

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

July 8, 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>	
IX. 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
_____ Hopp
_____ Prill
_____ Almeida
_____ Jung
_____ Fields
_____ Lloyd
_____ Zeratsky

IV. DISTRICT BOARD GOVERNANCE PROCESS

B. Election of Board Officers

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

The offices which must be filled include the following:

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

During the 2018-19 year, Mike Staral served as Chairperson, Lowell Prill as Secretary, and Kim Krueger as Treasurer. Board Policy BP 1.5 states that: “No person may serve as Chairperson for more than two successive annual terms.” The current Board members holding an office, other than Chairperson, are eligible to be reappointed for another term. A new Board Chairperson will need to be selected, as Mr. Staral is no longer a member of the MPTC District Board.

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

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.

Vice Chairperson's Role

The Vice Chairperson is elected by the Board of Trustees.

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

Secretary's Role

The Secretary is elected by the Board of Trustees.

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

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

Treasurer's Role

The Treasurer is elected by the Board of Trustees.

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

IV. DISTRICT BOARD GOVERNANCE PROCESS

C. Appointment of Finance Committee

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

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

All members of the Board, except Candy Fields, served on the Finance Committee during the 2018-19 year.

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.

IV. DISTRICT BOARD GOVERNANCE PROCESS

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

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

Recently received correspondence from the District Boards Association requests that the MPTC Board select their 2019-20 representatives to the Association’s committees at the July organizational meeting. New Board of Director members will be seated at the Association’s summer meeting in Green Bay on July 20.

BOARDS ASSOCIATION DELEGATE

Each district board which has a membership in the Wisconsin Technical College District Boards Association is entitled to representation on the Board of Directors of this Association. The primary function of MPTC’s delegate to the Boards Association would be to represent and vote on behalf of the Moraine Park District Board in regard to the business of the Association. The Boards Association Delegate is appointed for a two-year term. Dates important to the individual serving as Moraine Park’s Boards Association delegate would be the Association’s quarterly meetings scheduled for July 18-20 and October 30-November 2, 2019, and January 16-18 and mid-April, 2020. Vernon Jung was elected as President of the District Boards Association at the spring meeting in Fond du Lac to serve his first year of a two-year term that will be effective following the summer meeting on July 20. Association elected officers automatically serve as their district’s delegate. Therefore, no action is required to appoint a Board of Director delegate this year.

IV. DISTRICT BOARD GOVERNANCE PROCESS

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

EXTERNAL PARTNERSHIPS COMMITTEE

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

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

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

SUGGESTED MOTION:

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

IV. DISTRICT BOARD GOVERNANCE PROCESS

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

INTERNAL BEST PRACTICES COMMITTEE

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

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

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

SUGGESTED MOTION:

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

IV. DISTRICT BOARD GOVERNANCE PROCESS

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

BYLAWS, POLICIES AND PROCEDURES COMMITTEE

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

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

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

SUGGESTED MOTION:

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

IV. DISTRICT BOARD GOVERNANCE PROCESS

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

AWARDS COMMITTEE

The Awards Committee has responsibility for identifying and recognizing:

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

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

SUGGESTED MOTION:

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

Moraine Park Technical College

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)

IV. DISTRICT BOARD GOVERNANCE PROCESS

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

The Moraine Park Foundation has rolled out a strategic plan which includes realistic goals to grow financial resources (annual fund development, major gifts, and campaign projects) available to Moraine Park students and in support of College initiatives. To further strengthen the relationship between the Moraine Park Foundation Board and the District Board, the Foundation is requesting that a member from the District Board continue to serve as a non-voting liaison to the Foundation. This would be a two-year appointment, with a new District Board member replacing the outgoing member every two years. The Foundation Board currently meets three times a year and has additional committees that individuals may serve on. They typically meet in the fall, winter, and spring. Cindy Laubenstein served as the District Board's representative to the Moraine Park Foundation Board for the past two years.

SUGGESTED MOTION:

I move that _____ be appointed as the Moraine Park Technical College District Board representative to the Moraine Park Foundation Board.

IV. DISTRICT BOARD GOVERNANCE PROCESS

F. Approval of 2019-20 District Board Meeting Dates/Locations

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

Board Policy BP 1.6 states that: "The regular meetings of the District Board shall be held monthly, subject to change by call of the Chairperson with the approval of the District Board." The 2019-20 District Board meeting calendar that follows proposes to maintain the third Wednesday of the month as the regular meeting date, with one exception being the October meeting. The meetings would convene at the locations listed, and would generally begin at 5:00 p.m. The Finance Committee of the Board has historically met immediately prior to the Board meeting, generally beginning at 4:30 p.m. This meeting is called by the District Board Treasurer.

Wednesday, August 21, 2019 – Fond du Lac
Wednesday, September 18, 2019 – Ripon
Wednesday, October 23, 2019 – Fond du Lac
Wednesday, November 20, 2019 – Fond du Lac
Wednesday, December 18, 2019 – Fond du Lac
Wednesday, January 15, 2020 – West Bend
Wednesday, February 19, 2020 – Fond du Lac
Wednesday, March 18, 2020 – Fond du Lac
Wednesday, April 15, 2020 – Beaver Dam
Wednesday, May 20, 2020 – Fond du Lac
Wednesday, June 17, 2020 – Fond du Lac
Monday, July 13, 2020 - Fond du Lac (organizational meeting)

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the schedule of 2019-20 meeting dates and locations as presented.

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.

Minutes

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

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

Board Records

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

V. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the June 19, 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

Brandon Zellner, Contract Training Operations Manager, submitted his resignation effective June 30, 2019. Brandon had been with the College since May 2019.

Amy Meyer-Bremer, Recruiter, submitted her resignation effective July 10, 2019. Amy has been with the College since November 2013.

Paul Kwiecinski, Social Science Instructor, submitted his resignation effective May 21, 2019. Paul had been with the College since January 2011.

Recruitment – Support Professionals

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. After screening and interviewing, Bridget Murphy was selected and her start date was June 17, 2019.

Academic Advisor – Student Support Services/TRIO, West Bend Campus. This full-time vacancy was created with Kristine Buchanan changed positions. This position is responsible for recruiting and advising eligible TRIO Student Support Services (SSS) program students while providing required program services and referrals to appropriate support resources to ensure student motivation, academic success, retention, and graduation in accordance with applicable federal regulations governing SSS TRIO Programs. This position was posted internally with a closing date of June 27, 2019.

Recruiter, Fond du Lac Campus. This full-time vacancy was created when Amy Meyer-Bremer submitted her resignation. This position will provide outreach, recruitment, enrollment and initial retention of students through direct contact and assistance from application to registration. This position was posted internally/externally. Interviews will be held July 30, 2019.

Administrative Assistant – Trades, Fond du Lac Campus. This full-time vacancy was created when Judith Soukup submitted her resignation. This position provides administrative support and technical assistance to the Trades area work team. This position was posted internally/externally. Interviews will be held July 15, 2019.

Housekeeper, Fond du Lac Campus. This part-time vacancy was created when Bridget Murphy changed positions. This position performs custodial duties and heavy-duty cleaning throughout the Fond du Lac campus. This position was posted internally/externally until filled.

VI. CONSENT ITEMS

A. Employment (continued)

Recruitment – Support Professionals (continued)

Security Officer, West Bend Campus. This part-time vacancy was created when Tim Hanrahan submitted his resignation. This position, with oversight from the Security Manager, assists with MPTC's security and safety efforts at the West Bend campus, which includes loss prevention, parking enforcement, student, staff and public safety. This position was posted internally/externally. Interviews will be held July 17, 2019.

Security Officer, West Bend Campus. This part-time vacancy was created when Christine Hanson submitted her resignation. This position, with oversight from the Security Manager, assists with MPTC's security and safety efforts at the West Bend campus, which includes loss prevention, parking enforcement, student, staff and public safety. This position was posted internally/externally. Interviews will be held July 17, 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 will be held July 9, 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 June 19, 2019.

Recruitment – Management/Instructional Staff

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. After screening and interviewing, Latisha Spence-Brookens was selected and her start date is July 10, 2019.

Latisha earned her Bachelor's degree in Sociology, Criminology and Law Studies from Marquette University, her Master of Arts in Public Service from Marquette University and her Master of Science in Education from Kaplan University. Latisha was most recently employed with Kaplan University as the Campus President/Academic Dean for nine years.

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

VI. CONSENT ITEMS

A. Employment (continued)

Recruitment – Management/Instructional Staff (continued)

Contract Training Operations Manager, Fond du Lac Campus. This full-time vacancy was created when Brandon Zellner submitted his resignation. This position is responsible for the day to day operations supporting the coordination and delivery of customized training offerings for business and industry clients throughout the district. This position was posted internally with a closing date of July 3, 2019.

Careers Instructor, Beaver Dam Campus. This full-time vacancy was created when Kimberly Braatz submitted her resignation. This position is responsible for the delivery of comprehensive career development courses and services. This position was posted internally/externally until filled.

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 until filled.

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 July 2, 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 9, 2019.

Nursing Instructor, West Bend Campus. This full-time vacancy was created when Mary Scheuermann submitted her resignation. The primary teaching responsibility will be classroom and clinical instruction in the Nursing Program. This position was posted internally/externally. Interviews were held June 25, 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. Interviews were last held May 31, 2019. Steve Logan has postponed his resignation and will remain in this position until it is filled. This position was posted internally/externally until filled.

VI. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS: None.

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0230573	ERP CampusNexus Suite
A0230596	10 IP Indoor/Outdoor Speakers
A0230597	Furniture for the E-wing remodel
A0230641	Telepresence conversion furniture
A0230650	Signage for E-wing remodel
A0230672	Access Control for E-wing remodel
A0230698	ERP Consultant time and travel expenses
A0230744	E-wing remodel related expenses
A0230747	Access Control for E-wing remodel
A0230789	Liebert NX UPS
A0230808	Furniture for the E-wing remodel
A0230811	2 Cisco Virtualization Appliance Hardware
A0230865	Access Control equipment
P-card	Trash receptacles
P-card	4 Avis Mini Dome cameras
P-card	1 Dell Latitude 3590 laptop
P-card	93 Dell Precision 3630 Tower computer
P-card	2 Logitech SmartDock video conferencing units
P-card	2 Conference room controllers
P-card	7 Dell OptiPlex 3060 computers
P-card	34 Dell 22" Monitors
P-card	33 Dell OptiPlex 7060 laptops
P-card	37 iMac 27" CTO computers
P-card	3 Panasonic 5000 Lumen Projectors and accessories
P-card	29 Dell UltraSharp 24" Monitors
P-card	3 OwlLabs Meeting video conferencing devices
P-card	10 Dell Latitude 7490 laptop
P-card	2 Panasonic 65" monitors
P-card	1 EagleEye Director II Video Conferencing camera

VI. CONSENT ITEMS

B. Financial Management – Accounting/Investments (continued)

TAX LEVY RECEIVABLE

Through June 26, the District received tax levy payments totaling \$12,662,996.42 or 74.7% of the total levied. Last year's collection through June 26, 2018 were \$12,610,938.75 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	\$2,243,549.81	72.0%
Fond du Lac	4,757,100.30	\$3,526,096.57	74.1%
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	\$5,577,189.04	77.7%
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>\$12,662,996.42</u>	<u>74.7%</u>

OTHER

The interest rate National Exchange Bank and Trust for June, 2019 was not available at the time of this report.

Auditors completed their preliminary fieldwork during the week of June 17. Financial services and financial aid staff members are working on confirmations, systems documentation, and preliminary schedules for expense accounts and single audit testing. The auditors will return the week of September 30 to complete their fieldwork for the close of the 2018-19 fiscal year.

VI. CONSENT ITEMS

C. Economic Development Contracting

EWD Board Report - July 2019											
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract		
A&W Iron and Metal	Influentia Leadership Series	4719641132285	\$ 1,100.00	\$ 835.08	\$ 264.92	1	0.02	Boynton	C00000000031967		
A&W Iron and Metal	10% Grant Administra	T1260	\$ 110.00	\$ -	\$ 110.00	0	0	Boynton	C00000000031987		
A&W Iron and Metal	Leading Others Series	4719641132264	\$ 1,100.00	\$ 906.57	\$ 193.43	1	0.02	Boynton	C00000000031969		
A&W Iron and Metal	10% Grant Administration Fee	T1264	\$ 110.00	\$ -	\$ 110.00	0	0	Boynton	C00000000031991		
ACH Foam Technologies	Supervision 101 (Group A)	4719646432497	\$ 2,475.00	\$ 559.91	\$ 1,915.69	3	0.06	Gellings	C00000000032627		
ACH Foam Technologies	10% Grant Administration Fee	T1304	\$ 247.50	\$ -	\$ 247.50	0	0	Gellings	C00000000032628		
Alliance Laundry Systems	Supervision 101 (Group A)	4719646432497	\$ 4,125.00	\$ 932.25	\$ 3,192.75	5	0.1	Gellings	C00000000032627		
Alliance Laundry Systems	10% Grant Administration Fee	T1305	\$ 412.50	\$ -	\$ 412.50	0	0	Gellings	C00000000032629		
Amerquip	Six Sigma Green Belt	1062515032068	\$ 3,900.00	\$ 2,510.61	\$ 1,389.39	1	0.17	Gellings	C00000000031613		
Amerquip	Six Sigma Green Belt	1062515132069	\$ -	\$ -	\$ -	1	0.03	Gellings	C00000000031613		
Amerquip	10% Grant Administration Fee	T1231	\$ 390.00	\$ -	\$ 390.00	0	0	Gellings	C00000000031615		
Arrowhead Conveyor	Press Brake Boot Camp	4745740032493	\$ 1,500.00	\$ 427.87	\$ 1,072.13	1	0.04	Boynton	C00000000032367		
Arrowhead Conveyor	Print Reading - 16 hr	4762341232494	\$ 900.00	\$ 322.11	\$ 577.89	1	0.01	Boynton	C00000000032367		
Arrowhead Conveyor	10% Grant Administration Fee	T1290	\$ 200.00	\$ -	\$ 200.00	0	0	Boynton	C00000000032368		
Beaver Dam Community Hospitals Inc	Supervision 101 (Group A)	4719646432497	\$ 825.00	\$ 186.45	\$ 638.55	1	0.02	Gellings	C00000000032630		
Beaver Dam Community Hospitals Inc	10% Grant Administration Fee	T1306	\$ 82.50	\$ -	\$ 82.50	0	0	Gellings	C00000000032630		
Bradley Corp	Sales Training	4710440610871	\$ 18,055.60	\$ 1,840.00	\$ 16,215.60	5	0.03	Gellings	C00000000030367		
Bradley Corp	10% Grant Administration Fee	T1155	\$ 1,805.56	\$ -	\$ 1,805.56	0	0	Gellings	C00000000030368		
Bradley Corp	Project Management Fundamentals	4719647032401	\$ 2,159.99	\$ 717.83	\$ 1,442.16	18	0.12	Gellings	C00000000032127		
Bradley Corp	Project Management Fundamentals	4719647032430	\$ 2,142.69	\$ 882.53	\$ 1,260.16	14	0.09	Gellings	C00000000032127		
Bradley Corp	Project Management Essentials	4719647232408	\$ 4,172.90	\$ 1,288.58	\$ 2,884.32	15	0.2	Gellings	C00000000032127		
Bradley Corp	Project Management Essentials	4719647232437	\$ 4,172.04	\$ 2,084.21	\$ 2,087.83	10	0.13	Gellings	C00000000032127		
Bradley Corp	10% Grant Administration Fee	T1280	\$ 1,264.76	\$ -	\$ 1,264.76	0	0	Gellings	C00000000032128		
Burgess Norton Manufacturing Co	Supervision 101 (Group A)	4719646432497	\$ 825.00	\$ 186.45	\$ 638.55	1	0.02	Gellings	C00000000032627		
Burgess Norton Manufacturing Co	10% Grant Administration Fee	T1307	\$ 82.50	\$ -	\$ 82.50	0	0	Gellings	C00000000032647		
Burgess Norton Manufacturing Co	Industrial Maintenance Safety	1046210132085	\$ 488.75	\$ 532.21	\$ (43.46)	1	0.03	Boynton	C00000000031707		
Burgess Norton Manufacturing Co	Basic Blueprint/Schematic Reading	104621032086	\$ 488.75	\$ 295.46	\$ 193.29	1	0.03	Boynton	C00000000031707		
Burgess Norton Manufacturing Co	Intro to Power Transmission Systems	1046210332087	\$ 977.50	\$ 542.72	\$ 434.78	1	0.03	Boynton	C00000000031707		
Burgess Norton Manufacturing Co	Intro to Industrial Controls	1046210432089	\$ 488.75	\$ 295.46	\$ 193.29	1	0.03	Boynton	C00000000031707		
Burgess Norton Manufacturing Co	Basic Hydraulics/Pneumatics	1062010832088	\$ 977.50	\$ 542.73	\$ 434.77	1	0.03	Boynton	C00000000031707		
Burgess Norton Manufacturing Co	Programmable Controllers 1	1062010932090	\$ 488.75	\$ 295.47	\$ 193.28	1	0.03	Boynton	C00000000031707		
Burgess Norton Manufacturing Co	Grant Administration	T1243	\$ 390.00	\$ -	\$ 390.00	0	0	Boynton	C00000000031710		
Centro Inc	Leadership Development	4719644932023	\$ 13,523.76	\$ 5,770.55	\$ 7,753.21	11	0.55	Boynton	C00000000031507		
Centro Inc	10% Grant Administration Fee	T1218	\$ 1,352.38	\$ -	\$ 1,352.38	0	0	Boynton	C00000000031527		
Centro Inc	Industrial Maintenance Safety	1046210132085	\$ 488.75	\$ 532.21	\$ (43.46)	1	0.03	Boynton	C00000000031707		

VI. CONSENT ITEMS

C. Economic Development Contracting (continued)

EWD Board Report - July 2019										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract	
Centro Inc	Basic Blueprint/Schematic Reading	1046210232086	\$ 488.75	\$ 295.46	\$ 193.29	1	0.03	Boynton	C00000000031707	
Centro Inc	Intro to Power Transmission Systems	1046210332087	\$ 977.50	\$ 542.72	\$ 434.78	1	0.03	Boynton	C00000000031707	
Centro Inc	Intro to Industrial Controls	1046210432089	\$ 488.75	\$ 295.46	\$ 193.29	1	0.03	Boynton	C00000000031707	
Centro Inc	Basic Hydraulics/Pneumatics	1062010832088	\$ 977.50	\$ 542.73	\$ 434.77	1	0.03	Boynton	C00000000031707	
Centro Inc	Programmable Controllers 1	1062010932090	\$ 488.75	\$ 295.47	\$ 193.28	1	0.03	Boynton	C00000000031707	
Centro Inc	Grant Administration	T1244	\$ 390.00	\$ -	\$ 390.00	0	0	Boynton	C00000000031711	
City of Fond du Lac	Heartsaver First Aid	4753146532133	\$ 886.00	\$ 736.56	\$ 149.44	18	0.09	Justman	C00000000031947	
City of Fond du Lac	Heartsaver First Aid	4753146532134	\$ 886.00	\$ 645.75	\$ 240.25	18	0.09	Justman	C00000000031947	
City of Fond du Lac	Heartsaver First Aid	4753146532135	\$ 1,040.00	\$ 870.56	\$ 169.44	20	0.1	Justman	C00000000031947	
City of Fond du Lac	Heartsaver First Aid	4753146532136	\$ 835.00	\$ 594.75	\$ 240.25	15	0.08	Justman	C00000000031947	
Federal Tool & Engineering	Press Brake Boot Camp	4745740032390	\$ 4,500.00	\$ 1,283.62	\$ 3,216.38	3	0.12	Gellings	C00000000032347	
Federal Tool & Engineering	Print Reading - 16 hr	4762341232391	\$ 2,700.00	\$ 966.34	\$ 1,733.66	3	0.04	Gellings	C00000000032347	
Federal Tool & Engineering	10% Grant Administration Fee	T1288	\$ 600.00	\$ -	\$ 600.00	0	0	Gellings	C00000000032348	
Fives	Industrial Maintenance Safety	1046210131390	\$ 1,466.25	\$ 1,596.61	\$ (130.36)	3	0.1	Gellings	C00000000031687	
Fives	Basic Blueprint/Schematic Reading	1046210231391	\$ 1,466.25	\$ 886.40	\$ 579.85	3	0.1	Gellings	C00000000031687	
Fives	Intro to Power Transmission Systems	1046210331393	\$ 2,932.50	\$ 1,628.17	\$ 1,304.33	3	0.1	Gellings	C00000000031687	
Fives	Intro to Industrial Controls	1046210431395	\$ 1,466.25	\$ 886.40	\$ 579.85	3	0.1	Gellings	C00000000031687	
Fives	Basic Hydraulics/Pneumatics	1062010831394	\$ 2,932.50	\$ 1,628.17	\$ 1,304.33	3	0.1	Gellings	C00000000031687	
Fives	Programmable Controllers 1	1062010931396	\$ 1,466.25	\$ 886.37	\$ 579.88	3	0.1	Gellings	C00000000031687	
Fives	Grant Administration	T1242	\$ 1,170.00	\$ -	\$ 1,170.00	0	0	Gellings	C00000000031709	
Generac Power Systems	Press Brake Boot Camp	4745740032390	\$ 1,500.00	\$ 427.87	\$ 1,072.13	1	0.04	Gellings	C00000000032347	
Generac Power Systems	Print Reading - 16 hr	4762341232391	\$ 900.00	\$ 322.10	\$ 577.90	1	0.01	Gellings	C00000000032347	
Generac Power Systems	10% Grant Administration Fee	T1289	\$ 200.00	\$ -	\$ 200.00	0	0	Gellings	C00000000032349	
Ger mantown Mutual Insurance Co	Leading Others Serie	4719641132264	\$ 2,200.00	\$ 1,813.16	\$ 386.84	2	0.04	Boynton	C00000000031969	
Ger mantown Mutual Insurance Co	10% Grant Administration Fee	T1265	\$ 220.00	\$ -	\$ 220.00	0	0	Boynton	C00000000031992	
Grande Cheese	Six Sigma Green Belt	1062515032068	\$ 11,700.00	\$ 7,531.77	\$ 4,168.23	3	0.5	Gellings	C00000000031613	
Grande Cheese	Six Sigma Green Belt	1062515132069	\$ -	\$ -	\$ -	3	0.1	Gellings	C00000000031613	
Grande Cheese	10% Grant Administration Fee	T1230	\$ 1,170.00	\$ -	\$ 1,170.00	0	0	Gellings	C00000000031614	
Grande Cheese	Inflential Leadership Series	4719641132286	\$ 1,100.00	\$ 835.08	\$ 264.92	1	0.02	Gellings	C00000000031968	
Grande Cheese	10% Grant Administration Fee	T1263	\$ 110.00	\$ -	\$ 110.00	0	0	Gellings	C00000000031990	
Grande Cheese	Supervision 101 (Group A)	4719646432497	\$ 825.00	\$ 186.45	\$ 638.55	1	0.02	Gellings	C00000000032627	
Grande Cheese	10% Grant Administration Fee	T1308	\$ 82.50	\$ -	\$ 82.50	0	0	Gellings	C00000000032648	
Horicon Bank	Leading Others Series	4719641132404	\$ 8,705.86	\$ 5,025.37	\$ 3,680.49	8	0.16	Boynton	C00000000032167	
Horicon Bank	10% Grant Administration Fee	T1282	\$ 870.59	\$ -	\$ 870.59	0	0	Boynton	C00000000032168	
John Deere Horicon Works	CAD 3-D ProEngineer Creo	1061711232518	\$ 16,830.06	\$ 3,935.91	\$ 12,894.15	9	0.9	Gellings	C00000000032468	

VI. CONSENT ITEMS

C. Economic Development Contracting (continued)

EWD Board Report - July 2019										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract	
John Deere Horicon Works	10% Grant Administration Fee	T1295	\$ 1,683.01	\$ -	\$ 1,683.01	0	0	Gellings	C00000000032469	
Kickhaefer Manufacturing Company	Listen Effectively	4719641132269	\$ 1,021.44	\$ 398.20	\$ 623.24	12	0.04	Gellings	C00000000031737	
Kickhaefer Manufacturing Company	Communicate Clearly	4719641132270	\$ 957.56	\$ 334.32	\$ 623.24	12	0.04	Gellings	C00000000031737	
Kickhaefer Manufacturing Company	Work Cooperatively	4719641132271	\$ 957.10	\$ 333.86	\$ 623.24	11	0.04	Gellings	C00000000031737	
Kickhaefer Manufacturing Company	Positive Attitude	4719641132272	\$ 952.64	\$ 329.40	\$ 623.24	9	0.03	Gellings	C00000000031737	
Kickhaefer Manufacturing Company	Problem Solving	4719641132273	\$ 957.88	\$ 334.44	\$ 623.24	10	0.03	Gellings	C00000000031737	
Kickhaefer Manufacturing Company	10% Grant Administration Fee	T1251	\$ 484.64	\$ -	\$ 484.64	0	0	Gellings	C00000000031738	
Kickhaefer Manufacturing Company	Communication Overview	4719641132524	\$ 1,111.60	\$ 537.60	\$ 574.00	8	0.01	Gellings	C00000000032447	
Kickhaefer Manufacturing Company	10% Grant Administration Fee	T1293	\$ 111.16	\$ -	\$ 111.16	0	0	Gellings	C00000000032448	
Kondex Corporation	Leading Others Series	4719641132282	\$ 1,100.00	\$ 906.57	\$ 193.43	1	0.02	Gellings	C00000000031970	
Kondex Corporation	10% Grant Administration Fee	T1266	\$ 110.00	\$ -	\$ 110.00	0	0	Boynton	C00000000031993	
Kondex Corporation	Think Critically	4719641122554	\$ 805.40	\$ 369.88	\$ 435.52	6	0.02	Gellings	C00000000031447	
Kondex Corporation	Problem Solving	4719641131918	\$ 808.64	\$ 374.04	\$ 434.60	4	0.01	Gellings	C00000000031447	
Kondex Corporation	Communicate Clearly	4719641131919	\$ 805.40	\$ 370.80	\$ 434.60	5	0.02	Gellings	C00000000031447	
Kondex Corporation	Listen Effectively	4719641131920	\$ 805.40	\$ 370.80	\$ 434.60	5	0.02	Gellings	C00000000031447	
Kondex Corporation	Adapt to Change	4719641131921	\$ 808.64	\$ 374.04	\$ 434.60	8	0.03	Gellings	C00000000031447	
Kondex Corporation	10% Grant Administration Fee	T1216	\$ 403.35	\$ -	\$ 403.35	0	0	Gellings	C00000000031467	
Mayville Engineering Co Inc	Industrial Maintenance Safety	1046210131390	\$ 488.75	\$ 532.21	\$ (43.46)	1	0.03	Gellings	C00000000031687	
Mayville Engineering Co Inc	Basic Blueprint/Schematic Reading	1046210231391	\$ 488.75	\$ 295.46	\$ 193.29	1	0.03	Gellings	C00000000031687	
Mayville Engineering Co Inc	Intro to Power Transmission Systems	1046210331393	\$ 977.50	\$ 542.72	\$ 434.78	1	0.03	Gellings	C00000000031687	
Mayville Engineering Co Inc	Intro to Industrial Controls	1046210431395	\$ 488.75	\$ 295.46	\$ 193.29	1	0.03	Gellings	C00000000031687	
Mayville Engineering Co Inc	Basic Hydraulics/Pneumatics	10620110831394	\$ 977.50	\$ 542.73	\$ 434.77	1	0.03	Gellings	C00000000031687	
Mayville Engineering Co Inc	Programmable Controllers 1	10620110931396	\$ 488.75	\$ 295.47	\$ 193.28	1	0.03	Gellings	C00000000031687	
Mayville Engineering Co Inc	Grant Administration	T1241	\$ 390.00	\$ -	\$ 390.00	0	0	Gellings	C00000000031708	
Mercury Marine	CNC Machining Fundam	4744440532439	\$ 19,475.82	\$ 9,735.02	\$ 9,740.80	10	0.67	Hall	C00000000032187	
Mercury Marine	NIMS Review	4744440532440	\$ 1,330.00	\$ 1,256.48	\$ 73.52	10	0.02	Hall	C00000000032187	
Mercury Marine	10% Grant Administration Fee	T1283	\$ 2,080.58	\$ -	\$ 2,080.58	0	0	Hall	C00000000032188	
Mercury Marine	GD&T - 24hr	4762341832548	\$ 6,927.60	\$ 3,468.42	\$ 3,459.18	15	0.3	Hall	C00000000032587	
Mercury Marine	10% Grant Administration Fee	T1300	\$ 692.76	\$ -	\$ 692.76	0	0	Hall	C00000000032588	
Mid States Aluminum	Team Leadership Series	4719644932098	\$ 1,652.10	\$ 762.02	\$ 890.08	5	0.03	Gellings	C00000000031669	
Mid States Aluminum	10% Grant Administration Fee	T1240	\$ 165.21	\$ -	\$ 165.21	0	0	Gellings	C00000000031670	
Mid States Aluminum	GD&T - 24hr	4762341832353	\$ 7,953.12	\$ 3,812.63	\$ 4,140.49	18	0.36	Gellings	C00000000032015	
Mid States Aluminum	10% Grant Administration Fee	T1272	\$ 795.31	\$ -	\$ 795.31	0	0	Gellings	C00000000032016	
RAM Tool Inc	Supervision 101 (Group A)	4719646432497	\$ 825.00	\$ 186.45	\$ 638.55	1	0.02	Gellings	C00000000032627	
RAM Tool Inc	10% Grant Administration Fee	T1309	\$ 82.50	\$ -	\$ 82.50	0	0	Gellings	C00000000032649	

VI. CONSENT ITEMS

C. Economic Development Contracting (continued)

EWD Board Report - July 2019										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract	
Sadoff Iron & Metal Company	Influential Leadership Series	4719641132285	\$ 1,100.00	\$ 835.08	\$ 264.92	1	0.02	Boynton	C00000000031967	
Sadoff Iron & Metal Company	10% Grant Administration Fee	T1261	\$ 110.00	\$ -	\$ 110.00	0	0	Boynton	C000000000031988	
Sadoff Iron & Metal Company	Supervision 101 (Group A)	4719646432497	\$ 825.00	\$ 186.45	\$ 638.55	1	0.02	Gellings	C000000000032627	
Sadoff Iron & Metal Company	10% Grant Administration Fee	T1311	\$ 82.50	\$ -	\$ 82.50	0	0	Gellings	C000000000032650	
Sadoff Iron & Metal Company	Industrial Maintenance Safety	1046210132085	\$ 977.50	\$ 1,064.38	\$ (86.88)	2	0.07	Boynton	C000000000031707	
Sadoff Iron & Metal Company	Basic Blueprint/Schematic Reading	1046210222086	\$ 977.50	\$ 590.93	\$ 386.57	2	0.07	Boynton	C000000000031707	
Sadoff Iron & Metal Company	Intro to Power Transmission Systems	1046210322087	\$ 1,955.00	\$ 1,085.44	\$ 869.56	2	0.07	Boynton	C000000000031707	
Sadoff Iron & Metal Company	Intro to Industrial Controls	1046210432089	\$ 977.50	\$ 590.93	\$ 386.57	2	0.07	Boynton	C000000000031707	
Sadoff Iron & Metal Company	Basic Hydraulics/Pneumatics	1062010832088	\$ 1,955.00	\$ 1,085.43	\$ 869.57	2	0.07	Boynton	C000000000031707	
Sadoff Iron & Metal Company	Programmable Controllers 1	1062010932090	\$ 977.50	\$ 590.92	\$ 386.58	2	0.07	Boynton	C000000000031707	
Sadoff Iron & Metal Company	Grant Administration	T1245	\$ 780.00	\$ -	\$ 780.00	0	0	Gellings	C000000000031712	
Seneca Foods Corporation	Welding - GTAW	4744240531922	\$ 9,215.90	\$ 3,884.17	\$ 5,331.73	10	0.33	Boynton	C000000000031487	
Seneca Foods Corporation	10% Grant Administration Fee	T1217	\$ 921.59	\$ -	\$ 921.59	0	0	Boynton	C000000000031488	
Spiros Industries	Influential Leadership Series	4719641132285	\$ 2,200.00	\$ 1,670.16	\$ 529.84	2	0.04	Boynton	C000000000031967	
Spiros Industries	10% Grant Administration Fee	T1262	\$ 220.00	\$ -	\$ 220.00	0	0	Boynton	C000000000031989	
Spiros Industries	Supervision 101 (Group A)	4719646432497	\$ 825.00	\$ 186.45	\$ 638.55	1	0.02	Gellings	C000000000032627	
Spiros Industries	10% Grant Administration Fee	T1310	\$ 82.50	\$ -	\$ 82.50	0	0	Gellings	C000000000032651	
Steel Craft Corporation	Blueprint Reading - 12hr Basic	4762341232533	\$ 3,134.10	\$ 1,710.40	\$ 1,423.70	18	0.18	Gellings	C000000000032589	
Steel Craft Corporation	10% Grant Administration Fee	T1301	\$ 313.41	\$ -	\$ 313.41	0	0	Gellings	C000000000032590	
Steel Craft Corporation	Blueprint Reading - 12hr Basic	4762341232534	\$ 2,919.35	\$ 1,495.65	\$ 1,423.70	13	0.13	Gellings	C000000000032607	
Steel Craft Corporation	10% Grant Administration Fee	T1302	\$ 291.94	\$ -	\$ 291.94	0	0	Gellings	C000000000032608	
X-Cel Tooling Incorporated	G&M Code Programming	4762343132403	\$ 8,086.03	\$ 2,534.17	\$ 5,551.86	8	0.27	Gellings	C000000000032069	
X-Cel Tooling Incorporated	10% Grant Administration Fee	T1276	\$ 808.60	\$ -	\$ 808.60	0	0	Gellings	C000000000032070	
TOTAL:			\$ 39,735.92	\$ 17,510.56	\$ 22,225.36	66	1.43			

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

Roll call vote:

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

VII. ACTION ITEMS

A. Approval of Three-Year Facilities Plan

Administrative Bulletin AB 04-01 directs that, annually, each Wisconsin Technical College District prepare and submit a Three-Year Facilities Plan to the Wisconsin Technical College System Board (WTCSB). The Plan must be approved by the District Board and submitted no later than August 1 of each year. In accordance with WTCS Office directive, the reporting shall be by fiscal year and include information for the current and next two fiscal years. The Plan will be accepted and reviewed by the WTCSB, but no action will be taken as capital building and remodeling projects continue to be subject to review and approval on an individual basis pursuant to s.38.04(10), Stats. AB 04-01 provides the direction for arrangement and content of the Plan.

In accordance with AB 04-01, facility development projects, acquisitions, construction of new or additional facilities, and remodeling, which have not been included in the Plan, will not be considered for WTCSB review and approval. However, recognizing the need for districts to be responsive, an exception may be granted to this policy provided extenuating circumstances can be documented. The WTCSB will act on granting an exception prior to taking any action on the project.

The current Three-Year Facilities Plan has been included in the July Board agenda packets for review. It is recommended that the Three-Year Facilities Plan for 2019-22 be approved and submitted to the Wisconsin Technical College System Board for their acceptance.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the 2019-22 Three-Year Facilities Plan and, further, that the Plan be submitted to the Wisconsin Technical College System Board for their acceptance.

VIII. CORRESPONDENCE AND REPORTS

D. District Boards Association Reports/Upcoming Events

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

1. Wisconsin Technical College System Board Meeting, July 9-10, Green Bay (NWTC)
2. District Boards Association Summer Meeting, July 18-20, Rice Lake (WITC)
3. Convocation, August 19 (Beaver Dam and West Bend) and August 20 (Fond du Lac)
4. WTCS Board Meeting, September 10-11, Fond du Lac Campus