



# District Board of Directors Monthly Meeting

## MONDAY, JULY 13 2020

Mid-State Wisconsin Rapids Campus  
*500 32<sup>nd</sup> Street North, Wisconsin Rapids*

3:30 p.m.	Committee-of-the-Whole	Room L133-134 and Microsoft Teams Conferencing
Immediately following Committee-of-the-Whole	Monthly Board Meeting	Room L133-134 and Microsoft Teams Conferencing

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

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

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## **DISTRICT BOARD OF DIRECTORS**

Monday, July 13, 2020 – Immediately following Committee-of-the-Whole  
Wisconsin Rapids Campus; Room L133-134  
and Microsoft Teams Video Conferencing

### ***AGENDA***

#### **A. CALL TO ORDER – ROBERT BEAVER**

#### **B. ROLL CALL**

#### **C. OPEN MEETING CERTIFICATION – ROBERT BEAVER**

*This July 13, 2020 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 JUNE 15, 2020 BOARD MEETING MINUTES (Exhibit A)**

#### **F. ACTION ON CONSENT AGENDA**

##### **1. Payment of Bills and Payroll (Exhibit B)**

*District bills for June 2020 total \$576,439.60 of which \$414,776.13 represents operational expenditures and \$161,663.47 represents capital expenditures. Payroll disbursements for June totaled \$1,415,786.46 plus \$8,351.69 for travel and miscellaneous reimbursements, and \$642,320.26 in fringe benefits, for a total payroll disbursement of \$2,066,458.41. Administration recommends approval of the payment of these obligations totaling \$2,642,898.01.*

##### **2. Contracted Service Agreements (Exhibit C)**

*The District has entered into seventeen contracted service agreements totaling \$868,409.37. The individual contracts are available for review upon request. Administration recommends approval of these contracts.*

3. Procurements for Goods and Services (Exhibit D)  
*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. There are no procurements which require board approval.*
4. District Board Approval of Hires and Resignations of Contracted Staff (Exhibit E)  
*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
3. Association of Community College Trustees (ACCT) Leadership Congress
4. Next meeting date

**H. PRESIDENT’S REPORT – SHELLY MONDEIK**

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

**I. COMMITTEE REPORTS**

1. Finance & Infrastructure Committee – Charles Spargo
  - a. Review of Consent Agenda Items
  - b. Treasurer’s Report  
*Due to the timing of the meeting and year-end closing activities, the month-end financial reports will not be available. A report-out of FY19 will be provided at the August meeting.*
  - c. Three-Year Facilities Plan – Matt Schneider  
*Annually, each technical college is required to prepare and submit a Three-Year Facilities Plan to the WTCS Board. Mid-State’s plan will be presented to the Board along with a request for approval.*
  - d. Informational Items
    1. WILM – Brad Russell  
*An update on WILM 2.0 will be provided. History of the need for WILM 2.0, the items that are being addressed and how it will be evaluated to ensure it is meeting Mid-State’s needs in the upcoming year will be shared.*
    2. Finance Implications for Topics in Other Committees  
*Often topics directed by the other two committees may have fiscal or financial implications that would be of interest or concern by the Finance & Infrastructure Committee. The purpose of this agenda item is to identify when administration has information available and also to enable committee members to raise any finance related questions. Other*

*information can be gathered upon request. Any necessary action will be incorporated into the action reported by the originating committee.*

2. Academic & Student Services Committee – Betty Bruski Mallek
  - a. Review of Consent Agenda Items
  - b. Informational Items
    - a. Graduation – Dr. Mandy Lang  
*An update on the Spring 2020 Graduation ceremony will be provided.*
    - b. K-12 Administrator Partner Meeting – Dr. Mandy Lang  
*The annual K-12 Administrator Partner Meeting was held on June 17. Information about the meeting will be shared with the Board.*
3. Human Resources & External Relations Committee – Justin Hoerter
  - a. Review of Consent Agenda Items
  - b. Informational Items
    - a. Experience Choice – Summer Campaign – Dr. Bobbi Damrow  
*An update will be provided on Mid-State’s Marketing Campaign “Experience Choice” and why the college pursued a major campaign this summer.*

**J. Committee-of-the-Whole (Exhibit F)**

1. College Mascot – Dr. Bobbi Damrow
2. Officer/Committee Assignments and Boards Association Assignments – Robert Beaver

**K. Discussion & Action**

1. Election of Officers – Robert Beaver  
*Officers will be elected for 2020-2021.*

**L. Adjournment**

**MID-STATE TECHNICAL COLLEGE**  
**PUBLIC HEARING MINUTES**

Wisconsin Rapids Campus	June 15, 2020
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**A. CALL TO ORDER** – Robert Beaver

The Public Hearing was called to order at 5:02 p.m.

**B. OPEN MEETING CERTIFICATION** – Robert Beaver

The meeting notice was verified; stating that this Public Hearing 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.

**C. PUBLIC HEARING** – Robert Beaver**D. PRESENTATION OF THE DISTRICT BUDGET** – Robb Fish

Mr. Fish presented the FY21 budget in summary to the Board of Directors and guests.

**E. PUBLIC TESTIMONY**

No one wished to provide testimony.

**F. ADJOURNMENT**

The Public Hearing adjourned at 5:11 p.m.

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

Wisconsin Rapids Campus	June 15, 2020
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**A. CALL TO ORDER** – Robert Beaver

The meeting was called to order at 5:26 p.m.

**B. ROLL CALL**

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

EXCUSED: Craig Gerlach

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow (via Teams), Dr. Beth Ellie (via Teams), Robb Fish, Dr. Mandy Lang (via Teams), John Mehan (via Teams), Michelle Peria (via

Teams), Brad Russell (via Teams), Matt Schneider (via Teams), Dr. Deb Stencil (via Teams), Angie Susa, and Mike Vilcinskis

**C. OPEN MEETING CERTIFICATION** – Robert Beaver

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** – Robert Beaver

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

**E. APPROVAL OF MINUTES**

Motion by Ms. Bruski Mallek, seconded by Mr. Hoerter, upon a voice vote, unanimously approved minutes from the board meeting held May 18, 2020 as presented.

**F. CONSENT AGENDA**

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

1. The district's bills for the month of May 2020 were presented in Exhibit B. These bills totaled \$577,876.00 of which \$392,471.72 represents operational expenditures and \$185,404.28 represents capital expenditures. The district's payroll for the month of May totaled \$1,403,214.80 plus \$8,214.45 for travel and miscellaneous reimbursements and \$648,764.53 in fringe benefits. The district's bills and payroll totaled \$2,638,069.78.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146585	Online Microbiology Course	\$ 15,660.00
146586	CPR	\$ 748.00

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

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$57,564.70	Hexagon	School of Advanced Manuf. & Engin.

4. District Board Approval of Hires and Resignations of Contracted Staff:
  - Adam Gigous (effective June 30, 2020 – resignation)

**G. CHAIRPERSON'S REPORT** – Robert Beaver

1. Board members were welcomed to the meeting. Mr. Schalow was excused.
2. ACCT Leadership Congress will be held September 30 – October 3, 2020 in Chicago. Early registration is open. Those interested in attending should contact Ms. Susa to confirm travel plans.

3. The Wisconsin Technical College District Boards Association (DBA) Summer Meeting has been moved to a virtual format being held on July 24. Additional details will be forthcoming.
4. The Wisconsin Technical College Board of Directors approved Mid-State's Board Appointment recommendations for the coming year. Robert Beaver, Betty Bruski Mallek and Richard Merdan were appointed to three-year terms.
5. Future meeting dates (times unless otherwise announced):

<b>ORGANIZATIONAL MEETING</b> Monday, July 13, 2020 Wisconsin Rapids Campus	Committee-of-the-Whole – 3:30 p.m. Board Meeting – following Committee-of-the-Whole
<b>MONTHLY MEETING</b> Monday, August 17, 2020 Wisconsin Rapids Campus	Committee Meetings – 4:15 p.m. Committee-of-the-Whole – 5:00 p.m. Board Meeting – 5:20 p.m.

**H. PRESIDENT'S REPORT** – Dr. Shelly Mondeik

1. Dr. Mondeik congratulated recent Mid-State retirees and shared about their service to the college.
2. Mid-State's virtual graduation celebration was held May 26. The interactive format highlighted student achievement and success.
3. Mid-State hosted virtual College Camp where 75 youth participated in activities/demonstrations that showcased Mid-State programming.
4. The WTCS Board of Directors will hold a meeting July 8.

**I. COMMITTEE REPORTS**

1. FINANCE & INFRASTRUCTURE COMMITTEE – Charles Spargo
  - a. TREASURER'S REPORT: Reviewed and discussed college financial data.
  - b. RESOLUTION AWARDING THE SALE OF \$4,500,000 GENERAL OBLIGATION PROMISSORY NOTES; SERIES 2020A: John Mehan of Robert W. Baird, Inc. presented the negotiated offer for the award and sale of tax supported notes. Moody's confirmed a AA1 rating.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a roll call vote, unanimously approved the following Resolution Awarding The Sale Of \$4,500,000 General Obligation Promissory Notes; Series 2020A:

WHEREAS, on May 18, 2020, 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 (the "Authorizing Resolution") which authorized the issuance of general obligation promissory notes in the amount of \$867,000 for the public purpose of paying the cost of building remodeling and



improvement projects; in the amount of \$3,628,000 for the public purpose of paying the cost of acquiring movable equipment; and in the amount of \$5,000 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 May 20, 2020 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 to finance building remodeling and improvement projects and acquiring movable equipment;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on June 19, 2020;

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 its general obligation promissory notes (the "Notes") for such public purposes; and

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

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

Section 1. Sale of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000) 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 (subject to the condition that no valid petition for referendum is filed by June 19, 2020). 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, the Notes aggregating the principal amount of FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000) 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 2020A"; shall be issued in the aggregate principal amount of \$4,500,000; shall be dated June 30, 2020; 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 September 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, 2028 and thereafter are subject to redemption prior to maturity, at the option of the District, on March 1, 2027 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 2020 through 2029 for the payments due in the years 2020 through 2030 in the amounts set forth on the Schedule. The amount of tax levied in the year 2020 shall be the total amount of debt service due on the Notes in the years 2020 and 2021; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of interest on the Notes in the year 2020.

(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.

(D) Appropriation. The District hereby appropriates from taxes levied in anticipation of the issuance of the Notes, proceeds of the Notes or other funds of the District on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay debt service on the Notes coming due in 2020 as set forth on the Schedule.

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 2020A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

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

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

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

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of

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

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

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

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

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The District hereby authorizes the Chairperson and Secretary or other appropriate officers of the District to enter a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 13. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and

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 June 15, 2020.

- c. 2020-2021 BUDGET ADOPTION: The proposed 2020-2021 budget was reviewed during a special meeting, presenting to the full board in May and a Public Hearing held in June. Formal adoption of the budget was requested.

Motion by Mr. Spargo, seconded by Mr. merdan, upon a roll call vote, unanimously approved the following 2020-21 Mid-State Technical College Budget Resolution:

WHEREAS, Mid-State Technical College prepared a budget for the 2020-21 fiscal year, necessary to provide educational services to the citizens, industries and communities within the College's boundaries; and

WHEREAS, the outstanding indebtedness of the College, as of July 1, 2020, consists of \$27,805,000 in promissory notes and \$1,170,000 in general obligation bonds;

WHEREAS, the anticipated revenues for the 2020-21 budget consist of \$14,278,484 from Local Government, \$15,145,754 from State Aids, \$7,493,576 from Student Fees, \$9,278,441 from Institutional Sources, and \$4,910,954 from the Federal Government; and

WHEREAS, other funding sources for the 2020-21 budget consist of \$5,500,000 in proceeds from long-term debt; and

WHEREAS, the estimated retained earnings and fund balances as of July 1, 2020, consist of \$9,872,121 in the General Fund, \$256,967 in the Special Revenue Fund - Operational, \$6,157,202 in the Special Revenue Fund – Non-Aidable, \$396,310 in the Debt Service Fund, \$636,124 in the Capital Projects Fund, \$1,278,910 in the Enterprise Fund, and \$2,277,647 in the Internal Service Fund;

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the appropriations for the 2020-21 budget consisting of the following fund types and functions:

In the General Fund - \$17,222,656 for Instruction, \$1,170,149 for Instructional Resources, \$4,141,223 for Student Services, \$5,828,270 for General Institutional, and \$2,006,443 for Physical Plant;

In the Special Revenue Fund – Operational - \$895,000 for Instruction and \$1,485 for Physical Plant;

In the Special Revenue Fund - Non-Aidable - \$5,197,239 for Student Services and \$326,438 for General Institutional;

In the Capital Projects Fund - \$2,030,180 for Instruction, \$520,495 for Instructional Resources, \$422,500 for Student Services, \$1,144,007 for General Institutional, and \$1,561,006 for Physical Plant;

In the Debt Service Fund - \$7,076,699 for Physical Plant;

In the Enterprise Fund - \$1,289,491 for Auxiliary Services; and,

In the Internal Service Fund - \$5,755,500 for Auxiliary Services.

BE IT FURTHER RESOLVED that the approval includes any modifications to the 2020-21 budget resulting from public input during the Public Hearing, and formally endorsed by the board.

BE IT FURTHER RESOLVED that this 2020-21 budget be submitted, as approved, to the Wisconsin Technical College System Board prior to July 1, 2020, as required by State Statutes 38.12(5m).

- d. COSMETOLOGY REMODEL PROJECT: The project will remodel existing space for the Cosmetology program allowing for additional programming. Next step for approval is the WTCS Board of Directors.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following Resolution For The Cosmetology Remodel Project At The Wisconsin Rapids Campus.

WHEREAS, the current cosmetology program enrollment continues to remain strong; and

WHEREAS, the program offerings are seeking to grow, and

WHEREAS, the current facilities and equipment that support the program are in need of repair and replacement,

BE IT RESOLVED that the Mid-State Technical College Board will use \$810,400 of approved budgeted fiscal year 2021 funds to proceed with the Wisconsin Rapids Cosmetology Remodel.

NOW, THEREFORE, BE IT RESOLVED that the Mid-State Technical College Board approves the construction of an approximately 5,800 square foot remodel project of the cosmetology program area located on the Wisconsin Rapids Campus and requests Wisconsin Technical College System Board approval during their September 2020 meeting.

- e. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek
    - a. NAIL TECHNICIAN TECHNICAL DIPLOMA: Approval was sought to move forward with the approval process for the Nail Technician Technical Diploma Program. Program concept was approved in February for this ten credit one-semester program. The program is slated for January 2021 start.  
  
Motion by Betty Bruski Mallek, seconded by Ms. Crass, upon a roll call vote, unanimously approved the Nail Technician Technical Diploma program.
    - b. PROGRAM DISCONTINUANCE: Approval was sought to discontinue three programs: Energy Efficiency Technician Associate Degree program, Solar Electric Technician Associate Degree program and Sustainable Heating and Cooling Technician Associate Degree program. These programs were originally approved in 2008 and subsequently suspended in 2017. An active plan to meet student and business needs is in place.  
  
Motion by Mr. Schalow, seconded by Mr. Hoerter, upon a roll call vote, unanimously approved discontinuance of the Energy Efficiency Technician Associate Degree program, Solar Electric Technician Associate Degree program and Sustainable Heating and Cooling Technician Associate Degree program.
    - c. FY20 OUT-OF-STATE TUITION REMISSION ANNUAL SUMMARY – During the 219-2020 academic year, no out-of-state tuition was remitted.
    - d. FY21 OUT-OF-STATE TUITION REMISSION ANNUAL REQUEST – Mid-State Technical College will not be requesting authority to remit any out-of-state tuition for the 2020-2021 academic year.
  3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Bob Beaver
    - a. “WHERE WE STAND”: Dr. Damrow provided an update on Mid-State’s participation in a national video production supporting the National Institute for Health’s dissemination of health information to high school students and the role post-secondary completion plays in lifespan.
    - b. WORKFORCE DEVELOPMENT CONTRACTS AND PROPOSALS: Workforce contracts were highlighted.

**J. COMMITTEE-OF-THE-WHOLE**

1. COVID UPDATE: Dr. Mondeik provided an update on Mid-State’s planning in response to COVID-19. Additional updates will be provided.
2. STEVENS POINT CAMPUS UPDATE: Mr. Fish highlighted contamination remediation at the Stevens Point Campus. Contamination was present when the site was purchased, follow-up is being done. The City of Stevens Point is fiscally responsible for remediation.



**K. DISCUSSION & ACTION** – Dr. Shelly Mondeik

1. MID-STATE’S MISSION, VISION, STRATEGIC DIRECTIONS AND CORE VALUES: Mid-State’s Mission, Vision, Strategic Directions and Core Values were highlighted during the May meeting at which point, the strategic planning process and stakeholder input were shared.

Motion by Ms. Bruski Mallek, seconded by Mr. Spargo, upon a roll call vote, unanimously approved Mid-State’s Mission, Vision, Strategic Directions and Core Values as presented.

**L. CLOSED SESSION**

The Board will entertain a motion to convene to closed session, pursuant to s.19.85(1)(c) and/or Wisconsin Statutes, to discuss the President’s evaluation and compensation and to discuss labor relations matters. 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.

Motion by Ms. Crass, seconded by Mr. Spargo, upon a roll call vote, unanimously approved closed session as announced. Closed session convened at 6:21 p.m.

**M. ADJOURNMENT** – Robert Beaver

The Board reconvened in open session at 7:47 p.m. with a motion by Mr. Spargo, seconded by Ms. Crass unanimously approved upon a roll call vote.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved extension of Dr. Mondeik’s contract for an additional year and consider a discretionary bonus three times in the coming year.

There being no further action or business of the Board, the meeting adjourned at 7:50 p.m. with a motion by Mr. Merdan, seconded by Mr. Hoerter, upon a voice vote.

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Lynneia Miller, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary

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Exhibit B previously distributed under separate cover.**

### June Contracted Service Agreements Meeting on July 13, 2020

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instruction	Estimated Number Served	Contract Amount
146587	Wisconsin Rapids	Community Organization	Technical Assistance- Website Development	8	1	\$444.69
146588	River Falls	Business and Industry	UGotClass Contract- Project Management		2	\$247.50
146589	Wisconsin Rapids	WAT Grant	Train the Trainer	16	32	\$2,557.18
<b>Contract Number</b>	<b>Location of High School</b>	<b>Industry Type</b>	<b>Type of Service</b>	<b>Credit Hours</b>	<b>Number Served</b>	<b>Contract Amount</b>
146521	Almond	K-12 Dual Credit Agreements	FY20 Dual Credit Courses	69	27	\$10,883.00
146522	Amherst	K-12 Dual Credit Agreements	FY20 Dual Credit Courses	521	188	\$81,328.50
146523	Wisconsin Rapids	K-12 Dual Credit Agreements	FY20 Dual Credit Courses	1,661	534	\$254,699.00
146524	Marshfield	K-12 Dual Credit Agreements	FY20 Dual Credit Courses	930	359	\$154,920.00
146525	Nekoosa	K-12 Dual Credit Agreements	FY20 Dual Credit Courses	272	89	\$39,740.50
146526	Plainfield	K-12 Dual Credit Agreements	FY20 Dual Credit Courses	117	40	\$17,236.50
146527	Stevens Point	K-12 Dual Credit Agreements	FY20 Dual Credit Courses	1,203	466	\$182,390.50
146528	Prittsville	K-12 Dual Credit Agreements	FY20 Dual Credit Courses	209	84	\$32,945.00
146529	Adams	K-12 Dual Credit Agreements	FY20 Dual Credit Courses	73	29	\$11,956.50
146530	Port Edwards	K-12 Dual Credit Agreements	FY20 Dual Credit Courses	38	13	\$5,433.00
146531	Marshfield	K-12 Dual Credit Agreements	FY20 Dual Credit Courses	24	8	\$3,384.00
146532	Tomahawk	K-12 Dual Credit Agreements	FY20 Dual Credit Courses	15	5	\$2,115.00
146533	Auburndale	K-12 Dual Credit Agreements	FY20 Dual Credit Courses	383	143	\$59,140.50
146534	Granton	K-12 Dual Credit Agreements	FY20 Dual Credit Courses	52	20	\$8,988.00
				<b>Total:</b>	<b>Total:</b>	<b>\$865,160.00</b>

### June Contract Training Proposals

Monthly Contract Training Proposal Recap - June 2020					
Proposal #	Bill to City	Industry Type	Type of Service	Proposal Amount	Current Status
147	Wisconsin Rapids	Community Organization	Website Technical Assistance	\$500.00	Accepted
148	Marshfield	Business and Industry	Supervision Training	\$8,190.00	Accepted*
149	Marshfield	Business and Industry	Medication Aide Training	\$15,245.00	Accepted*
150	Wisconsin Rapids	Business and Industry	20-21 Training Proposal	\$35,600.00	Accepted
151	Wisconsin Rapids	Business and Industry	First Aid/CPR Training	\$795.00	Presented
152	Nekoosa	Business and Industry	Maintenance Welding	\$9,100.00	Accepted*
153	Wisconsin Rapids	Business and Industry	Customer Service	\$3,525.00	Presented*
* Workforce Advancement Training Grant (WATG) Contingency					
<b>TOTAL</b>				<b>\$72,955.00</b>	

**FINANCE & AUDIT COMMITTEE**  
**Procurement of Goods and Services**  
**July 13, 2020 Board Meeting**

<b>PROCUREMENTS REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
None		
❖ <b>Subtotal for Procurements Requiring Board Action</b>	<b><u>\$ 0.00</u></b>	

<b>PROCUREMENTS NOT REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR CAMPUS – EQUIPMENT – SCHOOL OF ADVANCED MANUFACTURING &amp; ENGINEERING</u></b>		
First Technologies INC., Brookfield, WI	\$ 38,368.00	Quote
Learning Labs INC., Calhoun, GA	\$ 45,842.30	Quote
Mobile Modular, Green Bay, WI	\$ 38,443.00	Quote
<b><u>WR CAMPUS – EQUIPMENT – SCHOOL OF ADVANCED MANUFACTURING &amp; ENGINEERING</u></b>		
Snap On Industrial, Crystal Lake, IL	\$ 34,452.15	State Contract
<b><u>WR CAMPUS – EQUIPMENT – IT DEPARTMENT</u></b>		
Troxell Communications INC., Germantown, WI	\$ 27,300.00	State Contract
❖ <b>Subtotal for Procurements Not Requiring Board Action</b>	<b><u>\$ 100,120.15</u></b>	

**GRAND TOTAL** **\$ 100,120.15**

## **PROCUREMENT & SELECTION METHODS DEFINED**

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

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

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

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

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

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

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

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

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

## **Approval of Hires and Resignations of Contracted Employees July 13, 2020**

### **Resignations**

- **Autumn Laabs**, Instructor, Cosmetology and Barber Technology  
Effective August 13, 2020

### **Hires**

- **Nancy Dupee**, Instructor, Surgical Technologist  
Start date: July 6, 2020, prior part-time faculty
- **Nicholas Goldberg**, Instructor, Respiratory Therapy  
Start date: July 20, 2020, prior part-time faculty
- **Teri Raatz**, Instructor, Agribusiness  
Start date: July 6, 2020, prior part-time faculty
- **Craig Buttke**, Instructor, Renewable Energy, HVAC, and Construction Trades  
Start date: July 20, 2020, prior part time faculty

## COMMITTEE-OF-THE-WHOLE

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Monday, July 13, 2020 – 3:30 p.m.  
Wisconsin Rapids Campus; Room L133-134  
and Microsoft Teams Video Conferencing

### *AGENDA*

**A. CALL TO ORDER – ROBERT BEAVER**

**B. OPEN MEETING CERTIFICATION – ROBERT BEAVER**

*This July 13, 2020 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. COLLEGE MASCOT – DR. BOBBI DAMROW**

*The College will welcome our new Cougar mascot back as we kick off our Fall semester. An update will be provided.*

**D. OFFICER/COMMITTEE ASSIGNMENTS AND BOARDS ASSOCIATION ASSIGNMENTS – ROBERT BEAVER**

*A discussion will be held regarding Mid-State Board of Director officer and committee assignments for the 2020-2021 year, along with Boards Association Committee assignments.*

**E. ADJOURNMENT**