

**MID-STATE TECHNICAL COLLEGE**

**OFFICIAL PROCEEDINGS**

Wisconsin Rapids

July 11, 2016

**I. ROLL CALL**

Board Chairperson Betty Bruski Mallek called the meeting to order at 4:05 p.m.

Roll call was as follows:

PRESENT: Robert Beaver, Betty Bruski Mallek, Justin Hoerter, Lynneia Miller, Peggy Ose, Charles Spargo, and Dr. Sue Budjac

EXCUSED: Dr. Colleen Dickmann

OTHERS: Nelson Dahl, Mike Grambow, Sandy Kiddoo, Dr. Mandy Lang, Richard O’Sullivan, and Angie Susa

NOTE: Patrick Costello passed away February 18, 2016

**II. MEETING NOTICE CERTIFICATION AND CLOSED SESSION**

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

Ms. Bruski Mallek announced the Board would convene to closed session immediately following the open session to discuss conduct the President’s annual performance evaluation. This closed session is being held in compliance with Chapter 19, Subchapter 19.85(c) of the Wisconsin Statutes. The Board may or may not reconvene to open session and may take action on items discussed in closed session.

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

**III. OPEN FORUM**

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

**IV. APPROVAL OF MINUTES**

Motion by Mr. Beaver, seconded by Ms. Ose, upon a voice vote, unanimously approved the minutes from the regular meeting held June 20, 2016, as written.

**V. CONSENT AGENDA**

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

OFFICIAL PROCEEDINGS

July 11, 2016

Page 2

1. The district's bills for the month of June 2016 were presented in Exhibit B. These bills totaled \$1,278,218.33 of which \$764,528.32 represents operational expenditures and \$513,690.01 represents capital expenditures.

The district's payroll for the month of June totaled \$1,276,543.04 plus \$15,145.04 for travel and miscellaneous reimbursements and \$538,494.16 in fringe benefits. The district's bills and payroll totaled \$3,108,400.57.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146240	John Edwards High School	\$ 4,089.60
146316	John Edwards High School	\$ 819.92
146301	Granton High School	\$ 2,615.76
146300	Granton High School	\$ 3,487.68
146299	Granton High School	\$ 435.96
146232	Auburndale High School	\$ 1,106.56
146236	Auburndale High School	\$ 3,262.68
146234	Auburndale High School	\$ 5,231.52
146235	Auburndale High School	\$ 1,226.88
146233	Auburndale High School	\$ 5,667.48
146297	Auburndale High School	\$ 4,907.52
146298	Auburndale High School	\$ 2,044.80
146277	Adams-Friendship High School	\$ 16,313.40
146275	Adams-Friendship High School	\$ 2,044.80
146274	Adams-Friendship High School	\$ 1,635.84
146272	Adams-Friendship High School	\$ 1,635.84
146231	Adams-Friendship High School	\$ 1,743.84
146286	Adams-Friendship High School	\$ 1,226.88
146292	Adams-Friendship High School	\$ 567.28
146296	Amherst High School	\$ 6,952.32
146295	Amherst High School	\$ 2,494.80
146294	Amherst High School	\$ 3,923.64
146242	Amherst High School	\$ 1,496.88
146241	Amherst High School	\$ 11,065.60
146319	Pittsville High School	\$ 3,271.68
146314	Pittsville High School	\$ 1,995.84
146313	Pittsville High School	\$ 1,785.84
146331	Pittsville High School	\$ 4,089.60
146246	Lincoln High School	\$ 8,719.20
146253	Lincoln High School	\$ 10,478.16
146255	Lincoln High School	\$ 5,316.48
146254	Lincoln High School	\$ 7,484.40
146223	Lincoln High School	\$ 18,812.16
146251	Lincoln High School	\$ 27,189.00
146248	Lincoln High School	\$ 2,862.72
146247	Lincoln High School	\$ 3,681.00
146249	Lincoln High School	\$ 3,051.72

OFFICIAL PROCEEDINGS

July 11, 2016

Page 3

146245	Lincoln High School	\$ 6,639.36
146303	Lincoln High School	\$ 7,127.64
146302	Lincoln High School	\$ 4,498.56
146305	Lincoln High School	\$ 2,453.76
146217	Stevens Point Area Senior High	\$ 777.28
146216	Stevens Point Area Senior High	\$ 4,989.60
146280	Stevens Point Area Senior High	\$ 2,494.80
146237	Stevens Point Area Senior High	\$ 8,179.20
146238	Stevens Point Area Senior High	\$ 1,087.56
146215	Stevens Point Area Senior High	\$ 20,012.22
146214	Stevens Point Area Senior High	\$ 9,373.20
146278	Stevens Point Area Senior High	\$ 3,869.32
146279	Stevens Point Area Senior High	\$ 9,815.04
146315	Stevens Point Area Senior High	\$ 22,901.76
146320	Stevens Point Area Senior High	\$ 2,720.48
146323	Stevens Point Area Senior High	\$ 2,993.76
146322	Stevens Point Area Senior High	\$ 3,492.72
146321	Stevens Point Area Senior High	\$ 1,943.20
146332	Stevens Point Area Senior High	\$ 8,179.20
146287	Nekoosa High School	\$ 777.28
146239	Nekoosa High School	\$ 3,680.64
146219	Nekoosa High School	\$ 2,453.76
146218	Nekoosa High School	\$ 2,044.80
146308	Nekoosa High School	\$ 385.20
146309	Nekoosa High School	\$ 3,051.72
146310	Nekoosa High School	\$ 2,044.80
146312	Nekoosa High School	\$ 4,089.60
146311	Nekoosa High School	\$ 4,490.64
146317	Nekoosa High School	\$ 408.96
146281	Marshfield High School	\$ 2,615.76
146267	Marshfield High School	\$ 3,109.12
146269	Marshfield High School	\$ 18,960.48
146268	Marshfield High School	\$ 8,981.28
146221	Marshfield High School	\$ 3,680.64
146222	Marshfield High School	\$ 6,952.32
146220	Marshfield High School	\$ 256.80
146266	Marshfield High School	\$ 3,680.64
146265	Marshfield High School	\$ 8,299.20
146306	Marshfield High School	\$ 12,268.80
146307	Marshfield High School	\$ 12,268.80
146335	Domtar Corporation	\$ 1,220.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 58,387.00	AVI Systems	Media Services

**VI. CHAIRPERSON'S REPORT**

## OFFICIAL PROCEEDINGS

July 11, 2016

Page 4

1. Ms. Bruski Mallek welcomed Board members to the meeting. She announced Dr. Colleen Dickmann asked to be excused.
2. Ms. Bruski Mallek announced the Summer Boards Association meeting will be held July 14-16 at Northcentral Technical College in Wausau. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac plan to attend.
3. Ms. Bruski Mallek announced the 2016 ACCT Leadership Congress will be held October 5-8 in New Orleans. Board members interested in attending should contact Ms. Susa to make arrangements. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac plan to attend.
4. Ms. Bruski Mallek continued discussion regarding a date for the 2016 Fall Board Advance. Board members were previously surveyed for availability and discussed options that suited most members. The Board plans to hold the Fall Board Advance Tuesday, November 15, 2016.
5. Ms. Bruski Mallek recognized Vice President of Finance & IT Nelson Dahl for his 36 years of service to Mid-State Technical College and wished him health and happiness on behalf of the Board. Mr. Dahl will retire July 21. Dr. Budjac also thanked Mr. Dahl for his focus on college stability and financial strategy and meaningful contributions over the past 3.5 decades.
6. The next Mid-State Board of Directors meeting will be held on Monday, August 15 at the Wisconsin Rapids Campus. Committee meetings will be held at 4:15 p.m. unless otherwise announced, Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m.

### **VII. FOUNDATION BOARD LIAISON REPORT**

1. Ms. Bruski Mallek reported the Foundation Golf Outing was a huge success. Sixty-eight golfers participated in this year's event. A profit of \$12,177 was realized benefitting colleges programs and scholarships.
2. Ms. Bruski Mallek reported the Foundation awarded 24 - \$1,250 scholarships to Mid-State District high school seniors. Scholarship applications for fall enrollment are being reviewed and will be awarded by the end of July. Approximately 200 scholarships will be awarded.
3. Ms. Bruski Mallek shared 2016-17 Foundation Goals with the Board.

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

1. Dr. Budjac provided a brief update on the Student Services & Information Center construction and remodel project currently underway at the Wisconsin Rapids Campus.
2. Dr. Budjac provided an overview of the recruitment process for the Vice President of Finance & IT position and the transition plan that will be put in place until a new Vice President of Finance & IT has been hired. Financials System Manager Greg Bruckbauer will join the Board in the interim.

### **IX. FINANCE & AUDIT COMMITTEE**

OFFICIAL PROCEEDINGS

July 11, 2016

Page 5

1. Finance & Audit Committee Chairperson Charles Spargo reported the committee reviewed its Consent Agenda items and had no questions or concerns. He reported there were 77 transcribed credit agreements with 10 area high schools presented for approval.
2. Mr. Spargo reviewed the Treasurer's Report. There were no questions or concerns.
3. Mr. Spargo reported a schedule of events for financing the FY17 capital budget was presented in June and was included in the FY17 adopted budget. Administration is now requesting authority to issue \$4,200,000 in general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds and equipment in 2016-17. Proceeds will be distributed shortly after the August sale.

Motion by Mr. Spargo, seconded by Mr. Beaver, upon a roll call vote, unanimously approved the following Resolution Authorizing The Issuance Of Not To Exceed \$4,200,000 General Obligation Promissory Notes; And Setting The Sale:

WHEREAS, the Mid-State Technical College District, Adams, Clark, Jackson, Juneau, Marathon, Portage, Waushara and Wood Counties, Wisconsin (the "District") is presently in need of \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects; \$2,258,830 for the public purpose of paying the cost of acquiring moveable equipment; and \$441,170 for the public purpose of paying the cost of site improvements; and there are insufficient funds on hand to pay said cost;

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

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$2,258,830 for the public purpose of paying the cost of acquiring moveable equipment; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$441,170 for the public purpose of paying the cost of site improvements; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section

OFFICIAL PROCEEDINGS

July 11, 2016

Page 6

67.12(12), Wisconsin Statutes, the principal sum of not to exceed FOUR MILLION TWO HUNDRED THOUSAND DOLLARS (\$4,200,000) from Robert W. Baird & Co. Incorporated (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed FOUR MILLION TWO HUNDRED THOUSAND DOLLARS (\$4,200,000) (the "Notes"). There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof within ten years of the date of issuance of the Notes.

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the Wisconsin Rapids Daily Tribune, the official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A, B and C and incorporated herein by this reference (collectively, the "Notice").

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

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

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

Adopted, approved and recorded July 11, 2016.

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Chairperson

Attest:

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Secretary

(SEAL)

4. The following items were presented for informational purposes only:
  - a. UPDATE ON FORMATION OF AN OPEB TRUST – Mr. Spargo reported work on formation of an OPEB trust is progressing. WoodTrust Bank has been instructed to liquidate assets and transfer funds to the trust. The Committee and PFM will research and complete an investment program by the end of July or early August.
  - b. REVIEW OF BOARD POLICIES – Mr. Spargo reported the committee reviewed financially related Board Policies. Minor wording changes were incorporated into one Board Policy. Any recommendations for additional changes should be made prior to final approval in October.
  - c. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

**X. ACADEMIC & HUMAN RESOURCES COMMITTEE**

1. Academic & Human Resources Committee Chairperson Justin Hoerter reported the committee had no consent agenda items this month.
2. The following items were presented for informational purposes only:
  - a. MID-STATE ARTICULATION AGREEMENTS – Mr. Hoerter reported the college continues to work to provide transfer opportunities for students. Currently the college has 83 transfer agreements ; 76 of which are program specific, and the College is working on an IT program agreement with University of Wisconsin-Stevens Point and a fire protection program agreement with University of Wisconsin-Oshkosh.
  - b. BOARD POLICIES REVIEW AND UPDATE – Mr. Hoerter reported the committee reviewed Board Policies related the college’s human resources function. One language change was recommended to the Compensation & Benefits policy related to FQA standards. Approval will be sought in October.

**XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE**

1. In place of a Facilities & External Relations Committee Chairperson, Lynneia Miller reported that the committee had no Consent Agenda items this month.
2. The following items were presented for informational purposes only:
  - a. FY16 OUT-OF-STATE TUTION REMISSION ANNUAL SUMMARY – Ms. Miller reported WTCS Administrative Bulletin AB 04-02 authorized District Board

to delegate authority to submit requests to the State Director for authorization to remit out-of-state tuition for needy and worthy students. During the 2015-16 academic year, no out-of-state tuition was remitted. This has been the case since 2010.

- b. **FY17 OUT-OF-STATE TUITION REMISSION ANNUAL REQUEST** – Ms. Miller reported Mid-State Technical College will not be requesting authority from the WTCS President to remit any out-of-state tuition for the 2016-17 academic year.
- c. **GRADUATE FOLLOW-UP SURVEY** – Ms. Miller reported on Mid-State’s 2015 graduate follow-up survey results and compared them to the 2015 WTCS graduate follow-up survey results. Mid-State experienced a 61% response rate with 91% of respondents employed. The primary reason for attending Mid-State was to prepare for a job and 97% were satisfied or very satisfied with Mid-State.

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

1. **WTCS PRESIDENTS ASSOCIATION STRATEGIC AREAS OF FOCUS** – Dr. Budjac reported the Presidents Association met in June in Madison for their 2016-17 annual planning and to discuss strategic areas of focus. The 2016-17 focus areas will include external partnerships, innovation, internal collaboration, legislative advocacy, and skill/talent solutions.

2. **BOARD LEADERSHIP AND COMMITTEE ASSIGNMENT DISCUSSION** – Ms. Bruski Mallek led a discussion regarding District Board appointment of officers and committee assignment for 2016-17.

## **XIII. DISCUSSION AND ACTION ITEM**

1. **ELECTION OF OFFICERS** – Ms. Bruski Mallek announced that State Statutes require all Wisconsin technical colleges to meet on the second Monday of July for an annual organizational meeting. During this meeting, officers for the forthcoming year are elected. Ms. Bruski Mallek began the process of electing a Chairperson, Vice Chairperson, Secretary and Treasurer for 2016-17.

Ms. Bruski Mallek called for nominations for Chairperson, Vice Chairperson, Secretary and Treasurer. Mr. Beaver nominated the current slate of officers; Betty Bruski Mallek as Chairperson, Justin Hoerter as Vice Chairperson, Peggy Ose as Secretary and Charles Spargo as Treasurer. Ms. Bruski Mallek called three times for any other nominations. Hearing none, Ms. Bruski Mallek closed nominations and Mr. Beaver moved that a unanimous ballot be cast for the current slate of officers; seconded by Ms. Miller.

2. **BOARD COMMITTEE ASSIGNMENTS** – Ms. Bruski Mallek stated that as part of the Board’s discussion during the organizational meeting, Board members agreed to the following committee assignments: Finance & Audit – Mr. Spargo (Chairperson) and Ms. Bruski Mallek; Academic & Human Resources – Mr. Hoerter (Chairperson), Ms. Miller and Ms. Ose; and Facilities & External Relations – Mr. Beaver (Chairperson) and Dr. Dickmann. Two Board members, Kristin Crass and Richard Merdan, will be seated in August and join the Finance & Audit and Facilities & External Relations committees respectively.

3. **WTC DISTRICT BOARDS ASSOCIATION COMMITTEE ASSIGNMENTS** – Ms. Bruski Mallek stated that WTC District Boards Association Executive Director Layla Merrifield asked for

OFFICIAL PROCEEDINGS

July 11, 2016

Page 9

assistance in selection of 2016-17 committee members. Mid-State Board members elected to stay on their current committee assignment.

Motion by Ms. Miller, seconded by Mr. Spargo, upon a voice vote, unanimously approved Mr. Beaver as Mid-State Technical College's representative on the District Boards Association Board.

**XIV. ADJOURNMENT**

The next meeting of the Mid-State Technical College Board will be on Monday, July 11, 2016 at the Wisconsin Rapids Campus. Committees will meet at 3:30 p.m., unless otherwise announced. Committee-of-the-Whole will be held at 3:45 p.m. and the organizational meeting will begin at 4:00 p.m.

There being no further business, the Board convened to closed session at 4:37 p.m.

Following the closed session, the Board reconvened to open session to take the following action and recognize President Dr. Sue Budjac for her leadership and accomplishments as Mid-State President.

Motion by Mr. Beaver, seconded by Ms. Miller, upon a roll call vote, unanimously approved a salary increase to \$177,718, an addition of \$5,000 to a tax sheltered annuity and provide a stipend of \$25,000.

Motion by Mr. Beaver, seconded by Mr. Hoerter, upon a roll call vote, unanimously accepted Dr. Budjac's notice of retirement effective July 1, 2017.

There being no further business, the Board meeting adjourned at 5:11 p.m. with a motion by Mr. Beaver, upon a voice vote.

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Peggy Ose, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary