



November 1, 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 Wednesday, November 6, 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 517 754 499# 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 590 889 682# when prompted.

### I. CALL TO ORDER

- A. Compliance with Open Meeting Law

### II. ROUTINE BUSINESS MATTERS

- A. Approval of October 2, 2024, Meeting Minutes (**Pages 3-9**)
- B. Public Comment

### III. 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 10**)
  - b. Employee Engagement Survey Report
  - c. Vision 2030 Update
- B. Information Items
  1. FY2023-24 Preliminary Audit Results (**Page 11**)
- C. Action Item
  1. Fiscal Year 2023-2024 Budget Adjustments (**Pages 12-21**)
  2. Resolution on District Reserves and Designations (**Pages 22-26**)
  3. UX/UI Design (**Pages 27-28**)
  4. Foundation Center Lease (**Page 29**)
  5. Consent Agenda
    - a. Affirmation of Vision 2030 six Commitments (**Pages 30-32**)
    - b. General fund financial report as of September 30, 2024 (**Pages 33-35**)
    - c. Request for proposals/request for bids/sole sources (**Pages 36**)
    - d. Quarterly investment report (**Pages 37-40**)
    - e. Quarterly finance dashboard (**Page 41**)
    - f. Vendor payments greater than or equal to \$2,500 and schedule of checks issued for the period September 16, 2024, through October 15, 2024 (**Pages 42-45**)
    - g. September 38.14 service contracts (**Page 46**)
    - h. Employment of personnel (**Pages 47-51**)
    - i. Resignations and separations (**Page 52**)

**IV. CALENDAR OF EVENTS**

**Board Meetings**

December 4, 2024  
 January 8, 2025  
 February 5, 2025  
 March 5, 2025

**Association of Community College Trustees**

National Legislative Summit – Washington, D.C.; February 9-12, 2025

**Wisconsin Technical College District Boards Association**

November 20-22, 2024; Fox Valley Technical College, Appleton

**V. ADJOURN**

cc: News Media

Administrative Staff  
 Full-Time Faculty/ESP Local 243  
 Part-Time Faculty

Madison College Board  
 Legal Counsel

A meeting of the Madison Area Technical College District Board was held on October 2, 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), Melanie Lichtfeld (Secretary), Daniel Bullock (Treasurer), Shana Lewis, Ann McNeary, and Korbey White.

Also present: Jon Anderson, Legal Counsel; Rose Buschhaus, Vice-President of Human Resources/Chief Human Resources Officer; Tim Casper, Executive Vice-President of Student Services, Beth Giles, Provost; Sylvia Ramirez, Executive Vice President, Finance & Administration/Chief Operating Officer; and Mark Thomas, Executive Vice President and Chief Strategy Officer.

Others present: 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 Mr. Dantzler. 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 Ms. McNeary, seconded by Ms. Lichtfeld, to approve the meeting minutes of September 4, 2024, as submitted. Motion carried.**

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

There were no public comments.

## **New Business** III

### **Communications** III A

#### **Board Chair's Report** III A 1

Mr. Dantzler requested a moment of silence for Lucia Nunez, former Vice-President of Diversity, Equity, and Inclusion, and Jeremy Schraeder, a Technology Services employee, who both recently passed away. Mr. Dantzler reported that earlier this week, the Board met to review the recommendations of the Madison College Presidential Search Committee. The committee presented a slate of three finalists for the Board's consideration. The Board reviewed the credentials and qualifications for the three applicants and enthusiastically voted to accept the committee's recommendations. The three selected finalists are, Dr. Tia Robinson-Cooper, Dr. Carlos Osvaldo Cortez, Dr. Muddassir Sidiqi. Employees, students and the community will receive detailed information about opportunities to meet the candidates. He thanked the search committee for their work in selecting the three finalists.

#### **Future Meeting & Event Schedule** III A 1 a

Mr. Dantzler reminded Trustees of upcoming meetings and events.

#### **Student Liaison Report** III A 3

Ms. Zeng reported that the recent Campus Fun Days were well attended. Phi Theta Kappa has 257 new members so far in 2024. The Future Healthcare Professionals Club recently participated in the UW Health HOPE Program, where members experienced different healthcare activities and mentored high school students.

#### **Student Senate Report** III A 4

Mr. Brito reported that the Student Senate participate in the Student Life Campus Fun Days at both Truax and Goodman South Campus. Student Senate is traveling with six students

to Nicolet College in Rhinelander, Wisconsin for the inaugural Wisconsin Student Government meeting for the 2024-2025 school year where they will continue their advocacy for affordable and accessible childcare resources, as well as an equitable distribution of Wisconsin Grants funding for technical college students. Student Senate is addressing the operational budget cuts for the Student Achievement Center and will work with Dr. Casper to develop a process for student involvement related to the SAC budget.

### **College/Campus Announcements** III A 5

Dr. Giles reported that the Wisconsin Restaurant Association recently announced that Dr. Lynea Lavoy, Hospitality Department Chair and Hospitality Management Program Director, was named a Top 20 Women in Hospitality. The Simulation Center and the new Surgical Technologist spaces in the Health Building recently held a grand opening. Firefighter Union 311 recently awarded \$400 scholarships to 12 students who completed the NextGen First Responder Academy last year and are now enrolled in their first semester of classes in either Fire or Paramedic associate degree programs. The Reedsburg campus recently participated in the Celebrate Sauk event that featured ho-Chunk dancers and keynote speaker Dr. Damira Grady. The Portage campus recently hosted a Skilled Trades Showcase which gave high schoolers hands on demonstrations from various program areas. The Watertown campus recently hosted a healthcare career fair. Fort Atkinson Campus Manager Kallie Schultz was the featured speaker at a recent Jefferson County Chamber of Commerce event.

Dr. Casper reported that the college recently hosted a Transfer Week and Transfer Fair and the Career and Employment Services team recently hosted an internship fair. Last month, student athletes participated in a day of service, with 75 student athletes and coaches volunteering with community organizations. The college has organized activities to support

students with registering to vote as well as with providing opportunities to engage with students to discuss policy issues with other students. Planning has been announced for Student Services staff moves and temporary locations during the renovation of the student services areas as well as reconfiguration of how services will be provided.

Dr. Thomas reported the Institutional Effectiveness staff are gathering baseline data for the quantitative measures that have been identified related to Vision 2030, and Cabinet is discussing ways to share more qualitative measures. The college will bring a final set of metrics and a reporting schedule to the Board for review in November. The Wisconsin Biohealth Tech Hub is moving into operational portion of the 5-year grant.

Dr. Ramirez reported the New America Foundation, a national organization that conducts research and makes policy recommendations around a few areas, including education and work and family economic security and wellbeing, selected Madison College earlier this year as one of five community colleges they were researching to better understand childcare for student parents at community colleges. As part of that research, they conducted a site visit at the end of September designed to better understand the college's funding models, collect data via student focus groups, understand policies and logistics around childcare for students.

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

Dr. Daniels reported that on March 11-12, 2025, Madison College will host the Wisconsin Technical College System Board meetings at the Truax campus.

#### **International Travel** III A 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.

**Supplier Diversity Update** III A 5 b

Dr. Ramirez shared information related to the Madison College Diverse Supplier Initiative including the college's policy, a spending summary, and a review of next steps.

**Action Items** III B

**FY2024-25 Tax Levy** III B 1

Ms. Ramirez reported that to meet budget requirements, the college needs to generate a tax levy for operations of \$49,294,995. In addition, the District is be required to make subsequent budget adjustments for FY 2024-25, as is typical practice. As equalized property values in the District increased by 8.29% to \$139,041,791,440, an operational mill rate of 0.35453 would be utilized. The operational mill rate for FY2023-24 was 0.36869. This recommended operational mill rate reflects a decrease in the operational rate of 0.01416 mills or 3.84% from the prior year. To meet budget requirements, the college needs to generate a debt service tax levy of \$38,840,389, a debt service mill rate of 0.27934. This is a decrease of \$20,611 as compared to the initial FY2024-25 debt service budget. As the debt service mill rate for FY2023-24 was 0.29308, the recommendation reflects a decrease in the debt service of 0.01374 mills or 4.69%. This includes the debt service related to the 2010 referendum and the District's capital plan implementation. The combined operational and debt service mill rate for FY2023-24 was 0.66178. The combined FY2024-25 mill rate, as recommended for operations and debt service, is 0.63388. The combined levy amount is \$88,135,384.

**There was a motion by Mr. White, seconded by, Ms. Lewis, to authorize a property tax levy for FY2024-25 of \$88,135,384 on the full value of the taxable property of the district for the purpose of operating and maintaining the schools of the district and for the payment of debt. The levy for operations shall be \$49,294,995, and the levy for debt service shall be \$38,840,389.. Motion carried.**

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

Dr. Ramirez reported that the Wisconsin Administrative Code [TCS 6.05 (2) (h)] requires an annual review of purchases “...to determine if a more competitive procurement process should be used in succeeding years.” The review is to be based upon a report “containing transaction detail grouped by similar goods, supplies and services”. Procurement has reviewed this detailed report for district purchases made in the 2023-24 fiscal year and brings forward this review for the Board’s acceptance. For the year, the district had purchases in excess of \$50,000 from a total of 193 suppliers, totaling \$84,375,496. Procurement will continue to lead efforts throughout the year to ensure compliance with Purchasing policies and will emphasize the need for a competitive process to be used whenever feasible.

**There was a motion by Ms. McNeary, seconded by, Mr. White, to approve the District Purchases over \$50,000 Review for FY 2023-24. Motion carried.**

### **Capital Projects Borrowing** III B 3

**Resolution Authorizing the Issuance of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25E** III B 3 a **and Resolution Establishing the Parameters For the Sale of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25E** III B 3 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 Ms. Lewis, seconded by Ms. McNeary, to adopt the Resolution Authorizing the Issuance of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25E and to adopt the Resolution Establishing Parameters for the Sale of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25E. Motion carried.**

**Consent Agenda** III B 4

**General fund monthly financial report as of August 31, 2024** III B 4 a

**Request for proposals/request for bids/sole sources** III B 4 b

**Contracts for services August 2024** III B 4 c

**Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period August 16, 2024 through September 15, 2024**  
III B 4 d

**Requests for proposals/request for bids/sole sources** III B 2 d

**Employment of personnel** III B 4 e

**Resignations and separations** III B 4 f

**Retirements** III B 4 g

**There was a motion by Mr. Bullock, seconded by Mr. White, to approve Consent Agenda items III.B.4.a. through g. Motion carried.**

**Adjournment** V

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

The meeting adjourned at 6:37 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: November 6, 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>
ZBC Denmark - Culinary faculty exchange	Suzanne Daly Kevin McGuinnis Melissa Perez	Copenhagen, Denmark	12/6/2024-12/14/2024	Madison College’s international partner, Zealand Business College (ZBC) in Denmark has received a grant from the Danish Ministry of Education to promote faculty and staff peer-to-peer exchange that will support cooperation initiatives between both institutions. The grant is funding 2 culinary and baking faculty as well as staff to visit Madison in November 2024 and will partially support costs of several Madison College employees to travel to Denmark as well. This reciprocal exchange is designed to support collaboration in STEM, Health, Foods, and online learning	\$9,146

Madison Area Technical College

**DATE:** November 6, 2024

**TOPIC:** Fiscal Year 2023-24 Preliminary Audit Results

**ISSUE:** To assist College administration in presenting the preliminary audit findings and results for the Fiscal Year ended June 30, 2024, a representative from Clifton Larson Allen, LLP (CLA), the district's external auditor, will be present. CLA will provide the audit information and also be available to answer any questions from the District Board.

The Final Fiscal Year 2023-24 Audit and Annual Comprehensive Financial Report (ACFR) will be brought to the full District Board on December 4, 2024 for acceptance.

**FOR INFORMATION ONLY**

Madison Area Technical College

**DATE:** November 6, 2024

**TOPIC:** Fiscal Year 2023-24 Budget Adjustments

**ISSUE:** As a part of and following the audit process, it is necessary to reconcile the actual expenditures by fund and function to the budget. It is important to note that these adjustments remain within the levied tax revenue adopted by the Madison Area Technical College Board in October 2023.

These changes must now be approved per § 65.90, Wis. Stats., and a copy of the approved adjustments must be submitted to the Wisconsin Technical College System. Estimates made during the budget process are based on available information. The district's financial records for FY2023-24 indicate that multiple funds exceed the amounts approved by source or function, and an adjustment is necessary.

General Fund

*General Fund Revenue Adjustments*

The budget adjustments reflect realignment in the revenue category and an overall increase in budgeted revenue of **\$1,914,300**. The budgeted revenue increased, in large part, because of increases in interest earnings, T.I.D. closeout revenue, State Aids, and Federal Aids.

*General Fund Expenditure Adjustments*

The budget adjustments reflect realignment in expenditure function for a net increase in expenditures of **\$3,026,500**. Most of this increase can be attributed to increases in Instruction, General Institutional, and Physical Plant expenditures. Some budgeted amounts that were higher than expected including fringe, utilities, and technology staff and services.

The net impact of the changes is a decrease of **\$1,112,200**, which results in a small allocation to reserves and designations.

Special Revenue Aidable Fund

*Special Revenue Aidable Fund Revenue Adjustments*

The budget adjustments reflect realignment in the revenue category and an overall decrease in budgeted revenue of **\$4,705,100**. Adjustments reflected grants and contracts anticipated but not awarded or revisions to existing grants and contracts.

*Special Revenue Aidable Fund Expenditure Adjustments*

The budget adjustments reflect realignment in the expenditure function and an overall decrease in budgeted expenditures of **\$3,452,500**. The decrease reflects grants and contracts anticipated but not awarded or revisions to existing grants and contracts.

The net impact of these changes is a decrease in the budgeted fund balance of **\$1,252,600**.

#### Special Revenue Non-aidable Fund

##### *Special Revenue Non-Aidable Fund Revenue Adjustments*

The budget adjustments reflect an overall increase in revenues by **\$3,103,040**. The large part of increase is in Institutional revenues which includes Grants, Financial Aids, and Student Club Fees.

##### *Special Revenue Non-Aidable Fund Expenditure Adjustments*

The budget adjustments reflect an overall increase in expenditures by **\$3,373,200** largely due to increases in grants and financial aid disbursements to students.

The net impact of these changes is a decrease in the budgeted fund balance of **\$270,160**.

#### Capital Projects Fund

##### *Capital Projects Fund Revenue Adjustments*

The budget adjustments reflect an overall decrease in budgeted revenue of **\$545,570**. The budgeted revenue decreased, in large part, to reflect lower Federal Aids planned for capital projects. The decrease was partially offset by interest earnings and underwriters' discounts.

##### *Capital Projects Fund Expenditure Adjustments*

The budget adjustments reflect changes in expenditure function code. The overall decrease in expenditures is **\$1,478,800**.

The net impact of these changes is an increase in the budgeted fund balance of **\$933,230**.

#### Debt Service Fund

##### *Debt Service Fund Revenue Adjustments*

The budget adjustments reflect an overall increase in budgeted revenue of **\$82,500** due to increased bond premiums and interest revenue.

##### *Debt Service Fund Expenditure Adjustments*

The budget adjustments reflect an overall decrease in budgeted expenditures of **\$65,600** due to lower long-term principal expenses.

The net impact of these changes is an increase in the budgeted fund balance of **\$148,100**.

#### Enterprise Fund

##### *Enterprise Fund Revenue Adjustments*

The budget adjustments reflect an overall decrease in revenue by **\$195,000**, largely due to lower sales in enterprise operations.

*Enterprise Fund Expenditure Adjustments*

The budget adjustments reflect an overall decrease in expenditures of **\$198,290**. This is largely due to lower expenditures as a result of lower sales in enterprise operations.

The net impact of these changes is an increase in the budgeted fund balance of **\$3,290**.

Internal Services Fund

*Internal Services Fund Revenue Adjustments*

The budget adjustments reflect an overall increase in revenue of **\$958,220** largely due to higher than anticipated expenditures for technology staff and services.

*Internal Services Fund Expenditure Adjustments*

The budget adjustments reflect an overall increase in expenditures of **\$795,720** largely due to higher than anticipated expenditures for technology services.

The net impact of these changes is a decrease in the budgeted fund balance of **\$162,500**.

Fiduciary Fund

Actual expenditures by function were within budget so no adjustments were made to this budget.

**ACTION:** Approve the budget adjustments for the FY2023-24 fiscal year. *Note: Approval by the District Board requires a favorable vote of at least six (6) board members.*

Madison Area Technical College District

**GENERAL FUND  
Budget Modification**

<b>District:</b>				<b>Fund:</b>
Madison Area Technical College		2023-24		General Fund
		<b>Current Budget</b>	<b>Modified Budget</b>	<b>Amount of Change</b>
	<b>Date Adopted:</b>	5/1/2024	11/6/2024	
<b>REVENUES</b>				
Local Government	\$	45,404,500	\$ 46,031,800	\$ 627,300
State Aids		81,010,000	81,188,000	178,000
Program Fees		33,287,000	33,149,000	(138,000)
Material Fees		1,200,000	1,190,000	(10,000)
Other Student Fees		1,189,000	1,137,000	(52,000)
Institutional		3,269,000	4,280,000	1,011,000
Federal Aids		180,000	478,000	298,000
Total Revenues	\$	165,539,500	\$ 167,453,800	\$ 1,914,300
<b>EXPENDITURES</b>				
Instruction	\$	110,229,000	\$ 112,950,800	\$ 2,721,800
Instructional Resources		3,296,000	3,204,700	(91,300)
Student Services		18,906,000	18,817,600	(88,400)
General Institutional		19,273,000	19,459,900	186,900
Physical Plant		11,888,000	12,103,500	215,500
Public Service		543,000	625,000	82,000
Total Expenditures	\$	164,135,000	\$ 167,161,500	\$ 3,026,500
Net Revenue	\$	1,404,500	\$ 292,300	\$ (1,112,200)
<b>OTHER SOURCES/(USES)</b>				
Operating Transfer In	-		\$ -	
Operating Transfer Out		-		-
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>				
Assigned for future purchases	\$		\$ -	\$ -
Nonspendable - prepaid items and advances			(114,855)	(114,855)
Nonspendable - noncurrent assets			37	37
Assigned for compensated absences			(483,604)	(483,604)
Assigned for state aid fluctuations			32,500	32,500
Assigned for subsequent year		-	2 0 450	2 0 450
Assigned for subsequent years		-	2 013 450	2 013 450
Assigned for operations		1,404,500	793,323	(611,177)

Sylvia Ramirez  
District Contact





Madison Area Technical College District  
**SPECIAL REVENUE NON-AIDABLE FUND**  
**Budget Modification**

<b>District:</b>	2023-24	<b>Fund:</b>	
Madison Area Technical College		Special Revenue Non-aidable	
	<b><u>Current</u></b>	<b><u>Modified</u></b>	<b><u>Amount</u></b>
	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>of Change</u></b>
<b>Date Adopted:</b>	5/1/2024	11/6/2024	
<b>REVENUES</b>			
Local Government	\$ 246,000	\$ 211,740	\$ (34,260)
State Aids	3,182,000	3,289,300	107,300
Other Student Fees	2,105,500	2,580,500	475,000
Institutional	1,321,500	3,389,500	2,068,000
Federal Aids	29,037,500	29,524,500	487,000
Total Revenues	<b>\$ 35,892,500</b>	<b>\$ 38,995,540</b>	<b>\$ 3,103,040</b>
<b>EXPENDITURES</b>			
Instruction	\$ 60,000	\$ -	\$ (60,000)
Instructional Resources	-	-	-
Student Services	35,717,200	\$ 39,150,400	\$ 3,433,200
General Institutional	-	-	-
Physical Plant	-	-	-
Public Service	-	-	-
Total Expenditures	<b>\$ 35,777,200</b>	<b>\$ 39,150,400</b>	<b>\$ 3,373,200</b>
Net Revenue	\$ 115,300	\$ (154,860)	\$ (270,160)
<b>OTHER SOURCES/(USES)</b>			
Operating Transfer In	\$ -	\$ 55,735	-
Operating Transfer Out	-	(55,735)	-
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>			
Reserve for Student Government Organizations and Student Financial Assistance	\$ 115,300	\$ (154,860)	\$ (270,160)

Sylvia Ramirez  
**District Contact**

Madison Area Technical College District

**CAPITAL PROJECTS FUND**

**Budget Modification**

**District:**

Madison Area Technical College

2023-24

**Fund:**

Capital Projects

	<b><u>Current</u></b>	<b><u>Modified</u></b>	<b><u>Amount</u></b>
	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>of Change</u></b>
<b>Date Adopted:</b>	5/1/2024	11/6/2024	
<b>REVENUES</b>			
Local Government	\$ -	\$ -	\$ -
State Aids	-	-	-
Institutional	1,204,000	1,462,230	258,230
Federal Aids	1,023,000	219,200	(803,800)
Total Revenues	<u>\$ 2,227,000</u>	<u>\$ 1,681,430</u>	<u>\$ (545,570)</u>
<b>EXPENDITURES</b>			
Instruction	\$ 7,080,000	\$ 4,831,490	\$ (2,248,510)
Instructional Resources	14,939,000	10,478,330	(4,460,670)
Student Services	681,000	591,170	(89,830)
General Institutional	650,000	777,030	127,030
Physical Plant	14,671,000	19,853,890	5,182,890
Auxiliary Services	102,000	139,140	37,140
Public Service	145,000	118,150	(26,850)
Total Expenditures	<u>\$ 38,268,000</u>	<u>\$ 36,789,200</u>	<u>\$ (1,478,800)</u>
Net Revenue	\$ (36,041,000)	\$ (35,107,770)	\$ 933,230
<b>OTHER SOURCES/(USES)</b>			
Operating Transfer In	\$ -	\$ -	\$ -
Operating Transfer Out	-	-	-
Proceeds from Debt	35,000,000	35,000,000	-
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>			
Reserve for Capital Projects	\$ (1,041,000)	\$ (107,770)	\$ 1,099,000

Sylvia Ramirez  
**District Contact**

Madison Area Technical College District

**DEBT SERVICE FUND**

**Budget Modification**

**District:**

Madison Area Technical College

2023-24

**Fund:**

Debt Service

	<u>Current Budget</u>	<u>Modified Budget</u>	<u>Amount of Change</u>
<b>Date Adopted:</b>	5/1/2024	11/6/2024	
<b>REVENUES</b>			
Local Government	\$ 37,632,000	\$ 37,631,600	\$ (400)
Institutional	1,250,000	\$ 1,332,900	\$ 82,900
Total Revenues	<u>\$ 38,882,000</u>	<u>\$ 38,964,500</u>	<u>\$ 82,500</u>
<b>EXPENDITURES</b>			
Physical Plant	\$ 38,084,000	\$ 38,018,400	\$ (65,600)
Total Expenditures	<u>\$ 38,084,000</u>	<u>\$ 38,018,400</u>	<u>\$ (65,600)</u>
Net Revenue	\$ 798,000	\$ 946,100	\$ 148,100
<b>OTHER SOURCES/(USES)</b>			
Proceeds From Debt	\$ -	\$ -	\$ -
Debt Repayment	-	-	-
Premium on Debt Issued	-	-	-
Operating Transfer In	-	-	-
Operating Transfer Out	-	-	-
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>			
Reserve for Debt Service	\$ 798,000	\$ 946,100	\$ 148,100

Sylvia Ramirez  
**District Contact**

Madison Area Technical College District

**ENTERPRISE FUND  
Budget Modification**

**District:**  
Madison Area Technical College

2023-24

**Fund:**  
Enterprise

	<b><u>Current Budget</u></b>	<b><u>Modified Budget</u></b>	<b><u>Amount of Change</u></b>
<b>Date Adopted:</b>	5/1/2024	11/6/2024	
<b>REVENUES</b>			
Local Government	\$ 480,000	\$ 480,000	\$ -
Institutional	9,241,000	9,037,000	(204,000)
Federal Aids	20,000	29,000	9,000
Total Revenues	<u>\$ 9,741,000</u>	<u>\$ 9,546,000</u>	<u>\$ (195,000)</u>
<b>EXPENDITURES</b>			
Auxiliary Services	\$ 10,667,900	\$ 10,469,610	\$ (198,290)
Total Expenditures	<u>\$ 10,667,900</u>	<u>\$ 10,469,610</u>	<u>\$ (198,290)</u>
Net Revenue	\$ (926,900)	\$ (923,610)	\$ 3,290
<b>OTHER SOURCES/(USES)</b>			
Operating Transfer In	\$ -	\$ -	\$ -
Operating Transfer Out	-	-	-
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>			
Retained Earnings	\$ (926,900)	\$ (923,610)	\$ 3,290

Sylvia Ramirez  
**District Contact**

Madison Area Technical College District

**INTERNAL SERVICES FUND**

**Budget Modification**

**District:**

Madison Area Technical College

2023-24

**Fund:**

Internal Services

	<b><u>Current Budget</u></b>	<b><u>Modified Budget</u></b>	<b><u>Amount of Change</u></b>
<b>Date Adopted:</b>	5/1/2024	11/6/2024	
<b>REVENUES</b>			
Local Government	\$ -	\$ -	\$ -
State Aids	-	-	-
Institutional	15,142,000	16,100,220	958,220
Federal Aids	-	-	-
Total Revenues	<u>\$ 15,142,000</u>	<u>\$ 16,100,220</u>	<u>\$ 958,220</u>
<b>EXPENDITURES</b>			
Auxiliary Services	\$ 16,118,500	\$ 16,914,220	\$ 795,720
Total Expenditures	<u>\$ 16,118,500</u>	<u>\$ 16,914,220</u>	<u>\$ 795,720</u>
Net Revenue	\$ (976,500)	\$ (814,000)	\$ 162,500
<b>OTHER SOURCES/(USES)</b>			
Operating Transfer In	\$ -	\$ -	\$ -
Operating Transfer Out	(750,000)	-	750,000
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>			
Retained Earnings	\$ (226,500)	\$ (814,000)	\$ 912,500

Sylvia Ramirez  
**District Contact**

Madison Area Technical College

**DATE:** November 6, 2024

**TOPIC:** Resolution on District Reserves and Designations

**ISSUE:** Wis. Admin. Code TCS 7.05(5) states that the District Board may establish reserves and a segregated portion of fund balances for a specific use and a specific period. The Board is not precluded from increasing or decreasing the amount of the reserves, provided the Board passes a resolution to this effect.

Reserves and designations are recommended by generally accepted governmental accounting principles for the purpose of allocating current resources for current financial obligations that will come due in future periods. Specifically, reserve indicates "...a portion of the fund balance is not appropriable for expenditure or is legally segregated for a specific use." [Codification of Governmental Accounting and Financial Reporting Standards, paragraph 1800.122]. Designations "...indicate tentative plans for financial resource utilization in a future period..." [Codification of Governmental Accounting and Financial Reporting Standards, paragraph 1800.124]. The Madison Area Technical College District follows the recommendations and requirements of the Wisconsin Technical College System's Financial Accounting Manual for establishing reserves and designations.

A summary of the recommended reserves and designations by fund type on a budgetary basis follows:

**ACTION:** Approve the Resolution on District Reserves and Designations.

\*Madison College maintains a general fund balance reserve in the General and Special Revenue Funds between 16.6 and 25 percent of the District's operational budget for potential cash flow deficits. Currently the reserves designated for operations is 22.67% of FY2024-25 budget.

<b>MADISON AREA TECHNICAL COLLEGE</b>		
<b>Reserves and Retained Earnings</b>		
<b>June 30, 2024 and 2023</b>		
	<b><u>Fiscal Year 2023-24</u></b>	<b><u>Fiscal Year 2022-23</u></b>
General Fund Budget*	169,762,000	165,628,000
Special Revenue-Aidable Budget*	13,695,000	12,888,000
Total General Fund and Special Revenue Budget	<u>183,457,000</u>	<u>178,516,000</u>
16.6% Minimum Reserve*	30,453,862	29,633,656
25.0% Maximum Reserve*	45,864,250	44,629,000
General Fund Designated for Operations	41,566,104	40,772,781
Special Revenue Designated	21,002	1,054,149
Total Designated Fund	<u>41,587,106</u>	<u>41,826,930</u>
Grand Total Designations over Minimum Reserve	<u>11,133,244</u>	<u>12,193,274</u>
Reserve for Change Funds	2,377	2,340
Reserve for Compensated Absences	7,017,839	7,501,443
Reserve for Prepaid Expenses	365,865	480,720
Designated for State Aid Fluctuations	1,374,800	1,342,300
Designated for Subsequent Year and Years	2,749,600	2,684,600
Special Revenue - Reserve for Prepaid Expenses	46,208	31,487
Special Revenue - Reserve for Student Aid	1,928,716	2,083,580
Capital - Reserve for Capital Projects	2,386,024	2,493,791
Debt Service Reserve	6,265,653	5,319,515
Internal Service - Reserve for Self Insurance	38,427	158,594
Total Reserves and Designations	<u>63,762,614</u>	<u>63,925,300</u>
Enterprise Funds Retained Earnings	2,905,760	3,829,400
Internal Services Retained Earnings	2,133,553	2,827,384
Total Reserves and Retained Earnings	<u>68,801,928</u>	<u>70,582,084</u>
<i>*Budgets are taken from the next year to compute the allowable reserves.</i>		

**RESOLUTION ON DISTRICT RESERVES AND DESIGNATIONS**

*Whereas*, TCS 7.05 (5) District Reserves of the Wisconsin Administration Code for Wisconsin Technical College System allows a district board to establish reserves and segregate a portion of a fund balance for a specific use for a specific period of time, and

*Whereas*, Madison Area Technical College District uses reserves and designations for the financial operation of the district,

*Therefore*, be it resolved that the Reserves and Designations listed below shall be established as of June 30, 2024 for the period of time and purpose as indicated, and for the amount shown:

General Fund

Designated for Operations \$ 41,566,104

An account used to segregate a portion of the fund balance for cash flow purposes for future years.

Designated for Subsequent Year and Years \$ 2,749,600

Accounts used to segregate a portion of the fund balance to be used in the forthcoming budget years to fund operating costs.

Total Designations for Operations and Subsequent Year/Years \$ 41,840,704

Special Revenue Aidable Funds

Designated for Subsequent Year \$ 21,002

An account used to segregate a portion of the fund balance to be used in the forthcoming budget year to fund operating costs.

General Fund

Reserve for Change Funds \$ 2,377

An account used to segregate a portion of the fund balance for the purpose of having small denominations of money at various district locations where cash is collected. The Reserve for Change Funds shall be in existence indefinitely unless changed by Board resolution.



General Fund (Continued)

Reserve for Compensated Absences \$ 7,017,839

An account used to segregate a portion of the fund balance for sick pay vesting to employees at time of retirement and accrued vacation. This Reserve for Compensated Absences shall be in existence until all payments to vested employees have been made.

Reserve for Prepaid Expenses \$ 365,865

An account used to segregate a portion of the fund balance for the amount of prepaid expenses as of June 30, 2023. This Reserve for Prepaid Expenses shall be in existence until the goods and/or services have been received and/or the liability incurred.

Designated for State Aid Fluctuations \$ 1,374,800

An account used to segregate a portion of the fund balance for state aid fluctuations during the upcoming fiscal year. This reserve is equal to 10% of the budgeted state aid for the current fiscal year.

Special Revenue Aidable Funds

Reserve for Prepaid Expenses \$ 46,208

An account used to segregate a portion of the fund balance for the amount of prepaid expenses as of June 30, 2023. This Reserve for Prepaid Expenses shall be in existence until the goods and/or services have been received and/or the liability incurred.

Special Revenue Non-Aidable Funds

Reserve for Student Financial Assistance/Student Funds \$ 1,928,716

An account used to segregate a portion of the fund balance for the district's share of expenditures for student grants and other student funds.

Capital Projects Funds

Reserve for Capital Projects \$ 2,386,024

An account used to segregate the unencumbered balance for the Capital Projects funds. This reserve shall exist until the designated projects are completed.

Debt Service Funds

Reserve for Debt Service \$ 6,265,653

An account used to segregate a portion of the fund balance used in the forthcoming budget year to fund debt principle and interest payments.

Internal Service Funds

Reserve for Self Insurance \$ 38,427

An account used to segregate a portion of the fund balance for the amount authorized by the District Board action to fund for the protection of public property and public liability against Board members and employees. Also used for deductible amounts on various insurance policies. This reserve shall be in existence indefinitely unless changed by Board resolution.

## MADISON AREA TECHNICAL COLLEGE

**DATE:** November 6, 2024

**TOPIC:** New Program Approval – UX/UI Design

**ISSUE:** The School of Business & Applied Arts seeks approval to add the UX/UI Design Technical Diploma to its existing Applied Arts portfolio. Adding this technical diploma will create a separate pathway for students who are seeking a credential that focuses on learning the skillset of User Experience (UX) and User Interface (UI). This will allow students to specialize in this area and improve their marketability in a high demand and growing field.

UX and UI are probably familiar terms. User Experience refers to the overall experience a user has with a product, they make websites/apps easy, logical, and fun to use. User Interface refers to the visual element of a product such as buttons, icons, screens, and the graphical elements including layouts, color palettes, and interactive elements.

Labor market data from Lightcast shows that employers within the Madison College district hired an average of 13 User Experience/User Interface Designers per month between January 2024 and September 2024. There were 211 jobs posted in 2023 in the Madison College District, and that number is projected to grow by 10.9% in 2029. These job postings show an average starting wage of \$28.26 per hour for individuals earning a credential like the proposed technical diploma.

The Web & Digital Media Design Advisory Committee companies including KW2 Marketing, Hiebing, Zebradog, Epic Systems, American Family Insurance & Flagrant all voiced their support of this technical diploma at their October 7, 2024 advisory committee meeting. All agreed that the skillsets included in this technical diploma would make a highly desirable employee for their companies.

In the first term of the program, students will take five courses for 14 credits that are shared with the proposed changes to the Web & Digital Media Design and Graphic Design associate degrees that focus on the foundational skills of UX/UI design and the industry applications used. In the second term, students will take five courses for 11 credits that are shared with the proposed changes to the Web & Digital Media Design associate degree and the Web & Interactive Design local certificate. These courses focus on advanced UX/UI skills, along with a capstone project to bring the concepts together.

No additional dollars are required to create this technical diploma. This new technical diploma will use existing faculty resources and expertise in the creation of the new coursework. Last fall 2023, this program generated 19.2 FTEs for the college and the spring 14.5 FTEs.

In summary, the UX/UI Technical Diploma will be an exciting addition to the academic portfolio at Madison College that we believe is needed to fill a missing gap in industry. We believe that this presents a focused curriculum to meet the needs of district employers that shares resources with existing programming. This document is presented with full endorsement by the Provost, Dean, and Associate Dean.

**ACTION:** Approve the new UX/UI Design Technical Diploma at Madison College.

## MADISON AREA TECHNICAL COLLEGE

**DATE:** November 6, 2024

**TOPIC:** Foundation Centre – Lease  
3591 Anderson Street, Madison, Wisconsin

**ISSUE:** 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, and the annual cost is \$319,772. The requested lease is 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.

**ACTION:**

1. Authorize staff to complete the necessary steps to execute the lease as described above for a cost not to exceed \$319,772 for 18 months.
2. Authorize staff to submit the completed lease to the Wisconsin Technical College System for Board approval.

**Based on the principles of access, journey, learning, and success**

**1.0 Preferred choice**

Madison College will be a preferred choice in southcentral Wisconsin for post-secondary and community education, and a key partner in meeting local economic and workforce development interests.

**2.0 Removing historic barriers**

Madison College will remove historic barriers to college access and student success by reviewing and updating its systems, policies, and practices to ensure they are equitable.

**3.0 Using data to improve student success**

Madison College will analyze data to identify and eliminate the largest academic success gaps in courses that are foundational to student persistence and completion.

**4.0 Technology**

Madison College will enhance digital literacy and provide equitable access to technology resources.

**5.0 Academic offerings/career and transfer**

Madison College will support students' social and economic mobility by providing high-quality, flexible academic offerings that lead to meaningful careers and transfer opportunities.

**6.0 Supporting the whole student journey**

Madison College will increase access by optimizing relationships with K12 school districts and community partners, supporting the student journey from the point of program selection to completion, and fostering robust connections to transfer and employment opportunities.

*Policy outcomes will be reviewed annually utilizing the Board Reporting Metrics.*

## **Vision 2030 Metrics for 2025, by Strategic Commitment**

**Commitment 1: Madison College will be a preferred choice in southcentral Wisconsin for post-secondary and community education, and a key partner in meeting local economic and workforce development interests.**

1. Track trend in enrollment numbers, by district high schools to inform increased and equal access to the institution; disaggregated by race, gender, age, some college, no-degree students, HSED/GED completers.
2. Track the percentage of graduates who find employment in the local region within six months of graduation.
3. Conduct focus groups with local employers and community partners that assist in training and job placement activities with us to assess their perceptions of the college's role in meeting economic needs.
4. Conduct employer surveys to gauge satisfaction with graduates' skills and readiness for the workforce.

**Commitment 2: Madison College will remove historic barriers to college access and student success by reviewing and updating its systems, policies, and practices to ensure they are equitable.**

1. Measure demographic distribution of first term students to ensure underrepresented students are enrolling at equitable rates.
2. Conduct surveys to measure students' perception of the equity of services provided, particularly among traditionally marginalized groups.
3. Track persistence and retention rates disaggregated by race, gender, student parents, FTIC and financial aid status to address gaps in student persistence.
4. Average time to credential completion / graduation rate for different student groups, especially underserved populations.

**Commitment 3: Madison College will analyze data to identify and eliminate the largest academic success gaps in courses that are foundational to student persistence and completion.**

1. Track course success rates and monitor the reduction in success gaps in foundational courses disaggregated by demographic and financial status.
2. Conduct interviews/surveys/focus groups with faculty and staff to identify challenges in foundational courses and potential interventions.
3. Assess interventions for improving student outcomes in foundational courses.

**Commitment 4: Madison College will enhance digital literacy and provide equitable access to technology resources.**

1. Conduct institutional scan to identify collegewide alignment and gaps among current digital literacy efforts.
2. Collect input from instructors on the effectiveness of digital tools and resources in enhancing teaching.
3. Conduct student surveys and interviews to assess student satisfaction with the college's technology resources and support services.

4. Measure the percentage of students with access to necessary technology and using campus-provided technology resources (e.g., laptops, internet).

**Commitment 5: Madison College will support students' social and economic mobility by providing high-quality, flexible academic offerings that lead to meaningful careers and transfer opportunities.**

1. Evaluate the health and viability of the college's academic programs with an annual program analysis process.
2. Monitor student performance in online or technology-enhanced courses compared to in-person courses to assess the effectiveness of digital learning initiatives.
3. Monitor enrollment in flexible learning formats (e.g., online, regionals, hybrid, evening/weekend classes) to ensure academic offerings are flexible.
4. Track the overall and program-specific graduation rates; disaggregated by demographic data.
5. Measure the percentage of students who successfully transfer to four-year institutions; disaggregated by demographic data.
6. Track the percentage of graduates employed in their field of study within six months of graduation.
7. Survey students' self-perception of a meaningful career.

**Commitment 6: Madison College will increase access by optimizing relationships with K12 school districts and community partners, supporting the student journey from the point of program selection to completion, and fostering robust connections to transfer and employment opportunities.**

1. Track the number of high school students participating in dual enrollment or early college programs.
2. Percentage of students from district high schools who enroll at the college; disaggregated by demographics.
3. Conduct focus groups with local employers and community partners that assist in training and job placement activities with us to assess their perceptions of the college's role in meeting economic needs.
4. Monitor the number of undeclared students.
5. Conduct qualitative studies on students' experiences from program selection to completion, identifying pain points and areas for improvement.
6. Track and evaluate the number and type of articulation agreements with four-year colleges and universities to facilitate transfer.
7. Track the overall and program-specific graduation rates; disaggregated by demographic data.
8. Measure the percentage of students who successfully transfer to four-year institutions; disaggregated by demographic data.
9. Track the percentage of graduates employed in their field of study within six months of graduation



## MADISON AREA TECHNICAL COLLEGE

**DATE:** November 6, 2024

**TOPIC:** General Fund Financial Report as of September 30, 2024

**ISSUE:** Review current year to date revenues and expenditures in the general fund. The current fiscal year's general fund revenues are 17.03% of the current budget. This compares to 17.03% 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 0.05% of budget, compared to 0.01% 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 7.94% of budget, compared to 7.62% 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 58.72% of budget, compared to 57.72% last year. The material fee revenues are 64.27% of budget, compared to 56.91% last year. Positive budget variances primarily in Associate degree and Technical diploma.
- Other Student Fees include graduation, nonresident tuition, Group Dynamics and community service classes. Revenues to date are 76.33% of the amount budgeted. Last year, revenues to date were 49.54%. Student Fees increased for Postsecondary/Vocational Adult/Non-Postsecondary Out-of-State Tuition and Other Student Fees.
- Institutional Sources include interest income, lease/rental income and royalty income, along with miscellaneous revenues. The revenues to date are 56.85% of the budget. Last year's revenues were 48.51% of the budget. Increase primarily from interest income.
- Federal Sources consist of cost reimbursements on federal grants and administration for student financial assistance. Current year revenues are 0.48% of the budget, compared to 40.59% last year. We anticipate more revenue as the fiscal year progresses.
- Transfers from Reserves include Reserve for Compensated Absences (\$300,000) and Designation of Subsequent Year(s) (\$2,258,300).

The functional expenditure classifications are defined by NACUBO's Financial Accounting and Reporting Manual for Higher Education. The current fiscal year expenditures are 26.65% of budget as compares to 28.79% 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 23.39% of budget, compared to 24.63% 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 25.99% of the budget, versus 30.98% 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 24.40% of the current year's budget, compared to 26.32% 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 37.01% of budget, compared to 41.99% 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 42.57% of budget, compared to 49.27% last year. Budget % decrease is primarily from Leased Facilities and Repair/maintenance compared to the prior 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 50.53% of budget, compared to 27.95% last year. Increases from Wages and Benefits.
- 
- Accept report and place on file.

GENERAL FUND  
FOR THE MONTH ENDED SEPTEMBER 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)	\$ 47,544,700	\$ 26,875	\$ 25,594	\$ 47,519,106	0.05%	0.01%
State Sources (State Aid)	\$ 81,498,000	\$ 1,942,787	\$ 6,474,760	\$ 75,023,240	7.94%	7.62%
Program Fees	\$ 33,365,000	\$ (276,464)	\$ 19,591,101	\$ 13,773,899	58.72%	57.72%
Material Fees	\$ 1,048,000	\$ (7,517)	\$ 673,515	\$ 374,485	64.27%	56.91%
Other Student Fees	\$ 1,007,000	\$ 38,233	\$ 768,643	\$ 238,357	76.33%	49.54%
Institutional Sources	\$ 2,434,000	\$ 488,895	\$ 1,383,676	\$ 1,050,324	56.85%	48.51%
Federal Sources	\$ 307,000	\$ 1,463	\$ 1,463	\$ 305,537	0.48%	40.59%
Transfers from Reserves	\$ 2,558,300	\$ -	\$ -	\$ 2,558,300	0.00%	0.00%
<b>Total Revenues</b>	<b>\$ 169,762,000</b>	<b>\$ 2,214,272</b>	<b>\$ 28,918,752</b>	<b>\$ 140,843,248</b>	<b>17.03%</b>	<b>17.03%</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	\$ 112,816,000	\$ 25,296,659	\$ 1,090,119	\$ 86,429,222	23.39%	24.63%
Instructional Resources	\$ 3,431,000	\$ 882,874	\$ 8,866	\$ 2,539,260	25.99%	30.98%
Student Services	\$ 20,382,000	\$ 4,721,434	\$ 252,577	\$ 15,407,988	24.40%	26.32%
General Institutional	\$ 20,841,000	\$ 5,602,337	\$ 2,110,697	\$ 13,127,966	37.01%	41.99%
Physical Plant	\$ 11,698,000	\$ 2,695,631	\$ 2,284,060	\$ 6,718,309	42.57%	49.27%
Public Service	\$ 594,000	\$ 292,510	\$ 7,612	\$ 293,878	50.53%	27.95%
<b>Total Expenditures</b>	<b>\$ 169,762,000</b>	<b>\$ 39,491,445</b>	<b>\$ 5,753,932</b>	<b>\$ 124,516,623</b>	<b>26.65%</b>	<b>28.79%</b>

+FY24-25 Original Budget

\*Prior Year Budget %s are computed from Final Budget for FY23-24

**Madison Area Technical College**

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

**DATE OF BOARD MEETING - November 6, 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
RFP25-002	Datacenter Colocation Services	A Public Request for Proposal (RFP) was advertised for a Datacenter Colocation Services partner to provide physical space (racks, power, environmental, security) for the College to own servers, storage and networking equipment; network connectivity, system hosting and professional services. The facility selected will serve as the College's primary datacenter and will host systems providing essential services for College customers. The facility selected must adhere to essential service requirements to ensure optimal performance, security, and reliability.	Operational Fund FY2024-2025 through FY2031-2032 with a 5 year term, renewal of two 1-year extensions: Year 1: [6 months] (\$153,891) Year 2 (\$264,840) Year 3 (\$264,840) Year 4 (\$264,840) Year 5 (\$264,840) Year 6 (\$264,840) Year 7 (\$264,840) Year 8: [6 months] (\$132,420) Total Spend/Costs: (\$1,875,351)	OneNeck IT Solutions LLC	Monthly Costs \$22,325.61  Yearly Costs \$267,907.29  7 Year Term Costs \$1,875,351.00	Sylvia Ramirez EVP Finance & Administration/COO & Cory Chrisinger Chief Information Officer
RFP25-006	COBRA Health Savings & Flexible Spending Account Administration	This is a contract for benefits administration services for our Flexible Spending Accounts, Health Savings Accounts and COBRA coverage compliance needs. Vendor will provide debit cards, administration of claims for health care and dependent care, required notifications, and continuation of coverage for those electing COBRA.	General Fund 5 year contract FY2025-2029 with options to extend 2 additional 1-year contracts for FY2030 and FY2031	Employee Benefits Corporation (EBC)	\$35,000 per year x 5 years = \$175,000	Rose Buschhaus Vice President Human Resources & Barb Meyer Director, Human Resources

**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

**QUARTERLY INVESTMENT REPORT**

September 30, 2024

This Investment Report provides information on all financial assets of Madison College, which are under the direct control of the district board of Madison Area Technical College District.

Investments of Madison Area Technical College District are subject to Wisconsin Statutes 66.0603 and 219.05 and the Investment Procedures of the College, which are established to supplement the existing statutory authority.

**CASH AND INVESTMENTS**

1. As of September 30, 2024, the College had \$61.1 million in cash and investments.

<b>Description</b>	<b>Original Cost</b>	<b>Percent</b>
Investment Series	\$37,998,623	62.2%
WISC LTD	\$7,854,000	12.9%
WISC Term Series	\$5,093,988	8.3%
WISC ETD	\$3,005,700	4.9%
Cash Management Series	\$2,255,475	3.7%
Profinium SDA	\$2,134,971	3.5%
Certificates of Deposit-FDIC	\$999,506	1.6%
State of WI LGIP	\$993,319	1.6%
UW Credit Union	\$526,041	0.9%
Certificates of Deposit-DTC	\$240,176	0.4%
BMO Harris Bank	\$17,476	0.0%
Johnson Bank	\$678	0.0%
<b>Total Portfolio</b>	<b>\$61,119,953</b>	<b>100%</b>

The investment portfolio at the end of the period consists of the Wisconsin Investment Series Cooperative (WISC) investment series carrying 62.2% (\$38.0 million) and yields 5.08% and the WISC LTD (Limited Term Duration) series which makes up 12.9% (\$7.9 million) and yields 4.55%. The WISC Term Series carries 8.3% (\$5.1 million) yielding 5.28% and the WISC ETD (Extended Term Duration) series carries 4.9% (\$3.0 million) yielding 3.85%. The Cash Management Series carried 3.7% (\$2.3 million) yielding 4.92% and Profinium SDA carried 3.5% (\$2.1 million) yielding 5.28%. The Certificates of deposit-FDIC carries 1.6% (\$1.0 million) yielding 4.99% and the Government Investment Pool (WI LGIP) carried 1.6% (\$993 thousand) of the District's cash yielding 5.23%. The Certificates of deposit-DTC carries 0.4% (\$240 thousand) yielding 5.02%.

These cash equivalent deposits are secured through collateral agreements and do not carry credit risk.

The remaining cash deposits with the UW Credit Union, BMO Harris and Johnson Bank make up .9% (\$544 thousand) of the portfolio value. These deposits are federally insured and do not carry credit risk.

The College’s cash and investments can be divided into two investment portfolios:

**Investment Type**

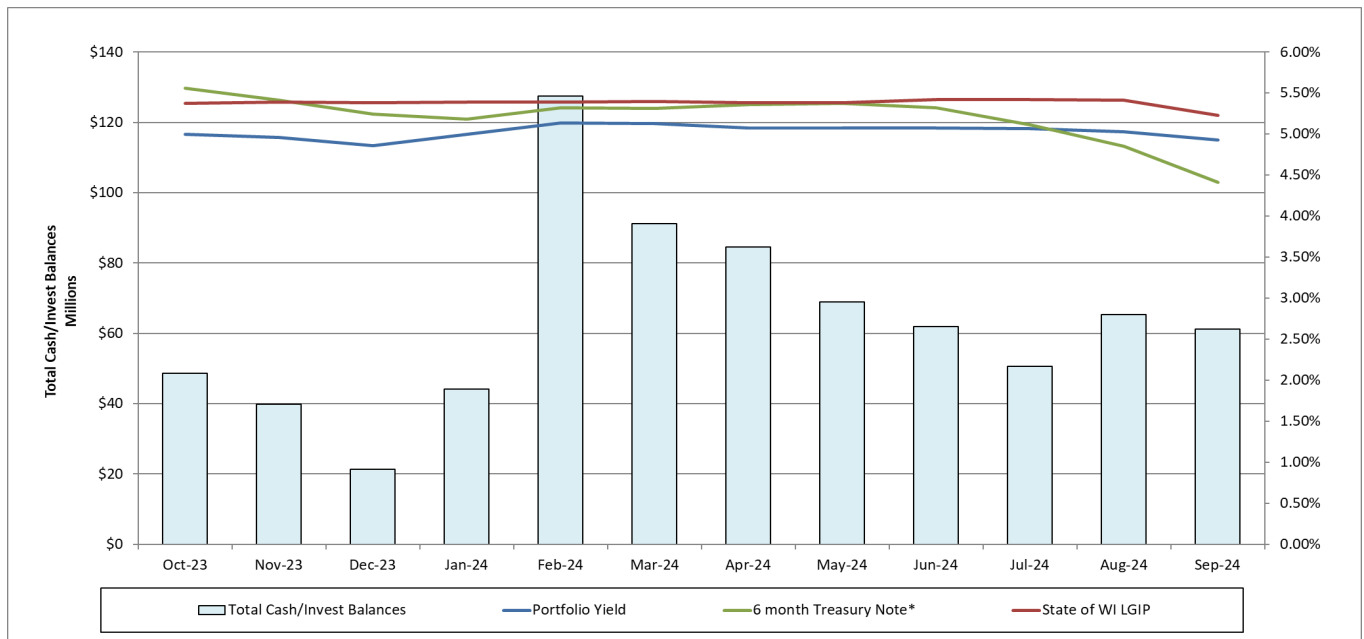
Operating Funds	\$	56,460,499	92.4%
Bond Proceeds	\$	4,659,454	7.6%
<b>Total</b>		<b>\$61,119,953</b>	<b>100%</b>

The Operating Funds balance is comprised of all cash and investment balances related to the General Fund, Special Revenue Funds, Enterprise Funds, and Internal Service Funds. Cash inflows include property tax levy, state aid, student tuition and fees, federal and state grants, and sales activity. Outflows include all operating expenses of the College, the largest of which is payroll.

The Bond Proceeds balance is comprised of all cash and investment balances related to the Capital and Debt Service Funds. Inflows include all bond issuance proceeds and debt service deposits. Outflows include all capital expenses and debt service payments of the College.

**PERFORMANCE**

The investment portfolio has a current yield of 493 basis points, which compares to the State of Wisconsin local government investment pool yield of 523 basis points and the \*6-month treasury of 441 basis points for the same time period. The current yield has decreased 15 basis points since the end of June, 2024 and decreased by 9 basis points since the end of September, 2023 (year over year).



\*6-month Constant Maturity Treasury (CMT)

## FEES

All fees on investments made through Wisconsin Investment Series Cooperative are dictated by the WISC Information Statement and the WISC Board of Commissioners.

The fees are not to exceed (but may be less than):

US Government Treasury Securities:	15 basis points annualized
US Government Agency/Instrumentality Securities:	15 basis points annualized
Municipal Securities:	15 basis points annualized
FDIC Insured Certificates of Deposit:	25 basis points annualized
Collateralized Certificates of Deposit/Reciprocal:	25 basis points annualized
New Issue Securities	@ issue price

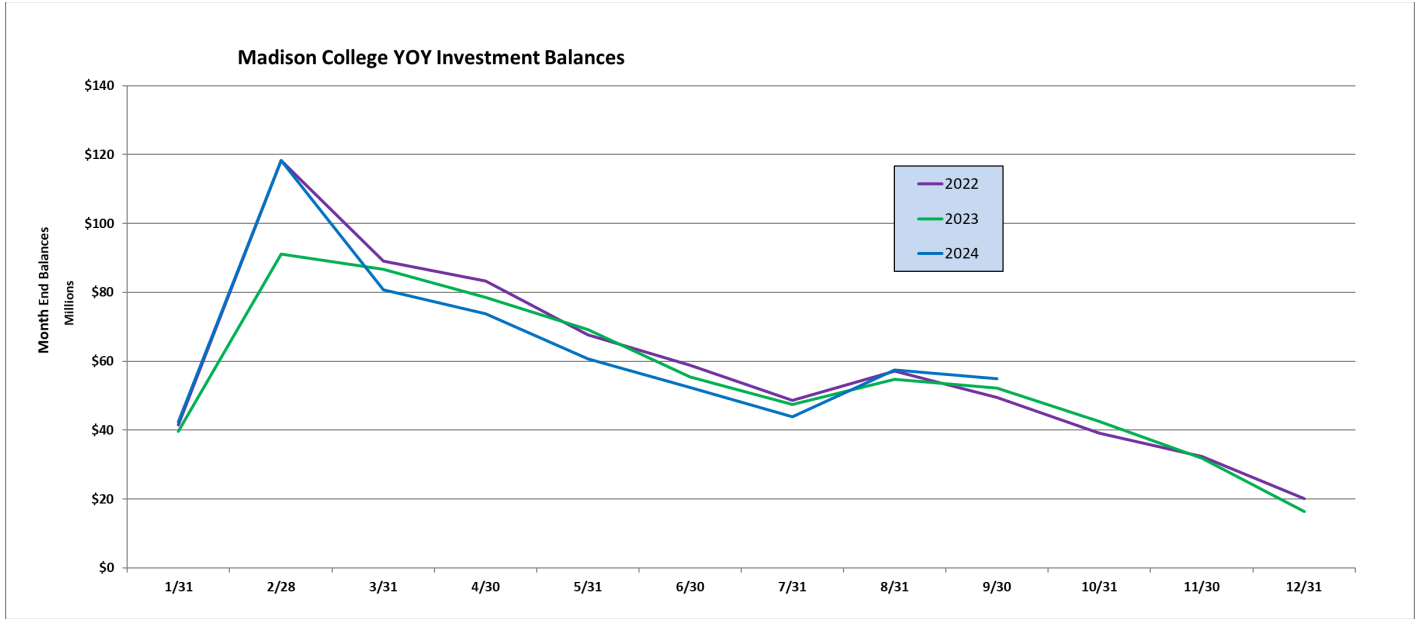
The total fees paid fiscal year to date 9/30/2024 is \$2,715. These fees are inclusive of safekeeping charges, wire transfers, monthly reporting, monitoring of collateral and the cash flow, but does not include fees related to financial advisory services.

## LIQUIDITY

The graph below depicts our operating fund balance throughout the year. While we have significant balances in February of each year, after the receipt of approximately 2/3rds of the property tax levy and all of our state aid, the operating needs of the College exceed subsequent revenue inflows for the remainder of the year. The low point for operational funds is typically in early January. The fiscal year 2023 low point was just under \$17 million.

The College's portfolio yield is 4.93% which decreased 15 basis points from last quarter. In September, the Federal Reserve reduced interest rates by 1/2 percent which will lead to lower returns for CDs and deposit accounts.

We continue to monitor our liquidity needs, cash inflows and available investment options for other opportunities to increase the current yield.



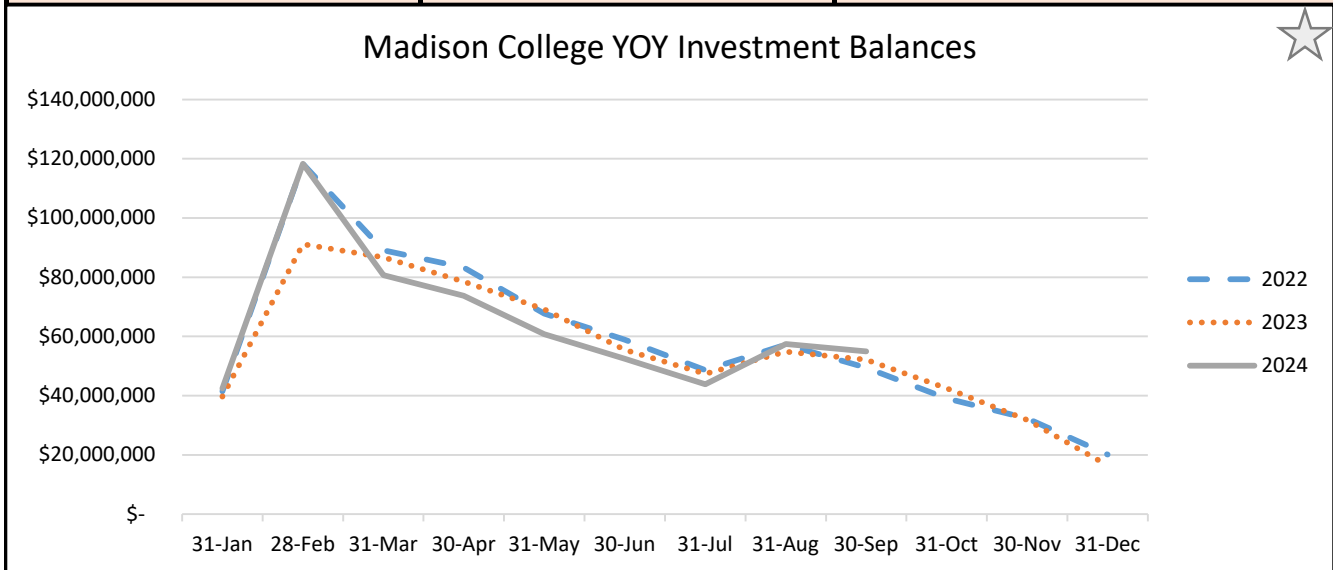
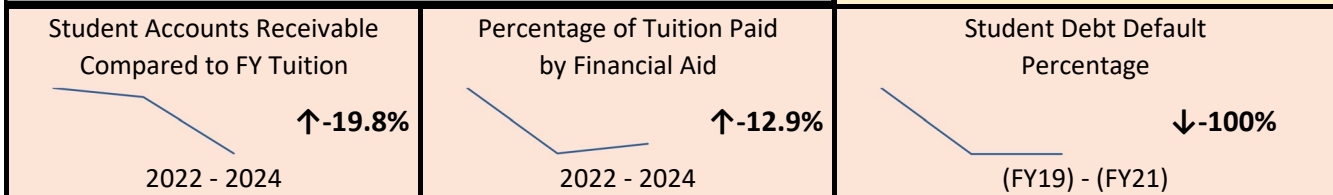
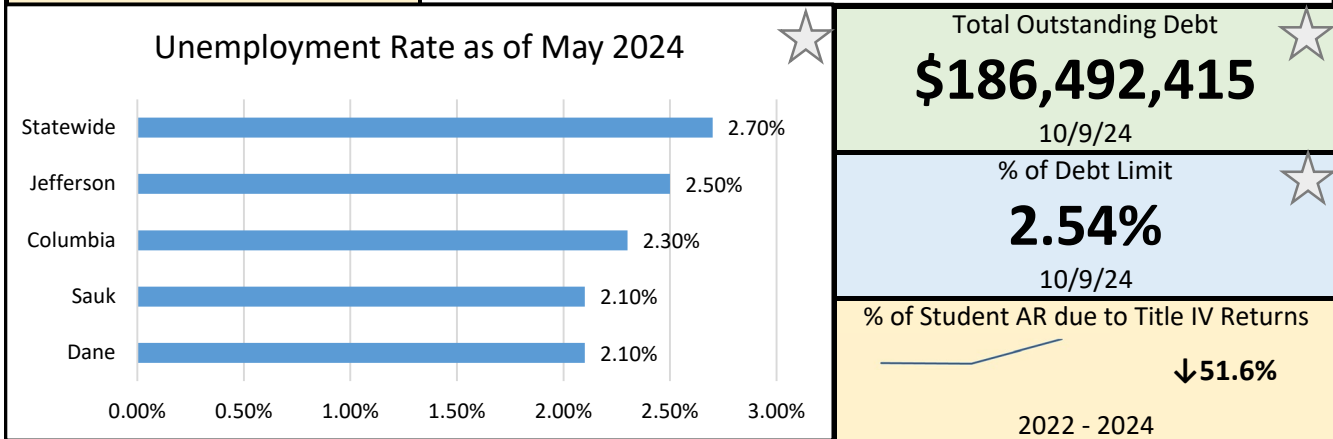
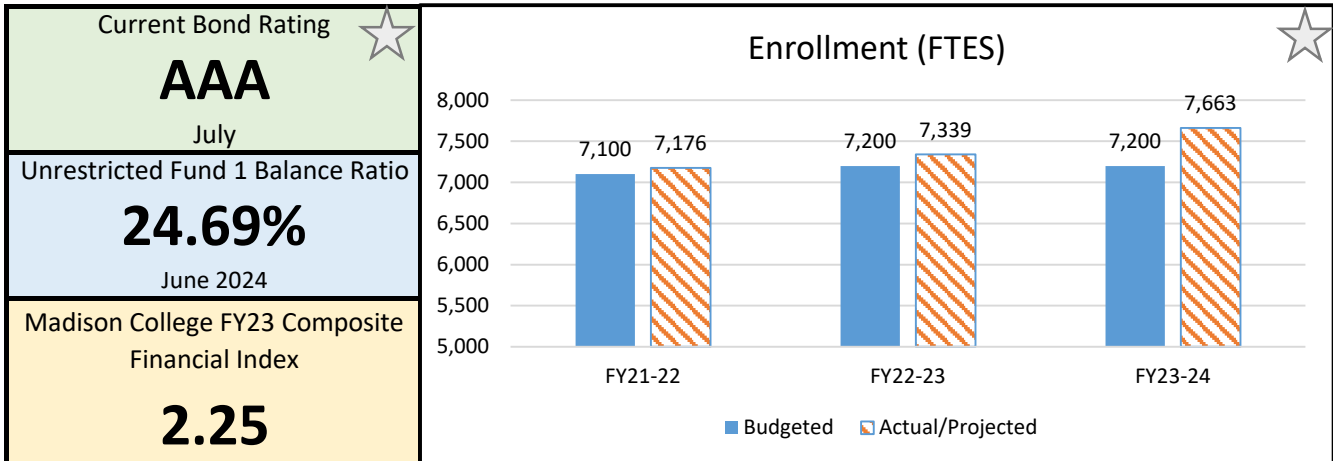
Note, the significant dip in February 2023 was due to scheduling the annual principal payment in February for the March 1<sup>st</sup> due date . Historically, we would have our largest balance at the end of February and the payment goes out in the following month. Associated Bank is now our fiscal agent for some of the borrows so they require payment 2 days in advance which will always be February moving forward.



# Madison College Financial Metrics

Updated 10-09-2024

★ indicates information that changes quarterly



**Madison College Supplier Payments Greater Than or Equal to \$2,500.00  
9/16/2024 through 10/15/2024**

Supplier	Total Spend
QUARTZ HEALTH BENEFIT PLANS CORPORATION	\$ 751,253.03
JOE DANIELS CONSTRUCTION CO INC	\$ 625,861.00
DEAN HEALTH PLAN INC	\$ 481,070.93
CDW GOVERNMENT	\$ 368,288.23
VITALSOURCE TECHNOLOGIES LLC	\$ 299,309.23
BAUER BUILDERS INC	\$ 217,980.83
MADISON GAS AND ELECTRIC CO	\$ 170,244.43
ASSESSMENT TECHNOLOGIES INSTITUTE LLC	\$ 135,640.00
UNITEDHEALTHCARE STUDENT RESOURCES	\$ 122,665.00
HIGHPOINT TECHNOLOGY SOLUTIONS LLC	\$ 105,558.00
SYSCO BARABOO LLC	\$ 98,466.44
SYNERGY CONSORTIUM SERVICES LLC	\$ 90,163.87
MIDAMERICA ADMINISTRATIVE AND RETIREMENT SOLUTIONS INC	\$ 78,157.89
PLUNKETT RAYSICH ARCHITECTS LLP	\$ 60,497.47
BEACON HILL STAFFING GROUP LLC	\$ 58,860.00
BEACON TECHNOLOGIES INC	\$ 58,462.00
KW2	\$ 58,148.75
EMPLOYEE BENEFITS CORPORATION	\$ 58,118.03
COMMUNITY PLAYTHINGS	\$ 57,822.00
ARCH SOLAR C AND I INC	\$ 57,523.94
US CELLULAR	\$ 57,416.89
OCLC INC	\$ 55,423.73
AMAZON.COM LLC	\$ 50,625.60
MINNESOTA LIFE INSURANCE COMPANY	\$ 47,362.87
MARS SOLUTIONS GROUP	\$ 46,560.00
JOHNSON CONTROLS FIRE PROTECTION LPLP	\$ 42,013.42
WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD	\$ 41,434.70
CHANDRA TECHNOLOGIES INC	\$ 40,304.00
WERNER ELECTRIC SUPPLY CO	\$ 39,173.51
THE LAWN CARE PROFESSIONALS	\$ 38,043.57
BWBR	\$ 37,286.40
INSIDE TRACK	\$ 33,700.00
VANGUARD STORAGE AND RECOVERY LLC	\$ 32,608.69
SUNDIAL SOFTWARE CORP	\$ 31,438.50
TEAMSFT INC	\$ 30,244.00
CITY OF MADISON	\$ 29,627.13
HUSCH BLACKWELL LLP	\$ 29,485.50
MBS TEXTBOOK EXCHANGE LLC	\$ 28,985.44
CAMERA CORNER CONNECTING POINT	\$ 28,934.95
JONES AND BARTLETT LEARNING LLC	\$ 28,292.02
XEROX CORP	\$ 27,311.61
MCGRAW HILL LLC	\$ 26,019.59
PEPSI COLA MADISON	\$ 25,499.29
PEARSON EDUCATION INC	\$ 24,950.17
PROSPECT INFOSYSTEM INC	\$ 24,480.00
CINTAS CORPORATION	\$ 24,131.31
SAN A CARE INC	\$ 22,711.22
KILGORE INTERNATIONAL INC	\$ 22,593.70
TEKSYSTEMS INC	\$ 22,103.00
OMNIGO SOFTWARE LLC	\$ 19,441.80
WOLTERS KLUWER HEALTH INC	\$ 17,824.42
STRANG INC	\$ 17,522.60
STEFANS SOCCER	\$ 17,133.25
MADISON NATIONAL LIFE INSURANCE COMPANY INC	\$ 16,798.47
CLEAN POWER LLC	\$ 15,838.13
GENERAL BIOMEDICAL SERVICE INC	\$ 15,695.00
HOOPER CORPORATION	\$ 14,780.34
VIVA USA INC	\$ 14,520.00

BELL FORD	\$	14,374.13
T ROWE PRICE	\$	14,300.66
EBSCO INFORMATION SERVICES	\$	14,072.82
PLANET TECHNOLOGY LLC	\$	14,016.00
CENGAGE LEARNING INC	\$	13,852.85
WIN TECHNOLOGY	\$	13,444.60
BSN SPORTS LLC	\$	13,218.67
NESTLE USA INC	\$	12,879.44
STEEN MACEK PAPER CO INC	\$	12,522.73
VANGUARD COMPUTERS INC	\$	12,185.41
MARLING HOMEWORKS	\$	11,876.95
MASTERS BUILDING SOLUTIONS INC	\$	11,693.00
SPHERION STAFFING LLC	\$	10,974.00
GROUP HEALTH COOPERATIVE OF SOUTH CENTRAL WISCONSIN	\$	10,948.70
MADISON COLLEGE FOUNDATION	\$	10,943.94
AT&T	\$	10,869.79
4IMPRINT INC	\$	10,512.41
WISCONSIN SCHOOL COUNSELOR ASSOCIATION INC	\$	10,500.00
NEWARK	\$	9,920.00
T CROWLEY PRODUCTIONS	\$	9,900.00
LERDAHL BUSINESS INTERIORS INC	\$	9,706.22
GRAINGER INDUSTRIAL SUPPLY	\$	9,565.65
UNITED MAILING SERVICES INC	\$	9,164.86
GARTNER INC	\$	9,155.52
FORWARD ELECTRIC INC	\$	8,905.50
LAKESHORE TECHNICAL COLLEGE	\$	8,900.00
METRO TRANSIT MADISON	\$	8,896.60
INSIGHT PUBLIC SECTOR INC	\$	8,757.96
SUPERIOR VISION INSURANCE PLAN OF WISCONSIN INC	\$	8,518.87
NORTH CENTRAL UTILITY OF WISCONSIN LLC	\$	8,006.67
BELCO VEHICLE SOLUTIONS LLC	\$	7,924.64
KENDALL HUNT PUBLISHING COMPANY	\$	7,709.06
HOBART SERVICE	\$	7,639.21
JOBELEPHANTCOM INC	\$	7,605.00
SEEING THE WORD LLC	\$	7,560.00
SCHILLING SUPPLY COMPANY	\$	7,535.56
ONENECK IT SOLUTIONS LLC	\$	7,525.00
V SOFT CONSULTING GROUP INC	\$	7,481.76
SKILLSUSA INC	\$	7,341.27
PATAL PUBLISHING LLC	\$	7,312.50
INDIAN RIVER STATE COLLEGE INCLUDING WQCS	\$	7,256.91
PROEDUCATION SOLUTIONS LLC	\$	7,137.00
FAIT INC	\$	7,102.20
HU FRIEDY MFG CO LLC	\$	7,083.12
SECURITY ONION SOLUTIONS LLC	\$	7,040.00
EMMONS BUSINESS INTERIORS	\$	6,916.70
UNIVERSITY OF WISCONSIN MADISON	\$	6,895.00
FEDEX	\$	6,844.81
STAPLES BUSINESS ADVANTAGE	\$	6,755.69
CITY OF PORTAGE	\$	6,346.86
R E GOLDEN PRODUCE CO INC	\$	6,313.40
QUARLES AND BRADY LLP	\$	5,835.90
MSC INDUSTRIAL SUPPLY CO INC	\$	5,705.10
FACILITY ENGINEERING INC	\$	5,415.00
ATMOSPHERE COMMERCIAL INTERIORS LLC	\$	5,365.25
HIRERIGHT LLC	\$	5,326.30
NATIONAL RESTAURANT ASSOCIATION SOLUTIONS LLC	\$	5,297.74
BADGER SPORTING GOODS CO INC	\$	5,246.75
1901 INC	\$	5,178.53
AMD LASERS	\$	5,140.83
AIRGAS USA LLC	\$	5,114.96

QUADIENT FINANCE USA INC	\$	5,018.06
VESTIS	\$	5,016.68
DUET RESOURCE GROUP INC	\$	5,005.00
MADISON365	\$	5,000.67
WISCONSIN EARLY CHILDHOOD ASSOCIATION INC	\$	5,000.00
WIEDENBECK INC	\$	4,915.81
HOLTZBRINCK PUBLISHERS LLC	\$	4,608.40
DIRTY DUCTS CLEANING ENVIRONMENTAL AND INSULATION INC	\$	4,600.00
HENRY SCHEIN EMS DIVISION	\$	4,429.17
Engberg Anderson Inc	\$	4,419.50
MID STATE EQUIPMENT INC	\$	4,416.54
HEADSPACE INC	\$	4,410.00
DigiCopy Inc	\$	4,388.59
LKQ CORPORATION	\$	4,286.96
MACQUEEN EMERGENCY GROUP	\$	4,202.00
CLIFTONLARSONALLEN LLP	\$	4,134.22
AE BUSINESS SOLUTIONS	\$	4,112.50
DANE COUNTY REGIONAL AIRPORT	\$	4,104.51
Go Riteway Transportation Group	\$	4,100.00
MASS MUTUAL FINANCIAL GROUP	\$	4,011.00
TOTAL WATER TREATMENT SYSTEMS INC	\$	4,002.29
CITI PROGRAM	\$	4,000.00
UNIVERSITY OF WISCONSIN SYSTEM	\$	4,000.00
JUST IN TIME REFRIGERATION LLC	\$	3,914.44
UNIVERSAL PRODUCTION MUSIC	\$	3,866.00
WW NORTON AND CO INC	\$	3,830.00
KELLEY WILLIAMSON COMPANY	\$	3,709.50
APPLE INC	\$	3,688.00
POMPS TIRE SERVICE INC	\$	3,646.56
UNITED WAY OF DANE COUNTY INC	\$	3,589.50
WE ENERGIES	\$	3,584.61
INGRAM PUBLISHER SERVICES LLC	\$	3,578.00
MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	\$	3,538.83
TDS TELECOM SERVICE LLC	\$	3,516.00
TEXTILE FABRIC CONSULTANTS INC	\$	3,488.21
PATTERSON DENTAL SUPPLY INC	\$	3,460.18
HOLIAN INDUSTRIES OF WISCONSIN LLC	\$	3,430.00
FISHER SCIENTIFIC COMPANY LLC	\$	3,376.80
QUADIENT LEASING USA INC	\$	3,369.06
TEXAS BOOK COMPANY	\$	3,347.31
MADISON EMERGENCY PHYSICIANS S C	\$	3,329.28
WORKDAY INC	\$	3,200.00
MIDWEST VETERINARY SUPPLY INC	\$	3,182.31
B AND H PHOTO VIDEO	\$	3,012.33
CAROLINA BIOLOGICAL SUPPLY COMPANY	\$	3,000.30
CENTRO HISPANO OF DANE COUNTY	\$	3,000.00
Fastpitch Dreams LLC	\$	3,000.00
MEDLINE INDUSTRIES INC	\$	2,989.01
BOUND TREE MEDICAL LLC	\$	2,985.20
CHRISTOPHER MILLER	\$	2,925.00
SCOTT WILLIAM LIDDICOAT	\$	2,850.00
HEMO BIOSCIENCE INC	\$	2,743.77
TECHNICAL SAFETY SERVICES LLC	\$	2,742.99
BUMPER TO BUMPER	\$	2,728.12
SCHUMACHER ELEVATOR COMPANY	\$	2,717.51
METROPOLITAN LIFE INSURANCE CO	\$	2,677.70
SCHOOL MATE	\$	2,650.00
JEFFERSON FIRE AND SAFETY INC	\$	2,576.30
WISCONSIN INNOVATION AWARDS INC	\$	2,500.00
<b>TOTAL</b>	<b>\$</b>	<b>5,847,866.61</b>

**MADISON AREA TECHNICAL COLLEGE**  
**SCHEDULE OF CHECKS ISSUED**  
**FOR THE PERIOD 09/16/24 - 10/15/24**  
**FISCAL YEAR 2024 - 25**

Payment Type	Transaction Numbers	Number Issued	Amount
<b>ACCOUNTS PAYABLE CHECKS</b>			
Prior Period - YTD Checks	354033 - 354756	715	\$ 2,200,565.47
September 16, 2024 - October 15, 2024	354757 - 355020	261	\$ 779,512.58
	<b>YTD - Accounts Payable Checks</b>	<b>976</b>	<b>\$ 2,980,078.05</b>
<b>ACCOUNTS PAYABLE ACH PAYMENTS</b>			
Prior Period - YTD ACH	1078740 - 1095103	1,413	\$ 18,146,564.74
September 16, 2024 - October 15, 2024	1098208 - 1102041	694	\$ 5,485,712.88
	<b>YTD - Accounts Payable ACH</b>	<b>2,107</b>	<b>\$ 23,632,277.62</b>
<b>STUDENT REFUND CHECKS</b>			
Prior Period - YTD Checks	626456 - 627963	1,502	\$ 2,442,280.39
September 16, 2024 - October 15, 2024	627964 - 628440	454	\$ 666,913.09
	<b>YTD - Student Refund Checks</b>	<b>1,956</b>	<b>\$ 3,109,193.48</b>
<b>STUDENT REFUND ACH PAYMENTS</b>			
Prior Period - YTD ACH	E-Refunds	795	\$ 883,680.06
September 16, 2024 - October 15, 2024	E-Refunds	542	\$ 720,724.20
	<b>YTD - Student Refund ACH</b>	<b>1,337</b>	<b>\$ 1,604,404.26</b>
<b>PAYROLL CHECKS</b>			
Prior Period - YTD Checks	105573 - 105622	47	\$ 36,022.09
September 16, 2024 - October 15, 2024	105623 - 105658	32	\$ 11,148.76
	<b>YTD - Payroll Checks</b>	<b>79</b>	<b>\$ 47,170.85</b>
<b>PAYROLL ACH PAYMENTS</b>			
Prior Period - YTD ACH	1078825 - 1094952	9,408	\$ 14,263,376.97
September 16, 2024 - October 15, 2024	1095104 - 1101861	4,718	\$ 6,338,954.61
	<b>YTD - Payroll ACH</b>	<b>14,126</b>	<b>\$ 20,602,331.58</b>
<b>GRAND TOTAL PAYMENTS</b>			<b>\$ 51,975,455.84</b>

**Madison Area Technical College District  
38.14 Contract Estimated Full Cost Recovery Report  
FY 24-25 for the period of September 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
2025-0013	Department of Corrections	1.32	Electrical Maintenance Academy @ OCI	73,388.00	65,981.14	81,191.00	(7,803.00)	No Indirect
2025-0036	Department of Corrections	1.32	Fall 2024 Electrical Maintenance Academy	69,186.75	63,060.26	79,418.71	(10,231.96)	No Indirect
2025-0037	Meals on Wheels	1.42	BI-FY25 Meals on Wheels - Project Management	3,300.00	1,925.58	2,469.74	830.26	-
2025-0050	Octopi Brewing	1.41	BI-FY25 Octopi - Leadership Development - Group B	7,000.00	4,849.19	5,846.82	1,153.18	-
<b>Total</b>				<b>152,874.75</b>	<b>135,816.17</b>	<b>168,926.27</b>	<b>(16,051.52)</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**

<b>Name</b>	<b>Chad Gassner</b>
Title	Senior Groundskeeper
Start Date	September 16, 2024
Salary	\$23.61 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Associate's degree – Human Services (at Madison College)
License	
Certifications	
Experience	1 year 10 months Senior Groundskeeper (at Madison College) 10 years Handyman

<b>Name</b>	<b>Le Racha Simon</b>
Title	Promise Program Manager
Start Date	September 16, 2024
Salary	\$74,137.00 annually
Type	Management
PT/FT	Full-time
Location	Truax Campus
Degree	Doctorate degree – Education in Professional Development Master's degree – Education in Professional Development Bachelor's degree – Communication Associate's degree – Liberal Arts (at Madison College)
License	
Certifications	
Experience	2+ years Senior Marketing Specialist 2 years Senior Residence Life Coordinator

<b>Name</b>	<b>Reece Lehman</b>
Title	Public Safety Patrol Office
Start Date	September 23, 2024
Salary	\$24.14 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Associate's degree – Liberal Arts (at Madison College)
License	
Certifications	
Experience	1+ years Security Personnel 3+ years Security Officer

<b>Name</b>	<b>Simeon Tate</b>
Title	Custodian
Start Date	September 23, 2024
Salary	\$19.04 hourly
Type	Staff
PT/FT	Part-time
Location	North Court Storage
Degree	
License	
Certifications	
Experience	8 years Team Trainer 4 years Janitor

<b>Name</b>	<b>Sheldon Hitchens</b>
Title	Workplace Culture Strategist
Start Date	September 29, 2024
Salary	\$89,855.88 annually
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Master's degree – Education Policy and Management Bachelor's degree – English/Africana Studies
License	
Certifications	
Experience	1+ year Business Operations Manager (at Madison College) 2+ years Director of Impact, 2 Gen

<b>Name</b>	<b>Lisa Hunter</b>
Title	Shipping & Receiving Services Technician
Start Date	September 29, 2024
Salary	\$26.87 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Associate's degree – Hospitality Management (at Madison College) Associate's degree – Culinary Arts (at Madison College) Associate's degree – Sciences and Arts
License	
Certifications	Serv Safe
Experience	4 months Interim Executive Chef of Dining Services (at Madison College) 3 years Associate Manager of Dining Services (at Madison College)



<b>Name</b>	<b>Ashlyn Webb</b>
Title	Food Service Associate – Catering
Start Date	September 29, 2024
Salary	\$19.04 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Associate’s degree – Hospitality Management (at Madison College)
License	
Certifications	
Experience	3 years Welcome Desk Attendant (at Madison College) 3 years Banquet Server/Captain

<b>Name</b>	<b>Jennifer Bochar</b>
Title	Social Media Strategist
Start Date	September 30, 2024
Salary	\$73,713.00 annually
Type	Staff – Confidential
PT/FT	Full-time
Location	Truax Campus
Degree	Bachelor’s degree – Radio/TV/Film
License	
Certifications	
Experience	5 years Director of Media and Marketing 10 years Performing Arts Center Director

<b>Name</b>	<b>Shalako Thomas</b>
Title	Recruitment Coordinator
Start Date	October 6, 2024
Salary	\$29.76 hourly
Type	Staff – Confidential
PT/FT	Full-time
Location	Truax Campus
Degree	Bachelor’s degree – Botany Associate’s degree – Liberal Arts (at Madison College)
License	
Certifications	
Experience	2+ years Administrative Coordinator (at Madison College) 4 years Administrative Specialist (at Madison College)

<b>Name</b>	<b>Krissandra Bulow</b>
Title	Child Care & Development Specialist
Start Date	October 7, 2024
Salary	\$23.91 hourly
Type	Staff
PT/FT	Full-time
Location	Early Learning Campus
Degree	Associate's degree – Early Childhood Education (at Madison College) Associate's degree – Human Service
License	
Certifications	Basic Pediatric CPR and First Aid
Experience	5 years 4K Lead Teacher Trainer 2 years Program Coordinator

<b>Name</b>	<b>Paola Forero</b>
Title	Custodian
Start Date	October 7, 2024
Salary	\$19.04 hourly
Type	Staff
PT/FT	Part-time
Location	North Court Storage
Degree	
License	
Certifications	
Experience	4+ Custodian 5 years Tax Preparer

<b>Name</b>	<b>Adam Parizo</b>
Title	Food Service Assistant – Cashier
Start Date	October 7, 2024
Salary	\$17.58 hourly
Type	Staff
PT/FT	Part-time
Location	Truax Campus
Degree	
License	
Certifications	
Experience	1 year General Merchandise Associate 2 years Shift Supervisor

<b>Name</b>	<b>Madesyn Walker</b>
Title	One Stop Services Coordinator
Start Date	October 7, 2024
Salary	\$23.15 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Bachelor's degree – English/Spanish
License	
Certifications	
Experience	4+ years Barista 6 months AVID Tutor

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

<b>EMPLOYEE</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>
Asha Johnson	Student Success Coach	September 30, 2024
Mia Greene	Financial Aid Student Support Coordinator	October 4, 2024
Autumn Nelson	Enrollment Operator	October 4, 2024
Erica Beckman	Lead Laboratory Coordinator	October 7, 2024
Jennifer Smith	Child Care Technician	October 8, 2024