



BOARD OF DIRECTORS MEETING

October 15, 2018

Wisconsin Rapids Campus
Room L133-134



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MID-STATE DISTRICT BOARD OF DIRECTORS

WISCONSIN RAPIDS CAMPUS

OCTOBER 15, 2018

AGENDA: DISTRICT BOARD MEETING

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

DATE: Monday, October 15, 2018

TIME: 5:20 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Roll Call

C. Meeting Notice Certification

This October 15, 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 – September 17, 2018 Regular Meeting

F. Consent Agenda

1. PAYMENT OF BILLS AND PAYROLL

District bills for September 2018 are contained in Exhibit B. These bills total \$3,425,632.98 of which \$1,997,072.57 represents operational expenditures and \$1,428,560.41 represents capital expenditures.

The District's regular payrolls were issued on September 14 and 28. Payroll disbursements for the month of September totaled \$1,311,537.62 plus \$15,137.72 for travel and miscellaneous reimbursements, and \$640,806.64 in fringe benefits, for a total payroll disbursement of \$1,967,481.98.

Administration recommends approval of the payment of these obligations totaling \$5,393,114.96.

2. CONTRACTED SERVICES AGREEMENTS

The District has entered into four contracted service agreements totaling \$12,113.95. 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.

4. DISTRICT BOARD POLICY REVIEW AND APPROVAL

As part of Mid-State's Board Policy Review Schedule, Board members have reviewed all Board Policies for accuracy and relevance over the past three months. Policies along with suggested changes are contained in Exhibit H. Approval of Mid-State District Board Policies is recommended.

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. 2017-18 Budget Amendments
4. Certification of 2018-19 Tax Levy
5. Information Items
6. Committee-of-the-Whole Meeting

b. Academic & Human Resources Committee

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

c. Facilities & External Relations Committee

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

d. Committee-of-the-Whole

1. Advising Excellence Awards
Marketing Report

- H. Discussion and Action Items
 - 1. School of Health
 - 2. Manufacturing Month

- I. Closed Session

The Board will entertain a motion to convene in closed session, pursuant to s. 19.85(1)(e) Wisconsin Statutes, concerning negotiation strategies related to the lease of real-estate property and the selection of facilities or property to be used for future needs of the College. 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

September 17, 2018

I. ROLL CALL

Board Chairperson Justin Hoerter called the meeting to order at 5:21 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Justin Hoerter, Lynneia Miller, Gordon Schalow, Charles Spargo, and Dr. Shelly Mondeik

EXCUSED: Kristin Crass and Richard Merdan

OTHERS: Craig Bernstein, Dr. Karen Brzezinski, Maggie Coakley, Dr. Bobbi Damrow, Robb Fish, Al Javoroski, Dr. Mandy Lang, Mandy Mayek, Ray McLemore, Brad Russell, Matt Schneider, Jill Steckbauer, Dr. Deb Stencil, Kolina Stieber, and Angie Susa

* Note: Dr. William Greb resigned effective July 20, 2018.

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 Ms. Bruski Mallek, seconded by Ms. Crass, upon a voice vote, unanimously approved minutes from the board meeting held August 20, 2018 as presented.

V. CONSENT AGENDA

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

1. The district's bills for the month of Augst 2018 were presented in Exhibit B. These bills totaled \$1,429,283.67 of which \$1,080,366.06 represents operational expenditures and \$348,917.61 represents capital expenditures.

The district's payroll for the month of August totaled \$1,972,985.50 plus \$13,155.57 for travel and miscellaneous reimbursements and \$689,931.57 in fringe benefits. The district's bills and payroll totaled \$4,105,356.31.

2. Entered into the following contracted service agreements:

| <u>Agreement #</u> | <u>Contracted Service:</u> | <u>Amount</u> |
|--------------------|--------------------------------|---------------|
| 146457 | Employee Assessments | \$ 440.00 |
| 146458 | Real Color Assessments | \$ 1,495.00 |
| 146459 | HeartSaver CPR/AED Adult/Child | \$ 1,000.00 |
| 146460 | EMR Refresher | \$ 790.00 |
| 146461 | Digital Marketing Assistance | \$ 690.00 |
| 146462 | Selling Techniques | \$ 475.00 |

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

| <u>Amount</u> | <u>Vendor</u> | <u>Department</u> |
|---------------|-------------------------|---|
| \$72,061.00 | Haas Factory Outlet LLC | School of Advanced Manufacturing & Engineering |
| \$60,103.03 | Snap-On Industrial | School of Transportation, Agriculture, Natural Resources & Construction |
| \$89,700.00 | SHI | Workforce & Economic Development Division |

VI. CHAIRPERSON’S REPORT

1. Mr. Hoerter welcomed Board members to the meeting. Ms. Crass and Mr. Merdan asked to be excused.
2. Mr. Hoerter announced the Fall Boards Association meeting will be held October 11-13 in Appleton. Mr. Beaver, Ms. Bruski Mallek, Ms. Crass, Mr. Merdan and Dr. Mondeik will attend.
3. Mr. Hoerter announced the Fall Board Advance will be held November 13. The Foundation Board will join the group for a professional growth activity titled “Two Boards, One Mission”. Topics for presentation should be provided to Dr. Mondeik or Ms. Susa.
4. Mr. Hoerter announced the 2018 ACCT Leadership Congress will be held October 24-27 in New York. Mr. Beaver, Ms. Bruski Mallek, Ms. Miller, Mr. Merdan, Dr. Mondeik and Dr. Damrow plan to attend.
5. Mr. Hoerter reported the Boards Association was seeking assistance in identifying nominees for the 2019 Board Member of the Year award. The College will nominate Betty Bruski Mallek for the award.
6. Mr. Hoerter announced the Board Appointment Committee will meet September 27 to consider applicants for the position of School District Administrator member. Following district appointment, the WTCS will act on appointment at their November meeting.
7. The next Mid-State Board of Directors meeting will be held on Monday, October 15 at the Wisconsin Rapids Campus. Committee meetings will be held at 4:15 p.m., Committee-of-the-Whole will begin at 5:00 and the regular meeting will begin at 5:20 p.m., unless otherwise announced.

VII. FOUNDATION BOARD LIAISON REPORT

1. Foundation and Alumni Director Jill Steckbauer provided an annual Foundation report. She highlighted recent events, and opportunities that generated nearly 400 scholarships awarded last year.

2. Ms. Steckbauer reported the Foundation is seeking a full-time Administrative Assistant to support the work of student support.

3. Ms. Steckbauer also reported the Foundation Audit is underway. Once complete, the audit will be presented to the Foundation Board and finally to the Mid-State District Board as per the MOU. Presentation should occur in November.

VIII. PRESIDENT'S REPORT

1. Dr. Mondeik highlighted the recent "Fun at the Fair" In-Service. All employees were invited to attend the day-long event geared toward learning more about what Mid-State has to offer. Overall, 97% of participants indicated they were satisfied with the day. Thank you Human Resources for organizing.

2. Dr. Mondeik highlighted recent travel and external meetings aimed at increasing awareness of Mid-State and becoming a go-to partner in the communities we serve.

3. Dr. Mondeik reported Mid-State held the Wisconsin Rapids Campus Advisory meeting. Meeting outcomes will be used for strategic planning.

4. Dr. Mondeik reported she attended the WTCS Board and Presidents Association meetings. Conversation centered on the developing state budget, Student Success Summit, Manufacturing Month, and an upcoming Presidents Association meeting with Ashley Furniture.

5. Dr. Mondeik congratulated Mid-State Marketing & Communications Department in announcing they recently were awarded two regional awards for Mid-State ad campaigns.

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. The following items were presented for informational purposes only:

a. ESTIMATED PROPERTY VALUES & TAX RATES – Mr. Spargo reported property values were released in August, however, values for technical college district will not be released until late September. Based on preliminary data, Mid-State is expecting a higher valuation than last year.

b. STATUS OF FY18 INDEPENDENT FINANCIAL AUDIT – Mr. Spargo reported that financial auditors were on site to continue field work. The final audit is scheduled to be presented in November with a presentation of adjustments occurring in October.

c. FTE PROJECTION – Mr. Spargo reported that early indicators of FTE show a slight decrease for FY19 projections.

d. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

1. Academic & Human Resources Committee Chairperson Lynneia Miller reported the committee had no consent agenda items this month.
2. The following items were presented for informational purposes only:
 - a. FACULTY IN-SERVICE – Ms. Miller reported Mid-State welcomed eight new full-time faculty during Faculty In-Service. Each new faculty received two days of college orientation and three days of new faculty orientation. Additional growth opportunities and a mentorship is available for new faculty.
 - b. EMPLOYEE ENGAGEMENT – Mr. Miller reported Vice President of Human Resources and Organizational Development Dr. Karen Brzezinski outlined a new measurement tool to be used to measure employee engagement at the college. The tool includes benchmark data and measures various areas of employees job engagement and satisfaction.
 - c. WINTER TIME OFF – Ms. Miller reported Mid-State, hearing no board objection, will move forward with Winter Shut-Down. This typical three-day shut-down will begin in December 2018.

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 the annual procurement report which identifies vendors in which the college down more than \$50,000 of business with in one year. Those companies appearing on this report for the second year will be further evaluated to ensure product value and proper pricing.

Motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the Annual Procurement Report.

3. Mr. Beaver reported the committee reviewed the Marshfield LiNK Construction Project. Previously approved in the FY19 budget, this will bring the Marshfield Campus into services alignment with Adams, Stevens Point and Wisconsin Rapids campuses. Approval of the project resolution will forward the request for State Board approval to the System Office.

Motion by Mr. Beaver, seconded by Mr. Spargo, upon a roll call vote, unanimously approved the following Resolution For The Marshfield LiNK Project At The Marshfield Campus:

WHEREAS, the current operation of the Wisconsin Rapids, Stevens Point and Adams campuses have co-located many academic services such as tutoring, English Language Learning, Adult Basic Education among others; and

WHEREAS, this project will make the co-location of academic services at Marshfield more efficient, collaborative and reflective of the college's other campus operations, this project is necessary to the improved function of the Marshfield campus.

BE IT FURTHER RESOLVED that the Mid-State Technical College Board will use \$600,000 in General Obligation Notes intended for facility construction on the Marshfield Campus; and

BE IT FURTHER RESOLVED that the borrowing and use of deb proceeds were included in the FY19 capital budget.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College Board approves the construction of an approximately 7,204 square foot Marshfield LiNK remodel located on the Marshfield campus and requests Wisconsin Technical College System Board approval during their November 2018 meeting.

2. The following items were presented for informational purposes only:
 - a. ENROLLMENT REPORTS – Mr. Beaver reported the committee reviewed college FTE reports. He highlighted an increase in headcount and notable program changes over the past year.
 - b. WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS – Mr. Beaver reported Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow will provide a status update of Workforce Development contracts and proposals referenced in Exhibit D going forward.

XII. COMMITTEE-OF-THE-WHOLE

1. CONNECTED EXPERIENCE UPDATE – Information Technology Director Brad Russell provided an update on the Connected Experience project including work-to-date and timeline. The Connected Experience aims to provide a seamless technology experience for students and staff.
2. BOARD POLICY REVIEW – The Board implemented a comprehensive review and revision process that includes a biennial review of all Board Policies. Policies are presented in three groups over a three month period for review and feedback. Approval of all Board Policies will be requested in October.

XIII. DISCUSSION AND ACTION ITEM

1. SCHOOL OF ADVANCED MANUFACTURING & ENGINEERING – School of Advanced Manufacturing & Engineering Dean Al Javoroski highlighted the school including programming, staffing, community relations/partnerships, K12 partnerships and student activities and accomplishments.
2. ANNUAL WORKFORCE & ECONOMIC DEVELOPMENT REPORT – Vice President of Workforce Development & Community Relations presented Mid-State's 2017-18 Annual Workforce & Economic Development Report.

XIV. CLOSED SESSION

Mr. Hoerter announced the Board would entertain a motion to convene in closed session, pursuant to s. 19.85(1)(f), Wisconsin Statutes, to discuss pending litigation. 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 the meeting.

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

The Board moved into closed session at 6:28 p.m.

XV. ADJOURNMENT

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved reconvening into open session at 6:56 p.m.

There being no action as a result of closed session and there being no further business, the Board meeting adjourned at 6:57 p.m. with a motion by Mr. Beaver, seconded by Ms. Bruski Mallek, upon a voice vote.

The next meeting of the Mid-State Technical College Board will be on Monday, October 15, 2018 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., unless otherwise announced, Committee-of-the-Whole will meet at 5:00 p.m. and the regular meeting will begin at 5:20 p.m..

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

G. REPORTS AND RECOMMENDATIONS

WISCONSIN RAPIDS CAMPUS

OCTOBER 15, 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

OCTOBER 15, 2018

AGENDA: FINANCE & AUDIT COMMITTEE

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

DATE: Monday, October 15, 2018

TIME: 4:15 p.m.

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

This October 15, 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)

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. 2017-18 BUDGET AMENDMENTS (Exhibit F)

End-of-year closing entries and audit work require amendments to the college's 2017-18 (FY18) budget prior to finalizing the annual audit. They include usual and customary amendments, which were previously brought to the attention of the Board. Rationale for these budget amendments are contained in Exhibit F. Administration is recommending approval of these FY17-18 budget amendments by adopting the resolution also contained in Exhibit F. Board action is required.

4. CERTIFICATION OF 2018-19 TAX LEVY (Exhibit G)

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

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

Exhibit G contains details regarding Mid-State's levy, change in property valuation and resulting mill rates, along with valuation changes by property classification, distribution by county, and value changes in Tax Incremental Districts, and a District Board resolution certifying the 2018-19 property tax levy.

Administration is proposing the Board's certification of a \$12,593,787 levy. This amount is \$29,459 greater than the 2018-19 adopted budget as new construction in the district was slightly higher than anticipated.

Mid-State's valuation for tax purposes totals \$13.5 billion reflecting a 3.9% increase; whereas Mid-State's tax rate based on equalized value will be \$0.93339 cents per \$1,000. A home valued at \$100,000 will have a tax bill of \$93.34.

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

Administration will be recommending approval of the resolution contained in Exhibit G certifying Mid-State's \$12,593,787 property tax levy for fiscal year 2018-19. Board action will be requested.

5. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. 2017-18 FINANCIAL AUDIT UPDATE

Mid-State's annual audit is progressing well. No material audit findings have been identified to date, nor do we anticipate any. Milestones remaining include finalization of the auditor's conversion to Generally Accepted Accounting Principles (GAAP) and Mid-State's review of draft statements. Audited financial statements are tentatively scheduled to be presented by Schenck during the November 2018 meeting.

b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES

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

6. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES

WISCONSIN RAPIDS CAMPUS

OCTOBER 15, 2018

AGENDA: ACADEMIC & HUMAN RESOURCES COMMITTEE

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

DATE: Monday, October 15, 2018

TIME: 4:15 p.m.

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

This October 15, 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. 5 RIGHTS

The Educational Master Plan acknowledges the importance of the 5 Rights to ensure Mid-State is offering educational programming to meet workforce needs. Each of the 5 Rights (program, location, curriculum, format and

time) will be defined in a rubric and evaluated as programming decisions are made. The Right Location rubric will be reviewed with the committee by Interim Vice President of Academics Dr. Deb Stencil.

b. PART-TIME FACULTY RECRUITMENT

A strong pool of part-time faculty allows us to be more flexible in our offerings and, therefore, meet the needs of our students. But often it is hard to find them! This fall we will begin a part-time faculty recruitment campaign. Initiatives include: part-time faculty recruitment tool kit for employees and friends, media, on-site job fair, retiree reception, and alumni mailing. Vice President of Human Resources & Organizational Development Dr. Karen Brzezinski will share additional information with the committee.

c. RETIREE RECEPTION

To honor all Mid-State retirees, we are planning the first annual Retiree Reception. We are planning a breakfast on November 29 at 8:00 a.m. in the Wisconsin Rapids Campus Cafeteria. The theme is "Thanksgiving." Invitations will go out to the 200 known retirees in mid-October asking for an RSVP by November 1. After breakfast and a short program, we will offer tours. Dr. Brzezinski will discuss with the committee.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS

WISCONSIN RAPIDS CAMPUS

OCTOBER 15, 2018

AGENDA: FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

DATE: Monday, October 15, 2018

TIME: 4:15 p.m.

A. Meeting called to order by Chairperson Robert Beaver

B. Call to Order

C. Meeting Notice Certification

This October 15, 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. INFORMATION ITEMS

The following items are being presented for informational purposes only:

a. GRADUATE FOLLOW-UP SURVEY

The Graduate Follow-Up Survey gathers data annually regarding the activities and opinions of students approximately six months after graduation from Wisconsin's technical colleges. The primary objectives of the survey are to: identify the current activities of program

graduates; determine the extent to which current activities are related to the graduates' educational programs; provide feedback for career awareness and planning efforts and data to facilitate program planning, evaluation and development. Vice President of Student Services and Enrollment Management Dr. Mandy Lang will present the findings of Mid-State's latest Graduate Follow-Up Survey.

b. STUDENT COHORT DEFAULT RATES

A student cohort default rate is the percentage of a school's student borrowers who enter repayment on certain federal education loans during a specific time period and default prior to the end of the second following fiscal year. Dr. Lang will share the latest student cohort default rates from the Department of Education, along with what the College is doing to lower the default rate.

c. FOOD PANTRY

Food insecurity among college students is a national concern, with an estimated one-half of college students struggling with where their next meal is coming from. Mid-State Technical College recently created an emergency food pantry for students. Dean of Student Support Dr. Christina Lorge will present information about this new service for students.

d. WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS

Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow will provide a status update of Workforce Development contracts and proposals referenced in Exhibit D.

3. COMMITTEE-OF-THE-WHOLE MEETING

E. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

WISCONSIN RAPIDS CAMPUS

OCTOBER 15, 2018

AGENDA: COMMITTEE-OF-THE-WHOLE

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

DATE: Monday, October 15, 2018

TIME: 5:00 p.m.

A. Meeting called to order by Chairperson Justin Hoerter

B. Meeting Notice Certification

This October 15, 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. ADVISING EXCELLENCE AWARDS

The Wisconsin Academic Advising Association (WACADA) grants two Advising Excellence awards annually. Mid-State Technical College academic advisors received the award in 2017 and 2018. Award winners Shawn Zee (2017) and Kay Grundhoffer (2018) will talk with the board about their experience and the support they provide to students.

2. MARKETING REPORT

Marketing & Communications Director Kolina Stieber will share a high-level recap of marketing and communications activities and changes that took place in fiscal year 2018.

D. ADJOURNMENT

H. DISCUSSION & ACTION ITEM(S)

WISCONSIN RAPIDS CAMPUS

OCTOBER 15, 2018

1. SCHOOL OF HEALTH

A highlight of the School of Health will be provided. This will include educational programming, faculty and staff and recent activities.

2. MANUFACTURING MONTH

The month of October has been declared Manufacturing Month at a national and state level. Mid-State Technical College has joined forces with the Departments of Public Instruction and Workforce Development, along with other technical colleges, to celebrate manufacturing, recognizing that the manufacturing industry can empower students to define their own success through the multitude of opportunities available. Interim Vice President of Academics Dr. Deb Stencil, Vice President of Student Services & Enrollment Management Dr. Mandy Lang, and Director of Marketing & Communications Kolina Stieber will share Mid-State's activities related to Manufacturing Month.

J. ADJOURNMENT

EXHIBITS A – H

PRESIDENT'S REPORT
October 15, 2018

1. Mid-State Student Life is excited to begin intramurals for students, staff and alumni. Volleyball is spearheading the program and began on Wednesday, October 3, and will go through Wednesday, November 14. Six teams will be competing for the first season, with many “free agent” students that are excited to connect with others in the Mid-State community. Natasha Miller, Student Life Coordinator, and Traci Graf, Testing Center Specialist, coordinate the program and are working hard to ensure a great experience for all involved.
2. On Monday, October 1, Mid-State Technical College hosted the Wisconsin Education Fair (WEF) for the 11th straight year. Area high school students, parents, and other prospective students attended the event at Mid-State’s Wisconsin Rapids Campus. Over 60 representatives from technical and vocational colleges, public and private colleges and universities, along with military options were on-site to provide event goers with post-secondary options. Mid-State representatives provided financial aid and advising assistance for the participants. The event brought 646 students from 10 area high schools to campus.
3. My travel between now and mid-November will include:
 - Weekly Rotary Meetings – Wisconsin Rapids
 - WWHEL Board Meeting – Kenosha
 - WWHEL Fall Conference – Kenosha
 - ACCT Leadership Congress – New York
 - Campus Strategic Planning – Adams
 - Presidents Association Meeting – Fond du Lac

FY 2018-19 Budget Modifications Made in the Month of September 2018

| <u>Project #</u> | <u>Grant Title or Description</u> | <u>Type</u> | <u>Reason for Budget Change</u> | <u>Revenue Change</u> | <u>Expense Change</u> | <u>Fund Balance Change</u> | <u>Notes</u> |
|---|-----------------------------------|-------------|---------------------------------|-----------------------|-----------------------|----------------------------|--------------|
| Fund 1 - General Fund Budget Modifications | | | | | | | |
| 141209 | Achieving Student Success Grant | Federal | Adjust award to actual | 18,016.00 | 18,016.00 | - | |
| 141349 | Motorcycle Grant | State | Adjust award to actual | (1,115.00) | (4,461.00) | 3,346.00 | 1 |
| Fund 3 - Capital Projects Fund Budget Modifications | | | | | | | |
| Total Budget Changes For The Month | | | | 16,901.00 | 13,555.00 | 3,346.00 | |
| Notes: Budget modifications are out of balance for September due to the following: | | | | | | | |
| 1 | Grant is not reimbursed at 100%. | | | | | | |



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2019 as of September 30, 2018

| | General Operations & Grants | | Customized Instruction & Tech Asst | | Student Financial Assistance & Activity | | Capital Projects | | Annual Debt Service | | Enterprise Units | | Internal Sales, Media Services & Self-funded Insurances | | Total Current Budget | % of Actual to Budget |
|-------------------------------|-----------------------------|---------------|------------------------------------|----------------|---|------------------|------------------|---------------|---------------------|----------------|------------------|----------------|---|-------------------|----------------------|-----------------------|
| | Fund 1 | Fund 2 | Fund 3 | Fund 4 | Fund 5 | Fund 6 | Fund 7 | Fund 8 | Fund 9 | Fund 10 | Fund 11 | Fund 12 | Fund 13 | Fund 14 | | |
| Local Government | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 12,564,328 | 0.0% |
| Student Fees | 3,595,597 | 9,008 | - | - | - | - | 161,040 | - | - | - | - | - | - | - | 7,372,000 | 51.1% |
| Slate Aid & Grants | 1,349,624 | - | - | - | - | - | - | - | - | - | - | - | - | - | 14,930,077 | 9.0% |
| Institutional | 70,007 | 46,409 | 13,894 | 137,277 | 509,622 | 1,517,885 | - | - | - | - | - | - | - | 8,349,129 | 31.3% | |
| Federal | 90 | - | 1,919,386 | - | - | - | - | - | - | - | - | - | - | 6,275,929 | 30.6% | |
| Total Revenues | 5,015,317 | 55,417 | 13,894 | 137,277 | 509,622 | 1,517,885 | 2,402,004 | 13,894 | 137,277 | 509,622 | 1,517,885 | 509,622 | 1,517,885 | 49,491,463 | 19.5% | |
| % of Budget Recognized | 17.0% | 6.8% | 15.8% | 2.3% | 42.7% | 28.0% | 36.1% | 15.8% | 2.3% | 42.7% | 28.0% | 42.7% | 28.0% | 19.5% | | |

| | General Operations & Grants | | Customized Instruction & Tech Asst | | Student Financial Assistance & Activity | | Capital Projects | | Annual Debt Service | | Enterprise Units | | Internal Sales, Media Services & Self-funded Insurances | | Total Current Budget | % of Actual to Budget |
|------------------------------------|-----------------------------|---------------|------------------------------------|----------------|---|------------------|------------------|------------------|---------------------|----------------|------------------|----------------|---|-------------------|----------------------|-----------------------|
| | Fund 1 | Fund 2 | Fund 3 | Fund 4 | Fund 5 | Fund 6 | Fund 7 | Fund 8 | Fund 9 | Fund 10 | Fund 11 | Fund 12 | Fund 13 | Fund 14 | | |
| Salaries and Wages | 4,286,632 | 42,055 | - | - | - | - | 32,754 | - | - | 38,862 | 8,439 | - | - | - | 18,030,772 | 24.5% |
| Benefits | 1,865,264 | 14,701 | - | - | - | - | 9,273 | - | - | 15,080 | 6,355 | - | - | - | 7,729,417 | 24.7% |
| Current Expenditures | 1,456,207 | 6,041 | - | - | - | - | 29,673 | - | - | 35,152 | 319,315 | - | - | - | 7,663,092 | 24.1% |
| Student Financial Aid & Activities | - | - | - | - | - | - | 2,098,427 | - | - | - | - | - | - | - | 6,007,995 | 34.9% |
| Resale | - | - | - | - | - | - | - | - | - | 480,232 | 1,168,624 | - | - | - | 4,745,848 | 34.7% |
| Capital Outlay | 9,996 | - | - | - | - | - | - | - | - | - | - | - | - | 5,377,927 | 36.7% | |
| Debt Retirement | - | - | - | 590,608 | - | - | - | - | - | - | - | - | - | 5,980,245 | 9.9% | |
| Total Expenditures | 7,618,100 | 62,797 | 1,964,250 | 590,608 | 569,326 | 1,502,733 | 2,170,126 | 1,964,250 | 590,608 | 569,326 | 1,502,733 | 569,326 | 1,502,733 | 55,535,296 | 26.1% | |
| % of Budget Expended | 25.2% | 7.1% | 36.5% | 9.9% | 45.5% | 29.6% | 32.4% | 36.5% | 9.9% | 45.5% | 29.6% | 45.5% | 29.6% | 26.1% | | |

Changes in Fund Equity

| | | | | | | | | | | | | | | | |
|----------------------------------|------------------|----------------|------------------|---------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Actual Fund Equity as of 6/30/18 | 10,631,992 | 429,964 | 5,681,651 | 532,744 | 1,552,857 | 1,145,567 | 20,693,560 | 20,693,560 | (6,043,833) | 4,800,000 | 155,000 | (155,000) | - | - | 19,449,727 |
| Current Revenue over Expenses | (2,602,782) | (7,380) | 231,878 | (453,332) | (59,704) | 15,152 | (4,826,524) | (4,826,524) | (4,826,524) | 4,800,000 | - | - | - | - | 19,449,727 |
| Other Sources and Uses: | | | | | | | | | | | | | | | |
| Proceeds from Debt | - | - | 4,800,000 | - | - | - | 4,800,000 | 4,800,000 | 4,800,000 | - | - | - | - | - | 19,449,727 |
| Interfund Transfers In | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 19,449,727 |
| Interfund Transfers Out | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 19,449,727 |
| Repayment of Debt | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 19,449,727 |
| Accrued YTD Fund Equity | 8,029,210 | 422,584 | 5,913,529 | 79,412 | 1,493,154 | 1,160,719 | 20,667,036 | 20,667,036 | 19,449,727 | 19,449,727 | 19,449,727 | 19,449,727 | 19,449,727 | 19,449,727 | 19,449,727 |

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
September 30, 2018**

With Comparative Total for September 30, 2017

Mid-State Technical College
October 2, 2018 at 11:17 AM

| | Governmental Fund Types | | | | Proprietary Fund Types | | | Fiduciary Fund Type | |
|---|-------------------------|-------------------|---------------------|------------------|------------------------|---------------------|---------------------|----------------------|----------------------|
| | General | Special Rev | Capital Projects | Debt Service | Enterprise | Internal Service | Non-Aidable | Memorandum only | |
| | | | | | | | | 2018-19 | 2017-18 |
| ASSETS AND OTHER DEBITS | | | | | | | | | |
| Cash | \$ 9,560,441 | \$ - | \$ 4,130,232 | \$ 66,344 | \$ 1,570 | \$ 1,186,579 | \$ 100 | \$ 14,945,266 | \$ 17,477,419 |
| Investments | - | - | - | - | - | - | 5,720,071 | 4,987,040 | - |
| Receivables: | | | | | | | | | |
| Property taxes | (213,186) | - | - | 213,186 | - | - | - | - | - |
| Accounts receivable | 1,026,469 | 35,288 | 2,188 | - | 79,935 | - | 29,098 | 1,172,978 | 1,085,965 |
| Due from other funds | (1,312,002) | 387,139 | (39,611) | (200,119) | 558,342 | 429,780 | 176,471 | - | (1) |
| Inventories - at cost | - | - | - | - | 490,788 | - | - | 490,788 | 331,474 |
| Prepaid Assets | (157) | 157 | - | - | - | - | - | - | 16,585 |
| Other Current Assets | - | - | - | - | - | - | - | - | - |
| Fixed assets - at cost, less accumulated depreciation, where applicable | - | - | - | - | 444,410 | 44,037 | - | 488,447 | 547,124 |
| General Long Term Debt | - | - | - | - | - | - | - | - | - |
| All Other Noncurrent Assets | - | - | - | - | - | - | - | - | - |
| TOTAL ASSETS AND OTHER DEBITS | \$ 9,061,565 | \$ 422,584 | \$ 4,092,809 | \$ 79,411 | \$ 1,575,045 | \$ 1,660,396 | \$ 5,925,740 | \$ 22,817,550 | \$ 24,445,606 |

LIABILITIES, FUND EQUITY AND OTHER CREDITS

| | | | | | | | | | |
|---|---------------------|-------------------|---------------------|------------------|---------------------|---------------------|---------------------|----------------------|----------------------|
| Liabilities | | | | | | | | | |
| Accounts Payable | \$ 76,563 | \$ - | \$ 524,380 | \$ - | \$ 76,934 | \$ 4 | \$ 9,445 | \$ 687,326 | \$ 1,302,613 |
| Accrued Liabilities: | | | | | | | | | |
| Wages | - | - | - | - | - | - | - | - | - |
| Employee related payables | 355,960 | - | - | - | - | 497,514 | - | 853,474 | 536,266 |
| Vacation | 591,778 | - | - | - | 4,476 | 2,159 | 2,767 | 601,180 | 839,326 |
| Other current liabilities | 8,054 | - | - | - | 481 | - | - | 8,535 | 9,038 |
| Due to other funds | - | - | - | - | - | - | - | - | - |
| Deferred Revenues | - | - | - | - | - | - | - | - | - |
| Def Compensation Liability | - | - | - | - | - | - | - | - | 11,220 |
| General Long Term Debt Group | - | - | - | - | - | - | - | - | - |
| TOTAL LIABILITIES | 1,032,355 | - | 524,380 | - | 81,891 | 499,677 | 12,212 | 2,150,515 | 2,698,463 |
| Fund equity and other credits | | | | | | | | | |
| Retained Earnings | - | - | - | - | 1,527,960 | 176,048 | - | 1,704,008 | 1,682,042 |
| Res for Prepaid Expenditures | 143,199 | 157 | 32,832 | - | 24,898 | - | - | 201,086 | 133,042 |
| Res for Self-Insurance | - | - | - | - | - | 969,519 | - | 969,519 | 730,348 |
| Res for Student Organizations | - | - | - | - | - | - | 131,011 | 131,011 | 96,220 |
| Res for Post-Employ Benefits | 482,274 | - | - | - | - | - | 5,550,640 | 6,032,914 | 5,371,994 |
| Reserve for Capital Projects | - | - | 580,395 | - | - | - | - | 580,395 | 553,807 |
| Reserve for Cap Proj - Motorcycle | - | - | 105,559 | - | - | - | - | 105,559 | 97,167 |
| Reserve for Debt Service | - | - | - | 532,744 | - | - | - | 532,744 | 567,845 |
| Designated for Operations | 7,434,347 | 36,336 | - | - | - | - | - | 7,470,683 | 8,537,043 |
| Des for State Aid Fluctuations | 383,216 | - | - | - | - | - | - | 383,216 | 383,216 |
| Des for Subsequent Year | 2,188,956 | 393,471 | - | - | - | - | - | 2,582,427 | 2,179,951 |
| TOTAL FUND EQUITY AND OTHER CREDITS | 10,631,992 | 429,964 | 718,786 | 532,744 | 1,552,858 | 1,145,567 | 5,681,651 | 20,693,562 | 20,332,675 |
| Year-to-date excess revenues(expenditures) | (2,602,782) | (7,380) | 2,849,643 | (453,333) | (59,704) | 15,152 | 231,877 | (26,527) | 1,414,468 |
| TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS | \$ 9,061,565 | \$ 422,584 | \$ 4,092,809 | \$ 79,411 | \$ 1,575,045 | \$ 1,660,396 | \$ 5,925,740 | \$ 22,817,550 | \$ 24,445,606 |

September Contracted Service Agreements

Meeting on October 15, 2018

| Contract Number | Location of Business/Agency | Type of Service | Hours of Instructions | Estimated Number Served | Contract Amount |
|-----------------|-----------------------------|--------------------------------|-----------------------|-------------------------|--------------------|
| 146463 | Wisconsin Rapids | Heartsaver First Aid/CPR/AED | 48 | 54 | 5,500.00 |
| 149419 | Multi-Business (WAT) | Supervision | 54 | 12 | 5,400.00 |
| 146464 | Wisconsin Rapids | Heartsaver CPR/AED Adult/Child | 5 | 9 | 616.00 |
| 146465 | Wisconsin Rapids | Heartsaver First Aid | 4 | 9 | 597.95 |
| | | | | Total: | \$12,113.95 |

September Contract Training Proposals

For Informational Purposes

| Proposal Number | Location of Business/Agency | Type of Service | Proposal Amount |
|-----------------|-----------------------------|---|--------------------|
| P19-2102 | Wisconsin Rapids | First Aid | 598.00 |
| P19-2103 | Wisconsin Rapids | First Aid | 1,295.00 |
| P19-2104 | Wisconsin Rapids | ELL | 2,990.00 |
| P19-2105 | Marshfield | CPR/AED | 645.00 |
| P19-2106 | Wisconsin Rapids | CPR/AED | 616.00 |
| P19-2107 | Stevens Point | Workplace Professionalism, DISC Assessments | |
| P19-2108 | TBD | Phlebotomy | 5,528.00 |
| P19-2109 | Marshfield | SS Welding for Industry | 5,790.00 |
| | | Total: | \$17,462.00 |

FINANCE & AUDIT COMMITTEE
Procurement of Goods and Services
October 15, 2018 Board Meeting

| PROCUREMENTS REQUIRING BOARD ACTION | <u>AMOUNT</u> | <u>PROCUREMENT METHOD</u> |
|---|----------------------|----------------------------------|
| None | | |
| ❖ Subtotal for Procurements Requiring Board Action | <u>\$0.00</u> | |

| PROCUREMENTS NOT REQUIRING BOARD ACTION | <u>AMOUNT</u> | <u>PROCUREMENT METHOD</u> |
|---|---------------------------|----------------------------------|
| <u>MF CAMPUS – HOLSTEIN DYSTOCIA SIMULATOR with CALF –</u> | | |
| <u>SCHOOL OF TRANSPORTATION, AGRICULTURE, NATURAL RESOURCES & CONSTRUCTION</u> | | |
| Veterinary Simulator Industries Ltd., Canada | \$35,350.00 | Sole Source |
| ❖ Subtotal for Procurements Not Requiring Board Action | <u>\$35,350.00</u> | |

GRAND TOTAL **\$35,350.00**

PROCUREMENT & SELECTION METHODS DEFINED

Mid-State Technical College 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 Department of Administration or UW system processed a bid or RFP and awarded the products and/or services to this vendor. Mid-State 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. Mid-State 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 – Mid-State is required to pay for the service or membership to operate.

**NOTICE OF 2017-18
BUDGET AMENDMENT
October 15, 2018**

WHEREAS, the 2017-18 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 19, 2017, was amended on May 21, 2018, and State statute requires the district board to approve any modifications to the original adopted budget; and

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

WHEREAS, the General Fund budget was adjusted to accommodate: the modification of federal or state grants; the redistribution of salaries and wages; the reallocation of expenses within departments and functions; and funding of an OPEB trust; and

WHEREAS, the Special Revenue – Operational budget was adjusted to reallocate budgets within departments and functions; and

WHEREAS, the Capital Projects budget was adjusted to accommodate the modification of federal or state grants; and to reallocate capital budgets within departments and functions; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2017-18 budgetary revisions:

| FUND | FUNCTION RESOURCE | APPROPRIATION CHANGE | MODIFIED APPROPRIATION |
|---------------------------|--------------------------|---------------------------------|-----------------------------------|
| General | Instruction | (\$161,156) | \$17,895,486 |
| General | Instructional Resources | (\$4,905) | \$1,203,422 |
| General | Student Services | \$112,637 | \$4,056,939 |
| General | General Institutional | \$365,242 | \$6,286,827 |
| General | Physical Plant | \$150,000 | \$2,255,086 |
| Special Rev – Operational | Instruction | (\$1,300) | \$1,146,420 |
| Special Rev – Operational | Student Services | \$1,200 | \$1,200 |
| Special Rev – Operational | Physical Plant | \$100 | \$4,100 |
| Capital Projects | Instruction | \$55,074 | \$5,494,828 |
| Capital Projects | General Institutional | (\$7,300) | \$376,270 |
| Capital Projects | Physical Plant | \$7,300 | \$3,349,100 |
| Internal Service | Auxiliary Services | \$300,050 | \$5,369,377 |

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

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

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

2018-19 Tax Levy Certification Resolution

BE IT RESOLVED that the Mid-State Technical College Board authorized a \$12,593,787 property tax levy for fiscal year 2018-19, representing an overall mill rate of \$0.93339 on \$13,492,586,483 of equalized valuation within the boundaries of the Mid-State Technical College District.

BE IT FURTHER RESOLVED that this levy be made up of \$6,832,678 in operational levy representing an operational mill rate of \$0.50640 and \$5,761,109 in debt service representing a debt service mill rate of \$0.42699.

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

MID-STATE TECHNICAL COLLEGE
2018-19 Certified Tax Levy
Analysis of Changes in Equalized Value, Tax Levy, and Mill Rates

| | 2018-19 | | | 2017-18 | | |
|--|---------------------------------|-------------------------------|--------------------------------|---------------------------------|-------------------------------|--------------------------------|
| | Amount | \$ Dollar Increase (Decrease) | Percentage Increase (Decrease) | Amount | \$ Dollar Increase (Decrease) | Percentage Increase (Decrease) |
| Total Equalized Value (1) | \$ 13,976,409,183 | \$ 588,031,231 | 4.4% | \$ 13,388,377,952 | \$ 495,976,578 | 3.8% |
| Less: Incremental Value of TIFs (2) | <u>483,822,700</u> | <u>81,490,700</u> | <u>20.3%</u> | <u>402,332,000</u> | <u>60,698,000</u> | <u>17.8%</u> |
| Equalized Value Without TIFs Used for Tax Levy Purposes | <u>\$ 13,492,586,483</u> | <u>\$ 506,540,531</u> | <u>3.9%</u> | <u>\$ 12,986,045,952</u> | <u>\$ 435,278,578</u> | <u>3.5%</u> |

| | 2018-19 | | | 2017-18 | | |
|---|-----------------------------|--------------------------|--|-----------------------------|---------------------------|--|
| | Amount | Mill Rate | Percentage Increase (Decrease) of Levy | Amount | Mill Rate | Percentage Increase (Decrease) of Levy |
| Total Tax Revenue (per WTCS calculation) | \$ 17,291,869 | \$ 1.28158 | | \$ 17,075,112 | \$ 1.31488 | |
| Plus: Allowable New Construction Increase | 289,111 | 0.02143 | | 216,757 | 0.01669 | |
| Less: State "Property Tax Relief Aid" | (10,654,707) | (0.78967) | | (10,654,707) | (0.82047) | |
| Less: 2019 Personal Property Tax Aid Estimate | (93,596) | (0.00694) | | - | - | |
| Plus: Unused New Construction | - | - | | - | - | |
| Net Operational Levy | \$ 6,832,678 | \$ 0.50640 | 2.9% | \$ 6,637,162 | \$ 0.51110 | 3.4% |
| Debt Levy | <u>5,761,109</u> | <u>0.42699</u> | <u>17.8%</u> | <u>4,891,597</u> | <u>0.37668</u> | <u>11.3%</u> |
| Total Levy | <u>\$ 12,593,787</u> | <u>\$ 0.93339</u> | <u>9.2%</u> | <u>\$ 11,528,759</u> | <u>\$ 0.88778</u> | <u>6.6%</u> |
| Increase (Decrease) in Levy Amount & Mill Rate | <u>\$ 1,065,028</u> | <u>\$ 0.04561</u> | | <u>\$ 712,327</u> | <u>\$ 0.025970</u> | |

Foot Notes:

- (1) A special appropriation is available to provide state aid in lieu of property taxes on exempt computers. This figure excludes the value of exempt computers which is \$84,275,500 for FY19 and FY18.
- (2) This figure represents the Tax Incremental Financing (TIF) district equalized value increase between the TIF base value and the current equalized value of all taxable property in the TIF. The TIF value is included in TIF-OUT equalized value used for tax levy purposes.

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

5239\AppData\Local\Microsoft\Windows\NetCache\Content.Outlook\2S00Q648\Exhibit G_Pages 2-5_FY19 Board Reports Tax Levy Analysis and Comparison.xlsx]page 2
10/8/2018

| <u>Class of Property</u> | <u>% Change Wood County</u> | <u>% Change Portage County</u> | <u>% Change Adams County</u> | <u>% by Class 3-County Total</u> | <u>% by Class Weighted Average</u> |
|------------------------------------|-----------------------------|--------------------------------|------------------------------|----------------------------------|------------------------------------|
| <u>Real Estate</u> | | | | | |
| Residential | 6% | 5% | 5% | 67.7% | 3.61% |
| Commercial | 6% | 3% | 5% | 18.6% | 0.87% |
| Manufacturing | 9% | 1% | 6% | 2.7% | 0.15% |
| Agriculture | 2% | 3% | 3% | 0.5% | 0.01% |
| Undeveloped | 5% | 1% | 6% | 0.7% | 0.03% |
| Ag Forest | 12% | 3% | 6% | 0.9% | 0.06% |
| Forest | 11% | 2% | 3% | 3.8% | 0.20% |
| Other | 2% | 1% | 4% | <u>2.8%</u> | <u>0.06%</u> |
| Total Real Estate | 6% | 5% | 5% | 97.7% | 5.21% |
| Personal Property | -24% | -15% | -16% | <u>2.3%</u> | <u>-0.42%</u> |
| % Change in Equalized Value | <u>5%</u> | <u>4%</u> | <u>5%</u> | <u>100%</u> | <u>5%</u> |

| <u>Class of Property</u> | <u>\$ Valuation Wood County</u> | <u>\$ Valuation Portage County</u> | <u>\$ Valuation Adams County</u> | <u>\$ by Class 3-County Total</u> |
|-------------------------------------|---------------------------------|------------------------------------|----------------------------------|-----------------------------------|
| | | | | <u>Total</u> |
| Residential | \$ 3,367,231,600 | \$ 3,928,640,300 | \$ 2,048,434,000 | \$ 9,344,305,900 |
| Commercial | 1,048,896,800 | 1,308,192,000 | 216,141,500 | 2,573,230,300 |
| Manufacturing | 231,806,000 | 132,371,100 | 14,635,900 | 378,813,000 |
| Agriculture | 22,327,600 | 33,690,300 | 13,422,800 | 69,440,700 |
| Undeveloped | 38,031,700 | 39,372,400 | 20,378,300 | 97,782,400 |
| Ag Forest | 33,939,900 | 67,340,700 | 24,204,400 | 125,485,000 |
| Forest | 173,360,000 | 168,317,200 | 181,757,200 | 523,434,400 |
| Other | <u>158,896,900</u> | <u>131,596,000</u> | <u>90,353,300</u> | <u>380,846,200</u> |
| Total Real Estate | 5,074,490,500 | 5,809,520,000 | 2,609,327,400 | 13,493,337,900 |
| Personal Property | <u>159,649,200</u> | <u>135,849,300</u> | <u>21,154,200</u> | <u>316,652,700</u> |
| Total Equalized Value Amount | <u>\$ 5,234,139,700</u> | <u>\$ 5,945,369,300</u> | <u>\$ 2,630,481,600</u> | <u>\$ 13,809,990,600</u> |
| % of Total Equalized Value | <u>37.4%</u> | <u>42.5%</u> | <u>18.8%</u> | <u>98.8%</u> |

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

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10/8/2018

| <u>MUNICIPALITY</u> | <u>YEAR BEGAN</u> | <u>ESTIMATED YEAR COMPLETED</u> | <u>EQUALIZED VALUE INCREASE AS OF January 1, 2018</u> | <u>EQUALIZED VALUE INCREASE AS OF January 1, 2017</u> | <u>DOLLAR INCREASE (DECREASE) 1/1/2017-1/1/2018</u> |
|--|-----------------------|---|---|---|---|
| <u>CITY OF ADAMS</u> | | | | | |
| TID # 2 | 1996 | 2019 | 8,423,000 | 8,951,100 | (528,100) |
| TID # 3 | 1996 | 2019 | 10,088,000 | 10,469,100 | (381,100) |
| <u>VILLAGE OF AMHERST</u> | | | | | |
| TID # 1 | 1996 | 2023 | 7,211,700 | 6,614,600 | 597,100 |
| TID # 2 | 2003 | 2032 | 684,500 | 690,300 | (5,800) |
| <u>VILLAGE OF WHITING</u> | | | | | |
| TID # 1 | 1994 | 2017 | 849,400 | 854,800 | (5,400) |
| <u>VILLAGE OF FRIENDSHIP</u> | | | | | |
| TID # 1 | 1997 | 2020 | 3,000,100 | 2,405,500 | 594,600 |
| TID # 2 | 2000 | 2023 | 43,400 | 40,900 | 2,500 |
| <u>TOWN OF NEW CHESTER</u> | | | | | |
| TID # 1T | 2012 | N/A | 8,370,000 | 8,402,800 | (32,800) |
| <u>TOWN OF ROME</u> | | | | | |
| TID # 1T | 2015 | 2031 | 31,263,700 | 17,863,500 | 13,400,200 |
| <u>VILLAGE OF PLOVER</u> | | | | | |
| TID #3 | 2003 | 2018 | 16,630,400 | 16,051,200 | 579,200 |
| TID #4 | 2004 | 2031 | 37,831,600 | 41,733,600 | (3,902,000) |
| TID #5 | 2005 | 2020 | 6,878,900 | 935,400 | 5,943,500 |
| TID #6 | 2010 | N/A | 8,559,500 | 6,402,500 | 2,157,000 |
| TID #7 | 2013 | N/A | 2,037,800 | 1,980,800 | 57,000 |
| <u>VILLAGE OF ARPIN</u> | | | | | |
| TID #2 | 2005 | 2017 | | - | - |
| <u>VILLAGE OF AUBURNDALE</u> | | | | | |
| TID #1 | 2006 | 2025 | 1,519,400 | 1,366,200 | 153,200 |
| TID #2 | 2015 | | 524,000 | 774,600 | (250,600) |
| <u>VILLAGE OF BIRON</u> | | | | | |
| TID # 1 | 2006 | 2025 | 1,165,100 | 1,167,900 | (2,800) |
| TID # 2 | 2006 | 2025 | 18,421,700 | 20,490,100 | (2,068,400) |
| TID # 3 | 2009 | N/A | 1,704,900 | 1,510,400 | 194,500 |
| <u>VILLAGE OF VESPER</u> | | | | | |
| TID #1 | 2006 | 2025 | 520,300 | 664,800 | (144,500) |
| <u>VILLAGE OF JUNCTION CITY</u> | | | | | |
| TID #1 | 2008 | N/A | 1,037,400 | 611,100 | 426,300 |
| <u>VILLAGE OF GRANTON</u> | | | | | |
| TID # 1 | 2009 | N/A | 555,200 | 404,300 | 150,900 |
| <u>VILLAGE OF HANCOCK</u> | | | | | |
| TID # 1 | 2016 | N/A | 125,900 | 11,500 | 114,400 |
| <u>VILLAGE OF PLAINFIELD</u> | | | | | |
| TID # 1 | 2015 | N/A | 2,040,900 | 1,819,700 | 221,200 |
| <u>VILLAGE OF PORT EDWARDS</u> | | | | | |
| TID # 2 | 2009 | N/A | 11,023,100 | 8,762,100 | 2,261,000 |
| <u>CITY OF NEKOOSA</u> | | | | | |
| TID # 1 | 1997 | 2022 | 6,849,900 | 6,804,900 | 45,000 |
| TID # 2 | 2002 | 2027 | 4,394,500 | 4,059,300 | 335,200 |
| TID # 3 | 2012 | N/A | 3,557,900 | 1,759,300 | 1,798,600 |
| <u>CITY OF STEVENS POINT</u> | | | | | |
| TID # 5 | 2005 | 2032 | 25,649,600 | 22,870,500 | 2,779,100 |
| TID # 6 | 2006 | 2028 | 9,640,000 | 4,407,500 | 5,232,500 |
| TID # 7 | 2008 | 2028 | 30,144,300 | 21,200,300 | 8,944,000 |
| TID # 8 | 2010 | 2025 | 3,368,600 | 3,399,000 | (30,400) |
| TID # 9 | 2013 | N/A | 76,526,800 | 53,691,000 | 22,835,800 |
| <u>CITY OF PITTSVILLE</u> | | | | | |
| TID # 3 | 1995 | 2018 | 31,335,100 | 33,330,900 | (1,995,800) |
| <u>CITY OF MARSHFIELD</u> | | | | | |
| TID # 2 | 1993 | 2013 | 4,642,200 | 4,464,000 | 178,200 |
| TID # 4 | 1996 | 2024 | 30,540,600 | 28,449,000 | 2,091,600 |
| TID # 5 | 1997 | 2020 | 22,944,600 | 21,450,600 | 1,494,000 |
| TID # 6 | 1999 | 2022 | - | - | - |
| TID # 7 | 2002 | 2027 | 15,345,100 | 12,043,200 | 3,301,900 |
| TID # 8 | 2006 | 2028 | - | - | - |
| TID # 9 | 2013 | N/A | 17,450,600 | 2,323,600 | 15,127,000 |
| TID # 10 | 2015 | N/A | 3,189,800 | 2,814,300 | 375,500 |
| TID # 11 | 2016 | N/A | 3,517,000 | 3,323,300 | 193,700 |
| <u>CITY OF WISCONSIN RAPIDS</u> | | | | | |
| TID #6 | 2004 | 2024 | 11,806,500 | 12,000,000 | (193,500) |
| TID #7 | 2005 | 2033 | 2,409,700 | 2,962,500 | (552,800) |
| Total Accumulated Change in Increment | | | \$ 483,822,700 | \$ 402,332,000 | \$ 81,490,700 |

**MID-STATE TECHNICAL COLLEGE
2018-19 TAX LEVY
VALUATION AND TAX LEVY COMPARISON BY COUNTY**

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10/8/2018

| <u>COUNTY</u> | <u>FY 2018-19 VALUATION</u> | <u>DOLLAR INCREASE (DECREASE)</u> | <u>PERCENTAGE INCREASE (DECREASE)</u> | <u>FY 2018-19 TAX LEVY</u> | <u>DOLLAR INCREASE (DECREASE)</u> | <u>PERCENTAGE INCREASE (DECREASE)</u> |
|---------------|---------------------------------|---|---|--------------------------------|---|---|
| Adams | \$ 2,140,380,183 | \$ 96,015,017 | 4.7% | \$ 1,997,800 | \$ 182,853 | 10.1% |
| Clark | 183,055,561 | 9,428,171 | 5.4% | 170,861 | 16,718 | 10.9% |
| Jackson | 33,874,800 | 1,886,500 | 5.9% | 31,618 | 3,220 | 11.3% |
| Juneau | 73,354,290 | 4,496,141 | 6.5% | 68,468 | 7,337 | 12.0% |
| Marathon | 352,277,117 | 6,836,382 | 2.0% | 328,810 | 22,135 | 7.2% |
| Portage | 5,377,988,944 | 160,127,877 | 3.1% | 5,019,738 | 387,422 | 8.4% |
| Waushara | 290,377,888 | 9,120,943 | 3.2% | 271,035 | 21,340 | 8.6% |
| Wood | 5,041,277,700 | 218,629,500 | 4.5% | 4,705,456 | 424,003 | 9.9% |
| | \$ 13,492,586,483 | \$ 506,540,531 | 3.9% | \$ 12,593,787 | \$ 1,065,028 | 9.2% |



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, July 9, 2018

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; July 9, 2018

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; July 9, 2018

Revised: October 17, 2016

Policy Title: ASSET PROTECTION

The President shall cause assets to be adequately maintained and protected from unnecessary risk. Accordingly, the President may not:

- Fail to insure against theft and casualty losses in amounts consistent with replacement values or against liability losses to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.
- Allow unbonded personnel access to material amounts of funds.
- Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
- Unnecessarily expose the College, the Board, or staff to claims of liability.
- Receive, process, or disburse funds under controls which are not sufficient to meet the auditor's standards.
- Invest funds in non-interest bearing accounts or in investments not permitted by Wisconsin law. Further, no investments shall be made without compliance with, in order of priority, the following principles: a. security of the investment; b. receiving favorable consistent interest earned return on the investment; and c. local financial institutions receiving favorable consideration where (a) and (b) are relatively equal.
- Acquire, encumber, or dispose of real property without Board approval.
- Fail to protect property, information, and files from loss or damage.
- Fail to protect the College's trademarks, copyrights, and intellectual property interests.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised:

Policy Title: BUDGETING/FORECASTING

Budgeting for any fiscal year or the remaining part of any fiscal year shall ~~control~~ **manage** College financial risk, and accurately reflect projections of income and expenses. The President shall propose a budget after considering input from College constituencies. Budgets will become effective upon approval by the Board. Accordingly, the President shall:

- Propose a balanced budget with supporting information to enable a reasonable projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.
- Propose a budget which provides the annual funds for Board operations, such as cost of fiscal audit, Board development and training, and Board professional fees.
- Propose a budget which takes into account the College Mission, Vision, Goals, and Strategic Directions.
- Propose a budget which includes adequate amounts for non-compensation needs such as plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional research.
- Propose a capital budget which meets guidelines established by the Board and includes an analysis of the impact of such capital plan on the debt service mill rate.
- Propose an operating budget which meets guidelines established by the Board.
- Submit any budget changes resulting in increases, decreases, or transfers by fund and/or function to the Board for a roll-call vote per Section 65.90(5), *Wis. Stats.* (A two-thirds affirmative vote of the entire membership is required.)

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised:

Policy Title: COMMUNICATION AND COUNSEL TO THE BOARD

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

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

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016; July 9, 2018

Revised:

Policy Title: COMPENSATION AND BENEFITS

The President shall maintain fiscal integrity and a positive public image with respect to employment, compensation, and benefits to employees, consultants, and contract workers. Accordingly, the President may not:

- Change his or her own compensation and benefits.
- Provide for or change the compensation and benefits of other employees except in accordance with salary structures and plans adopted by the Board.
- Promise or imply permanent or guaranteed employment.
- Employ faculty or staff who do not meet minimum requirements established by the Wisconsin Technical College System and Mid-State Technical College. However, the President may administratively authorize some **certification qualification** exceptions for **qualified adjunct part-time** faculty to teach non-credit courses.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised: October 20, 2014; October 17, 2016

Policy Title: FINANCIAL CONDITION

The President shall administer the Board approved budget without material deviation and shall protect the College from financial risk. It is a material deviation to:

- Expend more funds than have been received in the fiscal year without prior Board approval.
- Indebt the organization in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
- Expend funds from restricted or designated accounts except for the purposes for which the account was established without prior Board approval.
- Make any purchase or commit the organization to any expenditure greater than \$50,000 that deviates from approved budget without Board approval.

Furthermore, the President may not:

- Make any purchase:
 - without prudent protection against conflict of interest;
 - over \$25,000 without having solicited and obtained at least three competitive quotes, if available; and
 - over \$50,000, \$25,000 for construction contracts, without receipt of three sealed bids/RFPs, if available, submitted on prepared specifications unless a waiver of bidding requirements has been issued as permitted by the Wisconsin Technical College System Administrative Code.
- Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval or which are not in the best interest of the College to accept.
- Fail to maintain adequate combined operating fund balance reserves sufficient to maintain a healthy financial position as required by the Higher Learning Commission, North Central

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised: October 15, 2012; October 17, 2016

Association of Colleges and Schools, Moody's Rating Service, Inc., and the college's selected independent audit firm.

- Fail to apply for aid from all sources of funding when **known to be** eligible except when not in the best interests of the College.

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; July 9, 2018

Revised:

Policy Title: HUMAN RELATIONSHIPS

The President shall create and sustain an environment for learning, working, and teaching that supports the development and realization of human potential and promotes the College's Core Values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified. Accordingly, the President may not:

- Operate without policies and/or procedures which set forth staff and student rules, provide for effective handling of employee complaints, ensure due process, and protect against wrongful conditions.
- Fail to comply with all laws, rules, and regulations pertaining to employees and students including those pertaining to:
 - Discrimination
 - Equal Opportunity
 - Sexual Harassment
 - Rights of Privacy
- Prevent students and staff from using established grievance procedures.
- Fail to acquaint students and staff with their rights and responsibilities.
- Fail to maintain confidentiality where appropriate.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised: October 20, 2014

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; July 9, 2018

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; July 9, 2018

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; July 9, 2018

Revised: October 15, 2012; October 20, 2014

Policy Title: **BOARD COMMITTEES**

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

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

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

Revised: October 15, 2012; October 17, 2016

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

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

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

Adopted: July 2011

Reviewed: September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

Revised:

Policy Title: **BOARD OFFICERS**

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

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

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

Revised:

Policy Title: **BOARD PLANNING AND AGENDA**

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

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

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

Revised: October 15, 2012; October 17, 2016

Policy Title: BOARD POLICY CREATION AND REVIEW

It is the responsibility of the Board to provide leadership, guidance, and direction to govern the current and future affairs of the College. Toward this end, the Board deliberates and acts on matters of enduring significance to the College. Such actions, when approved by the Board, shall be articulated as statements of Board policy. These policy statements comply with the provisions of Chapter 38, *Wis. Stats.*

- When articulating policy, the Board shall strive for brevity, clarity, and continued expression of a positive and future-oriented tone.
- The Board may approve new policies or revise existing policies at any meeting by action of a majority vote of the entire Board. Upon the request of any member, action shall be deferred for one meeting.
- It is intended that Board policies be living documents. Toward this end, all Board policies shall be reviewed bi-annually or as needed to ensure that they continue to be pertinent.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised:

Policy Title: BOARD RESPONSIBILITY

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

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

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

Revised: October 15, 2012; October 17, 2016

Policy Title: CHAIRPERSON'S ROLE

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

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

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

Revised: October 15, 2012

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

Policy Title: CODE OF ETHICS

Each member of the Board is an appointed representative of the citizens of the entire District and therefore embraces the public's trust. The Board members' obligations, as a group, are both legal and ethical. Each member promises to carry out his/her duties with the very highest ethical conduct, and to carry out the Board's requirements under the applicable education code provisions of the State of Wisconsin and such other local, state, and federal laws as apply.

- Board members must maintain unconflicted loyalty to the interests of the College. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of College services.
- Board members must assure that all actions and decisions are done to better serve students since this is the primary reason for the College's existence.
- Board members must understand that the positive relationship between the student and instructor is critical, but of equal value are all the student-centered types of activities that support instruction and the individual needs of students.
- Board members must be responsible for the balance of appropriate programs, services, facilities, resources, staffing, and financial support necessary to meet the needs of current students in such a manner that assures their success in meeting their educational and occupational goals.
- Board members must accept the responsibility of becoming well informed of the major initiatives of the College, the global perspective of the Wisconsin Technical College System, and being well informed of related national activities such that each Board member is better able to make the necessary decisions that maintain or strengthen commitment to students of the College.
- Board members must help create and sustain an atmosphere in which controversial issues or different philosophical stances can be presented fairly and in which the dignity of each individual is maintained.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised:

- Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
- Board members must maintain confidentiality of privileged information and refuse to use his/her position on the Board or any confidential information in any way for personal gain.
- Board members must not use their positions to obtain employment by the College or the furnishing of services or goods to the College for or by themselves, family members, friends or associates.
- Board members recognize that each Director is only one member of a team, and that all Board actions are taken as a group in such a manner that the best interests of the entire College community are advanced.
- Board members' interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted previously in Board policies.
- Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.
- Board members will express no judgments of the President's or staff performance except as that performance is assessed in accordance with explicit Board policies.

Policy Title: COLLEGE BUDGET PROCESS

The Board shall oversee the development of the annual budget. The Board will delegate to the President the responsibility to prepare the annual budget, budget reports and detailed schedules as required by state statute and applicable rules. The College budget process will include the following sequence of activities:

1. The Board will annually review the College's Mission, Vision, financial assumptions (local, state and federal funds) and other plans and related materials (e.g., capital budgeting plan, debt retirement schedule, etc.).
2. The Board will review the College's prior year's budget experience and discuss major issues and initiatives to be considered over the course of the development of the next year's budget.
3. The Board will review the President's proposed direction statements and establish budget assumptions and parameters no later than January.
4. The Board will review the budget process calendar which includes the timetables for completion of the budget process no later than January.
5. The Board will review the President's proposed operating budget projections as well as any major capital budget initiatives included in the three-year capital plan. A special budget review may be offered to the Board prior to the final budget.
6. The Board will review the President's final proposed College budget prior to the budget hearing.
7. A public hearing on the proposed budget will take place during the month of June.
8. Following the public hearings, the Board shall approve the budget by July 1.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised:

Policy Title: GOVERNANCE COMMITMENT

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

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

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

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

Revised: October 17, 2016

Policy Title: **GOVERNING PHILOSOPHY**

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

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

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

Revised: October 17, 2016

Policy Title: PURCHASING AND PROCUREMENT

- The Board procurement policy will incorporate all pertinent federal, state, and Wisconsin Technical College System procurement requirements including state statute, Chapter 38, and TCS, Chapter 6.
- The Board will review and approve all proposed capital expenditures greater than \$50,000 and included in the annual adopted budget.
- The Board will review and approve all proposed public construction expenditures greater than \$25,000.
- The Chairperson and Secretary are empowered to sign or authorize signing of public construction contracts as defined by Wisconsin Statutes Chapter 62.15.
- The Chief Financial Officer shall prepare a monthly report of capital expenditures and, along with the President, certify that the expenditures were made in accordance with Wisconsin Statute Chapter 38 and Wisconsin Technical College System Chapter 6. The Board will review and approve this report.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised: October 15, 2012

Policy Title: **SECRETARY'S ROLE**

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

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

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

Revised: October 15, 2012

Policy Title: TREASURER'S ROLE

The Treasurer is elected by the Board.

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

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

Revised: October 15, 2012

Policy Title: VICE CHAIRPERSON'S ROLE

The Vice Chairperson is elected by the Board.

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

Adopted: July 11, 2011

Reviewed: September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

Revised: