



**WAUKESHA
COUNTY TECHNICAL
COLLEGE**

**Hands-on
Higher Ed**

WCTC District Board Regular Meeting

**Tuesday, August 8, 2023, 5:00 p.m.
Waukesha County Technical College
Anthony J. Natalizio Center, S104B**

Upcoming Meetings

Regular Board Meeting	September 12, 2023	5:00 p.m.	In-Person
Regular Board Meeting	October 10, 2023	5:00 p.m.	In-Person
Regular Board Meeting	November 14, 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
August 8, 2023 - 5:00 PM
Anthony J. Natalizio Center, S104B**

AGENDA

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

- II. Public/Staff Remarks***

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

- IV. WCTC Foundation Board Update – Brian Baumgartner**

- V. Approval of Consent Agenda Items**
 - 4-7 A. Minutes Dated July 10, 2023 (Annual Organizational Meeting and Regular Board Meeting)
 - 8-10 B. Accounts Payable Summary for July 2023
 - 11 C. 38.14 Contract Report for July 2023
 - 12-14 D. Approval of Hire Term Report

- VI. Action Items**
 - 15-35 A. Resolution Awarding the Sale of \$3,700,000 General Obligation Promissory Notes, Series 2023B – Jane Kittel
 - 36 B. Professional Services, WCTC RFP #2223-53 – Rich Haen

- VII. Presentation/Discussion**
 - A. 100th Anniversary – Andy Palen and Sarah Kikkert

- 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.

**Waukesha County Area Technical College
District Board Annual Organizational Meeting Minutes
July 10, 2023
Richard T. Anderson Education Center, C051/057**

Present:

Courtney Bauer, Chairperson
Joe Garza, Vice Chairperson (virtual)
Ryan Clark, Board Member
Thomas Michalski, Board Member
Stephanie Reisner, Board Member
Jamie Stahulak, Board Member
Lois Vasquez, Board Member

Excused:

Brian Baumgartner, Secretary/Treasurer
Jim Zaiser, Board Member

Also Present:

Richard Barnhouse

14 Guests

Board Chairperson, Courtney Bauer, called the Annual Organizational Meeting to order at 5:00 p.m.
A. Pledge of Allegiance

ELECTION OF OFFICERS

The following individuals were nominated:

- Ms. Courtney Bauer – Board Chairperson
Nomination approved; carried unanimously.
- Mr. Joe Garza – Board Vice Chairperson
Nomination approved; carried unanimously.
- Mr. Brian Baumgartner – Board Secretary/Treasurer
Nomination approved; carried unanimously.

TIME, PLACE AND DATES OF REGULAR BOARD MEETINGS

Regular District Board meetings will be held on the second Tuesday of the month. The July Annual Organizational & Regular Board meeting is an exception and will be held the second Monday of July. If needed, Special District Board meetings will be held on the fourth Tuesday of the month. Board meetings will start at 5:00 p.m. **Approved; carried unanimously.**

WTCS BOARDS ASSOCIATION BOARD OF DIRECTOR MEMBER

Ms. Lois Vasquez currently represents WCTC on the WTCS Boards Association Board of Directors. No action took place.

BOARD'S LIAISON TO WTCS BOARDS ASSOCIATION INTERNAL BEST PRACTICES COMMITTEE

Mr. Joe Garza nominated Ms. Stephanie Reisner to represent WCTC on the WTCS Boards Association Internal Best Practices Committee. Mr. Garza made a motion to approve the nomination; receiving a second from Mr. Ryan Clark. **Approved; carried unanimously.**

BOARD'S LIAISON TO WTCS BOARDS ASSOCIATION EXTERNAL PARTNERSHIPS COMMITTEE

Mr. Garza nominated Ms. Stephanie Reisner to represent WCTC on the WTCS Boards Association External Partnerships Committee. Mr. Clark made a motion to approve the nomination; receiving a second from Ms. Lois Vasquez. **Approved; carried unanimously.**

BOARD'S LIAISON TO WTCS BOARDS ASSOCIATION AWARDS COMMITTEE

Mr. Thomas Michalski volunteered to represent WCTC on the WTCS Boards Association Awards Committee. Mr. Clark made a motion to approve; receiving a second from Ms. Vasquez. **Approved; carried unanimously.**

BOARD'S LIAISON TO WTCS BOARDS ASSOCIATION BYLAWS, POLICIES & PROCEDURES COMMITTEE

Mr. Ryan Clark volunteered to represent WCTC on the WTCS Boards Association Bylaws, Policies and Procedures Committee. Mr. Garza made a motion to approve; receiving a second from Mr. Michalski. **Approved; carried unanimously.**

BOARD MEMBER REPRESENTATION ON WCTC FOUNDATION BOARD

Mr. Brian Baumgartner was nominated to represent the District Board on the WCTC Foundation Board. Mr. Michalski made a motion to approve the nomination; receiving a second from Mr. Clark. **Approved; carried unanimously.**

Board Chairperson Bauer adjourned the Annual Organizational Meeting at 5:09 p.m. following a motion from Mr. Michalski and a second from Ms. Vasquez.

Respectfully Submitted by
Kristan Gochenauer
Executive Assistant to the Board

Signed: _____
Brian Baumgartner, Board Secretary/Treasurer

**Waukesha County Area Technical College
District Board Meeting Minutes
July 10, 2023 – 5:00 PM
Richard T. Anderson Education Center, C051/057**

Present:

Courtney Bauer, Board Chairperson
Joe Garza, Board Vice Chairperson (virtual)
Ryan Clark, Board Member
Thomas Michalski, Board Member
Stephanie Reisner, Board Member
Jamie Stahulak, Board Member
Lois Vasquez, Board Member

Absent

Brian Baumgartner, Secretary/Treasurer
Jim Zaiser, Board Member

Also Present:

Richard Barnhouse

15 Guests

I. Call to Order – Courtney Bauer 5:09 p.m.

II. Public/Staff Remarks

A. None

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

- Dr. Barnhouse welcomed everyone to the July WCTC District Board meeting.
- He welcomed new board member Jamie Stahulak and thanked him for his interest in WCTC and willingness to serve.
- On June 19, Dr. Barnhouse testified to the Senate regarding the future of higher education in Wisconsin. He is looking forward to future conversations.
- Dr. Barnhouse briefly discussed Assembly Substitute Amendment 2, which would repeal the authority of a technical college district board to levy property taxes for the operating and maintenance expenses of a district. He then thanked Mr. Thomas Michalski, Board member, for his work with the legislative leadership. It is expected that this will be a subject of discussion in the future.
- He then briefly discussed the budget noting that the WTC System originally asked the state for a \$75M budget increase. It is expected that the system will receive an increase of \$6M.
- July 11-12, 2023, the WTCS Board will be on the Pewaukee campus. WCTC will highlight the Medical Interpreter for Healthcare Program.
- WCTC is in the early stages of developing and hosting an AI Hub. Dr. Barnhouse sees an opportunity for growth in the future.
- Last week Dr. Barnhouse received an invitation to serve on a Higher Education Task Force with Senator Rob Hutton regarding the future of two-year colleges in Wisconsin. The first meeting is scheduled for Monday, July 17, 2023.
- Dr. Barnhouse shared with the Board the recent passing of Dr. Khyana Pumphrey, a highly respected faculty member in the Arts & Sciences Department. He then thanked the individuals involved in providing support during this difficult time.

IV. Approval of Consent Agenda Items

- A. Minutes dated June 13, 2023 (Regular Board Meetings)
- B. Accounts Payable Summaries for June 1, 8, 15, 22 and 27, 2023

- C. 38.14 Contract Report for June 2023
 - D. Approval of Hire Term Report
 - E. DBA: Nomination for the 2023 Distinguished Alumni
- Mr. Thomas Michalski motioned to approve the Consent Agenda Items; receiving a second from Mr. Jamie Stahulak. **Approved; carried unanimously.**

V. Action Items

- A. **Resolution Authorizing the Issuance of \$3,700,000 General Obligation Promissory Notes, Series 2023B, of Waukesha County Area Technical College District, Wisconsin, and Setting the Sale of the Notes – Jane Kittel**
 - Dr. Kittel gave an overview of the resolution requesting approval of the authorization to borrow \$3,700,000 general obligation promissory notes. This request is for general remodeling, site improvements and capital equipment. She then recommended approval of the resolution.

Mr. Joe Garza motioned to approve the Resolution Authorizing the Issuance of \$3,700,000 General Obligation Promissory Notes, Series 2023B, of Waukesha County Area Technical College District, Wisconsin, and Setting the Sale of the Notes; receiving a second from Mr. Michalski. **Approved; carried unanimously.**

VI. Board Self-Evaluation

- Chairperson Bauer shared that five Board members participated in a Board self-evaluation this past month. This is not only an important part of the Higher Learning Commission process, but allows for on-going discussions and positive input.

V. Mr. Joe Garza motioned to convene into Closed Session pursuant to Section §19.85(1) (c) and (e) of the Wisconsin State Statutes at 5:40 pm:

- A. Ms. Stephanie Reisner seconded the motion.
- B. **Unanimous roll call vote**
- C. Discussion was held regarding:
 - Finalizing Terms Regarding President’s Evaluation
- D. Mr. Garza motioned to reconvene in open session; receiving a second from Mr. Ryan Clark.
- E. **Unanimous roll call vote**
- F. The open meeting reconvened at 6:46 pm
- G. Mr. Garza motioned to accept the Finalized Terms Regarding President’s Evaluation as presented; receiving a second from Ms. Reisner. **Approved; carried unanimously.**

VII. Adjournment – Courtney Bauer

- Mr. Clark motioned to adjourn the meeting, receiving a second from Ms. Lois Vasquez. Meeting adjourned at 6:47 p.m.

Respectfully Submitted by
Kristan Gochenauer
Executive Assistant to the Board

Signed: _____
Brian Baumgartner, Secretary/Treasurer

ACCOUNTS PAYABLE SUMMARY
July 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 \$3,016,251.54**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 8th day of August 2023**

Chair

Secretary/Treasurer

President

Check Register Report

Accounts Payable account code "WA". Dated 07/31/23 Database instance PROD-Native

<u>Number</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
!0036336	06/29/23	Simons Electrical Systems	\$ 3,276.00
C0745809	06/29/23	Avant Graphics	\$ 6,096.50
C0745811	06/29/23	CareerAmerica LLC	\$ 54,500.00
C0745813	06/29/23	CDW-G Computer Discount Warehouse	\$ 34,022.78
C0745815	06/29/23	Code Red Security LLC	\$ 2,745.00
C0745825	06/29/23	iHeartMedia & Entertainment Inc	\$ 3,136.50
C0745826	06/29/23	InPro Corporation	\$ 5,713.90
C0745829	06/29/23	Lakefront Communications	\$ 3,948.25
C0745832	06/29/23	MJS Landscaping Services	\$ 3,216.00
C0745837	06/29/23	Zimmerman Design Group	\$ 5,382.45
!0036358	07/06/23	Bitlyft Security LLC	\$ 24,629.97
!0036360	07/06/23	Instructure	\$ 81,431.66
C0745862	07/06/23	Air One Equipment Inc	\$ 4,030.00
C0745863	07/06/23	Apporto Corporation	\$ 44,700.00
C0745864	07/06/23	Arthur J Gallagher Risk Management Services Inc	\$ 5,344.00
C0745869	07/06/23	Change Catalysts, LLC	\$ 26,000.00
C0745870	07/06/23	Dell Marketing L P	\$ 229,080.00
C0745871	07/06/23	EAC	\$ 3,630.00
C0745881	07/06/23	RedShelf Inc	\$ 15,681.53
C0745884	07/06/23	SigmaTek Corp	\$ 3,000.00
C0745885	07/06/23	Signarama Pewaukee	\$ 6,603.50
C0745900	07/11/23	Dell Marketing L P	\$ 4,522.55
C0745901	07/11/23	Districts Mutual Insurance	\$ 555,661.00
C0745903	07/11/23	Ellucian Co LP	\$ 411,075.00
C0745904	07/11/23	First Care Tactical LLC	\$ 6,145.07
C0745906	07/11/23	Kriete Truck Center Madison	\$ 4,123.21
C0745908	07/11/23	Maxient LLC	\$ 4,500.00
C0745909	07/11/23	PrismRBS LLC	\$ 22,790.16
C0745910	07/11/23	Sassafras Software Inc	\$ 5,742.00
!0036373	07/13/23	Moodys Investors Service	\$ 10,000.00
!0036374	07/13/23	PFM Asset Management LLC	\$ 6,317.75
C0745935	07/13/23	Cambium Learning	\$ 10,800.00
C0745939	07/13/23	Fox Valley Technical College	\$ 34,684.02
C0745940	07/13/23	Greater Milwaukee Committee	\$ 5,000.00
C0745944	07/13/23	James Leasing LLC	\$ 217,573.20
C0745947	07/13/23	Kilgore International Inc	\$ 5,925.00
C0745949	07/13/23	Marianna Industries	\$ 14,530.07
C0745954	07/13/23	Pivot Point International Inc	\$ 45,058.92
C0745955	07/13/23	Robert W Baird & Company Inc	\$ 15,950.00
C0745959	07/13/23	Waukesha County	\$ 6,863.87
C0745961	07/13/23	WiscNet	\$ 36,485.00
!0036388	07/18/23	Graphicolor Printing	\$ 2,652.34
!0036389	07/18/23	Quarles & Brady LLP	\$ 5,577.00
C0746059	07/18/23	ABM Industries Inc	\$ 70,609.93
C0746062	07/18/23	American Technical Publishers Inc	\$ 11,935.50
C0746067	07/18/23	Cengage Learning	\$ 28,652.76
C0746068	07/18/23	Code Red Security LLC	\$ 3,180.00
C0746072	07/18/23	Ellucian Co LP	\$ 34,604.00
C0746073	07/18/23	Elsevier Science USA	\$ 8,419.71
C0746076	07/18/23	F A Davis Company/Publishers	\$ 12,832.60

C0746079	07/18/23	Goodheart Willcox Co Inc	\$ 15,739.67
C0746080	07/18/23	Henry Schein Inc	\$ 2,595.90
C0746083	07/18/23	John Deere Company	\$ 16,944.03
C0746084	07/18/23	Kessenichs Ltd	\$ 6,561.00
C0746086	07/18/23	MJS Landscaping Services	\$ 7,070.71
C0746087	07/18/23	Mongoose	\$ 31,924.00
C0746096	07/18/23	The College House	\$ 3,681.86
C0746097	07/18/23	The Green Team of Wisconsin Inc	\$ 7,532.00
C0746100	07/18/23	Village of Pewaukee	\$ 21,664.60
C0746102	07/18/23	WE Energies	\$ 5,344.23
C0746103	07/18/23	WE Energies	\$ 62,455.06
C0746105	07/18/23	Wisconsin Technical College District Boards Assoc	\$ 34,684.02
!0036394	07/20/23	Aladdin Food Management Services LLC	\$ 3,281.46
!0036398	07/20/23	Willo Labs Inc	\$ 7,960.01
C0746126	07/20/23	Eastman Kodak Company	\$ 9,899.82
C0746129	07/20/23	JAMF Software LLC	\$ 9,898.00
C0746131	07/20/23	Jones and Bartlett Publishers Inc	\$ 3,830.20
C0746134	07/20/23	McGraw Hill Education Inc	\$ 29,313.32
C0746135	07/20/23	Mike Holt Enterprises Inc	\$ 3,131.37
C0746138	07/20/23	Pearson Education	\$ 15,420.02
C0746139	07/20/23	Pivot Point International Inc	\$ 6,525.41
C0746140	07/20/23	RedShelf Inc	\$ 21,505.10
C0746141	07/20/23	SDC Publications Inc	\$ 6,351.20
C0746142	07/20/23	Shopware	\$ 2,665.00
!0036423	07/27/23	Aladdin Food Management Services LLC	\$ 3,029.63
!0036424	07/27/23	Allstate Benefits	\$ 3,187.06
!0036427	07/27/23	Duet Resource Group	\$ 46,878.56
!0036428	07/27/23	Quarles & Brady LLP	\$ 6,757.78
C0510853	07/27/23	Village of Pewaukee Water Utility	\$ 22,725.24
C0746201	07/27/23	Badger Laundry Machinery Inc	\$ 7,476.00
C0746204	07/27/23	Code Red Security LLC	\$ 14,708.00
C0746205	07/27/23	Creative Constructors LC	\$ 78,771.42
C0746209	07/27/23	Eddys Landscaping Services	\$ 5,800.00
C0746210	07/27/23	Explorance Corp	\$ 20,894.78
C0746215	07/27/23	Home Front Alliance LLC	\$ 5,000.00
C0746216	07/27/23	Hu Friedy Mfg Co LLC	\$ 15,268.00
C0746218	07/27/23	MBS Textbook Exchange, Inc	\$ 15,270.22
C0746219	07/27/23	MESO	\$ 7,339.70
C0746223	07/27/23	Neumann Co Inc	\$ 11,475.00
C0746225	07/27/23	QM Quality Matters Inc	\$ 2,860.00
C0746227	07/27/23	Respondus Inc	\$ 8,695.00
C0746229	07/27/23	Security Equipment Supply Inc	\$ 8,418.24
C0746230	07/27/23	Selzer Ornst Co	\$ 67,592.22
C0746236	07/27/23	Turnitin LLC	\$ 10,410.00
C0746239	07/27/23	Wisconsin Technical College System Foundation	\$ 9,438.00
C0746240	07/27/23	Yes Equipment and Services Inc	\$ 139,900.00

96 payments TOTAL:

\$ 3,016,251.54

**WAUKESHA COUNTY TECHNICAL COLLEGE
CORPORATE TRAINING CENTER
CONTRACT APPROVAL REPORT
JULY, 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	7106	MP Systems	7/17/2023	T	Driver Assessment	N/A	791	161	630	206	585
Center for Early College Opportunities (High School Transcribed Credit)											
<i>CTC collaborates with the Center for Early College Opportunities providing 38.14 contracts for High School Transcribed Credit (HSTC)</i>											
2024	7002	Franklin Public Schools	7/5/2023	I	Franklin Certified Nursing Assistant	18	16,680	12,447	4,233	13,496	3,184
ALL CONTRACTS							17,471	12,608	4,863	13,702	3,769

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 Board of Trustees

FROM: Michelle Skinder, Vice President, Human Resource Services

DATE: August 8, 2023

RE: **Approval to Hire Term Report**

The following individuals are recommended for hire based on the Colleges recruitment, hiring and promotion process:

John Ditkof, Instructor-Metal Fab/Welding

John Ditkof comes to WCTC with 9 years of welding experience as a dedicated and accomplished welder with extensive experience in underwater welding. This system of welding has taken John to various locations throughout the United States performing work on various difficult and time sensitive projects. John earned his technical diploma in Metal Fabrication/Welding at WCTC, graduating in 2015. His proven leadership skills, personality, energy, and commitment to quality will make him a perfect fit in teaching future welders. We are excited to welcome John into the Metal Fab/Welding Department and look forward to his continued success here at WCTC.

Christie Clausing, Instructor-CDL & Driving

Christie Clausing is excited to make the transition from a Professional Truck driver to our full-time Weekend CDL-A Truck Driving instructor. Christie is an alumnus of our Truck Driving program and has come back full circle to teach. In addition to having her CDL, she also has her Tanker endorsement. Christie has long haul experience pulling refrigerated trailers or tankers including hauling liquid chocolate to various Midwest locations. Christie is also involved in promoting Women in Trucking. In November of 2022, she had the privilege to speak on a panel regarding training and retention at the Women in Trucking annual National Convention. In addition, Christie is nearly fluent in Spanish. In her spare time, she works with her husband at Clint Clausing Customs customizing classic and muscle cars. Christie has already started teaching with the start-up of the fall weekend truck driving cohort on July 8, 2023.

Sandra Borucki, Instructor-Medical Assistant

Sandra Borucki has accepted an instructor position in the Medical Assisting program. Sandy is actually returning to this vacant position after stepping away for a little over a



year. She is a graduate of our MA program and was previously an Instructional Assistant in this program for over seven years before moving to a faculty role for two years. Sandy also has over five years of experience as a Certified Medical Assistant before coming to WCTC. She loves helping patients and caring for others. While working as an Instructional Assistant, she realized her passion was teaching and wanted to share her knowledge and expertise with students. Her goal was to help mentor and foster new Medical Assistants from our high-quality program. Sandy is looking forward to returning to the MA faculty team in a full-time capacity and continuing to help students in their healthcare journey.

Susan Goldamer, Instructor-Nursing

Susan Goldamer is a candidate for the full-time nursing faculty position beginning in August 2023. Susan received her Bachelor of Science in Nursing from UW-Oshkosh and Master of Science in Nursing Education from Purdue University in 2022. Susan has been employed as a nurse in the intensive care unit at Froedtert Hospital in Milwaukee since 2002. She was a staff nurse for 13 years and then transitioned to a clinical nurse educator role where she has been for the last eight years. Susan will bring great positive energy, strong references, and educational experience to the nursing department and we are excited to welcome her to WCTC.

Mark Endres, Instructor-Academic Support Math

Mark Endres earned his Bachelor in Business Administration (Risk Management & Insurance) and Certificate in Mathematics from the University of Wisconsin-Madison. Additionally, he earned a Master of Science in Mathematics Education (Curriculum & Instruction) from the University of Wisconsin-Milwaukee. Mark has been a high school math teacher at several Wisconsin school districts for the last ten years including Milwaukee Public Schools, Union Grove High School, Verona Area High School, and Franklin High School. In addition, Mark also served as a high school football coach for eight years and a high school tennis coach for two years. Several years ago, Mark developed curriculum for a course called Math for the Trades at Verona Area High School, which gave students hands-on experiences applying mathematical concepts to real-life scenarios in various career fields. The class still exists today, and many students have entered career fields based on material they learned from the class. For the last two years, Mark has taught as an adjunct instructor at Waukesha County Technical College. He specialized in teaching the following classes at WCTC: College Tech Math 1A, College Mathematics, College Algebra, Intermediate Algebra, and Math & Logic. Prior to beginning his career in education, Mark worked as a Credit Risk Analyst and Economist at Kohl's Corporate in Menomonee Falls, WI. The Department is excited to have Mark as a full-time instructor.



Samantha Ziebart, Instructor-Math

Samantha Ziebart earned her Master of Science in Education from the University of Wisconsin-Oshkosh and her Bachelors in Secondary Math Education from the University of Wisconsin-Madison. Sam has been an adjunct instructor in the Math Department at Waukesha County Technical college for two years. Prior to that she was a math instructor at Brookfield East High School for eight years and a middle school math instructor two years before that. Sam has a wide range of teaching experience through courses from the middle school to high school and the college level: Pre-Algebra, Algebra, Geometry, Statistics, Math with Business Applications, the Calc sequence and all the courses supported by the math center at Waukesha County Technical College. Additionally, Sam has held leadership positions that include advisor roles and the math department head at Brookfield East High School. During her time thus far at Waukesha County Technical College, she has worked closely with the nursing department and specifically in Calc 2 and Calc 3 to support students and instructors enhance their courses and experiences. We are excited to welcome Sam as a full-time instructor.

Kristin Welch, Instructor-Nursing

Kristin Welch is a candidate for the full-time nursing faculty position beginning in August 2023. Kristin received her Bachelor of Science in Nursing from the University of Minnesota in 2011 and Master of Science in Nursing, Family Nurse Practitioner from Concordia University in 2017. She has been employed as a Family Nurse Practitioner for Pro Health since 2019 and was a staff nurse at Waukesha Memorial for eight years. Kristin has earned experience teaching as an adjunct clinical faculty working for Carroll University and the Milwaukee School of Engineering. She brings with her diverse experience as a practitioner, a kind demeanor, and great educational experience. The nursing department is excited to welcome Kristin to WCTC.

Ryan Mallow, Instructor-Carpentry

Ryan Mallow is thrilled to make the transition from being a Journeyman Carpenter and small business owner to being our full-time Carpentry/Building Trades Instructor. Ryan has been in the industry for over 20 years specializing in both commercial and residential construction. He has experienced everything from designing houses to concrete and formwork to roofing to preparing and submitting estimates and all points in between. He specializes in finish carpentry and has a strong attention to detail and customer service. In his off time, Ryan enjoys spending time with his children. We cannot wait for Ryan to join our team to help build the next generation of Carpenters.



To: WCTC District Board of Trustees

From: Dr. Jane L. Kittel, Vice President of Finance & Administration

Date: August 8, 2023

Re: Resolution Awarding the Sale of \$3,700,000 General Obligation Promissory Notes, Series 2023B

At the June Board meeting, the WCTC Board adopted the 2023/24 budget. Included in the budget was a plan to issue \$11,500,000 general obligation promissory notes to fund capital expenditures for 2023/24. At the July Board meeting, the WCTC Board authorized the borrowing of \$3,700,000 General Obligation Promissory Notes. The public sale of these G.O. Promissory Notes is scheduled for 9:30 am on Tuesday, August 8, 2023.

Request:

We request the WCTC Board award the sale for the issuance of \$3,700,000 general obligation promissory notes for equipment, site improvements, and building remodeling projects.

- \$175,000 for building remodeling and improvement projects to include payments toward flooring, door replacements, and painting
- \$2,415,000 for movable capital equipment in learning and operations
- \$1,110,000 for site improvements to support the fire training grounds, parking lots, asphalt/concrete replacement, landscaping, and building tuckpointing/sealing

Resolutions and documents will be distributed at the August 8, 2023 Board meeting and a presentation will explain the results of the public sale that is scheduled to be held that same morning.

The draft legal resolution follows this memo for informational purposes only. Updated information related to this debt issue will be distributed at the Board meeting.

Staff will be available to answer any questions you may have regarding this request.

RESOLUTION NO. _____

RESOLUTION AWARDING THE SALE OF \$3,700,000
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2023B

WHEREAS, on July 10, 2023, the District Board of the Waukesha County Area Technical College District, Waukesha, Jefferson, Dodge and Racine Counties, Wisconsin (the "District") adopted a resolution (the "Authorizing Resolution") which authorized the issuance of general obligation promissory notes in the amount of \$175,000 for the public purpose of financing building remodeling and improvement projects; in the amount of \$2,415,000 for the public purpose of financing the acquisition of movable equipment; and in the amount of \$1,110,000 for the public purpose of financing site improvement projects (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Waukesha Freeman on July 19, 2023 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes to finance building remodeling and improvement projects and the acquisition of movable equipment;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on August 18, 2023;

WHEREAS, the District has directed Robert W. Baird & Co. Incorporated ("Baird") to take the steps necessary to sell the District's general obligation promissory notes (the "Notes") to pay the cost of the Project;

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on August 8, 2023;

WHEREAS, the Secretary (in consultation with Baird) caused notice of the sale of the Notes to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale on August 8, 2023;

WHEREAS, the District has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the District. Baird has recommended that the District accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District that:

Section 1. Ratification of the Official Notice of Sale and Offering Materials. The District Board hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Notice of Sale and any other offering materials prepared and circulated by Baird are hereby ratified and approved in all respects. All actions taken by officers of the District and Baird in connection with the preparation and distribution of the Official Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of THREE MILLION SEVEN HUNDRED THOUSAND DOLLARS (\$3,700,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted (subject to the condition that no valid petition for referendum is filed by August 18, 2023 with respect to the Notes). The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2023B"; shall be issued in the aggregate principal amount of \$3,700,000; shall be dated August 29, 2023; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2024. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes are not subject to optional redemption.

[The Proposal specifies that [some of] the Notes are subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the District shall direct.]

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2023 through 2027 for the payments due in the years 2024 through 2028 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously

issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2023B, dated August 29, 2023" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent

consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The District hereby authorizes the Chairperson and Secretary or other appropriate officers of the District to enter into a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 13. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute

owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

Section 16. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and

the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 18. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded August 8, 2023.

Courtney R. Bauer

Chairperson

ATTEST:

Brian K. Baumgartner
Secretary

(SEAL)

EXHIBIT A

Official Notice of Sale

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT B

Bid Tabulation

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT C

Winning Bid

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT D-1

Pricing Summary

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

[EXHIBIT MRP

Mandatory Redemption Provision

The Notes due on April 1, ____, ____, and ____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on April 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on April 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ _____
____	_____ (maturity)
____	_____ (maturity)

For the Term Bonds Maturing on April 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ _____
____	_____ (maturity)
____	_____ (maturity)

For the Term Bonds Maturing on April 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ _____
____	_____ (maturity)
____	_____ (maturity)

For the Term Bonds Maturing on April 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ _____
____	_____ (maturity)]
____	_____ (maturity)]

EXHIBIT E
(Form of Note)

UNITED STATES OF AMERICA

REGISTERED STATE OF WISCONSIN DOLLARS
NO. R-___ WAUKESHA COUNTY AREA TECHNICAL COLLEGE DISTRICT \$ _____
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2023B

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
April 1, _____ August 29, 2023 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, the Waukesha County Area Technical College District, Waukesha, Jefferson, Dodge and Racine Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2024 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$3,700,000, all of which are of like tenor, except as to denomination, interest rate and maturity date, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purposes of financing building remodeling and improvement projects; the acquisition of movable equipment; and site improvement projects, as authorized by resolutions adopted on July 10, 2023 and August 8, 2023. Said resolutions are recorded in the official minutes of the District Board for said dates.

This Note is not subject to optional redemption.

[The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the resolutions referred to above, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation and date of the Notes called for redemption, CUSIP number, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

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

This Note has been designated by the District Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as

depository for the Notes, and the District appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes after the Record Date. The Fiscal Agent and District may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

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

IN WITNESS WHEREOF, the Waukesha County Area Technical College District, Waukesha, Jefferson, Dodge and Racine Counties, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and Secretary; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

WAUKESHA COUNTY AREA TECHNICAL
COLLEGE DISTRICT, WISCONSIN

By: _____
Courtney R. Bauer

Chairperson

(SEAL)

By: _____
Brian K. Baumgartner
Secretary

Date of Authentication: _____, 2023

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned resolutions of the Waukesha County Area Technical College District, Waukesha, Jefferson, Dodge and Racine Counties, Wisconsin.

ASSOCIATED TRUST COMPANY,
NATIONAL ASSOCIATION,
GREEN BAY, WISCONSIN

By _____

Authorized Signatory

ASSIGNMENT

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

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)



Memorandum

TO: WCTC District Board of Trustees

FROM: Richard Haen, Director – District Facilities

DATE: August 8 2023

SUBJECT: Professional Services, WCTC RFP #2223-53

On May 24, 2023, members from WCTC started the RFP process of selecting a firm to provide architectural, engineering, and interior design services. The process involved public advertisement requesting written proposals, reviewing proposals, interviewing firms, and checking references utilizing a weighted scoring system with a maximum of 200 points. A committee made up of members from facilities, academics, admissions, and financial accounting services was formed to perform these tasks.

WCTC received three proposals from the following firms:

- Angus Young Associates, Inc.
- Zimmerman Architectural Studios, Inc.
- Strang, Inc.

From the process described above, the three firms received the following points:

	Angus Young	Zimmerman	Strang
Written Proposal – Phase I	87.60	92.11	92.20
<u>Interview/References – Phase II</u>	<u>83.50</u>	<u>91.14</u>	<u>89.34</u>
Total Score:	171.10	183.25	181.54

It is the committee’s recommendation to the Board of Trustees to award Zimmerman Architectural Studios, Inc. a contract to perform professional design services for a period of five years from August 9, 2023, to July 31, 2028, with an option to extend an additional two years to July 31, 2030.

Sincerely,

Richard N. Haen