

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

*April 18, 2018
6:00 p.m.*

**Moraine Park Technical College
235 North National Avenue, Fond du Lac, WI 54935
World Link Conference Center, Room A-112**

AGENDA

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

VIII. ADJOURNMENT

I. ROLL CALL – 6:00 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:

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

IV. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the March 21, 2018 meeting and April 5, 2018 workshop 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

Andrew Pantzlaff, Marketing Web Content Specialist, submitted his resignation effective April 18, 2018. Andrew has been with the College since November 2015.

Sherra Gust, Housekeeper, submitted her resignation effective March 14, 2018. Sherra had been with the College since January 2017.

Recruitment – Support Professionals

Housekeeper, West Bend Campus. This position was created when Tyler Vorpahl changed positions and there was corresponding contract revenue to make into a cost-neutral, full-time position. 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. After interviewing and screening, Alyssa Kleinert was selected and her start date was April 10, 2018.

Housekeeper, Fond du Lac Campus. This part-time position was created when Kasheka Jones changed positions. 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 screening and interviewing, Barbara McKenna was selected and her start date was April 9, 2018.

Instructional Aide – Health Sciences, 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. After screening and interviewing, Laura Glass was selected and her start date was March 28, 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. After screening and interviewing, Kasheka Jones was selected and her start date was April 2, 2018.

Housekeeper, Beaver Dam Campus. This part-time position was created when Sherra Gust submitted her resignation. This position performs custodial duties for an assigned area at the Beaver Dam Campus and performs heavy duty cleaning throughout the campus as needed. This position was posted internally/externally until filled.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Support Professionals (Continued)

Disability Resource Specialist, West Bend Campus. This full-time position was created when Mary Martin submitted her resignation. This position provides a variety of support services to students with disabilities on various campuses. This position was updated and reposted internally/externally. Interviews will be held April 17, 2018.

Instructional Design Specialist, Beaver Dam Campus. This full-time position was created when Margaret Spieth submitted her retirement. This position will support Moraine Park's efforts to improve teaching and learning by assuring quality standards are upheld in the design, development, delivery, revision and documentation of curriculum. This position was redesigned from faculty to support. This position was posted internally/externally. Interviews will be held April 20, 2018.

Housekeeper, West Bend Campus. This part-time position was created when Alisha Luby submitted her resignation. 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.

Recruitment – Management/Instructional Staff

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. After screening and interviewing, Nicole Kohlmann was selected and her start date is April 30, 2018.

Nicole earned her Bachelor's degree in Human Resources Management from the University of Wisconsin – Oshkosh. Nicole was most recently employed at Mercury Marine as a Human Resources Coordinator.

It is recommended that the Moraine Park Technical College District Board offer a contract to Nicole Kohlmann, and further that she be placed in Salary Grade E1 on the Management salary schedule.

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. After screening and interviewing, Matthew Anderson was selected and his start date is April 18, 2018.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

Matthew earned his Associate's degree in Ford ASSET from Milwaukee Area Technical College, his Bachelor's degree in Automotive Engineering from Minnesota State University – Mankato and his Master of Business Administration from Concordia University Wisconsin. Matthew was most recently employed at Briggs and Stratton Corporation for eight years as a Sales Account Manager and Application Engineer.

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

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. After screening and interviewing, Tara Wendt was selected and her start date is April 30, 2018.

Tara earned her Bachelor's degree in Accounting from the University of Wisconsin – Oshkosh. Tara was most recently employed with the City of Oshkosh for eight years as the Assistant Finance Director.

It is recommended that the Moraine Park Technical College District Board offer a contract to Tara Wendt, and further that she be placed in Salary Grade C2 on the Management salary schedule.

Gas Utility Construction and Service Technician Instructor, Beaver Dam Campus. This full-time position was created when Stephen Logan submitted his resignation. The primary teaching responsibility will vary within the Gas Utility Construction and Service Technician Technical Diploma Program. This position was reposted internally/externally until closed.

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.

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0225321	Cisco Catalyst
A0225394	Energy Education Center signage
A0225430	John Deere Tractor
A0225502	Access Control equipment
A0225570	Fire Hose
A0225573	Liebert GXT4 AC power system
A0225600	Access Control equipment
A0225613	Cisco Catalyst
A0225628	Energy Education Center cabling
A0225639	Assault Door
A0225648	Liebert GXT4 AC power system
A0225661	RealPresence/Interactive Video Conferencing hardware
Pcard	4 NEC 55" LCD Video Wall Display
Pcard	Equipment Racking
Pcard	Sony Camcorder
Pcard	4 Dell Latitude 7480 Laptop
Pcard	2 Dell Latitude 5580 Laptop
Pcard	Interactive Video Conferencing equipment
Pcard	Mascot costume
Pcard	Furniture for Upper A remodel
Pcard	ERP Campus Insight conference

TAX LEVY RECEIVABLE:

Through April 9, the District received tax levy payments totaling \$12,308,897.47 or 73.6% of the total levied. Last year's collection through April 7, 2017 was \$11,786,032.93 or 72.7% of the total levied. A summary of this year's collection is as follows:

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments (Continued)

<u>County</u>	<u>Total Levied</u>	<u>Total Collected</u>	<u>Percent Collected</u>
Calumet	\$199,467.79	\$144,219.88	70.6%
Columbia	\$3,610.01	\$2,363.27	65.5%
Dodge	\$3,121,115.52	\$2,215,166.77	69.6%
Fond du Lac	\$4,674,878.48	\$3,402,896.33	70.4%
Green Lake	\$1,463,772.68	\$1,020,149.69	66.8%
Marquette	\$20,613.16	\$14,195.88	68.9%
Sheboygan	\$5,822.14	\$4,304.51	73.3%
Washington	\$6,999,258.77	\$5,349,473.65	75.7%
Waushara	\$146,195.29	\$98,626.22	67.1%
Winnebago	<u>\$81,239.16</u>	<u>\$57,501.27</u>	69.3%
	<u>\$16,715,975.00</u>	<u>\$12,308,897.47</u>	<u>73.6%</u>

OTHER:

The interest rate at National Exchange Bank and Trust has increased from 1.625% to 1.875% for March 2018.

C. Economic Development Contracting

EWD Board Report

April 2018

Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract
Adashun Jones Inc.	Course 1 - Listing Contracts	4719440532261	\$ 1,036.00	\$ 376.75	\$ 659.25	28	0.09	Holmes	C0000000029327
Adashun Jones Inc.	Course 2 - Offer to Purchase	4719440632262	\$ 1,036.00	\$ 313.00	\$ 723.00	28	0.09	Holmes	C0000000029327
Adashun Jones Inc.	Course 3 - New Developments	4719440732267	\$ 962.00	\$ 299.00	\$ 663.00	26	0.09	Holmes	C0000000029327
Adashun Jones Inc.	Course 4 - Ethics and Fair Housing	4719440832268	\$ 1,036.00	\$ 313.00	\$ 723.00	28	0.09	Holmes	C0000000029327
Adashun Jones Inc.	Elective B - Risk Reduction	4719441032269	\$ 1,036.00	\$ 313.00	\$ 723.00	28	0.09	Holmes	C0000000029327
Adashun Jones Inc.	Elective D - WI Condominiums	4719441232270	\$ 999.00	\$ 306.00	\$ 693.00	27	0.09	Holmes	C0000000029327
Alliance Laundry Systems	Assessment Testing	T1111	\$ 705.00	\$ 435.47	\$ 269.53	0	0	Gellings	C0000000029567
Alliance Laundry Systems	Assessment Testing	T1112	\$ 426.00	\$ 194.97	\$ 231.03	0	0	Gellings	C0000000029568
Amerequip	Six Sigma Black Belt	1062515532142	\$ 1,900.00	\$ 740.71	\$ 1,159.29	1	0.08	Gellings	C0000000029231
Amerequip	10% Grant Administration	T1086	\$ 190.00	\$ -	\$ 190.00	0	0	Gellings	C0000000029234
Burgess Norton Manufacturing Co	CNC Operations - Setup	4744440132263	\$ 1,980.00	\$ 745.70	\$ 1,234.30	6	0.05	Holmes	C0000000029328
Burgess Norton Manufacturing Co	10% Grant Administration	T1091	\$ 198.00	\$ -	\$ 198.00	0	0	Holmes	C0000000029329
Custom Equipment	OSHA 10-1910 General Industry	4744942132282	\$ 275.00	\$ 8.00	\$ 267.00	1	0.01	Gellings	C0000000029449
Del Monte Foods	Machine Maintenance	4744440532264	\$ 1,731.23	\$ 596.56	\$ 1,134.67	10	0.07	Holmes	C0000000029347
Del Monte Foods	10% Grant Administration	T1092	\$ 173.12	\$ -	\$ 173.12	0	0	Holmes	C0000000029348
Exact Metrology	OSHA 10-1910 General Industry	4744942132282	\$ 550.00	\$ 16.00	\$ 534.00	2	0.02	Gellings	C0000000029449
Grande Cheese	Six Sigma Black Belt	1062515532142	\$ 7,600.00	\$ 2,962.88	\$ 4,637.12	4	0.33	Gellings	C0000000029231
Grande Cheese	10% Grant Administration	T1084	\$ 760.00	\$ -	\$ 760.00	0	0	Gellings	C0000000029232
ITU-Absorb Tech Inc	Six Sigma Black Belt	1062515532142	\$ 1,900.00	\$ 740.71	\$ 1,159.29	1	0.08	Gellings	C0000000029231
ITU-Absorb Tech Inc	10% Grant Administration	T1085	\$ 190.00	\$ -	\$ 190.00	0	0	Gellings	C0000000029233
John Deere Horicon Works	First Responder Refresher	4753141110799	\$ 220.00	\$ 99.58	\$ 120.42	8	0.01	Gellings	C0000000027687
John Deere Horicon Works	First Responder Refresher	4753141121468	\$ 220.00	\$ 99.58	\$ 120.42	6	0.01	Gellings	C0000000027687
John Deere Horicon Works	First Responder Refresher	4753141121469	\$ 220.00	\$ 99.58	\$ 120.42	8	0.01	Gellings	C0000000027687
John Deere Horicon Works	First Responder Refresher	4753141130813	\$ 220.00	\$ 99.58	\$ 120.42	8	0.01	Gellings	C0000000027687
John Deere Horicon Works	First Responder Refresher	4753141130814	\$ 241.00	\$ 120.58	\$ 120.42	7	0.01	Gellings	C0000000027687
Kickhaefer Manufacturing Company	CWI Certification Prep	4744243032108	\$ 5,194.30	\$ 1,651.60	\$ 3,542.70	1	0.02	Gellings	C0000000028968
Kickhaefer Manufacturing Company	10% Grant Administration	T1059	\$ 519.43	\$ -	\$ 519.43	0	0	Gellings	C0000000028969
Kickhaefer Manufacturing Company	Press Brake Operator	4745740032224	\$ 3,191.82	\$ 1,007.34	\$ 2,184.48	8	0.08	Gellings	C0000000029229
Kickhaefer Manufacturing Company	10% Grant Administration	T1083	\$ 319.18	\$ -	\$ 319.18	0	0	Gellings	C0000000029230
Kondex Corporation	Blueprint Reading - 16 hr	4762341232222	\$ 3,657.30	\$ 1,682.42	\$ 1,974.88	14	0.19	Gellings	C0000000029227
Kondex Corporation	10% Grant Administration	T1082	\$ 365.73	\$ -	\$ 365.73	0	0	Gellings	C0000000029228
Menasha Packaging Co	OSHA 10-1910 General Industry	4744942132281	\$ 550.00	\$ 435.84	\$ 114.16	2	0.02	Gellings	C0000000029447
Menasha Packaging Co	10% Grant Administration	T1100	\$ 55.00	\$ -	\$ 55.00	0	0	Gellings	C0000000029448
Mercury Marine	CNC Machining Fundamentals	4744440532093	\$ 20,034.11	\$ 10,401.03	\$ 9,633.08	12	0.8	Hall	C0000000028890
Mercury Marine	NIMS Review	4744440532094	\$ 1,540.00	\$ 1,469.14	\$ 70.86	12	0.02	Hall	C0000000028890
Mercury Marine	10% Grant Administration	T1058	\$ 2,175.41	\$ -	\$ 2,175.41	0	0	Hall	C0000000028907
Mercury Marine	Core Skills - Mercury	4719641132273	\$ 1,280.00	\$ 555.38	\$ 724.62	23	0.12	Hall	C0000000029387
Mercury Marine	Core Skills - Mercury (Team A)	4719641132274	\$ 350.00	\$ 137.44	\$ 212.56	12	0.02	Hall	C0000000029387
Mercury Marine	Core Skills - Mercury (Team B)	4719641132275	\$ 350.00	\$ 137.44	\$ 212.56	11	0.02	Hall	C0000000029387
Mercury Marine	Core Skills - Mercury	4719641132323	\$ 1,380.00	\$ 617.58	\$ 762.42	33	0.17	Hall	C0000000029507
Mercury Marine	Core Skills - Mercury (Team A)	4719641132346	\$ 350.00	\$ 137.44	\$ 212.56	16	0.03	Hall	C0000000029507

Mercury Marine	Core Skills - Mercury (Team B)	4719641132347	\$ 350.00	\$ 137.44	\$ 212.56	17	0.03	Hall	C0000000029507
Metalcraft of Mayville	Blueprint Reading - 16 hr	4762341232105	\$ 3,692.25	\$ 1,653.41	\$ 2,038.84	15	0.2	Gellings	C0000000028947
Metalcraft of Mayville	10% Grant Administration	T1097	\$ 369.23	\$ -	\$ 369.23	0	0	Gellings	C0000000029427
Mid States Aluminum	Change Management	4719643532365	\$ 411.30	\$ 193.14	\$ 218.16	18	0.03	Gellings	C0000000029609
Mid States Aluminum	Change Management	4719643532366	\$ 414.70	\$ 183.46	\$ 231.24	22	0.04	Gellings	C0000000029609
Mid States Aluminum	10% Grant Administration	T1115	\$ 82.60	\$ -	\$ 82.60	0	0	Gellings	C0000000029610
North Central WI WDB/Forward Service	OSHA 10-1910 General Industry	4744942132282	\$ 275.00	\$ 8.00	\$ 267.00	1	0.01	Gellings	C0000000029449
Seneca Foods Corp/Ripon	Maintain Safe Work Environment	4719641132251	\$ 858.50	\$ 379.54	\$ 478.96	19	0.06	Holmes	C0000000029308
Seneca Foods Corp/Ripon	10% Grant Administration	T1089	\$ 85.85	\$ -	\$ 85.85	0	0	Holmes	C0000000029309
Town of Ixonia	MSHA Mine Safety Ref	4744940032254	\$ 297.00	\$ 97.68	\$ 199.32	3	0.02	Gellings	C0000000029307
		TOTAL:	\$ 73,953.06	\$ 29,765.97	\$ 44,187.09	466	3.11		

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

Roll call vote:

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

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 March 2018 meeting and District staff are seeking approval of the same at this time:

- BP 4.1 – College Vision, Mission and Strategic Priorities
- BP 4.2 – College Purposes
- BP 4.3 – College Value Statements

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve board policies BP 4.1 – College Vision, Mission and Strategic Priorities; BP 4.2 – College Purposes; and BP 4.3 – College Value Statements, 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: ENDS	
Policy Title	College Vision, Mission and Strategic Priorities
Policy Number	BP 4.1
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

The strategic planning process has led to a shared vision to fulfill our mission. The strategic priorities focus on excellence and continuous improvement for all College decisions and actions.

Vision

A college of choice for students, and a strategic partner for business and industry.

Mission

Preparing students for success in a diverse and globally connected world.

Strategic Priorities

1. **Build a supportive culture to make us an employer of choice** — the capacity of the College to implement Innovation 2020 will depend on highly skilled, committed and engaged instructors and staff. As an increasingly greater number of the College workforce retires, we will need to be able to recruit and retain top talent. In order to develop and maintain a positive culture and climate, effective leadership at all levels will be required.
2. **Improve student success through innovative programming, delivery and services** — to remain competitive and meet the rapidly changing needs of our diverse student population and employers, the College will need to adopt new methods, create new offerings and offer new approaches to learning.
3. **Strengthen our K-16 and community connections** — the College prepares students not only for careers, but for the next level of higher education. This requires coordinated planning and communication with school districts and communities and expanded relationships with four-year colleges and universities to enable our students to seamlessly continue their educations.
4. **Advance the efficient and effective use of technology** — the College must have contemporary technology and labs and reliable, compatible and intuitive information technology systems to support learning, student services and college processes.

Moraine Park Technical College

BOARD POLICY TYPE: ENDS	
Policy Title	College Purposes
Policy Number	BP 4.2
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

Moraine Park Technical College, consistent with statutorily mandated purposes, holds to the following purposes:

1. Deliver Associate Degree, Diploma, and certificate-level educational programs which provide the skills and knowledge necessary to address occupational competencies from initial job-entry to advanced certification.
2. Provide training and education to upgrade the occupational skills of individuals and the business and industry work force.
3. Offer related academic and technical support courses for joint labor/management apprenticeship programs.
4. Design and deliver customized training, consulting services, and technical assistance in partnership with public and private sector employers to further economic development.
5. Provide community services and avocational or self-enrichment activities.
6. Collaborate with secondary schools, colleges, and universities to enable students' smooth passage between educational systems.
7. Provide basic skills programming and counseling services necessary to enhance the success of students.
8. Offer educational programming and supportive services for special populations to address barriers prohibiting participation in education and employments.

Moraine Park Technical College

BOARD POLICY TYPE: ENDS	
Policy Title	College Value Statements
Policy Number	BP 4.3
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

Statements of core values are designed to characterize the desired teaching, learning and working environments and to guide the development of institutional policies, procedures and practices. Accordingly, all members of the Moraine Park Technical College community affirm the following College value statements:

- **Student-Success:** We value a responsive and supportive environment providing the rigor and relevance necessary to advance student learning, development and success.
- **Collaboration:** We value collaboration and communication among students, staff and community partners to strengthen our district and communities.
- **Lifelong Learning:** We value learning as a lifelong journey in the pursuit of personal and professional growth.
- **Innovation:** We value innovation and creativity to remain a leader in global technical education.
- **Integrity:** We value fair, honest, respectful and ethical behaviors.
- **Inclusiveness:** We value inclusiveness and respect for all, providing accessible education to diverse learners, including demographic groups historically underserved by higher education. We believe that team work is critical, that each member is important to accomplishing our mission.
- **Accountability:** We value individual and shared responsibility for our actions and ensuring the future of Moraine Park, both academically and fiscally.
- **Continuous Improvement:** We value informed decision-making which promotes sustainability, continuous improvement and effective and efficient use of resources.
- **Flexibility:** We value the ability to remain nimble and able to respond quickly to meet changing student and workforce needs.

VI. ACTION ITEMS

B. Approval of Budget Adjustments – 2017-18 Budget

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

Chapter TCS 7.05(7) of the Wisconsin Administrative Code requires that modifications to the District budget after adoption shall be by fund type or function within a fund type and shall be in accordance with s.65.90 of the State statutes.

Following are both fund type and function modifications which require Board action as any costs in excess of the budgeted amounts will be excluded from operational costs for State aid computations.

A net decrease to the 2017-18 budget in the amount of \$454,022 is recommended based on a review of financial resources available and an analysis of the Enterprise Resource Planning (ERP) project. The budget adjustment, detailed by fund, is as follows:

General Fund	\$(1,108,126)
Capital Projects Fund	454,104
Internal Service Fund	<u>200,000</u>
Total	\$(454,022)

A net decrease in the amount of \$1,108,126 in the General Fund is recommended based on an analysis of resources available, revised full-time enrollments (FTE) projections, state aid allocations, and to recognize appropriation modifications for personnel and current expense. A net increase in the amount of \$454,104 in the Capital Projects Fund is recommended based on the adjustments of the ERP expenditures. A net increase in the amount of \$200,000 in the Internal Service Fund is recommended based on the use of transferring retained earnings to offset health consortium expenses in the general fund.

VI. ACTION ITEMS

B. Approval of Budget Adjustments – 2017-18 Budget (Continued)

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the following resolution authorizing revisions to the 2017-18 District budget:

Roll call vote:

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

WHEREAS, any modification to an adopted budget by fund type or function is required by State Statute 65.90(5)(a) to be approved by a technical college district board by at least two-thirds vote of the full district board; and

WHEREAS, the Moraine Park Technical College District finds it appropriate to make such modifications to its 2017-18 budget.

NOW, THEREFORE, BE IT RESOLVED by the Moraine Park Technical College District Board to make the following 2017-18 budgetary revisions:

To increase anticipated resources in the General Fund for:

... Tax Levy from \$10,878,196 to \$10,899,696
... Other Student Fees from \$1,092,948 to \$1,104,048

To increase expenditure appropriations and uses in the General Fund for:

... Transfers from Designated for Operations from \$383,238 to \$444,799

To decrease anticipated resources in the General Fund for:

... State Aid from \$24,887,695 to \$24,446,867
... Program Fees from \$7,670,002 to \$7,001,195
... Material Fees from \$405,000 to \$373,909

To decrease expenditure appropriations and uses in the General Fund for:

... Instruction from \$24,661,395 to \$23,346,039
... Instructional Resources from \$2,506,858 to \$2,417,466
... Student Services from \$6,798,923 to \$6,713,336
... General Institutional from \$11,076,356 to \$10,185,263
... Physical Plant from \$3,795,391 to \$3,707,132

VI. ACTION ITEMS

B. Approval of Budget Adjustments – 2017-18 Budget (Continued)

To increase anticipated resources in the Capital Projects Fund for:
... Interfund Transfers from \$0 to \$1,500,000

To increase expenditure appropriations and uses in the Capital Projects Fund for:
... General Institutional from \$997,602 to \$1,451,706

To decrease anticipated resources in the Capital Projects Fund for:
... Transfers from Designated for Equipment from \$1,204,817 to \$158,921

To increase anticipated resources in the Internal Services Fund for:
... Transfers from Reserves for Internal Service from \$473,871 to \$673,871

To increase expenditure appropriates in the Internal Services Fund for:
... Interfund Transfers from \$0 to \$200,000

BE IT FURTHER RESOLVED that the Administration be directed to place this resolution as a Class I Legal Notice in the designated District newspapers as required by Section 65.90(5)(a) of the Wisconsin Statutes.

VI. ACTION ITEMS

C. Approval of Faculty Contract Renewals

The following information is being presented for the purpose of District Board monitoring of their Presidential Parameter Policy, #4HEE0100, Employment.

In accordance with Wisconsin Statute 118.22 – Renewal of Teacher Contracts, on or before May 15 of the school year during which a teacher holds a contract, the Board by which the teacher is employed, at the direction of the Board, shall give the teacher written notice of renewal or refusal to renew his/her contract for the ensuing school year. If no such notice is given on or before May 15, the contract then in force shall continue for the ensuing school year.

A teacher who receives a notice of renewal of a contract for the ensuing school year, or a teacher who does not receive a notice of renewal or refusal to renew his/her contract for the ensuing school year on or before May 15, shall accept or reject, in writing, such contract no later than the following June 15.

Instructional personnel with 2017-18 regular contracts are listed on the following pages. It is recommended that these individuals be issued new contracts for the 2018-19 contract year.

Moraine Park hiring standards for instructional personnel include educational and occupational experience standards in compliance with Faculty Quality Assurance System, Higher Learning Commission and state and federal licensing/accreditation standards. Thirty of the instructional personnel to be issued new contracts do not currently meet the educational standards for their program; therefore, their 2018-19 contract will contain a clause confirming their obligation to meet those standards in a timely manner.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board extend contracts for instructional staff, as listed, for the 2018-19 school year.

Roll call vote:

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

Amy Andersen
Mary Bandler
Joan Barfield
Todd Bartelt
Linda Bau
Janet Bauer
Jeffrey Beach
Amy Beaman
Rebekah Benedum
Cynthia Bernhard
Brian Blankenheim
David Block
Cathryn Bosch
Eileen Bouchard
Jeanette Boyle-Gustavus
Kimberly Braatz
Barbara Brown
Karrie Bruegman-May
Ronald Campopiano
Sarah Chojnacki
Wendy Christianson
Larry Clark
Danielle Cook
Tina Cordell
Francesco Corrente
James Daniels
Anne Deacy
Kerry DeGroot
Joseph Desiderio
Julie Dilling
Andrea Dobogai
Jodie Dolinar
Karla Donohue
Jennifer Elliott
Thomas Endejan
Nancy Esposito
Heather Evenson
Melissa Ewoldt
Joan Falter
Lisa Ferguson
Bobbi Fields
Timothy Flaherty
Bruce Forcica
Tammy Freund
Dominic Garofalo
Ryan Gens
Joshua Geschke
Danyel Giacomini
Jo Ann Giese-Kent
Aaron Paul
Jay Peartree

John Gloede
Jeffery Gruss
James Gyorfy
Craig Habeck
Joseph Halter
Amy Harmsen
Teresa Harn
Emily Hayes
Steve Henderleiter
Angela Henschel
April Herrera
Robert Heyrman
Bree Hodgen
James Hokenson
Pamela Jacob
Danielle Jacques
Dwane Klostermann
Roy Krueger
Carrie Kutz
Paul Kwiecinski
Rebecca Leichtfuss
Julienne Lotto
Andrew Luby
Gloria Madison
Bobbi Mand
Heidi Martin
Jeremy Maurer
Margaret May
Shawn McAfee
Elizabeth McLean
Annette Meihack
Edward Meltz
Michele Mengert
Timothy Moy
Kathy Mueller
Kimberly Mueller
Rebecca Mullane
Stephanie Murre Wolf
Vicki Nelson
Kevin Niedfeldt
Troy Niemuth
Sarah Ninmer
Iolanda Oliva
James Olson
Kim Olson
Scott Pagenkopf
Daniel Pahlow
Anne Paradies
Ryan Paruch
Brenda Stueber
Jeffrey Stueber

Nancy Pusch
Jeffrey Quackenboss
Elizabeth Redeker
Anthony Reese
Nicole Repp-Butzke
Melissa Rodriguez
Thomas Roehl
Rhonda Roehrig
Grace Rommelfanger
Mark Rymer
Mary Scheuermann
Mark Schmidt
Scott Schnettler
Kelly Schoeller
Jacqueline Schoener
Deborah Schuh
Craig Schwanz
Stephanie Scott
Craig Seidel
Kelly Shafaie
Tirza Shulman
Joseph Sibilski
James Simmers
Jeffrey Sonnleitner

Nichol Supri
Rachel Tease
Jeffrey Ternes
Mark Thronson
Joseph Thurin
Casey Truse
Brian Turner
Kathleen VanDemark
Jerome VanKirk
Mary Vogl-Rauscher
Mark Wamsley
Derek Ward
Thomas Ward
Gary Watry
Rachel Weber
Marla Werner
Terri Wilkens – through 12/21/18
Douglas Woolridge
Elizabeth Yoon
Eric Ziebell
Thomas Zimdahl
Lois Zingsheim
Jamie Zwicky

VI. ACTION ITEMS

D. Approval of Bid – E-Wing Roof and B-Wing Skylight Replacement, Fond du Lac Campus

The District proposes to begin construction on the E-Wing Roof and B-Wing Skylight Replacement on the Fond du Lac Campus in accordance with Moraine Park's 2017-20 Three-Year Facilities Plan. The roof replacement spans a 23,000 square foot section of the E-Wing that is more than 40 years old.

Alternate #1 is the B-Wing Skylight Replacement which will replace skylights that were a part of the original 1970's construction. These skylights continually leak and are beyond repair.

Class II bid notices were placed in District newspapers to make contractors aware of the project, and bids were opened on March 23, 2018.

The proposed work is scheduled to begin in early June of 2018, with completion scheduled for August 2018. The total budget for this project is \$585,000. The current cost breakdown is as follows:

Construction Costs:	\$494,550
Contingency (5%):	30,000
Architectural Fees:	<u>19,100</u>
Total:	\$543,650

It is recommended that the following bid be accepted:

Oshkosh Industrial Roofing & Sheet Metal, LLC:	
Base Bid:	\$434,550
Alternate #1:	<u>60,000</u>
Bid Total:	\$494,550

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the following low bid for the E-Wing Roof and B-Wing Skylight Replacement project: Contract No. 1 to Oshkosh Industrial Roofing & Sheet Metal, LLC in the amount of \$494,550; and, further, that the President be authorized to proceed with this project.

Roll call vote:

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

bid recording sheet

Fond du Lac Campus - E-Wing Roof Replacement Moraine Park Technical College

Bid Due Date 3/23/18 @ 11am CST Location: B111

CONTRACTOR	Bid Security	Acknowledge Addendums	BASE BID	Alternate #1 B-Wing Skylight Replacement	Alternate #2	Alternate #3	Alternate #4	Alternate #5	TOTAL
Oshkosh Industrial	x	x	\$ 434,550.00	\$ 60,000.00					\$ 494,550.00
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -

Notes:

VII. CORRESPONDENCE AND REPORTS

C. 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. Moraine Park Foundation Gourmet Dinner, April 27, 5:30 p.m., Fond du Lac Campus
2. EDGE Awards Banquet, May 3, 5 p.m., Whispering Springs Golf Course, Fond du Lac
3. Wisconsin Technical College System Board Meeting, May 8, Madison
4. Student Awards Banquet, May 11, 5:30 p.m., Golf Club at Camelot, Lomira
5. Commencement Ceremony, May 19, 10 a.m., Fond du Lac High School