



District Board of Directors Monthly Meeting

MONDAY, JULY 8, 2019

Mid-State Wisconsin Rapids Campus
500 32nd Street North, Wisconsin Rapids

3:30 p.m.	Finance & Audit Committee Meeting	District Conference Room
3:30 p.m.	Academic & Human Resources Committee Meeting	Room A203
3:30 p.m.	Facilities & External Relations Committee Meeting	Room L133-134
4:00 p.m.	Committee-of-the-Whole	Room L133-134
4:10 p.m.	Monthly Board Meeting	Room L133-134

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

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

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DISTRICT BOARD OF DIRECTORS

Monday, July 8, 2019 – 4:10 p.m.
Wisconsin Rapids Campus; Room L133-134

AGENDA

A. CALL TO ORDER – JUSTIN HOERTER

B. ROLL CALL

C. OPEN MEETING CERTIFICATION – JUSTIN HOERTER

This July 8, 2019 meeting of the Mid-State Technical College District Board of Directors, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College District aware of the place, time and agenda of the meeting.

D. OPEN FORUM – JUSTIN HOERTER

The open forum is at the option of the Board Chairperson and ground rules have been established to ensure the orderly conduct of business. This is a meeting of the District Board open to the public and not a public hearing. Persons who wish to address the District Board may make a statement as long as it pertains to a specific agenda item. Individuals should not expect to engage in discussion with the members of the District Board. The District Board Chairperson may or may not respond to statements made.

Ground rules regarding public comment on Board agenda item(s):

- 1. Public comments must pertain to an agenda item.*
- 2. No person may speak more than once to an issue or for a period longer than three to five minutes.*
- 3. No more than three people may be heard to one side of an issue.*
- 4. The District Board reserves the right to limit the total amount of time during which public comments will be heard at any given meeting.*
- 5. The Board Chairperson reserves the right to stop unprofessional discussion or discussion targeted toward a specific individual. Deviation from these parameters may occur upon the consent of the majority of the Board.*

E. ACTION ON JUNE 17, 2019 REGULAR MEETING MINUTES (Exhibit A)

F. ACTION ON CONSENT AGENDA

1. Payment of Bills and Payroll (Exhibit B)

District bills for June 2019 total \$448,409.52 of which \$332,367.49 represents operational expenditures and \$116,042.03 represents capital expenditures. Payroll disbursements for June totaled \$1,404,697.15 plus \$24,263.26 for travel and miscellaneous reimbursements, and \$630,953.91 in fringe benefits, for a total payroll disbursement of \$2,059,914.32. Administration recommends approval of the payment of these obligations totaling \$2,508,323.84.

2. Contracted Service Agreements (Exhibit H)

The District has entered into one contracted service agreements totaling \$1,100. The individual contract is available for review upon request. Administration recommends approval of this contract.

3. Procurements for Goods and Services (Exhibit I)
Procurements for Goods and Services fall into two groups: 1) procurements that require prior Board approval and 2) procurements approved by Administration but listed as information for the Board. Administration recommends approval of the proposal totaling \$553,658.44 which requires prior Board action.
4. District Board Approval of Hires and Resignations of Contracted Staff (Exhibit J)
Approval of hires and resignations of contracted staff per State Statute 118.22(2), is requested.

G. CHAIRPERSON’S REPORT – JUSTIN HOERTER

1. Meeting attendance
2. WTC District Boards Association Summer Meeting
3. Association of Community College Trustees (ACCT) Leadership Congress
4. Next meeting date

H. MID-STATE FOUNDATION LIAISON REPORT – BETTY BRUSKI MALLEK

1. Event Sponsorship and Participation Opportunities
2. Scholarship Applications
3. Sponsor-A-Scholar Activity
4. Scholarship Updates

I. PRESIDENT’S REPORT – SHELLY MONDEIK

1. Campus Activities
2. Community Involvement
3. WTCS Updates
4. WTCS Presidents Association Activities

J. COMMITTEE REPORTS

1. Finance & Audit Committee – Charles Spargo
 - a. Review of Consent Agenda Items
 - b. Treasurer’s Report
 - c. Resolution Authorizing The Issuance Of Not To Exceed \$5,000,000 General Obligation Promissory Notes; And Setting The Sale
 - d. Outcomes Based Funding Update
 - e. Finance Implications for Topics in Other Committees
2. Academic & Human Resources Committee – Lynneia Miller
 - a. New Programming – Leadership Development Associate Degree
 - b. New Programming – Manufacturing Operations Management Associate Degree

3. Facilities & External Relations Committee – Robert Beaver
 - a. Three-Year Facilities Plan
 - b. Workforce Development Contracts and Proposals
4. Committee-of-the-Whole – Justin Hoerter
 - a. Presidents Association Strategic Areas of Focus
 - b. Board Leadership and Committee Assignment Discussion

K. Discussion & Action

1. Election of Officers – Justin Hoerter
State Statute requires all Wisconsin Technical Colleges to meet the second Monday of July for an annual organizational meeting. Newly appointed board members are officially seated and officers for the forthcoming year are elected. Board action will be required to elect a Chairperson, Vice Chairperson, Secretary and Treasurer for the 2019-20 year.
2. Mid-State Board Committee Assignments – Justin Hoerter
As part of the Boards discussion during the organizational meeting, the Chairperson will formally appoint members to the Boards three committees. Appointment decisions will allow committees to be fully operational by the August meeting.
3. WTC District Boards Association Committee Assignments – Justin Hoerter
A conversation regarding District Boards Association committee involvement will be facilitated.

L. Closed Session

The Board will entertain a motion to convene to closed session, pursuant to s. 19.85(1)(c) and (f), Wisconsin Statutes, to discuss the President's evaluation and information concerning certain College employees' execution of their responsibilities. The Board may take action in closed session.

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

M. Adjournment

EXHIBITS A – K

MID-STATE TECHNICAL COLLEGE

OFFICIAL PROCEEDINGS

Wisconsin Rapids Campus	June 17, 2019
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PUBLIC HEARING

Board Chairperson Justin Hoerter called the Public Hearing to order at 5:00 p.m.

Roll call was as follows:

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

EXCUSED: Betty Bruski Mallek, Craig Gerlach, and Gordon Schalow

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

Mr. Hoerter announced that Wisconsin Statutes require the Mid-State Board to publish the proposed budget and to hold a Public Hearing prior to formal adoption of a budget. The purpose of this Public Hearing is to receive input from the general public. A formal budget presentation has been made to the Mid-State Board and was accessible by the general public through the public access channel. Publication of the 2019-20 Budget Summary and notice of this Public Hearing has occurred in three community newspapers. A copy of the 2019-20 Budget Booklet, meeting WTCS requirements, is available upon request.

There being no comments from the audience, Vice President of Finance & Facilities Robb Fish highlighted the most significant changes encompassing the 2019-20 Budget.

There being no questions or concerns from Board members, Mr. Beaver motioned to adjourn the Public Hearing, seconded by Ms. Miller, at 5:09 p.m.

I. ROLL CALL

Board Chairperson Justin Hoerter called the meeting to order at 5:22 p.m.

Roll call was as follows:

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

EXCUSED: Betty Bruski Mallek, Craig Gerlach, and Gordon Schalow

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

II. MEETING NOTICE CERTIFICATION

OFFICIAL PROCEEDINGS

June 17, 2019

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

III. OPEN FORUM

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

IV. APPROVAL OF MINUTES

Motion by Mr. Beaver, seconded by Ms. Crass, upon a voice vote, unanimously approved minutes from the board meeting held May 20, 2019 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 May 2019 were presented in Exhibit B. These bills totaled \$819,664.15 of which \$602,653.12 represents operational expenditures and \$217,011.03 represents capital expenditures.

The district’s payroll for the month of May totaled \$1,370,804.82 plus \$30,056.83 for travel and miscellaneous reimbursements and \$636,220.15 in fringe benefits. The district’s bills and payroll totaled \$2,856,745.95.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146508	Customer Care Relations	\$ 1,590.00
146509	Heartsaver CPR/AED Adult	\$ 1,595.00
146510	First Responder – Industrial Skills	\$ 2,203.38
146511	DiSC Assessments	\$ 1,865.00
146512	Leadership Development	\$ 3,255.95
146513	Heartsaver CPR/AED Adult/Child	\$ 790.00

3. Approved the following procurement(s) for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$111,608.08	CAE Healthcare	School of Health

VI. CHAIRPERSON’S REPORT

1. Mr. Hoerter welcomed everyone to the meeting.

2. Mr. Hoerter announced the Summer Boards Association meeting will be held July 18-20 in Rice Lake. The in-service presentation will be on Boardsmanship. Mr. Beaver, Ms. Bruski Mallek, Ms. Crass, Mr. Merdan, Ms. Miller and Dr. Mondeik plan to attend.

3. Mr. Hoerter reminded Board members that the July 8 Board meeting represents the annual organizational meeting. Committee meetings will begin at 3:30 p.m.

4. The next Mid-State Board of Directors meeting will be held on Monday, July 8 at the Wisconsin Rapids Campus. Committee meetings will be held at 3:30 p.m., Committee-of-the-Whole will begin at 4:00 p.m. and the regular meeting will begin at 4:20 p.m., unless otherwise announced.

VII. FOUNDATION BOARD LIAISON REPORT

1. Foundation & Alumni Director Jill Steckbauer provided an update on event sponsorships and participation opportunities for upcoming foundation events. The Summer Golf Outing hosted 64 golfers and netted nearly \$11,000 for the Foundation.

2. Ms. Steckbauer reported the window for spring scholarship applications opened May 6, 2019 and closes June 21, 2019. Thus far 147 students have applied.

VIII. PRESIDENT'S REPORT

1. Dr. Mondeik highlighted recent college and community activities including Law Enforcement Academy graduation, Machine Tool Apprenticeship graduation, College Camp and a partnership with Altenburg Farm. In addition, she announced completion of a staff alignment that has occurred over the past six months.

2. Dr. Mondeik reported the Presidents Association held its annual planning session June 6-7. Dr. Mondeik's officer position will progress from Secretary to Vice President. In addition, Dr. Mondeik provided the keynote address for Wisconsin Leadership Development Institute graduation.

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 provided an overview of the Treasurer's Report which the Committee previously discussed in detail. Any/all questions were addressed in committee or during the full Board meeting.

3. Mr. Spargo reported the proposed 2019-20 (FY20) budget was reviewed by the committee during a special meeting held on May 2, and subsequently presented to the full board on May 20. A Public Hearing was held earlier in the evening. The budget will go into effect July 1, 2019. Formal adoption of the budget is requested.

Motion by Mr. Spargo, seconded by Mr. Merdan, upon a roll call vote, unanimously approved the 2019-20 Mid-State Technical College Budget as presented in Exhibit F.

WHEREAS, Mid-State Technical College prepared a budget for the 2019-20 fiscal year, necessary to provide educational services to the citizens, industries and communities within the College's boundaries; and

WHEREAS, the outstanding indebtedness of the College, as of July 1, 2019, consists of \$28,290,000 in promissory notes and \$1,350,000 in general obligation bonds;

WHEREAS, the anticipated revenues for the 2019-20 budget consist of \$13,360,286 from Local Government, \$14,822,570 from State Aids, \$7,608,689 from Student Fees, \$9,188,130 from Institutional Sources, and \$4,941,528 from the Federal Government; and

OFFICIAL PROCEEDINGS

June 17, 2019

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WHEREAS, other funding sources for the 2019-20 budget consist of \$5,000,000 in proceeds from long-term debt; and

WHEREAS, the estimated retained earnings and fund balances as of July 1, 2019, consist of \$10,170,894 in the General Fund, \$347,652 in the Special Revenue Fund - Operational, \$6,012,551 in the Special Revenue Fund – Non-Aidable, \$387,506 in the Debt Service Fund, \$580,483 in the Capital Projects Fund, \$1,398,768 in the Enterprise Fund, and \$1,557,567 in the Internal Service Fund;

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the appropriations for the 2019-20 budget consisting of the following fund types and functions:

In the General Fund - \$17,801,020 for Instruction, \$1,033,801 for Instructional Resources, \$4,059,602 for Student Services, \$5,208,977 for General Institutional, and \$2,080,908 for Physical Plant;

In the Special Revenue Fund – Operational - \$860,353 for Instruction and \$2,620 for Physical Plant;

In the Special Revenue Fund - Non-Aidable - \$5,163,717 for Student Services and \$296,142 for General Institutional;

In the Capital Projects Fund - \$2,080,420 for Instruction, \$168,000 for Instructional Resources, \$607,900 for Student Services, \$752,108 for General Institutional, and \$1,515,435 for Physical Plant;

In the Debt Service Fund - \$6,431,097 for Physical Plant;

In the Enterprise Fund - \$1,220,206 for Auxiliary Services; and,

In the Internal Service Fund - \$5,744,435 for Auxiliary Services.

BE IT FURTHER RESOLVED that the approval includes any modifications to the 2019-20 budget resulting from public input during the Public Hearing, and formally endorsed by the board.

BE IT FURTHER RESOLVED that this 2019-20 budget be submitted, as approved, to the Wisconsin Technical College System Board prior to July 1, 2019, as required by State Statutes 38.12(5m).

4. The following items were presented for informational purposes only:
 - a. TIMETABLE FOR FUTURE CAPITAL FINANCING – A timetable for capital borrowing activities was discussed. Administration plans to start the FY20 capital borrowing process in July with an initial resolution will be presented for the proposed deb offering. A resolution awarding the sale of the notes will occur in August. Deb proceeds will be distributed thereafter.
 - b. 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. Ms. Miller reported the committee reviewed the college's Five-Year Equal Opportunity & Affirmative Action Plan for the period of July 1, 2019 – June 30, 2024 that focuses on addressing needs of underserved populations and embracing diversity.

Motion by Mr. Beaver, seconded by Mr. Spargo, upon a roll call vote, unanimously approved Mid-State Technical College's Five-Year Equal Opportunity & Affirmative Action Plan for July 1, 2019 – June 30, 2024 as written and presented.

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

- a. NEW PROGRAMMING PRESENTATION – Ms. Miller reported the committee discussed fall 2020 implementation of a Leadership Development Associate Degree Program and a Manufacturing Operations Management Associate Degree Program. Program history, current employment opportunities, future employment trends, community and Advisory Committee support, budget implications and staffing were all discussed. A request for program approval will be presented in July.

XI. FACILITIES & EXTERNAL RELATIONS COMMITTEE

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

2. Mr. Beaver reported the committee discussed the need for a comprehensive health simulation center and the request for proposals (RFP) issued to identify space and partnership opportunities. One response was received for the RFP from Aspirus Riverview. Project scope was discussed.

Motion by Mr. Beaver, seconded by Ms. Miller, upon a roll call vote, unanimously approved a lease agreement with Aspirus Riverview for a Comprehensive Health Simulation Center and the following Resolution For The Mid-State Leased Space for Comprehensive Health Simulation Center resolution.

WHEREAS, the existing need for additional health simulation and clinical hours exceed our capacity to provide them; and the need for healthcare professionals is projected to increase; and

WHEREAS, the defined operational increase can be accommodated by the college; and the request for proposals for the leased space was properly executed and received,

BE IT RESOLVED that the Mid-State Technical College Board of Directors approves the lease of an approximately 11,500 square foot space at the Aspirus Riverview Hospital near the Wisconsin Rapids Campus as established in the terms of the lease agreement, and requests Wisconsin Technical College System Board approval during their July 2019 meeting.

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

- a. FY19 OUT-OF-STATE TUITION REMISSION ANNUAL SUMMARY – Mr. Beaver reported no out-of-state tuition was remitted in the 2019 academic year.

OFFICIAL PROCEEDINGS

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- b. FY20 OUT-OF-STATE TUITION REMISSION ANNUAL REQUEST – Mr. Beaver reported the college will not be requesting authority from the WTCS to remit any out-of-state tuition for the 2019-2020 academic year.
- c. OUTSOURCING MEAD SERVICES – Mr. Beaver reported the committee discussed a recent decision to outsource Mid-State’s printing needs to Quality Plus Printing in Wisconsin Rapids. Usage, print volume, technology and equipment needs and cost were discussed.
- d. WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS – Mr. Beaver reported Vice President of Workforce Development & Community Relations Dr. Bobbi Damrow provided a status update of Workforce Development contracts and proposals referenced in Exhibit D.

XII. COMMITTEE-OF-THE-WHOLE

- 1. BOARD PACKET FORMAT/COMMITTEE STRUCTURE – Ms. Susa walked through proposed changes to the monthly board packet and committee structure as well as facilitated a conversation around service on committees in the upcoming year.

XIII. DISCUSSION AND ACTION ITEM

- 1. Discussion & Action was not held this month.

XIV. CLOSED SESSION

There will be no closed session this month.

XV. ADJOURNMENT

There being no further business of the Board, the meeting adjourned at 6:01 p.m. with a motion by Mr. Beaver, upon a voice vote.

The next meeting of the Mid-State Technical College Board will be on Monday, July 8, 2019 at the Wisconsin Rapids Campus. Committees will meet at 3:30 p.m., unless otherwise announced, Committee-of-the-Whole will meet at 4:00 p.m. and the regular meeting will begin at 4:20 p.m..

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

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Exhibit B previously distributed under separate cover.**

President's Report

July 8, 2019

1. On June 12, Central Wisconsin students in grades 6-8 came to College Camp: Safari. The students had a hands-on opportunity to explore careers and crucial skills of tomorrow. Each attendee participated in four sessions of their choice which included the following: Accounting, Agricultural Scavenger Hunt, Construction Trades, Cosmetology, Criminal Justice, Diesel & Heavy Equipment, EMT-Paramedic, Hospitality Management, IT Security Specialist, IT Network Specialist, Marketing, Nursing, The MIKE, Urban Forestry and Welding. The primary goal of the Camp is to broaden young student's perspective of career possibilities through onsite, hands-on, career discovery in a fun and engaging way. The event featured a new partnership with Altenburg Farms, allowing students to explore agriculture and related careers at a working farm. College Camp 2019 drew in over 120 students.

2. My travel between now and mid-August will include:
 - Weekly Rotary Meetings – Wisconsin Rapids
 - WTCS Board Meeting – Green Bay
 - Community Partners Meeting – Stevens Point
 - Summer Boards Association Meeting – Rice Lake
 - WWHEL Summer Board Retreat – Sturgeon Bay
 - Mid-State Night with Rafters – Wisconsin Rapids
 - Regional Advisory Meeting – Marshfield
 - Community Partners Meetings – Marshfield
 - Foundation Golf Event – Rome
 - WTCS Grants State Called Meeting – New Richmond
 - CWIMMA Golf Event – Stevens Point

FINANCE & AUDIT COMMITTEE

Monday, July 8, 2019 – 3:30 p.m.
Wisconsin Rapids Campus; District Conference Room

AGENDA

A. CALL TO ORDER – CHARLES SPARGO

B. OPEN MEETING CERTIFICATION – CHARLES SPARGO

This July 8, 2019 meeting of the Mid-State Technical College District Board of Directors, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College District aware of the place, time and agenda of the meeting.

C. REVIEW OF CONSENT AGENDA ITEMS – ROBB FISH

1. Payment of Bills and Payroll (Exhibit B)

Each month a list of disbursements is provided to the Board to demonstrate statutory compliance. All processed disbursements are released immediately on a pre-approval basis in accordance with Mid-State's "Release of District Checks" policy. Purchases of goods (supplies, materials and equipment) and services exceeding \$50,000 and facility construction and remodeling projects exceeding \$25,000 require prior Board approval.

2. Contracted Service Agreements (Exhibit H)

Each month a list of contracted service agreements is provided to the Board to demonstrate statutory compliance. In compliance with WTCS Policy, pricing is established at a level above full cost recovery in accordance with a system-wide policy. Exceptions are allowed and are authorized by the District Board and are noted in the list when they exist.

3. Procurements for Goods and Services (Exhibit I)

Each month a list of procurements is provided to the Board to demonstrate statutory compliance and adherence to WTCS guidelines and procedures. They are presented in two groups – less than \$50,000 and equal to or greater than \$50,000. Purchases of goods (supplies, materials and equipment) and services greater than \$50,000 require prior Board approval unless an exception is allowed by WTCS policy.

D. TREASURER'S REPORT – ROBB FISH

Due to the timing of the meeting and year-end closing activities, the month-end financial reports will not be available. A report out of FY19 will be provided at the August meeting.

E. RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$5,000,000 GENERAL OBLIGATION PROMISSORY NOTES; AND SETTING THE SALE (Exhibit K)

A schedule of events for financing the FY20 capital budget was presented in June. Administration is now requesting authority to issue \$5,000,000 in general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds and equipment in 2019-20. During the August meeting, the

Board will be asked to approve the official sale of these notes. Proceeds will be distributed shortly after the August sale. Representatives from Robert W. Baird, Inc., Mid-State's financial advisor, prepared the college's financing plan which will be distributed during the meeting. Mid-State's bond counsel Quarles & Brady prepared the authorizing resolution contained in Exhibit F.

F. INFORMATIONAL ITEMS –

1. Outcomes Based Funding Update – Robb Fish

An update on criteria involved in determining the college's portion of general state aid will be shared.

2. Finance Implications for Topics in Other Committees

Often topics directed by the other two committees have fiscal or financial implications that would be of interest or concern by the Finance & Audit Committee. The purpose of this agenda item is to enable committee members to raise any finance related questions. Any necessary action will be incorporated into the action reported by the originating committee.

G. ADJOURNMENT

ACADEMIC & HUMAN RESOURCES COMMITTEE

Monday, July 8, 2019 – 3:30 p.m.
Wisconsin Rapids Campus; Room A203

AGENDA

A. CALL TO ORDER – LYNNEIA MILLER

B. OPEN MEETING CERTIFICATION – LYNNEIA MILLER

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C. REVIEW OF CONSENT AGENDA ITEMS – LYNNEIA MILLER

D. NEW PROGRAMMING – LEADERSHIP DEVELOPMENT ASSOCIATE DEGREE – DR. DEB STENCIL

The committee will review a request to reinstate the Leadership Development (formerly Supervisory Management) Associate Degree program which will then be forwarded to the WTCS for approval and implementation.

E. NEW PROGRAMMING – MANUFACTURING OPERATIONS MANAGEMENT ASSOCIATE DEGREE – DR. DEB STENCIL

The committee will review a request to approve the concept review for the Manufacturing Operations Management Associate Degree program which will then be forwarded to the WTCS for approval.

F. INFORMATIONAL ITEMS

1. No information items will be presented.

G. ADJOURNMENT

FACILITIES & EXTERNAL RELATIONS COMMITTEE

Monday, July 8, 2019 – 3:30 p.m.
Wisconsin Rapids Campus; Room L133-134

AGENDA

A. CALL TO ORDER – ROBERT BEAVER

B. OPEN MEETING CERTIFICATION – ROBERT BEAVER

This July 8, 2019 meeting of the Mid-State Technical College District Board of Directors, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College District aware of the place, time and agenda of the meeting.

C. REVIEW OF CONSENT AGENDA ITEMS – ROBERT BEAVER

D. THREE-YEAR FACILITIES PLAN – MATT SCHNEIDER

Annually, each technical college is required to prepare and submit a Three-Year Facilities Plan to the WTCS Board. The committee will review Mid-State's Three-Year Facilities Plan and request for approval.

E. INFORMATIONAL ITEMS –

1. Workforce Development Contracts & Proposals – Dr. Bobbi Damrow

An update of Workforce Development contracts and proposals referenced in Exhibit H will be provided.

F. ADJOURNMENT

COMMITTEE-OF-THE-WHOLE

Monday, July 8, 2019 – 4:00 p.m.
Wisconsin Rapids Campus; Room L133-134

AGENDA

A. CALL TO ORDER – JUSTIN HOERTER

B. OPEN MEETING CERTIFICATION – JUSTIN HOERTER

This July 8, 2019 meeting of the Mid-State Technical College District Board of Directors, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College District aware of the place, time and agenda of the meeting.

C. INFORMATIONAL ITEMS –

1. Presidents Association Strategic Areas of Focus – Dr. Shelly Mondeik
The WTCS Presidents Association met in June to discuss annual planning and strategic areas of focus for 2019-20. Meeting outcomes will be highlighted.
2. Board Leadership and Committee Assignment Discussion – Justin Hoerter
Discussion regarding the appointment of officers for the 2019-20 year, Mid-State Board committee assignments and Wisconsin Technical College District Boards Association committee assignments will be held.

D. ADJOURNMENT

June Contracted Service Agreements
Meeting on July 8, 2019

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146514	Marshfield	Public Education K-12	Heartsaver First Aid/CPR/AED	7	18	1,100.00
					Total:	\$1,100.00

June Contract Training Proposals
For Informational Purposes

Proposal Number	Location of Business/Agency	Industry Type	Type of Service	Proposal Amount
00071	Marshfield	Private Industry	Maintenance Exam	80.00
00072	Amherst	Private Industry	Excel Training	2,995.00
00073	Marshfield	Governmental	Critical Care - EMS Training	1,895.00
00074	Stevens Point	Community Org	CPR/AED	1,895.00
00075	Marshfield	Community Org	CPR/AED	790.00
00076	Nekoosa	Private Industry	Active Shooter Training	675.00
00077	Plover	Community Org	Job Experience	7,895.00
00078	Stevens Point	Private Industry	Train the Trainer	3,750.00
			Total:	\$19,975.00

FINANCE & AUDIT COMMITTEE
Procurement of Goods and Services
July 8, 2019 Board Meeting

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – CLASSROOM FURNITURE – FACILITIES</u>		
Henricksen, Madison, WI	\$182,613.44	State Contract
<u>WR CAMPUS – CYNAP CLASSROOMS – INFORMATION TECHNOLOGY</u>		
Camera Corner Connecting Point, Green Bay, WI	\$143,873.00	State Contract
<u>WR CAMPUS – CYNAPS & DISPLAYS – INFORMATION TECHNOLOGY</u>		
Troxell, Harahan, LA	\$126,672.00	Sole Source
<u>WR CAMPUS – WIRE EDM MACHINE – SCHOOL OF ADVANCED MANUFACTURING & ENGINEERING</u>		
Concept Machine Tool, Delafield, WI	\$100,500.00	Sole Source
❖ Subtotal for Procurements Requiring Board Action	<u>\$ 553,658.44</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>DISTRICT – SALESFORCE ONLINE RECRUITMENT ADD-ON (PARDOT) - INFORMATION TECHNOLOGY</u>		
Salesforce.org, San Francisco, CA	\$ 34,806.80	Sole Source
<u>WR CAMPUS – COMPUTER EQUIPMENT - SCHOOL OF BUSINESS & TECHNOLOGY</u>		
CDW-G, Vernon Hills, IL	\$ 26,153.75	State Contract
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$60,960.55</u>	

GRAND TOTAL **\$614,618.99**

PROCUREMENT & SELECTION METHODS DEFINED

Mid-State Technical College and the Wisconsin Technical College System have purchasing policies. The purchasing method applied meets those policies.

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

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

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

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

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

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

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

MANDATORY – Mid-State is required to pay for the service or membership to operate.

Approval of Hires and Resignations of Contracted Employees July 8, 2019

Resignations

None

Hires

- Joe Byczynski (effective July 8, 2019)
Instructor, Machine Tool

- James Koskey (effective July 8, 2019)
Instructor, Electrical & Instrumentation Apprenticeship

- Autumn Laabs (effective July 8, 2019)
Instructor, Cosmetology & Barber Technologist

- Mike Topness (effective July 8, 2019)
Instructor, Criminal Justice

- Logan Wolosek (effective July 8, 2019)
Instructor, Construction Electrician Apprenticeship

- Trish Zdroik (effective July 8, 2019)
Instructor, Basic Education

RESOLUTION NO. ____

RESOLUTION AUTHORIZING THE ISSUANCE OF
NOT TO EXCEED \$5,000,000 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 \$1,106,292 for the public purpose of paying the cost of building remodeling and improvement projects; in the amount of \$3,746,708 for the public purpose of paying the cost of acquiring movable equipment; and in the amount of \$147,000 for the purpose of paying the cost of site improvements; and there are insufficient funds on hand to pay said costs;

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

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,106,292 for the public purpose of paying the cost of building remodeling and improvements projects; and be it further

Resolved, that the District shall issue general obligation promissory notes in an amount not to exceed \$3,746,708 for the public purpose of paying the cost of acquiring movable equipment; and be it further

Resolved, that the District shall issue general obligation promissory notes in an amount not to exceed \$147,000 for the public purpose of paying the cost of site improvements; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed FIVE MILLION DOLLARS (\$5,000,000) 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 FIVE MILLION DOLLARS (\$5,000,000) (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 (collectively, the "Notices") and incorporated herein by this reference.

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

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

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

Adopted, approved and recorded July 8, 2019.

Chairperson

Attest:

Secretary

(SEAL)