

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

*January 17, 2018
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	2
II. PUBLIC COMMENTS	
III. INTRODUCTIONS	
IV. APPROVAL OF MINUTES	3
V. CONSENT ITEMS	
A. Human Resources – Employment	4
B. Financial Management – Accounting/Investments	8
C. Economic Development Contracting	9
VI. ACTION ITEMS	
A. Resolution to Approve Board Policies	13
B. Approval to Modify Mileage Reimbursement Rate	16
C. Approval of Retirements	17
D. Approval of Resolution Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2017-18B	18
VII. CORRESPONDENCE AND REPORTS	
A. Economic and Workforce Development Annual Report	Report
B. President's Report	Report
C. 1) Mid-Year Progress Report – 2017-18 Strategic Plan	
2) Board Policies	
3) Meetings Attended/to Attend	
4) Legislative Update	
5) WTCS Update	
6) College Activities Update	
D. District Boards Association Reports/Upcoming Events	
1) Board of Directors & Committee Reports	Report
2) Upcoming Events	36
<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 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:

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

IV. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the December 20, 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

Terri Wilkens, Social Science Instructor, submitted her retirement effective December 21, 2018. Terri has been with the College since October 2002.

Margaret Spieth, Instructional Designer, submitted her retirement effective June 21, 2018. Margaret has been with the College since August 1993.

Stephen Metz, EMS/Paramedic Instructor, submitted his resignation effective December 19, 2017. Stephen had been with the College since August 2007.

Recruitment – Support Professionals

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. After interviewing and screening, Amy Rosenthal was selected and her start date was January 2, 2018.

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. After screening and interviewing, Dan Eldridge was selected and his start date was January 3, 2018.

Instructional Aide – Health Science, West Bend Campus. This full-time position was created when Lyn Backhaus submitted her resignation. This position monitors and assists students in the demonstration of skills in the nursing programs/laboratory. This position was posted internally/externally until filled. Interviews will be held January 17, 2018.

Information and Instructional Technology Specialist, West Bend Campus. This 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.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Support Professionals (Continued)

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 were held January 5, 2018.

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/externally. Interviews were held January 10 and 11, 2018.

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

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. After screening and interviewing, Roy Krueger was selected and his start date was January 2, 2018.

Roy earned his bachelor's degree in Geography from the University of Wisconsin – Platteville and his Master of Science degree in Organizational Leadership and Quality from Marian University. Roy was most recently employed with Moraine Park Technical College for four years as an adjunct Economic and Workforce Development Instructor.

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

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. After screening and interviewing, Jill Jaber was selected and her start date was January 10, 2018.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

Jill earned her Bachelor of Science degree in English from the University of Wisconsin – Oshkosh. Jill was most recently employed with the State of Wisconsin – Wisconsin Resource Center for two years as an Instructor.

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

Associate Dean of General Education, Fond du Lac Campus. This full-time position was created when Amy Patterson submitted her resignation. This position will assist the Academic Dean in overseeing academic initiatives, instructional budgets, special projects, grants and student personnel issues in general education. This position was posted internally/externally. Interviews will be held January 22, 2018.

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. Interviews will be held January 18, 2018.

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 last held January 3, 2018.

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 January 18 and 19, 2018.

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 December 22, 2017.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

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 last held January 8, 2018.

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 January 5, 2018.

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 last 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 December are attached. Following are selected receipts or disbursements with explanations.

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0224357	Furniture for FDL campus Upper A building remodel
A0224472	Network Switches for Access Control project
A0224500	CNC Press Break
A0224557	Furniture for FDL campus Upper A building remodel
A0224580	Upper A building remodel access controls
P-card	Sennheiser AVX camera
P-card	Patch cables for Access Control project
P-card	UPS unit for the Beaver Dam Energy Education Center addition

TAX LEVY RECEIVABLE:

The total levy by county is listed below; no payments are expected until later in January.

<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 National Exchange Bank and Trust interest rate has increased from 1.375% to 1.625% for December 2017.

Calendar year-end processing of W-2s, 1098-T and 1099 forms will be prepared and distributed before the end of January.

C. Economic Development Contracting

EWD Board Report

January 2018

Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract
Alliance Laundry Systems	Assessment Testing	T1049	\$ 454.00	\$ 222.97	\$ 231.03	0	0	Gellings	C0000000028667
Animart LLC	Supervision 101	4719646422350	\$ 1,650.00	\$ 605.91	\$ 1,044.09	2	0.04	Holmes	C0000000028450
Animart LLC	10% Grant Administration	T1032	\$ 165.00	\$ -	\$ 165.00	0	0	Holmes	C0000000028451
Bradley Corp	Tig Welding	4744240522216	\$ 4,763.92	\$ 1,547.36	\$ 3,216.56	4	0.07	Gellings	C0000000028267
Bradley Corp	10% Grant Administration	T1020	\$ 476.39	\$ -	\$ 476.39	0	0	Gellings	C0000000028268
Del Monte Foods	Supervision 101	4719646422348	\$ 835.00	\$ 302.96	\$ 532.04	1	0.02	Holmes	C0000000028448
Del Monte Foods	10% Grant Administration	T1054	\$ 83.50	\$ -	\$ 83.50	0	0	Holmes	C0000000028808
Dielectric Corporation	CNC Operations	4744440122258	\$ 4,349.07	\$ 1,737.07	\$ 2,612.00	11	0.15	Holmes	C0000000028307
Dielectric Corporation	10% Grant Administration	T1022	\$ 434.91	\$ -	\$ 434.91	0	0	Holmes	C0000000028308
Fond du Lac County Economic Development Corp	Team Building/Problem Solving	1019618921215	\$ 9,775.34	\$ 3,612.49	\$ 6,162.85	10	1	Hall	C0000000027987
Fond du Lac County Economic Development Corp	CNC Internship	1044410021221	\$ 5,250.00	\$ 1,953.90	\$ 3,296.10	9	0.6	Hall	C0000000027987
Fond du Lac County Economic Development Corp	Turning Center Operation	3044437521217	\$ 12,600.00	\$ 4,689.36	\$ 7,910.64	8	0.53	Hall	C0000000027987
Fond du Lac County Economic Development Corp	Mold and Die Print Reading	3243939821213	\$ 11,310.12	\$ 5,377.14	\$ 5,932.98	12	0.8	Hall	C0000000027987
Fond du Lac County Economic Development Corp	Basic Programming	3244435021210	\$ 25,993.40	\$ 14,127.44	\$ 11,865.96	12	1.2	Hall	C0000000027987
Fond du Lac County Economic Development Corp	CNC Machining Center Operation	3244436521216	\$ 12,600.00	\$ 4,689.36	\$ 7,910.64	8	0.53	Hall	C0000000027987
Fond du Lac County Economic Development Corp	Occupational Math 1	3280436021214	\$ 9,450.00	\$ 2,267.11	\$ 7,182.89	10	0.67	Hall	C0000000027987
Fond du Lac County Economic Development Corp	Project Administration Fee	T0989	\$ 8,700.00	\$ -	\$ 8,700.00	0	0	Hall	C0000000027988
Graymont Western Lime Incorporated	Power Transmission	4746240122150	\$ 8,270.00	\$ 4,010.10	\$ 4,259.90	7	0.23	Gellings	C0000000028147
Graymont Western Lime Incorporated	10% Grant Administration	T0998	\$ 827.00	\$ -	\$ 827.00	0	0	Gellings	C0000000028148
Kickhaefer Manufacturing Company	Project Management - 16hr	4719647222438	\$ 3,805.00	\$ 1,443.44	\$ 2,361.56	11	0.15	Gellings	C0000000028549
Kickhaefer Manufacturing Company	10% Grant Administration	T1043	\$ 380.50	\$ -	\$ 380.50	0	0	Gellings	C0000000028550
Kickhaefer Manufacturing Company	Robotic Welding	4744243522445	\$ 2,170.44	\$ 728.44	\$ 1,442.00	4	0.03	Gellings	C0000000028567
Kickhaefer Manufacturing Company	Robotic Welding	4744243522446	\$ 2,123.00	\$ 681.00	\$ 1,442.00	2	0.01	Gellings	C0000000028567
Kickhaefer Manufacturing Company	10% Grant Administration	T1045	\$ 429.34	\$ -	\$ 429.34	0	0	Gellings	C0000000028568
Kickhaefer Manufacturing Company	Blueprint Reading - 16hr	4762341222448	\$ 4,045.47	\$ 1,647.47	\$ 2,398.00	13	0.17	Gellings	C0000000028587
Kickhaefer Manufacturing Company	10% Grant Administration	T1046	\$ 404.55	\$ -	\$ 404.55	0	0	Gellings	C0000000028588
Kleen Test Products Corp	Influential Leadership Series	4719641122237	\$ 7,835.78	\$ 5,795.37	\$ 2,040.41	12	0.2	Holmes	C0000000028269
Kleen Test Products Corp	Building Positive Relationships	4719641122238	\$ 880.32	\$ 250.24	\$ 630.08	12	0.04	Holmes	C0000000028269
Kleen Test Products Corp	10% Grant Administration	T1021	\$ 871.61	\$ -	\$ 871.61	0	0	Holmes	C0000000028270
Mayville Engineering Co Inc	Team Building/Problem Solving	1019618921268	\$ 9,775.34	\$ 3,693.29	\$ 6,082.05	6	0.6	Hall	C0000000027971
Mayville Engineering Co Inc	Welding Internship	1044210021269	\$ 3,412.50	\$ 1,304.56	\$ 2,107.94	7	0.47	Hall	C0000000027971
Mayville Engineering Co Inc	Intro to Welding Processes	3144230921264	\$ 28,593.96	\$ 13,027.56	\$ 15,566.40	8	1.07	Hall	C0000000027971
Mayville Engineering Co Inc	Welding Print Reading	3144233121266	\$ 9,537.30	\$ 3,699.90	\$ 5,837.40	7	0.47	Hall	C0000000027971
Mayville Engineering Co Inc	Occupational Math 1	3280436021267	\$ 9,450.00	\$ 2,267.11	\$ 7,182.89	6	0.4	Hall	C0000000027971
Mayville Engineering Co Inc	Project Administration Fee	T0988	\$ 7,475.00	\$ -	\$ 7,475.00	0	0	Hall	C0000000027972
Mayville Engineering Co Inc	Blueprint Reading - 16hr	4762341222398	\$ 3,168.00	\$ 1,237.09	\$ 1,930.91	9	0.12	Gellings	C0000000028489
Mayville Engineering Co Inc	10% Grant Administration	T1039	\$ 316.80	\$ -	\$ 316.80	0	0	Gellings	C0000000028490
Mayville Engineering Co Inc	Blueprint Reading - 12hr Basic	4762341222437	\$ 2,795.40	\$ 1,264.53	\$ 1,530.87	12	0.12	Gellings	C0000000028547
Mayville Engineering Co Inc	10% Grant Administration	T1042	\$ 279.54	\$ -	\$ 279.54	0	0	Gellings	C0000000028548
Mayville Engineering Co Inc	GD&T - 24 hr	4762341822444	\$ 7,256.25	\$ 3,645.93	\$ 3,610.32	15	0.3	Gellings	C0000000028551
Mayville Engineering Co Inc	10% Grant Administration	T1044	\$ 725.63	\$ -	\$ 725.63	0	0	Gellings	C0000000028552
Menasha Packaging Co	Supervision 101	4719646422350	\$ 2,475.00	\$ 908.86	\$ 1,566.14	3	0.06	Holmes	C0000000028450
Menasha Packaging Co	10% Grant Administration	T1033	\$ 247.50	\$ -	\$ 247.50	0	0	Holmes	C0000000028452
Mercury Marine	Supervision 101	4719646422347	\$ 835.00	\$ 302.96	\$ 532.04	1	0.02	Hall	C0000000028447
Mercury Marine	10% Grant Administration	T1056	\$ 83.50	\$ -	\$ 83.50	0	0	Hall	C0000000028867
Mercury Marine	Core Skills - Mercury	4719641122439	\$ 1,380.00	\$ 623.80	\$ 756.20	27	0.14	Hall	C0000000028569
Mercury Marine	Core Skills - Mercury (Team A)	4719641122440	\$ 350.00	\$ 104.96	\$ 245.04	14	0.02	Hall	C0000000028569
Mercury Marine	Core Skills - Mercury (Team B)	4719641122441	\$ 350.00	\$ 104.96	\$ 245.04	13	0.02	Hall	C0000000028569
Mercury Marine	Core Skills - Mercury	4719641122492	\$ 1,400.00	\$ 607.58	\$ 792.42	35	0.18	Hall	C0000000028687

Mercury Marine	Core Skills - Mercury (Team A)	4719641122518	\$ 350.00	\$ 104.96	\$ 245.04	18	0.03	Hall	C0000000028687
Mercury Marine	Core Skills - Mercury (Team B)	4719641122519	\$ 350.00	\$ 104.96	\$ 245.04	17	0.03	Hall	C0000000028687
Michels Corporation	Supervision 101	4719646422350	\$ 835.00	\$ 302.96	\$ 532.04	1	0.02	Holmes	C0000000028450
Michels Corporation	10% Grant Administration	T1034	\$ 83.50	\$ -	\$ 83.50	0	0	Holmes	C0000000028453
North Fond du Lac School District	Business Technology	4710349621932	\$ 6,125.00	\$ 1,564.29	\$ 4,560.71	9	0.27	Holmes	C0000000028027
North Fond du Lac School District	Photography	4720340521936	\$ 3,062.50	\$ 734.71	\$ 2,327.79	4	0.06	Holmes	C0000000028027
North Fond du Lac School District	Culinary Basics	4730342021938	\$ 3,062.50	\$ 734.71	\$ 2,327.79	4	0.06	Holmes	C0000000028027
North Fond du Lac School District	Home Repairs	4741040821935	\$ 3,062.50	\$ 734.71	\$ 2,327.79	4	0.06	Holmes	C0000000028027
North Fond du Lac School District	Personal Safety	4750440521929	\$ 6,125.00	\$ 1,505.89	\$ 4,619.11	9	0.27	Holmes	C0000000028027
North Fond du Lac School District	Navigating Community Resources	4789040521937	\$ 3,062.50	\$ 734.71	\$ 2,327.79	4	0.06	Holmes	C0000000028027
Saputo Cheese USA	Supervision 101	4719646422349	\$ 1,650.00	\$ 605.91	\$ 1,044.09	2	0.04	Gellings	C0000000028449
Saputo Cheese USA	10% Grant Administration	T1053	\$ 165.00	\$ -	\$ 165.00	0	0	Gellings	C0000000028807
Slinger High School	Computer Aided Mfg. - Part B (Mastercam)	1061714321949	\$ 1,503.70	\$ 804.49	\$ 699.21	11	0.37	Holmes	C0000000027970
Steel Craft Corporation	Blueprint Reading - 12hr Basic	4744242322336	\$ 2,747.90	\$ 1,166.99	\$ 1,580.91	10	0.1	Gellings	C0000000028370
Steel Craft Corporation	10% Grant Administration	T1027	\$ 274.79	\$ -	\$ 274.79	0	0	Gellings	C0000000028371
Steel Craft Corporation	Blueprint Reading - 12hr Basic	4744242322337	\$ 2,896.66	\$ 1,315.75	\$ 1,580.91	14	0.14	Gellings	C0000000028388
Steel Craft Corporation	10% Grant Administration	T1029	\$ 289.67	\$ -	\$ 289.67	0	0	Gellings	C0000000028389
Steel Craft Corporation	Blueprint Reading - 12hr Advanced	4744242322467	\$ 2,588.76	\$ 1,000.36	\$ 1,588.40	15	0.15	Gellings	C0000000028608
Steel Craft Corporation	10% Grant Administration	T1048	\$ 258.88	\$ -	\$ 258.88	0	0	Gellings	C0000000028627
Wells Vehicle Electronics	Heartsaver First Aid/CPR/AED	4753146522338	\$ 403.00	\$ 203.51	\$ 199.49	6	0.02	Gellings	C0000000028390
Wells Vehicle Electronics	Heartsaver First Aid/CPR/AED	4753146522340	\$ 397.00	\$ 197.51	\$ 199.49	4	0.01	Gellings	C0000000028390
Wells Vehicle Electronics	Heartsaver First Aid/CPR/AED	4753146522342	\$ 391.00	\$ 191.51	\$ 199.49	2	0.01	Gellings	C0000000028390
Wells Vehicle Electronics	Bloodborne Pathogens	4753146822339	\$ 250.00	\$ 141.74	\$ 108.26	6	0.01	Gellings	C0000000028390
Wells Vehicle Electronics	Bloodborne Pathogens	4753146822341	\$ 240.00	\$ 131.74	\$ 108.26	4	0.01	Gellings	C0000000028390
Wells Vehicle Electronics	Bloodborne Pathogens	4753146822343	\$ 230.00	\$ 121.74	\$ 108.26	2	0	Gellings	C0000000028390
Wells Vehicle Electronics	Fire Extinguisher Training	4750345522476	\$ 115.00	\$ 60.87	\$ 54.13	12	0.02	Gellings	C0000000028647
		TOTAL:	\$ 271,360.24	\$ 100,946.24	\$ 170,414.00	469	12.2		

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

Roll call vote:

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

- BP 3.3 – Compensation and Benefits
- BP 3.4 – Budgeting

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve board policies BP 3.3 – Compensation and Benefits and BP 3.4 – Budgeting, 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	Compensation and Benefits
Policy Number	BP 3.3
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

The President shall maintain fiscal integrity and market competitiveness with respect to employment, compensation, and benefits to employees, student workers, consultants, and contract employees.

Accordingly, the President shall:

- Attract and retain outstanding employees critical to the delivery of the College’s mission.
- Provide competitiveness through strategies that consider the labor markets in which the College competes for talent.
- Annually recommend to the Board changes in the College wage and salary ranges.
- Recommend budget adjustments necessary to fund employment or pay modifications.
- Maintain a competitive benefit package, including participation in the Wisconsin Retirement System, to attract and retain qualified talent.
- Abide and comply with all applicable employment-related state and federal regulations.
- Employ faculty and staff who meet Higher Learning Commission and Faculty Quality Assurance System (FQAS) qualifications and hold professional credentials or licenses required for the position. However, the President may authorize exceptions under approved professional development plans.
- Consider employees at-will unless State Statute or the College determines that individual employment contracts are required or beneficial.

Moraine Park Technical College

BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS	
Policy Title	Budgeting
Policy Number	BP 3.4
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

Budgeting for any fiscal year or the remaining part of any fiscal years shall follow Board Ends priorities, control College fiscal risk, and accurately reflect projections of income and expenses. The President shall propose a budget after first seeking broad input from all College constituencies. Budgets will become effective upon approval by the Board.

Accordingly, the President shall:

- Propose a budget for all fund types with supporting information to enable a reasonable projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.
- Maintain operational reserves at levels between 20 – 25% of operational expenditures in the general fund to provide a source for unplanned or emergency funding.
- Propose a budget that provides the annual funds for Board operations, such as cost of the Board member insurance, Board development and training, and Board professional fees.
- Propose a budget that takes into account Board Ends priorities.
- Propose a budget that includes adequate amounts for non-compensation needs which include, but are not limited to: plant and facilities maintenance, instructional equipment, technology, risk management, student support services, new program and course development, staff development, administrative services, and institutional effectiveness.
- Propose a capital budget that meets guidelines established by the Board and includes an analysis of the impact of such capital plan on the debt service mill rate.
- Propose an operating budget that meets guidelines established by the Board.
- Submit any budget changes resulting in increases, decreases, or transfers by fund and/or function to the Board for vote per Wis. Stat. sec. 65.90(5), as amended.

VI. ACTION ITEMS

B. Approval to Modify Mileage Reimbursement Rate

At the June 21, 2017 District Board meeting, the Board complied with District Policy G-0150-01 by approving allowable meal, lodging, and mileage reimbursement rates for the 2017-18 fiscal year. This action confirmed the existing mileage reimbursement rate at \$0.535/mile for all employees.

On December 14, the IRS issued Notice 2017-204, which adjusted the business standard mileage rate from 53.5 cents to 54.5 cents per mile effective January 1, 2018.

It is the intent of the District to comply with the applicable reimbursement rate as determined by the Internal Revenue Service. Therefore, it is recommended that the mileage reimbursement rate be increased from 53.5 cents per mile to 54.5 cents per mile effective for business miles traveled on or after January 1, 2018 for all employees and District Board members.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board increase the mileage reimbursement rate to 54.5 cents per mile for business miles traveled on or after January 1, 2018.

Roll call vote:

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

VI. ACTION ITEMS

C. 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>
Margaret Spieth	Instructional Designer	06/21/18	08/23/93
Terri Wilkens	Social Science Instructor	12/21/18	10/10/02

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the retirements of Margaret Spieth and Terri Wilkens:

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

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

The District Board, at the December 20 meeting, adopted Resolution 18-03 authorizing the issuance and setting the sale of general obligation promissory notes. The District intends to issue \$1,000,000 of General Obligation Promissory Notes under the resolution to include in the amount of \$200,000 for the public purpose of financing the Building Automation System projects at the Fond du Lac and West Bend campuses, and \$800,000 for the public purpose of financing the acquisition of movable equipment. Bids for this note sale are being accepted on January 17, 2018, and will be presented at the January 17 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 \$1,000,000 General Obligation Promissory Notes, Series 2017-18B.

Roll call vote:

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

WHEREAS, on December 20, 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 2017-18B (the "Notes") in the amount of \$200,000 for the public purpose of financing building remodeling and improvement projects and in the amount of \$800,000 for the public purpose of financing the acquisition of movable equipment (collectively, the "Project");

VI. ACTION ITEMS

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

WHEREAS, the District caused Notices to Electors to be published in the Fond du Lac Reporter on December 22, 2017, the Beaver Dam Daily Citizen on December 28, 2017 and the West Bend Daily News on December 29, 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 building remodeling and improvement projects and 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 January 29, 2018;

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 January 17, 2018;

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.

VI. ACTION ITEMS

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

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 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 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.

Section 1A. 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 ONE MILLION DOLLARS (\$1,000,000) 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 January 29, 2018 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 2017-18B"; shall be issued in the aggregate principal amount of \$1,000,000; shall be dated February 7, 2018; 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 October 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 are not subject to optional redemption.

If the Proposal specifies that any of the Notes are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference.

VI. ACTION ITEMS

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

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 2018 through 2021 for payments due in the years 2018 through 2022 in the amounts set forth on the Schedule. The amount of tax levied in the year 2018 shall be the total amount of debt service due on the Notes in the years 2018 and 2019; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of principal of or interest on the Notes in the year 2018.

(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.

(D) Appropriation. The District hereby appropriates from proceeds of the Notes or other funds of the District on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay debt service on the Notes coming due in 2018 as set forth on the Schedule.

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.

VI. ACTION ITEMS

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

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2017-18B" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into 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.

(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.

VI. ACTION ITEMS

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

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.

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.

VI. ACTION ITEMS

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

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 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 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.

VI. ACTION ITEMS

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

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.

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.

VI. ACTION ITEMS

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

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.

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.

VI. ACTION ITEMS

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

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 January 17, 2018.

Michael R. Miller
Chairperson

ATTEST:

Lowell J. Prill
Secretary

(SEAL)

VI. ACTION ITEMS

D. Approval of Resolution Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2017-18B (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

D. Approval of Resolution Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2017-18B (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

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

[EXHIBIT MRP

Mandatory Redemption Provision

The Notes due on April 1, _____, _____ and _____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on April 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on April 1, _____

Redemption Date	Amount
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

Redemption Date	Amount
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

Redemption Date	Amount
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

Redemption Date	Amount
_____	\$ _____
_____	_____
_____	_____ (maturity)]

VI. ACTION ITEMS

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

EXHIBIT E

(Form of Note)

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

MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:	CUSIP:
April 1, _____	February 7, 2018	____%	_____

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 October 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.

VI. ACTION ITEMS

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

This Note is one of an issue of Notes aggregating the principal amount of \$1,000,000, 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 building remodeling and improvement projects (\$200,000) and the acquisition of movable equipment (\$800,000), as authorized by resolutions adopted on December 20, 2017 and January 17, 2018. Said resolutions are recorded in the official minutes of the District Board for said dates.

This Note is not subject to optional redemption.

[The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the resolution awarding the Notes, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

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 Note 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

VI. ACTION ITEMS

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

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 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

D. Approval of Resolution Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2017-18B (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

D. Approval of Resolution Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2017-18B (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. Wisconsin Technical College System Board Meeting, January 23, WTCS Office, Madison
2. District Boards Association Quarterly Meeting, January 25-27, Holiday Inn, Eau Claire
3. Moraine Park Association for Career and Technical Education (MPACTE) Career and Technical Education Month Celebration Banquet, February 6, Golf Club at Camelot
4. ACCT National Legislative Summit, February 11-14, Marriott Marquis, Washington, DC
5. WTCS Student Showcase, February 20, State Capitol Rotunda, Madison