



MORAINE PARK TECHNICAL COLLEGE

DISTRICT BOARD MEETING

Wednesday, December 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: 5433583

Upcoming Meetings

TITLE	DATE	TIME	LOCATION
College Closed – Winter Break	December 24-January 1		
District Boards Association Winter Meeting	Friday, January 15, 2021	8:30-12:00	Virtual Webinar
WTCS State Board Meeting	Tuesday, January 19, 2021	9:00-12:00	Virtual Webinar
District Board Meeting	Wednesday, January 20, 2021	5:00 pm	West Bend 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.*

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 Economic and Workforce Development (EWD) Welding Instructor and EWD Water Quality Instructor will be introduced by JoAnn Hall, Dean of EWD.

IV. APPROVAL OF MINUTES

SUGGESTED MOTION:

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

MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES November 18, 2020

ATTENDANCE

A meeting of the Moraine Park Technical College District Board was held at 5:15 p.m., November 18, 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, Rob Johnson, Tom Hopp, and Kathy Schlieve. Board members excused were Vernon Jung and 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 from the public were received.

DISTRICT BOARDS ASSOCIATION REPORTS

Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association, provided an update on the organization and its activities, highlighting the biennial budget process and noting that expansion of Pell is one of the primary areas of legislative focus. Details of upcoming committee meetings centering on legislative advocacy were shared and board members were encouraged to attend. Information only; no Board action required.

APPROVAL OF MINUTES

MOTION Johnson, second Hopp, that the Moraine Park Technical College District Board approve the October 21, 2020 meeting minutes and November 4, 2020 workshop minutes as presented. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

CONSENT ITEMS – MONTHLY BUSINESS

MOTION Hopp, second Johnson, 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;

IV. APPROVAL OF MINUTES

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES November 18, 2020 (continued)

CONSENT ITEMS – MONTHLY BUSINESS (continued)

and that the bills for the month of October be approved and payments are authorized, ordered, and confirmed. October receipts total \$11,740,505.17. October disbursements total -\$6,334,303.31. Roll call vote: Schwab, yes; Schlieve, yes; Hopp, yes; Almeida, yes; Johnson, yes; Jung, excused; Lloyd, yes; Fields, excused; and Zeratsky, yes. Motion CARRIED.

APPROVAL OF RETIREMENTS

MOTION Schwab, second Johnson, 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.

Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

SAFETY AND SECURITY UPDATE

The Security Manager and the Safety Manager provided an update on security and safety on campus. Highlights included recent receipt of the 2019 DMI Risk Impact Award and 2019 Envision Greater Fond du Lac Safety Performance Gold Level Award, safety and security initiatives currently in place and future plans for implementation, community partner engagements, and a snapshot of recent incident performance metrics was reviewed. An update was provided about Clery Act compliance and the Annual Security Report (ASR) process. Information only; no Board action required.

ECONOMIC AND WORKFORCE DEVELOPMENT REPORT

The Dean of Economic and Workforce Development presented the 2019-20 Economic and Workforce Development Annual Report. An overview of services provided, financial results, industries served, key accomplishments, and strategic activities planned for 2020-21 were included in the presentation. Information only; no Board action required.

PRESIDENT'S REPORT

President Baerwald provided an update on meetings recently attended, highlighting ongoing discussions with Anthology, West Bend smart factory/advanced manufacturing steering committee meeting, Envision Greater Fond du Lac board meeting focusing on strategic planning, NEW ERA board meeting focusing on partnerships and remote broadband internet access, and Dodge County Diversity, Equity and Inclusion conference planning meetings. Legislative update included recent election results, anticipation of final committee appointments and scheduling meetings with representatives after the holidays. WTCS update included a recent state board meeting which approved all master facility plans and new 5-year goals, and President's Association meeting focusing on diversity, equity and inclusion and support for short term workforce development. College activities update included continuation of

IV. APPROVAL OF MINUTES

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

PRESIDENT'S REPORT (continued)

COVID response work, completion of fall campus conversations, and feedback from the recent civil rights virtual audit. Information only; no Board action required.

WISCONSIN TECHNICAL COLLEGE

DISTRICT BOARDS ASSOCIATION REPORT/UPCOMING EVENTS

It was noted that the next District Board meeting is scheduled for Wednesday, December 16 at 5:00 p.m. on the Fond du Lac campus. Information only; no Board action required.

ADJOURNMENT

MOTION Schwab, second Johnson, that the Moraine Park Technical College District Board meeting be adjourned. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

The Board meeting was adjourned at 6:41 p.m. following the completion of the open 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

Kristen McClyman, HRIS Analyst-Talent Management, submitted her resignation effective January 4, 2021. Kristen has been with the College since March 2020.

Joe Dion, Maintenance Mechanic, submitted his retirement effective March 12, 2021. Joe has been with the College since May 2002.

Jeff Sonnleitner, IT Network Specialist Instructor, submitted his retirement effective May 25, 2021. Jeff has been with the College since September 2001.

Recruitment – Support Professionals

Learning Resource Center Clerk, Beaver Dam Campus. This full-time vacancy was created when Joanna Ziolkowski submitted her retirement. This position's duties will perform a variety of technical services for the library. Interviews were last held December 4, 2020.

Assistive and Media Technology Specialist, Fond du Lac Campus. This new full-time position was created by a Perkins Student Success grant and Wisconsin Technical College System Completion grant. This position's duties will provide technical assistance, training and resource information to students with approved accommodations, faculty, and staff.

Instructional Aide-Culinary Arts, Fond du Lac Campus. This part-time vacancy was created when Maryann Huth submitted her retirement. This position's duties will perform purchasing, program outreach, recordkeeping support and other duties as needed in the Culinary Arts Program. Interviews were last held December 3, 2020.

Student Community, Equity and Engagement Specialist, Fond du Lac Campus. This new part-time position was created by a Student Success grant. This position's duties will be responsible for connecting students to resources in the community and college in an effort to increase student academic persistence and professional success by eliminating barriers while modeling trustworthiness and practicing the College's values, will lead, participate and support the office of Diversity Relations. Interviews were last held December 15, 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. After screening and interviewing, Gina Pederson was selected and her start date was November 16, 2020.

V. CONSENT ITEMS

A. Talent Management – Employment

Recruitment – Support Professionals (continued)

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. After screening and interviewing, Kelli Zimmerman-Klemp was selected and her start date was November 30, 2020.

Learning Resource Center Technician, Beaver Dam Campus. This full-time vacancy was created when Susan Bentz submitted her retirement. This position's duties include a variety of technical services and specialized work in the planning and effective operation of the Learning Resource Center. After screening and interviewing, Rosemary Froeliger was selected and her start date was November 30, 2020.

Instructional Designer, Fond du Lac Campus. This full-time vacancy 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. After screening and interviewing, Andrea Chang was selected and her start date will be January 11, 2021.

Instructional Designer, Fond du Lac Campus. This full-time vacancy 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. After screening and interviewing, Rebecca Schmidt was selected and her start date was November 30, 2020.

Recruitment – Management/Instructional Staff

Economic and Workforce Development Welding Instructor, Fond du Lac Campus. This full-time vacancy was created when Andrew Luby transferred to another position in the College. The primary teaching responsibility for this position will be various welding processes and blueprint reading. After screening and interviewing, Paul Jensen was selected and his start date was December 7, 2020.

Paul Jensen earned his technical diploma from Lakeshore Technical College. Paul was most recently employed at A.H. Stock Manufacturing as a Welder/Fabricator.

It is recommended that Moraine Park Technical College District Board issue a 2020-2021 contract to Paul Jensen and further that he be placed in Salary-grade F-I on the Faculty salary schedule.

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. After screening and interviewing, Alyssa Hallgren was selected and her start date was November 30, 2020.

V. CONSENT ITEMS

A. Talent Management – Employment

Recruitment – Management/Instructional Staff (continued)

Alyssa Hallgren earned her Bachelor's and Master's degree in Vocational Rehabilitation from the University of Wisconsin-Stout. Alyssa was most recently employed at SSM Health as a Psychotherapist.

It is recommended that Moraine Park Technical College District Board issue a 2020-2021 contract to Alyssa Hallgren and further that she be placed in Salary grade F-I on the Management salary schedule.

Director of Talent, Fond du Lac Campus. This full-time position 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. After screening and interviewing, Beth Mendoza was selected and her start date was November 30, 2020.

Beth Mendoza earned her Bachelor's and Master's Degree from UW-Oshkosh in Business Administration. Beth was most recently employed at Pathmakers, Inc. as an Executive Leadership Coach.

It is recommended that Moraine Park Technical College District Board issue a 2020-2021 contract to Beth Mendoza and further that she be placed in Salary grade C-I on the Management salary schedule.

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS: None.

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0236800	20 Panasonic 4K LCD Displays and 5 audio video control systems
A0236829	Signage for the Beaver Dam Health Sciences Remodel
A0236857	3 Multi-functional printers
A0236875	Fond du Lac E-wing office furniture
A0236935	VMWare license token
A0236997	9 Wireless receivers and accessories
A0237041	2021 Chevrolet Malibu LS fleet vehicle
A0237053	Fond du Lac Upper O-wing access control
P-card	80 HP Elite Slice Desktop devices, transmitters, receivers and accessories
P-card	10 Voice over Internet phones
P-card	4 Dell G7 I5-7500 laptops and accessories
P-card	24 Dell Latitude 3510 laptops and accessories
P-card	2 Dell Latitude 5510 laptops and accessories
P-card	6 packs of ceiling speakers and 10 digital clocks
P-card	9 Programmable Industrial USB 3.0 Hubs
P-card	15 Dell computer docking stations
P-card	6 Dell XPS 7590 laptops and accessories
P-card	60 Dell 22 Monitors

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments (continued)

TAX LEVY RECEIVABLE

The total levy by county is listed below; 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 November 2020.

V. CONSENT ITEMS

C. Economic Development Contracting

EWD Board Report - December 2020								
Recipient	Title	Contract	Revenue	Direct Cost	Net	Enrolled	FTE	Manager
A & W Iron & Metal, Inc.	Managing Performance of Others	00002309	\$ 950.00	\$ 769.26	\$ 180.74	1	0.02	Mindie Boynton
A & W Iron & Metal, Inc.	Emotional Intelligence	00002254	\$ 824.00	\$ 347.26	\$ 476.74	6	0.02	Mindie Boynton
A & W Iron & Metal, Inc.	Emotional Intelligence	00002254	\$ 836.00	\$ 375.37	\$ 460.63	9	0.03	Mindie Boynton
Armor Animal Health (formerly Animart LLC)	Supervision 101	00002287	\$ 1,650.00	\$ 549.08	\$ 1,100.92	2	0.04	Mindie Boynton
Bonduelle USA Inc.	Supervision 101	00002288	\$ 4,125.00	\$ 1,372.70	\$ 2,752.30	5	0.1	Mindie Boynton
Centro, Inc.	Leadership Development-Tier 1	00002026	\$ 7,755.61	\$ 2,829.34	\$ 4,926.27	13	0.41	Mindie Boynton
Envision Greater Fond du Lac	Program Optimization Facilitation	00002328	\$ 4,000.00	\$ 645.90	\$ 3,354.10	0	0	Mindie Boynton
Fortifi Bank	Building Relationships-Success	00002283	\$ 900.00	\$ 316.36	\$ 583.64	7	0.02	Mindie Boynton
Fortifi Bank	Customer Conversations	00002283	\$ 675.00	\$ 130.79	\$ 544.21	5	0.02	Mindie Boynton
Fortifi Bank	Developing Customers for Life	00002283	\$ 675.00	\$ 235.79	\$ 439.21	11	0.04	Mindie Boynton
Fortifi Bank	Developing Customers for Life	00002283	\$ 675.00	\$ 130.79	\$ 544.21	8	0.03	Mindie Boynton
Fortifi Bank	Building Relationships-Success	00002283	\$ 900.00	\$ 316.36	\$ 583.64	6	0.02	Mindie Boynton
Fortifi Bank	Customer Conversations	00002283	\$ 675.00	\$ 235.79	\$ 439.21	10	0.03	Mindie Boynton
FZE Manufacturing Solutions	Communicate Clearly	00002322	\$ 810.00	\$ 284.90	\$ 525.10	7	0.02	Beau Gellings
FZE Manufacturing Solutions	Positive Attitude	00002322	\$ 800.00	\$ 322.84	\$ 477.16	6	0.02	Beau Gellings
FZE Manufacturing Solutions	Listen Effectively	00002322	\$ 810.00	\$ 284.90	\$ 525.10	7	0.02	Beau Gellings
FZE Manufacturing Solutions	Adapt to Change	00002322	\$ 810.00	\$ 316.38	\$ 493.62	7	0.02	Beau Gellings
Gleason Reel Corporation	Emotional Intelligence	00002278	\$ 800.00	\$ 316.36	\$ 483.64	6	0.02	Mindie Boynton
Gleason Reel Corporation	Emotional Intelligence	00002278	\$ 800.00	\$ 316.36	\$ 483.64	7	0.02	Mindie Boynton
Grande Cheese Company	Mental Resilience	00002308	\$ 750.00	\$ 534.00	\$ 216.00	1	0.01	Beau Gellings
J. F. Ahern Co.	Team Work and Collaboration	00002225	\$ 800.00	\$ 174.39	\$ 625.61	13	0.04	Mindie Boynton
J. F. Ahern Co.	Business Writing	00002225	\$ 800.00	\$ 174.39	\$ 625.61	13	0.04	Mindie Boynton
J. F. Ahern Co.	Business Etiquette	00002225	\$ 800.00	\$ 174.39	\$ 625.61	13	0.04	Mindie Boynton
John Deere Horicon Works	CAD 3-D, ProEngineer Creo	00002191	\$ 16,263.46	\$ 3,103.02	\$ 13,160.44	1	0.1	Beau Gellings
Kewaskum High School	Computer Aided Mfg. - Part B	00002192	\$ 1,147.20	\$ 835.43	\$ 311.77	8	0.27	Mindie Boynton
Mercury Marine	Introduction to Robotics	00002114	\$ 1,808.16	\$ 361.13	\$ 1,447.03	12	0.08	JoAnn Hall
Mercury Marine	NIMS Review	00002208	\$ 1,330.00	\$ 1,269.14	\$ 60.86	10	0.02	JoAnn Hall
Mercury Marine	CNC Machining Fundamentals	00002208	\$ 19,341.43	\$ 10,107.03	\$ 9,234.40	10	0.67	JoAnn Hall
Sadoff Iron & Metal Company	Supervision 101	00002289	\$ 825.00	\$ 274.54	\$ 550.46	1	0.02	Mindie Boynton
Sadoff Iron & Metal Company	Managing Performance of Others	00002310	\$ 950.00	\$ 769.26	\$ 180.74	1	0.02	Mindie Boynton
		TOTAL	\$ 74,285.86	\$ 27,873.25	\$ 46,412.61	206	2.21	

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

Roll call vote:

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

VI. ACTION ITEMS

A. Acceptance of 2019-20 District Comprehensive Annual Financial Report

The following information is presented for the purpose of District Board monitoring of their Board/Staff Relationship Policy, #BP 2.3, Monitoring College Effectiveness.

The 2019-20 financial records and related data have been subjected to audit by the firm of CLA (CliftonLarsenAllen LLP). The District's Comprehensive Annual Financial Report, excluding the single audit, was distributed to the Board, and representatives of CLA presented the financial statements at the December 16 Finance Committee meeting. Due to the timing of audit guidance on the Coronavirus Aid, Relief and Economic Security CARES Act funding, the single audit has been excluded from the annual report and will be brought forth for acceptance at a future date.

Copies of the audited financial report must be submitted to the Wisconsin Technical College System Board within six months of the year end or by December 31.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the 2019-20 District Comprehensive Annual Financial Report as previously presented by representatives of CLA, and that copies of the final report be submitted to the Wisconsin Technical College System Board.

VII. CORRESPONDENCE AND REPORTS

A. Program Review and Demand

A brief report on Program Review and Demand will be shared.

B. Technology Projects Update

A brief update report on Technology Projects will be shared.

C. President's Report

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

D. District Boards Association Reports/Upcoming Events

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

1. College Closed – Winter Break. December 24-January 1
2. District Boards Association Winter Meeting, Friday, January 15, 2021, 8:30-12:00, Virtual Webinar
3. WTCS State Board Meeting, Tuesday, January 19, 2021, 9:00-12:00, Virtual Webinar
4. District Board Meeting, Wednesday, January 20, 2021, 5:00 pm, West Bend Campus

VIII. ADJOURNMENT

SUGGESTED MOTION:

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