



April 3, 2025

Updated - April 8, 2025

MEETING NOTICE

NOTICE IS HEREBY GIVEN that the Madison Area Technical College District Board will meet in a hybrid format in executive session at 4:30 p.m. on Wednesday, April 9, 2025, in AB132, Madison Area Technical College Truax Campus, 1701 Wright Street, Madison 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 the presidential search firm RFP selection process as authorized by Section 19.85 (1) (e) 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 Participant Code 517 754 499# 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 in open session, at 1701 Wright Street, Room AB132, in a hybrid format, to consider the selection of a presidential search firm. 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 in a hybrid format at 5:30 p.m., 1701 Wright Street, Room D1630B/C, to consider the items below. Members of the public can monitor the meeting by dialing (608) 620-8501 and entering Conference ID 590 889 682# when prompted.

. **CALL TO ORDER**

- . Compliance with Open Meeting Law

. **ROUTINE BUSINESS MATTERS**

- . Approval of March 5, 2025, Meeting Minutes (**Pages 3-8**)

B. Public Comments

. **NEW BUSINESS**

- . 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 (**Pages 9-10**)
- b. Combined Charitable Campaign
- c. Monitoring Report – Vision 2030 Commitment 4

B. Action Items

- 1. Fiscal Year 2025-26 Proposed Budget (**Pages 11-13**)
- 2. New Program Approval - Medical Assistant Apprenticeship Program (**Pages 14-15**)
- 3. Capital Projects Borrowing
 - a. Resolution Authorizing the Issuance of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25J (**Pages 16-19**)
 - b. Resolution Establishing Parameters for the Sale of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25J (**Pages 20-39**)
- 4. Consent Agenda
 - a. Student Activity Board Bylaws
 - b. General fund financial report as of February 28, 2025 (**Pages 40-42**)
 - c. Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period February 16, 2025, through March 15, 2025 (**Pages 43-47**)
 - d. 38.14 contracts for February 2025 (**Page 48**)
 - e. Request for proposals/request for bids/sole sources (**Page 49**)
 - f. Employment of personnel (**Page 50-52**)
 - g. Resignations and separations (**Page 53**)
 - h. Special Circumstances Policy (**Pages 54-59**)

IV. CALENDAR OF EVENTS

Board Meetings

May 7, 2025

June 4, 2025

July 14, 2025 (**Monday**)

Madison College Commencement

Friday, May 16, 2025, 5:30 p.m. - Veterans Memorial Coliseum at the Alliant Energy Center

Association of Community College Trustees

Leadership Congress – New Orleans, Louisiana; October 22-25, 2025

V. ADJOURN

cc: News Media

Madison College Board
Legal Counsel

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

A meeting of the Madison Area Technical College District Board was held on March 5, 2025, in a remote format. Members of the public were given an opportunity to attend in person or virtually through a phone line published as part of the notice.

Board members present: Donald D. Dantzler, Jr. (Chair), 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, Interim President; Valentina Ahedo, Interim 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: Paul Barribeau, Department Co-Chair of English & Reading; Kai Brito, Student Senate President; Paul Peeders, Department Chair of Math, Physical & Earth Sciences; Jodie Ryan, Program Director of Adult Basic Education-Math; and Kristin Rolling, Recording Secretary.

Call to Order ^I

The meeting was duly noticed and called to order at 5:30 p.m. by Mr. Dantzler. 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 ^{II}

Approval of Meeting Minutes ^{II A}

There was a motion by Ms. Lichtfeld, seconded by Ms. Lewis, to approve the meeting minutes of February 5, 2025, as submitted. Motion carried.

Public Comments ^{II B}

There were no public comments.

New Business ^{III}

Communications ^{III A}

Board Chair's Report ^{III A 1}

Mr. Dantzler reported that he is currently running for a board seat with the Association of Community College Trustees.

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

Mr. Dantzler reminded Trustees of upcoming meetings and events and announced that the April Board meeting will be moved from April 2 to April 9.

Student Liaison Report ^{III A 2}

There was no report.

Student Senate Report ^{III A 3}

Mr. Brito reported that applications for the Student Senate for the 2025-26 academic year will close March 9. Wisconsin Student Government recommended that WTCS increase tuition by no more than 1.75%.

College/Campus Announcements ^{III A 4}

Dr. Giles reported that the Wisconsin EMS Association recently named faculty member Ernie Koepp with its Lifetime Achievement Award. Mr. Koepp has 54 years of experience as a first responder, firefighter, EMT, and fire inspector. Nursing students recently visited the state capitol for Wisconsin Nurses Association Nurse's Day to learn about national and state health policy issues that impact nursing practice, education, and health care delivery.

Dr. Thomas reported that the college has been meeting with regional stakeholders to provide Vision 2030 updates.

Ms. Ahedo reported that Athletics will host their annual Hall of Fame Event on March 31. The hall of fame will induct its first full team, the 1995 national championship baseball team, as well as four individual former Madison College athletes.

President's Report III A 5

Dr. Casper reported that next week, the WTCS State Board will hold its regular business meeting at Madison College. Each WTCS college hosts the State Board once every four years. Two weeks ago, Governor Evers introduced his 2025-27 budget proposal. The proposal included increased state aids for the WTCS. The legislature will not begin its budget development using the governor's proposal, but it is encouraging that he put forward a budget investing in technical colleges. As the federal landscape continues to change, the college will continue to advance our mission and Vision 2030 strategic commitments. The college will provide timely communications to the college community and the Board about items we need to change in response to future legislation, administrative rules, or court decisions. Congress is in the process of developing appropriations for Fiscal Year 2025. The budget resolution passed last week will seek to find \$330 billion from education and workforce programs. The college will follow up with congressional members about the importance of the programs that support the college's students and operations.

International Travel III A 5 a

Dr. Casper 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.

Monitoring Report – Vision 2030 Commitment 3 ^{III A 5 b}

Dr. Casper introduced Ms. Ahedo, Dr. Giles, Mr. Barribeau, Mr. Peeders, and Ms. Ryan to share information related Vision 2030 Commitment 2, which states, “Madison College will analyze data to identify and eliminate the largest academic success gaps in courses that are foundational to student persistence and completion.” They shared information related to foundational courses and course models that are designed to accelerate student progress and support their academic success. This includes corequisite models in English and math that provide an accelerated remediation pathway by pairing a degree-credit English or Math course with an additional support course, allowing students who would otherwise require developmental education to enroll directly in credit-bearing coursework and meet their degree requirements more quickly.

Action Items ^{III C}

Capital Projects Borrowing ^{III C 1}

Resolution Authorizing the Issuance of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25I ^{III C 1 a} **and Resolution Establishing the Parameters For the Sale of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25I** ^{III C 1 b}

Dr. Ramirez reported that the attached resolution is the authorization to begin the borrowing process and totals \$3,000,000, including \$1,425,000 for building remodel, \$75,000 for 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. 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 (\$1,425,000), and the cost of sitework (\$75,000). 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 Mr. Bullock, to adopt the Resolution Authorizing the Issuance of Not to Exceed \$3,000,000 General Obligation Promissory Notes, Series 2024-25I. Motion carried.

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

FY2025-26 Enrichment Courses III C 2

Dr. Thomas reported that non-credit enrichment courses at Madison College have been an integral part of offerings to community members throughout the district. These courses are defined by the Wisconsin Technical College System (WTCS) as being primarily for non-vocational purposes. The current faculty hourly rate is \$34.00 per hour, with tuition and fees at \$10.00 per hour of instruction. The last increase was FY23.

There was a motion and second to:

Increase tuition/fees and faculty salaries as recommended below:

Enrichment-pricing		Part-time instructor pay per hour
2025	\$10.50	\$36.00
2026	\$11.00	\$38.00
2027	\$12.00	\$39.00

In addition, retain 20 percent discount for students aged 60 and over (this discount only applies to tuition cost; not material fees set by the WTCS Board).

Motion carried.

Consent Agenda III C 3

General fund monthly financial report as of January 31, 2025 III C 3 a

Request for proposals/request for bids/sole sources III C 3 b

Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period January 16, 2025 through February 15, 2025
III C 3 c

38.14 contracts for services December 2025 III C 3 d

Employment of personnel III C 3 e

Resignations and separations III C 3 f

Retirements III C 3 g

There was a motion by Ms. Bidar-Sielaff, seconded by Mr. Bullock, to approve Consent Agenda items III.C.3.a. through g. Motion carried.

Adjournment V

There was a motion by Ms. Bidar-Sielaff, seconded by Ms. Lewis, to adjourn the meeting. Motion carried.

The meeting adjourned at 6:38 p.m.

Melanie Lichtfeld, Secretary

Madison Area Technical College

Topic: International Travel Authorizations (Information Only District Board Report)

Date of Madison College District Board Meeting: April 2025

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>
Professional Development	Matthew Guenette	Iceland	5/10 – 5/24/2025	Matthew is attending an international artist's residency in Iceland and utilizing professional development funding to offset costs.	\$800
World Competition Training: Lead-Expert CNC Milling	JR Colvin	Iga, Japan	5/16 - 5/25/2025	JR Colvin is engaging in training in Iga, Japan to prepare for representing the United States, Madison College, and Manufacturing at the World Competition in China in 2026. The World Competition training is designed to recognize technology skills of yesterday and today, and work on curriculum and training for tomorrow for the world.	\$3,796
Partnership Development	Stephanie Belmas, Carrie Weikel Delaplane	Spain	5/18-5/25/2025	IES Cotes Baixes is a vocational and technical institution in Alcoy, Spain with which Madison College is exploring expanded partnership. Representatives from IES Cotes Baixes have visited Madison College three times in the past three years during which they met with administrators and faculty from the Center for International Education, World Languages, SPACE, SoSTEM, and Early College and Workforce Strategy among others. As a result of their visits, CIE and World Languages have developed a Virtual Exchange program with IES Cotes Baixes. To explore expanded partnership involving student and faculty travel, IES Cotes Baixes has secured funding for CIE Director Stephanie Belmas and SoSTEM Associate Dean Carrie Weikel Delaplane to visit their institution. Flights, ground transportation, accommodation including breakfast, and some meals will be covered by IES Cotes Baixes.	\$845

<p>Site Visit to Dijon, France</p>	<p>Brittany Knuteson</p>	<p>Dijon, France</p>	<p>6/29 – 7/7/2025</p>	<p>The Center for International Education and Scholars of Promise are working together to develop a study abroad program for students. This site visit opportunity will develop first-hand understanding of the student study abroad experience in addition to learning how to manage and lead a group of students while abroad. The site visit in collaboration with CIE will evaluate risk management, curriculum, and logistical processes/policies to use in the development of a study abroad program for Scholars of Promise. This experience will give basis for creating the program and provide training to be an efficient and experienced leader for the future Scholars of Promise study abroad program.</p>	<p>\$4,175</p>
<p>International Conference: Society for East Asian Archaeology</p>	<p>Lauren Glover</p>	<p>Aberdeen, Scotland</p>	<p>8/19 – 8/23/2025</p>	<p>Lauren will present her research at the Society for East Asian Archaeology Conference taking place in Aberdeen, Scotland. While at the conference, she will also learn about new developments in the field, which she plans to share with students and colleagues at Madison College. She will visit local sites relevant to her teaching and consult with other experts on their teaching methods while in Scotland.</p>	<p>\$2,500</p>

Madison Area Technical College

DATE: April 9, 2025

TOPIC: Fiscal Year 2025-26 Proposed Budget

ISSUE: Each year the District undergoes a comprehensive planning process to produce the Madison Area Technical College District budget. Presentations of this process for the 2025-26 budget include:

- October 2, 2024 Board Budget Workshop
- February 5, 2025 Board Budget Update
- April 9, 2025 Presentation of Draft Budget and Request to take to Public Hearing
- May 7, 2025 Official Public Hearing

The presentation of the draft budget incorporates the budget inputs and assumptions discussed at Madison College board meetings. After the public hearing, District staff will request adoption of the final budget on June 4, 2025 in advance of the July 1, 2025 fiscal year start.

The public hearing notice may be adjusted to include functional assignments for all FY2025-26 expenditures, which will have no impact on the tax levy or mill rate calculations.

ACTION: Approve taking the proposed Fiscal Year 2025-26 budget to public hearing and establish the date, time, and place for the public hearing as May 7, 2025, at 5:30 pm. The hearing will be held in room D1630B/C of the Madison Area Technical Campus, 1701 Wright Street, Madison.

MADISON AREA TECHNICAL COLLEGE DISTRICT

Notice of Public Hearing

July 1, 2025 - June 30, 2026

A public hearing on the proposed FY 2025-2026 budget for the Madison Area Technical College District will be held on May 7, 2025, at 5:30 pm. The hearing will be held in Room D1630 B/C of the Madison Area Technical College Truax campus, 1701 Wright Street, Madison, Wisconsin. The detailed budget is available for public inspection by contacting budgetoffice@madisoncollege.edu.

PROPERTY TAX AND MILL RATE HISTORY

Fiscal Year	Equalized Valuation ⁽¹⁾	Operational Mill Rate	Debt Service Mill Rate	Total Mill Rate	Mill Rate % Inc/(Dec.)
2021-22	99,188,787,104	0.44988	0.35688	0.80676	-6.64%
2022-23	114,711,182,484	0.39201	0.32951	0.72152	-10.57%
2023-24	128,399,188,295	0.36869	0.29308	0.66178	-8.28%
2024-25	139,041,791,440	0.35453	0.27934	0.63388	-4.22%
2025-26 ⁽¹⁾	144,603,463,098	0.35142	0.27778	0.62921	-0.74%

EXPENDITURE AND LEVY HISTORY

Fiscal Year	Total Expenditures All Funds ⁽²⁾	Percent Inc./(Dec.)	Tax Levy ⁽³⁾	Tax Levy % Inc./(Dec.)	Tax Levy per \$100,000 of Property
2021-22	325,604,260	1.26%	80,601,424	-1.99%	\$80.68
2022-23	312,729,973	-3.95%	82,776,651	2.70%	\$72.15
2023-24	320,569,035	2.51%	84,971,380	2.65%	\$66.18
2024-25	338,133,000	5.48%	88,135,384	3.72%	\$63.39
2025-26	331,736,000	-1.89%	90,985,000	3.23%	\$62.92

Notes:

- (1) Equalized valuation is TID OUT and is assumed to increase 4.00% in fiscal year 2025-26.
- (2) The total expenditures for fiscal years 2021-22 through 2023-24 represent actual amounts; 2024-25 is the adjusted budget and 2025-26 is the proposed budget.
- (3) The tax levy for fiscal years 2021-22 through 2024-25 represent actual amounts and 2025-26 is the proposed budget.

BUDGET/FUND BALANCE SUMMARY 2025-26 ALL FUNDS

Category	General Fund	Special Revenue Funds	Capital Projects Fund	Debt Service Fund	Proprietary Funds	Fiduciary Fund	Total
Tax Levy	\$ 47,936,000	\$ 2,177,000	\$ -	\$ 40,168,000	\$ 704,000	\$ -	\$ 90,985,000
Other Budgeted Revenue	124,049,000	53,260,000	20,000	600,000	26,738,000	556,000	205,223,000
Subtotal	\$ 171,985,000	\$ 55,437,000	\$ 20,000	\$ 40,768,000	\$ 27,442,000	\$ 556,000	\$ 296,208,000
Budgeted Expenditures	174,344,000	55,306,000	31,020,000	41,966,000	28,533,000	567,000	331,736,000
Excess of Revenues Over (Under) Expenditures	\$ (2,359,000)	\$ 131,000	\$ (31,000,000)	\$ (1,198,000)	\$ (1,091,000)	\$ (11,000)	\$ (35,528,000)
Operating Transfers	-	-	-	-	-	-	-
Proceeds from Debt	-	-	31,000,000	-	-	-	31,000,000
Premium on Notes Issued	-	-	-	-	-	-	-
Est. Fund Balance 7/1/25	53,171,585	2,193,926	275,024	5,810,653	3,558,740	25,584	65,035,512
Est. Fund Balance 6/30/26	\$ 50,812,585	\$ 2,324,926	\$ 275,024	\$ 4,612,653	\$ 2,467,740	\$ 14,584	\$ 60,507,512

BUDGET SUMMARY - GENERAL FUND

Category	2023-24 Actual ⁽¹⁾	2024-25 Original Budget	2024-25 Adjusted Budget	2024-25 Estimate ⁽²⁾	2025-26 Budget
Local Government	\$ 46,031,790	\$ 47,544,700	\$ 47,389,700	\$ 47,637,000	\$ 47,936,000
State Aids	81,188,275	81,498,000	81,498,000	81,750,000	83,441,000
Program Fees	33,149,314	33,365,000	33,574,000	35,017,000	35,567,000
Material Fees	1,189,764	1,048,000	1,155,000	1,250,000	1,218,000
Other Student Fees	1,136,628	1,007,000	1,007,900	1,389,000	1,092,000
Institutional	4,280,470	2,434,000	2,434,000	2,534,000	2,421,000
Federal Aids	477,511	307,000	307,000	307,000	310,000
Total Revenues	\$167,453,752	\$167,203,700	\$167,365,600	\$169,884,000	\$171,985,000
Instruction	\$112,950,755	\$112,816,000	\$112,816,000	\$112,816,000	\$115,086,000
Instructional Resources	3,204,657	3,431,000	3,368,500	3,369,000	3,446,000
Student Services	18,817,562	20,382,000	20,382,000	20,382,000	21,764,000
General Institutional	19,459,865	20,841,000	20,543,600	20,043,000	19,882,000
Physical Plant	12,103,503	11,698,000	12,078,200	12,078,000	12,953,000
Public Service	625,009	594,000	573,700	1,101,000	1,213,000
Total Expenditures	\$167,161,351	\$169,762,000	\$169,762,000	\$169,789,000	\$174,344,000
Net Revenue/(Expenditures)	\$ 292,401	\$ (2,558,300)	\$ (2,396,400)	\$ 95,000	\$ (2,359,000)
Operating Transfer In	-	750,000	750,000	-	-
Operating Transfer (Out)	-	-	-	-	-
Net Revenue and Other Sources/(Uses)	\$ 292,401	\$ (1,808,300)	\$ (1,646,400)	\$ 95,000	\$ (2,359,000)
Beginning Fund Balance	\$ 52,784,184	\$ 53,834,984	\$ 53,076,585	\$ 53,076,585	\$ 53,171,585
Reserve for Prepaid Expenditures	(114,855)	-	-	-	-
Reserve for Noncurrent Assets	37	-	-	-	-
Reserve for Compensated Absences	(483,604)	(200,000)	(200,000)	(200,000)	(200,000)
Designated for State Aid Fluctuations	32,500	-	-	-	-
Designated for Subsequent Year	2,078,450	(659,000)	(659,000)	-	(574,000)
Designated for Subsequent Years	(2,013,450)	(1,678,500)	(1,516,600)	-	(1,585,000)
Designated for Operations	793,323	-	-	295,000	-
Total Transfers to/(from) Fund Balance	\$ 292,401	\$ (2,537,500)	\$ (2,375,600)	\$ 95,000	\$ (2,359,000)
Ending Fund Balance	\$ 53,076,585	\$ 51,297,484	\$ 50,700,985	\$ 53,171,585	\$ 50,812,585

Notes:

- (1) Actual is presented on a budgetary basis.
- (2) Estimate is based upon eight months of actual and four months of estimate.

BUDGET SUMMARY - EXPENDITURES AND REVENUES FOR ALL FUNDS

EXPENDITURES BY FUND	2023-24 Actual ⁽¹⁾	2024-25 Original Budget	2024-25 Adjusted Budget	2024-25 Estimate ⁽²⁾	2025-26 Budget	% Change from Prior Year Adj
General	\$167,161,351	\$169,762,000	\$169,762,000	\$169,789,000	\$174,344,000	2.70%
Special Revenue - Aidable	12,065,914	13,695,000	17,129,000	19,140,000	16,883,000	-1.44%
Special Revenue - Non-Aidable	39,150,395	36,967,000	37,104,000	40,541,000	38,423,000	3.55%
Capital Projects	36,789,195	31,420,000	40,162,000	41,827,000	31,020,000	-22.76%
Debt Service	38,018,359	39,810,000	39,810,000	39,759,000	41,966,000	5.42%
Enterprise	10,469,607	10,831,000	10,720,400	10,393,000	12,538,000	16.95%
Internal Service	16,914,214	15,869,000	15,869,000	16,000,000	15,995,000	0.79%
Fiduciary	729,382	700,000	700,000	684,000	567,000	-19.00%
Total Expenditures by Fund	\$321,298,417	\$319,054,000	\$331,256,400	\$338,133,000	\$331,736,000	0.14%
REVENUES BY FUND	2023-24 Actual ⁽¹⁾	2024-25 Original Budget	2024-25 Adjusted Budget	2024-25 Estimate ⁽²⁾	2025-26 Budget	% Change from Prior Year Adj
General	\$167,453,752	\$167,203,700	\$167,365,600	\$169,884,000	\$171,985,000	2.76%
Special Revenue - Aidable	11,047,488	13,582,000	17,016,000	19,140,000	16,887,000	-0.76%
Special Revenue - Non-Aidable	38,995,531	37,083,000	37,220,000	40,739,000	38,550,000	3.57%
Capital Projects	1,681,428	920,000	7,546,000	9,216,000	20,000	-99.73%
Debt Service	38,964,497	39,461,000	39,440,400	39,304,000	40,768,000	3.37%
Enterprise	9,545,967	10,519,000	10,408,400	9,963,000	12,011,000	15.40%
Internal Service	16,100,216	15,012,000	15,012,000	14,911,000	15,431,000	2.79%
Fiduciary	565,898	552,000	554,500	575,000	556,000	0.27%
Total Revenues by Fund	\$284,354,777	\$284,332,700	\$294,562,900	\$303,732,000	\$296,208,000	0.56%

Notes:

- (1) Actual is presented on a budgetary basis.
- (2) Estimate is based upon eight months of actual and four months of estimate.

MADISON AREA TECHNICAL COLLEGE

DATE: April 9, 2025

TOPIC: New Program Approval – Medical Assistant Apprenticeship Program

ISSUE: The School of Health Sciences seeks approval to add the Medical Assistant Apprenticeship, to the portfolio. To address the growing demand for medical assistants and meet industry needs, the apprenticeship program will provide an innovative pathway for individuals in our district to gain hands-on experience while advancing their careers. This initiative aligns with the college's commitment to support workforce development and community healthcare needs.

The Medical Assistant Apprenticeship program aims to combat workforce shortages and close skill gaps within the healthcare industry. By partnering with local healthcare providers, this program will offer a blend of on-the-job training and academic instruction, ensuring apprentices acquire the necessary skills and certifications to succeed in the field. This program is particularly valuable as it provides an accessible entry point for individuals who may face barriers to traditional education pathways.

The Medical Assistant program at Madison College is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and adheres to the standards set by the Medical Assisting Education Review Board (MAERB). The apprenticeship pathway builds on this foundation by integrating workplace-based learning with the existing curriculum. The program prepares students to work as an assistant in a physician's office, learning general office procedures such as patient interviews, elementary medical laboratory techniques, and intramuscular injections.

This apprenticeship program will not be separate cohort but rather increasing enrollment in the Medical Assistant program to assist in filling industry needs. This apprenticeship program has a start date of Fall 2025. Applicants to the Medical Assistant Apprenticeship program must meet the same requirements as those entering our traditional program. Apprentices will complete a structured curriculum that includes coursework and clinical hours, leading to eligibility to sit for the national certification exam upon program completion which is the same as our traditional program. Apprenticeship wages and tuition support from partnering employers will further enhance accessibility and affordability for participants.

Program outcomes include the following competencies:

- Perform medical office administrative functions
- Provide patient care in accordance with regulations, policies, laws and patient rights
- Perform medical laboratory procedures

- Demonstrate professionalism in a healthcare setting
- Demonstrate safety and emergency practices in a healthcare setting

Labor market data from Lightcast indicates a significant regional demand for medical assistants. The regional average pay for medical assistants is \$44,737 per year or \$21.51/hour. This average pay is 7% higher than the national compensation rate of \$20.17. Currently there are 2,722 Medical Assistant jobs in the Madison College district. The area has job posting of 112 per month in 2025 compared to the national average of 89 job postings per month for areas of similar size. Due to growth and replacement, there are projected to be about 400 Medical Assistant jobs open per year in our district. The field is expected to grow by about 5% in our district between 2025 and 2030. The most common employers include UW Health, SSM Health Care, and Mercy Health, underscoring the significant need for skilled medical assistants in the region.

Approval of this proposal will allow Madison College to respond to industry needs, create new opportunities for career advancement, and strengthen the local healthcare workforce. Funding for this program will be sourced through reallocations within the current budget and contributions from partnering healthcare organizations proposal has the full endorsement of the Dean of the School of Health Sciences and the Provost.

ACTION:

Approve the new Medical Assistant Apprenticeship Program.

MADISON AREA TECHNICAL COLLEGE

DATE: April 9, 2025

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

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 \$1,500,000 for building remodel and improvements, 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 2024-25J; And Setting The Sale Therefor.

RESOLUTION NO. ____

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

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 \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects and \$1,500,000 for the public purpose of paying the cost of the acquisition of movable equipment, 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 \$1,500,000 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 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 and B and incorporated herein by this reference.

Adopted, approved and recorded April 9, 2025.

Donald D. Dantzler, Jr.
Chairperson

Attest:

Melanie Lichtfeld
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 April 9, 2025, 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 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.

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 9th day of April, 2025.

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 April 9, 2025, 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.

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 9th day of April, 2025.

BY THE ORDER OF THE
DISTRICT BOARD

District Secretary

MADISON AREA TECHNICAL COLLEGE

DATE: April 9, 2025

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

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), and for the purpose of paying the cost of building remodeling and improvement projects (\$1,500,000). 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 2024-25J.

RESOLUTION NO. _____

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

WHEREAS, on April 9, 2025, 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 \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects and in the amount of \$1,500,000 for the public purpose of paying the cost of the acquisition of movable equipment (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 107% of the principal amount of the Notes.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2024-25J"; 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>
03-01-2031	\$1,000,000
03-01-2032	2,000,000

Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on September 1, 2025. The true interest cost on the Notes (computed taking only 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 shall be 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 2025 through 2031 for the payments due in the years 2025 through 2032 in such amounts as are sufficient to meet the principal and interest payments when due. The amount of tax levied in the year 2025 shall be the total amount of debt service due on the Notes in the years 2025 and 2026; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of interest on the Notes in the year 2025.

(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.

(D) Appropriation. The District hereby appropriates from taxes levied in anticipation of the issuance of the Notes, proceeds of the Notes or other funds of the District on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay debt service on the Notes coming due in 2025.

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 2024-25J" (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 approval of the terms of the Notes, the Authorized Officer of the District is authorized to execute the Proposal with the Purchaser providing for the sale of the Notes to the Purchaser. 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 April 9, 2025.

Donald D. Dantzler, Jr.
Chairperson

ATTEST:

Melanie Lichtfeld
Secretary

(SEAL)

EXHIBIT A

Approving Certificate

(See Attached)

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

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 April 9, 2025, 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 2024-25J 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 15c2-12 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>
03-01-2031	\$1,000,000	\$ _____
03-01-2032	2,000,000	_____

The true interest cost on the Notes (computed taking only 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 107% 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 2024-25J

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 September 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 [, redemption provision] 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 (\$_____) and the acquisition of movable equipment (\$_____), as authorized by resolutions adopted on April 9, 2025, as supplemented by a Certificate Approving the Preliminary Official Statement and Details of General Obligation Promissory Notes, Series 2024-25J, 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.】

【The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the Approving Certificate, at the redemption price of par plus accrued interest to the date of redemption and without premium.】

【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 irrevocable 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: _____
Donald D. Dantzler, Jr.
Chairperson

(SEAL)

By: _____
Melanie Lichtfeld
Secretary

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: April 9, 2025

TOPIC: General Fund Financial Report as of February 28, 2025

ISSUE: Review current year to date revenues and expenditures in the general fund. The current fiscal year's general fund revenues are 98.02% of the current budget. This compares to 96.93% 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 100.53% of budget, compared to 100.31% 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 97.58% of budget, compared to 96.49% 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 104.08% of budget, compared to 100.42% last year. The material fee revenues are 107.33% of budget, compared to 101.04% last year. Positive budget variances primarily in material fees for Associate degree and Technical diploma.
- Other Student Fees include graduation, nonresident tuition, Group Dynamics and community service classes. Revenues to date are 134.60% of the amount budgeted. Last year, revenues to date were 99.80%. Student Fees increased for Out-of-State Tuition for Postsecondary/Vocational Adult/Non-Postsecondary and Other Student Fees.
- Institutional Sources include interest income, lease/rental income and royalty income, along with miscellaneous revenues. The revenues to date are 92.08% of the budget. Last year's revenues were 64.14% of the budget. Increase primarily from interest income and lease revenue.
- Federal Sources consist of cost reimbursements on federal grants and administration for student financial assistance. Current year revenues are 56.43% of the budget, compared to 34.42% last year. Overall, this revenue is slightly higher compared to prior year with Indirect Federal Costs trending better to the budget.
- Transfers from Reserves include Reserve for Compensated Absences (\$200,000) and Designation of Subsequent Year(s) (\$2,175,600).

The functional expenditure classifications are defined by NACUBO's Financial Accounting and Reporting Manual for Higher Education. The current fiscal year expenditures are 63.12% of budget as compares to 65.47% 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 61.15% of budget, compared to 62.85% 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 65.20% of the budget, versus 66.35% 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 58.57% of the current year's budget, compared to 62.83% 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 65.72% of budget, compared to 74.39% last year. Decrease is largely from Wages/Benefits, Professional Development, Professional/Other Contracts, Advertising /Publications and Data Processing.
- 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 80.82% of budget, compared to 79.72% 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 132.85% of budget, compared to 61.14% last year. Increases from Wages and Benefits in the area of Workplace Culture and College Engagement and Belonging.

- Accept report and place on file.

GENERAL FUND
FOR THE MONTH ENDED FEBRUARY 2025

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)	\$ 47,389,700	\$ 404	\$ 47,638,811	\$ (249,111)	100.53%	100.31%
State Sources (State Aid)	\$ 81,498,000	\$ 68,078,660	\$ 79,525,253	\$ 1,972,747	97.58%	96.49%
Program Fees	\$ 33,574,000	\$ (96,869)	\$ 34,942,596	\$ (1,368,596)	104.08%	100.42%
Material Fees	\$ 1,155,000	\$ 164	\$ 1,239,650	\$ (84,650)	107.33%	101.04%
Other Student Fees	\$ 1,007,900	\$ 33,125	\$ 1,356,613	\$ (348,713)	134.60%	99.80%
Institutional Sources	\$ 2,434,000	\$ 256,909	\$ 2,241,152	\$ 192,848	92.08%	64.14%
Federal Sources	\$ 307,000	\$ 10,317	\$ 173,251	\$ 133,749	56.43%	34.42%
Transfers from Reserves	\$ 2,375,600	\$ -	\$ -	\$ 2,375,600	0.00%	0.00%
Other Sources (Transfers In)	\$ 750,000	\$ -	\$ -	\$ 750,000	0.00%	0.00%
Total Revenues	\$ 170,491,200	\$ 68,282,710	\$ 167,117,326	\$ 3,373,874	98.02%	96.93%

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	\$ 68,238,806	\$ 749,402	\$ 43,827,793	61.15%	62.85%
Instructional Resources	\$ 3,368,500	\$ 2,188,071	\$ 8,285	\$ 1,172,144	65.20%	66.35%
Student Services	\$ 20,382,000	\$ 11,758,945	\$ 178,970	\$ 8,444,086	58.57%	62.83%
General Institutional	\$ 20,543,600	\$ 11,938,268	\$ 1,563,919	\$ 7,041,413	65.72%	74.39%
Physical Plant	\$ 12,078,200	\$ 7,884,693	\$ 1,876,321	\$ 2,317,186	80.82%	79.72%
Public Service	\$ 573,700	\$ 749,392	\$ 12,784	\$ (188,476)	132.85%	61.14%
Total Expenditures	\$ 169,762,000	\$ 102,758,174	\$ 4,389,681	\$ 62,614,145	63.12%	65.47%

+FY24-25 Modified Budget, 12/4/24

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

**Madison College Supplier Payments Greater Than or Equal to \$2,500.00
2/16/2025 through 03/15/2025**

Supplier	Total Spend
QUARTZ HEALTH BENEFIT PLANS CORPORATION	\$ 818,512.97
GROUP HEALTH COOPERATIVE OF SOUTH CENTRAL WISCONSIN	\$ 684,097.33
DEAN HEALTH PLAN INC	\$ 557,494.99
UNITEDHEALTHCARE STUDENT RESOURCES	\$ 186,204.00
MADISON GAS AND ELECTRIC CO	\$ 165,491.54
KW2	\$ 163,261.51
COLLABORATIVE SOLUTIONS LLC	\$ 158,724.28
THE LAWNCARE PROFESSIONALS	\$ 96,914.99
CDW GOVERNMENT	\$ 94,748.59
SYSCO BARABOO LLC	\$ 92,005.11
ASSESSMENT TECHNOLOGIES INSTITUTE LLC	\$ 86,205.00
SYNERGY CONSORTIUM SERVICES LLC	\$ 84,067.22
VITALSOURCE TECHNOLOGIES LLC	\$ 80,207.74
VANGUARD STORAGE AND RECOVERY LLC	\$ 74,385.00
EUNA SOLUTIONS INC	\$ 73,500.00
HOOPER CORPORATION	\$ 64,009.00
MARS SOLUTIONS GROUP	\$ 63,312.00
BEACON TECHNOLOGIES INC	\$ 62,462.00
BEACON HILL SOLUTIONS GROUP LLC	\$ 61,110.00
SHI INTERNATIONAL CORP	\$ 60,586.42
WORKDAY INC	\$ 57,731.00
CHANDRA TECHNOLOGIES INC	\$ 57,590.00
AMAZON.COM LLC	\$ 57,158.04
EMPLOYEE BENEFITS CORPORATION	\$ 55,367.39
LAB MIDWEST LLC	\$ 50,844.00
ATMOSPHERE COMMERCIAL INTERIORS LLC	\$ 50,105.70
JOE DANIELS CONSTRUCTION CO INC	\$ 48,336.21
CAMERA CORNER CONNECTING POINT	\$ 47,692.40
CONSTELLATION NEWENERGY GAS DIVISION LLC	\$ 47,330.75
PEARSON EDUCATION INC	\$ 46,136.00
CARAHSOFT TECHNOLOGY CORPORATION	\$ 39,750.00
FILTRATION CONCEPTS INC	\$ 39,593.83
HUSCH BLACKWELL LLP	\$ 35,716.50
INSIDE TRACK	\$ 34,112.50
PLUNKETT RAYSICH ARCHITECTS LLP	\$ 33,542.13
MADISON COLLEGE FOUNDATION	\$ 32,396.11
MADISON NATIONAL LIFE INSURANCE COMPANY INC	\$ 30,968.50
PEPSI COLA MADISON	\$ 29,092.06
MIDAMERICA ADMINISTRATIVE AND RETIREMENT SOLUTIONS INC	\$ 28,990.19
FORWARD ELECTRIC INC	\$ 27,977.00
EMMONS BUSINESS INTERIORS	\$ 27,335.62
CORE BTS INC	\$ 27,285.00
PROSPECT INFOSYSTEM INC	\$ 25,344.00
US CELLULAR	\$ 24,816.39
TEAMSOFT INC	\$ 23,604.00
COYLE CARPET ONE	\$ 22,883.28
TEKSYSTEMS INC	\$ 22,400.00
CITY OF MADISON	\$ 21,900.07
UNITED MAILING SERVICES INC	\$ 19,128.65
AMERICAN ASSOCIATION OF COMMUNITY COLLEGES	\$ 18,333.00
DIMENSION IV MADISON LLC	\$ 16,940.00
HI TEC CONFERENCE	\$ 16,800.00
FISHER SCIENTIFIC COMPANY LLC	\$ 16,665.03
AT&T	\$ 16,464.06
FILESTAGE INC	\$ 15,360.00
VANGUARD COMPUTERS INC	\$ 14,283.57

QUARLES AND BRADY LLP	\$	14,052.70
THE CHAIR ACADEMY	\$	14,000.00
WIN TECHNOLOGY	\$	13,556.70
PLANET TECHNOLOGY LLC	\$	13,432.00
AE BUSINESS SOLUTIONS	\$	12,912.50
WIEDENBECK INC	\$	12,778.90
PEARSON ENGINEERING LLC	\$	12,644.50
VIVA USA INC	\$	12,540.00
PATTERSON DENTAL SUPPLY INC	\$	12,089.63
MBS TEXTBOOK EXCHANGE LLC	\$	12,003.06
CINTAS CORPORATION	\$	11,702.50
XEROX CORP	\$	11,311.05
SCHILLING SUPPLY COMPANY	\$	10,905.10
AMERICAN HEART ASSOCIATION	\$	10,369.20
MCGRAW HILL LLC	\$	10,126.35
AGB SEARCH	\$	10,000.00
AZTEC SOFTWARE LLC	\$	9,985.00
SUPERIOR VISION INSURANCE PLAN OF WISCONSIN INC	\$	9,353.90
4IMPRINT INC	\$	9,344.18
SPHERION STAFFING LLC	\$	9,300.00
GRAINGER INDUSTRIAL SUPPLY	\$	8,921.89
NESTLE USA INC	\$	8,432.96
V SOFT CONSULTING GROUP INC	\$	8,236.80
1901 INC	\$	8,161.61
MRA THE MANAGEMENT ASSOCIATION	\$	7,955.00
WE ENERGIES	\$	7,549.80
MADISON SIGN COMPANY	\$	7,528.71
ONENECK IT SOLUTIONS LLC	\$	7,525.00
QTI CONSULTING INC	\$	7,500.00
AUTOMOTIVE SEMINARS INC	\$	7,392.00
ADVANCED TECHMEDIA LLC	\$	7,370.00
AUTO PAINT AND SUPPLY CO INC	\$	7,310.14
MSC INDUSTRIAL SUPPLY CO INC	\$	7,275.96
PROEDUCATION SOLUTIONS LLC	\$	7,060.50
NuBrick Partners	\$	7,000.00
VWR INTERNATIONAL LLC	\$	6,390.37
CITY OF PORTAGE	\$	6,346.86
WASTE MANAGEMENT OF WISCONSIN INC	\$	6,212.71
BUILDING SERVICE INC	\$	6,118.00
WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD	\$	6,110.00
GLOBAL WATER TECHNOLOGY INC	\$	6,000.00
FEDEX	\$	5,971.53
BWBR	\$	5,968.48
STAPLES BUSINESS ADVANTAGE	\$	5,842.39
AD MADISON	\$	5,792.97
THE LINCOLN ELECTRIC COMPANY	\$	5,747.45
BADGER WELDING SUPPLIES INC	\$	5,460.92
SEEING THE WORD LLC	\$	5,340.00
KETTERING NATIONAL SEMINARS	\$	5,290.00
ZIMBRICK EASTSIDE	\$	5,174.10
WINDSTREAM	\$	5,132.41
SCOTT WILLIAM LIDDICOAT	\$	5,100.00
TOTAL WATER TREATMENT SYSTEMS INC	\$	5,086.52
KATIE DRESCHER COACHING & CONSULTING	\$	4,999.00
MEDLINE INDUSTRIES INC	\$	4,987.44
MASS MUTUAL FINANCIAL GROUP	\$	4,886.00
JOHNSON CONTROLS FIRE PROTECTION LPLP	\$	4,795.32
H2O POWERWASHING SPECIALISTS LLC	\$	4,615.00
KENDALL HUNT PUBLISHING COMPANY	\$	4,512.98

REV COM	\$	4,508.50
BLUSENSE INC	\$	4,500.00
HANTOVER INC	\$	4,470.98
EDUTOURS AFRICA PTY LTD	\$	4,395.00
R E GOLDEN PRODUCE CO INC	\$	4,384.43
JOURNAL COMMUNICATIONS INC	\$	4,295.00
PARAGON DEVELOPMENT SYSTEMS INC	\$	4,275.00
POLY PAK INDUSTRIES GROUP LLC	\$	4,169.00
SAN A CARE INC	\$	4,128.32
DANE COUNTY REGIONAL AIRPORT	\$	4,104.51
SIGNELEMENTS	\$	4,078.55
GLACIAL HERITAGE DEVELOPMENT PARTNERSHIP	\$	4,000.00
PEARSON VUE	\$	3,975.00
HYDRO FLO PRODUCTS INC	\$	3,962.99
ASSOCIATION OF SURGICAL TECHNOLOGISTS INC	\$	3,952.00
CHAMPION CUSTOM PRODUCTS	\$	3,931.40
THE PROMO AGENCY	\$	3,902.45
MOMENTIVE SOFTWARE INC	\$	3,899.00
SOUTHWEST WISCONSIN TECHNICAL COLLEGE	\$	3,850.00
UNITED WAY OF DANE COUNTY INC	\$	3,847.32
AIRGAS USA LLC	\$	3,810.84
V MARCHESE INC	\$	3,737.11
WW NORTON AND CO INC	\$	3,723.75
B AND H PHOTO VIDEO	\$	3,690.95
JOBELEPHANTCOM INC	\$	3,590.00
TDS TELECOM SERVICE LLC	\$	3,544.50
STRANG INC	\$	3,510.72
POCKET NURSE	\$	3,391.38
TEXAS BOOK COMPANY	\$	3,364.68
MADISON EMERGENCY PHYSICIANS S C	\$	3,362.57
LAMERS BUS LINES INC	\$	3,191.20
MASTERS BUILDING SOLUTIONS INC	\$	3,162.00
FORTUNE WISCONSIN LLC	\$	3,127.82
STORYTOWN PUBLIC RELATIONS LLC	\$	3,030.75
MARLING HOMEWORKS	\$	3,024.49
HENRY SCHEIN EMS DIVISION	\$	3,011.30
GREATER MADISON CHAMBER OF COMMERCE INC	\$	3,000.00
LISA ERDMAN	\$	3,000.00
AGILYSYS NV LLC	\$	2,987.07
JX TRUCK CENTER MADISON	\$	2,932.22
CCP INDUSTRIES	\$	2,900.56
PLURALSIGHT	\$	2,895.00
ADVANCED CIRCUITS INC	\$	2,801.88
BUCKYS RENTALS INC	\$	2,794.71
LKQ CORPORATION	\$	2,772.01
REEDSBURG UTILITY COMMISSION	\$	2,761.36
ACHIEVING THE DREAM INC	\$	2,750.00
GLOBAL WHOLESALE SUPPLY	\$	2,688.01
PROGRESS SOFTWARE CORPORATION	\$	2,650.73
BUMPER TO BUMPER	\$	2,627.61
C COAKLEY RELOCATION SYSTEMS CO	\$	2,620.00
CUPA HR	\$	2,575.00
ALLONE HEALTH	\$	2,500.00
GRB ACADEMY	\$	2,500.00
SCHUMACHER ELEVATOR COMPANY	\$	2,466.51
JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY	\$	2,450.00
Crown Lift Trucks	\$	2,400.65
KWIK TRIP INC	\$	2,400.00
FROM THE GROUND UP LAWN CARE LLC	\$	2,393.50

ALLIANT ENERGY WP AND L	\$	2,390.92
CAPITAL TYPING	\$	2,340.40
UNIVERSITY OF WISCONSIN SYSTEM	\$	2,340.00
ALTERNATIVE MACHINE REPAIR INC	\$	2,317.51
INGRAM PUBLISHER SERVICES LLC	\$	2,296.13
WATER QUALITY INVESTIGATIONS LLC	\$	2,274.15
WINTER SERVICES LLC	\$	2,270.83
BADGER SPORTING GOODS CO INC	\$	2,256.00
Total	\$	5,784,333.10

MADISON AREA TECHNICAL COLLEGE
SCHEDULE OF CHECKS ISSUED
FOR THE PERIOD 02/16/25 - 03/15/25
FISCAL YEAR 2024 - 25

Payment Type	Transaction Numbers	Number Issued	Amount
ACCOUNTS PAYABLE CHECKS			
Prior Period - YTD Checks	354033 - 356206	2,142	\$ 7,066,050.85
February 16, 2025 - March 15, 2025	356207 - 356521	312	\$ 700,775.97
	YTD - Accounts Payable Checks	2,454	\$ 7,766,826.82
ACCOUNTS PAYABLE ACH PAYMENTS			
Prior Period - YTD ACH	1078740 - 1133185	4,945	\$ 54,740,930.52
February 16, 2025 - March 15, 2025	1136377 - 1140281	713	\$ 5,423,216.84
	YTD - Accounts Payable ACH	5,658	\$ 60,164,147.36
STUDENT REFUND CHECKS			
Prior Period - YTD Checks	626456 - 630465	3,839	\$ 6,098,141.07
February 16, 2025 - March 15, 2025	630466 - 630906	412	\$ 519,596.85
	YTD - Student Refund Checks	4,251	\$ 6,617,737.92
STUDENT REFUND ACH PAYMENTS			
Prior Period - YTD ACH	E-Refunds	2,575	\$ 3,189,259.37
February 16, 2025 - March 15, 2025	E-Refunds	230	\$ 225,232.30
	YTD - Student Refund ACH	2,805	\$ 3,414,491.67
PAYROLL CHECKS			
Prior Period - YTD Checks	105573 - 105788	205	\$ 96,997.29
February 16, 2025 - March 15, 2025	105789 - 105813	24	\$ 9,067.00
	YTD - Payroll Checks	229	\$ 106,064.29
PAYROLL ACH PAYMENTS			
Prior Period - YTD ACH	1078825 - 1132851	34,512	\$ 48,735,598.76
February 16, 2025 - March 15, 2025	1133186 - 1139940	4,846	\$ 6,363,745.15
	YTD - Payroll ACH	39,358	\$ 55,099,343.91
GRAND TOTAL PAYMENTS			\$ 133,168,611.97

**Madison Area Technical College District
38.14 Contract Estimated Full Cost Recovery Report
FY 24-25 for the period of February 2025**

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
2025-0075	Madison Metropolitan School District	2.11	BI-FY25 Madison Metropolitan School District Student Support T/A	4,500.00	3,401.32	4,362.53	137.47	-
2025-0112	Wisconsin Aviation	1.41	BI-FY25 WISCONSIN AVIATION (private) PAC Part 2 of 2 Spring 2025	6,095.00	4,217.39	5,695.59	399.41	-
2025-0121	Orbia	1.41	BI-FY25 Orbia Electrical Arc Flash Safety	1,800.00	926.92	1,227.27	572.73	-
2025-0124	Three Pillars	1.41	BI-FY25 Three Pillars - Leadership Academy	15,000.00	11,001.82	13,224.84	1,775.16	-
2025-0127	Focus on Energy	2.23	BI-FY25 Focus on Energy - Room Support	1,000.00	910.59	1,229.75	(229.75)	Competitive Pricing
Total				28,395.00	20,458.04	25,739.98	2,655.02	

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

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

DATE OF BOARD MEETING - Wednesday April 9, 2025

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
RFB25-010	STEM Center Grant Evaluation Services	The NSF S-STEM evaluator for our project will dedicate 65 hours annually to developing assessment tools, conducting interviews, and analyzing data to assess the program's impact on student success and engagement. They will provide an annual report each year, and a final summative report in project year 2031. Their work will provide valuable insights to inform program improvements and ensure alignment with NSF goals for supporting high-achieving, low-income STEM students.	National Science Foundation (NSF S-STEM) # 2454138 FY 2025-2026: \$9,750 FY 2026-2027: \$9,750 FY 2027-2028: \$9,750 FY 2028-2029: \$9,750 FY 2029-2030: \$9,750 FY 2030-2031: \$9,750	Compass Evaluations, LLC	\$58,500	Beth Giles, Provost & Kevin Mirus, Associate Dean School of Science, Technology, Engineering, and Mathematics
RFB25-011	Truax Faculty Office Refresh	This project will update faculty office C3450 to align with current faculty office standards. The project will include carpet and ceiling tile replacement, HVAC upgrade, and painting. Ceiling mounted LED light fixtures will be installed to replace the current light fixtures that are built into the original 1985 workstations. New workstations will also be provided.	Capital Equipment FY2025-2026	Joe Daniels Construction Co, Inc.	\$53,000 plus 20% contingency (\$10,600) for a maximum construction award of \$63,600	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*

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

Name	Kimberley Brudny
Title	Project & Process Coordinator – IE
Start Date	January 5, 2025
Salary	\$95,661.81 annually
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Master’s degree – Art Therapy
License	
Certifications	
Experience	7+ years Executive Assistant (at Madison College) 2+ years Administrative Assistant (at Madison College)

Name	Amaya Boman
Title	Student Support Services Coordinator
Start Date	February 24, 2025
Salary	\$23.15 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Bachelor’s degree – History
License	
Certifications	
Experience	1+ year Front Line Services Representative 1 year Grant Allocations Committee Chair

Name	Jennifer McKay Sillman
Title	Counselor
Start Date	February 24, 2025
Salary	\$80,291.06 annually
Type	Faculty
PT/FT	Full-time
Location	Truax Campus
Degree	Master’s degree – Clinical Mental Health Counseling Bachelor’s degree – Anthropology Bachelor’s degree – Conservation Biology
License	Licensed Professional Counselor
Certifications	National Board-Certified Counselor
Experience	3+ years Clinical Therapist 5+ years Senior Student Affairs Case Manager (at Madison College)

Name	Alexander Sardjev
Title	Academic Engagement Partner
Start Date	February 24, 2025
Salary	\$28.85 hourly
Type	Staff
PT/FT	Part-time
Location	South Campus
Degree	Master's degree – Philosophy Bachelor's degree – Philosophy and Math Associate's degree – Engineering Science
License	
Certifications	
Experience	2+ years Graduate Teaching Assistant 3 years Math Tutor

Name	Valentin Alcantara
Title	Custodian
Start Date	March 2, 2025
Salary	\$19.43 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	
License	
Certifications	
Experience	2+ years Custodian (at Madison College) 1+ year Construction

Name	Kris Mills
Title	Office Manager – Athletics
Start Date	March 2, 2025
Salary	\$75,046.40 annually
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Associate's degree – Administrative Assistant (at Madison College)
License	
Certifications	
Experience	15+ years Administrative Coordinator (at Madison College) 2 years Administrative Specialist (at Madison College)

Name	Mayah Tait
Title	Child Care & Development Specialist
Start Date	March 3, 2025
Salary	\$23.00 hourly
Type	Staff
PT/FT	Full-time
Location	Early Learning Campus
Degree	Associate's degree – Early Childhood Education (at Madison College)
License	
Certifications	Registry Level 12
Experience	1+ year Lead Infant Teacher 4 years Lead Teacher

Name	Nicole Summers
Title	Senior Financial Wellness Support Coordinator
Start Date	March 10, 2025
Salary	\$27.48 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Bachelor's degree – Business Management Associate's degree – Liberal Arts Associate's degree – Business
License	
Certifications	Health & Life Coach
Experience	2+ years Mental Health Specialist 1+ year Collections Specialist & Financial Specialist

THE PRESIDENT RECOMMENDS APPROVAL OF RESIGNATIONS AND SEPARATIONS

EMPLOYEE	POSITION	EFFECTIVE DATE
Gabbi Gruver	Senior Student Success Coach	2/27/2025
James Little	Custodian	3/2/25
My See Lee	Associate Manager, Financial Aid Operations	3/6/25
Jeffrey Rogers	Food Service Assistant	3/6/2025
Safire White	Custodian	3/7/2025
Patricia Wackett	Lead Custodian	3/13/2025
Jacquelyn Dahlke	Transportation Program Analyst	3/14/2025

Special Circumstances Policy Submission Form

No Special Circumstances Policy can conflict with state statute or administrative code.

College Information

College Name: Madison College

Contact Person: Marissa Tokarczyk

Contact Email: mtokarczyk@madisoncollege.edu

Contact Phone Number: 608-246-6416

Program Information

List all Program(s) for Special Circumstances Admission covered under this policy: *Include the program number and title. If necessary, please use the Special Circumstances Excel Spreadsheet.* Degree apprenticeship in Respiratory Therapy – Respiratory Therapy (505151 and 105151). Degree apprenticeship in Surgical Technology – Surgical Technology (505121 and 105121).

Priority Enrollment

List the Individuals/Populations with Priority Enrollment: Students who have an apprenticeship contract with an employer sponsor.

Cohort Information

If multiple programs are included, please list each program with its corresponding information.

Total Number of Spots in Program:

Surgical Technology – 20

Respiratory Therapy – 30, up to 33 (10% over our cap) without special permission from our accrediting agency (CoARC)

Number of Spots Reserved for Special Circumstances:

Surgical Technology – Up to 6

Respiratory Therapy – Up to 6

Does this program currently have a waiting list? Surgical Technology does not currently have an estimated wait time to get into the program. Respiratory Therapy does not currently have an estimated wait time to get into the program.

If yes, how many students are on this list?

If yes, how many terms/enrollment cycles has this waiting list been in place?

Justification:

Why is the college seeking priority enrollment for the specific programs and student populations? *Limit to 500 characters.*

Holding up to 6 of our 20 spots in the Surgical Technology program and 6 of our 33 spots in the Respiratory Therapy program for apprenticeships aligns with our mission to serve local employers and support workforce development. By offering an apprenticeable modality in the new degree program, we provide a valuable earn-and-learn opportunity, making education more accessible and equitable for populations that can benefit most from this model.

Policy Information:

Will additional information be required from the student? No

If yes, please specify:

How will this policy be communicated to students? (e.g., website, brochures, advising sessions)

This policy will be communicated to students through the Learning Management System (LMS) workshop.

Data Collection and Reporting:

How will data on special circumstances admissions be collected and used to evaluate the demographics of students, specifically focusing on federal protected classes such as gender, race/ethnicity, disability, and national origin minority communities? *The goal is to ensure that*

the enrollment process for special circumstances policies does not create barriers to program access for these protected groups.

We will monitor the enrollment of apprenticeship and core program students in the Surgical Technology and Respiratory Therapy programs and the district population broken out by federally protected classes to assess whether this policy may be leading to unintended barriers for members of protected classes.

Policy Attachment and District Board Review *Attach*

a copy of the Special Circumstances Policy.

Anticipated District Board Approval Date: _____

College Sponsor

Signature: _____ **Date:** _____

Instructional Services Administrator

Printed Name: _____

When the document is complete, please follow your district's procedures for review and submission. The appropriate personnel should submit this form along with all attached documentation in a single .pdf file to programs@wtcsystem.edu.

Special Circumstances Policy Submission Form

No Special Circumstances Policy can conflict with state statute or administrative code.

College Information

College Name: Madison College

Contact Person: Marissa Tokarczyk

Contact Email: mtokarczyk@madisoncollege.edu

Contact Phone Number: 608-246-6416

Program Information

List all Program(s) for Special Circumstances Admission covered under this policy: *Include the program number and title. If necessary, please use the Special Circumstances Excel Spreadsheet.* Articulation agreement in Veterinary Technician Program (enter program code)

Priority Enrollment

List the Individuals/Populations with Priority Enrollment: Students who have completed the necessary articulation agreement steps to be accepted in the Veterinary Technician program. The articulation steps must be completed by a specified date, otherwise, the students must go through the current traditional petition process.

Cohort Information

If multiple programs are included, please list each program with its corresponding information.

Total Number of Spots in Program:

Veterinary Technician – 52

Number of Spots Reserved for Special Circumstances:

- Up to 4 for University of Wisconsin-Platteville
- Up to 6 for University of Wisconsin-River Falls

Does this program currently have a waiting list? Veterinary Technician program does not currently have an estimated wait time to get into the program.

If yes, how many students are on this list?

If yes, how many terms/enrollment cycles has this waiting list been in place?

Justification:

Why is the college seeking priority enrollment for the specific programs and student populations? *Limit to 500 characters.*

Holding up to 8 of our 52 spots in the Veterinary Technician program for articulation agreement students aligns with our mission to serve local employers and support workforce development. **By offering this articulation agreement, we provide a learning opportunity for students seeking to further their education as a Veterinary Technician.** ~~an apprenticeable modality in the new degree program, we provide a valuable earn-and-learn opportunity, making education more accessible and equitable for populations that can benefit most from this model.~~

Policy Information:

Will additional information be required from the student? No

If yes, please specify:

How will this policy be communicated to students? (e.g., website, brochures, advising sessions)

This policy will be communicated to students through the Learning Management System (LMS) workshop.

Data Collection and Reporting:

How will data on special circumstances admissions be collected and used to evaluate the demographics of students, specifically focusing on federal protected classes such as gender, race/ethnicity, disability, and national origin minority communities? *The goal is to ensure that the enrollment process for special circumstances policies does not create barriers to program access for these protected groups.*

We will monitor the enrollment of articulation agreements students and core program students in the Veterinary Technician program and the district population broken out by federally protected classes to assess whether this policy may be leading to unintended barriers for members of protected classes.

Policy Attachment and District Board Review *Attach*

a copy of the Special Circumstances Policy.

Anticipated District Board Approval Date: _____

College Sponsor

Signature: _____ Date: _____

Instructional Services Administrator

Printed Name: _____

When the document is complete, please follow your district's procedures for review and submission. The appropriate personnel should submit this form along with all attached documentation in a single .pdf file to programs@wtcsystem.edu.