

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids

August 15, 2016

I. ROLL CALL

Board Chairperson Betty Bruski Mallek called the meeting to order at 5:20 p.m.

Roll call was as follows:

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

EXCUSED: Peggy Ose

OTHERS: Greg Bruckbauer, Mike Grambow, Sandy Kiddoo, John Mehan, Dr. Mandy Lang, Richard O'Sullivan, Lance Pliml, Matt Schneider and Angie Susa

II. MEETING NOTICE CERTIFICATION AND CLOSED SESSION

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

Ms. Bruski Mallek announced the Board would convene to closed session immediately following the open session to discuss employee performance evaluation data and complaints and the presidential search. This closed session is being held in compliance with Chapter 19, Subchapter 19.85(c)(g) 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 Mr. Beaver, seconded by Mr. Spargo, 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. Miller, upon a voice vote, unanimously approved the minutes from the organizational meeting held July 11, 2016, as written.

V. CONSENT AGENDA

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

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1. The district's bills for the month of July 2016 were presented in Exhibit B. These bills totaled \$1,449,533.00 of which \$1,231,343.15 represents operational expenditures and \$218,189.85 represents capital expenditures.

The district's payroll for the month of July totaled \$1,275,853.59 plus \$8,373.57 for travel and miscellaneous reimbursements and \$527,158.45 in fringe benefits. The district's bills and payroll totaled \$3,260,918.61.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted With</u>	<u>Amount</u>
146336	Wood County Head Start	\$ 610.00
146337	Catalyst Paper	\$ 590.00
146338	Klasinski Clinic	\$ 500.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 329,684.00	American Asphalt of WI	Facilities
\$ 102,983.00	CAE Healthcare, Inc.	Service & Health
\$ 81,861.16	CAE Healthcare, Inc.	Service & Health

VI. CHAIRPERSON'S REPORT

1. Ms. Bruski Mallek welcomed Board members to the meeting. She announced Peggy Ose asked to be excused. She also welcomed new Board members Kristin Crass and Richard Merdan to the Mid-State Board. Each shared a little about themselves. Ms. Crass and Mr. Merdan recently completed Mid-State New Board Member Orientation with Sue Budjac, Richard O'Sullivan, Mandy Lang, Sandy Kiddoo, Nelson Dahl and Angie Susa.

2. Ms. Bruski Mallek announced the Summer Boards Association meeting was held July 14-16 at Northcentral Technical College in Wausau. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac attended. Each commented on sessions attended, the employer tour that was provided and the focus on K-12 partnerships and opportunities to increase student success.

3. Ms. Bruski Mallek announced the 2016 ACCT Leadership Congress will be held October 5-8 in New Orleans. Mr. Beaver, Ms. Bruski Mallek and Dr. Budjac plan to attend. The District Boards Association will host a "Wisconsin Night" Wednesday evening for those that wish to attend. Patrick Costello will be honored as part of the opening session memorial presentation.

4. Ms. Bruski Mallek announced the WTC District Boards Association requested assistance in identifying nominees for the 2017 Board Member of the Year award. Award criteria was shared with the Board. Nominations can be submitted to Dr. Budjac or Ms. Susa.

5. Ms. Bruski Mallek reported the Tuesday, November 15 Board Advance will be held at Aspirus Riverview Hospital in Wisconsin Rapids. Additional details and a draft agenda will be shared at the September Board meeting.

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6. The next Mid-State Board of Directors meeting will be held on Monday, September 19 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 will award 187 scholarships valued at \$126,692 to continuing students at Mid-State. In addition, the Foundation is reviewing scholarships for new students and will make awards by the end of August.

2. Ms. Bruski Mallek reported the Foundation has two new fundraising events planned for this year. They will host a Trap Shooting Fundraiser in Rome this fall to help build the Foundation's Matching Emergency Grant fund required by the DASH Grant. The Foundation will also be hosting a Wine, Cheese and Microbrew event in Marshfield this spring. Additional details will be shared in the future.

3. Ms. Bruski Mallek reported the Foundation Director continues to meet with businesses about partnering for the Sponsor-A-Scholar program. The Foundation is also working on a plan for funding the mobile manufacturing unit (Manufacturing. Innovation. Knowledge. Experience. - MIKE).

VIII. PRESIDENT'S REPORT

1. Dr. Budjac welcomed Wood County Board Chair Lance Pliml and Baird Managing Director John Mehan to the meeting.

2. Dr. Budjac announced that the college selected a Vice President of Finance & IT. Ms. Mary Minch will be at the end of the month. In addition, the college has hired Ms. Kolina Stieber as the Director of Marketing and Communications. Ms. Minch and Ms. Stieber will join the Board at the September meeting.

3. Dr. Budjac announced the college will host the September 13-14 WTCS Board meeting at the Stevens Point Campus. A Future Makers Partner Award will be presented September 13 during the evening reception and dinner. Board members are invited to attend. Please let Dr. Budjac or Ms. Susa know if you'd like to attend.

4. Dr. Budjac reported that Vice President of Academics Sandy Kiddoo initiated a new lunch and learn session for new faculty members in addition to the new employee two-day orientation organized by Human Resources. The lunch and learn session allowed faculty to discuss topics especially significant to their role. Nine new faculty members benefited from this opportunity.

5. Dr. Budjac reported Vice President of Academics Sandy Kiddoo threw out the first pitch at the August 10 Rafters game as part of Mid-State Service & Health Division sponsored Protective Services Night. The game honored local police, fire, paramedic professionals and others who perform tasks to keep people safe. The college's fire engine and squad cars were on-site and program information was distributed.

6. Dr. Budjac shared her finalized 2016-17 Goals.

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7. Dr. Budjac provided a brief legislative update. The WTCS is tracking the two Legislative Council Study Committees that are looking at recidivism and post incarceration employment and current shortages in firefighters and EMTs.

IX. FINANCE & AUDIT COMMITTEE

1. Finance & Audit Committee Chairperson Charles Spargo reported the committee reviewed its Consent Agenda items and had no questions.

2. Mr. Spargo reviewed the Treasurer's Report and thanked Mid-State Financials System Manager Greg Bruckbauer for joining the Board this evening in place of a Vice President, Finance & Information Technology.

3. Mr. Spargo reported an awarding resolution was presented for the sale of \$4.2 million general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds, and equipment in 2016-17. Robert W. Baird Managing Director John Mehan summarized the issuance process. Moody's Investor Services was consulted and has assigned Mid-State a Aa1 rating.

Motion by Mr. Spargo, seconded by Mr. Beaver, upon a roll call vote, unanimously approved the following Resolution Awarding The Sale Of \$4,200,000 General Obligation Promissory Notes, Series 2016B:

WHEREAS, on July 11, 2016, the District Board of the Mid-State Technical College District, Adams, Clark, Jackson, Juneau, Marathon, Portage, Waushara and Wood Counties, Wisconsin (the "District") adopted a resolution entitled: "Resolution Authorizing the Issuance of Not to Exceed \$4,200,000 General Obligation Promissory Notes; and Setting the Sale" (the "Authorizing Resolution") which authorized the issuance of 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; in an amount not to exceed \$2,258,830 for the public purpose of paying the cost of acquiring moveable equipment; and in an amount not to exceed \$441,170 for the public purpose of paying the cost of site improvements (the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Wisconsin Rapids Daily Tribune on July 14, 2016 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes within thirty (30) days of publication of the Notices with respect to the building remodeling and improvement projects and the acquisition of moveable equipment;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expired on August 13, 2016;

WHEREAS, the District Board has hereto found and determined that the Project is within the District's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

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

WHEREAS, it is the finding of the District Board that it is necessary, desirable and in the best interest of the District to sell the general obligation promissory notes to Robert W. Baird & Co. Incorporated (the "Purchaser"), pursuant to the terms and conditions of its note purchase proposal attached hereto as Exhibit A and incorporated herein by this reference (the "Proposal").

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District that:

Section 1. Sale of the Notes. The Proposal is hereby accepted and the Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. To evidence the obligation of the District, 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 FOUR MILLION TWO HUNDRED THOUSAND DOLLARS (\$4,200,000) (the "Notes") for the sum set forth on the Proposal, plus accrued interest to the date of delivery.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2016B"; shall be issued in the aggregate principal amount of \$4,200,000; shall be dated September 1, 2016; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on March 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit B-1 and incorporated herein by this reference. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2017. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit B-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on March 1, 2024 and thereafter shall be subject to redemption prior to maturity, at the option of the District, on March 1, 2023 or on any date thereafter. Said Notes shall be redeemable as a whole or in part, and if in part, from maturities selected by the District and within each maturity, by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the

District a direct annual irrevocable tax in the years 2016 through 2025 for the payments due in the years 2017 through 2026 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for \$4,200,000 General Obligation Promissory Notes, Series 2016B, dated September 1, 2016" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. The Secretary shall deposit in the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section

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67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund separate and distinct from all other funds of the District and disbursed solely for the purposes for which borrowed or for the payment of the principal of and the interest on the Notes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purposes shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The Fiscal Agency Agreement between the District and the Fiscal Agent shall be substantially in the form attached hereto as Exhibit D and incorporated herein by this reference.

Section 13. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly

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executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The fifteenth day of each calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations previously executed on behalf of the District and on file in the Secretary's office.

Section 16. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or Final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or Final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or Final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 18. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every

step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. 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.

Adopted, approved and recorded August 15, 2016.

Betty A. Bruski Mallek
Chairperson

ATTEST:

Peggy J. Ose
Secretary

(SEAL)

4. The following items were presented for informational purposes only:
 - a. STATUS OF THE FY16 INDEPENDENT FINANCIAL AUDIT – Mr. Spargo reported financial auditors have been on-site to review Mid-State’s records for the year ending June 30, 2016. Field work will begin in September and any modifications will be done in October. A final report will be available at the November Board meeting.
 - b. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES – No topics were discussed.

X. ACADEMIC & HUMAN RESOURCES COMMITTEE

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1. Academic & Human Resources Committee Chairperson Justin Hoerter reported the committee had no consent agenda items this month.

2. Mr. Hoerter reported the committee discussed the proposed Agri-Business associate degree program. The program would utilize existing faculty and is expected to have a minimal cost impact to the District. Labor market analysis indicates there are approximately 50 job openings each year in this field. Over the last few years, 16 students annually leave the District for agri-business programming.

Motion by Mr. Spargo, seconded by Dr. Dickmann, upon a roll call vote, unanimously approved the Agri-Business and Science Technology Associate of Applied Science degree program.

Additionally, Mid-State currently offers two agriculture technical diplomas, Farm Business and Production Operations and Farm Operations, both of which will ladder into the Agri-Business associate degree. The Board received emails containing feedback on changes to the agriculture technical diplomas; additional program information will be shared at a future meeting.

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

- a. DEPARTMENT OF HEALTH & FAMILY RACE TO THE TOP GRANT – Mr. Hoerter reported Mid-State is entering the final year of a Department of Health & Family grant allowing the college to offer students associate degree courses at no cost in the Early Childhood Education Program. The college was able to serve 44 students with this grant; far above the expected service of 25 students. Thus far, students have earned 312 associate degree credits.
- b. AUDIT OF HEALTH INSURANCE CLAIMS – Mr. Hoerter reported the college is able to obtain audit firm services to examine medical claim payments for accuracy through the health insurance consortium North Central Health Alliance (NCHA). The audit will take approximately five months to complete.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. Facilities & External Relations Committee Chairperson Robert Beaver reported that the committee had no Consent Agenda items this month.

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

- a. FISCAL YEAR 2016 ENERGY CONSUMPTION REPORT AND ANALYSIS – Mr. Beaver reported the committee reviewed 2016 energy consumption reports for all Mid-State locations and compared this report to previous year data. The Committee discussed recent improvements and maintenance staff initiatives that has benefited energy consumption as well as those areas of opportunity.
- b. JOB CENTER COLLABORATION – Mr. Beaver reported the college is increasing collaboration with workforce partners. An additional connection will be made to the college as Mid-State's Career Pathways Coordinator Ali Konkel will now have a physical presence at the Job Center.

XII. COMMITTEE-OF-THE-WHOLE

1. RETENTION SOFTWARE – Ms. Bruski Mallek reported a need has been identified for retention software to support student success initiatives. A software system that provides real time data for advisors and faculty as well as clarity to students on their educational path and optimal class scheduling is being proposed. Software cost will be approximately \$500,000 over a three year period. An RFP will be conducted and award sought in November.

2. BOARD POLICY REVIEW – Ms. Bruski Mallek reported the Board is completing its biennial review of all Board Policies to ensure policies remain accurate, up-to-date and reflect current practices. The second set of Board Policies were presented with few changes. Board members with feedback or recommendations should contact Dr. Budjac or Ms. Susa. In October, approval of all Board Policies will be requested.

XIII. DISCUSSION AND ACTION ITEM

1. HLC COMMUNITY CONVERSATION – Dr. Budjac reported the Higher Learning Commission (HLC) conducted their accreditation site visit May 2-4. As anticipated, the Institutional Actions Council for the HLC concurred with the recommendations of the visiting team and agrees all core components were met. Mid-State was granted continued accreditation to 2025-26; the longest time span given.

2. FUTURE FACILITY PROJECTS: WISCONSIN RAPIDS LEARNING COMMONS AND MARSHFIELD STUDENT SERVICES AND INFORMATION CENTER – Mid-State Vice President of Academics Sandy Kiddoo and Director of Facilities & Procurement Matt Schneider provided need, concept, budget and timeline information for the proposed Wisconsin Rapids Learning Commons and Marshfield Student Services and Information Center projects.

The Wisconsin Rapids Learning Commons would consolidate student support services in the current library. District approval of the project will be sought in September, moving to State Board approval in November. Completion and occupancy is slated for August 2017. The project budget will be approximately \$863,600.

The Marshfield Campus Student Services and Information Center will create an experience for students similar to that of the Wisconsin Rapids Campus. Following the Integrated Enrollment Model and housing services in close proximity garners the college many efficiencies and students a streamlined support process. District approval of the project will be sought in October, moving to State Board approval in January. Completion and occupancy is slated for February 2018. The project budget will be approximately \$1,119,400 with design services funded in FY17 and construction in FY18. Discussion ensued regarding contractor bidding timelines.

XIV. ADJOURNMENT

The next meeting of the Mid-State Technical College Board will be on Monday, September 19, 2016 at the Wisconsin Rapids Campus. Committees will meet at 4:15 p.m., unless otherwise announced. Committee-of-the-Whole will be held at 5:00 p.m. and the regular meeting will begin at 5:20 p.m.

There being no further business, the Board convened to closed session at 6:33 p.m.

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Following the closed session, the Board reconvened to open session at 7:28 p.m. to report the Board is interested in learning more about a presidential search firm and has requested time be established to interview a search firm as soon as possible.

There being no further business, the Board meeting adjourned at 7:29 p.m. with a motion by Mr. Beaver, seconded by Mr. Spargo, upon a voice vote.

Peggy Ose, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary