

A meeting of the Madison Area Technical College District Board was held on February 3, 2021 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, and Christopher Polzer.

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

Others present: Brittany Campbell, Student Liaison; Sean Green, Student Senate President; Laurie Grigg, Chief Financial Officer & Controller; Donna Jost, Child and Family Center Manager; Jennie May, Reporting Analyst; Layla Merrifield, Wisconsin District Boards Association Executive Director; Ben Monty, Budget Director; Sylvia Ramirez, Vice-President of Administration; Cody White, Senior Budget and Policy Analyst; Jennifer Zarrinam, Executive Assistant to the Provost; 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.

### **Routine Business Matters** <sup>II</sup>

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

**There was a motion and a second to approve the meeting minutes of January 6, 2021, as submitted. Motion carried.**

**New Business** III**Information Items** III B**Wisconsin Technical College District Boards Association Report** III B 1

Ms. Huntley-Cooper invited District Boards Association Executive Layla Merrifield to provide her report out of agenda order. Ms. Merrifield reported on the activities of the organization, including state and federal legislative activity and advocacy.

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

Ms. Huntley-Cooper reported that the Board will meet virtually through at least March 2021. The Board will discuss future meeting formats at their March 2021 meeting.

**Student Liaison Report** III A 2

Ms. Campbell reported student organizations continue to find innovative ways to engage students in virtual platforms and events. Student organizations are collaborating with the Office of Equity, Inclusion and Community Engagement to offer trainings on bias and equity and inclusion. Ms. Campbell introduced Mr. Green to provide an update on the Student Senate. Mr. Green reported that the Student Senate Executive Council will continue to focus on the Student Senate three-year plan, the budget for the upcoming year, and student senator elections for the upcoming academic year.

**College/Campus Announcements** III A 3

Ms. Ahedo reported that the Legal Clinic at the college, housed at the Goodman South Campus, and is collective of agencies, law firms, and clinics providing free legal services for students and the community in various specialties. To date, the clinic has received over 465

requests for services, with more than half of these coming from our students. Legal specialties most in demand by students deal with family law, immigration, records expungement, and consumer law. With services offered remotely, the clinic's reach has expanded beyond the Madison area and recently Legal Action of Wisconsin, the anchor agency for the Clinic, received a grant to create additional clinics at other colleges in the Wisconsin Technical College System. The Human Services program at the Goodman South Campus recently graduated their first cohort of 15 students in the new Peer Support Specialist training. The designation allows people who have lived experience with substance abuse, mental illness and recovery to provide peer support to those experiencing mental health or substance abuse challenges.

Dr. Bakken reported that Marketing faculty Holly Mercier and Event Management faculty and program director Janet Sperstad were selected by Community Colleges for International Development (CCID) as the inaugural recipients of the CCID Faculty Innovation in Global Education Award. They will be honored at a national online ceremony later this month. Grant Stousland, Business Management faculty, was honored during the Dr. Martin Luther King Day of Service by The Civics Center, a national nonprofit organization focused on high school voter registration and civic engagement. Madison College's Simulation Center has been selected to be a beta test site for Laerdal Worldwide's new SimMan 3G Plus. The beta opportunity includes the next generation of the Nursing Anne simulator developed specifically for nursing programs which now provides the ability to transition from young to geriatric, male to female in three skin tones. During the first two weeks of this spring semester, CETL received 612 instructor inquiries for assistance. The average response time to an instructor inquiry was about six minutes and the average resolution time varied between 30 minutes to two hours.

Dr. Casper reported that Madison College student Shyra Adams received the Emerging Leadership Award at the city-county Dr. Martin Luther King Jr. Humanitarian Award ceremony. This annual award is presented to individuals whose contributions to the community honor the work and mission of the late civil rights leader. Spring 2021 enrollments are weaker than the enrollments of last spring, The college will continue efforts to move students from application to enrollment, put forward a revised website for prospective students by summer, and continue to listen to prospective students to shape messaging about the benefits of a Madison College education. Digital marketing efforts are generating greater engagement than the same efforts in the past. The second round of federal COVID funding included support for colleges and their students. The college has approved distributing COVID Impact Grants to students who are Pell eligible, non-Pell eligible FAFSA students, and students who did not complete a FAFSA. In total, nearly \$8.6 million in awards will be made this month. After a successful pilot, the library is offering the Personal Academic Librarian as an on-going service to students. The program provides a weekly engagement with students for technology and research needs. The WolfPack Welcome orientation program for new students has been redesigned and includes online-live sessions related to specific topics such as transfer advising, mental health involvement, and time management skill building. A student's preferred name will now be displayed in the college's information systems and unless there is a legal reason to present a student's legal name a student may select his/her/their preferred name.

Mr. Falco reported that any face to face classes at regional campuses have begun. Regional campus staff continue to reach out to students who have expressed an interest in Madison College but have not yet applied.

Ms. Nuñez reported that the Diversity and Community Relations Council continues to work with partners through the college on issues and events related to equity and inclusion.

Dr. Thomas reported that student athletes participating in softball, baseball, golf, men's and women's basketball, and volleyball will begin practices later this month. Dr. Thomas introduced Ms. Jost and Ms. Ramirez to share information about the new facilities and programming for the Early Learning Center.

### **President's Report** III A 4

#### **Combined Charitable Campaign** III A 4 a

Dr. Daniels introduced Ms. May and Ms. Zarrinam, the co-chairs of the 2020 Madison College Combined Charitable Campaign. They shared the goals and outcomes of the campaign, campaign virtual events, and information about the local agencies that benefit from the campaign.

#### **Budget Update** III A 4 a

Dr. Daniels introduced Mr. Monty, Ms. Ramirez, and Mr. White to share a FY2021-22 budget update. The report included information related to long-term planning, general fund overview, capital and debt service fund overview, estimated tax levy impacts, review of other funds, and next steps.

Dr. Daniels introduced Dr. Bakken and Dr. Casper to present information related to credential completion and transfer. They shared information related to completion rates among groups, gate-keep course success, Focus on Focus updates, STEM Academy, Developmental Education, digital badges, and transfer agreements and partnerships.

**Action Items** III C**Fiscal Year 2019 20 Single Audit** III C 1

Dr. Thomas reported that this item was being removed from the February Board agenda and will be brought back before the Board after the college's auditors have completed their work related to COVID relief funding.

**Proposed Capital Remodel Projects** III C 2

Dr. Thomas reported that 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.

- Truax – Print Shop - The construction for this project would take place in spring/summer 2021, and the estimated project cost is \$1,500,000.
- Truax – Civil Engineering - The construction for this project would take place in spring/summer 2021, and the estimated project cost is \$350,000.
- Goodman South – RISE - The construction for this project would take place in spring/summer 2021, and the estimated project cost is \$200,000.

Capital equipment, including technology, instructional equipment, and furniture, are not part of the construction estimates. All renovation projects will meet current Americans with Disability Act (ADA) standards.

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

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

**Motion carried.**

**Capital Projects Borrowing** III C 3

**Resolution Authorizing the Issuance of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2020-21H** 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.

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

**Resolution Establishing the Parameters For the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2020-21G** III B 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. Hasler, seconded by Mr. Polzer, to adopt the resolution Authorizing the Parameters to Award the Sale of \$3,500,000 General Obligation Promissory Notes, Series 2020-21H. Motion carried.**

**Consent Agenda** III C 4

**General fund financial report as of December 31, 2020** III C 4 a

**Quarterly investment report as of December 31, 2020** III C 4 b

**Quarterly finance dashboard** III C 4 c

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

**Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period December 16, 2020 through January 15, 2021** III C 4 e

**38.14 contracts for December 2020** III C 4 f

**Employment of personnel** III C 4 g

**Resignations and separations** III C 4 h

**Retirements** III C 4 i

**There was a motion by Mr. Mr. Guttenberg, seconded by Dr. Crim, to approve Consent Agenda items III.C.4.a. through i. Motion carried**

**Adjournment** v

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

The meeting adjourned at 7:24 p.m.

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Elton J. Crim, Jr., Secretary