

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MINUTES

October 20, 2021

ATTENDANCE

A meeting of the Moraine Park Technical College District Board was called to order at 5:10 p.m., October 20, 2021, in Room A-112 of the Moraine Park Technical College, 235 North National Avenue, Fond du Lac, Wisconsin, Chairperson Mike Schwab presiding. Board members present at the meeting were Renee Almeida, Bur Zeratsky, Steve Hill, Vernon Jung, Rob Johnson, Tom Hopp, Candy Fields and Kathy Schlieve.

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 Math Instructor, and new Respiratory Care Practitioner Instructor, were introduced. Information only; no Board action required.

COMMUNITY REPORTS

Ann Hansen, Director of HR at Tenneco in Waupun, provided a presentation to the board, highlighting the history of the company, diversity and inclusion efforts and company culture, COVID-19 impacts, research and delivery operations, and current employment needs and trends. Information only; no Board action required.

APPROVAL OF MINUTES

MOTION Fields, second Hopp, that the Moraine Park Technical College District Board approve the September 15, 2021 meeting minutes as presented. Vote: Ayes: 9; Opposed: 0. Motion CARRIED.

CONSENT ITEMS – MONTHLY BUSINESS

MOTION Jung, second Almeida, 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, 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 receipts total \$3,795,769.22. September disbursements total -\$7,413,511.73. Roll call vote: Schlieve, yes; Hopp, yes; Almeida, yes; Johnson, yes; Jung, yes; Hill, yes; Fields, yes; Zeratsky, yes; and Schwab, yes. Motion CARRIED.

APPROVAL OF RETIREMENTS

MOTION Zeratsky, second Schlieve, that the Moraine Park Technical College District Board accept the retirements of Donna Freund and Todd Bartelt:

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: 9; Opposed: 0. Motion CARRIED.

APPROVAL OF RESOLUTION – STATE CODE OF ETHICS

MOTION Jung, second Zeratsky, 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 – Student Services	James Barrett
Chief Information Officer	Jerry Richards

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

APPROVAL OF BUDGET ADJUSTMENTS – 2020-21 BUDGET

MOTION Schlieve, second Fields, that the Moraine Park Technical College District Board approve the following resolution authorizing revisions to the 2020-21 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 2020-21 budget.

NOW, THEREFORE, BE IT RESOLVED by the Moraine Park Technical College District Board to make the following 2020-21 budgetary revisions:

To increase resources in the General Fund for:
... State Aid from \$24,332,770 to \$24,982,770
... Program Fees from \$6,393,941 to \$6,993,941
... Federal Revenue from \$20,000 to \$1,370,000

To increase expenditure appropriations/uses in the General Fund for:
... General Institutional from \$10,838,184 to \$11,338,184
... Physical Plant from \$3,816,344 to \$4,166,344
... Internal Transfers to Internal Service Fund from \$0 to \$500,000
... Internal Transfers to Capital Projects Fund from \$0 to \$1,000,000
... Transfers to Reserves Designated for Operations from \$0 to \$371,681

To decrease resources in the General Fund for:
... Transfers from Reserves Designated for Operations from \$728,319 to \$0

To decrease expenditure appropriations/uses in the General Fund for:
... Instruction from \$24,680,820 to \$24,380,820
... Instruction Resources from \$2,000,321 to \$1,800,321
... Student Services from \$6,532,453 to \$6,182,453

To increase resources in the Special Revenue (Aidable) Fund for:
... Transfers from Reserves Designated for Operations from \$90,485 to \$130,527

To increase expenditure appropriations/uses in the Special Revenue (Aidable) Fund for:

... Instruction Resources from \$0 to \$10,000

... General Institutional from \$79,958 to \$110,000

To increase resources in the Special Revenue (Nonaidable) Fund for:

... Transfers from Reserves Designated for Operations from \$0 to \$10,000

To increase expenditure appropriations/uses in the Special Revenue (Nonaidable) Fund for:

... General Institutional from \$0 to \$10,000

To increase resources in the Capital Projects Fund for:

... Federal Revenue from \$0 to \$770,000

... Internal Transfers from \$0 to \$1,000,000

To increase expenditure appropriations/uses in the Capital Projects Fund for:

... Instruction from \$2,016,974 to \$2,126,974

... Instruction Resources from \$541,800 to \$1,210,000

... Student Services from \$0 to \$80,000

... Physical Plant from \$4,050,000 to \$4,300,000

... Transfers to Reserves for Equipment from \$0 to \$161,800

To decrease resources in the Capital Projects Fund for:

... Transfers from Reserves for Capital Projects from \$1,700,000 to \$0

... Transfers from Reserves for Equipment from \$1,200,000 to \$0

To decrease expenditure appropriations/uses in the Capital Projects Fund for:

... General Institutional from \$3,569,101 to \$1,169,101

To increase resources in the Debt Service Fund for:

... Transfers from Reserves from \$0 to \$900,000

To increase expenditure appropriations/uses in the Debt Service Fund for:

... Physical Plant from \$5,498,956 to \$6,450,000

To decrease expenditure appropriations/uses in the Debt Service Fund for:

... Transfers to Reserves from \$51,044 to \$0

To increase resources in the Enterprise Fund for:

... Federal Revenue from \$0 to \$300,000

To increase expenditures/uses in the Enterprise Fund for:

... Auxiliary Services from \$323,496 to \$373,496

... Transfers to Retained Earnings from \$0 to \$112,004

To decrease resources in the Enterprise Fund for:

... Transfers from Retained Earnings from \$137,996 to \$0

To increase resources in the Internal Service Fund for:

... Interfund Transfers from \$0 to \$500,000

To decrease resources in the Internal Service Fund for:

... Transfers from Retained Earnings from \$570,170 to \$70,170

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: Schlieve, yes; Hopp, yes; Almeida, yes; Johnson, yes; Jung, yes; Hill, yes; Fields, yes; Zeratsky, yes; and Schwab, yes. Motion CARRIED.

APPROVAL OF BUDGET ADJUSTMENTS – 2021-22 BUDGET

MOTION Hopp, second Jung, that the Moraine Park Technical College District Board approve the following resolution authorizing revisions to the 2021-22 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 2021-22 budget.

NOW, THEREFORE, BE IT RESOLVED by the Moraine Park Technical College District Board to make the following 2021-22 budgetary revisions:

To increase anticipated resources in the General Fund for:

- ... State Aid from \$24,946,145 to \$26,779,044
- ... Federal Revenue from \$10,000 to \$168,300

To increase expenditure appropriations and uses in the General Fund for:

- ... Student Services from \$6,660,996 to \$6,669,640
- ... General Institutional from \$11,554,732 to \$11,826,816

To decrease anticipated resources in the General Fund for:

- ... Tax Levy from \$12,354,858 to \$10,895,979
- ... Transfers from Designated for Operations from \$404,261 to \$58,251

To decrease expenditure appropriations and uses in the General Fund for:

- ... Instruction from \$25,168,983 to \$25,113,686
- ... Instruction Resources from \$2,036,867 to \$2,031,324
- ... Physical Plant from \$3,901,927 to \$3,868,349

To increase anticipated resources in the Special Revenue Fund for:

- ... Tax Levy from \$250,000 to 300,000
- ... State Aid from \$1,101,083 to \$1,435,634
- ... Institutional Revenue from \$308,000 to \$464,798
- ... Transfers from Reserves and Designated Fund Balances from \$29,604 to \$97,498

To increase expenditure appropriations and uses in the Special Revenue Fund for:

- ... Instruction from \$1,682,824 to \$2,092,748
- ... Instruction Resources from \$0 to \$128,283
- ... General Institutional from \$79,725 to \$263,628

To decrease anticipated resources in the Special Revenue Fund for:

- ... Federal Revenue from \$2,021,119 to \$1,812,613

To decrease expenditure appropriations and uses in the Special Revenue Fund for:

- ... Student Services from \$1,947,257 to \$1,625,884

To increase expenditure appropriations and uses in the Capital Projects Fund for:

- ... Instruction from \$1,245,740 to \$1,427,067

... Instruction Resources from \$1,127,352 to \$1,406,760
... General Institutional from \$2,179,934 to \$2,215,050

To decrease anticipated resources in the Capital Projects Fund for:
... Federal Revenue from \$2,312,254 to \$1,735,965
... Transfers from Reserves and Designated Fund Balances from \$750,000 to \$470,000

To decrease expenditure appropriations and uses in the Capital Projects Fund for:
... Student Services from \$1,236,849 to \$0
... Physical Plant from \$5,057,141 to \$4,941,850

To increase anticipated resources in the Enterprise Fund for:
... Transfers from Reserves and Designated Fund Balances from \$140,950 to \$251,982

To increase expenditure appropriations and uses in the Enterprise Fund for:
... Auxiliary Services from \$317,950 to \$428,982

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: Schlieve, yes; Hopp, yes; Almeida, yes; Johnson, yes; Jung, yes; Hill, yes; Fields, yes; Zeratsky, yes; and Schwab, yes. Motion CARRIED.

APPROVAL OF RESOLUTION – CERTIFICATION OF TAX LEVY

MOTION Fields, second Schlieve, 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 2021-22 budget year:

WHEREAS, the Moraine Park Technical College District Board adopted the budget for fiscal year 2021-22 on June 16, 2021, at its regular meeting; and

WHEREAS, the Moraine Park Technical College District Board reviewed the 2021-22 budget on October 20, 2021, 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 2021-22 budget represents a decrease of 5.477848%, or a \$978,044 reduction over the 2020-21 tax levy;

WHEREAS, the tax levy represents an operational mill rate on equalized value of .35887 and a debt service mill rate of .17822 for a total mill rate of .53709.

WHEREAS, the operational tax levy decrease of 8.725901% is a result of the increase in State Aid as passed in the 2021-23 State Budget.

NOW, THEREFORE, BE IT RESOLVED, that the Moraine Park Technical College District Board authorizes a tax levy of sixteen million, eight hundred seventy-six thousand, four hundred eighty-six dollars (\$16,876,486) 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, 2021.

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: Schlieve, yes; Hopp, yes; Almeida, yes; Johnson, yes; Jung, yes; Hill, yes; Fields, yes; Zeratsky, yes; and Schwab, yes. Motion CARRIED.

APPROVAL OF BID – O-WING LOWER, FOND DU LAC CAMPUS

MOTION Zeratsky, second Johnson, that the Moraine Park Technical College District Board accept the following low bid for the O-Wing Lower project to Capelle Brothers & Dietrich Construction in the amount of \$1,611,623; and, further, that the President be authorized to proceed with this project. Roll call vote: Zeratsky, yes; Schlieve, yes; Hopp, yes; Almeida, yes; Johnson, yes; Jung, yes; Hill, yes; Fields, yes; and Schwab, yes. Motion CARRIED.

APPROVAL OF PROGRAM SUSPENSION –
MEDICAL BILLING SPECIALIST CERTIFICATE (61-160-3)

MOTION Hopp, second Schlieve, that the Moraine Park Technical College District Board approve the suspension of the Medical Billing Specialist Certificate (61-106-3) effective at the end of 2021-2022 academic year. Roll call vote: Zeratsky, yes; Schlieve, yes; Hopp, yes; Almeida, yes; Johnson, yes; Jung, yes; Hill, yes; Fields, yes; and Schwab, yes. Motion CARRIED.

ADOPTION OF RESOLUTION OF APPRECIATION – RENEE ALMEIDA

MOTION Zeratsky, second Jung, that the Moraine Park Technical College District Board adopt the following resolution commending Renee Almeida for her dedication and service to the Moraine Park Technical College District:

WHEREAS, Renee Almeida has served as a Moraine Park Technical College District Board member since February 2019; and

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

WHEREAS, during her term of office she was a very active Board member, attending national, state and local events; and member of several committees of the District Boards Association; most recently as member of the Internal Best Practices Committee; 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 Renee Almeida; 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 Renee Almeida for her many years of loyal service, leadership, and friendship.

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

PRESIDENT'S REPORT

President Baerwald reviewed the current status of the board's 2021-22 participation matrix. An update on meetings recently attended was then provided, highlighting Capital Expansion Visioning project meetings, feasibility study meetings with Mercury Marine, ongoing meetings with Fond du Lac superintendent Dr. Jeff Fleig, recent Higher Education Diversity and Initiative Team (HEDIT) meeting, Envision Greater Fond du Lac meetings focusing on strategic planning, Fond du Lac Community Solar Farm Open House event and recognition, West Bend Community Partnership meeting which focused on collaboration and problem solving, and Beaver Dam Business After Hours networking event. Legislative update included a recent meeting with Senator Tammy Baldwin at the West Bend campus. WTCS Update included recent Wisconsin Leadership Development Institute (WLDI) graduation ceremony. College activities update included the President's Cabinet fall planning retreat, Discover Moraine Park events held on each campus, and recent "Voice for the Voiceless" event to raise awareness to various social issues. Information only; no Board action required.

WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION REPORT/UPCOMING EVENTS

It was shared that the District Boards Association has hired a new Executive Assistant, Diane Handrick. Board member Jung reported on sessions attended and panel participation at the Association of Community College Trustees (ACCT) annual Leadership Congress, which was held recently in San Diego. 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.

ADJOURNMENT

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

The Board meeting was adjourned at 6:48 p.m.