



**WAUKESHA
COUNTY TECHNICAL
COLLEGE**

**Hands-on
Higher Ed**

WCTC District Board Regular Meeting

Tuesday, September 12, 2023, 5:00 p.m.

Waukesha County Technical College

Richard T. Anderson Education Center, C051/057

Upcoming Meetings

Regular Board Meeting	October 10, 2023	5:00 p.m.	In-Person
Regular Board Meeting	November 14, 2023	5:00 p.m.	In-Person
Regular Board Meeting	December 12, 2023	5:00 p.m.	In-Person



WCTC Vision Statement: Waukesha County Technical College is the distinct choice for innovative and transformative education.

WCTC Mission: Waukesha County Technical College provides accessible career and technical education to strengthen our community through life-long learning.

**Waukesha County Area Technical College
District Board Meeting
September 12, 2023 – 5:00 PM
Richard T. Anderson Education Center, C051/057**

AGENDA

- I. Call to Order – Courtney Bauer**
 - A. Pledge of Allegiance

- II. Public/Staff Remarks***

- III. Delegates to be Heard**
 - 4 A. Student Government Association – Gabby Karaban

- IV. President’s Report – Dr. Richard G. Barnhouse**

- V. Approval of Consent Agenda Items**
 - 5-6 A. Minutes Dated August 8, 2023 Regular Board Meeting
 - 7-9 B. Accounts Payable Summaries for August 2023
 - 10 C. 38.14 Contract Report for August 2023

- VI. Action Items**
 - 11-18 A. Program Development: Resolution to Submit a Program Approval for an Artificial Intelligence Data Specialist Associate of Applied Science Program to the WTCS Board – Alli Jerger and WCTC Program Development Team

- VII. A motion shall be made pursuant to Sec. 19.85(1) (e) Wisconsin State Statutes to convene into Closed Session to discuss:**
 - A. Foundation MOU
The Board may reconvene in open session to take action on the Foundation MOU

- VIII. Adjournment – Courtney Bauer**



Dr. Richard G. Barnhouse, President

*** Board Meeting Rules of Conduct**

District Board meetings are to be conducted in accordance with the published agenda. Public remarks are allowed but must be made during the “public/staff remarks” section of the agenda and are limited to three (3) minutes per person and fifteen (15) minutes in total. This is not a public hearing. Persons who wish to address the district Board may make a statement as long as it pertains to a specific current agenda item. The District Board Chairperson may or may not respond to statements made.

Public/Staff Remarks Procedure:

1. Public Comments must pertain to a current agenda item.
2. Comment request forms must be completed and submitted to the District Board Executive Assistant prior to the meeting.
3. The Board Chairperson will ask the requesting speaker to come forward to present their comments to the District Board.
4. Speakers must adhere to the three (3) minute limit per individual.
5. Total time allotted for all public remarks shall not exceed fifteen (15) minutes.
6. The Board Chairperson reserves the right to stop unprofessional discussion or discussion targeted toward a specific individual.

Unless requested by the Board Chairperson from the audience regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the board meeting and/or discussion. Interruptions or disruptive behavior may result in security being notified. Public comments or communications may also be directed to the Board through the President’s office in Room C211.

Attention Individuals with Disabilities:

Every reasonable effort will be made for special accommodations for individuals with disabilities for public board meetings. Please contact the District Board Executive Assistant at 262/691-5211 at least 72 hours prior to the meeting if you require special accommodations.



WCTC | Student Government Association (SGA)
wctc.edu/SGA | sga@wctc.edu

Good evening!

My name is Gabby Karaban and I am the SGA President, I am going to WCTC for a business management and customer service specialist degree. SGA attended a leadership retreat in the Dells over the summer and planned our event line up for the fall semester. We're looking forward to bringing back a few popular events as well as trying a few new one that we'll share more about throughout the semester.

We are excited to have a new Student Life Coordinator/SGA Advisor this year, Karen Ziegler. We had several SGA members graduate last year so we are starting out with a smaller group and will be working on recruiting new members.

Now for the best part – we are so excited to finally have our own space, dedicated to SGA! In the past we have worked out of a small corner in the Student Life space but have always felt “in the way” and “out of place.” Now we will have a place that we can meet as a group, a place to hold our meetings, a place to work on projects, etc.

The other thing we're going to continue working on this coming year is the availability of food on campus. We are happy that construction has started on the new “grab & go” area in the B building and we're hoping that similar spaces can be added in the S building and at the Waukesha campus. This will help with the lack of food options for evening & Waukesha campus students. SGA is going to be working on hopefully getting food trucks to come on campus once a month as well.

Thank you! If you have any questions, please let me know.



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Hands-on
Higher Ed

800 Main Street, Pewaukee, Wisconsin 53072

**Waukesha County Area Technical College
District Board Meeting Minutes
August 8, 2023 – 5:00 PM
Anthony J. Natalizio Center, S104B**

Present:

Courtney Bauer, Board Chairperson
Brian Baumgartner, Secretary/Treasurer
Thomas Michalski, Board Member
Jamie Stahulak, Board Member
Lois Vasquez, Board Member
Jim Zaiser, Board Member

Absent

Ryan Clark, Board Member
Joe Garza, Board Vice Chairperson
Stephanie Reisner, Board Member

Also Present:

Richard Barnhouse

25 Guests

I. Call to Order – Courtney Bauer 5:00 p.m.

II. Public/Staff Remarks

A. None

III. President’s Report – Dr. Richard G. Barnhouse

- Dr. Barnhouse welcomed everyone to the August WCTC District Board meeting noting that next Wednesday is the annual college kick-off.
- He shared that there is a meeting next week with Dan Meyer, BizTimes to discuss partnership opportunities and future events on campus.
- On Thursday, he will be participating in a panel with the Brookfield Chamber of Commerce on Higher Education Challenges. Paul Farrow, Waukesha County Executive, will be the moderator.
- Conversations on the development of an AI Tech Hub on the WCTC campus were held last week. Dr. Barnhouse expects more to come on this subject.
- The crisis management team recently met to assess the Colleges emergency response plans and making sure they are up to date.
- Dr. Barnhouse participated in Clery training this week. This guides what we do as an institution and how crimes are reported on and around campus. Sherry Simmons was thanked for setting this important training up.
- A focus group including the Waukesha County Business Alliance was recently held on campus. The overall response from attendees is the importance of sharing the message of what our campus has to provide.
- Dr. Barnhouse recently participated in a video podcast with Prosperity 101. He is scheduled to participate in a video podcast later this week for the Manufacturing Happy Hour with a focus on what WCTC has to offer.
- He had the opportunity to visit a few industries over the last month. One was Carbide Grinding Company where discussions were held regarding workforce needs. He also met with INNIO Waukesha Gas Engines, Inc. to discuss programing on our campus and how we might partner together in the future.
- Dr. Barnhouse thanked our Culinary Program for hosting a few events on campus this summer including the Journey Program dinner and the WTCS Board meeting.

IV. WCTC Foundation Board Update – Brian Baumgartner

- A. The WCTC Foundation Board held its Annual Meeting on July 18, 2023. FY23 donations totaled \$958,617 with an 18% increase in scholarships awarded. Overall fundraising from 1997-2023 totals over \$31 million with an ROI of \$4.75 for every \$1.00. The next WCTC Foundation Board meeting is scheduled for October 17, 2023.

V. Approval of Consent Agenda Items

- A. Minutes dated July 10, 2023 (Annual Organizational and Regular Board Meetings)
B. Accounts Payable Summaries for July 2023
C. 38.14 Contract Report for July 2023
D. Approval of Hire Term Report
Mr. Thomas Michalski motioned to approve the Consent Agenda Items; receiving a second from Mr. Brian Baumgartner. **Approved; carried unanimously.**

VI. Action Items

A. Resolution Awarding the Sale of \$3,700,000 General Obligation Promissory Notes, Series 2023B – Jane Kittel

- Dr. Kittel introduced Mr. Jordan Masnica, Vice President, Robert W. Baird & Co. Mr. Masnica shared that WCTC received a record number of competitive bids with 11 received. The lowest bid of 3.2829%, received by Piper Sandler & Co., was accepted. Dr. Kittel highlighted that the issuance is for general remodeling, site improvements and capital equipment. She then recommended approval of the resolution.

Mr. Baumgartner motioned to approve the Resolution Awarding the Sale of \$3,700,000 General Obligation Promissory Notes, Series 2023B; receiving a second from Ms. Lois Vasquez. **Approved; carried unanimously.**

A. Professional Services, WCTC RFP #2223-53 – Rich Haen

- Mr. Haen reviewed the RFP process for selecting a firm to provide architectural, engineering, and interior design services. Three proposals were received with a recommendation to approve Zimmerman Architectural Studios, Inc. based on the total score. Discussion ensued. Mr. Haen then recommended approval of the contract.

Mr. Michalski motioned to approve the Professional Services, WCTC RFP #2223-53; receiving a second from Mr. Baumgartner. **Approved; carried unanimously.**

IV. Presentation/Discussion

- A. Mr. Andy Palen, Chief External Relations & Marketing Officer and Ms. Sarah Kikkert, Director of Marketing & Communications provided an overview and update to the Board on the 100th anniversary events across campus and in the community.

VII. Adjournment – Courtney Bauer

- Mr. Baumgartner motioned to adjourn the meeting, receiving a second from Ms. Vasquez. Meeting was adjourned at 5:50 p.m.

Respectfully Submitted by
Kristan Gochenauer
Executive Assistant to the Board

Signed: _____
Brian Baumgartner, Secretary/Treasurer

ACCOUNTS PAYABLE SUMMARY
August 2023

**To the Secretary/Treasurer of the Waukesha County Area
Technical College District Board:**

**The Vice President - Finance submits for approval the attached
claims for payment, which include payroll deductions, of \$2,437,930.98**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 12th day of September 2023**

Chair

Secretary/Treasurer

President

Check Register Report

Accounts Payable account code "WA". Dated 08/31/23 Database instance PROD-Native

<u>Number</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
!0036453	08/01/23	Aladdin Food Management Services LLC	\$ 8,882.09
!0036455	08/01/23	Clear Channel	\$ 16,290.00
!0036456	08/01/23	Duet Resource Group	\$ 44,411.16
!0036459	08/01/23	Paraqon Development Systems (PDS)	\$ 24,579.80
!0036460	08/01/23	PFM Asset Management LLC	\$ 6,042.51
!0036461	08/01/23	Quarles & Brady LLP	\$ 7,566.00
!0036462	08/01/23	Rittenhouse Book Distributors Inc	\$ 9,033.06
C0746264	08/01/23	ASE Education Foundation	\$ 3,010.00
C0746267	08/01/23	AVI	\$ 3,500.04
C0746268	08/01/23	Bliffert Lumber and Fuel	\$ 8,003.05
C0746272	08/01/23	D & H Distributing	\$ 12,806.95
C0746273	08/01/23	DocuSign Inc	\$ 31,199.99
C0746277	08/01/23	HigherEdJobs	\$ 5,125.00
C0746279	08/01/23	Independence Painting LLC	\$ 4,287.83
C0746281	08/01/23	Labyrinth Publications	\$ 2,904.60
C0746283	08/01/23	Lincoln Electric Company	\$ 3,125.07
C0746284	08/01/23	Marianna Industries	\$ 2,664.00
C0746289	08/01/23	Mercer Tool Corp	\$ 8,800.00
C0746291	08/01/23	MJS Landscaping Services	\$ 18,480.00
C0746292	08/01/23	MSC Industrial Supply	\$ 7,387.44
C0746294	08/01/23	Northcentral Technical College	\$ 262,298.00
C0746295	08/01/23	Paradise Dental Technologies	\$ 5,125.54
C0746298	08/01/23	Rave Wireless Inc	\$ 10,414.47
C0746300	08/01/23	Salesforce.com	\$ 8,749.92
C0746304	08/01/23	United Mailing Services	\$ 4,429.06
C0746306	08/01/23	Village of Pewaukee Water Utility	\$ 16,921.56
C0746314	08/01/23	WE Energies	\$ 6,406.80
!0036475	08/03/23	Madison National Life Insurance Co	\$ 8,599.86
!0036476	08/03/23	Symetra Life Insurance Company	\$ 25,268.55
C0746333	08/03/23	CC&N Communications Cablinq & Networkin	\$ 112,896.00
C0746336	08/03/23	Creative Constructors LC	\$ 35,000.00
C0746339	08/03/23	Gray Associates, Inc	\$ 246,720.00
C0746343	08/03/23	Helm Service	\$ 6,032.00
C0746344	08/03/23	Henry Schein Inc	\$ 7,089.65
C0746346	08/03/23	IWM Corporation	\$ 4,697.08
C0746348	08/03/23	Per Mar Security Services	\$ 25,862.64
C0746349	08/03/23	Revere Electric Supply Co	\$ 3,185.35
C0746355	08/03/23	Yes Equipment and Services Inc	\$ 67,500.00
C0746373	08/08/23	College Board	\$ 4,875.00
C0746377	08/08/23	Fire-Dex GW LLC	\$ 2,686.50
C0746384	08/08/23	Northcentral Technical College	\$ 8,286.74
C0746385	08/08/23	OCLC	\$ 11,286.03
C0746386	08/08/23	Pomps Tire Service	\$ 5,468.77
C0746389	08/08/23	Village of Pewaukee	\$ 21,664.60
C0746391	08/08/23	Wisconsin Library Services Inc	\$ 7,846.21
C0746392	08/08/23	Zimmerman Design Group	\$ 5,126.16
C0746423	08/10/23	ABM Industries Inc	\$ 66,067.24
C0746433	08/10/23	Helm Service	\$ 3,591.87
C0746434	08/10/23	Independence Painting LLC	\$ 5,932.69
C0746437	08/10/23	Kessenichs Ltd	\$ 5,158.47
C0746448	08/10/23	WE Energies	\$ 68,965.73
!0036512	08/15/23	Bitlyft Security LLC	\$ 24,629.97
!0036514	08/15/23	Duet Resource Group	\$ 18,255.00
C0746482	08/15/23	Alliance 2020 Inc	\$ 6,631.05
C0746485	08/15/23	Creative Constructors LC	\$ 19,553.62
C0746486	08/15/23	D & H Distributing	\$ 4,236.25
C0746492	08/15/23	Fire Detection Group	\$ 7,675.00
C0746493	08/15/23	Fox Valley Technical College	\$ 7,200.00
C0746502	08/15/23	Kiesler Police Supply	\$ 6,195.20
C0746503	08/15/23	Level 3 Communications, LLC	\$ 3,711.33
C0746508	08/15/23	Merit Asphalt Inc	\$ 313,200.00
C0746510	08/15/23	MJS Landscaping Services	\$ 4,450.00
C0746511	08/15/23	NEGOV	\$ 15,165.24
C0746512	08/15/23	Northcentral Technical College	\$ 47,594.87
C0746526	08/15/23	YouScience LLC	\$ 3,000.00
!0036525	08/17/23	Johnson Controls Inc	\$ 10,845.00
C0746545	08/17/23	Avant Graphics	\$ 5,655.00
C0746550	08/17/23	MJS Landscaping Services	\$ 12,530.71
C0746556	08/17/23	United Mailing Services	\$ 3,120.16
!0036539	08/22/23	Aladdin Food Management Services LLC	\$ 4,690.44
!0036543	08/22/23	Quarles & Brady LLP	\$ 14,175.00
C0746581	08/22/23	Ascendium Education Solutions Inc	\$ 7,092.00
C0746585	08/22/23	Creative Constructors LC	\$ 20,605.78
C0746587	08/22/23	Fein Bros	\$ 65,764.60

C0746588	08/22/23	Flemings Fire #1 Inc	\$ 5,093.05
C0746591	08/22/23	Green Window Cleaning Services LLC	\$ 5,075.00
C0746596	08/22/23	Neumann Co Inc	\$ 27,260.00
C0746600	08/22/23	The Green Team of Wisconsin Inc	\$ 7,926.99
C0746605	08/22/23	Village of Pewaukee	\$ 4,485.37
!0036555	08/24/23	Airgas USA LLC	\$ 6,250.00
!0036557	08/24/23	CAE Healthcare Inc	\$ 5,320.95
!0036558	08/24/23	Duet Resource Group	\$ 5,758.70
!0036559	08/24/23	Madison National Life Insurance Co	\$ 11,201.54
!0036560	08/24/23	Simons Electrical Systems	\$ 13,950.00
C0746651	08/24/23	Air One Equipment Inc	\$ 18,415.00
C0746653	08/24/23	Careismatic Brands Inc	\$ 2,737.26
C0746654	08/24/23	D & H Distributing	\$ 15,995.85
C0746659	08/24/23	Mercer Tool Corp	\$ 4,123.76
C0746660	08/24/23	Paneltech Acoustics	\$ 3,445.00
!0036569	08/29/23	Aladdin Food Management Services LLC	\$ 3,035.14
!0036575	08/29/23	Moodys Investors Service	\$ 10,000.00
!0036577	08/29/23	Symetra Life Insurance Company	\$ 23,967.61
C0510856	08/29/23	Insight Public Sector	\$ 178,412.12
C0746698	08/29/23	AVI	\$ 12,387.72
C0746699	08/29/23	BizTimes Media LLC	\$ 2,745.00
C0746700	08/29/23	CDW-G Computer Discount Warehouse	\$ 7,657.07
C0746701	08/29/23	Circa	\$ 9,489.73
C0746702	08/29/23	D & H Distributing	\$ 50,434.15
C0746703	08/29/23	Filtration Concepts Inc	\$ 2,725.91
C0746717	08/29/23	Waste Management of WI-MN	\$ 2,507.08
!0036586	08/31/23	Allstate Benefits	\$ 3,227.82
!0036587	08/31/23	PFM Asset Management LLC	\$ 6,228.27
!0036588	08/31/23	Quarles & Brady LLP	\$ 23,265.00
C0746754	08/31/23	Burmax	\$ 12,239.28
C0746755	08/31/23	Careismatic Brands Inc	\$ 3,756.18
C0746756	08/31/23	D & H Distributing	\$ 3,676.09
C0746757	08/31/23	D Stafford and Associates	\$ 3,521.99
C0746760	08/31/23	Heritage Crystal Clean LLC	\$ 2,917.76
C0746761	08/31/23	IdentiSys	\$ 4,950.00
C0746763	08/31/23	Mercer Tool Corp	\$ 2,765.72
C0746770	08/31/23	Silly Toast Designs	\$ 2,755.57

111 payments TOTAL:

\$ 2,437,930.98

**WAUKESHA COUNTY TECHNICAL COLLEGE
CORPORATE TRAINING CENTER
CONTRACT APPROVAL REPORT
AUGUST, 2023**

Year	#	Customer	Start Date	Type	Service Description	Number of Participants	Total Revenue	Est. Direct Cost	Informational		
									Variance (1)	Est. Full Cost	Variance (2)
In-State Contracts											
2024	7090	Multiple Recipient	7/1/2023	I	Foundational Leadership	22	11,000	2,142	8,858	2,315	8,685
2024	7097	Eaton Corporation	7/31/2023	I	Coil Winding Training	8	30,480	9,589	20,891	12,305	18,175
2024	7098	Universal Welding & Engineering Inc.	7/18/2023	T	Machining Overview	N/A	900	230	670	294	606
2024	7104	Eaton Corporation	8/1/2023	I	Train The Trainer	9	3,950	1,256	2,694	1,643	2,307
2024	7108	WRTP Big Step Program	7/19/2023	I	CDL Permit Training	11	623	305	318	390	233
2024	7130	Wauwatosa School District	8/3/2023	I	Microsoft Excel Level 1	11	2,383	941	1,442	820	1,563
ALL CONTRACTS							49,336	14,463	34,873	17,767	31,569

N/A* denotes technical assistance contract. These are non-instructional activities provided to a company, no enrollment #s are available.

COLUMN DEFINITIONS:

Type of Service: I=Instruction T= Technical Assistance F=Fiscal and Management Service

Total Revenue: Contract Amount (Agreed upon selling price based on Board's pricing structure) + any related revenue from grants.

Estimated Direct Cost: Salary and Benefits plus all Direct Expenses

Estimated Full Cost calculation: [Salary & Benefits + (Salary & Benefits x the appropriate State Indirect Cost Factor)]

Variance: (1) The difference between Total Revenue and Estimated Direct Cost

Variance: (2) The difference between Total Revenue and Estimated Full Cost

Comments: While the college is not required to recover full cost for 38.14 contracts, the WTCS mandates that the Board be made aware of contracts where estimated full cost is not recovered.

Rationale is provided for those contracts. WCTC Adm. Policy FIN-550 reflects that transcribed credit 38.14 contracts *will not* provide for full cost recovery.



MEMORANDUM

TO: WCTC District Board

FROM: Richard Barnhouse, President & CEO

RE: Request to Submit a **Program Approval** to the Wisconsin Technical College System Board for an Artificial Intelligence (AI) Data Specialist Associate of Applied Science Program

DATE: September 12, 2023

Attached is an executive summary requesting Waukesha County Technical College (WCTC) District Board approval to submit a Program Approval for an Artificial Intelligence (AI) Data Specialist Associate of Applied Science (AAS) program to the Wisconsin Technical College System (WTCS) Board.

WCTC worked with employers throughout the region who provided valuable information on the emerging labor market related to entry-level AI work. More than 16 employers participated in detailed information gathering sessions to better understand employer needs.

As an emerging occupation, most of the employers involved in the information gathering were not currently planning to hire entry-level AI workers. For this reason, a more targeted approach was taken to establish workforce demand by working directly with just those employers that had specific plans to hire entry-level workers with AI education and training at an associate degree level. Six area companies have committed to providing job openings that exceed the projected number of program graduates.

The WCTC District Board approved the Concept Review for this program at its June 2023 meeting and the Concept Review is scheduled for approval at the WTCS Board on September 12, 2023. With your support, we will submit the Program Approval documents to the WTCS Board for final approval at their November 8, 2023, meeting. A timeline of this process is included for your information.

Thank you for your consideration in this matter.

Richard G. Barnhouse
President and CEO

c: Brad Piazza, Vice President – Academic Affairs
Jonathan Koch, Dean – School of Business
Allison Jerger, Associate Dean – Business Information Technology
Dawn Voigt, Program Development Coordinator – Institutional Research and Effectiveness

Request to Submit a Program Approval for An Artificial Intelligence Data Specialist Associate of Applied Science Program

September 2023

**Allison Jerger, Associate Dean – Business Information Technology
and the WCTC Program Development Team**

Waukesha County Technical College (WCTC) wishes to proceed with offering an Artificial Intelligence (AI) Data Specialist Associate of Applied Science Program. We request the WCTC District Board's approval to submit a Program Approval to the Wisconsin Technical College System (WTCS).

Background

To serve the needs of local employers and students, WCTC wishes to add an Artificial Intelligence (AI) Data Specialist program to its current offerings in the Business Information Technology (BIT) department. In so doing, the College will serve an emerging labor market need. The program will be housed in the L Building on the Pewaukee campus.

Career and Educational Pathway Opportunities

WCTC currently offers two local AI technical certificates, Foundations of AI and AI Technician that will articulate to the AI Data Specialist associate degree. WCTC expects that some students will transfer to baccalaureate level institutions to continue their education, but others will directly enter the labor market.

Program Cost/Return on Investment

The primary expense for this program will be the cost of program instructors, including a new, full-time instructor who will teach all the AI courses. Curriculum development costs will be about \$10,700 and occur in the first year of the program. Costs include a capital request of \$42,000 for hardware and software to network the existing industrial robots.

The College intends to apply for a Developing Markets General Purpose Revenue grant through the WTCS to help offset the cost of launching the program.

The program's growth is expected to be rapid with an initial cohort of 15 students growing to a cohort of 42 students in the program's third year. Current projections show expenses exceeding tuition and grant revenue in the first year the program is offered. By the third year, revenue is expected to exceed expenses.

The program is expected to achieve economies of scale through its relationship with the existing IT – Data and Analytics Specialist program. In addition, it will leverage the work of current faculty members and administrative infrastructure and provide students options to complete multiple programs with time and cost efficiency, should they choose to do so.

Summary and Conclusion

The proposed Artificial Intelligence Data Specialist program will help meet an emerging local labor market demand and serve both students and employers in Waukesha County. Adding this program will provide WCTC the opportunity to expand its offerings and partnerships with area organizations and provide innovative solutions to workforce challenges.

This will be on the **agenda as an action item** for the **Tuesday, September 12, 2023**, WCTC District Board meeting. Allison Jerger, Associate Dean of BIT, members of the program development team and others will be present to respond to questions.

ACTION: We are requesting the WCTC Board's approval to Submit a Program Approval to the Wisconsin Technical College System Board, and to proceed with developing the program.

WCTC Proposed Artificial Intelligence Data Specialist Associate of Applied Science Program Costing Worksheet Explainer

Attached is a Costing Worksheet for the proposed Artificial Intelligence Data Specialist Associate of Applied Science program that shows costs associated with the program broken out by category. The following narrative explains what is contained in the various columns on the spreadsheet.

The costing information is broken down into three types of costs that may be incurred by the program during the first three years of its existence.

- **Base Budget:** This column shows costs related to the program already included in the General Fund budget. The College would not need to seek additional funding for these costs.
- **New:** This column identifies new ongoing costs the College would need to incur due to adding this program. The College will need to either reallocate funds from other budgeted accounts in the General Fund or add new budget dollars from new revenues (such as new tuition and fees generated as a result of new full-time equivalents (FTEs) for the program being approved). These costs would be recurring yearly and should be incorporated into the base budget as part of the budgeting process for the identified fiscal year. The costing template will show these as new costs for the various years since they have not yet been built into the base budget when the Board gets the costing template.
- **One-Time:** This column identifies new one-time costs the College would need to incur. If there are capital items that need to be purchased, these costs will be included in this column. If the College is applying for grants to cover some of the new costs, these costs will also be shown in the one-time cost column for those years the College anticipates receiving grant funds, which are typically for one year only.

The Costing Worksheet provides the WCTC Board with information related to the costing impact for the program the Board is being asked to approve. Assumptions used in the Costing Worksheet are shown on an additional page.

Artificial Intelligence Data Specialist AAS

	2024-25 15 New Students				2025-2026 20 New Students, 12 Continuing Students				2026-27 24 New Students, 18 Continuing Students			
	In Base Budget	New Annual	One-Time	Total All Costs	In Base Budget	New Annual	One-Time	Total All Costs	In Base Budget	New Annual	One-Time	Total All Costs
Operational Costs												
Staffing Costs												
Instructional staff												
Full-time		\$163,445		\$163,445	\$169,009			\$169,009	\$174,702			\$174,702
Adjunct		\$18,514	\$10,710	\$29,224	\$45,843			\$45,843	\$45,843			\$45,843
Other staff				\$0				\$0				\$0
Operating expenses				\$0				\$0				\$0
Supplies - Instructional supplies		\$500		\$500	\$500			\$500	\$500			\$500
Minor equipment		\$8,000		\$8,000	\$8,000			\$8,000	\$8,000			\$8,000
Professional Development		\$3,000		\$3,000	\$3,000			\$3,000	\$3,000			\$3,000
Total Operational Costs	\$0	\$193,459	\$10,710	\$204,169	\$226,352	\$0	\$0	\$226,352	\$232,045	\$0	\$0	\$232,045
Capital Costs												
Capital Equipment			\$42,000									
Facilities												
Capital Technology												
Furniture												
Total Capital Costs	\$0	\$0	\$42,000	\$42,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Costs	\$0	\$193,459	\$52,710	\$246,169	\$226,352	\$0	\$0	\$226,352	\$232,045	\$0	\$0	\$232,045
Revenues												
Tuition		\$44,298		\$44,298	\$219,534			\$219,534	\$291,017			\$291,017
Fees		\$1,350		\$1,350	\$6,624			\$6,624	\$8,694			\$8,694
Grants			\$100,000	\$100,000			\$100,000	\$100,000				\$0
Enterprise				\$0				\$0				\$0
Total Revenue	\$0	\$45,648	\$100,000	\$145,648	\$226,158	\$0	\$100,000	\$326,158	\$299,711	\$0	\$0	\$299,711
Net Revenue	\$0	-\$147,811	\$89,290	-\$58,521	-\$194	\$0	\$100,000	\$99,806	\$67,666	\$0	\$0	\$67,666
Statistical Information				Operational Costs Only				Operational Costs Only				Operational Costs Only
Student FTEs				10.0				49.1				64.4
Cost per Student FTE of proposed program (Reasonableness of Cost)				\$20,417				\$4,610				\$3,603
Average cost per FTE from WTCS Cost Allocation Summary Report, 2021-22.				\$10,608				\$10,608				\$10,608
<small>\$10,608 Instruction Cost per FTE for Information Technology AAS degrees at WCTC. \$16,427 Instruction Cost per FTE for Manufacturing AAS degrees at WCTC (for comparison purposes only). Source: COST-ALLOCATION SUMMARY REPORT 2021-22 http://mywtcs.wtcsystem.edu/wtcsinternal/cmspages/getdocumentfile.aspx?nodeguid=%20bd9a12ac-1391-4426-88b0-b3e1ae7bea19oj</small>												

WCTC Proposed Artificial Intelligence Data Specialist AAS Program Costing Assumptions

If approved, the proposed 64-credit Artificial Intelligence (AI) Data Specialist program would be first offered in fall semester 2024-25. Curriculum development for first-year new courses would be conducted from July 1, 2024, to June 30, 2025. The program will enroll 15 new students during fall semester 2024. Program enrollment is anticipated to increase to 32 students (20 new and 12 continuing) in the following year, and 42 (24 new and 18 continuing) in the final projected year.

The School of Business intends on applying for the Developing Markets grant to offset the majority of the program costs for the first two years of the proposed program. If awarded, the grant will fund up to \$200,000 over two years.

Other assumptions used in the Costing Worksheet include the following:

2024-25 Full-time and Adjunct Faculty Staffing Costs

Costs include a new full-time faculty member who will be hired to teach seven first-year core AI program courses at \$115,000 plus fringe benefits of health insurance at the family benefit rate (\$31,647), dental insurance (\$1,331), 6.9% Employee Trust Funds (ETF), and 7.65% Federal Insurance Contributions Act (FICA), Life and Long-Term Disability of 0.6% for a total of \$163,445. Full-time faculty have a projected 3.0% annual wage increase for each year after hire. Costs also include 336 hours of adjunct instruction for six first-year courses.

One-time Instructional Staff Costs

There will be \$10,710 in curriculum development costs for six courses totaling 17 credit hours (\$550/credit plus 6.9% ETF, and 7.65% FICA).

2025-26 Full-time and Adjunct Faculty Staffing Costs

Costs include the new full-time faculty member who will teach seven first-year and six second-year core AI courses. Costs also include 832 hours of adjunct instruction for 13 first-year and second-year courses.

2026-27 Full-time and Adjunct Faculty Staffing Costs

Costs include the new full-time faculty member who will teach seven first-year and six second-year core AI courses of the program. Costs also include 832 hours of adjunct instruction for 13 first-year and second-year courses.

	2024-25	2025-26	2026-27
Operating Expenses			
Supplies – Annual cost of classroom supplies	\$500	\$500	\$500
Minor equipment – Costs include the purchase of datasets and cloud storage	\$8,000	\$8,000	\$8,000
Professional Development – This is an emerging field and the instructors will need to continue to develop their knowledge at pace with the market changes.	\$3000	\$3000	\$3000

Capital Equipment Costs:

Costs include \$42,000 for hardware and software to connect WCTC's existing industrial robots to enable students to extract and utilize robot data to learn industrial data acquisition methods and develop and implement artificial intelligence models including predictive maintenance.

TUITION & FEE REVENUE:

The 2024-2025 tuition at WCTC is projected to be \$147.66 per credit. Assuming a 1.0% increase in tuition per year thereafter, the per-credit tuition for 2025-2026 will be \$149.14, and for 2026-2027 it will be \$150.63. Tuition revenue for the first year of the program (2024-2025) will be from 15 students enrolled in 20 program credits at \$147.66 per credit, plus fees of \$4.50 per credit for total revenue of \$45,648.60. Tuition revenue for the second year of the program (2025-2026) will be from 32 students (20 new and 12 continuing) enrolled in 46 program credits at \$149.14 per credit, plus fees of \$4.50 per credit for total revenue of \$226,156.05. Tuition revenue for the third year of the program (2026-2027) will be from 42 students enrolled in 46 program credits at \$150.63 per credit, plus fees of \$4.50 per credit for total on revenue of \$299,711.17.

Cost Allocation Summary

\$10,608 Instruction Cost per FTE for Information Technology AAS degrees at WCTC.

\$16,427 Instruction Cost per FTE for Manufacturing AAS degrees at WCTC (for informational purposes only).

Source: COST- ALLOCATION SUMMARY REPORT 2021-22

<http://mywtcs.wtcsystem.edu/wtcsinternal/cmsspages/getdocumentfile.aspx?nodeguid=%20bd9a12ac-1391-4426-88b0-b3e1ae7bea19oJ>

WCTC New Program Development Timeline

Artificial Intelligence (AI) Data Specialist

Associate of Applied Science Program

The Wisconsin Technical College System (WTCS) Board has a two-step process for new program startup.

ACTIVITY	DATE
Define the Emerging AI Occupation	
Identify job tasks and skills needed for entry-level employment in this emerging occupation	February 2023 – May 2023
Step One: Develop Concept Review	
Labor Market Analysis	February 2023 – May 2023
Employer Involvement/Ad Hoc Advisory Committee	February 2023 – May 2023
Needs Assessment Survey and Results	February 2023 – May 2023
Equity Considerations	February 2023 – May 2023
Materials to WCTC Board Secretary	
	June 2, 2023
WCTC Board Concept Review Approval	
	June 13, 2023
Materials to WTCS	
	July 28, 2023
WTCS Board Concept Review Approval	
	September 12 – 13, 2023
Step Two: Develop Program Approval	
Develop Budget	June 2023 – August 2023
Develop Tentative Curriculum	June 2023 – August 2023
Educational and Career Pathway Analysis	June 2023 – August 2023
Materials to WCTC Board Secretary	
	September 1, 2023
WCTC Board Program Approval	
	September 12, 2023
Materials to WTCS	
	September 29, 2023
WTCS Board Program Approval	
	November 7 – 8, 2023



Once the program has been approved, the School of Business may begin promotion and advertising.

Anticipated Program Startup: Fall 2024

RESOLUTION SUPPORTING AN

**Artificial Intelligence Data Specialist
Associate of Applied Science**

**PROGRAM APPROVAL TO THE WISCONSIN
TECHNICAL COLLEGE SYSTEM BOARD**

WHEREAS, the Waukesha County Technical College Board of Trustees is required by the Wisconsin Technical College System Board, Policy 310, and in accordance with Wisconsin Statute, Chapter 38, to approve new program offerings,

NOW, THEREFORE, BE IT RESOLVED, by the Waukesha County Technical College Board of Trustees that the following Program Approval request be approved:

**Artificial Intelligence Data Specialist
Associate of Applied Science**

THEREFORE, BE IT RESOLVED the Waukesha County Technical College Board of Trustees requests that the Wisconsin Technical College System Board approve the Program Approval for the above-described educational program.

Board Chair

Courtney R. Bauer
(Typed or printed name)

September 12, 2023
Date