

A meeting of the Madison Area Technical College District Board was held on October 5, 2022, in a hybrid format. 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: Elton Crim (Chair), Frances Huntley-Cooper (Vice-Chair), Melanie Lichtfeld (Secretary), Shiva Bidar-Sielaff (Treasurer), Donald Dantzler, Randy Guttenberg, 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 Affairs & Institutional Effectiveness; Damira Grady, Vice-President for Equity, Inclusion, and Community Engagement, and Sylvia Ramirez, Vice-President for Administration.

Others present: Susan Burke Custer, Student Liaison; Laurie Grigg, Chief Financial Officer/Controller; Wilfried Tapsoba, Student Senate President; and Kristin Rolling, Recording Secretary.

Call to Order ^I

The meeting was duly noticed and called to order at 5:34 p.m. by Dr. Crim.

Routine Business Matters ^{II}

Approval of Meeting Minutes ^{II A}

There was a motion by Ms. Huntley-Cooper, seconded by Mr. Polzer, to approve the meeting minutes of September 7, 2022, as submitted. Motion carried.

+ **Public Comments** ^{II B}

There were no public comments.

New Business ^{III}

Communications ^{III A}

Board Chair's Report ^{III A 1}

Future Meeting & Event Schedule ^{III A 1 a}

Dr. Crim announced that the November District Board meeting will be held at the Madison College campus in Fort Atkinson and the March 2023 meeting will be held at the Commercial Avenue campus.

Student Liaison Report ^{III A 2}

There was no student liaison report.

Student Senate Report ^{III A 3}

Mr. Tapsoba reported that the Student Senate hosted a “Meet the Senate” event in September and will host a “Town Hall” on October 17. He also reported that all Senate vice-president positions have been filled and that some senators will attend the Wisconsin Student Government conference in September at Nicolet College.

College/Campus Announcements ^{III A 4}

Ms. Ahedo reported that the City of Madison hosted its Sister City delegation from Tepapitlan Mexico and in addition to cultural affairs, embassy, and mayoral staff, the visit also included 10 high school students from the University of Guadalajara’s secondary schools program. The students toured both Truax and Goodman South campuses and attended a dinner reception at the Goodman South Campus. The Early College Learning Programs staff district high school counselors for the first in-person breakfast since the pandemic. Goodman South

Campus faculty and staff are participating in the NAMI Walks Your Way this Saturday, October 8, in honor Greg Chytrcek, the campus' first custodian, who died unexpectedly earlier this summer.

Dr. Bakken announced that Madison College finalized a WTCS statewide agreement with Viterbo University on a 2+2 transfer agreement of an AAS in Business Management to a Bachelor's in Business Administration. The college also recently signed three agreements with UW-Platteville related to construction management, business, and criminal justice. Part of the original design of the Institute for Equity and Transformational Change (IETC) was leveraging action research to explore key questions and publish manuscripts and share research findings. Under the faculty leadership of Dr. Marcus Lewis and Marco Torrez-Miranda, four action research projects are now complete. They are: *Prior Biology Coursework Increases Student Success in Anatomy and Physiology for Underrepresented Students at Madison College*, Brian Stephens; *Kindness4Inclusion: Culturally Inclusive Pedagogy*, Janet Sperstad and Holly Mercier; *Improving Access and Success in the Education Pre-Major at Madison College*, Penny Johnson and Matthew Sargent; and *Developing Linguistic Equity Training for Writing Center Tutors*, Susanne Treiber and Cherif Correa. In September more than 200 people participated in the inaugural Skilled Trades Showcase event at the Portage campus. The event was a collaborative effort between the Madison College Portage Campus, local high schools, area employers, CESA 5, the Bureau of Apprenticeship Standards, and the Workforce Development Board. Reedsburg Area Medical Center is now offering full scholarships for Medical Lab Technician, Respiratory Therapy, Nursing and Surgical Tech programs at Madison College to their current employees.

Dr. Casper reported that the Counseling Department hosted *Working as One: How to Support Someone Experiencing a Mental Health* for all college employees. Topics included: how to recognize warning signs of becoming unwell or in crisis; developing tools to begin a conversation with someone who is struggling; and identifying strategies to refer someone to resources. Student Life recently hosted National Voter Registration Day events at Goodman South Campus Patio and at Truax. The Madison College women's volleyball is currently 15-7 and ranked 11 in the nation. The men's soccer team is 8-1 overall and ranked 7 in the nation. The college has been accepted in the most recent FamilyU cohort and is currently reviewing internal policies and procedures as part of The Districtwide Childcare Roadmap. As part of a review policies to ensure that Madison College is not creating any barriers to student success, Madison College no longer withholds student transcripts for past due financial obligations. The Fall General Recruitment digital media efforts saw success with over 14.5 million impressions. TikTok and Snapchat continued to lead with consistent success. The Professional and Continuing Education marketing campaign is up to a total of 674,000 impressions. Both campaigns used several channels of marketing, including social media, direct mail, and display. In October, the Title IX team will be offering bystander Intervention Training to help the college community recognize the continuum of violence and allow us to prevent incidents of sexual violence before it occurs. Disability Resource Services will offer several opportunities during the month of October to celebrate National Disability Employment Awareness Month. During National Tutoring Week, this week, the college will celebrate with treats, thank you notes and tutor spotlights.

Ms. Buschhaus reported that the Madison College open enrollment period for insurance programs will continue through October 15. Employee contributions for health insurance will be raised for calendar year 2023.

Dr. Grady reported that, in collaboration with IETC, the Office of Equity and Inclusion and history instructor Jon Pollack, have offered a twelve-week course called *Beyond Whiteness: Our History, Our Voices, Our District* to 20 employees. This is a pilot course that may be sustained in future semesters. The Office of Equity and Inclusion also launched a series called *Beyond...Equity and Inclusion* and the first session hosted more than 40 attendees. Community Engagement Coordinators participated in and coordinated the 14th Annual Back 2 Skool Bash at Penn Park and the BSU Black to School, both in September. The employee of Color bi-annual reception, now called Creating Space, was held in September. Equity Connects is the monthly newsletter used by the Office of Equity and Inclusion and promotes ways to engage in activities and resources to continue on the path to learning more about ways to enhance equity and inclusion at Madison College.

Ms. Ramirez reported that the Wisconsin Technical College System Office has reviewed the Madison College audit for FY 2020-21 and confirmed that it meets the compliance requirements. The Madison College Early Learning Campus, under the direction of Donna Jost received a four-year renewal of our CCAMPIS grant - Child Care Access Means Parents in School. The vast majority of this grant goes towards scholarships to help reduce the cost of childcare for eligible students whose children are enrolled in the Early Learning Campus. Over the last several months, staff from Disability Resource Services, Facilities, the ADA/504 Committee and an outside consultant worked together to build an online campus map that provides an accessible campus map experience for all students, employees, and guests. The maps

are designed to help individuals navigate the building by highlighting unique spaces, circulation, accessibility features, restrooms, and other resources.

President's Report III A 5

International Travel Authorizations III A 5 a

Dr. Daniels informed the Board of the approved international travel activities that will provide staff professional development and student exchange and recruitment opportunities. The presented activities have been conditionally approved and final decisions will be made for each activity based on current health conditions.

Action Items III B

FY2022-23 Tax Levy III B 1

Ms. Ramirez reported that to meet budget requirements, the college needs to generate a tax levy for operations of \$44,967,959. In addition, the District would be required to make subsequent budget adjustments for FY 2022-23, as is typical practice.

To meet budget requirements, the college needs to generate a debt service tax levy of \$37,798,692, a debt service mill rate of 0.32951. This is an increase of \$1,395,411 over the initial FY2022 23 debt service budget.

As the debt service mill rate for FY2021-22 was 0.35687, the recommendation reflects a decrease in the debt service of 0.02736 mills or 7.67%. 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 FY2021-22 was 0.80676. The

combined FY2022-23 mill rate, as recommended for operations and debt service, is 0.72152. The combined levy amount is \$82,766,651.

There was a motion by Mr. Guttenberg, seconded by, Ms. Huntley-Cooper, to authorize a property tax levy for FY2022-23 of \$82,766,651 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 \$44,967,959, and the levy for debt service shall be \$37,798,692. Motion carried.

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

Ms. Grigg reported that 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 2021-22 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 153 suppliers, totaling \$82,189,187. 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 Ms. Huntley-Cooper, seconded by, Mr. Polzer, to approve the District Purchases over \$50,000 Review for FY 2021-22. Motion carried.

FY2022-23 Legal Services III B 3

Ms. Ramirez reported that The Wisconsin Technical College System (WTCS) allows for an exception from the typical procurement processes for legal services. Per the WTCS Financial and Accounting Manual, “procurement of outside legal counsel...may be obtained either by use of the RFP process on a regular basis or through an annual letter of engagement.”

This year, the College solicited Requests for Proposals (RFP) for all legal practice areas. As a result, a five-year contract was awarded to two firms for these services. With the variety of

legal expertise required by the College, two additional firms have been identified as service providers for FY2022-23 for additional specific legal services. Annual letters of engagement have been received from Husch Blackwell and Quarles & Brady.

Administrative staff of the College has reviewed the documents and service rates and recommend approving the two (2) letters of engagement for the practice areas specified.

There was a motion by Ms. Huntley-Cooper, seconded by Mr. Dantzer, to authorize staff to execute two (2) Letters of Engagement from the firms listed above specific to the noted practice areas for FY2022-23. Motion carried.

Capital Projects Borrowing III B 4

Resolution Authorizing the Issuance of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2022-23E, and Resolution Establishing the Parameters For the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2022-23E III B 4 a and III B 4 b

Ms. Grigg presented two resolutions for consideration by the Board. The first resolution is for General Obligation Promissory Notes Series 2022-23E is the authorization to begin this process and totals \$3,500,000, including \$1,285,625 for building remodeling and improvement projects, \$214,375 for sitework, 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 a companion to the first and establishes the parameters for the sale of \$3,500,000 of General Obligation Promissory Notes Series 2022-23E. 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 paying the cost of building remodeling and improvement projects (\$1,285,625), and for the purpose of paying for sitework projects (\$214,375). The second 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 5.0%. The Board combined the two Resolutions into one Motion for action.

There was a motion by Mr. Guttenberg, seconded by Ms. Lichtfeld to adopt the Resolution Authorizing the Issuance Of Not To Exceed \$3,500,000 General Obligation Promissory Notes, Series 2022-23E and to adopt the Resolution Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2022-23E. Motion carried.

Consent Agenda III B 5

General fund monthly financial report as of August 31, 2022 III B 5 a

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

Contracts for services August 2022 III B 5 c

Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period August 16, 2022 through September 15, 2022 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 Ms. Huntley-Cooper, seconded by Mr. Dantzler, to approve Consent Agenda items III.B.5.a. through g. Motion carried

Adjournment v

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

The meeting adjourned at 6:18 p.m.

Melanie Lichtfeld, Secretary