



# District Board of Directors Monthly Meeting

## MONDAY, OCTOBER 19, 2020

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

5:00 p.m.	Committee-of-the-Whole	Room L133-134 and Microsoft Teams Conferencing
5:15 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**

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Monday, October 19, 2020 – 5:15 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 October 19, 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 SEPTEMBER 21, 2020 BOARD MEETING MINUTES (Exhibit A)**

**F. ACTION ON CONSENT AGENDA**

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

*District bills for September 2020 total \$2,440,302.81 of which \$1,550,059.67 represents operational expenditures and \$1,022,542.20 represents capital expenditures. Payroll disbursements for September totaled \$1,360,682.12 plus \$5,470.31 for travel and miscellaneous reimbursements, and \$636,429.45 in fringe benefits, for a total payroll disbursement of \$2,002,581.88. Administration recommends approval of the payment of these obligations totaling \$4,442,884.69.*

**2. Contracted Service Agreements (Exhibit D)**

*The District has entered into three contracted service agreements totaling \$48,750.00. 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 requires Board action.*
4. District Board Approval of Hires and Resignations of Contracted Staff (Exhibit G)  
*Approval of hires and resignations of contracted staff per State Statute 118.22(2) is requested.*
5. Ethics Resolution (Exhibit H)  
*Wisconsin's Code of Ethics for Public Officials and Employees applies to anyone holding a position "designated as assistant, associate, or deputy district director of a technical college." Therefore, administration recommends approval of the resolution in Exhibit H designating the positions in Mid-State's District as deputy, associate, or other director.*

#### **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. Board Policies
4. WTC District Boards Association Alumni of the Year
5. ACCT Leadership Congress Presentation
6. WTCS Updates
7. 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. Certification of 2020-21 Tax Levy (Exhibit I)

*Prior to October 31, the Mid-State Board is required to certify their tax levy for the current fiscal year and to notify 97 municipalities of their proportionate share of Mid-State's total levy. Each municipality's share is proportioned by the equalized values that are certified by the Department of Revenue (DOR).*

*The Exhibit contains details regarding Mid-State's levy, change in property valuation and resulting mill rates, along with valuation changes by property classification, distribution by county, and value changes in Tax Incremental Districts, and a District Board resolution certifying the 2020-21 property tax levy.*

*Administration is proposing the Board's certification of a \$13,960,624 levy. This amount is 0.55% greater than the 2020-21 adopted budget as new construction in the district was higher than anticipated.*

*Mid-State's valuation for tax purposes totals \$14.8 billion reflecting a 3.6% increase; whereas Mid-State's tax rate based on equalized value will be \$0.94490 cents per \$1,000. A home valued at \$100,000 will have a tax bill of \$94.49.*

*A list of the apportionments by county and municipality and a list sorted by municipality with highest to lowest percent change in property value and tax levied will be shared during the meeting.*

*Administration will be recommending approval of the resolution contained in the Exhibit certifying Mid-State's \$13,960,624 property tax levy for fiscal year 2020-21. Board action will be requested.*

d. Annual Procurement Report – Matt Schneider

*The Annual Procurement Report will be presented for approval followed by submission to the Wisconsin Technical College System.*

e. Informational Items

1. 2019-2020 Financial Audit Update – Greg Bruckbauer

*Mid-State's annual audit is progressing well. No material audit findings have been identified to date, nor do we anticipate any. Milestones remaining include finalization of the auditor's conversion to Generally Accepted Accounting Principles (GAAP) and Mid-State's review of draft statements. Audited financial statements are tentatively scheduled to be presented by CliftonLarsonAllen LLP during the December 2020 meeting.*

2. IT Systems Briefing – Brad Russell

*An update on the recent ransomware incident that Mid-State fell victim to will be provided. What happened and how as well as the steps taken to date to recover from the incident along with associated costs will be highlighted.*

3. 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. Uninterrupted Education – Dr. Deb Stencil

*The recent IT Systems Outage affected classroom technology and virtual learning options. Strategies used to provide uninterrupted education will be shared.*

b. K-12 Focus During COVID-19 – Dr. Mandy Lang

*Due to the COVID-19 Pandemic, Mid-State has modified how we work with high school students and our K-12 partners. These modifications will be shared with the Board.*

3. Human Resources & External Relations Committee – Justin Hoerter

a. Review of Consent Agenda Items

b. Informational Items

- a. Cougar Mascot Naming – Dr. Bobbi Damrow

*An update on Mid-State’s Mascot naming process will be provided.*

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

1. Dashboard and Budget Implications – Dr. Shelly Mondeik and Dr. Beth Ellie

**K. Discussion & Action**

1. Equity and Inclusion Task Force – Dr. Karen Brzezinski and Natasha Miller

*New Diversity, Equity and Inclusion efforts at the college will be presented.*

**L. Closed Session**

*The Board will entertain a motion to convene to closed session, pursuant to s. 19.85(1)(e) Wisconsin Statutes, to discuss labor relation 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.*

**M. Adjournment**

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

Wisconsin Rapids Campus	September 21, 2020
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**A. CALL TO ORDER** – Robert Beaver

The meeting was called to order at 5:23 p.m.

**B. ROLL CALL**

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

**EXCUSED:** Gordon Schalow

**OTHERS:** Craig Bernstein (via Teams), Ashley Borchardt (via Teams), Greg Bruckbauer, Dr. Karen Brzezinski, Dr. Bobbi Damrow (via Teams), Dr. Mandy Lang (via Teams), John Mehan (via Teams), Brad Russell (via Teams), Matt Schneider (via Teams), Dr. Deb Stencil (via Teams), Angie Susa, and Mike Vilcinskas

**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. Spargo, seconded by Ms. Miller, upon a voice vote, unanimously approved minutes from the board meeting held August 17, 2020 as presented.

**F. CONSENT AGENDA**

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

1. The district's bills for the month of August 2020 were presented in Exhibit B. These bills totaled \$1,082,525.64 of which \$807,586.53 represents operational expenditures and \$274,939.11 represents capital expenditures. The district's payroll for the month of August totaled \$1,244,758.60 plus \$10,071.76 for travel and miscellaneous reimbursements and \$626,286.98 in fringe benefits. The district's bills and payroll totaled \$2,963,642.98.
2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146595	Heartsaver First Aid	\$ 2,130.00

146596	Soft Skills for the Modern Workplace	\$ 1,625.00
146597	Nursing Assistant	\$ 8,050.00
146598	Peer Coaching Training	\$ 7,920.00
146599	Fire Alarm Systems	\$ 3,600.00
146600	Commercial Blueprint Reading	\$ 1,600.00
146601	Motor Controls	\$ 3,600.00
146602	Residential Blueprint Reading	\$ 1,600.00
146603	Industrial Blueprint Reading	\$ 1,600.00
146604	Codeology	\$ 3,600.00
146605	PLC	\$ 3,600.00
146606	Heart Saver First Aid/CPR/AED	\$ 3,990.00
146607	Childhood Teacher Skills and Strategies-Pyramid Model Training	\$ 3,480.00

3. Approved the following procurement(s) for goods and services:  
 There were no procurements which required approval.

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
\$ 151,140.00	Assessment Technologies Institute	School of Health

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

1. Board members were welcomed to the meeting. Mr. Schalow was excused.
2. Fall Boards Association meeting will be held virtually on October 23, 2020. It will feature Nicolet College, Perception of Technical Colleges, Graduate Outcomes and the Marketing Consortium. Board members interested in attending should register through Ms. Susa.
3. ACCT Leadership Congress will be held October 5-8, 2020 virtually. As a college, Mid-State will participate virtually. Mid-State will present on the Simulation Center collaboration with Aspirus Riverview and Legacy Foundation. Mr. Beaver, Ms. Bruski Mallek and Mr. Merdan plan to attend.
4. Future meeting dates (times unless otherwise announced):
 

<b>MONTHLY MEETING</b>	Committee Meetings – 4:15 p.m.
Monday, October 19, 2020	Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus	Board Meeting – 5:20 p.m.
 <b>MONTHLY MEETING</b>	 Committee Meetings – 4:15 p.m.
Monday, November 16, 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. Dr. Mondeik provided a campus activities update which included: budget planning discussions, COVID Team meetings, employee engagement, an accreditation visit in May 2021 and Foundation activities.
2. Mid-State continues to seek partners for the Stevens Point Manufacturing Center Project and has met with 11 potential partners since the August meeting.



3. Dr. Mondeik has agreed to serve on the South Wood County YMCA Board of Directors.
4. Mid-State virtually hosted the WTCS Board meeting on September 16. Dr. Mondeik provided a welcome and college overview. In addition, the WTCS Student Ambassador and Mid-State Alumni Luke Mroczenski presented and the Futuremaker Partner Award was presented to Aspirus Riverview.

## **I. COMMITTEE REPORTS**

1. FINANCE & INFRASTRUCTURE COMMITTEE – Charles Spargo
  - a. TREASURER’S REPORT: No questions or concerns resulted from review of the Treasurer’s Report.
  - b. RESOLUTION AWARDING THE SALE OF \$1,000,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2020B: A negotiated offer for the award and sale of the tax supported notes was presented. The notes will finance budgeted capital expenditures for facilities, grounds, and equipment in 2020-2021. A review of the Award was provided by Robert W. Baird, Inc. John Mehan.

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

WHEREAS, on August 17, 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 \$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 (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Marshfield News Herald on August 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 for 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 at the close of business on September 21, 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 ONE MILLION DOLLARS (\$1,000,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal is hereby accepted, and the Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District (subject to the condition that no valid petition for referendum is filed by the close of business on September 21, 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 ONE MILLION DOLLARS (\$1,000,000) 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 2020B"; shall be issued in the aggregate principal amount of \$1,000,000; shall be dated October 13, 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 March 1, 2021. 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 are not subject to optional redemption.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2020 through 2023 for the payments due in the years 2021 through 2024 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2020B" (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 September 21, 2020.

- c. COSMO REMODEL PROJECT: Bid results for the Cosmetology Remodel Project were received. Six bidder proposals were reviewed. A recommendation for award to Eagle Construction was made.

Motion by Mr. Spargo, seconded by Ms. Crass, upon a roll call vote, unanimously awarded Eagle Construction the Cosmetology Remodel Project in the amount of \$407,800.

- d. ESTIMATED PROPERTY VALUES AND TAX RATES: Values for the upcoming year have not been received yet for counties or municipalities. Valuations are due September 30 at the latest. Net new construction is up over budgeted amount.
- e. STATUS OF FY20 INDEPENDENT FINANCIAL AUDIT: Audit is progressing as scheduled and field work is being completed this week. No findings were reported in the preliminary report out. Presentation will occur to the Board at the December Board meeting.
- f. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.

- 2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek

- a. **ADVISORY COMMITTEES:** A review of Advisory Committee membership in the School of Business & Technology; School of Health; and School of Protective and Human Services was completed. Remaining Advisory Committees will be shared in spring 2021.
  - b. **ENROLLMENT REPORTS:** FY20 year-end FTE data was shared. Overall, a decrease of 2.2% was realized. Program and school data was shared.
3. **HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Robert Beaver**
- a. **LEGAL REPRESENTATION:** Mid-State’s primary legal representation has transitioned to Boardman and Clark. Mid-State retains multiple legal representative; working with Boardman and Clark and their broad range of specialties as primary.
  - b. **FY20 WORKFORCE AND ECONOMIC DEVELOPMENT ANNUAL REPORT:** An annual report of the Workforce and Economic Development Division was provided. Highlights of workforce, continuing education, events/conferences, and grants were provided.

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

1. **BOARD POLICY REVIEW:** Board members reviewed the second of three groups of Board Policies. Recommendations for changes were made.

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

1. **FALL SEMESTER:** Mid-State’s Executive Leadership Team provided an update related to the fall semester noting impacts of COVID on Academics, Student Services, Facilities, Information Technology, Human Resources and Grants/Funding.

**L. CLOSED SESSION**

The Board will entertain a motion to convene to closed session, pursuant to s.19.85(1)(e) Wisconsin Statutes, to discuss labor relation 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. Hoerter, upon a roll call vote, unanimously approved closed session as announced. Closed session convened at 6:59 p.m.

**M. ADJOURNMENT – Robert Beaver**

The Board reconvened in open session at 7:12 p.m. with a motion by Mr. Spargo, seconded by Mr. Gerlach, unanimously approved upon a roll call vote.

There being no further action or business of the Board, the meeting adjourned at 7:13 p.m. with a motion by Mr. Spargo, seconded by Mr. Hoerter, upon a roll call 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.**



**FY 2020-21 Budget Modifications Made in the Month of September 2020**

Project #	Grant Title or Description	Type	Reason for Budget Change	Revenue Change	Expense Change	Fund Balance Change	Notes
<b>Fund 1 - General Fund Budget Modifications</b>							
	141670 Student Success Center Grant	State	Adjust carryforward budget to actual	(1,055.00)	(1,007.00)	(48.00)	1
	141520 Firefighter's Assistance Grant	Federal	Adjust budget to actual	(158.00)		(158.00)	2
	141210 Supporting Students Grant	State	Adjust carryforward budget to actual	(3,219.00)		(3,219.00)	1
	141350 Supporting Faculty Grant	State	Adjust carryforward budget to actual	(6,858.00)		(6,858.00)	1
<b>Fund 2 - Special Revenue Fund Budget Modifications</b>							
<b>Fund 3 - Capital Projects Fund Budget Modifications</b>							
<b>Fund 7 - Special Revenue Non-Aidable Fund Budget Modifications</b>							
<b>Total Budget Changes For The Month</b>				<b>(11,290.00)</b>	<b>(1,007.00)</b>	<b>(10,283.00)</b>	
<b>Notes:</b>							
1	Budget modifications are out of balance for September due to the following:						
2	Adjust carryforward budget to actual						
	Adjust budget to actual						



## Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2021 as of September 30, 2020

### Revenues

	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	Original Budget
Local Government	7,279,154	-	-	6,999,330	-	-	-	-	-	-	-	-	-	-	14,278,484	14,278,484
Student Fees	7,054,611	51,765	-	387,200	-	-	-	-	-	-	-	-	-	-	7,493,576	7,493,576
State Aid & Grants	15,337,508	-	-	28,745	-	-	-	-	-	-	-	-	-	-	15,366,253	15,145,754
Institutional	305,091	766,775	-	685,400	-	-	-	-	125,000	-	-	-	-	-	9,295,959	9,278,441
Federal	531,924	502,639	-	4,390,000	-	-	-	-	-	-	-	-	-	-	5,424,563	4,910,954
<b>Total Revenues</b>	<b>30,508,288</b>	<b>1,321,179</b>	<b>71,095</b>	<b>7,124,330</b>	<b>1,180,143</b>	<b>6,191,200</b>	<b>5,462,600</b>	<b>7,076,699</b>	<b>7,076,699</b>	<b>1,289,491</b>	<b>5,755,500</b>	<b>5,755,500</b>	<b>51,858,835</b>	<b>51,858,835</b>	<b>100.0%</b>	<b>51,107,209</b>

### Expenditures

Salaries and Wages	17,279,252	233,494	-	345,517	-	253,470	-	-	-	-	-	-	-	-	18,111,733	18,053,073
Benefits	7,668,774	72,541	-	301,992	-	70,301	-	-	-	-	-	-	-	-	8,113,608	8,092,186
Current Expenditures	5,679,570	1,154,864	-	240,926	-	1,110,649	-	-	-	-	-	-	-	-	8,303,709	7,460,346
Student Financial Aid & Activities	-	-	-	4,735,418	-	-	-	-	-	-	-	-	-	-	4,735,418	4,735,418
Resale	-	-	-	-	-	855,071	-	-	-	-	-	-	-	-	5,492,871	5,492,871
Capital Outlay	-	-	-	5,557,270	-	-	-	-	-	-	-	-	-	-	5,557,270	5,678,188
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,076,699	7,076,699
<b>Total Expenditures</b>	<b>30,627,596</b>	<b>1,460,899</b>	<b>5,623,853</b>	<b>5,557,270</b>	<b>7,076,699</b>	<b>1,289,491</b>	<b>5,755,500</b>	<b>7,076,699</b>	<b>7,076,699</b>	<b>1,289,491</b>	<b>5,755,500</b>	<b>5,755,500</b>	<b>57,391,308</b>	<b>57,391,308</b>	<b>100.0%</b>	<b>56,588,781</b>
<b>% of Expenditures by Fund</b>	<b>53.4%</b>	<b>2.5%</b>	<b>9.8%</b>	<b>9.7%</b>	<b>12.3%</b>	<b>2.2%</b>	<b>10.0%</b>	<b>10.0%</b>	<b>10.0%</b>	<b>2.2%</b>	<b>10.0%</b>	<b>10.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

### Changes in Fund Equity

Budgeted Fund Equity as of 6/30/20	9,872,121	256,967	636,124	396,310	1,278,910	2,277,647	6,157,202	5,500,000	47,631	636,124	396,310	1,278,910	2,277,647	20,875,281	20,875,281
Current Revenue over Expenses	(119,308)	(139,720)	(5,486,175)	(161,253)	(109,348)	435,700	(161,253)	5,500,000	47,631	(5,486,175)	47,631	(109,348)	435,700	(5,532,473)	(5,481,572)
Other Sources and Uses:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds from Debt	-	-	-	-	-	-	-	5,500,000	-	-	-	-	-	5,500,000	5,500,000
Interfund Transfers In	120,000	-	-	-	-	-	-	-	-	-	-	-	-	120,000	120,000
Interfund Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	(120,000)	(120,000)
Repayment of Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Budgeted Ending Fund Equity</b>	<b>9,872,813</b>	<b>117,247</b>	<b>649,949</b>	<b>5,995,949</b>	<b>1,049,562</b>	<b>2,713,347</b>	<b>5,995,949</b>	<b>5,995,949</b>	<b>443,941</b>	<b>649,949</b>	<b>443,941</b>	<b>1,049,562</b>	<b>2,713,347</b>	<b>20,842,808</b>	<b>20,893,709</b>



## Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2021 as of September 30, 2020

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Services, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Local Government	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,278,484	0.0%
Student Fees	3,526,568	8,939	-	-	189,475	-	-	-	-	-	-	-	-	7,493,982	7,493,576	49.7%
State Aid & Grants	1,614,717	-	-	-	-	-	-	-	-	-	-	-	-	1,614,717	15,366,253	10.5%
Institutional	13,464	92,046	-	-	540,081	-	5,496	300,882	-	469,613	-	-	-	2,741,189	9,295,959	29.5%
Federal	95	-	-	-	1,644,159	-	-	-	-	-	-	-	-	1,644,254	5,424,563	30.3%
<b>Total Revenues</b>	<b>5,154,845</b>	<b>100,985</b>	<b>2,373,715</b>	<b>300,882</b>	<b>5,496</b>	<b>2,373,715</b>	<b>5,496</b>	<b>300,882</b>	<b>469,613</b>	<b>1,319,606</b>	<b>469,613</b>	<b>1,319,606</b>	<b>9,725,142</b>	<b>51,858,835</b>	<b>18.8%</b>	
<b>% of Budget Recognized</b>	<b>16.9%</b>	<b>7.6%</b>	<b>43.5%</b>	<b>4.2%</b>	<b>7.7%</b>	<b>43.5%</b>	<b>7.7%</b>	<b>4.2%</b>	<b>39.8%</b>	<b>21.3%</b>	<b>39.8%</b>	<b>21.3%</b>	<b>18.8%</b>			

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Services, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Salaries and Wages	4,291,408	72,048	-	-	56,074	-	-	-	-	55,574	-	-	-	4,475,103	18,111,733	24.7%
Benefits	1,955,478	23,284	-	-	11,962	-	-	-	-	16,042	-	-	-	2,006,766	8,113,608	24.7%
Current Expenditures	1,425,178	417,495	-	-	119,853	-	-	-	-	35,520	-	-	-	2,331,448	8,303,709	28.1%
Student Financial Aid & Activities	-	-	-	-	1,808,312	-	-	-	-	-	-	-	-	1,808,312	4,735,418	38.2%
Resale	-	-	-	-	-	-	-	-	-	293,184	-	-	-	1,407,187	5,492,871	25.6%
Capital Outlay	-	-	-	-	-	-	1,693,372	-	-	-	-	-	-	1,693,372	5,557,270	30.5%
Debt Retirement	-	-	-	-	-	-	-	478,263	-	-	-	-	-	478,263	7,076,699	6.8%
<b>Total Expenditures</b>	<b>7,672,063</b>	<b>512,827</b>	<b>1,996,200</b>	<b>478,263</b>	<b>1,693,372</b>	<b>478,263</b>	<b>1,693,372</b>	<b>478,263</b>	<b>400,319</b>	<b>1,447,406</b>	<b>400,319</b>	<b>1,447,406</b>	<b>14,200,451</b>	<b>57,391,308</b>	<b>24.7%</b>	
<b>% of Budget Expended</b>	<b>25.0%</b>	<b>35.1%</b>	<b>35.5%</b>	<b>6.8%</b>	<b>30.5%</b>	<b>6.8%</b>	<b>30.5%</b>	<b>6.8%</b>	<b>31.0%</b>	<b>25.1%</b>	<b>31.0%</b>	<b>25.1%</b>	<b>24.7%</b>			

### Changes in Fund Equity

Estimated Fund Equity as of 6/30/20																
Current Revenue over Expenses	10,217,624	436,911	6,460,770	396,995	588,587	6,460,770	588,587	396,995	1,150,103	2,581,285	1,150,103	2,581,285	21,332,275	20,875,281	(5,532,473)	
Other Sources and Uses:	(2,517,218)	(411,842)	377,514	(177,380)	(1,687,876)	377,514	(1,687,876)	(177,380)	69,294	(127,800)	69,294	(127,800)	(4,475,309)			
Proceeds from Debt	-	-	-	-	4,500,000	-	4,500,000	-	-	-	-	-	4,500,000	5,500,000		
Interfund Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	120,000		
Interfund Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	(120,000)		
Repayment of Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
<b>Accrued YTD Fund Equity</b>	<b>7,700,406</b>	<b>25,069</b>	<b>6,838,284</b>	<b>219,615</b>	<b>3,400,711</b>	<b>6,838,284</b>	<b>3,400,711</b>	<b>219,615</b>	<b>1,219,397</b>	<b>2,453,485</b>	<b>1,219,397</b>	<b>2,453,485</b>	<b>21,856,966</b>	<b>20,842,808</b>		

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

With comparative totals for September 30, 2019

Mid-State Technical College  
Run: October 08, 2020 at 02:08 PM

ASSETS AND OTHER DEBITS	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only 2019-20
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable			
							2020-21	2019-20		
Cash	\$ 8,896,894	\$ -	\$ 3,915,179	\$ 158	\$ 1,570	\$ 1,944,098	\$ 6,723,110	\$ -	\$ 14,757,899	\$ 14,881,366
Investments	-	-	-	-	-	-	-	-	6,723,110	5,862,351
Receivables:										
Property taxes	(213,186)	-	-	213,186	-	-	-	-	-	-
Accounts receivable	1,344,931	74,847	3,330	-	104,852	-	51,310	-	1,579,268	1,257,109
Due from other funds	(899,652)	75,280	(38,337)	6,270	291,562	478,552	86,325	-	-	(1)
Inventories - at cost	-	-	-	-	444,962	-	-	-	444,962	519,784
Prepaid Assets	-	-	-	-	-	-	-	-	-	-
Other Current Assets	-	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	420,393	30,835	-	-	451,228	451,228
General Long Term Debt	-	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-	-
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 9,128,987</b>	<b>\$ 150,126</b>	<b>\$ 3,880,171</b>	<b>\$ 219,615</b>	<b>\$ 1,263,337</b>	<b>\$ 2,453,485</b>	<b>\$ 6,860,744</b>	<b>\$ 23,956,466</b>	<b>\$ 22,971,837</b>	

**LIABILITIES, FUND EQUITY AND OTHER CREDITS**

Liabilities	\$ 59,543	\$ 120,124	\$ 479,461	\$ -	\$ 32,940	\$ -	\$ 9,030	\$ 701,097	\$ 279,197
Accounts Payable	-	-	-	-	-	-	-	-	-
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	578,901	-	-	-	(0)	-	-	578,901	211,306
Vacation	780,546	4,934	-	-	10,519	-	13,430	809,429	739,511
Other current liabilities	9,592	-	-	-	481	-	-	10,073	9,430
Due to other funds	-	-	-	-	-	-	-	-	-
Deferred Revenues	-	-	-	-	-	-	-	-	-
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b>1,428,581</b>	<b>125,057</b>	<b>479,461</b>	<b>-</b>	<b>43,940</b>	<b>-</b>	<b>22,460</b>	<b>2,099,500</b>	<b>1,239,444</b>
Fund equity and other credits	-	-	-	-	1,124,736	195,159	2,356	1,322,250	1,680,021
Retained Earnings	98,712	-	-	-	25,368	-	-	124,080	124,080
Res for Prepaid Expenditures	-	-	-	-	-	2,386,127	-	2,386,127	1,658,536
Reserve for Self-Insurance	-	-	-	-	-	-	109,131	109,131	92,705
Reserve for Student Gov & Org	-	-	-	-	-	-	114,394	114,394	9,966
Res for Student Fin Assistance	-	-	-	-	-	-	6,234,889	6,717,163	6,362,449
Res for Post-Employ Benefits	482,274	-	-	-	-	-	-	497,377	401,271
Reserve for Capital Projects	-	-	497,377	-	-	-	-	91,210	85,775
Res for Cap Proj - Motorcycle	-	-	91,210	-	-	-	-	396,995	387,022
Reserve for Debt Service	-	-	-	396,995	-	-	-	7,732,746	7,569,208
Designated for Operations	7,574,772	157,973	-	-	-	-	-	383,216	383,216
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	1,957,587	1,957,588
Des for Subsequent Year	1,678,650	278,938	-	-	-	-	-	21,832,275	20,711,837
<b>TOTAL FUND EQUITY AND OTHER CREDITS</b>	<b>10,217,824</b>	<b>436,911</b>	<b>588,587</b>	<b>396,995</b>	<b>1,150,103</b>	<b>2,581,285</b>	<b>6,460,770</b>	<b>23,956,466</b>	<b>22,971,837</b>
Year-to-date excess revenues(expenditures)	(2,517,218)	(411,842)	2,812,124	(177,380)	69,294	(127,800)	377,514	24,691	1,020,556
<b>TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS</b>	<b>\$ 9,128,987</b>	<b>\$ 150,126</b>	<b>\$ 3,880,171</b>	<b>\$ 219,615</b>	<b>\$ 1,263,337</b>	<b>\$ 2,453,485</b>	<b>\$ 6,860,744</b>	<b>\$ 23,956,466</b>	<b>\$ 22,971,837</b>

## September Contracted Service Agreements Meeting on October 19, 2020

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146626	Rome	Business & Industry	Culinary Training - Cohort 2	270	12	34,000.00
146627	Nekoosa	Business & Industry	Sales and Use Tax Training	4	6	1,550.00
146628	Stevens Point	Business & Industry	Principles of Lean Manufacturing	8	32	13,200.00
					<b>Total:</b>	<b>\$48,750.00</b>

## September Contract Training Proposals For Informational Purposes

Monthly Contract Training Proposal Recap - August 2020						
Proposal #	Bill to City	Industry Type	Type of Service	Proposal Amount	Current Status	
170	Stevens Point	Business and Industry	First Aid CPR AED Training	\$890.00	Presented	
171	Rome	Business and Industry	Culinary Training - Cohort 2	\$34,000.00	Accepted	
172	Stevens Point	Business and Industry	Principles of Lean Manufacturing	\$13,600.00	Accepted	
173	Nekoosa	Business and Industry	Leadership Development	\$6,990.00	Presented	
<b>TOTAL</b>				<b>\$55,480.00</b>		

**FINANCE & AUDIT COMMITTEE**  
**Procurement of Goods and Services**  
**October 19, 2020 Board Meeting**

<b>PROCUREMENTS REQUIRING BOARD ACTION</b>	<b><u>AMOUNT</u></b>	<b><u>PROCUREMENT METHOD</u></b>
<b><u>WR CAMPUS – SOFTWARE – SCHOOL OF HEALTH</u></b>		
❖ Subtotal for Procurements Requiring Board Action	<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>		
Manske Machinery, Inc., Greenfield, WI	\$ 45,524.00	Quote
Stahle Precision Corporation, Brownsville, WI	\$ 52,656.00	Quote
Sharp Industries, Torrance, CA	\$ 48,185.00	Quote
<b><u>WR CAMPUS – EQUIPMENT – IT DEPARTMENT</u></b>		
CDW-G, Chicago, IL	\$ 32,562.12	State Contract
❖ Subtotal for Procurements Not Requiring Board Action	<b><u>\$ 78,086.12</u></b>	

**GRAND TOTAL** **\$ 78,086.12**

## **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.

## COMMITTEE-OF-THE-WHOLE

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Monday, October 19, 2020 – 5:00 p.m.  
Wisconsin Rapids Campus; Room L133-134  
and Microsoft Teams Video Conferencing

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### AGENDA

**A. CALL TO ORDER – ROBERT BEAVER**

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

*This October 19, 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. DASHBOARD AND BUDGET IMPLICATIONS – DR. SHELLY MONDEIK & DR. BETH ELLIE**

*The year-end Mid-State College 2019-2020 Dashboard and Campus Dashboards will be reviewed. The 2020-2021 College Dashboard will also be highlighted. Budget implications will also be reviewed.*

**D. ADJOURNMENT**



## **Approval of Hires and Resignations of Contracted Employees October 19, 2020**

### **Resignations**

None

### **Hires**

- Lisa Whitley (effective October 1, 2020)  
Instructor, Nursing Assistant



## ETHICS RESOLUTION

WHEREAS, technical college district board members, district directors, and other key administrative staff of technical college districts are subject to the State Code of Ethics.

THEREFORE, BE IT RESOLVED that, for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, Sections 19.41 through 19.59, Stats., the Mid-State Technical College District Board of Directors designates the following positions deputy, associate, or assistant district directors and indicates its intention that the current occupants of these positions and their successors be subject to the Wisconsin Ethics Code:

<u>Position</u>	<u>Occupant</u>
President	Dr. Shelly Mondeik 1421 Lily Lane Wisconsin Rapids, WI 54494
Vice President – Academics	Dr. Deb Stencil R5162 County Road H Edgar, WI 54426
Vice President – Finance & Facilities	Vacant
Vice President – Human Resources & Organizational Development	Dr. Karen Brzezinski 154875 Castle Rock Lane Wausau, WI 54403
Vice President – Student Services & Enrollment Management	Dr. Amanda Lang 418 West Ives Street Marshfield, WI 54449
Vice President – Information Technology	Brad Russell 1160 Bellview Drive Wisconsin Rapids, WI 54494
Director, Facilities & Procurement	Matt Schneider 3065 Swanson Road Wisconsin Rapids, WI 54495
Director, Foundation & Alumni	Jill Steckbauer N1179 County Road CH Coloma, WI 54930

## **2020-21 Tax Levy Certification Resolution**

BE IT RESOLVED that the Mid-State Technical College Board authorized a \$13,960,624 property tax levy for fiscal year 2020-21, representing an overall mill rate of \$0.94490 on \$14,774,732,762 of equalized valuation without TIFs within the boundaries of the Mid-State Technical College District.

BE IT FURTHER RESOLVED that this levy be made up of \$7,356,404 in operational levy representing an operational mill rate of \$0.49791 and \$6,604,220 in debt service representing a debt service mill rate of \$0.44699.

BE IT FURTHER RESOLVED that administration apportion this levy based on the certified equalized property values for its 97 municipalities and notify them of their apportionment in accordance with state statutes.

**MID-STATE TECHNICAL COLLEGE**  
**2020-21 Certified Tax Levy**  
**Analysis of Changes in Equalized Value, Tax Levy, and Mill Rates**

	2020-21		2019-20	
	Amount	\$ Dollar Increase (Decrease)	Amount	\$ Dollar Increase (Decrease)
Total Equalized Value	\$ 15,499,078,862	\$ 590,899,183	\$ 14,908,179,679	\$ 931,770,496
Less: Incremental Value of TIFs (2)	<u>724,346,100</u>	<u>79,020,700</u>	<u>645,325,400</u>	<u>161,502,700</u>
<b>Equalized Value Without TIFs Used for Tax Levy Purposes</b>	<b>\$ 14,774,732,762</b>	<b>\$ 511,878,483</b>	<b>\$ 14,262,854,279</b>	<b>\$ 770,267,796</b>
		<u>4.0%</u>		<u>6.7%</u>
		<u>12.2%</u>		<u>33.4%</u>
		<u>3.6%</u>		<u>5.7%</u>

	2020-21		2019-20	
	Amount	Mill Rate	Amount	Mill Rate
Total Tax Revenue (per WTCS calculation)	\$ 17,884,638	1.21049	\$ 17,580,980	1.23264
Plus: Allowable New Construction Increase	193,430	0.01309	303,659	0.02129
Less: State "Property Tax Relief Aid"	(10,654,707)	(0.72114)	(10,654,707)	(0.74702)
Less: 2020 Personal Property Tax Aid Estimate	(67,036)	(0.00454)	(80,316)	(0.00563)
Plus: Refunded/Rescinded Taxes	<u>78</u>	<u>0.00001</u>	<u>685</u>	<u>0.00005</u>
Net Operational Levy	\$ 7,356,404	0.49791	\$ 7,150,301	0.50133
Debt Levy	<u>6,604,220</u>	<u>0.44699</u>	<u>6,213,377</u>	<u>0.43563</u>
<b>Total Levy</b>	<b>\$ 13,960,624</b>	<b>\$ 0.94490</b>	<b>\$ 13,363,678</b>	<b>\$ 0.93696</b>
		<u>2.9%</u>		<u>4.6%</u>
		<u>6.3%</u>		<u>7.9%</u>
		<u>4.5%</u>		<u>6.1%</u>

<b>Increase (Decrease) in Levy Amount &amp; Mill Rate</b>	<b>\$ 596,946</b>	<b>\$ 0.00794</b>
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**Foot Notes:**

(2) This figure represents the Tax Incremental Financing (TIF) district equalized value increase between the TIF base value and the current equalized value of all taxable property in the TIF. The TIF value is included in TIF-OUTT equalized value used for tax levy purposes.

**Mid-State Technical College**  
**Changes in Equalized Valuation by Class of Property**  
**Wood, Adams and Portage Counties Only**

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<u>Class of Property</u>	<u>% Change Wood County</u>	<u>% Change Portage County</u>	<u>% Change Adams County</u>	<u>% by Class 3-County Total</u>	<u>% by Class Weighted Average</u>
<b><u>Real Estate</u></b>					
Residential	7%	6%	5%	68.9%	4.30%
Commercial	2%	3%	-1%	18.8%	0.23%
Manufacturing	1%	4%	2%	2.8%	0.07%
Agriculture	1%	4%	4%	0.5%	0.02%
Undeveloped	-2%	-5%	-1%	0.6%	-0.02%
Ag Forest	20%	-3%	9%	0.9%	0.08%
Forest	4%	-2%	8%	3.7%	0.12%
Other	<u>-89%</u>	<u>-3%</u>	<u>12%</u>	<u>1.5%</u>	<u>-0.41%</u>
<b>Total Real Estate</b>	<b>3%</b>	<b>5%</b>	<b>5%</b>	<b>97.7%</b>	<b>4.21%</b>
<b>Personal Property</b>	<b>-5%</b>	<b>3%</b>	<b>2%</b>	<b>2.3%</b>	<b>0.01%</b>
<b>% Change in Equalized Value</b>	<b><u>3%</u></b>	<b><u>5%</u></b>	<b><u>5%</u></b>	<b><u>100%</u></b>	<b><u>4.2%</u></b>

<u>Class of Property</u>	<u>\$ Valuation Wood County</u>	<u>\$ Valuation Portage County</u>	<u>\$ Valuation Adams County</u>	<u>\$ by Class 3-County Total</u>
				<u>Total</u>
Residential	\$ 3,831,269,900	\$ 4,402,863,800	\$ 2,328,709,800	\$ 10,562,843,500
Commercial	1,153,885,100	1,499,900,700	232,400,900	2,886,186,700
Manufacturing	271,763,200	142,691,700	15,500,800	429,955,700
Agriculture	23,407,300	36,125,200	14,434,400	73,966,900
Undeveloped	37,471,600	40,018,100	19,820,100	97,309,800
Ag Forest	41,406,200	71,354,800	27,831,500	140,592,500
Forest	180,292,300	176,714,500	206,061,800	563,068,600
Other	<u>15,977,100</u>	<u>123,568,100</u>	<u>96,985,100</u>	<u>236,530,300</u>
<b>Total Real Estate</b>	<b>5,555,472,700</b>	<b>6,493,236,900</b>	<b>2,941,744,400</b>	<b>14,990,454,000</b>
<b>Personal Property</b>	<b>167,764,000</b>	<b>152,403,500</b>	<b>26,562,500</b>	<b>346,730,000</b>
<b>Total Equalized Value Amount</b>	<b><u>\$ 5,723,236,700</u></b>	<b><u>\$ 6,645,640,400</u></b>	<b><u>\$ 2,968,306,900</u></b>	<b><u>\$ 15,337,184,000</u></b>
<b>% of Total Equalized Value</b>	<b><u>36.9%</u></b>	<b><u>42.9%</u></b>	<b><u>19.2%</u></b>	<b><u>99.0%</u></b>

**MID-STATE TECHNICAL COLLEGE DISTRICT  
DETAIL OF TAX INCREMENTAL DISTRICTS  
EQUALIZED VALUE INCREASE**

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<u>MUNICIPALITY</u>	<u>YEAR BEGAN</u>	<u>ESTIMATED YEAR COMPLETED</u>	<u>EQUALIZED VALUE INCREASE AS OF January 1, 2020</u>	<u>EQUALIZED VALUE INCREASE AS OF January 1, 2019</u>	<u>DOLLAR INCREASE (DECREASE) 1/1/2019-1/1/2020</u>
<u>CITY OF ADAMS</u>					
TID # 2	1996	2019	8,662,300	8,732,800	(70,500)
TID # 3	1996	2019	11,355,300	11,397,800	(42,500)
<u>VILLAGE OF AMHERST</u>					
TID # 1	1996	2023			-
TID # 2	2003	2032	919,200	724,100	195,100
<u>VILLAGE OF WHITING</u>					
TID # 1	1994	2017	3,082,400	1,436,600	1,645,800
<u>VILLAGE OF FRIENDSHIP</u>					
TID # 1	1997	2020	4,014,400	4,206,000	(191,600)
TID # 2	2000	2023	71,000	58,300	12,700
<u>TOWN OF NEW CHESTER</u>					
TID # 1T	2012	N/A	9,168,100	8,669,200	498,900
<u>TOWN OF ROME</u>					
TID # 1T	2015	2031	55,594,400	48,304,500	7,289,900
<u>VILLAGE OF PLOVER</u>					
TID #3	2003	2018	22,842,500	22,319,500	523,000
TID #4	2004	2031	42,217,900	39,146,400	3,071,500
TID #5	2005	2020	29,197,200	16,874,300	12,322,900
TID #6	2010	N/A	11,808,700	11,301,500	507,200
TID #7	2013	N/A	2,382,600	2,315,600	67,000
<u>VILLAGE OF ARPIN</u>					
TID #2	2005	2017			-
<u>VILLAGE OF AUBURNDALE</u>					
TID #1	2006	2025	1,869,500	1,702,300	167,200
TID #2	2015	N/A	909,400	701,600	207,800
<u>VILLAGE OF BIRON</u>					
TID # 1	2006	2025	1,328,600	1,237,600	91,000
TID # 2	2006	2025	30,047,100	29,843,300	203,800
TID # 3	2009	N/A	5,694,300	2,024,200	3,670,100
<u>VILLAGE OF VESPER</u>					
TID #1	2006	2025	938,800	772,200	166,600
<u>VILLAGE OF JUNCTION CITY</u>					
TID #1	2008	N/A	1,360,200	1,073,000	287,200
<u>VILLAGE OF GRANTON</u>					
TID # 1	2009	N/A	846,200	625,900	220,300
<u>VILLAGE OF HANCOCK</u>					
TID # 1	2016	N/A	331,400	296,300	35,100
<u>VILLAGE OF PLAINFIELD</u>					
TID # 1	2015	N/A	2,051,100	2,023,400	27,700
<u>VILLAGE OF PORT EDWARDS</u>					
TID # 2	2009	N/A	9,050,700	8,841,700	209,000
<u>CITY OF NEKOOSA</u>					
TID # 1	1997	2022	6,877,600	6,908,300	(30,700)
TID # 2	2002	2027	4,907,900	4,997,700	(89,800)
TID # 3	2012	N/A	3,111,000	3,737,200	(626,200)
TID # 4	2018	N/A	618,500	410,700	207,800
<u>CITY OF STEVENS POINT</u>					
TID # 5	2005	2032	106,668,600	82,392,600	24,276,000
TID # 6	2006	2028	13,650,100	11,894,100	1,756,000
TID # 7	2008	2028	30,957,100	29,241,200	1,715,900
TID # 8	2010	2025	10,028,400	8,701,700	1,326,700
TID # 9	2013	N/A	108,573,300	101,308,000	7,265,300
TID # 10	2020		1,640,500	-	1,640,500
<u>CITY OF PITTSVILLE</u>					
TID # 3	1995	2018	33,608,000	36,137,700	(2,529,700)
<u>CITY OF MARSHFIELD</u>					
TID # 2	1993	2013	5,047,200	4,874,000	173,200
TID # 4	1996	2024	37,357,600	33,654,600	3,703,000
TID # 5	1997	2020	26,141,600	24,437,700	1,703,900
TID # 7	2002	2027	33,873,000	35,983,900	(2,110,900)
TID # 9	2013	N/A	17,405,000	17,199,800	205,200
TID # 10	2015	N/A	4,179,700	3,614,200	565,500
TID # 11	2016	N/A	3,812,600	3,659,600	153,000
<u>CITY OF WISCONSIN RAPIDS</u>					
TID #6	2004	2024	11,566,400	11,087,400	479,000
TID #7	2005	2033	3,888,700	456,900	3,431,800
TID #8	2020		4,690,000	-	4,690,000
<b>Total Accumulated Change in Increment</b>			<b>\$ 724,346,100</b>	<b>\$ 645,325,400</b>	<b>\$ 79,020,700</b>

**MID-STATE TECHNICAL COLLEGE  
2020-21 TAX LEVY  
VALUATION AND TAX LEVY COMPARISON BY COUNTY**

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<u>COUNTY</u>	<u>2020 TIFs Out VALUATION</u>	<u>DOLLAR INCREASE (DECREASE)</u>	<u>PERCENTAGE INCREASE (DECREASE)</u>	<u>FY 2020-21 TAX LEVY</u>	<u>DOLLAR INCREASE (DECREASE)</u>	<u>PERCENTAGE INCREASE (DECREASE)</u>
Adams	\$ 2,400,469,569	\$ 113,075,569	4.9%	\$ 2,268,200	\$ 125,011	5.8%
Clark	191,927,644	6,063,286	3.3%	181,352	7,205	4.1%
Jackson	36,222,000	1,277,100	3.7%	34,226	1,484	4.5%
Juneau	77,374,035	234,346	0.3%	73,111	834	1.2%
Marathon	395,937,333	17,487,490	4.6%	374,121	19,529	5.5%
Portage	5,888,365,853	215,850,420	3.8%	5,563,909	249,007	4.7%
Waushara	308,122,828	6,909,372	2.3%	291,145	8,921	3.2%
Wood	5,476,313,500	150,980,900	2.8%	5,174,561	184,954	3.7%
	<b>\$ 14,774,732,762</b>	<b>\$ 511,878,483</b>	<b>3.6%</b>	<b>\$ 13,960,624</b>	<b>\$ 596,946</b>	<b>4.5%</b>



**Policy Title: CONTRACTS FOR SERVICES**

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

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

**SCOPE**

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

Mid-State has prepared the necessary policies, process, procedures, and forms to carry out the intent of this policy. The Division of Workforce and Economic Development will provide direction in terms of services offered and delivered.

Revenues and expenditures for contracted services shall be accounted for in the Special Revenue Fund, a segregated fund. This fund is expected to be self-supporting. Occasionally net assets (fund balance) can be transferred to the General Fund, with approval of the Board, to support curriculum and program development at the recommendation of the Vice President of Workforce & Economic Development and the Vice President, Finance. The Special Appropriate internal controls and monthly operating reports are available to ensure that business records and reporting is kept current.

**REQUIREMENTS**

It shall be a policy of the College to charge full costs, as calculated by the WTCS, unless exempt by established criteria in a business plan or pricing policy. The rationale for charging less than full costs, as calculated by the WTCS, shall be disclosed to the District Board with a request for their subsequent approval.

Other requirements include:

**Adopted:** August 19, 2019

**Reviewed:** August 19, 2019

**Revised:**



1. When the service recipient is located within the boundaries of another Wisconsin technical college district, the Mid-State district shall notify the district where the recipient is located of the existence of the contract within thirty (30) days of execution of the contract. Managers shall consider the existence of alternative service providers prior to entering into an agreement for rendering services.
2. District residents may not be displaced from any program or course solely on the basis of a contract for services with a service recipient.
3. All payments received by a district from a service recipient must be deposited in the district treasury.
4. District employees shall be prohibited from accepting fees, gifts, salary, honorarium or reimbursement for contracted services rendered which are a part of the employee's current responsibilities.
5. Compensation for services rendered outside of normal working hours may be allowed, but shall require prior administrative approval. Individual salary payments for services rendered shall be paid to the employee by the District.
6. Services rendered by the College to a foreign government or a business or industry not operating within the state of Wisconsin must comply with Chapter 38.14(3)(c)(d).
7. Every service recipient of the college must certify that it does not discriminate on the basis of age, race, color, sex, creed, handicap, political persuasion, ancestry, or sexual orientation against;
  - a. Any employee or applicant for employment, in regard to hire, tenure, or term, condition or privilege of employment except where there is a bona fide occupational qualification.
  - b. Any student or any applicant for enrollment in regard to admission or privilege of enrollment.

#### **WRITTEN CONTRACTS & EXAMPLES**

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

Examples of services requiring written contracts may include:

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

- Contract for providing computer, fiscal, or management services to local units of government.
- Contracted instruction that is intended to be or is closed to the general eligible public.
- Contracted instructional, professional, and non-professional services to a high school district.
- Contracted accounting services to the Mid-State Foundation or other non-profit organizations.
- Contracted non-instructional food service to organizations or institutes such as nursing homes or hospitals.
- Contracted instructional services to federal or state correctional institutions.
- Contracted services provided indirectly to the federal government through a state or local agency.
- Contracted instruction or non-instructional services provided to another state, or sub-division of that state, such as a vocational district, technical college, or any other institute of higher education.
- Contracted instruction or non-instructional services provided to a Wisconsin State governmental agency or sub-unit.
- Contracted fiscal management services provided to a business and industry designed to assist the organization in question with the process of expanding its operation.

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

### **WTCS REPORTING REQUIREMENTS**

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

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

**Adopted:** August 19, 2019

**Reviewed:** August 19, 2019

**Revised:**

Policy Title: **BOARD COMMITTEES**

The Board shall utilize three committees for the review of normal Board business:

- Academic and Human Resources
  - Finance and Audit
  - Facilities and External Relations
- 
- The Chairperson will appoint Board members to the committees each year during the Board's annual organizational meeting on the second Monday in July.
  - Committees will normally meet prior to the monthly District Board meeting.
  - Each committee will have a chairperson who will report the information from the committee meetings to the full Board.

**Adopted:** July 11, 2011

**Reviewed:** September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

**Revised:** October 15, 2012; October 17, 2016

Policy Title: **BOARD MEMBER'S ROLE**

The Board functions as a collective body. The success of the Board depends on each individual Board member exercising responsibility through positive actions in the following areas:

- Being effective at Board meetings through appropriate preparation, regular attendance, active participation in Board discussions and willingness to volunteer for ad hoc committee or other Board tasks.
- Understanding and supporting the Board governance concept and Board policies.
- Being knowledgeable concerning the key operations of the College such as organization, facilities, instructional programs, budget, and key processes.
- Being knowledgeable concerning the organization of the Wisconsin Technical College System and applicable state statutes.
- Being familiar with major district, state, and national issues affecting the College.
- Engaging in Board and self-development activities designed to promote Board effectiveness through attendance at state, regional, and national Board association meetings and by utilizing resources available in the College.
- Attending College events.
- Representing the College to the community.
- Representing the community to the College.
- Being active in legislative advocacy.

**Adopted:** July 2011

**Reviewed:** September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

**Revised:**

Policy Title: **BOARD OFFICERS**

The officers of the Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

- The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July.
- If a vacancy occurs in any of the Board officer positions after the annual organizational meeting, the Board shall elect an officer to fill the vacancy at a subsequent Board meeting.
- No person may serve as Chairperson for more than two (2) successive annual terms.

**Adopted:** July 11, 2011

**Reviewed:** September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

**Revised:**

Policy Title: **BOARD PLANNING AND AGENDA**

The Board shall assume and exercise responsibility for oversight of Board planning and agenda setting. Accordingly, each member of the Board shall have an opportunity to identify issues to be considered on the Board agenda. The Chairperson shall work with the President to prepare and disseminate the agenda.

- The College Mission and Vision will be reviewed annually.
- The Strategic Directions will be reviewed every three years or as needed.
- Subjects for major policy issues to be discussed and acted upon by the Board will be developed on an annual basis.
- The Board will conduct an annual organizational meeting on the second Monday of July for the purpose of administering the Oath of Office to newly elected Board Members and for the election of Board Officers and committee appointments.
- At least once per year, the Board shall have a planning/education advance.

**Adopted:** July 11, 2011

**Reviewed:** September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

**Revised:** October 15, 2012; October 17, 2016

**Policy Title: BOARD RESPONSIBILITY**

The Board functions as a collective body to promote a positive image for the College while representing the community in determining and assuring appropriate organizational performance. Board responsibilities are distinguished from President responsibilities by the following:

- Serve as the official governance link between the College and the stakeholders.
- Employ and supervise the College President.
- Approve and retain the services of financial auditor.
- Enact written governing policies which address:
  - College services, impacts, benefits, outcomes, recipients, and their relative worth to improve the College Mission, Vision, and Strategic Directions.
  - Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
  - Specification of how the Board conceives, carries out, and monitors its own tasks.
  - How authority and accountability is delegated to the President and its proper use monitored.
- Assess College effectiveness in meeting Board policies as it relates to Mission, Vision, and Strategic Directions.
- Assess President's performance through a formal review on an annual basis with respect to achievement, responsibilities in the President's position description, and President's annual goals and objectives as established by the Board in consultation with the President.

**Adopted:** July 11, 2011

**Reviewed:** September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

**Revised:** October 15, 2012; October 17, 2016

**Policy Title: CHAIRPERSON'S ROLE**

The Chairperson is elected by the Board. As the elected leader of the Board, the Chairperson shall maintain the integrity of the Board's process and represent the Board to outside parties. The Chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

- The Chairperson shall ensure the Board and individual Board members act consistently with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College.
  - The Chairperson shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
  - Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not decisions delegated to the President.
  - Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
  - The Chairperson will attempt to arrive at a consensus by the Board members on Board decisions. The Chairperson will stimulate discussion among the Board members.
- The Chairperson is authorized to use any reasonable interpretation of the provisions in the Governance Process and Board-President Relationship policies in carrying out the role of Chairperson.
- The Chairperson has no authority to make decisions regarding implementation of the Executive Parameters policies. Such implementation is reserved for the President.
- The Chairperson is responsible for the Board/President relationship and shall communicate and interact with the President. However, since the President is responsible to the entire Board, the Chairperson has no authority to unilaterally supervise or direct the President.
- The Chairperson shall ensure the other Board members are informed of current and pending Board issues and processes and shall cause new Board members to be oriented relative to Board policies and operations and to the College.
- The Chairperson shall appoint members to all other internal and external committees as needed.

**Adopted:** July 11, 2011

**Reviewed:** September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

**Revised:** October 15, 2012



- The Chairperson shall ensure compliance with all required duties imposed by law including but not limited to:
  - The Chairperson, or the Chairperson's designee, shall communicate with the public as required by law with respect to providing public notice of all meetings of the College District Board. The Chairperson may delegate the function of providing notice, but may not delegate the responsibility.
  - The Chairperson shall sign all official documents and contracts on behalf of the College as required by law and the Board.

**Policy Title: GOVERNANCE COMMITMENT**

The Board, on behalf of the residents of the Mid-State Technical College District, guarantees the accountability of Mid-State Technical College by assuring that the Board:

- Supports the Mission and Vision of the College.
- Avoids unacceptable activities, conditions, and decisions.

In fulfillment of this charge, the Board is committed to rigorous, continual improvement of its capability to define Mission and Vision.

**Adopted:** July 11, 2011

**Reviewed:** September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

**Revised:** October 17, 2016

Policy Title: **GOVERNING PHILOSOPHY**

The Board will govern with an emphasis on outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of Board and chief executive roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity. The Board will:

- Be accountable for excellence in governing through a sense of group responsibility. The Board will be an initiator of policy, not merely a reactor to staff initiatives. The Board will use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute individual judgments for the Board's vision.
- Lead, direct, control, and inspire the organization through the careful establishment and communication of broad written policies reflecting the Board's vision. The Board's major policy focus will be on the intended long term impacts of the organization, not on the administrative or programmatic means of attaining those effects.
- Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as participation, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuity of governance capability.
- Continual Board development will include systematic orientation of new members in the Board's governance process and periodic Board discussion of process improvement. The Board will allow no officer, individual or committee of the Board to hinder or be an excuse for not fulfilling its commitments.
- Seek input from various stakeholders including staff, students, alumni, employers, and other community members on Board policies.
- Assess and discuss the Board's process and performance annually.

**Adopted:** July 11, 2011

**Reviewed:** September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

**Revised:** October 17, 2016

Policy Title: **SECRETARY'S ROLE**

The Secretary is designated as the official custodian of all official records of the College.

- The Secretary of the Board or the Vice-Chairperson shall attend the meetings of the Board and shall monitor the accuracy of the recording of its proceedings. The Secretary will also monitor that all minutes of regular and special meetings are published in accordance with Section 38.12(4) of the 1971 Wisconsin Statutes. This person shall sign all tax levy statements as provided in Chapter 38.16(1) Laws of 1971.
- The Secretary, by affixing his/her signature, shall attest formally to the legitimacy of Board documents.
- The Secretary and Chairperson are empowered and shall sign public construction contracts as defined by Wisconsin Statutes Chapter 62.15.
- In the event that the Secretary cannot attend a meeting, the Vice-Chairperson shall perform those duties.

**Adopted:** July 11, 2011

**Reviewed:** September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

**Revised:** October 15, 2012

**Policy Title: TREASURER'S ROLE**

The Treasurer is elected by the Board.

- The Treasurer shall be the official custodian of all monies received by the College and shall be accountable for such funds. The Treasurer may delegate day-to-day maintenance of the custody of the funds to the President of the College, but may not delegate the responsibility. All expenditures exceeding \$2,500 shall be approved by the Board.
- The Board may, by resolution, authorize other persons' signatures or the use of a facsimile signature.
- The Board shall authorize the signature of payroll, accounts payable, grants, refunds, and other accounts at its annual organizational meeting in July. The use of facsimile signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile signature of the Treasurer.

**Adopted:** July 11, 2011

**Reviewed:** September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

**Revised:** October 15, 2012

**Policy Title: VICE CHAIRPERSON'S ROLE**

The Vice Chairperson is elected by the Board.

- The Vice Chairperson shall have all of the authority and duties of the Chairperson in the absence of the Chairperson.
- The Vice Chairperson shall have such other authority and duties as the Board may from time to time determine and direct.

**Adopted:** July 11, 2011

**Reviewed:** September 17, 2012; September 15, 2014; September 19, 2016; September 17, 2018

**Revised:**