant
Vice President, Human Resources	Richard O'Sullivan 3705 Forest Drive Amherst Junction, WI 54407
Vice President, Student Services	Dr. Amanda Lang 418 West Ives Street Marshfield, WI 54449
Director, Facilities & Procurement	Matt Schneider 7743 US Highway 66 Rosholt, WI 54473
Director, Foundation & Alumni	Jill Steckbauer N1179 County Road CH Coloma, WI 54930