



MORAINE PARK TECHNICAL COLLEGE

DISTRICT BOARD MEETING

Wednesday, August 18, 2021

Moraine Park Technical College

235 N. National Avenue, Fond du Lac, WI 54935

World Link Conference Center, Room A-112

Virtual meeting option via Microsoft Teams

Ph: (414) 662-4790 | Conference ID: 972 321 086#

Upcoming Meetings

TITLE	DATE	TIME	LOCATION
WTCS State Board Meeting	September 14-15, 2021	8:00-5:00	Madison Area Technical College
District Board Meeting	September 15, 2021	5:00 pm	Ripon Regional Center
ACCT Leadership Congress	October 13-16, 2021	All Day	San Diego, CA

VISION

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

MISSION

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

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I. ROLL CALL – 5:00 p.m.

A. Meeting Announcement

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

Roll call:

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

II. PUBLIC COMMENTS

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

III. INTRODUCTIONS

The new Director of Institutional Effectiveness and new Digital Marketing Manager will be introduced.

IV. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the July 12, 2021 meeting minutes as presented.

MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES July 12, 2021

ATTENDANCE

The annual organizational meeting of the Moraine Park Technical College District Board was held at 5:15 p.m., July 12, 2021, in Room A-112 of Moraine Park Technical College, 235 North National Avenue, Fond du Lac, Wisconsin, Chairperson Bur Zeratsky presiding. Board members present at the meeting were Vernon Jung, Renee Almeida, Mike Schwab, Steve Hill, Candy Fields, Rob Johnson, Tom Hopp, and Kathy Schlieve.

MEETING NOTICE

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

PUBLIC COMMENTS

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

INTRODUCTIONS

There were no introductions this month. Information only; no Board action required.

ADMINISTRATION OF THE OATH OF OFFICE

The Oath of Office was administered to the following Board members: Bur Zeratsky, Candy Fields and Steve Hill.

ELECTION OF BOARD OFFICERS – 2021-22

Vernon Jung nominated Mike Schwab as Board Chairperson. MOTION Jung, second Johnson, that nominations be closed and a unanimous ballot be cast for Mike Schwab as Board Chairperson. Vote: Ayes: 9; Opposed: 0; Motion CARRIED.

Kathy Schlieve nominated Tom Hopp as Board Vice Chairperson. MOTION Schlieve, second Almeida, that nominations be closed and a unanimous ballot be cast for Tom Hopp as Board Vice Chairperson. Vote: Ayes: 9; Opposed: 0; Motion CARRIED.

Candy Fields nominated Rob Johnson as Board Treasurer. MOTION Jung, second Zeratsky, that nominations be closed and a unanimous ballot be cast for Rob Johnson as Board Treasurer. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

IV. APPROVAL OF MINUTES

MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES July 12, 2021 (continued)

ELECTION OF BOARD OFFICERS – 2020-21 (continued)

Bur Zeratsky nominated Candy Fields as Board Secretary. MOTION Zeratsky, second Johnson, that nominations be closed and a unanimous ballot be cast for Candy Fields as Board Secretary. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

APPOINTMENT OF FINANCE COMMITTEE

It was determined that all members of the Moraine Park Technical College District Board will serve on the Finance Committee for the 2021-22 year.

APPOINTMENT OF REPRESENTATIVES TO THE WISCONSIN TECHNICAL COLLEGE SYSTEM DISTRICT BOARDS ASSOCIATION

MOTION Zeratsky, second Jung, that Steve Hill, Mike Schwab, Candy Fields and Kathy Schlieve be appointed as the Moraine Park representatives to the External Partnerships Committee of the Wisconsin Technical College District Boards Association. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

MOTION Fields, second Jung, that Bur Zeratsky, Tom Hopp, Renee Almeida and Rob Johnson be appointed as the Moraine Park representatives to the Internal Best Practices Committee of the Wisconsin Technical College District Boards Association. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

MOTION Almeida, second Fields, that Bur Zeratsky and Rob Johnson be appointed as the Moraine Park representatives to the Bylaws, Policies and Procedures Committee of the Wisconsin Technical College District Boards Association. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

MOTION Zeratsky, second Almeida, that Mike Schwab (primary) and Candy Fields (alternate) be appointed as the Moraine Park representative(s) to the Awards Committee of the Wisconsin Technical College District Boards Association. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

APPOINTMENT OF DISTRICT BOARD MEMBER TO THE MORAINES PARK FOUNDATION BOARD

MOTION Fields, second Jung, that Rob Johnson be appointed as the Moraine Park Technical College District Board representative to the Moraine Park Foundation Board. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

IV. APPROVAL OF MINUTES

MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES July 12, 2021 (continued)

APPROVAL OF 2021-22 DISTRICT BOARD MEETING DATES AND LOCATIONS

MOTION Fields, second Almeida, that the Moraine Park Technical College District Board approve the schedule of 2021-22 meeting dates and locations as presented:

Wednesday, August 18, 2021 – Fond du Lac
Wednesday, September 15, 2021 – Ripon Regional Center
Wednesday, October 20, 2021 – Fond du Lac
Wednesday, November 17, 2021 – Fond du Lac
Wednesday, December 15, 2021 – Fond du Lac
Wednesday, January 19, 2022 – West Bend
Wednesday, February 16, 2022 – Fond du Lac
Wednesday, March 16, 2022 – Beaver Dam
Wednesday, April 20, 2022 – Fond du Lac
Wednesday, May 18, 2022 – Fond du Lac
Wednesday, June 15, 2022 – Fond du Lac
Monday, July 11, 2022 – Fond du Lac (organizational meeting)

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

APPROVAL OF MINUTES

MOTION Zeratsky, second Fields, that the Moraine Park Technical College District Board approve the June 16, 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 June be approved and payments are authorized, ordered, and confirmed. June receipts total \$1,995,226.52. June disbursements total -\$6,819,952.84. Roll call vote: Schlieve, yes; Hopp, yes; Almeida, yes; Johnson, yes; Jung, yes; Hill, yes; Fields, yes; Zeratsky, yes; and Schwab, yes;. Motion CARRIED.

APPROVAL OF RETIREMENTS

MOTION Zeratsky, second Fields, that the Moraine Park Technical College District Board accept the retirements of Mark Schmidt, Debra Stoffel, and Mary Sesing. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

IV. APPROVAL OF MINUTES

MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES July 12, 2021 (continued)

APPROVAL OF LEASE – DELANEY GROUP, LLC (JACKSON SITE)

MOTION Fields, second Zeratsky, that the Moraine Park Technical College District Board enter into a lease agreement with Delaney Group LLC, substantially as described above, for the period of July 1, 2021 through June 30, 2024 and, further, that this action be forwarded to the Wisconsin Technical College System Board for their review and approval. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

APPROVAL OF RESOLUTION AWARDING THE SALE OF \$3,750,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2021-22A

MOTION Zeratsky, second Schlieve, that the Moraine Park Technical College District Board adopt the following resolution approving the award of bid and authorizing the sale of \$3,750,000 General Obligation Promissory Notes, Series 2021-22A:

WHEREAS, on June 16, 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 2021-22A (the "Notes") in the amount of \$1,500,000 for the public purpose of financing building remodeling and improvement projects and in the amount of \$2,250,000 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 on June 23, 2021 and the Daily News and the Daily Citizen on June 25, 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 July 26, 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 July 12, 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 July 12, 2021;

IV. APPROVAL OF MINUTES

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES July 12, 2021 (continued)

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: Schlieve, yes; Hopp, yes; Almeida, yes; Johnson, yes; Jung, yes; Hill, yes; Fields, yes; Zeratsky, yes; and Schwab, yes;. Motion CARRIED.

HLC ACCREDITATION

The Dean of General Studies provided an update on the HLC Accreditation process, highlighting current projects, Department of Corrections programming, and upcoming next steps. Information only; no Board action required.

STUDENT LIFE

The Vice President of Student Services shared a brief summary highlight of student life activities that took place in the 2020-21 academic year. Information only; no Board action required.

PRESIDENT'S REPORT

President Baerwald shared the finalized 2021-22 Board governance matrix and goals documents. Highlights of meetings recently attended included Ellucian contract discussions, meetings with local employers regarding proposed West Bend Automation, Innovation and Robotics (AIR) Center with a summary update report anticipated at the August board meeting, orientation sessions with new board member Steve Hill, meeting with Fond du Lac School District leadership team, recent completion of term as NEW ERA chairperson, receipt of a SHERo Award from the Fond du Lac Area Women's Fund, meetings with Krielkamp regarding potential truck driver training partnership, meeting with WE Energies to discuss a proposed land partnership, and upcoming Beaver Dam Diversity Conference being held later this week. Legislative update included meeting with Congressman Grothman's office representative to discuss budget and earmarks, noted potential legal implications regarding Critical Race Theory instruction, and awaiting more detail of the contents of the federal and state budgets. College activities update included accreditation for Automotive programs, recent HLC request for further information regarding enrollment numbers, and notice from Department of Education regarding audit findings and request for further information to determine any possible next steps. Information only; no Board action required.

IV. APPROVAL OF MINUTES

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES July 13, 2020 (continued)

WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION REPORT/UPCOMING EVENTS

A summary of upcoming meetings was reviewed. Anyone wishing to register for any upcoming events should contact the President's Office. Information only; no Board action required.

ADJOURNMENT

MOTION Zeratsky, second Schlieve, Moraine Park Technical College District Board meeting be adjourned. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

The Board meeting was adjourned at 6:59 p.m. following the completion of the open session.

V. CONSENT ITEMS

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

Zach Stansbury, Housekeeper, submitted his resignation effective July 15, 2021. Zach had been with the College since May 2021.

Margaret Piery, Administrative Assistant-Human Services, submitted her resignation effective July 22, 2021. Margaret had been with the College since June 2020.

Madison Schweitzer, Student Support Representative, submitted her resignation effective August 2, 2021. Madison had been with the College since October 2020.

Matthew Virtanen, EWD Welding Instructor, submitted his resignation effective August 16, 2021. Matthew had been with the College since September 2018.

Jennifer Schoonover, Software Asset Manager, submitted her resignation effective August 17, 2021. Jennifer had been with the College since August 2003.

Christine Wagner, Financial Aid Imaging Aide, submitted her resignation effective September 9, 2021. Christine has been with the College since July 2020.

Ann Faul, Administrative Assistant-Basic Education, submitted her retirement effective January 4, 2022. Ann has been with the College since September 1997.

Recruitment – Support Professionals

Housekeeper, Fond du Lac Campus. This full-time vacancy was created when Zach Stansbury submitted his resignation. The Housekeeper performs custodial duties and heavy-duty cleaning. After screening and interviewing, Clint Bartlett was selected and started July 14, 2021.

Housekeeper, Fond du Lac Campus. This full-time position was created when two part-time positions were eliminated. The Housekeeper performs custodial duties and heavy-duty cleaning. After screening and interviewing, Michael Gruber was selected and started July 14, 2021.

Housekeeper, Fond du Lac Campus. This full-time vacancy was created when Andrea Yttri submitted her resignation. The Housekeeper performs custodial duties and heavy-duty cleaning. After screening and interviewing, Alicia Rodriguez was selected and started July 20, 2021.

V. CONSENT ITEMS

A. Talent Management – Employment

Recruitment – Support Professionals (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. After screening and interviewing, Emilie Wilson was selected and started August 16, 2021.

Tutoring Services Specialist, Fond du Lac Campus. This full-time position was created with a reorganization in Academic Affairs. This position will coordinate a comprehensive tutoring program at the College's three campuses and work collaboratively with the deans, faculty and employees in the Student Success Center. After screening and interviewing, Mary Daley was selected and started August 16, 2021.

Buildings and Grounds Maintenance Worker, Beaver Dam Campus. This part-time vacancy was created when Cory Kwakkel submitted his resignation. This position will perform a variety of light maintenance, shipping and receiving, landscaping, repair and cleaning functions in and around the College facilities and grounds. This position includes handling many tasks independently, but often assisting Facilities staff with more complex projects. After screening and interviewing, Jeffrey Roate was selected and will start August 23, 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.

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. Interviews were last held August 6, 2021.

eLearning Instructional Designer (2 positions), Fond du Lac campus. These new, full-time positions are funded by the American Rescue Plan. These positions will support the College's efforts to improve teaching and learning by assuring quality standards are upheld in the design, development, delivery, revision, and documentation of curriculum. Interviews were last held August 18, 2021.

Student Involvement Specialist, Fond du Lac Campus. This full-time vacancy was created when Sam Saeger submitted her resignation. This position plans, coordinates and leads student activities within student life to enhance student retention and engagement for the assigned campus. Interviews were last held August 11, 2021.

VI. CONSENT ITEMS

A. Talent Management – Employment

Recruitment – Support Professionals (continued)

Administrative Assistant-Human Services, Fond du Lac Campus. This full-time vacancy was created when Margaret Piery submitted her resignation. This position will provide administrative support and technical assistance to the Human Services work teams.

Financial Aid Imaging Aide, Fond du Lac Campus. This part-time vacancy was created when Christine Wagner submitted her resignation. This position will provide administrative support to Financial Aid staff, process financial aid documents received, capture electronic images, prepare material for scanning, and verify electronic image files.

Financial Aid Representative, West Bend Campus. This full-time vacancy was created when Deb Stoffel submitted her retirement. This position will provide administrative support and technical assistance for the Financial Aid Office functions on the West Bend campus.

Student Support Representative, Fond du Lac Campus. This full-time vacancy was created when Madison Schweitzer submitted her resignation. This student-facing 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.

Recruitment – Management/Instructional Staff

Medical Assistant/Medical Office Instructor, Fond du Lac Campus. This full-time vacancy was created when Sarah Chojnacki submitted her resignation. This position is responsible for the delivery of instruction, as outlined by the supervisor, the College Employee Handbook, District Board policies, State Board rules, laws and professional and ethical standards. The faculty member in this position will advance the College's mission and vision by incorporating and practicing the College's core values and engaging in activities that promote holistic student success. This includes developing a relevant and innovative curriculum, designing and implementing effective learning strategies and environments, delivering instruction of high quality, assessing student learning, and participating in college activities. The faculty member in this position will also ensure a meaningful, caring and supportive environment for students to learn, making a positive difference for students, employees and the greater Moraine Park community. After screening and interviewing, Jennifer Herrmann was selected and started August 16, 2021.

Jennifer earned her Bachelor of Science degree in Nursing from Western Governors University. Jennifer was most recently a Resource Pool Registered Nurse at Froedtert & Medical College of WI Community Physicians.

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

V. CONSENT ITEMS

A. Talent Management – Employment

Recruitment – Management/Instructional Staff (continued)

Math Instructor, West Bend campus. This full-time vacancy was created when Ed Meltz submitted his retirement. This position teaches math for occupational/trades courses. After screening and interviewing, April Alexander was selected and started August 16, 2021.

April earned her Master of Science degree in Grad Environmental Education from Concordia University. April was most recently an Adjunct Math Instructor at Milwaukee Area Technical College and Waukesha County Technical College. She also was a Math Tutor at Gateway Technical College.

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

Math Instructor, Beaver Dam campus. This full-time position was formerly held by Anthony Reese. This position teaches math for occupational/trades courses. After screening and interviewing, Jonathan Fleischmann was selected and started August 16, 2021.

Jonathan earned his Master of Science degree in Mathematics Education from the University of Wisconsin-Madison and his Ph.D. in Engineering Mechanics from the University of Wisconsin-Madison. Jonathan was most recently a Software Engineer at Walters Buildings and an adjunct Math Instructor at Milwaukee Area Technical College.

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

Assistant Registrar, Fond du Lac Campus. This is a newly created full-time position responsible for the effective use of processes and the development and/or improvement of procedures of the Student Services Support system subject to the constraints imposed by the Registrar and Enrollment Services Manager, MPTC District Board policy, State Board rules, law and professional ethical behavior. After screening and interviewing, Heather Clark was selected and her start date was August 9, 2021.

Heather earned her Bachelor of Arts degree in Business Administration from Marian University. Heather was most recently the Student Records Specialist at MPTC.

It is recommended that Moraine Park Technical College District Board issue a 2021-22 contract to Heather Clark and further that she be placed in E1 on the Management salary schedule.

V. CONSENT ITEMS

A. Talent Management – Employment

Recruitment – Management/Instructional Staff (continued)

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. After screening and interviewing, Adrian Wille was selected and started August 16, 2021.

Adrian earned his Master of Business Administration degree from the University of Oregon. Adrian was most recently a Digital Marketing Manager at Media Link, Inc.

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

Economic and Workforce Development Business Representative, Fond du Lac Campus. This full-time vacancy 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. After screening and interviewing, Karpinski was selected and started on August 11, 2021.

Kelli earned her Master of Business Administration degree from the University of Wisconsin-Oshkosh. Kelli was most recently a Senior Marketing Consultant at Blue Door Consulting.

It is recommended that Moraine Park Technical College District Board issue a 2021-22 contract to Kelli Karpinski and further that she be placed in D1 on the Management salary schedule.

Grant Accountant, Fond du Lac Campus. This is a new full-time position funded by the American Rescue Plan Act. This position is responsible for the coordination, formation or adjustment of processes of the Accounting, Finance and Procurement major processes of the Financial Services Support System and the Resource Development major process of the College Leadership Support System subject to the constraints imposed by the Director of Finance, MPTC District Board policy, State Board rules, generally accepted accounting principles, the law and professional ethical behavior.

Benefits and Compensation Manager, Fond du Lac Campus. This full-time vacancy 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 July 14, 2021.

V. CONSENT ITEMS

A. Talent Management – Employment

Recruitment – Management/Instructional Staff (continued)

Database Administrator, Fond du Lac campus. This full-time position is responsible for the operation 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.

EWD Welding Instructor, Fond du Lac Campus. This full-time vacancy was created when Matthew Virtanen submitted his resignation. This position is responsible for classes in the Welding area, including various welding processes, blueprint reading, short-term training for boot camps students, incarcerated individuals and industry clients. This instructor may be asked to teach at various sites within the Moraine Park District to include campus, center and business locations, area prisons and may be required to teach on days, evenings and weekends.

EWD Water Quality Instructor, Fond du Lac campus. This full-time vacancy was created when Ryan St. John transferred to Water Quality Instructor. The teaching responsibility will be in Water Quality and the Wisconsin Water and Operator Certification courses offered at various locations across the state. Interviews were last held July 29, 2021.

Software Asset Manager, Fond du Lac campus. This full-time vacancy was created when Jennifer Schoonover submitted her resignation. This position is responsible for the formation or adjustment of processes of the Network Services major process of the Information Technology Support System subject to the constraints imposed by the Director of Network Services, MPTC District Board policy, State Board rules, law and professional ethical behavior.

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS: None.

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0238889	4 Panasonic 86” 4K Smart UHD TV and accessories
A0238891	2 Cisco Catalyst Routers and accessories
A0238912	2 Mitsubishi Sinker Electrical Discharge Machines and four hand feed surface grinders
A0238918	Piranha CNC machine
A0238919	Haas ST-10 Lathe with Simulator
A0238940	2 Press Brake Tooling cabinets
A0238951	14 OptiPlex 7090 Desktop Computers and accessories
A0239009	Video Conferencing Equipment
A0239011	Cisco Catalyst Router and accessories
A0239039	Access Control camera equipment
P-card	Greenlee Cable Puller Unit and kit
P-card	2 Mindray M6 Ultrasound Machine
P-card	Fire Extinguisher
P-card	3 Apple MacBook Pros and accessories
P-card	3 Dell Latitude 7320 Laptops and accessories
P-card	Folder/Sealer machine

V. CONSENT ITEMS

B. Financial Management – Accounting/Investments (continued)

TAX LEVY RECEIVABLE

Through August 9, the District received tax levy payments totaling \$13,599,085.03 or 76.2% of the total levied. Last year's collection through August 10, 2020 were \$13,062,851.34 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	2,455,078.73	74.1%
Fond du Lac	4,960,414.93	3,774,921.38	76.1%
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	<u>84,969.07</u>	<u>62,771.11</u>	<u>73.2%</u>
	<u>\$17,854,530.00</u>	<u>\$13,599,085.03</u>	<u>76.2%</u>

OTHER

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

V. CONSENT ITEMS

C. Economic Development Contracting

EWD Board Report - August 2021								
Recipient	Title	Course	Contract	Revenue	Direct Cost	Net	Enrolled	FTE
Bradley Corporation	Project Management Fundamentals - 6hrs	40774	2428	\$1,640.50	\$599.84	\$1,040.66	9	0.05
Hy-brid Lifts by Custom Equipment LLC	Welding Boot Camp (Spring 2021)	31406	2530	\$7,084.08	\$3,826.62	\$3,257.46	1	0.48
John Deere Horicon Works	Heartsaver First Aid & CPR/AED	40842	2376	\$893.75	\$381.43	\$512.32	5	0.03
John Deere Horicon Works	Heartsaver First Aid & CPR/AED	40843	2376	\$890.00	\$377.68	\$512.32	4	0.03
Lakeland University	Strength Finders Workshop	40652	2522	\$2,139.03	\$772.65	\$1,366.38	6	0.04
Maysteel LLC	Welding Boot Camp (Spring 2021)	31406	2529	\$7,084.08	\$4,100.85	\$2,983.23	1	0.48
Metalcraft of Mayville, Inc.	Welding Boot Camp (Spring 2021)	31406	2528	\$7,084.08	\$4,100.85	\$2,983.23	1	0.48
Seneca Foods Corporation	Safety and Ergonomics	40748	2374	\$826.10	\$260.35	\$565.75	15	0.05
Seneca Foods Corporation	Safety and Ergonomics	40655	2374	\$841.76	\$276.01	\$565.75	24	0.08
Slipstream	Communication Strategies	T1529	2555	\$1,002.40	\$217.62	\$784.78	0	0
Spiros Industries, Inc.	Adapt to Change	40614	2475	\$811.34	\$324.10	\$487.24	9	0.03
Wabash National	Welding Boot Camp (Spring 2021)	31406	2418	\$21,252.23	\$11,755.59	\$9,496.64	3	1.33
			TOTAL	\$51,549.35	\$26,993.59	\$24,555.76	78	3.08

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

Roll call vote:

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

VI. ACTION ITEMS

A. Approval of Retirement

The following employee has informed the College that she will be retiring from the Moraine Park District:

<u>Employee</u>	<u>Title</u>	<u>Effective Date</u>	<u>Date Hired</u>
Ann Faul	Administrative Assistant – Basic Education	January 1, 2022	September 16, 1997

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the retirement of Ann Faul:

This employee has proven to be a very dedicated, cooperative, and hard-working employee of Moraine Park Technical College. The Board hereby accepts her retirement and expresses sincere appreciation for her many contributions and years of service. The Board also wishes to express its appreciation on behalf of the citizens of the Moraine Park District.

VI. ACTION ITEMS

B. Approval of Program Proposals

I. Robotics and Quality Technician Embedded 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 **Robotics and Quality Technician Embedded Technical Diploma** program that is proposed to start in the 2022-2023 academic year.

Proposed Components

Program Name: Robotics and Quality Technician Embedded Technical Diploma

Program Number: 31-623-X

Effective for the 2022-2023 Academic Year

Rationale

Robotics and Quality Technician students will receive education and fundamental hands-on experience in modern manufacturing practices, quality measurement, instrumentation and controls, robotics, and other automation equipment. Students will be prepared to start their career as entry level robotics or quality technicians. They will also be able to continue their education up the pathway to an associate degree in Quality and Advanced Manufacturing Technology.

Discussions began in fall of 2020 among College staff, district employer partners, and K12 representatives regarding the potential development of the program. A steering committee of employers was formed. Through those meetings it was noted that there is an increasing demand for employees and employers are willing to hire entry level staff with a minimal but focused skillset.

According to manufacturing employers in Fond du Lac and Washington counties, there is a growing and unfulfilled need for advanced manufacturing employees with a skillset in areas such as automation and robotics. Median annual earnings for this area is \$47,500.

Additionally, our K12 partners are interested in this type of programming for their students.

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

<u>Academic Year</u>	<u>FTE</u>
2022-2023	4
2023-2024	6
2024-2025	8

VI. ACTION ITEMS

B. Approval of Program Proposals

I. Robotics and Quality Technician Embedded Technical Diploma

Proposed Coursework

Robotics and Quality Technician Embedded Technical Diploma (31-623-X)		
PROPOSED: 2022-2023 Curriculum		
Course#	Title	Cr.
Term 1		
103-159	Computer Literacy – Microsoft Office	1
623-110	Technical Print Reading	2
623-162	Manufacturing Processes	3
664-110	Introduction to Mechatronics	2
804-195	College Algebra with Applications	3
890-101	College 101	2
Total		13

Term 2		
617-114	CAD 3-D SolidWorks	3
623-191	Basic Metrology	2
628-136	Statistical process Control	3
664-100	Introduction to Industrial Control Systems	2
Total		10

Term 3		
623-118	Gage Calibration and Testing	3
623-166	Lean Process and Quality Planning	3
623-196	Geometric Dimensioning and Tolerancing	3
664-105	Introduction to Industrial Robotics	2
Total 3rd Term		11
Total Program Credits		34

Resources Required

There are no new resources needed by the College to offer and support the program.

VI. ACTION ITEMS

B. Approval of Program Proposals

I. Robotics and Quality Technician Embedded Technical Diploma

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the Program Proposal for the Robotics and Quality Technician Embedded Technical Diploma, 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.

Roll call vote:

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

VI. ACTION ITEMS

B. Approval of Program Proposals

2. Automated Manufacturing Technician Embedded 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 an **Automated Manufacturing Technician** Embedded Technical Diploma program that is proposed to start in the 2022-2023 academic year.

Proposed Components

Program Name: Automated Manufacturing Technician Embedded Technical Diploma

Program Number: 30-623-X

Effective for the 2022-2023 Academic Year

Rationale

Automated Manufacturing Technician students will receive education and fundamental hands-on experience in modern manufacturing practices, instrumentation and controls, and robotics and other automation equipment. Students will be prepared to start their career as entry level automated manufacturing technicians. They will also be able to continue their education up the pathway to a Robotics and Quality Technician Technical Diploma and then to an associate degree in Quality and Advanced Manufacturing Technology.

Discussions began in fall of 2020 among College staff, district employer partners, and K12 representatives regarding the potential development of the program. A steering committee of employers was formed. Through those meetings it was noted that there is an increasing demand for employees and employers are willing to hire entry level staff with a minimal but focused skillset.

According to manufacturing employers in Fond du Lac and Washington counties, there is a growing and unfulfilled need for advanced manufacturing employees with a skillset in areas such as automation and robotics. Median annual earnings for this area is \$43,500.

Additionally, our K12 partners are interested in this type of programming as a possible means to offer a complete pathway credential to their students.

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

<u>Academic Year</u>	<u>FTE</u>
2022-2023	4
2023-2024	6
2024-2025	8

VI. ACTION ITEMS

B. Approval of Program Proposals

2. Automated Manufacturing Technician Embedded Technical Diploma

Proposed Coursework

Automated Manufacturing Technician Embedded Technical Diploma (30-623-X)		
PROPOSED: 2022-2023 Curriculum		
Course#	Title	Cr.
Term 1		
103-159	Computer Literacy – Microsoft Office	1
623-110	Technical Print Reading	2
623-162	Manufacturing Processes	3
664-110	Introduction to Mechatronics	2
804-195	College Algebra with Applications	3
890-101	College 101	2
Total		13
Term 2		
617-114	CAD 3-D SolidWorks	3
623-191	Basic Metrology	2
628-136	Statistical process Control	3
664-100	Introduction to Industrial Control Systems	2
Total		10
Total Program Credits		23

Resources Required

There are no new resources needed by the College to offer and support the program.

VI. ACTION ITEMS

B. Approval of Program Proposals

2. Automated Manufacturing Technician Embedded Technical Diploma

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the Program Proposal for the Automated Manufacturing Technician Embedded Technical Diploma, 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.

Roll call vote:

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

VI. ACTION ITEMS

C. Approval of Bids

I. Welding Area HVAC Replacement – Beaver Dam Campus

As proposed in the 2021-24 Master Facilities Plan, MPTC plans to replace the Make-up Air Unit (MAU) serving the Welding Lab area on the Beaver Dam (BD) Campus. The unit has in need replacement due to recent performance issues. The welding area also has some humidity issues that has been causing moisture damage to the equipment in this lab area. This equipment can be very costly to replace; so instead of just a direct replacement of the MAU, we will be adding a cooling element and related controls that will assist with humidity control in the lab area. This will ultimately assist in mitigating the moisture damage of the lab equipment.

Class II bid notices were placed in District newspapers to make contractors aware of the project, and bids were opened on June 21, 2021. Three bids were received.

The proposed work is scheduled to begin in August 2021, with completion scheduled for October 2021. The total budget for this project is \$200,000. The cost breakdown is as follows:

Construction Costs:	\$79,450
Additional utilities work:	<u>15,000</u>
Total:	\$99,450

There were 3 bids submitted and **Sure-Fire, Inc.** was the lowest responsible bid. It is recommended that the following bid be accepted:

Base Bid:	\$79,450
No Alternates:	<u>0</u>
Bid Total:	\$79,450

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the following lowest responsible bid for the BD Welding Area HVAC Unit Replacement project, awarding the contract to Sure-Fire, Inc. in the amount of \$79,450; and, further, that the President be authorized to proceed with this project.

Roll call vote:

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

VI. ACTION ITEMS

C. Approval of Bids

I. Welding Area HVAC Replacement – Beaver Dam Campus

RFP 2022-0012 Weld Area HVAC Replacement - BD Campus		Final						
Evaluation Attributes	Weight	Helm Mechanical Base + Alt #3	Helm Mechanical Alt #2 + Alt #3	Bassett	Sure-Fire Base	Sure-Fire Base less HVAC controls		
Cost	40%	37.50	32.56	33.91	40.00	Not Turnkey		
Ability to meet specifications	20%	20.00	20.00	20.00	19.33	Not Turnkey		
Vendor ability to provide service & related support	20%	20.00	20.00	20.00	19.33	Not Turnkey		
Warranty Policy	20%	20.00	20.00	20.00	20.00	Not Turnkey		
TOTAL		97.50	92.56	93.91	98.66	N/A		
Byrd Anti-Lobbying Certification	N/A							
SAM Federal Debarment, Suspension, Ineligibility Exclusion and Terrorism	N/A							
Wisconsin Debarment and Suspension	N/A							
Diverse Supplier Preference	[Green]							
Facilities Review	[Green]							
Yes =	[Green]							
No =	[Red]							
TBD =	[Yellow]							
Highest rated responsible bidder								
<p>Cost Evaluation - Ratio Method: With this method, the proposal with the lowest number receives the maximum points allowed. All other proposals receive a percentage of the points available based on their relationship to the lowest. This is determined by applying the following formula: (Lowest cost / Cost being evaluated) * Maximum points available = Awarded points.</p>								

VI. ACTION ITEMS

C. Approval of Bids

2. W2 Parking Lot Resurfacing – West Bend Campus

As proposed in the 2021-24 Master Facilities Plan, MPTC plans to resurface the W2 Parking Lot on the West Bend (WB) Campus. There may be some additional safety, security, and data infrastructure items installed as part of this project.

Class II bid notices were placed in District newspapers to make contractors aware of the project, and bids were opened on June 23, 2021. Three bids were received.

The proposed work is scheduled to begin in August 2021, with completion scheduled for September 2021. The total budget for this project is \$150,000. The cost breakdown is as follows:

Construction Costs:	\$128,503
Additional utilities work:	<u>21,497</u>
Total:	\$150,000

There were 3 bids submitted and **Munson, Inc.** was the lowest responsible bid. It is recommended that the following bid be accepted:

Base Bid:	\$124,244.96
Alternate 1 (Accepted):	4,258.00
Alternate 2 (Declined):	<u>0</u>
Bid Total:	\$128,502.96

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the following lowest responsible bid for the WB W2 Parking Lot Resurfacing project, awarding the contract to Munson, Inc. in the amount of \$128,502.96; and, further, that the President be authorized to proceed with this project.

Roll call vote:

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

VI. ACTION ITEMS

C. Approval of Bids

2. W2 Parking Lot Resurfacing – West Bend Campus

RFB #2022-0011 RESURFACE COURTYARD & W2 PARKING LOT				Today's Date: 6/23/2021			
Broadcast Date: 6/7/2021		Broadcast Via: Onvia Demand Star					
Public Opening - 6/23/21		Time: 1:40 p.m. CST		Location: C002.1 FDL Community Engagement Conf Room			
Date Rcv'd	Time Rcv'd	Vendor	Bid Courtyard	Bid Parking Lot	Total Base Bid-Courtyard and Parking Lot	Alternate 1	Alternate 2
6/23/2021	10:58:00 AM CST	Poblocki Paving	\$ 87,095.49	\$ 57,985.08	\$ 145,080.57		
6/23/2021	12:17:00 AM CST	Payne & Dolan	\$ 104,480.00	\$ 122,870.00	\$ 227,350.00	\$ 9,500.00	\$ 21,500.00
6/23/2021	12:32:00 AM CST	Munson, Inc.	\$ 60,447.76	\$ 63,797.20	\$ 124,244.96	\$ 4,258.00	
Awarded to highest responsible proposer							
Handicap stall accomodation W1 parking							
Remove and Replace Guardrail. Small handicap lot west, bring parking stalls up to curb height. Ramp asphalt from end of stall marking flush with curbs, north and east sides of lot. Remark and stripe. Testing note included.							
Byrd Anti-Lobbying Certification			N/A				
SAM Federal Debarment, Suspension, Ineligibility Exclusion and Terrorism			N/A				
Wisconsin Debarment and Suspension							
Diverse Supplier Preference							
Facilities Review							
Yes =							
No =							
TBD =							
Individuals Present at Opening:							
Ben Hill							
Tim Keenan							

VII. CORRESPONDENCE AND REPORTS

A. President's Report

President Baerwald will provide a summary update of recently attended meetings and other college activities, as well as review the 2020-21 End of Year Report, 2021-22 Strategic Plan and Metrics Scorecard, and provide a Capital Expansion Visioning Project Update.

B. District Boards Association

1. July 15-17 Summer Meeting Reports

Board members that attended the July 15-17 Summer Meeting may report on sessions attended.

2. 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. WTCS State Board Meeting, September 14-15, 2021, Madison Area Technical College
2. District Board Meeting, September 15, 2021, 5:00 pm, Ripon Regional Center
3. ACCT Leadership Congress, October 13-16, 2021, San Diego, CA

VIII. ADJOURNMENT

SUGGESTED MOTION:

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