

# MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

*July 9, 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

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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>	

**IX. ADJOURNMENT**

## I. ROLL CALL – 5:00 p.m.

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### 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  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Krueger  
\_\_\_\_\_ Schwab  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Staral

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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### B. Election of Board Officers

The annual organizational meeting of the District Board is held on the second Monday in July in compliance with Wisconsin State Statutes. In accordance with District Board Policy BP 1.5 – Board Officers and Roles, Board Officers are selected at this annual organizational meeting.

The offices which must be filled include the following:

District Board Chairperson  
District Board Vice Chairperson  
District Board Treasurer  
District Board Secretary

During the 2017-18 year, Mike Miller served as Chairperson until April, Mike Staral served as Chairperson beginning in April and Vice Chairperson until April, Lowell Prill as Secretary, and Kim Krueger as Treasurer. Board Policy BP 1.5 states that: “No person may serve as Chairperson for more than two successive annual terms.” All current Board members holding an office are eligible to be reappointed for another term.

Attached for your review is the current District Board policy on Board Officers and Roles.

Moraine Park Technical College

<b>BOARD POLICY TYPE: GOVERNANCE PROCESS</b>	
Policy Title	<b>Board Officers and Roles</b>
Policy Number	<b>BP 1.5</b>
Policy Owner	Board Chairperson
Adopted	August 16, 2017
Reviewed	
Revised	

The officers of the District Board shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer.

- The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July.
- If a vacancy occurs in any of the District Board officer positions after the annual organizational meeting, the District Board may elect an officer to fill the vacancy at a subsequent Board meeting.

Chairperson's Role

The Chairperson is elected by the Board of Trustees. As the elected leader of the Board, the Chairperson shall maintain the integrity of the Board's process and represent the Board to outside parties. The Chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

- No person may serve as chairperson for more than two successive annual terms. (Wis. Stats. sec. 38.08(3), as amended)
- The Chairperson shall ensure the Board and individual Board members act consistently with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College.
  - The Chairperson shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
  - Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not the President.
  - Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
  - The Chairperson will attempt to arrive at a consensus by the Board members on Board decisions. The Chairperson will stimulate discussion among the Board members.
- The Chairperson sets the agenda with input from board members and the President.
- The Chairperson is authorized to use any reasonable interpretation of the provisions in Governance and Board-Staff Relationship policies in carrying out the role of Chairperson.
- The Chairperson has no authority to make decisions regarding implementation of the Ends and Executive Limitations policies. Such implementation is reserved for the President.
- The Chairperson is responsible for the Board/President relationship and shall communicate and interact with the President. However, since the President is responsible to the entire Board, the Chairperson has no authority to unilaterally supervise or direct the President.

- The Chairperson or designee shall sign on behalf of the entire Board, all documents needing such authorization.
- The Chairperson shall ensure the other Board members are informed of current and pending Board issues and processes.
- The Chairperson is empowered to chair Board meetings in accordance with the *Robert's Rules of Order, Revised*, unless suspended or waived.
- Subject to Board approval, the Chairperson shall prosecute all necessary legal actions in the name of the District for the recovery of damages and forfeitures or to obtain injunctive relief.
- The Chairperson shall appoint members of committees established by the Board as well as outside organizations including the Foundation, as appropriate.
- The Chairperson shall ensure compliance with all required duties imposed by law, including but not limited to:
  - The Chairperson, or designee, shall communicate with the public as required by law with respect to providing public notice of all meetings of the College Board of Trustees. The Chairperson may delegate the function of providing notice, but may not delegate the responsibility.
  - The Chairperson may delegate responsibility for the orientation of new Board members and for providing them with mentors.

#### Vice Chairperson's Role

The Vice Chairperson is elected by the Board of Trustees.

- The Vice Chairperson shall have all of the authority and duties of the Chairperson in the absence of the Chairperson.
- The Vice Chairperson shall have such other authority and duties as the Board may from time to time determine and direct.

#### Secretary's Role

The Secretary is elected by the Board of Trustees.

- Unless otherwise specified by law, the Secretary is designated as the official custodian of all records of the District. The Secretary may delegate the day-to-day maintenance of the custody of the records to the President of the College, but may not delegate the responsibility.
- The Secretary shall maintain a record and the official minutes of all meetings of the Board.
- Where a function is assigned to the clerk of a governmental unit, and the District is designated as one of such governmental units, such function shall be performed by the Secretary.
- On or before the first Monday in March, or within thirty (30) days of the date on which a vacancy on the Board occurs, the Secretary shall notify each member of the Appointment Committee, each governing body having a member on the Appointment Committee and the Board of the vacancy or of terms of office which will expire during the year.
- Annually, by October 31 of each year, or within ten (10) days after receipt of the equalized valuations from the Department of Revenue, whichever is later, the Secretary shall file with the clerk of each city, village, and town, any part of which is located in the District, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village, and town.

- In the absence of both the Chairperson and the Vice Chairperson, the Secretary shall call the District Board meeting to order and shall serve as Chairperson while the Board elects a Chairperson Pro Tempore.

#### Treasurer's Role

The Treasurer is elected by the Board of Trustees.

- The Treasurer shall be the official custodian of all monies received by the District and shall be accountable for such funds. The Treasurer may delegate the day-to-day maintenance of the custody of the funds to the President of the College, but may not delegate the responsibility. All expenditures exceeding \$2,500 shall be approved by the Board (Wis. Stat. sec. 38.12(2), as amended).
- The Treasurer shall serve as the chair of the Finance Committee.
- The Board may, by resolution, authorize other persons' signatures or the use of a facsimile or digital signature.
- The Board shall authorize the signature of payroll, accounts payable, grants, refunds, and other accounts at its annual organizational meeting in July. The use of a facsimile or digital signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile or digital signature of the Treasurer.

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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### C. Appointment of Finance Committee

District Board Policy BP 1.7 – Board Committees states that: "The establishment and appointment of the Board Finance Committee is made at the discretion of the Board Chairperson. The Board Chairperson may choose to appoint this committee at the annual organizational meeting, or at a future meeting as desired." A copy of the current District Board policy on Board Committees is attached for your review.

It is the Finance Committee's responsibility to report the work of the Treasurer to the full Board. The District Board Treasurer has served as the Chairperson of this committee. Historically, committee membership has consisted of new Board members and those Board members with a specific interest in the financial operations of the District. However, all Board members are invited to attend Finance Committee meetings.

All members of the Board, except Candy Fields, served on the Finance Committee during the 2017-18 year.



Moraine Park Technical College

<b>BOARD POLICY TYPE: GOVERNANCE PROCESS</b>	
Policy Title	<b>Board Committees</b>
Policy Number	<b>BP 1.7</b>
Policy Owner	Board Chairperson
Adopted	September 20, 2017
Reviewed	
Revised	

The Board shall act as a committee of the whole and shall not create, use, or rely on standing committees for any purpose with the exception of the following:

- The Board may establish ad hoc committees when, in the judgment of the Board, such ad hoc committees are appropriate and required for the completion of a specific project or task. When such ad hoc committees are formed, the Board shall approve a statement of the committee's charge, as well as a timeline for the completion of the committee's work.
- The Board Chairperson shall appoint the members of the ad hoc committee and name the committee's chair from among its members. When appropriate to the committee's task, its members may include persons from the staff or from the community.
- It is the responsibility of ad hoc committees to complete the assigned task and to prepare a written report or to deliver an oral report to the full Board. When this task is completed, the committee shall be discharged.
- Ad hoc committees do not exercise control or authority over the President or the staff.
- Ad hoc committees have no independent authority or power to act in lieu of the Board, except when formally given such authority for specific and time-limited purposes.
- The Board, as a collective body, may meet as a committee of the whole for work and discussion sessions, but no official action will be at these sessions. The committee of the whole shall meet at the discretion of the Board Chairperson.
- The Board of Trustees currently has a Finance Committee. The establishment and appointment of the Board Finance Committee is made at the discretion of the Board Chairperson. The Board Chairperson may choose to appoint this committee at the annual organizational meeting, or at a future meeting as desired. The District Board Treasurer serves as the chairperson of this committee; the Deputy Treasurer will serve as backup. Historically, membership has consisted of new Board members and those Board members with a specific interest in the financial operations of the District. However, all Board members are invited to attend Finance Committee meetings.

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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### D. **Appointment of Representatives to the Wisconsin Technical College District Boards Association**

In accordance with District Board Policy BP 1.2 – Governing Philosophy, the Board will: “Ensure the continuity of its governance capability through individual training, development, and the orientation of new members in the Board’s governance process.” This policy also states that the MPTC District Board has authorized membership in the Wisconsin Technical College District Boards Association and the Association of Community College Trustees, and to financially support these associations with membership dues.

Recently received correspondence from the District Boards Association requests that the MPTC Board select their 2018-19 representatives to the Association's committees at the July organizational meeting. New Board of Director members will be seated at the Association's summer meeting in Green Bay on July 14.

#### BOARDS ASSOCIATION DELEGATE

Each district board which has a membership in the Wisconsin Technical College District Boards Association is entitled to representation on the Board of Directors of this Association. The primary function of MPTC's delegate to the Boards Association would be to represent and vote on behalf of the Moraine Park District Board in regard to the business of the Association. The Boards Association Delegate is appointed for a two-year term. Dates important to the individual serving as Moraine Park's Boards Association delegate would be the Association's annual planning session which is scheduled for August 24-25, 2018, and the Association's quarterly meetings scheduled for July 12-14 and October 11-13, 2018, and January 16-18 and April 11-13, 2019. Vernon Jung was re-elected as the Vice President of the District Boards Association at the spring meeting in Richland Center to serve his second year of a two-year term that will be effective following the summer meeting on July 14. Association elected officers automatically serve as their district's delegate. Therefore, no action is required to appoint a Board of Director delegate this year.

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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### D. **Appointment of Representatives to the Wisconsin Technical College District Boards Association (Continued)**

#### EXTERNAL PARTNERSHIPS COMMITTEE

This committee works to better understand innovative initiatives, external challenges, and emerging opportunities for collaboration, while building understanding and strengthening relationships between trustees and local, state, and national leaders. The committee will dialogue with local, state, and national strategic partners including but not limited to:

- K-12 leaders
- Employer-partners
- Chamber officials
- County board members
- Presidents Association
- Higher education leaders
- Association of Community College Trustees
- Community and Faith-Based Organizations
- Other stakeholders and partners

Through its work, the committee will advocate on behalf of the colleges, as well as serve as a conduit of information, to help inform our ongoing advocacy efforts with policymakers. The External Partnerships Committee will receive periodic briefings from the chair of the Presidents' Association External Partnerships Subcommittee, in order to facilitate and coordinate the work of the two committees. This committee is also responsible for generating programming input for Association staff to develop for in-service sessions. Each district is asked to appoint one to four members to serve as part of the External Partnerships Committee. Vernon Jung and Mike Miller were Moraine Park's representatives on this committee the past year.

#### **SUGGESTED MOTION:**

***I move that \_\_\_\_\_ be appointed as the Moraine Park representative to the External Partnerships Committee of the Wisconsin Technical College District Boards Association.***

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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### D. **Appointment of Representatives to the Wisconsin Technical College District Boards Association (Continued)**

#### INTERNAL BEST PRACTICES COMMITTEE

This committee shares and discusses best practices information internal to the technical college system on topics of interest to the members. Past topics that might be appropriate for this committee could include:

- Board and Association best practices around new member orientation
- “Boardsmanship,” or how to be effective at the board table, legal and ethical parameters, and other skillsets
- Human resources and employee compensation best practices
- Student services best practices (mental health, veterans services)
- Instructional services best practices (career pathways, credit for prior learning, Promise programs)
- Other emerging trends and topics

With support from staff, the committee co-chairs will be expected to set agendas, facilitate dialogue and small-group breakout discussions as needed, and solicit input from members on topics of interest or possible projects. Led by the co-chairs, the Internal Best Practices Committee would also be responsible for generating programming input, suggesting topics for Association staff to develop for in-service sessions. Each district is asked to appoint one to four members to serve as part of the Internal Best Practices Committee. Candy Fields, Cindy Laubenstein, and Mike Staral were Moraine Park’s representatives on this committee the past year.

#### **SUGGESTED MOTION:**

***I move that \_\_\_\_\_ be appointed as the Moraine Park representative to the Internal Best Practices Committee of the Wisconsin Technical College District Boards Association.***

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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### D. **Appointment of Representatives to the Wisconsin Technical College District Boards Association (Continued)**

#### BYLAWS, POLICIES AND PROCEDURES COMMITTEE

The Bylaws, Policies and Procedures Committee, as set forth in Article IX of the Bylaws, reviews the Association's Bylaws, Policies and Procedures and recommends changes to the Board of Directors when appropriate. The Committee has additional specific assignments:

- At the Board of Directors' request, develop a select list of major issues on which the Board of Directors may request member consideration.
- At the request of the Board of Directors, committee chair, or an individual unit member of the Association, review a proposed resolution or proposed change in the corporate bylaws, policies or procedures for the purpose of recommending whether the proposed language will accomplish the desired effect and/or whether the proposed change would require amendment of any other portion of the corporate bylaws, policies, or procedures.

Bob Lloyd and Bur Zeratsky were Moraine Park's representatives on this committee the past year.

#### **SUGGESTED MOTION:**

***I move that \_\_\_\_\_ be appointed as the Moraine Park representative to the Bylaws, Policies and Procedures Committee of the Wisconsin Technical College District Boards Association.***

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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### D. Appointment of Representatives to the Wisconsin Technical College District Boards Association (Continued)

#### AWARDS COMMITTEE

The Awards Committee has responsibility for identifying and recognizing:

- Board Member of the Year
- Technical Education Champion (TECh) Award recipients
- Media Award recipients
- Distinguished Alumni of the Year

The Board of Directors shall approve an awards rating committee. Each unit member district will select its own member to review and rate nominations for the Association awards program. Members will serve in this role for one year and can be re-appointed indefinitely. The Committee will determine, select the recipients of, and deliver the corporation's annual awards. The members will select award recipients by rating official award nominations, and Association staff will announce the nomination period for each award. At the end of the nomination period, the Association will provide committee members with a slate of nominees eligible for the award and with corresponding nomination materials. Committee members will rate the nominations according to criteria for each award. The Association will then tabulate the results of the award rating and announce the winner. When possible, awards will be presented at the next quarterly meeting of the Association. Committee members will be expected to rate awards during a time period outside of the Association meetings. Lowell Prill and Mike Staral were Moraine Park's representatives on this committee the past year.

#### **SUGGESTED MOTION:**

***I move that \_\_\_\_\_ be appointed as the Moraine Park representative to the Awards Committee of the Wisconsin Technical College District Boards Association.***

Moraine Park Technical College

<b>BOARD POLICY TYPE: GOVERNANCE PROCESS</b>	
Policy Title	<b>Governing Philosophy</b>
Policy Number	<b>BP 1.2</b>
Policy Owner	Board Chairperson
Adopted	July 10, 2017
Reviewed	
Revised	

The Board of Trustees of Moraine Park Technical College has the authority and accompanying responsibility for the effective governance of the College. The Board carries out this responsibility through the commitment to fundamental philosophical beliefs about their roles and leadership and how those are embodied by the actions of the trustees, the College President, and the faculty and staff that comprise the broader College District.

The Board embraces a governance view that is strategic, future-oriented, proactive, positive, ambitious, transparent and deliberative. This governing philosophy encourages diversity in viewpoints, reinforces the centrality of Board policy-making and empowers the President with clear direction.

More specifically, the Board will:

- Operate in all ways mindful to its trusteeship and stewardship obligations to the citizens of its District.
- Take action only in official Board meetings called, scheduled and conducted according to statutory requirements.
- Ensure the continuity of its governance capability through individual training, development and the orientation of new members in the Board's governance process.
- Lead and inspire the organization through the careful establishment of the broadest organizational policies reflecting the District's values. The Board's major focus will be on the intended long-term impact of the College on the District stakeholders.
- Accept collective responsibility for excellence in governance. The Board will use the expertise of individual trustees to enhance the work of the Board as a body, rather than to substitute their individual judgments for those of the Board as a whole.
- Monitor and discuss the Board's process and performance regularly for continuous improvement. Annual self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-Staff Relationship categories and any Board goals that may be established annually.
- Seek balanced input from various sources including staff, students, alumni, employers and other community members on Board policies. The Board will initiative timely linkages with stakeholder groups as needed.
- Make decisions, to the extent possible, on a consensus basis.
- The Board maintains active membership in local, state and national associations and affiliations that the Board deems appropriate to the mission of the College:
  - Wisconsin Technical College District Boards Association (DBA)
  - Association of Community College Trustees (ACCT)

## **IV. DISTRICT BOARD GOVERNANCE PROCESS**

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### **E. Appointment of District Board Member to the Moraine Park Foundation Board**

The Moraine Park Foundation has rolled out a strategic plan which includes realistic goals to grow financial resources (annual fund development, major gifts, and campaign projects) available to Moraine Park students and in support of College initiatives. To further strengthen the relationship between the Moraine Park Foundation Board and the District Board, the Foundation is requesting that a member from the District Board continue to serve as a non-voting liaison to the Foundation. This would be a two-year appointment, with a new District Board member replacing the outgoing member every two years. The Foundation Board currently meets three times a year and has additional committees that individuals may serve on. They typically meet in the fall, winter, and spring. Cindy Laubenstein currently serves as the District Board member liaison to the Foundation Board, and has just completed the first year of a two-year term. Therefore, no action is required to appoint a District Board member representative to the Moraine Park Foundation Board this year.



## IV. DISTRICT BOARD GOVERNANCE PROCESS

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### F. Approval of 2018-19 District Board Meeting Dates/Locations

The annual organizational meeting of the District Board is held on the second Monday in July in compliance with Wisconsin State Statutes. In accordance with District Board Policy BP 1.6 – Board Agenda and Meetings, Board meeting dates and locations are scheduled at this annual organizational meeting.

Board Policy BP 1.6 states that: "The regular meetings of the District Board shall be held monthly, subject to change by call of the Chairperson with the approval of the District Board." The 2018-19 District Board meeting calendar that follows proposes to maintain the third Wednesday of the month as the regular meeting date. The meetings would convene at the locations listed, and would generally begin at 5:00 p.m. The Finance Committee of the Board has historically met immediately prior to the Board meeting, generally beginning at 4:30 p.m. This meeting is called by the District Board Treasurer.

Wednesday, August 15, 2018 – Jackson  
Wednesday, September 19, 2018 – Fond du Lac  
Wednesday, October 17, 2018 – Fond du Lac  
Wednesday, November 21, 2018 – Beaver Dam  
Wednesday, December 19, 2018 – Fond du Lac  
Wednesday, January 16, 2019 – Fond du Lac  
Wednesday, February 20, 2019 – West Bend  
Wednesday, March 20, 2019 – Fond du Lac  
Wednesday, April 17, 2019 – Fond du Lac  
Wednesday, May 15, 2019 – Fond du Lac  
Wednesday, June 19, 2019 – Fond du Lac  
Monday, July 8, 2019 - Fond du Lac (organizational meeting)

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve the schedule of 2018-19 meeting dates and locations as presented.***

Moraine Park Technical College

<b>BOARD POLICY TYPE: GOVERNANCE PROCESS</b>	
Policy Title	<b>Board Agenda and Meetings</b>
Policy Number	<b>BP 1.6</b>
Policy Owner	Board Chairperson
Adopted	August 16, 2017
Reviewed	
Revised	

Notification

District Board meetings are public meetings and open to the public in accordance with Chapter 19, Wis. Stats.

Every public notice of a Board meeting shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at a contemplated closed session per Wis. Stat. sec. 19.84(2), as amended.

Agenda

The Board shall assume and exercise responsibility for oversight of Board planning and agenda setting. Accordingly, each member of the Board shall have an opportunity to identify issues to be considered on the Board agenda. The Chairperson shall work with the President to prepare and disseminate the agenda.

- The College Vision, Mission, Value Statements, and Strategic Priorities will be reviewed annually.
- Subjects for major policy issues to be discussed and acted upon by the Board will be developed on an annual basis.
- The Board will conduct an annual organizational meeting on the second Monday of July for the purpose of administering the Oath of Office to newly elected Board Members and for the election of Board Officers. (Wis. Stat. sec. 38.08(3), as amended)

Meetings

The regular meetings of the District Board shall be held monthly, subject to change by call of the Chairperson with the approval of the District Board. Proper notification of all Board meetings shall be given to the public and the news media as required by the Wisconsin Open Meetings Law. Based upon Wisconsin Statutes, all regular and special meetings of the Board shall be open to the public, with the exception of closed sessions.

Unless suspended or waived, the rules of parliamentary procedure according to the current edition of *Robert's Rules of Order, Revised* shall govern those proceedings to which they are applicable. Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any election of other decision of a governmental body except the election of the officers of such body in any meeting.

An opportunity for public input, called Public Comments, shall be available at each Board meeting. Unless requested by the Board Chairperson from the audience, regarding a specific agenda topic,

public comments or dialogue are not allowed during other portions of the Board meeting and/or discussion. Public comment periods are not considered to be public hearings or a forum for public debate. Certain ground rules will be followed regarding the public comment at Board meetings. These ground rules are meant to protect all citizens so that the work of the Board serves everyone, not only those able to attend the meeting:

- The Board Chair will determine the total amount of time devoted to public comment at any given meeting and may establish a maximum number of individuals heard or maximum number of minutes provided to each citizen.
- Prior to the start of the meeting, individuals who wish to address the Board must sign in with the Board Assistant and provide any requested information.
- Only individuals signed in to offer public comment will be invited by the Board Chair to do so and will be required to identify themselves prior to their commentary.
- Individuals should not expect to engage in dialogue or discussion with members of the Board on any matters raised during the public comment period as Board members have no obligation to respond to statements made.
- Individuals recognized to speak by the Board Chair may not engage in debate or dialogue with any other person at the meeting.
- Comments shall be respectful and courteous. Comments which do not conform to those requirements including those that are personal, threatening, attack others, are obscene or insulting, or are properly subject to closed sessions such as those relating to personnel matters, will not be allowed. Offenders may be required to leave the meeting.

### Closed Sessions

The District Board may also meet in Closed Session in accordance with Wis. Stat. sec. 19.85(1), as amended. Closed Sessions can be before, after, or anytime during a regular meeting provided proper legal notice is given.

Closed sessions are called by the Chairperson and approved by a majority of the Board for discussion pertaining to areas provided in Wisconsin Statutes. When final action is taken in proper closed session, the resolution and result of vote must be made available for public inspection.

### Quorum

A quorum for the transaction of business shall consist of a majority of the members of the District Board, but a smaller number may adjourn a meeting. (Wis. Stat. sec. 15.07(4), as amended) Board members should be aware of and avoid walking quorums. A walking quorum is a series of meetings, telephone conferences, electronic communication, or some other means of communication by a number of Board members who come into an agreement regarding College business that collectively would constitute a quorum. Features such as 'reply all' and 'forward' may provide the information instantly to the number of Board members to be considered a quorum and thus violating Open Meetings Law. To avoid unintentionally creating a walking quorum, Board members should refrain from engaging in substantive discussion or coming to agreement on a uniform course of action among separate groups of members.

### Minutes

The President, under the direction of the Secretary of the Board, shall keep, or cause to be kept by the assistant to the Board, complete records of all actions (motions and resolutions) of the Board meetings through the minutes.

The minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved.

Board Records

The President shall maintain a permanent record of the minutes of all Board meetings and shall provide each Board member with copies of the minutes, agenda, current budget information, policies adopted by the Board, and any other reference information.

## V. APPROVAL OF MINUTES

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**SUGGESTED MOTION:**

*I move that the Moraine Park Technical College District Board approve the June 20, 2018 meeting minutes as presented.*

## VI. CONSENT ITEMS

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The following information is being presented in accordance with District Board Policies BP 3.2 – Human Relationships, BP 3.3 – Compensation and Benefits, and BP 4.6 – Workforce Development.

### A. Employment

#### Resignations/Terminations

Brenda Stueber, Social Science Instructor, submitted her resignation effective June 4, 2018. Brenda had been with the College since August 2010.

Samantha Gross, Housekeeper, submitted her resignation effective June 7, 2018. Samantha had been with the College since June 2018.

Candi O'Brien, Instructional Technology Testing Specialist, submitted her resignation effective August 10, 2018. Candi has been with the College since May 2015.

Keith Scannell, Housekeeper, submitted his resignation effective July 5, 2018. Keith has been with the College since May 2017.

#### Recruitment – Support Professionals

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. After screening and interviewing, Donna Nowak was selected and her start date is July 9, 2018.

Security Officer, Fond du Lac Campus. This part-time position was created when Ann Boyle-Gustavus submitted her resignation. This position, with oversight from the Security Manager, assists with MPTC's security and safety efforts at the Fond du Lac Campus. This position was posted internally/externally with a closing date of June 28, 2018.

College Advancement Specialist, Fond du Lac Campus. **This new, full-time position is funded in the 2018-19 budget.** This position will provide administrative support and technical assistance to the Moraine Park Foundation/Office of College Advancement. This position was posted internally/externally with a closing date of June 26, 2018.

Housekeeper, Fond du Lac Campus. This full-time position was created when Keith Scannell 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 until filled.

## VI. CONSENT ITEMS

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### A. Employment (Continued)

#### Recruitment – Support Professionals (Continued)

Housekeeper, Fond du Lac Campus. This part-time position was created when Barbara McKenna 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 until filled.

Housekeeper, West Bend Campus. This full-time position was created when Samantha Gross 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

Director of Enterprise Systems, Fond du Lac Campus. This full-time position was created when Michael Fatla submitted his retirement. This position is responsible for the overall planning, organizing and execution of IT development and project functions across all District locations. This includes directing IT development operations to meet customer requirements as well as the support and maintenance of existing applications and the development of new technical solutions. This position was posted internally/externally. After screening and interviewing, Jim Neumann was selected and his start date was June 25, 2018.

Jim received his Bachelor's degree in Computer Science and Quantitative Methods from the University of St. Thomas. Jim was most recently employed with RDO Equipment Co. for three years as the Assistant Director of Information Technology.

It is recommended that the Moraine Park Technical College District Board offer a contract to Jim Neumann, and further that he be placed in Salary Grade C1 on the Management salary schedule.

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. After screening and interviewing, Erika Herriges was selected and her start date is August 20, 2018.

Erika received her Bachelor's degree in Nursing from the University of Wisconsin – Oshkosh. Erika was most recently employed with Froedtert Health for nine years as a Registered Nurse.

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

## VI. CONSENT ITEMS

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### A. Employment (Continued)

#### Recruitment – Management/Instructional Staff (Continued)

Economic and Workforce Development Welding Instructor, Fond du Lac Campus. **This new, full-time position is funded in the 2018-19 budget.** The primary teaching responsibility for this position will be for classes in the Welding Boot Camp area including various welding processes, blueprint reading, and short-term training for incarcerated individuals. This position was posted internally/externally until filled.

Nursing Assistant Instructor, West Bend Campus. **This is a new, grant-funded position.** The primary teaching responsibility will be in the Nursing Assistant program. This position was posted internally/externally until filled.

Nursing Instructor, West Bend Campus. **This is a new, grant-funded position.** The primary teaching responsibility will be classroom and clinical instruction in the Nursing program. This position was posted internally/externally until filled.

Systems Analyst, Fond du Lac Campus. This full-time position was created when Michael Kinser submitted his resignation. This position is responsible to provide definitive functional and technical expertise to support new system constructs and applications, to obtain functional user requirements, to translate requirements into technical specifications supporting effective development, to work with IR supporting College data integrity, and to document and to improve system effectiveness. This position was posted internally/externally with a closing date of July 13, 2018.

Associate Dean of Nursing, West Bend Campus. This full-time position was created when Marylou Mercado submitted her resignation. This position is responsible for the oversight of teaching and learning in the Nursing program area. This position was posted internally/externally. Interviews were held June 19, 2018.

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

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0226551	Drinking Fountain upgrade
A0226592	ERP travel expenses
P-card	2 75in display monitor and components
P-card	2 65in displays monitors and components
P-card	3 15in MacBook Pro laptops
P-card	1 Precision T5810 desktop computer
P-card	3 audio, video and control components
P-card	23 Dell Latitude 7480 Laptop
P-card	3 27in iMac desktops
P-card	20 Mobile Precision 5520 laptops

TAX LEVY RECEIVABLE:

Through June 24, the District did not receive any additional payments since the June meeting. Tax levy payments collected to date total \$12,610,938.74 or 75.4% of the total levied. Last year's collection through June 26, 2017 were \$12,107,625.36 or 73.5% 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	\$4,421.35	75.9%
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>\$12,610,938.74</u>	<u>75.4%</u>

## VI. CONSENT ITEMS

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### **B. Financial Management – Accounting/Investments (Continued)**

OTHER:

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

Auditors completed their preliminary fieldwork during the week of June 25. Finance office and financial aid staff members are working on confirmations, systems documentation, and preliminary schedules for expense accounts and single audit testing. The auditors will return the week of September 24 to complete their fieldwork for the close of the 2017-18 fiscal year.

### **C. Economic Development Contracting**

## EWD Board Report July 2018

Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract
Amerequip	Supervision 101 for Supervisors	4719646432283	\$ 5,761.12	\$ 2,783.22	\$ 2,977.90	10	0.2	Gellings	C0000000029450
Amerequip	Supervision 101 for Supervisors	4719646432284	\$ 5,647.21	\$ 2,254.09	\$ 3,393.12	9	0.18	Gellings	C0000000029450
Amerequip	10% Grant Administration	T1101	\$ 1,140.83	\$ -	\$ 1,140.83	0	0	Gellings	C0000000029451
Amerequip	Servant Leadership for Supervisors	4719644832430	\$ 1,630.17	\$ 759.71	\$ 870.46	9	0.06	Gellings	C0000000029867
Amerequip	Servant Leadership for Supervisors	4719644832431	\$ 1,630.17	\$ 646.07	\$ 984.10	9	0.06	Gellings	C0000000029867
Amerequip	10% Grant Administration	T1130	\$ 326.03	\$ -	\$ 326.03	0	0	Gellings	C0000000029887
Apache Stainless	Team Building/Problem Solving	1019618931461	\$ 7,583.76	\$ 3,229.62	\$ 4,354.14	15	1.5	Hall	C0000000029290
Apache Stainless	Welding Internship	1044210031462	\$ 4,915.40	\$ 2,341.50	\$ 2,573.90	15	1	Hall	C0000000029290
Apache Stainless	Gas Metal Arc Welding	3044235731429	\$ 10,111.68	\$ 4,816.80	\$ 5,294.88	16	1.07	Hall	C0000000029290
Apache Stainless	Welding Print Reading	3144233131459	\$ 7,583.76	\$ 3,612.60	\$ 3,971.16	16	1.07	Hall	C0000000029290
Apache Stainless	Welding Theory and Safety	3144233731414	\$ 5,055.84	\$ 2,408.40	\$ 2,647.44	17	0.57	Hall	C0000000029290
Apache Stainless	Gas Tungsten Arc Welding	3144238631457	\$ 10,111.68	\$ 4,816.80	\$ 5,294.88	16	1.07	Hall	C0000000029290
Apache Stainless	Occupational Math 1	3280436031460	\$ 7,583.76	\$ 2,267.11	\$ 5,316.65	15	1	Hall	C0000000029290
Bradley Corporation	Project Management	4719647032498	\$ 2,143.16	\$ 684.51	\$ 1,458.65	13	0.09	Gellings	C0000000030067
Bradley Corporation	10% Grant Administration	T1138	\$ 214.32	\$ -	\$ 214.32	0	0	Gellings	C0000000030068
Fortifi Bank	Myers Briggs (MBTI)	4719640232521	\$ 627.78	\$ 367.71	\$ 260.07	7	0.01	Boynton	C0000000030110
Grande Cheese	Going from Good to Great	4719646532456	\$ 990.00	\$ 1,080.86	\$ (90.86)	2	0.02	Gellings	C0000000029971
Grande Cheese	Managing Performance of Others Series	4719646432460	\$ 1,750.00	\$ 1,953.54	\$ (203.54)	2	0.03	Gellings	C0000000030027
Grande Cheese	10% Grant Administration	T1137	\$ 175.00	\$ -	\$ 175.00	0	0	Gellings	C0000000030028
John Deere Horicon Works	Emergency Med First Responder	4753141332416	\$ 13,085.20	\$ 5,364.86	\$ 7,720.34	8	0.44	Justman	C0000000029788
Markesan School District	Basic Anatomy	1080618932078	\$ 4,014.90	\$ 2,413.48	\$ 1,601.42	9	0.9	Holmes	C0000000028889
Mayville Engineering Co Inc	Blueprint Reading - 12hr Basic	4762341232507	\$ 2,690.55	\$ 1,209.39	\$ 1,481.16	9	0.09	Gellings	C0000000030108
Mayville Engineering Co Inc	10% Grant Administration	T1141	\$ 269.06	\$ -	\$ 269.06	0	0	Gellings	C0000000030109
Mayville Engineering Co Inc	Team Building/Problem Solving	1019618931453	\$ 7,848.84	\$ 2,773.73	\$ 5,075.11	8	0.8	Hall	C0000000029289
Mayville Engineering Co Inc	CNC Internship	1044410031456	\$ 3,423.12	\$ 1,563.12	\$ 1,860.00	8	0.53	Hall	C0000000029289
Mayville Engineering Co Inc	CNC Machining Center	3044436531454	\$ 10,269.36	\$ 4,689.36	\$ 5,580.00	8	0.53	Hall	C0000000029289
Mayville Engineering Co Inc	Turning Center Operation	3044437531455	\$ 10,269.36	\$ 4,689.36	\$ 5,580.00	8	0.53	Hall	C0000000029289
Mayville Engineering Co Inc	Mold and Die Print Reading	3243939831451	\$ 9,093.52	\$ 4,908.52	\$ 4,185.00	9	0.6	Hall	C0000000029289
Mayville Engineering Co Inc	Basic Programming	3244435031410	\$ 18,595.12	\$ 10,225.12	\$ 8,370.00	9	0.9	Hall	C0000000029289
Mayville Engineering Co Inc	Occupational Math 1	3280436031452	\$ 7,702.02	\$ 2,267.11	\$ 5,434.91	7	0.47	Hall	C0000000029289
Mercury Marine	Core Skills - Mercury	4719641132524	\$ 1,470.00	\$ 593.30	\$ 876.70	7	0.05	Hall	C0000000030113
Seneca Foods Corporation - Ripon	Welding - GTAW	4744240532285	\$ 14,382.89	\$ 5,262.82	\$ 9,120.07	10	0.47	Holmes	C0000000029452
Seneca Foods Corporation - Ripon	10% Grant Administration	T1102	\$ 1,438.29	\$ -	\$ 1,438.29	0	0	Holmes	C0000000029453
Seneca Foods Corporation - Mayville	Heartsaver First Aid/CPR/AED	4753146532445	\$ 627.00	\$ 386.15	\$ 240.85	11	0.04	Justman	C0000000029947
Steel Craft Corporation	Blueprint Reading - 12hr Basic	4762341232446	\$ 2,897.78	\$ 1,371.92	\$ 1,525.86	14	0.14	Gellings	C0000000029968
Steel Craft Corporation	Blueprint Reading - 12hr Basic	4762341232447	\$ 2,562.35	\$ 1,036.49	\$ 1,525.86	5	0.05	Gellings	C0000000029968
Steel Craft Corporation	10% Grant Administration	T1136	\$ 546.01	\$ -	\$ 546.01	0	0	Gellings	C0000000029969
<b>TOTAL:</b>			<b>\$ 186,167.04</b>	<b>\$ 82,777.27</b>	<b>\$ 103,389.77</b>	<b>301</b>	<b>14.5</b>		

## VI. CONSENT ITEMS

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### **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 June be approved and payments are authorized, ordered, and confirmed.***

Roll call vote:

\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Krueger  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Schwab  
\_\_\_\_\_ Staral

## VII. ACTION ITEMS

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### A. Approval of Lease – Delaney Group, LLC (Jackson Site)

The following information is being presented in accordance with District Board Policies BP 3.1 – General Executive Expectations and BP 3.5 – Financial Condition regarding leasing of real estate with prior or subsequent District Board budget authorization. In 2013, the District and the Delaney Group entered into a lease agreement for approximately 9,515 square feet of space, 22% of a manufacturing building located at N173 W21150-60 Northwest Passage Way, in Jackson, Wisconsin. The site was remodeled by the owner to the District's specifications. The site includes two classrooms, a welding lab, a CNC lab, a reception area and break room, two offices, restrooms, and a conference room. The leased facility was opened in response to the community needs and workforce development partnerships.

The initial term of the lease was five years, from July 1, 2013 through June 30, 2018, with five, one-year optional extensions. The operating lease is \$4.33 per square foot for the base rent with additional costs for applicable common area maintenance (CAM) fees. These fees include insurance, taxes, and building maintenance (based on actual costs, but estimated at \$1.50 per square foot). It is recommended that the District exercise the one-year optional extension for the period of July 1, 2018 through June 30, 2019. Due to Wisconsin Technical College System (WTCS) requirements, each one-year optional lease extension must be approved by WTCS. It is the recommendation that this lease agreement be approved and forwarded to the WTCS Board for their review and approval.

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board enter into a lease agreement with Delaney Group, LLC, substantially as described above, for the period of July 1, 2018 through June 30, 2019 and, further, that this action be forwarded to the Wisconsin Technical College System Board for their review and approval.***

Roll call vote:

\_\_\_\_\_ Jung  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Krueger  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Schwab  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Staral

## VII. ACTION ITEMS

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### B. Approval of Student Intake Fees

The following information is being presented in accordance with District Board Policy BP 1.10 – College Budgeting Process 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 a new \$25 administrative fee for the College Level Examination Program (CLEP) testing services to be provided on campus in the existing testing centers. Adding these testing services will provide convenient testing locations for students and increase MPTC exposure as they currently are completing these tests at other institutions.

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve the new College Level Examination Program (CLEP) student intake fee for 2018-19 as proposed.***

## VII. ACTION ITEMS

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### C. Approval of Resolution for Food Service Operations

The District has contracted with Compass Group USA since 2011 to provide cafeteria and catering services at Fond du Lac Campus and since 2015 for West Bend and Beaver Dam Campus services. The agreements were structured with the intent to complete a formal competitive proposal process in 2018 for all campuses.

In March 2018, the District sent a request for proposal to several local and regional vendors, soliciting food service operation bids. District staff provided facility tours in March, and proposals were received in April. One proposal was received and evaluated by the committee based on food variety, quality, pricing, nutrition, service, marketing, location, and experience. An interview was held with the proposer in June.

After completion of the review, the Moraine Park representatives recommend retaining the services of Compass Group USA for cafeteria and catering operations at all District campuses. The vendor would be contracted for a minimum of a year effective August 1, 2018 with the option to renew for six additional years.

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve the proposal as prepared by Compass Group USA to provide food service operations at all District campuses beginning August 1, 2018, in accordance with the specifications contained in the Request for Proposal.***

Roll call vote:

\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Schwab  
\_\_\_\_\_ Krueger  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Staral

## VIII. CORRESPONDENCE AND REPORTS

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### C. District Boards Association Reports/Upcoming Events

Note: A majority of Board members may be attending the meetings/conferences/events, at the dates/places, and for the purposes noted below. This notice is being provided to comply with Wisconsin Open Meetings Law.

1. WTCS Board Meeting, July 10-11, La Crosse
2. Industrial Maintenance Boot Camp Completion Ceremony, July 11, 3:30 to 4:30 p.m., Fond du Lac Campus
3. District Boards Association Summer Meeting, July 12-14, Green Bay
4. Convocation, August 20, 8:15 a.m. to 12 noon, Holiday Inn, Fond du Lac