



District Board of Directors Monthly Meeting

MONDAY, AUGUST 17, 2020

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

5:00 p.m.	Committee-of-the-Whole	Room L133-134 and Microsoft Teams Conferencing
5:10 p.m.	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, August 17, 2020 – 5:10 p.m.
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 August 17, 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 JULY 13, 2020 BOARD MEETING MINUTES (Exhibit A)

F. ACTION ON CONSENT AGENDA

1. Payment of Bills and Payroll (Exhibit B)

District bills for July 2020 total \$1,664,545.13 of which \$1,067,555.45 represents operational expenditures and \$596,989.68 represents capital expenditures. Payroll disbursements for July totaled \$2,160,200.97 plus \$2,187.85 for travel and miscellaneous reimbursements, and \$734,015.03 in fringe benefits, for a total payroll disbursement of \$2,896,403.85. Administration recommends approval of the payment of these obligations totaling \$4,560,948.98.

2. Contracted Service Agreements (Exhibit D)

The District has entered into five contracted service agreements totaling \$13,832.83. The individual contracts are available for review upon request. Administration recommends approval of these contracts.

3. Procurements for Goods and Services (Exhibit E)
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.

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 (Exhibit C)
 - c. Resolution Authorizing The Issuance Of Not To Exceed \$1,000,000 General Obligation Promissory Notes; And Setting The Sale (Exhibit F)
A schedule of events for financing the FY21 capital budget was presented in February. Administration is now requesting authority to issue \$1,000,000 in general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds and equipment in 2020-21. During the September meeting, the Board will be asked to approve the official sale of these notes. Proceeds will be distributed shortly after the September sale. Mid-State's bond counsel Quarles & Brady prepared the authorizing resolution contained in Exhibit F. Administration is recommending board action to authorize the borrowing of \$1,000,000.
 - d. Informational Items
 1. Status of the FY20 Independent Financial Audit
Financial auditors will be on-site for final fieldwork in September to review Mid-State's records for the year ending June 30, 2020. This engagement with CliftonLarsonAllen LLP (formerly Schenk & Associates) is the fifth and final year of a five-year multi-college agreement. If any budgetary housecleaning is needed, budget amendments will be presented in October. Administration will also report out in October the end-of-year results and budget variances for the fiscal year ending June 30, 2020. Final audit reports for FY20 will be presented to the Mid-State Board in November.
 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. Academic Plan Overview – Dr. Deb Stencil
The Fall 2020 Academic Plan was designed to provide students with choices in how they attend class. An overview of the plan will be provided.
 - b. Faculty In-Service – Dr. Deb Stencil
The theme for this fall’s Faculty In-Service is “Put Yourself in Your Students’ Shoes”. Highlights from the day will be shared.
3. Human Resources & External Relations Committee – Justin Hoerter
 - a. Review of Consent Agenda Items
 - b. Informational Items
 - a. College-Wide In-Service – Dr. Karen Brzezinski
A recap of our recent College-Wide In-Service will be provided.
 - b. Marketing & Public Relations – Dr. Bobbi Damrow
Ongoing marketing and public relations initiatives will be shared.

J. Committee-of-the-Whole (Exhibit G)

1. Board Policy Review (Exhibit H) – Dr. Shelly Mondeik
2. Security Update – Dr. Karen Brzezinski

K. Discussion & Action

1. NCMPR Award – Dr. Bobbi Damrow
National Council Marketing & Public Relations (NCMPR) awarded Mid-State the Gold Paragon Award for our Student Life Commercial. A digital clip of the award presentation and judges’ comments will be shared.

L. Closed Session

The Board will entertain a motion to convene to closed session, pursuant to s. 19.85(1)(d) Wisconsin Statutes, to discuss campus security measures. 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 13, 2020
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A. CALL TO ORDER – Robert Beaver

The meeting was called to order at 3:42 p.m.

B. ROLL CALL

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

EXCUSED: Kristin Crass, Craig Gerlach and Gordon Schalow

OTHERS: Dr. Bobbi Damrow (via Teams), Robb Fish, Travis Gansch, Dr. Mandy Lang (via Teams), Brad Russell (via Teams), Matt Schneider (via Teams), Dr. Deb Stencil (via Teams), and Angie Susa

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 Mr. Merdan, seconded by Ms. Bruski Mallek, upon a voice vote, unanimously approved minutes from the board meeting held June 15, 2020 as presented.

E. 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 June 2020 were presented in Exhibit B. These bills totaled \$576,439.60 of which \$414,776.13 represents operational expenditures and \$161,663.47 represents capital expenditures. The district's payroll for the month of June totaled \$1,415,786.46 plus \$8,351.69 for travel and miscellaneous reimbursements and \$642,320.26 in fringe benefits. The district's bills and payroll totaled \$2,642,898.01.
2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146587	Technical Assistance – Website Development	\$ 444.69
146588	UGotClass Contract – Project Management	\$ 247.50
146589	Train the Trainer	\$ 2,557.18

146521	FY20 Dual Credit Courses – Almond	\$ 10,883.00
146522	FY20 Dual Credit Courses – Amherst	\$ 81,328.50
146523	FY20 Dual Credit Courses – Wisconsin Rapids	\$ 254,699.00
146524	FY20 Dual Credit Courses – Marshfield	\$ 154,920.00
146525	FY20 Dual Credit Courses – Nekoosa	\$ 39,740.50
146526	FY20 Dual Credit Courses – Plainfield	\$ 17,236.50
146527	FY20 Dual Credit Courses – Stevens Point	\$ 182,390.50
146528	FY20 Dual Credit Courses – Pittsville	\$ 32,945.00
146529	FY20 Dual Credit Courses – Adams	\$ 11,956.50
146530	FY20 Dual Credit Courses – Port Edwards	\$ 5,433.00
146531	FY20 Dual Credit Courses – Marshfield	\$ 3,384.00
146532	FY20 Dual Credit Courses – Tomahawk	\$ 2,115.00
146533	FY20 Dual Credit Courses – Auburndale	\$ 59,140.50
146534	FY20 Dual Credit Courses – Granton	\$ 8,988.00

3. Approved the following procurement(s) for goods and services:
 There were no procurements which required approval.
4. District Board Approval of Hires and Resignations of Contracted Staff:
 - Autumn Laabs (effective August 13, 2020 – resignation)
 - Nancy Dupee (hired July 6, 2020) – Instructor, Surgical Technologist
 - Nicholas Goldberg (hired July 20, 2020) – Instructor, Respiratory Therapy
 - Teri Raatz (hired July 6, 2020) – Instructor, Agribusiness
 - Craig Buttke (hired July 20, 2020) – Instructor, Renewable Energy, HVAC, and Construction Trades

G. CHAIRPERSON’S REPORT – Robert Beaver

1. Board members were welcomed to the meeting. Ms. Crass, Mr. Gerlach and Mr. Schalow were excused.
2. Summer Boards Association meeting has been moved to a virtual format on July 24. Those interested in attending should notify Ms. Susa. Board members interested in participating from campus may do so.
3. ACCT Leadership Congress will be held September 30 – October 3, 2020 in Chicago. Early registration is open. Board members will not to travel out-of-state unless necessary in agreement with travel restrictions placed within the college.
4. Board Policy review will begin in August.
5. Future meeting dates (times unless otherwise announced):

MONTHLY MEETING	Committee-of-the-Whole – 5:00 p.m.
Monday, August 17, 2020	Board Meeting – 5:20 p.m.
Microsoft Teams Meeting	
 MONTHLY MEETING	 Committee Meetings – 4:15 p.m.
Monday, September 21, 2020	Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus	Board Meeting – 5:20 p.m.

H. PRESIDENT'S REPORT – Dr. Shelly Mondeik

1. Mid-State has implemented Phase 3 of reopening. Additional in-person classes will be running along with additional employees reporting back to campus.
2. Board members were invited to the Sunrise Pointe Industrial Revitalization Project Launch in Stevens Point where Mid-State will be recognized.
3. WTCS Presidents Association continues work related to COVID, social equality, grants, and the state budget.

L. COMMITTEE REPORTS

1. FINANCE & INFRASTRUCTURE COMMITTEE – Charles Spargo
 - a. TREASURER'S REPORT: Due to timing of the meeting and year-end closing activities, the month-end financial report will be provided in August.
 - b. THREE-YEAR FACILITIES PLAN: Mid-State's Three-Year Facilities Plan was presented to and reviewed by the Board.

Motion by Mr. Spargo, seconded by Ms. Miller, upon a roll call vote, unanimously approved the FY21-FY23 Facilities Plan.
 - c. WILM: An update on WILM 2.0 was provided including history, need for WILM 2.0, and ongoing evaluation.
 - d. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek
 - a. GRADUATION: May 2020 graduation was postponed due to COVID-19. Following a student survey, Spring 2020 graduation will be celebrated with a separate ceremony on December 13, 2020.
 - b. K-12 ADMINISTRATOR PARTNER MEETING: The annual K-12 Administrator Partner meeting was held virtually and saw the highest participation to date. Meeting content was positively received.
3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Justin Hoerter
 - a. EXPERIENCE CHOICE – SUMMER CAMPAIGN: A summer marketing campaign "Experience Choice" was hosted to aid enrollment. An overview of the campaign was provided.

L. COMMITTEE-OF-THE-WHOLE

1. COLLEGE MASCOT: An update on the college mascot was presented. The Mid-State Cougar has reemerged as the college's mascot.

2. OFFICER/COMMITTEE ASSIGNMENTS AND BOARDS ASSOCIATION ASSIGNMENTS: Board members will serve on the following committees for the 2020-2021 year. Board members also discussed service to the District Boards Association and Ms. Susa will submit that information to the Association for consideration.

Finance & Infrastructure Committee:

- Charles Spargo – Chair
- Lynneia Miller
- Richard Merdan

Academic & Student Services Committee:

- Betty Bruski Mallek – Chair
- Kristin Crass
- Craig Gerlach

Human Resources & External Relations Committee:

- Justin Hoerter – Chair
- Robert Beaver
- Gordon Schalow

K. DISCUSSION & ACTION – Dr. Shelly Mondeik

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

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

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

Mr. Beaver called for nominations for Secretary. Mr. Spargo nominated Lynneia Miller for Secretary, seconded by Ms. Bruski Mallek. Mr. Beaver 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. Beaver called for nominations for Treasurer. Ms. Bruski Mallek nominated Charles Spargo for Treasurer, seconded by Ms. Miller. Mr. Beaver 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 Mr. Hoerter, and unanimous upon a roll call vote.

2020 – 2021 Mid-State Technical College District Board Officers: Chairperson – Robert Beaver; Vice Chairperson – Kristin Crass; Secretary – Lynneia Miller; and Treasurer – Charles Spargo.

M. ADJOURNMENT – Robert Beaver

There being no further action or business of the Board, the meeting adjourned at 4:36 p.m. with a motion by Mr. Merdan, seconded 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.**

FY 2019-20 Budget Modifications Made in the Month of June 2020						
Project #	Grant Title or Description	Type	Reason for Budget Change	Revenue Change	Expense Change	Fund Balance Change
Fund 1 - General Fund Budget Modifications						
	141440 Machine Tool		State Adjust budget to actual	12,556.00	12,556.00	-
	141240 MREA Solar		Private Adjust budget to actual	5,000.00	5,000.00	-
	149020 WAT grant		Establish budget for grant from CSA budget		2,398.00	(2,398.00)
Fund 2 - Special Revenue Fund Budget Modifications						
	Dual Credit		Adjust budget to actual	365,170.00	365,170.00	-
	DMI Cares		Move expense budget to FY21		(50,000.00)	50,000.00
	145999 Contract Services		Establish budget for grant from CSA budget		(2,398.00)	2,398.00
Fund 3 - Capital Projects Fund Budget Modifications						
	143273 Classroom Furniture		Funds will be spent in FY21		3,497.00	(3,497.00)
	143497 Simulation Center Furniture		Funds will be spent in FY21		68,140.00	(68,140.00)
	143063 ADA Compliance		Funds will be spent in FY21		30,000.00	(30,000.00)
	143392 Remodel Classrooms		Funds will be spent in FY21		6,576.00	(6,576.00)
	143172 Criminal Justice Remodel-Gun range		Funds will be spent in FY21		14,520.00	(14,520.00)
Fund 7 - Special Revenue Non-Aidable Fund Budget Modifications						
	Federal Government - CARES Student		Move expense budget to FY21		(100,176.00)	100,176.00
Total Budget Changes For The Month				382,726.00	355,283.00	27,443.00
Notes:						
	Budget modifications are out of balance for June due to the following:					
1	Entry nets to zero between funds.					
2	Capital project funds that will be spent in FY21					
3	Move unspent CARES funding expense dollars to FY21					



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2020 as of June 30, 2020

	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	
	Fund 1	Fund 2	Fund 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 6	Total Current Budget	Original Budget						
Local Government	7,008,488	-	-	-	6,351,798	-	-	-	13,360,286	13,360,286	24.9%					
Student Fees	7,202,489	30,000	387,200	-	-	-	-	-	7,619,689	7,608,689	14.2%					
State Aid & Grants	16,053,281	-	-	230,480	-	-	-	-	16,283,761	14,822,570	30.4%					
Institutional	283,075	1,082,758	710,400	84,774	277,000	1,156,975	6,223,200	-	9,818,182	9,188,130	18.3%					
Federal	611,269	764,006	5,154,006	-	-	-	-	-	6,529,281	4,941,528	12.2%					
Total Revenues	31,158,602	1,876,764	6,251,606	315,254	6,628,798	1,156,975	6,223,200	53,611,199	53,611,199	100.0%						

Expenditures	
Salaries and Wages	18,146,668
Benefits	7,897,813
Current Expenditures	7,211,313
Student Financial Aid & Activities	4,741,722
Resale	5,474,265
Capital Outlay	5,123,863
Debt Retirement	6,431,097
Total Expenditures	55,026,741
% of Expenditures by Fund	100.0%

Changes in Fund Equity	
Actual Fund Equity as of 6/30/19	20,455,421
Current Revenue over Expenses	(5,105,538)
Other Sources and Uses:	
Proceeds from Debt	5,000,000
Interfund Transfers In	120,000
Interfund Transfers Out	(120,000)
Repayment of Debt	-
Budgeted Ending Fund Equity	20,349,883



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2020 as of June 30, 2020

	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		Total YTD All Funds		% of Actual to Budget		
	Fund 1	Fund 2	Fund 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 4	Fund 5	Fund 6	Fund 5	Fund 6	Fund 5	Fund 6	Budget	Budget	All Funds	All Funds	% of Actual to Budget	% of Actual to Budget	
Revenues																					
Local Government	7,150,954	-	-	-	6,213,377	-	-	-	-	-	-	-	-	-	13,360,286	13,360,286	13,360,286	13,360,286	100.0%	100.0%	
Student Fees	6,610,311	39,552	371,959	-	-	-	-	-	-	-	-	-	-	-	7,021,822	7,619,689	7,619,689	7,619,689	92.2%	92.2%	
Slate Aid & Grants	15,657,361	-	-	225,942	-	-	-	-	-	-	-	-	-	-	15,883,303	16,283,761	16,283,761	16,283,761	97.5%	97.5%	
Institutional	323,426	1,143,349	587,252	99,766	382,900	1,004,837	6,025,558	-	-	-	-	-	-	9,567,088	9,818,182	9,818,182	9,567,088	97.4%	97.4%		
Federal	593,806	336,000	4,585,242	19,996	-	-	-	-	-	-	-	-	-	5,535,044	6,529,281	6,529,281	5,535,044	84.8%	84.8%		
Total Revenues	30,335,858	1,518,901	5,544,454	345,703	6,596,277	1,004,837	6,025,558	6,596,277	1,176,778	6,586,304	1,176,778	5,285,628	5,285,628	51,371,588	53,611,199	53,611,199	51,371,588	95.8%	95.8%		
% of Budget Recognized	97.4%	80.9%	88.7%	109.7%	99.5%	86.9%	96.8%	99.5%	96.4%	99.9%	96.4%	92.0%	92.0%	95.8%	95.8%	95.8%	95.8%	95.8%	95.8%	95.8%	
Expenditures																					
Salaries and Wages	17,282,435	250,698	262,359	-	-	234,125	-	-	-	-	-	-	-	-	18,029,617	18,610,896	18,610,896	18,029,617	96.9%	96.9%	
Benefits	7,891,887	75,936	49,431	-	-	66,123	-	-	-	-	-	-	-	-	8,083,376	8,019,730	8,019,730	8,083,376	100.8%	100.8%	
Current Expenditures	5,059,443	1,079,486	756,668	-	-	76,861	-	-	-	-	-	1,252,517	-	-	9,882,252	9,882,252	9,882,252	8,224,975	83.2%	83.2%	
Student Financial Aid & Activities	-	-	4,150,913	-	-	-	-	-	-	-	-	-	-	-	4,150,913	4,741,722	4,741,722	4,150,913	87.5%	87.5%	
Resale	-	-	-	-	-	799,669	-	-	-	-	-	4,033,111	-	-	5,474,265	5,474,265	5,474,265	4,832,780	88.3%	88.3%	
Capital Outlay	-	-	-	5,236,175	-	-	-	-	-	-	-	-	-	-	5,236,175	5,609,158	5,609,158	5,236,175	93.4%	93.4%	
Debt Retirement	-	-	-	-	6,586,304	-	-	-	-	-	-	-	-	-	6,586,304	6,596,097	6,596,097	6,586,304	99.9%	99.9%	
Total Expenditures	30,233,765	1,406,120	5,219,370	5,236,175	6,586,304	1,176,778	5,285,628	6,586,304	1,176,778	6,586,304	1,176,778	5,285,628	5,285,628	55,144,140	58,934,120	58,934,120	55,144,140	93.6%	93.6%		
% of Budget Expended	95.6%	71.2%	84.9%	93.4%	99.9%	96.4%	92.0%	99.9%	96.4%	99.9%	96.4%	92.0%	92.0%	93.6%	93.6%	93.6%	93.6%	93.6%	93.6%	93.6%	
Changes in Fund Equity																					
Actual Fund Equity as of 6/30/19	10,142,060	348,938	5,985,202	487,046	387,022	1,520,421	1,841,147	387,022	1,520,421	387,022	1,520,421	1,841,147	1,841,147	20,711,836	20,711,836	20,711,836	20,711,836	20,711,836	100.0%	100.0%	
Current Revenue over Expenses	102,093	112,781	325,084	(4,890,472)	9,973	(171,941)	739,930	9,973	(171,941)	9,973	(171,941)	739,930	739,930	(5,322,921)	(5,322,921)	(5,322,921)	(5,322,921)	(5,322,921)	93.2%	93.2%	
Other Sources and Uses:																					
Proceeds from Debt	-	-	-	5,000,000	-	-	-	-	-	-	-	-	-	-	5,000,000	5,000,000	5,000,000	5,000,000	100.0%	100.0%	
Interfund Transfers In	120,000	-	-	-	-	-	-	-	-	-	-	-	-	120,000	120,000	120,000	120,000	120,000	100.0%	100.0%	
Interfund Transfers Out	-	-	-	-	-	(120,000)	-	-	(120,000)	-	-	-	-	(120,000)	(120,000)	(120,000)	(120,000)	(120,000)	100.0%	100.0%	
Repayment of Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	0.0%
Accrued YTD Fund Equity	10,364,154	461,719	6,310,286	596,574	396,994	1,228,479	2,581,077	396,994	1,228,479	396,994	1,228,479	2,581,077	2,581,077	20,388,915	20,388,915	20,388,915	20,388,915	20,388,915	95.0%	95.0%	

Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
June 30, 2020

With comparative totals for June 30, 2019

	Governmental Fund Types				Proprietary Fund Types		Fiduciary	
	General	Special Rev	Capital	Debt	Internal	Special Rev	Memorandum only	
Cash	\$ 9,348,336	\$ -	\$ 5,783,452	\$ 238,643	\$ 1,570	\$ 2,408,304	\$ -	\$ 17,780,303
Investments	-	-	-	-	-	-	6,099,017	5,880,175
receivables:								
Property taxes	3,486,444	-	-	213,186	-	-	-	3,699,631
Accounts receivable	3,461,886	35,358	3,576	-	69,569	-	175,821	3,746,209
Due from other funds	(1,728,801)	465,735	149,048	176,735	240,594	482,224	214,464	-
Inventories - at cost	-	-	-	-	519,784	-	-	519,784
Prepaid Assets	101,710	6,189	-	69,325	-	-	-	177,224
Other Current Assets	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	420,393	30,835	-	451,228
General Long Term Debt	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	\$ 14,669,575	\$ 507,282	\$ 5,936,076	\$ 697,889	\$ 1,251,909	\$ 2,921,363	\$ 6,489,301	\$ 27,152,851

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities	\$ 300,183	\$ 29,321	\$ 836,114	\$ -	\$ 3,297	\$ 683	\$ 9,164	\$ 1,178,762	\$ 1,377,003
Accounts Payable	57,032	7,021	-	-	7,500	-	3,891	75,444	70,958
Accrued Liabilities:	482,631	5,110	-	-	3,367	339,602	4,522	835,232	882,641
Wages	545,258	2,792	-	-	6,432	-	5,374	559,856	500,366
Employee related payables	9,101	-	-	-	481	-	-	9,582	8,782
Vacation	-	-	-	-	-	-	-	-	-
Other current liabilities	-	-	-	-	-	-	-	-	-
Due to other funds	2,909,526	1,320	4,503,388	300,895	-	-	156,064	7,871,192	3,317,626
Deferred Revenues	-	-	-	-	-	-	-	-	-
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	4,303,731	45,563	5,339,501	300,895	21,077	340,285	179,015	10,530,068	6,157,376
Fund equity and other credits	-	-	-	-	1,495,053	182,612	2,356	1,680,021	1,704,008
Retained Earnings	98,712	-	-	-	25,368	-	-	124,080	168,254
Res for Prepaid Expenditures	-	-	-	-	-	1,658,536	-	1,658,536	969,519
Reserve for Self-Insurance	-	-	-	-	-	-	92,705	92,705	131,011
Reserve for Student Gov & Org	-	-	-	-	-	-	9,966	9,966	-
Res for Student Fin Assistance	482,274	-	-	-	-	-	5,880,175	6,362,449	6,032,914
Res for Post-Employ Benefits	-	-	401,271	-	-	-	401,271	613,227	613,227
Reserve for Capital Projects	-	-	85,775	-	-	-	-	85,775	105,559
Res for Cap Proj - Motorcycle	-	-	-	387,022	-	-	-	387,022	532,744
Reserve for Debt Service	7,499,208	70,000	-	-	-	-	-	7,569,208	7,470,683
Designated for Operations	383,216	-	-	-	-	-	-	383,216	383,216
Des for State Aid Fluctuations	1,678,650	278,938	-	-	-	-	-	1,957,587	2,582,427
Des for Subsequent Year	10,142,060	348,938	487,046	387,022	1,520,421	1,841,147	5,985,202	20,711,836	20,693,562
TOTAL FUND EQUITY AND OTHER CREDITS	223,784	112,781	109,528	9,973	(289,588)	739,930	325,084	1,231,492	301,913
Year-to-date excess revenues(expenditures)									
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 14,669,575	\$ 507,282	\$ 5,936,076	\$ 697,889	\$ 1,251,909	\$ 2,921,363	\$ 6,489,301	\$ 32,473,395	\$ 27,152,851



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2021 as of July 31, 2020

	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	
	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	Fund 14	Budget	Budget
Local Government	7,279,154	-	-	6,999,330	-	-	-	-	-	-	-	-	-	-	14,278,484	27.8%
Student Fees	7,054,611	51,765	-	387,200	-	-	-	-	-	-	-	-	-	-	7,493,576	14.6%
State Aid & Grants	15,324,581	-	51,080	-	-	-	-	-	-	-	-	-	-	-	15,375,661	29.9%
Institutional	298,091	755,787	42,350	125,000	1,180,143	6,191,200	-	-	-	-	-	-	-	-	9,277,971	18.0%
Federal	520,954	74,633	-	4,390,000	-	-	-	-	-	-	-	-	-	-	4,985,587	9.7%
Total Revenues	30,477,391	882,185	93,430	7,124,330	1,180,143	6,191,200	5,462,600	7,076,699	1,289,491	5,755,500	51,411,279	57,216,686	56,588,781	51,107,209	100.0%	

Expenditures		% of Expenditures by Fund	
Salaries and Wages	17,234,535	225,294	345,517
Benefits	7,653,561	71,363	301,992
Current Expenditures	5,699,465	1,153,252	240,926
Student Financial Aid & Activities	-	-	4,735,418
Resale	-	-	-
Capital Outlay	-	-	5,433,673
Debt Retirement	-	-	-
Total Expenditures	30,587,561	1,449,909	5,433,673
	53.5%	2.5%	9.8%
			9.5%
			12.4%
			2.3%
			10.1%
			100.0%

Changes in Fund Equity	
Estimated Fund Equity as of 6/30/20	20,875,281
Current Revenue over Expenses	(5,481,572)
Other Sources and Uses:	
Proceeds from Debt	5,500,000
Interfund Transfers In	120,000
Interfund Transfers Out	(120,000)
Repayment of Debt	-
Budgeted Ending Fund Equity	20,893,709



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2021 as of July 31, 2020

	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 2	Fund 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 4	Fund 5	Fund 6	Fund 6	Fund 6			
Local Government	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,278,484	0.0%
Student Fees	483,661	-	1,760	25,969	-	-	-	-	-	-	-	-	-	-	7,493,576	6.8%
State Aid & Grants	534,188	-	-	-	-	-	-	-	-	-	-	-	-	-	15,375,661	3.5%
Institutional	6,753	24,300	-	138,448	1,377	300,896	60,744	413,534	946,051	9,277,971	201,768	4,985,587	-	-	9,277,971	10.2%
Federal	-	-	-	201,768	-	-	-	-	-	-	-	-	-	-	4,985,587	4.0%
Total Revenues	1,024,601	26,060	366,184	1,377	300,896	60,744	413,534	2,193,396	51,411,279	4.3%						
% of Budget Recognized	3.4%	3.0%	6.7%	1.5%	4.2%	5.1%	6.7%	4.3%								

	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 2	Fund 7	Fund 3	Fund 4	Fund 5	Fund 6	Fund 4	Fund 5	Fund 6	Fund 6	Fund 6			
Salaries and Wages	1,802,480	38,929	19,207	-	-	-	-	-	-	-	-	-	-	-	1,881,591	10.4%
Benefits	683,663	8,713	4,040	-	-	-	-	-	-	-	-	-	-	-	701,562	8.7%
Current Expenditures	653,347	31,939	208	208	-	-	-	-	-	-	-	-	-	-	820,735	9.9%
Student Financial Aid & Activities	-	-	208,851	-	-	-	-	-	-	-	-	-	-	-	208,851	4.4%
Resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	90,084	1.6%
Capital Outlay	-	-	-	-	314,772	-	-	-	-	-	-	-	-	-	314,772	5.8%
Debt Retirement	-	-	-	-	-	69,325	-	-	-	-	-	-	-	-	69,325	1.0%
Total Expenditures	3,139,490	79,582	232,305	314,772	69,325	59,301	4,086,922	57,216,686	7.1%							
% of Budget Expended	10.3%	5.5%	4.1%	5.8%	1.0%	4.6%	3.3%									

Changes in Fund Equity

Estimated Fund Equity as of 6/30/20																
Current Revenue over Expenses	10,365,844	461,719	6,310,286	596,574	396,994	1,230,833	2,581,077	21,943,327								
Other Sources and Uses:	(2,114,888)	(53,522)	133,879	(313,395)	231,571	1,443	221,388	(1,893,525)								
Proceeds from Debt	-	-	-	4,500,000	-	-	-	4,500,000								
Interfund Transfers In	-	-	-	-	-	-	-	120,000								
Interfund Transfers Out	-	-	-	-	-	-	-	(120,000)								
Repayment of Debt	-	-	-	-	-	-	-	-								
Accrued YTD Fund Equity	8,250,955	408,196	6,444,165	4,783,179	628,565	1,232,276	2,802,466	21,637,920								

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
July 31, 2020**

With comparative totals for July 31, 2019

Mid-State Technical College
Run: August 05, 2020 at 04:26 PM

	Governmental Fund Types				Proprietary Fund Types		Fiduciary Fund Type		Memorandum only
	General	Special Rev	Capital	Debt	Internal	Special Rev			
Cash	7,054,244	-	5,186,639	238,643	1,570	2,292,272	-	14,773,368	5,880,175
Investments	-	-	-	-	-	-	6,234,889	6,234,889	-
receivables:									
Property taxes	3,486,444	-	-	213,186	-	-	-	3,699,631	3,501,919
Accounts receivable	3,421,029	47,478	3,576	-	113,159	-	171,511	3,756,753	3,563,272
Due from other funds	(1,587,702)	387,261	150,248	176,735	185,863	479,359	208,235	-	(1)
Inventories - at cost	-	-	-	-	519,784	-	-	519,784	509,470
Prepaid Assets	-	-	-	-	-	-	-	-	25,368
Other Current Assets	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	420,393	30,835	-	451,228	488,447
General Long Term Debt	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	12,374,015	434,739	5,340,463	628,565	1,240,769	2,802,466	6,614,635	29,435,652	24,505,201

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities	129,476	22,431	553,896	-	1,580	-	9,032	716,416	688,713
Accounts Payable	-	-	-	-	-	-	-	-	-
Accrued Liabilities:									
Wages	-	-	-	-	(0)	-	-	603,000	680,690
Employee related payables	603,000	-	-	-	-	-	-	491,786	454,932
Vacation	477,189	2,792	-	6,432	481	-	5,374	9,831	8,832
Other current liabilities	9,350	-	-	-	-	-	-	-	-
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	2,904,045	1,320	3,388	-	-	-	156,064	3,064,816	3,317,626
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	4,123,060	26,543	557,284	8,493	170,470	4,885,850	5,150,793	-	-
Fund equity and other credits	-	-	-	-	1,205,465	195,159	2,356	1,402,980	1,855,147
Retained Earnings	98,712	-	-	-	25,368	-	-	124,080	168,254
Res for Prepaid Expenditures	-	-	-	-	-	-	-	2,385,919	1,729,519
Reserve for Self-Insurance	-	-	-	-	-	-	-	116,783	106,243
Reserve for Student Gov & Org	-	-	-	-	-	-	-	92,131	-
Res for Student Fin Assistance	482,274	-	-	-	-	-	6,099,017	6,581,290	6,362,449
Res for Post-Employ Benefits	-	-	510,799	-	-	-	-	510,799	366,240
Reserve for Capital Projects	-	-	85,775	-	-	-	-	85,775	105,559
Res for Cap Proj - Motorcycle	-	-	-	396,994	-	-	-	396,994	387,021
Reserve for Debt Service	7,722,992	182,781	-	-	-	-	-	7,905,773	6,952,179
Designated for Operations	383,216	-	-	-	-	-	-	383,216	383,216
Des for State Aid Fluctuations	1,678,650	278,938	-	-	-	-	-	1,957,587	2,582,427
Des for Subsequent Year	10,365,844	461,719	596,574	396,994	1,230,833	2,581,077	6,310,286	21,943,327	20,998,254
TOTAL FUND EQUITY AND OTHER CREDITS	(2,114,888)	(53,522)	4,186,605	231,571	1,443	221,388	133,879	2,606,475	(1,643,846)
Year-to-date excess revenues(expenditures)									
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	12,374,015	434,739	5,340,463	628,565	1,240,769	2,802,466	6,614,635	29,435,652	24,505,201

July Contracted Service Agreements Meeting on August 17, 2020

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146590	Marshfield	Business & Industry	Supervisory Training	24	12	4,178.73
146591	Wisconsin Rapids	Business & Industry	Customer Service	12	2	1,690.00
146592	Nekoosa	Business & Industry	Welding Training	48	12	4,116.60
146593	River Falls	Business & Industry	UGotClass- Project Management	NA	2	247.50
146594	Waupaca	K-12 School District	Childhood Teacher Skills and Strategies- Pyramid Model Training	24	10	3,600.00
					Total:	\$13,832.83

July Contract Training Proposals For Informational Purposes

Monthly Contract Training Proposal Recap - July 2020						
Proposal #	Bill to City	Industry Type	Type of Service	Proposal Amount	Current Status	
154	Nekoosa	Business and Industry	Problem Solving - Root Cause Training	\$6,550.00	Presented	
155	Nekoosa	Business and Industry	Sales and Use Tax Training	\$1,550.00	Presented	
156	Plover	Business and Industry	First Aid - CPR/AED	\$3,990.00	Presented	
TOTAL				\$12,090.00		

FINANCE & AUDIT COMMITTEE
Procurement of Goods and Services
August 17, 2020 Board Meeting

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

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – MICROSOFT LICENSING RENEWAL – IT DEPARTMENT</u>		
Insight Public Sector, Tempe, AZ	\$ 32,720.92	State Contract
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$32,720.92</u>	

GRAND TOTAL **\$32,720.92**

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.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED
\$1,000,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2020B;
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 \$633,000 for the public purpose of paying the cost of building remodeling and improvement projects; and in the amount of \$367,000 for the public purpose of paying the cost of acquiring movable equipment;

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 \$633,000 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 \$367,000 for the public purpose of paying the cost of acquiring movable equipment; 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 ONE MILLION DOLLARS (\$1,000,000) 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 ONE MILLION DOLLARS (\$1,000,000) (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

Marshfield New Herald, the official newspaper of the District. The notices to electors shall be in substantially the forms attached hereto as Exhibits A and B (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 August 17, 2020.

Chairperson

Attest:

Secretary

(SEAL)

EXHIBIT A

NOTICE TO THE ELECTORS
OF THE
MID-STATE TECHNICAL COLLEGE DISTRICT
ADAMS, CLARK, JACKSON, JUNEAU, MARATHON, PORTAGE, WAUSHARA AND
WOOD COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on August 17, 2020, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$633,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of building remodeling and improvement projects.

The resolution is available for public inspection upon request. A copy of the resolution can be obtained by contacting Brenda Swan at the District by phone at (715) 422-5441 or by email at the following address: Brenda.Swan@mstc.edu.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Section 67.12(12)(e)5, Wisconsin Statutes, requesting a referendum thereon at a special election. If no such petition is filed, then the resolution shall be effective without a referendum.

Dated this 17th day of August, 2020.

BY THE ORDER OF THE
DISTRICT BOARD

Secretary

EXHIBIT B

NOTICE TO THE ELECTORS
OF THE
MID-STATE TECHNICAL COLLEGE DISTRICT
ADAMS, CLARK, JACKSON, JUNEAU, MARATHON, PORTAGE, WAUSHARA AND
WOOD COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on August 17, 2020, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$367,000 paying the cost of acquiring movable equipment.

The resolution is available for public inspection upon request. A copy of the resolution can be obtained by contacting Brenda Swan at the District by phone at (715) 422-5441 or by email at the following address: Brenda.Swan@mstc.edu.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Section 67.12(12)(e)5, Wisconsin Statutes, requesting a referendum thereon at a special election. If no such petition is filed, then the resolution shall be effective without a referendum.

Dated this 17th day of August, 2020.

BY THE ORDER OF THE
DISTRICT BOARD

Secretary

COMMITTEE-OF-THE-WHOLE

Monday, August 17, 2020 – 5:00 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 August 17, 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. BOARD POLICY REVIEW – DR. SHELLY MONDEIK

An overview of the Board Policy Review Schedule will be provided as well as the first of three sets of Board Policies.

D. SECURITY UPDATE – DR. KAREN BRZEZINSKI

An update on the new security system will be provided by Dr. Karen Brzezinski, Randy Jahns and Dean Pitt.

E. ADJOURNMENT


BOARD OF DIRECTORS POLICY

 Policy Section: **BOARD-PRESIDENT RELATIONSHIP**
Policy Title: ASSESSING COLLEGE EFFECTIVENESS

The Board shall assess College effectiveness in meeting Board policies based on current priorities. Assessing will be done in a way to permit the Board to use most of its time to create the future rather than review the past.

The purpose of assessing is simply to determine the degree to which Board policies are being fulfilled.

College effectiveness may be assessed in various ways:

- **INTERNAL REPORTS** - Disclosure of compliance information to the Board from the President. Internal reports may include but are not limited to:
 - Key Results
 - Programs
 - Major Programmatic and/or Capital Initiatives
 - Financial Reports
 - Board Special Requests

- **EXTERNAL REPORTS** - Disclosure of compliance information by an external auditor or other persons or entities external to the institution. External reports include but are not limited to:
 - Financial Audit/Management Reports
 - Licensing Examination Results
 - Accreditation Reports
 - WTCS Reports on College Comparables

- **DIRECT BOARD INSPECTION** - Discovery of compliance information by an ad hoc committee, or the Board as a whole. This is an inspection of documents, activities, or circumstances directed by the Board which allows a test of policy compliance.

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016; July 9, 2020

Revised: October 15, 2012; October 17, 2016

Policy Title: DELEGATION TO THE PRESIDENT

The Board appoints the President as chief executive officer of the College and directs the President to achieve certain results through the establishment of goals and objectives.

- The Board will limit the latitude the President may exercise in practices, methods, conduct, and other "means" through establishment of Executive Parameters policies.
- The President is authorized to establish and implement administrative policies and procedures.
- The President may take actions based on any reasonable interpretation of the Executive Parameters policies.
- The Board may change its policies on Executive Parameters and Board-President Relationship. However, as long as a policy is in effect, the Board will respect and support the President's decisions.
- The President is obligated to follow decisions made by the Board as a collective body
- Decisions or instructions of individual Board members are not binding on the President except when the Board has specifically authorized such exercise of authority.
- The President shall seek direction from the Board Chairperson on requests from individual Board members that in the President's judgment may require a material amount of staff time, funds, or that are potentially disruptive.
- The President shall request a waiver of a Board policy if the President believes a waiver is in the best interest of the College.

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016; July 9, 2018

Revised:

Policy Title: PRESIDENT'S RESPONSIBILITIES

The President is the chief executive officer of the College. The President is the Board's single official link with the College as an organization. The President is accountable to the Board acting as a collective body. The Board will instruct the President through written policies delegating implementation to the President. The President's responsibilities are:

- College operation within the boundaries established in Board policies on Board-President Relationship and Executive Parameters.
- Accomplishment of the responsibilities set forth in the President's job description.
- Accomplishment of annual goals and objectives established by the Board in consultation with the President.

The President has three major functions:

- Provide leadership and direction so that the organization has a continuous and effective effort to accomplish the College Mission and Vision, Strategic Directions and Key Results.
- Provide leadership and direction so that College operation is within the boundaries established in Board policies on Board-President Relationship and Executive Parameters.
- Represent the College to the general public and all its diverse constituencies. The Board as a collective body will assess presidential performance in meeting the above responsibilities through a formal review each July. The President's performance will be considered synonymous with the organizational performance of the College as a whole.

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016; July 9, 2018

Revised: October 17, 2016

Policy Title: COMMUNICATION AND COUNSEL TO THE BOARD

The President shall keep the Board adequately informed. Accordingly, the President shall:

- Inform and update the Board (see Assessing College Effectiveness policy in Board-President Relationship section) in a timely, accurate and understandable fashion.
- Make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
- Advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-President Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the President.
- Present information in an appropriate form that is accurate, complete, concise, and is not misleading.
- Provide a mechanism for official Board, officer, or ad hoc committee communications.
- Deal with the Board on matters within the area of Board responsibility.
- Report in a timely manner an actual or anticipated non-compliance with any Board policy.

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016; July 9, 2018

Revised:

Policy Title: GENERAL EXECUTIVE CONSTRAINTS

The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical. Accordingly, the President may not:

- Deal with students, staff, or persons from the community in an inhumane, unfair or undignified manner.
- Make decisions except in an atmosphere where openness is maintained and encouraged.
- Permit financial conditions which risk fiscal jeopardy.
- Provide information to the community, Board, or College constituencies which is knowingly untimely, inaccurate, or misleading.
- Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
- Allow the day-to-day operations to impede or prevent the achievement of the mission and vision of the College.
- Manage the College without adequate administrative policies.
- Fail to take prompt and appropriate action when the President becomes aware of any violation or potential violation of any laws, rules, or regulations, or of any breach of Board policies.
- Enter into any lease or purchasing agreement for any land or facilities without prior Board knowledge and authorization.
- Change, modify, or remodel existing buildings or grounds if exceeding \$25,000 without prior Board knowledge and authorization. This does not apply for emergency repairs such as from fire, wind damage, equipment failure, or vandalism.
- Create a presidential succession plan without consultation and approval of the Board.

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016; July 9, 2018

Revised:

Policy Title: COLLEGE MISSION, VISION AND CORE VALUES

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.

Core Values: Mid-State Technical is a principled organization that operates with high standards. As members of the Mid-State community, we work diligently to weave the following Core Values into the fabric of everything we do to positively impact those who seek our services.

- Student Centeredness
- Commitment
- Accountability
- Respect
- Integrity
- Exceptional Service

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016; July 9, 2018

Revised:

Policy Title: COLLEGE PURPOSES

Mid-State Technical College is a principled organization that operates with high standards and a focus on continuous quality improvement. The College and all of our employees are guided by a set of core values that guide our actions. We work diligently to weave our core values into the fabric of everything we do.

We provide a program of technical and general education necessary for employment, citizenship, and personal development. We promote professional development and life-long learning.

We provide relevant technical education and training to enhance skills and promote career expansion and progression, through the examination of course and program offerings, by responding quickly and effectively to the changing requirements of the working environments within the global community.

We believe students need general education skills in order to succeed in career and life. Recognizing this fundamental importance, general education coursework is provided to give students effective communication, mathematics, scientific thinking and global social skills.

In addition, Mid-State Technical College, consistent with statutorily mandated purposes, holds to the following purposes:

- Deliver (a) Associate Degree, Diploma, and (b) certificate-level educational programs which provide the skills and knowledge necessary to address occupational competencies from initial job-entry to advanced certification.
- Provide training and education to upgrade the occupational skills of individuals and the business and industry work force.
- Offer related academic and technical support courses for joint labor/management apprenticeship programs.
- Design and deliver customized training, consulting services, and technical assistance in partnership with public and private sector employers to further economic development.
- Provide community services and avocational or self-enrichment activities.

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016; July 9, 2018

Revised: October 20, 2014

- Collaborate with secondary schools, colleges, and universities to enable students' smooth passage between educational systems.
- Provide (a) basic skills programming and (b) counseling services necessary to enhance the success of students.
- Offer educational programming and supportive services for special populations to address barriers prohibiting participation in education and employment.

Policy Title: STRATEGIC DIRECTIONS

2020 - 2025 STRATEGIC DIRECTIONS

July 1, 2020 – June 30, 2025

Through the pursuit of excellence and continuous improvement, the College will:

- Provide responsive, flexible, high quality education to foster student achievement through career pathways and life-long learning to the communities we serve.
- Deliver dynamic, innovative solutions to provide a skilled workforce and enhance economic viability within the district as a community partner.
- Strengthen K-12 partnerships to maximize student access and student success.

Adopted: July 11, 2011

Reviewed: July 9, 2012; July 14, 2014; August 15, 2016; July 9, 2018

Revised: October 15, 2012; October 20, 2014