



District Board of Directors Monthly Meeting

MONDAY, AUGUST 19, 2019

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

4:00 p.m.	Finance & Infrastructure Committee Meeting	District Conference Room
4:15 p.m.	Academic & Student Services Committee Meeting	Room A203
4:15 p.m.	Human Resources & External Relations Committee Meeting	Room L133-134
5:00 p.m.	Committee-of-the-Whole	Room L133-134
5:40 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, August 19, 2019 – 5:40 p.m.
Wisconsin Rapids Campus; Room L133-134

AGENDA

A. CALL TO ORDER – ROBERT BEAVER

B. ROLL CALL

C. OPEN MEETING CERTIFICATION – ROBERT BEAVER

This August 19, 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 – ROBERT BEAVER

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 JULY 8, 2019 ORGANIZATIONAL MEETING MINUTES (Exhibit A)

F. ACTION ON CONSENT AGENDA

1. Payment of Bills and Payroll (Exhibit B)

District bills for July 2019 total \$1,657,536.29 of which \$913,059.45 represents operational expenditures and \$744,476.84 represents capital expenditures. Payroll disbursements for July totaled \$1,167,330.35 plus \$12,447.18 for travel and miscellaneous reimbursements, and \$645,515.37 in fringe benefits, for a total payroll disbursement of \$1,825,292.90. Administration recommends approval of the payment of these obligations totaling \$3,482,829.19.

2. Contracted Service Agreements (Exhibit M)

The District has entered into 17 contracted service agreements totaling \$732,184.50. The individual contracts are available for review upon request. Administration recommends approval of these contracts.

3. Procurements for Goods and Services (Exhibit N)
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 \$100,000 which requires prior Board action.
4. District Board Approval of Hires and Resignations of Contracted Staff (Exhibit O)
Approval of hires and resignations of contracted staff per State Statute 118.22(2), is requested.

G. CHAIRPERSON’S REPORT – ROBERT BEAVER

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
2. Scholarship Applications
3. Sponsor-A-Scholar Activity
4. Scholarship Updates
5. Annual Report

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 & Infrastructure Committee (Exhibit C) – Charles Spargo
 - a. Approval of Committee Minutes (Exhibit D)
 - b. Review of Consent Agenda Items
 - c. Treasurer’s Report (Exhibit K and L)
 - d. Resolution Awarding The Sale of \$5,000,000 General Obligation Promissory Notes; Series 2019A (Exhibit P)
 - e. Annual Energy Report
 - f. Informational Items
 1. Status of FY19 Independent Audit
 2. WTCS Purchasing Audit

3. Help Desk First Year Recap
 4. Finance Implications for Topics in Other Committees
2. Academic & Student Services Committee (Exhibit E) – Betty Bruski Mallek
 - a. Approval of Committee Minutes (Exhibit F)
 - b. Review of Consent Agenda Items
 - c. Informational Items
 1. Faculty Professional Development
 2. Summer Camps
 3. Housing
 3. Human Resources & External Relations Committee (Exhibit G) – Robert Beaver
 - a. Approval of Committee Minutes (Exhibit H)
 - b. Review of Consent Agenda Items
 - c. Contract Training Board Policy (Exhibit Q)
 - d. Informational Items
 1. Office of Civil Rights Review
 2. Foundation Update
 3. Workforce Development Contracts and Proposals (Exhibit M)
 4. Committee-of-the-Whole (Exhibit I) – Justin Hoerter
 - a. Approval of Committee Minutes (Exhibit J)
 - b. Manufacturing Project in Stevens Point

K. Discussion & Action

1. School of Protective & Human Services – Dr. Deb Stencil
School of Protective & Human Services will be highlighted. This will include educational programming, faculty and staff and recent activities.

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

**MID-STATE TECHNICAL COLLEGE
DISTRICT BOARD MEETING MINUTES**

Wisconsin Rapids Campus	July 8, 2019
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A. CALL TO ORDER – Justin Hoerter

The meeting was called to order at 4:25 p.m.

B. ROLL CALL

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

EXCUSED: Robert Beaver, Kristin Crass, Craig Gerlach, and Richard Merdan

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

C. OPEN MEETING CERTIFICATION – Justin Hoerter

The meeting notice was verified; stating 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.

D. OPEN FORUM – Justin Hoerter

The meeting was opened for comments from the audience. No one wished to address the Board.

E. APPROVAL OF MINUTES

Motion by Mr. Spargo, seconded by Ms. Miller, upon a voice vote, unanimously approved minutes from the board meeting held June 17, 2019 as presented.

F. CONSENT AGENDA

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

1. The district's bills for the month of June 2019 were presented in Exhibit B. These bills totaled \$448,409.52 of which \$332,367.49 represents operational expenditures and \$116,042.03 represents capital expenditures. The district's payroll for the month of June totaled \$1,404,697.15 plus \$24,263.26 for travel and miscellaneous reimbursements and \$630,953.91 in fringe benefits. The district's bills and payroll totaled \$2,508,323.84.
2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146514	Heartsaver First Aid/CPR/AED	\$ 1,100.00

3. Approved the following procurement(s) for goods and services:
- | <u>Amount</u> | <u>Vendor</u> | <u>Department</u> |
|---------------|--------------------------------|--|
| \$182,613.44 | Henricksen | Facilities |
| \$143,873.00 | Camera Corner Connecting Point | Information Technology |
| \$126,672.00 | Troxell | Information Technology |
| \$100,500.00 | Concept Machine Tool | School of Advanced Manufacturing & Engineering |
4. Approved hires and resignations of contracted staff:
- | Hires: | Position: | Effective: |
|---------------|---|------------|
| Joe Byczynski | Instructor, Machine Tool | 7/8/2019 |
| James Koskey | Instructor, Electrical & Instrumentation Apprenticeship | 7/8/2019 |
| Autumn Laabs | Instructor, Cosmetology & Barber Technologist | 7/8/2019 |
| Mike Topness | Instructor, Criminal Justice | 7/8/2019 |
| Logan Wolosek | Instructor, Construction Electrician Apprenticeship | 7/8/2019 |
| Trish Zdroik | Instructor, Basic Education | 7/8/2019 |

G. CHAIRPERSON’S REPORT – Justin Hoerter

- Board members were welcomed to the meeting. Mr. Beaver, Ms. Crass, Mr. Gerlach and Mr. Merdan asked to be excused.
- Summer District Boards Association meeting will be held July 18-20 in Rice Lake. Mr. Beaver, Ms. Bruski Mallek, Ms. Crass, Mr. Merdan, Ms. Miller and Dr. Mondeik plan to attend.
- Association of Community College Trustees (ACCT) Leadership Congress will be held October 16-19 in San Francisco. Please contact Ms. Susa if interested in attending.
- Future meeting dates (times unless otherwise announced):

MONTHLY MEETING	Committee Meetings – 4:15 p.m.
Monday, August 19, 2019	Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus	Board Meeting – 5:20 p.m.
MONTHLY MEETING	Committee Meetings – 4:15 p.m.
Monday, September 16, 2019	Committee-of-the-Whole – 5:00 p.m.
Stevens Point Campus	Board Meeting – 5:20 p.m.
MONTHLY MEETING	Committee Meetings – 4:15 p.m.
Monday, October 21, 2019	Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus	Board Meeting – 5:20 p.m.

H. FOUNDATION BOARD LIAISON REPORT – Jill Steckbauer

- The Foundation Golf Event (netted \$10,500) was highlighted along with Free Tuition Tuesdays.
- Upcoming Foundation events:
 - July 23 and 30, 2019 – Free Tuition Tuesdays at Wisconsin Rapids Rafters

- August 7, 2019 – Sand Valley Golf Outing
 - September 6, 2019 – Trap Shoot Event
 - September 12, 2109 – Scholarship Reception
3. Spring scholarship applications are in the review phase; 232 students applied compared to 185 in 2018.
 4. Sponsor-a-Scholar activity update was provided.

I. PRESIDENT’S REPORT – Dr. Shelly Mondeik

1. Recent on-campus events were highlighted, including: a K-12 Administrators Breakfast and Nuts, Bolts and Thingamajigs summer camp.
2. A need for manufacturing training in Stevens Point has arisen. Four community/business leaders have committed to leading the charge with the college. Additional information will be provided in August.
3. Mid-State’s Simulation Center project is on the WTCS Board Agenda for approval during the July meeting. Once approved, the project will move forward to implementation.
4. As part of the Governor’s State Budget, \$25M has been allocated to WTCS over the next two years. In addition, funding for the Wisconsin Rapids Tribune project was included in the budget; Mid-State is still evaluating details to determine immersion in the project.

J. COMMITTEE REPORTS

1. FINANCE & AUDIT COMMITTEE – Charles Spargo
 - a. REVIEW OF CONSENT AGENDA ITEMS: Committee reviewed and discussed Consent Agenda items. Questions were addressed.
 - b. TREASURER’S REPORT: Due to timing of the meeting and year-end closing activities, the month-end financial reports were not available. A report out of FY19 will be provided at the August meeting.
 - c. RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$5,000,000 GENERAL OBLIGATION PROMISSORY NOTES; AND SETTING THE SALE: Board reviewed a request to issue \$5,000,000 in general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds and equipment in 2019-20. During August, a request for official sale of notes will be made.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following 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.

- d. OUTCOMES BASED FUNDING UPDATE: The College will experience a 14% increase over last year in Outcomes Based Funding. Funding is based on a three-year rolling average with 2019 replacing 2016.
 - e. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
2. ACADEMIC & HUMAN RESOURCES COMMITTEE – Lynneia Miller
- a. NEW PROGRAMMING – LEADERSHIP DEVELOPMENT ASSOCIATE DEGREE: Committee reviewed a request to reinstate the Leadership Development (formerly Supervisory Management) Associate Degree Program. The request is supported by employer need and a 3.6% increase in positions over the next five years and has been endorsed by Advisory Committee. The program is slated to start in Fall 2019 and will include flexible options for students.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved reinstatement of the Leadership Development Associate Degree Program and forwarding that request to the WTCS for approval.
 - b. NEW PROGRAMMING – MANUFACTURING OPERATIONS MANAGEMENT ASSOCIATE DEGREE: Committee reviewed a request to approve the concept review for a Manufacturing Operations Management Associate Degree Program. The request is supported by employer need, an aging workforce population and need for industry specific credentials. The program is slated to start in Fall 2020; in preparation 15 employers have been identified to serve on committee to drive programming.

Motion by Mr. Spargo, seconded Ms. Bruski Mallek, upon a roll call vote, unanimously approved the concept review for the Manufacturing Operations Management Associate Degree Program and forwarding the request to the WTCS for approval.

3. FACILITIES & EXTERNAL RELATIONS COMMITTEE – Gordon Schalow
 - a. THREE- YEAR FACILITIES PLAN: Committee reviewed details of the College’s Three-Year Facilities Plan. Projects slated for 2020 are on track and/or being finalized. Year two and three projects are subject to change based on need; this plan provides a guide to project planning.

Motion by Ms. Miller, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved the Mid-State Technical College Three-Year Facilities Plan and submission to the WTCS for Board approval.
 - b. WORKFORCE DEVELOPMENT CONTRACTS AND PROPOSALS: Highlighted Exhibit H with Committee. Budget was met for the year and an annual report will be provided in September.
4. COMMITTEE-OF-THE-WHOLE – Justin Hoerter
 - a. PRESIDENTS ASSOCIATION STRATEGIC AREAS OF FOCUS: WTCS Presidents Association held annual planning session in June and discussed strategic areas of focus for 2019-20. Five areas of focus will be addressed in the coming year.
 - b. BOARD LEADERSHIP AND COMMITTEE ASSIGNMENT DISCUSSION: Discussion regarding appointment of officers, committee assignments and WTC Boards Association committee assignments was held. Action will occur during Discussion & Action.

K. DISCUSSION & ACTION – Justin Hoerter

1. ELECTION OF OFFICERS: State Statutes require all Wisconsin technical colleges meet on the second Monday of July for an annual organizational meeting. Newly appointed Board members are seated, officers are elected and committee assignments are made.

Mr. Hoerter called for nominations for Chairperson. Ms. Bruski Mallek nominated Robert Beaver for Chairperson, seconded by Mr. Spargo. Mr. Hoerter called three times for other nominations. Hearing none, Mr. Hoerter moved that nominations be closed and a unanimous ballot be cast for Robert Beaver, seconded by Ms. Bruski Mallek, and unanimous upon a roll call vote.

Mr. Hoerter called for nominations for Vice Chairperson. Ms. Miller nominated Kristin Crass for Vice Chairperson, seconded by Mr. Spargo. Mr. Hoerter called three times for other nominations. Hearing none, Mr. Spargo moved that nominations be closed and a unanimous ballot be cast for Kristin Crass, seconded by Ms. Bruski Mallek, and unanimous upon a roll call vote.

Mr. Hoerter called for nominations for Secretary. Ms. Bruski Mallek nominated Lynneia Miller for Secretary, seconded by Mr. Spargo. Mr. Hoerter called three times for other nominations. Hearing none, Ms. Bruski Mallek moved that nominations be closed and a unanimous ballot be cast for Lynneia Miller, seconded by Mr. Spargo, and unanimous upon a roll call vote.

Mr. Hoerter called for nominations for Treasurer. Ms. Bruski Mallek nominated Charles Spargo for Treasurer, seconded by Mr. Schalow. Mr. Hoerter called three times for other nominations. Hearing none, Ms. Bruski Mallek moved that nominations be closed and a unanimous ballot be cast for Charles Spargo, seconded by Ms. Miller, and unanimous upon a roll call vote.

2019-2020 Mid-State Technical College District Board officers: Chairperson – Robert Beaver; Vice Chairperson – Kristin Crass; Secretary – Lynneia Miller; and Treasurer – Charles Spargo.

2. MID-STATE BOARD COMMITTEE ASSIGNMENTS: Committee structure and annual assignments were discussed during Committee-of-the-Whole.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a voice vote unanimously approved alignment of committees to college direction: Finance & Infrastructure Committee; Academic & Student Services Committee; and Human Resources & External Relations Committee.

Board members will serve the following committees for the 2019-2020 year: Finance & Infrastructure – Charles Spargo (Chairperson), Lynneia Miller, and Richard Merdan; Academic & Student Services – Betty Bruski Mallek (Chairperson), Kristin Crass, and Craig Gerlach; and Human Resources & External Relations – Justin Hoerter (Chairperson), Robert Beaver, and Gordon Schalow.

3. WTC DISTRICT BOARDS ASSOCIATION COMMITTEE ASSIGNMENTS: Board members discussed service to Boards Association committees. Ms. Susa will submit requests to the WTC District Boards Association.

L. CLOSED SESSION – Justin Hoerter

The Board entertained 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.

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

The Board convened in closed session at 5:03 p.m.

M. ADJOURNMENT – Justin Hoerter

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a voice vote, unanimously approved reconvening into open session at 6:43 p.m.

Motion by Ms. Bruski Mallek, seconded by Mr. Schalow, upon a roll call vote, unanimously approved a 10.5% salary increase for Dr. Mondeik in addition to extension of her three-year contract and a discretionary quarterly bonus.

There being no further business of the Board, the meeting adjourned at 6:47 p.m. with a motion by Ms. Bruski Mallek, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

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Exhibit B previously distributed under separate cover.**



FINANCE & INFRASTRUCTURE COMMITTEE

Monday, August 19, 2019 – 4:00 p.m.
Wisconsin Rapids Campus; District Conference Room

AGENDA

A. CALL TO ORDER – CHARLES SPARGO

B. OPEN MEETING CERTIFICATION – CHARLES SPARGO

This August 19, 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. APPROVAL OF COMMITTEE MINUTES (JULY 8, 2019 MEETING)

D. 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 K)

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 L)

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.

E. TREASURER'S REPORT – ROBB FISH

Each financial report (Exhibit K and L) will be highlighted. The intent of sharing this information on a monthly basis is to give the Board assurance that administration is: 1) monitoring and managing the resources allotted and allocated annually and is doing so in accordance with budget and fiscal policy, and 2) maintaining a healthy financial condition and position in accordance with WTCS requirements and Higher Learning Commission expectations.

F. RESOLUTION AWARDING THE SALE OF \$5,000,000 GENERAL OBLIGATION PROMISSORY NOTES; SERIES 2019A (Exhibit P)

An awarding resolution for the sale of \$5,000,000 in general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds, and equipment in 2019-20 will be presented. Robert W. Baird, Inc. will present a negotiated offer for the award and sale of these tax supported notes. A 30-day petition period will have been satisfied. Custody of the funds will occur shortly after the sale.

Baird assisted with the preparation of a long-term financing plan and the amortization schedule, provisions of the issue, preparation of the Preliminary Official Statement (POS), securing a Moody's rating, and underwriting/selling the notes to investors. As designated bond counsel, Quarles & Brady has prepared the awarding resolution and will issue an opinion in regards to statutory compliance. Details of the sale will be provided during the meeting along with the rating prepared by Moody's Investor Services. Board approval of the resolution will be requested.

G. ANNUAL ENERGY REPORT – MATT SCHNEIDER

The annual energy usage report will be provided. Details for FY19 will be summarized. Following review, District Board approval is requested prior to submission to the WTCS.

H. INFORMATIONAL ITEMS

1. Status of the FY19 Independent Financial Audit – Robb Fish
Financial auditors have been on-site to review Mid-State's records for the year ending June 30, 2019. This engagement with CliftonLarsonAllen LLP (formerly Schenk & Associates) is the fourth year of a five-year multi-college agreement. If necessary, budget amendments will be presented in October. Final audit reports for FY19 will be presented in November.
2. WTCS Purchasing Audit – Robb Fish
System personnel performed an on-site audit focused on purchasing policies and procedures as well as adherence to and oversight of the same. An update of that audit will be provided.
3. Help Desk First Year Recap – Brad Russell
An informational update on Mid-State's outsourced Help Desk following a year of use will be provided.
4. 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.

I. ADJOURNMENT

MID-STATE TECHNICAL COLLEGE
FINANCE & AUDIT COMMITTEE MEETING MINUTES

Wisconsin Rapids Campus	July 8, 2019
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A. CALL TO ORDER – Charles Spargo

The meeting was called to order at 3:30 p.m.

PRESENT: Betty Bruski Mallek, Charles Spargo, Dr. Shelly Mondeik and Robb Fish

B. OPEN MEETING CERTIFICATION – Charles Spargo

The meeting notice was verified.

C. REVIEW OF CONSENT AGENDA ITEMS – Robb Fish

D. TREASURER’S REPORT – Robb Fish

E. RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$5,000,000 GENERAL OBLIGATION PORMISSORY NOTES; AND SETTING THE SALE – Robb Fish

Discussion held. Action will be requested during the Board meeting.

F. INFORMATIONAL ITEMS– Robb Fish

1. OUTCOMES BASED FUNDING UPDATE

No action taken.

2. FIANNCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES

No action taken.

G. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 3:59 p.m. with a motion by Ms. Bruski Mallek, upon a voice vote.

 Lynneia Miller, Secretary
 Mid-State Technical College Board

 Angela R. Susa
 Recording Secretary

ACADEMIC & STUDENT SERVICES COMMITTEE

Monday, August 19, 2019 – 4:15 p.m.
Wisconsin Rapids Campus; Room A203

AGENDA

A. CALL TO ORDER – BETTY BRUSKI MALLEK

B. OPEN MEETING CERTIFICATION – BETTY BRUSKI MALLEK

This August 19, 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. APPROVAL OF COMMITTEE MINUTES (JULY 8, 2019 MEETING)

D. REVIEW OF CONSENT AGENDA ITEMS – BETTY BRUSKI MALLEK

E. INFORMATIONAL ITEMS

1. Faculty Professional Development – Dr. Deb Stencil
An overview of faculty development activities offered through the August 2019 Faculty In-Service, Faculty Teaching and Learning Days and the Part-Time Faculty Meeting will be shared.
2. Summer Camps – Dr. Mandy Lang
Information about 2019 career and educational summer camps at Mid-State will be shared.
3. Housing – Dr. Mandy Lang
An update on the College's new housing partnership will be provided.

F. ADJOURNMENT

MID-STATE TECHNICAL COLLEGE
ACADEMIC & HUMAN RESOURCES COMMITTEE MEETING MINUTES

Wisconsin Rapids Campus	July 8, 2019
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A. CALL TO ORDER – Lynneia Miller

The meeting was called to order at 3:32 p.m.

PRESENT: Justin Hoerter, Lynneia Miller, Dr. Karen Brzezinski, and Dr. Deb Stencil

B. OPEN MEETING CERTIFICATION – Lynneia Miller

The meeting notice was verified.

C. REVIEW OF CONSENT AGENDA ITEMS – Lynneia Miller

D. NEW PROGRAMMING – LEADERSHIP DEVELOPMENT ASSOCIATE DEGREE – Dr. Deb

Stencil

Discussion held. Action to approve will be requested during the Board meeting.

E. NEW PROGRAMMING – MANUFACTURING OPERATIONS MANAGEMENT ASSOCIATE DEGREE – Dr. Deb Stencil

Discussion held. Action to approve will be requested during the Board meeting.

F. INFORMATIONAL ITEMS

1. No informational items were discussed.

G. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 3:40 p.m. with a motion by Ms. Miller, upon a voice vote.

 Lynneia Miller, Secretary
 Mid-State Technical College Board

 Angela R. Susa
 Recording Secretary

HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE

Monday, August 19, 2019 – 4:15 p.m.
Wisconsin Rapids Campus; Room L133-134

AGENDA

A. CALL TO ORDER – JUSTIN HOERTER

B. OPEN MEETING CERTIFICATION – JUSTIN HOERTER

This August 19, 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. APPROVAL OF COMMITTEE MINUTES (JULY 8, 2019 MEETING)

D. REVIEW OF CONSENT AGENDA ITEMS – JUSTIN HOERTER

E. CONTRACT TRAINING BOARD POLICY – DR. BOBBI DAMROW

As requested by the WTCS, Mid-State will transition its Contracts for Services Administrative Policy to a Board Policy and adjusting policy language to comply with State Statute. Approval of the Contracts for Services Board Policy will be requested.

F. INFORMATIONAL ITEMS

1. Office of Civil Rights Review – Dr. Karen Brzezinski
The WTCS Office conducts Office of Civil Rights (OCR) Reviews for each WTCS College on behalf of the U.S. Department of Education to determine compliance with federal non-discrimination laws and regulations. Mid-State has been scheduled for review September 18-19, 2019.
2. Foundation Update – Dr. Karen Brzezinski
Oversight of the Mid-State Foundation has been realigned. A discussion regarding the reporting change to better support the Foundation will be held.
3. Workforce Development Contracts & Proposals – Dr. Bobbi Damrow
An update of Workforce Development contracts and proposals referenced in Exhibit H will be provided.

G. ADJOURNMENT

MID-STATE TECHNICAL COLLEGE
FACILITIES & EXTERNAL RELATIONS COMMITTEE MEETING MINUTES

Wisconsin Rapids Campus	July 8, 2019
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A. CALL TO ORDER – Gordon Schalow

The meeting was called to order at 3:32 p.m.

PRESENT: Gordon Schalow, Dr. Bobbi Damrow, Dr. Mandy Lang, Brad Russell, and Matt Schneider

B. OPEN MEETING CERTIFICATION – Gordon Schalow

The meeting notice was verified.

C. REVIEW OF CONSENT AGENDA ITEMS – Gordon Schalow

D. THREE-YEAR FACILITIES PLAN – Matt Schneider

Discussion held. Action to approve will be requested during the Board meeting.

E. INFORMATIONAL ITEMS

1. **WORKFORCE DEVELOPMENT CONTRACTS & PROPOSALS**

No action taken.

F. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 3:41 p.m. with a motion by Mr. Schalow, upon a voice vote.

 Lynneia Miller, Secretary
 Mid-State Technical College Board

 Angela R. Susa
 Recording Secretary

COMMITTEE-OF-THE-WHOLE

Monday, August 19, 2019 – 5:00 p.m.
Wisconsin Rapids Campus; Room L133-134

AGENDA

A. CALL TO ORDER – ROBERT BEAVER

B. OPEN MEETING CERTIFICATION – ROBERT BEAVER

This August 19, 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. APPROVAL OF COMMITTEE MINUTES (JULY 8, 2019 MEETING)

D. INFORMATIONAL ITEMS –

1. Manufacturing Project in Stevens Point – Dr. Shelly Mondeik

A presentation addressing the manufacturing workforce shortage and preparing Central Wisconsin for Industry 4.0 will be made. Action may be taken on the project.

E. ADJOURNMENT

MID-STATE TECHNICAL COLLEGE
COMMITTEE-OF-THE-WHOLE MEETING MINUTES

Wisconsin Rapids Campus	July 8, 2019
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A. CALL TO ORDER – Justin Hoerter

The meeting was called to order at 4:07 p.m.

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

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

B. OPEN MEETING CERTIFICATION – Justin Hoerter

The meeting notice was verified.

C. INFORMATIONAL ITEMS – Justin Hoerter

1. PRESIDENTS ASSOCIATION STRATEGIC AREAS OF FOCUS
No action taken.

2. BOARD LEADERSHIP AND COMMITTEE ASSIGNMENT DISCUSSION
Initial discussion regarding appointment of officers, committee assignments and WTC Boards Association committee assignments was held. Action will occur during Discussion & Action.

D. ADJOURNMENT

There being no further business of the Committee, the meeting adjourned at 4:24 p.m. with a motion by Ms. Bruski Mallek, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

FY 2018-19 Budget Modifications Made in the Month of June 2019

<u>Project #</u>	<u>Grant Title or Description</u>	<u>Type</u>	<u>Reason for Budget Change</u>	<u>Revenue Change</u>	<u>Expense Change</u>	<u>Fund Balance Change</u>	<u>Notes</u>
Fund 1 - General Fund Budget Modifications							
141439	Hospitality Management	State	Adjust budget to actual	3,630.00	3,630.00	-	
141459	IT Security Specialist Grant	State	Adjust budget to actual	(2,247.00)	(2,247.00)	-	
141399	DWD Dual Enrollment Grant	State	New award	275,000.00	264,800.00	10,200.00	1
Fund 2 - Special Revenue Operational Budget Modifications							
	Dual Credit		Adjust budget to actual	218,476.00	218,476.00	-	
Fund 3 - Capital Projects Fund Budget Modifications							
141439	Hospitality Management	State	Adjust budget to actual	(3,630.00)	(3,630.00)	-	
141459	IT Security Specialist Grant	State	Adjust budget to actual	2,247.00	2,247.00		
Fund 4 - Debt Service Budget Modifications							
	Interest Expense		Adjust budget to actual	-	140.00	(140.00)	2
Total Budget Changes For The Month				493,476.00	483,416.00	10,060.00	
Notes: Budget modifications are out of balance for June due to the following:							
1	Grant allows for administrative costs.						
2	Fund balance will cover expense.						



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

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Local Government	6,844,471	-	-	-	-	-	-	-	-	-	-	-	-	-	12,571,189	100.3%
Student Fees	6,532,920	27,107	-	-	-	313,143	-	-	-	-	-	-	-	-	7,414,654	92.7%
Slate Aid & Grants	15,007,019	-	-	-	-	-	12,971	-	-	-	-	-	-	-	15,427,662	97.4%
Institutional	344,093	966,404	-	-	-	699,491	-	-	-	-	-	-	-	-	8,631,476	108.8%
Federal	431,937	-	-	-	-	3,918,743	-	-	-	-	-	-	-	-	6,310,929	68.9%
Total Revenues	29,160,439	993,511	113,845	5,905,286	1,112,790	4,931,377	113,845	5,905,286	1,112,790	6,020,491	6,020,491	48,237,740	50,355,910	95.8%		
% of Budget Recognized	97.2%	95.9%	102.6%	100.1%	93.2%	73.9%	102.6%	100.1%	93.2%	111.0%	111.0%	95.8%				

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Salaries and Wages	16,778,799	219,822	-	-	-	176,839	-	-	-	-	-	196,169	-	-	18,055,544	96.4%
Benefits	7,705,604	67,953	-	-	-	40,822	-	-	-	-	-	66,417	-	-	7,730,891	102.3%
Current Expenditures	5,116,545	783,732	-	-	-	171,271	-	-	-	-	-	71,539	-	-	8,420,903	87.6%
Student Financial Aid & Activities	-	-	-	-	-	4,240,455	-	-	-	-	-	-	-	-	6,008,735	70.6%
Resale	-	-	-	-	-	-	-	-	-	-	-	777,478	-	-	4,745,848	96.9%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,444,327	94.8%
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,051,010	100.0%
Total Expenditures	29,600,948	1,071,506	5,160,832	6,051,007	1,111,604	4,629,387	5,160,832	6,051,007	1,111,604	5,110,539	5,110,539	52,735,823	56,457,258	93.4%		
% of Budget Expended	96.0%	96.9%	94.8%	100.0%	88.9%	69.0%	94.8%	100.0%	88.9%	100.8%	100.8%	93.4%				

Changes in Fund Equity

Actual Fund Equity as of 6/30/18	10,631,992	429,964	5,681,651	532,744	1,552,857	1,145,567	20,693,560
Current Revenue over Expenses	(440,508)	(77,995)	301,990	(145,722)	1,187	909,952	(6,101,348)
Other Sources and Uses:							
Proceeds from Debt	-	-	-	-	-	-	4,800,000
Interfund Transfers In	-	-	-	-	-	-	155,000
Interfund Transfers Out	-	-	-	-	-	-	(155,000)
Repayment of Debt	-	-	-	-	-	-	-
Accrued YTD Fund Equity	10,191,483	351,969	5,983,641	387,022	1,554,044	2,055,519	19,392,212

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
June 30, 2019**

With Comparative Total for June 30, 2018

Mid-State Technical College
August 1, 2019 at 3:13 PM

ASSETS AND OTHER DEBITS	Governmental Fund Types				Proprietary Fund Types			Fiduciary	
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Fund Type		Memorandum only
							Special Rev Non-Aidable	2017-18	
Cash	\$ 9,287,226	\$ -	\$ 1,560,365	\$ 6,598	\$ 1,570	\$ 2,044,908	\$ 100	\$ 12,900,767	\$ 13,024,123
Investments	-	-	-	-	-	-	5,880,175	5,880,175	5,223,340
Receivables:									
Property taxes	3,288,733	-	-	213,186	-	-	-	3,501,919	3,119,960
Accounts receivable	3,410,961	28,318	60	-	159,937	148,719	148,719	3,747,995	4,923,326
Due from other funds	(1,476,513)	336,830	(68,701)	167,237	417,513	478,719	144,913	(2)	2,326,161
Inventories - at cost	-	-	-	-	509,470	-	-	509,470	486,234
Prepaid Assets	98,712	-	-	-	25,368	-	-	124,080	201,086
Other Current Assets	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	444,410	44,037	-	488,447	448,447
General Long Term Debt	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	\$ 14,609,119	\$ 365,148	\$ 1,491,724	\$ 387,021	\$ 1,558,268	\$ 2,567,664	\$ 6,173,907	\$ 27,152,851	\$ 29,752,677

LIABILITIES, FUND EQUITY AND OTHER CREDITS

LIABILITIES, FUND EQUITY AND OTHER CREDITS	Governmental Fund Types				Proprietary Fund Types			Fiduciary	
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Fund Type		Memorandum only
							Special Rev Non-Aidable	2017-18	
Liabilities									
Accounts Payable	\$ 338,104	\$ 1,516	\$ 1,015,691	\$ -	\$ (7,934)	\$ 14,797	\$ 14,829	\$ 1,377,003	\$ 1,868,505
Accrued Liabilities:									
Wages	60,807	1,365	-	-	5,983	-	2,803	70,958	43,194
Employee related payables	378,195	3,031	-	-	2,283	497,514	1,618	882,641	949,263
Vacation	494,355	-	-	-	3,410	(166)	2,767	500,366	777,825
Other current liabilities	8,301	-	-	-	481	-	-	8,782	8,685
Due to other funds	-	-	-	-	-	-	-	-	2,326,161
Deferred Revenues	3,137,874	7,267	4,235	-	-	-	168,250	3,317,626	3,125,482
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	4,417,636	13,179	1,019,926	-	4,223	512,145	190,267	6,157,376	9,099,115
Fund equity and other credits									
Retained Earnings	-	-	-	-	1,527,960	176,048	-	1,704,008	1,704,008
Res for Prepaid Expenditures	143,199	157	-	-	24,898	-	-	168,254	168,254
Res for Self-Insurance	-	-	-	-	-	969,519	-	969,519	969,519
Res for Student Organizations	-	-	-	-	-	-	131,011	131,011	131,011
Res for Post-Employ Benefits	482,274	-	-	-	-	-	5,550,640	6,032,914	6,032,914
Reserve for Capital Projects	-	-	613,227	-	-	-	-	613,227	613,227
Reserve for Cap Proj - Motorcycle	-	-	105,559	-	-	-	-	105,559	105,559
Reserve for Debt Service	-	-	-	532,744	-	-	-	532,744	532,744
Designated for Operations	7,434,347	36,336	-	-	-	-	-	7,470,683	7,470,683
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	383,216
Des for Subsequent Year	2,188,956	393,471	-	-	-	-	-	2,582,427	2,582,427
TOTAL FUND EQUITY AND OTHER CREDITS	10,631,992	429,964	718,786	532,744	1,552,858	1,145,567	5,681,651	20,693,562	20,693,562
Year-to-date excess revenues(expenditures)	(440,509)	(77,995)	(246,988)	(145,723)	1,187	909,952	301,989	301,913	-
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 14,609,119	\$ 365,148	\$ 1,491,724	\$ 387,021	\$ 1,558,268	\$ 2,567,664	\$ 6,173,907	\$ 27,152,851	\$ 29,792,677



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2020 as of July 31, 2019

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current		Original Budget	
	Fund 1	Fund 2	Fund 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 6	Fund 4	Fund 5	Fund 6	Fund 6	Budget	Budget	Budget	Budget	Budget	Budget
Local Government	7,008,488	-	-	-	6,351,798	-	-	-	-	-	-	-	13,360,286	26.4%	13,360,286	26.4%	13,360,286	13,360,286
Student Fees	7,191,489	30,000	387,200	-	-	-	-	-	-	-	-	-	7,608,689	15.0%	7,608,689	15.0%	7,608,689	7,608,689
State Aid & Grants	15,421,383	-	-	108,420	-	-	-	-	-	-	-	-	15,529,803	30.7%	15,529,803	30.7%	14,822,570	14,822,570
Institutional	194,535	755,000	710,400	36,020	112,000	1,156,975	6,223,200	-	-	-	-	-	9,188,130	18.1%	9,188,130	18.1%	9,188,130	9,188,130
Federal	551,528	-	4,390,000	-	-	-	-	-	-	-	-	-	4,941,528	9.8%	4,941,528	9.8%	4,941,528	4,941,528
Total Revenues	30,367,423	785,000	5,487,600	144,440	6,463,798	1,156,975	6,223,200	144,440	6,463,798	1,156,975	6,223,200	6,223,200	50,628,436	100.0%	50,628,436	100.0%	49,921,203	49,921,203

Expenditures																			
Salaries and Wages	17,733,178	268,410	282,198	-	-	210,269	-	-	-	-	-	-	18,494,055	33.1%	18,494,055	33.1%	18,146,668	18,146,668	
Benefits	7,543,892	91,420	296,202	-	-	69,169	-	-	-	-	-	-	8,000,683	14.3%	8,000,683	14.3%	7,897,813	7,897,813	
Current Expenditures	5,615,488	554,105	139,737	-	-	104,303	-	-	-	-	-	-	7,520,268	13.5%	7,520,268	13.5%	7,211,313	7,211,313	
Student Financial Aid & Activities	-	-	4,741,722	-	-	-	-	-	-	-	-	-	4,741,722	8.5%	4,741,722	8.5%	4,741,722	4,741,722	
Resale	-	-	-	-	-	836,465	-	-	-	-	-	-	5,474,265	9.8%	5,474,265	9.8%	5,474,265	5,474,265	
Capital Outlay	-	-	-	5,193,829	-	-	-	-	-	-	-	-	5,193,829	9.3%	5,193,829	9.3%	5,123,863	5,123,863	
Debt Retirement	-	-	-	-	6,431,097	-	-	-	-	-	-	-	6,431,097	11.5%	6,431,097	11.5%	6,431,097	6,431,097	
Total Expenditures	30,892,558	913,935	5,459,859	5,193,829	6,431,097	1,220,206	5,744,435	5,193,829	6,431,097	1,220,206	5,744,435	5,744,435	55,855,919	100.0%	55,855,919	100.0%	55,026,741	55,026,741	
% of Expenditures by Fund		55.3%	1.6%	9.8%	9.3%	11.5%	10.3%	9.3%	11.5%	2.2%	10.3%	10.3%	100.0%						

Changes in Fund Equity																			
Est. Fund Equity as of 6/30/19	10,191,483	351,969	5,986,418	471,799	387,021	1,554,045	2,055,519	478,765	387,021	1,554,045	2,055,519	478,765	20,998,254	20,998,254	20,998,254	20,998,254	20,455,421	20,455,421	
Current Revenue over Expenses	(525,135)	(128,935)	27,741	(5,049,389)	32,701	(63,231)	478,765	-	32,701	(63,231)	478,765	-	(5,227,483)	(5,227,483)	(5,227,483)	(5,227,483)	(5,105,538)	(5,105,538)	
Other Sources and Uses:	-	-	-	5,000,000	-	-	-	-	-	-	-	-	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	
Proceeds from Debt	-	-	-	-	-	-	-	-	-	-	-	-	120,000	120,000	120,000	120,000	120,000	120,000	
Interfund Transfers In	120,000	-	-	-	-	-	-	-	-	-	-	-	(120,000)	(120,000)	(120,000)	(120,000)	(120,000)	(120,000)	
Interfund Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Repayment of Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Budgeted Ending Fund Equity	9,786,348	223,034	6,014,159	422,410	419,722	1,370,814	2,534,284	422,410	419,722	1,370,814	2,534,284	2,534,284	20,770,771	20,770,771	20,770,771	20,770,771	20,349,883	20,349,883	

D
X
L



Accrued Revenues, Expenditures and Changes in Fund Equity
Current Actuals for the Fiscal Year 2020
as of July 31, 2019

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Local Government	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,360,286	0.0%
Student Fees	367,894	524	-	-	-	-	19,333	-	-	-	-	-	-	-	7,608,689	5.1%
State Aid & Grants	517,808	-	-	-	-	-	-	-	-	-	-	-	-	-	15,529,803	3.3%
Institutional	38,491	1,600	918	-	-	3,531	6,222	486,064	-	-	-	-	-	9,188,130	5.8%	
Federal	-	-	-	-	-	237,967	-	-	-	-	-	-	-	4,941,528	4.8%	
Total Revenues	924,193	2,124	918	-	6,222	486,064	1,680,351	50,628,436	-	-	-	-	-	50,628,436	3.3%	
% of Budget Recognized	3.0%	0.3%	4.8%	0.6%	0.5%	7.8%	3.3%	3.3%	0.0%	0.5%	7.8%	3.3%	3.3%	3.3%	3.3%	

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Salaries and Wages	1,246,611	10,123	-	-	-	-	7,704	-	-	-	-	-	-	-	18,494,055	6.9%
Benefits	608,780	5,606	-	-	-	-	2,987	-	-	-	-	-	-	-	8,000,663	7.8%
Current Expenditures	471,480	187	-	-	-	-	1,002	-	-	-	-	-	-	-	7,520,268	7.6%
Student Financial Aid & Activities	-	-	-	-	-	-	250,097	-	-	-	-	-	-	-	4,741,722	5.3%
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	499,477	9.1%
Capital Outlay	-	-	-	-	-	-	108,226	-	-	-	-	-	-	-	5,193,829	2.1%
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,431,097	0.0%
Total Expenditures	2,326,871	15,917	108,226	-	23,839	587,554	3,324,197	55,955,919	-	-	-	-	-	55,955,919	6.0%	
% of Budget Expended	7.5%	1.7%	2.1%	0.0%	2.0%	10.2%	6.0%	6.0%	0.0%	2.0%	10.2%	6.0%	6.0%	6.0%	6.0%	

Changes in Fund Equity

Est Fund Equity as of 6/30/19	10,191,483	351,969	471,799	387,021	1,554,045	2,055,519	20,998,254	20,998,254	-	-	-	-	-	-	20,998,254	
Current Revenue over Expenses	(1,402,678)	(13,793)	(107,308)	-	(17,617)	(101,490)	(5,227,483)	(5,227,483)	-	-	-	-	-	-	(5,227,483)	
Other Sources and Uses:																
Proceeds from Debt	-	-	-	-	-	-	5,000,000	5,000,000	-	-	-	-	-	-	5,000,000	
Interfund Transfers In	-	-	-	-	-	-	120,000	120,000	-	-	-	-	-	-	120,000	
Interfund Transfers Out	-	-	-	-	-	-	(120,000)	(120,000)	-	-	-	-	-	-	(120,000)	
Repayment of Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Accrued YTD Fund Equity	8,788,805	338,176	364,491	387,021	1,536,428	1,954,029	20,770,771	20,770,771	-	-	-	-	-	-	20,770,771	

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
July 31, 2019**

With Comparative Total for July 31, 2018

Mid-State Technical College
August 5, 2019 at 12:13 PM

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only	
	General	Special Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev		2018-19		
							Non-Aidable	Aidable	2019-20	2018-19	
Cash	\$ 7,647,219	\$ -	\$ 938,817	\$ 6,598	\$ 1,570	\$ 1,942,247	\$ 100	\$ 10,536,551	\$ 11,380,929	\$ 5,880,175	\$ 5,223,340
Investments	-	-	-	-	-	-	-	-	-	-	-
Receivables:											
Property taxes	3,288,733	-	-	213,186	-	-	-	-	3,501,919	3,501,919	3,119,960
Accounts receivable	3,258,838	8,544	60	-	128,320	-	167,510	3,563,272	3,329,059	3,563,272	3,329,059
Due from other funds	(1,445,560)	336,899	(67,783)	167,237	424,951	465,093	119,162	(1)	-	(1)	-
Inventories - at cost	-	-	-	-	509,470	-	-	509,470	488,056	509,470	488,056
Prepaid Assets	-	-	-	-	25,368	-	-	25,368	61,446	25,368	61,446
Other Current Assets	-	-	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	444,410	44,037	-	488,447	488,447	488,447	547,124
General Long Term Debt	-	-	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	\$ 12,749,230	\$ 345,443	\$ 871,094	\$ 387,021	\$ 1,534,089	\$ 2,451,377	\$ 6,166,947	\$ 24,505,201	\$ 24,149,914		

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities											
Accounts Payable	\$ 182,102	\$ -	\$ 502,369	\$ -	\$ (6,230)	\$ -	\$ 10,472	\$ 688,713	\$ 1,091,639		
Accrued Liabilities:											
Wages	-	-	-	-	-	-	-	-	-	-	-
Employee related payables	183,176	-	-	-	-	497,514	-	680,690	237,648		
Vacation	448,921	-	-	-	3,410	(166)	2,767	454,932	601,750		
Other current liabilities	8,351	-	-	-	481	-	-	8,832	8,660		
Due to other funds	-	-	-	-	-	-	-	-	-		
Deferred Revenues	3,137,874	7,267	4,235	-	-	-	168,250	3,317,626	3,125,482		
Def Compensation Liability	-	-	-	-	-	-	-	-	-		
General Long Term Debt Group	-	-	-	-	-	-	-	-	-		
TOTAL LIABILITIES	3,960,424	7,267	506,604	-	(2,339)	497,348	181,489	5,150,793	5,065,179		
Fund equity and other credits											
Retained Earnings	-	-	-	-	1,529,147	326,000	-	1,855,147	1,785,652		
Res for Prepaid Expenditures	143,199	157	-	-	24,898	-	-	168,254	133,042		
Res for Self-Insurance	-	-	-	-	-	1,729,519	-	1,729,519	899,006		
Res for Student Organizations	-	-	-	-	-	-	106,243	106,243	114,534		
Res for Post-Employ Benefits	482,274	-	-	-	-	-	5,880,175	6,362,449	5,710,117		
Reserve for Capital Projects	-	-	366,240	-	-	-	-	366,240	614,708		
Reserve for Cap Proj - Motorcycle	-	-	105,559	-	-	-	-	105,559	97,167		
Reserve for Debt Service	-	-	-	387,021	-	-	-	387,021	532,744		
Designated for Operations	6,993,838	(41,659)	-	-	-	-	-	6,952,179	8,133,624		
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	383,216		
Des for Subsequent Year	2,188,956	393,471	-	-	-	-	-	2,582,427	2,179,951		
TOTAL FUND EQUITY AND OTHER CREDITS	10,191,483	351,969	471,799	387,021	1,554,045	2,055,519	5,986,418	20,998,254	20,583,761		
Year-to-date excess revenues(expenditures)	(1,402,677)	(13,793)	(107,309)	-	(17,617)	(101,490)	(960)	(1,643,846)	(1,499,026)		
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 12,749,230	\$ 345,443	\$ 871,094	\$ 387,021	\$ 1,534,089	\$ 2,451,377	\$ 6,166,947	\$ 24,505,201	\$ 24,149,914		

July Contracted Service Agreements

Meeting on August 19, 2019

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount	Notes
146438	Amherst	K-12 Dual Credit Agreements	FY19 Dual Credit Courses			57,192.00	*Note
146439	Wisconsin Rapids	K-12 Dual Credit Agreements	FY19 Dual Credit Courses			139,276.80	*Note
146440	Marshfield	K-12 Dual Credit Agreements	FY19 Dual Credit Courses			140,708.10	*Note
146441	Nekoosa	K-12 Dual Credit Agreements	FY19 Dual Credit Courses			53,901.80	*Note
146442	Plainfield	K-12 Dual Credit Agreements	FY19 Dual Credit Courses			15,449.60	*Note
146443	Stevens Point	K-12 Dual Credit Agreements	FY19 Dual Credit Courses			210,167.80	*Note
146444	Pittsville	K-12 Dual Credit Agreements	FY19 Dual Credit Courses			26,953.50	*Note
146445	Adams	K-12 Dual Credit Agreements	FY19 Dual Credit Courses			29,692.50	*Note
146446	Port Edwards	K-12 Dual Credit Agreements	FY19 Dual Credit Courses			6,107.40	*Note
146447	Marshfield	K-12 Dual Credit Agreements	FY19 Dual Credit Courses			1,248.30	*Note
146448	Tomahawk	K-12 Dual Credit Agreements	FY19 Dual Credit Courses			10,227.80	*Note
146449	Auburndale	K-12 Dual Credit Agreements	FY19 Dual Credit Courses			23,040.30	*Note
146452	Granton	K-12 Dual Credit Agreements	FY19 Dual Credit Courses			4,443.60	*Note
146515	Wisconsin Rapids	Community Based Organization	Job Experience	36	9	7,895.00	
146516	Nekoosa	Business & Industry	Confined Space Refresher	8	10	1,690.00	
146517	Marshfield	WAT Grant	Supervision	24	4	2,900.00	
146518	Colby	Private Educational Institution	HeartSaver First Aid/CPR/AED	8	18	1,290.00	
					Total:	\$732,184.50	

*Note: A Special transaction procedure and pricing for dual credit courses determined by WTCS.

July Contract Training Proposals

For Informational Purposes

Proposal Number	Location of Business/Agency	Industry Type	Type of Service	Proposal Amount
00079	Weston	Private	Suturing Seminar	1,995.00
00080	Stevens Point	Governmental	CPR/FA/AED	2,295.00
00081	Stevens Point	Community	Situational Awareness & De-Escalation	250.00
00082	Marshfield	Private	Supervisory Follow up	5,490.00
00083	Madison	Governmental	Income Maintenance Specialist Training	11,800.00
00084	Colby	School District	CPR/AED	1,290.00
			Total:	\$23,120.00

FINANCE & INFRASTRUCTURE COMMITTEE
Procurement of Goods and Services
August 19, 2019 Board Meeting

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – EQUIPMENT (FIRE TRUCK) – SCHOOL OF PROTECTIVE & HUMAN SERVICES</u>		
Fire Safety USA, INC., Rochester, MN	\$100,000.00	Sole Source
❖ Subtotal for Procurements Requiring Board Action	<u>\$ 100,000.00</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – RELINE GUN RANGE WALLS – SCHOOL OF PROTECTIVE & HUMAN SERVICES</u>		
Gb Lead Services LLC, Green Bay, WI	\$ 45,155.00	Sole Source
<u>WR CAMPUS – COMPUTER EQUIPMENT – IT DEPARTMENT</u>		
Paragon Development Systems, INC., Brookfield, WI	\$ 33,700.75	State Contract
<u>MF CAMPUS – COMPUTER EQUIPMENT – IT DEPARTMENT</u>		
Paragon Development Systems, INC., Brookfield, WI	\$ 29,594.00	State Contract
<u>SP CAMPUS – COMPUTER EQUIPMENT – IT DEPARTMENT</u>		
Paragon Development Systems, INC., Brookfield, WI	\$ 26,075.00	State Contract
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$134,524.75</u>	

GRAND TOTAL **\$234,524.75**

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 August 19, 2019

Resignations

None

Hires

- Christine Brimm (effective July 15, 2019)
Instructor, Nursing

RESOLUTION NO. _____

RESOLUTION AWARDING THE SALE OF
\$5,000,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2019A

WHEREAS, on July 8, 2019, 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 \$5,000,000 General Obligation Promissory Notes; and Setting the Sale" (the "Authorizing Resolution") which authorized the issuance of general obligation promissory notes in the amount 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 public purpose of paying the cost of site improvements (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Wisconsin Rapids Daily Tribune on July 15, 2019 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 portion of the Project;

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

WHEREAS, the District Board hereby finds and determines 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, the District is 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 FIVE MILLION DOLLARS (\$5,000,000) 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 FIVE MILLION DOLLARS (\$5,000,000) (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 2019A"; shall be issued in the aggregate principal amount of \$5,000,000; shall be dated September 16, 2019; 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, 2020. 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, 2027 and thereafter are subject to redemption prior to maturity, at the option of the District, on March 1, 2026 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.

If the Proposal specifies that any of the Notes are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the District shall direct.

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 2019 through 2028 for payments due in the years 2020 through 2029 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 2019A" (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 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 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 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 District 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 19, 2019.

Robert Beaver
Chairperson

ATTEST:

Lynnea Miller
Secretary

(SEAL)



~~ADMINISTRATIVE POLICY~~
~~BOARD OF DIRECTORS POLICY~~

Policy Section: ~~FISCAL MANAGEMENT~~

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Policy Title: **CONTRACTS FOR SERVICES**

Mid-State Technical College is committed to providing customized instruction and technical assistance on a contracted basis to business, industry, and other external public and private agencies and organizations. These services are generally derived from the education and training offered through traditional occupational programs, advanced training, seminars/workshops, and continuing education courses.

~~Academic managers- Workforce & Economic Development Managers are assigned the role of contract managers and in this role~~ are charged with the responsibilities for promoting, developing, pricing, negotiating and delivering contracted services. In doing so they shall comply with the rules, requirements, and guidelines outlined in this policy, and the plans, processes, procedures, and forms developed by the College.

SCOPE

Administrative Code TCS 8.04 establishes the required district policies and procedures within the Wisconsin Technical College System per WI s.38.14(3)(e). The "Contract Reporting Manual" promulgates the rules and requirements of TCS 8.04

Mid-State has prepared the necessary policies, process, procedures, and forms to carry out the intent of this policy. ~~Academics-The Division of Workforce and Economic Development~~ will provide direction in terms of services offered and delivered. ~~The forms and guidelines are available on "The Source". Contract managers will carry out the activities.~~

Revenues and expenditures for contracted services shall be accounted for in the Special Revenue Fund, a segregated fund. This fund is expected to be self-supporting. Occasionally net assets (fund balance) can be transferred to the General Fund to support curriculum and program development with approval of the Vice President of Workforce & Economic Development and the Vice President, Finance. The Special

Appropriate internal controls and interim monthly operating reports are available ~~to managers~~ to ensure that business records and reporting is kept current.

REQUIREMENTS

It shall be a policy of the College to charge full costs, as calculated by the WTCS, unless exempt by established criteria in a business plan or pricing policy. ~~It is intended that tax monies received by the College be used only to support those services covered by Chapter 38 of the Wisconsin State Statutes.~~ The rationale for charging less than full costs, as calculated by the WTCS, charging less than full cost shall be disclosed to the District Board with a request for their subsequent approval.

Other requirements ~~that contract managers must be aware of~~ include:

1. When the service recipient is located within the boundaries of another Wisconsin technical college district, the Mid-State district shall notify the district where the recipient is located of the existence of the contract within thirty (30) days of execution of the contract. ~~College employees- Managers~~ shall

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consider the existence of alternative service providers prior to entering into an agreement for rendering services.

~~District residents currently on a waiting list to enter a program or course may not be displaced by "slotting" an employee or student of a contracting agency into a regularly scheduled course or programs.~~

2. District residents may not be displaced from any program or course solely on the basis of a contract for services with a service recipient

3. Payment for contracted services rendered by the district shall be paid to the college. All payments received by a district from a service recipient must be deposited in the district treasury.

4. District employees shall be prohibited from accepting fees, gifts, salary, honorarium or reimbursement for contracted services rendered which are a part of the employee's current responsibilities.

5. Compensation for services rendered outside of normal working hours may be allowed, but shall require prior administrative approval. Individual salary payments for services rendered shall be paid to the employee by the District.

6. Services shall not be rendered by the College to a foreign government or a business or industry not operating unless it is operating within the state of Wisconsin must comply in accordance with Chapter 38.14(3)(c)(d) of the Wisconsin

7. Every service recipient of the college must certify that it does not discriminate on the basis of age, race, color, sex, creed, handicap, political persuasion, ancestry, or sexual orientation against;

(a) Any employee or applicant for employment, in regard to hire, tenure or term, condition or privilege of employment except where there is a bona fide occupational qualification.

(b) Any student or any applicant for enrollment in regard to admission or privilege of enrollment.

~~All recipients of services agree not to discriminate against its employees, applicants, or students.~~

WRITTEN CONTRACTS & EXAMPLES

~~When services are rendered, it shall be a policy of the College to require a written contract for services rendered. This contract may be initiated and is approved by the Vice President of Workforce and Economic Development and College President, but must be approved by reported to the the Mid-State Technical College District Board at the next regularly scheduled meeting. The agenda shall contain a list of the contract number, service recipient, type of service, and contract amount.~~

Policy Section: Fiscal Management
Policy Title: Contracts for Services

Examples of services requiring written contracts [may](#) include:

Contract to provide consulting services or technical assistance paid by business, industry, or external agencies and organizations – not paid by individuals.

Contract for providing computer, fiscal, or management services to local units of government.

Contracted instruction that is intended to be or is closed to the general eligible public.

Contracted instructional, professional, and non-professional services to a high school district.

Contracted accounting services to the Mid-State Foundation or other non-profit organizations.

Contracted non-instructional food service to organizations or institutes such as nursing homes or hospitals.

Contracted instructional services to a federal or state correctional institution^s.

Contracted services provided indirectly to the federal government through a state or local agency.

Contracted instruction or non-instructional services provided to another state, or a sub-division of that state, such as a vocational district, technical college, or any other institute of higher education.

Contracted instruction or non-instructional services provided to a Wisconsin State governmental agency or sub-unit.

Contracted fiscal management services provided to a business and industry designed to assist the organization in question with the process of expanding its operation.

Administration has developed a model contract that shall be used when formalizing an agreement to provide services to an organization covered by this policy.

WTCS REPORTING REQUIREMENTS

Annually, at a time specified and in a format established by the Wisconsin Technical College System Board, the college shall report to the state the reimbursed and non-reimbursed costs for each accounting function, the type of service rendered under each contract, and if the contract involves instruction for credit, the number of students served under each contract and the total credits granted under each contract.

Annually, the Wisconsin Technical College System generates a report comparing contract cost to contract revenues, calculated according to a uniform statewide methodology.

Adopted: *August 2011*

Last Reviewed: *[July 2017](#) [August 2019](#)*

Last Revised: *[August 2017](#) [August 2019](#)*

Policy Section: Fiscal Management

Policy Title: Contracts for Services