

A meeting of the Madison Area Technical College District Board was held on November 3, 2021 in a hybrid format. Members of the public were given an opportunity to attend the meeting in person or virtually through a phone line published as part of the notice.

Board members present: Elton Crim (Chair), Frances Huntley-Cooper (Vice-Chair), Melanie Lichtfeld (Secretary), Randy Guttenberg, Joseph Hasler, and Christopher Polzer.

Also present: Jack E. Daniels, President; Jon Anderson, Legal Counsel; Turina Bakken, Provost; Rosemary Buschhaus, Vice-President of Human Resources & Chief Human Resources Officer; Tim Casper, Executive Vice-President of Student Affairs & Institutional Effectiveness; Lucía Nuñez, Vice-President of Equity, Inclusion and Community Engagement; Ramon Ortiz, Dean of School of Business and Applied Arts; and Mark Thomas, Executive Vice-President for Finance and Administration & Chief Operating Officer.

Others present: Jessica Archiquette, Student Liaison, Sean Green, Student Senate President; Laurie Grigg, Chief Financial Officer and Controller; and Luciana Reichel, Recording Secretary.

Call to Order ^I

The meeting was duly noticed and called to order at 5:35 p.m. by Dr. Crim.

Routine Business Matters ^{II}

Approval of Meeting Minutes ^{II A}

There was a motion by Mr. Guttenberg, seconded by Ms. Huntley-Cooper, to approve the meeting minutes of October 6, 2021, as submitted. Motion carried.

Public Comments ^{II B}

Mr. Green shared a report on the current and upcoming activities of the Student Senate.

New Business ^{III}

Communications ^{III A}

Board Chair's Report ^{III A 1}

Future Meeting & Event Schedule III A 1 a

Dr. Crim reported that the Board will continue to meet in a hybrid format through December 2021. The format for meetings after December will be decided at a later time.

Student Liaison Report III A 2

Ms. Archiquette introduced herself as the new Student Liaison to the District Board.

College/Campus Announcements III A 3

Ms. Ahedo reported that the Student Life office at Goodman South Campus continues to offer opportunities for students to engage and make a difference in their community. Recently they held a costume contest, had a caramel-making bar, and made cards for UW Hospital patients diagnosed with breast cancer. The campus recently welcomed the Wisconsin Women of Color Network, a Madison Metropolitan School Board, and the Madison Metropolitan School District secondary schools' leadership team. The campus will host an immigration resource fair in November that will coincide with the Mobile Mexican Consulate's visit. The fair is open to all who have an interest in learning more about immigration resources in the Dane County area.

Dr. Bakken reported that 2013 Madison College graduate Ousmane Kabre has been named Distinguished Alumni 2021 by the WTCS District Boards Association. After Madison College, and as a UW-Madison student and during the start of his career in finance, he was crafting the blueprint for Leading Change, Inc, a non-profit organization that reshapes individual's lives one at a time through education. Ousmane has now raised hundreds of thousands of dollars to support his organization, where he serves full time as Founder and CEO. In 2021, he plans to bring up to 24 Leading Change Scholars to Wisconsin, nine of whom will study at Madison College. Last year the non-profit opened an educational center in Burkina Faso in western Africa to support aspiring students. Dr. Geoff Bradshaw was selected for the 2020-2021 Dick Ringler Distinguished Peace Educator Award. The award is presented annually to a Wisconsin faculty or staff member who has made an outstanding contribution to teaching or studying war, peace, and global cooperation.

Associate Dean of the Center for International Education, Stephanie Belmas, has been awarded the NAFSA Patti Jones Award for Outstanding Leadership in Region V (Wisconsin, Illinois, and Minnesota). The award recognizes career achievement in contribution and service to the field of international education. The Wisconsin State Assembly honored Firefighter Ernie Koepp of the Poynette-Dekorra Fire Department with the Hometown Hero award. Ernie was recognized for his over 50 years of service to the community. Ernie taught in EMS programs for Madison College for over 20 years. Of the 2,400 sections posted so far for Spring 2022, 70 percent of all courses have an in-person component or are fully in-person and 30 percent are remote, either online or online live synchronous. Summer 2022 strategy and planning is also already underway. Madison College enhanced an agreement with Centro Hispano to grant college credit through our credit for prior learning process for students coming to us. The community focused regions celebrated Indigenous People Day Events and hosted the community for our land acknowledgement events, have hosted flu and COVID vaccine clinics and have been actively involved in our Combined Charitable Campaign. While soliciting auction items and funds for the campaign, the team used the opportunity to personally connect with local business and in the process landed some new customized training contracts. The Reedsburg Area School District has hired a research firm and launched a Strategic Plan Development Team. This planning will allow for expanded collaboration between the campus and the K-12 system in Reedsburg.

The Sauk County Board of Supervisors allotted \$100,000 in ARPA funding towards a new Sauk County Training Center, potentially housed within an existing space at Sysco Foods. The initial charter language states the mission as “the development of a trade skills training program in conjunction with MATC for Huber inmates and other residents of the county looking for options for entering the workforce. The Fort Atkinson campus added a Reflection Room and Mother’s room. The campus partnered with Bedrock Health Centers on a job fair and continues to engage in local

enrollment driving and student service activities including instant application stations, pop-up library events and the stocking the student food pantry.

Dr. Casper reported that the Clarion was awarded with seven national awards at the Collegiate National College Media Convention in October. Informed by focus-group sessions, data and lessons learned over the past year, a new marketing campaign has begun. The campaign at this time of year is really driving Fall 2022 enrollments, but it also influences students who may choose to enroll for Spring 2022. The National Student Clearinghouse (NSC), a non-profit data analysis group, published its first report on fall enrollments using data received from about 97% of federal financial aid recipient colleges and universities. The Clearinghouse will produce more comprehensive reports later in the calendar year on fall enrollments. Here is some comparison of our headcount enrollment experiences (shared last month) to the national enrollment experiences. Madison College's figures were a bit more severe in terms of percent declines in all categories. NSC did not provide the data by race/ethnicity or age cohorts for the entire student population, just the male/female breakout. Madison College spring applications new students are up about 1,000 applications compared to this point last year. These enrollment behaviors, plus other data, will inform our enrollment estimates for Fiscal Year 2023.

Dr. Thomas reported the public health order for a mask mandate the college's largest population center, Dane County, has been extended until November 27, 2021. Before the end of the Fall 2021, the college will announce health and safety protocols for the beginning of the Spring 2022 semester. The college has confirmed that the college is not subject to the federal vaccine mandate at this time. Both the men's and women's soccer teams qualified for post-season play. All college athletics teams will move to Division 2 for the upcoming seasons. The move from Division 3 addresses some issues related to equity in recruitment, and increases the competitiveness of the teams' schedules.

Ms. Nuñez reported that Madison College hosted two Days of Understanding on critical race theory. Sociology faculty gave an overview of critical race theory and its origins and equity coordinators facilitated a focused conversation with participants. As part of the Combined Charitable Campaign, the organizers adapted a 21-day equity challenge from United Way for Madison College employees. Topics included individual level of awareness related to racial identity, privilege, and stereotypes to institutional as well as systemic issues. In addition to daily topics with a list of videos, readings and podcasts related to diversity, equity and inclusion, Ms. Nuñez facilitated weekly reflections for participants. October 11 was Indigenous People’s Day and to recognize this day the Office of Equity and Inclusion collaborated with regional campus staff, community engagement staff, and Ho-Chunk leadership to unveil these Land Acknowledgement Statements for each campus.

President’s Report III A 4

Dr. Daniels reported that the college will participate in the Achieving the Dream virtual conference in February 2022. The Association for Community College Trustees will host its annual Legislative Summit in Washington DC, also in February. The Madison College Mid-Year Commencement will be held in-person at the Alliant Energy Center on December 16.

Employee Benefits Review for 2022 Plan Year III A 4 a

Dr. Daniels introduced Ms. Meyer to provide a review of employee benefits for the 2022 Plan Year. Ms. Meyer shared information related to Madison College Employee benefits, including: employer contributions, fringe benefits costs, changes in health insurance carriers for the upcoming year, and retirement.

Information Items III B

FY2020-21 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 2020-21 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 2020 and associated expenditures approved on June 3, 2020 and modified in December 2020 and May 2021.

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 Ms. Lichtfeld, to approve the budget adjustments for the FY2020-21 fiscal year. Motion carried unanimously meeting the voting requirement of two-thirds approval by members of the board.

Resolution on District Reserves and Designations III C 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. Huntley-Cooper and a second 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 2021-22F and Resolution Establishing the Parameters For the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2021-22F III C 3 a and III C 3 b

Ms. Grigg reported that the attached resolution for General Obligation Promissory Notes Series 2021-22F is the authorization to begin this process and totals \$3,500,000, including

\$1,500,000 for building remodeling and improvement projects, 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.

Ms. Grigg reported that the second resolution establishes the parameters for the sale of \$3,500,000 of General Obligation Promissory Notes. The issuance of the notes is for the public purpose of the acquisition of movable equipment and technology costing \$5,000 or more per unit or set (\$2,000,000), and for the purpose of pay Series 2021-22F. 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%. The Board combined the two Resolutions into one Motion.

There was a motion by Ms. Huntley-Cooper, seconded by Mr. Guttenberg to adopt the Resolution Authorizing the Issuance Of Not To Exceed \$3,500,000 General Obligation Promissory Notes, Series 2021-22F. and to adopt the Resolution Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2021-22F. Motion carried.

New Program Approval – Barber Apprenticeship III C 4

Dr. Ortiz reported that the School of Business & Applied Arts consulted with the Bureau of Apprenticeship Standards (BAS) to develop a survey to ascertain the viability of introducing a barbering apprenticeship at Madison College. Of those surveyed, 86.7% of businesses expressed an interest in helping sponsor a barber apprentice, with 80% of these businesses surveyed having a licensed barber, in residence, with at least 10 years of experience. A Barber Apprenticeship Ad Hoc Advisory Board meeting was hosted by Madison College Truax Campus and the industry representatives attending and were in support of Madison College developing a Barber Apprenticeship. No additional cost will be incurred until the fourth course, which will require the contracting of a part-time faculty. The program is scheduled to launch in fall of 2022. This represents a clear opportunity for growth and will meet the needs of district employers.

There was a motion by Ms. Huntley-Cooper, seconded by Ms. Lichtfeld, to approve the new Barber Apprenticeship. Motion carried.

Consent Agenda III C 5

General fund monthly financial report as of September 30, 2021 III C 5 a

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

Quarterly Investment Report III C 5 c

Quarterly finance dashboard III C 5 d

Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period September 16, 2021 through October 15, 2021 III C 5 e

September 38.14 service contracts III C 5 f

Employment of personnel III C 5 g

Resignations and separations III C 5 h

There was a motion by Mr. Hasler, seconded by Mr. Polzer, to approve Consent Agenda items III.C.5.a. through h. Motion carried

Adjournment V

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

The meeting adjourned at 7:10 p.m.

Melanie Lichtfeld, Secretary