

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

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

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

AGENDA

	<u>Page</u>
I. ROLL CALL – 5:00 p.m.	
A. Meeting Announcement	2
II. PUBLIC COMMENTS	
III. INTRODUCTIONS	
IV. APPROVAL OF MINUTES	3
V. CONSENT ITEMS	
A. Human Resources – Employment	4
B. Financial Management – Accounting/Investments	8
C. Economic Development Contracting	9
VI. CORRESPONDENCE AND REPORTS	
A. Economic and Workforce Development Annual Report	Report
B. President’s Report	Report
1) Meetings Attended/to Attend	
2) Legislative Update	
3) WTCS Update	
4) College Activities Update	
C. Association of Community College Trustees Leadership Congress	Report
D. District Boards Association Reports/Upcoming Events	
1) Executive Directors’ Annual Report	Report
2) Board of Directors & Committee Reports	Report
3) Upcoming Events	12
<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>	
VII. 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 News, and the Beaver Dam Daily Citizen – as well as to other media, in accordance with the Wis. Stat. sec. 19.81 through 19.98.

Roll call:

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

IV. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical District Board approve the October 17, 2018 meeting and November 2, 2018 workshop minutes as presented.

V. CONSENT ITEMS

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

Jon Dielentheis, Software Asset Aide, submitted his resignation effective November 26, 2018. Jon has been with the College since August 2017.

Recruitment – Support Professionals

WIOA Training Navigator, Beaver Dam Campus. This grant-funded, full-time vacancy was created when Monica McGauley submitted her resignation. This position will perform student recruitment for WIOA (Workforce Innovation and Opportunity Act) sponsored programs under the Workforce Development Board of South Central Wisconsin's WorkSmart Network, advise WIOA candidates interested in transitioning to MPTC programs, and provide administrative and technical assistance for WIOA programs. This position was posted internally/externally. After screening and interviewing, Talitha Cushman was selected and her start date was November 5, 2018.

Administrative Assistant – Health and Human Services, Fond du Lac, Campus. This full-time vacancy was created when Kim Spartz changed positions. This position provides administrative support and technical assistance to the Dean of Health and Human Services. This position was posted internally/externally. A previous offer of employment was rescinded. Kim Spartz transferred back into this position November 5, 2018.

Buildings and Grounds Maintenance Technician, West Bend Campus. This full-time vacancy was created when Steven Reinke submitted his retirement. This position's duties involve work requiring the capability of performing a skilled level in several of the building trades. The position is also responsible for leading and maintaining the shipping and receiving functions. This position was posted internally/externally until filled. After screening and interviewing, Donald Whiteside was selected and his start date is November 26, 2018.

Maintenance Mechanic, Fond du Lac Campus. This full-time vacancy was created when Nicholas Lamb submitted his resignation. This is a skilled work position requiring the capability of performing at the journeyman level in several of the building trades skills. Work is independently performed and involves leading other maintenance/housekeeping staff. This position was posted internally/externally. After screening and interviewing, Thomas Olinski was selected and his start date is November 26, 2018.

Housekeeper, Fond du Lac Campus. This part-time vacancy was created when Amy Rosenthal 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.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff

Paramedic Instructor, Fond du Lac Campus. This full-time vacancy was created when Brian Turner submitted his resignation. The primary teaching responsibility will be instruction in the Emergency Medical Services programs; however, class assignments and locations may vary from term to term. The position will be shared with teaching and Paramedic Program Director/EMS Coordinator duties. This position was posted internally/externally. After screening and interviewing, Andrew Baus was selected and his start date is November 26, 2018.

Andrew earned his Associate's degree in Fire Science from Fox Valley Technical College, his Associate's degree in Paramedic from Chippewa Valley Technical College and his Bachelor's degree in Applied Sciences from the University of Wisconsin - Stout. Andrew was most recently employed as an Emergency Medical Services Instructor at Chippewa Valley Technical College for three years.

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

Paramedic Instructor, Fond du Lac Campus. This full-time vacancy was created when John Gloede submitted his resignation. The primary teaching responsibility will be instruction in the Emergency Medical Services programs. This position was posted internally/externally. After screening and interviewing, Andrew Novak was selected and his start date is November 26, 2018.

Andrew has worked in the Emergency Medical Services industry for almost ten years. Andrew is a certified Paramedic Instructor II and was most recently employed as an Emergency Department Technician at University of Wisconsin and Clinics at the American Center for four years.

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

Executive Assistant – President's Office, Fond du Lac Campus. This full-time vacancy was created when Jodie Schneider submitted her retirement. This position assists the President in the timely and effective conduct of the duties of the Office of the President. This position was reposted until filled. After screening and interviewing, Jaclyn Jelinek was selected and her start date was November 5, 2018.

Jaclyn was most recently employed at Alliance Laundry Systems, LLC as an Executive Assistant for four years.

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

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (continued)

Assistant Manager – Enrollment Services, Fond du Lac Campus. This full-time vacancy was created when Lynn Marquardt changed positions. This position is accountable for the effective use of processes and the development and/or improvement of procedures of the College Enrollment major process of the Student Services Support System. This position was posted internally/externally. After screening and interviewing, Nathan Evrard was selected and his start date was November 5, 2018.

Nathan has been employed with the College for two years, most recently as an Academic Advisor.

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

Counselor, Fond du Lac Campus. This full-time vacancy was created when Amy Andersen submitted her resignation. This position provides counseling support services to students. This position was posted internally/externally. After screening and interviewing, Angela Schmidt was selected and her start date was November 5, 2018.

Angela received her Bachelor's degree in Psychology from the University of Wisconsin – Milwaukee and her Master's degree in Counseling from Concordia University. Angela was most recently employed at REACH Counseling Services as the Associate Director/Adult and Adolescent Therapist for four years.

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

Business Analyst (formerly posted as Systems Analyst), Fond du Lac Campus. This full-time vacancy 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 reposted internally/externally. After screening and interviewing, Lauren Hooper was selected and her start date was November 12, 2018.

Lauren earned her Bachelor's degree in Business Management and her Master's degree in Organizational Quality and Leadership from Marian University. Lauren was most recently employed at Plyco as a Business Process Analyst.

It is recommended that the Moraine Park Technical College District Board offer a contract to Lauren Hooper, and further that she be placed in Salary Grade D1 on the Management salary schedule.

V. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (continued)

Electrical Power Distribution Instructor, Beaver Dam Campus. This full-time position was created when Jeff Vollstedt submitted his resignation. The primary teaching responsibility will be Electrical Power Distribution; however, class assignments and locations may vary from term to term. This position was posted internally/externally until filled.

Associate Dean of Health, West Bend Campus. This full-time position was created when Brenda Raad changed positions. This position is responsible for the oversight of teaching and learning in the Health Sciences area. This position was posted internally/externally. Interviews were last held November 13, 2018.

K-12 Partnership Coordinator, Beaver Dam Campus. This full-time vacancy was created when Amy Richter submitted her resignation. This position facilitates collaboration between MPTC, secondary schools, CESA, technical colleges and the Wisconsin Technical College System (WTCS) to advance dual enrollment, youth and course options, articulation agreements and contract opportunities. This position was posted internally/externally. Interviews were last held November 9, 2018.

Network Engineer, Fond du Lac Campus. This full-time vacancy was created when Tanya Ney submitted her resignation. This position is responsible for the planning, installation, maintenance and support of enterprise-wide communication networks (LAN and WAN) for the MPTC computing network. This includes providing support to ensure information integrity, confidentiality and efficient network operations to provide maximum performance and availability of data across a multi-site education network. This position was posted internally/externally until filled. Interviews were last held November 12, 2018.

K-12 Fast Forward Grant Coordinator, Beaver Dam Campus. **This is a new, grant-funded position.** This position will serve as the College liaison to provide guidance to satisfy the outcomes of the Wisconsin Fast Forward Grant to K-12 school districts. This position was posted internally/externally. Interviews were last held November 6, 2018.

Economic and Workforce Development Metal Fabrication Instructor, Fond du Lac Campus. **This new, full-time position was 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.

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0227858	ERP Consultant time and travel expenses
A0227910	Snow Plow
A0227930	TMB Baking Retarder Proofer
A0227951	Ice & Water Dispenser
A0227958	Furniture for B-124 Faculty Office relocation
A0227963	ERP Project related expenses
A0227970	Freezer Delivery
A0228028	Carpet extractor and cleaner
A0228029	Honeywell Keyless Entry System
A0228034	RealPresence/Polycom Video Solution
A0228106	Zoll Emergency Medical Services Monitor/Defibrillator
A0228116	OKI 4-Color Digital Printer
A0228141	Culinary Mixer accessories
A0228143	ERP CampusNexus Suite Saas Services
P-card	5 iMac 27" laptops and accessories
P-card	2 Food Service freezers
P-card	Integrated Audio, Video & Control lab hardware
P-card	18 Dell desktop computers and 15 Dell Latitude laptops
P-card	Livescan FingerPro software and printer
P-card	Uninterrupted Power Supply (UPS) components
P-card	Bogen Amplifier and accessories
P-card	Nikon D750 Camera and accessories

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments (continued)

TAX LEVY RECEIVABLE:

By October 31, all tax levy certified billing statements were sent to the 130 municipal clerks. No payments are expected until January 2018.

<u>County</u>	<u>Total Levied</u>	<u>Total Collected</u>	<u>Percent Collected</u>
Calumet	\$197,830.97	\$0.00	0.0%
Columbia	3,560.96	\$0.00	0.0%
Dodge	3,114,265.57	\$0.00	0.0%
Fond du	4,757,100.30	\$0.00	0.0%
Green Lake	1,448,524.47	\$0.00	0.0%
Marquette	20,619.33	\$0.00	0.0%
Sheboygan	5,841.45	\$0.00	0.0%
Washington	7,175,936.60	\$0.00	0.0%
Waushara	145,960.40	\$0.00	0.0%
Winnebago	<u>81,694.95</u>	<u>\$0.00</u>	0.0%
	<u>\$16,951,335.00</u>	<u>\$0.00</u>	<u>0.0%</u>

OTHER:

The interest rate National Exchange Bank and Trust remains at 2.375% for October, 2018.

C. Economic Development Contracting

EWD Board Report
November 2018

Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract
Department of Natural Resources	DNR-Operators Training	T1192	\$ 50,000.00	\$ -	\$ 50,000.00	0	0	Hall	C00000000031008
Mercury Marine	MerCruiser/Outboard Training	1060618322294	\$ 193,696.00	\$ -	\$ 193,696.00	2	0.07	Hall	C00000000030507
		TOTAL:	\$ 243,696.00	\$ -	\$ 243,696.00	2	0.07		

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

Roll call vote:

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

VI. CORRESPONDENCE AND REPORTS

D. District Boards Association Reports/Upcoming Events

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

1. Fall 2018 Combined CNC & Welding Boot Camp Completion Ceremony, December 13, 3:00pm, Fraternal Order of Eagles Club, Fond du Lac
2. District Boards Association Quarterly Meeting and Legislative Seminar, January 17-18, Madison
3. ACCT National Legislative Summit, February 10-13, Marriott Marquis, Washington, DC