

# MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

*January 18, 2017  
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>	

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<b>VIII. CLOSED SESSION</b>	
A. Approval to convene into Closed Session pursuant to Chapter 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (regarding contract non-renewal).	17
<b>IX. 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:

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

## IV. APPROVAL OF MINUTES

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**SUGGESTED MOTION:**

*I move that the Moraine Park Technical College District Board approve the December 21, 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

Stan Cram, Vice President – Student Affairs, submitted his retirement effective June 30, 2017. Stan has been with the College since July 2012.

Chuck Brendel, Associate Dean of EWD, submitted his retirement effective February 16, 2018. Chuck has been with the College since September 1997.

Mary Krieger, Nursing Instructor, submitted her retirement effective May 23, 2017. Mary has been with the College since September 2002.

Ken Sabel, Housekeeper, submitted his retirement effective June 29, 2017. Ken has been with the College since August 1982.

Karen Coley, Adult Career Pathways Manager, submitted her retirement effective June 29, 2017. Karen has been with the College since July 2000.

Joan Seichter, Office Technology and Computer Applications Instructor, submitted her retirement effective May 23, 2017. Joan has been with the College since August 2000.

#### Recruitment – Support Professionals

Recruitment and Human Resources Assistant, Fond du Lac Campus. This new, budgeted full-time position was created when Krista Mallas submitted her resignation. This position provides recruitment and administrative assistance to the Human Resources department. Interviews are tentatively scheduled for January 24, 2017.

Recruitment Specialist, West Bend Campus. This full-time position was created when Amy Richter transferred to another internal position. This position provides the outreach, recruitment, enrollment, and initial retention of students through direct contact and assistance from application to registration. This position was posted internally/externally with a closing date of January 4, 2017. Interviews are being held on January 23, 2017.

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 last held on December 12, 2016. This position was re-posted internally/externally until filled.

## V. CONSENT ITEMS

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### A. Employment (Continued)

#### Recruitment – Support Professionals (Continued)

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, financial aid information, and customer service to students primarily in the call center and secondarily in person. This position was re-posted internally/externally until filled. Interviews are being held on February 1, 2017.

#### Recruitment – Management/Instructional Staff

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. After screening and interviewing, Marie Miller was selected and her start date is January 16, 2017.

Marie earned her Bachelor of Science degree from the University of Wisconsin-La Crosse, her Master of Arts degree from the University of Montana, and two Associate of Arts degrees from Fox Valley Technical College. Most recently, Marie has over 13 years of experience in training and education and 18 years in Organizational Development and Leadership.

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

Senior ERP Developer, Fond du Lac Campus. This full-time position was created due to the ending of the Ellucian Managed Services contract. This position defines site objectives by analyzing user requirements and envisioning ERP system features and functionality that meet the requirements. Randall Leigh accepted the position and will start on April 1, 2017.

Randall earned his Bachelor of Arts degree in Computer Science and Business Administration from Lakeland College. Randall has been working at MPTC since March 2004 (Ellucian employee July 1, 2005 through present).

It is recommended that the Moraine Park Technical College District Board offer a contract to Randall Leigh, and further that he be placed in Band D1 on the Management salary level.

## V. CONSENT ITEMS

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### A. Employment (Continued)

#### Recruitment – Management/Instructional Staff (Continued)

Vice President – Student Services, Fond du Lac Campus. This full-time position was created when Stan Cram submitted his retirement. This position provides leadership, vision, and administrative management for the Student Services Unit, which is comprised of over 86 faculty, management, and support professional staff. This position is responsible for the development, operation, and evaluation of all areas of student services and for strategic enrollment management. This position was posted internally/externally until filled. Interviews are being scheduled for March 6 and 13, 2017.

Financial Aid Manager, Fond du Lac Campus. This full-time position was created when Julie Waldvogel-Leitner was selected as the Director of Admissions. This position directs and coordinates the delivery of student financial aid and the maintenance of student financial aid records. This position is responsible for the disbursement of federal funds in strict compliance with federal regulations governing each program. This position supervises six support staff and reports to the Director of Admissions. This position was posted internally/externally with a closing date of January 11, 2017. Interviews are being held January 25, 2017.

Application Developer, Fond du Lac Campus. This full-time position was created due to the ending of the Ellucian Managed Services contract. 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 with a closing date of January 20, 2017.

ERP Developer, Fond du Lac Campus. This full-time position was created due to the ending of the Ellucian Managed Services contract. This position will work with Senior ERP Developers to design and develop user interfaces to ERP applications. This position will work with Systems Analysts and functional staff to determine requirements and solutions. This position was posted internally/externally with a closing date of January 20, 2017.

Senior ERP Developer, Fond du Lac Campus. This full-time position was created due to the ending of the Ellucian Managed Services contract. This position designs and develops user interfaces to ERP applications. This position also defines site objectives by analyzing user requirements and envisioning ERP system features and functionality. This position was posted internally/externally with a closing date of January 20, 2017.

## V. CONSENT ITEMS

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### B. Financial Management – Accounting/Investments

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

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0219899	5 AED Machines
A0219968	BrightWork Team User License and Support
A0220012	Circuit Tracer Mapper
A0220037	Desktop Label Maker
A0220055	UPS upgrade services
A0220067	Office furniture
A0220071	Bender, Electric Conduit
P-card	3 Cisco IP Conference phones
P-card	2 Dell UltraSharp 24 InfinityEdge Monitors and Dell Latitude E5570 laptop
P-card	Chrysler MicroPod Diagnostic tool
P-card	40 Laser Printers

#### TAX LEVY RECEIVABLE

The total levy by county is listed below; no payments are expected until later this month.

<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>



## V. CONSENT ITEMS

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

#### OTHER

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

The reconciliation of payroll totals for calendar year 2016 was completed and 1,135 W-2s will be distributed. In addition, 1098-T and 1099 forms will be prepared and distributed before the end of January.

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

Roll call vote:

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

EWD Board Report January 2017										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager Lvl	Contract	
A&W Iron and Metal	Leading Others	4719641121961	\$ 2,805.01	\$ 1,708.95	\$ 1,096.06	3	0.05	Justman	C00000000024983	
A&W Iron and Metal	10% Grant Administration Fee	10889	\$ 280.50	\$ -	\$ 280.50	0	0	Justman	C00000000024984	
A&W Iron and Metal	Influential Leadership	4719641121081	\$ 935.00	\$ 528.09	\$ 406.91	1	0.02	Justman	C00000000025123	
A&W Iron and Metal	10% Grant Administration Fee	10828	\$ 93.50	\$ -	\$ 93.50	0	0	Justman	C00000000025124	
ABC Supply	Basic Blueprint Reading	4762341222401	\$ 373.95	\$ 153.28	\$ 220.67	1	0.01	Justman	C00000000025480	
Account Manufacturing Inc.	Basic Blueprint Reading	4762341222404	\$ 2,243.70	\$ 919.73	\$ 1,323.97	6	0.06	Gellings	C00000000025484	
Agnesian Healthcare	Excel Level 1 2010 Fastcourse	4710345622029	\$ 1,505.00	\$ 691.13	\$ 813.87	15	0.1	Justman	C00000000025304	
Agnesian Healthcare	Excel Level 2 2010 Fastcourse	471034572031	\$ 1,362.50	\$ 568.63	\$ 793.87	10	0.07	Justman	C00000000025104	
Agnesian Healthcare	Excel Level 3 2010 Fastcourse	4710345822032	\$ 1,407.00	\$ 593.13	\$ 813.87	11	0.07	Justman	C00000000025104	
Alliance Laundry Systems	Assessment Testing	10828	\$ 483.75	\$ 183.33	\$ 300.42	0	0	Gellings	C00000000025663	
Alliance Laundry Systems	Assessment Testing	10860	\$ 405.00	\$ 185.91	\$ 219.09	0	0	Gellings	C00000000025665	
Bradley Corp	Press Brake Operator I	4745740022091	\$ 4,935.80	\$ 1,593.34	\$ 3,342.46	5	0.08	Gellings	C00000000025163	
Bradley Corp	Press Brake Operator II	4745740122194	\$ 4,935.80	\$ 1,552.30	\$ 3,383.50	5	0.08	Gellings	C00000000025163	
Bradley Corp	Press Brake Operator III	10830	\$ 987.36	\$ -	\$ 987.36	0	0	Gellings	C00000000025364	
Canadian National Railroad Company	HeartSaver First AID/CPRAED	4753146522453	\$ 697.50	\$ 426.55	\$ 270.95	30	0.15	Justman	C00000000025547	
Flaws	First Responder Refresher	4753141122158	\$ 210.00	\$ 479.58	\$ (269.58)	4	0.01	Justman	C00000000025325	
Flaws	First Responder Refresher	4753141122159	\$ 210.00	\$ 99.58	\$ 110.42	5	0.01	Justman	C00000000025325	
Flaws	First Responder Refresher	4753141122160	\$ 210.00	\$ 99.58	\$ 110.42	5	0.01	Justman	C00000000025325	
Flaws	HeartSaver First AID/CPRAED	4753146522451	\$ 373.50	\$ 180.26	\$ 193.24	2	0.01	Justman	C00000000025546	
Germanium Mutual Insurance Company	10% Grant Administration Fee	10829	\$ 187.00	\$ -	\$ 187.00	0	0	Justman	C00000000025123	
Germanium Mutual Insurance Company	Influential Leadership	4719641121081	\$ 1,870.00	\$ 1,056.99	\$ 813.01	2	0.01	Justman	C00000000025123	
Gleason Beel Corp	Metrology	4762343022198	\$ 1,598.40	\$ 524.52	\$ 1,073.88	6	0.04	Justman	C00000000025464	
Gleason Beel Corp	Metrology	4762343022199	\$ 1,598.40	\$ 524.52	\$ 1,073.88	6	0.04	Justman	C00000000025464	
Gleason Beel Corp	Metrology	4762343022400	\$ 1,591.20	\$ 517.32	\$ 1,073.88	3	0.02	Justman	C00000000025464	
Gleason Beel Corp	10% Grant Administration Fee	10849	\$ 478.80	\$ -	\$ 478.80	0	0	Justman	C00000000025465	
IM Smucker Co	Electromechanical Controls	4762040521987	\$ 9,743.10	\$ 4,437.47	\$ 5,305.63	13	0.48	Gellings	C00000000025083	
IM Smucker Co	Electromechanical Controls	4762040521988	\$ 9,726.30	\$ 4,420.67	\$ 5,305.63	3	0.11	Gellings	C00000000025083	
IM Smucker Co	10% Grant Administration Fee	10820	\$ 1,946.94	\$ -	\$ 1,946.94	0	0	Gellings	C00000000025084	
John Deere Harison Works	Group 3 - Critical Core Collaboration	4719641121960	\$ 4,410.00	\$ 1,737.84	\$ 2,672.16	10	0.17	Gellings	C00000000025644	
John Deere Harison Works	Group 4 - 25% Grant Administration Fee	10814	\$ 441.00	\$ -	\$ 441.00	0	0	Gellings	C00000000025045	
John Deere Harison Works	Group 4 - 25% Cancellation Fee	10821	\$ 990.00	\$ -	\$ 990.00	0	0	Gellings	C00000000025085	
John Deere Harison Works	Group 5 - Critical Core Collaboration	4719641121969	\$ 4,995.00	\$ 1,917.36	\$ 3,077.64	23	0.38	Gellings	C00000000025106	
John Deere Harison Works	Group 5 - 10% Grant Administration Fee	10823	\$ 499.50	\$ -	\$ 499.50	0	0	Gellings	C00000000025107	
John Deere Harison Works	Group 6 - 25% Cancellation Fee	10824	\$ 990.00	\$ -	\$ 990.00	0	0	Gellings	C00000000025108	
John Deere Harison Works	Group 7 - Critical Core Collaboration	4719641121062	\$ 4,815.00	\$ 1,858.66	\$ 2,956.34	19	0.32	Gellings	C00000000025109	
John Deere Harison Works	Group 7 - 10% Grant Administration Fee	10825	\$ 481.50	\$ -	\$ 481.50	0	0	Gellings	C00000000025110	
John Deere Harison Works	Group 9 - Critical Core Collaboration	4719641121324	\$ 4,725.00	\$ 1,881.80	\$ 2,843.20	17	0.28	Gellings	C00000000025163	
John Deere Harison Works	Group 9 - 10% Grant Administration Fee	10833	\$ 472.50	\$ -	\$ 472.50	0	0	Gellings	C00000000025164	
John Deere Harison Works	Group 10 - Critical Core Collaboration	4719641121215	\$ 4,545.00	\$ 1,474.11	\$ 3,070.89	13	0.22	Gellings	C00000000025265	
John Deere Harison Works	Group 10 - 10% Grant Administration Fee	10834	\$ 454.50	\$ -	\$ 454.50	0	0	Gellings	C00000000025266	
John Deere Harison Works	Group 11 - 25% Cancellation Fee	10835	\$ 990.00	\$ -	\$ 990.00	0	0	Gellings	C00000000025267	
John Deere Harison Works	Group 12 - 25% Cancellation Fee	10836	\$ 990.00	\$ -	\$ 990.00	0	0	Gellings	C00000000025268	
John Deere Harison Works	Group 13 - Critical Core Collaboration	4719641121218	\$ 4,725.00	\$ 1,881.80	\$ 2,843.20	17	0.28	Gellings	C00000000025269	
John Deere Harison Works	Group 13 - 10% Grant Administration Fee	10837	\$ 472.50	\$ -	\$ 472.50	0	0	Gellings	C00000000025270	
John Deere Harison Works	Group 14 - 25% Cancellation Fee	10846	\$ 990.00	\$ -	\$ 990.00	0	0	Gellings	C00000000025423	
John Deere Harison Works	Group 15 - 25% Cancellation Fee	10842	\$ 990.00	\$ -	\$ 990.00	0	0	Gellings	C00000000025523	
John Deere Harison Works	Group 16 - Critical Core Collaboration	4719641121367	\$ 4,680.00	\$ 1,818.38	\$ 2,861.62	16	0.27	Gellings	C00000000025424	

EWD Board Report January 2017										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager Lvl	Contract	
John Deere Harison Works	Group 16 - 10% Grant Administration Fee	108817	\$ 468.00	\$ -	\$ 468.00	0	0	Gellings	C00000000025425	
John Deere Harison Works	Group 17 - Cultural/Care Collaboration	4719641122415	\$ 4,410.00	\$ 1,616.24	\$ 2,793.76	10	0.17	Gellings	C00000000025524	
John Deere Harison Works	Group 17 - 10% Grant Administration Fee	108853	\$ 441.00	\$ -	\$ 441.00	0	0	Gellings	C00000000025525	
Kk Bhaefer Manufacturing Company	Metrology	4762143022492	\$ 1,736.16	\$ 370.64	\$ 1,365.52	16	0.11	Gellings	C00000000025666	
Kk Bhaefer Manufacturing Company	Metrology	4762143022493	\$ 1,736.16	\$ 370.64	\$ 1,365.52	17	0.11	Gellings	C00000000025666	
Kk Bhaefer Manufacturing Company	10% Grant Administration Fee	108811	\$ 347.23	\$ -	\$ 347.23	0	0	Gellings	C00000000025667	
Kk Bhaefer Manufacturing Company	10% Grant Administration Fee	4753146522457	\$ 427.58	\$ 201.26	\$ 226.32	9	0.03	Jostrman	C00000000025563	
Kk Bhaefer Manufacturing Company	10% Grant Administration Fee	4753146522458	\$ 428.58	\$ 207.26	\$ 221.32	11	0.04	Jostrman	C00000000025563	
Klein Test Products Corp	Leading Others	4719641122468	\$ 7,857.25	\$ 5,031.84	\$ 2,825.41	14	0.23	Jostrman	C00000000024963	
Klein Test Products Corp	10% Grant Administration Fee	108908	\$ 785.73	\$ -	\$ 785.73	0	0	Jostrman	C00000000024964	
Konflex Corporation	Leading Others	4719641122463	\$ 935.00	\$ 569.65	\$ 365.35	1	0.02	Gellings	C00000000024985	
Konflex Corporation	10% Grant Administration Fee	108310	\$ 93.50	\$ -	\$ 93.50	0	0	Gellings	C00000000024986	
Maryville Engineering Co Inc	Team Leader Series	4719641122489	\$ 4,257.22	\$ 1,520.50	\$ 2,736.72	9	0.17	Gellings	C00000000025283	
Maryville Engineering Co Inc	10% Grant Administration Fee	108318	\$ 425.72	\$ -	\$ 425.72	0	0	Gellings	C00000000025284	
Mercury Marine	CNC Machining Fundamentals	4744440522330	\$ 19,019.21	\$ 8,885.61	\$ 10,133.60	9	0.6	Hall	C00000000025246	
Mercury Marine	BIMMS Review	4744440522332	\$ 1,200.00	\$ 1,132.66	\$ 67.34	9	0.02	Hall	C00000000025246	
Mercury Marine	10% Grant Administration Fee	108322	\$ 2,021.92	\$ -	\$ 2,021.92	0	0	Hall	C00000000025347	
Mercury Marine	Core Skills - Mercury	4719641122463	\$ 1,310.00	\$ 551.60	\$ 758.40	26	0.13	Hall	C00000000025583	
Mercury Marine	Core Skills - Mercury Team A	4719641122464	\$ 372.50	\$ 123.71	\$ 248.79	13	0.02	Hall	C00000000025583	
Mercury Marine	Core Skills - Mercury Team B	4719641122465	\$ 372.50	\$ 123.71	\$ 248.79	13	0.02	Hall	C00000000025583	
Mercury Marine	Core Skills - Mercury	4719641122477	\$ 1,210.00	\$ 480.40	\$ 729.60	16	0.08	Hall	C00000000025668	
Mercury Marine	Core Skills - Mercury Team A	4719641122495	\$ 350.00	\$ 104.96	\$ 245.04	8	0.01	Hall	C00000000025668	
Mercury Marine	Core Skills - Mercury Team B	4719641122496	\$ 350.00	\$ 104.96	\$ 245.04	8	0.01	Hall	C00000000025668	
Richard Foods Incorporated	Effortive Communication Skills	4719641122478	\$ 912.00	\$ 411.00	\$ 501.00	14	0.05	Gellings	C00000000025623	
Richard Foods Incorporated	Working Cooperatively	4719641122479	\$ 912.00	\$ 408.08	\$ 503.92	12	0.04	Gellings	C00000000025623	
Richard Foods Incorporated	Problem Solving	4719641122480	\$ 922.00	\$ 413.02	\$ 508.98	13	0.04	Gellings	C00000000025623	
Richard Foods Incorporated	Understanding Diverse Thinking	4719641122481	\$ 516.00	\$ 248.74	\$ 267.26	12	0.02	Gellings	C00000000025623	
Saerigraph Inc	Basic Electrical Concepts	4741342922298	\$ 10,707.00	\$ 3,265.17	\$ 7,441.83	7	0.76	Gellings	C00000000025044	
Singer High School	Computer Aided Mfg. - Mastercam	1061734321932	\$ 674.25	\$ 804.49	\$ (130.24)	5	0.17	Jostrman	C00000000024884	
Systems Industries	Heartsaver First Aid/CPR/AED	4753146522473	\$ 302.50	\$ 189.26	\$ 113.24	5	0.02	Jostrman	C00000000025649	
Steel Craft Corporation	Blueprint Reading	4744242321972	\$ 3,529.20	\$ 1,506.60	\$ 2,022.60	16	0.21	Gellings	C00000000025025	
Steel Craft Corporation	Blueprint Reading	4744242321973	\$ 3,564.15	\$ 1,541.55	\$ 2,022.60	16	0.21	Gellings	C00000000025025	
Steel Craft Corporation	Blueprint Reading	4744242321974	\$ 3,529.20	\$ 1,506.60	\$ 2,022.60	16	0.21	Gellings	C00000000025025	
Steel Craft Corporation	Press Brake Operator I	4745140022424	\$ 4,275.00	\$ 1,552.10	\$ 2,722.90	7	0.12	Gellings	C00000000025488	
Steel Craft Corporation	Press Brake Operator II	4745140022425	\$ 4,275.00	\$ 1,552.10	\$ 2,722.90	7	0.12	Gellings	C00000000025488	
Steel Craft Corporation	Assessment Testing	108859	\$ 315.00	\$ 108.29	\$ 206.71	0	0	Gellings	C00000000025664	
Threshhold	Workplace Learning Skills	4719641121942	\$ 4,200.00	\$ 1,007.60	\$ 3,192.40	6	0.12	Jostrman	C00000000024925	
Threshhold	Technology Basics	4710240621943	\$ 4,200.00	\$ 1,007.60	\$ 3,192.40	6	0.12	Jostrman	C00000000024926	
Wells Vehicle Electronics	Heartsaver First Aid/CPR/AED	4753146522442	\$ 373.50	\$ 180.26	\$ 193.24	2	0.01	Jostrman	C00000000025543	
Wells Vehicle Electronics	Bloodborne Pathogens	4753146822443	\$ 163.30	\$ 130.78	\$ 32.52	10	0.02	Jostrman	C00000000025543	
West Bond East High School	Computer Aided Mfg. - Mastercam	1061734321933	\$ 1,618.10	\$ 804.49	\$ 813.61	12	0.4	Jostrman	C00000000024885	
<b>Totals:</b>			<b>\$ 190,509.87</b>	<b>\$ 72,982.98</b>	<b>\$ 117,526.89</b>	<b>606</b>	<b>7.28</b>			

## VI. ACTION ITEMS

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### A. Approval to Modify Mileage Reimbursement Rate

At the June 15, 2016 District Board meeting, the Board complied with District Policy G-0150-01 by approving allowable meal, lodging, and mileage reimbursement rates for the 2016-17 fiscal year. This action confirmed the existing mileage reimbursement rate at \$0.54/mile for all employees.

On December 13, the IRS issued Notice 2016-79, which adjusted the business standard mileage rate from 54 cents to 53.5 cents per mile effective January 1, 2017.

It is the intent of the District to comply with the applicable reimbursement rate as determined by the Internal Revenue Service. Therefore, it is recommended that the mileage reimbursement rate be decreased from 54 cents per mile to 53.5 cents per mile effective for business miles traveled on or after January 1, 2017 for all employees and District Board members.

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board decrease the mileage reimbursement rate to 53.5 cents per mile for business miles traveled on or after January 1, 2017.***

## VI. ACTION ITEMS

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### **B. Acceptance of 2015-16 District Comprehensive Annual Financial Report**

The following information is presented for the purpose of District Board monitoring of their Presidential Parameter Policy, #4FBM0400, Budget Management.

The 2015-16 financial records and related data have been subjected to audit by the firm of Schenck SC. The District's Comprehensive Annual Financial Report was distributed to the Board, and representatives of Schenck SC presented the financial statements at the January 18 Finance Committee meeting.

Copies of the audited financial report must be submitted to the Wisconsin Technical College System Board within six months of the year end or by December 31. An exception to submit in January was provided by the System Office due to the unavailability of required audited financial information from the Wisconsin Retirement System.

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board accept the 2015-16 District Comprehensive Annual Financial Report as previously presented by representatives of Schenck SC, and that copies of the final report be submitted to the Wisconsin Technical College System Board.***

## VI. ACTION ITEMS

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### C. Approval of Land Acquisition – Beaver Dam Campus

The District proposes to acquire land adjacent to the Beaver Dam Campus. The purchase will allow the District to acquire roughly 8.8 acres of land across two parcels from the City of Beaver Dam. The parcels of land are described as being in the east ½ of the southwest ¼ of Section 34, Township 12 North, Range 14 East, City of Beaver Dam, Dodge County, Wisconsin. The District's ability to secure this property will ensure adequate space for existing and future programming needs.

The purchase is scheduled to be presented to the City of Beaver Dam Planning Commission in January and the City Council for final approval in February. The total budget for this acquisition is \$10,000. The cost breakdown is as follows:

Purchase Price:	\$1,000
Legal/Other related fees:	<u>7,000</u>
Total:	\$8,000

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board authorize the President to proceed with the land acquisition pending State Board approval and City approval. Furthermore, the President is authorized to execute all documents on behalf of the District that may be necessary or appropriate to acquire the land.***

Roll call vote:

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

## VI. ACTION ITEMS

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### D. Approval of Retirements

The following employees have informed the College that they will be retiring from the Moraine Park District:

<u>Employee</u>	<u>Title</u>	<u>Effective Date</u>	<u>Date Hired</u>
Stan Cram	Vice President – Student Affairs	06/30/17	07/02/12
Chuck Brendel	Associate Dean of EWD	02/16/18	09/29/97
Mary Krieger	Nursing Instructor	05/23/17	09/09/02
Ken Sabel	Housekeeper	06/29/17	08/04/82
Karen Coley	Adult Career Pathways Manager	06/29/17	07/03/00
Joan Seichter	Office Technology and Computer Applications Instructor	05/23/17	08/23/00

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board accept the retirements of Stan Cram, Chuck Brendel, Mary Krieger, Ken Sabel, Karen Coley, and Joan Seichter:***

These employees have proven to be a very dedicated, cooperative, and hard-working employees of Moraine Park Technical College. The Board hereby accepts their retirements and expresses sincere appreciation for their many contributions and years of service. The Board also wishes to express its appreciation on behalf of the citizens of the Moraine Park District.

## VII. CORRESPONDENCE AND REPORTS

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### C. 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 System (WTCS) Board Meeting, January 24, WTCS Office, Madison
2. ACCT National Legislative Summit, February 13-16, Marriott Wardman Park Hotel, Washington, DC
3. A Celebration of Student Engagement, February 21, State Capitol Rotunda, Madison
4. Moraine Park Association of Career and Technical Education (MPACTE) Awards Banquet, February 23, Fond du Lac Campus



## VIII. CLOSED SESSION

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### 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 Chapter 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (regarding contract non-renewal).***

Roll call vote:

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