



# MORaine PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

**Wednesday, November 18, 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: 3948927**

## Upcoming Meetings

| TITLE                  | DATE                     | TIME    | LOCATION           |
|------------------------|--------------------------|---------|--------------------|
| District Board Meeting | Wednesday, Dec. 16, 2020 | 5:00 pm | Fond du Lac Campus |

### 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).*

# MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

November 18, 2020 - 5:00 p.m.  
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## AGENDA

|   | <u>Page</u>         |
|---|---------------------|
| <b>I. 2020 Distinguished Alumni Award – 5:00 p.m.</b> .....(Steve Peterson – MPTC Alumni)<br>(Senator Dan Feyen)<br>(Representative Jeremy Thiesfeldt)..... | <b>Presentation</b> |
| <b>II. ROLL CALL – 5:15 p.m.</b>  |                     |
| <b>A. Meeting Announcement</b> .....(Bur Zeratsky – Board Chair).....   | <b>3</b>            |
| <b>III. PUBLIC COMMENTS</b> .....   | <b>3</b>            |
| <b>IV. DISTRICT BOARDS ASSOCIATION REPORTS</b>  |                     |
| <b>A. Executive Director’s Annual Report</b> .....(Layla Merrifield – Executive Director, DBA).....   | <b>Report</b>       |
| <b>V. APPROVAL OF MINUTES</b> .....(Bur Zeratsky – Board Chair).....  | <b>4</b>            |
| <b>VI. CONSENT ITEMS</b> .....(Bonnie Baerwald – President)   |                     |
| <b>A. Talent Management – Employment</b> .....  | <b>12</b>           |
| <b>B. Financial Management – Accounting/Investments</b> .....   | <b>15</b>           |
| <b>C. Economic Development Contracting</b> .....  | <b>17</b>           |
| <b>VII. ACTION ITEMS</b>  |                     |
| <b>A. Approval of Retirements</b> .....(Bonnie Baerwald – President).....   | <b>19</b>           |
| <b>VIII. CORRESPONDENCE AND REPORTS</b>   |                     |
| <b>A. Safety and Security Update</b> .....(John Faeh – Security Manager)<br>(Michele Adams – Safety Manager).....   | <b>Report</b>       |
| <b>B. Economic and Workforce Development</b> .....(JoAnn Hall – Dean of EWD).....   | <b>Report</b>       |
| <b>C. President’s Report</b> .....(Bonnie Baerwald – President).....  | <b>Report</b>       |
| 1. Meetings Attended/to Attend  |                     |
| 2. Legislative Update   |                     |
| 3. WTCS Update  |                     |
| 4. College Activities Update  |                     |
| <b>D. District Boards Association Reports/Upcoming Events</b>   |                     |
| 1. Board of Directors & Committee Reports.....  | <b>Report</b>       |
| 2. Upcoming Events.....(Bonnie Baerwald – President).....   | <b>20</b>           |
| <b>IX. ADJOURNMENT</b> .....(Bur Zeratsky – Board Chair).....   | <b>21</b>           |

## II. ROLL CALL – 5:15 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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## III. 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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## IV. DISTRICT BOARDS ASSOCIATION REPORTS

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Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association, will provide an update report to the board via Skype.

## V. APPROVAL OF MINUTES

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### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve the October 21, 2020 meeting minutes and November 4, 2020 workshop minutes as presented.***

### **MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 21, 2020**

#### ATTENDANCE

A meeting of the Moraine Park Technical College District Board was held at 5:00 p.m., October 21, 2020, in Room A-112 of the Moraine Park Technical College, 235 North National Avenue, Fond du Lac, Wisconsin, Chairperson Bur Zeratsky presiding. Board members present at the meeting were Renee Almeida, Mike Schwab, Bob Lloyd, Vernon Jung, Rob Johnson, Tom Hopp, Candy Fields 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 IT Cybersecurity Instructor was introduced. Information only; no Board action required.

#### COMMUNITY REPORTS

Nicole Pretre, Vice President of Development at Cedar Community in West Bend provided a remote presentation, highlighting the various services offered, barriers to employment, current needs and trends, and suggested programs and potential partnerships for exploration. Information only; no Board action required.

#### APPROVAL OF MINUTES

MOTION Hopp, second Fields, that the Moraine Park Technical College District Board approve the September 16, 2020 meeting minutes as presented. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

#### CONSENT ITEMS – MONTHLY BUSINESS

MOTION Jung, second Schlieve, 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, including the annual procurement report;
3. Economic Development Contracting;

## V. APPROVAL OF MINUTES

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### MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 21, 2020 (continued)

and that the bills for the month of September be approved and payments are authorized, ordered, and confirmed. September receipts total \$11,769,361.41. September disbursements total -\$4,599,475.58. Roll call vote: Schwab, yes; Schlieve, yes; Hopp, yes; Almeida, yes; Johnson, yes; Jung, yes; Lloyd, yes; Fields, yes; and Zeratsky, yes. Motion CARRIED.

#### APPROVAL OF RETIREMENTS

MOTION Schwab, second Jung, that the Moraine Park Technical College District Board accept the retirements of Ralph Schlass, Donna Spannbauer, Susan Bentz, and Bruce Hahn:

These employees have proven to be very dedicated, cooperative, and hard- working employees of Moraine Park Technical College. The Board hereby accepts their retirements and expresses sincere appreciation for their many contributions and years of service. The Board also wishes to express its appreciation on behalf of the citizens of the Moraine Park District.

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

#### APPROVAL OF RESOLUTION – STATE CODE OF ETHICS

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

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

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

|   |                  |
|---|------------------|
| Position                                    | Occupant         |
| President                                   | Bonnie Baerwald  |
| Vice President – Academic Affairs           | James Eden       |
| Vice President – Finance and Administration | Carrie Kasubaski |
| Vice President – Student Services           | James Barrett    |
| Chief Information Officer                   | Jerry Richards   |

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

## V. APPROVAL OF MINUTES

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### MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 21, 2020 (continued)

#### APPROVAL OF BUDGET ADJUSTMENTS – 2019-20 BUDGET

MOTION Fields, second Hopp, that the Moraine Park Technical College District Board approve the following resolution authorizing revisions to the 2019-20 District budget:

WHEREAS, any modification to an adopted budget by fund type or function is required by State Statute 65.90(5)(a) to be approved by a technical college district board by at least two-thirds vote of the full district board; and

WHEREAS, the Moraine Park Technical College District finds it appropriate to make such modifications to its 2019-20 budget.

NOW, THEREFORE, BE IT RESOLVED by the Moraine Park Technical College District Board to make the following 2019-20 budgetary revisions:

To increase resources in the General Fund for:

- ... Transfers from Designated for Operations from \$0 to \$237,314
- ... Other Federal from \$0 to \$215,000

To increase expenditure appropriations/uses in the General Fund for:

- ... General Institutional from \$8,932,165 to \$10,632,165
- ... Internal Transfers to Internal Service Fund from \$0 to \$1,500,000

To decrease expenditure appropriations/uses in the General Fund for:

- ... Instruction from \$25,280,606 to \$24,080,606
- ... Instruction Resources from \$2,334,491 to \$2,034,491
- ... Student Services from \$6,627,065 to \$6,027,065
- ... Physical Plant from \$3,792,429 to \$3,642,429
- ... Transfers to Reserves Designated for Operations from \$497,686 to \$0

To increase resources in the Special Revenue (Aidable) Fund for:

- ... Other Federal from \$0 to \$82,000

To increase expenditure appropriations/uses in the Special Revenue (Aidable) Fund for:

- ... Instructional Resources from \$0 to \$5,000
- ... General Institutional from \$80,055 to \$100,000
- ... Physical Plant from \$0 to \$90,000

To decrease expenditure appropriations/uses in the Special Revenue (Aidable) Fund for:

- ... Instruction from \$2,106,465 to \$2,073,520

## V. APPROVAL OF MINUTES

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### MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 21, 2020 (continued)

To increase expenditure appropriations/uses in the Special Revenue (Nonaidable) Fund for:

- ... Instructional from \$0 to \$20,000
- ... General Institutional from \$0 to \$10,000

To decrease expenditure appropriations/uses in the Special Revenue (Nonaidable) Fund for:

- ... Student Services from \$9,510,600 to \$9,480,600

To increase expenditure appropriations/uses in the Capital Projects Fund for:

- ... Instruction from \$1,069,048 to \$1,279,048
- ... Instruction Resources from \$1,091,717 to \$1,101,717
- ... Student Services from \$0 to \$15,000
- ... Physical Plant from \$3,766,826 to \$4,276,826

To decrease expenditure appropriations/uses in the Capital Projects Fund for:

- ... General Institutional from \$3,034,727 to \$2,289,727

To increase resources in the Internal Service Fund for:

- ... Interfund Transfers from \$50,000 to \$1,500,000

To increase expenditures/uses in the Internal Service Fund for:

- ... Student Services from \$0 to \$5,000
- ... Retained Earnings from \$0 to \$943,766

To decrease resources in the Internal Service Fund for:

- ... Retained Earnings from \$506,234 to \$0

To decrease expenditures/uses in the Internal Service Fund for:

- ... Auxiliary Services from \$1,168,877 to \$1,163,877

BE IT FURTHER RESOLVED that the Administration be directed to place this resolution as a Class I Legal Notice in the designated District newspapers as required by Section 65.90(5)(a) of the Wisconsin Statutes.

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

#### APPROVAL OF BUDGET ADJUSTMENTS – 2020-21 BUDGET

MOTION Hopp, second Schlieve, that the Moraine Park Technical College District Board approve the following resolution authorizing revisions to the 2020-21 District budget:

## V. APPROVAL OF MINUTES

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### MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 21, 2020 (continued)

WHEREAS, any modification to an adopted budget by fund type or function is required by State Statute 65.90(5)(a) to be approved by a technical college district board by at least two-thirds vote of the full district board; and

WHEREAS, the Moraine Park Technical College District finds it appropriate to make such modifications to its 2020-21 budget.

NOW, THEREFORE, BE IT RESOLVED by the Moraine Park Technical College District Board to make the following 2020-21 budgetary revisions:

To increase anticipated resources in the General Fund for:

... Tax Levy from \$11,714,337 to \$11,890,765

... Transfers from Designated for Operations from \$0 to \$728,319

To increase expenditure appropriations and uses in the General Fund for:

... Physical Plant from \$3,778,296 to \$3,816,344

To decrease anticipated resources in the General Fund for:

... State Aid from \$25,237,561 to \$24,332,770

... Program Fees from \$7,608,161 to \$6,393,941

... Material Fees from \$397,765 to \$263,164

... Institutional Revenue from \$3,895,532 to \$3,195,532

To decrease expenditure appropriations and uses in the General Fund for:

... Instruction from \$25,644,637 to \$24,680,820

... Instruction Resources from \$2,250,489 to \$2,000,321

... Student Services from \$6,922,522 to \$6,532,453

... General Institutional from \$11,321,043 to \$10,838,184

To increase anticipated resources in the Special Revenue Fund for:

... State Aid from \$1,410,489 to \$1,532,689

... Institutional Revenue from \$455,740 to \$456,985

... Federal Revenue from \$1,080,938 to \$1,166,299

... Transfers from Reserves and Designated Fund Balances from \$0 to \$90,485

... Other Sources from \$0 to \$374,467

To increase expenditure appropriations and uses in the Special Revenue Fund for:

... Instruction from \$2,132,397 to \$2,519,874

... Student Services from \$1,160,442 to \$1,311,093

... Physical Plant from \$0 to \$110,000



## V. APPROVAL OF MINUTES

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### MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 21, 2020 (continued)

To decrease anticipated resources in the Special Revenue Fund for:  
... Tax Levy from \$425,630 to 400,000

BE IT FURTHER RESOLVED that the Administration be directed to place this resolution as a Class I Legal Notice in the designated District newspapers as required by Section 65.90(5)(a) of the Wisconsin Statutes.

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

#### APPROVAL OF RESOLUTION – CERTIFICATION OF TAX LEVY

MOTION Schwab, second Fields, that the Moraine Park Technical College District Board approve the following resolution to certify the tax levy for the Moraine Park Technical College District for the 2020-21 budget year:

WHEREAS, the Moraine Park Technical College District Board adopted the budget for fiscal year 2020-21 on June 17, 2020, at its regular meeting; and

WHEREAS, the Moraine Park Technical College District Board reviewed the 2020-21 budget on October 21, 2020, in accordance with Chapter TCS 7.05(6) of the Wisconsin Administrative Code; and

WHEREAS, this review resulted in a modification of the budget based on a thorough analysis of resources available, a review of revenue projections and current expense and debt service appropriations, a complete revision of the personnel budget, and a change to the tax levy allocations as proposed in the budget document; and

WHEREAS, the tax levy required to support the 2020-21 budget represents a 2.731309%, or a \$474,697 increase over the 2019-20 tax levy;

WHEREAS, the tax levy represents an operational mill rate on equalized value of .41879 and a debt service mill rate of .18644 for a total mill rate of .60523.

WHEREAS, the operational tax levy increase of 1.43428% is equivalent to the net new construction rate as determined by the Wisconsin Department of Revenue.

NOW, THEREFORE, BE IT RESOLVED, that the Moraine Park Technical College District Board authorizes a tax levy of seventeen million, eight hundred fifty-four thousand, five hundred thirty dollars (\$17,854,530) on the full value of the taxable property of the District for the purpose of operating and maintaining the schools of the District, payment of indebtedness, acquiring equipment, and making capital improvements for the year beginning July 1, 2020.

## V. APPROVAL OF MINUTES

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### MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 21, 2020 (continued)

BE IT FURTHER RESOLVED, that the Moraine Park Technical College District Board pursuant to Section 38.16(1) of the Wisconsin Statutes authorizes that the aforementioned amount of levy be spread proportionately on the tax rolls for collection in each city, village, and town within the District, and that the respective clerks be informed of this action.

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

#### FALL ENROLLMENT UPDATE

The Vice President of Student Services provided an update on current enrollment progress, highlighting historical trends, current student demographics, persistence rates and projections. Information only; no Board action required.

#### PRESIDENT'S REPORT

President Baerwald provided an update on meetings recently attended, highlighting facilities planning meetings, COVID reopening meetings with local community and business leaders, newly formed Beaver Dam community Diversity, Equity and Inclusion group, and rollout of the budget development process for 2021-22. Legislative update included anticipation of results of the upcoming Presidential election, federal stimulus funding, and noted upcoming depletion of GEERs Grant funding. WTCS update included a recent meeting of the Incarcerated Individuals Task Force, President's Association meeting which included a Diversity, Equity and Inclusion focus and noted the creation of a "persons of color" system-wide mentorship program, and Reskilling and Rebuilding National Task Force with focuses on short-term credentialing. College activities update included a District Office and potential occupants update, noted the Health Information Technology program received 7-year accreditation, presentation of the Distinguished Alumni Award to Steve Peterson, ongoing COVID response work, and recently held Campus Conversations. Information only; no Board action required.

#### WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION REPORT/UPCOMING EVENTS

Participating Board members reported on the sessions that they attended at the ACCT's annual Leadership Congress, which was held recently in a virtual format. Due to scheduling conflicts, the upcoming November 4 Board Workshop was revised to begin at 4:00 pm. 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.

#### 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 contract with Campus Management Corporation).

## V. APPROVAL OF MINUTES

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### **MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 21, 2020 (continued)**

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

#### ADJOURNMENT

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

The Board meeting was adjourned at 7:18 p.m. following the completion of the closed session.

### **MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD WORKSHOP MINUTES November 4, 2020**

#### ATTENDANCE

The Moraine Park Technical College District Board held a workshop, beginning at 4:00 p.m., on November 4, 2020, at the Radisson Hotel and Conference Center at 625 W Rolling Meadows Drive, Fond du Lac, Wisconsin, Chairperson Bur Zeratsky presiding. Board members present at the workshop were Bob Lloyd, Rob Johnson, Kathy Schlieve, Mike Schwab, Tom Hopp, Candy Fields, and Renee Almeida. Board members absent from the meeting were Vernon Jung.

#### MEETING NOTICE

Notice of the workshop 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.

#### WORKSHOP

The Board discussed the following topic areas: Board and College Processes and Strategic Planning. Discussion only; no Board action required.

#### 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)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (regarding various personnel matters). Roll call vote: Jung, excused; Fields, yes; Almeida, yes; Lloyd, yes; Schlieve, yes; Schwab, yes; Johnson, yes; Hopp, yes; and Zeratsky, yes. Motion CARRIED.

#### ADJOURNMENT

MOTION Lloyd, second Hopp, to adjourn. Vote: Ayes: 8; Opposed: 0. Motion CARRIED.

The Board workshop was adjourned at 7:02 p.m. following the completion of the open workshop session.

## VI. CONSENT ITEMS

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### 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**

JoAnne Henken, Director of Talent Development, submitted her retirement effective June 30, 2021. JoAnne has been with the College since November 1992.

Julie Becker, Administrative Assistant-EWD Bootcamps, submitted her resignation effective December 23, 2020. Julie has been with the College since October 2015.

Joanna Ziolkowski, Instructional Technology & Learning Resource Center Clerk, submitted her retirement effective December 1, 2020. Joanna has been with the College since July 2007.

Maureen McGilvra, Housekeeper, submitted her resignation effective October 27, 2020. Maureen had been with the College since April 2006.

#### **Recruitment – Support Professionals**

Housekeeper, West Bend Campus. This part-time vacancy was created when Ralph Schlass submitted his retirement. This position's duties will perform custodial duties and heavy duty cleaning. Interviews were last held October 19, 2020. After screening and interviewing, Jamie Shallow was selected and her start date was November 2, 2020.

Student Support Lead, Beaver Dam Campus. This new, full-time position is funded in the 2020-21 budget. This position's duties will provide 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 Dean of Students. Interviews were last held November 5, 2020.

Financial Aid Specialist, Fond du Lac Campus. This full-time vacancy was created when Donna Spannbauer submitted her retirement. This position's duties will include specialized work in Financial Aid, with emphasis on coordinating the Direct Lending student loan program and verification.

Learning Resource Center Technician, Beaver Dam Campus. This full-time position was created when Susan Bentz submitted her retirement. This position's duties will include a variety of technical services and specialized work in the planning and effective operation of the Learning Resource Center. Interviews were last held November 6, 2020.

## VI. CONSENT ITEMS

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### A. Talent Management – Employment

#### **Recruitment – Support Professionals (continued)**

Instructional Designer, Fond du Lac Campus. This full-time position was created when Nathan Jorgensen submitted his resignation. This position's duties will include supporting 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 October 29, 2020.

Instructional Designer, Fond du Lac Campus. This full-time position was created when Greg Reed transferred to another position within the College. This position's duties will include supporting 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 November 5, 2020.

Administrative Aide-Health and Human Services, Fond du Lac Campus. This full-time vacancy was created when Chris Frederick submitted her retirement. This position's duties involve providing administrative and inventory support and technical assistance to the Health and Human Services program faculty, management and administrative support. After screening and interviewing, Shari Nett was selected and her start date was October 28, 2020.

Design Specialist, Fond du Lac Campus. This full-time vacancy was created when Jean Dodge submitted her retirement. This position's duties involve creating innovative and original design concepts, and manage projects that support the College's marketing plan and branding initiatives. This position also performs graphic design functions that support the College's marketing plan. After screening and interviewing, Amanda Carow was selected and her start date will be December 2, 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. After screening and interviewing, Adam Oestreich was selected and his start date was November 2, 2020.

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. After screening and interviewing, John Streeter was selected and his start date was November 9, 2020.

## VI. CONSENT ITEMS

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### A. Talent Management – Employment

#### **Recruitment – Support Professionals (continued)**

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. After screening and interviewing, Keith Knutson was selected and his start date was October 27, 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. After screening and interviewing, Sheena Hoekstra was selected and her start date will be November 23, 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. After screening and interviewing, Brant Kraemer was selected and his start date was November 2, 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. After screening and interviewing, Michelle Caldwell was selected and her start date was November 10, 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 October 16, 2020.

Accommodations Specialist, Fond du Lac Campus. This full-time vacancy was created when Julie Lotto submitted her retirement. This position is responsible for the delivery of disability-related accommodations and academic support services plans for students with disabilities. Interviews were held November 9, 2020.

Director of Talent, Fond du Lac Campus. This full-time vacancy was created with the reorganization of the Talent Management Unit. This position will lead the direction and strategy of the Talent Management department to include recruitment and hiring, classification/compensation, benefits management, organizational development and employee relations. This position serves as the Title IX Coordinator and EO Officer for staff. Interviews will be held November 25, 2020.

## VI. CONSENT ITEMS

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### B. Financial Management – Accounting/Investments

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

RECEIPTS: None.

DISBURSEMENTS:

| <u>Number</u> | <u>Description</u>  |
|---------------|---|
| A0236476      | 2 Panasonic 86" LCD and two 43" LCD Displays, document camera and accessories |
| A0236491      | 2 Panasonic 86" LCD and two 43" LCD Displays                                  |
| A0236541      | Water softener and installation   |
| A0236560      | Unimac Fireman's Gear Drying laundry machine                                  |
| A0236596      | Holmatro Straight Blade Cutter, Spreader and Telescopic Ram                   |
| A0236626      | Furniture for the O-wing addition, tables and chairs                          |
| A0236640      | Fanuc LR Mate human-arm-sized robot   |
| A0236641      | Pyxis MedStation Drawer and software  |
| A0236661      | 5 10" Touch panels and controllers; 9 Panasonic projectors and accessories    |
| A0236662      | Veeam backup and replacement VMware licenses                                  |
| A0236695      | EagleEye Director Base conference camera                                      |
| A0236726      | High Density Storage for the O wing addition                                  |
| A0236754      | Electro-Fluid Power Learning System   |
| P-card        | 9 Dell 24" Touch Monitors   |
| P-card        | Ambulance restraint package   |
| P-card        | 16 Dell Latitude 3510 laptops   |
| P-card        | 9 Dell Latitude 5510 laptops  |
| P-card        | 3 Equipment racks and work surfaces for Upper O remodel                       |

## VI. CONSENT ITEMS

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

#### TAX LEVY RECEIVABLE

By October 31, all tax levy certified billing statements were sent to the 129 municipal clerks. No payments are expected until January, 2021.

| <u>County</u> | <u>Total Levied</u>    | <u>Total Collected</u> | <u>Percent Collected</u> |
|---------------|------------------------|------------------------|--------------------------|
| Calumet       | \$213,316.48           | \$0.00                 | 0%                       |
| Columbia      | 3,563.68               | 0.00                   | 0%                       |
| Dodge         | 3,316,222.25           | 0.00                   | 0%                       |
| Fond du Lac   | 4,960,414.93           | 0.00                   | 0%                       |
| Green Lake    | 1,460,508.88           | 0.00                   | 0%                       |
| Marquette     | 20,234.92              | 0.00                   | 0%                       |
| Sheboygan     | 5,876.55               | 0.00                   | 0%                       |
| Washington    | 7,636,588.99           | 0.00                   | 0%                       |
| Waushara      | 152,834.25             | 0.00                   | 0%                       |
| Winnebago     | <u>84,969.07</u>       | <u>0.00</u>            | <u>0%</u>                |
|               | <u>\$17,854,530.00</u> | <u>\$0.00</u>          | <u>0%</u>                |

#### OTHER

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



## VI. CONSENT ITEMS

### C. Economic Development Contracting

| EWD Board Report - November 2020                |  |               |                    |                    |                    |            |             |                |
|---|--|---------------|--------------------|--------------------|--------------------|------------|-------------|----------------|
| Recipient                                       | Title  | Contract      | Revenue            | Direct Cost        | Net                | Enrolled   | FTE         | Manager        |
| A & W Iron & Metal, Inc.                        | Leading Others Series                          | 2253          | \$2,600.00         | \$1,930.58         | \$669.42           | 2          | 0.04        | Mindie Boynton |
| A & W Iron & Metal, Inc.                        | Leading Others Series Make up                  | 2302          | \$740.00           | \$316.36           | \$423.64           | 1          | 0           | Mindie Boynton |
| Apache Stainless Equipment                      | Welding Internship                             | 2318          | \$424.26           | \$500.11           | (\$75.85)          | 3          | 0.2         | Abby Pluim     |
| City of West Bend                               | Microsoft Excel Level 2                        | 2119          | \$2,248.75         | \$756.43           | \$1,492.32         | 13         | 0.09        | Mindie Boynton |
| Envision Greater Fond du Lac                    | Research Specialist                            | 2236          | \$12,184.75        | \$9,418.55         | \$2,766.20         | 0          | 0           | Mindie Boynton |
| Fond du Lac County                              | Supervision 101                                | 2194          | \$5,925.00         | \$1,491.88         | \$4,433.12         | 15         | 0.3         | Mindie Boynton |
| Fortifi Bank                                    | Correcting Performance Problems                | 2195          | \$600.00           | \$237.27           | \$362.73           | 16         | 0.05        | Mindie Boynton |
| Horicon Bank                                    | Influential Leadership Series                  | 2049          | \$9,480.00         | \$6,690.30         | \$2,789.70         | 9          | 0.18        | Mindie Boynton |
| Info-Pro Mortgage Services Corporation          | Microsoft Excel Level 2                        | 2100          | \$1,793.75         | \$722.82           | \$1,070.93         | 15         | 0.1         | Mindie Boynton |
| Kewaskum High School                            | Nursing Assistant                              | 2071          | \$4,885.30         | \$6,465.50         | (\$1,580.20)       | 10         | 0.67        | Mindie Boynton |
| Marchant Schmidt, Inc.                          | Leadership Training                            | 1867          | \$2,025.00         | \$706.95           | \$1,318.05         | 8          | 0.07        | Mindie Boynton |
| Marchant Schmidt, Inc.                          | Leadership Training                            | 1867          | \$2,025.00         | \$706.95           | \$1,318.05         | 9          | 0.08        | Mindie Boynton |
| Marchant Schmidt, Inc.                          | Leadership Training                            | 1867          | \$2,025.00         | \$706.95           | \$1,318.05         | 10         | 0.08        | Mindie Boynton |
| Mid-States Aluminum Corp                        | Programmable Logic Controller 1                | 2112          | \$9,682.88         | \$7,926.08         | \$1,756.80         | 8          | 0.32        | Beau Gellings  |
| Mid-States Aluminum Corp                        | CNC Internship                                 | 2316          | \$3,072.32         | \$2,646.44         | \$425.88           | 9          | 0.6         | Abby Pluim     |
| Sadoff Iron & Metal Company                     | Leading Others Series                          | 2252          | \$2,600.00         | \$1,930.58         | \$669.42           | 2          | 0.04        | Mindie Boynton |
| Spiros Industries, Inc.                         | Emotional Intelligence                         | 2231          | \$1,041.74         | \$549.32           | \$492.42           | 6          | 0.02        | Mindie Boynton |
| State of WI - Division of Community Corrections | Welding Boot Camp Community Resource Fall 2020 | 2299          | \$30.00            | \$17.67            | \$12.33            | 0          | 0           | Abby Pluim     |
| The Vollrath Company, LLC                       | Electrical Schematic Concepts                  | 2138          | \$880.00           | \$326.80           | \$553.20           | 15         | 0.05        | Beau Gellings  |
| WIOA  | CNC Boot Camp Community Resource Fall 2020     | 2294          | \$4,000.00         | \$35.34            | \$3,964.66         | 0          | 0           | Abby Pluim     |
| WIOA  | Welding Boot Camp Community Resource Fall 2020 | 2296          | \$2,867.39         | \$35.34            | \$2,832.05         | 0          | 0           | Abby Pluim     |
|   |  | <b>TOTAL:</b> | <b>\$71,131.14</b> | <b>\$44,118.22</b> | <b>\$27,012.92</b> | <b>151</b> | <b>2.89</b> |                |

# 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 October be approved and payments are authorized, ordered, and confirmed.***

Roll call vote:

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

## VII. ACTION ITEMS

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### A. Approval of Retirements

The following employees have informed the College that they will be retiring from the Moraine Park District:

| <b><u>Employee</u></b> | <b><u>Title</u></b>  | <b><u>Effective Date</u></b> | <b><u>Date Hired</u></b> |
|------------------------|--|------------------------------|--------------------------|
| JoAnne Henken          | Director of Talent Development                               | June 30, 2021                | November 2, 1992         |
| Joanna Ziolkowski      | Instructional Technology &<br>Learning Resource Center Clerk | December 1, 2020             | July 23, 2007            |

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board accept the retirements of JoAnne Henken and Joanna Ziolkowski:***

***These employees have proven to be very dedicated, cooperative, and hard- working employees of Moraine Park Technical College. The Board hereby accepts their retirements and expresses sincere appreciation for their many contributions and years of service. The Board also wishes to express its appreciation on behalf of the citizens of the Moraine Park District.***

## VIII. CORRESPONDENCE AND REPORTS

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### A. Safety and Security Update

A brief update report on Safety and Security will be shared.

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### B. Economic and Workforce Development Report

A brief report on Economic and Workforce Development will be shared.

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### C. President's Report

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

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

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

- I. District Board Meeting, Wednesday, Dec. 16, 2020, 5:00 pm, Fond du Lac Campus

## IX. ADJOURNMENT

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### **SUGGESTED MOTION:**

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