

# MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

*October 23, 2019  
5:00 p.m.*

**Moraine Park Technical College  
235 North National Avenue, Fond du Lac, WI 54935  
Room A-112**

## AGENDA

	<u>Page</u>
<b>I. ROLL CALL – 5:00 p.m.</b>	
A. Meeting Announcement	3
<b>II. PUBLIC COMMENTS</b>	
<b>III. INTRODUCTIONS</b>	
<b>IV. COMMUNITY REPORTS</b>	
A. Business and Community Leader Connection	Report
<b>V. APPROVAL OF MINUTES</b>	4
<b>VI. CONSENT ITEMS</b>	
A. Human Resources – Employment	5
B. Financial Management – Accounting/Investments	9
C. Economic Development Contracting	11
<b>VII. ACTION ITEMS</b>	
A. Approval of Retirement	14
B. Approval of Budget Adjustments – 2018-19 Budget	15
C. Approval of Budget Adjustments – 2019-20 Budget	18
D. Approval of Resolution – Certification of Tax Levy	21
E. Approval of Resolution Declaring Official Intent to Reimburse Expenditures on Roof Top Air Units from Proceeds of Borrowing	23
<b>VIII. CORRESPONDENCE AND REPORTS</b>	
A. President’s Report	Report
1) Meetings Attended/to Attend	
2) Legislative Update	
3) WTCS Update	
4) College Activities Update	
B. ACCT Leadership Congress	Report
C. District Boards Association Reports/Upcoming Events	
1) Board of Directors & Committee Reports	Report
2) Upcoming Events	25
<i>(Note: A majority of Board members may be attending the meetings/conferences at the dates/places, and for the purposes referenced in this document. This notice is being provided to comply with Wisconsin Open Meetings Law.)</i>	

AGENDA (continued)

Page

**IX. CLOSED SESSION**

- A. Approval to 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 CMC and Campus Works).

26

**X. ADJOURNMENT**

## I. ROLL CALL – 5:00 p.m.

---

---

### A. Meeting Announcement

This meeting of the Moraine Park Technical College District Board has been officially announced to the District's official news media – the Fond du Lac Reporter, the West Bend News, and the Beaver Dam Daily Citizen – as well as to other media, in accordance with the Wis. Stat. sec. 19.81 through 19.98.

Roll call:

\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Schwab  
\_\_\_\_\_ Hopp  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Almeida  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Zeratsky

## V. APPROVAL OF MINUTES

---

---

**SUGGESTED MOTION:**

*I move that the Moraine Park Technical District Board approve the September 18, 2019 meeting minutes as presented.*

## VI. CONSENT ITEMS

---

---

The following information is being presented in accordance with District Board Policies BP 3.2 – Human Relationships, BP 3.3 – Compensation and Benefits, and BP 4.6 – Workforce Development.

### A. Employment

#### Resignations/Terminations

Nicole Wills, Research Specialist, submitted her resignation effective October 16, 2019. Nicole had been with the College since September 2016.

Kristen Munoz, English Language Learning Program Specialist, submitted her resignation effective September 30, 2019. Kristen had been with the College since January 2018.

Nadine Arndt, Housekeeper, submitted her retirement effective January 2, 2020. Nadine has been with the College since September 1992.

#### Recruitment – Support Professionals

Recruitment and Admissions Communications Specialist, Fond du Lac Campus. This full-time vacancy was created with Elizabeth Mitchell changed positions. This position is responsible for the coordination of standard recruitment and admissions communication processing through CRM and manual processing in line with established communication plans and student engagement efforts. This position was posted internally/externally. After screening and interviewing, April Schwartz was selected and her start date is November 1, 2019.

Housekeeper, Fond du Lac Campus. This full-time vacancy was created when Linda Lefebber submitted her retirement. This position performs custodial duties and heavy-duty cleaning throughout the Fond du Lac Campus. After screening and interviewing, Kim Diaz was selected and her start date is November 1, 2019.

Housekeeper, Fond du Lac Campus. This part-time vacancy was created with Kim Diaz changed positions. This position performs custodial duties and heavy-duty cleaning throughout the Fond du Lac Campus. This position was posted internally/externally.

Academic Advisor – Student Support Services/TRIO, West Bend Campus. This **new, part-time position is funded in the 2019-20 budget**. This position is responsible for recruiting and advising eligible TRIO Student Support Services (SSS) program students while providing required program services and referrals to appropriate support resources to ensure student motivation, academic success, retention, and graduation in accordance with applicable federal regulations governing SSS TRIO Programs. This position was posted internally/externally. Interviews will be held October 29, 2019.

## VI. CONSENT ITEMS

---

---

### A. Employment (continued)

#### Recruitment – Support Professionals (continued)

Instructional Technology Specialist, West Bend Campus. This full-time vacancy was created when Chris Kleman changed positions. This position is responsible for technical support for Alternative Delivery systems, audio and video production, and media-related services for the College. This position was posted internally/externally. Interviews will be held October 31, 2019.

Instructional Design Specialist, Fond du Lac Campus. This part-time vacancy was created when Brad Mitchell changed positions. This position will support Moraine Park's efforts to improve teaching and learning by assuring quality standards are upheld in the design, development, delivery, revision, and documentation of curriculum. This position was posted internally/externally. Interviews will be held November 7, 2019.

Philanthropy Specialist, Fond du Lac Campus. This full-time vacancy was created when Nancy Hintz submitted her resignation. This position is responsible for building lifelong relationships with donor partners who desire to change the world through education. This position was posted internally/externally. Interviews were last held September 6, 2019.

Housekeeper, Beaver Dam Campus. This part-time vacancy was created when Donna Nowak submitted her resignation. This position performs custodial duties and heavy-duty cleaning throughout the Beaver Dam Campus. Interviews were last held October 2, 2019.

Software Asset Aide, Fond du Lac Campus. This part-time vacancy was created when Jon Dielentheis submitted his resignation. This position is responsible for administering the College's software assets using our software asset management tool, while assisting with maintaining software compliance. This position has been put on hold.

#### Recruitment – Management/Instructional Staff

Paramedic Instructor, Fond du Lac Campus. This full-time vacancy was created when Steve Metz submitted his resignation. The primary teaching responsibility will be instruction in the Emergency Medical Services programs. After screening and interviewing, Christopher Dean was selected and his start date is November 6, 2019.

Christopher earned his Associate's degree in Nursing and Paramedic from Lakeshore Technical College and his Bachelor's degree in Arts in History from the University of Wisconsin – Milwaukee. Christopher was most recently employed as the Senior EMS Education Specialist at UW Health.

It is recommended that the Moraine Park Technical College District Board offer a 2019-20 contract to Christopher Dean and further he be placed in Salary grade F1 on the Faculty salary schedule.

## VI. CONSENT ITEMS

---

---

### A. Employment (continued)

#### Recruitment – Management/Instructional Staff (continued)

Employee Experience Generalist, Fond du Lac Campus. This full-time vacancy was created when Nicole Kohlmann submitted her resignation. This position will provide employee relations support and assist the Vice President - Talent Management and the Director of Talent Management with Talent Management functions and projects. This position was posted internally/externally. After screening and interviewing, Karli Resch was selected and her start date is November 12, 2019.

Karli earned her Bachelor's degree in Business Administration from Marian University. Karli was most recently employed as a Human Resources Consultant for three years at Agnesian Healthcare.

It is recommended that the Moraine Park Technical College District Board offer a 2019-20 contract to Karli Resch and further she be placed in Salary grade E1 on the Management salary schedule.

Associate Director of Talent Acquisition, Fond du Lac Campus. **This new, full-time position is funded in the 2019-20 budget.** This position is responsible for the operation of the Talent Acquisition major process of the Talent Management Support System. This position was posted internally/externally. After screening and interviewing, Jacki Warner was selected and her start date is October 28, 2019.

Jacki earned her Bachelor's degree in Human Services from the University of Wisconsin – Oshkosh. Jacki was most recently employed as the Human Resources Manager/EEO Coordinator for 12 years at Michels Corporation.

It is recommended that the Moraine Park Technical College District Board offer a 2019-20 contract to Jacki Warner and further she be placed in Salary grade C2 on the Management salary schedule.

Curriculum Coordinator, Beaver Dam Campus. This full-time vacancy was created when Wendy Herrmann changed positions. This position collaborates with faculty and staff to manage the development and maintenance of courses and curriculum. This position was posted internally/externally. After screening and interviewing, Jennifer Hendryx was selected and her start date is October 31, 2019.

Jennifer earned her Associate's degree in CIS-Network Specialist from Moraine Park Technical College, her Bachelor's degree in Career, Technical Education and Training from the University of Wisconsin – Stout, her Master's degree in Career and Technical Education from the University of Wisconsin – Stout and her Doctor of Education in Career and Technical Education Leadership from the University of Wisconsin – Stout. Jennifer was most recently employed as an Instructional Designer for four years at the University of Wisconsin – Oshkosh.

## VI. CONSENT ITEMS

---

---

### A. Employment (continued)

#### Recruitment – Management/Instructional Staff (continued)

It is recommended that the Moraine Park Technical College District Board offer a 2019-20 contract to Jennifer Hendryx and further that she be placed in Salary grade D2 on the Management salary schedule.

Economic and Workforce Development Leadership Instructor, Fond du Lac Campus. This full-time vacancy was created when Amy Beaman submitted her resignation. The primary teaching responsibility will be in the areas of team building, leadership, and communication. This position was posted internally/externally. After screening and interviewing, Matthew Goff was selected and his start date was October 14, 2019

Matthew earned Bachelor's degree in Communication Studies from the University of Wisconsin – La Crosse and his Master's degree in Student Personnel in Higher Education from the University of Florida. Matthew was most recently employed as the Director of Strategic Partnerships for two years at Silver Lake College.

It is recommended that the Moraine Park Technical College District Board offer a 2019-20 contract to Matthew Goff and further that he be placed in Salary grade F2 on the Faculty salary schedule.

Assessment Coordinator, Fond du Lac Campus. **This new, full-time position is funded in the October budget modifications.** This position is responsible for the formation or adjustment of processes of the Outcome Assessment and Facilitate Teaching and Learning major processes of the Primary Learning System subject to the constraints imposed by the Dean of the West Bend campus. This position was posted internally/externally. Interviews will be held November 1, 2019.

Nursing Instructor, Beaver Dam Campus. This full-time vacancy was created when Vicky Nelson submitted her retirement. The primary teaching responsibility will be classroom and clinical instruction in the Nursing Program. This position was posted internally/externally. Interviews will be held November 5, 2019.

K-12 Partnership Coordinator, Fond du Lac Campus. This full-time vacancy was created when Todd Hayes submitted his resignation. This position facilitates collaboration between MPTC, secondary schools, CESA, technical colleges and the Wisconsin Technical College System (WTCS) to advance dual enrollment, Start College Now, articulation agreements and contract opportunities. This position was posted internally/externally. Interviews were last held October 23, 2019.

Gas Utility Construction and Service Technician Instructor, Beaver Dam Campus. This full-time vacancy was created when Stephen Logan submitted his resignation. The primary teaching responsibility will be to deliver curriculum in both classroom and lab (outdoor) settings as Gas Utility Technician Instructor. Interviews were last held May 31, 2019. Steve Logan has postponed his resignation and will remain in this position until it is filled. Interviews were last held October 17, 2019.



## VI. CONSENT ITEMS

---

---

### B. Financial Management – Accounting/Investments

Receipt and bill listings for the month of September are attached. Following are selected receipts or disbursements with explanations.

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
I0010431	ERP Travel reimbursement
A0231446	ERP CampusNexus Suite Saas Services
A0231463	ERP Consultant time and travel expenses
A0231487	John Deere Utility Tractor
A0231526	Laerdal Nursing Simulators
A0231529	Refrigerators for the West Bend remodel project
A0231542	Office furniture for the West Bend remodel project
A0231544	ERP Consultant time and travel expenses
A0231567	Access Control equipment and installation for Phase 2 project implementation
A0231575	ERP Consultant time and travel expenses
A0231583	Signage for West Bend remodel project
A0231585	Vertical Machining Center
A0231601	Access Control equipment and installation for Phase 2 project implementation
A0231897	ERP Business Process Review and Amendment #1 expenses
A0231945	Access Control equipment and installation for Phase 2 project implementation
P-card	3 Apple MacBook Pro 15.4 laptop and accessories
P-card	Tire changer and accessories
P-card	7 Outdoor speakers
P-card	1 Dell Latitude 3400 laptop
P-card	10 Dell Latitude 3500 laptops
P-card	Video Conferencing equipment including racks, microphones etc.
P-card	1 Dell 22in monitor
P-card	6 infusion pumps
P-card	Dynatronics Solaris Tri-Wave Light Probe
P-card	Dynatronics Solaris Combo Plus

## VI. CONSENT ITEMS

---

---

### **B. Financial Management – Accounting/Investments (Continued)**

#### OTHER

The interest rate at National Exchange Bank and Trust has decreased from 2.375% to 2.125% for September, 2019.

Annually, as required in Administrative Rule TCS 6.05(2)(h), the District will review all procurements of \$50,000 or less of similar goods, supplies, and services for the previous year to determine if a more competitive process should be used in succeeding years. This report will be used to evaluate continuous improvement, and to strengthen cost-saving opportunities for the District. Mr. Timothy Keenan, Purchasing Manager, will present this annual procurement report as a consent item for formal Board approval.

Final audit fieldwork for 2018-19 began on September 30. The 2018-19 financial statements and corresponding reports will be presented at the December board meeting.

## VI. CONSENT ITEMS

### C. Economic Development Contracting

EWD Board Report - October 2019										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract	
Alliance Laundry Systems	Assessment Testing	T1332	\$ 519.50	\$ 318.76	\$ 200.74	0	0	Gellings	C00000000032968	
Alliance Laundry Systems	Assessment Testing	T1349	\$ 705.50	\$ 443.43	\$ 262.07	0	0	Gellings	C00000000032888	
Apache Stainless	Welding Boot Camp Employer Contribution	T1356	\$ 6,000.00	\$ -	\$ 6,000.00	0	0	Gellings	C00000000033310	
Bradley Corporation	Project Management Fundamentals	4719647022077	\$ 2,127.27	\$ 673.30	\$ 1,453.97	9	0.06	Gellings	C00000000033292	
Bradley Corporation	10% Grant Administration Fee	T1352	\$ 212.73	\$ -	\$ 212.73	0	0	Gellings	C00000000033293	
Bradley Corporation	Project Management Essentials	4719647222113	\$ 4,141.41	\$ 1,093.46	\$ 3,047.95	11	0.15	Gellings	C00000000033317	
Bradley Corporation	10% Grant Administration Fee	T1369	\$ 414.14	\$ -	\$ 414.14	0	0	Gellings	C00000000033407	
Brenner Tank	Welding Boot Camp Employer Contribution	T1353	\$ 6,000.00	\$ -	\$ 6,000.00	0	0	Gellings	C00000000033307	
Envision Greater Fond du Lac	Youth Leadership FDL	T1346	\$ 375.00	\$ 102.79	\$ 272.21	0	0	Boynton	C00000000033247	
Envision Greater Fond du Lac	Nursing Assistant	3054330010437	\$ 7,548.60	\$ 3,765.96	\$ 3,782.64	5	0.5	Boynton	C00000000033148	
Gehl Foods	ARC Flash Training NFPA 70E	4741341122021	\$ 898.00	\$ 218.01	\$ 679.99	6	0.02	Hall	C000000000332849	
Gehl Foods	ARC Flash Training NFPA 70E	4741341110812	\$ 898.00	\$ 209.92	\$ 688.08	7	0.02	Gellings	C00000000032848	
Generac Power Systems	Welding Boot Camp Employer Contribution	T1355	\$ 6,000.00	\$ -	\$ 6,000.00	0	0	Gellings	C00000000033309	
Grande Cheese	Overview of Office 365	4710349910840	\$ 337.50	\$ 902.82	\$ (565.32)	29	0.05	Gellings	C00000000032892	
Grande Cheese	Microsoft Teams in Office 365	4710349910841	\$ 337.50	\$ 84.54	\$ 252.96	19	0.03	Gellings	C00000000032892	
Grande Cheese	Overview of Office 365	4710349910846	\$ 337.50	\$ 84.54	\$ 252.96	44	0.07	Gellings	C00000000032892	
Grande Cheese	Microsoft Teams in Office 365	4710349910847	\$ 337.50	\$ 84.54	\$ 252.96	37	0.06	Gellings	C00000000032892	
Grande Cheese	Overview of Office 365	4710349921705	\$ 337.50	\$ 84.54	\$ 252.96	36	0.06	Gellings	C00000000032892	
Grande Cheese	Microsoft Teams in Office 365	4710349921706	\$ 337.50	\$ 84.54	\$ 252.96	44	0.07	Gellings	C00000000032892	
Grande Cheese	Overview of Office 365	4710349921755	\$ 451.18	\$ 148.46	\$ 302.72	14	0.02	Gellings	C00000000032892	
Grande Cheese	Microsoft Teams in Office 365	4710349921756	\$ 451.18	\$ 148.46	\$ 302.72	14	0.02	Gellings	C00000000032892	
Grande Cheese	Overview of Office 365	4710349921757	\$ 487.14	\$ 154.84	\$ 332.30	20	0.03	Gellings	C00000000032892	

## VI. CONSENT ITEMS

### C. Economic Development Contracting (continued)

EWD Board Report - October 2019										
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract	
Grande Cheese	Microsoft Teams in Office 365	4710349921758	\$ 487.14	\$ 138.60	\$ 348.54	19	0.03	Gellings	C00000000032892	
Grande Cheese	Overview of Office 365	4710349921759	\$ 337.50	\$ 84.54	\$ 252.96	14	0.02	Gellings	C00000000032892	
Grande Cheese	Microsoft Teams in Office 365	4710349921760	\$ 337.50	\$ 84.54	\$ 252.96	11	0.02	Gellings	C00000000032892	
Green Lake County	Supervisor Training	4719644910706	\$ 5,023.26	\$ 2,112.88	\$ 2,910.38	15	0.3	Boynton	C00000000032827	
Integrity Saw and Tool Inc	CNC Boot Camp Employer Contribution	T1359	\$ 5,000.00	\$ -	\$ 5,000.00	0	0	Gellings	C00000000033313	
John Deere Horicon Works	Trans Train-Role Journeyman	4745545521761	\$ 1,600.00	\$ 464.18	\$ 1,135.82	14	0.09	Gellings	C00000000032987	
Kondex Corporation	Microsoft Excel Level 1 2016	4710344821899	\$ 450.00	\$ 135.74	\$ 314.26	3	0.02	Gellings	C00000000033167	
Kondex Corporation	Microsoft Excel Level 2 2016	4710344921929	\$ 450.00	\$ 112.94	\$ 337.06	3	0.02	Gellings	C00000000033168	
Kondex Corporation	Microsoft Excel Level 3 2016	4710345021930	\$ 150.00	\$ 254.17	\$ (104.17)	1	0.01	Gellings	C00000000033169	
Kondex Corporation	Microsoft Excel Levels 1, 2, 3 2016 Series	4710344621931	\$ 435.00	\$ 124.34	\$ 310.66	1	0.02	Gellings	C00000000033170	
Maysteel LLC	Welding Boot Camp Employer Contribution	T1354	\$ 1,500.00	\$ -	\$ 1,500.00	0	0	Gellings	C00000000033308	
Miba Industrial Bearings US LLC	CNC Boot Camp Employer Contribution	T1362	\$ 5,000.00	\$ -	\$ 5,000.00	0	0	Gellings	C00000000033316	
Mid States Aluminum	CNC Boot Camp Employer Contribution	T1360	\$ 5,000.00	\$ -	\$ 5,000.00	0	0	Gellings	C00000000033314	
MPE Inc	DFMEA	4762340910820	\$ 3,650.00	\$ 1,747.41	\$ 1,902.59	15	0.2	Gellings	C00000000032967	
North Central WI WDB/Forward Service	CNC Boot Camp per Student Contribution	T1371	\$ 3,000.00	\$ -	\$ 3,000.00	0	0	Pluim	C00000000033487	
North Central WI WDB/Forward Service	Welding Boot Camp per Student Contribution	T1372	\$ 3,167.00	\$ -	\$ 3,167.00	0	0	Pluim	C00000000033488	
Shepherd of the Hills Catholic Parish	Heartsaver CPR/AED-Adult/Child/infant	4753143621839	\$ 821.00	\$ 553.77	\$ 267.23	13	0.04	Boynton	C00000000033087	
Signicast	CNC Boot Camp Employer Contribution	T1361	\$ 5,000.00	\$ -	\$ 5,000.00	0	0	Gellings	C00000000033315	
Summit Automotive	Heartsaver CPR/AED - Adult	4253143221838	\$ 393.00	\$ 256.62	\$ 136.38	9	0.02	Boynton	C00000000033067	
Tennessee & Associates	Weld Certification Test	4744241521853	\$ 6,590.68	\$ 2,920.60	\$ 3,670.08	9	0.24	Gellings	C00000000033109	
Weasler Engineering	CNC Boot Camp Employer Contribution	T1358	\$ 5,000.00	\$ -	\$ 5,000.00	0	0	Gellings	C00000000033312	
<b>TOTAL:</b>			<b>\$ 92,646.73</b>	<b>\$ 17,593.24</b>	<b>\$ 75,053.49</b>	<b>422</b>	<b>2.19</b>			

## VI. CONSENT ITEMS

---

---

### **SUGGESTED MOTION – PRESIDENTIAL PARAMETERS, CONSENT ITEMS**

***I move 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.***

Roll call vote:

\_\_\_\_\_ Schwab  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Hopp  
\_\_\_\_\_ Almeida  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Zeratsky

## VII. ACTION ITEMS

---

---

### A. Approval of Retirement

The following employee has informed the College that she will be retiring from the Moraine Park District:

<u>Employee</u>	<u>Title</u>	<u>Effective Date</u>	<u>Date Hired</u>
Nadine Arndt	Housekeeper	January 2, 2020	September 2, 1992

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board accept the retirement of Nadine Arndt:***

***This employee has proven to be a very dedicated, cooperative, and hard-working employee of Moraine Park Technical College. The Board hereby accepts her retirement and expresses sincere appreciation for her many contributions and years of service. The Board also wishes to express its appreciation on behalf of the citizens of the Moraine Park District.***

## VII. ACTION ITEMS

---

---

### B. Approval of Budget Adjustments – 2018-19 Budget

The following information is being presented for the purpose of District Board monitoring of their Executive Expectations Policy, #BP 3.4, Budgeting.

Chapter TCS 7.05(7) of the Wisconsin Administrative Code requires that modifications to the District budget after adoption shall be by fund type or function within a fund type and shall be in accordance with s.65.90 of the State statutes.

Following are both fund type and function modifications which require Board action as any costs in excess of the budgeted amounts will be excluded from operational costs for State aid computations.

A net increase to the 2018-19 budget in the amount of \$576,034 is recommended based on the level of activity. The budget changes are summarized as follows:

Special Revenue (Aidable) Fund	369,475
Capital Projects Fund	263,232
Debt Service Fund	11,422
Enterprise Funds	50,513
Internal Service Funds	<u>(118,608)</u>
	\$576,034

Function transfers in the amount identified are technically required to establish budget appropriations to the level of expenditures by function.

None of these adjustments require additional local support. The operational mill rate for 2018-19 remains at .42945, and the debt service mill rate remains at .20626. In total, the mill rate remains at .63571.

### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve the following resolution authorizing revisions to the 2018-19 District budget:***

Roll call vote:

\_\_\_\_\_ Almeida  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Schwab  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Hopp  
\_\_\_\_\_ Zeratsky

## VII. ACTION ITEMS

---

---

### B. Approval of Budget Adjustments – 2018-19 Budget (continued)

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 2018-19 budget.

NOW, THEREFORE, BE IT RESOLVED by the Moraine Park Technical College District Board to make the following 2018-19 budgetary revisions:

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

- ... Instructional Resources from \$1,909,502 to \$2,089,859
- ... Physical Plant from \$3,685,323 to \$3,720,251
- ... Internal Transfers to Internal Service Fund from \$0 to \$50,000

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

- ... Student Services from \$6,784,382 to \$6,719,097
- ... Internal Transfers to Capital Projects Fund from \$1,700,000 to \$1,500,000

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

- ... Federal Revenue from \$980,253 to \$1,349,728

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

- ... Instruction from \$1,664,457 to \$1,957,143
- ... Student Services from \$1,104,967 to \$1,181,756

To increase resources in the Capital Projects Fund for:

- ... Institutional Revenue from \$50,000 to \$437,153
- ... Designated Fund Balances: Capital Projects from \$970,865 to \$1,046,944

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

- ... Instruction Resources from \$714,113 to \$896,655
- ... General Institutional from \$3,092,966 to \$3,373,656

To decrease resources in the Capital Projects Fund for:

- ... Interfund Transfers from \$1,700,000 to \$1,500,000

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

- ... Physical Plant from \$4,674,435 to \$4,474,435

To increase resources in the Debt Service Fund for:

- ... Institutional Revenue from \$50,000 to \$182,764

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

- ... Physical Plant from \$5,719,604 to \$5,731,026



## VII. ACTION ITEMS

---

---

### **B. Approval of Budget Adjustments – 2018-19 Budget (continued)**

To decrease resources in the Debt Service Fund for:

... Transfers from Reserves and Designated Fund Balances from \$169,604 to \$48,262

To increase resources in the Enterprise Funds for:

... Institutional Revenue from \$146,800 to \$209,054

To increase expenditures/uses in the Enterprise Funds for:

... Auxiliary Services from \$301,282 to \$351,795

To decrease resources in the Enterprise Funds for:

... Retained Earnings from \$154,482 to \$142,291

To increase resources in the Internal Service Fund for:

... Institutional Revenue from \$553,140 to \$606,843

... Interfund Transfers from \$0 to \$50,000

To increase expenditures/uses in the Internal Service Fund for:

... Auxiliary Services from \$1,119,637 to \$1,201,029

... Interfund Transfers from \$200,000 to \$0

To decrease resources in the Internal Service Fund for:

... Retained Earnings from \$766,497 to \$544,186

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.

## VII. ACTION ITEMS

---

---

### C. Approval of Budget Adjustments – 2019-20 Budget

The following information is being presented for the purpose of District Board monitoring of their Executive Expectations Policy, #BP 3.4, Budgeting.

Chapter TCS 7.05(7) of the Wisconsin Administrative Code requires that modifications to the District budget after adoption shall be by fund type or function within a fund type and shall be in accordance with s.65.90 of the State statutes.

Following are both fund type and function modifications which require Board action as any costs in excess of the budgeted amounts will be excluded from operational costs for State aid computations.

A net increase to the 2019-20 budget in the amount of \$2,855,255 is recommended based on a review of financial resources available and an analysis of budget appropriations prior to certifying the 2019-20 property tax levy. The budget adjustment, detailed by fund, is as follows:

General Fund	\$ 318,170
Special Revenue Fund	1,013,085
Capital Projects Fund	1,474,000
Internal Service Fund	<u>50,000</u>
Total	\$2,855,255

A net increase in the amount of \$318,170 in the General Fund is recommended based on an analysis of resources available, full-time enrollments (FTE) projections, state aid allocations, and to recognize appropriation modifications for personnel and current expense. A net increase in the amount of \$1,031,085 is recommended based on analysis of grant activity. A net increase in the amount of \$1,474,000 in the Capital Projects Fund is based on an analysis of grant activity and the transfer is recommended for future use including but not limited to the Enterprise Resource Planning (ERP Project). The net increase in the amount of \$50,000 is recommended based on analysis of projected expenditures.

## VII. ACTION ITEMS

---

---

### C. Approval of Budget Adjustments – 2019-20 Budget (continued)

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board approve the following resolution authorizing revisions to the 2019-20 District budget:***

Roll call vote:

\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Schwab  
\_\_\_\_\_ Hopp  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Almeida  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Zeratsky

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 2019-20 budget.

NOW, THEREFORE, BE IT RESOLVED by the Moraine Park Technical College District Board to make the following 2019-20 budgetary revisions:

To increase anticipated resources in the General Fund for:

... Tax Levy from \$11,370,462 to \$11,375,750  
... State Aid from \$24,821,730 to \$25,237,561  
... Material Fees from \$373,000 to \$385,000  
... Other Student Fees from \$1,100,949 to \$1,143,631

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

... Physical Plant from \$3,758,747 to \$3,792,429  
... Interfund Transfers from \$50,000 to \$1,500,000  
... Transfers from Designated for Operations from \$0 to \$497,686

To decrease anticipated resources in the General Fund for:

... Institutional Revenue from \$3,920,800 to \$3,770,800  
... Transfers from Designated for Operations from \$7,631 to \$0

## VII. ACTION ITEMS

---

---

### C. Approval of Budget Adjustments – 2019-20 Budget (continued)

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

- ... Instruction from \$25,386,365 to \$25,280,606
- ... Instruction Resources from \$2,434,483 to \$2,334,491
- ... Student Services from \$6,635,032 to \$6,627,065
- ... General Institutional from \$10,381,645 to \$8,932,165

To increase anticipated resources in the Special Revenue Fund for:

- ... Tax Levy from \$250,000 to \$356,556
- ... State Aid from \$839,470 to \$1,500,695
- ... Institutional Revenue from \$145,000 to \$414,576
- ... Federal Revenue from \$1,064,672 to \$1,135,627

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

- ... Instruction from \$1,191,978 to \$2,106,465
- ... Student Services from \$1,122,336 to \$1,220,934

To decrease anticipated resources in the Special Revenue Fund for:

- ... Transfers from Reserves and Designated Fund Balances from \$95,227 to \$0

To increase anticipated resources in the Capital Projects Fund for:

- ... Interfund Transfers from \$1,900,000 to \$3,400,000

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

- ... Transfers to Reserves and Designated Fund Balances from \$60,682 to \$1,547,682

To decrease anticipated resources in the Capital Projects Fund for:

- ... Tax Levy from \$6,277 to \$0
- ... State Aid from \$13,000 to \$0
- ... Federal Revenue from \$6,723 to \$0

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

- ... Student Services from \$13,000 to \$0

To increase anticipated resources in the Internal Service Fund for:

- ... Transfers from Reserves and Designated Fund Balances from \$406,234 to \$506,234

To increase expenditure appropriations and uses in the Internal Service Fund for:

- ... Auxiliary Services from \$1,118,877 to \$1,168,877

To decrease anticipated resources in the Internal Service Fund for:

- ... Institutional Revenue from \$662,643 to \$612,643

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.

## VII. ACTION ITEMS

---

---

### D. Approval of Resolution – Certification of Tax Levy

The following information is being presented for the purpose of District Board monitoring of their Executive Expectations Policy, #BP 3.4, Budgeting.

The Moraine Park Technical College District Board adopted the budget for fiscal year 2019-20 on June 19, 2019, in accordance with Wisconsin Statutes. This budget includes the operational plan of the District as prepared by the Board and staff. Educational services will be provided to approximately 16,000 students.

The certification of the tax levy, by Statute, must be acted upon by the District Board by October 31, 2019. In addition, operational levy is capped at the District's net new construction growth rate as certified by the Wisconsin Department of Revenue. This total is then adjusted by the Property Tax Relief Aid, Personal Property Aid and the Real Property Tax Refund credit allowed. The total may be further adjusted by no more than .5% of the prior year's net new construction growth rate. Total levy dollars are calculated at \$17,379,833. Following is a resolution for your approval.

### **SUGGESTED MOTION:**

***I move 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 2019-20 budget year:***

Roll call vote:

\_\_\_\_\_ Schwab  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Hopp  
\_\_\_\_\_ Almeida  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Zeratsky

WHEREAS, the Moraine Park Technical College District Board adopted the budget for fiscal year 2019-20 on June 19, 2019, at its regular meeting; and

WHEREAS, the Moraine Park Technical College District Board reviewed the 2019-20 budget on October 23, 2019, in accordance with Chapter TCS 7.05(6) of the Wisconsin Administrative Code; and

## VII. ACTION ITEMS

---

---

### D. **Approval of Resolution – Certification of Tax Levy (continued)**

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 2019-20 budget represents a 2.527813%, or a \$428,498 increase over the 2018-19 tax levy;

WHEREAS, the tax levy represents an operational mill rate on equalized value of .42170 and a debt service mill rate of .19524 for a total mill rate of .61694.

WHEREAS, the operational tax levy increase of 1.30287% 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 seventeen million, three hundred seventy-nine thousand, eight hundred thirty-three dollars (\$17,379,833) 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, 2019.

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.

## VII. ACTION ITEMS

---

---

### E. **Approval of Resolution Declaring Official Intent to Reimburse Expenditures on Roof Top Air Units from Proceeds of Borrowing**

The District Board, at the July 8, 2019 meeting, approved the three-year master facilities plan, including a capital improvement project for replacement of roof top air units and a building automation system upgrade. Unforeseen circumstances required the purchase of the roof top units prior to the planned completion date. Procurement rules were followed in the purchase and this resolution will allow for the reimbursement of these expenditures with note proceeds planned for sale in April 2020.

Bond counsel has prepared the following resolution for Board action. Mr. John St. Peter, as the Board's attorney, is working with the legal counsel of Quarles & Brady to prepare all relevant documents.

#### **SUGGESTED MOTION:**

***I move that the Moraine Park Technical College District Board adopt the following resolution approving the reimbursement of expenditures on roof top air units from proceeds of future borrowing.***

WHEREAS, Moraine Park Technical College District, Wisconsin (the "Issuer") is undertaking the acquisition and installation of two roof top air units (the "Project");

WHEREAS, the Issuer expects to finance the Project on a long-term basis by issuing tax-exempt bonds or notes or other obligations (collectively, the "Bonds");

WHEREAS, because the Bonds will not be issued prior to commencement of the Project the Issuer must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, the District Board (the "Governing Body") of the Issuer deems it to be necessary, desirable, and in the best interests of the Issuer to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Issuer that:

Section 1. Expenditure of Funds. The Issuer shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Bonds become available.

Section 2. Declaration of Official Intent. The Issuer hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds. The principal amount of Bonds to be issued for the Project is not expected to exceed \$400,000 and the amount of expenditures to be reimbursed is not expected to exceed \$45,000.

## VII. ACTION ITEMS

---

---

**E. Approval of Resolution Declaring Official Intent to Reimburse Expenditures on Roof Top Air Units from Proceeds of Borrowing (continued)**

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonable expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. The Resolution shall be made available for public inspection at the office of the Issuer's Clerk within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Adopted October 23, 2019.

---

Bur Zeratsky  
Chairperson

ATTEST:

---

Lowell J. Prill  
Secretary

(SEAL)



## VIII. CORRESPONDENCE AND REPORTS

---

---

### C. District Boards Association Reports/Upcoming Events

Note: A majority of Board members may be attending the meetings/conferences at the dates/places, and for the purposes noted below. This notice is being provided to comply with Wisconsin Open Meetings Law.

1. District Boards Association Fall Meeting, October 30-November 2, Pewaukee
2. District Board Fall Workshop, November 6, 4:30 – 7:30 pm, Radisson, Fond du Lac
3. WTCS Board Meeting, November 12-13, Gateway Technical College, Kenosha
4. District Board Meeting, November 20, Fond du Lac Campus
5. Industrial Maintenance Boot Camp Completion Ceremony, November 27, 3:30 pm, Fond du Lac Campus

## IX. CLOSED SESSION

---

---

### A. Approval to Convene into Closed Session

#### **SUGGESTED MOTION:**

***I move 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 CMC and Campus Works).***

Roll call vote:

\_\_\_\_\_ Almeida  
\_\_\_\_\_ Lloyd  
\_\_\_\_\_ Laubenstein  
\_\_\_\_\_ Prill  
\_\_\_\_\_ Fields  
\_\_\_\_\_ Schwab  
\_\_\_\_\_ Jung  
\_\_\_\_\_ Hopp  
\_\_\_\_\_ Zeratsky