

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

March 18, 2020 - 5:00 p.m.

Moraine Park Technical College

NOTICE: Due to the recent public health emergency related to the COVID-19 outbreak and direction from Governor Evers' executive order released on March 17, this meeting is being held via Skype teleconference. Call-in information is below.

Join by phone: (920) 924-3400
Conference ID: 481261

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)(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).

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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. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the February 19, 2020 meeting minutes as presented.

MORaine PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES February 19, 2020

ATTENDANCE

A meeting of the Moraine Park Technical College District Board was held at 5:00 p.m., February 19, 2020, 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 Lowell Prill, Mike Schwab, Cindy Laubenstein, Bob Lloyd, Renee Almeida, Candy Fields, Vernon Jung and Tom Hopp.

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.

APPROVAL OF MINUTES

MOTION Prill, second Schwab, that the Moraine Park Technical College District Board approve the January 15, 2020 meeting minutes as presented. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

CONSENT ITEMS – MONTHLY BUSINESS

MOTION Jung, second Prill, 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 January be approved and payments are authorized, ordered, and confirmed. January cash receipts total \$9,716,227.00. January disbursements total -\$4,090,951.28. Roll call vote: Schwab, yes; Laubenstein, yes; Hopp, yes; Almeida, yes; Prill, yes; Jung, yes; Lloyd, yes; Fields, yes; Zeratsky, yes. Motion CARRIED.

APPROVAL OF RETIREMENTS

MOTION Hopp, second Laubenstein, that the Moraine Park Technical College District Board accept the retirements of Lori Platt, Mary Bandler, Jeffrey Beach, Nancy Pusch, Gary Watry, Deborah Falk, Kathleen Vandemark, Julie Lotto, Therese Melaney and Christine Frederick. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

IV. APPROVAL OF MINUTES

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES (continued) *February 19, 2020*

APPROVAL OF STUDENT INTAKE FEES

MOTION Fields, second Hopp, that the Moraine Park Technical College District Board approve the student intake fees for 2020-21 as proposed. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

ACADEMIC PROGRAM HIGHLIGHT – CRIMINAL JUSTICE

The Dean and Associate Dean of Health and Human Services presented an overview of the Criminal Justice program, highlighting enrollment history, curriculum updates, and community engagement efforts. Two current program students shared their personal college experiences. Information only; no Board action required.

K-12 ANNUAL REPORT

The Dean of the Beaver Dam Campus and the K-12 Coordinator presented an overview of the current K-12 programs offered, highlighting 2017-19 dual enrollment data, strategic initiatives of the program, and high school partnerships. Information only; no Board action required.

SPRING ENROLLMENT UPDATE

The Vice President of Student Services provided an update on enrollments, citing projected estimates, current trends and areas of concern. Information only; no Board action required.

PRESIDENT'S REPORT

President Baerwald provided an update on meetings recently attended, which included a recent NEW ERA Board meeting with the new executive director, first NEBAT Board meeting as a new board member, Envision Greater FDL Board meeting, a DMI Board meeting which highlighted their newly centralized employee method and noted term is expiring this April, and a recent Washington County Economic and Workforce Development. Legislative update included recent Wisconsin Student Government representatives meeting with legislators and shared their 2020 position paper. WTCS Update included a recent state board meeting which included program approvals, and a President's Association meeting which discussed the veto of an attempt to reduce classroom and clinical hour requirements for CNA students, and an update on tuition setting. College activities included the quarterly Foundation board meeting, MLK week of service literacy program involving reading to local elementary school students, and Gas Utility job fair luncheon. Information only; no Board action required.

DISTRICT BOARDS ASSOCIATION REPORTS/UPCOMING EVENTS

Board member Jung provided an overview of attendance at the recent ACCT National Legislative Summit in Washington, DC. A list of upcoming events was reviewed. Those planning to attend any of the events listed should contact the President's Office.

Potential dates for the board's spring workshop were suggested, and Wednesday, April 22 was selected. Information only; no Board action required.

IV. APPROVAL OF MINUTES

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES (continued) *February 19, 2020*

APPROVAL TO CONVENE INTO CLOSED SESSION

MOTION Schwab, second Jung, that the Moraine Park Technical College District Board convene into closed session pursuant to Wis. Stat. sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (regarding employee contract issue) 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, yes; Lloyd, yes; Laubenstein, yes; Prill, yes; Fields, yes; Schwab, yes; Jung, yes; Hopp, yes; and Zeratsky, yes. Motion CARRIED.

ADJOURNMENT

MOTION Schwab, second Fields, to adjourn. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

The Board meeting was adjourned at 7:19 p.m. following the completion of the closed session.

V. CONSENT ITEMS

The following information is being presented in accordance with District Board Policies BP 3.2 – Human Relationships, BP 3.3 – Compensation and Benefits, and BP 4.6 – Workforce Development.

A. Talent Management – Employment

Resignations/Terminations

Josh Carey, Building and Grounds Maintenance Worker, submitted his resignation effective February 26, 2020. Josh had been with the College since April 2019.

Jamie Shallow, Housekeeper, submitted her resignation effective March 2, 2020. Jamie had been with the College since March 2019.

Brenda Mand Weinberger, Administrative Assistant – Human Services, submitted her resignation effective March 16, 2020. Brenda had been with the College since February 2008.

Katherine Giebel, Library Resource Center Clerk, submitted her retirement effective June 30, 2020. Katherine has been with the College since April 2000.

Recruitment – Support Professionals

Online & Digital Learning Specialist, West Bend Campus. This full-time vacancy was created when Laurence McCain changed positions. This position works with the Center for Online & Digital Learning to evaluate and improve online and digital learning at the College. After screening and interviewing, Catherine Werner was selected and her start date was February 24, 2020.

Instructional Design Specialist, Beaver Dam Campus. This full-time vacancy was created when Sean Little submitted his resignation. 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, Elizabeth Simpson was selected and her start date was February 24, 2020.

Software Asset Aide, Fond du Lac Campus. This part-time vacancy was created when Jon Dielentheis submitted his resignation. This position administers the College's software assets using our software asset management tool, while assisting with maintaining software compliance. Interviews were last held March 10, 2020.

V. CONSENT ITEMS

A. Talent Management – Employment (continued)

Recruitment – Management/Instructional Staff

Economic and Workforce Development - Welding Instructor, Beaver Dam Campus. **This new, full-time position is funded in the 2019-20 budget** due to increased workload supporting the needs of the Department of Corrections. The primary teaching responsibility for this position will be various welding processes and blueprint reading. After screening and interviewing, Daniel Zoschke was selected and his start date is March 23, 2020.

Daniel received his Welding Technical Diploma from Moraine Park Technical College. Daniel was most recently employed at Central Cable Contractors Inc. as a Lead Welder/Fabricator for ten years.

It is recommended that the Moraine Park Technical College District Board offer a 2019-20 contract to Daniel Zoschke, and further that he be placed in Salary Grade F1 on the Faculty salary schedule.

Associate Director for Diversity and Inclusion, Fond du Lac Campus. This full-time vacancy was created when Laurice Snyder submitted her resignation. This position is responsible for managing Student Support activities including the recruitment and retention of students of color for MPTC programs and courses. This individual enhances the multicultural environment, coordinates appropriate activities with community agencies and local school districts, and assists students with accessing available resources and support services within the College. After screening and interviewing, Leslie Laster was selected and her start date was March 9, 2020.

Leslie earned her Bachelor's degree in Psychology and her Master's degree in Counseling from Lakeland University. Leslie was most recently employed at Lakeland University as the Dean for Students/Director of Equity, Engagement and Belonging for three years.

It is recommended that the Moraine Park Technical College District Board offer a 2019-20 contract to Leslie Laster and further that she be placed in Salary grade D1 on the Management salary schedule.

V. CONSENT ITEMS

A. Talent Management – Employment (continued)

Recruitment – Management/Instructional Staff (continued)

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. After screening and interviewing, Kristen McClyman was selected and her start date was March 9, 2020.

Kristen earned her Bachelor's degree in Business Administration, Human Resources and Marketing and her Master's degree in Business Administration with an emphasis in Human Resources from the University of Wisconsin – Oshkosh. Kristen was most recently employed at Great Lakes Cheese as a Human Resources Manager.

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

Culinary Instructor, Fond du Lac Campus. This full-time vacancy was created when Lois Zingsheim submitted her retirement. Class assignments may vary from term to term, including instruction in various aspects of food production such as soups and sauces; meats, fish and poultry, vegetables and potatoes, cold food production and baking. Additional courses may include areas such as nutrition, sanitation and safety, restaurant operations, menu planning and meat analysis.

Annual Giving Manager, Fond du Lac Campus. This full-time vacancy was created when Nancy Hintz submitted her resignation. This position is responsible for planning, developing and implementing a strategic multi-year Annual Giving Program and building lifelong relationships with donor partners who desire to change the world through education.

Associate Dean of Manufacturing, West Bend Campus. This full-time vacancy was created when Marcia Arndt submitted her retirement. This position is responsible for the oversight of teaching and learning in the Manufacturing program areas.

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS:

<u>Number</u>	<u>Description</u>
J0010104	Property Tax Relief payment

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0233448	ERP Business Process Redesign Consultant Services
A0233806	ERP Consultant travel expenses
A0234024	Camera and Microphone equipment
A0234025	ERP Consultant travel expenses
A0234044	Access Control equipment and service
Pcard	158 Dell Monitors
Pcard	Dell Latitude 5500 laptop
Pcard	Dell Latitude 7400 laptop
Pcard	Dell XPS 15-7590 laptop
Pcard	Table base replacements
Pcard	9 Apple iPad Air devices and accessories
Pcard	Apple MacBook Pro laptop

TAX LEVY RECEIVABLE

All February tax levy payments have been received. Total collections as of March 9, 2020 totaled \$12,584,321.45 or 72.4% of the total levied. Last year's collection through March 8, 2019 was \$12,080,896.42 or 71.3% 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	\$203,691.70	\$145,018.97	71.2%
Columbia	3,541.97	2,248.52	63.5%
Dodge	3,237,723.52	2,253,716.00	69.6%
Fond du Lac	4,822,930.85	3,468,010.74	71.9%
Green Lake	1,457,256.80	974,810.19	66.9%
Marquette	20,564.68	14,240.13	69.3%
Sheboygan	5,881.73	4,168.42	70.9%
Washington	7,394,479.44	5,563,002.62	75.2%
Waushara	150,680.69	101,199.00	67.2%
Winnebago	<u>83,081.62</u>	<u>57,906.86</u>	<u>69.7%</u>
	\$17,379,833.00	\$12,584,321.45	72.4%

OTHER

The interest rate at National Exchange Bank and Trust remains at 1.875% for February, 2020.

V. CONSENT ITEMS

C. Economic Development Contracting

EWD Board Report - March 2020									
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract
Amerequip	GD&T - 24hr	4762341831904	\$ 7,967.88	\$ 4,368.48	\$ 3,599.40	18	0.36	Gellings	C00000000033947
Amerequip	10% Grant Administration Fee	T1407	\$ 796.79	\$ -	\$ 796.79	0	0	Gellings	C00000000033948
Benvenuto's Italian Grill	Behavioral Interviews: Hiring & Interviewing Process	4711640632143	\$ 847.88	\$ 400.32	\$ 447.56	14	0.05	Boynnton	C00000000034167
Benvenuto's Italian Grill	10% Grant Administration Fee	T1445	\$ 84.79	\$ -	\$ 84.79	0	0	Boynnton	C00000000034168
Bonduelle USA Inc	ARC Flash Training NFPA 70E	4741341132017	\$ 800.00	\$ 247.91	\$ 552.09	9	0.03	Boynnton	C00000000034013
Bonduelle USA Inc	ARC Flash Training NFPA 70E	4741341132018	\$ 800.00	\$ 247.91	\$ 552.09	11	0.04	Boynnton	C00000000034013
Bonduelle USA Inc	10% Grant Administration Fee	T1414	\$ 160.00	\$ -	\$ 160.00	0	0	Boynnton	C00000000034014
Bonduelle USA Inc	Basic Machining - Milling & Turning	4744441531946	\$ 1,940.50	\$ 800.34	\$ 1,140.16	10	0.07	Boynnton	C00000000034077
Bonduelle USA Inc	10% Grant Administration Fee	T1426	\$ 194.05	\$ -	\$ 194.05	0	0	Boynnton	C00000000034078
Burgess Norton Manufacturing Co	CNC Boot Camp Employer Contribution	T1431	\$ 1,250.00	\$ -	\$ 1,250.00	0	0	Boynnton	C00000000034108
Custom Creations Group LLC	CNC Boot Camp Employer Contribution	T1432	\$ 1,250.00	\$ -	\$ 1,250.00	0	0	Boynnton	C00000000034109
Department of Natural Resources	DG Water Utility Mgmt Online Dev & Training (20% of Deliverable I)	T1430	\$ 3,552.00	\$ -	\$ 3,552.00	0	0	Boynnton	C00000000034107
Envision Greater Fond du Lac	Leading People and Processes (Group 2)	4719640722310	\$ 11,669.80	\$ 4,306.92	\$ 7,362.88	9	0.42	Boynnton	C00000000033671
Fox Valley Workforce Development	Welding Boot Camp per Student Contribution	3044235731295	\$ 6,000.00	\$ -	\$ 6,000.00	3	0.2	Pluim	C00000000034207
Gehl Foods	ARC Flash Training NFPA 70E	4741341132239	\$ 895.20	\$ 218.01	\$ 677.19	4	0.01	Gellings	C00000000034176
Grande Cheese	Leading Successful Projects	4719642522385	\$ 600.00	\$ 734.90	\$ (134.90)	1	0.01	Gellings	C00000000034022
Grande Cheese	10% Grant Administration Fee	T1416	\$ 60.00	\$ -	\$ 60.00	0	0	Gellings	C00000000034023
Grande Cheese	Microsoft Excel Level 1 2016	4710344832172	\$ 150.00	\$ 64.24	\$ 85.76	1	0.01	Gellings	C00000000034143
KMC Stampings	Leading Successful Projects	4719642522385	\$ 600.00	\$ 734.90	\$ (134.90)	1	0.01	Gellings	C00000000034022
KMC Stampings	10% Grant Administration Fee	T1417	\$ 60.00	\$ -	\$ 60.00	0	0	Gellings	C00000000034024
KMC Stampings	Blueprint Reading - 16hr	4762341232142	\$ 4,445.25	\$ 1,999.17	\$ 2,446.08	14	0.19	Gellings	C00000000034141
KMC Stampings	10% Grant Administration Fee	T1442	\$ 444.53	\$ -	\$ 444.53	0	0	Gellings	C00000000034142
Kondex Corporation	Microsoft Excel Level 1 2016	4710344832172	\$ 150.00	\$ 64.24	\$ 85.76	1	0.01	Gellings	C00000000034143
Marchant Schmidt Inc	360 Coaching Sessions - Follow up	T1418	\$ 2,220.00	\$ 1,014.12	\$ 1,205.88	0	0	Boynnton	C00000000034027
Mayville Engineering Corp	GD&T - 24hr	4762341831910	\$ 7,397.24	\$ 3,976.76	\$ 3,420.48	14	0.28	Gellings	C00000000034007
Mayville Engineering Corp	10% Grant Administration Fee	T1411	\$ 739.72	\$ -	\$ 739.72	0	0	Gellings	C00000000034008
Mercury Marine	Intro to Engine Fundamentals	4762041831905	\$ 3,200.00	\$ 1,274.24	\$ 1,925.76	12	0.16	Hall	C00000000033968
Mercury Marine	10% Grant Administration Fee	T1408	\$ 320.00	\$ -	\$ 320.00	0	0	Hall	C00000000033969
North Central WI WDB/Forward Service	CNC Boot Camp per Student Contribution	3244435031302	\$ 5,998.00	\$ -	\$ 5,998.00	2	0.2	Pluim	C00000000034187
North Central WI WDB/Forward Service	Welding Boot Camp per Student Contribution	3044235731295	\$ 8,997.00	\$ -	\$ 8,997.00	3	0.2	Pluim	C00000000034207
State of WI-Div of Comm Corrections	CNC Boot Camp per Student Contribution	3244435031302	\$ 15,000.00	\$ -	\$ 15,000.00	5	0.5	Pluim	C00000000034187
Central WI	Contribution	3244435031302	\$ 4,000.00	\$ -	\$ 4,000.00	2	0.2	Pluim	C00000000034187
WFD Board of South Central WI	Welding Boot Camp per Student Contribution	3044235731295	\$ 2,000.00	\$ -	\$ 2,000.00	1	0.07	Pluim	C00000000034207
TOTAL:			\$ 94,590.63	\$ 20,452.46	\$ 74,138.17	135	3.02		

V. CONSENT ITEMS

SUGGESTED MOTION – PRESIDENTIAL PARAMETERS, CONSENT ITEMS

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

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

that the bills for the month of February be approved and payments are authorized, ordered, and confirmed.

Roll call vote:

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

VI. ACTION ITEMS

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>
Katherine Giebel	Learning Resource Center Clerk	June 30, 2020	April 3, 2000

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the retirement of Katherine Giebel:

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

B. Approval of Resolution Authorizing the Issuance of \$1,365,000 General Obligation Promissory Notes, Series 2019-20B, of Moraine Park Technical College District, Wisconsin

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 \$490,000 for the West Bend campus roof and roof top unit replacements, building automation system upgrades and \$875,000 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, April 15, 2020, 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 \$1,365,000 General Obligation Promissory Notes, Series 2019-20B, in the amount of \$490,000 for the public purpose of financing the West Bend building projects and \$875,000 for the public purpose of financing the acquisition of movable equipment.

Roll call vote:

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

VI. ACTION ITEMS

B. Approval of Resolution Authorizing the Issuance of \$1,365,000 General Obligation Promissory Notes, Series 2019-20B, of Moraine Park Technical College District, Wisconsin (continued)

WHEREAS, Moraine Park Technical College District, Wisconsin ("District") is presently in need of \$490,000 for the public purpose of financing building remodeling and improvement projects and \$875,000 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 \$490,000 for the public purpose of financing building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$875,000 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 \$1,365,000 and designated "General Obligation Promissory Notes, Series 2019-20B" (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 April 15, 2020 meeting or a subsequent meeting, the District Board shall consider such bids for the Notes as may have been received and take action thereon.

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.

VI. ACTION ITEMS

B. Approval of Resolution Authorizing the Issuance of \$1,365,000 General Obligation Promissory Notes, Series 2019-20B, of Moraine Park Technical College District, Wisconsin (continued)

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 March, 2020.

Chairperson

Attest:

Secretary

VI. ACTION ITEMS

B. Approval of Resolution Authorizing the Issuance of \$1,365,000 General Obligation Promissory Notes, Series 2019-20B, of Moraine Park Technical College District, Wisconsin (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 March 18, 2020, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$490,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

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 March 18, 2020.

BY ORDER OF THE DISTRICT BOARD

District Secretary

VI. ACTION ITEMS

B. Approval of Resolution Authorizing the Issuance of \$1,365,000 General Obligation Promissory Notes, Series 2019-20B, of Moraine Park Technical College District, Wisconsin (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 March 18, 2020, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$875,000 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 March 18, 2020.

BY ORDER OF THE DISTRICT BOARD

District Secretary

VI. ACTION ITEMS

C. Approval of Apprenticeship Proposals

Medical Assistant Apprenticeship (50-XXX-X)

Proposed Components:

Program Name: Medical Assistant Apprenticeship

Program Number: 50-XXX-X

Effective for the 2020-2021 Academic Year

The College is seeking the District Board's approval to submit an Apprentice Program Implementation Request to the Wisconsin Technical College System (WTCS) to implement a Medical Assistant Apprenticeship at Moraine Park Technical College. This program will be one year in length and use a hybrid delivery model, which includes both time and competency-based instruction along with credit for prior learning.

Training at a glance

- **Time to Complete:** Approx. 1 year
- **On the job time:** 2000 hours
- **Related Instruction Time:** 400 hours
- The apprentice must apply for and obtain Credit for Prior Learning for the unpaid externship and a minimum of two additional courses, "Digital Literacy for Healthcare" and "Culture of Healthcare", or their equivalents.
- The program conforms with the Medical Assistant Education Review Board (MAERB) and satisfies MAERB's requirement for a 160-hour unpaid externship through the granting of credit for prior learning.
- **Additional Training:** To successfully complete the program, the apprentice must successfully complete the technical diploma and obtain one of these four certification credentials: Certified Clinical Medical Assistant; Certified Medical Assistant; National Certified Medical Assistant; or Registered Medical Assistant.

Wisconsin Employment Outlook & Wages*

- Job Outlook through 2026 in Wisconsin: **+19.6%**
- Experienced Level Salary: **\$40,366**

Rationale:

Medical Assistants perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Apprentices are employed as medical assistants, clinical assistants and certified medical assistants.

VI. ACTION ITEMS

C. Approval of Apprenticeship Proposals (continued)

Cost/Benefit to District Stakeholders: This apprenticeship will benefit stakeholders by providing local communities with skilled employees in this occupational field. Initial program startup costs include curriculum development and instructional support. The Medical Assistant Apprenticeship program is based on completion of the entirety of the Medical Assistant One-Year Technical Diploma program instruction. Graduates will be awarded the Technical Diploma in addition to the Apprenticeship Completion credential awarded by the Wisconsin Department of Workforce Development - Bureau of Apprenticeship Standards.

Required College Resources: Will use existing training facilities and current full-time/adjunct faculty to provide instruction.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the Apprenticeship Proposal for Medical Assistant, and to continue with the Apprenticeship Implementation phase of the Apprenticeship Development Process. This apprenticeship will be implemented for the 2020-2021 academic year.

VI. ACTION ITEMS

D. **Approval of Student Withdrawal Refund Policy**

TCS 10.08(3)(f) states that districts may adopt policies to waive the time limitations of this section for special circumstances involving unforeseen student hardship. Executive Order #72 Declaring a Public Health Emergency in Response to the COVID-19 Coronavirus proclaims this to be a period of abnormal economic disruption in Wisconsin. Districts can include a public health emergency that causes a period of economic disruption as a special circumstance and provide refunds to students.

We are proposing students will receive a refund of no less than 80% of the course fees for courses they drop due to the COVID-19 Health Emergency.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the refund policy as proposed.

VII. CORRESPONDENCE AND REPORTS

D. District Boards Association Reports/Upcoming Events

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

1. Board Appointment Committee Meeting, March 24, 4:30 pm, Fond du Lac Campus
2. DBA Spring Meeting, April 2-4, Milwaukee
3. District Board Meeting, April 15, Beaver Dam Campus
4. District Board Spring Workshop, April 22, 4:30 pm, Fond du Lac Radisson
5. Service Recognition and Retirement Event, April 30, 2:30-4:00, Fond du Lac Campus

VIII. CLOSED SESSION

A. Approval to Convene into Closed Session

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board convene into closed session pursuant to Wis. Stat. sec. 19.85(1)(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:

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