



April 29, 2026

MEETING NOTICE

NOTICE IS HEREBY GIVEN that the Madison Area Technical College District Board will meet in executive session, in a hybrid format, at 4:30 p.m. at the Truax Campus, 1701 Wright St, Madison, Room AB132, at 4:30 PM on Monday, May 4, 2026, to consider employment, promotion, compensation or performance evaluation data as authorized in Section 19.85 (1) (c), Wis. Stats., and for the purpose of receiving an update on strategy, and terms and conditions, concerning negotiation of the acquisition of real estate as authorized by Section 19.85 (1) (e) Wis. Stats. The meeting will begin and end in open session. Members of the public can monitor the open portion of this meeting, both before and after the executive session, by dialing (608) 620-8501 and entering Conference ID 407 114 733# when prompted.

NOTICE IS FURTHER HEREBY GIVEN that immediately following executive session, and anticipated no earlier than 4:35 p.m., the Madison Area Technical College District Board will meet in a hybrid format in open session in Room AB132 to meet with accreditors from the Higher Learning Commission. 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., in 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.

Public Hearing on FY2026-27 Budget

- I. Call to Order
- II. Highlights of FY2026-27 Budget
- III. Comments from the Public
- IV. Close of Public Hearing

Regular Business Meeting

- I. **CALL TO ORDER**
 - A. Compliance with Open Meeting Law
- II. **ROUTINE BUSINESS MATTERS**
 - A. Approval of April 1, 2026, Meeting Minutes (**Pages 3-8**)
 - B. Public Comment
- III. **NEW BUSINESS**
 - A. Communications
 1. Student Liaison Report – Hassan Hashmi

2. Student Senate President's Report – Jose Villarreal
3. Board Chair's Report
 - a. Future Meeting & Event Schedule
4. President's Report
 - a. Vision 2030 – Program Review
5. College/Campus Announcements
 - a. Academic Affairs
 - b. Student Affairs
 - c. Finance & Administration

B. Action Items

1. Foundation Centre Lease (**Pages 9-10**)
2. Fiscal Year 2025-26 Budget Amendment (**Pages 11-22**)
3. Consent Agenda
 - a. General fund financial report as of March 31, 2026 (**Pages 23-25**)
 - b. Quarterly investment report as of March 31, 2026 (**Pages 26-29**)
 - c. Quarterly finance metrics (**Page 30**)
 - d. Request for proposals/request for bids/sole sources (**Page 31**)
 - e. Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period March 16, 2026, through April 15, 2026 (**Pages 32-35**)
 - f. 38.14 contracts for March 2026 (**Page 36**)
 - g. District Travel Procedure (**Pages 37-52**)
 - h. Employment of personnel (**Pages 53-57**)
 - i. Resignations and separations (**Page 58**)

IV. CALENDAR OF EVENTS

Board Meetings

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 April 1, 2026, in a hybrid 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, Shana Lewis, Ann McNeary, Tonya Olson, and Korbey White.

Also present: Jon Anderson, Legal Counsel; Jennifer Berne, President; Tim Casper, Executive Vice-President, Student Affairs; Mel Charbonneau, Vice-President, Marketing and Communications; Cory Chrisinger, Vice-President, Technology Services; 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; Hasan Hashmi, Board Student Liaison; Yohlunda Mosley Hill, Director Transfer Services; Anita Mazvimavi, Administrative Assistant to the President; Luis Rey, Project and Process Specialist, Transfer Services; Amy Ulrich, Student; Jose Villarreal, Student Senate President; and Kristin Rolling, Recording Secretary.

Call to Order ^I

The meeting was duly noticed and called to order at 5:36 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 ^{II}

Approval of Meeting Minutes ^{II A}

There was a motion by Mr. Canty, second by Ms. McNeary, to approve the meeting minutes of March 4, 2026, 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}

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 shared that he and fellow student Selah Fedosky, are among the nation's top community college students, earning selection to the prestigious 2026 All-USA Academic Team and receiving New Century scholarships. As a result of student advocacy, halal options are now available at the Truax Café.

Student Senate Report ^{III A 3}

Mr. Villarreal reported that throughout March, the Student Senate focused on legislative updates, internal restructuring, and enhancing student representation through shared governance. Key achievements include the passage of comprehensive bylaw revisions and the initiation of discussions regarding campus affordability. The Senate successfully held a special election to fill a vacancy on the Senate and the Senate recently welcomed several college leaders to provide updates and to share student feedback.

President's Report ^{III A 4}

Dr. Berne reported that three of the Six Vision 2030 Commitments are tied to transfer and that transfer is an affordable and comfortable first step into higher education, especially for low-income students and students of color.

Completion Agenda: Transfer III A 4 a

Dr. Berne introduced Ms. Mosley-Hill and Mr. Rey to share information about how Madison College transfer services assist students, including clear pathways for students, the college's top transfer partners and academic subjects, and strategies for enhancing student success.

College/Campus Announcements III A 5

Marketing & Communications III A 5 e

Ms. Charbonneau shared that every two to three years, we refresh the college's general recruitment video marketing campaign. The upcoming campaign is focused on students telling their stories. She introduced student campaign participant Amy Ullrich to introduce a video production that shares her Madison College journey.

Academic Affairs Update III A 5 a

Dr. Giles reported that Automotive Technology instructor Dave Heinzen recently received the VISION Educator of the Year award. Four Madison College students – Eldon Baerwolf, Lucas Taylor, Wyatt King, and Spencer Peterson – placed at the Professional Agricultural Student National Conference. English instructor Chris Welch will be featured in a Wisconsin Writer's Association fiction anthology.

Student Affairs Update III A 5 b

Dr. Casper shared that Madison College student Mola Badjie has been selected as the college's WTCS Ambassador for 2026-2027. He also shared that six Madison College students received 2026 PTK Coa Cola Scholars. Two PTK members are finalists for the Jack Kent Cooke Undergraduate Transfer Scholarship. The women's basketball team won the 2026 NJCAA Region 4 Division II Midwest District B Tournament. Three team members were named to the

All-Region 4 team. Head coach Angel Whetstone was named Region 4 Coach of the Year. The men's basketball team earned a 7 seed in the Region 4 Tournament. About 200 guests attended the recent Global Showcase which included traditional cultural performances.

Finance & Administration III A 5 c

Dr. Ramirez reported that the Public Safety Department, led by John Flannery, continues to focus on maintaining a safe and welcoming campus that prioritizes student physical and emotional well-being.

Policy and Strategy III A 5 d

International Travel III A 5 d 1

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

Federal Update III A 5 d 2

Dr. Thomas shared that the Center for International Education (CIE) continues to support international students as federal policies changes and confusion remain. Workforce Pell goes into effect July 1 and Madison College is in the process of identifying eligible programs and opportunities.

Technology Services III A 5 f

Mr. Chrisinger shared an update on the implementation of Brightspace, the college's new learning management system, including a project overview, highlights of the project implementation, and the project takeaways.

Action Items III B

Proposed FY2025-26 Capital Remodel Projects III B 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. The D-Wing Restroom Project at the Truax Campus was approved by the board in January 2026, but all bids were above the approved project cost and so the project is being resubmitted for approval at the higher cost.

There was a motion by Mr. White, seconded by Ms. Olson, to reapprove the above increased project cost. Motion carried.

Fiscal Year 2026-27 Proposed Budget III B 2

Mr. White provided an update on the Madison College Fiscal Year 2026-27 proposed budget. He shared information related to the college's budget development process and timeline as well as priorities, budget projections, revenue and expenditure assumptions, the tax levy, capital projects borrowing, and the next steps in the budget approval process.

There was a motion Ms. Lewis, seconded by Ms. McNeary, to 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 Truax Campus, 1701 Wright Street, Madison. Motion carried unanimously.

Fiscal Year 2026-27 Student Employee Pay Rate III B 3

Ms. Ramirez reported that Madison College employs approximately 430 student employees each year through college funds and/or the Federal Work Study Program. 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. Based on the analysis, the college recommends the following changes to the student employee pay rate: increase the student pay rate from \$15.00 to a minimum of \$15.25 per hour for fiscal year 2026–27, and students who remain employed in their department for one year would become eligible for a rate of \$16.25 per hour.

There was a motion by Mr. Canty., seconded by Ms. McNeary, to 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. Motion carried.

Consent Agenda III b 4

General fund financial report as of February 28, 2026 III B 4 a

Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period February 16, 2026 through March 15, 2026 III B 4 b

38.14 contracts for February 2026 III B 4 c

Request for proposals/request for bids/sole sources III B 4 d

Procurement and Purchasing Policy and Procedures #2303 III B 4 e

Employment of personnel III B 4 f

Resignations and separations III B 4 g

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

Adjournment V

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

The meeting adjourned at 7:29 p.m.

Melanie Lichtfeld, Secretary

MADISON AREA TECHNICAL COLLEGE

DATE: May 4, 2026

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

ISSUE: Seek approval to lease space for Madison College at the Foundation Centre.

In part, Vision 2030 Commitment 1 states that “Madison College will be the preferred choice in southcentral Wisconsin for post-secondary and community education...”.

As the college works to fulfill this strategic commitment, the Foundation Centre presents an opportunity to leverage resources by matching current programming and planned growth with an existing, suitably configured facility.

Having previously been located at the Foundation Centre, the college’s School of Professional and Continuing Education will benefit from the existing office and classroom and availability, dedicated parking, adjacent to the main Truax campus’ applied lab spaces, and proximity and opportunity for closer collaboration with the Workforce Development Board of Southcentral Wisconsin.

Currently the School of Professional and Continuing Education has offices and provides instruction at the Commercial Avenue campus as well as in a wide range of classrooms at the Truax campus that are in direct competition for utilization by credit courses. For the casual enrichment course student or employers who are simply looking for contract training opportunities, the inconsistency of location and time availability act as barriers to expanding enrichment and business and industry courses.

Leveraging the Foundation Centre as a modern, conveniently located professional training center will enable the college to meet both the enrichment course interests of the community and continue to grow as a critical regional workforce development partner for business and industry.

The facility will support employer partnerships, workforce program coordination, and select classroom-based instruction while serving as a gateway into Madison College’s broader network of technical training programs delivered across campus and partner facilities.

The facility will support customized training developed with industry partners, continuing education and upskilling opportunities for working adults, workforce initiatives funded through state and federal grants, short-term stackable workforce credentials, and other pathways developed in partnership with employers and workforce partners to prepare individuals for immediate employment and long-term career advancement. It will also support entrepreneurship and small business development, offering workshops, mentorship, and connections to regional partners that help individuals launch or grow businesses and strengthen the local economy.

The project will also enhance collaboration by being co-located with the Workforce Development Board of South-Central Wisconsin and other partners to coordinate workforce strategies and align training with current and emerging labor market needs. This coordinated approach will improve the responsiveness of workforce

development efforts and ensure education pathways better match regional industry demand.

In program planning for the footprint of the Foundation Centre, the college will also consider space needs for the Madison College Foundation administrative offices (which are currently located in the building), surge space for needs when areas of the Truax campus are under construction, and the potential for co-location of economic/workforce development partner organizations.

The total area of the lease space for Madison College, occupied and common spaces, is 28,935 square feet. The lease will begin July 1, 2026, end June 30, 2029, and the monthly cost is \$33,333.00. The lease includes a 4% monthly rent escalation July 1, 2027, and July 1, 2028

- ACTION:**
1. Authorize staff to complete the necessary steps to execute the lease as described above until June 30, 2029.
 2. Authorize staff to submit the completed lease to the Wisconsin Technical College System for Board approval.

Madison Area Technical College

DATE: May 4, 2026

TOPIC: Fiscal Year 2025-26 Budget Amendment

ISSUE: Wisconsin State Statute Chapter 65.90(5)(a) states,

...the amount of tax to be levied or certified, the amounts of the various appropriations and the purposes for such appropriations stated in a budget required under sub. (1) may not be changed unless authorized by a vote of two-thirds of the entire membership of the governing body...

Wisconsin's Administrative Code, TCS 7.05(7) states the

"Changes to the budget approved by the district board shall be by fund type or function within a fund type and shall be in accordance with s.65.90, Stats."

In addition, the Madison Area Technical College District Board adopted policies of governance on March 12, 2014, and reapproved July 14, 2014, which gives broad general guidance on significant matters of the District, in the form of Executive Limitations. The Board Policy related to budgeting requires the administration:

...propose a balanced budget with 1) accurate projection of revenues and expenditures, 2) separation of capital and operational items, 3) projections of cash flow, and 4) disclosure of planning assumptions.

The Fiscal Year 2025-26 budget was approved by the District Board on June 4, 2025. Per State Statute 65.90(5)(a) and the Wisconsin Administrative Code TCS 7.05(7), and to adhere to the District Board's policy, the following budget amendments are recommended for adoption by the District Board.

General Fund Adjustments

General Fund Revenue Adjustments

- Increase **Local Government** by \$158,000 due to net changes from Tax Incremental District Closeout and Tax Levy Refund Revenue.
- Increase **Program Fees** by \$1,216,000, **Material Fees** by \$35,000, and **Other Student Fees** by \$148,000 to reflect increases in tuition and fee revenue resulting from higher enrollment. The updated enrollment projection is 8,200 FTES.
- Increase **Institutional** by \$825,000 to reflect higher projected interest earnings compared to the original budget.

The above adjustments reflect a net increase in budgeted revenues of \$2,382,000.

General Fund Expenditure Adjustments

- Decrease **Instruction** by \$671,000 to reflect lower than anticipated spending on course instruction and instructional supplies.
- Decrease **Instructional Resources** by \$20,000 to reflect lower than anticipated spending on instructional support staff and supplies
- Decrease **Student Services** by \$128,000 to reflect lower than anticipated spending on student services staff and supplies.
- Decrease **General Institutional** by \$123,000 to reflect lower than anticipated administrative costs.
- Decrease **Physical Plant** by \$69,000 to reflect lower than anticipated spending on facilities staff and supplies.
- Decrease **Public Service** by \$7,000 to reflect lower than anticipated spending on public service staff and supplies.

The above adjustments reflect a net decrease in budgeted expenditures of \$1,018,000.

The net result of the General Fund modifications is \$3,400,000. These changes include an anticipated increase in our Designation for Operations of \$1,241,000 and eliminate our planned use of Designations for Subsequent Year/Year(s).

Special Revenue Aidable Fund Adjustments

Special Revenue Aidable Fund Revenue Adjustments

- Increase **State Aids** by \$1,022,000 to reflect additional state grants and awards.
- Increase **Program Fees** by \$36,000 and **Material Fees** by \$12,000 to reflect additional revenue in Continuing Education.
- Decrease **Institutional Revenue** by \$2,335,000 largely to reflect accounting adjustments between funds for the Early College programs.
- Decrease **Federal Aids** by \$75,000 to reflect changes in Federal grants awarded, revised, and/or not funded.

The above adjustments reflect a net decrease in budgeted revenues of \$1,340,000.

Special Revenue Aidable Fund Expenditure Adjustments

- Decrease **Instruction** by \$543,000 to reflect changes in Federal, State, and Local Grants awarded, revised, or not funded as well as accounting adjustments between funds for the Early College STEM Academy.
- Increase **Instructional Resources** by \$43,000 to reflect changes in Federal, State, and Local Grants awarded, revised, or not funded.
- Decrease **Student Services** by \$254,000 to reflect changes in Federal, State, and Local Grants awarded, revised, or not funded.
- Increase **Physical Plant** by \$250,000 to reflect changes in Federal, State, and Local Grants awarded, revised, or not funded.
- Decrease **Public Service** by \$5,000 to reflect changes in Federal, State, and Local Grants awarded, revised, or not funded.

The above adjustments reflect a net decrease in budgeted expenditures of \$509,000.

The net result of the Special Revenue Aidable Fund modifications is a decrease of \$831,000 in fund balance.

Special Revenue Non-aidable Fund Adjustments

Special Revenue Non-aidable Fund Revenue Adjustments

- Increase **Local Government** revenue by \$20,000 for Student Financial Aid Technical Excellence Grant Match support from Tax levy.
- Decrease **State Aids** revenue by \$22,000 to account for a decrease in WTCS Wisconsin Higher Ed Grants, which was offset by an increase in WTCS-Emergency Fund.
- Increase in **Other Student Fees** by \$266,000 to reflect higher than projected student activity fees revenue due to increased enrollment, and additional revenue from international trips.
- Increase **Institutional Revenue** by \$2,298,000 to reflect budget allocations for Scholars of Promise, higher Student Activities Board miscellaneous revenue, and to reflect accounting changes related to Early College programs.
- Increase **Federal Aids** by \$3,028,000 to reflect changes in financial aid due to increased student enrollment.

The above adjustments reflect a net increase in budgeted revenues of \$5,590,000.

Special Revenue Non-aidable Fund Expenditure Adjustments

- Increase **Instruction** by \$1,791,000 to reflect the STEM/Running Start grant shift to a non-aidable fund, carryover for the Apprenticeship Building America 2 grant, and increased costs for the Study Abroad Program.
- Increase **Student Services** by \$3,768,000 to reflect higher student financial aid and Student Activities Board expenses driven due to increase in enrollment. This also includes accounting adjustments related to the Early College program, increased international student insurance costs, and a decrease in the ED HEP grant to align with actuals.

The above adjustments reflect a net increase in budgeted expenditures of \$5,559,000.

The net result of the Special Revenue Non-aidable Fund modifications is a budgeted increase in fund balance of \$31,000.

Capital Projects Fund Adjustments

Capital Projects Fund Revenue Adjustments

- Decrease **Institutional** revenues by \$240,000 to reflect the net change in capital awarded in Institutional grants, primarily due to the transfer of the American Family Early Childhood Education grant to the Special Revenue Aidable Fund.

- Increase **Federal Aid** revenues by \$7,000 to reflect the net change in capital awarded in Federal grants

The above adjustments reflect a net decrease in budgeted revenues of \$233,000.

Capital Projects Fund Expenditure Adjustments

All areas were adjusted to align initially planned expenditures with the WTCS functional areas where spending is occurring. Any additional expense adjustments are detailed below.

- Decrease Instruction by \$2,285,000.
- Increase Instructional Resources by \$110,000
- Decrease Student Services by \$815,000
- Decrease General Institutional by \$74,000
- Increase Physical Plant by \$2,739,000
- Increase Auxiliary Services by \$27,000
- Increase Public Service by \$65,000

The above adjustments reflect a net decrease in budgeted expenditures of \$233,000.

The net result of the Capital fund modifications is no change to the fund balance.

Debt Service Fund Adjustments

Debt Service Fund Revenue Adjustments

- Increase **Institutional** revenues by \$8,000 to reflect higher projected interest income earned on capital borrows.

Debt Service Fund Expenditure Adjustments

- Decrease **Physical Plant** by \$5,000 to reflect lower than projected interest payments on long-term debt.

The net result of the Debt Service Fund modifications is an increase in budgeted fund balance of \$13,000. Fund balance in the Debt Service Fund is used to offset tax levy in future years.

Enterprise Fund Adjustments

Enterprise Fund Revenue Adjustments

Decrease **Institutional revenues** by \$482,000 to reflect net changes across multiple enterprise accounts. The decrease is primarily driven by lower than projected revenue related to the Early Learning Campuses. This decrease is partially offset by increases in Instructional Resales and Textbook Rental revenue due to higher enrollment.

The above adjustments reflect the decrease in budgeted revenues of \$482,000.

Enterprise Fund Expenditure Adjustments

Decrease **Auxiliary Services** expenditures by \$924,000 to reflect net changes across multiple enterprise accounts. lower than projected revenue related to the Early Learning Campuses and a reduction in Testing expenses to better align

projections with actuals. These decreases are distributed across several enterprise areas as follows:

- Decrease Bookstore by \$93,380
- Decrease Dining Services by \$38,609
- Decrease Early Learning Campus by \$473,841
- Decrease Testing by \$245,953
- Decrease Parking by \$63,197
- Decrease Mitby Theater by \$56,839

These reductions are partially offset by increases in Instructional Resale, driven by higher enrollment in certain programs, as well as changes across other enterprise accounts.

The net result of the Enterprise Fund modifications is a decrease in budgeted fund balance of \$442,000.

Internal Services Fund Adjustments

Internal Services Fund Revenue Adjustments

Increase **Institutional** revenue by \$700,000 to reflect the impact of revenue increases and decreases across multiple operations. Any additional revenue adjustments are detailed below.

- Increase Technology Services by \$600,000.
- Increase Printing Services by \$50,000
- Increase Self Insurance Dental by \$80,000
- Decrease Self Insurance ST Disability by \$30,000

Internal Services Fund Expenditure Adjustments

Increase **Auxiliary Services** expenditures by \$520,000 to reflect the impact of expense increases and decreases across multiple operations. Any additional revenue adjustments are detailed below.

- Increase Technology Services by \$700,000.
- Decrease Telephone System by \$220,000
- Increase Self Insurance Dental by \$160,000
- Decrease Self Insurance ST Disability by \$120,000

The net result of the Internal Services Fund modifications is an increase of \$180,000 in the existing fund balance.

ACTION: Approve the budget modifications for Fiscal Year 2025-26. Note: Approval by the District Board requires a favorable vote of at least six (6) board members.

Madison Area Technical College District

**GENERAL FUND
Budget Modification**

| District: | 2025-26 | Fund: | |
|---|----------------------------------|-----------------------------------|------------------------------------|
| Madison Area Technical College | | General Fund | |
| | <u>Current Budget</u> | <u>Modified Budget</u> | <u>Amount of Change</u> |
| Date Adopted: | 12/3/2025 | 5/4/2026 | |
| REVENUES | | | |
| Local Government | \$ 47,416,000 | \$ 47,574,000 | \$ 158,000 |
| State Aids | 83,441,000 | 83,441,000 | - |
| Program Fees | 35,784,000 | 37,000,000 | 1,216,000 |
| Material Fees | 1,259,000 | 1,294,000 | 35,000 |
| Other Student Fees | 1,270,000 | 1,418,000 | 148,000 |
| Institutional | 2,505,000 | 3,330,000 | 825,000 |
| Federal Aids | 310,000 | 310,000 | - |
| Total Revenues | <u>\$ 171,985,000</u> | <u>\$ 174,367,000</u> | <u>\$ 2,382,000</u> |
| EXPENDITURES | | | |
| Instruction | \$ 115,086,000 | \$ 114,415,000 | \$ (671,000) |
| Instructional Resources | 3,446,000 | 3,426,000 | (20,000) |
| Student Services | 21,764,000 | 21,636,000 | (128,000) |
| General Institutional | 19,882,000 | 19,759,000 | (123,000) |
| Physical Plant | 12,953,000 | 12,884,000 | (69,000) |
| Public Service | 1,213,000 | 1,206,000 | (7,000) |
| Total Expenditures | <u>\$ 174,344,000</u> | <u>\$ 173,326,000</u> | <u>\$ (1,018,000)</u> |
| Net Revenue | \$ (2,359,000) | \$ 1,041,000 | \$ 3,400,000 |
| OTHER SOURCES/(USES) | | | |
| Operating Transfer In | \$ - | \$ - | \$ - |
| Operating Transfer Out | - | - | - |
| TRANSFERS TO/(FROM) FUND BALANCE | | | |
| Reserve for Compensated Absences | \$ (200,000) | \$ (200,000) | \$ - |
| Designation for Subsequent Year | (574,000) | - | 574,000 |
| Designation for Subsequent Years | (1,585,000) | - | 1,585,000 |
| Designation for State Aid Fluctuations | - | - | - |
| Reserve for Post-Employment Sick Pay | - | - | - |
| Assigned for operations | - | 1,241,000 | 1,241,000 |

Sylvia Ramirez
District Contact

Madison Area Technical College District
SPECIAL REVENUE AIDABLE FUND
Budget Modification

| District: | 2025-26 | Fund: | |
|---|-----------------------|-------------------------|-------------------------|
| Madison Area Technical College | | Special Revenue Aidable | |
| | <u>Current</u> | <u>Modified</u> | <u>Amount</u> |
| Date Adopted: | 12/3/2025 | 5/4/2026 | <u>of Change</u> |
| REVENUES | | | |
| Local Government | \$ 1,810,000 | \$ 1,810,000 | \$ - |
| State Aids | 1,469,000 | 2,491,000 | 1,022,000 |
| Program Fees | 123,000 | 159,000 | 36,000 |
| Material Fees | 24,000 | 36,000 | 12,000 |
| Other Student Fees | 853,000 | 853,000 | - |
| Institutional | 7,627,000 | 5,292,000 | (2,335,000) |
| Federal Aids | 9,886,000 | 9,811,000 | (75,000) |
| Total Revenues | <u>\$ 21,792,000</u> | <u>\$ 20,452,000</u> | <u>\$ (1,340,000)</u> |
| EXPENDITURES | | | |
| Instruction | \$ 17,702,000 | \$ 17,159,000 | \$ (543,000) |
| Instructional Resources | 122,000 | 165,000 | 43,000 |
| Student Services | 3,501,000 | 3,247,000 | (254,000) |
| General Institutional | 311,000 | 311,000 | - |
| Physical Plant | 32,000 | 282,000 | 250,000 |
| Auxiliary Service | 20,000 | 20,000 | - |
| Public Service | 100,000 | 95,000 | (5,000) |
| Total Expenditures | <u>\$ 21,788,000</u> | <u>\$ 21,279,000</u> | <u>\$ (509,000)</u> |
| Net Revenue | \$ 4,000 | \$ (827,000) | \$ (831,000) |
| OTHER SOURCES/(USES) | | | |
| Operating Transfer In | \$ - | \$ - | \$ - |
| Operating Transfer Out | - | - | - |
| TRANSFERS TO/(FROM) FUND BALANCE | | | |
| Designated for Subsequent Year | \$ 4,000 | \$ (827,000) | \$ (831,000) |

Sylvia Ramirez
District Contact

Madison Area Technical College District

CAPITAL PROJECTS FUND

Budget Modification

District:

Madison Area Technical College

2025-26

Fund:

Capital Projects

| | <u>Current Budget</u> | <u>Modified Budget</u> | <u>Amount of Change</u> |
|---|---------------------------|----------------------------|-----------------------------|
| Date Adopted: | 12/3/2025 | 5/4/2026 | |
| REVENUES | | | |
| Local Government | \$ - | \$ - | - |
| State Aids | 13,000 | 13,000 | - |
| Institutional | 400,000 | 160,000 | (240,000) |
| Federal Aids | 1,575,000 | 1,582,000 | 7,000 |
| Total Revenues | <u>\$ 1,988,000</u> | <u>\$ 1,755,000</u> | <u>\$ (233,000)</u> |
| EXPENDITURES | | | |
| Instruction | \$ 6,285,000 | \$ 4,000,000 | \$ (2,285,000) |
| Instructional Resources | 13,149,000 | 13,259,000 | 110,000 |
| Student Services | 1,185,000 | 370,000 | (815,000) |
| General Institutional | 675,000 | 601,000 | (74,000) |
| Physical Plant | 10,710,000 | 13,449,000 | 2,739,000 |
| Auxiliary Services | - | 27,000 | 27,000 |
| Public Service | - | 65,000 | 65,000 |
| Total Expenditures | <u>\$ 32,004,000</u> | <u>\$ 31,771,000</u> | <u>\$ (233,000)</u> |
| Net Revenue | \$ (30,016,000) | \$ (30,016,000) | \$ - |
| OTHER SOURCES/(USES) | | | |
| Operating Transfer In | \$ - | \$ - | \$ - |
| Operating Transfer Out | - | - | - |
| Proceeds from Debt | 31,000,000 | 31,000,000 | - |
| TRANSFERS TO/(FROM) FUND BALANCE | | | |
| Reserve for Capital Projects | \$ 984,000 | \$ 984,000 | \$ - |

Sylvia Ramirez
District Contact

Madison Area Technical College District

DEBT SERVICE FUND

Budget Modification

District:

Madison Area Technical College

2025-26

Fund:

Debt Service

| | <u>Current Budget</u> | <u>Modified Budget</u> | <u>Amount of Change</u> |
|---|---------------------------|----------------------------|-----------------------------|
| Date Adopted: | 12/3/2025 | 5/4/2026 | |
| REVENUES | | | |
| Local Government | \$ 40,088,000 | \$ 40,088,000 | \$ - |
| Institutional | 1,000,000 | 1,008,000 | 8,000 |
| Total Revenues | <u>\$ 41,088,000</u> | <u>\$ 41,096,000</u> | <u>\$ 8,000</u> |
| EXPENDITURES | | | |
| Physical Plant | \$ 41,966,000 | \$ 41,961,000 | \$ (5,000) |
| Total Expenditures | <u>\$ 41,966,000</u> | <u>\$ 41,961,000</u> | <u>\$ (5,000)</u> |
| Net Revenue | \$ (878,000) | \$ (865,000) | \$ 13,000 |
| OTHER SOURCES/(USES) | | | |
| Proceeds From Debt | \$ - | \$ - | \$ - |
| Debt Repayment | - | - | - |
| Premium on Debt Issued | - | - | - |
| Operating Transfer In | - | - | - |
| Operating Transfer Out | - | - | - |
| TRANSFERS TO/(FROM) FUND BALANCE | | | |
| Reserve for Debt Service | \$ (878,000) | \$ (865,000) | \$ 13,000 |

Sylvia Ramirez
District Contact

Madison Area Technical College District

**ENTERPRISE FUND
Budget Modification**

District:

Madison Area Technical College

2025-26

Fund:

Enterprise

| | <u>Current Budget</u> | <u>Modified Budget</u> | <u>Amount of Change</u> |
|---|----------------------------------|-----------------------------------|------------------------------------|
| Date Adopted: | 12/3/2025 | 5/4/2026 | |
| REVENUES | | | |
| Local Government | \$ 704,000 | \$ 704,000 | \$ - |
| Institutional | 11,187,000 | 10,705,000 | (482,000) |
| Federal Aids | 50,000 | 50,000 | - |
| Total Revenues | <u>\$ 11,941,000</u> | <u>\$ 11,459,000</u> | <u>\$ (482,000)</u> |
| EXPENDITURES | | | |
| Auxiliary Services | \$ 12,938,000 | \$ 12,014,000 | \$ (924,000) |
| Total Expenditures | <u>\$ 12,938,000</u> | <u>\$ 12,014,000</u> | <u>\$ (924,000)</u> |
| Net Revenue | \$ (997,000) | \$ (555,000) | \$ 442,000 |
| OTHER SOURCES/(USES) | | | |
| Operating Transfer In | \$ - | \$ - | \$ - |
| Operating Transfer Out | - | - | - |
| TRANSFERS TO/(FROM) FUND BALANCE | | | |
| Retained Earnings | \$ (997,000) | \$ (555,000) | \$ 442,000 |

Sylvia Ramirez
District Contact

MADISON AREA TECHNICAL COLLEGE

DATE: May 4, 2026

TOPIC: General Fund Financial Report as of March 31, 2026

ISSUE: Review current year to date revenues and expenditures in the general fund. The current fiscal year's general fund revenues are 98.63% of the current budget. This compares to 97.24% 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 100.33% of budget, compared to 100.00% 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 95.51% 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 103.60% of budget, compared to 100.55% last year. The material fee revenues are 102.96% of budget, compared to 101.34% last year.
- Other Student Fees include graduation, nonresident tuition, Group Dynamics and community service classes. Revenues to date are 112.16% of the amount budgeted. Last year, revenues to date were 98.99%. Out-of-State tuition is performing well vs budget while Other Student Fees and Outside Authority Fees are exceeding budget.
- Institutional Sources include interest income, lease/rental income and royalty income, along with miscellaneous revenues. The revenues to date are 92.45% of the budget. Last year's revenues were 72.23% 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 38.50% 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 73.78% of budget as compares to 75.75% 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 73.51% of budget, compared to 73.72% 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 74.66% of the budget, versus 77.16% 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 68.84% of the current year's budget, compared to 74.03% 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 76.38% of budget, compared to 79.80% 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 79.72% of budget, compared to 90.85% 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 78.79% of budget, compared to 74.02% last year.

- Accept report and place on file.

GENERAL FUND
FOR THE MONTH ENDED MARCH 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 | \$ (3,173) | \$ 47,571,983 | \$ (155,983) | 100.33% | 100.00% |
| State Sources (State Aid) | \$ 83,441,000 | \$ 5,673 | \$ 79,694,032 | \$ 3,746,968 | 95.51% | 95.67% |
| Program Fees | \$ 35,784,000 | \$ (13,749) | \$ 37,073,068 | \$ (1,289,068) | 103.60% | 100.55% |
| Material Fees | \$ 1,259,000 | \$ 506 | \$ 1,296,290 | \$ (37,290) | 102.96% | 101.34% |
| Other Student Fees | \$ 1,270,000 | \$ 53,679 | \$ 1,424,462 | \$ (154,462) | 112.16% | 98.99% |
| Institutional Sources | \$ 2,505,000 | \$ 325,114 | \$ 2,315,952 | \$ 189,048 | 92.45% | 72.23% |
| Federal Sources | \$ 310,000 | \$ - | \$ 254,101 | \$ 55,899 | 81.97% | 38.50% |
| Total Revenues | \$ 171,985,000 | \$ 368,050 | \$ 169,629,888 | \$ 2,355,112 | 98.63% | 97.24% |

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 | \$ 83,937,589 | \$ 664,152 | \$ 30,484,259 | 73.51% | 73.72% |
| Instructional Resources | \$ 3,446,000 | \$ 2,565,329 | \$ 7,331 | \$ 873,340 | 74.66% | 77.16% |
| Student Services | \$ 21,764,000 | \$ 14,848,718 | \$ 134,022 | \$ 6,781,260 | 68.84% | 74.03% |
| General Institutional | \$ 19,882,000 | \$ 14,318,899 | \$ 867,669 | \$ 4,695,431 | 76.38% | 79.80% |
| Physical Plant | \$ 12,953,000 | \$ 8,884,565 | \$ 1,441,753 | \$ 2,626,682 | 79.72% | 90.85% |
| Public Service | \$ 1,213,000 | \$ 940,998 | \$ 14,677 | \$ 257,325 | 78.79% | 74.02% |
| Total Expenditures | \$ 174,344,000 | \$ 125,496,099 | \$ 3,129,603 | \$ 45,718,298 | 73.78% | 75.75% |

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

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

MADISON AREA TECHNICAL COLLEGE DISTRICT

QUARTERLY INVESTMENT REPORT

March 31, 2026

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

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

CASH AND INVESTMENTS

1. As of March 31, 2026, the College had \$94.9 million in cash and investments.

| Description | Original Cost | Percent |
|-------------------------|----------------------|----------------|
| Investment Series | \$82,908,541 | 87.4% |
| WISC LTD | 5,123,931 | 5.4% |
| Certificates of Deposit | 2,205,638 | 2.3% |
| US Bank | 1,917,686 | 2.0% |
| WISC ETD | 1,607,729 | 1.7% |
| UW Credit Union | 646,754 | 0.7% |
| State of WI LGIP | 445,786 | 0.5% |
| BMO Harris Bank | 12,410 | 0.0% |
| Cash Management Series | 8,717 | 0.0% |
| Johnson Bank | 1,473 | 0.0% |
| Total Portfolio | \$94,878,665 | 100% |

The investment portfolio at the end of the period consists of the Wisconsin Investment Series Cooperative (WISC) investment series carrying 87.4% (\$82.9 million) and yields 3.63%. The WISC LTD (Limited Term Duration) series which makes up 5.4% (\$5.1 million) and yields 3.76% and the certificates of deposit carries 2.3% (\$2.2 million) yielding 3.60%. US Bank carried 2.0% (\$1.9 million). The WISC ETD (Extended Term Duration) series carries 1.7% (\$1.6 million) yielding 3.77% and the Government Investment Pool (WI LGIP) carried 0.5% (\$446 thousand) of the District's cash yielding 3.69%. The Cash Management Series' balance is \$9 thousand and yields 3.48%.

These cash equivalent deposits are secured through collateral agreements and do not carry credit risk. The remaining cash deposits with UW Credit Union, BMO Harris and Johnson Bank make up \$661 thousand of the portfolio value. These deposits are federally insured and do not carry credit risk.

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

Investment Type

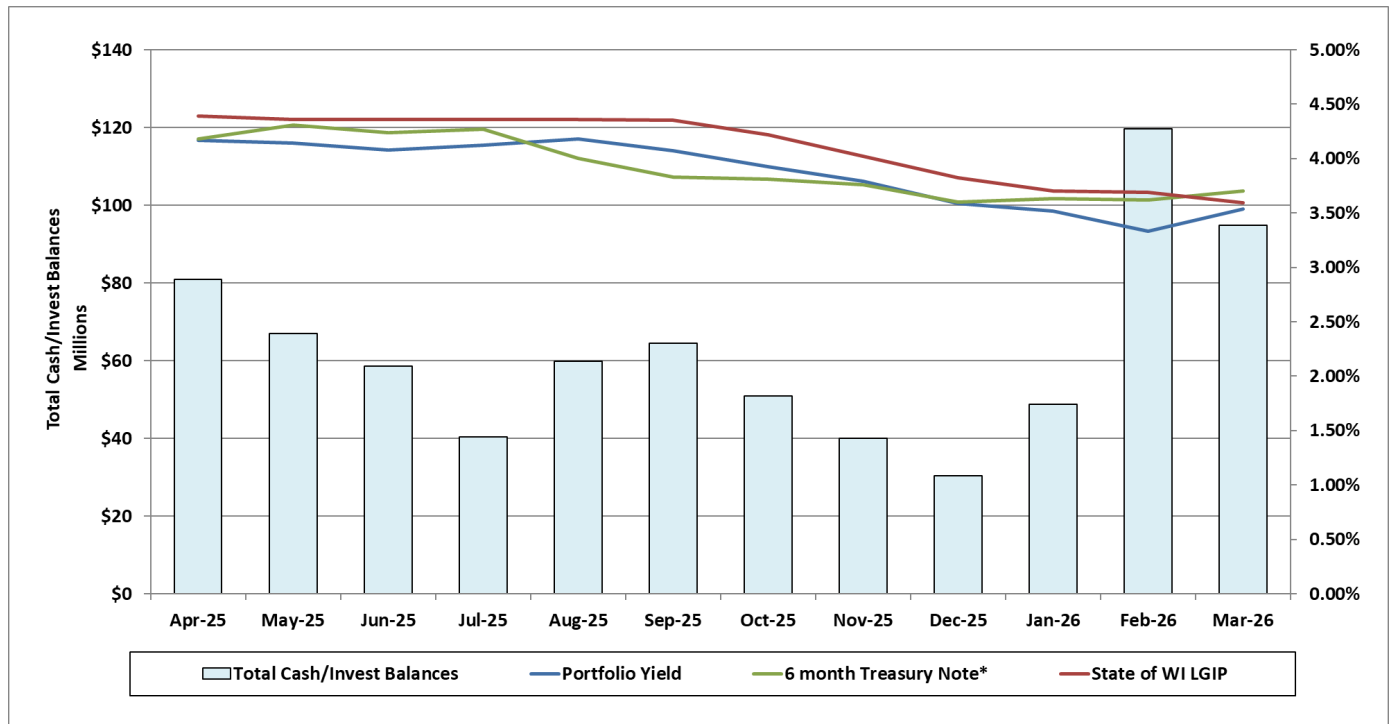
| | | |
|-----------------|---------------------|-------------|
| Operating Funds | \$87,686,228 | 92.4% |
| Bond Proceeds | 7,192,436 | 7.6% |
| Total | \$94,878,665 | 100% |

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

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

PERFORMANCE

The investment portfolio has a current yield of 354 basis points, which compares to the State of Wisconsin local government investment pool yield of 360 basis points and the *6-month treasury of 391 basis points for the same time period. The current yield has decreased 5 basis points since the end of December 2025 and decreased by 63 basis points since the end of March 2025 (year over year).



*6-month Constant Maturity Treasury (CMT)

FEES

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

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

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

The total fees paid fiscal year to date 3/31/26 is \$3,133. These fees are inclusive of safekeeping charges, wire transfers, monthly reporting, monitoring of collateral and the cash flow, but does not include fees related to financial advisory services.

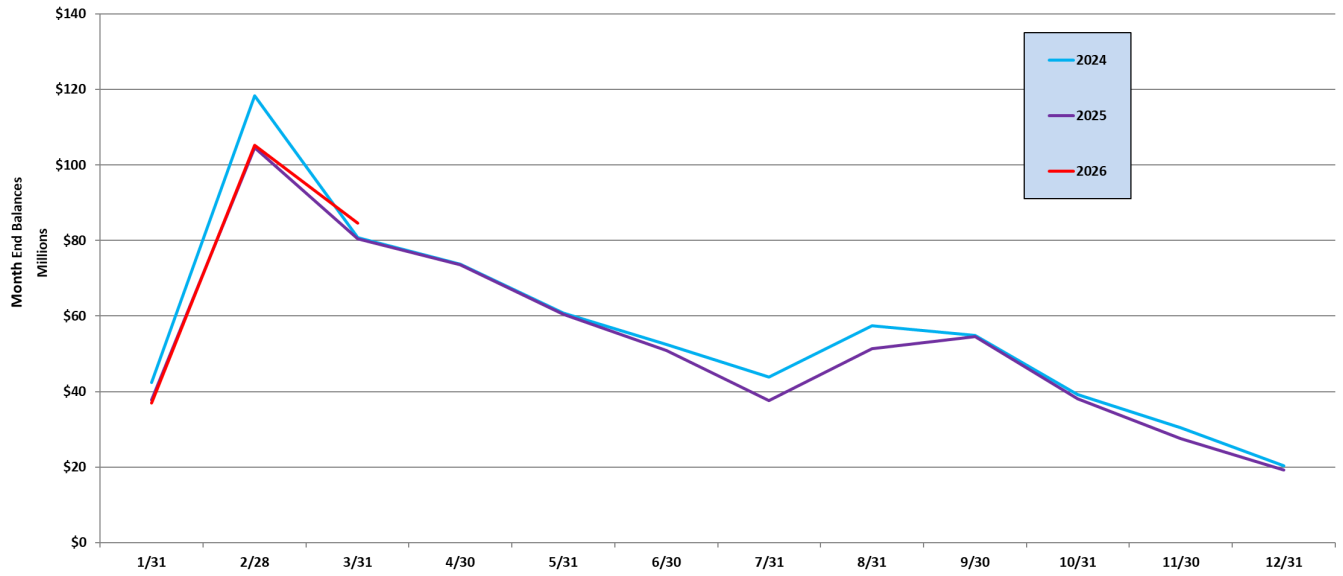
LIQUIDITY

The graph below depicts our operating fund balance throughout the year. While we have significant balances in February of each year, after the receipt of approximately 2/3rds of the property tax levy and all of our state aid, the operating needs of the College exceed subsequent revenue inflows for the remainder of the year. The low point for operational funds is typically in early January. Fiscal year 2026 low point was \$15 million.

The College's portfolio yield is 3.54%, down 5 basis points from last quarter. In March 2026, the Federal Reserve maintained interest rates at the range of 3.50-3.75% for the second consecutive meeting. The decision reflected a cautious approach to persistent inflation.

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

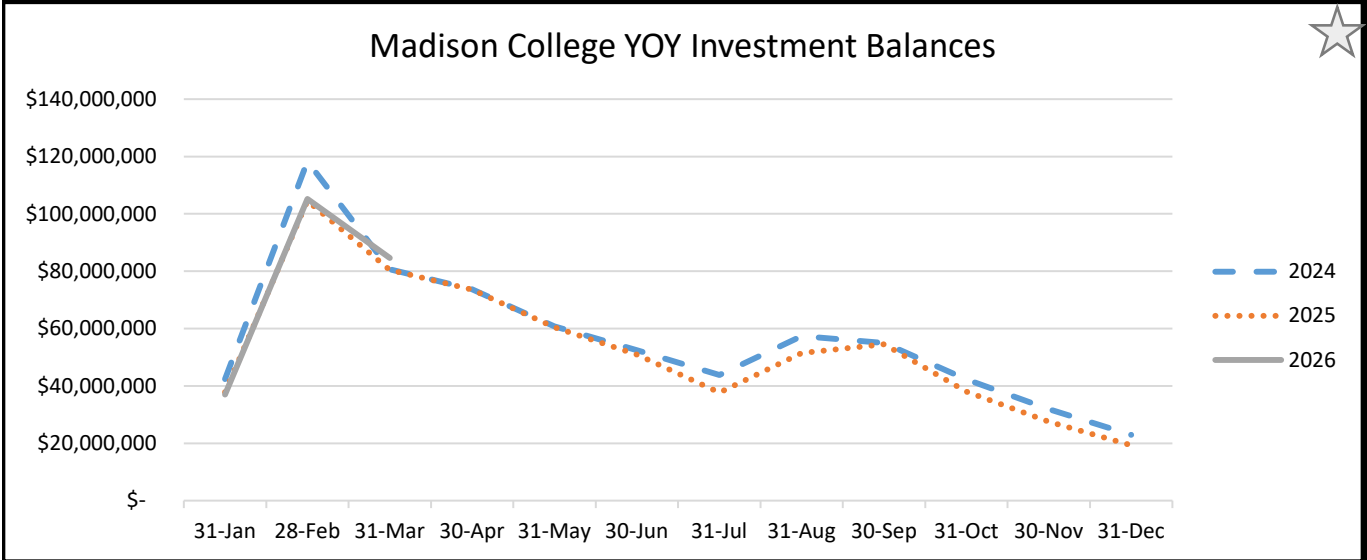
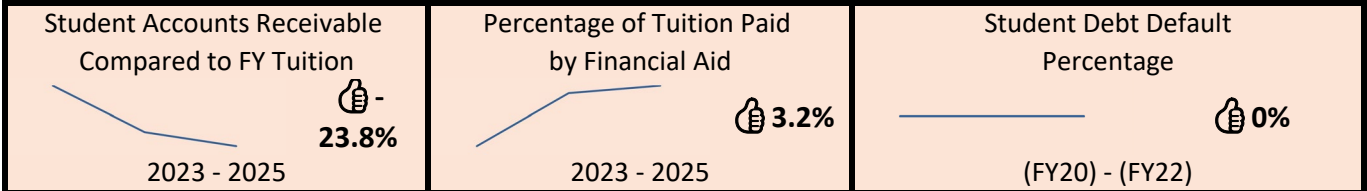
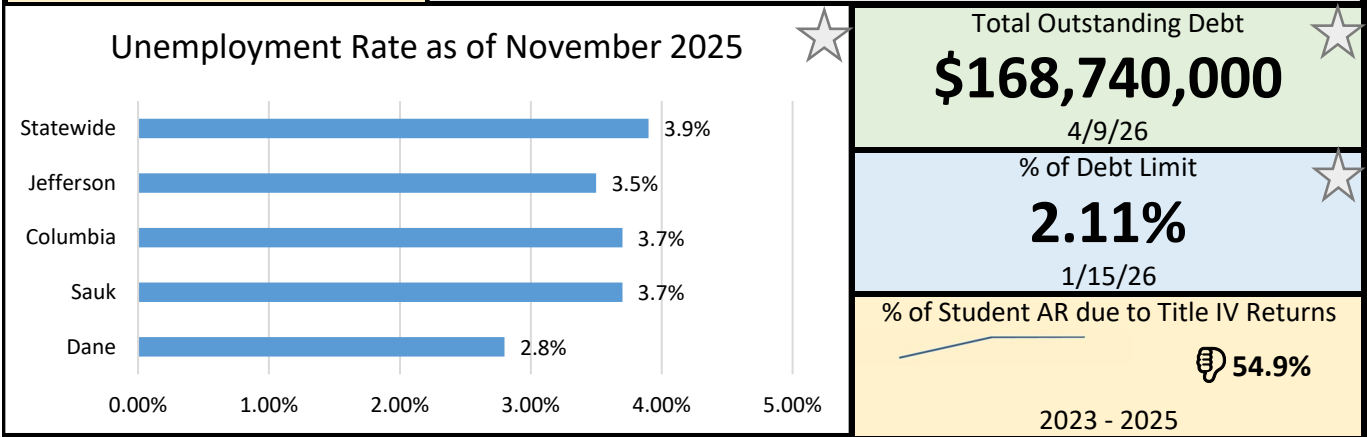
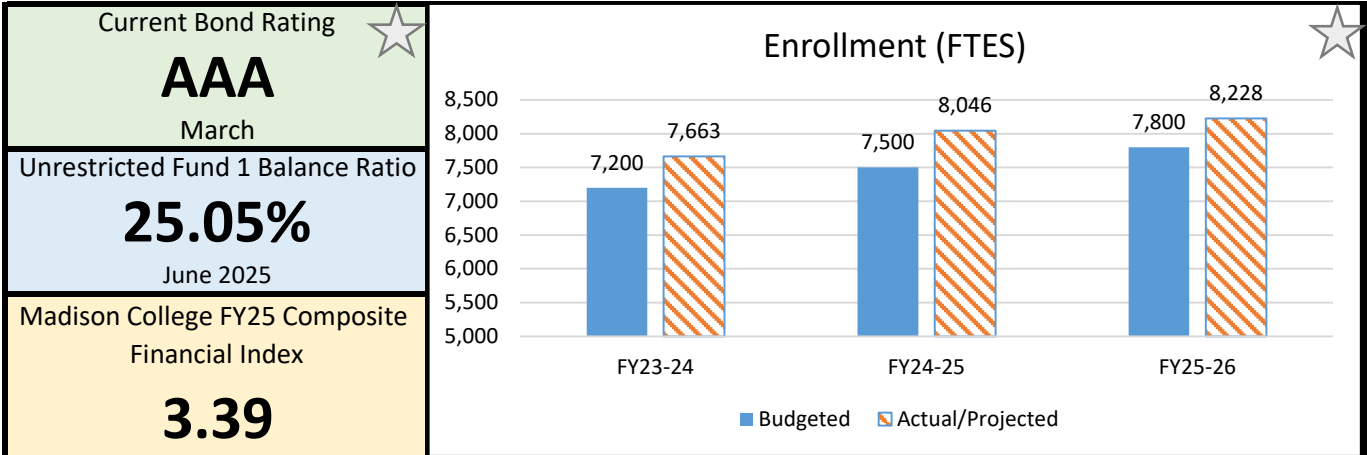
Madison College YOY Investment Balances



Madison College Financial Metrics

Updated 04-15-2026

★ indicates information that changes quarterly



Madison Area Technical College

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

DATE OF BOARD MEETING - Wednesday, May 6, 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 |
|-----------|--|---|--|-------------------------------------|--|--|
| RFP21-008 | Goodman South Early Learning Campus - Landscaping Services | An RFP was issued and contracts awarded in 2021 to serve the Goodman South Campus, among others. We are amending the existing landscaping services contract (RFP21-008) for the Goodman South Campus to reflect the revised campus boundaries resulting from the addition of the Early Learning Campus. | Operational Fund 100 Facilities Contract term through January 31, 2028 | DeLuca and Hartman, Inc | The initial contract amount was \$278,005 annually. An additional \$9,245 per year to the base contract for a total annual contract amount of \$287,250. | Sylvia Ramirez EVP Finance & Administration & Wes Marquardt Facilities & Maintenance Manager |
| RFP22-001 | Student Portal, Class Scheduling, Building & Administrative Automation | Madison College will be retiring our student information system, PeopleSoft Campus Solutions in June 2028. The college has a current contract with HighPoint Technology Solutions to support the following: PeopleSoft modules, FA Automation, Message Center, Schedule Builder, FA Course Audit, HPT Mobile CS, and Technology Support. Request to renew the HighPoint contract until 2028. In July 2019, a five-year contract was awarded through a public RFP with an expiration date of June 2026 and options to renew for two additional years. As the college plans to migrate to Workday Student, a new student information system, by June 2028, the products currently provided by HighPoint Technology Solutions for PeopleSoft Campus Solutions will no longer be needed after that time. Therefore, approval is requested to renew the HighPoint contract through 2028. | FY2026-2027 and FY2027-2028 Operational Fund with a 5% escalator each year. | HighPoint Technology Solutions Inc. | FY2026-2027 = \$115,270 FY2027-2028 = \$121,034 | Jennifer Berne President & Cory Chrisinger Vice President Technology Services |
| RFP23-012 | Goodman South Early Learning Campus - Trash/Recycle Services | An RFP was issued and contracts awarded in 2023 to serve the Goodman South Campus, among others. We are amending the existing trash and recycle services contract (RFP23-012) for the Goodman South Campus to reflect the revised campus boundaries resulting from the addition of the Early Learning Campus. | Operational Fund 100 Facilities Contract term through June 30, 2030 | GFL Environmental | The initial contract amount was \$69,970 annually. An additional \$4,788 per year to the base contract for a total annual contract amount of \$74,758. | Sylvia Ramirez EVP Finance & Administration & Wes Marquardt Facilities & Maintenance Manager |
| RFP23-012 | North Building - Trash/Recycle Services | An RFP was issued and contracts awarded in 2023 to serve the North Building, among others. We are amending the existing trash and recycle services contract (RFP23-012) for the North Building to reflect the building remodel project which brought the Construction and Remodel Program into the building requiring additional dumpsters for trash and recycle. | Operational Fund 100 Facilities Contract term through June 30, 2030 | GFL Environmental | The initial contract amount was \$69,970 annually. An additional \$3,516 per year to the base contract for a total annual contract amount of \$73,486. | Sylvia Ramirez EVP Finance & Administration & Wes Marquardt Facilities & Maintenance Manager |
| RFP23-013 | Goodman South Early Learning Campus - Snow Removal Services | An RFP was issued and contracts awarded in 2023 to serve the Goodman South Campus, among others. We are amending the existing snow removal services contract (RFP23-013) for the Goodman South Campus to reflect the revised campus boundaries resulting from the addition of the Early Learning Campus. | Operational Fund 100 Facilities Contract term through June 30, 2030 | DeLuca and Hartman, Inc | The initial contract amount was \$551,000 annually. This will add an additional \$7,632 per year to the base contract for a total annual contract amount of \$558,632. Note - this is for the annual average snowfall amount of 53". | Sylvia Ramirez EVP Finance & Administration & Wes Marquardt Facilities & Maintenance Manager |
| RFB26-009 | Summer Maintenance Projects | Replace aging HVAC equipment as well as install additional equipment for backup at Truax Campus, Goodman South Campus, Commercial Avenue, North Building, and the Health Education Building. | FY2026-2027 Capital Maintenance Fund 302 | Hooper Corporation | \$498,200 plus 25% contingency (\$124,550) for a maximum project award of \$622,750. | Sylvia Ramirez EVP Finance & Administration & Wes Marquardt Facilities & Maintenance 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 College Supplier Payments Greater Than or Equal to \$2,500.00
3/16/26 through 4/15/2026**

| Supplier | Total Spend |
|---|---------------|
| QUARTZ HEALTH BENEFIT PLANS CORPORATION | \$ 969,524.45 |
| GROUP HEALTH COOPERATIVE OF SOUTH CENTRAL WISCONSIN | \$ 675,880.24 |
| DEAN HEALTH PLAN INC | \$ 562,433.42 |
| ATMOSPHERE COMMERCIAL INTERIORS LLC | \$ 332,757.82 |
| COLLABORATIVE SOLUTIONS LLC | \$ 220,794.00 |
| MCGRAW HILL LLC | \$ 200,497.49 |
| KW2 | \$ 179,290.19 |
| 1901 INC | \$ 170,399.00 |
| MADISON GAS AND ELECTRIC CO | \$ 158,217.98 |
| THE LAWN CARE PROFESSIONALS | \$ 83,115.00 |
| MILWAUKEE AREA TECHNICAL COLLEGE | \$ 77,469.93 |
| EUNA SOLUTIONS INC | \$ 77,175.00 |
| PEPPER CONSTRUCTION COMPANY OF WISCONSIN LLC | \$ 74,757.46 |
| SYNERGY CONSORTIUM SERVICES LLC | \$ 74,329.00 |
| CORE BTS INC | \$ 73,334.26 |
| BAUER BUILDERS INC | \$ 66,810.00 |
| SYSCO BARABOO LLC | \$ 66,221.34 |
| CDW GOVERNMENT | \$ 63,317.00 |
| BEACON HILL SOLUTIONS GROUP LLC | \$ 59,735.00 |
| EMPLOYEE BENEFITS CORPORATION | \$ 55,579.86 |
| DANE COUNTY REGIONAL AIRPORT | \$ 53,938.85 |
| BEACON TECHNOLOGIES INC | \$ 52,099.00 |
| EMPLOY MILWAUKEE INC | \$ 48,162.41 |
| SHI INTERNATIONAL CORP | \$ 47,517.68 |
| MINNESOTA LIFE INSURANCE COMPANY | \$ 47,456.80 |
| HOLTZBRINCK PUBLISHERS LLC | \$ 47,112.00 |
| AMAZON.COM LLC | \$ 43,888.97 |
| CHANDRA TECHNOLOGIES INC | \$ 38,472.00 |
| PEARSON EDUCATION INC | \$ 35,709.66 |
| RYAN SIGNS INC | \$ 33,796.00 |
| US CELLULAR | \$ 31,973.83 |
| METRO TRANSIT MADISON | \$ 29,677.50 |
| CONSTELLATION NEWENERGY GAS DIVISION LLC | \$ 29,171.64 |
| SANTA CLARITA COMMUNITY COLLEGE DISTRICT | \$ 28,770.74 |
| VANGUARD COMPUTERS INC | \$ 28,673.33 |
| MBS TEXTBOOK EXCHANGE LLC | \$ 27,797.00 |
| VAN ERT ELECTRIC COMPANY INC | \$ 25,273.00 |
| PROSPECT INFOSYSTEM INC | \$ 23,040.00 |
| ACHIEVING THE DREAM INC | \$ 22,500.00 |
| CITY OF MADISON | \$ 22,455.14 |
| VISTA HIGHER LEARNING INC | \$ 22,113.20 |
| WCTC | \$ 21,750.00 |
| THE PLANET GROUP TECH | \$ 20,080.00 |
| AT&T | \$ 19,887.98 |
| CLEAN POWER LLC | \$ 19,563.82 |
| TEAMSOFT INC | \$ 18,600.00 |
| V SOFT CONSULTING GROUP INC | \$ 18,240.00 |
| CENGAGE LEARNING INC | \$ 17,789.10 |
| WORKFORCE DEVELOPMENT BOARD OF SOUTH CENTRAL WI INC | \$ 17,371.98 |
| SCHILLING SUPPLY COMPANY | \$ 17,289.41 |
| MADISON NATIONAL LIFE INSURANCE COMPANY INC | \$ 17,218.56 |
| GO RITEWAY TRANSPORTATION GROUP | \$ 16,943.68 |
| HEARTLAND COMMUNITY COLLEGE | \$ 16,520.87 |
| PEPSI COLA MADISON | \$ 16,292.76 |
| MARS SOLUTIONS GROUP | \$ 16,000.00 |
| PLUNKETT RAYSICH ARCHITECTS LLP | \$ 15,862.45 |
| TEKSYSTEMS INC | \$ 15,840.00 |
| WIEDENBECK INC | \$ 15,302.75 |
| GALE FORCE EDUCATION | \$ 15,200.00 |
| SANS INSTITUTE | \$ 15,192.00 |

| | | |
|--|----|-----------|
| HUSCH BLACKWELL LLP | \$ | 14,840.00 |
| DIMENSION IV MADISON LLC | \$ | 14,483.74 |
| GROOM CURRICULUM | \$ | 14,400.00 |
| MADISON COLLEGE FOUNDATION | \$ | 14,274.07 |
| US SIGNAL COMPANY LLC | \$ | 13,942.98 |
| WIN TECHNOLOGY | \$ | 13,633.40 |
| MSC INDUSTRIAL SUPPLY CO | \$ | 13,404.36 |
| SALARY.COM LLC | \$ | 13,395.00 |
| GRAINGER INDUSTRIAL SUPPLY | \$ | 12,482.11 |
| CLIFTONLARSONALLEN LLP | \$ | 11,287.50 |
| ZYBOOKS | \$ | 10,666.10 |
| GFL ENVIRONMENTAL | \$ | 10,585.43 |
| MADISON365 | \$ | 10,001.34 |
| JOHNSON CONTROLS FIRE PROTECTION LP | \$ | 9,732.12 |
| SUPERIOR VISION INSURANCE PLAN OF WISCONSIN INC | \$ | 9,649.94 |
| MADISON MALLARDS LLC | \$ | 8,750.00 |
| MENDOTA HOSPITALITY LLC | \$ | 8,750.00 |
| ORCHID SUSHI LLC | \$ | 8,475.80 |
| WE ENERGIES | \$ | 8,152.62 |
| AE BUSINESS SOLUTIONS | \$ | 8,000.00 |
| HOOPER CORPORATION | \$ | 7,802.00 |
| ASSESSMENT TECHNOLOGIES INSTITUTE LLC | \$ | 7,700.00 |
| FISHER SCIENTIFIC COMPANY LLC | \$ | 7,516.35 |
| AUTO PAINT AND SUPPLY CO INC | \$ | 7,276.59 |
| CINTAS CORPORATION | \$ | 7,054.27 |
| AUTOMOTIVE SEMINARS INC | \$ | 6,860.00 |
| CITY OF PORTAGE | \$ | 6,537.27 |
| INTERSTATE POWER SYSTEMS | \$ | 6,469.75 |
| V MARCHESE INC | \$ | 6,257.02 |
| STAPLES BUSINESS ADVANTAGE | \$ | 6,243.03 |
| QTI CONSULTING INC | \$ | 6,199.00 |
| VWR INTERNATIONAL LLC | \$ | 6,156.61 |
| XEROX CORP | \$ | 6,154.96 |
| BADGER WELDING SUPPLIES INC | \$ | 5,988.89 |
| CUMMINS SALES AND SERVICE | \$ | 5,982.04 |
| NESTLE USA INC | \$ | 5,752.96 |
| BE GONE GREEN LLC | \$ | 5,736.90 |
| BWBR | \$ | 5,667.60 |
| NATIONAL ASSOCIATION OF COLLEGE AND UNIVERSITY BUSINESS OFFICERS | \$ | 5,611.00 |
| PATTERSON DENTAL SUPPLY INC | \$ | 5,356.88 |
| INDIAN RIVER STATE COLLEGE INCLUDING WQCS | \$ | 5,167.33 |
| WINDSTREAM | \$ | 5,127.55 |
| TEXAS BOOK COMPANY | \$ | 5,102.23 |
| GRB ACADEMY | \$ | 5,000.00 |
| CREATIVE BUSINESS INTERIORS INC | \$ | 4,776.00 |
| IPG PHOTONICS CORPORATION | \$ | 4,650.00 |
| THE PROMO AGENCY | \$ | 4,533.67 |
| FLUID HANDLING INC | \$ | 4,507.67 |
| C COAKLEY RELOCATION SYSTEMS CO | \$ | 4,375.00 |
| BADGERLAND SUPPLY INC | \$ | 4,338.74 |
| AIRGAS USA LLC | \$ | 4,149.05 |
| ADVANCED CIRCUITS INC | \$ | 4,117.50 |
| TRENDING NOW PROMOTIONS | \$ | 4,042.50 |
| CASCADE MOUNTAIN PATTERN | \$ | 4,000.00 |
| NAFSA ASSOCIATION OF INTERNATIONAL EDUCATORS | \$ | 3,876.50 |
| WINTER SERVICES LLC | \$ | 3,820.02 |
| H2I GROUP INC | \$ | 3,779.40 |
| MASS MUTUAL FINANCIAL GROUP | \$ | 3,686.00 |
| PRECISION HEALTH US LLC | \$ | 3,594.00 |
| TDS TELECOM SERVICE LLC | \$ | 3,564.00 |
| JOBELEPHANTCOM INC | \$ | 3,550.00 |
| INTERNET2 | \$ | 3,383.00 |
| METALCRAFT INC | \$ | 3,378.48 |

| | | |
|----------------------------------|----|---------------------|
| STORYTOWN PUBLIC RELATIONS LLC | \$ | 3,375.00 |
| QUADIENT LEASING USA INC | \$ | 3,369.06 |
| COLUMN SOFTWARE PBC | \$ | 3,319.73 |
| FROM THE GROUND UP LAWN CARE LLC | \$ | 3,241.26 |
| Design Engineers PC | \$ | 3,163.75 |
| LAMERS BUS LINES INC | \$ | 3,075.00 |
| POMASL FIRE EQUIPMENT INC | \$ | 3,059.00 |
| PROEDUCATION SOLUTIONS LLC | \$ | 3,037.50 |
| EAN SERVICES LLC - ENTERPRISE | \$ | 3,026.15 |
| MSA PROFESSIONAL SERVICES INC | \$ | 2,981.00 |
| REEDSBURG UTILITY COMMISSION | \$ | 2,898.05 |
| LAB MIDWEST LLC | \$ | 2,800.00 |
| JOE DANIELS CONSTRUCTION CO INC | \$ | 2,795.50 |
| BSN SPORTS LLC | \$ | 2,759.08 |
| MOTORCYCLE SAFETY FOUNDATION | \$ | 2,757.24 |
| GREEN CLOCK | \$ | 2,750.00 |
| MEDLINE INDUSTRIES INC | \$ | 2,611.93 |
| FOSDAL BAKERY LLC | \$ | 2,586.30 |
| SCHUMACHER ELEVATOR COMPANY | \$ | 2,530.62 |
| POCKET NURSE | \$ | 2,507.52 |
| WISCONSIN WOMEN IN GOVERNMENT | \$ | 2,500.00 |
| Total | \$ | 6,047,147.86 |

MADISON AREA TECHNICAL COLLEGE
SCHEDULE OF CHECKS ISSUED
FOR THE PERIOD 03/16/26 - 04/15/26
FISCAL YEAR 2026

| Payment Type | Transaction Numbers | Number Issued | Amount |
|--------------------------------------|--------------------------------------|---------------|--------------------------|
| ACCOUNTS PAYABLE CHECKS | | | |
| Prior Period - YTD Checks | 357600 - 360149 | 2,508 | \$ 13,276,702.40 |
| March 16, 2026 - April 15, 2026 | 360150 - 360431 | 280 | \$ 1,023,248.10 |
| | YTD - Accounts Payable Checks | 2,788 | \$ 14,299,950.50 |
| ACCOUNTS PAYABLE ACH PAYMENTS | | | |
| Prior Period - YTD ACH | 1168560 - 1232097 | 5,516 | 58,412,793.60 |
| March 16, 2026 - April 15, 2026 | 1235400 - 1239353 | 633 | \$ 5,277,602.64 |
| | YTD - Accounts Payable ACH | 6,149 | \$ 63,690,396.24 |
| STUDENT REFUND CHECKS | | | |
| Prior Period - YTD Checks | 631726 - 636904 | 4,900 | \$ 5,662,953.90 |
| March 16, 2026 - April 15, 2026 | 636905 - 637294 | 362 | \$ 264,711.48 |
| | YTD - Student Refund Checks | 5,262 | \$ 5,927,665.38 |
| STUDENT REFUND ACH PAYMENTS | | | |
| Prior Period - YTD ACH | E-Refunds | 2,730 | \$ 3,531,728.54 |
| March 16, 2026 - April 15, 2026 | E-Refunds | 137 | \$ 105,814.71 |
| | YTD - Student Refund ACH | 2,867 | \$ 3,637,543.25 |
| PAYROLL CHECKS | | | |
| Prior Period - YTD Checks | 105887 - 105992 | 103 | \$ 42,999.62 |
| March 16, 2026 - April 15, 2026 | 105993 - 106001 | 6 | \$ 2,663.10 |
| | YTD - Payroll Checks | 109 | \$ 45,662.72 |
| PAYROLL ACH PAYMENTS | | | |
| Prior Period - YTD ACH | 1168721 - 1231755 | 40,452 | \$ 56,564,671.03 |
| March 16, 2026 - April 15, 2026 | 1232098 - 1239061 | 5,064 | \$ 6,583,453.12 |
| | YTD - Payroll ACH | 45,516 | \$ 63,148,124.15 |
| GRAND TOTAL PAYMENTS | | | \$ 150,749,342.24 |

**Madison Area Technical College District
38.14 Contract Estimated Full Cost Recovery Report
FY 25-26 for the period of March 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 |
|--------------|-------------------------------|-----------------|---|------------------|-----------------------|----------------------------------|------------------------|--------------------------------|
| 2026-0066 | Fisher Barton | 1.41 | BI-FY26 Fisher Barton Black Belt Spring 2026 | 18,500.00 | 13,247.71 | 17,236.12 | 1,263.88 | - |
| 2026-0067 | Wisconsin Aviation | 1.41 | BI-FY26 Wisconsin Aviation PAC - Private Instrument Pilot Part 2 of 2 - Spring 2026 | 6,095.00 | 4,226.59 | 5,725.77 | 369.23 | - |
| 2026-0068 | Watertown Chamber of Commerce | 2.23 | BI-FY26 Watertown Chamber of Commerce Leadership Series - Spring 2026 | 1,025.00 | 896.74 | 1,050.57 | (25.57) | Gov't/Non Profit Indirect Rate |
| 2026-0069 | State Bar of Wisconsin | 2.42 | BI-FY26 State Bar of WI Change Management Spring 2026 | 975.00 | 784.43 | 1,001.73 | (26.73) | Gov't/Non Profit Indirect Rate |
| Total | | | | 26,595.00 | 19,155.48 | 25,014.18 | 1,580.82 | |

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

DATE: May 4, 2026

TOPIC: District Travel Procedure Review

ISSUE: The Wisconsin Administrative Code [TCS 6.03] requires “each district board shall adopt, subject to review and approval by the board, written policies and procedures on district employee and district board member travel and expenses and procurement...” The travel procedure follows this issue paper. It has been rewritten by the Travel & Expense team, reviewed by a cross functional group including academic managers, Controller, Center for International Education, Student Life, Finance Council, recommended by the EVP for Finance and Administration and accepted by the President since the previous approval in 2024. The travel procedure combines three documents (the travel policy and procedure, international travel guidelines and student travel guidelines) to create a comprehensive concise document. The summary on the next page identifies some of the changes.

RECOMMENDATION:

Approve the review of the district procedures on travel and forward to the State Board.

Summary of Revisions to the Travel Expense Procedures

- The sequence of topics has been reorganized to improve overall flow and readability.
- Two additional guideline links have been incorporated at the end of the document:
 - **International Travel Guidelines**
 - **Student Travel** (newly added to assist departments in navigating student-related travel requirements)
- Receipts are now required for all expenses except meal per diems.
 - However, if an external sponsor (for a specific grant) *requires receipts* for meals, then the employee must submit receipts for their meals and cannot claim per diem. Individuals funded by a grant must understand the rules of that specific grant prior to travel.
 - Copies of a credit card statement can be used if a receipt is not given.
 - A missing receipt form can also be attached and signed by the traveler’s supervisor if a receipt is lost or missing.
- A link to the **Driver Authorization Request** has been added directly within the procedure for easier access.
- The term “**single campus site**” has been formally defined to align with the designation on page 233 of the *Wisconsin Technical College System Financial and Administrative Manual*.
 - As a result, travel between Commercial Avenue, Truax and Goodman South Campus is no longer eligible for reimbursement as these locations are considered one site.
- Language regarding mileage reimbursement has been clarified to ensure transparency: travelers may not claim reimbursement for their **normal commute** (i.e., travel between home and their assigned work location)
 - Some employees may be assigned work in multiple locations so their “normal commute” may vary.

College Policy

| | |
|------------------------|------------------------------|
| POLICY NUMBER: | 2301 |
| POLICY TYPE: | Administration |
| POLICY TITLE: | Travel Expense Reimbursement |
| POLICY MANAGER: | Controller |

POLICY PURPOSE

To ensure District Board members and employees incur and are appropriately reimbursed for reasonable travel costs and other expenses incurred in conjunction with authorized College business and the performance of job-related responsibilities.

Policy Statement

This policy establishes guidelines for college-related travel to ensure the safety of travelers, ensure fiscal responsibility, promote transparency and consistency, and strengthen oversight and accountability.

Policy Scope

This policy applies to District Board members and employees and covers domestic and international travel funded in whole or in part by the college, including travel for conferences, research, athletic events, and other official college business.

DEFINITIONS

- Campus – The employee’s assigned place of business. Some employees may be assigned to more than one campus.
- District – The Madison Area Technical College District
- Domestic Travel – Travel within the United States
- Home – The place you maintain your family home/residence
- In-State Travel – Travel within the State of Wisconsin
- International Travel – Travel outside of the United States
- Travel Status – A traveler is in travel status when on a business trip that requires travel for *more than 12 hours per day*
- Out-of-State Travel – Travel within the United States but outside the State of Wisconsin
- Traveler – anyone traveling on behalf of the District for business purposes, including employees, and trustees of the District Board. (There is additional guidance for student travel)

Policy

Individuals traveling on District business may incur travel expenses. No other travel and expense payment or reimbursement is allowable with District funds, including that of spouses, family members,

or any other individual. Travel expenses must be in compliance with external regulations, including *Wisconsin Administrative Code TCS 6.0* and tax regulations under the Internal Revenue Code. This policy was developed to comply with those regulations.

- Travel expenses typically include transportation, lodging, meals, and incidental expenses.
- Payment of or reimbursement for travel and other expenses incurred by students, employees and district board members, in the performance of their official duties, may not exceed the actual, necessary and reasonable expenses, except in unusual circumstances when accompanied by a full explanation of the reasonableness of the expense.
- Maximum allowable reimbursement shall not exceed that approved by GSA or the US State Department, except with prior approval as described in the travel procedures.
- All expenses must follow the Workday expense reporting procedures and no expenses will be paid or reimbursements provided for any expense that was provided free of charge or was paid or reimbursed by another entity.
- Receipts documenting the actual cost incurred are required for all expenses, unless the rates are standardized as described in the travel procedure. (e.g. per diem rate for meals)
 - Copies of credit card statements will suffice in cases where a receipt is not given.
- The Travel and Expense Team reviews all submitted expense reports and conducts periodic audits to ensure compliance with college policy. Expense reports will be returned to the submitter if any policy violations are identified and will then go back through the approval process.
- Out-of-state travel cannot occur without an approved spend authorization, except for travel by the President and trustees of the District Board
- Any travel to an international destination that uses District funds is subject to additional preauthorization including Center for International Education (CIE), Provost and President and requires formal notification to the District board as public record. International travel with students or community participants (e.g., education abroad programs) must receive preauthorization by review of the International Education Committee in addition to other travel approvals. CIE coordinates all education abroad proposals.
- Madison College will not support, finance, or award credit for any travel to specific regions designated by the US Government as “Do Not Travel”.

While departments and external sponsors (such as grant agencies) may have more restrictive rules or guidelines than in this policy, the most restrictive applicable policy applies (District policy or sponsor rules). In rare cases, a Vice President may approve exceptions to this policy if an external sponsor allows reimbursement for expenditures that is less restrictive than this policy.

LINKS TO STATE/FEDERAL REGULATIONS

[Wisconsin Administrative Code TCS 6.04 \(2 & 3\)](#)

Supporting Documents

Domestic Travel Procedures

Mileage Reimbursement for In-District Travel Procedures

International Travel Guidelines

Student Travel Guidelines

Domestic Travel Procedures

Travelers are responsible for understanding the Travel and Expense policy and the appropriate procedures before planning any travel on behalf of the District. This document outlines the procedures and expectations for **domestic travel** undertaken by anyone traveling on District business.

This procedure is not all encompassing. If employees incur legitimate additional expenses due to conditions outside the employee's control (e.g., inclement weather) or unmentioned types of expenses are incurred (e.g., camping instead of using a hotel), the College will reimburse actual, necessary, and reasonable additional expenditures in accordance with the guidelines set forth in this section.

Exceptions to Policy for Reasonable Accommodation Needs: The College understands the need to accommodate travelers with health issues or physical limitations in accordance with State and Federal disability accommodation laws. Accommodating the specific need(s) may result in incurring expenses that are normally outside of policy or rate limitations. For policy exemptions, travelers who seek a disability-related travel accommodation must contact their HR Business Partner.

PRE-TRAVEL REQUIREMENTS

In-State Travel requires approval from your immediate supervisor. Travelers do not need to complete a Spend Authorization Request unless your manager requires you to do so.

Out-of-State Travel requires an approved Spend Authorization in Workday. The [Spend Authorization Request](#) must be completed and approved prior to any travel arrangements being made or travel occurs. If approval does not occur in advance, no expense payment or reimbursement is allowable.

BOOKING TRAVEL

Travel should be by the most direct and cost-effective route. Employees who are going to the same destination (such as for the same meeting) are encouraged to carpool. Any Madison College employee driving a college owned or rented vehicle or who is seeking mileage reimbursement on District business must comply with the College's [driver safety policy](#) which also includes obtaining an approved [Driver Authorization Request](#). This can take up to 48 hours to process.

Air Travel

Air Travel is limited to the lowest class airfare that includes a reserved seat, one personal item, one carry-on bag, and one checked bag. Refundable tickets are only allowed if there is a significant likelihood of a change to the travel which must be documented on the expense report.

If any single segment of the trip has an in-air flying time of six hours or more, business class is allowable with approval of the appropriate Vice President. First class travel is not reimbursable.

If travel dates include personal travel, the traveler must submit both the travel costs for the entire trip and what the comparable travel costs would be for only the business portion of the trip. The date of documentation must be the same for both costs. The traveler will be allowed the lesser of the two amounts.

The college does not reimburse for:

- Flight insurance
- Seat upgrades, unless necessary for a medical reason. The traveler should note when submitted for reimbursement that the upgrade “is for a medical reason.”

Train/Bus Travel

Travel by train or bus shall be limited to coach, if available, unless overnight where accommodations should be limited to roomette. Train or bus travel should only be used when it is the most appropriate and cost-effective means of travel.

Car Rental

The District allows rental of the lowest cost vehicle that meets business and medical needs only where any of the following apply:

- The traveler needs to visit multiple sites on their trip
- The traveler must transport non-personal bulky equipment or material
- The cost of car rental and all expenses related to car rental is less expensive than cost of mileage reimbursement, reasonable public transportation or taxi/shuttle is unavailable, or the cost of public transport or taxi/shuttle for multiple travelers exceeds all expenses related to the car rental.

Madison College receives contracted rates from Enterprise-Rent-A-Car, but more affordable rates may be found with other vendors. Only the base care-rental rate is reimbursable. Any optional insurance or features selected are not allowable with District funds. Any Madison College employee driving a rented vehicle must comply with the College’s [driver safety policy](#) which also includes obtaining an approved [Driver Authorization Request](#).

Lodging

Travelers are expected to choose lodging that meets the traveler's schedule and business needs. Travelers are reimbursed for expenses up to 100% of the lodging nightly rate for the destination city, as referenced on the [US Government General Services Administration \(GSA\)](#) website for domestic lodging. All lodging in Wisconsin is tax exempt and the traveler is responsible for bringing a [WI tax exempt form](#) to provide to the hotel. Tax on Wisconsin lodging stays will not be reimbursed.

The college also has tax exempt letters from other states found here: [Tax Exempt Certificates](#) Not all hotels will grant tax exemptions outside of Wisconsin.

The GSA lodging rate limit does not apply to conference travel, where the traveler is paying a pre-negotiated rate offered by the conference, which must be documented. In cases where conference facilities are completely booked, travelers should obtain lodging based within the GSA rates or provide a full explanation of the reasonableness of the expense if higher than the GSA rate.

Lodging expenses within the District are not reimbursable.

DURING TRAVEL

Meals and Incidentals: Employees in travel status are reimbursed up to the Meals and Incidental Expenses (M&IE) per diem specific for the destination city and time of year of their travel according to the [GSA](#) website for domestic travel. Travelers should not provide receipts (unless required by an

external sponsor) for reimbursement of travel meals or incidental expenses. These expenses must be paid by the traveler's personal funds – travel cards cannot be used for individual meals or incidentals.

The reimbursement rates include:

- Meals, including taxes and tip
- Incidentals – fees and tips for baggage carries, bellhops and hotel maids.

Per diem cannot be claimed for meals provided at the conference or meeting. An agenda or brochure must be provided when claiming meal reimbursement for a business event. The cost of provided meals should be deducted from the total. Meal breakdowns are available on GSA's website.

On the first and last travel day, travelers are only eligible for 75 percent of the total M&IE rate. The [M&IE breakdown page](#) has a table showing the calculated amount for the "First and Last Day of Travel."

Laundry Service: Travelers may request reimbursement for laundry for travel lasting seven (7) or more consecutive days.

Internet Access: Internet access is allowable for business use while in travel status if free internet is not available to the traveler.

Airport Parking: Parking fees at airports or off-airport facilities should not exceed the cost of round-trip taxi fare to/from the traveler's home/office.

OTHER ALLOWABLE AND NON-ALLOWABLE EXPENSES

Mileage reimbursement: Business travel in privately-owned vehicles will be reimbursed at the IRS rates in place at the time of travel and must follow the [Mileage Reimbursement](#) procedures. Employees who receive travel allowances are ineligible for mileage reimbursement in the State of Wisconsin.

Personal Vehicle Parking: Reasonable and necessary parking fees for personal vehicles are allowable if it is at a location not considered your "assigned work location." Employees who receive travel allowances are ineligible for parking reimbursement in the State of Wisconsin – with the exception of airport parking when traveling.

Taxi/Shuttle: Taxis or shuttles to and/or from activities that are not related to District business (e.g., personal meals at restaurants or non-work-related entertainment) are not reimbursable. Proper justification/explanation of the business related expense should be attached to the expense report if claiming a taxi/shuttle expense.

Combined Business and Personal Travel: Travelers must deduct non-business-related expenses before submitting a reimbursement request, if they combine personal and business travel. If the traveler uses an indirect route or interrupts travel for personal convenience, any additional expenses incurred are the sole responsibility of the traveler and should be documented.

Travel expenses for individuals not on official college business: Any travel expenses that are not related to District business (such as a spouse, family member, friend, etc.) are not reimbursable.

Travel for Interviewees: The District may reimburse all or part of actual, reasonable, and necessary travel expenses incurred in connection with employment interviews for final round interviews only and shall be paid for by Human Resources. All reimbursements shall be documented in writing and

approved, in advance, by the department manager and Human Resources. Reimbursement for travel, meals, and lodging shall be limited as indicated in this document. Managers are encouraged to use distance technology for other interviews

REIMBURSEMENT PROCEDURES

Travelers must provide adequate documentation to substantiate the travel and must submit travel reimbursement requests within 60 days of the transaction date, June 30th, or before the grant end period, whichever comes first. Regardless of funding source, travelers must process expenses incurred near the end of the fiscal year in accordance with the year-end accounting calendar to ensure reporting in the correct accounting period.

Travel Advances: Travel advances are not allowable for employees or District Board trustees. Employees should use a Travel Card if they do not want to pay out-of-pocket. Travel advances may be used for student and athletic travel. Please note that meals must be paid with personal funds as meal expenses are only allowable as reimbursement via the per diem, except for students/athletic travel where travelers receive an allowance.

Receipts: PDF Receipts are required for all expenses if an expense is not a GSA M&I rate. In the case of lodging, detailed itemization of expenses is required. The date on the expense line on the expense report should match the date on the receipt to ensure accurate accounting records. If a receipt is missing or unreadable and efforts are exhausted in receiving a copy, which is a rare occurrence, the traveler can fill out a [Receipt Replacement Form](#).

Consequences of Non-Compliance

Requests that do not comply with the college's policy and procedure and do not have a documented exception will be denied. Denial may occur for unauthorized or inappropriate expenditures, including expenditures submitted after the due date. Exceptions must be approved in writing by the Controller or vice-presidential unit and the full explanation must be included with the expense report approvals.

Repayment of Unallowable Expenses

Situations resulting in the traveler owing the District should be avoided and not recurring. If the District pays for travel expenses (such as through TCard purchases, advances, or allowances) that are not allowable or are not appropriately substantiated, the funds will be recovered by one of the following methods:

- The traveler pays the District via personal check or money order. The traveler must include the payment with the related Expense Report or TCard transaction documentation and justification. All payments and documentation due to their department must be submitted within 30 days of the determination that the expenses are unallowable.
- In cases where the employee does not submit payment as required above, the employee and the District will establish a payment plan or will suspend other non-payroll payments.
- For amounts deemed uncollectable (i.e., the traveler is no longer a District employee), the District may seek legal remedies against individuals who do not repay improper charges and reimbursements, and/or report the amount due to Payroll as taxable compensation to the individual.

APPENDIX: TRAVEL PAYMENT METHODS

Properly completed and submitted expense reports are normally processed within 10 business days. All travelers are encouraged to [setup ACH \(automatic\) payment for expense reports](#), which results in faster payment.

Employees may request a District Travel Card (TCard) for allowable travel expenses but it is not required and must comply with the [District Travel Card Manual](#). Employees may use the Travel Card for non-District employees where the expenses are reimbursable (e.g., student club and activity travel, student group travel or candidates being interviewed for Madison College positions). The cardholder must provide all required documentation or will be responsible for reimbursing Madison College for any expenses that are not allowable expenses or are over the allowable amount.

The Expense Report is available on Workday via Expenses Hub. Instructions for completing the report are available in the [Job Aid – Expense Reporting and Spend Authorizations](#). All expenses must be submitted by their due date, which is the earliest of 60 days of the transaction date, June 30th, or before the grant end period (for sponsored travel) for District employees or within 90 days of the transaction date, June 30th, or before the grant end period for District Board trustees.

APPENDIX: INTERNATIONAL TRAVEL

Please see the following for procedures on International Travel: [International Travel Guidelines](#)

APPENDIX: STUDENT TRAVEL

Please see the following for procedures for Student Travel: [Student Travel Guidelines](#)

Mileage Reimbursement for In-State Travel

DEFINITIONS

Assigned Work Location: The employee's assigned work location for that day. Some employees are assigned work in multiple locations.

Normal Commute: Travel between home and the assigned work location and home again. The normal commute for some employees may vary from day-to-day or from term-to-term based on their accepted assignment.

Site: The [single campus site](#) (pg. 233) designation from the Wisconsin Technical College System.

Driver Authorization: The process of authorizing your driving record to ensure insurability of the driver. An "Approved" status must be on file with the Office of Risk Management prior to receiving mileage reimbursement.

PROCEDURE

Reimbursable mileage is the mileage an employee incurs beyond normal commute mileage. Employees receiving travel allowances are ineligible for mileage reimbursement for travel within the State of Wisconsin.

In order to receive mileage reimbursement, the driver must complete the [Driver Authorization form](#) and have an "Approved" status on file with the Office of Risk Management. Mileage reimbursement will not be accepted without an approved status on file *before* the date of travel.

Employees may be assigned work that begins/ends at multiple locations such as campuses, clinicals, or observation locations, and meeting locations. Employees can request mileage reimbursement if they work/teach at different sites on the same day based on the guidelines noted below.

- The normal commute to first assignment is at a site and second/subsequent daily assignment is at a different site.

Employees can claim mileage reimbursement to ad hoc meetings that are not part of the employee's regular accepted assignment.

Deans and Vice President's have the authority to grant exceptions and determine when mileage may be reimbursed. All exceptions required full explanation to ensure consistency across the institution.

The mileage rate includes all personal vehicle related costs. Mileage cannot be reimbursed for travel between the employee's home and the first work site or the trip home. Mileage is reimbursed for travel between the first work site and second work site as outlined above.

Mileage rates are set by the [IRS](#). When traveling between campuses, the standard mileage distance included in Workday must be used. For all other requests, travelers must submit a document (such as Google Maps/MapQuest) documenting the mileage traveled.

Normal commute mileage should be subtracted from total mileage if leaving from home and traveling to a conference or meeting outside regular accepted assignments. Documentation must include the total mileage less the normal commute mileage (roundtrip).

Mileage reimbursement requests are to be submitted via [Expense Reports](#).

Employees who receive travel allowances are not eligible for mileage reimbursement or parking within the State of Wisconsin. Out of state travel must comply with the Domestic Travel Procedures.

Mileage Reimbursement Examples

Example 1: An employee lives in Sun Prairie and works at Truax. The employee needs to attend a one-day meeting at the Goodman South Campus in the middle of the day. No reimbursement is provided because these campuses are considered a single site.

Example 2: The same employee leaves from home in Sun Prairie on a normal workday, goes directly to a one-day meeting at Portage Campus (37 miles), and returns directly home after the meeting. The reimbursement mileage would be:

37 miles (Home to Portage Campus)
+37 miles (Portage Campus to Home)
- 18 miles (Normal Roundtrip Commute)
56 miles

Example #3: The same employee goes to work at Truax (normal assigned campus). The employee then goes to a conference in the Dells and returns home to Sun Prairie later that evening. The reimbursement mileage would be:

44 miles (Truax to Kalahari Convention Center)
+48 miles (Kalahari to Home)
- 9 miles (Normal Commute one-way)
83 miles

International Travel Guidelines

Effective 07.1.26

TRAVEL APPROVAL REQUIRED

International Travel on behalf of Madison College requires additional preauthorization from the Center for International Education (CIE) and the President and requires formal notification to the District Board as public record. Under no circumstances should any college-sponsored international travel arrangements and/or promotion of trip be made prior to obtaining all approvals. College-affiliated international travel includes travel:

- In an official capacity for the District,
- Receiving wage compensation from the college (and vacation time is not being used),
- Using any District funds, including funds donated or granted to the District
- Leading, supporting, or participating in Study Abroad travel, or any travel that is organized or coordinated by a college employee and includes students or community participants.

CIE reviews, approves, and monitors countries and regions in which the college will support international travel prior to final approval being awarded by the President in order to maintain the health, safety, security and well-being of all college-affiliated travelers. Failure to comply with all College policies will result in withholding travel-related financial support and reimbursement.

In evaluating college-sponsored travel, CIE utilizes a variety of resources, including travel advisories and information from the Centers for Disease Control and Prevention (CDC), the U.S. Department of State, Terra Dotta Alert Traveler, Cultural Insurance Services International (CISI) resources, the Overseas Security Advisory Council, international partners, and public health departments.

Madison College will not support, finance, or award credit for any travel to regions or countries designated by the U.S. Department of State as a “Level 4: Do Not Travel” or by the U.S. CDC as a “Level 4: Do Not Travel.” Any region or country designated by the U.S. Department of State as a “Level 3: Reconsider Travel” or by the U.S. CDC as a “Level 3: Reconsider Nonessential Travel” will ordinarily be prohibited but may be considered based on case-by-case circumstances and for compelling reasons. Regions or countries will normally be approved if designated by the U.S. Department of State as a “Level 2: Exercise Increased Caution” or “Level 1: Exercise Normal Precautions” or if designated by the U.S. CDC as a “Level 2: Practice Enhanced Precautions” or “Level 1: Practice Usual Precautions.”

ADDITIONAL TRAVEL REIMBURSEMENT FOR INTERNATIONAL TRAVEL

Insurance for International Travel: All District employees participating in authorized international travel are enrolled in an international insurance service that provides medical and emergency services abroad. Insurance enrollment is mandatory and is coordinated by the CIE. The cost of insurance is billed to the traveler’s work unit. Contact the CIE for rates and policy information.

Passports: Employees participating in international travel must have a valid passport. Passports are individualized, government-issued identity documents. U.S. passports for adults are valid for 10 years. The District does not reimburse the cost of passport acquisition or renewal. Standard U.S. passport application or renewal may take up to 8 weeks. Employees *required* to participate in international travel with less than 8 weeks’ notice may be reimbursed for the difference in the cost to expedite passport application processing.

Visas: If a visa is required for authorized District business travel, visa fees and/or expenses related to travel to appropriate embassy for processing may be reimbursed.

Required Inoculations/Vaccinations: Any District employee participating in authorized international travel is eligible for reimbursement for inoculations/vaccinations required by the host country or recommended by the Centers for Disease Control and Prevention. Documentation of the requirement and the expenses are required for reimbursement. The

District will cover any costs not covered by health insurance, including any co-pays, co-insurance, etc. Be aware that some vaccines require multiple shots or take time to become fully effective.

Currency Exchange: When charges are in foreign currencies, travelers must:

- Submit foreign expenses converted to U.S. dollars using the exchange rate in effect during the dates of travel;
- Include documentation indicating the exchange rates used to make the conversions; and
- For purchases made with a credit card, use the exchange rates provided by the credit card company for purchases made with a credit card ([OANDA](#) provides current exchange rates that can be used for all other out-of-pocket expenses).

Air Travel: Travel is limited to the lowest-cost logical fare. Business class (not first class) is allowable if:

- Economy fare seats are not available, (employee must provide documentation of the unavailability of economy flights), or
- Any single flight segment has a scheduled in-air flying time, in excess of six hours
- If travel is funded by Federal funds, the traveler must charge the difference between the upgraded fare and economy fare to non-federal funds, unless business fare is otherwise allowable under Federal guidelines.

Communications During International Travel: Expenses incurred for phone, internet access or other communications required for District business during international travel may be reimbursed. Employees are expected to use the lowest cost appropriate communications for conducting District business. International cellular data charges can be exorbitant in some locations and should not be used unless other access to internet is not available. Contact CIE for recommendations.

PROCEDURES FOR INTERNATIONAL TRAVEL

Requesting International Travel

1. Review all Madison College policies, procedures, and guidelines related to travel expenses and reimbursement
 - a. [Wolfnet - Travel Information](#)
2. Review U.S. Department of State and CDC information for the country of travel to determine if approval will be considered
3. Complete a Workday Spend Authorization with the Business Purpose of "International Travel," as soon as possible in advance of the proposed travel dates. The spend authorization must be complete one month before District Board meeting where the travel notification is presented. This meeting date must occur before the date of departure from the U.S. The following required information must be entered in the designated fields on the spend authorization, as it will be shared with the Board during the notification process.
 - a. Description of trip (Use complete, clear and professional language)
 - b. Justification for trip (Use complete, clear and professional language)
 - c. Dates of travel
 - d. Attach a travel itinerary for all travel destinations: All cities and countries being traveled through must be listed, including locations of airport layovers. Include contact information.
 - e. Detailed breakdown of all anticipated expenses related to travel including, but not limited to:
 - i. Airfare
 - ii. Ground Transportation
 - iii. Lodging
 - iv. Meals (see international per diem rates)
 - v. Conference registration (if applicable)
 - vi. International travel insurance (see below #5)
 - vii. Vaccines (if applicable)
 - f. Worktags are required to submit the spend authorization.

Note: Once you have submitted the Workday Spend Authorization Request, approval requests are sent to the manager, cost center manager, vice president, the CIE and the Madison College president.

4. Once all approvals are complete, CIE will arrange for District Board notification.

After Travel Approval

1. CIE will enroll all approved travelers in the College's international insurance plan. Review any materials sent by CIE or the insurer for accuracy and have them available during travel.
2. Travelers must complete the [Travel Registry](#), as soon as possible but no later than three weeks before departure from the U.S.. CIE will email all travelers a link to the Travel Registry. The Travel Registry may take up to one hour to complete and includes sharing a copy of your passport, flight information, itinerary, emergency contact information, and reviewing and agreeing to travel information.
3. Travelers should purchase flights, secure lodging, and make other travel-related purchases in alignment with the District travel policies and procedures. Note: To comply with expense reporting deadlines, multiple Expense Reports may be required, some before departure and some upon return.
4. For study abroad programs, the CIE will follow up regarding next steps. If travel is with students and a travel advance is needed, a travel requisition and purchase order must be initiated by the appropriate department/functional office.

Madison College Student Travel

Effective 07.1.26

Student travel is not covered under the main Travel Policy. Employees have limitations due to IRS and state rules as employees of a public institution. This document covers the travel for a student who is not a student employee who is traveling on Madison College Business or under the request of an employee.

In-State Travel

Registration

- Registration fees can be paid with a Purchasing Card (PCard).
 - Either attach a document stating the travel is for student(s) and list their names OR list their names in the comment field and note they are students.
 - Attach receipt and a description and/or brochure of the conference/workshop.

Lodging

- Can be paid on a PCard or supplier invoice if the supplier already exists in Workday. Some hotels accept a PCard for payment over the phone, but a physical card typically must be presented upon check in. Students should present their own credit card for any miscellaneous/incidental transactions that the college does not pay for (room service, movies, etc...)
 - Either attach a document stating the travel is for student(s) and list their names OR list their names in the comment field.
 - Attach receipt of the folio and a description and/or brochure of the conference/workshop.
- If the cost of the hotel is more than the GSA rate for that city/state, attach documentation (brochure/agenda) that states it is a conference recommended hotel.
 - [GSA Per Diem Rates](#)
- A student can pay with their own credit card and request reimbursement through a check request with attached receipts and description and/or brochure of the conference/workshop. ([Check Request Form](#))
 - (A memo on Madison College letterhead should accompany the student with Madison College tax-exempt number stating their name/date they traveled for Madison College business and presented to the lodging facility, so they get the state rate and tax exempt when possible)

Transportation

- If a group of students must purchase bus/train/shuttle tickets, a PCard can be used.
 - Personal credit card or Madison College Travel Card (MC TCard) of the employee accompanying them can be used if a PCard is not available.
 - Attach receipts to the PCard transaction or expense report/check request form.

Meals

- The department the student is traveling for controls the meal budget. The department can request money in advance through a check request for \$X per student. The department must have the student sign a sheet of paper acknowledging receipt of funds for meals. The amount must be equal to or less than the GSA rates. Departments typically give students a set rate per day that is less than GSA. However, they should not be paid for any meals that are included in the conference. Meal money can be given in advance or reimbursed after the student returns. This is non-taxable to the student.
 - Meal receipts are not needed as the department determines the set amount for meals for the students (Must be within department budget and no more than the GSA rates for employees).

Out-of-State Travel

Registration

- Registration fees can be paid with a Purchasing Card (PCard).
 - Either attach a document stating the travel is for student(s) and list their names OR list their names in the comment field.
 - Attach receipt and a description and/or brochure of the conference/workshop.

Flights

- Flights should be paid with a PCard.

- Either attach a document stating the travel is for student(s) and list their names OR list their names in the comment field.
- For the employee traveling with the students - enter the employee's spend authorization number and employee name in the comment field. (Employees must have an approved spend authorization that is routed through the appropriate authority before they travel out of state).

Lodging

- Can be paid on a PCard or invoice. Some hotels accept a PCard for payment over the phone, but a physical card typically must be presented at check in. They should present their own credit card for any miscellaneous/incidental transactions that the college does not pay for (room service, movies, etc.)
 - Either attach a document stating the travel is for student(s) and list their names OR list their names in the comment field.
 - Attach receipt of the folio and description and/or brochure of the conference/workshop.
 - If the cost of the hotel is more than the GSA rate for that city/state, attach documentation (brochure/agenda) that states it is a conference recommended hotel.
 - [GSA Per Diem Rates](#)
- A student can pay with their own credit card and request reimbursement when they get back through a check request with attached receipt and description and/or brochure of the conference/workshop.
- If none of the options outlined above work, the employee traveling with the students can put the student(s) rooms on their MC TCard or personal credit card. When the employee submits their expense report, they must describe who they paid for. Employees should not use their TCard for other employees.
 - All folios and receipts must be submitted by the employee on their expense report and a listing of the students must be attached to their expense report if they are paying for the students.

Out-of-state lodging must be at or below the GSA rate unless staying at a conference hotel. If the cost of the hotel is more than the GSA rate, attach documentation (brochure/agenda) that states it is a conference recommended hotel.

Transportation

- We assume the student(s) will be traveling with an employee and the employee should pay with their own MC TCard or personal credit card and submit on an expense report.
- If a group of students must purchase bus/train/shuttle tickets, a PCard can be used.
 - Personal credit card or an MC TCard of the employee accompanying them can be used if a PCard is not available.
 - Either attach a document stating this is for student(s) and list their names, OR list their names in the comment field
 - Receipts must be attached to the Pcard transaction or Expense report of the employee traveling with the students.

Meals

- The department the student is traveling for controls the budget. The department can request money in advance through a check request for \$X per student. The department must have the student sign a sheet of paper acknowledging receipt of funds for meals. The amount must be equal or less than the GSA rates. Departments typically give students a set rate per day that is less than GSA. However, they should not be paid for any meals that are included in the conference. Meal money can be given in advance or reimbursed after the student returns. This is non-taxable to the student.
 - Meal receipts are not needed if claiming per diem.

International Travel

There are a variety of requirements for student international travel. Students and employees must work with the Center for International Education on all international travel. [Center for International Education Home](#)

Athletic Student Travel

Due to the timing of tournament and play-off schedules, the Executive VP of Student Affairs approved an exception for coaches (employees) traveling with the team. They are not required to have a completed spend authorization for tournaments/matches/play-offs. Their schedules are approved at the beginning of a season and various tournaments and play-offs as they become eligible for them. There is not time for coaches to get spend authorizations through. Most of the flights/hotels are paid via invoice or PCard for the entire team. A listing of players and coaches accompanying them should be listed on an attachment with the payment of the flight/hotels.

- A spend authorization is still required if coaches travel out-of-state for recruitment or conferences.

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

| Name | Edwin Howard |
|----------------|---|
| Title | Maintenance Mechanic |
| Start Date | March 16, 2026 |
| Salary | \$20.00 hourly |
| Type | Staff |
| PT/FT | Full-time |
| Location | Truax Campus |
| Degree | |
| License | |
| Certifications | |
| Experience | 5 years Maintenance Technician 11 years Residential Remodeling and Maintenance |

| Name | Brian Milthorpe |
|----------------|---|
| Title | Testing Coordinator |
| Start Date | March 16, 2026 |
| Salary | \$23.25 hourly |
| Type | Staff |
| PT/FT | Part-time |
| Location | South Campus |
| Degree | Master's degree – English Master's degree – English Bachelor's degree – English |
| License | |
| Certifications | Teaching English to Speakers of Other Languages (TESOL) |
| Experience | 6+ years Teaching Assistant and Instructor 3+ years Writing Tutor |

| Name | Adam Parizo |
|----------------|---|
| Title | Barista |
| Start Date | March 16, 2026 |
| Salary | \$19.50 hourly |
| Type | Staff |
| PT/FT | Full-time |
| Location | Truax Campus |
| Degree | |
| License | |
| Certifications | |
| Experience | 3+ years Starbucks Shift Supervisor 6 months Food Service/Cashier (at Madison College) |

| Name | Jasmine Beierle |
|----------------|--|
| Title | Child Care & Development Coordinator |
| Start Date | March 23, 2026 |
| Salary | \$23.90 hourly |
| Type | Staff |
| PT/FT | Full-time |
| Location | Early Learning Campus |
| Degree | Associate's degree – Early Childhood Education (at Madison College) Associate's degree – Business Management (at Madison College) |
| License | |
| Certifications | |
| Experience | 1+ year Child Care Operations Director 10 years Hospitality Service Professional |

| Name | Matt Nieman |
|----------------|--|
| Title | Program Associate |
| Start Date | March 23, 2026 |
| Salary | \$28.50 hourly |
| Type | Staff |
| PT/FT | Full-time |
| Location | Health Education Center |
| Degree | Bachelor's degree – Business Administration |
| License | |
| Certifications | |
| Experience | 2 years Faculty Focus Editor, Content Coordinator 5 years Digital Marketing Coordinator |

| Name | Ashley Pettay |
|----------------|--|
| Title | Marketing Content Specialist |
| Start Date | March 23, 2026 |
| Salary | \$83,000.00 annually |
| Type | Staff |
| PT/FT | Full-time |
| Location | Truax Campus |
| Degree | Bachelor's degree – Journalism |
| License | |
| Certifications | |
| Experience | 4 years Content Manager 1 year Social Media Manager |

| Name | Monique Billings |
|----------------|---|
| Title | Program Advisor 3 |
| Start Date | March 29, 2026 |
| Salary | \$87,442.34 annually |
| Type | Staff |
| PT/FT | Full-time |
| Location | South Campus |
| Degree | Master's degree – Human Services & Counseling Bachelor's degree – Journalism & Psychology |
| License | |
| Certifications | |
| Experience | 1+ years Interim Program Advisor 3 (at Madison College) 3 years Student Support Advisor (at Madison College) |

| Name | Peter Martinez |
|----------------|---|
| Title | Public Safety Officer |
| Start Date | March 29, 2026 |
| Salary | \$24.00 hourly |
| Type | Staff |
| PT/FT | Full-time |
| Location | Truax Campus |
| Degree | |
| License | |
| Certifications | |
| Experience | 1+ years Public Safety Casual Officer (at Madison College) 1 year City of Jefferson Police Officer |

| Name | Zaw Htike |
|----------------|--|
| Title | Food Service Support |
| Start Date | March 30, 2026 |
| Salary | \$17.52 hourly |
| Type | Staff |
| PT/FT | Part-time |
| Location | Truax Campus |
| Degree | |
| License | |
| Certifications | |
| Experience | 7 months Assistant Sushi Chef 10 years Staff Mechanic |

| Sabrina Aguliar | |
|------------------------|---|
| Title | Public Safety Officer |
| Start Date | April 6, 2026 |
| Salary | \$25.50 hourly |
| Type | Staff |
| PT/FT | Full-time |
| Location | Truax Campus |
| Degree | Associate's degree – Law Enforcement |
| License | |
| Certifications | AED, CPR & First Aid USCCA Handgun training Concealed Carry License |
| Experience | 5+ years Security Officer 2 years Parking Enforcement Officer |

| Makenna Baumann | |
|------------------------|---|
| Title | Child Care & Development Coordinator (Teacher) |
| Start Date | April 6, 2026 |
| Salary | \$23.70 hourly |
| Type | Staff |
| PT/FT | Full-time |
| Location | Early Learning Campus |
| Degree | Associate's degree – Early Childhood Education (at Madison College) |
| License | |
| Certifications | CPR |
| Experience | 1+ years Childcare 4K teacher 1+ years 4K Assistant Teacher |

| Jennifer Schneekloth | |
|-----------------------------|--|
| Title | Program Associate |
| Start Date | April 12, 2026 |
| Salary | \$29.45 hourly |
| Type | Staff |
| PT/FT | Full-time |
| Location | Health Education Center |
| Degree | |
| License | |
| Certifications | |
| Experience | 1+ year Administrative Assistant 3 (at Madison College) 24+ years Office Manager/Billing Specialist |

| Name | Juby Davila |
|----------------|--|
| Title | Child Care & Development Coordinator (Float Teacher) |
| Start Date | April 13, 2023 |
| Salary | \$21.62 hourly |
| Type | Staff |
| PT/FT | Full-time |
| Location | Early Learning Campus – South |
| Degree | Bachelor’s degree – Education |
| License | Wisconsin DPI Short-Term Substitute Teacher License – Valid 07/01/2024 to 06/30/2027 Wisconsin Registry Infant/Toddler Credential Wisconsin Registry Preschool Credential |
| Certifications | |
| Experience | 6+ years Preschool Teacher Aide II 1 year Teacher Aide |

| Name | Sol Martinez |
|----------------|--|
| Title | Child Care & Development Coordinator (Teacher) |
| Start Date | April 13, 2026 |
| Salary | \$24.45 hourly |
| Type | Staff |
| PT/FT | Full-time |
| Location | Early Learning Campus – South |
| Degree | Bachelor’s degree – Pedagogy |
| License | Preschool Credential Infant & Toddler Credential |
| Certifications | |
| Experience | 8 months 4K DPI Teacher 4 years Teacher Assistant |

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

| EMPLOYEE | POSITION | EFFECTIVE DATE |
|------------------|-----------------------------|-----------------------|
| Katherine Foster | Financial Aid Coordinator 3 | April 3, 2026 |
| Luciana Reichel | Program Associate | April 9, 2026 |
| Devon Jackson | Custodian 2 | April 13, 2026 |
| Danielle Ealy | Custodian 2 | April 15, 2026 |