



BOARD OF DIRECTORS MEETING
January 2022

Monday, January 17, 2022
Mid-State Wisconsin Rapids Campus
500 32nd Street North, Wisconsin Rapids

- 4:00 p.m.** – Finance & Infrastructure Committee Meeting; Room A223 (page 18)
- 4:15 p.m.** – Academic & Student Services Committee Meeting; Room A112 (page 21)
- 4:15 p.m.** – Human Resources & External Relations Committee Meeting; Room A203 (page 23)
- 5:00 p.m.** – Committee-of-the-Whole; Room L133-134 (page 25)
- 5:10 p.m.** – **Board Meeting; Room L133-134 (page 3)**

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.

INDEX

January 17, 2022 Board Meeting Agenda	Page 3
Exhibits	Page 6
A: December 20, 2021 Board Meeting Minutes	Page 6
B: Payment of Bills & Payroll	Page 17
C: Finance & Infrastructure Committee Agenda	Page 18
D: Finance & Infrastructure Committee Meeting Minutes	Page 20
E: Academic & Student Services Committee Agenda.....	Page 21
F: Academic & Student Services Committee Meeting Minutes	Page 22
G: Human Resources & External Relations Committee Agenda.....	Page 23
H: Human Resources & External Relations Committee Meeting Minutes.....	Page 24
I: Committee-of-the-Whole Agenda	Page 25
J: Committee-of-the-Whole Meeting Minutes	Page 26
K: Contracted Service Agreements	Page 27
L: Procurements for Goods and Services	Page 28
M: Financial Reports	Page 31
N: Board Approval of Hires and Resignations	Page 35

DISTRICT BOARD OF DIRECTORS

Monday, January 17, 2022

5:10 p.m.

Mid-State Wisconsin Rapids Campus Room L133-134
500 32nd Street North, Wisconsin Rapids

AGENDA

A. CALL TO ORDER – KRISTIN CRASS

B. ROLL CALL

C. OPEN MEETING CERTIFICATION – KRISTIN CRASS

This January 17, 2022, 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 – KRISTIN CRASS

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 DECEMBER 20, 2021 BOARD MEETING MINUTES (Exhibit A)

F. ACTION ON CONSENT AGENDA

1. Payment of Bills and Payroll (Exhibit B)

District bills for December 2021 total \$1,091,675.94 of which \$969,232.38 represents operational expenditures and \$122,443.56 represents capital expenditures. Payroll disbursements for December totaled \$2,161,402.04 plus \$11,559.90 for travel and miscellaneous reimbursements, and \$734,210.78 in fringe benefits, for a total payroll disbursement of \$2,907,172.72. Administration recommends approval of the payment of these obligations totaling \$3,998,848.66.

2. Contracted Service Agreements (Exhibit K)
The District has entered into seven contracted service agreements totaling \$43,759.63. The individual contracts are available for review upon request. Administration recommends approval of these contracts.
3. Procurements for Goods and Services (Exhibit L)
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. Expertise regarding the purpose and specifications for procurements are generally unique to individual departments. Therefore, please notify the Business Office before the meeting if there are any questions. A response will be provided or arrangements for the subject-matter expert to be present will be made. Administration recommends approval of the proposal(s) totaling \$70,400 which requires prior Board action.
4. District Board Approval of Hires and Resignations of Contracted Staff (Exhibit N)
Approval of hires and resignations of contracted staff per State Statute 118.22(2) is requested.

G. CHAIRPERSON'S REPORT – KRISTIN CRASS

1. Meeting attendance
2. WTC District Boards Association
3. ACCT Leadership Congress
4. Next meeting date

H. PRESIDENT'S REPORT – DR. 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 M)
 - c. Informational Items
 1. Results for Sale of Refunding Bonds
 2. FY2021-22 Revenue and Expense Forecast
 3. Budget Development Calendar for Fiscal Year 2022-23 (FY23)
 4. Finance Implications for Topics in Other Committees
2. Academic & Student Services Committee – Betty Bruski Mallek
 - a. Informational Items

1. Advisory Committees
2. COVID-19 Response Update

3. Human Resources & External Relations Committee – Richard Merdan

- a. Informational Items
 1. Student Security
 2. External Relationship Showcase

J. COMMITTEE-OF-THE-WHOLE – Kristin Crass

1. Three-Year Technology Plan

K. DISCUSSION & ACTION – KRISTIN CRASS

There will be no Discussion & Action Item this month.

L. ADJOURNMENT – KRISTIN CRASS

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

Wisconsin Rapids Campus	December 20, 2021
-------------------------	-------------------

A. CALL TO ORDER – Kristin Crass

The meeting was called to order at 5:15 p.m.

B. ROLL CALL

PRESENT: Betty Bruski Mallek, Kristin Crass, Craig Gerlach, Richard Merdan, Lynneia Miller, Charles Spargo, Are Vang, and Dr. Shelly Mondeik

EXCUSED: Scott Groholski and Gordon Schalow

OTHERS: Ashley Borchardt, Greg Bruckbauer, Ben Bruns, Dr. Bobbi Damrow, Jackie Esselman, Matt Fenal, John Eric Hoffmann, Randy Jahns, Ryan Kawski, Dr. Mandy Lang, John Mehan, Jonathan Nguyen, Matt Paulus, Brad Russell, Jaren Smith, Dr. Deb Stencil, Angie Susa, Mike Vilcinskas, and Craig Wagner

C. OPEN MEETING CERTIFICATION – Kristin Crass

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 – Kristin Crass

The meeting was opened for comments from the audience.

Matt Paulus provided public comment on Finance & Infrastructure Committee Agenda Item D. Construction Management Services RFP. Request for reconsideration of selection based on scoring and qualifications was made.

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 November 15, 2021 as presented.

F. CONSENT AGENDA

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

1. The district’s bills for the month of November 2021 were presented in Exhibit B. These bills totaled \$1,097,995.05 of which \$1,010,173.26 represents operational expenditures and \$87,821.79 represents capital expenditures. The district’s payroll for the month of November totaled \$1,503,307.27 plus \$11,844.83 for travel and miscellaneous reimbursements and \$644,436.33 in fringe benefits. The district’s bills and payroll totaled \$3,257,583.48.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146724	BLS Skills Test	\$ 1,399.00
146725	BLS Instructor Training	\$ 2,500.00
146726	Lifting and Rigging	\$ 2,270.00
146727	Heartsaver CPR/AED/FA/BBP	\$1,720.00
146728	BLS Skills Test	\$ 750.00

146729	Maintenance Fundamentals	\$ 2,765.42
146730	Welding	\$ 1,650.00
146731	Security Officer Firearms Training	\$ 80.00
146732	Mobile Crane Safety	\$ 3,290.00
146733	Phlebotomy Confirmatory Draw Initial	\$ 5,400.00
146734	Welding Certification Development and Testing	\$ 3,285.00

3. Approved the following procurement(s) for goods and services:
Amount Company College Division/Dept.
 There were no procurements which require board approval.

G. CHAIRPERSON'S REPORT – Kristin Crass

1. Board members were welcomed to the meeting. Mr. Groholski and Mr. Schalow asked to be excused.
2. The Winter Boards Association meeting will be held January 27-29 virtually and in-person at the Osthoff Resort in Elkhart Lake. In-Service will be on Understanding Federal Funding and development around Diversity, Equity and Inclusion. Those interested in attending should contact Ms. Susa to make arrangements.
3. The ACCT Legislative Summit will be held February 6-9, 2022 in Washington D.C. The college will not send representation. In place of this event, the college will host a legislative event on campus in the spring.
4. Future meeting dates (times unless otherwise announced):

MONTHLY MEETING	Committee-of-the-Whole: 5:00 p.m.
Monday, January 17, 2022	Board Meeting: following Committee-
Wisconsin Rapids Campus	of-the-Whole

H. PRESIDENT'S REPORT – Dr. Shelly Mondeik

1. Dr. Mondeik highlighted recent campus events and activities including, graduation. In addition, she shared community involvement opportunities including, Regional Skills USA.
2. Dr. Mondeik highlighted a recent announcement by Governor Tony Events regarding Wisconsin Workforce Innovation Grants. Of the 126 submissions, 12 were selected for funding. Mid-State's collaborative grant submission totaling \$9 million was selected.
3. In collaboration with the Wisconsin Paper Council, Mid-State has advanced in the federal grant application process to be considered for funding. Twenty to thirty projects will be awarded nation wide.
4. WTCS Presidents Association Mentor/Mentees met. The next meeting will be held in January following the WTCS Board meeting. At that meeting, Mid-State's Liberal Studies program will be presented for approval.

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 AUTHORIZING THE ISSUANCE AND ESTABLISHED PARAMETERS FOR THE SALE OF NOT TO EXCEED \$4,500,000 GENERAL OBLIGATION REFUNDING BONDS: John Mehan of Robert W. Baird, Inc. presented on the Parameter Resolution before the Board as well as answered questions. Due to timing of the January Board meeting, a request to delegate the sale of bonds to Greg Bruckbauer was made.

Motion by Mr. Spargo, seconded by Mr. Merdan, upon a roll call vote, unanimously approved the following Resolution Authorizing The Issuance and Established Parameters For The Sale Of Not To Exceed \$4,500,000 General Obligation Refunding Bonds:

WHEREAS, the District Board of the Mid-State Technical College District, Adams, Clark, Jackson, Juneau, Marathon, Portage, Waushara and Wood Counties, Wisconsin (the "District") hereby finds and determines that it is necessary, desirable and in the best interest of the District to raise funds to pay the cost of refinancing certain outstanding obligations of the District, specifically, the 2023 maturity of the General Obligation Promissory Notes, Series 2013A, dated September 10, 2013 (the "2013A Notes"); the 2023 and 2024 maturities of the General Obligation Promissory Notes, Series 2014A, dated September 4, 2014 (the "2014A Notes"); the 2023 through 2025 maturities of the General Obligation Promissory Notes, Series 2015A, dated May 5, 2015 (the "2015A Notes"); and the 2023 through 2025 maturities of the General Obligation Promissory Notes, Series 2015B, dated September 1, 2015 (the "2015B Notes") (collectively, the "Refunded Obligations") (hereinafter the refinancing of the Refunded Obligations shall be referred to as the "Refunding");

WHEREAS, the District Board deems it to be necessary, desirable and in the best interest of the District to refund the Refunded Obligations for the purpose of achieving debt service savings;

WHEREAS, the District is authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation refunding bonds to refinance its outstanding obligations;

WHEREAS, it is the finding of the District Board that it is necessary, desirable and in the best interest of the District to authorize the issuance of and to sell the general obligation refunding bonds (the "Bonds") to Robert W. Baird & Co. Incorporated (the "Purchaser");

WHEREAS, the Purchaser intends to submit a bond purchase proposal to the District (the "Proposal") offering to purchase the Bonds in accordance with the terms and conditions to be set forth in the Proposal; and

WHEREAS, in order to facilitate the sale of the Bonds to the Purchaser in a timely manner, the District Board hereby finds and determines that it is necessary, desirable and in the best interest of the District to delegate to the Vice President of Finance and Facilities (the "Authorized Officer") of the District the authority to accept the Proposal on behalf of the District so long as the Proposal meets the terms and conditions set forth in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit A and incorporated herein by reference (the "Approving Certificate").

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

Section 1. Authorization and Sale of the Bonds; Parameters. For the purpose of paying the cost of the Refunding, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of not to exceed FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000) from the Purchaser upon the terms and subject to the conditions set forth in this Resolution. Subject to satisfaction of the conditions set forth in Section 16 of this Resolution, 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 Bonds aggregating the principal amount of not to exceed FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000). The purchase price to be paid to the District for the Bonds shall not be less than 98.00% of the principal amount of the Bonds and the difference between the initial public offering price of the Bonds provided by the Purchaser and the purchase price to be paid to the District by the Purchaser shall not exceed 2.00% of the principal amount of the Bonds, with an amount not to exceed 1.00% of the principal amount of the Bonds representing the Purchaser's compensation and an amount not to exceed 1.00% of the principal amount of the Bonds representing costs of issuance, including bond insurance premium, payable by the Purchaser or the District.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Refunding Bonds"; shall be issued in the aggregate principal amount of up to \$4,500,000; shall be dated as of their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall mature or be subject to mandatory redemption on the dates and in the principal amounts set forth below, provided that the principal amount of each maturity or mandatory redemption amount may be increased or decreased by up to \$500,000 per maturity or mandatory redemption amount and that the aggregate principal amount of the Bonds shall not exceed \$4,500,000. The schedule below assumes the Bonds are issued in the aggregate principal amount of \$4,080,000.

Date	Principal Amount
March 1, 2023	\$1,795,000
March 1, 2024	1,400,000
March 1, 2025	885,000

Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on September 1, 2022. The true interest cost on the Bonds (computed taking the Purchaser's compensation into account) will not exceed 2.00%. 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 Refunding shall result in positive (greater than 0%) aggregate overall present value debt service savings (expressed as a percentage of the principal amount of the Refunded Obligations) (the "Savings").

Section 3. Redemption Provisions. The Bonds shall not be subject to optional redemption or shall be callable as set forth on the Approving Certificate. If the Proposal specifies that certain of the Bonds are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment to the Approving Certificate labeled as Exhibit MRP. Upon the optional redemption of any of the Bonds subject to mandatory redemption, the principal amount of such Bonds so redeemed shall be credited against the mandatory redemption payments established in the Approving Certificate in such manner as the District shall direct.

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B 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 Bonds 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 2022 through 2024 for the payments due in the years 2022 through 2025 in the amounts as are sufficient to meet the principal and interest payments when due. The amount of tax levied in the year 2022 shall be the total amount of debt service due on the Bonds in the years 2022 and 2023; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of interest on the Bonds in the year 2022.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds 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 Bonds, 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 Bonds when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

(D) Appropriation. The District hereby appropriates from amounts levied to pay debt service on the Refunded Obligations or other funds of the District on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay debt service on the Bonds coming due in 2022 as set forth on the schedule to be attached as Schedule III to the Approving Certificate.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall 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 Refunding Bonds - 2022" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds 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 Bonds; (ii) any premium not used for the Refunding which may be received by the District above the par value of the Bonds 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 Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds 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 Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds 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 Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Bonds 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 Bonds 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 Bonds: Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Bonds 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 Bonds 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 Bonds 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 Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds 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 Bonds and by the Refunded Obligations and the ownership, management and use of the projects will not cause the Bonds or the Refunded Obligations 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 Bonds 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 Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds 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 Bonds 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 Bonds provided that in

meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Bonds 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. Qualified Tax-Exempt Obligations. The Bonds are hereby deemed designated (to the maximum extent permitted) as "qualified tax-exempt obligations" pursuant to the provisions of Section 265(b)(3)(D)(ii) of the Code, and the balance, if any, is designated as "qualified tax-exempt obligations" to the extent permitted pursuant to Section 265(b)(3) of the Code. In support of such designation, the District Clerk or other officer of the District charged with the responsibility for issuing the Bonds, shall provide an appropriate certificate of the District, all as of the Closing.

Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds 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 Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds 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 Bonds 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 Bonds, 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 Bonds is hereby ratified and approved in all respects.

Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds 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 into 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 Bonds.

Section 13. Persons Treated as Owners; Transfer of Bonds. The District shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond 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 Bond 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 Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond 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 Bond or Bonds 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 Bond surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Bond or Bonds 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 Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds 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 Bonds 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 Secretary's office.

Section 16. Conditions on Issuance and Sale of the Bonds. The issuance of the Bonds and the sale of the Bonds to the Purchaser are subject to satisfaction of the following conditions:

- (a) approval by the Authorized Officer of the principal amount, definitive maturities, redemption provisions, interest rates and purchase price for the Bonds, which approval shall be evidenced by execution by the Authorized Officer of the Approving Certificate; and
- (b) realization by the District of positive (greater than 0%) Savings.

The Bonds shall not be issued, sold or delivered until these conditions are satisfied. Upon satisfaction of these conditions, the Authorized Officer is authorized to execute a Proposal with the Purchaser providing for the sale of the Bonds to the Purchaser.

Section 17. Official Statement. The District Board hereby directs the Authorized Officer to approve the Preliminary Official Statement with respect to the Bonds and deem 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 the Authorized Officer or other 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 18. Redemption of the 2013A Notes. The 2013A Notes are hereby called for prior payment and redemption on such date approved by the Authorized Officer in the Approving Certificate that is not more than 90 days after the date of issuance of the Bonds at a price of par plus accrued interest to the date of redemption subject to final approval by the Authorized Officer as evidenced by the execution of the Approving Certificate.

The District hereby directs the Secretary to work with the Purchaser to cause timely notice of redemption, in substantially the form attached hereto as Exhibit C-1 and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the

Notice. Any and all actions heretofore taken by the officers and agents of the District to effectuate the redemption of the 2013A Notes are hereby ratified and approved.

Section 19. Redemption of the 2014A Notes. The 2014A Notes are hereby called for prior payment and redemption on such date approved by the Authorized Officer in the Approving Certificate that is not more than 90 days after the date of issuance of the Bonds at a price of par plus accrued interest to the date of redemption subject to final approval by the Authorized Officer as evidenced by the execution of the Approving Certificate.

The District hereby directs the Secretary to work with the Purchaser to cause timely notice of redemption, in substantially the form attached hereto as Exhibit C-2 and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice. Any and all actions heretofore taken by the officers and agents of the District to effectuate the redemption of the 2014A Notes are hereby ratified and approved.

Section 20. Redemption of the 2015A Notes. The 2015A Notes are hereby called for prior payment and redemption on such date approved by the Authorized Officer in the Approving Certificate that is not more than 90 days after the date of issuance of the Bonds at a price of par plus accrued interest to the date of redemption subject to final approval by the Authorized Officer as evidenced by the execution of the Approving Certificate.

The District hereby directs the Secretary to work with the Purchaser to cause timely notice of redemption, in substantially the form attached hereto as Exhibit C-3 and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice. Any and all actions heretofore taken by the officers and agents of the District to effectuate the redemption of the 2015A Notes are hereby ratified and approved.

Section 21. Redemption of the 2015B Notes. The 2015B Notes are hereby called for prior payment and redemption on such date approved by the Authorized Officer in the Approving Certificate that is not more than 90 days after the date of issuance of the Bonds at a price of par plus accrued interest to the date of redemption subject to final approval by the Authorized Officer as evidenced by the execution of the Approving Certificate.

The District hereby directs the Secretary to work with the Purchaser to cause timely notice of redemption, in substantially the form attached hereto as Exhibit C-4 and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice. Any and all actions heretofore taken by the officers and agents of the District to effectuate the redemption of the 2015B Notes are hereby ratified and approved.

Section 22. 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 Bonds in the Record Book.

Section 23. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, 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 Bond 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 Bonds 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 Bond provided herein.

Section 24. 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 December 20, 2021.

- c. CONSTRUCTION MANAGEMENT SERVICES RFP: Results of RFP #803 Mid-State Technical College Construction Management Services were presented. During committee, the RFP was discussed and the process and criteria for selection were highlighted. A recommendation to approve JH Findorff and Sons was made.

Motion by Mr. Spargo, seconded by Ms. Crass, upon a roll call vote, unanimously approved JH Findorff and Sons for Construction Management Services.

- d. GROUNDS AND LANDSCAPING SERVICES RFP: Results of RFP #805 Mid-State Technical College Grounds & Landscaping Services Wisconsin Rapids Campus was presented. Only one response was received. A recommendation to approve Grounds Detail Services was made.

Motion by Ms. Bruski Mallek, seconded by Ms. Miller, upon a roll call vote, unanimously approved Grounds Detail Services.

- e. REVIEW OF FY21 COLLEGE FOUNDATION AUDIT: An overview of Mid-State's Foundation audit results for the fiscal year ending June 30, 2021, per MOU, was provided. Wipfli LLC performed the audited and presented to the Foundation Board in October.
- f. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.

2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek

- a. ACADEMIC PROGRAMMING: An update on academic programming was provided specific to the Advanced Manufacturing Technology program and Mechanical Design program.

The Associate Degree Advanced Manufacturing Technology program would prepare graduates to work with automation. A review of jobs currently in the field as well as projected need was provided. It is anticipated the program would need a full-time faculty and would start in Fall 2023 at the AMETA Center.

Motion by Ms. Bruski Mallek, seconded by Ms. Miller, upon a roll call vote, unanimously approved concept approval for the Advanced Manufacturing Technology Program.

The Associate Degree Mechanical Design program was previously provided by Mid-State Technical College and discontinued. A strong demonstration of need has been

provided by business and industry. A review of current and future jobs was provided. A full-time faculty is anticipated and grant opportunities are being investigated.

Motion by Ms. Bruski Mallek, seconded by Mr. Gerlach, upon a roll call vote, unanimously approved concept approval for the Mechanical Design Program.

- b. STUDENT COHORT DEFAULT RATES: Highlights of the College's latest student cohort default rates from the Department of Education were shared. Mid-State's default rate is down to 10.4% from 18.4% last year. The college continues to work with a default rate partner for students.
3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Richard Merdan
 - a. COMMUNITY AND EMPLOYEE ENGAGEMENT: External events and community engagement opportunities along with Mid-State's Employee Winter Celebration were highlighted for the board.

J. COMMITTEE-OF-THE-WHOLE

1. CONTINUING EDUCATION OPPORTUNITIES: An update on Mid-State's Continuing Education opportunities was provided. The Something for Everyone brand, program offerings, and registrations were highlighted.

K. DISCUSSION & ACTION

K-12 ANNUAL REPORT: Mid-State's annual K-12 Report was provided. Focus on dual credits, Adams Admit Day and Start College Now programming was highlighted.

L. ADJOURNMENT – Kristin Crass

There being no further action or business of the Board, the meeting adjourned at 6:31 p.m. with a motion by Ms. Vang, seconded by Mr. Merdan, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

**This page intentionally left blank.
Exhibit B previously distributed under separate cover.**

FINANCE & INFRASTRUCTURE COMMITTEE

Monday, January 17, 2022

4:00 p.m.

Mid-State Wisconsin Rapids Campus Room A223
500 32nd Street North, Wisconsin Rapids

AGENDA

A. CALL TO ORDER – CHARLES SPARGO

B. OPEN MEETING CERTIFICATION – CHARLES SPARGO

This January 17, 2022 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. ACTION ON DECEMBER 20, 2021 COMMITTEE MEETING MINUTES (Exhibit D)

D. REVIEW OF CONSENT AGENDA ITEMS – GREG BRUCKBAUER

1. Payment of Bills and Payroll (Exhibit B)

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

2. Contracted Service Agreements (Exhibit K)

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

3. Procurements for Goods and Services (Exhibit L)

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

E. TREASURER'S REPORT – GREG BRUCKBAUER

Each financial report (Exhibit M) will be highlighted. The intent of sharing this information on a monthly basis is to give the Board assurance that administration is: 1) monitoring and managing the resources allotted and allocated annually and is doing so in accordance with budget and fiscal policy, and 2)

maintaining a healthy financial condition and position in accordance with WTCS requirements and Higher Learning Commission expectations.

F. INFORMATIONAL ITEMS

1. Results for Sale of Refunding Bonds – Greg Bruckbauer
Results from the Parameters Resolution for the Sale of Not to Exceed \$4,500,000 of General Obligation Refunding Bonds will be provided.
2. FY2021-22 Revenue and Expense Forecast – Greg Bruckbauer
An end-of-year forecast for the current fiscal year versus budget will be provided.
3. Budget Development Calendar for Fiscal Year 2022-23 (FY23) – Greg Bruckbauer
The committee will review the FY23 Budget Development Calendar. Dates for both committee and board action are contained in the schedule. Planning is an ongoing process; therefore, the transaction for the annual budgeting process will be transparent. Mid-State relies on a combination of top-down and bottom-up input, relaying on deans and department heads to identify the budgeted dollars necessary to deliver quality services and to meet the college's Key Result targets for Organizational Effectiveness, Student Success and Organizational Health.
4. Finance Implications for Topics in Other Committees
Often topics directed by the other two committees have fiscal or financial implications that would be of interest or concern by the Finance & Infrastructure Committee. The purpose of this agenda item is to enable committee members to raise any finance related questions. Any necessary action will be incorporated into the action reported by the originating committee.

G. ADJOURNMENT

MID-STATE TECHNICAL COLLEGE

FINANCE & INFRASTRUCTURE COMMITTEE MEETING MINUTES

Wisconsin Rapids Campus

December 20, 2021

A. CALL TO ORDER – Charles Spargo

The meeting was called to order at 4:00 p.m.

ROLL CALL

PRESENT: Charles Spargo

OTHERS: Dr. Shelly Mondeik, Greg Bruckbauer, Brad Russell

B. OPEN MEETING CERTIFICATION – Charles Spargo

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.

C. APPROVAL OF COMMITTEE MINUTES (NOVEMBER 15, 2021 MEETING) – Richard Merdan

Motion by Mr. Spargo, upon a voice vote, unanimously approved the minutes as presented.

D. REVIEW OF CONSENT AGENDA ITEMS – Greg Bruckbauer

No action was taken as a result of this informational presentation.

E. TREASURER'S REPORT – Greg Bruckbauer

No action was taken as a result of this informational presentation.

F. RESOLUTION AUTHORIZING THE ISSUANCE AND ESTABLISHING PARAMETERS FOR THE SALE OF NOT TO EXCEED \$4,500,000 GENERAL OBLIGATION REFUNDING BONDS – Greg Bruckbauer

Robert W. Baird, Inc. representative John Mehan presented the resolution for consideration. No action was taken as a result of the presentation.

G. CONSTRUCTION MANAGEMENT SERVICES RFP – Greg Bruckbauer

No action was taken as a result of this presentation.

H. GROUNDS & LANDSCAPING SERVICES RFP – Greg Bruckbauer

No action was taken as a result of this presentation.

I. REVIEW OF FY21 COLLEGE FOUNDATION AUDIT – Jill Steckbauer

No action was taken as a result of this presentation.

J. ADJOURNMENT – Charles Spargo

There being no further action or business, the meeting adjourned at 4:30 p.m. with a motion by Mr. Spargo, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

ACADEMIC & STUDENT SERVICES COMMITTEE

Monday, January 17, 2021

4:15 p.m.

Mid-State Wisconsin Rapids Campus Room A112
500 32nd Street North, Wisconsin Rapids

AGENDA

A. CALL TO ORDER – BETTY BRUSKI MALLEK

B. OPEN MEETING CERTIFICATION – BETTY BRUSKI MALLEK

This January 17, 2022 meeting of the Mid-State Technical College District Board of Directors, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College District aware of the place, time and agenda of the meeting.

C. APPROVAL OF COMMITTEE MINUTES (DECEMBER 20, 2021 MEETING) (Exhibit F) – BETTY BRUSKI MALLEK

D. REVIEW OF CONSENT AGENDA ITEMS – BETTY BRUSKI MALLEK

E. INFORMATIONAL ITEMS

1. Advisory Committees – Dr. Deb Stencil
Advisory Committee members from the programs in the School of Advanced Manufacturing and Engineering and the School of Transportation, Agriculture, Natural Resources and Construction will be reviewed.
2. COVID-19 Response Update – Dr. Deb Stencil and Dr. Mandy Lang
Current harm reduction protocols will be reviewed.

F. ADJOURNMENT

MID-STATE TECHNICAL COLLEGE

ACADEMIC & STUDENT SERVICES COMMITTEE MEETING MINUTES

Wisconsin Rapids Campus

December 20, 2021

A. CALL TO ORDER – Betty Bruski Mallek

The meeting was called to order at 4:20 p.m.

ROLL CALL

PRESENT: Betty Bruski Mallek, Craig Gerlach and Are Vang

OTHERS: Dr. Mandy Lang and Dr. Deb Stencil

B. OPEN MEETING CERTIFICATION – Betty Bruski Mallek

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.

C. APPROVAL OF COMMITTEE MINUTES (NOVEMBER 15, 2021 MEETING) – Betty Bruski Mallek

Motion by Ms. Vang, seconded by Mr. Gerlach, upon a voice vote, unanimously approved the minutes as presented.

D. REVIEW OF CONSENT AGENDA ITEMS – Betty Bruski Mallek

No action was taken as a result of this information.

E. ACADEMIC PROGRAMMING – Dr. Deb Stencil

No action was taken as a result of this presentation.

F. STUDENT COHORT DEFAULT RATES – Dr. Mandy Lang

No action was taken as a result of this presentation.

G. ADJOURNMENT – Betty Bruski Mallek

There being no further action or business, the meeting adjourned at 4:50 p.m. with a motion by Mr. Gerlach, seconded by Ms. Vang, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE

Monday, January 17, 2022

4:15 p.m.

Mid-State Wisconsin Rapids Campus Room A203
500 32nd Street North, Wisconsin Rapids

AGENDA

A. CALL TO ORDER – RICHARD MERDAN

B. OPEN MEETING CERTIFICATION – RICHARD MERDAN

This January 17, 2022 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. ACTION ON DECEMBER 20, 2021 COMMITTEE MEETING MINUTES (Exhibit H)

D. REVIEW OF CONSENT AGENDA ITEMS – RICHARD MERDAN

1. District Board Approval of Hires and Resignations of Contracted Staff (Exhibit N)

E. INFORMATIONAL ITEMS

1. Student Security – Dr. Karen Brzezinski
An update will be provided on the use of Student Security at Mid-State.
2. External Relationship Showcase – Dr. Bobbi Damrow
Mid-State Technical College and the Wisconsin Potato and Vegetable Growers Association have developed a strong mutual relationship. Collaborations will be shared in this report.

F. ADJOURNMENT

MID-STATE TECHNICAL COLLEGE

HUMAN RESOURCES & EXTERNAL RELATIONS MEETING MINUTES

Wisconsin Rapids Campus

December 20, 2021

A. CALL TO ORDER – Richard Merdan

The meeting was called to order at 4:34 p.m.

ROLL CALL

PRESENT: Kristin Crass, Richard Merdan, and Lynneia Miller

OTHERS: Dr. Bobbi Damrow

B. OPEN MEETING CERTIFICATION – Richard Merdan

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.

C. APPROVAL OF COMMITTEE MINUTES (NOVEMBER 15, 2021 MEETING) – Richard Merdan

Motion by Ms, Miller, seconded by Ms. Crass, upon a voice vote, unanimously approved the minutes as presented.

D. COMMUNITY AND EMPLOYEE ENGAGEMENT – Dr. Bobbi Damrow

No action was taken as a result of this informational presentation.

E. ADJOURNMENT –

There being no further action or business, the meeting adjourned at 4:45 p.m. with a motion by Ms. Miller, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

COMMITTEE-OF-THE-WHOLE

Monday, January 17, 2022

5:00 p.m.

Mid-State Wisconsin Rapids Campus Room L133-134
500 32nd Street North, Wisconsin Rapids

AGENDA

A. CALL TO ORDER – KRISTIN CRASS

B. OPEN MEETING CERTIFICATION – KRISTIN CRASS

This January 17, 2022 meeting of the Mid-State Technical College District Board of Directors, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College District aware of the place, time and agenda of the meeting.

C. APPROVAL OF COMMITTEE MINUTES (DECEMBER 20, 2021 MEETING) (Exhibit J) – KRISTIN CRASS

D. THREE-YEAR TECHNOLOGY PLAN – BRAD RUSSELL

A high level overview of Mid-State's Technology Plan for the next three years will be presented to the Board.

E. ADJOURNMENT

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

Wisconsin Rapids Campus	December 20, 2021
-------------------------	-------------------

A. CALL TO ORDER – Kristin Crass

The meeting was called to order at 5:00 p.m.

ROLL CALL

PRESENT: Betty Bruski Mallek, Kristin Crass, Craig Gerlach, Richard Merdan, Lynneia Miller, Charles Spargo, Are Vang, and Dr. Shelly Mondeik

EXCUSED: Scott Groholski and Gordon Schalow

OTHERS: Ashley Borchardt, Greg Bruckbauer, Ben Bruns, Dr. Bobbi Damrow, Jackie Esselman, Matt Fenal, John Eric Hoffmann, Randy Jahns, Ryan Kawski, Dr. Mandy Lang, John Mehan, Jonathan Nguyen, Matt Paulus, Brad Russell, Jaren Smith, Dr. Deb Stencil, Angie Susa, Mike Vilcinskas, and Craig Wagner

B. OPEN MEETING CERTIFICATION – Kristin Crass

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.

C. APPROVAL OF COMMITTEE MINUTES (NOVEMBER 15, 2021 MEETING) – Kristin Crass

Motion by Mr. Spargo, seconded by Ms. Miller, upon a voice vote, unanimously approved the minutes as presented.

D. CONTINUING EDUCATION OPPORTUNITIES – Dr. Bobbi Damrow

Highlights of the Something for Everyone Continuing Education Brand was presented along with an overview of courses provided over the last year.

E. ADJOURNMENT –

There being no further action or business, the meeting adjourned at 5:10 p.m. with a motion by Mr. Spargo, upon a voice vote.

Lynneia Miller, Secretary
 Mid-State Technical College Board

Angela R. Susa
 Recording Secretary

December Accepted Contract Service Agreements Meeting on January 17, 2022

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146735	Port Edwards	Public Educational Institution K-12	Heartsaver CPR AED	6	7	789.00
146736	Baraboo	Public Educational Institution K-12	EMT Basic	180	18	35,262.13
146737	Neenah	Business and Industry	Confined Space Training Entry	4	32	1,990.00
146738	Vesper	Business and Industry	Train the Trainer Confined Space	4	3	1,440.00
146739	Wisconsin Rapids	Public Educational Institution K-12	Cow Simulator Training	3	15	1,143.50
146740	Wisconsin Rapids	Business and Industry	Welding Training and Certification Testing	8	3	2,295.00
146741	Wisconsin Rapids	Public Educational Institution	One on One Coaching	12	1	840.00
				Total:		\$43,759.63

December Contract Training Proposals For Informational Purposes

Monthly Contract Training Proposal Recap - December 2021						
Proposal #	Bill to City	Industry Type	Type of Service	Proposal Amount	Current Status	
311	Vesper	Business and Industry	Confined Space Train the Trainer	\$1,440.00	Accepted	
312	Fort McCoy	Government	AEMT	\$4,500.00	Accepted	
313	Stevens Point	Business and Industry	Professional Skills	\$10,490.00	Presented	
314	Wisc Rapids	Business and Industry	Welding Training	\$3,295.00	Accepted	
315	Wisconsin Rapids	Business and Industry	IMT Monthly Training (Jan - May 2022)	\$5,500.00	Accepted	
316	Wisconsin Rapids	Business and Industry	Lifting and Rigging - Spring 2022	\$4,540.00	Accepted	
317	Wisconsin Rapids	Business and Industry	Mobile Crane Training - Spring 2022	\$5,800.00	Accepted	
TOTAL				\$35,565.00		

FINANCE & INFRASTRUCTURE COMMITTEE
Procurement of Goods and Services
January 17, 2022 Board Meeting

	<u>Amount</u>	<u>Procurement Method</u>
<u>Procurements Requiring Board Action</u>		
IT Department		
Consulting Services-Heartland Business Systems, LLC (Minneapolis, MN)	70,400.00	State Contract
Subtotal for Procurements Requiring Board Action	\$70,400.00	
<u>Procurements Not Requiring Board Action</u>		
School of Advanced Manufacturing & Engineering		
Equipment - Seiler Geospatial (Franklin, WI)	38,061.50	Quote
<i>Quote 2 - Frontier Precision (Maple Grove, MN) \$63,905.50</i>		
<i>Quote 3 - Precision Midwest (Plainfield, IL) \$38,061.50</i>		
Subtotal for Procurements Not Requiring Board Action	\$38,061.50	
<u>Procurements Approved in Budget Process Not Requiring Board Action</u>		
IT Department		
Equipment - BDJtech (El Segundo, CA)	91,118.00	State Contract (Final Invoice, Approved in October Board Meeting)
Wisconsin Rapids Campus		
Welding Wall-Eagle Construction (Wisc Rapids, WI)	45,980.00	Bid (FY2020 budget)
Marshfield Campus		
Monument Sign & Digital Marque (Stratford Sign Co., LLC)	31,860.00	Bid
School of Protective & Human Services		
Software - Educational Management Services (Exton, PA)	47,803.00	State Contract (Annual subscription)
Subtotal for Procurements Approved in Budget Process Not Requiring Board Action	\$216,761.00	
<u>Mandatory Procurements Not Requiring Board Action</u>		
Lakeshore Technical College		
WILM expenses	30,773.60	Mandatory
Subtotal for Mandatory Procurements	\$30,773.60	

FINANCE & INFRASTRUCTURE COMMITTEE
Procurement of Goods and Services
January 17, 2022 Board Meeting

	<u>Amount</u>	<u>Procurement Method</u>
<u>Emergency Procurements</u>		
<u>None</u>		
Subtotal for Emergency Procurements	\$0.00	
Grand Total	\$355,996.10	

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 – 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 another WTCS district. (Includes NJPA – National Joint Powers Alliance, WSCA – Western States Contract Alliance, National IPA – National Intergovernmental Purchasing Alliance and others)

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 reserves the right 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 meets the requirements listed in the Financial & Administrative Manual for Sole Source procurements.

MANDATORY – Mid-State is required to pay for the service or membership to provide day to day operations such as utilities, leases, insurance, mandatory membership dues, etc.

FY 2022 Budget Notifications Made in the Month of December 2021

Project #	Grant Title or Description	Type	Reason for Budget Change	Budgeted Revenue Change	Budgeted Expense Change	Budgeted Fund Balance Change
Fund 1 - General Fund Budget Notifications						
	141332 WTCS Emergency Grant	State	Adjust budgets to actual	5,000.00	5,000.00	-
	141932 Instructional Transformation Grant	State	Establish budgets	20,000.00	20,000.00	-
	141882 Youth Apprenticeship Grant	State	Adjust budgets to actual	11,909.00	11,909.00	-
	141622/652/762/702/512/662 Various apprenticeship grants	State	Establish budgets	98,510.00	98,510.00	-
Fund 2 - Special Revenue Non-Aidable Fund Budget Notifications						
	140194 CARES Institutional	Federal	Increase COVID related budgets to actuals	79,020.00	79,020.00	-
Fund 3 - Capital Projects Fund Budget Notifications						
	141932 Instructional Transformation Grant	State	Establish budgets	130,000.00	130,000.00	-
Fund 7 - Special Revenue Non-Aidable Fund Budget Notifications						
	CRRSAA and ARPA funds for Students	Federal	Increase COVID related budgets to actuals	229,750.00	229,750.00	-
Total Budget Changes For The Month				574,189.00	574,189.00	-

**Mid State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
December 31, 2021**

With comparative totals for December 31, 2020

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type	
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable	Memorandum only	
								2021-22	2020-21
ASSETS AND OTHER DEBITS									
Cash	\$ 2,019,492	\$ -	\$ 2,659,654	\$ 2,440	\$ 1,550	\$ 3,256,627	\$ -	\$ 7,939,763	\$ 9,030,718
Investments	-	-	-	-	-	-	7,925,962	7,925,962	7,028,114
Receivables:									
Property taxes	13,709,717	-	-	213,186	-	-	-	13,922,903	13,960,624
Accounts receivable	3,080,853	43,197	3,330	-	128,552	-	288,041	3,543,973	3,410,047
Due from other funds	-	-	3,063	7,193,322	60,589	-	140,013	7,396,987	1,710,318
Inventories - at cost	-	-	-	-	493,401	-	-	493,401	420,821
Prepaid Assets	-	-	-	-	-	-	-	-	-
Other Current Assets	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	351,677	(5,235)	-	346,441	414,949
General Long Term Debt	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	\$ 18,810,061	\$ 43,197	\$ 2,666,046	\$ 7,408,949	\$ 1,035,768	\$ 3,251,392	\$ 8,354,017	\$ 41,569,431	\$ 35,975,591
LIABILITIES, FUND EQUITY AND OTHER CREDITS									
LIABILITIES									
Accounts Payable	\$ (8,747)	\$ 26,158	\$ 191,530	\$ -	\$ 59,184	\$ -	\$ 13,207	\$ 281,332	\$ 498,859
Accrued Liabilities:									
Wages	-	-	-	-	-	-	-	-	-
Employee related payables	513,406	-	-	-	-	-	-	513,406	563,847
Vacation	573,505	6,031	-	-	6,736	-	13,184	599,456	788,134
Other current liabilities	11,401	-	-	-	481	-	-	11,882	10,336
Due to other funds	6,617,962	453,553	-	-	-	325,473	-	7,396,988	1,710,318
Deferred Revenues	-	-	-	-	-	-	-	-	-
Def Compensation Liability	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	7,707,527	485,743	191,530	-	66,400	325,473	26,391	8,803,063	3,571,494
Fund equity and other credits									
Retained Earnings	-	-	-	-	1,099,528	111,809	6,426	1,217,764	1,266,191
Res for Prepaid Expenditures	30,801	-	-	-	-	-	-	30,801	130,879
Reserve for Self-Insurance	-	-	-	-	-	2,647,886	-	2,647,886	2,329,269
Reserve for Student Gov & Org	-	-	-	-	-	-	99,941	99,941	104,771
Res for Student Fin Assistance	-	-	-	-	-	-	121,568	121,568	14,218
Res for Post-Employ Benefits	482,274	-	-	-	-	-	7,837,280	8,319,553	6,717,163
Res for Emerg Student Fin Aid	-	-	-	-	-	-	-	-	100,176
Res for Emergency Relief Funds	-	-	-	-	-	-	-	-	218,144
Reserve for Capital Projects	-	-	(191,314)	-	-	-	-	(191,314)	4,997,377
Res for Cap Proj - Motorcycle	-	-	99,679	-	-	-	-	99,679	91,210
Reserve for Debt Service	-	-	-	643,413	-	-	-	643,413	628,565
Designated for Operations	7,286,986	36,336	-	-	-	-	-	7,323,322	7,548,612
Des for State Aid Fluctuations	443,997	-	-	-	-	-	-	443,997	383,216
Des for Subsequent Year	2,311,970	49,267	-	-	-	-	-	2,361,237	1,916,777
TOTAL FUND EQUITY AND OTHER CREDITS	10,556,027	85,003	(91,635)	643,413	1,099,528	2,759,696	8,065,215	23,117,848	26,446,567
Year-to-date excess revenues(expenditures)	546,508	(528,149)	2,566,152	6,765,536	(130,160)	166,223	262,412	9,648,520	5,957,529
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 18,810,061	\$ 43,197	\$ 2,666,046	\$ 7,408,949	\$ 1,035,768	\$ 3,251,392	\$ 8,354,017	\$ 41,569,431	\$ 35,975,591

Approval of Hires and Resignations of Contracted Employees January 17, 2022

RESIGNATIONS

- None

HIRES

- Sarah Lynch (effective January 4, 2022)
Instructor, Nursing
- Carolyn Schneebeli (effective January 4, 2022)
Instructor, Nursing