



July 3, 2024

## MEETING NOTICE

**NOTICE IS HEREBY GIVEN** that the Madison Area Technical College District Board will meet in executive session at 4:30 p.m. on Monday, July 8, 2024, at 1701 Wright Street, Room AB132, in a hybrid format to consider employment, promotion, compensation or performance evaluation data as authorized in Section 19.85 (1) (c), Wis. Stats., and for the purpose of receiving an update on strategy, and terms and conditions, concerning negotiation of the acquisition of real estate as authorized by Section 19.85 (1) (e) Wis. Stats. The meeting will begin and end in open session. Members of the public can monitor the open portion of this meeting, both before and after the executive session, by dialing (608) 620-8501 and entering Conference ID 949 594 153# when prompted.

**NOTICE IS FURTHER HEREBY GIVEN** that immediately following executive session, and anticipated no earlier than 4:45 p.m., the Madison Area Technical College District Board will meet in open session, at 1701 Wright Street, Room AB132, in a hybrid format for board development activities and to elect officers for FY2023-2024. Members of the public can monitor the open portion of this meeting, both before and after the executive session, by dialing (608) 620-8501 and entering Conference ID 949 594 153# when prompted.

**NOTICE IS FURTHER HEREBY GIVEN** that the Madison Area Technical College District Board will meet at 5:30 p.m. at 1701 Wright Street, Room D1630B/C, in a hybrid format, to consider the items below. Members of the public can monitor the meeting by dialing (608) 620-8501 and entering Conference Code 302 192 147# when prompted.

### I. CALL TO ORDER

- A. Compliance with Open Meeting Law

### II. ORGANIZATIONAL MEETING

- A. Oath of Office for Newly Appointed and Reappointed Board Members (**Page 3**)
- B. Announcement of FY2024-2025 Board Officers
- C. Appointment of Representatives to Wisconsin Technical College District Boards Association Board of Directors and Standing Committees (**Pages 4-8**)
- D. FY2024-25 Board Meeting Schedule (**Page 9**)

### III. ROUTINE BUSINESS MATTERS

- A. Approval of June 5, 2024, Meeting Minutes (**Pages 10-18**)
- B. Public Comments

### IV. NEW BUSINESS

- A. Communications
  - 1. Board Chair's Report
    - a. Future Meeting & Event Schedule

2. Student Liaison Report – Ruiqi Zeng
  3. Student Senate Report – Kai Brito
  4. College/Campus Announcements
  5. President’s Report
    - a. International Travel (**Page 19**)
- B. Action Items**
1. Proposed FY24/25 Capital Remodel Projects (**Page 20-22**)
  2. Land Sale - Watertown Campus (**Page 23**)
  3. Capital Projects Borrowing
    - a. Resolution Authorizing the Issuance of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25B (**Pages 24-28**)
    - b. Resolution Establishing Parameters For the Sale of Not to Exceed \$3, 00,000 General Obligation Promissory Notes, Series 2024-25B (**Pages 29-48**)
  4. Consent Agenda
    - a. General fund financial report as of May 31, 2024 (**Pages 49-51**)
    - b. Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period May 16, 2024, through June 15, 2024 (**Pages 52-57**)
    - c. Request for Proposals/Request for Bids/Sole Sources (**Page 58**)
    - d. Contracts for services May 2024 (**Page 59**)
    - e. Employment of personnel (**Page 60-63**)
    - f. Resignations and Separations (**Page 64**)
    - g. Retirements (**Page 65**)

#### **IV. CALENDAR OF EVENTS**

##### **Board Meetings**

August 7, 2024  
 September 4, 2024  
 October 2, 2024  
 November 6, 2024  
 December 4, 2024

##### **Wisconsin Technical College District Boards Association**

July: Summer Meeting, Location TBD  
 November 20-22, 2024: Fox Valley Technical College/Paper Valley Hotel, Appleton

##### **Association of Community College Trustees**

Leadership Congress – Seattle, Washington; October 23-26, 2024

#### **V. ADJOURN**

cc: News Media  
 Madison College Board  
 Legal Counsel  
 Administrative Staff  
 Full-Time Faculty/ESP Local 243  
 Part-Time Faculty

## ORAL OATH OF OFFICE

I, \_\_\_\_\_, swear that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully and impartially discharge the duties of the office of Madison Area Technical College District Board Member to the best of my ability.

So help me God.

Source: Section 19.01(1m), Wisconsin Statutes

## MADISON AREA TECHNICAL COLLEGE

**DATE:** July 8, 2024

**TOPIC:** Appointment of Representatives to Wisconsin Technical College District Boards Association Board of Directors and Standing Committees

**ISSUE:** The Wisconsin Technical College District Boards Association has requested that each district appoint or confirm representatives to the association's board of directors and standing committees at their July 22, 2024, organizational meeting.

### Board of Directors

Donald Dantzler currently serves as the Madison College representative on the District Boards Association's Board of Directors. Madison College will need to select a board of director member at this time. New board members will be seated at the association's summer meeting on July 24, 2024.

### Standing Committees

The District Boards Association encourages that there be at least one district representative on each of the four committees: External Partnerships; Internal Best Practices; Bylaws, Policies, and Procedures; and Awards.

A description of each committee is attached.

**ACTION:** The Board Chair is responsible for appointing Madison College District Board members to the District Boards Association's board of directors and standing committees.



WISCONSIN TECHNICAL COLLEGE  
**DISTRICT BOARDS ASSOCIATION**

104 King St, Ste 202, Madison WI 53703

June 19, 2024

To: District Board Chairs and College Presidents  
From: Layla Merrifield, DBA Executive Director  
Re: Request for Board Organizational Meeting Appointments to District Boards Association Positions:

- Board of Directors (certain districts)
- Standing Committees (all districts)

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On behalf of the District Boards Association, we ask that you please include the following appointments as part of your July 2024 district board organizational meeting agenda:

**DBA Board of Directors**

Board of Director seats are staggered 2-year terms and association officers automatically serve as their district's delegate to the board. The following (even-numbered) districts are requested to select a member to be seated on the association's Board of Directors effective July 22, 2024, for a **two-year term**:

- Madison College
- Moraine Park
- Nicolet College
- Waukesha County
- Western

The remaining districts **DO NOT** need to select a member for the Board of Directors at this time:

- Blackhawk
- Fox Valley
- Lakeshore
- Milwaukee
- Northeast Wisconsin
- Northwood
- Chippewa Valley (Erin Greenawald, At-Large)
- Gateway (Bill Duncan, Vice President)
- Mid-State (Betty Bruski Mallek, Past President)
- Northcentral (Paul Proulx, Secretary/Treasurer)
- Southwest Wisconsin (Chuck Bolstad, DBA President)



WISCONSIN TECHNICAL COLLEGE  
**DISTRICT BOARDS ASSOCIATION**

104 King St, Ste 202, Madison WI 53703

Each college can have only one representative on the DBA Board of Directors.

Each district board uses its own process to select its representative to the DBA board, except that District Boards Association officers automatically serve as their college's representative. There is no limit on the number of designee terms that may be served. A new member also may be appointed at mid-term, at the district board's discretion. New Association Board of Director members will be seated at the Association's summer Board of Director's meeting in July 2024.

**Standing Committee Membership**

**All districts** are requested to assign new or continuing members to the Association's standing committees, at your board's discretion. A description document outlining the standing committees is enclosed.

A response sheet is included. ***Please email this information to Diane Handrick following your organizational meeting ([dhandrick@districtboards.org](mailto:dhandrick@districtboards.org)).***

As always, thank you for your assistance.

cc: Executive Assistants to the College Presidents, College Board Chairs  
2024-25 Association Board of Directors

# DBA Committee Descriptions 2024

## **Board of Directors**

Each district board is asked to designate one trustee to represent the college on the DBA Board of Directors. The DBA Board meets at the Association meetings (hybrid, virtual or in-person) and for one Annual Planning Meeting, usually held in late August in Madison. The DBA Board sets policy for the Association, has final approval of all bylaws, policy and procedures manual changes, determines the annual Association budget, approves compensation for staff, and is the governing and oversight board for the DBA Executive Director.

*Board of Directors Delegate Commitment:* It is important that we have full representation from all colleges at DBA board meetings. Board of Directors Delegates are asked to attend all Association Board meetings either in-person or virtually. If a delegate is unable to attend a meeting, they should contact DBA for more information.

***DBA Standing Committees are listed here. These committees meet as needed.***

## **External Partnerships Committee**

This committee meets (hybrid, virtual or in-person) and works to explore innovative partnerships, external challenges, and emerging opportunities for collaboration, while building understanding and strengthening relationships between trustees and local, state, and national leaders. In collaboration with the host college, the committee meets with strategic partners that include but are not limited to:

- K-12 leaders
- Employer-partners
- Chamber officials
- County board members
- Presidents Association
- Higher education leaders
- Association of Community College Trustees
- Community and Faith-Based Organizations
- Other stakeholders and partners

Led by two trustee co-chairs in concert with DBA staff, this committee also generates programming input for Association staff to develop for in-service sessions.

*Each district board is asked to appoint one to four trustees to serve on the External Partnerships Committee.*

## **Internal Best Practices Committee**

This committee meets (hybrid—virtual or in-person) to share and discuss best practices internal to the technical college system on topics of interest to the members. Past topics appropriate for this committee include:

- Board and Association best practices around new member orientation;
- “Boardsmanship,” or how to be effective at the board table, legal and ethical parameters, and other skillsets for trustees;
- Human resources and employee compensation best practices;
- Student services best practices (mental health, veterans services);
- Instructional services best practices (career pathways, credit for prior learning, Promise programs); and
- Other emerging trends and topics

Led by the co-chairs, the Internal Best Practices Committee also generates programming input, suggesting topics for Association staff to develop for in-service sessions.

*Each district board is asked to appoint one to four members to serve as part of the Internal Best Practices Committee.*

### **Bylaws, Policies and Procedures Committee**

The Bylaws, Policies and Procedures Committee, as set forth in Article IX of the Bylaws, reviews the Association's Bylaws, Policies and Procedures Manual and recommends changes to the Board of Directors where appropriate.

The Committee has additional specific assignments:

- At the Board of Directors' request, develop a select list of major issues on which the Board of Directors may request member consideration.
- At the request of the Board of Directors, committee chair, or an individual member district board of the Association, review a proposed resolution or proposed change in the bylaws, policies or procedures for the purpose of recommending whether the proposed language will accomplish the desired effect, and/or whether the proposed change would require amendment of any other portion of the corporate bylaws, policies, or procedures.

### **Awards Committee**

The Awards Committee has responsibility for promoting, identifying and rating:

- Board Member of the Year candidates
- Technical Education Champion (TECh) Award candidates
- Media Award candidates
- Distinguished Alumni of the Year candidates

This committee conducts their work via e-mail/virtual meetings, outside of the DBA meetings. Each district board is asked to select one trustee to serve on the committee who will review and rate nominations for the Association awards program on behalf of their college.

The Committee determines, selects the recipients of, and delivers the Association's annual awards via the following process:

Association staff announce the nomination period for each award. At the end of the nomination period, the Association provides the Awards Committee with a slate of nominees eligible for the award with corresponding nomination materials. The Awards Committee selects award recipients by rating colleges' nominees against a set rubric of criteria for each award. Association staff then tabulate the scores and announce the winner. Whenever possible, awards are presented at the next in-person meeting of the Association.

*Awards Committee Commitment:* The DBA requests ratings from each college for awards. Awards Committee members read nominations for each award (one award each quarter) and submit a rating for each nomination. Members have about two weeks to complete this activity. During the rating process, members read or view 8-10 nominations for an award and rate each award on 4 or 5 rating criteria. Members are allowed to split this responsibility with another board member.

###



## MADISON AREA TECHNICAL COLLEGE

**DATE:** July 8, 2024

**TOPIC:** FY2024-25 Board Meeting Schedule

**ISSUE:** In FY 2023-24, the Madison College District Board conducted their business meeting on the first Wednesday of each month. Alternate days and/or weeks have occasionally been scheduled to accommodate the board and president's schedules.

Business meetings conducted on the first Wednesday of the month have begun at 5:30 p.m. However, board members routinely arrive at 4:30 p.m. to participate in board development activities.

**ACTION:** Review the current board meeting schedule and establish a meeting schedule for FY2024-25.

A meeting of the Madison Area Technical College District Board was held on June 5, 2024, in a hybrid format at the Truax Campus. 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: Donald Dantzler (Chair), Shiva Bidar-Sielaff (Vice-Chair), Christopher Canty, Randy Guttenberg, Arlyn Halvorson, and Shana Lewis.

Also present: Jack E. Daniels, President; Jon Anderson, Legal Counsel; Tim Casper, Executive Vice-President of Student Services, Beth Giles, Provost; Damira Grady, Vice-President of Culture and Climate, Sylvia Ramirez, Executive Vice President, Finance & Administration/Chief Operating Officer; and Mark Thomas, Executive Vice President of Institutional Policy, Strategy/Chief of Staff.

Others present: Kai Brito, Student Senate President; Mackenzie Carstens, Student Liaison; Khady Dia, Interim Budget Director; Jovhany Michaud, Past Student Senate President; Kevin Mirus, Dean of the School of Engineering, Science and Math; and Kristin Rolling, Recording Secretary.

### **Call to Order** <sup>I</sup>

The meeting was duly noticed and called to order at 5:33 p.m. by Mr. Dantzler. Mr. Anderson stated that appropriate notices had been given and the meeting was in compliance with the open meetings law.

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

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

**There was a motion by Ms. Lewis, seconded by Ms. Bidar-Sielaff, to approve the meeting minutes of May 1, 2024, as submitted. Motion carried.**

#### **Public Comments** <sup>II B</sup>

There were no public comments.

**New Business** III**Information Items** III A**Student Senate Presentation: FY2024-25 Accomplishments & Current****Initiatives** III A 1

Mr. Michaud and Mr. Brito shared information related to Student Senate accomplishments and events over the last academic year and the Student Senate's three-year plan goals, which are: campus sustainability operation; Goodman South Campus and regional campus outreach and advocacy; and alumni relations.

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

Mr. Dantzler reminded Trustees of upcoming meetings and events.

**Student Liaison Report** III B 2

Mr. Carstens thanked the Board and the college for the opportunities that the student liaison position offered, stating that he believes he stepped outside of his comfort zone during his tenure which has made him a better leader.

**Student Senate Report** III B 3

Mr. Brito reported that the Student Senate is beginning to appoint members to committees, councils, and coordinator positions, with legislative work starting in mid-July. He will be serving on the Presidential Search Committee. Student Senate will discuss opportunities for students to sit on hiring committees for advisor positions within Student Life.

**College/Campus Announcements** III B 4

Dr. Giles reported that summer enrollment is up, and her office is analyzing student enrollment patterns and demographics to make sure the college is offering the right mix of classes and modalities that meet student needs. The deans have begun the work of incorporating the Vision 20230 commitments into their unit plans.

Dr. Casper reported on the success of students at various spring competitions including: SkillsUSA, Business Professionals of America, Men's Baseball, and Women's Softball. The college will likely have a vendor recommendation for an engagement partner to support that implementation of the new student information system for Board review at the July Board.

Dr. Grady reported that several multicultural graduations were held in the Madison area in May including the 18th Annual All City American Indian and Alaska Native Graduation, the Latinx Community Graduation, and the Black/African Graduate Celebration. The college recently participated in the Hmong Community Picnic in Sun Prairie.

Dr. Ramirez reported the Student Parent Support Team implemented a few additions to graduation in recognition of student-parents. This started with the December graduation and was refined for the spring ceremony. The additions include a student-parent pin, activities for kids to help them stay busy during the ceremony, and a dedicated photographer to take free, professional photos of student-families. This summer will be the third year that Finance and Administration is conducting a student intern program. Each of the paid interns has a summer project, participate in several lunch and learns, attend a Board meeting, and are invited to a networking breakfast with potential employers.

Dr. Thomas reported that the Reedsburg Celebrate a Nurse 5K raised more than \$10,000 for Reedsburg nursing scholarships. The Fort Atkinson campus recently held its Metal Mania

welding competition This year's event sponsor Alter Scrap Metal, that provides the metal materials for the competition and the food, also announced a \$1000 scholarship for a Fort Atkinson Metal Fabrication student. At the Portage campus 13 firefighters from Portage Fire, Baraboo, Rio, and Poynette participated in a training to become EMTs through a grant that covered the entire cost of the training. Over 40 nurses were pinned in May at the regional campuses in both the Licensed Practical Nurse program and Associate Degree Nursing program.

### **President's Report** III B 5

#### **International Travel** III B 5 a

Dr. Daniels informed the Board of recently 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 a review of health and safety conditions.

#### **Vision 2030 Update** III B 5 b

Dr. Thomas provided an update on Vision 20230 including a summary of the work that was done to gather the input that was used to draft the six college commitment statements and what the next steps will be, including Board engagement with the process.

### **Action Items** III C

#### **Fiscal Year 2024-25 Budget Approval** III C 1

Dr. Ramirez reported that the Fiscal Year 2024-25 budget was developed by staff and on April 3, 2024, the full board received a presentation on the budget and approved taking it to a

public hearing. On April 15, 2024, the proposed FY2024-25 budget was published in the Wisconsin State Journal. A public hearing on the proposed budget took place on May 1, 2024.

**There was a motion Ms. Lewis, seconded by Ms. Bidar-Sielaff, to adopt the resolution approving the Fiscal Year 2024-25 budget. Motion carried unanimously (6-0).**

**Reimbursement Resolution for Projects to be Financed with Tax-Exempt Obligations** <sup>III C 2</sup>

Dr. Ramirez reported that the approved FY2024-25 budget includes the capital projects budget with an associated authorized borrows totaling \$30,500,000. These borrows will occur throughout the fiscal year. The attached reimbursement resolution authorizes the District to provide interim financing to cover the costs of the expenditures that will be incurred prior to the issuance of the obligations in FY2024-25.

**There was a motion by Mr. Guttenberg, seconded by Mr. Halvorson, to adopt the Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing. Motion carried.**

**New Program Approval – IT-Cyber Compliance Specialist** <sup>III C 3</sup>

Dr. Mirus reported that There is a significant and growing need for IT professionals with experience in cybersecurity governance, compliance, and risk management within the Madison College district. While this emerging field does not have its own labor market projections yet, many IT-Cyber Compliance Specialist jobs fall under the broader Information Security Analyst career field that is expected to see solid growth over the next five years. In response to this demand, the proposed IT-Cyber Compliance Specialist program will offer students a unique opportunity for in-depth training in cybersecurity governance, compliance, and risk assessment skills. Madison College plans to utilize grant dollars to hire new faculty while also leveraging the talent of current IT faculty to teach the core program courses. This program will accept 20

students into the program each Fall term. The IT-Cyber Compliance Specialist associate degree program represents a clear opportunity for growth and will meet the needs of district employers.

**There was a motion Mr. Guttenberg, seconded by Ms. Lewis, to approve the new IT-Cyber Compliance Specialist Program. Motion carried.**

**FY2024-2025 Legal Services** <sup>III C 4</sup>

Dr. 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.” When the technical college districts develop annual letters of engagement with their outside legal counsel, they must describe the types of services to be provided and the rates the district will be charged. Annual letters of engagement were received by Husch Blackwell LLP for legal services related to general issues, human resources, labor, and employment; and from Quarles & Brady LLP for bond counsel and related matters, real estate, leasing, development, and property management and related matters.

**There was a motion by Ms. Lewis, seconded by Mr. Halvorson, to authorize staff to execute two (2) Letters of Engagement from the firms listed above specific to the noted practice areas for FY2024-2025. Motion carried.**

**Capital Projects Borrowing** <sup>III C 5</sup>

**Resolution Authorizing the Issuance of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2024-25A** <sup>III C 5a</sup> **and Resolution Establishing the Parameters For the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2023-2G** <sup>III C 5 b</sup>

Ms. Grigg reported that the attached resolution is the authorization to begin the borrowing process and totals \$3,500,000, including \$1,500,000 for building remodel and improvements 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 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 (\$1,500,000). 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 5.00%.

**There was a motion by Mr. Guttenberg, seconded by Ms. Lewis, to adopt the Resolution Authorizing the Issuance of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2024-25A. Motion carried.**

**There was a motion by Ms. Lewis, seconded by Mr. Guttenberg, to adopt the Resolution Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2024-25A. Motion carried.**

**Recognition of Randy Guttenberg** III C 6

Mr. Dantzler read a resolution into the record, recognizing Mr. Guttenberg:

WHEREAS, Randy S. Guttenberg, has served as a member of the Madison Area Technical College District Board from July 1, 2014 to June 30, 2024, and

WHEREAS, he has served with dedication and distinction as the Chair of the Nominating Committee, and

WHEREAS, as the School District Administrator Member of the Board and a lifelong educator, he has advanced the interests of students and their educational needs, and

WHEREAS, he worked tirelessly to ensure the success of the College's Goodman South Campus, participating in the unanimous Board of Trustees decision to support the construction of the campus on Madison's South side, and advocating for the College's role in transforming the region by bringing educational opportunities to the traditionally underserved residents in that community, and

WHEREAS, he has been an enthusiastic participant at many Madison Area Technical College events recognizing the accomplishments of students, faculty, and staff, and



WHEREAS, he has guarded without compromise the fiduciary responsibilities of the District Board, and

WHEREAS, he has supported the mission of the District by always showing concern and sensitivity for the welfare of students and staff and an interest in providing the citizens of the Madison Area Technical College District with the best possible community, technical and adult education opportunities.

NOW, THEREFORE, BE IT RESOLVED that the Madison Area Technical College District Board expresses gratitude on behalf of the citizens of the District for his support and contributions, and

BE IT FURTHER RESOLVED that this expression be acknowledged in the official minutes of this District Board and a copy be made and presented to Randy S. Guttenberg.

**Recognition of Arlyn Halvorson** III C 7

Mr. Dantzler read a resolution into the record, recognizing Mr. Halvorson:

WHEREAS, Arlyn R. Halvorson, has served as a member of the Madison Area Technical College District Board from July 1, 2012 to June 30, 2024, and

WHEREAS, he has served with dedication and distinction as Secretary, Treasurer, and Vice-Chair of the Madison Area Technical College District Board, and

WHEREAS, as an Employee Member of the Board he brought valuable experience as a Dane County employee, and

WHEREAS, he worked tirelessly to ensure the success of the College's Goodman South Campus, participating in the unanimous Board of Trustees decision to support the construction of the campus on Madison's South side, and advocating for the College's role in transforming the region by bringing educational opportunities to the traditionally underserved residents in that community, and

WHEREAS, he has been an enthusiastic participant at many Madison Area Technical College events recognizing the accomplishments of students, faculty, and staff, and

WHEREAS, he has guarded without compromise the fiduciary responsibilities of the District Board, and

WHEREAS, he has supported the mission of the District by always showing concern and sensitivity for the welfare of students and staff and an interest in providing the citizens of the Madison Area Technical College District with the best possible community, technical and adult education opportunities.

NOW, THEREFORE, BE IT RESOLVED that the Madison Area Technical College District Board expresses gratitude on behalf of the citizens of the District for his support and contributions, and

BE IT FURTHER RESOLVED that this expression be acknowledged in the official minutes of this District Board and a copy be made and presented to Arlyn R. Halvorson.

**Recognition of Mackenzie Carstens** III C 8

Mr. Dantzler presented a card and gift to Mr. Carstens, thanking him for his service to the District Board and to Madison College.

**Recognition of Jovhany Michaud** III C 9

Mr. Dantzler expressed gratitude for Mr. Michaud's service to the District Board and to Madison College.

**Consent Agenda** III C 10

**General fund monthly financial report as of April 30, 2024** III C 10 a

**Requests for proposals/request for bids/sole sources** III C 10 b

**38.14 contracts for April 2024** III C 10 c

**Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period April 16, 2024 through May 15, 2024** III C 10 d

**Employment of personnel** III C 10 e

**Resignations and separations** III C 10 f

**Retirements** III C 10 g

There was a motion by Ms. Bidar-Sielaff, seconded by Ms. Lewis, to approve Consent Agenda items III.C.10.a. through g. Motion carried.

**Adjournment** V

There was a motion by Mr. Guttenberg, seconded by Mr. Halvorson, to adjourn the meeting. Motion carried.

The meeting adjourned at 7:04 p.m.

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Melanie Lichtfeld, Secretary

Madison Area Technical College  
 Topic: International Travel Authorizations (Information Only District Board Report)  
 Date of Madison College District Board Meeting: Monday, July 8, 2024

*The following international travel requests have been authorized. All of the requests for international travel listed below conform with all procedural and administrative rules as outlined in Madison College District International Travel Policies.*

<u>Name of Program/Trip</u>	<u>Traveler Name(s)</u>	<u>Destination Country and City</u>	<u>Dates of Travel</u>	<u>Description/Purpose of Travel and Benefit to District</u>	<u>Dollar Amount</u>
International Recruitment Fairs - South America	Noel Miranda	Chile, Bolivia, Peru	September 4 - 17, 2024	South American recruitment travel for prospective international students and connecting with external partners. Itinerary includes three days of Education USA fairs across three countries, 6 days of connecting with Central American partners/high schools, and 1 day of connecting with US Commercial Services.	\$4,956

# MADISON AREA TECHNICAL COLLEGE

**DATE:** July 8, 2024

**TOPIC:** Proposed FY24/25 Capital Remodel Projects

**ISSUE:** 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 6, 2023.

## Truax Campus

### Dean of Students Office Remodel

This 3,798 square foot remodel project in the northwest part of the 1<sup>st</sup> Floor D-Section is an opportunity to co-locate complementary services, improve wayfinding, and modernize spaces to align with a hybrid work model. Students will experience less “bouncing around” among service locations and will benefit from updated spaces that accommodate both private and collaborative service needs. There is a critical shortage of private offices, forcing the Dean of Students Office (DOSO) and Disability Resource Services (DRS) staff to work in cubicles, which is inappropriate for the sensitive nature of their work. The remodel will provide private offices for all staff, enhancing confidentiality and professionalism. Additionally, the DOSO-related service departments will be moved closer to the waiting/intake area, and the counselor's office suite area will be separated by a door. All departments will have separate exits to enhance confidentiality and privacy for students accessing the services. The remodel will include improved soundproofing to ensure conversations remain confidential. The remodel will add a large conference room and dedicated offices for community partners, facilitating increased awareness of visiting community partners (e.g., Veterans Integration to Academic Leadership (VITAL), Rape Crisis Center, and Legal Clinic) and better service provision. A designated quiet room will be available for students in crisis, and the Alternative Media staff will benefit from a larger office space, improving operational efficiency and service delivery. Alternative Media staff work to ensure that students have equitable access to textbooks and course materials by converting them into different, more accessible formats. Students who need to be set up with software such as Kurzweil 3000 or Glean Notetaking also work with Alternative Media staff. The project includes a few student stations within the waiting area and ensure accessibility for all students, including those with disabilities. The remodel aligns with the need for enhanced student services to support retention and success. The new space will better accommodate the increasing number of students with service needs. The project will enhance the overall student experience, supporting success, retention, and completion rates. The renovated space will enhance the student experience and support the college's mission of providing quality education and support services.

**The estimated construction cost is \$1,500,000.**

## Truax Campus

### Student Access & Success Remodel

This 7,140 square foot remodel project will improve and expand programmatic access and space for Retention Initiatives and Student Engagement (RISE) programs, merge the Veteran Benefits and Veteran Resource Services into the Veteran Services Office, connect access programs for traditional and adult students through the Promise Programs Office with the RISE programs, and locate financial aid staff in this area.

The remodel connects these programs in a central location along the northeast corridor of the 1<sup>st</sup> Floor D-Section, allowing students and staff to collaborate and be in community. The areas' current spaces and square footage are inadequate to support the students who receive services and support. There is a current shortage of private offices - causing separation of support services and

negatively impacting the student experience. The RISE space serves over 1,100 students, has only four offices, but represents over 20 staff members over multiple programs. The lack of office space causes students to not have privacy when engaging with staff on sensitive matters. The remodel allows the programmatic efforts to be housed primarily in the space bringing increased awareness into the areas where the offices and programs reside. Currently, Promise Programs, Veteran Benefits, Veteran Resource Services, and financial aid are in different areas of the college. The remodel project co-locates and merges units to better support the needs of students while also maximizing program efforts.

**The estimated project cost is \$1,500,000.**

Truax Campus

Advising, Career, Employment & Transfer Services

This 4,987 square foot remodel project will affect the Student Affairs Advising, Career, and Transfer Services (ACTS) unit that leads academic advising, career, employment, and transfer support and programming. Within ACTS, Career and Employment Services (CES) and the Transfer Center serve as the primary points of contact for employers and university partners and host a variety of recruitment opportunities, career fairs, transfer fairs, and related events for students and partners throughout the year. CES and the Transfer Center currently occupy two, separate, non-adjacent spaces at the Truax Campus. The remodel offers an opportunity to co-locate these teams and services. Both units support student early program exploration (career and transfer opportunities) and completion next steps (employment and/or university transfer). The remodel allows for a larger space that will accommodate increased partner programming, co-locate related service teams and better highlight career and transfer resources for students.

**The estimated project cost is \$1,500,000.**

Truax Campus

Intake Center

This 3,275 square foot remodel project will create a centralized intake area for services offered by Academic Advising, the Dean of Students Office's units, financial aid, and success coaches. The redesigned space will assist students with many aspects of their student journey: application, enrollment, and completion. Centralized Intake Services supports admissions, enrollment, financial aid, and student payment functions by answering general in-person questions and offering triage support. The intake services support academic success coaching, phone and in-person questions and intake processes, appointment support for Academic Advising, Counseling, Financial Aid, and Dean of Students Offices. The new space allows for a full range of services and creates a centralized space to support student needs. The remodel allows the college to co-locate teams currently in both the Gateway and 1<sup>st</sup> Floor D-Section that support triage responsibilities and expand their access to support the same student population in one engagement opportunity. The remodel supports a better experience for students by placing primary service functions in one location. Research highlights that "one key focus of consolidating student offices is creating a greater harmony in the student journey." Feedback from our students through surveys and studies has emphasized the frustration of frequently visiting the various areas to get a question answered. The remodel showcases our commitment to utilizing student feedback to improve the student experience. Additionally, the remodel includes the evolution of student preferences by integrating technological advances for virtual and in-person needs. The co-location of enrollment, financial, and academic support services will build a stronger working relationship to support student success. Having one, centralized intake area to address key service needs for students supports industry best practices and emphasizes the college's commitment to adhering to the student's voice.

**The estimated project cost is \$1,500,000.**

Capital equipment, including technology, instructional equipment, and furniture are not part of the construction estimates. Sufficient funds are available for these costs within the College's capital budget.

Each project will meet the Americans with Disability Act (ADA) standards.

**ACTION:**

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.

## MADISON AREA TECHNICAL COLLEGE

**DATE:** July 8, 2024

**TOPIC:** Land Sale  
Watertown Campus

**ISSUE:** The Watertown Campus site includes two small vacant lots on the east side of Main Street. The lots are 0.4 acres each and are not connected to the main campus or each other. The lots are zoned TR-6, residential/multifamily, in the City of Watertown. This zoning allows a single-family home or multifamily building, up to one 3-unit condominium on each lot. This potential land sale is supported by the City of Watertown. Residential development on these two lots could have a significant value-added impact on the Watertown Campus as this sale presents an opportunity for positive public relations and collaboration between Madison College and the surrounding community by demonstrating our commitment to addressing local housing needs and fostering community development.

In considering the sale of district land, staff review various criteria to assist in creating a recommendation to the board. These criteria are 1) the price offered needs to be at least fair market value, 2) the intended use cannot negatively impact the college, its image, or operations, and 3) the loss of land has no significant impact on our future expansion abilities. The sale of these two lots meets the above criteria. The Watertown Campus currently consists of approximately 15.22 acres. The sale of these two lots would leave approximately 14.5 acres. Madison College will continue to maintain a prominent presence in this area. An independent appraiser is conducting an appraisal of the property and it is anticipated the value for each lot will be around \$70,000.

**ACTION:** Authorize staff to issue a Request for Proposal and facilitate the sale of two lots at the Watertown Campus.

**MADISON AREA TECHNICAL COLLEGE**

DATE: July 8, 2024

TOPIC: Authorizing the Issuance of Not To Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25B

ISSUE: The approved FY2024-25 budget includes the capital projects budget and authorized the borrowing of \$30,500,000. The initial process to borrow for capital projects includes securing bond counsel opinion and obtaining a bond rating.

The attached resolution is the authorization to begin this process and totals \$3,000,000, including \$1,000,000 for building remodel and improvements, \$500,000 for the cost of sitework and \$1,500,000 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.

Additional borrowing(s) will be scheduled and brought to the District Board for authorization later in the fiscal year.

RECOMMENDATION:

*Adopt the Resolution Authorizing The Issuance Of Not To Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25B; And Setting The Sale Therefor.*



RESOLUTION NO. \_\_\_\_

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED  
\$3,000,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2024-25B

WHEREAS, the Madison Area Technical College District, Adams, Columbia, Dane, Dodge, Green, Iowa, Jefferson, Juneau, Marquette, Richland, Rock and Sauk Counties, Wisconsin (the "District") is presently in need of \$1,000,000 for the public purpose of paying the cost of building remodeling and improvement projects; \$1,500,000 for the public purpose of paying the cost of the acquisition of movable equipment and \$500,000 for the public purpose of paying the cost of site improvement projects, and there are insufficient funds on hand to pay said costs;

WHEREAS, the District hereby finds and determines that the projects are within the District's power to undertake and serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, technical college districts are authorized by the provisions of Section 67.12(12), Wisconsin Statutes to borrow money and to issue general obligation promissory notes for such public purposes.

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,000,000 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,500,000 for the public purpose of paying the cost of the acquisition of movable equipment; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$500,000 for the public purpose of paying the cost of site improvement projects; and be it further

RESOLVED, that pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the Wisconsin State Journal, the official newspaper of the District. The notices to electors shall be in substantially the forms attached hereto as Exhibits A, B and C and incorporated herein by this reference.

Adopted, approved and recorded July 8, 2024.

\_\_\_\_\_  
Chairperson

Attest:

\_\_\_\_\_  
Secretary

(SEAL)

EXHIBIT A

NOTICE TO THE ELECTORS  
OF THE  
MADISON AREA TECHNICAL COLLEGE DISTRICT  
ADAMS, COLUMBIA, DANE, DODGE, GREEN, IOWA, JEFFERSON, JUNEAU,  
MARQUETTE, RICHLAND, ROCK AND SAUK COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on July 8, 2024, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,000,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of building remodeling and improvement projects.

A copy of said resolution is on file in the District office, located at 1701 Wright Street, Madison, WI 53704, and may be inspected weekdays, except holidays, between the hours of 9:00 a.m. and 4:00 p.m., or in the alternative, is available upon request by contacting the District by email at the following address: [jspilde@madisoncollege.edu](mailto:jspilde@madisoncollege.edu).

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Section 67.12(12)(e)5, Wisconsin Statutes, requesting a referendum thereon at a special election. If no such petition is filed, then the resolution shall be effective without a referendum.

Dated this 8th day of July, 2023.

BY THE ORDER OF THE  
DISTRICT BOARD

District Secretary

EXHIBIT B

NOTICE TO THE ELECTORS  
OF THE  
MADISON AREA TECHNICAL COLLEGE DISTRICT  
ADAMS, COLUMBIA, DANE, DODGE, GREEN, IOWA, JEFFERSON, JUNEAU,  
MARQUETTE, RICHLAND, ROCK AND SAUK COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on July 8, 2024, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,500,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of the acquisition of movable equipment.

A copy of said resolution is on file in the District office, located at 1701 Wright Street, Madison, WI 53704, and may be inspected weekdays, except holidays, between the hours of 9:00 a.m. and 4:00 p.m., or in the alternative, is available upon request by contacting the District by email at the following address: [jspilde@madisoncollege.edu](mailto:jspilde@madisoncollege.edu).

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Section 67.12(12)(e)5, Wisconsin Statutes, requesting a referendum thereon at a special election. If no such petition is filed, then the resolution shall be effective without a referendum.

Dated this 8th day of July, 2023.

BY THE ORDER OF THE  
DISTRICT BOARD

District Secretary

EXHIBIT C

NOTICE TO THE ELECTORS  
OF THE  
MADISON AREA TECHNICAL COLLEGE DISTRICT  
ADAMS, COLUMBIA, DANE, DODGE, GREEN, IOWA, JEFFERSON, JUNEAU,  
MARQUETTE, RICHLAND, ROCK AND SAUK COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on July 8, 2024, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$500,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of site improvement projects.

A copy of said resolution is on file in the District office, located at 1701 Wright Street, Madison, WI 53704, and may be inspected weekdays, except holidays, between the hours of 9:00 a.m. and 4:00 p.m., or in the alternative, is available upon request by contacting the District by email at the following address: [jspilde@madisoncollege.edu](mailto:jspilde@madisoncollege.edu).

Dated this 8th day of July, 2023.

BY THE ORDER OF THE  
DISTRICT BOARD

District Secretary

**MADISON AREA TECHNICAL COLLEGE**

DATE: July 8, 2024

TOPIC: Resolution Establishing Parameters for the Sale of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25B

ISSUE: The Madison Area Technical College District Board previously approved authorizing the sale of \$3,000,000 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 (\$1,500,000), for the purpose of paying the cost of building remodeling and improvement projects (\$1,000,000), and for the purpose of paying the cost of sitework (\$500,000). These activities were included in the FY2024-25 capital projects budget approved by the Board on June 5, 2024.

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 5.00%.

We will provide information on the winning bidder, purchase price and interest rates, at a future board meeting. Attached is the Authorizing and Parameters Resolution.

RECOMMENDATION:

*Adopt the Resolution Establishing Parameters for the Sale of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25B.*

RESOLUTION NO. \_\_\_\_\_

RESOLUTION ESTABLISHING PARAMETERS FOR THE  
SALE OF NOT TO EXCEED \$3,000,000 GENERAL  
OBLIGATION PROMISSORY NOTES, SERIES 2024-25B

WHEREAS, on July 8, 2024, the District Board of the Madison Area Technical College District, Adams, Columbia, Dane, Dodge, Green, Iowa, Jefferson, Juneau, Marquette, Richland, Rock and Sauk Counties, Wisconsin (the "District") adopted a resolution (the "Authorizing Resolution") which authorized the issuance of general obligation promissory notes (the "Notes") in the amount of \$1,000,000 for the public purpose of paying the cost of building remodeling and improvement projects; in the amount of \$1,500,000 for the public purpose of paying the cost of the acquisition of movable equipment; and in the amount of \$500,000 for the public purpose of paying the cost of site improvement projects (collectively, the "Project");

WHEREAS, the District will cause Notices to Electors to be published in the Wisconsin State Journal giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution can be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes to finance building remodeling and improvement projects and the acquisition of movable equipment;

WHEREAS, it is the finding of the District Board that it is in the best interest of the District to direct its financial advisor, PMA Securities, LLC ("PMA"), to take the steps necessary for the District to offer and sell the Notes at public sale and to obtain bids for the purchase of the Notes; and

WHEREAS, in order to facilitate the sale of the Notes in a timely manner, the District Board hereby finds and determines that it is necessary, desirable and in the best interest of the District to delegate to any one of the Chief Financial Officer/Controller or Executive Vice President Finance and Administration/Chief Operating Officer (each an "Authorized Officer") of the District the authority to accept on behalf of the District the bid for the Notes that results in the lowest true interest cost for the Notes (the "Proposal") and meets the terms and conditions provided for in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit A and incorporated herein by reference (the "Approving Certificate").

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District that:

Section 1. Sale of the Notes; Parameters. For the purpose of paying costs of the Project, the District is authorized to borrow pursuant to Section 67.12(12) Wisconsin Statutes, the principal sum of not to exceed THREE MILLION DOLLARS (\$3,000,000) upon the terms and subject to the conditions set forth in this Resolution. Subject to satisfaction of the conditions set forth in Section 15 of this Resolution, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the financial institution that submitted the Proposal (the "Purchaser") for, on behalf of and in the name of the District, Notes aggregating the principal amount of not to exceed THREE MILLION DOLLARS (\$3,000,000). The purchase price to be paid to the District for the Notes shall not be less than 100% nor more than 105% of the principal amount of the Notes.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2024-25B"; shall be issued in the aggregate principal amount of up to \$3,000,000; shall be dated as of their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and mature on the dates and in the principal amounts set forth below, provided that the principal amount of each maturity may be increased or decreased by up to \$250,000 per maturity and that the aggregate principal amount of the Notes shall not exceed \$3,000,000. The schedule below assumes the Notes are issued in the aggregate principal amount of \$3,000,000.

<u>Date</u>	<u>Principal Amount</u>
03-01-2025	\$2,000,000
03-01-2026	1,000,000

Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2025. The true interest cost on the Notes (computed taking the Purchaser's compensation into account) will not exceed 5.00%. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

Section 3. Redemption Provisions. The Notes shall not be subject to optional redemption or shall be callable as set forth on the Approving Certificate. If the Proposal specifies that certain of the Notes are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment to the Approving Certificate labeled as Schedule MRP. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in the Approving Certificate in such manner as the District shall direct.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2024 and 2025 for the payments due in the years 2025 and 2026 in such amounts as are sufficient to meet the principal and interest payments when due.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2024-25B" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above)



shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and

directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 11. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The District hereby authorizes the Chairperson and Secretary or other appropriate officers of the District to enter a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 12. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 13. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 14. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

Section 15. Conditions on Issuance and Sale of the Notes. The issuance of the Notes and the sale of the Notes to the Purchaser are subject to satisfaction of the following conditions:

(a) expiration of the petition period provided for under Section 67.12(12)(e)5, Wis. Stats., without the filing of a sufficient petition for a referendum with respect to the resolution authorizing the issuance of Notes to finance building remodeling and improvement projects and the acquisition of movable equipment; and

(b) approval by the Authorized Officer of the principal amount, definitive maturities, redemption provisions, interest rates and purchase price for the Notes, which approval shall be evidenced by execution by the Authorized Officer of the Approving Certificate.

Upon his approval of the terms of the Notes, the Authorized Officer of the District is authorized to execute the Proposal with the Underwriter providing for the sale of the Notes to the Underwriter. The Notes shall not be delivered until this approval is obtained and the referendum petition period expires as provided in (a) above.

Section 16. Official Statement. The District Board hereby directs the Authorized Officer to approve the Preliminary Official Statement with respect to the Notes and deem the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by the Authorized Officer or other officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 18. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded July 8, 2024.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

(SEAL)

EXHIBIT A

Approving Certificate

(See Attached)

CERTIFICATE APPROVING THE PRELIMINARY OFFICIAL STATEMENT  
AND DETAILS OF  
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2024-25B

The undersigned [Chief Financial Officer/Controller or Executive Vice President Finance and Administration/Chief Operating Officer] of the Madison Area Technical College District, Adams, Columbia, Dane, Dodge, Green, Iowa, Jefferson, Juneau, Marquette, Richland, Rock and Sauk Counties, Wisconsin (the "District"), hereby certifies that:

1. Resolution. On July 8, 2024, the District Board of the District adopted a resolution (the "Resolution") establishing parameters for the sale of not to exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25B of the District (the "Notes") after a public sale and delegating to me the authority to approve the Preliminary Official Statement, to approve the purchase proposal for the Notes, and to determine the details for the Notes within the parameters established by the Resolution.

2. Preliminary Official Statement. The Preliminary Official Statement with respect to the Notes is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.

3. Proposal; Terms of the Notes. On the date hereof, the Notes were offered for public sale, and the District has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Schedule I-A and incorporated herein by this reference (the "Bid Tabulation"). The bid proposal attached hereto as Schedule I-B and incorporated herein by this reference (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation (the "Purchaser") fully complies with the bid requirements set forth in the Official Notice of Sale. PMA Securities, LLC recommends the District accept the Proposal. The Proposal meets the parameters and conditions established by the Resolution and is hereby approved and accepted.

The Notes shall be issued in the aggregate principal amount of \$ \_\_\_\_\_, which is not more than the \$3,000,000 approved by the Resolution, and shall mature on March 1 of each of the years and in the amounts and shall bear interest at the rates per annum as set forth in the Pricing Summary attached hereto as Schedule II and incorporated herein by this reference. The amount of each annual principal payment due on the Notes is not more than \$250,000 more or less per maturity than the schedule included in the Resolution as set forth below:

<u>Date</u>	<u>Resolution Schedule</u>	<u>Actual Amount</u>
03-01-2025	\$2,000,000	\$ _____
03-01-2026	1,000,000	_____

The true interest cost on the Notes (computed taking the Purchaser's compensation into account) is \_\_\_\_\_%, which is not in excess of 5.00%, as required by the Resolution.

4. Purchase Price of the Notes. The Notes shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$\_\_\_\_\_, plus accrued interest, if any, to the date of delivery of the Notes, which is not less than 100% nor more than 105% of the principal amount of the Notes as required by the Resolution.

5. Redemption Provisions of the Notes. [The Notes are not subject to optional redemption.] [The Notes maturing on March 1, 20\_\_ and thereafter are subject to redemption prior to maturity, at the option of the District, on March 1, 20\_\_ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.] [The Proposal specifies that [some of] the Notes are subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Schedule MRP and incorporated herein by this reference.]

6. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same respectively falls due, the full faith, credit and taxing powers of the District have been irrevocably pledged and there has been levied on all of the taxable property in the District, pursuant to the Resolution, a direct, annual irrepealable tax in an amount and at the times sufficient for said purpose. Such tax shall be for the years and in the amounts set forth on the debt service schedule attached hereto as Schedule III.

7. Expiration of Petition Period. The petition period provided for under 67.12(12)(e)5, Wisconsin Statutes, has expired without the filing of a sufficient petition for a referendum with respect to the Notes authorized to finance building remodeling and improvement projects and the acquisition of movable equipment.

8. Approval. This Certificate constitutes my approval of the Proposal, and the principal amount, definitive maturities, interest rates, purchase price and redemption provisions for the Notes and the direct annual irrepealable tax levy to repay the Notes, in satisfaction of the parameters set forth in the Resolution.

IN WITNESS WHEREOF, I have executed this Certificate on \_\_\_\_\_, 20\_\_ pursuant to the authority delegated to me in the Resolution.

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

SCHEDULE I-A TO APPROVING CERTIFICATE

Bid Tabulation

To be provided by PMA Securities, LLC and incorporated into the Certificate.

(See Attached)

COPY



SCHEDULE I-B TO APPROVING CERTIFICATE

Proposal

To be provided by PMA Securities, LLC and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE II TO APPROVING CERTIFICATE

Pricing Summary

To be provided by PMA Securities, LLC and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE III TO APPROVING CERTIFICATE

Debt Service Schedule and Irrepealable Tax Levies

To be provided by PMA Securities, LLC and incorporated into the Certificate.

(See Attached)

COPY

EXHIBIT B

(Form of Note)

REGISTERED UNITED STATES OF AMERICA DOLLARS  
STATE OF WISCONSIN  
NO. R-\_\_\_ MADISON AREA TECHNICAL COLLEGE DISTRICT \$\_\_\_\_\_  
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2024-25B

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:  
March 1, \_\_\_\_\_, 20\_\_\_ % \_\_\_\_\_

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: \_\_\_\_\_ THOUSAND DOLLARS  
(\$ \_\_\_\_\_)

FOR VALUE RECEIVED, the Madison Area Technical College District, Adams, Columbia, Dane, Dodge, Green, Iowa, Jefferson, Juneau, Marquette, Richland, Rock and Sauk Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2025 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$\_\_\_\_\_, all of which are of like tenor, except as to denomination, interest rate and maturity date, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purposes of paying the cost of building remodeling and improvement projects (\$\_\_\_\_\_), the acquisition of movable equipment (\$\_\_\_\_\_) and site improvement projects (\$\_\_\_\_\_), as authorized by resolutions adopted on July 8, 2024, as supplemented by a Certificate Approving the Preliminary Official Statement and Details of General Obligation Promissory Notes, Series 2024-25B, dated \_\_\_\_\_, 20\_\_ (collectively, the "Resolution"). Said resolutions are recorded in the official minutes of the District Board for said date.

【The Notes are not subject to optional redemption.】 【The Notes maturing on March 1, \_\_\_\_\_ and thereafter are subject to redemption prior to maturity, at the option of the District, on March 1, \_\_\_\_\_ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.】

【In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.】

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the District appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes [(i) after the Record Date], (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption]. The Fiscal Agent and District may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

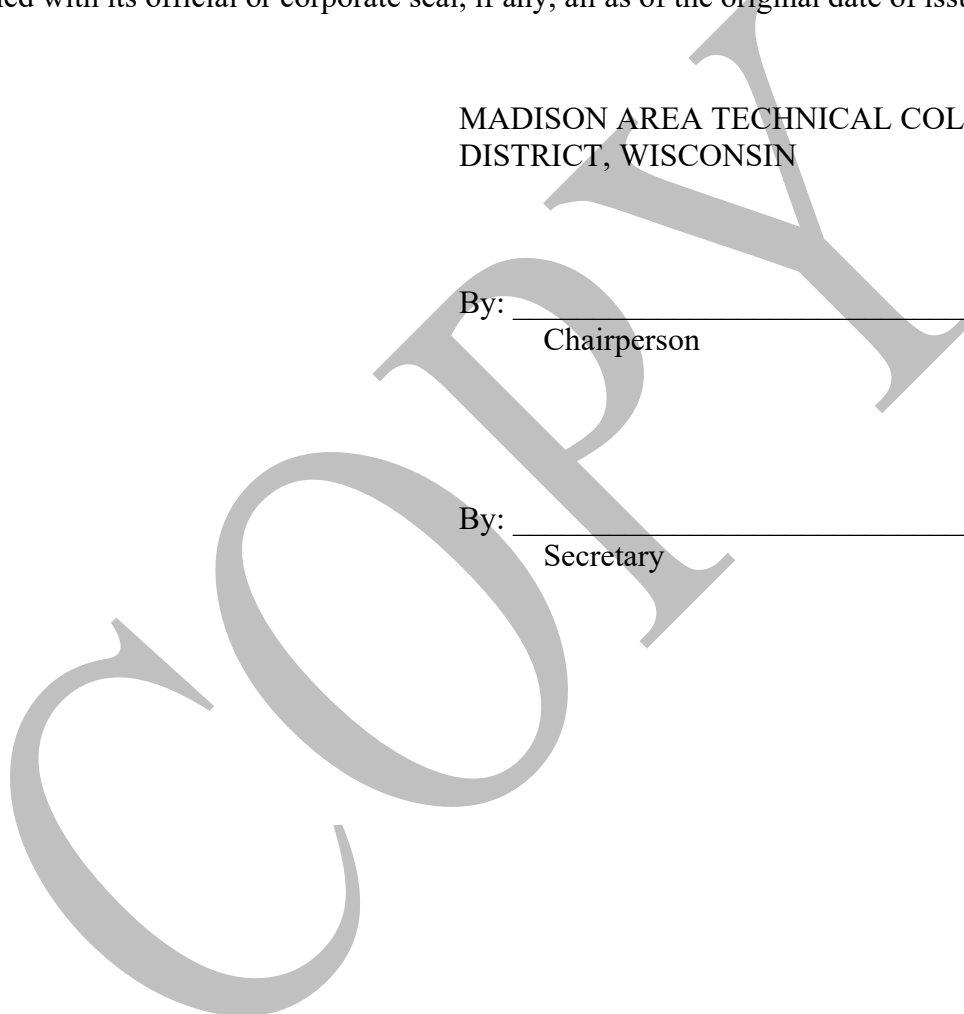
IN WITNESS WHEREOF, the Madison Area Technical College District, Adams, Columbia, Dane, Dodge, Green, Iowa, Jefferson, Juneau, Marquette, Richland, Rock and Sauk Counties, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and Secretary; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

MADISON AREA TECHNICAL COLLEGE  
DISTRICT, WISCONSIN

By: \_\_\_\_\_  
Chairperson

By: \_\_\_\_\_  
Secretary

(SEAL)



Date of Authentication: \_\_\_\_\_, \_\_\_\_\_

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned resolutions of the Madison Area Technical College District, Adams, Columbia, Dane, Dodge, Green, Iowa, Jefferson, Juneau, Marquette, Richland, Rock and Sauk Counties, Wisconsin.

ASSOCIATED TRUST COMPANY,  
NATIONAL ASSOCIATION,  
GREEN BAY, WISCONSIN

By \_\_\_\_\_  
Authorized Signatory

COPY

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

\_\_\_\_\_  
(Name and Address of Assignee)

\_\_\_\_\_  
(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints \_\_\_\_\_, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

\_\_\_\_\_  
(e.g. Bank, Trust Company  
or Securities Firm)

\_\_\_\_\_  
(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

\_\_\_\_\_  
(Authorized Officer)



## MADISON AREA TECHNICAL COLLEGE

**DATE:** July 8, 2024

**TOPIC:** General Fund Financial Report as of May 31, 2024

**ISSUE:** Review current year to date revenues and expenditures in the general fund. The current fiscal year's general fund revenues are 99.41% of the current budget. This compares to 97.25% during the prior fiscal year.

- Local Sources (Tax Levy) recognizes 100% of our annual tax levy as revenue, even though a portion will be collected in the next fiscal year. Also included are the revenues from dissolved TIDs, taxes from DNR lands, and net refunds for personal property. Tax Levy revenues to date are 101.38% of budget, compared to 97.72% last year.
- State Sources includes general state aid, performance-based funding and property tax relief aid. Also included are inter-district tuition supplement, state incentive grants, exempt computer state aid, aid in lieu of property taxes, and the WI GI bill remission aid. The State Aid revenues received to date are 97.20% of budget, compared to 97.07% last year.
- Program and Material Fees revenues represent the fees for summer school, and the first and second semesters of the current school year. The program fee revenues to date are 99.92% of budget, compared to 101.17% last year. The material fee revenues are 100.37% of budget, compared to 102.45% last year.
- Other Student Fees include graduation, nonresident tuition, Group Dynamics and community service classes. Revenues to date are 99.06% of the amount budgeted. Last year, revenues to date were 103.16%.
- Institutional Sources include interest income, lease/rental income and royalty income, along with miscellaneous revenues. The revenues to date are 117.21% of the budget. Last year's revenues were 89.43% of the budget. Interest income and miscellaneous revenue are exceeding the budget run rate at this time.
- Federal Sources consist of cost reimbursements on federal grants and administration for student financial assistance. Current year revenues are 176.58% of the budget, compared to 65.60% last year. Federal revenue is higher than what was planned for Indirect Federal Costs.

The functional expenditure classifications are defined by NACUBO's Financial Accounting and Reporting Manual for Higher Education. The current fiscal year expenditures are 90.94% of budget as compares to 90.37% for the prior fiscal year.

- Instructional includes expenditures for all activities that are part of the College's instructional programs. Current year Instruction expenditures are 91.13% of budget, compared to 89.69% last year.

- Instructional Resources includes all expenditures incurred to provide support for instruction, such as library and academic administration and support. This year's Instructional Resources expenditures are 88.97% of the budget, versus 92.54% last year.
- Student Services includes expenditures incurred for admissions, registrar, and other activities that contribute to students' emotional and physical well-being, such as counseling, student aid administration, and intercollegiate athletics. Student Services expenditures are 89.10% of the current year's budget, compared to 86.73% last year.
- General Institutional includes expenditures for centralized activities that manage planning for the entire institution, such as the President's Office, human resources, and financial operations. General Institutional expenditures equal 93.62% of budget, compared to 93.73% last year.
- Physical Plant includes expenditures for the administration, supervision, maintenance, and protection of the institution's physical plant. This includes items such as janitorial services, care of grounds, maintenance and operation of buildings and security. Physical Plant expenditures equal 98.41% of budget, compared to 96.35% last year.
- Public Service includes expenditures for activities established for non-instructional services, such as the athletic director's office. The current year's expenditures are 104.94% of budget, compared to 91.19% last year. Primarily, increases in Wages/Benefits offset by Professional/Other Contracts.
- Transfers to Reserves include Assignment to operations for \$1,404,500.
  
- Accept report and place on file.

GENERAL FUND  
FOR THE MONTH ENDED MAY 2024

STATEMENT OF REVENUE - ESTIMATED AND ACTUAL

	+Budgeted Revenue	Actual Revenue Current Month	Actual Revenue Year to Date	Balance To Be Earned	Actuals to Budget % Earned Year to Date	*Actuals to Budget % Earned Prior Year
Local Sources (Tax Levy)	\$ 45,404,500	\$ 6,734	\$ 46,032,115	\$ (627,615)	101.38%	97.72%
State Sources (State Aid)	\$ 81,010,000	\$ 406,301	\$ 78,745,365	\$ 2,264,635	97.20%	97.07%
Program Fees	\$ 33,287,000	\$ (35,535)	\$ 33,261,500	\$ 25,500	99.92%	101.17%
Material Fees	\$ 1,200,000	\$ (1,316)	\$ 1,204,450	\$ (4,450)	100.37%	102.45%
Other Student Fees	\$ 1,189,000	\$ 17,546	\$ 1,177,802	\$ 11,198	99.06%	103.16%
Institutional Sources	\$ 3,269,000	\$ 331,164	\$ 3,831,469	\$ (562,469)	117.21%	89.43%
Federal Sources	\$ 180,000	\$ 36,822	\$ 317,844	\$ (137,844)	176.58%	65.60%
<b>Total Revenues</b>	<b>\$ 165,539,500</b>	<b>\$ 761,715</b>	<b>\$ 164,570,544</b>	<b>\$ 968,956</b>	<b>99.41%</b>	<b>97.25%</b>

STATEMENT OF EXPENDITURES AND ENCUMBRANCES COMPARED WITH AUTHORIZATIONS

	+Budgeted Expenditures	Year to Date Expenditures	Encumbrances	Budget Balance	Actuals to Budget % Used Year to Date	*Actuals to Budget % Used Prior Year to Date
Instructional	\$ 110,229,000	\$ 99,922,962	\$ 531,623	\$ 9,774,415	91.13%	89.69%
Instructional Resources	\$ 3,296,000	\$ 2,880,640	\$ 51,784	\$ 363,576	88.97%	92.54%
Student Services	\$ 18,906,000	\$ 16,744,018	\$ 102,000	\$ 2,059,982	89.10%	86.73%
General Institutional	\$ 19,273,000	\$ 17,392,482	\$ 650,264	\$ 1,230,254	93.62%	93.73%
Physical Plant	\$ 11,888,000	\$ 10,891,813	\$ 807,653	\$ 188,534	98.41%	96.35%
Public Service	\$ 543,000	\$ 565,657	\$ 4,194	\$ (26,851)	104.94%	91.19%
Transfers to Reserves	\$ 1,404,500	\$ -	\$ -	\$ 1,404,500	0.00%	0.00%
<b>Total Expenditures</b>	<b>\$ 165,539,500</b>	<b>\$ 148,397,572</b>	<b>\$ 2,147,518</b>	<b>\$ 14,994,410</b>	<b>90.94%</b>	<b>90.37%</b>

+FY23-24 Modified Budget, 5/1/24

\*Prior Year Budget %'s are computed from Final Budget for FY22-23

**Madison College Supplier Payments Greater Than or Equal to \$2,500.00  
5/16/2024 through 6/15/2024**

<u>Supplier</u>	<u>Total Spend</u>
GROUP HEALTH COOPERATIVE OF SOUTH CENTRAL WISCONSIN	\$ 1,155,313.85
MIDAMERICA ADMINISTRATIVE AND RETIREMENT SOLUTIONS INC	\$ 808,402.94
JOE DANIELS CONSTRUCTION CO INC	\$ 798,189.03
QUARTZ HEALTH BENEFIT PLANS CORPORATION	\$ 729,103.83
DEAN HEALTH PLAN INC	\$ 495,856.67
KW2	\$ 445,701.30
PLUNKETT RAYSICH ARCHITECTS LLP	\$ 388,326.11
CDW GOVERNMENT	\$ 311,264.11
D2L Ltd	\$ 304,904.53
HYDRA TEST USA	\$ 221,150.00
BAUER BUILDERS INC	\$ 159,181.40
SYNERGY CONSORTIUM SERVICES LLC	\$ 133,650.75
MADISON GAS AND ELECTRIC CO	\$ 132,121.77
SYSCO BARABOO LLC	\$ 101,896.64
CLUB EUROPA	\$ 96,880.00
STRANG INC	\$ 81,376.32
BEACON HILL STAFFING GROUP LLC	\$ 76,742.50
SMART SOLUTIONS INC	\$ 69,778.00
MARS SOLUTIONS GROUP	\$ 61,152.00
EMPLOYEE BENEFITS CORPORATION	\$ 57,541.21
AMAZON.COM LLC	\$ 51,196.94
HUSCH BLACKWELL LLP	\$ 50,853.00
WISCONSIN LIBRARY SERVICES INC	\$ 47,992.91
METRO TRANSIT MADISON	\$ 46,337.40
MINNESOTA LIFE INSURANCE COMPANY	\$ 44,932.19
INDIAN RIVER STATE COLLEGE INCLUDING WQCS	\$ 44,495.61
THE LAWN CARE PROFESSIONALS	\$ 41,298.94
CITY OF MADISON	\$ 40,717.20
CHANDRA TECHNOLOGIES INC	\$ 39,084.00
JOHNSON CONTROLS FIRE PROTECTION LPLP	\$ 37,399.97
ATMOSPHERE COMMERCIAL INTERIORS LLC	\$ 35,621.86
RUSS DARROW MADISON CHRYSLER JEEP DODGE RAM	\$ 34,904.64
TEKSYSTEMS INC	\$ 33,915.00
SANTA CLARITA COMMUNITY COLLEGE DISTRICT	\$ 32,578.80
MADISON NATIONAL LIFE INSURANCE COMPANY INC	\$ 31,510.31
US CELLULAR	\$ 31,179.61
TEAMSOFIT INC	\$ 31,000.00
SUNDIAL SOFTWARE CORP	\$ 30,830.00
VANGUARD COMPUTERS INC	\$ 30,816.12
ALLIANT ENERGY CENTER OF DANE COUNTY	\$ 30,494.00
INSIGHT PUBLIC SECTOR INC	\$ 29,767.05
COVERMASTER INC	\$ 29,515.89
STOR LOC	\$ 28,124.75
WERNER ELECTRIC SUPPLY CO	\$ 27,248.25
GO RITEWAY TRANSPORTATION GROUP	\$ 27,037.75
PROSPECT INFOSYSTEM INC	\$ 25,920.00
AUTO PAINT AND SUPPLY CO INC	\$ 25,903.96
THE NORTH AMERICAN BOARD OF CERTIFIED ENERGY PRACTITIONERS INC	\$ 24,953.76
PEPSI COLA MADISON	\$ 23,051.78
FORWARD ELECTRIC INC	\$ 22,884.44
PLANET TECHNOLOGY LLC	\$ 22,728.00
WISCONSIN DEPARTMENT OF CORRECTIONS	\$ 22,500.00

<u>Supplier</u>	<u>Total Spend</u>
PEARSON ENGINEERING LLC	\$ 22,334.80
BEACON TECHNOLOGIES INC	\$ 22,236.00
GRAINGER INDUSTRIAL SUPPLY	\$ 22,169.98
MRA THE MANAGEMENT ASSOCIATION	\$ 22,003.75
DUET RESOURCE GROUP INC	\$ 20,100.30
SOUTHPORT ENGINEERED SYSTEMS LLC	\$ 19,158.05
A STEP ABOVE DANCE AND MUSIC ACADEMY LLC	\$ 17,658.69
JMB AND ASSOCIATES LLC	\$ 17,640.00
MSC INDUSTRIAL SUPPLY CO INC	\$ 16,907.60
GFL ENVIRONMENTAL	\$ 16,400.72
ELLISON TECHNOLOGIES INC	\$ 16,094.36
R E GOLDEN PRODUCE CO INC	\$ 16,075.36
HOOPER CORPORATION	\$ 16,035.18
HOME AWAY SUITES	\$ 15,794.53
COUILLARD SOLAR FOUNDATION INC	\$ 15,701.10
CLEAN POWER LLC	\$ 15,464.17
MADISON COLLEGE FOUNDATION	\$ 15,397.20
PRESIDIO NETWORKED SOLUTIONS GROUP LLC	\$ 15,127.05
BRANDNU DESIGN STUDIO LLC	\$ 15,000.00
EAB GLOBAL INC	\$ 14,782.00
WIEDENBECK INC	\$ 13,879.67
AE BUSINESS SOLUTIONS	\$ 13,620.69
EMMONS BUSINESS INTERIORS	\$ 13,612.45
VANGUARD STORAGE AND RECOVERY LLC	\$ 13,525.33
WIN TECHNOLOGY	\$ 13,350.20
T ROWE PRICE	\$ 13,283.18
CINTAS CORPORATION	\$ 13,192.14
AT&T	\$ 13,088.92
4IMPRINT INC	\$ 12,803.80
PARAGON DEVELOPMENT SYSTEMS INC	\$ 12,105.00
SHI INTERNATIONAL CORP	\$ 11,515.01
MGT OF AMERICA CONSULTING LLC	\$ 11,451.50
XEROX CORP	\$ 11,409.67
CREATIVE BUSINESS INTERIORS INC	\$ 11,336.34
FISHER SCIENTIFIC COMPANY LLC	\$ 11,258.79
DANE COUNTY PARENT COUNCIL	\$ 11,000.00
SAILES INC	\$ 10,800.00
FULL COMPASS SYSTEMS LTD	\$ 10,788.27
HOBART SERVICE	\$ 10,718.63
SPHERION STAFFING LLC	\$ 9,920.00
SCANIFLY INC	\$ 9,900.00
MCGRAW HILL LLC	\$ 9,458.56
ONENECK IT SOLUTIONS LLC	\$ 9,430.00
STAPLES BUSINESS ADVANTAGE	\$ 9,343.13
SCHILLING SUPPLY COMPANY	\$ 9,287.23
LAMERS BUS LINES INC	\$ 9,265.60
VWR INTERNATIONAL LLC	\$ 8,751.15
TEACHSPIN INC	\$ 8,745.00
SUPERIOR VISION INSURANCE PLAN OF WISCONSIN INC	\$ 8,596.25
FEDEX	\$ 8,473.82
FACILITY ENGINEERING INC	\$ 8,202.50
EAC PRODUCT DEVELOPMENT SOLUTIONS	\$ 8,125.00
AMERICAN HEART ASSOCIATION	\$ 8,097.37
V SOFT CONSULTING GROUP INC	\$ 8,053.76

<u>Supplier</u>	<u>Total Spend</u>
UNIVERSITY OF WISCONSIN MADISON	\$ 7,834.00
BWBR	\$ 7,716.00
PEARSON EDUCATION INC	\$ 7,554.96
LA CROSSE GRAPHICS INC	\$ 7,454.84
TOTAL WATER TREATMENT SYSTEMS INC	\$ 6,986.52
UNITED MAILING SERVICES INC	\$ 6,982.01
CONSTELLATION NEWENERGY GAS DIVISION LLC	\$ 6,945.56
CAROLINA BIOLOGICAL SUPPLY COMPANY	\$ 6,839.75
NESTLE USA INC	\$ 6,715.39
ZYBOOKS	\$ 6,680.70
CENTRAL CAROLINA COMMUNITY COLLEGE	\$ 6,440.60
WORKDAY INC	\$ 6,400.00
CGC INC	\$ 6,368.88
MARLING HOMEWORKS	\$ 6,365.69
HINCKLEY PRODUCTIONS	\$ 6,300.00
GREENTECH RENEWABLES	\$ 6,271.69
CITY OF PORTAGE	\$ 6,162.00
MADISON365	\$ 6,123.21
RELIANT FIRE APPARATUS INC	\$ 5,977.94
AGILYSYS NV LLC	\$ 5,835.72
AIRGAS USA LLC	\$ 5,802.91
KELLEY WILLIAMSON COMPANY	\$ 5,787.53
CEDAR DIRECT LLC	\$ 5,691.60
QUARLES AND BRADY LLP	\$ 5,674.30
METRO HARDWOODS	\$ 5,651.83
GYM BOYS LLC	\$ 5,650.00
HERFF JONES LLC	\$ 5,640.54
VIKING ELECTRIC SUPPLY INC	\$ 5,606.39
UW HEALTH	\$ 5,524.64
NATIONAL ASSOCIATION OF COLLEGE AND UNIVERSITY BUSINESS OFFICERS	\$ 5,406.00
VELOCITY ROOFING CO LLC	\$ 5,300.00
PATTERSON DENTAL SUPPLY INC	\$ 5,293.93
HENRY SCHEIN EMS DIVISION	\$ 5,244.98
WILD BEARIES	\$ 5,217.46
SNAP ON INDUSTRIAL	\$ 5,052.96
KATIE DRESCHER COACHING & CONSULTING	\$ 5,000.00
ENDEAVOR HARDWOODS INC	\$ 4,969.64
VEDX SOLUTIONS INC	\$ 4,860.00
KALSCHEUR IMPLEMENT CO INC	\$ 4,759.47
FS.COM INC	\$ 4,750.00
MASS MUTUAL FINANCIAL GROUP	\$ 4,746.00
HARVARD EDUCATION PRESS	\$ 4,729.15
MOTION AI	\$ 4,689.25
DESIGN ENGINEERS PC	\$ 4,682.50
CLINICAL TRAC	\$ 4,625.00
WE ENERGIES	\$ 4,604.07
THE GREEN PROGRAM PUBLIC BENEFIT CORP	\$ 4,550.00
HEARTLAND BUSINESS SYSTEMS LLC	\$ 4,512.63
FERGUSON ENTERPRISES LLC	\$ 4,491.98
BADGER SPORTING GOODS CO INC	\$ 4,349.50
CORE BTS INC	\$ 4,331.36
STORYTOWN PUBLIC RELATIONS LLC	\$ 4,312.50
SCOTT WILLIAM LIDDICOAT	\$ 4,275.00
HOLTZ BUILDERS INC	\$ 4,117.38

<u>Supplier</u>	<u>Total Spend</u>
DIGICOPY INC.	\$ 4,103.36
HOTEL ENGINE INC	\$ 4,038.64
FPP EDU MEDIA LLC	\$ 4,000.00
DANE COUNTY REGIONAL AIRPORT	\$ 3,972.04
CUPA HR	\$ 3,915.00
SIDEARM SPORTS LLC	\$ 3,900.00
PROEDUCATION SOLUTIONS LLC	\$ 3,838.50
DELAWARE TECHNICAL COMMUNITY COLLEGE	\$ 3,827.01
RHYME BUSINESS PRODUCTS LLC	\$ 3,820.74
FOSDAL BAKERY LLC	\$ 3,795.29
MCMASTER CARR SUPPLY COMPANY	\$ 3,765.55
GUSTAVE A LARSON COMPANY	\$ 3,753.65
DATA RECOGNITION CORPORATION	\$ 3,752.50
BURSE SURVEYING AND ENGINEERING INC	\$ 3,700.00
METROPOLITAN LIFE INSURANCE CO	\$ 3,627.72
POCKET NURSE	\$ 3,623.40
MASTERS BUILDING SOLUTIONS INC	\$ 3,605.10
WINDSTREAM	\$ 3,601.48
UNITED WAY OF DANE COUNTY INC	\$ 3,579.77
B AND H PHOTO VIDEO	\$ 3,575.90
SIGNELEMENTS	\$ 3,566.31
UNIVERSITY OF WISCONSIN SYSTEM	\$ 3,510.00
UNCONDITIONAL LEARNING LLC	\$ 3,500.00
TDS TELECOM SERVICE LLC	\$ 3,492.00
BADGER WELDING SUPPLIES INC	\$ 3,452.92
THE PROMO AGENCY	\$ 3,362.90
ADAMS COLUMBIA ELECTRIC COOPERATIVE	\$ 3,299.36
MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	\$ 3,296.49
C COAKLEY RELOCATION SYSTEMS CO	\$ 3,221.00
FLEXERA	\$ 3,186.22
LAB MIDWEST LLC	\$ 3,150.00
MIDWEST VETERINARY SUPPLY INC	\$ 3,098.62
V MARCHESE INC	\$ 3,097.30
KEY COMMERCIAL REAL ESTATE LLC	\$ 3,060.00
HIRERIGHT LLC	\$ 3,050.37
PROFESSIONAL INTERPRETING ENTERPRISE	\$ 3,010.00
BRICKHOUSE SCHOOL SERVICES	\$ 3,002.83
MARIANNA INDUSTRIES INC	\$ 2,998.58
ENGBERG ANDERSON INC.	\$ 2,987.25
EDUSIGHT CREATIVE LLC	\$ 2,953.75
ULTRADENT PRODUCTS INC	\$ 2,889.72
ESPORTSGEAR LLC	\$ 2,850.78
ELSEVIER INC	\$ 2,847.24
NASFAA	\$ 2,792.00
JOHNSTONE SUPPLY OF ROCKFORD/MADISON	\$ 2,763.10
BADGER POPCORN AND CONCESSION SUPPLY CO INC	\$ 2,726.31
SHOPWARE INC	\$ 2,658.00
REEDSBURG UTILITY COMMISSION	\$ 2,650.14
KLEENMARK DISTRIBUTION	\$ 2,628.45
NASSCO INC	\$ 2,610.83
OVERHEAD DOOR COMPANY OF MADISON INC	\$ 2,602.00
FRANKLIN WATER TREATMENT	\$ 2,566.09
SUMMIT COMMERCIAL FITNESS INC	\$ 2,563.07
OPEN TEXT INC	\$ 2,525.00

<u>Supplier</u>	<u>Total Spend</u>
BRUNSELL LUMBER AND MILLWORK	\$ 2,524.20
GLOBAL MUSIC RIGHTS LLC	\$ 2,510.00
RAPE CRISIS CENTER INC	\$ 2,500.00
<b>TOTAL</b>	<b>\$ 8,912,951.33</b>



**MADISON AREA TECHNICAL COLLEGE**

**SCHEDULE OF CHECKS ISSUED**

**FOR THE PERIOD 05/16/24 - 06/15/24**

**FISCAL YEAR 2023-24**

<b>Payment Type</b>	<b>Transaction Numbers</b>	<b>Number Issued</b>	<b>Amount</b>
<b>ACCOUNTS PAYABLE CHECKS</b>			
Prior Period - YTD Checks	350213 - 353526	3,279	\$ 11,319,396.03
May 16, 2024 - June 15, 2024	353527 - 353875	342	\$ 1,152,399.81
	<b>YTD - Accounts Payable Checks</b>	<b>3,621</b>	<b>\$ 12,471,795.84</b>
<b>ACCOUNTS PAYABLE ACH PAYMENTS</b>			
Prior Period - YTD ACH	991169 - 1065361	6,861	\$ 67,903,497.19
May 16, 2024 - June 15, 2024	1068432 - 1075398	888	\$ 8,329,452.67
	<b>YTD - Accounts Payable ACH</b>	<b>7,749</b>	<b>\$ 76,232,949.86</b>
<b>STUDENT REFUND CHECKS</b>			
Prior Period - YTD Checks	621313 - 626048	4,441	\$ 5,886,927.34
May 16, 2024 - June 15, 2024	626049 - 626365	301	\$ 212,358.02
	<b>YTD - Student Refund Checks</b>	<b>4,742</b>	<b>\$ 6,099,285.36</b>
<b>STUDENT REFUND ACH PAYMENTS</b>			
Prior Period - YTD ACH	E-Refunds	2,724	\$ 3,291,712.65
May 16, 2024 - June 15, 2024	E-Refunds	298	\$ 222,252.02
	<b>YTD - Student Refund ACH</b>	<b>3,022</b>	<b>\$ 3,513,964.67</b>
<b>PAYROLL CHECKS</b>			
Prior Period - YTD Checks	105168 - 105527	347	\$ 152,162.92
May 16, 2024 - June 15, 2024	105528 - 105566	37	\$ 24,851.55
	<b>YTD - Payroll Checks</b>	<b>384</b>	<b>\$ 177,014.47</b>
<b>PAYROLL ACH PAYMENTS</b>			
Prior Period - YTD ACH	991266 - 1065046	49,259	\$ 67,527,973.88
May 16, 2024 - June 15, 2024	1065362 - 1075251	5,957	\$ 8,620,825.42
	<b>YTD - Payroll ACH</b>	<b>55,216</b>	<b>\$ 76,148,799.30</b>
<b>GRAND TOTAL PAYMENTS</b>			<b>\$ 174,643,809.50</b>

**Madison Area Technical College**

**Topic: Request for Proposals / Request for Bids / Sole Sources**

**DATE OF BOARD MEETING - Monday, July 8, 2024**

All of the Requests for Bids (RFB), Requests for Proposals (RFP), and Sole Source Requests (S) listed below conform with all procedural and administrative rules as outlined in Madison College District Purchasing Policies and in the WTCS Financial and Administrative Manual.

ID	Title	Description	Funding and Term	Vendor	Dollar Amount	Recommended by VP and Director/Dean
RFB23-009	Truax Campus Health Education Building Surgical Technologist & Simulation Remodel Projects	The Madison College Surgical Technologist program will expand from a one-year Technical Diploma to a two-year Associate Degree. As a result, the program will relocate from the first floor adjacent to simulation to the third-floor, rooms 302 & 306. The project includes four operating rooms, clean room, control space, small classroom/study area, and locker room. The former Information Technology office will be removed to create additional open student study/collaboration space in the corridor adjacent to the new Surgical Technologist space. This project will renovate and expand the current simulation program space into the vacated adjacent Surgical Technologist Space. The project includes four debriefing rooms, two patient exam rooms to enable the Nursing and Medical Assistant program the ability to utilize simulation in a non-hospital environment to better replicate real-life simulations, one Standardized Participant changing room enabling changing and moulage application, expanded storage to accommodate the growing technology needs, and reconfigured Collaborative Care desk to provide a more welcoming "storefront". <b>During the construction process, structural, plumbing, and mechanical improvements were needed to support operating room boom lights. This additional work exceeds the project contingency.</b>	Capital FY2023-2024	Bauer Builders Inc.	Original project cost = \$2,547,000  <b>Increase the total project cost by \$25,000 to \$2,572,000. This project was previously approved by the Madison College Board on April 5, 2023.</b>	Sylvia Ramirez EVP Finance & Administration/COO & Fred Brechlin, Director Planning & Construction Management
RFB24-010	Turnout Gear	The Madison College Protective Services Education Center is seeking funds for turnout gear for both students and instructors. We anticipate purchasing 12-15 sets each of instructor and student gear. This gear will be used in our Fire Certification Academy, which encompasses the State of Wisconsin Firefighter 1, Firefighter 2, and Hazardous Materials Operation classes and can serve up to 60 students per semester. Our program has continued to grow through new partnerships and endeavors; receipt of this gear will help provide a safe working environment for both our students and instructors.	Capital FY2024-2025	MacQueen	\$20,856 (plus grant awards)	Jessica Cioci, Dean School of Human and Protective Services & Angela White Senior Academic Manager EMS & Fire
RFB24-013	Reedsburg Chiller Replacement Project	Replace aged chillers, pumps, piping, and controls with a new air-cooled chiller, pumps, piping and controls to reduce energy consumption and improve reliability.	Capital FY2024-2025	IKM Building Solutions Inc.	\$545,030.00 plus 6.5% contingency (\$38,084.00) for a maximum construction award of \$583,114.00	Sylvia Ramirez EVP Finance & Administration/COO & Wes Marquardt, Manager Facilities Engineering/Operations
RFB24-014	Districtwide Exterior Concrete Work	This project includes exterior concrete work at various locations. New sidewalks will be installed on each side of Wright Street at the north service drive to create a pedestrian crosswalk for students crossing Wright Street from the parking lot to the wing entrances. New sidewalks will be installed from the public street to the main entrances at the Commercial Avenue, Portage, and Reedsburg campuses. Several damaged and cracked sidewalks will be replaced at the Truax Campus. A concrete pad will be placed at the Commercial Avenue Campus for a new solar pergola for student classes.	Capital FY2023-2024	J.H. Findorff & Son Inc.	\$225,365 plus 10% contingency (\$22,537) for a maximum construction award of \$247,902	Sylvia Ramirez EVP Finance & Administration/COO & Fred Brechlin, Director Planning & Construction Management

**ACTION:** Authorize staff to proceed with the purchases listed above with the vendors and terms as specified.

Note: RFP = Request for Proposal: Award goes to highest scoring proposer that meets all minimum requirements  
RFB = Request for Bid: Award goes to lowest cost Bidder that meets all minimum requirements  
S = Sole Source: An item or service that is only available from a single source

**Madison Area Technical College District  
38.14 Contract Estimated Full Cost Recovery Report  
FY 2023-2024 for period of May 2024**

Contract No	Service Recipient	Type of Service	Service Description	Contract Amount	Estimated Direct Cost	Estimated Direct & Indirect Cost	Profit (or) Loss (A-C)	Rationale for (-) only
2024-0039	Barnes, Inc	1.41	BI-FY24 Barnes Leadership Development Program	\$ 17,775.00	\$ 12,203.45	\$ 15,996.89	\$ 1,778.11	-
2024-0116	EventU	2.41	EventU	\$ 4,249.00	\$ 608.38	\$ 777.27	\$ 3,471.73	-
2024-0118	G.D. Roberts & Company	1.41	BI-FY24 GD Roberts - Print Reading	\$ 4,800.00	\$ 2,381.71	\$ 2,938.50	\$ 1,861.50	-
2024-0123	Forward Service Corporation	1.41	BI-FY24 Forward Services OSHA 30	\$ 6,900.00	\$ 4,150.02	\$ 5,509.71	\$ 1,390.29	-
2024-0125	Volk Field ANGB	2.51	BI - FY24 - Volk Field ANGB 128th ACS/SCS Leadership Training	\$ 900.00	\$ 612.80	\$ 746.43	\$ 153.57	-
2024-0126	Madison Area Electrical JATT	2.41	BI-FY24 IBEW Apprenticeship Testing - June 2024	\$ 500.00	\$ 193.89	\$ 260.16	\$ 239.84	-
2024-0127	Stafford Law	2.41	BI-FY24 Stafford Law Firm - MS Software Topics	\$ 650.00	\$ 326.53	\$ 410.23	\$ 239.77	-
2024-0128	Baraboo Acts Coalition	2.42	BI-FY24 Baraboo Acts Coalition - Translation Services	\$ 2,500.00	\$ 1,872.29	\$ 2,392.03	\$ 107.97	-
<b>Total</b>				<b>\$ 38,274.00</b>	<b>\$ 22,349.06</b>	<b>\$ 29,031.22</b>	<b>\$ 9,242.78</b>	

**Type of Service:**

- 1.xx Customized Instruction
- 2.xx Technical Assistance
- x.11 Public Education Inst./K-12
- x.15 Multiple Educational
- x.16 Public Education Inst./K-12 - Transcribed Credit
- x.18 Public Education Inst./PS
- x.19 Private Education Inst.
- x.21 WI Local Government Unit
- x.22 Indian Tribal Governments
- x.23 Economic Development Corp
- x.24 County Boards of Supervisors
- x.25 Multiple Local Government Units
- x.31 State of Wisconsin
- x.32 WI Department of Corrections
- x.33 WI Div. of Vocat. Rehab
- x.35 Multiple State Government
- x.41 Business and Industry
- x.42 Community Based Organizations
- x.43 Workplace Education Initiatives
- x.44 WMEP Related Contracts
- x.45 Multiple Business & Industry
- x.46 Adv Manufacturing Solutions
- x.47 Workforce Advancement Training Grants
- x.51 Federal Governments
- x.55 Multiple Federal Governments Units
- x.61 Foreign Governments
- x.62 State Other Than WI
- x.63 Out of State Businesses
- x.65 Multiple Out of State Entities

**THE PRESIDENT RECOMMENDS APPROVAL OF THE EMPLOYMENT OF  
PERSONNEL**

Name	Darcy Willis
Title	Associate Dean, School of Health Sciences
Start Date	May 12, 2024
Salary	\$144,588.57 annually
Type	Management
PT/FT	Full-time
Location	Truax campus
Degree	Master's degree – Adult Education Bachelor's degree – Psychology Associate's degree - Radiography
License	
Certifications	
Experience	5 months Interim Associate Dean, School of Health Sciences (at Madison College) 3 years Department Chair, School of Health Sciences (at Madison College)

Name	Beth Giles
Title	Provost
Start Date	May 16, 2024
Salary	\$184,000.00 annually
Type	Management
PT/FT	Full-time
Location	Truax campus
Degree	Doctorate degree – Curriculum & Instruction Master's degree – English Bachelor's degree – English
License	
Certifications	
Experience	1+ year Interim Provost (at Madison College) 1 year, 5 months Associate Dean, School of Arts, Humanities and Social Sciences (at Madison College)

<b>Name</b>	<b>Cole Kallio-Crotteau</b>
Title	Student Program Advisor
Start Date	May 20, 2024
Salary	\$73,713.00 annually
Type	Staff
PT/FT	Full-time
Location	Truax campus
Degree	Master's degree – College of Student Affairs Program Bachelor's degree – Human Resources Management
License	
Certifications	
Experience	1 year Senior Complex Director 2 years New Student Seminar Instructor

<b>Name</b>	<b>Angela Lind</b>
Title	Risk Management Specialist
Start Date	May 20, 2024
Salary	\$88,094.00 annually
Type	Staff
PT/FT	Full-time
Location	Truax campus
Degree	Master's degree – Justice Administration Bachelor's degree – Elementary Education
License	
Certifications	
Experience	5 years Workplace Experience & Facilities Lead 4+ years Area Manager

<b>Name</b>	<b>Rachelle Tabet</b>
Title	Test Coordinator
Start Date	May 26, 2024
Salary	\$25.57 hourly
Type	Staff
PT/FT	Full-time
Location	Truax campus
Degree	
License	
Certifications	
Experience	5 years Test Coordinator (at Madison College) 4 years Freelance Translator

<b>Name</b>	<b>Bridget Skaar</b>
Title	Compensation Consultant
Start Date	May 30, 2024
Salary	\$82,000.00 annually
Type	Staff – Confidential
PT/FT	Full-time
Location	Truax campus
Degree	Bachelor’s degree – Economics
License	
Certifications	
Experience	1+ year Compensation Analyst (at Madison College) 5 years Compensation Partner

<b>Name</b>	<b>Samuel Albrecht-Wiese</b>
Title	Student Affairs Case Manager
Start Date	June 3, 2024
Salary	\$67,818.00 annually
Type	Staff
PT/FT	Full-time
Location	Truax campus
Degree	Master’s degree – International Psychology Bachelor’s degree – Psychology
License	
Certifications	
Experience	4+ years Student Success Coach (at Madison College) 1 year Project Coordinator

<b>Name</b>	<b>May Yia Yang</b>
Title	Senior Systems Operations Coordinator
Start Date	June 3, 2024
Salary	\$29.66 hourly
Type	Staff
PT/FT	Full-time
Location	Truax campus
Degree	Bachelor’s degree – Business Administration
License	
Certifications	
Experience	12 years Financial Aid Specialist 5 years Credit Analyst

<b>Name</b>	<b>Silas Day</b>
Title	Laboratory Coordinator
Start Date	June 10, 2024
Salary	\$24.14 hourly
Type	Staff
PT/FT	Full-time
Location	Truax campus
Degree	Associate's degree – Cosmetology (at Madison College)
License	
Certifications	
Experience	1 year Lab Coordinator (at Madison College) 6 years Cosmetologist

<b>Name</b>	<b>Jeanine Johanning</b>
Title	Senior Administrative Coordinator
Start Date	June 10, 2024
Salary	\$29.66 hourly
Type	Staff
PT/FT	Part-time
Location	Truax campus
Degree	
License	
Certifications	
Experience	5+ years Marketing & Customer Service Specialist 20 years Office Manager

**THE PRESIDENT RECOMMENDS APPROVAL OF RESIGNATIONS AND SEPARATIONS**

<b>EMPLOYEE</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>
David Duran	Food Service Associate	May 24, 2024
Margreta Mellenberger	Senior Laboratory Coordinator	May 24, 2024
Kiah Patera	One Stop Services Coordinator	May 28, 2024
Brian Riley	Public Safety Officer	May 30, 2024
Carrie Stevens	Interior Design Instructor	May 31, 2024
Forum Tihara	Nursing Instructor	May 31, 2024
Brandon Herrera	Student Support Advisor	June 7, 2024
Chad Gassner	Senior Groundskeeper	June 14, 2024
Gaonou Lo	Senior Social Media Strategist	June 14, 2024



**THE PRESIDENT RECOMMENDS APPROVAL OF RETIREMENTS**

<b>EMPLOYEE</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>YEARS OF SERVICE</b>
Loretta Brunell	Medical Coding Instructor	May 31, 2024	23 years
Maryann Dubree	Psychology Instructor	May 31, 2024	28 years
Karyn German	Nursing Instructor	May 31, 2024	27 years
Mary Hoffman	Faculty – Dental Hygiene	May 31, 2024	23 years
Luke Matthews	Anthropology Instructor	May 31, 2024	27 years
Jayne McGrath	Nursing Instructor	May 31, 2024	5 years
Darcie Olson	Faculty – Occupational Therapy	May 31, 2024	17 years
Lori Pennock	Adult Basic Education Instructor	May 31, 2024	35 years
Steven Pilsner	EMS Instructor	May 31, 2024	17 years
Karen Romanowski	Occupational Therapy Instructor	May 31, 2024	25 years
Gregory Schulte	Art Instructor	May 31, 2024	21 years
Julie Steiner	Faculty – Adult Basic Education – Math	May 31, 2024	30 years
Rhonda Voelz	Program Director – Medical Coding	May 31, 2024	32 years