

A meeting of the Madison Area Technical College District Board was held on October 7, 2020 in a virtual format. Members of the public were given an opportunity to attend the meeting virtually through a phone line published as part of the notice.

Board members present: Shiva Bidar-Sielaff, Elton Crim, Randy Guttenberg, Arlyn Halvorson, Joseph Hasler, Frances Huntley-Cooper, Melanie Lichtfeld, Ananda Mirilli, and Christopher Polzer.

Also present: Jack E. Daniels, President; Jon Anderson, Legal Counsel; Valentina Ahedo, Dean of Goodman South Campus; Turina Bakken, Provost; Rosemary Buschhaus, Vice-President of Human Resources & Chief Human Resources Officer; Tim Casper, Executive Vice-President of Student Success & Institutional Learning and Effectiveness; James Falco, Associate Vice-President of Regional Campuses; and Mark Thomas, Executive Vice-President for Finance and Administration & Chief Operating Officer.

Others present: Brittany Campbell, Student Liaison; Sean Green, Student Senate President; Sylvia Ramirez, Vice-President for Administrative Services; and Kristin Rolling, Recording Secretary.

Call to Order ^I

The meeting was duly noticed and called to order at 5:30 p.m.

Routine Business Matters ^{II}

Approval of Meeting Minutes ^{II A}

There was a motion by Mr. Hasler, seconded by Ms. Lichtfeld, to approve the meeting minutes of September 2, 2020, as submitted. Motion carried.

New Business ^{III}

Communications ^{III A}

Board Chair's Report III A 1

Ms. Huntley-Cooper invited Dr. Crim to share his experiences as an attendee of the virtual Leadership Congress of the Association of Community College Trustees (ACCT). Dr. Crim reported that several of the ACCT sessions were focused on the effects of COVID-19 on both institutions and students.

Future Meeting & Event Schedule III A 1 a**Student Liaison Report** III A 2

Ms. Campbell reported that she met with the ACCT Student Advisory Committee and the group continues to explore new ways to engage student leaders. Ms. Campbell introduced Mr. Green to provide an update on the Student Senate. Mr. Green reported that the Student Senate has created a Diversity and Inclusion Committee. The Senate is now hosting virtual office hours, staffed by student senators.

College/Campus Announcements III A 3

Ms. Ahedo reported that the college received notice that the Goodman Nursing Assistant Scholarship had been renewed for the academic year. These funds allow the college to support income-eligible and students of color with the costs associated with the nursing assistant class. Scholarship recipients also received résumé writing assistance and interviewing skills practice from the Career and Employment Center.

Dr. Casper presented a fall enrollment update, including that enrollments are down about 350 FTEs compared to last year. Since last month, the college has seen increased enrollments via late term start classes. The college is conducting focus group research to understand student behavior, which will inform marketing for spring and fall 2021. The college received two TRIO grants for 2020-25 to support low income students, first generation students, and students with

disabilities. The Navigate app was launched and will support students to easily manage college life, including deadline tracking, class schedules, appointments, and connect with college services.

Mr. Falco reported that nursing students at the Reedsburg campus are conducting a blood drive at the local VFW hall in connection with the American Red Cross. Business and Industry trainings are underway at the Portage Enterprise Center. The new WebX classrooms at Fort Atkinson, Reedsburg and Watertown are complete and the solar panel installation projects at both the Fort Atkinson and the Reedsburg campuses are in the final phases of the installation. These are expected to be completed in the next three weeks.

Dr. Bakken reported that Spring 2021 will mirror the current semester, with 70 percent of courses remote and 25 percent hybrid with varying meeting patterns. Madison College received a 2020 Green Power Leadership Award from the U.S. Environmental Protection Agency. The award centered on the college's generation of nearly 2.4 million kilowatt-hours (kWh) of green power annually from the Truax rooftop system which supplies 23 percent of the building's annual electricity use.

Dr. Thomas shared the results of the sale of Promissory Notes, Series 2020-21B.

President's Report III A 4

Dr. Daniels thanked the college internal and external communications staff for their work in keeping students, staff, and community partners connected to the college during the pandemic. The college will continue to monitor the decrease in enrollment for male students and work to engage those students.

Action Items III B**FY2020-21 Tax Levy** III B 1

To meet budget requirements, we need to generate a tax levy for operations of \$47,196,181. In addition, the District would be required to make subsequent budget adjustments for FY 2020-21, as is typical practice.

To meet budget requirements, we need to generate a debt service tax levy of \$35,084,917, a debt service mill rate of 0.36865. This is a decrease of \$98,923 over the initial FY2020-21 debt service budget.

As the debt service mill rate for FY2019-20 was 0.38522, the recommendation reflects a decrease in the debt service of 0.01657 mills or 4.30%. This reflects the debt service related to the 2010 referendum and implementation of the District's capital plan.

The combined operational and debt service mill rate for FY2019-20 was 0.88328. The combined FY2020-21 mill rate, as recommended for operations and debt service, is 0.86455. The combined levy amount is \$82,281,098.

There was a motion by Mr. Halvorson, seconded by Ms. Bidar-Sielaff, to authorize a property tax levy for FY2020-21 of \$82,281,098 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 \$47,196,181 and the levy for debt service shall be \$35,084,917. Motion carried.

District Purchases over \$50,000 Review III B 2

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 2019-20 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 161 suppliers, totaling \$55,223,573.

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.

There was a motion by Mr. Hasler, seconded by Ms. Bidar-Sielaff, to approve the District Purchases over \$50,000 Review for FY 2019-2020. Motion carried.

Proposed Fy20/21 Capital Remodel Projects ^{III B 3}

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 2, 2020.

There was a motion by Mr. Polzer, seconded by Mr. Hasler, to:

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

Motion carried.

Capital Projects Borrowing ^{III B 4}

Resolution Authorizing the Issuance of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2020-21D ^{III B 4 a}

Dr. Thomas reported that the resolution is the authorization to begin the process to borrow for capital projects and totals \$3,500,000, including \$1,500,000 for building remodeling and improvement, 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. An authorizing resolution will be forthcoming to the Board to set the parameters to award the sale of the bonds to the lowest bidder from the bidding process.

There was a motion by Mr. Hasler, seconded by Ms. Lichtfeld, to adopt the Resolution Authorizing the Issuance of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2020-21D. Motion carried.

Resolution Establishing the Parameters For the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2020-21D ^{III B 4 b}

Dr. Thomas reported that 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 3.0%.

There was a motion by Mr. Halvorson, seconded by Dr. Crim, to adopt the resolution Authorizing the Parameters to Award the Sale of \$3,500,000 General Obligation Promissory Notes, Series 2020-21D. Motion carried.

Consent Agenda ^{III B 5}

General fund financial report as of August 31, 2020 ^{III B 5 a}

Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period July 16, 2020, through August 15, 2020 ^{III B 5 b}

August 2020 38.14 service contracts ^{III B 4 c}

Code of Ethics ^{III B 5 d}

Employment of personnel ^{III B 5 e}

Resignations and Separations ^{III B 5 f}

Retirements ^{III B 5 g}

There was a motion by Mr. Hasler, seconded by Dr. Crim, to approve Consent Agenda items III.B.5.a. through g. Motion carried

Adjournment ^v

There was a motion by Mr. Polzer, seconded by Ms. Lichtfeld, to adjourn the meeting. Motion carried.

The meeting adjourned at 6:27 p.m.

Elton J. Crim, Jr., Secretary