

# MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

*November 15, 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>	
<b>VIII. ADJOURNMENT</b>	

## I. ROLL CALL – 5:00 p.m.

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### A. Meeting Announcement

This meeting of the Moraine Park Technical College District Board has been officially announced to the District's official news media – the Fond du Lac Reporter, the West Bend News, and the Beaver Dam Daily Citizen – as well as to other media, in accordance with the Wis. Stat. sec. 19.81 through 19.98.

Roll call:

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

## IV. APPROVAL OF MINUTES

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**SUGGESTED MOTION:**

*I move that the Moraine Park Technical District Board approve the October 18, 2017 meeting and October 25, 2017 workshop minutes as presented.*

## V. CONSENT ITEMS

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

### A. Employment

#### Resignations/Terminations

Douglas Holmes, Economic and Workforce Development Business Representative, submitted his resignation effective December 1, 2017. Douglas has been with the College since November 2016.

Fran Stoffel, Housekeeper, submitted her retirement effective November 30, 2017. Fran has been with the College since April 2003.

Paolo Spoto, Housekeeper, submitted his resignation effective November 3, 2017. Paolo had been with the College since July 2017.

Christopher Schatz, Economic and Workforce Development Leadership Instructor, submitted his resignation effective October 27, 2017. Christopher had been with the College since August 2013.

Dennis Andrew, Housekeeper, submitted his resignation effective September 29, 2017. Dennis had been with the College since August 2011.

#### Recruitment – Support Professionals

Security Officer, Beaver Dam Campus. This part-time position was created when Joseph Clark changed positions. 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 with a closing date of November 14, 2017.

Housekeeper, West Bend Campus. This part-time position was created when Tyler Vorpahl changed positions. This position performs custodial duties for an assigned area at the West Bend Campus and performs heavy duty cleaning throughout the campus as needed. This position was posted internally/externally until filled.

English Language Learning Program Specialist, Fond du Lac Campus. This part-time position was created when Raquel Boix-Pawlak submitted her resignation. This position provides community outreach, recruitment, retention, orientation and transition services for English Language Learning students and Adult Basic Education students. This position was posted internally/externally until filled.

## V. CONSENT ITEMS

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### A. Employment (Continued)

#### Recruitment – Support Professionals (Continued)

Housekeeper, Fond du Lac Campus. This part-time position was created when Dennis Andrew submitted his resignation. This position performs custodial duties for an assigned area at the Fond du Lac Campus and performs heavy duty cleaning throughout the campus as needed. This position was posted internally and externally until filled.

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.

Housekeeper, West Bend Campus. This full-time position was created when Fran Stoffel submitted her retirement. This position performs custodial duties for an assigned area at the West Bend Campus and performs heavy duty cleaning throughout the campus as needed. This position was posted internally. Tyler Vorpahl was selected and his start date was November 6, 2017.

Housekeeper, Fond du Lac Campus. This full-time position was created when Paolo Spoto submitted his resignation. This position performs custodial duties for an assigned area at the Fond du Lac Campus and performs heavy duty cleaning throughout the campus as needed. This position was posted internally. Joseph Clark was selected and his start date is November 20, 2017.

#### Recruitment – Management/Instructional Staff

Corrections Manager, Fond du Lac Campus. This full-time position was created when Mary Davies changed positions. This position serves as a liaison between the College, the county jails and regional prisons at an operational level. This position was posted internally/externally with a closing date of November 27, 2017.

Economic and Workforce Development Business Representative, Fond du Lac Campus. This full-time position was created when Douglas Holmes submitted his resignation. This position serves as a liaison between the College and business/industry along with regional partners across the Moraine Park District. This position was posted internally/externally with a closing date of November 27, 2017.

## V. CONSENT ITEMS

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### A. Employment (Continued)

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

Associate Dean of Business and Information Technology, Fond du Lac Campus. This full-time position was created when Lisa Pollard changed positions. This position is responsible for the operation of the Facilitate Teaching and Learning major process of the Primary Learning System, for the instructional programs of assignment, subject to the constraints imposed by the Dean of Applied Technology and Trades, District Board policy, State Board rules, laws and professional ethical behavior. In addition, this position is accountable for, in the instructional programs of assignment, the formation or adjustment of the processes of the following Primary Learning System and Student Services Support major processes: Planning Learning Opportunities, Facilitate Teaching and Learning, Instructional Operations, Outcome Assessment, Instructional Technology and Innovation and Student Support. This position was posted internally/externally. Interviews will be held November 27, 2017.

Software Developer Instructor, Fond du Lac Campus. **This new, full-time position is funded in the 2017-18 budget.** The primary teaching responsibility will vary within the Software Developer Associate Degree Program and included courses such as C#, JavaScript, SSQL, Web Scripting, ASP.Net and Systems Analysis. This position was posted internally/externally. Interviews were held November 13, 2017.

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. Interviews will be held November 21, 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.

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, 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. Interviews were last held October 25, 2017.

## V. CONSENT ITEMS

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### A. Employment (Continued)

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

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. Interviews were held October 13, 2017.

Application Developer, Fond du Lac Campus. This full-time position was created due to the ending of the Ellucian Managed Services contract. This position designs and develops user interfaces to internet/intranet applications. This position analyzes and improves complex system logic and works with Systems Analysts and functional staff to determine user requirements and system solutions. This position was posted internally/externally until filled. Matthew Mutz accepted the position and his start date was November 8, 2017.

Matthew earned his Bachelor of Science degree in Computer Information Systems from University of Wisconsin – Stevens Point. Matthew had been working at MPTC since April 17, 2017 (TEKsystems employee through November 7, 2017).

It is recommended that the Moraine Park Technical College District Board offer a contract to Matthew Mutz, and further that he be placed in Salary Grade D1 on the Management salary schedule.

Associate Dean of Economic and Workforce Development, Fond du Lac Campus. This full-time position became available when Charles Brendel submitted his retirement. This position is responsible for the operation of the Facilitate Teaching and Learning major process of the Primary Learning System, for the instructional areas of assignment, subject to the constraints imposed by the Dean of Economic and Workforce Development, MPTC District Board policy, State Board rules, laws and professional ethical behavior. This position was posted internally/externally. After interviewing and screening, Mary Davies was selected and her start date was November 6, 2017.

Mary has been employed with the College for two years, most recently as the Corrections Manager.

It is recommended that the Moraine Park Technical College District Board offer a contract to Mary Davies, and further that she be placed in Salary Grade C1 on the Management salary schedule.

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. After screening and interviewing, Lisa Pollard was selected and her start date was November 6, 2017.

## V. CONSENT ITEMS

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### A. Employment (Continued)

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

Lisa has been employed with the College for 19 years, most recently as the Associate Dean of Business and Information Technology.

It is recommended that the Moraine Park Technical College District Board offer a contract to Lisa Pollard, and further that she be placed in Salary Grade C1 on the Management salary schedule.

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. Luke Dietzler accepted the position and his start date was October 18, 2017.

Luke earned his Associate degree in Computer Science from ITT Technical Institute. Luke had been working at MPTC since April 9, 2017 (TEKsystems employee through October 17, 2017).

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

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. Steven Heilmeyer accepted the position and his start date was October 24, 2017.

Steven earned his Bachelor of Science degree in Computer Information Systems from Herzing University. Steven had been working at MPTC since March 26, 2017 (TEKsystems employee through October 23, 2017).

It is recommended that the Moraine Park Technical College District Board offer a contract to Steven Heilmeyer, and further that he be placed in Salary Grade D2 on the Management 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.



## V. CONSENT ITEMS

### B. Financial Management – Accounting/Investments

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

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0223714	Performance Health Power Plate with Touch Screen
A0223769	COBAL compiler software
A0223797	18 Volt Press Tool Kit
A0223801	Gendex Medical table and installation
A0223809	Uniscope Tier 6 License
A0223817	Carpet Extractor, Floor Scrubber and Floor Sweeper
A0223846	CNC Toolroom Lathe
A0223876	Fond du Lac Upper A remodel furniture
A0223882	2012 Chevrolet Volt
P-card	6 Multiprocess Welders and accessories
P-card	Tire changer machine
P-card	Wheel Lift Kit
P-card	Samsung 65in 4K Luxury Smart TV and wireless presentation system
P-card	Laser Printer
P-card	3 Panasonic 65in Full HD LED TV's
P-card	Alkota Pressure Washer

TAX LEVY RECEIVABLE:

By October 31, all tax levy certified billing statements were sent to the 130 municipal clerks. No payments are expected until January 2018.

<u>County</u>	<u>Total Levied</u>	<u>Total Collected</u>	<u>Percent Collected</u>
Calumet	\$199,467.79	\$0.00	0.0%
Columbia	\$3,610.01	\$0.00	0.0%
Dodge	\$3,121,115.52	\$0.00	0.0%
Fond du Lac	\$4,674,878.48	\$0.00	0.0%
Green Lake	\$1,463,772.68	\$0.00	0.0%
Marquette	\$20,613.16	\$0.00	0.0%
Sheboygan	\$5,822.14	\$0.00	0.0%
Washington	\$6,999,258.77	\$0.00	0.0%
Waushara	\$146,195.29	\$0.00	0.0%
Winnebago	<u>\$81,239.16</u>	<u>\$0.00</u>	<u>0.0%</u>
	<u>\$16,715,975.00</u>	<u>\$0.00</u>	<u>0.0%</u>

## V. CONSENT ITEMS

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

OTHER:

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

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

EWD Board Report November 2017										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LM	Contract	
Alliance Laundry Systems	Assessment Testing	T1026	\$ 423.00	\$ 191.97	\$ 231.03	0	0	Gellings	C00000000028387	
Armon Technologies Inc	ISO 9001 Internal Auditor Training	4762340621838	\$ 1,910.00	\$ 1,724.00	\$ 186.00	2	0.04	Gellings	C00000000027767	
Cole Manufacturing Corporation	WI Structural Welding Certification	4744241522236	\$ 200.00	\$ 165.16	\$ 34.84	1	0.01	Gellings	C00000000028247	
John Deere Horizon Works	25% Cancellation Fee - Group 31	T1035	\$ 1,164.40	\$ 174.40	\$ 990.00	0	0	Gellings	C00000000028467	
John Deere Horizon Works	25% Cancellation Fee - Group 32	T1036	\$ 1,164.40	\$ 174.40	\$ 990.00	0	0	Gellings	C00000000028468	
John Deere Horizon Works	25% Cancellation Fee - Group 35	T1037	\$ 1,164.40	\$ 174.40	\$ 990.00	0	0	Gellings	C00000000028469	
Mercury Marine	CNC Machining Fundamentals	4744440521909	\$ 19,026.22	\$ 9,153.82	\$ 9,872.40	10	0.67	Hall	C00000000027829	
Mercury Marine	MIMS Review	4744440521910	\$ 1,326.00	\$ 1,249.14	\$ 76.86	10	0.02	Hall	C00000000027829	
Mercury Marine	10% Grant Administration	T0972	\$ 2,034.82	\$ -	\$ 2,034.82	0	0	Hall	C00000000027830	
Mercury Marine	Core Skills - Mercury	4719641122111	\$ 1,240.00	\$ 508.06	\$ 731.94	19	0.1	Hall	C00000000028155	
Mercury Marine	Core Skills - Mercury (Team A)	4719641122167	\$ 350.00	\$ 104.96	\$ 245.04	9	0.02	Hall	C00000000028155	
Mercury Marine	Core Skills - Mercury (Team B)	4719641122168	\$ 350.00	\$ 104.96	\$ 245.04	10	0.02	Hall	C00000000028155	
Mercury Marine	Core Skills - Mercury	4719641122255	\$ 1,210.00	\$ 489.40	\$ 720.60	16	0.08	Hall	C00000000028287	
Mercury Marine	Core Skills - Mercury (Team A)	4719641122256	\$ 350.00	\$ 104.96	\$ 245.04	8	0.01	Hall	C00000000028287	
Mercury Marine	Core Skills - Mercury (Team B)	4719641122257	\$ 350.00	\$ 104.96	\$ 245.04	8	0.01	Hall	C00000000028287	
Metalcraft of Mayville	Assessment Testing	T1026	\$ 461.50	\$ 211.22	\$ 250.28	0	0	Gellings	C00000000028367	
<b>TOTAL:</b>			<b>\$ 32,720.74</b>	<b>\$ 14,635.81</b>	<b>\$ 18,084.93</b>	<b>93</b>	<b>0.98</b>			

## V. CONSENT ITEMS

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

Roll call vote:

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

## VI. ACTION ITEMS

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### 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 October 2017 meeting and District staff are seeking approval of the same at this time:

- BP 2.2 – President Responsibilities
- BP 2.3 – Monitoring College Effectiveness

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve board policies BP 2.2 – President Responsibilities and BP 2.3 – Monitoring College Effectiveness, 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: BOARD/STAFF RELATIONSHIP	
Policy Title	<b>President's Responsibilities</b>
Policy Number	<b>BP 2.2</b>
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

The President is the chief executive officer of the College and is the Board's single official link with the College as an organization. The President is accountable to the Board acting as a collective body. The Board will instruct the President through written policies delegating implementation to the President.

The President's responsibilities are:

- College operation within the boundaries established in Board policies.
- Accomplishment of the responsibilities set forth in the President's contract.
- Accomplishment of annual goals and objectives established by the Board in consultation with the President.

The President has five major functions:

- Provide leadership and direction so that the organization has a continuous and effective effort to accomplish the College Vision, Mission, Value Statements, and Strategic Priorities.
- Provide leadership and direction so that College operation is within the boundaries established in Board policies.
- Accomplish the responsibilities set forth in the President's contract.
- Accomplish annual goals and objectives established by the Board in consultation with the President.
- Represent the College to the general public and all its diverse constituencies.

The Board as a collective body will assess presidential performance in meeting the above responsibilities through periodic reviews of the President, but not less than annually.

Moraine Park Technical College

BOARD POLICY TYPE: BOARD/STAFF RELATIONSHIP	
Policy Title	<b>Monitoring College Effectiveness</b>
Policy Number	<b>BP 2.3</b>
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

The Board shall monitor College effectiveness in meeting Board policies. Monitoring will be done in a way to permit the Board to use most of its time to create the future.

College effectiveness may be monitored in one or more of three ways:

**INTERNAL REPORTS** – Disclosure of information to the Board from the President and staff. Internal reports are based on a yearly schedule approved by the Board and include, but are not limited to reports on:

- Strategic Priorities
- Programming and Services
- Capital Initiatives and Leasing
- Fiduciary Responsibility
- Board Special Requests
- Executive Limitations

**EXTERNAL REPORTS** – Disclosure of compliance information by an external auditor or other persons or entities external to the institution. External reports include, but are not limited to:

- Financial Audit/Management Reports
- Actuarial Studies
- Credit Reports
- Licensing Examination Results
- Accreditation Reports
- WTCS Reports on College Comparables
- Media Reports
- Community Connection Presentations

**DIRECT BOARD INSPECTION** – The Board will periodically review the various forms of compliance information through an ad hoc committee or through the Board as a whole. This is an inspection of documents, activities, or circumstances directed by the Board, which allows a test of policy compliance.

As a result of the Board's monitoring, the Board shall review Board policies and make any adjustments necessary to improve College effectiveness.

## VI. ACTION ITEMS

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### B. Approval of Retirement

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

<u>Employee</u>	<u>Title</u>	<u>Effective Date</u>	<u>Date Hired</u>
Fran Stoffel	Housekeeper	11/30/17	04/08/03

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board accept the retirement of Fran Stoffel:***

Fran Stoffel has proven to be a very dedicated, cooperative, and hard-working employee of Moraine Park Technical College. The Board hereby accepts her retirement and expresses sincere appreciation for her 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

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### C. Approval of Resolution Designating a Financial Advisor

In July 2017, a joint Request for Proposal for financial advisory services was prepared by seven technical colleges: Moraine Park Technical College, Gateway Technical College, Lakeshore Technical College, Madison Area Technical College, Northcentral Technical College, Southwest Wisconsin Technical College and Waukesha County Technical College. The request was sent to several financial advisory service firms. Four proposals were received for consideration. Representatives from each college read the proposals and completed a composite summary point evaluation based on qualifications and experience of the firm, responsiveness to proposal, overall ability to meet the needs, costs and references. On October 9, 2017, the representatives met to interview two finalists.

Based on the overall evaluation, the District recommends that Robert W. Baird & Co. continue as the financial advisor and provide financial advisory services for the District for a five-year period beginning January 1, 2018, for an initial five-year contract plus two, one-year optional extensions.

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve the proposal as prepared by Robert W. Baird & Co. to be named as the financial advisor and to provide financial advisory services to the District for the five-year period beginning January 1, 2018, with two, one-year optional extensions.***

Roll call vote:

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

## VII. CORRESPONDENCE AND REPORTS

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### D. District Boards Association Reports/Upcoming Events

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

1. Combined CNC and Welding Boot Camp Completion Ceremony, December 8, 3:00 p.m., Fond du Lac Campus Cafeteria
2. Wisconsin Technical College System Board Meeting, January 23, WTCS Office, Madison
3. District Boards Association Quarterly Meeting, January 26-27, Holiday Inn, Eau Claire
4. ACCT National Legislative Summit, February 11-14, Marriott Marquis, Washington, DC