



# **BOARD OF DIRECTORS MEETING**

**July 10, 2017**

Wisconsin Rapids Campus  
Room L133-134



# INDEX

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1.	Agenda for Organizational Meeting.....	Page 3
	Held July 10, 2017	
2.	Minutes of Board Meeting.....	Page 7
	Held June 19, 2017	
3.	Reports and Recommendations	
	a. Chairperson’s Report.....	Page 14
	b. Mid-State Foundation Liaison Report.....	Page 14
	c. President’s Report .....	Page 14
	d. Finance & Audit Committee Report .....	Page 15
	e. Academic & Human Resources Committee Report.....	Page 19
	f. Facilities & External Relations Committee Report.....	Page 21
	g. Committee-of-the-Whole Report .....	Page 23
4.	Discussion & Action Item(s) .....	Page 24
5.	Adjournment.....	Page 24
6.	Exhibits.....	Page 25

# MID-STATE DISTRICT BOARD OF DIRECTORS

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WISCONSIN RAPIDS

JULY 10, 2017

AGENDA: DISTRICT BOARD MEETING

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

DATE: Monday, July 10, 2017

TIME: Immediately following Committee-of-the-Whole

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Roll Call

C. Meeting Notice Certification

This July 10, 2017, meeting of the Mid-State Technical College Board, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to the news media and designated persons in an attempt to make citizens of the Mid-State Technical College district aware of the place, time and agenda of the meeting.

D. Closed Session

The Board will convene to closed session immediately following the open session to conduct the President's performance conversation and goal setting. 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.

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 – June 19, 2017 meeting

G. CONSENT AGENDA

1. PAYMENT OF BILLS AND PAYROLL

District bills for June 2017 are contained in Exhibit B. These bills total \$1,487,617.90 of which \$948,233.89 represents operational expenditures and \$539,384.01 represents capital expenditures.

The District's regular payrolls were issued on June 9 and 23. Payroll disbursements for the month of June totaled \$1,301,987.54 plus \$22,421.25 for travel and miscellaneous reimbursements, and \$567,942.05 in fringe benefits, for a total payroll disbursement of \$1,892,350.84.

Administration recommends approval of the payment of these obligations totaling \$3,379,968.74.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into 16 contracted service agreements totaling \$418,374.03. 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 these contracts.

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 require prior Board approval.

## H. Reports and Recommendations

### 1. Chairperson's Report

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

### 2. Mid-State Foundation Liaison Report

### 3. President's Report

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

### 4. Committee Reports

#### a. Finance & Audit Committee

1. Review Consent Agenda Items
2. Treasurer's Report
3. Resolution Authorizing The Issuance Of Not To Exceed \$3,850,000 General Obligation Promissory Notes; And Setting The Sale
4. Information Items
5. 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. Lakeland College Relocation
3. Information Items
4. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. WTCS Presidents Association Strategic Areas of Focus
2. Board Leadership and Committee Assignment Discussion

I. Discussion and Action Items

1. Election of Officers
2. Mid-State Board Committee Assignments
3. WTC District Boards Association Committee Assignments

J. Adjournment

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids

June 19, 2017

**I. ROLL CALL**

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

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Dr. Colleen Dickmann, Justin Hoerter, Richard Merdan, Lynneia Miller, Peggy Ose, Charles Spargo, and Dr. Shelly Mondeik

EXCUSED: Kristin Crass

OTHERS: Greg Bruckbauer, Dr. Sue Budjac, Mike Grambow, Dr. Sandy Kiddoo, Dr. Mandy Lang, Richard O’Sullivan, 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 this evening.

**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 Dr. Dickmann, upon a voice vote, unanimously approved the minutes from the board meeting held May 15, 2017 as presented.

**V. CONSENT AGENDA**

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

1. The district’s bills for the month of May 2017 were presented in Exhibit B. These bills totaled \$692,644.09 of which \$452,994.96 represents operational expenditures and \$239,649.13 represents capital expenditures.

OFFICIAL PROCEEDINGS

June 19, 2017

Page 2

The district’s payroll for the month of May totaled \$1,348,063.04 plus \$25,845.11 for travel and miscellaneous reimbursements and \$585,851.98 in fringe benefits. The district’s bills and payroll totaled \$2,652,404.22.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146381	Catalyst Paper	\$ 620.00
146382	Wood County Human Services-Norwood	\$ 600.00
146383	Forward Service Corporation	\$ 620.00

3. Approved the following 2017 procurement for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 48,375.00	Eagle Construction	Facilities

**VI. CHAIRPERSON’S REPORT**

1. Ms. Bruski Mallek welcomed Board members to the meeting and announced Ms. Crass asked to be excused. She also welcomed Mid-State President Dr. Shelly Mondeik to her first meeting.

2. Ms. Bruski Mallek announced the Summer Boards Association Meeting will be held July 13-15 at Gateway Technical College. Mr. Beaver, Ms. Bruski Mallek, Ms. Ose, Ms. Miller and Dr. Mondeik plan to attend.

3. Ms. Bruski Mallek announced an electronic survey would be distributed to the Board in an effort to secure a date for the Fall Board Advance.

4. Ms. Bruski Mallek acknowledged and thanked Dr. Dickmann for her service on the Mid-State Board as the School District Administrator member since November 2015. Dr. Mondeik also shared words of appreciation.

5. The next Mid-State Board of Directors meeting will be held on Monday, July 10 at the Wisconsin Rapids Campus. Committee meetings will be held at 3:30 p.m., and the organizational meeting will begin at 4:00 p.m., unless otherwise announced.

**VII. FOUNDATION BOARD LIAISON REPORT**

1. Ms. Bruski Mallek announced new student scholarship applications are available on the Foundation website. Awarding is in process for continuing student scholarships. The Foundation continues to work on implementation of Academic Works Scholarship Management System, which should be functional for the spring 2018 scholarship application period.

2. Ms. Bruski Mallek reported the 2017 Foundation Golf Outing was held June 12 at Bull’s Eye Country Club in Wisconsin Rapids. Over 70 golfers participated. Thank you to the many sponsors, donors and volunteers who made the event a success.

3. Ms. Bruski Mallek reported the Foundation Board is working to finalize a Memorandum of Understanding with the College by the July 26, 2017 Foundation Board meeting.



## OFFICIAL PROCEEDINGS

June 19, 2017

Page 3

4. Ms. Bruski Mallek announced the Foundation Administrative Assistant resigned from her position. Foundation & Alumni Director Jill Steckbauer is working with Human Resources on a plan to fill the vacancy.

### **VIII. PRESIDENT'S REPORT**

1. Dr. Mondeik thanked the Mid-State Board, Dr. Sue Budjac, and all staff for the warm welcome she received in her first days at Mid-State. She has been working with Executive Team on plan for engagement over the next year and will share additional details at the July Board meeting.

2. Dr. Mondeik announced Mid-State's ACCT proposal "It Takes a Village" will be presented at the September ACCT Leadership Congress in Las Vegas. Board member Mr. Merdan and Vice President of Academics Dr. Sandy Kiddoo will present on creating collaboration partnerships to foster economic and workforce development.

3. Dr. Mondeik reported she attended Wisconsin Rapids Noon Rotary and has plans to join the group.

4. Dr. Mondeik recognized School of Protective & Human Services Dean Barb Jascor and Accounting Instructor Bob Smith for their recent graduation from the Wisconsin Leadership Development Institute. Dr. Mondeik joined both graduates in Madison for their graduation ceremonies, during which Mr. Smith provided the keynote address.

5. Dr. Mondeik reported she will be traveling to Madison to participate in orientation sessions at the System Office and with the District Boards Association.

6. Dr. Mondeik provided an overview of the June 8-9 Presidents Association Annual Planning meeting. As part of the meeting, a senior level Philanthropy Training Seminar was held in which Dr. Mondeik was joined by Foundation & Alumni Director Jill Steckbauer and Vice President of Academics Dr. Sandy Kiddoo. The seminar focused on creating a culture of philanthropy in communities. Dr. Mondeik will serve the Presidents Association as the liaison to the Grants Committee along with being on a committee to look at training in jails. The next Presidents Association meeting is July 12. She will share additional information about the Presidents Association 2017-18 Strategic Areas of Focus during the July Board meeting.

### **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. There were no questions or concerns.

3. Mr. Spargo reported the proposed 2017-18 (FY18) budget had been received by the Finance & Audit Committee during a special meeting on May 3, and subsequently presented to the full Board on May 15. The Board authorized administration to publish the budget and provide notice of a Public Hearing. Publications occurred in all three community newspapers. An official budget booklet containing details was distributed. The Public Hearing took place before the meeting.

OFFICIAL PROCEEDINGS

June 19, 2017

Page 4

Motion by Mr. Spargo, seconded by Mr. Hoerter, upon a roll call vote, unanimously approved the following 2017-18 Mid-State Technical College Budget Resolution:

WHEREAS, Mid-State Technical College prepared a budget for the 2017-18 fiscal year, necessary to provide educational services to the citizens, industries and communities within the College's boundaries; and

WHEREAS, the outstanding indebtedness of the College, as of July 1, 2017, consists of \$27,235,000 in promissory notes and \$1,705,000 in general obligation bonds;

WHEREAS, the anticipated revenues for the 2017-18 budget consist of \$11,099,524 from Local Government, \$14,875,082 from State Aids, \$8,025,692 from Student Fees, \$8,584,547 from Institutional Sources, and \$6,532,865 from the Federal Government; and

WHEREAS, other funding sources for the 2017-18 budget consist of \$8,950,000 in proceeds from long-term debt; and

WHEREAS, the estimated retained earnings and fund balances as of July 1, 2017, consist of \$11,560,737 in the General Fund, \$593,306 in the Special Revenue Fund - Operational, \$4,862,476 in the Special Revenue Fund – Non-Aidable, \$568,737 in the Debt Service Fund, \$860,587 in the Capital Projects Fund, \$1,672,017 in the Enterprise Fund, and \$1,160,787 in the Internal Service Fund;

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the appropriations for the 2017-18 budget consisting of the following fund types and functions:

In the General Fund - \$18,133,363 for Instruction, \$1,130,021 for Instructional Resources, \$3,487,747 for Student Services, \$6,144,492 for General Institutional, and \$2,035,875 for Physical Plant;

In the Special Revenue Fund – Operational - \$953,300 for Instruction;

In the Special Revenue Fund - Non-Aidable - \$6,476,634 for Student Services and \$250,000 for General Institutional;

In the Capital Projects Fund - \$5,396,654 for Instruction, \$417,507 for Instructional Resources, \$128,000 for Student Services, \$377,570 for General Institutional, \$15,000 for Auxiliary Services, and \$3,323,800 for Physical Plant;

In the Debt Service Fund - \$4,893,410 for Physical Plant;

In the Enterprise Fund - \$1,297,629 for Auxiliary Services; and,

In the Internal Service Fund - \$5,069,327 for Auxiliary Services.

BE IT FURTHER RESOLVED that the approval includes any modifications to the 2017-18 budget resulting from public input during the Public Hearing, and formally endorsed by the board.

BE IT FURTHER RESOLVED that this 2017-18 budget be submitted, as approved, to the Wisconsin Technical College System Board prior to July 1, 2017, as required by State Statutes 38.12(5m).

4. The following items were presented for informational purposes only:
  - a. TIMETABLE FOR FUTURE CAPITAL FINANCING – Mr. Spargo reported the Committee reviewed the Capital Financing Timetable for FY18. An initial resolution will be presented in July for a portion of the proposed debt. An awarding resolution will occur in August. A second issue will be conducted later in FY18.
  - b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

#### **X. ACADEMIC & HUMAN RESOURCES COMMITTEE**

1. Academic & Human Resources Committee Chairperson Justin Hoerter reported the committee had no consent agenda items this month.
2. The following items were presented for informational purposes only:
  - a. SPOTLIGHT ON THE SCHOOL OF PROTECTIVE AND HUMAN SERVICES – Mr. Hoerter reported School of Protective and Human Services Associate Dean Rick Anderson highlighted curriculum changes to the Criminal Justice and Corrections and Community Advocacy programs that includes day and evening course offerings, new partnerships with UWSP for basic training and student successes in third party paramedic examinations.
  - b. STATE AUTHORIZATION RECIPROCITY AGREEMENT – Mr. Hoerter reported the State Authorization Reciprocity Agreement is a voluntary agreement with member states that establishes standards and creates a framework for interstate offering of postsecondary distance education courses and programs. Mid-State joined the Midwestern State Authorization Reciprocity Agreement (MSARA) last year. In 2016-17, nine out-of-state students were served by Mid-State through this agreement.
  - c. Q-12 EMPLOYEE ENGAGEMENT SURVEY RESULTS – Mr. Hoerter provided an overview of the most recent Gallup Q-12 Employee Engagement Survey results. Participation rate and overall level of employee engagement rose.

#### **XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE**

1. Facilities & External Relations Committee Chairperson Robert Beaver reported that the committee had no Consent Agenda items.
2. Mr. Beaver reported the committee reviewed Mid-State's Three-Year Facilities Plan. This plan included a number of projects the Board is already aware of for the coming year and many that will be presented with additional information and requests for approval in FY19 and FY20. This plan will be sent to the WTCS Office for inclusion in the July WTCS Board materials.

OFFICIAL PROCEEDINGS

June 19, 2017

Page 6

Motion by Mr. Merdan, seconded by Mr. Beaver, upon a roll call vote, unanimously approved the Mid-State Technical College Three-Year Facilities Capital Projects Plan.

3. Mr. Beaver reported the committee discussed the Wisconsin Rapids Campus IT Networking Lab Phase 1 Remodel Project bid results. One bid was received and was below the \$25,000 requirement for Board approval and within the budgeted amount for the project. The contract will be awarded to Altmann Construction for \$22,600 and does not require Board action.

4. Mr. Beaver reported that during the April board meeting, administration discussed allocating funds from the General Fund Equity to produce an Educational Master Plan (EMP) Marketing Campaign to bring awareness around the new EMP and programming and increase engagement with the college. An RFP was issued and received two vendor responses. Following review of vendor proposals, administration recommends award to 6AM Marketing.

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved contract with 6AM Marketing in the amount of \$100,000 for the EMP Marketing Campaign.

5. Mr. Beaver reported the committee reviewed the results of the RFP for Educational Master Plan (EMP) Advertisement Placing. One proposal was received to work with local media and place college advertisements.

Motion by Mr. Beaver, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved contract with Mark's Media Works in the amount of \$275,000 for EMP Advertising Placement.

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

- a. SUMMER CAPITAL PROJECTS – Mr. Beaver reported Facilities & Procurement Director Matt Schneider provided an overview of summer capital projects occurring at all Mid-State locations. Projects include Wisconsin Rapids Campus Learning Commons Project, Marshfield Campus Student Services & Information Center Project, IT Networking and Software Development Lab Phase 1, classroom renovations, bathroom remodel, air conditioning updates, HVAC projects and general construction and maintenance.
- b. FY17 OUT-OF-STATE TUITION REMISSION ANNUAL SUMMARY – Mr. Beaver reported that WTCS Administration Bulletin AB 04-02 authorizes District Boards to delegate authority to submit requests to the State Director for authorization to remit out-of-state tuition for needy and worthy students. No out-of-state tuition was remitted in 2016-17.
- c. FY18 OUT-OF STATE TUITION REMISSION ANNUAL REQUEST – Mr. Beaver reported that WTCS Administrative Bulletin AB 04-02 authorizes District Boards to delegate authority to submit requests to the State Director for authorization to remit out-of-state tuition for needy and worthy students. Mid-State will not request authority from the WTCS President to remit any out-of-state tuition for the 2017-18 academic year.

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

OFFICIAL PROCEEDINGS

June 19, 2017

Page 7

1. STRATEGIC PLAN UPDATE – Ms. Bruski Mallek reported Executive Team provided 2015-2020 Strategic Plan accomplishments for FY17 and highlighted FY18 initiatives. Next steps include continued Educational Master Plan implementation, employee mentoring and increased workforce training focus.

**XIII. DISCUSSION AND ACTION ITEM**

1. OUTCOMES BASED FUNDING REPORT – Vice President of Academics Dr. Sandy Kiddoo and Vice President of Student Services Dr. Mandy Lang shared framework for Outcomes Based Funding based on current provisions and impacts of language in the governors proposed budget. Outcomes Based Funding criteria selected by Mid-State were highlighted.

**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, July 10, 2017 at the Wisconsin Rapids Campus. Committees will meet at 3:30 p.m., Committee-of-the-Whole will meet at 4:00 p.m. and the organizational meeting will begin immediately following Committee-of-the-Whole, unless otherwise announced.

There being no further business, the Board meeting adjourned at 6:23 p.m. with a motion by Mr. Beaver, upon a voice vote.

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Peggy Ose, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

# H. REPORTS AND RECOMMENDATIONS

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WISCONSIN RAPIDS CAMPUS

JULY 10, 2017

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

# FINANCE & AUDIT

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WISCONSIN RAPIDS

JULY 10, 2017

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, July 10, 2017

TIME: 3:30 p.m.

A. Meeting called to order by Chairperson Charles Spargo

B. Call to Order

C. Meeting Notice Certification

This July 10, 2017, 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)

Due to the timing of the meeting, the month-end financial reports will be distributed during the meeting.

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

3. RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$3,850,000 GENERAL OBLIGATION PROMISSORY NOTES; AND SETTING THE SALE (Exhibit F)

A schedule of events for financing the FY18 capital budget was presented in June. Administration is now requesting authority to issue \$3,850,000 in general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds and equipment in 2017-18. During the August meeting, the Board will be asked to approve the official sale of these notes. Proceeds will be distributed shortly after the August sale. Representatives from Robert W. Baird, Inc., Mid-State's financial advisor, prepared the college's financing plan which will be distributed during the

meeting. Mid-State's bond counsel Quarles & Brady prepared the authorizing resolution contained in Exhibit F. Administration recommends Board action to authorize the borrowing of \$3,850,000.

4. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES

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

5. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# ACADEMIC & HUMAN RESOURCES

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WISCONSIN RAPIDS

JULY 10, 2017

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

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

DATE: Monday, July 10, 2017

TIME: 3:30 p.m.

- A. Committee meeting called to order by Chairperson Justin Hoerter
- B. Call to Order
- C. Meeting Notice Certification

This July 10, 2017, 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. MID-STATE ARTICULATION AGREEMENTS

To provide opportunities for students, Mid-State Technical College continues to foster partnerships with colleges and universities. Vice President of Academics Dr. Sandy Kiddoo

will provide an update on the current articulation agreements.

b. **JOB CENTER PARTNERSHIP**

Mid-State embarked on a new partnership with the Job Center in Wisconsin Rapids to provide additional services to the community, which includes computer literacy taught at the Job Center. School of General Education and Learning Resources Dean Beth Smith will provide an update on this partnership.

3. **COMMITTEE-OF-THE-WHOLE MEETING**

E. **ADJOURNMENT**

# FACILITIES & EXTERNAL RELATIONS

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WISCONSIN RAPIDS

JULY 10, 2017

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, July 10, 2017

TIME: 3:30 p.m.

A. Meeting called to order by Lynneia Miller

B. Call to Order

C. Meeting Notice Certification

This July 10, 2017, 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. LAKELAND COLLEGE RELOCATION

Director of Facilities & Procurement Matt Schneider will further discuss the Lakeland College Relocation Project. Project approval and request for state board approval will be sought.

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. No information items this month.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

# COMMITTEE-OF-THE-WHOLE

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WISCONSIN RAPIDS

JULY 10, 2017

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, July 10, 2017

TIME: 4:00 p.m.

A. Meeting called to order by Chairperson Betty Bruski Mallek

B. Meeting Notice Certification

This July 10, 2017, 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. WTCS PRESIDENTS ASSOCIATION STRATEGIC AREAS OF FOCUS

The WTCS Presidents Association met in June in Madison. The purpose of this meeting was to discuss annual planning and strategic areas of focus. President Dr. Shelly Mondeik will share additional details.

b. BOARD LEADERSHIP AND COMMITTEE ASSIGNMENT DISCUSSION

Board Chairperson Betty Bruski Mallek will lead a discussion regarding the appointment of officers for the 2017-18 year, Mid-State Board committee assignments and Wisconsin Technical College District Boards Association officer and committee assignments.

D. ADJOURNMENT

# I. DISCUSSION & ACTION ITEM(S)

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WISCONSIN RAPIDS

JULY 10, 2017

## 1. ELECTION OF OFFICERS

State Statute requires all Wisconsin technical colleges to meet the second Monday of July for an annual organizational meeting. During this meeting, newly appointed Board members are to be officially seated and officers for the forthcoming year are to be elected. Board action will be required to elect a Chairperson, Vice Chairperson, Secretary and Treasurer for the 2017-18 year.

## 2. MID-STATE BOARD COMMITTEE ASSIGNMENTS

As part of the Board's discussion during the organizational meeting, the Board Chairperson formally appoints members to the Board's three standing committees. Final appointment decisions will allow the committees to be fully operational by the August meeting.

## 3. WTC DISTRICT BOARDS ASSOCIATION COMMITTEE ASSIGNMENTS

Wisconsin Technical College District Boards Association Executive Director Layla Merrifield has written the districts requesting assistance in selection of 2017-18 Board of Directors and committee members. The Chairperson will be asking for input so those Mid-State representatives may be identified and submitted to the Association following the meeting.

# J. ADJOURNMENT

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## **EXHIBITS A – F**

## **PRESIDENT'S REPORT**

### **JULY 10, 2017**

1. In June, two Skills USA station champions from Mid-State traveled to Louisville, Kentucky, along with Instructor and Skills USA Advisor Mike Berry, to compete in the Skills USA National Leadership and Skills Conference. Dan Zdroik is a machine tool student who competed in precision machining, placing 5<sup>th</sup> in the nation. Madelyn Matthews, a welding student, completed in welding sculpture, placing 20<sup>th</sup>. More information will be shared about Skills USA during the August Board meeting.
2. This past academic year, Mid-State participated as a site for STEM Scouts lab. We were able to serve ten youth in the Mid-State STEM lab. Participants completed a variety of STEM activities such as: building and programming robots, investigating fluid power, welding ornamental bird houses, learning about urban ecology, exploring vertical farming, learning about Newtons Three Laws of Motion by building simple machines and more. Participants enjoyed the activities, the welding lab and touring the MIKE.
3. On June 14, Central Wisconsin students in grades 6 through 8 came to College Camp 2017. The students had a hands-on opportunity to explore the careers and crucial skills of tomorrow. Each attendee participated in four sessions of their choice which included the following programs: Accounting, Advanced Manufacturing, Corrections and Community Advocacy, Criminal Justice Studies, Cosmetology, Early Childhood Education, Emergency Medical Services, Fire Protection Technician, IT Networking Specialist, Nursing, Urban Forestry, and Welding. The primary goal of the Camp is to broaden young student's perspective of career possibilities through onsite, hands-on, career discovery in a fun and engaging way. College Camp 2017 drew in about 70 students.
4. My travel between now and mid-August will include:
  - Weekly Rotary Meetings
  - Stevens Point Campus Visit
  - Protective Services Night at the Wisconsin Rapids Rafters Game
  - WTCS Board Meeting
  - Presidents Association Meeting
  - Summer Boards Association Meeting
  - Mid-State Foundation Board Meeting
  - Wisconsin Women in Higher Education Leadership Conference
  - Marshfield Campus Visit
  - CQIN Summer Institute

EXHIBIT C

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Materials will be distributed at the meeting.

## June Contracted Services Agreements Meeting on July 10, 2017

Contract Number	Contracted With	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount	Notes
146344	Adams-Friendship Area School District	Transcripted Credit Courses	560	17	9,211.42	*Note
146345	Granton Area School District	Transcripted Credit Courses	70	2	392.74	*Note
146346	Pittsville Public School District	Transcripted Credit Courses	420	35	14,036.00	*Note
146347	Port Edwards School District	Transcripted Credit Courses	70	4	521.40	*Note
146348	School District of Aubumdale	Transcripted Credit Courses	700	45	19,575.82	*Note
146349	School District of Marshfield	Transcripted Credit Courses	2030	230	100,813.18	*Note
146350	School District of Nekoosa	Transcripted Credit Courses	630	85	30,811.85	*Note
146351	School District of Tomorrow River	Transcripted Credit Courses	385	55	27,034.56	*Note
146352	Stevens Point Area School District	Transcripted Credit Courses	1750	255	88,640.39	*Note
146353	Tri-County Area School District	Transcripted Credit Courses	210	25	10,620.75	*Note
146354	Wisconsin Rapids Public Schools	Transcripted Credit Courses	1680	235	108,644.00	*Note
146356	Assumption Catholic Schools	Transcripted Credit Courses	70	8	2,301.92	*Note
146384	Marshfield Unified School District	Heartsaver First Aid, CPR, AED	25	63	3,500.00	
146385	University of WI - Stevens Point	Firearms Training	4	5	550.00	
146386	Portage County Sherriff - Jail Division	Department of Corrections Refresher Training	16	28	1,200.00	
146387	Village of Port Edwards	Heartsaver First Aid, CPR, AED	6.5	9	520.00	
		<b>Total:</b>			<b>418,374.03</b>	

Explanation when the contract amount is less than WTCS full-cost computation:

\*Note: A Special transaction procedure and pricing for transcripted credit course determined by WTCS.

**FINANCE & AUDIT COMMITTEE**  
**2017 Procurement of Goods and Services**  
**July 10, 2017**

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

<b>PROCUREMENTS NOT REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>SP CAMPUS – TELEPRESENCE ROOM – INFORMATION TECHNOLOGY</u></b>		
Heartland Business Systems, Eau Claire, WI	<b>\$ 25,037.15</b>	State Contract
<b><u>SP CAMPUS – COMPUTER EQUIPMENT – INFORMATION TECHNOLOGY</u></b>		
CDW-G, Vernon Hills, IL	<b>\$ 31,500.00</b>	State Contract
❖ Subtotal for Procurements Not Requiring Board Action	<b><u>\$ 56,537.15</u></b>	

**GRAND TOTAL** **\$ 56,537.15**

## **PROCUREMENT & SELECTION METHODS DEFINED-**

MSTC and the Wisconsin Technical College System have purchasing policies. The purchasing method applied meets those policies.

**BID** - A public notice is published in the local newspaper. Potential bidders are notified of the publication based on industry knowledge and past projects. Interested bidders can request plans and specifications to be used for bid preparation. The lowest fixed-price bid is accepted from a responsible bidder meeting specifications.

**QUOTE** – Written quotes are solicited from three or more vendors (if available). The lowest quote meeting specifications is selected.

**REQUEST FOR PROPOSAL (RFP)** – A competitive selection process was completed to select the vendor for the purchase. Award was based on criteria that may include price and other critical criteria such as service, experience, references etc. Criteria is weighted and scored by evaluators. Agreements for services can extend for multiple years.

**COOP (Cooperative) Purchase** – A competitive procurement method was utilized to select the vendor and the contract was approved by the WTCS office for use by the college. (Includes NJPA – National Joint Powers Alliance, WSCA – Western States Contract Alliance, National IPA – National Intergovernmental Purchasing Alliance.

**STATE CONTRACT** – A state agency such as the Dept. of Administration or UW system processed a bid or RFP and awarded the products and/or services to this vendor. MSTC is able to negotiate a lower price directly with the vendor.

**CONSORTIUM CONTRACT** – The WTCS Purchasing Consortium has completed a competitive selection process by RFP or Bid MSTC is able to participate without fulfilling a college-directed process.

**SOLE SOURCE** – The item or service is available from a single source, or after solicitation in a competitive procurement competition is determined to be inadequate, or the purchase is from another governmental body, or cooperative purchasing under S 16.73, Wis. Stats. is utilized, or the federal grantor agency authorizes noncompetitive negotiation, or an advisory committee requires the product brand for training students for local employment, or the product is purchased as used which does not require competitive bidding due to the nature of procurement used.

**MANDATORY** – MSTC is required to pay for the service or membership to operate.

## RESOLUTION NO. \_\_\_\_

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED  
\$3,850,000 GENERAL OBLIGATION PROMISSORY NOTES;  
AND SETTING THE SALE

WHEREAS, the Mid-State Technical College District, Adams, Clark, Jackson, Juneau, Marathon, Portage, Waushara and Wood Counties, Wisconsin (the "District") is presently in need of \$1,270,915 for the public purpose of paying the cost of building remodeling and improvement projects and \$2,579,085 for the public purpose of paying the cost of acquiring movable equipment; and there are insufficient funds on hand to pay said cost;

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

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,270,915 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$2,579,085 for the public purpose of paying the cost of acquiring movable equipment; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed THREE MILLION EIGHT HUNDRED FIFTY THOUSAND DOLLARS (\$3,850,000) from Robert W. Baird & Co. Incorporated (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed THREE MILLION EIGHT HUNDRED FIFTY THOUSAND DOLLARS (\$3,850,000) (the "Notes"). There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof within ten years of the date of issuance of the Notes.

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the

Marshfield News-Herald, the official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A and B and incorporated herein by this reference (collectively, the "Notice").

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

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

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

Adopted, approved and recorded July 10, 2017.

\_\_\_\_\_  
Chairperson

Attest:

\_\_\_\_\_  
Secretary