



# MORAINE PARK TECHNICAL COLLEGE

## DISTRICT BOARD MEETING

**Wednesday, June 16, 2021**

**Moraine Park Technical College**

**235 N. National Ave., Fond du Lac – Room A-112**

**Virtual meeting option via Microsoft Teams**

**Ph: (414) 662-4790 | Conference ID: 875 719 618#**

### Upcoming Meetings

TITLE	DATE	TIME	LOCATION
District Board Organizational Meeting	Monday, July 12	5:00 p.m.	Fond du Lac Campus
WTCS State Board Meeting	Wednesday, July 14	8:00 – 12:00	Nicolet Area Technical College
DBA Summer Meeting	July 15-17	8:00 a.m.	Mid-State Technical College

### VISION

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

### MISSION

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

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

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# MORAIN PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

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# MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

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## AGENDA (continued)

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### VIII. CLOSED SESSION

- A. Approval to 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 evaluation of the College President) and Wis. Stat. sec. 19.85(1)(g) for the purpose of conferring with legal counsel for the College who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which the College is or is likely to become involved (during the closed session, the Board will discuss pending complaints filed with and against the College).....56

**NOTE: The District Board will meet in closed session for approximately 20 minutes. At the completion of the closed session, the Board will reconvene into regular session to complete the balance of the agenda.**

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## I. ROLL CALL – 5:00 p.m.

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### A. Meeting Announcement

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

Roll call:

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

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## II. PUBLIC COMMENTS

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

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## III. INTRODUCTIONS

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The new Instructional Support Specialist, two new Instructional Designers, the new EWD Welding Instructor, and the new Director of Institutional Effectiveness and Planning will be introduced.

## IV. APPROVAL OF MINUTES

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### SUGGESTED MOTION:

*I move that the Moraine Park Technical College District Board approve the May 19, 2021 meeting minutes as presented.*

### MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES May 19, 2021

#### ATTENDANCE

A meeting of the Moraine Park Technical College District Board was called to order at 5:13 p.m., May 19, 2021, in Room A-112 of Moraine Park Technical College, 235 N. National Ave., Fond du Lac, Wisconsin, Chairperson Bur Zeratsky presiding. Board members present at the meeting were Mike Schwab, Renee Almeida, Vernon Jung, Candy Fields, Bob Lloyd, 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 BUDGET HEARING

MOTION Jung, second Fields, that the Moraine Park Technical College District Board recess for the purpose of conducting a public hearing on the 2021-22 District budget, in keeping with Wis. Stat. sec. 65.90, and convene a public hearing to review and seek comment on the District's proposed 2021-22 budget, in keeping with Wis. Stat. sec. 65.90. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

A public hearing was held to review and seek comment on the District's proposed 2021-22 budget, in keeping with Wis. Stat. sec. 65.90. Following a presentation on the 2021-22 District budget, the public hearing was opened for public participation.

No comments from the public were received, and no action was taken during this public hearing.

MOTION Jung, second Lloyd, that the Moraine Park Technical College District Board's public hearing on the 2021-22 budget be closed, and that the Board reconvene for the purpose of completing its regular monthly business. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

#### CORRESPONDENCE AND REPORTS

Brenda Haines from Blue Door Consulting provided an update on the Capital Expansion Visioning Project. Highlights included identification of key stakeholders, population estimates and projections, enrollment trends, occupation demand projections, key themes from recently held focus groups, and next steps. Information only; no Board action required.

## IV. APPROVAL OF MINUTES

### MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES May 19, 2021 (continued)

#### APPROVAL OF MINUTES

MOTION Fields, second Schwab, that the Moraine Park Technical College District Board approve the April 12, 2021 workshop minutes and the April 21, 2021 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;
3. Economic Development Contracting;

and that the bills for the month of April be approved and payments are authorized, ordered, and confirmed. April receipts total \$1,733,291.08. April disbursements total -\$5,391,598.03. Roll call vote: Johnson, yes; Jung, yes; Almeida, yes; Lloyd, yes; Schlieve, yes; Schwab, yes; Fields, yes; Hopp, yes; and Zeratsky, yes. Motion CARRIED.

#### APPROVAL OF RESOLUTION AUTHORIZING THE REDEMPTION OF GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2012-13B DATED JUNE 27, 2013 AND GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2013-14A, DATED OCTOBER 10, 2013

MOTION Schwab, second Johnson, that the Moraine Park Technical College District Board adopt the following resolution authorizing the redemption of the General Obligation Promissory Notes, Series 2012-13B and Series 2013-14A, to be called for prior payment on June 21, 2021 at the price of par plus accrued interest to the date of redemption, and further, that the President shall take additional action as necessary to work with the District's financial consultant to properly notify the existing bondholders.

WHEREAS, Moraine Park Technical College District, Wisconsin (the "District") has outstanding its General Obligation Promissory Notes, Series 2012-13B, dated June 27, 2013 (the "2012-13B Notes") and its General Obligation Promissory Notes, Series 2013-14A, dated October 10, 2013 (the "2013-14A Notes");

WHEREAS, this District Board has determined that it is necessary and desirable to call the outstanding 2012-13B Notes maturing on April 1 of the years 2022 and 2023 and the 2013-14A Notes maturing on April 1 of the years 2022 and 2023 for redemption on June 21, 2021;

NOW, THEREFORE, BE IT RESOLVED by the District Board of Moraine Park Technical College District, Wisconsin, that the 2012-13B Notes and the 2013-14A Notes are called for prior payment on June 21, 2021 at the price of par plus accrued interest to the date of redemption.

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

## IV. APPROVAL OF MINUTES

### MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES May 19, 2021 (continued)

#### APPROVAL OF RESOLUTION AWARDING THE SALE OF \$2,000,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2020-21B

MOTION Hopp, second Almeida, that the Moraine Park Technical College District Board adopt the following resolution approving the award of bid and authorizing the sale of \$2,000,000 General Obligation Promissory Notes, Series 2020-21B.

WHEREAS, on April 21, 2021, the District Board of the Moraine Park Technical College District, Wisconsin (the "District") adopted a resolution (the "Authorizing Resolution") which authorized the issuance of General Obligation Promissory Notes, Series 2020-21B (the "Notes") in the amount of \$750,000 for the public purpose of financing building remodeling and improvement projects and in the amount of \$1,250,000 for the public purpose of financing the acquisition of movable equipment (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in The Reporter, the Daily News and the Daily Citizen on April 28, 2021 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of the Notes within thirty (30) days of publication of the Notices;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on May 28, 2021;

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

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on May 19, 2021;

WHEREAS, the Secretary (in consultation with Baird) caused notice of the sale of the Notes to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale on May 19, 2021;

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

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

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

## IV. APPROVAL OF MINUTES

### MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES May 19, 2021 (continued)

#### ACCEPTANCE OF 2019-20 DISTRICT SINGLE AUDIT REPORT

MOTION Lloyd, second Fields, that the Moraine Park Technical College District Board accept the 2019-20 Single Audit Report as previously presented by representatives of CLA, and that copies of the final report be submitted to the Wisconsin Technical College System Board. Roll call vote: Johnson, yes; Jung, yes; Almeida, yes; Lloyd, yes; Schlieve, yes; Schwab, yes; Fields, yes; Hopp, yes; and Zeratsky, yes. Motion CARRIED.

#### APPROVAL 2021-22 MANAGEMENT CONTRACT RENEWALS AND COMPENSATION

MOTION Johnson, second Fields, that the Moraine Park Technical College District Board issue contracts for management staff as listed for the 2021-22 year, and that the Moraine Park Technical College District Board approve a 2.0% salary increase for management staff for fiscal year 2021-22.

Michele Adams	JoAnn Hall	Julie Mayrose	Lucas Schmidt
Ross Atkinson	Steve Heilmeier	Laurence McCain	Dee Schmitz
Hans Baierl	Jennifer Hendryx	Benjamin McKenzie	Jennifer Schoonover
James Barrett	Benjamin Hill	Beth Mendoza	Lori Schrage
Laurie Barz	Lane Holte	Matthew Mutz	September 23, 2021
Bonita Bauer	Lauren Hooper	James Neumann	Michael Schreiber
Anders Bjork	Stephen Horvath	Michael Phillips	Kim Schwamn
Christy Blessing	James Huycke	Benjamin Pickart	Kelly Shafaie
Triena Bodart	Jill Jaber	Julienne Pieper	Peter Snyder
Dana Bourland	Barbara Jascor	Larry Plamann	Latisha Spence-
Mindie Boynton	Jaclyn Jelinek	Abby Pluim	Brookens
Melissa Braesch	Carrie Kasubaski	Lisa Pollard	Michelle Stark
Erwin Breithaupt	Timothy Keenan	Amanda Potts	Benjamin Stefan
Kristine Buchanan	Gregory Kilgas	Bart Putzer	Holly Steiner
Lila Buytendorp	Leslie Laster	Brenda Raad	Scott Troedel
Amy Clark	Leanne Laszewski-	Armin Rashvand	Raymond
Mary Davies	Doyle	Kathleen Rechner	VanDerlinden
Luke Dietzler	Randall Leigh	Gregory Reed	Joshua Wakefield
James Eden	Anne Lemke	Karli Resch	Julie Waldvogel-Leitner
John Faeh	Scott Lieburn	Peter Rettler	Jacquelyn Warnecke
Bobbi Fields	Jason Loomans	Fredrick Rice	Jacki Warner
Donna Freund	Krista Mallas	Gerald Richards	Tara Wendt
Mallory Gauerke	Jenny Manning	Sally Ruback	Susan Wiese
Courtney Gaynor	Lynn Marquardt	Jennifer Sabel	
Beau Gellings	Roy Marquez	Laura Schelter	

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



## IV. APPROVAL OF MINUTES

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### MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES May 19, 2021 (continued)

#### ADOPTION OF RESOLUTION OF APPRECIATION – BOB LLOYD

MOTION Zeratsky, second Johnson, that the Moraine Park Technical College District Board adopt the following resolution commending Bob Lloyd for his dedication and service to the Moraine Park Technical College District:

WHEREAS, Bob Lloyd has served as a Moraine Park Technical College District Board member since November 2016; and

WHEREAS, he has represented the District as a School District Administrator Member; and

WHEREAS, during his term of office he was a very active Board member, attending national, state and local events; having served as the Treasurer since 2018, and member of several committees of the District Boards Association; most recently as member of the Bylaws, Policies and Procedures Committee; and

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

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

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

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

#### PRESIDENT'S REPORT

The Board Policy Manual was reviewed, highlighting suggested updates and revisions. It was noted the finalized changes will be brought forward for formal approval at the June meeting. President Baerwald shared brief highlights of meetings recently attended, including Automation, Innovation and Research (AIR) Center Feasibility Study related meetings, and a recent meeting with Krielkamp Trucking. Legislative update included noting potential postponement of the planned 5/20 public hearing on AB266, state budget update with a proposal anticipated to be available July 1, recent submission of an earmark request through the grants office, and continued discussions regarding President Biden's proposal of free community college. Wisconsin Technical College System (WTCS) Update included formal approval of the 2021-24 board appointments, noted updates on the annual graduate outcomes report, and a summary focus report on student success post-COVID. College activities update included recent successful completion of an accreditation site visit of the Radiography program, with full accreditation anticipated to be received within the next few months. Information only; no Board action required.

## IV. APPROVAL OF MINUTES

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### MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES May 19, 2021 (continued)

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

A summary of upcoming meetings and events was shared. It was noted that the upcoming District Boards Association July Summer meeting will be held in a hybrid format, offering in-person and remote attendance. 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, at 7:15 p.m., that the Moraine Park Technical College District Board break and convene into Closed Session at 7:20 p.m. 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 including evaluation of the College President). Roll call vote: Johnson, yes; Jung, yes; Almeida, yes; Lloyd, yes; Schlieve, yes; Schwab, yes; Fields, yes; Hopp, yes; and Zeratsky, yes. Motion CARRIED.

#### ADJOURNMENT

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

The Board meeting was adjourned at 8:20 p.m. following the completion of the closed session.

## V. CONSENT ITEMS

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The following information is being presented in accordance with District Board Policies BP 3.2 – Human Relationships, BP 3.3 – Compensation and Benefits, and BP 4.6 – Workforce Development.

### A. Talent Management – Employment

#### Resignations/Terminations

Mirna Olmedo, Housekeeper, submitted her resignation effective May 20, 2021. Mirna had been with the College since December 2014.

Samantha Saeger, Student Life Specialist, submitted her resignation effective July 7, 2021. Samantha has been with the College since March 2011.

Debra Stoffel, Administrative Aide-Financial Aide, submitted her retirement effective August 26, 2021. Debra has been with the College since July 1998.

Cory Kwakkel, Buildings and Grounds Maintenance Worker, submitted his resignation effective June 16, 2021. Cory has been with the College since May 2015.

#### Recruitment – Support Employees

Housekeeper, Fond du Lac Campus. This full-time vacancy was created when Renae O’Laughlin submitted her retirement. The Housekeeper performs custodial duties and heavy-duty cleaning. After screening and interviewing, Zach Stansbury was selected and started on May 17, 2021.

Recruiter, Fond du Lac Campus. This full-time vacancy was created when Elizabeth Mitchell changed positions at the College. This position will provide outreach, recruitment, enrollment and initial retention of students through direct contact and assistance from application to registration. After screening and interviewing, Kevin Rodriguez was selected and he will transfer to his new position on June 14, 2021.

Student Support Representative, Fond du Lac Campus. This full-time vacancy was created when Sherry Caves submitted her resignation. 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. After screening and interviewing, Dakota Radtke was selected and started on June 1, 2021.

Security Officer, Beaver Dam. This part-time vacancy was created when Mark Jurgella transferred campus locations. This position with oversight from the Security Manager, assists with MPTC’s security and safety efforts at all campuses, which includes loss prevention, parking enforcement, student, staff and public safety. After screening and interviewing, Steve Pieper was selected and will start on August 16, 2021.

Housekeeper, West Bend Campus. This part-time vacancy was created when Janith Jaeger submitted her resignation. The Housekeeper performs custodial duties and heavy-duty cleaning.

## V. CONSENT ITEMS

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### A. Talent Management – Employment (continued)

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

Communications Specialist, Fond du Lac Campus. This full-time vacancy was created when Kristina Haensgen was promoted. This position is responsible for creating content in the form of news releases, publications, social media, and blog posts, to assist with the overall communication strategies for the College. This role will also assist with the College's external relations efforts through community engagement events and activities, including cultivating and maintaining external relationships and establishing and executing community engagement partnerships.

Multicultural Student Support and Engagement Specialist, West Bend Campus. This full-time vacancy was created when Kevin Rodriguez changed positions at the College. This position develops effective strategies for student engagement and academic success, and provides programming and one on one coaching to increase inclusion, belonging and retention of all multicultural student populations on all three campuses.

#### **Recruitment – Management/Instructional Employees**

Business Analyst, Fond du Lac Campus. This new full-time position was created with the elimination of the HRIS Analyst position in Human Resources during the reorganization. This position is accountable and responsible for the formation or adjustment of processes of the Enterprise Systems major process of the Information Technology Support System subject to the constraints imposed by the Director of Enterprise Systems, MPTC District Board policy, State Board rules, law and professional ethical behavior. In addition, this position is accountable and responsible for the development and/or improvement of procedures which support the Network Services and the Application Development and Web Services major processes of the Information Technology Support System. After screening and interviewing, Greg Kilgas was selected and will start on July 1, 2021.

Greg earned his Bachelors of Business Administration degree from the University of Wisconsin-Oshkosh. Greg was most recently the Compensation and Benefits Manager at Moraine Park Technical College. It is recommended that Moraine Park Technical College District Board issue a 2021-22 contract to Greg Kilgas and further that he be placed in D1 on the Management salary schedule.

Respiratory Therapy Instructor, Fond du Lac Campus. This full-time vacancy was created when Jacqueline Schoener submitted her retirement. This position will be in the Respiratory Care program; however, class assignments and locations may vary from term to term. After screening and interviewing, Jodi Jaeger was selected and will start on August 16, 2021.

Jodi earned her Bachelor of Science in Health Sciences and Health Care Administration degree from the University of Wisconsin-Milwaukee. Jodi was most recently the Manager of Respiratory Services at Ascension. It is recommended that Moraine Park Technical College District Board issue a 2021-22 contract to Jodi Jaeger and further that she be placed in F2 on the Faculty salary schedule.

## V. CONSENT ITEMS

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### A. Talent Management – Employment (continued)

#### **Recruitment – Management/Instructional Employees (continued)**

Nursing Instructor, Fond du Lac Campus. This full-time position was created when Barbara Brown submitted her retirement. The primary teaching responsibility will be classroom and clinical instruction in the Nursing Program, however, class assignments and locations may vary from term to term. Interviews were last held May 19, 2021. Ashley Gilson was selected and will start on August 16, 2021.

Ashley earned her Master's of Science in Nursing degree from Concordia University. Ashley was most recently a Family Nurse Practitioner at Froedtert Health.

It is recommended that Moraine Park Technical College District Board issue a 2021-22 contract to Ashley Gilson and further that she be placed in F3 on the Faculty salary schedule.

Benefits and Compensation Coordinator, Fond du Lac Campus. This full-time position was created when Lori Schrage submitted her retirement. This position is responsible for the formation or adjustment of processes of the Talent Retention major process of the Human Resources Support System subject to the constraints imposed by the Compensation and Benefits Manager, MPTC District Board policy, State Board rules, law and professional ethical behavior. This position is also accountable and responsible for the effective use of processes and the development and/or improvement of procedures of the Talent Acquisition major process of the Human Resources Support System. Interviews were last held June 1, 2021. Kristen Theisen was selected and will start on July 1, 2021.

Kristen earned her Bachelors of Business Administration degree from the University of Wisconsin-Green Bay. Kristen was most recently the Benefits Coordinator for the City of Fond du Lac.

It is recommended that Moraine Park Technical College District Board issue a 2021-22 contract to Kristen Theisen and further that she be placed in D2 on the Management salary schedule.

Welding Instructor, Jackson Campus. This full-time position was created when Steve Henderleiter submitted his resignation. The primary teaching responsibility for this position will be for classes in the Welding area including various welding processes, welding blueprint reading, and fabrication. Interviews were last held on June 3, 2021.

Electrical Power Distribution Instructor, Beaver Dam Campus. This full-time position was created when Mark Thronson submitted his resignation. The primary teaching responsibility will be Electrical Power Distribution; however, class assignments and locations may vary from term to term. Interviews were last held May 24, 2021.

IT Network Specialist Instructor, Fond du Lac Campus. This full-time position was created when Jeff Sonnleitner submitted his retirement. The primary teaching responsibility will be IT Network Specialist; however, class assignments and locations may vary from term to term.

## V. CONSENT ITEMS

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### A. Talent Management – Employment (continued)

#### **Recruitment – Management/Instructional Employees (continued)**

Benefits and Compensation Manager, Fond du Lac Campus. This full-time position was created when Greg Kilgas accepted another position within the College. This position is accountable and responsible for the formation or adjustment of the processes of the Talent Retention and the Human Resources major processes of the Human Resources Support System subject to the constraints imposed by the Vice President – Finance and Administration, MPTC District Board policy, State Board rules, law and professional ethical behavior. Interviews were last held June 3, 2021.

Digital Marketing Manager, Fond du Lac Campus. This new full-time position is responsible for the formation or adjustment of the processes of Marketing and Communications major process of the College Leadership Unit subject to the constraints imposed by the Director of Marketing and Communications, MPTC District Board policy, State Board rules, law and professional ethical behavior.

Economic and Workforce Development Business Representative, Fond du Lac Campus. This full-time position was created when Beau Gellings submitted his resignation. This position serves as a liaison between the college and business/industry along with regional partners across the Moraine Park district. The primary function is to develop relationships and build appropriate training solutions. Interviews were last held June 7, 2021.

## V. CONSENT ITEMS

### B. Financial Management – Accounting/Investments

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

RECEIPTS: None.

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0238458	Integrated audio, video and control system
A0238459	Threat Prevention Network
A0238503	4 SimCapture Node Pro systems
A0238586	Equipment racking, 4 Panasonic 4K LED displays, 8 Panasonic 86' 4K Smart UHDTV and other accessories
A0238589	Uninterruptible Power Supply (UPS) and accessories
P-card	119 OptiPlex 7080 Desktop computers
P-card	45 Precision 3640 Desktop computer
P-card	2 SimMom and accessories
P-card	2 Panasonic 65" 4K LCD display and accessories
P-card	2 Safety cabinets
P-card	34 Dell Monitors
P-card	Office furniture
P-card	5 Elite Whiteboard Screens

#### TAX LEVY RECEIVABLE

Through June 7, the District received tax levy payments totaling \$13,599,085.03 or 76.2% of the total levied. Last year's collection through June 6, 2020 was \$13,062,021.30 or 75.2% of the total levied. A summary of this year's collection is as follows:

<u>County</u>	<u>Total Levied</u>	<u>Total Collected</u>	<u>Percent Collected</u>
Calumet	\$213,316.48	\$158,817.01	74.5%
Columbia	3,563.68	2,392.32	67.1%
Dodge	3,316,222.25	2,501,930.64	75.5%
Fond du Lac	4,960,414.93	3,728,069.47	75.2%
Green Lake	1,460,508.88	1,034,099.97	70.8%
Marquette	20,234.92	14,643.22	72.4%
Sheboygan	5,876.55	4,575.31	77.9%
Washington	7,636,588.99	5,980,567.70	78.3%
Waushara	152,834.25	111,218.28	72.8%
Winnebago	84,969.07	<u>62,771.11</u>	73.9%
	<u>\$17,854,530.00</u>	<u>\$13,599,085.03</u>	<u>76.2%</u>

#### OTHER

The interest rate at National Exchange Bank and Trust remains at .375% for May, 2021.



## V. CONSENT ITEMS

### C. Economic Development Contracting

EWD Board Report - June 2021									
Recipient	Title	Contract	Revenue	Direct Cost	Net	Enrolled	FTE	Manager	Class: Class Name
Autoflex Knott, Inc.	Robotic Welding	2520	\$1,600.00	\$512.08	\$1,087.92	3	0.02	Mindie Boynton	C00000503
Badger Liquor	Leading Others Series	2494	\$1,300.00	\$518.44	\$781.56	1	0.02	Mindie Boynton	C00000453
Burgess-Norton Manufacturing Company	CNC Tech - Level 2	2463	\$3,954.48	\$1,353.28	\$2,601.20	3	0.04	Mindie Boynton	C00000467
City of Waupun Municipal Government	Performance Management	2510	\$603.78	\$273.31	\$330.47	7	0.02	Mindie Boynton	C00000502
Federal Tool & Engineering	Print Reading - 16hrs	2504	\$1,360.00	\$1,024.16	\$335.84	2	0.03	Beau Gellings	C00000429
Federal Tool & Engineering	Press Brake Boot Camp	2504	\$3,360.00	\$3,614.45	(\$254.45)	2	0.08	Beau Gellings	C00000428
Federal Tool & Engineering	Leading Others Series	2508	\$1,300.00	\$518.44	\$781.56	1	0.02	Mindie Boynton	C00000455
Fives Giddings & Lewis (MAG)	Workplace Accident Training	2444	\$462.50	\$110.31	\$352.19	4	0.01	Leanne Doyle	C00000401
Fives Giddings & Lewis (MAG)	Workplace Accident Training	2444	\$462.50	\$110.31	\$352.19	7	0.01	Leanne Doyle	C00000402
FDL County Department of Community Programs	BLS Provider Renewal	2507	\$393.00	\$173.44	\$219.56	6	0.02	Mindie Boynton	C00000486
FDL County Department of Community Programs	BLS Provider Renewal	2507	\$498.00	\$263.44	\$234.56	11	0.04	Mindie Boynton	C00000485
Gateway Plastics, Inc.	Introduction to AC Circuits	2401	\$2,831.52	\$661.88	\$2,169.64	5	0.05	Mindie Boynton	C00000425
Hy-brid Lifts by Custom Equipment LLC	Preventing Workplace Harassment - Supervisor Overview	2531	\$125.00	\$25.32	\$99.68	0	0	Mindie Boynton	C00000507
Hy-brid Lifts by Custom Equipment LLC	Preventing Workplace Harassment	2098	\$262.24	\$66.74	\$195.50	17	0.03	Mindie Boynton	C00000506
Hy-brid Lifts by Custom Equipment LLC	Preventing Workplace Harassment	2098	\$269.44	\$73.94	\$195.50	27	0.05	Mindie Boynton	C00000505
Kraft Heinz	Interpreting Engineer Drawing	2359	\$900.00	\$338.28	\$561.72	7	0.02	Mindie Boynton	C00000404
Kraft Heinz	Basic Hydraulics/Pneumatics	2359	\$8,100.00	\$1,505.84	\$6,594.16	7	0.23	Mindie Boynton	C00000403
Mayville Engineering Company Inc	GD&T - 24hr	2449	\$6,826.60	\$3,474.20	\$3,352.40	10	0.2	Beau Gellings	C00000466
McNeilus Steel, Inc.	Indstrl Hydraulics/Pneumatics	2358	\$3,725.00	\$1,432.20	\$2,292.80	2	0.03	Beau Gellings	C00000487
McNeilus Steel, Inc.	AC/DC Machinery-Motor Controls	2358	\$3,600.00	\$1,307.20	\$2,292.80	2	0.03	Beau Gellings	C00000488
Mercury Marine	Intro to Engine Fundamentals	2339	\$3,600.00	\$1,307.20	\$2,292.80	10	0.13	JoAnn Hall	C00000489
Mercury Marine	GD&T - 24hr	2462	\$6,939.90	\$4,169.58	\$2,770.32	15	0.3	JoAnn Hall	C00000465
Mercury Marine	Introduction to Robotics	2474	\$2,183.13	\$876.10	\$1,307.03	11	0.07	JoAnn Hall	C00000457
Mercury Marine	Introduction to Robotics	2474	\$1,939.32	\$632.29	\$1,307.03	4	0.03	JoAnn Hall	C00000456
Michels Corporation	Leading Others Series	2493	\$1,300.00	\$518.44	\$781.56	1	0.02	Mindie Boynton	C00000452
Seneca Foods Corporation	Mill and Lathe - Level 2	2511	\$2,996.95	\$2,073.51	\$923.44	7	0.05	Mindie Boynton	C00000490
Seneca Foods Corporation	Leading Others Series	2495	\$1,300.00	\$518.44	\$781.56	1	0.02	Mindie Boynton	C00000454
Seneca Foods Corporation	Programmable Logic Controller 1	2342	\$7,580.72	\$2,760.78	\$4,819.94	7	0.19	Mindie Boynton	C00000394
Seneca Foods Corporation	Heartsavr First Aid/CPR/AED-Adult	2512	\$952.50	\$596.28	\$356.22	10	0.05	Mindie Boynton	C00000491
Seneca Foods Corporation	Programmable Logic Controller 1	2342	\$7,932.88	\$2,787.94	\$5,144.94	8	0.21	Mindie Boynton	C00000395
Spiros Industries, Inc.	Mill and Lathe - Level I	2377	\$1,600.00	\$676.56	\$923.44	6	0.04	Mindie Boynton	C00000420
Spiros Industries, Inc.	Mill and Lathe - Level I	2377	\$1,600.00	\$676.56	\$923.44	6	0.04	Mindie Boynton	C00000419
		<b>TOTAL</b>	<b>\$81,859.46</b>	<b>\$34,950.94</b>	<b>\$46,908.52</b>	<b>210</b>	<b>2.1</b>		



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

Roll call vote:

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

## VI. ACTION ITEMS

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### A. Approval of Resolution Modifying Reserves

The following resolution establishing reserves is required under Chapter TCS 7.05 of the Wisconsin Administrative Code which reads as follows:

(5) District Reserves. (a) Each district board may establish reserves and segregate a portion of a fund balance for a specific use for a specific period.

(b) Prior to the creation of a reserve, a district board shall adopt a resolution creating the reserve. The resolution shall state the specific purpose of the reserve, disclose the maximum amount that this reserve may accumulate to and specify the intended period of time over which the reserve shall exist. Nothing in this section shall preclude a district board from increasing or decreasing the amount of the reserve, provided the district board passes a resolution to this effect.

(c) No district board may establish or maintain reserves for contingent purposes.

(d) Prior to the adoption of its budget, each district shall disclose all reserves maintained by it, the amount contained in each reserve and the anticipated amount by which each reserve will be increased or decreased during the year for which the budget is adopted.

It is recommended that the Board adopt the following resolution establishing reserves.

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board adopt the following resolution establishing the following reservations and segregations of fund balances at the dollar levels indicated:***

Roll call vote:

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

## VI. ACTION ITEMS

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### A. Approval of Resolution Modifying Reserves (continued)

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

WHEREAS, the Moraine Park Technical College District Board will be approving the District's 2021-22 Annual Budget.

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

- RESERVE FOR CAPITAL PROJECTS - A segregation of a portion of the fund balance which is exclusively and specifically for the acquisition and improvement of sites and for the acquisition, construction, and renovation of buildings. At June 30, 2021, this reserve is planned to be \$4,762,690, but should not exceed \$4,012,690 over the next year in the Capital Projects Fund.

- RESERVE FOR EQUIPMENT - A segregation of a portion of the fund balance which is exclusively and specifically for the acquisition of major equipment and capital assets. At June 30, 2021, this reserve is planned to be \$4,051,169, but should not exceed \$3,666,407 over the next year in the Capital Projects Fund.

- RESERVE FOR DEBT SERVICE - A segregation of a portion of fund balance to provide for debt service requirements for the coming year which is planned to be \$1,825,339 at June 30, 2021, but should not exceed \$1,537,348 over the next year in the Debt Service Fund.

- RESERVE FOR STUDENT FINANCIAL ASSISTANCE - A segregation of a portion of fund balance to provide for financial aid to students. At June 30, 2021, this reserve is planned to be \$185,758 and should not exceed this amount over the next year in the Special Revenue Fund (non-aidable).

- RESERVE FOR STUDENT CLUBS AND ORGANIZATIONS - A segregation of a portion of fund balance to provide for student clubs and organizations. At June 30, 2021, this reserve is planned to be \$758,871 and should not exceed this amount over the next year in the Special Revenue Fund (non-aidable).

- DESIGNATED FOR OPERATIONS - A designated segregation of a portion of fund balance to provide for fluctuations in operating cash balances. At June 30, 2021, this designation is planned to be \$10,838,217 and should not exceed \$10,433,956 over the next year in the General Fund.

- DESIGNATED FUND BALANCE FOR SUBSEQUENT YEARS - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2021, this designation is planned to be \$659,376 and should not exceed this amount over the next year in the General Fund.

## VI. ACTION ITEMS

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### A. Approval of Resolution Modifying Reserves (continued)

- DESIGNATED FUND BALANCE FOR SUBSEQUENT YEAR - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2021, this designation is planned to be \$219,792 and should not exceed this amount over the next year in the General Fund.

- DESIGNATED FOR STATE AID FLUCTUATIONS - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2021, this designation is planned to be \$439,584 and should not exceed this amount over the next year in the General Fund.

- RESERVE FOR PREPAID ITEMS - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2021, this designation is planned to be \$1,410,133 and should not exceed this amount over the next year in the General Fund.

- DESIGNATED FUND BALANCE FOR SUBSEQUENT YEAR - A designated segregation of a portion of fund balance to be used to fund the forthcoming year's budget. At June 30, 2021, this designation is planned to be \$1,308,802 and should not exceed \$1,279,198 over the next year in the Special Revenue Fund (operational).

- RESERVE FOR PREPAID ITEMS - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2021, this designation is planned to be \$2,500 and should not exceed this amount over the next year in the Special Revenue Fund (operational).

## VI. ACTION ITEMS

### B. Adoption of 2021-22 Institutional Plan and Budget

Two resolutions are needed to formally approve the District's budget for fiscal year 2021-22. These two resolutions cover the overall budget as reviewed at the public hearing and a resolution authorizing a tax levy on the full value of the taxable property of the District for the purpose of making capital improvements, acquiring equipment, payment of indebtedness, and operating and maintenance of the schools of the District.

The first resolution is necessary to meet the requirements as specified by the Wisconsin Technical College System Board and Wisconsin State Statute. The second, or tax levy authorization resolution, will be considered at the October Board meeting in order to meet the State requirements of setting the tax levy by October 31. This practice was begun in fiscal 1981-82 and must be continued to adhere to Chapter TCS 7.05(6) of the Wisconsin Administrative Code which reads as follows:

REVIEW OF PROPERTY TAX LEVY. Prior to certifying the property tax levy under s. 38.16(1), Stats., each district board shall recalculate the anticipated amount of financial resources available for district operations, using the most current data available at the district, to determine if the property tax levy should be adjusted.

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical District Board approve the following resolution to adopt the institutional plan and budget for fiscal year 2021-22:***

Roll call vote:

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

## VI. ACTION ITEMS

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### **B. Adoption of 2021-22 Institutional Plan and Budget (continued)**

WHEREAS, the notice of the public hearing on the proposed 2021-22 budget of the Moraine Park Technical College District was published in the Fond du Lac Reporter, the West Bend News, and the Beaver Dam Daily Citizen by May 4, 2021, as a Class I Legal Notice; and

WHEREAS, the Moraine Park Technical College District Board has held pursuant to Wis. Stat. sec. 65.90(4), a public hearing on the proposed 2021-22 budget on May 19, 2021 in Fond du Lac, Wisconsin, at Moraine Park Technical College, 235 North National Avenue and conducted electronically, via conference call at 5:05 p.m.

NOW, THEREFORE, BE IT RESOLVED that the Moraine Park Technical College District Board hereby adopts the budget of seventy eight million two hundred eighty seven thousand two hundred twenty dollars (\$78,287,220) and the associated institutional plan as indicated in the attachment of this resolution for the making of capital improvements, payment of indebtedness, acquisition of equipment, and the operating and maintenance of the schools of the District for the fiscal year beginning July 1, 2021.

## VI. ACTION ITEMS

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### C. Approval of Three-Year Facilities Plan

Administrative Bulletin AB 04-01 directs that, annually, each Wisconsin Technical College District prepare and submit a Three-Year Facilities Plan to the Wisconsin Technical College System Board (WTCSB). The Plan must be approved by the District Board and submitted no later than August 1 of each year. In accordance with WTCS Office directive, the reporting shall be by fiscal year and include information for the current and next two fiscal years. The Plan will be accepted and reviewed by the WTCSB, but no action will be taken as capital building and remodeling projects continue to be subject to review and approval on an individual basis pursuant to s.38.04(10), Stats. AB 04-01 provides the direction for arrangement and content of the Plan.

In accordance with AB 04-01, facility development projects, acquisitions, construction of new or additional facilities, and remodeling, which have not been included in the Plan, will not be considered for WTCSB review and approval. However, recognizing the need for districts to be responsive, an exception may be granted to this policy provided extenuating circumstances can be documented. The WTCSB will act on granting an exception prior to taking any action on the project.

The current Three-Year Facilities Plan has been included in the June Board agenda packets for review. It is recommended that the Three-Year Facilities Plan for 2021-24 be approved and submitted to the Wisconsin Technical College System Board for their acceptance.

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical District Board approve the 2021-24 Three-Year Facilities Plan and, further, that the Plan be submitted to the Wisconsin Technical College System Board for their acceptance.***

## VI. ACTION ITEMS

### D. Approval of Bid – E-Wing Remodel Phase II – Fond du Lac Campus

The District proposes to remodel the E-Wing on the Fond du Lac Campus in accordance with Moraine Park's 2021-24 Three-Year Facilities Plan. The E-Wing Remodel is a project to move all District Office administrative functions to the main campus. This project completes the relocation of the remaining administration departments that have been separated from their work groups. The vision is to be collaborative and accessible to the District's employees and students by infusing the administration into the main part of campus. The second phase will create space for President and other cabinet members, Marketing, Institutional Effectiveness, and Grants staff. There will also be a new Faculty Suite for the instructors working in the E-wing area.

Class II bid notices were placed in District newspapers to make contractors aware of the project, and bids were opened on March 31, 2021.

The proposed work is scheduled to begin in July 2021, with completion scheduled for December of 2021. The total budget for this project is \$1,500,000. The cost breakdown is as follows:

Construction Costs:	\$1,305,685
Contingency:	69,585
Architectural Fees:	<u>124,730</u>
Total:	\$1,500,000

There were 4 bids submitted with Capelle Bros. & Diedrich, Inc. with the lowest responsible bid. It is recommended that the following bid be accepted:

Capelle Bros. & Diedrich, Inc.:	
Base Bid:	\$1,102,880
Alternates (1-3):	<u>202,805</u>
Bid Total:	\$1,305,685

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board accept the following lowest responsible bid for the FDL E-wing Remodel Phase II project, awarding the contract to Capelle Bros. & Diedrich, Inc. in the amount of \$1,305,685; and, further, that the President be authorized to proceed with this project.***

Roll call vote:

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



## VI. ACTION ITEMS

### D. Approval of Bid – E-Wing Remodel Phase II – Fond du Lac Campus (continued)

bid recording sheet

Fond du Lac Campus - E&B Wing Remodel  
Moraine Park Technical College

Bid Due Date: 3/31/21 @ 2:00pm CST in room C-131

Bid Opening: 3/31/21 @ 2:05pm CST in room A-112

CONTRACTOR	Bid Security	Acknowledge Addendums	BASE BID E-WING	BASE BID B-WING	BASE BID HVAC	Alternate #B1	Alternate #B2	Alternate #B3	Alternate #B4	Alternate #B5	Alternate #E1	Alternate #E2	Alternate #E3	Alternate #E4	Alternate #E5	Alternate #EH1	Alternate #EH2	TOTAL
Mike Koenig Construction	Y	Y	\$ 1,239,895.00	\$ 174,460.00	\$ 65,525.00	\$ 41,000.00	\$ 18,730.00	\$ 8,940.00	\$ 9,700.00	\$ 39,860.00	\$ 127,460.00	\$ 19,865.00	\$ 11,740.00	\$ 7,320.00	\$ 9,065.00	\$ 9,255.00	\$ 9,040.00	\$ 1,791,045.00
Zeise	Y	Y	\$ 1,225,522.00	\$ 167,781.00	\$ 64,948.00	\$ 47,850.00	\$ 19,700.00	\$ 12,300.00	\$ 9,400.00	\$ 42,200.00	\$ 131,900.00	\$ 24,000.00	\$ 9,700.00	\$ 6,900.00	\$ 11,900.00	\$ 8,885.00	\$ 8,700.00	\$ 1,791,664.00
Cardinal Construction	Y	Y	\$ 1,233,100.00	\$ 148,070.00	\$ 62,880.00	\$ 44,873.00	\$ 7,560.00	\$ 4,521.00	\$ 9,650.00	\$ 38,408.00	\$ 129,049.00	\$ 27,430.00	\$ 14,305.00	\$ 7,280.00	\$ 15,127.00	\$ 9,150.00	\$ 8,650.00	\$ 1,760,484.00
Capelle Bros & Diedrich	Y	Y	\$ 1,102,880.00	\$ 179,830.00	\$ 68,650.00	\$ 49,300.00	\$ 11,300.00	\$ 11,100.00	\$ 10,060.00	\$ 46,540.00	\$ 138,010.00	\$ 19,015.00	\$ 23,100.00	\$ 7,400.00	\$ 15,280.00	\$ 9,600.00	\$ 9,380.00	\$ 1,701,045.00
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Notes: \*B-Wing, E-wing HVAC Roof Top Unit, and E-wing remodel projects were bid together, therefore all alternates starting with the letter(s) "B" or "EH" in the bid document are not relevant to the E-wing construction project. The relevant E-wing alternates are as follows:  
 E1 - Addition of Room E100 (changes to E-suite entrance & kitchenette)  
 E2 - Add window A & B & Metal Panels on East Elevation (New windows & change exterior fascia to new color standard)  
 E3 - Add Ceiling & Soffit work in Room E102 & E106  
 E4 - Add Laminated Glass (Adds sound layer in glass on all store fronts through suite)  
 E5 - Add Rooms E106.2 & E106.30 (Adds office for Foundation Manager & waiting area focus room)

## VI. ACTION ITEMS

### E. Approval of Resolution Authorizing the Issuance of \$3,750,000 General Obligation Promissory Notes, Series 2021-22A, of Moraine Park Technical College District, Wisconsin

Included in the 2021-22 budget, as adopted by the District Board on June 16, 2021 was a plan to issue a series of promissory notes to finance various capital projects and equipment needs of the District. A calendar was drafted for each of the individual projects, and a finance plan for the fiscal year was created. This particular issue is meant to finance \$1,500,000 for the second phase of the remodel of the Fond du Lac campus E-wing and \$2,250,000 for the public purpose of financing the acquisition of movable equipment.

We have reviewed the process with our financial consultant, and bond counsel has prepared the appropriate legal resolution. The timeframe for this issue includes the acceptance of bids on Monday, July 12, 2021, with presentation to the Board that evening.

Bond counsel has prepared the following resolution for Board action. Mr. John St. Peter, as the Board's attorney, is working with the legal counsel of Quarles & Brady to prepare all relevant documents.

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board adopt the following resolution authorizing the issuance and setting the sale of \$3,750,000 General Obligation Promissory Notes, Series 2021-22A for the public purpose of financing building remodeling and acquisition of movable equipment.***

Roll call:

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

## VI. ACTION ITEMS

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### **E. Approval of Resolution Authorizing the Issuance of \$3,750,000 General Obligation Promissory Notes, Series 2021-22A, of Moraine Park Technical College District, Wisconsin (continued)**

WHEREAS, Moraine Park Technical College District, Wisconsin ("District") is presently in need of \$1,500,000 for the public purpose of financing building remodeling and improvement projects and \$2,250,000 for the public purpose of financing the acquisition of movable equipment; and

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purposes through the issuance of general obligation promissory notes pursuant to the provisions of Section 67.12(12), Wis. Stats.;

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,500,000 for the public purpose of financing building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$2,250,000 for the public purpose of financing the acquisition of movable equipment; and be it further

RESOLVED, THAT:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in an aggregate principal amount not to exceed \$3,750,000 and designated "General Obligation Promissory Notes, Series 2021-22A" (the "Notes"), the proceeds of which shall be used for the purposes specified above in amounts not to exceed those set forth above.

Section 2. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of the resolutions authorizing the Notes to be given to the electors of the District by publishing notices thereof in the Fond du Lac Reporter, Beaver Dam Daily Citizen and The Daily News, the official District newspapers published and having general circulation in the District, which newspapers are found and determined to be likely to give notice to the electors, such notices to be in substantially the forms set forth on Exhibits A and B hereto.

Section 3. Sale of Notes. The Notes shall be offered for public sale. At its July 12, 2021 meeting or a subsequent meeting, the District Board shall consider such bids for the Notes as may have been received and take action thereon.

Section 4. Official Notice of Sale. The District Secretary shall cause an Official Notice of Sale for the Notes to be prepared and forwarded to prospective bidders.

## VI. ACTION ITEMS

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### **E. Approval of Resolution Authorizing the Issuance of \$3,750,000 General Obligation Promissory Notes, Series 2021-22A, of Moraine Park Technical College District, Wisconsin (continued)**

Section 5. Official Statement. The District Secretary shall cause an Official Statement to be prepared by the District's financial advisor, Robert W. Baird & Co. Incorporated. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted this 16th day of June, 2021.

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Chairperson

Attest:

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Secretary

## VI. ACTION ITEMS

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### **E. Approval of Resolution Authorizing the Issuance of \$3,750,000 General Obligation Promissory Notes, Series 2021-22A, of Moraine Park Technical College District, Wisconsin (continued)**

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Moraine Park Technical  
College District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above named District, at a meeting duly called and held on June 16, 2021, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,500,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

A copy of said resolution is on file in the District Office, 235 North National Avenue, Fond du Lac, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M, or in the alternative, by contacting Carrie Kasubaski at the District by email at the following address: [ckasubaski1@morainepark.edu](mailto:ckasubaski1@morainepark.edu).

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5., Wis. Stats., requesting a referendum thereon at a special election.

Dated June 16, 2021.

BY ORDER OF THE DISTRICT BOARD

District Secretary

## VI. ACTION ITEMS

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### **E. Approval of Resolution Authorizing the Issuance of \$3,750,000 General Obligation Promissory Notes, Series 2021-22A, of Moraine Park Technical College District, Wisconsin (continued)**

#### EXHIBIT B

#### NOTICE

TO THE ELECTORS OF:

Moraine Park Technical  
College District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above named District, at a meeting duly called and held on June 16, 2021, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$2,250,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the acquisition of movable equipment.

A copy of said resolution is on file in the District Office, 235 North National Avenue, Fond du Lac, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M., or in the alternative, by contacting Carrie Kasubaski at the District by email at the following address: [ckasubaski1@morainepark.edu](mailto:ckasubaski1@morainepark.edu).

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5., Wis. Stats., requesting a referendum thereon at a special election.

Dated June 16, 2021.

BY ORDER OF THE DISTRICT BOARD

District Secretary

## VI. ACTION ITEMS

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### F. Approval of Contract for Legal Services

For several years, the District Board and District Administration have engaged the services of Dempsey, Edgerton, St. Peter, Petak & Rosenfeldt for outside legal counsel. These legal services have included and will continue to include human relations/labor relations, contract review, real estate, construction projects, procurement and student services. Confirming that no conflict of interest exists, the District desires to continue its legal relationship with Dempsey, Edgerton, St. Peter, Petak & Rosenfeldt for the fiscal year July 1, 2021 through June 30, 2022.

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board authorize the President to enter into a contract with Dempsey, Edgerton, St. Peter, Petak & Rosenfeldt for legal services during the period July 1, 2021 – June 30, 2022.***

Roll call vote:

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

## VI. ACTION ITEMS

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### G. Approval of Board Policies – Governance Process and Executive Expectations

The following information is being presented in compliance with Board Policy 1.8 – Policy Development, Review and Modification. This policy states that Board Policies shall be reviewed and adopted by a majority of the Board in accordance with a policy review schedule to be conducted during regular Board meetings.

At the May 19, 2021 Board meeting, the Board reviewed all policies within the Executive Expectations section and one policy of the Governance Process section of the manual including policies BP 1.6 and BP 3.1 – 3.8. The Board suggested edits to the following policies:

- BP 1.6 – Board Agenda and Meetings
- BP 3.5 – Financial Condition

It is recommended that the aforementioned policies be revised as presented and these policies be documented as reviewed or revised accordingly.

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board adopt Board Policies 1.6 – Board Agenda and Meetings, and 3.5 – Financial Condition, as presented and recommend these policies and all remaining Executive Expectations policies be documented as reviewed or revised accordingly.***



## VI. ACTION ITEMS

### G. Approval of Board Policies – Governance Process and Executive Expectations (continued)

Moraine Park Technical College

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

#### Notification

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

#### Agenda

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

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

#### Meetings

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

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

All committee, regular, and closed session meetings will be accessible via virtual or phone options; however, Board members are encouraged to attend meetings in person unless the member is prevented from physically attending due to personal illness or disability; employment or family conflicts; or weather-related emergencies.

## VI. ACTION ITEMS

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### G. Approval of Board Policies – Governance Process and Executive Expectations (continued)

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

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

#### Closed Sessions

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

#### Quorum

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

## VI. ACTION ITEMS

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### **G. Approval of Board Policies – Governance Process and Executive Expectations (continued)**

#### Minutes

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

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

#### Board Records

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

## VI. ACTION ITEMS

### G. Approval of Board Policies – Governance Process and Executive Expectations (continued)

Moraine Park Technical College

<b>BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS</b>	
Policy Title	<b>General Executive Expectations</b>
Policy Number	<b>BP 3.1</b>
Policy Owner	Board Chairperson
Adopted	December 20, 2017
Reviewed	
Revised	

The President shall act in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall also act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical.

Accordingly, the President shall:

- Deal with students, staff, or persons from the community in a humane, fair and dignified manner.
- Make decisions in an atmosphere where openness is encouraged.
- Permit financial conditions that do not risk fiscal jeopardy or compromise Board Ends priorities.
- Provide information to the community, Board, or College constituencies that is intentionally accurate.
- Not permit conflicts of interest in awarding purchases or other contracts or hiring of employees.
- Manage the College with adequate administrative policies.
- Take prompt and appropriate action when the President becomes aware of any violation or potential violation of any laws, rules, or regulations, or of any breach of Board policies.
- Purchase or lease real estate or personal property or contract for services with prior or subsequent Board budget authorization.

## VI. ACTION ITEMS

### G. Approval of Board Policies – Governance Process and Executive Expectations (continued)

Moraine Park Technical College

<b>BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS</b>	
Policy Title	<b>Human Relationships</b>
Policy Number	<b>BP 3.2</b>
Policy Owner	Board Chairperson
Adopted	December 20, 2017
Reviewed	
Revised	

The President shall create and sustain an environment for learning, working, and teaching that supports the development and realization of human potential and promotes the College's core values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified.

Accordingly, the President shall:

- Operate with policies and/or procedures that set forth staff and student rules, provide for effective handling of complaints, and ensure adequate due process.
- Comply with all laws, rules, and regulations pertaining to employees, students, and the community including, but not limited to, those concerning:
  - Discrimination
  - Equal Opportunity
  - Harassment
  - Rights of Privacy
  - Safety and Security
- Allow students and staff to use established complaint procedures.
- Inform students, staff, and the community of their rights, responsibilities, and expectations of College services.
- Maintain confidentiality where appropriate.

## VI. ACTION ITEMS

### G. Approval of Board Policies – Governance Process and Executive Expectations (continued)

Moraine Park Technical College

BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS	
Policy Title	<b>Compensation and Benefits</b>
Policy Number	<b>BP 3.3</b>
Policy Owner	Board Chairperson
Adopted	January 17, 2018
Reviewed	
Revised	

The President shall maintain fiscal integrity and market competitiveness with respect to employment, compensation, and benefits to employees, student workers, consultants, and contract employees.

Accordingly, the President shall:

- Attract and retain outstanding employees critical to the delivery of the College's mission.
- Provide competitiveness through strategies that consider the labor markets in which the College competes for talent.
- Annually recommend to the Board changes in the College wage and salary ranges.
- Recommend budget adjustments necessary to fund employment or pay modifications.
- Maintain a competitive benefit package, including participation in the Wisconsin Retirement System, to attract and retain qualified talent.
- Abide and comply with all applicable employment-related state and federal regulations.
- Employ faculty and staff who meet Higher Learning Commission and Faculty Quality Assurance System (FQAS) qualifications and hold professional credentials or licenses required for the position. However, the President may authorize exceptions under approved professional development plans.
- Consider employees at-will unless State Statute or the College determines that individual employment contracts are required or beneficial.

## VI. ACTION ITEMS

### G. Approval of Board Policies – Governance Process and Executive Expectations (continued)

Moraine Park Technical College

<b>BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS</b>	
Policy Title	<b>Budgeting</b>
Policy Number	<b>BP 3.4</b>
Policy Owner	Board Chairperson
Adopted	January 17, 2018
Reviewed	
Revised	

Budgeting for any fiscal year or the remaining part of any fiscal years shall follow Board Ends priorities, control College fiscal risk, and accurately reflect projections of income and expenses. The President shall propose a budget after first seeking broad input from all College constituencies. Budgets will become effective upon approval by the Board.

Accordingly, the President shall:

- Propose a budget for all fund types with supporting information to enable a reasonable projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.
- Maintain operational reserves at levels between 20 – 25% of operational expenditures in the general fund to provide a source for unplanned or emergency funding.
- Propose a budget that provides the annual funds for Board operations, such as cost of the Board member insurance, Board development and training, and Board professional fees.
- Propose a budget that takes into account Board Ends priorities.
- Propose a budget that includes adequate amounts for non-compensation needs which include, but are not limited to: plant and facilities maintenance, instructional equipment, technology, risk management, student support services, new program and course development, staff development, administrative services, and institutional effectiveness.
- Propose a capital budget that meets guidelines established by the Board and includes an analysis of the impact of such capital plan on the debt service mill rate.
- Propose an operating budget that meets guidelines established by the Board.
- Submit any budget changes resulting in increases, decreases, or transfers by fund and/or function to the Board for vote per Wis. Stat. sec. 65.90(5), as amended.

## VI. ACTION ITEMS

### G. Approval of Board Policies – Governance Process and Executive Expectations (continued)

Moraine Park Technical College

<b>BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS</b>	
Policy Title	<b>Financial Condition</b>
Policy Number	<b>BP 3.5</b>
Policy Owner	Board Chairperson
Adopted	February 21, 2018
Reviewed	
Revised	

The continued operation of Moraine Park Technical College is dependent upon multiple revenue sources, including but not limited to, the federal government, State of Wisconsin, local property tax levies, business and industry contracts, grants, and student tuition and fees. The Board and administration have a fiduciary responsibility to align College expenses and revenue in such a manner as to address short-term needs and capabilities with long-range expectations and opportunities.

Accordingly, the President shall make financial decisions in accordance with the following guidelines:

- The annual operational budget will reflect short-term and long-term needs and demands.
- The administration will limit expenditure of funds to the amounts available in the budget unless otherwise approved by the Board.
- The administration will take steps to avoid the need for short-term borrowing.
- The College shall have an independent audit conducted every year to review all financial transactions and processes including single audit testing for compliance with federal and state grants.
- Capital borrowing will be done in such a manner that all goods and facilities will be paid for before they become obsolete or lose their usefulness.
- The administration will take action to preserve the College's positive bond rating.
- The administration will procure all product and services under the competitive bidding requirements as outlined in the WTCS Financial Accounting Manual, as amended.
- The administration will implement contracts for capital projects following board approval and pursuant to the competitive bidding process.
- The administration will maintain standards and monitor post issuance compliance for all tax-exempt debt obligations to ensure tax-exempt status for current and future borrowings.
- Submit any fee changes for certain professional development, seminars, workshops, or continuing education courses to the Board for vote per Wis. Stat. sec. 38.14 (9) and 38.24 (1s), as amended.



## VI. ACTION ITEMS

### G. Approval of Board Policies – Governance Process and Executive Expectations (continued)

Moraine Park Technical College

<b>BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS</b>	
Policy Title	<b>Asset Protection</b>
Policy Number	<b>BP 3.6</b>
Policy Owner	Board Chairperson
Adopted	February 21, 2018
Reviewed	
Revised	

The President shall cause assets to be adequately maintained and protected from unnecessary risk.

Accordingly, the President shall:

- Insure against theft and casualty losses in amounts consistent with replacement values or against liability losses to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.
- Ensure that sound internal controls are in place to protect against misappropriation of funds.
- Ensure that College buildings, facilities, grounds, and equipment are properly maintained and replaced based on current and future use.
- Receive, process, and disburse funds under controls which are sufficient to meet auditor’s standards.
- Invest funds in accounts or investments permitted by Wisconsin law. Investments shall be made in consideration of the following principles (listed in priority): (a) safety, (b) liquidity, and (c) yield.
- Acquire, encumber, and dispose of real property (land, buildings, fixed equipment) subject to Board directives or approval.
- Protect property, information, and files from loss or damage.
- Protect the College, staff and Board from unnecessary exposure to claims of liability.
- Dispose of surplus property in such a manner as to recapture or preserve the College’s investment and with the approval of the WTCS President per Wis. Stat. sec. 38.14(2), as amended.
- Protect the College’s trademarks, copyrights, and intellectual property interests.
- Use due diligence to effectively manage the aging of accounts receivable at a relatively low default rate.

## VI. ACTION ITEMS

### G. Approval of Board Policies – Governance Process and Executive Expectations (continued)

Moraine Park Technical College

<b>BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS</b>	
Policy Title	<b>Communication and Counsel to the Board</b>
Policy Number	<b>BP 3.7</b>
Policy Owner	Board Chairperson
Adopted	March 21, 2018
Reviewed	
Revised	

The President shall keep the Board adequately informed.

Accordingly, the President shall:

- Submit monitoring data required by the Board (see BP 2.3 on Monitoring College Effectiveness) in a timely, accurate, and understandable fashion, directly addressing provisions of the Board policies being monitored.
- Make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
- Advise the Board Chairperson, if, in the President’s opinion, the Board is not in compliance with its own policy on Governance Process, and Board/Staff Relationship, particularly in the case of Board behavior that is detrimental to the working relationship between the Board and the President.
- Present information in an appropriate form that is accurate, complete, concise, and is not misleading.
- Provide a mechanism for official Board, officer, or committee communications.
- Address the Board on matters within the area of Board responsibility.
- Report in a timely manner an actual or anticipated non-compliance with any Board policy.
- Identify, encourage and support Board member interest in professional development opportunities.

## VI. ACTION ITEMS

### G. Approval of Board Policies – Governance Process and Executive Expectations (continued)

Moraine Park Technical College

<b>BOARD POLICY TYPE: EXECUTIVE EXPECTATIONS</b>	
Policy Title	<b>Naming of College Facilities or Property for Individuals or Organizations</b>
Policy Number	<b>BP 3.8</b>
Policy Owner	Board Chairperson
Adopted	March 21, 2018
Reviewed	
Revised	

Moraine Park Technical College and Moraine Park Technical College Foundation, Inc. promote commemorative philanthropic naming of buildings, facilities, rooms, and equipment. This allows opportunities to recognize and honor individuals, businesses, and groups; helps to build relationships between the College, our communities and supporters; and provides for funding to support MPTC buildings, facilities, rooms and equipment.

The Board reserves the right for final approval to name its facilities and assets in recognition of individuals, companies, organizations or other entities who have made significant contributions to the College. These contributions may take the form of significant service to the College or financial support of College initiatives through the MPTC Foundation. In establishing this policy, the Board reserves the right to decline any offer of any contribution of money, property or other asset when the entity offering the contribution professes values not in alignment with the College’s vision, mission, value statements and strategic priorities. The College also reserves the right to rescind previously-approved naming rights for the same reasons. Recognition that may be considered:

- outstanding service to the College
- outstanding achievements of distinguished alumni, or
- significant financial or other contributions

All naming rights shall be approved for a specific term, on a one-to-one basis, and shall not be longer than the useful life of the property of facility, as determined by the College or Foundation.

Accordingly, the President shall:

- Recommend official naming or re-naming of Moraine Park Technical College facilities or property in honor of individuals or organizations who have made a significant contribution to the College or who have made a significant financial gift to Moraine Park Technical College.
- Advance naming opportunities in a manner that is consistent and fair to donors.
- Develop procedures for levels of financial support with the assistance of both the College Board and the Foundation Board.

## VI. ACTION ITEMS

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### H. Approval of Program Proposals

#### I. Truck Driving Technical Diploma

The College is seeking the District Board's approval to submit a Program Proposal to the Wisconsin Technical College System Board (WTCSB) to begin offering a Truck Driving Technical Diploma program that is proposed to start in the 2021-2022 Academic Year.

##### **Proposed Components:**

Program Name: Truck Driving Technical Diploma

Program Number: 30-458-X

Effective for the 2021-2022 Academic Year

##### **Rationale**

Nearly every business relies on truck drivers to move products and materials throughout the United States. It is estimated that more than two-thirds of all freight tonnage moved throughout the country each year is moved by trucking. Skilled, licensed truck drivers are in short supply. There is significant job demand for truck drivers whether it is local, regional, long-haul, or over-the-road driving, there are thousands of truck driving jobs available.

The program will provide training on current laws and regulations, time management, cargo, inspection, logbook documentation, safety and emergency procedures, high traffic, tight parking, narrow alley and loading platform maneuvers and skills, and load and weight management distribution.

Current data suggest that in the ten-year period between 2020-2030 there will be almost 4000 open truck driving jobs in the Moraine Park Technical College district. The demand for truck drivers is projected to be significant in all District counties with the greatest demand in Washington County followed by Fond du Lac, Dodge, and Green Lake. Demand for drivers has also been identified through some introductory conversations with local trucking companies.

Although the program is short-term, the potential FTE impact is projected to be approximately 12 FTEs annually, depending on the ability to draw students, with possible additional opportunities for continuing education and contract offerings.

The following chart indicates the estimated FTE impact for the initial three-year period.

Academic Year	FTE
2021-2022	12
2022-2023	12
2023-2024	12

## VI. ACTION ITEMS

### H. Approval of Program Proposals

#### I. Truck Driving Technical Diploma (continued)

##### Proposed Coursework

<b>Truck Driving Technical Diploma (30-458-X)</b>		
<b>PROPOSED: 2021-22 Curriculum</b>		
<b>Course #</b>	<b>Title</b>	<b>Credits</b>
<b>Term I</b>		
458-XXX	Commercial Driver's License Theory I	1
458-XXX	Commercial Driver's License Theory I	2
458-XXX	Class A CDL Driving I	3
458-XXX	Class A CDL Driving 2	3
<b>Total</b>		<b>9</b>

##### Resources Required

There will be a need for one full-time faculty and curriculum development to start. In subsequent years, there will also be a need for facilities and vehicles.

##### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve the Program Proposal for Truck Driving Technical Diploma Program, and authorize staff to submit the proposal to the Wisconsin Technical College System Board for approval and to continue with the Program Implementation phase of the Program Development Process, effective for the 2021-2022 academic year.***

## VI. ACTION ITEMS

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### H. Approval of Program Proposals

#### 2. Financial and Insurance Services Specialist Associate of Applied Science Degree

The College is seeking the District Board's approval to submit a Program Proposal to the Wisconsin Technical College System Board (WTCSB) to begin offering a Financial and Insurance Specialist Associate of Applied Science Degree program that is proposed to start in the 2022-2023 academic year.

##### **Proposed Components:**

Program Name: IT Financial and Insurance Services Specialist Associate of Applied Science Degree  
Program Number: 10-102-X  
Effective for the 2022-2023 Academic Year

##### **Rationale**

Financial and Insurance Services Specialist students will receive education in preparation for industry-recognized credentials required for employment in the financial and insurance industries, including the Series 6, Series 7, Nationwide Multistate Licensing System (NMLS), and insurance. Students will also gain an understanding of regulatory standards related to Financial Industry Regulatory Authority (FINRA), lending practices, and insurance lines. Graduates can be employed in an advisory capacity to work with clients on financial planning, investment strategies, securities, insurance, pension plans, and real estate.

In May 2019, The Wisconsin Department of Public Instruction Pathways Project Focus Groups (Futuring Panels) identified gaps, skills, and credential needs associated with the Finance industry. Discussions between Moraine Park and industry partners ensued with district employers to determine need. It was noted that there are employment needs for individuals with skills related to data analytics, financial, and insurance services sectors. Additional credential needs noted were NMLS, Series 6, Series 7, and insurance lines. Typical entry for this profession is at or above an associate degree level, with additional industry-recognized credentials. The employment demand is projected to grow 9 percent over the next 10 years with median annual earnings for these positions at \$48,200.

The following chart indicates the estimated FTE impact for the initial three-year period.

Academic Year	FTE
2022-2023	6
2023-2024	9
2024-2025	12

## VI. ACTION ITEMS

### H. Approval of Program Proposals

#### 2. Financial and Insurance Services Specialist Associate of Applied Science Degree (continued)

##### Proposed Coursework

<b>Financial and Insurance Services Specialist AAS Degree (10-102-X)</b>		
<b>PROPOSED: 2022-23 Curriculum</b>		
<b>Course #</b>	<b>Title</b>	<b>Credits</b>
<b>Term 1</b>		
103-159	**Computer Literacy - Microsoft Office	1
890-101	**College 101	2
101-184	Principles of Accounting	3
102-110	Introduction to Business	3
<b>102-1XX</b>	<b>Financial and Insurance Fundamentals</b>	<b>1</b>
801-136	English Composition	3
804-1xx	Mathematics Course	3
<b>Total</b>		<b>16</b>
<b>Term 2</b>		
101-134	Introduction to Finance	3
104-102	Marketing Principles	3
105-160	Business Law	3
801-1xx	Communications Course	3
809-1xx	Social Science Course	3
<b>Total</b>		<b>15</b>
<b>Term 3</b>		
101-138	Data Management, Analysis and Reporting	3
<b>102-1XX</b>	<b>Financial Service Lines</b>	<b>3</b>
<b>102-1XX</b>	<b>Insurance Service Lines</b>	<b>3</b>
<b>103-1XX</b>	<b>MS Collaboration (Developed under new IT program)</b>	<b>3</b>
104-131	Social Media Management	3
809-1xx	Behavioral Science Course	3
<b>Total</b>		<b>18</b>
<b>Term 4</b>		
<b>102-1XX</b>	<b>Financial Wealth Management</b>	<b>3</b>
<b>102-1XX</b>	<b>Securities Industry: Concepts to Compliance</b>	<b>3</b>
104-135	Customer Relationship Management	3
105-158	Personal Brand	2
809-1xx	Social Science Course	3
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>63</b>

##### **Resources Required**

There will be a need for one full-time program specific faculty to finalize curriculum development, delivery, and maintenance of the program.

## VI. ACTION ITEMS

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### H. Approval of Program Proposals

#### 2. Financial and Insurance Services Specialist Associate of Applied Science Degree (continued)

##### SUGGESTED MOTION:

*I move that the Moraine Park Technical College District Board approve the Program Proposal for the Financial and Insurance Services Specialist Associate of Applied Science Degree Program, and authorize staff to submit the proposal to the Wisconsin Technical College System Board for approval and to continue with the Program Implementation phase of the Program Development Process, effective for the 2022-2023 academic year.*



## VI. ACTION ITEMS

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### H. Approval of Program Proposals

#### 3. Occupational Safety Specialist Associate of Applied Science Degree

The College is seeking the District Board's approval to submit a Program Proposal to the Wisconsin Technical College System Board (WTCSB) to begin offering an Occupational Safety Specialist Associate of Applied Science Degree program that is proposed to start in the 2022-2023 academic year.

##### **Proposed Components:**

Program Name: Occupational Safety Specialist Associate of Applied Science Degree

Program Number: 10-449-X

Effective for the 2022-2023 Academic Year

##### **Rationale**

Occupational Safety Specialists work to prevent workplace accidents and bring health and safety awareness and education to staff. They are responsible for making sure that employees follow state and federal workplace health and safety laws and create policies to improve work environment safety. Occupational Safety Specialists use risk management to identify potential workplace hazards. They are trained to act quickly to respond to incidents as well as to analyze accidents that occur and make recommendations to improve existing conditions

This program will be developed to meet the Association of Safety Professionals (ASP) standards for a Qualifying Educational Program (QEP) for the training of industry safety practitioners. The proposed program will be delivered in online format, with possible hybrid components. Discussions regarding the employability of graduates from an occupational safety program occurred in advisory committee meetings across multiple trades programs the past several years. Several industry representatives from each committee stated their company would look to hire graduates from an occupational safety program. A representative from a major district employer noted that there are 60 occupational safety employees under his direct supervision with approximately 130 companywide. In addition, projected job openings are numerous in the MPTC district and is expected to grow in the state of Wisconsin over the next 10 years.

The following chart indicates the estimated FTE impact for the initial three-year period.

Academic Year	FTE
2022-2023	8
2023-2024	14
2024-2025	16

## VI. ACTION ITEMS

### H. Approval of Program Proposals

#### 3. Occupational Safety Specialist Associate of Applied Science Degree (continued)

##### Proposed Coursework

<b>Occupational Safety Specialist Associate of Applied Science Degree (10-449-X)</b>		
<b>PROPOSED: 2022-23 Curriculum</b>		
<b>Course #</b>	<b>Title</b>	<b>Credits</b>
<b>Term 1</b>		
103-159	Computer Literacy – Microsoft Office	1
890-101	College 101	2
449-xxx	Regulatory Compliance	4
449-xxx	Fundamentals of Occupational Safety	4
449-xxx	Accident Investigation	4
<b>Total</b>		<b>15</b>
<b>Term 2</b>		
801-136	English Composition	3
809-166	Introduction to Ethics	3
449-xxx	Construction Compliance	4
449-xxx	Ergonomics	3
449-xxx	Environmental Laws & Regulations	3
<b>Total</b>		<b>16</b>
<b>Term 3</b>		
801-197	Technical Reporting	3
809-1-xx	Social Science Course	3
449-xxx	Emergency Response Operations	4
449-xxx	Safety Engineering and Technology	3
449-xxx	Industrial Hygiene	3
<b>Total</b>		<b>16</b>
<b>Term 4</b>		
809-1xx	Behavioral Science Course	3
804-1xx	Mathematics Course	3
449-xxx	Safety Program Management	4
449-xxx	Chemistry of Hazardous Materials	3
449-xxx	Hazardous Materials Management	3
<b>Total</b>		<b>16</b>
<b>Total Program Credits</b>		<b>63</b>

##### Resources Required

There will be a need for one full-time program specific faculty to finalize curriculum development, delivery, and maintenance of the program. Additional major and minor equipment needed for laboratory/demonstration purposes will include fall-protection devices and a wide variety of personal protective gear.

## VI. ACTION ITEMS

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### H. Approval of Program Proposals

#### 3. Occupational Safety Specialist Associate of Applied Science Degree (continued)

##### **SUGGESTED MOTION:**

*I move that the Moraine Park Technical College District Board approve the Program Proposal for Occupational Safety Specialist Associate of Applied Science Degree Program, and authorize staff to submit the proposal to the Wisconsin Technical College System Board for approval and to continue with the Program Implementation phase of the Program Development Process, effective for the 2022-2023 academic year.*

## VI. ACTION ITEMS

### H. Approval of Program Proposals

#### 4. IT Application Support Specialist Associate of Applied Science Degree

The College is seeking the District Board's approval to submit a Program Proposal to the Wisconsin Technical College System Board (WTCSB) to begin offering an IT Application Support Specialist Associate of Applied Science Degree program that is proposed to start in the 2022-2023 academic year.

##### **Proposed Components:**

Program Name: IT Application Support Specialist Associate of Applied Science Degree

Program Number: 10-103-X

Effective for the 2022-2023 Academic Year

##### **Rationale**

IT Application Support Specialist students will obtain education and training on multiple business applications, with primary focus on Microsoft applications including Word, Excel, PowerPoint, Access, Teams, Project, Planner, SharePoint, Power BI and Azure. Students will also receive training for Office 365 Administrator certification and will be prepared to provide end-user training and support for these and other software applications used in business settings. The program will include a Career Pathway Certificate in Microsoft Office Specialist and prepare students for the Microsoft Office Specialist Expert level certification.

Discussions regarding the potential development of the program began in Spring 2021 during discussions among College staff, district employer partners, and K12 representatives. It was noted that there is an increased demand for an expanded Microsoft skillset to include Microsoft Office Specialist expert-level certification outcomes, emerging Microsoft technologies, and high-level support of business software applications.

There is a growing and unfulfilled need for IT support specialists in the Moraine Park district. The data collected shows an overall projected growth of 3% with highest concentrations in Fond du Lac and Washington counties. In an average month, there are 53 postings and nine of those positions are actually filled. Individuals employed in this field typically hold an associate degree and the employment demand is projected to grow 8 percent over the next 10 years, much faster than the average for most other occupations. Median annual earnings for this position is \$49,400.

The following chart indicates the estimated FTE impact for the initial three-year period.

Academic Year	FTE
2022-2023	8
2023-2024	12
2024-2025	14

## VI. ACTION ITEMS

### H. Approval of Program Proposals

#### 4. IT Application Support Specialist Associate of Applied Science Degree (continued)

##### Proposed Coursework

<b>IT Application Support Specialist Associate of Applied Science Degree (10-103-X)</b>		
<b>PROPOSED: 2022-23 Curriculum</b>		
<b>Course #</b>	<b>Title</b>	<b>Credits</b>
<b>Term 1</b>		
103-159	Computer Literacy – Microsoft Office	1
103-160	<b>Microsoft Word</b>	3
150-107	IT Fundamentals 1	3
150-108	IT Fundamentals 2	3
801-136	English Composition I	3
890-101	College 101	2
809-1xx	Social Science Course	3
<b>Total</b>		<b>18</b>
<b>Term 2</b>		
103-180	<b>Microsoft Excel</b>	3
103-181	<b>Microsoft Access</b>	3
103-182	<b>Microsoft PowerPoint</b>	3
103-18x	<b>Microsoft Collaboration</b>	3
150-191	Principles of Information Security*	3
152-106	Website Design	3
801-1xx	Communications Course	3
<b>Total</b>		<b>21</b>
<b>Term 3</b>		
103-1XX	<b>Microsoft Azure</b>	3
116-152	Orientation and Training	3
154-116	Computer Software Support	3
196-189	Team Building Problem Solving	3
804-1xx	Mathematics Course	3
<b>Total</b>		<b>15</b>
<b>Term 4</b>		
150-115	Emerging Innovations in Technology	3
196-188	Project Management	3
150-130	<b>IT Administration – MS Office 365 Administrator</b>	3
809-1-xx	Behavioral Science Course	3
809-1xx	Social Science Course	3
<b>Total</b>		<b>15</b>
<b>Total Program Credits</b>		<b>69</b>

##### **Resources Required**

There will be a need for one full-time program specific faculty to finalize curriculum development, delivery, and maintenance of the program.

## VI. ACTION ITEMS

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### H. Approval of Program Proposals

#### 4. IT Application Support Specialist Associate of Applied Science Degree (continued)

##### **SUGGESTED MOTION:**

*I move that the Moraine Park Technical College District Board approve the Program Proposal for the IT Application Support Specialist Associate of Applied Science Degree, and authorize staff to submit the proposal to the Wisconsin Technical College System Board for approval and to continue with the Program Implementation phase of the Program Development Process, effective for the 2022-2023 academic year.*

## VII. CORRESPONDENCE AND REPORTS

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### A. Foundation and President's Circle Update

The Director of College Advancement will provide a summary update of the Moraine Park Foundation and the President's Circle Program.

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### B. Employee Engagement

The Talent Development Manager will provide an update on Employee Engagement at the College.

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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.*

1. District Board Organizational Meeting, Monday, July 12, 5:00 p.m., Fond du Lac Campus
2. WTCS State Board Meeting, Wednesday, July 14, 8:00 – 12:00, Nicolet Area Technical College
3. DBA Summer Meeting, July 15-17, 8:00 a.m., Mid-State Technical College

## VIII. CLOSED SESSION

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### A. Approval to Convene into Closed Session

It is the Board's intent to convene into Closed Session pursuant to Wis. Stat. sec. 19.85(1)(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 evaluation of the College President) and Wis. Stat. sec. 19.85(1)(g) for the purpose of conferring with legal counsel for the College who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which the College is or is likely to become involved (during the closed session, the Board will discuss pending complaints filed with and against the College).

#### **SUGGESTED MOTION:**

***I move 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 evaluation of the College President) and Wis. Stat. sec. 19.85(1)(g) for the purpose of conferring with legal counsel for the College who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which the College is or is likely to become involved (during the closed session, the Board will discuss pending complaints filed with and against the College).***

Roll call vote:

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



## IX. ACTION ITEM

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### A. Ratification of President's Employment Agreement

The District Board and President Baerwald have agreed on the renewal of the President's Employment Agreement from July 1, 2021 through June 30, 2022. The parties also agreed on the President's salary and benefits applicable to the 2021-22 fiscal year. The action, below, is to ratify approval of the Employment Agreement and the 2021-22 Salary/Benefits Summary letter.

#### SUGGESTED MOTION:

***I move that the Moraine Park Technical College District Board ratify and approve the President's Employment Agreement and Salary/Benefits Summary letter as prepared by the District Board's legal counsel.***

Roll call vote:

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

## IX. ADJOURNMENT

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### **SUGGESTED MOTION:**

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