

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids Campus

August 20, 2018

I. ROLL CALL

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

Roll call was as follows:

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

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Robb Fish, Heather Grys-Luecht, Dr. Mandy Lang, Ray McLemore, John Mehan, Russ Moore, Drew Painter, Brad Russell, Matt Schneider, Mike Schultz, Dr. Deb Stencil, Kolina Stieber, Angie Susa and Aaron Wulk

* 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 July 9, 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 July 2018 were presented in Exhibit B. These bills totaled \$1,501,024.72 of which \$1,012,679.02 represents operational expenditures and \$488,345.70 represents capital expenditures.

The district's payroll for the month of July totaled \$1,469,026.81 plus \$13,561.39 for travel and miscellaneous reimbursements and \$623,816.27 in fringe benefits. The district's bills and payroll totaled \$3,607,429.19.

2. Entered into the following contracted service agreements:

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<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146454	Security and Safety	\$ 450.00
146455	Emergency Medical Responder	\$ 18,400.00
146456	Hearsaver First Aid/CPR/AED	\$ 2,350.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$138,240.00	Apex IT	Information Technology
\$118,890.06	Graphic House	Facilities

VI. CHAIRPERSON'S REPORT

1. Mr. Hoerter welcomed Board members to the meeting. He introduced Dr. William Greb announced his resignation from the Mid-State Board effective July 20, 2018.

2. Mr. Hoerter announced the Summer Boards Association meeting was held July 12-14 in Green Bay. Representing Mid-State was Robert Beaver, Betty Bruski Mallek, Kristin Crass, Lynneia Miller, Charles Spargo and Dr. Shelly Mondeik. Those attending commented on sessions attended, the budget presentation as well as tours of various facilities.

3. 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.

4. Mr. Hoerter announced an email was sent to Board members seeking availability for the Fall 2018 Board Advance. Please respond to that request.

5. Mr. Hoerter announced that due to Dr. Greb's resignation, Lynneia Miller as secretary of the Board has initiated the board appointment process with Mid-State District County Board Chairpersons. The application period for School District Administrator member opens August 29, closes September 12 and the Board Appointment meeting will be held September 27 at 5:00 p.m.

6. Ms. Bruski Mallek reported she and Ms. Miller will attend the annual District Boards Association Planning Meeting later this month. She sought feedback to share with the planning team.

7. The next Mid-State Board of Directors meeting will be held on Monday, September 17 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 Liaison Betty Bruski Mallek reported 340 applications were received for new and continuing student scholarships. Over 200 scholarships were awarded to 104 students.

2. Ms. Bruski Mallek highlighted recent involvement by the Foundation in Mid-State Night at the Rafters. The Foundation sold 50/50 raffle tickets that grossed \$2,100 (half to the Foundation and half to lucky winner). Thank you to all volunteers for making the event such a success.

3. Ms. Steckbauer announced the following events:

- Trapshoot Event – Friday, September 7 in Rome - \$3,700 in sponsorship committed

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- Fall Scholarship Reception – Thursday, September 13 at 6:00 p.m. at Wisconsin Rapids Campus
- Fall Golf Outing – Tuesday, September 18 at Sand Valley - \$7,800 in sponsorship committed

VIII. PRESIDENT’S REPORT

1. Dr. Mondeik reported the college held a strong summer semester; up in both headcount and FTE. She highlighted Metal Mania, held as part of the summer semester.
2. Dr. Mondeik highlighted the positive response to Mid-State’s recent night at the Rafters for all employees. Positive feedback has been received regarding the picnic style dinner and game atmosphere with over 250 Mid-State employees and family members in attendance.
3. Dr. Mondeik welcomed faculty back to campus. They are on site for Faculty Teaching and Learning Days. Fall semester begins next week.
4. Dr. Mondeik reported Mid-State held College In-Service on August 17. The theme “Fun at the Fair” showcased Mid-State programs, divisions, and schools to provide employees a learning opportunity.
5. Dr. Mondeik announced Mid-State received a Certificate of Appreciation for outstanding support of the 2018 Farm Technology Days. Over 70 Mid-State volunteers participated with Mid-State Agribusiness Instructor Mike Sabel acting as Committee Co-Chair.
6. Dr. Mondeik reported she has been out and about meeting with business and industry to discuss needs and future opportunities throughout the Mid-State District. She, along with many Mid-State employees, also recently supported the Central Wisconsin Metal Manufacturing Alliance golf event as presenting sponsor. Our mobile manufacturing lab was on-site for the event.
7. Dr. Mondeik reported the college continues to explore opportunity for a Simulation Center in Wisconsin Rapids in partnership with Aspirus Riverview. Presentation was made to Legacy Foundation to this effort. Additional details will be presented to Legacy in October.
8. Dr. Mondeik announced a needs assessment has been completed, showcasing the need for manufacturing training in Stevens Point. Mid-State is exploring options in the Stevens Point community to bring this need to fruition.
9. Dr. Mondeik reported the Presidents Association recently met to discuss the Student Success Summit, preliminary budget data and DMI cyber-attack coverage. The group will meet again September 12 in Appleton.

IX. FINANCE & AUDIT COMMITTEE

1. Finance & Audit Committee Chairperson Charles Spargo reported the committee reviewed its Consent Agenda items and had no questions.
2. Mr. Spargo reviewed the Treasurer’s Report. There were no questions or concerns.
3. Mr. Spargo reported the committee reviewed the Resolution Awarding The Sale of \$4,800,000 General Obligation Promissory Notes; Series 2018B (Exhibit F) with Robert W. Baird, Inc. Managing Director John Mehan. Mr. Mehan presented a summary of that discussion to the full board and answered questions. This

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award will finance budgeted capital expenditures for facilities, grounds, and equipment in 2018-19. Funds from the note will be available September 10 and the college maintained its excellent Aa1 Moody's rating.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Resolution Awarding The Sale Of \$4,800,000 General Obligation Promissory Notes; Series 2018B:

WHEREAS, on July 9, 2018, 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 \$4,800,000 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 \$1,331,500 for the purpose of paying the cost of building remodeling and improvement projects; in an amount not to exceed \$3,320,500 for the purpose of paying the cost of acquiring movable equipment; and in an amount not to exceed \$148,000 for the purpose of paying the cost of site improvements (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Stevens Point Journal on July 12, 2018 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 acquisition of movable equipment portions of the Project;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expired on August 11, 2018;

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;

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 such 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. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of FOUR MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$4,800,000) from the Purchaser in accordance with the terms and conditions of the Proposal. 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 EIGHT HUNDRED THOUSAND DOLLARS (\$4,800,000) (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 2018B"; shall be issued in the aggregate principal amount of \$4,800,000; shall be dated September 10, 2018; 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, 2019. 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, 2026 and thereafter are subject to redemption prior to maturity, at the option of the District, on March 1, 2025 or on any date thereafter. Said Notes are 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 irrepealable tax in the years 2018 through 2027 for payments due in the years 2019 through 2028 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 General Obligation Promissory Notes, Series 2018B" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into 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 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 (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed. 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 purpose or 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 purpose(s) 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 District hereby authorizes the Chairperson and Secretary or other appropriate officers of the District to enter a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

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

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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 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 15th day of the 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, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently 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 20, 2018.

Justin Hoerter
Chairperson

ATTEST:

Lynneia Miller
Secretary
(SEAL)

4. The following items were presented for informational purposes only:
 - a. STATUS OF FY18 INDEPENDENT FINANCIAL AUDIT – Mr. Spargo reported preliminary audit work went well and the audit is moving forward smoothly.
 - b. REVIEW OF BOARD FINANCE POLICIES – Mr. Spargo reported the committee reviewed financially related board policies. Change/update suggestions will be shared with Mr. Fish prior to October.
 - c. 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. PRODUCT DEVELOPMENT PLAN – Ms. Miller reported each school developed a three-year product development plan that includes opportunities for new programming, apprenticeships, etc. Having product development plans will aid the college in annual planning and grant applications. Each plan will include the five R’s and will be a living/changing document that takes into account new opportunities and community need. Currently there are 50 ideas included in product development plans that will be further explored.
- b. PERFORMANCE MANAGEMENT REVIEW – Mr. Miller reported Vice President of Human Resources and Organizational Development Dr. Karen Brzezinski outlined the performance management process and sessions held to solicit feedback from employees centered around the process. In 18-19 the college will change the process taking into consideration employee feedback, a review of current rating definitions and criteria rating reviews. Additional training will be held for employees.
- c. WINTER TIME OFF – Ms. Miller reported Mid-State is exploring the possibility of closing the college between the Christmas and New Year’s holidays. The committee reviewed benefits of this closure as well as discussed system wide trends.
- d. BOARD POLICIES REVIEW AND UPDATE – Ms. Miller reported the committee discussed Board policies related to the Human Resource function of the college. One change suggestion was presented and any others should be shared with Dr. Brzezinski for inclusion in the October approval.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

1. Facilities & External Relations Committee Chairperson Robert Beaver reported that the committee had no Consent Agenda items.
2. The following items were presented for informational purposes only:
 - a. ANNUAL ENERGY REPORT – Mr. Beaver reported the committee reviewed the college’s energy usage for the past year as well as trending for the past six years. Improvements made at the college had a direct impact on energy consumption; new heating/cooling units, changes in lighting, etc. Additional improvement opportunities will be reviewed and implemented as appropriate.
 - b. ENROLLMENT STRATEGY STRUCTURE – Mr. Beaver reported Vice President of Student Services & Enrollment Management Dr. Mandy Lang highlighted a recently implemented new enrollment strategy that focuses on recruitment, retention and overall growth of the college. Two cross functional subcommittees were born out of the Enrollment Strategy Committee, directly focusing on recruitment and retention. All committees meet weekly to address areas of opportunity based on data.

XII. COMMITTEE-OF-THE-WHOLE

1. YEAR-END DASHBOARD – Dr. Mondeik presented Mid-State’s year-end dashboard highlighting 2017-18 milestones and statistics and outlining 2018-19 goals.

XIII. DISCUSSION AND ACTION ITEM

1. CONTINUING EDUCATION-WELDING – Last summer, Mid-State launched a metal garden sculpture course. This course was very positively received and subsequent classes have occurred. In addition, the American Welding Society (AWS) covered the project in their July 2018 magazine. Continuing Education Manager Heather Grys-Luecht, Welding Instructors Russ Moore and Aaron Wulk, Industrial Mechanical Technician Instructor Mike Schultz and Equipment & Lap Specialist Drew Painter shared observations, surprises and lessons learned from this exciting offering.

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

The Board moved into closed session at 6:18 p.m.

XV. ADJOURNMENT

Motion by Mr. Beaver, seconded by Mr. Spargo, upon a voice vote, unanimously approved reconvening into open session at 6:32 p.m.

There being no action as a result of closed session and there being no further business, the Board meeting adjourned at 6:33 p.m. with a motion by Mr. Beaver, upon a voice vote.

The next meeting of the Mid-State Technical College Board will be on Monday, September 17, 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