



MORAINE PARK TECHNICAL COLLEGE

DISTRICT BOARD MEETING

Wednesday, October 19, 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: 145 222 636#

Upcoming Meetings

TITLE	DATE	TIME	LOCATION
ACCT Leadership Congress	October 26-29	All Day	New York City
Fall District Board Workshop	November 1	4:00 – 7:00	Fond du Lac – Radisson
WTCS State Board Meeting	November 15-16	8:30 – 12:00	MATC, Milwaukee
District Board Meeting	November 16	5:00	Beaver Dam Campus

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.*

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AGENDA

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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:

_____ Schwab
_____ Johnson
_____ Treichel
_____ Guerrero
_____ Jung
_____ Hintz
_____ Hill
_____ Zeratsky
_____ Hopp

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 Auxiliary Services Manager, Diagnostic Medical Sonography Instructor, Substance Use Disorders Counseling Instructor, and two Instructional Designers will be introduced.

IV. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the September 21, 2022 meeting minutes as presented.

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES September 21, 2022

ATTENDANCE

A meeting of the Moraine Park Technical College District Board was called to order at 5:15 p.m., September 21, 2022, in Room A-112 of Moraine Park Technical College, 235 N. National Avenue, Fond du Lac, Wisconsin, Chairperson Tom Hopp presiding. Board members present at the meeting were Bur Zeratsky, Diane Guerrero, Vernon Jung, Steve Hill, Kate Treichel, Sara Hintz, Mike Schwab, and Rob Johnson.

MEETING NOTICE

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

PUBLIC COMMENTS

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

INTRODUCTIONS

The new Associate Dean of Health, new Nursing Instructor, and new K-12 Partnership Coordinator were introduced. Information only; no board action required.

APPROVAL OF MINUTES

MOTION Zeratsky, second Hintz, that the Moraine Park Technical College District Board approve the August 17, 2022 meeting minutes as presented. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

CONSENT ITEMS – MONTHLY BUSINESS

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

1. Human Resources – Employment;
2. Financial Services – Accounting/Investments;
3. Economic Development Contracting;

and that the bills for the month of August be approved and payments are authorized, ordered, and confirmed. August receipts total \$6,616,380.31. August disbursements total -\$4,695,203.05. Roll call vote: Treichel, yes; Schwab, yes; Guerrero, yes; Johnson, yes; Jung, yes; Hill, yes; Hintz, yes; Zeratsky, yes; and Hopp, yes. Motion CARRIED.

IV. APPROVAL OF MINUTES

MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES September 21, 2022 (continued)

APPROVAL OF RETIREMENT

MOTION Treichel, second Jung, that the Moraine Park Technical College District Board accept the retirement of Troy Niemuth:

This employee has proven to be a very dedicated, cooperative, and hard-working employee of Moraine Park Technical College. The Board hereby accepts his retirement and expresses sincere appreciation for his 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.

RESOLUTION TO APPROVE NAMING RIGHTS FOR THE AUTOMATION, INNOVATION AND ROBOTICS CENTER ON THE FOND DU LAC CAMPUS

MOTION Zeratsky, second Schwab, that the Moraine Park Technical College District Board approve the naming opportunities for the Automation, Innovation and Robotics Center on the Fond du Lac campus as presented and recommended. Roll call vote: Treichel, yes; Schwab, yes; Guerrero, yes; Johnson, yes; Jung, yes; Hill, yes; Hintz, yes; Zeratsky, yes; and Hopp, yes. Motion CARRIED.

APPROVAL OF PROGRAM PROPOSAL – OFFICE SOFTWARE SPECIALIST CAREER PATHWAY CERTIFICATE

MOTION Hintz, second Johnson, that the Moraine Park Technical College District Board approve the Program Proposal for the Office Software Specialist Career Pathway Certificate Program, and authorize staff to submit the proposal to the Wisconsin Technical College System Provost 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: Treichel, yes; Schwab, yes; Guerrero, yes; Johnson, yes; Jung, yes; Hill, yes; Hintz, yes; Zeratsky, yes; and Hopp, yes. Motion CARRIED.

APPROVAL OF PROJECT – AMERICAN WITH DISABILITIES ACT (ADA) REVIEW ACTION ITEMS – DISTRICT-WIDE

MOTION Johnson, second Zeratsky, that the Moraine Park Technical College District Board authorize the President to proceed with this District-wide ADA Action Items project. Roll call vote: Treichel, yes; Schwab, yes; Guerrero, yes; Johnson, yes; Jung, yes; Hill, yes; Hintz, yes; Zeratsky, yes; and Hopp, yes. Motion CARRIED.

APPROVAL OF PROJECT – ELECTRICAL PROGRAM LAB UPGRADES – FOND DU LAC CAMPUS

MOTION Zeratsky, second Treichel, that the Moraine Park Technical College District Board authorize the President to proceed with the Fond du Lac Electrical Program Lab Upgrades project. Roll call vote: Treichel, yes; Schwab, yes; Guerrero, yes; Johnson, yes; Jung, yes; Hill, yes; Hintz, yes; Zeratsky, yes; and Hopp, yes. Motion CARRIED.

IV. APPROVAL OF MINUTES

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES September 21, 2022 (continued)

APPROVAL OF PROJECT – L-WING CLASSROOM REFRESH – WEST BEND CAMPUS

MOTION Jung, second Hintz, that the Moraine Park Technical College District Board authorize the President to proceed with the West Bend L-Wing Classroom Refresh project. Roll call vote: Treichel, yes; Schwab, yes; Guerrero, yes; Johnson, yes; Jung, yes; Hill, yes; Hintz, yes; Zeratsky, yes; and Hopp, yes. Motion CARRIED.

APPROVAL OF RESOLUTION AWARDING THE SALE OF \$3,875,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2022-23A, OF MORAINÉ PARK TECHNICAL COLLEGE DISTRICT, WISCONSIN

MOTION Zeratsky, second Hintz, that the Moraine Park Technical College District Board adopt the following resolution to accept the bid and award the sale of \$3,875,000 General Obligation Promissory Notes, Series 2022-23A.

WHEREAS, on August 17, 2022, 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 2022-23A (the "Notes") in the amount of \$875,000 for the public purpose of financing building remodeling and improvement projects and in the amount of \$3,000,000 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 Fond du Lac Reporter and the Daily News on August 26, 2022 and the Daily Citizen on August 27, 2022 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 September 26, 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 September 21, 2022;

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 September 21, 2022;

IV. APPROVAL OF MINUTES

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES September 21, 2022 (continued)

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

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

Roll call vote: Treichel, yes; Schwab, yes; Guerrero, yes; Johnson, yes; Jung, yes; Hill, yes; Hintz, yes; Zeratsky, yes; and Hopp, yes. Motion CARRIED.

ACADEMIC PROGRAM HIGHLIGHT – ADULT BASIC EDUCATION

The Associate Dean of Adult Education, and an Adult Education/English Language Learning (ELL) Program Instructor, presented a summary overview of the Adult Basic Education Program. Items highlighted included services offered, enrollment statistics, student trends, and partnership plans and progress with district high schools. A current program student shared her personal experience being enrolled in the ELL Program. Information only; no Board action required.

2022-23 STRATEGIC PLAN SCORECARD

The Director of Institutional Effectiveness presented the year-end finalized 2021-22 Strategic Plan Scorecard, and the goals and benchmarks set for the 2022-23 Strategic Plan Scorecard. Information only; no Board action required.

FALL ENROLLMENT REPORT

The Vice President of Student Services provided an update on fall enrollments, citing projected estimates, student demographics, current trends, and areas of concern. Information only; no Board action required.

IV. APPROVAL OF MINUTES

MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES September 21, 2022 (continued)

PRESIDENT'S REPORT

President Baerwald provided highlights of meetings recently attended, including recent NEW ERA meeting which focused on program articulation agreements, Envision Greater Fond du Lac meeting which noted process of hiring new VP of Economic Development, and recent UW-Oshkosh Community Forum with new system president Jay Rothman. Legislative update included recent Fond du Lac community forum with Governor Evers which focused on the state's tax cut plan and addressing rising cost concerns including child care and prescription medications. WTCS update noted last week's state board meeting which included approval of MPTC's referendum concept, and recent President's Association meeting which focused on Guided Pathways work and formalized the biennial budget request to the Governor's office. College activities update included ongoing referendum presentations to various communities and media outreach, upcoming NEXT magazine edition which focuses primarily on the referendum, articulation agreement signing event with UW-Green Bay, completion ceremony for the 4th cohort in the Kreilkamp truck driving partnership program, Surgical Tech program accreditation site visit with results expected early 2023, and recently held hiring event with Sargento Cheese. Information only; no Board action required.

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.

ADJOURNMENT

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

The Board meeting was adjourned at 7:32 p.m.

V. CONSENT ITEMS

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

A. Human Resources – Employment

Recruitment – Support Employees

Housekeeper, Fond du Lac Campus. This full-time vacancy was created when Evan Collien ended employment with the College. The Housekeeper performs custodial duties and heavy-duty cleaning. After screening and interviewing, Nicole Peterson was selected and started October 3, 2022.

Experiential Learning Specialist, Fond du Lac Campus. This full-time vacancy was created when Terri Kollmann changed positions at the College. The Experiential Learning Specialist supports the development and implementation of service learning and apprenticeship (experiential learning) programs. The Experiential Learning Specialist also provides administrative support and technical assistance to the Dean of Applied Technology and Trades, internal and external stakeholders involved with service learning and apprenticeship programs.

(2) Spirit Store Representative, Fond du Lac Campus. These are new, part-time positions. This position works closely with the Auxiliary Services Manager to perform work activities for Spirit Store operations. Performs day-to-day cashier operations, cash handling, and store opening and closing procedures.

Desktop Support Technician, West Bend Campus. This full-time vacancy was created when Jeffrey Peters submitted his resignation. This position provides technical support to customers for District-supported computer hardware and software. This position may be asked to provide support at various sites within the Moraine Park District to include campus, regional centers, and area prisons.

EWD Recruitment & Contract Specialist, Fond du Lac Campus. This full-time vacancy was created when Nikki Dahlke submitted her resignation. This position is responsible for the recruitment, advising and support of participants in entry-level and incumbent boot camp training opportunities, and coordination of the connected contract delivery process.

Student Involvement Specialist, West Bend Campus. This full-time vacancy was created when Sandra Botham changed positions at the College. This position will plan, coordinate and lead student activities within student life to enhance student retention and engagement for the assigned campus.

English Language Learning Program Specialist, West Bend Campus. This part-time vacancy was created when Anthony Rodriguez accepted another position at the College and the current full-time English Language Learning Program Specialist was restructured into two English Language Learning Program Specialist positions. This position provides community outreach, recruitment, retention, orientation and transition services for English Language Learning students and Adult Basic Education students.

V. CONSENT ITEMS

A. Human Resources – Employment

Recruitment – Support Employees (continued)

English Language Learning Program Specialist, Beaver Dam Campus. This part-time vacancy was created when Anthony Rodriguez accepted another position at the College and the current full-time English Language Learning Program Specialist was restructured into two English Language Learning Program Specialist positions. This position provides community outreach, recruitment, retention, orientation and transition services for English Language Learning students and Adult Basic Education students.

Academic Advisor, Fond du Lac Campus. This full-time vacancy was created when Kristin Kozlowski accepted another position at the College. This position is responsible for establishing and maintaining contact with students in assigned program area(s) to provide registration, enrollment, and general academic assistance. This position focuses on retention by supporting students through referrals to appropriate support services. Interviews were last held October 10, 2022.

Multicultural Student Support & Programming Specialist, West Bend Campus. This full-time vacancy was created when Angela Reyes ended employment with the College. This position develops effective strategies for student engagement and academic success and provides campus wide programming and one on one coaching to increase inclusion, belonging and retention of all multicultural student populations. Interviews were last held September 14, 2022.

Administrative Assistant – Business and Information Technology, Fond du Lac Campus. This full-time vacancy was created when Jennifer Matteson accepted another position at the College. This position provides administrative support and technical assistance to the Business and Information Technology Instructional work team. Interviews were last held September 30, 2022.

Recruitment – Management/Instructional Employees

Financial Aid Assistant Manager, Fond du Lac Campus. This new, full-time position was created due to a restructure in Student Services. After screening and interviewing, Kimberly DeMaa was selected and started October 17, 2022.

Kimberly received her Bachelor's Degree from the University of Wisconsin-Oshkosh. Kimberly was most recently the Financial Aid Specialist for Moraine Park Technical College.

It is recommended that Moraine Park Technical College District Board issue a 2022-23 contract to Kimberly DeMaa and further that she be placed in EI on the Management salary schedule.

Construction Project Manager, Fond du Lac Campus. This new, limited term position was created to support the CEV project Referendum. This position is accountable and responsible for the formation or adjustment of processes of the Facility Maintenance, Facility Planning and Construction major process 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.

V. CONSENT ITEMS

A. Human Resources – Employment

Recruitment – Management/Instructional Employees (continued)

ABC Carpentry Apprenticeship Instructor, West Bend Campus. This is a new, full-time position. The primary teaching responsibility will be in the ABC Carpentry Apprenticeship program; however, class assignments and locations may vary from term to term. Interviews were last held October 14, 2022.

Disability Resources Manager, Fond du Lac Campus. This new, full-time position was created due to a restructure in Student Services. This position is accountable for the formation and/or adjustment of processes of the Student Development and Success, and Diversity, Accessibility and Inclusion major processes of the Student Services Support System subject to the constraints imposed by the Vice President – Student Services, MPTC District Board policy, State Board rules, law, and professional ethical behavior. The position requires a commitment to and experience with diversity, equity, and inclusion, cultural competency, and ability to relate to and to communicate effectively with students, staff, and faculty, representing diverse identities, communities and experiences. Interviews were last held September 30, 2022.

Senior Applications Developer, Fond du Lac Campus. This full-time vacancy was created when Matthew Mutz submitted his resignation. This position is accountable and responsible for the formation or adjustment of processes of the Application Development major process of the Information Technology Unit subject to the constraints imposed by the Application Development Manager, MPTC District Board policy, State Board rules, law and professional ethical behavior.

Applications Developer, Fond du Lac Campus. This full-time vacancy was created when Ross Atkinson accepted another position at the College. This position is accountable and responsible for the formation or adjustment of processes of the Application Development major process of the Information Technology Unit subject to the constraints imposed by the Application Development Manager, MPTC District Board policy, State Board rules, law and professional ethical behavior. Interviews were last held August 11, 2022.

Dean of General Studies, Fond du Lac Campus. This full-time vacancy was created when Brenda Raad submitted her resignation. This position is accountable for the operation of 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 Associate Vice President of Academics, the Vice President of Teaching and Learning, District Board policy, State Board rules, laws, and professional ethical behavior. Interviews were last held October 13, 2022.

V. CONSENT ITEMS

A. Human Resources – Employment

Promotion/Demotion/Transfer

Financial Aid Systems Coordinator, Fond du Lac Campus. This full-time position was created through a restructure in Student Services. This position is accountable and responsible for the effective use of processes and the development and/or improvement of procedures of the Recruitment and Enrollment, Student Development and Success, and Diversity Accessibility and Inclusion major processes of the Student Services Support System subject to the constraints imposed by the Financial Aid Manager, MPTC District Board policy, State Board rules, law and professional ethical behavior. Stephanie Lueck was promoted into this position and started October 3, 2022.

V. CONSENT ITEMS

B. Financial Services – Accounting/Investments

Receipts and Disbursements Report as of September 30, 2022 including the Disbursement Detail for disbursements \$2,500 or greater

Monthly Investment Report as of September 30, 2022

Monthly Comparative Statement of Revenues and Expenses as of September 30, 2022

TAX LEVY RECEIVABLE

Through October 10 all municipalities have submitted the tax levy payments. 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	\$203,003.97	100%
Columbia	3,303.54	3,303.54	100%
Dodge	3,149,998.23	3,149,998.23	100%
Fond du Lac	4,640,827.19	4,640,827.19	100%
Green Lake	1,369,914.25	1,369,914.25	100%
Marquette	18,799.44	18,799.44	100%
Sheboygan	5,489.31	5,489.31	100%
Washington	7,260,089.93	7,260,089.93	100%
Waushara	146,220.84	146,220.84	100%
Winnebago	<u>78,839.30</u>	<u>78,839.30</u>	<u>100%</u>
	<u>\$16,876,486.00</u>	<u>\$16,876,486.00</u>	<u>100%</u>

OTHER

In accordance with Wisconsin State Statute 38.14(2), District policies and established procedures, request authorization to sell 2009 Durma E2040 Press Brake, currently utilized by the welding program at the Fond du Lac campus. The welding program is replacing this brake press with the one of the two newer units at Jackson. The Durma E2040 Press Brake was bought new in 2009. Comparable resale value is \$10,000. Upon approval the item would be offered for public sale via our third-party e-auction site.

Annually, as required in Administrative Rule TCS 6.05(2)(h), the District will review all procurements of \$50,000 or less of similar goods, supplies, and services for the previous year to determine if a more competitive process should be used in succeeding years. This report will be used to evaluate continuous improvement, and to strengthen cost-saving opportunities for the District. Mr. Timothy Keenan, Purchasing Manager, will present this annual procurement report as a consent item for formal Board approval.

Final audit fieldwork for 2021-22 began on September 19. The 2021-22 financial statements and corresponding reports will be presented at the December board meeting.

V. CONSENT ITEMS

C. Economic Development Contracting

EWD Board Report - October 2022									
Recipient	Title	Contract	Course Section #	Revenue	Revenue - Grant Administration Fee	Direct Cost	Net	Enrolled	FTE
Alliance Laundry Systems LLC	Blueprint Reading - 16hr	3033	40955	\$3,876.80	-	\$1,834.08	\$2,042.72	8	0.1
Beaver Dam Chamber of Commerce	Leadership Starts Here	3093	41426	\$1,720.00	-	\$529.22	\$1,190.78	17	0.1
BK Laser LLC	Forklift Safety	3113	41080	\$2,597.50	-	\$2,096.10	\$501.40	15	0.2
Broan-NuTone LLC	Servant Leadership	3032	40880	\$875.84	\$87.58	\$367.83	\$508.01	11	0
Broan-NuTone LLC	Servant Leadership	3032	40881	\$880.16	\$88.02	\$372.15	\$508.01	14	0.1
Broan-NuTone LLC	Listen Effectively	3032	40882	\$884.30	\$88.43	\$376.29	\$508.01	15	0.1
Broan-NuTone LLC	Listen Effectively	3032	40883	\$871.34	\$87.13	\$363.33	\$508.01	7	0
Conagra Brands	Supervision 101	3241	41362	\$1,650.00	\$165.00	\$670.04	\$979.96	2	0
Envision Greater Fond du Lac	YPF Professional Dev Series - Inclusive Workplace	3066	T1609	\$403.13	-	\$89.66	\$313.47	0	0
Envision Greater Fond du Lac	Team Building Leader Retreat	3091	41364	\$4,318.56	-	\$2,632.80	\$1,685.76	29	0.3
Fives Giddings & Lewis LLC	Apprenticeship Skills Assessment	3155	T1611	\$1,386.00	-	\$574.20	\$811.80	0	0
Fond du Lac County	Live2Lead Registrations	3330	T1615	\$150.00	-	\$1.00	\$149.00	0	0
Fox Valley Savings Bank	Train the Trainer	3036	40745	\$599.00	\$59.90	\$161.46	\$437.54	1	0
FZE Manufacturing Solutions, LLC.	Accountability at Work	3117	41159	\$890.24	\$89.02	\$362.23	\$528.01	12	0
FZE Manufacturing Solutions, LLC.	Accountability at Work	3117	41160	\$885.20	\$88.52	\$357.19	\$528.01	10	0
Grande Cheese Company	Supervision 101	3238	41362	\$825.00	\$82.50	\$335.01	\$489.99	1	0
Hometown Bank	Train the Trainer	3046	40745	\$599.00	\$59.90	\$161.49	\$437.51	1	0
K&L Services LLC	Supervision 101	3242	41362	\$825.00	\$82.50	\$335.02	\$489.98	1	0
Kewaskum High School	Nursing Assistant	3042	21730	\$2,764.82	-	\$6,628.30	(\$3,863.48)	7	0.5
Marchant Schmidt, Inc.	Welding - Intro to TIG	2905	41002	\$9,119.00	\$911.90	\$4,517.44	\$4,601.56	3	0.1
Mercury Marine	NIMS Review/Cert Testing	2844	40736	\$1,580.00	\$158.00	\$1,249.96	\$330.04	10	0
Mercury Marine	CNC Machining Fundamentals	2844	40735	\$20,624.34	\$2,062.43	\$9,848.08	\$10,776.26	10	0.7
Mercury Marine	Clifton Strengths Additional Assessments	3119	T1617	\$199.90	-	\$2.00	\$197.90	0	0
Mercury Marine	Intro to Engine Fundamentals	3101	41153	\$3,680.00	\$368.00	\$1,405.60	\$2,274.40	7	0.1
Mercury Marine	Introduction to Robotics	3097	41152	\$2,165.71	\$216.57	\$1,080.03	\$1,085.68	11	0.1
Mercury Marine	Engine Repair/Troubleshooting	3098	41156	\$5,520.00	\$552.00	\$2,108.40	\$3,411.60	8	0.2
MetalCraft of Mayville, Inc.	GD&T - 24hr	3151	41260	\$6,421.39	\$642.14	\$3,164.35	\$3,257.04	7	0.1
Michels Corporation	Train the Trainer	3035	40745	\$599.00	\$59.90	\$161.46	\$437.54	1	0
Michels Corporation	Supervision 101	3274	41363	\$825.00	-	\$167.83	\$657.17	1	0
Mid-States Aluminum Corporation	Introduction to Robotics	3176	41434	\$1,992.40	\$199.24	\$906.72	\$1,085.68	6	0
MSI Express, Inc	Supervision 101	3239	41362	\$4,125.00	\$412.50	\$1,675.05	\$2,449.95	5	0.1
MSI Express, Inc	Assessment Testing	3312	T1616	\$394.00	-	\$173.60	\$220.40	0	0
National Rivet	Intro to Sinker/Wire EDM	3132	41212	\$928.80	-	\$23.30	\$905.50	2	0
Pace Industries	CNC Control Operator Fundamentals - Level 2	3118	41024	\$3,292.05	\$329.21	\$1,240.33	\$2,051.72	6	0.1
Sadoff Iron & Metal Company	Supervision 101	3235	41362	\$825.00	\$82.50	\$335.01	\$489.99	1	0
Slipstream	Self-Leadership & Cultural Competency	3222	T1612	\$1,733.75	-	\$686.33	\$1,047.42	0	0
Specialty Cheese Company, Inc	PLC 1A	2830	10220	\$4,244.94	\$424.49	\$1,756.89	\$2,488.05	3	0.1
Specialty Cheese Company, Inc	PLC 1A	2830	10219	\$4,304.91	\$430.49	\$1,756.86	\$2,548.05	3	0.1
Spiros Industries, Inc.	Supervision 101	3267	41362	\$825.00	\$82.50	\$335.01	\$489.99	1	0
University of Wisconsin Madison	Rental of DOC LMS	3323	T1614	\$5,246.00	-	\$37.49	\$5,208.51	0	0
Whisker	Train the Trainer	3043	40745	\$2,396.00	\$239.60	\$645.82	\$1,750.18	4	0.1
TOTAL				\$108,044.08	\$ 8,149.97	\$51,524.96	\$56,519.12	240	3.3

V. CONSENT ITEMS

SUGGESTED MOTION:

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

- 1. Human Resources – Employment;***
- 2. Financial Services – 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.

Roll call vote:

- _____ Jung
- _____ Schwab
- _____ Johnson
- _____ Treichel
- _____ Guerrero
- _____ Hintz
- _____ Hill
- _____ Zeratsky
- _____ Hopp

VI. ACTION ITEMS

A. Approval of Resolution – State Code of Ethics

Wisconsin's Code of Ethics for Public Officials and Employees applies to anyone holding a position "designated as assistant, associate or deputy district director of a technical college." At the October 20, 2021 meeting, the Moraine Park Technical College District Board adopted a resolution designating certain staff positions which are subject to the State Code of Ethics. The State of Wisconsin Ethics Commission is again requesting that the Board review prior designations and confirm or change these designations as appropriate. Therefore, the following resolution is presented for your consideration.

SUGGESTED MOTION:

I move 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, district directors, 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:

_____ Hintz
_____ Guerrero
_____ Jung
_____ Zeratsky
_____ Johnson
_____ Schwab
_____ Hill
_____ Treichel
_____ Hopp

VI. ACTION ITEMS

B. Approval of Budget Adjustments – 2021-22 Budget

The following information is being presented for the purpose of District Board monitoring of their Executive Expectations Policy, #BP 3.4, Budgeting. Chapter TCS 7.05(7) of the Wisconsin Administrative Code requires that modifications to the District budget after adoption shall be by fund type or function within a fund type and shall be in accordance with s.65.90 of the State statutes.

Following are both fund type and function modifications which require Board action as any costs in excess of the budgeted amounts will be excluded from operational costs for State aid computations.

A net increase to the 2021-22 budget in the amount of \$850,000 is recommended based on the level of activity. The budget changes are summarized as follows:

General Fund	\$ 450,000
Special Revenue (Aidable) Fund	-
Special Revenue (Nonaidable) Fund	400,000
Capital Projects Funds	-
Debt Service Fund	-
Internal Service Funds	-
Total	\$ 850,000

Function transfers in the amount identified are technically required to establish budget appropriations to the level of expenditures by function.

None of these adjustments require additional local support. The operational mill rate for 2021-22 remains at .35887, and the debt service mill rate remains at .17822. In total, the mill rate remains at .53709.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the following resolution authorizing revisions to the 2021-22 District budget:

Roll call vote:

_____ Zeratsky
_____ Schwab
_____ Guerrero
_____ Hill
_____ Johnson
_____ Hintz
_____ Jung
_____ Treichel
_____ Hopp

VI. ACTION ITEMS

B. Approval of Budget Adjustments – 2021-22 Budget (continued)

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 resources in the General Fund for:

... Federal Revenue from \$168,300 to \$668,300

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

... Student Services from \$6,669,640 to \$6,794,640

... Internal Transfers to Internal Service Fund from \$200,000 to \$300,000

... Internal Transfers to Capital Projects Fund from \$0 to \$1,000,000

... Internal Transfers to Debt Service Fund from \$0 to \$9,000

To decrease resources in the General Fund for:

... Transfers from Reserves Designated for Operations from \$58,251 to \$8,251

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

... Instruction from \$25,113,686 to \$25,013,686

... Instruction Resources from \$2,031,324 to \$1,847,324

... General Institutional from \$11,826,816 to \$11,426,816

... Physical Plant from \$3,868,349 to \$3,768,349

To increase expenditure appropriations/uses in the Special Revenue (Aidable) Fund for:

... Physical Plant from \$0 to \$5,000

To decrease expenditure appropriations/uses in the Special Revenue (Aidable) Fund for:

... Student Services from \$1,625,884 to \$1,620,884

To increase resources in the Special Revenue (Nonaidable) Fund for:

... Federal Revenue from \$5,097,220 to \$5,497,220

To increase expenditure appropriations/uses in the Special Revenue (Nonaidable) Fund for:

... Student Services from \$6,959,777 to \$7,359,777

To increase resources in the Capital Projects Fund for:

... Interfund Transfers from \$0 to \$1,000,000

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

... Student Services from \$0 to \$300,000

VI. ACTION ITEMS

B. Approval of Budget Adjustments – 2021-22 Budget (continued)

To decrease resources in the Capital Projects Fund for:
... Proceeds from Debt from \$7,300,00 to \$6,300,000

To decrease expenditure appropriations/uses in the Capital Projects Fund for:
... General Institutional from \$2,215,050 to \$1,915,050

To increase resources in the Debt Service Fund for:
... Interfund Transfers from \$0 to \$9,000

To decrease resources in the Debt Service Fund for:
... Transfers from Reserves from \$287,991 to \$278,991

To increase resources in the Internal Service Fund for:
... Interfund Transfers from \$200,000 to \$300,000

To decrease resources in the Internal Service Fund for:
... Institutional Revenue from \$510,705 to \$410,705

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.

VI. ACTION ITEMS

C. Approval of Budget Adjustments – 2022-23 Budget

The following information is being presented for the purpose of District Board monitoring of their Executive Expectations Policy, #BP 3.4, Budgeting. Chapter TCS 7.05(7) of the Wisconsin Administrative Code requires that modifications to the District budget after adoption shall be by fund type or function within a fund type and shall be in accordance with s.65.90 of the State statutes.

Following are both fund type and function modifications which require Board action as any costs in excess of the budgeted amounts will be excluded from operational costs for State aid computations.

A net increase to the 2022-23 budget in the amount of \$3,919,553 is recommended based on a review of financial resources available and an analysis of budget appropriations prior to certifying the 2022-23 property tax levy. The budget adjustment, detailed by fund, is as follows:

General Fund	\$ (95,432)
Special Revenue Fund	171,151
Capital Projects Fund	4,086,438
Debt Service Fund	(267,360)
<u>Enterprise Fund</u>	<u>24,756</u>
Total	\$ 3,919,553

A net decrease in the amount of \$95,432 in the General Fund is recommended based on an analysis of appropriation modifications for personnel and current expense. A net increase in the amount of \$171,151 in the Special Revenue Fund is recommended based on analysis of grant activity. A net increase in the amount of \$4,086,438 in the Capital Projects Fund is recommended based on analysis of grant activity and updated information on the referendum projects. A net decrease in the amount of \$267,360 in the Debt Service Fund is recommended based on analysis of debt payment projections. A net increase in the amount of \$24,756 in the Enterprise Fund is recommended based on analysis of modifications for personnel expense.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the following resolution authorizing revisions to the 2022-23 District budget:

Roll call vote:

_____ Schwab
_____ Treichel
_____ Johnson
_____ Zeratsky
_____ Jung
_____ Guerrero
_____ Hill
_____ Hintz
_____ Hopp

VI. ACTION ITEMS

C. Approval of Budget Adjustments – 2022-23 Budget (continued)

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 2022-23 budget.

NOW, THEREFORE, BE IT RESOLVED by the Moraine Park Technical College District Board to make the following 2022-23 budgetary revisions:

To increase anticipated resources in the General Fund for:

- ... Tax Levy from \$10,862,143 to \$11,023,191
- ... Institutional Revenue from \$3,913,480 to \$3,918,480

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

- ... Instruction from \$25,721,040 to \$25,733,917
- ... General Institutional from \$11,631,019 to \$11,780,947
- ... Physical Plant from \$4,000,293 to \$4,035,383

To decrease anticipated resources in the General Fund for:

- ... State Aid from \$27,520,361 to \$27,388,321
- ... Transfers from Designated for Operations from \$308,592 to \$179,152

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

- ... Instruction Resources from \$1,978,393 to \$1,756,453
- ... Student Services from \$7,037,485 to \$6,966,098

To increase anticipated resources in the Special Revenue Fund for:

- ... State Aid from \$876,461 to \$1,646,298
- ... Institutional Revenue from \$558,714 to \$593,385

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

- ... Instruction from \$1,875,117 to \$2,145,365
- ... General Institutional from \$129,725 to \$157,284
- ... Transfers to Reserves and Designated Fund Balances from \$0 to \$62,765

To decrease anticipated resources in the Special Revenue Fund for:

- ... Federal Revenue from \$1,630,371 to \$1,410,774
- ... Transfers from Reserves and Designated Fund Balances from \$350,995 to \$0

VI. ACTION ITEMS

C. Approval of Budget Adjustments – 2022-23 Budget (continued)

To decrease expenditure appropriations and uses in the Special Revenue Fund for:
... Student Services from \$1,411,699 to \$1,285,043

To increase anticipated resources in the Capital Projects Fund for:
... State Aid from \$214,250 to \$459,244
... Federal Revenue from \$0 to \$477,978

To increase expenditure appropriations and uses in the Capital Projects Fund for:
... Instruction from \$2,493,177 to \$6,703,171
... Student Services from \$0 to \$175,000
... General Institutional from \$981,879 to \$1,535,604

To decrease anticipated resources in the Capital Projects Fund for:
... Transfers from Reserves and Designated Fund Balances from \$774,213 to \$575,047
... Proceeds from Debt from \$37,370,000 to \$25,332,632

To decrease expenditure appropriations and uses in the Capital Projects Fund for:
... Physical Plant from \$20,908,680 to \$20,056,399
... Transfers to Reserves and Designated Fund Balances from \$16,075,000 to \$475,000

To increase expenditure appropriations and uses in the Debt Service Fund for:
... Transfers to Reserves and Designated Fund Balances from \$0 to \$262,960

To decrease anticipated resources in the Debt Service Fund for:
... Transfers from Reserves and Designated Fund Balances from \$4,400 to \$0

To decrease expenditure appropriations and uses in the Debt Service Fund for:
... Physical Plant from \$6,114,400 to \$5,847,040

To increase anticipated resources in the Enterprise Fund for:
... Transfers from Reserves and Designated Fund Balances from \$160,730 to \$185,486

To increase expenditure appropriations and uses in the Enterprise Fund for:
... Auxiliary Services from \$418,230 to \$442,986

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.

VI. ACTION ITEMS

D. Approval of Resolution – Certification of Tax Levy

The following information is being presented for the purpose of District Board monitoring of their Executive Expectations Policy, #BP 3.4, Budgeting.

The Moraine Park Technical College District Board adopted the budget for fiscal year 2022-23 on June 15, 2022, in accordance with Wisconsin Statutes. This budget includes the operational plan of the District as prepared by the Board and staff. Educational services will be provided to approximately 12,000 students.

The certification of the tax levy, by Statute, must be acted upon by the District Board by October 31, 2022. In addition, operational levy is capped at the District's net new construction growth rate as certified by the Wisconsin Department of Revenue. This total is then adjusted by the Property Tax Relief Aid, Personal Property Aid and the Real Property Tax Refund credit allowed. The total may be further adjusted by no more than .5% of the prior year's net new construction growth rate. Total levy dollars are calculated at \$17,053,191. Following is a resolution for your approval.

SUGGESTED MOTION:

I move 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 2022-23 budget year:

Roll call vote:

_____ Treichel
_____ Hintz
_____ Zeratsky
_____ Guerrero
_____ Johnson
_____ Schwab
_____ Hill
_____ Jung
_____ Hopp

VI. ACTION ITEMS

D. Approval of Resolution – Certification of Tax Levy (continued)

WHEREAS, the Moraine Park Technical College District Board adopted the budget for fiscal year 2022-23 on June 15, 2022, at its regular meeting; and

WHEREAS, the Moraine Park Technical College District Board reviewed the 2022-23 budget on October 19, 2022, 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 2022-23 budget represents a 1.047049%, or a \$176,705 increase over the 2021-22 tax levy;

WHEREAS, the tax levy represents an operational mill rate on equalized value of 0.30887 and a debt service mill rate of 0.16766 for a total mill rate of 0.47653.

WHEREAS, the operational tax levy decrease of 1.908182% is a result of the increase in the 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 seventeen million, fifty-three thousand, one hundred ninety-one dollars (\$17,053,191) 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, 2022.

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.

VII. CORRESPONDENCE AND REPORTS

A. Open Educational Resources

The Dean of Applied Technology and Trades will present a summary update regarding Open Educational Resources (OER).

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

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. ACCT Leadership Congress, October 26-29, New York City
2. Fall District Board Workshop, November 1, 4:00 – 7:00, Fond du Lac – Radisson
3. WTCS State Board Meeting, November 15-16, MATC Milwaukee
4. District Board Meeting, November 16, 5:00, Beaver Dam Campus

VIII. ADJOURNMENT

SUGGESTED MOTION:

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