

# MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

*February 22, 2017*  
*5:00 p.m.*

2151 North Main Street, West Bend, WI 53090  
Room T-101

## 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>	
E. Community College National Legislative Summit	Report
<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:

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

## V. APPROVAL OF MINUTES

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**SUGGESTED MOTION:**

*I move that the Moraine Park Technical College District Board approve the January 18, 2017 meeting minutes as presented.*

## VI. 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

Al Hanisch, Math Instructor, submitted his retirement effective May 22, 2017. Al has been with the College since August 1979.

#### 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. After screening and interviewing, Sarah Nett was selected and her start date is February 20, 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 were held on January 23 and February 6, 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.

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. After screening and interviewing, Sherra Gust was selected and her start date was January 31, 2017.

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 were held on February 7, 2017.

## VI. CONSENT ITEMS

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### A. Employment (Continued)

#### Recruitment – Management/Instructional Staff

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 were held January 25 and 27, 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 until filled. An initial interview was held on February 7, 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 until filled.

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 until filled.

BI 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 business intelligence objects, packages, processes, and reports. This position was posted internally/externally until February 27, 2017.

## VI. CONSENT ITEMS

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### A. Employment (Continued)

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

Senior Database Administrator, Fond du Lac Campus. This **new**, full-time position is funded in the 2016-17 budget. This position provides enterprise-wide administration and production support for College databases to include installation, testing, configuration, monitoring, performance tuning, and security in alignment with College protocol and procedures.

C.A. Michael Best accepted the position and started on January 30, 2017.

Michael earned his Bachelor of Science degree in Computer Science and Engineering from the University of Illinois College of Engineering. Michael has been working at MPTC since July 18, 2016 (TEKsystems employee through January 29, 2017).

It is recommended that the Moraine Park Technical College District Board offer a contract to C.A. Michael Best, and further that he be placed in Band C2 on the Management salary level.

Business Analyst Instructor, Fond du Lac Campus. This **new**, full-time position uses budget dollars allocated for a Communications instructor position that will not be filled. The position's teaching responsibility will vary within the Business Analyst program, and includes courses such as Enterprise Data Management, MYSQL, Introduction to Systems Analyst, Object Orientated Programming, and Project Management for IT Professionals. This position was posted internally/externally until filled.

## VI. CONSENT ITEMS

### B. Financial Management – Accounting/Investments

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

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0220214	Articulating Overcenter Aerial Device
A0220247	2 Cisco Catalysts
A0220258	2 Ruckus Wireless ZoneFlex access points
A0220383	Dell PowerEdge M630 server
A0220485	License for new International 4000 Series bucket truck
A0220486	Sharp Color Multi-Functional Printer
Pcard	1 Dell Precision Tower 5810
Pcard	6 iPad Pros
Pcard	3 MacBook Pros
Pcard	4 Microsoft Surface Books
Pcard	Copystar Printer
Pcard	5 LG LED TV monitors

#### TAX LEVY RECEIVABLE

All January tax levy payments have been received. Total collections as of February 5, 2017 totaled \$6,908,519.80 or 42.6% of the total levied. Last year's collection through February 4, 2016 was \$6,676,598.81 or 41.3% of the total levied. 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	\$193,293.95	\$85,450.27	44.2%
Columbia	\$3,626.99	\$888.67	24.5%
Dodge	\$3,035,472.32	\$1,111,350.05	36.6%
Fond du Lac	\$4,592,632.39	\$1,528,734.76	33.3%
Green Lake	\$1,461,724.18	\$499,796.67	34.2%
Marquette	\$20,862.48	\$3,860.73	18.5%
Sheboygan	\$5,482.30	\$1,736.98	31.7%
Washington	\$6,682,230.73	\$3,596,923.27	53.8%
Waushara	\$145,434.53	\$47,381.85	32.6%
Winnebago	\$79,743.13	\$32,396.55	40.6%
	<u>\$16,220,503.00</u>	<u>\$6,908,519.80</u>	<u>42.6%</u>



## VI. CONSENT ITEMS

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

#### OTHER

The interest rate National Exchange Bank and Trust has increased from .625% to .875% for January 2017.

### **C. Economic Development Contracting**

Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LH	Contract
Agre-aim Healthcare	Six Sigma Green Belt	1062515021954	3,900.00	3,803.90	96.10	1	0.17	Justman	E0000000025604
Agro-San Healthcare	Six Sigma Green Belt Project	1062515121965	-	-	-	1	0.03	Justman	E0000000025604
Alpeidam Healthcare	10% Grant Administration	108019	590.00	-	590.00	0	0	Justman	E0000000025607
Albiance Laundry Systems	Assessment Training	108071	517.50	256.98	260.52	0	0	Gedlings	E0000000025603
Albiance Laundry Systems	Assessment Training	108075	405.00	385.91	219.09	0	0	Gedlings	E0000000025603
Amersquip	Six Sigma Green Belt	1062515021954	3,900.00	3,803.92	96.08	1	0.17	Gedlings	E0000000025603
Amersquip	Six Sigma Green Belt	1062515121965	-	-	-	1	0.03	Gedlings	E0000000025603
Amersquip	10% Grant Administration	108018	590.00	-	590.00	0	0	Gedlings	E0000000025606
Back In Action	Heartlines First Aid/CPA/AED	4753146521555	517.50	306.26	211.24	15	0.05	Justman	E0000000025603
Back In Action	Bloodborne Pathogens	4753146821565	380.00	327.88	52.12	15	0.03	Justman	E0000000025603
CEMA 6	OSHA 30-3036 Construction Industry	4744942223600	1,878.00	575.74	1,302.26	8	0.07	Justman	E0000000025609
CEMA 6	Basic First Aid	4753146521555	420.00	338.66	281.24	8	0.01	Justman	E0000000025703
City of Fond du Lac	Effective Communication	4719641121474	298.20	193.34	64.86	52	0.09	Justman	E0000000025650
Fond du Lac Area Association of Communities	Working Up a Better Team	4719641121474	866.75	825.83	30.92	11	0.04	Hall	E0000000025603
Fond du Lac County Economic Development Corp	Tenant Building Problem Solving	1019618910881	9,262.14	2,612.25	6,649.89	12	1.1	Hall	E0000000025343
Fond du Lac County Economic Development Corp	CMC Internship	10444010011069	4,900.00	1,870.20	3,029.80	12	0.8	Hall	E0000000025343
Fond du Lac County Economic Development Corp	CMC Machining Center	304446521082	11,880.00	4,510.08	7,369.92	12	0.8	Hall	E0000000025343
Fond du Lac County Economic Development Corp	Turning Center Operation	3044437521085	31,880.00	4,510.08	27,369.92	12	0.8	Hall	E0000000025343
Fond du Lac County Economic Development Corp	Mold and Die Print Reading	3243919821079	10,839.60	5,320.54	5,519.06	12	0.8	Hall	E0000000025343
Fond du Lac County Economic Development Corp	Basic Programming	3244403201080	19,746.39	8,783.03	10,963.36	12	1.1	Hall	E0000000025343
Fond du Lac County Economic Development Corp	Occupational Math 1	3280436021078	8,910.00	2,267.11	6,642.89	12	0.8	Hall	E0000000025343
Fond du Lac County Economic Development Corp	Project Administration	108441	8,800.00	-	8,800.00	0	0	Hall	E0000000025344
Grande Cheese	Six Sigma Green Belt	1062515021954	7,800.00	5,607.81	2,192.19	2	0.51	Gedlings	E0000000025603
Grande Cheese	Six Sigma Green Belt Project	1062515121965	-	-	-	2	0.07	Gedlings	E0000000025603
Grande Cheese	10% Grant Administration	108216	780.00	-	780.00	0	0	Gedlings	E0000000025604
International Concrete Products	WI Structural Welding Certification	4744431527383	895.00	326.80	568.20	2	0.01	Gedlings	E0000000025626
International Concrete Products	WI Structural Welding Certification	474424152525	895.00	326.80	568.20	2	0.01	Gedlings	E0000000025703
John Deere Horizon Works	Group 8 - Critical Core Collaboration	4719641121063	5,040.00	1,621.77	3,418.23	17	0.28	Gedlings	E0000000025111
John Deere Horizon Works	Group 8 - 10% Grant Administration	108026	504.00	-	504.00	0	0	Gedlings	E0000000025112
John Deere Horizon Works	Group 18 - Critical Core Collaboration	4719641121077	4,675.00	1,801.96	2,873.04	15	0.25	Gedlings	E0000000025644
John Deere Horizon Works	Group 18 - 10% Grant Administration	108055	463.50	-	463.50	0	0	Gedlings	E0000000025644
John Deere Horizon Works	Group 19 - Critical Core Collaboration	4719641121467	4,590.00	1,869.92	2,720.08	14	0.23	Gedlings	E0000000025645
John Deere Horizon Works	Group 19 - 10% Grant Administration	108056	459.00	-	459.00	0	0	Gedlings	E0000000025646
John Deere Horizon Works	Group 20 - Critical Core Collaboration	4719641121482	4,880.00	1,872.08	2,987.92	20	0.33	Gedlings	E0000000025647
John Deere Horizon Works	Group 20 - 10% Grant Administration	108057	486.00	-	486.00	0	0	Gedlings	E0000000025648
John Deere Horizon Works	Group 21 - Critical Core Collaboration	4719641121483	4,905.00	1,824.70	3,080.30	21	0.35	Gedlings	E0000000025649
John Deere Horizon Works	Group 21 - 10% Grant Administration	108062	490.50	-	490.50	0	0	Gedlings	E0000000025649
John Deere Horizon Works	Group 22 - Critical Core Collaboration	4719641121484	4,625.00	1,810.96	2,814.04	15	0.25	Gedlings	E0000000025685
John Deere Horizon Works	Group 22 - 10% Grant Administration	108063	463.50	-	463.50	0	0	Gedlings	E0000000025686
John Deere Horizon Works	Group 23 - Critical Core Collaboration	4719641121231	4,430.00	1,433.83	2,996.17	20	0.17	Gedlings	E0000000025687
John Deere Horizon Works	Group 23 - 10% Grant Administration	108064	441.00	-	441.00	0	0	Gedlings	E0000000025688
John Deere Horizon Works	Group 24 - Critical Core Collaboration	4719641121149	4,995.00	1,912.36	3,082.64	23	0.38	Gedlings	E0000000025906
John Deere Horizon Works	Group 24 - 10% Grant Administration	108073	499.50	-	499.50	0	0	Gedlings	E0000000025907
Kidhaefer Manufacturing Company	Basic Blueprint Reading	4762341222419	3,996.57	1,664.53	2,331.04	15	0.2	Gedlings	E0000000025486
Kidhaefer Manufacturing Company	Basic Blueprint Reading	4762341222409	3,961.67	1,630.58	2,331.04	14	0.19	Gedlings	E0000000025486
Kidhaefer Manufacturing Company	10% Grant Administration	108058	292.52	-	292.52	0	0	Gedlings	E0000000025486
King Manufacturing Corp	Forklift Safety	4746404032177	96.00	33.59	61.41	1	0.01	Gedlings	E0000000025923
Konbox Corporation	ABC (Back) Training	4741341123397	200.00	223.47	476.53	7	0.02	Gedlings	E0000000025704
Konbox Corporation	10% Grant Administration	108065	70.00	-	70.00	0	0	Gedlings	E0000000025705
Mayville Engineering Co Inc	Six Sigma Green Belt	1062515021954	7,800.00	5,609.83	2,190.17	2	0.51	Gedlings	E0000000025603
Mayville Engineering Co Inc	Six Sigma Green Belt Project	1062515121965	-	-	-	2	0.07	Gedlings	E0000000025603

EWD Board Report  
 February 2017

Mayville Engineering Co Inc	10% Grant Administration	106115	780.00	5	780.00	5	780.00	0	0	1.4	Golfing	E00000000025465
Mayville Engineering Co Inc	Team Building/Puzzle Solving	1019839011068	9,362.34	5	2,810.25	5	6,642.89	34	14	1.4	Hall	E00000000025445
Mayville Engineering Co Inc	Working Internship	1044216021059	5,382.50	5	2,067.33	5	3,295.17	14	14	0.93	Hall	E00000000025445
Mayville Engineering Co Inc	Intro to Working Programmng	3144239921055	28,801.05	5	18,209.89	5	14,690.16	14	14	1.87	Hall	E00000000025445
Mayville Engineering Co Inc	Working Print Reading	314423321057	30,420.34	5	4,645.28	5	5,475.06	14	14	0.93	Hall	E00000000025445
Mayville Engineering Co Inc	Occupational Math 1	328046021064	9,759.75	5	3,316.86	5	6,642.89	14	14	0.93	Hall	E00000000025445
Mayville Engineering Co Inc	Project Administration	106421	7,475.00	5	-	5	7,475.00	0	0	0	Hall	E00000000025446
Mayville High School	Introduction to Psychology	1080919821874	10,573.20	5	2,833.89	5	7,739.31	24	24	2.4	Justman	E00000000024856
Mercury Marine	Statistical Process Control - Group 1	1062317921064	1,855.76	5	554.72	5	1,319.04	15	15	0.1	Hall	E00000000025744
Mercury Marine	Statistical Process Control - Group 2	1062317931067	1,850.17	5	531.13	5	1,319.04	14	14	0.09	Hall	E00000000025745
Mercury Marine	Statistical Process Control - Group 3	1062317931068	1,860.91	5	541.89	5	1,319.04	17	17	0.11	Hall	E00000000025746
Mercury Marine	Core Skills - Mercury	4719641132068	1,260.00	5	520.50	5	739.50	21	21	0.11	Hall	E00000000025723
Mercury Marine	Core Skills - Mercury Team A	4719641132069	350.00	5	104.96	5	245.04	10	10	0.02	Hall	E00000000025723
Mercury Marine	Core Skills - Mercury Team B	4719641132056	350.00	5	104.96	5	245.04	11	11	0.02	Hall	E00000000025723
Mercury Marine	Core Skills - Mercury Team A	4719641132158	410.00	5	154.96	5	255.04	12	12	0.13	Hall	E00000000025785
Mercury Marine	Core Skills - Mercury Team B	4719641132159	410.00	5	154.96	5	255.04	13	13	0.02	Hall	E00000000025785
North Food de Lac School District	Business Technology	4710246621364	6,125.00	5	1,469.42	5	4,655.58	8	8	0.24	Justman	E00000000024903
North Food de Lac School District	Photography	4720246521358	3,062.50	5	629.75	5	2,432.75	8	8	0.12	Justman	E00000000024903
North Food de Lac School District	Culinary Basics	4730340215401	3,062.50	5	734.71	5	2,327.79	8	8	0.12	Justman	E00000000024903
North Food de Lac School District	Home Repair	4741040811463	3,062.50	5	754.71	5	2,307.79	8	8	0.12	Justman	E00000000024903
North Food de Lac School District	Personal Safety	4750440521363	6,125.00	5	1,506.32	5	4,618.68	8	8	0.24	Justman	E00000000024903
North Food de Lac School District	Navigating Community Resources	4780440521940	2,687.80	5	692.55	5	1,995.25	8	8	0.11	Justman	E00000000025603
Plastic Component's Inc	Stu Sigma Green Belt	1062515071934	3,900.00	5	1,803.90	5	2,096.10	1	1	0.17	Golfing	E00000000025603
Plastic Component's Inc	Stu Sigma Green Belt Project	1062515121965	-	5	-	5	-	1	1	0.03	Golfing	E00000000025603
Plastic Component's Inc	10% Grant Administration	106112	390.00	5	-	5	390.00	0	0	0	Golfing	E00000000025605
<b>Total:</b>			<b>290,407.89</b>	<b>5</b>	<b>101,800.12</b>	<b>5</b>	<b>188,607.77</b>	<b>663</b>	<b>20.8</b>			

## VI. CONSENT ITEMS

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**D. Proposed 2016-17 Instructional Program Changes**  
**1) Approval of Local Certificate Approval – Institutional Food Production Certificate (97-316-6)**

**Proposed Components:**

Program Name: Institutional Food Production Certificate

Program Number: 97-316-6

Effective for the 2016-2017 academic year (spring semester)

**Proposed Coursework:**

<b>Institutional Food Production Certificate (97-316-6)</b>			
<b>PROPOSED: 2016-2017 Curriculum</b>			
<b>Course#</b>	<b>Title</b>		<b>Cr.</b>
854-756	Basic Math Proficiency		1
890-125	Student Success		1
316-102	Culinary Principles		3
316-147	Sanitation and Safety		2
316-160	Baking		2
316-183	Food Production for Vegetables and Potatoes		2
	Food Production for Pastas, Grains and		
316-184	Breakfast		2
316-185	Food Production for Stocks and Soups		2
316-187	Food Production for Cold Food		2
	<b>Total</b>		
	<b>Credits</b>		<b>17</b>

**Rationale:** The College is seeking the District Board's approval to create a Local Certificate for Institutional Food Production at Fox Lake Correctional Institution (FLCI).

FLCI has been unable to fill the faculty position in the HVAC program that was vacated over two years ago through retirement. There were several unsuccessful attempts to fill the position and it was decided that another program needed to be implemented. After much research it was determined that starting an Institutional Food Production program was a viable option. The institution has a working kitchen where students will be utilizing their newly acquired skills and have access to kitchen equipment enabling the set-up of a classroom environment which makes economic sense to select this as a suitable replacement program. Having the certificate for the students, along with the work experience in the institution kitchen, would provide additional consideration in the hiring process for these individuals upon release.

## VI. CONSENT ITEMS

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**D. Proposed 2016-17 Instructional Program Changes**  
**1) Approval of Local Certificate Approval – Institutional Food Production Certificate (97-316-6) (Continued)**

This certificate would provide students with opportunities to positions within the food service industry beyond the normal fast food restaurant. These positions provide career laddering opportunities through establishing an employability history that can lead to advancement within the industry.

**Resources Required:** The DOC has already hired a full-time faculty position who has worked with the Moraine Park Culinary Arts faculty to evaluate and teach the courses.

### ***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 January be approved and payments are authorized, ordered, and confirmed; and that the local certificate proposal for the Institutional Food Production Certificate at Fox Lake Correctional Institution be approved as presented, and to continue with the Certificate Implementation phase of the Certificate Development Process effective for the 2016-17 academic year.***

Roll call vote:

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

## VII. ACTION ITEMS

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### A. Approval of BlackBeltHelp Agreement

The current Ellucian Company L.P. contract for technology help desk services expires on June 30, 2017.

A five-member internal committee was formed and a request for proposal for technology help desk services was sent to prospective providers on December 1, 2016. One proposal was received. The proposal was evaluated on qualifications and experience, financial strength, cost/price schedule; thoroughness of proposal, support center location, approach/timeline, and business references.

Based on the proposal and oral presentation, the District desires to contract with BlackBeltHelp (division of Campus Consortium) to provide remote technology help desk services for an initial three-year term. Year 1 of the BlackBeltHelp contract is a probationary period. The contract allows for four additional one-year periods under the same terms and conditions to extend the contract up to a maximum of seven years.

BlackBeltHelp has provided a proposal that is most favorable for the District. They serve 200+ higher education clients across 34 states in the United States. They have over 400 technical and support staff. Their Call Center is located in Cleveland, OH and their Executive Office is in Chicago, IL. BlackBeltHelp offers the District a number of strengths including: 24x7x365 which includes after-hours support, Banner ERP expertise, Canvas LMS expertise, and support for the core areas and technologies throughout Higher Education. Their primary modes of customer support are: phone, email, chat, and web form. They have a remote desktop solution which will allow support of MPTC employees who are utilizing the College's workplace flexibility initiative. Their phone system is integrated into their ticket tracking software which will expedite customer interaction. BlackBeltHelp's customer satisfaction score across all their sites in 2016 was 4.7 out of 5.

The cost of the contract is: Year 1 = \$67,300, Year 2 = \$68,800, and Year 3 = \$68,800 for 7,000 customer interactions annually. An interaction could be a phone call, an email, a chat session, or a self-submitted ticket via a web form. For interactions over the stated volume, the College shall incur a charge of \$9.00 per interaction and \$0.04 per minute associated with overage phone usage.

The cost of the BlackBeltHelp contract is an annual cost savings of approximately \$67,000 when comparing it to the current Ellucian contract for technology help desk services.

## VII. ACTION ITEMS

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### A. Approval of BlackBeltHelp Agreement (Continued)

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board authorize and direct the President to execute the Agreement between the Moraine Park Technical College District and BlackBeltHelp, in the form substantially as presented to the District Board, and further, that the President shall take such additional action as is necessary to implement the Agreement.***

Roll call vote:

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

## VII. ACTION ITEMS

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### B. Approval of Bid – Unisex Restroom Remodel, Beaver Dam Campus

The District proposes to begin construction on the Beaver Dam Campus restroom remodel in accordance with Moraine Park's 2016-19 Three-Year Facilities Plan. Currently, there is not a single, unisex, family restroom on the Beaver Dam Campus. In order to align the Beaver Dam Campus with the remainder of the District campus locations, a single restroom facility will need to be added.

Class II bid notices were placed in District newspapers to make contractors aware of the project, and bids were opened on December 1, 2016.

The proposed work is scheduled to begin in March of 2017, with completion scheduled for June 2017. The total budget for this project was \$25,000. Bids came in higher than anticipated due to a lack of competition in the local market and project scope/size. The current cost breakdown is as follows:

Construction Costs:	\$40,105	
Contingency (5%):	2,000	
Architectural Fees:	<u>15,000</u>	(NTE/Hourly)
Total:	\$57,105	

It is recommended that the following bid be accepted:

Cardinal Construction:	
Base Bid:	<u>40,105</u>
Bid Total:	\$40,105

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board accept the following low bid for the Beaver Dam Unisex Restroom Remodel project: Contract No. 1 to Cardinal Construction in the amount of \$40,105; and, further, that the President be authorized to proceed with this project.***

Roll call vote:

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



**bid recording sheet**  
**Beaver Dam Campus - Unisex Restroom Remodel**  
**Moraine Park Technical College**

Bid Due Date December 1, 2016 @ 2pm CST Location: A-112

CONTRACTOR	Bid Security	Acknowledge Addendums	BASE BID	Alternate #1	Alternate #2	Alternate #3	Alternate #4	Alternate #5	TOTAL
Capella Bros & Diedrich Inc.	yes	yes	\$ 40,870.00						\$ 40,870.00
Mitbach Construction	yes	yes	\$ 50,660.00						\$ 50,660.00
Cardinal Construction	yes	yes	\$ 40,105.00						\$ 40,105.00
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## VII. ACTION ITEMS

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### C. Approval of Student Intake Fees

The following information is being presented for the purpose of District Board monitoring of their Desired Outcomes Policy, #1TSI0300, Student Intake, in which MPTC student fees for the coming academic year need to be approved by the District Board. The WTCS Board approves program (tuition) fees (in-state and out-of-state).

We are proposing and requesting zero (0) new fees and five (5) changes/updates to the 2016-17 Moraine Park student fees for the 2017-18 academic year. Additionally, the WTCS sets program fees that are announced in late March. All other fees will remain constant. The requested items are as follows:

#### Fee Changes/Updates

- **Avocational Fee:** An increase from \$216 to \$219 (approximately \$0.15 per two hours of instruction). MPTC would maintain the 25% discount to the community service fee for participants ages 62 and older.
- **Credit for Prior Learning – Exam Credit Fee:** Change the fee title to Prior Learning Assessment Fee – Exam. Change in fee from 30% of in-state tuition (\$39.11/cr in 2016-17) to a \$50/course fee in 2017-18.
- **Credit for Prior Learning – Occupational Experience Processing Fee:** Change the fee title to Prior Learning Assessment Fee – Skill Demonstration. Change in fee from \$30/course to \$90/course. The processing fee was introduced in 2016-17 to replace the 30% tuition rate per credit (see next entry).
- **Credit for Prior Learning – Occupational Experience Credit Fee:** Change the fee title to Prior Learning Assessment Fee – Portfolio. Change in fee from \$0 to a \$90/course fee in 2017-18. The fee was 30% of in-state tuition prior to 2016-17.
- **Prior Learning Assessment Fee – Military:** Change from \$0 to a \$90/course fee in 2017-18. The fee is consistent with the prior learning assessment fee for portfolio of non-military experience. This information is currently part of the CPL-Occupational Experience description rather than a line item.

#### New Fees

- None

#### SUGGESTED MOTION:

*I move that the Moraine Park Technical College District Board approve the student intake fees for 2017-18 as proposed.*

Category	Type	Fee Description	2016-17	2017-18
Testing	WTCS Admissions Application	One-time only application fee for admissions	\$30	\$30
	Placement Test	Cost recovery of challenge exam for placement	\$15	\$15
Enrollment	GED/HSED	Per test and re-test charge	\$33.75	\$33.75
	Program	Per credit tuition fee adopted by WTCS Board	\$130.35	TBD
	Material	Minimum charge/formula, adopted by WTCS Board	\$4.50 (min)	\$4.50 (min)
	Supplemental	Per credit of program fee; supports student government and activities	7%	7%
	Security	Per credit fee for courses on campus who pay supplemental fee	\$1.00/cr	\$1.00/cr
	Avocational	<b>Non-aidable offerings</b>	<b>\$216</b>	<b>\$219</b>
	Uniform Service	Per semester charge for auto technician students	\$19/cr	\$19/cr
	Student Accident Insurance	Covers cost of a Student Accident Policy	\$6.00/sem	\$6.00/sem
	Course Access	Charge for technical support for internet courses	\$45	\$45
	Credit for Prior Learning - Exam Processing Fee	Processing fee to request exam	\$0	\$0
	Credit for Prior Learning - Exam-Credit Fee	Fee per credit awarded by exam (30% of tuition rate per credit in 2016-17 changed to per course fee in 2017-18)	\$39.11	\$50/exam
	Prior Learning Assessment Fee - Exam			
	Other	Credit for Prior Learning - Prior Occupational Experience-Processing Fee	Processing fee to request occupational evaluation Processing fee to assess skill demonstration	\$30/request
Prior Learning Assessment Fee - Skill Demonstration				
Credit for Prior Learning - Occupational Experience-Credit Fee		Fee per credit awarded for occupational experience-Processing fee to assess portfolio	\$0	\$90/course
Prior Learning Assessment Fee - Portfolio				
Prior Learning Assessment Fee - Military		Processing fee to assess military experience	NA	\$90/course
Transcript		Per copy for official transcripts: regular/on-demand	\$6/\$10	\$6/\$10
Deferred Tuition Plan		User fee for students using two payment plan	\$35	\$35
Criminal Background Check Fee		Cost to conduct criminal background check for each student for program entry and entry to clinical/core courses	\$30	\$30
Motor Vehicle Record Check Fee		Confirm valid driver's license for Electrical Power Distribution program students	\$20	\$20
Interlibrary Loan Fine		Fine/fee for interlibrary loan materials that are requested but not picked up	\$5/request	\$5/request
GED/HSED Certificate	Cost of initial copy of GED/HSED certificate	\$15/cert	\$15/cert	
GED/HSED Replacement Certificate	Cost for a replacement copy of a GED/HSED certificate	\$15/cert	\$15/cert	

**Blue** indicates new and/or changed fee amounts.

Note: The 2016-17 tuition fee (set by WTCS) was not available at the time of submission. Items with an \* are derived from this fee.

## VII. ACTION ITEMS

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### D. Approval of Retirement

The following employee has informed the College that he will be retiring from the Moraine Park District:

<u>Employee</u>	<u>Title</u>	<u>Effective Date</u>	<u>Date Hired</u>
Al Hanisch	Math Instructor	05/22/17	08/15/79

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board accept the retirement of Al Hanisch:***

Al Hanisch has proven to be a very dedicated, cooperative, and hard-working employee of Moraine Park Technical College. The Board hereby accepts his retirement and expresses sincere appreciation for his many contributions and years of service. The Board also wishes to express its appreciation on behalf of the citizens of the Moraine Park District.

## VIII. 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. WTCS Student Showcase, February 21, State Capitol Rotunda, Madison
2. Moraine Park Association of Career and Technical Education (MPACTE) Awards Banquet, February 23, Fond du Lac Campus
3. District Board Workshop, March 1, South Hills Country Club, Fond du Lac
4. Wisconsin Technical College System (WTCS) Board Meeting, March 21-22, Eau Claire
5. District Boards Association Spring Meeting, April 7-8, Osthoff Resort, Elkhart Lake
6. Open House, April 8, Fond du Lac Campus