

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

June 19, 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>	

AGENDA (continued)

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VIII. **CLOSED SESSION**

- A. Approval to convene into Closed Session pursuant to Wis. Stat. sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (regarding various personnel matters including evaluation of the College President). 43

NOTE: The District Board will meet in closed session for approximately 30 minutes. At the completion of the closed session, the Board will reconvene into regular session to complete the balance of the agenda.

IX. **ACTION ITEM**

- A. Ratification of President's Employment Agreement 44

X. **ADJOURNMENT**

I. ROLL CALL – 5:00 p.m.

A. Meeting Announcement

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

Roll call:

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

IV. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the May 15, 2019 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

Judith Soukup, Administrative Assistant – Trades, submitted her resignation effective June 4, 2019. Judith had been with the College since October 2016.

Todd Hayes, K-12 Partnership Coordinator, submitted his resignation effective July 17, 2019. Todd has been with the College since July 2017.

Recruitment – Support Professionals

Recruiter, West Bend Campus. **This new, full-time position is funded in the 2019-20 budget.** This position will provide outreach, recruitment, enrollment and initial retention of students through direct contact and assistance from application to registration. After screening and interviewing, Brad Mitchell was selected and his start date is July 1, 2019.

Housekeeper, Fond du Lac Campus. This full-time position was formerly held by Alyssa Kleinert. This position performs custodial duties and heavy-duty cleaning throughout the Fond du Lac campus. Interviews were held June 3, 2019.

Student Involvement Specialist, West Bend Campus. This full-time vacancy was created when Melanie Buckingham submitted her resignation. This position will plan, coordinate and lead student activities within student life to enhance student retention and engagement for the assigned campus. This position was posted internally/externally. Interviews were last held May 6, 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 March 12, 2019.

V. CONSENT ITEMS

A. Employment (continued)

Recruitment – Management/Instructional Staff

TRIO Manager, Fond du Lac Campus. This full-time, grant-funded vacancy was created when Michael Smith submitted his resignation. This position is responsible for the management of the US Department of Education-TRIO Student Support Services grant, including management of the budget and implementing the student academic services components. Kristine Buchanan will assume this role June 17, 2019.

Kristine has been employed with the College for ten years, most recently as an Academic Advisor – EDGE Program.

It is recommended that the Moraine Park Technical College District Board offer a 2018-19 and a 2019-20 contract to Kristine Buchanan and further that she be placed in Salary grade D2 on the Management salary schedule.

Director of Marketing and Communications, Fond du Lac Campus. This full-time vacancy was created when Patty Lehn submitted her resignation. This position will advance the College's strategic priorities through design, development and execution of a comprehensive marketing and communications plan. This position was posted internally/externally. After screening and interviewing, Mandy Potts was selected and her start date is June 24, 2019.

Mandy received her Bachelor's degree in Journalism and Mass Communications from the University of Wisconsin – Milwaukee. Mandy was most recently employed with the University of Wisconsin – Oshkosh, most recently as the Chief Communications and Public Information Officer.

It is recommended that the Moraine Park Technical College District Board offer a 2018-19 and a 2019-20 contract to Mandy Potts and further that she be placed in Salary grade C2 on the Management salary schedule.

Software Developer Instructor, Fond du Lac Campus. This full-time vacancy was created when Ryan Gens submitted his resignation. The primary teaching responsibility will vary within the Software Developer Associate degree program, and includes courses such as C#, JavaScript, SQL, Web Scripting, ASP.Net, and Systems Analysis. This position was posted internally/externally. After screening and interviewing, Chris Kleman was selected and his start date is August 19, 2019.

Chris has been employed with the College for 19 years, most recently as an Instructional Technology Specialist.

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

V. CONSENT ITEMS

A. Employment (continued)

Recruitment – Management/Instructional Staff (continued)

Paramedic/Fire Instructor, Fond du Lac Campus. This full-time vacancy was created when Steve Metz submitted his resignation. The primary teaching responsibility will be instruction in the Emergency Medical Services and Fire programs. This position was posted internally/externally. Interviews will be held June 26, 2019.

Maintenance Technician Apprenticeship Instructor, Fond du Lac Campus. **This new, full-time position is funded in the 2019-20 budget.** The primary teaching responsibility will be in the Maintenance Technician Apprenticeship program. This position was posted internally/externally. Interviews will be held June 27, 2019.

Medical Assistant Instructor, Beaver Dam Campus. This full-time vacancy was created when Janet Bauer submitted her resignation. The primary teaching responsibility will be instruction in the Medical Assistant program. This position was posted internally/externally. Interviews will be held July 7, 2019.

Associate Dean of Human Services, Fond du Lac Campus. This full-time vacancy was created when Barb Jascor changed positions. This position will assist the Academic Dean in overseeing academic initiatives, instructional budgets, special projects, grants and student/personnel issues. This position was posted internally/externally. Interviews were last held June 4, 2019.

Gas Utility Construction and Service Technician Instructor, Beaver Dam Campus. This full-time vacancy was created when Stephen Logan submitted his resignation. The primary teaching responsibility will be to deliver curriculum in both classroom and lab (outdoor) settings as Gas Utility Technician Instructor. This position was posted internally/externally. Interviews were last held May 31, 2019.

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0230223	ERP Consultant time and travel expenses
A0230224	ERP Business Process Review Services
A0230264	Beaver Dam maintenance gate replacement install
A0230268	Portal software
A0230271	E-wing remodel services
A0230278	ERP Consultant time and travel expenses
A0230280	Cisco Catalyst access switches
A0230301	E-wing furniture
A0230382	Installation for MAKO Breathing Air Compressor
A0230383	MAKO Breathing Air Compressor accessories
A0230386	E-wing remodel services
A0230388	ERP CampusNexus Suite
A0230398	Beaver Dam maintenance gate replacement
A0230429	E-wing remodel services
A0230434	ERP Consultant time and travel expenses
A0230440	E-wing and Beaver Dam parking lot signage
A0230450	E-wing remodel services
A0230497	MAKO Breathing Air Compressor
A0230502	ERP Business Process Review Services
A0230511	E-wing signage
A0230541	Liebert UPS battery and accessories
A0230565	E-wing access control equipment and installation
P-card	Wireless speaker phone and accessories
P-card	E-wing equipment raking and accessories
P-card	Interactive Video Conferencing furniture
P-card	2 refrigerators for E-wing remodel
P-card	1 Dell Latitude 3590 laptop

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments (Continued)

TAX LEVY RECEIVABLE

Through June 10, the District received tax levy payments totaling \$12,662,313.93 or 74.7% of the total levied. Last year's collection through June 11, 2018 was \$12,610,938.74 or 75.4% 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	\$145,414.86	73.5%
Columbia	3,560.96	\$2,371.93	66.6%
Dodge	3,114,265.57	\$2,269,481.33	72.9%
Fond du Lac	4,757,100.30	\$3,521,119.31	74.0%
Green Lake	1,448,524.47	\$987,695.57	68.2%
Marquette	20,619.33	\$14,531.86	70.5%
Sheboygan	5,841.45	\$4,214.55	72.2%
Washington	7,175,936.60	\$5,555,552.29	77.4%
Waushara	145,960.40	\$102,692.15	70.4%
Winnebago	<u>81,694.95</u>	<u>\$59,240.08</u>	72.5%
	<u>\$16,951,335.00</u>	<u>\$12,662,313.93</u>	<u>74.7%</u>

OTHER

The interest rate National Exchange Bank and Trust remains at 2.625% for May, 2019.

V. CONSENT ITEMS

C. Economic Development Contracting

EWD Board Report - June 2019										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract	
ACH Foam Technologies	Critical Core - ACH (Group 1)	4719641132027	\$ 5,268.12	\$ 2,563.08	\$ 2,705.04	14	0.28	Gellings	C00000000031648	
ACH Foam Technologies	Critical Core - ACH (Group 2)	4719641132028	\$ 5,283.70	\$ 2,571.70	\$ 2,712.00	15	0.3	Gellings	C00000000031648	
ACH Foam Technologies	Critical Core - ACH (Group 3)	4719641132029	\$ 5,268.30	\$ 2,556.30	\$ 2,712.00	14	0.28	Gellings	C00000000031648	
ACH Foam Technologies	10% Grant Administration Fee	T1234	\$ 1,582.01	\$ -	\$ 1,582.01	0	0	Gellings	C00000000031649	
Alliance Laundry Systems	Assessment Testing	T1296	\$ 374.25	\$ 150.87	\$ 223.38	0	0	Gellings	C00000000032507	
Apache Stainless	Mentor Training	471964032083	\$ 4,971.64	\$ 2,385.64	\$ 2,586.00	12	0.2	Gellings	C00000000031650	
Apache Stainless	10% Grant Administration Fee	T1235	\$ 497.16	\$ -	\$ 497.16	0	0	Gellings	C00000000031651	
Beaver Dam Chamber of Commerce	Leadership Starts Here - Part 2	4719640432490	\$ 1,110.00	\$ 553.32	\$ 556.68	10	0.05	Boynton	C00000000032328	
Benvenuto's Italian Grill	Time Management	4719643132479	\$ 809.60	\$ 392.40	\$ 417.20	10	0.03	Boynton	C00000000032327	
Bradley Corp	Statistical Analysis	4762343332454	\$ 7,945.16	\$ 2,548.94	\$ 5,396.22	10	0.25	Gellings	C00000000032147	
Bradley Corp	10% Grant Administration Fee	T1281	\$ 794.52	\$ -	\$ 794.52	0	0	Gellings	C00000000032148	
Breuer Metal Craftsmen Inc	Weld Certification Test	4744241532463	\$ 1,665.00	\$ 748.62	\$ 916.38	2	0.02	Gellings	C00000000032307	
Fives	First Responder Refresher	4753141110791	\$ 462.50	\$ 106.01	\$ 356.49	8	0.01	Justman	C00000000030307	
Fives	First Responder Refresher	4753141121452	\$ 462.50	\$ 106.01	\$ 356.49	6	0.01	Justman	C00000000030307	
Fives	First Responder Refresher	4753141121453	\$ 462.50	\$ 111.22	\$ 351.28	6	0.01	Justman	C00000000030307	
Fives	First Responder Refresher	4753141130569	\$ 462.50	\$ 111.22	\$ 351.28	7	0.01	Justman	C00000000030307	
Fives	First Responder Refresher	4753141130570	\$ 462.50	\$ 111.22	\$ 351.28	7	0.01	Justman	C00000000030307	
Fives	First Responder Refresher	4753141132056	\$ 462.50	\$ 111.22	\$ 351.28	8	0.01	Justman	C00000000030307	
Fives	First Responder Refresher	4753141132459	\$ 462.50	\$ 106.01	\$ 356.49	8	0.01	Justman	C00000000030307	
Fond du Lac Area Safety Council	Forklift Train the Trainer	4746040132532	\$ 600.00	\$ 134.08	\$ 465.92	11	0.04	Justman	C00000000032511	
Fond du Lac County	Supervision 101	4719646432452	\$ 5,759.24	\$ 2,210.44	\$ 3,548.80	16	0.32	Boynton	C00000000032207	
FDL County Dept of Comm. Programs	BLS Provider Refresher	4753145132535	\$ 490.00	\$ 242.01	\$ 247.99	10	0.03	Justman	C00000000032510	
FDL County Dept of Comm. Programs	BLS Provider Refresher	4753145132536	\$ 490.00	\$ 242.01	\$ 247.99	10	0.03	Justman	C00000000032510	

V. CONSENT ITEMS

C. Economic Development Contracting (continued)

EWD Board Report - June 2019										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract	
Grande Cheese	Intro to Servant Leadership	4719644832523	\$ 109.00	\$ 173.98	\$ (64.98)	1	0	Boynton	C00000000032509	
John Deere Horicon Works	First Responder Refresher	4753141122177	\$ 230.00	\$ 99.58	\$ 130.42	10	0.02	Gellings	C000000000030808	
John Deere Horicon Works	First Responder Refresher	4753141132298	\$ 230.00	\$ 99.58	\$ 130.42	8	0.01	Gellings	C000000000030808	
John Deere Horicon Works	First Responder Refresher	4753141132299	\$ 230.00	\$ 99.58	\$ 130.42	9	0.02	Gellings	C000000000030808	
Kewaskum High School	Computer Aided Mfg. - Mastercam B	1061714332039	\$ 1,941.80	\$ 804.49	\$ 1,137.31	14	0.47	Boynton	C000000000031631	
Kickhaefer Manufacturing Company	Blueprint Reading - 16hr	4762341232249	\$ 4,417.86	\$ 2,077.86	\$ 2,340.00	14	0.19	Gellings	C000000000031727	
Kickhaefer Manufacturing Company	10% Grant Administration Fee	T1246	\$ 441.79	\$ -	\$ 441.79	0	0	Gellings	C000000000031728	
Kickhaefer Manufacturing Company	GD&T - 24hr	4762341832474	\$ 6,359.16	\$ 2,870.94	\$ 3,488.22	8	0.16	Gellings	C000000000032387	
Kickhaefer Manufacturing Company	10% Grant Administration Fee	T1291	\$ 635.92	\$ -	\$ 635.92	0	0	Gellings	C000000000032388	
Lakeland Care District	Intro to Servant Leadership	4719644832523	\$ 109.00	\$ 173.98	\$ (64.98)	1	0	Boynton	C00000000032509	
Marchant Schmidt Inc	Mastercam 2D Level 1	4744444132537	\$ 5,400.00	\$ 1,340.82	\$ 4,059.18	2	0.04	Boynton	C000000000032508	
Markesan School District	Basic Anatomy	1080618931931	\$ 3,266.82	\$ 2,821.48	\$ 445.34	4	0.4	Boynton	C000000000031610	
Mercury Marine	Intro to Engine Fundamentals	4762041832496	\$ 6,842.11	\$ 1,312.84	\$ 5,529.27	15	0.23	Hall	C000000000032449	
Mercury Marine	10% Grant Administration Fee	T1294	\$ 684.21	\$ -	\$ 684.21	0	0	Hall	C000000000032467	
ORBIS Corporation	Mechanical Systems	4762041532460	\$ 993.10	\$ 434.35	\$ 558.75	5	0.02	Gellings	C000000000032308	
ORBIS Corporation	10% Grant Administration Fee	T1286	\$ 99.31	\$ -	\$ 99.31	0	0	Gellings	C000000000032309	
RAM Tool Inc	Preventing Workplace Harassment	4711640525531	\$ 435.00	\$ 402.20	\$ 32.80	3	0.01	Boynton	C000000000032487	
Seneca Foods Corporation	Heartsaver First Aid/CPR/AED	4753146532472	\$ 767.00	\$ 516.31	\$ 250.69	11	0.06	Justman	C000000000032312	
Seneca Foods Corporation	Heartsaver First Aid/CPR/AED	4753146532473	\$ 767.00	\$ 516.31	\$ 250.69	11	0.06	Justman	C000000000032312	
Slinger High School	Computer Aided Mfg. - Mastercam B	1061714332038	\$ 1,248.30	\$ 804.49	\$ 443.81	9	0.3	Boynton	C000000000031630	
Weasler Engineering	Assessment Testing	T1297	\$ 437.50	\$ 234.43	\$ 203.07	0	0	Gellings	C000000000032512	
Weid Fab Manufacturing Corp	Weld Certification Test	4744241532489	\$ 815.00	\$ 347.72	\$ 467.28	3	0.01	Boynton	C000000000032389	
West Bend East High School	Computer Aided Mfg. - Mastercam B	1061714332037	\$ 1,248.30	\$ 804.49	\$ 443.81	9	0.3	Boynton	C000000000031629	
TOTAL:			\$ 83,854.38	\$ 33,997.75	\$ 49,856.63	321	4.2			

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

Roll call vote:

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

VI. ACTION ITEMS

A. Approval of Contract for Legal Services

For several years, the District Board and District Administration have engaged the services of Dempsey, Edgerton, St. Peter, Petak & Rosenfeldt (formerly Edgerton, St. Peter, Petak & Rosenfeldt) for outside legal counsel. These legal services have included and will continue to include human relations/labor relations, contract review, real estate, construction projects, procurement, and student services. Confirming that no conflict of interest exists, the District desires to continue its legal relationship with Dempsey, Edgerton, St. Peter, Petak & Rosenfeldt for the fiscal year July 1, 2019 through June 30, 2020.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board authorize the President to enter into a contract with Dempsey, Edgerton, St. Peter, Petak & Rosenfeldt for legal services during the period July 1, 2019 – June 30, 2020.

Roll call vote:

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

VI. ACTION ITEMS

B. Approval of Resolution Modifying Reserves

The following resolution establishing reserves is required under Chapter TCS 7.05 of the Wisconsin Administrative Code which reads as follows:

(5) District Reserves. (a) Each district board may establish reserves and segregate a portion of a fund balance for a specific use for a specific period.

(b) Prior to the creation of a reserve, a district board shall adopt a resolution creating the reserve. The resolution shall state the specific purpose of the reserve, disclose the maximum amount that this reserve may accumulate to and specify the intended period of time over which the reserve shall exist. Nothing in this section shall preclude a district board from increasing or decreasing the amount of the reserve, provided the district board passes a resolution to this effect.

(c) No district board may establish or maintain reserves for contingent purposes.

(d) Prior to the adoption of its budget, each district shall disclose all reserves maintained by it, the amount contained in each reserve and the anticipated amount by which each reserve will be increased or decreased during the year for which the budget is adopted.

It is recommended that the Board adopt the following resolution establishing reserves.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board adopt the following resolution establishing the following reservations and segregations of fund balances at the dollar levels indicated:

Roll call vote:

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

VI. ACTION ITEMS

B. Approval of Resolution Modifying Reserves (Continued)

WHEREAS, the Wisconsin Administrative Code TCS 7.05(5) requires that a district board adopt a resolution creating reserves and requires that, prior to the adoption of its budget, each district disclose all reserves maintained by it, the amount contained in each reserve and the anticipated amount by which each reserve will be increased or decreased during the year for which the budget is adopted; and

WHEREAS, the Moraine Park Technical College District Board will be approving the District's 2019-20 Annual Budget.

THEREFORE, BE IT RESOLVED that the Moraine Park Technical College District Board hereby approves the following reservations and segregations of fund balances:

- RESERVE FOR CAPITAL PROJECTS - A segregation of a portion of the fund balance which is exclusively and specifically for the acquisition and improvement of sites and for the acquisition, construction, equipping, and renovation of buildings. At June 30, 2019, this reserve is planned to be \$9,283,277, but should not exceed \$7,443,959 over the next year in the Capital Projects Fund.
- RESERVE FOR DEBT SERVICE - A segregation of a portion of fund balance to provide for debt service requirements for the coming year which is planned to be \$936,738 at June 30, 2019, but should not exceed \$957,646 over the next year in the Debt Service Fund.
- RESERVE FOR STUDENT FINANCIAL ASSISTANCE - A segregation of a portion of fund balance to provide for financial aid to students. At June 30, 2019, this reserve is planned to be \$30,427 and should not exceed \$125,654 over the next year in the Special Revenue Fund (non-aidable).
- DESIGNATED FOR OPERATIONS - A designated segregation of a portion of fund balance to provide for fluctuations in operating cash balances. At June 30, 2019, this designation is planned to be \$10,987,650 and should not exceed this amount over the next year in the General Fund.
- DESIGNATED FUND BALANCE FOR SUBSEQUENT YEARS - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2019, this designation is planned to be \$182,780 and should not exceed this amount over the next year in the General Fund.
- DESIGNATED FUND BALANCE FOR SUBSEQUENT YEAR - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2019, this designation is planned to be \$211,088 and should not exceed this amount over the next year in the General Fund.

VI. ACTION ITEMS

B. Approval of Resolution Modifying Reserves (Continued)

- DESIGNATED FOR STATE AID FLUCTUATIONS - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2019, this designation is planned to be \$355,563 and should not exceed this amount over the next year in the General Fund.

- RESERVE FOR PREPAID ITEMS - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2019, this designation is planned to be \$1,003,611 and should not exceed this amount over the next year in the General Fund.

- DESIGNATED FUND BALANCE FOR SUBSEQUENT YEAR - A designated segregation of a portion of fund balance to be used to fund the forthcoming year's budget. At June 30, 2019, this designation is planned to be \$860,041 and should not exceed \$764,814 over the next year in the Special Revenue Fund (operational).

VI. ACTION ITEMS

C. Adoption of 2019-20 Institutional Plan and Budget

Two resolutions are needed to formally approve the District's budget for fiscal year 2019-20. These two resolutions cover the overall budget as reviewed at the public hearing and a resolution authorizing a tax levy on the full value of the taxable property of the District for the purpose of making capital improvements, acquiring equipment, payment of indebtedness, and operating and maintenance of the schools of the District.

The first resolution is necessary to meet the requirements as specified by the Wisconsin Technical College System Board and Wisconsin State Statute. The second, or tax levy authorization resolution, will be considered at the October Board meeting in order to meet the State requirements of setting the tax levy by October 31. This practice was begun in fiscal 1981-82 and must be continued to adhere to Chapter TCS 7.05(6) of the Wisconsin Administrative Code which reads as follows:

REVIEW OF PROPERTY TAX LEVY. Prior to certifying the property tax levy under s. 38.16(1), Stats., each district board shall recalculate the anticipated amount of financial resources available for district operations, using the most current data available at the district, to determine if the property tax levy should be adjusted.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the following resolution to adopt the institutional plan and budget for fiscal year 2019-20:

Roll call vote:

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

WHEREAS, the notice of the public hearing on the proposed 2019-20 budget of the Moraine Park Technical College District was published in the Fond du Lac Reporter, the West Bend News, and the Beaver Dam Daily Citizen by May 1, 2019, as a Class I Legal Notice; and

VI. ACTION ITEMS

C. Adoption of 2019-20 Institutional Plan and Budget (Continued)

WHEREAS, the Moraine Park Technical College District Board has held pursuant to Wis. Stat. sec. 65.90(4), a public hearing on the proposed 2019-20 budget on May 15, 2019 in Fond du Lac, Wisconsin, at the Moraine Park Technical College, 235 North National Avenue, at 5:05 p.m.

NOW, THEREFORE, BE IT RESOLVED that the Moraine Park Technical College District Board hereby adopts the budget of seventy-six million four hundred thirty-six thousand nine hundred twenty-four dollars (\$76,436,924) and the associated institutional plan as indicated in the attachment of this resolution for the making of capital improvements, payment of indebtedness, acquisition of equipment, and the operating and maintenance of the schools of the District for the fiscal year beginning July 1, 2019.

VI. ACTION ITEMS

D. **Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C**

The District Board, at the May 15 meeting, adopted Resolution 19-04 authorizing the issuance and setting the sale of general obligation promissory notes. The District intends to issue \$1,260,000 of General Obligation Promissory Notes under the resolution to include in the amount of \$1,200,000 for the public purpose of remodeling the West Bend campus, and \$60,000 for the public purpose of financing the acquisition of movable equipment. Bids for this note sale are being accepted on June 19, 2019, and will be presented at the June 19 District Board meeting for review and approval.

Additional materials in the form as necessary, and legal documents required to execute the sale, will be available that evening. Mr. John St. Peter, as the Board's attorney, is working with the legal counsel of Quarles and Brady to prepare all relevant documents.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board adopt the following resolution approving the award of bid and authorizing the sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C.

Roll call vote:

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

VI. ACTION ITEMS

D. **Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)**

WHEREAS, on May 15, 2019, the District Board of the Moraine Park Technical College District, Wisconsin (the "District") adopted a resolution (the "Authorizing Resolution") which authorized the issuance of General Obligation Promissory Notes, Series 2018-19C (the "Notes") in the amount of \$1,200,000 for the public purpose of financing building remodeling and improvement projects and in the amount of \$60,000 for the public purpose of financing the acquisition of movable equipment (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Fond du Lac Reporter and the West Bend Daily News on May 22, 2019 and in the Beaver Dam Daily Citizen on May 23, 2019 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes with respect to the Project;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on June 24, 2019;

WHEREAS, the District has directed Robert W. Baird & Co. Incorporated ("Baird") to take the steps necessary to sell the Notes;

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on June 19, 2019;

WHEREAS, the Secretary (in consultation with Baird) caused notice of the sale of the Notes to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale;

WHEREAS, the District has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the District. Baird has recommended that the District accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

VI. ACTION ITEMS

D. **Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)**

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District that:

Section 1. Ratification of the Official Notice of Sale and Offering Materials. The District Board hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Notice of Sale and any other offering materials prepared and circulated by Baird are hereby ratified and approved in all respects. All actions taken by officers of the District and Baird in connection with the preparation and distribution of the Official Notice of Sale and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of ONE MILLION TWO HUNDRED SIXTY THOUSAND DOLLARS (\$1,260,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, is hereby accepted (subject to the condition that no valid petition for a referendum is filed by June 24, 2019 with respect to the Notes). The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be retained by the District Treasurer and applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2018-19C"; shall be issued in the aggregate principal amount of \$1,260,000; shall be dated July 18, 2019; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on October 1, 2019. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on April 1, 2027 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2026 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

VI. ACTION ITEMS

D. **Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)**

If the Proposal specifies that any of the Notes are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the District shall direct.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2019 through 2028 for payments due in the years 2019 through 2029 in the amounts set forth on the Schedule. The amount of tax levied in the year 2019 shall be the total amount of debt service due on the Notes in the years 2019 and 2020; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of principal of or interest on the Notes in the year 2019.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

(D) Appropriation. The District hereby appropriates from taxes levied in anticipation of the issuance of the Notes, proceeds of the Notes or other funds of the District on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay debt service on the Notes coming due in 2019 as set forth on the Schedule.

VI. ACTION ITEMS

D. **Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)**

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2018-19C" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

VI. ACTION ITEMS

D. **Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)**

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed or for the payment of the principal of and the interest on the Notes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

VI. ACTION ITEMS

D. **Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)**

Section 10. Designation as Qualified Tax Exempt Obligations. The Notes are hereby designated as "qualified tax exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The District hereby authorizes the Chairperson and Secretary or other appropriate officers of the District to enter a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

VI. ACTION ITEMS

D. **Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)**

Section 13. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

Section 16. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

VI. ACTION ITEMS

D. **Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)**

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 18. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

VI. ACTION ITEMS

D. Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)

Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded June 19, 2019.

Mike Staral
Chairperson

ATTEST:

Lowell J. Prill
Secretary

(SEAL)

VI. ACTION ITEMS

D. Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)

EXHIBIT A

Official Notice of Sale

To be provided by Robert W. Baird & Co. Inc. and incorporated into the Resolution.

(See Attached)

EXHIBIT B

Bid Tabulation

To be provided by Robert W. Baird & Co. Inc. and incorporated into the Resolution.

(See Attached)

EXHIBIT C

Winning Bid

To be provided by Robert W. Baird & Co. Inc. and incorporated into the Resolution.

(See Attached)

EXHIBIT D-1

Pricing Summary

To be provided by Robert W. Baird & Co. Inc. and incorporated into the Resolution.

(See Attached)

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Robert W. Baird & Co. Inc. and incorporated into the Resolution.

(See Attached)

VI. ACTION ITEMS

D. Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)

[EXHIBIT MRP

Mandatory Redemption Provision

The Notes due on April 1, _____, _____ and _____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on April 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on April 1, _____

Redemption Date	Amount
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

Redemption Date	Amount
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

Redemption Date	Amount
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

Redemption Date	Amount
_____	\$ _____
_____	_____
_____	_____ (maturity)]

VI. ACTION ITEMS

D. Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)

EXHIBIT E

(Form of Note)

REGISTERED UNITED STATES OF AMERICA
NO. R _____ STATE OF WISCONSIN DOLLARS
MORaine Park Technical College District \$ _____
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2018-19C

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
April 1, _____ July 18, 2019 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, the Moraine Park Technical College District, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on October 1, 2019 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

VI. ACTION ITEMS

D. Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)

This Note is one of an issue of Notes aggregating the principal amount of \$1,260,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purposes of financing building remodeling and improvement projects (\$1,200,000) and the acquisition of movable equipment (\$60,000), as authorized by resolutions adopted on May 15, 2019 and June 19, 2019. Said resolutions are recorded in the official minutes of the District Board for said dates.

The Notes maturing on April 1, 2027 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2026 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the resolution awarding the sale of the Notes, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book entry only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

VI. ACTION ITEMS

D. Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)

This Note has been designated by the District Board as a "qualified tax exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the District appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and District may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

VI. ACTION ITEMS

D. Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)

IN WITNESS WHEREOF, the Moraine Park Technical College District, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and Secretary; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

MORaine PARK TECHNICAL COLLEGE
DISTRICT, WISCONSIN

By: _____
Mike Staral
Chairperson

(SEAL)

By: _____
Lowell J. Prill
Secretary

VI. ACTION ITEMS

D. Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned resolutions of the Moraine Park Technical College District, Wisconsin.

ASSOCIATED TRUST COMPANY, NATIONAL
ASSOCIATION,
GREEN BAY, WISCONSIN

By _____
Authorized Signatory

VI. ACTION ITEMS

D. Approval of Resolution Awarding the Sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C (continued)

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

VI. ACTION ITEMS

E. Proposed 2020-2021 Instructional Program Changes

Approval of Program Proposal – IT Cybersecurity Specialist Associate of Applied Science Degree

Proposed Components:

Program Name: IT Cybersecurity Specialist Associate of Applied Science Degree

Program Number: 10-151-2

Effective for the 2020-2021 Academic Year

The College is seeking the District Board's approval to submit a Program Proposal to the Wisconsin Technical College System Board (WTCSSB) to begin developing an IT Cybersecurity Specialist Associate of Applied Science Degree (AAS) Program to be offered in the 2020-2021 Academic Year. This program will also include a Career Pathway certificate, Information Security (12 credits).

The following chart indicates the estimated headcount and FTE impact for the initial three-year period.

Academic Year	Headcount	FTE
2020-2021	12	8
2021-2022	16	12
2022-2023	18	14

Headcount and FTE projections were estimated, based upon enrollments in an IT program that began in Fall 2018. Consideration was given to overall MPTC enrollment status.

Discussions regarding the potential development of a cybersecurity began in Fall 2018 during the IT programs advisory committee meeting. MPTC curriculum will include aspects of Checkpoint SecureAcademy, a comprehensive Cybersecurity certification system. Although typical entry for this profession is a bachelor's degree, in 2018 the national attainment level of Cybersecurity professionals at or below an associate degree level was 32.4%. District employers who are members of MPTC IT advisory committees note hiring practices that are consistent with this level of preparation.

There is a growing need for Cybersecurity in the Moraine Park district. The data collected shows an overall projected growth of 10.7% with highest concentrations in Fond du Lac and Washington counties.

VI. ACTION ITEMS

E. Proposed 2020-2021 Instructional Program Changes

Region	2018 Jobs	2023 Jobs	Change	% Change
● Region	56	62	6	10.7%
■ Dodge County, WI	<10	<10	Insf. Data	Insf. Data
▲ Fond du Lac County, WI	34	37	3	8.8%
◆ Green Lake County, WI	<10	<10	Insf. Data	Insf. Data
+ Washington County, WI	13	15	2	15.4%

Through researching open job postings within the district and the region, twenty (20) positions related to Cybersecurity are available in the Moraine Park Technical College District, while an addition fifteen (15) remote Cybersecurity positions are available. In addition to remote opportunities, there are fifty-two (52) projected openings within the Moraine Park district in 2023.

An analysis of job postings from January, 2018 to April, 2019 yield thirty-four (34) unique postings. During this time frame, an average four (4) new postings were made available each month with an average monthly hiring rate of two (2) Cybersecurity professionals.

Median annual earnings for this position are \$59,655.57.

VI. ACTION ITEMS

E. Proposed 2020-2021 Instructional Program Changes

Proposed Coursework:

IT Cybersecurity Specialist Associate of Applied Science Degree
 Proposed 2020-2021 Curriculum

Course #	Title	Credits
103-159	**Computer Literacy - Microsoft Office	1
890-101	**College 101	2
151-101	IT Fundamentals 1	3
151-102	IT Fundamentals 2	3
150-191	Principles of Information Security	3
150-192	Network Security Fundamentals	3
Total 1st Term Credits		15
150-110	Cloud Computing	3
150-193	Network Attacks and Firewalls	3
150-194	Network Defense and Countermeasures	3
152-172	Web Site Security	3
801-136	English Composition	3
809-166	Introduction to Ethics: Theory and Application	3
Total 2nd Term Credits		18
150-120	Microsoft Servers	3
150-122	Virtualization	3
154-128	Scripting	3
151-105	Ethical Hacking	3
809-1xx	Social Science Course	3
801-197	Technical Reporting	3
Total 3rd Term Credits		18
150-115	Internet of Things	3
152-117	Emerging Technologies and Innovations	3
151-110	IT Cybersecurity Capstone	3
804-1xx	Mathematics Course	3
809-1xx	Behavioral Science Course	3
Total 4th Term Credits		15
Total Program Credits and Institutional Requirements		66

VI. ACTION ITEMS

E. Proposed 2020-2021 Instructional Program Changes

Resources Required:

Some of the courses included in the program are already being taught in other IT programs. There are four new (4) courses that will be developed for this degree and eight (8) existing courses will be extensively revised. Revision of existing courses will align curriculum with industry-recognized credentials. Course completers will be eligible to attain Google IT Support Professional Certification, Checkpoint Certified Systems Administrator Certification, and Checkpoint Cybersecurity Certification.

Although existing College IT faculty are involved in the current program planning and will teach some courses in the program, there will be a need for an additional full-time program specific faculty to finalize development, delivery and maintenance of the program.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the Program Proposal for the IT Cybersecurity Specialist Associate of Applied Science Degree Program, and authorize staff to submit the proposal to the Wisconsin Technical College System Board for approval and to continue with the Program Implementation phase of the Program Development Process effective for the 2020-2021 academic year.

VI. ACTION ITEMS

F. Adoption of Resolution of Appreciation – Mike Staral

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board adopt the following resolution commending Mike Staral for his dedication and service to the Moraine Park Technical College District:

WHEREAS, Mike Staral has served as a Moraine Park Technical College District Board member since July 1, 2013; and

WHEREAS, he has represented the District as an Employer Member; and

WHEREAS, during his term of office he was a very active Board member, attending national, state and local events; having served as the Secretary, Vice-Chairperson and, most recently, Chairperson of the Moraine Park Technical College District Board, member of the Moraine Park Technical College Foundation Board, member of the Foundation's alumni committee and the Foundation's Promise program campaign committee; and, member of several committees of the District Boards Association; most recently as member of the Internal Best Practices Committee and Awards Committee.

WHEREAS, he has promoted technical and adult education in order to meet the educational and training needs of the District's citizens.

NOW, THEREFORE BE IT RESOLVED, that the Moraine Park Technical College District Board expresses its sincere appreciation to Mike Staral; and

BE IT FURTHER RESOLVED, that on behalf of the citizens of the District, the Board and the College's staff wish to express their gratitude to Mike Staral for his many years of loyal service, leadership, and friendship.

VII. 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. July Board Organizational Meeting, Monday, July 8, 5:00 pm, Fond du Lac Campus
2. Wisconsin Technical College System Board Meeting, July 9-10, Green Bay (NWTC)
3. District Boards Association Summer Meeting, July 18-20, Rice Lake (WITC)

VIII. CLOSED SESSION

A. Approval to Convene into Closed Session

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board convene into Closed Session pursuant to Wis. Stat. sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (regarding various personnel matters including evaluation of the College President).

Roll call vote:

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

IX. ACTION ITEM

A. Ratification of President's Employment Agreement

The District Board and President Baerwald have agreed on the renewal of the President's Employment Agreement from July 1, 2019 through June 30, 2020. The parties also agreed on the President's salary and benefits applicable to the 2019-20 fiscal year. The action, below, is to ratify approval of the Employment Agreement and the 2019-20 Salary/Benefits Summary letter.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board ratify and approve the President's Employment Agreement and Salary/Benefits Summary letter as prepared by the District Board's legal counsel.

Roll call vote:

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