



March 30, 2026

## 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 1, 2026, 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 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 407 114 733# 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 participate in board development activities. 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 407 114 733# 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 354 917 033# when prompted.

### I. CALL TO ORDER

- A. Compliance with Open Meeting Law

### II. ROUTINE BUSINESS MATTERS

- A. Approval of March 4, 2026, Meeting Minutes (**Pages 3-7**)
- B. Public Comments

### III. NEW BUSINESS

- A. Communications
  - 1. Board Chair's Report
    - a. Future Meeting & Event Schedule
  - 2. Student Liaison Report – Hassan Hashmi
  - 3. Student Senate Report – Jose Villarreal
  - 4. President's Report
    - a. Completion Agenda: Transfer

5. College/Campus Announcements
  - a. Academic Affairs
  - b. Student Affairs
  - c. Finance & Administration
  - d. Policy & Strategy
    1. International Travel **(Page 8)**
    2. Federal Updates
  - e. Marketing & Communications
  - f. Technology Services

**B. Action Items**

1. Proposed FY2025-26 Capital Remodel Projects **(Page 9)**
2. Fiscal Year 2026-27 Proposed Budget **(Pages 10-12)**
3. Fiscal Year 2026-27 Student Employee Pay Rate **(Page 13)**
4. Consent Agenda
  - a. General fund financial report as of February 28, 2025 **(Pages 14-16)**
  - b. 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 17-21)**
  - c. 38.14 contracts for February 2025 **(Page 22)**
  - d. Request for proposals/request for bids/sole sources **(Page 23)**
  - e. Procurement and Purchasing Policy and Procedure #2303 **(Pages 24-30)**
  - f. Employment of personnel **(Pages 31-33)**
  - g. Resignations and separations **(Page 34)**

**IV. CALENDAR OF EVENTS**

**Board Meetings**

May 4, 2026 **(Monday)**

June 3, 2026 **(Watertown)**

July 13, 2026 **(Monday)**

**Madison College Commencement**

Friday, May 15, 2026, 5:30 p.m. - Veterans Memorial Coliseum at the Alliant Energy Center

**Association of Community College Trustees**

Leadership Congress – Chicago, Illinois; October 21-24, 2026

**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 4, 2026, in a virtual format. Members of the public were given an opportunity to attend virtually through a phone line published as part of the notice.

Board members present: Shiva Bidar-Sielaff (Chair), Donald Dantzler (Vice-Chair), Melanie Lichtfeld (Secretary), Dan Bullock (Treasurer), Chris Canty, Ann McNeary, and Korbey White.

Also present: Jon Anderson, Legal Counsel; Jennifer Berne, President; Tim Casper, Executive Vice-President, Student Affairs; Beth Giles, Provost; Sylvia Ramirez, Executive Vice-President, Finance & Administration; and Mark Thomas, Executive Vice-President, Policy and Strategy.

Others present: Laurie Grigg, Chief Financial Officer/Controller; Hassan Hashmi, Board Student Liaison; Erik Kass, PTMA Financial Solutions; Anita Mazvimavi, Administrative Assistant to the President; Lisa Smith, Associate Vice-President, Institutional Effectiveness; Jose Villarreal, Student Senate President; and Kristin Rolling, Recording Secretary.

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

The meeting was duly noticed and called to order at 5:31 p.m. by Ms. Bidar Sielaff. Mr. Anderson confirmed that appropriate notices had been given and the meeting was being held in compliance with the open meetings law.

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

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

**There was a motion by Ms. Lewis, second by Ms. Lichtfeld, to approve the meeting minutes of February 4, 2026, as submitted. Motion carried.**

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

There were no public comments.

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

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

**Student Liaison Report** III A 2

Mr. Hashmi reported that students are busy with mid-terms ahead of spring and planning for spring events. Identity-based student organizations host several events throughout the spring to share their traditions and cultures with the college community. He shared his experiences as a student leader attendee of the ACCT National Legislative Summit. He thanked the Center for International Education for supporting international students during the current events in the Middle East.

**Student Senate Report** III A 3

Mr. Villarreal reported that three new student senators were seated last month. The Student Senate will present its three-year strategic plan to the Student Activities Board in April. The Student Senate's by-laws revisions have been completed.

**President's Report** III A 4

Dr. Berne reported that the six commitments of Vision 2030 were intentionally broad to allow for flexibility and innovation. The step of implementing Vision 2030 is develop metrics that will help the college determine if efforts related to completion are effective.

**Assessing College Effectiveness** III A 4 a

Dr. Berne introduced Dr. Thomas and Ms. Smith to review the framework that will be used measure key indicators, including three completion metrics – completion in a primary

program, completion of a credential within a [primary program, and completion of any credential at Madison College.

**College/Campus Announcements** III A 5

**Academic Affairs Update** III A 5 a

Dr. Giles reported that academic affairs leaders will use the presented completion data to inform program reviews to ensure that the college's offering support student success and completion, as well as meeting the needs of workforce.

**Student Affairs Update** III A 5 b

Dr. Casper shared information about the college's engagement with the JED Foundation in support of student wellness. A student survey has been completed and the results will be used to identify priorities for programming. Four Madison College Professional Agriculture Students qualified for the national competition later this month. Midwestern Goodbye, a play written by Madison College alum Charly Sparks, premiered at Madison College in February.

**Finance & Administration** III A 5 c

Dr. Ramirez shared updates on several remodeling projects. She introduced Ms. Grigg and Mr. Kass to share information about the college's capital projects borrowing.

**Organizational Impact and Culture** III A 5 d

**International Travel** III A 5 d 1

Dr. Thomas shared information about upcoming international travel of faculty and staff.

**Action Items** III C**Proposed FY2025-26 Capital Remodel Projects** III C 1

Dr. Ramirez reported that as part of the capital projects planning process, several remodeling projects have been identified for funding. The projects are included in the Three-Year Facilities Plan approved by the Madison College Board on August 6, 2025.

Fort Atkinson – New Storage Building - The project will construct a new 40’x60’ unheated storage building. The new storage building will replace an existing structure built with the original campus in 1977. The new building will provide a more functional and accessible location with improved design that better accommodates deliveries and material handling. It will allow materials for the Machine Tool and Welding programs to be moved inside and out of the elements. The estimated project cost is \$500,000

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

- 1. Approve the above remodel project.**
- 2. Authorize staff to prepare construction drawings & specifications and to send the above project out for competitive bids.**
- 3. Authorize staff to submit a request for approval to the Wisconsin Technical College System Board.**

**Motion carried.**

**Consent Agenda** III C 2

**General fund financial report as of January 31, 2026** III C 2 a

**Request for proposals/request for bids/sole sources** III C 2 b

**Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period January 16, 2026 through February 15, 2026** III B 2 b

**38.14 contracts for January 2026** III C 2 d

**Employment of personnel** III C 2 e

**Resignations and separations** III C 2 f

**Retirements** III C 2 g

**There was a motion by Ms. Lewis, seconded by Mr. Canty, to approve Consent Agenda items III.C.2.a. through g. Motion carried.**

**Adjournment** v

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

The meeting adjourned at 6:49 p.m.

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Melanie Lichtfeld, Secretary

# Madison Area Technical College

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

**Madison College District Board Meeting Date: 1-Apr-26**

*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.*

Name of Program/Trip	Traveler Name(s)	Destination Country and City	Dates of Travel	Description of Travel and Benefit to District	Dollar Amount
<b>Summit on Electric Vehicles Charging</b>	<b>Kenneth Walz</b>	Destination City: <b>Toronto</b>	Departure Date: <b>4/6/2026</b>	Participate in the North American Electric Vehicles Charging Expo and kWh Summit representing the CREATE Energy Center. Travel expenses paid with NSF grant international travel funds.	<b>\$3,405</b>
	Traveler 2:				
	Traveler 3:	Destination Country: <b>Canada</b>	Return Date: <b>4/10/2026</b>		
	Traveler 4:				
<b>Faculty Exchange to Netherlands</b>	Traveler 1: <b>Lindsey Amiel</b>	Destination City:	Departure Date: <b>5/8/2026</b>	<p>As part of a Madison College faculty exchange program coordinated through the Center for International Education and the Illinois Consortium for International Studies and Programs (ICISP), Lindsey will be traveling to the Netherlands in May for a professional development exchange. In October 2025, she hosted her exchange partner—a mathematics instructor from the Netherlands—who spent two weeks at Madison College. During the exchange partner's visit, she explored our campus, met with faculty, staff, and students, and observed how we support student success both inside and outside of the classroom. She also learned how equity is embedded in our instructional practices and institutional culture.</p> <p>This spring, Lindsey will travel to her exchange partner's institution in the Netherlands to observe how their school operates and to learn about their approaches to student success, student support, and equitable practices within their educational system. This will be an opportunity for cross-cultural professional learning, strengthened by the foundation built while serving as host for Madison College last October.</p> <p>Throughout the exchange, Lindsey will keep a public log for Madison College colleagues to follow what she is learning. Upon her return, she will share her insights with her department, her CETL affinity group, and additional audiences as recommended by her dean.</p> <p>She is requesting professional development funds to support this exchange.</p>	<b>\$2,500</b>
	Traveler 2:				
	Traveler 3:	Destination Country: <b>Netherlands</b>	Return Date: <b>5/24/2026</b>		
	Traveler 4:				

## MADISON AREA TECHNICAL COLLEGE

**DATE:** April 1, 2026

**TOPIC:** Proposed FY2025-26 Capital Remodel Projects

**ISSUE:** As part of the capital projects planning process, several remodeling projects have been identified for funding. The projects are included in the Three-Year Facilities Plan approved by the Madison College Board on August 6, 2025. The D Wing restroom remodel project below was previously approved at the October 1, 2025, Madison College Board meeting. Bids for the below project were received March 19, 2026. All bids were above the previously approved project cost.

### Truax Campus

#### D Wing Restrooms

The current restrooms and faculty shower rooms in D-Wing are original to the building, do not meet the Americans with Disability Act (ADA) standards, and are showing significant signs of wear. This remodel project will reconfigure the area to meet current restroom standards. The adjacent faculty shower rooms will be upgraded with these same design features including a new gender-neutral restroom. Also included in the project, replacement of the deteriorated D Wing north vestibule doors and frames with new aluminum doors, frames, and automatic door operators.

The estimated project cost is \$500,000

Increase project cost to \$926,000

Sufficient funds are available for this increased cost within the College's capital budget.

**ACTION:** 1. Reapprove the above increased remodel project cost.

## Madison Area Technical College

DATE: April 1, 2026

TOPIC: Fiscal Year 2026-27 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 2026-27 budget include:

- October 27, 2025 Board Budget Workshop
- February 4, 2026 Board Budget Update
- April 1, 2026 Presentation of Draft Budget and Request to take to Public Hearing
- May 4, 2026 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 3, 2026, in advance of the July 1, 2026, fiscal year start.

The public hearing notice may be adjusted to include functional assignments for all FY2026-27 expenditures, which will have no impact on the tax levy or mill rate calculations.

ACTION: Approve taking the proposed Fiscal Year 2026-27 budget to public hearing and establish the date, time, and place for the public hearing as May 4, 2026, at 5:30 pm. The hearing will be held in room D1630B/C of the Madison Area Technical College District Truax Campus, 1701 Wright Street, Madison.

MADISON AREA TECHNICAL COLLEGE DISTRICT  
 Notice of Public Hearing  
 July 1, 2026 - June 30, 2027

A public hearing on the proposed FY 2026-2027 budget for the Madison Area Technical College District will be held on May 4, 2026, 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](mailto:budgetoffice@madisoncollege.edu).

**PROPERTY TAX AND MILL RATE HISTORY**

Fiscal Year	Equalized Valuation <sup>(1)</sup>	Operational Mill Rate	Debt Service Mill Rate	Total Mill Rate	Mill Rate % Inc/(Dec.)
2022-23	114,711,182,484	0.39201	0.32951	0.72152	-16.50%
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	150,775,871,511	0.33358	0.26587	0.59945	-5.43%
2026-27 <sup>(1)</sup>	158,314,665,087	0.32881	0.26182	0.59064	-1.47%

**EXPENDITURE AND LEVY HISTORY**

Fiscal Year	Total Expenditures All Funds <sup>(2)</sup>	Percent Inc./(Dec.)	Tax Levy <sup>(3)</sup>	Tax Levy % Inc./(Dec.)	Tax Levy per \$100,000 of Property
2022-23	312,144,557	-2.92%	82,776,651	0.65%	\$72.15
2023-24	320,569,035	2.70%	84,971,380	2.65%	\$66.18
2024-25	335,135,830	4.54%	88,135,384	3.72%	\$63.39
2025-26	342,886,329	2.31%	90,382,739	2.55%	\$59.95
2026-27	347,371,000	1.31%	93,505,000	3.45%	\$59.06

Notes:

- (1) Equalized valuation is TID OUT and is assumed to increase 5.00% in fiscal year 2026-27.
- (2) The total expenditures for fiscal years 2022-23 through 2024-25 represent actual amounts; 2025-26 is the adjusted budget and 2026-27 is the proposed budget.
- (3) The tax levy for fiscal years 2022-23 through 2025-26 represent actual amounts and 2026-27 is the proposed budget.

**BUDGET/FUND BALANCE SUMMARY 2026-27 ALL FUNDS**

Category	General Fund	Special Revenue Funds	Capital Projects Fund	Debt Service Fund	Proprietary Funds	Total
Tax Levy	\$ 49,033,000	\$ 1,979,000	\$ -	\$ 41,450,000	\$ 1,043,000	\$ 93,505,000
Other Budgeted Revenue	127,670,000	59,752,000	20,000	1,000,000	28,223,000	216,665,000
Subtotal	\$ 176,703,000	\$ 61,731,000	\$ 20,000	\$ 42,450,000	\$ 29,266,000	\$ 310,170,000
Budgeted Expenditures	179,695,000	63,454,000	31,020,000	42,904,000	30,298,000	347,371,000
Excess of Revenues Over (Under) Expenditures	\$ (2,992,000)	\$ (1,723,000)	\$ (31,000,000)	\$ (454,000)	\$ (1,032,000)	\$ (37,201,000)
Operating Transfers	-	-	-	-	-	-
Proceeds from Debt	-	-	31,000,000	-	-	31,000,000
Premium on Notes Issued	-	-	-	-	-	-
Est. Fund Balance 7/1/26	56,420,825	4,079,480	(2,475,758)	5,291,843	2,944,359	66,260,749
Est. Fund Balance 6/30/27	\$ 53,428,825	\$ 2,356,480	\$ (2,475,758)	\$ 4,837,843	\$ 1,912,359	\$ 60,059,749

**BUDGET SUMMARY - GENERAL FUND**

Category	2024-25 Actual(1)	2025-26 Original Budget	2025-26 Adjusted Budget	2025-26 Estimate(2)	2026-27 Budget
Local Government	\$ 47,636,077	\$ 47,936,000	\$ 47,416,000	\$ 47,575,000	\$ 49,033,000
State Aids	83,128,811	83,441,000	83,441,000	83,441,000	84,248,000
Program Fees	34,801,487	35,567,000	35,784,000	37,000,000	37,303,000
Material Fees	1,232,303	1,218,000	1,259,000	1,290,000	1,315,000
Other Student Fees	1,421,090	1,092,000	1,270,000	1,398,000	1,197,000
Institutional	3,754,866	2,421,000	2,505,000	2,505,000	3,297,000
Federal Aids	518,789	310,000	310,000	310,000	310,000
Total Revenues	\$ 172,493,423	\$ 171,985,000	\$ 171,985,000	\$ 173,519,000	\$ 176,703,000
Instruction	\$ 112,738,349	\$ 115,086,000	\$ 115,086,000	\$ 114,857,000	\$ 117,222,000
Instructional Resources	3,307,236	3,446,000	3,446,000	3,217,000	3,542,000
Student Services	19,193,284	21,764,000	21,764,000	21,163,000	22,376,000
General Institutional	18,833,949	19,882,000	19,882,000	19,464,000	21,629,000
Physical Plant	12,067,129	12,953,000	12,953,000	11,834,000	13,642,000
Public Service	1,193,371	1,213,000	1,213,000	984,000	1,284,000
Total Expenditures	\$ 167,333,318	\$ 174,344,000	\$ 174,344,000	\$ 171,519,000	\$ 179,695,000
Net Revenue/(Expenditures)	\$ 5,160,105	\$ (2,359,000)	\$ (2,359,000)	\$ 2,000,000	\$ (2,992,000)
Operating Transfer In	-	-	-	-	-
Operating Transfer (Out)	(3,498,783)	-	-	(317,082)	-
Net Revenue and Other Sources/(Uses)	\$ 1,661,322	\$ (2,359,000)	\$ (2,359,000)	\$ 1,682,918	\$ (2,992,000)
Beginning Fund Balance	\$ 53,076,585	\$ 53,171,585	\$ 54,737,907	\$ 54,737,907	\$ 56,420,825
Reserve for Prepaid Expenditures	42,140	-	-	-	-
Reserve for Noncurrent Assets	-	-	-	-	-
Reserve for Compensated Absences	(764,546)	(200,000)	(200,000)	-	-
Designated for State Aid Fluctuations	121,308	-	-	151,192	-
Designated for Subsequent Year	(2,001,546)	(574,000)	(574,000)	75,596	(748,000)
Designated for Subsequent Years	2,244,161	(1,585,000)	(1,585,000)	226,789	(2,244,000)
Designated for Operations	2,019,805	-	-	1,229,341	-
Total Transfers to/(from) Fund Balance	\$ 1,661,322	\$ (2,359,000)	\$ (2,359,000)	\$ 1,682,918	\$ (2,992,000)
Ending Fund Balance	\$ 54,737,907	\$ 50,812,585	\$ 52,378,907	\$ 56,420,825	\$ 53,428,825

**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**

	2024-25 Actual(1)	2025-26 Original Budget	2025-26 Adjusted Budget	2025-26 Estimate(2)	2026-27 Budget	% Change from Prior Year Adj
<b>EXPENDITURES BY FUND</b>						
General	\$ 167,333,318	\$ 174,344,000	\$ 174,344,000	\$ 171,519,000	\$ 179,695,000	3.07%
Special Revenue - Aidable	16,343,109	16,883,000	21,788,000	21,193,000	19,563,000	-10.21%
Special Revenue - Non-Aidable	44,269,036	38,423,000	39,366,000	43,385,000	43,891,000	11.49%
Capital Projects	40,692,167	31,020,000	32,004,000	35,552,000	31,020,000	-3.07%
Debt Service	39,759,219	41,966,000	41,966,000	41,966,000	42,904,000	2.24%
Enterprise	10,378,780	12,538,000	12,938,000	12,054,000	13,497,000	4.32%
Internal Service	16,360,201	15,995,000	15,995,000	17,217,000	16,801,000	5.04%
Total Expenditures by Fund	\$ 335,135,830	\$ 331,169,000	\$ 338,401,000	\$ 342,886,000	\$ 347,371,000	2.65%
<b>REVENUES BY FUND</b>						
General	\$ 172,493,423	\$ 171,985,000	\$ 171,985,000	\$ 173,519,000	\$ 176,703,000	2.74%
Special Revenue - Aidable	15,222,771	16,887,000	21,792,000	20,756,000	17,685,000	-18.85%
Special Revenue - Non-Aidable	44,467,467	38,550,000	39,529,000	43,459,000	44,046,000	11.43%
Capital Projects	7,558,385	20,000	1,988,000	2,324,000	20,000	-98.99%
Debt Service	39,663,409	40,768,000	41,088,000	41,088,000	42,450,000	3.31%
Enterprise	9,880,977	12,011,000	11,941,000	11,432,000	12,818,000	7.34%
Internal Service	15,494,152	15,431,000	15,431,000	16,622,000	16,448,000	6.59%
Total Revenues by Fund	\$ 304,780,584	\$ 295,652,000	\$ 303,754,000	\$ 309,200,000	\$ 310,170,000	2.11%

**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 1, 2026

**TOPIC:** FY 2026-27 Student Employee Pay Rate

**ISSUE:** Each year, Madison College employs approximately 430 student employees through college funds and/or the Federal Work Study Program. For students paid through Work Study, the federal government partially reimburses the District for wages. Student employees work across the District as tutors, athletics/fitness assistants, clerical/support staff, mailroom assistants, help desk assistants, security staff, and in many other roles. They are a valuable part of Madison College’s workforce, providing essential support and gaining work experience.

We consider our ability to attract and retain employees, as well as wages for similar roles in the region, when setting the rate. In FY 2020-21, the College committed to raising the starting rate to \$15.00 per hour, which was implemented in FY 2023-24. The rate has remained at that level since. The table below reflects the annual adjustments, including the recommended rate for FY 2026-27:

FY 2021 – 2022	\$1.00	8.7%
FY 2022 – 2023	\$1.50	12.0%
FY 2023 – 2024	\$1.00	7.1%
FY 2024 – 2025	\$0.00	0.0%
FY 2025 – 2026	\$0.00	0.0%
FY 2026 – 2027	\$0.25	1.7%

A team consisting of college administration, managers of student employees, Human Resources, the Career and Employment Office, Financial Aid, and other stakeholders developed the wage recommendation. We also analyzed current hourly employee pay rates against comparable occupations using Dane County and statewide data from WisConomy (Wisconsin’s Economic and Labor Market Information System) as well as data from other higher education institutions in Wisconsin.

Based on this analysis, we recommend the following changes to the student employee pay rate. All changes would apply to every student employee, regardless of the funding source for their position:

- Increase the student pay rate from \$15.00 to a minimum of \$15.25 per hour for fiscal year 2026–27.
- Students who remain employed in their department for one year would become eligible for a rate of \$16.25 per hour.

The annual budget for student employee wages is approximately \$2.1 million.

**ACTION:** Approve the hourly wage range for student employees for Fiscal Year 2026–27, with a minimum rate of \$15.25 per hour and a maximum rate of \$16.25 per hour.

## MADISON AREA TECHNICAL COLLEGE

**DATE:** April 1, 2026

**TOPIC:** General Fund Financial Report as of February 28, 2026

**ISSUE:** Review current year to date revenues and expenditures in the general fund. The current fiscal year's general fund revenues are 98.42% of the current budget. This compares to 96.88 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 100.34% of budget, compared to 100.01% last year.
- State Sources includes general state aid, performance-based funding and property tax relief aid. Also included are inter-district tuition supplement, state incentive grants, exempt computer state aid, aid in lieu of property taxes, and the WI GI bill remission aid. The State Aid revenues received to date are 95.50% of budget, compared to 95.67% 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 103.64% of budget, compared to 100.41% last year. The material fee revenues are 102.92% of budget, compared to 100.59% last year.
- Other Student Fees include graduation, nonresident tuition, Group Dynamics and community service classes. Revenues to date are 107.94% of the amount budgeted. Last year, revenues to date were 95.46%. Out-of-State tuition and Other Student fees are performing well vs budget.
- Institutional Sources include interest income, lease/rental income and royalty income, along with miscellaneous revenues. The revenues to date are 79.47% of the budget. Last year's revenues were 59.69% of the budget. Interest income and lease/rental income are trending better against budget.
- Federal Sources consist of cost reimbursements on federal grants and administration for student financial assistance. Current year revenues are 81.97% of the budget, compared to 33.34% last year. Increase related to indirect federal costs.

The functional expenditure classifications are defined by NACUBO's Financial Accounting and Reporting Manual for Higher Education. The current fiscal year expenditures are 66.01% of budget as compares to 64.71% 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 65.08% of budget, compared to 61.79% 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 66.82% of the budget, versus 66.82% 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 61.65% of the current year's budget, compared to 62.72% 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 70.43% of budget, compared to 72.06% last year.
- Physical Plant includes expenditures for the administration, supervision, maintenance, and protection of the institution's physical plant. This includes items such as janitorial services, care of grounds, maintenance and operation of buildings and security. Physical Plant expenditures equal 74.23% of budget, compared to 83.09% last year. The decline is primarily related to professional fees/contracts.
- Public Service includes expenditures for activities established for non-instructional services, such as the athletic director's office. The current year's expenditures are 70.08% of budget, compared to 64.11% last year. Increase primarily related to wages/benefits and data processing allocation costs.
  
- Accept report and place on file.

GENERAL FUND  
FOR THE MONTH ENDED FEBRUARY 2026

**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)	\$ 47,416,000	\$ (25,609)	\$ 47,575,156	\$ (159,156)	100.34%	100.01%
State Sources (State Aid)	\$ 83,441,000	\$ 68,114,106	\$ 79,688,473	\$ 3,752,527	95.50%	95.67%
Program Fees	\$ 35,784,000	\$ (61,563)	\$ 37,086,817	\$ (1,302,817)	103.64%	100.41%
Material Fees	\$ 1,259,000	\$ 2,333	\$ 1,295,784	\$ (36,784)	102.92%	100.59%
Other Student Fees	\$ 1,270,000	\$ 40,822	\$ 1,370,783	\$ (100,783)	107.94%	95.46%
Institutional Sources	\$ 2,505,000	\$ 231,459	\$ 1,990,833	\$ 514,167	79.47%	59.69%
Federal Sources	\$ 310,000	\$ 7,149	\$ 254,101	\$ 55,899	81.97%	33.34%
<b>Total Revenues</b>	<b>\$ 171,985,000</b>	<b>\$ 68,308,698</b>	<b>\$ 169,261,948</b>	<b>\$ 2,723,052</b>	<b>98.42%</b>	<b>96.88%</b>

**STATEMENT OF EXPENDITURES AND ENCUMBRANCES COMPARED WITH AUTHORIZATIONS**

	+Budgeted Expenditures	Year to Date Expenditures	Encumbrances	Budget Balance	Actuals to Budget % Used Year to Date	*Actuals to Budget % Used Prior Year to Date
Instructional	\$ 115,086,000	\$ 74,170,536	\$ 722,676	\$ 40,192,788	65.08%	61.79%
Instructional Resources	\$ 3,446,000	\$ 2,294,117	\$ 8,544	\$ 1,143,340	66.82%	66.82%
Student Services	\$ 21,764,000	\$ 13,291,307	\$ 126,777	\$ 8,345,915	61.65%	62.72%
General Institutional	\$ 19,882,000	\$ 12,876,196	\$ 1,127,234	\$ 5,878,570	70.43%	72.06%
Physical Plant	\$ 12,953,000	\$ 7,936,865	\$ 1,678,159	\$ 3,337,977	74.23%	83.09%
Public Service	\$ 1,213,000	\$ 836,385	\$ 13,635	\$ 362,979	70.08%	64.11%
<b>Total Expenditures</b>	<b>\$ 174,344,000</b>	<b>\$ 111,405,406</b>	<b>\$ 3,677,025</b>	<b>\$ 59,261,568</b>	<b>66.01%</b>	<b>64.71%</b>

+FY25-26 Modified Budget, 12/3/25

\*Prior Year Budget %'s are computed from Final Budget for FY24-25

**Madison College Supplier Payments Greater Than or Equal to \$2,500.00**  
**2/16/26 through 3/15/2026**

Supplier	Total Spend
QUARTZ HEALTH BENEFIT PLANS CORPORATION	\$ 961,904.02
VANGUARD STORAGE AND RECOVERY LLC	\$ 571,665.84
DEAN HEALTH PLAN INC	\$ 559,974.95
1901 INC	\$ 402,466.25
CDW GOVERNMENT	\$ 400,007.36
KW2	\$ 223,771.32
SMART SPACES LLC	\$ 222,709.73
COLLABORATIVE SOLUTIONS LLC	\$ 200,621.10
MADISON GAS AND ELECTRIC CO	\$ 183,175.35
MILWAUKEE AREA TECHNICAL COLLEGE	\$ 176,944.93
ASSESSMENT TECHNOLOGIES INSTITUTE LLC	\$ 166,977.00
SYSCO BARABOO LLC	\$ 86,680.14
CONSTELLATION NEWENERGY GAS DIVISION LLC	\$ 85,059.82
THE LAWNCARE PROFESSIONALS	\$ 83,115.00
SYNERGY CONSORTIUM SERVICES LLC	\$ 75,860.00
FORWARD ELECTRIC INC	\$ 71,356.84
JOHNSON CONTROLS FIRE PROTECTION LP	\$ 62,014.17
BEACON HILL SOLUTIONS GROUP LLC	\$ 61,640.00
AMAZON.COM LLC	\$ 59,183.01
DIMENSION IV MADISON LLC	\$ 56,715.40
CAMERA CORNER CONNECTING POINT	\$ 55,200.17
EMPLOYEE BENEFITS CORPORATION	\$ 53,922.31
BEACON TECHNOLOGIES INC	\$ 52,510.50
VITALSOURCE TECHNOLOGIES LLC	\$ 50,051.58
MARS SOLUTIONS GROUP	\$ 48,624.00
MINNESOTA LIFE INSURANCE COMPANY	\$ 46,997.96
HEARTLAND BUSINESS SYSTEMS LLC	\$ 36,600.52
HOOPER CORPORATION	\$ 32,340.80
US CELLULAR	\$ 31,816.98
STRYKER SALES LLC	\$ 31,321.27
SANTA CLARITA COMMUNITY COLLEGE DISTRICT	\$ 30,951.12
INSIGHT PUBLIC SECTOR INC	\$ 29,340.04
SHI INTERNATIONAL CORP	\$ 28,174.80
PEPSI COLA MADISON	\$ 27,241.15
AT&T	\$ 26,819.98
MCGRAW HILL LLC	\$ 26,745.44
VANGUARD COMPUTERS INC	\$ 24,356.57
CITY OF MADISON	\$ 23,676.05
PEARSON EDUCATION INC	\$ 23,533.13
MADISON NATIONAL LIFE INSURANCE COMPANY INC	\$ 22,982.25
ETHOS GREEN POWER COOPERATIVE	\$ 22,603.25
TEAMSOFTE INC	\$ 22,204.00
PROSPECT INFOSYSTEM INC	\$ 22,032.00
CLEAN POWER LLC	\$ 21,397.39
METRO TRANSIT MADISON	\$ 21,187.45
STUKENT INC	\$ 20,698.05
CHANDRA TECHNOLOGIES INC	\$ 20,124.00
HI TEC CONFERENCE	\$ 18,200.00
V SOFT CONSULTING GROUP INC	\$ 17,328.00
WORKFORCE DEVELOPMENT BOARD OF SOUTH CENTRAL WI INC	\$ 17,267.74
NASSCO INC	\$ 17,008.38
FEDEX	\$ 16,758.00

DUET RESOURCE GROUP INC	\$	15,927.18
TEKSYSTEMS INC	\$	15,642.00
SENPROCO LLC	\$	15,581.60
miniPCR BIO	\$	15,484.00
TRANE US INC	\$	14,333.50
MADISON COLLEGE FOUNDATION	\$	14,274.07
US SIGNAL COMPANY LLC	\$	13,942.98
LAERDAL MEDICAL CORP	\$	13,670.17
WIN TECHNOLOGY	\$	13,633.40
AUTO PAINT AND SUPPLY CO INC	\$	13,372.13
JRSS CORPORATION	\$	12,478.08
XEROX CORP	\$	12,030.92
BELCO VEHICLE SOLUTIONS LLC	\$	11,884.56
BWBR	\$	11,730.60
INDIAN RIVER STATE COLLEGE INCLUDING WQCS	\$	11,564.11
RILEY CONSTRUCTION CO	\$	11,449.02
MARLING HOMEWORKS	\$	11,367.33
THE PLANET GROUP TECH	\$	11,096.00
ORCHID SUSHI LLC	\$	10,523.54
TOWN OF MERRIMAC	\$	10,521.65
SCHILLING SUPPLY COMPANY	\$	9,970.71
WYSER ENGINEERING LLC	\$	9,937.50
C COAKLEY RELOCATION SYSTEMS CO	\$	9,770.00
4IMPRINT INC	\$	9,623.42
SUPERIOR VISION INSURANCE PLAN OF WISCONSIN INC	\$	9,451.89
PEARSON ENGINEERING LLC	\$	9,331.25
PROEDUCATION SOLUTIONS LLC	\$	9,324.00
WCTC	\$	9,190.00
V MARCHESE INC	\$	9,055.93
COLLEGENET INC	\$	9,000.00
JONES AND BARTLETT LEARNING LLC	\$	8,776.31
CLIFTONLARSONALLEN LLP	\$	8,741.25
INGRAM LIBRARY SERVICES LLC	\$	8,555.30
ATMOSPHERE COMMERCIAL INTERIORS LLC	\$	8,333.86
MADISON SIGN COMPANY	\$	8,010.77
THE LINCOLN ELECTRIC COMPANY	\$	7,706.35
AMERICAN SOCIETY OF COMPOSERS AUTHORS AND PUBLISHERS	\$	7,626.39
HOLTZBRINCK PUBLISHERS LLC	\$	7,625.43
MBS TEXTBOOK EXCHANGE LLC	\$	7,605.45
AE BUSINESS SOLUTIONS	\$	7,600.00
ALLONE HEALTH	\$	7,582.00
MOTO UNION	\$	7,394.00
WE ENERGIES	\$	7,286.70
STAPLES BUSINESS ADVANTAGE	\$	7,272.40
CINTAS CORPORATION	\$	7,265.18
BSN SPORTS LLC	\$	7,181.34
STRATASYS INC	\$	6,908.69
WIEDENBECK INC	\$	6,739.63
LAMERS BUS LINES INC	\$	6,700.00
GO RITEWAY TRANSPORTATION GROUP	\$	6,560.00
CITY OF PORTAGE	\$	6,537.27
PSA LABORATORY FURNITURE LLC	\$	6,475.00
AMERICAN HEART ASSOCIATION	\$	6,474.75
HENRY SCHEIN EMS DIVISION	\$	6,251.68
KAPLAN EARLY LEARNING COMPANY	\$	6,150.02

VWR INTERNATIONAL LLC	\$	6,023.21
JMB AND ASSOCIATES LLC	\$	5,987.80
MSA PROFESSIONAL SERVICES INC	\$	5,928.10
AIRGAS USA LLC	\$	5,803.61
STEEN MACEK PAPER CO INC	\$	5,798.92
MAC TOOLS	\$	5,598.44
NESTLE USA INC	\$	5,544.86
UNITED MAILING SERVICES INC	\$	5,371.41
ULINE	\$	5,241.28
WINDSTREAM	\$	5,128.10
MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	\$	5,073.93
BUMPER TO BUMPER	\$	4,994.42
WERNER ELECTRIC SUPPLY CO	\$	4,950.00
SCANIFLY INC	\$	4,875.00
PHI THETA KAPPA HONOR SOCIETY	\$	4,865.00
CAROLINA BIOLOGICAL SUPPLY COMPANY	\$	4,845.65
GROUP HEALTH COOPERATIVE OF SOUTH CENTRAL WISCONSIN	\$	4,771.75
GUSTAVE A LARSON COMPANY	\$	4,730.41
PATAL PUBLISHING LLC	\$	4,680.00
CITY OF SUN PRAIRIE	\$	4,629.62
FISHER SCIENTIFIC COMPANY LLC	\$	4,628.97
ABC SUPPLY CO	\$	4,537.62
MSC INDUSTRIAL SUPPLY CO	\$	4,506.01
TOTAL WATER TREATMENT SYSTEMS INC	\$	4,487.48
ABENDROTH WATER CONDITIONING	\$	4,285.58
DANE COUNTY REGIONAL AIRPORT	\$	4,223.85
DISCOUNT SCHOOL SUPPLY	\$	4,175.51
ADAMS COLUMBIA ELECTRIC COOPERATIVE	\$	4,000.13
WINTER SERVICES LLC	\$	3,820.00
WOWGEE	\$	3,811.82
GENERAL COMMUNICATIONS INC	\$	3,718.00
MASS MUTUAL FINANCIAL GROUP	\$	3,686.00
TDS TELECOM SERVICE LLC	\$	3,564.00
HOBART SERVICE	\$	3,542.09
JOBELEPHANTCOM INC	\$	3,540.00
FOSDAL BAKERY LLC	\$	3,532.10
HABITAT FOR HUMANITY WAUKESHA JEFFERSON ROCK	\$	3,500.00
AGILYSYS NV LLC	\$	3,370.20
ALLIANT ENERGY WP AND L	\$	3,354.58
RELIANCE POWER PARTS	\$	3,287.67
ASTROTURF CORPORATION	\$	3,250.00
SCOTT WILLIAM LIDDICOAT	\$	3,225.00
B AND H PHOTO VIDEO	\$	3,207.44
JUST IN TIME REFRIGERATION LLC	\$	3,051.32
ESRI INC	\$	3,000.00
ELEGANT FOODS LLC	\$	2,986.24
AZTEC SOFTWARE LLC	\$	2,977.00
THE PROMO AGENCY	\$	2,959.82
BADGER WELDING SUPPLIES INC	\$	2,934.76
Crown Lift Trucks	\$	2,894.79
ARC/STSA	\$	2,750.00
FORTUNE WISCONSIN LLC	\$	2,731.59
CITY OF BARABOO	\$	2,711.49
PATTERSON DENTAL SUPPLY INC	\$	2,703.07
REEDSBURG UTILITY COMMISSION	\$	2,702.22

HIRERIGHT LLC	\$	2,684.50
TRACO MEDICAL	\$	2,680.00
HOLIDAY WHOLESALE INC	\$	2,668.51
KJAY PHOTOS	\$	2,625.00
JSTOR	\$	2,600.00
SCHUMACHER ELEVATOR COMPANY	\$	2,530.62
<b>Total</b>	<b>\$</b>	<b>6,633,266.27</b>

**MADISON AREA TECHNICAL COLLEGE**  
**SCHEDULE OF CHECKS ISSUED**  
**FOR THE PERIOD 02/16/26 - 03/15/26**  
**FISCAL YEAR 2026**

Payment Type	Transaction Numbers	Number Issued	Amount
<b>ACCOUNTS PAYABLE CHECKS</b>			
Prior Period - YTD Checks	357600 - 359832	2,198	\$ 12,383,958.38
February 16, 2026 - March 15, 2026	359834 - 360149	310	\$ 892,744.02
	<b>YTD - Accounts Payable Checks</b>	<b>2,508</b>	<b>\$ 13,276,702.40</b>
<b>ACCOUNTS PAYABLE ACH PAYMENTS</b>			
Prior Period - YTD ACH	1168560 - 1224842	4,849	52,424,102.51
February 16, 2026 - March 15, 2026	1228129 - 1232097	667	\$ 5,988,691.09
	<b>YTD - Accounts Payable ACH</b>	<b>5,516</b>	<b>\$ 58,412,793.60</b>
<b>STUDENT REFUND CHECKS</b>			
Prior Period - YTD Checks	631726 - 636388	4,428	\$ 5,250,453.71
February 16, 2026 - March 15, 2026	636389 - 636904	472	\$ 412,500.19
	<b>YTD - Student Refund Checks</b>	<b>4,900</b>	<b>\$ 5,662,953.90</b>
<b>STUDENT REFUND ACH PAYMENTS</b>			
Prior Period - YTD ACH	E-Refunds	2,509	\$ 3,296,040.28
February 16, 2026 - March 15, 2026	E-Refunds	221	\$ 235,688.26
	<b>YTD - Student Refund ACH</b>	<b>2,730</b>	<b>\$ 3,531,728.54</b>
<b>PAYROLL CHECKS</b>			
Prior Period - YTD Checks	105887 - 105974	85	\$ 33,037.48
February 16, 2026 - March 15, 2026	105975 - 105992	18	\$ 9,962.14
	<b>YTD - Payroll Checks</b>	<b>103</b>	<b>\$ 42,999.62</b>
<b>PAYROLL ACH PAYMENTS</b>			
Prior Period - YTD ACH	1168721 - 1224673	35,365	\$ 49,954,656.32
February 16, 2026 - March 15, 2026	1224843 - 1231755	5,087	\$ 6,610,014.71
	<b>YTD - Payroll ACH</b>	<b>40,452</b>	<b>\$ 56,564,671.03</b>
<b>GRAND TOTAL PAYMENTS</b>			<b>\$ 137,491,849.09</b>

**Madison Area Technical College District**  
**38.14 Contract Estimated Full Cost Recovery Report**  
**FY 25-26 for the period of February 2026**

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
2026-0032	WRTP - Big Step	1.42	BI-FY26 WRTP Big Step, Fall 2025 Invitation to Manufacturing Program 2	15,500.00	8,715.34	11,647.06	3,852.94	-
2026-0057	WRTP - Big Step	1.42	BI-FY26 WRTP Big Step, Spring 2026 Pre-Apprenticeship Cohort 3	31,500.00	20,052.96	26,340.01	5,159.99	-
2026-0058	Multi-Recipient	1.41	BI-FY26 Multi-recipient Hospitality Leadership Series Spring 2026	7,590.00	6,148.74	6,964.05	625.95	-
2026-0060	Focus on Energy	2.23	BI-FY26 Focus on Energy - Energy Audit/Support Spring 2026	1,100.00	939.24	1,272.39	(172.39)	Gov't/Non Profit Indirect Rate
2026-0061	Development Board of South Central Wisconsin	1.23	Spring 2026 Carpentry Techniques DOC Cohort	86,183.00	75,192.23	90,910.01	(4,727.01)	Gov't/Non Profit Indirect Rate
2026-0064	Wisconsin State Lab of Hygiene	2.31	BI-FY26 UW System State Lab Hygiene LEP Conference - Feb 2026	355.00	223.01	265.31	89.69	-
2026-0065	WRTP - Big Step	1.42	BI-FY26 WRTP Big Step, Spring 2026 Pre-Apprenticeship Cohort 4	25,500.00	13,860.63	18,776.99	6,723.01	-
<b>Total</b>				<b>167,728.00</b>	<b>125,132.15</b>	<b>156,175.81</b>	<b>11,552.19</b>	

**Type of Service:**

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

# Madison Area Technical College

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

**DATE OF BOARD MEETING - Wednesday, April 1, 2026**

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
SS26-028	Global Entrepreneurship in Italy / Suite Retreats	Study Abroad programs require careful planning to ensure strong safety and risk-management practices. Proper procedures help provide the safest possible experience for students and staff participants while protecting the college from potential health, safety, and reputational damage. Madison College adheres to risk-management policies and procedures in accordance with best practices in the program. Study Abroad providers are assessed on the experience, safety record, location specialization, and risk-management protocols. As such, Suite Retreats has been chosen as the sole provider to serve the needs of Madison College for the 2026 Spring Break Study Abroad Program: Global Entrepreneurship in Italy.	FY 2025-2026 International Field Trips Fund 733	Suite Retreats	\$65,000	Damira Grady, VP Organizational Impact and Culture & Stephanie Belmas, Director International Education
RFP24-002	Madison College Bookstore Textbook Rental Program	The purpose of this RFP is to develop a pool of textbook rental suppliers from which Madison College will purchase/rent textbooks and related instructional materials for use within the college's Bookstore and rental program. <b>The initial RFP was approved for \$250,000 by the District Board on Wednesday, August 2, 2023 in the amount of \$250,000 annually. We are requesting for an increase in the annual dollar amount.</b>	FY 2025-2026 Enterprise Fund 509 For digital access codes and for physical rental books	McGraw Hill	The original amount requested was \$250,000 annually.  <b>Seeking approval for an additional \$325,000 annually. (not to exceed a total of \$900,000 annually)</b>	Sylvia Ramirez, EVP Finance & Administration & Kim Henderson, Director Auxiliary Services
RFB26-004	Truax Building D Wing Restroom Renovation	This project will reconfigure the D Wing restrooms in the Truax Main Building to meet current Americans with Disabilities Act (ADA) standards. Improvements will include updated layouts, fixtures, and accessibility features. The adjacent faculty shower rooms will also be modernized to incorporate the same design elements and will include the addition of a new gender neutral restroom.  The project additionally includes replacing the deteriorated north vestibule doors and frames in the D Wing with new aluminum doors and frames to enhance safety, durability, and energy efficiency.	FY 2026-2027 Capital Remodel Fund 303	Joe Daniels Construction Co., Inc	\$724,000 plus 15% contingency (\$108,600) for a maximum construction award of \$832,600.	Sylvia Ramirez, EVP Finance & Administration & Fred Brechlin, Director Planning & Construction Management
RFB26-007	Robotic Welding Cell	The School of Technologies and Trades seeks Board approval for the purchase of a collaborative arc-welding robot. Madison College is currently one of five of the 13 WTCS colleges that does not have a welding robot, and the Welding Program identified the need to introduce students to welding automation to stay aligned with industry standards. Funding for this purchase was approved for FY 2025-2026 in the amount of \$78,000, and the lowest bid came in at \$78,400.91.	FY 2025-2026 Capital Equipment Fund 302	Oxygen Service Company	\$78,400.91	Beth Giles, Provost & Lucas White Academic Manager

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

**MADISON AREA TECHNICAL COLLEGE**

**DATE:** April 1, 2026

**TOPIC:** Procurement and Purchasing Policy and Procedure #2303

**ISSUE:** Administrative Rule TCS 6.03 General district policies, state each district board shall adopt, subject to review and approval by the WTCS board, written policies and procedures on district procurement.

The first revision is related to purchases awarded without competitive quotations. We are increasing the minimum threshold from \$10,000 to \$15,000 to align with the October 2025 increase in the Federal micro-purchase threshold, which the college follows for all non-construction purchases.

The second revision is removal of the section around printing services greater than \$250 and less than \$25,000. The procurement of printing services will follow the same dollar thresholds for non-construction purchases. This update improves clarity and ensures the policy reflects current operational needs.

Other minor, non-substantive edits were made to improve clarity and organization, such as consolidating related sections and ensuring consistency in statutory references, without changing the intent of the policy. The policy number was also updated from #207 to #2303 to align with the college's new numbering system.

**ACTION:** *Adopt the updates to the Procurement and Purchasing Policy and Procedures #2303 and forward to WTCS within 30 days of adoption.*

# Madison College



## Policy #2303

### Procurement and Purchasing

Policy number	2303
Original issuance date	07/01/1998
Last revision date	04/01/2026
Next review date	
Responsible office(s)	Finance and Administration
Keywords	purchasing; procurement; vendor selection; buying; services; supplies; equipment sourcing

#### POLICY PURPOSE

It is the policy of this District that all procurements are made in compliance with appropriate Federal and State Statutes, Wisconsin Administrative Rule TCS6, and procedures as set forth in the Wisconsin Technical College System Financial & Administrative Manual.

#### SCOPE

#### DEFINITIONS

##### **Procurement:**

The buying, purchasing, renting, leasing, or otherwise acquiring any supplies, services, equipment, or construction, including any activity related to obtaining them. Procurement also encompasses the acquisition of goods, services, or construction that are of the same or similar nature, serve a common purpose, and are reasonably foreseeable at the time the need arises.

#### POLICY STATEMENT

All procurements shall be conducted in a manner that provides maximum open and free competition. The purchase and use of materials and services shall be made in accordance with sound and ethical business practice within the framework of applicable laws and regulations and with the intent of reaching the institutional goals of the district.

The District shall not discriminate against any vendor, business or individual who offers to provide goods or services on the basis of age, race, color, sex, creed, disability, political persuasion, ancestry, sexual orientation, or for any other reason prescribed by law, whether federal, state, or local ordinance.

#### LINKS TO STATE/FEDERAL REGULATIONS

- [WTCS System Office](#)
- [Financial and Administrative Manual](#)
- [Administrative Rule TCS 6](#)

## SUPPORTING DOCUMENTS

## RELATED POLICIES

## REVISIONS

1/20/2026.....Formatted to ensure highest level of accessibility

3/25/2026 .....Updated to correct FAM reference and clarify definition of procurement

## Policy Title: Procurement and Purchasing

<b>Associated policy number</b>	2303
<b>Last updated</b>	09/02/2020 04/01/2026
<b>Responsible office(s)</b>	Finance and Administration

**Purpose:** This procedure establishes guidance for the responsible and ethical procurement of necessary materials and services, ensuring the acquisition of high-quality goods and services at the lowest overall cost while complying with all applicable laws, policies, regulations, and statutes. It defines the essential activities and primary responsibilities of the procurement function, and all purchasing staff and their designees or delegates are required to adhere to the procurement policy and procedures.

**Delegation:** The Purchasing Department is responsible for administering the District's procurement policies and procedures and monitoring activities to ensure compliance. All Request for Bids (RFBs) and Request for Proposals (RFPs) are administered through the Purchasing Department to ensure that the process complies with all the requirements of the [Wisconsin Technical College System \(WTCS\) Financial & Administrative Manual \(FAM\)](#).

**Scope & Responsibility:** Procurement means buying, purchasing, renting, leasing or otherwise acquiring any supplies, services, equipment or construction and includes any other activity pertaining to obtaining supplies, services, equipment or construction. Procurement related activities may be assigned to either Purchasing Department staff or District employees (i.e. buyers and department buyers) outside of the Purchasing Department and include:

- Determining needs, specifications, and deliverables, and executing purchases using the most appropriate purchasing method.
- Evaluating proposals and documenting rationale for selection
- Receipt and inspection of goods or acceptance of service deliverables
- Follow up and resolution with vendors regarding any discrepancies in price, damages or shortages on incoming material
- Approval of payments

**General Requirements:**

- Purchase orders require approval from the appropriate departmental supervisor and confirmation of available budgetary funds.
- A purchase order or a District procurement card (pcard) must be used for the procurement of goods and services. [The Madison College Purchasing Matrix](#) outlines allowable purchasing methods with dollar thresholds.
- The District shall not discriminate against any vendor, business or individual who offers to provide goods or services based on age, race, color, sex, creed, disability, political persuasion, ancestry,

sexual orientation, or for any other reason prescribed by law, whether federal, state, or local ordinance.

- The District will dispose of property which is no longer useful or needed for programs or operations in conformance with guidelines outlined in the Disposition of College Property Procedure. For each item with an estimated value of \$25,000 or more, the District must submit a list to the State Director of the WTCS for approval to dispose of the property.
- The only persons who are authorized to sign contracts on behalf of Madison College are the President, any position at the level of vice president, or any individual designated by the President and as outlined in [Signature Authority Policy #2513](#). The Contract Administrator will review contracts on a case-by-case basis to determine the acceptable risk level, and determine if further negotiation is necessary, whether by legal or by the business manager.

### **Purchase Thresholds:**

- Notes:
  - Splitting large purchases into smaller purchases to bypass procurement rules is prohibited.
  - All purchases must comply with the dollar thresholds as noted, unless outlined in the Bid Waiver Section below.
- Non-Construction Related Purchases:
  - Total cost is less than \$15,000; it may be obtained at buyer discretion. Two quotes are recommended.
  - Total cost is at least \$15,000, but less than \$25,000; two (2) written price quotations are required from at least two suppliers. The lowest price for the best quality should be used to determine the vendor.
  - Total cost is at least \$25,000, but less than \$50,000; three (3) written quotations required from at least three suppliers.
  - Total cost of \$50,000 or more requires a competitive sealed bid process, via either Request for Bid or Request for Proposal.
  - For all purchases at least \$15,000, a sole source exception is allowable in compliance with the WTCS FAM, if it is approved by the Purchasing Department, Vice President of Finance and Administration, and, if \$50,000 or more, the District Board of Trustees.
- Public Construction Related Purchases
  - Total cost is less than \$15,000; it may be obtained at buyer discretion. Two quotes are recommended.
  - Total cost is at least \$15,000 but not exceeding \$25,000; requires the [publication of a class 1 notice](#) of the proposed construction prior to execution of the contract. A minimum of two quotes required. For construction projects where total costs are anticipated to be less than \$25,000, the administration shall, whenever possible, give preference to contractors and subcontractors who certify that they participate in a registered apprenticeship program.
  - Total Cost is greater than \$25,000; requires the [publication of a class 2 notice](#) to inform potential bidders of the proposed construction and a sealed bid process. Construction bids must include the time, date and location of the public bid opening and at least two District employees shall be present. All contracts for public construction where total costs are anticipated to exceed \$25,000 must include the following clause;
    - “The contractor(s) and any subcontractors shall participate in a registered apprenticeship program, certified through the Department of Workforce Development, Bureau of Apprenticeship Standards, and/or the U. S. Department of Labor, Bureau of Apprenticeship and Training, and shall employ apprentices for each building trades craft anticipated to be involved in the project, if they are available and appropriate for the nature

of the work being performed. Such apprentices shall be properly indentured in a registered apprenticeship program.”

**General Requirements for Request for Bids & Request for Proposals:**

- All bids and proposals shall include a clear and accurate description of the item or service being procured. This description shall not contain features that unduly restrict competition.
- Evaluation criteria related to bids & proposals will be disclosed in the specifications of the documents provided to all prospective bidders.
- Two or more responsible and willing suppliers are willing and able to compete.
- Awards shall be made only to responsible contractors that possess the ability to perform successfully under the terms and conditions of the proposed procurement.
- Procurement contracts may be awarded for periods up to 5 years, with the option of additional consecutive one-year extensions up to a maximum of total contract length (including extensions) of seven years. Exceptions include audit services (restricted to 5 years total) and ERP system maintenance agreements (contracts limited to ten years total), and legal services (annual engagement letter).

**Bid Waiver Exceptions:** The following are allowable exceptions to the bid/quote requirements listed above:

- Any purchase made under a bid waiver exception must be executed using a purchase order or a District procurement card (pcard) and must comply with all general purchasing requirements as stated above.
- Cooperative Purchasing under [s.16.73 & s66.0301 of the Wis. Statutes](#) is utilized.
- The purchase is made through a cooperative purchasing association which has a competitive purchasing process that is substantially the same as the competitive procurement requirements applicable to the WTCS and that have been recognized by the System President.
- The Purchase is from another governmental unit without intervention of bids per [s. 66.0131 \(2\) Wisconsin Statutes](#).
- Used Equipment from a vendor who offers it for immediate sale may be through noncompetitive negotiation.
- Items intended for Resale.
- Emergency procurements can be made when there exists a threat to the continued operation of the District or to the health, safety, or welfare of students, employees or residents of the District. Emergency procurements shall be evidenced by a written determination of the basis of the emergency and the selection of a particular contractor.
- Outside Legal Counsel: An annual letter of engagement is required.
- Sole Source: The item or service is only available from a single source.
- Real Estate Leases.
- Copyrighted materials.
- The following services are considered professional services or are specifically identified in board-approved collective bargaining contracts, and therefore are procured through non-competitive selection: Collectively bargained items, Cafeteria Plan Benefits Administrator, Water, Sewer, Electric, & Gas Utilities, Telephone Service, Contracted instruction for customized training where the contracted instruction is requested by customer, and Subcontractors identified in grants where the federal grantor agency specifically authorizes noncompetitive negotiation.
- For instructional equipment, when key employers in the District require that potential employees be trained on a specific brand of equipment, the District is authorized to procure that brand.

## **Reports and Recordkeeping**

In compliance with the WTCS Financial & Administrative Manual, the Purchasing Department:

- Shall prepare an annual review of all procurements of \$50,000 or less of similar goods, supplies, or services that total \$50,000 or more in aggregate to determine if a more competitive process should be used in the future
- Send review to the District board so they take formal action by October 31 on the procurement review and report related to the prior fiscal year. Such action is to be reflected in the board minutes.
- Shall provide a monthly report of all checks over \$2,500 for purchases from a state/governmental contract for the District Board to review as required in the WTCS Financial & Administrative Manual.

**A Code of Conduct:** Any employee engaged in the award and administration of procurement is prohibited from having a financial interest in any procurement and any employee involved in procurement is prohibited from receiving any gift(s), gratuity or other financial gain from any contractor, as described in the Employee Handbook.

**Recordkeeping Requirements:** The District shall keep records for all procurements where the total cost exceeds \$25,000. These records shall include the rationale for the method of procurement, the rationale for selection or rejection of any contractor or proposed contractor and the basis for cost or price. The District shall keep records identifying sole source and emergency procurements, including the specific rationale used to meet the criteria.

**Adherence to Federal Regulations:** All federally funded procurements be made according to applicable federal regulations.

**Audit Procedures:** The Purchasing Department will ensure that appropriate internal procedures and safeguards are in place for all activity related to the procurement process and will monitor and audit activity related to procurement, including maintaining complete records for audit purposes. Periodic audits and reviews of purchasing records will be done by WTCS to ensure proper accounting and compliance with District Policy.

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

<b>Name</b>	<b>Adam Clausen</b>
Title	Administrative Assistant 2
Start Date	February 23, 2026
Salary	\$25.50 hourly
Type	Staff
PT/FT	Part-time
Location	Protective Services Center
Degree	Bachelor's degree – Sociology
License	
Certifications	
Experience	3+ years Director of Engagement, Diversity, Equity & Inclusion 11 years Senior Leader

<b>Name</b>	<b>Eli Nemrrot Morales Rivera</b>
Title	Custodian
Start Date	February 23, 2026
Salary	\$19.31 hourly
Type	Staff
PT/FT	Part-time
Location	Truax Campus
Degree	Doctorate – Medical Doctor (Nicaragua)
License	
Certifications	Registered Phlebotomy Technician Registered Medical Assistant Certified Nursing Assistant
Experience	2+ years Medical Interpreter 3 years COVID-19 Response Specialist II

<b>Name</b>	<b>Alkesh Lang</b>
Title	Academic Advisor
Start Date	March 1, 2026
Salary	\$65,304.00 annually
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Bachelor's degree – Business Administration Associate's degree – Business Administration
License	
Certifications	Dental Assistant Certificate
Experience	2 years Nursing Clinical Coordinator (at Madison College) 1 year Community Schools Resource Coordinator

<b>Name</b>	<b>Claudia Veronica Martinez Mendez</b>
Title	Custodian
Start Date	March 1, 2026
Salary	\$19.04 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Bachelor's degree – Tourism (Mexico)
License	
Certifications	
Experience	2+ years Nanny 1+ year Cleaner

<b>Name</b>	<b>Amy Mondloch</b>
Title	Child Care & Development Coordinator 3
Start Date	February 23, 2026
Salary	\$25.12 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Bachelor's degree – Philosophy
License	
Certifications	
Experience	2+ years – CC Teacher 2 years MSCR Program Staff

<b>Name</b>	<b>Sami Lamine</b>
Title	Testing Coordinator
Start Date	March 2, 2026
Salary	\$22.25 hourly
Type	Staff
PT/FT	Part-time
Location	Truax Campus
Degree	Doctorate – African Cultural Studies Master's degree – African Languages and Literature Bachelor's degree – English Literature, Linguistics, and Civilization (Tunisia)
License	
Certifications	
Experience	10 years – Teaching Assistant 1 year – Fulbright Foreign Language Teaching Assistant Scholarship

<b>Name</b>	<b>Nale Yang</b>
Title	Administrative Assistant 2
Start Date	March 2, 2026
Salary	\$25.03 hourly
Type	Staff
PT/FT	Full-time
Location	Health Education Center
Degree	
License	
Certifications	
Experience	11 months – MRI Tech Assistant 1+ year Health Promotion Administrative Assistant

<b>Name</b>	<b>Chandler Zarrinam</b>
Title	Student Services Coordinator 3
Start Date	March 15, 2026
Salary	\$27.00 hourly
Type	Staff
PT/FT	Full-time
Location	Truax Campus
Degree	Bachelor's degree – Youth Studies
License	
Certifications	
Experience	1+ years Student Support Services Coordinator (at Madison College) 4 months Casual One Stop Services Coordinator (at Madison College)

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

<b>EMPLOYEE</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>
Caitlin Jung	Program Associate	March 6, 2026
Makenzi Rasmussen	Administrative Assistant 2	March 6, 2026