



# MORaine PARK TECHNICAL COLLEGE

## DISTRICT BOARD MEETING

***Monday, July 13, 2020***

***Moraine Park Technical College***

***235 N. National Avenue, Fond du Lac, WI 54935***

***World Link Conference Center, Room A-112***

### Upcoming Meetings

| TITLE                  | DATE                    | TIME                   | LOCATION                |
|------------------------|-------------------------|------------------------|-------------------------|
| DBA Summer Meeting     | Friday, July 24, 2020   | 9:00 a.m. – 12:00 p.m. | Virtual Webinar         |
| District Board Meeting | Wednesday, Aug 19, 2020 | 5:00 p.m.              | Jackson Regional Center |

### VISION

Your home for **lifelong learning** to achieve lifelong dreams.

### MISSION

Growing minds, businesses and communities through **innovative learning experiences.**

*This publication will be made available in an accessible alternative format upon request.  
Please contact the President's Office at 920-929-2127 or email [jjelinek@morainepark.edu](mailto:jjelinek@morainepark.edu).*

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# MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

July 13, 2020 - 5:00 p.m.

Moraine Park Technical College  
235 N. National Avenue, Fond du Lac, WI 54935 – Room A-112

## AGENDA

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## 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:

\_\_\_\_\_ Schwab  
\_\_\_\_\_ Hopp  
\_\_\_\_\_ Johnson  
\_\_\_\_\_ Schlieve  
\_\_\_\_\_ Almeida  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Zeratsky

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## II. PUBLIC COMMENTS

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The public has been provided the opportunity to comment to the board. Any public comments received will be shared at this time.

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## III. INTRODUCTIONS

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There are no planned introductions this month.

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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### A. Administration of the Oath of Office

The oath of office will be administered to Rob Johnson, Kathy Schlieve, and Mike Schwab by the College's legal counsel for their terms beginning July 1, 2020 and ending June 30, 2023.

*I, [the undersigned], who have been appointed to the office of District Board Member for the Moraine Park Technical College District but have not yet entered upon the duties thereof, swear that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully and impartially discharge the duties of said office to the best of my ability. So help me God.*

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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### B. Election of Board Officers – 2020-21

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

The offices which must be filled include the following:

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

During the 2019-20 year, Bur Zeratsky served as Chairperson, Vernon Jung as Vice Chairperson, Lowell Prill as Secretary, and Bob Lloyd as Treasurer. Board Policy BP 1.5 states that: “No person may serve as Chairperson for more than two successive annual terms.” The current Board members holding an office, other than Secretary, are eligible to be reappointed for another term. A new Board Secretary will need to be selected, as Mr. Prill is no longer a member of the MPTC District Board.

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

## IV. DISTRICT BOARD GOVERNANCE PROCESS

### B. Election of Board Officers – 2020-21 (continued)

Moraine Park Technical College

| <b>BOARD POLICY TYPE: GOVERNANCE PROCESS</b> |                                 |
|--|---------------------------------|
| Policy Title                                 | <b>Board Officers and Roles</b> |
| Policy Number                                | <b>BP 1.5</b>                   |
| Policy Owner                                 | Board Chairperson               |
| Adopted                                      | August 16, 2017                 |
| Reviewed                                     |                                 |
| Revised                                      | February 20, 2019               |

The officers of the District Board shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer.

- The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July.
- If a vacancy occurs in any of the District Board officer positions after the annual organizational meeting, the District Board may elect an officer to fill the vacancy at a subsequent Board meeting.

#### Chairperson's Role

The Chairperson is elected by the Board of Trustees. As the elected leader of the Board, the Chairperson shall maintain the integrity of the Board's process and represent the Board to outside parties. The Chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

- No person may serve as chairperson for more than two successive annual terms. (Wis. Stats. sec. 38.08(3), as amended)
- The Chairperson shall ensure the Board and individual Board members act consistently with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College.
  - The Chairperson shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
  - Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not the President.
  - Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
  - The Chairperson will attempt to arrive at a consensus by the Board members on Board decisions. The Chairperson will stimulate discussion among the Board members.
- The Chairperson sets the agenda with input from board members and the President.
- The Chairperson is authorized to use any reasonable interpretation of the provisions in Governance and Board-Staff Relationship policies in carrying out the role of Chairperson.
- The Chairperson has no authority to make decisions regarding implementation of the Ends and Executive Limitations policies. Such implementation is reserved for the President.
- The Chairperson is responsible for the Board/President relationship and shall communicate and interact with the President. However, since the President is responsible to the entire Board, the Chairperson has no authority to unilaterally supervise or direct the President.
- The Chairperson or designee shall sign on behalf of the entire Board, all documents needing such authorization.
- The Chairperson shall ensure the other Board members are informed of current and pending Board issues and processes.

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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### B. Election of Board Officers – 2020-21 (continued)

- The Chairperson is empowered to chair Board meetings in accordance with the *Robert's Rules of Order, Revised*, unless suspended or waived.
- Subject to Board approval, the Chairperson shall prosecute all necessary legal actions in the name of the District for the recovery of damages and forfeitures or to obtain injunctive relief.
- The Chairperson shall appoint members of committees established by the Board as well as outside organizations including the Foundation, as appropriate.
- The Chairperson shall ensure compliance with all required duties imposed by law, including but not limited to:
  - The Chairperson, or designee, shall communicate with the public as required by law with respect to providing public notice of all meetings of the College Board of Trustees. The Chairperson may delegate the function of providing notice, but may not delegate the responsibility.
  - The Chairperson may delegate responsibility for the orientation of new Board members and for providing them with mentors.
- At the annual spring Board workshop, conduct an evaluation of the effectiveness of the Board, evaluate performance of goals, and set goals for the subsequent year.

#### Vice Chairperson's Role

The Vice Chairperson is elected by the Board of Trustees.

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

#### Secretary's Role

The Secretary is elected by the Board of Trustees.

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

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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### B. Election of Board Officers – 2020-21 (continued)

#### Treasurer's Role

The Treasurer is elected by the Board of Trustees.

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



## IV. DISTRICT BOARD GOVERNANCE PROCESS

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### C. Appointment of Finance Committee

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

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

All members of the Board, except Candy Fields, served on the Finance Committee during the 2019-20 year.

## IV. DISTRICT BOARD GOVERNANCE PROCESS

### C. Appointment of Finance Committee (continued)

Moraine Park Technical College

| <b>BOARD POLICY TYPE: GOVERNANCE PROCESS</b> |                         |
|--|-------------------------|
| Policy Title                                 | <b>Board Committees</b> |
| Policy Number                                | <b>BP 1.7</b>           |
| Policy Owner                                 | Board Chairperson       |
| Adopted                                      | September 20, 2017      |
| Reviewed                                     | February 20, 2019       |
| Revised                                      |                         |

The Board shall act as a committee of the whole and shall not create, use, or rely on standing committees for any purpose with the exception of the following:

- The Board may establish ad hoc committees when, in the judgment of the Board, such ad hoc committees are appropriate and required for the completion of a specific project or task. When such ad hoc committees are formed, the Board shall approve a statement of the committee's charge, as well as a timeline for the completion of the committee's work.
- The Board Chairperson shall appoint the members of the ad hoc committee and name the committee's chair from among its members. When appropriate to the committee's task, its members may include persons from the staff or from the community.
- It is the responsibility of ad hoc committees to complete the assigned task and to prepare a written report or to deliver an oral report to the full Board. When this task is completed, the committee shall be discharged.
- Ad hoc committees do not exercise control or authority over the President or the staff.
- Ad hoc committees have no independent authority or power to act in lieu of the Board, except when formally given such authority for specific and time-limited purposes.
- The Board, as a collective body, may meet as a committee of the whole for work and discussion sessions, but no official action will be at these sessions. The committee of the whole shall meet at the discretion of the Board Chairperson.
- The Board of Trustees currently has a Finance Committee. The establishment and appointment of the Board Finance Committee is made at the discretion of the Board Chairperson. The Board Chairperson may choose to appoint this committee at the annual organizational meeting, or at a future meeting as desired. The District Board Treasurer serves as the chairperson of this committee; the Deputy Treasurer will serve as backup. Historically, membership has consisted of new Board members and those Board members with a specific interest in the financial operations of the District. However, all Board members are invited to attend Finance Committee meetings.

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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

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

Recently received correspondence from the District Boards Association requests that the MPTC Board select their 2020-21 representatives to the Association’s committees at the July organizational meeting. New Board of Director members will be seated at the Association’s summer meeting via Virtual Webinar on July 24, 2020.

#### BOARDS ASSOCIATION DELEGATE

Each district board which has a membership in the Wisconsin Technical College District Boards Association is entitled to representation on the Board of Directors of this Association. The primary function of MPTC’s delegate to the Boards Association would be to represent and vote on behalf of the Moraine Park District Board in regard to the business of the Association. The Boards Association Delegate is appointed for a two-year term. Dates important to the individual serving as Moraine Park’s Boards Association delegate would be the Association’s quarterly meetings scheduled for July 24, 2020, October 22-24, 2020, January 13-15, 2021 and mid-April, 2021.

Vernon Jung was elected as President of the District Boards Association at the spring meeting in Fond du Lac in 2019, and will serve his second year of a two-year term that will be effective following the summer meeting on July 24, 2020. Association elected officers automatically serve as their district’s delegate. Therefore, no action is required to appoint a Board of Director delegate this year.

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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

#### EXTERNAL PARTNERSHIPS COMMITTEE

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

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

Through its work, the committee will advocate on behalf of the colleges, as well as serve as a conduit of information, to help inform our ongoing advocacy efforts with policymakers. The External Partnerships Committee will receive periodic briefings from the chair of the Presidents' Association External Partnerships Subcommittee, in order to facilitate and coordinate the work of the two committees. This committee is also responsible for generating programming input for Association staff to develop for in-service sessions.

Each district is asked to appoint one to four members to serve as part of the External Partnerships Committee. Lowell Prill, Mike Schwab and Candy Fields were Moraine Park's representatives on this committee the past year.

#### **SUGGESTED MOTION:**

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

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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

#### INTERNAL BEST PRACTICES COMMITTEE

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

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

With support from staff, the committee co-chairs will be expected to set agendas, facilitate dialogue and small-group breakout discussions as needed, and solicit input from members on topics of interest or possible projects. Led by the co-chairs, the Internal Best Practices Committee would also be responsible for generating programming input, suggesting topics for Association staff to develop for in-service sessions.

Each district is asked to appoint one to four members to serve as part of the Internal Best Practices Committee. Cindy Laubenstein and Tom Hopp were Moraine Park’s representatives on this committee the past year.

#### **SUGGESTED MOTION:**

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

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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

#### BYLAWS, POLICIES AND PROCEDURES COMMITTEE

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

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

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

#### **SUGGESTED MOTION:**

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

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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

#### AWARDS COMMITTEE

The Awards Committee has responsibility for identifying and recognizing:

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

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

Lowell Prill (primary) and Mike Schwab (alternate) were Moraine Park's representatives on this committee the past year.

#### **SUGGESTED MOTION:**

***I move that \_\_\_\_\_ be appointed as the Moraine Park representative(s) to the Awards Committee of the Wisconsin Technical College District Boards Association.***

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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

Moraine Park Technical College

| <b>BOARD POLICY TYPE: GOVERNANCE PROCESS</b> |                             |
|--|-----------------------------|
| Policy Title                                 | <b>Governing Philosophy</b> |
| Policy Number                                | <b>BP 1.2</b>               |
| Policy Owner                                 | Board Chairperson           |
| Adopted                                      | July 10, 2017               |
| Reviewed                                     | February 20, 2019           |
| Revised                                      |                             |

The Board of Trustees of Moraine Park Technical College has the authority and accompanying responsibility for the effective governance of the College. The Board carries out this responsibility through the commitment to fundamental philosophical beliefs about their roles and leadership and how those are embodied by the actions of the trustees, the College President, and the faculty and staff that comprise the broader College District. The Board embraces a governance view that is strategic, future-oriented, proactive, positive, ambitious, transparent and deliberative. This governing philosophy encourages diversity in viewpoints, reinforces the centrality of Board policy-making and empowers the President with clear direction.

More specifically, the Board will:

- Operate in all ways mindful to its trusteeship and stewardship obligations to the citizens of its District.
- Take action only in official Board meetings called, scheduled and conducted according to statutory requirements.
- Ensure the continuity of its governance capability through individual training, development and the orientation of new members in the Board’s governance process.
- Lead and inspire the organization through the careful establishment of the broadest organizational policies reflecting the District’s values. The Board’s major focus will be on the intended long-term impact of the College on the District stakeholders.
- Accept collective responsibility for excellence in governance. The Board will use the expertise of individual trustees to enhance the work of the Board as a body, rather than to substitute their individual judgments for those of the Board as a whole.
- Monitor and discuss the Board’s process and performance regularly for continuous improvement. Annual self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-Staff Relationship categories and any Board goals that may be established annually.
- Seek balanced input from various sources including staff, students, alumni, employers and other community members on Board policies. The Board will initiate timely linkages with stakeholder groups as needed.
- Make decisions, to the extent possible, on a consensus basis.
- The Board maintains active membership in local, state and national associations and affiliations that the Board deems appropriate to the mission of the College:
  - Wisconsin Technical College District Boards Association (DBA)
  - Association of Community College Trustees (ACCT)



## IV. DISTRICT BOARD GOVERNANCE PROCESS

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

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

#### **SUGGESTED MOTION:**

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

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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### F. Approval of 2020-21 District Board Meeting Dates/Locations

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

Board Policy BP 1.6 states that: "The regular meetings of the District Board shall be held monthly, subject to change by call of the Chairperson with the approval of the District Board." The 2020-21 District Board meeting calendar that follows proposes to maintain the third Wednesday of the month as the regular meeting date. The meetings would convene at the locations listed, and would generally begin at 5:00 p.m. The Finance Committee of the Board has historically met immediately prior to the Board meeting, generally beginning at 4:30 p.m. This meeting is called by the District Board Treasurer.

Wednesday, August 19, 2020 – Jackson Regional Center  
Wednesday, September 16, 2020 – Fond du Lac  
Wednesday, October 21, 2020 – Fond du Lac  
Wednesday, November 18, 2020 – Fond du Lac  
Wednesday, December 16, 2020 – Fond du Lac  
Wednesday, January 20, 2021 – West Bend  
Wednesday, February 17, 2021 – Fond du Lac  
Wednesday, March 17, 2021 – Fond du Lac  
Wednesday, April 21, 2021 – Beaver Dam  
Wednesday, May 19, 2021 – Fond du Lac  
Wednesday, June 16, 2021 – Fond du Lac  
Monday, July 12, 2021 - Fond du Lac (organizational meeting)

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve the schedule of 2020-21 meeting dates and locations as presented.***

## IV. DISTRICT BOARD GOVERNANCE PROCESS

### F. Approval of 2020-21 District Board Meeting Dates/Locations (continued)

Moraine Park Technical College

| BOARD POLICY TYPE: GOVERNANCE PROCESS |                                  |
|---------------------------------------|----------------------------------|
| Policy Title                          | <b>Board Agenda and Meetings</b> |
| Policy Number                         | <b>BP 1.6</b>                    |
| Policy Owner                          | Board Chairperson                |
| Adopted                               | August 16, 2017                  |
| Reviewed                              |                                  |
| Revised                               | February 20, 2019                |

#### Notification

District Board meetings are public meetings and open to the public in accordance with Chapter 19, Wis. Stats. Every public notice of a Board meeting shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at a contemplated closed session per Wis. Stat. sec. 19.84(2), as amended.

#### Agenda

The Board shall assume and exercise responsibility for oversight of Board planning and agenda setting. Accordingly, each member of the Board shall have an opportunity to identify issues to be considered on the Board agenda. The Chairperson shall work with the President to prepare and disseminate the agenda.

- The College Vision, Mission, Value Statements, and Strategic Priorities will be reviewed annually.
- Subjects for major policy issues to be discussed and acted upon by the Board will be developed on an annual basis.
- The Board will conduct an annual organizational meeting on the second Monday of July for the purpose of administering the Oath of Office to newly elected Board Members and for the election of Board Officers. (Wis. Stat. sec. 38.08(3), as amended)

#### Meetings

The regular meetings of the District Board shall be held monthly, subject to change by call of the Chairperson with the approval of the District Board. Proper notification of all Board meetings shall be given to the public and the news media as required by the Wisconsin Open Meetings Law. Based upon Wisconsin Statutes, all regular and special meetings of the Board shall be open to the public, with the exception of closed sessions.

Unless suspended or waived, the rules of parliamentary procedure according to the current edition of *Robert's Rules of Order, Revised* shall govern those proceedings to which they are applicable. Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any election or other decision of a governmental body except the election of the officers of such body in any meeting.

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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### F. Approval of 2020-21 District Board Meeting Dates/Locations (continued)

An opportunity for public input, called Public Comments, shall be available at each Board meeting. Unless requested by the Board Chairperson from the audience, regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the Board meeting and/or discussion. Public comment periods are not considered to be public hearings or a forum for public debate. Certain ground rules will be followed regarding the public comment at Board meetings. These ground rules are meant to protect all citizens so that the work of the Board serves everyone, not only those able to attend the meeting:

- The Board Chair will determine the total amount of time devoted to public comment at any given meeting and may establish a maximum number of individuals heard or maximum number of minutes provided to each citizen.
- Prior to the start of the meeting, individuals who wish to address the Board must sign in with the Board Assistant and provide any requested information.
- Only individuals signed in to offer public comment will be invited by the Board Chair to do so and will be required to identify themselves prior to their commentary.
- Individuals should not expect to engage in dialogue or discussion with members of the Board on any matters raised during the public comment period as Board members have no obligation to respond to statements made.
- Individuals recognized to speak by the Board Chair may not engage in debate or dialogue with any other person at the meeting.
- Comments shall be respectful and courteous. Comments which do not conform to those requirements including those that are personal, threatening, attack others, are obscene or insulting, or are properly subject to closed sessions such as those relating to personnel matters, will not be allowed. Offenders may be required to leave the meeting.

#### Closed Sessions

The District Board may also meet in Closed Session in accordance with Wis. Stat. sec. 19.85(1), as amended. Closed Sessions can be before, after, or anytime during a regular meeting provided proper legal notice is given. Closed sessions are called by the Chairperson and approved by a majority of the Board for discussion pertaining to areas provided in Wisconsin Statutes. When final action is taken in proper closed session, the resolution and result of vote must be made available for public inspection.

#### Quorum

A quorum for the transaction of business shall consist of a majority of the members of the District Board, but a smaller number may adjourn a meeting. (Wis. Stat. sec. 15.07(4), as amended)  
Board members should be aware of and avoid walking quorums. A walking quorum is a series of meetings, telephone conferences, electronic communication, or some other means of communication by a number of Board members who come into an agreement regarding College business that collectively would constitute a quorum. Features such as 'reply all' and 'forward' may provide the information instantly to the number of Board members to be considered a quorum and thus violating Open Meetings Law. To avoid unintentionally creating a walking quorum, Board members should refrain from engaging in substantive discussion or coming to agreement on a uniform course of action among separate groups of members.

A quorum of members may be met for an open or closed session of the Board by participation via phone or other conferencing solutions. Such electronic participation may be allowed if the member is prevented from physically attending due to personal illness or disability, employment or family conflicts or emergencies, or severe weather.

## IV. DISTRICT BOARD GOVERNANCE PROCESS

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### F. Approval of 2020-21 District Board Meeting Dates/Locations (continued)

#### Minutes

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

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

#### Board Records

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

## V. APPROVAL OF MINUTES

---

### SUGGESTED MOTION:

***I move that the Moraine Park Technical College District Board approve the June 17, 2020 meeting minutes as presented.***

### MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES

**June 17, 2020**

#### ATTENDANCE

A meeting of the Moraine Park Technical College District Board was held at 5:00 p.m., June 17, 2020, in Room A-112 of Moraine Park Technical College, 235 North National Avenue, Fond du Lac, WI, as well as via Skype teleconference, Chairperson Bur Zeratsky presiding. Board members present at the meeting were Vernon Jung, Bob Lloyd, Renee Almeida, Mike Hopp, Cindy Laubenstein, Mike Schwab, and Lowell Prill. Board members excused were Candy Fields.

#### 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 were received.

#### INTRODUCTIONS

The two incoming board members, planned to be sworn in during the board's July 13 organizational meeting were introduced. Information only; no Board action required.

#### APPROVAL OF MINUTES

MOTION Lloyd, second Laubenstein, that the Moraine Park Technical College District Board approve the May 20, 2020 meeting minutes as presented. Vote: Ayes: 8; Opposed: 0. Motion CARRIED.

Board member Fields arrived at this point in the agenda.

#### 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 May be approved and payments are authorized, ordered, and confirmed. May cash receipts total \$789,364.41. May disbursements total -\$4,092,142.57. Roll call vote: Prill, yes; Almeida, yes; Laubenstein, yes; Fields, yes; Jung, yes; Lloyd, yes; Hopp, yes; Schwab, yes; and Zeratsky, yes. Motion CARRIED.

## V. APPROVAL OF MINUTES

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### MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES June 17, 2020 (continued)

#### APPROVAL OF RESOLUTION MODIFYING RESERVES

MOTION Schwab, second Lloyd, that the Moraine Park Technical College District Board adopt the following resolution establishing the following reservations and segregations of fund balances at the dollar levels indicated:

WHEREAS, the Wisconsin Administrative Code TCS 7.05(5) requires that a district board adopt a resolution creating reserves and requires that, prior to the adoption of its budget, each district disclose all reserves maintained by it, the amount contained in each reserve and the anticipated amount by which each reserve will be increased or decreased during the year for which the budget is adopted; and

WHEREAS, the Moraine Park Technical College District Board will be approving the District's 2020-21 Annual Budget.

THEREFORE, BE IT RESOLVED that the Moraine Park Technical College District Board hereby approves the following reservations and segregations of fund balances:

- RESERVE FOR CAPITAL PROJECTS - A segregation of a portion of the fund balance which is exclusively and specifically for the acquisition and improvement of sites and for the acquisition, construction, equipping, and renovation of buildings. At June 30, 2020, this reserve is planned to be \$9,053,708, but should not exceed \$6,153,708 over the next year in the Capital Projects Fund.
- RESERVE FOR DEBT SERVICE - A segregation of a portion of fund balance to provide for debt service requirements for the coming year which is planned to be \$1,306,502 at June 30, 2020, but should not exceed \$1,357,546 over the next year in the Debt Service Fund.
- RESERVE FOR STUDENT FINANCIAL ASSISTANCE - A segregation of a portion of fund balance to provide for financial aid to students. At June 30, 2020, this reserve is planned to be \$256,022 and should not exceed this amount over the next year in the Special Revenue Fund (non-aidable).
- DESIGNATED FOR OPERATIONS - A designated segregation of a portion of fund balance to provide for fluctuations in operating cash balances. At June 30, 2020, this designation is planned to be \$11,589,325 and should not exceed this amount over the next year in the General Fund.
- DESIGNATED FUND BALANCE FOR SUBSEQUENT YEARS - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2020, this designation is planned to be \$182,780 and should not exceed this amount over the next year in the General Fund.

## V. APPROVAL OF MINUTES

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### MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES June 17, 2020 (continued)

#### APPROVAL OF RESOLUTION MODIFYING RESERVES (continued)

- DESIGNATED FUND BALANCE FOR SUBSEQUENT YEAR - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2020, this designation is planned to be \$211,088 and should not exceed this amount over the next year in the General Fund.
  
- DESIGNATED FOR STATE AID FLUCTUATIONS - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2020, this designation is planned to be \$355,563 and should not exceed this amount over the next year in the General Fund
  
- RESERVE FOR PREPAID ITEMS - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2020, this designation is planned to be \$970,436 and should not exceed this amount over the next year in the General Fund
  
- DESIGNATED FUND BALANCE FOR SUBSEQUENT YEAR - A designated segregation of a portion of fund balance to be used to fund the forthcoming year's budget. At June 30, 2020, this designation is planned to be \$979,380 and should not exceed this amount over the next year in the Special Revenue Fund (operational).

Roll call vote: Fields, yes; Laubenstein, yes; Schwab, yes; Lloyd, yes; Hopp, yes; Almeida, yes; Prill, yes; Jung, yes; and Zeratsky, yes. Motion CARRIED.

#### ADOPTION OF 2020-21 INSTITUTIONAL PLAN AND BUDGET

MOTION Fields, second Laubenstein, that the Moraine Park Technical College District Board approve the following resolution to adopt the institutional plan and budget for fiscal year 2020-21:

WHEREAS, the notice of the public hearing on the proposed 2020-21 budget of the Moraine Park Technical College District was published in the Fond du Lac Reporter, the West Bend News, and the Beaver Dam Daily Citizen by May 5, 2020, as a Class I Legal Notice; and

WHEREAS, the Moraine Park Technical College District Board has held pursuant to Wis. Stat. sec. 65.90(4), a public hearing on the proposed 2020-21 budget on May 20, 2020 conducted electronically, due to the COVID-19 outbreak, via conference call at 5:05 p.m.

NOW, THEREFORE, BE IT RESOLVED that the Moraine Park Technical College District Board hereby adopts the budget of eighty million two hundred sixteen thousand nine hundred seventy-three dollars (\$80,216,973) and the associated institutional plan as indicated in the attachment of this resolution for the making of capital improvements, payment of indebtedness, acquisition of equipment, and the operating and maintenance of the schools of the District for the fiscal year beginning July 1, 2020.



## V. APPROVAL OF MINUTES

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### MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES June 17, 2020 (continued)

#### ADOPTION OF 2020-21 INSTITUTIONAL PLAN AND BUDGET (continued)

Roll call vote: Lloyd, yes; Laubenstein, yes; Hopp, yes; Fields, yes; Almeida, yes; Jung, yes; Prill, yes; and Zeratsky, yes. Motion CARRIED.

#### APPROVAL OF THREE-YEAR FACILITIES PLAN

MOTION Lloyd, second Schwab, that the Moraine Park Technical College District Board approve the 2020-23 Three-Year Facilities Plan and, further, that the Plan be submitted to the Wisconsin Technical College System Board for their acceptance. Roll call vote: Lloyd, yes; Laubenstein, yes; Hopp, yes; Fields, yes; Almeida, yes; Jung, yes; Prill, yes; and Zeratsky, yes. Motion CARRIED.

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

MOTION Jung, second Lloyd, that the Moraine Park Technical College District Board accept the following lowest responsible bid for the Upper O-Wing Remodel project, awarding the contract to Mike Koenig Construction in the amount of \$1,205,590; and, further, that the President be authorized to proceed with this project. Roll call vote: Fields, yes; Laubenstein, yes; Schwab, yes; Lloyd, yes; Hopp, yes; Almeida, yes; Prill, yes; Jung, yes; and Zeratsky, yes. Motion CARRIED.

#### APPROVAL OF BID – RESURFACE MAINTENANCE COURTYARD – FOND DU LAC CAMPUS

MOTION Fields, second Schwab, that the Moraine Park Technical College District Board accept the following lowest responsible bid for the Fond du Lac Resurface Maintenance Courtyard project, awarding the contract to Northeast Asphalt in the amount of \$255,423; and, further, that the President be authorized to proceed with this project. Roll call vote: Fields, yes; Laubenstein, yes; Schwab, yes; Lloyd, yes; Hopp, yes; Almeida, yes; Prill, yes; Jung, yes; and Zeratsky, yes. Motion CARRIED.

#### APPROVAL OF RESOLUTION AWARDING THE SALE OF \$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2019-20C

MOTION Schwab, second Prill, that the Moraine Park Technical College District Board adopt the following resolution approving the award of bid and authorizing the sale of \$1,500,000 General Obligation Promissory Notes, Series 2019-20C.

WHEREAS, on May 20, 2020, the District Board of the Moraine Park Technical College District, Wisconsin (the "District") adopted a resolution (the "Authorizing Resolution") which authorized the issuance of General Obligation Promissory Notes, Series 2019-20C (the "Notes") in the amount of \$1,500,000 for the public purpose of financing building remodeling and improvement projects (the "Project");

WHEREAS, the District caused a Notice to Electors to be published in The Reporter on May 28, 2020 and in the Daily Citizen and the Daily News on May 29, 2020 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of the Notes

## V. APPROVAL OF MINUTES

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### MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES June 17, 2020 (continued)

#### APPROVAL OF RESOLUTION AWARDDNG THE SALE OF \$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2019-20C (continued)

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on June 29, 2020;

WHEREAS, the District has directed Robert W. Baird & Co. Incorporated ("Baird") to take the steps necessary to sell the Notes;

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on June 17, 2020;

WHEREAS, the Secretary (in consultation with Baird) caused notice of the sale of the Notes to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale;

WHEREAS, the District has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the District. Baird has recommended that the District accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

Roll call vote: Fields, yes; Prill, yes; Lloyd, yes; Hopp, yes; Jung, yes; Almeida, yes; Laubenstein, yes; Schwab, yes; and Zeratsky, yes. Motion CARRIED.

#### APPROVAL OF RESOLUTION AUTHORIZING THE ISSUANCE OF \$5,000,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2020-21A, OF MORAINÉ PARK TECHNICAL COLLEGE DISTRICT, WISCONSIN

MOTION Fields, second Laubenstein, that the Moraine Park Technical College District Board adopt the following resolution authorizing the issuance and setting the sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A for the public purpose of financing the Fond du Lac Upper O Wing remodel.

WHEREAS, Moraine Park Technical College District, Wisconsin ("District") is presently in need of \$1,500,000 for the public purpose of financing building remodeling and improvement projects and \$3,500,000 for the public purpose of financing the acquisition of movable equipment; and

## V. APPROVAL OF MINUTES

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### MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES June 17, 2020 (continued)

#### APPROVAL OF RESOLUTION AUTHORIZING THE ISSUANCE OF \$5,000,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2020-21A, OF MORAINÉ PARK TECHNICAL COLLEGE DISTRICT, WISCONSIN (continued)

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.;

Roll call vote: Fields, yes; Laubenstein, yes; Schwab, yes; Lloyd, yes; Hopp, yes; Almeida, yes; Prill, yes; Jung, yes; and Zeratsky, yes. Motion CARRIED.

#### APPROVAL OF CONTRACT FOR LEGAL SERVICES

MOTION Laubenstein, second Lloyd, that the Moraine Park Technical College District Board authorize the President to enter into a contract with Dempsey, Edgerton, St. Peter, Petak & Rosenfeldt for legal services during the period July 1, 2020 – June 30, 2021. Roll call vote: Almeida, yes; Lloyd, yes; Hopp, yes; Laubenstein, yes; Schwab, yes; Jung, yes; Fields, yes; Prill, yes; and Zeratsky, yes. Motion CARRIED.

#### APPROVAL OF BOARD POLICIES – ENDS

MOTION Laubenstein, second Fields, that the Moraine Park Technical College District Board adopt Board Policies 4.1 – College Vision, Mission and Strategic Priorities, 4.3 – College Value Statements, 4.4 – Student Success, 4.5 – Workplace Culture, and 4.6 – Economic Development, as presented and recommend all Ends policies be documented as reviewed or revised accordingly. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

#### ADOPTION OF RESOLUTION OF APPRECIATION – LOWELL PRILL

MOTION Schwab, second Lloyd, that the Moraine Park Technical College District Board adopt the following resolution commending Lowell Prill for his dedication and service to the Moraine Park Technical College District:

WHEREAS, Lowell Prill has served as a Moraine Park Technical College District Board member since July 1, 2011; and

WHEREAS, he has represented the District as an Additional Member; and

WHEREAS, during his term of office he was a very active Board member, attending national, state and local events; having served as the Vice-Chairperson and, most recently, Secretary of the Moraine Park Technical College District Board, and member of several committees of the District Boards Association; most recently as member of the External Partnerships Committee as well as the Moraine Park alternate delegate; and

## V. APPROVAL OF MINUTES

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### MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES June 17, 2020 (continued)

#### ADOPTION OF RESOLUTION OF APPRECIATION – LOWELL PRILL (continued)

WHEREAS, he has promoted technical and adult education in order to meet the educational and training needs of the District's citizens.

NOW, THEREFORE BE IT RESOLVED, that the Moraine Park Technical College District Board expresses its sincere appreciation to Lowell Prill; and

BE IT FURTHER RESOLVED, that on behalf of the citizens of the District, the Board and the College's staff wish to express their gratitude to Lowell Prill for his many years of loyal service, leadership, and friendship.

Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

#### ADOPTION OF RESOLUTION OF APPRECIATION – CYNTHIA LAUBENSTEIN

MOTION Lloyd, second Fields, that the Moraine Park Technical College District Board adopt the following resolution commending Cynthia Laubenstein for her dedication and service to the Moraine Park Technical College District:

WHEREAS, Cynthia Laubenstein has served as a Moraine Park Technical College District Board member since July 1, 2017; and

WHEREAS, she has represented the District as an Additional Member; and

WHEREAS, during her term of office she was an active Board member, attending state and local events, having served as the Moraine Park Technical College District Board representative to the Moraine Park Foundation Board, and having served as a member of the Internal Best Practices Committee of the District Boards Association; and

WHEREAS, she has promoted technical and adult education in order to meet the educational and training needs of the District's citizens.

NOW, THEREFORE BE IT RESOLVED, that the Moraine Park Technical College District Board expresses its sincere appreciation to Cynthia Laubenstein; and

BE IT FURTHER RESOLVED, that on behalf of the citizens of the District, the Board and the College's staff wish to express their gratitude to Cynthia Laubenstein for her many years of loyal service, leadership, and friendship.

Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

## V. APPROVAL OF MINUTES

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### MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES June 17, 2020 (continued)

#### FOUNDATION AND PROMISE PROGRAM CAMPAIGN UPDATE

The Director of College Advancement presented an overview of the Promise Program and new Promising Futures Program, highlighting application levels, qualification criteria, and existing barriers. Also provided was a high-level overview of the Moraine Park Foundation's budget, financial position and various scholarship and emergency funds provided to students over the past five years. Information only; no Board action required.

#### PRESIDENT'S REPORT

President Baerwald provided an overview of meetings recently attended, including a Spring President's Cabinet Planning Retreat which focused on the employee engagement survey results, a recent Beaver Dam Rotary presentation, Management Meeting, Waukesha-Ozaukee-Washington Counties Workforce Development Board Meeting, and Envision Fond du Lac Board Meeting which included requests for assistance with Job Centers. Legislative update included a recent meeting with Senator Fitzgerald, it was shared that Moraine Park was not selected to pilot Second Chance Pell, and discussion surrounding a possible budget repair bill and potential impacts. WTCS Update included a recent President's Association strategic planning meeting and continuing in the role as Chair of the Association's Incarcerated Individuals Task Force, and shared the drafted 5 Commitments of WTCS. College activities update included work surrounding transitioning to Phase 3 of the College's Reopening Plan. Information only; no Board action required.

#### WISCONSIN TECHNICAL COLLEGE

##### DISTRICT BOARDS ASSOCIATION REPORT/UPCOMING EVENTS

A summary of upcoming meetings was reviewed. A reminder was given that the next board meeting will occur on Monday, July 13, and feedback regarding the meeting format was requested to be sent to the President's Office within the next week. It was noted the District Boards Association's Annual Summer Meeting has been transitioned to a virtual meeting. Anyone wishing to register should contact the President's Office. Information only; no Board action required.

#### APPROVAL TO CONVENE INTO CLOSED SESSION

MOTION Schwab, second Lloyd, 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) and 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 various personnel matters including evaluation of the College President). Roll call vote: Laubenstein, yes; Schwab, yes; Hopp, yes; Prill, yes; Almeida, yes; Jung, yes; Fields, yes; Lloyd, yes; and Zeratsky, yes. Motion CARRIED.

## V. APPROVAL OF MINUTES

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### **MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES June 17, 2020 (continued)**

MOTION Schwab, second Lloyd, that the Board reconvene into open session to complete the balance of the agenda. Motion CARRIED by unanimous voice vote.

#### RATIFICATION OF PRESIDENT'S EMPLOYMENT AGREEMENT

MOTION Schwab, second Fields, that the Moraine Park Technical College District Board ratify and approve the President's Employment Agreement and Salary/Benefits Summary letter as prepared by the District Board's legal counsel. Roll call vote: Schwab, yes; Laubenstein, yes; Hopp, yes; Almeida, yes; Prill, yes; Jung, yes; Lloyd, yes; Fields, yes; and Zeratsky, yes. Motion CARRIED.

#### ADJOURNMENT

MOTION Laubenstein, second Prill, that the Moraine Park Technical College District Board meeting be adjourned. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

The Board meeting was adjourned at 7:23 p.m. following the completion of the regular session.

## VI. 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

Jake Martin, Housekeeper, submitted his resignation effective June 29, 2020. Jake had been with the College since June 2020.

Elizabeth Simpson, Instructional Design Specialist, submitted her resignation effective July 13, 2020. Elizabeth has been with the College since February 2020.

Kathy Broske, VP –Talent Management, submitted her resignation effective July 16, 2020. Kathy has been with the College since January 1996.

#### Recruitment – Support Professionals

Maintenance Mechanic, Fond du Lac Campus. This full-time vacancy was created when Ben Artin submitted his resignation. This is skilled work requiring the capability of performing at the journeyman level in several building trades. After screening and interviewing, Kevin Schwinn was selected and his start date is July 20, 2020.

Housekeeper, Beaver Dam Campus. This part-time vacancy was created when Sean Kennedy submitted his resignation. This position performs custodial duties and heavy-duty cleaning. After screening and interviewing, Jake Martin was selected and his start date was June 29, 2020.

Housekeeper, West Bend Campus. This part-time vacancy was created when Jamie Shallow submitted her resignation. This position performs custodial duties and heavy-duty cleaning. After screening and interviewing, Janith Jaeger was selected and her start date was June 29, 2020.

Buildings and Grounds Maintenance Worker, Fond du Lac Campus. This full-time vacancy was previously held by Josh Carey. This position will perform a variety of cleaning, maintenance and repair functions in and around the College facilities and grounds. After screening and interviewing, Nick Marchant was selected and his start date was June 22, 2020.

Housekeeper, Fond du Lac Campus. This part-time vacancy was created when Celestine Beaster changed positions. This position performs custodial duties and heavy-duty cleaning. Interviews were last held July 1, 2020.

Financial Aid Imagine Aide. This new, part-time position is funded in the 2020-21 budget. This position will provide administrative support the Financial Aid staff, process financial aid documents received, capture electronic images, prepare material for scanning and verify electronic image files. Interviews were last held June 29, 2020.

## VI. CONSENT ITEMS

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### A. Talent Management – Employment

#### **Recruitment – Management/Instructional Staff**

Basic Education Instructor – ELL, West Bend Campus. This full-time vacancy was created when Rachel Tease-Ludwig submitted her resignation. This position is responsible for providing instruction in the Basic Education program. After screening and interviewing, Margaret Grunst was selected and her start date is August 17, 2020.

Margaret received her Bachelor's degree in Elementary Education PK-6 from the University of Wisconsin – Madison and her Master's degree in Curriculum and Instruction with a focus on Bilingual/Bicultural Education from the University of Wisconsin - Milwaukee. Margaret was most recently employed at Milwaukee Public Schools as an English as a Second Language Instructor for 11 years.

It is recommended that the Moraine Park Technical College District Board issue a 2020-21 contract to Margaret Grunst and further that she be placed in Salary grade FI on the Faculty salary schedule.

Economic and Workforce Development Welding Instructor, Fond du Lac Campus. This full-time vacancy was created when Andrew Luby changed positions. The primary teaching responsibility for this position will be various welding processes and blueprint reading. Interviews were held June 30, 2020.

Quality and Advanced Manufacturing Instructor, Fond du Lac Campus. This new, full-time position is funded in the 2020-21 budget. The teaching responsibility will be in the Quality and Advanced Manufacturing program. Interviews will be held July 9, 2020.

Economic and Workforce Development Water Quality Instructor, Fond du Lac Campus. This new, full-time position is funded in the 2020-21 budget. The teaching responsibility will be in the Water Quality and the Wisconsin Water and Operator Certification courses offered at various locations across the state. Interviews were last held June 17, 2020.

Cyber Security Instructor, Fond du Lac Campus. This new, full-time position is funded in the 2020-21 budget. The primary teaching responsibility will be instruction in the Cyber Security program. Interviews will be held June 16, 2020 and July 13, 2020.

Counselor, West Bend Campus. This full-time vacancy was created when Kathleen VanDemark submitted her retirement. This position provides counseling support services to students. Interviews will be held July 13, 2020.



## VI. CONSENT ITEMS

### B. Financial Management – Accounting/Investments

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

RECEIPTS: None.

DISBURSEMENTS:

| <u>Number</u> | <u>Description</u>  |
|---------------|---|
| A0235201      | District Vehicle  |
| A0235224      | Various LCD Displays and other instructional technology for the O-wing and Health & Human Services capital projects |
| A0235280      | Various LCD Displays for the Health & Human Services remodel  |
| A0235283      | Catalyst 9300 and other network components  |
| A0235342      | Various LCD Displays and other instructional technology for the O-wing and Health & Human Services capital projects |
| A0235349      | Upper O capital project signage   |
| A0235385      | Academic Pro Software license   |
| A0235392      | Cisco License and HPE Storage solution  |
| A0235428      | 5 EagleEye Director cameras   |
| A0235431      | 4 Fluke 190-204 ScopeMeter  |
| P-card        | Siemon IT infrastructure components   |
| P-card        | 23 Digital Clocks   |
| P-card        | 9 In ceiling speakers   |
| P-card        | Tripp Lite Wall Mount Rack and accessories  |
| P-card        | HP Elite Slice processor  |
| P-card        | 2 Axis Communications Outdoor camera with accessories   |
| P-card        | 7 Axis communications panoramic mini dome cameras   |
| P-card        | 2 MacBook Pros  |
| P-card        | 15 Dell Latitude 5400 laptops and accessories   |
| P-card        | 8 Dell Latitude 5500 laptops and accessories  |
| P-card        | 3 Dell Precision 5540 laptop and accessories  |
| P-card        | 5 Dell Latitude 3400 laptop and accessories   |
| P-card        | 46 Dell Precision 3630 Tower Computer Base  |
| P-card        | 16 Dell Latitude 3500 laptop and accessories  |
| P-card        | 232 Dell Optiplex 7070 computers and accessories  |
| P-card        | 38 General Technologies low current clamps  |
| P-card        | 20 trash cans for O wing addition   |
| P-card        | 2 Refrigerators   |

## VI. CONSENT ITEMS

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

#### TAX LEVY RECEIVABLE

Through July 6, the District received tax levy payments totaling \$13,062,021.30 or 75.2% of the total levied. Last year's collection through June 26, 2019 were \$12,662,996.42 or 74.7% 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           | \$152,095.45           | 74.7%                    |
| Columbia      | 3,541.97               | 2,374.81               | 67.1%                    |
| Dodge         | 3,237,723.52           | 2,353,454.27           | 72.7%                    |
| Fond du Lac   | 4,822,930.85           | 3,598,077.57           | 74.6%                    |
| Green Lake    | 1,457,256.80           | 1,002,615.40           | 68.8%                    |
| Marquette     | 20,564.68              | 14,636.61              | 71.2%                    |
| Sheboygan     | 5,881.73               | 4,352.79               | 74.0%                    |
| Washington    | 7,394,479.44           | 5,767,313.90           | 77.9%                    |
| Waushara      | 150,680.69             | 106,319.50             | 70.6%                    |
| Winnebago     | <u>83,081.62</u>       | <u>60,781.00</u>       | 73.2%                    |
|               | <u>\$17,379,833.00</u> | <u>\$13,062,021.30</u> | <u>75.2%</u>             |

#### OTHER

The interest rate National Exchange Bank and Trust remains at .375% for June, 2020.

Auditors are scheduled to complete their preliminary fieldwork during the week of August 17. Financial services and financial aid staff members are working on confirmations, systems documentation, and preliminary schedules for expense accounts and single audit testing. The auditors will return the week of September 28 to complete their fieldwork for the close of the 2019-20 fiscal year.

## VI. CONSENT ITEMS

### c. Economic Development Contracting

| EWD Board Report - July 2020   |   |               |              |              |               |          |      |
|--|---|---------------|--------------|--------------|---------------|----------|------|
| Recipient  | Title                                     | Course        | Revenue      | Direct Cost  | Net           | Enrolled | FTE  |
| A&W Iron and Metal   | Influential Leadership Series             | 4719647332288 | \$ 2,600.00  | \$ 1,964.42  | \$ 635.58     | 2        | 0.04 |
| A&W Iron and Metal   | 10% Grant Administration Fee              | T1458         | \$ 260.00    | \$ -         | \$ 260.00     | 0        | 0    |
| Alliance Laundry Systems   | Assessment Testing                        | T1481         | \$ 538.00    | \$ 252.10    | \$ 285.90     | 0        | 0    |
| American Metal and Paper Inc   | Managing the Performance of Others Series | 4719647832373 | \$ 1,900.00  | \$ 1,505.64  | \$ 394.36     | 2        | 0.03 |
| American Metal and Paper Inc   | 10% Grant Administration Fee              | T1475         | \$ 190.00    | \$ -         | \$ 190.00     | 0        | 0    |
| Columbia County Highway & Transportation Department of Natural Resources | Influential Leadership Series             | 4719647332289 | \$ 1,300.00  | \$ 526.34    | \$ 773.66     | 1        | 0.02 |
|  | DNR-Operators Training                    | T1350         | \$ 38,890.92 | \$ 38,890.92 | \$ -          | 0        | 0    |
| E K Machine Co   | Industrial Maintenance Safety             | 1046210131607 | \$ 488.75    | \$ 159.28    | \$ 329.47     | 1        | 0.03 |
| E K Machine Co   | Basic Blueprint/Schematics                | 1046210231608 | \$ 488.75    | \$ 159.28    | \$ 329.47     | 1        | 0.03 |
| E K Machine Co   | Intro Power Transmission                  | 1046210331609 | \$ 977.50    | \$ 828.79    | \$ 148.71     | 1        | 0.03 |
| E K Machine Co   | Intro to Industrial Controls              | 1046210431611 | \$ 488.75    | \$ 159.28    | \$ 329.47     | 1        | 0.03 |
| E K Machine Co   | Basic Hydraulics/Pneumatics               | 1062010831610 | \$ 977.50    | \$ 318.56    | \$ 658.94     | 1        | 0.03 |
| E K Machine Co   | Programmable Controllers                  | 1062010931612 | \$ 488.75    | \$ 159.28    | \$ 329.47     | 1        | 0.03 |
| E K Machine Co   | Grant Administration Fee                  | T1419         | \$ 390.00    | \$ -         | \$ 390.00     | 0        | 0    |
| Envision Greater Fond du Lac   | Leading People and Processes              | 4719640732241 | \$ 11,442.78 | \$ 4,079.90  | \$ 7,362.88   | 6        | 0.28 |
| Fortifi Bank   | Adapting to Change                        | 4719641132083 | \$ 614.88    | \$ 274.89    | \$ 339.99     | 12       | 0.04 |
| Fortifi Bank   | Communicate Clearly                       | 4719641132259 | \$ 610.72    | \$ 270.73    | \$ 339.99     | 8        | 0.03 |
| Fortifi Bank   | Art of Effective Communication            | 4719642932377 | \$ 1,200.00  | \$ 232.41    | \$ 967.59     | 11       | 0.06 |
| Fortifi Bank   | Resilience                                | 4719643932332 | \$ 600.00    | \$ 232.41    | \$ 367.59     | 9        | 0.03 |
| Fortifi Bank   | Assertiveness Skills                      | 4719646332369 | \$ 600.00    | \$ 232.41    | \$ 367.59     | 9        | 0.03 |
| Fortifi Bank   | Leading Others Through Change             | 4719646732022 | \$ 723.52    | \$ 392.16    | \$ 331.36     | 16       | 0.05 |
| Fortifi Bank   | 10% Grant Administration Fee              | T1428         | \$ 434.91    | \$ -         | \$ 434.91     | 0        | 0    |
| Grande Cheese  | Managing the Performance of Others Series | 4719647832372 | \$ 950.00    | \$ 752.82    | \$ 197.18     | 1        | 0.02 |
| Grande Cheese  | 10% Grant Administration Fee              | T1474         | \$ 95.00     | \$ -         | \$ 95.00      | 0        | 0    |
| Grande Cheese  | Industrial Maintenance Safety             | 1046210131607 | \$ 1,466.25  | \$ 477.84    | \$ 988.41     | 3        | 0.1  |
| Grande Cheese  | Basic Blueprint/Schematics                | 1046210231608 | \$ 1,466.25  | \$ 477.84    | \$ 988.41     | 3        | 0.1  |
| Grande Cheese  | Intro Power Transmission                  | 1046210331609 | \$ 2,932.50  | \$ 2,486.37  | \$ 446.13     | 3        | 0.1  |
| Grande Cheese  | Intro to Industrial Controls              | 1046210431611 | \$ 1,466.25  | \$ -         | \$ 1,466.25   | 3        | 0.1  |
| Grande Cheese  | Basic Hydraulics/Pneumatics               | 1062010831610 | \$ 2,932.50  | \$ 955.68    | \$ 1,976.82   | 3        | 0.1  |
| Grande Cheese  | Programmable Controllers                  | 1062010931612 | \$ 1,466.25  | \$ -         | \$ 1,466.25   | 3        | 0.1  |
| Grande Cheese  | Grant Administration Fee                  | T1420         | \$ 1,170.00  | \$ -         | \$ 1,170.00   | 0        | 0    |
| Hartford Union High School   | EMT                                       | 3053130121277 | \$ 14,787.16 | \$ 17,588.89 | \$ (2,801.73) | 9        | 1.5  |
| JD Laser Inc   | Industrial Maintenance Safety             | 1046210131607 | \$ 488.75    | \$ 159.28    | \$ 329.47     | 1        | 0.03 |
| JD Laser Inc   | Basic Blueprint/Schematics                | 1046210231608 | \$ 488.75    | \$ 159.28    | \$ 329.47     | 1        | 0.03 |
| JD Laser Inc   | Intro Power Transmission                  | 1046210331609 | \$ 977.50    | \$ 828.79    | \$ 148.71     | 1        | 0.03 |
| JD Laser Inc   | Intro to Industrial Controls              | 1046210431611 | \$ 488.75    | \$ 159.28    | \$ 329.47     | 1        | 0.03 |
| JD Laser Inc   | Basic Hydraulics/Pneumatics               | 1062010831610 | \$ 977.50    | \$ 318.56    | \$ 658.94     | 1        | 0.03 |
| JD Laser Inc   | Programmable Controllers                  | 1062010931612 | \$ 488.75    | \$ 159.28    | \$ 329.47     | 1        | 0.03 |
| JD Laser Inc   | Grant Administration Fee                  | T1421         | \$ 390.00    | \$ -         | \$ 390.00     | 0        | 0    |
| KMC Stampings  | Influential Leadership Series             | 4719647332414 | \$ 9,842.50  | \$ 6,268.27  | \$ 3,574.23   | 8        | 0.16 |
| KMC Stampings  | 10% Grant Administration Fee              | T1479         | \$ 984.25    | \$ -         | \$ 984.25     | 0        | 0    |

## VI. CONSENT ITEMS

### C. Economic Development Contracting (continued)

| EWD Board Report - July 2020         |   |               |              |             |              |          |      |
|--------------------------------------|---|---------------|--------------|-------------|--------------|----------|------|
| Recipient                            | Title                                     | Course        | Revenue      | Direct Cost | Net          | Enrolled | FTE  |
| Metalcraft of Mayville               | Blueprint Reading                         | 4762341232265 | \$ 2,690.32  | \$ 1,668.67 | \$ 1,021.65  | 24       | 0.16 |
| Metalcraft of Mayville               | Blueprint Reading                         | 4762341232266 | \$ 2,735.75  | \$ 1,714.10 | \$ 1,021.65  | 25       | 0.17 |
| Metalcraft of Mayville               | 10% Grant Administration Fee              | T1480         | \$ 542.61    | \$ -        | \$ 542.61    | 0        | 0    |
| Metalcraft of Mayville               | Industrial Maintenance Safety             | 1046210131607 | \$ 488.75    | \$ 159.28   | \$ 329.47    | 1        | 0.03 |
| Metalcraft of Mayville               | Basic Blueprint/Schematics                | 1046210231608 | \$ 488.75    | \$ 159.28   | \$ 329.47    | 1        | 0.03 |
| Metalcraft of Mayville               | Intro Power Transmission                  | 1046210331609 | \$ 977.50    | \$ 828.79   | \$ 148.71    | 1        | 0.03 |
| Metalcraft of Mayville               | Intro to Industrial Controls              | 1046210431611 | \$ 488.75    | \$ 159.28   | \$ 329.47    | 1        | 0.03 |
| Metalcraft of Mayville               | Basic Hydraulics/Pneumatics               | 1062010831610 | \$ 977.50    | \$ 318.56   | \$ 658.94    | 1        | 0.03 |
| Metalcraft of Mayville               | Programmable Controllers                  | 1062010931612 | \$ 488.75    | \$ 159.28   | \$ 329.47    | 1        | 0.03 |
| Metalcraft of Mayville               | Grant Administration Fee                  | T1422         | \$ 390.00    | \$ -        | \$ 390.00    | 0        | 0    |
| Mid States Aluminum                  | Team Building/Problem Solving             | 1019618931307 | \$ 5,699.70  | \$ 2,354.31 | \$ 3,345.39  | 1        | 0.1  |
| Mid States Aluminum                  | Turning Center Operation                  | 3044437531305 | \$ 7,599.60  | \$ 5,006.16 | \$ 2,593.44  | 1        | 0.07 |
| Mid States Aluminum                  | Mold and Die Print Reading                | 3243939831303 | \$ 7,088.45  | \$ 5,143.37 | \$ 1,945.08  | 1        | 0.07 |
| Mid States Aluminum                  | Basic Programming                         | 3244435031302 | \$ 11,837.50 | \$ 7,948.42 | \$ 3,889.08  | 1        | 0.1  |
| Mid States Aluminum                  | CNC Machining Center                      | 3244436531304 | \$ 7,599.60  | \$ 5,006.16 | \$ 2,593.44  | 1        | 0.07 |
| Mid States Aluminum                  | Occupational Math 1                       | 3280436031306 | \$ 5,699.70  | \$ 2,354.31 | \$ 3,345.39  | 1        | 0.07 |
| North Central WI WDB/Forward Service | CNC Student Contribution                  | 3244435031302 | \$ 5,998.00  | \$ -        | \$ 5,998.00  | 2        | 0.2  |
| Sadoff Iron & Metal Company          | Leading Others Series                     | 4719647432290 | \$ 2,600.00  | \$ 1,723.81 | \$ 876.19    | 2        | 0.04 |
| Sadoff Iron & Metal Company          | 10% Grant Administration Fee              | T1463         | \$ 260.00    | \$ -        | \$ 260.00    | 0        | 0    |
| Sadoff Iron & Metal Company          | Managing the Performance of Others Series | 4719647832373 | \$ 950.00    | \$ 752.82   | \$ 197.18    | 1        | 0.02 |
| Sadoff Iron & Metal Company          | 10% Grant Administration Fee              | T1476         | \$ 95.00     | \$ -        | \$ 95.00     | 0        | 0    |
| Sadoff Iron & Metal Company          | Industrial Maintenance Safety             | 1046210131275 | \$ 488.75    | \$ 159.28   | \$ 329.47    | 1        | 0.03 |
| Sadoff Iron & Metal Company          | Basic Blueprint/Schematics                | 1046210231276 | \$ 488.75    | \$ 159.28   | \$ 329.47    | 1        | 0.03 |
| Sadoff Iron & Metal Company          | Intro Power Transmission                  | 1046210331277 | \$ 977.50    | \$ 828.79   | \$ 148.71    | 1        | 0.03 |
| Sadoff Iron & Metal Company          | Intro to Industrial Controls              | 1046210431279 | \$ 488.75    | \$ 159.28   | \$ 329.47    | 1        | 0.03 |
| Sadoff Iron & Metal Company          | Basic Hydraulics/Pneumatics               | 1062010831278 | \$ 977.50    | \$ 318.56   | \$ 658.94    | 1        | 0.03 |
| Sadoff Iron & Metal Company          | Programmable Controllers                  | 1062010931280 | \$ 488.75    | \$ 159.28   | \$ 329.47    | 1        | 0.03 |
| Sadoff Iron & Metal Company          | Grant Administration Fee                  | T1423         | \$ 390.00    | \$ -        | \$ 390.00    | 0        | 0    |
| Specialty Cheese Inc                 | Industrial Maintenance Safety             | 1046210131275 | \$ 977.50    | \$ 318.56   | \$ 658.94    | 2        | 0.07 |
| Specialty Cheese Inc                 | Basic Blueprint/Schematics                | 1046210231276 | \$ 977.50    | \$ 318.56   | \$ 658.94    | 2        | 0.07 |
| Specialty Cheese Inc                 | Intro Power Transmission                  | 1046210331277 | \$ 1,955.00  | \$ 1,657.56 | \$ 297.44    | 2        | 0.07 |
| Specialty Cheese Inc                 | Intro to Industrial Controls              | 1046210431279 | \$ 977.50    | \$ 318.56   | \$ 658.94    | 2        | 0.07 |
| Specialty Cheese Inc                 | Basic Hydraulics/Pneumatics               | 1062010831278 | \$ 1,955.00  | \$ 637.12   | \$ 1,317.88  | 2        | 0.07 |
| Specialty Cheese Inc                 | Programmable Controllers                  | 1062010931280 | \$ 977.50    | \$ 318.56   | \$ 658.94    | 2        | 0.07 |
| Specialty Cheese Inc                 | Grant Administration Fee                  | T1424         | \$ 780.00    | \$ -        | \$ 780.00    | 0        | 0    |
| Spiros Industries                    | Leading Others Series                     | 4719647432290 | \$ 1,300.00  | \$ 861.92   | \$ 438.08    | 1        | 0.02 |
| Spiros Industries                    | 10% Grant Administration Fee              | T1464         | \$ 130.00    | \$ -        | \$ 130.00    | 0        | 0    |
| Spiros Industries                    | Managing the Performance of Others Series | 4719647832373 | \$ 950.00    | \$ 752.83   | \$ 197.17    | 1        | 0.02 |
| Spiros Industries                    | 10% Grant Administration Fee              | T1477         | \$ 95.00     | \$ -        | \$ 95.00     | 0        | 0    |
| State of WI-Div of Comm Corrections  | CNC Student Contribution                  | 3244435031302 | \$ 15,000.00 | \$ -        | \$ 15,000.00 | 5        | 0.5  |
| WFD Board of South Central WI        | CNC Student Contribution                  | 3244435031302 | \$ 4,000.00  | \$ -        | \$ 4,000.00  | 2        | 0.2  |

## VI. CONSENT ITEMS

### D. Approval of Local Certificate Proposal – Mechanical Drafting at Fox Lake Correctional Institution (97-606-2)

#### Proposed Components:

Program Name: Mechanical Drafting Certificate

Program Number: 97-606-2

Effective for the 2020-2021 Academic year

#### Proposed Coursework:

#### Mechanical Drafting at Fox Lake Correctional Institution (FLCI) PROPOSED: 2020-2021 Curriculum

| Course# | Title                           | Cr.       |
|---------|---------------------------------|-----------|
| 103-159 | Computer Literacy               | 1         |
| 890-125 | Student Success                 | 1         |
| 801-310 | Occupational Communication      | 2         |
| 804-360 | Occupational Mathematics 1      | 2         |
| 804-361 | Occupational Mathematics 2      | 2         |
| 809-300 | Occupational Success Strategies | 2         |
|         | <b>Total Term 1</b>             | <b>10</b> |
| 606-176 | CAD 2-D, AutoCAD                | 3         |
| 617-114 | CAD 3-D, SolidWorks             | 3         |
| 606-132 | Materials of Industry           | 3         |
| 617-115 | Jig and Fixture Design          | 3         |
|         | <b>Total Term 2</b>             | <b>12</b> |
|         | <b>Total Credits</b>            | <b>22</b> |

**Rationale:** The College is seeking the District Board's approval to create a Local Certificate for Mechanical Drafting at Fox Lake Correctional Institution (FLCI).

Students will develop skills in drawing and editing objects and select the appropriate materials for specific applications. They will create solid models and produce details and assembly drawings suitable for manufacturing production of parts and assemblies. Students will process information, design the tools, methods and techniques in order to improve manufacturing efficiency and productivity.

These courses will provide 12 Moraine Park Technical College credits that can be applied to our Associate Degree programs.

**Resources Required:** No resources are required.

## VI. CONSENT ITEMS

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### SUGGESTED MOTION:

***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 June be approved and payments are authorized, ordered, and confirmed; and that the Local Certificate Proposal for the Mechanical Drafting Certificate at Fox Lake Correctional Institution (FLCI) be approved as presented, and to continue with the Certificate Implementation and Certificate Development Process effective for the 2020-2021 academic year.***

Roll call vote:

\_\_\_\_\_ Schwab  
\_\_\_\_\_ Schlieve  
\_\_\_\_\_ Hopp  
\_\_\_\_\_ Almeida  
\_\_\_\_\_ Johnson  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Zeratsky

## VII. ACTION ITEMS

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### A. Approval Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A

The District Board, at the June 17 meeting, adopted Resolution 21-01 authorizing the issuance and setting the sale of general obligation promissory notes. The District intends to issue \$5,000,000 of General Obligation Promissory Notes under the resolution for the public purpose of remodeling the Fond du Lac Upper O Wing for \$1,500,000 and \$3,500,000 for the public purpose of financing the acquisition of movable equipment. Bids for this note sale are being accepted on July 13, 2020, and will be presented at the July 13 District Board meeting for review and approval.

Additional materials in the form as necessary, and legal documents required to execute the sale, will be available that evening. Mr. John St. Peter, as the Board's attorney, is working with the legal counsel of Quarles and Brady to prepare all relevant documents.

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board adopt the following resolution approving the award of bid and authorizing the sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A.***

Roll call vote:

\_\_\_\_\_ Fields  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Schwab  
\_\_\_\_\_ Almeida  
\_\_\_\_\_ Johnson  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Schlieve  
\_\_\_\_\_ Hopp  
\_\_\_\_\_ Zeratsky

## VII. ACTION ITEMS

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### A. Approval Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A (continued)

WHEREAS, on June 17, 2020, the District Board of the Moraine Park Technical College District, Wisconsin (the "District") adopted a resolution (the "Authorizing Resolution") which authorized the issuance of General Obligation Promissory Notes, Series 2020-21A (the "Notes") in the amount of \$1,500,000 for the public purpose of financing building remodeling and improvement projects and in the amount of \$3,500,000 for the public purpose of financing the acquisition of movable equipment (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in The Reporter, the Daily Citizen and the Daily News on June 26, 2020 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of Notes;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on July 27, 2020;

WHEREAS, the District has directed Robert W. Baird & Co. Incorporated ("Baird") to take the steps necessary to sell the Notes;

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on July 13, 2020;

WHEREAS, the Secretary (in consultation with Baird) caused notice of the sale of the Notes to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale;

WHEREAS, the District has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the District. Baird has recommended that the District accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District that:

Section I. Ratification of the Official Notice of Sale and Offering Materials. The District Board hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Notice of Sale and any other offering materials prepared and circulated by Baird are hereby ratified and approved in all respects. All actions taken by officers of the District and Baird in connection with the preparation and distribution of the Official Notice of Sale and any other offering materials are hereby ratified and approved in all respects.



## VII. ACTION ITEMS

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### A. Approval Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A (continued)

Section 1A. Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of FIVE MILLION DOLLARS (\$5,000,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, is hereby accepted (subject to the condition that no valid petition for referendum is filed by July 27, 2020). The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2020-21A"; shall be issued in the aggregate principal amount of \$5,000,000; shall be dated August 3, 2020; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2021. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on April 1, 2028 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2027 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

If the Proposal specifies that any of the Notes are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the District shall direct.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

## VII. ACTION ITEMS

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### A. Approval Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A (continued)

#### Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2020 through 2029 for the payments due in the years 2021 through 2030 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

#### Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2020-21A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

## VII. ACTION ITEMS

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### A. Approval Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A (continued)

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

## VII. ACTION ITEMS

### A. Approval Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A (continued)

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax Exempt Obligations. The Notes are hereby designated as "qualified tax exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

## VII. ACTION ITEMS

### A. Approval Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A (continued)

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The District hereby authorizes the Chairperson and Secretary or other appropriate officers of the District to enter a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 13. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer. The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

Section 16. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

## VII. ACTION ITEMS

### A. Approval Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A (continued)

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 18. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

## VII. ACTION ITEMS

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### **A. Approval Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A (continued)**

Adopted, approved and recorded July 13, 2020.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

(SEAL)

## VII. ACTION ITEMS

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### A. Approval Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A (continued)

#### EXHIBIT A

##### Official Notice of Sale

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

*(See Attached)*

#### EXHIBIT B

##### Bid Tabulation

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

*(See Attached)*

#### EXHIBIT C

##### Winning Bid

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

*(See Attached)*

#### EXHIBIT D-1

##### Pricing Summary

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

*(See Attached)*

#### EXHIBIT D-2

##### Debt Service Schedule and Irrepealable Tax Levies

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

*(See Attached)*



## VII. ACTION ITEMS

### A. Approval Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-2IA (continued)

[EXHIBIT MRP

#### Mandatory Redemption Provision

The Notes due on April 1, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on April 1 of each year the respective amount of Term Bonds specified below:

#### For the Term Bonds Maturing on April 1, \_\_\_\_\_

| <u>Redemption<br/>Date</u> | <u>Amount</u>    |
|----------------------------|------------------|
| _____                      | \$ _____         |
| _____                      | _____            |
| _____                      | _____ (maturity) |

#### For the Term Bonds Maturing on April 1, \_\_\_\_\_

| <u>Redemption<br/>Date</u> | <u>Amount</u>    |
|----------------------------|------------------|
| _____                      | \$ _____         |
| _____                      | _____            |
| _____                      | _____ (maturity) |

#### For the Term Bonds Maturing on April 1, \_\_\_\_\_

| <u>Redemption<br/>Date</u> | <u>Amount</u>    |
|----------------------------|------------------|
| _____                      | \$ _____         |
| _____                      | _____            |
| _____                      | _____ (maturity) |

#### For the Term Bonds Maturing on April 1, \_\_\_\_\_

| <u>Redemption<br/>Date</u> | <u>Amount</u>     |
|----------------------------|-------------------|
| _____                      | \$ _____          |
| _____                      | _____             |
| _____                      | _____ (maturity)] |

**VII. ACTION ITEMS**

**A. Approval Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A (continued)**

EXHIBIT E

(Form of Note)

REGISTERED NO. R \_\_\_\_\_ UNITED STATES OF AMERICA STATE OF WISCONSIN MORAINE PARK TECHNICAL COLLEGE DISTRICT GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2020-21A DOLLARS \$ \_\_\_\_\_

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP: April 1, \_\_\_\_\_ August 3, 2020 \_\_\_\_\_% \_\_\_\_\_

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: \_\_\_\_\_ THOUSAND DOLLARS (\$ \_\_\_\_\_)

FOR VALUE RECEIVED, the Moraine Park Technical College District, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi annually on April 1 and October 1 of each year commencing on April 1, 2021 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$5,000,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purposes of financing building remodeling and improvement projects (\$1,500,000) and the acquisition of movable equipment (\$3,500,000), as authorized by resolutions adopted on June 17, 2020 and July 13, 2020. Said resolutions are recorded in the official minutes of the District Board for said dates.

## VII. ACTION ITEMS

### A. Approval Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A (continued)

The Notes maturing on April 1, 2028 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2027 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Notes maturing in the years \_\_\_\_\_ are subject to mandatory redemption by lot as provided in the resolution awarding the sale of the Notes, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book entry only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the District Board as a "qualified tax exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

## VII. ACTION ITEMS

### A. Approval Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A (continued)

This Note is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the District appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and District may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the Moraine Park Technical College District, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and Secretary; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

MORaine PARK TECHNICAL COLLEGE  
DISTRICT, WISCONSIN

By: \_\_\_\_\_  
Chairperson

(SEAL)

By: \_\_\_\_\_  
Secretary

## VII. ACTION ITEMS

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### A. Approval Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A (continued)

Date of Authentication: \_\_\_\_\_, \_\_\_\_\_

#### CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned resolutions of the Moraine Park Technical College District, Wisconsin.

ASSOCIATED TRUST COMPANY, NATIONAL  
ASSOCIATION,  
GREEN BAY, WISCONSIN

By \_\_\_\_\_  
Authorized Signatory

**VII. ACTION ITEMS**

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**A. Approval Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-2IA (continued)**

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

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(Name and Address of Assignee)

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(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints \_\_\_\_\_, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

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(e.g. Bank, Trust Company  
or Securities Firm)

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(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

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(Authorized Officer)

## VIII. CORRESPONDENCE AND REPORTS

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### A. 2020 Spring Commencement

A brief report on the activities surrounding 2020 Spring Commencement will be shared.

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### B. President's Report

President Baerwald will provide a summary update of recently attended meetings and other college activities, as well as review the 2020-21 Board Governance Reporting Schedule and 2020-21 Goals.

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### C. 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. DBA Summer Meeting, Friday, July 24, 2020, 9:00 a.m. – 12:00 p.m., Virtual Webinar
2. District Board Meeting, Wednesday, August 19, 2020, 5:00 pm, Jackson Regional Center

## IX. CLOSED SESSION

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### A. Approval to Convene into Closed Session

It is the Board's intent 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).

#### **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:

\_\_\_\_\_ Schwab  
\_\_\_\_\_ Schlieve  
\_\_\_\_\_ Hopp  
\_\_\_\_\_ Almeida  
\_\_\_\_\_ Johnson  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Zeratsky



## X. ADJOURNMENT

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### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board meeting be adjourned.***