



April 25, 2024

## MEETING NOTICE

**NOTICE IS HEREBY GIVEN** that the Madison Area Technical College District Board will meet in executive session, in a hybrid format, at 4:30 p.m. at the Truax Campus, 1701 Wright St, Madison, Room AB132, at 4:30 PM on Wednesday, May 1, 2024, to consider employment, promotion, compensation or performance evaluation data as authorized in Section 19.85 (1) (c), Wis. Stats., and for the purpose of receiving an update on strategy, and terms and conditions, concerning negotiation of the acquisition of real estate as authorized by Section 19.85 (1) (e) Wis. Stats. The meeting will begin and end in open session. Members of the public can monitor the open portion of this meeting, both before and after the executive session, by dialing (608) 620-8501 and entering Conference ID 596 468 282# when prompted.

**NOTICE IS FURTHER HEREBY GIVEN** that immediately following executive session, and anticipated no earlier than 4:45 p.m., the Madison Area Technical College District Board will meet in a hybrid format in open session in Room AB132. Members of the public can monitor the open portion of this meeting, both before and after the executive session, by dialing (608) 620-8501 and entering Conference ID 596 468 282# when prompted.

**NOTICE IS FURTHER HEREBY GIVEN** that the Madison Area Technical College District Board will meet in a hybrid format at 5:30 p.m., in Room D1630B/C, to consider the items below. Members of the public can monitor the meeting by dialing (608) 620-8501 and entering Conference ID 539 367 773# when prompted.

### Public Hearing on FY2024-25 Budget

- I. Call to Order
- II. Highlights of FY2024-25 Budget
- III. Comments from the Public
- IV. Close of Public Hearing

### Regular Business Meeting

- I. CALL TO ORDER
  - A. Compliance with Open Meeting Law
- II. ROUTINE BUSINESS MATTERS
  - A. Approval of April 3, 2024, Meeting Minutes (**Pages 3-10**)
  - B. Public Comment
- III. NEW BUSINESS
  - A. Communications
    1. Student Liaison Report – Mackenzie Carstens
    2. Student Senate President’s Report – Jovhany Michaud

3. Board Chair's Report
    - a. Future Meeting & Event Schedule
  4. College/Campus Announcements
  5. President's Report
    - a. International Travel (**Pages 11-13**)
    - b. Gramm-Leach-Bliley Act Information Security Status Report
- B. Action Items**
1. Fiscal Year 2023-24 Budget Amendment (**Pages 14-20**)
  2. Proposed FY2024-25 Capital Remodel Projects (**Page 21**)
  3. Portage Enterprise Center Lease (**Page 22**)
  4. Consent Agenda
    - a. General fund financial report as of March 31, 2024 (**Pages 23-25**)
    - b. Quarterly investment report as of March 31, 2024 (**Pages 26-29**)
    - c. Quarterly finance metrics (**Pages 31**)
    - d. Request for proposals/request for bids/sole sources (**Page 30**)
    - e. Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period March 16, 2024, through April 15, 2024 (**Pages 32-35**)
    - f. 38.14 contracts for March 2024 (**Page 36**)
    - g. Employment of personnel (**Pages 37-40**)
    - h. Resignations and separations (**Page 41**)

#### **IV. CALENDAR OF EVENTS**

##### **Board Meetings**

June 5, 2024

July 8, 2024 (**Monday**)

##### **Madison College Commencement**

Friday, May 10, 2024, 5:30 p.m. - Veterans Memorial Coliseum at the Alliant Energy Center

##### **Association of Community College Trustees**

Leadership Congress – Seattle, Washington; October 23-26, 2024

#### **V. ADJOURN**

cc: News Media  
Madison College Board  
Legal Counsel  
Administrative Staff  
Full-Time Faculty/ESP Local 243  
Part-Time Faculty

A meeting of the Madison Area Technical College District Board was held on April 3, 2024, in a hybrid format at the Truax Campus. Members of the public were given an opportunity to attend in person or virtually through a phone line published as part of the notice.

Board members present: Donald Dantzler (Chair), Shiva Bidar-Sielaff (Vice-Chair) Melanie Lichtfeld (Secretary), Christopher Canty, Randy Guttenberg, Arlyn Halvorson, Shana Lewis, and Joe Maldonado.

Also present: Jack E. Daniels, President; Jon Anderson, Legal Counsel; Rose Buschhaus, Vice-President of Human Resources/Chief Human Resources Officer; Tim Casper, Executive Vice-President of Student Services, Beth Giles, Interim Provost; Damira Grady, Vice-President of Culture and Climate, Sylvia Ramirez, Executive Vice President, Finance & Administration/Chief Operating Officer; and Mark Thomas, Executive Vice President of Institutional Policy, Strategy/Chief of Staff.

Others present: Mackenzie Carstens, Student Liaison; Khady Dia, Interim Budget Director; Jennie May, Reporting Analyst; Jovhany Michaud, Student Senate President; Cody White, Manager of Capital Planning and Sustainability; Jennifer Zarrinnam, Manager of Academic Affairs Operations; and Kristin Rolling, Recording Secretary.

**Call to Order** <sup>1</sup>

The meeting was duly noticed and called to order at 5:38 p.m. by Mr. Dantzler. Mr. Anderson stated that appropriate notices had been given and the meeting was in compliance with the open meetings law.

**Routine Business Matters** II**Approval of Meeting Minutes** II A

There was a motion by Mr. Maldonado, seconded by Mr. Guttenberg, to approve the meeting minutes of March 6, 2024, as submitted. Motion carried.

**Public Comments** II B

There were no public comments.

**New Business** III**Communications** III A**Board Chair's Report** III B 1**Future Meeting & Event Schedule** III A 1 a

Mr. Dantzler reminded Trustees of upcoming meetings and events. He reported that the Madison College District Board Appointment Committee, made up of the County Board Chairs from the twelve counties in the Madison College District, selected applicants for the three vacancies that will occur on the Board as of June 30. Shiva Bidar-Sielaff was re-appointed to her Employer Member seat. Tonya Olson, the School District Administrator for the Lake Mills Area School District, was appointed as the Board's School District Administrator Member. The Employee Member seat will be filled by Ann McNeary, who is the AFL-CIO Community Services Liaison at United Way of Dane County. Pending final approval at the May 21 Wisconsin Technical College System Board meeting, Ms. Bidar-Sielaff, Ms. Olson, and Ms. McNeary will be sworn in at the Board's meeting on Monday, July 8. He also reported that at their 4:30 meeting this afternoon, the District Board voted unanimously to accept the recommendation of a Board sub-committee to hire Gold Hill Associates to lead the search for the next Madison College president. As part of the consent agenda, the Board will affirm that

selection by naming Gold Hill Associates as the firm awarded the contract for the search, based on a competitive RFP process.

### **Student Liaison Report** III A 2

Mr. Carstens reported that 150 nominations were received for student success awards. Winners will be announced at a banquet later in April. At a recent Student Life event, student leaders spoke with more than 100 individuals about opportunities to participate in student clubs at Madison College.

### **Student Senate Report** III A 3

Mr. Michaud reported that Kai Brito was recently elected as the Student Senate President for the next academic year.

### **College/Campus Announcements** III A 4

Dr. Grady reported that in March, the College Engagement and Belonging Team offered a Take a Kid to Work Day at Madison College. The day was designed to have interactive experiences with employee's children or children that the employees knew. More than 50 children, ages 6 to 17 years old. The engagement of the students gave them exposure to what Madison College has to offer as part of their future educational path.

Dr. Thomas reported that there have been multiple joint Advisory Board and Cabinet meetings, Board Task Force meetings with Trustees Canty and Lichtfeld, and results from community, employee, and student surveys and focus groups have been received. The four focus areas of Access, Journey, Learning, and Success have been synthesized into five key areas of focus: student success gaps; equitable access to technology; optimal program offerings; structured pathways towards completion; and being the first choice for our diverse communities. At the May Board meeting, the college will present those five vision statements to you with

some additional context as to why those are the statements that will guide the next phases of the strategic planning work. The college will bring a final version of the Vision 2030 work for approval at the June Board meeting. The Reedsburg Campus recently worked with Las Milpas, a Mexican-cuisine grocery and restaurant community partner, to host the first of three listening sessions for those interested in English as a Second Language course work. The second and third sessions will be held later this week. The Portage Campus partnered with the Manufacturing Alliance of Sauk, Columbia, and Marquette Counties to offer a one-day experience with 50 sophomores from the Portage High School, with goals of overcoming stereotypes about what it means to work in manufacturing and to create a better understanding of the employment opportunities that are available in the region. The Fort Atkinson Campus is working with academic affairs on a partnership for a phlebotomy offering with the Fort Atkinson high school for a possible spring 2025 cohort. The Watertown Campus started an English as a Second Language course with 25 people enrolled and 2 on the waitlist. Later this month, the college will receive the Award for Strategic Data Excellence from Harvard University's Center for Education Policy Research for how the college used data in work around student parents and childcare.

Dr. Ramirez reported that the college has recently engaged in national conversations to help other colleges and universities support student-parent. Most of the college's FamilyU Team, including Student Parent Fellow Wayne McMillen, went to Washington D.C. at the end of February for a convening about sustaining the college's student-parent efforts beyond the two-year technical assistance engagement with Generation Hope. In March, Dr. Keyimani Alford, the Associate Vice President for Student Access and Success, and Zong Her, Director of Institutional Research and Data Management, presented at Generation Hope's Hope 2024 conference. Their

presentation focused on our holistic data system which allows quantitative and qualitative data to be combined to better understand the intersecting identities of our student-parents and identify gaps in their support. Institutional Research staff will present at the Council for the Study of Community Colleges' Annual Conference later this month. The presentation focus on the college's efforts build on qualitative data from focus groups with parenting students in order to identify successful practices and potential supports for parents who are navigating both academic pursuits and the complex schedules and needs of raising young children.

Dr. Casper shared that several student and organizations have recently received awards and recognitions, including: Athletics, the Wisconsin Broadcasters Association, the Wisconsin Agricultural Machinery Service Technician Contest, Phi Theta Kappa, the American College Theater Festival, a Library Research Award, and a Workforce Development Board of South Central Wisconsin Aspire Award.

Dr. Giles reported that effective July 1, IT programming will move from the School of Tech and trades to the School of Engineering, Science and Mathematics to create the Madison College STEM School. The Caminos CNA Program, a collaborative effort between Madison College and the United Way HIRE Initiative, is a 4-month college-level CNA training for Dane County residents. The program enhances digital and financial literacy, boosts preparedness for employment, provides professional development guidance, and offers practical, hands-on training. Participants connect with potential employers and explore various career opportunities throughout the duration of the program. WTCS President Dr. Morna Foy recently visited a class at Goodman South Campus and participated in a class activity that aims to develop empathy for future healthcare professionals working with elderly patients.

**President's Report** III A 5

**International Travel** III B 5 a

Dr. Daniels informed the Board of recently approved international travel activities that will provide staff professional development and student exchange and recruitment opportunities. The presented activities have been conditionally approved and final decisions will be made for each activity based on a review of health and safety conditions.

**Combined Charitable Campaign** III A 5 b

Dr. Daniels introduced Ms. May and Ms. Zarrinnam to share information about the Madison College Combined Charitable Campaign which takes place each fall. They discussed the college's history of giving to the campaign, details of the 2023 campaign and plans for the 2024 campaign.

**Action Items** III B

**Fiscal Year 2024-25 Proposed Budget** III B 1

Dr. Ramirez provided an update on the Madison College Fiscal Year 2024-25 proposed budget. They shared information related to the college's budget development process and priorities, budget projections, revenue and expenditure assumptions, the tax levy, capital projects borrowing, and the next steps in the budget approval process.

**There was a motion by Mr. Maldonado, seconded by Mr. Guttenberg, to approve taking the proposed Fiscal Year 2024-25 budget to public hearing and establish the date, time, and place for the public hearing as May 1, 2024, at 5:30 pm. The hearing will be held in room D1630B/C of the Madison Area Technical Campus, 1701 Wright Street, Madison. Motion carried.**

**Capital Projects Borrowing** <sup>III B 2</sup>

**Resolution Authorizing the Issuance of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2023-24G** <sup>III B 2 a</sup> **and** **Resolution Establishing the Parameters For the Sale of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2023-2G** <sup>III B 2 b</sup>

Ms. Grigg reported that the attached resolution is the authorization to begin the borrowing process and totals \$3,000,000, including \$1,500,000 for building remodel and improvements and \$1,500,000 for the cost of acquisition of movable equipment and technology. Once the borrowing is authorized, the resolution is published as public notice per Section 67.12(12)(e)5 of the Wisconsin Statutes. Bids are then received. The second resolution is the issuance of the notes is for the public purpose of the acquisition of movable equipment and technology costing \$5,000 or more per unit or set (\$1,500,000), and for the purpose of paying the cost of building remodeling and improvement projects (\$1,500,000). The resolution limits the delegation of authority by stating that the General Obligation Promissory Notes may not be issued unless the True Interest Cost is equal to or less than 5.00%.

**There was a motion by Mr. Maldonado, seconded by Ms. Lewis, to adopt the Resolution Authorizing the Issuance of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2023-24G. Motion carried.**

**There was a motion by Mr. Maldonado, seconded by Ms. Lewis, to adopt the Resolution Establishing Parameters for the Sale of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2023-24G. Motion carried.**

**Consent Agenda** <sup>III B 3</sup>

**General fund monthly financial report as of February 29, 2024** <sup>III B 3 a</sup>

**Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period February 16, 2024 through March 15, 2024**

<sup>III B 3 b</sup>

**38.14 contracts for February 2024** <sup>III B 3 c</sup>

**Requests for proposals/request for bids/sole sources** <sup>III B 3 d</sup>

**Employment of personnel** III B 3 e

**Resignations and separations** III B 3 f

**There was a motion by Mr. Guttenberg, seconded by Mr. Maldonado, to approve Consent Agenda items III.B.3.a. through f. Motion carried.**

**Adjournment** v

**There was a motion by Mr. Maldonado, seconded by Mr. Guttenberg, to adjourn the meeting. Motion carried.**

The meeting adjourned at 7:04 p.m.

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Melanie Lichtfeld, Secretary

Madison Area Technical College

Topic: International Travel Authorizations (Information Only District Board Report)

Date of Madison College District Board Meeting: May 1, 2024

*The following international travel requests have been authorized. All of the requests for international travel listed below conform with all procedural and administrative rules as outlined in Madison College District International Travel Policies.*

<u>Name of Program/Trip</u>	<u>Traveler Name(s)</u>	<u>Destination Country and City</u>	<u>Dates of Travel</u>	<u>Description/Purpose of Travel and Benefit to District</u>	<u>Dollar Amount</u>
Chinese Academy of Sciences/Institute of Atmospheric Sciences and Peking University	Matthew Lazzara	China	May 16 - June 28, 2024	Matthew Lazzara is a Senior Scientist and Research Meteorologist at the Antarctic Meteorological Research Center (AMRC), Space Science and Engineering Center (SSEC). His international recognized research is grant supported and entails collaboration with multiple international research entities. He has been invited by colleagues at the Chinese Academies of Sciences/Institute of Atmospheric Physics and Peking University to share research and collaborate with leading climate scientists. All travel funding (other than \$25 in Madison College travel insurance) is provided by Chinese hosts (no cost to Madison College).	\$25
Sydney Biennale	Sarah Stolte	Sydney, Australia	May 29 - June 19, 2024	Sarah Stolte has a long history of experience collaborating with international art experts in International Biennale exhibitions. She has been invited to participate in the Sydney, Australia Biennale. This unique opportunity provides for firsthand engagement with contemporary art practices on a global scale. The Sydney Biennale is renowned for its diverse representation of artists from around the world, providing an immersive experience that transcends traditional classroom learning. By participating in this event, Stolte will gain valuable insights into current trends, themes, and techniques within the contemporary art world, enriching her understanding of global arts and enhancing her ability to facilitate meaningful discussions in the classroom. Stolte will integrate this experience into her Art History Global Arts class.	\$2,000

CREATE Energy Iceland Research	Kenneth Walz	Iceland	June 15 - 22, 2024	Ken Walz is the Principal Investigator for the CREATE National Science Foundation (NSF) renewable energy grant. Through this project, Walz has been awarded a supplemental NSF funding award to lead a national team of U.S. educators to Iceland to examine best practices in renewable energy. This international faculty program paid for by the National Science Foundation and being organized and implemented by the CREATE Energy Center. All travel funding (other than \$25 in Madison College travel insurance) will be funded through external NSF funding (no cost to Madison College).	\$25
Educational Visit to Academic Institutions and Companies Involved in Quantum 2.0	Grant Emmel	Australia	July 19 - August 12, 2024	Grant Emmel has been invited to participate in a National Science Foundation project related to the introduction of quantum science into advanced technological education. He has been working since Fall 2022 to develop a strategic plan for Advanced Electronic Manufacturing that will strongly promote Madison College as a leader in both workforce and economic development in the State of Wisconsin. This travel is a key point in building a coalition of support for this strategy. All travel funding (other than \$25 in Madison College travel insurance) will be funded through external NSF funding (no cost to Madison College).	\$25
ICISP/CCID Global Summer Seminar Toronto - Strengthening Indigenous Knowledge for Educational Leaders	Jody Cooper Karen Kettner	Toronto	July 24 - August 2, 2024	Madison College international education partners including Community Colleges for International Development (CCID), the Illinois Consortium for International Studies and Programs (ICISP), and Humber College in have joined together to offer an immersive professional development workshop in Toronto focused on Canadian approaches to supporting indigenous students in higher education. Kettner and Cooper will use available professional development funding to participate in this program and integrate learning outcomes into their teaching and college advocacy for Native students.	~\$2,800/ person

ASA Annual Conference	Angelika Gulbis	Canada	August 9 - 13, 2024	<p>Angelika Gulbis has been selected to present at the American Sociological Association conference in Montreal, Canada. Her workshop, "The Joy of AI for Teaching and Learning Sociology" will show other sociologists and sociology faculty about AI and how to use AI to both enhance learning for students and create greater efficiency for faculty so they can focus more on other student needs. Part one of the workshop is a general lesson in AI, and part two of the workshop is a demonstration of Chat GPT and how it can be used 1) to create a syllabus, which creates greater efficiency and more time to focus on other important tasks that lead to student success, 2) as a brainstorming tool in both teaching and in learning, and 3) to enhance student learning by creating an assignment where students can utilize AI to critically evaluate AI output and reflect on the use of AI in education and in the world more broadly. In addition to presenting, attendance at conference will support best practices in teaching and learning sociology.</p>	\$2,484
The Master Series Oxford Trauma Conference 2024	Blanca De Leon	United Kingdom	September 10 - 15, 2024	<p>As the chair of counseling at Madison College, Blanca De Leon is regularly asked to speak on the topic of trauma, both with our students and faculty/staff. As an open college campus, we serve students/people from diverse backgrounds, including students from marginalized groups that have a history of generational trauma. Trauma is complex and leads to significant mental health issues such as post-traumatic stress disorder as well as anxiety and depression. Understanding the complexities and how it presents in different groups is essential in an open college campus. Participation in this conference will grow capacity of the college to serve students with trauma and grow the college network of resources in this field.</p>	\$4,202

## Madison Area Technical College

**DATE:** May 1, 2024

**TOPIC:** Fiscal Year 2023-24 Budget Amendment

**ISSUE:** Background: Wisconsin State Statute Chapter 65.90(5)(a) states:

*...the amount of tax to be levied or certified, the amounts of the various appropriations and the purposes for such appropriations stated in a budget required under sub. (1) may not be changed unless authorized by a vote of two-thirds of the entire membership of the governing body...*

Wisconsin's Administrative Code, TCS 7.05(7), states the

*"Changes to the budget approved by the district board shall be by fund type or function within a fund type and shall be in accordance with s.65.90, Stats."*

In addition, the Madison Area Technical College District Board adopted policies of governance on March 12, 2014, and reapproved July 14, 2014, which gives broad general guidance on significant matters of the District, in the form of Executive Limitations (EL). The Board Policy related to budgeting requires the administration:

*...propose a balanced budget with 1) accurate projection of revenues and expenditures, 2) separation of capital and operational items, 3) projections of cash flow, and 4) disclosure of planning assumptions.*

The Fiscal Year 2023-24 budget was approved by the District Board on June 7, 2023 and modified on December 6, 2023. Per State Statute 65.90(5)(a) and the Wisconsin Administrative Code TCS 7.05(7), and to adhere to the District Board's policy, budget amendments for FY2023-24 should be adopted by the District Board.

### General Fund Adjustments

#### General Fund Revenue Adjustments

- Decrease **Local Government** revenue by \$35,000 to reflect:
  - the additional tax levy allocated to Special Revenue Non-Aidable (decrease by \$52,000) in support of the Supplemental Education Opportunity Grants and Technical and Academic Excellence scholarships.
  - the reduced need for tax levy match in Special Revenue Aidable (increase by \$18,000).
- Decrease **State Aids** by \$159,000 to reflect prior year general state aid adjustment.
- Increase **Program Fees** by \$1,252,000, **Material Fees** by \$116,000 and **Other Student Fees** by \$92,000. This reflects higher than anticipated tuition and fees revenue due to an increase in projected enrollment from 7,200 full-time equivalent students (FTES) to 7,600 FTES and changes in the enrollment mix of students between programs.

- Increase **Institutional** revenue by \$200,000 to reflect anticipated interest income, lease payments and miscellaneous revenue.
- Decrease **Federal Aids** revenue by \$100,000 to reflect decreased indirect Federal aid from lower grant activity.

The above adjustments reflect a net increase in budgeted revenues of \$1,366,000.

#### General Fund Expenditure Adjustments

- Decrease **Instruction** by \$1,259,000 to reflect lower than anticipated spending on course instruction and instructional supplies.
- Decrease **Instructional Resources** by \$38,000 to reflect lower than anticipated spending on instructional support staff and supplies.
- Decrease **Student Services** by \$216,000 to reflect lower than anticipated spending on personnel and supplies.
- Decrease **General Institutional** by \$220,000 to reflect lower than anticipated administrative costs.
- Decrease **Physical Plant** by \$136,000 to reflect lower than anticipated spending on facilities staff and supplies.
- Decrease **Public Service** by \$6,000 to reflect lower than anticipated spending on campus events.

The above adjustments reflect a net decrease in budgeted expenditures of \$1,875,000.

The net result of the General Fund modifications is \$3,241,000. These changes eliminate our planned transfer of \$750,000 to the General Fund from the Internal Services Fund. We also eliminated our planned use of Designations for Subsequent Year/Year(s).

#### Special Revenue Aidable Adjustments

##### Special Revenue Aidable Fund Revenue Adjustments

- Decrease **Local Government** by \$18,000 to reflect reduced need for tax levy match.
- Increase **State Aids** by \$304,000 to reflect changes in state grants awarded, revised, or not funded.
- Decrease **Program Fees** by \$20,000 and decrease **Material Fees** by \$1,000 to reflect lower enrollment and course offerings in continuing education.
- Increase **Other Student Fees** by \$62,000 to reflect the higher revenue for community service tuitions in Continuing Education.
- Decrease **Institutional** revenue by \$94,000.
  - Decreased by \$9,000 to reflect changes in Federal, State, and Local Grants awarded, revised, or not funded.
  - Decreased by \$85,000 to reflect the lower than anticipated enrollment in Gateway to College.
- Decrease **Federal Aid** by \$338,000 to reflect changes in Federal grants awarded, revised, or not funded.

The above adjustments reflect a net decrease in budgeted revenues of \$105,000.

#### Special Revenue Aidable Fund Expenditure Adjustments

- Increase **Instruction** by \$223,000 to reflect changes in Federal, State, and Local Grants awarded, revised, or not funded.
- Decrease **Instructional Resources** by \$112,000
  - Increased \$112,000 to reflect changes in Federal, State, and Local Grants awarded, revised, or not funded.
  - Decreased by \$224,000 to reflect lower staffing and instructor requirements and supplies needs in Continuing Education, STEM Academy, Gateway to College, and Digital Credentials Institute.
- Decrease **Student Services** by \$459,000.
  - Decreased by \$406,000 to reflect changes in Federal, State, and Local Grants awarded, revised, or not funded.
  - Decreased by \$53,000 to reflect lower staffing requirements in STEM Academy.
- Increase **Public Service** by \$9,000 to reflect changes in Federal, State, and Local Grants awarded, revised, or not funded.

The above adjustments reflect a net decrease in budgeted expenditures of \$339,000.

The net result of the Special Revenue Aidable Fund modifications is an increase of \$234,000 in fund balance.

#### Special Revenue Non-Aidable Fund Adjustments

##### Special Revenue Non-Aidable Fund Revenue Adjustments

- Increase **Local Government** revenue by \$52,000 to reflect increased match for the Supplemental Education Opportunity Grants and Technical and Academic Excellence scholarships.
- Increase **State Aids** by \$2,000 to reflect increased aid for Academic Excellence scholarships from the Higher Educational Aids Board (HEAB)
- Increase **Other Student Fees** by \$307,000 due to higher than planned collection of student activity fees due to higher student enrollment.
- Decrease **Institutional** revenue by \$56,000 to reflect decrease in Student Activity Board miscellaneous revenue and the decrease was offset by an increase in Wisconsin Scholars-Grants.
- Increase **Federal Aid** by \$1,136,000 to reflect higher awards for Federal grant support and increase funding for Wisconsin Innovative Grants (WIG) due to more grant activity.

The above adjustments reflect a net increase in budgeted revenues of \$1,441,000.

##### Special Revenue Non-Aidable Fund Expenditure Adjustments

- Increase **Student Services** by \$868,000.
  - Increase by \$1,077,000 to reflect increased student financial aid due to higher enrollment than previously projected.

- Decrease by \$254,000 to reflect lower Student Activities Board (SAB) spending for the student health clinic, bus pass program, and supplies for student organizations.
- Increase by \$45,000 to reflect quicker spending than originally anticipated DWD-WIG Childcare grant.

The above adjustments reflect a net increase in budgeted expenditures of \$868,000.

The net result of the Special Revenue Non-Aidable Fund modifications is \$573,000 which will increase the Student Activities Board retained earnings.

### **Capital Fund Adjustments**

#### Capital Fund Revenue Adjustments

- Increase **Institutional** revenues by \$1,124,000 to reflect additional revenue related to interest allocation, bond premiums, and equipment sales. This amount also includes costs related to the acquisition of the land at Goodman South Campus for the Early Learning Childcare Center.
- Increase **Federal Aid** by \$19,000 to reflect the net change in capital awarded in Federal grants.

The above adjustments reflect a net increase in budgeted revenues of \$1,143,000.

#### Capital Fund Expenditure Adjustments

All areas were adjusted to align initially planned expenditures with the WTCS functional areas where spending is occurring. Any additional expense adjustments are detailed below.

- Decrease **Instruction** by \$144,000 to align expenditures with the correct function and to reflect a slight increase (\$19,000) in capital grant expenditures.
- Decrease **Instructional Resources** by \$2,000,000
- Decrease **Student Services** by \$224,000
- Increase **General Institutional** by \$150,000
- Increase **Physical Plant** by \$2,024,000
- Increase **Auxiliary Services** by \$93,000
- Increase **Public Service** by \$145,000

The above adjustments reflect a net increase in budgeted expenditures of \$44,000.

The net result of the Capital fund modifications is an increase of \$1,099,000 to the fund balance.

### **Debt Service Fund Adjustments**

#### Debt Service Fund Revenue Adjustments

- Increase **Institutional** revenues by \$650,000 to reflect interest income and higher bond premium received on capital borrows.

The net result of the Debt Service modifications is an increase of \$650,000. The fund balance in the Debt Service Fund is held to make interest payments due in advance of the receipt of tax levy funds in subsequent years.

## **Enterprise Fund Adjustments**

### Enterprise Fund Revenue Adjustments

- Increase **Institutional** revenues by \$232,000 to reflect the impact of revenue increases and decreases across multiple operations. The increase is primarily driven by the Textbook Rental program, which is planned to collect \$300,000 in additional revenue, primarily due to higher than anticipated student enrollment.
  - Decrease by \$100,000 for Instructional Resale.
  - Decrease by \$30,000 for Salon Services.
  - Increase by \$20,000 for Athletic Facilities.
  - Increase by \$17,000 for Career Fairs & Internships.
  - Increase by \$10,000 for Culinary Resale.
  - Increase by \$15,000 for Mitby Theatre.
  - Increase by \$300,000 for Textbook Rentals.
- Increase **Federal Aids** by \$3,000 for additional federal funding for the Early Learning Campus.

The above adjustments reflect a net increase in budgeted revenues of \$235,000.

### Enterprise Fund Expenditure Adjustments

- Increase **Auxiliary Services** expenditure by \$63,000 to reflect higher than projected expenditures for the bookstore, dining services and parking. This increase was offset by the decrease in instructional resale due to lower enrollment in some of the instructional resale programs.
  - Increase by \$67,000 for Bookstore
  - Increase by \$68,000 for Dining Services.
  - Increase by \$128,000 for Parking.
  - Decrease by \$200,000 for Instructional Resale.

The above adjustments reflect a net increase in budgeted expenditures of \$63,000.

The net result of the Enterprise Fund modifications is a \$172,000 increase in fund balance.

## **Internal Services Fund Adjustments**

### Internal Services Fund Revenue Adjustments

- Increase **Institutional** revenue by \$2,000 to reflect a slight increase in the revenue related to insurance claims.

### Internal Services Fund Expenditure Adjustments

- Increase **Auxiliary Services** expenditures by \$144,000 to reflect increased communication expenses and increased expenses in our self-insurance funds.

The net result of the Internal Services Fund modifications is a decrease of \$142,000 in the existing fund balance. We also eliminated the planned transfer of \$750,000 from the Internal Services Fund to the General Fund.

### **Fiduciary Fund Adjustments**

#### Fiduciary Fund Revenue Adjustments

- Decrease **Institutional** revenue by \$51,000 for WTCS Marketing Consortium.

#### Fiduciary Fund Budgeted Expenditure Adjustments

- Decrease **General Institutional** expenditures by \$27,000 for WTCS Marketing Consortium.

The net result of the Fiduciary Fund modification is decrease of \$24,000. This reflects a planned use of fund balance.

**ACTION:** Approve the budget modifications for FY 2023-24. *Note: Approval by the District board requires a favorable vote of at least six (6) board members.*

Madison Area Technical College District

**GENERAL FUND  
Budget Modification**

**District:**  
Madison Area Technical College

2023-24

**Fund:**  
General Fund

	<u>Current Budget</u>	<u>Modified Budget</u>	<u>Amount of Change</u>
<b>Date Adopted:</b>	12/6/2023	5/1/2024	
<b>REVENUES</b>			
Local Government	\$ 45,439,500	\$ 45,404,500	\$ (35,000)
State Aids	81,169,000	81,010,000	(159,000)
Program Fees	32,035,000	33,287,000	1,252,000
Material Fees	1,084,000	1,200,000	116,000
Other Student Fees	1,097,000	1,189,000	92,000
Institutional	3,069,000	3,269,000	200,000
Federal Aids	280,000	180,000	(100,000)
Total Revenues	<u>\$ 164,173,500</u>	<u>\$ 165,539,500</u>	<u>\$ 1,366,000</u>
<b>EXPENDITURES</b>			
Instruction	\$ 111,488,000	\$ 110,229,000	\$ (1,259,000)
Instructional Resources	3,334,000.00	3,296,000	(38,000)
Student Services	19,122,000.00	18,906,000	(216,000)
General Institutional	19,493,000.00	19,273,000	(220,000)
Physical Plant	12,024,000.00	11,888,000	(136,000)
Public Service	549,000.00	543,000	(6,000)
Total Expenditures	<u>\$ 166,010,000</u>	<u>\$ 164,135,000</u>	<u>\$ (1,875,000)</u>
Net Revenue	\$ (1,836,500)	\$ 1,404,500	\$ 3,241,000
<b>OTHER SOURCES/(USES)</b>			
Operating Transfer In	\$ 750,000	\$ -	\$ (750,000)
Operating Transfer Out	-	-	-
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>			
Reserve for Compensated Absences	\$ (200,000)	\$ -	\$ 200,000
Designation for Subsequent Year	-	-	-
Designation for Subsequent Years	(886,500)	-	886,500
Designation for State Aid Fluctuations	-	-	-
Reserve for Post-Employment Sick Pay	-	-	-
Assigned for operations	-	1,404,500	1,404,500

Sylvia Ramirez  
**District Contact**

# MADISON AREA TECHNICAL COLLEGE

**DATE:** May 1, 2024

**TOPIC:** Proposed FY2024-2025 Capital Remodel Projects

**ISSUE:** As part of the capital projects planning process, several remodeling projects have been identified for funding. The projects are included in the Three-Year Facilities Plan approved by the Madison College Board on September 6, 2023.

## Truax Campus

### Veterinarian Technician Faculty Office Remodel

This 1,300 square foot remodel project will relocate three separate veterinarian technician (VT) faculty spaces into one open office area closer to the VT program area main entrance. The new faculty office in room D1683 includes six full-time faculty workstations, five part time faculty workstations, one conference room, and printer area for the faculty. This new office area will be available to the VT program.

The estimated construction cost is \$400,000.

## Truax Campus

### Gateway First Floor Remodel

As part of the college redesign of student service delivery programming, the Gateway will be remodeled to better meet the operational needs of Enrollment Services, Financial Aid, and Recruitment. This 4,994 square foot remodeling includes four private offices, an enclosed work room, reconfiguration of all open workstations, two conference rooms, kitchenette reconfiguration, and storage room. Meeting pods and booths will be provided in the open office areas for staff to meet in small groups or individually for meetings/calls or for those working remotely to use as a touchdown space when on campus. Additionally, the entire space will receive new flooring, paint, ceilings, lighting, ventilation improvements.

The estimated construction cost is \$1,500,000.

Capital equipment, including technology and furniture are not part of the construction estimates. Sufficient funds are available for these costs within the College's capital budget. Each project will meet the Americans with Disability Act (ADA) standards.

- ACTION:**
1. Approve the above remodel projects.
  2. Authorize staff to prepare construction drawings & specifications and to send the above projects out for competitive bids.
  3. Authorize staff to submit a request for approval each project to the Wisconsin Technical College System for Board approval.

## MADISON AREA TECHNICAL COLLEGE

**DATE:** May 1, 2024

**TOPIC:** Portage Enterprise Center – Lease  
1800 Kutzke Road, Portage, Wisconsin

**ISSUE:** This request seeks approval to extend the lease for existing space for Madison College at the Portage Enterprise Center to continue our work and partnership with the Columbia County Economic Development Corp and the City of Portage Department of Business Development and Planning. The space will be an Advanced Manufacturing lab, an open shop bay, a Certified Nursing Assistant lab, two classrooms, and two offices. The Enterprise Center functions in multiple capacities as an Advanced Manufacturing lab space supporting the Gas Metal Arc Welding (GMAW) Technical Diploma, the Machine Tool Technical Diploma, Business and Industry trainings in Welding and Electrical, Millwork Apprentice courses, and continuing education courses in Welding. The Enterprise Center also houses Madison College Youth Summer Camps for middle school and high school students including Welding, a Machining Camp and Mini-Manufacturing World. All summer 2023 camps are at capacity within the first month of registration opening. In addition to supporting programming in advanced manufacturing, the Enterprise Center is home to the Certified Nursing Assistant (CNA) programming, business and industry training in CNA, and hosts multiple events throughout the year including the Skilled Trades Showcase with over 200 individuals in attendance. The Enterprise Center is a vital part of the Portage campus operations, delivering degree, non-degree, youth, and industry training opportunities for the area.

The total area of the lease space for Madison College is 8,332 square feet. The annual cost beginning July 1, 2024, is \$76,163 and the cost will increase at a 3% rate annually each subsequent July 1. The requested lease extension is for a period of 36 months, ending June 30, 2027. The space is needed to continue to serve the needs of our students and to serve the needs of our community and workforce partners in the northern region of the Madison Area Technical College District.

**ACTION:**

1. Authorize staff to complete the necessary steps to execute the lease as described above for a cost not to exceed \$76,163 the first year, with annual renewal increases not to exceed 3% per year for the next three (3) years.
2. Authorize staff to submit the completed lease to the Wisconsin Technical College System for Board approval.

## MADISON AREA TECHNICAL COLLEGE

**DATE:** May 1, 2024

**TOPIC:** General Fund Financial Report as of March 31, 2024

**ISSUE:** Review current year to date revenues and expenditures in the general fund. The current fiscal year's general fund revenues are 98.50% of the current budget. This compares to 96.49% during the prior fiscal year.

- Local Sources (Tax Levy) recognizes 100% of our annual tax levy as revenue, even though a portion will be collected in the next fiscal year. Also included are the revenues from dissolved TIDs, taxes from DNR lands, and net refunds for personal property. Tax Levy revenues to date are 101.62% of budget, compared to 97.51% last year.
- State Sources includes general state aid, performance-based funding and property tax relief aid. Also included are inter-district tuition supplement, state incentive grants, exempt computer state aid, aid in lieu of property taxes, and the WI GI bill remission aid. The State Aid revenues received to date are 96.51% of budget, compared to 96.57% last year.
- Program and Material Fees revenues represent the fees for summer school, and the first and second semesters of the current school year. The program fee revenues to date are 103.95% of budget, compared to 101.17% last year. The material fee revenues are 111.07% of budget, compared to 102.21% last year. Various material fees are up compared to budget with student FTE up 3.4% for the Spring term.
- Other Student Fees include graduation, nonresident tuition, Group Dynamics and community service classes. Revenues to date are 103.39% of the amount budgeted. Last year, revenues to date were 99.58%.
- Institutional Sources include interest income, lease/rental income and royalty income, along with miscellaneous revenues. The revenues to date are 103.73% of the budget. Last year's revenues were 70.95% of the budget. Interest income, lease/rental income and miscellaneous revenue are exceeding the budget run rate at this time.
- Federal Sources consist of cost reimbursements on federal grants and administration for student financial assistance. Current year revenues are 64.95% of the budget, compared to 57.38% last year. This is primarily related to indirect federal cost billing and is running approximate to plan.
- Transfers from Reserves include Reserve for Compensated Absences (\$200,000) and Designation of Subsequent Years (\$886,500).

The functional expenditure classifications are defined by NACUBO's Financial Accounting and Reporting Manual for Higher Education. The current fiscal year expenditures are 76.04% of budget as compares to 72.70% for the prior fiscal year.

- Instructional includes expenditures for all activities that are part of the College's instructional programs. Current year Instruction expenditures are 74.69% of budget, compared to 70.91% last year.
- Instructional Resources includes all expenditures incurred to provide support for instruction, such as library and academic administration and support. This year's Instructional Resources expenditures are 73.33% of the budget, versus 74.32% last year.
- Student Services includes expenditures incurred for admissions, registrar, and other activities that contribute to students' emotional and physical well-being, such as counseling, student aid administration, and intercollegiate athletics. Student Services expenditures are 72.08% of the current year's budget, compared to 68.65% last year.
- General Institutional includes expenditures for centralized activities that manage planning for the entire institution, such as the President's Office, human resources, and financial operations. General Institutional expenditures equal 81.46% of budget, compared to 80.64% last year.
- Physical Plant includes expenditures for the administration, supervision, maintenance, and protection of the institution's physical plant. This includes items such as janitorial services, care of grounds, maintenance and operation of buildings and security. Physical Plant expenditures equal 86.64% of budget, compared to 82.53% last year.
- Public Service includes expenditures for activities established for non-instructional services, such as the athletic director's office. The current year's expenditures are 81.53% of budget, compared to 72.10% last year. Increases in Wages/Benefits offset slightly by Professional/Other Contracts.
  
- Accept report and place on file.

GENERAL FUND  
FOR THE MONTH ENDED MARCH 2024

STATEMENT OF REVENUE - ESTIMATED AND ACTUAL

	+Budgeted Revenue	Actual Revenue Current Month	Actual Revenue Year to Date	Balance To Be Earned	Actuals to Budget % Earned Year to Date	*Actuals to Budget % Earned Prior Year
Local Sources (Tax Levy)	\$ 45,439,500	\$ (278)	\$ 46,175,802	\$ (736,302)	101.62%	97.51%
State Sources (State Aid)	\$ 81,169,000	\$ 3,013	\$ 78,338,315	\$ 2,830,685	96.51%	96.57%
Program Fees	\$ 32,035,000	\$ 9,649	\$ 33,299,470	\$ (1,264,470)	103.95%	101.17%
Material Fees	\$ 1,084,000	\$ 1,673	\$ 1,204,014	\$ (120,014)	111.07%	102.21%
Other Student Fees	\$ 1,097,000	\$ (620)	\$ 1,134,156	\$ (37,156)	103.39%	99.58%
Institutional Sources	\$ 3,069,000	\$ 438,294	\$ 3,183,446	\$ (114,446)	103.73%	70.95%
Federal Sources	\$ 280,000	\$ 17,334	\$ 181,871	\$ 98,129	64.95%	57.38%
Transfers from Reserves	\$ 1,086,500	\$ -	\$ -	\$ 1,086,500	0.00%	0.00%
Other Sources (Transfers In)	\$ 750,000	\$ -	\$ -	\$ 750,000	0.00%	0.00%
<b>Total Revenues</b>	<b>\$ 166,010,000</b>	<b>\$ 469,066</b>	<b>\$ 163,517,075</b>	<b>\$ 2,492,925</b>	<b>98.50%</b>	<b>96.49%</b>

STATEMENT OF EXPENDITURES AND ENCUMBRANCES COMPARED WITH AUTHORIZATIONS

	+Budgeted Expenditures	Year to Date Expenditures	Encumbrances	Budget Balance	Actuals to Budget % Used Year to Date	*Actuals to Budget % Used Prior Year to Date
Instructional	\$ 111,488,000	\$ 82,556,900	\$ 711,435	\$ 28,219,665	74.69%	70.91%
Instructional Resources	\$ 3,334,000	\$ 2,432,631	\$ 12,155	\$ 889,214	73.33%	74.32%
Student Services	\$ 19,122,000	\$ 13,702,113	\$ 80,126	\$ 5,339,760	72.08%	68.65%
General Institutional	\$ 19,493,000	\$ 14,446,770	\$ 1,431,715	\$ 3,614,515	81.46%	80.64%
Physical Plant	\$ 12,024,000	\$ 9,074,117	\$ 1,343,588	\$ 1,606,295	86.64%	82.53%
Public Service	\$ 549,000	\$ 443,511	\$ 4,090	\$ 101,399	81.53%	72.10%
<b>Total Expenditures</b>	<b>\$ 166,010,000</b>	<b>\$ 122,656,042</b>	<b>\$ 3,583,110</b>	<b>\$ 39,770,848</b>	<b>76.04%</b>	<b>72.70%</b>

+FY23-24 Modified Budget, 12/6/23

\*Prior Year Budget %'s are computed from Final Budget for FY22-23

MADISON AREA TECHNICAL COLLEGE DISTRICT

**QUARTERLY INVESTMENT REPORT**

March 31, 2024

This Investment Report provides information on all financial assets of Madison College, which are under the direct control of the district board of Madison Area Technical College District.

Investments of Madison Area Technical College District are subject to Wisconsin Statutes 66.0603 and 219.05 and the Investment Procedures of the College, which are established to supplement the existing statutory authority.

**CASH AND INVESTMENTS**

1. As of March 31, 2024, the College had \$91.1 million in cash and investments.

<b>Description</b>	<b>Original Cost</b>	<b>Percent</b>
Investment Series	\$68,999,846	75.7%
WISC LTD	\$7,616,323	8.4%
WISC Term Series	\$6,547,203	7.2%
WISC ETD	\$2,873,100	3.2%
Profinium SDA	\$2,079,466	2.3%
Certificates of Deposit-FDIC	\$1,249,393	1.4%
State of WI LGIP	\$673,251	0.7%
Certificates of Deposit-DTC	\$483,298	0.5%
Cash Management Series	\$368,872	0.4%
UW Credit Union	\$231,768	0.3%
BMO Harris Bank	\$8,517	0.0%
Johnson Bank	\$5,188	0.0%
<b>Total Portfolio</b>	<b>\$91,136,224</b>	<b>100%</b>

The investment portfolio at the end of the period consists of the Wisconsin Investment Series Cooperative (WISC) investment series carrying 75.7% (\$69.0 million) and yields 5.25% and the WISC LTD (Limited Term Duration) series which makes up 8.4% (\$7.6 million) and yields 4.62%. The WISC Term Series carries 7.2% (\$6.5 million) yielding 5.29% and the WISC ETD (Extended Term Duration) series carries 3.2% (\$2.9 million) yielding 4.00%. Profinium SDA carried 2.3% (\$2.1 million) yielding 5.28% and the Certificates of deposit-FDIC carries 1.4% (\$1.2 million) yielding 5.04%. The Government Investment Pool (WI LGIP) carried 0.7% (\$673 thousand) of the District's cash yielding 5.40%. The Certificates of deposit-DTC carries 0.5% (\$483 thousand) yielding 2.76% and the Cash Management Series carried 0.4% (\$369 thousand) yielding 5.06%.

These cash equivalent deposits are secured through collateral agreements and do not carry credit risk.

The remaining cash deposits with the UW Credit Union, BMO Harris and Johnson Bank make up .3% (\$245 thousand) of the portfolio value. These deposits are federally insured and do not carry credit risk. The College’s cash and investments can be divided into two investment portfolios:

**Investment Type**

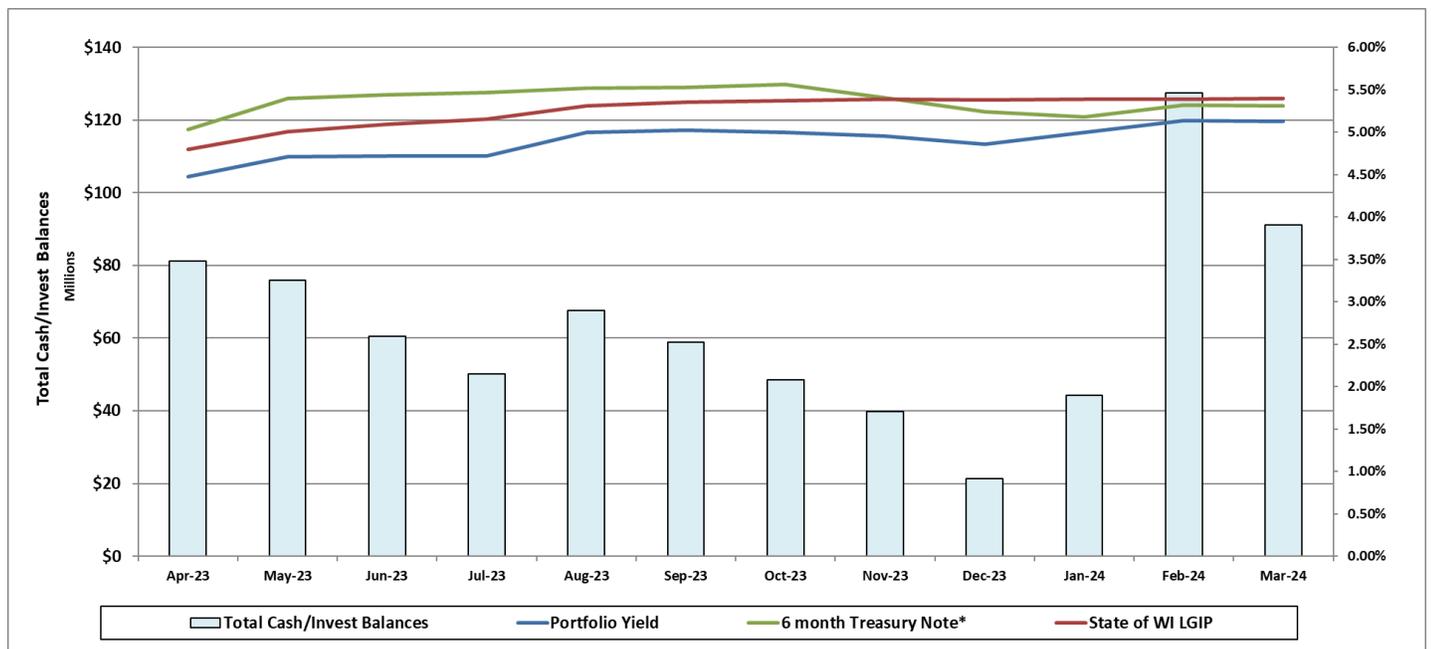
Operating Funds	\$81,621,212	89.6%
Bond Proceeds	\$9,515,013	10.4%
<b>Total</b>	<b>\$91,136,224</b>	<b>100%</b>

The Operating Funds balance is comprised of all cash and investment balances related to the General Fund, Special Revenue Funds, Enterprise Funds, and Internal Service Funds. Cash inflows include property tax levy, state aid, student tuition and fees, federal and state grants, and sales activity. Outflows include all operating expenses of the College, the largest of which is payroll.

The Bond Proceeds balance is comprised of all cash and investment balances related to the Capital and Debt Service Funds. Inflows include all bond issuance proceeds and debt service deposits. Outflows include all capital expenses and debt service payments of the College.

**PERFORMANCE**

The investment portfolio has a current yield of 513 basis points, which compares to the State of Wisconsin local government investment pool yield of 540 basis points and the 6-month treasury of 531 basis points for the same time period. The current yield has increased 27 basis points since the end of December, 2023 and increased by 74 basis points since the end of March, 2023 (year over year).



\*6-month Constant Maturity Treasury (CMT)

## FEES

All fees on investments made through Wisconsin Investment Series Cooperative are dictated by the WISC Information Statement and the WISC Board of Commissioners.

The fees are not to exceed (but may be less than):

US Government Treasury Securities:	15 basis points annualized
US Government Agency/Instrumentality Securities:	15 basis points annualized
Municipal Securities:	15 basis points annualized
FDIC Insured Certificates of Deposit:	25 basis points annualized
Collateralized Certificates of Deposit/Reciprocal:	25 basis points annualized
New Issue Securities	@ issue price

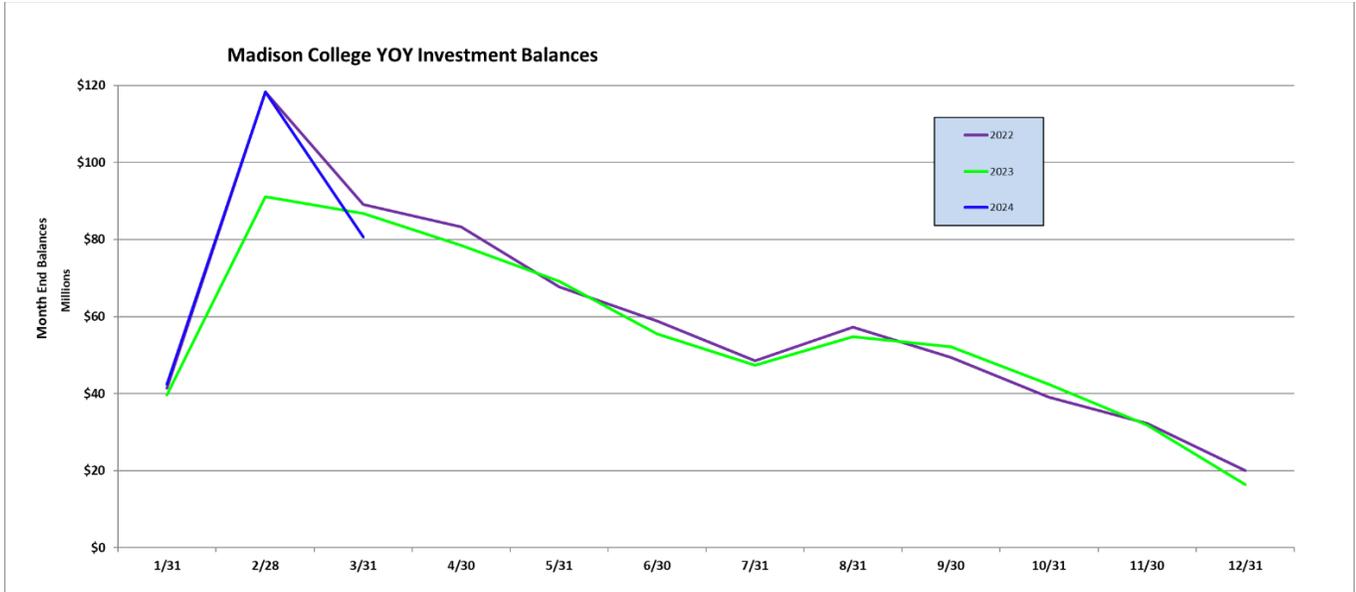
The total fees paid fiscal year to date 3/31/2024 is \$4,155. These fees are inclusive of safekeeping charges, wire transfers, monthly reporting, monitoring of collateral and the cash flow, but does not include fees related to financial advisory services.

## LIQUIDITY

The graph below depicts our operating fund balance throughout the year. While we have significant balances in February of each year, after the receipt of approximately 2/3rds of the property tax levy and all of our state aid, the operating needs of the College exceed subsequent revenue inflows for the remainder of the year. The low point for operational funds is typically in early January. The fiscal year 2023 low point was just under \$17 million.

The College's portfolio yield increased from 4.69% to 5.13% for the quarter. Recent economic data was supportive for slowing inflation. This data supports possible Federal Fund rate cuts by the Federal Reserve in the second half of 2024.

We continue to monitor our liquidity needs, cash inflows and available investment options for other opportunities to increase the current yield.

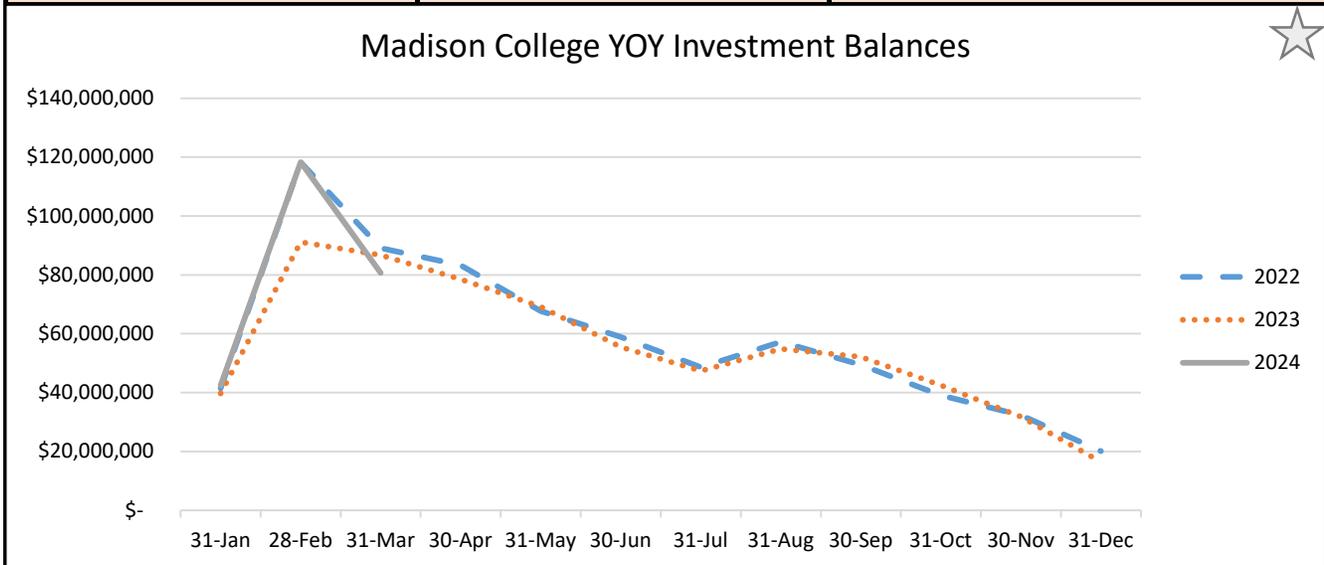
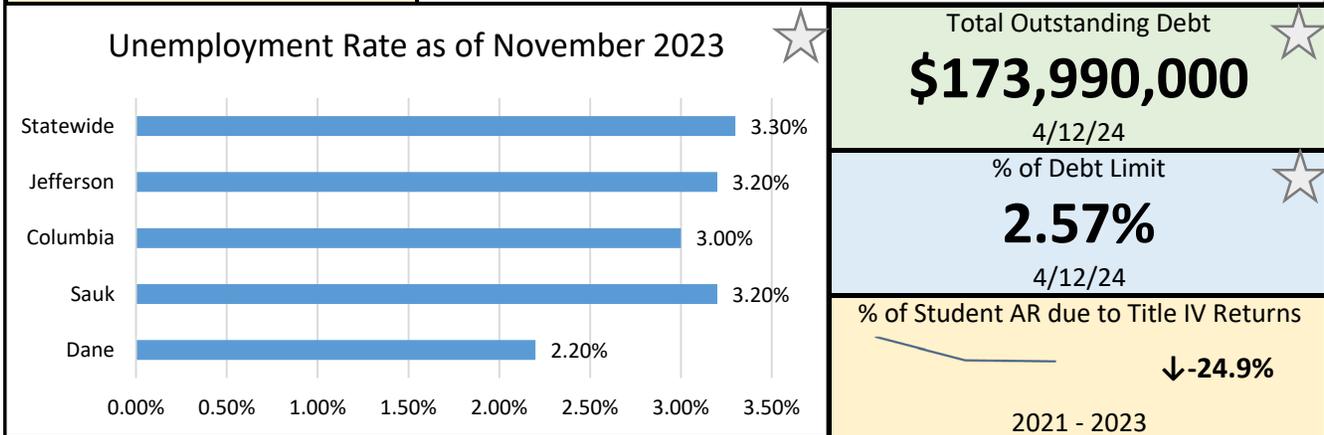
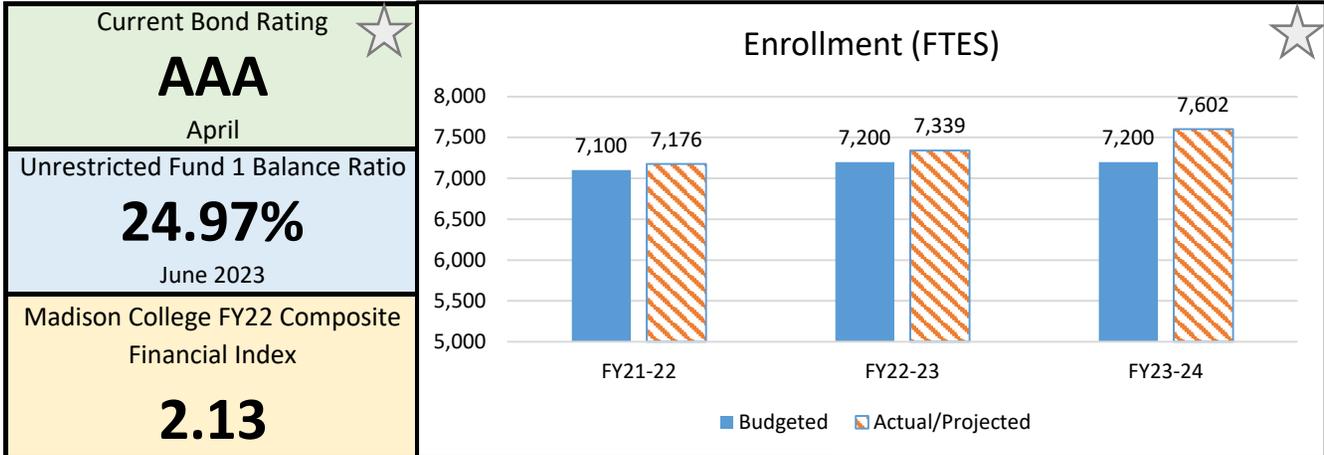


Note, the significant dip in February 2023 was due to scheduling the annual principal payment in February for the March 1<sup>st</sup> due date . Historically, we would have our largest balance at the end of February and the payment goes out in the following month. Associated Bank is now our fiscal agent for some of the borrows so they require payment 2 days in advance which will always be February moving forward.

# Madison College Financial Metrics

Updated 04-12-2024

☆ indicates information that changes quarterly



**Madison Area Technical College**

**Topic: Request for Proposals / Request for Bids / Sole Sources**

**DATE OF BOARD MEETING - May 1, 2024**

All of the Requests for Bids (RFB), Requests for Proposals (RFP), and Sole Source Requests (S) listed below conform with all procedural and administrative rules as outlined in Madison College District Purchasing Policies and in the WTCS Financial and Administrative Manual.

ID	Title	Description	Funding and Term	Vendor	Dollar Amount	Recommended by VP and Director/Dean
RFB24-009	Various TRUAX Remodel Projects	Madison College sought bids for various, small remodeling projects at the Truax Campus, including: new ventilation, lighting, and paint to create student work space for the NSF grant to develop hardware and software to capture weather data in Antarctica (Rm. A1124), new floor drain in cooler to support the Artisanal Modern Meat Butchery program (Rm. B1284), new ventilation, electrical, paint to create new computer science lab (Rm. C2447), and refresh faculty offices including updated HVAC, sprinklers, lighting, new carpet, paint, and furniture (Rms. C3446-50)	Capital Equipment FY2023-2024	Bauer Builders Inc.	\$268,456 plus a 13% contingency (\$35,524) for a maximum construction award of \$303,980.	Sylvia Ramirez EVP Finance & Administration/COO & Fred Brechlin, Director Construction Management
RFB24-012	Front Load Aqueous Parts Cleaning System	Madison College seeks to purchase one Front Load Aqueous Parts Cleaning System. The front load parts washer is an aqueous parts cleaning system that allows for the safe and efficient cleaning of large parts and components that have been disassembled, need to be cleaned, and then reassembled by students. The new washer will replace a unit purchased in 1997 and will serve students in the Diesel & Heavy Equipment Program and Agriculture Equipment Program.	Capital Equipment FY2023-2024	Meyer's Pressure Cleaners, Inc.	\$61,900	Shawna Carter, Vice President, Academic Affairs & Ronald Olson, Associate Dean Technologies & Trades

**ACTION:** Authorize staff to proceed with the purchases listed above with the vendors and terms as specified.

*Note: RFP = Request for Proposal: Award goes to highest scoring proposer that meets all minimum requirements  
RFB = Request for Bid: Award goes to lowest cost Bidder that meets all minimum requirements  
S = Sole Source: An item or service that is only available from a single source*

**Madison College Supplier Payments Greater Than or Equal to \$2,500.00  
3/16/2024 through 4/15/2024**

<u>Supplier</u>	<u>Total Spend</u>
JOE DANIELS CONSTRUCTION CO INC	\$ 1,489,787.40
QUARTZ HEALTH BENEFIT PLANS CORPORATION	\$ 747,320.56
GROUP HEALTH COOPERATIVE OF SOUTH CENTRAL WISCONSIN	\$ 586,805.97
DEAN HEALTH PLAN INC	\$ 492,553.89
CAPITAL DATA INC	\$ 449,048.29
BAUER BUILDERS INC	\$ 374,565.20
HOOPER CORPORATION	\$ 320,945.47
PLUNKETT RAYSICH ARCHITECTS LLP	\$ 198,194.20
CDW GOVERNMENT	\$ 146,696.01
SYNERGY CONSORTIUM SERVICES LLC	\$ 89,868.90
KW2	\$ 81,511.75
SHI INTERNATIONAL CORP	\$ 80,096.83
MARS SOLUTIONS GROUP	\$ 79,744.00
SYSCO BARABOO LLC	\$ 77,830.61
THE LAWCARE PROFESSIONALS	\$ 77,333.33
CORE BTS INC	\$ 72,555.24
CITY OF MADISON	\$ 72,306.80
SMART SOLUTIONS INC	\$ 72,242.00
HUSCH BLACKWELL LLP	\$ 59,149.20
EMPLOYEE BENEFITS CORPORATION	\$ 58,277.01
The Green Program Public Benefit Corp	\$ 54,390.00
DANE COUNTY REGIONAL AIRPORT	\$ 52,707.04
BEACON HILL STAFFING GROUP LLC	\$ 52,070.00
EQUIPMENT DEPOT WISCONSIN INC	\$ 46,905.99
MINNESOTA LIFE INSURANCE COMPANY	\$ 46,084.41
ATRIUM CAMPUS LLC	\$ 42,937.60
CHANDRA TECHNOLOGIES INC	\$ 36,102.00
AMAZON.COM LLC	\$ 32,960.28
SANTA CLARITA COMMUNITY COLLEGE DISTRICT	\$ 32,189.73
US CELLULAR	\$ 31,224.61
MACQUEEN EMERGENCY GROUP	\$ 30,255.00
THE CHAIR ACADEMY	\$ 28,000.00
1901 INC	\$ 26,717.00
EMMONS BUSINESS INTERIORS	\$ 25,121.70
TEAMSOFIT INC	\$ 24,800.00
SUNDIAL SOFTWARE CORP	\$ 24,465.50
ATMOSPHERE COMMERCIAL INTERIORS LLC	\$ 24,190.35
TEKSYSTEMS INC	\$ 22,400.00
WATER QUALITY INVESTIGATIONS LLC	\$ 22,240.83
CONSTELLATION NEWENERGY GAS DIVISION LLC	\$ 19,568.87
PROSPECT INFOSYSTEM INC	\$ 18,720.00
Madison National Life Insurance Company, Inc	\$ 16,708.14
DAYS HOTEL MESA	\$ 16,349.97
Planet Technology LLC	\$ 16,066.00
GREEN WINDOW CLEANING SERVICES LLC	\$ 15,912.00
CLEAN POWER LLC	\$ 15,464.17
PEPSI COLA MADISON	\$ 15,335.38
AT&T	\$ 14,664.30
T ROWE PRICE	\$ 14,238.18
STRANG INC	\$ 14,042.88
WIN TECHNOLOGY	\$ 13,456.40

<u>Supplier</u>	<u>Total Spend</u>
WIEDENBECK INC	\$ 12,466.15
VANGUARD COMPUTERS INC	\$ 12,119.25
VITALSOURCE TECHNOLOGIES LLC	\$ 11,949.65
STEEN MACEK PAPER CO INC	\$ 11,744.67
VANGUARD STORAGE AND RECOVERY LLC	\$ 11,549.48
NEW HORIZONS	\$ 11,424.00
MRA THE MANAGEMENT ASSOCIATION	\$ 11,385.00
C COAKLEY RELOCATION SYSTEMS CO	\$ 11,359.30
JOBELEPHANTCOM INC	\$ 11,051.00
JOHNSON CONTROLS FIRE PROTECTION LPLP	\$ 9,967.05
COLLEGE BOARD	\$ 9,750.00
MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	\$ 9,705.13
DUET RESOURCE GROUP INC	\$ 9,457.80
Engberg Anderson Inc	\$ 8,895.00
SUPERIOR VISION INSURANCE PLAN OF WISCONSIN INC	\$ 8,643.16
GFL ENVIRONMENTAL	\$ 8,514.52
AMERICAN HEART ASSOCIATION	\$ 8,315.60
MEDLINE INDUSTRIES INC	\$ 8,242.88
FORWARD ELECTRIC INC	\$ 8,233.00
R E GOLDEN PRODUCE CO INC	\$ 8,129.82
MGT OF AMERICA CONSULTING LLC	\$ 7,906.85
AE BUSINESS SOLUTIONS	\$ 7,766.27
FISHER SCIENTIFIC COMPANY LLC	\$ 7,658.82
ONENECK IT SOLUTIONS LLC	\$ 7,525.00
SCHILLING SUPPLY COMPANY	\$ 7,507.98
EAN SERVICES LLC - ENTERPRISE	\$ 7,471.25
FACILITY ENGINEERING INC	\$ 7,426.25
VIKING ELECTRIC SUPPLY INC	\$ 7,235.51
H2I GROUP INC	\$ 7,125.97
INDIAN RIVER STATE COLLEGE INCLUDING WQCS	\$ 7,124.74
PARAGON DEVELOPMENT SYSTEMS INC	\$ 6,727.50
LE MERIDIEN ESSEX CHICAGO	\$ 6,721.25
MSC INDUSTRIAL SUPPLY CO INC	\$ 6,706.37
REFQUEST LLC	\$ 6,657.40
STORYTOWN PUBLIC RELATIONS LLC	\$ 6,625.00
LAMERS BUS LINES INC	\$ 6,600.60
MADISON COLLEGE FOUNDATION	\$ 6,185.26
CITY OF PORTAGE	\$ 6,183.35
MADISON365	\$ 6,123.21
NESTLE USA INC	\$ 6,093.12
WE ENERGIES	\$ 6,039.20
CINTAS CORPORATION	\$ 5,949.59
MCGRAW HILL LLC	\$ 5,850.14
WINDSTREAM	\$ 5,685.10
THE HIGH VOLTAGE GROUP	\$ 5,517.80
MASS MUTUAL FINANCIAL GROUP	\$ 5,456.00
ARAMARK UNIFORM SERVICES	\$ 5,433.07
STAPLES BUSINESS ADVANTAGE	\$ 5,422.44
TAYLOR AND FRANCIS GROUP LLC	\$ 5,340.04
Visual Lease LLC	\$ 5,250.00
BWBR	\$ 5,086.00
V SOFT CONSULTING GROUP INC	\$ 5,033.60
PEAK TRADING CORP	\$ 5,011.50

<u>Supplier</u>	<u>Total Spend</u>
COMMUNICATIONS FOR RESEARCH	\$ 5,011.00
GENERATION HOPE	\$ 5,000.00
EDUSIGHT CREATIVE LLC	\$ 4,993.75
Trending Now Promotions	\$ 4,945.00
4IMPRINT INC	\$ 4,850.59
OTHER WORLD COMPUTING INC	\$ 4,599.80
TRACO MEDICAL	\$ 4,592.10
NORTHCENTRAL TECHNICAL COLLEGE	\$ 4,500.00
UNITED MAILING SERVICES INC	\$ 4,447.35
TRANE US INC	\$ 4,402.00
AIRGAS USA LLC	\$ 4,108.90
SCOTT WILLIAM LIDDICOAT	\$ 4,050.00
ILLINOIS CONSORTIUM FOR INTERNATIONAL STUDIES AND PROGRAMS	\$ 4,045.00
AVANTE HEALTH SOLUTIONS	\$ 3,895.00
ITHAKA HARBORS INC	\$ 3,895.00
PEARSON EDUCATION INC	\$ 3,874.75
HENRY SCHEIN EMS DIVISION	\$ 3,778.83
BELL FORD	\$ 3,763.44
METROPOLITAN LIFE INSURANCE CO	\$ 3,705.26
UNITED WAY OF DANE COUNTY INC	\$ 3,670.54
CMC NEPTUNE LLC	\$ 3,600.00
WICHE	\$ 3,600.00
BADGER SPORTING GOODS CO INC	\$ 3,542.00
TDS TELECOM SERVICE LLC	\$ 3,519.00
AGILYSYS NV LLC	\$ 3,480.36
MARIPOSA LEARNING CENTER	\$ 3,458.00
CoAEMSP	\$ 3,450.00
DELAWARE TECHNICAL COMMUNITY COLLEGE	\$ 3,402.59
MOTORCYCLE SAFETY FOUNDATION	\$ 3,388.61
QUADIENT LEASING USA INC	\$ 3,369.06
PASCO SCIENTIFIC	\$ 3,317.00
SOUTHWEST WISCONSIN TECHNICAL COLLEGE	\$ 3,300.00
WYSER ENGINEERING LLC	\$ 3,110.00
PARCHMENT LLC	\$ 3,065.16
THE NORTH AMERICAN BOARD OF CERTIFIED ENERGY PRACTITIONERS INC	\$ 3,036.62
AUTO PAINT AND SUPPLY CO INC	\$ 3,033.42
MIDWEST RENEWABLE ENERGY ASSOCIATION	\$ 2,951.32
PATTERSON DENTAL SUPPLY INC	\$ 2,911.59
DAHMENTS AT HAWKS LANDING	\$ 2,873.60
REMEL INC	\$ 2,844.37
CAPITAL NEWSPAPERS	\$ 2,826.23
LAB MIDWEST LLC	\$ 2,800.00
REEDSBURG UTILITY COMMISSION	\$ 2,634.86
CAROLINA BIOLOGICAL SUPPLY COMPANY	\$ 2,626.86
PROEDUCATION SOLUTIONS LLC	\$ 2,614.50
GRAINGER INDUSTRIAL SUPPLY	\$ 2,556.33
NASSCO INC	\$ 2,552.33
HOSPITAL SPECIALTY EQUIPMENT LLC	\$ 2,550.00
ICORE SOLUTIONS LLC	\$ 2,500.00
<b>Total</b>	<b>\$ 7,258,025.65</b>

**MADISON AREA TECHNICAL COLLEGE**

**SCHEDULE OF CHECKS ISSUED**

**FOR THE PERIOD 03/16/24-04/15/24**

**FISCAL YEAR 2023-2024**

<b>Payment Type</b>	<b>Transaction Numbers</b>	<b>Number Issued</b>	<b>Amount</b>
<b>ACCOUNTS PAYABLE CHECKS</b>			
Prior Period - YTD Checks	350213 - 352919	2,679	\$ 9,656,197.89
March 16, 2024 - April 15, 2024	352920 - 353202	280	\$ 1,006,164.76
	<b>YTD - Accounts Payable Checks</b>	<b>2,959</b>	<b>\$ 10,662,362.65</b>
<b>ACCOUNTS PAYABLE ACH PAYMENTS</b>			
Prior Period - YTD ACH	991169 - 1051712	5,592	\$ 56,544,974.12
March 16, 2024 - April 15, 2024	1054806 - 1058522	623	\$ 6,449,301.71
	<b>YTD - Accounts Payable ACH</b>	<b>6,215</b>	<b>\$ 62,994,275.83</b>
<b>STUDENT REFUND CHECKS</b>			
Prior Period - YTD Checks	621313 - 625702	4,216	\$ 5,722,614.08
March 16, 2024 - April 15, 2024	625703 - 625909	206	\$ 138,649.67
	<b>YTD - Student Refund Checks</b>	<b>4,422</b>	<b>\$ 5,861,263.75</b>
<b>STUDENT REFUND ACH PAYMENTS</b>			
Prior Period - YTD ACH	E-Refunds	2,457	\$ 3,063,430.43
March 16, 2024 - April 15, 2024	E-Refunds	149	\$ 117,686.92
	<b>YTD - Student Refund ACH</b>	<b>2,606</b>	<b>\$ 3,181,117.35</b>
<b>PAYROLL CHECKS</b>			
Prior Period - YTD Checks	105168 - 105462	285	\$ 117,381.55
March 16, 2024 - April 15, 2024	105463 - 105490	26	\$ 14,772.85
	<b>YTD - Payroll Checks</b>	<b>311</b>	<b>\$ 132,154.40</b>
<b>PAYROLL ACH PAYMENTS</b>			
Prior Period - YTD ACH	991266 - 1051549	39,626	\$ 54,992,661.06
March 16, 2024 - April 15, 2024	1051713 - 1058230	4,789	\$ 6,254,716.29
	<b>YTD - Payroll ACH</b>	<b>44,415</b>	<b>\$ 61,247,377.35</b>
<b>GRAND TOTAL PAYMENTS</b>			<b>\$ 144,078,551.33</b>

**Madison Area Technical College District**  
**38.14 Contract Estimated Full Cost Recovery Report**  
**FY 2023-2024 for the period of March 2024**

Contract No	Service Recipient	Type of Service	Service Description	Contract Amount	Estimated Direct Cost	Estimated Direct & Indirect Cost	Profit (or) Loss (A-C)	Rationale for (-) only
2024-0081	Multi-Recipient	1.45	BI-FY24 - Multi-recipient Hospitality Leadership Series Winter 2024	\$ 3,675.00	\$ 3,026.43	\$ 3,597.72	\$ 77.28	-
2024-0091	Madison Metropolitan School District	1.18	BI-FY24 MMSD CPR Certification	\$ 900.00	\$ 716.12	\$ 857.18	\$ 42.82	-
2024-0092	Chevron	1.41	BI-FY24 Chevron - Excel Training	\$ 2,400.00	\$ 1,550.70	\$ 1,936.76	\$ 463.24	-
2024-0101	Workforce Development Board of South Central \	1.23	BI-FY24 Workforce Development Board - Early Ch	\$ 12,600.00	\$ 9,475.87	\$ 12,154.16	\$ 445.84	-
2024-0102	Flambeau Inc	1.41	BI-FY24 Flambeau Lean for Managers	\$ 4,200.00	\$ 2,438.29	\$ 3,002.52	\$ 1,197.48	-
2024-0103	Oakwood Lutheran Senior Ministries	1.41	BI-FY24 Oakwood - Communications for Manager	\$ 2,050.00	\$ 1,723.72	\$ 2,080.08	\$ (30.08)	Gov't/Non Profit Indirect Rate
2024-0104	Kirkwood Community College	2.41	Kirkwood	\$ 11,499.00	\$ 3,110.25	\$ 3,603.92	\$ 7,895.08	-
2024-0105	SD Walter Welding	2.41	BI-FY24 SD Walter Welding	\$ 1,500.00	\$ 925.21	\$ 1,149.17	\$ 350.83	-
2024-0106	Moraine Park Technical College	2.18	BI-FY24 Moraine Park Tech College PLC Instructio	\$ 5,400.00	\$ 3,978.80	\$ 5,003.31	\$ 396.69	-
2024-0107	Capitol Bank	2.41	BI-FY24 Capitol Bank - Company Inservice	\$ 1,200.00	\$ 852.34	\$ 1,075.07	\$ 124.93	-
2024-0108	UW Madison Interdisciplinary Program	2.18	BI-FY24 UW Madison Interdisciplinary Program	\$ 6,040.00	\$ 4,087.64	\$ 4,992.60	\$ 1,047.40	-
2024-0109	Holtz Builders	2.41	BI-FY24 Holtz Builders - Managing Across the Gen	\$ 575.00	\$ 402.45	\$ 485.97	\$ 89.03	-
2024-0110	Dane County Department of Human Services	2.21	BI-FY24 Dane County Human Services Mental Hea	\$ 970.00	\$ 736.58	\$ 892.48	\$ 77.52	-
2024-0111	Certco, Inc	2.41	BI-FY24 CERTCO Mental Health First Aid Spring 2C	\$ 3,820.00	\$ 2,298.73	\$ 2,825.81	\$ 994.19	-
2024-0113	Centro Hispano of Dane County	1.42	BI-FY24 - Centro Hispano Caminos Personal Finan	\$ 7,150.00	\$ 5,455.56	\$ 7,320.27	\$ (170.27)	Gov't/Non Profit Indirect Rate
<b>Total</b>				<b>\$ 63,979.00</b>	<b>\$ 40,778.69</b>	<b>\$ 50,977.02</b>	<b>\$ 13,001.98</b>	

**THE PRESIDENT RECOMMENDS APPROVAL OF THE EMPLOYMENT OF  
PERSONNEL**

<b>Name</b>	<b>Logan Fye</b>
Title	Head Intercollegiate Men's & Women's Soccer Coach, Intramural Coordinator and PE Instructor
Start Date	March 17, 2024
Salary	\$73,713.00 annually
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Master's degree – Education Bachelor's degree – Business Administration
License	USSF National "C" License
Certifications	USC Professional Development Certificate (Advanced Youth Coach)
Experience	1 year Men's Soccer Head Coach (at Madison College) 6 years Assistant Director of Coaching

<b>Name</b>	<b>Theron Wahlberg</b>
Title	Laboratory Coordinator – Construction & Remodeling
Start Date	March 17, 2024
Salary	\$24.14 hourly
Type	Staff
PT/FT	Full-time
Location	Commercial Avenue Education Center
Degree	
License	
Certifications	
Experience	2 months Laboratory Coordinator (at Madison College) 2 years General Contractor

<b>Name</b>	<b>D'Ann Zickert</b>
Title	Senior Administrative Coordinator
Start Date	March 17, 2024
Salary	\$37.13 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Bachelor's degree – Specialized Administration Associate's degree – Executive Secretary (at Madison College)
License	
Certifications	
Experience	4+ years Senior Administrative Coordinator (at Madison College) 12 years Administrative Coordinator (at Madison College)

<b>Name</b>	<b>Andrew Kaczmarek</b>
Title	Maintenance Associate
Start Date	March 18, 2024
Salary	\$21.87 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Bachelor's degree – Wildlife Ecology Associate's degree – Welding Technology & Metallurgy & Materials Science
License	
Certifications	
Experience	2 years HVAC Building Engineer Assistant 12 years Building/Security Control Center Operator

<b>Name</b>	<b>Logan Garcia</b>
Title	Public Safety Shift Lead
Start Date	April 14, 2027
Salary	\$28.85 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Associate' degree – Criminal Justice (at Madison College)
License	
Certifications	Basic Life Support
Experience	2+ years Public Safety Office (at Madison College) 2+ years Security Officer 2

<b>Name</b>	<b>Kristen Kretschmann</b>
Title	Bookstore Buyer
Start Date	April 14, 2024
Salary	\$32.11 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	
License	
Certifications	
Experience	13 years Administrative Salon Planner (at Madison College) 7 years Client Services Manager

<b>Name</b>	<b>Norman Moreno</b>
Title	Security Coordinator
Start Date	April 14, 2024
Salary	\$22.15 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	
License	
Certifications	CPR
Experience	7 months Parking Enforcement (at Madison College) 11 years Foreman

<b>Name</b>	<b>Melissa Perez</b>
Title	Dean, School of Business and Applied Arts
Start Date	April 14, 2024
Salary	\$114,332.40
Type	Management
PT/FT	Full-time
Location	Truax Campus
Degree	Master's degree – Educational Leadership Bachelor's degree – Spanish
License	
Certifications	
Experience	4 months Interim Dean, School of Business & Applied Arts (at Madison College) 2 years Associate Dean, school of Business & Applied Arts (at Madison College)

<b>Name</b>	<b>Marissa Tokarczyk</b>
Title	Dean, School of Health Sciences
Start Date	April 14, 2024
Salary	\$100,638.00 annually
Type	Management
PT/FT	Full-time
Location	Truax Campus
Degree	Master's degree in Business Administration Bachelor's degree in Business Administration
License	
Certifications	
Experience	4 months Interim Dean, School of Health Sciences (at Madison College) 8 months Associate Dean, School of Health Sciences (at Madison College)

<b>Name</b>	<b>Lucas White</b>
Title	Dean, School of Technologies & Trades
Start Date	April 14, 2024
Salary	\$125,682.64 annually
Type	Management
PT/FT	Full-time
Location	Truax Campus
Degree	Doctorate degree – Education Master’s degree – Business Administration/Management Bachelor’s degree – Architecture Associate’s degree – Architecture
License	
Certifications	
Experience	4 months Interim Dean, School of Technologies & Trades (at Madison College) 5+ years Associate Dean (at Madison College)

<b>Name</b>	<b>Maria Robles</b>
Title	Custodian
Start Date	April 15, 2024
Salary	\$19.04
Type	Staff
PT/FT	Part-time
Location	Truax Campus
Degree	
License	
Certifications	
Experience	4 years Facility Housekeeper 3+ years Housekeeper

**THE PRESIDENT RECOMMENDS APPROVAL OF RESIGNATIONS AND SEPARATIONS**

<b>EMPLOYEE</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>
Roberto Benitez Arbolaez	Custodian	March 22, 2024
Andrew Kaczmarek	Maintenance Associate	March 28, 2024
Sabra Ablakovic	Dispatcher	March 29, 2024
Nicalus Tatro	Public Safety Specialist	March 29, 2024
David Yang	Early College Advisor	March 29, 2024
Thouktha Seignarack	Senior Student Support Coordinator	April 5, 2024
Taylor Weckerly	Public Safety Shift Lead	April 8, 2024
Samuel Morrison	Senior Laboratory Coordinator	April 9, 2024
Laura Fillmore	Supervisor, Print & Mail Services	April 12, 2024