

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MINUTES

June 19, 2019

ATTENDANCE

A meeting of the Moraine Park Technical College District Board was held at 5:00 p.m., June 19, 2019, in Room A-112 of Moraine Park Technical College, 235 North National Avenue, Fond du Lac, Wisconsin, Chairperson Mike Staral presiding. Board members present at the meeting were Bur Zeratsky, Vernon Jung, Renee Almeida, Cindy Laubenstein, Mike Schwab, 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 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 from the public were received.

INTRODUCTIONS

Members of the Fond du Lac Fire Department introduced two nursing students that recently saved a student's life during an emergency. Information only; no Board action required.

APPROVAL OF MINUTES

MOTION Schwab, second Prill, that the Moraine Park Technical College District Board approve the May 15, 2019 meeting minutes as presented. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

CONSENT ITEMS – MONTHLY BUSINESS

MOTION Zeratsky, second Jung, 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 \$1,151,060.68. May disbursements total -\$6,018,277.70. Roll call vote: Prill, yes; Almeida, yes; Laubenstein, yes; Fields, excused; Jung, yes; Lloyd, excused; Zeratsky, yes; Schwab, yes; and Staral, yes. Motion CARRIED.

APPROVAL OF CONTRACT FOR LEGAL SERVICES

MOTION Jung, second Schwab, that the Moraine Park Technical College District Board authorize the President to enter into a contract with Dempsey, Edgerton, St. Peter, Petak & Rosenfeldt for legal services during the period July 1, 2019 through June 30, 2020. Roll call vote: Zeratsky, yes; Laubenstein, yes; Schwab, yes; Almeida, yes; Lloyd, excused; Jung, yes; Fields, excused; Prill, yes; and Staral, yes. Motion CARRIED.

APPROVAL OF RESOLUTION MODIFYING RESERVES

MOTION Laubenstein, second Schwab, 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 2019-20 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, 2019, this reserve is planned to be \$9,283,277, but should not exceed \$7,443,959 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 \$936,738 at June 30, 2019, but should not exceed \$957,646 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, 2019, this reserve is planned to be \$30,427 and should not exceed \$125,654 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, 2019, this designation is planned to be \$10,987,650 and should not exceed this 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, 2019, this designation is planned to be \$182,780 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, 2019, this designation is planned to be \$211,088 and should not exceed this amount over the next year in the General Fund.

- 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, 2019, this designation is planned to be \$355,563 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, 2019, this designation is planned to be \$1,003,611 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, 2019, this designation is planned to be \$860,041 and should not exceed \$764,814 over the next year in the Special Revenue Fund (operational).

Roll call vote: Fields, excused; Laubenstein, yes; Schwab, yes; Lloyd, excused; Zeratsky, yes; Almeida, yes; Prill, yes; Jung, yes; and Staral, yes. Motion CARRIED.

ADOPTION OF 2019-20 INSTITUTIONAL PLAN AND BUDGET

MOTION Zeratsky, second Jung, that the Moraine Park Technical College District Board approve the following resolution to adopt the institutional plan and budget for fiscal year 2019-20:

WHEREAS, the notice of the public hearing on the proposed 2019-20 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 1, 2019, 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 2019-20 budget on May 15, 2019 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 four hundred thirty-six thousand nine hundred twenty-four dollars (\$76,436,924) 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, 2019.

Roll call vote: Lloyd, excused; Laubenstein, yes; Zeratsky, yes; Fields, excused; Almeida, yes; Jung, yes; Prill, yes; and Staral, yes. Motion CARRIED.

APPROVAL OF RESOLUTION AWARDING THE SALE OF \$1,260,000 GENERAL OBLIGATION
PROMISSORY NOTES, SERIES 2018-19C

MOTION Schwab, second Laubenstein, that the Moraine Park Technical College District Board adopt the following resolution approving the award of bid and authorizing the sale of \$1,260,000 General Obligation Promissory Notes, Series 2018-19C.

WHEREAS, on May 15, 2019, 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 2018-19C (the "Notes") in the amount of \$1,200,000 for the public purpose of financing building remodeling and improvement projects and in the amount of \$60,000 for the public purpose of financing the acquisition of movable equipment (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Fond du Lac Reporter and the West Bend Daily News on May 22, 2019 and in the Beaver Dam Daily Citizen on May 23, 2019 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 general obligation promissory notes with respect to the Project;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on June 24, 2019;

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

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 June 19, 2019;

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;

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.

Roll call vote: Fields, excused; Prill, yes; Lloyd, excused; Zeratsky, yes; Jung, yes; Almeida, yes; Laubenstein, yes; Schwab, yes; and Staral, yes. Motion CARRIED.

PROPOSED 2020-2021 INSTRUCTIONAL PROGRAM CHANGES

MOTION Laubenstein, second Jung, that the Moraine Park Technical College District Board approve the Program Proposal for the IT Cybersecurity Specialist Associate of Applied Science Degree Program, and authorize staff to submit the proposal to the Wisconsin Technical College System Board for approval and to continue with the Program Implementation phase of the Program Development Process effective for the 2020-2021 academic year. Vote: Ayes: 7; Opposed: 0. Motion CARRIED.

ADOPTION OF RESOLUTION OF APPRECIATION – MIKE STARAL

MOTION Schwab, second Prill, that the Moraine Park Technical College District Board adopt the following resolution commending Mike Staral for his dedication and service to the Moraine Park Technical College District:

WHEREAS, Mike Staral has served as a Moraine Park Technical College District Board member since July 1, 2013; and

WHEREAS, he has represented the District as an Employer Member; and

WHEREAS, during his term of office he was a very active Board member, attending national, state and local events; having served as the Secretary, Vice-Chairperson and, most recently, Chairperson of the Moraine Park Technical College District Board, member of the Moraine Park Technical College Foundation Board, member of the Foundation's alumni committee and the Foundation's Promise program campaign committee; and, member of several committees of the District Boards Association; most recently as member of the Internal Best Practices Committee and Awards Committee.

WHEREAS, he has promoted technical and adult education in order to meet the educational and training needs of the District's citizens.

NOW, THEREFORE BE IT RESOLVED, that the Moraine Park Technical College District Board expresses its sincere appreciation to Mike Staral; and

BE IT FURTHER RESOLVED, that on behalf of the citizens of the District, the Board and the College's staff wish to express their gratitude to Mike Staral for his many years of loyal service, leadership, and friendship.

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

AA/EO DIVERSITY 5-YEAR PLAN

The College's Dean of Students and the Director of Human Resources shared highlights of the 2019-2024 Affirmative Action/Equal Opportunity 5 Year Plan. Information only; no Board action required.

ECONOMIC AND WORKFORCE DEVELOPMENT (EWD) STRATEGIC PLAN

The College's Dean of Economic and Workforce Development shared highlights of the 2019-22 Strategic Business Plan. Information only; no Board action required.

PRESIDENT'S REPORT

President Baerwald shared the finalized 2019-20 Board Goals and a draft of the 2019-20 Board Governance Monthly Reporting Matrix. An overview of meetings and college activities recently attended was provided, which included a DMI Board Meeting, the President's Association planning meeting, initial meetings with a recently hired Executive Coach, the Incarcerated Individuals Task Force which included the pilot of new DOC online teaching program, and a signing agreement with Mt. Mary University for new nursing program partnership. It was noted during a recent meeting of NEW ERA that President Baerwald was elected to be their new chairperson. A legislative update noted a planned hearing in the assembly to discuss the UW Transfer bill had to be deferred to fall

due to focus on the state budget. Gratitude was expressed to Board members who were in attendance at this year's Commencement and GED/HSED Graduation ceremonies. Information only; no Board action required.

WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION REPORT/UPCOMING EVENTS

President Baerwald reminded Board members that the next Board meeting will be held on Monday, July 8. Planned attendance at the July 18-20 District Boards Association summer meeting was reviewed. A reminder was given that the September WTCS Board Meeting is being hosted on the Fond du Lac campus, and board member attendance was encouraged. Information only; no Board action required.

APPROVAL TO CONVENE INTO CLOSED SESSION

MOTION Laubenstein, second Zeratsky, 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: Jung, yes; Zeratsky, yes; Schwab, yes; Laubenstein, yes; Lloyd, excused; Prill, yes; Almeida, yes; Fields, excused; and Staral, yes. Motion CARRIED.

MOTION Jung, second Schwab, that the Board reconvene into open session to complete the balance of the agenda. Motion CARRIED by voice vote.

RATIFICATION OF PRESIDENT'S EMPLOYMENT AGREEMENT

MOTION Schwab, second Zeratsky, 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, excused; Zeratsky, yes; Jung, yes; Schwab, yes; Prill, yes; Fields, yes; Almeida, yes; Laubenstein, yes; and Staral, yes. Motion CARRIED.

ADJOURNMENT

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