



September 29, 2023

## MEETING NOTICE

**NOTICE IS HEREBY GIVEN** that the Madison Area Technical College District Board will meet in executive session, in a hybrid format, at 4:00 p.m. at the Goodman South Campus, 2429 Perry St, Madison, Room 214, on Wednesday, October 4, 2023, 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 913 981 494# when prompted.

**NOTICE IS FURTHER HEREBY GIVEN** that immediately following executive session, and anticipated no earlier than 4:30 p.m., the Madison Area Technical College District Board will host a community reception on the Goodman South Campus second floor mezzanine. A hybrid option is not available for the reception.

**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 205/207, to consider the items below. Members of the public can monitor the meeting by dialing (608) 620-8501 and entering Conference ID 984 795 407# when prompted.

### I. CALL TO ORDER

A. Compliance with Open Meeting Law

### II. ROUTINE BUSINESS MATTERS

A. Approval of September 6, 2023, Meeting Minutes (**Pages 3-10**)

B. Public Comments

### III. NEW BUSINESS

A. Communications

1. Board Chair's Report
  - a. Future Meeting & Event Schedule
2. Student Liaison Report – Mackenzie Carstens
3. Student Senate Report – Jovhany Michaud
4. College/Campus Announcements

5. President's Report
  - a. Conditionally Approved Study Abroad Programs 2023-24 (**Pages 11-15**)
  - b. International Travel (**Pages 16-17**)
  - c. Supplier Diversity Plan Update
  - d. Strategic Planning - Madison College Vision 2023

**B. Action Items**

1. Proposed FY2023–2024 Capital Remodel Projects (**Pages 18-19**)
2. FY2023-24 Tax Levy (**Pages 20-21**)
3. District Purchases over \$50,000 Review (**Pages 22-28**)
4. Consent Agenda
  - a. Affirmation of the Madison College Mission, Vision, and Values and Key Performance Indicator Themes (**Pages 29-30**)
  - b. General fund monthly financial report as of August 31, 2023 (**Pages 31-33**)
  - c. Request for proposals/request for bids/sole sources (**Page 34**)
  - d. Contracts for service August 2023 (**Page 35**)
  - e. Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period August 16, 2023, through September 15, 2023 (**Pages 36-40**)
  - f. Wisconsin Code of Ethic (**Pages 41-42**)
  - g. Employment of personnel (**Pages 43-48**)
  - h. Resignations and Separations (**Page 49**)
  - i. Retirements (**Page 50**)

**IV. CALENDAR OF EVENTS**

**Board Meetings**

November 1, 2023  
 December 6, 2023  
 January 3, 2024  
 February 7, 2023

**Association of Community College Trustees**

Leadership Congress – Las Vegas Nevada; October 9-12, 2023  
 National Legislative Summit – Washington, D.C.; February 4-7, 2024

**Wisconsin Technical College District Boards Association**

October 25-28, 2023; Waukesha County Technical College, Pewaukee

**V. ADJOURN**

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

A meeting of the Madison Area Technical College District Board was held on September 6, 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), Daniel Bullock (Treasurer), Christopher Canty, Randy Guttenberg, Arlyn Halvorson, Shana Lewis, and Joe Maldonado.

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

Others present: Mackenzie Carstens, Student Liaison; Jovhany Michaud, Student Senate President; Cody White, Manager, Capital Planning and Sustainability; Lucas White, Associate Dean, School of Trades and Technologies; and Kristin Rolling, Recording Secretary.

### **Call to Order** <sup>I</sup>

The meeting was duly noticed and called to order at 5:30 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** <sup>II</sup>

#### **Approval of Meeting Minutes** <sup>II A</sup>

**There was a motion by Ms. Bidar-Sielaff, seconded by Mr. Maldonado, to approve the meeting minutes of August 2, 2023, as submitted. Motion carried.**

**Public Comments** <sup>II B</sup>

There were no public comments.

**New Business** <sup>III</sup>**Information Items** <sup>III A</sup>**Wisconsin Technical College District Boards Association Report** <sup>III A 1</sup>

Wisconsin Technical College District Boards Association (DBA) Executive Layla Merrifield reported on the activities of the organization, including state and federal legislative activity and advocacy.

**Communications** <sup>III B</sup>**Board Chair's Report** <sup>III B 1</sup>**Future Meeting & Event Schedule** <sup>III B 1 a</sup>

Mr. Dantzler reminded Trustees about upcoming meetings and college events, including the fall DBA meeting at Waukesha County Technical College and the Association of Community College Trustees Leadership Congress in Las Vegas.

**Student Liaison Report** <sup>III B 2</sup>

Mr. Carstens reported that student leaders recently met to discuss strategies for attracting and retaining student leaders. The group also participated in WolfPack Welcome events, including leading tours for new students.

**Student Senate Report** <sup>III B 3</sup>

Mr. Michaud reported that the Student Senate recently selected representatives to serve on the college's Shared Governance councils.

**College/Campus Announcements** III B 4

Ms. Buschhaus reported that Madison College has started a Manager and Staff Title and Compensation (MSTC) Project which will redesign the college's job analysis and compensation structure to support and be flexible with our changing needs. The new compensation structure will be implemented on July 1, 2024, for staff and January 1, 2025, for managers. During the Fall 2023 College Community Days in August, more than 900 faculty and staff participated in 23 break-out sessions offered on a wide variety of topics. The week's activities included an employee picnic and this year a picnic was added for second shift employees.

Dr. Grady's report was read by Dr. Ramirez. Ahjinakwe (Micaela) Salas joined the community impact/college culture and climate team in August as the college's Tribal Liaison. As a member of the Bad River Nation, she possesses unique lived experiences and connections within tribal communities. To promote and support neurodiversity inclusion, a new affinity group for Neurodiverse staff was formed to create a supportive environment and community for neurodivergent employees and their allies. The group will also focus on promoting the inclusion of all neurotypes while extending support to and advocating for neurodivergent students. During the week of College Community Days, the Office of Workplace Culture partnered with Institute for Equity and Transformational Change to host a series of workshops on how to thrive as an employee of color in higher education and how to decenter and disrupt exclusive structures to enhance a sense of belonging for all. Over the summer, seven employees from the College Culture and Climate team and the Employee Learning and Development office completed the Intercultural Development Inventory certification, a tool that assesses intercultural competence. It is an online, theory-based assessment of intercultural

competence and the results indicate a position along an intercultural development continuum and provides a target for the next stage of growth.

Dr. Ramirez reported that in August, Madison College hosted one of four Unlocking Pathways Summits held throughout the country by Jobs for the Future as part of the White House's *Raise the Bar: Unlocking Career Success* at the Truax Campus. Each Unlocking Pathways Summit brought together leaders from education, workforce, and industry from multiple states. The event was an opportunity for key decision makers to share critical strategies and address shared challenges in developing robust talent pipelines. The Madison College event focused on the CHIPS and Science Act & Advanced Manufacturing and included leadership from the Department of Education and Department of Commerce.

Dr. Giles-Klinkner reported that the college has two new transfer agreements that provide opportunities for Madison College Education Pre-Major students to transfer into education programs at UW-Platteville. The Madison College School of Academic Advancement, the largest among Wisconsin Technical College schools, served more than 2,250 students last year. The college recently renewed its Early College STEM Academy agreement with Madison Metropolitan School District. In addition to Madison, the academy also serves students from Sun Prairie, Lodi, Marshall and Poynette, and Verona. College Access Navigators, a new model for supporting the K-12 schools in the Madison College District, was deployed this fall. Navigators will work with high school students and counselors to assist student in accessing college credit opportunities while they are in high school. The Reedsburg Campus recently celebrated its first graduate of the Employment Support Internship Program through VARC, Inc. They also recently hosted the Latino Chamber of Commerce's LEAD tour series that works with entrepreneurs to either start a new business or expand their current business. Kallie Schultz,

Northern Region Academic Administrator, presented at the state CTE Summit to highlight the work the Portage Campus is doing with Early College courses and dual credit offerings. In partnership with the Greater Watertown Community Health Foundation, the Watertown Campus is offering free early childhood courses this fall and the classes are full. These classes are vital in helping to fill the teacher vacancies in childcare centers. The Fort Atkinson Campus hosted an Advanced Metal Fabrication and Welding camp a joint activity Hard and Soft Fishing, Inc., and sponsored by Nuts, Bolts, and Thingamajigs.

### **President's Report** III B 5

Dr. Daniels reported that he proposed 4 Key Performance Indicators (KPIs) to the Board for their consideration earlier in the day. With their input, the college will finalize the KPIs and create and present, at the October Board meeting, a detailed plan for measuring and communication them. An update on the college's strategic planning process, Vision 2023, will also be presented at the October Board meeting.

Dr. Daniels reported that for summer 2023, headcount was up 8.3% over last year and FTE's were up 8.8. In fall 2023, head count is up 2.8% over last year, with FTEs up 6.8%.

### **Enrollment Update** III B 5 a

Dr. Daniels introduced Dr. Casper to present a report related to enrollment. Dr. Casper shared information related to enrollment trends, shifts in course formats related to the pandemic, Fall 2023 FTE and headcount enrollment data including demographic information, and enrollments across degree-credit, non-credit, and development education programs.

**Action Items** III C**New Program Approval – Electricity** III C 1

Lucas White reported that there is a significant and growing need for employees who have skills in installing, maintaining, and servicing electrical systems and equipment within the Madison College district. In response to this demand, the proposed one-year technical diploma Electricity will offer students a unique opportunity for in-depth training while leveraging existing courses from the Renewable Energy certificate, Electro-Mechanical associate degree, and Construction and Remodeling technical diploma. This new credential will expand the Electricity academic portfolio to provide a pathway for graduates within this field to complete the one-year technical diploma, while creating an on ramp for electrician apprenticeship programs and related technical diplomas and associate degrees. There will be limited additional startup costs because a large portion of the curriculum is already embedded within existing one-year technical diplomas and two-year associate degree programs.

**There was a motion by Ms. Lewis, seconded by Mr. Halvorson, to approve the new Electricity one-year technical diploma. Motion carried.**

**Three-Year Facilities Plan** III C 2

Cody White shared an update on the college's Three-Year Facilities Plan, which includes upcoming capital projects for the next three years. Annually, all Wisconsin Technical College System (WTCS) districts are required to prepare and submit a Three-Year Facilities Plan to the Wisconsin Technical College System State Board. The plan must be approved by the District Board and submitted to the WTCS.

**There was a motion by Mr. Canty, seconded by Mr. Maldonado, to approve Madison College's Three-Year Facilities Plan dated September 2023 for submission to the Wisconsin Technical College System. Motion carried.**



**Capital Projects Borrowing** III C 3

**Resolution Authorizing the Issuance of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2023-24C** III C 3 a **and Resolution Establishing the Parameters For the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2023-24C** III C 3 b

Ms. Grigg reported that the attached resolution is the authorization to begin this process and totals \$3,500,000, including \$925,000 for building remodel and improvements, \$575,000 for the cost of site work, and \$2,000,000 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 (\$925,000), site work (\$575,000), and movable equipment and technology (\$2,000,000). 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. Guttenberg, seconded by Mr. Maldonado to adopt the Resolution Authorizing the Issuance of Not To Exceed \$3,500,000 General Obligation Promissory Notes, Series 2023-24C and adopt the Resolution Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2023-24C. Motion carried.**

**Consent Agenda** III C 4

**General fund monthly financial report as of July 31, 2023** III C 4 a

**Requests for proposals/request for bids/sole sources** III C 4 b

**38.14 Contracts for services June 2023** III C 4 c

**Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period June 16, 2023 through July 15, 2023** III C 4 d

**Employment of personnel** III C 4 e

**Resignations and separations** III C 4 f

**Retirements** III C 4 g

**There was a motion by Mr. Maldonado, seconded by Ms. Bidar-Sielaff, to approve Consent Agenda items III.C.4.a. through g. Motion carried**

**Adjournment** V

**There was a motion by Ms. Bidar-Sielaff, seconded by Mr. Maldonado, to adjourn the meeting. Motion carried.**

The meeting adjourned at 7:05 p.m.

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Melanie Lichtfeld, Secretary

Madison Area Technical College

**Conditionally Approved Study Abroad Programs 2023-24**

This is a request for conditional approval of the following list of anticipated study abroad programs for 2023-24. Once programs have been conditionally approved, they will be opened for student consideration and application. The programs have been initially reviewed, and vetted by CIE. Given the ongoing complications related to international travel caused by the pandemic and other potentially evolving global risks, each program will be subject to additional review before CIE final approval using the procedural and administrative rules in the Madison College Sponsored International Travel Policy and COVID Risk Assessment.

**Pillars of Promise:** To support the development of Students' Core Ability of Global and Cultural Perspectives, Madison College supports the opportunities for students to gain exposure to the history, culture, and language of world regions through experiential learning.

**Madison College Faculty-Led Study Abroad Programs:**

<u>Name of Program</u>	<u>Employee(s) Name; number of students</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>
Global Studies Program	Holly Mercier and Akaylah Jaeke, 8-20 students	Enniskillen, Northern Ireland	March 6-16, 2024	Madison College has sustained "Sister College" agreements with both Southwest College in Enniskillen, Northern Ireland and Kathe-Kollwitz-Schule in Marburg, Germany since 1997. Together with Madison College, these three institutions have established a rotating program where, each year, one of the three colleges hosts faculty and students from the other two countries for a week of presentations and learning activities around a global topic or theme related to business education. This year the program is slated to take place in Enniskillen, Northern Ireland. This travel opportunity is offered in conjunction with a 3-	Program funded by participant fees. Final cost still being determined but approximately \$3500-4400 per participant.

				credit Global Studies Seminar course for academic credit. Participants in this program will also participate in virtual peer-to-peer online learning prior to travel.	
Global Entrepreneurship in Italy	Shana LaFore and Jill Huizenga, 10-20 students	Italy- various cities including Florence, Siena, Tavernelle	March 8-17, 2024	Italy is a global leader in four distinct industries - fashion, interior design, culinary, and automotive, which have been joined together under the umbrella concept "Made in Italy." Students on this program will take either a 1 or 3 credit course called "Global Entrepreneurship" that focuses on Italian culture and industry. At the conclusion of the course, participants will visit educational, business, and cultural locations in Italy experiencing firsthand both internationally recognized brand leaders in their field as well as thriving small artisan businesses.	Program funded by participant fees. Final cost still being determined but approximately \$3500-4000 per participant.
Gender and Women's Studies in London	Autumn Behringer and Susanne Treiber, 8-20 students	London, England	March 6-16, 2024	Students in this program will visit the Women of the World Festival, other events associated with the conference, and will explore other opportunities in London related to gender and women's issues. Students may either participate as an option within an existing 3-credit International Perspectives on Gender and Women course, or may enroll in a study-abroad specific 1-credit option. Both options fulfill social science requirements toward AA/AS degrees and requirements for the Gender and Women's Studies and Global Studies certificates.	Program funded by participant fees. Final cost still being determined but approximately \$3000-4000 per participant.

Kenya- History and Journalism	David Hansen, Christine Cina, and Jeff Galligan, 6-20 students	Limuru, Nairobi, Kenya	May 11-21, 2024	This program leverages college partnerships in East Africa to provide student learning in Kenya. The program will include an Interdisciplinary course with a focus on history and journalism with a specific cultural and environmental context of Kenya. Students will have the option to join a virtual exchange in the spring semester by enrolling in World Issues Journalism or Modern African History, which will prepare them for the program abroad. The IDEAS grant will also support the work of Jeff Galligan and Tammy Gibbs in developing a peer-mentoring and coaching program to guide students in their learning before, during, and after being abroad.	Program funded by participant fees and supplemented by IDEAS grant funding. Final cost still being determined but approximately \$2000-3000 per participant. Scholarships will be available to lower this cost for selected students.
Madison College Big Band Tour to Germany	Tammy Gibbs and Jamie Kember, 25-35 band members and supporters	Multiple cities in Germany	Dates TBD upon confirmation of band performances	The City of Madison has a sister-city relationship with Freiburg to provide communities in both countries the opportunity to learn about each other's cultures, their people, and how they solve common problems. These relationships provide the Madison College Big Band with the unique opportunity to travel abroad as part of an ongoing cultural exchange. The Big Band will perform at multiple festivals throughout Germany, that build upon the sister-city relationship with Freiburg, the sister-state relationship with Hessen and other college, city, and state connections. The Big Band travelled to Germany for a similar tour during 2017.	Program funded by participant fees. Final cost still being determined but approximately \$3000-4000 per participant.

<b>External Consortia Study Abroad Programs</b>					
<b><u>Name of Program</u></b>	<b><u>Employee(s) Name; number of students</u></b>	<b><u>Destination Country and City</u></b>	<b><u>Dates of Travel</u></b>	<b><u>Description/Purpose of Travel and Benefit to District</u></b>	<b><u>Dollar Amount</u></b>
ICISP Programs	1-15 students total	Salzburg, Austria Seville, Spain Carlow, Ireland Canterbury, England Dijon, France San Jose, Costa Rica, Ghana	Varies by program and duration.	These programs are offered through the Illinois Consortium for International Studies and Programs (ICISP). Madison College is a long-standing member of ICISP and offers a variety of semester and summer consortia offerings to Madison College students. The programs offer a variety of courses, excursions, and full student support services, including housing.	Programs funded by participant fees and vary by location and duration.
CIEE Programs	0-10 students total	Various locations	Varies by program and duration.	These programs are offered through the Council on International Educational Exchange, a third-party study abroad provider. Madison College has worked with CIEE on logistics for faculty led programs as well as on various CIEE semester or summer program options available to individual students for many years. The programs offer a variety of courses, excursions, and full student support services, including housing.	Programs funded by participant fees and vary by location and duration.

API Programs	0-10 students total	Various Locations	Varies by program and duration.	These programs are offered through Academic Programs International, a third-party study abroad provider. Madison College works with API on logistics for faculty led programs. We will expand our portfolio to include various API semester, summer, or short term program options available to individual students. The programs offer a variety of courses, excursions, and full student support services, including housing.	Programs funded by participant fees and vary by location and duration.
Humber Global Summer School	0-5 students	Toronto, Canada	3-weeks	Madison College has collaborated with Humber for many years on a variety of projects. CIE has been considering the Humber Global Summer School as part of their Study Abroad portfolio and this past summer Humber offered two full scholarships to two of our students. We would like to offer the program as part of ongoing portfolio. Students live in Humber dorms and pick an intensive course from a list of options. Humber provides wrap around services and social activities to students, in addition to coursework. <a href="https://humber.ca/global-opportunities/global-summer-school/non-humber-students-global-summer-school.html">https://humber.ca/global-opportunities/global-summer-school/non-humber-students-global-summer-school.html</a>	Program funded by participant fees. Final cost still being determined but approximately \$3000 per participant.

Madison Area Technical College

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

Date of Madison College District Board Meeting: October 4, 2023

*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>
Open Education (OE) Global Conference	Rachel Becker	Edmonton, Canada	10/15/2023 - 10/19/2023	Traveling to present and attend OE Global conference in Edmonton, CA for continuing education related to open educational resources. This benefits the college through education on current open education trends which can be applied to faculty development, reduce textbook costs to students, and related trends.	\$1,729.00
Institute of Study Abroad Ireland Professional Development Trip	Suzanne Daly	Ireland	10/20/2023-10/30/2023	This professional development opportunity will be self-funded, but traveler will enroll in the college's international health insurance. By participating in farm/food tours, traveler will bring back the food culture of Ireland which will provide an opportunity to give the baking and culinary students a taste of this culture and the importance of food in their history and current state of economy.	\$25.00
ICISP Faculty Exchange	Karyn German	Netherlands	05/17/2024 - 06/01/2024	This is a Professional Development opportunity to learn about the Netherlands Nursing educational system. The goal is to enhance collaboration between our countries and share educational systems which can be operationalized within our perspective colleges.	\$150.00
ICISP Faculty Exchange	Matthew Guenette	Netherlands	05/17/2024 - 06/14/2024	Traveler has been awarded an ICISP exchange. An English professor from a college in the Netherlands will stay with traveler here in the fall, and the traveler will stay with that professor next spring. International flights range from \$1000 - \$2000 (as of this date).	\$1,250.00



<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>
CIE-ICISP International Exchange to Finland	Carolina Bailey	Finland	05/18/2024 - 06/02/2024	<p>Three Madison College faculty have been chosen to participate in a European international professional development exchange program in 2023-24. Participating faculty have been matched with colleagues sharing similar interests from an exchange network in Finland and the Netherlands, and each participant will host their exchange partner in their home for two-weeks. European partners will visit Madison College October 14-29, 2023 and Madison College faculty will visit their European partners May 18-June 1, 2024.</p> <p>Traveler will be participate in the exchange with a colleague from Finland to learn more about virtual reality in Finland, where there are schools that actively use it as part of their curriculum. She hopes to learn from them to help implement virtual exchange into her language classes.</p>	\$1,250.00

## MADISON AREA TECHNICAL COLLEGE

**DATE:** October 4, 2023

**TOPIC:** Proposed FY2023–2024 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 – Early Learning Campus

#### Childcare Remodel

This 6,375 square foot remodel project will increase the capacity of the Early Learning Campus (ELC) childcare program to 82 children, allowing more student families to be served each semester. The renovations will create three additional classrooms designed for young children's learning and comfort through hours of care. In addition, the ELC will be able to address the significant shortage of infant/toddler care options for student-families. The new classrooms will be able to serve up to 24 infants/toddlers each semester. This new center space will also expand and improve the kitchen facilities; create additional teacher workspace, a second lactation room, a student-parent lounge; and improve access for observations, practicums, and internships by Madison College Early Childhood Education academic program students. This renovation will also improve the office space, provide an additional conference room, and increase multipurpose space for parent and child programming.

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

### Truax – Early Learning Campus

#### Childcare Site Improvements

This site improvement project will create a new 2,000 square foot playground on the west side of the building and expand two existing playgrounds on the east side of the building. The new west side playground will allow for direct access from three classrooms to developmentally and age-appropriate outdoor play space for children under the age of two years. The existing east side playgrounds will be expanded 4,000 square feet to provide children with the safe spaces they need to explore, learn, and development their motor and learning skills.

The estimated construction cost is \$500,000.

### Commercial Avenue Campus Building A

#### Community & Industry Education Center Office Remodel

To allow the childcare program to expand at the Early Learning Campus (ELC), the Community & Industry Education Office located at the north end of the ELC will relocate to Commercial Avenue, Building A. This 6,426 square foot project will co-locate multiple units under the Strategic Partnerships & Innovation umbrella to create more synergy between service units that serve a largely external audience including Business and Industry Services, Professional and Continuing Education, Digital Credentials Institute, and entrepreneurship initiatives. This new location will allow for more efficient collaboration between these service units while preserving ease of access for the

community. The project includes an office area with six open workstations, six closed offices, a meeting room, kitchenette, and storage.  
The estimated project cost is \$850,000.

Capital equipment, including technology, instructional equipment, and furniture are not part of the construction estimates. Sufficient funds are available for those costs within the College's planning capital budget.

- ACTION:**
1. Approve the above remodel & site improvement 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:** October 4, 2023

**TOPIC:** FY 2023-24 Tax Levy

**ISSUE:** Chapter 38.16(1), Wis. Stats., requires that *“Annually by October 31, or within 10 days after receipt of the equalized valuations from the department of revenue, whichever is later, the district board may levy a tax on the full value of the taxable property of the district for the purposes of making capital improvements, acquiring equipment, operating and maintaining the schools of the district,…”*

In addition, Chapter 38.16(3)(be) states that *“Notwithstanding sub. (1), no district board may increase its revenue in the 2014-15 school year or in any school year thereafter by a percentage that exceeds the district's valuation factor,…”*

### **BACKGROUND:**

As part of 2013 Wisconsin Act 145, passed by the Legislature and signed by the Governor in spring of 2014, the District's operational tax levy limits were replaced with a revenue limit. The revenue associated with the limit is comprised of two sources: 1) aid from the State of Wisconsin's "Property Tax Relief Fund" (PTRF) and 2) the property tax levy issued for operations by each technical college district. In 2018, a third factor was added: aid in lieu of personal property taxes levied (Personal Property Aid, "PPA").

The PTRF functions in the following manner. The equalized value of the state's property is divided by the equalized value of an individual district's property. That resulting ratio was multiplied by the available state aid. That aid was distributed to the district and does not change from year to year unless modified by an additional legislative action. In FY2021-22 and FY2022-23, the available state aid was increased in the state's biennial budget. For Madison College, that amount is now \$67,343,598. Personal Property Aid is state aid to replace the personal property tax revenue as of January 1, 2017. That amount for FY2023-24 is \$406,256. Finally, the District can capture, on an annual basis, revenue associated with refunded or rescinded property tax from the prior year.

Districts are permitted to increase the operating levy by the percent change in the value of net new construction (NNC) in the district applied to the sum of the prior year's revenues from the PTRF, PPA, and the operating levy. The FY2023-24 annual budget adopted by the District Board in June 2023 assumed a Net New Construction growth rate of 1.75218%, or \$2,022,541. The Wisconsin Department of Revenue has reported that the NNC figure to Madison College as 2.14393% for FY2023-24. This would permit the District to increase its operating levy by \$2,415,488. The overall revenue under the revenue limit (PTRF, PPA, refunded/rescinded taxes, and tax levy) is \$353,088 more than in the initial budget.

To meet budget requirements, we need to generate a tax levy for operations of \$47,339,734. The District is required to make subsequent budget adjustments for FY2023-24, as is typical practice.

As equalized property values in the District increased by 11.93% to \$128,399,188,295, an operational mill rate of 0.36869 would be utilized. The operational mill rate for FY2022-

23 was 0.39201. This recommended operational mill rate reflects a decrease in the operational rate of 0.02332 mills or 5.95% from the prior year.

To meet budget requirements, we need to generate a debt service tax levy of \$37,631,646, a debt service mill rate of 0.29308. This is a decrease of \$1,405,308 as compared to the initial FY2023-24 debt service budget.

As the debt service mill rate for FY2022-23 was 0.32951, the recommendation reflects a decrease in the debt service of 0.03643 mills or 11.06%. This reflects the debt service related to the 2010 referendum and the District's capital plan implementation.

The combined operational and debt service mill rate for FY2022-23 was 0.72152. The combined FY2023-24 mill rate, as recommended for operations and debt service, is 0.66178. The combined levy amount is \$84,971,380.

**RECOMMENDATION:**

Authorize a property tax levy for FY2023-24 of \$84,971,380 on the full value of the taxable property of the district for the purpose of operating and maintaining the schools of the district and for the payment of debt. The levy for operations shall be \$47,339,734, and the levy for debt service shall be \$37,631,646.

## Madison Area Technical College

**DATE:** October 4, 2023

**TOPIC:** District Purchases Over \$50,000 Review

**ISSUE:** *The Wisconsin Administrative Code* [TCS 6.05 (2) (h)] requires an annual review of purchases “...to determine if a more competitive procurement process should be used in succeeding years.” The review is to be based upon a report “containing transaction detail grouped by similar goods, supplies and services”. Procurement has reviewed this detailed report for district purchases made in the 2022-23 fiscal year, and brings forward this review for the Board’s acceptance.

For the year, the district had purchases in excess of \$50,000 from a total of 223 suppliers, totaling \$73,714,962.

- 223 vendors, representing 100% of total suppliers and total transaction volume, were made using competitive bids, sole sources, governmental or other WTCS approved contracts, resale or were for payroll-related items.
- A report with detailed transactional data on 1,880 vendors across 72 spend categories was reviewed for individual vendor transactions under \$50,000 but in aggregate by spend category were greater than \$50,000.
- This comprehensive review is an ongoing process used to determine if a more competitive process can be used for the procurement of goods, supplies and services.

Procurement will continue to lead efforts throughout the year to ensure compliance with Purchasing policies and will emphasize the need for a competitive process to be used whenever feasible.

**ACTION:** Approve the District Purchases over \$50,000 Review for FY 2022-2023

**DISTRICT PURCHASES OVER \$50,000 FY2022-2023**

<u>Supplier</u>	<u>Amount</u>	<u>Procurement Method</u>
QUARTZ HEALTH BENEFIT PLANS CORPORATION	\$ 7,211,914.33	RFB/RFP
GROUP HEALTH COOPERATIVE OF SOUTH CENTRAL WISCONSIN	\$ 6,815,217.68	RFB/RFP
DEAN HEALTH PLAN	\$ 5,763,039.55	RFB/RFP
JOE DANIELS CONSTRUCTION CO INC	\$ 2,762,554.30	RFB/RFP
VANGUARD STORAGE AND RECOVERY LLC	\$ 2,370,311.67	Cooperative Purchase
KW2	\$ 1,814,572.74	Cooperative Purchase
JH Hassinger Inc	\$ 1,438,700.30	RFB/RFP
MADISON GAS AND ELECTRIC CO	\$ 1,401,500.25	Single/Sole Source
JH Hassinger Inc	\$ 1,112,934.96	RFB/RFP
JOE DANIELS CONSTRUCTION CO INC	\$ 1,013,029.56	RFB/RFP
SMART SPACES LLC	\$ 936,350.88	RFB/RFP
WINTER SERVICES LLC	\$ 880,687.96	RFB/RFP
CDW GOVERNMENT	\$ 867,700.00	Cooperative Purchase
ATMOSPHERE COMMERCIAL INTERIORS LLC	\$ 785,640.58	Cooperative Purchase
BAUER BUILDERS INC	\$ 775,799.35	RFB/RFP
INSIGHT PUBLIC SECTOR INC	\$ 762,766.37	Cooperative Purchase
JH FINDORFF AND SON INC	\$ 682,396.09	RFB/RFP
WORKDAY INC	\$ 636,959.00	Cooperative Purchase
APPLE INC	\$ 594,441.00	Cooperative Purchase
SYSCO BARABOO LLC	\$ 590,635.86	Cooperative Purchase
SMART SOLUTIONS INC	\$ 587,601.50	Cooperative Purchase
SYNERGY CONSORTIUM SERVICES LLC	\$ 578,031.16	Cooperative Purchase
MINNESOTA LIFE INSURANCE COMPANY	\$ 574,221.49	Cooperative Purchase
DISTRICTS MUTUAL INSURANCE & RISK MANAGEMENT	\$ 567,147.00	Cooperative Purchase
ASSEMBLAGE ARCHITECTS LLC	\$ 565,130.00	RFB/RFP
MARS SOLUTIONS GROUP	\$ 529,886.63	Cooperative Purchase
DISTRICTS MUTUAL INSURANCE & RISK MANAGEMENT	\$ 499,752.00	Cooperative Purchase
MIDAMERICA ADMINISTRATIVE AND RETIREMENT SOLUTIONS INC	\$ 488,577.66	Unknow, NO PO's
DELL MARKETING LP	\$ 487,143.68	Cooperative Purchase
THE STANDARD	\$ 486,846.88	RFB/RFP
MIDAMERICA ADMINISTRATIVE AND RETIREMENT SOLUTIONS INC	\$ 474,980.00	Payroll
SOUTHPORT ENGINEERED SYSTEMS LLC	\$ 460,479.00	RFB/RFP
PARAGON DEVELOPMENT SYSTEMS INC	\$ 457,861.95	Cooperative Purchase
TRI COUNTY PAVING INC	\$ 450,044.50	RFB/RFP
NORTHCENTRAL TECHNICAL COLLEGE	\$ 449,557.72	Cooperative Purchase
BEACON HILL STAFFING GROUP LLC	\$ 407,850.00	Cooperative Purchase
EMPLOYEE BENEFITS CORPORATION	\$ 404,448.49	RFB/RFP
CAMERA CORNER CONNECTING POINT	\$ 382,241.47	Cooperative Purchase
US CELLULAR	\$ 380,329.24	Resale
MIDAMERICA ADMINISTRATIVE AND RETIREMENT SOLUTIONS INC	\$ 380,047.76	Payroll

<u>Supplier</u>	<u>Amount</u>	<u>Procurement Method</u>
BAUER BUILDERS INC	\$ 377,514.65	RFB/RFP
SYNERGY CONSORTIUM SERVICES LLC	\$ 373,281.34	Cooperative Purchase
DUET RESOURCE GROUP INC	\$ 373,253.90	Cooperative Purchase
TEKSYSTEMS INC	\$ 368,438.00	Cooperative Purchase
CDW GOVERNMENT	\$ 365,740.12	Cooperative Purchase
EDUCATION MANAGEMENT SOLUTIONS LLC	\$ 360,663.29	Cooperative Purchase
INSIGHT PUBLIC SECTOR INC	\$ 358,232.32	Cooperative Purchase
MADISON COLLEGE FOUNDATION	\$ 350,000.00	Single/Sole Source
MARS SOLUTIONS GROUP	\$ 345,033.51	Cooperative Purchase
EAB GLOBAL INC	\$ 338,400.00	RFB/RFP
CLEAN POWER LLC	\$ 325,493.99	Cooperative Purchase
VANGUARD STORAGE AND RECOVERY LLC	\$ 324,413.43	Cooperative Purchase
HUSCH BLACKWELL LLP	\$ 315,179.38	Legal Counsel
JH FINDORFF AND SON INC	\$ 314,130.24	RFB/RFP
BEACON HILL STAFFING GROUP LLC	\$ 312,537.50	Cooperative Purchase
CHANDRA TECHNOLOGIES INC	\$ 306,130.00	Cooperative Purchase
TEAMSOFT INC	\$ 295,176.00	Cooperative Purchase
BWBR	\$ 294,115.89	RFB/RFP
CITY OF MADISON	\$ 285,164.20	Single/Sole Source
THE LAWNCARE PROFESSIONALS	\$ 279,365.14	RFB/RFP
MADISON COLLEGE FOUNDATION	\$ 277,402.40	Single/Sole Source
VERBA SOFTWARE INC	\$ 271,696.27	Single/Sole Source
PRESIDIO NETWORKED SOLUTIONS GROUP LLC	\$ 267,951.72	Cooperative Purchase
PROSPECT INFOSYSTEM INC	\$ 263,520.00	Cooperative Purchase
HONORLOCK INC	\$ 253,333.33	Cooperative Purchase
H2I GROUP INC	\$ 252,761.80	Cooperative Purchase
VANGUARD COMPUTERS INC	\$ 237,708.22	Cooperative Purchase
ASSEMBLAGE ARCHITECTS LLC	\$ 224,000.00	RFB/RFP
CARL ZEISS INDUSTRIAL QUALITY SOLUTIONS LLC	\$ 220,397.80	RFB/RFP
STRANG INC	\$ 220,331.80	RFB/RFP
EMPLOYEE BENEFITS CORPORATION	\$ 214,897.14	RFB/RFP
METRO TRANSIT MADISON	\$ 214,219.10	Single/Sole Source
NORTHCENTRAL TECHNICAL COLLEGE	\$ 209,348.44	Cooperative Purchase
JOE DANIELS CONSTRUCTION CO INC	\$ 206,422.50	RFB/RFP
HOLTZBRINCK PUBLISHERS LLC	\$ 201,533.93	Single/Sole Source
Planet Technology LLC	\$ 193,204.50	Cooperative Purchase
ASSESSMENT TECHNOLOGIES INSTITUTE LLC	\$ 192,427.80	RFB/RFP
MIDAMERICA ADMINISTRATIVE AND RETIREMENT SOLUTIONS INC	\$ 189,959.14	Payroll
PLUNKETT RAYSICH ARCHITECTS LLP	\$ 188,335.44	RFB/RFP
PRESIDIO NETWORKED SOLUTIONS GROUP LLC	\$ 183,813.14	Cooperative Purchase
GRB ACADEMY	\$ 183,000.00	Quotes, Used Equip



<u>Supplier</u>	<u>Amount</u>	<u>Procurement Method</u>
CHANDRA TECHNOLOGIES INC	\$ 182,703.50	Cooperative Purchase
CONSTELLATION NEWENERGY GAS DIVISION LLC	\$ 176,580.06	Single/Sole Source
MOTIMATIC PBC	\$ 168,900.00	Cooperative Purchase
BLACKBOARD INC	\$ 166,844.00	Cooperative Purchase
PEPSI COLA MADISON	\$ 166,765.28	RFB/RFP
NEWARK	\$ 166,494.93	Cooperative Purchase
ATMOSPHERE COMMERCIAL INTERIORS LLC	\$ 166,488.50	Cooperative Purchase
FILTRATION CONCEPTS INC	\$ 166,411.31	Cooperative Purchase
CDW GOVERNMENT	\$ 166,129.20	Cooperative Purchase
JOE DANIELS CONSTRUCTION CO INC	\$ 165,194.00	RFB/RFP
THE LAWNCARE PROFESSIONALS	\$ 165,089.96	RFB/RFP
SHOW STRIPING INDUSTRIES	\$ 162,000.00	Cooperative Purchase
WISCONSIN LIBRARY SERVICES INC	\$ 161,295.99	Cooperative Purchase
JH Hassinger Inc	\$ 161,065.00	RFB/RFP
KW2	\$ 158,889.10	Cooperative Purchase
SANTA CLARITA COMMUNITY COLLEGE DISTRICT	\$ 157,537.14	Federal Authorization
T ROWE PRICE	\$ 156,389.96	Payroll
LAERDAL MEDICAL CORP	\$ 154,496.56	Cooperative Purchase
UNITEDHEALTHCARE STUDENT RESOURCES	\$ 149,495.00	Resale
GIDEON TAYLOR CONSULTING LLC	\$ 148,897.50	Cooperative Purchase
SUNDIAL SOFTWARE CORP	\$ 146,376.00	Cooperative Purchase
SHI INTERNATIONAL CORP	\$ 146,333.99	Cooperative Purchase
LAMERS BUS LINES INC	\$ 142,789.00	RFB/RFP
SHI INTERNATIONAL CORP	\$ 140,381.76	Cooperative Purchase
MADISON COLLEGE FOUNDATION	\$ 138,701.20	Single/Sole Source
ASSEMBLAGE ARCHITECTS LLC	\$ 135,000.00	RFB/RFP
MADISON GAS AND ELECTRIC CO	\$ 134,491.29	Single/Sole Source
AT&T	\$ 131,352.99	Cooperative Purchase
R E GOLDEN PRODUCE CO INC	\$ 130,856.97	Resale
CENGAGE LEARNING INC	\$ 130,040.25	Single/Sole Source
STERTIL KONI USA INC	\$ 129,826.92	Cooperative Purchase
WINDSTREAM	\$ 129,148.07	Cooperative Purchase
CAMERA CORNER CONNECTING POINT	\$ 128,130.84	Cooperative Purchase
KW2	\$ 127,496.86	Cooperative Purchase
CAMERA CORNER CONNECTING POINT	\$ 127,463.66	Cooperative Purchase
GROUP HEALTH COOPERATIVE OF SOUTH CENTRAL WISCONSIN	\$ 121,302.60	RFB/RFP
V SOFT CONSULTING GROUP INC	\$ 118,794.34	Cooperative Purchase
HEXAGON MANUFACTURING INTELLIGENCE INC	\$ 118,500.00	RFB/RFP
FORWARD ELECTRIC INC	\$ 118,311.88	Cooperative Purchase
EMMONS BUSINESS INTERIORS	\$ 117,264.50	Cooperative Purchase
AMAZON.COM LLC	\$ 115,397.33	Cooperative Purchase

<u>Supplier</u>	<u>Amount</u>	<u>Procurement Method</u>
LAB MIDWEST LLC	\$ 115,126.00	Cooperative Purchase
VANGUARD COMPUTERS INC	\$ 114,882.85	Cooperative Purchase
PEARSON ENGINEERING LLC	\$ 114,693.88	RFB/RFP
STRANG INC	\$ 114,325.55	RFB/RFP
MADISON METROPOLITAN SCHOOL DISTRICT	\$ 113,275.00	Single/Sole Source
MCGRAW HILL LLC	\$ 112,489.42	RFB/RFP
PEARSON EDUCATION INC	\$ 112,077.36	Single/Sole Source
MBS TEXTBOOK EXCHANGE LLC	\$ 111,582.10	RFB/RFP
PROVEN POWER INC	\$ 110,970.90	Quotes
AGILYSYS NV LLC	\$ 103,640.54	RFB/RFP
SUPERIOR VISION INSURANCE PLAN OF WISCONSIN INC	\$ 102,711.22	Cooperative Purchase
AE BUSINESS SOLUTIONS	\$ 100,771.71	Cooperative Purchase
XEROX CORP	\$ 99,740.56	Cooperative Purchase
GARTNER INC	\$ 99,650.00	Cooperative Purchase
HYLAND SOFTWARE INC	\$ 99,450.17	Cooperative Purchase
BOBCAT OF MADISON INC	\$ 98,183.15	Cooperative Purchase
ELSEVIER INC	\$ 97,172.98	Single/Sole Source
VITALSOURCE TECHNOLOGIES LLC	\$ 96,577.04	Single/Sole Source
ROOFED RIGHT AMERICA LLC	\$ 94,396.89	RFB/RFP
HIGHPOINT TECHNOLOGY SOLUTIONS LLC	\$ 93,841.33	RFB/RFP
APPLE INC	\$ 92,900.00	Cooperative Purchase
WIN TECHNOLOGY	\$ 92,659.50	Single/Sole Source
RAY OHERRON CO INC	\$ 92,606.00	Cooperative Purchase
SMART SOLUTIONS INC	\$ 91,044.00	Cooperative Purchase
ONENECK IT SOLUTIONS LLC	\$ 90,975.00	RFB/RFP
DUET RESOURCE GROUP INC	\$ 88,470.60	Cooperative Purchase
UNITED PARCEL SERVICE	\$ 87,836.33	Cooperative Purchase
CITY OF MADISON	\$ 87,537.51	Single/Sole Source
CDW GOVERNMENT	\$ 87,429.39	Cooperative Purchase
Industrial Safety Inc	\$ 87,055.00	RFB/RFP
PARAGON DEVELOPMENT SYSTEMS INC	\$ 85,963.00	Cooperative Purchase
EDUCATION MANAGEMENT SOLUTIONS LLC	\$ 82,940.20	Cooperative Purchase
SCHILLING SUPPLY COMPANY	\$ 81,988.20	Cooperative Purchase
THYSSE	\$ 81,352.71	RFB/RFP
BAUER BUILDERS INC	\$ 81,102.00	RFB/RFP
ACHIEVING THE DREAM INC	\$ 80,000.00	Single/Sole Source
SUNDIAL SOFTWARE CORP	\$ 79,768.00	Cooperative Purchase
NESTLE USA INC	\$ 79,370.64	Resale
LAMERS BUS LINES INC	\$ 79,342.12	RFB/RFP
SHI INTERNATIONAL CORP	\$ 78,889.65	Cooperative Purchase
MASTERS BUILDING SOLUTIONS INC	\$ 78,599.18	Cooperative Purchase

<u>Supplier</u>	<u>Amount</u>	<u>Procurement Method</u>
LENZ SALES AND SERVICE INC	\$ 77,088.00	Quotes, Used Equip
GFL ENVIRONMENTAL	\$ 75,285.67	RFB/RFP
SHI INTERNATIONAL CORP	\$ 74,571.28	Cooperative Purchase
MCGRAW HILL LLC	\$ 74,158.81	RFB/RFP
MASS MUTUAL FINANCIAL GROUP	\$ 74,128.00	Payroll
MADISON COLLEGE FOUNDATION	\$ 73,990.21	Single/Sole Source
GROUP HEALTH COOPERATIVE OF SOUTH CENTRAL WISCONSIN	\$ 72,947.61	RFB/RFP
CDW GOVERNMENT	\$ 72,407.97	Cooperative Purchase
KW2	\$ 71,788.22	Cooperative Purchase
APPLE INC	\$ 70,409.00	Cooperative Purchase
SYSCO BARABOO LLC	\$ 68,293.97	Cooperative Purchase
DUET RESOURCE GROUP INC	\$ 67,870.08	Cooperative Purchase
CINTAS CORPORATION	\$ 67,205.30	Cooperative Purchase
SHI INTERNATIONAL CORP	\$ 66,541.50	Cooperative Purchase
WIN TECHNOLOGY	\$ 66,180.00	Single/Sole Source
WE ENERGIES	\$ 65,791.80	Single/Sole Source
HEARTLAND COMMUNITY COLLEGE	\$ 65,515.00	Resale
METROPOLITAN LIFE INSURANCE CO	\$ 64,646.75	Payroll
FORWARD ELECTRIC INC	\$ 63,349.58	Cooperative Purchase
CDW GOVERNMENT	\$ 63,030.67	Cooperative Purchase
ENCORE CONSULTING SERVICES INC	\$ 62,920.00	Cooperative Purchase
STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION	\$ 62,700.00	Single/Sole Source
SIMULATOR SOLUTIONS LLC	\$ 62,500.00	RFB/RFP
CRESCENT PRINTING COMPANY	\$ 62,296.42	Quotes, WTCS Marketing
AUTO PAINT AND SUPPLY CO INC	\$ 61,993.44	Cooperative Purchase
DANE COUNTY REGIONAL AIRPORT	\$ 61,914.98	Single/Sole Source
VITALSOURCE TECHNOLOGIES LLC	\$ 61,816.34	Single/Sole Source
CDW GOVERNMENT	\$ 61,132.75	Cooperative Purchase
GRAINGER INDUSTRIAL SUPPLY	\$ 61,044.56	Cooperative Purchase
VERBA SOFTWARE INC	\$ 60,809.49	Single/Sole Source
JEFFERSON FIRE AND SAFETY INC	\$ 60,534.00	RFB/RFP
UNITED STATES POSTAL SERVICE	\$ 60,290.00	Single/Sole Source
MULTIVIEW CANADA	\$ 60,000.00	Cooperative Purchase
FEDEX	\$ 59,363.88	Cooperative Purchase
PEARSON EDUCATION INC	\$ 59,016.18	Single/Sole Source
PATTERSON DENTAL SUPPLY INC	\$ 58,443.02	Cooperative Purchase
JONES AND BARTLETT LEARNING LLC	\$ 58,230.03	Single/Sole Source
WOLTERS KLUWER HEALTH INC	\$ 57,834.20	Resale
PARAGON DEVELOPMENT SYSTEMS INC	\$ 57,712.50	Cooperative Purchase
SYSCO BARABOO LLC	\$ 57,197.24	Cooperative Purchase
ADINSTRUMENTS INC	\$ 57,056.00	Single/Sole Source

<u>Supplier</u>	<u>Amount</u>	<u>Procurement Method</u>
HEARTLAND BUSINESS SYSTEMS LLC	\$ 56,466.93	Cooperative Purchase
CDW GOVERNMENT	\$ 55,940.00	Cooperative Purchase
UNITED WAY OF DANE COUNTY INC	\$ 54,723.41	Payroll
KW2	\$ 54,632.00	Cooperative Purchase
WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION	\$ 54,259.72	Single/Sole Source
365 NATION	\$ 54,031.25	RFB/RFP
CITY OF MADISON	\$ 54,020.13	Single/Sole Source
SANTA CLARITA COMMUNITY COLLEGE DISTRICT	\$ 53,936.40	Federal Authorization
Mid State Truck Service Inc	\$ 53,776.17	Quotes, Used Equip
LINDE GAS AND EQUIPMENT INC	\$ 53,567.90	Quotes
WISCNET	\$ 52,800.00	Cooperative Purchase
AVI SYSTEMS	\$ 52,547.12	Cooperative Purchase
VANGUARD STORAGE AND RECOVERY LLC	\$ 52,331.37	Cooperative Purchase
OCLC INC	\$ 51,335.96	Single/Sole Source
LINKEDIN CORPORATION	\$ 51,056.00	Single/Sole Source
KESSENICHS LTD	\$ 50,997.66	Quotes
CLIFTONLARSONALLEN LLP	\$ 50,988.00	Cooperative Purchase
HENRY SCHEIN EMS DIVISION	\$ 50,527.78	Cooperative Purchase
SANTA CLARITA COMMUNITY COLLEGE DISTRICT	\$ 50,146.96	Federal Authorization
	<b>\$73,714,962.26</b>	

## MADISON AREA TECHNICAL COLLEGE

**DATE:** October 4, 2023

**TOPIC:** Affirmation of the Madison College Mission, Vision, and Values

**ISSUE:** Madison College recently presented revised mission, vision, and values statements to the Board of Trustees, along with suggestions for themes related to Key Performance Indicators.

During their annual retreat in September 2023, Trustees reviewed drafts of the statements and key performance indicator themes and provided their suggestions for revisions. Trustees had additional opportunities to review drafts in the week prior to the October 2023 Board meeting.

The language below reflects Trustee input into the initial drafts.

### **Suggested Revisions to Mission-Vision-Values**

- **Mission**
  - Madison College provides our diverse communities open access to quality higher education that fosters student lifelong learning and success.
- **Vision**
  - To be the leader in accessible, affordable education that is responsive to the evolving needs of our diverse communities.
- **Values**
  - Excellence, Respect, Belonging, Integrity

### **Suggested Themes for developing Key Performance Indicators (KPIs)**

#### **Access**

Nationally, the present-day community college provides people access to education in preparation for bachelor's degree attainment and technical training. In 1937, Wisconsin created a focus on adult education for the forerunners to the present technical colleges. Today, Madison College provides our communities' diverse students access to educational programming for all these purposes, inclusive of high school completion and English Language Learning, at multiple locations and in multiple modalities. *All* members of our district's diverse communities should be able to access the programming we provide. By utilizing a holistic student support approach, including clear recruitment, application, and communication flow while incorporating equitable processes and procedures, we ensure a seamless student experience and enhance Madison College's reputation as a desirable education access point. Understanding who is and who is not accessing our college and why is critical to assessing our mission.

#### **Journey**

Retention, persistence, and completion are often centered as key pillars and metrics of a student's journey. Madison College has a unique opportunity to provide equitable support and opportunities for all students, faculty, and staff. The key for the college is to assist in providing guidance and support in the building of journeys that focus on unlocking the

potential for all. To this end, Madison College will create the conditions for everyone to safely voice opinions, be heard and valued, and feel that they truly belong. No journey is the same, but Madison College will build towards the ideal experience - where perspective intersects with informed choice. As students, faculty, and staff are empowered to monitor progress along students' academic and career plans, we will work to build out touchpoints and clear milestones in our strategic plan. This approach simplifies student decision-making and allows students to be known, nurtured, and challenged to achieve their highest potential. Madison College will provide personalized opportunities that allow students to explore broadly and develop passions deeply, leading to a transformative educational journey.

### **Learning**

Learning is an important stand-alone theme because our Madison College students have many opportunities that advance learning that aren't specifically measured by the data collected under the Success theme. Students learn about themselves through varied activities from being a teammate through athletics to working on projects together and accepting responsibility with a textbook rental program. Additionally, a student will engage in learning through academic coursework, labs or clinicals, and sometimes, through studies abroad. Regardless of their intention to complete a credential or transfer, or just enroll in one course, they will have participated in learning. Through a culture of care, professional development, shared learning, and personal accountability, Madison College employees will have a shared responsibility to ensure programs and services are aligned with each student's end goals. Learning is further enhanced with simplified choices through program maps and academic plans with default and flexible options, and co-curricular coherence.

### **Success**

Every individual has a unique definition of what "success" means for them; our students and employees are no exception. By providing equitable support and opportunities for all students, faculty, and staff, Madison College can consider each individual's needs, unlocking their true potential. Needs-based measures such as the proportion of students who experience food insecurity, have unmet child-care needs or unattended to mental health issues are just as important as traditional measures of success such as persistence, retention, credential completion, grade point average, and employment. Vision 2030 work will create both quantitative and qualitative Key Performance Indicators to address multiple types of successful outcomes, truly embracing the notion that success starts with meeting the individual where they are at, and understanding their goals so that we can create the conditions that make their learning journey successful.

### **RECOMMENDATION:**

Affirm the proposed Madison College Mission, Vision, and Values statements and the themes for Key Performance Indicators.

## MADISON AREA TECHNICAL COLLEGE

**DATE:** October 4, 2023

**TOPIC:** General Fund Financial Report as of August 31, 2023

**ISSUE:** Review current year to date revenues and expenditures in the general fund. The current fiscal year's general fund revenues are 15.63% of the current budget. This compares to 14.96% 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 0.01% of budget, compared to 0.03% 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 5.33% of budget, compared to 5.43% 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 60.12% of budget, compared to 56.53% last year. The material fee revenues are 62.66% of budget, compared to 54.53% last year. Various material fees are up from last year. Student FTE increased 6.7% for the fall term.
- Other Student Fees include graduation, nonresident tuition, Group Dynamics and community service classes. Revenues to date are 54.69% of the amount budgeted. Last year, revenues to date were 45.84%. Student Fees increased for Collegiate Transfer Out-of-State Tuition and Postsecondary/Vocational Adult/Non-Postsecondary Out-of-State Tuition. Student FTE increased 6.7% for the fall term.
- Institutional Sources include interest income, rental and royalty income, along with miscellaneous revenues. The revenues to date are 70.01% of the budget. Last year's revenues were 38.31% of the budget. The budget % increase is primarily interest income, rental income and miscellaneous revenue.
- Federal Sources consist of cost reimbursements on federal grants and administration for student financial assistance. Current year revenues are 1.61% of the budget, compared to 4.35% last year.
- Transfers from Reserves include Reserve for Compensated Absences (\$200,000) and Designation of Subsequent Year(s) (\$2,337,500).

The functional expenditure classifications are defined by NACUBO's Financial Accounting and Reporting Manual for Higher Education. The current fiscal year expenditures are 16.20% of budget as compares to 17.26% 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 11.19% of budget, compared to 12.90% 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 17.67% of the budget, versus 19.14% 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 14.02% of the current year's budget, compared to 14.16% 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 31.49% of budget, compared to 31.38% 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 41.73% of budget, compared to 41.46% 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 14.83% of budget, compared to 20.45% last year. Supplies and professional contracts are down compared to last year.
  
- Accept report and place on file.



**GENERAL FUND  
FOR THE MONTH ENDED AUGUST 2023**

**STATEMENT OF REVENUE - ESTIMATED AND ACTUAL**

	+Budgeted <u>Revenue</u>	Actual Revenue <u>Current Month</u>	Actual Revenue <u>Year to Date</u>	Balance To Be <u>Earned</u>	Actuals to Budget % Earned <u>Year to Date</u>	*Actuals to Budget % Earned <u>Prior Year</u>
Local Sources (Tax Levy)	\$ 45,236,500	\$ 2,430	\$ 2,430	\$ 45,234,070	0.01%	0.03%
State Sources (State Aid)	\$ 81,169,000	\$ 1,818,937	\$ 4,323,132	\$ 76,845,868	5.33%	5.43%
Program Fees	\$ 32,035,000	\$ 3,237,812	\$ 19,259,834	\$ 12,775,166	60.12%	56.53%
Material Fees	\$ 1,084,000	\$ 101,242	\$ 679,287	\$ 404,713	62.66%	54.53%
Other Student Fees	\$ 1,017,000	\$ 129,927	\$ 556,157	\$ 460,843	54.69%	45.84%
Institutional Sources	\$ 1,519,000	\$ 96,071	\$ 1,063,473	\$ 455,527	70.01%	38.31%
Federal Sources	\$ 280,000	\$ 28,154	\$ 4,497	\$ 275,503	1.61%	4.35%
Transfers from Reserves	\$ 2,537,500	\$ -	\$ -	\$ 2,537,500	0.00%	0.00%
Other Sources (Transfers In)	\$ 750,000	\$ -	\$ -	\$ 750,000	0.00%	0.00%
<b>Total Revenues</b>	<b>\$ 165,628,000</b>	<b>\$ 5,414,572</b>	<b>\$ 25,888,809</b>	<b>\$ 139,739,191</b>	<b>15.63%</b>	<b>14.96%</b>

**STATEMENT OF EXPENDITURES AND ENCUMBRANCES COMPARED WITH AUTHORIZATIONS**

	+Budgeted <u>Expenditures</u>	Year to Date <u>Expenditures</u>	<u>Encumbrances</u>	Budget <u>Balance</u>	Actuals to Budget % Used <u>Year to Date</u>	*Actuals to Budget % Used <u>Prior Year to Date</u>
Instructional	\$ 111,488,000	\$ 11,405,492	\$ 1,075,007	\$ 99,007,501	11.19%	12.90%
Instructional Resources	\$ 3,334,000	\$ 545,199	\$ 43,762	\$ 2,745,039	17.67%	19.14%
Student Services	\$ 19,122,000	\$ 2,515,058	\$ 165,055	\$ 16,441,887	14.02%	14.16%
General Institutional	\$ 19,453,000	\$ 3,993,845	\$ 2,131,696	\$ 13,327,459	31.49%	31.38%
Physical Plant	\$ 11,682,000	\$ 1,656,838	\$ 3,218,335	\$ 6,806,827	41.73%	41.46%
Public Service	\$ 549,000	\$ 77,210	\$ 4,216	\$ 467,574	14.83%	20.45%
<b>Total Expenditures</b>	<b>\$ 165,628,000</b>	<b>\$ 20,193,643</b>	<b>\$ 6,638,071</b>	<b>\$ 138,796,287</b>	<b>16.20%</b>	<b>17.26%</b>

+FY23-24 Original Budget

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

**Madison Area Technical College**

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

**DATE OF BOARD MEETING - October 4, 2023**

**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.**

<u>ID</u>	<u>Title</u>	<u>Description</u>	<u>Funding and Term</u>	<u>Vendor</u>	<u>Dollar Amount</u>	<u>Recommended by VP and Director/Dean</u>
RFB23-004	Truax Campus Robin Roberts Baseball Field Improvements	The concessions stand will be remodeled to include new countertops, flooring, paint, and a "Concessions" sign. A heater will be added to concessions and pressbox. Replacement of a section of exterior concrete, guard rail under the exterior stairs, and grandstand end caps facing concessions are also included.	Capital Remodel FY2023-2024	Daniels Construction Co., Inc	\$50,300 plus 20% contingency (\$10,060) for a total construction award of \$60,360	Sylvia Ramirez, EVP/COO Finance & Administration & Fred Brechlin, Director Construction Management
RFP24-018	Title and Compensation Structure Consultant	Consultant to guide the evaluation of current positions and create a new titling and compensation structure for non-faculty positions.	Funding from Contingency FY2024 and FY2025	MRA	\$150,000	Barb Meyer, Director Human Resources  Rosemary Buschhaus, VP/CHRO Human Resources
SS24-003	OCLC Library Management System	This is a purchase for a library management system which includes our public online catalog, circulation services, cataloging operation, etc. specific to our college needs. This is the heart and soul of our library operations and provides the main access to our print and electronic collections needed by students, faculty, and staff. It is for 1-year and provides operational and technical support for the system.	Operational FY2023-2024	OCLC, Inc.	\$52,595	Julie Gores, AVP Libraries & Academic Support Services & Tim Casper, EVP Student Affairs

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

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
2023-0115	Ball State University	2.41	Ball State University	\$ 8,000.00	\$ 1,259.89	\$ 1,603.71	\$ 6,396.29	-
2024-0004	Extreme Engineering Solutions	1.41	BI-FY24 Extreme Engineering Solutions 1-day PM for Engineers	\$ 2,250.00	\$ 1,668.04	\$ 2,024.40	\$ 225.60	-
2024-0005	UW Hospital	1.41	BI-FY24 UW-HOPE Foundation Nursing Program – 4 years	\$ 658,223.85	\$ 469,656.17	\$ 598,823.20	\$ 59,400.65	-
2024-0008	Independent Pharmacy Cooperative	1.41	BI-FY24 Independent Pharmacy Cooperative Leadership Summer 2024	\$ 5,500.00	\$ 3,287.59	\$ 4,089.40	\$ 1,410.60	-
2024-0009	Latitude Corp	1.41	BI-FY24 - Latitude Blueprint Reading - Summer 2023	\$ 4,600.00	\$ 2,276.70	\$ 3,017.10	\$ 1,582.90	-
2024-0010	Roots4Change	1.42	BI-FY24 Roots4Change CPR/AED Certification	\$ 1,500.00	\$ 1,191.77	\$ 1,484.27	\$ 15.73	-
2024-0011	Dane County Public Safety	2.25	BI-FY24 Dane County Public Safety	\$ 6,875.00	\$ 3,957.08	\$ 4,996.57	\$ 1,878.43	-
2024-0012	Alliant Energy - Environmental Controls	2.41	BI-FY24 Alliant Energy Project Management	\$ 3,175.00	\$ 2,421.04	\$ 2,940.70	\$ 234.30	-
2024-0013	Aldo Leopold Foundation	1.42	BI-FY24 Aldo Leopold CPR AED First Aid	\$ 1,275.00	\$ 1,082.21	\$ 1,293.79	\$ (18.79)	Gov't/Non Profit Indirect Rate
2024-0014	Department of Corrections	1.32	1244 EM @ Truax	\$ 73,261.50	\$ 27,205.83	\$ 34,883.80	\$ 38,377.70	-
2024-0016	Wisconsin Legislative Audit Bureau	2.35	BI-FY24 Wisconsin Legislative Audit Bureau - Mindfulness	\$ 535.00	\$ 330.93	\$ 420.02	\$ 114.98	-
2024-0017	Multi-Recipient	1.42	BI-FY24 CPR Certification for Cultured Kids & Roots4Change	\$ 800.00	\$ 605.88	\$ 752.13	\$ 47.87	-
2024-0018	Moraine Park Technical College	2.18	BI-FY24 Moraine Park Tech College - PLC Instructor	\$ 6,050.00	\$ 4,467.08	\$ 5,550.99	\$ 499.01	-
2024-0019	Colony Brands	1.41	BI-FY24 Colony Brands - Workplace Spanish	\$ 6,375.00	\$ 4,639.19	\$ 5,854.85	\$ 520.15	-
2024-0020	Latitude Corp	1.41	BI-FY24 Latitude Corp Metrology	\$ 5,400.00	\$ 2,826.12	\$ 3,785.94	\$ 1,614.06	-
2024-0021	Wisconsin Agri-Business Association	1.41	BI-FY24 WABA Frontline Leadership Development	\$ 9,600.00	\$ 7,169.68	\$ 8,120.46	\$ 1,479.54	-
2024-0026	Madison Area Electrical JATT	2.41	BI-FY24 NECA-IBEW Lab Assistance	\$ 150.00	\$ 53.49	\$ 71.78	\$ 78.22	-
2024-0027	Clasen Quality Chocolates	1.41	BI-FY24 Clasen DOT Inspection Course	\$ 1,575.00	\$ 850.56	\$ 1,115.65	\$ 459.35	-
2024-0028	Sauk County	1.25	BI-FY24 Excel Training Sauk County	\$ 3,200.00	\$ 2,079.91	\$ 2,540.20	\$ 659.80	-
2024-0029	Wisconsin Aviation	1.41	BI-FY24 WIA-Private Pilot Ground School	\$ 5,600.00	\$ 4,300.54	\$ 5,740.16	\$ (140.16)	Gov't/Non Profit Indirect Rate
2024-0030	Dane County School Consortium	1.42	DCSC Automotive Service Procedures Fall 2023	\$ 12,023.00	\$ 8,985.33	\$ 12,056.52	\$ (33.52)	Gov't/Non Profit Indirect Rate
2024-0032	Madison Area Electrical JATT	1.41	BI-FY24 NECA-IBEW Apprenticeship Courses	\$ 23,500.00	\$ 15,978.00	\$ 20,584.78	\$ 2,915.22	-
2024-0033	United States Attorney's Office	1.51	BI-FY24 US Attorneys Office Time Management	\$ 1,175.00	\$ 771.93	\$ 950.13	\$ 224.87	-
2024-0034	Fisher Barton	1.41	BI-FY24 LSS Green Belt	\$ 17,500.00	\$ 12,320.87	\$ 15,808.06	\$ 1,691.94	-
2024-0036	Blain Supply	1.41	BI-FY24 - Blain Supply Project Management	\$ 3,450.00	\$ 1,976.97	\$ 2,452.36	\$ 997.64	-
<b>Total</b>				<b>\$ 861,593.35</b>	<b>\$ 581,362.79</b>	<b>\$ 740,960.95</b>	<b>\$ 120,632.40</b>	

**Type of Service:**

- |   |  |
|---|--|
| 1.xx Customized Instruction                           | x.47 Workforce Advancement Training Grants |
| 2.xx Technical Assistance                             | x.51 Federal Governments                   |
| x.11 Public Education Inst./K-12                      | x.55 Multiple Federal Governments Units    |
| x.15 Multiple Educational                             | x.61 Foreign Governments                   |
| x.16 Public Education Inst./K-12 - Transcribed Credit | x.62 State Other Than WI                   |
| x.18 Public Education Inst./PS                        | x.63 Out of State Businesses               |
| x.19 Private Education Inst.                          | x.65 Multiple Out of State Entities        |
| x.21 WI Local Government Unit                         |  |
| x.22 Indian Tribal Governments                        |  |
| x.23 Economic Development Corp                        |  |
| x.24 County Boards of Supervisors                     |  |
| x.25 Multiple Local Government Units                  |  |
| x.31 State of Wisconsin                               |  |
| x.32 WI Department of Corrections                     |  |
| x.33 WI Div. of Vocat. Rehab                          |  |
| x.35 Multiple State Government                        |  |
| x.41 Business and Industry                            |  |
| x.42 Community Based Organizations                    |  |
| x.43 Workplace Education Initiatives                  |  |
| x.44 WMEP Related Contracts                           |  |
| x.45 Multiple Business & Industry                     |  |
| x.46 Adv Manufacturing Solutions                      |  |

**Madison College Supplier Payments Greater Than or Equal to \$2,500.00  
8/16/2023 through 9/15/2023**

<u>Supplier</u>	<u>Total Spend</u>
INSIGHT PUBLIC SECTOR INC	\$ 767,050.76
ATMOSPHERE COMMERCIAL INTERIORS LLC	\$ 671,672.58
JOE DANIELS CONSTRUCTION CO INC	\$ 634,757.70
QUARTZ HEALTH BENEFIT PLANS CORPORATION	\$ 615,162.57
GROUP HEALTH COOPERATIVE OF SOUTH CENTRAL WISCONSIN	\$ 570,199.85
DEAN HEALTH PLAN	\$ 466,724.23
NORTHCENTRAL TECHNICAL COLLEGE	\$ 405,977.61
SHI INTERNATIONAL CORP	\$ 395,373.06
DELL MARKETING LP	\$ 363,385.19
BAUER BUILDERS INC	\$ 361,022.31
CDW GOVERNMENT	\$ 338,973.65
LAERDAL MEDICAL CORP	\$ 333,170.70
MADISON GAS AND ELECTRIC CO	\$ 255,465.77
TRI COUNTY PAVING INC	\$ 211,777.20
HEARTLAND BUSINESS SYSTEMS LLC	\$ 172,976.06
CARL ZEISS INDUSTRIAL QUALITY SOLUTIONS LLC	\$ 170,711.19
STRATASYS INC	\$ 169,594.25
JH FINDORFF AND SON INC	\$ 114,166.50
MADISON METROPOLITAN SCHOOL DISTRICT	\$ 113,275.00
WISCONSIN LIBRARY SERVICES INC	\$ 111,989.33
1901 INC	\$ 101,864.24
MARS SOLUTIONS GROUP	\$ 101,235.50
J F AHERN CO	\$ 99,511.50
SMART SOLUTIONS INC	\$ 84,405.50
SYNERGY CONSORTIUM SERVICES LLC	\$ 81,468.32
JH HASSINGER INC	\$ 81,329.13
MBS TEXTBOOK EXCHANGE LLC	\$ 70,962.54
US CELLULAR	\$ 64,425.46
EMMONS BUSINESS INTERIORS	\$ 63,354.20
JONES AND BARTLETT LEARNING LLC	\$ 59,779.52
ZOLL MEDICAL CORPORATION	\$ 59,696.18
EXAN ENTERPRISES INC	\$ 57,500.00
BEACON HILL STAFFING GROUP LLC	\$ 56,200.00
AMAZON.COM LLC	\$ 55,982.71
WISNET	\$ 54,800.00
LINKEDIN CORPORATION	\$ 53,332.00
PEARSON EDUCATION INC	\$ 52,074.87
SYSCO BARABOO LLC	\$ 49,516.29
MINNESOTA LIFE INSURANCE COMPANY	\$ 48,418.61
MADISON COLLEGE FOUNDATION	\$ 48,287.81
KW2	\$ 47,872.50
MIDAMERICA ADMINISTRATIVE AND RETIREMENT SOLUTIONS INC	\$ 43,288.85
MCGRAW HILL LLC	\$ 43,078.56
PATTERSON DENTAL SUPPLY INC	\$ 40,745.07
PLUNKETT RAYSICH ARCHITECTS LLP	\$ 39,489.33
VWR INTERNATIONAL LLC	\$ 39,060.54
TEKSYSTEMS INC	\$ 38,416.50
CHANDRA TECHNOLOGIES INC	\$ 38,052.00
HU FRIEDY MFG CO LLC	\$ 35,144.00
EMPLOYEE BENEFITS CORPORATION	\$ 33,530.31
THE STANDARD	\$ 32,735.81
THE LAWCARE PROFESSIONALS	\$ 31,772.01

<u>Supplier</u>	<u>Total Spend</u>
RILEY CONSTRUCTION COMPANY INC	\$ 31,270.88
TEAMSOFT INC	\$ 30,464.00
CENTRAL CAROLINA COMMUNITY COLLEGE	\$ 29,505.02
RAY OHERRON CO INC	\$ 28,731.00
FEDEX	\$ 28,530.92
CAMERA CORNER CONNECTING POINT	\$ 28,262.43
GALLAGHER STUDENT HEALTH AND SPECIAL RISK	\$ 28,083.00
CITY OF MADISON	\$ 27,908.52
THE CERAMIC SHOP	\$ 26,817.60
PRAIRIE POWER CENTER	\$ 25,516.96
GREEN WINDOW CLEANING SERVICES LLC	\$ 25,233.00
CORE BTS	\$ 25,198.50
PROSPECT INFOSYSTEM INC	\$ 24,480.00
WOLTERS KLUWER HEALTH INC	\$ 23,757.64
DOIG CORPORATION	\$ 23,131.00
VISTA HIGHER LEARNING INC	\$ 22,370.00
APPLE INC	\$ 22,216.90
VANGUARD COMPUTERS INC	\$ 21,977.74
PLANET TECHNOLOGY LLC	\$ 21,874.50
SOUTHPORT ENGINEERED SYSTEMS LLC	\$ 21,850.00
GRAINGER INDUSTRIAL SUPPLY	\$ 21,239.59
RESPONDUS INC	\$ 20,070.00
TRANE US INC	\$ 20,002.34
MARIANNA INDUSTRIES INC	\$ 19,983.04
CLEAN POWER LLC	\$ 19,900.87
CINTAS CORPORATION	\$ 19,373.31
DELAWARE TECHNICAL COMMUNITY COLLEGE	\$ 16,590.09
IDEXX DISTRIBUTION INC	\$ 15,566.11
ONENECK IT SOLUTIONS LLC	\$ 15,050.00
GFL ENVIRONMENTAL	\$ 15,011.06
HOELSCHER PERFORMANCE SALES	\$ 14,965.00
XEROX CORP	\$ 14,266.92
WINDSTREAM	\$ 13,958.64
ASCENDIUM EDUCATION SOLUTIONS INC	\$ 13,848.00
T ROWE PRICE	\$ 13,760.52
AE BUSINESS SOLUTIONS	\$ 13,205.05
WIN TECHNOLOGY	\$ 13,137.80
WW NORTON AND CO INC	\$ 12,555.00
PIVOT POINT INTERNATIONAL INC	\$ 12,246.23
AT&T	\$ 12,216.01
ARTHUR J GALLAGHER RISK MANAGEMENT SERVICES INC	\$ 11,451.00
DOUGLAS STEWART COMPANY INC	\$ 11,438.59
GEAR FOR SPORTS	\$ 11,394.39
PLUNKETTS PEST CONTROL INC	\$ 11,378.61
CREATIVE BUSINESS INTERIORS INC	\$ 11,332.70
REFQUEST LLC	\$ 11,110.00
RITTENHOUSE BOOK DISTRIBUTORES LLC	\$ 11,032.35
WISCONSIN SCHOOL COUNSELOR ASSOCIATION INC	\$ 10,500.00
CARL F STATZ AND SONS INC	\$ 10,121.40
ELSEVIER INC	\$ 10,095.75
HOOPER CORPORATION	\$ 9,867.16
MCR MEDICAL SUPPLY	\$ 9,586.17
STAPLES BUSINESS ADVANTAGE	\$ 9,526.69
NESTLE USA INC	\$ 9,349.60

<u>Supplier</u>	<u>Total Spend</u>
AG & TURF STRATEGIC ACCOUNTS BUSINESS DIVISION	\$ 9,169.28
CENGAGE LEARNING INC	\$ 9,039.95
MATTHEWS BOOK COMPANY	\$ 8,932.21
LAKESHORE TECHNICAL COLLEGE	\$ 8,900.00
SAGE PUBLICATIONS INC	\$ 8,900.00
HOBART SERVICE	\$ 8,739.68
365 NATION	\$ 8,531.25
SUPERIOR VISION INSURANCE PLAN OF WISCONSIN INC	\$ 8,330.79
MOUTHWATCH LLC	\$ 8,026.44
FISHER SCIENTIFIC COMPANY LLC	\$ 7,905.74
ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES	\$ 7,898.00
W NUHSBAUM INC	\$ 7,822.45
DANE COUNTY REGIONAL AIRPORT	\$ 7,731.47
KENDALL HUNT PUBLISHING COMPANY	\$ 7,725.99
ANATOMAGE INC	\$ 7,700.00
PEARSON ENGINEERING LLC	\$ 7,692.50
PEPSI COLA MADISON	\$ 7,513.71
AVI SYSTEMS	\$ 7,338.00
PHOTOSHELTER INC	\$ 7,313.86
BELCO VEHICLE SOLUTIONS LLC	\$ 7,261.39
METRO TRANSIT MADISON	\$ 7,250.95
COMMUNITY COLLEGES FOR INTERNATIONAL DEVELOPMENT	\$ 7,250.00
BSN SPORTS LLC	\$ 7,238.71
ARCHETYPE INNOVATIONS LLC	\$ 7,220.00
SCHILLING SUPPLY COMPANY	\$ 7,140.26
WERNER ELECTRIC SUPPLY CO	\$ 6,853.89
PARAGON DEVELOPMENT SYSTEMS INC	\$ 6,660.00
R E GOLDEN PRODUCE CO INC	\$ 6,424.40
AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION	\$ 6,420.00
POMASL FIRE EQUIPMENT INC	\$ 6,400.28
HAAS FACTORY OUTLET MILWAUKEE	\$ 6,293.72
HUSCH BLACKWELL LLP	\$ 6,184.80
CAROLINA BIOLOGICAL SUPPLY COMPANY	\$ 6,166.00
CITY OF PORTAGE	\$ 6,162.00
FIRST TECHNOLOGIES INC	\$ 6,059.00
PATAL PUBLISHING LLC	\$ 6,045.00
4IMPRINT INC	\$ 6,004.89
DAVIS INSTRUMENT CO INC	\$ 5,964.20
MASS MUTUAL FINANCIAL GROUP	\$ 5,761.00
BE GONE GREEN LLC	\$ 5,700.95
DISTRICTS MUTUAL INSURANCE & RISK MANAGEMENT	\$ 5,699.00
SUNPLUS DATA GROUP INC	\$ 5,350.00
NEWARK	\$ 5,250.00
STEFANS SOCCER	\$ 5,201.40
KFT FIRE TRAINER LLC	\$ 5,120.00
BWBR	\$ 5,086.00
WE ENERGIES	\$ 5,007.51
ANIMA LEADERSHIP, INC.	\$ 5,000.00
REV COM	\$ 4,999.00
GENERATION HOPE	\$ 4,998.00
EDUSIGHT CREATIVE LLC	\$ 4,993.75
HOLTZBRINCK PUBLISHERS LLC	\$ 4,910.40
PASCO SCIENTIFIC	\$ 4,860.00
V SOFT CONSULTING GROUP INC	\$ 4,835.60

<u>Supplier</u>	<u>Total Spend</u>
CARASOFT TECHNOLOGY CORPORATION	\$ 4,815.00
UNITED WAY OF DANE COUNTY INC	\$ 4,736.12
HOTEL INDIGO MADISON DOWNTOWN	\$ 4,585.00
PROEDUCATION SOLUTIONS LLC	\$ 4,567.50
DC EQUIPMENT	\$ 4,471.58
AIRGAS USA LLC	\$ 4,313.24
MEDLINE INDUSTRIES INC	\$ 4,280.71
INDUSTRIAL LADDER AND SUPPLY INC	\$ 4,073.71
ALL ENERGY MANAGEMENT INC	\$ 4,000.00
ELIZABETH LEIBA	\$ 4,000.00
REMEL INC	\$ 3,913.58
METROPOLITAN LIFE INSURANCE CO	\$ 3,622.60
TDS TELECOM SERVICE LLC	\$ 3,609.90
BELL FORD	\$ 3,581.09
AMERICAN COUNCIL ON EDUCATION	\$ 3,578.00
NAPA AUTO PARTS DIV OF MPEC	\$ 3,573.06
GREENTECH RENEWABLES	\$ 3,559.28
COVIDEO LLC	\$ 3,540.00
SIDEARM SPORTS LLC	\$ 3,500.00
HIRERIGHT LLC	\$ 3,423.22
D AND H DISTRIBUTING	\$ 3,413.73
BROTHERS MAIN INC	\$ 3,399.95
SIGNELEMENTS	\$ 3,345.35
QUESTICA LTD	\$ 3,312.50
ADVANCED HEALTH AND SAFETY LLC	\$ 3,170.00
UNITED MAILING SERVICES INC	\$ 3,125.90
SCHUMACHER ELEVATOR COMPANY	\$ 3,115.89
JEFFERSON FIRE AND SAFETY INC	\$ 3,105.00
COTTAGE GROVE GOLF DEVELOPMENT CO LLC	\$ 3,095.40
HIRING AND STAFF SERVICES INC	\$ 3,038.00
REDFOX AI LLC	\$ 3,000.00
MSC INDUSTRIAL SUPPLY CO INC	\$ 2,956.68
MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	\$ 2,949.47
VITALSOURCE TECHNOLOGIES LLC	\$ 2,945.80
BADGER WELDING SUPPLIES INC	\$ 2,904.30
CAPTION SERVICES	\$ 2,890.00
UNIVERSAL PRODUCTION MUSIC	\$ 2,782.00
POCKET NURSE	\$ 2,776.11
MASTERS MCQUAY JOINT VENTURE LLC	\$ 2,745.07
WESTED	\$ 2,730.00
POCKET PREP INC	\$ 2,700.00
HALLMAN LINDSAY PAINTS INC	\$ 2,638.10
INTERNATIONAL LANGUAGES	\$ 2,583.52
AGILYSYS NV LLC	\$ 2,567.42
GLOBAL MUSIC RIGHTS LLC	\$ 2,551.40
KLEIN DICKERT CO INC	\$ 2,500.00
<b>Total</b>	<b>\$ 10,552,133.57</b>

**MADISON AREA TECHNICAL COLLEGE**

**SCHEDULE OF CHECKS ISSUED**

**FOR THE PERIOD 08/16/23 - 09/15/23**

**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 - 350533	320	\$ 1,755,125.75
August 16, 2023 - September 15, 2023	350534 - 350867	332	\$ 1,931,908.89
	<b>YTD - Accounts Payable Checks</b>	<b>652</b>	<b>\$ 3,687,034.64</b>
<b>ACCOUNTS PAYABLE ACH PAYMENTS</b>			
Prior Period - YTD ACH	991169 - 1000774	776	\$ 9,419,779.02
August 16, 2023 - September 15, 2023	1000775-1007502	721	\$ 9,130,506.58
	<b>YTD - Accounts Payable ACH</b>	<b>1,497</b>	<b>\$ 18,550,285.60</b>
<b>STUDENT REFUND CHECKS</b>			
Prior Period - YTD Checks	621313 - 621484	172	\$ 68,644.48
August 16, 2023 - September 15, 2023	621485-622644	1,159	\$ 2,035,448.00
	<b>YTD - Student Refund Checks</b>	<b>1,331</b>	<b>\$ 2,104,092.48</b>
<b>STUDENT REFUND ACH PAYMENTS</b>			
Prior Period - YTD ACH	E-Refunds	351	\$ 273,020.02
August 16, 2023 - September 15, 2023	E-Refunds	357	\$ 511,431.32
	<b>YTD - Student Refund ACH</b>	<b>708</b>	<b>\$ 784,451.34</b>
<b>PAYROLL CHECKS</b>			
Prior Period - YTD Checks	105168 - 105177	10	\$ 5,588.90
August 16, 2023 - September 15, 2023	105178-105210	32	\$ 11,364.01
	<b>YTD - Payroll Checks</b>	<b>42</b>	<b>\$ 16,952.91</b>
<b>PAYROLL ACH PAYMENTS</b>			
Prior Period - YTD ACH	991266 - 1000424	5,278	\$ 7,927,854.93
August 16, 2023 - September 15, 2023	1000917-1007376	4,556	\$ 6,381,797.83
	<b>YTD - Payroll ACH</b>	<b>9,834</b>	<b>\$ 14,309,652.76</b>
<b>GRAND TOTAL PAYMENTS</b>			<b>\$ 39,452,469.73</b>



**MADISON AREA TECHNICAL COLLEGE**

**DATE:** October 4, 2023

**TOPIC:** Wisconsin Code of Ethics

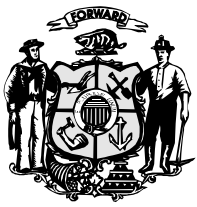
**ISSUE:** Wisconsin’s Code of Ethics for Public Officials and Employees applies to anyone holding a position "designated as assistant, associate or deputy district director of a technical college."

Madison Area Technical College has reviewed the prior designations and recommends the following positions as subject to Wisconsin’s Code of Ethics:

<b>Position</b>	<b>Occupant</b>
President	Dr. Jack E. Daniels III
Interim Provost	Dr. Beth Giles
Chief Information Officer	Cory Chrisinger
Vice President, Human Resources/Chief Human Resources Officer	Rosemary Buschhaus
Executive Vice President, Student Affairs	Dr. Tim Casper
Vice-President, Culture and Climate	Dr. Damira Grady
Executive Vice-President, Institutional Policy & Strategy/Chief of Staff	Dr. Mark Thomas
Executive Vice-President, Administration/Chief Operating Officer	Dr. Sylvia Ramirez

**RECOMMENDATION:**

That the Madison Area Technical College District Board approve the attached resolution that for purposes of Wisconsin’s Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats., the Madison Area Technical College District Board designates the above named positions assistant, associate or deputy district directors and understands that the current occupants of these positions and their successors to these positions are state public officials to whom Wisconsin’s Code of Ethics applies.



## TECHNICAL COLLEGE ANNUAL BOARD RESOLUTION OFFICIALS SUBJECT TO STATE CODE OF ETHICS

WHEREAS, technical college district board members, district directors, and other key administrative staff of technical college districts are subject to the State Code of Ethics.

THEREFORE, BE IT RESOLVED that, for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, Sections 19.41 through 19.59, Stats., the Madison Area Technical College Board of Trustees designates the following positions and indicates its intention that the current occupants of these positions and their successors be subject to the Wisconsin Ethics Code:

<b>Position</b>	<b>Occupant</b>
President	Dr. Jack E. Daniels III
Interim Provost	Dr. Beth Giles
Chief Information Officer	Cory Chrisinger
Vice President, Human Resources/Chief Human Resources Officer	Rosemary Buschhaus
Executive Vice President, Student Affairs	Dr. Tim Casper
Vice-President, Culture and Climate	Dr. Damira Grady
Executive Vice-President, Institutional Policy & Strategy/Chief of Staff	Dr. Mark Thomas
Executive Vice-President, Administration/Chief Operating Officer	Dr. Sylvia Ramirez

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

<b>Name</b>	<b>Jennifer Kroninger</b>
Title	Information Technology Project Leader
Start Date	July 23, 2023
Salary	\$67,334.80 annually
Type	Staff
PT/FT	Full-time
Location	Truax campus
Degree	Associate's degree – Arts & Science (Madison College)
License	
Certifications	CompTIA A+ Computer Essentials Blackboard Transact Administrator
Experience	3+ years Help Desk Specialist (at Madison College) 3 years Operations Program Associate

<b>Name</b>	<b>Susan Parr</b>
Title	Senior Laboratory Coordinator
Start Date	August 20, 2023
Salary	\$29.66 hourly
Type	Staff
PT/FT	Part-time
Location	Truax campus
Degree	Bachelor's degree – Dairy Science Associate's degree – Veterinary Technician Program (at Madison College)
License	
Certifications	
Experience	8 months Casual Senior Laboratory Coordinator (at Madison College) 10+ years Certified Veterinary Technician

<b>Name</b>	<b>Terrica Peyton</b>
Title	Student Support Advisor
Start Date	August 20, 2023
Salary	\$70,765.00 annually
Type	Staff
PT/FT	Full-time
Location	South Madison
Degree	Bachelor's degree – Sociology & Social Welfare
License	
Certifications	Certified Nursing Assistant (at Madison College)
Experience	2 years Student Success Coach (at Madison College) 5 years TOPS Enrollment Coach

<b>Name</b>	<b>Wanda Phillips</b>
Title	Food Service Assistant
Start Date	August 20, 2023
Salary	\$22.62 hourly
Type	Staff
PT/FT	Full-time
Location	Truax campus
Degree	
License	
Certifications	
Experience	21+ years Food Service Assistant (at Madison College)

<b>Name</b>	<b>Alfred Arthurs</b>
Title	Goodman South – Campus Manager
Start Date	August 28, 2023
Salary	\$80,000 annually
Type	Management
PT/FT	Full-time
Location	South Madison
Degree	Bachelor’s degree – Graphic Design
License	
Certifications	
Experience	5+ years Public Safety Shift Lead (at Madison College) 1+ year Public Safety Coordinator (at Madison College)

<b>Name</b>	<b>Ahjinakwe (Micaela) Salas</b>
Title	Tribal Liaison
Start Date	August 28, 2023
Salary	\$73,713.00 annually
Type	Staff
PT/FT	Full-time
Location	Truax campus
Degree	Master’s degree – Social Work Bachelor’s degree – Social Work
License	
Certifications	
Experience	4+ years Financial Aid Advisor/Native American Community Outreach Specialist 9 months School Social Work Intern

<b>Name</b>	<b>Julie Svendsen</b>
Title	Administrative Specialist
Start Date	August 28, 2023
Salary	\$24.82 hourly
Type	Staff – Confidential
PT/FT	Part-time
Location	Truax campus
Degree	Master’s degree – Counseling Bachelor’s degree – Psychology
License	
Certifications	
Experience	2+ years Program Support Assistant 6+ years Educational Assistant

<b>Name</b>	<b>Kylie Knoblauch</b>
Title	Senior Laboratory Coordinator
Start Date	August 28, 2023
Salary	\$29.17 hourly
Type	Staff
PT/FT	Full-time
Location	Truax campus
Degree	Bachelor’s degree – Pre-Veterinary Medicine Associate’s degree – Animal Science (at Madison College)
License	
Certifications	
Experience	2+ years Senior Laboratory Coordinator (at Madison College) 5+ years Lead Veterinary Technician

<b>Name</b>	<b>Scott Reuter</b>
Title	Lead Custodian
Start Date	August 28, 2023
Salary	\$24.82 hourly
Type	Staff
PT/FT	Part-time
Location	Reedsburg campus
Degree	Associate’s degree – Auto Collision Repair (at Madison College)
License	
Certifications	
Experience	15 years Master Electrician 1 year Lineman Apprentice

<b>Name</b>	<b>Ana Paula Rodovalho F Moreira</b>
Title	Academic Engagement Partner
Start Date	September 3, 2023
Salary	\$29.63 hourly
Type	Staff
PT/FT	Part-time
Location	South Madison
Degree	Bachelor's degree – Nursing Associate's degree – Mathematics (at Madison College)
License	
Certifications	CRLA Tutor
Experience	2+ years Academic Engagement Partner (at Madison College) 1.5 years Peer Tutor (at Madison College)

<b>Name</b>	<b>Katherine Foster</b>
Title	Senior Fiscal Operations Coordinator
Start Date	September 3, 2023
Salary	\$29.66 hourly
Type	Staff
PT/FT	Full-time
Location	Truax campus
Degree	Master's degree - Personal Financial Planning Bachelor's degree - Sociology, minor in Health and Human Development
License	
Certifications	Financial Therapy
Experience	4 months Financial Aid Student Support Coordinator (at Madison College) 1+ year Academic Advisor III

<b>Name</b>	<b>Raquel Diaz</b>
Title	Administrative Planner
Start Date	September 3, 2023
Salary	\$29.07 hourly
Type	Staff
PT/FT	Full-time
Location	South Madison
Degree	
License	
Certifications	
Experience	9 months Student Support Coordinator (at Madison College) 7+ years Lead Teacher

<b>Name</b>	<b>Brittany Gibson</b>
Title	Barista
Start Date	September 5, 2023
Salary	\$18.18 hourly
Type	Staff
PT/FT	Full-time
Location	Truax campus
Degree	
License	
Certifications	
Experience	2+ years Lab Sample Coordinator 1+ year Bicycle Assembly

<b>Name</b>	<b>Kyra Young</b>
Title	Bookstore Cashier
Start Date	September 7, 2023
Salary	\$16.88 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	
License	
Certifications	
Experience	9 months Joann Fabrics Team Member 6 months Target Team Member

<b>Name</b>	<b>Michael Panten</b>
Title	Lead Laboratory Coordinator
Start Date	September 11, 2023
Salary	\$32.42 hourly
Type	Staff
PT/FT	Full-time
Location	Truax campus
Degree	Bachelor's degree – Accounting
License	
Certifications	
Experience	13+ years Textbook Buyer (at Madison College) 14 years Auto Parts Associate (at Madison College)

<b>Name</b>	<b>Norman Fuentes Moreno</b>
Title	Parking Enforcement Officer
Start Date	September 14, 2023
Salary	\$21.04 hourly
Type	Staff
PT/FT	Part-time
Location	Truax campus
Degree	Associate's degree – Construction (at Madison College)
License	
Certifications	
Experience	9+ years Construction Manager 6 months Security Guard



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

<b>EMPLOYEE</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>
Sarah Botting	Associate School Certifying Official	August 16, 2023
Rachael Harkins	Senior Laboratory Coordinator	August 25, 2023
Robert Lazzell	Financial Wellness Support Coordinator	August 30, 2023
Masud Parvez	Senior Hosting & Database Engineer	September 8, 2023
Narshakiah Graham	Custodian	September 8, 2023
Scott Reuter	Lead Custodian	September 14, 2023

**THE PRESIDENT RECOMMENDS APPROVAL OF RETIREMENTS**

<b>EMPLOYEE</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>YEARS OF SERVICE</b>
Nedra Bobo-Boyles	Manager, Goodman South Campus Operations	September 15, 2023	10