

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

September 20, 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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<i>(Note: A majority of Board members may be attending the meetings/conferences at the dates/places, and for the purposes referenced in this document. This notice is being provided to comply with Wisconsin Open Meetings Law.)</i>	
VIII. 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:

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

IV. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the August 16, 2017 meeting minutes as presented.

V. CONSENT ITEMS

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

A. Employment

Resignations/Terminations

Kenneth Carnahan, Anatomy and Physiology Instructor, submitted his retirement effective May 22, 2018. Kenneth has been with the College since August 2003.

Melissa Moede, Computer Technical Support Specialist, submitted her resignation effective August 17, 2017. Melissa had been with the College since May 2015.

Sandy Fisher, Graphic Production Specialist, submitted her retirement effective January 5, 2018. Sandy has been with the College since November 1999.

Recruitment – Support Professionals

Disability Resource Specialist/Interpreter, West Bend Campus. This full-time position was created when Mary Martin submitted her resignation. This position provides a variety of support services and sign language interpreting services to students with disabilities on various campuses. This position was posted internally/externally until filled.

Multicultural Student Support Specialist (Bilingual), West Bend Campus. This full-time position was created when Nicole Schroeder submitted her resignation. This position's primary function is to provide supportive services for outreach, recruitment, enrollment and retention of targeted multicultural student populations. This position was posted internally/externally. Interviews were held September 7, 2017.

Wellness Program Assistant, Fond du Lac Campus. **This new, part-time position is funded in the 2017-18 budget.** This position will assist in the creation, implementation and evaluation of the wellness program for the purpose of educating and engaging employees in healthy lifestyle choices. This position was posted internally/externally until filled. Interviews were last held August 30, 2017.

Housekeeper, Fond du Lac Campus. This part-time position was created when Larissa Schairer submitted her resignation. This position performs custodial duties for an assigned area at the Fond du Lac Campus and performs heavy duty cleaning throughout the Fond du Lac Campus as needed. This position was posted internally/externally. After screening and interviewing, Andrew Hunt was selected and his start date is September 25, 2017.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Support Professionals (Continued)

Computer Lab Software Application Specialist, Beaver Dam Campus. This part-time position was created when Lori Erber submitted her resignation. This position assists students or other users in the use of software applications in the Open Computer Lab at the Beaver Dam Campus. This position troubleshoots and provides preliminary technical support for computer hardware and software. This position was posted internally/externally. After screening and interviewing, Ann Kloeckner was selected and her start date was August 23, 2017.

Security Officer, Beaver Dam Campus. This part-time position was created when Cole Zondag submitted his resignation. This position, with oversight from the Security Manager, assists with MPTC's security and safety efforts at the Beaver Dam Campus, which includes loss prevention, parking enforcement, student, staff and public safety. This position was posted internally/externally. After screening and interviewing, Jody Marcoe was selected and his start date was August 21, 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. After interviewing and screening, Jon Dielentheis was selected and his start date was August 22, 2017.

Recruitment – Management/Instructional Staff

Economic and Workforce Development Press Brake 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 classes in the Press Brake Boot Camp including the safe operation of press brake equipment, the use of Computer Numerical Control (CNC) programming for press brakes using Mastercam, blueprint reading and short-term training for businesses. This position was posted internally/externally with a closing date of October 12, 2017.

Dean of the Beaver Dam Campus. This full-time position was created when Dr. Matthew Hurtienne submitted his resignation. This position coordinates the Beaver Dam Campus operations with functional managers to maintain a campus culture that ensures quality programs and services and meets College strategic priorities. This position was posted internally/externally with a closing date of September 7, 2017.

HVAC-R Instructor, West Bend Campus. This full-time position was created with Robert Krug submitted his resignation. The primary teaching responsibility will be commercial and residential HVAC/R systems design, installation, service and repair. This position was posted internally/externally until filled.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

Facilities Operations Manager, Fond du Lac Campus. This full-time position was created when Eric Hidde submitted his resignation. This position is responsible for managing all District daily building operations and maintenance functions to include supervision of the maintenance and buildings and grounds staff and also manages District facility operations to include snow removal, maintenance contracts and other procurement. This position was posted internally/externally until filled. Interviews were held September 14.

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. Interviews were held September 1, 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 reposted until filled.

Adult Basic Education Instructor, Beaver Dam Campus. This full-time position was created with Kathy Mueller changed positions. The primary instructional responsibilities will be teaching students in Reading, Math, English/Language Arts, Social Studies, Financial Literacy and Digital Literacy, as well as providing support in test taking, goal setting, college preparedness, career and employability skills and other Basic Education areas as needed. This position was posted internally/externally. After screening and interviewing, Bobbi Mand was selected and her start date was September 7, 2017.

Bobbie earned her Bachelor of Science degree in Education from the University of Wisconsin – Madison. Bobbi was most recently employed at the STEM Institute for three years as a Mentor Teacher for grades 6-9.

It is recommended that the Moraine Park Technical College District Board offer a contract to Bobbi Mand, and further that she be placed in Salary Grade F1 on the Faculty salary schedule.

Electrical Power Distribution Instructor, Beaver Dam Campus. This full-time position was created when Jeff Vonau submitted his resignation. The primary teaching responsibility will be Electrical Power Distribution; however, class assignments and locations may vary from term to term. This position was posted internally/externally. After interviewing and screening Mark Thronson was selected and his start date was August 21, 2017.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

Mark worked in the Electrical Power Distribution industry for over 35 years. Mark is a certified Electrical Line Worker Instructor and was most recently employed as faculty at Northwest Lineman College.

It is recommended that the Moraine Park Technical College District Board offer a contract to Mark Thronson, and further that he be placed in Salary Grade F2 on the Faculty salary schedule.

Electrical Power Distribution Instructor, Beaver Dam Campus. This full-time position was created when Scott Pagenkopf submitted his resignation. The primary teaching responsibility will be Electrical Power Distribution; however, class assignments and locations may vary from term to term.

Scott Pagenkopf was reinstated and his start date was August 21, 2017.

It is recommended that the Moraine Park Technical College District Board re-offer a contract to Scott Pagenkopf, and further that he be placed in Salary Grade F2 on the Faculty salary schedule.

Basic Education/ELL Instructor, Beaver Dam Campus. **This full-time position uses budget dollars allocated for a Math Instructor position that will not be filled.** The primary teaching responsibilities will be to provide English, grammar, writing, reading, speaking and listening skills to students who are non-native English speakers. This position was posted internally/externally. After interviewing and screening, Jennifer Elliott was selected and her start date was August 21, 2017.

Jennifer earned her Bachelor of Science degree in Elementary Education from the University of Wisconsin – Milwaukee and her Master's degree in Reading/Learning Disabilities from Cardinal Stritch University. Jennifer was most recently employed at Sharon Community School for a year as an ESL instructor.

It is recommended that the Moraine Park Technical College District Board offer a contract to Jennifer Elliott, and further that she be placed in Salary Grade F1 on the Faculty salary schedule.

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. After interviewing and screening, Derek Ward was selected and his start date was August 21, 2017.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

Derek earned his Electrical Apprentice from Madison College. Derek was most recently employed at Schultz Electric for 10 years as a Project Supervisor.

It is recommended that that Moraine Park Technical College District Board offer a contract to Derek Ward, and further that he be placed in Salary Grade F2 on the Faculty salary schedule.

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 and 16, 2017. This position has been put on hold.

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.

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0222720	2 Kyocera Ecosys copier
A0222761	2 Doosan DNM 4500 machine center
A0222766	4 Ruckus Wireless Zoneflex Smart Wifi
A0222798	Access control readers for IT remodeled area
A0222824	Orbital Floor Scrubber
A0222909	LabStats Software
A0222936	Furniture for IT expansion
A0223021	Lucas 2 chest compression battery and charger
A0223031	Furniture for O212 classroom upgrade
A0223047	Liebert GXT4-1500VA UPS
P-card	Server cabinet
P-card	Cisco Catalyst switch
P-card	Digital classroom Cisco endpoints
P-card	15 Extron IT Switchers and accessories
P-card	8 NEC LCD monitors
P-card	Kettlebells and Dumbbell rack
P-card	4 Panasonic 49in Digital Display
P-card	7 Panasonic projectors
P-card	Studio 3 bike
P-card	Infinity Puron Air Conditioner
P-card	Phlebotomy Chair
P-card	3 Rescue Annie AED's
P-card	Dell Latitude E7470 laptop and accessories
P-card	2 Chricothyrotomy light kit
P-card	Renegade Service Line Parts Washer/Filtration System
P-card	HP Designjet T520 Printer
P-card	Press Brake Cabinet
P-card	Module Desk
P-card	Educational Training Module
P-card	Treadmill
P-card	Recumbent bike
P-card	Elliptical
P-card	3 Vacuum Pumps
P-card	3 NetLinx Integrated Controller
P-card	Vinewave Software

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments (Continued)

TAX LEVY RECEIVABLE:

Through September 11, all 130 municipalities have submitted the tax levy payments. A summary of this year's collection is as follows:

<u>County</u>	<u>Total Levied</u>	<u>Total Collected</u>	<u>Percent Collected</u>
Calumet	\$193,293.95	\$193,293.95	100%
Columbia	\$3,626.99	\$3,626.99	100%
Dodge	\$3,035,472.32	\$3,035,472.32	100%
Fond du Lac	\$4,592,632.39	\$4,592,632.39	100%
Green Lake	\$1,461,724.18	\$1,461,724.18	100%
Marquette	\$20,862.48	\$20,862.48	100%
Sheboygan	\$5,482.30	\$5,482.30	100%
Washington	\$6,682,230.73	\$6,682,230.73	100%
Waushara	\$145,434.53	\$145,434.53	100%
Winnebago	<u>\$79,743.13</u>	<u>\$79,743.13</u>	100%
	<u>\$16,220,503.00</u>	<u>\$16,220,503.00</u>	<u>100%</u>

OTHER:

The interest rate National Exchange Bank and Trust remains at 1.375% for August 2017.

C. Economic Development Contracting

EWD Board Report September 2017										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager	UH	Contract
Amerigroup	STRAT	4710240032532	\$ 5,000.00	\$ 5,154.29	\$ (154.29)	1	0.07	Gettings		C0000000005888
Amnart LLC	STRAT	4710240032531	\$ 5,000.00	\$ 5,154.29	\$ (154.29)	1	0.07	Holmes		C0000000005887
Adison Technologies Inc	ISO 9001: 2015 Revised Standard Overview	476234316218001	\$ 198.00	\$ 150.80	\$ 47.20	2	0	Gettings		C0000000002728
Berger Barn Community Hospitals Inc	STRAT	4710240032531	\$ 5,000.00	\$ 5,154.29	\$ (154.29)	1	0.07	Holmes		C0000000005887
Bradley Corp	5S Visual Management	476234310721	\$ 625.00	\$ 312.43	\$ 312.57	5	0.02	Gettings		C00000000027487
Brady's Loop	10% Grant Administration	109653	\$ 62.50	\$ -	\$ 62.50	0	0	Gettings		C00000000027488
Crossroads Care Center of Mayville	Nurse Assistant	3054330010783	\$ 7,738.26	\$ 6,174.00	\$ 1,614.26	7	0.7	Holmes		C00000000027529
Five Y Gadings & Lewis LLC	Adapt to Change	4719641110661	\$ 813.13	\$ 244.59	\$ 568.53	22	0.07	Holmes		C00000000027327
Five Y Gadings & Lewis LLC	Adapt to Change	4719641110662	\$ 818.68	\$ 250.35	\$ 568.33	28	0.09	Holmes		C00000000027327
Five Y Gadings & Lewis LLC	Adapt to Change	4719641110663	\$ 816.96	\$ 234.88	\$ 582.08	26	0.09	Holmes		C00000000027327
Five Y Gadings & Lewis LLC	Adapt to Change	4719641110664	\$ 798.72	\$ 230.19	\$ 568.53	7	0.02	Holmes		C00000000027327
Five Y Gadings & Lewis LLC	Adapt to Change	4719641110665	\$ 823.68	\$ 255.15	\$ 568.53	33	0.11	Holmes		C00000000027327
Five Y Gadings & Lewis LLC	10% Grant Administration	109555	\$ 407.14	\$ -	\$ 407.14	0	0	Holmes		C00000000027328
Five Y Gadings & Lewis LLC	Think Critically	4719641110730	\$ 808.00	\$ 359.92	\$ 452.08	20	0.07	Holmes		C00000000027428
Five Y Gadings & Lewis LLC	Think Critically	4719641110731	\$ 808.00	\$ 225.92	\$ 582.08	20	0.07	Holmes		C00000000027428
Five Y Gadings & Lewis LLC	Think Critically	4719641110732	\$ 800.80	\$ 238.72	\$ 562.08	11	0.04	Holmes		C00000000027428
Five Y Gadings & Lewis LLC	Think Critically	4719641110733	\$ 812.00	\$ 229.92	\$ 582.08	25	0.08	Holmes		C00000000027428
Five Y Gadings & Lewis LLC	Think Critically	4719641110734	\$ 808.80	\$ 226.75	\$ 582.05	21	0.07	Holmes		C00000000027428
Five Y Gadings & Lewis LLC	Think Critically	4719641110735	\$ 804.00	\$ 221.92	\$ 582.08	15	0.05	Holmes		C00000000027428
Five Y Gadings & Lewis LLC	Think Critically	4719641110787	\$ 812.80	\$ 230.72	\$ 582.08	26	0.09	Holmes		C00000000027428
Five Y Gadings & Lewis LLC	10% Grant Administration	109559	\$ 565.44	\$ -	\$ 565.44	0	0	Holmes		C00000000027429
Good da Lin Comby Economic Development Corp	Research Assistant	10811	\$ 36,352.15	\$ 30,398.37	\$ 5,953.86	0	0	Hall		C0000000005805
Lenz Sales & Service Incorporated	Autoservice Electrical & Electronic Fundamentals	4760340610802	\$ 345.00	\$ 299.39	\$ 45.61	1	0.01	Holmes		C00000000027667
Mayville Engineering Co Inc	Blueprint Reading - 12 hr	4762343120784	\$ 2,850.15	\$ 1,349.19	\$ 1,481.16	13	0.13	Gettings		C00000000027667
Mayville Engineering Co Inc	10% Grant Administration	10967	\$ 283.04	\$ -	\$ 283.04	0	0	Gettings		C00000000027668
Mayville Engineering Co Inc	Blueprint Reading - 1.2hr	4762343120786	\$ 2,900.25	\$ 1,327.05	\$ 1,573.20	15	0.15	Gettings		C00000000027687
Mayville Engineering Co Inc	10% Grant Administration	10968	\$ 290.03	\$ -	\$ 290.03	0	0	Gettings		C00000000027688
Mercury Mar Inc	Core Skills - Mercury	4719641110795	\$ 1,350.00	\$ 576.48	\$ 773.52	30	0.15	Hall		C00000000027697
Mercury Mar Inc	Core Skills - Mercury (Team A)	4719641110797	\$ 350.00	\$ 104.96	\$ 245.04	16	0.03	Hall		C00000000027697
Mercury Mar Inc	Core Skills - Mercury (Team B)	4719641110798	\$ 350.00	\$ 104.96	\$ 245.04	14	0.02	Hall		C00000000027697
Mercury Mar Inc	Core Skills - Mercury	4719641121698	\$ 1,130.00	\$ 499.64	\$ 690.36	8	0.04	Hall		C00000000027727
Mercury Mar Inc	Core Skills - Mercury (Team A)	4719641121699	\$ 350.00	\$ 104.96	\$ 245.04	8	0.01	Hall		C00000000027727
Mercury Mar Inc	Core Skills - Mercury	4719641218154	\$ 1,460.00	\$ 666.14	\$ 794.86	33	0.17	Hall		C00000000027749
Mercury Mar Inc	Core Skills - Mercury (Team A)	4719641218155	\$ 350.00	\$ 104.96	\$ 245.04	16	0.03	Hall		C00000000027749
Mercury Mar Inc	Core Skills - Mercury (Team B)	4719641218156	\$ 350.00	\$ 104.96	\$ 245.04	17	0.03	Hall		C00000000027749
Wells Vehicle Electronics	See Sigma Green Belt Certification	1062515124809	\$ 22,475.87	\$ 8,748.14	\$ 13,707.53	5	0.83	Gettings		C00000000056529
Wells Vehicle Electronics	See Sigma Green Belt Project	1062515124810	\$ -	\$ -	\$ -	5	0.17	Gettings		C00000000056529
Wells Vehicle Electronics	See Sigma Green Belt Certification	1062515124811	\$ 22,475.87	\$ 8,457.27	\$ 14,018.60	5	0.83	Gettings		C00000000056529
Wells Vehicle Electronics	See Sigma Green Belt Project	1062515124812	\$ -	\$ -	\$ -	5	0.17	Gettings		C00000000056529
Wells Vehicle Electronics	10% Grant Administration	109213	\$ 4,495.17	\$ -	\$ 4,495.17	0	0	Gettings		C00000000066530
WI Department of Corrections	Dairy Worker - Milling/Feeding	3000635025353	\$ 5,620.16	\$ 4,215.50	\$ 1,404.66	10	0.33	Bronckel		C00000000027007
WI Department of Corrections	Dairy Worker - Reproduction	3000635125354	\$ 5,620.16	\$ 4,215.50	\$ 1,404.66	10	0.33	Bronckel		C00000000027007
		TOTAL:	\$ 133,684.28	\$ 76,191.40	\$ 57,492.88	482	5.21			

V. CONSENT ITEMS

SUGGESTED MOTION – PRESIDENTIAL PARAMETERS, CONSENT ITEMS

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

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

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

Roll call vote:

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

VI. ACTION ITEMS

A. 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 August 2017 meeting and District staff are seeking approval of the same at this time:

- BP 1.7 – Board Committees
- BP 1.8 – Policy Development, Review and Modification
- BP 1.9 – Code of Ethics

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve board policies BP 1.7 – Board Committees; BP 1.8 – Policy Development, Review and Modification; and, BP 1.9 – Code of Ethics, 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	Board Committees
Policy Number	BP 1.7
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

The Board shall act as a committee of the whole and shall not create, use, or rely on standing committees for any purpose with the exception of the following:

- The Board may establish ad hoc committees when, in the judgment of the Board, such ad hoc committees are appropriate and required for the completion of a specific project or task. When such ad hoc committees are formed, the Board shall approve a statement of the committee's charge, as well as a timeline for the completion of the committee's work.
- The Board Chairperson shall appoint the members of the ad hoc committee and name the committee's chair from among its members. When appropriate to the committee's task, its members may include persons from the staff or from the community.
- It is the responsibility of ad hoc committees to complete the assigned task and to prepare a written report or to deliver an oral report to the full Board. When this task is completed, the committee shall be discharged.
- Ad hoc committees do not exercise control or authority over the President or the staff.
- Ad hoc committees have no independent authority or power to act in lieu of the Board, except when formally given such authority for specific and time-limited purposes.
- The Board, as a collective body, may meet as a committee of the whole for work and discussion sessions, but no official action will be at these sessions. The committee of the whole shall meet at the discretion of the Board Chairperson.
- The Board of Trustees currently has a Finance Committee. The establishment and appointment of the 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; the Deputy Treasurer will serve as backup. 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.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Policy Development, Review and Modification
Policy Number	BP 1.8
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

It is the responsibility of the Board to provide leadership, guidance, and direction to govern the current and future affairs of the College. Such actions, when approved by the Board, shall be articulated as statements of Board policy and shall be incorporated into a single, unified and comprehensive compilation of a Board policy manual. The Board shall develop and maintain policies that are essential to govern itself and shall review all policies periodically. These Board policies shall be reviewed and adopted by a majority of the Board in accordance with a policy review schedule to be conducted during regular Board meetings. Board policies shall consist of the Governance Process, Board-Staff Relationship, Executive Limitations and Board Ends. Board policy statements shall comply with the provisions of Chapter 38 of the Wisconsin Statutes.

- All policies will have a consistent format with a policy title, policy number, policy owner, adopted date, review date and/or revision date. Statutory references shall be included, where appropriate.
- When articulating policy, the Board shall strive for brevity, clarity, and continued expression of a positive and future-oriented tone.
- All new, revised, suspended or deleted Board policies shall require public notice and approval by the Board at regularly scheduled Board meetings and actions recorded in the minutes.
- All Board policies, including statutory references, will be maintained on the College's public website, www.morainepark.edu, and accessible to all staff and the public.
- Board policy considerations may be initiated by any sector of the community; however, the Board may direct the topic to be considered as an Administrative policy developed by the President rather than a Board policy.
- The Board may recommend that legal counsel review appropriate new policies, or where appropriate, update existing policies, for concurrence with statutes, administrative codes or other legally binding regulatory organizations governing the College.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Code of Ethics
Policy Number	BP 1.9
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

The Board expects ethical and professional conduct of itself and its members. Each member of the Board is an appointed representative of the citizens of the entire District and, therefore, embraces the public's trust. The Board members' obligations, as a group, are both legal and ethical. Each member promises to carry out his/her duties with the very highest ethical conduct and to carry out the Board's requirements under the applicable education code provisions of the State of Wisconsin and such other local, state, and federal laws as apply.

- Board members must represent unconflicted loyalty to their responsibilities to the College superseding personal interests and their interests in other organizations. Board members must not use any information provided by the College or acquired as a consequence of their service to the College in any manner except to further their Board duties, nor may they misrepresent known facts on an issue involving College business.
- Board members must assure that all actions and decisions are done to better serve students, local businesses and industries, and District residents.
- Board members must avoid conflict of interest with respect to their fiduciary responsibility.
 - There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to inside information.
 - When the Board is to consider an issue as to which a member has an unavoidable personal conflict of interest, that member shall not participate in any way in the consideration or vote upon such issue.
 - Board members shall not use their positions to obtain employment in the College for themselves, family members or close associates. Should a member desire employment, he or she must first resign from the Board.
 - Wis. Stat. sec. 946.13(1)(a), as amended, prohibits a Board member, in his or her private capacity, from negotiating, bidding, or entering into a contract in which the Board member has a direct or indirect financial interest if the Board member is authorized or required by law to participate in his or her capacity as a member of the College Board. Consequently, a Board member may be required to resign his or her Board position in order to avoid a conflict of the above-referenced statute.
- Board members will respect and protect the confidentiality appropriate to issues of a sensitive nature, including discussions in Closed Session.
- Board members will appropriately address citizen requests brought before them by referring the request to the President.

- Board members recognize that each Trustee is only one member of a team, and that all Board actions are taken as a group in such a manner that the best interests of the entire College community are advanced.
 - Board members' interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted in Board policies.
 - Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.
 - Board members are responsible for evaluating the performance of the President in accordance with Board policies and relevant contractual documents. Board members will not evaluate the performance of the President's subordinates.

VI. ACTION ITEMS

B. Approval of Retirements

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

<u>Employee</u>	<u>Title</u>	<u>Effective Date</u>	<u>Date Hired</u>
Sandy Fisher	Graphic Production Specialist	01/05/18	11/29/99
Kenneth Carnahan	Anatomy and Physiology Instructor	05/22/18	08/19/03

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the retirements of Sandy Fisher and Kenneth Carnahan:

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

VI. ACTION ITEMS

C. **Approval of Resolution Authorizing the Sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A**

The District Board, at the August 16 meeting, adopted Resolution 18-01 authorizing the issuance and setting the sale of general obligation promissory notes. The District intends to issue \$3,450,000 of General Obligation Promissory Notes under the resolution to include in the amount of \$1,450,000 for the public purpose of financing the Energy Education Center building addition at the Beaver Dam Campus, and \$2,000,000 for the public purpose of financing the acquisition of movable equipment. Bids for this note sale are being accepted on September 20, 2017, and will be presented at the September 20 District Board meeting for review and approval.

Additional materials in the form as necessary, and legal documents required to execute the sale, will be available that evening. Mr. John St. Peter, as the Board's attorney, is working with the legal counsel of Quarles and Brady to prepare all relevant documents.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board adopt the following resolution approving the award of bid and authorizing the sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A.

Roll call vote:

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

WHEREAS, on August 16, 2017, the District Board of the Moraine Park Technical College District, Wisconsin (the "District") adopted a resolution (the "Authorizing Resolution") which authorized the issuance of General Obligation Promissory Notes, Series 2017-18A (the "Notes") in the amount of \$1,450,000 for the public purpose of financing the construction of building additions or enlargements at the Beaver Dam campus and in the amount of \$2,000,000 for the public purpose of financing the acquisition of movable equipment (collectively, the "Project");

VI. ACTION ITEMS

C. **Approval of Resolution Authorizing the Sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A (Continued)**

WHEREAS, the District caused Notices to Electors to be published in The Reporter on August 18, 2017, the Daily Citizen on August 22, 2017 and the Daily News on August 25, 2017 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes to finance the acquisition of movable equipment within thirty (30) days of publication of the Notices with respect to the Project;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on September 25, 2017;

WHEREAS, the District has directed Robert W. Baird & Co. Incorporated ("Baird") to take the steps necessary to sell the Notes;

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on September 20, 2017;

WHEREAS, the Secretary (in consultation with Baird) caused notice of the sale of the Notes to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale;

WHEREAS, the District has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the District. Baird has recommended that the District accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District that:

Section 1. Ratification of the Official Notice of Sale and Offering Materials. The District Board of the District hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Notice of Sale of the District and any other offering materials prepared and circulated by Baird are hereby ratified and approved in all respects. All actions taken by officers of the District and Baird in connection with the preparation and distribution of the Official Notice of Sale and any other offering materials are hereby ratified and approved in all respects.

VI. ACTION ITEMS

C. **Approval of Resolution Authorizing the Sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A (Continued)**

Section 1A. Authorization and Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of THREE MILLION FOUR HUNDRED FIFTY THOUSAND DOLLARS (\$3,450,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, is hereby accepted (subject to the condition that no valid petition for a referendum is filed by September 25, 2017 with respect to the Notes). The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be retained by the District Treasurer and applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2017-18A"; shall be issued in the aggregate principal amount of \$3,450,000; shall be dated October 11, 2017; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2018. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on April 1, 2026 and thereafter shall be subject to redemption prior to maturity, at the option of the District, on April 1, 2025 or on any date thereafter. Said Notes shall be redeemable as a whole or in part, and if in part, from maturities selected by the District and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2017 through 2026 for payments due in the years 2018 through 2027 in the amounts set forth on the Schedule.

VI. ACTION ITEMS

C. **Approval of Resolution Authorizing the Sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A (Continued)**

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for \$3,450,000 General Obligation Promissory Notes, Series 2017-18A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. The District Treasurer shall deposit in the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

VI. ACTION ITEMS

C. **Approval of Resolution Authorizing the Sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A (Continued)**

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed or for the payment of the principal of and the interest on the Notes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

VI. ACTION ITEMS

C. **Approval of Resolution Authorizing the Sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A (Continued)**

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts

VI. ACTION ITEMS

C. **Approval of Resolution Authorizing the Sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A (Continued)**

for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The District hereby authorizes the Chairperson and Secretary or other appropriate officers of the District to enter into a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 13. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

VI. ACTION ITEMS

C. **Approval of Resolution Authorizing the Sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A (Continued)**

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

Section 16. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 18. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

VI. ACTION ITEMS

C. **Approval of Resolution Authorizing the Sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A (Continued)**

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded September 20, 2017.

Michael R. Miller
Chairperson

ATTEST:

Lowell J. Prill
Secretary

(SEAL)

VI. ACTION ITEMS

C. Approval of Resolution Authorizing the Sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A (Continued)

EXHIBIT A

Official Notice of Sale

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT B

Bid Tabulation

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT C

Winning Bid

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

VI. ACTION ITEMS

C. Approval of Resolution Authorizing the Sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A (Continued)

EXHIBIT D-1

Pricing Summary

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

VI. ACTION ITEMS

C. Approval of Resolution Authorizing the Sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A (Continued)

EXHIBIT E

(Form of Note)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
MORAINÉ PARK TECHNICAL COLLEGE DISTRICT
NO. R-___ GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2017-18A \$_____

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
April 1, _____ October 11, 2017 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS (\$_____)

FOR VALUE RECEIVED, the Moraine Park Technical College District, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2018 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$3,450,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purposes of financing the construction of building additions or enlargements at the Beaver Dam campus (\$1,450,000) and the acquisition of movable equipment (\$2,000,000), as authorized by resolutions adopted on August 16, 2017 and September 20, 2017. Said resolutions are recorded in the official minutes of the District Board for said dates.

VI. ACTION ITEMS

C. Approval of Resolution Authorizing the Sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A (Continued)

The Notes maturing on April 1, 2026 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2025 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrevocable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the District Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the District appoints another depository, upon surrender of the Notes to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with

VI. ACTION ITEMS

C. Approval of Resolution Authorizing the Sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A (Continued)

respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and District may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the Moraine Park Technical College District, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and Secretary; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

MORAINÉ PARK TECHNICAL COLLEGE
DISTRICT, WISCONSIN

By: _____
Michael R. Miller
Chairperson

(SEAL)

By: _____
Lowell J. Prill
Secretary

VI. ACTION ITEMS

C. Approval of Resolution Authorizing the Sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A (Continued)

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned resolutions of the Moraine Park Technical College District, Wisconsin.

ASSOCIATED TRUST COMPANY,
NATIONAL ASSOCIATION,
GREEN BAY, WISCONSIN

By _____
Authorized Signatory

VI. ACTION ITEMS

C. Approval of Resolution Authorizing the Sale of \$3,450,000 General Obligation Promissory Notes, Series 2017-18A (Continued)

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

VII. CORRESPONDENCE AND REPORTS

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. ACCT Leadership Congress, September 25-28, The Cosmopolitan, Las Vegas, NV
2. Medical Assistant Technical Diploma Completion Ceremony, 6 p.m., September 28, West Bend Campus
3. District Board Workshop, October 25, 4:30 to 7:30 p.m., South Hills Country Club
4. District Boards Association Fall Meeting and Legal Issues Seminar, November 2-4, Marriott-Milwaukee West, Waukesha