

**MORAINE PARK TECHNICAL COLLEGE
DISTRICT BOARD MINUTES**

June 21, 2017

ATTENDANCE

A meeting of the Moraine Park Technical College District Board was held at 5:00 p.m., June 21, 2017, in Room A-112 of Moraine Park Technical College, 235 North National Avenue, Fond du Lac, Wisconsin, Chairperson Mike Miller presiding. Board members present at the meeting were Vernon Jung, Bur Zeratsky, Kim Krueger, Candy Fields, Bob Lloyd, Lowell Prill, and Mike Staral.

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.

APPROVAL OF MINUTES

MOTION Fields, second Krueger, that the Moraine Park Technical College District Board approve the May 17, 2017 meeting minutes as presented. Vote: Ayes: 8; Opposed: 0. Motion CARRIED.

CONSENT ITEMS – MONTHLY BUSINESS

MOTION Jung, 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;
3. Economic Development Contracting;

and that the bills for the month of May be approved and payments are authorized, ordered, and confirmed. May cash receipts total \$757,214.69. May disbursements total \$4,252,059.77. Roll call vote: Staral, yes; Prill, yes; Jung, yes; Fields, yes; Krueger, yes; Zeratsky, yes; Lloyd, yes; and Miller, yes. Motion CARRIED.

APPROVAL OF 2017-18 MEAL, LODGING, AND MILEAGE REIMBURSEMENT RATES

MOTION Zeratsky, second Prill, that the Moraine Park Technical College District Board approve the meal, lodging, and mileage reimbursement rates for 2017-18 as follows:

Per diem meal rate:	Rates as defined by GSA
Lodging:	Rates as defined by GSA
Mileage:	\$0.53.5/mile

Vote: Ayes: 8; Opposed: 0. Motion CARRIED.

APPROVAL OF CONTRACT FOR LEGAL SERVICES

MOTION Zeratsky, second Staral, 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, 2017 through June 30, 2018. Roll call vote: Lloyd, yes; Staral, yes; Krueger, yes; Fields, yes; Jung, yes; Prill, yes; Zeratsky, yes; and Miller, yes. Motion CARRIED.

APPROVAL OF RESOLUTION DESIGNATING A PUBLIC DEPOSITORY

MOTION Krueger, second Lloyd, that the Moraine Park Technical College District Board approve the proposal as prepared by National Exchange Bank & Trust to be named as the public depository and to provide banking services to the District for the five-year period beginning September 1, 2017, with two, one-year optional extensions. Roll call vote: Krueger, yes; Staral, yes; Jung, abstain; Fields, yes; Lloyd, yes; Zeratsky, yes; Prill, yes; and Miller, yes. Motion CARRIED.

APPROVAL OF RESOLUTION MODIFYING RESERVES

MOTION Staral, second Jung, 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

WHEREAS, the Moraine Park Technical College District Board will be approving the District's 2017-18 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, 2017, this reserve is planned to be \$9,014,004, but should not exceed \$7,903,299 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 \$961,125 at June 30, 2017, but should not exceed \$855,205 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, 2017, this reserve is planned to be \$122,538 but should not exceed \$45,701 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, 2017, 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, 2017, this designation is planned to be \$12,478,686 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, 2017, this designation is planned to be \$744,075 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, 2017, this designation is planned to be \$462,360 and should not exceed this amount over the next year in the General Fund.

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

ADOPTION OF 2017-18 INSTITUTIONAL PLAN AND BUDGET

MOTION Fields, second Jung, that the Moraine Park Technical College District Board approve the following resolution to adopt the institutional plan and budget for fiscal year 2017-18:

WHEREAS, the notice of the public hearing on the proposed 2017-18 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 5, 2017, 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 2017-18 budget on May 17, 2017 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-five million ninety-one thousand nine hundred and forty-eight dollars (\$75,091,948) 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, 2017.

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

APPROVAL OF THREE-YEAR FACILITIES PLAN

MOTION Lloyd, second Staral, that the Moraine Park Technical College District Board approve the 2017-20 Three-Year Facilities Plan and, further, that the Plan be submitted to the Wisconsin Technical College System Board for their acceptance. Roll call vote: Fields, yes; Staral, yes; Zeratsky, yes; Jung, yes; Lloyd, yes; Krueger, yes; Prill, yes; and Miller, yes. Motion CARRIED.

APPROVAL OF INVESTMENT POLICY

MOTION Zeratsky, second Prill, that the Moraine Park Technical College District Board adopt Policy #4FFF0200, Investments, as presented and recommended. Vote: Ayes: 8; Opposed: 0. Motion CARRIED.

APPROVAL OF RETIREMENTS

MOTION Staral, second Fields, that the Moraine Park Technical College District Board accept the retirements of Lori Erber and Christine Wagner:

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: 8; Opposed: 0. Motion CARRIED.

APPROVAL OF 2018-19 INSTRUCTIONAL PROGRAM CHANGES – IT - APPLICATIONS DEVELOPER ASSOCIATE DEGREE

MOTION Zeratsky, second Staral, that the Moraine Park Technical College District Board approve the proposed Instructional Program Changes of program modifications to the IT - Applications Developer Associate Degree program as presented effective for the 2018-19 Academic Year. Vote: Ayes: 8; Opposed: 0. Motion CARRIED.

STRATEGIC ENROLLMENT MANAGEMENT UPDATE

The Vice President – Student Affairs presented a review of the College's strategic enrollment management accomplishments over the past year. A video promoting New Student Welcome Days at all three campuses on August 9, 16, and 23 was previewed. Information only; no Board action required.

FOUNDATION UPDATE

The Director of College Advancement presented a high-level overview of the Foundation's financial position and various scholarship and emergency funds provided to students over the past five years. The recent formation of an Alumni Advisory Committee was communicated. An update on fundraising efforts for the Gas Utility Technician Program on the Beaver Dam Campus was provided. Information only; no Board action required.

PRESIDENT'S REPORT

President Baerwald provided an overview of reports included in the draft 2017-18 Board Governance Monthly Reporting Matrix and solicited feedback from Board members. The process for reviewing and approving Board policies aligned with the new governance model and to be effective July 1, 2018 was communicated. Highlights of meetings recently attended included a meeting with Beaver Dam Mayor Becky Glewen. An update to include next steps related to the Enterprise Resource Planning (ERP) project was provided. President Baerwald shared that the merger of the Fond du Lac Area Association of Commerce and Fond du Lac County Economic Development Corporation has been formally approved. A legislative update was provided. President Baerwald noted that she will serve as the vice chairperson of the Presidents Association group this year and will transition to the chairperson for 2018-19. She is also currently chairing a Department of Corrections Task Force for this group. Gratitude was expressed to Board members Miller, Staral, and Zeratsky for their participation in the Commencement ceremony and to Board member Miller for attending the GED/HSED Graduation Ceremony. President Baerwald recognized the efforts of the College's Economic and Workforce Development team noting that all submitted Workforce Advancement Training grant proposals were fully funded. Board members were reminded that the next Board meeting, scheduled for Monday, July 10, will include Oaths of Office for new Board member Cindy Laubenstein and reappointed Board members Miller and Prill. Information only; no Board action required.

WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION REPORT/UPCOMING EVENTS

A summary of Board members attending the July 14-15 summer meeting was provided. Board members interested in attending the Gas Utility Technician Program's Energy Education Center groundbreaking ceremony on July 24 at the Beaver Dam Campus should RSVP prior to July 10. Information only; no Board action required.

APPROVAL TO CONVENE INTO CLOSED SESSION

MOTION Zeratsky, second Staral, 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 the evaluation of the College President). Roll call vote: Lloyd, yes; Zeratsky, yes; Prill, yes; Krueger, yes; Jung, yes; Fields, yes; Staral, yes; and Miller, yes. Motion CARRIED.

ADJOURNMENT

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