

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

*July 10, 2017
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

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C. District Boards Association Reports/Upcoming Events

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(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.)

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:

_____ Prill
_____ Jung
_____ Zeratsky
_____ Laubenstein
_____ Krueger
_____ Staral
_____ Fields
_____ Lloyd
_____ Miller

IV. DISTRICT BOARD GOVERNANCE PROCESS

B. Election of Board Officers

The following is being presented for the purpose of District Board monitoring of their District Board Governance Process policies #2OPG0300, Board Meetings, and #2OPG0500, Board Officers.

The annual organizational meeting of the District Board is held on the second Monday in July in compliance with Wisconsin State Statutes. In accordance with District Board Governance Process policies #2OPG0300 and #2OPG0500, Board Officers are selected at this annual organizational meeting.

The offices which must be filled include the following:

District Board Chairperson
District Board Vice Chairperson
District Board Treasurer
District Board Secretary

During the 2016-17 year, Mike Miller served as Chairperson, Mike Stal as Vice Chairperson, Lowell Prill as Secretary, and Kim Krueger as Treasurer. Board policy #2OPG0500, Board Officers, states that: "No person may serve as Chairperson for more than two successive annual terms." All current Board members holding an office are eligible to be reappointed for another term.

Attached for your review are the current District Board policies on Board Meetings and Board Officers.

POLICY OF THE MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD OF TRUSTEES

Type: District Board Governance Process

Title: Board Meetings

Policy Number: 2OPG0300

Delegation: Accountable: MPTC District Board
Responsible: President

PRINCIPLE

Effective and efficient meetings.

POLICY

Board meetings are for the single task of getting the Board's job done (see Board Contributions, Policy #2OPG0200). It is the desire of the Board that meetings shall be formal enough for orderly procedure, but informal enough to be natural, and to encourage open communication and working in partnership with respect, trust and integrity in order to enhance risk-taking, encourage diversity of opinion, and eliminate fear.

1. Per the Wisconsin Statutes Open Meeting Law, Board meetings will be open to the public except when closed session is officially announced by the Board. Closed sessions will be limited to those topics addressed in the Wisconsin Statutes Open Meeting Law.

Annual Meeting

The annual organizational meeting of the Board shall be held on the second Monday in July. At this meeting a Board Chairperson, Vice Chairperson, Secretary, and Treasurer will be elected from its members. The dates, times, locations, and insofar as is practical, a calendar of major agenda items and effectiveness indicator reports for the year will be established. The Board Chairperson may choose to appoint the members of the Board's Finance Committee at this meeting, or at a future meeting as desired. Historically, membership on this committee has consisted of new Board members, and those Board members with a specific interest in the financial operations of the District.

Regular Meetings

The regular meeting of the Board shall be held on the third Wednesday of each month at such time and at such place within the District as shall be established by motion. Changes in meeting date, time, or place shall be acted on by motion of the Board.

Finance Committee Meeting

The Finance Committee meeting of the Board shall be held immediately preceding the regular meeting of the Board on the third Wednesday of each month at such time and at such place within the District as shall be established by motion. Changes in meeting date, time, or place shall be acted on by motion of the Board. The District Board Treasurer serves as the Chairperson of this committee.

Special Meetings

Special meetings of the Board may be called at any time by the Chairperson or on the request of two members of the Board. Notice of all special meetings shall be given to the members of the Board at least 24 hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the special meeting. No business shall be transacted at a special meeting other than that specified in the notification unless all of the Board members are present and consent to its consideration. The request for special meetings shall be filed with the President.

Adjourned Meetings

The Board may adjourn any meeting to a future date by a vote of the majority of members present. A majority of the members of the Board shall constitute a quorum for the transaction of business. Any meeting lacking a quorum shall be adjourned to a future date. All business may be regularly transacted at an adjourned meeting which would have been proper in the meeting from which the adjournment was taken.

2. The Board desires to be cognizant of requests, suggestions, and concerns, and shall allow for people to speak briefly on an issue, if they so desire. Individuals wishing to address the Board should register with the Recording Secretary **prior to the "Public Comments"** portion of the agenda. Public participation shall take place during the "Public Comments" portion of the meeting at the discretion of the Board Chairperson. Individual presentations shall be limited to approximately five (5) minutes depending upon the number of presenters and the time available. The Board reserves the right to limit the total amount of time during which public comment will be heard at any given meeting.

Anyone wishing to address the Board shall obtain from the Chairperson the right to have the floor. If two or more individuals are making requests, the Chairperson shall designate the right to have the floor. When speaking, one should stand and address the Chair. No one shall be interrupted while speaking unless it is to call him/her to order. Open meetings law prohibits the Board from discussing or taking action on an item that does not appear on the current agenda.

These guidelines will be followed for all regular and special meetings of the Board. Robert's Rules of Order, Newly Revised will be followed for procedural matters not otherwise covered by these guidelines.

3. Agenda control: The Board is the sole authority over its own agenda. The President shall, in consultation with the Board Chairperson, prepare the agenda for each Board meeting. All other agenda item requests must be submitted through the Board Chairperson and/or the President. The Board Chairperson's exclusion of an agenda item can be overridden by a majority vote of the Board. The majority of the Board has final discretion over the contents

of the agenda. These requests shall be submitted in writing and received in the Office of the President no later than seven (7) days before the meeting in order to be considered for inclusion on the published agenda. Board meetings will be announced in advance through the newspapers and such other means as may appear appropriate.

Material related to the agenda will be given to Board members with adequate lead time, data, and backup information to assist the Board in its deliberations. The agenda and supporting materials will normally include a listing of bills to be acted upon and minutes of the previous meeting or meetings.

4. Agenda Content: Only those matters which are within the Board's chosen areas of responsibility (see Board Contributions, Policy #2OPG0200) shall consume Board time. That is, the Board will work only on the Board's job, not on the staff's job, though the Board may review staff performance against Board policies as scheduled or at any time it wishes.
5. Board members are obligated to prepare for meetings and to participate productively in discussion, always within the boundaries of discipline established by the Board. Board members shall be expected to read the information provided them and to contact the President to request additional information that may be deemed necessary to assist them in their deliberations.

Adopted: July 11, 2011

MPTC District Board Secretary

10/6/2016

POLICY OF THE MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD OF TRUSTEES

Type: District Board Governance Process

Title: Board Officers

Policy Number: 2OPG0500

Delegation: Accountable: MPTC District Board
Responsible: President

PRINCIPLE

Effective Board structure.

POLICY

Board Chairperson

The Chairperson shall preside at all meetings of the Board, decide questions of order, appoint all committees, and perform other duties as are imposed by law or by action of the Board. The Chairperson shall have the same rights as other members to discuss and vote on any matter before the Board. The Chairperson shall have the right to relinquish the chair to offer resolutions, to make motions, or to second motions. The Chairperson shall sign official District documents that require the signature of this office. No person may serve as Chairperson for more than two successive annual terms.

Board Vice Chairperson

The Vice Chairperson shall have the powers and duties of the Chairperson in that person's absence or during the Chairperson's disability, and such other powers and duties as the Board may determine from time to time.

Secretary

The Secretary of the Board shall attend the meetings of the Board and shall be responsible for accurate records of its proceedings. The Secretary shall be responsible for filing and preserving the Board's records and vouchers in a manner convenient for reference. Upon request, the Secretary shall report minutes of meetings of Board committees. The Secretary shall cause the minutes of all regular and special meetings to be published in accordance with the Wisconsin Statutes. The Secretary shall sign all tax levy statements as provided by Wisconsin Statutes.

Treasurer

The Treasurer is accountable for the collection, safekeeping, and expenditure of all funds of the Board. These functions have been delegated to the Vice President – Finance and Administration.

Deputy Treasurer

The Moraine Park Technical College District Board shall assign a Deputy Treasurer to act officially for the Board Treasurer on routine matters as identified. The Board appoints the Vice President – Finance and Administration as the Deputy Treasurer.

Vacancy

If a vacancy occurs in any of the Board officer positions after the annual organizational meeting, the Board may elect an officer to fill the vacancy at any subsequent Board meeting.

Adopted: December 19, 1996

MPTC District Board Secretary

10/6/2016

IV. DISTRICT BOARD GOVERNANCE PROCESS

C. Appointment of Finance Committee

The following is being presented for the purpose of District Board monitoring of their District Board Governance Process Policy #2OPG0700, Committee Principles.

District Board Policy #2OPG0700, Committee Principles, states that: "The Board may, from time to time, establish committees to help carry out its responsibilities. To preserve Board holism, committees will be used sparingly." A copy of the current District Board policy on committee principles is attached for your review.

The establishment and appointment of a Board Finance Committee is made at the discretion of the Board Chairperson. The Board Chairperson may choose to appoint this committee at the annual organizational meeting or at a future meeting as desired. It is the Finance Committee's responsibility to report the work of the Treasurer to the full Board. The District Board Treasurer has served as the Chairperson of this committee. Historically, committee membership has consisted of new Board members and those Board members with a specific interest in the financial operations of the District. However, all Board members are invited to attend Finance Committee meetings.

All members of the Board served on the Finance Committee during the 2016-17 year.

POLICY OF THE MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD OF TRUSTEES

Type: District Board Governance Process

Title: Committee Principles

Policy Number: 2OPG0700

Delegation: Accountable: MPTC District Board
Responsible: President

PRINCIPLE

Board holism.

POLICY

The Board may, from time to time, establish committees to help carry out its responsibilities. To preserve Board holism, committees will be used sparingly. Committees will be used so as to minimally interfere with the wholeness of the Board's job.

1. Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the President.
2. Board committees are to help the Board do its job, not to help the staff do its job. Committees will assist the Board chiefly by preparing policy alternatives and implications for Board deliberations. Board committees are not to be created by the Board to advise staff.
3. If a Board committee is used to monitor institutional effectiveness in a given area, the same committee will not have helped the Board create policy in that area. This is to prevent committee identification with organizational parts rather than the whole.
4. Board committees cannot exercise authority over staff, and in keeping with the Board's focus on the future, Board committees will ordinarily have no direct dealings with current staff operations. Further, the Board will not impede its direct delegation to the President by requiring approval of a Board committee before an executive action.

5. The establishment and appointment of a Board Finance Committee is made at the discretion of the Board Chairperson. The Board Chairperson may choose to appoint this committee at the annual organizational meeting, or at a future meeting as desired. The District Board Treasurer serves as the Chairperson of this committee. Historically, membership has consisted of new Board members and those Board members with a specific interest in the financial operations of the District. However, all Board members are invited to attend Finance Committee meetings. It is the Finance Committee's responsibility to report the work of the Treasurer to the full Board.

Adopted: December 19, 1996

MPTC District Board Secretary

10/6/2016

IV. DISTRICT BOARD GOVERNANCE PROCESS

D. **Appointment of Representatives to the Wisconsin Technical College District Boards Association**

The following is being presented for the purpose of District Board monitoring of their District Board Governance Process Policy #2OPG0800, Board Member Development.

In accordance with District Board Policy #2OPG0800, Board Member Development: "Board of Trustees members are provided membership in professional associations that assist them in carrying out the duties of their office." This policy also states that the MPTC District Board has authorized membership in the Wisconsin Technical College District Boards Association, and to financially support this association with membership dues.

Recently received correspondence from the District Boards Association requests that the MPTC Board select their 2017-18 representatives to the Association's committees at the July organizational meeting. New Board of Director members will be seated at the Association's summer meeting in Kenosha on July 15.

BOARDS ASSOCIATION DELEGATE

Each district board which has a membership in the Wisconsin Technical College District Boards Association is entitled to representation on the Board of Directors of this Association. The primary function of MPTC's delegate to the Boards Association would be to represent and vote on behalf of the Moraine Park District Board in regard to the business of the Association. The Boards Association Delegate is appointed for a two-year term. Dates important to the individual serving as Moraine Park's Boards Association delegate would be the Association's annual planning session which is scheduled for August 25-26, 2017, and the Association's quarterly meetings scheduled for July 14-15 and November 2-4, 2017, and January 26-27 and April 20-21, 2018. Vernon Jung was elected as the Vice President of the District Boards Association at the spring meeting in Elkhart Lake and will assume the role immediately following the summer meeting on July 15. Association elected officers automatically serve as their district's delegate. Therefore, no action is required to appoint a Board of Director delegate this year.

IV. DISTRICT BOARD GOVERNANCE PROCESS

D. **Appointment of Representatives to the Wisconsin Technical College District Boards Association (Continued)**

EXTERNAL PARTNERSHIPS COMMITTEE

This committee works to better understand innovative initiatives, external challenges, and emerging opportunities for collaboration, while building understanding and strengthening relationships between trustees and local, state, and national leaders. The committee will dialogue with local, state, and national strategic partners including but not limited to:

- K-12 leaders
- Employer-partners
- Chamber officials
- County board members
- Presidents Association
- Higher education leaders
- Association of Community College Trustees
- Community and Faith-Based Organizations
- Other stakeholders and partners

Through its work, the committee will advocate on behalf of the colleges, as well as serve as a conduit of information, to help inform our ongoing advocacy efforts with policymakers. The External Partnerships Committee will receive periodic briefings from the chair of the Presidents' Association External Partnerships Subcommittee, in order to facilitate and coordinate the work of the two committees. This committee is also responsible for generating programming input for Association staff to develop for in-service sessions. Each district is asked to appoint one to four members to serve as part of the External Partnerships Committee.

SUGGESTED MOTION:

I move that _____ be appointed as the Moraine Park representative to the External Partnerships Committee of the Wisconsin Technical College District Boards Association.

IV. DISTRICT BOARD GOVERNANCE PROCESS

D. Appointment of Representatives to the Wisconsin Technical College District Boards Association (Continued)

INTERNAL BEST PRACTICES COMMITTEE

This committee shares and discusses best practices information internal to the technical college system on topics of interest to the members. Past topics that might be appropriate for this committee could include:

- Board and Association best practices around new member orientation
- “Boardsmanship,” or how to be effective at the board table, legal and ethical parameters, and other skillsets
- Human resources and employee compensation best practices
- Student services best practices (mental health, veterans services)
- Instructional services best practices (career pathways, credit for prior learning, Promise programs)
- Other emerging trends and topics

With support from staff, the committee co-chairs will be expected to set agendas, facilitate dialogue and small-group breakout discussions as needed, and solicit input from members on topics of interest or possible projects. Led by the co-chairs, the Internal Best Practices Committee would also be responsible for generating programming input, suggesting topics for Association staff to develop for in-service sessions. Each district is asked to appoint one to four members to serve as part of the Internal Best Practices Committee.

SUGGESTED MOTION:

I move that _____ be appointed as the Moraine Park representative to the Internal Best Practices Committee of the Wisconsin Technical College District Boards Association.

IV. DISTRICT BOARD GOVERNANCE PROCESS

D. **Appointment of Representatives to the Wisconsin Technical College District Boards Association (Continued)**

BYLAWS, POLICIES AND PROCEDURES COMMITTEE

The Bylaws, Policies and Procedures Committee, as set forth in Article IX of the Bylaws, reviews the Association's Bylaws, Policies and Procedures and recommends changes to the Board of Directors when appropriate. The Committee has additional specific assignments:

- At the Board of Directors' request, develop a select list of major issues on which the Board of Directors may request member consideration.
- At the request of the Board of Directors, committee chair, or an individual unit member of the Association, review a proposed resolution or proposed change in the corporate bylaws, policies or procedures for the purpose of recommending whether the proposed language will accomplish the desired effect and/or whether the proposed change would require amendment of any other portion of the corporate bylaws, policies, or procedures.

Judy Lux was Moraine Park's representative on this committee the past year.

SUGGESTED MOTION:

I move that _____ be appointed as the Moraine Park representative to the Bylaws, Policies and Procedures Committee of the Wisconsin Technical College District Boards Association.

IV. DISTRICT BOARD GOVERNANCE PROCESS

D. Appointment of Representatives to the Wisconsin Technical College District Boards Association (Continued)

AWARDS COMMITTEE

The Awards Committee has responsibility for identifying and recognizing:

- Board Member of the Year
- Technical Education Champion (TECh) Award recipients
- Media Award recipients
- Distinguished Alumni of the Year

The Board of Directors shall approve an awards rating committee. Each unit member district will select its own member to review and rate nominations for the Association awards program. Members will serve in this role for one year and can be re-appointed indefinitely. The Committee will determine, select the recipients of, and deliver the corporation's annual awards. The members will select award recipients by rating official award nominations, and Association staff will announce the nomination period for each award. At the end of the nomination period, the Association will provide committee members with a slate of nominees eligible for the award and with corresponding nomination materials. Committee members will rate the nominations according to criteria for each award. The Association will then tabulate the results of the award rating and announce the winner. When possible, awards will be presented at the next quarterly meeting of the Association. Committee members will be expected to rate awards during a time period outside of the Association meetings. Lowell Prill was Moraine Park's representative on the former Marketing/Public Relations and Awards Committee the past year.

SUGGESTED MOTION:

I move that _____ be appointed as the Moraine Park representative to the Awards Committee of the Wisconsin Technical College District Boards Association.

POLICY OF THE MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD OF TRUSTEES

Type: District Board Governance Process

Title: Board Member Development

Policy Number: 2OPG0800

Delegation: Accountable: MPTC District Board
Responsible: President

PRINCIPLE

Board member development.

POLICY

Development Opportunities

Board of Trustees members are provided membership in professional associations that assist them in carrying out the duties of their office. Board members may be represented by delegates to such conventions, conferences, seminars as determined appropriate.

Memberships

The Moraine Park Technical College District Board of Trustees authorizes membership in the Association of Community College Trustees, and the Wisconsin Technical College District Boards Association, or their successors, and the financial support of these association memberships with dues.

Adopted: April 26, 1995

MPTC District Board Secretary

IV. DISTRICT BOARD GOVERNANCE PROCESS

E. Appointment of District Board Member to the Moraine Park Foundation Board

The Moraine Park Foundation has rolled out a strategic plan which includes realistic goals to grow financial resources (annual fund development, major gifts, and campaign projects) available to Moraine Park students and in support of College initiatives. To further strengthen the relationship between the Moraine Park Foundation Board and the District Board, the Foundation is requesting that a member from the District Board continue to serve as a non-voting liaison to the Foundation. This would be a two-year appointment, with a new District Board member replacing the outgoing member every two years. The Foundation Board currently meets three times a year and has additional committees that individuals may serve on. They typically meet in the fall, winter, and spring. Mike Staral served as the District Board's representative to the Moraine Park Foundation Board for the past two years.

SUGGESTED MOTION:

I move that _____ be appointed as the Moraine Park Technical College District Board representative to the Moraine Park Foundation Board.

IV. DISTRICT BOARD GOVERNANCE PROCESS

F. Approval of 2017-18 District Board Meeting Dates/Locations

The following is being presented for the purpose of District Board monitoring of their District Board Governance Process Policy #2OPG0300, Board Meetings.

The annual organizational meeting of the District Board is held on the second Monday in July in compliance with Wisconsin State Statutes. In accordance with Policy #2OPG0300, Board Meetings, Board meeting dates and locations are scheduled at this annual organizational meeting.

The Board Meeting Policy states that: "the regular meeting of the Board shall be held on the third Wednesday of each month at such time and at such place within the District as shall be established by motion. Changes in meeting date, time, or place shall be acted on by motion of the Board." The 2017-18 District Board meeting calendar that follows proposes to maintain the third Wednesday of the month as the regular meeting date. The meetings would convene at the locations listed, and would generally begin at 5:00 p.m. The Finance Committee of the Board has historically met immediately prior to the Board meeting, generally beginning at 4:30 p.m. This meeting is called by the District Board Treasurer.

Wednesday, August 16, 2017 – Ripon
Wednesday, September 20, 2017 – Fond du Lac
Wednesday, October 18, 2017 – West Bend
Wednesday, November 15, 2017 – Fond du Lac
Wednesday, December 20, 2017 – Fond du Lac
Wednesday, January 17, 2018 – Fond du Lac
Wednesday, February 21, 2018 – Beaver Dam
Wednesday, March 21, 2018 – Fond du Lac
Wednesday, April 18, 2018 – Fond du Lac
Wednesday, May 16, 2018 – Fond du Lac
Wednesday, June 20, 2018 – Fond du Lac
Monday, July 9, 2018 - Fond du Lac (organizational meeting)

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the schedule of 2017-18 meeting dates and locations as presented.

V. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the June 21, 2017 meeting minutes as presented.

VI. 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

Michelle Zautner, Nursing Instructor, submitted her resignation effective May 22, 2017. Michelle has been with the College since August 2013.

Scott Pagenkopf, Electrical Power Distribution Instructor, submitted his resignation effective May 22. Scott has been with the College since August 2014.

Eric Hidde, Facilities Operations Manager, submitted his resignation effective July 27, 2017. Eric has been with the College since June 2016.

Recruitment – Support Professionals

Economic Workforce and Development Recruitment and Advising Specialist, Fond du Lac Campus. This grant-funded, full-time position is responsible for the recruitment, advising, and support of participants in short-term boot camp training programs in a variety of technical areas. This position was posted internally/externally. After screening and interviewing, Todd Hayes was selected and his start date is July 10, 2017.

Housekeeper, Fond du Lac Campus. This full-time position was created when Kenneth Sabel submitted his retirement. 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 July 5, 2017.

Software Asset Aide, Fond du Lac Campus. This new, part-time position is funded in the 2017-18 budget. This position is responsible for administering the College's software assets using our software asset management tool, while assisting with maintaining software compliance. This position was posted internally/externally with a closing date of July 6, 2017.

Marketing Web Content Specialist, Fond du Lac Campus. This new, full-time position is funded in the 2017-18 budget. This position is responsible for writing and creating engaging content for the morainepark.edu website as well as other marketing pieces. This position will assist in basic design when needed, but primarily work with academic and administrative departments in creating content with a user experience focus and work to ensure that web content remains updated. This position was posted internally with a closing date of June 30, 2017.

VI. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff

Nursing Instructor, West Bend Campus. This full-time position was created when Michelle Zautner submitted her resignation. The primary teaching responsibility will be classroom and clinical instruction in the Nursing Program; however, class assignments and locations may vary from term to term. This position was posted internally/externally until filled.

Nursing Assistant Instructor, Fond du Lac Campus. This full-time position was created when Karrie Bruegman-May changed positions. The primary teaching responsibility will be in the Nursing Assistant Program; however, class assignments and locations may vary from term to term. This position was posted internally/externally until filled.

Gas Utility Construction and Service Technician Instructor, Beaver Dam Campus. This is a new, grant-funded position. The primary teaching responsibility will vary within the Gas Utility Construction and Service Technician Technical Diploma Program. This position was posted internally/externally with a closing date of July 7, 2017.

Adult Basic Education Instructor – Welding Boot Camp Project, Fond du Lac Campus. This is a new, grant-funded position. The primary teaching responsibilities will be teaching students who are working towards earning an HSED while in the Welding Boot Camp Program. This position was posted internally/externally with a closing date of July 6, 2017.

CNC/Tool and Die Technologies Instructor, West Bend Campus. This full-time position was formerly held by Dan Griffin. The primary teaching responsibility will be in the CNC/Tool and Die Technologies Technical Diploma and in the Tool and Die Technologies Apprenticeship; however, class assignments and locations may vary from term to term. Interviews will be held on July 19, 2017.

Nursing Instructor, West Bend Campus. This full-time position was created when Mary Krieger submitted her resignation. The primary teaching responsibility will be classroom and clinical instruction in the Nursing Program; however, class assignments and locations may vary from term to term. Interviews were held June 14, 2017.

Experiential Learning/TACT Grant Coordinator, Fond du Lac Campus. This new, full-time position is funded in the 2017-18 budget. This position oversees TACT grants and related Career Pathway activities. This position will work with academic staff to develop and implement academic service learning. This role will also work with Student Services to manage service-based learning experiences associated with the Moraine Park Technical College Promise Program. Anne Lemke was selected for this position and transitioned to her new role on July 3, 2017.

Anne has been employed with the College for five years as the TACT Grant Manager.

It is recommended that the Moraine Park Technical College District Board offer a contract to Anne Lemke, and further that she be placed in Salary Grade D2 on the Management salary schedule.

VI. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

Nursing Instructor, West Bend Campus. This full-time position was created when one of our nursing instructors passed away. The primary teaching responsibility will be classroom and clinical instruction in the Nursing Program; however, class assignments and locations may vary from term to term. After screening and interviewing, Karrie Bruegman-May was selected and her start date is August 21, 2017.

Karrie has been employed with the College for seven years as a Nursing Assistant Instructor.

It is recommended that the Moraine Park Technical College District Board offer a contract to Karrie Bruegman-May, and further that she be placed in Salary Grade F3 on the Faculty salary schedule.

Early Childhood Education Instructor, West Bend Campus. This full-time position was created when Lisa Hager submitted her resignation. The primary teaching responsibility of this position will be in the Early Childhood Education Program. Interviews will be held July 17, 2017.

IT Technical Support Specialist Instructor, West Bend Campus. This is a new, grant-funded position. The primary teaching responsibility will vary within the Information Technology – Technical Support Specialist Associate Degree Program. This position was posted internally/externally. Interviews were held on June 27, 2017.

Economic and Workforce Development Industrial Maintenance Instructor, Fond du Lac Campus. This new, full-time position is funded in the 2017-18 budget. The primary teaching responsibility for this position will be for courses in the Industrial Maintenance Boot Camp. This position was posted internally/externally until filled.

Electricity Apprentice Instructor, Fond du Lac Campus. This full-time position was created when Michael Melaney submitted his resignation. The primary teaching responsibility will be in the Associated Builders and Contractors Electrical Apprenticeship Program, with possible additional courses in Electrical Theory taught to students in the Electrical Power Distribution Program. This position was posted internally/externally until filled.

Student Services Grants Coordinator, Fond du Lac Campus. This part-time position was created when Anne Millane submitted her retirement. This position manages grants for the Student Services Unit to include grant writing, monitoring and assisting with budget allocations/decisions, data collection/reporting, and monitoring progress of grant activities/outcomes. Interviews were held June 21, 2017.

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. Interviews were last held on May 10, 2017 and May 16, 2017. This position has been put on hold.

VI. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

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. Interviews were held on March 28, 2017. The College has decided to partner with TEK Systems effective April 17, 2017 on a contract-to-hire basis for this position.

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 the Senior ERP Developer 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. Interviews were held on March 23, 2017. The College has decided to partner with TEK Systems effective April 3, 2017 on a contract-to-hire basis for this position.

ERP Developer, Fond du Lac Campus. This full-time position was created due to the ending of the Ellucian Managed Services contract. This position uses budget dollars allocated for a Senior ERP Developer position that will not be filled. This position will work with the Senior ERP Developer 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. Interviews were held March 29, 2017. The College has decided to partner with TEK Systems effective April 17, 2017 on a contract-to-hire basis for this position.

VI. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS:

None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
P-card	SimMan ALS Manikin and accessories
P-card	Upper A remodel 4 classroom projectors and 2 LED 65in displays monitors
P-card	7 licenses for digital voice recorder software

TAX LEVY RECEIVABLE:

Through June 26, the District did not receive any additional payments since the June meeting. Tax levy payments collected to date total \$12,107,625.36 or 73.5% of the total levied. Last year's collection through June 30, 2016 were \$11,892,410.02 or 73.5% 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	\$141,273.94	73.1%
Columbia	\$3,626.99	\$2,459.26	67.8%
Dodge	\$3,035,472.32	\$2,200,574.39	72.5%
Fond du Lac	\$4,592,632.39	\$3,400,036.53	74.0%
Green Lake	\$1,461,724.18	\$996,275.39	68.2%
Marquette	\$20,862.48	\$14,676.23	70.4%
Sheboygan	\$5,482.30	\$4,138.13	75.5%
Washington	\$6,682,230.73	\$5,189,737.25	77.6%
Waushara	\$145,434.53	\$101,215.54	69.6%
Winnebago	<u>\$79,743.13</u>	<u>\$57,238.70</u>	71.8%
	<u>\$16,220,503.00</u>	<u>\$12,107,625.36</u>	<u>74.6%</u>

VI. CONSENT ITEMS

B. Financial Management – Accounting/Investments (Continued)

OTHER:

The National Exchange Bank and Trust interest rate has increased from 1.125% to 1.375% for June 2017.

Auditors completed their preliminary fieldwork during the week of June 19. Finance Office and Financial Aid staff members are working on confirmations, systems documentation, and preliminary schedules for expense accounts and single audit testing. The auditors will return the week of September 25 to complete their fieldwork for the close of the 2016-17 fiscal year.

C. Economic Development Contracting

EWD Board Report July 2017										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTL	Manager LN	Contract	
Agnesian Healthcare	Leading Successful Projects	47196425325417	\$ 5,210.00	\$ 2,371.92	\$ 2,838.08	14	0.19	Holmes	C:00000000027068	
Agnesian Healthcare	10% Grant Administration	10941	\$ 521.00	\$ -	\$ 521.00	0	0	Holmes	C:00000000027027	
Alliance Laundry Systems	Assessment Testing	10948	\$ 405.00	\$ 167.18	\$ 237.82	0	0	GeLings	C:00000000027148	
Bradley Corp	Introduction to FMEA	4762340832181	\$ 1,137.28	\$ 337.76	\$ 799.52	13	0.04	GeLings	C:00000000026043	
Bradley Corp	PFMEA Facilitation	4762340932192	\$ 4,532.58	\$ 1,334.90	\$ 3,198.08	10	0.13	GeLings	C:00000000026044	
Bradley Corp	10% Grant Administration	10883	\$ 567.03	\$ -	\$ 567.03	0	0	GeLings	C:00000000026044	
Bradley Corp	Introduction to FMEA	4762340832476	\$ 1,041.38	\$ 909.02	\$ 132.36	11	0.04	GeLings	C:00000000026828	
Bradley Corp	Introduction to FMEA	4762340832477	\$ 1,019.66	\$ 272.30	\$ 747.36	4	0.01	GeLings	C:00000000026828	
Bradley Corp	DFMEA Facilitation	4762340932502	\$ 4,291.74	\$ 1,102.27	\$ 3,189.47	10	0.13	GeLings	C:00000000026828	
Bradley Corp	PFMEA Facilitation	4762340932503	\$ 4,241.17	\$ 1,051.70	\$ 3,189.47	8	0.11	GeLings	C:00000000026828	
Bradley Corp	10% Grant Administration	10933	\$ 1,059.40	\$ -	\$ 1,059.40	0	0	GeLings	C:00000000026829	
Bradley Corp	Project Management	4719647032363	\$ 2,137.35	\$ 542.62	\$ 1,594.73	12	0.08	GeLings	C:00000000027089	
Bradley Corp	10% Grant Administration	10943	\$ 213.74	\$ -	\$ 213.74	0	0	GeLings	C:00000000027090	
Breuer Metal Craftsmen Inc	Generational Diversity	4719646932310	\$ 500.00	\$ 303.99	\$ 196.01	4	0.01	GeLings	C:00000000026890	
Burgess Norton Manufacturing Co	Excel Level 2 2013 Fastcourse	4710345732355	\$ 1,456.00	\$ 577.40	\$ 878.60	13	0.09	Holmes	C:00000000027087	
Community Pedicafix	Customer Service	4719645132376	\$ 863.36	\$ 387.64	\$ 475.72	19	0.06	Holmes	C:00000000027169	
Fives	First Responder Refresher	4753141132182	\$ 396.00	\$ 99.38	\$ 296.62	6	0.01	Judman	C:00000000025944	
Fives	First Responder Refresher	4753141132183	\$ 396.00	\$ 99.38	\$ 296.62	7	0.01	Judman	C:00000000025944	
Fives	First Responder Refresher	4753141132184	\$ 396.00	\$ 99.38	\$ 296.62	6	0.01	Judman	C:00000000025944	
Fives	Adapt to Change	4719641132366	\$ 871.60	\$ 296.32	\$ 575.28	20	0.07	Holmes	C:00000000027128	
Fives	10% Grant Administration	10947	\$ 81.76	\$ -	\$ 81.76	0	0	Holmes	C:00000000027129	
Fond du Lac County	Communicate Clearly	4719641132279	\$ 927.28	\$ 451.56	\$ 475.72	15	0.05	Holmes	C:00000000026243	
Fond du Lac County	Communicate Clearly	4719641132280	\$ 805.60	\$ 329.88	\$ 475.72	10	0.03	Holmes	C:00000000026243	
Fond du Lac County	Communicate Clearly	4719641132281	\$ 801.52	\$ 325.80	\$ 475.72	7	0.02	Holmes	C:00000000026243	
Fond du Lac County	Positive Attitude	4719641132282	\$ 810.00	\$ 334.28	\$ 475.72	15	0.05	Holmes	C:00000000026243	
Fond du Lac County	Positive Attitude	4719641132283	\$ 804.40	\$ 328.28	\$ 475.72	10	0.03	Holmes	C:00000000026243	
Fond du Lac County	Positive Attitude	4719641132284	\$ 800.40	\$ 324.68	\$ 475.72	7	0.02	Holmes	C:00000000026243	
Fond du Lac County	Think Critically	4719641132285	\$ 804.32	\$ 328.60	\$ 475.72	14	0.05	Holmes	C:00000000026243	
Fond du Lac County	Think Critically	4719641132286	\$ 804.32	\$ 328.60	\$ 475.72	14	0.05	Holmes	C:00000000026243	
Fond du Lac County	Think Critically	4719641132294	\$ 793.76	\$ 318.04	\$ 475.72	2	0.01	Holmes	C:00000000026243	
Fond du Lac County	Generational Diversity	4719646932310	\$ 125.00	\$ 75.99	\$ 49.01	1	0	GeLings	C:00000000026890	
Get-A-Pro	Resolving Conflicts with Peers	4719641132368	\$ 187.00	\$ 90.70	\$ 87.30	1	0	GeLings	C:00000000027467	
Grande Cheese	10% Grant Administration	10952	\$ 18.70	\$ -	\$ 18.70	0	0	GeLings	C:00000000027468	
Grande Cheese	10% Grant Administration	10957	\$ 199.80	\$ 31.97	\$ 167.83	0	0	Bremel	C:00000000027407	
Grande Cheese	Sta Sigma Golf Ball	1062514732313	\$ 9,614.64	\$ 3,185.29	\$ 6,429.35	6	0.2	GeLings	C:00000000026363	
Grande Cheese	Microsoft Excel 2010	4710345632293	\$ 1,423.50	\$ 676.79	\$ 746.71	11	0.07	GeLings	C:00000000026363	
Grande Cheese	10% Grant Administration	10900	\$ 1,013.81	\$ -	\$ 1,013.81	0	0	GeLings	C:00000000026364	
John Deere Hirkon Works	First Responder Refresher	4753141132030	\$ 210.00	\$ 99.38	\$ 110.62	6	0.01	GeLings	C:00000000025103	
John Deere Hirkon Works	First Responder Refresher	4753141132040	\$ 210.00	\$ 99.38	\$ 110.62	8	0.01	GeLings	C:00000000025103	
John Deere Hirkon Works	First Responder Refresher	4753141131406	\$ 210.00	\$ 99.38	\$ 110.62	9	0.02	GeLings	C:00000000025103	
John Deere Hirkon Works	First Responder Refresher	4753141131407	\$ 210.00	\$ 99.38	\$ 110.62	7	0.01	GeLings	C:00000000025103	
John Deere Hirkon Works	First Responder Refresher	4753141131408	\$ 210.00	\$ 99.38	\$ 110.62	8	0.01	GeLings	C:00000000025103	
John Deere Hirkon Works	Emergency Medical First Responder	4753141132402	\$ 12,295.40	\$ 4,156.73	\$ 8,138.77	6	0.33	GeLings	C:00000000026488	
Kajco Metal Stamping	We'll Simulations Training	10803	\$ 12,381.00	\$ 33,381.00	\$ -	0	0	Hall	C:00000000024864	
Rockhaefer Manufacturing Company	OSHA 10-1910 General Industry	4744942132365	\$ 2,200.00	\$ 343.89	\$ 1,856.11	8	0.07	GeLings	C:00000000027109	

Kor Khaeder Manufacturing Company	10% Grant Administration	10946	\$	220.00	\$	--	\$	220.00	0	0	Gettings	C:00000000027111
Kor Khaeder Manufacturing Company	Gl0&T - 24 hr	476234182479	\$	7,366.08	\$	3,093.92	\$	3,674.76	15	0.3	Gettings	C:00000000026790
Kor Khaeder Manufacturing Company	10% Grant Administration	10930	\$	736.67	\$	--	\$	736.67	0	0	Gettings	C:00000000026791
Kor Khaeder Manufacturing Company	Gl0&T - 12 hr	476234182480	\$	2,907.09	\$	1,069.71	\$	1,837.38	11	0.11	Gettings	C:00000000026792
Kor Khaeder Manufacturing Company	Gl0&T - 12 hr	476234182481	\$	2,907.09	\$	1,069.71	\$	1,837.38	11	0.13	Gettings	C:00000000026793
Kor Khaeder Manufacturing Company	10% Grant Administration	10931	\$	581.42	\$	--	\$	581.42	0	0	Gettings	C:00000000026793
Kondex Corporation	OS94A 10-1910 General Industry	4749542132565	\$	1,100.00	\$	171.95	\$	928.05	4	0.03	Gettings	C:00000000027109
Kondex Corporation	10% Grant Administration	10945	\$	110.00	\$	--	\$	110.00	0	0	Gettings	C:00000000027110
Markesan School District	Basic Anatomy	1086618932054	\$	6,511.15	\$	3,197.48	\$	3,313.67	13	1.3	Justman	C:00000000025904
Markesan School District	Medical Terminology	1050310132136	\$	3,993.85	\$	3,085.89	\$	249.96	7	0.7	Justman	C:00000000025905
Mayville Engineering Co Inc	Blueprint Reading	4762341232402	\$	3,168.00	\$	1,017.76	\$	2,150.24	14	0.19	Gettings	C:00000000026808
Mayville Engineering Co Inc	10% Grant Administration	10952	\$	316.80	\$	--	\$	316.80	0	0	Gettings	C:00000000026809
Mercury Marine	CNC Machining Fundamentals	4744440532316	\$	19,362.50	\$	9,228.90	\$	10,133.60	12	0.8	Hall	C:00000000026383
Mercury Marine	NIMS Review	4744440532317	\$	1,330.00	\$	1,467.66	\$	67.34	12	0.02	Hall	C:00000000026383
Mercury Marine	10% Grant Administration	10903	\$	2,089.25	\$	--	\$	2,089.25	0	0	Hall	C:00000000026384
Mercury Marine	Core Skills - Mercury	4719641132509	\$	1,170.00	\$	588.92	\$	781.08	12	0.16	Hall	C:00000000027147
Mercury Marine	Core Skills - Mercury (Team A)	4719641132570	\$	350.00	\$	104.96	\$	245.04	17	0.03	Hall	C:00000000027147
Mercury Marine	Core Skills - Mercury (Team B)	4719641132571	\$	350.00	\$	104.96	\$	245.04	15	0.03	Hall	C:00000000027147
Michels Corporation	Influential Leadership Series	4719641132728	\$	1,870.00	\$	1,953.76	\$	(83.76)	2	0.03	Gettings	C:00000000026203
Michels Corporation	10% Grant Administration	10890	\$	187.00	\$	--	\$	187.00	0	0	Gettings	C:00000000026204
Quincy Recycle	OS94A 10-1910 General Industry	4749542132568	\$	275.00	\$	8.00	\$	267.00	1	0.01	Gettings	C:00000000027127
Seneca Foods Corporation	Machine Maintenance	4744440532515	\$	1,584.00	\$	570.64	\$	1,013.36	11	0.07	Holmes	C:00000000026888
Seneca Foods Corporation	10% Grant Administration	10935	\$	158.40	\$	--	\$	158.40	0	0	Holmes	C:00000000026889
Seneca Foods Corporation	Critical Care - Part 2	4719641132564	\$	1,788.48	\$	639.12	\$	1,149.36	3	0.03	Holmes	C:00000000027107
Seneca Foods Corporation	10% Grant Administration	10944	\$	178.85	\$	--	\$	178.85	0	0	Holmes	C:00000000027108
Steel Craft Corporation	Blueprint Reading 32hr	4742424332529	\$	2,497.20	\$	1,064.14	\$	1,433.06	15	0.15	Gettings	C:00000000026947
Steel Craft Corporation	Blueprint Reading 12hr	4742424332530	\$	2,416.40	\$	798.32	\$	1,618.08	5	0.05	Gettings	C:00000000026947
Steel Craft Corporation	10% Grant Administration	10937	\$	491.36	\$	--	\$	491.36	0	0	Gettings	C:00000000026967
Totals:			\$	345,596.39	\$	65,052.34	\$	80,542.23	524	6.17		

VI. 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 June be approved and payments are authorized, ordered, and confirmed.

Roll call vote:

_____ Laubenstein
_____ Prill
_____ Fields
_____ Zeratsky
_____ Krueger
_____ Lloyd
_____ Jung
_____ Staral
_____ Miller

VII. ACTION ITEMS

A. Approval of Bid – Parking Lot C & O Restoration, Fond du Lac Campus

The District proposes to resurface and repair Parking Lots C and O on the Fond du Lac Campus in accordance with Moraine Park's 2016-19 Three Year Facilities Plan. The current parking lots have several locations of pitting, cracking, and settling within the stalls and drive lanes. Moraine Park Technical College standard specifications for parking lots will be followed for the project. The resurfacing and repairs to the parking lot will alleviate future spot repairs as well as establish accessible, safe surfaces for students and guests to traverse.

Class II bid notices were placed in District newspapers to make contractors aware of the project, and bids were opened on June 22, 2017.

The proposed work is scheduled to begin in mid-July, with completion scheduled for late-August. The total budget for this project is \$120,000. The cost breakdown is as follows:

Direct Contractor Construction Costs:	\$86,180
Contingency:	\$15,000

It is recommended that the following bids be accepted:

Capelle Bros and Dietrich Base Bid:	\$84,560
Capelle Bros and Dietrich Alternate #1:	<u>1,620</u>
Capelle Bros and Dietrich Bid Total:	\$86,180

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the following low bid for the Parking Lot C & O Restoration project at the Fond du Lac Campus: Contract No. 1 to Capelle Bros. and Dietrich in the amount of \$86,180; and, further, that the President be authorized to proceed with this project.

Roll call vote:

_____ Jung
_____ Fields
_____ Prill
_____ Krueger
_____ Laubenstein
_____ Zeratsky
_____ Staral
_____ Lloyd
_____ Miller

bid recording sheet
 FDL Parking Lot C & O Restoration
 Moraine Park Technical College

Bid Due Date: June 22, 2017 @ 2pm CST Location: O-104

CONTRACTOR	Bid Security	Acknowledge Addendums	BASE BID	Alternate #1 Install Drain System	Alternate #2	Alternate #3	Alternate #4	Alternate #5	TOTAL
Capella Bros & Dietrich	yes	yes	\$ 84,560.00	\$ 1,620.00					\$ 86,180.00
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
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									\$ -
									\$ -

Notes:

VII. ACTION ITEMS

B. Approval of Bid – Energy Education Center (EEC) Addition, Beaver Dam Campus

The District proposes to build the Energy Education Center Addition on the Beaver Dam Campus in accordance with Moraine Park's 2017-20 Three-Year Facilities Plan. This addition will be located on the north side of the existing building with direct accessibility to the north parking lot and Electrical Power Distribution/Gas Utility field lab. The addition will include a large classroom lab, storage, locker room, field accessible restrooms as well as a field lab with a "mock-neighborhood."

Class II bid notices were placed in District newspapers to make contractors aware of the project, and bids were opened on June 29, 2017.

The proposed work is scheduled to begin in August 2017, with completion scheduled for May of 2018. The total budget for this project is \$1,500,000. The cost breakdown is as follows:

Construction Costs:	\$1,279,366
Contingency:	65,000
Architectural Fees:	<u>109,900</u>
Total:	\$1,454,266

It is recommended that the following bid be accepted:

Cardinal Construction:	
Base Bid:	\$1,002,662
Alternates 4-7 & 9:	<u>276,704</u>
Bid Total:	\$1,279,366

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the following low bid for the Energy Education Center (EEC) Addition project, pending WTCS Board approval: Contract No. 1 to Cardinal Construction in the amount of \$1,279,366; and, further, that the President be authorized to proceed with this project.

Roll call vote:

_____ Lloyd
_____ Staral
_____ Laubenstein
_____ Jung
_____ Prill
_____ Fields
_____ Zeratsky
_____ Krueger
_____ Miller

bid recording sheet
 Beaver Dam Campus - ECC Addition
 Riverside Park Technical College

Revised: Jan 20, 2017 @ 11:56:01 AM Location: A 112

CONTRACTOR	Current Bid	Components effective to the														TOTAL			
		BASE BID	Alternate #1 Add work not included in this contract to this contract	Alternate #2 Add work not included in this contract to this contract	Alternate #3 Add work not included in this contract to this contract	Alternate #4 Add Main "Dry" "Cover" steel	Alternate #5 System additional "Dry" steel structure	Alternate #6 Add the item "I" offer steel	Alternate #7 Dry clear coating cover steel making galvalume steel available	Alternate #8 Add interior metal support structure	Alternate #9 Add coating for "I" steel	Alternate #10 Add the structure and steel Support structure existing building	Alternate #11 Address electrical Storage Garage	Alternate #12 Address electrical Storage Garage	Alternate #13 Address electrical Storage Garage				
COMMERCIAL CONTRACTOR	1,000,000.00	1,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	

VII. ACTION ITEMS

C. Approval of Bid – Uni-Sex 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, uni-sex, 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 is to be added. This project was advertised with the EEC Addition to receive more competitive bids.

Class II bid notices were placed in District newspapers to make contractors aware of the project, and bids were opened on June 29, 2017.

The proposed work is scheduled to begin in August of 2017, with completion scheduled for May 2018 (to align with the EEC Addition). The total budget for this project was \$25,000. The current cost breakdown is as follows:

Construction Costs:	\$32,542
Contingency:	1,500
Architectural Fees:	<u>10,920</u>
Total:	\$44,962

It is recommended that the following bid be accepted:

Cardinal Construction:	
Base Bid:	<u>\$32,542</u>
Bid Total:	\$32,542

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the following low bid for the Beaver Dam Uni-Sex Restroom Remodel project, pending WTCS Board acceptance of the Energy Education Center project: Contract No. 1 to Cardinal Construction in the amount of \$32,542; and, further, that the President be authorized to proceed with this project.

Roll call vote:

_____ Zeratsky
_____ Prill
_____ Staral
_____ Krueger
_____ Laubenstein
_____ Lloyd
_____ Jung
_____ Fields
_____ Miller

VII. ACTION ITEMS

D. Resolution to Approve Board Policies

The District Board and District Administration recognize that the existing board policy governance manual is outdated and relatively complex and burdensome to administer. As such, the Board desires to create a new policy governance manual that clearly defines the roles and responsibilities for the Board and the President in a simplified format. Specifically, a new manual will be created that enables the Board to be efficient and effective with a focus on strategic leadership, but follows the basic concepts of a policy governance model to include a section on: governance process, board/staff relationship, executive limitations, and ends.

During 2017-18, the President will draft and discuss new board policies at each monthly board meeting. These drafts will be presented and discussed prior to submission for approval at subsequent meetings. The following board policies were reviewed and discussed at the June 2017 meeting and District staff are seeking approval of the same at this time:

- BP 1.1 – Governance Commitment
- BP 1.2 – Governing Philosophy
- BP 1.3 – Board Responsibility

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve board policies BP 1.1 – Governance Commitment; BP 1.2 – Governing Philosophy; and, BP 1.3 – Board Responsibility, and authorize the effective date for these policies to begin with the fiscal year beginning July 1, 2018.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Governance Commitment
Policy Number	BP 1.1
Policy Owner	Board Chair
Adopted	
Reviewed	
Revised	

The Board of Trustees of Moraine Park Technical College will always act in the best interest of the College and the community as a whole. The Board seeks to fulfill its stewardship role on behalf of the residents of the Moraine Park Technical College District.

In its governance, the Board is committed to the College's core values as stated in the Value Statements, Vision, Mission, Strategic Priorities and Statements listed in the Ends Board Policy. These values will guide development of Board policies and all governance practices of the Board.

The Board will govern Moraine Park Technical College in accordance with its established policies, directives from the Wisconsin Technical College System, and the constitutions and laws of the United States of America and the State of Wisconsin.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Governing Philosophy
Policy Number	BP 1.2
Policy Owner	Board Chair
Adopted	
Reviewed	
Revised	

The Board of Trustees of Moraine Park Technical College has the authority and accompanying responsibility for the effective governance of the College. The Board carries out this responsibility through the commitment to fundamental philosophical beliefs about their roles and leadership and how those are embodied by the actions of the trustees, the College President, and the faculty and staff that comprise the broader College District.

The Board embraces a governance view that is strategic, future-oriented, proactive, positive, ambitious, transparent and deliberative. This governing philosophy encourages diversity in viewpoints, reinforces the centrality of Board policy-making and empowers the President with clear direction.

More specifically, the Board will:

- Operate in all ways mindful to its trusteeship and stewardship obligations to the citizens of its District.
- Take action only in official Board meetings called, scheduled and conducted according to statutory requirements.
- Ensure the continuity of its governance capability through individual training, development and the orientation of new members in the Board's governance process.
- Lead and inspire the organization through the careful establishment of the broadest organizational policies reflecting the District's values. The Board's major focus will be on the intended long-term impact of the College on the District stakeholders.
- Accept collective responsibility for excellence in governance. The Board will use the expertise of individual trustees to enhance the work of the Board as a body, rather than to substitute their individual judgments for those of the Board as a whole.
- Monitor and discuss the Board's process and performance regularly for continuous improvement. Annual self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-Staff Relationship categories and any Board goals that may be established annually.
- Seek balanced input from various sources including staff, students, alumni, employers and other community members on Board policies. The Board will initiative timely linkages with stakeholder groups as needed.
- Make decisions, to the extent possible, on a consensus basis.
- The Board maintains active membership in local, state and national associations and affiliations that the Board deems appropriate to the mission of the College:
 - Wisconsin Technical College District Boards Association (DBA)
 - Association of Community College Trustees (ACCT)

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Board Responsibility
Policy Number	BP 1.3
Policy Owner	Board Chair
Adopted	
Reviewed	
Revised	

The Board of Trustees of Moraine Park Technical College functions as a collective body to promote a positive image for the College while representing the community in determining and assuring appropriate organizational performance. Board responsibilities are distinguished from staff responsibilities by the following:

- Serving as the official governance link between the College and the community stakeholders and maintaining a positive image when representing the College to the public.
- Employing and supervising the College President.
- Selecting and retaining the services of District legal counsel, the public financial depository institution and financial auditor.
- Enacting written governing policies which address:
 - GOVERNANCE PROCESS: Specification of how the Board conceives, carries out and monitors its own tasks.
 - BOARD-STAFF RELATIONSHIP: How authority and accountability is delegated to the President and its proper use monitored.
 - EXECUTIVE LIMITATIONS: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - ENDS: College services, impacts, benefits, outcomes, recipients and their relative worth. Ends include College vision, mission, purpose and strategic priorities.
- Monitoring College effectiveness in meeting Board policies on Ends.
- Assessing President's performance through a formal review prior to July 1 each year with respect to achievement of Board policies on Ends and Executive Limitations, responsibilities to the President's job description, and the President's annual goals and objectives as established by the Board in consultation with the President.

VII. ACTION ITEMS

E. Ratification of President's Employment Agreement

The District Board and President Baerwald have agreed on the renewal of the President's Employment Agreement from July 1, 2017 through June 30, 2019. The parties also agreed on the President's salary and benefits applicable to the 2017-18 fiscal year. The action, below, is to ratify approval of the Employment Agreement and the 2017-18 Salary/Benefits Summary letter.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board ratify and approve the President's Employment Agreement and Salary/Benefits Summary letter as prepared by the District Board's legal counsel.

Roll call vote:

_____ Krueger
_____ Jung
_____ Prill
_____ Fields
_____ Zeratsky
_____ Lloyd
(abstain) Laubenstein
_____ Staral
_____ Miller

VIII. CORRESPONDENCE AND REPORTS

C. District Boards Association Reports/Upcoming Events

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

1. WTCS Board Meeting, July 11-12, Rhinelander
2. District Boards Association Summer Meeting, July 14-15, Kenosha
3. Energy Education Center Groundbreaking, July 24, 4 p.m., Beaver Dam Campus
4. Convocation, August 21, 8:15 a.m. to 12 noon, Holiday Inn, Fond du Lac