

**MORAINE PARK TECHNICAL COLLEGE  
DISTRICT BOARD MINUTES**

***October 18, 2017***

ATTENDANCE

A meeting of the Moraine Park Technical College District Board was held at 5:00 p.m., October 18, 2017, in Room T-101 of Moraine Park Technical College, 2151 North Main Street, West Bend, Wisconsin, Chairperson Mike Miller presiding. Board members present at the meeting were Bur Zeratsky, Mike Staral, Lowell Prill, Cindy Laubenstein, Candy Fields, and Vernon Jung.

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.

BUSINESS AND COMMUNITY LEADER CONNECTION

Community updates were provided by Mark Evans, Inside Sales Manager at Delta Defense. Information only; no Board action required.

APPROVAL OF MINUTES

MOTION Fields, second Laubenstein, that the Moraine Park Technical College District Board approve the September 20, 2017 meeting minutes as presented. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

CONSENT ITEMS – MONTHLY BUSINESS

MOTION Jung, second Zeratsky, 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 \$4,578,603.81. September disbursements total \$7,019,983.69. Roll call vote: Laubenstein, yes; Prill, yes; Krueger, excused; Jung, yes; Fields, yes; Zeratsky, yes; Lloyd, excused; Staral, yes; and Miller, yes. Motion CARRIED.

APPROVAL OF RESOLUTION – STATE CODE OF ETHICS

MOTION Staral, second Prill, 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 Services	James Barrett
Chief Information Officer	Jerry Richards

Vote: Ayes: 7; Opposed: 0. 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 resources in the General Fund for:  
... Designated for Operations from \$484,569 to \$2,484,569

To increase expenditure appropriations/uses in the General Fund for:  
... Interfund Transfers Out from \$0 to \$2,000,000

To increase resources in the Special Revenue (Operational) Fund for:  
... State Aid from \$459,467 to \$821,733

To increase expenditure appropriations/uses in the Special Revenue (Operational) Fund for:  
... Instruction from \$1,194,811 to \$1,545,697  
... General Institutional from \$54,332 to \$54,712  
... Physical Plant from \$0 to \$11,000

To increase resources in the Capital Projects Fund for:  
... Interfund Transfers In from \$0 to \$2,000,000

To increase expenditure appropriations/uses in the Capital Projects Fund for:  
... Student Services from \$37,850 to \$44,116  
... General Institutional from \$900,060 to \$1,668,866  
... Designated Fund Balances from \$0 to \$2,322,968

To decrease expenditure appropriations/uses in the Capital Projects Fund for:  
... Physical Plant from \$4,513,838 to \$3,415,798

To increase resources in the Enterprise Funds for:  
... Designated Fund Balances from \$115,179 to \$159,559

To increase expenditures/uses in the Enterprise Funds for:  
... Auxiliary Services from \$270,679 to \$315,059

To increase resources in the Internal Service Fund for:  
... Institutional Revenue from \$497,505 to \$531,000  
... Retained Earnings from \$1,435,165 to \$1,624,666

To increase expenditures/uses in the Internal Service Fund for:  
... Auxiliary Services from \$901,950 to \$1,124,946

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: Staral, yes; Fields, yes; Jung, yes; Prill, yes; Lloyd, excused; Krueger, excused; Zeratsky, yes; Laubenstein, yes; and Miller yes. Motion CARRIED.

#### APPROVAL OF BUDGET ADJUSTMENTS – 2017-18 BUDGET

MOTION Zeratsky, second Staral, that the Moraine Park Technical College District Board approve the following resolution authorizing revisions to the 2017-18 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 2017-18 budget.

NOW, THEREFORE, BE IT RESOLVED by the Moraine Park Technical College District Board to make the following 2017-18 budgetary revisions:

To increase anticipated resources in the General Fund for:  
... Tax Levy from \$10,692,932 to \$10,878,196  
... Other Student Fees from \$1,074,948 to \$1,092,948

To increase expenditure appropriations and uses in the General Fund for:  
... Student Services from \$6,553,422 to \$6,798,923  
... Transfers from Designated for Operations from \$0 to \$383,238

To decrease anticipated resources in the General Fund for:  
... State Aid from \$24,981,695 to \$24,887,695  
... Program Fees from \$7,750,179 to \$7,670,002  
... Material Fees from \$424,000 to \$405,000  
... Institutional Revenue from \$4,448,320 to \$4,268,320  
... Federal from \$25,000 to \$20,000  
... Transfers from Designated for Operations from \$316,341 to \$0

To decrease expenditure appropriations and uses in the General Fund for:  
... Instruction from \$24,851,946 to \$24,661,395  
... Instructional Resources from \$2,574,181 to \$2,506,858  
... General Institutional from \$11,902,846 to \$11,076,356  
... Physical Plant from \$3,831,020 to \$3,795,391

To increase anticipated resources in the Special Revenue (Aidable) Fund for:  
... State Aid from \$809,453 to \$855,380

To increase expenditure appropriations and uses in the Special Revenue (Aidable) Fund for:  
... Instructional from \$1,368,121 to \$1,404,926  
... Student Services from \$1,061,359 to \$1,070,481

To increase anticipated resources in the Capital Projects Fund for:  
... Designated Fund Balances: Equipment from \$495,705 to \$1,204,817

To increase expenditure appropriations and uses in the Capital Projects Fund for:  
... General Institutional from \$697,602 to \$997,602

To decrease anticipated resources in the Capital Projects Fund for:  
... Proceeds from Debt from \$5,950,000 to \$4,450,000

To decrease expenditure appropriations and uses in the Capital Projects Fund for:  
... Physical Plant from \$4,752,110 to \$3,661,222

To increase anticipated resources in the Debt Services Fund for:  
... Reserve for Debt Service from \$105,920 to \$122,237

To increase expenditure appropriates in the Debt Services Fund for:  
... Physical Plan from \$5,730,920 to \$5,747,237

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, excused; Lloyd, excused; Prill, yes; Staral, yes; Jung, yes; Zeratsky, yes; Laubenstein, yes; Fields, yes; and Miller, yes. Motion CARRIED.

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

MOTION Jung, second Laubenstein, 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 2017-18 budget year:

WHEREAS, the Moraine Park Technical College District Board adopted the budget for fiscal year 2017-18 on June 21, 2017, at its regular meeting; and

WHEREAS, the Moraine Park Technical College District Board reviewed the 2017-18 budget on October 18, 2017, 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 2017-18 budget represents a 3.05500%, or a \$495,472 increase over the 2016-17 tax levy;

WHEREAS, the tax levy represents an operational mill rate on equalized value of .43178 and a debt service mill rate of .21752 for a total mill rate of .64931.

WHEREAS, the operational tax levy increase of 1.58125 % 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, seven hundred fifteen thousand, nine hundred seventy-five dollars (\$16,715,975) 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, 2017.

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, excused; Lloyd, excused; Prill, yes; Staral, yes; Jung, yes; Zeratsky, yes; Laubenstein, yes; Fields, yes; and Miller, yes. Motion CARRIED.

#### APPROVAL OF INVESTMENT POLICY

MOTION Zeratsky, second Staral, that the Moraine Park Technical College District Board adopt Policy #4FFF0200, Investments, as presented and recommended. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

#### RESOLUTION TO APPROVE BOARD POLICIES

MOTION Staral, second Jung, that the Moraine Park Technical College District Board approve board policies BP 1.10 – College Budgeting Process and BP 2.1 – Delegation to the President, and authorize the effective date for these policies to begin with the fiscal year beginning July 1, 2018. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

#### APPROVAL OF PROGRAM SUSPENSION – LEGAL ADMINISTRATIVE PROFESSIONAL ASSOCIATE DEGREE (10-106-3)

MOTION Zeratsky, second Fields, that the Moraine Park Technical College District Board approve the suspension of the Legal Administrative Professional Associate Degree Program (10-106-3) effective at the end of the 2017-18 academic year. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

#### APPROVAL OF PROPOSED 2018-19 INSTRUCTIONAL PROGRAM CHANGES – LEGAL ADMINISTRATIVE PROFESSIONAL ASSOCIATE DEGREE (10-106-3)

MOTION Prill, second Laubenstein, that the Moraine Park Technical College District Board approve the proposed Instructional Program Changes of program modifications to the Legal Administrative Professional Associate Degree Program as presented effective at the end of the 2018-19 academic year. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

#### ACCT ANNUAL LEADERSHIP CONGRESS

President Baerwald and Board members Staral, Prill, and Jung reported on their attendance at this year's Annual Leadership Congress. Board member Jung displayed a plaque received from ACCT in appreciation of his service on the ACCT Board. The Board expressed their gratitude to Board Member Jung. Information only; no Board action required.

#### PRESIDENT'S REPORT

President Baerwald provided an overview of the distributed 2016-17 Report to the Washington County Board and 2017-18 Facts at a Glance. She shared that a nomination for Chairperson Miller as the 2018 Board Member of the Year has been submitted to the District Boards Association. Board member feedback related to draft board policies was solicited. Highlights of meetings recently attended included a Hartford School District Higher Education Focus Group, various Promise program donor meetings, a meeting with Mercury Marine, and the State of Wisconsin Business and Industry Luncheon. Gratitude was expressed to Chairperson Miller and Board Member Zeratsky for their willingness to serve on the Promise program Campaign Cabinet. President Baerwald communicated that the recently held High School Administrator Forum was well attended. A legislative update was provided. Updates regarding the recent UW System announcement and the College's Enterprise Resource Planning project were provided. Metrics that align with the College's four strategic priorities were reviewed and supported. Information only; no Board action required.

WISCONSIN TECHNICAL COLLEGE  
DISTRICT BOARDS ASSOCIATION REPORT/UPCOMING EVENTS

Planned attendance at the Association's November 2-4 fall meeting and Legal Issues Seminar was reviewed. Board members were reminded that a District Board Workshop will be held from 4:30 to 7:30 p.m. on October 25. Information only; no Board action required.

ADJOURNMENT

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