



# MORAINE PARK TECHNICAL COLLEGE

## DISTRICT BOARD MEETING

**Monday, July 10, 2023**

**Moraine Park Technical College**

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

**World Link Conference Center, Room A-112**

**Listening option via Microsoft Teams**

**Ph: (414) 662-4790 | Conference ID: 507 834 024#**

### Upcoming Meetings

TITLE	DATE	TIME	LOCATION
WTCS State Board Meeting	July 11-12		Waukesha County Technical College
DBA Summer Meeting	July 20-22		Fox Valley Technical College
District Board Meeting (pending approval)	August 16	5:00 pm	West Bend 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](mailto:jjelinek@morainepark.edu).*

# MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

July 10, 2023 - 5:00 p.m.

Moraine Park Technical College  
235 N. National Avenue, Fond du Lac, WI 54935  
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## I. ROLL CALL – 5:00 p.m.

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### 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:

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

## II. DISTRICT BOARD GOVERNANCE PROCESS

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### A. Administration of the Oath of Office

The oath of office will be administered to Mike Schwab, Diane Guerrero, and Melissa Kescenovitz for their terms beginning July 1, 2023 and ending June 30, 2026, by the College's legal counsel.

*I, [the undersigned], who have been appointed to the office of District Board Member for the Moraine Park Technical College District but have not yet entered upon the duties thereof, swear that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully and impartially discharge the duties of said office to the best of my ability. So help me God.*

## II. DISTRICT BOARD GOVERNANCE PROCESS

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### B. Election of Board Officers – 2023-24

The annual organizational meeting of the District Board is held on the second Monday in July in compliance with Wisconsin State Statutes. In accordance with District Board Policy BP 1.5 – Board Officers and Roles, Board Officers are selected at this annual organizational meeting.

The offices which must be filled include the following:

District Board Chairperson  
District Board Vice Chairperson  
District Board Secretary  
District Board Treasurer

During the 2022-23 year, Tom Hopp served as Chairperson, Bur Zeratsky as Vice Chairperson, Mike Schwab as Secretary, and Rob Johnson as Treasurer. Board Policy BP 1.5 states that: “No person may serve as Chairperson for more than two successive annual terms.” The current Board members holding an office, with the exception of the Treasurer, are eligible to be reappointed for another term. A new Board Treasurer will need to be selected, as Mr. Johnson 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.

#### **SUGGESTED MOTION:**

*I move that that nominations be closed and a unanimous ballot be cast for \_\_\_\_\_ as Board Chairperson.*

#### **SUGGESTED MOTION:**

*I move that nominations be closed and a unanimous ballot be cast for \_\_\_\_\_ as Board Vice Chairperson.*

#### **SUGGESTED MOTION:**

*I move that nominations be closed and a unanimous ballot be cast for \_\_\_\_\_ as Board Secretary.*

#### **SUGGESTED MOTION:**

*I move that nominations be closed and a unanimous ballot be cast for \_\_\_\_\_ as Board Treasurer.*

## II. DISTRICT BOARD GOVERNANCE PROCESS

### B. Election of Board Officers – 2023-24

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	<b>Board Officers and Roles</b>
Policy Number	<b>BP 1.5</b>
Policy Owner	Board Chairperson
Adopted	August 16, 2017
Reviewed	August 17, 2022
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.

## II. DISTRICT BOARD GOVERNANCE PROCESS

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### B. Election of Board Officers – 2023-24

- 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.

## II. DISTRICT BOARD GOVERNANCE PROCESS

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### B. Election of Board Officers – 2023-24

#### 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.



## II. DISTRICT BOARD GOVERNANCE PROCESS

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### C. Appointment of Finance Committee

District Board Policy BP 1.7 – Board Committees states that: "The establishment and appointment of the Board Finance Committee is made at the discretion of the Board Chairperson. The Board Chairperson may choose to appoint this committee at the annual organizational meeting, or at a future meeting as desired." A copy of the current District Board policy on Board Committees is attached for your review.

It is the Finance Committee's responsibility to report the work of the Treasurer to the full Board. The District Board Treasurer has served as the Chairperson of this committee. Historically, committee membership has consisted of new Board members and those Board members with a specific interest in the financial operations of the District. However, all Board members are invited to attend Finance Committee meetings.

All members of the Board served on the Finance Committee during the 2022-23 year.

#### **SUGGESTED MOTION:**

***I move that all members of the Moraine Park Technical College District Board will serve on the Finance Committee for the 2023-24 year.***

## II. DISTRICT BOARD GOVERNANCE PROCESS

### C. Appointment of Finance Committee

Moraine Park Technical College

<b>BOARD POLICY TYPE: GOVERNANCE PROCESS</b>	
Policy Title	<b>Board Committees</b>
Policy Number	<b>BP 1.7</b>
Policy Owner	Board Chairperson
Adopted	September 20, 2017
Reviewed	February 20, 2019; August 17, 2022
Revised	

The Board shall act as a committee of the whole and shall not create, use, or rely on standing committees for any purpose with the exception of the following:

- The Board may establish ad hoc committees when, in the judgment of the Board, such ad hoc committees are appropriate and required for the completion of a specific project or task. When such ad hoc committees are formed, the Board shall approve a statement of the committee’s charge, as well as a timeline for the completion of the committee’s work.
- The Board Chairperson shall appoint the members of the ad hoc committee and name the committee’s chair from among its members. When appropriate to the committee’s task, its members may include persons from the staff or from the community.
- It is the responsibility of ad hoc committees to complete the assigned task and to prepare a written report or to deliver an oral report to the full Board. When this task is completed, the committee shall be discharged.
- Ad hoc committees do not exercise control or authority over the President or the staff.
- Ad hoc committees have no independent authority or power to act in lieu of the Board, except when formally given such authority for specific and time-limited purposes.
- The Board, as a collective body, may meet as a committee of the whole for work and discussion sessions, but no official action will be at these sessions. The committee of the whole shall meet at the discretion of the Board Chairperson.
- The Board of Trustees currently has a Finance Committee. The establishment and appointment of the Board Finance Committee is made at the discretion of the Board Chairperson. The Board Chairperson may choose to appoint this committee at the annual organizational meeting, or at a future meeting as desired. The District Board Treasurer serves as the chairperson of this committee; the Deputy Treasurer will serve as backup. Historically, membership has consisted of new Board members and those Board members with a specific interest in the financial operations of the District. However, all Board members are invited to attend Finance Committee meetings.

## II. DISTRICT BOARD GOVERNANCE PROCESS

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### D. Appointment of Representatives to the Wisconsin Technical College District Boards Association

In accordance with District Board Policy BP 1.2 – Governing Philosophy, the Board will: “Ensure the continuity of its governance capability through individual training, development, and the orientation of new members in the Board’s governance process.” This policy also states that the MPTC District Board has authorized membership in the Wisconsin Technical College District Boards Association and the Association of Community College Trustees, and to financially support these associations with membership dues.

Recently received correspondence from the District Boards Association requests that the MPTC Board select their 2022-23 representatives to the Association's committees at the July organizational meeting. New Board of Director members will be seated at the Association’s summer meeting in Wausau July 21-23, 2022.

#### BOARDS ASSOCIATION DELEGATE

Each district board which has a membership in the Wisconsin Technical College District Boards Association is entitled to representation on the Board of Directors of this Association. The primary function of MPTC's delegate to the Boards Association would be to represent and vote on behalf of the Moraine Park District Board in regard to the business of the Association. The Boards Association Delegate is appointed for a two-year term. Dates important to the individual serving as Moraine Park's Boards Association delegate would be the Association's quarterly meetings.

Tom Hopp was unanimously selected as the MPTC delegate to the Wisconsin Technical College District Boards Association, and Tom Hopp subsequently designated Vernon Jung as the MPTC representative to the Wisconsin Technical College District Boards Association Board of Directors at the March 15, 2023 district board meeting. Therefore, no action is required to appoint a Board of Directors delegate this year.

## II. DISTRICT BOARD GOVERNANCE PROCESS

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### D. Appointment of Representatives to the Wisconsin Technical College District Boards Association

#### EXTERNAL PARTNERSHIPS COMMITTEE

This committee works to better understand innovative initiatives, external challenges, and emerging opportunities for collaboration, while building understanding and strengthening relationships between trustees and local, state, and national leaders. The committee will dialogue with local, state, and national strategic partners including but not limited to:

- K-12 leaders
- Employer-partners
- Chamber officials
- County board members
- Presidents Association
- Higher education leaders
- Association of Community College Trustees
- Community and Faith-Based Organizations
- Other stakeholders and partners

Through its work, the committee will advocate on behalf of the colleges, as well as serve as a conduit of information, to help inform our ongoing advocacy efforts with policymakers. The External Partnerships Committee will receive periodic briefings from the chair of the Presidents' Association External Partnerships Subcommittee, in order to facilitate and coordinate the work of the two committees. This committee is also responsible for generating programming input for Association staff to develop for in-service sessions.

Each district is asked to appoint one to four members to serve as part of the External Partnerships Committee. Steve Hill, Mike Schwab, Sara Hintz, and Kate Treichel were Moraine Park's representatives on this committee during the 2022-23 year.

#### **SUGGESTED MOTION:**

***I move that \_\_\_\_\_ be appointed as the Moraine Park representative to the External Partnerships Committee of the Wisconsin Technical College District Boards Association.***

## II. DISTRICT BOARD GOVERNANCE PROCESS

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### D. Appointment of Representatives to the Wisconsin Technical College District Boards Association

#### INTERNAL BEST PRACTICES COMMITTEE

This committee shares and discusses best practices information internal to the technical college system on topics of interest to the members. Past topics that might be appropriate for this committee could include:

- Board and Association best practices around new member orientation
- “Boardmanship,” or how to be effective at the board table, legal and ethical parameters, and other skillsets
- Human resources and employee compensation best practices
- Student services best practices (mental health, veterans services)
- Instructional services best practices (career pathways, credit for prior learning, Promise programs)
- Other emerging trends and topics

With support from staff, the committee co-chairs will be expected to set agendas, facilitate dialogue and small-group breakout discussions as needed, and solicit input from members on topics of interest or possible projects. Led by the co-chairs, the Internal Best Practices Committee would also be responsible for generating programming input, suggesting topics for Association staff to develop for in-service sessions.

Each district is asked to appoint one to four members to serve as part of the Internal Best Practices Committee. Rob Johnson (resigned), Tom Hopp, Sara Hintz, and Bur Zeratsky were Moraine Park’s representatives on this committee during the 2022-23 year.

#### **SUGGESTED MOTION:**

***I move that \_\_\_\_\_ be appointed as the Moraine Park representative to the Internal Best Practices Committee of the Wisconsin Technical College District Boards Association.***

## II. DISTRICT BOARD GOVERNANCE PROCESS

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### D. Appointment of Representatives to the Wisconsin Technical College District Boards Association

#### BYLAWS, POLICIES AND PROCEDURES COMMITTEE

The Bylaws, Policies and Procedures Committee, as set forth in Article IX of the Bylaws, reviews the Association's Bylaws, Policies and Procedures and recommends changes to the Board of Directors when appropriate. The Committee has additional specific assignments:

- At the Board of Directors' request, develop a select list of major issues on which the Board of Directors may request member consideration.
- At the request of the Board of Directors, committee chair, or an individual unit member of the Association, review a proposed resolution or proposed change in the corporate bylaws, policies or procedures for the purpose of recommending whether the proposed language will accomplish the desired effect and/or whether the proposed change would require amendment of any other portion of the corporate bylaws, policies, or procedures.

Each district is asked to appoint one to four members to serve as part of the Bylaws, Policies and Procedures Committee. Bur Zeratsky and Rob Johnson (resigned) were Moraine Park's representatives on this committee during the 2022-23 year.

#### **SUGGESTED MOTION:**

***I move that \_\_\_\_\_ be appointed as the Moraine Park representatives to the Bylaws, Policies and Procedures Committee of the Wisconsin Technical College District Boards Association.***

## II. DISTRICT BOARD GOVERNANCE PROCESS

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### D. Appointment of Representatives to the Wisconsin Technical College District Boards Association

#### AWARDS COMMITTEE

The Awards Committee has responsibility for identifying and recognizing:

- Board Member of the Year
- Technical Education Champion (TECh) Award recipients
- Media Award recipients
- Distinguished Alumni of the Year

The Board of Directors shall approve an awards rating committee. Each unit member district will select its own member to review and rate nominations for the Association awards program. Members will serve in this role for one year and can be re-appointed indefinitely. The Committee will determine, select the recipients of, and deliver the corporation's annual awards. The members will select award recipients by rating official award nominations, and Association staff will announce the nomination period for each award. At the end of the nomination period, the Association will provide committee members with a slate of nominees eligible for the award and with corresponding nomination materials. Committee members will rate the nominations according to criteria for each award. The Association will then tabulate the results of the award rating and announce the winner. When possible, awards will be presented at the next quarterly meeting of the Association. Committee members will be expected to rate awards during a time period outside of the Association meetings.

Mike Schwab (primary) and Vernon Jung (alternate) were Moraine Park's representatives on this committee during the 2022-23 year.

#### **SUGGESTED MOTION:**

***I move that \_\_\_\_\_ be appointed as the Moraine Park representative(s) to the Awards Committee of the Wisconsin Technical College District Boards Association.***

## II. DISTRICT BOARD GOVERNANCE PROCESS

### D. Appointment of Representatives to the Wisconsin Technical College District Boards Association

Moraine Park Technical College

<b>BOARD POLICY TYPE: GOVERNANCE PROCESS</b>	
Policy Title	<b>Governing Philosophy</b>
Policy Number	<b>BP 1.2</b>
Policy Owner	Board Chairperson
Adopted	July 10, 2017
Reviewed	February 20, 2019; August 17, 2022
Revised	

The Board of Trustees of Moraine Park Technical College has the authority and accompanying responsibility for the effective governance of the College. The Board carries out this responsibility through the commitment to fundamental philosophical beliefs about their roles and leadership and how those are embodied by the actions of the trustees, the College President, and the faculty and staff that comprise the broader College District. The Board embraces a governance view that is strategic, future-oriented, proactive, positive, ambitious, transparent and deliberative. This governing philosophy encourages diversity in viewpoints, reinforces the centrality of Board policy-making and empowers the President with clear direction.

More specifically, the Board will:

- Operate in all ways mindful to its trusteeship and stewardship obligations to the citizens of its District.
- Take action only in official Board meetings called, scheduled and conducted according to statutory requirements.
- Ensure the continuity of its governance capability through individual training, development and the orientation of new members in the Board's governance process.
- Lead and inspire the organization through the careful establishment of the broadest organizational policies reflecting the District's values. The Board's major focus will be on the intended long-term impact of the College on the District stakeholders.
- Accept collective responsibility for excellence in governance. The Board will use the expertise of individual trustees to enhance the work of the Board as a body, rather than to substitute their individual judgments for those of the Board as a whole.
- Monitor and discuss the Board's process and performance regularly for continuous improvement. Annual self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-Staff Relationship categories and any Board goals that may be established annually.
- Seek balanced input from various sources including staff, students, alumni, employers and other community members on Board policies. The Board will initiate timely linkages with stakeholder groups as needed.
- Make decisions, to the extent possible, on a consensus basis.
- The Board maintains active membership in local, state and national associations and affiliations that the Board deems appropriate to the mission of the College:
  - Wisconsin Technical College District Boards Association (DBA)
  - Association of Community College Trustees (ACCT)



## II. DISTRICT BOARD GOVERNANCE PROCESS

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### E. Appointment of District Board Member to the Moraine Park Foundation Board

The Moraine Park Foundation has rolled out a strategic plan which includes realistic goals to grow financial resources (annual fund development, major gifts, and campaign projects) available to Moraine Park students and in support of College initiatives. To further strengthen the relationship between the Moraine Park Foundation Board and the District Board, the Foundation is requesting that a member from the District Board continue to serve as a non-voting liaison to the Foundation.

This would be a two-year appointment, with a new District Board member replacing the outgoing member every two years. The Foundation Board currently meets three times a year and has additional committees that individuals may serve on. They typically meet in the fall, winter, and spring.

Rob Johnson (resigned) served as the District Board's representative to the Moraine Park Foundation Board during the 2022-23 year.

#### **SUGGESTED MOTION:**

***I move that \_\_\_\_\_ be appointed as the Moraine Park Technical College District Board representative to the Moraine Park Foundation Board.***

## II. DISTRICT BOARD GOVERNANCE PROCESS

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### F. Approval of 2023-24 District Board Meeting Dates/Locations

The annual organizational meeting of the District Board is held on the second Monday in July in compliance with Wisconsin State Statutes. In accordance with District Board Policy BP 1.6 – Board Agenda and Meetings, Board meeting dates and locations are scheduled at this annual organizational meeting.

Board Policy BP 1.6 states that: "The regular meetings of the District Board shall be held monthly, subject to change by call of the Chairperson with the approval of the District Board." The 2023-24 District Board meeting calendar that follows proposes to maintain the third Wednesday of the month as the regular meeting date. The meetings would convene at the locations listed, and would generally begin at 5:00 p.m. The Finance Committee of the Board has historically met immediately prior to the Board meeting, generally beginning at 4:30 p.m. This meeting is called by the District Board Treasurer.

Wednesday, August 16, 2023 – West Bend  
Wednesday, September 20, 2023 – Fond du Lac  
Wednesday, October 18, 2023 – Fond du Lac  
Wednesday, November 15, 2023 – Beaver Dam  
Wednesday, December 20, 2023 – Fond du Lac  
Wednesday, January 17, 2024 – Fond du Lac  
Wednesday, February 21, 2024 – West Bend  
Wednesday, March 20, 2024 – Fond du Lac  
Wednesday, April 17, 2024 – Fond du Lac  
Wednesday, May 15, 2024 – Fond du Lac  
Wednesday, June 19, 2024 – Beaver Dam  
Monday, July 8, 2024 – Fond du Lac (organizational meeting)

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve the schedule of 2023-24 meeting dates and locations as presented.***

## II. DISTRICT BOARD GOVERNANCE PROCESS

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### F. Approval of 2023-24 District Board Meeting Dates/Locations

Moraine Park Technical College

BOARD POLICY TYPE: GOVERNANCE PROCESS	
Policy Title	<b>Board Agenda and Meetings</b>
Policy Number	<b>BP 1.6</b>
Policy Owner	Board Chairperson
Adopted	August 16, 2017
Reviewed	August 17, 2022
Revised	February 20, 2019; June 16, 2021

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#### Notification

District Board meetings are public meetings and open to the public in accordance with Chapter 19, Wis. Stats. Every public notice of a Board meeting shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at a contemplated closed session per Wis. Stat. sec. 19.84(2), as amended.

#### Agenda

The Board shall assume and exercise responsibility for oversight of Board planning and agenda setting. Accordingly, each member of the Board shall have an opportunity to identify issues to be considered on the Board agenda. The Chairperson shall work with the President to prepare and disseminate the agenda.

- The College Vision, Mission, Value Statements, and Strategic Priorities will be reviewed annually.
- Subjects for major policy issues to be discussed and acted upon by the Board will be developed on an annual basis.
- The Board will conduct an annual organizational meeting on the second Monday of July for the purpose of administering the Oath of Office to newly elected Board Members and for the election of Board Officers. (Wis. Stat. sec. 38.08(3), as amended)

#### Meetings

The regular meetings of the District Board shall be held monthly, subject to change by call of the Chairperson with the approval of the District Board. Proper notification of all Board meetings shall be given to the public and the news media as required by the Wisconsin Open Meetings Law. Based upon Wisconsin Statutes, all regular and special meetings of the Board shall be open to the public, with the exception of closed sessions.

Unless suspended or waived, the rules of parliamentary procedure according to the current edition of *Robert's Rules of Order, Revised* shall govern those proceedings to which they are applicable. Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any election of other decision of a governmental body except the election of the officers of such body in any meeting.

All committee, regular, and closed session meetings will be accessible via virtual or phone options; however, Board members are encouraged to attend meetings in person unless the member is prevented from physically attending due to personal illness or disability; employment or family conflicts; or weather-related emergencies.

## II. DISTRICT BOARD GOVERNANCE PROCESS

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### F. Approval of 2023-24 District Board Meeting Dates/Locations

An opportunity for public input, called Public Comments, shall be available at each Board meeting. Unless requested by the Board Chairperson from the audience, regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the Board meeting and/or discussion. Public comment periods are not considered to be public hearings or a forum for public debate. Certain ground rules will be followed regarding the public comment at Board meetings. These ground rules are meant to protect all citizens so that the work of the Board serves everyone, not only those able to attend the meeting:

- The Board Chair will determine the total amount of time devoted to public comment at any given meeting and may establish a maximum number of individuals heard or maximum number of minutes provided to each citizen.
- Prior to the start of the meeting, individuals who wish to address the Board must sign in with the Board Assistant and provide any requested information.
- Only individuals signed in to offer public comment will be invited by the Board Chair to do so and will be required to identify themselves prior to their commentary.
- Individuals should not expect to engage in dialogue or discussion with members of the Board on any matters raised during the public comment period as Board members have no obligation to respond to statements made.
- Individuals recognized to speak by the Board Chair may not engage in debate or dialogue with any other person at the meeting.
- Comments shall be respectful and courteous. Comments which do not conform to those requirements including those that are personal, threatening, attack others, are obscene or insulting, or are properly subject to closed sessions such as those relating to personnel matters, will not be allowed. Offenders may be required to leave the meeting.

#### Closed Sessions

The District Board may also meet in Closed Session in accordance with Wis. Stat. sec. 19.85(1), as amended. Closed Sessions can be before, after, or anytime during a regular meeting provided proper legal notice is given. Closed sessions are called by the Chairperson and approved by a majority of the Board for discussion pertaining to areas provided in Wisconsin Statutes. When final action is taken in proper closed session, the resolution and result of vote must be made available for public inspection.

#### Quorum

A quorum for the transaction of business shall consist of a majority of the members of the District Board, but a smaller number may adjourn a meeting (Wis. Stat. sec. 15.07(4), as amended). Board members should be aware of and avoid walking quorums. A walking quorum is a series of meetings, telephone conferences, electronic communication, or some other means of communication by a number of Board members who come into an agreement regarding College business that collectively would constitute a quorum. Features such as 'reply all' and 'forward' may provide the information instantly to the number of Board members to be considered a quorum and thus violating Open Meetings Law. To avoid unintentionally creating a walking quorum, Board members should refrain from engaging in substantive discussion or coming to agreement on a uniform course of action among separate groups of members.

## II. DISTRICT BOARD GOVERNANCE PROCESS

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### F. Approval of 2023-24 District Board Meeting Dates/Locations

#### Minutes

The President, under the direction of the Secretary of the Board, shall keep, or cause to be kept by the assistant to the Board, complete records of all actions (motions and resolutions) of the Board meetings through the minutes.

The minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved.

#### Board Records

The President shall maintain a permanent record of the minutes of all Board meetings and shall provide each Board member with copies of the minutes, agenda, current budget information, policies adopted by the Board, and any other reference information.

### III. APPROVAL OF MINUTES

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#### SUGGESTED MOTION:

***I move that the Moraine Park Technical College District Board approve the June 21, 2023 meeting minutes as presented.***

#### **MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES June 21, 2023**

##### ATTENDANCE

A meeting of the Moraine Park Technical College District Board was called to order at 5:09 p.m., June 21, 2023, in Room A-112 of Moraine Park Technical College, 235 N. National Ave., Fond du Lac, Wisconsin, Chairperson Tom Hopp presiding. Board members present at the meeting were Bur Zeratsky, Diane Guerrero, Kate Treichel, Vernon Jung, Mike Schwab, and Sara Hintz. Board members Rob Johnson and Steve Hill 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.

##### INTRODUCTIONS

Brittany Schmidt, the new Student Involvement Specialist; Sarah Koenigs, the new Department of Corrections College Advisor; and Doug Hamm, the new Vice President of Teaching and Learning, were introduced to the board. Information only; no board action required.

##### APPROVAL OF MINUTES

MOTION Zeratsky, second Hintz, that the Moraine Park Technical College District Board approve the May 17, 2023 meeting minutes as presented. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

##### CONSENT ITEMS – MONTHLY BUSINESS

MOTION Zeratsky, second Hintz, 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 May be approved and payments are authorized, ordered, and confirmed. May receipts total \$16,675,918.21. May disbursements total -\$7,108,615.11. Roll call vote: Johnson, excused; Jung, yes; Hintz, yes; Treichel, yes; Hill, excused; Zeratsky, yes; Guerrero, present; Schwab, yes; and Hopp, yes. Motion CARRIED.

### III. APPROVAL OF MINUTES

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#### MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES June 21, 2023 (continued)

##### APPROVAL OF RETIREMENTS

MOTION Hintz, second Treichel, that the Moraine Park Technical College District Board accept the retirements of Cynthia Wolf and Julie Pieper:

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: 7; Opposed: 0. Motion CARRIED.

##### APPROVAL OF BOARD POLICIES – ENDS

MOTION Schwab, second Zeratsky, that the Moraine Park Technical College District Board adopt Board Policies 4.2 – College Purposes, and BP 4.4 – Student Success, as presented and recommend these policies and all remaining Ends policies be documented as reviewed or revised accordingly for the 2023-24 fiscal year. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

##### APPROVAL OF BID – BACKUP GENERATOR INSTALLATION – BEAVER DAM CAMPUS

MOTION Treichel, second Zeratsky, that the Moraine Park Technical College District Board accept the following lowest responsible bid for the Beaver Dam Backup Generator Installation, awarding the contract to Circle Electric in the amount of \$396,120; and, further, that the President be authorized to proceed with this project. Roll call vote: Johnson, excused; Jung, yes; Hintz, yes; Treichel, yes; Hill, excused; Zeratsky, yes; Guerrero, yes; Schwab, abstain; and Hopp, yes. Motion CARRIED.

##### APPROVAL OF THREE-YEAR FACILITIES PLAN

MOTION Zeratsky, second Schwab, that the Moraine Park Technical College District Board approve the 2023-26 Three-Year Facilities Plan and, further, that the Plan be submitted to the Wisconsin Technical College System Board for their acceptance. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

##### APPROVAL OF RESOLUTION MODIFYING RESERVES

MOTION Schwab, second Zeratsky, that the Moraine Park Technical College District Board adopt the following resolution establishing the following reservations and segregations of fund balances at the dollar levels indicated:

WHEREAS, the Wisconsin Administrative Code TCS 7.05(5) requires that a district board adopt a resolution creating reserves and requires that, prior to the adoption of its budget, each district disclose all reserves maintained by it, the amount contained in each reserve and the anticipated amount by which each reserve will be increased or decreased during the year for which the budget is adopted; and

### III. APPROVAL OF MINUTES

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#### MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES June 21, 2023 (continued)

WHEREAS, the Moraine Park Technical College District Board will be approving the District's 2023-24 Annual Budget.

THEREFORE, BE IT RESOLVED that the Moraine Park Technical College District Board hereby approves the following reservations and segregations of fund balances:

- RESERVE FOR CAPITAL PROJECTS - A segregation of a portion of the fund balance which is exclusively and specifically for the acquisition and improvement of sites and for the acquisition, construction, equipping, and renovation of buildings. At June 30, 2023, this reserve is planned to be \$9,497,944, but should not exceed \$8,212,416 over the next year in the Capital Projects Fund.

- RESERVE FOR DEBT SERVICE - A segregation of a portion of fund balance to provide for debt service requirements for the coming year which is planned to be \$1,516,022 at June 30, 2023, but should not exceed \$1,730,688 over the next year in the Debt Service Fund.

- RESERVE FOR STUDENT FINANCIAL ASSISTANCE - A segregation of a portion of fund balance to provide for financial aid to students. At June 30, 2023, this reserve is planned to be \$191,815 and should not exceed \$137,583 over the next year in the Special Revenue Fund (non-aidable).

- RESERVE FOR STUDENT CLUBS AND ORGANIZATIONS - A segregation of a portion of fund balance to provide for student clubs and organizations. At June 30, 2023, this reserve is planned to be \$923,230 and should not exceed \$864,736 over the next year in the Special Revenue Fund (non-aidable).

- DESIGNATED FOR OPERATIONS - A designated segregation of a portion of fund balance to provide for fluctuations in operating cash balances. At June 30, 2023, this designation is planned to be \$10,110,107 and should not exceed the amount over the next year in the General Fund.

- DESIGNATED FUND BALANCE FOR SUBSEQUENT YEARS - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2023, this designation is planned to be \$634,376 and should not exceed this amount over the next year in the General Fund.

- DESIGNATED FUND BALANCE FOR SUBSEQUENT YEAR - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2023, this designation is planned to be \$214,792 and should not exceed this amount over the next year in the General Fund.



### III. APPROVAL OF MINUTES

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#### MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES June 21, 2023 (continued)

- DESIGNATED FOR STATE AID FLUCTUATIONS - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2023, this designation is planned to be \$414,584 and should not exceed this amount over the next year in the General Fund.

- RESERVE FOR PREPAID ITEMS - A designated segregation of a portion of fund balance to be used to fund subsequent to the forthcoming year's budget. At June 30, 2023, this designation is planned to be \$1,564,801 and should not exceed this amount over the next year in the General Fund.

- DESIGNATED FUND BALANCE FOR SUBSEQUENT YEAR - A designated segregation of a portion of fund balance to be used to fund the forthcoming year's budget. At June 30, 2023, this designation is planned to be \$1,685,197 and should not exceed \$1,336,930 over the next year in the Special Revenue Fund (operational).

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

#### ADOPTION OF 2023-24 INSTITUTIONAL PLAN AND BUDGET

MOTION Treichel, second Jung, that the Moraine Park Technical College District Board approve the following resolution to adopt the institutional plan and budget for fiscal year 2023-24:

WHEREAS, the notice of the public hearing on the proposed 2023-24 budget of the Moraine Park Technical College District was published in the Fond du Lac Reporter, the West Bend News, and the Beaver Dam Daily Citizen by May 2, 2023, as a Class I Legal Notice; and

WHEREAS, the Moraine Park Technical College District Board has held pursuant to Wis. Stat. sec. 65.90(4), a public hearing on the proposed 2023-24 budget on May 17, 2023 in Fond du Lac, Wisconsin, at Moraine Park Technical College, 245 North National Avenue and conducted electronically, via conference call at 5:00 p.m.

NOW, THEREFORE, BE IT RESOLVED that the Moraine Park Technical College District Board hereby adopts the budget of one hundred two million eight hundred forty five thousand one dollar (\$102,845,001) and the associated institutional plan as indicated in the attachment of this resolution for the making of capital improvements, payment of indebtedness, acquisition of equipment, and the operating and maintenance of the schools of the District for the fiscal year beginning July 1, 2023.

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

### III. APPROVAL OF MINUTES

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#### MORAINÉ PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES June 21, 2023 (continued)

##### APPROVAL OF RESOLUTION AUTHORIZING THE ISSUANCE OF \$1,750,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2023-24A

MOTION Zeratsky, second Hintz, that the Moraine Park Technical College District Board adopt the following resolution authorizing the issuance and setting the sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A (the "Notes") for the public purpose of financing acquisition of movable equipment:

WHEREAS, the Moraine Park Technical College District, Wisconsin (the "District") is presently in need of \$1,750,000 for the public purpose of financing the acquisition of movable equipment; and

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purpose through the issuance of general obligation promissory notes pursuant to the provisions of Section 67.12(12), Wis. Stats.

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

##### APPROVAL OF CONTRACT FOR LEGAL SERVICES

MOTION Jung, second Zeratsky, that the Moraine Park Technical College District Board authorize the President to enter into a contract with Dempsey Law LLP for legal services during the period July 1, 2023 – June 30, 2024. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

##### FOUNDATION UPDATE

The Director of College Advancement presented a high-level overview of the Moraine Park Foundation's assets, financial position, campaign and fundraising trends, President's Circle Giving Society, planned giving initiatives, and various scholarship and emergency funds provided to students over the past five years. Information only; no Board action required.

##### RECRUITMENT

The Director of Talent and the Director of Marketing presented an update on talent acquisition and employment marketing efforts at the college. Department staff, hiring trends, internal and external marketing efforts, consortium partnerships with other WTCS colleges, planned next steps for marketing enhancement, and a brief employment marketing video were included in the presentation. Information only; no Board action required.

### III. APPROVAL OF MINUTES

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#### MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES June 21, 2023 (continued)

##### PRESIDENT'S REPORT

President Baerwald shared brief highlights of meetings recently attended, including the recent Economic Development Board of Washington County annual retreat, Washington-Ozaukee-Waukesha County Workforce Development Board workshop and strategic planning summit, recent new "40 Under 40" event, Envision Greater Fond du Lac board involvement, Project Grill event, partnership discussions with the Treffert Center, and visits to Milwaukee Tool and Sadoff Iron and Metal. Legislative update noted Senator Baldwin's office will officially be requesting an earmark of \$150,000, recent Joint Finance Committee meeting on the system-wide budget and ongoing conversations regarding operational tax levy authority, and monitoring of activities related to UWM-Washington County. WTCS update noted recent President's Association strategic planning retreat which focused on employment branding and technical college marketing efforts. College activities update noted referendum activities including finalized ownership of the land parcel in Horicon for the Regional Fire Training Center and upcoming bid approval in August, recent West Bend Campus open house event, 9th cohort completion of the Kreilkamp truck driving boot camp, articulation agreement signing ceremony with UW-Oshkosh, receipt of the largest allocation of WAT grants in college history, and special thanks for those that attended recent graduation and completion ceremonies. Information only; no Board action required.

##### 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 Jung, that the Moraine Park Technical College District Board break and 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 various personnel matters including evaluation of the College President). Roll call vote: Johnson, excused; Jung, yes; Hintz, yes; Treichel, yes; Hill, excused; Zeratsky, yes; Guerrero, yes; Schwab, yes; and Hopp, yes. Motion CARRIED.

##### RECONVENE TO OPEN SESSION

MOTION Jung, second Hintz, that the Moraine Park Technical College District Board reconvene into open session. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

### III. APPROVAL OF MINUTES

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#### MORAINES PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING MINUTES June 21, 2023 (continued)

##### RATIFICATION OF PRESIDENT'S EMPLOYMENT AGREEMENT

MOTION Treichel, second Jung, that the Moraine Park Technical College District Board ratify and approve the President's Employment Agreement and 2023-24 Salary/Benefits Summary letter as prepared by the District Board's legal counsel. Roll call vote: Johnson, excused; Jung, yes; Hintz, yes; Treichel, yes; Hill, excused; Zeratsky, yes; Guerrero, yes; Schwab, yes; and Hopp, yes. Motion CARRIED.

##### ADJOURNMENT

MOTION Zeratsky, second Schwab, that the Moraine Park Technical College District Board meeting be adjourned. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

The Board meeting was adjourned at 6:58 p.m.

## IV. CONSENT ITEMS

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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**

Michele Eggers, Financial Aid Assistant, submitted her retirement effective February 1, 2024. Michele has been with the College since August 2003.

James Gyorfy, EWD CNC Instructor, ended employment effective June 13, 2023. James has been with the College since January 2016.

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

Dual Enrollment Communications Specialist, Fond du Lac Campus. This is a new full-time position. This position will provide content writing as well as tracking of and engagement with dual enrollment students in line with established communication strategies, department processing and student engagement efforts. It will also work in conjunction with recruitment/admissions to support student onboarding practices and department activities to achieve enrollment goals. After screening and interviewing, Caitlin Hernandez was selected and started July 10, 2023. Caitlin earned her Associate degree of Applied Science in Marketing and Social Media Management from Moraine Park Technical College. Caitlin was most recently the Recruitment & Admissions Engagement Specialist at the College.

Administrative Aide-Customized Training. This full-time vacancy was created when Malinda Moore changed positions at the College. This position will provide administrative assistance and technical support to all facets of the Economic and Workforce Development team. After screening and interviewing, Cheryl Zitlow was selected and will start July 17. Cheryl earned her Associate of Applied Science degrees in Business Analysis, Accounting and Administrative Professional from Moraine Park Technical College. Cheryl was most recently the Supply Chain Coordinator at JF Ahern.

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.

Housekeeper, Fond du Lac Campus. This full-time vacancy was created when Amy Immel ended employment. The Housekeeper performs custodial duties and heavy-duty cleaning. Occasional Saturdays required on a rotating basis.

Administrative Assistant-Manufacturing, West Bend Campus. This full-time vacancy was created when Cynthia Wolf submitted her retirement. This position provides administrative assistance and technical support to the Manufacturing Team. Interviews were last held July 5, 2023.

## IV. CONSENT ITEMS

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### A. Human Resources – Employment

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

English Language Learning Program Specialist, Beaver Dam Campus. This part-time vacancy was created when Erica Avila submitted her resignation. This position provides community outreach, recruitment, retention, orientation and transition services for English Language Learning students and Adult Basic Education students. Interviews were last held June 21, 2023.

#### **Recruitment – Instructional Employees**

IT Technical Support Specialist Instructor, Fond du Lac Campus. This full-time vacancy was created when Joseph Desiderio changed positions at the College. The primary teaching responsibility will vary within the Information Technology – Technical Support Specialist Associate degree program, and includes courses such as Network +, Intro to O/S, Computer Software Support, Help desk Concepts, IT Administration, and Computer Hardware Support. After screening and interviewing, Jennifer Schoonover was selected and will start July 31, 2023.

Jennifer earned her Master of Arts in Education degree from Marian University. Jennifer was most recently employed at the Fond du Lac School District as a Business Education Teacher. Jennifer is also a current adjunct at the College.

It is recommended that Moraine Park Technical College District Board issue a 2023-24 contract to Jennifer Schoonover and further that she be placed in F2 on the Faculty salary schedule.

Economic & Workforce Development-Industrial Maintenance Instructor, Fond du Lac Campus. This full-time repurposed vacancy 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 May 30, 2023.

Diagnostic Medical Sonography Instructor, Beaver Dam Campus. This is a new full-time position. The Clinical Coordinator will be responsible for coordinating clinical education with didactic education as assigned by the program director. They will evaluate and ensure the effectiveness of clinical experiences for the concentration(s) students are enrolled in and also provide clinical instruction and document the evaluation and progression of clinical performance leading to clinical competence.

## IV. CONSENT ITEMS

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### A. Human Resources – Employment

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

Communications Instructor, Fond du Lac Campus. This full-time vacancy was created when Emily Hayes changed positions at the College. This instructor will primarily teach face-to-face and Video Conferencing (VC) courses from the Fond du Lac campus, but may be asked to teach at various sites within the Moraine Park District to include multiple campus, center and business locations. In addition to face-to-face and VC instructional delivery methods, other modalities including online might be required. Content areas may include English, Reading Instruction, Journalism, Speech (not drama or theater), Communication or Literature (or a combination of any of those listed). Interviews were last held June 22, 2023.

Economic & Workforce Development-Leadership Instructor, Fond du Lac Campus. This is a new full-time position. The primary teaching responsibility will be in the areas of team building, leadership, and communication. This instructor will be teaching at various campuses and business or Department of Corrections locations within the Moraine Park District as needed. Interviews were last held July 12, 2023.

Economic & Workforce Development-CNC Instructor, Fond du Lac Campus. This full-time vacancy was created when Jim Gyorfy ended employment. 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.

#### **Recruitment – Management Employees**

Talent Acquisition Coordinator, Fond du Lac Campus. This is a new full-time position. The Talent Acquisition Coordinator is responsible for full-life cycle recruitment for adjunct faculty, temporary and student workers. This position also assists in the full-life cycle recruitment for all positions at the college and manages the applicant tracking system. After screening and interviewing, Kylee Schneider was selected and started July 10, 2023. Kylee earned her Bachelor of Business Administration degree from Marian University. Kylee was most recently an Administrative Assistant at Moraine Park Technical College.

Total Rewards Manager, Fond du Lac Campus. This full-time vacancy was created when Erik Swenson submitted his resignation. This position is responsible for planning, designing, implementing and administering a comprehensive total rewards program. Interviews were last held June 26, 2023.

## IV. CONSENT ITEMS

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### B. Financial Services – Accounting/Investments

Receipts and Disbursements Report as of June 30, 2023 including the Disbursement Detail for disbursements \$2,500 or greater

Monthly Investment Report as of June 30, 2023

Monthly Comparative Statement of Revenues and Expenses as of June 30, 2023

#### TAX LEVY RECEIVABLE

Total collections as of June 26, 2023 totaled \$13,161,032.35 or 77.2% of the total levied. Last year's collection through June 25, 2022 was \$13,599,085.03 or 76.2% of the total levied. A summary of this year's collection is as follows:

<u>County</u>	<u>Total Levied</u>	<u>Total Collected</u>	<u>Percent Collected</u>
Calumet	\$213,299.07	\$164,297.97	77.0%
Columbia	3,295.14	2,333.20	70.8%
Dodge	3,202,738.69	2,391,828.99	74.7%
Fond du Lac	4,655,340.51	3,610,469.48	77.6%
Green Lake	1,407,878.91	1,026,752.45	72.9%
Marquette	19,892.36	14,901.45	74.9%
Sheboygan	5,352.38	3,969.16	74.2%
Washington	7,321,177.18	5,779,378.27	78.9%
Waushara	144,897.64	107,022.90	73.9%
Winnebago	<u>79,319.12</u>	<u>60,078.48</u>	75.7%
	<u>\$17,053,191.00</u>	<u>\$13,161,032.35</u>	<u>77.2%</u>



## IV. CONSENT ITEMS

### C. Economic Development Contracting

EWD Board Report - July 2023									
Recipient	Title	Contract	Course Section #	Revenue	Revenue - Grant Administration Fee	Direct Cost	Net	Enrolled	FTE
Alliance Laundry Systems LLC	Group Lead Supervisor Level 2	00003165	42123	\$ 4,073.36	\$ 407.34	\$ 1,987.34	\$ 2,086.02	15	0.15
Alliance Laundry Systems LLC	Group Lead Supervisor Level 2	00003165	42124	\$ 3,736.07	\$ 373.61	\$ 1,650.05	\$ 2,086.02	10	0.1
Alliance Laundry Systems LLC	Team Lead Supervisor Level 2	00003166	42203	\$ 3,850.27	\$ 385.03	\$ 1,764.25	\$ 2,086.02	10	0.1
Alliance Laundry Systems LLC	Team Lead Supervisor Level 2	00003166	42201	\$ 4,379.74	\$ 437.97	\$ 2,293.72	\$ 2,086.02	19	0.19
Amsted Automotive	Industrial Maintenance Boot Camp Spring 2023	00003400	32030	\$ 3,910.00	\$ 390.00	\$ 1,740.25	\$ 2,169.75	6	0.18
Apache Stainless Equipment Corp.	Team Leader Series	00003272	41777	\$ 5,068.83	\$ 506.88	\$ 2,277.83	\$ 2,791.00	11	0.2
Apache Stainless Equipment Corp.	Industrial Maintenance Boot Camp Spring 2023	00003401	32032	\$ 3,910.00	\$ 390.00	\$ 1,472.13	\$ 2,437.87	6	0.18
Apache Stainless Equipment Corp.	Welding Boot Camp Spring 2023	00003496	31890	\$ 5,465.92		\$ 5,465.92	\$ -	7	0.48
BCI Burke	Welding Boot Camp Spring 2023	00003495	31897	\$ 5,465.92		\$ 5,465.92	\$ -	7	0.48
Broan-NuTone LLC	Giving Effective Feedback	00003339	41971	\$ 881.90	\$ 88.19	\$ 375.69	\$ 506.21	10	0.03
Broan-NuTone LLC	Giving Effective Feedback	00003156	41970	\$ 890.66	\$ 89.07	\$ 384.45	\$ 506.21	14	0.05
Broan-NuTone LLC	Navigating Difficult Conversatn	00003339	42091	\$ 888.08	\$ 88.81	\$ 381.21	\$ 506.87	12	0.04
Broan-NuTone LLC	Work Cooperatively in Teams	00003156	42298	\$ 874.04	\$ 87.40	\$ 367.17	\$ 506.87	13	0.04
Broan-NuTone LLC	Work Cooperatively in Teams	00003339	42299	\$ 876.20	\$ 87.62	\$ 369.33	\$ 506.87	15	0.05
Broan-NuTone LLC	Decision Making	00003339	42184	\$ 908.60	\$ 90.86	\$ 401.73	\$ 506.87	15	0.05
Broan-NuTone LLC	Decision Making	00003156	42183	\$ 911.84	\$ 91.18	\$ 404.97	\$ 506.87	16	0.05
Broan-NuTone LLC	Emotional Intelligence	00003339	41755	\$ 870.80	\$ 87.08	\$ 363.42	\$ 507.38	10	0.03
Broan-NuTone LLC	Emotional Intelligence	00003156	41754	\$ 872.96	\$ 87.30	\$ 365.58	\$ 507.38	12	0.04
Broan-NuTone LLC	Adapt to Change	00003339	41717	\$ 957.04	\$ 95.70	\$ 467.79	\$ 489.25	9	0.03
Broan-NuTone LLC	Navigating Difficult Conversatn	00003156	42090	\$ 888.08	\$ 88.81	\$ 381.21	\$ 506.87	12	0.04
Broan-NuTone LLC	Adapt to Change	00003156	41716	\$ 988.05	\$ 98.81	\$ 498.80	\$ 489.25	13	0.04
Broan-NuTone LLC	Developing Performance Goals	00003339	42248	\$ 877.28	\$ 87.73	\$ 370.41	\$ 506.87	12	0.04
Broan-NuTone LLC	Developing Performance Goals	00003156	42247	\$ 880.16	\$ 88.02	\$ 373.29	\$ 506.87	14	0.05
Conagra Brands	Industrial Maintenance Boot Camp Spring 2023	00003402	32030	\$ 11,730.00	\$ 1,170.00	\$ 4,435.57	\$ 7,294.43	15	0.51
Department of Natural Resources	DNR-Operators Training Program	00003499	T1640	\$ 45,728.30		\$ 45,728.30	\$ -	0	0
EK Machine Co.	Welding Boot Camp Spring 2023	00003494	31890	\$ 4,937.08		\$ 4,937.08	\$ -	6	0.41
FZE Manufacturing Solutions, LLC.	Team Building/Problem Solving	00003506	31913	\$ 15,023.27		\$ 15,023.27	\$ -	19	1.43
GKN Sinter Metals, Inc.	CNC Boot Camp Spring 2023	00003505	31911	\$ 5,420.38		\$ 5,420.38	\$ -	7	0.55
Grande Cheese Company	Industrial Maintenance Boot Camp Spring 2023	00003403	32038	\$ 7,820.00	\$ 780.00	\$ 3,480.46	\$ 4,339.54	12	0.42

## IV. CONSENT ITEMS

### C. Economic Development Contracting

EWD Board Report - July 2023									
Recipient	Title	Contract	Course Section #	Revenue	Revenue - Grant Administration Fee	Direct Cost	Net	Enrolled	FTE
JF Ahern Co.	LMS Rental and Support - Year 3	00003173	T1618	\$ 2,340.00		\$ 37.49	\$ 2,302.51	0	0
Kingsbury, Inc.	CNC Boot Camp Spring 2023	00003511	31913	\$ 2,644.60		\$ 2,644.60	\$ -	3	0.27
KMC Stampings	Think Critically	00003262	42252	\$ 1,020.23	\$ 102.02	\$ 361.32	\$ 658.91	10	0.03
KMC Stampings	Problem Solving	00003262	42251	\$ 1,016.83	\$ 101.68	\$ 357.92	\$ 658.91	10	0.03
KMC Stampings	Work Productively	00003262	42253	\$ 1,019.23	\$ 101.92	\$ 360.32	\$ 658.91	10	0.03
KMC Stampings	Communicate Clearly	00003262	42250	\$ 1,022.39	\$ 102.24	\$ 363.48	\$ 658.91	9	0.03
Kondex Corporation	Problem Solving	00003260	42233	\$ 873.30	\$ 87.33	\$ 318.64	\$ 554.66	7	0.02
Kondex Corporation	Demonstrate Positive Attitude	00003260	42234	\$ 875.84	\$ 87.58	\$ 321.18	\$ 554.66	8	0.03
Kreilkamp Trucking	2023 Cohort 1 - CDL Theory 1	00002889	32021	\$ 12,560.39		\$ 4,345.87	\$ 8,214.52	12	0.4
Kreilkamp Trucking	2023 Cohort 1 - Class A CDL Driving 2	00002889	32024	\$ 32,111.04		\$ 23,232.31	\$ 8,878.73	10	1
Kreilkamp Trucking	2023 Cohort 1 - CDL Theory 2	00002889	32022	\$ 21,406.32		\$ 4,525.92	\$ 16,880.40	12	0.8
Kreilkamp Trucking	2023 Cohort 1 - Class A CDL Driving 1	00002889	32023	\$ 32,109.48		\$ 6,788.88	\$ 25,320.60	12	1.2
Kreilkamp Trucking	2023 Cohort 2 - Class A CDL Driving 1	00003398	32079	\$ 32,109.48		\$ 6,788.88	\$ 25,320.60	15	1.5
Kreilkamp Trucking	2023 Cohort 2 - CDL Theory 1	00003398	32077	\$ 13,026.16		\$ 4,702.89	\$ 8,323.27	16	0.53
Kreilkamp Trucking	2023 Cohort 2 - CDL Theory 2	00003398	32078	\$ 21,406.32		\$ 4,525.92	\$ 16,880.40	15	1
Kreilkamp Trucking	2023 Cohort 2 - Class A CDL Driving 2	00003398	32080	\$ 32,111.04		\$ 24,607.45	\$ 7,503.59	9	0.9
Manowske Welding Corporation	CNC Boot Camp Spring 2023	00003504	31900	\$ 4,182.51		\$ 4,182.51	\$ -	5	0.38
MSI Express, Inc	Industrial Maintenance Boot Camp Spring 2023	00003404	32036	\$ 7,820.00	\$ 780.00	\$ 3,480.46	\$ 4,339.54	12	0.42
RB Royal	Industrial Maintenance Boot Camp Spring 2023	00003405	32030	\$ 7,820.00	\$ 780.00	\$ 3,480.46	\$ 4,339.54	12	0.42
Regal Rexnord	Supervision Level 2	00003377	42193	\$ 5,324.71	\$ 532.47	\$ 2,134.15	\$ 3,190.56	7	0.14
Regal Rexnord	Listen Effectively	00003378	42214	\$ 876.20	\$ 87.62	\$ 349.04	\$ 527.16	10	0.03
Regal Rexnord	Work Cooperatively in Teams	00003378	42213	\$ 872.60	\$ 87.26	\$ 345.44	\$ 527.16	14	0.05
Regal Rexnord	Adapt to Change	00003378	42212	\$ 882.68	\$ 88.27	\$ 355.52	\$ 527.16	21	0.07
Regal Rexnord	Communicate Clearly	00003378	42215	\$ 869.90	\$ 86.99	\$ 342.74	\$ 527.16	11	0.04
Sadoff Iron & Metal Company	Industrial Maintenance Boot Camp Spring 2023	00003406	32030	\$ 3,910.00	\$ 390.00	\$ 1,740.09	\$ 2,169.91	6	0.18
Sam's Well Drilling	CNC Boot Camp Spring 2023	00003503	31900	\$ 4,561.35		\$ 4,561.35	\$ -	6	0.48
Seneca Foods Corporation	Supervision 101	00003424	42072	\$ 5,386.26	\$ 538.63	\$ 2,048.25	\$ 3,338.01	3	0.06
Wabash National Corporation	Welding Boot Camp Spring 2023	00003493	31890	\$ 19,070.92		\$ 19,070.92	\$ -	24	1.57
			<b>TOTAL</b>	<b>\$412,314.61</b>	<b>\$ 10,051.42</b>	<b>\$235,021.52</b>	<b>\$177,293.09</b>	<b>616</b>	<b>17.6</b>

## IV. CONSENT ITEMS

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### 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 June be approved and payments are authorized, ordered, and confirmed.***

Roll call vote:

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

## V. ACTION ITEMS

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### A. Approval of Retirement

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

<b><u>Employee</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Date Hired</u></b>
Michele Eggers	Financial Aid Assistant	February 1, 2024	August 25, 2003

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board accept the retirement of Michele Eggers:***

***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.***

## V. ACTION ITEMS

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### B. Approval of Resolution Awarding the Sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A, of Moraine Park Technical College District, Wisconsin

The District Board, at the June 21 meeting, adopted Resolution 24-01 authorizing the issuance and setting the sale of general obligation promissory notes. The District intends to issue \$1,750,000 of General Obligation Promissory Notes under the resolution for the public purpose of financing the acquisition of movable equipment. This issuance is a regularly scheduled borrowing independent of the referendum.

Additional materials in the form as necessary, and legal documents required to execute the sale, will be available that evening. Mr. John St. Peter, as the Board's attorney, is working with the legal counsel of Quarles to prepare all relevant documents.

#### SUGGESTED MOTION:

***I move that the Moraine Park Technical College District Board adopt the following resolution to accept the bid and award the sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A.***

Roll call vote:

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

## V. ACTION ITEMS

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### B. Approval of Resolution Awarding the Sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A, of Moraine Park Technical College District, Wisconsin

WHEREAS, on June 21, 2023, 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 2023-24A (the "Notes") in the amount of \$1,750,000 for the public purpose of financing the acquisition of movable equipment (the "Project");

WHEREAS, the District caused a Notice to Electors (the "Notice") to be published in The Reporter on June 27, 2023, in the Daily News on June 28, 2023 and in the Daily Citizen on June 29, 2023 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 Notice;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on July 31, 2023;

WHEREAS, the District has directed Robert W. Baird & Co. Incorporated ("Baird") to take the steps necessary to sell the Notes to pay the cost of the Project;

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on July 10, 2023;

WHEREAS, the Secretary (in consultation with Baird) caused notice of the sale of the Notes to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale on July 10, 2023;

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.

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District that:

Section 1A. Ratification of the Official Notice of Sale and Offering Materials. The District Board hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Notice of Sale and any other offering materials prepared and circulated by Baird are hereby ratified and approved in all respects. All actions taken by officers of the District and Baird in connection with the preparation and distribution of the Official Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

## V. ACTION ITEMS

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### **B. Approval of Resolution Awarding the Sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A, of Moraine Park Technical College District, Wisconsin**

Section 1B. Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of ONE MILLION SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$1,750,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal [(as modified on the Bid Tabulation and reflected in the Pricing Summary referenced below and incorporated herein)], plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted (subject to the condition that no valid petition for referendum is filed by July 31, 2023). The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2023-24A"; shall be issued in the aggregate principal amount of \$1,750,000; shall be dated August 1, 2023; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2024. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on April 1, 2032 and thereafter shall be subject to redemption prior to maturity, at the option of the District, on April 1, 2031 or on any date thereafter. Said Notes shall be redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity, by lot (as selected by DTC (defined herein)), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Proposal specifies that [some of] the Notes shall be subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the District shall direct.]

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

## V. ACTION ITEMS

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### B. Approval of Resolution Awarding the Sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A, of Moraine Park Technical College District, Wisconsin

#### Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2023 through 2032 for the payments due in the years 2024 through 2033 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

#### Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2023-24A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.



## V. ACTION ITEMS

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### B. Approval of Resolution Awarding the Sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A, of Moraine Park Technical College District, Wisconsin

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

## V. ACTION ITEMS

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### B. Approval of Resolution Awarding the Sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A, of Moraine Park Technical College District, Wisconsin

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

## V. ACTION ITEMS

---

### **B. Approval of Resolution Awarding the Sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A, of Moraine Park Technical College District, Wisconsin**

Section 11. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The District hereby authorizes the Chairperson and Secretary or other appropriate officers of the District to enter into a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 12. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 13. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 14. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

## V. ACTION ITEMS

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### **B. Approval of Resolution Awarding the Sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A, of Moraine Park Technical College District, Wisconsin**

Section 15. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 16. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 17. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 18. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

## V. ACTION ITEMS

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### **B. Approval of Resolution Awarding the Sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A, of Moraine Park Technical College District, Wisconsin**

Section 19. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded July 10, 2023.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

(SEAL)

## V. ACTION ITEMS

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### **B. Approval of Resolution Awarding the Sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A, of Moraine Park Technical College District, Wisconsin**

#### EXHIBIT A Official Notice of Sale

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.  
(See Attached)

#### EXHIBIT B Bid Tabulation

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.  
(See Attached)

#### EXHIBIT C Winning Bid

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.  
(See Attached)

#### EXHIBIT D-1 Pricing Summary

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.  
(See Attached)

#### EXHIBIT D-2 Debt Service Schedule and Irrepealable Tax Levies

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.  
(See Attached)

## V. ACTION ITEMS

### B. Approval of Resolution Awarding the Sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A, of Moraine Park Technical College District, Wisconsin

[EXHIBIT MRP  
Mandatory Redemption Provision

The Notes due on April 1, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on April 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on April 1, \_\_\_\_\_

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, \_\_\_\_\_

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, \_\_\_\_\_

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, \_\_\_\_\_

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)]

**V. ACTION ITEMS**

**B. Approval of Resolution Awarding the Sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A, of Moraine Park Technical College District, Wisconsin**

EXHIBIT E  
(Form of Note)

REGISTERED NO. R \_\_\_\_\_ UNITED STATES OF AMERICA STATE OF WISCONSIN MORAINE PARK TECHNICAL COLLEGE DISTRICT GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2023-24A DOLLARS \$ \_\_\_\_\_

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:  
April 1, \_\_\_\_\_ August 1, 2023 \_\_\_\_\_% \_\_\_\_\_

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: \_\_\_\_\_ THOUSAND DOLLARS  
(\$ \_\_\_\_\_)

FOR VALUE RECEIVED, the Moraine Park Technical College District, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi annually on April 1 and October 1 of each year commencing on April 1, 2024 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$1,750,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purpose of financing the acquisition of movable equipment, as authorized by resolutions adopted on June 21, 2023 and July 10, 2023. Said resolutions are recorded in the official minutes of the District Board for said dates.



## V. ACTION ITEMS

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### **B. Approval of Resolution Awarding the Sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A, of Moraine Park Technical College District, Wisconsin**

The Notes maturing on April 1, 2032 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2031 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity, by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Notes maturing in the years \_\_\_\_\_ are subject to mandatory redemption by lot as provided in the resolutions referred to above, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book entry only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrevocable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the District appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration.

**V. ACTION ITEMS**

---

**B. Approval of Resolution Awarding the Sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A, of Moraine Park Technical College District, Wisconsin**

The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and District may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the Moraine Park Technical College District, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and Secretary; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

MORaine PARK TECHNICAL COLLEGE  
DISTRICT, WISCONSIN

By: \_\_\_\_\_  
Chairperson

(SEAL)

By: \_\_\_\_\_  
Secretary

**V. ACTION ITEMS**

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**B. Approval of Resolution Awarding the Sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A, of Moraine Park Technical College District, Wisconsin**

Date of Authentication: \_\_\_\_\_, \_\_\_\_\_.

**CERTIFICATE OF AUTHENTICATION**

This Note is one of the Notes of the issue authorized by the within-mentioned resolutions of the Moraine Park Technical College District, Wisconsin.

**ASSOCIATED TRUST COMPANY,  
NATIONAL ASSOCIATION,  
GREEN BAY, WISCONSIN**

By \_\_\_\_\_  
Authorized Signatory

**V. ACTION ITEMS**

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**B. Approval of Resolution Awarding the Sale of \$1,750,000 General Obligation Promissory Notes, Series 2023-24A, of Moraine Park Technical College District, Wisconsin**

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

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(Name and Address of Assignee)

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(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints \_\_\_\_\_, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

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(e.g. Bank, Trust Company  
or Securities Firm)

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(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

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(Authorized Officer)

## VI. CORRESPONDENCE AND REPORTS

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### A. Student Life/Commencement

A brief report on student life activities and a short video will be shared by the Vice President of Student Services.

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### B. President's Report

President Baerwald will provide a summary update of recently attended meetings and other college activities, as well as review the 2023-24 Board Governance Reporting Schedule.

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### C. Upcoming Events

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

1. WTCS State Board Meeting –July 11-12, Waukesha County Technical College
2. DBA Summer Meeting – July 20-22 – Fox Valley Technical College
3. District Board Meeting (*pending approval*) – Wednesday, August 16, 5:00 pm – West Bend Campus

## VII. ADJOURNMENT

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**SUGGESTED MOTION:**

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