

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

January 16, 2019 - 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>	
VII. CLOSED SESSION	
A. Approval to convene into Closed Session pursuant to Chapter 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 contract non-renewal).	14
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I. ROLL CALL – 5:00 p.m.

A. Meeting Announcement

This meeting of the Moraine Park Technical College District Board has been officially announced to the District's official news media – the Fond du Lac Reporter, the West Bend Daily News, and the Beaver Dam Daily Citizen – as well as to other media, in accordance with the Wis. Stat. sec. 19.81 through 19.98.

Roll call:

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

IV. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the December 19, 2018 meeting 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

Kim Harrington, Administrative Assistant – General Education, submitted her resignation effective January 4, 2019. Kim had been with the College since November 2000.

Greta Juknialis, Learning Resource Center Clerk, submitted her resignation effective January 11, 2019. Greta had been with the College since February 2006.

Matt Anderson, Economic and Workforce Development Industrial Maintenance Instructor, submitted his resignation effective January 11, 2019. Matt had been with the College since April 2018.

Kim Braatz, Careers Instructor, submitted her resignation effective January 18, 2019. Kim has been with the College since August 2013.

Kristen Finnel, Dean of Health and Human Services, submitted her resignation effective March 7, 2019. Kristen has been with the College since November 2000.

Recruitment – Support Professionals

College Advancement Assistant, Fond du Lac Campus. This full-time position was created when Kim Spartz changed positions. This position will provide administrative support and technical assistance to the Moraine Park Foundation/Office of College Advancement. This position was posted internally/externally. After screening and interviewing, Joan Brezinsky was selected and her start date was January 2, 2019.

Recruitment and Admissions Engagement Specialist, Fond du Lac Campus. This full-time position was created when Pamela Erickson submitted her resignation. This position will provide direct contact with prospective and admitted students in line with established communication strategies, department processing and student engagement efforts. This position was posted internally/externally. Interviews will be held January 14, 2019.

Economic and Workforce Development Recruitment and Advising Specialist, Fond du Lac Campus. This full-time, grant-funded vacancy was created when Todd Hayes changed positions. This position is responsible for the recruitment, advising and support of participants in short-term boot camp training programs in a variety of technical areas. This position was posted internally/externally. Interviews were held January 3, 2019.

V. CONSENT ITEMS

A. Employment (continued)

Recruitment – Support Professionals (continued)

Advertising and Social Media Specialist, Fond du Lac Campus. This full-time vacancy was created when Carol Velasco submitted her resignation. This position works with the Marketing and Communications team to develop the College's advertising and social media strategies and to ensure they align with the College's marketing goals. This position was posted internally/externally. Interviews were held December 21, 2018.

Software Asset Aide, Fond du Lac Campus. This part-time vacancy was created when Jon Dielentheis submitted his resignation. This position is responsible for administering the College's software assets using our software asset management tool, while assisting with maintaining software compliance. This position was posted internally/externally. Interviews were last held December 18, 2018.

Housekeeper, West Bend Campus. This part-time vacancy was created when Alyssa Kleinert changed her work location to the Fond du Lac campus. 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 reposted internally/externally until filled.

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 has been put on hold.

Recruitment – Management/Instructional Staff

Associate Dean of Health, West Bend Campus. This full-time vacancy 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. After screening and interviewing, Ben McKenzie was selected and his start date is January 15, 2019.

Ben received his Associate degree in Athletic Training from Labette Community College, his Bachelor's degree in Athletic Training from Augustana College and his Master's degree in Health and Human Performance from F. Hays State University. Ben was most recently employed with Labette Community College for 16 years as an Exercise Science Instructor.

It is recommended that the Moraine Park Technical College District Board offer a contract to Ben McKenzie, and further that he be placed in Salary Grade C2 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 vacancy 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.

Network Administrator, 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 January 3, 2019.

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 has been put on hold.

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS: None.

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0228574	ERP Consultant time and travel expenses
A0228596	ERP Business Process Redesign Consultant Services
A0228607	2 Multi-functional printers and accessories
A0228619	ERP Consultant time and travel expenses
A0228620	ERP related expenses
A0228658	ERP Consultant time and travel expenses
A0228661	Ramp Railing Equipment and installation
A0228681	Papercut Job Ticketing Room software license
A0228697	Digital X-ray System
A0228738	ERP CampusNexus Suite Saas Services
P-card	Logitech SmartDock Huddle Room video conferencing software and accessories
P-card	Automated Diagnostic Wheel Balancing System

TAX LEVY RECEIVABLE

The total levy by county is listed below; no payments are expected until later in January.

<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 Lac	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>

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments (continued)

OTHER

The National Exchange Bank and Trust interest rate has increased from 2.375% to 2.625% for December, 2018.

Calendar year-end processing of W-2s, 1098-T and 1099 forms will be prepared and distributed before the end of January.

V. CONSENT ITEMS

C. Economic Development Contracting

EWD Board Report January 2019										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract	
A&W Iron and Metal	Heartsaver First Aid/CPR/AED	4753146522537	\$ 562.00	\$ 261.32	\$ 300.68	6	0.02	Boynton	C00000000031407	
A&W Iron and Metal	Heartsaver First Aid/CPR/AED	4753146522544	\$ 562.00	\$ 261.32	\$ 300.68	6	0.02	Boynton	C00000000031407	
Alliance Laundry Systems	Assessment Testing	T1209	\$ 348.25	\$ 124.87	\$ 223.38	0	0	Gellings	C00000000031349	
Beaver Dam Community Hospitals Inc	Spanish Medical Professional	4780246022370	\$ 2,843.60	\$ 2,198.81	\$ 644.79	14	0.07	Boynton	C00000000030987	
Beaver Dam Community Hospitals Inc	10% Grant Administration Fee	T1191	\$ 284.36	-	\$ 284.36	0	0	Boynton	C00000000031007	
Benvenuto's Italian Grill	Retain Employees/Productivity	4719644022448	\$ 1,014.80	\$ 495.08	\$ 519.72	10	0.03	Boynton	C00000000031187	
Benvenuto's Italian Grill	Multi-Generation Workplace	4719646921937	\$ 1,085.62	\$ 565.90	\$ 519.72	10	0.03	Boynton	C00000000031187	
Bonduelle USA Inc	OSHA 10-1910 General Industry	4744942122508	\$ 2,166.12	\$ 912.23	\$ 1,253.89	8	0.07	Boynton	C00000000031392	
Bonduelle USA Inc	10% Grant Administration Fee	T1214	\$ 216.61	-	\$ 216.61	0	0	Boynton	C00000000031393	
Burgess Norton Manufacturing Co	CNC Tech 2	4744441522482	\$ 3,726.30	\$ 1,378.14	\$ 2,348.16	6	0.08	Boynton	C00000000031369	
Dodge County Highway Department	Assessment Testing	T1207	\$ 552.50	\$ 258.12	\$ 294.38	0	0	Justman	C00000000031347	
Fives	Excel Level 1 2010 Fastcourse	4710345622480	\$ 1,404.00	\$ 598.84	\$ 805.16	12	0.06	Gellings	C00000000031368	
Fives	Excel Level 1 2010 Fastcourse	4710345622481	\$ 1,330.50	\$ 525.34	\$ 805.16	9	0.05	Gellings	C00000000031368	
Fond du Lac Credit Union	Influential Leadership Series	47196441122202	\$ 1,100.00	\$ 1,056.66	\$ 43.34	1	0.02	Boynton	C00000000030849	
Fond du Lac Credit Union	10% Grant Administration Fee	T1181	\$ 110.00	-	\$ 110.00	0	0	Boynton	C00000000030850	
Gardner Pet Group	Influential Leadership Series	47196441122202	\$ 1,100.00	\$ 1,056.64	\$ 43.36	1	0.02	Boynton	C00000000030849	
Gardner Pet Group	10% Grant Administration Fee	T1182	\$ 110.00	-	\$ 110.00	0	0	Boynton	C00000000030851	
Gellings Implement Inc	Art of Managing Millennials	4719645822535	\$ 145.00	\$ 125.59	\$ 19.41	1	0	Gellings	C00000000031408	
Gellings Implement Inc	Influential Leadership Series	47196441122201	\$ 1,100.00	\$ 1,065.64	\$ 34.36	1	0.02	Gellings	C00000000030847	
Grande Cheese	10% Grant Administration Fee	T1180	\$ 110.00	-	\$ 110.00	0	0	Gellings	C00000000030848	
Grande Cheese	Shaping Motivational Workplace	4719643822466	\$ 145.00	\$ 149.64	\$ (4.64)	1	0	Gellings	C00000000031227	
Grande Cheese	Business Etiquette	4710241222539	\$ 249.00	\$ 263.49	\$ (14.49)	1	0.01	Gellings	C00000000031412	
Grande Cheese	Microsoft Excel 2010 - Level 1	4710345622529	\$ 1,374.00	\$ 592.25	\$ 781.75	7	0.05	Gellings	C00000000031411	
Horicon Bank	Supervision 101	4719646422216	\$ 5,313.74	\$ 2,795.42	\$ 2,518.32	7	0.14	Gellings	C00000000030867	
Horicon Bank	10% Grant Administration Fee	T1183	\$ 531.37	-	\$ 531.37	0	0	Gellings	C00000000030868	
Horicon Bank	Minimizing HR Litigation	471164022217	\$ 400.00	\$ 209.76	\$ 190.24	7	0.01	Gellings	C00000000030869	
Horicon Bank	10% Grant Administration Fee	T1184	\$ 40.00	-	\$ 40.00	0	0	Gellings	C00000000030870	
International Paper	OSHA 30 Hour General Industry	4744940822315	\$ 950.00	\$ 582.07	\$ 367.93	1	0.03	Gellings	C00000000030907	
International Paper	10% Grant Administration Fee	T1187	\$ 95.00	-	\$ 95.00	0	0	Gellings	C00000000030909	
Kleen Test Products Corp	Leading Others Series	47196441122292	\$ 7,833.86	\$ 5,408.45	\$ 2,425.41	10	0.17	Boynton	C00000000030947	
Kleen Test Products Corp	10% Grant Administration Fee	T1190	\$ 783.39	-	\$ 783.39	0	0	Boynton	C00000000030948	
Kondex Corporation	Leading Others Series	47196441122132	\$ 3,300.00	\$ 3,129.94	\$ 170.06	3	0.06	Gellings	C00000000030747	
Kondex Corporation	10% Grant Administration Fee	T1176	\$ 330.00	-	\$ 330.00	0	0	Gellings	C00000000030748	
Kondex Corporation	OSHA 30 Hour General Industry	4744940822315	\$ 1,900.00	\$ 1,164.14	\$ 735.86	2	0.05	Gellings	C00000000030907	
Kondex Corporation	10% Grant Administration Fee	T1186	\$ 190.00	-	\$ 190.00	0	0	Gellings	C00000000030908	
Mayville Engineering Co Inc	Blueprint Reading - 12hr	4762341222384	\$ 2,561.72	\$ 1,159.88	\$ 1,401.84	4	0.04	Gellings	C00000000031088	
Mayville Engineering Co Inc	10% Grant Administration Fee	T1196	\$ 256.17	-	\$ 256.17	0	0	Gellings	C00000000031089	

V. CONSENT ITEMS

C. Economic Development Contracting (continued)

EWD Board Report January 2019										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract	
Mercury Marine	CNC Machining - Level 2	4744441522387	\$ 19,200.88	\$ 9,460.08	\$ 9,740.80	11	0.73	Hall	C00000000031090	
Mercury Marine	10% Grant Administration Fee	T1197	\$ 1,920.09	\$ -	\$ 1,920.09	0	0	Gellings	C00000000031091	
Mercury Marine	Core Skills - Mercury	4719641122429	\$ 1,310.00	\$ 518.25	\$ 791.75	20	0.1	Hall	C00000000031247	
Mercury Marine	Core Skills - Mercury (Team A)	4719641122430	\$ 370.00	\$ 131.28	\$ 238.72	10	0.02	Hall	C00000000031247	
Mercury Marine	Core Skills - Mercury (Team B)	4719641122431	\$ 370.00	\$ 131.28	\$ 238.72	10	0.02	Hall	C00000000031247	
Mercury Marine	Core Skills - Mercury	4719641122495	\$ 1,330.00	\$ 530.69	\$ 799.31	22	0.11	Hall	C00000000031367	
Mercury Marine	Core Skills - Mercury (Team A)	4719641122496	\$ 370.00	\$ 131.28	\$ 238.72	11	0.02	Hall	C00000000031367	
Mercury Marine	Core Skills - Mercury (Team B)	4719641122497	\$ 370.00	\$ 131.28	\$ 238.72	11	0.02	Hall	C00000000031367	
Mercury Marine	Inspire Supervisor - Make Up	4719640922538	\$ 9,988.35	\$ 4,613.95	\$ 5,374.40	1	0.03	Hall	C00000000031387	
Mercury Marine	Core Skills - Mercury	4719641122525	\$ 1,260.00	\$ 487.15	\$ 772.85	15	0.08	Hall	C00000000031410	
Mercury Marine	Core Skills - Mercury (Team A)	4719641122526	\$ 370.00	\$ 131.28	\$ 238.72	15	0.03	Hall	C00000000031410	
Michels Corporation	Art of Managing Millennials	4719645822536	\$ 290.00	\$ 251.18	\$ 38.82	2	0.01	Boynton	C00000000031409	
Michels Corporation	Business Etiquette	4710241222540	\$ 249.00	\$ 263.50	\$ (14.50)	1	0.01	Boynton	C00000000031413	
National Rivet	Shaping Motivational Workplace	4719643822466	\$ 145.00	\$ 149.64	\$ (4.64)	1	0	Gellings	C00000000031227	
National Rivet	Assessment Testing	T1208	\$ 248.00	\$ 85.54	\$ 162.46	0	0	Gellings	C00000000031348	
North Central WI WDB/Forward Service	Business Applications - FSC	471034622486	\$ 5,489.00	\$ 1,774.09	\$ 3,714.91	6	0.14	Boynton	C00000000031267	
North Central WI WDB/Forward Service	Business Essentials - FSC	4719640822487	\$ 3,839.38	\$ 1,275.88	\$ 2,563.50	6	0.1	Boynton	C00000000031267	
North Central WI WDB/Forward Service	Critical Core - FSC	4719641122485	\$ 6,069.39	\$ 2,220.75	\$ 3,848.64	6	0.16	Boynton	C00000000031267	
North Fond du Lac School District	Business Technology	4710349622110	\$ 6,475.00	\$ 1,564.29	\$ 4,910.71	13	0.39	Boynton	C00000000030769	
North Fond du Lac School District	Photography	4720340522139	\$ 3,237.50	\$ 734.71	\$ 2,502.79	7	0.11	Boynton	C00000000030769	
North Fond du Lac School District	Culinary Basics	4730342022141	\$ 3,237.50	\$ 734.71	\$ 2,502.79	7	0.11	Boynton	C00000000030769	
North Fond du Lac School District	Home Repairs	4741040822138	\$ 3,332.48	\$ 829.69	\$ 2,502.79	7	0.11	Boynton	C00000000030769	
North Fond du Lac School District	Personal Safety	4750440522109	\$ 6,475.00	\$ 1,311.98	\$ 5,163.02	13	0.39	Boynton	C00000000030769	
North Fond du Lac School District	Navigating Community Resources	4789040522140	\$ 3,237.50	\$ 741.49	\$ 2,496.01	7	0.11	Boynton	C00000000030769	
RAM Tool Inc	Shaping Motivational Workplace	4719643822466	\$ 290.00	\$ 299.29	\$ (9.29)	2	0.01	Gellings	C00000000031208	
Seneca Foods Corporation	Machine Maintenance	4744440522414	\$ 1,600.00	\$ 625.92	\$ 974.08	4	0.03	Boynton	C00000000031208	
Seneca Foods Corporation	10% Grant Administration Fee	T1200	\$ 160.00	\$ -	\$ 160.00	0	0	Boynton	C00000000031209	
Seneca Foods Corporation	Safe Work Environment	4719641122452	\$ 765.52	\$ 366.56	\$ 398.96	11	0.04	Boynton	C00000000031308	
Seneca Foods Corporation	Positive Attitude	4719641122453	\$ 753.44	\$ 354.48	\$ 398.96	12	0.04	Boynton	C00000000031308	
Seneca Foods Corporation	10% Grant Administration Fee	T1205	\$ 151.90	\$ -	\$ 151.90	0	0	Boynton	C00000000031309	
Steel Craft Corporation	Excel Level 3 2010 Fastcourse	4710345822464	\$ 1,960.00	\$ 858.03	\$ 1,101.97	10	0.07	Gellings	C00000000031370	
Steel Craft Corporation	Excel Charting	T1195	\$ 2,960.00	\$ 1,095.78	\$ 1,864.22	0	0	Gellings	C00000000031048	
Wells Vehicle Electronics	Heart saver First Aid/CPR/AED	4753146522530	\$ 464.00	\$ 285.83	\$ 178.17	7	0.02	Gellings	C00000000031414	
Wells Vehicle Electronics	Bloodborne Pathogens	4753146822531	\$ 176.25	\$ 116.86	\$ 59.39	7	0.01	Gellings	C00000000031414	
West Bend Transit & Service Co	Shaping Motivational Workplace	4719643822466	\$ 145.00	\$ 149.64	\$ (4.64)	1	0	Gellings	C00000000031227	
Zachert Funeral Home	Business Etiquette	4710241222540	\$ 249.00	\$ 263.49	\$ (14.49)	1	0.01	Boynton	C00000000031413	
TOTAL:			\$ 134,984.09	\$ 58,959.39	\$ 76,024.70	385	4.08			

V. CONSENT ITEMS

D. Proposed 2018-19 Instructional Program Changes

1) Approval of Local Certificate Proposal – Advanced Maintenance Certificate (97-462-6)

Proposed Components:

Program Name: Advanced Maintenance Certificate

Program Number: 97-462-6

Effective for the 2018-2019 Academic year

Proposed Coursework:

Advanced Maintenance Certificate (97-462-6)		
PROPOSED: 2018-2019 Curriculum		
Course#	Title	Cr.
606-116	Machine Elements	3
620-115	AC/DC Machinery and Motor Controls	4
442-314	Basic Welding 1	1
442-317	Basic Welding 2	1
623-110	Technical Print Reading	2
Total Credits		11

Rationale: The College is seeking the District Board's approval to create a Local Certificate for Advanced Maintenance.

This training has been requested by Menasha Packaging in an effort to train their employees on advanced levels of machine maintenance. Courses will provide continued education resulting in increased wages for the employees. These courses will provide 11 Moraine Park Technical College credits that can be applied to our Associate Degree programs.

If approved, the will be offered in the 2018/2019 academic year.

Resources Required: No resources are required.

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 December be approved and payments are authorized, ordered, and confirmed; and that the Local Certificate Proposal for the Advanced Maintenance Certificate be approved as presented, and to continue with the Certificate Development Process effective for the 2018-19 academic year.

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. District Boards Association Quarterly Meeting and Legislative Seminar, January 17-18, Madison
2. WTCS Board Meeting, January 22, Madison
3. ACCT National Legislative Summit, February 10-13, Marriott Marquis, Washington, DC
4. WTCS Student Showcase, February 19, State Capitol Rotunda, Madison
5. MPACTE Awards Banquet, February 19, The Golf Club at Camelot, Lomira

VII. 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 Chapter 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 contract non-renewal).

Roll call:

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