

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

*May 16, 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	3
<p style="text-align: center;"><i>NOTE: The District Board will conduct a public hearing on the 2018-19 District budget at 5:05 p.m. Following the public budget hearing, the Board will reconvene to conduct their regular monthly business.</i></p>	
II. PUBLIC BUDGET HEARING, 2018-19 BUDGET – 5:05 P.M.	
III. INTRODUCTIONS	
IV. COMMUNITY REPORTS	
A. Business and Community Leader Connection	Report
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A. President’s Report	Report
1) Meetings Attended/to Attend	
2) Legislative Update	
3) WTCS Update	
4) College Activities Update	

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B. District Boards Association Reports/Upcoming Events	
1) Board of Directors & Committee Reports	Report
2) Upcoming Events	25
<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>	
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 governmental body has jurisdiction or exercises responsibility (regarding the evaluation of the College President).	26
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:

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

V. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the April 18, 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

Brian Turner, EMS/Paramedic Instructor, submitted his resignation effective June 25, 2018. Brian has been with the College since August 2015.

Scott Pagenkopf, Electrical Power Distribution Instructor, submitted his resignation effective May 22, 2018. Scott has been with the College since August 2014.

Ralph Schlass, Housekeeper, submitted his retirement effective August 1, 2018. Ralph has been with the College since December 2010.

Marylou Mercado, Associate Dean of Nursing, submitted her resignation effective June 7, 2018. Marylou has been with the College since January 2002.

Natalie Schmitz, College Advancement Assistant, submitted her resignation effective May 2, 2018. Natalie had been with the College since February 2016.

Recruitment – Support Professionals

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. After screening and interviewing, Sean Little was selected and his start date was May 7, 2018.

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. After screening and interviewing, Amy Wiedmeyer was selected and her start date was April 30, 2018.

Housekeeper, West Bend Campus. This part-time position was created when Alisha Luby submitted their 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. Alyssa Kleinert transferred into this position.

VI. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Support Professionals (Continued)

Marketing Web Content Specialist, Fond du Lac Campus. This full-time position became available when Andrew Pantzlaff submitted his resignation. This position is responsible for writing and creating engaging content for the morainepark.edu website as well as other marketing pieces. This position was posted internally with a closing date of May 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. Interviews were held May 9, 2018.

Housekeeper, West Bend Campus. This full-time position was created when Alyssa Kleinert 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.

Recruitment – Management/Instructional Staff

Medical Assistant/Medical Office Instructor, Fond du Lac Campus. This full-time position was created when Bobbi Fields changed positions. This position will be in the Medical Assistant and Medical Office Specialist programs. This position was posted internally/externally until filled.

Director of Facilities, Fond du Lac Campus. This full-time position was created when Richard Boudreau submitted his resignation. This position oversees and manages all activities associated with capital planning and construction, facilities operations and maintenance, housekeeping, safety, security and environmental compliance for the District. This position was posted internally/externally. Interviews will be held May 14, 2018.

Associate Dean of Human Services, Fond du Lac Campus. This full-time position was created when James Brace submitted his resignation. This position will assist the Academic Dean in overseeing academic initiatives, instructional budgets, special projects, grants and student/personnel issues. This position will recruit, orient, mentor and provide for the ongoing development and evaluation of contract and adjunct faculty and/or support staff and supervise classes to ensure quality of curriculum, course design and delivery. This position was posted internally/externally. Interviews will be held May 11, 2018.

VI. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

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 Metal Fabrication 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. This position's title was updated to better reflect industry and match candidate keyword searches.

VI. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
Various	ERP Project Costs
A0225681	Tesla GPU for Virtual Desktop Infrastructure
A0225711	RealPresence Hardware
A0225777	Kabota MX5200 Tractor
A0225800	Cisco Catalyst
A0225803	PowerEdge R740XD Server
A0225820	VMWare
A0225915	2 Dell Latitude 7480 laptops
A0225938	4 Cisco Fabric Extenders
P-card	Spectrum Desk
P-card	2 Dell Latitude 7480 laptops
P-card	3 Ceiling Microphones
P-card	Woofers Speakers

TAX LEVY RECEIVABLE:

Through May 6, the District received tax levy payments totaling \$12,610,821.90 or 75.4% of the total levied. Last year's collection through May 8, 2017 was \$12,081,077.11 or 74.5% 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	\$148,625.43	74.5%
Columbia	\$3,610.01	\$2,449.86	67.8%
Dodge	\$3,121,115.52	\$2,278,999.46	73.0%
Fond du Lac	\$4,674,878.48	\$3,486,529.07	74.5%
Green Lake	\$1,463,772.68	\$1,038,753.76	70.9%
Marquette	\$20,613.16	\$14,458.05	70.1%
Sheboygan	\$5,822.14	\$4,304.51	73.9%
Washington	\$6,999,258.77	\$5,475,564.76	78.2%
Waushara	\$146,195.29	\$101,874.95	69.6%
Winnebago	\$81,239.16	\$59,262.05	72.9%
	<u>\$16,715,975.00</u>	<u>\$12,610,821.90</u>	<u>75.4%</u>

VI. CONSENT ITEMS

B. Financial Management – Accounting/Investments (Continued)

OTHER:

The interest rate National Exchange Bank and Trust remains at 1.875% for April 2018.

C. Economic Development Contracting

EWD Board Report

May 2018

Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract
Alliance Laundry Systems	Assessment Testing	T1126	\$ 394.00	\$ 162.97	\$ 231.03	0	0	Gellings	C0000000029787
Bonduelle USA Inc	Welding - GTAW	4744240532107	\$ 14,484.25	\$ 5,630.65	\$ 8,853.60	8	0.37	Holmes	C0000000029067
Bonduelle USA Inc	10% Grant Administration	T1072	\$ 1,448.43	\$ -	\$ 1,448.43	0	0	Holmes	C0000000029087
Bradley Corporation	GD&T - 24 hr	4762341832164	\$ 8,069.85	\$ 3,645.93	\$ 4,423.92	15	0.3	Gellings	C0000000029187
Bradley Corporation	10% Grant Administration	T1081	\$ 806.99	\$ -	\$ 806.99	0	0	Gellings	C0000000029209
Burgess Norton Manufacturing Co	Supervision 101	4719646432344	\$ 825.00	\$ 403.07	\$ 421.93	1	0.02	Gellings	C0000000029487
Burgess Norton Manufacturing Co	10% Grant Administration	T1104	\$ 82.50	\$ -	\$ 82.50	0	0	Gellings	C0000000029488
Burgess Norton Manufacturing Co	CNC Operations - Programming	4744440132409	\$ 1,584.00	\$ 596.56	\$ 987.44	7	0.05	Justman	C0000000029789
Burgess Norton Manufacturing Co	10% Grant Administration	T1127	\$ 158.40	\$ -	\$ 158.40	0	0	Justman	C0000000029790
Burgess Norton Manufacturing Co	CNC Operations - Basic	4744440132410	\$ 2,376.00	\$ 894.84	\$ 1,481.16	10	0.1	Justman	C0000000029791
Burgess Norton Manufacturing Co	10% Grant Administration	T1128	\$ 237.60	\$ -	\$ 237.60	0	0	Justman	C0000000029792
Federal Tool & Engineering	Metrology	4762343032330	\$ 1,808.00	\$ 672.87	\$ 1,135.13	13	0.11	Gellings	C0000000029495
Fives	First Responder Refresher	4753141132433	\$ 437.50	\$ 106.01	\$ 331.49	9	0.02	Justman	C0000000029828
Grande Cheese	Leading Others Series	4719641132146	\$ 2,805.00	\$ 2,205.63	\$ 599.37	3	0.05	Gellings	C0000000029127
Grande Cheese	10% Grant Administration	T1077	\$ 280.50	\$ -	\$ 280.50	0	0	Gellings	C0000000029147
Grande Cheese	Supervision 101	4719646432344	\$ 825.00	\$ 403.07	\$ 421.93	1	0.02	Gellings	C0000000029487
Grande Cheese	10% Grant Administration	T1105	\$ 82.50	\$ -	\$ 82.50	0	0	Gellings	C0000000029489
International Concrete Products	WI Structural Welding Certification	4744241532399	\$ 630.00	\$ 247.74	\$ 382.26	2	0.01	Gellings	C0000000029708
Kickhaefer Manufacturing Company	Heartsaver First Aid/CPR/AED	4753146532370	\$ 542.00	\$ 354.76	\$ 187.24	6	0.02	Justman	C0000000029608
Kickhaefer Manufacturing Company	Heartsaver First Aid/CPR/AED	4753146532372	\$ 576.00	\$ 348.01	\$ 227.99	8	0.03	Justman	C0000000029608
Kickhaefer Manufacturing Company	Bloodborne Pathogens	4753146832371	\$ 140.00	\$ 85.87	\$ 54.13	6	0.01	Justman	C0000000029608
Kickhaefer Manufacturing Company	Bloodborne Pathogens	4753146832373	\$ 165.00	\$ 110.87	\$ 54.13	8	0.01	Justman	C0000000029608
Kickhaefer Manufacturing Company	GD&T - 24 hr	4762341832382	\$ 6,259.41	\$ 2,655.93	\$ 3,603.48	7	0.14	Gellings	C0000000029667
Kickhaefer Manufacturing Company	10% Grant Administration	T1118	\$ 625.94	\$ -	\$ 625.94	0	0	Gellings	C0000000029668
Kondex Corporation	Supervision 101	4719646432344	\$ 825.00	\$ 403.07	\$ 421.93	1	0.02	Gellings	C0000000029487
Kondex Corporation	10% Grant Administration	T1106	\$ 82.50	\$ -	\$ 82.50	0	0	Gellings	C0000000029490
Langenecker Construction	MSHA Mine Safety Refresher	4744940032351	\$ 297.00	\$ 466.67	\$ (169.67)	3	0.02	Gellings	C0000000029527
Marlin Technologies Inc	Supervision 101	4719646432345	\$ 1,650.00	\$ 213.22	\$ 1,436.78	2	0.04	Justman	C0000000029494
Menasha Packaging Co	Supervision 101	4719646432344	\$ 825.00	\$ 403.07	\$ 421.93	1	0.02	Gellings	C0000000029487
Menasha Packaging Co	10% Grant Administration	T1107	\$ 82.50	\$ -	\$ 82.50	0	0	Gellings	C0000000029491
Mercury Marine	Core Skills - Mercury	4719641132378	\$ 1,400.00	\$ 630.02	\$ 769.98	35	0.18	Hall	C0000000029607
Mercury Marine	Core Skills - Mercury (Team A)	4719641132379	\$ 350.00	\$ 137.44	\$ 212.56	18	0.03	Hall	C0000000029607
Mercury Marine	Core Skills - Mercury (Team B)	4719641132380	\$ 350.00	\$ 137.44	\$ 212.56	17	0.03	Hall	C0000000029607
Mercury Marine	Core Skills - Mercury	4719641132400	\$ 1,360.00	\$ 605.14	\$ 754.86	31	0.16	Hall	C0000000029727
Mercury Marine	Core Skills - Mercury (Team A)	4719641132401	\$ 350.00	\$ 137.44	\$ 212.56	15	0.03	Hall	C0000000029727
Mercury Marine	Core Skills - Mercury (Team B)	4719641132402	\$ 350.00	\$ 137.44	\$ 212.56	16	0.03	Hall	C0000000029727
Mercury Marine	Core Skills - Mercury	4719641132434	\$ 1,340.00	\$ 592.70	\$ 747.30	29	0.15	Hall	C0000000029847
Mercury Marine	Core Skills - Mercury (Team A)	4719641132435	\$ 350.00	\$ 137.44	\$ 212.56	15	0.03	Hall	C0000000029847
Mercury Marine	Core Skills - Mercury (Team B)	4719641132436	\$ 350.00	\$ 137.44	\$ 212.56	14	0.02	Hall	C0000000029847
Metalcraft of Mayville	Blueprint Reading - 16 hr	4762341232139	\$ 3,482.55	\$ 1,443.72	\$ 2,038.83	9	0.12	Gellings	C0000000029108
Metalcraft of Mayville	10% Grant Administration	T1098	\$ 348.26	\$ -	\$ 348.26	0	0	Gellings	C0000000029428
Metalcraft of Mayville	Blueprint Reading - 16 hr	4762341232141	\$ 3,552.45	\$ 1,513.60	\$ 2,038.85	11	0.15	Gellings	C0000000029109

Metalcraft of Mayville	10% Grant Administration	T1099	\$ 355.25	\$ -	\$ 355.25	0	0	Gellings	C0000000029429
Metalcraft of Mayville	Blueprint Reading - 16 hr	4762341232276	\$ 3,727.20	\$ 1,718.88	\$ 2,008.32	16	0.21	Gellings	C0000000029390
Metalcraft of Mayville	10% Grant Administration	T1095	\$ 372.72	\$ -	\$ 372.72	0	0	Gellings	C0000000029391
Metalcraft of Mayville	Blueprint Reading - 16 hr	4762341232277	\$ 3,587.40	\$ 1,579.08	\$ 2,008.32	12	0.16	Gellings	C0000000029407
Metalcraft of Mayville	10% Grant Administration	T1096	\$ 358.74	\$ -	\$ 358.74	0	0	Gellings	C0000000029408
Michels Corporation	Supervision 101	4719646432344	\$ 825.00	\$ 403.07	\$ 421.93	1	0.02	Gellings	C0000000029487
Michels Corporation	10% Grant Administration	T1108	\$ 82.50	\$ -	\$ 82.50	0	0	Gellings	C0000000029492
Parsons Bros Construction Co	MSHA Mine Safety Refresher	4744940032351	\$ 396.00	\$ 622.22	\$ (226.22)	4	0.03	Gellings	C0000000029527
Plastic Components Inc	ISO 9001 2015 Revised Overview	4762343632358	\$ 198.00	\$ 157.00	\$ 41.00	2	0	Gellings	C0000000029587
RAM Tool Inc	Leading Others Series	4719641132146	\$ 935.00	\$ 735.21	\$ 199.79	1	0.02	Gellings	C0000000029127
RAM Tool Inc	10% Grant Administration	T1078	\$ 93.50	\$ -	\$ 93.50	0	0	Gellings	C0000000029148
Seneca Foods Corporation - Ripon	Emergency First Responder	4753142832395	\$ 525.00	\$ 149.36	\$ 375.64	15	0.05	Justman	C0000000029707
Seneca Foods Corporation - Clyman	Machine Maintenance	4744440532393	\$ 1,584.00	\$ 596.56	\$ 987.44	13	0.09	Holmes	C0000000029687
Seneca Foods Corporation - Clyman	10% Grant Administration	T1119	\$ 158.40	\$ -	\$ 158.40	0	0	Holmes	C0000000029688
Seneca Foods Corporation - Ripon	Heartsaver First Aid	4753146532394	\$ 530.00	\$ 379.48	\$ 150.52	15	0.05	Justman	C0000000029689
Serigraph Inc	Heartsaver First Aid/CPR/AED	4753146532318	\$ 678.00	\$ 437.15	\$ 240.85	14	0.05	Gellings	C0000000029454
Serigraph Inc	Heartsaver First Aid/CPR/AED	4753146532319	\$ 661.00	\$ 420.15	\$ 240.85	13	0.04	Gellings	C0000000029454
Serigraph Inc	Heartsaver First Aid/CPR/AED	4753146532320	\$ 644.00	\$ 403.15	\$ 240.85	12	0.04	Gellings	C0000000029454
Serigraph Inc	Heartsaver First Aid/CPR/AED	4753146532321	\$ 593.00	\$ 352.15	\$ 240.85	9	0.03	Gellings	C0000000029454
T J Hale Co	Supervision 101	4719646432344	\$ 1,650.00	\$ 806.23	\$ 843.77	2	0.04	Gellings	C0000000029487
T J Hale Co	10% Grant Administration	T1109	\$ 165.00	\$ -	\$ 165.00	0	0	Gellings	C0000000029493
Town of Ixonia	MSHA Mine Safety Refresher	4744940032351	\$ 198.00	\$ 311.11	\$ (113.11)	2	0.01	Gellings	C0000000029527
WI Department of Corrections	Dairy Worker - Milking/Feeding	3000635032123	\$ 5,181.91	\$ 1,842.32	\$ 3,339.59	10	0.33	Brendel	C0000000029291
WI Department of Corrections	Dairy Worker - Reproduction	3000635132124	\$ 7,252.00	\$ 4,094.92	\$ 3,157.08	10	0.33	Brendel	C0000000029291
TOTAL:			\$ 93,740.75	\$ 40,628.67	\$ 53,112.08	472	3.79		

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

Roll call vote:

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

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

- BP 4.4 – Student Success
- BP 4.5 – Employee Talent Management and Engagement
- BP 4.6 – Workforce Development

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve board policies BP 4.4 – Student Success, BP 4.5 – Employee Talent Management and Engagement, and BP 4.6 – Workforce Development, 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	Student Success
Policy Number	BP 4.4
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

Moraine Park Technical College provides the diverse population of its entire District with access to career opportunities, assistance for students to complete their educational goals, and development of skills for lifelong learning.

Included in Student Success:

- **College Readiness.** Students will have the appropriate combination of cognitive skills, content knowledge, and learning strategies to effectively participate in college level coursework.
- **Goal Attainment.** Students will receive the academic and occupational training with the individualized support needed to meet their educational goals whether they seek a degree, a credential, completion of a course, or transferability to another institution.
- **Student Development.** Students will have the opportunity to participate in activities, programs and services that provide opportunity for development and growth of the whole person.
- **Career Readiness.** Students will have the academic and occupational training necessary for employment readiness in their field of study. Students will possess the necessary life skills needed for employability.

Moraine Park Technical College

BOARD POLICY TYPE: ENDS	
Policy Title	Employee Talent Management and Engagement
Policy Number	BP 4.5
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

Moraine Park Technical College will maximize talent by utilizing a talent assessment and review process to identify a leader pipeline. Employees will have the opportunity to participate in talent management processes in an engaging environment to create a high performance culture and a great place to work.

Included in Employee Talent Management and Engagement:

- **Talent Management.** Staff will have the opportunity to participate in leader pipeline development through a strategic talent assessment and review process.
- **Employee Engagement.** Staff will have a meaningful role in developing activities and strategies to promote their personal engagement in their work with support from their supervisor, teams, and the College.
- **Healthy Work Environment.** Staff will have a working environment that encourages a healthy lifestyle and a work/life balance.

Moraine Park Technical College

BOARD POLICY TYPE: ENDS	
Policy Title	Workforce Development
Policy Number	BP 4.6
Policy Owner	Board Chairperson
Adopted	
Reviewed	
Revised	

Moraine Park Technical College will continuously support the economic development of the District by educating a quality workforce, establishing strong community partnerships, and contributing to the region's overall economic vitality.

Included in Workforce Development:

- **Career Readiness.** Employers will have access to prepared, diverse student populations as they hire technically skilled individuals to fill their workforce talent needs.
- **Relevant Training.** Employers will have the ability to obtain customized instruction to meet the specific development needs of their incumbent workforce, aiding in the growth and prosperity of their current and future business locations.
- **Technical Assistance.** Employers will have access to resources and services, such as assessment testing, grant assistance, and strategic workforce planning, to assist in the development of their workforce.

VII. ACTION ITEMS

B. Approval of 2018-19 Management Contract Renewals and Compensation

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

The management personnel who are being recommended to receive contracts for 2018-19 are listed below.

Michele Adams
Marcia Arndt
Ross Atkinson
Hans Baierl
James Barrett
Laurie Barz
Bonita Bauer
C. A. Michael Best
Anders Bjork
Christy Blessing
Triena Bodart
Dana Bourland
Mindie Boynton
Erwin Breithaupt
Kathleen Broske
Lila Buytendorp
Amy Clark
Mary Davies
Luke Dietzler
Lisa Dougherty
James Eden
John Faeh
Bobbi Fields
Kristen Fimmel
Donna Freund
Mallory Gauerke
Beau Gellings
JoAnn Hall
Steve Heilmeier
JoAnne Henken
Wendy Herrmann
Benjamin Hill
Lane Holte
Stephen Horvath
James Huycke
Jill Jaber
Jacqueline Jarvis
Sandra Justman

Carrie Kasubaski
Timothy Keenan
Gregory Kilgas
Michael Kinser
Todd Knutson
Nicole Kohlmann
Jennifer Lanter
Ashley LeCount
Patricia Lehn
Randall Leigh
Anne Lemke
Scott Lieburn
Bojan Ljubenko
Jason Loomans
Eric Ludwig
Jenny Manning
Lynn Marquardt
Julie Mayrose
Beth Mendoza
Matthew Mutz
Tanya Ney
Benjamin Pickart
Julienne Pieper
Larry Plamann
Abby Pluim
Lisa Pollard
Bart Putzer
Brenda Raad
Peter Rettler
Fredrick Rice
Gerald Richards
Amy Richter
Sally Ruback
Laura Schelter
Lucas Schmidt
Dee Schmitz
Jodie Schneider
Jennifer Schoonover

Lori Schrage
Michael Schreiber
Kim Schwamn
Michael Smith
Laurice Snyder
Peter Snyder
Michelle Stark
Benjamin Stefan

Paula Stettbacher
Scott Troedel
Judy Urben
Carol Ann Velasco
Joshua Wakefield
Julie Waldvogel-Leitner
Jacquelyn Warnecke
Tara Wendt

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board issue contracts for management staff as listed for the 2018-19 year, and that the Moraine Park Technical College District Board approve a 2.0% salary increase for management staff for fiscal year 2018-19.

Roll call vote:

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

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>
Ralph Schlass	Housekeeper	08/01/18	12/13/10

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the retirement of Ralph Schlass:

Ralph Schlass 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 2018-19 Economic and Workforce Development and Community Training Contracting Rates**

The following information is being presented for the purpose of District Board monitoring of their Desired Outcomes Policy, #1TFT0200, Educate for Employment – Economic Development and Community Outreach Contracting.

District Board policy permits the College to enter into contracts to provide educational services to public and private educational institutions, federal and state agencies, local governmental bodies, and industries and businesses. These training efforts link the College's resources, including instructional/technical expertise and equipment, to District enterprises. As a result, innovative partnerships with business, industry and other agencies are encouraged.

The contracts developed are designed to recover direct costs and a percentage of indirect costs associated with the training and services provided. Contracts for services must be reviewed and approved by the Moraine Park Technical District Board; therefore, the rates associated with this type of contracting are reviewed annually.

The proposed 2018-2019 economic development contract rates are included. Changes from 2017-2018 have been highlighted. Comparisons to the other 15 colleges were included in the analysis. Recommended changes are in line with those of the majority of WTCS colleges across the state.

The proposed contracting rates were developed by the Economic and Workforce Development Business Representatives and Management. If approved, these rates will become effective June 1, 2018 through May 31, 2019.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the 2018-19 Economic and Workforce Development and Community Training contracting rates as presented.

Proposed Changes from 2017-2018 to 2018-2019 rates

Category		2017-2018 Rate	2018-2019 Rate	Approx. % Change	Rationale
Rates	Base In District	\$175	\$185	5.71%	Margin control
Rates	Tier 1 In District	\$198	\$200	1.01%	Margin control
Rates	Base Out-Of-District	\$198	\$210	6.06%	Margin control
Rates	Tier 1 Out-Of-District	\$210	\$220	4.76%	Margin control
Rates	Base Out-Of-State	\$210	\$225	7.14%	Margin control
Rates	Tier 1 Out-Of-State	\$225	\$235	4.44%	Margin control
Special Rates	STRAT	\$5,000	\$6,000	20%	Cost recovery
Special Rates	STRAT – out of district delivery	\$6,000	\$7,000	16.6%	Cost recovery
Special Rates	Bloodborne Pathogens	\$110.00	\$115.00	4.55%	Cost recovery
Special Rates	CPR/First Aid	\$110.00	\$115.00	4.55%	Cost recovery
Special Rates	Defibrillator/AED	\$110.00	\$115.00	4.55%	Cost recovery
Special Rates	Special Care Procedures	\$110.00	\$115.00	4.55%	Cost recovery
Special Rates	Skills Assessment	\$110.00	\$115.00 per hour on campus; \$130 per hour off campus Minimum 2 hour fee	4.55%	Cost recovery
Special Rates	Certified Nursing Assistant	\$6,750	\$7,100	5.18%	Cost recovery
High School	On campus indirect rate in item 4	37.85%	39.7%		Modify to updated 2018-19 rates

Moraine Park Technical College
Proposed Contract Rates
Effective June 1, 2018 through May 31, 2019

Customized Instruction & Technical Assistance
Rates per Hour

In-District	Base Rate: \$185
	Tier 1: \$200
	Tier 2: \$225

Out-of-District	Base Rate: \$210
	Tier 1: \$220
	Tier 2: \$245

Out-of-State	Base Rate: \$225
	Tier 1: \$235
	Tier 2: \$260

All training of 2 hours or less per day will be charged a 25% surcharge in addition to the customized training rate utilized.

Cancellation and Reschedule policy:

If a training agreement is cancelled or rescheduled after it has been signed, it may be subject to the following charges:

- Curriculum and/or instructional preparation cost incurred
- All costs for ordered materials/textbooks, including any associated restocking fees
- If cancelled within five (5) business days of the scheduled training, a fee of 100% of the contract price will be assessed.
- Companies will be allowed one reschedule within ten (10) business days of training per year at no charge. Reschedules in excess of one per academic year will be assessed a fee of 25% of the contract price.

Mileage will be charged for out-of-district and out-of-state contracts based upon approved MPTC reimbursement rates from the instructor's base campus location.

*Note: All rates assume one instructor per session. Any variation of this will be quoted separately.

Special Rates

Mobile Computer Lab Tear Down/Set Up	\$25 per person flat fee
Health Care off site lab set up/tear down	\$35 per hour fee
WAT Grant Administrative Fee	10% of Total Project
Curriculum Development	Base Rate
Organizational Development Assessment/Consultation	\$250 per hour
Individual Coaching –	
• Executive Coaching	\$250 per hour
• Career and Performance Coaching	Tier 1
Online/Blended Learning Platform – 3 rd party	Provider fee
Online/Blended Learning Platform (MPTC LMS)	\$45 per person
Six Sigma -	
• Six Sigma Green Belt	\$ 3,900 per person
• Six Sigma Black Belt	\$ 1,900 per person
• Blended Green Belt	\$3,900 per person
STRAT	\$6,000 per person
STRAT – out of district delivery	\$7,000 per person
Bloodborne Pathogens	\$115.00 per hour
CPR/First Aid	\$115.00 per hour
CPR Helper	\$30.00 per hour
Defibrillation/AED	\$115.00 per hour
Emergency Care Procedures	\$115.00 per hour
	\$115.00 per hour on campus; \$130 per hour off campus
Skills Test Assessment	Minimum 2 hour fee
Burn Trailer* (on campus)	\$154.00 per hour
Fire Extinguisher*	\$135.00 per hour
*Plus replacement of fuel/material	
Nursing Assistant (Maximum of 10 students per course) Application fee (as required) per student	\$7,100 per course plus books/materials/testing fees, and application fee per person Per college pricing

High School Credit Course Pricing

Classes offered in contract with the high schools will follow the following criteria:

1. All classes will be charged at standard rates, as defined above, unless funded by the high school general fund budget. If the high school general fund budget is utilized, discounted rates as outlined below in items 2 – 4 will apply.
2. Classes held at the high school (or IVC) with an MPTC instructor are charged tuition per student, if all direct costs (salary/fringe), material fees and 10% indirect are covered. If those costs are not covered, the class will be cancelled or the balance will be paid by the school district. Student expenses for books will be charged separately.
3. Students stacked in existing MPTC classes that meet existing minimums to run are charged tuition, material fees plus a \$45 student fee for Learning Management System provider fees where applicable. Student expenses for books will be charged separately.
4. High school classes held on MPTC campuses with an MPTC instructor are charged tuition if all direct costs (salary/fringe), material fees and 39.7% indirect are covered. If those costs are not covered the class will be cancelled or the balance will be paid by the school district. Student expenses for books will be charged separately.

Modification of Rate

Exceptions to this rate schedule must be approved by the Vice President of Academics or the Dean of Economic and Workforce Development. This may include reductions in cost recovery or increases for special project or program pricing.

History of MPTC (In-District) Contract Rates

Year	In-District Rates	Approx. % of Change
2017-2018	\$175 - \$225	0%
2016-2017	\$175 - \$225	6% - 0%
2015-2016	\$165 - \$225	0% - 4.08%
2014-2015	\$165 - \$220	3.1%
2013-2014	\$160 - \$220	0%
2012-2013	\$160 - \$220	0% - 2.33%
2011-2012	\$160 - \$215	1.27% - 3.37%
2010-2011	\$158 - \$208	1.9%
2009-2010	\$155	3.3%

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. Commencement Ceremony, May 19, 10 a.m., Fond du Lac High School
2. CNC and Welding Boot Camp Completion Ceremony, May 25, 3 p.m., Fond du Lac Campus
3. GED/HSED Graduation Ceremony, June 7, 7 p.m., Fond du Lac Campus
4. WTCS Board Meeting, July 10-11, La Crosse
5. District Boards Association Summer Meeting, July 12-14, Green Bay

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 governmental body has jurisdiction or exercises responsibility (regarding the evaluation of the College President).

Roll call vote:

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