

A meeting of the Madison Area Technical College District Board was held on November 1, 2023, 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; Tim Casper, Executive Vice-President of Student Services, Beth Giles-Klinkner, Interim Provost; Damira Grady, Vice-President of College Culture and Climate, Sylvia Ramirez, Executive Vice President, Finance & Administration/Chief Operating Officer

Others present: Mackenzie Carstens, Student Liaison; Annette Crowder, Student Senate Vice-President; Laurie Grigg, Chief Financial Officer/Controller; Maggie Owens, Reporting and Analysis Coordinator; Gretchen Rixie, Associate Vice President, Advising, Career, Employment and Transfer Services; Marsha Tweedy, Vice-President of Health Education; and Kristin Rolling, Recording Secretary.

Call to Order ^I

The meeting was duly noticed and called to order at 5:44 p.m. by Mr. Dantzler. He 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. Canty, seconded by Mr. Guttenberg, to approve the meeting minutes of October 4, 2023, as submitted. Motion carried.

Public Comments ^{II B}

There were no public comments.

New Business ^{III}**Communications** ^{III A}**Board Chair's Report** ^{III A 1}

Mr. Dantzler reported that several Trustees attended the Association for Community College Trustees (ACCT) Leadership Congress in October. He, along with Mr. Canty and Mr. Maldonado, shared their conference impressions and takeaways.

Future Meeting & Event Schedule ^{III A 1 a}

Mr. Dantzler reminded Trustees about upcoming meetings and college events, including the college's mid-year commencement in December.

Student Liaison Report ^{III A 2}

Mr. Carstens reported that h also attended the ACCT Leadership Congress and attended sessions specifically designed for student leaders.

Student Senate Report ^{III A 3}

Ms. Crowder reported that student voting on the referendum to restructure the student fee will be open Nov. 3-19. Approximately 30 students attended the recent Student Senate town hall at the Goodman South Campus.

College/Campus Announcements ^{III A 4}

Dr. Giles reported that Lynea Lavoy, Chair of the Hospitality Program, was selected as the Wisconsin Hotel and Lodging Association Educator of the Year. Ken Walz, Chemistry Full-Time Faculty, published an article related to work in developing a protective coating for solar photovoltaic modules. Several Madison College faculty staff, and students contributed to the

field trials described in the article. Madison College Associate Degree Nursing alum Tayiah Johnson, who participated in the WorkSmart program, was recently nominated for the 2023 Workforce Development Board Aspire Award. The Portage Campus recently hosted a Skilled Trades Showcase that was attended by more than 150 students and parents. The Fort Atkinson Campus hosted tours and hands on demonstrations during a Manufacturing Job Fair. The Watertown Campus recently hosted a Healthcare Career Fair. Madison College hosted 23 visitors from ZBC Denmark who toured Madison College campuses and local industry locations. Tammy Gibbs, Center for International Education Manager, was selected to serve a second term as a Gilman Advisor Ambassador, helping Madison College apply for and receive study abroad scholarships.

Dr. Casper reported introduced Ms. Rixie and Ms. Owens to share information related to the college's intentional support engagements for students. They reported that these engagements are data-informed and relationship-centered. Outreach campaigns include phone calls and emails, and have resulted in students connecting directly with support services. The engagements will continue and be refined as needed.

Dr. Grady reported that her Division of Culture and Climate was named to reflect that diversity, equity, and inclusion aren't initiatives, but rather they are a part of the college's culture. Her office has hosted several events in the last month, including the Hispanic Heritage celebration, which included a bilingual job fair, and Indigenous Peoples Day. The community impact team took five students to WisCORE, a conference hosted by WTCS that connects students and staff to form a state-wide equity and inclusion network.

Dr. Ramirez reported that Madison College recently hosted a FamilyU site visit. The visit included public events, including a student-moderated panel led by the Madison College student fellow Wayne McMillen.

Dr. Daniels read the Human resources report that was submitted by Ms. Buschhaus. There were a total of 20 faculty retirement submissions for Spring 2024 and 13 for Fall 2024. The college has contracted with MRA to assist with the Manager and Staff Title and Compensation Project.

President's Report III A 5

International Travel III A 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.

Madison College is one of a 15 members of a public/private consortium that collaborated to achieve a Regionals Technology and Innovation Hub (Tech Hub) designation for Wisconsin. As part of the designation, the college will support the workforce needs to support the biohealth industry. The college is negotiating with the City of Madison to secure a parcel of land that will be developed for a childcare center.

Information Items III B

FY2022-23 Preliminary Audit Results III B 1

Shannon Small, Clifton Larson Allen, LLP (CLA), provided an overview of the college's audit process and preliminary results.

Action Items III C

New Program Approval – Expanded Functions Dental Assistant III C 1

Dr. Tweedy reported that The School of Health Sciences seeks approval to add the advanced technical diploma program, Expanded Functions Dental Assistant to the portfolio. The Wisconsin State Assembly passed legislation in February 2022, expanding access to dental care in Wisconsin by adding the Expanded Functions Dental Assistant as an advanced role, to the Dental Care Team. This will increase career pathways and pay for those who seek further education in their discipline. This program can be offered intermittently based on needs of industry with the majority of the learning occurring in the field. Approval of this proposal allows for Madison College to best support the field of dentistry in minimizing shortages and enhancing the professional pathway for the Dental Assistant professional.

There was a motion by Mr. Guttenberg, seconded by Ms. Lewis, to approve the new Expanded Functions Dental Assistant Advanced Technical Diploma. Motion carried.

Fiscal Year 2022-23 Budget Amendment III C 2

Ms. Ramirez reported that as a part of and following the audit process, it is necessary to reconcile the actual expenditures by fund and function to the budget. It is important to note that these adjustments remain within the levied tax revenue adopted by the Madison Area Technical College Board in October 2022. These changes must now be approved in accordance with § 65.90, Wis. Stats., and a copy of the approved adjustments must be submitted to the Wisconsin Technical College System.

There was a motion by Mr. Maldonado, seconded by Mr. Halvorson, to approve the budget adjustments for the FY2022-23 fiscal year. Motion carried unanimously meeting the voting requirement of two-thirds approval by members of the board.

Resolution on District Reserves and Designations III C 3

Ms. Ramirez reported that Wis. Admin. Code TCS 7.05(5) states that the District Board may establish reserves and a segregated portion of fund balances for a specific use and a specific period. The Board is not precluded from increasing or decreasing the amount of the reserves, provided the

Board passes a resolution to this effect. The Madison Area Technical College District follows the recommendations and requirements of the Wisconsin Technical College System's Financial Accounting Manual for establishing reserves and designations.

There was a motion by Mr. Guttenberg and a second by Mr. Canty to approve the Resolution on District Reserves and Designations. Motion carried.

Capital Projects Borrowing III C 4

Resolution Authorizing the Issuance of Not to Exceed \$10,000,000 General Obligation Promissory Notes, Series 2023-24D III C 4 a **and Resolution Establishing the Parameters For the Sale of Not to Exceed \$10,000,000 General Obligation Promissory Notes, Series 2023-2DC** III C 4 b

Ms. Grigg reported that the attached resolution is the authorization to begin the borrowing process and totals \$10,000,000, including \$1,500,000 for building remodel and improvements and \$8,500,000 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 paying the cost of building remodeling and improvement projects (\$1,500,000) and movable equipment and technology (\$8,500,000). 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%. The Board combined the two Resolutions into one motion for action.

There was a motion by Mr. Maldonado, seconded by Mr. Canty to adopt the Resolution Authorizing the Issuance of Not To Exceed \$10,000,000 General Obligation Promissory Notes, Series 2023-24D and adopt the Resolution Establishing Parameters for the Sale of Not to Exceed \$10,000,000 General Obligation Promissory Notes, Series 2023-24D. Motion carried.

Consent Agenda III C 5

General fund monthly financial report as of September 30, 2023 III C 5 a

Requests for proposals/request for bids/sole sources III C 5 b

Quarterly investment report III C 5 c

Quarterly finance dashboard III C 5 d

Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period September 16, 2023 through October 15, 2023 III C 5 e

September 38.14 service contracts III C 5 f

Employment of personnel III C 5 g

Resignations and separations III C 5 h

Retirements III C 5 i

There was a motion by Mr. Maldonado, seconded by Ms. Lewis, to approve Consent Agenda items III.B.5.a. through i. 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 6:55 p.m.

Melanie Lichtfeld, Secretary