

# MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

September 18, 2019 - 5:00 p.m.

Moraine Park Technical College - Ripon Regional Center  
Ripon High School  
850 Tiger Drive, Ripon, WI 54971  
Community Room, Room 1100

## AGENDA

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<i>(Note: A majority of Board members may be attending the meetings/conferences at the dates/places, and for the purposes referenced in this document. This notice is being provided to comply with Wisconsin Open Meetings Law.)</i>	

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**VIII. CLOSED SESSION**

- A. Approval to convene into Closed Session pursuant to Wis. Stat. sec. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, and conducting other public business because competitive and bargaining reasons require a closed session (regarding the current software and professional services contracts with CMC and Campus Works). 19

**IX. ADJOURNMENT**

## I. ROLL CALL – 5:00 p.m.

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### 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. APPROVAL OF MINUTES

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**SUGGESTED MOTION:**

*I move that the Moraine Park Technical College District Board approve the August 21, 2019 meeting minutes as presented.*

## V. CONSENT ITEMS

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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

Beth Mendoza, Leader Development and Succession Partner, submitted her resignation effective October 11, 2019. Beth has been with the College since February 1999.

Linda Lefeber, Housekeeper, submitted her retirement effective November 1, 2019. Linda has been with the College since January 2018.

#### Recruitment – Support Professionals

Housekeeper, Fond du Lac Campus. This part-time vacancy was created when Andrew Hunt changed positions. This position performs custodial duties and heavy-duty cleaning throughout the Fond du Lac Campus. After screening and interviewing, Kim Diaz was selected and her start date is September 23, 2019.

Housekeeper, Beaver Dam Campus. This full-time vacancy was created when Ron Nehmer submitted his resignation. This position performs custodial duties and heavy-duty cleaning throughout the Beaver Dam Campus. After screening and interviewing, Austin Schwoch was selected and his start date was September 3, 2019.

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. After screening and interviewing, Julie Flaherty was selected and her start date was September 10, 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. After screening and interviewing, Sheri Sandoval was selected and her start date is September 16, 2019.

Philanthropy Specialist, Fond du Lac Campus. This full-time vacancy was created when Nancy Hintz submitted her resignation. This position is responsible for building lifelong relationships with donor partners who desire to change the world through education. This position was posted internally/externally. Interviews were last held September 6, 2019.

## V. CONSENT ITEMS

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### A. Employment (continued)

#### Recruitment – Support Professionals (continued)

Recruitment and Admissions Communications Specialist, Fond du Lac Campus. This full-time vacancy was created with Elizabeth Mitchell changed positions. This position is responsible for the coordination of standard recruitment and admissions communication processing through CRM and manual processing in line with established communication plans and student engagement efforts. Interviews were last held September 17, 2019.

Housekeeper, Beaver Dam Campus. This part-time vacancy was created when Donna Nowak submitted her resignation. This position performs custodial duties and heavy-duty cleaning throughout the Beaver Dam Campus. Interview were last held August 15, 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 has been put on hold.

#### Recruitment – Management/Instructional Staff

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. After screening and interviewing, Brianna Matheson was selected and her start date was September 12, 2019.

Brianna earned her Associate's degree in Medical Assistant from Madison Area Technical College. Brianna was most recently employed as a Certified Medical Assistant for five years at UW Health.

It is recommended that the Moraine Park Technical College District Board offer a 2019-20 contract to Brianna Matheson and further that she be placed in Salary grade F1 on the Faculty salary schedule.

Associate Director of Talent Acquisition, Fond du Lac Campus. **This new, full-time position is funded in the 2019-20 budget.** This position is responsible for the operation of the Talent Acquisition major process of the Talent Management Support System. This position was posted internally/externally. Interviews will be held September 24, 2019.

Employee Experience Generalist, Fond du Lac Campus. This full-time vacancy was created when Nicole Kohlmann submitted her resignation. This position will provide employee relations support and assist the Vice President - Talent Management and the Director of Talent Management with Talent Management functions and projects. This position was posted internally/externally. Interviews will be held September 30, 2019.

## V. CONSENT ITEMS

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### A. Employment (continued)

#### Recruitment – Management/Instructional Staff (continued)

Curriculum Coordinator, Beaver Dam Campus. This full-time vacancy was created when Wendy Herrmann changed positions. This position collaborates with faculty and staff to manage the development and maintenance of courses and curriculum. This position was posted internally/externally. Interviews will be held September 20, 2019.

Economic and Workforce Development Leadership Instructor, Fond du Lac Campus. This full-time vacancy was created when Amy Beaman submitted her resignation. The primary teaching responsibility will be in the areas of team building, leadership, and communication. This position was posted internally/externally. Interviews were last held August 30, 2019.

Paramedic 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 programs. This position was posted internally/externally.

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.

## V. CONSENT ITEMS

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### B. Financial Management – Accounting/Investments

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

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0231152	Anatontage Table
A0231154	ERP CampusNexus Suite Saas Services
A0231169	Storage caging and racking
A0231196	ERP Consultant time and travel expenses
A0231255	ERP Consultant time and travel expenses
A0231269	ERP Business Process Review Services
A0231298	ERP Project Management expenses
A0231350	ERP Consultant time and travel expenses
A0231365	West Bend remodel rekeying services and equipment
A0231366	3 Multi-functional printers and 1 printer
A0231379	ERP Business Process Review Services
A0231391	West Bend remodel signage
P-card	6 Extron digital transmitters and accessories
P-card	15 OptiPlex 7060 Desktop computers
P-card	GE Healthcare MAC 5500 EKG machine
P-card	9 Dell Latitude 7490 laptops
P-card	Fiber laser cutting machine down payment
P-card	Sony Camera
P-card	2 Roland Video Switcher
P-card	1 EagleEye Director camera system



## V. CONSENT ITEMS

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### B. Financial Management – Accounting/Investments (Continued)

#### TAX LEVY RECEIVABLE:

Through September 6 all 130 municipalities have submitted the tax levy payments. 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	\$197,830.97	100%
Columbia	3,560.96	3,560.96	100%
Dodge	3,114,265.57	3,114,265.57	100%
Fond du Lac	4,757,100.30	4,757,100.30	100%
Green Lake	1,448,524.47	1,448,524.47	100%
Marquette	20,619.33	20,619.33	100%
Sheboygan	5,841.45	5,841.45	100%
Washington	7,175,936.60	7,175,936.60	100%
Waushara	145,960.40	145,960.40	100%
Winnebago	<u>81,694.95</u>	<u>81,694.95</u>	100%
	<u>\$16,951,335.00</u>	<u>\$16,951,335.00</u>	<u>100%</u>

#### OTHER

The interest rate National Exchange Bank and Trust remains at 2.375% for August, 2019.

## V. CONSENT ITEMS

### C. Economic Development Contracting

EWD Board Report											
September 2019											
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract		
Advanced Tooling Inc	AutoCAD Basics	4760740010816	\$ 2,888.88	\$ 1,027.92	\$ 1,860.96	3	0.03	Gellings	C000000000032890		
Advanced Tooling Inc	10% Grant Administration Fee	T1329	\$ 288.89	\$ -	\$ 288.89	0	0	Gellings	C000000000032891		
American Industrial Sys	Welding Training	4744240510819	\$ 4,500.00	\$ 1,673.70	\$ 2,826.30	17	0.28	Gellings	C000000000032887		
American Industrial Sys	10% Grant Administration Fee	T1330	\$ 450.00	\$ -	\$ 450.00	0	0	Gellings	C000000000032893		
Kraft Foods	Electrical Concepts	4741342910440	\$ 1,807.36	\$ 364.91	\$ 1,442.45	8	0.05	Boynton	C000000000032427		
Kraft Foods	Welding Training	4744240510439	\$ 4,171.30	\$ 1,812.78	\$ 2,358.52	8	0.11	Boynton	C000000000032427		
Kraft Foods	Interpreting Engineer Drawings	4744445010611	\$ 913.44	\$ 343.36	\$ 570.08	8	0.03	Boynton	C000000000032427		
Kraft Foods	PLC Basics	4762040210438	\$ 3,630.96	\$ 1,256.40	\$ 2,374.56	8	0.11	Boynton	C000000000032427		
Kraft Foods	10% Grant Administration Fee	T1292	\$ 1,052.31	\$ -	\$ 1,052.31	0	0	Boynton	C000000000032428		
Mercury Marine	Maint Tech Fundamentals	4760640210818	\$ 3,216.72	\$ 1,376.80	\$ 1,839.92	11	0.15	Hall	C000000000032888		
Mercury Marine	10% Grant Administration Fee	T1328	\$ 321.67	\$ -	\$ 321.67	0	0	Hall	C000000000032889		
Mercury Marine	CNC Machining Fundamentals	4744440510842	\$ 21,547.03	\$ 11,834.63	\$ 9,712.40	10	0.67	Hall	C000000000033007		
Mercury Marine	NIMS Review	4744440521420	\$ 1,330.00	\$ 1,264.96	\$ 65.04	10	0.02	Hall	C000000000033007		
Mercury Marine	10% Grant Administration Fee	T1335	\$ 2,287.71	\$ -	\$ 2,287.71	0	0	Hall	C000000000033027		
ORBIS Corporation	Electricity	4741342910849	\$ 1,970.40	\$ 661.70	\$ 1,308.70	5	0.03	Gellings	C000000000032988		
ORBIS Corporation	10% Grant Administration Fee	T1334	\$ 197.04	\$ -	\$ 197.04	0	0	Gellings	C000000000032989		
		<b>TOTAL:</b>	<b>\$ 50,573.71</b>	<b>\$ 21,617.16</b>	<b>\$ 28,956.55</b>	<b>88</b>	<b>1.48</b>				

## V. CONSENT ITEMS

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### **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 August be approved and payments are authorized, ordered, and confirmed.***

Roll call vote:

\_\_\_\_\_ Schwab  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Hopp  
\_\_\_\_\_ Almeida  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Zeratsky

## VI. ACTION ITEMS

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### A. Approval of Retirement

The following employee has informed the College that she will be retiring from the Moraine Park District:

<u>Employee</u>	<u>Title</u>	<u>Effective Date</u>	<u>Date Hired</u>
Linda Lefeber	Housekeeper	November 1, 2019	January 29, 2018

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board accept the retirement of Linda Lefeber:***

***This employee has proven to be a very dedicated, cooperative, and hard-working employee of Moraine Park Technical College. The Board hereby accepts her retirement and expresses sincere appreciation for her many contributions and years of service. The Board also wishes to express its appreciation on behalf of the citizens of the Moraine Park District.***

## VI. ACTION ITEMS

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**B. Approval of Resolution Authorizing the Issuance of \$4,125,000 General Obligation Promissory Notes, Series 2019-20A**

Included in the 2019-20 budget, as adopted by the District Board on June 19, 2019 was a plan to issue a series of promissory notes to finance various capital projects and equipment needs of the District. A calendar was drafted for each of the individual projects, and a finance plan for the fiscal year was created. This particular issue is meant to finance \$1,500,000 for the addition on the O-wing of the Fond du Lac campus and \$2,625,000 for movable equipment.

We have reviewed the process with our financial consultant, and bond counsel has prepared the appropriate legal resolution. The timeframe for this issue includes the acceptance of bids on Wednesday, October 23, 2019, with presentation to the Board that evening.

Bond counsel has prepared the following resolution for Board action. Mr. John St. Peter, as the Board's attorney, is working with the legal counsel of Quarles & Brady to prepare all relevant documents.

**SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board adopt the following resolution authorizing the issuance and setting the sale of \$4,125,000 General Obligation Promissory Notes, Series 2019-20A, in the amount of \$1,500,00 for the public purpose of financing the addition and \$2,625,000 for the public purpose of financing the acquisition of movable equipment.***

## VI. ACTION ITEMS

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### **B. Approval of Resolution Authorizing the Issuance of \$4,125,000 General Obligation Promissory Notes, Series 2019-20A (continued)**

WHEREAS, Moraine Park Technical College District, Wisconsin ("District") is presently in need of \$1,500,000 for the public purpose of financing the construction of building additions or enlargements at the Fond du Lac campus and \$2,625,000 for the public purpose of financing the acquisition of movable equipment; and

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purposes through the issuance of general obligation promissory notes pursuant to the provisions of Section 67.12(12), Wis. Stats.;

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,500,000 for the public purpose of financing the construction of building additions or enlargements at the Fond du Lac campus; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$2,625,000 for the public purpose of financing the acquisition of movable equipment; and be it further

RESOLVED, THAT:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in an aggregate principal amount not to exceed \$4,125,000 and designated "General Obligation Promissory Notes, Series 2019-20A" (the "Notes"), the proceeds of which shall be used for the purposes specified above in amounts not to exceed those set forth above.

Section 2. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of the resolutions authorizing the Notes to be given to the electors of the District by publishing notices thereof in the Fond du Lac Reporter, Beaver Dam Daily Citizen and The Daily News, the official District newspapers published and having general circulation in the District, which newspapers are found and determined to be likely to give notice to the electors, such notices to be in substantially the forms set forth on Exhibits A and B hereto.

Section 3. Sale of Notes. The Notes shall be offered for public sale. At its October 23, 2019 meeting or a subsequent meeting, the District Board shall consider such bids for the Notes as may have been received and take action thereon.

## VI. ACTION ITEMS

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**B. Approval of Resolution Authorizing the Issuance of \$4,125,000 General Obligation Promissory Notes, Series 2019-20A (continued)**

Section 4. Official Notice of Sale. The District Secretary shall cause an Official Notice of Sale for the Notes to be prepared and forwarded to prospective bidders.

Section 5. Official Statement. The District Secretary shall cause an Official Statement to be prepared by the District's financial advisor, Robert W. Baird & Co. Incorporated. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted this 18th day of September, 2019.

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J. Bur Zeratsky  
Chairperson

ATTEST:

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Lowell J. Prill  
Secretary

## VI. ACTION ITEMS

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**B. Approval of Resolution Authorizing the Issuance of \$4,125,000 General Obligation Promissory Notes, Series 2019-20A (continued)**

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Moraine Park Technical  
College District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above named District, at a meeting duly called and held on September 18, 2019, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,500,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the construction of building additions or enlargements at the Fond du Lac campus.

A copy of said resolution is on file in the District Office, 235 North National Avenue, Fond du Lac, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5., Wis. Stats., requesting a referendum thereon at a special election.

Dated September 18, 2019.

BY ORDER OF THE DISTRICT BOARD

District Secretary



## VI. ACTION ITEMS

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**B. Approval of Resolution Authorizing the Issuance of \$4,125,000 General Obligation Promissory Notes, Series 2019-20A (continued)**

EXHIBIT B

NOTICE

TO THE ELECTORS OF:

Moraine Park Technical  
College District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above named District, at a meeting duly called and held on September 18, 2019, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$2,625,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the acquisition of movable equipment.

A copy of said resolution is on file in the District Office, 235 North National Avenue, Fond du Lac, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5., Wis. Stats., requesting a referendum thereon at a special election.

Dated September 18, 2019.

BY ORDER OF THE DISTRICT BOARD

District Secretary

## **VII. CORRESPONDENCE AND REPORTS**

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### **F. 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. ACCT Leadership Congress, October 16-19, San Francisco, California
2. District Board Meeting, October 23, MPTC Fond du Lac Campus
3. District Boards Association Fall Meeting, October 30-November 2, Pewaukee
4. District Board Fall Workshop, November 6, Fond du Lac

## VIII. CLOSED SESSION

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### 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)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, and conducting other public business because competitive and bargaining reasons require a closed session (regarding the current software and professional services contracts with CMC and Campus Works).***

Roll call vote:

\_\_\_\_\_ Almeida  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Schwab  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Hopp  
\_\_\_\_\_ Zeratsky