



MORAINE PARK TECHNICAL COLLEGE

DISTRICT BOARD MEETING

Wednesday, January 20, 2021
Moraine Park Technical College
2151 North Main Street, West Bend, WI 53090
Auditorium, Room T-101
Skype Option: 920.924.3400 | ID: 156261

Upcoming Events

TITLE	DATE	TIME	LOCATION
Apps. Accepted for 2021-24 Term	February 5-19	8:00 – 4:30	N/A
ACCT National Legislative Summit	February 8-10	Various	Virtual Event
District Board Meeting	Wednesday, February 17	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.**

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MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

January 20, 2021 - 5:00 p.m.

Moraine Park Technical College

2151 North Main Street, West Bend, WI 53090 - Auditorium, Room T-101

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AGENDA

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I. Optional Tour of West Bend Campus – 4:00 p.m.	Tour
II. ROLL CALL – 5:00 p.m.	
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B. President’s Report..... (Bonnie Baerwald – President).....	Report
1. 2020-21 Mid-Year Progress Report	
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1. Board of Directors & Committee Reports.....	Report
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X. CLOSED SESSION	
A. Approval to convene into Closed Session pursuant to Wis. Stat. sec. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, and conducting other public business because competitive and bargaining reasons require a closed session (regarding the current software and professional services contract with Campus Management Corporation).....	16
NOTE: The District Board will meet in closed session for approximately 30 minutes. At the completion of the closed session, the Board will reconvene into regular session to complete the balance of the agenda.	
XI. ACTION ITEM	
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II. 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:

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

III. PUBLIC COMMENTS

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

IV. INTRODUCTIONS

The new Director of Talent will be introduced to the board.

V. COMMUNITY REPORTS

Duke Long, owner of Interstate Sawing Company in West Bend, will provide a presentation to the board.

VI. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the December 16, 2020 meeting minutes as presented.

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES December 16, 2020

ATTENDANCE

A meeting of the Moraine Park Technical College District Board was held at 5:00 p.m., December 16, 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, Vernon Jung and Candy Fields. Board members excused were 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 Economic and Workforce Development Welding Instructor was introduced. Information only; no Board action required.

APPROVAL OF MINUTES

MOTION Schwab, second Lloyd, that the Moraine Park Technical College District Board approve the November 18, 2020 meeting minutes as presented. Vote: Ayes: 8; Opposed: 0. Motion CARRIED.

CONSENT ITEMS – MONTHLY BUSINESS

MOTION Jung, second Schwab, that the Moraine Park Technical College District Board approve the following presidential parameter consent items as presented:

1. Talent Management – Employment;
2. Financial Management – Accounting/Investments;
3. Economic Development Contracting;

and that the bills for the month of November be approved and payments are authorized, ordered, and confirmed. November receipts total \$1,091,688.70. November disbursements total -\$4,490,665.35. Roll call vote: Schwab, yes; Schlieve, excused; Hopp, yes; Almeida, yes; Johnson, yes; Jung, yes; Lloyd, yes; Fields, yes; and Zeratsky, yes. Motion CARRIED.

VI. APPROVAL OF MINUTES

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES December 16, 2020 (continued)

ACCEPTANCE OF 2019-20 DISTRICT COMPREHENSIVE ANNUAL FINANCIAL REPORT

MOTION Hopp, second Jung, 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. Vote: Ayes: 8; Opposed: 0. Motion CARRIED.

PROGRAM REVIEW AND DEMAND

The Vice President of Academic Affairs presented a program demand update, highlighting industry trends, COVID-related technology accelerations and related trend projections, program review process, effectiveness model and program monitoring. Information only; no Board action required.

TECHNOLOGY PROJECTS UPDATE

The Chief Information Officer presented an overview of the College's primary current and planned upcoming technology projects. Information only; no Board action required.

PRESIDENT'S REPORT

The Vice President of Student Services provided a brief summary update of a portion of the College's 2020-21 balanced metrics scorecard. Handouts of the college's 2019-20 Annual Report were provided to the board. President Baerwald then provided an update on meetings recently attended, highlighting Dodge County Diversity Conference planning meetings, Waukesha-Ozaukee-Washington County Workforce Development board meeting which focused on strategic planning, Moraine Park Foundation board meeting which included approval of a new 5 year plan and West Bend campus campaign, Envision Greater Fond du Lac board meeting and a recent presentation for Envision's Youth Leadership program. Legislative update noted the finalization of Joint Finance Committee assignments. WTCS update noted a special meeting of the WTCS Board taking place later this week, a recently held Incarcerated Individuals Task Force meeting, and transition of presidency at Waukesha County Technical College from Kaylen Betzig to Dr. Richard Barnhouse and just announced retirement from Bruce Barker at Chippewa Valley Technical College. It was also shared that the 2021-2024 board appointment process will be kicking off soon and members with terms expiring were noted. College activities update included ongoing COVID task force meetings focusing on vaccination plans in the district, planning for the spring 2021 Commencement Ceremony, recent virtual nursing pinning ceremonies, and Martin Luther King Literacy Project virtual reading program efforts. Information only; no Board action required.

WISCONSIN TECHNICAL COLLEGE

DISTRICT BOARDS ASSOCIATION REPORT/UPCOMING EVENTS

It was noted that the next District Board Meeting will be held on the West Bend Campus on January 20. 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.

VI. APPROVAL OF MINUTES

MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES December 16, 2020 (continued)

ADJOURNMENT

MOTION Jung, second Lloyd, that the Moraine Park Technical College District Board meeting be adjourned. Vote: Ayes: 8; Opposed: 0. Motion CARRIED.

The Board meeting was adjourned at 6:52 p.m. following the completion of the open session.

VII. 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

Jessica Benson, Housekeeper, submitted her resignation effective January 4, 2021. Jessica had been with the College since January 13, 2020.

Janith Jaeger, Housekeeper, submitted her resignation effective January 8, 2021. Janith had been with the College since June 29, 2020.

Bojan Ljubenko, Director of Institutional Effectiveness, submitted his resignation effective January 18, 2021. Bojan had been with the College since October 28, 2013.

Joe Dion, Maintenance Mechanic, submitted his retirement effective March 12, 2021. Joe has been with the College since May 13, 2002.

Barbara Brown, Nursing Instructor, submitted her retirement effective May 25, 2021. Barbara has been with the College since August 21, 2007.

Jeff Sonnleitner, IT Network Specialist Instructor, submitted his retirement effective May 25, 2021. Jeff has been with the College since September 4, 2001.

Jacqueline Schoener, Respiratory Care Practitioner Instructor, submitted her retirement effective May 25, 2021. Jacqueline has been with the College since January 19, 2005.

Judy Urben, Communications Manager, submitted her retirement effective June 30, 2021. Judy has been with the College since July 24, 1991.

Lori Schrage, Benefits Coordinator, submitted her retirement effective September 23, 2021. Lori has been with the College since December 12, 2005.

Edward Meltz, Math Instructor, submitted his retirement effective December 17, 2021. Edward has been with the College since January 14, 1998.

Recruitment – Support Professionals

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. After screening and interviewing, Sarah Sugden was selected and her start date was December 14, 2020.

VII. CONSENT ITEMS

A. Talent Management – Employment

Recruitment – Support Professionals (continued)

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. After screening and interviewing, Andrew Hunt was selected and his start date was January 4, 2021.

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. After screening and interviewing, Jackie Morgan was selected and her start date was January 4, 2021.

Maintenance Mechanic, Fond du Lac Campus. This full-time vacancy was created when Joe Dion submitted his retirement. This position's duties will require the capability of performing at the journeyman level in several building trades. Work is independently performed. Duties require the use of considerable initiative and judgment in determining the nature of repairs needed and in developing appropriate work methods and procedures throughout the District.

Wellbeing and Benefits Specialist, Fond du Lac Campus. This full-time vacancy was created with the reorganization in Talent Management. This position's duties will create, implement and evaluate the wellbeing program for the purpose of educating and engaging employees in healthy lifestyle choices and containing health care costs. This position will also assist with the employee benefits programs to ensure a positive employee experience. Interviews were last held January 14, 2021.

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. Interviews were last held January 7, 2021.

Recruitment – Management/Instructional Staff

Director of Institutional Effectiveness and Planning, Fond du Lac Campus. This full-time vacancy was created when Bojan Ljubenko submitted his resignation. This position is responsible for the operation of the Institutional Research Major Process of the Primary Learning System subject to the constraints imposed by the Dean of the West Bend Campus, MPTC District Board policy, State Board rules, law and professional ethical behavior. In addition, this position is accountable and responsible for the formation or adjustment of processes of the Institutional Planning and Effectiveness and Quality Improvement Major Processes of the College Leadership Support System. Interviews will be held January 27, 2021.

VII. CONSENT ITEMS

A. Talent Management – Employment

Recruitment – Management/Instructional Staff (continued)

Institutional Effectiveness Data Analyst, Fond du Lac Campus. This new full-time position was created with the reorganization in Institutional Research. This position is accountable for the formation or adjustment of processes of the Institutional Research Major Process of the Primary Learning System subject to the constraints imposed by the Director of Institutional Effectiveness and Planning, District Board policy, State Board rules, law, federal regulations and professional ethical behavior. Interviews will be held January 27, 2021.

VII. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS: None.

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0237062	E-wing and Upper O-wing remodel furniture
A0237067	13 Audio video control systems
A0237084	Absolute Arm 7-Axis Hexagon Laser Scanner
A0237087	2 Wireless access points
A0237157	5 Audio video control systems and accessories
A0237192	Industrial Robotics Training Robot
A0237193	Functional Trainer Fusion Half Cage and accessories
A0237194	Lucifer Dual Chamber Red Devil Furnace
A0237229	Multifunctional printer and accessories
A0237257	Upper O-wing remodel signage and office film
P-card	3D Printer and accessories
P-card	Stair Chair Pro and accessories
P-card	Patient Simulator
P-card	4 Audio video control systems
P-card	Upper O-wing remodel furniture and accessories

VII. CONSENT ITEMS

B. Financial Management – Accounting/Investments (continued)

TAX LEVY RECEIVABLE

The total levy by county is listed below; no payments are expected until later in January.

<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 National Exchange Bank and Trust interest rate remains at .375% for December, 2020.

Calendar year-end processing of W-2s, 1098-T and 1099 forms will be prepared and distributed before the corresponding deadlines.

VII. CONSENT ITEMS

C. Economic Development Contracting

EWD Board Report - January 2021							
Recipient	Title	Contract	Revenue	Direct Cost	Net	Enrolled	FTE
A & W Iron & Metal, Inc.	Industrial Maintenance Boot Camp	2244	\$ 3,910.00	\$ 2,197.25	\$ 1,712.75	1	0.18
Fives Giddings & Lewis (MAG)	Workplace Accident Training	2065	\$ 462.50	\$ 116.56	\$ 345.94	6	0.01
Fives Giddings & Lewis (MAG)	Workplace Accident Training	2065	\$ 462.50	\$ 116.56	\$ 345.94	7	0.01
Fives Giddings & Lewis (MAG)	Workplace Accident Training	2065	\$ 462.50	\$ 116.56	\$ 345.94	3	0.01
Gateway Plastics, Inc.	Train the Trainer	2301	\$ 4,070.86	\$ 1,416.30	\$ 2,654.56	2	0.03
Grande Cheese Company	Industrial Maintenance Boot Camp	2241	\$ 15,640.00	\$ 8,805.22	\$ 6,834.78	4	0.78
J.W. Speaker Corporation	ARC Flash Training NFPA 70E	2330	\$ 822.43	\$ 259.99	\$ 562.44	10	0.03
Kondex Corporation	Electrical Safety-Ind/Manufacturing	2304	\$ 800.00	\$ 174.39	\$ 625.61	13	0.04
Marchant Schmidt, Inc.	Motivating Recognition Reward	2317	\$ 1,687.50	\$ 474.54	\$ 1,212.96	25	0.13
Maysteel LLC	Industrial Maintenance Boot Camp	2242	\$ 3,910.00	\$ 2,201.33	\$ 1,708.67	1	0.18
Mercury Marine	Introduction to Engine Fundamentals	2210	\$ 3,600.00	\$ 1,307.20	\$ 2,292.80	7	0.09
Mercury Marine	CNC Machining Fundamentals	2237	\$ 18,870.56	\$ 9,636.16	\$ 9,234.40	10	0.67
Mercury Marine	NIMS Review	2237	\$ 1,220.00	\$ 1,159.14	\$ 60.86	10	0.02
North Fond du Lac School District	LFI - Culinary Basics	2020	\$ 3,561.90	\$ 978.37	\$ 2,583.53	2	0.03
North Fond du Lac School District	LFI - Navigating Community Resources	2020	\$ 3,237.50	\$ 762.97	\$ 2,474.53	2	0.03
North Fond du Lac School District	LFI - Photography	2020	\$ 3,267.13	\$ 792.60	\$ 2,474.53	2	0.03
North Fond du Lac School District	LFI - Personal Safety	2020	\$ 6,475.00	\$ 1,471.45	\$ 5,003.55	9	0.27
North Fond du Lac School District	LFI - Business Technology	2020	\$ 6,475.00	\$ 1,747.76	\$ 4,727.24	9	0.27
North Fond du Lac School District	LFI - Home Repairs	2020	\$ 3,535.78	\$ 1,061.25	\$ 2,474.53	2	0.03
Sadoff Iron & Metal Company	Industrial Maintenance Boot Camp	2243	\$ 3,910.00	\$ 2,201.33	\$ 1,708.67	1	0.18
Seneca Foods Corporation	Heartsaver CPR/AED - Adult	2124	\$ 250.00	\$ 116.56	\$ 133.44	5	0.01
Seneca Foods Corporation	Heartsaver First Aid	2124	\$ 426.00	\$ 225.84	\$ 200.16	17	0.06
Specialty Cheese, Inc	Introduction to DC Circuits	2233	\$ 3,256.16	\$ 1,633.66	\$ 1,622.50	10	0.13
Spiros Industries, Inc.	Emotional Intelligence	2352	\$ 457.42	\$ 218.64	\$ 238.78	1	0
The Vollrath Company, LLC	Electrical Schematic Concepts	2336	\$ 800.00	\$ 326.80	\$ 473.20	15	0.05
West Bend East High School	Computer Aided Mfg. - Part B (Mastercam)	2193	\$ 430.20	\$ 835.43	\$ (405.23)	3	0.1
		TOTAL	\$ 92,000.94	\$ 40,353.86	\$ 51,647.08	177	3.37

VII. 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 December be approved and payments are authorized, ordered, and confirmed.

Roll call vote:

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

VIII. ACTION ITEMS

A. Approval of Retirements

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

<u>Employee</u>	<u>Title</u>	<u>Effective Date</u>	<u>Date Hired</u>
Joe Dion	Maintenance Mechanic	March 12, 2021	May 13, 2002
Barbara Brown	Nursing Instructor	May 25, 2021	August 21, 2007
Jacqueline Schoener	Respiratory Care Practitioner Instructor	May 25, 2021	January 19, 2005
Jeff Sonnleitner	IT Network Specialist Instructor	May 25, 2021	September 4, 2001
Judy Urben	Communications Manager	June 30, 2021	July 24, 1991
Lori Schrage	Benefits Coordinator	September 23, 2021	December 12, 2005
Edward Meltz	Math Instructor	December 17, 2021	January 14, 1998

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the retirements of Joe Dion, Barbara Brown, Jacqueline Schoener, Jeff Sonnleitner, Judy Urben, Lori Schrage and Edward Meltz:

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.

IX. CORRESPONDENCE AND REPORTS

A. Promise Student Programs

A brief update report on the College's Promise Student Programs will be shared.

B. President's Report

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

C. District Boards Association Reports/Upcoming Events

Board members that attended the recently held District Boards Association Virtual Winter Meeting may wish to provide reports on session(s) attended at this time.

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. Applications Accepted for 2021-24 Term, February 5-19
2. ACCT National Legislative Summit, February 8-10, Virtual Event
3. District Board Meeting, Wednesday, February 17, 5:00 pm, Fond du Lac Campus

X. 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/Anthology Inc.).

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/Anthology Inc.).

Roll call vote:

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

XI. ACTION ITEM

A. Approval of Project Realignment Addendum with Campus Management Corporation/Anthology, Inc.

Campus Management Corporation (CMC), now known as Anthology, Inc., has been in the process of implementing technology management and support services for the District since March 2018. The current contract expires in February 2023.

In November 2019, the District entered into negotiations with CMC/Anthology in order to revise the terms of the contract to better address the District's future needs.

The District Board and President Baerwald have agreed on the Project Realignment Addendum with Campus Management Corporation, now known as Anthology, Inc. The action, below, is to ratify approval of the Project Realignment Addendum as presented.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the Project Realignment Addendum with Campus Management Corporation, now known as Anthology, Inc., and that President be authorized and directed to execute the document as well as to take any other actions necessary or appropriate to implement the intent of this approving resolution.

Roll call vote:

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

XII. ADJOURNMENT

SUGGESTED MOTION:

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