



BOARD OF DIRECTORS MEETING

July 9, 2018

Wisconsin Rapids Campus
Room L133-134



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MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS CAMPUS

JULY 9, 2018

- AGENDA: DISTRICT BOARD MEETING
- PLACE: Room L133-134
Mid-State Wisconsin Rapids Campus
500 32nd Street North
- DATE: Monday, July 9, 2018
- TIME: Immediately following Committee-of-the-Whole
- A. Meeting called to order by Chairperson Justin Hoerter
- B. Roll Call
- C. Meeting Notice Certification

This July 9, 2018, 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. 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.

E. Approval of Minutes – June 18, 2018 Regular Meeting

F. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for June 2018 are contained in Exhibit B. These bills total \$1,151,771.20 of which \$1,016,283.82 represents operational expenditures and \$135,487.38 represents capital expenditures.

The District's regular payrolls were issued on June 8 and 22. Payroll disbursements for the month of June totaled \$1,369,719.58 plus \$21,784.05 for travel and miscellaneous reimbursements, and \$622,232.42 in fringe benefits, for a total payroll disbursement of \$2,013,736.05.

Administration recommends approval of the payment of these obligations totaling \$3,165,507.25.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into 13 contracted service agreements totaling \$613,043.94. A summary of these agreements is contained in Exhibit D. The individual contracts are available for review upon request. 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 will require prior Board approval.

G. 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 \$4,800,000 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. Three-Year Facilities Plan
3. Information Items
4. Committee-of-the-Whole Meeting

d. Committee-of-the-Whole

1. WTCS Presidents Association Scope of Work
2. Board Leadership and Committee Assignment Discussion
3. Board Policy Review

H. Discussion and Action Items

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

I. Closed Session

The Board will entertain a motion to convene in closed session, pursuant to s. 19.85(1)(c) Wisconsin Statutes, to discuss the evaluation and/or compensation of the College President. The Board may take such action as may be appropriate while in closed session.

Following the closed session, the Board will entertain a motion to reconvene in open session and may take further action, if necessary and appropriate. Thereafter, the Board will entertain a motion to adjourn.

J. Adjournment

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids Campus

June 18, 2018

PUBLIC HEARING

Board Chairperson Justin Hoerter called the Public Hearing to order at 5:01 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Dr. William Greb, Justin Hoerter, Richard Merdan, Lynneia Miller, Peggy Ose, Charles Spargo, and Dr. Shelly Mondeik

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Dr. Beth Ellie, Robb Fish, Dr. Mandy Lang, Ray McLemore, Brad Russell, Matt Schneider, Dr. Deb Stencil, Mary Struthers, and Angie Susa

Mr. Hoerter announced that Wisconsin Statutes require the Mid-State Board to publish the proposed budget and to hold a Public Hearing prior to formal adoption of a budget. The purpose of this Public Hearing is to receive input from the general public. A formal budget presentation has been made to the Mid-State Board and was accessible by the general public through the public access channel. Publication of the 2018-19 Budget Summary and notice of this Public Hearing has occurred in three community newspapers. A copy of the 2018-19 Budget Booklet, meeting WTCS requirements, is available upon request.

There being no comments from the audience, Vice President of Finance & Facilities Robb Fish highlighted the most significant changes encompassing the 2018-19 Budget.

With no questions or concerns from Board members, Mr. Beaver motioned to adjourn the Public Hearing, seconded by Ms. Bruski Mallek, at 5:05 p.m.

I. ROLL CALL

Board Chairperson Justin Hoerter called the meeting to order at 5:20 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Dr. William Greb, Justin Hoerter, Richard Merdan, Lynneia Miller, Peggy Ose, Charles Spargo, and Dr. Shelly Mondeik

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Dr. Beth Ellie, Robb Fish, Dr. Mandy Lang, Ray McLemore, Brad Russell, Matt Schneider, Dr. Deb Stencil, Mary Struthers, and Angie Susa

II. MEETING NOTICE CERTIFICATION

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

III. OPEN FORUM

Mr. Hoerter opened the meeting for comments from the audience. No one wished to address the Board.

IV. APPROVAL OF MINUTES

Motion by Mr. Beaver, seconded by Ms. Crass, upon a voice vote, unanimously approved minutes from the board meeting held May 21, 2018 as presented.

V. CONSENT AGENDA

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

1. The district's bills for the month of May 2018 were presented in Exhibit B. These bills totaled \$904,857.50 of which \$702,518.79 represents operational expenditures and \$202,068.71 represents capital expenditures.

The district's payroll for the month of May totaled \$1,390,604.33 plus \$21,094.01 for travel and miscellaneous reimbursements and \$618,956.80 in fringe benefits. The district's bills and payroll totaled \$2,935,242.64.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146436	HeartSaver First Aid/CPR/AED	\$ 3,450.00
146437	HeartSaver First Aid/CPR/AED	\$ 3,490.00
149118	Construction Fundamentals	\$ 4,270.00
146450	HeartSaver CPR/AED Adult/Child	\$ 539.00
146451	Multiple-Confirmatory Draw Initial and Update	\$ 7,931.04
149008	Multiple	\$ 8,111.27

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$58,237.00	CC&N	Information Technology
\$142,827.30	Paragon Development Systems	Information Technology

VI. CHAIRPERSON'S REPORT

1. Mr. Hoerter welcomed Board members to the meeting.

2. Mr. Hoerter announced the Summer Boards Association meeting will be held July 12-14 in Green Bay. The meeting will feature an in-service presentation on understanding college budgets. Representing Mid-State will be Robert Beaver, Betty Bruski Mallek, Kristin Crass, Lynneia Miller, Charles Spargo and Dr. Shelly Mondeik.

3. Mr. Hoerter announced the 2018 ACCT Leadership Congress will be held October 24-27 in New York. Anyone interested in attending should contact Ms. Susa so proper arrangements can be made.

OFFICIAL PROCEEDINGS

June 18, 2018

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4. Mr. Hoerter announced the annual organizational meeting will be held Monday, July 9. Committee meetings will begin at 3:30 p.m.

5. Mr. Hoerter announced Peggy Ose, having served the Mid-State Board since July 2005, would no longer be serving. She served as an employer member representing Aspirus Riverview Hospital. On behalf of Mid-State Technical College and the Board of Directors, Ms. Ose was presented with a clock.

6. The next Mid-State Board of Directors meeting will be held on Monday, July 9 at the Wisconsin Rapids Campus. Committee meetings will be held at 3:30 p.m., Committee-of-the-Whole will begin at 4:00 and the regular meeting will begin at 4:20 p.m., unless otherwise announced.

VII. FOUNDATION BOARD LIAISON REPORT

1. Foundation and Alumni Liaison Betty Bruski Mallek reported the Foundation Golf Event was a success. Data points will be shared at the next meeting.

2. Ms. Bruski Mallek reported Foundation and College staff along with Foundation Board members attended a professional development opportunity earlier in the month. "Building a Five-Star Foundation" was presented.

VIII. PRESIDENT'S REPORT

1. Dr. Mondeik reported she has held meetings with part-time faculty over the past month to share the College's vision and direction, receive feedback and discuss college strengths and opportunities. Over 25 individuals have attended.

2. Dr. Mondeik highlighted a recent table top exercise focused on cyber security. The exercise was facilitated by Districts Mutual Insurance.

3. Dr. Mondeik reported the Presidents Association met in early June to discuss planning for the upcoming year. Dr. Mondeik will serve as the Presidents Association Secretary for FY19. She will continue serving on the Incarcerated Task Force as well as the Grants Liaison.

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 noted that procurements were being approved for FY18 and FY19. There were no questions or concerns.

3. Mr. Spargo reported the proposed 2018-19 (FY19) budget had been received by the Finance & Audit Committee during a special meeting on May 2, and subsequently presented to the full Board on May 21. 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. A Public Hearing took place before the meeting.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, unanimously approved the following 2018-19 Mid-State Technical College Budget Resolution:

OFFICIAL PROCEEDINGS

June 18, 2018

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WHEREAS, Mid-State Technical College prepared a budget for the 2018-19 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, 2018, consists of \$28,470,000 in promissory notes and \$1,530,000 in general obligation bonds;

WHEREAS, the anticipated revenues for the 2018-19 budget consist of \$12,564,328 from Local Government, \$14,808,198 from State Aids, \$7,372,000 from Student Fees, \$8,349,129 from Institutional Sources, and \$6,257,913 from the Federal Government; and

WHEREAS, other funding sources for the 2018-19 budget consist of \$4,800,000 in proceeds from long-term debt; and

WHEREAS, the estimated retained earnings and fund balances as of July 1, 2018, consist of \$10,794,795 in the General Fund, \$471,945 in the Special Revenue Fund - Operational, \$5,338,740 in the Special Revenue Fund – Non-Aidable, \$534,043 in the Debt Service Fund, \$742,917 in the Capital Projects Fund, \$1,052,358 in the Enterprise Fund, and \$976,282 in the Internal Service Fund;

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the appropriations for the 2018-19 budget consisting of the following fund types and functions:

In the General Fund - \$17,737,028 for Instruction, \$1,070,844 for Instructional Resources, \$3,957,047 for Student Services, \$5,255,330 for General Institutional, and \$2,120,333 for Physical Plant;

In the Special Revenue Fund – Operational - \$885,067 for Instruction and \$2,000 for Physical Plant;

In the Special Revenue Fund - Non-Aidable - \$6,447,565 for Student Services and \$250,000 for General Institutional;

In the Capital Projects Fund - \$1,960,199 for Instruction, \$229,100 for Instructional Resources, \$396,000 for Student Services, \$583,128 for General Institutional, and \$2,209,500 for Physical Plant;

In the Debt Service Fund - \$5,980,245 for Physical Plant;

In the Enterprise Fund - \$1,250,096 for Auxiliary Services; and,

In the Internal Service Fund - \$5,069,917 for Auxiliary Services.

BE IT FURTHER RESOLVED that the approval includes any modifications to the 2018-19 budget resulting from public input during the Public Hearing, and formally endorsed by the board.

BE IT FURTHER RESOLVED that this 2018-19 budget be submitted, as approved, to the Wisconsin Technical College System Board prior to July 1, 2018, 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 timetable for capital financing. The schedule begins in July 2018 when an initial resolution will be presented for the proposed debt offering. Finance will continue to work through the timeline. FY19 will include one bond offering to minimize cost.
- b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

1. In place of Academic & Human Resources Committee Chairperson Lynneia Miller, Peggy Ose reported the committee had no consent agenda items this month.
2. The following items were presented for informational purposes only:
 - a. LAW ENFORCEMENT ACADEMY GRADUATION – Ms. Ose provided an overview of the May 23 Law Enforcement Academy graduation. The comprehensive 720 hour academy graduated its 25th class; 18 men and women who will now begin their law enforcement careers.
 - b. INTERNATIONAL STUDENT EXPERIENCE – JAPAN – Ms. Ose highlighted Mid-State’s recent international travel opportunity for students. Led by Marketing and Business Instructor Jon Steele, participating students explored and learned about Japanese culture. Eight students participated along with three staff members.

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 announced 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. Currently, Vice President of Student Services Dr. Mandy Lang is Mid-State’s delegate. Administration recommended adding Mid-State President Dr. Shelly Mondeik as a delegate for reporting authority.

Motion by Mr. Beaver, seconded by Dr. Greb, upon a roll call vote, unanimously approved Dr. Shelly Mondeik as a delegate for out-of-state tuition remission reporting.

3. Mr. Beaver noted that Mid-State must also annually report actual out-of-state tuition remission. During the 2017-18 academic year, no out-of-state tuition was remitted.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the FY18 out-of-state tuition remission annual summary.

4. Mr. Baver reported that Mid-State tuition remission delegates must also annual submit requests for out-of-state tuition. Mid-State Technical College will not request authority from the WTCS President to remit any out-of-state tuition for the 2018-19 academic year.

OFFICIAL PROCEEDINGS

June 18, 2018

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Motion by Mr. Beaver, seconded by Dr. Greb, upon a roll call vote, unanimously approved that Mid-State will not request authority to remit any out-of-state tuition for the 2018-19 academic year.

5. Mr. Beaver reported the committee reviewed bid results for the L-Building Restroom Remodel Project. Three bids were received ranging from \$88,900 to \$92,000.

Motion by Mr. Beaver, seconded by Dr. Greb, upon a roll call vote, unanimously awarded contract to Eagle Construction in the amount of \$88,900 for the L-Building Restroom Remodel Project.

6. Mr. Beaver reported the committee reviewed bid results for the Marshfield Campus Restroom Remodel Project. Four bids were received ranging from \$104,600 to \$123,000.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously awarded contract to Findorff in the amount of \$104,600 for the Marshfield Campus Restroom Remodel Project.

7. Mr. Beaver reported the committee reviewed the bid results for the Wisconsin Rapids Cafeteria Remodel Project. Project bids ranged from \$84,390 to \$88,800.

Motion by Mr. Beaver, seconded by Ms. Miller, upon a roll call vote, unanimously awarded contract to Eagle Construction in the amount of \$84,390 for the Wisconsin Rapids Cafeteria Remodel Project.

8. The following items were presented for informational purposes only:
- a. SUMMER FACILITIES PROJECTS – Mr. Beaver highlighted the various facilities projects occurring at Mid-State locations this summer. Multiple projects are underway with others beginning July 1.
 - b. CAREER CRUISING AND INSPIRE – Mr. Beaver reported Vice President of Student Services Dr. Mandy Lang provided an overview and demonstration of Career Cruising and Inspire. Career Cruising and Inspire are used as a recruitment tool in partnership with K-12. Opportunities are many with this program and assists in removing barriers to student success.

XII. COMMITTEE-OF-THE-WHOLE

1. OUTCOMES BASED FUNDING – Mr. Hoerter reported the Board received an overview of Outcomes Based Funding from Vice President of Finance & Facilities Robb Fish. Outcomes Based Funding, established in 2015, ties state aid to performance. Funding is awarded based on ten criteria, seven of which are selected for evaluation by each college. Many criteria are based on three-year averages and enrollments, as such, the distribution of funds does not vary much from year to year. Mid-State submitted selections for 2018-19 and will be evaluating options for increased aid in 2019-2020.

XIII. DISCUSSION AND ACTION ITEM

1. INSTITUTIONAL ACCREDITATION UPDATE – Mid-State Interim Vice President of Academics Dr. Deb Stencil and Institutional Effectiveness & Quality Manager Dr. Beth Ellie provided an introduction to regional accreditation and the Higher Learning Commission, an overview of Mid-State's eight-year accreditation cycle and the status of Mid-State's current accreditation projects/change applications.

2. 60 FORWARD – Mid-State Vice President of Student Services Dr. Mandy Lang and Vice President of Workforce & Economic Development Dr. Bobbi Damrow provided an overview of the 60 Forward education attainment goal set by the Wisconsin Technical College System, the University of Wisconsin System and the Wisconsin Association of Independent Colleges and Universities as part of a Lumina Foundation Initiative. The goal is that by 2027, 60% of Wisconsin citizens aged 25-64 will hold some type of postsecondary credential. Mid-State is a leader college in two areas of student success.

XIV. CLOSED SESSION

Mr. Hoerter announced the Board would convene to closed session, pursuant to s. 19.85(1)(c) and/or (f), Wisconsin Statutes, as appropriate to discuss a confidential employment matter and related personnel information. The Board may take action in closed session, if necessary and appropriate.

Following the closed session, the Board will entertain a motion to reconvene in open session and will then take further action that is necessary and appropriate. Thereafter, the Board will entertain a motion to adjourn the meeting.

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

The Board moved into closed session at 6:30 p.m.

XV. ADJOURNMENT

The Board reconvened in open session at 6:51 p.m. There was no action or further business as a result of the closed session.

There being further business, the Board meeting adjourned at 6:52 p.m. with a motion by Mr. Beaver, upon a voice vote.

The next meeting of the Mid-State Technical College Board will be on Monday, July 9, 2018 at the Wisconsin Rapids Campus. Committees will meet at 3:30 p.m., unless otherwise announced, Committee-of-the-Whole will meet at 4:00 p.m. and the regular meeting will begin immediately following Committee-of-the-Whole.

, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

G. REPORTS AND RECOMMENDATIONS

WISCONSIN RAPIDS CAMPUS

JULY 9, 2018

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 CAMPUS

JULY 9, 2018

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, July 9, 2018

TIME: 3:30 p.m.

A. Meeting called to order by Chairperson Charles Spargo

B. Call to Order

C. Meeting Notice Certification

This July 9, 2018, 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 and year end closing activities, the month-end financial reports will not be available. A report-out of FY18 will be provided at the August meeting.

3. RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$4,800,000 GENERAL OBLIGATION PROMISSORY NOTES; AND SETTING THE SALE (Exhibit F)

A schedule of events for financing the FY19 capital budget was presented in June. Administration is now requesting authority to issue \$4,800,000 in general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds and equipment in 2018-19. 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 is recommending board action to authorize the borrowing of \$4,800,000.

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

WISCONSIN RAPIDS CAMPUS

JULY 9, 2018

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

PLACE: Room A113
Mid-State Wisconsin Rapids Campus
500 32nd Street North

DATE: Monday, July 9, 2018

TIME: 3:30 p.m.

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

This July 9, 2018, 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. NEW SUMMER OFFERINGS

Mid-State is holding more classes this summer to meet student and employer need. Three new summer classes will be highlighted by Interim Vice President of Academics Dr. Deb Stencil.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS CAMPUS

JULY 9, 2018

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, July 9, 2018

TIME: 3:30 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This July 9, 2018, 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. THREE-YEAR FACILITIES PLAN

Every year, each WTCS District is required to submit a District Board approved Three-Year Facilities Plan to the WTCS. Director of Facilities & Procurement Matt Schneider will present Mid-State's Three-Year Facilities Plan for review and approval.

3. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. WAT GRANT SUCCESS

Vice President of Workforce & Economic Development Dr. Bobbi Damrow will provide an update on the WTCS Workforce Advancement Training Grant (WATG) awards. These grants support upskilling the incumbent workforce.

4. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS CAMPUS

JULY 9, 2018

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, July 9, 2018

TIME: 4:00 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Meeting Notice Certification

This July 9, 2018, 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:

1. WTCS PRESIDENTS ASSOCIATION SCOPE OF WORK

The WTCS Presidents Association met in June to discuss annual planning and strategic areas of focus for the 2018-19 year. President Dr. Shelly Mondeik will share additional details.

2. BOARD LEADERSHIP AND COMMITTEE ASSIGNMENT DISCUSSION

Board Chairperson Justin Hoerter will lead a discussion regarding the appointment of officers for the 2018-19 year, Mid-State Board committee assignments and Wisconsin Technical College District Boards Association committee assignments.

3. BOARD POLICY REVIEW

The Board implemented a comprehensive Board Policy review and revision process in 2011 that includes a biennial review of all Board Policies to ensure policies remain accurate, up-to-date and reflect current practices. Board Policies are presented in three groups over a three month period (July, August and September) for review and feedback and followed by a request for approval of all three groups

of policies in October. Exhibit G contains the first of three groups of Board Policies for review and consideration. Board members may provide feedback on all policies prior to the October Board meeting.

D.

ADJOURNMENT

H. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS CAMPUS

JULY 9, 2018

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 appointment 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 2018-19 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

Chairperson Justin Hoerter will facilitate a conversation regarding District Boards Association committee involvement and will identify those Board members wishing to serve the Association.

J. ADJOURNMENT

EXHIBITS A – G

PRESIDENT'S REPORT
JULY 9, 2018

1. On June 21, Mid-State was the sole sponsor of Lunch-by-the-River. This weekly event is held at Veteran's Memorial Park in Wisconsin Rapids June through August. Drawing a crowd from across the city of Wisconsin Rapids and the region, Mid-State showcased our new Renewable Energy vehicle, all six academic schools, and our new fall starting programs. Workforce & Economic Development and Continuing Education graciously hosted a hands-on exhibit drawing people in. We worked closely with the seven food vendors present and were able to support them and provide an opportunity for Mid-State staff to come to lunch, represent the college, and enjoy the afternoon's entertainment. In total, 64 Mid-State staff were in attendance.
2. Wood County will be hosting this year's Farm Technology Days, July 10-12, and Mid-State will be there! We expect nearly 40,000 people to attend this event and see Mid-State's significant presence. The college will be strategically placed throughout. We will be in Innovation Square with the MIKE and the Renewable Energy vehicle, in the Family Living Educational Center promoting the "Stop the Bleed" campaign and EMS, and the Commercial Exhibitor area, spaces 629-630 and A040. We will have exhibits for all six academic schools and Workforce & Economic Development, where we will be able to give visitors an opportunity to stop and engage with us through hands-on displays and resources.
3. On June 13, Central Wisconsin students in grades 6-8 came to College Camp 2018: Lights, Camera, Action! The students had a hands-on opportunity to explore careers and crucial skills of tomorrow. Each attendee participated in four sessions of their choice which included the following: Accounting Campus Scavenger Hunt, Civil Engineering Technology, Criminal Justice Students-Escape Room, Cosmetology, Creative Writing, Diesel and Heavy Equipment 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 2018 drew in over 90 students.
4. The Cosmetology/Barbering programs have teamed up with the Wisconsin Rapids Rafters Baseball team to offer free haircuts for players and coaches. This partnership will provide Mid-State with program advertising during home games. In addition, due to high demand of the Cosmetology program, Mid-State is launching a new part-time program this fall, in addition to our full time cohort. This will provide students with an additional option to complete Cosmetology coursework Monday/Tuesday/Thursday from 4:00-9:00 p.m.
5. Mid-State was honored to host HATCH, a Shark Tank style pitch event on Wednesday, June 20, in the Urban Forestry Lab. Five local entrepreneurs pitched their business idea to a panel of jurors and live audience (approximately 75 attendees) for their shot at \$2,000 to further the idea and move on to a finalist round matching up with other HATCH winners from across central Wisconsin for the grand prize. Vice President of Workforce & Economic Development Dr. Bobbi Damrow was one of the jurors. This event aligned with two new Mid-State initiatives: 1. Mid-State successfully offered our

first continuing education 10-part series to support a cohort of nine individuals through the steps to start and sustain their own business (three successfully have already started their own business) and 2. Mid-State is launching a new Entrepreneurship technical diploma embedded in our reimagined Business Management program starting this Fall 2018 semester. HATCH is created and produced by BrightStar WI Foundation and NEWaukee. Local partners included Mid-State, Current-Wisconsin Rapids and Encourage Community Foundation.

6. My travel between now and mid-July will include:
 - Weekly Rotary Meetings – Wisconsin Rapids
 - Community Partner Meeting – Wisconsin Rapids
 - WTCS Board Meeting – La Crosse
 - Farm Technology Days – Marshfield
 - WWHEL Summer Board Retreat – Stevens Point
 - Summer District Boards Association Meeting – Green Bay

EXHIBIT C
Intentionally left blank

June Contracted Service Agreements Meeting on July 9, 2018

Contract Number	Location of Business/Agency	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount	Notes
146394	Friendship	Transcribed Credit Classes	560	58	29,020.24	*Note
146395	Granton	Transcribed Credit Classes	350	20	5,988.59	*Note
146396	Pittsville	Transcribed Credit Classes	630	53	22,913.74	*Note
146397	Port Edwards	Transcribed Credit Classes	70	10	4,209.30	*Note
146398	Auburndale	Transcribed Credit Classes	490	81	34,134.09	*Note
146399	Marshfield	Transcribed Credit Classes	2240	281	104,643.80	*Note
146400	Nekoosa	Transcribed Credit Classes	770	74	30,871.91	*Note
146401	Amherst	Transcribed Credit Classes	700	144	63,422.64	*Note
146402	Stevens Point	Transcribed Credit Classes	1470	358	155,334.53	*Note
146403	Plainfield	Transcribed Credit Classes	210	27	11,635.11	*Note
146404	Wisconsin Rapids	Transcribed Credit Classes	1680	306	139,945.81	*Note
146405	Tomahawk	Transcribed Credit Classes	70	23	9,681.39	*Note
146453	Cadott	Transcribed Credit Classes	70	3	1,282.79	*Note
				Total:	\$613,043.94	

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

June Contract Training Proposals For Informational Purposes

Proposal Number	Location of Business/Agency	Type of Service	Proposal Amount
P18-2084 <small>(Revised)</small>	Wisconsin Rapids	Security Improvements - TA	450.00
P18-2085	Adams	Digital Marketing Education Series	1,150.00
		Total:	\$1,600.00

FINANCE & AUDIT COMMITTEE
Procurement of Goods and Services
July 9, 2018

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 - POND IMPROVEMENTS - FACILITIES</u>		
Weichert Trucking, Arpin, WI	\$ 25,500.00	Quotes
LNJ Trucking& Landscaping, WI Rapids, WI	\$ 29,220.00	
Wolosek Landscaping, WI Rapids, WI	\$ 38,675.00	
<u>WR CAMPUS - CELL PHONE REPEATER - INFORMATION TECHNOLOGY</u>		
CC&N, Brookfield, WI	\$ 27,022.00	Quotes
Complete Cellular, Wausau, WI	\$ 30,311.00	
Innovative Technology Solutions, Stevens Point	\$ 45,000.00	
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$ 52,522.00</u>	

GRAND TOTAL **\$ 52,522.00**

PROCUREMENT & SELECTION METHODS DEFINED-

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

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

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

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

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

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

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

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

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

RESOLUTION NO. ____

RESOLUTION AUTHORIZING THE ISSUANCE OF
NOT TO EXCEED \$4,800,000 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 \$1,331,500 for the public purpose of paying the cost of building remodeling and improvement projects; in the amount of \$3,320,500 for the public purpose of paying the cost of acquiring movable equipment; and in the amount of \$148,000 for the public purpose of paying the cost of site improvements; and there are insufficient funds on hand to pay said costs;

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 \$1,331,500 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 \$3,320,500 for the public purpose of paying the cost of acquiring movable equipment; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$148,000 for the public purpose of paying the cost of site improvements; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed FOUR MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$4,800,000) from Robert W. Baird & Co. Incorporated (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed FOUR MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$4,800,000) (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 Stevens Point Journal, the official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A, B and C (collectively, the "Notices") and incorporated herein by this reference.

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 Notices 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 9, 2018.

Chairperson

Attest:

Secretary

(SEAL)


BOARD OF DIRECTORS POLICY

 Policy Section: **BOARD-PRESIDENT RELATIONSHIP**
Policy Title: ASSESSING COLLEGE EFFECTIVENESS

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

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

College effectiveness may be assessed in various ways:

- **INTERNAL REPORTS** - Disclosure of compliance information to the Board from the President. Internal reports may include but are not limited to:
 - Key Results
 - Programs
 - Major Programmatic and/or Capital Initiatives
 - Financial Reports
 - Board Special Requests

- **EXTERNAL REPORTS** - Disclosure of compliance information by an external auditor or other persons or entities external to the institution. External reports include but are not limited to:
 - Financial Audit/Management Reports
 - Licensing Examination Results
 - Accreditation Reports
 - WTCS Reports on College Comparables

- **DIRECT BOARD INSPECTION** - Discovery of compliance information by an ad hoc committee, or the Board as a whole. This is an inspection of documents, activities, or circumstances directed by the Board which allows a test of policy compliance.

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016

Revised: October 15, 2012; October 17, 2016

Policy Title: DELEGATION TO THE PRESIDENT

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

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

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016

Revised:

Policy Title: PRESIDENT'S RESPONSIBILITIES

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

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

The President has three major functions:

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

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016

Revised: October 17, 2016

Policy Title: COMMUNICATION AND COUNSEL TO THE BOARD

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

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

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016

Revised:

Policy Title: GENERAL EXECUTIVE CONSTRAINTS

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

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

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016

Revised:

Policy Title: COLLEGE MISSION AND VISION

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

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

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016

Revised:

Policy Title: COLLEGE PURPOSES

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

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

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

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

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

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

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016

Revised: October 20, 2014

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

Policy Title: STRATEGIC DIRECTIONS

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

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

* 2015-17 Strategic Directions

2018-2020 STRATEGIC DIRECTIONS

(Aligning with Mid-State's Key Results and Strategic Plan timeline)

January 1, 2018 – June 30, 2020

Through the pursuit of excellence and continuous improvement the college will...

- Provide responsive, flexible, high quality education to foster student achievement through career pathways and life-long learning to the communities we serve.
- Deliver dynamic, innovative solutions to provide a skilled workforce and enhance economic viability within the district as a community partner.
- Strengthen K-12 partnerships to maximize student access and student success.

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016

Revised: October 15, 2012; October 20, 2014