

A meeting of the Madison Area Technical College District Board was held on December 4, 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: Shiva Bidar-Sielaff (Vice-Chair), Melanie Lichtfeld (Secretary), Dan Bullock (Treasurer), Chris Canty, Shana Lewis, Ann McNeary, and Korbey White.

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

Others present: Balaji Abishek, Student; Kai Brito, Student Senate President; Laurie Grigg, Chief Financial Officer/Controller; Ruiqi Zeng, District Board Student Liaison; and Kristin Rolling, Recording Secretary.

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

The meeting was duly noticed and called to order at 5:30 p.m. by Ms. Bidar-Sielaff, who stated that if no one objects, in the absence of the Chair, she will chair this meeting. There were no objections. Mr. Anderson confirmed 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 Mr. Canty, seconded by Ms. McNeary, to approve the meeting minutes of November 6, 2024, as submitted. Motion carried.**

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

Mr. Abishek thanked Dr. Daniels for his service to the college and the community.

**New Business** <sup>III</sup>**Communications** <sup>III A</sup>**Board Chair's Report** <sup>III A 1</sup>**Future Meeting & Event Schedule** <sup>III A 1 a</sup>

Ms. Bidar-Sielaff reminded Trustees of upcoming meetings and events.

**Student Liaison Report** <sup>III A 3</sup>

Ms. Zeng reported that PTK recently inducted 27 students, and an additional 38 students at an induction ceremony for Second Chance Pell participants. These recent inductions brought the total new members for 2024 to more than 300. She also reported that she intends to develop an onboarding process for future District Board Student Liaisons to include expectations, Board proceedings, developing meeting reports, and methods for collecting student input.

**Student Senate Report** <sup>III A 4</sup>

Mr. Brito reported that the Student Senate recently passed several new resolutions to support Native American Heritage Month and Indigenous People's Day, International Student Week, and Premium Parking Initiative. The Student Senate is recruiting for an Inclusion & Belonging Coordinator and is working on what it believes will be a more equitable system of paying student workers funded by the Student Activities Fee, specifically shifting to hourly wages rather than stipends for work.

**College/Campus Announcements** <sup>III A 5</sup>

Dr. Giles reported Academic Affairs areas are busy wrapping up the Fall 2024 semester. She recently attended the Robotics and Automation Capstone Project Showcase.

Dr. Casper reported that Governor Evers will introduce a biennial budget in February 2025. The WTCS submitted their budget request for the upcoming biennial budget in September 2024. The District Boards Association is sponsoring a lobby day with Wisconsin state legislators in January and the Association for Community College Trustees will host their annual Legislative Summit in Washington DC in February.

Dr. Ramirez shared that all necessary approvals and bids have been received for the Early Learning Campus at Goodman South, and tonight's consent agenda includes final approval by the Board for construction.

Dr. Grady reported that several pieces from the recent *Indigenous Wisconsin: A story of Resistance* exhibit at the Truax Gallery resulted in several pieces being purchased. The college recently hosted the Black Student Union conference. The Madison College Hmong New Year celebration will take place this Saturday, December 7 at the Truax Campus.

Dr. Daniels read Ms. Buschhaus' report on her behalf. Madison College recently hosted the Wisconsin Chapter of the College and University Professional Association for Human Resources' annual conference. Twenty-nine employees recently completed the college's Everyday Leadership program.

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

Dr. Daniels invited Trustees to attend a press event on December 10 that will announce the start of the Early Learning Campus at Goodman South.

Dr. Daniels reflected on his tenure as the Madison College president and thanked the board, employees and the community for their support during his more than 11 years leading Madison College.

**Action Items** III B**Recognition of Dr. Jack E. Daniels, III** III B 1

Whereas, Dr. Jack E. Daniels, III has served as the Madison Area Technical College for eleven years, and; Whereas, he has served with distinction, providing student-focused leadership and supporting 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 College District with the best possible community, technical, and adult education opportunities, and; whereas, he has nurtured programs and services that provide access for the most vulnerable and underserved populations in the Madison College District, and; whereas, he established a system of governance at Madison College, focused on respect and valuing contributions of faculty, staff, and students, and; whereas, he has championed issues of social justice, equity, inclusion, and belonging for every Madison College student and employee, and; whereas, he developed strong relationships with business and community organizations positioning the college as a critical partner in workforce and economic development activities throughout the Madison College District, and, whereas, his leadership is further evidenced by his many awards and recognitions, including the Phi Theta Kappa Shirley B. Gordon Award of Distinction, the Eagle Management Leadership Award from the Wisconsin Technical College System, and the Campus Compact Eduardo J. Pardon Award for Institutional Transformation.

Now, therefore, be it resolved that 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 Dr. Jack E. Daniels, III.

**Resolution adopted by the Madison Area Technical College District Board at its meeting on December 4, 2024.**

**Fiscal Year 2023-24 Annual Comprehensive Financial Report** III B 1

Dr. Ramirez reported On November 6, 2024, a representative from Clifton Larson Allen, LLP (CLA), the district's external auditor, presented the draft FY2023-24 audit report including an unmodified audit opinion on the financial statements and Single Audit. The representative reported that there were no material weaknesses and one significant deficiency in the internal controls on the financial statements. She also reported no material weaknesses, but two significant deficiencies noted in the Single Audit. These are considered "other matters compliance findings" and are relatively minor. Steps have already been taken to prevent these findings in the future.

**There was a motion by Mr. Bullock, seconded by, Ms. Lichtfeld, to accept the June 30, 2024 Annual Comprehensive Financial Report. Motion carried.**

**Fiscal Year 2024-25 Budget Amendment** III B 2

Dr. Ramirez reported the Fiscal Year 2024-25 budget was approved by the District Board on June 5, 2024. Per State Statute 65.90(5)(a) and the Wisconsin Administrative Code TCS 7.05(7), and to adhere to the District Board's policy, the following budget amendments are recommended for adoption by the District Board.

**There was a motion by Mr. Canty, seconded by Mr. White, to Approve the budget modifications for Fiscal Year 2024-25. Motion carried unanimously meeting the voting requirement of two-thirds approval by members of the board.**

**Foundation Centre Lease** III B 3

Dr. Ramirez reported that this request seeks approval to lease space for Madison College at the Foundation Centre for staff and student services during the student affairs remodel project. The total area of the lease space for Madison College is 16,203 of occupied square feet and access to common spaces. The lease will begin January 1, 2025, for a period of 18 months,

ending June 30, 2026. The space is needed to continue to provide service to our students during the construction work in the student affairs area at the Truax Campus.

**There was a motion by Ms. Mr. Bullock, seconded by Ms. Lewis, to:**

- 1. Authorize staff to complete the necessary steps to execute the lease as described above for a cost not to exceed \$424,659.12 for 18 months.**
- 2. Authorize staff to submit the completed lease to the Wisconsin Technical College System for Board approval.**

**Motion carried.**

**Capital Projects Borrowing III B 4**

**Resolution Authorizing the Issuance of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25F III B 4 a and Resolution Establishing the Parameters For the Sale of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25F III B 4 b**

Ms. Grigg reported that the attached resolution is the authorization to begin the borrowing process and totals \$3,000,000, including \$1,500,000 for building remodel 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. 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 (\$1,500,000), 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. Canty, seconded by Ms. Lewis, to adopt the Resolution Authorizing the Issuance of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25F and to adopt the Resolution Establishing Parameters for the Sale of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25F. Motion carried.**

**Consent Agenda** III B 6

**General fund monthly financial report as of October 31, 2024** III B 6 a

**Request for proposals/request for bids/sole sources** III B 6 b

**38.14 service contracts for October 2024** III B 6 c

**Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period October 16, 2024 through November 15, 2024** III B 6 d

**Employment of personnel** III B 6 e

**Resignations and separations** III B 6 i

There was a motion by Mr. Bullock, seconded by Ms. McNeary, to approve Consent Agenda items III.B.6.a. through f. Motion carried.

**Adjournment** v

There was a motion by Mr. Bullock, seconded by Mr. White, to adjourn the meeting. Motion carried.

The meeting adjourned at 6:29 p.m.

---

Melanie Lichtfeld, Secretary