



MORAINE PARK TECHNICAL COLLEGE

DISTRICT BOARD MEETING

Wednesday, February 16, 2022

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: 998 250 860#

Upcoming Meetings

TITLE	DATE	TIME	LOCATION
WTCS State Board Meeting	March 15-16	9:00 am	Blackhawk Technical College
District Board Meeting	March 16	5:00 pm	Beaver Dam Campus
District Board Spring Workshop	April 6	4:00 pm	Radisson, Fond du Lac

VISION

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

MISSION

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

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

imagine what's **next**

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

Wednesday, February 16, 2022

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: 998 250 860#

AGENDA

	<u>Page</u>
I. OPTIONAL E-WING TOUR – 4:00 p.m.	3
II. ROLL CALL – 5:00 p.m.	
A. Meeting Announcement(Mike Schwab – Board Chair).....	3
III. PUBLIC COMMENTS	3
IV. INTRODUCTIONS	3
V. DISTRICT BOARD GOVERNANCE PROCESS(Mike Schwab – Board Chair)	
A. Election of Board Officer 2021-22/Review of Relevant Board Policies	4
VI. APPROVAL OF MINUTES(Mike Schwab – Board Chair).....	8
VII. CONSENT ITEMS(Jim Barrett – VP, Student Services)	
A. Talent Management – Employment	12
B. Financial Management – Accounting/Investments	17
C. Economic Development Contracting	18
VIII. ACTION ITEMS	
A. Approval of Retirements(Jim Barrett – VP, Student Services).....	20
B. Approval of Student Intake Fees(Carrie Kasubaski – VP, Finance & Administration).....	21
C. Approval of Program Proposal	
1. Foundations in Telehealth Local Certificate(Barb Jascor – Dean, Health & Human Services).....	22
D. Approval of Bid – Campus Stormwater Management	
Fond du Lac Campus(Roy Marquez – Director of Facilities).....	24
E. Adoption of Resolution of Appreciation – Candy Fields(Jim Barrett – VP, Student Services).....	26
IX. CORRESPONDENCE AND REPORTS	
A. K-12 Strategic Plan/Annual Report(Courtney Gaynor & Holly Steiner, K-12 Partnership Coordinators).....	Report
B. Spring Enrollment Update/Strategic Plan Scorecard(Jim Barrett – VP, Student Services).....	Report
C. President’s Report(Jim Barrett – VP, Student Services).....	Report
1. Meetings Attended	
2. Legislative Update	
3. WTCS Update	
4. College Activities Update	
D. District Boards Association Reports/Upcoming Events(Jim Barrett – VP, Student Services)	
1. Upcoming Events	27
X. CLOSED SESSION	
A. Approval to convene into Closed Session pursuant to Wis. Stat. sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (regarding contract non-renewal)	28
XI. ADJOURNMENT(Mike Schwab – Board Chair).....	29

I. TOUR – 4:00 p.m.

An optional tour of the newly remodeled E-Wing/Executive Suite space will be offered.

II. ROLL CALL – 5:00 p.m.

A. Meeting Announcement

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

Roll call:

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

III. PUBLIC COMMENTS

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

IV. INTRODUCTIONS

The new Associate Dean for Business and IT will be introduced to the board.

V. DISTRICT BOARD GOVERNANCE PROCESS

A. Election of Board Officer – 2021-22

In accordance with District Board Policy BP 1.5 – Board Officers and Roles, if a vacancy occurs in any of the District Board officer positions after the annual organizational meeting, the District Board may elect an officer to fill the vacancy at a subsequent Board meeting.

The office which must be filled includes the following:

District Board Secretary

During the 2021-22 year, Candy Fields has served as Secretary. A new Secretary will need to be selected, as Ms. Fields is no longer a member of the MPTC District Board.

Attached for your review is the current District Board policy on Board Officers and Roles.

V. DISTRICT BOARD GOVERNANCE PROCESS

A. Election of Board Officer – 2021-22 (continued)

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	Board Officers and Roles
Policy Number	BP 1.5
Policy Owner	Board Chairperson
Adopted	August 16, 2017
Reviewed	
Revised	February 20, 2019

The officers of the District Board shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer.

- The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July.
- If a vacancy occurs in any of the District Board officer positions after the annual organizational meeting, the District Board may elect an officer to fill the vacancy at a subsequent Board meeting.

Chairperson's Role

The Chairperson is elected by the Board of Trustees. As the elected leader of the Board, the Chairperson shall maintain the integrity of the Board's process and represent the Board to outside parties. The Chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

- No person may serve as chairperson for more than two successive annual terms. (Wis. Stats. sec. 38.08(3), as amended)
- The Chairperson shall ensure the Board and individual Board members act consistently with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College.
 - The Chairperson shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
 - Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not the President.
 - Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
 - The Chairperson will attempt to arrive at a consensus by the Board members on Board decisions. The Chairperson will stimulate discussion among the Board members.
- The Chairperson sets the agenda with input from board members and the President.
- The Chairperson is authorized to use any reasonable interpretation of the provisions in Governance and Board-Staff Relationship policies in carrying out the role of Chairperson.
- The Chairperson has no authority to make decisions regarding implementation of the Ends and Executive Limitations policies. Such implementation is reserved for the President.
- The Chairperson is responsible for the Board/President relationship and shall communicate and interact with the President. However, since the President is responsible to the entire Board, the Chairperson has no authority to unilaterally supervise or direct the President.
- The Chairperson or designee shall sign on behalf of the entire Board, all documents needing such authorization.
- The Chairperson shall ensure the other Board members are informed of current and pending Board issues and processes.

V. DISTRICT BOARD GOVERNANCE PROCESS

A. Election of Board Officer – 2021-22 (continued)

- The Chairperson is empowered to chair Board meetings in accordance with the *Robert's Rules of Order, Revised*, unless suspended or waived.
- Subject to Board approval, the Chairperson shall prosecute all necessary legal actions in the name of the District for the recovery of damages and forfeitures or to obtain injunctive relief.
- The Chairperson shall appoint members of committees established by the Board as well as outside organizations including the Foundation, as appropriate.
- The Chairperson shall ensure compliance with all required duties imposed by law, including but not limited to:
 - The Chairperson, or designee, shall communicate with the public as required by law with respect to providing public notice of all meetings of the College Board of Trustees. The Chairperson may delegate the function of providing notice, but may not delegate the responsibility.
 - The Chairperson may delegate responsibility for the orientation of new Board members and for providing them with mentors.
- At the annual spring Board workshop, conduct an evaluation of the effectiveness of the Board, evaluate performance of goals, and set goals for the subsequent year.

Vice Chairperson's Role

The Vice Chairperson is elected by the Board of Trustees.

- The Vice Chairperson shall have all of the authority and duties of the Chairperson in the absence of the Chairperson.
- The Vice Chairperson shall have such other authority and duties as the Board may from time to time determine and direct.

Secretary's Role

The Secretary is elected by the Board of Trustees.

- Unless otherwise specified by law, the Secretary is designated as the official custodian of all records of the District. The Secretary may delegate the day-to-day maintenance of the custody of the records to the President of the College, but may not delegate the responsibility.
- The Secretary shall maintain a record and the official minutes of all meetings of the Board.
- Where a function is assigned to the clerk of a governmental unit, and the District is designated as one of such governmental units, such function shall be performed by the Secretary.
- On or before the first Monday in March, or within thirty (30) days of the date on which a vacancy on the Board occurs, the Secretary shall notify each member of the Appointment Committee, each governing body having a member on the Appointment Committee and the Board of the vacancy or of terms of office which will expire during the year.
- Annually, by October 31 of each year, or within ten (10) days after receipt of the equalized valuations from the Department of Revenue, whichever is later, the Secretary shall file with the clerk of each city, village, and town, any part of which is located in the District, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village, and town.
- In the absence of both the Chairperson and the Vice Chairperson, the Secretary shall call the District Board meeting to order and shall serve as Chairperson while the Board elects a Chairperson Pro Tempore.

V. DISTRICT BOARD GOVERNANCE PROCESS

A. Election of Board Officer – 2021-22 (continued)

Treasurer's Role

The Treasurer is elected by the Board of Trustees.

- The Treasurer shall be the official custodian of all monies received by the District and shall be accountable for such funds. The Treasurer may delegate the day-to-day maintenance of the custody of the funds to the President of the College, but may not delegate the responsibility. All expenditures exceeding \$2,500 shall be approved by the Board (Wis. Stat. sec. 38.12(2), as amended).
- The Treasurer shall serve as the chair of the Finance Committee.
- The Board may, by resolution, authorize other persons' signatures or the use of a facsimile or digital signature.

The Board shall authorize the signature of payroll, accounts payable, grants, refunds, and other accounts at its annual organizational meeting in July. The use of a facsimile or digital signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile or digital signature of the Treasurer

VI. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the January 19, 2022 meeting minutes as presented.

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES January 19, 2022

ATTENDANCE

A meeting of the Moraine Park Technical College District Board was called to order at 5:00 p.m., January 19, 2022, in Room T-101 of Moraine Park Technical College, 2152 N. Main Street, West Bend, Wisconsin, Chairperson Mike Schwab presiding. Board members present at the meeting were Bur Zeratsky, Vernon Jung, Rob Johnson, Tom Hopp, and Kathy Schlieve. Board members Steve Hill and Candy Fields were excused.

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.

COMMUNITY REPORTS

Tim Kreilkamp, CEO of Kreilkamp Trucking, provided a presentation to the board, highlighting the company history, services provided, current partnership with MPTC, and upcoming launch of truck driver training camps and the potential impact to the businesses and community. Information only; no Board action required.

APPROVAL OF MINUTES

MOTION Hopp, second Zeratsky, that the Moraine Park Technical College District Board approve the December 15, 2021 meeting minutes as presented. Vote: Ayes: 6; 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 December be approved and payments are authorized, ordered, and confirmed. December receipts total \$1,021,355.32. December disbursements total -\$5,158,673.49.

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

VI. APPROVAL OF MINUTES

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES January 19, 2022 (continued)

APPROVAL OF RETIREMENTS

MOTION Zeratsky, second Hopp, that the Moraine Park Technical College District Board accept the retirements of Larry Clark, Anne Lemke, Thomas Endejan, Bonnie Bauer, Lisa Ferguson and Timothy Moy:

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: 6; Opposed: 0. Motion CARRIED.

APPROVAL OF RESOLUTION AWARDING THE SALE OF \$2,250,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2021-22B

MOTION Jung, second Johnson, that the Moraine Park Technical College District Board adopt the following resolution to accept the bid and award the sale of \$2,250,000 General Obligation Promissory Notes, Series 2021-22B.

WHEREAS, on December 15, 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 2021-22B (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 \$750,000 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 and the Daily Citizen on December 21, 2021 and the Daily News on December 22, 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 January 21, 2022;

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 January 19, 2022;

VI. APPROVAL OF MINUTES

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES January 19, 2022 (continued)

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 January 19, 2022;

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

ACADEMIC PROGRAM HIGHLIGHT – HVAC

The Associate Dean of Trades, the HVAC Program Instructor, and a recent MPTC Graduate provided a highlighted summary of the HVAC program. Information only; no Board action required.

PRESIDENT'S REPORT

President Baerwald provided handouts of the college's 2020-21 Annual Report. The Mid-Year Progress Report of the 2021-22 Strategic Plan was reviewed, and major accomplishments and projects in process were noted. An update on the Capital Expansion Visioning Project was provided, highlighting progress to date and the timeline for next steps. Highlights of meetings recently attended included ongoing efforts and meetings related to the Automation, Innovation and Robotics (AIR) Center Campaign. Legislative update included attendance at ACCT NLS next month, and planning for an MPTC sponsored legislative breakfast in early spring. WTCS Update included recent state board meeting which included approval of proposed AIR Center Project Concept and Liberal Arts Transfer agreement with Lakeland University, and attendance at the recent President's Association meeting. College activities update included completion of new E-Suite remodel spaces with a brief tour of the new space planned prior to the February board meeting, recently held CNC/Welding completion ceremony and Nursing Pinning ceremonies, and faculty in-service. Potential dates for the board's spring workshop were discussed, and Wednesday, April 6 was selected. More details will be forthcoming regarding the exact time and location. Information only; no Board action required.

VI. APPROVAL OF MINUTES

MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES January 19, 2022 (continued)

WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION REPORT/UPCOMING EVENTS

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.

CLOSED SESSION

MOTION Zeratsky, second Schlieve, that the Moraine Park Technical College District Board convene into closed session pursuant to Wis. Stat. sec. 19.85(1)(g) for the purpose of conferring with legal counsel for the College who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which the College is or is likely to become involved (during the closed session, the Board will discuss complaints involving the College). Roll call vote: Zeratsky, yes; Schlieve, yes; Hopp, yes; Johnson, yes; Jung, yes; Hill, excused; Fields, excused; and Schwab, yes. Motion CARRIED.

RECONVENE TO OPEN SESSION

MOTION Zeratsky, second Jung, that the Moraine Park Technical College District Board reconvene into open session. Vote: Ayes: 6; Opposed: 0. Motion CARRIED.

ADJOURNMENT

MOTION Johnson, second Schlieve, that the Moraine Park Technical College District Board meeting be adjourned. Vote: Ayes: 6; Opposed: 0. Motion CARRIED.

The Board meeting was adjourned at 6:54 p.m.

VII. 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

Danielle Cook, Surgical Technologist Instructor, submitted her resignation effective March 4, 2022. Danielle has been with the College since August 2005.

Jerome Van Kirk, Substance Abuse Counseling Instructor, submitted his retirement effective May 24, 2022. Jerome has been with the College since August 18, 1997.

Lisa Dougherty, Academic Information Systems Specialist, submitted her retirement effective June 30, 2022. Lisa has been with the College since November 27, 2001.

Recruitment – Support Employees

Student Records Representative, Fond du Lac Campus. This full-time vacancy was created when Mary Koffman changed positions at the College. This position will coordinate records transactions associated with transcripts, grading, term processing, enrollment and degree verifications, auditing and data collection as it relates to Registrar's Office and third-party systems. After screening and interviewing, Cheri Whitford was selected and started February 7, 2022.

Adult Education Support Specialist, Fond du Lac Campus. This full-time vacancy was created when Jamie Russell changed positions at the College. This position provides administrative and technical support to Adult Education to include maintaining student data, records and reports. After screening and interviewing, Candi Kennedy was selected and started January 31, 2022.

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. After screening and interviewing, Robert Eve was selected and will start February 28, 2022.

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 January 27, 2022.

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 February 11, 2022.

VII. CONSENT ITEMS

A. Talent Management – Employment

Recruitment – Support Employees (continued)

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

Administrative Assistant – Health, West Bend Campus. This full-time vacancy was created when Heddy Pahnke submitted her resignation. This position provides administrative support and technical assistance to the Health work team. Interviews were last held February 1, 2022.

Marketing Web Content Specialist, Fond du Lac Campus. This full-time vacancy was created when Hannah Zaruba submitted her resignation. This position is responsible for creating, implementing, updating, and optimizing web content for morainepark.edu and other MPTC web properties. They will coordinate with a variety of MPTC stakeholders to create appropriate content for internal and external audiences. This position will also work with IT and guide web content publishers across MPTC to improve user experience across all web properties.

Accounts Payable and Payroll Specialist, Fond du Lac campus. This full-time vacancy was created when Courtney Doman was promoted to Payroll Manager. This position is responsible for assisting with all aspects of accounts payable processing, payroll processing, issuance of District purchase orders, preparing the deposit, and maintaining filing/document imaging in Financial Services.

Recruitment – Management/Instructional Employees

Housekeeping Supervisor, West Bend Campus. This full-time vacancy 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. After screening and interviewing, Paola Sankey was selected and started January 31, 2022.

Paola earned her Humanistic Sciences degree in Art History at the University of Rome La Sapienza. Paola was most recently employed with the Milwaukee Bucks as the Housekeeping Manager.

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

VII. CONSENT ITEMS

A. Talent Management – Employment

Recruitment – Management/Instructional Employees (continued)

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. After screening and interviewing, Esteban Mendoza Herrera was selected and started February 14, 2022.

Esteban earned his Associate Degree from Fox Valley Technical College in Welding Technology. Esteban was most recently employed as an Adjunct Instructor and Instructional Aide-Metal Fabrication and Welding Department at Fox Valley Technical College.

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

(2) Economic & Workforce Development Truck Driving Instructors, West Bend Campus. These new, full-time positions will be responsible for teaching in the Truck Driving Technical Diploma program including courses in the classroom, on the driving range and on the road. Interviews were last held December 17, 2021. Charles Miller was selected and started February 14, 2022 and Stanley Weiss was selected and started February 14, 2022.

(1) Charles earned his Bachelor of Fine Arts degree from the University of Wisconsin-Milwaukee. Charles was most recently employed at Milwaukee Jobs Corps Center/ResCare Workforce Services as a Material Handling Instructor. He is also the President at JN Solutions, Inc.

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

(2) Stanley Weiss earned his Agriculture Business and Operations Diploma from MPTC. Stanley was most recently employed at Wright Metal Products as Facility Manager and Kreilkamp Trucking, Inc. as a Truck Driver and Trainer.

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

VII. CONSENT ITEMS

A. Talent Management – Employment

Recruitment – Management/Instructional Employees (continued)

(2) Radiography Instructor, Fond du Lac Campus. These full-time vacancies were created when Todd Bartelt submitted his retirement and Nichol Supri submitted her resignation. These positions are 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. Interviews were last held January 13, 2022. Brittney Roberts was selected and started January 18, 2022 and Courtney Fields was selected and will start August 15, 2022.

(1) Brittney earned her Master of Science in Organizational Leadership and her Bachelor of Science in Radiologic Technology from Marian University. Brittney was most recently employed as an Adjunct Instructor at Moraine Park Technical College and as a Computer Tomography and Radiologic Technologist at Mercy Medical Center.

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

(2) Courtney Fields earned her Bachelor of Science Degree in Anthropology from the University of Wisconsin-Madison and her Associate Degree in Radiography from Moraine Park Technical College. Courtney was most recently employed as an Adjunct Instructor at Moraine Park Technical College and as a CT Technologist at SSM Health.

It is recommended that the Moraine Park Technical College District Board issue a 2022-23 contract to Courtney Fields and further that she be placed in FI on the Faculty salary schedule.

Economic & Workforce Development CNC Instructor, Fond du Lac Campus. This full-time vacancy was created when Joshua Geschke changed roles within the College. The primary teaching responsibility for this position will be for classes in the CNC area including metrology, GD&T, blue print reading, machining fundamentals and operator training.

Associate Dean of Manufacturing, West Bend Campus. This full-time vacancy was created when Armin Rashvand submitted his resignation. This position provides supervision, guidance and support to 19 faculty and two support professional staff. This position reports to the Dean of Applied Technology and Trades. Interviews were last held on January 28, 2022.

Associate Dean of Health, West Bend Campus. This full-time vacancy was created when Kelly Shafaie submitted her resignation. This position is responsible for the oversight of teaching and learning in the Nursing, Nursing Assistant and Surgical Technology program areas. The Associate Dean of Health provides supervision, guidance and support to 26 faculty and four support professional staff. This position reports to the Dean of Health and Human Services.

VII. CONSENT ITEMS

A. Talent Management – Employment

Recruitment – Management/Instructional Employees (continued)

EWD Leadership Instructor, Fond du Lac Campus. This full-time vacancy was created when Matthew Goff submitted his resignation. The primary teaching responsibility will be in the areas of team building, leadership, and communication. Interviews were last held January 28, 2022.

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.

Promotion/Demotion/Transfer

Payroll Manager, Fond du Lac Campus. This full-time vacancy was created when Donna Freund submitted her retirement. This position is responsible for the formation or adjustment of processes of the Accounting Function major process of the Financial Services 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. In addition, this position is accountable and responsible for the effective use of processes and the development and/or improvement of procedures of the Accounting Function major process of the Financial Services Support System. Courtney Doman was promoted into this position and will start April 4, 2022.

VII. CONSENT ITEMS

B. Financial Management – Accounting/Investments

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

RECEIPTS: None.

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0240555	Wall art hangings
A0240561	90 folding tables and 400 chairs
A0240581	Sheet pallet racking
A0240610	Office furniture
A0240614	Five 75" 4K Display monitors and accessories
A0240650	Foundation Donor Board
A0240683	Office furniture
A0240702	Access control equipment and installation
Pcard	2 Floor Scrubber machines
Pcard	51 Dell 22" monitors

TAX LEVY RECEIVABLE

All January tax levy payments have been received. Total collections as of February 4, 2021 totaled \$6,384,269.97 or 37.8% of the total levied. Last year's collection through February 8, 2021 was \$7,052,085.95 or 39.5% 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	\$203,003.97	\$72,249.96	35.6%
Columbia	3,303.54	\$848.25	25.7%
Dodge	3,149,998.23	\$1,039,452.83	33.0%
Fond du Lac	4,640,827.19	\$1,742,773.26	37.6%
Green Lake	1,369,914.25	\$378,374.99	27.6%
Marquette	18,799.44	\$5,431.03	28.9%
Sheboygan	5,489.31	\$2,345.51	29.1%
Washington	7,260,089.93	\$3,081,405.51	42.4%
Waushara	146,220.84	\$28,842.44	19.7%
Winnebago	<u>78,839.30</u>	<u>\$32,546.19</u>	<u>41.3%</u>
	<u>\$16,876,486.00</u>	<u>\$6,384,269.97</u>	<u>37.8%</u>

OTHER

The National Exchange Bank and Trust interest rate remains at .375% January, 2022.

VII. CONSENT ITEMS

C. Economic Development Contracting

EWD Board Report - February 2022									
Recipient	Title	Contract	Course Section #	Revenue	Revenue - Grant Administration Fee	Direct Cost	Net	Enrolled	FTE
Amsted Automotive	Industrial Maintenance Boot Camp (Fall 2021)	00002580	21202	\$ 3,910.00	\$ 390.00	\$ 1,481.71	\$ 2,428.29	1	0.18
Amsted Automotive	Introduction to Robotics	00002646	42222	\$ 1,999.44	\$ 199.94	\$ 762.41	\$ 1,237.03	6	0.04
Burnett Fire Department	First Responder Training Refresher	00002611	41951	\$ 1,970.00		\$ 1,182.80	\$ 787.20	6	0.08
Envision Greater Fond du Lac	Leading People and Processes	00002554	41524	\$ 10,174.57		\$ 3,545.29	\$ 6,629.28	7	0.28
Grande Cheese Company	Industrial Maintenance Boot Camp (Fall 2021)	00002579	21202	\$ 3,910.00	\$ 390.00	\$ 1,731.68	\$ 2,178.32	1	0.18
Haas Factory Outlet	Introduction to Robotics	00002851	42248	\$ 2,165.73	\$ 216.57	\$ 838.70	\$ 1,327.03	7	0.05
Markesan High School	Medical Terminology	00002487	21459	\$ 6,906.00		\$ 4,130.31	\$ 2,775.69	12	1.2
McNeilus Steel, Inc.	CNC Machining Setup/Operation	00002829	42184	\$ 3,606.70	\$ 360.67	\$ 1,408.94	\$ 2,197.76	1	0.01
Mercury Marine	Engine Repair/Troubleshooting	00002568	41975	\$ 5,400.00	\$ 540.00	\$ 2,040.00	\$ 3,360.00	7	0.14
Mercury Marine	Intro to Engine Fundamentals	00002718	42187	\$ 3,600.00	\$ 360.00	\$ 1,360.00	\$ 2,240.00	9	0.12
Mercury Marine	Introduction to Robotics	00002773	42243	\$ 2,010.85	\$ 201.09	\$ 1,043.82	\$ 967.03	15	0.1
MSI Express, Inc	Industrial Maintenance Boot Camp (Fall 2021)	00002619	21202	\$ 7,820.00	\$ 780.00	\$ 3,453.39	\$ 4,366.61	2	0.42
MSI Express, Inc	Assessment Testing	00002869	T1579	\$ 332.00		\$ 118.62	\$ 213.38	0	0
National Rivet	Assessment Testing (Shipping)	00002868	T1578	\$ 398.00		\$ 130.70	\$ 267.30	0	0
North Fond du Lac School District	LFI Program - Navigating Community Resources	00002379	41324	\$ 3,237.50		\$ 762.97	\$ 2,474.53	7	0.11
North Fond du Lac School District	LFI Program - Personal Safety	00002379	41319	\$ 6,475.00		\$ 1,525.94	\$ 4,949.06	2	0.06
North Fond du Lac School District	LFI Program - Business Technology	00002379	41321	\$ 6,495.72		\$ 1,492.17	\$ 5,003.55	2	0.06
North Fond du Lac School District	LFI Program - Culinary Basics	00002379	41325	\$ 3,383.04		\$ 908.51	\$ 2,474.53	7	0.11
North Fond du Lac School District	LFI Program - Home Repairs	00002379	41323	\$ 3,511.18		\$ 1,036.65	\$ 2,474.53	7	0.11
North Fond du Lac School District	LFI Program - Photography	00002379	41322	\$ 3,355.12		\$ 880.59	\$ 2,474.53	7	0.11
Sadoff Iron & Metal Company	Industrial Maintenance Boot Camp (Fall 2021)	00002581	21202	\$ 7,820.00	\$ 780.00	\$ 3,207.01	\$ 4,612.99	2	0.38
Seneca Foods Corporation	OSHA 10-1910 General Industry	00002852	42311	\$ 2,250.00	\$ 225.00	\$ 2,474.00	\$ (224.00)	9	0.08
Signicast Investment Castings Corporation	Industrial Maintenance Boot Camp (Fall 2021)	00002620	21202	\$ 19,550.00	\$ 1,950.00	\$ 8,493.37	\$ 11,056.63	5	1.02
				\$110,280.85	\$ 6,393.27	\$ 44,009.58	\$66,271.27	122	4.84

VII. CONSENT ITEMS

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the following presidential parameter consent items as presented:

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

that the bills for the month of January be approved and payments are authorized, ordered, and confirmed.

Roll call vote:

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

VIII. ACTION ITEMS

A. Approval of Retirements

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

<u>Employee</u>	<u>Title</u>	<u>Effective Date</u>	<u>Date Hired</u>
Jerome Van Kirk	Substance Abuse Counseling Instructor	May 24, 2022	August 18, 1997
Lisa Dougherty	Academic Information Systems Specialist	June 30, 2022	November 27, 2001

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the retirements of Jerome Van Kirk and Lisa Dougherty:

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.

VIII. ACTION ITEMS

B. Approval of Student Intake Fees

The following information is being presented for the purpose of District Board monitoring of their Governance Process Policy BP 1.10 College Budgeting Process, in which MPTC student fees for the coming academic year need to be approved by the District Board. The WTCS Board approves program (tuition) fees (in-state and out-of-state).

We are proposing and requesting zero (0) new fees and one (1) changes/updates to the 2021-22 Moraine Park student fees for the 2022-23 academic year. Additionally, the WTCS sets program fees that are expected to be announced in late March. The requested items are as follows:

Fee Changes/Updates

- **Transcript Fee-On-demand:** A terminology change from On-Demand to In-Person. The \$10 On-Demand transcript will increase/change to \$15 In-Person transcript. An on-demand transcript is now the online process as the transcript is received immediately. The In-Person option is for those that choose not to process the transcript request on-line.

Rationale: Transcript fees have been \$6 for regular mailing processing and \$10 for on demand processing since at least 2006-2007.

Transcript processing transitioned to Parchment Services on September 21, 2021. This service provides students with electronic transcript to be sent within an hour 24/7 vs. the 5-10 business day National Student Clearinghouse process for printing and mailing. Parchment provides a safe and secure electronic delivery. Students pay MPTC's \$6 fee plus a Parchment service fee of \$3.51 per transcript.

Requesting an increase to assist with increased expenses. Impact to students is minimal-only 6 On-demand requests processed since Parchment went live 9/21/21.

New Fees

- None

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the student intake fees for 2022-23 as proposed.

VIII. ACTION ITEMS

C. Approval of Program Proposal

I. Foundations in Telehealth Local Certificate (97-539-1)

The College is seeking the District Board's approval to offer a **Foundations in Telehealth Local Certificate** program that is proposed to start in the 2021-2022 academic year.

Proposed Components:

Program Name: Foundations in Telehealth

Program Number: 97-539-1

Effective for the 2021-2022 Academic Year

Rationale

With the arrival of the Covid-19 pandemic, the use of telehealth has seen an increase in use across the healthcare industry. Isolation/quarantine guidelines, efforts to limit the spread of communicable disease, and staffing shortages, flexible care delivery modalities have become essential. This certificate will allow MPTC to utilize technological advances to train healthcare providers on the use of Telehealth within their practice. The content of the local certificate will place emphasis on the essential skills necessary to deliver quality care utilizing telehealth technology within the health care environments. One outcome of this local certificate is to train multi-skilled healthcare providers to deliver quality, competent care. This includes, but not limited to, medical assistants, registered nurses, nurse practitioners, physician assistants, and physicians. Concentration will focus around patient communication as well as the technology needed for telehealth activities. These activities will allow for patient/provider electronic health record coordination, assessment, and education.

Moraine Park has been chosen as the training provider to deliver this instruction through a collaborative grant between Fox Valley and South-Central Workforce development boards.

This certificate will include non-credit courses and targeted to professional development. The grant is expected to serve 40 participants over the two-year life of the grant. Student tuition and fees, along with college development expenses will be paid for by the workforce board partners.

VIII. ACTION ITEMS

C. Approval of Program Proposal

I. Foundations in Telehealth Local Certificate (97-539-1)

Proposed Coursework

Foundations in Telehealth Local Certificate 97-539-1		
PROPOSED: 2021-2022 Curriculum		
Course#	Title	Cr.
Term 1		
539-401	Introduction to Telehealth	.25
539-402	Technology and Telehealth	.25
539-403	Patient Support in the Virtual Environment	.25
Total Program Credits		.75

Resources Required

Current faculty will facilitate the instruction. Grant funds will support the instruction and development.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the Program Proposal for the Foundations in Telehealth Certificate, and to continue with the Implementation phase of the Program Development Process, effective for the 2021-2022 academic year.

Roll call vote:

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

VIII. ACTION ITEMS

D. Approval of Bid – Campus Stormwater Management – Fond du Lac Campus

As proposed in the 2021-24 Master Facility Plan, MPTC plans to remodel a portion of the Fond du Lac campus. The District proposes to install some water quality and control equipment to improve the District's environmental impact to the City of Fond du Lac's stormwater system. This will include two retrofitted Bio Filters installed within existing parking lots (B, & O Lots) on campus and one dry pond installed within an open low-lying green space area north of O-Building. These installed items will also satisfy the City of Fond du Lac's request related to all recent existing projects, and proactive for all known capital improvements in the foreseeable future.

Class II bid notices were placed in District newspapers to make contractors aware of the project, and bids were opened on February 2, 2022. Seven bids were received.

The proposed work is scheduled to begin in March 2022, with completion scheduled for May 2022. The total budget for this project is \$700,000. The cost breakdown is as follows:

Construction Costs:	\$123,635
Additional non-asphalt work:	<u>76,365</u>
Total:	\$200,000

There were 7 bids submitted and All-Ways Contractors, Inc was the lowest responsible bid. It is recommended that the following bid be accepted:

All-Ways Contractors, Inc:	
Base Bid:	\$123,635
Alternates (None):	<u>0</u>
Bid Total:	\$123,635

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the following lowest responsible bid for the FDL Campus Stormwater Management project, awarding the contract to All-Ways Contractors, Inc in the amount of \$123,635; and, further, that the President be authorized to proceed with this project.

Roll call vote:

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

VIII. ACTION ITEMS

D. Approval of Bid – Campus Stormwater Management – Fond du Lac Campus

bid recording sheet

Fond du Lac Campus- 2022 Stormwater Improvements Moraine Park Technical College

Bid Due Date: 2/2/2022 @ 2:00pm CST in room E114.8

Bid Opening: 2/2/2022 @ 2:15pm CST in room B-111

PREQUALIFIED CONTRACTOR'S	Bid Security (5%)	Acknowledge Addendums (2)	BASE BID	Alternate #1	Alternate #2	Alternate #3	Alternate #4	Alternate #5	Alternate #6	TOTAL
Advance Construction Inc.			No Response							\$ -
All-Ways Contractors, Inc.	X	X	\$ 123,635.00							\$ 123,635.00
Baumhardt Sand & Gravel	X	X	\$ 142,086.00							\$ 142,086.00
Buteyn-Peterson Construction Company	X	X	\$ 149,650.00							\$ 149,650.00
Capelle Bros. & Diedrich			No Response							\$ -
Cardinal Construction Co., Inc.			No Response							\$ -
Highway Landscapers, Inc.			No Response							\$ -
Proper Solutions Contracting	X	X	\$ 200,000.00							\$ 200,000.00
Vinton Construction Co.	X	X	\$ 188,048.33							\$ 188,048.33
Wondra Construction, Inc.	X	X	\$ 165,000.00							\$ 165,000.00
Calnin & Goss	X	X	\$ 123,015.00							\$ 123,015.00
										\$ -

Notes:



Prequalification sent/received after deadline - Disqualified

Selected responsible bidder

VIII. ACTION ITEMS

E. Adoption of Resolution of Appreciation – Candy Fields

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board adopt the following resolution commending Candy Fields for her dedication and service to the Moraine Park Technical College District:

WHEREAS, Candy Fields has served as a Moraine Park Technical College District Board member since July 2015; 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; having served as the Secretary since 2020; and member of several committees of the District Boards Association, most recently as member of the External Partnerships 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 Candy Fields; 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 Candy Fields for her many years of loyal service, leadership, and friendship.

IX. CORRESPONDENCE AND REPORTS

A. K-12 Strategic Plan and Annual Report

An update report on the College's K-12 Strategic Plan and Annual Report will be provided.

B. Spring Enrollment Update and Strategic Plan Scorecard Review

An update on Spring 2021 Enrollments, and Mid-Year Progress of the 2021-22 Strategic Plan Scorecard will be shared.

C. President's Report

A summary update on behalf of the President of recently attended meetings and other college activities will be provided.

D. District Boards Association Reports/Upcoming Events

Board members that attended the recent District Boards Association Winter Meeting and the ACCT National Legislative Summit may wish to report upon sessions attended at this time.

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

1. WTCS State Board Meeting, Tuesday-Wednesday, March 15-16 - Blackhawk Technical College
2. District Board Meeting, Wednesday, March 16, 5:00 pm - Beaver Dam Campus
3. District Board Spring Workshop, Wednesday, April 6, 4:00 pm - Radisson, Fond du Lac

X. CLOSED SESSION

A. Approval to Convene into Closed Session

It is the Board's intent to convene into Closed Session pursuant to Wis. Stat. sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (regarding contract non-renewal).

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board convene into closed session pursuant to Wis. Stat. sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (regarding contract non-renewal).

Roll call vote:

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

(UPON COMPLETION OF THE CLOSED SESSION, THE BOARD WILL RECONVENE INTO OPEN SESSION)

XI. ADJOURNMENT

SUGGESTED MOTION:

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