

A meeting of the Madison Area Technical College District Board was held on November 4, 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, 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: Michael Anderson, Clifton, Lawson, Allen; Brittany Campbell, Student Liaison; Sean Green, Student Senate President; Laurie Grigg, Chief Financial Officer & Controller; Ben Monty, Budget Manager; Sylvia Ramirez, Vice-President for Administrative Services; Shannon Small, Clifton, Lawson, Allen; Kathy Spada, Associate Dean of Applied Technology; and Kristin Rolling, Recording Secretary.

Call to Order ^I

The meeting was duly noticed and called to order at 5:31 p.m.

Routine Business Matters ^{II}

Approval of Meeting Minutes ^{II}

There was a motion and a second to approve the meeting minutes of October 7, 2020, as submitted. Motion carried.

There was a motion by Ms. Bidar-Sielaff, seconded by Ms. Mirilli, to approve the meeting minutes of October 20, 2020, as submitted. Motion carried.

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

Ms. Huntley-Cooper reported that the Board met earlier this week to engage in a facilitated discussion about race and equity, and that those conversations will continue into 2021. Mr. Hasler thanked Chair Huntley-Cooper for leading the Board through these important discussions.

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

Ms. Campbell reported that she has joined the Student Media Board, a group that will assist both print and digital student-led media develop and implement their equity and inclusion plans. Ms. Campbell introduced Mr. Green to provide an update on the Student Senate. Mr. Green reported that equity and inclusion efforts continue in the Student Senate.

College/Campus Announcements III A 3

Ms. Ahedo reported that Goodman South Campus served as an early voting site for the City of Madison for the last two weeks in October. It was a smooth process and the college received many compliments on the building. The campus launched open lab support for students who need assistance with their online learning experience, especially navigating technology. To date, students in early college, high school completion, nursing assistant and ELL programs have taken advantage of the opportunity. While the lab is available at Goodman South, it is open for the entire college.

Dr. Bakken reported that in October, Madison College hosted a TedX Madison College program called Illuminate. It featured high tech production and graphics and Ted talks on youth

resilience, entrepreneurship, human connection and courage to dream. Madison College is partnering with Engineering Industries in Verona to make tension release bands, which help relieve ear pressure on medical masks. A Mechanical Design Technology student developed the tooling design and a Machine Tool apprentice built the tooling to produce parts in the plastic injection molding process. Engineering Industries provided materials and technical support for the project. The bands are currently being tested at area hospitals. The college is in discussions with the University of Wisconsin-School of Business, focusing on 2-plus-2 strategies linked to their new online undergraduate degree programs. The statewide Provost of academics group, known as ISA, finalized and signed 2-plus-2 statewide agreements including ADN to BSN with Carthage College School of Nursing; AAS to Bachelor of Science in Early Childhood education with UW –Milwaukee and a system wide agreement with Marian University that includes several Associate Degree programs transferring to a Bachelor of Science in Middle-Secondary Education.

Ms. Buschhaus reported that open enrollment for employee benefits began on November 1, with increased costs to both employees and the college for 2021 health insurance plans. A new wellness rewards program for employees will launch in January 2021.

Dr. Casper reported that Student Life hosted a number of virtual sessions assisting students with registering to vote. Truax and Goodman South Campus served as in-person absentee polling locations leading up to the election. Commercial Avenue also served as a regular polling site. Both The Clarion and the Yahara Journal earned national recognition at the Associated Collegiate Press Fall 2020 National College Journalism Convention, which was held virtually in October. The Clarion received six awards, including third place best-of-show for two-year newspapers and fourth place best of show for two-year newspaper websites. Five

students received individual awards for Clarion in the categories of multimedia news/feature, print advertising design, and print design. The Yahara Journal won a fourth place best-of-show award for Literary Arts Magazines.

Mr. Falco reported that the majority of classes are on schedule for completion of face to face instruction by Thanksgiving. The Reedsburg and Fort Atkinson campuses will have some face to face meetings after the Thanksgiving break for students to complete their nursing clinicals, EMT simulations and metal fabrication projects. Nursing students at the Watertown campus, in collaboration with the Watertown Department of Health, will conduct a flu shot and vaccine clinic next week.

Dr. Thomas reported that the new Truax child care center will open in January 2021. The swimming pool project will begin in January 2021. There have not been a large number of reported COVID-19 cases at any Madison College campus, with no known transmissions occurring on campus.

President's Report III A 4

Summer and Fall 2020 Enrollment Snapshot III A 4 a

Dr. Daniels introduced Dr. Casper to present information related to Summer and Fall 2020 enrollments. Dr. Casper reported FY2021 enrollment goals, enrollment trends, the effect of COVID-19 on enrollment, retention, persistence, emerging trends, and the roll of enrollment data in informing marketing efforts.

Budget Update III A 4 b

Dr. Daniels introduced Dr. Thomas and Ms. Ramirez to provide an update on the college's FY2021-22 budget. Ms. Ramirez shared that strategies that are being used to address lower enrollment due to COVID-19 and increasing expenditures, the process used by the college

to develop its budget, and the timeline for bringing a balanced budget to the Board for their review and approval.

Dr. Daniels provided an update on the Madison College Equity and Inclusion Plan, stating that the intent is to develop a plan that is dynamic and continually assessed. A completed plan will be presented to the Board at their December 2020 meeting.

Information Items ^{III B}

FY2019-20 Preliminary Audit Results ^{III B 1}

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

Action Items ^{III C}

Fiscal Year 2019-20 Budget Adjustments ^{III C 1}

As a part of and following the audit process, it is necessary to reconcile the actual expenditures by fund and function to the budget. It is important to note that these adjustments remain within the levied tax revenue adopted by the Madison Area Technical College Board in October 2019 and associated expenditures approved on June 5, 2019 and modified in December 2019 and May 2020.

These changes must now be approved in accordance with § 65.90, Wis. Stats., and a copy of the approved adjustments must be submitted to the Wisconsin Technical College System.

There was a motion by Mr. Hasler, seconded by Dr. Crim, to approve the budget adjustments for the FY2019-20 fiscal year. Motion carried unanimously with eight votes.

Resolution on District Reserves and Designations ^{III C 2}

Dr. Thomas reported that Wis. Admin. Code TCS 7.05(5) states that the District Board may establish reserves and a segregated portion of fund balances for a specific use and a specific

period. The Board is not precluded from increasing or decreasing the amount of the reserves, provided the Board passes a resolution to this effect. The Madison Area Technical College District follows the recommendations and requirements of the Wisconsin Technical College System's Financial Accounting Manual for establishing reserves and designations.

There was a motion by Ms. Bidar-Sielaff, seconded by Mr. Polzer, to approve the Resolution on District Reserves and Designations. Motion carried.

Capital Projects Borrowing ^{III C 3}

Resolution Authorizing the Issuance of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2020-21E ^{III C 3 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. Bidar-Sielaff, to adopt the Resolution Authorizing the Issuance of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2020-21E. Motion carried.

Resolution Establishing the Parameters For the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2020-21E ^{III C 3 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. Polzer, seconded by Dr. Crim, to adopt the resolution Authorizing the Parameters to Award the Sale of \$3,500,000 General Obligation Promissory Notes, Series 2020-21E. Motion carried.

New Program Approval-Agriculture Equipment Service Technician ^{III C 4}

Ms. Spada reported that there is a need for employees who have skills diagnosing and servicing agricultural and construction equipment within the Madison College district. Finding candidates with this skill continues to be a challenge for companies in the Madison College district as the skills gap continues to increase. The proposed Agriculture Equipment Service Technician embedded one year technical diploma will offer students a unique opportunity for in-depth training while leveraging existing courses from the Agricultural Equipment Technology associate degree. This new credential will expand the Agricultural Equipment academic portfolio to provide a pathway for graduates within this field with the proposed embedded technical diploma and the associate degree. Because the curriculum is already embedded within the already existing two year associate degree, there will be no additional start up costs.

There was a motion by Ms. Bidar-Sielaff, seconded by Mr. Polzer, to approve the new Agriculture Equipment Service Technician embedded one-year technical diploma. Motion carried.

New Program Approval-Quality Technician ^{III C 5}

Ms. Spada reported that as manufacturers in the Madison College District work to become leaner, there is a growing need for technicians with formal training in the inspection and quality assurance of manufactured products. The data indicate that firms that hire employees with the skillset to be developed in the proposed program are broadly distributed across the District, suggesting that the program will serve the workforce goals of employers throughout the region. The proposed Quality Technician 1 Year Technical Diploma capitalizes on an existing body of classes, resulting in the need for the creation of only two new courses. Graduates of the existing Mechanical Design Technology program will need only complete seven credits of additional specialization in quality and inspection to earn this technical

diploma. Machine Tool Technics graduates will also start the program with 10 of the 27 credits already completed.

There was a motion by Mr. Hasler, seconded by Mr. Guttenberg, to approve the new Quality Technician one-year technical diploma. Motion carried.

Consent Agenda III C 6

General fund financial report as of September 30, 2020 III C 6 a

Request for proposals/request for bids/sole sources III C 6 b

Quarterly investment report III C 6 c

Quarterly finance dashboard III C 6 d

Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period September 16, 2020, through October 15, 2020 III C 6 e

September 2020 38.14 service contracts III C 6 f

Employment of personnel III C 6 g

Resignations and Separations III C 6 h

Retirements III C 6 i

There was a motion by Mr. Hasler, seconded by Dr. Crim, to approve Consent Agenda items III.C.6.a. through i. Motion carried

Adjournment v

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

The meeting adjourned at 7:05 p.m.

Elton J. Crim, Jr., Secretary