

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

April 15, 2020 - 5:00 p.m.

Virtual meeting via Skype teleconference
Phone: (920) 924-3400 | Conference ID: 405150

AGENDA

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VII. 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).	26
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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

III. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the March 18, 2020 meeting minutes as presented.

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES March 18, 2020

ATTENDANCE

A meeting of the Moraine Park Technical College District Board was held at 5:00 p.m., March 18, 2020, via Skype teleconference, Chairperson Bur Zeratsky presiding. Board members present at the meeting were Mike Schwab, Cindy Laubenstein, Vernon Jung and Tom Hopp. Board members absent from the meeting were Lowell Prill, Bob Lloyd, Candy Fields and 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.

APPROVAL OF MINUTES

MOTION Laubenstein, second Schwab, that the Moraine Park Technical College District Board approve the February 19, 2020 meeting minutes as presented. Vote: Ayes: 5; Opposed: 0. Motion CARRIED.

CONSENT ITEMS – MONTHLY BUSINESS

MOTION Jung, second Schwab, 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. February cash receipts total \$29,910,811.16. February disbursements total -\$6,312,559.35. Roll call vote: Schwab, yes; Laubenstein, yes; Hopp, yes; Almeida, excused; Prill, excused; Jung, yes; Lloyd, excused; Fields, excused; Zeratsky, yes. Motion CARRIED.

APPROVAL OF RETIREMENT

MOTION Schwab, second Jung, that the Moraine Park Technical College District Board accept the retirement of Katherine Giebel. Vote: Ayes: 5; Opposed: 0. Motion CARRIED.

III. APPROVAL OF MINUTES

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES (continued) *March 18, 2020*

APPROVAL OF RESOLUTION AUTHORIZING THE ISSUANCE OF \$1,365,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2019-20B

MOTION Hopp, second Laubenstein, 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: Schwab, yes; Laubenstein, yes; Hopp, yes; Almeida, excused; Prill, excused; Jung, yes; Lloyd, excused; Fields, excused; Zeratsky, yes. Motion CARRIED.

APPROVAL OF APPRENTICESHIP PROPOSALS

MOTION Schwab, second Jung, that the Moraine Park Technical 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. Vote: Ayes: 5; Opposed: 0. Motion CARRIED.

ACADEMIC PROGRAM HIGHLIGHT – ELECTRICAL POWER DISTRIBUTION

The Dean of Applied Technology and Trades presented an overview of the Electrical Power Distribution program, highlighting employment outcomes, general curriculum expectations, and apprenticeship opportunities. Information only; no Board action required.

STUDENT MENTAL HEALTH UPDATE

The Vice President of Student Services presented an overview of Moraine Park's counseling services provided to students, highlighting current utilization of the services, common student issues, a recent 2015 Hope Lab study, and future planning. Information only; no Board action required.

PRESIDENT'S REPORT

President Baerwald provided an update on the COVID-19 situation and a timeline of actions and decisions made by the response team in accordance with state and federal orders over the past two weeks, and summarized announcements made on the public Moraine Park website (morainepark.edu). It was noted the anticipated re-open date is April 13, subject to change as the situation develops. It was shared that the President's self-evaluation form is expected to be received next week, and board members will receive evaluation forms on April 13, to be completed by April 24. Highlights of meetings recently attended included the K-12 Administrators Breakfast which noted successful high attendance, a meeting with Craig Tobin to discuss development opportunities in the Ripon Downtown area, and a meeting with the new Campus Works administrator. Legislative update included status of Senate Bill 706 regarding the Department of Revenue's incorrect disbursement of property taxes, and proposed Federal relief bills which are being closely monitored. WTCS Update included actions approved at the March 18 board meeting including tuition rate increases and grant awards. College activities included initial spring session of Campus Conversations held on the Fond du Lac campus, with the other 2 campuses scheduled for mid-April, accreditation work continues moving forward, and the recent College Council strategic planning retreat which successfully drafted the 2021-22 strategic objectives. Information only; no Board action required.

III. APPROVAL OF MINUTES

MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES (continued) *March 18, 2020*

DISTRICT BOARDS ASSOCIATION REPORTS/UPCOMING EVENTS

A list of upcoming events was reviewed. Those planning to attend any of the events listed should contact the President's Office. Information only; no Board action required.

APPROVAL OF STUDENT WITHDRAWAL REFUND POLICY

MOTION Schwab, second Laubenstein, that the Moraine Park Technical College District Board approve the refund policy as proposed. Roll call vote: Almeida, excused; Lloyd, excused; Laubenstein, yes; Prill, excused; Fields, excused; Schwab, yes; Jung, yes; Hopp, yes; and Zeratsky, yes. Motion CARRIED.

APPROVAL TO CONVENE INTO CLOSED SESSION

MOTION Jung, second Laubenstein, 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, excused; Laubenstein, yes; Prill, excused; Fields, excused; Schwab, yes; Jung, yes; Hopp, yes; and Zeratsky, yes. Motion CARRIED.

ADJOURNMENT

MOTION Jung, second Schwab, to adjourn. Vote: Ayes: 5; Opposed: 0. Motion CARRIED.

The Board meeting was adjourned at 7:20 p.m. following the completion of the closed session.

IV. 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

Stefanie Baldwin, Housekeeper, submitted her resignation effective March 27, 2020. Stefanie had been with the College since September 2016.

Sean Kennedy, Housekeeper, submitted his resignation effective April 24, 2020. Sean has been with the College since January 2020.

Eric Ludwig, Online & Digital Learning Manager, submitted his resignation effective May 1, 2020. Eric has been with the College since March 2018.

Rachel Tease-Ludwig, Basic Education Instructor, submitted her resignation effective May 19, 2020. Rachel has been with the College since January 2015.

Jean Dodge, Design Specialist, submitted her retirement effective July 6, 2020. Jean has been with the College since November 2000.

Recruitment – Support Professionals

Disability Resource Specialist, Beaver Dam Campus. This full-time vacancy was created when Deborah Falk submitted her retirement. This position provides a variety of support services to students with disabilities throughout the District. This position was posted internally/externally until filled.

Administrative Assistant – Human Services, Fond du Lac Campus. This full-time vacancy was created when Brenda Mand Weinberger submitted her resignation. This position provides administrative support and technical assistance to the Associate Dean of Human Services and related work teams. Interviews were last held April 7 and 8, 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.

Recruitment – Management/Instructional Staff

Basic Education Instructor, West Bend Campus. This full-time vacancy was created when Nancy Pusch submitted her retirement. This position is responsible for providing instruction in the Basic Education program. This position was posted internally/externally until filled.

IV. CONSENT ITEMS

A. Talent Management – Employment (continued)

Recruitment – Management/Instructional Staff (continued)

Counselor, West Bend Campus. This full-time vacancy was created when Kathleen VanDemark submitted her retirement. This position provides counseling support services to students

Respiratory Care Practitioner Instructor, Fond du Lac Campus. This full-time vacancy was created when Mary Bandler submitted her retirement. This position will be in the Respiratory Care program, however, class assignments and locations may vary from term to term.

Social Science Instructor, Fond du Lac Campus. This full-time vacancy was created when Joseph Halter submitted his retirement. The primary teaching responsibility will be Economics; however, class assignments and locations may vary from term to term.

Welding Instructor, Fond du Lac Campus. This full-time vacancy was created when Jeffrey Beach submitted his retirement. The primary teaching responsibility for this position will be for classes in the Welding area including various welding processes, welding blueprint reading, and fabrication.

Welding Instructor, Beaver Dam Campus. This full-time vacancy was created when Gary Watry submitted his retirement. The primary teaching responsibility for this position will be for classes in the Welding area including various welding processes, welding blueprint reading, and fabrication.

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.

IV. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS: None.

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0234046	ERP CampusNexus Suite Saas Services
A0234078	ERP Consultant time and travel expenses
A0234083	2 Cisco Catalyst 9300 network switches
A0234134	ERP Meeting expenses
A0234147	Liebert UPS Battery and installation
A0234166	2 Shure Ceiling Array Microphones
A0234220	7 VISIX Axis TV Media players and accessories
A0234221	ERP Consultant time and travel expenses
A0234222	ERP Management Consulting Services
A0234231	2 Dell PowerEdge Servers and accessories
A0234291	John Deere Compact Excavator with bucket
A0234502	ERP Transformation Services
Pcard	4 Dell Latitude laptops
Pcard	Macbook Pro Laptop

TAX LEVY RECEIVABLE

Through April 4, the District received tax levy payments totaling \$12,584,322.80 or 72.4% of the total levied. Last year's collection through April 5, 2019 was \$12,245,232.57 or 72.2% 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	2,253,717.35	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	\$12,584,322.80	72.4%

OTHER

The interest rate at National Exchange Bank and Trust has decreased from 1.875% to .375% for March, 2020.

IV. CONSENT ITEMS

C. Economic Development Contracting

EWD Board Report - April 2020									
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract
Bonduelle USA Inc	Welding - GTA/W	4744240531903	\$ 14,244.79	\$ 6,422.15	\$ 7,822.64	6	0.28	Boynton	C00000000033934
Bonduelle USA Inc	10% Grant Administration Fee	T1406	\$ 1,424.48	\$ -	\$ 1,424.48	0	0	Boynton	C00000000033935
Bradley Corp	Six Sigma Black Belt	1062515532019	\$ 1,900.00	\$ 1,804.68	\$ 95.32	1	0.08	Gellings	C00000000034127
Bradley Corp	10% Grant Administration Fee	T1433	\$ 190.00	\$ -	\$ 190.00	0	0	Gellings	C00000000034128
Horicon Bank	Supervision 101	4719646432004	\$ 5,324.72	\$ 2,355.95	\$ 2,968.77	8	0.16	Boynton	C00000000034079
Horicon Bank	10% Grant Administration Fee	T1427	\$ 532.47	\$ -	\$ 532.47	0	0	Boynton	C00000000034080
Kondex Corporation	Microsoft Excel Level 2 2016	4710344932173	\$ 150.00	\$ 127.57	\$ 22.43	1	0.01	Gellings	C00000000034144
Mercury Marine	CNC Machining Fundamentals	4744440531925	\$ 19,002.75	\$ 9,601.15	\$ 9,401.60	10	0.67	Hall	C00000000034020
Mercury Marine	NIMS Review	4744440532023	\$ 1,500.00	\$ 1,264.96	\$ 235.04	10	0.02	Hall	C00000000034020
Mercury Marine	10% Grant Administration Fee	T1415	\$ 2,050.28	\$ -	\$ 2,050.28	0	0	Hall	C00000000034021
MTE Corporation	Change Management	4719643532233	\$ 609.80	\$ 262.00	\$ 347.80	1	0	Boynton	C00000000034169
MTE Corporation	Change Management	4719643532234	\$ 609.80	\$ 262.00	\$ 347.80	1	0	Boynton	C00000000034169
MTE Corporation	10% Grant Administration Fee	T1446	\$ 121.96	\$ -	\$ 121.96	0	0	Boynton	C00000000034247
PACE Industries	8D Problem Solving	4762342831900	\$ 4,273.12	\$ 1,433.92	\$ 2,839.20	12	0.16	Gellings	C00000000033930
PACE Industries	10% Grant Administration Fee	T1404	\$ 427.31	\$ -	\$ 427.31	0	0	Gellings	C00000000033931
PACE Industries	ISO 9001: Internal Auditor Training	4762340632098	\$ 5,854.50	\$ 2,608.80	\$ 3,245.70	10	0.2	Gellings	C00000000034147
PACE Industries	10% Grant Administration Fee	T1444	\$ 585.45	\$ -	\$ 585.45	0	0	Gellings	C00000000034148
Regal Ware Inc	Accuplacer & Assessment Testing	T1443	\$ 410.00	\$ 246.94	\$ 163.06	0	0	Boynton	C00000000034146
Rockline Industries	Listening Overview	T1402	\$ 360.30	\$ 142.13	\$ 218.17	0	0	Gellings	C00000000034016
Sadoff Iron & Metal Co	Six Sigma Black Belt	1062515532021	\$ 1,900.00	\$ 1,804.68	\$ 95.32	1	0.08	Boynton	C00000000034129
Sadoff Iron & Metal Co	10% Grant Administration Fee	T1434	\$ 190.00	\$ -	\$ 190.00	0	0	Boynton	C00000000034130
Seneca Foods Corp	Basic Pneumatics/Hydraulics	4762040131907	\$ 3,600.00	\$ 1,433.52	\$ 2,166.48	8	0.12	Boynton	C00000000033987
Seneca Foods Corp	Intro to Industrial Controls	4762040231908	\$ 3,600.00	\$ 1,433.52	\$ 2,166.48	8	0.12	Boynton	C00000000033987
Seneca Foods Corp	Blueprint Reading - 12hr	4762341231906	\$ 2,400.00	\$ 1,066.12	\$ 1,333.88	8	0.08	Boynton	C00000000033987
Seneca Foods Corp	10% Grant Administration Fee	T1409	\$ 960.00	\$ -	\$ 960.00	0	0	Boynton	C00000000033988
Seneca Foods Corp	Safe Work Environment	4719641132005	\$ 783.20	\$ 332.94	\$ 450.26	15	0.05	Boynton	C00000000034009
Seneca Foods Corp	Safe Work Environment	4719641132006	\$ 783.20	\$ 332.94	\$ 450.26	15	0.05	Boynton	C00000000034009
Seneca Foods Corp	Safe Work Environment	4719641132007	\$ 774.56	\$ 324.30	\$ 450.26	12	0.04	Boynton	C00000000034009
Seneca Foods Corp	Safe Work Environment	4719641132008	\$ 774.56	\$ 324.30	\$ 450.26	12	0.04	Boynton	C00000000034009
Seneca Foods Corp	10% Grant Administration Fee	T1412	\$ 311.55	\$ -	\$ 311.55	0	0	Boynton	C00000000034010
Seneca Foods Corp	Supervision 101	4719646432009	\$ 5,664.92	\$ 2,724.20	\$ 2,940.72	7	0.14	Boynton	C00000000034011
Seneca Foods Corp	10% Grant Administration Fee	T1413	\$ 566.49	\$ -	\$ 566.49	0	0	Boynton	C00000000034012
Seneca Foods Corp	Basic Machining - Mill & Lathe Lv 1	4744440532094	\$ 1,600.00	\$ 659.84	\$ 940.16	12	0.08	Boynton	C00000000034087
Seneca Foods Corp	10% Grant Administration Fee	T1429	\$ 160.00	\$ -	\$ 160.00	0	0	Boynton	C00000000034088
Seneca Foods Corp	Manual Mill & Lathe - Level 2	4744441532186	\$ 3,233.29	\$ 2,293.13	\$ 940.16	11	0.07	Boynton	C00000000034170
Seneca Foods Corp	10% Grant Administration Fee	T1447	\$ 323.33	\$ -	\$ 323.33	0	0	Boynton	C00000000034171
Seneca Foods Corp	Adv Machining - Milling & Turning Lv 2	4744441532229	\$ 3,218.30	\$ 2,278.14	\$ 940.16	12	0.08	Boynton	C00000000034248
Seneca Foods Corp	10% Grant Administration Fee	T1451	\$ 321.83	\$ -	\$ 321.83	0	0	Boynton	C00000000034249
Specialty Cheese Inc	Basic Machining - Milling & Turning	4744440531901	\$ 1,480.00	\$ 659.84	\$ 820.16	6	0.04	Boynton	C00000000033932
Specialty Cheese Inc	Basic Machining - Milling & Turning	4744440531902	\$ 1,480.00	\$ 659.84	\$ 820.16	4	0.03	Boynton	C00000000033932
Specialty Cheese Inc	10% Grant Administration Fee	T1405	\$ 296.00	\$ -	\$ 296.00	0	0	Boynton	C00000000033933
Waupun High School	Public Relations	1010411721900	\$ 4,368.43	\$ 3,971.30	\$ 397.13	5	0.5	Boynton	C00000000033152
		TOTAL:	\$ 98,361.39	\$ 46,830.86	\$ 51,530.53	196	3.1		

IV. 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 March be approved and payments are authorized, ordered, and confirmed.

Roll call vote:

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

V. 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>
Jean Dodge	Design Specialist	July 2, 2020	November 20, 2000

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the retirement of Jean Dodge:

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.

V. ACTION ITEMS

B. Approval of 2020-21 Faculty Contract Renewals

In accordance with Wisconsin Statute 118.22 – Renewal of Teacher Contracts, on or before May 15 of the school year during which a teacher holds a contract, the Board by which the teacher is employed, at the direction of the Board, shall give the teacher written notice of renewal or refusal to renew his/her contract for the ensuing school year. If no such notice is given on or before May 15, the contract then in force shall continue for the ensuing school year.

A teacher who receives a notice of renewal of a contract for the ensuing school year, or a teacher who does not receive a notice of renewal or refusal to renew his/her contract for the ensuing school year on or before May 15, shall accept or reject, in writing, such contract no later than the following June 15.

Faculty with 2019-20 regular contracts are listed on the following page. It is recommended that these individuals be issued new contracts for the 2020-21 contract year.

Moraine Park hiring standards for faculty include educational and occupational experience requirements in compliance with Faculty Quality Assurance System, Higher Learning Commission and state and federal licensing/accreditation standards. Seventeen of the faculty to be issued new contracts do not currently meet the educational standards for their program; therefore, their 2020-21 contract will contain a clause confirming their obligation to meet those standards in a timely manner.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board extend contracts for faculty, as listed, for the 2020-21 school year.

Roll call vote:

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

V. ACTION ITEMS

B. Approval of 2020-21 Faculty Contract Renewals (continued)

Joan Barfield	Todd Bartelt	Linda Bau
Andrew Baus	James Begotka	Rebekah Benedum
Brain Blankenheim	David Block	Cathryn Bosch
Eileen Bouchard	Jeanette Boyle-Gustavus	Barbara Brown
Karrie Bruegman-May	Ronald Campopiano	Sarah Chojnacki
Wendy Christianson	Larry Clark	Joshua Cohn
Cynthia Collins	Danielle Cook	Tina Cordell
Francesco Corrente	James Daniels	Kerry DeGroot
Marla DeYoung	Anne Deacy	Christopher Dean
Joseph Desiderio	Julie Dilling	Andrea Dobogai
Jodie Dolinar	Jennifer Elliott	Thomas Endejan
Nancy Esposito	Heather Evenson	Melissa Ewoldt
Joan Falter	Lisa Ferguson	Timothy Flaherty
Bruce Forcica	Tammy Freund	Dominic Garofalo
Joshua Geschke	Danyel Giacomini	Jo Ann Giese-Kent
Matthew Goff	Jeffrey Gruss	James Gyorfy
Craig Habeck	Amy Harmsen	Teresa Harn
Emily Hayes	Steve Henderleiter	Angela Henschel
April Herrera	Erika Herriges	Wendy Herrmann
Robert Heyrman	Bree Hodgen	James Hokenson
Pamela Jacob	Danielle Jacques	Christopher Kleman
Dwane Klostermann	Roy Krueger	Carrie Kutz
Tiffany Laabs	Margaret Laubenstein	Rebecca Leichtfuss
Julie Lepianka	Laura Letourneau	Stephan Logan
Julienne Lotto - 12/23/2020	Andrew Luby	Gloria Madison
Bobbi Mand	Heidi Martin	Brianna Matheson
Jeremy Maurer	Margaret May	Shawn McAfee
Elizabeth McLean	Annette Meihack	Edward Meltz
Michele Mengert	Timothy Moy	Kathy Mueller
Kimberly Mueller	David Mulder	Rebecca Mullane
Stephanie Murre Wolf	Kevin Niedfeldt	Troy Niemuth
Sarah Ninmer	Andrew Novak	Iolanda Oliva
Amy Olsen	James Olson	Kim Olson
Daniel Pahlow	Anne Paradies	Ryan Paruch
Aaron Paul	Jeffrey Quackenboss	Anthony Reese
Nicole Repp-Butzke	Melissa Rodriquez	Thomas Roehl
Rhonda Roehrig	Grace Rommelfanger	Mark Rymer
Kelvin Schlagel	Angela Schmidt	Mark Schmidt
Scott Schnettler	Kelly Schoeller	Jacqueline Schoener
Deborah Schuh	Craig Schwanz	Stephanie Scott
Craig Seidel	Tirza Shulman	Joseph Sibilski
James Simmers	Jeffrey Sonneleitner	Susie Stanley
Jeffrey Stueber	Nichol Supri	Jeffrey Ternes
Mark Thronson	Joseph Thurin	Casey Truse
Amy Tyznik	Jerome VanKirk	Matthew Virtanen
Mary Vogl-Rauscher	Mark Wamsley	Thomas Ward
Rachel Weber	Dena Willmann	Elizabeth Yoon
Thomas Zimdahl	Daniel Zoschke	Jamie Zwicky

V. ACTION ITEMS

C. Approval of Lease Agreement – Fond du Lac County

The following information is presented for the purpose of District Board authorization in accordance with the General Executive Expectations Policy, #BP 3.1, Executive Expectations.

The Fond du Lac County Department of Community Programs is in need of new temporary office space in response to the COVID-19 pandemic. Previously, their offices were located in a long-term care facility, however, with the outbreak requiring enhanced restrictions on guests entering the facility, the Department of Community Programs is in search of a new location. The Department of Community Programs provides a wide range of mental health services to Fond du Lac County, including Alcohol and Other Drug Abuse (AODA), crisis intervention, and prevention/education. They wish to partner with the District and lease a portion of the vacated District Office. Areas included in the lease are; the former Human Resources area, the former Academics area, the men's and women's restrooms, front lobby, and breakroom. Total leased area is approximately 4,150 square feet. The lease agreement term includes cost recovery only, resulting in a payment to the District of \$2,420 per month.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approves a lease with Fond du Lac County for the period of April 1, 2020 through August 31, 2020 with payment terms of \$2,420 per month; with a month to month lease option for the following two months.

V. ACTION ITEMS

D. **Approval of Resolution Designating a Line of Credit**

In 2010, the District approved a line of credit with National Exchange Bank & Trust (NEBAT) in the amount of \$1,000,000. Although the line of credit has not been needed historically, it is recommended the line of credit be reauthorized in the event of unforeseen cash needs resulting in the Covid-19 pandemic response or other extenuating circumstances that may arise in the future.

Therefore, the District recommends approving a line of credit with National Exchange Bank & Trust in the amount of \$1,000,000 authorizing the President and the Vice President – Finance and Administration the authority to sign and request funds. The line of credit will have a maturity of 3 years.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the \$1,000,000 line of credit with National Exchange Bank & Trust, authorizing the President and Vice President – Finance and Administration the authority to sign and request funds as needed.

V. ACTION ITEMS

E. Approval of Bid – Cafeteria Roof Replacement, West Bend Campus

The District proposes to replace several roofs on the West Bend campus in accordance with Moraine Park's amended 2019-22 Three-Year Facilities Plan. The roofs are planned replacements to replace when the roofs are close to or out of manufacturer's warranty. The roofs include: Cafeteria, S-Wing, and a small section outside of the HVAC Lab.

Class II bid notices were placed in District newspapers to make contractors aware of the project, and bids were opened on March 19, 2020.

The proposed work is scheduled to begin in June of 2020, with completion scheduled for August 2020. The total budget for this project is \$90,000, we will be utilizing savings from other 2019-20 projects that ended under budget to cover some costs. The current cost breakdown is as follows:

Construction Costs:	\$105,230
Contingency (5%):	3,270
Architectural Fees:	<u>16,500</u>
Total:	\$125,000

It is recommended that the following bid be accepted:

Alois Roofing & Sheet Metal:

Base Bid:	\$101,760
Alternate #1	<u>3,470</u>
Bid Total:	\$105,230

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the following low bid and alternate #1 for the West Bend Cafeteria Roof Replacement project and award the contract to Alois Industrial Roofing & Sheet Metal in the amount of \$105,230; and, further, that the President be authorized to proceed with this project.

V. ACTION ITEMS

E. Approval of Bid – Cafeteria Roof Replacement, West Bend Campus (continued)

bid recording sheet

West Bend Campus – Roof Remodel

Moraine Park Technical College

Bid Due Date: 3/19/20 @ 11:00am CST in room C-131. Because of COVID-19 pandemic, all bids were emailed to: Tim Keenan at tkeenan@morainepark.edu

Bid Opening: 3/19/20 @ 11:05am CST in room B-114. Bid results will be emailed to all plan holders after bids have been received and read.

CONTRACTOR	Bid Security	Acknowledge Addendums	BASE BID	Alternate #1	Alternate #2	Alternate #3	Alternate #4	Alternate #5	Alternate #6	TOTAL
Alois Roofing & Sheet Metal	X	X	\$101,760.00	\$3,470.00	\$100,470.00					\$205,700.00
Northern Metal and Roofing Co., Inc.	X	X	\$140,405.00	\$5,820.00	\$135,100.00					\$281,325.00
Oshkosh Industrial Roofing & Sheet Metal	X	X	\$115,000.00	\$5,890.00	\$135,100.00					\$255,990.00

Notes: _____

V. ACTION ITEMS

F. Approval of Bid – Health and Human Services Remodel, Beaver Dam Campus

The District proposes to remodel a portion of the Beaver Dam campus in accordance with Moraine Park's amended 2019-22 Three-Year Facilities Plan to support the needs of the Health and Human Service programs. The remodel will concentrate primarily on providing separate lab space for health and human service programs on the campus. Currently multiple programs utilize one lab area and that is causing scheduling conflicts and stifling program growth at the Beaver Dam Campus. A new interdisciplinary simulation center will be created to be used by all related programs as well as a dedicated space for the Emergency Medical Services (EMS) program. The remodel will include: a new Medical Assistant lab, a new Nursing Skills lab, a Health Simulation Center with 3 patient rooms, an Anatomage Lab, a new EMS Classroom, a simulation apartment, a simulation ambulance, one computer lab, two new general classrooms, one new video conferencing classroom, one new video conferencing computer lab, two existing restroom updates and the renovation of the instructor's suite to an open-concept format in-line with the new college standards.

Class II bid notices were placed in District newspapers to make contractors aware of the project, and bids were opened on March 20, 2019. Three bids were received.

The proposed work is scheduled to begin in May 2020, with completion scheduled for August 2020. The total budget for this project is \$1,500,000. The cost breakdown is as follows:

Construction Costs:	\$ 999,670
Contingency:	381,130
Architectural Fees:	<u>119,200</u>
Total:	\$1,500,000

There were 3 bids submitted with Capelle Bros. & Diedrich Inc. being the lowest responsible bid. It is recommended that the following bid be accepted:

Capelle Bros & Diedrich Inc.:

Base Bid:	\$ 1,248,680
Alternate #1:	38,170
Alternate #2:	<u>58,330</u>
Bid Total:	\$ 1,345,180

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the following low bid for the Beaver Dam Health & Human Services Remodel project, awarding the contract to Capelle Bros & Diedrich in the amount of \$1,345,180; and, further, that the President be authorized to proceed with this project.

V. ACTION ITEMS

F. Approval of Bid – Health and Human Services Remodel, Beaver Dam Campus (continued)

bid recording sheet

Beaver Dam Campus – Interior Remodel

Moraine Park Technical College

Bid Due Date: 3/20/20 @ 2:00pm CST in room C-131. Because of COVID-19 pandemic, all bids were emailed to: Tim Keenan at keenan@morainepark.edu

Bid Opening: 3/20/20 @ 2:05pm CST in room B-109. Bid results will be emailed to all plan holders after bids have been received and read.

CONTRACTOR	Bid Security	Acknowledge Addendums	BASE BID	Alternate #1	Alternate #2	Alternate #3	Alternate #4	Alternate #5	Alternate #6	TOTAL
Cardinal Construction	X	X	\$1,487,000.00	\$39,900.00	\$65,800.00					\$1,592,700.00
Immel Construction	X	X	\$1,386,886.00	\$36,587.00	\$62,282.00					\$1,485,755.00
Cappelle & Diedrich Construction	X	X	\$1,248,680.00	\$38,170.00	\$58,330.00					\$1,345,180.00

Notes: _____

V. ACTION ITEMS

G. **Approval of 2020-2021 Economic and Workforce Development and Community Training Contracting Rates**

The following information is being presented for the purpose of District Board monitoring of their Desired Outcomes Policy, #1TFT0200, Educate for Employment – Economic Development and Community Outreach Contracting.

District Board policy permits the College to enter into contracts to provide educational services to public and private educational institutions, federal and state agencies, local governmental bodies, and industries and businesses. These training efforts link the College's resources, including instructional/technical expertise and equipment, to District enterprises. As a result, innovative partnerships with business, industry and other agencies are encouraged.

The contracts developed are designed to recover direct costs and a percentage of indirect costs associated with the training and services provided. Contracts for services must be reviewed and approved by the Moraine Park Technical District Board; therefore, the rates associated with this type of contracting are reviewed annually.

The proposed 2020-2021 economic development contract rates are attached. Changes from 2020-2021 have been proposed for consideration below. Comparisons to the other 15 colleges were included in the analysis. Recommended changes are in line with those of the majority of WTCS colleges across the state.

The proposed contracting rates were developed by the Economic and Workforce Development Business Representatives and Management. If approved, these rates will become effective June 1, 2020 through May 31, 2021.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the 2020-2021 Economic and Workforce Development and Community Training contracting rates as presented.

V. ACTION ITEMS

G. Approval of 2020-2021 Economic and Workforce Development and Community Training Contracting Rates (continued)

Proposed Changes from 2019-2020 to 2020-2021 rates

Category		2019-2020 Rate	2020-2021 Rate	Approx. % Change	Rationale
Special Rates	Mobile Computer Lab Tear Down/Set Up RENAME Mobile Equipment & Computer Lab Tear Down/Set Up	\$25.00 per person	\$25.00 per person	0%	Utilization of new mobile equipment as it becomes available
Special Rates	Instructional Classroom Helper	\$30.00	\$40.00	30%	Cost recovery
Special Rates	Online/Blended Learning Platform (MPTC LMS)	\$45.00 per person	\$10.00 per person		Adjust to updated college pricing policy
Special Rates	MPTC Learning Management System Rental Fee		Negotiated per project		New product availability
Special Rates	Bloodborne Pathogens	\$120.00	\$125.00	4.2%	Cost recovery
Special Rates	CPR/First Aid	\$120.00	\$125.00	4.2%	Cost recovery
Special Rates	Debrillator/AED	\$120.00	\$125.00	4.2%	Cost recovery
Special Rates	Special Care Procedures	\$120.00	\$125.00	4.2%	Cost recovery
Special Rates	Fire Extinguisher	\$135.00	\$140.00	3.7%	Cost recovery
Special Rates	Nursing Assistant	\$7,100 per course	\$7,750 per course	9.1%	Cost recovery
High School	Tuition and material fees (2)	Tuition plus materials, or additional adder	Tuition plus 10%, plus material fees		New college practice
High School	LMS fee (3)	\$45.00 per student	\$10.00 per credit		Adjust to updated college pricing policy
High School	Indirect Fee (4)	37.62%	36.95%		Updated rate per WTCS

V. ACTION ITEMS

G. Approval of 2020-2021 Economic and Workforce Development and Community Training Contracting Rates (continued)

Moraine Park Technical College
Proposed Contract Rates
Effective June 1, 2020 through May 31, 2021

Customized Instruction & Technical Assistance
Rates per Hour

In-District	Base Rate: \$185 Tier 1: \$200 Tier 2: \$225
Out-of-District	Base Rate: \$210 Tier 1: \$220 Tier 2: \$245
Out-of-State	Base Rate: \$225 Tier 1: \$235 Tier 2: \$260

All training of 2 hours or less per day will be charged a 25% surcharge in addition to the customized training rate utilized.

Cancellation and Reschedule policy:

If a training agreement is cancelled or rescheduled after it has been signed, it may be subject to the following charges:

- Curriculum and/or instructional preparation cost incurred
- All costs for ordered materials/textbooks, including any associated restocking fees
- If cancelled within five (5) business days of the scheduled training, a fee of 100% of the contract price will be assessed.
- Companies will be allowed one reschedule within ten (10) business days of training per year at no charge. Reschedules in excess of one per academic year will be assessed a fee of 25% of the contract price.

Mileage will be charged for out-of-district and out-of-state contracts based upon approved MPTC reimbursement rates from the instructor's base campus location.

*Note: All rates assume one instructor per session. Any variation of this will be quoted separately.

V. ACTION ITEMS

G. Approval of 2020-2021 Economic and Workforce Development and Community Training Contracting Rates (continued)

Special Rates	
Mobile Equipment & Computer Lab Tear Down/Set Up	\$25 per person flat fee
Off-site lab set up/tear down	\$35 per hour fee
Instructional Classroom Helper	\$40.00 per hour
WAT Grant Administrative Fee	10% of Total Project
Curriculum Development	Base Rate
Organizational Development Assessment/Consultation	\$250 per hour
Individual Coaching –	
• Executive Coaching	\$250 per hour
• Career and Performance Coaching	Tier 1
Online/Blended Learning Platform – 3 rd party	Provider fee
Online/Blended Learning Platform (MPTC LMS)	\$10 per person
MPTC Learning Management System Rental Fee	Negotiated per project
Six Sigma -	
• Six Sigma Green Belt	\$ 3,900 per person
• Six Sigma Black Belt	\$ 1,900 per person
• Blended Green Belt	\$3,900 per person
STRAT	\$6,000 per person
STRAT – out of district delivery	\$7,000 per person
Bloodborne Pathogens	\$125.00 per hour
CPR/First Aid	\$125.00 per hour
Defibrillation/AED	\$125.00 per hour
Emergency Care Procedures	\$125.00 per hour
Skills Test Assessment	\$115.00 per hour on campus; \$130 per hour off campus Minimum 2 hour fee
Fire Extinguisher*	\$140.00 per hour
*Plus replacement of fuel/material	
Nursing Assistant (Maximum of 10 students per course)	\$7,750 per course plus books/materials/testing fees, and application fee per person
Application fee (as required) per student	Per college pricing

V. ACTION ITEMS

G. Approval of 2020-2021 Economic and Workforce Development and Community Training Contracting Rates (continued)

High School Credit Course Pricing

Classes offered in contract with the high schools will follow the following criteria:

1. All classes will be charged at standard rates, as defined above, unless funded by the high school general fund budget. If the high school general fund budget is utilized, discounted rates as outlined below in items 2 – 4 will apply.
2. Classes held at the high school (including IVC or online) with an MPTC instructor are charged tuition and material fees per student, if all direct costs (salary/fringe), material fees and 10% indirect are covered. If those costs are not covered, the class will be cancelled or the school district will pay tuition plus 10% in addition to material fees per student. Student expenses for books will be charged separately.
3. Students stacked in existing MPTC classes that meet existing minimums to run are charged tuition, material fees plus a \$10.00 per credit student fee for Learning Management System provider fees where applicable. Student expenses for books will be charged separately.
4. High school classes held on MPTC campuses with an MPTC instructor are charged tuition if all direct costs (salary/fringe), material fees and 36.95% indirect are covered. If those costs are not covered the class will be cancelled or the balance will be paid by the school district. Student expenses for books will be charged separately.

Modification of Rate

Exceptions to this rate schedule must be approved by the Vice President of Academics or the Dean of Economic and Workforce Development. This may include reductions in cost recovery or increases for special project or program pricing.

History of MPTC (In-District) Contract Rates

Year	In-District Rates	Approx. % of Change
2019-2020	\$185 - \$225	0%
2018-2019	\$185 - \$225	5.71%
2017-2018	\$175 - \$225	0%
2016-2017	\$175 - \$225	6% - 0%
2015-2016	\$165 - \$225	0% - 4.08%
2014-2015	\$165 - \$220	3.1%
2013-2014	\$160 - \$220	0%
2012-2013	\$160 - \$220	0% - 2.33%
2011-2012	\$160 - \$215	1.27% - 3.37%
2010-2011	\$158 - \$208	1.9%

VI. CORRESPONDENCE AND REPORTS

B. 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 Spring Workshop, Thursday, May 7 (re-schedule from April 22), 4:30 pm, Fond du Lac Radisson
2. WTCS State Board Meeting, Tuesday, May 12, Madison
3. District Board Meeting, Wednesday, May 20, 5:00 pm, Fond du Lac Campus

VII. 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