



# MORaine PARK TECHNICAL COLLEGE

## DISTRICT BOARD MEETING

*Wednesday, December 21, 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: 991 406 441#*

### Upcoming Meetings and College Events

TITLE	DATE	TIME	LOCATION
College Closed for Winter Break	December 24-January 2		All Campuses
DBA Winter Meeting	January 11-13	All Day	State Capitol, Madison
WTCS State Board Meeting	January 17	9:00 am	Madison
District Board Meeting	January 18	5:00 pm	Fond du Lac Campus
ACCT Legislative Summit	February 5-8		Washington DC

### VISION

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

### MISSION

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

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

# MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

Wednesday, December 21, 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: 991 406 441#

## AGENDA

	<u>Page</u>
<b>I. ROLL CALL – 5:00 p.m.</b>	
<b>A. Meeting Announcement</b> .....(Tom Hopp – Board Chair).....	<b>3</b>
<b>II. PUBLIC COMMENTS</b> .....	<b>3</b>
<b>III. INTRODUCTIONS</b> .....	<b>3</b>
<b>IV. APPROVAL OF MINUTES</b> .....(Tom Hopp – Board Chair).....	<b>4</b>
<b>V. CONSENT ITEMS</b> .....(Bonnie Baerwald – President)	
<b>A. Human Resources – Employment</b> .....	<b>7</b>
<b>B. Financial Services – Accounting/Investments</b> .....	<b>12</b>
<b>C. Economic Development Contracting</b> .....	<b>13</b>
<b>VI. ACTION ITEMS</b>	
<b>A. Approval of Retirement</b> .....(Bonnie Baerwald – President).....	<b>15</b>
<b>B. Acceptance of the 2021-22 Annual Comprehensive Financial Report</b> .....(Carrie Kasubaski – VP, Finance & Administration).....	<b>16</b>
<b>C. Approval of Program Suspension – Medical Office Specialist Technical Diploma (31-160-3)</b> .....(Barb Jascor – Dean, Health & Human Services).....	<b>17</b>
<b>VII. CORRESPONDENCE AND REPORTS</b>	
<b>A. Program Review and Demand</b> .....(Laura Waurio – Dir., Institutional Effectiveness).....	<b>Report</b>
<b>B. President’s Report</b> .....(Bonnie Baerwald – President).....	<b>Report</b>
1. Referendum and AIR Center Campaign Update	
2. Meetings Attended/to Attend	
3. Legislative Update	
4. WTCS Update	
5. College Activities Update	
<b>C. District Boards Association Reports/Upcoming Events</b>	
1. Upcoming Events.....(Bonnie Baerwald – President).....	<b>18</b>
<b>VIII. CLOSED SESSION</b>	
<b>A. Approval to 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).....(Beth Mendoza – Director of Talent).....</b>	<b>19</b>
<b>IX. ADJOURNMENT</b> .....(Tom Hopp – Board Chair).....	<b>20</b>

## 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 following new employees will be introduced to the board: Becky Kuszynski – Disabilities Resources Manager, Aryana Barudin – Multicultural Student Specialist, Brenda Komoroski – Administrative Assistant - Business and IT, and Robert Boenisch – ABC Carpentry Apprenticeship Instructor.

## IV. APPROVAL OF MINUTES

---

### SUGGESTED MOTION:

*I move that the Moraine Park Technical College District Board approve the November 16, 2022 meeting minutes as presented.*

### MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES November 16, 2022

#### ATTENDANCE

A meeting of the Moraine Park Technical College District Board was called to order at 5:01 p.m., November 16, 2022, in Room K201/202 of Moraine Park Technical College, 700 Gould Street, Beaver Dam, Wisconsin, Chairperson Tom Hopp presiding. Board members present at the meeting were Diane Guerrero, Rob Johnson, Steve Hill, Vernon Jung, Mike Schwab, Kate Treichel, Bur Zeratsky, and Sara Hintz.

#### 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

Attending members from District Student Government were introduced. Information only; no Board action required.

#### COMMUNITY REPORTS

Amy and Larry Luttrupp with Jen-Ter Wire & Element, Inc. in Fox Lake, provided a presentation to the board, highlighting the company's history, products offered, staffing challenges, and partnership opportunities. Doug Disch, Director of Activities and Community Partnerships with the Waupun Area School District, highlighted the youth apprenticeship program that the district collaborates with the company. Information only; no Board action required.

#### APPROVAL OF MINUTES

MOTION Jung, second Hintz, that the Moraine Park Technical College District Board approve the October 19, 2022 meeting minutes and November 1, 2022 workshop minutes as presented. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

## IV. APPROVAL OF MINUTES

---

### MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES November 16, 2022

#### CONSENT ITEMS – MONTHLY BUSINESS

MOTION Jung, second Schwab, 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 October be approved and payments are authorized, ordered, and confirmed. October receipts total \$5,223,558.99. October disbursements total -\$4,771,425.79. Roll call vote: Treichel, yes; Schwab, yes; Hintz, yes; Johnson, yes; Jung, yes; Hill, yes; Guerrero, yes; Zeratsky, yes; and Hopp, yes. Motion CARRIED.

#### APPROVAL OF RETIREMENT

MOTION Treichel, second Johnson, that the Moraine Park Technical College District Board accept the retirement of Roy Krueger:

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.

#### WISCONSIN TECHNICAL COLLEGE

##### DISTRICT BOARDS ASSOCIATION (DBA) ANNUAL REPORT

Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association (DBA), provided an update on the organization and its activities, highlighting current legislative proposals of interest to the Technical Colleges and the budget request to be presented at the upcoming Winter Legislative Seminar in January. It was noted that there will be a lunch hour Zoom meeting opportunity on December 2 to discuss the election results and legislative updates. It was shared that revisions are being made to the Association's bylaws to bring them into compliance with updated state statutes. Information only; no Board action required.

##### ECONOMIC AND WORKFORCE DEVELOPMENT (EWD) ANNUAL REPORT

The Dean of Economic and Workforce Development presented the 2021-22 Economic and Workforce Development Annual Report. An overview of services provided, financial results, industries served, key accomplishments, and strategic initiatives planned for 2022-23 were included in the presentation. Information only; no Board action required.

## IV. APPROVAL OF MINUTES

---

### MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES November 16, 2022

#### MPTC REFERENDUM UPDATE

The Vice President of Finance and Administration presented a high-level summary timeline of the preliminary planned next steps after the official passing of the referendum. Information only; no Board action required.

#### PRESIDENT'S REPORT

President Baerwald provided highlights of meetings recently attended, including status of the AIR Center campaign, Envision Greater FDL and status of hiring new Vice President as well as transitioning into the board chairperson role, recent meeting with new Beaver Dam City Administrator, status of land purchase negotiations with the City of Horicon for potential fire training facility location, and participation at Young Professionals Breakfast of Champions event. Legislative update include ongoing meetings with Secretary Carr and the DOC partnership and potential impacts of election results. WTCS Update included recent state board meeting and subsequent President's Association meeting held at Milwaukee Area Technical College, and attendance at recent WisCore event which focuses on diversity, equity, and inclusion efforts in Wisconsin. Information only; no Board action required.

#### UPCOMING EVENTS

A summary of upcoming meetings and events was shared. It was noted that a community appreciation celebration event is currently being planned for individuals and companies that were involved in the Capital Expansion Visioning project and the passing of the referendum; more information will be forthcoming as plans are firmed up. Anyone wishing to register for upcoming events should contact the President's Office. Information only; no Board action required.

#### ADJOURNMENT

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

The Board meeting was adjourned at 6:49 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

#### **Resignations/Terminations**

Thomas Greicar, Maintenance Mechanic, submitted his resignation effective November 18, 2022. Thomas had been with the College since April 2021.

Alyssa Hallgren, Accommodation Specialist, submitted her resignation effective December 13, 2022. Alyssa had been with the College since November 2020.

Joan Brezinsky, College Advancement Assistant, submitted her retirement effective January 6, 2023. Joan has been with the College since February 2008.

Deborah Clarke, Associate Dean of Business and IT, submitted her resignation effective January 6, 2023. Deborah has been with the College since January 2022.

#### **Recruitment – Support Employees**

Experiential Learning Specialist, Fond du Lac Campus. This full-time position was repurposed when Terri Kollmann accepted another position 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. After screening and interviewing, Kim Spartz was selected and started November 28, 2022.

English Language Learning Program Specialist, Beaver Dam Campus. This part-time position 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. After screening and interviewing, Erica Avila was selected and started December 5, 2022.

English Language Learning Program Specialist, West Bend Campus. This part-time position 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. After screening and interviewing, Yuritzi Diaz Gamino was selected and started November 28, 2022.

## V. CONSENT ITEMS

---

### A. Human Resources – Employment

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

Spirit Store Representative, Fond du Lac Campus. This is a new, part-time position. 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. After screening and interviewing, Marion Ensign was selected and started December 19, 2022.

College Advancement Assistant, Fond du Lac Campus. This full-time vacancy was created when Joan Brezinsky submitted her retirement. This position will provide administrative support and technical assistance to the Moraine Park Foundation/Office of College Advancement and administer the scholarship awarding process. After screening and interviewing, Tiffany Zarlengo was selected and will start January 3, 2023.

Administrative Aide-SSS TRIO, Fond du Lac Campus. This part-time position will provide administrative and operational support and coordination for the federal Student Support Services (SSS) TRIO team. This position is funded by SSS TRIO grant through August 2025, with anticipated 5-year renewal thereafter. After screening and interviewing, Jade Roth was selected and will start January 3, 2023.

Program to Program Grant Specialist, Fond du Lac Campus. This part-time, limited term position was created from the WTCS Leadership Program to Program grant. This position supports the development and implementation of articulation agreements between the college and other academic institutions to support the Program to Program Grant initiatives and activities. Interviews were last held December 7, 2022.

Administrative Assistant-Dean WB/Grants Specialist, West Bend Campus. This full-time vacancy was created when Kim Spartz accepted another position at the College. This position provides technical assistance and administrative support to the Dean of the West Bend Campus and the Grants Office. Interviews will be held December 21, 2022.

Maintenance Mechanic, Fond du Lac Campus. This full-time vacancy was created when Thomas Greicar submitted his resignation. This position will be performing at the journeyman level in several building trades. Interviews were last held December 15, 2022.

Facilities Management Assistant, Fond du Lac Campus. This full-time vacancy was created when Melanie Petrowitz accepted another position at the College. This position is responsible for providing administrative support and technical assistance to the facilities support system.



## V. CONSENT ITEMS

---

### A. Human Resources – Employment

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

Spirit Store Representative, Fond du Lac Campus. This is a new, part-time position. 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. Interviews were last held November 22, 2022.

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. Interviews were last held December 14, 2022.

Student Involvement Specialist, West Bend Campus. This full-time vacancy was created when Sandra Botham accepted another position 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. Interviews were last held November 28, 2022.

WIOA Training Navigator, Beaver Dam Campus. This full-time vacancy was created when Talitha Cushman submitted her resignation. This position will perform student recruitment for WIOA (Workforce Innovation and Opportunity Act) sponsored programs under the Workforce Development Board of South-Central Wisconsin's WorkSmart Network, advise WIOA candidates interested in transitioning to MPTC programs and provide administrative and technical assistance for WIOA programs.

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

CNC/Tool & Die Technologies Instructor, West Bend Campus. This full-time vacancy was created when Troy Niemuth submitted his retirement. The primary teaching responsibility for this position will be for classes in the CNC/Tool & Die Technologies Diploma and in the Tool and Die Technologies Apprenticeship, however, class assignments and locations may vary from term to term. After screening and interviewing, Jeffrey Ternes was selected and will transfer on January 17, 2023.

Jeffrey earned his Associate Degree in Technical Studies at Moraine Park Technical College. Jeffrey was most recently the EWD CNC Instructor at Moraine Park Technical College.

It is recommended that Moraine Park Technical College District Board issue a 2022-23 contract to Jeffrey Ternes and further that he be placed in F2 on the Faculty salary schedule.

## V. CONSENT ITEMS

---

### A. Human Resources – Employment

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

EWD CNC Instructor, Fond du Lac Campus. This full-time vacancy was created when Jeffrey Ternes accepted another position at 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. Interviews were last held December 19, 2022.

Associate Dean of General Education, Fond du Lac Campus. This full-time vacancy was created when Lane Holte accepted another position at the College. This position is responsible for the Teaching and Learning and Instructional Operations major processes of the Teaching and Learning Primary System, for the instructional programs of assignment, subject to the constraints imposed by the Dean, District Board policy, State Board rules, laws, and professional ethical behavior. This position will launch the Associate of Arts and Associate of Science degree programs. Interviews were last held December 15, 2022.

EWD Quality & Advanced Manufacturing Technology Instructor, Fond du Lac Campus. This repurposed position was created when Roy Krueger submitted his retirement. The primary teaching responsibility for this position will be for courses in the Industrial Maintenance Boot Camp. This instructor will be teaching at various sites and business locations within the Moraine Park Technical College District, and may be required to teach on evenings and weekends. Interviews were last held November 9, 2022.

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. Interviews were last held December 8, 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.

## V. CONSENT ITEMS

---

### A. Human Resources – Employment

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

Associate Dean of Business and IT, Fond du Lac Campus. This full-time vacancy was created when Deborah Clarke submitted her resignation. This position is responsible for the Teaching and Learning and Instructional Operations major processes of the Teaching and Learning Primary System, for the instructional programs of assignment, subject to the constraints imposed by the Dean, District Board policy, State Board rules, laws, and professional ethical behavior.

## V. CONSENT ITEMS

---

### B. Financial Services – Accounting/Investments

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

Monthly Investment Report as of November 30, 2022

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

#### TAX LEVY RECEIVABLE

The total levy by county is listed below; no payments are expected until January, 2023.

<u>County</u>	<u>Total Levied</u>	<u>Total Collected</u>	<u>Percent Collected</u>
Calumet	\$213,299.07	\$0.00	0%
Columbia	3,295.14	\$0.00	0%
Dodge	3,202,738.69	\$0.00	0%
Fond du Lac	4,655,340.51	\$0.00	0%
Green Lake	1,407,878.91	\$0.00	0%
Marquette	19,892.36	\$0.00	0%
Sheboygan	5,352.38	\$0.00	0%
Washington	7,321,177.18	\$0.00	0%
Waushara	144,897.64	\$0.00	0%
Winnebago	<u>79,319.12</u>	<u>\$0.00</u>	<u>0%</u>
	<u>\$17,053,191.00</u>	<u>\$0.00</u>	<u>0%</u>

## V. CONSENT ITEMS

### C. Economic Development Contracting

EWD Board Report - December 2022									
Recipient	Title	Contract	Course Section #	Revenue	Revenue - Grant Administration Fee	Direct Cost	Net	Enrolled	FTE
Amsted Automotive	CNC Control Operator Fundamentals	3140	41154	\$3,010.00	\$301.00	\$1,313.16	\$1,696.84	9	0.1
BK Laser LLC	Scissor Lift Training/Assessment	3299	41506	\$1,150.00	-	\$871.90	\$278.10	15	0.1
Forward Service Corporation	Welding Boot Camp Community Resource Fall 2022	3367	T1628	\$2,000.00	-	\$1.00	\$1,999.00	0	0
Gleason Reel Corporation	Blueprint Reading -16 hr	3116	41447	\$4,250.56	\$425.06	\$2,200.45	\$2,050.11	16	0.2
Gleason Reel Corporation	Blueprint Reading -16 hr	3116	41448	\$4,301.56	\$430.16	\$2,251.44	\$2,050.12	17	0.2
Haas Factory Outlet	Robotics - Level 2	3159	41462	\$8,133.99	\$813.40	\$2,812.55	\$5,321.44	3	0.1
Kondex Corporation	Live2Lead 2022 Registration	3356	T1631	\$75.00	-	\$1.00	\$74.00	0	0
Mercury Marine	CNC Machining Fundamentals	3094	41193	\$20,269.45	\$2,026.95	\$10,612.65	\$9,656.80	10	0.7
Mercury Marine	NIMS Review/Cert Testing	3094	41209	\$1,580.00	\$158.00	\$1,249.96	\$330.04	10	0
Mercury Marine	Mercury Conference Expenses	3360	T1632	\$337.04	-	\$339.04	(\$2.00)	0	0
Mercury Marine	Intro to Engine Fundamentals	3248	41456	\$3,680.00	\$368.00	\$1,405.60	\$2,274.40	11	0.2
Mid-States Aluminum Corporation	Introduction to Robotics	3224	41438	\$2,005.24	\$202.78	\$919.56	\$1,085.68	6	0
Mid-States Aluminum Corporation	Metrology - 8hrs	3160	41469	\$1,871.86	-	\$796.70	\$1,075.16	9	0.1
Mid-States Aluminum Corporation	Robotics - Level 2	3177	41471	\$7,493.99	\$749.40	\$3,151.27	\$4,342.72	7	0.2
State of WI - Division of Community Corrections	Welding Boot Camp Community Resource Fall 2022	3368	T1629	\$3,000.00	-	\$1.00	\$2,999.00	0	0
Tank Technology, Inc.	Blueprint Reading - 16hr	3161	41436	\$3,849.33	\$384.93	\$1,781.13	\$2,068.20	8	0.1
Tank Technology, Inc.	Blueprint Reading - 16hr	3161	41435	\$3,845.44	\$384.54	\$1,777.24	\$2,068.20	8	0.1
WIOA	Welding Boot Camp Community Resource Spring 2022	3365	T1627	\$8,000.00	-	\$1.00	\$7,999.00	0	0
Workforce Development Board of South Central WI	Welding Boot Camp Community Resource Fall 2022	3366	T1630	\$2,000.00	-	\$1.00	\$1,999.00	0	0
				<b>\$80,853.46</b>	<b>\$6,244.22</b>	<b>\$31,487.65</b>	<b>\$49,365.81</b>	<b>129</b>	<b>2.1</b>

## V. CONSENT ITEMS

---

### SUGGESTED MOTION:

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

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

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

Roll call vote:

\_\_\_\_\_ Treichel  
\_\_\_\_\_ Hopp  
\_\_\_\_\_ Guerrero  
\_\_\_\_\_ Johnson  
\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Hill  
\_\_\_\_\_ Hintz  
\_\_\_\_\_ Schwab

## VI. ACTION ITEMS

---

### A. Approval of Retirement

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

<u>Employee</u>	<u>Title</u>	<u>Effective Date</u>	<u>Date Hired</u>
Joan Brezinsky	College Advancement Assistant	January 6, 2023	February 7, 2008

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board accept the retirement of Joan Brezinsky:***

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

## VI. ACTION ITEMS

---

### B. Acceptance of 2021-22 District Annual Comprehensive Financial Report

The following information is presented for the purpose of District Board monitoring of their Board/Staff Relationship Policy, #BP 2.3, Monitoring College Effectiveness.

The 2021-22 financial records and related data have been subjected to audit by the firm of CliftonLarsenAllen LLP (CLA). The District's Annual Comprehensive Financial Report was distributed to the Board, and representatives of CLA presented the financial statements at the December 21 Finance Committee meeting.

Copies of the audited financial report must be submitted to the Wisconsin Technical College System Board within six months of the year end or by December 31.

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board accept the 2021-22 District Annual Comprehensive Financial Report as previously presented by representatives of CLA, and that copies of the final report be submitted to the Wisconsin Technical College System Board.***

Roll call vote:

\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Treichel  
\_\_\_\_\_ Schwab  
\_\_\_\_\_ Guerrero  
\_\_\_\_\_ Johnson  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Hill  
\_\_\_\_\_ Hintz  
\_\_\_\_\_ Hopp



## VI. ACTION ITEMS

---

### C. Approval of Program Suspension – Medical Office Specialist Technical Diploma (31-160-3)

#### **Rationale**

This technical diploma was approved with the initial rationale to prepare graduates with specialized medical office skills, including emphasis on computer skills, an understanding of the importance of patient confidentiality, and establishing strong human relations skills necessary for working with patients in a medical setting.

A review of enrollment data illustrates that as of 2021 there had been 8 graduates of this technical diploma within the past 5 years (with 2021 having zero graduates). In addition to low enrollment/low graduation, the Medical Assistant / Medical Office Advisory committee supports suspension of this degree. The advisory board stated most leadership positions require clinical experience, skills that were not obtained in the Medical Office Specialist pathway. An advisory committee review of the course competencies demonstrated that competencies removed with Medical Office Specialist technical diploma were repetitive within Medical Assistant or could be easily transferred into the remaining Medical Office Management courses within the associate degree.

This credential is currently being offered, and students enrolled will have an opportunity to complete their outstanding courses prior to discontinuing. It is proposed that Medical Office Specialist Technical Diploma (31-160-3) be suspended at the end of the 2022-2023 academic year.

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve the suspension of the Medical Office Specialist Technical Diploma (31-160-3) effective at the end of the 2022-2023 academic year.***

## VII. CORRESPONDENCE AND REPORTS

---

### A. Program Review and Demand

Laura Waurio, Director of Institutional Effectiveness, will provide a presentation to the board.

---

### B. President's Report

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

---

### C. District Boards Association Reports/Upcoming Events

#### I. Upcoming Events

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

1. College Closed for Winter Break – December 24-January 2
2. DBA Winter Meeting – January 11-13 – Madison
  - a. Legislative Luncheon – January 12, 12:00-2:00 – Cooper's Tavern, Madison
3. WTCS State Board Meeting – January 17, 9:00-12:00 – Madison
4. District Board Meeting – January 18 – Fond du Lac Campus
5. ACCT Legislative Summit – February 5-8 – Washington DC

## VIII. 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)(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).

#### **SUGGESTED MOTION:**

***I move 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  
\_\_\_\_\_ Guerrero  
\_\_\_\_\_ Hill  
\_\_\_\_\_ Hintz  
\_\_\_\_\_ Schwab  
\_\_\_\_\_ Treichel  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Johnson  
\_\_\_\_\_ Hopp

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

## IX. ADJOURNMENT

---

**SUGGESTED MOTION:**

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