

# MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

*December 18, 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) and 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 Campus Management Corporation and Campus Works). 18

**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 November 20, 2019 meeting minutes as presented.***

### **MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES November 20, 2019**

#### ATTENDANCE

A meeting of the Moraine Park Technical College District Board was held at 5:00 p.m., November 20, 2019, in Room A-112 of the Moraine Park Technical College, 235 N. National Ave., Fond du Lac, Wisconsin, Chairperson Bur Zeratsky presiding. Board members present at the meeting were Mike Schwab, Cindy Laubenstein, Bob Lloyd, Lowell Prill, Candy Fields, Vernon Jung, and Tom Hopp. Board members excused were Renee Almeida.

#### MEETING NOTICE

Notice of the meeting was sent to the District's official newspapers (the Beaver Dam Daily Citizen, the West Bend Daily News, and the Fond du Lac Reporter) as well as to other media in compliance with Wis. Stat. sec. 19.81 through 19.98.

#### PUBLIC COMMENTS

The public was provided with an opportunity to comment to the Board. No comments from the public were received.

#### INTRODUCTIONS

The College's new Contract Training Ops Manager, Associate Dean of Health and Human Services, Associate Director of Talent Acquisition, Employee Experience Generalist, and attending district student government members were introduced. Information only; no board action required.

#### APPROVAL OF MINUTES

MOTION Lloyd, second Prill, that the Moraine Park Technical College District Board approve the October 23, 2019 meeting minutes as presented. Vote: Ayes: 8; Opposed: 0. Motion CARRIED.

#### CONSENT ITEMS – MONTHLY BUSINESS

MOTION Jung, second Laubenstein, that the Moraine Park Technical College District Board approve the following presidential parameter consent items as presented:

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

and that the bills for the month of October be approved and payments are authorized, ordered, and confirmed. October cash receipts total \$1,863,028.54. October disbursements total -\$4,992,627.90. Roll call vote: Schwab, yes; Laubenstein, yes; Hopp, yes; Almeida, excused; Prill, yes; Jung, yes; Lloyd, yes; Fields, yes; Zeratsky, yes. Motion CARRIED.

## IV. APPROVAL OF MINUTES

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### APPROVAL OF RETIREMENT

MOTION Schwab, second Laubenstein, that the Moraine Park Technical College District Board accept the retirement of Lois Zingsheim:

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.

Vote: Ayes: 8; Opposed: 0. Motion CARRIED.

### APPROVAL OF RESOLUTION – STATE CODE OF ETHICS

MOTION Hopp, second Prill, that the Moraine Park Technical College District Board adopt the following resolution which designates the positions at Moraine Park which are subject to the Wisconsin State Code of Ethics:

WHEREAS, technical college district board members, presidents, and other key administrative staff of technical college districts are subject to the State Code of Ethics.

THEREFORE, BE IT RESOLVED that, for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, Sections 19.41 through 19.59, Stats., the Moraine Park Technical College District Board designates the following positions and indicates its intention that the current occupants of these positions and their successors be subject to the Wisconsin Ethics Code:

<u>Position</u>	<u>Occupant</u>
President	Bonnie Baerwald
Vice President – Academic Affairs	James Eden
Vice President – Finance and Administration	Carrie Kasubaski
Vice President – Human Resources	Kathleen Broske
Vice President – Student Services	James Barrett
Chief Information Officer	Jerry Richards

Vote: Ayes: 8; Opposed: 0. Motion CARRIED.

### APPROVAL OF BID – O-WING ADDITION – FOND DU LAC CAMPUS

MOTION Laubenstein, second Fields, that the Moraine Park Technical College District Board accept the following low bid for the O-Wing Addition project, pending WTCS board approval, to Mike Koenig Construction in the amount of \$1,445,087; and, further, that the President be authorized to proceed with this project. Vote: Ayes: 8; Opposed: 0. Motion CARRIED.

### APPROVAL OF RESOLUTION AWARDING THE SALE OF \$4,125,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2019-20A

MOTION Schwab, second Lloyd, that the Moraine Park Technical College District Board adopt the following resolution approving the award of bid and authorizing the sale of \$4,125,000 General Obligation Promissory Notes, Series 2019-20A. Roll call vote: Schwab, yes; Laubenstein, yes; Hopp, yes; Almeida, excused; Prill, yes; Jung, yes; Lloyd, yes; Fields, yes; Zeratsky, yes. Motion CARRIED.

## IV. APPROVAL OF MINUTES

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### DISTRICT BOARDS ASSOCIATION EXECUTIVE DIRECTORS' ANNUAL REPORT

The Association's Executive Director provided an update on the organization and its activities. It was shared that the credit transfer agreement bill will soon be signed by Governor Evers. It was noted that the Association's winter meeting will be held in January at Western Technical College in La Crosse. Information only; no Board action required.

### ECONOMIC AND WORKFORCE DEVELOPMENT ANNUAL REPORT

The Dean of Economic and Workforce Development presented the 2018-19 Economic and Workforce Development Annual Report. An overview of services provided, financial results, key accomplishments, and strategic activities planned for 2019-20 were included in the presentation. Information only; no Board action required.

### MORAINES PARK FOUNDATION PRESIDENT'S CIRCLE CONCEPT

The Director of College Advancement provided an overview of the President's Circle Concept, highlighting the overall purpose, targeted partners, benefits to members, and strategic activities planned for implementation. Information only; no Board action required.

### PRESIDENT'S REPORT

The Vice President of Academic Affairs presented on behalf of President Baerwald. Highlights of meeting attended included a recent college managers meeting, DMI Board meeting where a new health insurance plan was selected and goes into effect January 1, meetings with Wisconsin Lutheran College and Ripon College to discuss transfer agreements, WOWWDB strategic planning meeting, Envision Greater Fond du Lac economic forecast event, City of Fond du Lac 5 year strategic plan meeting and participation in related focus sessions, and NEW ERA interviews are underway for a new executive director. Legislative update included Moraine Park's advancement into the second round for Second Chance Pell, and it was noted the WTCS Board did approve the new cyber security program and barber technical diploma. College activities update included Campus Conversations, which have been completed for the fall semester with positive results, scholarship and donor luncheons were recently held on all campuses with good turnout, an Apprenticeship Appreciation breakfast, and recent coverage on TMJ4 regarding scholarship efforts with Casa Guadalupe. It was shared that FTE is up 4.8% over previous year. Information only; no Board action required.

### DISTRICT BOARDS ASSOCIATION REPORTS/UPCOMING EVENTS

Participating Board members reported on the sessions that they attended at the District Boards Association's Quarterly Fall Meeting, which was held at the beginning of the month in Racine. Information only; no Board action required.

### APPROVAL TO CONVENE INTO CLOSED SESSION

MOTION Laubenstein, second Schwab, 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 Campus Management Corporation and Campus Works). Roll call vote: Almeida, excused; Lloyd, yes; Laubenstein, yes; Prill, yes; Fields, yes; Schwab, yes; Jung, yes; Hopp, yes; and Zeratsky, yes. Motion CARRIED.

### ADJOURNMENT

The Board meeting was adjourned at 7:05 p.m. following the completion of the closed session.

## 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. Talent Management – Employment

#### Resignations/Terminations

Michelle Duran, Tutoring Services Specialist, submitted her resignation effective January 3, 2020. Michelle has been with the College since June 2015.

#### Recruitment – Support Professionals

Buildings and Grounds Maintenance Technician, Fond du Lac Campus. This full-time vacancy was created when Ryan Romalia submitted his resignation. This position's duties involve work requiring the capability of performing a skilled level in several of the building trades. After screening and interviewing, Joe Ciske was selected and his start date is January 6, 2020.

English Language Learning Program Specialist, Fond du Lac Campus. This full-time vacancy was created when Kristen Munoz submitted her resignation. This position provides community outreach, recruitment, retention, orientation and transition services for English Language Learning students and Adult Basic Education students. After screening and interviewing, Becky Melo-Enriquez was selected and her start date was December 16, 2019.

Academic Advisor – Student Support Services/TRIO, West Bend Campus. This **new, part-time position is funded in the 2019-20 budget.** 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. After screening and interviewing, Nicole Grumley was selected and her start date was November 26, 2019.

Instructional Design Specialist, Fond du Lac Campus. This **new, full-time position is funded in the 2019-20 budget.** This position will support Moraine Park's efforts to improve teaching and learning by assuring quality standards are upheld in the design, development, delivery, revision, and documentation of curriculum. After screening and interviewing, Greg Reed was selected and his start date was December 2, 2019.

Grants Specialist, Fond du Lac and West Bend Campus. This full-time vacancy was created when Sue Wiese changed positions. This position provides technical assistance and administrative support to the Grants Team and the Dean of the West Bend Campus. This position was posted internally/externally with a closing date of December 12, 2019.

Research Specialist, Fond du Lac Campus. This full-time vacancy was created when Nicole Wills submitted her resignation. This position provides technical research support and coordination of research activities for the Institutional Research team and Envision Greater Fond du Lac. Interviews will be held January 17, 2020.

## V. CONSENT ITEMS

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### A. Talent Management – Employment (continued)

#### Recruitment – Support Professionals (continued)

Buildings and Grounds Maintenance Worker, Fond du Lac Campus. This full-time position was previously held by Ray Lindner. This position performs a variety of cleaning, maintenance and repair functions in and around the school facilities. An informal second round interview was held December 6, 2019.

Housekeeper, Fond du Lac Campus. This full-time vacancy was created when Nadine Arndt submitted her retirement. This position performs custodial duties and heavy-duty cleaning throughout the Fond du Lac Campus. Interviews were last held December 13, 2019.

Housekeeper, Fond du Lac Campus. This part-time vacancy was created with Kim Diaz changing positions. This position performs custodial duties and heavy-duty cleaning throughout the Fond du Lac Campus. Interviews were last held December 13, 2019.

Instructional Technology Specialist, West Bend Campus. This full-time vacancy was created when Chris Kleman changed positions. This position is responsible for technical support for Alternative Delivery systems, audio and video production, and media-related services for the College. Interviews were last held November 13, 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. Interviews were last held December 12, 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. Interviews were last held September 6, 2019. This position is on hold.

#### Recruitment – Management/Instructional Staff

Grants Coordinator, Fond du Lac Campus. This full-time vacancy was created when Jacki Jarvis submitted her resignation. This position, in coordination with other Grants Coordinators, researches, writes, reviews and submits grant applications, advises and provides direction to grant managers throughout the grant application process, works with local, state, federal and private grantor agencies, and develops and maintains relationships with external funders to ensure appropriate consideration of submitted proposals. After screening and interviewing, Sue Wiese was selected and her start date was December 2, 2019.

Sue has been employed with the College for 34 years, most recently as a Grants Specialist.

It is recommended that the Moraine Park Technical College District Board offer a 2019-20 contract to Sue Wiese, and further she be placed in Salary Grade D2 on the Management salary schedule.



## V. CONSENT ITEMS

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### A. Talent Management – Employment (continued)

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

Nursing Instructor, Beaver Dam Campus. This full-time vacancy was created when Vicky Nelson submitted her retirement. The primary teaching responsibility will be classroom and clinical instruction in the Nursing Program. After screening and interviewing, Maggie Laubenstein was selected and her start date is January 14, 2020.

Maggie earned her Associate's degree in Nursing from Moraine Park Technical College, her Bachelor's degree in Nursing from Moraine Park Technical College and her Master's Degree in Nursing from Rasmussen College. Maggie was most recently employed as the School District Nurse for the Lomira School District for five years.

It is recommended that the Moraine Park Technical College District Board offer a 2019-20 contract to Maggie Laubenstein and further she be placed in Salary grade F3 on the Faculty salary schedule.

Medical Assistant/Medical Office Instructor, Fond du Lac Campus. This full-time position was previously held by Eric Ziebell. The primary teaching responsibility will be in the Medical Assistant and Medical Office programs. After screening and interviewing, Tiffany Laabs was selected and her start date is January 14, 2019.

Tiffany earned her Certificate in Nursing Assistant from Moraine Park Technical College and her Bachelor's degree in Nursing from the University of Wisconsin – Milwaukee. Tiffany was most recently employed as a Registered Nurse at Froedtert and the Medical College of Wisconsin Community Physicians for seven years.

It is recommended that the Moraine Park District Board offer a 2019.20 contract to Tiffany Laabs and further she be placed in Salary grade F1 on the Faculty salary schedule.

HRIS Analyst – Talent Management, Fond du Lac Campus. This full-time vacancy was created when Ashley LeCount submitted her resignation. This position will serve as the Enterprise Resource Planning (ERP) Talent Management functional lead. This position is responsible for analyzing, developing and documenting new and existing ERP software system applications in the Talent Management, benefits and related payroll areas. Interviews were last held December 4, 2019.

Counselor, Beaver Dam Campus. This full-time vacancy was created when Karla Donohue submitted her resignation. This position provides counseling support services to students. Interviews were last held December 11, 2019.

## V. CONSENT ITEMS

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### A. Talent Management – Employment (continued)

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

Assessment Coordinator, Fond du Lac Campus. **This new, full-time position is funded in the October budget modifications.** This position is responsible for the formation or adjustment of processes of the Outcome Assessment and Facilitate Teaching and Learning major processes of the Primary Learning System subject to the constraints imposed by the Dean of the West Bend campus. Interviews were last held December 9, 2019.

Social Science Instructor, Fond du Lac Campus. This full-time vacancy was created when Joe Halter submitted his retirement. The primary teaching responsibility will be Economics; however, class assignments and locations may vary from term to term. This position has been put on hold. Recruitment will begin in Summer 2020 for a Fall 2020 start.

## V. CONSENT ITEMS

### B. Financial Management – Accounting/Investments

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

RECEIPTS: None.

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
!0010542	ERP travel reimbursement
A0232466	West Bend remodel furniture
A0232545	West Bend remodel access control parts
A0232642	ERP Consultant time and travel expenses
A0232673	Electric Motor Control and Learning Systems
A0232711	ERP Consultant time and travel expenses
A0232742	ERP Consultant time and travel expenses
P-card	2 Da-Lite Model C projection screen
P-card	2 Panasonic 43in LED display
P-card	9 LG 43in Supersign TV displays
P-card	15 Epson document cameras and accessories
P-card	Dell Latitude 5400 laptop and accessories
P-card	3 Dell Latitude 5500 laptops and accessories

#### TAX LEVY RECEIVABLE

The total levy by county is listed below; no payments are expected until January, 2020.

<u>County</u>	<u>Total Levied</u>	<u>Total Collected</u>	<u>Percent Collected</u>
Calumet	\$203,691.70	\$0.00	0.0%
Columbia	3,541.97	\$0.00	0.0%
Dodge	3,237,723.52	\$0.00	0.0%
Fond du Lac	4,822,930.85	\$0.00	0.0%
Green Lake	1,457,256.80	\$0.00	0.0%
Marquette	20,564.68	\$0.00	0.0%
Sheboygan	5,881.73	\$0.00	0.0%
Washington	7,394,479.44	\$0.00	0.0%
Waushara	150,680.69	\$0.00	0.0%
Winnebago	<u>83,081.62</u>	<u>\$0.00</u>	0.0%
	<u>\$17,379,833.00</u>	<u>\$0.00</u>	<u>0.0%</u>

#### OTHER

The interest rate National Exchange Bank and Trust remains at 1.875% for November, 2019.

## V. CONSENT ITEMS

### C. Economic Development Contracting

#### EWD Board Report - December 2019

Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract
Agnesian Healthcare	Fire Extinguisher Training	4750345522208	\$ 135.00	\$ 75.96	\$ 59.04	7	0.01	Boynton	C0000000033629
Agnesian Healthcare	Fire Extinguisher Training	4750345522209	\$ 135.00	\$ 86.40	\$ 48.60	18	0.03	Boynton	C0000000033629
Agnesian Healthcare	Fire Extinguisher Training	4750345522211	\$ 135.00	\$ 57.64	\$ 77.36	3	0.01	Boynton	C0000000033629
Agnesian Healthcare	Fire Extinguisher Training	4750345522212	\$ 135.00	\$ 57.64	\$ 77.36	20	0.03	Boynton	C0000000033629
Agnesian Healthcare	Fire Extinguisher Training	4750345522213	\$ 135.00	\$ 57.64	\$ 77.36	8	0.01	Boynton	C0000000033629
Agnesian Healthcare	Fire Extinguisher Training	4750345522214	\$ 135.00	\$ 76.54	\$ 58.46	15	0.03	Boynton	C0000000033629
Agnesian Healthcare	Fire Extinguisher Training	4750345522215	\$ 135.00	\$ 76.54	\$ 58.46	15	0.03	Boynton	C0000000033629
Agnesian Healthcare	Fire Extinguisher Training	4750345522216	\$ 135.00	\$ 92.78	\$ 42.22	17	0.03	Boynton	C0000000033629
Agnesian Healthcare	Fire Extinguisher Training	4750345522217	\$ 135.00	\$ 120.62	\$ 14.38	8	0.01	Boynton	C0000000033629
Agnesian Healthcare	Fire Extinguisher Training	4750345522218	\$ 135.00	\$ 57.64	\$ 77.36	12	0.02	Boynton	C0000000033629
Agnesian Healthcare	Fire Extinguisher Training	4750345522219	\$ 135.00	\$ 99.74	\$ 35.26	13	0.02	Boynton	C0000000033629
Agnesian Healthcare	Fire Extinguisher Training	4750345522220	\$ 135.00	\$ 73.06	\$ 61.94	32	0.05	Boynton	C0000000033629
Agnesian Healthcare	Fire Extinguisher Training	4750345522221	\$ 135.00	\$ 73.06	\$ 61.94	20	0.03	Boynton	C0000000033629
Alliance Laundry Systems	Assessment Testing	T1393	\$ 770.50	\$ 460.77	\$ 309.73	0	0	Gellings	C0000000033767
Centro Inc	Supervision 101	4719646422084	\$ 5,708.83	\$ 2,647.27	\$ 3,061.56	9	0.18	Boynton	C0000000033351
Centro Inc	10% Grant Administration Fee	T1367	\$ 570.88	\$ -	\$ 570.88	0	0	Boynton	C0000000033352
Centro Inc	Intro to DC Circuits	4762040822324	\$ 3,600.00	\$ 1,274.24	\$ 2,325.76	3	0.04	Boynton	C0000000033693
Centro Inc	Intro to DC Circuits	4762040822325	\$ 3,600.00	\$ 1,274.24	\$ 2,325.76	3	0.04	Boynton	C0000000033693
Centro Inc	10% Grant Administration Fee	T1387	\$ 720.00	\$ -	\$ 720.00	0	0	Boynton	C0000000033694
Centro Inc	Welding Process GMAW Workshop I	4744242522260	\$ 150.00	\$ 113.17	\$ 36.83	1	0.01	Boynton	C0000000033547
Envision Greater Fond du Lac	Research Specialist	T1336	\$ 12,031.84	\$ 9,249.06	\$ 2,782.78	0	0	Hall	C0000000033049
Fortifi Bank	Emotional Quotient Assessment	4719640222358	\$ 432.00	\$ 132.00	\$ 300.00	1	0	Boynton	C0000000033691
Fortifi Bank	10% Grant Administration Fee	T1386	\$ 43.20	\$ -	\$ 43.20	0	0	Boynton	C0000000033692
Grande Cheese	Influential Leadership Series	4719647322250	\$ 1,300.00	\$ 921.12	\$ 378.88	1	0.02	Gellings	C0000000033588
Grande Cheese	10% Grant Administration Fee	T1376	\$ 130.00	\$ -	\$ 130.00	0	0	Gellings	C0000000033589

## V. CONSENT ITEMS

### C. Economic Development Contracting (continued)

EWD Board Report - December 2019									
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract
Kewaskum High School	Computer Aided Mfg. - Part B	1061714322091	\$ 2,538.00	\$ 1,494.72	\$ 1,043.28	19	0.63	Boynton	C00000000033268
KMC Stampings	Basic Shop Math	4780440022331	\$ 1,834.12	\$ 614.52	\$ 1,219.60	8	0.05	Gellings	C00000000033647
KMC Stampings	10% Grant Administration Fee	T1379	\$ 183.41	\$ -	\$ 183.41	0	0	Gellings	C00000000033808
KMC Stampings	Critical Core	4719641122205	\$ 4,840.51	\$ 1,868.97	\$ 2,971.54	12	0.2	Gellings	C00000000033687
KMC Stampings	Critical Core	4719641122206	\$ 4,807.24	\$ 1,835.70	\$ 2,971.54	9	0.15	Gellings	C00000000033687
KMC Stampings	10% Grant Administration Fee	T1384	\$ 964.78	\$ -	\$ 964.78	0	0	Gellings	C00000000033688
Mercury Marine	CNC Machining - Level 2	4744441522202	\$ 19,953.16	\$ 10,551.56	\$ 9,401.60	10	0.67	Hall	C00000000033668
Mercury Marine	10% Grant Administration Fee	T1381	\$ 1,995.32	\$ -	\$ 1,995.32	0	0	Hall	C00000000033669
Mid States Aluminum	Blueprint Reading - 16hr	4762341222149	\$ 3,836.02	\$ 1,716.82	\$ 2,119.20	14	0.19	Gellings	C00000000033674
Mid States Aluminum	10% Grant Administration Fee	T1383	\$ 383.60	\$ -	\$ 383.60	0	0	Gellings	C00000000033675
National Exchange Bank & Trust	Spanish for Banking	4714140922065	\$ 1,692.49	\$ 556.67	\$ 1,135.82	14	0.09	Boynton	C00000000033208
ORBIS Corporation	Fabrication	4745740522359	\$ 1,715.00	\$ 560.98	\$ 1,154.02	5	0.03	Gellings	C00000000033689
ORBIS Corporation	10% Grant Administration Fee	T1385	\$ 171.50	\$ -	\$ 171.50	0	0	Gellings	C00000000033690
PACE Industries	GD&T - 24hr	4762341822249	\$ 7,775.76	\$ 4,106.40	\$ 3,669.36	11	0.22	Gellings	C00000000033672
PACE Industries	10% Grant Administration Fee	T1382	\$ 777.58	\$ -	\$ 777.58	0	0	Gellings	C00000000033673
Sadoff Iron & Metal Company	Influential Leadership Series	4719647322251	\$ 2,600.00	\$ 1,842.22	\$ 757.78	2	0.04	Boynton	C00000000033590
Sadoff Iron & Metal Company	10% Grant Administration Fee	T1377	\$ 260.00	\$ -	\$ 260.00	0	0	Boynton	C00000000033607
Spiros Industries	Blueprint Reading - 16hr	4762341222102	\$ 3,427.15	\$ 1,430.91	\$ 1,996.24	5	0.07	Boynton	C00000000033290
Spiros Industries	10% Grant Administration Fee	T1351	\$ 342.72	\$ -	\$ 342.72	0	0	Boynton	C00000000033291
Steel Craft Corporation	Blueprint Reading - 12hr Basic	4762341222151	\$ 3,106.65	\$ 1,695.45	\$ 1,411.20	15	0.15	Gellings	C00000000033509
Steel Craft Corporation	10% Grant Administration Fee	T1373	\$ 310.67	\$ -	\$ 310.67	0	0	Gellings	C00000000033510
Weekes Forest Products Inc	Heartsavr First Aid/CPR/AED - Adult	4753146522356	\$ 702.00	\$ 361.06	\$ 340.94	6	0.03	Boynton	C00000000033696
Wells Vehicle Electronics	Heartsavr First Aid/CPR/AED - Adult	4753146522337	\$ 807.50	\$ 495.70	\$ 311.80	10	0.05	Gellings	C00000000033747
Wells Vehicle Electronics	Bloodborne Pathogens-OSHA	4753146822338	\$ 225.00	\$ 162.64	\$ 62.36	13	0.02	Gellings	C00000000033747
<b>TOTAL:</b>			<b>\$ 96,062.43</b>	<b>\$ 46,371.45</b>	<b>\$ 49,690.98</b>	<b>359</b>	<b>3.19</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. Talent Management – Employment;***
- 2. Financial Management – Accounting/Investments;***
- 3. Economic Development Contracting; and***

***that the bills for the month of November 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 Bid – BAS Upgrade, West Bend Campus

The District proposes to upgrade the current building automation systems to iVU, a Carrier product, in accordance with the amended Moraine Park's 2018-2021 Three-Year Facilities Plan. Currently the West Bend Campus is running on two different systems (Siemens & iVU). iVU currently operates about 25% of the total equipment on the West Bend Campus. Recently two RTU units were replaced as part of the larger project which assisted with some changeover. The cost of these units were part of the total project but were in need of replacement prior to the fall semester start.

Class II bid notices were placed in District newspapers to make contractors aware of the project, and bids were opened on November 22, 2019.

The proposed work is scheduled to begin immediately, with completion by March 2020. The remaining budget for this project after the RTU replacements is \$ \$326,000. The cost breakdown is as follows:

Direct Contractor Costs:	\$229,816
Other Associated Project Costs (Elect, Data)	20,000
Contingency:	<u>76,184</u>
Budget Total:	\$ 326,000

It is recommended that the following bid be accepted:

Bassett Mechanical Base Bid:	\$ 146,280
Alternate #1 AMTC AHU 1 & 2 & 3	41,074
Alternate #2 AMTC Wing Hot Water & Chiller	8,140
Alternate #3 AMTC Wing AHU 4 & 5	24,365
Alternate #4 Tool & Die Area	<u>9,957</u>
Bid Grand Total:	\$ 229,816

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board accept the following low bid for the BAS Upgrade project at the West Bend Campus to Bassett Mechanical in the amount of \$229,816; and, further, that the President be authorized to proceed with this project totaling \$326,000.***

## VI. ACTION ITEMS

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### **B. Acceptance of 2018-19 District Comprehensive Annual Financial Report**

The following information is presented for the purpose of District Board monitoring of their Board/Staff Relationship Policy, #BP 2.3, Monitoring College Effectiveness.

The 2018-19 financial records and related data have been subjected to audit by the firm of CLA (CliftonLarsenAllen LLP) formerly Schenck SC. The District's Comprehensive Annual Financial Report was distributed to the Board, and representatives of CLA presented the financial statements at the December 18 Finance Committee meeting.

Copies of the audited financial report must be submitted to the Wisconsin Technical College System Board within six months of the year end or by December 31.

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board accept the 2018-19 District Comprehensive Annual Financial Report as previously presented by representatives of CLA, and that copies of the final report be submitted to the Wisconsin Technical College System Board.***



## VII. CORRESPONDENCE AND REPORTS

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### D. District Boards Association Reports/Upcoming Events

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

1. District Board Meeting, January 15, West Bend Campus
2. District Boards Association Quarterly Meeting, January 16-18, La Crosse
3. WTCS Board Meeting, January 21, Madison
4. ACCT National Legislative Summit, February 9-12, Washington, DC
5. WTCS Student Showcase, February 18, 11:00 a.m., State Capitol Rotunda, Madison

## 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 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) and 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 Campus Management Corporation and Campus Works).***

Roll call vote:

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