

**MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MINUTES**  
*June 17, 2020*

ATTENDANCE

A meeting of the Moraine Park Technical College District Board was held at 5:00 p.m., June 17, 2020, in Room A-112 of Moraine Park Technical College, 235 North National Avenue, Fond du Lac, Wisconsin, as well as via Skype teleconference, Chairperson Bur Zeratsky presiding. Board members present at the meeting were Vernon Jung, Bob Lloyd, Renee Almeida, Mike Hopp, Cindy Laubenstein, Mike Schwab, and Lowell Prill. Board members excused were Candy Fields.

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

The two incoming board members, planned to be sworn in during the board's July 13 organizational meeting were introduced. Information only; no Board action required.

APPROVAL OF MINUTES

MOTION Lloyd, second Laubenstein, that the Moraine Park Technical College District Board approve the May 20, 2020 meeting minutes as presented. Vote: Ayes: 8; Opposed: 0. Motion CARRIED.

Board member Fields arrived at this point in the agenda.

CONSENT ITEMS – MONTHLY BUSINESS

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

1. Talent Management – 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 \$789,364.41. May disbursements total -\$4,092,142.57. Roll call vote: Prill, yes; Almeida, yes; Laubenstein, yes; Fields, yes; Jung, yes; Lloyd, yes; Hopp, yes; Schwab, yes; and Zeratsky, yes. Motion CARRIED.

APPROVAL OF RESOLUTION MODIFYING RESERVES

MOTION Schwab, second Lloyd, 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 2020-21 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, 2020, this reserve is planned to be \$9,053,708, but should not exceed \$6,153,708 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 \$1,306,502 at June 30, 2020, but should not exceed \$1,357,546 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, 2020, this reserve is planned to be \$256,022 and should not exceed this amount 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, 2020, this designation is planned to be \$11,589,325 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, 2020, 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, 2020, 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, 2020, 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, 2020, this designation is planned to be \$970,436 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, 2020, this designation is planned to be \$979,380 and should not exceed this amount over the next year in the Special Revenue Fund (operational).

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

#### ADOPTION OF 2020-21 INSTITUTIONAL PLAN AND BUDGET

MOTION Fields, second Laubenstein, that the Moraine Park Technical College District Board approve the following resolution to adopt the institutional plan and budget for fiscal year 2020-21:

WHEREAS, the notice of the public hearing on the proposed 2020-21 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, 2020, 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 2020-21 budget on May 20, 2020 conducted electronically, due to the COVID-19 outbreak, via conference call at 5:05 p.m.

NOW, THEREFORE, BE IT RESOLVED that the Moraine Park Technical College District Board hereby adopts the budget of eighty million two hundred sixteen thousand nine hundred seventy-three dollars (\$80,216,973) 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, 2020.

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

#### APPROVAL OF THREE-YEAR FACILITIES PLAN

MOTION Lloyd, second Schwab, that the Moraine Park Technical College District Board approve the 2020-23 Three-Year Facilities Plan and, further, that the Plan be submitted to the Wisconsin Technical College System Board for their acceptance. Roll call vote: Lloyd, yes; Laubenstein, yes; Hopp, yes; Fields, yes; Almeida, yes; Jung, yes; Prill, yes; and Zeratsky, yes. Motion CARRIED.

#### APPROVAL OF BID – UPPER O-WING REMODEL – FOND DU LAC CAMPUS

MOTION Jung, second Lloyd, that the Moraine Park Technical College District Board accept the following lowest responsible bid for the Upper O-Wing Remodel project, awarding the contract to Mike Koenig Construction in the amount of \$1,205,590; and, further, that the President be authorized to proceed with this project. Roll call vote: Fields, yes; Laubenstein, yes; Schwab, yes; Lloyd, yes; Hopp, yes; Almeida, yes; Prill, yes; Jung, yes; and Zeratsky, yes. Motion CARRIED.

#### APPROVAL OF BID – RESURFACE MAINTENANCE COURTYARD – FOND DU LAC CAMPUS

MOTION Fields, second Schwab, that the Moraine Park Technical College District Board accept the following lowest responsible bid for the Fond du Lac Resurface Maintenance Courtyard project, awarding the contract to Northeast Asphalt in the amount of \$255,423; and, further, that the President be authorized to proceed with this project. Roll call vote: Fields, yes; Laubenstein, yes; Schwab, yes; Lloyd, yes; Hopp, yes; Almeida, yes; Prill, yes; Jung, yes; and Zeratsky, yes. Motion CARRIED.

#### APPROVAL OF RESOLUTION AWARDING THE SALE OF \$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2019-20C

MOTION Schwab, second Prill, that the Moraine Park Technical College District Board adopt the following resolution approving the award of bid and authorizing the sale of \$1,500,000 General Obligation Promissory Notes, Series 2019-20C.

WHEREAS, on May 20, 2020, 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 2019-20C (the "Notes") in the amount of \$1,500,000 for the public purpose of financing building remodeling and improvement projects (the "Project");

WHEREAS, the District caused a Notice to Electors to be published in The Reporter on May 28, 2020 and in the Daily Citizen and the Daily News on May 29, 2020 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 the Notes

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on June 29, 2020;

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 17, 2020;

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, yes; Prill, yes; Lloyd, yes; Hopp, yes; Jung, yes; Almeida, yes; Laubenstein, yes; Schwab, yes; and Zeratsky, yes. Motion CARRIED.

APPROVAL OF RESOLUTION AUTHORIZING THE ISSUANCE OF \$5,000,000  
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2020-21A,  
OF MORAINE PARK TECHNICAL COLLEGE DISTRICT, WISCONSIN

MOTION Fields, second Laubenstein, that the Moraine Park Technical College District Board adopt the following resolution authorizing the issuance and setting the sale of \$5,000,000 General Obligation Promissory Notes, Series 2020-21A for the public purpose of financing the Fond du Lac Upper O Wing remodel.

WHEREAS, Moraine Park Technical College District, Wisconsin ("District") is presently in need of \$1,500,000 for the public purpose of financing building remodeling and improvement projects and \$3,500,000 for the public purpose of financing the acquisition of movable equipment; and

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purposes through the issuance of general obligation promissory notes pursuant to the provisions of Section 67.12(12), Wis. Stats.;

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

APPROVAL OF CONTRACT FOR LEGAL SERVICES

MOTION Laubenstein, second Lloyd, 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, 2020 – June 30, 2021. Roll call vote: Almeida, yes; Lloyd, yes; Hopp, yes; Laubenstein, yes; Schwab, yes; Jung, yes; Fields, yes; Prill, yes; and Zeratsky, yes. Motion CARRIED.

APPROVAL OF BOARD POLICIES – ENDS

MOTION Laubenstein, second Fields, that the Moraine Park Technical College District Board adopt Board Policies 4.1 – College Vision, Mission and Strategic Priorities, 4.3 – College Value Statements, 4.4 – Student Success, 4.5 – Workplace Culture, and 4.6 – Economic Development, as presented and recommend all Ends policies be documented as reviewed or revised accordingly. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

ADOPTION OF RESOLUTION OF APPRECIATION – LOWELL PRILL

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

WHEREAS, Lowell Prill has served as a Moraine Park Technical College District Board member since July 1, 2011; and

WHEREAS, he has represented the District as an Additional 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 Vice-Chairperson and, most recently, Secretary of the Moraine Park Technical College District Board, and member of several committees of the District Boards Association; most recently as member of the External Partnerships Committee as well as the Moraine Park alternate delegate; and

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 Lowell Prill; 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 Lowell Prill for his many years of loyal service, leadership, and friendship.

Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

ADOPTION OF RESOLUTION OF APPRECIATION – CYNTHIA LAUBENSTEIN

MOTION Lloyd, second Fields, that the Moraine Park Technical College District Board adopt the following resolution commending Cynthia Laubenstein for her dedication and service to the Moraine Park Technical College District:

WHEREAS, Cynthia Laubenstein has served as a Moraine Park Technical College District Board member since July 1, 2017; and

WHEREAS, she has represented the District as an Additional Member; and

WHEREAS, during her term of office she was an active Board member, attending state and local events, having served as the Moraine Park Technical College District Board representative to the Moraine Park Foundation Board, and having served as a member of the Internal Best Practices Committee of the District Boards Association; and

WHEREAS, she 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 Cynthia Laubenstein; 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 Cynthia Laubenstein for her many years of loyal service, leadership, and friendship.

Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

## FOUNDATION AND PROMISE PROGRAM CAMPAIGN UPDATE

The Director of College Advancement presented an overview of the Promise Program and new Promising Futures Program, highlighting application levels, qualification criteria, and existing barriers. Also provided was a high-level overview of the Moraine Park Foundation's budget, financial position and various scholarship and emergency funds provided to students over the past five years. Information only; no Board action required.

## PRESIDENT'S REPORT

President Baerwald provided an overview of meetings recently attended, including a Spring President's Cabinet Planning Retreat which focused on the employee engagement survey results, a recent Beaver Dam Rotary presentation, Management Meeting, Waukesha-Ozaukee-Washington Counties Workforce Development Board Meeting, and Envision Fond du Lac Board Meeting which included requests for assistance with Job Centers. Legislative update included a recent meeting with Senator Fitzgerald, it was shared that Moraine Park was not selected to pilot Second Chance Pell, and discussion surrounding a possible budget repair bill and potential impacts. WTCS Update included a recent President's Association strategic planning meeting and continuing in the role as Chair of the Association's Incarcerated Individuals Task Force, and shared the drafted 5 Commitments of WTCS. College activities update included work surrounding transitioning to Phase 3 of the College's Reopening Plan. Information only; no Board action required.

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

A summary of upcoming meetings was reviewed. A reminder was given that the next board meeting will occur on Monday, July 13, and feedback regarding the meeting format was requested to be sent to the President's Office within the next week. It was noted the District Boards Association's Annual Summer Meeting has been transitioned to a virtual meeting. Anyone wishing to register should contact the President's Office. Information only; no Board action required.

## APPROVAL TO CONVENE INTO CLOSED SESSION

MOTION Schwab, second Lloyd, that the Moraine Park Technical College District Board convene into closed session pursuant to Wis. Stat. sec. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, and conducting other public business because competitive and bargaining reasons require a closed session (regarding the current software and professional services contracts with Campus Management Corporation and Campus Works) and 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 employee contract issue and various personnel matters including evaluation of the College President). Roll call vote: Laubenstein, yes; Schwab, yes; Hopp, yes; Prill, yes; Almeida, yes; Jung, yes; Fields, yes; Lloyd, yes; and Zeratsky, yes. Motion CARRIED.

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

## RATIFICATION OF PRESIDENT'S EMPLOYMENT AGREEMENT

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

## ADJOURNMENT

MOTION Laubenstein, second Prill, that the Moraine Park Technical College District Board meeting be adjourned. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

The Board meeting was adjourned at 7:23 p.m. following the completion of the regular session.