

**MORAINE PARK TECHNICAL COLLEGE  
DISTRICT BOARD MINUTES**

***October 19, 2016***

ATTENDANCE

A meeting of the Moraine Park Technical College District Board was held at 5:15 p.m., October 19, 2016, in Room A-112 of the Moraine Park Technical College, 235 North National Avenue, Fond du Lac, Wisconsin, Chairperson Mike Miller presiding. Board members present at the meeting were Kim Krueger, Mike Staral, Candy Fields, Judy Lux, Vernon Jung, and Lowell Prill.

MEETING NOTICE

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

PUBLIC COMMENTS

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

INTRODUCTIONS

One new staff member was introduced. Information only; no Board action required.

APPROVAL OF MINUTES

MOTION Staral, second Krueger, that the Moraine Park Technical College District Board approve the September 21, 2016 meeting minutes as presented. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

CONSENT ITEMS – MONTHLY BUSINESS

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

1. Employment;
2. Financial Management – Accounting/Investments, including the annual procurement report;
3. Economic Development Contracting;

and that the bills for the month of September be approved and payments are authorized, ordered, and confirmed. September cash receipts total \$2,535,819.10. September disbursements total \$6,875,421.99. Roll call vote: Krueger, yes; Staral, yes; Fields, yes; Lux, yes; Jung, yes; Prill, yes; Zeratsky, excused; Miller, yes. Motion CARRIED.

APPROVAL OF RESOLUTION – STATE CODE OF ETHICS

MOTION Jung, second Krueger, that the Moraine Park Technical College District Board adopt the following resolution which designates the positions at Moraine Park which are subject to the Wisconsin State Code of Ethics:

WHEREAS, technical college district board members, presidents, and other key administrative staff of technical college districts are subject to the State Code of Ethics.

THEREFORE, BE IT RESOLVED that, for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, Sections 19.41 through 19.59, Stats., the Moraine Park Technical College District Board designates the following positions and indicates its intention that the current occupants of these positions and their successors be subject to the Wisconsin Ethics Code:

<u>Position</u>	<u>Occupant</u>
President	Bonnie Baerwald
Vice President – Academic Affairs	James Eden
Vice President – Finance and Administration	Carrie Kasubaski
Vice President – Human Resources	Kathleen Broske
Vice President – Student Affairs	Stanley Cram
Chief Information Officer	Jerry Richards

Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

APPROVAL OF BUDGET ADJUSTMENTS – 2015-16 BUDGET

MOTION Jung, second Lux, that the Moraine Park Technical College District Board approve the following resolution authorizing revisions to the 2015-16 District budget:

WHEREAS, any modification to an adopted budget by fund type or function is required by State Statute 65.90(5)(a) to be approved by a technical college district board by at least two-thirds vote of the full district board; and

WHEREAS, the Moraine Park Technical College District finds it appropriate to make such modifications to its 2015-16 budget.

NOW, THEREFORE, BE IT RESOLVED by the Moraine Park Technical College District Board to make the following 2015-16 budgetary revisions:

To increase resources in the General Fund for:

- ... Designated for State Aid Fluctuation from \$0 to \$6,463
- ... Designated for Operations from \$129,531 to \$2,989,919
- ... Designated for Subsequent Year from \$0 to \$3,229

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

- ... Designated for Subsequent Years from \$0 to \$259,080
- ... Interfund Transfers Out from \$0 to \$2,550,000

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

- ... State Aid from \$1,236,288 to \$1,781,299

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

- ... Instruction from \$2,409,220 to \$2,954,231

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

- ... Federal from \$12,326,250 to \$12,176,250
- ... Interfund Transfers In from \$0 to \$150,000

To increase resources in the Capital Projects Fund for:

- ... Interfund Transfers In from \$300,000 to \$1,700,000
- ... Proceeds from Debt from \$5,100,000 to \$4,800,000

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

- ... Instruction from \$1,502,559 to \$1,580,877
- ... Instructional Resources from \$334,373 to \$433,769
- ... Physical Plan from \$2,422,500 to \$2,476,907
- ... Designated Fund Balances from \$139,434 to \$1,007,313

To increase resources in the Enterprise Funds for:  
... Interfund Transfers In from (\$300,000) to \$300,000

To increase expenditures/uses in the Enterprise Funds for:  
... Auxiliary Services from \$203,201 to \$345,659  
... Retained Earnings from \$0 to \$172,562

To decrease resources in the Enterprise Funds for:  
... Designated Fund Balances from \$284,980 to \$0

To increase resources in the Internal Service Fund for:  
... Retained Earnings from \$586,446 to \$687,448  
... Interfund Transfers In from \$0 to \$400,000

To increase expenditures/uses in the Internal Service Fund for:  
... Auxiliary Services from \$1,117,446 to \$1,218,448  
... Retained Earnings from \$0 to \$400,000

BE IT FURTHER RESOLVED that the Administration be directed to place this resolution as a Class I Legal Notice in the designated District newspapers as required by Section 65.90(5)(a) of the Wisconsin Statutes.

Roll call vote: Krueger, yes; Staral, yes; Fields, yes; Lux, yes; Jung, yes; Prill, yes; Zeratsky, excused; Miller, yes.  
Motion CARRIED.

#### APPROVAL OF BUDGET ADJUSTMENTS – 2016-17 BUDGET

MOTION Fields, second Jung, that the Moraine Park Technical College District Board approve the following resolution authorizing revisions to the 2016-17 District budget:

WHEREAS, any modification to an adopted budget by fund type or function is required by State Statute 65.90(5)(a) to be approved by a technical college district board by at least two-thirds vote of the full district board; and

WHEREAS, the Moraine Park Technical College District finds it appropriate to make such modifications to its 2016-17 budget.

NOW, THEREFORE, BE IT RESOLVED by the Moraine Park Technical College District Board to make the following 2016-17 budgetary revisions:

To increase anticipated resources in the General Fund for:  
... Tax Levy from \$10,419,903 to \$10,462,940  
... State Aids from \$24,597,942 to \$24,678,242  
... Transfers from Designated for Operations from \$300,638 to \$484,569  
... Interfund Transfers from \$0 to \$1,030,720

To increase expenditure appropriations and uses in the General Fund for:  
... Instructional Resources from \$2,320,821 to \$2,325,800  
... Physical Plant from \$3,604,649 to \$3,736,941  
... General Institutional from \$12,158,222 to \$13,143,873

To decrease anticipated resources in the General Fund for:  
... Program Fees from \$7,795,435 to \$7,363,868  
... Material Fees from \$431,000 to \$423,468  
... Other Student Fees from \$1,120,416 to \$1,045,816

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

- ... Instruction from \$24,638,600 to \$24,424,928
- ... Student Services from \$6,197,731 to \$6,112,770

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

- ... State Aid from \$417,455 to \$459,467
- ... Institutional Revenue from \$370,000 to \$392,862

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

- ... Instructional from \$1,168,227 to \$1,194,811
- ... Student Services from \$1,035,149 to \$1,063,950
- ... General Institutional from \$52,252 to \$54,332

To decrease anticipated resources in the Special Revenue (Aidable) Fund for:

- ... Federal from \$1,391,821 to \$1,384,412

To increase anticipated resources in the Capital Projects Fund for:

- ... Federal from \$41,395 to \$48,395

To decrease anticipated resources in the Capital Projects Fund for:

- ... State Aids from \$10,930 to \$1,350
- ... Designated Fund Balances: Capital Projects from \$924,381 to \$911,713

To decrease expenditure appropriations and uses in the Capital Projects Fund for:

- ... Physical Plan from \$4,529,086 to \$4,513,838

To increase anticipated resources in the Debt Services Fund for:

- ... Reserve for Debt Service from \$24,884 to \$64,395

To increase expenditure appropriates in the Debt Services Fund for:

- ... Physical Plan from \$5,629,884 to \$5,669,395

To increase anticipated resources in the Internal Service Fund for:

- ... Transfers from Reserves and Designated Fund Balance Retained Earnings from \$0 to \$1,030,720

To increase expenditure appropriates in the Debt Services Fund for:

- ... Auxiliary Services from \$901,950 to \$1,932,670

BE IT FURTHER RESOLVED that the Administration be directed to place this resolution as a Class I Legal Notice in the designated District newspapers as required by Section 65.90(5)(a) of the Wisconsin Statutes.

Roll call vote: Krueger, yes; Staral, yes; Fields, yes; Lux, yes; Jung, yes; Prill, yes; Zeratsky, excused; Miller, yes.  
Motion CARRIED.

#### APPROVAL OF RESOLUTION – CERTIFICATION OF TAX LEVY

MOTION Lux, second Staral, that the Moraine Park Technical College District Board approve the following resolution to certify the tax levy for the Moraine Park Technical College District for the 2016-17 budget year:

WHEREAS, the Moraine Park Technical College District Board adopted the budget for fiscal year 2016-17 on June 15, 2016, at its regular meeting; and

WHEREAS, the Moraine Park Technical College District Board reviewed the 2016-17 budget on October 19, 2016, in accordance with Chapter TCS 7.05(6) of the Wisconsin Administrative Code; and

WHEREAS, this review resulted in a modification of the budget based on a thorough analysis of resources available, a review of revenue projections and current expense and debt service appropriations, a complete revision of the personnel budget, and a change to the tax levy allocations as proposed in the budget document; and

WHEREAS, the tax levy required to support the 2016-17 budget represents a .30267%, or a \$48,947 increase over the 2015-16 tax levy;

WHEREAS, the tax levy represents an operational mill rate on equalized value of .42942 and a debt service mill rate of .22642 for a total mill rate of .65584.

WHEREAS, the operational tax levy increase of 1.12617% is equivalent to the net new construction rate as determined by the Wisconsin Department of Revenue.

NOW, THEREFORE, BE IT RESOLVED, that the Moraine Park Technical College District Board authorizes a tax levy of sixteen million, two hundred twenty thousand, five hundred and three dollars (\$16,220,503) on the full value of the taxable property of the District for the purpose of operating and maintaining the schools of the District, payment of indebtedness, acquiring equipment, and making capital improvements for the year beginning July 1, 2016.

BE IT FURTHER RESOLVED, that the Moraine Park Technical College District Board pursuant to Section 38.16(1) of the Wisconsin Statutes authorizes that the aforementioned amount of levy be spread proportionately on the tax rolls for collection in each city, village, and town within the District, and that the respective clerks be informed of this action.

Roll call vote: Krueger, yes; Staral, yes; Fields, yes; Lux, yes; Jung, yes; Prill, yes; Zeratsky, excused; Miller, yes. Motion CARRIED.

APPROVAL OF BID – LOWER A-BUILDING RESTROOM UPDATES, FOND DU LAC CAMPUS

MOTION Krueger, second Lux, that the Moraine Park Technical College District Board accept the following low bid for the Lower A-Building Restroom Updates project: Contract No. 1 to Cardinal Construction in the amount of \$131,026; and, further, that the President be authorized to proceed with this project. Roll call vote: Krueger, yes; Staral, yes; Fields, yes; Lux, yes; Jung, yes; Prill, yes; Zeratsky, excused; Miller, yes. Motion CARRIED.

APPROVAL OF BID – PARKING LOT LIGHTING UPGRADE (LED), FOND DU LAC CAMPUS

MOTION Staral, second Prill, that the Moraine Park Technical College District Board accept the following low bid for the Parking Lot Lighting Upgrade (LED) project: Contract No. 1 to Steiner Electric in the amount of \$104,737; and, further, that the President be authorized to proceed with this project. Roll call vote: Krueger, yes; Staral, yes; Fields, yes; Lux, yes; Jung, yes; Prill, yes; Zeratsky, excused; Miller, yes. Motion CARRIED.

APPROVAL OF RESOLUTION AUTHORIZING THE ISSUANCE AND AWARDED THE SALE OF \$3,680,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2016-17A

MOTION Lux, second Fields, that the Moraine Park Technical College District Board adopt the following resolution authorizing the issuance of \$3,680,000 General Obligation Promissory Notes, Series 2016-17A, in the amount of \$1,480,000 for the public purpose of financing the building remodeling at the Fond du Lac Campus and \$2,200,000 for the public purpose of financing the acquisition of movable equipment, and approves the award of bid and authorizes the sale of \$3,680,000 General Obligation Promissory Notes, Series 2016-17A, to UMB Bank N.A. at a true interest rate of 1.4170%. Roll call vote: Krueger, yes; Staral, yes; Fields, yes; Lux, yes; Jung, yes; Prill, yes; Zeratsky, excused; Miller, yes. Motion CARRIED.

#### K-12 UPDATE

The Board was provided with a summary of K-12 partnership accomplishments, professional learning activities, and student outreach activities that occurred during the 2015-16 year. It was noted that the format of the annual K-12 Administrator Breakfast was changed this year. The recently held K-12 Administrator Forum was well attended and feedback indicates that the new format is preferred. Information only; no Board action required.

#### ACCT ANNUAL LEADERSHIP CONGRESS

President Baerwald and Board members Krueger, Staral, Fields, Jung, and Prill reported on their attendance at this year's Annual Leadership Congress. Chairperson Miller shared a letter of appreciation from ACCT for Board member Jung's significant input for the development of their strategic plan. Information only; no Board action required.

#### PRESIDENT'S REPORT

President Baerwald provided an overview of meetings attended. She shared plans to schedule a legislative luncheon noting that Board members will be apprised of the date when determined. Notification was received from the Commission on Accreditation for Respiratory Care that the College's annual report met or exceeded thresholds. Highlights of the annual German exchange student visit were communicated. Board members Lux and Fields were thanked for participating in the third annual Pink Pumpkin Run/Walk event that raised over \$10,000. Information only; no Board action required.

#### WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION REPORT/UPCOMING EVENTS

Planned attendance at the October 28-29 District Boards Association meeting was reviewed. Other upcoming events noted include the November 9 District Board Workshop and February 3, 2017 District and Foundation Boards holiday event. Information only; no Board action required.

#### ADJOURNMENT

The Board meeting was adjourned following the completion of the open session.