

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MINUTES

June 16, 2021

ATTENDANCE

A meeting of the Moraine Park Technical College District Board was called to order at 5:00 p.m., June 16, 2021, in Room A-112 of Moraine Park Technical College, 235 N. National Ave., Fond du Lac, Wisconsin, Chairperson Bur Zeratsky presiding. Board members present at the meeting were Renee Almeida, Vernon Jung, Tom Hopp, Rob Johnson and Kathy Schlieve. Board members excused were Mike Schwab, Bob Lloyd and 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 new Instructional Support Specialist, two new Instructional Designers, and the new EWD Welding Instructor were introduced. Information only; no Board action required.

APPROVAL OF MINUTES

MOTION Almeida, second Hopp, that the Moraine Park Technical College District Board approve the May 19, 2021 meeting minutes as presented. Vote: Ayes: 6; Opposed: 0. Motion CARRIED.

CONSENT ITEMS – MONTHLY BUSINESS

MOTION Jung, second Schlieve, 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 receipts total \$791,345.84. May disbursements total -\$4,246,761.89. Roll call vote: Johnson, yes; Jung, yes; Almeida, yes; Lloyd, excused; Schlieve, yes; Schwab, excused; Fields, excused; Hopp, yes; and Zeratsky, yes. Motion CARRIED.

APPROVAL OF RESOLUTION MODIFYING RESERVES

MOTION Hopp, second Schlieve, 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 2021-22 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, and renovation of buildings. At June 30, 2021, this reserve is planned to be \$4,762,690, but should not exceed \$4,012,690 over the next year in the Capital Projects Fund.

- RESERVE FOR EQUIPMENT - A segregation of a portion of the fund balance which is exclusively and specifically for the acquisition of major equipment and capital assets. At June 30, 2021, this reserve is planned to be \$4,051,169, but should not exceed \$3,666,407 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 \$1,825,339 at June 30, 2021, but should not exceed \$1,537,348 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, 2021, this reserve is planned to be \$185,758 and should not exceed this amount over the next year in the Special Revenue Fund (non-aidable).

- RESERVE FOR STUDENT CLUBS AND ORGANIZATIONS - A segregation of a portion of fund balance to provide for student clubs and organizations. At June 30, 2021, this reserve is planned to be \$758,871 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, 2021, this designation is planned to be \$10,838,217 and should not exceed \$10,433,956 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, 2021, this designation is planned to be \$659,376 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, 2021, this designation is planned to be \$219,792 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, 2021, this designation is planned to be \$439,584 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, 2021, this designation is planned to be \$1,410,133 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, 2021, this designation is planned to be \$1,308,802 and should not exceed \$1,279,198 over the next year in the Special Revenue Fund (operational).

- 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, 2021, this designation is planned to be \$2,500 and should not exceed this amount over the next year in the Special Revenue Fund (operational).

Roll call vote: Johnson, yes; Jung, yes; Almeida, yes; Lloyd, excused; Schlieve, yes; Schwab, excused; Fields, excused; Hopp, yes; and Zeratsky, yes. Motion CARRIED.

ADOPTION OF 2021-22 INSTITUTIONAL PLAN AND BUDGET

MOTION Johnson, second Almeida, that the Moraine Park Technical College District Board approve the following resolution to adopt the institutional plan and budget for fiscal year 2021-22.

WHEREAS, the notice of the public hearing on the proposed 2021-22 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 4, 2021, 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 2021-22 budget on May 19, 2021 in Fond du Lac, Wisconsin, at Moraine Park Technical College, 235 North National Avenue and conducted electronically, 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 seventy eight million two hundred eighty seven thousand two hundred twenty dollars (\$78,287,220) 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, 2021.

Roll call vote: Johnson, yes; Jung, yes; Almeida, yes; Lloyd, excused; Schlieve, yes; Schwab, excused; Fields, excused; Hopp, yes; and Zeratsky, yes. Motion CARRIED.

APPROVAL OF THREE-YEAR FACILITIES PLAN

MOTION Hopp, second Jung, that the Moraine Park Technical College District Board approve the 2021-24 Three-Year Facilities Plan and, further, that the Plan be submitted to the Wisconsin Technical College System Board for their acceptance. Vote: Ayes: 6; Opposed: 0. Motion CARRIED.

APPROVAL OF BID – E-WING REMODEL PHASE II – FOND DU LAC CAMPUS

MOTION Johnson, second Jung, that the Moraine Park Technical College District Board accept the following lowest responsible bid for the FDL E-wing Remodel Phase II project, awarding the contract to Capelle Bros. & Diedrich, Inc. in the amount of \$1,305,685; and, further, that the President be authorized to proceed with this project. Roll call vote: Johnson, yes; Jung, yes; Almeida, yes; Lloyd, excused; Schlieve, yes; Schwab, excused; Fields, excused; Hopp, yes; and Zeratsky, yes. Motion CARRIED.

APPROVAL OF RESOLUTION AUTHORIZING THE ISSUANCE OF \$3,750,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2021-22A, OF MORAINE PARK TECHNICAL COLLEGE DISTRICT, WISCONSIN

MOTION Schlieve, second Hopp, that the Moraine Park Technical College District Board adopt the following resolution authorizing the issuance and setting the sale of \$3,750,000 General Obligation Promissory Notes, Series 2021-22A for the public purpose of financing building remodeling and acquisition of movable equipment.

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 \$2,250,000 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: Johnson, yes; Jung, yes; Almeida, yes; Lloyd, excused; Schlieve, yes; Schwab, excused; Fields, excused; Hopp, yes; and Zeratsky, yes. Motion CARRIED.

APPROVAL OF CONTRACT FOR LEGAL SERVICES

MOTION Jung, second Schlieve, 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, 2021 – June 30, 2022. Roll call vote: Johnson, yes; Jung, yes; Almeida, yes; Lloyd, excused; Schlieve, yes; Schwab, excused; Fields, excused; Hopp, yes; and Zeratsky, yes. Motion CARRIED.

APPROVAL OF BOARD POLICIES – GOVERNANCE PROCESS AND EXECUTIVE EXPECTATIONS

MOTION Johnson, second Almeida, that the Moraine Park Technical College District Board adopt Board Policies 1.6 – Board Agenda and Meetings, and 3.5 – Financial Condition, as presented and recommend these policies and all remaining Executive Expectations policies be documented as reviewed or revised accordingly. Vote: Ayes: 6; Opposed: 0. Motion CARRIED.

APPROVAL OF PROGRAM PROPOSALS – TRUCK DRIVING TECHNICAL DIPLOMA

MOTION Johnson, second Schlieve, that the Moraine Park Technical College District Board approve the Program Proposal for Truck Driving Technical Diploma 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 2021-2022 academic year. Vote: Ayes: 6; Opposed: 0. Motion CARRIED.

APPROVAL OF PROGRAM PROPOSALS – FINANCIAL AND INSURANCE SERVICES SPECIALIST
ASSOCIATE OF APPLIED SCIENCE DEGREE

MOTION Jung, second Schlieve, that the Moraine Park Technical College District Board approve the Program Proposal for the Financial and Insurance Services 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 2022-2023 academic year. Vote: Ayes: 6; Opposed: 0. Motion CARRIED.

APPROVAL OF PROGRAM PROPOSALS – OCCUPATIONAL SAFETY SPECIALIST
ASSOCIATE OF APPLIED SCIENCE DEGREE

MOTION Schlieve, second Hopp, that the Moraine Park Technical College District Board approve the Program Proposal for Occupational Safety 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 2022-2023 academic year. Vote: Ayes: 6; Opposed: 0. Motion CARRIED.

APPROVAL OF PROGRAM PROPOSALS – IT APPLICATION SUPPORT SPECIALIST
ASSOCIATE OF APPLIED SCIENCE DEGREE

MOTION Hopp, second Jung, that the Moraine Park Technical College District Board approve the Program Proposal for the IT Application Support Specialist Associate of Applied Science Degree, 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 2022-2023 academic year. Vote: Ayes: 6; Opposed: 0. Motion CARRIED.

FOUNDATION AND PRESIDENT'S CIRCLE UPDATE

The Director of College Advancement presented a high-level overview of the Moraine Park Foundation's assets, financial position, campaign and fundraising trends, and various scholarship and emergency funds provided to students over the past five years. Information only; no Board action required.

EMPLOYEE ENGAGEMENT

The Talent Development Manager presented a brief summary of results from the recently held employee engagement survey, noting the metrics that are measured, goals and trends, and the determined priorities of focus for the 2021-22 year ahead to further enhance engagement. Information only; no Board action required.

PRESIDENT'S REPORT

A brief summary of details regarding the power outage experienced earlier in the week causing closure of the College was communicated to the board. President Baerwald shared brief highlights of meetings recently attended, including meetings related to the proposed West Bend Automation, Innovation and Robotics (AIR) Center project and feasibility study, recently conducted Capital Expansion Visioning Listening Sessions with an update to be shared at the August meeting, Envision Greater Fond du Lac board meeting and involvement in the interview committee for a new Vice President, and discussions around the Fond du Lac City Council's termination of the Lakeside Park project and related implications. Legislative updates included a recent Joint Finance Committee proposal which included significant increases in state aid, approval by the Assembly's executive committee for state statute 36.31 revisions to be brought to the state assembly caucus, and awaiting further action on the federal infrastructure package and related earmark request to Senator Baldwin. WTCS Update included recent President's Association planning meeting, which focused on committee structures and priorities, celebrating retirements of outgoing presidents, and will begin mentoring with Jeannie Worden, the new president at Northcentral Technical College. College activities update included recent Commencement ceremony and thanks extended to those able to participate, nursing pinning ceremonies, CNC and Welding boot camps completion ceremony, and recent award of 100% of requested Workforce Development training grants for the new year. Information only; no Board action required.

WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION REPORT/UPCOMING EVENTS

A summary of upcoming meetings and events was shared. Anyone wishing to register for upcoming events should contact the President's Office. Information only; no Board action required.

CLOSED SESSION

MOTION Johnson, second , that the Moraine Park Technical College District Board break and 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 evaluation of the College President) and Wis. Stat. sec. 19.85(1)(g) for the purpose of conferring with legal counsel for the College who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which the College is or is likely to become involved (during the closed session, the Board will discuss pending complaints filed with and against the College). Roll call vote: Johnson, yes; Jung, yes; Almeida, yes; Lloyd, excused; Schlieve, yes; Schwab, excused; Fields, excused; Hopp, yes; and Zeratsky, yes. Motion CARRIED.

(Herein occurred the closed session.)

MOTION Johnson, second Hopp, that the Board reconvene into open session to complete the balance of the agenda. Vote: Ayes: 6; Opposed: 0. Motion CARRIED.

RATIFICATION OF PRESIDENT'S EMPLOYMENT AGREEMENT

MOTION Almeida, second Schlieve, 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: Johnson, yes; Jung, yes; Almeida, yes; Lloyd, excused; Schlieve, yes; Schwab, excused; Fields, excused; Hopp, yes; and Zeratsky, yes. Motion CARRIED.

ADJOURNMENT

MOTION Schlieve, second Jung, that the Moraine Park Technical College District Board meeting be adjourned. Vote: Ayes: 6; Opposed: 0. Motion CARRIED.

The Board meeting was adjourned at 7:20 p.m. following the completion of the closed session.