



MORAINE PARK TECHNICAL COLLEGE

DISTRICT BOARD MEETING

Wednesday, September 16, 2020

Moraine Park Technical College

235 North National Avenue, Fond du Lac, WI 54935

World Link Conference Center, Room A-112

Skype Option: 920.924.3400 | ID: 376938

Upcoming Meetings

TITLE	DATE	TIME	LOCATION
ACCT Leadership Congress	October 5-8, 2020	All Day	Virtual Event
District Board Meeting	Wednesday, Oct. 21, 2020	5:00 p.m.	Fond du Lac Campus
DBA Fall Meeting	Friday, Oct. 23, 2020	8:00 – 12:00	Virtual Event

VISION

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

MISSION

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

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Please contact the President's Office at 920-929-2127 or email jjelinek@morainepark.edu.*

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I. ROLL CALL – 5:00 p.m.

A. Meeting Announcement

This meeting of the Moraine Park Technical College District Board has been officially announced to the District’s official news media – the Fond du Lac Reporter, the West Bend Daily News, and the Beaver Dam Daily Citizen – as well as to other media, in accordance with the Wis. Stat. sec. 19.81 through 19.98.

Roll call:

_____ Schwab
_____ Hopp
_____ Johnson
_____ Schlieve
_____ Almeida
_____ Jung
_____ Fields
_____ Lloyd
_____ Zeratsky

II. PUBLIC COMMENTS

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

III. INTRODUCTIONS

The new Associate Director for Diversity and Inclusion will be introduced.

IV. APPROVAL OF MINUTES

SUGGESTED MOTION:

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

MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES August 19, 2020

ATTENDANCE

A meeting of the Moraine Park Technical College District Board was held at 5:00 p.m., August 19, 2020, in Room T-101 of the Moraine Park Technical College, 2151 North Main Street, West Bend, Wisconsin, Chairperson Bur Zeratsky presiding. Board members present at the meeting were Renee Almeida, Mike Schwab, Bob Lloyd, Vernon Jung, Candy Fields, Tom Hopp, Rob Johnson and Kathy Schlieve.

MEETING NOTICE

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

PUBLIC COMMENTS

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

INTRODUCTIONS

The new Associate Dean of Manufacturing was introduced. Information only; no Board action required.

APPROVAL OF MINUTES

MOTION Fields, second Schwab, that the Moraine Park Technical College District Board approve the July 13, 2020 meeting minutes as presented. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

CONSENT ITEMS – MONTHLY BUSINESS

MOTION Jung, second Hopp, 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 July be approved and payments are authorized, ordered, and confirmed. July receipts total \$3,801,200.93. July disbursements total -\$5,316,475.92. Roll call vote: Schwab, yes; Schlieve, yes; Hopp, yes; Almeida, yes; Johnson, yes; Jung, yes; Lloyd, yes; Fields, yes; and Zeratsky, yes. Motion CARRIED.

IV. APPROVAL OF MINUTES

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

APPROVAL OF RETIREMENTS

MOTION Hopp, second Schwab, that the Moraine Park Technical College District Board accept the retirements of Kathleen Jacobs, Maryann Huth, and Mary Ann Schoenwetter. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

DISTRICTS MUTUAL INSURANCE UPDATE

The President of Districts Mutual Insurance presented a brief update overview report, highlighting services offered, business practices and organizational structure. Information only; no Board action required.

JACKSON REGIONAL CENTER UPDATE

A brief update report on the Jackson Regional Center was provided, highlighting the center's history, services offered, enrollments, industry needs and future plans. Information only; no Board action required.

PRESIDENT'S REPORT

The matter of selecting a voting delegate for the upcoming ACCT Legislative Summit was brought forward, and after discussion, Vernon Jung was designated. It was noted that nominations for the District Boards Association's Board Member of the Year Awards are open and due November 3; any suggestions of nominees should be directed to the President's Office. President Baerwald shared a summary of COVID related activities, and it was noted any cases are being closely monitored. Highlights of meetings recently attended included a recent meeting of the HEDIT College Presidents; NEW ERA Board Meeting focusing on collaboration efforts in dual credit credentialing, and pilot Microsoft program for micro-credentialing and badging; and a recent Fond du Lac City Council meeting focused on the Lakeside Park project. Legislative update included the upcoming State Board budget proposal. College Activities update included the conclusion of our first Business and Community Partner Awards:

- Employer of the Year – Mercury Marine
- Innovation Award – Bike Friendly West Bend project
- New Partner of the Year – Envision Greater Fond du Lac
- Workforce Development Champion – Harley Lemkuil, Specialty Cheese

It was noted that Welcome Back Days begin this week, and students and classes begin/return next week. Information only; no Board action required.

WISCONSIN TECHNICAL COLLEGE

DISTRICT BOARDS ASSOCIATION REPORT/UPCOMING EVENTS

Board members that attended the DBA Summer Meeting provided brief reports on sessions attended. Fall retreat dates were discussed, and Wednesday, November 4 was selected. A summary of upcoming meetings and events was shared. Anyone wishing to register for upcoming events should contact the President's Office. Information only; no Board action required.

IV. APPROVAL OF MINUTES

MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES August 19, 2020 (continued)

CLOSED SESSION

MOTION Schwab, second Fields, 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, yes; Schlieve, yes; Hopp, yes; Almeida, yes; Johnson, yes; Jung, yes; Lloyd, yes; Fields, yes; and Zeratsky, yes. Motion CARRIED.

ADJOURNMENT

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

The Board meeting was adjourned at 7:38 p.m. following the completion of the closed session.

V. CONSENT ITEMS

A. Talent Management – Employment

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.

Resignations/Terminations

Joe Ciske, Buildings and Grounds Maintenance Technician, submitted his resignation effective August 17, 2020. Joe had been with the College since January 2020.

Nicole Grumley, Academic Advisor – Student Support Services/TRIO, submitted her resignation effective August 27, 2020. Nicole had been with the College since November 2019.

Heath Preston, Buildings and Grounds Maintenance Worker, submitted his resignation effective September 8, 2020. Heath had been with the College since January 2020.

Nate Jorgensen, Instructional Design Specialist, submitted his resignation effective September 11, 2020. Nate had been with the College since August 2020.

Recruitment – Support Professionals

Buildings and Grounds Maintenance Technician, Fond du Lac Campus. This full-time vacancy was created when Joe Ciske submitted his resignation. This position's duties involve work requiring the capability of performing a skilled level in several of the building trades. Work is often independently performed, but may involve leading other buildings and grounds staff while assisting Maintenance Mechanics on projects as necessary. After screening and interviewing, Nick Marchant was selected and his start date was September 7, 2020.

Student Support and Campus Lead, West Bend Campus. This new, full-time position is funded in the 2020-21 budget. This position provides admissions, registration, records and financial aid information and customer service support to students while providing technical assistance, guidance and direction to the Student Support Representatives. This position also provides administrative, event, activity and technical support for the Campus Dean. After screening and interviewing, Jackie Vincent was selected and her start date was September 1, 2020.

Instructional Design Specialist, Beaver Dam Campus. This full-time vacancy was created when Elizabeth Simpson submitted her resignation. This position supports Moraine Park's efforts to improve teaching and learning by assuring quality standards are upheld in the design, development, delivery, revision, and documentation of curriculum. Collaboration with faculty, Deans/Associate Deans, Curriculum Coordinator, Instructional Technologists, and other business partners is essential. After screening and interviewing, Nate Jorgensen was selected and his start date was August 24, 2020.

Buildings and Grounds Maintenance Worker, Fond du Lac Campus. This full-time vacancy was created when Nick Marchant changed positions. This position performs a variety of light maintenance, shipping and receiving, landscaping, repair and cleaning functions in and around the College facilities and grounds. This position was posted internally with a closing date of September 6, 2020.

V. CONSENT ITEMS

A. Talent Management – Employment (continued)

Recruitment – Support Professionals (continued)

Buildings and Grounds Maintenance Worker, Fond du Lac Campus. This full-time vacancy was created when Heath Preston submitted his resignation. This position performs a variety of light maintenance, shipping and receiving, landscaping, repair and cleaning functions in and around the College facilities and grounds. This position was posted internally with a closing date of September 6, 2020.

Academic Advisor – Student Support Services/TRIO, Fond du Lac Campus. This part-time vacancy was created when Nicole Grumley submitted her resignation. This position is responsible for recruiting and advising eligible TRIO Student Support Services (SSS) program students while providing required program services and referrals to appropriate support resources to ensure student motivation, academic success, retention, and graduation in accordance with applicable federal regulations governing SSS TRIO Programs. Interviews will be held September 28, 2020.

Disability Resource Specialist, Beaver Dam Campus. This full-time vacancy was created when Deb Falk submitted her retirement. The Disability Resource Specialist provides a variety of support services to students with disabilities throughout the District. Interviews will be held September 21, 2020.

Simulation and Instructional Technology Specialist, Beaver Dam Campus. This new, full-time position is funded in the 2020-21 budget. This position will assist in the management, coordination, oversight and maintenance of simulation learning while working in collaboration with instructional staff. Interviews were last held September 14, 2020.

Instructional Support Specialist, Fond du Lac Campus. This full-time vacancy was created when Cathy Werner changed positions. This position provides administrative, and instructional technology support to faculty in alignment with the goals and objectives of the Curriculum Department. Interviews will be held September 17, 2020.

Administrative Aide – Diversity and Inclusion, Fond du Lac Campus. This part time position was created as part of a restructure of another position. This position provides administrative and technical support to the Diversity and Inclusion department in Student Services. Interviews were last held September 11, 2020.

Student Support Representative, Fond du Lac Campus. This full-time vacancy was created when Kathleen Jacobs submitted her retirement. This position provides admissions, registration, records and financial aid support and customer service to visitors and students in person, via telephone and/or by utilizing chat messaging. Interviews were last held September 10, 2020.

Instructional Design Specialist, Fond du Lac Campus. This full-time vacancy was created when Greg Reed changed positions. The Instructional Designer supports Moraine Park's efforts to improve teaching and learning by assuring quality standards are upheld in the design, development, delivery, revision, and documentation of curriculum. Interviews were last held September 8, 2020.

V. CONSENT ITEMS

A. Talent Management – Employment (continued)

Recruitment – Support Professionals (continued)

Housekeeper, Beaver Dam Campus. This full-time vacancy was created when Kyle Kuhl submitted his resignation. This position performs custodial duties and heavy-duty cleaning. Interviews were last held September 2, 2020.

Recruitment – Management/Instructional Staff

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 last held August 20, 2020.

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS: None.

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0235638	HVAC lab controls
A0235640	Mitsubishi MV 1200-S Advance Wire Electrical discharge machine (EDM)
A0235657	Classroom technology including monitors, microphones, controllers, switches etc.
A0235661	50 Dell 24 Touch Monitors
A0235671	Circulation Pump
A0235693	Plan Manager 1000 Project Manager Software
A0235705	62 Digital Matrix Processors
A0235714	iCIMS Talent Recruiting Software
A0235716	SimMom medical equipment
A0235726	200 Virtual Data Center workstation licenses
A0235756	Beaver Dam remodel Access Control equipment
A0235781	5 Liebert GXT5 online uninterruptible power systems
A0235808	Beaver Dam remodel furniture
A0235864	3 SimCapture Node Pro software licenses
P-card	Nursing Anne Simulator and software
P-card	SimMan and accessories
P-card	SimJunior Light and accessories
P-card	2 Panasonic 55" Digital displays
P-card	4 Optiplex 7070 Desktops
P-card	16 Dell 22 Monitors
P-card	Dell Latitude 3510 laptop
P-card	2 IOZIG Thin client machines
P-card	3 Latitude 5410 laptops
P-card	Latitude 5510 laptop

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments (continued)

TAX LEVY RECEIVABLE

Through September 8 all 130 municipalities have submitted the tax levy payments. A summary of this year's collection is as follows:

<u>County</u>	<u>Total Levied</u>	<u>Total Collected</u>	<u>Percent Collected</u>
Calumet	\$203,691.70	\$203,691.70	100%
Columbia	3,541.97	3,541.97	100%
Dodge	3,237,723.52	3,237,723.52	100%
Fond du Lac	4,822,930.85	4,822,930.85	100%
Green Lake	1,457,256.80	1,457,256.80	100%
Marquette	20,564.68	20,564.68	100%
Sheboygan	5,881.73	5,881.73	100%
Washington	7,394,479.44	7,394,479.44	100%
Waushara	150,680.69	150,680.69	100%
Winnebago	<u>83,081.62</u>	<u>83,081.62</u>	<u>100%</u>
	<u>\$17,379,833.00</u>	<u>\$17,379,833.00</u>	<u>100%</u>

OTHER

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

V. CONSENT ITEMS

C. Economic Development Contracting

EWD Board Report - September 2020							
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE
Beaver Dam Chamber of Commerce	Leadership Starts Here	C000000014	\$ 277.50	\$ 87.04	\$ 190.46	11	0.02
Beaver Dam Chamber of Commerce	Leadership Starts Now Program Development	C000000093	\$ 555.00	\$ 105.00	\$ 450.00	0	0
Busse/SJI Corporation	Supervision 101	C000000002	\$ 5,475.00	\$ 2,450.09	\$ 3,024.91	9	0.18
Centro, Inc.	Leadership Development-Tier 2	C000000046	\$ 3,000.00	\$ 1,059.59	\$ 1,940.41	8	0.11
Centro, Inc.	Intro to Mechanical Drives 1	C000000044	\$ 4,400.00	\$ 1,848.20	\$ 2,551.80	4	0.05
Centro, Inc.	Introduction to AC Circuits	C000000036	\$ 2,700.00	\$ 844.45	\$ 1,855.55	4	0.04
City of Fond du Lac	Heartsavr First Aid/CPR/AED-Adult	C000000005	\$ 676.00	\$ 326.78	\$ 349.22	3	0.02
City of Fond du Lac	Heartsavr First Aid/CPR/AED-Adult	C000000004	\$ 744.00	\$ 394.78	\$ 349.22	7	0.04
City of Fond du Lac	Heartsavr First Aid/CPR/AED-Adult	C000000013	\$ 693.00	\$ 343.78	\$ 349.22	4	0.02
Envision Greater Fond du Lac	Nursing Assistant	C000000030	\$ 7,477.70	\$ 6,092.22	\$ 1,385.48	6	0.6
Envision Greater Fond du Lac	Nursing Assistant	C000000041	\$ 8,129.50	\$ 9,211.10	\$ (1,081.60)	10	1
Fortifi Bank	Leadership Motivation	C000000012	\$ 675.00	\$ 242.85	\$ 432.15	9	0.03
Fortifi Bank	Leadership Coaching	C000000027	\$ 2,283.75	\$ 610.82	\$ 1,672.93	7	0.05
Hartford Dental Group	BLS Provider	C000000029	\$ 653.00	\$ 368.23	\$ 284.77	11	0.04
John Deere Horicon Works	Leadership Training	C000000040	\$ 281.25	\$ 106.33	\$ 174.92	1	0
KMC	GD&T - 24hr	C000000039	\$ 7,595.70	\$ 3,450.48	\$ 4,145.22	10	0.2
McNeilus Steel, Inc.	Intro to Industrial Controls	C000000001	\$ 3,300.00	\$ 1,274.24	\$ 2,025.76	2	0.03
McNeilus Steel, Inc.	Introduction to DC Circuits	C000000000	\$ 3,300.00	\$ 1,274.24	\$ 2,025.76	2	0.03
Seneca Foods Corporation	Heartsavr First Aid/CPR/AED-Adult	C000000003	\$ 676.00	\$ 334.22	\$ 341.78	3	0.02
Seneca Foods Corporation	Microsoft Excel Level 1	C000000065	\$ 159.00	\$ 71.84	\$ 87.16	1	0.01
TOTAL:			\$ 53,051.40	\$ 30,496.28	\$ 22,555.12	112	2.49

V. CONSENT ITEMS

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

Roll call vote:

_____ Schwab
_____ Schlieve
_____ Hopp
_____ Almeida
_____ Johnson
_____ Jung
_____ Lloyd
_____ Fields
_____ Zeratsky

VI. CORRESPONDENCE AND REPORTS

A. Academic Program Highlight – IT Web Development

A brief report on the IT Web Development Program will be shared.

B. Accreditation Report

A brief update report on Accreditation will be shared.

C. Student Engagement Update

A brief update report on Student Engagement will be shared.

D. President's Report

President Baerwald will provide a summary update of recently attended meetings and other college activities.

E. District Boards Association Reports/Upcoming Events

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

1. ACCT Leadership Congress, October 5-8, 2020, All Day, Virtual Event
2. District Board Meeting, Wednesday, Oct. 21, 2020, 5:00 p.m., Fond du Lac Campus
3. DBA Fall Meeting, Friday, Oct. 23, 2020, 8:00 – 12:00, Virtual Event

VII. CLOSED SESSION

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 contract with Campus Management Corporation).

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 contract with Campus Management Corporation).

Roll call vote:

_____ Jung
_____ Fields
_____ Almeida
_____ Lloyd
_____ Schlieve
_____ Schwab
_____ Johnson
_____ Hopp
_____ Zeratsky

VIII. ADJOURNMENT

SUGGESTED MOTION:

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