

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

*February 21, 2018
5:00 p.m.*

**Moraine Park Technical College
700 Gould Street, Beaver Dam, WI 53916
Room K-201/202**

AGENDA

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5) College Activities Update	

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B. District Boards Association Reports/Upcoming Events	
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<i>(Note: A majority of Board members may be attending the meetings/conferences at the dates/places, and for the purposes referenced in this document. This notice is being provided to comply with Wisconsin Open Meetings Law.)</i>	
C. Community College National Legislative Summit	Report
IX. 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 Board has jurisdiction or exercises responsibility (regarding employee contract issue).	25
X. 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:

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

V. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the January 17, 2018 meeting minutes as presented.

VI. CONSENT ITEMS

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

A. Employment

Resignations/Terminations

Michael Fatla, Director of Enterprise Systems, submitted his retirement effective June 28, 2018. Michael has been with the College since November 2013.

Vicky Fitzgerald, Director of Finance, submitted her resignation effective February 16, 2018. Vicky had been with the College since January 2016.

Lori Kendall, Assistant to the Vice President – Human Resources, submitted her resignation effective February 16, 2018. Lori had been with the College since April 2012.

Alisha Luby, Housekeeper, submitted her resignation effective February 9, 2018. Alisha had been with the College since December 2014.

LeahAnnda Philby, Housekeeper, submitted her resignation effective February 2, 2018. LeahAnnda had been with the College since May 2017.

Michele Merten, Admissions Technology Specialist, submitted her resignation effective February 1, 2018. Michele had been with the College since January 2007.

Recruitment – Support Professionals

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. After interviewing and screening, Linda LeFeber was selected and her start date was January 29, 2018.

Housekeeper, Fond du Lac Campus. This full-time position was created when LeahAnnda Philby submitted her resignation. This position performs custodial duties for an assigned area at the Fond du Lac Campus and performs heavy duty cleaning throughout the campus as needed. This position was posted internally/externally. Interviews were held February 14, 2018.

Public Relations and Events Specialist, Fond du Lac Campus. This full-time position was created with Andrew Pantzlaff changed positions. This position is responsible for writing and disseminating College news and information. This position was posted internally/externally. Interviews were held February 9, 2018.

VI. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Support Professionals (Continued)

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 were 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. Interviews will be held February 16, 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 were held January 5, 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

HVAC-R Instructor, West Bend Campus. This full-time position was created when 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. After screening and interviewing, Kevin Niedfeldt was selected and his start date was February 5, 2018.

Kevin earned his Associate's degree in HVAC from Northeast Wisconsin Technical College. Kevin was most recently employed at Ideal Air Heating and Cooling for 23 years as an HVAC Technician.

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

Human Resources Generalist, Fond du Lac Campus. This full-time position was created when Lori Kendall submitted her resignation. This position will provide technical assistance and administrative support to the Vice President - Human Resources to include providing backup support to the President's Office. The Human Resources Generalist will also provide oversight for the Faculty Quality Assurance System (FQAS) compliance, activities and communication. This position was posted internally/externally with a closing date of February 23, 2018.

VI. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

Director of Finance, Fond du Lac Campus. This full-time position was created when Vicky Fitzgerald submitted her resignation. This position develops and maintains the District's financial accounting system and internal controls. This position also develops and oversees the implementation of procedures to ensure legal and/or regulatory compliance for all fiscal service activities, administers overall cash management and coordinates the annual audit process. This position was posted internally/externally. Interviews will be held March 7, 2018.

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 were last held February 12, 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 were last held February 13, 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 February 8, 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 were last held January 26, 2018.

VI. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

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.

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.

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 February 6, 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 updated and reposted internally/externally until filled.

VI. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0224613	Cabling for Access Control Project
A0224625	Transport Trailer
A0224636	CNC Toolroom Lathe
A0224655	15 Dell Latitude 5580 and 7480 Computers
A0224676	Fond du Lac Upper A remodel furniture
A0224748	2 Dell PowerEdge M640 Servers
A0224839	2012 Volkswagen Jetta for academic purposes
A0224845	Assault Door for EMT
Pcard	1 Dell PowerEdge R430 Server
Pcard	2 Da-Lite Contour Screens
Pcard	4 Shure Gooseneck Microphones
Pcard	2 Hitachi Projectors

TAX LEVY RECEIVABLE:

All January tax levy payments have been received. Total collections as of February 9, 2018 totaled \$7,415,920.86 or 44.4% of the total levied. Last year's collection through February 5, 2017 was \$6,908,519.80 or 42.6% of the total levied. A summary of this year's collection is as follows:

<u>County</u>	<u>Total Levied</u>	<u>Total Collected</u>	<u>Percent Collected</u>
Calumet	\$199,467.79	\$94,146.83	47.2%
Columbia	\$3,610.01	\$1,146.52	31.7%
Dodge	\$3,121,115.52	\$1,220,561.00	39.1%
Fond du Lac	\$4,674,878.48	\$1,707,118.85	36.5%
Green Lake	\$1,463,772.68	\$587,483.16	40.1%
Marquette	\$20,613.16	\$4,753.93	23.1%
Sheboygan	\$5,822.14	\$1,324.33	22.8%
Washington	\$6,999,258.77	\$3,713,012.86	53.1%
Waushara	\$146,195.29	\$53,597.02	36.7%
Winnebago	\$81,239.16	\$32,776.36	40.4%
	<u>\$16,715,975.00</u>	<u>\$7,415,920.86</u>	<u>44.4%</u>

VI. CONSENT ITEMS

B. Financial Management – Accounting/Investments (Continued)

OTHER:

The interest rate for National Exchange Bank and Trust remains at 1.625% for January 2018.

C. Economic Development Contracting

EWD Board Report February 2018

Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract
Alliance Laundry Systems	Assessment Testing	T1055	\$ 485.00	\$ 253.97	\$ 231.03	0	0	Gellings	C0000000028827
Alliance Laundry Systems	Assessment Testing	T1060	\$ 251.00	\$ 96.98	\$ 154.02	0	0	Gellings	C0000000028987
Alliance Laundry Systems	Assessment Testing	T1076	\$ 485.00	\$ 253.97	\$ 231.03	0	0	Gellings	C0000000029110
Animart LLC	Six Sigma Green Belt Certification	1062515021926	\$ 7,800.00	\$ 2,838.04	\$ 4,961.96	2	0.33	Holmes	C0000000027890
Animart LLC	Six Sigma Green Belt Project	1062515121934	\$ -	\$ -	\$ -	2	0.07	Holmes	C0000000027890
Animart LLC	10% Grant Administration	T0976	\$ 780.00	\$ -	\$ 780.00	0	0	Holmes	C0000000027891
Baker Cheese	Industrial Maintenance Safety	1046210122076	\$ 977.50	\$ 498.22	\$ 479.28	2	0.07	Gellings	C0000000028208
Baker Cheese	Basic Blueprint/Schematic Reading	1046210222077	\$ 977.50	\$ 733.00	\$ 244.50	2	0.07	Gellings	C0000000028208
Baker Cheese	Intro Power Transmission Systems	1046210322078	\$ 1,955.00	\$ 486.44	\$ 1,468.56	2	0.07	Gellings	C0000000028208
Baker Cheese	Intro to Industrial Controls	1046210422080	\$ 977.50	\$ 418.00	\$ 559.50	2	0.07	Gellings	C0000000028208
Baker Cheese	Basic Hydraulics/Pneumatics	1062010822079	\$ 1,955.00	\$ 486.44	\$ 1,468.56	2	0.07	Gellings	C0000000028208
Baker Cheese	Programmable Controllers 1	1062010922081	\$ 977.50	\$ 418.07	\$ 559.43	2	0.07	Gellings	C0000000028208
Baker Cheese	Grant Administration Fee	T1014	\$ 780.00	\$ -	\$ 780.00	0	0	Gellings	C0000000028227
Burgess Norton Manufacturing Co	Six Sigma Green Belt Certification	1062515021926	\$ 7,800.00	\$ 2,838.04	\$ 4,961.96	2	0.33	Holmes	C0000000027890
Burgess Norton Manufacturing Co	Six Sigma Green Belt Project	1062515121934	\$ -	\$ -	\$ -	2	0.07	Holmes	C0000000027890
Burgess Norton Manufacturing Co	10% Grant Administration	T0977	\$ 780.00	\$ -	\$ 780.00	0	0	Holmes	C0000000027892
Del Monte Foods	Basic PLC	1062013521919	\$ 1,682.48	\$ 663.32	\$ 1,019.16	1	0.1	Holmes	C0000000028153
Del Monte Foods	Advanced PLC	1062013621920	\$ 1,682.48	\$ 637.40	\$ 1,045.08	1	0.1	Holmes	C0000000028153
Del Monte Foods	Grant Administration Fee	T1001	\$ 335.04	\$ -	\$ 335.04	0	0	Holmes	C0000000028154
Grande Cheese	Six Sigma Green Belt Certification	1062515021924	\$ 11,700.00	\$ 4,257.04	\$ 7,442.96	3	0.5	Gellings	C0000000027887
Grande Cheese	Six Sigma Green Belt Project	1062515121925	\$ -	\$ -	\$ -	3	0.1	Gellings	C0000000027887
Grande Cheese	10% Grant Administration	T0975	\$ 1,170.00	\$ -	\$ 1,170.00	0	0	Gellings	C0000000027889
Grande Cheese	Basic PLC	1062013521412	\$ 8,412.40	\$ 3,286.53	\$ 5,125.87	5	0.5	Gellings	C0000000028150
Grande Cheese	Advanced PLC	1062013621413	\$ 8,412.40	\$ 3,170.61	\$ 5,241.79	5	0.5	Gellings	C0000000028150
Grande Cheese	Grant Administration Fee	T0999	\$ 1,675.20	\$ -	\$ 1,675.20	0	0	Gellings	C0000000028151
Grande Cheese	Industrial Maintenance Safety	1046210122076	\$ 3,421.25	\$ 1,713.81	\$ 1,707.44	7	0.23	Gellings	C0000000028208
Grande Cheese	Basic Blueprint/Schematic Reading	1046210222077	\$ 3,421.25	\$ 2,565.50	\$ 855.75	7	0.23	Gellings	C0000000028208
Grande Cheese	Intro Power Transmission Systems	1046210322078	\$ 6,842.50	\$ 1,702.53	\$ 5,139.97	7	0.23	Gellings	C0000000028208
Grande Cheese	Intro to Industrial Controls	1046210422080	\$ 3,421.25	\$ 1,463.00	\$ 1,958.25	7	0.23	Gellings	C0000000028208
Grande Cheese	Basic Hydraulics/Pneumatics	1062010822079	\$ 6,842.50	\$ 1,702.53	\$ 5,139.97	7	0.23	Gellings	C0000000028208
Grande Cheese	Programmable Controllers 1	1062010922081	\$ 3,421.25	\$ 1,463.23	\$ 1,958.02	7	0.23	Gellings	C0000000028208
Grande Cheese	Grant Administration Fee	T1015	\$ 2,730.00	\$ -	\$ 2,730.00	0	0	Gellings	C0000000028228
Graymont Western Lime Incorporated	Blueprint Reading - 24 hr	4762341222521	\$ 5,802.00	\$ 1,760.82	\$ 4,041.18	7	0.14	Gellings	C0000000028707
Graymont Western Lime Incorporated	10% Grant Administration	T1050	\$ 580.20	\$ -	\$ 580.20	0	0	Gellings	C0000000028708
Graymont Western Lime Incorporated	Basic PLC	1062013521412	\$ 3,364.96	\$ 1,296.62	\$ 2,068.34	2	0.2	Gellings	C0000000028150
Graymont Western Lime Incorporated	Advanced PLC	1062013621413	\$ 3,364.96	\$ 1,274.78	\$ 2,090.18	2	0.2	Gellings	C0000000028150
Graymont Western Lime Incorporated	Grant Administration Fee	T1000	\$ 670.08	\$ -	\$ 670.08	0	0	Gellings	C0000000028152
ITU-Absorb Tech Inc	Six Sigma Green Belt Certification	1062515021924	\$ 3,900.00	\$ 1,419.04	\$ 2,480.96	1	0.17	Gellings	C0000000027887
ITU-Absorb Tech Inc	Six Sigma Green Belt Project	1062515121925	\$ -	\$ -	\$ -	1	0.03	Gellings	C0000000027887
ITU-Absorb Tech Inc	10% Grant Administration	T0974	\$ 390.00	\$ -	\$ 390.00	0	0	Gellings	C0000000027888
John Deere Horicon Works	Basic PLC	1062013521412	\$ 1,682.48	\$ 663.32	\$ 1,019.16	1	0.1	Gellings	C0000000028150
John Deere Horicon Works	Advanced PLC	1062013621413	\$ 1,682.48	\$ 637.40	\$ 1,045.08	1	0.1	Gellings	C0000000028150

John Deere Horicon Works	Grant Administration Fee	T1013	\$ 335.04	\$ -	\$ 335.04	0	0	Gellings	C0000000028207
Markesan School District	Medical Terminology	1050110121946	\$ 3,387.27	\$ 2,833.89	\$ 553.38	6	0.6	Holmes	C0000000027947
Mayville Engineering Co Inc	Industrial Maintenance Safety	1046210122076	\$ 977.50	\$ 468.22	\$ 509.28	2	0.07	Gellings	C0000000028208
Mayville Engineering Co Inc	Basic Blueprint/Schematic Reading	1046210222077	\$ 977.50	\$ 733.00	\$ 244.50	2	0.07	Gellings	C0000000028208
Mayville Engineering Co Inc	Intro Power Transmission Systems	1046210322078	\$ 1,955.00	\$ 486.44	\$ 1,468.56	2	0.07	Gellings	C0000000028208
Mayville Engineering Co Inc	Intro to Industrial Controls	1046210422080	\$ 977.50	\$ 418.00	\$ 559.50	2	0.07	Gellings	C0000000028208
Mayville Engineering Co Inc	Basic Hydraulics/Pneumatics	1062010822079	\$ 1,955.00	\$ 486.44	\$ 1,468.56	2	0.07	Gellings	C0000000028208
Mayville Engineering Co Inc	Programmable Controllers 1	1062010922081	\$ 977.50	\$ 418.07	\$ 559.43	2	0.07	Gellings	C0000000028208
Mayville Engineering Co Inc	Grant Administration Fee	T1016	\$ 780.00	\$ -	\$ 780.00	0	0	Gellings	C0000000028229
Mayville High School	Introduction to Psychology	1080919821948	\$ 7,048.80	\$ 2,833.89	\$ 4,214.91	17	1.7	Holmes	C0000000027948
Mercury Marine	Core Skills - Mercury	4719641122522	\$ 1,380.00	\$ 520.14	\$ 859.86	33	0.17	Hall	C0000000028709
Mercury Marine	Core Skills - Mercury (Team A)	4719641122523	\$ 350.00	\$ 104.96	\$ 245.04	17	0.03	Hall	C0000000028709
Mercury Marine	Core Skills - Mercury (Team B)	4719641122524	\$ 350.00	\$ 104.96	\$ 245.04	16	0.03	Hall	C0000000028709
Mercury Marine	Core Skills - Mercury	4719641131949	\$ 1,370.00	\$ 611.36	\$ 758.64	32	0.16	Hall	C0000000028747
Mercury Marine	Core Skills - Mercury (Team A)	4719641131950	\$ 350.00	\$ 137.44	\$ 212.56	17	0.03	Hall	C0000000028747
Mercury Marine	Core Skills - Mercury (Team B)	4719641131951	\$ 350.00	\$ 137.44	\$ 212.56	15	0.03	Hall	C0000000028747
Mercury Marine	Core Skills - Mercury	4719641132088	\$ 1,220.00	\$ 518.06	\$ 701.94	17	0.09	Hall	C0000000028847
Mercury Marine	Core Skills - Mercury (Team A)	4719641132089	\$ 350.00	\$ 137.44	\$ 212.56	8	0.01	Hall	C0000000028847
Mercury Marine	Core Skills - Mercury (Team B)	4719641132090	\$ 350.00	\$ 137.44	\$ 212.56	9	0.02	Hall	C0000000028847
National Rivet	Industrial Maintenance Safety	1046210122076	\$ 488.75	\$ 249.10	\$ 239.65	1	0.03	Gellings	C0000000028208
National Rivet	Basic Blueprint/Schematic Reading	1046210222077	\$ 488.75	\$ 366.48	\$ 122.27	1	0.03	Gellings	C0000000028208
National Rivet	Intro Power Transmission Systems	1046210322078	\$ 977.50	\$ 243.21	\$ 734.29	1	0.03	Gellings	C0000000028208
National Rivet	Intro to Industrial Controls	1046210422080	\$ 488.75	\$ 208.98	\$ 279.77	1	0.03	Gellings	C0000000028208
National Rivet	Basic Hydraulics/Pneumatics	1062010822079	\$ 977.50	\$ 243.21	\$ 734.29	1	0.03	Gellings	C0000000028208
National Rivet	Programmable Controllers 1	1062010922081	\$ 488.75	\$ 209.16	\$ 279.59	1	0.03	Gellings	C0000000028208
National Rivet	Grant Administration Fee	T1017	\$ 390.00	\$ -	\$ 390.00	0	0	Gellings	C0000000028230
Regal Ware Inc	Industrial Maintenance Safety	1046210122076	\$ 488.75	\$ 249.10	\$ 239.65	1	0.03	Gellings	C0000000028208
Regal Ware Inc	Basic Blueprint/Schematic Reading	1046210222077	\$ 488.75	\$ 366.48	\$ 122.27	1	0.03	Gellings	C0000000028208
Regal Ware Inc	Intro Power Transmission Systems	1046210322078	\$ 977.50	\$ 243.21	\$ 734.29	1	0.03	Gellings	C0000000028208
Regal Ware Inc	Intro to Industrial Controls	1046210422080	\$ 488.75	\$ 208.98	\$ 279.77	1	0.03	Gellings	C0000000028208
Regal Ware Inc	Basic Hydraulics/Pneumatics	1062010822079	\$ 977.50	\$ 243.21	\$ 734.29	1	0.03	Gellings	C0000000028208
Regal Ware Inc	Programmable Controllers 1	1062010922081	\$ 488.75	\$ 209.16	\$ 279.59	1	0.03	Gellings	C0000000028208
Regal Ware Inc	Grant Administration Fee	T1018	\$ 390.00	\$ -	\$ 390.00	0	0	Gellings	C0000000028231
Sadoff Iron & Metal Company	Six Sigma Green Belt Certification	1062515021926	\$ 7,800.00	\$ 2,838.04	\$ 4,961.96	2	0.33	Holmes	C0000000027890
Sadoff Iron & Metal Company	Six Sigma Green Belt Project	1062515121934	\$ -	\$ -	\$ -	2	0.07	Holmes	C0000000027890
Sadoff Iron & Metal Company	10% Grant Administration	T0978	\$ 780.00	\$ -	\$ 780.00	0	0	Holmes	C0000000027893
Sadoff Iron & Metal Company	Industrial Maintenance Safety	1046210122118	\$ 977.50	\$ 498.22	\$ 479.28	2	0.07	Holmes	C0000000028193
Sadoff Iron & Metal Company	Basic Blueprint/Schematic Reading	1046210222119	\$ 977.50	\$ 733.00	\$ 244.50	2	0.07	Holmes	C0000000028193
Sadoff Iron & Metal Company	Intro Power Transmission Systems	1046210322120	\$ 1,955.00	\$ 486.44	\$ 1,468.56	2	0.07	Holmes	C0000000028193
Sadoff Iron & Metal Company	Intro to Industrial Controls	1046210422122	\$ 977.50	\$ 418.00	\$ 559.50	2	0.07	Holmes	C0000000028193
Sadoff Iron & Metal Company	Basic Hydraulics/Pneumatics	1062010822121	\$ 1,955.00	\$ 486.44	\$ 1,468.56	2	0.07	Holmes	C0000000028193
Sadoff Iron & Metal Company	Programmable Controllers 1	1062010922123	\$ 977.50	\$ 418.07	\$ 559.43	2	0.07	Holmes	C0000000028193
Sadoff Iron & Metal Company	Grant Administration Fee	T1012	\$ 780.00	\$ -	\$ 780.00	0	0	Holmes	C0000000028194
St Johns Early Childhood	Heartsaver First Aid/CPR/AED	4753146531952	\$ 602.00	\$ 354.01	\$ 247.99	14	0.05	Justman	C0000000028767
Systems Inc	Industrial Maintenance Safety	1046210122076	\$ 488.75	\$ 249.10	\$ 239.65	1	0.03	Gellings	C0000000028208
Systems Inc	Basic Blueprint/Schematic Reading	1046210222077	\$ 488.75	\$ 366.48	\$ 122.27	1	0.03	Gellings	C0000000028208
Systems Inc	Intro Power Transmission Systems	1046210322078	\$ 977.50	\$ 243.21	\$ 734.29	1	0.03	Gellings	C0000000028208

Systems Inc	Intro to Industrial Controls	1046210422080	\$ 488.75	\$ 208.98	\$ 279.77	1	0.03	Gellings	C0000000028208
Systems Inc	Basic Hydraulics/Pneumatics	1062010822079	\$ 977.50	\$ 243.21	\$ 734.29	1	0.03	Gellings	C0000000028208
Systems Inc	Programmable Controllers 1	1062010922081	\$ 488.75	\$ 209.16	\$ 279.59	1	0.03	Gellings	C0000000028208
Systems Inc	Grant Administration Fee	T1019	\$ 390.00	\$ -	\$ 390.00	0	0	Gellings	C0000000028232
		TOTAL:	\$ 169,711.27	\$ 60,878.48	\$ 108,832.79	342	10		

VI. CONSENT ITEMS

SUGGESTED MOTION – PRESIDENTIAL PARAMETERS, CONSENT ITEMS

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

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

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

Roll call vote:

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

VII. 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 January 2018 meeting and District staff are seeking approval of the same at this time:

- BP 3.5 – Financial Condition
- BP 3.6 – Asset Protection

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve board policies BP 3.5 – Financial Condition and BP 3.6 – Asset Protection, 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	Financial Condition
Policy Number	BP 3.5
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

The continued operation of Moraine Park Technical College is dependent upon multiple revenue sources, including but not limited to, the federal government, State of Wisconsin, local property tax levies, business and industry contracts, grants, and student tuition and fees. The Board and administration have a fiduciary responsibility to align College expenses and revenue in such a manner as to address short-term needs and capabilities with long-range expectations and opportunities.

Accordingly, the President shall make financial decisions in accordance with the following guidelines:

- The annual operational budget will reflect short-term and long-term needs and demands.
- The administration will limit expenditure of funds to the amounts available in the budget unless otherwise approved by the Board.
- The administration will take steps to avoid the need for short-term borrowing.
- The College shall have an independent audit conducted every year to review all financial transactions and processes including single audit testing for compliance with federal and state grants.
- Capital borrowing will be done in such a manner that all goods and facilities will be paid for before they become obsolete or lose their usefulness.
- The administration will take action to preserve the College's positive bond rating.
- The administration will procure all product and services under the competitive bidding requirements as outlined in the WTCS Financial Accounting Manual, as amended.
- The administration will implement contracts for capital projects following board approval and pursuant to the competitive bidding process.
- The administration will maintain standards and monitor post issuance compliance for all tax-exempt debt obligations to ensure tax-exempt status for current and future borrowings.

Moraine Park Technical College

BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS	
Policy Title	Asset Protection
Policy Number	BP 3.6
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

The President shall cause assets to be adequately maintained and protected from unnecessary risk.

Accordingly, the President shall:

- Insure against theft and casualty losses in amounts consistent with replacement values or against liability losses to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.
- Ensure that sound internal controls are in place to protect against misappropriation of funds.
- Ensure that College buildings, facilities, grounds, and equipment are properly maintained and replaced based on current and future use.
- Receive, process, and disburse funds under controls which are sufficient to meet auditor's standards.
- Invest funds in accounts or investments permitted by Wisconsin law. Investments shall be made in consideration of the following principles (listed in priority): (a) safety, (b) liquidity, and (c) yield.
- Acquire, encumber, and dispose of real property (land, buildings, fixed equipment) subject to Board directives or approval.
- Protect property, information, and files from loss or damage.
- Protect the College, staff and Board from unnecessary exposure to claims of liability.
- Dispose of surplus property in such a manner as to recapture or preserve the College's investment and with the approval of the WTCS President per Wis. Stat. sec. 38.14(2), as amended.
- Protect the College's trademarks, copyrights, and intellectual property interests.
- Use due diligence to effectively manage the aging of accounts receivable at a relatively low default rate.

VII. ACTION ITEMS

B. Resolution to Approve Naming Rights for the Gas Utility Construction and Service Building Expansion

In 2016, Moraine Park Technical College received approval to add a Gas Utility Construction and Service program to its degree offerings. The program required an addition be constructed on the Beaver Dam Campus to include a classroom, mock neighborhood, locker room, and equipment shed. The cost to construct the addition was projected to exceed the \$1.5 million allowed by state statute and President Baerwald asked the Foundation to raise the additional \$300,000 from private industry. Foundation and District staff engaged members of the Wisconsin Energy Workforce Consortium, a non-profit organization whose goal is to build awareness among students, parents, teachers, guidance counselors and others about career opportunities in the energy industry. Together, the group raised \$325,000 for the project through generous donations.

The naming policy adopted by the District Board in May 2016 requires that the Board approve naming opportunities. Although each campaign will have separate and distinct naming opportunities, District staff recommend that naming rights be granted to those organizations that donated \$10,000 or more to this gas utility campaign.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the following organizations for naming opportunities for the Gas Utility Construction and Service building project on the Beaver Dam Campus: Michels Corporation, Alliant Energy Foundation, Wisconsin Public Service Foundation, We Energies Foundation, KS Energy Services, and Madison Gas and Electric Foundation.

Roll call vote:

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

VII. ACTION ITEMS

C. Approval of Retirement

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

<u>Employee</u>	<u>Title</u>	<u>Effective Date</u>	<u>Date Hired</u>
Michael Fatla	Director of Enterprise Systems	06/28/18	11/04/13

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the retirement of Michael Fatla:

Michael Fatla has proven to be a very dedicated, cooperative, and hard-working employee of Moraine Park Technical College. The Board hereby accepts his retirement and expresses sincere appreciation for his many contributions and years of service. The Board also wishes to express its appreciation on behalf of the citizens of the Moraine Park District.

VII. ACTION ITEMS

D. Approval of Student Intake Fees

The following information is being presented for the purpose of District Board monitoring of their Desired Outcomes Policy, #1TSI0300, Student Intake, in which MPTC student fees for the coming academic year need to be approved by the District Board. The WTCS Board approves program (tuition) fees (in-state and out-of-state).

We are proposing and requesting zero (0) new fees and six (6) changes/updates to the 2017-18 Moraine Park student fees for the 2018-19 academic year. Additionally, the WTCS sets program fees that are expected to be announced in late March. All other fees will remain constant. The requested items are as follows:

Fee Changes/Updates

- **Avocational Fee:** An increase from \$219 to \$230 (approximately \$0.55 per two hours of instruction). MPTC would maintain the 25% discount to the community service fee for participants ages 62 and older.
- **Criminal Background Check Fee:** Change from \$30 to providing a link to the fee schedule of the third-party vendor providing the service.
- **Prior Learning Assessment Fee – Skill Demonstration:** Change the fee assessment from “per course” to “per assessment” aligning to the ‘Credit for Prior Learning Memorandum of Understanding’ signed September 2017 by the WTCS presidents.
- **Prior Learning Assessment Fee – Portfolio:** Change the fee assessment from “per course” to “per assessment” aligning to the ‘Credit for Prior Learning Memorandum of Understanding’ signed September 2017 by the WTCS presidents.
- **Prior Learning Assessment Fee – Military:** Change the fee assessment from “per course” to “per assessment” aligning to the ‘Credit for Prior Learning Memorandum of Understanding’ signed September 2017 by the WTCS presidents.
- **Transcript:** Maintain the current \$6 regular/\$10 on-demand rate per transcript with an additional processing fee of \$2.25 per recipient (subject to change based on third-party rate).

New Fees

- None

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the student intake fees for 2018-19 as proposed.

Category	Type	Fee Description	2017-18	2018-19
	WTCS Admissions Application	One-time only application fee for admissions	\$30	\$30
Testing	Placement Test	Cost recovery of challenge exam for placement	\$15	\$15
	GED/HSED	Per test and re-test charge	\$33.75	\$33.75
Enrollment	Program	Per credit tuition fee adopted by WTCS Board	TBD	TBD
	Material	Minimum charge/formula, adopted by WTCS Board	\$4.50 (min)	\$4.50 (min)
	Supplemental	Per credit of program fee; supports student government and activities	7%	7%
	Security	Per credit fee for courses on campus who pay supplemental fee	\$1.00/cr	\$1.00/cr
	Avocational	Non-aidable offerings	\$219	\$230
	Uniform Service	Per semester charge for auto technician students	\$19/cr	\$19/cr
	Student Accident Insurance	Covers cost of a Student Accident Policy	\$6.00/sem	\$6.00/sem
	Course Access	Charge for technical support for internet courses	\$45	\$45
Other	Credit for Prior Learning - Exam Processing Fee	Processing fee to request exam	\$0	\$0
	Prior Learning Assessment Fee -Exam	Fee per credit awarded by exam (30% of tuition rate per credit in 2016-17 changed to per course fee in 2017-18)	\$50.00	\$50.00
	Prior Learning Assessment Fee - Skill Demonstration	Processing fee to assess skill demonstration	\$90/course	\$90/assessment
	Prior Learning Assessment Fee - Portfolio	Processing fee to assess portfolio	\$90/course	\$90/assessment
	Prior Learning Assessment Fee - Military	Processing fee to assess military experience	\$90/course	\$90/assessment
	Transcript	Per copy for official transcripts: regular/on-demand	\$6/\$10	\$6/\$10 per transcript plus \$2.25 per recipient
	Deferred Tuition Plan	User fee for students using two payment plan	\$35	\$35
	Criminal Background Check Fee	Cost to conduct criminal background check for each student for program entry and entry to clinical/core courses	\$30	Link To Third-Party Vendor Site
	Motor Vehicle Record Check Fee	Confirm valid driver's license for Electrical Power Distribution program students	\$20	\$20
	Interlibrary Loan Fine	Fine/fee for interlibrary loan materials that are requested but not picked up	\$5/request	\$5/request
	GED/HSED Certificate	Cost of initial copy of GED/HSED certificate	\$15/cert	\$15/cert
GED/HSED Replacement Certificate	Cost for a replacement copy of a GED/HSED certificate	\$15/cert	\$15/cert	

*

Bold indicates new and/or changed fee amounts.

*Note: The 2018-19 tuition fee (set by WTCS) was not available at the time of submission.

VII. ACTION ITEMS

E. Resolution to Approve Campus Management Corporation (CMC) Contract

Due to the pending termination of application support for the current Banner software solutions, the District decided to review other existing administrative software solutions. A 16-member internal steering committee was formed and a request for proposal was sent to prospective providers on October 9, 2017. Five responses were received. The proposals were evaluated based on stability and experience, functionality, technology, implementation services approach, customer service, and cost.

Campus Management Corporation (CMC) has provided a proposal that is most favorable to the District. Based on the proposals and evaluations by the steering committee, the District recommends a contract with CMC for the District's administrative software solution for an initial five-year term beginning March 1, 2018. The contract allows for two additional, one-year options to extend the contract up to a maximum of seven years.

The contract itself covers costs and details related to the actual software license titled Nexus. Unlike current and past administrative software solutions, Nexus is a Software as a Service (SaaS) solution. The contract includes consulting hours for full implementation of the software and additional hours to integrate existing software applications to the new Nexus product. The implementation contract is based on 5,968 hours of service to install and integrate the solution. In addition, the District desires to include a bank of 2,000 hours for CMC technical consulting hours (at a fixed rate) for reporting, workflow, and data conversion. The projected contract costs are summarized as follows:

Software (SaaS) licensing for full administrative solution	\$2,223,917
Implementation and integration consulting services	1,506,900
Technical consulting bank of hours	<u>380,000</u>
	<u>\$4,110,817</u>

VII. ACTION ITEMS

E. Resolution to Approve Campus Management Corporation (CMC) Contract (Continued)

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board authorize and direct the President to execute the Contract between the Moraine Park Technical College District and Campus Management Corporation in the form substantially as presented to the District Board and, further, that the President shall take such additional action as necessary to implement the Contract.

Roll call vote:

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

VIII. CORRESPONDENCE AND REPORTS

B. 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, March 20-21, Oak Creek
2. District Board Workshop, April 5, 4:30 p.m., Fond du Lac
3. Staff Service Recognition and Retirement Event, April 11, 2:30 p.m., Fond du Lac Campus
4. District Boards Association Spring Meeting, April 12-14, Ramada Inn, Richland Center
5. Moraine Park Foundation Gourmet Dinner, April 27, 5:30 p.m., Fond du Lac Campus

IX. 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