

# MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

*June 20, 2018  
5:00 p.m.*

**Moraine Park Technical College  
235 North National Avenue, Fond du Lac, WI 54935  
World Link Conference Center, Room A-112**

## AGENDA

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| <b>I. ROLL CALL – 5:00 p.m.</b>                                      |             |
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| <b>VII. CORRESPONDENCE AND REPORTS</b>                               |             |
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| 1) Meetings Attended/to Attend                                       |             |
| 2) Legislative Update  |             |
| 3) WTCS Update   |             |
| 4) College Activities Update   |             |

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| D. District Boards Association Reports/Upcoming Events  |             |
| 1) Board of Directors & Committee Reports   | Report      |
| 2) Upcoming Events  | 23          |
| <i>(Note: A majority of Board members may be attending the meetings/conferences at the dates/places, and for the purposes referenced in this document. This notice is being provided to comply with Wisconsin Open Meetings Law.)</i>   |             |
| VIII. <b>CLOSED SESSION</b>   |             |
| A. Approval to convene into Closed Session pursuant to Wis. Stat. sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (regarding various personnel matters including evaluation of the College President). | 24          |
| <b><i>NOTE: The District Board will meet in closed session for approximately 30 minutes. At the completion of the closed session, the Board will reconvene to complete the balance of the agenda.</i></b>   |             |
| IX. <b>ACTION ITEM</b>  |             |
| A. Ratification of President's Employment Agreement   | 25          |
| X. <b>ADJOURNMENT</b>   |             |

## 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:

\_\_\_\_\_ Krueger  
\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Staral

## IV. APPROVAL OF MINUTES

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**SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve the May 16, 2018 meeting minutes as presented.***

## V. CONSENT ITEMS

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The following information is being presented for the purpose of District Board monitoring of their Presidential Parameter policies #4HEE0100, Employment; #4FAF0300, Accounting; #4FFF0200, Investments; and their Desired Outcomes Policy #1TFT0200, Educate for Employment – Economic Development Contracting.

### A. Employment

#### Resignations/Terminations

Barbara McKenna, Housekeeper, submitted her resignation effective June 7, 2018. Barbara had been with the College since April 2018.

Michael Kinser, Systems Analyst, submitted his resignation effective June 30, 2018. Michael has been with the College since January 2016.

Ann Boyle-Gustavus, Security Officer, submitted her resignation effective May 11, 2018. Ann had been with the College since August 2015.

#### Recruitment – Support Professionals

Marketing Web Content Specialist, Fond du Lac Campus. This full-time position became available when Andrew Pantzlaff submitted his resignation. This position is responsible for writing and creating engaging content for the morainepark.edu website as well as other marketing pieces. This position was posted internally. After screening and interviewing, Hannah Opacich was selected and her start date is July 2, 2018.

Housekeeper, West Bend Campus. This full-time position was created when Alyssa Kleinert changed positions. This position performs custodial duties for an assigned area at the West Bend Campus and performs heavy duty cleaning throughout the campus as needed. This position was posted internally/externally until filled. Interviews were last held May 24, 2018.

Housekeeper, Beaver Dam Campus. This part-time position was created when Sherra Gust submitted her resignation. This position performs custodial duties for an assigned area at the Beaver Dam Campus and performs heavy duty cleaning throughout the campus as needed. This position was posted internally/externally until filled. Interviews were last held June 12, 2018.

#### Recruitment – Management/Instructional Staff

Associate Dean of Human Services, Fond du Lac Campus. This full-time position was created when James Brace submitted his resignation. This position will assist the Academic Dean in overseeing academic initiatives, instructional budgets, special projects, grants and student/personnel issues. This position will recruit, orient, mentor and provide for the ongoing development and evaluation of contract and adjunct faculty and/or support staff and supervise classes to ensure quality of curriculum, course design and delivery. This position was posted internally/externally. After screening and interviewing, Barbara Jascor was selected and her start date was June 4, 2018.

## V. CONSENT ITEMS

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### A. Employment (Continued)

#### Recruitment – Management/Instructional Staff (Continued)

Barbara earned her Bachelor's degree in Social Work from Carroll College and her Master's degree in Criminal Justice from Indiana State University. Barbara was most recently employed at Mid-State Technical College for 20 years most recently as the Associate Dean, Service and Health Division.

It is recommended that the Moraine Park Technical College District Board offer a contract to Barbara Jascor, and further that she be placed in Salary Grade C2 on the Management salary schedule.

Director of Facilities, Fond du Lac Campus. This full-time position was created when Richard Boudreau submitted his resignation. This position oversees and manages all activities associated with capital planning and construction, facilities operations and maintenance, housekeeping, safety, security and environmental compliance for the District. This position was posted internally/externally. After screening and interviewing, Roy Marquez was selected and his start date is June 18, 2018.

Roy received his Bachelor's degree in Project Management from DeVry University, a Master's Certificate in Nonprofit Management and Leadership from the University of Wisconsin – Milwaukee and his Master's degree in Business Administration from the Keller Graduate School of Management. Roy was most recently employed at Waukesha County Technical College for three years as the Assistant Director of Facilities.

It is recommended that the Moraine Park Technical College District Board offer a contract to Roy Marquez, and further that he be placed in Salary Grade C2 on the Management salary schedule.

Director of Enterprise Systems, Fond du Lac Campus. This full-time position was created when Michael Fatla submitted his retirement. This position is responsible for the overall planning, organizing and execution of IT development and project functions across all District locations. This includes directing IT development operations to meet customer requirements as well as the support and maintenance of existing applications and the development of new technical solutions. This position was posted internally/externally. Interviews were last held May 29, 2018.

Associate Dean of Nursing, West Bend Campus. This full-time position was created when Marylou Mercado submitted her resignation. This position is responsible for the oversight of teaching and learning in the Nursing program area. This position was posted internally/externally. Interviews will be held June 19, 2018.

## V. CONSENT ITEMS

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### A. Employment (Continued)

#### Recruitment – Management/Instructional Staff (Continued)

Medical Assistant/Medical Office Instructor, Fond du Lac Campus. This full-time position was created when Bobbi Fields changed positions. This position will be in the Medical Assistant and Medical Office Specialist programs. This position was posted internally/externally. Interviews were held May 31, 2018.

Gas Utility Construction and Service Technician Instructor, Beaver Dam Campus. This full-time position was created when Stephen Logan submitted his resignation. The primary teaching responsibility will vary within the Gas Utility Construction and Service Technician Technical Diploma Program. This position was reposted internally/externally until filled. Since Stephen Logan has rescinded his resignation, this position no longer needs to be filled.

Economic and Workforce Development Metal Fabrication Instructor, Fond du Lac Campus. **This new, full-time position is funded in the 2017-18 budget.** The primary teaching responsibility for this position will be for classes in the Press Brake Boot Camp including the safe operation of press brake equipment, the use of Computer Numerical Control (CNC) programming for press brakes using Mastercam, blueprint reading and short-term training for businesses. This position was posted internally/externally. Interviews were held November 21, 2017. This position's title was updated to better reflect industry and match candidate keyword searches.

## V. CONSENT ITEMS

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### B. Financial Management – Accounting/Investments

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

RECEIPTS: None

DISBURSEMENTS:

| <u>Number</u> | <u>Description</u>                                    |
|---------------|---|
| Various       | ERP Project Costs                                     |
| A0226057      | ERP Transformational Services                         |
| A0226078      | ERP Business Process Review Services                  |
| A0226134      | ERP Contract payment                                  |
| A0226157      | Paper cutter equipment                                |
| A0226165      | Storage system and workbenches                        |
| A0226174      | ERP Transformational Services                         |
| A0226206      | Access Control system equipment/services              |
| A0226220      | ERP meeting caterings                                 |
| A0226271      | Energy Education Center signage                       |
| A0226290      | 2 Miller Dynasty 210 TIG Welder                       |
| A0226301      | ERP CampusNexus Suite                                 |
| A0226347      | ERP Campus Management misc. expenses                  |
| A0226370      | Access Control system equipment/services              |
| A0226374      | ERP meeting caterings                                 |
| A0226405      | ERP Campus Management misc. expenses                  |
| A0226406      | ERP Transformational Services                         |
| A0226421      | Energy Education Center signage                       |
| P-card        | Extron transmitter for interactive video conferencing |
| P-card        | Digi Anywhere USB Multihost Hub                       |
| P-card        | 2 OptiPlex 7050 Computer                              |
| P-card        | 20 Dell Mobile Precision Workstations 5520            |
| P-card        | Logitech SmartDock Base Skype Room System             |



## V. CONSENT ITEMS

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### B. Financial Management – Accounting/Investments (Continued)

#### TAX LEVY RECEIVABLE:

Through June 11, the District received tax levy payments totaling \$12,610,938.74 or 75.4% of the total levied. Last year's collection through June 6, 2017 was \$12,107,625.36 or 74.6% 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       | \$199,467.79           | \$148,625.43           | 74.5%                    |
| Columbia      | \$3,610.01             | \$2,449.86             | 67.8%                    |
| Dodge         | \$3,121,115.52         | \$2,278,999.46         | 73.0%                    |
| Fond du Lac   | \$4,674,878.48         | \$3,486,529.07         | 74.5%                    |
| Green Lake    | \$1,463,772.68         | \$1,038,753.76         | 70.9%                    |
| Marquette     | \$20,613.16            | \$14,458.05            | 70.1%                    |
| Sheboygan     | \$5,822.14             | \$4,421.35             | 75.9%                    |
| Washington    | \$6,999,258.77         | \$5,475,564.76         | 78.2%                    |
| Waushara      | \$146,195.29           | \$101,874.95           | 69.6%                    |
| Winnebago     | <u>\$81,239.16</u>     | <u>\$59,262.05</u>     | 72.9%                    |
|               | <u>\$16,715,975.00</u> | <u>\$12,610,938.74</u> | <u>75.4%</u>             |

#### OTHER:

The interest rate National Exchange Bank and Trust remains at 1.875% for May 2018.

### C. Economic Development Contracting

## EWD Board Report June 2018

| Recipient                            | Title  | Course        | Revenue      | Direct Cost  | Net         | Enrolled | FTE  | Manager LN | Contract       |
|--------------------------------------|--|---------------|--------------|--------------|-------------|----------|------|------------|----------------|
| Alliance Laundry Systems             | Assessment Testing                                 | T1145         | \$ 522.00    | \$ 290.97    | \$ 231.03   | 0        | 0    | Gellings   | C0000000030128 |
| Arimon Technologies Inc              | ISO 9001 Internal Auditor Training                 | 4762340632354 | \$ 3,820.00  | \$ 2,209.00  | \$ 1,611.00 | 4        | 0.08 | Gellings   | C0000000029588 |
| Bradley Corp                         | Integrity Selling                                  | 4710440532252 | \$ 14,373.86 | \$ 13,312.41 | \$ 1,061.45 | 18       | 0.18 | Gellings   | C0000000029310 |
| Bradley Corp                         | Integrity Selling - Telephone Conference (Group 1) | 4710440532259 | \$ 2,940.00  | \$ 629.75    | \$ 2,310.25 | 9        | 0.09 | Gellings   | C0000000029310 |
| Bradley Corp                         | Integrity Selling - Telephone Conference (Group 2) | 4710440532260 | \$ 2,940.00  | \$ 629.75    | \$ 2,310.25 | 9        | 0.09 | Gellings   | C0000000029310 |
| Bradley Corp                         | 10% Grant Administration Fee                       | T1090         | \$ 2,025.39  | \$ -         | \$ 2,025.39 | 0        | 0    | Gellings   | C0000000029311 |
| Dielectric Corporation               | Communicate Clearly                                | 4719641132225 | \$ 1,004.48  | \$ 429.56    | \$ 574.92   | 10       | 0.03 | Holmes     | C0000000029247 |
| Dielectric Corporation               | Problem Solving                                    | 4719641132246 | \$ 967.76    | \$ 392.84    | \$ 574.92   | 9        | 0.03 | Holmes     | C0000000029247 |
| Dielectric Corporation               | Work Cooperatively                                 | 4719641132247 | \$ 965.42    | \$ 390.50    | \$ 574.92   | 9        | 0.03 | Holmes     | C0000000029247 |
| Dielectric Corporation               | 10% Grant Administration Fee                       | T1087         | \$ 293.77    | \$ -         | \$ 293.77   | 0        | 0    | Holmes     | C0000000029248 |
| Fives                                | WFF CNC Grant Administration Fee                   | T1140         | \$ 3,000.00  | \$ -         | \$ 3,000.00 | 0        | 0    | Hall       | C0000000030107 |
| Germantown Mutual Insurance Company  | Reaching for Stellar Service                       | 4719645132374 | \$ 1,715.69  | \$ 1,146.21  | \$ 569.48   | 15       | 0.05 | Hall       | C0000000029627 |
| Germantown Mutual Insurance Company  | Reaching for Stellar Service                       | 4719645132375 | \$ 1,660.69  | \$ 1,091.21  | \$ 569.48   | 15       | 0.05 | Hall       | C0000000029627 |
| Germantown Mutual Insurance Company  | Reaching for Stellar Service                       | 4719645132376 | \$ 1,715.69  | \$ 1,146.21  | \$ 569.48   | 14       | 0.05 | Hall       | C0000000029627 |
| Germantown Mutual Insurance Company  | 10% Grant Administration Fee                       | T1116         | \$ 509.21    | \$ -         | \$ 509.21   | 0        | 0    | Hall       | C0000000029628 |
| Grande Cheese                        | Ed2Go-Grande Cheese                                | T1144         | \$ 1,259.25  | \$ 32.99     | \$ 1,226.26 | 0        | 0    | Brendel    | C0000000030127 |
| Grande Cheese                        | Six Sigma Gold Belt                                | 1062514732381 | \$ 9,906.85  | \$ 3,616.42  | \$ 6,290.43 | 7        | 0.51 | Gellings   | C0000000029647 |
| Grande Cheese                        | Microsoft Excel 2010                               | 4710345632340 | \$ 1,334.06  | \$ 637.71    | \$ 696.35   | 6        | 0.04 | Gellings   | C0000000029647 |
| Grande Cheese                        | 10% Grant Administration Fee                       | T1117         | \$ 1,124.09  | \$ -         | \$ 1,124.09 | 0        | 0    | Gellings   | C0000000029648 |
| Graymont Western Lime Incorporated   | Welding Training                                   | 4744240532343 | \$ 4,230.11  | \$ 1,565.11  | \$ 2,665.00 | 7        | 0.12 | Gellings   | C0000000029467 |
| Graymont Western Lime Incorporated   | 10% Grant Administration Fee                       | T1103         | \$ 423.01    | \$ -         | \$ 423.01   | 0        | 0    | Gellings   | C0000000029468 |
| Hartford Dental Group                | BLS Provider Refresher                             | 4753145132454 | \$ 590.00    | \$ 329.15    | \$ 260.85   | 10       | 0.03 | Justman    | C0000000029970 |
| Innovative Technologies Corporation  | ISO 9001 Internal Auditor Training                 | 4762340632354 | \$ 955.00    | \$ 552.27    | \$ 402.73   | 1        | 0.02 | Gellings   | C0000000029588 |
| Kewaskum High School                 | Computer Aided Mfg. Part B - Mastercam             | 1061714332098 | \$ 2,050.50  | \$ 1,425.96  | \$ 624.54   | 14       | 0.47 | Holmes     | C0000000029455 |
| Kleen Test Products Corp             | Influential Leadership Series                      | 4719641132341 | \$ 7,229.82  | \$ 5,189.41  | \$ 2,040.41 | 10       | 0.17 | Justman    | C0000000029569 |
| Kleen Test Products Corp             | Building Positive Relationships                    | 4719641132342 | \$ 873.60    | \$ 243.52    | \$ 630.08   | 10       | 0.03 | Justman    | C0000000029569 |
| Kleen Test Products Corp             | 10% Grant Administration Fee                       | T1113         | \$ 810.34    | \$ -         | \$ 810.34   | 0        | 0    | Justman    | C0000000029570 |
| Kondex Corporation                   | Think Critically                                   | 4719641122402 | \$ 872.20    | \$ 432.73    | \$ 439.47   | 11       | 0.04 | Gellings   | C0000000028528 |
| Kondex Corporation                   | Problem Solving                                    | 4719641131490 | \$ 806.40    | \$ 367.36    | \$ 439.04   | 12       | 0.04 | Gellings   | C0000000028528 |
| Kondex Corporation                   | Communicate Clearly                                | 4719641131491 | \$ 805.60    | \$ 366.56    | \$ 439.04   | 10       | 0.03 | Gellings   | C0000000028528 |
| Kondex Corporation                   | Listen Effectively                                 | 4719641131492 | \$ 801.68    | \$ 362.64    | \$ 439.04   | 11       | 0.04 | Gellings   | C0000000028528 |
| Kondex Corporation                   | Adapt to Change                                    | 4719641131493 | \$ 802.08    | \$ 363.04    | \$ 439.04   | 6        | 0.02 | Gellings   | C0000000028528 |
| Kondex Corporation                   | 10% Grant Administration Fee                       | T1041         | \$ 408.80    | \$ -         | \$ 408.80   | 0        | 0    | Gellings   | C0000000028529 |
| Mercury Marine                       | CNC Machining Fundamentals                         | 4744440532327 | \$ 19,777.87 | \$ 11,003.47 | \$ 8,774.40 | 12       | 0.8  | Hall       | C0000000029547 |
| Mercury Marine                       | NIMS Review  | 4744440532353 | \$ 1,540.00  | \$ 1,469.14  | \$ 70.86    | 12       | 0.02 | Hall       | C0000000029547 |
| Mercury Marine                       | 10% Grant Administration Fee                       | T1110         | \$ 2,131.79  | \$ -         | \$ 2,131.79 | 0        | 0    | Hall       | C0000000029548 |
| Mercury Marine                       | Core Skills - Mercury                              | 4719641132461 | \$ 1,230.00  | \$ 524.28    | \$ 705.72   | 18       | 0.09 | Hall       | C0000000029967 |
| Mercury Marine                       | Core Skills - Mercury (Team A)                     | 4719641132462 | \$ 350.00    | \$ 137.44    | \$ 212.56   | 10       | 0.02 | Hall       | C0000000029967 |
| Mercury Marine                       | Core Skills - Mercury (Team B)                     | 4719641132463 | \$ 350.00    | \$ 137.44    | \$ 212.56   | 8        | 0.01 | Hall       | C0000000029967 |
| Mercury Marine                       | Core Skills - Mercury                              | 4719641132482 | \$ 1,160.00  | \$ 480.74    | \$ 679.26   | 11       | 0.06 | Hall       | C0000000030007 |
| Mercury Marine                       | Core Skills - Mercury (Team A)                     | 4719641132483 | \$ 350.00    | \$ 137.44    | \$ 212.56   | 11       | 0.02 | Hall       | C0000000030007 |
| Mercury Marine                       | Core Skills - Mercury                              | 4719641132516 | \$ 1,250.00  | \$ 536.72    | \$ 713.28   | 20       | 0.1  | Hall       | C0000000030088 |
| Mercury Marine                       | Core Skills - Mercury (Team A)                     | 4719641132517 | \$ 350.00    | \$ 137.44    | \$ 212.56   | 10       | 0.02 | Hall       | C0000000030088 |
| Mercury Marine                       | Core Skills - Mercury (Team B)                     | 4719641132518 | \$ 350.00    | \$ 137.44    | \$ 212.56   | 10       | 0.02 | Hall       | C0000000030088 |
| North Central WI WDB/Forward Service | Positive Attitude                                  | 4719641132448 | \$ 982.12    | \$ 537.95    | \$ 444.17   | 11       | 0.04 | Boynton    | C0000000029987 |
| North Central WI WDB/Forward Service | Follow Directions                                  | 4719641132449 | \$ 792.00    | \$ 167.93    | \$ 624.07   | 10       | 0.03 | Boynton    | C0000000029987 |
| North Central WI WDB/Forward Service | Work Productively                                  | 4719641132450 | \$ 792.00    | \$ 167.93    | \$ 624.07   | 11       | 0.04 | Boynton    | C0000000029987 |

|                                      |  |               |                      |                     |                     |            |             |          |                |
|--------------------------------------|--|---------------|----------------------|---------------------|---------------------|------------|-------------|----------|----------------|
| North Central WI WDB/Forward Service | Problem Solving                        | 4719641132451 | \$ 792.00            | \$ 167.93           | \$ 624.07           | 10         | 0.03        | Boynton  | C0000000029987 |
| North Central WI WDB/Forward Service | Adapt to Change                        | 4719641132452 | \$ 792.00            | \$ 167.93           | \$ 624.07           | 10         | 0.03        | Boynton  | C0000000029987 |
| North Central WI WDB/Forward Service | Production Assembly Principles         | 4762342932500 | \$ 4,676.98          | \$ 1,564.58         | \$ 3,112.40         | 11         | 0.18        | Boynton  | C0000000030047 |
| North Fond du Lac School District    | Personal Finance                       | 4710143132149 | \$ 6,125.00          | \$ 1,469.42         | \$ 4,655.58         | 7          | 0.21        | Justman  | C0000000029167 |
| North Fond du Lac School District    | Office Applications                    | 4710346632155 | \$ 3,062.50          | \$ 1,001.83         | \$ 2,060.67         | 3          | 0.05        | Justman  | C0000000029167 |
| North Fond du Lac School District    | Concepts of Customer Service           | 4719645032151 | \$ 1,312.50          | \$ 314.88           | \$ 997.62           | 3          | 0.02        | Justman  | C0000000029167 |
| North Fond du Lac School District    | Introduction to Child Care             | 4730743032152 | \$ 1,750.00          | \$ 419.84           | \$ 1,330.16         | 3          | 0.03        | Justman  | C0000000029167 |
| North Fond du Lac School District    | ABC's of Auto Maintenance              | 4740440532150 | \$ 1,750.00          | \$ 446.94           | \$ 1,303.06         | 4          | 0.03        | Justman  | C0000000029167 |
| North Fond du Lac School District    | Personal Care Fundamentals             | 4750240532154 | \$ 3,062.50          | \$ 734.71           | \$ 2,327.79         | 4          | 0.06        | Justman  | C0000000029167 |
| North Fond du Lac School District    | Healthy Relationships                  | 4754640132148 | \$ 3,062.50          | \$ 682.23           | \$ 2,380.27         | 7          | 0.11        | Justman  | C0000000029167 |
| North Fond du Lac School District    | Manufacturing Fundamentals             | 4762343232153 | \$ 1,312.50          | \$ 335.21           | \$ 977.29           | 3          | 0.02        | Justman  | C0000000029167 |
| North Fond du Lac School District    | Healthy Living                         | 4780640532147 | \$ 3,062.50          | \$ 741.64           | \$ 2,320.86         | 7          | 0.11        | Justman  | C0000000029167 |
| Seneca Foods Corp/Ripon              | Supervision 101                        | 4719646432361 | \$ 5,409.50          | \$ 2,306.78         | \$ 3,102.72         | 12         | 0.24        | Justman  | C0000000029571 |
| Seneca Foods Corp/Ripon              | 10% Grant Administration Fee           | T1114         | \$ 540.95            | \$ -                | \$ 540.95           | 0          | 0           | Justman  | C0000000029572 |
| Signicast                            | WFF CNC Grant Administration Fee       | T1088         | \$ 3,000.00          | \$ -                | \$ 3,000.00         | 0          | 0           | Hall     | C0000000029267 |
| Slinger High School                  | Computer Aided Mfg. Part B - Mastercam | 1061714332096 | \$ 1,529.41          | \$ 1,425.96         | \$ 103.45           | 7          | 0.23        | Holmes   | C0000000028967 |
| Tank Technology Inc                  | Supervisory Leadership                 | 4719644932092 | \$ 5,261.17          | \$ 2,757.17         | \$ 2,504.00         | 15         | 0.3         | Gellings | C0000000028887 |
| Tank Technology Inc                  | 10% Grant Administration Fee           | T1057         | \$ 526.12            | \$ -                | \$ 526.12           | 0          | 0           | Gellings | C0000000028888 |
| West Bend East High School           | Computer Aided Mfg. Part B - Mastercam | 1061714332095 | \$ 1,529.64          | \$ 1,425.96         | \$ 103.68           | 9          | 0.3         | Holmes   | C0000000028928 |
|                                      |  | <b>TOTAL:</b> | <b>\$ 153,700.90</b> | <b>\$ 68,691.65</b> | <b>\$ 85,009.25</b> | <b>496</b> | <b>5.46</b> |          |                |

## V. CONSENT ITEMS

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### **SUGGESTED MOTION – PRESIDENTIAL PARAMETERS, CONSENT ITEMS**

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

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

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

Roll call vote:

\_\_\_\_\_ Prill  
\_\_\_\_\_ Krueger  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Staral

## VI. ACTION ITEMS

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### A. Approval of 2018-19 Meal, Lodging and Mileage Reimbursement Rates

District Policy G-0150-01, as adopted by the Moraine Park Technical College District Board, indicates the District Board will annually review the meal/lodging reimbursement allowance rates. On June 21, 2017 the Board approved a per diem meal and lodging rate defined by the U.S. General Services Administration (GSA) website. The standard GSA rate for 2017 was \$51 for meals and \$91 for lodging. On January 17, 2018, the Board approved a mileage rate reimbursement of 54.5 cents per mile in compliance with the rate established by the Internal Revenue Service effective January 1, 2018. The existing rates are as follows:

|                     |                         |
|---------------------|-------------------------|
| Per diem meal rate: | Rates as defined by GSA |
| Lodging:            | Rates as defined by GSA |
| Mileage:            | \$0.54.5/mile           |

The standard GSA rate for 2018 increased to \$93 for lodging and remained unchanged at \$51 for meals.

For the 2018-19 budget year, it is recommended that mileage rates and the per diem meal remain unchanged while the lodging rate is increased to the 2018 rate of \$93 for lodging.

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve the meal, lodging and mileage reimbursement rates for 2018-19 as follows:***

|                                   |                                       |
|-----------------------------------|---------------------------------------|
| <b><i>Per diem meal rate:</i></b> | <b><i>Rates as defined by GSA</i></b> |
| <b><i>Lodging:</i></b>            | <b><i>Rates as defined by GSA</i></b> |
| <b><i>Mileage:</i></b>            | <b><i>\$0.54.5/mile</i></b>           |

## VI. ACTION ITEMS

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### B. Approval of Contract for Legal Services

For several years, the District Board and District Administration have engaged the services of Edgerton, St. Peter, Petak & Rosenfeldt for outside legal counsel. These legal services have included and will continue to include human relations/labor relations, contract review, real estate, construction projects, procurement and student services. Confirming that no conflict of interest exists, the District desires to continue its legal relationship with Edgerton, St. Peter, Petak & Rosenfeldt for the fiscal year July 1, 2018 through June 30, 2019.

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board authorize the President to enter into a contract with Edgerton, St. Peter, Petak & Rosenfeldt for legal services during the period July 1, 2018 through June 30, 2019.***

Roll call vote:

\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Krueger  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Staral

## VI. ACTION ITEMS

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### C. Approval of Resolution Modifying Reserves

The following resolution establishing reserves is required under Chapter TCS 7.05 of the Wisconsin Administrative Code which reads as follows:

(5) District Reserves. (a) Each district board may establish reserves and segregate a portion of a fund balance for a specific use for a specific period.

(b) Prior to the creation of a reserve, a district board shall adopt a resolution creating the reserve. The resolution shall state the specific purpose of the reserve, disclose the maximum amount that this reserve may accumulate to and specify the intended period of time over which the reserve shall exist. Nothing in this section shall preclude a district board from increasing or decreasing the amount of the reserve, provided the district board passes a resolution to this effect.

(c) No district board may establish or maintain reserves for contingent purposes.

(d) Prior to the adoption of its budget, each district shall 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.

It is recommended that the Board adopt the following resolution establishing reserves.

### **SUGGESTED MOTION:**

***I move 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:***

Roll call vote:

\_\_\_\_\_ Fields  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Krueger  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Staral

## VI. ACTION ITEMS

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### C. Approval of Resolution Modifying Reserves (Continued)

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

WHEREAS, the Moraine Park Technical College District Board will be approving the District's 2018-19 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, 2018, this reserve is planned to be \$10,126,693, but should not exceed \$7,155,828 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 \$1,084,480 at June 30, 2018, but should not exceed \$914,876 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, 2018, this reserve is planned to be \$94,652 and should not exceed this amount over the next year in the Special Revenue Fund (non-aidable).
- DESIGNATED FOR STATE AID FLUCTUATIONS - A designated segregation of a portion of fund balance to provide for reductions and variations in state aid. At June 30, 2018, this designation is planned to be \$355,563 and should not exceed this amount over the next year in the General Fund.
- DESIGNATED FOR OPERATIONS - A designated segregation of a portion of fund balance to provide for fluctuations in operating cash balances. At June 30, 2018, this designation is planned to be \$11,421,751 and should not exceed this amount over the next year in the General Fund.



## VI. ACTION ITEMS

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### C. **Approval of Resolution Modifying Reserves (Continued)**

- 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, 2018, this designation is planned to be \$811,371 and should not exceed this amount over the next year in the Special Revenue Fund (operational).

- 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, 2018, this designation is planned to be \$462,360 and should not exceed this amount over the next year in the General Fund.

## VI. ACTION ITEMS

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### D. Adoption of 2018-19 Institutional Plan and Budget

Two resolutions are needed to formally approve the District's budget for fiscal year 2018-19. These two resolutions cover the overall budget as reviewed at the public hearing and a resolution authorizing a tax levy on the full value of the taxable property of the District for the purpose of making capital improvements, acquiring equipment, payment of indebtedness, and operating and maintenance of the schools of the District.

The first resolution is necessary to meet the requirements as specified by the Wisconsin Technical College System Board and Wisconsin State Statute. The second, or tax levy authorization resolution, will be considered at the October Board meeting in order to meet the State requirements of setting the tax levy by October 31. This practice was begun in fiscal 1981-82 and must be continued to adhere to Chapter TCS 7.05(6) of the Wisconsin Administrative Code which reads as follows:

REVIEW OF PROPERTY TAX LEVY. Prior to certifying the property tax levy under s. 38.16(1), Stats., each district board shall recalculate the anticipated amount of financial resources available for district operations, using the most current data available at the district, to determine if the property tax levy should be adjusted.

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve the following resolution to adopt the institutional plan and budget for fiscal year 2018-19:***

Roll call vote:

\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Krueger  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Staral

WHEREAS, the notice of the public hearing on the proposed 2018-19 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 4, 2018, as a Class I Legal Notice; and

## VI. ACTION ITEMS

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### **D. Adoption of 2018-19 Institutional Plan and Budget (Continued)**

WHEREAS, the Moraine Park Technical College District Board has held pursuant to Wis. Stat. sec. 65.90(4), a public hearing on the proposed 2018-19 budget on May 16, 2018 in Fond du Lac, Wisconsin, at the Moraine Park Technical College, 235 North National Avenue, at 5:05 p.m.

NOW, THEREFORE, BE IT RESOLVED that the Moraine Park Technical College District Board hereby adopts the budget of seventy-six million nine hundred sixty-four thousand two hundred twenty-seven dollars (\$76,964,227) 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, 2018.

## VI. ACTION ITEMS

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### E. Approval of Three-Year Facilities Plan

Administrative Bulletin AB 04-01 directs that, annually, each Wisconsin Technical College District prepare and submit a Three-Year Facilities Plan to the Wisconsin Technical College System Board (WTCSB). The Plan must be approved by the District Board and submitted no later than August 1 of each year. In accordance with WTCS Office directive, the reporting shall be by fiscal year and include information for the current and next two fiscal years. The Plan will be accepted and reviewed by the WTCSB, but no action will be taken as capital building and remodeling projects continue to be subject to review and approval on an individual basis pursuant to s.38.04(10), Stats. AB 04-01 provides the direction for arrangement and content of the Plan.

In accordance with AB 04-01, facility development projects, acquisitions, construction of new or additional facilities, and remodeling, which have not been included in the Plan, will not be considered for WTCSB review and approval. However, recognizing the need for districts to be responsive, an exception may be granted to this policy provided extenuating circumstances can be documented. The WTCSB will act on granting an exception prior to taking any action on the project.

The current Three-Year Facilities Plan has been included in the June Board agenda packets for review. It is recommended that the Three-Year Facilities Plan for 2018-21 be approved and submitted to the Wisconsin Technical College System Board for their acceptance.

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve the 2018-21 Three-Year Facilities Plan and, further, that the Plan be submitted to the Wisconsin Technical College System Board for their acceptance.***

Roll call vote:

\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Krueger  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Staral

## VI. ACTION ITEMS

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### F. Approval of Faculty Contract Issuance

On February 21, 2018, Stephen Logan, Gas Utility Construction and Service Technician Instructor, submitted his resignation effective June 29, 2018 due to personal reasons.

Mr. Logan has informed the College that his personal circumstances have changed and that he would like to continue his employment.

Mr. Logan is an employee in good standing. Therefore, the College wishes to permit Stephen Logan to rescind his resignation and we recommend that the District issue Mr. Logan an instructional contract for 2018-19.

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board issue a contract for Stephen Logan, Gas Utility Construction and Service Technician Instructor, for the 2018-19 school year.***

Roll call vote:

\_\_\_\_\_ Fields  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Krueger  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Staral

## VI. ACTION ITEMS

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### **G. Resolution to Approve the MPTC Board Policy Manual**

The District Board and District Administration recognize that the existing board policy governance manual is outdated and relatively complex and burdensome to administer. As such, the Board worked with administration to create a new policy governance manual that clearly defines the roles and responsibilities for the Board and the President in a simplified format.

During 2017-18, the District Board reviewed and approved individual policies. With the exception of a few edits to these policies, District Administration recommends approval of the complete MPTC Board Policy Manual.

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve the MPTC Board Policy Manual, as presented, and authorize the effective date of the manual to begin with the fiscal year beginning July 1, 2018.***

## **VII. CORRESPONDENCE AND REPORTS**

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### **D. District Boards Association Reports/Upcoming Events**

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

1. WTCS Board Meeting, July 10-11, La Crosse
2. District Boards Association Summer Meeting, July 12-14, Green Bay

## VIII. CLOSED SESSION

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### A. Approval to Convene into Closed Session

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board convene into Closed Session pursuant to Wis. Stat. sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (regarding various personnel matters including evaluation of the College President).***

Roll call vote:

\_\_\_\_\_ Jung  
\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Krueger  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Staral



## IX. ACTION ITEM

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### A. Ratification of President's Employment Agreement

The District Board and President Baerwald have agreed on the renewal of the President's Employment Agreement from July 1, 2018 through June 30, 2020. The parties also agreed on the President's salary and benefits applicable to the 2018-19 fiscal year. The action, below, is to ratify approval of the Employment Agreement and the 2018-19 Salary/Benefits Summary letter.

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board ratify and approve the President's Employment Agreement and Salary/Benefits Summary letter as prepared by the District Board's legal counsel.***

Roll call vote:

\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Zeratsky  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Krueger  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Staral