

# MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

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

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

## AGENDA

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<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>	
<b>VIII. ADJOURNMENT</b>	

## I. ROLL CALL – 5:00 p.m.

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### 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:

\_\_\_\_\_ Lux  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Krueger  
\_\_\_\_\_ Staral  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Miller

## IV. APPROVAL OF MINUTES

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**SUGGESTED MOTION:**

*I move that the Moraine Park Technical College District Board approve the November 16, 2016 meeting minutes as presented.*

## V. CONSENT ITEMS

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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

Krista Mallas, Human Resources Assistant, submitted her resignation effective January 2, 2017. Krista has been with the College since August 2008.

#### Recruitment – Support Professionals

Basic Education Support Representative, West Bend Campus. This full-time position was created when Cynthia Wolf accepted another position. This position provides administrative and technical support to Basic Education to include maintaining student data, records, and reports. After screening and interviewing, JoAnna Koenig was selected and her start date is January 3, 2017.

Housekeeper, Fond du Lac Campus. This part-time position was created when Patrick O'loughlin transferred into another internal position. 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. After screening and interviewing, Larissa Schairer was selected and her start date was December 8, 2016.

Maintenance Mechanic, Beaver Dam Campus. This full-time position was created when Daniel Oppermann submitted his resignation. This is skilled work requiring the capability of performing at the journeyman level in several of the building trades skills. Work is independently performed and involves leading other maintenance/housekeeping staff. This position was posted internally/externally with a closing date of November 14, 2016. Interviews were held December 1 and 2, 2016. Second interviews were held on December 12, 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. Interviews were last held on November 16, 2016. This position was re-posted internally/externally until filled.

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. Interviews were last held on November 7, 2016. This position was re-posted internally/externally until filled.

## V. CONSENT ITEMS

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### A. Employment (Continued)

#### Recruitment – Management/Instructional Staff

Director of Admissions, Fond du Lac Campus. This full-time position was created when Bonita Bauer transitioned to the role of Disability Resources Manager. This position works with College staff to develop and deploy the Strategic Enrollment Management Plan. This position streamlines the enrollment process, working with related areas to create the structure necessary to provide a quality student experience through the student life cycle. After screening and interviewing, Julie Waldvogel-Leitner was selected and her start date is December 19, 2016.

Julie earned her Bachelor of Arts degree in History from Ripon College, her Master of Library and Information Science degree from the University of Wisconsin-Milwaukee, and her Master of Science degree in Education; Leadership for Higher Education from Capella University. Julie has been employed at the College for seven years, most recently as Financial Aid Manager.

It is recommended that the Moraine Park Technical College District Board offer a contract to Julie Waldvogel-Leitner, and further that she be placed in Band C2 on the Management salary level.

Adjunct Faculty Coordinator, Fond du Lac Campus. This full-time position was created when Andrew Damp submitted his resignation. This position provides oversight to the College's Faculty Quality Assurance System (FQAS) activities targeted toward adjunct instructors to include professional development, onboarding, mentoring, and performance management. This position helps supervisors and adjunct faculty to identify growth plan activities that meet the FQAS competency areas. This position is partially funded by the WTCS Professional Development grant. This position was posted internally/externally with a closing date of November 17, 2016. Interviews were held on December 13, 2016.

K-12 Partnership Coordinator, Beaver Dam Campus. This full-time position was created when Jennifer Wagner submitted her resignation. This position facilitates collaboration between MPTC, secondary schools, CESA, technical colleges, and the Wisconsin Technical College System (WTCS) to advance dual enrollment, youth and course options, articulation agreements, and contract opportunities. This position also facilitates teacher-to-teacher efforts and faculty and staff development. This position is partially funded by the Career Prep grant. This position was posted internally/externally with a closing date of November 14, 2016. After screening and interviewing, Amy Richter was selected and her start date is to be determined.

Amy earned her Bachelor of Arts in Communication from the University of Wisconsin-Milwaukee and her Master of Science degree in Student Personnel Administration from Concordia. Amy has been employed at the College for almost 10 years, most recently as a Recruiter.

It is recommended that Moraine Park Technical College District Board offer a contract to Amy Richter, and further that she be placed in Band D2 on the Management salary level.

## V. CONSENT ITEMS

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### B. Financial Management – Accounting/Investments

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

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0219539	Trane Tracer TU HVAC service tool
A0219683	Component for mobile lab training unit
A0219720	Building Access Controls
P-card	Liquid cooled motor drive system
P-card	Rack Shelf
P-card	Seven Dell Latitude laptops
P-card	LG 49" LED TV bookstore remodel
P-card	Two MacBooks
P-card	Dell Mobile Precision 7510 laptop

#### TAX LEVY RECEIVABLE

The total levy by county is listed below; no payments are expected until January 2017.

<u>County</u>	<u>Total Levied</u>	<u>Total Collected</u>	<u>Percent Collected</u>
Calumet	\$193,293.95	\$0.00	0.0%
Columbia	\$3,626.99	\$0.00	0.0%
Dodge	\$3,035,472.32	\$0.00	0.0%
Fond du Lac	\$4,592,632.39	\$0.00	0.0%
Green Lake	\$1,461,724.18	\$0.00	0.0%
Marquette	\$20,862.48	\$0.00	0.0%
Sheboygan	\$5,482.30	\$0.00	0.0%
Washington	\$6,682,230.73	\$0.00	0.0%
Waushara	\$145,434.53	\$0.00	0.0%
Winnebago	<u>\$79,743.13</u>	<u>\$0.00</u>	0.0%
	<u>\$16,220,503.00</u>	<u>\$0.00</u>	<u>0.0%</u>

#### OTHER

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

## V. CONSENT ITEMS

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### C. Economic Development Contracting

#### **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 November be approved and payments are authorized, ordered, and confirmed.***

Roll call vote:

\_\_\_\_\_ Krueger  
\_\_\_\_\_ Staral  
\_\_\_\_\_ Lux  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Miller

## V. CONSENT ITEMS

### B. Financial Management – Accounting/Investments (Continued)

EWD Board Report December 2016										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager	UM	Contract
A&W Iron and Metal	Managing Performance of Others	471964122350	\$ 2,625.00	\$ 1,910.02	\$ 714.38	3	0.03	Justman		C00000000025504
A&W Iron and Metal	10% Grant Administration	T0840	\$ -	\$ -	\$ 262.50	0	0	Justman		C00000000025505
Agnesian Healthcare	Fire Extinguisher Training	4750345522316	\$ 129.00	\$ 76.54	\$ 52.46	13	0.02	Justman		C00000000025243
Agnesian Healthcare	Fire Extinguisher Training	4750345522317	\$ 129.00	\$ 76.54	\$ 52.46	31	0.05	Justman		C00000000025243
Agnesian Healthcare	Fire Extinguisher Training	4750345522318	\$ 129.00	\$ 76.54	\$ 52.46	20	0.03	Justman		C00000000025243
Agnesian Healthcare	Fire Extinguisher Training	4750345522319	\$ 129.00	\$ 76.54	\$ 52.46	8	0.01	Justman		C00000000025243
Agnesian Healthcare	Fire Extinguisher Training	4750345522320	\$ 129.00	\$ 76.54	\$ 52.46	11	0.02	Justman		C00000000025243
Agnesian Healthcare	Fire Extinguisher Training	4750345522321	\$ 129.00	\$ 76.54	\$ 52.46	30	0.05	Justman		C00000000025243
Agnesian Healthcare	Fire Extinguisher Training	4750345522322	\$ 129.00	\$ 76.54	\$ 52.46	20	0.03	Justman		C00000000025243
Agnesian Healthcare	Fire Extinguisher Training	4750345522323	\$ 129.00	\$ 76.54	\$ 52.46	20	0.03	Justman		C00000000025243
Agnesian Healthcare	Fire Extinguisher Training	4750345522324	\$ 129.00	\$ 76.54	\$ 52.46	17	0.03	Justman		C00000000025243
Agnesian Healthcare	Fire Extinguisher Training	4750345522325	\$ 129.00	\$ 76.54	\$ 52.46	17	0.03	Justman		C00000000025243
Agnesian Healthcare	Fire Extinguisher Training	4750345522326	\$ 129.00	\$ 76.54	\$ 52.46	26	0.04	Justman		C00000000025243
Agnesian Healthcare	Fire Extinguisher Training	4750345522327	\$ 129.00	\$ 76.54	\$ 52.46	15	0.03	Justman		C00000000025243
Alliance Laundry Systems	Assessment Testing	T0848	\$ 435.00	\$ 202.49	\$ 232.51	0	0	Gellings		C00000000025463
Brewer Dam Chamber of Commerce	Performance Skills for Leaders	471964122323	\$ 693.00	\$ 225.09	\$ 467.91	19	0.06	Justman		C00000000025227
Fecon Electronics Inc	Supervision 101	471964122379	\$ 825.00	\$ 194.73	\$ 630.27	1	0.02	Gellings		C00000000025306
Grande Cheese	Supervision 101	471964122299	\$ 1,650.00	\$ 1,124.45	\$ 525.54	2	0.04	Gellings		C00000000025383
Graymont Western Lime Incorporated	10% Grant Administration	T0844	\$ 165.00	\$ -	\$ 165.00	0	0	Gellings		C00000000025385
Namatsum High School	Assessment Testing	T0851	\$ 1,023.00	\$ 449.52	\$ 573.48	0	0	Gellings		C00000000025503
Richhaefer Manufacturing Company	Computer Aided Mfg. (Mastercam)	1061714321828	\$ 1,213.85	\$ 804.59	\$ 409.16	9	0.3	Justman		C00000000024883
Richhaefer Manufacturing Company	Supervision 101	471964122299	\$ 4,950.00	\$ 1,168.38	\$ 3,781.62	6	0.12	Gellings		C00000000025384
Lakeland Care District	10% Grant Administration	T0843	\$ 495.00	\$ -	\$ 495.00	0	0	Gellings		C00000000024923
Lakeland Care District	Leading Others	4719641121937	\$ 6,065.78	\$ 3,095.37	\$ 2,970.41	7	0.12	Justman		C00000000024924
Labelled Care District	10% Grant Administration	T0806	\$ 606.58	\$ -	\$ 606.58	0	0	Justman		C00000000024924
Mercury Marine	CNC Machining Fundamentals	4744440521847	\$ 19,015.51	\$ 8,881.91	\$ 10,133.60	10	0.67	Hall		C00000000024786
Mercury Marine	NIMS Review	4744440521848	\$ 1,186.00	\$ 1,132.66	\$ 53.34	10	0.02	Hall		C00000000024786
Mercury Marine	10% Grant Administration	T0798	\$ 2,020.15	\$ -	\$ 2,020.15	0	0	Hall		C00000000024787
Mercury Marine	Core Skills - Mercury	4719641122369	\$ 1,250.00	\$ 514.28	\$ 735.72	20	0.1	Hall		C00000000025363
Mercury Marine	Core Skills - Mercury	4719641122370	\$ 350.00	\$ 104.96	\$ 245.04	10	0.02	Hall		C00000000025363
Mercury Marine	Core Skills - Mercury	4719641122371	\$ 350.00	\$ 104.96	\$ 245.04	10	0.02	Hall		C00000000025363
Mercury Marine	Core Skills - Mercury	4719641122416	\$ 1,210.00	\$ 489.40	\$ 720.60	16	0.08	Hall		C00000000025485
Mercury Marine	Core Skills - Mercury	4719641122417	\$ 350.00	\$ 104.96	\$ 245.04	8	0.01	Hall		C00000000025485
Mercury Marine	Core Skills - Mercury	4719641122418	\$ 350.00	\$ 104.96	\$ 245.04	8	0.01	Hall		C00000000025485
Richelle Foods Incorporated	Complete Professional MS Excel Series	4710344622356	\$ 379.00	\$ 79.65	\$ 299.34	1	0.02	Gellings		C00000000025323
Sunburst Ski Area	Heartharvest First Aid/CPR/AED	4753146522957	\$ 639.00	\$ 390.55	\$ 248.45	18	0.09	Justman		C00000000025504
T J Hale Co	Supervision 101	471964122299	\$ 1,650.00	\$ 389.46	\$ 1,260.54	2	0.04	Gellings		C00000000025383
T J Hale Co	10% Grant Administration	T0845	\$ 165.00	\$ -	\$ 165.00	0	0	Gellings		C00000000025403
WI Department of Corrections	Correctional Officer Training	1050413722377	\$ 2,355.85	\$ 479.74	\$ 2,056.11	41	0.6	Brendell		C00000000025564
WI Department of Corrections	Correctional Officer Training	1050413722426	\$ 2,535.85	\$ 479.74	\$ 2,056.11	41	0.6	Brendell		C00000000025489
<b>Totals:</b>			\$ 56,672.87	\$ 23,427.41	\$ 33,245.46	479	3.18			



## VI. ACTION ITEMS

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### A. Approval of Resolution to Disallow Claim of John DelaCruz

On October 20, 2016, Mr. John DelaCruz, a student inmate at the Kettle Moraine Correctional Institution, sent a notice of claim for damages against Moraine Park Technical College, Kettle Moraine Correctional Institution, and Forest Hills School. Mr. DelaCruz states that he was denied personal protective equipment requested for a custodial skills program courses offered through Forest Hills School, a division of Kettle Moraine Correctional Institution which resulted in injury and hospitalization. Moraine Park Technical College provided the curriculum referenced in the claim as part of an agreement with Kettle Moraine Correctional Institution to provide occupational education services for inmates. Outside of the curriculum provided, Moraine Park Technical College had no other involvement in the alleged incident.

District staff members and CCMSI, claims administrator for District Mutual Insurance Company conclude that the District was not negligent with regard to the alleged incident. As such, District staff request that the District Board disallow Mr. John DelaCruz's claim in its entirety.

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board disallow Mr. John DelaCruz's claim in its entirety and authorize the President or designee to notify Mr. John DelaCruz of such decision.***

WHEREAS, John DelaCruz, ("Claimant") filed a Notice of Claim and Claim for Damages dated October 20, 2016 and

WHEREAS, the Board of Moraine Park Technical College ("College") disputes the Claimant's claim;

RESOLVED, that the College does hereby disallow the Claimant's claim in its entirety; and

FURTHER RESOLVED, that the College's Administrators, legal counsel and agents are authorized and directed to notify the Claimant of this disallowance action; and

## VI. ACTION ITEMS

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### A. **Approval of Resolution to Disallow Claim of John DelaCruz (Continued)**

FURTHER RESOLVED, that the Claimant is hereby notified, pursuant to Wis. Stats. § 893.80, that he may bring an action against the College within six months from the date of service of this notice of disallowance.

Adopted this 21<sup>st</sup> day of December 2016.

MORAINÉ PARK TECHNICAL COLLEGE

By: \_\_\_\_\_  
Board Chairperson

Attest: \_\_\_\_\_  
Board Secretary

## VII. CORRESPONDENCE AND REPORTS

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### **D. 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. Wisconsin Technical College District Boards Association Quarterly Meeting and Legislative Seminar, January 12-13, Concourse Hotel, Madison
2. ACCT National Legislative Summit, February 13-16, Marriott Wardman Park Hotel, Washington, DC