

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

*February 20, 2019
5:00 p.m.*

**Moraine Park Technical College
2151 North Main Street, West Bend, WI 53090
Room T-101**

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>	
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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
_____ Almeida
_____ Staral

V. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the January 16, 2019 meeting minutes as presented.

VI. 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

Stephen Logan, Gas Utilities Construction and Service Technician Instructor, submitted his resignation effective June 27, 2019. Stephen has been with the College since August 2017.

Jeffery Nemitz, Buildings and Grounds Maintenance Worker, submitted his resignation effective February 15, 2019. Jeffery had been with the College since July 2007.

Ryan Gens, Software Developer Instructor, submitted his resignation effective January 28, 2019. Ryan had been with the College since March 2018.

Jay Peartree, Fire Training Instructor, submitted his retirement effective May 21, 2019. Jay has been with the College since September 1991.

Sandra Justman, Contract Training Operations Manager, submitted her retirement effective June 27, 2019. Sandra has been with the College since February 2003.

Karla Donohue, Counselor, submitted her retirement effective December 19, 2019. Karla has been with the College since August 2009.

Vicki Nelson, Nursing Instructor, submitted her retirement effective December 20, 2019. Vicki has been with the College since August 1999.

Joseph Halter, Social Science Instructor, submitted his retirement effective December 20, 2019. Joseph has been with the College since August 2004.

Recruitment – Support Professionals

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. After screening and interviewing, Brooke Harmsen was selected and her start date was January 14, 2019.

Recruitment and Admissions Engagement Specialist, Fond du Lac Campus. This full-time vacancy 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. After screening and interviewing, Kimberly Majerus was selected and her start date is March 7, 2019.

VI. CONSENT ITEMS

A. Employment (continued)

Recruitment – Support Professionals (continued)

Learning Resource Center Clerk, Fond du Lac Campus. This full-time vacancy was created when Greta Juknialis submitted her resignation. This position will perform a variety of technical services for the libraries district-wide while providing library services at the Fond du Lac Campus. This position was posted internally/externally. Interviews will be held February 26, 2019.

Philanthropy Specialist, Fond du Lac Campus. This full-time vacancy was created when Joan Brezinsky changed positions. This position is responsible for building lifelong relationships with donor partners. This position was posted internally/externally until filled.

Administrative Assistant – General Education, Fond du Lac Campus. This full-time vacancy was created when Kim Harrington submitted her resignation. This position provides administrative support and technical assistance to the General Education work teams. This position was posted internally/externally. Interviews will be held February 21, 2019.

Academic Advisor, Fond du Lac Campus. This vacancy was created when Ronaldo Cordeiro submitted his resignation. This position is responsible for establishing and maintaining contact with students in assigned program area(s) to provide registration, admissions and general academic assistance and support to include referrals to appropriate support services. Ronaldo Cordeiro was reinstated effective January 28, 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 last held February 13, 2019.

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 February 7, 2019.

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. Interviews will be held February 12, 2019.

VI. CONSENT ITEMS

A. Employment (continued)

Recruitment – Management/Instructional Staff

Dean of Health and Human Services, Fond du Lac Campus. This full-time vacancy was created when Kristen Finnel submitted her resignation. This position will design, organize and oversee the operation of programs and services in the Health and Human Services area. This position was posted internally/externally. Interviews were held February 8, 2019.

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. Interviews were held February 15, 2019.

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 February 11, 2019.

B. Financial Management – Accounting/Investments

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

RECEIPTS: None.

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
I0009780	ERP related expenses
A0228794	ERP Business Process Redesign Consultant Services
A0228866	Student Financial Services Furniture
A0228918	Promise Campaign Donor boards
A0228922	ERP Consultant time and travel expenses
A0228925	2 Dell PowerEdge M640 Servers
A0228944	ERP Consultant time and travel expenses
A0228945	ERP related expenses
A0228968	Access Control Equipment
A0228974	Student Financial Services Furniture
A0228976	ERP Business Process Redesign Consultant Services
Pcard	High Pressure Mega Tray Raking

VI. CONSENT ITEMS

B. Financial Management – Accounting/Investments (continued)

TAX LEVY RECEIVABLE

All January tax levy payments have been received. Total collections as of February 7, 2019 totaled \$6,971,711.16 or 41.1% of the total levied. Last year's collection through February 9, 2018 was \$7,415,920.86 or 44.6% 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	\$197,830.97	\$88,486.90	44.7%
Columbia	3,560.96	\$1,015.34	28.5%
Dodge	3,114,265.57	\$1,119,814.95	35.9%
Fond du Lac	4,757,100.30	\$1,752,068.96	36.8%
Green Lake	1,448,524.47	\$435,060.98	30.0%
Marquette	20,619.33	\$7,058.29	34.2%
Sheboygan	5,841.45	\$2,266.78	38.8%
Washington	7,175,936.60	\$3,696,665.74	48.5%
Waushara	145,960.40	\$54,046.56	37.0%
Winnebago	<u>81,694.95</u>	<u>\$32,621.54</u>	39.9%
	<u>\$16,951,335.00</u>	<u>\$6,971,711.16</u>	<u>41.1%</u>

OTHER

The interest rate for National Exchange Bank and Trust remains at 1.625% for January, 2019.

VI. CONSENT ITEMS

C. Economic Development Contracting

EWD Board Report February 2019										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract	
A&W Iron and Metal	STRAT 2018 (cont.)	4710240021912	\$ -	\$ 1,232.89	\$ (1,232.89)	1	0	Hall	C000000000305888	
Alto Reformed Church	Heartsaver Adult Child CPR/AED	4753146532017	\$ 537.00	\$ 326.36	\$ 210.64	6	0.02	Justman	C000000000031577	
Apache Stainless	Team Building/Problem Solving	1019618921324	\$ 8,718.30	\$ 2,267.11	\$ 6,451.19	18	1.8	Hall	C000000000030807	
Apache Stainless	Welding Internship	1044210021325	\$ 4,843.50	\$ 2,166.30	\$ 2,677.20	18	1.2	Hall	C000000000030807	
Apache Stainless	Gas Metal Arc Welding	3044235721318	\$ 11,624.40	\$ 5,199.12	\$ 6,425.28	17	1.13	Hall	C000000000030807	
Apache Stainless	Welding Print Reading	3144233121321	\$ 8,718.30	\$ 3,899.34	\$ 4,818.96	18	1.2	Hall	C000000000030807	
Apache Stainless	Welding Theory and Safety	3144233721320	\$ 5,812.20	\$ 2,599.56	\$ 3,212.64	18	0.6	Hall	C000000000030807	
Apache Stainless	Gas Tungsten Arc Welding	3144238621319	\$ 11,624.40	\$ 5,199.12	\$ 6,425.28	18	1.2	Hall	C000000000030807	
Apache Stainless	Occupational Math 1	3280436021323	\$ 8,718.30	\$ 2,267.11	\$ 6,451.19	17	1.13	Hall	C000000000030807	
Back in Action	Heartsaver First Aid/CPR/AED	4753146531926	\$ 657.50	\$ 440.51	\$ 216.99	15	0.08	Boynton	C000000000031547	
Back in Action	Bloodborne Pathogens	4753146831927	\$ 246.25	\$ 187.12	\$ 59.13	15	0.03	Boynton	C000000000031547	
Beaver Dam Community Hospitals Inc	STRAT 2018 (cont.)	4710240021912	\$ -	\$ 1,232.88	\$ (1,232.88)	1	0	Hall	C0000000000305888	
Beaver Dam Community Hospitals Inc	Supervision 101	4719646422362	\$ 1,650.00	\$ 767.80	\$ 882.20	2	0.04	Boynton	C000000000031567	
Beaver Dam Community Hospitals Inc	10% Grant Administration Fee	T1221	\$ 165.00	\$ -	\$ 165.00	0	0	Boynton	C000000000031568	
Burgess Norton Manufacturing Co	Supervision 101	4719646422362	\$ 825.00	\$ 383.90	\$ 441.10	1	0.02	Boynton	C000000000031567	
Burgess Norton Manufacturing Co	10% Grant Administration Fee	T1222	\$ 82.50	\$ -	\$ 82.50	0	0	Boynton	C000000000031569	
Fedco Electronics Inc	Forklift Safety	4746040032031	\$ 100.00	\$ 47.82	\$ 52.18	1	0.01	Boynton	C000000000031578	
Grande Cheese	STRAT 2018 (cont.)	4710240021911	\$ -	\$ 1,232.91	\$ (1,232.91)	1	0	Gellings	C000000000030587	
Grande Cheese	Supervision 101	4719646422555	\$ 2,475.00	\$ 1,151.70	\$ 1,323.30	3	0.06	Gellings	C000000000031530	
Grande Cheese	10% Grant Administration Fee	T1220	\$ 247.50	\$ -	\$ 247.50	0	0	Gellings	C000000000031531	
Horicon Bank	STRAT 2018 (cont.)	4710240021911	\$ -	\$ 1,232.91	\$ (1,232.91)	1	0	Gellings	C000000000030587	
Kickhaefer Manufacturing Company	Influential Leadership Series	4719641122454	\$ 9,011.17	\$ 5,488.56	\$ 3,522.61	10	0.2	Gellings	C000000000031350	
Kickhaefer Manufacturing Company	10% Grant Administration Fee	T1210	\$ 901.12	\$ -	\$ 901.12	0	0	Gellings	C000000000031351	
Markesan School District	Medical Terminology	1050110121985	\$ 5,027.40	\$ 3,792.39	\$ 1,235.01	9	0.9	Boynton	C000000000030669	
Mayville Engineering Co Inc	GD&T - 24 hr	4762341822455	\$ 7,008.75	\$ 3,486.51	\$ 3,522.24	13	0.26	Gellings	C000000000031352	
Mayville Engineering Co Inc	10% Grant Administration Fee	T1211	\$ 700.88	\$ -	\$ 700.88	0	0	Gellings	C000000000031353	
Mayville Engineering Co Inc	Blueprint Reading - 16hr	4762341222484	\$ 3,223.28	\$ 1,354.16	\$ 1,869.12	12	0.16	Gellings	C000000000031388	
Mayville Engineering Co Inc	10% Grant Administration Fee	T1212	\$ 322.33	\$ -	\$ 322.33	0	0	Gellings	C000000000031389	
Mayville Engineering Co Inc	Team Building/Problem Solving	1019618921330	\$ 8,400.18	\$ 2,983.09	\$ 5,417.09	15	1.5	Hall	C000000000030734	
Mayville Engineering Co Inc	CNC Internship	1044410021332	\$ 3,557.50	\$ 2,012.40	\$ 1,545.10	15	1	Hall	C000000000030734	
Mayville Engineering Co Inc	CNC Machining Center	3044436521328	\$ 10,245.60	\$ 4,829.76	\$ 5,415.84	13	0.87	Hall	C000000000030734	

VI. CONSENT ITEMS

C. Economic Development Contracting (continued)

EWD Board Report February 2019											
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract		
Mayville Engineering Co Inc	Turning Center Operation	3044437521329	\$ 10,245.60	\$ 4,829.76	\$ 5,415.84	10	0.67	Hall	C00000000030734		
Mayville Engineering Co Inc	Mold and Die Print Reading	3243939821327	\$ 7,684.20	\$ 3,644.64	\$ 4,039.56	16	1.07	Hall	C00000000030734		
Mayville Engineering Co Inc	Basic Programming	3244435021326	\$ 19,372.36	\$ 11,293.24	\$ 8,079.12	12	1.6	Hall	C00000000030734		
Mayville Engineering Co Inc	Occupational Math 1	3280436021331	\$ 7,684.20	\$ 2,267.11	\$ 5,417.09	12	0.8	Hall	C00000000030734		
Mercury Marine	Inspire Supervisor Series - Group A	4719644922063	\$ 9,910.18	\$ 5,923.90	\$ 3,986.28	17	0.45	Hall	C00000000030727		
Mercury Marine	Inspire Supervisor Series - Group B	4719644922064	\$ 9,403.69	\$ 5,104.17	\$ 4,299.52	14	0.37	Hall	C00000000030727		
Mercury Marine	Inspire Supervisor Series - Group C	4719644922065	\$ 9,910.18	\$ 5,610.66	\$ 4,299.52	17	0.45	Hall	C00000000030727		
Mercury Marine	Inspire Supervisor Series - Group D	4719644922066	\$ 9,403.69	\$ 5,104.17	\$ 4,299.52	14	0.37	Hall	C00000000030727		
Michels Corporation	Supervision 101	4719646422362	\$ 825.00	\$ 383.90	\$ 441.10	1	0.02	Boynnton	C00000000031567		
Michels Corporation	10% Grant Administration Fee	T1223	\$ 82.50	\$ -	\$ 82.50	0	0	Boynnton	C00000000031570		
Plastic Components Inc	Six Sigma Green Belt Certification	1062515022018	\$ 3,900.00	\$ 3,077.74	\$ 822.26	1	0.17	Gellings	C00000000030667		
Plastic Components Inc	Six Sigma Green Belt Project	1062515122019	\$ -	\$ -	\$ -	1	0.03	Gellings	C00000000030667		
Plastic Components Inc	10% Grant Administration Fee	T1169	\$ 390.00	\$ -	\$ 390.00	0	0	Gellings	C00000000030668		
Regal Ware Inc	Supervision 101	4719646422362	\$ 825.00	\$ 383.90	\$ 441.10	1	0.02	Boynnton	C00000000031567		
Regal Ware Inc	10% Grant Administration Fee	T1224	\$ 82.50	\$ -	\$ 82.50	0	0	Boynnton	C00000000031571		
sadoff Iron & Metal Company	STRAT 2018 (cont.)	4710240021912	\$ -	\$ 1,232.89	\$ (1,232.89)	1	0	Hall	C00000000030588		
sadoff Iron & Metal Company	Six Sigma Green Belt Certification	1062515022016	\$ 7,800.00	\$ 6,155.52	\$ 1,644.48	2	0.33	Boynnton	C00000000030647		
sadoff Iron & Metal Company	Six Sigma Green Belt Project	1062515122017	\$ -	\$ -	\$ -	2	0.07	Boynnton	C00000000030647		
sadoff Iron & Metal Company	10% Grant Administration Fee	T1168	\$ 780.00	\$ -	\$ 780.00	0	0	Boynnton	C00000000030648		
Spring Valley/Vogel Seed and Fertilizer Inc	STRAT 2018 (cont.)	4710240021911	\$ -	\$ 1,232.91	\$ (1,232.91)	1	0	Gellings	C00000000030587		
		TOTAL:	\$ 98,299.10	\$ 56,244.51	\$ 42,054.59	126	6.42				

VI. CONSENT ITEMS

D. **Approval of Local Certificate Proposal – Foundational Welding Certificate (97-442-4)**

Proposed Components:

Program Name: Foundational Welding Certificate

Program Number: 97-442-4

Effective for the 2018-2019 Academic year

Proposed Coursework:

Foundational Welding Certificate (97-442-4)

PROPOSED: 2018-2019 Curriculum

Course#	Title	Cr.
442-331	Welding Print Reading	2
442-337	Welding Theory and Safety	1
442-357	Gas Metal Arc Welding 1 (GMAW)	2
442-386	Gas Tungsten Arc Welding 1 (GTAW)	2
196-189	Team Building and Problem Solving	3
804-360	Occupational Mathematics 1	2
Total Credits		12

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

This certificate expands opportunities for students in MPTC's Welding Boot Camps by allowing credential to those who are awaiting employment opportunities. This certificate will prepare students for entry level work in the Welding field through the same academic rigor as the Boot Camp students without the requirement of the internship, which can be a barrier to those between employment.

This certificate will also credential Department of Corrections (DOC) students in Foundational Welding. Students at Taycheedah Correctional will be trained utilizing the DOC Mobile Lab. Students from the DOC Burke Center will take welding courses at MPTC's Beaver Dam campus.

Resources Required: No resources are required.

VI. CONSENT ITEMS

SUGGESTED MOTION – PRESIDENTIAL PARAMETERS, CONSENT ITEMS

I move that the Moraine Park Technical College District Board approve the following presidential parameter consent items as presented:

- 1. Employment;***
- 2. Financial Management – Accounting/Investments;***
- 3. Economic Development Contracting; and***

that the bills for the month of January be approved and payments are authorized, ordered, and confirmed; and that the Local Certificate Proposal for the be approved as presented, and to continue with the Certificate Implementation phase of the Certificate Development Process effective for the 2018-19 academic year.

Roll call vote:

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

VII. ACTION ITEMS

A. Approval of Board Policies – Governance Process

The following information is being presented in compliance with Board Policy 1.8 – Policy Development, Review and Modification. This policy states that Board Policies shall be reviewed and adopted by a majority of the Board in accordance with a policy review schedule to be conducted during regular Board meetings.

At the Board's January 16, 2019 Board Meeting, the Board reviewed all policies within the Governance Process section of the manual including policies BP 1.1–1.10. The Board suggested edits to the following policies:

BP 1.5 – Board Officers and Roles
BP 1.6 – Board Agenda and Meetings
BP 1.9 – Code of Ethics

It is recommended that the aforementioned policies be revised as presented and all Governance Process policies be documented as reviewed.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board adopt Board Policies 1.5 – Board Officers and Roles, 1.6 – Board Agenda and Meetings, and 1.9 – Code of Ethics, as presented and recommend all Governance Process policies be documented as reviewed.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Governance Commitment
Policy Number	BP 1.1
Policy Owner	Board Chairperson
Adopted	July 10, 2017
Reviewed	
Revised	

The Board of Trustees of Moraine Park Technical College will always act in the best interest of the College and the community as a whole. The Board seeks to fulfill its stewardship role on behalf of the residents of the Moraine Park Technical College District.

In its governance, the Board is committed to the College's core values as stated in the Value Statements, Vision, Mission, Strategic Priorities and Statements listed in the Ends Board Policies. These values will guide development of Board policies and all governance practices of the Board.

The Board will govern Moraine Park Technical College in accordance with its established policies, directives from the Wisconsin Technical College System, and the constitutions and laws of the United States of America and the State of Wisconsin.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Governing Philosophy
Policy Number	BP 1.2
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)

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Board Responsibility
Policy Number	BP 1.3
Policy Owner	Board Chairperson
Adopted	July 10, 2017
Reviewed	
Revised	

The Board of Trustees of Moraine Park Technical College functions as a collective body to promote a positive image for the College while representing the community in determining and assuring appropriate organizational performance. Board responsibilities are distinguished from staff responsibilities by the following:

- Serving as the official governance link between the College and the community stakeholders and maintaining a positive image when representing the College to the public.
- Employing and supervising the College President.
- Selecting and retaining the services of District legal counsel, the public financial depository institution and financial auditor.
- Enacting written governing policies which address:
 - GOVERNANCE PROCESS: Specification of how the Board conceives, carries out and monitors its own tasks.
 - BOARD-STAFF RELATIONSHIP: How authority and accountability is delegated to the President and its proper use monitored.
 - EXECUTIVE EXPECTATIONS: Expectations of executive authority which establish legal, prudent and ethical behavior for executing activities and decisions.
 - ENDS: College services, impacts, benefits, outcomes, recipients and their relative worth. Ends include College vision, mission, purpose and strategic priorities.
- Monitoring College effectiveness in meeting Board policies on Ends.
- Assessing President's performance through a formal review prior to July 1 each year with respect to achievement of Board policies on Ends and Executive Limitations, responsibilities to the President's job description, and the President's annual goals and objectives as established by the Board in consultation with the President.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Board Member's Role
Policy Number	BP 1.4
Policy Owner	Board Chairperson
Adopted	August 16, 2017
Reviewed	
Revised	

The Board of Trustees of Moraine Park Technical College functions as a collective body. The success of the Board depends on each individual Board member exercising responsibility through positive actions in the following areas:

- Being effective at Board meetings through appropriate preparation, regular attendance, and active participation in Board discussions and willingness to volunteer for committees or officer assignments.
- Understanding and supporting the Board governance concept and Board policies.
- Being knowledgeable concerning the College means for accomplishing its ends, such as organization, budget, accreditation, facilities, instructional programs, student services, and key processes.
- Being knowledgeable concerning the organization of the Wisconsin Technical College System and applicable state statutes.
- Being familiar with major district, state, and national issues affecting the College.
- Engaging in Board and self-development activities designed to promote Board effectiveness through attendance at state, regional, and national Board association meetings and by utilizing resources available in the College.
- Attending College events.
- Representing the College to the community in a positive image.
- Being active in legislative advocacy.
- Regularly attending Board meetings, workshops, and retreats to participate in and understand consensus building, stakeholder representation, in-depth College knowledge, and goal setting.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Board Officers and Roles
Policy Number	BP 1.5
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.
- **At the annual spring Board workshop, conduct an evaluation of the effectiveness of the Board, evaluate performance of goals, and set goals for the subsequent year.**

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.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Board Agenda and Meetings
Policy Number	BP 1.6
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 established 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.

A quorum of members may be met for an open or closed session of the Board by participation via phone or other conferencing solutions. Such electronic participation may be allowed if the member is prevented from physically attending due to personal illness or disability, employment or family conflicts or emergencies, or severe weather.

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.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Board Committees
Policy Number	BP 1.7
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.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Policy Development, Review and Modification
Policy Number	BP 1.8
Policy Owner	Board Chairperson
Adopted	September 20, 2017
Reviewed	
Revised	

It is the responsibility of the Board to provide leadership, guidance, and direction to govern the current and future affairs of the College. Such actions, when approved by the Board, shall be articulated as statements of Board policy and shall be incorporated into a single, unified and comprehensive compilation of a Board policy manual. The Board shall develop and maintain policies that are essential to govern itself and shall review all policies periodically. These Board policies shall be reviewed and adopted by a majority of the Board in accordance with a policy review schedule to be conducted during regular Board meetings. Board policies shall consist of the Governance Process, Board-Staff Relationship, Executive Limitations and Board Ends. Board policy statements shall comply with the provisions of Chapter 38 of the Wisconsin Statutes.

- All policies will have a consistent format with a policy title, policy number, policy owner, adopted date, review date and/or revision date. Statutory references shall be included, where appropriate.
- When articulating policy, the Board shall strive for brevity, clarity, and continued expression of a positive and future-oriented tone.
- All new, revised, suspended or deleted Board policies shall require public notice and approval by the Board at regularly scheduled Board meetings and actions recorded in the minutes.
- All Board policies, including statutory references, will be maintained on the College's public website, www.morainepark.edu, and accessible to all staff and the public.
- Board policy considerations may be initiated by any sector of the community; however, the Board may direct the topic to be considered as an Administrative policy developed by the President rather than a Board policy.
- The Board may recommend that legal counsel review appropriate new policies, or where appropriate, update existing policies, for concurrence with statutes, administrative codes or other legally binding regulatory organizations governing the College.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Code of Ethics
Policy Number	BP 1.9
Policy Owner	Board Chairperson
Adopted	September 20, 2017
Reviewed	
Revised	

The Board expects ethical and professional conduct of itself and its members. Each member of the Board is an appointed representative of the citizens of the entire District and, therefore, embraces the public's trust. The Board members' obligations, as a group, are both legal and ethical. Each member promises to carry out his/her duties with the very highest ethical conduct and to carry out the Board's requirements under the applicable education code provisions of the State of Wisconsin and such other local, state, and federal laws as apply.

- Board members must represent unconflicted loyalty to their responsibilities to the College superseding personal interests and their interests in other organizations. Board members must not use any information provided by the College or acquired as a consequence of their service to the College in any manner except to further their Board duties, nor may they misrepresent known facts on an issue involving College business.
- Board members must assure that all actions and decisions are done to better serve students, local businesses and industries, and District residents.
- Board members must avoid conflict of interest with respect to their fiduciary responsibility.
 - There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to inside information.
 - When the Board is to consider an issue as to which a member has an unavoidable personal conflict of interest, that member shall not participate in any way in the consideration or vote upon such issue.
 - Board members shall not use their positions to obtain employment in the College for themselves, family members or close associates. Should a member desire employment, he or she must first resign from the Board.
 - Wis. Stat. sec. 946.13(1)(a), as amended, prohibits a Board member, in his or her private capacity, from negotiating, bidding, or entering into a contract in which the Board member has a direct or indirect financial interest if the Board member is authorized or required by law to participate in his or her capacity as a member of the College Board. Consequently, a Board member may be required to resign his or her Board position in order to avoid a conflict of the above-referenced statute.
- Board members will respect and protect the confidentiality appropriate to issues of a sensitive nature, including discussions in Closed Session.

- Board members will appropriately address citizen requests brought before them by referring the request to the President.
- Board members recognize that each Trustee is only one member of a team, and that all Board actions are taken as a group in such a manner that the best interests of the entire College community are advanced.
 - Board members' interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted in Board policies.
 - Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.
 - Board members are responsible for evaluating the performance of the President in accordance with Board policies and relevant contractual documents. Board members will not evaluate the performance of the President's subordinates.
- Board members are strongly discouraged from engaging in a consensual relationship of a romantic or sexual nature involving another Board member, employee, or student. These relationships may constitute or create a situation of alleged abuse of power, sexual harassment, conflict of interest, or other conduct prohibited by these policies. A Board member who is in a consensual relationship shall disclose the nature of the relationship to the Board Chairperson.
- A Board member who has a reasonable basis to believe another Board member has violated a Board policy shall report the alleged violation to the President, the Board Chairperson, or any officer of the Board. A Board member shall also report his or her own alleged violation of a Board policy according to the preceding provisions. This duty includes, but is not limited to, conduct that may embarrass the College or adversely affect its reputation or the Board's governance under these policies, including, but not limited to, designation of sex offender status, pending charges under state or federal criminal law, or conviction under state or federal criminal law.
- The procedures below apply to a Board member who allegedly violates this Board policy or any other Board policy. The President, Board Chairperson, or officer of the Board who has received a report of an alleged violation is responsible for determining the appropriate procedure to be followed, which may include any procedure specified below. A report of a violation of this or any other Board policy made to the President, Board Chairperson or Board officer shall be promptly referred to the Board Chairperson. An alleged violation that involves the Board Chairperson shall be referred to the officers of the Board. The following additional procedural steps shall apply:
 - The Board Chairperson shall inform the Board member against whom the allegation is made of the allegation. The Board Chairperson, in his or her sole discretion, may meet with the Board member at any time prior to, during, or following any investigation to discuss and resolve the matter. If the matter is not resolved, the Board Chairperson shall refer the matter to the officers of the Board.
 - The Board or the officers of the Board shall inform the Board member against whom the allegation is made of the allegation if the preceding paragraph is not applicable. The officers of the Board may meet with the Board member to discuss and resolve the matter.
 - The President, Board Chairperson, or officers of the Board, at any time, may authorize an investigation of the matter by a qualified investigator, internal or external to the College. The final report of the investigation, if any, shall be provided to the Board.

- If the matter is not resolved, the Board may vote, by a majority of the full Board, to refer the matter, with or without a recommendation, to the Board Appointment Committee as then constituted pursuant to Wis. Stat. §38.10(1). The Appointment Committee may, by majority vote, remove the Board member at pleasure pursuant to Wis. Stat. §17.13(1). The preceding also acknowledges that Wis. Stat. §17.13(3) provides that a Board member is subject to removal by a judge of the appropriate circuit court, for cause.

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	College Budgeting Process
Policy Number	BP 1.10
Policy Owner	Board Chairperson
Adopted	October 18, 2017
Reviewed	
Revised	

The Board shall oversee the development and administration of the annual budget.

- The Board delegates to the President the responsibility to prepare the financial reports and detailed schedules as required by state statute and applicable rules.
- The Board’s role in the College budget process includes the following sequence of activities:

Fiscal Year

1st Quarter (July-September)

- The Board reviews the College’s Vision, Mission, End Statements, Values, Strategic Priorities and Annual Objectives.
- The Board reviews the College’s prior year financial results and considers adjustments for future budget development.

2nd Quarter (October-December)

- In October, the Board sets the District tax levy and mill rate for the current year’s budget, Wis. Stat. sec. 65.90(5), as amended.

3rd Quarter (January-March)

- The Board approves the applicable student fees for the future year (typically in February).
- The Board approves and sets overall budget development parameters and assumptions for the general fund budget (typically in February).
- The Board reviews the capital budget and related debt service plans (typically in March).

4th Quarter (April-June)

- The Board reviews the proposed College budget in April and approves it for publication prior to the public hearing, Wis. Stat. sec. 65.90(3)(a), as amended.
- A public hearing on the proposed budget takes place during the month of May. At the hearing, the Board considers public input.
- Following the public hearing, the Board adopts the budget at their June meeting, Wis. Stat. sec. 38.12(5m), as amended.

VII. ACTION ITEMS

B. Approval of Retirements

The following employees have informed the College that they will be retiring from the Moraine Park District:

<u>Employee</u>	<u>Title</u>	<u>Effective Date</u>	<u>Date Hired</u>
Jay Peartree	Fire Training Instructor	5/21/2019	9/16/1991
Sandra Justman	Contract Training Ops Manager	6/27/2019	2/3/2003
Karla Donohue	Counselor	12/19/2019	8/31/2009
Vicki Nelson	Nursing Instructor	12/20/2019	8/25/1999
Joseph Halter	Social Science Instructor	12/20/2019	8/17/2004

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the retirements of Jay Peartree, Sandra Justman, Karla Donohue, Vicki Nelson and Joseph Halter:

These employees have proven to be very dedicated, cooperative and hard-working employees of Moraine Park Technical College. The Board hereby accepts their retirements and expresses sincere appreciation for their many contributions and years of service. The Board also wishes to express its appreciation on behalf of the citizens of the Moraine Park District.

VII. ACTION ITEMS

C. Approval of Student Intake Fees

The following information is being presented for the purpose of District Board monitoring of their Governance Process 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 Wisconsin Technical College System (WTCS) Board approves program (tuition) fees (in-state and out-of-state).

We are proposing and requesting zero (0) new fees and three (3) changes/updates to the 2018-19 Moraine Park student fees for the 2019-20 academic year. Additionally, the WTCS sets program fees that are expected to be announced in late March. All other fees will remain constant. The requested items are as follows:

Fee Changes/Updates

- **Avocational Fee:** An increase from \$230 to \$241.50 (increase of 5%). MPTC would maintain the 25% discount to the community service fee for participants ages 62 and older.
Rationale: Additional 3% to assist with increased expenses and to support the printed class schedule. Impact to students is minimal. For a typical 4 hour course (.1 credit) - Current: \$27.50. Proposed: \$28.65 Net change: +\$1.15 Current with senior discount: \$21.75 Proposed with senior discount: \$22.61 Net change: +\$0.86.
- **Supplemental Fee:** An increase to Supplemental Fee – from 7% to 9%.
Rationale: District Student Government voted to increase supplemental fee or 7% to 9%.
- **Security Fee:** An increase to Security fee (on campus courses) – from \$1.00 to \$1.50 (per credit)
Rationale: District Student Government voted to increase the security fee from \$1.00 to \$1.50.

New Fees

- None

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the student intake fees for 2019-20 as proposed.

VII. ACTION ITEMS

D. Approval of 2018-21 Three-Year Facilities Plan Amendment – Interior Remodel from IVC and Classroom Addition – West Bend Campus

In accordance with the Moraine Park Technical College 2018-21 Three-Year Facilities Plan, the District proposed to build an Interactive Video Conference and Classroom Addition on the West Bend Campus. During the initial design meetings room and space utilization data was analyzed to determine the true scope of the addition and it was determined that MPTC could meet the needs for class offerings through an interior remodel of underutilized space and classrooms instead of an addition at this time. The remodel will touch over eight areas throughout the campus. The remodel will include: completion of the last exam room for the Medical Assistant Program, two new general classrooms, two new IVC classrooms, one new computer lab, and renovation of three instructor's suites that will realign instructors by program. In addition to the focus on creating more classroom space, an original set of restrooms will be updated.

The proposed work is scheduled to begin in May 2019, with completion scheduled for August of 2019. The total budget for this project remains at \$1,500,000.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the following amendment to the 2018-21 Three-Year Facilities Plan to change the WB Addition to a Remodel; and, further, that the President be authorized to proceed with this project as changed.

VIII. CORRESPONDENCE AND REPORTS

B. District Boards Association Reports/Upcoming Events

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

1. Wisconsin Technical College System Board Meeting, March 19-20, Cleveland
2. District Board Meeting, March 20, 5:00 p.m., Fond du Lac Campus
3. Board Appointment Committee Meeting, March 25, 4:30 p.m., Fond du Lac Campus
4. District Board Workshop, April 4, 4:30 p.m., Fond du Lac
5. District Boards Association Spring Meeting, April 11-13, Fond du Lac Campus, Radisson
6. Phi Theta Kappa Induction Ceremony, April 16, 5:30 p.m., Fond du Lac Campus
7. District Board Meeting, April 17, 5:00 p.m., Fond du Lac Campus
8. District Student Ambassador Dinner, April 25, Wisconsin Dells
9. Moraine Park Foundation Gourmet Dinner, April 26, 5:30 p.m., Fond du Lac Campus

IX. CLOSED SESSION

A. Approval to Convene into Closed Session

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board convene into Closed Session pursuant to 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
_____ Almeida
_____ Schwab
_____ Laubenstein
_____ Zeratsky
_____ Jung
_____ Prill
_____ Fields
_____ Staral