



MORAINE PARK TECHNICAL COLLEGE

DISTRICT BOARD MEETING

Wednesday, November 17, 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: 288 458 580#

Upcoming Meetings

TITLE	DATE	TIME	LOCATION
College Closed – Thanksgiving Break	November 25-26		
Wisconsin Future Summit Event	December 9	8:00 – 1:00	Madison
District Board Meeting	December 15	5:00	Fond du Lac Campus
CNC/Welding Boot Camp Completion Ceremony	December 17	3:00-4:00	Fond du Lac Campus
Nursing Pin Ceremonies	December 17	4:30 – FDL; 5:00 – BD; 6:00 - WB	

VISION

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

MISSION

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

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Please contact the President's Office at 920-929-2127 or email jjelinek@morainepark.edu.*

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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
_____ 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 Benefits and Comp Coordinator, new Compensation Analyst, and new EWD Business Representative will each be introduced.

IV. DISTRICT BOARDS ASSOCIATION REPORTS

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

V. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the October 20, 2021 meeting minutes and November 4, 2021 workshop minutes as presented.

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 20, 2021

ATTENDANCE

A meeting of the Moraine Park Technical College District Board was called to order at 5:10 p.m., October 20, 2021, in Room A-112 of the Moraine Park Technical College, 235 North National Avenue, Fond du Lac, Wisconsin, Chairperson Mike Schwab presiding. Board members present at the meeting were Renee Almeida, Bur Zeratsky, Steve Hill, Vernon Jung, Rob Johnson, Tom Hopp, Candy Fields and Kathy Schlieve.

MEETING NOTICE

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

PUBLIC COMMENTS

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

INTRODUCTIONS

The new Math Instructor, and new Respiratory Care Practitioner Instructor, were introduced. Information only; no Board action required.

COMMUNITY REPORTS

Ann Hansen, Director of HR at Tenneco in Waupun, provided a presentation to the board, highlighting the history of the company, diversity and inclusion efforts and company culture, COVID-19 impacts, research and delivery operations, and current employment needs and trends. Information only; no Board action required.

APPROVAL OF MINUTES

MOTION Fields, second Hopp, that the Moraine Park Technical College District Board approve the September 15, 2021 meeting minutes as presented. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

CONSENT ITEMS – MONTHLY BUSINESS

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

1. Talent Management – Employment;
2. Financial Management – Accounting/Investments, including the annual procurement report;
3. Economic Development Contracting;

and that the bills for the month of September be approved and payments are authorized, ordered, and confirmed. September receipts total \$3,795,769.22. September disbursements total -\$7,413,511.73. Roll call vote: Schlieve, yes; Hopp, yes; Almeida, yes; Johnson, yes; Jung, yes; Hill, yes; Fields, yes; Zeratsky, yes; and Schwab, yes. Motion CARRIED.

V. APPROVAL OF MINUTES

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 20, 2021 (continued)

APPROVAL OF RETIREMENTS

MOTION Zeratsky, second Schlieve, that the Moraine Park Technical College District Board accept the retirements of Donna Freund and Todd Bartelt:

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

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

APPROVAL OF RESOLUTION – STATE CODE OF ETHICS

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

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

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

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

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

APPROVAL OF BUDGET ADJUSTMENTS – 2020-21 BUDGET

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

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

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

V. APPROVAL OF MINUTES

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 20, 2021 (continued)

APPROVAL OF BUDGET ADJUSTMENTS – 2020-21 BUDGET (continued)

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

To increase resources in the General Fund for:
... State Aid from \$24,332,770 to \$24,982,770
... Program Fees from \$6,393,941 to \$6,993,941
... Federal Revenue from \$20,000 to \$1,370,000

To increase expenditure appropriations/uses in the General Fund for:
... General Institutional from \$10,838,184 to \$11,338,184
... Physical Plant from \$3,816,344 to \$4,166,344
... Internal Transfers to Internal Service Fund from \$0 to \$500,000
... Internal Transfers to Capital Projects Fund from \$0 to \$1,000,000
... Transfers to Reserves Designated for Operations from \$0 to \$371,681

To decrease resources in the General Fund for:
... Transfers from Reserves Designated for Operations from \$728,319 to \$0

To decrease expenditure appropriations/uses in the General Fund for:
... Instruction from \$24,680,820 to \$24,380,820
... Instruction Resources from \$2,000,321 to \$1,800,321
... Student Services from \$6,532,453 to \$6,182,453

To increase resources in the Special Revenue (Aidable) Fund for:
... Transfers from Reserves Designated for Operations from \$90,485 to \$130,527
To increase expenditure appropriations/uses in the Special Revenue (Aidable) Fund for:
... Instruction Resources from \$0 to \$10,000
... General Institutional from \$79,958 to \$110,000

To increase resources in the Special Revenue (Nonaidable) Fund for:
... Transfers from Reserves Designated for Operations from \$0 to \$10,000

To increase expenditure appropriations/uses in the Special Revenue (Nonaidable) Fund for:
... General Institutional from \$0 to \$10,000

To increase resources in the Capital Projects Fund for:
... Federal Revenue from \$0 to \$770,000
... Internal Transfers from \$0 to \$1,000,000

V. APPROVAL OF MINUTES

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 20, 2021 (continued)

APPROVAL OF BUDGET ADJUSTMENTS – 2020-21 BUDGET (continued)

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

- ... Instruction from \$2,016,974 to \$2,126,974
- ... Instruction Resources from \$541,800 to \$1,210,000
- ... Student Services from \$0 to \$80,000
- ... Physical Plant from \$4,050,000 to \$4,300,000
- ... Transfers to Reserves for Equipment from \$0 to \$161,800

To decrease resources in the Capital Projects Fund for:

- ... Transfers from Reserves for Capital Projects from \$1,700,000 to \$0
- ... Transfers from Reserves for Equipment from \$1,200,000 to \$0

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

- ... General Institutional from \$3,569,101 to \$1,169,101

To increase resources in the Debt Service Fund for:

- ... Transfers from Reserves from \$0 to \$900,000

To increase expenditure appropriations/uses in the Debt Service Fund for:

- ... Physical Plant from \$5,498,956 to \$6,450,000

To decrease expenditure appropriations/uses in the Debt Service Fund for:

- ... Transfers to Reserves from \$51,044 to \$0

To increase resources in the Enterprise Fund for:

- ... Federal Revenue from \$0 to \$300,000

To increase expenditures/uses in the Enterprise Fund for:

- ... Auxiliary Services from \$323,496 to \$373,496
- ... Transfers to Retained Earnings from \$0 to \$112,004

To decrease resources in the Enterprise Fund for:

- ... Transfers from Retained Earnings from \$137,996 to \$0

To increase resources in the Internal Service Fund for:

- ... Interfund Transfers from \$0 to \$500,000

To decrease resources in the Internal Service Fund for:

- ... Transfers from Retained Earnings from \$570,170 to \$70,170

V. APPROVAL OF MINUTES

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 20, 2021 (continued)

APPROVAL OF BUDGET ADJUSTMENTS – 2020-21 BUDGET (continued)

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

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

APPROVAL OF BUDGET ADJUSTMENTS – 2021-22 BUDGET

MOTION Hopp, second Jung, that the Moraine Park Technical College District Board approve the following resolution authorizing revisions to the 2021-22 District budget:

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

WHEREAS, the Moraine Park Technical College District finds it appropriate to make such modifications to its 2021-22 budget.

NOW, THEREFORE, BE IT RESOLVED by the Moraine Park Technical College District Board to make the following 2021-22 budgetary revisions:

To increase anticipated resources in the General Fund for:

... State Aid from \$24,946,145 to \$26,779,044

... Federal Revenue from \$10,000 to \$168,300

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

... Student Services from \$6,660,996 to \$6,669,640

... General Institutional from \$11,554,732 to \$11,826,816

To decrease anticipated resources in the General Fund for:

... Tax Levy from \$12,354,858 to \$10,895,979

... Transfers from Designated for Operations from \$404,261 to \$58,251

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

... Instruction from \$25,168,983 to \$25,113,686

... Instruction Resources from \$2,036,867 to \$2,031,324

... Physical Plant from \$3,901,927 to \$3,868,349

To increase anticipated resources in the Special Revenue Fund for:

... Tax Levy from \$250,000 to 300,000

... State Aid from \$1,101,083 to \$1,435,634

... Institutional Revenue from \$308,000 to \$464,798

... Transfers from Reserves and Designated Fund Balances from \$29,604 to \$97,498

V. APPROVAL OF MINUTES

MORAIN PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 20, 2021 (continued)

APPROVAL OF BUDGET ADJUSTMENTS – 2021-22 BUDGET (continued)

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

- ... Instruction from \$1,682,824 to \$2,092,748
- ... Instruction Resources from \$0 to \$128,283
- ... General Institutional from \$79,725 to \$263,628

To decrease anticipated resources in the Special Revenue Fund for:

- ... Federal Revenue from \$2,021,119 to \$1,812,613

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

- ... Student Services from \$1,947,257 to \$1,625,884

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

- ... Instruction from \$1,245,740 to \$1,427,067
- ... Instruction Resources from \$1,127,352 to \$1,406,760
- ... General Institutional from \$2,179,934 to \$2,215,050

To decrease anticipated resources in the Capital Projects Fund for:

- ... Federal Revenue from \$2,312,254 to \$1,735,965
- ... Transfers from Reserves and Designated Fund Balances from \$750,000 to \$470,000

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

- ... Student Services from \$1,236,849 to \$0
- ... Physical Plant from \$5,057,141 to \$4,941,850

To increase anticipated resources in the Enterprise Fund for:

- ... Transfers from Reserves and Designated Fund Balances from \$140,950 to \$251,982

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

- ... Auxiliary Services from \$317,950 to \$428,982

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

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

V. APPROVAL OF MINUTES

MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 20, 2021 (continued)

APPROVAL OF RESOLUTION – CERTIFICATION OF TAX LEVY

MOTION Fields, second Schlieve, that the Moraine Park Technical College District Board approve the following resolution to certify the tax levy for the Moraine Park Technical College District for the 2021-22 budget year:

WHEREAS, the Moraine Park Technical College District Board adopted the budget for fiscal year 2021-22 on June 16, 2021, at its regular meeting; and

WHEREAS, the Moraine Park Technical College District Board reviewed the 2021-22 budget on October 20, 2021, in accordance with Chapter TCS 7.05(6) of the Wisconsin Administrative Code; and

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

WHEREAS, the tax levy required to support the 2021-22 budget represents a decrease of 5.477848%, or a \$978,044 reduction over the 2020-21 tax levy;

WHEREAS, the tax levy represents an operational mill rate on equalized value of .35887 and a debt service mill rate of .17822 for a total mill rate of .53709.

WHEREAS, the operational tax levy decrease of 8.725901% is a result of the increase in State Aid as passed in the 2021-23 State Budget.

NOW, THEREFORE, BE IT RESOLVED, that the Moraine Park Technical College District Board authorizes a tax levy of sixteen million, eight hundred seventy-six thousand, four hundred eighty-six dollars (\$16,876,486) on the full value of the taxable property of the District for the purpose of operating and maintaining the schools of the District, payment of indebtedness, acquiring equipment, and making capital improvements for the year beginning July 1, 2021.

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

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

V. APPROVAL OF MINUTES

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 20, 2021 (continued)

APPROVAL OF BID – O-WING LOWER, FOND DU LAC CAMPUS

MOTION Zeratsky, second Johnson, that the Moraine Park Technical College District Board accept the following low bid for the O-Wing Lower project to Capelle Brothers & Dietrich Construction in the amount of \$1,611,623; and, further, that the President be authorized to proceed with this project. Roll call vote: Zeratsky, yes; Schlieve, yes; Hopp, yes; Almeida, yes; Johnson, yes; Jung, yes; Hill, yes; Fields, yes; and Schwab, yes. Motion CARRIED.

APPROVAL OF PROGRAM SUSPENSION – MEDICAL BILLING SPECIALIST CERTIFICATE (61-160-3)

MOTION Hopp, second Schlieve, that the Moraine Park Technical College District Board approve the suspension of the Medical Billing Specialist Certificate (61-106-3) effective at the end of 2021-2022 academic year. Roll call vote: Zeratsky, yes; Schlieve, yes; Hopp, yes; Almeida, yes; Johnson, yes; Jung, yes; Hill, yes; Fields, yes; and Schwab, yes. Motion CARRIED.

ADOPTION OF RESOLUTION OF APPRECIATION – RENEE ALMEIDA

MOTION Zeratsky, second Jung, that the Moraine Park Technical College District Board adopt the following resolution commending Renee Almeida for her dedication and service to the Moraine Park Technical College District:

WHEREAS, Renee Almeida has served as a Moraine Park Technical College District Board member since February 2019; and

WHEREAS, she has represented the District as an Employee Member; and

WHEREAS, during her term of office she was a very active Board member, attending national, state and local events; and member of several committees of the District Boards Association; most recently as member of the Internal Best Practices Committee; and

WHEREAS, she 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 Renee Almeida; 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 Renee Almeida for her many years of loyal service, leadership, and friendship.

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

V. APPROVAL OF MINUTES

MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES October 20, 2021 (continued)

PRESIDENT'S REPORT

President Baerwald reviewed the current status of the board's 2021-22 participation matrix. An update on meetings recently attended was then provided, highlighting Capital Expansion Visioning project meetings, feasibility study meetings with Mercury Marine, ongoing meetings with Fond du Lac superintendent Dr. Jeff Fleig, recent Higher Education Diversity and Initiative Team (HEDIT) meeting, Envision Greater Fond du Lac meetings focusing on strategic planning, Fond du Lac Community Solar Farm Open House event and recognition, West Bend Community Partnership meeting which focused on collaboration and problem solving, and Beaver Dam Business After Hours networking event. Legislative update included a recent meeting with Senator Tammy Baldwin at the West Bend campus. WTCS Update included recent Wisconsin Leadership Development Institute (WLDI) graduation ceremony. College activities update included the President's Cabinet fall planning retreat, Discover Moraine Park events held on each campus, and recent "Voice for the Voiceless" event to raise awareness to various social issues. Information only; no Board action required.

WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION REPORT/UPCOMING EVENTS

It was shared that the District Boards Association has hired a new Executive Assistant, Diane Handrick. Board member Jung reported on sessions attended and panel participation at the Association of Community College Trustees (ACCT) annual Leadership Congress, which was held recently in San Diego. A summary of upcoming meetings and events was shared. Anyone wishing to register for upcoming events should contact the President's Office. Information only; no Board action required.

ADJOURNMENT

MOTION Schlieve, 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 6:48 p.m.

V. APPROVAL OF MINUTES

MORAINES PARK TECHNICAL COLLEGE DISTRICT WORKSHOP MINUTES November 4, 2021

ATTENDANCE

The Moraine Park Technical College District Board held a workshop, beginning at 4:00 p.m., on November 4, 2021, at the Radisson Hotel and Conference Center at 625 W Rolling Meadows Drive, Fond du Lac, Wisconsin, Chairperson Mike Schwab presiding. Board members present at the workshop were Steve Hill, Rob Johnson, Kathy Schlieve, Bur Zeratsky, Tom Hopp, Candy Fields, and Vernon Jung.

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.

WORKSHOP

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

Board member Hill was excused from the workshop at 5:15 p.m.

ADJOURNMENT

MOTION Zeratsky, second Jung, to adjourn the board workshop. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

The Board workshop was adjourned at 7:22 p.m.

VI. 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

Rhonda Roehrig, Careers Instructor, submitted her resignation effective November 8, 2021. Rhonda has been with the College since February 2007.

Geoffrey Johnson, Assistive & Media Technology Specialist, submitted his resignation effective November 8, 2021. Geoffrey has been with the College since May 2021.

David Block, Adult Education/ELL Instructor, submitted his retirement effective December 17, 2021. David has been with the College since December 2011.

Kim Dickinson, Administrative Aide-Financial Aid, submitted her retirement effective January 21, 2022. Kim has been with the College since July 2015.

Recruitment – Support Employees

Housekeeper, Fond du Lac Campus. This full-time vacancy was created when Michael Gruber submitted his resignation. The Housekeeper performs custodial duties and heavy-duty cleaning. After screening and interviewing, Evan Collien was selected and started October 25, 2021.

Instructional Designer, Fond du Lac Campus. This full-time vacancy was created when Andrea Chang submitted her resignation. This position supports 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. Collaboration with Faculty, Deans/Associate Deans, Curriculum Coordinator, Instructional Technologists, and other business partners is essential. After screening and interviewing, Corine McCarthy was selected and will start January 3, 2022.

Administrative Aide-Financial Aid, Beaver Dam Campus. This full-time vacancy was created when Kim Dickinson submitted her retirement. This position provides administrative support and technical assistance for the Financial Aid Office functions. Interviews will be held November 30, 2021.

Program Inventory Aide, Fond du Lac Campus. This full-time position was created when the Parts Store Clerk and Administrative Aide-Health and Human Services were eliminated. This position will provide administrative and inventory support and technical assistance to the Automotive and Health and Human Service program faculty, management and administrative support. Interviews will be held November 18, 2021.

Administrative Assistant-Adult Education, Fond du Lac Campus. This full-time vacancy was created when Ann Faul submitted her retirement. This position will provide administrative support and technical assistance for the Associate Dean of Adult Education and ELL and work teams. Interviews were last held on November 4, 2021.

VI. CONSENT ITEMS

A. Talent Management – Employment

Recruitment – Support Employees (continued)

Recruitment and Admissions Engagement Specialist, Fond du Lac campus. This full-time vacancy was created when April Schwartz changed positions at the College. This position will provide direct contact with prospective and admitted students in line with established communication strategies, department processing and student engagement efforts. Interviews were last held November 3, 2021.

Buildings and Grounds Maintenance Technician, Fond du Lac campus. This full-time vacancy was created when Nick Marchant submitted his resignation. This position's duties involve work requiring the capability of performing a skilled level in several of the building trades. Work is often independently performed, but may involve leading other buildings and grounds staff while assisting Maintenance Mechanics on projects as necessary. Interviews were last held October 28, 2021.

Multicultural Student Support and Programming 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. Interviews were last held November 10, 2021.

Housekeeper, Fond du Lac Campus. This full-time vacancy was created when Alicia Rodriguez submitted her resignation. The Housekeeper performs custodial duties and heavy-duty cleaning. Interviews were last held September 27, 2021.

Housekeeper, West Bend Campus. This full-time vacancy was created when two part-time positions were eliminated. The Housekeeper performs custodial duties and heavy-duty cleaning.

Recruitment – Management/Instructional Employees

Compensation Analyst, 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 Rewards and the Talent Management major processes of the Talent System subject to the constraints imposed by the Associate Director of Human Resources, MPTC District Board policy, State Board rules, law and professional ethical behavior. Interviews were last held October 7, 2021. Erik Swenson was selected and started November 1, 2021.

Erik earned his Bachelor of Business Administration-Human Resources degree from the University of Wisconsin-Oshkosh. Erik was most recently the Human Resources/Organizational Development Business Partner at Signicast.

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

VI. CONSENT ITEMS

A. Talent Management – Employment

Recruitment – Management/Instructional Employees (continued)

EWD Quality and Advanced Manufacturing Technology Instructor, Fond du Lac Campus. This is a new full-time position. The teaching responsibility will be in Quality and Advanced Manufacturing courses, as well as a variety of manufacturing related topics offered at various locations in the MPTC district. 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. Interviews were last held October 29, 2021.

Adult Education/ELL Instructor, Fond du Lac Campus. This full-time position was created when David Block submitted his retirement. 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. Interviews will be held December 2, 2021.

Associate Dean of Business & IT, Fond du Lac Campus. This full-time position was created when Bobbi Fields changed positions at the College. This position is responsible for the Teaching and Learning and Instructional Operations major processes of the Teaching and Learning Primary System, for the instructional programs of assignment, subject to the constraints imposed by the Dean, District Board policy, State Board rules, laws, and professional ethical behavior. Interviews will be held November 17, 2021.

Grant Accountant, Fond du Lac Campus. This full-time position was created by the American Rescue Plan Act Grant. 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. Interviews were last held November 5, 2021.

Housekeeping Supervisor, West Bend Campus. This full-time position was created when Ray VanDerlinden submitted his resignation. This position is accountable for the effective use of processes and the development and/or improvement of procedures of the Facility Maintenance and Risk Management major processes of the Facilities Support System subject to the constraints imposed by the Director of Facilities, MPTC District Board policy, State Board rules, law, and professional ethical behavior.

VI. CONSENT ITEMS

A. Talent Management – Employment

Recruitment – Management/Instructional Employees (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. Interviews were last held November 1, 2021.

EWD Welding Instructor, Fond du Lac Campus. This full-time position 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. Interviews were last held September 16, 2021.

EWD Water Quality Instructor, Fond du Lac campus. This full-time position 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.

VI. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS: None.

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0239735	Furniture
A0239738	14 Dell Latitude 5520 laptops
A0239839	Global Plasma Systems (GPS) Ionization system
A0239894	19 Panasonic 4K LED Displays and accessories
A0239914	55 Dell Monitors
A0240014	Genie Electric Scissor Lift
A0240028	2 disk scrubbers
P-card	Dell Mobile Precision Workstation
P-card	4 Dell Latitude 3420 laptops
P-card	Apple MacBook Pro with accessories
P-card	19 Dell Latitude 3520 laptops
P-card	XPS 15 9500 laptop
P-card	5 Dell Latitude 5520 laptops

TAX LEVY RECEIVABLE

By October 31, all tax levy certified billing statements were sent to the 130 municipal clerks. No payments are expected until January, 2022.

<u>County</u>	<u>Total Levied</u>	<u>Total Collected</u>	<u>Percent Collected</u>
Calumet	\$203,003.97	\$0.00	0%
Columbia	3,303.54	\$0.00	0%
Dodge	3,149,998.23	\$0.00	0%
Fond du Lac	4,640,827.19	\$0.00	0%
Green Lake	1,369,914.25	\$0.00	0%
Marquette	18,799.44	\$0.00	0%
Sheboygan	5,489.31	\$0.00	0%
Washington	7,260,089.93	\$0.00	0%
Waushara	146,220.84	\$0.00	0%
Winnebago	<u>78,839.30</u>	<u>\$0.00</u>	<u>0%</u>
	<u>\$16,876,486.00</u>	<u>\$0.00</u>	<u>0%</u>

OTHER

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

VI. CONSENT ITEMS

C. Economic Development Contracting

EWD Board Report - November 2021									
Recipient	Title	Contract	Course Section #	Revenue	Revenue - Grant Administration Fee	Direct Cost	Net	Enrolled	FTE
Accord Manufacturing, Inc.	Microsoft Excel Level 1	00002635	41142	\$ 159.00		\$ 64.24	\$ 94.76	1	0.01
American Bank of Beaver Dam	Supervision 101	00002683	41525	\$ 825.00	\$ 82.50	\$ 328.44	\$ 496.56	1	0.02
Amsted Automotive	Cancellation Fee for 1 day	00002751	T1559	\$ 800.00		\$ 36.35	\$ 763.65	0	0
Cedar Community	Supervision 101	00002642	41584	\$ 1,650.00		\$ 225.48	\$ 1,424.52	2	0.04
Centro, Inc.	Supervision 101	00002684	41525	\$ 1,650.00	\$ 165.00	\$ 656.88	\$ 993.12	2	0.04
City of Fond du Lac	Heartsaver First Aid/CPR/AED-Adult	00002319	41492	\$ 956.00		\$ 690.06	\$ 265.94	10	0.05
City of Fond du Lac	Heartsaver First Aid/CPR/AED-Adult	00002319	41493	\$ 888.00		\$ 622.06	\$ 265.94	14	0.07
Envision Greater Fond du Lac	Strategic Planning	00002643	T1552	\$ 1,732.50		\$ 492.50	\$ 1,240.00	0	0
Fond du Lac County	Supervision 101	00002523	41562	\$ 4,995.09		\$ 1,309.00	\$ 3,686.09	7	0.14
Grande Cheese Company	Influential Leadership Series	00002715	41522	\$ 1,300.00	\$ 130.00	\$ 926.18	\$ 373.82	1	0.02
Hy-brid Lifts by Custom Equipment LLC	Supervision 101	00002644	41525	\$ 825.00	\$ 82.50	\$ 328.44	\$ 496.56	1	0.02
John Deere Horicon Works	Stamping Dies-Concept-Reality	00002654	41631	\$ 11,850.00	\$ 1,185.00	\$ 11,850.00	\$ -	17	0.57
John Deere Horicon Works	Heartsaver First Aid & CPR/AED	00002663	41698	\$ 1,138.25		\$ 590.93	\$ 547.32	11	0.07
Kewaskum High School	Nursing Assistant	00002586	21231	\$ 2,358.66		\$ 6,241.71	\$ (3,883.05)	6	0.4
Kondex Corporation	Microsoft Excel Level 2	00002621	41497	\$ 477.00		\$ 192.73	\$ 284.27	3	0.02
Kondex Corporation	Microsoft Excel Level 1	00002618	41142	\$ 318.00		\$ 128.49	\$ 189.51	2	0.01
Marchant Schmidt, Inc.	OSHA 10-1910 General Industry	00002641	41601	\$ 2,008.96	\$ 200.90	\$ 2,381.26	\$ (372.30)	9	0.08
Mercury Marine	Intro to Engine Fundamentals	00002716	41588	\$ 3,600.00	\$ 360.00	\$ 1,360.00	\$ 2,240.00	10	0.13
Mercury Marine	Intro to Engine Fundamentals	00002567	41498	\$ 3,600.00	\$ 360.00	\$ 1,360.00	\$ 2,240.00	10	0.13
Mercury Marine	GD&T - 24hr	00002564	41596	\$ 7,537.20	\$ 753.72	\$ 4,240.56	\$ 3,296.64	15	0.3
Michels Corporation	Supervision 101	00002622	41525	\$ 825.00	\$ 82.50	\$ 328.44	\$ 496.56	1	0.02
MSI Express, Inc	Supervision 101	00002623	41525	\$ 1,650.00	\$ 165.00	\$ 656.88	\$ 993.12	2	0.04
MSI Express, Inc	Assessment Testing	00002794	T1561	\$ 577.00		\$ 176.92	\$ 400.08	0	0

VI. CONSENT ITEMS

C. Economic Development Contracting

EWD Board Report - November 2021									
Recipient	Title	Contract	Course Section #	Revenue	Revenue - Grant Administration Fee	Direct Cost	Net	Enrolled	FTE
Pace Industries	CNC Operator Fundamentals	00002573	41122	\$ 9,141.40	\$ 914.14	\$ 3,202.96	\$ 5,938.44	4	0.12
Pace Industries	CNC Operator Fundamentals	00002573	41123	\$ 9,129.42	\$ 912.94	\$ 3,190.98	\$ 5,938.44	3	0.09
Sadoff Iron & Metal Company	Influential Leadership Series	00002714	41522	\$ 1,300.00	\$ 130.00	\$ 926.18	\$ 373.82	1	0.02
Slinger High School	Adobe Photoshop-Professionals	00002726	41640	\$ 500.00		\$ 129.54	\$ 370.46	7	0.02
Slipstream	Skillfull Collaboration	00002729	T1557	\$ 1,151.92		\$ 378.36	\$ 773.56	0	0
Specialty Cheese, Inc	Communicate Clearly	00002476	40602	\$ 610.40	\$ 61.04	\$ 218.83	\$ 391.57	13	0.04
Specialty Cheese, Inc	Adapt to Change	00002476	40605	\$ 607.92	\$ 60.79	\$ 217.91	\$ 390.01	11	0.04
Specialty Cheese, Inc	AC/DC Machine/Motor Troubleshooting	00002575	41496	\$ 5,874.77	\$ 587.48	\$ 2,514.77	\$ 3,360.00	3	0.06
Specialty Cheese, Inc	Listen Effectively	00002476	40601	\$ 603.36	\$ 60.34	\$ 474.29	\$ 129.07	7	0.02
Specialty Cheese, Inc	Work Cooperatively	00002476	40603	\$ 609.60	\$ 60.96	\$ 218.03	\$ 391.57	10	0.03
Specialty Cheese, Inc	Positive Attitude	00002476	40604	\$ 607.92	\$ 60.79	\$ 217.41	\$ 390.51	9	0.03
Steel Craft Corporation	Blueprint Reading - 12hr	00002651	41607	\$ 3,191.81	\$ 319.18	\$ 1,752.13	\$ 1,439.68	14	0.14
Tank Technology, Inc.	Introduction to Welding	00002562	41003	\$ 4,050.00	\$ 405.00	\$ 1,320.84	\$ 2,729.16	8	0.12
Tank Technology, Inc.	Introduction to Welding	00002562	41004	\$ 4,050.00	\$ 405.00	\$ 1,320.84	\$ 2,729.16	8	0.12
Tank Technology, Inc.	Introduction to Welding	00002562	41005	\$ 4,050.00	\$ 405.00	\$ 1,299.00	\$ 2,751.00	6	0.09
Tank Technology, Inc.	Intermediate Welding	00002594	41151	\$ 2,700.00	\$ 270.00	\$ 858.72	\$ 1,841.28	6	0.06
Tank Technology, Inc.	Intermediate Welding	00002594	41152	\$ 2,700.00	\$ 270.00	\$ 880.56	\$ 1,819.44	5	0.05
Tank Technology, Inc.	Advanced Welding	00002595	41511	\$ 1,800.00	\$ 180.00	\$ 572.48	\$ 1,227.52	4	0.03
Tank Technology, Inc.	Advanced Welding	00002595	41515	\$ 1,800.00	\$ 180.00	\$ 572.48	\$ 1,227.52	4	0.03
Tenneco Powertrain	Supervision 101	00002723	41525	\$ 825.00	\$ 82.50	\$ 328.44	\$ 496.56	1	0.02
Wells Vehicle Electronics	Heartsaver First Aid/CPR/AED-Adult	00002664	41610	\$ 1,125.75		\$ 659.81	\$ 465.94	16	0.08
			TOTAL	\$ 108,149.93	\$ 8,932.28	\$ 56,442.11	\$ 51,707.82	265	3.39

VI. 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 October be approved and payments are authorized, ordered, and confirmed.

Roll call vote:

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

VII. ACTION ITEMS

A. Approval of Retirements

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

<u>Employee</u>	<u>Title</u>	<u>Effective Date</u>	<u>Date Hired</u>
Kim Dickinson	Administrative Aide-Financial Aid	January 21, 2022	July 6, 2015
David Block	Adult Education/ELL Instructor	December 17, 2021	December 18, 2011

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the retirements of Kim Dickinson and David Block:

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

VII. ACTION ITEMS

B. Approval of Program Proposal

I. Fire Protection Technician Associate of Applied Science

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 **Fire Protection Technician Associate of Applied Science Degree** program that is proposed to start in the 2022-2023 academic year.

Proposed Components

Program Name: Fire Protection Technician Associate of Applied Science Degree

Program Number: 10-503-2

Effective for the 2022-2023 Academic Year

Rationale

The Fire Protection Technician program will bring an additional Law, Public Safety and Security career opportunity to Human Service program students. Fire Protection Technician is a fire service program that will complement and provide an educational pathway from Emergency Medical Technician (EMT) 30-531-3, EMT is a programmatic requirement. The addition of the Fire Protection Technician program has been discussed favorably at recent Fire and EMS advisory committee meetings. Firefighters protect life, property and the environment through fire suppression, hazardous materials mitigation and emergency medical services.

The WTCS Fire Service Education Office provides third party International Fire Service Accreditation Congress (IFSAC) accredited certification according to the most recent, applicable National Fire Protection Association standard. Within the Fire Protection Technician program, students are prepared for numerous Wisconsin firefighter IFSAC certifications. Opportunities for employment include municipal fire departments, insurance and government agencies, and in the field of industrial safety. Current data suggest a median hourly wage of \$25.24 and the median annual salary of \$52,500 within the United States. Local wage data for the Fond du Lac metro area shows a median hourly wage of \$18.88 and annual salary of \$39,260. According to O*NET, the occupation of Firefighter has a bright Outlook, projected to grow faster than average (employment increase of 5% or more) over the period 2019-2029 for the US nationwide. For that same time frame, 100,000 or more job openings are projected nationwide. Firefighters (33-2011) is expected to see an average of 650 annual openings.

The following chart indicates the conservative projected FTE impact for the next three years for a Fire Protection Technician (AAS) Program.

<u>Academic Year</u>	<u>FTE</u>
2022-2023	10
2023-2024	18
2024-2025	24

VII. ACTION ITEMS

B. Approval of Program Proposal

I. Fire Protection Technician Associate of Applied Science

Proposed Coursework

Fire Protection Technician Associate of Applied Science Degree (10-503-2)		
PROPOSED: 2022-2023 Curriculum		
Course#	Title	Credits
Term 1		
10-890-101	College 101	2
10-103-159	Computer Lit-Microsoft Office	1
10-503-195	Fire Behavior and Combustion	3
10-503-192	Principles Emergency Services Safety Survival	3
10-531-169	Emergency Medical Technician	5
10-503-191	Principles of Emergency Services	2
10-503-153	HazMat Awareness & Ops	1
Total Term 1		17
Term 2		
10-503-143	Building Construction for Fire Protection	3
10-804-107	College Mathematics	3
10-503-193	Fire Protection Systems	3
10-801-136	English Composition 1	3
10-503-142	Fire Fighting Principles	4
Total Term 2		16
Term 3		
10-503-151	Fire Prevention	4
10-806-196	Oral & Interpersonal Communication	3
10-809-166	Ethics	3
10-809-198	Psychology	3
10-503-154	Hazardous Materials Chemistry	2
10-801-197	Technical Reporting	3
Total Term 3		18
Term 4		
10-503-156	Strategies, Tactics, and Incident Management	4
10-503-157	Fire Investigation	3
10-503-130	Fire Protection Internship	3
10-503-194	Fire Protection Hydraulics	3
10-806-177	General Anatomy & Physiology	3
Total Term 4		16
Total Program Credits		67

VII. ACTION ITEMS

B. Approval of Program Proposal

I. Fire Protection Technician Associate of Applied Science

Resources Required

The use of multiple adjunct faculty members will be necessary for course instruction and compliance with program training requirements to ensure compliance with the Wisconsin Fire Service Education Office Policy and Procedures Manual. Fire Protection Technician will also require the addition of capital equipment estimated at \$500,000 to replace the existing Burn Tower located at the Beaver Dam Campus.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the Program Proposal for the Fire Protection Technician Associate of Applied Science Degree 10-503-2, 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
_____ Johnson
_____ Jung
_____ Hill
_____ Fields
_____ Schwab

VII. ACTION ITEMS

C. Resolution to Approve Naming Rights Agreement

Moraine Park Technical College is allowed to borrow \$1.5 million for capital projects per state statute. If the cost of the project exceeds \$1.5 million, the College asks Moraine Park Foundation to seek private support for the additional amount. As part of its fundraising efforts, Moraine Park Foundation, in collaboration with the College, offers donors the opportunity to name College facilities in recognition of their support. This could include naming labs, classrooms, buildings, wings, etc. Currently, the Foundation does not have a formal naming agreement that outlines the responsibilities of the donor, the College, and the Foundation.

The proposed agreement includes gift amount and payment schedule, gift acknowledgment, naming description, modification and termination of naming rights, and publicity. It will be used for all naming opportunities for capital projects where private support is needed.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the naming agreement as presented.

Roll call vote:

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

VIII. CORRESPONDENCE AND REPORTS

A. Economic and Workforce Development Annual Report

The Dean of Economic and Workforce Development will present the annual update report.

B. President's Report

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

C. District Boards Association Reports/Upcoming Events

I. Upcoming Events

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

1. College Closed – Thanksgiving Break, November 25-26
2. Wisconsin Future Summit Event, December 9, 8:00 – 1:00, Madison
3. District Board Meeting, December 15, 5:00, Fond du Lac Campus
4. CNC/Welding Boot Camp Completion Ceremony, December 17, 3:00-4:00, Fond du Lac Campus
5. Nursing Pin Ceremonies, December 17, All Campuses:
 - Fond du Lac Campus – 4:30 pm, Room O103/104
 - Beaver Dam Campus – 5:00 pm, Room K501
 - West Bend Campus – 6:00 pm, Cafeteria

IX. ADJOURNMENT

SUGGESTED MOTION:

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