

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

*September 21, 2016
5:00 p.m.*

Moraine Park Technical College
235 North National Avenue, Fond du Lac, WI 54935
World Link Conference Center, Room A-112

AGENDA

	<u>Page</u>
I. ROLL CALL – 5:00 p.m.	
A. Meeting Announcement	3
II. PUBLIC COMMENTS	
III. INTRODUCTIONS	
IV. APPROVAL OF MINUTES	4
V. CONSENT ITEMS	
A. Human Resources – Employment	5
B. Financial Management – Accounting/Investments	10
C. Economic Development Contracting	11
VI. ACTION ITEMS	
A. Approval of Resolution Authorizing the Issuance of \$3,680,000 General Obligation Promissory Notes, Series 2016-17A	15
B. Approval of Bid – Information Technology (IT) Remodel, Fond du Lac Campus	20
VII. CORRESPONDENCE AND REPORTS	
A. President’s Report	Report
1) Meetings Attended/to Attend	
2) Legislative Update	
3) WTCS Update	
4) College Activities Update	
B. District Boards Association Reports/Upcoming Events	
1) Board of Directors & Committee Reports	Report
2) Upcoming Events	22
<i>(Note: A majority of Board members may be attending the meetings/conferences at the dates/places, and for the purposes referenced in this document. This notice is being provided to comply with Wisconsin Open Meetings Law.)</i>	

VIII. CLOSED SESSION

- A. Approval to convene into Closed Session pursuant to Wis. Stat. sec. 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (regarding negotiations with Ellucian).

23

IX. ADJOURNMENT

I. ROLL CALL – 5:00 p.m.

A. Meeting Announcement

This meeting of the Moraine Park Technical College District Board has been officially announced to the District's official news media – the Fond du Lac Reporter, the West Bend News, and the Beaver Dam Daily Citizen – as well as to other media, in accordance with the Wis. Stat. sec. 19.81 through 19.98.

Roll call:

_____ Staral
_____ Fields
_____ Lux
_____ Jung
_____ Prill
_____ Zeratsky
_____ Krueger
_____ Miller

IV. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the August 17, 2016 meeting minutes as presented.

V. CONSENT ITEMS

The following information is being presented for the purpose of District Board monitoring of their Presidential Parameter policies #4HEE0100, Employment; #4FAF0300, Accounting; #4FFF0200, Investments; and their Desired Outcomes Policy #1TFT0200, Educate for Employment – Economic Development Contracting.

A. Employment

Resignations/Terminations

Jonathan Doern, Housekeeper, submitted his resignation effective August 26, 2016. Jonathan has been with the College since January 2016.

Ashley Harris, Housekeeper, submitted her resignation effective August 26, 2016. Ashley has been with the College since December 2014.

Sara Sears, Administrative Aide – Cosmetology, submitted her resignation effective October 13, 2016. Sara has been with the College since September 2012.

Recruitment – Support Professionals

Disability Resource Specialist/Interpreter, West Bend Campus. This **new**, full-time position is funded in the 2016-17 budget and was created when a Disability Resource Specialist position was vacated by Rachel Weber and duties were combined with a Sign Language Interpreter position. This position provides a variety of support services and interpreting services to students with disabilities on various campuses. After screening and interviewing, Mary Martin was selected and her start date was August 29, 2016.

Administrative Assistant – General Education, Fond du Lac Campus. This full-time position was created when Shannon Zupke accepted another position. This position provides administrative support and technical assistance to the General Education work teams. After screening and interviewing, Kim Harrington was selected and her start date was September 12, 2016.

Switchboard Operator/Student Support Representative, Fond du Lac Campus. This part-time position was created when Tami Rogers submitted her resignation. This position performs telecommunication functions District-wide; programs, troubleshoots, and maintains the telecommunication system District-wide; and serves as Switchboard Operator. This position is to provide admissions, registration, records, and financial aid information to students in a backup role as Student Support Representative. After screening and interviewing, Sherry Caves was selected and her start date was September 6, 2016.

Student Support Representative, Fond du Lac Campus. This full-time position was created when Veronica Hansen accepted another position. This position provides admissions, registration, records, and financial aid information and customer service to students primarily in person and secondarily in the call center. After screening and interviewing, Kim Dickinson was selected and her start date was August 29, 2016.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Support Professionals (Continued)

Student Support Representative, Beaver Dam Campus. This part-time position was created when Julie Buser submitted her resignation. This position provides admissions, registration, records, and financial aid information and customer service to students. After screening and interviewing, Roberta Schwartz was selected and her start date was September 6, 2016.

Research Specialist, Fond du Lac Campus. This **new**, full-time position is funded in the 2016-17 budget and with contract revenue from the Fond du Lac County Economic Development Corporation (FCEDC). This position provides technical research support and coordination of research activities for the Institutional Research team and the FCEDC. After screening and interviewing, Nicole Stecker was selected and her start date was September 6, 2016.

Housekeeper, West Bend Campus. This **new**, part-time position is funded in the 2016-17 budget. This position performs custodial duties for an assigned area at the West Bend Campus and performs heavy duty cleaning throughout the West Bend Campus as needed. After screening and interviewing, Stephanie Baldwin was selected and her start date was September 13, 2016.

Housekeeper, Fond du Lac Campus. This part-time position was created when Jonathan Doern submitted his resignation. This position performs custodial duties for an assigned area at the Fond du Lac Campus and performs heavy duty cleaning throughout the Fond du Lac Campus as needed. This position was posted internally/externally with a closing date of September 20, 2016.

Housekeeper, Beaver Dam Campus. This part-time position was created when Ashley Harris submitted her resignation. This position performs custodial duties for an assigned area at the Beaver Dam Campus and performs heavy duty cleaning throughout the Beaver Dam Campus as needed. This position was posted internally/externally with a closing date of September 20, 2016.

Administrative Assistant – Trades, Fond du Lac Campus. This full-time position was created when Kim Harrington accepted another position. This position provides administrative support and technical assistance to the Trades area work team. This position was posted internally/externally with a closing date of September 13, 2016. Interviews will be held on September 26, 2016.

Academic Scheduling Specialist, Fond du Lac Campus. This full-time position was created when Annie Sabel submitted her retirement. This position is responsible for testing and maintaining academic scheduling software; providing assistance to academic areas to ensure accuracy of class setup, fees, faculty workload, and publications; and providing data/reports as requested. This position was posted internally with a closing date of September 2, 2016. Interviews will be held on September 20, 2016.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Support Professionals (Continued)

Administrative Aide – Cosmetology, Fond du Lac Campus. This full-time position was created when Sara Sears submitted her resignation. This position provides administrative and technical support to the Cosmetology department. This position was posted internally/externally with a closing date of August 31, 2016. Interviews will be held on September 21, 2016.

Student Support Representative, Fond du Lac Campus. This part-time position was created when Kim Dickinson accepted another position. This position provides admissions, registration, records, and financial aid information and customer service to students primarily in the call center and secondarily in person. This position was posted internally/externally with a closing date of September 15, 2016. Interviews will be held on September 30, 2016.

Academic Advisor, West Bend Campus. This part-time position was created when Rachel Weber accepted another position. This position is responsible for establishing and maintaining contact with students in assigned program area(s) to provide registration, admissions, and general academic assistance and support to include referrals to appropriate support services. This position was posted internally externally with a closing date of August 19, 2016. Interviews were held on September 8, 2016.

Buildings and Grounds Maintenance Technician, Fond du Lac Campus. This **new**, full-time position is funded in the 2016-17 budget and was created when Steve Waters submitted his retirement resignation. This position's duties involve skilled work requiring the capability of performing at the journeyman level in several of the building trades skills. Work is often independently performed but may involve leading buildings and grounds projects and assisting higher level Maintenance Mechanics on projects as necessary. The position is also responsible for leading and maintaining the shipping and receiving functions at the Fond du Lac Campus. This position was posted internally/externally with a closing date of August 19, 2016. Interviews were held on September 8, 9, and 14, 2016.

Recruitment – Management/Instructional Staff

Economic and Workforce Development Organizational Leadership Instructor, Fond du Lac Campus. This full-time position was created when Rebecca Brath submitted her resignation. The primary teaching responsibility will be in the areas of organizational development, leadership, and communication, with the ability to work at all levels within an organization. After screening and interviewing, Amy Beaman was selected and her start date is October 10, 2016.

Amy earned her Bachelor of Business Administration degree in Human Resource Management and Marketing from the University of Wisconsin-Oshkosh and her Master of Science degree in Management and Organizational Behavior from Silver Lake College. Amy was most recently employed at De Pere Cabinet, Inc., for one year as a Human Resources Director.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

It is recommended that the Moraine Park Technical College District Board offer a contract to Amy Beaman, and further that she be placed in the F3 salary level.

Contract Training Operations Manager, Fond du Lac Campus. This full-time position was created when Julie Budde submitted her resignation. This position is responsible for the day-to-day operations supporting the coordination and delivery of customized training offerings for business and industry clients throughout the District. Primary duties include management of logistical coordination, development and coordination of curriculum, and instructional supervision and scheduling of adjunct faculty/independent contractors. Additional responsibilities include systems and budget oversight. After screening and interviewing, Sandra Justman was selected and her start date is September 26, 2016.

Sandra earned her Associate's degree in Administrative Assistant from Moraine Park Technical College, her Bachelor's degree in Career Technical Education and Training from the University of Wisconsin-Stout, and her Master's degree in Business Administration from the University of Phoenix. Sandra has been employed with the College for 13 years, most recently as Economic and Workforce Development Business Representative.

It is recommended that the Moraine Park Technical College District Board offer a contract to Sandra Justman and further that she be placed in Band D2 on the Management/Confidential salary schedule.

Economic and Workforce Development Business Representative, West Bend Campus. This full-time position was created when Sandra Justman accepted another position. This position serves as a liaison between the College and business/industry along with regional partners across the Moraine Park District. The primary function is to develop relationships and build appropriate training solutions. This position was posted internally/externally until filled.

Application Developer, Fond du Lac Campus. This **new**, full-time position is funded in the 2016-17 budget. This position designs and develops user interfaces to internet/intranet applications. This position analyzes and improves complex system logic and works with Systems Analysts and functional staff to determine user requirements and system solutions. This position was posted internally/externally until filled. Interviews were held on August 9 and 18, 2016. Second interviews were held on August 31, 2016.

Digital Marketing Instructor, Fond du Lac Campus. This full-time position was created when Robin Rodee-Schneider did not accept her 2016-17 employment contract pursuant to Wis. Stat. sec. 118.22. The primary teaching responsibility will vary within the Marketing program, and includes courses such as Web Research and Analytics, Global Marketing, Advertising and Social Media Campaign, and Introduction to Digital Marketing. This position was posted internally/externally until filled. Interviews were held August 4, 2016. Second interviews were held on August 9, 2016. Additional interviews will be held on October 5, 2016.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

Project Manager, Fond du Lac Campus. This **new**, full-time position is funded in the 2016-17 budget. This position oversees and manages the College's information technology projects in collaboration with functional staff and Information Technology staff. This position develops and maintains requirements, outlines, budgets, and schedules for information technology projects and coordinates project phases from development to installation. This position was posted internally/externally with a closing date of July 18, 2016. Interviews were held on September 12, 2016.

Desktop Engineer, Fond du Lac Campus. This full-time position was created when Benjamin Stefan accepted another position. This position serves as a subject matter expert for all User Services systems and provides recommendations for the technical direction of User Services systems, processes, and software. This position is responsible for the technical support and implementation of the MPTC IT enterprise desktop environment. This position also provides automation and deployment for User Services systems through the use of scripting technologies. This position was re-posted internally/externally until filled. Interviews were held on November 11, 2015 and February 16, March 21, June 23, and July 12 and 21, 2016. Second interviews were held April 8, 2016.

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments

Receipt and bill listings for the month of August are attached. Following are selected receipts or disbursements with explanations.

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0218205	Wheel Alignment Machine
A0218213	4 Cylinder System and accessories
A0218220	EZ Way Smart Stand and Lift
A0218264	Multi Process Welding Power Source
A0218327	Tungsten Electrode Grinder
A0218328	Cisco Catalyst 3850 LAN
A0218335	Oracle DB Processor License and Application Server
A0218337	i-STAT Blood Analysis System
A0218360	Propane Refrigerator
A0218363	Interactive Video Conference technology – cameras, RealPresence
A0218364	Tire Changer
A0218372	Climate Control Compressed Air System
A0218377	Oxy-Fuel welding system
A0218391	Power Quality analyzer
A0218393	QuickLung Breather Systems (adult and junior)
A0218490	Tungsten Electrode Grinder
A0218503	2017 Ford Fusion Hybrid SE fleet auto
P-card	Quantum 4 Bioelectrical Body Composition Analyzer
P-card	Two Panasonic Handheld Camcorders and accessories
P-card	Stryker Tower with Monitor, Camera and accessories
P-card	Freezer, Refrigerator and fryer
P-card	41 Extron IT Switchers and accessories
P-card	13 Mac Minis and accessories
P-card	Two KERi Nursing Skills Manikin
P-card	CorelDRAW Graphics Software Suite License
P-card	Six Panasonic 65in LED Display
P-card	Feeding pump, Infusion pump and thermometer
P-card	Three NEC Projectors and accessories
P-card	Six Portable Closed Caption Decoder w/power supply
P-card	Three Marshall Full HD 2.5MP Broadcast Cameras
P-card	Barco Clickshare 200 and accessories
P-card	IT network portable rack
P-card	Three Dell Latitude E7470 laptops and accessories
P-card	Two Cisco power supplies
P-card	Xerox Phaser

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments (Continued)

TAX LEVY RECEIVABLE:

Through September 12, all 130 municipalities have submitted the tax levy payments. A summary of this year's collection is as follows:

<u>County</u>	<u>Total Levied</u>	<u>Total Collected</u>	<u>Percent Collected</u>
Calumet	\$197,883.70	\$197,883.70	100%
Columbia	\$3,347.05	\$3,347.05	100%
Dodge	\$3,073,408.92	\$3,073,408.92	100%
Fond du	\$4,641,612.23	\$4,641,612.23	100%
Green Lake	\$1,484,564.72	\$1,484,564.72	100%
Marquette	\$21,063.58	\$21,063.58	100%
Sheboygan	\$5,615.87	\$5,615.87	100%
Washington	\$6,520,150.64	\$6,520,150.64	100%
Waushara	\$145,568.80	\$145,568.80	100%
Winnebago	<u>\$78,340.49</u>	<u>\$78,340.49</u>	100%
	<u>\$16,171,556.00</u>	<u>\$16,171,556.00</u>	<u>100%</u>

OTHER:

The interest rate National Exchange Bank and Trust remains at .625% for August 2016.

C. Economic Development Contracting

EWD Board Report September 2016										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LV	Contract	
A&W Iron and Metal	Adult First Aid for the Workplace	4753148821841	\$ 480.00	\$ 188.71	\$ 291.29	6	0.03	Itensiel	C0000000024763	
Alliance Laundry Systems	Assessment Testing	10794	\$ 435.00	\$ 217.26	\$ 227.74	0	0	Gellings	C0000000024727	
Alliance Laundry Systems	Assessment Testing	10796	\$ 375.00	\$ 145.83	\$ 229.17	0	0	Gellings	C0000000024765	
Amerquip	Providing Constructive Feedback	4719641109216	\$ 1,397.00	\$ 874.92	\$ 522.08	11	0.04	Hall	C0000000024663	
Amerquip	10% Grant Administration Fee	10789	\$ 139.20	\$ -	\$ 139.20	0	0	Hall	C0000000024664	
Amerquip	Developing Others	4719641121814	\$ 1,617.00	\$ 1,129.92	\$ 487.08	13	0.04	Hall	C0000000024743	
Amerquip	10% Grant Administration Fee	10795	\$ 161.70	\$ -	\$ 161.70	0	0	Hall	C0000000024744	
Beaver Dam Community Hospitals Inc	Nursing Assistant	3054330010406	\$ 7,880.53	\$ 5,818.79	\$ 2,061.76	8	0.8	Justman	C0000000024683	
Bodge County Highway Department	Assessment Test/Eg	10800	\$ 577.50	\$ 207.10	\$ 370.40	0	0	Justman	C0000000024823	
Fond du Lac Area Association of Commerce	Nursing Assistant	3054330010407	\$ 7,562.50	\$ 4,755.72	\$ 2,806.78	10	1	Justman	C0000000024666	
Fond du Lac Area Association of Commerce	Nursing Assistant	3054330010410	\$ 7,156.23	\$ 4,349.47	\$ 2,806.78	5	0.5	Justman	C0000000024666	
Fond du Lac County Economic Development Corp	Team Building/Problem Solving	1019618833244	\$ 8,029.04	\$ 2,411.19	\$ 5,617.85	8	0.8	Hall	C0000000024047	
Fond du Lac County Economic Development Corp	SW Internship	1044410032261	\$ 10,560.00	\$ 3,906.56	\$ 6,653.44	8	0.33	Hall	C0000000024047	
Fond du Lac County Economic Development Corp	Turning Center Operation	3044437522260	\$ 11,880.00	\$ 4,394.88	\$ 7,485.12	8	0.33	Hall	C0000000024047	
Fond du Lac County Economic Development Corp	Mold and Die Print Binding	3243959832225	\$ 14,077.93	\$ 8,480.25	\$ 5,597.68	8	0.33	Hall	C0000000024047	
Fond du Lac County Economic Development Corp	Basic Programming	3244433032248	\$ 17,919.84	\$ 6,692.16	\$ 11,227.68	8	0.8	Hall	C0000000024047	
Fond du Lac County Economic Development Corp	SW Marketing Center	3244436532252	\$ 11,880.00	\$ 4,427.20	\$ 7,452.80	8	0.33	Hall	C0000000024047	
Fond du Lac County Economic Development Corp	Occupational Math 1	3280636032237	\$ 8,917.96	\$ 2,275.07	\$ 6,642.89	8	0.33	Hall	C0000000024047	
Fond du Lac County Economic Development Corp	Project Administration Fee	10772	\$ 8,800.00	\$ -	\$ 8,800.00	0	0	Hall	C0000000024203	
Hampel Corporation	Critical Core Skills	4719641110376	\$ 4,292.46	\$ 1,116.75	\$ 3,176.71	21	0.32	Justman	C0000000024423	
Hampel Corporation	Critical Core Skills	4719641110377	\$ 3,915.72	\$ 1,253.35	\$ 2,662.37	13	0.2	Justman	C0000000024423	
John Deere Heslon Works	First Responder Refresher	4753142820607	\$ 1,707.00	\$ 823.63	\$ 883.39	9	0.12	Gellings	C0000000024443	
John Deere Heslon Works	Healthcare Provider	4753146550608	\$ 321.00	\$ 155.36	\$ 165.64	2	0.03	Gellings	C0000000024443	
Kapco Metal Stamping	6081	4762341871631	\$ 1,905.00	\$ 795.64	\$ 1,109.36	15	0.1	Hall	C0000000024707	
Kapco Metal Stamping	608T	4762341871632	\$ 1,815.00	\$ 705.64	\$ 1,109.36	9	0.06	Hall	C0000000024707	
Richbaefer Manufacturing Company	Excel Level 1, 2007	4710344610920	\$ 1,613.15	\$ 424.88	\$ 1,188.27	4	0.03	Gellings	C0000000024623	
Richbaefer Manufacturing Company	Excel Level 1, 2007	4710344610921	\$ 1,749.00	\$ 485.63	\$ 1,263.37	8	0.03	Gellings	C0000000024623	
Richbaefer Manufacturing Company	Excel Level 2, 2007	4710344610922	\$ 1,959.75	\$ 546.38	\$ 1,413.37	8	0.05	Gellings	C0000000024623	
Richbaefer Manufacturing Company	Excel Level 2, 2007	4710344610923	\$ 2,050.15	\$ 586.88	\$ 1,463.27	10	0.07	Gellings	C0000000024623	
Richbaefer Manufacturing Company	Excel Level 2, 2007	4710344610924	\$ 1,638.25	\$ 424.88	\$ 1,213.37	5	0.03	Gellings	C0000000024623	
Richbaefer Manufacturing Company	Excel Level 3, 2010	4710344610925	\$ 1,898.00	\$ 519.63	\$ 1,378.37	8	0.05	Gellings	C0000000024623	
Richbaefer Manufacturing Company	Excel Level 3, 2010	4710344610926	\$ 2,006.30	\$ 593.13	\$ 1,413.17	10	0.07	Gellings	C0000000024623	
Richbaefer Manufacturing Company	Excel Level 3, 2010	4710344610927	\$ 1,930.00	\$ 666.63	\$ 1,263.37	11	0.07	Gellings	C0000000024623	
Mayville Engineering Co Inc	Press Brake Operator	4745740030803	\$ 4,275.00	\$ 1,329.63	\$ 2,945.39	5	0.08	Gellings	C0000000024363	
Mayville Engineering Co Inc	Press Brake Operator	4745740030802	\$ 4,275.00	\$ 1,329.63	\$ 2,945.39	5	0.08	Gellings	C0000000024363	
Mayville Engineering Co Inc	5% Grant Administration Fee	10780	\$ 427.30	\$ -	\$ 427.30	0	0	Gellings	C0000000024364	
Mayville Engineering Co Inc	Microsoft Excel - Level 3	4710344610927	\$ 1,699.00	\$ 766.10	\$ 932.90	8	0.05	Gellings	C0000000024645	
Mayville Engineering Co Inc	Team Building/Problem Solving	1019618833236	\$ 8,924.72	\$ 3,388.97	\$ 5,535.75	4	0.4	Hall	C0000000024063	
Mayville Engineering Co Inc	Welding Internship	1044210032221	\$ 4,290.00	\$ 1,603.68	\$ 2,686.32	4	0.27	Hall	C0000000024063	
Mayville Engineering Co Inc	Intro to Welding Programming	3144233132214	\$ 29,849.49	\$ 34,971.41	\$ 34,878.08	4	0.33	Hall	C0000000024063	
Mayville Engineering Co Inc	Welding Print Reading	3144233132217	\$ 10,471.87	\$ 4,892.59	\$ 5,579.28	4	0.27	Hall	C0000000024063	
Mayville Engineering Co Inc	Occupational Math 1	3280636032234	\$ 8,910.00	\$ 2,267.11	\$ 6,642.89	4	0.27	Hall	C0000000024063	
Mayville Engineering Co Inc	Project Administration Fee	10773	\$ 7,475.00	\$ -	\$ 7,475.00	0	0	Hall	C0000000024304	
Mayville Engineering Co Inc	Assessment Testing	10799	\$ 1,304.25	\$ 693.10	\$ 611.15	0	0	Justman	C0000000024788	
Merasha Packaging Co	Measures/Outboard Training	1060618821925	\$ 182,568.00	\$ 162,702.00	\$ 19,866.00	0	0	Hall	C0000000024624	

Mercury Marine	Core Skills	4719641110815	\$ 3,390.00	\$ 1,432.39	\$ 1,957.61	16	0.24	Hall	C00000000024525
Mercury Marine	Core Skills	4719641110816	\$ 3,315.00	\$ 1,337.39	\$ 1,957.61	11	0.17	Hall	C00000000024525
Mercury Marine	Core Skills	4719641110863	\$ 3,345.00	\$ 1,285.63	\$ 2,055.37	13	0.2	Hall	C00000000024583
Mercury Marine	Core Skills	4719641110938	\$ 3,375.00	\$ 1,319.61	\$ 2,055.37	15	0.23	Hall	C00000000024583
Mercury Marine	Core Skills	4719641110864	\$ 3,315.00	\$ 1,259.63	\$ 2,055.37	11	0.17	Hall	C00000000024703
Mercury Marine	Core Skills	4719641121789	\$ 3,315.00	\$ 1,259.63	\$ 2,055.37	11	0.17	Hall	C00000000024723
Mercury Marine	Core Skills	4719641121790	\$ 3,345.00	\$ 1,285.63	\$ 2,055.37	13	0.2	Hall	C00000000024723
Steel Craft Corporation	Assessment Testing	108801	\$ 2,278.60	\$ 1,323.73	\$ 954.87	0	0	GeBings	C00000000024823
West Bend Water Utility	Basic MS Excel 2013	4710345223808	\$ 594.00	\$ 323.57	\$ 472.43	11	0.04	Hustman	C00000000024783
West Bend Water Utility	Basic MS Word 2013	4710348623867	\$ 396.00	\$ 81.74	\$ 314.26	13	0.02	Hustman	C00000000024783
WI Department of Corrections	Correctional Officer	1050413170932	\$ 3,339.90	\$ 1,040.00	\$ 2,299.90	54	0.79	Brendel	C00000000024708
WI Department of Corrections	Correctional Officer	1050413170933	\$ 2,968.80	\$ 1,040.00	\$ 1,928.80	48	0.7	Brendel	C00000000024709
Totals:			\$ 446,415.28	\$ 266,129.57	\$ 180,285.71	498	12.8		

V. CONSENT ITEMS

SUGGESTED MOTION – PRESIDENTIAL PARAMETERS, CONSENT ITEMS

I move that the Moraine Park Technical College District Board approve the following presidential parameter consent items as presented:

- 1. Employment;***
- 2. Financial Management – Accounting/Investments;***
- 3. Economic Development Contracting; and***

that the bills for the month of August be approved and payments are authorized, ordered, and confirmed.

Roll call vote:

_____ Staral
_____ Fields
_____ Lux
_____ Jung
_____ Prill
_____ Zeratsky
_____ Krueger
_____ Miller

VI. ACTION ITEMS

A. **Approval of Resolution Authorizing the Issuance of \$3,680,000 General Obligation Promissory Notes, Series 2016-17A**

Included in the 2016-17 budget, as adopted by the District Board on June 15, 2016, was a plan to issue a series of promissory notes to finance various capital projects and equipment needs of the District. A calendar was drafted for each of the individual projects, and a finance plan for the fiscal year was created. This particular issue is meant to finance \$1,100,000 for the Information Technology Remodel in addition to \$380,000 for other remodeling projects at the Fond du Lac Campus and \$2,200,000 for movable equipment.

We have reviewed the process with our financial consultant, and bond counsel has prepared the appropriate legal resolution. The timeframe for this issue includes the acceptance of bids on Wednesday, October 19, 2016, with presentation to the Board that evening.

Bond counsel has prepared the following resolution for Board action. Mr. John St. Peter, as the Board's attorney, is working with the legal counsel of Quarles & Brady to prepare all relevant documents.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board adopt the following resolution authorizing the issuance and setting the sale of \$3,680,000 General Obligation Promissory Notes, Series 2016-17A, in the amount of \$1,480,000 for the public purpose of financing the building remodeling at the Fond du Lac Campus, and \$2,200,000 for the public purpose of financing the acquisition of movable equipment.

Roll call vote:

_____ Staral
_____ Fields
_____ Lux
_____ Jung
_____ Prill
_____ Zeratsky
_____ Krueger
_____ Miller

WHEREAS, Moraine Park Technical College District, Wisconsin ("District") is presently in need of \$1,480,000 for the public purpose of financing building remodeling and improvement projects and \$2,200,000 for the public purpose of financing the acquisition of movable equipment; and

VI. ACTION ITEMS

A. **Approval of Resolution Authorizing the Issuance of \$3,680,000 General Obligation Promissory Notes, Series 2016-17A (Continued)**

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purposes through the issuance of general obligation promissory notes pursuant to the provisions of Section 67.12(12), Wis. Stats.;

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,480,000 for the public purpose of financing building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$2,200,000 for the public purpose of financing the acquisition of movable equipment; and be it further

RESOLVED, THAT:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in an aggregate principal amount not to exceed \$3,680,000 and designated "General Obligation Promissory Notes, Series 2016-17A" (the "Notes"), the proceeds of which shall be used for the purposes specified above in amounts not to exceed those set forth above.

Section 2. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of the resolutions authorizing Notes to finance building remodeling and improvement projects and the acquisition of movable equipment to be given to the electors of the District by publishing notices thereof in the Fond du Lac Reporter, Beaver Dam Daily Citizen and The Daily News, the official District newspapers published and having general circulation in the District, which newspapers are found and determined to be likely to give notice to the electors, such notices to be in substantially the forms set forth on Exhibits A and B hereto.

Section 3. Sale of Notes. The Notes shall be offered for public sale. At its October 19, 2016 meeting, the District Board shall consider such bids for the Notes as may have been received and take action thereon.

Section 4. Official Notice of Sale. The District Secretary shall cause an Official Notice of Sale for the Notes to be prepared and forwarded to prospective bidders.

VI. ACTION ITEMS

A. Approval of Resolution Authorizing the Issuance of \$3,680,000 General Obligation Promissory Notes, Series 2016-17A (Continued)

Section 5. Official Statement. The District Secretary shall cause an Official Statement to be prepared by the District's financial advisor, Robert W. Baird & Co. Incorporated. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted this 21st day of September, 2016.

Chairperson

Attest:

Secretary

VI. ACTION ITEMS

A. Approval of Resolution Authorizing the Issuance of \$3,680,000 General Obligation Promissory Notes, Series 2016-17A (Continued)

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Moraine Park Technical
College District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on September 21, 2016, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,480,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

A copy of said resolution is on file in the District Office, 235 North National Avenue, Fond du Lac, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5., Wis. Stats., requesting a referendum thereon at a special election.

Dated September 21, 2016.

BY ORDER OF THE DISTRICT BOARD

District Secretary

VI. ACTION ITEMS

A. Approval of Resolution Authorizing the Issuance of \$3,680,000 General Obligation Promissory Notes, Series 2016-17A (Continued)

EXHIBIT B

NOTICE

TO THE ELECTORS OF:

Moraine Park Technical
College District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on September 21, 2016, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$2,200,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the acquisition of movable equipment.

A copy of said resolution is on file in the District Office, 235 North National Avenue, Fond du Lac, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5., Wis. Stats., requesting a referendum thereon at a special election.

Dated September 21, 2016.

BY ORDER OF THE DISTRICT BOARD

District Secretary

VI. ACTION ITEMS

B. Approval of Bid – Information Technology (IT) Remodel, Fond du Lac Campus

The District proposes to begin construction on the IT Remodel on the Fond du Lac Campus in accordance with Moraine Park's 2016-19 Three-Year Facilities Plan. Under the current layout, IT staff are dispersed throughout the Fond du Lac Campus. This renovation will consolidate IT staff and provide for a more collaborative environment. This renovation will provide better service to students and MPTC staff through efficient, contemporary design.

Class II bid notices were placed in District newspapers to make contractors aware of the project, and bids were opened on August 25, 2016.

The proposed work is scheduled to begin in September of 2016, with completion scheduled for April of 2017. The total budget for this project was \$1,100,000. The current cost breakdown is as follows:

Construction Costs:	\$769,440
Contingency (7.5%):	57,708
Architectural Fees:	<u>76,500</u>
Total:	\$903,648

It is recommended that the following bid be accepted:

Capelle Bros. & Diedrich:	
Base Bid:	\$608,830
Alternate #1 - 4:	<u>160,610</u>
Bid Total:	\$769,440

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the following low bid for the IT Remodel project: Contract No. 1 to Capelle Bros. & Diedrich in the amount of \$769,440; and, further, that the President be authorized to proceed with this project.

Roll call vote:

_____ Staral
_____ Fields
_____ Lux
_____ Jung
_____ Prill
_____ Zeratsky
_____ Krueger
_____ Miller

bid recording sheet
 FDL - I/T Department Remodel
 Moraine Park Technical College

Bid Due Date 8-25-2016 @ 2:00PM CST in A-112

CONTRACTOR	Bid Security	Acknowledge Addendum	BASE BID	Alternate #1 Add ten (10) Light Tubes	Alternate #2 Add Data Center Air Conditioning System	Alternate #3 Add New Door Frame, and Hardware at Door C108b	Alternate #4 Add Work for Rooms C140.1 and C140.2	TOTAL
Milbach Constuction	yes	yes	\$ 745,370.00	\$ 30,899.00	\$ 128,369.00	\$ 3,725.00	\$ 6,630.00	\$ 914,993.00
Capelle Bros & Dietrich	yes	yes	\$ 608,830.00	\$ 25,390.00	\$ 121,640.00	\$ 4,490.00	\$ 9,100.00	\$ 769,440.00
Cardinal Constuction	yes	yes	\$ 624,400.00	\$ 33,075.00	\$ 125,964.00	\$ 4,570.00	\$ 10,706.00	\$ 798,715.00
Mike Koenig Constuction	yes	yes	\$ 679,700.00	\$ 29,012.00	\$ 134,445.00	\$ 4,871.00	\$ 9,473.00	\$ 857,501.00
Howard Immel	yes	yes	\$ 710,000.00	\$ 23,900.00	\$ 130,300.00	\$ 5,100.00	\$ 11,500.00	\$ 880,800.00
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -

Notes:

VII. CORRESPONDENCE AND REPORTS

B. District Boards Association Reports/Upcoming Events

Note: A majority of Board members may be attending the meetings/conferences at the dates/places, and for the purposes noted below. This notice is being provided to comply with Wisconsin Open Meetings Law.

1. Association of Community College Trustees Leadership Congress, October 5-8, Hilton New Orleans Riverside, New Orleans, LA
2. Wisconsin Technical College District Boards Association Quarterly Meeting, October 28-29, Hilton Milwaukee City Center, Milwaukee

VIII. CLOSED SESSION

A. Approval to Convene into Closed Session

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board convene into Closed Session pursuant to Wis. Stat. sec 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (regarding negotiations with Ellucian).

Roll call vote:

_____ Staral
_____ Fields
_____ Lux
_____ Jung
_____ Prill
_____ Zeratsky
_____ Krueger
_____ Miller