

District Board Meeting Notice/Agenda*
Tuesday, September 24, 2019 – 4:00 p.m.
Downtown Campus
700 W. State Street, Milwaukee, WI 53233
Board Room M210

Board Policy
 Added: Board
 Policy A0120 –
 Policy Manual

Estimated Time		Agenda Items**	Presenter(s)
4:00 p.m.	1.	Call to Order a. Roll Call b. Compliance with the Open Meetings Law	Board Chair
4:05 p.m.	2.	Comments from the Public	Board Chair
4:14 p.m.	3.	Approval of Minutes a. Regular Board Meeting: August 27, 2019	Board Chair
4:15 p.m.	4.	Approval of Consent Agenda Items a. Bills August 2019 b. Financial Report August 2019 c. Human Resources Report d. Procurement Report e. Annual Affirmative Action Report	VP Finance VP Human Resources
4:20 p.m.	5.	Board Action Items a. Resolution (F0105-09-19) Authorizing the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2019-2020D of Milwaukee Area Technical College District, Wisconsin b. Resolution (F0106-09-19) Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2019-2020E of Milwaukee Area Technical College District, Wisconsin c. Resolution to Approve the Concept Review for the Associate Degree Program 10-502-X Aesthetician – Skin Care Therapist	VP Finance VP Finance
4:40 p.m.	6.	Policy Approvals a. Handbook Policy – Progressive Discipline b. Handbook Policy-Group Life Insurance c. Handbook Policy-Paid Time-Off Benefits: Vacation	VP Human Resources

5:00 p.m.	7.	Policy Reviews <ul style="list-style-type: none"> a. Handbook Policy – Appeal Process for Discipline, Discharge and Workplace Safety b. Handbook Policy – Shared Governance c. Policy A0120 – Policy Manual d. Policy A0121 – Board Policy, Development, Procedures and Implementation 	VP Human Resources VP General Counsel
5:10 p.m.	8.	Reports <ul style="list-style-type: none"> a. Chairperson’s Report b. President’s Report c. Milwaukee PBS General Manager’s Report d. Legislative Matters Report 	Board Chair President General Manager VP General Counsel
5:40 p.m.	9.	Board Monitoring <ul style="list-style-type: none"> a. Quality Review Process Update b. Enrollment Report c. Guided Pathways Update d. Marketing Plan e. Annual Workforce Solutions Report f. Annual Foundation & Grants Report 	Provost VP Student Services VP Inst. Effectiveness VP College Advancement VP College Advancement VP College Advancement
6:15 p.m.	10	New Business	Board Chair
6:17 p.m.	11.	Future Events / Announcements <ul style="list-style-type: none"> a. October 16-19, 2019 ACCT Leadership Congress; San Francisco, CA b. October 22, 2019 MATC District Board Meeting 4:00 p.m. Downtown Milwaukee Campus, Board Room (M210) c. October 30 – November 2, 2019 WTCS Fall Meeting; Waukesha County Technical College, Pewaukee, WI 	Board Chair
6:19 p.m.	12.	Adjournment	Board Chair

*This meeting may be conducted in part by telephone. Telephone speakers will be available to allow the public to hear those parts of the proceedings that are open to the public.

** Action may be taken on any agenda item, whether designated as an action item or not. Agenda items may be moved into Closed Session for discussion when it becomes apparent that a Closed Session is appropriate under Section 19.85 of the Wisconsin Statutes. The board may return to Open Session to take action on any item discussed in Closed Session.

**MATC is the premier, comprehensive technical college that provides excellence in education
to enrich, empower, and transform lives**

Reasonable accommodations are available through the ADA Office for individuals who need assistance. Please call 414-297-6610 to schedule services at least 48 hours prior to the meeting.



Attachment 3 - a

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
MILWAUKEE, WISCONSIN
August 27, 2019**

CALL TO ORDER

The regular monthly meeting of the Milwaukee Area Technical College District Board was held in Open Session on Tuesday, August 27, 2019, and called to order by Chairperson Foley at 4:03 p.m. in the Board Room, Room M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

ITEM 1 a. ROLL CALL

Present: Erica Case; David Dull; Mark Foley; Lisa Olson; Kahri Phelps Okoro; Mary Scheibel and Ann Wilson. Mary Scheibel arrived at 4:09 p.m. Ann Wilson arrived at 4:04 p.m.

Excused: Ashanti Hamilton.

ITEM 1 b. COMPLIANCE WITH THE OPEN MEETINGS LAW

Discussion Chairperson Foley indicated that proper notice of the meeting had been given in compliance with the Wisconsin Open Meetings Law.

ITEM 2. COMMENTS FROM THE PUBLIC

Discussion No comments.

ITEM 3. APPROVAL OF MINUTES

C-1 Regular Board Meeting: June 25, 2019

Motion It was moved by Mr. Dull, seconded by Ms. Phelps Okoro, to approve the minutes of the Regular Board Meeting: June 25, 2019.

Action Motion approved.

C-2 Board Organizational Meeting: July 8, 2019

Motion It was moved by Dr. Olson, seconded by Ms. Phelps Okoro, to approve the minutes of the Board Organizational Meeting: July 8, 2019

Action Motion approved.

ITEM 4. APPROVAL OF CONSENT AGENDA ITEMS

- a. **Bills – June 2019**
- b. **Bills – July 2019**
- c. **Financial Report July 2019**
- d. **Human Resources Report**
- e. **Procurement Report**
- f. **Quarterly Affirmative Action Report**

Motion It was moved by Mr. Dull, seconded by Ms. Phelps Okoro, to approve the Consent Agenda.

Action Motion approved.

ITEM 5. BOARD ACTION ITEMS

Action Items

- 5 a. Resolution (F0102-08-19) Authorizing the Sale of \$22,500,000 General Obligation Promissory Notes, Series 2019-2020C of Milwaukee Area Technical College District, Wisconsin.**

Motion It was moved by Dr. Olson, seconded by Ms. Wilson, to approve Resolution (F0102-08-19) Authorizing the Sale of \$22,500,000 General Obligation Promissory Notes, Series 2019-2020C of Milwaukee Area Technical College District, Wisconsin.

Discussion Mr. John Mehan, managing director, Robert W. Baird & Co., reviewed the Final Pricing Summary for the \$22,500,000 General Obligation Promissory Notes, Series 2019-2020C.

Action Motion approved, the roll call vote being as follows:

Ayes: Dull, Olson, Phelps Okoro, Scheibel, Wilson, Case and Foley - 7

Noes: None.

- 5 b. Resolution (F0103-08-19) Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2019-2020D of Milwaukee Area Technical College District, Wisconsin.**

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Motion It was moved by Ms. Wilson, seconded by Ms. Phelps Okoro, to approve Resolution (F0103-08-19) Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2019-2020D of Milwaukee Area Technical College District, Wisconsin

Action Motion approved, the roll call vote being as follows:

Ayes: Olson, Phelps Okoro, Scheibel, Wilson, Case, Dull and Foley – 7

Noes: None.

5 c. Resolution (F0104-08-19) to Approve Building Trades Rate Changes.

Motion It was moved by Ms. Phelps Okoro, seconded by Dr. Olson, to approve Resolution (F0104-08-19) to Approve Building Trades Rate Changes

Action Motion approved.

ITEM 6 Policy Reviews

- a. Handbook Policy – Progressive Discipline**
- b. Handbook Policy-Group Life Insurance**
- c. Handbook Policy-Paid Time-Off Benefits: Vacation**

Discussion Ms. Cheryl Zima, VP Human Resources, reviewed Handbook Policy-Progressive Discipline; Handbook Policy-Group Life Insurance; Handbook Policy-Paid Time-Off Benefits: Vacation

ITEM 7 Policy Approval

- 7 a. Handbook Policy – Overtime Pay and Compensatory Time Off.**

Motion It was moved by Dr. Olson, seconded by Ms. Scheibel to approve Handbook Policy-Overtime Pay and Compensatory Time off.

Action Motion approved.

ITEM 8 Reports

8 a. Chairperson's Report

Discussion Chairperson Foley:

- Attended the Wisconsin Technical College District Boards Summer Meeting in Rice Lake, WI and stated there was a very informative session on K-12/Technical College partnerships.
- Welcomed MATC Faculty at the Fall 2019 Faculty Coordination Day and expressed continued support on behalf of the board of the Guided Pathways Project.

8 b. President's Report

Discussion Dr. Martin:

- Announced as MATC prepares to develop the college's next strategic plan for the next accreditation cycle, Dr. Christine Manion has been promoted to Vice President, Institutional Effectiveness.
- Reported Guided Pathways coach Dr. Joyce Walsh-Portillo and consultant Dr. Donna Dare spent time assisting the college with some of the most complicated Guided Pathways work to date.
- Stated the college held Employee Development Day for staff on July 17 and Faculty Coordination Day on August 23, Dr. Martin also stated she shared the new model of advising and the structure of our new Pathways.
- Announced that all seven deans for the Academic and Career Pathways are now in place. Five of the deans were new to this position. The college was able to fill these positions with talented internal candidates. Two of the Academic pathways: Create, Design, Media (Create) and Community (Serve) are part of a small-scale implementation the college is launching in September.
- Reported MATC is partnering with JCP Construction and the SDC to train future construction workers and redevelop city-owned foreclosed homes. The group will start with a home on Holton Street. The partnership provides a hands-on opportunity for students in the constructions trades.
- Stated it is one of her goals to have MATC become a Hispanic Serving Institution. The college was a partner in sponsoring the League of United Latin American Citizens (LULAC) national convention held this July in Milwaukee.

- Mentioned she was honored to accept the Champion of Education Award on behalf of MATC for the college's involvement in working with LULAC Ford Driving Dreams program. MATC collaborated with MPS and El Puente High School in a dual college credit program for at-risk Hispanic high school students.
- Reported Hispanic Professionals of Greater Milwaukee (HPGM) held their annual meeting last Friday and during the meeting, HPGM announced 29 scholarships and for the first time ever, two-year scholarships were awarded to five deserving students to attend MATC.
- Announced the national Community College Daily, along with local news media, featured the MATC pre-apprentice arborist program. The college created this program in response to local tree service companies who were in dire need of more arborists.
- Stated an article she wrote on the important work that the college is doing in partnership with the Department of Corrections to educate incarcerated workers through the Second Chance Pell program was featured in the Wisconsin Business Voice.

8 c. Milwaukee PBS General Manager's Report

Discussion

Mr. Bohdan Zachary:

- Announced Milwaukee PBS will broadcast the 2020 Democratic National Convention in October 2020.
- Reported those at Milwaukee PBS involved with the Kids In Crisis film were invited to Dallas, Texas in July for the annual Public Media Development and Marketing Conference. Milwaukee Journal Sentinel reporter Rory Linnane whose series Kids In Crisis is the basis for the Milwaukee PBS documentary flew in for the event. Barrett Poetker and Alex Hart Upendo also attended the event.
- Announced Kids In Crisis will air on the WORLD Channel nationally on September 30th during National Suicide Prevention Week.
- Reported The National Association of Black Journalists presented two awards to Black Nouveau at its recent annual conference and the Milwaukee Press Club will induct Everett Marshburn into its distinguished Hall of Fame on November 1st at the Potawatomi Hotel and Casino.
- Previewed new website, Welcome to MKE, a showcase of seven of Milwaukee's best storytellers, who happen to appear as on air hosts on Milwaukee PBS. The intent is to introduce Milwaukee PBS and MATC to the world.

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8 d. Legislative Matters Report

Discussion Ms. Ramie Zelenkova, lobbyist, Hubbard Wilson & Zelenkova, gave an update on recent legislative matters impacting higher education.

8 e. Audit Advisory Report

Discussion Mr. Jeff Hollow, VP, Finance presented the Audit Advisory Report as information.

ITEM 9. BOARD MONITORING

9 a. Quality Review Process Update

Information Dr. Mohammad Dakwar, Provost, and Ms. Scheibel presented the Quality Review Process Update as information.

9 b. Enrollment Report

Information Dr. Richard Busalacchi, Interim Vice President Student Services and Acting Vice President West Allis Campus presented the Enrollment Report as information.

9 c. Debt Forgiveness Initiative Update

Information Dr. Busalacchi and Ms. Monica McNaughton, Director, Student Accounts, presented the Debt Forgiveness Initiative as information.

9 d. Recruitment Update

Information Mr. Anthony Tagliavia, Director, Marketing and Communications; Mr. Marwill Santiago, Manager, Recruitment and Ms. Laura Bray, VP College Advancement, presented the Recruitment Update as information.

ITEM 10. NEW BUSINESS

Jose Olivieri, outside legal counsel, to look at Presidential Assessments on subsequent agendas.

ITEM 11. Future Agenda Items/Events

**11 a. September 24, 2019 MATC District Board Meeting
4:00 p.m. Downtown Milwaukee Campus, Board Room
(M210)**

**11 b. September 25, 2019 "Kids in Crisis: You're Not Alone"
Screening; State Capitol in Madison**

**11 c. October 16-19, 2019 ACCT Leadership Congress; San
Francisco, CA**

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11 d. October 30 – November 2, 2019 WTCS Fall Meeting;
Waukesha County Technical College, Pewaukee, WI

ITEM 12 Adjournment

The meeting adjourned at 6:40 p.m.

Respectfully submitted,

Gwendolyn G. Green

On behalf of Board Secretary Mary Scheibel

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*** It is anticipated that this item may be discussed in Closed Session pursuant to Sections 19.85(1)(c) and (e) of the Wisconsin Statutes.

Reasonable accommodations are available through the ADA Office for individuals who need assistance. Please call 414-297-6610 to schedule services at least 48 hours prior to the meeting.

Attachment FPO - 4-a.

BOARD BILLS LIST

The following bills are to be presented for approval at the meeting of the Milwaukee Area Technical College District Board, State of Wisconsin, to be held on 09-24-19.

BILLS PAYABLE RECAPITULATION

Month of August 2019

Payments for encumbrances and monthly expenditures were made for the following funds:

General Fund	5,629,343.780	
Special Revenue Fund-Operational	83,089.630	
Special Revenue Fund-Non Aidable	70,823.420	
Enterprise Fund	1,137,078.740	
Capital Projects Fund	3,302,095.120	
Debt Service Fund	33,552.210	
Internal Service Fund	2,990,854.820	
Public Television Fund	<u>394,574.960</u>	
Total Expenditures		<u><u>\$ 13,641,413</u></u>

Secretary

Chair

BOARD BILLS LIST

The following bills are to be presented for approval at the meeting of the Milwaukee Area Technical College District Board, State of Wisconsin, to be held on 09-24-19

**Bank Transfer Payments
August 2019**

Delta Dental Insurance Claims	<u>87,703.48</u>
Wisconsin Technical College Consortium	<u>2,525,518.47</u>
UMR Health Insurance Claims	<u>863,137.83</u>
We-energies	<u>213,294.35</u>
Bank Service Charges	<u>120.06</u>
Merchant Service Credit Card Fees	<u>25,342.96</u>
Wisconsin Retirement System	<u>733,367.49</u>
OPEB Trust Transfers	<u>2,000,000.00</u>
Federal Payroll Tax	<u>1,079,675.84</u>
State Payroll Tax	<u>154,314.66</u>
State, County, and Stadium Sales Tax	<u>7,588.95</u>

**Debt Service Fund Wire Payments
Aug-19**

<u>General Obligation Debt Series</u>	<u>Interest</u>	<u>Principal</u>
	None	

General Obligation Debt Series

Interest

Principal

<hr/>	<hr/>
\$ -	-
<hr/>	<hr/>

August 2019

Board Bill List		
Allocation of Cash By Fund		
1 General Fund	\$ 809,240.61	Add to Sheet 1 - Cell E15
2 Special Revenue Fund - Operational	\$ 74,266.77	Add to Sheet 1 - Cell E18
3 Capital Projects	\$ 3,302,313.22	Add to Sheet 1 - Cell E19
4 Debt Service	\$ 33,552.21	Add to Sheet 1 - Cell E20
5 Enterprise	\$ 1,083,266.21	Add to Sheet 1 - Cell E18
5 TV Fund	\$ 394,574.96	Add to Sheet 1 - Cell E22
6 Internal Service Fund	\$ 40,013.51	Add to Sheet 1 - Cell E21
7 Special Revenue Fund - NonAid	\$ 63,420.65	Add to Sheet 1 - Cell E17
	\$ 5,800,648.14	

Credit Card Discount Fees		
Internal Transfers - Get Info from Sue Jarvis		
1-60-93101-5434-00000	24098.29	Add to Sheet 1 - Cell E15
1-60-00001-1305-00000	1244.67	Add to Sheet 1 - Cell E18
1-60-00001-1307-00000		Add to Sheet 1 - Cell E17
(2) 1-60-93101-5434-00000		Add to Sheet 1 - Cell E15
(2) 1-60-00001-1305-00000		Add to Sheet 1 - Cell E18

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25,342.96

Linked to PVS Net Calculation Worksheet		
Total Fund 1 - linked	\$ 82,125.06	Add to Sheet 1 - Cell E15
Total Fund 2 - linked	\$ 8,822.86	
Total Fund 3 - linked	\$ (218.10)	
Total Fund 5 - linked	\$ 52,567.86	Add to Sheet 1 - Cell E18
Total Fund 7 - linked	\$ 7,402.77	Add to Sheet 1 - Cell E17
	\$ 150,700.45	

Note: fund 1 includes download + accrual (00001-2239)

Fund				
GF	SR	Enterprise	SR-nonaid	capital
1	2	5	7	3

Board Bill List by Check No. - Checks Issued in August 2019

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Check Date	Check Number	Vendor Name	Classification Description	Object Amount	Check Amount
08/01/19	0168032	AV Design Group Inc	3411 Resd for Encumbrances	26,322.00	26,322.00
08/01/19	0168033	Carl Bloom Associates Inc	5259 Postage	44.72	651.91
08/01/19	0168033	Carl Bloom Associates Inc	5260 Printing & Duplicating	607.19	651.91
08/01/19	0168034	Cengage Learning	5707 New Book-Resale	91.28	91.28
08/01/19	0168035	Clothes Clinic Inc	5714 Classroom & Lab Supplies	57.34	57.34
08/01/19	0168036	Ellucian Company L P	3411 Resd for Encumbrances	28,000.00	37,079.00
08/01/19	0168036	Ellucian Company L P	5840 Equipment	9,079.00	37,079.00
08/01/19	0168037	Flinn Scientific Inc	5230 Classroom & Lab Supp	254.56	254.56
08/01/19	0168038	Grunau Co. Inc	5355 Other Contracted Serv.	524.10	524.10
08/01/19	0168039	Hatch Staffing Services Inc	5840 Equipment	8,876.26	8,876.26
08/01/19	0168040	Moody's Investors Service	5970 Admin Exp-Debt Service	22,500.00	22,500.00
08/01/19	0168041	Papas Bakery Inc	5704 Groceries-Resale	146.59	146.59
08/01/19	0168042	Xerox Corporation	3411 Resd for Encumbrances	995.83	995.83
08/06/19	0168049	Ms. Christine M. Manion	5243 Other Supplies	37.29	37.29
08/06/19	0168050	Ms. Julie A. Stubenrauch	5243 Other Supplies	49.91	49.91
08/06/19	0168051	Clothes Clinic Inc	5714 Classroom & Lab Supplies	60.70	60.70
08/06/19	0168052	Continuum	3411 Resd for Encumbrances	2,500.00	2,500.00
08/06/19	0168053	Ellucian Company L P	5840 Equipment	15,838.00	15,838.00
08/06/19	0168054	Engberg Anderson Inc	3411 Resd for Encumbrances	94,078.00	95,307.36
08/06/19	0168054	Engberg Anderson Inc	5830 Imprvmnts/Remdling	1,229.36	95,307.36
08/06/19	0168055	Grainger Inc, W W	5238 Maint. & Cust. Supp	72.06	123.62
08/06/19	0168055	Grainger Inc, W W	5281 Classroom/Lab Eq. Rep.	51.56	123.62
08/06/19	0168056	Grunau Co. Inc	5355 Other Contracted Serv.	731.32	731.32
08/06/19	0168057	Hatch Staffing Services Inc	5501 Student Activities	10,178.72	18,987.48
08/06/19	0168057	Hatch Staffing Services Inc	5840 Equipment	8,808.76	18,987.48
08/06/19	0168058	Honeywell International Inc	3411 Resd for Encumbrances	2,504.79	3,049.74
08/06/19	0168058	Honeywell International Inc	5281 Classroom/Lab Eq. Rep.	544.95	3,049.74
08/06/19	0168059	Hurt Electric Inc	5355 Other Contracted Serv.	450.00	450.00
08/06/19	0168060	Industrial Roofing Svcs Inc	5830 Imprvmnts/Remdling	3,500.00	3,500.00
08/06/19	0168061	Lurie Glass Companies Inc	3411 Resd for Encumbrances	3,750.00	3,750.00
08/06/19	0168062	Marchese Inc., V	5704 Groceries-Resale	211.10	211.10
08/06/19	0168063	Occupational Health Centers	5355 Other Contracted Serv.	77.50	77.50
08/06/19	0168064	Reprographic Technologies Inc	3411 Resd for Encumbrances	703.95	703.95
08/06/19	0168065	San-A-Care Inc	5238 Maint. & Cust. Supp	5,361.83	5,361.83
08/06/19	0168066	Seek Incorporated	5355 Other Contracted Serv.	2,116.40	4,208.13
08/06/19	0168066	Seek Incorporated	5830 Imprvmnts/Remdling	2,091.73	4,208.13
08/06/19	0168067	Tennant	5355 Other Contracted Serv.	353.12	353.12
08/06/19	0168068	World Point Ecc Inc	5707 New Book-Resale	214.59	214.59
08/08/19	0168119	John A. Gurda	5668 Program Production	7,350.00	7,350.00
08/08/19	0168120	Cengage Learning	5707 New Book-Resale	1,695.00	1,695.00
08/08/19	0168121	Gray Miller Persh LLP	5361 Legal Services	500.00	500.00
08/08/19	0168122	Hatch Staffing Services Inc	5501 Student Activities	783.36	783.36
08/08/19	0168123	Hy Test Safety Shoe Service	5238 Maint. & Cust. Supp	100.00	100.00
08/08/19	0168124	San-A-Care Inc	5238 Maint. & Cust. Supp	376.21	376.21
08/08/19	0168125	Seek Incorporated	5355 Other Contracted Serv.	2,010.37	2,010.37
08/08/19	0168126	US Brands	5259 Postage	1,534.37	1,534.37
08/13/19	0168156	Mr. Dean F. Le Blanc	5220 Membership & Subscript	119.88	119.88
08/13/19	0168157	Sandra M. Patyk	5201 Travel Expenses	155.86	155.86
08/13/19	0168158	Care Plus Dental Plans Inc	5683 Dental Exp - Premiums	10,311.52	10,311.52
08/13/19	0168159	Carl Bloom Associates Inc	5259 Postage	636.58	6,741.20
08/13/19	0168159	Carl Bloom Associates Inc	5260 Printing & Duplicating	6,104.62	6,741.20
08/13/19	0168160	CDW Government Inc	3411 Resd for Encumbrances	53,616.00	53,616.00
08/13/19	0168161	Cengage Learning	5707 New Book-Resale	36,582.57	36,582.57
08/13/19	0168162	Clothes Clinic Inc	5714 Classroom & Lab Supplies	85.49	85.49
08/13/19	0168163	Dynamic Campus	5840 Equipment	21,450.00	21,450.00
08/13/19	0168164	Ellucian Company L P	5840 Equipment	16,689.42	16,689.42
08/13/19	0168165	Forest Incentives Ltd	5243 Other Supplies	2,666.65	3,228.95
08/13/19	0168165	Forest Incentives Ltd	5259 Postage	562.30	3,228.95
08/13/19	0168166	Forrer Business Interiors, Inc.	3411 Resd for Encumbrances	24,427.47	24,427.47
08/13/19	0168167	Grainger Inc, W W	5281 Classroom/Lab Eq. Rep.	43.80	43.80
08/13/19	0168168	Hatch Staffing Services Inc	5352 Contracted Employment	3,845.51	3,845.51
08/13/19	0168169	Honeywell International Inc	3411 Resd for Encumbrances	4,077.83	4,077.83
08/13/19	0168170	Milwaukee Transport Svc Inc	2228 Bus Pass/Tickets Payable	2,640.00	2,640.00
08/13/19	0168171	Occupational Health Centers	5355 Other Contracted Serv.	1,245.00	1,245.00

Check Date	Check Number	Vendor Name	Classification	Description	Object Amount	Check Amount
08/13/19	0168172	Papas Bakery Inc	5704	Groceries-Resale	73.94	73.94
08/13/19	0168173	Paragon Development Systems	3411	Resd for Encumbrances	93,530.00	93,530.00
08/13/19	0168174	Safeway Pest Management Co Inc	5355	Other Contracted Serv.	150.00	150.00
08/13/19	0168175	San-A-Care Inc	3411	Resd for Encumbrances	3,743.22	4,812.37
08/13/19	0168175	San-A-Care Inc	5238	Maint. & Cust. Supp	1,069.15	4,812.37
08/13/19	0168176	Starfire Systems Inc	5355	Other Contracted Serv.	370.00	370.00
08/15/19	0168177	Ms. Valerie McLain	5243	Other Supplies	104.00	104.00
08/15/19	0168178	Ae Business Solutions	3411	Resd for Encumbrances	128,944.83	128,944.83
08/15/19	0168179	ASC1 Food Service	5281	Classroom/Lab Eq. Rep.	13.60	13.60
08/15/19	0168180	AV Design Group Inc	5840	Equipment	54,400.00	54,400.00
08/15/19	0168181	Braeger Chevrolet Inc	5282	Off. General Eq. Rep.	1,056.37	1,056.37
08/15/19	0168182	Cengage Learning	5707	New Book-Resale	600.00	600.00
08/15/19	0168183	Clothes Clinic Inc	5714	Classroom & Lab Supplies	193.52	193.52
08/15/19	0168184	Forest Incentives Ltd	5243	Other Supplies	514.75	625.42
08/15/19	0168184	Forest Incentives Ltd	5259	Postage	110.67	625.42
08/15/19	0168185	Grunau Co. Inc	5355	Other Contracted Serv.	5,876.97	5,876.97
08/15/19	0168186	Hatch Staffing Services Inc	5352	Contracted Employment	811.60	811.60
08/15/19	0168187	Madison National Life	2224	Life Insurance Pay	37,747.38	68,669.27
08/15/19	0168187	Madison National Life	2227	Payable to OPEB Trust	29,701.99	68,669.27
08/15/19	0168187	Madison National Life	5104	Life Insurance	1,219.90	68,669.27
08/15/19	0168188	Michael Best & Friedrich LLP	5361	Legal Services	32,000.00	32,000.00
08/15/19	0168189	Papas Bakery Inc	5704	Groceries-Resale	32.84	32.84
08/20/19	0168196	Mr. Jeffrey J. Hollow	5201	Travel Expenses	370.14	370.14
08/20/19	0168197	Brian A. Kubik	5201	Travel Expenses	249.03	249.03
08/20/19	0168198	Ae Business Solutions	5282	Off. General Eq. Rep.	26,400.96	26,400.96
08/20/19	0168199	Balestrieri Environmental & Develop	5830	Imprvmnts/Remdling	1,497.73	1,497.73
08/20/19	0168200	Boer Architects Inc	3411	Resd for Encumbrances	9,000.00	9,000.00
08/20/19	0168201	Building Service Inc	3411	Resd for Encumbrances	3,431.00	3,431.00
08/20/19	0168202	CA Solutions Inc	3411	Resd for Encumbrances	8,484.00	8,484.00
08/20/19	0168203	CDW Government Inc	5840	Equipment	257,820.00	257,820.00
08/20/19	0168204	Duet Resource Group	3411	Resd for Encumbrances	50,997.35	50,997.35
08/20/19	0168205	Grainger Inc, W W	5238	Maint. & Cust. Supp	453.02	3,488.42
08/20/19	0168205	Grainger Inc, W W	5243	Other Supplies	3,035.40	3,488.42
08/20/19	0168206	Grunau Co. Inc	5830	Imprvmnts/Remdling	3,235.00	3,235.00
08/20/19	0168207	Hatch Staffing Services Inc	5501	Student Activities	1,474.56	8,224.56
08/20/19	0168207	Hatch Staffing Services Inc	5840	Equipment	6,750.00	8,224.56
08/20/19	0168208	Honeywell International Inc	3411	Resd for Encumbrances	6,255.80	20,531.20
08/20/19	0168208	Honeywell International Inc	5281	Classroom/Lab Eq. Rep.	3,675.40	20,531.20
08/20/19	0168208	Honeywell International Inc	5830	Imprvmnts/Remdling	10,600.00	20,531.20
08/20/19	0168209	Kahler Slater	3411	Resd for Encumbrances	869.95	869.95
08/20/19	0168210	Madison National Life	2224	Life Insurance Pay	5,321.28	5,321.28
08/20/19	0168211	Michael Best & Friedrich LLP	5361	Legal Services	6.52	58.73
08/20/19	0168211	Michael Best & Friedrich LLP	5970	Admin Exp-Debt Service	52.21	58.73
08/20/19	0168212	Reprographic Technologies Inc	3411	Resd for Encumbrances	996.19	996.19
08/20/19	0168213	Safeway Pest Management Co Inc	5355	Other Contracted Serv.	300.00	300.00
08/20/19	0168214	San-A-Care Inc	5238	Maint. & Cust. Supp	536.08	536.08
08/20/19	0168215	Seek Incorporated	5355	Other Contracted Serv.	2,238.50	3,222.34
08/20/19	0168215	Seek Incorporated	5830	Imprvmnts/Remdling	983.84	3,222.34
08/20/19	0168216	Vanguard Computers Inc	3411	Resd for Encumbrances	2,350.00	2,350.00
08/22/19	0168235	Ms. Amy S. Winters	5259	Postage	156.00	156.00
08/22/19	0168236	A J Heinen Inc	3411	Resd for Encumbrances	530,700.00	530,700.00
08/22/19	0168237	Ae Business Solutions	5282	Off. General Eq. Rep.	72,915.34	136,322.02
08/22/19	0168237	Ae Business Solutions	5840	Equipment	63,406.68	136,322.02
08/22/19	0168238	CDW Government Inc	3411	Resd for Encumbrances	9,807.34	9,807.34
08/22/19	0168239	Cengage Learning	5707	New Book-Resale	630.00	630.00
08/22/19	0168240	Certified Refrigeration Mechanical	5281	Classroom/Lab Eq. Rep.	188.42	188.42
08/22/19	0168241	Creative Constructors LLC	3411	Resd for Encumbrances	131,500.00	131,500.00
08/22/19	0168242	Hatch Staffing Services Inc	5352	Contracted Employment	823.77	823.77
08/22/19	0168243	Paragon Development Systems	5282	Off. General Eq. Rep.	30,774.35	30,774.35
08/22/19	0168244	Rinderle Door Co	5355	Other Contracted Serv.	484.45	484.45
08/22/19	0168245	San-A-Care Inc	5238	Maint. & Cust. Supp	261.40	261.40
08/27/19	0168263	Absolute Construction Enterprises I	3411	Resd for Encumbrances	4,925.22	4,925.22
08/27/19	0168264	Ae Business Solutions	3411	Resd for Encumbrances	1,800.00	1,800.00
08/27/19	0168265	Allcon LLC	3411	Resd for Encumbrances	29,222.00	29,222.00
08/27/19	0168266	AV Design Group Inc	5840	Equipment	12,647.58	12,647.58

Check Date	Check Number	Vendor Name	Classification	Description	Object Amount	Check Amount
08/27/19	0168267	Batzner Pest Management Inc	5355	Other Contracted Serv.	150.00	150.00
08/27/19	0168268	Braeger Chevrolet Inc	5282	Off. General Eq. Rep.	2,886.73	2,886.73
08/27/19	0168269	Building Service Inc	3411	Resd for Encumbrances	17,453.00	17,453.00
08/27/19	0168270	Carolina Biological Supply Co	5230	Classroom & Lab Supp	712.30	712.30
08/27/19	0168271	CDW Government Inc	5840	Equipment	65,700.00	65,700.00
08/27/19	0168272	Cengage Learning	5707	New Book-Resale	152,246.34	152,246.34
08/27/19	0168273	Certified Refrigeration Mechanical	5281	Classroom/Lab Eq. Rep.	188.42	188.42
08/27/19	0168274	Cintas Corporation Floor Matts	5355	Other Contracted Serv.	311.33	311.33
08/27/19	0168275	Continuum	5830	Imprvmnts/Remdling	4,761.02	4,761.02
08/27/19	0168276	Creative Business Interiors Inc	5840	Equipment	1,750.00	1,750.00
08/27/19	0168277	Digital Data Centers	1504	Prepaid Other	3,778.86	3,778.86
08/27/19	0168278	Duet Resource Group	3411	Resd for Encumbrances	4,254.36	6,659.61
08/27/19	0168278	Duet Resource Group	5840	Equipment	2,405.25	6,659.61
08/27/19	0168279	Ellucian Company L P	3411	Resd for Encumbrances	1,250.00	3,838.64
08/27/19	0168279	Ellucian Company L P	5840	Equipment	2,588.64	3,838.64
08/27/19	0168280	Engberg Anderson Inc	3411	Resd for Encumbrances	13,786.25	13,786.25
08/27/19	0168281	Forrer Business Interiors, Inc.	3411	Resd for Encumbrances	26,178.37	26,178.37
08/27/19	0168282	Hurt Electric Inc	3411	Resd for Encumbrances	3,680.00	3,680.00
08/27/19	0168283	Industrial Roofing Svcs Inc	3411	Resd for Encumbrances	23,802.00	37,802.00
08/27/19	0168283	Industrial Roofing Svcs Inc	5830	Imprvmnts/Remdling	14,000.00	37,802.00
08/27/19	0168284	Interstate Parking	5419	Building Rental	24,985.95	24,985.95
08/27/19	0168285	J M Brennan Inc	3411	Resd for Encumbrances	1,644.00	1,644.00
08/27/19	0168286	NorthWest Technologies	5840	Equipment	30,544.02	30,544.02
08/27/19	0168287	Paragon Development Systems	3411	Resd for Encumbrances	89,892.86	89,892.86
08/27/19	0168288	Seek Incorporated	5830	Imprvmnts/Remdling	948.40	948.40
08/27/19	0168289	Vanguard Computers Inc	3411	Resd for Encumbrances	4,700.00	4,700.00
08/27/19	0168290	Xerox Corporation	3411	Resd for Encumbrances	15,000.00	17,993.30
08/27/19	0168290	Xerox Corporation	5355	Other Contracted Serv.	2,993.30	17,993.30
08/29/19	0168297	Alamelu Vairavan	5243	Other Supplies	50.96	50.96
08/29/19	0168298	Blue Ribbon Suites Master	5501	Student Activities	1,875.00	1,875.00
08/29/19	0168299	Boelter Companies	5714	Classroom & Lab Supplies	351.44	351.44
08/29/19	0168300	CA Solutions Inc	3411	Resd for Encumbrances	9,408.00	9,408.00
08/29/19	0168301	Cengage Learning	5707	New Book-Resale	9,517.06	9,517.06
08/29/19	0168302	Certified Refrigeration Mechanical	5281	Classroom/Lab Eq. Rep.	1,875.03	1,875.03
08/29/19	0168303	Clothes Clinic Inc	5714	Classroom & Lab Supplies	134.83	134.83
08/29/19	0168304	Creative Constructors LLC	3411	Resd for Encumbrances	137,750.00	137,750.00
08/29/19	0168305	Deb Wholesale Inc	5704	Groceries-Resale	332.09	332.09
08/29/19	0168306	Good Land Premium Foods Provisions,	5704	Groceries-Resale	262.93	262.93
08/29/19	0168307	IndiCo LLC	5707	New Book-Resale	537.58	728.99
08/29/19	0168307	IndiCo LLC	5712	Used Books-Resale	191.41	728.99
08/29/19	0168308	Northeast Wisconsin Technical	5220	Membership & Subscript	200.00	200.00
08/29/19	0168309	Powertronics Inc	5714	Classroom & Lab Supplies	190.00	190.00
08/29/19	0168310	Seek Incorporated	5830	Imprvmnts/Remdling	948.40	948.40
08/29/19	0168311	Vanguard Computers Inc	5840	Equipment	3,833.30	3,833.30
08/01/19	0763913	3M Health Information Systems	3411	Resd for Encumbrances	3,051.85	3,051.85
08/01/19	0763914	Ace World Wide Air Freight Co. Inc	5281	Classroom/Lab Eq. Rep.	638.43	638.43
08/01/19	0763915	American Public Television	5665	Network Prog Service	26,725.00	26,725.00
08/01/19	0763916	Association of Community	5220	Membership & Subscript	8,003.00	8,003.00
08/01/19	0763917	Blackboard Inc	3411	Resd for Encumbrances	6,800.00	6,800.00
08/01/19	0763918	Butters Fetting Co Inc	5830	Imprvmnts/Remdling	8,862.00	8,862.00
08/01/19	0763919	Door Master Garage Door Co LLC	5280	Building Repairs	1,417.00	1,417.00
08/01/19	0763920	Elsevier Health & Science	5707	New Book-Resale	216.50	216.50
08/01/19	0763921	Fastenal Company	3411	Resd for Encumbrances	467.58	467.58
08/01/19	0763922	Quick Fuel	5230	Classroom & Lab Supp	4,805.66	4,805.66
08/01/19	0763923	Go Riteway Transportation	5714	Classroom & Lab Supplies	7,056.00	7,056.00
08/01/19	0763924	Indoor Air Quality Diagnostics	5355	Other Contracted Serv.	1,330.00	1,330.00
08/01/19	0763925	Latino Chamber of Commerce of SEW I	5220	Membership & Subscript	500.00	500.00
08/01/19	0763926	Litewire LLC	3411	Resd for Encumbrances	130,863.00	130,863.00
08/01/19	0763927	McGraw Hill School Education Llc	5707	New Book-Resale	1,646.69	1,646.69
08/01/19	0763928	Menards	5238	Maint. & Cust. Supp	30.37	30.37
08/01/19	0763929	Northcentral Technical College	5840	Equipment	112,213.80	112,213.80
08/01/19	0763930	Platinum Educational Group	5220	Membership & Subscript	500.00	500.00
08/01/19	0763931	Set Environmental Inc	3411	Resd for Encumbrances	11,358.00	11,358.00
08/01/19	0763932	Skillssoft	5246	Software	9,668.43	9,668.43
08/01/19	0763933	Starkmedia Inc	5270	Advertising	500.00	500.00

Check Date	Check Number	Vendor Name	Classification	Description	Object Amount	Check Amount
08/01/19	0763934	Streicher's	5248	Classrm/Lab Equip.	1,755.00	1,755.00
08/01/19	0763935	Thermo Fisher Scientific	5230	Classroom & Lab Supp	632.00	632.00
08/01/19	0763936	Top Tech Automotive LLC	5243	Other Supplies	74.00	74.00
08/01/19	0763937	TriMark Mariinn LLC	5714	Classroom & Lab Supplies	217.81	217.81
08/01/19	0763938	US Foods, Inc	5704	Groceries-Resale	2,336.67	2,576.65
08/01/19	0763938	US Foods, Inc	5714	Classroom & Lab Supplies	239.98	2,576.65
08/01/19	0763939	VF Outdoor LLC	5711	Supplies-Resale	2,063.13	2,063.13
08/01/19	0763940	Wallcur Inc	3411	Resd for Encumbrances	1,949.90	1,949.90
08/01/19	0763941	Wisconsin Bell	5454	Telephone	8,353.55	8,353.55
08/06/19	0763946	Accounting Principals	5352	Contracted Employment	1,575.76	1,575.76
08/06/19	0763947	At&t	5454	Telephone	422.65	422.65
08/06/19	0763948	At&t	5454	Telephone	526.16	526.16
08/06/19	0763949	At&t	5454	Telephone	757.21	757.21
08/06/19	0763950	At&t	5454	Telephone	385.54	385.54
08/06/19	0763951	At&t Mobility	5454	Telephone	43.68	43.68
08/06/19	0763952	Baxter Healthcare Corporation	5243	Other Supplies	160.00	160.00
08/06/19	0763953	Jill M. Bobber	5212	Tuition Reimbursement	680.97	680.97
08/06/19	0763954	Boldt Company	3411	Resd for Encumbrances	38,550.00	38,550.00
08/06/19	0763955	Campus Compact	5211	Seminars & Workshops	4,500.00	4,500.00
08/06/19	0763956	Campusworks Inc.	5840	Equipment	867.37	867.37
08/06/19	0763957	Choices Coaching & Consulting Llc	5357	Professional & Consult	1,400.00	1,400.00
08/06/19	0763958	City of Milwaukee	5501	Student Activities	1,569.66	1,569.66
08/06/19	0763959	Daily Reporter	5830	Imprvmnts/Remdling	669.89	669.89
08/06/19	0763960	Donna Dare	5357	Professional & Consult	2,105.28	2,105.28
08/06/19	0763961	Dnesco Electric Inc	5840	Equipment	1,313.28	1,313.28
08/06/19	0763962	Egelhoff Lawn Mower Service	5238	Maint. & Cust. Supp	3.60	3.60
08/06/19	0763963	Elgin Community College	5419	Building Rental	150.00	150.00
08/06/19	0763964	Eva's Esthetics Inc	5711	Supplies-Resale	971.43	971.43
08/06/19	0763965	Hammel Green & Abrahamson Inc	3411	Resd for Encumbrances	11,870.00	12,459.00
08/06/19	0763965	Hammel Green & Abrahamson Inc	5830	Imprvmnts/Remdling	589.00	12,459.00
08/06/19	0763966	InPro Corporation	3411	Resd for Encumbrances	7,267.14	7,267.14
08/06/19	0763967	Integrity Environmental Services Inc	3411	Resd for Encumbrances	22,000.00	22,000.00
08/06/19	0763968	International Society Certified	5220	Membership & Subscript	190.00	190.00
08/06/19	0763969	Ms. Meliena M. Martin	2325	Misc. Clubs Pay.	350.00	350.00
08/06/19	0763970	McGraw Hill School Education Llc	5707	New Book-Resale	16,026.49	16,026.49
08/06/19	0763971	Menards	5238	Maint. & Cust. Supp	130.35	130.35
08/06/19	0763972	Milwaukee Water Works	5455	Water	2,483.41	2,483.41
08/06/19	0763973	Opening Minds	5355	Other Contracted Serv.	4,000.00	4,000.00
08/06/19	0763974	Pepsi Beverages Company	5704	Groceries-Resale	2,006.77	2,006.77
08/06/19	0763975	Pest Patrol Co Inc	5355	Other Contracted Serv.	43.00	43.00
08/06/19	0763976	Phi Theta Kappa	5501	Student Activities	780.00	780.00
08/06/19	0763977	Pittsburgh Paints Co	5238	Maint. & Cust. Supp	439.73	439.73
08/06/19	0763978	Rock Valley College	5419	Building Rental	150.00	150.00
08/06/19	0763979	Carissa M. Rosales	2105	Due to Students	6.00	6.00
08/06/19	0763980	SAR of Milwaukee LLC	3411	Resd for Encumbrances	1,189.20	1,189.20
08/06/19	0763981	Spanish Journal	5830	Imprvmnts/Remdling	200.00	200.00
08/06/19	0763982	State Painting Company	3411	Resd for Encumbrances	17,500.00	17,500.00
08/06/19	0763983	Rachel Giannini	5355	Other Contracted Serv.	1,500.00	1,500.00
08/06/19	0763984	Swiams Landscaping & Snow Removal	5355	Other Contracted Serv.	1,350.00	1,350.00
08/06/19	0763985	Time Warner Cable	5454	Telephone	746.98	746.98
08/06/19	0763986	Unifirst Corporation	5238	Maint. & Cust. Supp	645.83	645.83
08/06/19	0763987	VF Outdoor LLC	5711	Supplies-Resale	42.07	42.07
08/06/19	0763988	WASFAA	5220	Membership & Subscript	360.00	360.00
08/06/19	0763989	Waste Management of Milwaukee	3411	Resd for Encumbrances	619.06	1,777.06
08/06/19	0763989	Waste Management of Milwaukee	5359	Waste Disposal	1,158.00	1,777.06
08/06/19	0763990	Whitefish Bay Cleaners	5242	Operating Supplies	822.40	822.40
08/08/19	0763995	AACC American Association of Commun	3411	Resd for Encumbrances	1,000.00	1,000.00
08/08/19	0763996	Accounting Principals	5352	Contracted Employment	6,825.12	6,825.12
08/08/19	0763997	ACD Direct	5355	Other Contracted Serv.	7,650.80	7,650.80
08/08/19	0763998	Allegiance Fundraising LLC	5243	Other Supplies	3,152.47	3,392.58
08/08/19	0763998	Allegiance Fundraising LLC	5259	Postage	240.11	3,392.58
08/08/19	0763999	American Technical Publishers	5707	New Book-Resale	5,321.19	5,321.19
08/08/19	0764000	Children's Service Society of Wisco	5355	Other Contracted Serv.	120.00	120.00
08/08/19	0764001	Dearborn Real Estate Education	5707	New Book-Resale	4,024.11	4,024.11
08/08/19	0764002	Educause Inc	5220	Membership & Subscript	3,710.00	3,710.00

Board Bill List by Check No. - Checks Issued in August 2019

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Check Date	Check Number	Vendor Name	Classification	Description	Object Amount	Check Amount
08/08/19	0764003	Elsevier Health & Science	5707	New Book-Resale	2,206.80	2,206.80
08/08/19	0764004	Europe Through the Back Door	5243	Other Supplies	54.40	54.40
08/08/19	0764005	Federal Express Corp	5707	New Book-Resale	169.03	169.03
08/08/19	0764006	Films Media Group	5220	Membership & Subscript	3,749.50	3,749.50
08/08/19	0764007	Hall Automotive	5676	Vehicle Supplies	771.04	771.04
08/08/19	0764008	Dr. William K. Hodgkinson	2325	Misc. Clubs Pay.	112.77	112.77
08/08/19	0764009	IdentiSys Inc	5501	Student Activities	1,743.40	1,743.40
08/08/19	0764010	John Wiley & Sons Inc	5707	New Book-Resale	493.81	493.81
08/08/19	0764011	Killer Tracks	5669	Records/Music	2,350.00	2,350.00
08/08/19	0764012	Macmillan Publishing Service Mps	5241	Office Supplies	259.96	11,093.84
08/08/19	0764012	Macmillan Publishing Service Mps	5707	New Book-Resale	10,833.88	11,093.84
08/08/19	0764013	Matthews Book Company	5707	New Book-Resale	275.91	275.91
08/08/19	0764014	MBS Textbook Exchange Inc	5712	Used Books-Resale	858.26	858.26
08/08/19	0764015	McGraw Hill School Education Llc	5707	New Book-Resale	7,523.13	7,523.13
08/08/19	0764016	Media Makers Inc	5668	Program Production	7,240.00	7,240.00
08/08/19	0764017	Menards	5238	Maint. & Cust. Supp	49.56	49.56
08/08/19	0764018	Mr. Patrick R. Miller	5830	Imprvmnts/Remdling	8,675.00	8,675.00
08/08/19	0764019	Milwaukee Water Works	5455	Water	10,621.30	10,621.30
08/08/19	0764020	MindWorks Innovations Inc	5243	Other Supplies	2,222.00	2,222.00
08/08/19	0764021	Northcentral Technical College	5220	Membership & Subscript	1,050.00	1,050.00
08/08/19	0764022	Pitney Bowes Global Financial Services	5355	Other Contracted Serv.	1,221.00	1,221.00
08/08/19	0764023	Pitney Bowes/Presort Service	5259	Postage	140.02	140.02
08/08/19	0764024	Public Television	5220	Membership & Subscript	524.00	524.00
08/08/19	0764025	Rev.com Inc	5668	Program Production	190.79	190.79
08/08/19	0764026	Rotary Club of Mitchell Field	5243	Other Supplies	40.00	40.00
08/08/19	0764027	Service Wholesale Inc	5711	Supplies-Resale	2,808.83	2,808.83
08/08/19	0764028	Snap-On Industrial	5230	Classroom & Lab Supp	145.10	145.10
08/08/19	0764029	Sound Media Inc	5243	Other Supplies	871.35	871.35
08/08/19	0764030	Supplyworks	5674	Technical Operations	1,491.84	1,491.84
08/08/19	0764031	T E Interiors Inc	3411	Resd for Encumbrances	1,888.50	1,888.50
08/08/19	0764032	Thanos Institute	5707	New Book-Resale	697.00	697.00
08/08/19	0764033	United Parcel Service	5675	Traffic	33.96	33.96
08/08/19	0764034	VF Outdoor LLC	5711	Supplies-Resale	36.63	36.63
08/08/19	0764035	Waste Management of Milwaukee	5359	Waste Disposal	466.61	466.61
08/08/19	0764036	Wide Eye Productions	5243	Other Supplies	526.28	526.28
08/08/19	0764037	Wisconsin Realtors Association	5707	New Book-Resale	3,315.45	3,315.45
08/08/19	0764038	YRC	5707	New Book-Resale	225.00	225.00
08/08/19	0764039	Zahn Dental/Henry Schein	5230	Classroom & Lab Supp	1,675.81	1,675.81
08/13/19	0764044	Accounting Principals	5352	Contracted Employment	1,221.55	1,221.55
08/13/19	0764045	Accuweather, Inc.	5674	Technical Operations	450.00	450.00
08/13/19	0764046	Airgas Inc	5230	Classroom & Lab Supp	59.28	59.28
08/13/19	0764047	American Technical Publishers	5707	New Book-Resale	984.00	984.00
08/13/19	0764048	Armond Dalton Publishers Inc	5707	New Book-Resale	644.27	644.27
08/13/19	0764049	Atlas Transit Inc	5243	Other Supplies	350.00	350.00
08/13/19	0764050	B&h Photo Video Pro Audio	5244	Production Supplies	652.63	652.63
08/13/19	0764051	Baird, Robert W & Co	5970	Admin Exp-Debt Service	11,000.00	11,000.00
08/13/19	0764052	Baked MKE	5704	Groceries-Resale	191.63	191.63
08/13/19	0764053	Baxter Healthcare Corporation	5243	Other Supplies	160.00	160.00
08/13/19	0764054	Beeler Construction Inc	3411	Resd for Encumbrances	28,459.00	28,459.00
08/13/19	0764055	Blackbaud Inc	5355	Other Contracted Serv.	2,674.75	2,674.75
08/13/19	0764056	Boldt Company	3411	Resd for Encumbrances	39,702.45	39,702.45
08/13/19	0764057	Bureau of Correctional Enterprises	5243	Other Supplies	234.58	234.58
08/13/19	0764058	Chefs Warehouse Midwest Llc Chefs W	5704	Groceries-Resale	195.28	195.28
08/13/19	0764059	Cintas Corporation	5281	Classroom/Lab Eq. Rep.	290.42	290.42
08/13/19	0764060	Condor Aviation Inc	3411	Resd for Encumbrances	26,000.00	26,000.00
08/13/19	0764061	Design Build Fire Protection	5355	Other Contracted Serv.	840.00	840.00
08/13/19	0764062	Direct Supply Inc	5840	Equipment	1,883.94	1,883.94
08/13/19	0764063	Edison Energy Group Inc	3411	Resd for Encumbrances	7,440.00	7,440.00
08/13/19	0764064	Egelhoff Lawn Mower Service	5238	Maint. & Cust. Supp	4.70	4.70
08/13/19	0764065	Elsevier Health & Science	5707	New Book-Resale	5,738.33	5,738.33
08/13/19	0764066	Europe Through the Back Door	5243	Other Supplies	114.20	114.20
08/13/19	0764067	Global Equipment Company Inc	3411	Resd for Encumbrances	3,078.17	3,078.17
08/13/19	0764068	Go Riteway Transporation	5714	Classroom & Lab Supplies	1,680.00	1,680.00
08/13/19	0764069	Hyman Enterprises LLC	5243	Other Supplies	247.24	247.24
08/13/19	0764070	IBC Engineering Services, Inc	3411	Resd for Encumbrances	1,300.00	1,300.00

Check Date	Check Number	Vendor Name	Classification	Description	Object Amount	Check Amount
08/13/19	0764071	ID Card Group	5501	Student Activities	839.70	839.70
08/13/19	0764072	Integrity Environmental Services Inc	3411	Resd for Encumbrances	11,100.00	11,100.00
08/13/19	0764073	J & H Heating Inc	3411	Resd for Encumbrances	16,857.00	16,857.00
08/13/19	0764074	Jackson Maccudden Inc	3411	Resd for Encumbrances	3,176.00	3,176.00
08/13/19	0764075	Jigsaw LLC	5270	Advertising	10,000.00	10,000.00
08/13/19	0764076	Kiwanis Club of Milwaukee, Inc	5220	Membership & Subscript	185.00	185.00
08/13/19	0764077	Landauer Inc	5230	Classroom & Lab Supp	335.95	335.95
08/13/19	0764078	Lynch Motor Vehicle Group Inc	5281	Classroom/Lab Eq. Rep.	716.05	716.05
08/13/19	0764079	Macmillan Publishing Service Mps	5707	New Book-Resale	11,996.55	11,996.55
08/13/19	0764080	McGraw Hill School Education Llc	5707	New Book-Resale	65,806.70	65,806.70
08/13/19	0764081	Medinger Co Inc., J H	5355	Other Contracted Serv.	348.84	348.84
08/13/19	0764082	Menards	5238	Maint. & Cust. Supp	121.74	121.74
08/13/19	0764083	Minnesota Elevator Inc	5355	Other Contracted Serv.	651.90	651.90
08/13/19	0764084	David R. Myers	5355	Other Contracted Serv.	586.17	586.17
08/13/19	0764085	Ncmpr	5211	Seminars & Workshops	1,095.00	1,095.00
08/13/19	0764086	Nielsen Media Research	5661	Audience Research	8,721.00	8,721.00
08/13/19	0764087	Northcentral Technical College	5220	Membership & Subscript	15,160.00	15,160.00
08/13/19	0764088	Pitman Company Agfa	5244	Production Supplies	946.60	946.60
08/13/19	0764089	Pro Electric Inc	3411	Resd for Encumbrances	9,000.00	9,000.00
08/13/19	0764090	Public Television Major	5660	Affiliation/Mbsps	2,125.00	2,125.00
08/13/19	0764091	Rote Oil Ltd	5238	Maint. & Cust. Supp	1,532.96	1,532.96
08/13/19	0764092	Scantron Corporation	5243	Other Supplies	1,385.00	1,385.00
08/13/19	0764093	Secure Information Destruction LLC	5355	Other Contracted Serv.	197.79	1,087.61
08/13/19	0764093	Secure Information Destruction LLC	5359	Waste Disposal	889.82	1,087.61
08/13/19	0764094	Service Wholesale Inc	5711	Supplies-Resale	286.33	286.33
08/13/19	0764095	Short Elliott Hendrickson Inc	3411	Resd for Encumbrances	303.32	303.32
08/13/19	0764096	Shure Manufacturing Corporation	3411	Resd for Encumbrances	6,600.00	6,600.00
08/13/19	0764097	Smart Interpreting Enterprise	5355	Other Contracted Serv.	65.00	65.00
08/13/19	0764098	TestOut Corporation	5707	New Book-Resale	3,110.00	3,110.00
08/13/19	0764099	Top Tech Automotive LLC	5243	Other Supplies	729.35	729.35
08/13/19	0764100	Tower Products Incorporated	3411	Resd for Encumbrances	1,023.30	1,023.30
08/13/19	0764101	Unifirst Corporation	5238	Maint. & Cust. Supp	1,358.31	1,358.31
08/13/19	0764102	US Foods, Inc	5704	Groceries-Resale	1,256.17	1,256.17
08/13/19	0764103	VF Outdoor LLC	5711	Supplies-Resale	670.20	670.20
08/13/19	0764104	Visionary Metals LLC	5281	Classroom/Lab Eq. Rep.	3,640.00	3,640.00
08/13/19	0764105	VWR International Llc	3411	Resd for Encumbrances	194.41	194.41
08/13/19	0764106	Waste Management of Milwaukee	5359	Waste Disposal	716.72	1,037.30
08/13/19	0764106	Waste Management of Milwaukee	5830	Imprvmnts/Remdling	320.58	1,037.30
08/13/19	0764107	Wisconsin Electric Power Co	5450	Gas	772.57	772.57
08/13/19	0764108	Wiscomm LLC	3411	Resd for Encumbrances	8,992.60	8,992.60
08/15/19	0764113	5 Corners Dodge Inc	5230	Classroom & Lab Supp	188.56	188.56
08/15/19	0764114	AAA Acme Lock Co Inc	5238	Maint. & Cust. Supp	736.10	736.10
08/15/19	0764115	Accounting Principals	5352	Contracted Employment	1,281.49	1,281.49
08/15/19	0764116	Accuweather, Inc.	5674	Technical Operations	6,000.00	6,000.00
08/15/19	0764117	ACD Direct	5355	Other Contracted Serv.	859.66	859.66
08/15/19	0764118	Ace World Wide Air Freight Co. Inc	5281	Classroom/Lab Eq. Rep.	3,307.24	3,307.24
08/15/19	0764119	Advantage Police Supply Inc	3411	Resd for Encumbrances	2,685.00	2,685.00
08/15/19	0764120	Akrit	5281	Classroom/Lab Eq. Rep.	2,980.57	2,980.57
08/15/19	0764121	Allegiance Fundraising Group, LLC	5260	Printing & Duplicating	20,025.38	20,025.38
08/15/19	0764122	Apple Computer Inc	5840	Equipment	29.95	29.95
08/15/19	0764123	Archetype Innovations LLC	5714	Classroom & Lab Supplies	675.00	675.00
08/15/19	0764124	At&t	5454	Telephone	654.89	654.89
08/15/19	0764125	At&t	5454	Telephone	81.48	81.48
08/15/19	0764126	At&t	5454	Telephone	160.36	160.36
08/15/19	0764127	At&t	5454	Telephone	152.98	152.98
08/15/19	0764128	Avi Systems	3411	Resd for Encumbrances	1,190.00	1,190.00
08/15/19	0764129	Background Profiles, Inc/Ardor Agen	5355	Other Contracted Serv.	789.25	789.25
08/15/19	0764130	Baked MKE	5704	Groceries-Resale	389.56	389.56
08/15/19	0764131	Blackbaud Inc	5355	Other Contracted Serv.	277.05	277.05
08/15/19	0764132	Brewer Sewing Supply Co	5230	Classroom & Lab Supp	481.74	481.74
08/15/19	0764133	Cdp Contributor Development Partner	5355	Other Contracted Serv.	539.25	539.25
08/15/19	0764134	Clerk of Circuit Court	5361	Legal Services	2,000.00	2,000.00
08/15/19	0764135	Donna Dare	5357	Professional & Consult	2,400.00	2,400.00
08/15/19	0764136	ExxonMobil	5676	Vehicle Supplies	695.64	695.64
08/15/19	0764137	Federal Express Corp	5675	Traffic	111.22	1,116.34

Board Bill List by Check No. - Checks Issued in August 2019

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Check Date	Check Number	Vendor Name	Classification	Description	Object Amount	Check Amount
08/15/19	0764137	Federal Express Corp	5707	New Book-Resale	1,005.12	1,116.34
08/15/19	0764138	Quick Fuel	5230	Classroom & Lab Supp	666.09	666.09
08/15/19	0764139	Frakture Inc	5355	Other Contracted Serv.	2,100.00	2,100.00
08/15/19	0764140	Froedtert Health	5501	Student Activities	10,541.00	10,541.00
08/15/19	0764141	Jigsaw LLC	5270	Advertising	53,250.00	53,250.00
08/15/19	0764142	Journal Sentinel Inc	5361	Legal Services	1,365.44	1,365.44
08/15/19	0764143	Mared Mechanical Contractor	5678	Wmvs Transmitter Rep.	1,498.52	1,498.52
08/15/19	0764144	McGraw Hill School Education Llc	5707	New Book-Resale	10,611.29	10,611.29
08/15/19	0764145	Men's Region IV Treasurer	5220	Membership & Subscript	3,375.00	3,375.00
08/15/19	0764146	Menards	5238	Maint. & Cust. Supp	29.81	29.81
08/15/19	0764147	Menards	5238	Maint. & Cust. Supp	69.12	69.12
08/15/19	0764148	N4C	5220	Membership & Subscript	3,000.00	3,000.00
08/15/19	0764149	Pacific Telemanagement Svcs	5454	Telephone	153.00	153.00
08/15/19	0764150	Royle Printing Co	5259	Postage	765.00	19,846.34
08/15/19	0764150	Royle Printing Co	5260	Printing & Duplicating	19,081.34	19,846.34
08/15/19	0764151	SolarWinds.Net	5282	Off. General Eq. Rep.	11,223.00	11,223.00
08/15/19	0764152	Steinhaus Supply Service Inc	3411	Resd for Encumbrances	743.25	743.25
08/15/19	0764153	Patricia M. Stevenson	5355	Other Contracted Serv.	1,210.00	1,210.00
08/15/19	0764154	Unifirst Corporation	5238	Maint. & Cust. Supp	571.49	571.49
08/15/19	0764155	United States Postal Service	5259	Postage	9,500.00	9,500.00
08/15/19	0764156	United States Postal Service	5259	Postage	134.00	134.00
08/15/19	0764157	UPS Freight	5707	New Book-Resale	433.96	433.96
08/15/19	0764158	Westlaw	3411	Resd for Encumbrances	3,472.75	9,272.26
08/15/19	0764158	Westlaw	5246	Software	5,799.51	9,272.26
08/15/19	0764159	Wide Eye Productions	5243	Other Supplies	42.90	42.90
08/15/19	0764160	Wisconsin Newspaper Association	5355	Other Contracted Serv.	62.75	62.75
08/15/19	0764161	Women's Region IV Treasurer	5220	Membership & Subscript	2,900.00	2,900.00
08/20/19	0764166	AAA Acme Lock Co Inc	3411	Resd for Encumbrances	190.70	230.70
08/20/19	0764166	AAA Acme Lock Co Inc	5238	Maint. & Cust. Supp	40.00	230.70
08/20/19	0764167	Ahal Process, Inc	5357	Professional & Consult	4,500.00	4,500.00
08/20/19	0764168	Aldridge Electric, Inc	3411	Resd for Encumbrances	3,171.20	3,171.20
08/20/19	0764169	Aurora Health Care Inc	5355	Other Contracted Serv.	5,707.68	5,707.68
08/20/19	0764170	Background Profiles, Inc/Ardor Agen	5355	Other Contracted Serv.	452.75	452.75
08/20/19	0764171	Beeler Construction Inc	3411	Resd for Encumbrances	11,150.00	13,063.50
08/20/19	0764171	Beeler Construction Inc	5830	Imprvmnts/Remdling	1,913.50	13,063.50
08/20/19	0764172	Mr. Randall T. Casey	5203	Meals	80.00	80.00
08/20/19	0764173	Mr. Randall T. Casey	5203	Meals	250.00	250.00
08/20/19	0764174	Mr. Randall T. Casey	5203	Meals	340.00	340.00
08/20/19	0764175	Mr. Randall T. Casey	5203	Meals	680.00	680.00
08/20/19	0764176	Checkster	5355	Other Contracted Serv.	4,000.00	4,000.00
08/20/19	0764177	Conney Saffey	5243	Other Supplies	192.50	192.50
08/20/19	0764178	Douglas Stewart Co Inc	5711	Supplies-Resale	2,372.22	2,372.22
08/20/19	0764179	Blinks Incorporated	5501	Student Activities	2,919.12	2,919.12
08/20/19	0764180	Elite Hood Cleaning LLC	5281	Classroom/Lab Eq. Rep.	4,100.00	4,100.00
08/20/19	0764181	Elsevier	5714	Classroom & Lab Supplies	1,368.00	1,368.00
08/20/19	0764182	Europe Through the Back Door	5243	Other Supplies	89.40	89.40
08/20/19	0764183	Federal Express Corp	5707	New Book-Resale	38.67	38.67
08/20/19	0764184	Grass Valley Usa Llc	5674	Technical Operations	2,382.00	2,382.00
08/20/19	0764185	HighEdWeb Association	5211	Seminars & Workshops	1,590.00	1,590.00
08/20/19	0764186	In House Solutions Inc	5707	New Book-Resale	1,160.00	1,160.00
08/20/19	0764187	J & H Heating Inc	3411	Resd for Encumbrances	270,085.00	270,085.00
08/20/19	0764188	Johnson Controls Inc	3411	Resd for Encumbrances	14,506.00	18,281.00
08/20/19	0764188	Johnson Controls Inc	5350	Chiller P.M.	3,775.00	18,281.00
08/20/19	0764189	Jones & Bartlett Publishers	5707	New Book-Resale	10,237.97	10,237.97
08/20/19	0764190	Laforce Inc	5830	Imprvmnts/Remdling	3,856.97	3,856.97
08/20/19	0764191	Ms. Erin E. Cotter	5361	Legal Services	5,000.00	5,000.00
08/20/19	0764192	Linkedin Corporation	5246	Software	2,800.00	2,800.00
08/20/19	0764193	McGraw Hill School Education Llc	5707	New Book-Resale	11,064.25	11,064.25
08/20/19	0764194	Menards	5238	Maint. & Cust. Supp	11.97	11.97
08/20/19	0764195	Menards	5238	Maint. & Cust. Supp	945.96	945.96
08/20/19	0764196	Milwaukee Area Tech College	1329	A/R Matc Foundation	1,200.00	1,200.00
08/20/19	0764197	Minnesota Elevator Inc	5353	Elevator P.M.	11,279.10	12,366.62
08/20/19	0764197	Minnesota Elevator Inc	5355	Other Contracted Serv.	1,087.52	12,366.62
08/20/19	0764198	Morton Publishing Co	5707	New Book-Resale	2,708.56	2,708.56
08/20/19	0764199	National Fire Protection Association	5707	New Book-Resale	533.95	533.95

Check Date	Check Number	Vendor Name	Classification	Description	Object Amount	Check Amount
08/20/19	0764200	Ncmpr	5211	Seminars & Workshops	657.00	657.00
08/20/19	0764201	Pest Patrol Co Inc	5355	Other Contracted Serv.	74.00	74.00
08/20/19	0764202	Pitman Company Agfa	5244	Production Supplies	544.95	544.95
08/20/19	0764203	RCB Awards LLC	5281	Classroom/Lab Eq. Rep.	51.08	51.08
08/20/19	0764204	Rev.com Inc	2102	Acct Payable-Unrec	1,199.17	1,199.17
08/20/19	0764205	SAR of Milwaukee LLC	3411	Resd for Encumbrances	8,379.00	8,379.00
08/20/19	0764206	Saturn Lounge	5355	Other Contracted Serv.	400.00	400.00
08/20/19	0764207	Second Nature	5220	Membership & Subscript	1,800.00	1,800.00
08/20/19	0764208	Smart Interpreting Enterprise	5355	Other Contracted Serv.	552.50	552.50
08/20/19	0764209	Staples Business Advantage	5230	Classroom & Lab Supp	167.95	10,582.49
08/20/19	0764209	Staples Business Advantage	5241	Office Supplies	9,393.69	10,582.49
08/20/19	0764209	Staples Business Advantage	5243	Other Supplies	1,020.85	10,582.49
08/20/19	0764210	Ti Training Corporation	3411	Resd for Encumbrances	14,000.00	14,000.00
08/20/19	0764211	Tree Care Industry Association	5243	Other Supplies	265.90	265.90
08/20/19	0764212	Trueview Professional Window Cleani	3411	Resd for Encumbrances	14,400.00	14,400.00
08/20/19	0764213	TSA Consulting Group Inc	5355	Other Contracted Serv.	1,996.56	1,996.56
08/20/19	0764214	Walcheske & Luzi LLC	5361	Legal Services	7,500.00	7,500.00
08/20/19	0764215	Waste Management of Milwaukee	5359	Waste Disposal	2,459.10	3,402.14
08/20/19	0764215	Waste Management of Milwaukee	5830	Imprvmnts/Remdling	943.04	3,402.14
08/20/19	0764216	WI Dept of Children & Families	2102	Acct Payable-Unrec	269.74	269.74
08/20/19	0764217	WI Dept of Children & Families	2102	Acct Payable-Unrec	696.09	696.09
08/20/19	0764218	WI Dept of Children & Families	2102	Acct Payable-Unrec	3,215.61	3,215.61
08/20/19	0764219	Julie A. Williams	5212	Tuition Reimbursement	492.90	492.90
08/20/19	0764220	WisNet	5282	Off. General Eq. Rep.	49,500.00	49,500.00
08/20/19	0764221	YRC	5707	New Book-Resale	9,166.40	9,166.40
08/22/19	0764226	Accounting Principals	5352	Contracted Employment	3,602.08	3,602.08
08/22/19	0764227	Advanced Welding Supply Co Inc	3411	Resd for Encumbrances	8,800.00	8,800.00
08/22/19	0764228	Affordable Stump Removal LLC	5355	Other Contracted Serv.	450.00	450.00
08/22/19	0764229	Airgas Inc	5678	Wmvs Transmitter Rep.	18.60	468.80
08/22/19	0764229	Airgas Inc	5714	Classroom & Lab Supplies	450.20	468.80
08/22/19	0764230	Allegiance Fundraising Group, LLC	5259	Postage	4,556.21	4,556.21
08/22/19	0764231	Allegiance Fundraising LLC	5243	Other Supplies	1,096.73	1,096.73
08/22/19	0764232	American Public Television	5665	Network Prog Service	11,565.00	11,565.00
08/22/19	0764233	Amerigas	5238	Maint. & Cust. Supp	51.23	51.23
08/22/19	0764234	Armond Dalton Publishers Inc	5707	New Book-Resale	803.29	803.29
08/22/19	0764235	At&t	5454	Telephone	3,005.26	3,005.26
08/22/19	0764236	At&t	5454	Telephone	214.82	214.82
08/22/19	0764237	At&t	5454	Telephone	45.63	45.63
08/22/19	0764238	AT&T	5454	Telephone	18,143.58	18,143.58
08/22/19	0764239	At&t Long Distance	5454	Telephone	102.29	102.29
08/22/19	0764240	At&t Mobility	5454	Telephone	12,407.95	12,407.95
08/22/19	0764241	Badger Thermal Unlimited LLC	5238	Maint. & Cust. Supp	591.54	591.54
08/22/19	0764242	Bearings Incorporated South	5238	Maint. & Cust. Supp	73.76	73.76
08/22/19	0764243	Blackbaud Inc	5355	Other Contracted Serv.	375.00	375.00
08/22/19	0764244	Butters Fetting Co Inc	3411	Resd for Encumbrances	1,425.00	1,425.00
08/22/19	0764245	Chyronhego Corporation	5674	Technical Operations	21.86	21.86
08/22/19	0764246	Cozzini Bros Inc	5714	Classroom & Lab Supplies	49.00	49.00
08/22/19	0764247	Custom Restoration Inc	5280	Building Repairs	1,064.00	1,064.00
08/22/19	0764248	Deer District LLC	5501	Student Activities	15,000.00	15,000.00
08/22/19	0764249	Diamedical Usa Equipment Llc	5230	Classroom & Lab Supp	214.39	214.39
08/22/19	0764250	Egelhoff Lawn Mower Service	5238	Maint. & Cust. Supp	28.90	28.90
08/22/19	0764251	ESCO Institute LTD	5707	New Book-Resale	634.55	634.55
08/22/19	0764252	Exelon Corporation	5450	Gas	814.02	814.02
08/22/19	0764253	Federal Express Corp	5707	New Book-Resale	91.88	91.88
08/22/19	0764254	Gall's Inc.	3411	Resd for Encumbrances	709.97	709.97
08/22/19	0764255	Hacienda Blue Publishing	5707	New Book-Resale	550.00	550.00
08/22/19	0764256	Heartland Video Systems Inc	5674	Technical Operations	19,150.78	19,150.78
08/22/19	0764257	IdentiSys Inc	5501	Student Activities	4,262.36	4,262.36
08/22/19	0764258	IACLEA International Assoc of Campu	5220	Membership & Subscript	350.00	350.00
08/22/19	0764259	Laerdal Medical	3411	Resd for Encumbrances	71,419.20	71,419.20
08/22/19	0764260	McGraw Hill School Education Llc	5707	New Book-Resale	203,803.76	203,803.76
08/22/19	0764261	McGraw Hill School Education Llc	5707	New Book-Resale	188,276.35	188,276.35
08/22/19	0764262	McGraw Hill School Education Llc	5707	New Book-Resale	40,232.81	40,232.81
08/22/19	0764263	McGraw Hill School Education Llc	5707	New Book-Resale	91,954.04	91,954.04
08/22/19	0764264	Menards	5238	Maint. & Cust. Supp	578.94	578.94

Check Date	Check Number	Vendor Name	Classification	Description	Object Amount	Check Amount
08/22/19	0764265	Mercer Tool Corporation	5711	Supplies-Resale	11,640.00	11,640.00
08/22/19	0764266	Northcentral Technical College	5220	Membership & Subscript	556.50	556.50
08/22/19	0764267	Pitney Bowes Global Financial Services	5355	Other Contracted Serv.	73.26	73.26
08/22/19	0764268	Rotary Club of Mitchell Field	5201	Travel Expenses	148.50	198.50
08/22/19	0764268	Rotary Club of Mitchell Field	5220	Membership & Subscript	50.00	198.50
08/22/19	0764269	Rote Oil Ltd	5238	Maint. & Cust. Supp	1,756.97	1,756.97
08/22/19	0764270	Secure Information Destruction LLC	5359	Waste Disposal	41.33	41.33
08/22/19	0764271	SHI International Corp	5282	Off. General Eq. Rep.	9,870.46	9,870.46
08/22/19	0764272	Skillsoft	5246	Software	5,591.89	5,591.89
08/22/19	0764273	Superior Chemical Corporation	5238	Maint. & Cust. Supp	70.83	70.83
08/22/19	0764274	TestOut Corporation	5707	New Book-Resale	5,150.00	5,150.00
08/22/19	0764275	Time Warner Cable	5454	Telephone	6,830.33	6,830.33
08/22/19	0764276	Tony Fay Public Relations	5273	Publicity	4,000.00	4,000.00
08/22/19	0764277	TriMark Marlinn LLC	5714	Classroom & Lab Supplies	301.67	301.67
08/22/19	0764278	The Happy Chef Inc	5714	Classroom & Lab Supplies	896.41	896.41
08/22/19	0764279	UPS Freight	5707	New Book-Resale	604.79	604.79
08/22/19	0764280	Western Technical College	5246	Software	3,250.00	3,250.00
08/22/19	0764281	Wisconsin Kenworth	5281	Classroom/Lab Eq. Rep.	6,165.34	6,165.34
08/27/19	0764286	Air One Equipment Inc	3411	Resd for Encumbrances	945.00	945.00
08/27/19	0764287	Airgas Inc	5230	Classroom & Lab Supp	756.90	756.90
08/27/19	0764288	Baked MKE	5704	Groceries-Resale	118.36	118.36
08/27/19	0764289	Beeler Construction Inc	3411	Resd for Encumbrances	120,912.70	120,912.70
08/27/19	0764290	Big Red Machinery Movers Inc	5355	Other Contracted Serv.	314.08	314.08
08/27/19	0764291	CAT 5 Restoration Inc	5830	Imprvmnts/Remdng	1,640.00	1,640.00
08/27/19	0764292	Cintas Corporation	5281	Classroom/Lab Eq. Rep.	8,200.64	8,371.14
08/27/19	0764292	Cintas Corporation	5355	Other Contracted Serv.	170.50	8,371.14
08/27/19	0764293	City of Milwaukee	5356	Permits & License	238.76	238.76
08/27/19	0764294	Columbia Pipe & Supply Co	5238	Maint. & Cust. Supp	77.82	77.82
08/27/19	0764295	Corporate Design Interiors Llc	3411	Resd for Encumbrances	2,671.05	2,671.05
08/27/19	0764296	Covanta Environmental Solutions Llc	5359	Waste Disposal	3,094.42	3,094.42
08/27/19	0764297	Department of Public	5243	Other Supplies	810.00	810.00
08/27/19	0764298	Door Master Garage Door Co LLC	5280	Building Repairs	752.00	752.00
08/27/19	0764299	Douglas Stewart Co Inc	5711	Supplies-Resale	35,155.35	35,155.35
08/27/19	0764300	Equalingua LLC	5668	Program Production	400.00	400.00
08/27/19	0764301	Federal Express Corp	5675	Traffic	563.66	598.18
08/27/19	0764301	Federal Express Corp	5707	New Book-Resale	34.52	598.18
08/27/19	0764302	Galls Parent Holdings, LLC	5243	Other Supplies	233.60	233.60
08/27/19	0764303	Gloria Kay Uniforms Inc	5711	Supplies-Resale	1,604.00	1,604.00
08/27/19	0764304	Hall Automotive	5676	Vehicle Supplies	1,788.73	1,788.73
08/27/19	0764305	Hunzinger Construction Company	3411	Resd for Encumbrances	16,202.00	16,202.00
08/27/19	0764306	Integrity Environmental Services Inc	3411	Resd for Encumbrances	42,579.95	42,579.95
08/27/19	0764307	Jackson Maccudden Inc	3411	Resd for Encumbrances	3,283.00	14,840.00
08/27/19	0764307	Jackson Maccudden Inc	5830	Imprvmnts/Remdng	11,557.00	14,840.00
08/27/19	0764308	Johnson Controls Inc	5350	Chiller P.M.	1,000.60	1,000.60
08/27/19	0764309	Lakewood Filters Inc	3411	Resd for Encumbrances	759.00	759.00
08/27/19	0764310	McKinley Avenue LLC	5238	Maint. & Cust. Supp	882.41	52,566.07
08/27/19	0764310	McKinley Avenue LLC	5355	Other Contracted Serv.	3,846.33	52,566.07
08/27/19	0764310	McKinley Avenue LLC	5419	Building Rental	47,837.33	52,566.07
08/27/19	0764311	Menards	5238	Maint. & Cust. Supp	87.59	87.59
08/27/19	0764312	Michaels Signs Inc	3411	Resd for Encumbrances	16,250.00	16,250.00
08/27/19	0764313	Mr. Patrick R. Miller	5830	Imprvmnts/Remdng	9,095.00	9,095.00
08/27/19	0764314	Milwaukee Courier	5830	Imprvmnts/Remdng	83.34	83.34
08/27/19	0764315	Minnesota Elevator Inc	3411	Resd for Encumbrances	6,226.00	6,226.00
08/27/19	0764316	Napa Auto Parts	5230	Classroom & Lab Supp	46.09	46.09
08/27/19	0764317	Set Environmental Inc	3411	Resd for Encumbrances	4,950.00	4,950.00
08/27/19	0764318	State Painting Company	5830	Imprvmnts/Remdng	83,800.00	83,800.00
08/27/19	0764319	Stone Creek Coffee Roasters	5704	Groceries-Resale	827.00	827.00
08/27/19	0764320	Kurt J. Trampel	5501	Student Activities	60.00	60.00
08/27/19	0764321	TriMark Marlinn LLC	5714	Classroom & Lab Supplies	1,114.17	1,114.17
08/27/19	0764322	The Happy Chef Inc	5714	Classroom & Lab Supplies	292.83	292.83
08/27/19	0764323	Unifirst Corporation	5238	Maint. & Cust. Supp	126.88	126.88
08/27/19	0764324	United Parcel Service	5675	Traffic	116.00	116.00
08/27/19	0764325	US Foods, Inc	5704	Groceries-Resale	4,225.60	4,669.12
08/27/19	0764325	US Foods, Inc	5714	Classroom & Lab Supplies	443.52	4,669.12
08/27/19	0764326	Vinii LLC	3411	Resd for Encumbrances	3,100.38	3,100.38

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Check Date	Check Number	Vendor Name	Classification	Description	Object Amount	Check Amount
08/27/19	0764327	West Quarter West LLC	5418	Room Rental	13,144.77	13,144.77
08/27/19	0764328	WiscNet	5282	Off. General Eq. Rep.	246.00	246.00
08/27/19	0764329	YRC	5707	New Book-Resale	339.99	339.99
08/29/19	0764334	Accounting Principals	5352	Contracted Employment	1,214.82	1,214.82
08/29/19	0764335	Airgas Inc	5230	Classroom & Lab Supp	9.30	9.30
08/29/19	0764336	AME Learning	5707	New Book-Resale	2,195.84	2,195.84
08/29/19	0764337	American Health Information	5707	New Book-Resale	4,322.39	4,322.39
08/29/19	0764338	American Technical Publishers	5707	New Book-Resale	9,081.97	9,081.97
08/29/19	0764339	Anodyne Coffee Roasting Company	5704	Groceries-Resale	206.30	206.30
08/29/19	0764340	At&t	5454	Telephone	455.02	455.02
08/29/19	0764341	At&t Mobility	5454	Telephone	43.68	43.68
08/29/19	0764342	August Learning Solutions, LLC	5707	New Book-Resale	634.46	634.46
08/29/19	0764343	Baked MKE	5704	Groceries-Resale	59.87	59.87
08/29/19	0764344	BarCharts Inc	5711	Supplies-Resale	2,385.15	2,385.15
08/29/19	0764345	Cambridge University Press	5707	New Book-Resale	300.03	300.03
08/29/19	0764346	Carlin Horticultural Supplies	5230	Classroom & Lab Supp	226.70	226.70
08/29/19	0764347	Cozzini Bros Inc	5714	Classroom & Lab Supplies	49.00	49.00
08/29/19	0764348	Diamedical Usa Equipment Llc	3411	Resd for Encumbrances	439.90	1,394.19
08/29/19	0764348	Diamedical Usa Equipment Llc	5230	Classroom & Lab Supp	954.29	1,394.19
08/29/19	0764349	Douglas Stewart Co Inc	5711	Supplies-Resale	6,002.15	6,002.15
08/29/19	0764350	El Conquistador Newspaper	5247	Special Occasions	300.00	300.00
08/29/19	0764351	Elsevier Health & Science	5707	New Book-Resale	12,872.37	12,872.37
08/29/19	0764352	Federal Express Corp	5707	New Book-Resale	28.88	28.88
08/29/19	0764353	Gloria Kay Uniforms Inc	5711	Supplies-Resale	3,009.95	3,009.95
08/29/19	0764354	Gordie Boucher	5230	Classroom & Lab Supp	95.90	95.90
08/29/19	0764355	Hubbard Wilson & Zelenkova LLC	5357	Professional & Consult	3,500.00	3,500.00
08/29/19	0764356	Lewis Sound and Video Professionals	3411	Resd for Encumbrances	12,407.49	12,407.49
08/29/19	0764357	MBS Textbook Exchange Inc	5712	Used Books-Resale	9,604.73	9,604.73
08/29/19	0764358	McGraw Hill School Education Llc	5707	New Book-Resale	16,233.65	16,233.65
08/29/19	0764359	Menards	5238	Maint. & Cust. Supp	69.91	69.91
08/29/19	0764360	Menards	5238	Maint. & Cust. Supp	39.99	39.99
08/29/19	0764361	Metropolitan Milwaukee	5220	Membership & Subscript	1,500.00	1,500.00
08/29/19	0764362	Mid-West Institutional Food Distrib	5704	Groceries-Resale	556.31	556.31
08/29/19	0764363	Orkin Commercial Services	5355	Other Contracted Serv.	299.38	299.38
08/29/19	0764364	Pittsburgh Paints Co	5238	Maint. & Cust. Supp	1,638.34	1,638.34
08/29/19	0764365	Riverside University High School	5247	Special Occasions	75.00	75.00
08/29/19	0764366	Sage Publications Inc	5707	New Book-Resale	1,123.76	1,123.76
08/29/19	0764367	Tactical Functional Training LLC	5707	New Book-Resale	2,305.47	2,305.47
08/29/19	0764368	Time Warner Cable	5282	Off. General Eq. Rep.	1,140.00	1,140.00
08/29/19	0764369	Tropicana Chilled Dsd/Pepsico	5704	Groceries-Resale	270.90	270.90
08/29/19	0764370	Unifirst Corporation	5238	Maint. & Cust. Supp	127.69	127.69
08/29/19	0764371	VizuAll Inc	5674	Technical Operations	10,485.00	10,485.00
08/29/19	0764372	Waste Management of Milwaukee	5830	Imprvmnts/Remdling	1,202.17	1,202.17
					5,800,648.14	

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08/01/19	0763913	3M Health Information Systems	3411	Resd for Encumbrances	3,051.85	3,051.85
08/15/19	0764113	5 Corners Dodge Inc	5230	Classroom & Lab Supp	188.56	188.56
08/15/19	0764114	AAA Acme Lock Co Inc	5238	Maint. & Cust. Supp	736.10	736.10
08/20/19	0764166	AAA Acme Lock Co Inc	3411	Resd for Encumbrances	190.70	230.70
08/20/19	0764166	AAA Acme Lock Co Inc	5238	Maint. & Cust. Supp	40.00	230.70
08/08/19	0763995	AACC American Association of Commun	3411	Resd for Encumbrances	1,000.00	1,000.00
08/27/19	0168263	Absolute Construction Enterprises I	3411	Resd for Encumbrances	4,925.22	4,925.22
08/06/19	0763946	Accounting Principals	5352	Contracted Employment	1,575.76	1,575.76
08/08/19	0763996	Accounting Principals	5352	Contracted Employment	6,825.12	6,825.12
08/13/19	0764044	Accounting Principals	5352	Contracted Employment	1,221.55	1,221.55
08/15/19	0764115	Accounting Principals	5352	Contracted Employment	1,281.49	1,281.49
08/22/19	0764226	Accounting Principals	5352	Contracted Employment	3,602.08	3,602.08
08/29/19	0764334	Accounting Principals	5352	Contracted Employment	1,214.82	1,214.82
08/13/19	0764045	Accuweather, Inc.	5674	Technical Operations	450.00	450.00
08/15/19	0764116	Accuweather, Inc.	5674	Technical Operations	6,000.00	6,000.00
08/08/19	0763997	ACD Direct	5355	Other Contracted Serv.	7,650.80	7,650.80
08/15/19	0764117	ACD Direct	5355	Other Contracted Serv.	859.66	859.66
08/01/19	0763914	Ace World Wide Air Freight Co. Inc	5281	Classroom/Lab Eq. Rep.	638.43	638.43
08/15/19	0764118	Ace World Wide Air Freight Co. Inc	5281	Classroom/Lab Eq. Rep.	3,307.24	3,307.24
08/22/19	0764227	Advanced Welding Supply Co Inc	3411	Resd for Encumbrances	8,800.00	8,800.00
08/15/19	0764119	Advantage Police Supply Inc	3411	Resd for Encumbrances	2,685.00	2,685.00
08/15/19	0168178	Ae Business Solutions	3411	Resd for Encumbrances	128,944.83	128,944.83
08/20/19	0168198	Ae Business Solutions	5282	Off. General Eq. Rep.	26,400.96	26,400.96
08/22/19	0168237	Ae Business Solutions	5282	Off. General Eq. Rep.	72,915.34	136,322.02
08/22/19	0168237	Ae Business Solutions	5840	Equipment	63,406.68	136,322.02
08/27/19	0168264	Ae Business Solutions	3411	Resd for Encumbrances	1,800.00	1,800.00
08/22/19	0764228	Affordable Stump Removal LLC	5355	Other Contracted Serv.	450.00	450.00
08/20/19	0764167	Aha! Process, Inc	5357	Professional & Consult	4,500.00	4,500.00
08/13/19	0764046	Airgas Inc	5230	Classroom & Lab Supp	59.28	59.28
08/22/19	0764229	Airgas Inc	5678	Wmvs Transmitter Rep.	18.60	468.80
08/22/19	0764229	Airgas Inc	5714	Classroom & Lab Supplies	450.20	468.80
08/27/19	0764287	Airgas Inc	5230	Classroom & Lab Supp	756.90	756.90
08/29/19	0764335	Airgas Inc	5230	Classroom & Lab Supp	9.30	9.30
08/27/19	0764286	Air One Equipment Inc	3411	Resd for Encumbrances	945.00	945.00
08/22/19	0168236	A J Heinen Inc	3411	Resd for Encumbrances	530,700.00	530,700.00
08/15/19	0764120	Akrit	5281	Classroom/Lab Eq. Rep.	2,980.57	2,980.57
08/29/19	0168297	Alamelu Vairavan	5243	Other Supplies	50.96	50.96
08/20/19	0764168	Aldridge Electric, Inc	3411	Resd for Encumbrances	3,171.20	3,171.20
08/27/19	0168265	Allcon LLC	3411	Resd for Encumbrances	29,222.00	29,222.00
08/15/19	0764121	Allegiance Fundraising Group, LLC	5260	Printing & Duplicating	20,025.38	20,025.38
08/22/19	0764230	Allegiance Fundraising Group, LLC	5259	Postage	4,556.21	4,556.21
08/08/19	0763998	Allegiance Fundraising LLC	5243	Other Supplies	3,152.47	3,392.58
08/08/19	0763998	Allegiance Fundraising LLC	5259	Postage	240.11	3,392.58
08/22/19	0764231	Allegiance Fundraising LLC	5243	Other Supplies	1,096.73	1,096.73
08/29/19	0764336	AME Learning	5707	New Book-Resale	2,195.84	2,195.84
08/29/19	0764337	American Health Information	5707	New Book-Resale	4,322.39	4,322.39
08/01/19	0763915	American Public Television	5665	Network Prog Service	26,725.00	26,725.00
08/22/19	0764232	American Public Television	5665	Network Prog Service	11,565.00	11,565.00
08/08/19	0763999	American Technical Publishers	5707	New Book-Resale	5,321.19	5,321.19
08/13/19	0764047	American Technical Publishers	5707	New Book-Resale	984.00	984.00
08/29/19	0764338	American Technical Publishers	5707	New Book-Resale	9,081.97	9,081.97
08/22/19	0764233	Amerigas	5238	Maint. & Cust. Supp	51.23	51.23
08/29/19	0764339	Anodyne Coffee Roasting Company	5704	Groceries-Resale	206.30	206.30
08/15/19	0764122	Apple Computer Inc	5840	Equipment	29.95	29.95
08/15/19	0764123	Archetype Innovations LLC	5714	Classroom & Lab Supplies	675.00	675.00
08/13/19	0764048	Armond Dalton Publishers Inc	5707	New Book-Resale	644.27	644.27
08/22/19	0764234	Armond Dalton Publishers Inc	5707	New Book-Resale	803.29	803.29
08/15/19	0168179	ASC1 Food Service	5281	Classroom/Lab Eq. Rep.	13.60	13.60
08/01/19	0763916	Association of Community	5220	Membership & Subscript	8,003.00	8,003.00
08/13/19	0764049	Atlas Transit Inc	5243	Other Supplies	350.00	350.00
08/06/19	0763947	At&t	5454	Telephone	422.65	422.65
08/06/19	0763948	At&t	5454	Telephone	526.16	526.16
08/06/19	0763949	At&t	5454	Telephone	757.21	757.21
08/06/19	0763950	At&t	5454	Telephone	385.54	385.54

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Check Date	Check Number	Vendor Name	Classification	Description	Object Amount	Check Amount
08/15/19	0764124	At&t	5454	Telephone	654.89	654.89
08/15/19	0764125	At&t	5454	Telephone	81.48	81.48
08/15/19	0764126	At&t	5454	Telephone	160.36	160.36
08/15/19	0764127	At&t	5454	Telephone	152.98	152.98
08/22/19	0764235	At&t	5454	Telephone	3,005.26	3,005.26
08/22/19	0764236	At&t	5454	Telephone	214.82	214.82
08/22/19	0764237	At&t	5454	Telephone	45.63	45.63
08/29/19	0764340	At&t	5454	Telephone	455.02	455.02
08/22/19	0764238	AT&T	5454	Telephone	18,143.58	18,143.58
08/22/19	0764239	At&t Long Distance	5454	Telephone	102.29	102.29
08/06/19	0763951	At&t Mobility	5454	Telephone	43.68	43.68
08/22/19	0764240	At&t Mobility	5454	Telephone	12,407.95	12,407.95
08/29/19	0764341	At&t Mobility	5454	Telephone	43.68	43.68
08/29/19	0764342	August Learning Solutions, LLC	5707	New Book-Resale	634.46	634.46
08/20/19	0764169	Aurora Health Care Inc	5355	Other Contracted Serv.	5,707.68	5,707.68
08/01/19	0168032	AV Design Group Inc	3411	Resd for Encumbrances	26,322.00	26,322.00
08/15/19	0168180	AV Design Group Inc	5840	Equipment	54,400.00	54,400.00
08/27/19	0168266	AV Design Group Inc	5840	Equipment	12,647.58	12,647.58
08/15/19	0764128	Avi Systems	3411	Resd for Encumbrances	1,190.00	1,190.00
08/15/19	0764129	Background Profiles, Inc/Ardor Agen	5355	Other Contracted Serv.	789.25	789.25
08/20/19	0764170	Background Profiles, Inc/Ardor Agen	5355	Other Contracted Serv.	452.75	452.75
08/22/19	0764241	Badger Thermal Unlimited LLC	5238	Maint. & Cust. Supp	591.54	591.54
08/13/19	0764051	Baird, Robert W & Co	5970	Admin Exp-Debt Service	11,000.00	11,000.00
08/13/19	0764052	Baked MKE	5704	Groceries-Resale	191.63	191.63
08/15/19	0764130	Baked MKE	5704	Groceries-Resale	389.56	389.56
08/27/19	0764288	Baked MKE	5704	Groceries-Resale	118.36	118.36
08/29/19	0764343	Baked MKE	5704	Groceries-Resale	59.87	59.87
08/20/19	0168199	Balestrieri Environmental & Develop	5830	Imprvmnts/Remdling	1,497.73	1,497.73
08/29/19	0764344	BarCharts Inc	5711	Supplies-Resale	2,385.15	2,385.15
08/27/19	0168267	Batzner Pest Management Inc	5355	Other Contracted Serv.	150.00	150.00
08/06/19	0763952	Baxter Healthcare Corporation	5243	Other Supplies	160.00	160.00
08/13/19	0764053	Baxter Healthcare Corporation	5243	Other Supplies	160.00	160.00
08/22/19	0764242	Bearings Incorporated South	5238	Maint. & Cust. Supp	73.76	73.76
08/13/19	0764054	Beeler Construction Inc	3411	Resd for Encumbrances	28,459.00	28,459.00
08/20/19	0764171	Beeler Construction Inc	3411	Resd for Encumbrances	11,150.00	13,063.50
08/20/19	0764171	Beeler Construction Inc	5830	Imprvmnts/Remdling	1,913.50	13,063.50
08/27/19	0764289	Beeler Construction Inc	3411	Resd for Encumbrances	120,912.70	120,912.70
08/13/19	0764050	B&h Photo Video Pro Audio	5244	Production Supplies	652.63	652.63
08/27/19	0764290	Big Red Machinery Movers Inc	5355	Other Contracted Serv.	314.08	314.08
08/13/19	0764055	Blackbaud Inc	5355	Other Contracted Serv.	2,674.75	2,674.75
08/15/19	0764131	Blackbaud Inc	5355	Other Contracted Serv.	277.05	277.05
08/22/19	0764243	Blackbaud Inc	5355	Other Contracted Serv.	375.00	375.00
08/01/19	0763917	Blackboard Inc	3411	Resd for Encumbrances	6,800.00	6,800.00
08/29/19	0168298	Blue Ribbon Suites Master	5501	Student Activities	1,875.00	1,875.00
08/29/19	0168299	Boelter Companies	5714	Classroom & Lab Supplies	351.44	351.44
08/20/19	0168200	Boer Architects Inc	3411	Resd for Encumbrances	9,000.00	9,000.00
08/06/19	0763954	Boldt Company	3411	Resd for Encumbrances	38,550.00	38,550.00
08/13/19	0764056	Boldt Company	3411	Resd for Encumbrances	39,702.45	39,702.45
08/15/19	0168181	Braeger Chevrolet Inc	5282	Off. General Eq. Rep.	1,056.37	1,056.37
08/27/19	0168268	Braeger Chevrolet Inc	5282	Off. General Eq. Rep.	2,886.73	2,886.73
08/15/19	0764132	Brewer Sewing Supply Co	5230	Classroom & Lab Supp	481.74	481.74
08/20/19	0168197	Brian A. Kubik	5201	Travel Expenses	249.03	249.03
08/20/19	0764179	Brinks Incorporated	5501	Student Activities	2,919.12	2,919.12
08/20/19	0168201	Building Service Inc	3411	Resd for Encumbrances	3,431.00	3,431.00
08/27/19	0168269	Building Service Inc	3411	Resd for Encumbrances	17,453.00	17,453.00
08/13/19	0764057	Bureau of Correctional Enterprises	5243	Other Supplies	234.58	234.58
08/01/19	0763918	Butters Fetting Co Inc	5830	Imprvmnts/Remdling	8,862.00	8,862.00
08/22/19	0764244	Butters Fetting Co Inc	3411	Resd for Encumbrances	1,425.00	1,425.00
08/29/19	0764345	Cambridge University Press	5707	New Book-Resale	300.03	300.03
08/06/19	0763955	Campus Compact	5211	Seminars & Workshops	4,500.00	4,500.00
08/06/19	0763956	Campusworks Inc.	5840	Equipment	867.37	867.37
08/13/19	0168158	Care Plus Dental Plans Inc	5683	Dental Exp - Premiums	10,311.52	10,311.52
08/06/19	0763979	Carissa M. Rosales	2105	Due to Students	6.00	6.00
08/01/19	0168033	Carl Bloom Associates Inc	5259	Postage	44.72	651.91
08/01/19	0168033	Carl Bloom Associates Inc	5260	Printing & Duplicating	607.19	651.91

Check Date	Check Number	Vendor Name	Classification	Description	Object Amount	Check Amount
08/13/19	0168159	Carl Bloom Associates Inc	5259	Postage	636.58	6,741.20
08/13/19	0168159	Carl Bloom Associates Inc	5260	Printing & Duplicating	6,104.62	6,741.20
08/29/19	0764346	Carlin Horticultural Supplies	5230	Classroom & Lab Supp	226.70	226.70
08/27/19	0168270	Carolina Biological Supply Co	5230	Classroom & Lab Supp	712.30	712.30
08/20/19	0168202	CA Solutions Inc	3411	Resd for Encumbrances	8,484.00	8,484.00
08/29/19	0168300	CA Solutions Inc	3411	Resd for Encumbrances	9,408.00	9,408.00
08/27/19	0764291	CAT 5 Restoration Inc	5830	Imprvmnts/Remdling	1,640.00	1,640.00
08/15/19	0764133	Cdp Contributor Development Partner	5355	Other Contracted Serv.	539.25	539.25
08/13/19	0168160	CDW Government Inc	3411	Resd for Encumbrances	53,616.00	53,616.00
08/20/19	0168203	CDW Government Inc	5840	Equipment	257,820.00	257,820.00
08/22/19	0168238	CDW Government Inc	3411	Resd for Encumbrances	9,807.34	9,807.34
08/27/19	0168271	CDW Government Inc	5840	Equipment	65,700.00	65,700.00
08/01/19	0168034	Cengage Learning	5707	New Book-Resale	91.28	91.28
08/08/19	0168120	Cengage Learning	5707	New Book-Resale	1,695.00	1,695.00
08/13/19	0168161	Cengage Learning	5707	New Book-Resale	36,582.57	36,582.57
08/15/19	0168182	Cengage Learning	5707	New Book-Resale	600.00	600.00
08/22/19	0168239	Cengage Learning	5707	New Book-Resale	630.00	630.00
08/27/19	0168272	Cengage Learning	5707	New Book-Resale	152,246.34	152,246.34
08/29/19	0168301	Cengage Learning	5707	New Book-Resale	9,517.06	9,517.06
08/22/19	0168240	Certified Refrigeration Mechanical	5281	Classroom/Lab Eq. Rep.	188.42	188.42
08/27/19	0168273	Certified Refrigeration Mechanical	5281	Classroom/Lab Eq. Rep.	188.42	188.42
08/29/19	0168302	Certified Refrigeration Mechanical	5281	Classroom/Lab Eq. Rep.	1,875.03	1,875.03
08/20/19	0764176	Checkster	5355	Other Contracted Serv.	4,000.00	4,000.00
08/13/19	0764058	Chefs Warehouse Midwest Llc Chefs W	5704	Groceries-Resale	195.28	195.28
08/08/19	0764000	Children's Service Society of Wisco	5355	Other Contracted Serv.	120.00	120.00
08/06/19	0763957	Choices Coaching & Consulting Llc	5357	Professional & Consult	1,400.00	1,400.00
08/22/19	0764245	Chyronhego Corporation	5674	Technical Operations	21.86	21.86
08/13/19	0764059	Cintas Corporation	5281	Classroom/Lab Eq. Rep.	290.42	290.42
08/27/19	0764292	Cintas Corporation	5281	Classroom/Lab Eq. Rep.	8,200.64	8,371.14
08/27/19	0764292	Cintas Corporation	5355	Other Contracted Serv.	170.50	8,371.14
08/27/19	0168274	Cintas Corporation Floor Matts	5355	Other Contracted Serv.	311.33	311.33
08/06/19	0763958	City of Milwaukee	5501	Student Activities	1,569.66	1,569.66
08/27/19	0764293	City of Milwaukee	5356	Permits & License	238.76	238.76
08/15/19	0764134	Clerk of Circuit Court	5361	Legal Services	2,000.00	2,000.00
08/01/19	0168035	Clothes Clinic Inc	5714	Classroom & Lab Supplies	57.34	57.34
08/06/19	0168051	Clothes Clinic Inc	5714	Classroom & Lab Supplies	60.70	60.70
08/13/19	0168162	Clothes Clinic Inc	5714	Classroom & Lab Supplies	85.49	85.49
08/15/19	0168183	Clothes Clinic Inc	5714	Classroom & Lab Supplies	193.52	193.52
08/29/19	0168303	Clothes Clinic Inc	5714	Classroom & Lab Supplies	134.83	134.83
08/27/19	0764294	Columbia Pipe & Supply Co	5238	Maint. & Cust. Supp	77.82	77.82
08/13/19	0764060	Condor Aviation Inc	3411	Resd for Encumbrances	26,000.00	26,000.00
08/20/19	0764177	Conney Saftey	5243	Other Supplies	192.50	192.50
08/06/19	0168052	Continuum	3411	Resd for Encumbrances	2,500.00	2,500.00
08/27/19	0168275	Continuum	5830	Imprvmnts/Remdling	4,761.02	4,761.02
08/27/19	0764295	Corporate Design Interiors Llc	3411	Resd for Encumbrances	2,671.05	2,671.05
08/27/19	0764296	Covanta Environmental Solutions Llc	5359	Waste Disposal	3,094.42	3,094.42
08/22/19	0764246	Cozzini Bros Inc	5714	Classroom & Lab Supplies	49.00	49.00
08/29/19	0764347	Cozzini Bros Inc	5714	Classroom & Lab Supplies	49.00	49.00
08/27/19	0168276	Creative Business Interiors Inc	5840	Equipment	1,750.00	1,750.00
08/22/19	0168241	Creative Constructors LLC	3411	Resd for Encumbrances	131,500.00	131,500.00
08/29/19	0168304	Creative Constructors LLC	3411	Resd for Encumbrances	137,750.00	137,750.00
08/22/19	0764247	Custom Restoration Inc	5280	Building Repairs	1,064.00	1,064.00
08/06/19	0763959	Daily Reporter	5830	Imprvmnts/Remdling	669.89	669.89
08/13/19	0764084	David R. Myers	5355	Other Contracted Serv.	586.17	586.17
08/08/19	0764001	Dearborn Real Estate Education	5707	New Book-Resale	4,024.11	4,024.11
08/29/19	0168305	Deb Wholesale Inc	5704	Groceries-Resale	332.09	332.09
08/22/19	0764248	Deer District LLC	5501	Student Activities	15,000.00	15,000.00
08/27/19	0764297	Department of Public	5243	Other Supplies	810.00	810.00
08/13/19	0764061	Design Build Fire Protection	5355	Other Contracted Serv.	840.00	840.00
08/22/19	0764249	Diamedical Usa Equipment Llc	5230	Classroom & Lab Supp	214.39	214.39
08/29/19	0764348	Diamedical Usa Equipment Llc	3411	Resd for Encumbrances	439.90	1,394.19
08/29/19	0764348	Diamedical Usa Equipment Llc	5230	Classroom & Lab Supp	954.29	1,394.19
08/27/19	0168277	Digital Data Centers	1504	Prepaid Other	3,778.86	3,778.86
08/13/19	0764062	Direct Supply Inc	5840	Equipment	1,883.94	1,883.94
08/06/19	0763961	Dnesco Electric Inc	5840	Equipment	1,313.28	1,313.28

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Check Date	Check Number	Vendor Name	Classification	Description	Object Amount	Check Amount
08/06/19	0763960	Donna Dare	5357	Professional & Consult	2,105.28	2,105.28
08/15/19	0764135	Donna Dare	5357	Professional & Consult	2,400.00	2,400.00
08/01/19	0763919	Door Master Garage Door Co LLC	5280	Building Repairs	1,417.00	1,417.00
08/27/19	0764298	Door Master Garage Door Co LLC	5280	Building Repairs	752.00	752.00
08/20/19	0764178	Douglas Stewart Co Inc	5711	Supplies-Resale	2,372.22	2,372.22
08/27/19	0764299	Douglas Stewart Co Inc	5711	Supplies-Resale	35,155.35	35,155.35
08/29/19	0764349	Douglas Stewart Co Inc	5711	Supplies-Resale	6,002.15	6,002.15
08/08/19	0764008	Dr. William K. Hodgkinson	2325	Misc. Clubs Pay.	112.77	112.77
08/20/19	0168204	Duet Resource Group	3411	Resd for Encumbrances	50,997.35	50,997.35
08/27/19	0168278	Duet Resource Group	3411	Resd for Encumbrances	4,254.36	6,659.61
08/27/19	0168278	Duet Resource Group	5840	Equipment	2,405.25	6,659.61
08/13/19	0168163	Dynamic Campus	5840	Equipment	21,450.00	21,450.00
08/13/19	0764063	Edison Energy Group Inc	3411	Resd for Encumbrances	7,440.00	7,440.00
08/08/19	0764002	Educause Inc	5220	Membership & Subscript	3,710.00	3,710.00
08/06/19	0763962	Egelhoff Lawn Mower Service	5238	Maint. & Cust. Supp	3.60	3.60
08/13/19	0764064	Egelhoff Lawn Mower Service	5238	Maint. & Cust. Supp	4.70	4.70
08/22/19	0764250	Egelhoff Lawn Mower Service	5238	Maint. & Cust. Supp	28.90	28.90
08/29/19	0764350	El Conquistador Newspaper	5247	Special Occasions	300.00	300.00
08/06/19	0763963	Elgin Community College	5419	Building Rental	150.00	150.00
08/20/19	0764180	Elite Hood Cleaning LLC	5281	Classroom/Lab Eq. Rep.	4,100.00	4,100.00
08/01/19	0168036	Ellucian Company L P	3411	Resd for Encumbrances	28,000.00	37,079.00
08/01/19	0168036	Ellucian Company L P	5840	Equipment	9,079.00	37,079.00
08/06/19	0168053	Ellucian Company L P	5840	Equipment	15,838.00	15,838.00
08/13/19	0168164	Ellucian Company L P	5840	Equipment	16,689.42	16,689.42
08/27/19	0168279	Ellucian Company L P	3411	Resd for Encumbrances	1,250.00	3,838.64
08/27/19	0168279	Ellucian Company L P	5840	Equipment	2,588.64	3,838.64
08/20/19	0764181	Elsevier	5714	Classroom & Lab Supplies	1,368.00	1,368.00
08/01/19	0763920	Elsevier Health & Science	5707	New Book-Resale	216.50	216.50
08/08/19	0764003	Elsevier Health & Science	5707	New Book-Resale	2,206.80	2,206.80
08/13/19	0764065	Elsevier Health & Science	5707	New Book-Resale	5,738.33	5,738.33
08/29/19	0764351	Elsevier Health & Science	5707	New Book-Resale	12,872.37	12,872.37
08/06/19	0168054	Engberg Anderson Inc	3411	Resd for Encumbrances	94,078.00	95,307.36
08/06/19	0168054	Engberg Anderson Inc	5830	Imprmnts/Remdling	1,229.36	95,307.36
08/27/19	0168280	Engberg Anderson Inc	3411	Resd for Encumbrances	13,786.25	13,786.25
08/27/19	0764300	Equalingua LLC	5668	Program Production	400.00	400.00
08/22/19	0764251	ESCO Institute LTD	5707	New Book-Resale	634.55	634.55
08/08/19	0764004	Europe Through the Back Door	5243	Other Supplies	54.40	54.40
08/13/19	0764066	Europe Through the Back Door	5243	Other Supplies	114.20	114.20
08/20/19	0764182	Europe Through the Back Door	5243	Other Supplies	89.40	89.40
08/06/19	0763964	Eva's Esthetics Inc	5711	Supplies-Resale	971.43	971.43
08/22/19	0764252	Exelon Corporation	5450	Gas	814.02	814.02
08/15/19	0764136	ExxonMobil	5676	Vehicle Supplies	695.64	695.64
08/01/19	0763921	Fastenal Company	3411	Resd for Encumbrances	467.58	467.58
08/08/19	0764005	Federal Express Corp	5707	New Book-Resale	169.03	169.03
08/15/19	0764137	Federal Express Corp	5675	Traffic	111.22	1,116.34
08/15/19	0764137	Federal Express Corp	5707	New Book-Resale	1,005.12	1,116.34
08/20/19	0764183	Federal Express Corp	5707	New Book-Resale	38.67	38.67
08/22/19	0764253	Federal Express Corp	5707	New Book-Resale	91.88	91.88
08/27/19	0764301	Federal Express Corp	5675	Traffic	563.66	598.18
08/27/19	0764301	Federal Express Corp	5707	New Book-Resale	34.52	598.18
08/29/19	0764352	Federal Express Corp	5707	New Book-Resale	28.88	28.88
08/08/19	0764006	Films Media Group	5220	Membership & Subscript	3,749.50	3,749.50
08/01/19	0168037	Flinn Scientific Inc	5230	Classroom & Lab Supp	254.56	254.56
08/13/19	0168165	Forest Incentives Ltd	5243	Other Supplies	2,666.65	3,228.95
08/13/19	0168165	Forest Incentives Ltd	5259	Postage	562.30	3,228.95
08/15/19	0168184	Forest Incentives Ltd	5243	Other Supplies	514.75	625.42
08/15/19	0168184	Forest Incentives Ltd	5259	Postage	110.67	625.42
08/13/19	0168166	Forrer Business Interiors, Inc.	3411	Resd for Encumbrances	24,427.47	24,427.47
08/27/19	0168281	Forrer Business Interiors, Inc.	3411	Resd for Encumbrances	26,178.37	26,178.37
08/15/19	0764139	Fraktur Inc	5355	Other Contracted Serv.	2,100.00	2,100.00
08/15/19	0764140	Froedtert Health	5501	Student Activities	10,541.00	10,541.00
08/22/19	0764254	Gall's Inc.	3411	Resd for Encumbrances	709.97	709.97
08/27/19	0764302	Galls Parent Holdings, LLC	5243	Other Supplies	233.60	233.60
08/13/19	0764067	Global Equipment Company Inc	3411	Resd for Encumbrances	3,078.17	3,078.17
08/27/19	0764303	Gloria Kay Uniforms Inc	5711	Supplies-Resale	1,604.00	1,604.00

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Check Date	Check Number	Vendor Name	Classification	Description	Object Amount	Check Amount
08/29/19	0764353	Gloria Kay Uniforms Inc	5711	Supplies-Resale	3,009.95	3,009.95
08/29/19	0168306	Good Land Premium Foods Provisions,	5704	Groceries-Resale	262.93	262.93
08/29/19	0764354	Gordie Boucher	5230	Classroom & Lab Supp	95.90	95.90
08/01/19	0763923	Go Riteway Transporation	5714	Classroom & Lab Supplies	7,056.00	7,056.00
08/13/19	0764068	Go Riteway Transporation	5714	Classroom & Lab Supplies	1,680.00	1,680.00
08/06/19	0168055	Grainger Inc, W W	5238	Maint. & Cust. Supp	72.06	123.62
08/06/19	0168055	Grainger Inc, W W	5281	Classroom/Lab Eq. Rep.	51.56	123.62
08/13/19	0168167	Grainger Inc, W W	5281	Classroom/Lab Eq. Rep.	43.80	43.80
08/20/19	0168205	Grainger Inc, W W	5238	Maint. & Cust. Supp	453.02	3,488.42
08/20/19	0168205	Grainger Inc, W W	5243	Other Supplies	3,035.40	3,488.42
08/20/19	0764184	Grass Valley Usa Llc	5674	Technical Operations	2,382.00	2,382.00
08/08/19	0168121	Gray Miller Persh LLP	5361	Legal Services	500.00	500.00
08/01/19	0168038	Grunau Co. Inc	5355	Other Contracted Serv.	524.10	524.10
08/06/19	0168056	Grunau Co. Inc	5355	Other Contracted Serv.	731.32	731.32
08/15/19	0168185	Grunau Co. Inc	5355	Other Contracted Serv.	5,876.97	5,876.97
08/20/19	0168206	Grunau Co. Inc	5830	Imprvmnts/Remdling	3,235.00	3,235.00
08/22/19	0764255	Hacienda Blue Publishing	5707	New Book-Resale	550.00	550.00
08/08/19	0764007	Hall Automotive	5676	Vehicle Supplies	771.04	771.04
08/27/19	0764304	Hall Automotive	5676	Vehicle Supplies	1,788.73	1,788.73
08/06/19	0763965	Hammel Green & Abrahamson Inc	3411	Resd for Encumbrances	11,870.00	12,459.00
08/06/19	0763965	Hammel Green & Abrahamson Inc	5830	Imprvmnts/Remdling	589.00	12,459.00
08/01/19	0168039	Hatch Staffing Services Inc	5840	Equipment	8,876.26	8,876.26
08/06/19	0168057	Hatch Staffing Services Inc	5501	Student Activities	10,178.72	18,987.48
08/06/19	0168057	Hatch Staffing Services Inc	5840	Equipment	8,808.76	18,987.48
08/08/19	0168122	Hatch Staffing Services Inc	5501	Student Activities	783.36	783.36
08/13/19	0168168	Hatch Staffing Services Inc	5352	Contracted Employment	3,845.51	3,845.51
08/15/19	0168186	Hatch Staffing Services Inc	5352	Contracted Employment	811.60	811.60
08/20/19	0168207	Hatch Staffing Services Inc	5501	Student Activities	1,474.56	8,224.56
08/20/19	0168207	Hatch Staffing Services Inc	5840	Equipment	6,750.00	8,224.56
08/22/19	0168242	Hatch Staffing Services Inc	5352	Contracted Employment	823.77	823.77
08/22/19	0764256	Heartland Video Systems Inc	5674	Technical Operations	19,150.78	19,150.78
08/20/19	0764185	HighEdWeb Association	5211	Seminars & Workshops	1,590.00	1,590.00
08/06/19	0168058	Honeywell International Inc	3411	Resd for Encumbrances	2,504.79	3,049.74
08/06/19	0168058	Honeywell International Inc	5281	Classroom/Lab Eq. Rep.	544.95	3,049.74
08/13/19	0168169	Honeywell International Inc	3411	Resd for Encumbrances	4,077.83	4,077.83
08/20/19	0168208	Honeywell International Inc	3411	Resd for Encumbrances	6,255.80	20,531.20
08/20/19	0168208	Honeywell International Inc	5281	Classroom/Lab Eq. Rep.	3,675.40	20,531.20
08/20/19	0168208	Honeywell International Inc	5830	Imprvmnts/Remdling	10,600.00	20,531.20
08/29/19	0764355	Hubbard Wilson & Zelenkova LLC	5357	Professional & Consult	3,500.00	3,500.00
08/27/19	0764305	Hunzinger Construction Company	3411	Resd for Encumbrances	16,202.00	16,202.00
08/06/19	0168059	Hurt Electric Inc	5355	Other Contracted Serv.	450.00	450.00
08/27/19	0168282	Hurt Electric Inc	3411	Resd for Encumbrances	3,680.00	3,680.00
08/13/19	0764069	Hyman Enterprises LLC	5243	Other Supplies	247.24	247.24
08/08/19	0168123	Hy Test Safety Shoe Service	5238	Maint. & Cust. Supp	100.00	100.00
08/22/19	0764258	IACLEA International Assoc of Campu	5220	Membership & Subscript	350.00	350.00
08/13/19	0764070	IBC Engineering Services, Inc	3411	Resd for Encumbrances	1,300.00	1,300.00
08/13/19	0764071	ID Card Group	5501	Student Activities	839.70	839.70
08/08/19	0764009	IdentiSys Inc	5501	Student Activities	1,743.40	1,743.40
08/22/19	0764257	IdentiSys Inc	5501	Student Activities	4,262.36	4,262.36
08/29/19	0168307	IndiCo LLC	5707	New Book-Resale	537.58	728.99
08/29/19	0168307	IndiCo LLC	5712	Used Books-Resale	191.41	728.99
08/01/19	0763924	Indoor Air Quality Diagnostics	5355	Other Contracted Serv.	1,330.00	1,330.00
08/06/19	0168060	Industrial Roofing Svcs Inc	5830	Imprvmnts/Remdling	3,500.00	3,500.00
08/27/19	0168283	Industrial Roofing Svcs Inc	3411	Resd for Encumbrances	23,802.00	37,802.00
08/27/19	0168283	Industrial Roofing Svcs Inc	5830	Imprvmnts/Remdling	14,000.00	37,802.00
08/20/19	0764186	In House Solutions Inc	5707	New Book-Resale	1,160.00	1,160.00
08/06/19	0763966	InPro Corporation	3411	Resd for Encumbrances	7,267.14	7,267.14
08/06/19	0763967	Integrity Environmental Services Inc	3411	Resd for Encumbrances	22,000.00	22,000.00
08/13/19	0764072	Integrity Environmental Services Inc	3411	Resd for Encumbrances	11,100.00	11,100.00
08/27/19	0764306	Integrity Environmental Services Inc	3411	Resd for Encumbrances	42,579.95	42,579.95
08/06/19	0763968	International Society Certified	5220	Membership & Subscript	190.00	190.00
08/27/19	0168284	Interstate Parking	5419	Building Rental	24,985.95	24,985.95
08/13/19	0764074	Jackson Maccudden Inc	3411	Resd for Encumbrances	3,176.00	3,176.00
08/27/19	0764307	Jackson Maccudden Inc	3411	Resd for Encumbrances	3,283.00	14,840.00
08/27/19	0764307	Jackson Maccudden Inc	5830	Imprvmnts/Remdling	11,557.00	14,840.00

Check Date	Check Number	Vendor Name	Classification	Description	Object Amount	Check Amount
08/13/19	0764073	J & H Heating Inc	3411	Resd for Encumbrances	16,857.00	16,857.00
08/20/19	0764187	J & H Heating Inc	3411	Resd for Encumbrances	270,085.00	270,085.00
08/13/19	0764075	Jigsaw LLC	5270	Advertising	10,000.00	10,000.00
08/15/19	0764141	Jigsaw LLC	5270	Advertising	53,250.00	53,250.00
08/06/19	0763953	Jill M. Bobber	5212	Tuition Reimbursement	680.97	680.97
08/27/19	0168285	J M Brennan Inc	3411	Resd for Encumbrances	1,644.00	1,644.00
08/08/19	0168119	John A. Gurda	5668	Program Production	7,350.00	7,350.00
08/20/19	0764188	Johnson Controls Inc	3411	Resd for Encumbrances	14,506.00	18,281.00
08/20/19	0764188	Johnson Controls Inc	5350	Chiller P.M.	3,775.00	18,281.00
08/27/19	0764308	Johnson Controls Inc	5350	Chiller P.M.	1,000.60	1,000.60
08/08/19	0764010	John Wiley & Sons Inc	5707	New Book-Resale	493.81	493.81
08/20/19	0764189	Jones & Bartlett Publishers	5707	New Book-Resale	10,237.97	10,237.97
08/15/19	0764142	Journal Sentinel Inc	5361	Legal Services	1,365.44	1,365.44
08/20/19	0764219	Julie A. Williams	5212	Tuition Reimbursement	492.90	492.90
08/20/19	0168209	Kahler Slater	3411	Resd for Encumbrances	869.95	869.95
08/08/19	0764011	Killer Tracks	5669	Records/Music	2,350.00	2,350.00
08/13/19	0764076	Kiwanis Club of Milwaukee, Inc	5220	Membership & Subscript	185.00	185.00
08/27/19	0764320	Kurt J. Trampel	5501	Student Activities	60.00	60.00
08/22/19	0764259	Laerdal Medical	3411	Resd for Encumbrances	71,419.20	71,419.20
08/20/19	0764190	Laforce Inc	5830	Imprvmnts/Remdling	3,856.97	3,856.97
08/27/19	0764309	Lakewood Filters Inc	3411	Resd for Encumbrances	759.00	759.00
08/13/19	0764077	Landauer Inc	5230	Classroom & Lab Supp	335.95	335.95
08/01/19	0763925	Latino Chamber of Commerce of SEW I	5220	Membership & Subscript	500.00	500.00
08/29/19	0764356	Lewis Sound and Video Professionals	3411	Resd for Encumbrances	12,407.49	12,407.49
08/20/19	0764192	Linkedin Corporation	5246	Software	2,800.00	2,800.00
08/01/19	0763926	Litewire LLC	3411	Resd for Encumbrances	130,863.00	130,863.00
08/06/19	0168061	Lurie Glass Companies Inc	3411	Resd for Encumbrances	3,750.00	3,750.00
08/13/19	0764078	Lynch Motor Vehicle Group Inc	5281	Classroom/Lab Eq. Rep.	716.05	716.05
08/08/19	0764012	Macmillan Publishing Service Mps	5241	Office Supplies	259.96	11,093.84
08/08/19	0764012	Macmillan Publishing Service Mps	5707	New Book-Resale	10,833.88	11,093.84
08/13/19	0764079	Macmillan Publishing Service Mps	5707	New Book-Resale	11,996.55	11,996.55
08/15/19	0168187	Madison National Life	2224	Life Insurance Pay	37,747.38	68,669.27
08/15/19	0168187	Madison National Life	2227	Payable to OPEB Trust	29,701.99	68,669.27
08/15/19	0168187	Madison National Life	5104	Life Insurance	1,219.90	68,669.27
08/20/19	0168210	Madison National Life	2224	Life Insurance Pay	5,321.28	5,321.28
08/06/19	0168062	Marchese Inc., V	5704	Groceries-Resale	211.10	211.10
08/15/19	0764143	Mared Mechanical Contractor	5678	Wmvs Transmitter Rep.	1,498.52	1,498.52
08/08/19	0764013	Matthews Book Company	5707	New Book-Resale	275.91	275.91
08/08/19	0764014	MBS Textbook Exchange Inc	5712	Used Books-Resale	858.26	858.26
08/29/19	0764357	MBS Textbook Exchange Inc	5712	Used Books-Resale	9,604.73	9,604.73
08/01/19	0763927	McGraw Hill School Education Llc	5707	New Book-Resale	1,646.69	1,646.69
08/06/19	0763970	McGraw Hill School Education Llc	5707	New Book-Resale	16,026.49	16,026.49
08/08/19	0764015	McGraw Hill School Education Llc	5707	New Book-Resale	7,523.13	7,523.13
08/13/19	0764080	McGraw Hill School Education Llc	5707	New Book-Resale	65,806.70	65,806.70
08/15/19	0764144	McGraw Hill School Education Llc	5707	New Book-Resale	10,611.29	10,611.29
08/20/19	0764193	McGraw Hill School Education Llc	5707	New Book-Resale	11,064.25	11,064.25
08/22/19	0764260	McGraw Hill School Education Llc	5707	New Book-Resale	203,803.76	203,803.76
08/22/19	0764261	McGraw Hill School Education Llc	5707	New Book-Resale	188,276.35	188,276.35
08/22/19	0764262	McGraw Hill School Education Llc	5707	New Book-Resale	40,232.81	40,232.81
08/22/19	0764263	McGraw Hill School Education Llc	5707	New Book-Resale	91,954.04	91,954.04
08/29/19	0764358	McGraw Hill School Education Llc	5707	New Book-Resale	16,233.65	16,233.65
08/27/19	0764310	McKinley Avenue LLC	5238	Maint. & Cust. Supp	882.41	52,566.07
08/27/19	0764310	McKinley Avenue LLC	5355	Other Contracted Serv.	3,846.33	52,566.07
08/27/19	0764310	McKinley Avenue LLC	5419	Building Rental	47,837.33	52,566.07
08/08/19	0764016	Media Makers Inc	5668	Program Production	7,240.00	7,240.00
08/13/19	0764081	Medinger Co Inc., J H	5355	Other Contracted Serv.	348.84	348.84
08/01/19	0763928	Menards	5238	Maint. & Cust. Supp	30.37	30.37
08/06/19	0763971	Menards	5238	Maint. & Cust. Supp	130.35	130.35
08/08/19	0764017	Menards	5238	Maint. & Cust. Supp	49.56	49.56
08/13/19	0764082	Menards	5238	Maint. & Cust. Supp	121.74	121.74
08/15/19	0764146	Menards	5238	Maint. & Cust. Supp	29.81	29.81
08/15/19	0764147	Menards	5238	Maint. & Cust. Supp	69.12	69.12
08/20/19	0764194	Menards	5238	Maint. & Cust. Supp	11.97	11.97
08/20/19	0764195	Menards	5238	Maint. & Cust. Supp	945.96	945.96
08/22/19	0764264	Menards	5238	Maint. & Cust. Supp	578.94	578.94

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08/27/19	0764311	Menards	5238	Maint. & Cust. Supp	87.59	87.59
08/29/19	0764359	Menards	5238	Maint. & Cust. Supp	69.91	69.91
08/29/19	0764360	Menards	5238	Maint. & Cust. Supp	39.99	39.99
08/15/19	0764145	Men's Region IV Treasurer	5220	Membership & Subscript	3,375.00	3,375.00
08/22/19	0764265	Mercer Tool Corporation	5711	Supplies-Resale	11,640.00	11,640.00
08/29/19	0764361	Metropolitan Milwaukee	5220	Membership & Subscript	1,500.00	1,500.00
08/15/19	0168188	Michael Best & Friedrich LLP	5361	Legal Services	32,000.00	32,000.00
08/20/19	0168211	Michael Best & Friedrich LLP	5361	Legal Services	6.52	58.73
08/20/19	0168211	Michael Best & Friedrich LLP	5970	Admin Exp-Debt Service	52.21	58.73
08/27/19	0764312	Michaels Signs Inc	3411	Resd for Encumbrances	16,250.00	16,250.00
08/29/19	0764362	Mid-West Institutional Food Distrib	5704	Groceries-Resale	556.31	556.31
08/20/19	0764196	Milwaukee Area Tech College	1329	A/R Matc Foundation	1,200.00	1,200.00
08/27/19	0764314	Milwaukee Courier	5830	Imprvmnts/Remdling	83.34	83.34
08/13/19	0168170	Milwaukee Transport Svc Inc	2228	Bus Pass/Tickets Payable	2,640.00	2,640.00
08/06/19	0763972	Milwaukee Water Works	5455	Water	2,483.41	2,483.41
08/08/19	0764019	Milwaukee Water Works	5455	Water	10,621.30	10,621.30
08/08/19	0764020	MindWorks Innovations Inc	5243	Other Supplies	2,222.00	2,222.00
08/13/19	0764083	Minnesota Elevator Inc	5355	Other Contracted Serv.	651.90	651.90
08/20/19	0764197	Minnesota Elevator Inc	5353	Elevator P.M.	11,279.10	12,366.62
08/20/19	0764197	Minnesota Elevator Inc	5355	Other Contracted Serv.	1,087.52	12,366.62
08/27/19	0764315	Minnesota Elevator Inc	3411	Resd for Encumbrances	6,226.00	6,226.00
08/01/19	0168040	Moody's Investors Service	5970	Admin Exp-Debt Service	22,500.00	22,500.00
08/20/19	0764198	Morton Publishing Co	5707	New Book-Resale	2,708.56	2,708.56
08/13/19	0168156	Mr. Dean F. Le Blanc	5220	Membership & Subscript	119.88	119.88
08/20/19	0168196	Mr. Jeffrey J. Hollow	5201	Travel Expenses	370.14	370.14
08/08/19	0764018	Mr. Patrick R. Miller	5830	Imprvmnts/Remdling	8,675.00	8,675.00
08/27/19	0764313	Mr. Patrick R. Miller	5830	Imprvmnts/Remdling	9,095.00	9,095.00
08/20/19	0764172	Mr. Randall T. Casey	5203	Meals	80.00	80.00
08/20/19	0764173	Mr. Randall T. Casey	5203	Meals	250.00	250.00
08/20/19	0764174	Mr. Randall T. Casey	5203	Meals	340.00	340.00
08/20/19	0764175	Mr. Randall T. Casey	5203	Meals	680.00	680.00
08/22/19	0168235	Ms. Amy S. Winters	5259	Postage	156.00	156.00
08/06/19	0168049	Ms. Christine M. Manion	5243	Other Supplies	37.29	37.29
08/20/19	0764191	Ms. Erin E. Cotter	5361	Legal Services	5,000.00	5,000.00
08/06/19	0168050	Ms. Julie A. Stubenrauch	5243	Other Supplies	49.91	49.91
08/06/19	0763969	Ms. Meliena M. Martin	2325	Misc. Clubs Pay.	350.00	350.00
08/15/19	0168177	Ms. Valerie McLain	5243	Other Supplies	104.00	104.00
08/15/19	0764148	N4C	5220	Membership & Subscript	3,000.00	3,000.00
08/27/19	0764316	Napa Auto Parts	5230	Classroom & Lab Supp	46.09	46.09
08/20/19	0764199	National Fire Protection Association	5707	New Book-Resale	533.95	533.95
08/13/19	0764085	Ncmpr	5211	Seminars & Workshops	1,095.00	1,095.00
08/20/19	0764200	Ncmpr	5211	Seminars & Workshops	657.00	657.00
08/13/19	0764086	Nielsen Media Research	5661	Audience Research	8,721.00	8,721.00
08/01/19	0763929	Northcentral Technical College	5840	Equipment	112,213.80	112,213.80
08/08/19	0764021	Northcentral Technical College	5220	Membership & Subscript	1,050.00	1,050.00
08/13/19	0764087	Northcentral Technical College	5220	Membership & Subscript	15,160.00	15,160.00
08/22/19	0764266	Northcentral Technical College	5220	Membership & Subscript	556.50	556.50
08/29/19	0168308	Northeast Wisconsin Technical	5220	Membership & Subscript	200.00	200.00
08/27/19	0168286	NorthWest Technologies	5840	Equipment	30,544.02	30,544.02
08/06/19	0168063	Occupational Health Centers	5355	Other Contracted Serv.	77.50	77.50
08/13/19	0168171	Occupational Health Centers	5355	Other Contracted Serv.	1,245.00	1,245.00
08/06/19	0763973	Opening Minds	5355	Other Contracted Serv.	4,000.00	4,000.00
08/29/19	0764363	Orkin Commercial Services	5355	Other Contracted Serv.	299.38	299.38
08/15/19	0764149	Pacific Telemanagement Svcs	5454	Telephone	153.00	153.00
08/01/19	0168041	Papas Bakery Inc	5704	Groceries-Resale	146.59	146.59
08/13/19	0168172	Papas Bakery Inc	5704	Groceries-Resale	73.94	73.94
08/15/19	0168189	Papas Bakery Inc	5704	Groceries-Resale	32.84	32.84
08/13/19	0168173	Paragon Development Systems	3411	Resd for Encumbrances	93,530.00	93,530.00
08/22/19	0168243	Paragon Development Systems	5282	Off. General Eq. Rep.	30,774.35	30,774.35
08/27/19	0168287	Paragon Development Systems	3411	Resd for Encumbrances	89,892.86	89,892.86
08/15/19	0764153	Patricia M. Stevenson	5355	Other Contracted Serv.	1,210.00	1,210.00
08/06/19	0763974	Pepsi Beverages Company	5704	Groceries-Resale	2,006.77	2,006.77
08/06/19	0763975	Pest Patrol Co Inc	5355	Other Contracted Serv.	43.00	43.00
08/20/19	0764201	Pest Patrol Co Inc	5355	Other Contracted Serv.	74.00	74.00
08/06/19	0763976	Phi Theta Kappa	5501	Student Activities	780.00	780.00

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Check Date	Check Number	Vendor Name	Classification Description	Object Amount	Check Amount
08/13/19	0764088	Pitman Company Agfa	5244 Production Supplies	946.60	946.60
08/20/19	0764202	Pitman Company Agfa	5244 Production Supplies	544.95	544.95
08/08/19	0764022	Pitney Bowes Global Financial Services	5355 Other Contracted Serv.	1,221.00	1,221.00
08/22/19	0764267	Pitney Bowes Global Financial Services	5355 Other Contracted Serv.	73.26	73.26
08/08/19	0764023	Pitney Bowes/Presort Service	5259 Postage	140.02	140.02
08/06/19	0763977	Pittsburgh Paints Co	5238 Maint. & Cust. Supp	439.73	439.73
08/29/19	0764364	Pittsburgh Paints Co	5238 Maint. & Cust. Supp	1,638.34	1,638.34
08/01/19	0763930	Platinum Educational Group	5220 Membership & Subscript	500.00	500.00
08/29/19	0168309	Powertronics Inc	5714 Classroom & Lab Supplies	190.00	190.00
08/13/19	0764089	Pro Electric Inc	3411 Resd for Encumbrances	9,000.00	9,000.00
08/08/19	0764024	Public Television	5220 Membership & Subscript	524.00	524.00
08/13/19	0764090	Public Television Major	5660 Affiliation/Mbsps	2,125.00	2,125.00
08/01/19	0763922	Quick Fuel	5230 Classroom & Lab Supp	4,805.66	4,805.66
08/15/19	0764138	Quick Fuel	5230 Classroom & Lab Supp	666.09	666.09
08/06/19	0763983	Rachel Giannini	5355 Other Contracted Serv.	1,500.00	1,500.00
08/20/19	0764203	RCB Awards LLC	5281 Classroom/Lab Eq. Rep.	51.08	51.08
08/06/19	0168064	Reprographic Technologies Inc	3411 Resd for Encumbrances	703.95	703.95
08/20/19	0168212	Reprographic Technologies Inc	3411 Resd for Encumbrances	996.19	996.19
08/08/19	0764025	Rev.com Inc	5668 Program Production	190.79	190.79
08/20/19	0764204	Rev.com Inc	2102 Acct Payable-Unrec	1,199.17	1,199.17
08/22/19	0168244	Rinderle Door Co	5355 Other Contracted Serv.	484.45	484.45
08/29/19	0764365	Riverside University High School	5247 Special Occasions	75.00	75.00
08/06/19	0763978	Rock Valley College	5419 Building Rental	150.00	150.00
08/08/19	0764026	Rotary Club of Mitchell Field	5243 Other Supplies	40.00	40.00
08/22/19	0764268	Rotary Club of Mitchell Field	5201 Travel Expenses	148.50	198.50
08/22/19	0764268	Rotary Club of Mitchell Field	5220 Membership & Subscript	50.00	198.50
08/13/19	0764091	Rote Oil Ltd	5238 Maint. & Cust. Supp	1,532.96	1,532.96
08/22/19	0764269	Rote Oil Ltd	5238 Maint. & Cust. Supp	1,756.97	1,756.97
08/15/19	0764150	Royle Printing Co	5259 Postage	765.00	19,846.34
08/15/19	0764150	Royle Printing Co	5260 Printing & Duplicating	19,081.34	19,846.34
08/13/19	0168174	Safeway Pest Management Co Inc	5355 Other Contracted Serv.	150.00	150.00
08/20/19	0168213	Safeway Pest Management Co Inc	5355 Other Contracted Serv.	300.00	300.00
08/29/19	0764366	Sage Publications Inc	5707 New Book-Resale	1,123.76	1,123.76
08/06/19	0168065	San-A-Care Inc	5238 Maint. & Cust. Supp	5,361.83	5,361.83
08/08/19	0168124	San-A-Care Inc	5238 Maint. & Cust. Supp	376.21	376.21
08/13/19	0168175	San-A-Care Inc	3411 Resd for Encumbrances	3,743.22	4,812.37
08/13/19	0168175	San-A-Care Inc	5238 Maint. & Cust. Supp	1,069.15	4,812.37
08/20/19	0168214	San-A-Care Inc	5238 Maint. & Cust. Supp	536.08	536.08
08/22/19	0168245	San-A-Care Inc	5238 Maint. & Cust. Supp	261.40	261.40
08/13/19	0168157	Sandra M. Patyk	5201 Travel Expenses	155.86	155.86
08/06/19	0763980	SAR of Milwaukee LLC	3411 Resd for Encumbrances	1,189.20	1,189.20
08/20/19	0764205	SAR of Milwaukee LLC	3411 Resd for Encumbrances	8,379.00	8,379.00
08/20/19	0764206	Saturn Lounge	5355 Other Contracted Serv.	400.00	400.00
08/13/19	0764092	Scantron Corporation	5243 Other Supplies	1,385.00	1,385.00
08/20/19	0764207	Second Nature	5220 Membership & Subscript	1,800.00	1,800.00
08/13/19	0764093	Secure Information Destruction LLC	5355 Other Contracted Serv.	197.79	1,087.61
08/13/19	0764093	Secure Information Destruction LLC	5359 Waste Disposal	889.82	1,087.61
08/22/19	0764270	Secure Information Destruction LLC	5359 Waste Disposal	41.33	41.33
08/06/19	0168066	Seek Incorporated	5355 Other Contracted Serv.	2,116.40	4,208.13
08/06/19	0168066	Seek Incorporated	5830 Imprvmnts/Remdling	2,091.73	4,208.13
08/08/19	0168125	Seek Incorporated	5355 Other Contracted Serv.	2,010.37	2,010.37
08/20/19	0168215	Seek Incorporated	5355 Other Contracted Serv.	2,238.50	3,222.34
08/20/19	0168215	Seek Incorporated	5830 Imprvmnts/Remdling	983.84	3,222.34
08/27/19	0168288	Seek Incorporated	5830 Imprvmnts/Remdling	948.40	948.40
08/29/19	0168310	Seek Incorporated	5830 Imprvmnts/Remdling	948.40	948.40
08/08/19	0764027	Service Wholesale Inc	5711 Supplies-Resale	2,808.83	2,808.83
08/13/19	0764094	Service Wholesale Inc	5711 Supplies-Resale	286.33	286.33
08/01/19	0763931	Set Environmental Inc	3411 Resd for Encumbrances	11,358.00	11,358.00
08/27/19	0764317	Set Environmental Inc	3411 Resd for Encumbrances	4,950.00	4,950.00
08/22/19	0764271	SHI International Corp	5282 Off. General Eq. Rep.	9,870.46	9,870.46
08/13/19	0764095	Short Elliott Hendrickson Inc	3411 Resd for Encumbrances	303.32	303.32
08/13/19	0764096	Shure Manufacturing Corporation	3411 Resd for Encumbrances	6,600.00	6,600.00
08/01/19	0763932	Skillsoft	5246 Software	9,668.43	9,668.43
08/22/19	0764272	Skillsoft	5246 Software	5,591.89	5,591.89
08/13/19	0764097	Smart Interpreting Enterprise	5355 Other Contracted Serv.	65.00	65.00

Check Date	Check Number	Vendor Name	Classification	Description	Object Amount	Check Amount
08/20/19	0764208	Smart Interpreting Enterprise	5355	Other Contracted Serv.	552.50	552.50
08/08/19	0764028	Snap-On Industrial	5230	Classroom & Lab Supp	145.10	145.10
08/15/19	0764151	SolarWinds.Net	5282	Off. General Eq. Rep.	11,223.00	11,223.00
08/08/19	0764029	Sound Media Inc	5243	Other Supplies	871.35	871.35
08/06/19	0763981	Spanish Journal	5830	Imprvmnts/Remdling	200.00	200.00
08/20/19	0764209	Staples Business Advantage	5230	Classroom & Lab Supp	167.95	10,582.49
08/20/19	0764209	Staples Business Advantage	5241	Office Supplies	9,393.69	10,582.49
08/20/19	0764209	Staples Business Advantage	5243	Other Supplies	1,020.85	10,582.49
08/13/19	0168176	Starfire Systems Inc	5355	Other Contracted Serv.	370.00	370.00
08/01/19	0763933	Starkmedia Inc	5270	Advertising	500.00	500.00
08/06/19	0763982	State Painting Company	3411	Resd for Encumbrances	17,500.00	17,500.00
08/27/19	0764318	State Painting Company	5830	Imprvmnts/Remdling	83,800.00	83,800.00
08/15/19	0764152	Steinhaus Supply Service Inc	3411	Resd for Encumbrances	743.25	743.25
08/27/19	0764319	Stone Creek Coffee Roasters	5704	Groceries-Resale	827.00	827.00
08/01/19	0763934	Streicher's	5248	Classrm/Lab Equip.	1,755.00	1,755.00
08/22/19	0764273	Superior Chemical Corporation	5238	Maint. & Cust. Supp	70.83	70.83
08/08/19	0764030	Supplyworks	5674	Technical Operations	1,491.84	1,491.84
08/06/19	0763984	Swiams Landscaping & Snow Removal	5355	Other Contracted Serv.	1,350.00	1,350.00
08/29/19	0764367	Tactical Functional Training LLC	5707	New Book-Resale	2,305.47	2,305.47
08/08/19	0764031	T E Interiors Inc	3411	Resd for Encumbrances	1,888.50	1,888.50
08/06/19	0168067	Tennant	5355	Other Contracted Serv.	353.12	353.12
08/13/19	0764098	TestOut Corporation	5707	New Book-Resale	3,110.00	3,110.00
08/22/19	0764274	TestOut Corporation	5707	New Book-Resale	5,150.00	5,150.00
08/08/19	0764032	Thanos Institute	5707	New Book-Resale	697.00	697.00
08/22/19	0764278	The Happy Chef Inc	5714	Classroom & Lab Supplies	896.41	896.41
08/27/19	0764322	The Happy Chef Inc	5714	Classroom & Lab Supplies	292.83	292.83
08/01/19	0763935	Thermo Fisher Scientific	5230	Classroom & Lab Supp	632.00	632.00
08/06/19	0763985	Time Warner Cable	5454	Telephone	746.98	746.98
08/22/19	0764275	Time Warner Cable	5454	Telephone	6,830.33	6,830.33
08/29/19	0764368	Time Warner Cable	5282	Off. General Eq. Rep.	1,140.00	1,140.00
08/20/19	0764210	Ti Training Corporation	3411	Resd for Encumbrances	14,000.00	14,000.00
08/22/19	0764276	Tony Fay Public Relations	5273	Publicity	4,000.00	4,000.00
08/01/19	0763936	Top Tech Automotive LLC	5243	Other Supplies	74.00	74.00
08/13/19	0764099	Top Tech Automotive LLC	5243	Other Supplies	729.35	729.35
08/13/19	0764100	Tower Products Incorporated	3411	Resd for Encumbrances	1,023.30	1,023.30
08/20/19	0764211	Tree Care Industry Association	5243	Other Supplies	265.90	265.90
08/01/19	0763937	TriMark Mariinn LLC	5714	Classroom & Lab Supplies	217.81	217.81
08/22/19	0764277	TriMark Mariinn LLC	5714	Classroom & Lab Supplies	301.67	301.67
08/27/19	0764321	TriMark Mariinn LLC	5714	Classroom & Lab Supplies	1,114.17	1,114.17
08/29/19	0764369	Tropicana Chilled Dsd/Pepsico	5704	Groceries-Resale	270.90	270.90
08/20/19	0764212	Trueview Professional Window Cleani	3411	Resd for Encumbrances	14,400.00	14,400.00
08/20/19	0764213	TSA Consulting Group Inc	5355	Other Contracted Serv.	1,996.56	1,996.56
08/06/19	0763986	Unifirst Corporation	5238	Maint. & Cust. Supp	645.83	645.83
08/13/19	0764101	Unifirst Corporation	5238	Maint. & Cust. Supp	1,358.31	1,358.31
08/15/19	0764154	Unifirst Corporation	5238	Maint. & Cust. Supp	571.49	571.49
08/27/19	0764323	Unifirst Corporation	5238	Maint. & Cust. Supp	126.88	126.88
08/29/19	0764370	Unifirst Corporation	5238	Maint. & Cust. Supp	127.69	127.69
08/08/19	0764033	United Parcel Service	5675	Traffic	33.96	33.96
08/27/19	0764324	United Parcel Service	5675	Traffic	116.00	116.00
08/15/19	0764155	United States Postal Service	5259	Postage	9,500.00	9,500.00
08/15/19	0764156	United States Postal Service	5259	Postage	134.00	134.00
08/15/19	0764157	UPS Freight	5707	New Book-Resale	433.96	433.96
08/22/19	0764279	UPS Freight	5707	New Book-Resale	604.79	604.79
08/08/19	0168126	US Brands	5259	Postage	1,534.37	1,534.37
08/01/19	0763938	US Foods, Inc	5704	Groceries-Resale	2,336.67	2,576.65
08/01/19	0763938	US Foods, Inc	5714	Classroom & Lab Supplies	239.98	2,576.65
08/13/19	0764102	US Foods, Inc	5704	Groceries-Resale	1,256.17	1,256.17
08/27/19	0764325	US Foods, Inc	5704	Groceries-Resale	4,225.60	4,669.12
08/27/19	0764325	US Foods, Inc	5714	Classroom & Lab Supplies	443.52	4,669.12
08/20/19	0168216	Vanguard Computers Inc	3411	Resd for Encumbrances	2,350.00	2,350.00
08/27/19	0168289	Vanguard Computers Inc	3411	Resd for Encumbrances	4,700.00	4,700.00
08/29/19	0168311	Vanguard Computers Inc	5840	Equipment	3,833.30	3,833.30
08/01/19	0763939	VF Outdoor LLC	5711	Supplies-Resale	2,063.13	2,063.13
08/06/19	0763987	VF Outdoor LLC	5711	Supplies-Resale	42.07	42.07
08/08/19	0764034	VF Outdoor LLC	5711	Supplies-Resale	36.63	36.63

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08/13/19	0764103	VF Outdoor LLC	5711	Supplies-Resale	670.20	670.20
08/27/19	0764326	Vinii LLC	3411	Resd for Encumbrances	3,100.38	3,100.38
08/13/19	0764104	Visionary Metals LLC	5281	Classroom/Lab Eq. Rep.	3,640.00	3,640.00
08/29/19	0764371	VizuAll Inc	5674	Technical Operations	10,485.00	10,485.00
08/13/19	0764105	VWR International Llc	3411	Resd for Encumbrances	194.41	194.41
08/20/19	0764214	Walcheske & Luzi LLC	5361	Legal Services	7,500.00	7,500.00
08/01/19	0763940	Wallcur Inc	3411	Resd for Encumbrances	1,949.90	1,949.90
08/06/19	0763988	WASFAA	5220	Membership & Subscript	360.00	360.00
08/06/19	0763989	Waste Management of Milwaukee	3411	Resd for Encumbrances	619.06	1,777.06
08/06/19	0763989	Waste Management of Milwaukee	5359	Waste Disposal	1,158.00	1,777.06
08/08/19	0764035	Waste Management of Milwaukee	5359	Waste Disposal	466.61	466.61
08/13/19	0764106	Waste Management of Milwaukee	5359	Waste Disposal	716.72	1,037.30
08/13/19	0764106	Waste Management of Milwaukee	5830	Imprvmnts/Remdling	320.58	1,037.30
08/20/19	0764215	Waste Management of Milwaukee	5359	Waste Disposal	2,459.10	3,402.14
08/20/19	0764215	Waste Management of Milwaukee	5830	Imprvmnts/Remdling	943.04	3,402.14
08/29/19	0764372	Waste Management of Milwaukee	5830	Imprvmnts/Remdling	1,202.17	1,202.17
08/22/19	0764280	Western Technical College	5246	Software	3,250.00	3,250.00
08/15/19	0764158	Westlaw	3411	Resd for Encumbrances	3,472.75	9,272.26
08/15/19	0764158	Westlaw	5246	Software	5,799.51	9,272.26
08/27/19	0764327	West Quarter West LLC	5418	Room Rental	13,144.77	13,144.77
08/06/19	0763990	Whitefish Bay Cleaners	5242	Operating Supplies	822.40	822.40
08/08/19	0764036	Wide Eye Productions	5243	Other Supplies	526.28	526.28
08/15/19	0764159	Wide Eye Productions	5243	Other Supplies	42.90	42.90
08/20/19	0764216	WI Dept of Children & Families	2102	Acct Payable-Unrec	269.74	269.74
08/20/19	0764217	WI Dept of Children & Families	2102	Acct Payable-Unrec	696.09	696.09
08/20/19	0764218	WI Dept of Children & Families	2102	Acct Payable-Unrec	3,215.61	3,215.61
08/20/19	0764220	WiscNet	5282	Off. General Eq. Rep.	49,500.00	49,500.00
08/27/19	0764328	WiscNet	5282	Off. General Eq. Rep.	246.00	246.00
08/13/19	0764108	Wiscomm LLC	3411	Resd for Encumbrances	8,992.60	8,992.60
08/01/19	0763941	Wisconsin Bell	5454	Telephone	8,353.55	8,353.55
08/13/19	0764107	Wisconsin Electric Power Co	5450	Gas	772.57	772.57
08/22/19	0764281	Wisconsin Kenworth	5281	Classroom/Lab Eq. Rep.	6,165.34	6,165.34
08/15/19	0764160	Wisconsin Newspaper Association	5355	Other Contracted Serv.	62.75	62.75
08/08/19	0764037	Wisconsin Realtors Association	5707	New Book-Resale	3,315.45	3,315.45
08/15/19	0764161	Women's Region IV Treasurer	5220	Membership & Subscript	2,900.00	2,900.00
08/06/19	0168068	World Point Ecc Inc	5707	New Book-Resale	214.59	214.59
08/01/19	0168042	Xerox Corporation	3411	Resd for Encumbrances	995.83	995.83
08/27/19	0168290	Xerox Corporation	3411	Resd for Encumbrances	15,000.00	17,993.30
08/27/19	0168290	Xerox Corporation	5355	Other Contracted Serv.	2,993.30	17,993.30
08/08/19	0764038	YRC	5707	New Book-Resale	225.00	225.00
08/20/19	0764221	YRC	5707	New Book-Resale	9,166.40	9,166.40
08/27/19	0764329	YRC	5707	New Book-Resale	339.99	339.99
08/08/19	0764039	Zahn Dental/Henry Schein	5230	Classroom & Lab Supp	1,675.81	1,675.81
					5,800,648.14	

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Check Date	Check Number	Vendor Name	Classification Description	Object Amount	Check Amount
08/01/19	0168032	AV Design Group Inc	3411 Resd for Encumbrances	26,322.00	26,322.00
08/01/19	0168036	Ellucian Company L P	3411 Resd for Encumbrances	28,000.00	37,079.00
08/01/19	0168036	Ellucian Company L P	5840 Equipment	9,079.00	37,079.00
08/01/19	0168039	Hatch Staffing Services Inc	5840 Equipment	8,876.26	8,876.26
08/01/19	0168040	Moody's Investors Service	5970 Admin Exp-Debt Service	22,500.00	22,500.00
08/06/19	0168052	Continuum	3411 Resd for Encumbrances	2,500.00	2,500.00
08/06/19	0168053	Ellucian Company L P	5840 Equipment	15,838.00	15,838.00
08/06/19	0168054	Engberg Anderson Inc	3411 Resd for Encumbrances	94,078.00	95,307.36
08/06/19	0168054	Engberg Anderson Inc	5830 Imprvmnts/Remdling	1,229.36	95,307.36
08/06/19	0168057	Hatch Staffing Services Inc	5501 Student Activities	10,178.72	18,987.48
08/06/19	0168057	Hatch Staffing Services Inc	5840 Equipment	8,808.76	18,987.48
08/06/19	0168058	Honeywell International Inc	3411 Resd for Encumbrances	2,504.79	3,049.74
08/06/19	0168058	Honeywell International Inc	5281 Classroom/Lab Eq. Rep.	544.95	3,049.74
08/06/19	0168060	Industrial Roofing Svcs Inc	5830 Imprvmnts/Remdling	3,500.00	3,500.00
08/06/19	0168061	Lurie Glass Companies Inc	3411 Resd for Encumbrances	3,750.00	3,750.00
08/06/19	0168065	San-A-Care Inc	5238 Maint. & Cust. Supp	5,361.83	5,361.83
08/06/19	0168066	Seek Incorporated	5355 Other Contracted Serv.	2,116.40	4,208.13
08/06/19	0168066	Seek Incorporated	5830 Imprvmnts/Remdling	2,091.73	4,208.13
08/08/19	0168119	John A. Gurda	5668 Program Production	7,350.00	7,350.00
08/13/19	0168158	Care Plus Dental Plans Inc	5683 Dental Exp - Premiums	10,311.52	10,311.52
08/13/19	0168159	Carl Bloom Associates Inc	5259 Postage	636.58	6,741.20
08/13/19	0168159	Carl Bloom Associates Inc	5260 Printing & Duplicating	6,104.62	6,741.20
08/13/19	0168160	CDW Government Inc	3411 Resd for Encumbrances	53,616.00	53,616.00
08/13/19	0168161	Cengage Learning	5707 New Book-Resale	36,582.57	36,582.57
08/13/19	0168163	Dynamic Campus	5840 Equipment	21,450.00	21,450.00
08/13/19	0168164	Ellucian Company L P	5840 Equipment	16,689.42	16,689.42
08/13/19	0168165	Forest Incentives Ltd	5243 Other Supplies	2,666.65	3,228.95
08/13/19	0168165	Forest Incentives Ltd	5259 Postage	562.30	3,228.95
08/13/19	0168166	Forrer Business Interiors, Inc.	3411 Resd for Encumbrances	24,427.47	24,427.47
08/13/19	0168168	Hatch Staffing Services Inc	5352 Contracted Employment	3,845.51	3,845.51
08/13/19	0168169	Honeywell International Inc	3411 Resd for Encumbrances	4,077.83	4,077.83
08/13/19	0168170	Milwaukee Transport Svc Inc	2228 Bus Pass/Tickets Payable	2,640.00	2,640.00
08/13/19	0168173	Paragon Development Systems	3411 Resd for Encumbrances	93,530.00	93,530.00
08/13/19	0168175	San-A-Care Inc	3411 Resd for Encumbrances	3,743.22	4,812.37
08/13/19	0168175	San-A-Care Inc	5238 Maint. & Cust. Supp	1,069.15	4,812.37
08/15/19	0168178	Ae Business Solutions	3411 Resd for Encumbrances	128,944.83	128,944.83
08/15/19	0168180	AV Design Group Inc	5840 Equipment	54,400.00	54,400.00
08/15/19	0168185	Grunau Co. Inc	5355 Other Contracted Serv.	5,876.97	5,876.97
08/15/19	0168187	Madison National Life	2224 Life Insurance Pay	37,747.38	68,669.27
08/15/19	0168187	Madison National Life	2227 Payable to OPEB Trust	29,701.99	68,669.27
08/15/19	0168187	Madison National Life	5104 Life Insurance	1,219.90	68,669.27
08/15/19	0168188	Michael Best & Friedrich LLP	5361 Legal Services	32,000.00	32,000.00
08/20/19	0168198	Ae Business Solutions	5282 Off. General Eq. Rep.	26,400.96	26,400.96
08/20/19	0168200	Boer Architects Inc	3411 Resd for Encumbrances	9,000.00	9,000.00
08/20/19	0168201	Building Service Inc	3411 Resd for Encumbrances	3,431.00	3,431.00
08/20/19	0168202	CA Solutions Inc	3411 Resd for Encumbrances	8,484.00	8,484.00
08/20/19	0168203	CDW Government Inc	5840 Equipment	257,820.00	257,820.00
08/20/19	0168204	Duet Resource Group	3411 Resd for Encumbrances	50,997.35	50,997.35
08/20/19	0168205	Grainger Inc, W W	5238 Maint. & Cust. Supp	453.02	3,488.42
08/20/19	0168205	Grainger Inc, W W	5243 Other Supplies	3,035.40	3,488.42
08/20/19	0168206	Grunau Co. Inc	5830 Imprvmnts/Remdling	3,235.00	3,235.00
08/20/19	0168207	Hatch Staffing Services Inc	5501 Student Activities	1,474.56	8,224.56
08/20/19	0168207	Hatch Staffing Services Inc	5840 Equipment	6,750.00	8,224.56
08/20/19	0168208	Honeywell International Inc	3411 Resd for Encumbrances	6,255.80	20,531.20
08/20/19	0168208	Honeywell International Inc	5281 Classroom/Lab Eq. Rep.	3,675.40	20,531.20
08/20/19	0168208	Honeywell International Inc	5830 Imprvmnts/Remdling	10,600.00	20,531.20
08/20/19	0168210	Madison National Life	2224 Life Insurance Pay	5,321.28	5,321.28
08/20/19	0168215	Seek Incorporated	5355 Other Contracted Serv.	2,238.50	3,222.34
08/20/19	0168215	Seek Incorporated	5830 Imprvmnts/Remdling	983.84	3,222.34
08/22/19	0168236	A J Heinen Inc	3411 Resd for Encumbrances	530,700.00	530,700.00
08/22/19	0168237	Ae Business Solutions	5282 Off. General Eq. Rep.	72,915.34	136,322.02
08/22/19	0168237	Ae Business Solutions	5840 Equipment	63,406.68	136,322.02
08/22/19	0168238	CDW Government Inc	3411 Resd for Encumbrances	9,807.34	9,807.34
08/22/19	0168241	Creative Constructors LLC	3411 Resd for Encumbrances	131,500.00	131,500.00

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Check Date	Check Number	Vendor Name		Classification Description	Object Amount	Check Amount
08/22/19	0168243	Paragon Development Systems	5282	Off. General Eq. Rep.	30,774.35	30,774.35
08/27/19	0168263	Absolute Construction Enterprises I	3411	Resd for Encumbrances	4,925.22	4,925.22
08/27/19	0168265	Allcon LLC	3411	Resd for Encumbrances	29,222.00	29,222.00
08/27/19	0168266	AV Design Group Inc	5840	Equipment	12,647.58	12,647.58
08/27/19	0168268	Braeger Chevrolet Inc	5282	Off. General Eq. Rep.	2,886.73	2,886.73
08/27/19	0168269	Building Service Inc	3411	Resd for Encumbrances	17,453.00	17,453.00
08/27/19	0168271	CDW Government Inc	5840	Equipment	65,700.00	65,700.00
08/27/19	0168272	Cengage Learning	5707	New Book-Resale	152,246.34	152,246.34
08/27/19	0168275	Continuum	5830	Imprvmnts/Remdling	4,761.02	4,761.02
08/27/19	0168277	Digital Data Centers	1504	Prepaid Other	3,778.86	3,778.86
08/27/19	0168278	Duet Resource Group	3411	Resd for Encumbrances	4,254.36	6,659.61
08/27/19	0168278	Duet Resource Group	5840	Equipment	2,405.25	6,659.61
08/27/19	0168279	Ellucian Company L P	3411	Resd for Encumbrances	1,250.00	3,838.64
08/27/19	0168279	Ellucian Company L P	5840	Equipment	2,588.64	3,838.64
08/27/19	0168280	Engberg Anderson Inc	3411	Resd for Encumbrances	13,786.25	13,786.25
08/27/19	0168281	Forrer Business Interiors, Inc.	3411	Resd for Encumbrances	26,178.37	26,178.37
08/27/19	0168282	Hurt Electric Inc	3411	Resd for Encumbrances	3,680.00	3,680.00
08/27/19	0168283	Industrial Roofing Svcs Inc	3411	Resd for Encumbrances	23,802.00	37,802.00
08/27/19	0168283	Industrial Roofing Svcs Inc	5830	Imprvmnts/Remdling	14,000.00	37,802.00
08/27/19	0168284	Interstate Parking	5419	Building Rental	24,985.95	24,985.95
08/27/19	0168286	NorthWest Technologies	5840	Equipment	30,544.02	30,544.02
08/27/19	0168287	Paragon Development Systems	3411	Resd for Encumbrances	89,892.86	89,892.86
08/27/19	0168289	Vanguard Computers Inc	3411	Resd for Encumbrances	4,700.00	4,700.00
08/27/19	0168290	Xerox Corporation	3411	Resd for Encumbrances	15,000.00	17,993.30
08/27/19	0168290	Xerox Corporation	5355	Other Contracted Serv.	2,993.30	17,993.30
08/29/19	0168300	CA Solutions Inc	3411	Resd for Encumbrances	9,408.00	9,408.00
08/29/19	0168301	Cengage Learning	5707	New Book-Resale	9,517.06	9,517.06
08/29/19	0168304	Creative Constructors LLC	3411	Resd for Encumbrances	137,750.00	137,750.00
08/29/19	0168311	Vanguard Computers Inc	5840	Equipment	3,833.30	3,833.30
08/01/19	0763913	3M Health Information Systems	3411	Resd for Encumbrances	3,051.85	3,051.85
08/01/19	0763915	American Public Television	5665	Network Prog Service	26,725.00	26,725.00
08/01/19	0763916	Association of Community	5220	Membership & Subscript	8,003.00	8,003.00
08/01/19	0763917	Blackboard Inc	3411	Resd for Encumbrances	6,800.00	6,800.00
08/01/19	0763918	Butters Fetting Co Inc	5830	Imprvmnts/Remdling	8,862.00	8,862.00
08/01/19	0763922	Quick Fuel	5230	Classroom & Lab Supp	4,805.66	4,805.66
08/01/19	0763923	Go Riteway Transporation	5714	Classroom & Lab Supplies	7,056.00	7,056.00
08/01/19	0763926	Litewire LLC	3411	Resd for Encumbrances	130,863.00	130,863.00
08/01/19	0763929	Northcentral Technical College	5840	Equipment	112,213.80	112,213.80
08/01/19	0763931	Set Environmental Inc	3411	Resd for Encumbrances	11,358.00	11,358.00
08/01/19	0763932	Skillssoft	5246	Software	9,668.43	9,668.43
08/01/19	0763938	US Foods, Inc	5704	Groceries-Resale	2,336.67	2,576.65
08/01/19	0763938	US Foods, Inc	5714	Classroom & Lab Supplies	239.98	2,576.65
08/01/19	0763941	Wisconsin Bell	5454	Telephone	8,353.55	8,353.55
08/06/19	0763954	Boldt Company	3411	Resd for Encumbrances	38,550.00	38,550.00
08/06/19	0763955	Campus Compact	5211	Seminars & Workshops	4,500.00	4,500.00
08/06/19	0763965	Hammel Green & Abrahamson Inc	3411	Resd for Encumbrances	11,870.00	12,459.00
08/06/19	0763965	Hammel Green & Abrahamson Inc	5830	Imprvmnts/Remdling	589.00	12,459.00
08/06/19	0763966	InPro Corporation	3411	Resd for Encumbrances	7,267.14	7,267.14
08/06/19	0763967	Integrity Environmental Services Inc	3411	Resd for Encumbrances	22,000.00	22,000.00
08/06/19	0763970	McGraw Hill School Education Llc	5707	New Book-Resale	16,026.49	16,026.49
08/06/19	0763973	Opening Minds	5355	Other Contracted Serv.	4,000.00	4,000.00
08/06/19	0763982	State Painting Company	3411	Resd for Encumbrances	17,500.00	17,500.00
08/08/19	0763996	Accounting Principals	5352	Contracted Employment	6,825.12	6,825.12
08/08/19	0763997	ACD Direct	5355	Other Contracted Serv.	7,650.80	7,650.80
08/08/19	0763998	Allegiance Fundraising LLC	5243	Other Supplies	3,152.47	3,392.58
08/08/19	0763998	Allegiance Fundraising LLC	5259	Postage	240.11	3,392.58
08/08/19	0763999	American Technical Publishers	5707	New Book-Resale	5,321.19	5,321.19
08/08/19	0764001	Dearborn Real Estate Education	5707	New Book-Resale	4,024.11	4,024.11
08/08/19	0764002	Educause Inc	5220	Membership & Subscript	3,710.00	3,710.00
08/08/19	0764006	Films Media Group	5220	Membership & Subscript	3,749.50	3,749.50
08/08/19	0764012	Macmillan Publishing Service Mps	5241	Office Supplies	259.96	11,093.84
08/08/19	0764012	Macmillan Publishing Service Mps	5707	New Book-Resale	10,833.88	11,093.84
08/08/19	0764015	McGraw Hill School Education Llc	5707	New Book-Resale	7,523.13	7,523.13
08/08/19	0764016	Media Makers Inc	5668	Program Production	7,240.00	7,240.00
08/08/19	0764018	Mr. Patrick R. Miller	5830	Imprvmnts/Remdling	8,675.00	8,675.00

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Check Date	Check Number	Vendor Name		Classification Description	Object Amount	Check Amount
08/08/19	0764019	Milwaukee Water Works	5455	Water	10,621.30	10,621.30
08/08/19	0764027	Service Wholesale Inc	5711	Supplies-Resale	2,808.83	2,808.83
08/08/19	0764037	Wisconsin Realtors Association	5707	New Book-Resale	3,315.45	3,315.45
08/13/19	0764051	Baird, Robert W & Co	5970	Admin Exp-Debt Service	11,000.00	11,000.00
08/13/19	0764054	Beeler Construction Inc	3411	Resd for Encumbrances	28,459.00	28,459.00
08/13/19	0764055	Blackbaud Inc	5355	Other Contracted Serv.	2,674.75	2,674.75
08/13/19	0764056	Boldt Company	3411	Resd for Encumbrances	39,702.45	39,702.45
08/13/19	0764060	Condor Aviation Inc	3411	Resd for Encumbrances	26,000.00	26,000.00
08/13/19	0764063	Edison Energy Group Inc	3411	Resd for Encumbrances	7,440.00	7,440.00
08/13/19	0764065	Elsevier Health & Science	5707	New Book-Resale	5,738.33	5,738.33
08/13/19	0764067	Global Equipment Company Inc	3411	Resd for Encumbrances	3,078.17	3,078.17
08/13/19	0764072	Integrity Environmental Services Inc	3411	Resd for Encumbrances	11,100.00	11,100.00
08/13/19	0764073	J & H Heating Inc	3411	Resd for Encumbrances	16,857.00	16,857.00
08/13/19	0764074	Jackson Maccudden Inc	3411	Resd for Encumbrances	3,176.00	3,176.00
08/13/19	0764075	Jigsaw LLC	5270	Advertising	10,000.00	10,000.00
08/13/19	0764079	Macmillan Publishing Service Mps	5707	New Book-Resale	11,996.55	11,996.55
08/13/19	0764080	McGraw Hill School Education Llc	5707	New Book-Resale	65,806.70	65,806.70
08/13/19	0764086	Nielsen Media Research	5661	Audience Research	8,721.00	8,721.00
08/13/19	0764087	Northcentral Technical College	5220	Membership & Subscript	15,160.00	15,160.00
08/13/19	0764089	Pro Electric Inc	3411	Resd for Encumbrances	9,000.00	9,000.00
08/13/19	0764096	Shure Manufacturing Corporation	3411	Resd for Encumbrances	6,600.00	6,600.00
08/13/19	0764098	TestOut Corporation	5707	New Book-Resale	3,110.00	3,110.00
08/13/19	0764104	Visionary Metals LLC	5281	Classroom/Lab Eq. Rep.	3,640.00	3,640.00
08/13/19	0764108	Wiscomm LLC	3411	Resd for Encumbrances	8,992.60	8,992.60
08/15/19	0764116	Accuweather, Inc.	5674	Technical Operations	6,000.00	6,000.00
08/15/19	0764118	Ace World Wide Air Freight Co. Inc	5281	Classroom/Lab Eq. Rep.	3,307.24	3,307.24
08/15/19	0764119	Advantage Police Supply Inc	3411	Resd for Encumbrances	2,685.00	2,685.00
08/15/19	0764120	Akrit	5281	Classroom/Lab Eq. Rep.	2,980.57	2,980.57
08/15/19	0764121	Allegiance Fundraising Group, LLC	5260	Printing & Duplicating	20,025.38	20,025.38
08/15/19	0764140	Froedtert Health	5501	Student Activities	10,541.00	10,541.00
08/15/19	0764141	Jigsaw LLC	5270	Advertising	53,250.00	53,250.00
08/15/19	0764144	McGraw Hill School Education Llc	5707	New Book-Resale	10,611.29	10,611.29
08/15/19	0764145	Men's Region IV Treasurer	5220	Membership & Subscript	3,375.00	3,375.00
08/15/19	0764148	N4C	5220	Membership & Subscript	3,000.00	3,000.00
08/15/19	0764150	Royle Printing Co	5259	Postage	765.00	19,846.34
08/15/19	0764150	Royle Printing Co	5260	Printing & Duplicating	19,081.34	19,846.34
08/15/19	0764151	SolarWinds.Net	5282	Off. General Eq. Rep.	11,223.00	11,223.00
08/15/19	0764155	United States Postal Service	5259	Postage	9,500.00	9,500.00
08/15/19	0764158	Westlaw	3411	Resd for Encumbrances	3,472.75	9,272.26
08/15/19	0764158	Westlaw	5246	Software	5,799.51	9,272.26
08/15/19	0764161	Women's Region IV Treasurer	5220	Membership & Subscript	2,900.00	2,900.00
08/20/19	0764167	Ahal Process, Inc	5357	Professional & Consult	4,500.00	4,500.00
08/20/19	0764168	Aldridge Electric, Inc	3411	Resd for Encumbrances	3,171.20	3,171.20
08/20/19	0764169	Aurora Health Care Inc	5355	Other Contracted Serv.	5,707.68	5,707.68
08/20/19	0764171	Beeler Construction Inc	3411	Resd for Encumbrances	11,150.00	13,063.50
08/20/19	0764171	Beeler Construction Inc	5830	Imprvmnts/Remdling	1,913.50	13,063.50
08/20/19	0764176	Checkster	5355	Other Contracted Serv.	4,000.00	4,000.00
08/20/19	0764179	Brinks Incorporated	5501	Student Activities	2,919.12	2,919.12
08/20/19	0764180	Elite Hood Cleaning LLC	5281	Classroom/Lab Eq. Rep.	4,100.00	4,100.00
08/20/19	0764187	J & H Heating Inc	3411	Resd for Encumbrances	270,085.00	270,085.00
08/20/19	0764188	Johnson Controls Inc	3411	Resd for Encumbrances	14,506.00	18,281.00
08/20/19	0764188	Johnson Controls Inc	5350	Chiller P.M.	3,775.00	18,281.00
08/20/19	0764189	Jones & Bartlett Publishers	5707	New Book-Resale	10,237.97	10,237.97
08/20/19	0764190	Laforce Inc	5830	Imprvmnts/Remdling	3,856.97	3,856.97
08/20/19	0764191	Ms. Erin E. Cotter	5361	Legal Services	5,000.00	5,000.00
08/20/19	0764192	Linkedin Corporation	5246	Software	2,800.00	2,800.00
08/20/19	0764193	McGraw Hill School Education Llc	5707	New Book-Resale	11,064.25	11,064.25
08/20/19	0764197	Minnesota Elevator Inc	5353	Elevator P.M.	11,279.10	12,366.62
08/20/19	0764197	Minnesota Elevator Inc	5355	Other Contracted Serv.	1,087.52	12,366.62
08/20/19	0764198	Morton Publishing Co	5707	New Book-Resale	2,708.56	2,708.56
08/20/19	0764205	SAR of Milwaukee LLC	3411	Resd for Encumbrances	8,379.00	8,379.00
08/20/19	0764209	Staples Business Advantage	5230	Classroom & Lab Supp	167.95	10,582.49
08/20/19	0764209	Staples Business Advantage	5241	Office Supplies	9,393.69	10,582.49
08/20/19	0764209	Staples Business Advantage	5243	Other Supplies	1,020.85	10,582.49
08/20/19	0764210	Ti Training Corporation	3411	Resd for Encumbrances	14,000.00	14,000.00

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Check Date	Check Number	Vendor Name	Classification Description	Object Amount	Check Amount
08/20/19	0764212	Trueview Professional Window Cleani	3411 Resd for Encumbrances	14,400.00	14,400.00
08/20/19	0764214	Walcheske & Luzi LLC	5361 Legal Services	7,500.00	7,500.00
08/20/19	0764215	Waste Management of Milwaukee	5359 Waste Disposal	2,459.10	3,402.14
08/20/19	0764215	Waste Management of Milwaukee	5830 Imprvmnts/Remdling	943.04	3,402.14
08/20/19	0764218	WI Dept of Children & Families	2102 Acct Payable-Unrec	3,215.61	3,215.61
08/20/19	0764220	WiscNet	5282 Off. General Eq. Rep.	49,500.00	49,500.00
08/20/19	0764221	YRC	5707 New Book-Resale	9,166.40	9,166.40
08/22/19	0764226	Accounting Principals	5352 Contracted Employment	3,602.08	3,602.08
08/22/19	0764227	Advanced Welding Supply Co Inc	3411 Resd for Encumbrances	8,800.00	8,800.00
08/22/19	0764230	Allegiance Fundraising Group, LLC	5259 Postage	4,556.21	4,556.21
08/22/19	0764232	American Public Television	5665 Network Prog Service	11,565.00	11,565.00
08/22/19	0764235	At&t	5454 Telephone	3,005.26	3,005.26
08/22/19	0764238	AT&T	5454 Telephone	18,143.58	18,143.58
08/22/19	0764240	At&t Mobility	5454 Telephone	12,407.95	12,407.95
08/22/19	0764248	Deer District LLC	5501 Student Activities	15,000.00	15,000.00
08/22/19	0764256	Heartland Video Systems Inc	5674 Technical Operations	19,150.78	19,150.78
08/22/19	0764257	IdentiSys Inc	5501 Student Activities	4,262.36	4,262.36
08/22/19	0764259	Laerdal Medical	3411 Resd for Encumbrances	71,419.20	71,419.20
08/22/19	0764260	McGraw Hill School Education Llc	5707 New Book-Resale	203,803.76	203,803.76
08/22/19	0764261	McGraw Hill School Education Llc	5707 New Book-Resale	188,276.35	188,276.35
08/22/19	0764262	McGraw Hill School Education Llc	5707 New Book-Resale	40,232.81	40,232.81
08/22/19	0764263	McGraw Hill School Education Llc	5707 New Book-Resale	91,954.04	91,954.04
08/22/19	0764265	Mercer Tool Corporation	5711 Supplies-Resale	11,640.00	11,640.00
08/22/19	0764271	SHI International Corp	5282 Off. General Eq. Rep.	9,870.46	9,870.46
08/22/19	0764272	Skillsoft	5246 Software	5,591.89	5,591.89
08/22/19	0764274	TestOut Corporation	5707 New Book-Resale	5,150.00	5,150.00
08/22/19	0764275	Time Warner Cable	5454 Telephone	6,830.33	6,830.33
08/22/19	0764276	Tony Fay Public Relations	5273 Publicity	4,000.00	4,000.00
08/22/19	0764280	Western Technical College	5246 Software	3,250.00	3,250.00
08/22/19	0764281	Wisconsin Kenworth	5281 Classroom/Lab Eq. Rep.	6,165.34	6,165.34
08/27/19	0764289	Beeler Construction Inc	3411 Resd for Encumbrances	120,912.70	120,912.70
08/27/19	0764292	Cintas Corporation	5281 Classroom/Lab Eq. Rep.	8,200.64	8,371.14
08/27/19	0764292	Cintas Corporation	5355 Other Contracted Serv.	170.50	8,371.14
08/27/19	0764295	Corporate Design Interiors Llc	3411 Resd for Encumbrances	2,671.05	2,671.05
08/27/19	0764296	Covanta Environmental Solutions Llc	5359 Waste Disposal	3,094.42	3,094.42
08/27/19	0764299	Douglas Stewart Co Inc	5711 Supplies-Resale	35,155.35	35,155.35
08/27/19	0764305	Hunzinger Construction Company	3411 Resd for Encumbrances	16,202.00	16,202.00
08/27/19	0764306	Integrity Environmental Services Inc	3411 Resd for Encumbrances	42,579.95	42,579.95
08/27/19	0764307	Jackson Maccudden Inc	3411 Resd for Encumbrances	3,283.00	14,840.00
08/27/19	0764307	Jackson Maccudden Inc	5830 Imprvmnts/Remdling	11,557.00	14,840.00
08/27/19	0764310	McKinley Avenue LLC	5238 Maint. & Cust. Supp	882.41	52,566.07
08/27/19	0764310	McKinley Avenue LLC	5355 Other Contracted Serv.	3,846.33	52,566.07
08/27/19	0764310	McKinley Avenue LLC	5419 Building Rental	47,837.33	52,566.07
08/27/19	0764312	Michaels Signs Inc	3411 Resd for Encumbrances	16,250.00	16,250.00
08/27/19	0764313	Mr. Patrick R. Miller	5830 Imprvmnts/Remdling	9,095.00	9,095.00
08/27/19	0764315	Minnesota Elevator Inc	3411 Resd for Encumbrances	6,226.00	6,226.00
08/27/19	0764317	Set Environmental Inc	3411 Resd for Encumbrances	4,950.00	4,950.00
08/27/19	0764318	State Painting Company	5830 Imprvmnts/Remdling	83,800.00	83,800.00
08/27/19	0764325	US Foods, Inc	5704 Groceries-Resale	4,225.60	4,669.12
08/27/19	0764325	US Foods, Inc	5714 Classroom & Lab Supplies	443.52	4,669.12
08/27/19	0764326	Vinii LLC	3411 Resd for Encumbrances	3,100.38	3,100.38
08/27/19	0764327	West Quarter West LLC	5418 Room Rental	13,144.77	13,144.77
08/29/19	0764337	American Health Information	5707 New Book-Resale	4,322.39	4,322.39
08/29/19	0764338	American Technical Publishers	5707 New Book-Resale	9,081.97	9,081.97
08/29/19	0764349	Douglas Stewart Co Inc	5711 Supplies-Resale	6,002.15	6,002.15
08/29/19	0764351	Elsevier Health & Science	5707 New Book-Resale	12,872.37	12,872.37
08/29/19	0764353	Gloria Kay Uniforms Inc	5711 Supplies-Resale	3,009.95	3,009.95
08/29/19	0764355	Hubbard Wilson & Zelenkova LLC	5357 Professional & Consult	3,500.00	3,500.00
08/29/19	0764356	Lewis Sound and Video Professionals	3411 Resd for Encumbrances	12,407.49	12,407.49
08/29/19	0764357	MBS Textbook Exchange Inc	5712 Used Books-Resale	9,604.73	9,604.73
08/29/19	0764358	McGraw Hill School Education Llc	5707 New Book-Resale	16,233.65	16,233.65
08/29/19	0764371	VizuAll Inc	5674 Technical Operations	10,485.00	10,485.00
				5,563,116.25	

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Check Date	Check Number	Vendor Name	Classification Description	Object Amount	Check Amount
08/01/19	0763913	3M Health Information Systems	3411 Resd for Encumbrances	3,051.85	3,051.85
08/27/19	0168263	Absolute Construction Enterprises I	3411 Resd for Encumbrances	4,925.22	4,925.22
08/08/19	0763996	Accounting Principals	5352 Contracted Employment	6,825.12	6,825.12
08/22/19	0764226	Accounting Principals	5352 Contracted Employment	3,602.08	3,602.08
08/15/19	0764116	Accuweather, Inc.	5674 Technical Operations	6,000.00	6,000.00
08/08/19	0763997	ACD Direct	5355 Other Contracted Serv.	7,650.80	7,650.80
08/15/19	0764118	Ace World Wide Air Freight Co. Inc	5281 Classroom/Lab Eq. Rep.	3,307.24	3,307.24
08/22/19	0764227	Advanced Welding Supply Co Inc	3411 Resd for Encumbrances	8,800.00	8,800.00
08/15/19	0764119	Advantage Police Supply Inc	3411 Resd for Encumbrances	2,685.00	2,685.00
08/15/19	0168178	Ae Business Solutions	3411 Resd for Encumbrances	128,944.83	128,944.83
08/20/19	0168198	Ae Business Solutions	5282 Off. General Eq. Rep.	26,400.96	26,400.96
08/22/19	0168237	Ae Business Solutions	5282 Off. General Eq. Rep.	72,915.34	136,322.02
08/22/19	0168237	Ae Business Solutions	5840 Equipment	63,406.68	136,322.02
08/20/19	0764167	Aha! Process, Inc	5357 Professional & Consult	4,500.00	4,500.00
08/22/19	0168236	A J Heinen Inc	3411 Resd for Encumbrances	530,700.00	530,700.00
08/15/19	0764120	Akrit	5281 Classroom/Lab Eq. Rep.	2,980.57	2,980.57
08/20/19	0764168	Aldridge Electric, Inc	3411 Resd for Encumbrances	3,171.20	3,171.20
08/27/19	0168265	Allcon LLC	3411 Resd for Encumbrances	29,222.00	29,222.00
08/15/19	0764121	Allegiance Fundraising Group, LLC	5260 Printing & Duplicating	20,025.38	20,025.38
08/22/19	0764230	Allegiance Fundraising Group, LLC	5259 Postage	4,556.21	4,556.21
08/08/19	0763998	Allegiance Fundraising LLC	5243 Other Supplies	3,152.47	3,392.58
08/08/19	0763998	Allegiance Fundraising LLC	5259 Postage	240.11	3,392.58
08/29/19	0764337	American Health Information	5707 New Book-Resale	4,322.39	4,322.39
08/01/19	0763915	American Public Television	5665 Network Prog Service	26,725.00	26,725.00
08/22/19	0764232	American Public Television	5665 Network Prog Service	11,565.00	11,565.00
08/08/19	0763999	American Technical Publishers	5707 New Book-Resale	5,321.19	5,321.19
08/29/19	0764338	American Technical Publishers	5707 New Book-Resale	9,081.97	9,081.97
08/01/19	0763916	Association of Community	5220 Membership & Subscript	8,003.00	8,003.00
08/22/19	0764235	At&t	5454 Telephone	3,005.26	3,005.26
08/22/19	0764238	AT&T	5454 Telephone	18,143.58	18,143.58
08/22/19	0764240	At&t Mobility	5454 Telephone	12,407.95	12,407.95
08/20/19	0764169	Aurora Health Care Inc	5355 Other Contracted Serv.	5,707.68	5,707.68
08/01/19	0168032	AV Design Group Inc	3411 Resd for Encumbrances	26,322.00	26,322.00
08/15/19	0168180	AV Design Group Inc	5840 Equipment	54,400.00	54,400.00
08/27/19	0168266	AV Design Group Inc	5840 Equipment	12,647.58	12,647.58
08/13/19	0764051	Baird, Robert W & Co	5970 Admin Exp-Debt Service	11,000.00	11,000.00
08/13/19	0764054	Beeler Construction Inc	3411 Resd for Encumbrances	28,459.00	28,459.00
08/20/19	0764171	Beeler Construction Inc	3411 Resd for Encumbrances	11,150.00	13,063.50
08/20/19	0764171	Beeler Construction Inc	5830 Imprvmnts/Remdling	1,913.50	13,063.50
08/27/19	0764289	Beeler Construction Inc	3411 Resd for Encumbrances	120,912.70	120,912.70
08/13/19	0764055	Blackbaud Inc	5355 Other Contracted Serv.	2,674.75	2,674.75
08/01/19	0763917	Blackboard Inc	3411 Resd for Encumbrances	6,800.00	6,800.00
08/20/19	0168200	Boer Architects Inc	3411 Resd for Encumbrances	9,000.00	9,000.00
08/06/19	0763954	Boldt Company	3411 Resd for Encumbrances	38,550.00	38,550.00
08/13/19	0764056	Boldt Company	3411 Resd for Encumbrances	39,702.45	39,702.45
08/27/19	0168268	Braeger Chevrolet Inc	5282 Off. General Eq. Rep.	2,886.73	2,886.73
08/20/19	0764179	Brinks Incorporated	5501 Student Activities	2,919.12	2,919.12
08/20/19	0168201	Building Service Inc	3411 Resd for Encumbrances	3,431.00	3,431.00
08/27/19	0168269	Building Service Inc	3411 Resd for Encumbrances	17,453.00	17,453.00
08/01/19	0763918	Butters Fetting Co Inc	5830 Imprvmnts/Remdling	8,862.00	8,862.00
08/06/19	0763955	Campus Compact	5211 Seminars & Workshops	4,500.00	4,500.00
08/13/19	0168158	Care Plus Dental Plans Inc	5683 Dental Exp - Premiums	10,311.52	10,311.52
08/13/19	0168159	Carl Bloom Associates Inc	5259 Postage	636.58	6,741.20
08/13/19	0168159	Carl Bloom Associates Inc	5260 Printing & Duplicating	6,104.62	6,741.20
08/20/19	0168202	CA Solutions Inc	3411 Resd for Encumbrances	8,484.00	8,484.00
08/29/19	0168300	CA Solutions Inc	3411 Resd for Encumbrances	9,408.00	9,408.00
08/13/19	0168160	CDW Government Inc	3411 Resd for Encumbrances	53,616.00	53,616.00
08/20/19	0168203	CDW Government Inc	5840 Equipment	257,820.00	257,820.00
08/22/19	0168238	CDW Government Inc	3411 Resd for Encumbrances	9,807.34	9,807.34
08/27/19	0168271	CDW Government Inc	5840 Equipment	65,700.00	65,700.00
08/13/19	0168161	Cengage Learning	5707 New Book-Resale	36,582.57	36,582.57
08/27/19	0168272	Cengage Learning	5707 New Book-Resale	152,246.34	152,246.34
08/29/19	0168301	Cengage Learning	5707 New Book-Resale	9,517.06	9,517.06
08/20/19	0764176	Checkster	5355 Other Contracted Serv.	4,000.00	4,000.00

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Check Date	Check Number	Vendor Name		Classification Description	Object Amount	Check Amount
08/27/19	0764292	Cintas Corporation	5281	Classroom/Lab Eq. Rep.	8,200.64	8,371.14
08/27/19	0764292	Cintas Corporation	5355	Other Contracted Serv.	170.50	8,371.14
08/13/19	0764060	Condor Aviation Inc	3411	Resd for Encumbrances	26,000.00	26,000.00
08/06/19	0168052	Continuum	3411	Resd for Encumbrances	2,500.00	2,500.00
08/27/19	0168275	Continuum	5830	Imprvmnts/Remdling	4,761.02	4,761.02
08/27/19	0764295	Corporate Design Interiors Llc	3411	Resd for Encumbrances	2,671.05	2,671.05
08/27/19	0764296	Covanta Environmental Solutions Llc	5359	Waste Disposal	3,094.42	3,094.42
08/22/19	0168241	Creative Constructors LLC	3411	Resd for Encumbrances	131,500.00	131,500.00
08/29/19	0168304	Creative Constructors LLC	3411	Resd for Encumbrances	137,750.00	137,750.00
08/08/19	0764001	Dearborn Real Estate Education	5707	New Book-Resale	4,024.11	4,024.11
08/22/19	0764248	Deer District LLC	5501	Student Activities	15,000.00	15,000.00
08/27/19	0168277	Digital Data Centers	1504	Prepaid Other	3,778.86	3,778.86
08/27/19	0764299	Douglas Stewart Co Inc	5711	Supplies-Resale	35,155.35	35,155.35
08/29/19	0764349	Douglas Stewart Co Inc	5711	Supplies-Resale	6,002.15	6,002.15
08/20/19	0168204	Duet Resource Group	3411	Resd for Encumbrances	50,997.35	50,997.35
08/27/19	0168278	Duet Resource Group	3411	Resd for Encumbrances	4,254.36	6,659.61
08/27/19	0168278	Duet Resource Group	5840	Equipment	2,405.25	6,659.61
08/13/19	0168163	Dynamic Campus	5840	Equipment	21,450.00	21,450.00
08/13/19	0764063	Edison Energy Group Inc	3411	Resd for Encumbrances	7,440.00	7,440.00
08/08/19	0764002	Educause Inc	5220	Membership & Subscript	3,710.00	3,710.00
08/20/19	0764180	Elite Hood Cleaning LLC	5281	Classroom/Lab Eq. Rep.	4,100.00	4,100.00
08/01/19	0168036	Ellucian Company L P	3411	Resd for Encumbrances	28,000.00	37,079.00
08/01/19	0168036	Ellucian Company L P	5840	Equipment	9,079.00	37,079.00
08/06/19	0168053	Ellucian Company L P	5840	Equipment	15,838.00	15,838.00
08/13/19	0168164	Ellucian Company L P	5840	Equipment	16,689.42	16,689.42
08/27/19	0168279	Ellucian Company L P	3411	Resd for Encumbrances	1,250.00	3,838.64
08/27/19	0168279	Ellucian Company L P	5840	Equipment	2,588.64	3,838.64
08/13/19	0764065	Elsevier Health & Science	5707	New Book-Resale	5,738.33	5,738.33
08/29/19	0764351	Elsevier Health & Science	5707	New Book-Resale	12,872.37	12,872.37
08/06/19	0168054	Engberg Anderson Inc	3411	Resd for Encumbrances	94,078.00	95,307.36
08/06/19	0168054	Engberg Anderson Inc	5830	Imprvmnts/Remdling	1,229.36	95,307.36
08/27/19	0168280	Engberg Anderson Inc	3411	Resd for Encumbrances	13,786.25	13,786.25
08/08/19	0764006	Films Media Group	5220	Membership & Subscript	3,749.50	3,749.50
08/13/19	0168165	Forest Incentives Ltd	5243	Other Supplies	2,666.65	3,228.95
08/13/19	0168165	Forest Incentives Ltd	5259	Postage	562.30	3,228.95
08/13/19	0168166	Forrer Business Interiors, Inc.	3411	Resd for Encumbrances	24,427.47	24,427.47
08/27/19	0168281	Forrer Business Interiors, Inc.	3411	Resd for Encumbrances	26,178.37	26,178.37
08/15/19	0764140	Froedtert Health	5501	Student Activities	10,541.00	10,541.00
08/13/19	0764067	Global Equipment Company Inc	3411	Resd for Encumbrances	3,078.17	3,078.17
08/29/19	0764353	Gloria Kay Uniforms Inc	5711	Supplies-Resale	3,009.95	3,009.95
08/01/19	0763923	Go Riteway Transporation	5714	Classroom & Lab Supplies	7,056.00	7,056.00
08/20/19	0168205	Grainger Inc, W W	5238	Maint. & Cust. Supp	453.02	3,488.42
08/20/19	0168205	Grainger Inc, W W	5243	Other Supplies	3,035.40	3,488.42
08/15/19	0168185	Grunau Co. Inc	5355	Other Contracted Serv.	5,876.97	5,876.97
08/20/19	0168206	Grunau Co. Inc	5830	Imprvmnts/Remdling	3,235.00	3,235.00
08/06/19	0763965	Hammel Green & Abrahamson Inc	3411	Resd for Encumbrances	11,870.00	12,459.00
08/06/19	0763965	Hammel Green & Abrahamson Inc	5830	Imprvmnts/Remdling	589.00	12,459.00
08/01/19	0168039	Hatch Staffing Services Inc	5840	Equipment	8,876.26	8,876.26
08/06/19	0168057	Hatch Staffing Services Inc	5501	Student Activities	10,178.72	18,987.48
08/06/19	0168057	Hatch Staffing Services Inc	5840	Equipment	8,808.76	18,987.48
08/13/19	0168168	Hatch Staffing Services Inc	5352	Contracted Employment	3,845.51	3,845.51
08/20/19	0168207	Hatch Staffing Services Inc	5501	Student Activities	1,474.56	8,224.56
08/20/19	0168207	Hatch Staffing Services Inc	5840	Equipment	6,750.00	8,224.56
08/22/19	0764256	Heartland Video Systems Inc	5674	Technical Operations	19,150.78	19,150.78
08/06/19	0168058	Honeywell International Inc	3411	Resd for Encumbrances	2,504.79	3,049.74
08/06/19	0168058	Honeywell International Inc	5281	Classroom/Lab Eq. Rep.	544.95	3,049.74
08/13/19	0168169	Honeywell International Inc	3411	Resd for Encumbrances	4,077.83	4,077.83
08/20/19	0168208	Honeywell International Inc	3411	Resd for Encumbrances	6,255.80	20,531.20
08/20/19	0168208	Honeywell International Inc	5281	Classroom/Lab Eq. Rep.	3,675.40	20,531.20
08/20/19	0168208	Honeywell International Inc	5830	Imprvmnts/Remdling	10,600.00	20,531.20
08/29/19	0764355	Hubbard Wilson & Zelenkova LLC	5357	Professional & Consult	3,500.00	3,500.00
08/27/19	0764305	Hunzinger Construction Company	3411	Resd for Encumbrances	16,202.00	16,202.00
08/27/19	0168282	Hurt Electric Inc	3411	Resd for Encumbrances	3,680.00	3,680.00
08/22/19	0764257	IdentiSys Inc	5501	Student Activities	4,262.36	4,262.36
08/06/19	0168060	Industrial Roofing Svcs Inc	5830	Imprvmnts/Remdling	3,500.00	3,500.00

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Check Date	Check Number	Vendor Name		Classification Description	Object Amount	Check Amount
08/27/19	0168283	Industrial Roofing Svcs Inc	3411	Resd for Encumbrances	23,802.00	37,802.00
08/27/19	0168283	Industrial Roofing Svcs Inc	5830	Imprvmnts/Remdling	14,000.00	37,802.00
08/06/19	0763966	InPro Corporation	3411	Resd for Encumbrances	7,267.14	7,267.14
08/06/19	0763967	Integrity Environmental Services Inc	3411	Resd for Encumbrances	22,000.00	22,000.00
08/13/19	0764072	Integrity Environmental Services Inc	3411	Resd for Encumbrances	11,100.00	11,100.00
08/27/19	0764306	Integrity Environmental Services Inc	3411	Resd for Encumbrances	42,579.95	42,579.95
08/27/19	0168284	Interstate Parking	5419	Building Rental	24,985.95	24,985.95
08/13/19	0764074	Jackson Maccudden Inc	3411	Resd for Encumbrances	3,176.00	3,176.00
08/27/19	0764307	Jackson Maccudden Inc	3411	Resd for Encumbrances	3,283.00	14,840.00
08/27/19	0764307	Jackson Maccudden Inc	5830	Imprvmnts/Remdling	11,557.00	14,840.00
08/13/19	0764073	J & H Heating Inc	3411	Resd for Encumbrances	16,857.00	16,857.00
08/20/19	0764187	J & H Heating Inc	3411	Resd for Encumbrances	270,085.00	270,085.00
08/13/19	0764075	Jigsaw LLC	5270	Advertising	10,000.00	10,000.00
08/15/19	0764141	Jigsaw LLC	5270	Advertising	53,250.00	53,250.00
08/08/19	0168119	John A. Gurda	5668	Program Production	7,350.00	7,350.00
08/20/19	0764188	Johnson Controls Inc	3411	Resd for Encumbrances	14,506.00	18,281.00
08/20/19	0764188	Johnson Controls Inc	5350	Chiller P.M.	3,775.00	18,281.00
08/20/19	0764189	Jones & Bartlett Publishers	5707	New Book-Resale	10,237.97	10,237.97
08/22/19	0764259	Laerdal Medical	3411	Resd for Encumbrances	71,419.20	71,419.20
08/20/19	0764190	Laforce Inc	5830	Imprvmnts/Remdling	3,856.97	3,856.97
08/29/19	0764356	Lewis Sound and Video Professionals	3411	Resd for Encumbrances	12,407.49	12,407.49
08/20/19	0764192	Linkedin Corporation	5246	Software	2,800.00	2,800.00
08/01/19	0763926	Litewire LLC	3411	Resd for Encumbrances	130,863.00	130,863.00
08/06/19	0168061	Lurie Glass Companies Inc	3411	Resd for Encumbrances	3,750.00	3,750.00
08/08/19	0764012	Macmillan Publishing Service Mps	5241	Office Supplies	259.96	11,093.84
08/08/19	0764012	Macmillan Publishing Service Mps	5707	New Book-Resale	10,833.88	11,093.84
08/13/19	0764079	Macmillan Publishing Service Mps	5707	New Book-Resale	11,996.55	11,996.55
08/15/19	0168187	Madison National Life	2224	Life Insurance Pay	37,747.38	68,669.27
08/15/19	0168187	Madison National Life	2227	Payable to OPEB Trust	29,701.99	68,669.27
08/15/19	0168187	Madison National Life	5104	Life Insurance	1,219.90	68,669.27
08/20/19	0168210	Madison National Life	2224	Life Insurance Pay	5,321.28	5,321.28
08/29/19	0764357	MBS Textbook Exchange Inc	5712	Used Books-Resale	9,604.73	9,604.73
08/06/19	0763970	McGraw Hill School Education Llc	5707	New Book-Resale	16,026.49	16,026.49
08/08/19	0764015	McGraw Hill School Education Llc	5707	New Book-Resale	7,523.13	7,523.13
08/13/19	0764080	McGraw Hill School Education Llc	5707	New Book-Resale	65,806.70	65,806.70
08/15/19	0764144	McGraw Hill School Education Llc	5707	New Book-Resale	10,611.29	10,611.29
08/20/19	0764193	McGraw Hill School Education Llc	5707	New Book-Resale	11,064.25	11,064.25
08/22/19	0764260	McGraw Hill School Education Llc	5707	New Book-Resale	203,803.76	203,803.76
08/22/19	0764261	McGraw Hill School Education Llc	5707	New Book-Resale	188,276.35	188,276.35
08/22/19	0764262	McGraw Hill School Education Llc	5707	New Book-Resale	40,232.81	40,232.81
08/22/19	0764263	McGraw Hill School Education Llc	5707	New Book-Resale	91,954.04	91,954.04
08/29/19	0764358	McGraw Hill School Education Llc	5707	New Book-Resale	16,233.65	16,233.65
08/27/19	0764310	McKinley Avenue LLC	5238	Maint. & Cust. Supp	882.41	52,566.07
08/27/19	0764310	McKinley Avenue LLC	5355	Other Contracted Serv.	3,846.33	52,566.07
08/27/19	0764310	McKinley Avenue LLC	5419	Building Rental	47,837.33	52,566.07
08/08/19	0764016	Media Makers Inc	5668	Program Production	7,240.00	7,240.00
08/15/19	0764145	Men's Region IV Treasurer	5220	Membership & Subscript	3,375.00	3,375.00
08/22/19	0764265	Mercer Tool Corporation	5711	Supplies-Resale	11,640.00	11,640.00
08/15/19	0168188	Michael Best & Friedrich LLP	5361	Legal Services	32,000.00	32,000.00
08/27/19	0764312	Michaels Signs Inc	3411	Resd for Encumbrances	16,250.00	16,250.00
08/13/19	0168170	Milwaukee Transport Svc Inc	2228	Bus Pass/Tickets Payable	2,640.00	2,640.00
08/08/19	0764019	Milwaukee Water Works	5455	Water	10,621.30	10,621.30
08/20/19	0764197	Minnesota Elevator Inc	5353	Elevator P.M.	11,279.10	12,366.62
08/20/19	0764197	Minnesota Elevator Inc	5355	Other Contracted Serv.	1,087.52	12,366.62
08/27/19	0764315	Minnesota Elevator Inc	3411	Resd for Encumbrances	6,226.00	6,226.00
08/01/19	0168040	Moody's Investors Service	5970	Admin Exp-Debt Service	22,500.00	22,500.00
08/20/19	0764198	Morton Publishing Co	5707	New Book-Resale	2,708.56	2,708.56
08/08/19	0764018	Mr. Patrick R. Miller	5830	Imprvmnts/Remdling	8,675.00	8,675.00
08/27/19	0764313	Mr. Patrick R. Miller	5830	Imprvmnts/Remdling	9,095.00	9,095.00
08/20/19	0764191	Ms. Erin E. Cotter	5361	Legal Services	5,000.00	5,000.00
08/15/19	0764148	N4C	5220	Membership & Subscript	3,000.00	3,000.00
08/13/19	0764086	Nielsen Media Research	5661	Audience Research	8,721.00	8,721.00
08/01/19	0763929	Northcentral Technical College	5840	Equipment	112,213.80	112,213.80
08/13/19	0764087	Northcentral Technical College	5220	Membership & Subscript	15,160.00	15,160.00
08/27/19	0168286	NorthWest Technologies	5840	Equipment	30,544.02	30,544.02

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Check Date	Check Number	Vendor Name	Classification Description	Object Amount	Check Amount
08/06/19	0763973	Opening Minds	5355 Other Contracted Serv.	4,000.00	4,000.00
08/13/19	0168173	Paragon Development Systems	3411 Resd for Encumbrances	93,530.00	93,530.00
08/22/19	0168243	Paragon Development Systems	5282 Off. General Eq. Rep.	30,774.35	30,774.35
08/27/19	0168287	Paragon Development Systems	3411 Resd for Encumbrances	89,892.86	89,892.86
08/13/19	0764089	Pro Electric Inc	3411 Resd for Encumbrances	9,000.00	9,000.00
08/01/19	0763922	Quick Fuel	5230 Classroom & Lab Supp	4,805.66	4,805.66
08/15/19	0764150	Royle Printing Co	5259 Postage	765.00	19,846.34
08/15/19	0764150	Royle Printing Co	5260 Printing & Duplicating	19,081.34	19,846.34
08/06/19	0168065	San-A-Care Inc	5238 Maint. & Cust. Supp	5,361.83	5,361.83
08/13/19	0168175	San-A-Care Inc	3411 Resd for Encumbrances	3,743.22	4,812.37
08/13/19	0168175	San-A-Care Inc	5238 Maint. & Cust. Supp	1,069.15	4,812.37
08/20/19	0764205	SAR of Milwaukee LLC	3411 Resd for Encumbrances	8,379.00	8,379.00
08/06/19	0168066	Seek Incorporated	5355 Other Contracted Serv.	2,116.40	4,208.13
08/06/19	0168066	Seek Incorporated	5830 Imprvmnts/Remdling	2,091.73	4,208.13
08/20/19	0168215	Seek Incorporated	5355 Other Contracted Serv.	2,238.50	3,222.34
08/20/19	0168215	Seek Incorporated	5830 Imprvmnts/Remdling	983.84	3,222.34
08/08/19	0764027	Service Wholesale Inc	5711 Supplies-Resale	2,808.83	2,808.83
08/01/19	0763931	Set Environmental Inc	3411 Resd for Encumbrances	11,358.00	11,358.00
08/27/19	0764317	Set Environmental Inc	3411 Resd for Encumbrances	4,950.00	4,950.00
08/22/19	0764271	SHI International Corp	5282 Off. General Eq. Rep.	9,870.46	9,870.46
08/13/19	0764096	Shure Manufacturing Corporation	3411 Resd for Encumbrances	6,600.00	6,600.00
08/01/19	0763932	Skillssoft	5246 Software	9,668.43	9,668.43
08/22/19	0764272	Skillssoft	5246 Software	5,591.89	5,591.89
08/15/19	0764151	SolarWinds.Net	5282 Off. General Eq. Rep.	11,223.00	11,223.00
08/20/19	0764209	Staples Business Advantage	5230 Classroom & Lab Supp	167.95	10,582.49
08/20/19	0764209	Staples Business Advantage	5241 Office Supplies	9,393.69	10,582.49
08/20/19	0764209	Staples Business Advantage	5243 Other Supplies	1,020.85	10,582.49
08/06/19	0763982	State Painting Company	3411 Resd for Encumbrances	17,500.00	17,500.00
08/27/19	0764318	State Painting Company	5830 Imprvmnts/Remdling	83,800.00	83,800.00
08/13/19	0764098	TestOut Corporation	5707 New Book-Resale	3,110.00	3,110.00
08/22/19	0764274	TestOut Corporation	5707 New Book-Resale	5,150.00	5,150.00
08/22/19	0764275	Time Warner Cable	5454 Telephone	6,830.33	6,830.33
08/20/19	0764210	Ti Training Corporation	3411 Resd for Encumbrances	14,000.00	14,000.00
08/22/19	0764276	Tony Fay Public Relations	5273 Publicity	4,000.00	4,000.00
08/20/19	0764212	Trueview Professional Window Cleani	3411 Resd for Encumbrances	14,400.00	14,400.00
08/15/19	0764155	United States Postal Service	5259 Postage	9,500.00	9,500.00
08/01/19	0763938	US Foods, Inc	5704 Groceries-Resale	2,336.67	2,576.65
08/01/19	0763938	US Foods, Inc	5714 Classroom & Lab Supplies	239.98	2,576.65
08/27/19	0764325	US Foods, Inc	5704 Groceries-Resale	4,225.60	4,669.12
08/27/19	0764325	US Foods, Inc	5714 Classroom & Lab Supplies	443.52	4,669.12
08/27/19	0168289	Vanguard Computers Inc	3411 Resd for Encumbrances	4,700.00	4,700.00
08/29/19	0168311	Vanguard Computers Inc	5840 Equipment	3,833.30	3,833.30
08/27/19	0764326	Vinii LLC	3411 Resd for Encumbrances	3,100.38	3,100.38
08/13/19	0764104	Visionary Metals LLC	5281 Classroom/Lab Eq. Rep.	3,640.00	3,640.00
08/29/19	0764371	VizuAll Inc	5674 Technical Operations	10,485.00	10,485.00
08/20/19	0764214	Walcheske & Luzi LLC	5361 Legal Services	7,500.00	7,500.00
08/20/19	0764215	Waste Management of Milwaukee	5359 Waste Disposal	2,459.10	3,402.14
08/20/19	0764215	Waste Management of Milwaukee	5830 Imprvmnts/Remdling	943.04	3,402.14
08/22/19	0764280	Western Technical College	5246 Software	3,250.00	3,250.00
08/15/19	0764158	Westlaw	3411 Resd for Encumbrances	3,472.75	9,272.26
08/15/19	0764158	Westlaw	5246 Software	5,799.51	9,272.26
08/27/19	0764327	West Quarter West LLC	5418 Room Rental	13,144.77	13,144.77
08/20/19	0764218	WI Dept of Children & Families	2102 Acct Payable-Unrec	3,215.61	3,215.61
08/20/19	0764220	WisNet	5282 Off. General Eq. Rep.	49,500.00	49,500.00
08/13/19	0764108	Wiscomm LLC	3411 Resd for Encumbrances	8,992.60	8,992.60
08/01/19	0763941	Wisconsin Bell	5454 Telephone	8,353.55	8,353.55
08/22/19	0764281	Wisconsin Kenworth	5281 Classroom/Lab Eq. Rep.	6,165.34	6,165.34
08/08/19	0764037	Wisconsin Realtors Association	5707 New Book-Resale	3,315.45	3,315.45
08/15/19	0764161	Women's Region IV Treasurer	5220 Membership & Subscript	2,900.00	2,900.00
08/27/19	0168290	Xerox Corporation	3411 Resd for Encumbrances	15,000.00	17,993.30
08/27/19	0168290	Xerox Corporation	5355 Other Contracted Serv.	2,993.30	17,993.30
08/20/19	0764221	YRC	5707 New Book-Resale	9,166.40	9,166.40
				5,563,116.25	

Board Bill List Allocation of Cash By Fund

1	General Fund	\$809,240.61
2	Restricted Fund	\$74,266.77
3	Capital Projects	\$3,302,313.22
4	Debt Service	\$33,552.21
5	Enterprise	\$1,083,266.21
5	TV Fund	\$394,574.96
6	Internal Service Fund	\$40,013.51
7	Trust & Agency	\$63,420.65
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		\$5,800,648.14
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Check Date	Check Number	Vendor Name	Classification	Description	Object Amount
08/01/19	0168033	Carl Bloom Associates Inc	5259	Postage	44.72
08/01/19	0168033	Carl Bloom Associates Inc	5260	Printing & Duplicating	607.19
08/08/19	0168119	John A. Gurda	5668	Program Production	7,350.00
08/08/19	0168121	Gray Miller Persh LLP	5361	Legal Services	500.00
08/08/19	0168126	US Brands	5259	Postage	1,534.37
08/13/19	0168157	Sandra M. Patyk	5201	Travel Expenses	155.86
08/13/19	0168159	Carl Bloom Associates Inc	5259	Postage	636.58
08/13/19	0168159	Carl Bloom Associates Inc	5260	Printing & Duplicating	6,104.62
08/13/19	0168165	Forest Incentives Ltd	5243	Other Supplies	2,666.65
08/13/19	0168165	Forest Incentives Ltd	5259	Postage	562.30
08/15/19	0168184	Forest Incentives Ltd	5243	Other Supplies	514.75
08/15/19	0168184	Forest Incentives Ltd	5259	Postage	110.67
08/22/19	0168235	Ms. Amy S. Winters	5259	Postage	156.00
08/29/19	0168297	Alamelu Vairavan	5243	Other Supplies	50.96
08/01/19	0763915	American Public Television	5665	Network Prog Service	26,725.00
08/01/19	0763926	Litewire LLC	3411	Resd for Encumbrances	130,863.00
08/01/19	0763933	Starkmedia Inc	5270	Advertising	500.00
08/06/19	0763947	At&t	5454	Telephone	422.65
08/06/19	0763950	At&t	5454	Telephone	385.54
08/06/19	0763951	At&t Mobility	5454	Telephone	43.68
08/06/19	0763985	Time Warner Cable	5454	Telephone	581.99
08/08/19	0763997	ACD Direct	5355	Other Contracted Serv.	7,650.80
08/08/19	0763998	Allegiance Fundraising LLC	5243	Other Supplies	3,152.47
08/08/19	0763998	Allegiance Fundraising LLC	5259	Postage	240.11
08/08/19	0764004	Europe Through the Back Door	5243	Other Supplies	54.40
08/08/19	0764007	Hall Automotive	5676	Vehicle Supplies	771.04
08/08/19	0764011	Killer Tracks	5669	Records/Music	2,350.00
08/08/19	0764016	Media Makers Inc	5668	Program Production	7,240.00
08/08/19	0764020	MindWorks Innovations Inc	5243	Other Supplies	2,222.00
08/08/19	0764022	Pitney Bowes Global Financial Services	5355	Other Contracted Serv.	1,221.00
08/08/19	0764023	Pitney Bowes/Presort Service	5259	Postage	140.02
08/08/19	0764024	Public Television	5220	Membership & Subscript	524.00
08/08/19	0764025	Rev.com Inc	5668	Program Production	190.79
08/08/19	0764029	Sound Media Inc	5243	Other Supplies	871.35
08/08/19	0764030	Supplyworks	5674	Technical Operations	1,491.84
08/08/19	0764033	United Parcel Service	5675	Traffic	33.96
08/08/19	0764036	Wide Eye Productions	5243	Other Supplies	526.28
08/13/19	0764045	Accuweather, Inc.	5674	Technical Operations	450.00
08/13/19	0764055	Blackbaud Inc	5355	Other Contracted Serv.	2,674.75
08/13/19	0764066	Europe Through the Back Door	5243	Other Supplies	114.20
08/13/19	0764069	Hyman Enterprises LLC	5243	Other Supplies	247.24
08/13/19	0764075	Jigsaw LLC	5270	Advertising	10,000.00
08/13/19	0764076	Kiwanis Club of Milwaukee, Inc	5220	Membership & Subscript	185.00
08/13/19	0764086	Nielsen Media Research	5661	Audience Research	8,721.00
08/13/19	0764090	Public Television Major	5660	Affiliation/Mbsps	2,125.00
08/13/19	0764100	Tower Products Incorporated	3411	Resd for Encumbrances	1,023.30
08/15/19	0764116	Accuweather, Inc.	5674	Technical Operations	6,000.00
08/15/19	0764117	ACD Direct	5355	Other Contracted Serv.	859.66
08/15/19	0764121	Allegiance Fundraising Group, LLC	5260	Printing & Duplicating	20,025.38
08/15/19	0764125	At&t	5454	Telephone	81.48
08/15/19	0764126	At&t	5454	Telephone	160.36
08/15/19	0764127	At&t	5454	Telephone	152.98
08/15/19	0764131	Blackbaud Inc	5355	Other Contracted Serv.	277.05
08/15/19	0764133	Cdp Contributor Development Partner	5355	Other Contracted Serv.	539.25
08/15/19	0764136	ExxonMobil	5676	Vehicle Supplies	695.64
08/15/19	0764137	Federal Express Corp	5675	Traffic	111.22
08/15/19	0764139	Frakture Inc	5355	Other Contracted Serv.	2,100.00
08/15/19	0764141	Jigsaw LLC	5270	Advertising	53,250.00
08/15/19	0764143	Mared Mechanical Contractor	5678	Wmvs Transmitter Rep.	1,498.52
08/15/19	0764150	Royle Printing Co	5259	Postage	765.00
08/15/19	0764150	Royle Printing Co	5260	Printing & Duplicating	19,081.34
08/15/19	0764156	United States Postal Service	5259	Postage	134.00
08/15/19	0764159	Wide Eye Productions	5243	Other Supplies	42.90
08/20/19	0764182	Europe Through the Back Door	5243	Other Supplies	89.40

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Check Date	Check Number	Vendor Name	Classification	Description	Object Amount
08/20/19	0764184	Grass Valley Usa Llc	5674	Technical Operations	2,382.00
08/20/19	0764209	Staples Business Advantage	5241	Office Supplies	882.17
08/22/19	0764229	Airgas Inc	5678	Wmvs Transmitter Rep.	18.60
08/22/19	0764230	Allegiance Fundraising Group, LLC	5259	Postage	4,556.21
08/22/19	0764231	Allegiance Fundraising LLC	5243	Other Supplies	1,096.73
08/22/19	0764232	American Public Television	5665	Network Prog Service	11,565.00
08/22/19	0764243	Blackbaud Inc	5355	Other Contracted Serv.	375.00
08/22/19	0764245	Chyronhego Corporation	5674	Technical Operations	21.86
08/22/19	0764256	Heartland Video Systems Inc	5674	Technical Operations	19,150.78
08/22/19	0764267	Pitney Bowes Global Financial Services	5355	Other Contracted Serv.	73.26
08/27/19	0764300	Equalingua LLC	5668	Program Production	400.00
08/27/19	0764301	Federal Express Corp	5675	Traffic	563.66
08/27/19	0764304	Hall Automotive	5676	Vehicle Supplies	1,788.73
08/27/19	0764324	United Parcel Service	5675	Traffic	116.00
08/29/19	0764340	At&t	5454	Telephone	455.02
08/29/19	0764341	At&t Mobility	5454	Telephone	43.68
08/29/19	0764371	VizuAll Inc	5674	Technical Operations	10,485.00
					394,574.96

Board Bill List Over \$2,500 for Channels 10/36 - Checks Issued in August 2019

Page 1

Check Date	Check Number	Vendor Name	Classification	Description	Object Amount
08/08/19	0168119	John A. Gurda	5668	Program Production	7,350.00
08/13/19	0168159	Carl Bloom Associates Inc	5260	Printing & Duplicating	6,104.62
08/13/19	0168165	Forest Incentives Ltd	5243	Other Supplies	2,666.65
08/01/19	0763915	American Public Television	5665	Network Prog Service	26,725.00
08/01/19	0763926	Litewire LLC	3411	Resd for Encumbrances	130,863.00
08/08/19	0763997	ACD Direct	5355	Other Contracted Serv.	7,650.80
08/08/19	0763998	Allegiance Fundraising LLC	5243	Other Supplies	3,152.47
08/08/19	0764016	Media Makers Inc	5668	Program Production	7,240.00
08/13/19	0764055	Blackbaud Inc	5355	Other Contracted Serv.	2,674.75
08/13/19	0764075	Jigsaw LLC	5270	Advertising	10,000.00
08/13/19	0764086	Nielsen Media Research	5661	Audience Research	8,721.00
08/15/19	0764116	Accuweather, Inc.	5674	Technical Operations	6,000.00
08/15/19	0764121	Allegiance Fundraising Group, LLC	5260	Printing & Duplicating	20,025.38
08/15/19	0764141	Jigsaw LLC	5270	Advertising	53,250.00
08/15/19	0764150	Royle Printing Co	5260	Printing & Duplicating	19,081.34
08/22/19	0764230	Allegiance Fundraising Group, LLC	5259	Postage	4,556.21
08/22/19	0764232	American Public Television	5665	Network Prog Service	11,565.00
08/22/19	0764256	Heartland Video Systems Inc	5674	Technical Operations	19,150.78
08/29/19	0764371	VizuAll Inc	5674	Technical Operations	10,485.00
					357,262.00

Accounts Payable Reversed Check Register
FOR PERIOD STARTING 10/01/2010 AND ENDING 08/31/2019

GL BANK ACCOUNT: 1-60-00001-1101-00090

Accounts Payable Chase

CHECK NUMBER	CHECK DATE	REVERSED DATE	P A Y E E	REVERSED AMOUNT
0763892	07/30/19	08/22/19	MIRACLE Mental Health Inc	500.00
0763904	07/30/19	08/22/19	Vinii LLC	3,100.38

				3,600.38
				=====
				3,600.38

	A	B	D	E	F	G	H	I	J
1	ATTACHMENT 4.b.								
2	Milwaukee Area Technical College								
3	(Non-Encumbered) August FY 20 vs. FY 19								
4									
5			Prior Year			Current Year			
6				Preliminary					
7				Full-Year Actual		YTD			
8			August	Full-Year Actual	Percent	August	Full-Year	YTD	
9	Account Description		FY 2018-19	FY 2018-19	of Budget	FY 2019-20	Budget	Percent	
10								of Budget	
11	Tax Levy								
12	Local Government Total		-	49,261,657	0%	-	50,262,924	0%	
13	State Aid Plus Act 145 Funding								
14	State Aid Plus Act 145 Funding		4,186,394	76,558,523	5%	4,981,225	76,320,808	7%	
15	Statutory Program Fees								
16	Statutory Program Fees Total		21,213,611	38,608,704	55%	21,074,721	38,870,200	54%	
17	Material Fees								
18	Material Fees Total		770,752	1,494,325	52%	796,213	1,473,900	54%	
19	Other Student Fees								
20	Other Student Fees Total		1,416,026	2,899,252	49%	1,280,619	2,876,803	45%	
21	Institutional Revenue								
22	Institutional Revenue Total		273,538	3,657,779	7%	487,627	3,740,500	13%	
23	Federal Revenue								
24	Federal Revenue Total		-	346,487	0%	-	110,000	0%	
25	Total Revenue		27,860,321	172,826,726	16%	28,620,405	173,655,135	16%	
26									
27	Salaries								
28	Salaries Total		10,925,569	110,098,039	10%	11,293,546	112,757,240	10%	
29	Fringe Benefits								
30	Fringe Benefit Total		5,975,195	42,346,359	14%	5,494,116	41,471,294	13%	
31	Non-Salary Non-Fringe Expenditures								
32	Travel Expenses		14,423	150,679	10%	14,832	217,373	7%	
33	Supplies		493,534	4,539,860	11%	500,451	4,857,005	10%	
34	Public Information		9,200	391,128	2%	8,543	519,782	2%	
35	Building Repairs		2,298	161,070	1%	5,027	251,391	2%	
36	Equipment Repairs		437,416	1,113,332	10%	320,722	1,291,231	25%	
37	Contracted Services		230,630	3,226,966	2%	158,590	3,207,903	5%	
38	Legal Services		72,305	574,667	9%	79,972	478,000	17%	
39	Rental Expense		287,804	1,117,941	12%	250,146	1,315,058	19%	
40	Uncoll Student Fee Exp		328,805	2,312,593	8%	332,870	2,000,000	17%	
41	Bank Svc/Credit Card/Coll Agy		886	176,357	1%	730	195,000	0%	
42	GI Supplemental Payments		12,355	35,767	0%	-	-	0%	
43	Insurance		1,493,942	1,565,960	88%	1,268,129	1,665,970	76%	
44	Utilities		538,411	3,745,923	14%	553,126	3,932,084	14%	
45	Contingency		-	-		-	355,550	0%	
46	Sales Tax Expense		663	19,418	3%	154	20,000	1%	
47	Non-Salary/Non-Benefit Expenses		3,922,672	19,131,661	13%	3,493,292	19,426,601	18%	
48									
49	Total Expenditures		20,823,436	171,576,059	12%	20,280,954	173,655,135	12%	
50									
51	Surplus or (Deficit)		7,036,886	1,250,668	0%	8,339,453	-	0%	
52									
53									
54	Beginning General Fund Reserve (July 1 st)			32,496,387			33,747,055		
55	Add Projected Surplus			1,250,668			-		
56	Ending General Fund Reserve (June 30th)			33,747,055			33,747,055		
57	Reserve as Percentage of Total G.F. Revenue			19.53%			19.43%		

HUMAN RESOURCES REPORT September 2019

64 transactions are included in the report for September.

Appointments

28 appointments occurred during the reporting period, 18 of which are staff and 10 are faculty appointments. The staff appointments are 2 full-time regular, 13 part-time regular and 3 part-time limited-term positions. Included in the faculty appointments are 8 part-time regular, 1 part-time limited term and 1 full-time limited term positions. 12 females and 16 males comprise the appointments. Represented in that total are 2 black females, 3 black males and 1 Hispanic male. Fiscal year-to-date total appointments are 93. Included in that total are 56 males (60.2%) and 37 females (39.8%). Minority hires total 26 (28.0%), including 16 black (17.2%).

	White		Black		Hispanic		Asian		Native American		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
This Month	12	9	3	2	1	0	0	0	0	0	16	12
Year-to-date	41	26	8	8	4	2	3	0	0	0	56	37
YTD Percent	72.0%		17.2%		6.5%		3.2%		0.0%		60.2%	39.8%
2 or More Races		Other		Native Hawaiian/ Pacific Islander								
Male	Female	Male	Female	Male	Female							
0	1	0	0	0	0							
0	1	0	0	0	0							
1.1%		0.0%		0.0%								

Changes in Status

The 15 changes in status during this reporting period represent 5 promotions, 4 extension of assignments, 5 additional assignments and 1 transfer. 11 females and 4 males comprise the changes in status. Included in that total are 2 black females, 1 Hispanic female, 1 Hispanic male and 1 Asian female.

Separations

The 21 separations represent 3 retirements, 13 resignations, 3 terminations, 1 death and 1 end of assignment. 10 females and 11 males comprise the separations. Included in that total are 1 black female, 3 black males, 1 Asian female and 1 Asian male.

**TRANSACTION SUMMARY REPORT
FOR
September 2019**

DIVISION OR SCHOOL	APPOINTMENTS	CHANGES IN STATUS	SEPARATIONS	**AA TOTAL
BUSINESS	1	1	0	2
HEALTH SCIENCES	1	4(2)	0	5(2)
LIBERAL ARTS & SCIENCES	2	3	5	10
MEDIA & CREATIVE ARTS	0	0	0	0
PRE-COLLEGE	0	0	3(1)	3(1)
TECHNOLGY & APPLIED SCIENCES	6	3(1)	4	13(1)
ACADEMIC SERVICES	0	0	1	1
FACILITIES & OPERATIONS	1	1	1(1)	3(1)
DISTRICT ADMINISTRATION	0	0	0	0
HUMAN RESOURCES	0	0	1	1
FINANCE	6(2)	2(2)	3(1)	11(5)
INFORMATION TECHNOLOGY	0	0	0	0
OFFICE OF GENERAL COUNSEL	0	0	0	0
PUBLIC TELEVISION	0	0	0	0
STUDENT SERVICES	10(5)	1(1)	3(3)	14(9)
WORKFORCE & ECONOMIC DEVELOPMENT	0	0	0	0
COLLEGE ADVANCEMENT	1	0	0	1
TOTALS BY CATEGORY	28(7)	15(6)	21(6)	64(19)

TOTAL TRANSACTIONS FOR THE MONTH	64(19)
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**Affirmative Action totals in parentheses.

Non-represented Salary Schedule

Effective July 1, 2019

Exempt

Salary Grade	Title	Minimum	Mid-Point	Maximum
917	Vice President	\$ 138,820	\$ 179,004	\$ 219,189
916	Associate Vice President, Dean	\$ 96,579	\$ 130,604	\$ 164,628
915	Associate Dean, Director	\$ 85,553	\$ 116,011	\$ 146,464
914	Assistant Dean, Manager	\$ 68,738	\$ 93,208	\$ 117,679
913	Coordinator	\$ 60,456	\$ 81,976	\$ 103,497
912	Senior Specialist, Supervisor	\$ 49,941	\$ 67,721	\$ 85,496
911	Specialist	\$ 44,685	\$ 60,590	\$ 76,495

Non-Exempt

Salary Grade	Title	Minimum	Mid-Point	Maximum
904	Senior Technician	\$ 47,480	\$ 64,385	\$ 81,287
903	Administrative Specialist	\$ 41,288	\$ 55,984	\$ 70,679
902	Assistant	\$ 35,901	\$ 48,681	\$ 61,462
901	Aide	\$ 25,998	\$ 35,253	\$ 44,508

**Human Resources Report
September 2019
Appointments**

Division or School	Employee Name	Employee Status	Job Title	Reason*	Start Date	End Date	Salary	Education
Business	Benedum, James	Part-Time LTE	Instructor, Accounting	Temporary	08/26/19	12/20/19	\$48.91/Hour	M.A.
Health Sciences	Brachmann, Liz	Full-Time LTE	Instructor, Nursing	Temporary	09/30/19	05/22/20	\$55,408/Annual	M.A. - Marian University
Liberal Arts & Sciences	Puchner, John McKnight, Maureen	Part-Time Regular Part-Time Regular	Instructor, Anatomy & Physiology Instructor, English	Replacement Replacement	09/23/19 08/26/19		\$39.21/Hour \$39.21/Hour	PhD - William Beaumont Medical Cen PhD - UW-Milwaukee
Media & Creative Arts	None							
Pre-College	None							
Technology & Applied Sciences	Brock, Patrick Gillen, Robert Heiser, Kurt Keppler, Paul Koehler, Mark Martin, Marla	Part-Time Regular Part-Time Regular Part-Time Regular Part-Time Regular Part-Time Regular Part-Time Regular	Instructor, Criminal Justice Instructor, Sheet Metal Instructor, Criminal Justice Instructor, Power Engineering Instructor, Welding Instructor, Criminal Justice	Replacement Replacement Replacement Replacement Replacement Replacement	09/23/19 08/26/19 09/23/19 09/09/19 08/26/19 09/23/19		\$28.13/Hour \$28.13/Hour \$28.13/Hour \$28.13/Hour \$51.68/hour \$28.13/Hour	A.A. - MATC HSD A.A. - WCTC M.A. - Arizona State University A.A. - MATC
Academic Services	None							
Facilities & Operations	Palmer, Isaac	Full-Time Regular	Landscape Coordinator	Replacement	10/14/19		\$62,000/Annual	B.A. - UW-Stevens Point
District Administration	None							
Human Resources	None							
Finance	Crockwell, Quon Fucile-Stokes, Megan Glover, Tavion Gumtow, Beth Helwig, Isaac Vogds, Sarah	Part-Time Regular Part-Time Regular Part-Time Regular Full-Time Regular Part-Time Regular Part-Time Regular	Culinary Assistant Child Development Specialist Culinary Assistant Payroll Specialist Culinary Assistant Child Development Specialist	Replacement Replacement Replacement Replacement Replacement Replacement	08/22/19 09/09/19 09/10/19 09/03/19 09/09/19 09/16/19		\$15.09/Hour \$21.24/Hour \$15.09/Hour \$23.10/Hour \$15.09/Hour \$21.24/Hour	HSD B.A. - UW-Madison HSD B.A. - Devry University HSD B.A. - UW-Milwaukee
Information Technology	None							
Office of General Counsel	None							
Public Television	None							
Student Services	Brennan, Daniel Erickson, Leonard Fernandez, Stefan Huff, Angela McGregory, Ti-sha Patton, Trisha Roeseler, Sam Rosenberg, Claire Stamps, Arnix Stojisavljevic, Thomas	Part-Time LTE Part-Time Regular Part-Time Regular Part-Time Regular Part-Time Regular Part-Time Regular Part-Time LTE Part-Time Regular Part-Time Regular Part-Time Regular Part-Time LTE	Tutor Head Coach, Women's Basketball Assistant Coach Assistant Coach, Softball Customer Service Representative Assistant Coach, Women's Basketball Tutor Assistant Coach, Softball Assistant Coach Tutor	Temporary Replacement Replacement Replacement Replacement Replacement Temporary Replacement Replacement Replacement Temporary	09/16/19 09/03/19 09/03/19 09/03/19 06/16/19 09/03/19 08/19/19 09/03/19 09/03/19 09/03/19 08/26/19	06/30/20	\$14.00/Hour \$15,000/Annual \$4,000/Annual \$5,000/Annual \$23.10/Hour \$3,500/Annual \$14.00/Hour \$3,250/Annual \$3,500/Annual \$14.00/Hour	HSD M.A. - Indiana State University M.A. A.A. - MATC A.A. - MATC HSD M.A. - UW-Milwaukee
Workforce & Economic Development	None							
College Advancement	Metz, Anthony	Part-Time Regular	Stagehand	Replacement	08/21/19		\$20.50/Hour	HSD

***Reason Definitions**
Replacement: Replaces a funded vacant position
New: Added FTE; fund #
Budgeted Replacement: Budgeted replacement of contractor/temporary with a direct hire
LTE: Limited term assignment (has an assigned end date)
Seasonal: Position is for a semester

**Human Resources Report
September 2019
Changes In Status**

Division or School	Employee Name	Personnel Action	Job Title	Reason	Start Date	End Date	Salary
Business	McHugh, Patrick	Extension of Assignment	Instructor, IT Support	Temporary	08/22/19	12/20/19	\$68.95/Hour
Health Sciences	Del Valle, Maria	Additional Assignment	Instructor, Health	Temporary	09/12/19	12/20/19	\$82,687/Annual
	Ebben, Laura	Additional Assignment	Instructor, Health	Temporary	08/26/19	12/20/19	\$28.13/Hour
	Kalluvila, Rachana	Additional Assignment	Instructor, Health	Temporary	08/26/19	12/20/19	\$28.13/Hour
	McFarlane, Voletta	Additional Assignment	Instructor, Nursing	Temporary	09/16/19	05/22/20	\$77,229/Annual
Liberal Arts & Sciences	Geddes, Lori	Extension of Assignment	Instructor, Economics	Temporary	08/26/19	12/20/19	\$73.82/Hour
	Hagedorn, Eric	Extension of Assignment	Instructor, Physics	Temporary	08/22/19	12/20/19	\$73.82/Hour
	Tchesnokova, Elena	Extension of Assignment	Instructor, Chemistry	Temporary	08/22/19	12/20/19	\$64.08/Hour
Media & Creative Arts	None						
Pre-College	None						
Technology & Applied Sciences	Gunderson, Sara	Additional Assignment	Instructor, Electronics Communication	Replacement	08/26/19		\$28.13/Hour
	Huntoon, Mark	Promotion	Instructor, Mechanical Design	Replacement	09/09/19		\$82,687/Hour
	Reilly, Rupert	Promotion	Instructor, Criminal Justice	Replacement	08/22/19		\$71,774/Annual
Academic Services	None						
Facilities & Operations	McCormick, Mary	Promotion	Senior Technician, Electronics	Replacement	09/30/19		\$26.45/Hour
District Administration	None						
Human Resources	None						
Finance	Ragland, LaToya	Promotion	Child Development Specialist	Replacement	08/26/19		\$21.24/Hour
	Robinson, Cassandra	Promotion	Child Development Specialist	Replacement	09/09/19		\$24.62/Hour
Information Technology	None						
Office of General Counsel	None						
Public Television	None						
Student Services	Jordan, Joanie	Transfer	Customer Service Representative	Replacement	09/03/19		\$24.85/Hour
Workforce & Economic Development	None						
College Advancement	None						

**Human Resources Report
September 2019
Separations**

Division or School	Employee Name	Ending Reason	Job Title	Effective Date
Business	None			
Health Sciences	None			
Liberal Arts & Sciences	Czukas, Rita	Retirement	Instructor, Social Science	12/19/18
	Mathwig, Cindy	Resignation	Instructor, Mathematics	09/17/19
	Mikolajczak, Joseph	Death	Instructor, History	09/17/19
	Muirhead, Richard	Resignation	Instructor, CEWD - Business	09/12/19
	Razdik, Jason	Termination	Instructor, Natural Science	08/20/19
Media & Creative Arts	None			
Pre-College	Hojnacki, Deborah	Resignation	Instructor, ESL	09/01/19
	Johnson-Tourtouropoulos, Nancy	Resignation	Instructor, ESL	08/22/19
	Vue, Douglas	Retirement	Instructor, Mathematics	12/20/19
Technology & Applied Sciences	Belmore, Kenneth	Resignation	Instructor, Electricity	05/19/17
	Brodzik, Kenneth	Retirement	Instructor, Electricity	05/22/20
	Luisa, Michael	Resignation	Instructor, Electronic Technology	08/23/19
	Tamel, Kevin	Resignation	Instructor, Electricity	12/19/18
Academic Services	Mathwig, Cindy	Resignation	Educational Assistant	09/17/19
Facilities & Operations	Brady, Lavono	Resignation	Building Services Assistant	08/28/19
District Administration	None			
Human Resources	Hojan, Elizabeth	End of Assignment	Compensation Specialist	08/30/19
Finance	Hamilton, Otha	Resignation	Culinary Assistant	09/09/19
	Hanneman, Cherlyn	Termination	Payroll Supervisor	08/22/19
	Sparger, Shelby	Resignation	Office Associate	09/12/19
Information Technology	None			
Office of General Counsel	None			
Public Television	None			
Student Services	Griffin, Floyd	Resignation	Financial Aid Specialist	08/26/19
	Shelton, Latrice	Termination	Student Services Specialist	09/05/19
	Thao, Mee	Resignation	Word Processing Associate	09/13/19
Workforce & Economic Development	None			
College Advancement	None			

**PROCUREMENT REPORT
SEPTEMBER 2019**

The Procurement report consists of:

- Part I Procurements
- Part II Construction Contracts
- Part III Lease Agreements

Each month, the MATC District Board approves contracts, procurements and services related to the operation of the college. The current items for board approval are:

I. Procurements

1. EXECUTIVE SEARCH FIRM
Academic Search, Inc.
Washington, D.C.
Not to exceed \$1,000,000.00 (approximately \$200,000.00 annually for up to five years)

II. Construction Contracts

1. RENOVATION AND REMODELING
Downtown Campus C Building Lobby and Entry
MATC Bid Reference #2019-023 – Project #2019991
Contractor unknown at time of report publication
Not to exceed \$1,000,000.00
2. RENOVATION AND REMODELING
DMC BUILDING C EXTERIOR REVITALIZATION
MATC Bid Reference #2019-020R – Project #2019968.03
Contractor unknown at time of report publication
Not to exceed \$400,000.00

III. Lease Agreements

None

Part I: PROCUREMENTS
Item 1: EXECUTIVE SEARCH FIRM

Background Information

The Human Resources Department recently sought out proposals from Executive Search firms to assist with sourcing and placement of talent for executive positions. During the transition to a Guided Pathways model, the College has identified new leadership roles to create stronger organizational structure in support of student success. Filling these executive level roles with qualified, dedicated people, within a relatively short window of time, is key to the success of the program.

The committee was seeking to partner with a company that had extensive experience with sourcing and placing diverse candidates, completing searches in the Upper Midwest, completing searches with colleges using approaches like Guided Pathways or Achieving the Dream, provided a well laid out plan for the search process offering different levels of services based on the position being filled, and offered a cost effective solution.

Historically the college has spent less than \$100,000 annually on services from Executive Search Firms. With the many changes and additions required with the Guided Pathways conversion, this amount is estimated to grow to \$200,000.00.

Using the criteria below, proposals were evaluated by assessment of how well the bidder completely and effectively responded to the Request for Proposals (RFP), as well as the degree of compliance requested, in addition to the affordability of the system proposed.

<u>Percentage</u>	<u>Criteria</u>
25%	Experience placing diverse candidates
25%	Experience completing searches within higher education in the Upper Midwest
20%	Cost
10%	Experience with Guided Pathways
20%	Recruitment Strategy/Methodology

This purchase will be made under the guidelines of MATC RFP 20-01, which meets all state of Wisconsin Procurement requirements.

Eight (8) vendors were directly solicited and the bid was posted on DemandStar:

- Academic Search, Inc.
- AGB Search
- Diversified Search
- Greenwood/Asher and Associates, Inc.
- Pauly Group
- R.H. Perry & Associates
- Spano-Pratt
- Witt Kieffer

Five (5) vendors responded:

- Academic Search, Inc.
- AGB Search
- Greenwood/Asher and Associates
- Pauly Group
- R.H. Perry & Associates

Positive action by the board will result in a purchase from Academic Search Inc. of Washington, D.C. for a cost not to exceed \$1,000,000.00 (approximately \$200,000.00 annually up to five years)

Part II: CONSTRUCTION
Item 1: RENOVATION AND REMODELING
Downtown Campus C Building Lobby and Entry
MATC Bid Reference #2019-023 – Project #2019991

Background Information

Previously, the Board approved lists of renovation and remodeling capital projects for budget years. The projects and funding plan were also approved as part of respective year budget approvals. This project deals with the renovation of the main entrance and lobby of the C-Building at the corner of Eighth Street and Highland Avenues. This entrance is a highly trafficked portal to the campus for students, faculty, staff, and visitors to MPBS Television Studios.

The project includes removal of the original entrance vestibule and the non-compliant accessibility ramp that was added to the exterior of the building. The proposed design will allow those utilizing the ramp to enter the building through the same vestibule as those utilizing the steps. The current ramp is uncovered and leads to a side entrance into the building lobby without the protection of a vestibule.

The lobby will be expanded and refreshed appropriately to reflect an institution of higher learning and television station.

The contract recommended for approval below is for a single prime contract that pertains to the general construction for the previously mentioned areas.

Bid documents for the aforementioned work were prepared in accordance with Board policies and State regulations, and advertisements were placed in the Daily Reporter, the Milwaukee Courier and the Spanish Journal. The bids will be opened on September 18, 2019 with results forthcoming in an addendum dated September 19, 2019.

Part II: CONSTRUCTION
Item 1: RENOVATION AND REMODELING - ADDENDUM
Downtown Campus C Building Lobby and Entry
MATC Bid Reference #2019-023 – Project #2019991

Background Information

Previously, the Board approved lists of renovation and remodeling capital projects for budget years. The projects and funding plan were also approved as part of respective year budget approvals. This project deals with the renovation of the main entrance and lobby of the C-Building at the corner of Eighth Street and Highland Avenues. This entrance is a highly trafficked portal to the campus for students, faculty, staff, and visitors to MPBS Television Studios.

The project includes removal of the original entrance vestibule and the non-compliant accessibility ramp that was added to the exterior of the building. The proposed design will allow those utilizing the ramp to enter the building through the same vestibule as those utilizing the steps. The current ramp is uncovered and leads to a side entrance into the building lobby without the protection of a vestibule.

The lobby will be expanded and refreshed appropriately to reflect an institution of higher learning and television station.

The contract recommended for approval below is for a single prime contract that pertains to the general construction for the previously mentioned areas.

Bid documents for the aforementioned work were prepared in accordance with Board policies and State regulations, and advertisements were placed in the Daily Reporter, the Milwaukee Courier and the Spanish Journal. The bids were opened on September 18, 2019 with the following results which include the Base Bid and Alternates #1 & 4:

REMODELING SPECIFIED AREAS & RELATED WORK (Comprehensive Single Prime)

- Burkhart Construction Company..... \$ 1,184,500.00
- **The Boldt Company.....\$ 985,000.00***

Proposals were evaluated, and the low qualified bid, as indicated by the asterisk, has met specifications. There were no challenges to the bid document or the manner in which the successful bidder was selected.

Positive action by the board on this item will authorize the issuance of a contract in the amount shown to the firm indicated by the asterisk.

Part II: CONSTRUCTION
Item 2: RENOVATION AND REMODELING
DMC BUILDING C EXTERIOR REVITALIZATION
MATC Bid Reference #2019-020R – Project #2019968.03

Background Information

Previously, the Board approved lists of renovation and remodeling capital projects for budget years. The projects and funding plan were also approved as part of respective year budget approvals. This project deals with restoration of the exterior of the C-Building including improvements to the Kasota Stone cladding and the decorative concrete walls enclosing the parking levels.

The contract recommended for approval below is for a single prime contract that pertains to the general construction for the previously mentioned areas.

Bid documents for the aforementioned work were prepared in accordance with Board policies and State regulations, and advertisements were placed in the Daily Reporter, the Milwaukee Courier and the Spanish Journal. The bids will be opened on September 17, 2019 with results forthcoming in an addendum dated September 19, 2019.

Part II: CONSTRUCTION
Item 2: RENOVATION AND REMODELING - ADDENDUM
DMC BUILDING C EXTERIOR REVITALIZATION
MATC Bid Reference #2019-020R – Project #2019968.03

Background Information

Previously, the Board approved lists of renovation and remodeling capital projects for budget years. The projects and funding plan were also approved as part of respective year budget approvals. This project deals with restoration of the exterior of the C-Building including improvements to the Kasota Stone cladding and the decorative concrete walls enclosing the parking levels.

The contract recommended for approval below is for a single prime contract that pertains to the general construction for the previously mentioned areas.

Bid documents for the aforementioned work were prepared in accordance with Board policies and State regulations, and advertisements were placed in the Daily Reporter, the Milwaukee Courier and the Spanish Journal. The bids were opened on September 17, 2019 with the following results which include the Base Bid and Alternates #1:

REMODELING SPECIFIED AREAS & RELATED WORK (Comprehensive Single Prime)

- **Berglund Construction Company \$ 300,000.00***

Proposals were evaluated, and the low qualified bid, as indicated by the asterisk, has met specifications. There were no challenges to the bid document or the manner in which the successful bidder was selected.

Positive action by the Board on this item will authorize the issuance of a contract in the amount shown to the firm indicated by the asterisk.

MILWAUKEE AREA TECHNICAL COLLEGE

2019 Annual Affirmative Action Report



Submitted by:
Dr. Vicki Martin
Prepared by:
Nina Powell

INTRODUCTION

This report provides a comparative analysis of FY 2017-18 to FY 2018-19 with regards to Affirmative Action employment statistics for the Milwaukee Area Technical College. The report includes a general summary page, which highlights statistical data on district population, district workforce, MATC workforce, ethnic/racial minority workforce, and female employees.

The Equal Employment Opportunity (EEO) job categories are used in this report to show both current employment data and comparisons with the previous year.

A summary of complaints of discrimination and harassment filed internally with the Office of Human Resources and externally with the State of Wisconsin - Equal Rights Division, and the Equal Employment Opportunity Commission is included. Cases filed with State and Federal Courts are also included. The summary includes date, nature of complaint and agency.

STATISTICAL HIGHLIGHTS

FY 2017-18 to FY 2018-19

DISTRICT STATISTICS

District Labor Force 497,707

MATC EMPLOYMENT

Full-Time Regular and Funded Employees

As of 06/30/19 1182

As of 06/30/18 1202

PROFILE OF MATC FULL-TIME EMPLOYEES

Average Length of Service (Years)

As of 06/30/19 14.20

As of 06/30/18 14.57

Percent Minority

As of 06/30/19 39.34

As of 06/30/18 39.27

Percent Female

As of 06/30/19 57.19

As of 06/30/18 58.57

As of 06/30/18

Four hundred seventy two (39.27%) of our 1202 full time employees are ethnic minorities.

- In the **Executive/Administrative** employment category, no underutilization exists.
- In the **Faculty** employment category, underutilization exists in the Asian population.
- In the **Professional/Non Instructional** employment category, no underutilization exists.
- In the **Secretarial/Clerical** employment category, no underutilization exists.
- In the **Service Maintenance** employment category, underutilization exists in the Female, Hispanic, and Asian populations.
- In the **Skilled Craft** employment category, underutilization exists in all Minority populations.
- In the **Technical/Paraprofessional** employment category, no underutilization exists.

As of 06/30/19

Four hundred sixty five (39.34%) of our 1182 full-time employees are ethnic minorities.

- In the **Executive/Administrative** employment category, no underutilization exists.
- In the **Faculty** employment category, underutilization exists in the Asian population.
- In the **Professional/Non Instructional** employment category, no underutilization exists.
- In the **Secretarial/Clerical** employment category, no underutilization exists.
- In the **Service Maintenance** employment category, underutilization exists in the Female, Hispanic, and Asian populations.
- In the **Skilled Craft** employment category, underutilization exists in all Minority populations.
- In the **Technical/Paraprofessional** employment category, underutilization exists in the Asian population.

COMPARISON OF INTERNAL CASES & EEOC/ERD CASES/COURT CASES

INTERNAL CASES			
As of 06/30/18	Nature of Cases	As of 06/30/19	Nature of Cases
0	Sexual Harassment	0	Sexual Harassment
0	Age/Gender Discrimination/Disability	0	Age/Gender Discrimination/Disability
3	Discrimination/Harassment/Hostile Work Environment	7	Discrimination/Harassment/Hostile Work Environment
Total = 3		Total = 7	
<ul style="list-style-type: none"> 27 cases were Filed between July 1, 2017 and June 30, 2018 29 cases were Dismissed between July 1, 2017 and June 30, 2018 3 Cases Required Further Action between July 1, 2017 and June 30, 2018 		<ul style="list-style-type: none"> 29 cases were Filed between July 1, 2018 and June 30, 2019 15 cases were Dismissed between July 1, 2018 and June 30, 2019 5 Cases were Resolved between July 1, 2018 and June 30, 2019 0 Cases Required Further Action between July 1, 2018 and June 30, 2019 	

EEOC/ERD/OCR AGENCY COMPLAINTS			
As of 06/30/18	Nature of Cases	As of 06/30/19	Nature of Cases
0	Disability Discrimination	2	Disability Discrimination
22	Age/Race/Sex Discrimination	16	Age/Race/Sex/National Origin Discrimination and Retaliation
2	Arrest Record	2	Arrest Record
Total =24 (amended)		Total = 20	
<ul style="list-style-type: none"> 19 Cases were Filed between July 1, 2017 and June 30, 2018 7 Cases were Dismissed between July 1, 2017 and June 30, 2018 1 Cases were Resolved between July 1, 2017 and June 30, 2018 		<ul style="list-style-type: none"> 11 Cases were Filed between July 1, 2018 and June 30, 2019 8 Cases were Dismissed between July 1, 2018 and June 30, 2019 7 Cases were Resolved between July 1, 2018 and June 30, 2019 	

COURT CASES

As of 06/30/18	Nature of Cases	As of 06/30/19	Nature of Cases
1	Personal Injury	1	Personal Injury
2	Employment Discrimination	3	Employment Discrimination
		1	Other Discrimination
Total = 3		Total = 5	
<ul style="list-style-type: none"> • 2 Cases were <u>Filed</u> between July 1, 2017 and June 30, 2018 • 0 Cases were <u>Dismissed</u> between July 1, 2017 and June 30, 2018 • 0 Cases were <u>Resolved</u> between July 1, 2017 and June 30, 2018 		<ul style="list-style-type: none"> • 2 Cases were <u>Filed</u> between July 1, 2018 and June 30, 2019 • 0 Cases were <u>Dismissed</u> between July 1, 2018 and June 30, 2019 • 0 Cases were <u>Resolved</u> between July 1, 2018 and June 30, 2019 	

GLOSSARY OF TERMS

ADVERSE IMPACT: An employment policy, practice, or procedure has adverse impact if it results in the disqualification of affirmative action group members at a significantly greater rate than members of other groups. The enforcement agencies will generally regard a selection rate for any group which is less than four-fifths (4/5) or 80% of the rate for other groups as constituting evidence of adverse impact.

AFFIRMATIVE ACTION: means specific actions in employment which are designed and taken for the purposes of all of the following:

- a) Ensuring equal opportunity.
- b) Eliminating a substantial disparity between the proportions of members of racial and ethnic, gender or handicap groups either in job groups within the classified civil service, or in similar functional groups in the unclassified service, and the proportion of members of racial and ethnic, gender or handicap groups in relevant labor pool.
- c) Eliminating present effects of past discrimination. AA is a Commitment to achieving the intent of equal opportunity legislation through a detailed set of objectives and plans designed to achieve prompt and full utilization of minorities, women and persons with disabilities at all levels and in all areas of the work force.

AFFIRMATIVE ACTION GROUPS: means one or more of the following:

- a) Racial or ethnic groups.
- b) Gender groups.
- c) Handicapped groups.

AFFIRMATIVE ACTION PROGRAM: means specific results oriented standards, procedures and initiatives designed to ensure equal employment opportunity and to eliminate effects of past discrimination.

APPLICANT POOL: All people who have applied for a particular job or jobs during a particular period of time.

AVAILABILITY: The percentage of minorities and women who have the requisite skills in the labor pool on a statewide or regional basis (See Underutilization).

DISCRIMINATION: means unlawful actions or practices which constitute unequal or different treatment of, or create an unequal or different effect on an individual or group of people, on the basis of age, race, creed or religion, color, handicap, sex, marital status, national origin or ancestry, political affiliation, arrest or conviction record, sexual orientation, or other bases specified under Wis. Stats. § 111 (II).

EQUAL EMPLOYMENT OPPORTUNITY: All personnel actions including hire, tenure or term, and condition or privilege of employment are based on the ability to perform the duties and responsibilities assigned to the particular position without regard to age, race, creed or religion, color, disability, marital status, sex, arrest or conviction record, national origin, ancestry, sexual orientation, political affiliation or membership in the National Guard.

HANDICAPPED/DISABLED: groups mean individuals who:

- a) Have a physical or mental impairment which makes achievement unusually difficult or limits the capacity to work;
- b) Have a record of such an impairment, or;
- c) Are perceived as having such an impairment.

HARASSMENT: Any statement, remark or action which affects an individual's or groups employment, or creates an offensive, hostile, or intimidating work environment.

JOB GROUP: means a set of classifications combined by the department on the basis of similarity in required training or skills, responsibility, pay range and nature of work.

LABOR FORCE: Includes all persons, 16 years or older who are employed or unemployed but looking for work.

RACIAL/ETHNIC MINORITY: means American Indians or Alaskan Natives, Asians or Pacific Islanders, Blacks, and Hispanics as defined as follows:

- a) American Indians or Alaskan Natives means persons descended from any of the original peoples of North America who possess 1/4 degree of documented tribal descendants, or are enrolled with a federally or state recognized tribe, or are recognized by a federally or state recognized tribe as American Indians for state affirmative action purposes.
- b) Asians or Pacific Islanders mean persons descended from any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.
- c) Blacks means persons descended from any of the Black racial groups of Africa.
- d) Hispanics mean persons of Chicano, Mexican, Puerto Rican, Cuban, Central American or South American culture or origin, regardless of race.

SEXUAL HARASSMENT: Deliberate or repeated, unsolicited verbal comments, gestures or physical contact of a sexual nature which are unwelcome.

UNDERUTILIZATION: Having fewer minorities or women in a particular job group than would reasonably be expected by their availability in the relevant labor force.

EEO JOB CATEGORIES:

Executives/Managerial/Administrative (EEO1): Occupations in which employees set broad policies, exercises overall responsibility for execution of these policies, or direct individual departments or special phases of the agencies' operations, or provide specialized consultation on a region, district or area basis. Includes: department heads, bureau chiefs, divisions chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, unit supervisors, sheriffs, police and fire chiefs and inspectors and kindred workers.

GLOSSARY OF TERMS

Faculty (EEO2)/Professional Non-instructional (EEO3):

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience or other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants and kindred workers.

Secretarial/Clerical(EEO4): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeeper, messengers, office machine operators, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks and kindred workers.

Technicians/Paraprofessionals (EEO5): Occupations which require a combination of basic scientific and technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, draftsmen, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, technicians (medical, dental, electronic, physical sciences), assessors, inspectors, police and fire sergeants and kindred workers.

Occupations in which workers perform some of the duties of a professional or technician in a support role which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: library assistants, research assistants, medical aides, child support workers, policy auxiliary, welfare service aides, and kindred workers.

Skilled Trades (EEO6): Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is required through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics or repairmen, electrician, heavy equipment operators, stationary engines, skilled machining occupations, carpenters, compositors and typesetters and kindred workers.

Service/Maintenance (EEO7): Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers.

CATEGORY	TOTAL	FEMALES		RACIAL / ETHNIC GROUPS										Total Minorities	
				Black		Hispanic		Am. Indian		Asian		Hawaiian			
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Service, Maintenance															
Jun-19	104	42	40.38	55	52.88	6	5.77	1	0.96	0	0.00	0	0.00	62	59.62
Jun-18	110	47	42.73	60	54.55	5	4.55	1	0.91	0	0.00	0	0.00	66	60.00
Change	-6	-5	-2.34	-5	-1.66	1	1.22	0	0.05	0	0.00	0	0.00	-4	-0.38
Skilled Craft															
Jun-19	10	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Jun-18	10	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Change	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Technical															
Jun-19	138	75	54.35	20	14.49	13	9.42	2	1.45	8	5.80	0	0.00	43	31.16
Jun-18	143	77	53.85	24	16.78	12	8.39	2	1.40	11	7.69	0	0.00	49	34.27
Change	-5	-2	0.50	-4	-2.29	1	1.03	0	0.05	-3	-1.89	0	0.00	-6	-3.11
Totals															
Current	1182	676	57.19	293	24.79	100	8.46	12	1.02	59	4.99	1	0.08	465	39.34
Previous	1202	704	58.57	308	25.62	92	7.65	13	1.08	58	4.82	1	0.06	472	39.27
Change	-20	-28	-1.38	-15	-0.83	8	0.81	-1	-0.06	1	0.17	0	0.02	-7	0.07

CATEGORY	TOTAL	FEMALES		RACIAL / ETHNIC GROUPS										Minorities	
				Black		Hispanic		Am. Indian		Hawaiian		Asian			
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Service, Maintenance															
Current	104	42	40.38	55	52.88	6	5.77	1	0.96	0	0.00	0	0.00	62	59.62
District Labor Force	47,467	25,079	52.83	12,035	25.35	7,998	16.85	128	0.27	0	0.00	1,307	2.75	22,322	47.03
% Difference (+ or -)			--12.15		27.53		-11.08		0.69		0.00		-2.75		12.59
Underutilization			Yes		No		Yes		No				Yes		No
Skilled Craft															
Current	10	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
District Labor Force	10,310	3,532	34.26	2,314	22.44	3,368	32.67	0	0.00	0	0.00	436	4.23	6,231	60.436
% Difference (+ or -)			-34.26		-22.44		-32.67		0.00		0.00		-4.23		-60.44
Underutilization			Yes		Yes		Yes						Yes		Yes
Technical															
Current	138	75	54.35	20	14.49	13	9.42	2	1.45	0	0.00	8	5.80	43	31.16
District Labor Force	9,492	3,240	34.13	1,054	11.10	253	2.67	0	0.00	0	0.00	698	7.35	2,010	21.18
% Difference (+ or -)			20.22		3.39		6.75		1.45		0.00		-1.55		9.98
Underutilization			No		No		No		No		No		Yes		No
District Totals															
Current	1182	676	57.19	293	24.79	100	8.46	12	1.02	1	0.08	59	4.99	465	39.34
District Labor Force	497,707	249,174	50.06	90,447	18.17	58,317	11.72	1,864	0.37	16	0.00	17,932	3.60	176,741	35.511
% Difference (+ or -)			7.13		6.62		-3.26		0.65		0.08		1.39		3.83
Underutilization			No		No		Yes		No		No		No		No

Attachment 5-a

\$1,500,000.00

Milwaukee Area Technical College District, Wisconsin
General Obligation Promissory Notes, Series 2019-20D

**RESOLUTION AUTHORIZING THE SALE OF \$1,500,000.00
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2019-20D**
(Resolution F0105-09-19)

WHEREAS, pursuant to Section 67.12(12) of the Wisconsin Statutes, as amended (the "Act"), the Milwaukee Area Technical College District, Wisconsin (the "District"), is authorized to issue notes of the District in the aggregate amount of \$1,500,000.00 for the public purpose of financing building remodeling and improvement projects, consisting of projects included in the District's 2019-2020 building remodeling and improvement program (the public purpose projects described above are hereafter referred to as the "Public Purposes"); and

WHEREAS, on August 27, 2019, the District authorized the issuance of \$1,500,000.00 General Obligation Promissory Notes, Series 2019-20D (the "Notes") for the Public Purposes; and

WHEREAS, the District has prepared and distributed a Preliminary Official Statement, dated September 16, 2019 (the "Preliminary Official Statement"), describing the Notes and the security therefor; and

WHEREAS, the District has examined proposed documentation for the Notes (collectively, the "Note Documents"), as follows:

- (a) an Official Notice of Sale issued by the District and a Parity Bid Form (the "Note Purchase Agreement") to be entered into between the District and the Underwriter, providing for the sale of the Notes; and
- (b) the Preliminary Official Statement.

WHEREAS, it is now expedient and necessary for the District to issue its general obligation promissory notes in the amount of \$1,500,000.00 for the Public Purposes;

NOW, THEREFORE, the District hereby resolves as follows:

Section 1. Definitions. The following terms shall have the following meanings in this Resolution unless the text expressly or by implication requires otherwise:

"Act" shall mean Section 67.12(12) of the Wisconsin Statutes;

"Code" shall mean the Internal Revenue Code of 1986, as amended;

“Continuing Disclosure Agreement” shall mean the Continuing Disclosure Agreement, executed and delivered by the Issuer, dated October 15, 2019 (the “Continuing Disclosure Agreement”), delivered by the District for the purpose of complying with the requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended;

“Dated Date” shall mean October 15, 2019;

“Debt Service Fund” shall mean the Debt Service Fund of the District, which shall be the “special redemption fund” as such term is defined in the Act;

“District” shall mean the Milwaukee Area Technical College District, Wisconsin;

“Fiscal Agent” shall mean the Treasurer of the District;

“Governing Body” shall mean the Board of the District, or such other body as may hereafter be the chief legislative body of the District;

“Initial Resolution” shall mean the “Resolution Authorizing the Issuance of \$1,500,000.00 General Obligation Promissory Notes, Series 2019-20D of Milwaukee Area Technical College District, Wisconsin”, adopted by the Governing Body on August 27, 2019;

“Note Registrar” means the Secretary of the District;

“Notes” shall mean the \$1,500,000.00 General Obligation Promissory Notes, Series 2019-20D, of the District;

“Public Purposes” shall mean the public purpose of financing \$1,500,000.00 of building remodeling and improvement projects, consisting of projects included in the District's 2019-2020 building remodeling and improvement program, and paying certain costs of issuance;

“Purchase Price” shall mean \$1,559,939.50 (\$1,500,000.00 par amount of Notes, plus premium of \$65,377.00, less underwriter's discount of \$5,437.50);

“Record Date” shall mean the close of business on the fifteenth day of the calendar month next preceding any principal or interest payment date;

“Securities Depository” means The Depository Trust Company, New York, New York, or its nominee; and

“Underwriter” means Hutchinson, Shockey, Erley & Co.

Section 2. Authorization of the Notes. For the purpose of financing the Public Purposes, there shall be borrowed on the full faith and credit of the District the sum of \$1,500,000.00; and fully registered general obligation promissory notes of the District are authorized to be issued in evidence thereof.

Section 3. Sale of the Notes. To evidence such indebtedness, (i) the Chairperson or the Vice Chairperson and (ii) the Secretary of the District are hereby authorized, empowered and directed to make, execute, issue and sell to the Underwriter for, on behalf of and in the name of the District, general obligation promissory notes in the aggregate principal amount of One Million Five Hundred Thousand Dollars (\$1,500,000.00) for the Purchase Price, plus accrued interest to the date of delivery.

Section 4. Terms of the Notes. The Notes shall be designated “General Obligation Promissory Notes, Series 2019-20D”; shall be dated the Dated Date; shall be numbered one and upward; shall bear interest as shown on the Maturity Schedule below; shall be issued in denominations of \$5,000 or any integral multiple thereof; and shall mature on the dates and in the amounts as set forth below. Interest on the Notes shall accrue from the Interest Accrual Date and shall be payable semi-annually on June 1 and December 1 of each year, commencing on June 1, 2020.

MATURITY SCHEDULE

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
June 1, 2021	\$350,000	4.00%
June 1, 2022	\$500,000	3.00%
June 1, 2023	\$500,000	3.00%
June 1, 2024	\$150,000	2.00%

The Notes of this issue shall not be subject to call and payment prior to maturity.

Section 5. Form, Execution, Registration and Payment of the Notes. The Notes shall be issued as registered obligations in substantially the form attached hereto as Exhibit A and incorporated herein by this reference.

The Notes shall be executed in the name of the District by the manual signatures of (i) the Chairperson or the Vice Chairperson and (ii) the Secretary or other officer, and may be sealed with its official or corporate seal, if any.

The principal of, premium, if any, and interest on the Notes shall be paid by the Fiscal Agent.

Both the principal of and interest on the Notes shall be payable in lawful money of the United States of America by the Fiscal Agent. Payment of principal of the final maturity on the Notes will be payable upon presentation and surrender of the Notes to the Fiscal Agent. Payment of principal on the Notes (except the final maturity) and each

installment of interest shall be made to the registered owner of each Note who shall appear on the registration books of the District, maintained by the Note Registrar, on the Record Date and shall be paid by check or draft of the Fiscal Agent and mailed to such registered owner at the address appearing on such registration books or at such other address may be furnished in writing to such registered owner to the Note Registrar.

Section 6. Note Proceeds. The sale proceeds of the Notes (exclusive of accrued interest, printing distribution and filing fees, and any premium received) shall, forthwith upon receipt, be placed in and kept by the District Treasurer as a separate fund to be known as the Promissory Notes, Series 2019-20D, Borrowed Money Fund (hereinafter referred to as the “Borrowed Money Fund”). Moneys in the Borrowed Money Fund shall be used solely for the purposes for which borrowed or for transfer to the Debt Service Fund as provided by law.

Section 7. Tax Levy. In order to provide for the collection of a direct annual tax sufficient in amount to pay and for the express purpose of paying the interest on the Notes as it falls due and also to pay and discharge the principal thereof at maturity, there is hereby levied upon all of the taxable property in the District, in addition to all other taxes, a nonrepealable, direct, annual tax in an amount sufficient for that purpose. This tax shall be from year to year carried into the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time. Said tax is to be for the following years and in the following minimum amounts:

<u>Year of Levy</u>	<u>Amount of Tax</u>
2019	\$53,005.56
2020	\$390,000.00
2021	\$525,500.00
2022	\$510,500.00
2023	\$151,500.00

The District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be carried into the tax rolls of the District and collected as other taxes are collected, provided that the amount of tax carried into said tax rolls with respect to the Notes may be reduced by the amount of any surplus money in the Debt Service Fund created pursuant to Section 8 below.

If there shall be insufficient funds from the tax levy to pay the principal of or interest on the Notes when due, the said principal or interest shall be paid from other funds of the District on hand, said amounts to be returned when said taxes have been collected.

There be and there hereby is appropriated from taxes levied by the District in anticipation of the issuance of the Notes and other funds of the District on hand a sum sufficient to be deposited in the Debt Service Fund to meet payments with respect to debt service due for the year 2020.

Section 8. Debt Service Fund. Within the debt service fund previously established within the treasury of the District, there be and there hereby is established a separate and distinct fund designated as the "Debt Service Fund for \$1,500,000.00 General Obligation Promissory Notes, Series 2019-20D, dated October 15, 2019" (the "Debt Service Fund"), and such fund shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. The District Treasurer shall deposit in such Debt Service Fund (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) the taxes herein levied for the specific purpose of meeting principal of and interest on the Notes when due; (iii) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (iv) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (v) surplus moneys in the Borrowed Money Fund for the Notes; and (vi) such further deposits as may be required by Section 67.11 of the Wisconsin Statutes.

No money shall be withdrawn from the Debt Service Fund and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a) of the Wisconsin Statutes in interest-bearing obligations of the United States of America, in other obligations of the District or in other investments permitted by law, which investments shall continue as a part of the Debt Service Fund.

When all of the Notes have been paid in full and canceled, and all permitted investments disposed of, any money remaining in the Debt Service Fund shall be deposited in the general fund of the District, unless the District Board directs otherwise.

Section 9. Deposits and Investments. The Debt Service Fund shall be kept apart from moneys in the other funds and accounts of the District and the same shall be used for no purpose other than the prompt payment of principal of and interest on the Notes as the same becomes due and payable. All moneys therein shall be deposited in special and segregated accounts in a public depository selected under Chapter 34 of the Wisconsin Statutes and may be temporarily invested until needed in legal investments subject to the provisions of Sections 66.0603(1m) and 67.10(3) of the Wisconsin Statutes. All income derived from such investments shall be regarded as revenues of the District. No such investment shall be in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations of the Commissioner of Internal Revenue thereunder.

The District Treasurer shall, on the basis of the facts, estimates and circumstances in existence on the date of closing, make such certifications as are necessary to permit

the conclusion that the Notes are not “arbitrage bonds” under Section 148 of the Code or the Regulations of the Commissioner of Internal Revenue thereunder.

Section 10. Sale of Notes. The terms, conditions and provisions of the Notes and the Note Documents are, in all respects, authorized and approved. The form of the Note Purchase Agreement is hereby approved. The Notes shall be sold and delivered in the manner, at the Purchase Price, plus interest accrued from the Interest Accrual Date to the closing date, pursuant to the terms and conditions set forth in the Note Purchase Agreement.

The preparation of the Preliminary Official Statement and the Final Official Statement, and their use as contemplated in the Note Purchase Agreement, are hereby approved. The Preliminary Official Statement is “deemed final” as of its date, except for omissions or subsequent modifications permitted under Rule 15c2-12 of the Securities and Exchange Commission. The Chairperson, the Vice Chairperson and Secretary of the District are authorized and directed to do any and all acts necessary to conclude delivery of the Notes to the Underwriter, as soon after adoption of this Resolution as is convenient.

Section 11. Book-Entry Only Notes. The Notes shall be transferable as follows:

(a) Each maturity of Notes will be issued as a single Note in the name of the Securities Depository, or its nominee, which will act as depository for the Notes. During the term of the Notes, ownership and subsequent transfers of ownership will be reflected by book entry on the records of the Securities Depository and those financial institutions for whom the Securities Depository effects book entry transfers (collectively, the “Participants”). No person for whom a Participant has an interest in Notes (a “Beneficial Owner”) shall receive bond certificates representing their respective interest in the Notes except in the event that the Securities Depository or the District shall determine, at its option, to terminate the book-entry system described in this Section. Payment of principal of, and interest on, the Notes will be made by the Fiscal Agent to the Securities Depository which will in turn remit such payment of principal and interest to its Participants which will in turn remit such principal and interest to the Beneficial Owners of the Notes until and unless the Securities Depository or the District elect to terminate the book entry system, whereupon the District shall deliver bond certificates to the Beneficial Owners of the Notes or their nominees. Note certificates issued under this Section may not be transferred or exchanged except as provided in this Section.

(b) Upon the reduction of the principal amount of any maturity of Notes, the Registered Noteowner may make a notation of such redemption on the panel of the Note, stating the amount so redeemed, or may return the Note to the District for exchange for a new Note in a proper principal amount. Such notation, if made by the Noteowner, may be made for reference only, and may not be relied upon by any other person as being in any way determinative of the principal amount of such Note Outstanding, unless the Note Registrar initialed the notation on the panel.

(c) Immediately upon delivery of the Notes to the purchasers thereof on the delivery date, such purchasers shall deposit the bond certificates representing all of the Notes with the Securities Depository. The Securities Depository, or its nominee, will be the sole Noteowner of the Notes, and no investor or other party purchasing, selling or otherwise transferring ownership of any Notes will receive, hold or deliver any bond certificates as long as the Securities Depository holds the Notes immobilized from circulation.

(d) The Notes may not be transferred or exchanged except:

(1) To any successor of the Securities Depository (or its nominee) or any substitute depository ("Substitute Depository") designated pursuant to (ii) below, provided that any successor of the Securities Depository or any Substitute Depository must be a qualified and registered "clearing agency" as provided in Section 17L of the Securities Exchange Act of 1934, as amended;

(2) To a Substitute Depository designated by or acceptable to the District upon (a) the determination by the Securities Depository that the Notes shall no longer be eligible for depository services or (b) a determination by the District that the Securities Depository is no longer able to carry out its functions, provided that any such Substitute Depository must be qualified to act as such, as provided in subparagraph (1) above; or

(3) To those persons to whom transfer is requested in written transfer instructions in the event that:

(i) The Securities Depository shall resign or discontinue its services for the Notes and, only if the District is unable to locate a qualified successor within two months following the resignation or determination of noneligibility, or

(ii) Upon a determination by the District that the continuation of the book entry system described herein, which precludes the issuance of certificates to any Noteowner other than the Securities Depository (or its nominee) is no longer in the best interest of the Beneficial Owners of the Notes.

(e) The Depository Trust Company, New York, New York, is hereby appointed the Securities Depository for the Notes.

Section 12. Undertaking to Provide Continuing Disclosure. The (i) Chairperson or the Vice Chairperson and (ii) Secretary of the District are hereby authorized and directed to execute on behalf of the District, the Continuing Disclosure Agreement in connection with the Notes for the purpose of complying with the requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended.

Section 13. Compliance with Federal Tax Laws.

(a) The District represents and covenants that the project financed by the Notes and their ownership, management and use will not cause the Notes to be “private activity bonds” within the meaning of Section 141 of the Code, and the District shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes, provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of Wisconsin, and to the extent there is a reasonable period of time in which to comply.

Section 14. Rebate Fund. If necessary, the District shall establish and maintain, so long as the Notes are outstanding, a separate account to be known as the “Rebate Fund” for the purpose of complying with the rebate requirements of Section 148(f) of the Code. The Rebate Fund is for the sole purpose of paying rebate to the United States of America, if any, on amounts of bond proceeds held by the District. The District hereby covenants and agrees that it shall pay from the Rebate Fund the rebate amounts as determined herein to the United States of America.

The District may engage the services of accountants, attorneys, or other consultants necessary to assist it in determining rebate amounts. Amounts held in the Rebate Fund and the investment income therefrom are not pledged as security for the Notes and may only be used to pay amounts to the United States. The District shall maintain or cause to be maintained records of such determinations until six (6) years after payment in full of the Notes and shall make such records available upon reasonable request therefor.

Section 15. Defeasance. When all Notes have been discharged, all pledges, covenants and other rights granted to the owners thereof by this Resolution shall cease. The District may discharge all Notes due on any date by irrevocably depositing in escrow with a suitable bank or trust company a sum of cash and/or bonds or securities issued or guaranteed as to principal and interest of the U.S. Government, or of a commission, board or other instrumentality of the U.S. Government (“Government Obligations”), or of securities wholly and irrevocably secured as to principal and interest by Government Obligations and rated in the highest rating category of a nationally recognized rating service, maturing on the dates and bearing interest at the rates required to provide funds sufficient to pay when due the interest to accrue on each of said Note to its maturity or, at the District's option, if said Note is prepayable to any prior date upon which it may be called for redemption, and to pay and redeem the principal amount of each such Note at maturity, or at the District's option, if said Note is prepayable, at its earliest redemption date, with the premium required for such redemption, if any, provided that notice of the redemption of all prepayable Notes on such date has been duly given or provided for.

Section 16. Resolution a Contract. The provisions of this Resolution shall constitute a contract between the District and the owner or owners of the Notes, and after issuance of any of the Notes no change or alteration of any kind in the provisions of this Resolution may be made, except as provided in Section 18, until all of the Notes have been paid in full as to both principal and interest. The owner or owners of any of the Notes shall have the right in addition to all other rights, by mandamus or other suit or action in any court of competent jurisdiction, to enforce such owner's or owners' rights against the District, the Governing Body thereof, and any and all officers and agents thereof including, but without limitation, the right to require the District, its Governing Body and any other authorized body, to fix and collect rates and charges fully adequate to carry out all of the provisions and agreements contained in this Resolution.

Section 17. General Authorizations. The Chairperson, the Vice Chairperson and the Secretary of the District and the appropriate deputies and officials of the District in accordance with their assigned responsibilities are hereby each authorized to execute, deliver, publish, file and record such other documents, instruments, notices and records and to take such other actions as shall be necessary or desirable to accomplish the purposes of this Resolution and to comply with and perform the obligations of the District under the Notes. The execution or written approval of any document by the Chairperson, the Vice Chairperson or Secretary of the District herein authorized shall be conclusive evidence of the approval by the District of such document in accordance with the terms hereof.

In the event that said officers shall be unable by reason of death, disability, absence or vacancy of office to perform in timely fashion any of the duties specified herein (such as the execution of Notes), such duties shall be performed by the officer or official succeeding to such duties in accordance with law and the rules of the District.

Any actions taken by the Chairperson, the Vice Chairperson and Secretary consistent with this Resolution are hereby ratified and confirmed.

Section 18. Amendment to Resolution. After the issuance of any of the Notes, no change or alteration of any kind in the provisions of this Resolution may be made until all of the Notes have been paid in full as to both principal and interest, or discharged as herein provided, except: (a) the District may, from time to time, amend this Resolution without the consent of any of the owners of the Notes, but only to cure any ambiguity, administrative conflict, formal defect, or omission or procedural inconsistency of this Resolution; and (b) this Resolution may be amended, in any respect, with a written consent of the owners of not less than two-thirds (2/3) of the principal amount of the Notes then outstanding; provided, however, that no amendment shall permit any change in the pledge of tax revenues of the District or the maturity of any Note issued hereunder, or a reduction in the rate of interest on any Note, or in the amount of the principal obligation thereof, or in the amount of the redemption premium payable in the case of redemption thereof, or change the terms upon which the Notes may be redeemed or

make any other modification in the terms of the payment of such principal or interest without the written consent of the owner of each such Note to which the change is applicable.

Section 19. Illegal or Invalid Provisions. In case any one or more of the provisions of this Resolution or any of the Notes shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Resolution or of the Notes.

Section 20. Conflicting Resolutions. All ordinances, resolutions, or orders, or parts thereof heretofore enacted, adopted or entered, in conflict with the provisions of this Resolution, are hereby repealed and this Resolution shall be in effect from and after its passage.

[SIGNATURE PAGE TO FOLLOW]

Adopted: September 24, 2019.

Mark F. Foley
Chairperson of the District

Attest:

Kahri Phelps Okoro
Secretary of the District

Recorded on September 24, 2019.

Kahri Phelps Okoro
Secretary of the District

EXHIBIT A

UNITED STATES OF AMERICA
STATE OF WISCONSIN
MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2019-20D

<u>Number</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Dated Date</u>	<u>Principal Amount</u>	<u>CUSIP</u>
R-___	___%	June 1, 20__	_____	\$_____	602369__

FOR VALUE RECEIVED, Milwaukee Area Technical College District, Wisconsin, promises to pay to CEDE & CO., or registered assigns, the principal sum of _____ (\$_____) on the maturity date specified above, together with interest thereon from _____ or the most recent payment date to which interest has been paid, unless the date of registration of this Note is after the 15th day of the calendar month immediately preceding an interest payment date, in which case interest will be paid from such interest payment date, at the rate per annum specified above, such interest being payable on June 1 and December 1 of each year, with the first interest on this issue being payable on _____.

The Notes of this issue shall not be subject to call and payment prior to maturity.

Both principal hereof and interest hereon are hereby made payable to the registered owner in lawful money of the United States of America, and for the prompt payment of this Note with interest thereon as aforesaid, and the levying and collection of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged. The principal of this Note shall be payable only upon presentation and surrender of this Note to the District Treasurer at the principal office of the District. Interest hereon shall be payable by check or draft dated as of the applicable interest payment date and mailed from the office of the District Treasurer to the person in whose name this Note is registered at the close of business on the fifteenth day of the calendar month next preceding each interest payment date.

This Note is transferable only upon the books of the District kept for that purpose by the District Secretary at the principal office of the District, by the registered owner in person or his duly authorized attorney, upon surrender of this Note together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the District Secretary duly executed by the registered owner or his duly authorized attorney. Thereupon a new Note or Notes of the same aggregate principal amount, series and

maturity shall be issued to the transferee in exchange therefor. The District may deem and treat the person in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of or on account of the principal or interest hereof and for all other purposes. The Notes are issuable solely as negotiable, fully registered Notes without coupons in authorized denominations of \$5,000 or any whole multiple thereof.

This Note is one of an issue aggregating \$1,500,000.00 issued pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, for the public purpose of financing \$1,500,000.00 building remodeling and improvement projects, consisting of projects included in the District's 2019-2020 building remodeling and improvement program (the public purpose projects described above are hereafter referred to as the "Public Purposes") and is authorized by a resolution of the District Board of the District, duly adopted by said District Board at its meeting duly convened on _____, which resolution is recorded in the official book of its minutes for said date.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others authorized simultaneously herewith, does not exceed any limitations imposed by law or the Constitution of the State of Wisconsin; and that the District has levied a direct, annual irrevocable tax sufficient to pay this Note, together with interest thereon when and as payable.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the District Board of Milwaukee Area Technical College District, Wisconsin, has caused this Note to be signed on behalf of said District by its duly qualified and acting Chairperson and Secretary, and its corporate seal to be impressed hereon, all as of the date of original issue specified above.

MILWAUKEE AREA TECHNICAL
COLLEGE DISTRICT, WISCONSIN

By: _____

Chairperson of the District

Attest: _____

Secretary of the District

(Form of Assignment)

FOR VALUE RECEIVED the undersigned hereby sells, assigns and transfers unto

(Please print or typewrite name and address,
including zip code, of Assignee)

(Please print or typewrite Social Security or
other identifying number of Assignee)

the within Note and all rights thereunder, hereby irrevocably constituting and appointing

(Please print or type name of Attorney)

Attorney to transfer said Note on the books kept for the registration thereof with full power of substitution in the premises.

Dated: _____

NOTICE: The signature to this assignment must correspond with the name as it appears upon the face of the within Note in every particular without alteration or enlargement or any change whatever.

Signature(s) guaranteed by:



Milwaukee Area Technical College District

Final Pricing Summary
September 24, 2019

John A. Mehan, Managing Director

jmehan@rwbaird.com
777 East Wisconsin Avenue
Milwaukee, WI 53202
Phone 414.765.3827
rwbaird.com/publicfinance



Milwaukee Area Technical College District

Results of Competitive Bids

\$1,500,000 General Obligation Promissory Notes, Series 2019-20D
Bids Received by 9:30 AM (CT)
Tuesday, September 24, 2019

Rank	Bidder	True Interest Cost
1	Hutchinson, Shockey, Erley & Co.	1.5693%
2	BNYMellon Capital Markets	1.6373%



Milwaukee Area Technical College District

Issue Summary	
Description:	General Obligation Promissory Notes, Series 2019-20D
Amount:	\$1,500,000
Dated & Settlement Date:	October 15, 2019
Maturities:	June 1, 2021 - 2024
First Interest Payment:	June 1, 2020
First Call Date:	Noncallable
Moody's Rating:	Aa1
True Interest Cost:	1.5693%
Winning Bidder/Purchaser:	Hutchinson, Shockey, Erley & Co.



Milwaukee Area Technical College District

2019-20 Financing Plan -- Calendar Year Basis

CALENDAR YEAR	EXISTING DEBT PAYMENTS incl. 2012 OPEB	EQUIPMENT & REMODELING BORROWINGS											FUTURE DEBT PAYMENTS	Actual 2019 Levy: \$43,500,000		TOTAL DEBT MILL RATE (b)
		FINAL	FINAL	FINAL	FINAL	PRELIMINARY	PRELIMINARY	PRELIMINARY	PRELIMINARY	PRELIMINARY	PRELIMINARY	PRELIMINARY		Projected 2020 Levy: \$43,500,000		
		SERIES	SERIES	SERIES	SERIES	SERIES	SERIES	SERIES	SERIES	SERIES	SERIES	SERIES				
		2019-20A	2019-20B	2019-20C	2019-20D	2019-20E	2019-20F	2019-20G	2019-20H	2019-20I	2019-20J	2019-20K		2019-20L		
		Dated 7/15/19	Dated 8/15/19	Dated 9/12/19	Dated 10/15/19	Dated 11/13/19	Dated 12/11/19	Dated 1/15/20	Dated 2/12/20	Dated 3/12/20	Dated 4/16/20	Dated 5/14/20	Dated 6/11/20	COMBINED DEBT PAYMENTS		
		Noncallable	Noncallable	Noncallable	Noncallable	Noncallable	Noncallable	Noncallable	Noncallable	Noncallable	Noncallable	Noncallable				
		Average: 2.70%	Average: 2.70%	Average: 3.30%	Average: 2.97%	Average: 4.00%	Average: 4.00%	Average: 4.00%	Average: 4.00%	Average: 4.00%	Average: 4.00%	Average: 4.00%	Average: 4.00%			
2019	\$36,339,817	\$15,111	\$11,778	\$7,117,731										\$0	\$43,484,438	\$0.57481
2020	\$32,113,781	\$40,000	\$40,000	\$3,367,900	\$53,006	\$63,000	\$58,333	\$52,667	\$48,167	\$43,167	\$37,500	\$32,833	\$28,333	\$6,732,667	\$42,711,353	\$0.57481
2021	\$24,222,356	\$384,750	\$384,750	\$3,365,800	\$390,000	\$403,000	\$403,000	\$403,000	\$403,000	\$403,000	\$403,000	\$403,000	\$403,000	\$10,812,667	\$42,784,323	\$0.56536
2022	\$15,022,938	\$524,500	\$524,500	\$3,368,900	\$525,500	\$536,000	\$536,000	\$536,000	\$536,000	\$536,000	\$536,000	\$536,000	\$536,000	\$18,776,267	\$43,030,604	\$0.56861
2023	\$5,884,950	\$512,000	\$512,000	\$3,367,000	\$510,500	\$516,000	\$516,000	\$516,000	\$516,000	\$516,000	\$516,000	\$516,000	\$516,000	\$28,202,567	\$43,117,017	\$0.56975
2024	\$702,313	\$152,250	\$152,250	\$3,398,650	\$151,500	\$153,000	\$153,000	\$153,000	\$153,000	\$153,000	\$153,000	\$153,000	\$153,000	\$37,408,467	\$43,189,429	\$0.57071
2025	\$712,260													\$42,620,667	\$43,332,927	\$0.57261
2026	\$720,665													\$42,620,667	\$43,341,332	\$0.57272
2027	\$727,453													\$42,620,667	\$43,348,119	\$0.57281
2028	\$737,464													\$42,620,667	\$43,358,130	\$0.57294
2029	\$740,620													\$42,620,667	\$43,361,287	\$0.57298
2030	\$747,005													\$42,620,667	\$43,367,672	\$0.57307
2031	\$756,538													\$42,620,667	\$43,377,204	\$0.57319
2032	\$759,155													\$42,620,667	\$43,379,822	\$0.57323
2033														\$42,620,667	\$42,620,667	\$0.56320
	\$120,187,314	\$1,628,611	\$1,625,278	\$23,985,981	\$1,630,506	\$1,671,000	\$1,666,333	\$1,660,667	\$1,656,167	\$1,651,167	\$1,645,500	\$1,640,833	\$1,636,333	\$485,518,633	\$647,804,323	

(a) Future borrowing assumptions:

Equipment Borrowing of \$21,000,000 per year.

Remodeling Borrowings of \$18,000,000 per year.

(b) Mill rate based on 2018 Equalized Valuations (TID OUT) of \$75,676,549,719 with no annual growth thereafter.

Note: This information is provided for information purposes only. It does not recommend any future issuances and is not intended to be, and should not be regarded as, advice.

Rating Action: Moody's assigns Aa1 to Milwaukee Area Technical College District, WI's GO notes; outlook stable

13 Sep 2019

New York, September 13, 2019 -- Moody's Investors Service assigns a Aa1 rating to Milwaukee Area Technical College District, WI's (MATC) \$1.5 million General Obligation Promissory Notes, Series 2019-20D. We maintain the Aa1 rating on the district's outstanding general obligation unlimited tax (GOULT) debt. Following the sale, the district will have \$139.5 million of outstanding GOULT debt, all rated by Moody's. The outlook is stable.

RATINGS RATIONALE

The Aa1 rating reflects the district's strong financial position bolstered by recent operating surpluses. The rating also incorporates the district's large and diverse tax base encompassing the greater City of Milwaukee (A1 stable) region, modest socioeconomic indices, limited revenue raising flexibility, modest debt burden, and moderate pension burden.

RATING OUTLOOK

The stable outlook reflects our expectation that the district will maintain financial operations in line with the current rating through prudent management of expenditures, which is critical given the district's limited revenue raising flexibility and trend of declining enrollment.

FACTORS THAT COULD LEAD TO AN UPGRADE

- Significant improvement in resident demographic profile
- Enhanced budgetary flexibility that could arise from growing enrollment or relaxed statutory restrictions on raising local revenue

FACTORS THAT COULD LEAD TO A DOWNGRADE

- Weakened demographic profile or deterioration of the district's tax base
- Narrowed financial reserves
- Growth in the district's debt or pension burden

LEGAL SECURITY

Debt service on the district's general obligation debt, including the current notes, is secured by its pledge to levy a designated property tax not limited by rate or amount.

USE OF PROCEEDS

Proceeds from the notes will finance various building remodeling and improvement projects.

PROFILE

Milwaukee Area Technical College District is one of the largest technical college systems in Wisconsin (Aa1 stable), providing vocational education to residents of Milwaukee County (Aa2 stable), the majority of Ozaukee County (Aaa stable) and small portions of several other surrounding suburban counties.

METHODOLOGY

The principal methodology used in this rating was US Local Government General Obligation Debt published in December 2016. Please see the Rating Methodologies page on www.moody.com for a copy of this methodology.

REGULATORY DISCLOSURES

For ratings issued on a program, series, category/class of debt or security this announcement provides certain regulatory disclosures in relation to each rating of a subsequently issued bond or note of the same series, category/class of debt, security or pursuant to a program for which the ratings are derived exclusively from existing ratings in accordance with Moody's rating practices. For ratings issued on a support provider, this announcement provides certain regulatory disclosures in relation to the credit rating action on the support provider and in relation to each particular credit rating action for securities that derive their credit ratings from the support provider's credit rating. For provisional ratings, this announcement provides certain regulatory disclosures in relation to the provisional rating assigned, and in relation to a definitive rating that may be assigned subsequent to the final issuance of the debt, in each case where the transaction structure and terms have not changed prior to the assignment of the definitive rating in a manner that would have affected the rating. For further information please see the ratings tab on the issuer/entity page for the respective issuer on www.moodys.com.

Regulatory disclosures contained in this press release apply to the credit rating and, if applicable, the related rating outlook or rating review.

Please see www.moodys.com for any updates on changes to the lead rating analyst and to the Moody's legal entity that has issued the rating.

Please see the ratings tab on the issuer/entity page on www.moodys.com for additional regulatory disclosures for each credit rating.

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INVESTORS SERVICE

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Attachment 5-b

**RESOLUTION AUTHORIZING THE ISSUANCE OF \$1,500,000.00
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2019-20E
OF MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT, WISCONSIN
(Resolution F0106-09-19)**

WHEREAS, Milwaukee Area Technical College District (the "District") is presently in need of \$1,500,000.00 for the public purposes of financing building remodeling and improvement projects, consisting of projects included in the District's 2019-2020 building remodeling and improvement program that are anticipated to occur in 2019-2020; and

WHEREAS, it is in the best interest of the District that the monies needed for such purpose be borrowed through the issuance of general obligation promissory notes pursuant to Section 67.12(12), Wis. Stats.; now therefore be it

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,500,000.00 for the public purposes of financing building remodeling and improvement projects, consisting of projects included in the District's 2019-2020 building remodeling and improvement program that are anticipated to occur in 2019-2020; and be it

FURTHER RESOLVED, that the District Secretary shall, within 10 (ten) days hereafter, cause public notice of the adoption of this resolution to be given to the electors of the District by publishing a notice thereof in the Milwaukee Journal Sentinel, a newspaper published and having general circulation in the District, which newspaper is found and determined to be likely to give notice to the electors, such notice to be in substantially the form set forth in Attachment A to this resolution.

Adopted: September 24, 2019.

Mark F. Foley, Chairperson

Attest:

Kahri Phelps Okoro, District Secretary

Recorded on September 24, 2019.

Kahri Phelps Okoro, District Secretary

Attachment A

NOTICE

TO THE ELECTORS OF:

Milwaukee Area Technical
College District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on September 24, 2019, adopted, pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution entitled, "RESOLUTION AUTHORIZING THE ISSUANCE OF \$1,500,000.00 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2019-20E, OF MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT, WISCONSIN," which provides that the sum of \$1,500,000.00 be borrowed through the issuance of the District's general obligation promissory notes for the public purposes of financing building remodeling and improvement projects, consisting of projects included in the District's 2019-2020 building remodeling and improvement program that are anticipated to occur in 2019-2020.

A copy of said resolution is on file in the District Office, 700 West State Street, Milwaukee, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit the resolution authorizing this borrowing to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12), Wis. Stats., requesting a referendum thereon at a special election.

Dated: September 24, 2019.

BY ORDER OF THE DISTRICT BOARD:

District Secretary

ATTACHMENT 5 - c

Resolution to Approve Concept Review For Program Titled Aesthetician – Skin Care Therapist (10-502-X)

Background Information:

This program will prepare licensee's and graduates of MATC's Aesthetician Diploma Program in advanced aesthetic topics. Courses allow licensees to increase earnings and improve marketability, including: spa wellness (oncology aesthetics, aromatherapy, reflexology and Reiki Master), advanced hair removal (full body/Brazilian), advanced exfoliation (dermaplaning, layered chemical peels and HydraFacial), lash extensions, microblading, lash/brow tinting, threading and aesthetic machines. Courses follow established DSPS safety and sanitation practices.

The State of Wisconsin requires only 450 hours of training for an aesthetician license. However, 82.5% of the salons and spas surveyed in the Milwaukee Ozaukee area indicated that an advanced training program beyond 450 hours would meet their needs. Advancements in the aesthetics industry over the past several years require aestheticians to obtain advanced training. Currently Wisconsin aestheticians can only obtain advanced training outside of Wisconsin if they wish to expand their careers. Offering the advanced aesthetics education would greatly benefit the demands of the community. Aestheticians with these advanced skills would be qualified to work in high end spas or as independent skincare therapists. The additional training hours will also benefit graduates who wish to pursue an aesthetics career in another state where the licensure requirements can exceed 1,000 training hours.

Resolution

BE IT RESOLVED, that the District Board of the Milwaukee Area Technical College submit a request to the Wisconsin Technical College System for consideration and approval of the **Concept Review** of the **Aesthetician – Skin Care Therapist (10-502-X)** program.

09/24/2019

3-1 CONCEPT REVIEW FORM

College:

Date:

College Contact:

Phone:

Email:

Education Director Consulted:

Date Consulted:

Expected WTCSB Concept Review Approval Date:
WTCS [Calendar of Events](#)

Expected WTCSB Program Approval Date:

- a. Proposed Aid Code - Program Number:
- b. Proposed Program Title: (limit of 65 characters)
- c. Tentative Program Description: (limit of 550 characters)

d. SOC {Standard Occupational Classification}

- 1) Please provide your rationale for using this SOC Code: (limit of 275 characters)

Supporting documentation attached as “Attachment A”

e. Proposed CIP {Classified Instructional Program}

- 1) Please provide your rationale for using this CIP Code: (limit of 275 characters)

Supporting documentation attached as “Attachment B”

- f. Mean Starting Hourly Salary:
- g. Single Source Request: (limit of 275 characters) Not Applicable

Supporting documentation attached as “Attachment C”

- h. Summary of Analysis of how this program supports employment demand is found in the supporting documentation attached as “Attachment D” Refer to Chapter 1 KB-2 for explanation of required documentation.

- i. Projected job openings per year: Year 1 Year 3 Year 5
Projected completers per year: Year 1 Year 3 Year 5

- j. Program method of delivery:
100% Online 100% Face to face Hybrid Competency Based

- k. Documentation of member participation and outcomes of the Ad Hoc/advisory group

Supporting documentation attached as “Attachment E”

- l. Summary of initial discussions with other WTCS districts offering a similar or same program. Included is evidence of Notification letter to ISA as described in Chapter One of ESM. (limit of 275 characters)

Supporting documentation attached as “Attachment F”

- m. Documentation of District Board Approval of the Concept Review attached as “Attachment G”
- n. Date of conversation with Financial Aid Manager about program concept and what is needed if we are interested in making program financial aid eligible for our students.

Signature: _____ Date: _____
District President or Instructional Services Administrator

Printed Name: _____

When document is complete, please submit this form and attached documentation via a single “.pdf” file, including attachments to programs@wtcsystem.edu

Milwaukee Area Technical College
Aesthetician Associate Degree - Needs Assessment Analysis

<https://www.surveymonkey.com/results/SM-BNVNJJGY7/>

This survey was distributed to a total of 45 salon/spa professionals in the communities surrounding the Milwaukee Area Technical College (MATC-Milwaukee) campuses; including graduates of our Aesthetician Diploma Program. The survey was distributed via social media (Facebook and email) and personal salon/spa visits. Of the 45 salon/spa professionals contacted, 40 salons responded, producing an 88.8% response rate. The success of the survey collection is credited to the personal salon visits and the connection to our graduates via social media.

The surveys collected reflect a diverse salon demographics and environment. The variety of salons and spas surveyed were located in the following communities: Butler, Brookfield, Cedarburg, Greenfield, Grafton, Elm Grove, Jefferson, Port Washington, Fond du Lac, Thiensville, West Allis, Mequon, Milwaukee, Wauwatosa, Shorewood and Whitefish Bay. The salon and spa classifications are listed below:

- 10% Hair Salons with some skin care
- 30% Full Service Salons and Spas
- 30% Day spas -only facials and body treatments
- 10% Medi-Spa (under physician supervision)
- 10% Independent Contractor/Establishment
- 10% Other: Massage, Facials, Brow Salon (waxing and threading) and Lash Extensions.

More than half of the salons and spas surveyed employ over 10 employees. While another 22.5% employ 4-10 employees. 92% of the salons and spas surveyed stated that they currently employ one or more Aesthetician; with 29% of the salons and spas indicating they employ 4 or more Aestheticians. Of the salons and spas surveyed 30% indicated that they currently employ at least one graduate from Milwaukee Area Technical College (MATC-Milwaukee). This is a 30% increase from when we began our diploma program; which is currently starting it's eleventh Aesthetician Diploma co-hort.

A 74.38% majority of the businesses indicated that it would be "beneficial" to have a pool of well-trained Aestheticians and 10% indicated it would be "somewhat beneficial." When asked if the salons and spas would be looking to hire an Aesthetician in the next 3 years, 85% indicated they would be likely or somewhat likely to hire in the next 3 years. These results support the data presented in the EMSI Occupational Report.

The Department of Safety and Professional Services (DSPS) requires a licensee to obtain an Aesthetician Certificate with a minimum of 450 training hours. When the salons and spas were asked what level of education is needed to train the Aesthetician workforce, 60% indicated the need for advanced training beyond Microdermabrasion and Chemical Exfoliation including: lash extensions, microblading, oncology esthetics. While 22.5% of the spas felt advanced training should include exfoliation training. Even though the state requires only 450 hours, 82.5% of the Salons and Spas indicated that an advanced training program beyond 450 hours would meet their needs. Advancements in the aesthetics industry over the past several years require aestheticians to obtain advanced training. Currently WI Aestheticians can only obtain advanced training outside WI, if they wish to expand their careers. Offering the advanced aesthetics education would greatly benefit the demands of the community. Aestheticians with these advanced skills would be qualified to work in high end spas or as independent skincare therapists. The additional training hours will also benefit graduates who wish to pursue an aesthetics career in another state; where the licensure requirements can exceed 1,000 training hours.

In conclusion, the results of the survey verify a need for qualified Aestheticians and matches the projected data from the EMSI Report; especially for Ozaukee County. The EMSI Job Outlook shows steady job growth for Skin Care Therapists over the next ten years. There is expected to be 23% growth locally in Ozaukee County, 9.5% in all WI Counties and 13% growth nationally. Expanding our diploma program to an associate degree would benefit aestheticians in the MATC community and allow for the extra hours needed to learn advanced training techniques and increase their income.



MATC Aesthetician Associate Degree Needs Assessment Survey

Data collected for the start of our Aesthetician Associate Degree: Aesthetician - Skincare Therapist.

QUESTION SUMMARIES

DATA TRENDS

Q1

Salon Spa Information

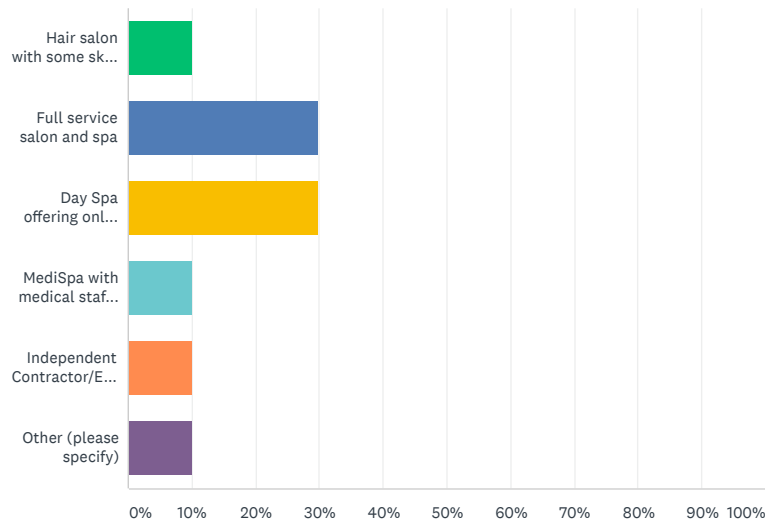
Answered: 40 Skipped: 0

ANSWER CHOICES	RESPONSES	
Name:	Responses	95.00% 38
Company:	Responses	100.00% 40
Address:	Responses	0.00% 0
Address 2:	Responses	0.00% 0
City/Town:	Responses	100.00% 40
State:	Responses	0.00% 0
ZIP:	Responses	0.00% 0
Country:	Responses	0.00% 0
Email Address:	Responses	92.50% 37
Phone Number:	Responses	92.50% 37

Q2

Tell us a little bit about your Establishment or Facility:

Answered: 40 Skipped: 0



ANSWER CHOICES	RESPONSES
Hair salon with some skin care	10.00% 4

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<https://www.surveymonkey.com/re:> COPY

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40 responses



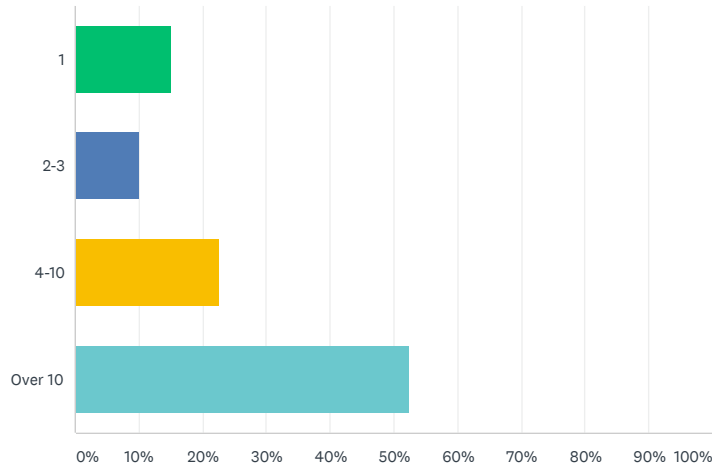
INVITE

Independent Contractor/Establishment	10.00%	4
Other (please specify)	Responses	4
TOTAL		40

Q3

Please identify the number of employees or independent contractors in your Establishment:

Answered: 40 Skipped: 0



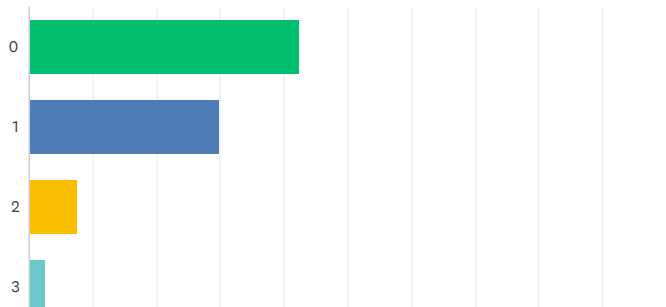
ANSWER CHOICES	RESPONSES	Count
1	15.00%	6
2-3	10.00%	4
4-10	22.50%	9
Over 10	52.50%	21
TOTAL		40

Comments (1)

Q4

How many employees or independent contractors working in your Salon/Spa were trained at Milwaukee Area Technical College?

Answered: 40 Skipped: 0



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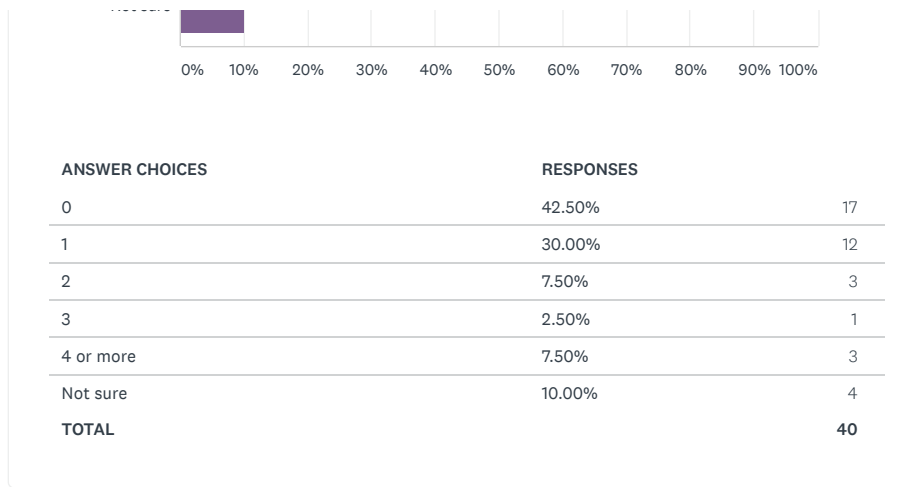
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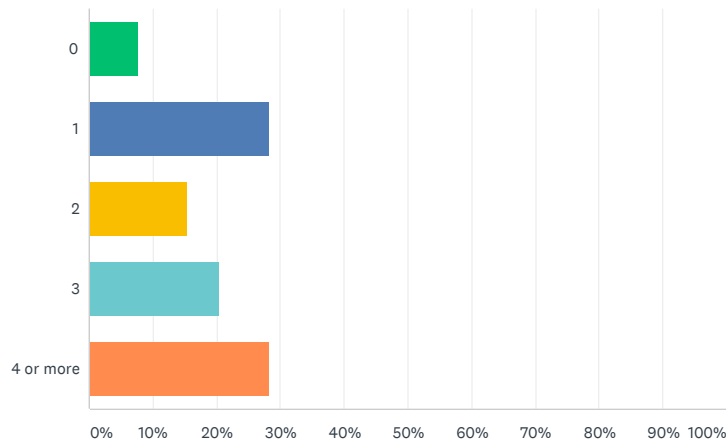
40 responses



Q5

How many employees or independent contractors in your facility are Aestheticians?

Answered: 39 Skipped: 1



ANSWER CHOICES	RESPONSES	
0	7.69%	3
1	28.21%	11
2	15.38%	6
3	20.51%	8
4 or more	28.21%	11
TOTAL		39

Q6

How beneficial would it be for your establishment to have a pool of well trained Aestheticians to choose from as future employees?Independent contractors, please mark "Not Applicable".

Answered: 39 Skipped: 1

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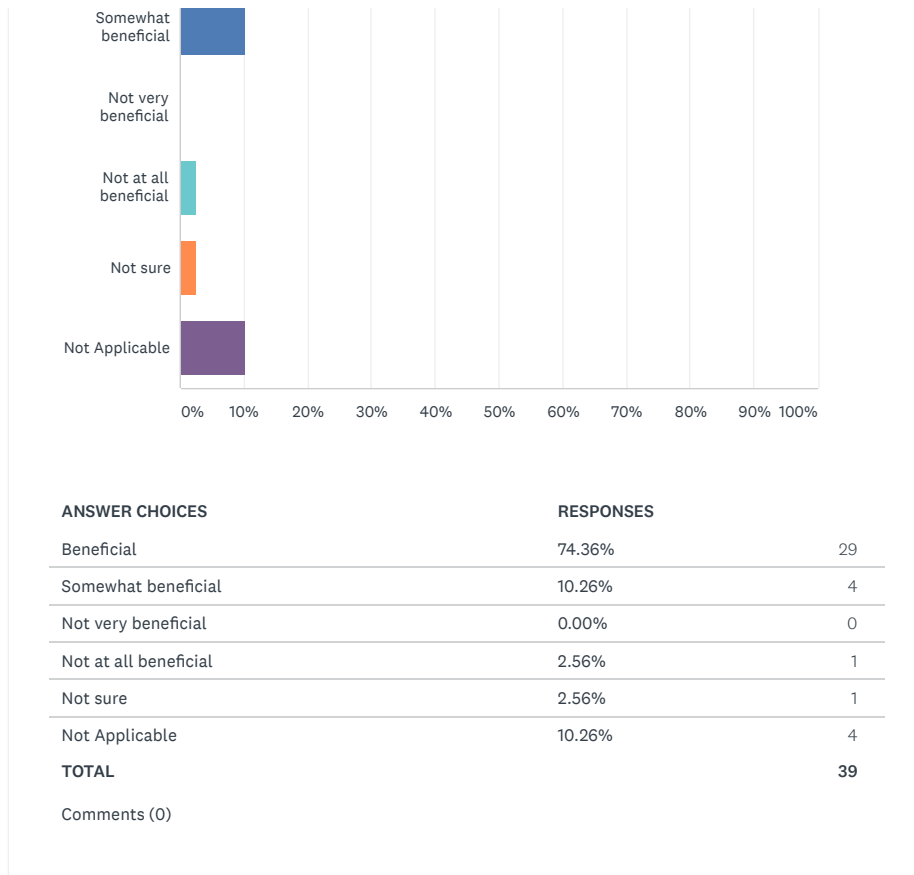
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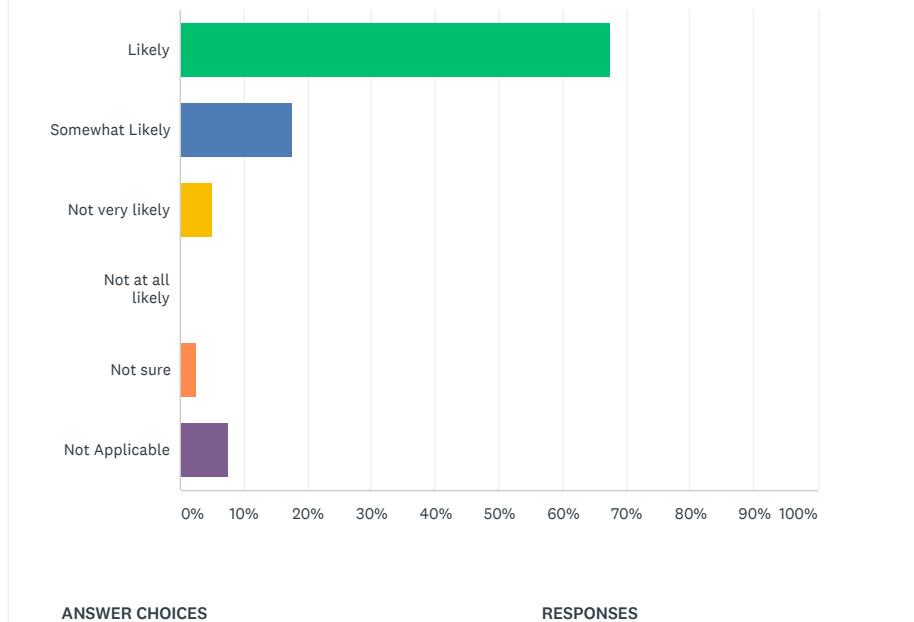
40 responses



Q7

How likely are you to hire/rent to an Aesthetician as a new or replacement worker in the next three years. Independent contractors, please mark "Not Applicable".

Answered: 40 Skipped: 0



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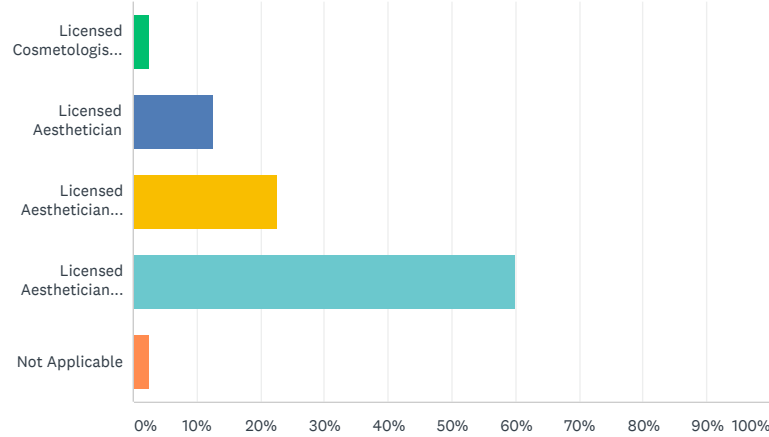


Not sure	2.50%	1
Not Applicable	7.50%	3
TOTAL		40

Q8

If you were to hire an Aesthetician, which of the following would you most likely hire? Someone with:

Answered: 40 Skipped: 0

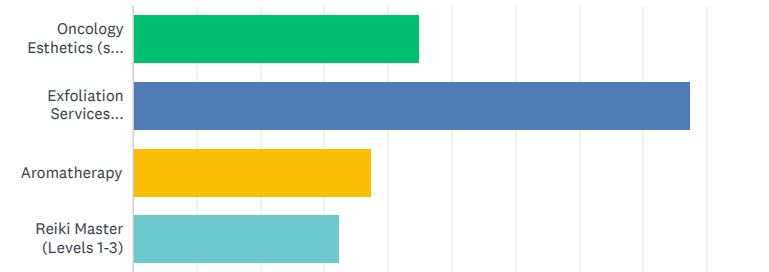


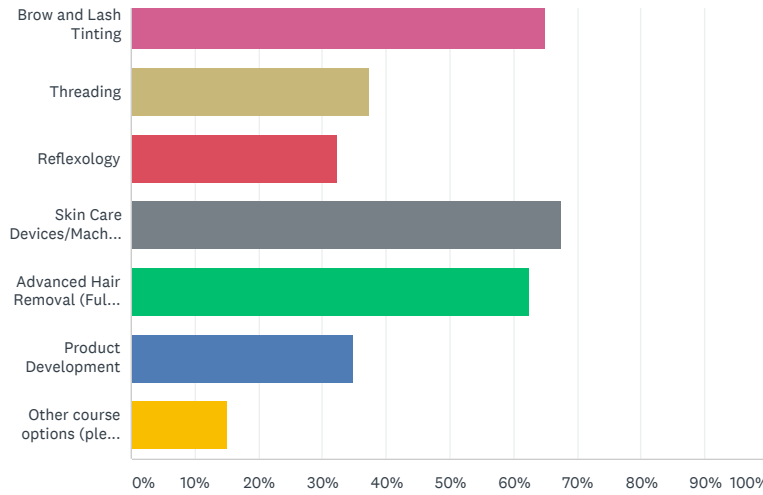
ANSWER CHOICES	RESPONSES
Licensed Cosmetologist (basic aesthetic knowledge)	2.50% 1
Licensed Aesthetician	12.50% 5
Licensed Aesthetician with exfoliation training (microdermabrasion, chemical peel, dermaplaning)	22.50% 9
Licensed Aesthetician with advanced training beyond exfoliation. (lash extensions, microblading, oncology esthetics)	60.00% 24
Not Applicable	2.50% 1
TOTAL	40

Q9

Which courses would be most beneficial for a licensed Aesthetician working in your salon/spa? Check ALL that apply:

Answered: 40 Skipped: 0



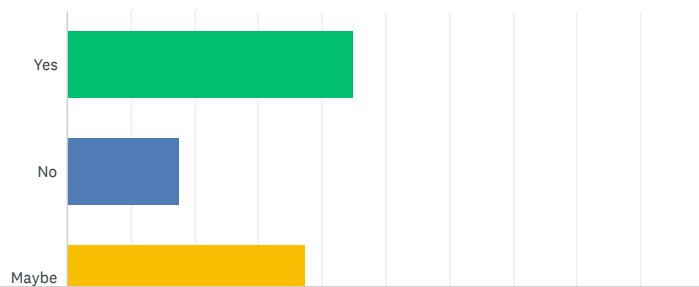


ANSWER CHOICES	RESPONSES
Oncology Esthetics (skin care for cancer patiente)	45.00% 18
Exfoliation Services (microdermabrasion, chemical peels, dermaplaning and HydraFacial)	87.50% 35
Aromatherapy	37.50% 15
Reiki Master (Levels 1-3)	32.50% 13
Lash Extensions	65.00% 26
Microblading	60.00% 24
Brow and Lash Tinting	65.00% 26
Threading	37.50% 15
Reflexology	32.50% 13
Skin Care Devices/Machines (within scope of practice)	67.50% 27
Advanced Hair Removal (Full Body & Brazilian)	62.50% 25
Product Development	35.00% 14
Other course options (please specify):	Responses 15.00% 6
Total Respondents: 40	

Q10

Thank you, we appreciate your time and value your input. Would you be willing to be provide your professional expertise as we develop our Aesthetician Associate Degree Program Curriculum or by sitting on our Advisory Committee?

Answered: 40 Skipped: 0



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40 responses



  INVITE

ANSWER CHOICES	RESPONSES	
Yes	45.00%	18
No	17.50%	7
Maybe	37.50%	15
TOTAL		40

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40 responses

Occupation Overview

Emsi Q3 2019 Data Set

August 2019

Milwaukee Area Technical College

 MILWAUKEE AREA *Technical College*

700 W. State Street
Milwaukee, Wisconsin 53233

Parameters

Occupations

Code	Description
39-5094	Skincare Specialists

Regions

Code	Description
55079	Milwaukee County, WI
55089	Ozaukee County, WI

Timeframe

2019 - 2029

Datarun

2019.3 – QCEW Employees, Non-QCEW Employees, and Self-Employed

Skincare Specialists in 2 Wisconsin Counties

Skincare Specialists (SOC 39-5094):

Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.

Sample of Reported Job Titles:

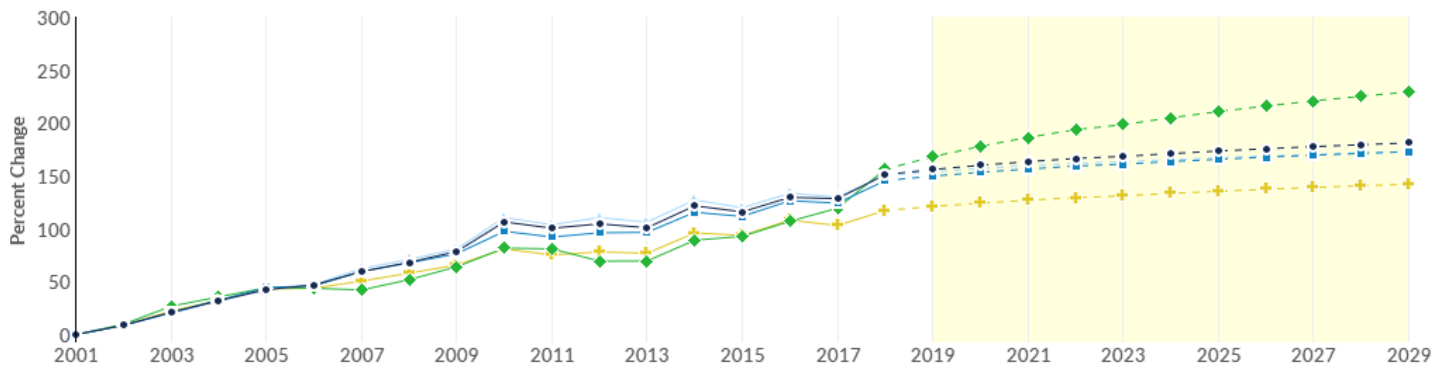
- Esthetician
- Skin Care Therapist
- Medical Esthetician
- Skin Care Technician
- Skin Care Specialist
- Facialist
- Aesthetician
- Spa Technician
- Skin Therapist
- Nurse Esthetician

Related O*NET Occupation:
Skincare Specialists (39-5094.00)

Occupation Summary for Skincare Specialists

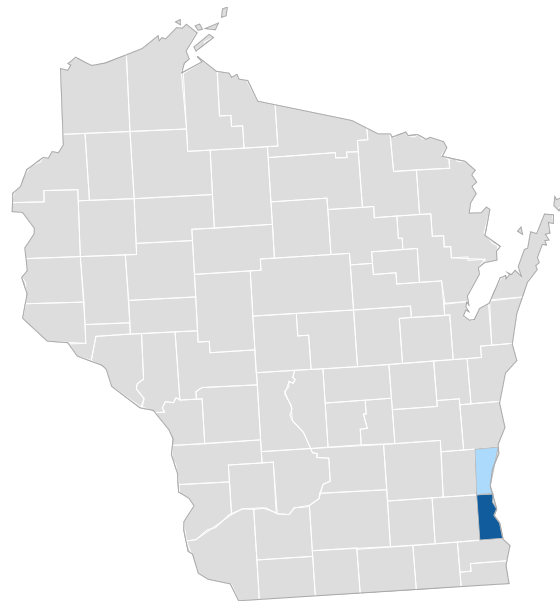
<p>259 Jobs (2019) 0% above National average</p>	<p>+9.7% % Change (2019-2029) Nation: +13.0%</p>	<p>\$17.20/hr Median Hourly Earnings Nation: \$14.72/hr</p>
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Regional Trends



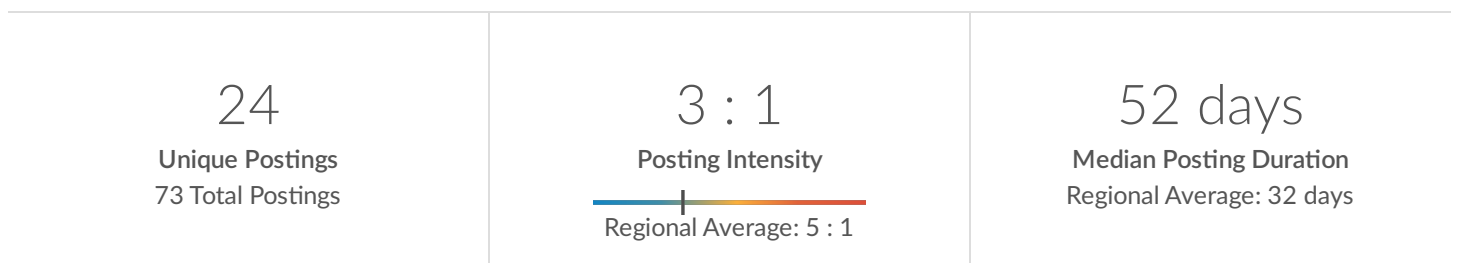
Region	2019 Jobs	2029 Jobs	Change	% Change
● Region	259	284	25	9.7%
■ MATC Counties	437	477	40	9.2%
▲ Milwaukee	220	236	16	7.3%
◆ OZAUKEE COUNTY	39	48	9	23.1%
+ Wisconsin	985	1,079	94	9.5%

Regional Breakdown



County	2029 Jobs
Milwaukee County, WI	236
Ozaukee County, WI	48

Job Postings Summary



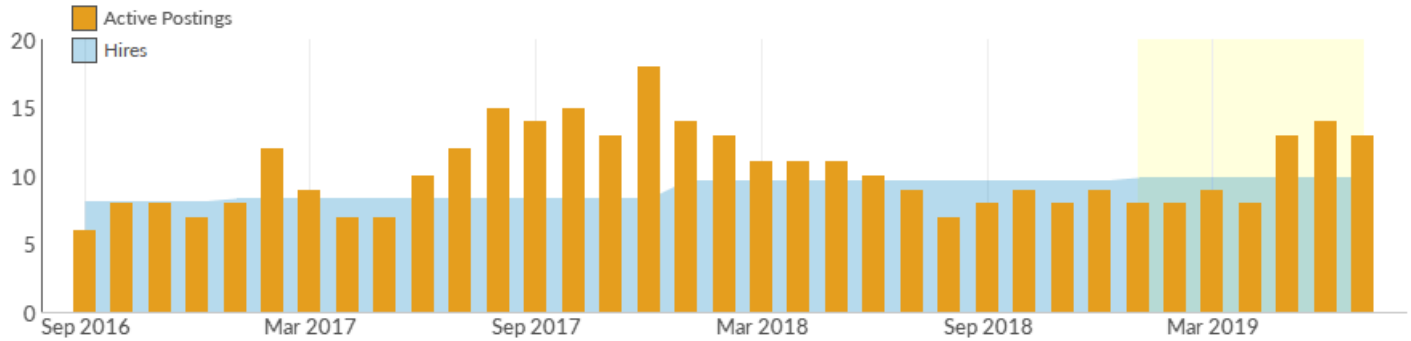
There were 73 total job postings for your selection from January 2019 to July 2019, of which 24 were unique. These numbers give us a Posting Intensity of 3-to-1, meaning that for every 3 postings there is 1 unique job posting.

This is lower than the Posting Intensity for all other occupations and companies in the region (5-to-1), indicating that they may not be trying as hard to hire for this position.

Job Postings vs. Hires



In an average month, there were 10 active job postings for *Skincare Specialists*, and 10 actually hired. This means there was approximately 1 hire for every 1 active job posting *Skincare Specialists*.



Occupation	Avg Monthly Postings (Jan 2019 - Jul 2019)	Avg Monthly Hires (Jan 2019 - Jul 2019)
Skincare Specialists	10	10

Occupation Gender Breakdown



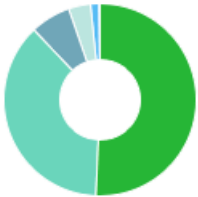
Gender	2018 Jobs	2018 Percent
● Males	24	9.3%
● Females	230	90.7%

Occupation Age Breakdown



Age	2018 Jobs	2018 Percent
14-18	3	1.0%
19-24	23	8.9%
25-34	72	28.3%
35-44	61	24.1%
45-54	52	20.5%
55-64	35	13.8%
65+	8	3.3%

Occupation Race/Ethnicity Breakdown



Race/Ethnicity	2018 Jobs	2018 Percent
White	129	50.7%
Asian	95	37.2%
Hispanic or Latino	17	6.8%
Black or African American	9	3.7%
Two or More Races	4	1.4%
American Indian or Alaska Native	0	0.2%
Native Hawaiian or Other Pacific Islander	0	0.0%

National Educational Attainment



Education Level	2018 Percent
Less than high school diploma	22.9%
High school diploma or equivalent	37.0%
Some college, no degree	21.1%
Associate's degree	7.6%
Bachelor's degree	9.5%
Master's degree	1.6%
Doctoral or professional degree	0.3%

Occupational Programs

3 Programs (2017)	248 Completions (2017)	49 Openings (2017)
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CIP Code	Program	Completions (2017)
12.0401	Cosmetology/Cosmetologist, General	148
12.0409	Aesthetician/Esthetician and Skin Care Specialist	100
12.0408	Facial Treatment Specialist/Facialist	0

Industries Employing Skincare Specialists

Industry	Occupation Jobs in Industry (2018)	% of Occupation in Industry (2018)	% of Total Jobs in Industry (2018)
Beauty Salons	108	42.4%	3.0%
Nail Salons	41	16.3%	5.8%
Other Personal Care Services	38	14.8%	6.2%
Offices of Physicians (except Mental Health Specialists)	21	8.1%	0.2%
Cosmetics, Beauty Supplies, and Perfume Stores	<10	2.6%	1.3%

Appendix A - Data Sources and Calculations

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Occupation Data

Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level Emsi earnings by industry.

Emsi Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

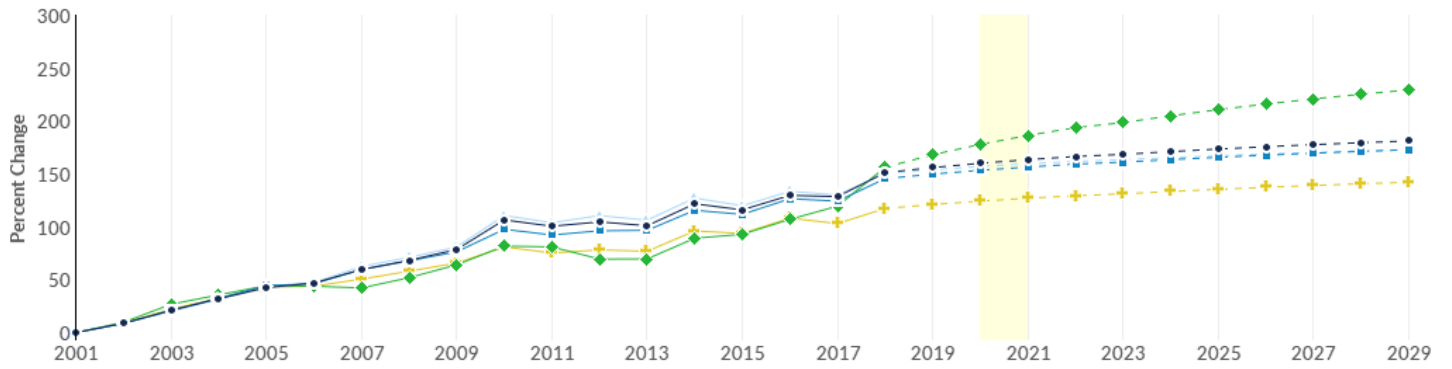
Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

State Data Sources

This report uses state data from the following agencies: Wisconsin Department of Workforce Development, Bureau of Workforce Information

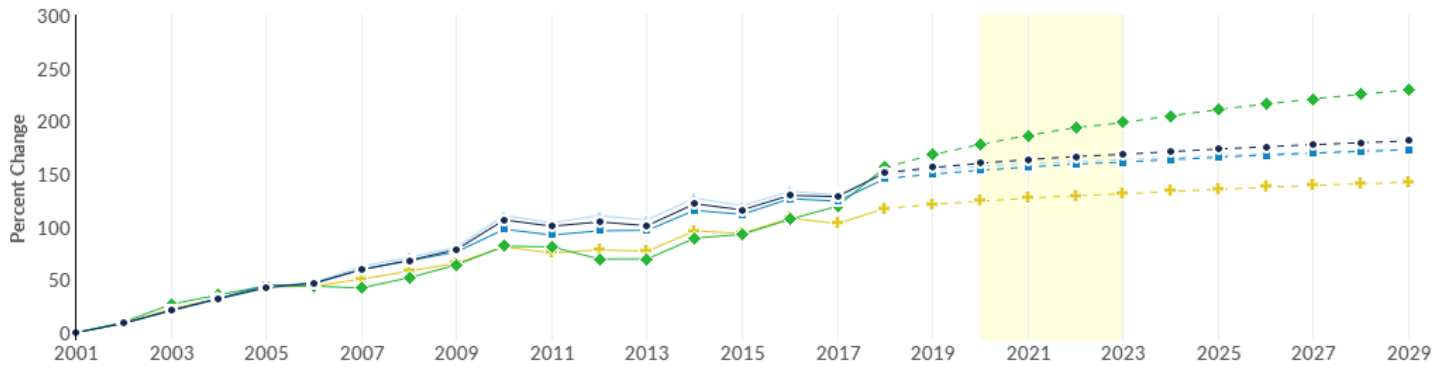
Regional Trends



Region	2020 Jobs	2021 Jobs	Change	% Change
● Region	263	266	3	1.1%
■ MATC Counties	443	449	6	1.4%
▲ Milwaukee	222	225	3	1.4%
◆ OZAUKEE COUNTY	40	42	2	5.0%
+ Wisconsin	999	1,011	12	1.2%

Regional Trends

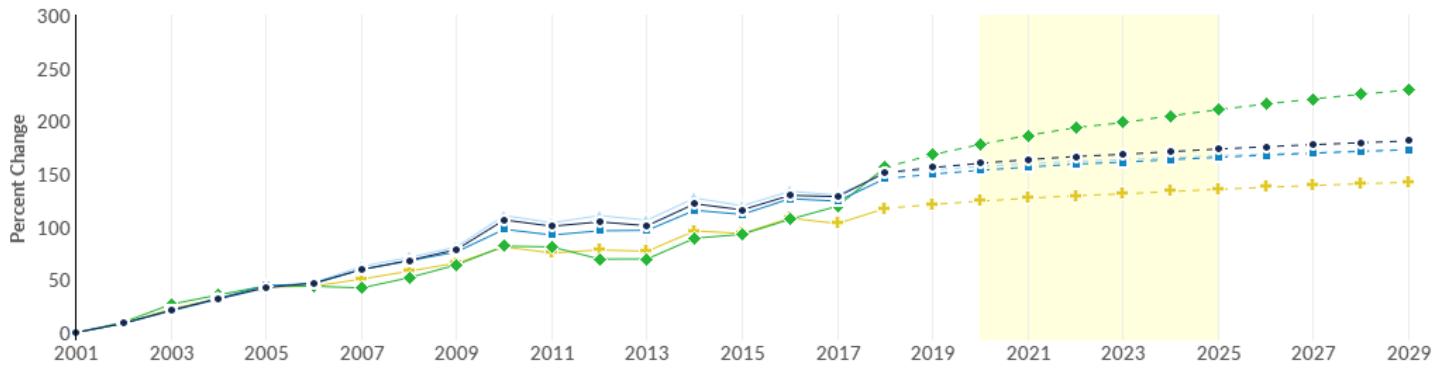
Year 3



Region	2020 Jobs	2023 Jobs	Change	% Change
● Region	263	271	8	3.0%
■ MATC Counties	443	457	14	3.2%
▲ Milwaukee	222	228	6	2.7%
◆ OZAUKEE COUNTY	40	43	3	7.5%
+ Wisconsin	999	1,030	31	3.1%

Regional Trends

Year 5



Region	2020 Jobs	2025 Jobs	Change	% Change
● Region	263	277	14	5.3%
■ MATC Counties	443	465	22	5.0%
▲ Milwaukee	222	231	9	4.1%
◆ OZAUKEE COUNTY	40	45	5	12.5%
+ Wisconsin	999	1,049	50	5.0%



Aesthetician Advisory Committee

Advisory Committee Meeting Minutes			
Meeting Date:	March 25, 2019	Time:	12:00p.m.
Location	Mequon Campus	Room:	A129
Facilitator:	Leroy Bracamonte	Minute Taker:	Cheryl Bohn

Members - Present X /Not Present	Company Represented
<input type="checkbox"/> Anastasia Barrientos	Originails
<input checked="" type="checkbox"/> Rebecca Bauknecht	Aspira Spa
<input checked="" type="checkbox"/> Leroy Bracamonte	Indulge Salon
<input type="checkbox"/> Amy Effineyer	Exhale Face & Body Sanctuary
<input type="checkbox"/> Kelly Jacobi	Massage Envy
<input type="checkbox"/> Lizabeth Kristiansen	Spa Liz and Company, LLC
<input checked="" type="checkbox"/> Kim Riebe	Eclectic Energy, LLC
<input checked="" type="checkbox"/> Kelly Schubel	Lustrous Beauty Studio
<input type="checkbox"/> Brenda Schwab	Quintessa Medical Spa
<input type="checkbox"/> LaToya Stephens	Femi Cosmetics
<input type="checkbox"/> Kelli Sutter	Hand and Stone
<input type="checkbox"/> Lori Weber	Massage Envy

MATC Representatives Present	Position/Title
Erin Clancy	Instructor
Theresa Danzer	Instructor
Amy Poshepny	Instructor - IC
Kanika Ward	Instructor
Brian Stout	Associate Dean, School of Business
Christine Litwin	Program Counselor
Cheryl Bohn	Office Technician, School of Business

A. Call to Order/Introduction/Roll Call

Discussion: Leroy Bracamonte called the meeting to order at 12:10 p.m. Introductions were made.

B. Determination of Quorum

Discussion: A quorum was not present. Committee members will be contacted via e-mail for their vote on any motions made at this meeting.

C. Old Business

Item 1 Advisory Membership Review		
<p>Discussion: Members discussed and reviewed the Aesthetician Advisory Committee membership. Committee membership should involve at least 7 active members with a maximum of 14 members. There should be mixed representation of management, labor, consultant, MATC graduate, minority/non-minority, as well as male and females. The Aesthetician Advisory Committee currently has 12 members. The breakdown in membership is as follows:</p> <ul style="list-style-type: none"> • Management – 9 • Labor - 3 • Minorities –1 • Non-Minority-11 • Female – 11 • Male – 1 • MATC Graduates – 2 • Non-MATC Graduates - 10 <p>Brian noted we are looking to add members to the committee and asked committee members to contact Amy Poshepny or Brian with any membership recommendations.</p>		
Action items:	Person responsible	Deadline

Item 2 Program Progress/Enrollment Reports																			
<p>Discussion: Christine Litwin, program counselor, shared the SP2019 enrollment data with the committee for the Aesthetician program. Comparison data for SP2018 enrollment is included (attached). Christine reported no problems with filling the evening and weekend classes.</p>																			
<table border="1"> <thead> <tr> <th colspan="4">Aesthetician 31-502-3</th> </tr> <tr> <th></th> <th>Applications Received</th> <th>Applications Completed</th> <th>Registered Applications</th> </tr> </thead> <tbody> <tr> <td>Spring 2018</td> <td style="text-align: center;">43</td> <td style="text-align: center;">31</td> <td></td> </tr> <tr> <td>Spring 2019</td> <td style="text-align: center;">41</td> <td style="text-align: center;">37</td> <td style="text-align: center;">16</td> </tr> </tbody> </table>				Aesthetician 31-502-3					Applications Received	Applications Completed	Registered Applications	Spring 2018	43	31		Spring 2019	41	37	16
Aesthetician 31-502-3																			
	Applications Received	Applications Completed	Registered Applications																
Spring 2018	43	31																	
Spring 2019	41	37	16																
Action items:	Person responsible:	Deadline:																	

Item 3 Capital Equipment		
<p>Discussion: Brian noted the capital equipment request for the Aesthetician/Barber Cosmetology Program was approved and we were awarded \$100,000. Amy shared the items that have been purchased:</p> <ul style="list-style-type: none"> • Heating pads for all of the tables. • An updated Glo Minerals retail display. • Lockable display for all Bio-elements products. • New sheet sets. • A second Crystal Derma Glo machine. • Additional Diamond tips and wands. • New 8 in 1 machines. <p>Amy stated an additional request has been made to obtain lockers for the program students.</p>		
Action items:	Person responsible:	Deadline:

Item 4 Curriculum Status and Review		
<p>Discussion: Brian Stout provided committee members with an update of the Guided Pathway implementation. Our programs have been re-organized into eight career-centered clusters. The next steps in creating these clusters is to evaluate and organize support services for each cluster, and create a core curriculum that is standard across the program clusters.</p>		
Action items:	Person responsible:	Deadline:

Item 5 Course Outcome Summary (COS)		
<p>Discussion: Amy shared the Course Outcome Summary for BARCOS-110 – Aesthetician Board Prep with committee members for review and approval (attached). Amy explained this course prepares students for their State Board Licensing Exam. The course consists of 16 hours of theory and 32 hours of practical. In this course, students will practice all required assessment tasks. Amy also noted that in this course students take a mock State Board Exam in preparation for the Licensing Exam. Due to not having a quorum at this meeting, committee members will be contacted via e-mail for approval.</p>		
Action items:	Person responsible:	Deadline:
Committee members were contacted via e-mail for approval of the course outcome summary. A motion was made to approve the BARCOS-110 Aesthetician Board Prep Course Outcome Summary.	<p>Motion to approve: Leroy Bracamonte</p> <p>Seconded: Kelly Schubel</p> <p>All in favor.</p>	

Item 6 Credit Reduction		
<p>Discussion: Amy reported we were notified by the Department of Education we are over the 150% mandated state minimum required aesthetic contact hours. It was noted that 4 credits have been removed from the program, eliminating 250 contact hours from the program, 925 contact hours down to 675 contact hours.</p>		
Action items:	Person responsible:	Deadline:

Item 7 Quality Review Process (QRP)		
<p>Discussion: Brian shared the QRP Scorecard for the Aesthetics Program with the committee (attached). Brian noted we pay close attention to the state indicators, which compare the last 3 years of data for course enrollment, retention, completion, transfer students, graduation rates, and employment data with WTCS. As part of the QRP process, faculty meet to review the program's graduation and retention rates to identify strategies and develop an action plan for program improvements.</p>		
Action items:	Person responsible:	Deadline:

Item 8 Technical Skills Attainment (TSA)		
<p>Discussion: Amy reported the Technical Skills Attainment Initiative applies to all WTCS associate of applied sciences degrees one-year, two-year, and less than one-year technical diplomas and apprenticeships. Colleges work collaboratively with WIDS and WTCS to develop a common TSA Assessment Plan for measuring student achievements using a set of common core program outcomes.</p>		
Action items:	Person responsible:	Deadline:

Item 9 Other Old Business Items		
<p>Discussion/Results: NA</p>		
Action items/Decisions:	Person responsible:	Deadline:

D. New Business

Item 1 Guided Pathways		
<p>Discussion/Results: Refer to the discussion in New Business ITEM #4 Curriculum Status and Review. Committee members will continue to be updated on the Guided Pathways progress at the next meeting.</p>		
Action items/Decisions:	Person responsible:	Deadline:

Item 2 The MATC Promise & Adult Promise – Yearly Updates		
<p>Discussion/Results: The Promise & Adult Promise Programs were reviewed and it was noted we had 1500 participants in the Adult promise the first semester it was offered. This semester we have 1100 participants.</p>		
Action items/Decisions:	Person responsible:	Deadline:

Item 3 Promise Mentoring		
<p>Discussion/Results: There are no updates at this time.</p>		
Action items/Decisions:	Person responsible:	Deadline:

Item 4 Other New Business Items		
<p>Discussion/Results:</p> <ul style="list-style-type: none"> • Brian noted we are looking to hire a part-time educational assistant for the Aesthetics program. • Brian has been working with Dr. Bonaparte to bring Nail Tech to the Mequon campus. • Amy presented the suggestion of expanding upon our current Aesthetics Technical Diploma by developing an Aesthetics Associate degree. Course options were proposed to the committee members (attached), and committee members were asked for additional course suggestions. After a lengthy discussion, committee members were in favor to for the Aesthetics Associate Degree program. Amy noted we need to survey the community approval of an Aesthetics Associate's Degree. We will also need to conduct a needs analysis for the program to present to curriculum and WTCS for approval. 		
Action items/Decisions:	Person responsible:	Deadline:

E. Announcements and Meeting Arrangements

Discussion: NA

F. Next Meeting Date

Discussion: The next meeting is scheduled for Monday, October 28, 2019.

G. Adjournment

Discussion: The meeting was adjourned at 1:55 p.m.

MILWAUKEE AREA *TECHNICAL COLLEGE*

Comparison of Received, Completed Applications and Registered Applicants (SP2018 vs SP2019)

Aestheticsian

30-502-3

	SP2018	SP2019	Diff Change	%	
Applications Received	43	41	-2	-4.65%	Total applications received
Applications Completed	31	37	6	19.35%	Moved to Student
Incomplete Applications					Will receive a letter from Admission Waiting for Records Refer to Testing
WD CP					Withdrew from Program Change Program
Registered Applications		16			Registered for SP2019
Division Head Count Change	/	/	/	/	Number Change from previous semester
Percentage Change	/	/	/	/	Percentage change from previous semester

Milwaukee Area Technical College

BARCOS-110 Aesthetician Board Prep

Course Design

Course Information

Description	This course will prepare students in the Aesthetician Program for their State Board Licensing Exam. Students will sign up for their board exam, pack, review and practice all required assessment tasks. Students will complete a Mock State Board Exam.
Career Cluster	Hospitality and Tourism
Instructional Level	Diploma
Total Credits	2
Total Hours	48

Types of Instruction

Instruction Type	Credits/Hours
Lecture	1 crs / 16 hrs
On Campus Lab	1 crs / 32 hrs

Target Population

Students in the Aesthetician Program

Pre/Corequisites

Prerequisite	BARCOS-108 Facial Treatments
Prerequisite	BARCOS-317 Barber/Cosmetology Theory
Prerequisite	BARCOS-330 Business Management Skills
Prerequisite	BARCOS-355 Spa Sciences
Prerequisite	BARCOS-109 Hair Removal Treatments
Prerequisite	BARCOS-102 Spa Services 2
Prerequisite	BARCOS-104 Spa Treatments

Prerequisite BARCOS-106 Advanced Makeup Techniques

Prerequisite BARCOS-107 Advanced Spa Treatments

Prerequisite BARCOS-101 Spa Services 1

Textbooks

Milady Textbook Bundle: Standard Textbook of Esthetics - Current edition.

Learner Supplies

Supplies from Aesthetician Kit

Career Essentials

1. Effective Problem Solving
2. Professionalism

Course Competencies

1. Interpret the Wisconsin Barber Examining Board Practitioner Examination Candidate Instructions.

Status WIP

Linked Career Essentials

Effective Problem Solving

Assessment Strategies

- 1.1. Demonstration
- 1.2. Discussion
- 1.3. Journal Entry

Criteria

Performance will be satisfactory when:

- 1.1. Learner presents examination topics during classroom discussion
- 1.2. Learner uses terminology from Candidate Instructions
- 1.3. Learner asks questions that are relevant to procedures described
- 1.4. Learner applies instructions during the mock examination
- 1.5. Learner completes assessment with 100% accuracy.

Learning Objectives

- 1.a. Explain State Board procedures
- 1.b. Use terminology relating to the State Board examination

2. Identify Infection Control and Safety per State Board Requirements.

Status WIP

Linked Career Essentials

Effective Problem Solving
Professionalism

Assessment Strategies

- 2.1. Discussion
- 2.2. Demonstration
- 2.3. Journal Entry
- 2.4. Mock Board Exam

Criteria

- 2.1. Learner arrives with disinfected implements in sealed containers and clean supplies
- 2.2. Learner sanitizes hands
- 2.3. Learner sanitizes work area
- 2.4. Learner follows universal safety precautions
- 2.5. Learner demonstrates mock disinfection if necessary
- 2.6. Learner places disposable materials in trash after use
- 2.7. Learner places used implements in container separate from disinfected implements.
- 2.8. Learner completes assessment with 100% accuracy
- 2.9. Sanitize work area after completed tasks.

Learning Objectives

- 2.a. Use terminology related to infection control and safety
- 2.b. Ask questions that relate to infection control and safety
- 2.c. Demonstrate infection control and safety procedures

3. Pack for the Practitioner State Board Examination.

Status WIP

Linked Career Essentials

Effective Problem Solving
Professionalism

Assessment Strategies

- 3.1. Demonstration
- 3.2. Self-assessment

Criteria

Performance will be satisfactory when:

- 3.1. Learner labels bags according to Candidate Instruction Guide
- 3.2. Learner packs a State Board kit
- 3.3. Learner gathers supplies for both client 1 and client 2.
- 3.4. Learner includes sanitation and disinfection supplies in kit
- 3.5. Learner completes task with 100% accuracy

Learning Objectives

- 3.a. Collect necessary supplies for supply kit
- 3.b. Self-assesses packed kit
- 3.c. Follow safety and sanitation practices while packing supply kit

4. Cleanse face per State Board Requirements.

Status WIP

Linked Career Essentials

Effective Problem Solving
Professionalism

Assessment Strategies

- 4.1. Demonstration
- 4.2. Self-assessment
- 4.3. Journal entry
- 4.4. Mock Board Exam

Criteria

Performance will be satisfactory when:

- 4.1. Learner cleanses face with product labeled in English
- 4.2. Learner uses Implements and supplies that are visibly clean
- 4.3. Learner cleanses eye area according to recommended standards
- 4.4. Learner cleanses lips according to recommended standards
- 4.5. Learner distributes cleanser over face
- 4.6. Learner removes residual cleanser
- 4.7. Learner applies toner/astringent
- 4.8. Learner places items in recommended areas throughout section:disinfected, soiled linens and trash.
- 4.9. Learner completes assessment with 100% accuracy

Learning Objectives

- 4.a. Drape model according to state board standards
- 4.b. Complete face cleansing within 10 minutes

5. Exfoliate face with product or implement per State Board Requirements.

Status WIP

Linked Career Essentials

Effective Problem Solving
Professionalism

Assessment Strategies

- 5.1. Demonstration
- 5.2. Journal entry
- 5.3. Discussion
- 5.4. Mock Board Exam

Criteria

Performance will be satisfactory when:

- 5.1. Learner labels exfoliation supplies in English
- 5.2. Learner uses visibly clean implements and supplies
- 5.3. Learner applies exfoliating product over face
- 5.4. Learner avoids getting exfoliation product in eyes and mouth
- 5.5. Learner applies steam towel and removes safely
- 5.6. Learner removes residual exfoliation product
- 5.7. Learner places items in recommended areas throughout section:disinfected, soiled linens and trash.
- 5.8. Learner completes assessment with 100% accuracy

Learning Objectives

- 5.a. Prepare model for exfoliation service
- 5.b. Exfoliate face within 10 minutes

6. Massage face per State Board Requirements.

Status WIP

Linked Career Essentials

Effective Problem Solving
Professionalism

Assessment Strategies

- 6.1. Demonstration
- 6.2. Journal Entry
- 6.3. Discussion
- 6.4. Mock Board Exam

Criteria

Performance will be satisfactory when:

- 6.1. Learner labels massage supplies in English
- 6.2. Learner uses implements and supplies that are visibly clean
- 6.3. Learner distributes massage product over entire face
- 6.4. Learner demonstrates effleurage movement

- 6.5. Learner demonstrates petrissage movement
- 6.6. Learner demonstrates tapotement movement
- 6.7. Learner demonstrates friction movement
- 6.8. Learner removes residual massage product from face
- 6.9. Learner places items in recommended areas throughout section:disinfected, soiled linens and trash.
- 6.10. Learner completes assessment with 100% accuracy

Learning Objectives

- 6.a. Prepare for massage demonstration
- 6.b. Complete massage within 10 minutes

7. Simulate hair removal techniques per State Board Requirements.

Status WIP

Linked Career Essentials

Effective Problem Solving
Professionalism

Assessment Strategies

- 7.1. Discussion
- 7.2. Journal Entry
- 7.3. Demonstration
- 7.4. Mock Board Exam

Criteria

Performance will be satisfactory when:

- 7.1. TWEEZING SIMULATION:
- 7.2. Learner labels hair removal supplies in English
- 7.3. Learner uses implements and supplies that are visibly clean
- 7.4. Learner wears gloves
- 7.5. Learner applies antiseptic to eyebrow area
- 7.6. Learner holds skin taut
- 7.7. Learner demonstrates tweezing of hair in direction of hair growth
- 7.8. Learner applies antiseptic to treated area
- 7.9. SOFT WAX SIMULATION:
- 7.10. Learner applies antiseptic to eyebrow area
- 7.11. Learner uses absorbent material or product to dry eyebrow area
- 7.12. Learner tests temperature of simulated soft wax product on wrist
- 7.13. Learner applies simulated soft wax product along entire length of eyebrow in direction of hair growth
- 7.14. Learner smooths wax strip over simulated soft wax product
- 7.15. Learner holds skin taut
- 7.16. Learner removes wax strip in opposite direction of hair growth
- 7.17. Learner applies antiseptic to treated area
- 7.18. Learner applies post-epilation product to treated area
- 7.19. Learner places items in recommended areas throughout section:disinfected, soiled linens and trash.
- 7.20. Learner completes assessments with 100% accuracy

Learning Objectives

- 7.a. Prepare for tweezing simulation
- 7.b. Prepare for soft wax demonstration

8. Apply mask product per State Board Requirements.

Status WIP

Linked Career Essentials

Effective Problem Solving
Professionalism

Assessment Strategies

- 8.1. Demonstration
- 8.2. Journal Entry
- 8.3. Discussion

8.4. Mock Board Exam

Criteria

Performance will be satisfactory when:

- 8.1. Learner labels mask supplies in English
- 8.2. Learner uses implements and supplies that are visibly clean
- 8.3. Learner applies mask to cover face excluding eyes and lips
- 8.4. Learner removes mask
- 8.5. Learner applies toner/astringent
- 8.6. Learner applies moisturizer
- 8.7. Learner places items in recommended areas throughout section:disinfected, soiled linens and trash.
- 8.8. Learner completes assessment with 100% accuracy

Learning Objectives

- 8.a. Prepare for mask treatment
- 8.b. Complete mask treatment within 10 minutes

9. Demonstrate makeup application per State Board Requirements.

Status WIP

Linked Career Essentials

Effective Problem Solving
Professionalism

Assessment Strategies

- 9.1. Demonstration
- 9.2. Journal Entry
- 9.3. Discussion
- 9.4. Mock Board Exam

Criteria

Performance will be satisfactory when:

- 9.1. Learner labels makeup supplies in English
- 9.2. Learner uses implements and supplies that are visibly clean
- 9.3. Learner applies protective covering to shoulders
- 9.4. Learner secures hair off face
- 9.5. Learner applies foundation to cover face
- 9.6. Learner applies powder to face
- 9.7. Learner applies blush
- 9.8. Learner grooms eyebrows
- 9.9. Learner applies eyeshadow
- 9.10. Learner applies eyeliner
- 9.11. Learner applies mascara
- 9.12. Learner applies lip liner
- 9.13. Learner applies lip color
- 9.14. Learner double braces when working around eyes and lips
- 9.15. Learner places items in recommended areas throughout section:disinfected, soiled linens and trash.
- 9.16. Learner completes assessment with 100% accuracy

Learning Objectives

- 9.a. Prepare for makeup application
- 9.b. Apply makeup within 20 min.

10. Simulate blood exposure procedure per State Board Requirements.

Status WIP

Linked Career Essentials

Effective Problem Solving
Professionalism

Assessment Strategies

- 10.1. Demonstration
- 10.2. Journal Entry
- 10.3. Discussion
- 10.4. Mock Board Exam

Criteria

Performance will be satisfactory when:

- 10.1. Learner labels blood exposure supplies and materials in English
- 10.2. Learner removes materials from first aid kit
- 10.3. Learner uses supplies and materials that are visibly clean
- 10.4. Learner wears gloves
- 10.5. Learner cleans injured area with antiseptic
- 10.6. Learner covers injury with dressing that is absorbent and secured
- 10.7. Learner disposes of all contaminated supplies
- 10.8. Learner places items in recommended areas throughout section:disinfected, soiled linens and trash.
- 10.9. Learner completes assessment with 100% accuracy

Learning Objectives

- 10.a. Prepare for blood exposure procedure
- 10.b. Complete blood exposure procedure within 10 min.

11. Review theory components for written State Board exam

Status WIP

Linked Career Essentials

Effective Problem Solving

Assessment Strategies

- 11.1. Discussion
- 11.2. Journal Entry
- 11.3. Three Written Exams

Criteria

Performance will be satisfactory when:

- 11.1. Learner reviews written exam topics found in candidate guide book
- 11.2. Learner completes mini lessons on each state board written subject
- 11.3. Learner completes three book final exams with 100% accuracy

Learning Objectives

- 11.a. Review state board Candidate Handbook Guide for review topics
- 11.b. Complete Exam Review Guide

12. Participate in Mock State Board Exam peer review

Status WIP

Linked Career Essentials

Professionalism

Assessment Strategies

- 12.1. Demonstration
- 12.2. Peer Review

Criteria

- 12.1. Learner completes peer review assessment process.
- 12.2. Learner arrives 15 min. prior to the scheduled Mock State Board Exam.
- 12.3. Learner avoids use of cell phone during exam.
- 12.4. Learner completes peer review testing packet for assigned student.
- 12.5. Learner remains focused during entire testing period.
- 12.6. Learner avoids talking to student taking the exam.
- 12.7. Learner provides feedback for any area where points were deducted.

- 12.8. Learner models career essentials during testing process.
- 12.9. Learner remains professional throughout exam.

Learning Objectives

- 12.a. Proctor a state board exam.
- 12.b. Provide positive feedback to peers.
- 12.c. Review feedback from peers.

Grading Information

To successfully complete a BARCOS course, a student must earn a grade of D+ or above. Performance Assessment criteria for each BARCOS course is specified in the course syllabus. Students enrolled in any 502 course will receive a course grade based on these criteria.

Grade Equivalents Include:

- 1/3 tests/final exams
- 1/3 assignments/classroom activities
- 1/3 Career Essentials; including participation

95 -100 = A

93 - 94 = A-

91 - 92 = B+

87 - 90 = B

85 - 86 = B-

83 - 84 = C+

79 - 82 = C

77 - 78 = C-

75 - 76 = D+

74 or below = U

* An Incomplete (I) may be given if you have satisfactorily carried a course until near the end of the semester and have made arrangements to complete the course requirements prior to the end of the following semester. An "I" that is not removed from your transcript within one semester will become a U for scholarship purposes.

Developed By:

Amy Poshepny

Development Date:

NEW Course - November 2018

Blended course

This course is a blended course. You will meet face to face for 4 hours a week with 2 hours of additional online assessment each week.

Course Learning Plans and Performance Assessment Tasks**Proctored Mock State Board - Peer Review****Directions**

You will be assigned a partner for this assessment. You will proctor a mock state board exam for your partner, while they complete their mock state board. You will adhere to the details outlined in the scoring guide below. All students must participate in the mock state board exam as both a proctor and test candidate.

Environment Lab

Evaluator(s)

Peer

Target Course Competencies

1. Interpret the Wisconsin Barber Examining Board Practitioner Examination Candidate Instructions.
2. Identify Infection Control and Safety per State Board Requirements.
3. Cleanse face per State Board Requirements.
4. Exfoliate face with product or implement per State Board Requirements.
5. Massage face per State Board Requirements.
6. Simulate hair removal techniques per State Board Requirements.
7. Apply mask product per State Board Requirements.
8. Demonstrate makeup application per State Board Requirements.
9. Simulate blood exposure procedure per State Board Requirements.
10. Participate in Mock State Board Exam peer review

Scoring**Rating Scale**

Value	Description
20/10	Excellent - all criterion met
8	Acceptable - most criterion met
4	Satisfactory - several criterion met
0	Needs Improvement - missing many criterion

Scoring Standard

Students are to remain professional at all times during the exam. Peer Reviewers are to model behaviors the actual state board reviewer will be doing; watching, reviewing and documenting. All notes and comments should be written in a manner that will assist your partner in preparing for their real state board test. Comments should be written in a positive manner to encourage your partner. Talking is not permitted. If you do not show up for your partners exam, you will receive a ZERO on this assessment.

Scoring Guide

	Criteria	Ratings
1.	Learner arrives 15 min. prior to the scheduled Mock State Board Exam.	10 8 4 0
2.	Learner completes peer review assessment process.	10 8 4 0
3.	Learner avoids use of cell phone during exam.	10 0
4.	Learner completes peer review testing packet for assigned student.	10 8 4 0
5.	Learner remains focused during entire testing period.	10 8 4 0
6.	Learner avoids talking to student taking the exam.	20 0
7.	Learner provides feedback for any area where points were deducted.	10 8 4 0
8.	Learner models career essentials during testing process.	10 8 4 0
9.	Learner remains professional throughout exam.	10 8 4 0

Introduction to Aesthetician State Board Prep

Overview/Purpose

This lesson plan will introduce students to the expectations of their state board exam. Students will navigate the testing company's website for details on the application process, test expectations and possible test dates.

Target Competencies

1. Interpret the Wisconsin Barber Examining Board Practitioner Examination Candidate Instructions.

Assessment Strategies

- 1.1. Demonstration
- 1.2. Discussion
- 1.3. Journal Entry

Criteria

Performance will be satisfactory when:

- 1.1. Learner presents examination topics during classroom discussion
- 1.2. Learner uses terminology from Candidate Instructions
- 1.3. Learner asks questions that are relevant to procedures described
- 1.4. Learner applies instructions during the mock examination
- 1.5. Learner completes assessment with 100% accuracy.

Learning Objectives

- 1.a. Explain State Board procedures
- 1.b. Use terminology relating to the State Board examination
2. Identify Infection Control and Safety per State Board Requirements.

Assessment Strategies

- 2.1. Discussion
- 2.2. Demonstration
- 2.3. Journal Entry
- 2.4. Mock Board Exam

Criteria

- 2.1. Learner arrives with disinfected implements in sealed containers and clean supplies
- 2.2. Learner sanitizes hands
- 2.3. Learner sanitizes work area
- 2.4. Learner follows universal safety precautions
- 2.5. Learner demonstrates mock disinfection if necessary
- 2.6. Learner places disposable materials in trash after use
- 2.7. Learner places used implements in container separate from disinfected implements.
- 2.8. Learner completes assessment with 100% accuracy
- 2.9. Sanitize work area after completed tasks.

Learning Objectives

- 2.a. Use terminology related to infection control and safety
- 2.b. Ask questions that relate to infection control and safety
- 2.c. Demonstrate infection control and safety procedures

Learning Activities

1. COMPLETE pre-course survey in Bb on state board readiness.
2. BRAINSTORM possible topics for both written and practical exams.
3. REVIEW the Candidate Handbook for the current state board testing company.
4. REVIEW Aesthetician FAQ posted at www.dlroope.com website for the state of WI.
5. POST to the "Are you ready for state board?" discussion board
6. SET-UP your online account with the WI state board testing company.
7. COMPLETE the application process for the Aesthetician WI state board and temporary permit.

Assessment Activities

1. Pre-course survey
2. Discussion board

Prepare for Written Exams

Overview/Purpose

This lesson plan will prepare students for the 100+ question state board written exam. Students will participate in an online review of each chapter in the textbook followed by a brief quiz on the subject matter.

Target Competencies

1. Interpret the Wisconsin Barber Examining Board Practitioner Examination Candidate Instructions.

Assessment Strategies

- 1.1. Demonstration
- 1.2. Discussion
- 1.3. Journal Entry

Criteria

Performance will be satisfactory when:

- 1.1. Learner presents examination topics during classroom discussion
- 1.2. Learner uses terminology from Candidate Instructions
- 1.3. Learner asks questions that are relevant to procedures described
- 1.4. Learner applies instructions during the mock examination
- 1.5. Learner completes assessment with 100% accuracy.

Learning Objectives

- 1.a. Explain State Board procedures
 - 1.b. Use terminology relating to the State Board examination
2. Review theory components for written State Board exam

Assessment Strategies

- 2.1. Discussion
- 2.2. Journal Entry
- 2.3. Three Written Exams

Criteria

Performance will be satisfactory when:

- 2.1. Learner reviews written exam topics found in candidate guide book
- 2.2. Learner completes mini lessons on each state board written subject
- 2.3. Learner completes three book final exams with 100% accuracy

Learning Objectives

- 2.a. Review state board Candidate Handbook Guide for review topics
- 2.b. Complete Exam Review Guide

Learning Activities

1. LOCATE the state board written exam topic outline.
2. VIEW the chapter Power Point Presentations for each subject area.
3. COMPLETE the quiz developed for each topic with 80% accuracy.
4. PREPARE for book final exams.

Assessment Activities

1. Quizzes
2. Discussion board
3. Complete three book final exam.

Packing for Aesthetician State Board

Overview/Purpose

This lesson will assist students in packing for their state board practical exam. Students will identify, pack and label their supplies for all 9 areas of the state board exam according to the candidate handbook.

Target Competencies

1. Pack for the Practitioner State Board Examination.

Assessment Strategies

- 1.1. Demonstration
- 1.2. Self-assessment

Criteria

Performance will be satisfactory when:

- 1.1. Learner labels bags according to Candidate Instruction Guide
- 1.2. Learner packs a State Board kit
- 1.3. Learner gathers supplies for both client 1 and client 2.
- 1.4. Learner includes sanitation and disinfection supplies in kit
- 1.5. Learner completes task with 100% accuracy

Learning Objectives

- 1.a. Collect necessary supplies for supply kit
- 1.b. Self-assesses packed kit
- 1.c. Follow safety and sanitation practices while packing supply kit

Learning Activities

1. RESEARCH ways to organize our test supplies for your exam.
2. PRINT the supply list and GATHER all materials.
3. OBSERVE demonstration on packing your state board kit.
4. PACK your supplies according to each topic area.
5. SUBMIT Journal entry reflecting on the best ways you should pack for state board.
6. OBSERVE demonstration of each subject to be tested at state board.
7. SET-UP testing space for each subject.
8. PRACTICE demonstration of each subject area following the criteria presented from the DL Roope website.

Assessment Activities

1. Journal entry
2. Demonstration

Complete Client 1 portion of exam

Overview/Purpose

This lesson plan focuses on the first portion of the aesthetician practical demonstration for state board. Students will observe, review and practice the steps to complete the "Client One" portion of the state board exam.

Target Competencies

1. Identify Infection Control and Safety per State Board Requirements.

Assessment Strategies

- 1.1. Discussion
- 1.2. Demonstration
- 1.3. Journal Entry

1.4. Mock Board Exam

Criteria

- 1.1. Learner arrives with disinfected implements in sealed containers and clean supplies
- 1.2. Learner sanitizes hands
- 1.3. Learner sanitizes work area
- 1.4. Learner follows universal safety precautions
- 1.5. Learner demonstrates mock disinfection if necessary
- 1.6. Learner places disposable materials in trash after use
- 1.7. Learner places used implements in container separate from disinfected implements.
- 1.8. Learner completes assessment with 100% accuracy
- 1.9. Sanitize work area after completed tasks.

Learning Objectives

- 1.a. Use terminology related to infection control and safety
- 1.b. Ask questions that relate to infection control and safety
- 1.c. Demonstrate infection control and safety procedures

2. Cleanse face per State Board Requirements.

Assessment Strategies

- 2.1. Demonstration
- 2.2. Self-assessment
- 2.3. Journal entry
- 2.4. Mock Board Exam

Criteria

Performance will be satisfactory when:

- 2.1. Learner cleanses face with product labeled in English
- 2.2. Learner uses Implements and supplies that are visibly clean
- 2.3. Learner cleanses eye area according to recommended standards
- 2.4. Learner cleanses lips according to recommended standards
- 2.5. Learner distributes cleanser over face
- 2.6. Learner removes residual cleanser
- 2.7. Learner applies toner/astringent
- 2.8. Learner places items in recommended areas throughout section:disinfected, soiled linens and trash.
- 2.9. Learner completes assessment with 100% accuracy

Learning Objectives

- 2.a. Drape model according to state board standards
- 2.b. Complete face cleansing within 10 minutes

3. Exfoliate face with product or implement per State Board Requirements.

Assessment Strategies

- 3.1. Demonstration
- 3.2. Journal entry
- 3.3. Discussion
- 3.4. Mock Board Exam

Criteria

Performance will be satisfactory when:

- 3.1. Learner labels exfoliation supplies in English
- 3.2. Learner uses visibly clean implements and supplies
- 3.3. Learner applies exfoliating product over face
- 3.4. Learner avoids getting exfoliation product in eyes and mouth
- 3.5. Learner applies steam towel and removes safely
- 3.6. Learner removes residual exfoliation product
- 3.7. Learner places items in recommended areas throughout section:disinfected, soiled linens and trash.
- 3.8. Learner completes assessment with 100% accuracy

Learning Objectives

- 3.a. Prepare model for exfoliation service
- 3.b. Exfoliate face within 10 minutes
- 4. Massage face per State Board Requirements.

Assessment Strategies

- 4.1. Demonstration
- 4.2. Journal Entry
- 4.3. Discussion
- 4.4. Mock Board Exam

Criteria

Performance will be satisfactory when:

- 4.1. Learner labels massage supplies in English
- 4.2. Learner uses implements and supplies that are visibly clean
- 4.3. Learner distributes massage product over entire face
- 4.4. Learner demonstrates effleurage movement
- 4.5. Learner demonstrates petrissage movement
- 4.6. Learner demonstrates tapotement movement
- 4.7. Learner demonstrates friction movement
- 4.8. Learner removes residual massage product from face
- 4.9. Learner places items in recommended areas throughout section:disinfected, soiled linens and trash.
- 4.10. Learner completes assessment with 100% accuracy

Learning Objectives

- 4.a. Prepare for massage demonstration
- 4.b. Complete massage within 10 minutes

Learning Activities

- 1. RESEARCH various demonstrations of the aesthetician client one practical exam.
- 2. OBSERVE instructor demonstration of client one exam.
- 3. VERIFY all supplies are labeled and ready for cleansing, exfoliation and massage.
- 4. IDENTIFY the best way to setup you area for client one subjects.
- 5. SET-UP testing space for each subject.
- 6. ARRIVE with supplies for all sections of client one demo.
- 7. PREPARE for practical demo of client one.
- 8. PRACTICE demonstration of each subject area following the criteria presented from the DL Roope website.
- 9. POST journal entry reflecting on client one demonstration: Explain 2 positive areas of your demonstration and 2 areas of improvement.

Assessment Activities

- 1. Journal entry
- 2. Demonstration

Complete Client 2 portion of exam

Overview/Purpose

This lesson plan focuses on the second portion of the aesthetician practical demonstration for state board. Students will observe, review and practice the steps to complete the "Client Two" portion of the state board exam.

Target Competencies

1. Identify Infection Control and Safety per State Board Requirements.

Assessment Strategies

- 1.1. Discussion
- 1.2. Demonstration
- 1.3. Journal Entry
- 1.4. Mock Board Exam

Criteria

- 1.1. Learner arrives with disinfected implements in sealed containers and clean supplies
- 1.2. Learner sanitizes hands
- 1.3. Learner sanitizes work area
- 1.4. Learner follows universal safety precautions
- 1.5. Learner demonstrates mock disinfection if necessary
- 1.6. Learner places disposable materials in trash after use
- 1.7. Learner places used implements in container separate from disinfected implements.
- 1.8. Learner completes assessment with 100% accuracy
- 1.9. Sanitize work area after completed tasks.

Learning Objectives

- 1.a. Use terminology related to infection control and safety
- 1.b. Ask questions that relate to infection control and safety
- 1.c. Demonstrate infection control and safety procedures

2. Massage face per State Board Requirements.

Assessment Strategies

- 2.1. Demonstration
- 2.2. Journal Entry
- 2.3. Discussion
- 2.4. Mock Board Exam

Criteria

Performance will be satisfactory when:

- 2.1. Learner labels massage supplies in English
- 2.2. Learner uses implements and supplies that are visibly clean
- 2.3. Learner distributes massage product over entire face
- 2.4. Learner demonstrates effleurage movement
- 2.5. Learner demonstrates petrissage movement
- 2.6. Learner demonstrates tapotement movement
- 2.7. Learner demonstrates friction movement
- 2.8. Learner removes residual massage product from face
- 2.9. Learner places items in recommended areas throughout section:disinfected, soiled linens and trash.
- 2.10. Learner completes assessment with 100% accuracy

Learning Objectives

- 2.a. Prepare for massage demonstration
- 2.b. Complete massage within 10 minutes

3. Simulate hair removal techniques per State Board Requirements.

Assessment Strategies

- 3.1. Discussion
- 3.2. Journal Entry
- 3.3. Demonstration

3.4. Mock Board Exam

Criteria

Performance will be satisfactory when:

- 3.1. TWEEZING SIMULATION:
- 3.2. Learner labels hair removal supplies in English
- 3.3. Learner uses implements and supplies that are visibly clean
- 3.4. Learner wears gloves
- 3.5. Learner applies antiseptic to eyebrow area
- 3.6. Learner holds skin taut
- 3.7. Learner demonstrates tweezing of hair in direction of hair growth
- 3.8. Learner applies antiseptic to treated area
- 3.9. SOFT WAX SIMULATION:
- 3.10. Learner applies antiseptic to eyebrow area
- 3.11. Learner uses absorbent material or product to dry eyebrow area
- 3.12. Learner tests temperature of simulated soft wax product on wrist
- 3.13. Learner applies simulated soft wax product along entire length of eyebrow in direction of hair growth
- 3.14. Learner smooths wax strip over simulated soft wax product
- 3.15. Learner holds skin taut
- 3.16. Learner removes wax strip in opposite direction of hair growth
- 3.17. Learner applies antiseptic to treated area
- 3.18. Learner applies post-epilation product to treated area
- 3.19. Learner places items in recommended areas throughout section:disinfected, soiled linens and trash.
- 3.20. Learner completes assessments with 100% accuracy

Learning Objectives

- 3.a. Prepare for tweezing simulation
 - 3.b. Prepare for soft wax demonstration
4. Apply mask product per State Board Requirements.

Assessment Strategies

- 4.1. Demonstration
- 4.2. Journal Entry
- 4.3. Discussion
- 4.4. Mock Board Exam

Criteria

Performance will be satisfactory when:

- 4.1. Learner labels mask supplies in English
- 4.2. Learner uses implements and supplies that are visibly clean
- 4.3. Learner applies mask to cover face excluding eyes and lips
- 4.4. Learner removes mask
- 4.5. Learner applies toner/astringent
- 4.6. Learner applies moisturizer
- 4.7. Learner places items in recommended areas throughout section:disinfected, soiled linens and trash.
- 4.8. Learner completes assessment with 100% accuracy

Learning Objectives

- 4.a. Prepare for mask treatment
 - 4.b. Complete mask treatment within 10 minutes
5. Demonstrate makeup application per State Board Requirements.

Assessment Strategies

- 5.1. Demonstration
- 5.2. Journal Entry
- 5.3. Discussion
- 5.4. Mock Board Exam

Criteria

Performance will be satisfactory when:

- 5.1. Learner labels makeup supplies in English
- 5.2. Learner uses implements and supplies that are visibly clean
- 5.3. Learner applies protective covering to shoulders
- 5.4. Learner secures hair off face
- 5.5. Learner applies foundation to cover face
- 5.6. Learner applies powder to face
- 5.7. Learner applies blush
- 5.8. Learner grooms eyebrows
- 5.9. Learner applies eyeshadow
- 5.10. Learner applies eyeliner
- 5.11. Learner applies mascara
- 5.12. Learner applies lip liner
- 5.13. Learner applies lip color
- 5.14. Learner double braces when working around eyes and lips
- 5.15. Learner places items in recommended areas throughout section:disinfected, soiled linens and trash.
- 5.16. Learner completes assessment with 100% accuracy

Learning Objectives

- 5.a. Prepare for makeup application
 - 5.b. Apply makeup within 20 min.
6. Simulate blood exposure procedure per State Board Requirements.

Assessment Strategies

- 6.1. Demonstration
- 6.2. Journal Entry
- 6.3. Discussion
- 6.4. Mock Board Exam

Criteria

Performance will be satisfactory when:

- 6.1. Learner labels blood exposure supplies and materials in English
- 6.2. Learner removes materials from first aid kit
- 6.3. Learner uses supplies and materials that are visibly clean
- 6.4. Learner wears gloves
- 6.5. Learner cleans injured area with antiseptic
- 6.6. Learner covers injury with dressing that is absorbent and secured
- 6.7. Learner disposes of all contaminated supplies
- 6.8. Learner places items in recommended areas throughout section:disinfected, soiled linens and trash.
- 6.9. Learner completes assessment with 100% accuracy

Learning Objectives

- 6.a. Prepare for blood exposure procedure
- 6.b. Complete blood exposure procedure within 10 min.

Learning Activities

1. RESEARCH various demonstrations of the aesthetician client two practical exam.
2. OBSERVE instructor demonstration of client two exam.
3. VERIFY all supplies are labeled and ready for hair removal, facial mask, makeup and blood procedure.
4. IDENTIFY the best way to setup your area for client two subjects.
5. PREPARE for practical demo of client two.
6. ARRIVE with supplies for all sections of client two demo.
7. SET-UP testing space for each client two subject.
8. PRACTICE demonstration of each subject area following the criteria presented from the DL Roope

website.

9. POST journal entry reflecting on client two demonstration: Explain 2 positive areas of your demonstration and 2 areas of improvement.

Assessment Activities

1. Journal entry
2. Demonstration

Mock State Board: Demonstration of skills

Overview/Purpose

This lesson plan consists of a demonstration of your state board exam along with a peer review of an assigned partner. Students will provide positive feedback to an assigned peer while the student completes required state board skills. Students will also demonstrate all state board skills in preparation for their state license exam.

Target Competencies

1. Participate in Mock State Board Exam peer review

Assessment Strategies

- 1.1. Demonstration
- 1.2. Peer Review

Criteria

- 1.1. Learner completes peer review assessment process.
- 1.2. Learner arrives 15 min. prior to the scheduled Mock State Board Exam.
- 1.3. Learner avoids use of cell phone during exam.
- 1.4. Learner completes peer review testing packet for assigned student.
- 1.5. Learner remains focused during entire testing period.
- 1.6. Learner avoids talking to student taking the exam.
- 1.7. Learner provides feedback for any area where points were deducted.
- 1.8. Learner models career essentials during testing process.
- 1.9. Learner remains professional throughout exam.

Learning Objectives

- 1.a. Proctor a state board exam.
- 1.b. Provide positive feedback to peers.
- 1.c. Review feedback from peers.

Learning Activities

1. IDENTIFY partners for your state board demonstration.
2. EXPLAIN the expectations of the peer review.
3. READ the peer-review scoring packet.
4. REVIEW scoring packet as a way to prepare for state board demonstration.
5. ARRIVE early for Mock State Board Exam.
6. POST journal entry reflecting on the entire Mock State Board demonstration: Identify 2 positive areas of your demonstration and explain 2 areas that could use improvement.

Assessment Activities

1. Journal entry
2. Mock State Board
3. Peer Review

QRP Scorecard: Demographic Summary

Created: October 2018

31-502-2 Aesthetician

Demographic and Enrollment Summary	2015-2016		2016-2017		2017-2018		3 Year Average	
	N	%	N	%	N	%	N	%
TOTAL ACTIVE STUDENTS	25	-	37	-	61	-	41	-
ENROLLMENT (PROGRAM COURSE)								
Head Count	21	100%	26	100%	38	100%	28	100%
Full-Time	8	38%	13	50%	17	45%	13	45%
Part-Time	13	62%	13	50%	21	55%	16	55%
PROGRAM GRADUATES								
Graduates	4	19%	15	58%	13	34%	11	38%
PROGRAM FTEs								
FTEs	11	52%	13	52%	21	55%	15	53%
GENDER								
Female	20	95%	25	96%	38	100%	28	98%
Male	1	5%	1	4%	0	0%	1	2%
Nontraditional Occupation (NTO)					Male Gender Bias			
ETHNICITY								
Am. Indian/Alaskan Native	0	0%	0	0%	0	0%	0	0%
Asian	1	5%	2	8%	0	0%	1	4%
Black	12	57%	5	19%	12	32%	10	34%
Hispanic	0	0%	4	15%	7	18%	4	13%
Multiple	0	0%	0	0%	1	3%	0	1%
Pacific Islander	0	0%	0	0%	0	0%	0	0%
Unknown	1	5%	2	8%	2	5%	2	6%
White	7	33%	13	50%	16	42%	12	42%
AGE								
less than 18	0	0%	0	0%	1	3%	0	1%
18-24	6	29%	12	46%	20	53%	13	45%
25-34	10	48%	8	31%	9	24%	9	32%
35-44	3	14%	5	19%	7	18%	5	18%
45-54	1	5%	1	4%	1	3%	1	4%
55+	1	5%	0	0%	0	0%	0	1%

*Note: An administrative change was made in the way program enrollments are reported in 2015. See "Definitions" Page for further explanation.

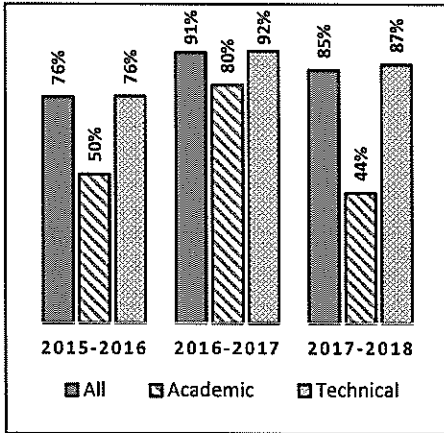
QRP Scorecard: State Indicators

Created: October 2018

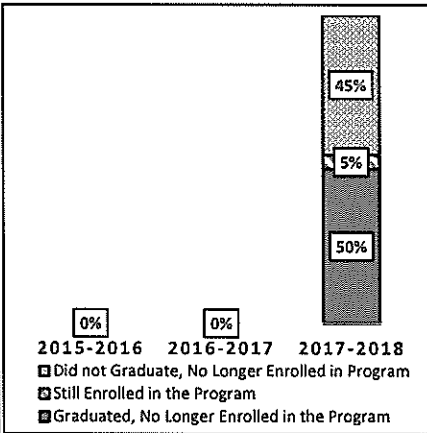
31-502-2 Aesthetics

State Indicators		2015-2016			2016-2017			2017-2018			WTCS (Excluding MATC)		
		Cohort	Achieved	Rate	Cohort	Achieved	Rate	Cohort	Achieved	Rate	Cohort	Achieved	Rate
Course Completion	All Program Course Enrollments	183	139	76%	234	213	91%	361	307	85%	-	-	-
	Academic Program Course Enrollments	2	1	50%	10	8	80%	16	7	44%	-	-	-
	Technical Program Course Enrollments	181	138	76%	224	205	92%	345	300	87%	-	-	-
Retention	Semester-to-Semester	17	15	88%	20	19	95%	30	26	87%	0	0	0%
	Second Year	0	0	0%	22	14	64%	23	20	87%	0	0	0%
	Third Year	0	0	0%	0	0	0%	22	12	55%	0	0	0%
Transfer	Program Students (Non-Graduates)	0	0	0%	18	0	0%	22	0	0%	0	0	0%
	Program Graduates	0	0	0%	7	0	0%	15	0	0%	0	0	0%
Graduation	Second Year	0	0	0%	22	11	50%	23	11	48%	0	0	0%
	Third Year	0	0	0%	0	0	0%	22	11	50%	0	0	0%
	Fifth Year	0	0	0%	0	0	0%	0	0	0%	12	9	75%
Employment (Self Reported)	All Employment	0	0	0%	2	2	100%	7	7	100%	-	-	-
	Related	0	0	0%	2	2	100%	7	5	71%	-	-	-

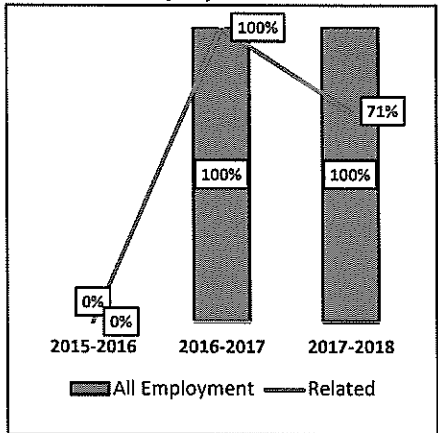
Course Completion



Student Status: 3 Years after Start



Graduate Employment



*Note: An administrative change was made in the way program enrollments are reported in 2015. See "Definitions" Page for further explanation.

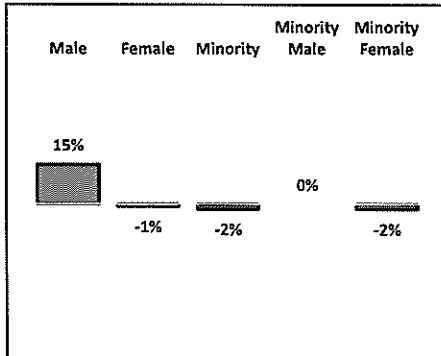
QRP Indicators: Course Completion Equity Gap

Created: October 2018

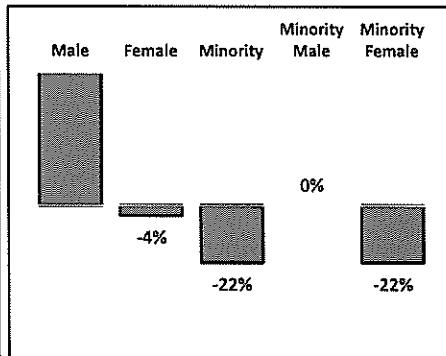
31-502-2 Aesthetician

Course Completion		2015-2016				2016-2017				2017-2018			
		Cohort	Achieved	Rate	Gap	Cohort	Achieved	Rate	Gap	Cohort	Achieved	Rate	Gap
All Program Course Enrollments	All Program Students	183	139	76%	-	234	213	91%	-	361	307	85%	-
	Male	8	8	100%	24%	7	4	57%	-34%	1	1	100%	15%
	Female	175	131	76%	0%	227	209	92%	1%	360	306	84%	-1%
	Minority	119	80	69%	-7%	99	88	90%	-1%	195	165	83%	-2%
	Minority Female	-	-	-	#####	-	-	-	#####	-	-	-	#####
Academic Program Course Enrollments	All Program Students	2	1	50%	-	10	8	80%	-	16	7	44%	-
	Male	0	0	0%	-50%	1	0	0%	-80%	1	1	100%	56%
	Female	2	1	50%	0%	9	8	89%	9%	15	6	40%	-4%
	Minority	2	1	50%	0%	3	3	100%	20%	9	2	22%	-22%
	Minority Female	-	-	-	#####	-	-	-	#####	-	-	-	#####
Technical Program Course Enrollments	All Program Students	181	138	76%	-	224	205	92%	-	345	300	87%	-
	Male	8	8	100%	24%	6	4	73%	-19%	0	0	0%	-87%
	Female	173	130	76%	0%	218	201	93%	1%	345	300	87%	0%
	Minority	117	79	69%	-7%	96	85	90%	-2%	186	163	88%	1%
	Minority Female	-	-	-	#####	-	-	-	#####	-	-	-	#####
Minority Female	117	79	69%	-7%	96	85	90%	-2%	186	163	88%	1%	

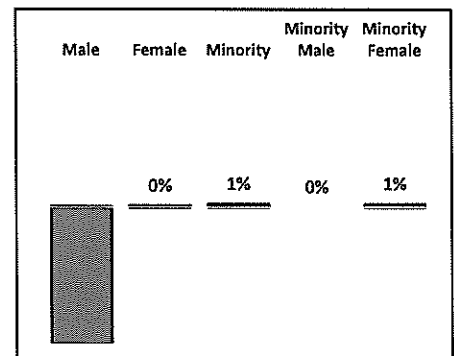
2017-2018 Gap: All Program Courses



2017-2018 Gap: Academic Courses



2017-2018 Gap: Technical Courses



*Note: An administrative change was made in the way program enrollments are reported in 2015. See "Definitions" Page for further explanation.

Aesthetician Associate Degree OPTIONS

Possible Degree Names:

- 1
- 2
- 3

1 Cr = 16 Theory Hours
1 Cr = 32 Practical Hours

24 Cr Technical Diploma

15 Cr General Education Requirements

Credits	Theory 1 Cr = 16 Hrs	Practical 1 Cr = 32 Practical	COURSE/SUBJECT	Qualified Instructors
3	48		Oncology Aesthetics	Theresa
1	16		Reiki I	Erin
1	16		Reiki II	Erin
1	16		Reiki III	Erin
1	16		Reiki Master	Erin
3	48		Aromatherapy	
2	16	32	Lash Extensions	
1		32	Adv. Exfoliation (Dermaplaning, HydrdaFacial, etc)	
1		32	Adv. Hair Removal - Full body including Brazilian	
3	16	64	Advanced Brows - Microblading, Brow and Lash tinting, threading	
2	16	32	Skin Care Machines - Class 1 Devices	Amy
2	16	32	Reflexology	
3	32	32	Product development	Kanika



Attachment F

Poshepny, Amy <poshepna@matc.edu>

Letter of Intent

1 message

Conroy, Michele <conroym@matc.edu>

Fri, Aug 30, 2019 at 12:49 PM

To: Bradley Piazza <bpiazza@wctc.edu>

Cc: Stefanie Patti <pattis@matc.edu>, "Carlson, Brian" <carlsobd@matc.edu>, Amy Poshepny <poshepna@matc.edu>

Milwaukee Area Technical College (MATC) is in the initial stages of the new program development process for an Aesthetician associate degree. As you know, during the concept review part of the process, any district with a similar or same program is contacted. This email serves as formal notice of our intent.

We would be happy to discuss the details of the MATC proposed program. If you wish to do so, please contact:

Brian Carlson, Interim Dean, School of Business, 414-297-7508, carlsonb@matc.edu

OR

Stefanie Patti, Coordinator, School of Business, 414-297-7483, pattis@matc.edu

If you have any questions or concerns, please do not hesitate to contact me directly at 414-297-7269 or dakwarmm@matc.edu to discuss the details of our proposed program and learn about your experience with your own program.

MATC intends that its Concept Review documentation will be submitted to the WTCS Board at its November 5-6, 2019, meeting. We will gladly incorporate any feedback you have on the topics outlined above. If you have any questions or concerns, please do not hesitate to contact me directly at 414-297-8087 or by email at dakwarmm@matc.edu.

Mohammad Dakwar

Provost

--

Shelly Conroy

Executive Assistant to the Provost

Milwaukee Area Technical College

(414) 297-7712

conroym@matc.edu



Poshepny, Amy <poshepna@matc.edu>

Letter of Intent

6 messages

Conroy, Michele <conroym@matc.edu>

Mon, Aug 26, 2019 at 9:25 AM

To: Chris Matheny <matheny@fvtc.edu>

Cc: "Carlson, Brian" <carlsobd@matc.edu>, Stefanie Patti <pattis@matc.edu>, Amy Poshepny <poshepna@matc.edu>

Milwaukee Area Technical College (MATC) is in the initial stages of the new program development process for an Aesthetician associate degree. As you know, during the concept review part of the process, any district with a similar or same program is contacted. This email serves as formal notice of our intent.

We would be happy to discuss the details of the MATC proposed program. If you wish to do so, please contact:

Brian Carlson, Interim Dean, School of Business, 414-297-7508, carlsonb@matc.edu

OR

Stefanie Patti, Coordinator, School of Business, 414-297-7483, pattis@matc.edu

If you have any questions or concerns, please do not hesitate to contact me directly at 414-297-7269 or dakwarmm@matc.edu to discuss the details of our proposed program and learn about your experience with your own program.

MATC intends that its Concept Review documentation will be submitted to the WTCS Board at its March 21 – 22, 2017, meeting. We will gladly incorporate any feedback you have on the topics outlined above. If you have any questions or concerns, please do not hesitate to contact me directly at 414-297-8087 or by email at dakwarmm@matc.edu.

Mohammad Dakwar

Provost

--

Shelly Conroy

Executive Assistant to the Provost

Milwaukee Area Technical College

(414) 297-7712

conroym@matc.edu

Poshepny, Amy <poshepna@matc.edu>

Mon, Aug 26, 2019 at 5:39 PM

To: Stefanie Patti <pattis@matc.edu>, "Stout, Brian" <stoutbm@matc.edu>

Hi Stefanie and Brian,

I read the email and I have a couple concerns. The date that our Concept Review will be presented the WTCS is listed at March 2017? I want this to go in to WTCS this fall.

Stefanie can you find out when the WTCS board meets this fall or when I need to have all the documents to LeeAnn Mikula? Also, find out if they need to resend this letter with the correct dates.

Thanks,

[Quoted text hidden]

--

Amy Poshepny

Instructor - Barber/Cosmetology Department
Aesthetician Program Coordinator
Milwaukee Area Technical College
5555 W. Highland Road – Mequon, WI 53092
(414) 297-7282 -- poshepna@matc.edu

Click the logos below for more details:



"Let everything you say be good and helpful, so that your words will be an encouragement to those who hear them."

Ephesians 4:29

Patti, Stefanie <pattis@matc.edu>
To: "Poshepny, Amy" <poshepna@matc.edu>
Cc: "Stout, Brian" <stoutbm@matc.edu>

Tue, Aug 27, 2019 at 8:21 AM

Hi Amy,

The WTCS Board meets September 10th and 11th and then again in November on the 5th and 6th. Are you think November? I will ask LeeAnn when all the paperwork needs to be in based off of what meeting you are hoping to have it presented at.

I'll find out about fixing the dates in the letter once we know for sure what Board meeting you want it presented at.

Thanks,

[Quoted text hidden]

--

Stefanie Patti
Coordinator
School of Business/Media & Creative Arts
Milwaukee Area Technical College
700 West State Street
Milwaukee, WI 53233
Phone: (414) 297-7483
pattis@matc.edu

Poshepny, Amy <poshepna@matc.edu>
To: "Patti, Stefanie" <pattis@matc.edu>
Cc: "Stout, Brian" <stoutbm@matc.edu>

Tue, Aug 27, 2019 at 2:58 PM

Thanks Stefanie,

I can pull it together for the September meeting, if LeeAnn has time to review and I can still get any revisions done.

[Quoted text hidden]

Patti, Stefanie <pattis@matc.edu>

Tue, Aug 27, 2019 at 3:37 PM

To: "Conroy, Michele" <conroym@matc.edu>, Amy Poshepny <poshepna@matc.edu>

Hi Shelly,

After speaking with Amy, she is aiming to have this presented to the WTCS board at their November 5th and 6th meeting. In order for this to happen, we will need to have the degree presented to MATC board September 29th..

She is working to meet these dates, and we have kept Curriculum in the loop about these dates as well.

Would you be able to reply to the letters of intent emails with the revised Board dates?

Thank you for your help!

[Quoted text hidden]

[Quoted text hidden]

Conroy, Michele <conroym@matc.edu>

Fri, Aug 30, 2019 at 12:45 PM

To: Chris Matheny <matheny@fvtc.edu>

Cc: "Carlson, Brian" <carlsobd@matc.edu>, Stefanie Patti <pattis@matc.edu>, Amy Poshepny <poshepna@matc.edu>

My apologies for including the wrong dates. We are aiming to have this presented to the WTCS board at their November 5th and 6th meeting. In order for this to happen, we will need to have the degree presented to MATC board September 24th. Please provide us with any information by Friday, September 13, 2019. Thanks for your help.

On Mon, Aug 26, 2019 at 9:25 AM Conroy, Michele <conroym@matc.edu> wrote:

[Quoted text hidden]

[Quoted text hidden]

~~Employee Performance~~ Progressive Discipline

~~In cases of issues of work performance, supervisors will work with the non-teaching employees to develop a performance improvement plan that will include specific areas of improvement, training opportunities, and timelines for needed improvement.~~

~~Coaching is the process that is currently utilized for probationary and non-probationary faculty. Issues involving discipline of faculty follow the progressive discipline policy when faculty violate College policies, procedures and/or work rules.~~

~~If the employee does not meet performance expectations, the supervisor will work with Human Resources to determine progressive steps.~~

Progressive Discipline

MATC recognizes that most employees only need to be properly trained and ~~be~~ informed ~~of the rules in order~~ to be positive and, productive employees. There are, however, times when the supervisor must use the discipline process in order to clearly outline deficiencies in work or actions that are unacceptable and to set expectations for improvement. The purpose of this policy is to outline the steps of Progressive Discipline. Supervisors are encouraged to make sure that the employee has been properly trained and informed prior to resorting to the discipline process.

Progressive Discipline could include written warnings, suspension, and termination. Every situation will be addressed on a case-by-case basis. Supervisors will work with Human Resources when considering Progressive Discipline to ensure employees receive equitable and fair treatment.

~~MATC will take appropriate disciplinary action when employees violate College policies, procedures and/or work rules, or conduct themselves in an inappropriate or unprofessional manner. Supervisors and managers are expected to address corrective measures in an appropriate time frame and manner.~~

Definitions

Advocate - An uninvolved person who knowingly and voluntarily without expectation of payment makes himself/herself available as a resource to the affected employee. Advocates exclude members of the Pool as defined below. The employee may have up to 2 advocates unless otherwise mutually agreed to. Advocates should be available within 7 days from time of

request. Advocates may be:

- Another employee of the District (provided he/she is not the employee's supervisor/manager and is not a witness to the situation being investigated); or
- An employee organization representative.

Days - All days listed in this procedure are days when the District is open for business, unless otherwise defined. Weekends, holidays and days when the District is closed for business are excluded.

Discipline - Employment action that includes written discipline of performance and/or conduct issues, disciplinary non-renewal, which is submitted to an employee's personnel file, suspension without pay, disciplinary demotion, or disciplinary termination. Discipline may not begin or continue when an employee is on an approved leave. In cases involving employees who work less than 52 weeks, the discipline process may continue into non-working periods.

Fact-finding - If the supervisor is calling a meeting with the intent to investigate for possible discipline, the employee will be informed of their right to have up to 2 advocates. Employees will be provided with information about the concerns to be discussed or investigated prior to the meeting. It is the responsibility of the employee to provide any/all information to their advocate(s).

Pool - A group of employees consisting of the VP of Finance, VP of Student Services, VP of College Advancement and External Communications, VP of Academic Affairs (Provost), VP-Mequon Campus, VP-Oak Creek Campus, VP-West Allis Campus, or General Manager of Milwaukee PBS. Members of a pool cannot act as an advocate on behalf of an employee.

If an employee is unable to attend scheduled meeting(s) as described in the following steps, the employee must provide prior notice before the start of the meeting. The notice must include an explanation of the reason for being unable to attend. The meeting will then be rescheduled as soon as possible. A meeting will not be rescheduled more than once. If an employee is a no-show for a scheduled meeting and did not provide appropriate prior notice, the meeting will not be rescheduled and the decision of how to proceed will be based on the information the manager and /or Human Resources has.

Progressive Discipline Process

Written Warnings (1st, 2nd and Final)

Disciplinary actions ~~should~~will be preceded by discussion or counseling with the employee, unless the infractions are of a more severe nature. The general sequence of

progressive discipline related to employee performance and conduct issues is through issuance of 1st, 2nd and Final Written Warnings and termination. Final Written Warnings may include a suspension without pay. Disciplinary actions could include progressive measures such as verbal warnings, written warnings, suspension, and termination. Depending upon the ~~circumstances situation~~ (i.e., time between instances, or severity of performance or conduct, violation of law~~conduct~~), disciplinary steps may be skipped or a disciplinary level may be repeated. Written warnings do not expire, but may lose significance after one year of issuance if no other performance or conduct issues are noted. Each situation will be addressed on a case by case basis.

Employees receiving a 1st or 2nd Written Warning may apply for transfer within six (6) months of receiving the Written Warning. Employees receiving a Final Written Warning cannot apply to transfer until one year from the issuance of the final warning.

In all possible disciplinary situations, the supervisor will schedule a Fact-Finding Meeting as soon as possible to discuss the issue(s). Notice will be given to the employee of the Fact-Finding meeting and will include a general description of the issue(s) to be discussed. The employee has the option of having up to two (2) advocates present at the Fact-Finding Meeting. Any follow up needed after the Fact-Finding Meeting will typically occur within ten (10) days of the initial Fact-Finding Meeting, unless otherwise notified of unexpected delays such as the unavailability of the individuals who need to be contacted.

Written warnings will outline the expectations of the employee. If appropriate, the supervisor will also outline any support or resources to be provided.

If the information supports termination of employment, the employee will be notified in writing of the reason(s) for termination.

If the documentation supports recommendation to terminate employment, the termination proceeds and the employee will be notified in writing of the reason(s) for termination.

In all matters, supervisors will work with Human Resources to ensure employees receive equitable and fair treatment across the DistrictCollege.

Group Life Insurance Benefits

MATC provides a fully paid group life insurance benefit plan for eligible employees. ~~The life insurance benefit becomes effective after six months of employment.~~ The life insurance benefit plan provides term life insurance, with no accumulated cash value of any kind. Life insurance benefits that exceed \$50,000 in value are subject to taxation under IRS regulations and are reported by the College for tax purposes, in accordance with IRS rules and regulations. Additional information regarding the benefit is available from Human Resources.

See Appendix C.

Revised Draft- August 13, 2019

Group Life Insurance Benefits

Paid Time-Off Benefits

MATC offers a variety of paid time-off benefits to eligible employees, including paid holidays, personal holidays, sick leave and vacation.

Sick Leave

The College provides a competitive sick leave benefit to eligible employees. The purpose of sick leave is to provide income replacement for employees who are absent due to personal illness of the employee or a member of the employee's immediate family, including absences for periods of short-term disability. Sick leave may also be used for compelling personal reasons (CPR) that do not involve illness of the employee, including personal emergencies, transportation emergencies, court proceedings, bereavement-related absences and similar circumstances.

For safety reasons, employees are expected to return to work following the use of sick leave if they are able to perform their job in a safe, productive, and effective manner. Employees who are absent for more than three days due to illness (either sick leave or FMLA) are required to submit a completed Medical Status Report prior to returning to work. The College reserves the right to obtain a fitness-for-duty evaluation at the College's expense in the event that there are questions concerning an employee's ability to safely and effectively perform the essential functions of his or her job. Factors that may call into question an employee's fitness for duty include, but are not limited to, changes in employee's physical mobility, agility, dexterity, speech, or other physical limitations, decreased work output, confrontations with other employees or students, poor attendance, threats or acts of violence, or other behaviors indicative of potential self-harm or harm to others.

Vacation

MATC's vacation policy is to provide employees with pre-scheduled time off for the purposes of rest and relaxation. ~~Employees are eligible to utilize paid vacation after successful completion of the probationary period of employment.~~ Vacation is prorated for employees during the first year of employment and for those employed on a academic-year basis.

Vacation is to be scheduled and approved by the employee's supervisor prior to use. Employees are eligible to use paid vacation for time away from regularly scheduled work.

Most employees are not eligible to receive vacation pay for days on which the employee is not normally scheduled to work.

If a paid holiday occurs during the calendar week in which an employee has a pre-approved, scheduled vacation, the employee will receive holiday pay for the holiday and the vacation balance will not be reduced for that day.

Any accrued, unused vacation balance will be paid out to the employee at the time of termination of employment or retirement.

Paid Holidays

MATC provides paid holidays for employees who are regularly scheduled to work on the day of holiday celebration.

Staff employees (non-faculty) – Holidays are paid in accordance with the employee's regular work schedule. If a holiday falls on a Saturday or Sunday, a compensating personal holiday will be awarded. If an employee is required to work on a designated holiday, the employee will receive compensatory time off to be used at a later date at the rate of one and one-half (1 ½) hours of time off for every hour worked.

You may be eligible to receive flexible holiday hours to use between July 1 and June 30 each year. No carryover of personal holidays is permitted. Personal holidays may be used in increments of full day or half day.

See Appendices H, I, and J.

[Revised Draft- August 13, 2019](#)

Appeal Process for Discipline, Discharge, and Workplace Safety

Section 1 – Purpose

The purpose of this process is to comply with Wisconsin Statute, Section 66.0509, and to provide for the exclusive internal method of resolving all employee appeals concerning discipline, discharge and workplace safety.

Section 2 – Definitions

Advocate - An uninvolved person who knowingly and voluntarily without expectation of payment makes himself/herself available as a resource to the affected employee.

Advocates exclude members of the Pool as defined below. The employee may have up to two (2) advocates unless otherwise mutually agreed to. Advocates should be available within seven (7) days from time of request. Advocates may be:

- Another employee of the DistrictCollege (provided he/she is not the employee's supervisor/manager and is not a witness to the situation being investigated); or
- An employee organization representative.

Appeal - Any appeal regarding discipline or workplace safety as defined in this policy. Employees, as defined in Section 3, eligible to bring appeals as set forth under this process are any full-time, part-time, or limited term employee on the payroll of the District, and who has a personal appeal as defined in this policy.

Days - All days listed in this procedure are days when the District is open for business, unless otherwise defined. Weekends, holidays and days when the District is closed for business are excluded.

Discipline - Employment action that includes oral or written discipline or performance and disciplinary non-renewal submitted to an employee's personnel file, disciplinary suspension without pay, disciplinary demotion, or disciplinary discharge. Discipline may not begin or continue when an employee is on an approved leave. In cases involving employees who work less than 52-weeks, the discipline process may continue into non-working periods.

Fact Finding - If the supervisor is calling a meeting with the intent to investigate for possible discipline, the employee should be informed of their right to have up to two (2) advocate(s). Employees will be provided with information about the concerns to be discussed or investigated prior to the meeting. It is the responsibility of the employee to provide any/all information to their advocate(s).

-08.15.19 updated

Pool - A group of employees consisting of the Executive Vice President, VP Vice President -of Finance and IT, VP Vice President -of Student Services, VP Vice President of College Advancement and External Communications, VP Vice President of Learning Academic Affairs (Provost), Vice President of Institutional Effectiveness, Vice President of Enrollment Management, Vice President of Retention and Completion, VP Vice President - Mequon Campus, VP Vice President - Oak Creek Campus, VP Vice President - West Allis Campus, or General Manager of Milwaukee PBS. Members of the Pool cannot act as an advocate on behalf of an employee.

Workplace Safety - Conditions of employment relating to safety of the individual employee's physical work environment, tools and equipment, protective equipment, training and warning requirements. All employees are encouraged to report unsafe conditions to Public Safety or by utilizing the Speak Up For Safety link on the website at http://www.matc.edu/public_safety/speak_up.cfm. ~~www.matc.edu~~. No determination relating to workplace safety involving an employee's case or independent review by any state or federal agency or regulatory body may be the subject of an appeal. Safety appeals may be filed by an employee who is presently affected by the issue.

Section 3 - Covered Employees

Full-Time and Part-Time Employees (including limited-term employees) may be disciplined or discharged for just cause.

Probationary Employees may be disciplined or discharged at any time, with or without cause, during the probationary period. Probationary employees who are being considered for discharge will be provided an opportunity to meet with the executive in charge of their area for a review of the proposed discharge and whether the action is occurring during the probationary period. After this step, probationary employees who wish to appeal whether the discharge occurred during the probationary period would proceed to Step 23 of Section 5.

Section 4 – Written Warning Appeal Process

An appeal can be requested at any level of the written warning discipline process if the employee disagrees with the discipline and/or the severity of the discipline. The outcome of the two-step appeal process for written warnings outlined below will be final and binding.

Step 1 -Appeal

1. Must be requested in writing by the employee within 10 days of the receipt of the discipline.
2. The employee will submit the written appeal to the supervisor's supervisor with a copy to the ~~VP~~Vice President -of Human Resources. The appeal should state if the employee wants the supervisor's supervisor to hear the appeal or a member of the Pool as noted under definitions. If the employee opts to utilize the Pool, the employee will select three (3) members of the Pool as acceptable, list them in priority order, and submit the list with the written appeal. If the employee elects to use the Pool option in the first appeal, the employee loses the option for the ~~step~~Step 2 Appeal.
3. If the supervisor is a direct report to the College President, the written appeal will be submitted to the ~~VP~~Vice President -of Human Resources and will be heard by one member of the Pool as noted under definitions. The employee will select three (3) members of the Pool as acceptable, list them in priority order, and submit the list with the written appeal.
4. The District will schedule the appeal meeting within 10 days of receipt of the written appeal.
5. The decision of the written appeal will be communicated to the employee within seven (7) days of the appeal meeting. If the employee is not satisfied with the outcome, the employee has the right to advance to Step 2 Appeal if available.

Step 2 Appeal

1. The employee may submit a written appeal to the ~~Vice President~~Vice President of Human Resources within 10 days of the Step 1 Appeal Decision.
2. The employee will select three (3) members of the Pool as noted under definitions as acceptable to meet with, list them in priority order, and submit the list to the ~~VP~~Vice President -of Human Resources along with the appeal.
3. Within 10 days after the receipt of the appeal, the Pool Administrator will schedule an appeal meeting. The employee and advocate are given notice as soon as the hearing time and date are set and at least five (5) days prior to the hearing.
4. The employee and the District will be given an opportunity to present facts and reasons contesting or supporting the decision before the Pool Administrator. The Pool Administrator will consider the information presented by both sides and decide whether to uphold, alter, or dismiss the decision.
5. Within seven (7) days after the hearing, the Pool Administrator will inform the employee in writing of his/her decision.
- ~~6.~~ If the issue involves discipline other than discharge, it will be administered accordingly at the conclusion of this step.

-08.15.19 updated

6.

Section 5: ~~Discharge, Disciplinary Suspension, Discharge, Workplace Safety Appeal Process~~

Step 1 – Appeal

1. Must be requested in writing by the employee within 10 days of the receipt of the discipline.
2. The employee will submit the written appeal to the supervisor’s supervisor with a copy to the Vice President of Human Resources. The appeal should state if the employee wants the supervisor’s supervisor to hear the appeal or a member of the Pool as noted under definitions. If the employee opts to utilize the Pool, the employee will select three (3) members of the Pool as acceptable, list them in priority order, and submit the list with the written appeal. If the employee elects to use the Pool option in the first appeal, the employee loses the option for the Step 2 Appeal.
3. If the supervisor is a direct report to the College President, the written appeal will be submitted to the Vice President of Human Resources and will be heard by one member of the Pool as noted under definitions. The employee will select three (3) members of the Pool as acceptable, list them in priority order, and submit the list with the written appeal.
4. The District will schedule the appeal meeting within 10 days of receipt of the written appeal.

—The decision of the written appeal will be communicated to the employee within seven (7) days of the appeal meeting. If the employee is not satisfied with the outcome, the employee has the right to advance to Step 2 Appeal if available.
- ~~1. Must be requested in writing by the employee within 10 days of the receipt of the discipline.~~
- ~~2. The appeal should be submitted to the supervisor’s supervisor. If the employee is not comfortable talking to the supervisor’s supervisor, the appeal can be submitted to the VP of Human Resources.~~
- ~~3. If the supervisor is a direct report to the College President, the 1st Appeal should be submitted to the VP of Human Resources and will be heard by one member of the Pool as noted under definitions. The employee will select 3 of these as acceptable, list them in priority order and submit the list to the VP of Human Resources along with the appeal.~~
- ~~4. The appeal meeting should be scheduled within 10 days of the receipt of the request for appeal.~~
- ~~5. Communication on the decision of the appeal should be made to the employee within 7 days of the appeal meeting. If no decision is communicated to the employee within the timeframe set forth above or the employee is not satisfied with the outcome, the employee has the right to advance to the next appeal level.~~

5.

–08.15.19 updated

Step 2 -3 Impartial Hearing Officer (IHO) Review

If the appeal involves a disciplinary suspension, a disciplinary discharge, a disciplinary demotion or a workplace safety issue (which has a monetary impact), as defined herein, the employee may appeal the decision to an Impartial Hearing Officer (IHO). The appeal must be in writing to the Vice President, Human Resources within 10 days of the issuance of the final decision set forth in Step 1. The appeal must include the name and signature of the appealing employee, a clear and concise statement of the action or decision being appealed, and reason(s) why the aggrieved employee disagrees with the action or decision. Employees may be represented by legal counsel or other external third party advocate.

The IHO assigned to hear the appeal shall be appointed through a computer-generated random process from the IHO pool, which is developed through a collaborative decision-making process and shall be a disinterested person, external to ~~the Collegethe~~ District. The IHO shall adhere to the procedures set forth herein and shall not have the authority to expand or modify these procedures unless otherwise stated.

Fees associated with the IHO hearing will be shared equally by ~~the Collegethe District~~ and employee if the employee is unsuccessful in the appeal. -A \$500 deposit will be required of the employee within 15 days of filing the appeal and given to the ~~VP~~ Vice President o-ef -Human Resources. A receipt will be issued to the employee for the deposit. If the deposit is not received within the 15 days, the appeal will be considered withdrawn.

If the employee is successful in their appeal, the \$500 will be refunded to the employee within 15 days of the finding and ~~the Collegethe District~~ will be responsible for the IHO fees. -If the employee is unsuccessful in the appeal, ~~the Collegethe District~~ will retain the \$500 deposit, unless the total cost was under \$1,000, at which time ~~the Collegethe District~~ will refund the appropriate amount to the employee within 15 days. IHO fees are defined as the cost of the IHO and exclude attorney's fees (or advocate fees) and court reporter costs. In no event will ~~the Collegethe District~~ be responsible for payment of attorney's fees or any other costs associated with the employee's representation by an attorney or other third party advocate ~~The College~~ The District has the authority to hire a court reporter if it deems necessary. Charges for this service will be paid by ~~the Collegethe District~~. The employee may request a copy of the transcript at his/her own cost.

Neither party is permitted to subpoena documents or otherwise engage in additional discovery at any point during the IHO process. ~~The IHO will make a determination of the time frame for the hearing. Typically, it is no more than three (3) hours.~~

Pre-Hearing Process

-08.15.19 updated

Prior to the hearing, the IHO will conduct a pre-hearing conference. During the pre-hearing conference, the IHO will establish a date by which the employee (in conjunction with his/her advocate or legal counsel, if applicable) and the DistrictCollege shall provide the following:

- The date of the event or issue giving rise to the appeal;
—Any documentary evidence that supports their position;
-
- If applicable, names of relevant witnesses (all witnesses must have firsthand knowledge of the event or issue giving rise to the appeal); and
- The relief or remedy requested.

• ~~—Hearing Process All witnesses must have firsthand knowledge of the event or issue giving rise to the appeal.~~

The hearing will be held as soon as practical. The IHO will conduct the hearing and establish ground rules in accordance with this procedure. The IHO will make a determination of the time frame for the hearing. Typically, it is no more than three (3) hours. The IHO may extend the amount of time for the hearing up to two (2) hours if deemed necessary. If additional time is granted, the time will be split equally between the parties, unless otherwise agreed to by the parties.

Evidence may be presented, witnesses may be sworn in and give testimony. The rules of evidence do not apply to this process. Both Parties will be allowed to ask provide clarifying questions regarding any written or verbal evidence to the IHO, parties, or witnesses. The IHO is allowed to ask clarifying questions of the parties and witnesses. Each party may have an attorney or advocate and one additional non-witness present during the hearing. No other individuals will be permitted in the hearing. All witnesses will be sequestered prior to testifying.

The IHO shall provide a written decision to the parties within fifteen (15) days of the hearing.

With respect to issues involving disciplinary suspension and discharge for non-probationary employees, the IHO's decision shall be based on whether the decision of ~~the College~~ the District was for just cause. With respect to discharge issues involving probationary employees, the IHO will review whether or not the District's action was taken within the probationary period.

With respect to issues involving workplace safety, the IHO's decision shall be based on whether there is/was an unhealthy or unsafe condition at ~~the College~~ the District. If the IHO concludes a workplace safety issue still exists, they will instruct ~~the College~~ the District to remedy the situation. ~~The College~~ The District will provide the IHO with the information of the issue being resolved.

~~-08.15.19 updated~~

The decision of the IHO shall be limited to denial of the appeal or granting the appeal. The decision of the IHO shall be limited to the precise issue raised in the appeal at the time of the appeal to the IHO. The IHO shall have no authority to add, modify or delete from the policies, procedures, rules and guidelines of the District.

Step 3 - 4 Review by the District Board

If the appeal is not resolved at Step ~~2~~3, either party may appeal in writing the IHO's decision to the District Board. The appeal must be filed within 10 days of receipt of the IHO's decision to the Vice President, Human Resources.

The review of the District Board will be limited to a paper review of the evidence from the IHO hearing and a review of the IHO's decision. Parties will not be allowed to call witnesses to testify. The parties are not permitted to submit briefs in support of their position unless the party can demonstrate bias by the IHO in his/her decision-making process. The District Board shall review the IHO hearing record and IHO decision and determine whether the IHO had a rational basis for his/her decision based upon the standards set forth in this policy.

In the event the District Board determines that the IHO did not have a rational basis for his/her decision, the District Board may take any of the following actions: 1) render a new decision and remedy, including compensation for lost wages and earnings, in whole or in part, and modification or removal of documents, to the extent permitted by law; 2) ~~assign~~ assign an IHO to create a recommendation for the District Board's review and ~~consideration~~.

~~Within consideration.~~ Within 45 forty five (45) days of receipt of the appeal, the District Board shall issue a written decision. The decision of the District Board shall be final and binding.

Section 6 - Role of Human Resources

A representative from Human Resources may attend any of the meetings authorized by this procedure. All documents filed in accordance with this policy shall be copied to Human Resources.

Section 7 - Compensation for Non-Exempt Employees

A non-exempt employee will not be compensated for time spent pursuing an appeal during non-scheduled hours.

Section 8 - Time Limits Substantive

Failure of an employee to file and process the appeal within the time limits set forth in this policy shall be deemed a waiver of the appeal. The time limits in this policy may, however, be extended by the mutual consent of the College and the employee.

Further, the College may extend deadlines for its performance, as it deems necessary, and provide the employee notice of such extensions.

This entire appeal process shall not be construed to create and is not intended to establish or give rise to any contractual rights between Milwaukee Area Technical College and any of its employees and is at all times subject to modification through a collaborative decision-making process and approval by the MATC District Board.

Shared Governance *updated xxxxx*

The College is accredited by the Higher Learning Commission ([HLC](#)) [through the Standard Pathway, which focuses on the integration of continuous quality improvement \(CQI\) practices while meeting the criteria, standards, and expectations set by the HLC.](#)

~~and made a strategic commitment to embrace the Academic Quality Improvement Program (AQIP) pathway which is based on the principles of continuous quality improvement (CQI).~~

A key principle of CQI is collaboration that ensures broad participation in decision making. This approach provides the College with the most thorough and accurate information, leads to the best decisions, and increases the level of employee investment in the institution's success.

The College is committed to a [building a culture of collaboration through the use of CQI tools, including collaborative decision making \(CDM\) tools that](#) incorporate the views of faculty and staff [in decision-making](#) because it is understood that the involvement of front-line personnel is essential in making sound decisions about allocating resources, setting goals, choosing College leaders, and guiding student life. This commitment inspires the MATC community to work together for the benefits of our students and community.

~~There are endless examples of collaborative decision making throughout the College. Most notably, shared governance and collaborative decision making are institutionalized through our system of Core Committees overseen by a Strategic Planning Quality Council* as well as ad hoc committees established to address concerns that fall outside the Core Committee structure.~~

The HLC criteria related to Shared Governance includes the following:

[5.B The institution's governance and administrative structures promote effective leadership and support collaborative processes that enable the institution to fulfill its mission.](#)

[3. Administration, faculty, staff, and students are involved in setting academic requirements, policy, and processes through effective structures for contribution and collaborative effort.](#)

[This Handbook was created, and may be reviewed and revised, by a collaborative](#)

committee composed of College administrators, faculty and staff.

*See:

<https://mymate.mtc.edu/departments/academicaffairs/strategieplan/Pages/Forms.aspx>
for the Strategic Planning Manual and related links.



POLICY

Title: POLICY MANUAL	Code: A0120
Authority: Board Minutes, 12/13/72; 12/13/82; 11/20/83; 9/28/99; 9/25/07; _____	Original Adoption: 12/13/72 Revised/Reviewed: <u>9/24/199/25/07</u> Effective: <u>9/26/07</u> _____

The District Board authorizes the administration of MATC to organize and codify the general policies and practices of the District Board to form a Policy Manual.

The Policy Manual will not supersede or override any portion of the employee-negotiated agreements or any ruling of any federal or state agency, nor shall it any time be applicable if contrary to law.

The Policy Manual shall be continuously updated to reflect changes incorporated by the District Board, state and federal legal rulings, or negotiated employment agreements. The administration will conduct a comprehensive review of the Policy Manual every four (4) years. Such substantive changes or additions must be approved by affirmative action of the District Board. The administration is authorized to make necessary editorial changes in policies in order to maintain current accurate terminology or to eliminate ~~sex-referenced or other biased obsolete~~ language, as long as such changes do not alter the substantive context of the policy. Editorial language changes will be submitted to the District Board as an Information item.



POLICY

Title: BOARD POLICY DEVELOPMENT, PROCEDURES, AND IMPLEMENTATION	Code: A0121
Authority: Wis. Stats. §§ 38.04(14), 38.12 (7), 38.145 ; WI Administrative Code Chapter TCS 6; Board Minutes, 12/17/90; 2/17/98; 9/28/99; 9/24/02; 9/25/07: _____	Original Adoption: 12/17/90 Revised/ 11/10/179/24/19 Reviewed: 11/10/179/24/19 Effective: _____ 9/26/07

INTRODUCTION

The District Board reserves to itself the adoption, modification, and suspension of all written policies directing the operation of MATC, and codified in the MATC District Policy Manual. Toward that end, the District Board adopts the following guidelines and procedures for board policy development, adoption, and review.

PROCEDURES

- I. The administration will conduct a comprehensive review of the District Policy Manual every four (4) years and submit for approval as necessary pursuant to Board Policies A0120 and A0121.
- II. I. In addition to the periodic comprehensive review, pProposals for new policies, or changes to existing policies, may be initiated in writing by any District Board member, student, employee, or administrator.
- II. A suggested new policy or change in an existing policy will be submitted to the District General Counsel who reviews it with the President. If approved, the following procedures are implemented:
 - A. The Office of the General Counsel initiates and supervises the procedural flow of board policy development. A log system is established to "track" the development and monitor the timelines for submission of drafts, reviews, revisions, and collaboration to prepare a board policy for presentation to the District Board:
 1. A title and number are assigned to the proposed policy.
 2. The policy is referred for draft preparation to the appropriate division head, who works in cooperation with the General Counsel to prepare a first draft an initial proposed policy and ensure timeline compliance.



Title: BOARD POLICY DEVELOPMENT,
PROCEDURES, AND IMPLEMENTATION

Code: A0121

3. This preparation includes assigning draft research and writing to designated staff, who, in turn, will coordinate their efforts through the General Counsel and the division head. An ~~initial draft~~initial proposed policy will be prepared for submission to the District Board.
 4. The General Counsel will place the ~~draft initial proposed~~ policy before the District Board appropriate ad hoc committee for a first reading review and discussion. Any comments or suggested revisions made by the ~~ad hoc committee~~District Board will be reviewed for incorporation into the draft proposed policy and returned to the General Counsel. ~~Those policies that concern other committees' areas of responsibility may be simultaneously placed on their agendas for discussion purposes only.~~
 5. A ~~revised draft~~final proposed policy will be completed by the General Counsel. ~~The General Counsel will place the proposed revised policy on the agenda of the District Board for a first reading.~~
- III. ~~Upon review by the District Board,~~The General Counsel will place the the final proposed policy ~~is placed~~ on the agenda of the District Board during the following month for a second or final reading and approval.
- IV. If approved by the District Board, the new policy will be published and distributed according to the district distribution procedures contained in appropriate MATC Administrative Regulations.

IMPLEMENTATION

Effective date: Unless a District Board policy is mandated by statute, Wisconsin Administrative Code, or the WTCS Board, it becomes effective the day following District Board approval. Those policies required by statute, Wisconsin Administrative Code, or the WTCS Board will become effective upon approval by the WTCS Board.



Title: BOARD POLICY DEVELOPMENT,
PROCEDURES, AND IMPLEMENTATION

Code: A0121

POLICY DISSEMINATION

Policies are also available electronically on MATC's Web Site at:

<http://www.matc.edu/featur/poli/index.htm>

<http://www.matc.edu/administration/policies.cfm>