

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

*December 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

	<u>Page</u>
I. ROLL CALL – 5:00 p.m.	
A. Meeting Announcement	3
II. PUBLIC COMMENTS	
III. INTRODUCTIONS	
IV. APPROVAL OF MINUTES	4
V. CONSENT ITEMS	
A. Human Resources – Employment	5
B. Financial Management – Accounting/Investments	9
C. Economic Development Contracting	10
VI. ACTION ITEMS	
A. Resolution to Approve Board Policies	14
B. Approval of Renewal in the Wisconsin Technical College Employee Benefit Consortium	17
C. Acceptance of 2016-17 District Comprehensive Annual Financial Report	18
D. Approval of Bid – Building Automation System (BAS) Upgrade – Phase III, Fond du Lac Campus	19
E. Approval of Bid – Building Automation System (BAS) Upgrade – L-Wing, West Bend Campus	22
F. Approval of Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2017-18B	24
VII. CORRESPONDENCE AND REPORTS	
A. Academic Program Highlight – Medical Assistant Program	Report
B. Risk Management Update	Report
C. Program Demand Report	Report
D. President’s Report	Report
1) Board Policies	
2) Meetings Attended/to Attend	
3) Legislative Update	
4) WTCS Update	
5) College Activities Update	

	<u>Page</u>
E. District Boards Association Reports/Upcoming Events	
1) Board of Directors & Committee Reports	Report
2) Upcoming Events	29
<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. CLOSED SESSION	
A. Approval to convene into Closed Session pursuant to Wis. Stat. sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (regarding employee contract issue).	30
IX. ADJOURNMENT	

I. ROLL CALL – 5:00 p.m.

A. Meeting Announcement

This meeting of the Moraine Park Technical College District Board has been officially announced to the District's official news media – the Fond du Lac Reporter, the West Bend Daily 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:

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

IV. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the November 15, 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

Amy Patterson, Associate Dean of General Education, submitted her resignation effective January 8, 2018. Amy has been with the College since August 2010.

Lynnette Backhaus, Instructional Aide – Health Science, submitted her resignation effective December 8, 2017. Lynnette had been with the College since September 2015.

Joseph Clark, Security Officer, submitted his resignation effective November 17, 2017. Joseph had been with the College since August 2015.

Recruitment – Support Professionals

Security Officer, Beaver Dam Campus. This part-time position was created when Joseph Clark 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, Mark Jurgella was selected and his start date was December 18, 2017.

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. After screening and interviewing, Kristen Munoz was selected and her start date is January 2, 2018.

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. Interviews will be held January 5, 2018.

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. Interviews were held November 7, 2017.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Support Professionals (Continued)

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 has been put on hold.

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.

Recruitment – Management/Instructional Staff

Information and Instructional Technology Specialist, West Bend Campus. **This new position was created when Melissa Moede submitted her resignation.** This position provides technical support to customers at all MPTC facilities for College-supported computer hardware, software and other classroom technologies. This position was posted internally/externally until filled.

Instructional Aide – Welding Lab, Fond du Lac Campus. **This is a new, grant-funded position.** This position supports the welding boot camp activities by collaborating with instructors, other departments and colleagues in the community to maintain the current welding skills laboratory and to monitor and assist students in the demonstration of skills in the welding programs and lab. This position was posted internally/externally. Interviews were held December 12, 2017.

Online College Manager, Fond du Lac Campus. **This new, full-time position is funded in the 2017-18 budget.** This position collaborates with College stakeholders to research, recommend, develop and implement plans to advance online learning. This position was posted internally/externally until filled.

Economic and Workforce Development Leadership Instructor, Fond du Lac Campus. This full-time position was created when Christopher Schatz submitted his resignation. The primary teaching responsibilities for this position will be in the areas of team building, leadership and communication. This position was posted internally/externally. Interviews were held December 5, 2017.

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. Interviews were held December 12, 2017.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

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. Interviews were held December 11, 2017.

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 were last held December 13, 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 will be held December 22, 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 were 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. Interviews were held December 15, 2017.

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 last held December 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.

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.

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 November are attached. Following are selected receipts or disbursements with explanations.

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0223980	Office furniture
A0224045	Laser Shaft Alignment System
A0224147	Cabling for Access Control Project
A0224162	Accommodate software
A0224196	FANUC automated machining robot
A0224282	Office furniture
A0224313	Incontact Software license
P-card	DynaPro Spinal Health System Traction Package
P-card	Spirit Commercial Treadmill
P-card	Two Precision Workstation's T5810
P-card	5 Dell Latitude 5580 computers
P-card	Dell Latitude 7280 computer
P-card	8 Dell Latitude 7480 Laptops
P-card	Designjet Plotter Printer

TAX LEVY RECEIVABLE:

The total levy by county is listed below; 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>	0.0%
	<u>\$16,715,975.00</u>	<u>\$0.00</u>	<u>0.0%</u>

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments (Continued)

OTHER:

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

C. Economic Development Contracting

EWD Board Report December 2017

Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract
A&W Iron & Metal Inc.	Managing Performance of Others	4719646422194	\$ 1,805.00	\$ 1,233.38	\$ 571.62	2	0.03	Holmes	C0000000028187
A&W Iron & Metal Inc.	10% Grant Administration	T1007	\$ 180.50	\$ -	\$ 180.50	0	0	Holmes	C0000000028188
Agnesian Healthcare	Fire Extinguisher Training	4750345522282	\$ 135.00	\$ 44.69	\$ 90.31	6	0.01	Holmes	C0000000028331
Agnesian Healthcare	Fire Extinguisher Training	4750345522283	\$ 135.00	\$ 44.69	\$ 90.31	20	0.03	Holmes	C0000000028331
Agnesian Healthcare	Fire Extinguisher Training	4750345522284	\$ 135.00	\$ 44.69	\$ 90.31	12	0.02	Holmes	C0000000028331
Agnesian Healthcare	Fire Extinguisher Training	4750345522285	\$ 135.00	\$ 44.69	\$ 90.31	9	0.02	Holmes	C0000000028331
Agnesian Healthcare	Fire Extinguisher Training	4750345522286	\$ 135.00	\$ 44.69	\$ 90.31	5	0.01	Holmes	C0000000028331
Agnesian Healthcare	Fire Extinguisher Training	4750345522287	\$ 135.00	\$ 44.69	\$ 90.31	5	0.01	Holmes	C0000000028331
Agnesian Healthcare	Fire Extinguisher Training	4750345522288	\$ 135.00	\$ 44.69	\$ 90.31	22	0.04	Holmes	C0000000028331
Agnesian Healthcare	Fire Extinguisher Training	4750345522289	\$ 135.00	\$ 44.69	\$ 90.31	13	0.02	Holmes	C0000000028331
Agnesian Healthcare	Fire Extinguisher Training	4750345522290	\$ 135.00	\$ 44.69	\$ 90.31	12	0.02	Holmes	C0000000028331
Agnesian Healthcare	Fire Extinguisher Training	4750345522291	\$ 135.00	\$ 44.69	\$ 90.31	18	0.03	Holmes	C0000000028331
Agnesian Healthcare	Fire Extinguisher Training	4750345522292	\$ 135.00	\$ 44.69	\$ 90.31	12	0.02	Holmes	C0000000028331
Agnesian Healthcare	Fire Extinguisher Training	4750345522293	\$ 135.00	\$ 44.69	\$ 90.31	14	0.02	Holmes	C0000000028331
Alliance Laundry Systems	Assessment Testing	T1040	\$ 454.00	\$ 222.97	\$ 231.03	0	0	Gellings	C0000000028527
American Metal and Paper Inc	Influential Leadership Series	4719641122113	\$ 1,870.00	\$ 1,212.32	\$ 657.68	2	0.03	Holmes	C0000000028109
American Metal and Paper Inc	10% Grant Administration	T0995	\$ 187.00	\$ -	\$ 187.00	0	0	Holmes	C0000000028110
Breuer Metal Craftsmen Inc	Welding Certification - MIG	4744241522430	\$ 510.00	\$ 211.57	\$ 298.43	2	0.01	Gellings	C0000000028508
Breuer Metal Craftsmen Inc	Welding Certification - FCAW	4744241522431	\$ 510.00	\$ 211.57	\$ 298.43	2	0.01	Gellings	C0000000028508
Burgess Norton Manufacturing Co	Blueprint Reading - 4hr	4762341222259	\$ 1,246.35	\$ 738.20	\$ 508.15	13	0.04	Holmes	C0000000028327
Burgess Norton Manufacturing Co	Blueprint Reading - 4hr	4762341222260	\$ 1,316.25	\$ 808.10	\$ 508.15	15	0.05	Holmes	C0000000028327
Burgess Norton Manufacturing Co	10% Grant Administration	T1023	\$ 256.26	\$ -	\$ 256.26	0	0	Holmes	C0000000028328
Burgess Norton Manufacturing Co	GD&T - 4 hr	4762341822353	\$ 1,071.11	\$ 562.96	\$ 508.15	19	0.06	Holmes	C0000000028428
Burgess Norton Manufacturing Co	GD&T - 4 hr	4762341822354	\$ 968.39	\$ 460.24	\$ 508.15	12	0.04	Holmes	C0000000028428
Burgess Norton Manufacturing Co	10% Grant Administration	T1031	\$ 203.95	\$ -	\$ 203.95	0	0	Holmes	C0000000028429
Federal Mogul	Accuplacer and Assessment Testing	T1038	\$ 238.00	\$ 83.98	\$ 154.02	0	0	Gellings	C0000000028487
Federal Tool & Engineering, LLC	Blueprint Reading - 16hr	4744242322082	\$ 3,748.80	\$ 1,651.75	\$ 2,097.05	15	0.2	Gellings	C0000000028068
Federal Tool & Engineering, LLC	Blueprint Reading - 16hr	4744242322083	\$ 3,677.46	\$ 1,545.46	\$ 2,132.00	14	0.19	Gellings	C0000000028068
Fives	First Responder Refresher	4753141110800	\$ 396.00	\$ 99.58	\$ 296.42	9	0.02	Holmes	C0000000027668
Fives	First Responder Refresher	4753141121472	\$ 396.00	\$ 99.58	\$ 296.42	6	0.01	Holmes	C0000000027668
Fives	First Responder Refresher	4753141121473	\$ 396.00	\$ 99.58	\$ 296.42	5	0.01	Holmes	C0000000027668
Fond du Lac County Department of Community Programs	Grant Writing 101	4719642822326	\$ 69.00	\$ 22.44	\$ 46.56	1	0	Holmes	C0000000028347
Grande Cheese	Influential Leadership Series	4719641122112	\$ 2,805.00	\$ 1,818.49	\$ 986.51	3	0.05	Gellings	C0000000028107
Grande Cheese	10% Grant Administration	T0994	\$ 280.50	\$ -	\$ 280.50	0	0	Gellings	C0000000028108
John Deere Horicon Works	First Responder Refresher	4753142822419	\$ 330.00	\$ 149.36	\$ 180.64	5	0.02	Gellings	C0000000028507
Kewaskum High School	Computer Aided Mfg. - Mastercam	1061714321947	\$ 2,323.90	\$ 804.49	\$ 1,519.41	17	0.57	Holmes	C0000000027969
Mayville Engineering Co Inc	Blueprint Reading - 12 hr	4762341222352	\$ 2,830.35	\$ 1,330.51	\$ 1,499.84	13	0.13	Gellings	C0000000028407
Mayville Engineering Co Inc	10% Grant Administration	T1030	\$ 283.04	\$ -	\$ 283.04	0	0	Gellings	C0000000028427
Mercury Marine	CNC Machining Fundamentals	4744440522275	\$ 19,271.57	\$ 9,397.17	\$ 9,874.40	10	0.67	Hall	C0000000028329
Mercury Marine	NIMS Review	4744440522276	\$ 1,320.00	\$ 1,249.14	\$ 70.86	10	0.02	Hall	C0000000028329
Mercury Marine	10% Grant Administration	T1024	\$ 2,059.16	\$ -	\$ 2,059.16	0	0	Hall	C0000000028330
Mercury Marine	Core Skills - Mercury	4719641122344	\$ 1,140.00	\$ 445.86	\$ 694.14	9	0.05	Hall	C0000000028369
Mercury Marine	Core Skills - Mercury (Team A)	4719641122345	\$ 350.00	\$ 104.96	\$ 245.04	9	0.02	Hall	C0000000028369
Mercury Marine	Core Skills - Mercury	4719641122395	\$ 1,320.00	\$ 557.82	\$ 762.18	27	0.14	Hall	C0000000028488
Mercury Marine	Core Skills - Mercury (Team A)	4719641122396	\$ 350.00	\$ 104.96	\$ 245.04	13	0.02	Hall	C0000000028488
Mercury Marine	Core Skills - Mercury (Team B)	4719641122397	\$ 350.00	\$ 104.96	\$ 245.04	14	0.02	Hall	C0000000028488
Michels Corporation	Leading Others Series	4719641122115	\$ 935.00	\$ 1,646.94	\$ (711.94)	1	0.02	Holmes	C0000000028112
Michels Corporation	10% Grant Administration	T0996	\$ 93.50	\$ -	\$ 93.50	0	0	Holmes	C0000000028113

Michels Corporation	Managing Performance of Others	4719646422194	\$ 1,750.00	\$ 1,178.38	\$ 571.62	2	0.03	Holmes	C0000000028187
Michels Corporation	10% Grant Administration	T1008	\$ 175.00	\$ -	\$ 175.00	0	0	Holmes	C0000000028189
National Rivet	Assessment Testing	T1047	\$ 299.00	\$ 106.48	\$ 192.52	0	0	Gellings	C0000000028607
Progress Lakeshore	Grant Writing 101	4719642822326	\$ 69.00	\$ 22.44	\$ 46.56	1	0	Holmes	C0000000028347
TPC Advocap Inc	Leading Others Series	4719641122116	\$ 935.00	\$ 288.86	\$ 646.14	1	0.02	Holmes	C0000000028114
Wisconsin Society of Nuclear Medicine Technology	Team Building Seminar	T1025	\$ 580.44	\$ 220.20	\$ 360.24	0	0	Holmes	C0000000028368
Wisconsin Spice Inc	Leading Others Series	4719641122117	\$ 935.00	\$ 327.65	\$ 607.35	1	0.02	Gellings	C0000000028115
		TOTAL:	\$ 61,905.53	\$ 29,658.63	\$ 32,246.90	401	2.75		

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 November be approved and payments are authorized, ordered, and confirmed.

Roll call vote:

_____ Krueger
_____ Laubenstein
_____ Fields
_____ Jung
_____ Staral
_____ Zeratsky
_____ Lloyd
_____ Prill
_____ 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 November 2017 meeting and District staff are seeking approval of the same at this time:

- BP 3.1 – General Executive Expectations
- BP 3.2 – Human Relationships

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve board policies BP 3.1 – General Executive Expectations and BP 3.2 – Human Relationships, 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: EXECUTIVE EXPECTATIONS	
Policy Title	General Executive Expectations
Policy Number	BP 3.1
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

The President shall act in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall also act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical.

Accordingly, the President shall:

- Deal with students, staff, or persons from the community in a humane, fair and dignified manner.
- Make decisions in an atmosphere where openness is encouraged.
- Permit financial conditions that do not risk fiscal jeopardy or compromise Board Ends priorities.
- Provide information to the community, Board, or College constituencies that is intentionally accurate.
- Not permit conflicts of interest in awarding purchases or other contracts or hiring of employees.
- Manage the College with adequate administrative policies.
- Take prompt and appropriate action when the President becomes aware of any violation or potential violation of any laws, rules, or regulations, or of any breach of Board policies.
- Purchase or lease real estate or personal property or contract for services with prior or subsequent Board budget authorization.

Moraine Park Technical College

BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS	
Policy Title	Human Relationships
Policy Number	BP 3.2
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

The President shall create and sustain an environment for learning, working, and teaching that supports the development and realization of human potential and promotes the College's core values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified.

Accordingly, the President shall:

- Operate with policies and/or procedures that set forth staff and student rules, provide for effective handling of complaints, and ensure adequate due process.
- Comply with all laws, rules, and regulations pertaining to employees, students, and the community including, but not limited to, those concerning:
 - Discrimination
 - Equal Opportunity
 - Harassment
 - Rights of Privacy
 - Safety and Security
- Allow students and staff to use established complaint procedures.
- Inform students, staff, and the community of their rights, responsibilities, and expectations of College services.
- Maintain confidentiality where appropriate.

VI. ACTION ITEMS

B. Approval of Renewal in the Wisconsin Technical College Employee Benefit Consortium

As discussed with the Moraine Park Technical College District Board during the November 15, 2017 Finance Committee meeting, Moraine Park's initial three-year membership term with the Wisconsin Technical College Employee Benefit Consortium (WTCEBC) will end on June 30, 2017. Moraine Park has benefited from our participation in the WTCEBC and we recommend renewing for an additional three-year term effective July 1, 2018 through June 30, 2021.

Continued participation in the consortium allows MPTC to take advantage of the purchasing power of a large group, share risk associated with large health care claims, reduce health care costs and overall benefit expenditures, maintain health insurance plan autonomy and enhance current employee benefit offerings.

The College requests approval from the Moraine Park Technical College District Board to renew our membership in the Wisconsin Technical College Employee Benefit Consortium effective July 1, 2018.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve renewal in the Wisconsin Technical College Employee Benefit Consortium for an additional three-year term effective July 1, 2018 through June 30, 2021.

Roll call vote:

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

VI. ACTION ITEMS

C. **Acceptance of 2016-17 District Comprehensive Annual Financial Report**

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

The 2016-17 financial records and related data have been subjected to audit by the firm of Schenck SC. The District's Comprehensive Annual Financial Report was distributed to the Board, and representatives of Schenck SC presented the financial statements at the December 20 Finance Committee meeting.

Copies of the audited financial report must be submitted to the Wisconsin Technical College System Board within six months of the year end or by December 31.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the 2016-17 District Comprehensive Annual Financial Report as previously presented by representatives of Schenck SC, and that copies of the final report be submitted to the Wisconsin Technical College System Board.

VI. ACTION ITEMS

D. **Approval of Bid – Building Automation System (BAS) Upgrade – Phase III, Fond du Lac Campus**

The District proposes to begin construction on the Building Automation System (BAS) Upgrade on the Fond du Lac Campus in accordance with Moraine Park's 2017-20 Three-Year Facilities Plan. This is the final phase in the sequence to bring the entire campus online within the selected BAS. The project will include the O-Wing, A-Wing including Culinary Arts and the Boiler/Chiller Rooms. This project takes into consideration the plans for future construction and BAS expansion.

Class II bid notices were placed in District newspapers to make contractors aware of the project, and bids were opened on November 30, 2017.

The proposed work is scheduled to begin in January of 2018, with completion scheduled for February of 2018. The total budget for this project was \$100,000. Project costs exceeding the budget will be covered using reserve funds. Following procurement rules that allow the College to negotiate with the lowest bidder, the College was able to reduce the final cost of the project from the initial \$124,200 cost as referenced on the bid sheet to the current cost breakdown as follows:

Construction Costs:	\$114,000
Contingency (5%):	<u>6,000</u>
Total:	\$120,000

It is recommended that the following bid be accepted:

Bassett Mechanical:	
Base Bid:	<u>\$114,000</u>
Bid Total:	\$114,000

VI. ACTION ITEMS

**D. Approval of Bid – Building Automation System (BAS) Upgrade – Phase III,
Fond du Lac Campus (Continued)**

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the following low bid for the Fond du Lac BAS Upgrade project: Contract No. 1 to Bassett Mechanical in the amount of \$114,000; and, further, that the President be authorized to proceed with this project.

Roll call vote:

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

bid recording sheet

**Fond du Lac Campus - BAS Upgrade Project
 Moraine Park Technical College**

Bid Due Date 11/30/17 @ 2:00pm CST Location: A112

CONTRACTOR	Bid Security	Acknowledge Addendums	BASE BID	Alternate #1	Alternate #2	Alternate #3	Alternate #4	Alternate #5	TOTAL
Bassett	✓		124,200.						\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -

Notes: _____

VI. ACTION ITEMS

E. Approval of Bid – Building Automation System (BAS) Upgrade – L-Wing, West Bend Campus

The District proposes to begin construction on the Building Automation System (BAS) Upgrade on the West Bend Campus in accordance with Moraine Park's 2017-20 Three-Year Facilities Plan. The current BAS in the L-Wing suffered a catastrophic failure in the past 18 months. Systems were repaired to keep the building operational, but long-term repairs are needed to keep the main heating/cooling and lighting systems working properly on the campus.

Class II bid notices were placed in District newspapers to make contractors aware of the project, and bids were opened on November 30, 2017.

The proposed work is scheduled to begin in January of 2018, with completion scheduled for February of 2018. The total budget for this project was \$100,000. The current cost breakdown is as follows:

Construction Costs:	\$94,900
Contingency (5%):	<u>5,100</u>
Total:	\$100,000

It is recommended that the following bid be accepted:

Bassett Mechanical:	
Base Bid:	<u>\$94,900</u>
Bid Total:	\$94,900

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the following low bid for the West Bend BAS Upgrade project: Contract No. 1 to Bassett Mechanical in the amount of \$94,900; and, further, that the President be authorized to proceed with this project.

Roll call vote:

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

bid recording sheet

West Bend Campus - BAS Upgrade Project
 Moraine Park Technical College

Bid Due Date 11/30/17 @ 2:00pm CST Location: A112

CONTRACTOR	Bid Security	Acknowledge Addendums	BASE BID	Alternate #1	Alternate #2	Alternate #3	Alternate #4	Alternate #5	TOTAL
Bassett	✓		94,900						\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -

Notes: _____

VI. ACTION ITEMS

F. **Approval of Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2017-18B**

Included in the 2017-18 budget, as adopted by the District Board on June 21, 2017 and modified on October 18, 2017, was a plan to issue a series of promissory notes to finance various capital projects and equipment needs of the District. A calendar was drafted for each of the individual projects, and a finance plan for the fiscal year was created. This particular issue is meant to finance \$200,000 for multiple Building Automation System (BAS) improvement projects and \$800,000 for movable equipment.

We have reviewed the process with our financial consultant, and bond counsel has prepared the appropriate legal resolution. The timeframe for this issue includes the acceptance of bids on Wednesday, January 17, 2018, with presentation to the Board that evening.

Bond counsel has prepared the following resolution for Board action. Mr. John St. Peter, as the Board's attorney, is working with the legal counsel of Quarles & Brady to prepare all relevant documents.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board adopt the following resolution authorizing the issuance and setting the sale of \$1,000,000 General Obligation Promissory Notes, Series 2017-18B, in the amount of \$200,000 for the public purpose of financing the BAS projects at the Fond du Lac and West Bend campuses, and \$800,000 for the public purpose of financing the acquisition of movable equipment.

Roll call vote:

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

WHEREAS, Moraine Park Technical College District, Wisconsin ("District") is presently in need of \$200,000 for the public purpose of financing building remodeling and improvement projects and \$800,000 for the public purpose of financing the acquisition of movable equipment; and

VI. ACTION ITEMS

F. **Approval of Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2017-18B (Continued)**

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purposes through the issuance of general obligation promissory notes pursuant to the provisions of Section 67.12(12), Wis. Stats.;

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$200,000 for the public purpose of financing building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$800,000 for the public purpose of financing the acquisition of movable equipment; and be it further

RESOLVED, THAT:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in an aggregate principal amount not to exceed \$1,000,000 and designated "General Obligation Promissory Notes, Series 2017-18B" (the "Notes"), the proceeds of which shall be used for the purposes specified above in amounts not to exceed those set forth above.

Section 2. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of the resolutions authorizing Notes to finance building remodeling and improvement projects and the acquisition of movable equipment to be given to the electors of the District by publishing notices thereof in the Fond du Lac Reporter, Beaver Dam Daily Citizen and The Daily News, the official District newspapers published and having general circulation in the District, which newspapers are found and determined to be likely to give notice to the electors, such notices to be in substantially the forms set forth on Exhibits A and B hereto.

Section 3. Sale of Notes. The Notes shall be offered for public sale. At its January 17, 2018 meeting, the District Board shall consider such bids for the Notes as may have been received and take action thereon.

Section 4. Official Notice of Sale. The District Secretary shall cause an Official Notice of Sale for the Notes to be prepared and forwarded to prospective bidders.

VI. ACTION ITEMS

F. Approval of Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2017-18B (Continued)

Section 5. Official Statement. The District Secretary shall cause an Official Statement to be prepared by the District's financial advisor, Robert W. Baird & Co. Incorporated. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted this 20th day of December, 2017.

Chairperson

Attest:

Secretary

VI. ACTION ITEMS

F. Approval of Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2017-18B (Continued)

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Moraine Park Technical
College District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on December 20, 2017, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$200,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

A copy of said resolution is on file in the District Office, 235 North National Avenue, Fond du Lac, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5., Wis. Stats., requesting a referendum thereon at a special election.

Dated December 20, 2017.

BY ORDER OF THE DISTRICT BOARD

District Secretary

VI. ACTION ITEMS

F. Approval of Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2017-18B (Continued)

EXHIBIT B

NOTICE

TO THE ELECTORS OF:

Moraine Park Technical
College District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on December 20, 2017, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$800,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the acquisition of movable equipment.

A copy of said resolution is on file in the District Office, 235 North National Avenue, Fond du Lac, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5., Wis. Stats., requesting a referendum thereon at a special election.

Dated December 20, 2017.

BY ORDER OF THE DISTRICT BOARD

District Secretary

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. Industrial Maintenance Boot Camp Completion Ceremony, December 20, 3:30 p.m., Fond du Lac Campus
2. Wisconsin Technical College System Board Meeting, January 23, WTCS Office, Madison
3. District Boards Association Quarterly Meeting, January 25-27, Holiday Inn, Eau Claire
4. Moraine Park Association for Career and Technical Education (MPACTE) Career and Technical Education Month Celebration Banquet, February 6, 5:00 p.m., Golf Club at Camelot
5. ACCT National Legislative Summit, February 11-14, Marriott Marquis, Washington, DC

VIII. CLOSED SESSION

A. Approval to Convene into Closed Session

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board convene into Closed Session pursuant to Wis. Stat. sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Board has jurisdiction or exercises responsibility (regarding employee contract issue).

Roll call vote:

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