



**Fiscal Year
2013-2014**

Institutional Plan and Budget



MORAINÉ
PARK
TECHNICAL COLLEGE

Fond du Lac, Wisconsin

Moraine Park Technical College District
Fond du Lac, Wisconsin

Institutional Plan and Budget 2013-14

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Table of Contents

Section I – Budget and Planning Section

Transmittal Letter	1
2012-13 Key Accomplishments	2
Facts, Trends and Forecasts	12
2013-14 Planning and Budget Development Schedule	22
Mission, Vision, Values Statements and 2011-2016 Goal Statements	24
2013-14 Capital Initiatives	26
2013-14 Key Budget Elements	28
Acknowledgments	28

Section II – Financial Data Section

Financial Structure	29
Description of Revenue Sources	31
Description of Expenditure Functions	32
Combined Budget Summary	33
Governmental Fund Type Budget Resource Comparison	35
Governmental Fund Type Budget Expenditure Comparison	36
Budgeted Expenditures by Object Level	37
Pro Forma Balance Sheet – June 30, 2013	38
Combining Budget Summary	40
2013-14 Budgetary Statements	
General Fund	41
Special Revenue Fund (Operational)	42
Special Revenue Fund (Non-Aidable)	43
Capital Projects Fund	44
Debt Service Fund	45
Enterprise Fund	46
Internal Service Fund	47
Schedule of Long-Term Obligations	48
Combined Schedule of Long-Term Debt Obligations	53
Legal Debt Limit	54

Section III – Communications Section

Accreditation	55
District and State Maps	56
Campus Statistics	57
Position Summary – FTE Basis	58
Governmental Fund Type Revenues by Source and Debt Proceeds	59
Governmental Fund Type Expenditures by Function	60
History of Equalized Valuations, Tax Levies and Mill Rates	61
Degrees, Certificates and Apprenticeships	62
Enrollment Statistics – Historical Comparisons	63
Students Enrolled by Aid Category	64
2011-2012 Service Comparison by County	65
Program Graduate Follow-up Statistics	66
Top 10 Median Annual Starting Salaries	67
Revenue Generated through Contracted Services	68
FTEs Generated through Instructional Contracts	69
Students Served through Instructional Contracts	70

Section I
Budget and Planning
Section



June 1, 2013

Dear Citizens of the Moraine Park Technical College District:

We are pleased to present this Institutional Plan and Budget which represents the proposed fiscal plan for the operation of Moraine Park Technical College for the year commencing July 1, 2013. It reflects the efforts of the Moraine Park District Board, administration and staff to allocate resources to support the quality educational programs and services available to citizens of the District.

The Moraine Park Technical College District is a locally governed, public, multi-campus, higher education institution serving the career and technical education needs of the District's citizens. It is community-based and financed with local property tax, tuition, fees and state and federal appropriations. It is one of 16 technical college districts within Wisconsin, with overall guidance provided by the Wisconsin Technical College System Board.

Moraine Park's mission is to provide innovative education for an evolving workforce and community. Planning for the 2013-14 year involved months of careful review and evaluation of the institution and its ability to fulfill this mission with the resources that are available. The Collegewide strategic plan for the upcoming year revolves around three goals: achieve performance excellence; enhance student success; and strengthen community connections. The District projects 3,136 full-time equivalent students for the 2013-14 year.

Moraine Park's 2013-14 operating budget, which includes the General and Special Revenue (Operational) funds, is projected to total \$50.1 million – a 1.1% increase over estimated expenditures for 2012-13. The increase reflects changes in personnel as well as current expense budgets.

The budget package is predicated on two basic assumptions: the District's equalized value will decrease 1.5% from the prior year and the operational mill rate will increase to \$1.31268 per \$1,000 of equalized value. The debt service mill rate will increase from .25572 to .25962. In total, the combined mill rate will be \$1.57230 for 2013-14. An owner of a \$100,000 property can expect to pay a tax of \$157.23 which is \$3.17 more than in 2012-13.

It is our belief that this budget proposal reflects the level of expenditures necessary for the successful implementation of the College's 2013-14 operational plan and that the continued development of educational services, which enhance the employability of the District's citizens, will be furthered with the adoption of this plan and budget. As a technical college, we are proud to contribute to the quality of the workforce and to the quality of life within the district. We sincerely appreciate the support of the citizens of Moraine Park Technical College District.

Respectfully submitted,

Sheila Ruhland, Ph.D.
President

Richard Zimman
District Board Chairperson

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*Moraine Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the college's nondiscrimination policies:
Equal Opportunity Officer, Moraine Park Technical College, 235 N. National Avenue, Fond du Lac, WI 54935-2884, 920-924-6459 or 920-924-3232.*



2012-13 KEY ACCOMPLISHMENTS

The focus of the College for the 2012-13 year was based upon three goal statements: achieve performance excellence; enhance student success; and strengthen community connections. The following highlights some of the College's most notable achievements towards those goals.

College Goal: Achieve Performance Excellence

Implementation of a new administrative structure for Academic Affairs. The new structure included Academic Deans, Campus Deans, and Associate Deans. This new structure created resource efficiencies, streamlined communication, and provided better support to our students and communities.

Economic and Workforce Development's Strategic Alignment Talent (STRAT) program received award recognition for best practice in programming from Learning Resources Network (LERN) International. Four programs across the country received this recognition, out of 22 submissions. The award was presented at the national conference. This is the second national award for the STRAT program.

The College's application for reauthorization of Title IV financial aid eligibility was completed and approved. Moraine Park is authorized to participate in federal financial aid programs through 2018.

The Registrar completed the Student and Exchange Visitor Program (SEVP) recertification process required for MPTC to admit international students. The recertification is a comprehensive review of the college taking approximately six (6) months to complete including onsite visits and detailed documentation of program offerings, student services, accreditation status and related information.

Moraine Park received the Military Friendly School award for the third year in a row.

Financial aid staff implemented clock hour financial aid awarding for the Barber/Cosmetology program, hosted new program student financial aid orientation, and developed a new award guide to inform students of the changes.

The Dean of Students created and presented a "Returning Student Veterans" presentation to the entire Wisconsin Student Government delegation, State Equal Opportunity/Affirmative Action Officers group and numerous groups within MPTC.

In January 2013, the four Recruitment Specialists and K-12 Relations Associate completed 120 hours of intensive training to earn their national certification as Global Career Development Facilitators. This certification will enable them to work with area high school 9-12th grade students on career development with a goal to develop an academic and career plan.

Instructional Technology conducted faculty workshops on Online Best Practices showcasing how quality feedback and timely response can lead to higher retention.

Instructional Technology launched the digital signage project. Currently 10 individuals have been trained in content management.

Implemented the Worldwide Instructional Design System (WIDS) to Web and uploaded over 1,000 courses. More than 60 percent of faculty have been trained or developed courses in the new version.

Quality Review Pprocess (QPP)/Program Evaluation kickoff with program faculty and deans was completed in October 2012 with all programs in the current QRP cycle year.

Increased the College's Media and Public Relations Value during the first 9 months of 2012-13 compared to 2011-12 by 19.64 percent and 19.54 percent, respectively. Media value increased from \$285,112 to \$341,112 over this same time period in 2011-12, while PR value increased from \$856,036 to \$1,023,335. Wrote the first Moraine Park Crisis Communication plan which will help to guide the public persona of the college in the midst of a crisis.

Utilized Valassis media partnership, outdoor media, broadcast media, online media, social media etc. to increase spring FTE enrollment beyond traditional benchmarks.

The College's Marketing team won a gold ADDY award from the Fox Valley Advertising Association for its High School Viewbook. It also won two Silver Medallion Awards from the National Council for Marketing and Public Relations for the manufacturing post card series and the comprehensive celebration of the Centennial.

Developed and implemented a new Grant Development & Management Guide process.

Awarded 18 WTCS grants for the 2013-14 school year (total of \$1,270,544) and 6 Workforce Advancement Training grants (total of \$374,546).

Created the College Data and Environmental Scanning Report to begin the Strategic Planning Process, encompassing environmental scanning as well as college data analysis with benchmarks to assess college performance.

Administered three national surveys including the Survey of Entering Student Engagement (SENSE), Personal Assessment of the College Environment (PACE), and the Community College Survey of Student Engagement (CCSSE).

Implemented the TRIC (Technical, Report, Issues, Configuration) Web database application. The TRICs system combines four separate applications to manage requests for development related to the following: Technical support or development, Report requests, Issues related to applications, and Configuration updates.

Developed Program Excellence Pages on *myMPTC* to provide program level data to Deans and faculty to assess program performance.

Strategic Planning input sessions were conducted with faculty, staff and students on the Beaver Dam, West Bend and Fond du Lac campuses. In total, 91 Moraine Park staff members and 5 students participated in the sessions, along with 12 facilitators. West Bend hosted 18 participants, Beaver Dam 21 participants and Fond du Lac 57 participants. Resulted in the development of 7 outcomes for 2013-14.

Developed and submitted the Academic Quality Improvement Program (AQIP) System Portfolio to the Higher Learning Commission.

Implemented an electronic reference checking survey, Skill Survey, to conduct employment reference checks.

Conducted focus group session with Terryberry to gain feedback from employees regarding our employee recognition programs.

Conducted focus group sessions with NAS Recruitment Communications to gain feedback from MPTC employees regarding our employment branding.

Redesigned Banner personnel budget processes to enhance efficiency and accuracy.

Developed a new, comprehensive Employee Handbook.

Developed Human Resource metrics and Unit staffing and recruitment metrics to assist in effective and efficient staffing decisions.

Installed document imaging workstation and have begun testing document imaging for WTCS personnel certification.

Researched, recommended and implemented comprehensive benefits changes for 2013-14 and beyond.

Provided annual Health Risk Assessment with approximately 500 employees, retirees and spouses participating.

Implemented the Health Reimbursement Account Voluntary Employee Benefit Association (HRA VEBA) for management/confidential employees.

Successfully completed the Biggest Loser for Life and the Good to the Bone WellSteps campaigns; Awarded 117 employees with WellSteps Rewards.

Researched and drafted programming changes to employee – professional development activities; working with academic leadership, key stakeholders and teams to finalize requirements.

Sponsored Emotional Intelligence testing, training and consultation for 138 faculty and 41 managers/administrative staff. Certified seven Deans to conduct Emotional Intelligence feedback sessions.

Created opportunities through the Faculty Development grant to bridge the gap between faculty and IT through professional development activities that build understanding and collaboration surrounding security and emerging technology.

Sponsored 267 professional development courses, workshops and trainings with 2,005 attendance slots filled by staff and faculty (as of March 27, 2013).

Conducted the first blended format of the Leadership Development Series (LDS) combining a traditional classroom section of Teams Today with SkillSoft's "Leadership Advantage" component.

Expanded employees' professional development plans to include "Recertification" due dates. Provided all new employees with consistent orientation and benefit information within the first 2 weeks of hire.

Ninety-nine percent (99%) of College staff required to meet OSHA Bloodborne Pathogens standards successfully met those standards within designated timelines.

Seventy-eight percent (78%) of the College's new employees completed technology, customer service and safety requirements for 2012-2013 as of March 2013 with:

- 39% of new hires completing requirements within the first 2-weeks of hire
- 10% of new hires completing requirements within the first 2-months of hire
- 29% of new hires completing requirements within the first 6-months of hire, and
- 22% of new hires completing requirements within the first 6 to 12 months of hire.

Provided employee access to 5,685 SkillSoft courses and simulations. One hundred sixty-five (165) faculty and staff accessed SkillSoft courses with 136 employees completing 534 courses at a grade level of 80% or higher (through March 2013).

Created an enhanced web-based, budgeting tool that includes approval workflows, reports, resource details and alignment with the College's strategic plan.

Completed first phase of a college-wide initiative to reduce the number of print, scan and fax devices used by staff and students. In addition, implemented a chargeback system for all staff print and copy functions. Overall project has reduced paper usage by more than 30% in the first year and more than 30 print devices alone were eliminated from the College's inventory.

Transitioned W-2s to an online option for all employees.

Implemented expanded offerings and training on a new electronic catalogue/procurement system. This system allows staff to order supplies via various online catalogues which include state-negotiated pricing. Payments are made via procurement cards. The entire process eliminates the time and costs associated with price shopping, processing requisitions/purchase orders and submitting paper checks.

Moraine Park's Comprehensive Annual Financial Report (CAFR) has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for fiscal year 2011-12. To be awarded this honor, the College must publish an easily readable and efficiently organized CAFR with contents conforming to program standards. The 2011-12 award represents the 19th consecutive year this award was received by the College.

Completed a comprehensive lock-out, tag-out program in various instructional labs and mechanical areas at all three campuses.

College leadership updated the District's master facility plan for fiscal years 2014 – 2019.

Managed by Ellucian, the IT Department saved \$236,088 with return on investment activities. Activities resulting in the highest-dollar savings include:

- \$56,157 was saved through the elimination of a User Services position in West Bend in April 2005.
- \$54,230 was saved through the elimination of the Data Center operator position in 2005.
- \$43,772 was saved due to the Central Help Desk resolution of Level 1 help desk requests.
- The College's mobile phone contract with U.S. Cellular was modified and changed to the state flat rate plan resulting in an annual savings of \$16,000.
- Negotiated a one-time \$10,000 reduction in the contract for the Dell VDI Assessment Project
- \$8,200 "Green" energy savings due to powering off at night the computers used in labs.

The Central Help Desk (CHD) and onsite IT staff responded to 8,746 calls/cases; Help Desk support received 12 consecutive months of 'excellent' ratings for the Customer Quality Assurance Surveys. All priority 1, 2, 3, and 4 issues reported to the Central Help Desk were resolved within the service level agreement time limits for the entire year.

Completed 334 projects a 11.1% increase over the prior year with no increase in staff ; the most significant were:

- Implemented Outbound SPAM filtering for email
- Implement Websense Web Filtering
- Implemented new Budget Tool Box system
- Pilot IVC to the Home
- Implemented Oracle 11g data base management system
- Implemented Behavioral Intervention Team software
- Implemented a new Password Policy for Students to improve security
- Summer lab software upgrades

The IT voice, data communications network, websites and application systems were available for use by the College 99.95% of the time reflecting the exceptional reliability of the network infrastructure, websites and application systems.

College Goal: Enhance Student Success

The College offered Career Showcase Events at the Fond du Lac and West Bend Campuses. The events were a collaborative activity between Academic Affairs, Marketing, and Student Affairs. The events provided prospective students an opportunity to investigate potential careers, program offerings, and visit with admissions staff and faculty to discuss program rigor and college life.

Academic "Programs of Study" were divided into 17 different categories. Beginning with the 2013-14 academic year, the categories were merged into 7 categories in the College Catalog and on our public website. The seven categories are:

Business, Technology and Digital Arts	General Studies
Consumer and Hospitality Services	Health Science and Human Services
Engineering	Manufacturing
Environmental Sciences and Trades	

In September 2011, an ad-hoc group began reviewing the existing Student Success course, analyzing the role of the course and its significance to our students. In March 2012, the College conducted a focus group study to receive feedback from students about this course. After listening to the students and reading their recommendations, the ad hoc team recommended a revision of the course and suggested a new College 101, a 2-credit course that begins June 2013. This course is designed to identify resources, provide support systems, and introduce students to Moraine Park and its many resources available to support students as they strive to achieve the goal they set when they applied to the institution.

The first bootcamp for the recently awarded Wisconsin Workforce Partnership grant through the Covenant Foundation kicked off in West Bend. Ninety four (94) participants tested to apply for admission into the first CNC bootcamp. Fifteen (15) participants were selected for participation and awarded internships with area companies.

The 16 Wisconsin Technical Colleges signed an articulation agreement with Cardinal Stritch University allowing WTCS Nursing Associate in Applied Science students to transfer to Cardinal Stritch University's Bachelor of Science in Nursing program. Students are able to transfer a maximum of 70 credits to Cardinal Stritch.

MPTC received approval from the Department of Justice to embed Jail/Secure Juvenile Detention Office certification into the program curriculum. This allows Criminal Justice students an opportunity to receive this certification upon graduation. This is a significant credential for graduates who want to work as County Jailers.

Moraine Park established Pearson VUE Testing Centers (PVTC) at each campus in order to provide the new computer-based GED test required by January 2014. MPTC will offer other tests administered by Pearson VUE at the centers in addition to the GED test. Test sessions will be filled with a variety of test candidates on first-come basis by registering at the Pearson VUE web site. The PVTCs will be open to students and the general public by January 2014.

An Early Alert System was rolled-out in Fall 2012. This is a Banner integrated system which allows faculty to identify early students who have behavioral issues and/or are potentially going to fail their course work. The system allows for pull down course lists and has text response column per student. Alerts are sent to program identified Academic Advisors who contact the student to make arrangements for specific remediation.

The New Student Orientation has been revamped to include specific learning outcomes. The presentation was streamlined by creating a 'Maximus Goes to College' video. Specific content was emphasized with the key message "Just Ask".

Updates to policies and procedures have been made in the Student Handbook. A revised student conduct code includes due process and a new grievance procedure. The appeal process has been aligned between Financial Aid and Academic Standing suspension. A statement regarding involuntary emergency withdrawal has been included. Improvements have been made to the logical flow and consistency of the handbook content.

Financial aid staff hosted FAFSA Workshops in March on each campus to help students successfully complete their FAFSA applications.

The Behavior Intervention Team (BIT) implemented a new software program (Advocate by Symplicity) to enhance collaboration and streamlines case management of student conduct cases. Our Dean of Students suggested to the WTCS office that a state-called BIT meeting be scheduled; a first of its kind meeting was held in March 2013.

The Dean of Students spearheaded the creation of the Student Veterans Club. Wall space area has also been secured providing information for and recognition of military students and student veterans on the FDL campus.

The Student Life team offered a number of educationally related events outside of the classroom to enhance learning and engage the community. Henry Golde, a Holocaust survivor, shared his experiences with over 435 students, staff and community members in October. Teri Jendusa Nicolai, who survived a near-death experience due to domestic abuse, shared her story with over 340 students, staff and community members in November. An event held at the Fond du Lack Campus featuring Mandala Sand Painting with Tibetan Monks was attended by over 350 people throughout a week in March.

The Advising team hosted a Transfer Fair on each campus. This fair provided students opportunities to meet with representatives from four-year institutions to explore transfer to baccalaureate programs.

The DreamKeepers grant program was implemented this fall and resulted in financial awards to 51 Pell Grant recipients. Of these 51 students, 2 have not returned for spring semester due to graduation. The remaining 49 recipients have all reenrolled in spring. This grant program provides student emergency funds to students who have provided evidence of an unforeseen circumstance leading to the potential for withdrawal from a program. These funds reduce the financial barrier leading to withdrawal of students with extenuating circumstances.

The Disability Resources team developed and implemented a new student orientation for students with disabilities. These orientation sessions included a review of Disability Resources services, procedures, and processes; introductions to staff and other service providers; orientation to adaptive equipment and assistive technology; and review of self-advocacy skills.

The Counseling team advises two new student clubs providing support to underserved groups of students. The SAGA (Straight and Gay Alliance) Club provides a safe space and welcoming environment for lesbian, gay, bisexual, and transgender students as well as their allies. The Super-Motivated Adults Returning To School (SMARTS) Club is offered online and on campus for returning adults. Students engage in activities to enhance their social and educational experience at MPTC. The support group offers weekly meetings to assist students in acclimating to college and developing natural supports.

The online admissions application launched in early January, offering a convenience for our prospective students that they have been seeking. Since its launch, we have had more than 790 prospective students apply online. This included applicants for the spring semester, the fall semester, and some applicants for Fall 2014.

Admissions began ongoing phone call campaigns in the fall to encourage and assist students that started the application process, but had not finished the application process (i.e. missing high school transcripts). The final round of calls for the spring semester start included phone calls to 133 students accepted for the Spring that had not registered as of early January. As we enter into the next registration period, advisors will use IfByPhone to contact returning students that do not register during their priority time. Admissions will use IfByPhone to contact accepted students for fall that do not register during new student registration. Admissions has just started the ongoing phone calls to our pending Fall 2013 group.

With direction from the Data and Reporting Team, Admissions has teamed with Outcome Assessment to evaluate and cleanup the list of program-coded students. As of April 11th, thirty programs have been cleaned up, totaling in more than 5,550 students being inactivated based upon no enrollment for more than two years. Ultimately, this helps the organization as they review data for planning and it helps programs and advisors have a clean list of students for sending communications.

IfByPhone, an online voice broadcast software, was implemented in January. The following broadcasts have been sent: Reminder to students to share their accommodations plan; Accuplacer appointment reminders; and Welding and CNC bootcamp orientations. As of April 11th, 464 phone calls were made. This software tracks how many live people were reached, how many messages were left on answering machines, and how many calls were made to phones no longer in service or with no voicemail set up.

In March web cameras were installed in both the West Bend and Beaver Dam Student Services area with online video calling capabilities. Rather than just phone or email options, students, regardless of which campus they attend will have the ability to connect with service providers at any of the campuses in a more personable customer service format. When parties can see facial expressions and improve overall communication, the level of service satisfaction is expected to increase. (Note: Although the Fond du Lac campus does not have a web camera dedicated at this time, staff have web camera capability on most computers that will enable them to connect with students in BD and WB.)

Moraine Park Foundation launched the FACT Initiative (Forming Alliances To Cultivate Talent) with a focus on providing financial support to students entering into manufacturing pathways.

Moraine Park Foundation received a DreamKeepers grant and was awarded \$30,000 to be used for student emergencies, i.e., funding to financially assist students with life circumstances that are impeding their ability to move forward and/or complete their education. Available to Pell grant recipients, this fund allowed the Foundation to serve 61 students experiencing financial strife, all of which returned for spring semester classes.

The Foundation awarded nearly \$150,000 in scholarships—an 18% increase over the previous year.

Students on all three campuses attended two Student Development Conferences; the APCA conference in the Fall in Iowa and NACA conference in Minnesota in the Spring where students learned the aspects of campus programming - budgeting, marketing and promoting campus activities/events, leadership development, ideas for engaging students on campus, etc. They worked in teams and had opportunities to resolve conflicts, make decisions, and network.

Operationalized the AQIP Action Project on outcome assessment data collection. Programs in 2012-13 QRP Cycle year completed the revised plan and submitted in May 2013.

The College built a new 6,800 sq. ft. library addition at the Beaver Dam campus. The new library offers expanded seating, public computers, additional stacks/materials, day-lighting, new technology, a career center, an open computer lab and student breakout rooms. The new space provides a bright, comfortable learning environment for students, staff and the general public.

In conjunction with the library project, the College also remodeled the existing student life space and created a kitchen space on the Beaver Dam campus. The expanded space allows more students to participate in special campus events with the new option of having a food service provider provide daily cafeteria or catering for students, staff and guests.

In an effort to consolidate the construction trades programs on one campus and to highlight the environmental sustainability efforts in these programs, a three phase project was introduced in 2011-12. Phase I which included expanded classroom and office space was completed in 2011; however, phase II was completed in 2012-13. This phase included a complete remodel of the vacated tool & die lab into new lab and classroom spaces for the Heating and Ventilation and Carpentry programs. These new spaces provide state-of-the-art learning facilities for students and will be operational for the fall 2013 semester. Phase III is currently in design phase and will be completed in 2013.

Implemented a Help Desk continuous quality improvement project to improve student and staff experience when needing technical support.

College Goal: Strengthen Community Connections

The MPTC Jackson Regional Center was created to provide a solution for meeting the increasing demand for skilled workers in current and projected vacant positions within Washington County. Between the existing workforce deficiency and the anticipated shortfall in forthcoming years due to the retirement of "baby boomers" from the workforce, MPTC is working in collaboration with local manufacturers to ensure we are meeting both their immediate and long-term needs. MPTC's Jackson facility was designed and constructed to rapidly adapt to the changing needs of employers. It offers welding, fabrication and additional customized Computer Numerical Control (CNC) training to Washington County, most of which were not offered at the West Bend campus.

Service learning competencies have been integrated into various classroom activities. Students worked on projects resulting in a significant impact to the respective communities. These experiences crystallize the learning for our students in ways the classroom experience alone cannot.

MPTC has become a member of Wisconsin Campus Compact. Membership includes public, private, two-and four-year institutions across the spectrum of higher education. These institutions put into practice the ideal of civic engagement by sharing knowledge and resources with their communities, creating economic development initiatives, and supporting service and service-learning efforts in key areas such as literacy, health care, hunger, homelessness, the environment, and senior services.

Financial aid staff offered financial aid nights and class presentations at local high schools, cosponsored the Fond du Lac High School Financial Aid Night in December, and volunteered at the Fond du Lac site of College Goal Wisconsin. The staff also participated in Veteran's Employment Fair and Veteran's Benefits Fair.

A Call-Out for military students and student veterans was held in September. They were introduced to the Student Veterans Club and it provided an opportunity for them to learn about education benefits, counselor resources, and other support services available to help them return to school and be successful in their educational experience.

The Diversity Relations Associate received the "Ishamon Harris Lifetime Community Love Award" at the Black History Event presented by Ebony Vision in February. The award was to honor people in the Fond du Lac community for their work to improve conditions in the African American community and recognize silent acts of love and kindness that sometimes go unnoticed.

Disability Services collaborated with the Washington County Transition Advisory Council to host a Transition Fair on the West Bend campus. The Transition Fair provides high school students served in Special Education, and their families, opportunities to explore agencies providing postsecondary services to students.

The Diversity Relations Associate prepared and served ethnic food items at the annual Juneteenth celebration. Also, the Moraine Park Fond du Lac campus Multicultural Club staffed an information table and provided information about the student club, cultural events/activities. The Juneteenth event marked the anniversary when more than 200,000 slaves learned they were free in Galveston, Texas on June 19, 1865.

The Diversity Relations Associate was a central figure in the coordination of general information sessions about new immigration policy. The federal legislation allows young illegal immigrants under age 30 relief from threat of deportation and a two-year work permit if they came to the country as children and are currently attending or have graduated from high school. Deferred Action Immigration information sessions were held at the Fond du Lac Public Library and at the Moraine Park Fond du Lac campus.

Career Prep has rolled out a new feature on the WI Career Pathways Website linking employers to high school students and high school teachers by related cluster and pathway. MPTC, as one of the key partners, is presenting statewide and nationally.

WTCS is recognizing MPTC along with Lomira High School as the pioneers to Tech Prep articulations. April will mark the 20th anniversary with the main statewide event held at Lomira High School, coordinated by MPTC and WTCS. WTCS president Morna Foy and DPI superintendent, Tony Evers will be in attendance.

Instructional Technology staff provided training in social media to West Bend Chamber of Commerce members. Approximately thirty members attended. Follow up sessions were offered to Workforce Development staff.

Instructional Technology facilitated a Telepresence meeting with ISIS Imaging of West Bend. Connected ISIS for a meeting with partners located in Hong Kong and at the University of South Florida.

The West Bend Campus hosted a Regional BOTS IQ competition in November 2012. Ten area high school teams competed.

The Marketing Department continued to grow the College's social media presence in 2012-13. Twitter followers increased 42 percent over the same time last year growing from 637 to 907. Facebook "likes" increased 41 percent over this time last year from 952 to 1339. The Marketing Department also added a College presence on Pinterest and LinkedIn with baseline metrics established for both, and YouTube.

In 2012, Moraine Park partnered with Alex Prunty Racing (APR), sponsoring Prunty's Late Model race car. APR, whose home track is Slinger Speedway, in Slinger, Wis., competed in 19 races and participated in 5 promotional events between April and September 2012.

Expanded television coverage via successful media pitches. Between March 2012 and March 2013, area television media covered seven stories at the College: FOX 11 for Multicultural Day in April 2012; ABC 2/ABC 27 for Scott Walker's Covenant Grant announcement in July 2012; FOX 6 in September for the first CNC Boot camp info sessions; FOX 11 in November 2012 for Culinary Arts/Thanksgiving tips; FOX 11 in November 2012 for CNC Boot camps; CBS 5 for Veteran's Job Fair in in December 2012; and FOX 11 in February 2013 for Culinary aquaponics and Lenten Season fish fry tips.

The "Driven to Do" tagline was integrated into all collateral and media, conveying a vibrant, energetic and consistent brand for the college. Developed and published a Style Guide to share the message.

Developed a major long-term series of eight television commercials to build awareness for the college and its unique offerings of affordable, targeted training for in-demand careers.

Completed the year-long centennial celebration which included numerous projects such as the centennial mark and logo adaptation, a web site, extensive collateral, video, banners, invitations, ads, traveling displays, time capsule sculptures and wearables. Culminated in the "Connecting Communities for a Sustainable Workforce" summit and subsequent white paper.

Finalized and presented the Washington County Retirement and Departure Intentions study in collaboration with Economic Development Washington County, UW Washington County and Washington County UW Extension.

Administered the Fox Valley Healthcare Alliance Healthcare Educators Retirement and Departure Intentions Study and presented at the summit.

Created a Diversity Resource Guide which provides information about resources available in the community for minority applicants and or employees. This Guide provides pertinent information to minority groups regarding relocation, local schools and community resources.

Enhanced diversity recruitment by partnering with Wisconsiniversity.com and careerbuilder.com to increase our recruitment outreach to minority populations. Developed a new diversity employment ad for placement in new, diverse forums.

Partnered with UW FDL, Marian University and Ripon College to provide a HEDIT workshop, Bridging the Diversity Gap by Dr. Maura Cullen, for students and staff of all four Colleges and our community.

Coordinated “October is Manufacturing” events with 88 employees touring one of six manufacturing sites within the District.

The Beaver Dam campus currently houses a national training center for Mercury Marine, the world's leading manufacturer of recreational marine propulsion engines. In 2012-13, College staff worked jointly with Mercury Marine representatives to convert vacated space into an additional wet lab and general classroom space dedicated for expanded Mercury Marine training.

To expand sustainability efforts at the College, the facilities department implemented a cost-free cell phone and battery recycling program for students and staff.

The crisis response teams implemented mobile technology for activation of the crisis communication messaging to enhance safety and communication to all staff and students.

FACTS, TRENDS AND FORECASTS

Key assumptions for the 2013-14 fiscal year quantify the emerging trends identified through environmental scanning. Specific trends are established based upon the most current available information and help to build the strategic plan necessary to carry out the mission of the College.

Environmental Scanning is a necessary tool for planning the long-term strategic direction of Moraine Park Technical College. This process can help proactively define the opportunities, potential threats, or areas of change that will impact the college from internal and external environmental factors. This trend information can help the college overall, as well as individual teams, and support the development and implement goals and strategies.

DEMOGRAPHICS/SOCIETAL

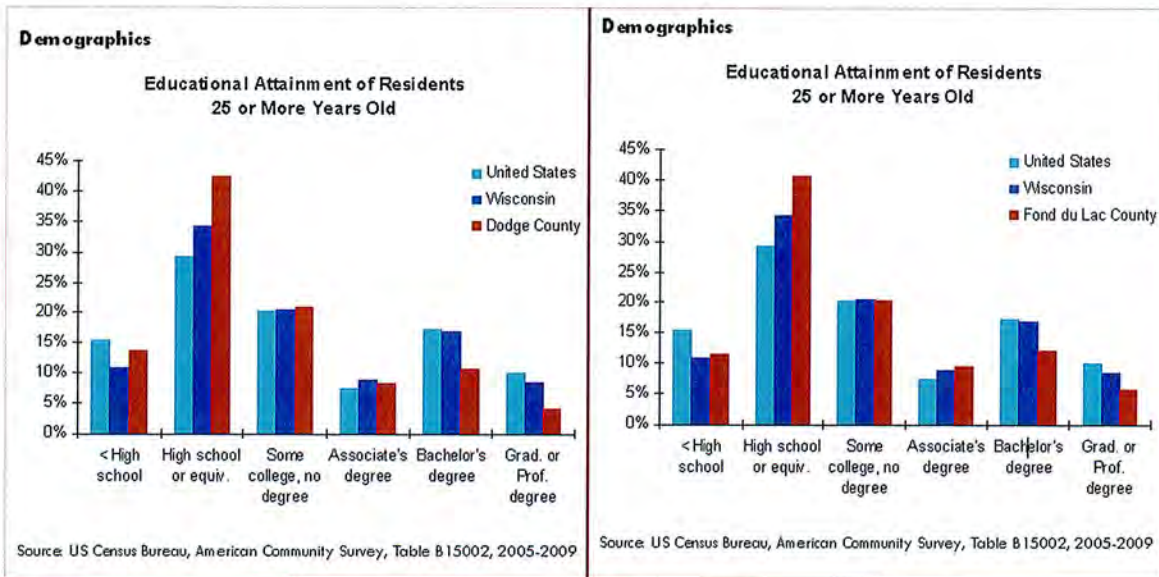
External influences play a major factor in the direction of the College. Understanding the population, demographics, and societal trends for the MPTC District will provide guidance for institutional and strategic planning. Literature defines the following generations as to certain attributes.

	Attributes
Generation X	<ul style="list-style-type: none"> • Generation born after World War II baby boom ended usually defined for the period from early 1960s to the early 1980s • Generation is marked by the substantial changes during the period including the Vietnam War, the space exploration, and the digital technology revolution
Generation Y	<ul style="list-style-type: none"> • Generation known as the Millennials, the We, the Echo Boomers, the Next, and the Entitlement Generation; generally defined as the period from the late 70s to early 2000 • Generation grew up during the digital communication era, are closer to their parents, and were also subjected to considerably higher rates of unemployment
Generation Z	<ul style="list-style-type: none"> • Generation Z is the "connected" generation defined within the last decade of the 20th century and the beginning of the 21th century • Many of this generation have had lifelong use of digital communications including the Web, texting, instant messaging, video gaming, mobile phones, etc., earning the nickname "digital natives"

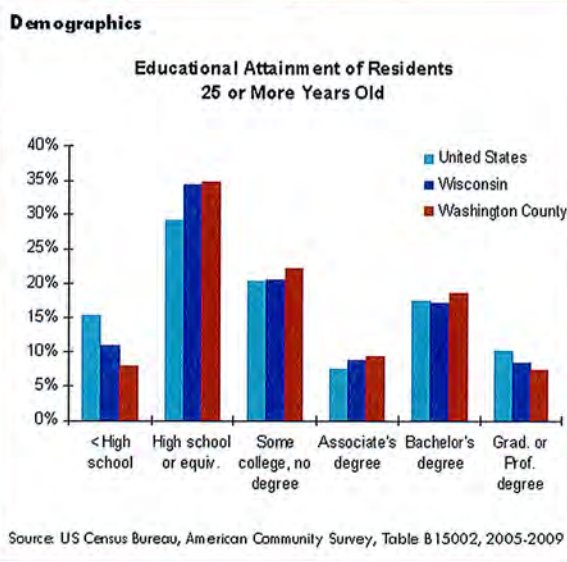
As there are many "generations," there has been a change between Generation Y and Generation Z in regards to education, financial saving, and outlook on life. Generation Z takes more time to analyze and prepare as they have seen what Generation X and Y have encountered previously. The Generation Z has a decreasing birth rate. In parallel through the transition of "generations," the mix of minorities has substantially changed. The Hispanic population was previously the greatest minority; however, Asians have now surpassed and are the greatest minority group. The Asian population comes to the United States educated or attains further education in the United States. Asians contribute to the workforce as engineers, scientists, or doctors. Scientists and engineers are needed to maintain technological progress.

Demographics of those 25 and older regarding education status

The following charts depict the educational status in Dodge, Fond du Lac and Washington counties in comparison to the state and national results. Green Lake information was unavailable.



(Dodge County Workforce Profile 2011, http://dwd.wisconsin.gov/oea/county_profiles/current/dodge_profile.pdf)



(Fond du Lac County Workforce Profile 2011, http://dwd.wisconsin.gov/oea/county_profiles/current/fond_du_lac_profile.pdf)

(Washington County Workforce Profile 2011, http://dwd.wisconsin.gov/oea/county_profiles/current/washington_profile.pdf)

RETIREMENT STUDIES

An extreme labor shortage throughout Fond du Lac County and Washington County is looming. Fond du Lac County is facing over 19,000 unfilled jobs by 2026. Similar to the Fond du Lac findings, an extreme labor shortage is also looming throughout Washington County. By 2026, the area will be faced with over 23,500 unfilled jobs. This alarming statistic and many more have been compiled and explored in the Retirement and Departure Intentions Study for both Counties. However, more than just facts, the reports identify areas for improvement and provide numerous recommendations. The recommendations include building relationships between employers and academic institutions; redefining the definition of success for students by exploring the

many rewarding careers in abundance in Wisconsin; encouraging high school students to explore training available in high school; and having employers develop a flexible and future focused approach to recruitment and retention. A study specific to health care employees was conducted in conjunction with the Fox Valley Health Care Alliance. The health care study followed the same methodology as the Fond du Lac and Washington County studies and found that roughly 48 percent of healthcare employees intend to retire within the next 15 years; much higher than the historical average of 33.3 percent. All three studies identify occupation retirement intentions for workforce demand planning.

Following are links to the Fond du Lac County and Fox Valley Health Care Alliance study results, with the Washington County study still being reviewed.

[Fond du Lac County Retirement Study](#)

[Fox Valley Health Care Alliance Study](#)

MPTC DISTRICT/COMPETITION/MARKETPLACE

Competing colleges in the Fond du Lac area that include the University of Wisconsin – Fond du Lac and Marian University now offer certificates. As these universities are trying to capitalize on a market that is known to MPTC, other technical colleges also serve students within the MPTC district. The unemployment figures are presented in this section for the four counties in our district and the state. Those with higher educational attainment have a lower unemployment rate.

Academic Programs offered at other WTCS districts that had the highest enrollments by Moraine Park residents are listed below for fiscal year 2010-2011 with FTE 10 or greater.

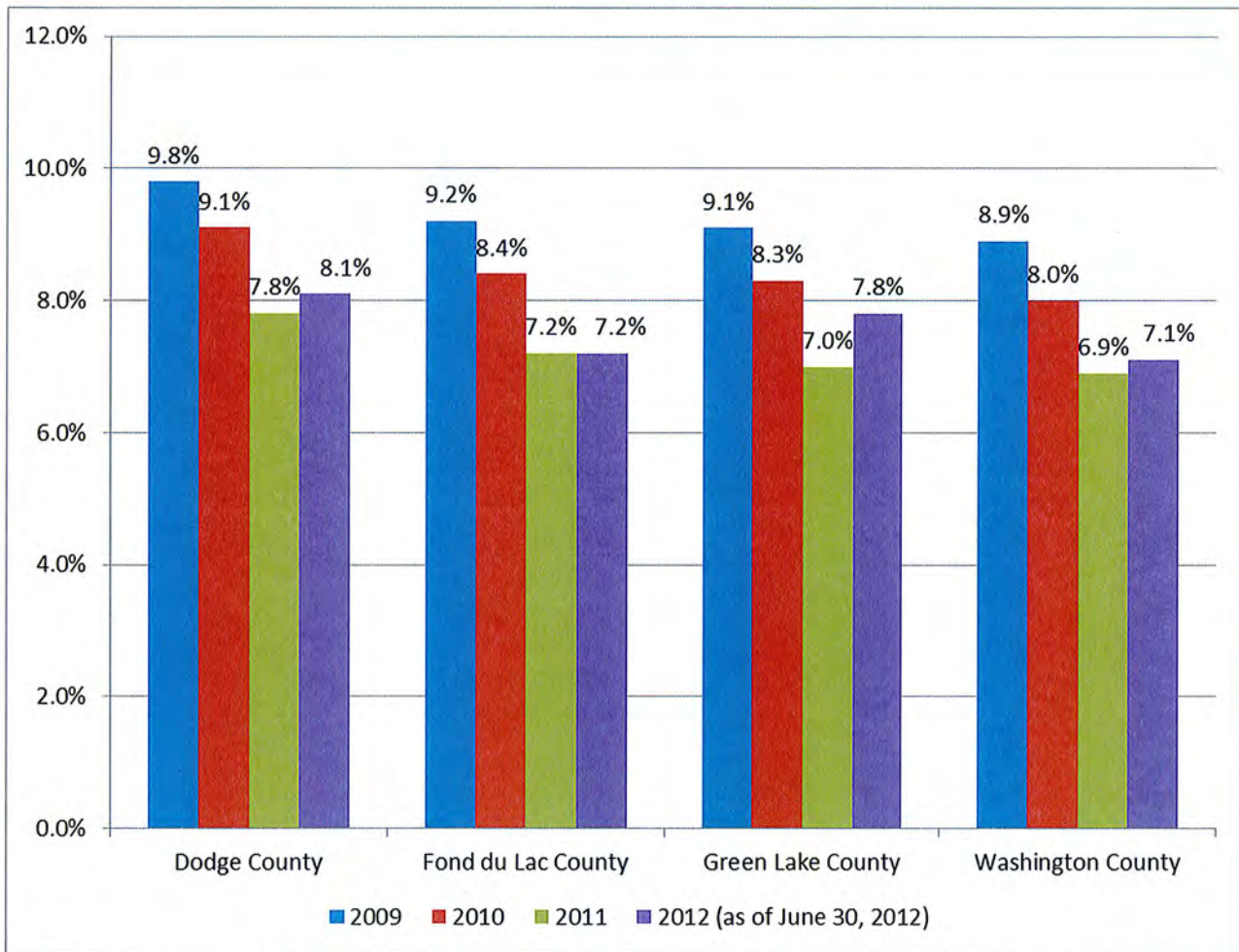
<u>Program Number</u>	<u>Program Name</u>	<u>Headcount</u>	<u>FTE</u>
10-504-1	Criminal Justice - Law Enforcement	191	124.30
10-102-3	Business Management - Marketing *	86	45.93
10-503-2	Fire Protection Technician	60	36.06
20-800-2	Liberal Arts – Associate of Sciences	74	35.90
10-543-1	Nursing – Associate Degree *	65	28.77
20-800-1	Liberal Arts – Associate of Arts	64	28.60
10-150-2	IT-Network Specialist *	35	24.90
10-104-3	Marketing*	40	22.80
10-106-6	Administrative Professional *	27	18.86
10-101-1	Accounting *	32	18.53
10-508-1	Dental Hygienist	46	17.40
10-304-1	Interior Design	30	16.70
10-520-3	Human Services Associate	28	15.80
10-201-1	Graphic Design	26	15.30
10-110-1	Paralegal *	26	13.97
10-307-1	Early Childhood Education *	25	13.53
10-602-3	Automotive Technology *	15	13.37
10-057-1	Natural Resources Technician	16	12.90
10-152-1	IT-Programmer/Analyst	25	12.27
30-504-1	Criminal Justice – Law Enforcement	37	11.80
10-412-1	Diesel Equipment Technology	17	11.60
31-412-1	Diesel Equipment Mechanic	11	11.23

10-196-1	Leadership Development (Supervisory Management) *	18	11.17
31-509-1	Medical Assistant *	23	10.37
10-154-3	IT-Computer Support Specialist	18	10.27

*Indicates programs that MPTC offers. (Wisconsin Technical College System Client Reporting, VE215585A, October 11, 2011)

Local Area Unemployment Statistics 2009 through 2012

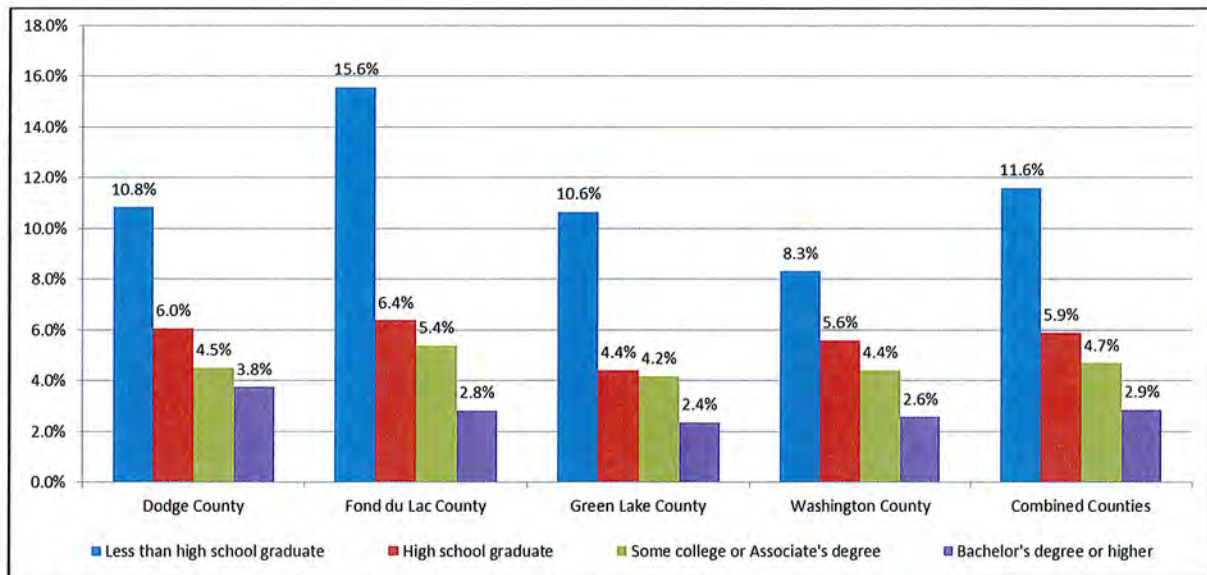
The unemployment rates are not seasonally adjusted.



(Wisconsin Department of Workforce Development, Bureau of Workforce Training – Labor Market Information, <http://WORKnet.Wisconsin.gov>, July 10, 2012)

Unemployment Rate by Education Attainment

The unemployment rate by education attainment demonstrates that as education attainment increases, unemployment decreases.

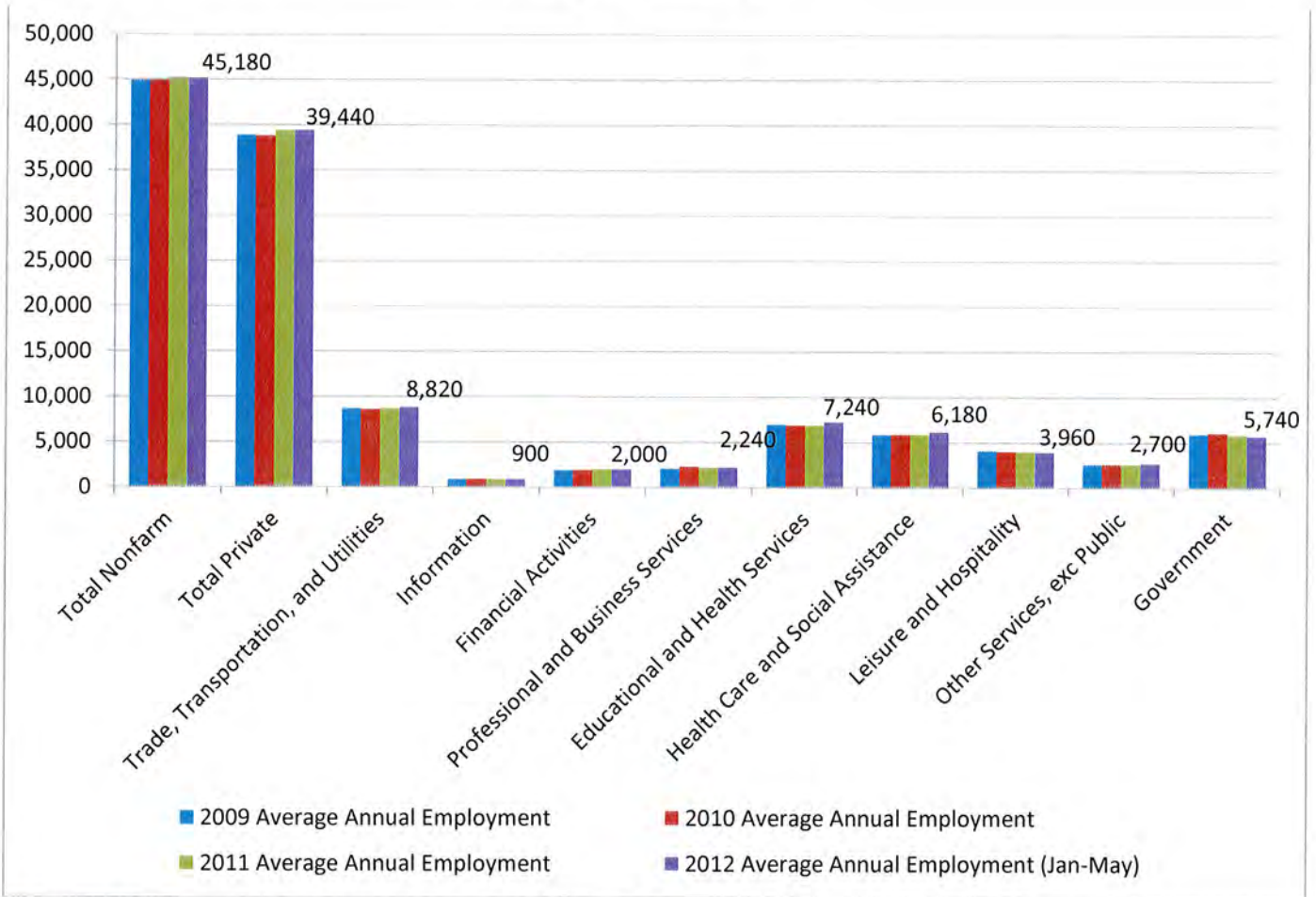


(U.S. Census Bureau, 2006-2010 American Community Survey, <http://www.census.gov/acs/www/>.)

ECONOMIC/BUSINESS/WORKPLACE TRENDS

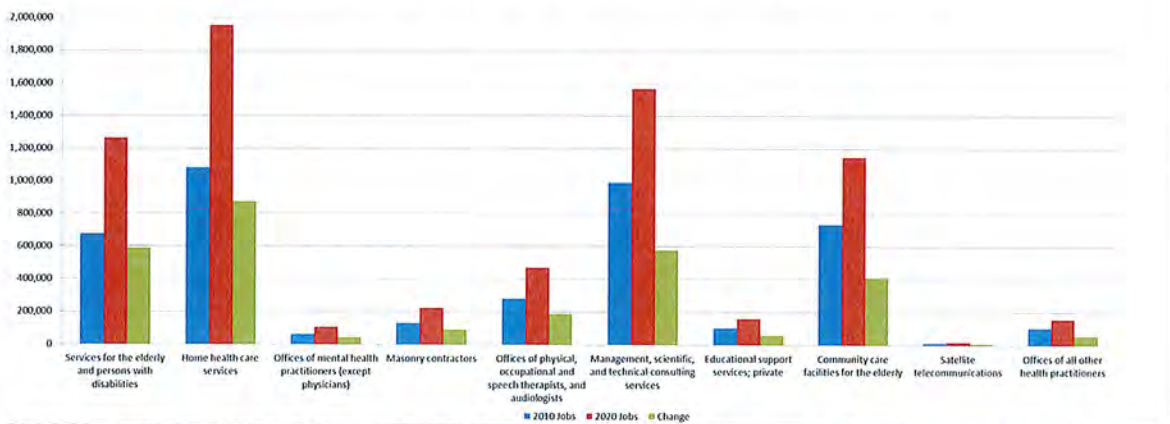
A major focus for the manufacturing industry is filling positions with “skilled” workers. Jobs positions are available; however, many companies are struggling to find the “skilled” workforce even though unemployment is high. Due to the recession, more workers are remaining longer in the workforce to recover from the recession. In recognizing the fact that degrees are valuable in receiving a position in an organization, many for-profit colleges are booming. For-profit colleges offer great flexibility and a faster turnaround time in awarding a degree. However, studies indicate that graduates from for-profit institutions have higher educational debt levels and do not find employment paying the wages that were advertised by the respective institutions. Among the top growing careers are jobs in the health care field, fabrication, and manufacturing.

Current Employment for Fond du Lac 2009 through 2012



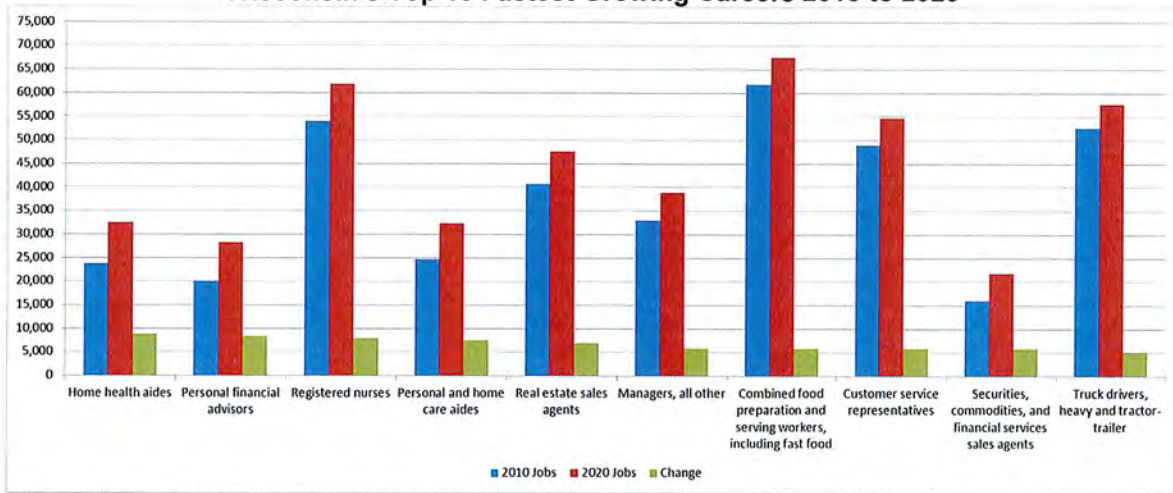
(Wisconsin Department of Workforce Development, Bureau of Workforce Training – Labor Market Information, <http://WORKnet.Wisconsin.gov>, July 12, 2012.)

National Top 10 Fastest Growing Careers 2010 to 2020



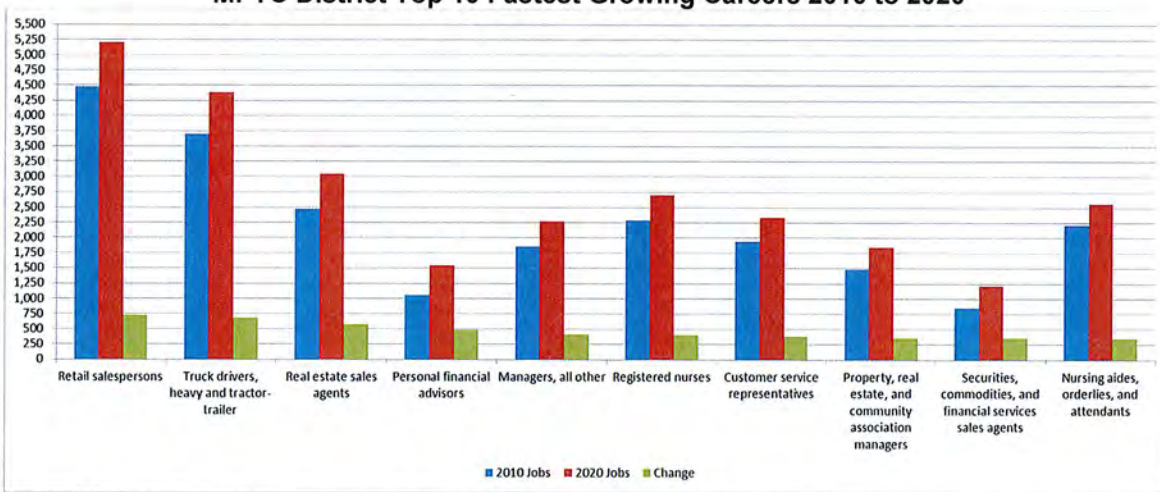
(Huffington Post, Khadeeja Safdar, April 19, 2012, supported by original article in www.ibisworld.com.)

Wisconsin's Top 10 Fastest Growing Careers 2010 to 2020



(EMSI, <https://east.economicmodeling.com/analyst>, July, 2012.)

MPTC District Top 10 Fastest Growing Careers 2010 to 2020



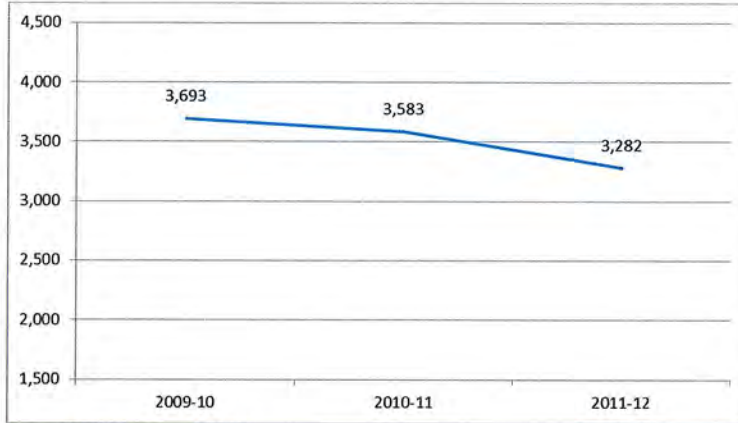
(EMSI, <https://east.economicmodeling.com/analyst>, July, 2012.)

EDUCATION TRENDS

Expectations for institutional accountability, including degree completion, continue to rise. To receive funding through grants or other means, colleges must provide evidence for student learning outcomes. In today's economy the student debt total reached historical highs for several reasons: unemployment or underemployment, cost of education, educational loan interest rates and the accumulation of past graduate loans. Data is proving that more colleges are offering certificate or accelerated programs as students are interested in completing course work in a shorter amount of time with less out-of-pocket costs.

District High School Graduate Counts 2009-10 through 2011-12

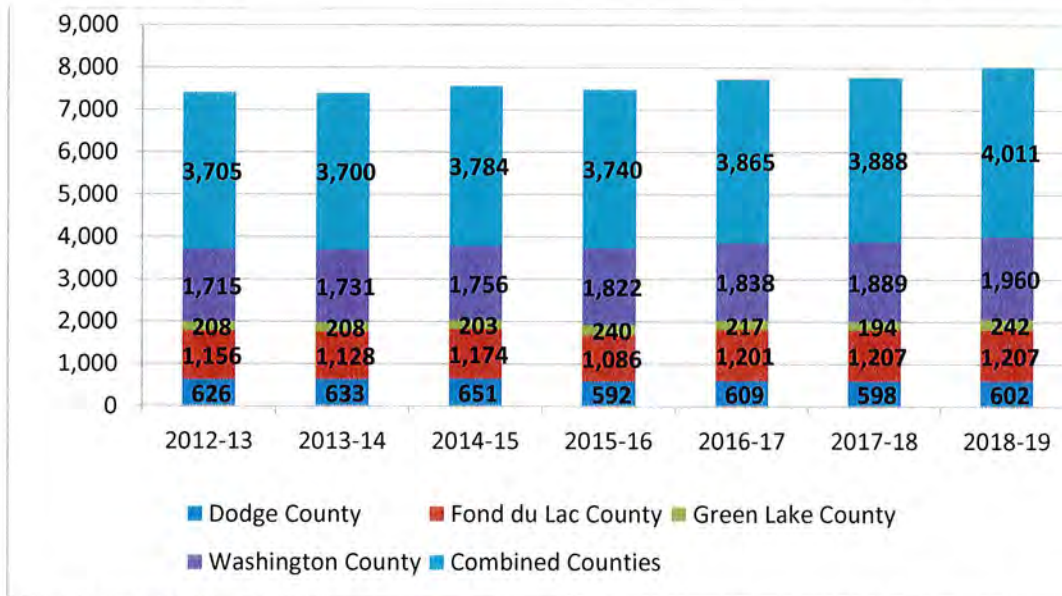
A three-year trend of high school graduates demonstrates a decreasing high school graduate population.



(WTCS Client Reporting, VE216646, July 2012.)

County High School Graduate Projections 2012-13 to 2018-19

High school graduation projections demonstrate a slow increase over the next seven years.

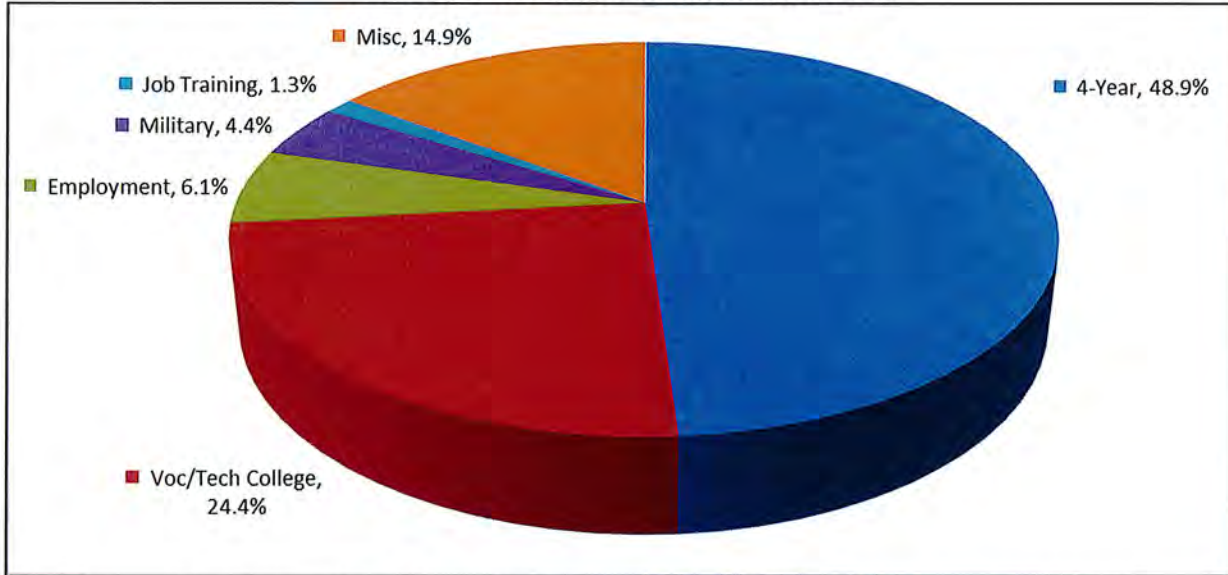


(Wisconsin High School Graduate Projections 2008-2019 - Report prepared by the Applied Population Laboratory at the University of Wisconsin—Madison, July 2012.)

High School Graduation Intentions

Note: Counts of post-graduation plans and counts of graduates are used together in calculating the percentages however; these counts come from different data sets. Post-graduation plans are derived from the School Performance Report (SPR) aggregate collection. Graduates are collected from the Individual Student Enrollment System (ISES). For some schools or student groups, the number of submitted for graduating seniors is not equal to the number of graduates. At best, plans reported as a percent of graduates must be interpreted as estimates.

Class Post-Graduation Intentions 2010-2011



**Based on our 22 districts excluding Ripon (Website: <https://apps2.dpi.wi.gov/sdpr/spr.action>, July 2012.)

- A) Post-graduation plans are plans 12th graders say they will follow after graduation.
- B) Post-graduation plans are collected and summarized by districts and submitted to DPI by school and by ethnic/gender category for all graduates as part of the SPR Collection.
- C) Graduates included in the "miscellaneous" category on WINSS include students in the "seeking employment," "other," "undecided," and "no response" categories.

Untapped Potential in Wisconsin

According to [The National Center for Higher Education Management Systems](#), of those who enter a 4 year college 58 percent will graduate within 6 years (deemed completers), and nearly 35 percent (34.7%) of two year attendees will complete within 3 years (deemed completers). Based on 2010-11 actual data, national statistics reveal the following:

67,981	Entering high school freshman in 2010-11
58,260	Entering freshman who will graduate (85.7%)
14,448	Two-year college bound (24.8%)
30,295	Four-year college bound students (52%)
5,013	Two-year bound students who graduate (35% on average)
17,571	Four-year bound students who graduate (58% on average)
45,397	Entering freshman who will not secure a post-secondary degree directly out of high school

- Over 74% of entering high school freshman will not graduate with a 4-year degree directly out of high school.
- Nearly 67% will secure NO post-secondary education directly out of high school.

(MPTC Strategic Advancement, *The National Center for Higher Education In management Systems*, July 2012.)

FOOD AND AGRICULTURE INDUSTRY TRENDS

Trends and forecasts in food and agriculture point to opportunities for the U.S. as well as in Moraine Park's district where agriculture plays a vital economic role and one that will remain vital for the future. In major cities, urbanized farming is becoming a new trend.

THE NEW MEGATREND: SUSTAINABILITY

Megatrends or the rapid consolidation within industries are significantly changing the environment for business and the employment market. Such transformations arise from technological innovation, industry consolidation, changing markets, and consumer demands. Business megatrends may emerge from or be accelerated by financial crises, shifts in the social realities that define the marketplace, or the threat of conflict over resources. Examples of past megatrends are globalization, the IT revolution, and the quality movement. An example of innovation based on megatrends and the focus for sustainability is that of wind energy that ultimately leads to an increased need for maintenance of the wind turbines.

TECHNOLOGY TRENDS

Educational institutions are incorporating the use of technology at an accelerated rate. Students prefer to use their "smart" devices to enhance their educational journey. Mobile learning is setting the precedence as the preferred delivered method. Coinciding with this emerging technology, the need for hard cover text books is decreasing as the demand for digital textbooks is increasing.

2013-14 PLANNING AND BUDGET DEVELOPMENT SCHEDULE

The Moraine Park Technical College budget is adopted for one year commencing July 1, 2013 and ending June 30, 2014. The budget allocates financial resources for ongoing programs, courses and services as well as for new initiatives. Budgeting is done in accordance with Chapter 65 of the Wisconsin Statutes, Wisconsin Technical College System (WTCS) Administrative Rules and local district policy; prepared in the format required by the WTCS; and submitted to the state office by July 1, 2013.

The Budget Planning policy of the Moraine Park Technical College District Board of Trustees is Policy #4FBP0100 – Planning for the Prudent Use of the District's Resources. The policy is stated as follows:

Therefore, the Financial Management Support System will provide the College with prudent, ethical and consistent application of financial processes and procedures in a user-friendly manner, in compliance with laws and regulations (to include Wisconsin Statutes 38.12(5m), 38.15, 38.16, and Chapter TCS 7); and the Budget Planning Major Process of this system will provide the district with guidelines and methods to prepare the planning tools necessary to apply available resources in an efficient, economical and cost-effective manner.

In planning for the prudent use of the District's resources, a budget will be developed:

- with staff involved in the development process;
- that complements the vision, mission and goals of the College;
- that addresses the needs of students, business and industry and other external agencies;
- that contains tax levy increases which are in keeping with economic trends; increases greater than these trends need to be justified; and
- that is sensitive to public concerns.

Expenditures must be accommodated with the authorized tax levy and other funding sources. The following schedule is a condensed version of the planning and budget process.

July 2012	Distribute appropriate planning input documents
September 2012	Annual planning input sessions – open to all staff and student government members President's Cabinet reviews 2013-14 Strategic Plan outcomes, finalizes Planning and Budget Development Guidelines and recommends FTE projections for 2012-13 and 2013-14
October 2012	President's Cabinet finalizes 2013-14 Strategic Plan outcomes and shares with District Board Distribute 2013-14 Planning and Budget Development Guidelines and Strategic Plan to Managers
November 2012	Teams complete College Initiative proposals, corresponding budgets and measurable outcomes System leaders review and advance initiative requests
December 2012	College Initiative proposals due to President System teams complete input for the base budget

	President's Cabinet approves initial 2013-14 budget scenario and reviews and prioritizes College Initiative proposals
January 2013	District Board reviews 2012-13 mid-year performance report
	President's Cabinet reviews and approves Master Facility Plan and initial draft of the 2013-14 budget
February 2013	Preparation of Budget Review document
March 2013	President's Cabinet finalizes the 2013-14 budget for all funds, FTE projections and any new AQIP action projects
	District Board reviews current and proposed capital projects and progress
	System teams review/modify estimates for personnel and current expense accounts for current year
April 2013	District Board Finance Committee reviews 2013-14 Institutional Plan and Budget
May 2013	Publish notice of public hearing
	President shares 2013-14 Institutional Plan and Budget with staff
	District Board Meeting - Public Budget Hearing
June 2013	Prepare final budget
	Regular Board Meeting - adoption of 2013-14 Institutional Plan and Budget
	Publish Institutional Plan and Budget
August 2013	District Board reviews 2012-13 final performance report
October 2013	Regular Board Meeting - review of 2013-14 budget and certification of tax levy

MISSION, VISION, VALUE STATEMENTS AND 2011-2016 GOAL STATEMENTS

MISSION

Innovative education for an evolving workforce and community.

VISION

Moraine Park Technical College will be a respected and preferred educational leader.

VALUE STATEMENTS

Collaboration – We value collaboration and communication among students, staff and community partners to strengthen our district and communities.

Lifelong Learning – We value learning as a lifelong journey in the pursuit of personal and professional growth.

Innovation – We value innovation and creativity to remain a leader in global technical education.

Integrity – We value fair, honest, respectful and ethical behaviors.

Inclusiveness – We value inclusiveness and respect for all, providing accessible education to diverse learners. We believe that team work is critical, that each member is important to accomplishing our mission.

Student-Centered – We value a responsive and supportive environment providing the rigor and relevance necessary to advance student learning, development and success.

Accountability – We value individual and shared responsibility for our actions and ensuring the future of Moraine Park, both academically and fiscally.

Continuous Improvement – We value informed decisions which promote sustainability, continuous improvement and effective and efficient use of resources.

2011-2016 GOAL STATEMENTS

Achieve Performance Excellence: Promote an environment of continuous improvement and sustainability.

2013-14 Outcomes

- Address regional labor needs and skill shortages through innovative, relevant, flexible and effective programs and services.
- Improve operational efficiency and staff effectiveness through implementation of college and technology processes.
- Foster an engaging, sustainable, safe and healthy working and learning environment.

Enhance Student Success: Promote a learning environment dedicated to student achievement.

2013-14 Outcomes

- Develop and implement a recruitment, enrollment and retention plan that fosters successful student completion and job placement.
- Increase charitable gifts made to the Foundation and College.

Strengthen Community Connections: Seek and develop opportunities that positively impact our communities.

2013-14 Outcomes

- Operationalize a plan that nurtures and strengthens connections with business, K-12 and District-wide organizations.
- Enhance our communities' awareness and valued perception of the College.

2013-14 CAPITAL INITIATIVES

Restricted by State statutes, building additions are currently limited to \$1,500,000 per site every two years. If the limitation is exceeded, the College must move the action to public referendum.

FACILITIES

Beaver Dam Campus

Updated Surveillance Security System

The District is investing in a new digital surveillance security system. This will be a three-year project beginning with the Beaver Dam campus as the existing system is outdated and limited in performance. The new system will intergrate with access control systems and will have the ability to be monitored and controlled with mobile devices. Budget: \$110,000

Fond du Lac Campus

New Student Services Addition

A new one-stop student services center addition and a more architecturally prominent main entrance at the Fond du Lac campus will be constructed. This addition is projected to be located on the west side of the C-building in close proximity to the visitor parking lot. There is currently no clear "main entrance" on the Fond du Lac Campus. This addition will provide a handicap accessible entrance that is easily identifiable for students and new customers. Following the "One-Stop Shop" student services model implemented earlier on the Beaver Dam and West Bend campuses, this model consolidates student services including registration, financial aid, assessment and special services. Budget: \$1,500,000

EMT/Printing/Facilities Remodel

As identified in the master facility plan, space will be remodeled for the Emergency Medical Technician (EMT) program, printing and document distribution center and the facilities department. Remodeling will take place when the carpentry program moves to the West Bend campus in 2013. This space will be renovated for the EMT program. Currently, the EMT program is spread throughout the College in various classrooms and storage areas and conducts training at off-site locations. The proposal is to provide adequate classroom and storage space dedicated to the EMT program. There is also a need for the College to provide upgraded space for the document distribution center and facilities department. The current facilities for these two departments are not adequate and fail to meet building codes. The two departments will be consolidated within a space adjacent to the shipping and receiving area. Budget: \$700,000

Emergency Generator for E Building

The existing emergency generator that serves the data center and the B building boiler plant will be extended to the E building boiler plant. This will provide emergency power for life safety items and critical boiler plant operations in the event of an electrical outage. Budget: \$45,000

Primary Feeder Replacement

The primary electrical feeders to the transformers serving the District Office and O building will be replaced. The feeders have been spliced several times and are in jeopardy of failing if not replaced. In addition, the feeders will be rerouted to clear the area for the new Student Services addition. Budget: \$200,000

District Office Rooftop Unit Replacement

The rooftop unit that serves the District Office is scheduled to be replaced. The unit is beyond the expectant life span and has been operating inconsistently causing inconvenience to staff and costly repairs. Budget: \$60,000

West Bend Campus

Rooftop Unit Replacement

The rooftop unit that serves the electrical computer labs is in need of replacement. Unit failure has resulted in high repair costs. Budget: \$60,000

EQUIPMENT

As defined by the State Board, equipment is an item, unit or set with a cost of \$500 or more and a useful life expectancy of two or more years.

Capital equipment includes state-of-the-art instructional equipment, computers, software, furniture and other items needed for the operation of the College. Including the College Initiatives, equipment and software acquisitions of \$3,079,619 are included in the 2013-14 budget.

2013-14 KEY BUDGET ELEMENTS

STUDENTS

FTEs are projected to increase to 3,136.

FINANCIAL

- A total tax levy increase of 0.53%.
- Equalized property values are projected to decrease 1.5% from the prior year.
- The 2013-14 budget proposes an operational mill rate of \$1.31268; debt service mill rate of \$0.25962; and total mill rate of \$1.57230.
- The State Board increased the program fee rate by 4.5%.
- Personnel services costs, including wages and benefits, will decrease by .17% from the 2012-13 budgeted amount.
- A \$6.175 million increase in general obligation debt for the purpose of financing instructional and institutional technology upgrades of equipment and capital improvements at each campus.

ACKNOWLEDGMENTS

The timely preparation of this report was accomplished through the cooperative efforts of Bonnie Baerwald CPA, VP – Finance and Facilities, along with the Accounting/Financial Services, Strategic Advancement, Human Resources and Marketing departments, the President and other staff. We express our appreciation to our dedicated staff for their many hours in the preparation of this report. In addition, we convey our appreciation to Moraine Park Technical College's Board for their continued interest and support in planning and conducting the financial operations of Moraine Park Technical College in a responsible and progressive manner.

Section II

Financial Data Section

FINANCIAL STRUCTURE

This financial section includes all the funds and accounts of all operations of Moraine Park Technical College's reporting entity.

Basis of Budgeting

The accounts of Moraine Park Technical College are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Moraine Park Technical College's resources are allocated to and accounted for in individual funds, based upon the purpose for which they are to be spent and the means by which spending activities are controlled. In this budget document the various funds are grouped into generic fund types and three broad fund categories as follows:

Governmental Funds

Governmental funds are those through which most functions of Moraine Park Technical College are financed. The acquisitions, uses and balances of Moraine Park Technical College's expendable financial resources and related liabilities, except those accounted for in proprietary and fiduciary funds, are accounted for through governmental funds. The measurement focus is based upon the determination of changes in financial position rather than upon net income determination. Moraine Park Technical College maintains the following governmental funds:

- *General Fund* – The General Fund is the principal operating fund of the District and accounts for all financial activities of the District not required to be accounted for in another fund.
- *Special Revenue Fund (Operational)* – The Special Revenue Fund (Operational) is used to account for the proceeds from specific revenue sources (other than major capital projects or expendable trusts) that are restricted to expenditures for designated purposes because of legal or regulatory provisions. The fund includes activities that are project in nature and not considered to be part of the regular program of the District. Major funding sources include Adult Basic Education, Vocational Education and Incentive Grants.
- *Special Revenue Fund (Non-Aidable)* – The Special Revenue Fund (Non-Aidable) is used to account for assets held by Moraine Park Technical College in a trustee/agent capacity, primarily for student financial aid. The fund is used to account for those monies provided exclusively and specifically for financial aid to students, including Pell Grants, Supplemental Educational Opportunity Grants, the federal Work Study program and Wisconsin Higher Education Grants. This fund also accounts for student government and club activities.
- *Capital Projects Fund* – The Capital Projects Fund is used to account for financial resources used for the acquisition of equipment and the construction, improvement and refurbishment of major capital facilities other than those financed by enterprise operations.
- *Debt Service Fund* – The Debt Service Fund is used to account for the payments of principal and interest on general long-term debt, including long-term lease/purchase obligations and special assessments.

Proprietary Funds

Proprietary funds are used to account for ongoing activities that are similar to those often found in the private sector. The measurement focus is based upon the determination of net income. These funds are maintained on the accrual basis of accounting.

- *Enterprise Fund* – The Enterprise Fund is used to record revenues and expenses related to rendering services for students, faculty, staff and the community. This fund is intended to be self-supporting and is operated in a manner similar to private business where the intent of the District is that all costs of providing certain goods and services are recovered primarily through user charges. These services complement the educational and general objectives of the District.
- *Internal Service Fund* – The Internal Service Fund is used to account for financing of goods or services provided by one department or agency of a government to other departments or agencies on a cost-reimbursement basis. Internal service funds are used to account for all collections and claim payments of the District's health, dental/vision and liability self-insurance programs. Another internal service fund is used to account for all costs and usage of copiers by District departments.

Fixed Assets and Long-Term Obligations Account Groups

Fixed assets used in governmental fund-type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group rather than in governmental funds. No depreciation is required or has been provided on general fixed assets in the budgetary basis. Fixed assets acquired for proprietary operations are accounted for in the related fund and depreciated.

Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-term Obligations Account Group rather than in governmental funds. The General Long-term Obligations Account Group includes an accounting for all general indebtedness and the noncurrent portion of the post-retirement liabilities. Payments on general indebtedness are made from the debt service fund and payments for post-retirement benefits from the general fund.

The two account groups are eliminated for financial reporting purposes under GASB 34/35, which requires fixed assets, depreciation and long-term obligations to be reported on the Statement of Net Assets.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The governmental funds are accounted for on a modified accrual basis. Under the modified accrual basis of accounting, transactions are recorded in the following manner:

- Revenues are recognized when they become both measurable and available.
- Expenditures are recognized when the commitment is made, except for interest on long-term debt, which is recognized when due.
- Expenditures for compensated absences, including vacation pay and sick leave, are recognized for past services of an employee that vest or accumulate.
- Purchases of fixed assets are recorded as capital outlays at the time of purchase.
- Proceeds of long-term debt are treated as a financing source when received and as an expenditure when repaid in funds other than the proprietary fund.

The proprietary funds are accounted for on an accrual basis whereby revenues are recognized when earned and expenses are recorded as liabilities when incurred.

DESCRIPTION OF REVENUE SOURCES

Moraine Park Technical College has a diversified funding base comprised of property taxes, state aid, student fees, federal grants and institutionally generated revenues. Moraine Park Technical College believes that this diversity, the strength of the local economy and its fiscal management will continue to provide the resources required to fulfill its vision now and in the future without significant changes in the level of services provided.

Local Government – Revenue of the District that is derived from taxes levied on the equalized property value within the District and payments in lieu of taxes. Annually, in October, the property tax levy is distributed or allocated based upon the equalized value of taxable property within the District, excluding tax incremental financing districts, to the local municipalities who act as assessors and collection agencies. All delinquencies are assumed by the respective counties. Therefore, Moraine Park Technical College will receive the full amount of the levy. All Wisconsin technical colleges are limited by statute to an operating property tax mill rate of \$1.50 per \$1,000 of taxable property. The debt service mill rate is added to the operational mill rate to determine a total mill rate.

State Aid – State aid and general revenue received from state government to fund regular operations and debt service costs. These funds are made available by the legislature for distribution to the District based on an expenditure-driven formula equalized for tax-levying ability.

Other State Aid – Grants, contracts and other reimbursements from state government sources.

Program Fees – Fees paid by students and set by the Wisconsin Technical College System Board for tuition.

Material Fees – Fees paid by students to cover the cost of instructional materials used by the student or instructor in the classroom.

Other Student Fees – Fees paid by students to cover the cost of graduation, transcripts, applications, student activities, registration, testing and student projects.

Institutional Revenue – These revenues are generated by business and industry contracts (s38.14 contracts) for customized instruction and technical assistance, technical preparation contracts (tech prep, s118.15 slotter contracts), interest or investment earnings and enterprise activities.

Federal Revenue – Revenue provided by the federal government often on a cost-reimbursement basis. Expenditures made with this revenue are identifiable as federally supported expenditures.

DESCRIPTION OF EXPENDITURE FUNCTIONS

The Wisconsin Technical College System Board requires each technical college to classify expenditures by function. A function is a group of related activities aimed at accomplishing a major service or regulatory program for which a district is responsible.

Instruction – This category includes teaching, academic administration, including clerical support, and other activities related directly to the teaching of students, guiding the students in the educational program and coordination and improvement of teaching.

Instructional Resources – Encompassed here are all the learning resource activities such as library, instructional technology, learning resource centers, instructional resources administration and clerical support.

Student Services – Includes those non-instructional services provided for the student body such as student recruitment, student services administration and clerical support, admissions, registration, counseling, including testing and evaluation, health services, financial aids, placement and follow-up.

General Institutional – This classification includes all services benefiting the entire District, exclusive of those chargeable directly to other functional categories. This classification would include the District Board, the office of the President, the business office and general supporting administrative offices serving all functions of the District. Additional examples of this type of expenditure are legal fees, external audit fees, purchasing, general liability insurance, information technology, personnel, employment relations and affirmative action programs.

Physical Plant – This includes all services required for the operation and maintenance of the District's physical facilities. Principal and interest on long-term obligations is included under this function as are general utilities – heat, light and power.

Auxiliary Services – This function includes commercial-type activities such as the bookstore, parts store and vending services.

Moraine Park Technical College District

Combined Budget Summary

July 1, 2013 - June 30, 2014

	2011-12 <u>Actual (a)</u>	2012-13 <u>Budget (b)</u>	2012-13 <u>Estimated (c)</u>	2013-14 <u>Budget</u>
Revenues				
Local Government	35,940,539	36,137,317	36,148,457	36,337,317
State Aids	4,578,281	4,734,623	5,179,227	4,392,497
Program Fees	8,032,302	8,240,000	7,935,600	8,556,778
Material Fees	456,081	455,000	445,280	451,500
Other Student Fees	1,047,518	1,058,900	1,035,190	1,129,000
Institutional	12,940,449	13,571,148	14,124,398	14,269,822
Federal	14,117,809	14,239,489	13,816,809	14,313,201
Total Revenues	<u>77,112,979</u>	<u>78,436,477</u>	<u>78,684,961</u>	<u>79,450,115</u>
Expenditures				
Instruction	26,681,434	27,860,801	29,137,791	27,018,579
Instructional Resources	2,238,388	2,613,270	2,449,179	2,720,088
Student Services	19,596,094	20,565,094	20,176,761	21,032,991
General Institutional	12,159,237	13,085,728	12,550,574	12,673,309
Physical Plant	10,934,358	12,107,108	12,173,996	12,894,234
Auxiliary Services	10,889,615	10,615,061	10,153,115	10,065,309
Total Expenditures	<u>82,499,126</u>	<u>86,847,062</u>	<u>86,641,416</u>	<u>86,404,510</u>
Net Revenue (Expenditures)	(5,386,147)	(8,410,585)	(7,956,455)	(6,954,395)
Other Sources (Uses)				
Payment to Current Noteholder	-	-	(764,485)	(966,354)
Proceeds from Debt	4,735,000	5,900,000	6,840,000	6,175,000
Total Resources (Uses)	<u>(651,147)</u>	<u>(2,510,585)</u>	<u>(1,880,940)</u>	<u>(1,745,749)</u>
Transfers To (From) Fund Balance				
Designated for Operations	1,345,337	(680,000)	(1,207,123)	(891,052)
Designated for State Aid Fluctuation	(147,000)	(20,000)	-	-
Reserve for Capital Projects	460,118	-	(135,606)	-
Reserve for Equipment	(151,063)	(320,416)	(1,057,578)	645,237
Reserve for Debt Service	73,671	29,883	812,169	(953,068)
Retained Earnings	(1,845,841)	(1,202,561)	(338,505)	(371,699)
Reserve for Student Organizations	(20,109)	(20,025)	(34,250)	(33,100)
Designated Fund Balance for Subsequent Year	133,740	2,534	79,953	(142,067)
Designated Fund Balance for Other Post-Employment Benefits	(500,000)	(300,000)	-	-
Total Transfers To (From) Fund Balance	<u>(651,147)</u>	<u>(2,510,585)</u>	<u>(1,880,940)</u>	<u>(1,745,749)</u>
Beginning Fund Balance	<u>25,421,991</u>	<u>24,770,844</u>	<u>24,770,844</u>	<u>22,889,904</u>
Ending Fund Balance	<u>24,770,844</u>	<u>22,260,259</u>	<u>22,889,904</u>	<u>21,144,155</u>

Moraine Park Technical College District
Combined Budget Summary - Continued
July 1, 2013 - June 30, 2014

Expenditures by Fund	<u>2011-12 Actual (a)</u>	<u>2012-13 Budget (b)</u>	<u>2012-13 Estimated (c)</u>	<u>2013-14 Budget</u>
General	44,864,043	46,938,925	46,635,693	47,755,520
Special Revenue (Operational)	2,914,571	2,841,269	2,966,759	2,381,948
Special Revenue (Non-Aidable)	13,492,242	14,045,575	13,689,463	14,455,400
Capital Projects	4,571,392	6,411,115	7,329,040	5,754,619
Debt Service	5,767,263	5,995,117	5,867,346	5,991,714
Enterprise	2,622,945	2,691,496	2,732,240	2,690,056
Internal Service	<u>8,266,670</u>	<u>7,923,565</u>	<u>7,420,875</u>	<u>7,375,253</u>
Total Expenditures by Fund	<u><u>82,499,126</u></u>	<u><u>86,847,062</u></u>	<u><u>86,641,416</u></u>	<u><u>86,404,510</u></u>

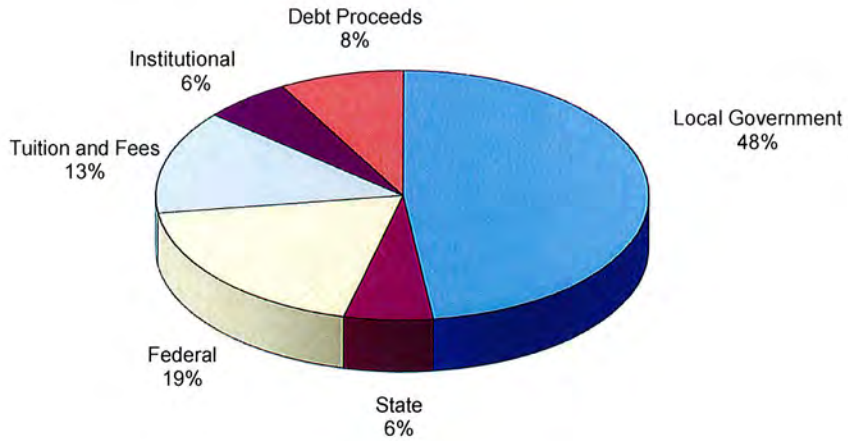
(a) Actual is presented on a budgetary basis

(b) As revised October 17, 2012

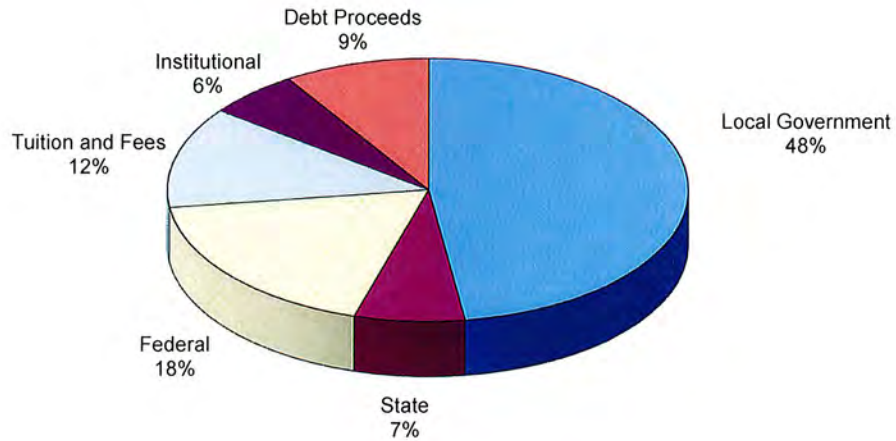
(c) Estimate is based upon 8 months of actual and 4 months of estimate

Moraine Park Technical College District Governmental Fund Type Budget Resource Comparison

2013-14
\$75,681,505



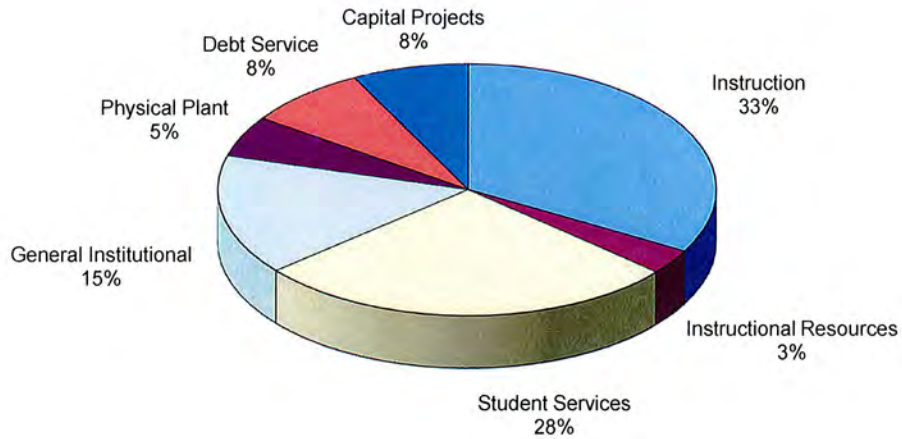
2012-13
\$75,710,351



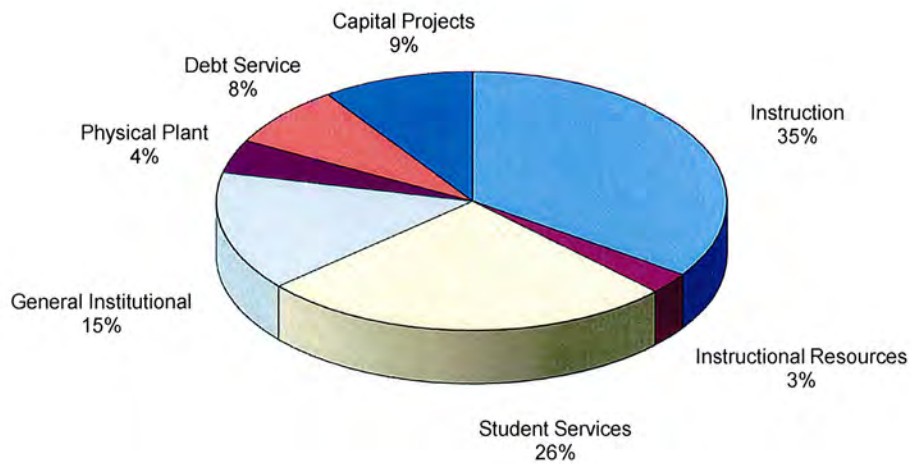
The 2012-13 amounts are estimated; 2013-14 amounts are budgeted.

Moraine Park Technical College District Governmental Fund Type Budget Expenditure Comparison

2013-14
\$76,339,201



2012-13
\$76,488,301



The 2012-13 amounts are estimated; 2013-14 amounts are budgeted.

Moraine Park Technical College District
Budgeted Expenditures by Object Level *
2013-14 Budget Year

	<u>Amount</u>	<u>% of Total</u>
Personnel Services		
Salaries and Wages	26,571,698	34.81%
Fringe Benefits	<u>10,508,774</u>	<u>13.77%</u>
Total Personnel Services	37,080,472	48.58%
Current Expense	27,512,396	36.04%
Capital Outlay	5,754,619	7.54%
Debt Service	<u>5,991,714</u>	<u>7.85%</u>
	<u>76,339,201</u>	<u>100.01%</u>

* General, Special Revenue (Operational and Non-Aidable), Capital Projects and Debt Service Funds only.

Moraine Park Technical College District

Pro Forma Balance Sheet (Note 1)

June 30, 2013

	Governmental Fund Category				Proprietary Fund Category		Fixed Assets	Long-Term Debt (Note 3)	Total Memorandum Only
	General	Special Revenue (Operational)	Special Revenue (Non-Aidable)	Capital Projects	Debt Service	Enterprise			
ASSETS									
Cash	4,200,000	-	-	-	1,515,503	1,000	2,300,000	-	8,016,503
Investments	4,500,000	-	-	1,900,000	-	-	3,100,000	-	9,500,000
Receivables	13,285,000	650,000	18,000	9,000	-	85,000	-	-	14,047,000
Due from Other Funds	476,172	-	35,902	-	-	166,748	-	-	678,822
Inventory	-	-	-	-	-	640,000	-	-	640,000
Prepays	398,000	-	-	-	-	-	225,000	-	623,000
Fixed Assets (Note 2)	-	-	-	-	-	52,000	150,000	77,000,000	77,202,000
Amount available in debt service fund for debt service	-	-	-	-	-	-	-	1,515,503	1,515,503
Amount to be Provided for Long-Term Debt	-	-	-	-	-	-	-	21,764,497	21,764,497
TOTAL ASSETS	22,859,172	650,000	53,902	1,909,000	1,515,503	944,748	5,775,000	77,000,000	133,987,325
LIABILITIES									
Accounts Payable	1,925,000	10,000	2,000	650,000	-	48,000	4,000	-	2,639,000
Deferred Revenues	4,200,000	-	-	-	-	-	14,000	-	4,214,000
Accrued Liabilities	2,300,000	76,000	1,500	-	-	27,000	862,922	-	3,267,422
Due to Other Funds	-	-	-	442,980	-	-	235,842	-	678,822
General Long-Term Debt	-	18,177	-	-	-	-	-	23,280,000	23,298,177
TOTAL LIABILITIES	8,425,000	104,177	3,500	1,092,980	-	75,000	1,116,764	23,280,000	34,097,421
FUND EQUITY									
Investments in Fixed Assets (Note 2)	-	-	-	-	-	-	-	77,000,000	77,000,000
Retained Earnings	-	-	-	-	-	869,748	4,658,236	-	5,527,984
Fund Balance: (Note 4)									
Reserved for:									
Prepaid Expenditures	398,000	-	-	-	-	-	-	-	398,000
Capital Projects	-	-	-	816,020	-	-	-	-	816,020
Debt Service	-	-	-	-	1,515,503	-	-	-	1,515,503
Student Financial Assistance	-	-	50,402	-	-	-	-	-	50,402
Unreserved:									
Designated for State Aid Fluctuations	282,000	-	-	-	-	-	-	-	282,000
Designated for Operations	13,754,172	-	-	-	-	-	-	-	13,754,172
Designated Fund balance for Subsequent Year	-	545,823	-	-	-	-	-	-	545,823
TOTAL FUND EQUITY	14,434,172	545,823	50,402	816,020	1,515,503	869,748	4,658,236	77,000,000	99,889,904
TOTAL LIABILITIES AND FUND EQUITY	22,859,172	650,000	53,902	1,909,000	1,515,503	944,748	5,775,000	77,000,000	133,987,325

See notes on next page

Moraine Park Technical College District
Pro Forma Balance Sheet Notes
June 30, 2013

NOTES:

1. **Pro Forma:** This statement represents a projected estimate of the June 30, 2013 balance sheet prepared as of April 25, 2013.
2. **Fixed Assets and Investment in Fixed Assets:** The District's investment in land, buildings and equipment is recorded in this group of accounts.
3. **Long-term Debt:** This group of accounts reflects the District's outstanding long-term debt principal commitment. The "Amount to be Provided for Long-Term Debt" represents the additional amount of local tax levy and other revenue not currently available to retire present outstanding long-term debt (principal). Refer to the Schedule of Long-Term Obligations for detailed information.
4. **Fund Balance:**
 - Reserve for Prepaid Expenditures:** A segregation of the fund balance reserved for subsequent years' expenditures paid for in the current fiscal year.
 - Reserve for Capital Projects:** A portion of the fund balance which is to be used exclusively and specifically for the acquisition of and improvement of sites and for the acquisition, construction, equipping and renovation of buildings.
 - Reserve for Debt Service:** A portion of the fund balance designated for the payment of principal and interest on general obligation debt.
 - Reserve for Student Financial Assistance:** A segregation of the fund balance which is reserved exclusively and specifically for financial aid to students.
 - Designated for State Aid Fluctuations:** A segregation of a portion of the fund balance to provide for reductions and variations in state aid.
 - Designated for Operations:** A segregation of a portion of the fund balance to provide for fluctuations in operating cash balances. A cash flow analysis determines the necessary level.
 - Designated Fund Balance for Subsequent Year:** A segregation of the fund balance to be used to fund the forthcoming year's budget.

Moraine Park Technical College District

Combining Budget Summary

July 1, 2013 - June 30, 2014

	Governmental Funds				Proprietary Funds		Combined Total	
	General	Special Revenue (Operational)	Special Revenue (Non-Aidable)	Capital Projects	Debt Service	Enterprise		Internal Service
Revenues								
Local Government	29,892,317	445,000	-	-	6,000,000	-	-	36,337,317
State Aids	2,932,661	636,366	789,300	34,170	-	-	-	4,392,497
Program Fees	8,556,778	-	-	-	-	-	-	8,556,778
Material Fees	451,500	-	-	-	-	-	-	451,500
Other Student Fees	1,129,000	-	-	-	-	-	-	1,129,000
Institutional	3,632,212	200,000	397,000	92,000	5,000	2,733,210	7,210,400	14,269,822
Federal	20,000	958,515	13,236,000	98,686	-	-	-	14,313,201
Total Revenues	46,614,468	2,239,881	14,422,300	224,856	6,005,000	2,733,210	7,210,400	79,450,115
Expenditures								
Instruction	24,026,927	1,290,363	-	1,701,289	-	-	-	27,018,579
Instructional Resources	2,438,744	-	-	281,344	-	-	-	2,720,088
Student Services	5,512,231	1,036,610	14,455,400	28,750	-	-	-	21,032,991
General Institutional	11,776,923	51,200	-	845,186	-	-	-	12,673,309
Physical Plant	4,000,695	3,775	-	2,898,050	5,991,714	-	-	12,894,234
Auxiliary Services	-	-	-	-	-	2,690,056	7,375,253	10,065,309
Total Expenditures	47,755,520	2,381,948	14,455,400	5,754,619	5,991,714	2,690,056	7,375,253	86,404,510
Net Revenue (Expenditures)	(1,141,052)	(142,067)	(33,100)	(5,529,763)	13,286	43,154	(164,853)	(6,954,395)
Other Sources (Uses)								
Proceeds from Debt	-	-	-	6,175,000	-	-	-	6,175,000
Interfund Transfers In (Out)	250,000	-	-	-	-	(250,000)	-	-
Payment to Current Noteholder	-	-	-	-	(966,354)	-	-	(966,354)
Total Resources (Uses)	(891,052)	(142,067)	(33,100)	645,237	(953,068)	(206,846)	(164,853)	(1,745,749)
Transfers To (From) Fund Balance								
Designated for Operations	(891,052)	-	-	-	-	-	-	(891,052)
Designated Fund Balance for Other Post-Employment Benefits	-	-	-	-	-	-	-	-
Reserve for State Aid Fluctuation	-	-	-	-	-	-	-	-
Reserve for Equipment	-	-	-	645,237	-	-	-	645,237
Reserve for Debt Service	-	-	-	-	(953,068)	-	-	(953,068)
Retained Earnings	-	-	-	-	-	(206,846)	(164,853)	(371,699)
Reserve for Student Financial Assistance	-	-	(33,100)	-	-	-	-	(33,100)
Designated Fund Balance for Subsequent Year	-	(142,067)	-	-	-	-	-	(142,067)
Total Transfers To (From) Fund Balance	(891,052)	(142,067)	(33,100)	645,237	(953,068)	(206,846)	(164,853)	(1,745,749)
Beginning Fund Balance	14,434,172	545,823	50,402	816,020	1,515,503	869,748	4,658,236	22,889,904
Ending Fund Balance	13,543,120	403,756	17,302	1,461,257	562,435	662,902	4,493,383	21,144,155

Moraine Park Technical College District

General Fund

2013-2014 Budgetary Statement of Resources, Uses and Changes in Fund Balance

	2011-12 Actual (a)	2012-13 Budget (b)	2012-13 Estimated (c)	2013-14 Budget
Revenues				
Local Government	29,605,718	29,767,317	29,778,457	29,892,317
State Aids	3,037,750	2,925,500	3,181,835	2,932,661
Program Fees	8,032,302	8,240,000	7,935,600	8,556,778
Material Fees	456,081	455,000	445,280	451,500
Other Student Fees	1,047,518	1,058,900	1,035,190	1,129,000
Institutional	3,364,026	3,222,208	3,532,208	3,632,212
Federal	18,985	20,000	20,000	20,000
Total Revenues	<u>45,562,380</u>	<u>45,688,925</u>	<u>45,928,570</u>	<u>46,614,468</u>
Expenditures				
Instruction	23,812,633	24,482,991	24,652,983	24,026,927
Instructional Resources	1,817,415	2,135,795	2,053,336	2,438,744
Student Services	4,861,536	5,425,267	5,391,548	5,512,231
General Institutional	11,510,449	11,783,544	11,350,613	11,776,923
Physical Plant	2,862,010	3,111,328	3,187,213	4,000,695
Total Expenditures	<u>44,864,043</u>	<u>46,938,925</u>	<u>46,635,693</u>	<u>47,755,520</u>
Net Revenue (Expenditures)	698,337	(1,250,000)	(707,123)	(1,141,052)
Other Sources (Uses)				
Interfund Transfers In (Out)	-	250,000	(500,000)	250,000
Total Resources (Uses)	<u>698,337</u>	<u>(1,000,000)</u>	<u>(1,207,123)</u>	<u>(891,052)</u>
Transfers To (From) Fund Balance				
Designated for Operations	1,345,337	(680,000)	(1,207,123)	(891,052)
Designated for State Aid Fluctuation	(147,000)	(20,000)	-	-
Designated Fund Balance for Other Post-Employment Benefits	(500,000)	(300,000)	-	-
Total Transfers To (From) Fund Balance	698,337	(1,000,000)	(1,207,123)	(891,052)
Beginning Fund Balance	<u>14,942,958</u>	<u>15,641,295</u>	<u>15,641,295</u>	<u>14,434,172</u>
Ending Fund Balance	<u>15,641,295</u>	<u>14,641,295</u>	<u>14,434,172</u>	<u>13,543,120</u>

The General Fund is used to account for all financial activities except those required to be accounted for in another fund.

(a) Actual is presented on a budgetary basis

(b) As revised October 17, 2012

(c) Estimate is based upon 8 months of actual and 4 months of estimate

Moraine Park Technical College District
Special Revenue Fund (Operational)
2013-2014 Budgetary Statement of Resources, Uses and Changes in Fund Balance

	2011-12 Actual (a)	2012-13 Budget (b)	2012-13 Estimated (c)	2013-14 Budget
Revenues				
Local Government	509,818	370,000	370,000	445,000
State Aids	818,111	1,106,403	1,187,809	636,366
Institutional	179,047	254,440	311,780	200,000
Federal	1,541,335	1,112,960	1,177,123	958,515
Total Revenues	<u>3,048,311</u>	<u>2,843,803</u>	<u>3,046,712</u>	<u>2,239,881</u>
Expenditures				
Instruction	1,565,607	1,679,183	1,822,331	1,290,363
Student Services	1,215,255	1,055,911	1,057,409	1,036,610
General Institutional	127,826	96,400	83,244	51,200
Physical Plant	5,883	9,775	3,775	3,775
Total Expenditures	<u>2,914,571</u>	<u>2,841,269</u>	<u>2,966,759</u>	<u>2,381,948</u>
Net Revenue (Expenditures)	<u>133,740</u>	<u>2,534</u>	<u>79,953</u>	<u>(142,067)</u>
Transfers To (From) Fund Balance				
Designated Fund Balance for Subsequent Year	<u>133,740</u>	<u>2,534</u>	<u>79,953</u>	<u>(142,067)</u>
Total Transfers To (From) Fund Balance	133,740	2,534	79,953	(142,067)
Beginning Fund Balance	<u>332,130</u>	<u>465,870</u>	<u>465,870</u>	<u>545,823</u>
Ending Fund Balance	<u>465,870</u>	<u>468,404</u>	<u>545,823</u>	<u>403,756</u>

The Special Revenue Fund (Operational) is used to account for the proceeds and related financial activity of specific revenue sources that are legally restricted to specific purposes other than expendable trusts or major capital projects.

(a) Actual is presented on a budgetary basis

(b) As revised October 17, 2012

(c) Estimate is based upon 8 months of actual and 4 months of estimate

Moraine Park Technical College District

Special Revenue Fund (Non-Aidable)

2013-2014 Budgetary Statement of Resources, Uses and Changes in Fund Balance

	2011-12 <u>Actual (a)</u>	2012-13 <u>Budget (b)</u>	2012-13 <u>Estimated (c)</u>	2013-14 <u>Budget</u>
Revenues				
State Aids	681,927	672,300	775,413	789,300
Institutional	272,226	308,000	358,800	397,000
Federal	12,517,980	13,045,250	12,521,000	13,236,000
Total Revenues	<u>13,472,133</u>	<u>14,025,550</u>	<u>13,655,213</u>	<u>14,422,300</u>
Expenditures				
Student Services	13,492,242	14,045,575	13,689,463	14,455,400
Total Expenditures	<u>13,492,242</u>	<u>14,045,575</u>	<u>13,689,463</u>	<u>14,455,400</u>
Net Revenue (Expenditures)	<u>(20,109)</u>	<u>(20,025)</u>	<u>(34,250)</u>	<u>(33,100)</u>
Transfers To (From) Fund Balance				
Reserve for Student Financial Assistance	(20,109)	(20,025)	(34,250)	(33,100)
Total Transfers To (From) Fund Balance	(20,109)	(20,025)	(34,250)	(33,100)
Beginning Fund Balance	104,761	84,652	84,652	50,402
Ending Fund Balance	<u>84,652</u>	<u>64,627</u>	<u>50,402</u>	<u>17,302</u>

The Special Revenue Fund (Non-Aidable) is used to account for assets held by the District as a trustee/agent for individuals, private organizations, other governmental units or other funds. MPTC also accounts for student financial aid in this fund.

(a) Actual is presented on a budgetary basis

(b) As adopted October 17, 2012

(c) Estimate is based upon 8 months of actual and 4 months of estimate

Moraine Park Technical College District

Capital Projects Fund

2013-2014 Budgetary Statement of Resources, Uses and Changes in Fund Balance

	2011-12 <u>Actual (a)</u>	2012-13 <u>Budget (b)</u>	2012-13 <u>Estimated (c)</u>	2013-14 <u>Budget</u>
Revenues				
Local Government	25,003	-	-	-
State Aids	40,493	30,420	34,170	34,170
Institutional	40,442	99,000	103,000	92,000
Federal	39,509	61,279	98,686	98,686
Total Revenues	<u>145,447</u>	<u>190,699</u>	<u>235,856</u>	<u>224,856</u>
Expenditures				
Instruction	1,303,194	1,698,627	2,662,477	1,701,289
Instructional Resources	420,973	477,475	395,843	281,344
Student Services	27,061	38,341	38,341	28,750
General Institutional	520,962	1,205,784	1,116,717	845,186
Physical Plant	2,299,202	2,990,888	3,115,662	2,898,050
Total Expenditures	<u>4,571,392</u>	<u>6,411,115</u>	<u>7,329,040</u>	<u>5,754,619</u>
Net Revenue (Expenditures)	(4,425,945)	(6,220,416)	(7,093,184)	(5,529,763)
Other Sources (Uses)				
Proceeds from Debt	<u>4,735,000</u>	<u>5,900,000</u>	<u>5,900,000</u>	<u>6,175,000</u>
Total Resources (Uses)	<u>309,055</u>	<u>(320,416)</u>	<u>(1,193,184)</u>	<u>645,237</u>
Transfers To (From) Fund Balance				
Reserve for Equipment	(151,063)	(320,416)	(1,057,578)	645,237
Reserve for Capital Projects	460,118	-	(135,606)	-
Total Transfers To (From) Fund Balance	309,055	(320,416)	(1,193,184)	645,237
Beginning Fund Balance	<u>1,700,149</u>	<u>2,009,204</u>	<u>2,009,204</u>	<u>816,020</u>
Ending Fund Balance	<u>2,009,204</u>	<u>1,688,788</u>	<u>816,020</u>	<u>1,461,257</u>

Capital Projects Funds are used to account for financial resources and related financial activity for the acquisition and improvement of sites and for the acquisition, construction, equipping and renovation of buildings.

(a) Actual is presented on a budgetary basis

(b) As revised October 17, 2012

(c) Estimate is based upon 8 months of actual and 4 months of estimate

Moraine Park Technical College District

Debt Service Fund

2013-2014 Budgetary Statement of Resources, Uses and Changes in Fund Balance

	2011-12 Actual (a)	2012-13 Budget (b)	2012-13 Estimated (c)	2013-14 Budget
Revenues				
Local Government	5,800,000	6,000,000	6,000,000	6,000,000
Institutional	40,934	25,000	4,000	5,000
Total Revenues	<u>5,840,934</u>	<u>6,025,000</u>	<u>6,004,000</u>	<u>6,005,000</u>
Expenditures				
Physical Plant	5,767,263	5,995,117	5,867,346	5,991,714
Total Expenditures	<u>5,767,263</u>	<u>5,995,117</u>	<u>5,867,346</u>	<u>5,991,714</u>
Net Revenue (Expenditures)	73,671	29,883	136,654	13,286
Other Sources (Uses)				
Interfund Transfers In (Out)	-	-	500,000	-
Payment to Current Noteholder	-	-	(764,485)	(966,354)
Proceeds from Debt	-	-	940,000	-
Total Resources (Uses)	<u>73,671</u>	<u>29,883</u>	<u>812,169</u>	<u>(953,068)</u>
Transfers To (From) Fund Balance				
Reserve for Debt Service	73,671	29,883	812,169	(953,068)
Total Transfers To (From) Fund Balance	73,671	29,883	812,169	(953,068)
Beginning Fund Balance	<u>629,663</u>	<u>703,334</u>	<u>703,334</u>	<u>1,515,503</u>
Ending Fund Balance	<u>703,334</u>	<u>733,217</u>	<u>1,515,503</u>	<u>562,435</u>

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt and long-term lease purchase principal and interest.

(a) Actual is presented on a budgetary basis

(b) As revised October 17, 2012

(c) Estimate is based upon 8 months of actual and 4 months of estimate

Moraine Park Technical College District

Enterprise Fund

2013-2014 Budgetary Statement of Resources, Uses and Changes in Fund Balance

	<u>2011-12 Actual (a)</u>	<u>2012-13 Budget (b)</u>	<u>2012-13 Estimated (c)</u>	<u>2013-14 Budget</u>
Revenues				
Institutional	2,606,817	2,672,100	2,634,710	2,733,210
Total Revenues	<u>2,606,817</u>	<u>2,672,100</u>	<u>2,634,710</u>	<u>2,733,210</u>
Expenditures				
Auxiliary Services	2,622,945	2,691,496	2,732,240	2,690,056
Total Expenditures	<u>2,622,945</u>	<u>2,691,496</u>	<u>2,732,240</u>	<u>2,690,056</u>
Net Revenue (Expenditures)	<u>(16,128)</u>	<u>(19,396)</u>	<u>(97,530)</u>	<u>43,154</u>
Other Sources (Uses)				
Interfund Transfers In (Out)	-	(250,000)	-	(250,000)
Total Resources (Uses)	<u>(16,128)</u>	<u>(269,396)</u>	<u>(97,530)</u>	<u>(206,846)</u>
Transfers To (From) Fund Balance				
Retained Earnings	(16,128)	(269,396)	(97,530)	(206,846)
Total Transfers To (From) Fund Balance	(16,128)	(269,396)	(97,530)	(206,846)
Beginning Fund Balance	<u>983,406</u>	<u>967,278</u>	<u>967,278</u>	<u>869,748</u>
Ending Fund Balance	<u><u>967,278</u></u>	<u><u>697,882</u></u>	<u><u>869,748</u></u>	<u><u>662,902</u></u>

Enterprise Funds are used to account for operations where the costs of providing goods or services to the student body, faculty and staff, or the general public are financed primarily through user fees.

(a) Actual is presented on a budgetary basis

(b) As adopted October 17, 2012

(c) Estimate is based upon 8 months of actual and 4 months of estimate

Moraine Park Technical College District

Internal Service Fund

2013-2014 Budgetary Statement of Resources, Uses and Changes in Fund Balance

	<u>2011-12 Actual (a)</u>	<u>2012-13 Budget (b)</u>	<u>2012-13 Estimated (c)</u>	<u>2013-14 Budget</u>
Revenues				
Institutional	6,436,957	6,990,400	7,179,900	7,210,400
Total Revenues	<u>6,436,957</u>	<u>6,990,400</u>	<u>7,179,900</u>	<u>7,210,400</u>
Expenditures				
Auxiliary Services	8,266,670	7,923,565	7,420,875	7,375,253
Total Expenditures	<u>8,266,670</u>	<u>7,923,565</u>	<u>7,420,875</u>	<u>7,375,253</u>
Net Revenue (Expenditures)	<u>(1,829,713)</u>	<u>(933,165)</u>	<u>(240,975)</u>	<u>(164,853)</u>
Transfers To (From) Fund Balance				
Retained Earnings	(1,829,713)	(933,165)	(240,975)	(164,853)
Total Transfers To (From) Fund Balance	(1,829,713)	(933,165)	(240,975)	(164,853)
Beginning Fund Balance	<u>6,728,924</u>	<u>4,899,211</u>	<u>4,899,211</u>	<u>4,658,236</u>
Ending Fund Balance	<u><u>4,899,211</u></u>	<u><u>3,966,046</u></u>	<u><u>4,658,236</u></u>	<u><u>4,493,383</u></u>

Internal Service Funds are used to account for the financing and related financial activity of goods and services provided by one department to other departments of the District on a cost-reimbursement basis.

(a) Actual is presented on a budgetary basis

(b) As adopted October 17, 2012

(c) Estimate is based upon 8 months of actual and 4 months of estimate

Moraine Park Technical College District Schedule of Long-Term Obligations 2013-14 Budget Year

Promissory Note (\$1,780,000 - 10 years) issued 4-1-04 to RW Baird for Health care remodeling and addition at the FDL campus Interest rate of 2.837% Series 2004C	Promissory Note (\$3,450,000 - 10 years) issued 9-1-04 to RW Baird for general remodeling, and equipment Interest rate of 2.689% Series 2005A	Promissory Note (\$1,850,000 - 10 years) issued 5-1-05 to Harris Trust & Savings Bank for remodeling, equipment and BD expansion Interest rate of 3.503575% Series 2005B	Promissory Note (\$3,000,000 - 10 years) issued 10-1-05 to Piper Jaffray for general remodeling and equipment Interest rate of 3.28919% 2006A	Promissory Note (\$1,400,000 - 10 years) issued 6-30-06 for remodeling of culinary arts at FDL campus and equipment Interest rate of 4.090295% Advanced refunded on 6/19/13; Will settle on 7/20/13 Series 2006C
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48

Budget Yr.	Pay Date	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2013-14	10/1/13 4/1/14	210,000.00	3,675.00 3,675.00	65,000.00	1,186.25 1,186.25	160,000.00	6,161.25 6,161.25	100,000.00	3,600.00 3,600.00	375,000.00	4,645.04
2014-15	10/1/14 4/1/15					175,000.00	3,281.25 3,281.25	100,000.00	1,825.00 1,825.00		
2015-16	10/1/15 4/1/16										
2016-17	10/1/16 4/1/17										
2017-18	10/1/17 4/1/18										
2018-19	10/1/18 4/1/19										
2019-20	10/1/19 4/1/20										
2020-21	10/1/20 4/1/21										
2021-22	10/1/21 4/1/22										
2022-23	10/1/22 4/1/23										
2023-24	10/1/23 4/1/24										
TOTALS		<u>210,000.00</u>	<u>7,350.00</u>	<u>65,000.00</u>	<u>2,372.50</u>	<u>335,000.00</u>	<u>18,885.00</u>	<u>200,000.00</u>	<u>10,850.00</u>	<u>375,000.00</u>	<u>4,645.04</u>

**Moraine Park Technical College District
Schedule of Long-Term Obligations
2013-14 Budget Year**

		Promissory Note (\$2,970,000 - 10 years) issued 10-11-06 for general remodeling and equipment Interest rate of 3.7486778% Advanced refunded on 6/19/13; Will settle on 7/20/13 Series 2007A		Promissory Note (\$1,830,000 - 10 years) be issued 4-18-07 for BD campus expansion, remodeling and equipment Interest rate of 3.8627859% Series 2007B		Promissory Note (\$2,745,000 - 10 years) issued 10-10-07 for general remodeling and equipment Interest rate of 3.7430687% Series 2008A		Promissory Note (\$1,500,000 - 10 years) issued 6-10-08 for WB campus main entrance and equipment Interest rate of 3.5284065% Series 2008B		Promissory Note (\$2,365,000 - 10 years) issued 10-8-08 for general remodeling and equipment Interest rate of 3.1287374% Series 2009A	
<u>Budget Yr.</u>	<u>Pay Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2013-14	10/1/13 4/1/14	580,000.00	6,708.56	185,000.00	16,000.00	190,000.00	16,031.25	150,000.00	14,885.00	85,000.00	7,876.25
2014-15	10/1/14 4/1/15			195,000.00	12,300.00	200,000.00	12,231.25	160,000.00	12,260.00	85,000.00	6,537.50
2015-16	10/1/15 4/1/16			205,000.00	8,400.00	210,000.00	8,231.25	165,000.00	9,460.00	90,000.00	5,135.00
2016-17	10/1/16 4/1/17			215,000.00	4,300.00	215,000.00	4,031.25	175,000.00	6,572.50	95,000.00	3,560.00
2017-18	10/1/17 4/1/18							185,000.00	3,422.50	100,000.00	1,850.00
2018-19	10/1/18 4/1/19										
2019-20	10/1/19 4/1/20										
2020-21	10/1/20 4/1/21										
2021-22	10/1/21 4/1/22										
2022-23	10/1/22 4/1/23										
2023-24	10/1/23 4/1/24										
TOTALS		580,000.00	6,708.56	800,000.00	82,000.00	815,000.00	81,050.00	835,000.00	93,200.00	455,000.00	49,917.50

Moraine Park Technical College District Schedule of Long-Term Obligations 2013-14 Budget Year

		Series 2009B		Series 2010A		Series 2010B		Series 2011A		Series 2011B	
		Promissory Note (\$3,425,000 - 10 years) issued 5-6-09 for WB student services and library addition, phone Interest rate of 2.8324537%		Promissory Note (\$2,315,000 - 10 years) issued 10-8-09 for general remodeling and equipment Interest rate of 1.8766485%		Promissory Note (\$2,615,000 - 10 years) issued 5-12-10 for BD main entrance, WB nursing and equipment Interest rate of 2.5733129%		Promissory Note (\$1,905,000 - 5 years) issued 10-6-10 for general remodeling and equipment Interest rate of 1.183383%		Promissory Note (\$4,935,000 - 10 years) issued 6-8-11 for BD remodel, WB tool/die addition, remodel and equipment, and 2001H refunding Interest rate of 1.8568367%	
		Series 2009B		Series 2010A		Series 2010B		Series 2011A		Series 2011B	
Budget Yr.	Pay Date	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2013-14	10/1/13 4/1/14		34,573.13		8,837.50		24,531.25		5,925.00		40,781.25
		325,000.00	34,573.13	430,000.00	8,837.50	225,000.00	24,531.25	330,000.00	5,925.00	675,000.00	40,781.25
2014-15	10/1/14 4/1/15		30,510.63		4,000.00		22,281.25		3,450.00		34,031.25
		355,000.00	30,510.63	320,000.00	4,000.00	235,000.00	22,281.25	345,000.00	3,450.00	700,000.00	34,031.25
2015-16	10/1/15 4/1/16		25,185.63				19,637.50				27,031.25
		370,000.00	25,185.63			245,000.00	19,637.50			715,000.00	27,031.25
2016-17	10/1/16 4/1/17		19,635.63				16,575.00				19,881.25
		385,000.00	19,635.63			260,000.00	16,575.00			290,000.00	19,881.25
2017-18	10/1/17 4/1/18		13,620.00				12,675.00				16,981.25
		405,000.00	13,620.00			270,000.00	12,675.00			300,000.00	16,981.25
2018-19	10/1/18 4/1/19		7,140.00				8,625.00				13,606.25
		420,000.00	7,140.00			280,000.00	8,625.00			310,000.00	13,606.25
2019-20	10/1/19 4/1/20						4,425.00				9,731.25
						295,000.00	4,425.00			325,000.00	9,731.25
2020-21	10/1/20 4/1/21										5,100.00
										340,000.00	5,100.00
2021-22	10/1/21 4/1/22										
2022-23	10/1/22 4/1/23										
2023-24	10/1/23 4/1/24										

TOTALS

		2,260,000.00	261,330.04	750,000.00	25,675.00	1,810,000.00	217,500.00	675,000.00	18,750.00	3,655,000.00	334,287.50
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**Moraine Park Technical College District
Schedule of Long-Term Obligations
2013-14 Budget Year**

		Promissory Note (\$1,830,000 - 5 years) issued 9-7-11 for district remodeling and equipment Interest rate of .9451402% Series 2012A		Promissory Note (\$2,905,000 - 10 years) issued 6-6-12 for BD library, college life/cafeteria, WB trades remodel and equipment Interest rate of 1.4039239% Series 2012B		Promissory Note (\$4,000,000 - 10 years) issued 10-10-12 for BD & WB remodels and equipment Interest rate of 1.2416074% Series 2013A		Promissory Note (\$2,840,000 - 10 years) to be sold June, 2013 WB multi-trades lab and equipment and debt refunding Projected interest rate of 2.00% Series 2013B		Promissory Note (\$3,675,000 - 7 years) to be sold September, 2013 for general remodeling, EMT, facilities/printing and equipment Projected interest rate of 4.00% Series 2014A	
<u>Budget Yr.</u>	<u>Pay Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2013-14	10/1/13 4/1/14		8,600.00		17,541.25		17,910.00		14,831.11		
		275,000.00	8,600.00	255,000.00	17,541.25	380,000.00	17,910.00	480,000.00	28,400.00	845,000.00	73,500.00
2014-15	10/1/14 4/1/15		5,850.00		15,947.50		16,010.00		23,600.00		56,600.00
		285,000.00	5,850.00	265,000.00	15,947.50	395,000.00	16,010.00	490,000.00	23,600.00	390,000.00	56,600.00
2015-16	10/1/15 4/1/16		3,000.00		14,291.25		14,035.00		18,700.00		48,800.00
		300,000.00	3,000.00	275,000.00	14,291.25	405,000.00	14,035.00	500,000.00	18,700.00	405,000.00	48,800.00
2016-17	10/1/16 4/1/17				12,916.25		12,010.00		13,700.00		40,700.00
				285,000.00	12,916.25	420,000.00	12,010.00	185,000.00	13,700.00	420,000.00	40,700.00
2017-18	10/1/17 4/1/18				11,491.25		9,910.00		11,850.00		32,300.00
				295,000.00	11,491.25	280,000.00	9,910.00	190,000.00	11,850.00	440,000.00	32,300.00
2018-19	10/1/18 4/1/19				10,016.25		8,510.00		9,950.00		23,500.00
				305,000.00	10,016.25	290,000.00	8,510.00	190,000.00	9,950.00	375,000.00	23,500.00
2019-20	10/1/19 4/1/20				8,110.00		6,915.00		8,050.00		16,000.00
				315,000.00	8,110.00	300,000.00	6,915.00	195,000.00	8,050.00	390,000.00	16,000.00
2020-21	10/1/20 4/1/21				5,826.25		4,965.00		6,100.00		8,200.00
				325,000.00	5,826.25	310,000.00	4,965.00	200,000.00	6,100.00	410,000.00	8,200.00
2021-22	10/1/21 4/1/22				3,145.00		2,640.00		4,100.00		
				340,000.00	3,145.00	320,000.00	2,640.00	205,000.00	4,100.00		
2022-23	10/1/22 4/1/23								2,050.00		
								205,000.00	2,050.00		
2023-24	10/1/23 4/1/24										

TOTALS		860,000.00	34,900.00	2,660,000.00	198,570.00	3,100,000.00	185,810.00	2,840,000.00	239,431.11	3,675,000.00	525,700.00
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**Moraine Park Technical College District
Schedule of Long-Term Obligations
2013-14 Budget Year**

Promissory Note
(\$2,500,000 - 10 years)
to be sold May, 2014
for the FDL main entrance and
equipment

Projected interest rate of 4.00%

Series 2014B

Total

Budget Yr.	Pay Date	Principal	Interest	Principal	Interest
2013-14	10/1/13 4/1/14			955,000.00 5,365,000.00	254,299.09 330,014.38
2014-15	10/1/14 4/1/15	205,000.00	41,666.67 50,000.00	- 4,900,000.00	302,382.30 310,715.63
2015-16	10/1/15 4/1/16	215,000.00	45,900.00 45,900.00	- 4,100,000.00	247,806.88 247,806.88
2016-17	10/1/16 4/1/17	225,000.00	41,600.00 41,600.00	- 3,170,000.00	195,481.88 195,481.88
2017-18	10/1/17 4/1/18	235,000.00	37,100.00 37,100.00	- 2,700,000.00	151,200.00 151,200.00
2018-19	10/1/18 4/1/19	245,000.00	32,400.00 32,400.00	- 2,415,000.00	113,747.50 113,747.50
2019-20	10/1/19 4/1/20	255,000.00	27,500.00 27,500.00	- 2,075,000.00	80,731.25 80,731.25
2020-21	10/1/20 4/1/21	265,000.00	22,400.00 22,400.00	- 1,850,000.00	52,591.25 52,591.25
2021-22	10/1/21 4/1/22	275,000.00	17,100.00 17,100.00	- 1,140,000.00	26,985.00 26,985.00
2022-23	10/1/22 4/1/23	285,000.00	11,600.00 11,600.00	- 490,000.00	13,650.00 13,650.00
2023-24	10/1/23 4/1/24	295,000.00	5,900.00 5,900.00	- 295,000.00	5,900.00 5,900.00
TOTALS		2,500,000.00	574,666.67	29,455,000.00	2,973,598.92

Moraine Park Technical College District
Combined Schedule of Long-Term Debt Obligations
2013 - 2014 Budget Year

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013-2014	6,320,000.00	584,313.47	6,904,313.47
2014-2015	4,900,000.00	613,097.93	5,513,097.93
2015-2016	4,100,000.00	495,613.76	4,595,613.76
2016-2017	3,170,000.00	390,963.76	3,560,963.76
2017-2018	2,700,000.00	302,400.00	3,002,400.00
2018-2019	2,415,000.00	227,495.00	2,642,495.00
2019-2020	2,075,000.00	161,462.50	2,236,462.50
2020-2021	1,850,000.00	105,182.50	1,955,182.50
2021-2022	1,140,000.00	53,970.00	1,193,970.00
2022-2023	490,000.00	27,300.00	517,300.00
2023-2024	295,000.00	11,800.00	306,800.00
	<u>\$ 29,455,000.00</u>	<u>\$ 2,973,598.92</u>	<u>\$ 32,428,598.92</u>

LEGAL DEBT LIMIT

State statutes impose two debt limitations on WTCS districts' debt. The following computations are based on the aggregate debt budgeted to be outstanding as of June 30, 2014 net of resources available to fund principal and interest payments.

The aggregate indebtedness of the District may not exceed 5% of the equalized value of the taxable property located in the district per s.67.03(1) Wisconsin Statutes. This limitation applies to indebtedness for all purposes – bonds, promissory notes and capital leases, including taxable and nontaxable borrowings. It also applies to Wisconsin Retirement System (WRS) prior service liability refinanced with the proceeds of promissory notes or bonds. The maximum aggregate indebtedness of the District budgeted for fiscal year 2013-14 net of resources available to fund this debt is \$22,572,565. The 5% limit is approximately \$1,155,543,000.

The bonded indebtedness of the District may not exceed 2% of the equalized value of the property located in the District per s.67.03(9) Wisconsin Statutes. This limitation applies to bonded indebtedness for the purchase of district sites, the construction and remodeling of district facilities and the equipping of district facilities. The maximum bonded indebtedness of the District budgeted for fiscal year 2013-14 net of available resources to fund this debt is \$0. The 2% limit is approximately \$462,217,000.

Section III

Communications Section

ACCREDITATION

The Higher Learning Commission of the North Central Association Commission on Accreditation and School Improvement accredits Moraine Park Technical College. In 2001, Moraine Park became a participant in the Higher Learning Commission's Academic Quality Improvement Program (AQIP). This method of accreditation is based on continuous quality improvement principles. The College participates in a rotating schedule of systems portfolio reviews and appraisals, quality check-up visits, strategy forums and ultimately a Reaffirmation of Accreditation every 7 years. Moraine Park Technical College is currently accredited and will be reviewed for reaffirmation in the 2014-2015 academic years.

In preparation for reaffirmation, Moraine Park submitted its AQIP System Portfolio in June 2013. The portfolio addresses Moraine Park's processes, results, and improvements regarding each of the nine AQIP Categories. The portfolio additionally documents convincing evidence that Moraine Park has met the Higher Learning Commission's Criterion for Accreditation and associated Core Components. The College is scheduled to participate in a Strategy Forum in 2013-14 and also anticipates a Quality Checkup visit from AQIP reviewers in 2013-14.

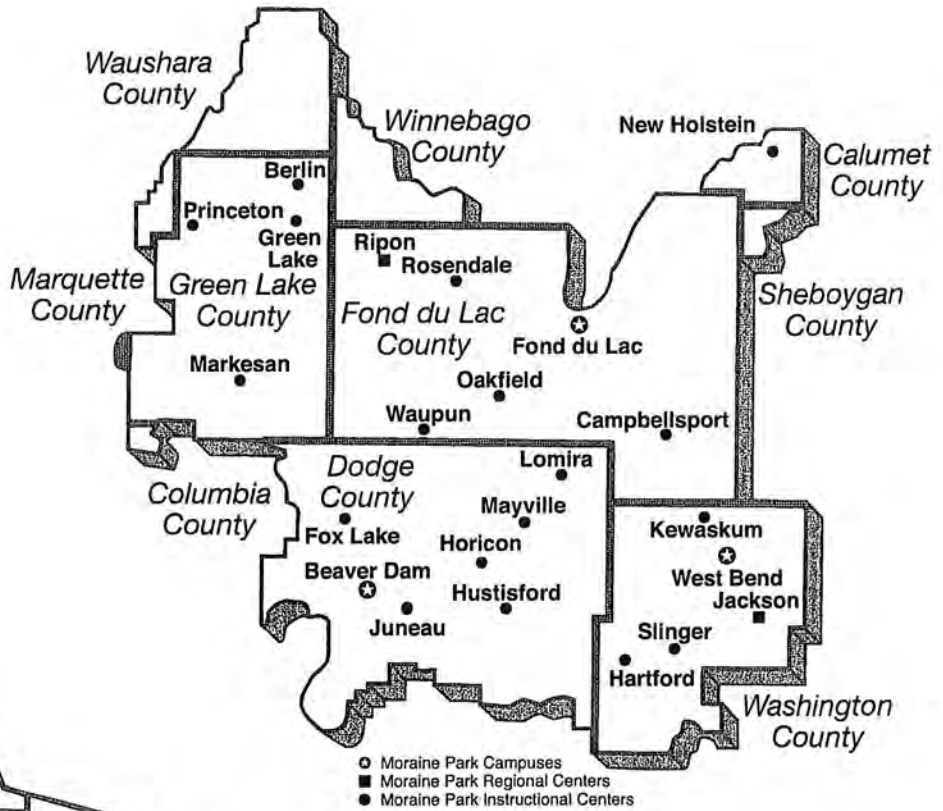
Moraine Park continually reviews feedback from the AQIP Systems Portfolio feedback report, the College's Talk2Us feedback database, community listening sessions, and various other strategic planning input resources. Additionally, the College continues to make progress on the three identified AQIP Action Projects, which include:

Business Intelligence: The second year of this project emphasized development of the TRIC (Technical, Report, Issues, Configuration) Web database application, formation of a Data and Reporting cross-functional team and development of several interactive reports.

Student Progress and Achievement: In the third year of this project a program assessment plan worksheet was revised to include a focus on the exit assessment process, program outcome tracking, Technical Skill Attainment data, and examination of both direct and indirect measures of assessment.

Faculty Advising: A new admissions and advising associate joined the team this year. She realigned advisors and reassessed the program break down for each advisor. Academic support specialists (advisors) have become key players in developing and directing program-specific orientations and program update sessions.

Moraine Park Technical College District and State Maps



Moraine Park Technical College District

Campus Statistics

In addition to the campuses in Beaver Dam, Fond du Lac and West Bend, Moraine Park operates two regional centers where full-time staff are assigned. The locations and square footages for these sites are summarized below. The College also offers courses at numerous Instructional Centers throughout the District.

<u>Campus</u>	<u>Location</u>	<u>Square Footage</u>
Beaver Dam	700 Gould Street Beaver Dam, WI 53916-1994	61,889
Fond du Lac	235 N. National Avenue Fond du Lac, WI 54936-1940	302,055
West Bend	2151 North Main Street West Bend, WI 53095-1598	147,541
Jackson Regional Center* (leased)	N173 W21150 Northwest Passage Way Jackson, WI 53037	9,736
Ripon Regional Center (leased)	850 Tiger Drive Ripon, WI 54971-0313	Not Available

* Opening Fall 2013

Moraine Park Technical College District Position Summary - FTE Basis

<u>Category</u>	<u>2011-12 Actual (a)</u>	<u>2012-13 Budget (b)</u>	<u>2013-14</u>			
			<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Proprietary Fund</u>	<u>Total Budget (b)</u>
Administration	56.7	55.8	54.6	1.1	1.0	56.7
Faculty	228.3	193.2	187.4	7.5	-	194.9
Other Staff	201.2	200.5	181.9	14.2	8.1	204.2
	<u>486.2</u>	<u>449.5</u>	<u>423.9</u>	<u>22.8</u>	<u>9.1</u>	<u>455.8</u>

Notes:

- (a) Information obtained from the Wisconsin Technical College System Board (WTCSB) Form SA-VE505210A, which includes all staff (independent contractors are excluded).
- (b) Budget data includes all staff (independent contractors are excluded).

Moraine Park Technical College District
Governmental Fund Type Revenues by Source and Debt Proceeds
Historical Comparisons (Non-GAAP Budgetary Basis)

Year Ended June 30,	Property Tax Levy		Intergovernmental		Tuition and Fees	Institutional	Total Revenue	Debt Proceeds	Total
	Operational	Debt Service	State	Federal					
2003	20,080,969	5,989,458	6,004,726	4,501,508	5,501,259	2,682,455	44,760,375	2,425,000	47,185,375
2004	21,535,763	5,671,737	6,178,371	5,427,121	6,027,404	2,653,432	47,493,828	5,650,000	53,143,828
2005	22,767,333	5,571,181	6,858,905	6,136,701	6,724,406	2,916,792	50,975,318	5,300,000	56,275,318
2006	24,021,353	5,684,398	6,702,523	6,537,066	6,772,200	3,736,657	53,454,197	7,000,000	60,454,197
2007	25,097,227	6,075,947	6,345,583	6,710,477	7,036,912	4,475,414	55,741,560	4,800,000	60,541,560
2008	26,372,793	6,000,000	6,306,678	7,531,139	7,375,957	4,266,341	57,852,908	4,245,000	62,097,908
2009	27,641,390	6,042,000	6,392,739	8,590,746	8,484,435	4,149,644	61,300,954	5,790,000	67,090,954
2010	29,271,217	5,775,000	6,380,693	13,054,540	10,367,971	3,809,001	68,658,422	4,930,000	73,588,422
2011	30,135,743	5,850,000	5,815,689	15,558,231	10,590,711	3,990,696	71,941,070	4,745,000	76,686,070
2012	30,140,539	5,800,000	4,578,281	14,117,809	9,535,901	3,896,675	68,069,205	4,735,000	72,804,205
Estimate: 2013	30,148,457	6,000,000	5,179,227	13,816,809	9,416,070	4,309,788	68,870,351	6,840,000	75,710,351
Budget: 2014	30,337,317	6,000,000	4,392,497	14,313,201	10,137,278	4,326,212	69,506,505	6,175,000	75,681,505

Note: Governmental fund type revenues include the General, Special Revenue (Operational), Special Revenue (Non-Aidable), Debt Service and Capital Projects funds.

Moraine Park Technical College District
Governmental Fund Type Expenditures by Function
Historical Comparisons (Non-GAAP Budgetary Basis)

Year Ended June 30,	<u>Instruction</u>	<u>Instructional Resources</u>	<u>Student Services</u>	<u>General Institutional</u>	<u>Physical Plant</u>	<u>Total Operational</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Total</u>
2003	20,212,042	2,084,161	6,530,616	6,200,032	2,290,701	37,317,552	6,052,646	3,145,874	46,516,072
2004	21,456,703	1,497,687	8,759,146	6,637,142	2,286,079	40,636,757	5,747,674	5,238,603	51,623,034
2005	22,712,601	1,833,996	9,879,619	7,482,692	2,379,712	44,288,620	5,665,256	5,148,866	55,102,742
2006	23,162,948	1,799,744	10,883,983	8,188,193	2,539,943	46,574,811	5,648,933	7,119,292	59,343,036
2007	23,620,940	1,844,080	11,070,548	9,039,213	2,566,349	48,141,130	5,926,881	6,270,054	60,338,065
2008	23,814,953	1,933,931	11,764,446	9,262,504	2,719,315	49,495,149	6,306,012	3,918,324	59,719,485
2009	25,171,275	1,842,189	13,297,143	10,624,892	2,914,071	53,849,570	6,216,960	6,097,613	66,164,143
2010	26,737,453	1,905,687	17,075,035	12,154,589	2,933,929	60,806,693	5,707,065	4,906,086	71,419,844
2011	26,831,752	2,069,322	20,642,974	12,035,776	3,347,559	64,927,383	5,876,766	4,665,150	75,469,299
2012	25,378,240	1,817,415	19,569,033	11,638,275	2,867,893	61,270,856	5,767,263	4,571,392	71,609,511
Estimate: 2013	26,475,314	2,053,336	20,138,420	11,433,857	3,190,988	63,291,915	5,867,346	7,329,040	76,488,301
Budget: 2014	25,317,290	2,438,744	21,004,241	11,828,123	4,004,470	64,592,868	5,991,714	5,754,619	76,339,201

Note: Governmental fund type expenditures include the General, Special Revenue (Operational), Special Revenue (Non-Aidable), Debt Service and Capital Projects funds.

Moraine Park Technical College District History of Equalized Valuations, Tax Levies and Mill Rates

Tax Year ended June 30.			Total Tax Levy, All Funds	Percent Increase	Equalized Value (a)	Percent Increase	Mill Rates (b)		
	Operational	Debt Service					Operational	Debt Service	MPTC Total
2003	20,079,251	5,989,458	26,068,709		16,702,039,408		1.20220	0.35861	1.56081
2004	21,543,995	5,671,737	27,215,732	4.40	17,839,321,569	6.81	1.20767	0.31793	1.52560
2005	22,764,827	5,571,181	28,336,008	4.12	19,231,097,877	7.80	1.18375	0.28970	1.47345
2006	24,022,893	5,684,398	29,707,291	4.84	20,804,697,149	8.18	1.15469	0.27322	1.42791
2007	25,056,894	6,075,947	31,132,841	4.80	22,731,854,355	9.26	1.10228	0.26729	1.36957
2008	26,378,155	6,000,000	32,378,155	4.00	24,160,329,071	6.28	1.09180	0.24834	1.34014
2009	27,631,281	6,042,000	33,673,281	4.00	25,077,484,948	3.80	1.10184	0.24093	1.34277
2010	29,241,845	5,775,000	35,016,845	3.99	25,270,475,530	0.77	1.15715	0.22853	1.38568
2011	30,147,317	5,850,000	35,997,317	2.80	24,725,264,984	(2.16)	1.21929	0.23660	1.45589
2012	30,147,317	5,800,000	35,947,317	(0.14)	24,272,056,133	(1.83)	1.24206	0.23896	1.48102
2013	30,147,317	6,000,000	36,147,317	0.56	23,462,802,763	(3.33)	1.28490	0.25572	1.54062
Budget: 2014	30,337,317	6,000,000	36,337,317	0.53	23,110,860,722	(1.50)	1.31268	0.25962	1.57230

Notes:

- (a) Due to varying assessment policies in the municipalities located in the District, the District uses equalized value of taxable property for tax levy purposes. This equalized value of property approximates estimated actual (full) value of taxable property in the state of Wisconsin.
- (b) Property tax rates are shown per \$1,000 of equalized value.

Moraine Park Technical College District

Degrees, Certificates and Apprenticeships

Moraine Park Technical College has more than 100 programs, certificates and apprenticeships in the Business, Service Occupations and Trades and Technical divisions. Many of these programs have qualities that are unique to the state; some are shared programs with other technical colleges. Following is a list of these offerings:

3-D Animation Design Certificate	Graphic Communications
ABC Carpentry Apprenticeship	Health Care Leadership Certificate
ABC Construction Electrician Apprenticeship	Health Information Technology
Accounting	Hotel/Hospitality Management
Accounting Assistant	Human Resource Development Certificate
Administrative Professional	Human Resources
Advanced Industrial Maintenance Certificate	Individualized Technical Studies
Advanced Office Software Suite Certificate	Industrial Wiring Certificate
Air Conditioning, Heating and Refrigeration Technology	Infant/Toddler Credential Certificate
Alcohol and Other Drug Abuse Associate (AODA)	IT - Applications Developer - Business
Animation Certificate	IT - Applications Developer - Interactive Media
AODA Certification Preparation Certificate	IT - Information Security Certificate
Artisan Baking Certificate	IT - Network Specialist
Audio-Video Certificate	IT - Technical Support Specialist
Automotive Technician	IT - Web Designer/Developer
Automotive Technology	Instructional Assistant
Basic Industrial Maintenance Certificate	Interactive Media Design - Animation
Building Trades Construction Worker	Interactive Media Design - Motion Graphics
Business Management - Management and Supervision	Introduction to the Instructional Assistant Career Certificate
Business Management - Marketing	Leadership Development
Business Management - Small Business Entrepreneurship	Legal Administrative Professional
Child Care Services	Legal Office Skills Certificate
Chiropractic Assistant: Office Certificate	Liberal Arts Collaborative Agreement
Chiropractic Assistant: Radiography Certificate	LPN to ADN Progression Track
Chiropractic Assistant: Therapy Certificate	Mechanical Design Technology
Chiropractic Specialist	Mechatronics
Civil Engineering Technician - Structural	Medical Assistant
CNC Set-Up/Operator Certificate	Medical Billing Specialist Certificate
CNC/Tool and Die Technologies	Medical Coding Specialist
Commercial Refrigeration Certificate	Medical Laboratory Technician
Computer Numerical Control Certificate	Medical Office Specialist
Cosmetology	Metal Fabrication
Cosmetology Apprenticeship	Mold Design Certificate
Court Reporting	Multilingual Business Certificate
Criminal Justice - Corrections	Nail Technician Certificate
Culinary Arts	Nursing - Associate Degree with a Practical Nursing Exit Point
Culinary Basics Certificate	Nursing Assistant
Customer Service Certificate	Office Assistant
Deli/Bakery Certificate	Office Software Suite Certificate
Die Design Certificate	Organizational Management Certificate
Digital Marketing	Paralegal
Early Childhood Administrative Credential Certificate	Paramedic Technician
Early Childhood Education	Pharmacy Technician
Early Childhood Inclusion Credential Certificate	Phlebotomy Technician Certificate
Early Childhood Mentor/Protégé Certificate	Principles of Management Certificate
Early Childhood Preschool Credential Certificate	Process Engineering Technology - Industrial/Manufacturing
Electrical Power Distribution	Process Engineering Technology - Quality Assurance
Electrical Substation Certificate	Quality/Supervision Certificate
Electricity	Radiography
Electronic Publishing Certificate	Respiratory Therapist
Emergency Medical Technician	Supporting Childrens Learning Certificate
Emergency Medical Technician - Paramedic	Surgical Technology
Entrepreneurship Certificate	Technical Studies - Journeyworker
Fabrication Technologies	Tool and Die Technologies Apprenticeship
Food Production Certificate	Wastewater Treatment Plant Operator Apprenticeship
Food Service Production	Water Quality Technician
General Education Courses	Web Site Coordinator Certificate
General Studies Certificate	Welding
General Studies Transfer Certificate	Wind Energy Technology

Moraine Park Technical College also offers numerous non-degree program courses, correctional programs, workshops and seminars designed to meet the needs of businesses and citizens of the District.

Moraine Park Technical College District

Enrollment Statistics - Historical Comparisons

Student Enrollment (a)

Year Ended June 30,	Associate Degree	Technical Diploma	Vocational Adult	Community Service	Non-Post Secondary	Total	Unduplicated Total
2003	28,177	8,896	14,240	132	7,806	59,251	23,184
2004	31,115	8,652	14,217	49	8,325	62,358	22,756
2005	31,207	8,124	13,289	59	7,915	60,594	21,500
2006	32,032	8,153	13,331	29	7,728	61,273	22,305
2007	28,053	7,785	13,132	6	7,687	56,663	20,516
2008	27,637	7,638	13,175	8	8,522	56,980	20,020
2009	29,102	7,885	12,167	49	8,361	57,564	18,490
2010	33,133	7,911	11,513	1,445	9,984	63,986	18,784
2011	32,459	7,135	10,930	1,325	9,163	61,012	18,712
2012	27,951	7,570	9,446	1,652	8,483	55,102	17,279

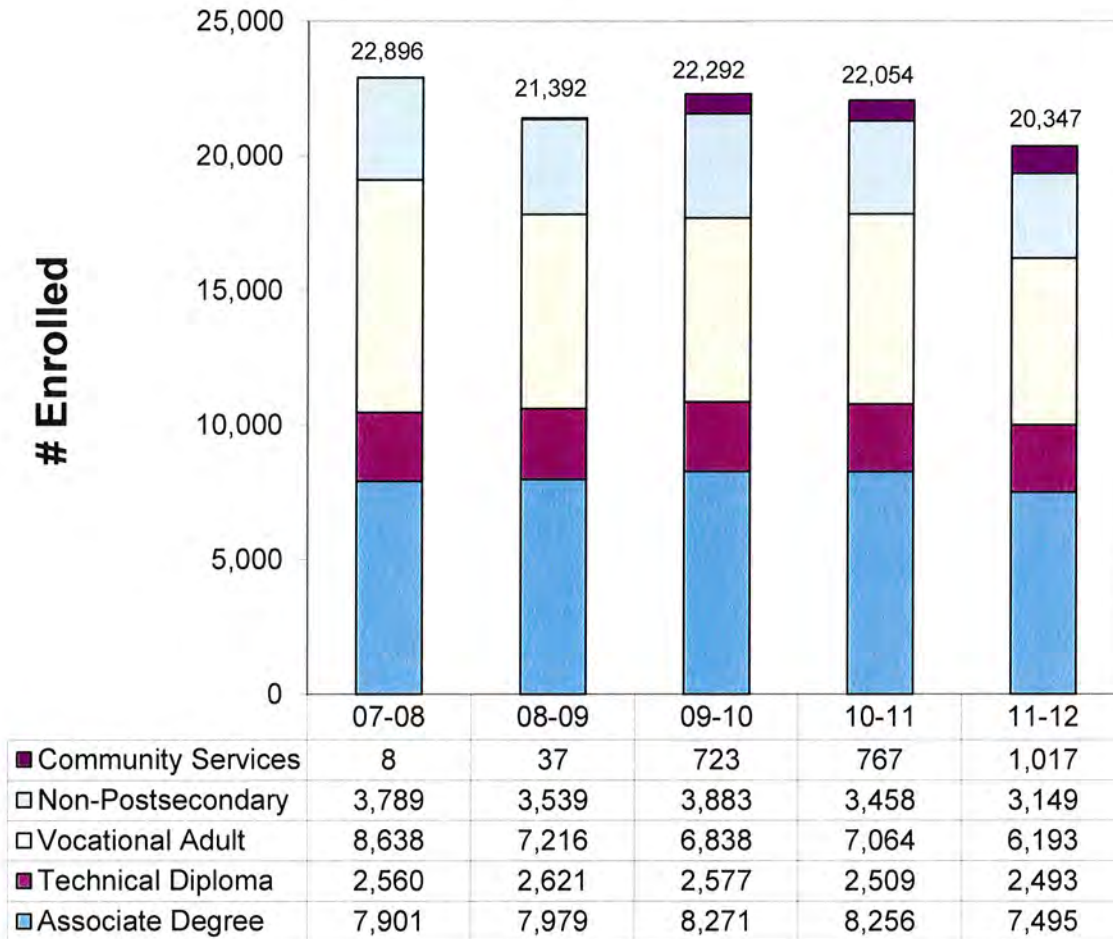
Full-time Equivalents (b)

Year Ended June 30,	Associate Degree	Technical Diploma	Vocational Adult	Community Service	Non-Post Secondary	Total
2003	1,938	719	140	1	253	3,051
2004	1,985	878	133	1	264	3,261
2005	2,248	648	123	1	229	3,249
2006	2,245	665	125	1	227	3,263
2007	2,133	642	124	1	221	3,121
2008	2,133	642	124	1	221	3,121
2009	2,240	647	108	1	237	3,233
2010	2,620	642	108	9	269	3,648
2011	2,571	593	100	8	254	3,526
2012	2,205	609	84	7	233	3,138
Estimated: 2013	2,143	592	82	7	226	3,050
Budgeted: 2014	2,202	610	84	8	232	3,136

Notes:

- (a) All data provided by MPTC Institutional Research department.
- (b) A full-time equivalent (FTE) is basically equal to 30 annual student credits based on a mathematical calculation which varies somewhat by program and which is subject to state approval and audit of student and course data.

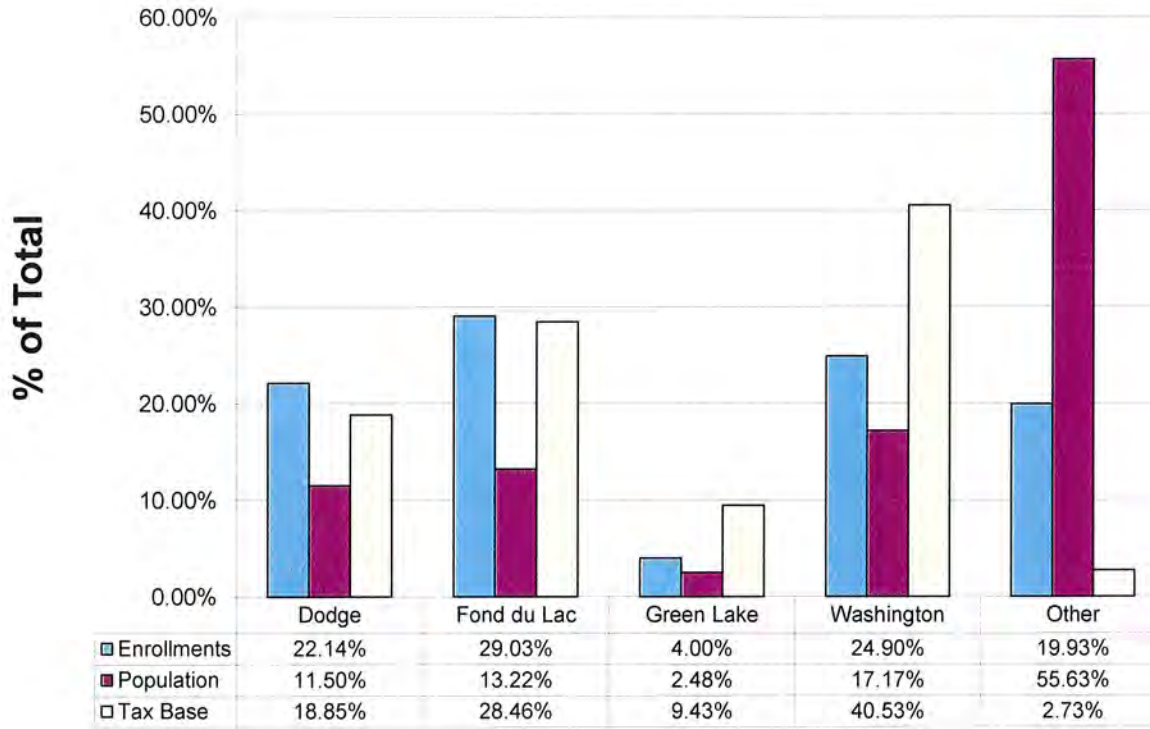
Moraine Park Technical College District Students Enrolled by Aid Category



Source: WTCS FACTS reports

Note: Student enrollments are duplicated; therefore, a single student may be counted more than once.

Moraine Park Technical College District 2011-12 Service Comparison by County



	County Totals					
	<u>Dodge</u>	<u>Fond du Lac</u>	<u>Green Lake</u>	<u>Washington</u>	<u>Other</u>	<u>Total</u>
* Students Served	4,464	5,855	806	5,022	4,019	20,166
** Population	88,692	101,955	19,106	132,482	429,154	771,389
*** Tax Base	4,421,688,183	6,677,202,100	2,212,913,200	9,509,567,548	641,431,732	23,462,802,763

* Source: Moraine Park's Institutional Research department (students enrolled and those served)

** Source: 2012 Estimated MPTC District Population by County (Minor Civil Division totals)

*** Source: Wisconsin Department of Revenue, District Certification of Equalized Values - TID Out

Moraine Park Technical College District Program Graduate Follow-up Statistics (a)

<u>Year</u>	<u>Number of Graduates</u>	<u>Number of Follow-up Respondents</u>	<u>Number Available for Employment</u>	<u>Percent Employed</u>	<u>Percent Employed in Related Occupations</u>	<u>Percent Employed in District</u>	<u>Average Monthly Salary</u>
2002-03	876	609	423	91.0	79.0	62.0	\$2,529
2003-04	986	716	369	94.0	81.0	61.0	\$2,418
2004-05	1,091	764	469	92.0	83.3	62.0	\$2,511
2005-06	1,106	847	549	90.0	76.0	59.0	\$2,613
2006-07	1,163	904	532	93.0	81.0	56.0	\$2,930
2007-08	1,172	721	405	89.0	83.0	55.0	\$2,970
2008-09	986	644	453	83.0	78.5	50.0	\$3,041
2009-10	1,030	742	548	94.0	68.3	58.0	\$2,879
2010-11	1,080	781	573	89.0	74.0	57.0	\$2,864
2011-12	1,110	895	640	88.0	77.0	56.0	\$2,852

(a) Based on a survey of Moraine Park graduates conducted approximately six months after graduation; therefore, 2012-13 statistics are not available. Statistics include graduates of Moraine Park's postsecondary vocational-technical programs. This data does not reflect the activities of students who complete only portions of their program.

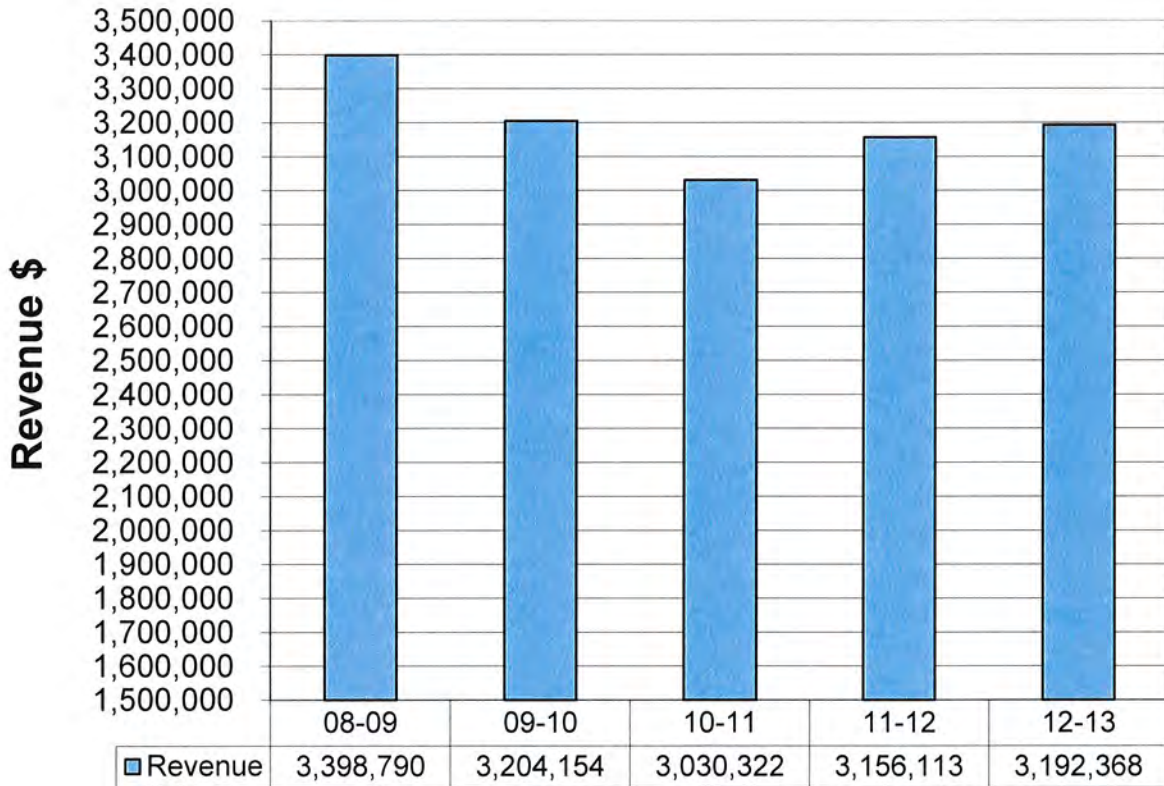
**Moraine Park Technical College District
Top 10 Median Annual Starting Salaries
for 2011-12 Moraine Park Graduates**

Nursing Associate Degree with a Practical Nursing Exit Point	\$51,488
Criminal Justice - Corrections	\$45,899
Respiratory Therapist	\$44,962
Water Quality Technology	\$43,926
Practical Nursing Exit Point	\$43,677
Mechanical Design Technology	\$42,117
Electrical Power Distribution	\$41,597
Civil Engineering Technician - Structural	\$39,000
Health Information Technology	\$36,605
Business Management	\$34,399

Source: Moraine Park Employment Services Office

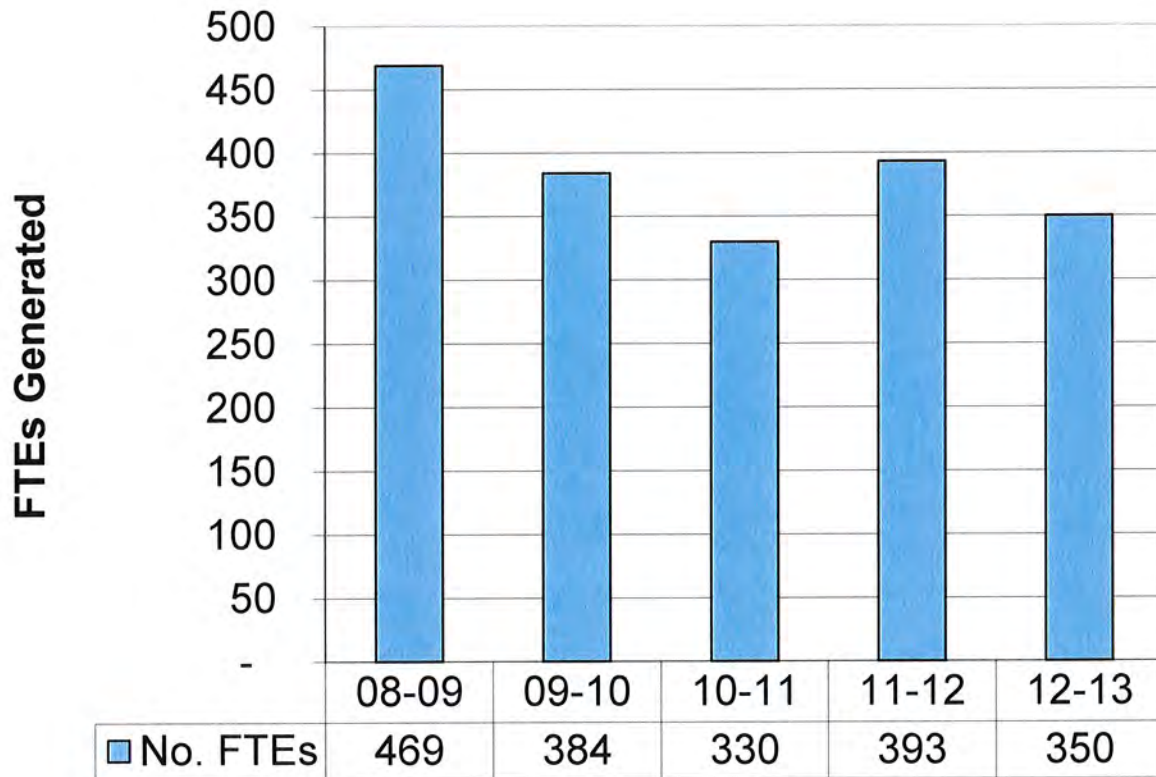
Note: The above information only includes programs that had sufficient wage information (a minimum of three graduates reporting wages to the Graduate Follow-Up Survey). Wages are only reported for related, full-time positions (35+ hours per week). This table may not represent current market demand for these occupations. Some graduates are employed before enrolling at Moraine Park, and their salaries may not reflect salaries for entry-level positions.

Moraine Park Technical College District Revenue Generated through Contracted Services



Source: WTCS FACTS reports; 2012-13 revenue is projected

Moraine Park Technical College District FTEs Generated through Instructional Contracts

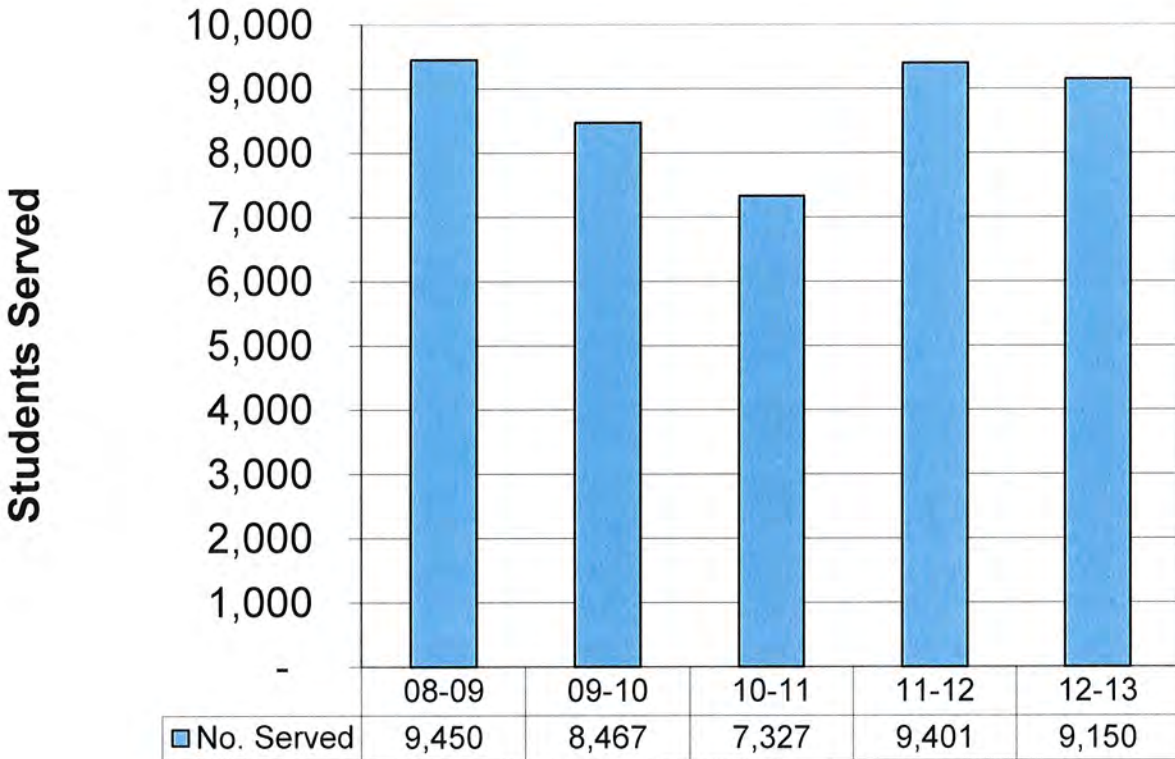


Source: WTCS FACTS reports; 2012-13 FTEs are projected

Note: A full-time equivalent is 30 student credit hours.

Moraine Park Technical College District

Students Served through Instructional Contracts



Source: WTCS FACTS reports; 2012-13 enrollments are projected

Note: Number reflects duplication of trainees across contracts.

Beaver Dam
700 Gould Street
Beaver Dam, WI 53916-1994
920-887-1101

Fond du Lac
235 North National Avenue
PO Box 1940
Fond du Lac, WI 54936-1940
920-922-8611
Toll-Free 1-800-472-4554

West Bend
2151 North Main Street
West Bend, WI 53090-1598
262-334-3413

Moraine Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Equal Opportunity Officer, Moraine Park Technical College, 235 N. National Ave., PO Box 1940, Fond du Lac, WI 54936-1940, 920-924-6459 or 920-924-3232.