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WCTC District Board Regular Meeting

Tuesday, January 9, 2024, 5:00 p.m.
Waukesha County Technical College
Zoom Meeting

UPCOMING MEETINGS

Regular Board Meeting	February 13, 2024	5:00 p.m.	In-Person
Regular Board Meeting	March 12, 2024	5:00 p.m.	In-Person
Regular Board Meeting	April 9, 2024	5:00 p.m.	In-Person

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10365/23



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Hands-on
Higher Ed

**Waukesha County Area Technical College
District Board Meeting
January 9, 2024 - 5:00 PM
Zoom Meeting**

[Click here to join via Zoom](#)

Meeting ID: 971 4966 4072

Passcode: 061531

AGENDA

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

- II. Public/Staff Remarks***

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

- IV. Approval of Consent Agenda Items**
 - 4-5 A. Minutes Dated December 12, 2023 (Regular Board Meeting)
 - 6-8 B. Accounts Payable Summary for December 2023
 - 9 C. 38.14 Contract Report for December 2023
 - 10 D. Approval of Hire Term Report

- V. Action Items**
 - 11-12 A. Approve 2022/23 Report on Federal and State Awards – Kristine Golz, Clifton Larson Allen (CLA)

- VI. Presentation/Discussion**
 - A. 5830AA Remodel Shop Areas I-Building w/Classrooms – Rich Haen
 - B. 5830A Q-Building Incubator Lab Project – Rich Haen
 - C. 5830AB B, E & K-Building Renovations – Rich Haen

- VII. 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 Technical College
District Board Meeting Minutes
December 12, 2023 - 5:00 PM
Anthony J. Natalizio Center, S104B**

Present:

Courtney Bauer, Board Chairperson
Joe Garza, Board Vice Chairperson (virtual)
Brian Baumgartner, Secretary/Treasurer
Ryan Clark, Board Member
Thomas Michalski, Board Member
Stephanie Reisner, Board Member
Jamie Stahulak, Board Member
Jim Zaiser, Board Member

Absent

Also Present:

Richard Barnhouse

19 Guests

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

A. Pledge of Allegiance

II. Public/Staff Remarks*

A. None

III. Delegates to be Heard

A. Student Government Association – Gabby Karaban

- Ms. Karaban reported that the students are eagerly anticipating winter break. They recently held the Children’s Holiday party and are hosting a cookies and cocoa event during finals week. She shared that SGA had their first annual WCTC Angel Tree. Thanks to the support of WCTC clubs, students, faculty and staff and the WCTC Foundation, the SGA was able to raise \$500 and grant wishes for almost 30 children. She then wished everyone a happy holiday.

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

- Dr. Barnhouse welcomed everyone to the December WCTC District Board meeting.
- He commented on the WCTC District Board Holiday Reception, and the great service Aladdin provides.
- Fall graduation is this Saturday, December 16, 2023.
- Dr. Barnhouse was in Madison earlier today to testify at an information hearing on revenue. While testifying, he was asked about AI, the student experience, and the colleges funding structure.
- He updated the Board on the partnership with Dedicated Computing and thanked Mike Shiels, Dean and Alli Jerger, Associate Dean for their work on this.
- Dr. Barnhouse thanked Brad Piazza, Vice President of Academic Affairs, and the academic team for their work with Gray Decision Intelligence. WCTC has contracted with Gray DI to help identify weaknesses and strengths at the College. He emphasized this isn’t about cost savings, but about figuring out what we should change for success. He will continue to update the Board moving forward.
- He then thanked Sandra Maylen, Executive Director-ECO for setting up the Superintendents Breakfast with K12 folks. The event was filled with great conversation and continues to tighten relationships with the K12 system.

- The concept/development of an AI Incubator Hub on campus continues to move forward. The College is looking at renovation plans for the Q-Building. The first committee meeting is scheduled for tomorrow. He is excited to see this move forward.
- Dr. Barnhouse attended the Law Enforcement Recruit Academy Graduation, the Fall Awards Ceremony, and the Outstanding Student Luncheon last week. All were great events.
- He then shared that Kristine Golz, Chief Financial Officer, has been invited to be a member of the President's Executive Cabinet.

V. Approval of Consent Agenda Items

- A. Minutes dated November 14, 2023 (Regular Board Meeting)
- B. Accounts Payable Summary for November 2023
- C. 38.14 Contract Report for November 2023
- D. Approval of Hire Term Report
- E. Annual Applied Technology Center Report
- F. Boards Monitoring Report: 2022/23 Investment Summary Report
- G. Boards End Monitoring: 2023/24 First Quarter Financials

Mr. Thomas Michalski motioned to approve the Consent Agenda Items, receiving a second from Mr. Ryan Clark. **Approved; carried unanimously.**

VI. Action Items

A. Resolution to Approve the 2022/23 Fund Balance Reservations and Designations – Jane Kittel

- Dr. Kittel shared that it is an annual requirement to discuss prior to ACFR approval. She then reviewed the 2022/23 fund balance reservations and designations, noting the College is in compliance. Dr. Kittel then recommended approval of the resolution.

Mr. Brian Baumgartner motioned to approve the Resolution to Approve the 2022/23 Fund Balance Reservations and Designations, receiving a second from Mr. Jim Zaiser. **Approved; carried unanimously.**

B. Resolution to Approve the 2022/23 Annual Comprehensive Financial Report (ACFR) – Jane Kittel, Kristine Golz, Clifton Larson Allen (CLA)

- Ms. Kristine Golz introduced Ms. Shannon Small, Clifton Larson Allen. Ms. Small gave a quick overview of the purpose of the audit and a summary of the process, noting good net position and highlighting no material weakness or significant deficiencies. Ms. Golz then recommended approval of the resolution.

Mr. Clark motioned to approve the Resolution to Approve the 2022/23 Annual Comprehensive Financial Report (ACFR), receiving a second from Ms. Stephanie Reisner. **Approved; carried unanimously.**

VII. Adjournment – Courtney Bauer

- Mr. Baumgartner motioned to adjourn the meeting, receiving a second from Mr. Michalski. Meeting was adjourned at 5:44 pm.

Respectfully Submitted by
Kristan Gochenauer
Assistant to the Board

Signed: _____
Brian Baumgartner, Board Secretary/Treasurer

ACCOUNTS PAYABLE SUMMARY
December 2023

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

**The Vice President - Finance & Administration submits for approval
the attached claims for payment, which include payroll deductions, of
\$1,716,891.81.**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 9th day of January 2024**

Chair

Secretary/Treasurer

President

Check Register Report

Accounts Payable account code "WA". Dated 12/31/23 Database instance PROD-Native

Number	Date	Payee	Amount
I0037026	12/05/23	Bitlyft Security LLC	\$ 24,629.97
I0037031	12/05/23	Graphicolor Printing	\$ 11,149.87
I0037033	12/05/23	Midwest Fiber Networks LLC	\$ 2,721.85
I0037034	12/05/23	Ouarles & Bradv LLP	\$ 22,963.50
I0037036	12/05/23	Seeing the Word LLC	\$ 6,665.00
C0748936	12/05/23	ABM Industries Inc	\$ 63,178.90
C0748937	12/05/23	ACEN Accreditation Comm for Educ in Nursing Inc	\$ 2,975.00
C0748940	12/05/23	American Technical Publishers Inc	\$ 12,821.23
C0748948	12/05/23	Creative Constructors LC	\$ 32,421.82
C0748956	12/05/23	Freedom Arms Unlimited LLC	\$ 4,245.00
C0748968	12/05/23	James Imaging Systems	\$ 3,229.23
C0748970	12/05/23	Jones and Bartlett Publishers Inc	\$ 5,540.24
C0748971	12/05/23	JX Peterbilt	\$ 36,909.00
C0748973	12/05/23	Labyrinth Publications	\$ 3,174.44
C0748974	12/05/23	Level 3 Communications, LLC	\$ 3,715.72
C0748985	12/05/23	Pivot Point International Inc	\$ 10,278.60
C0748989	12/05/23	Statz Restoration & Engineering Co	\$ 8,825.00
C0748997	12/05/23	Village of Pewaukee	\$ 21,664.60
C0748998	12/05/23	Waste Management of WI-MN	\$ 3,622.53
C0749001	12/05/23	WE Energies	\$ 5,637.02
C0749003	12/05/23	Wisconsin Library Services Inc	\$ 6,493.15
I0037046	12/07/23	Express Elevator	\$ 3,840.00
I0037047	12/07/23	Graphicolor Printing	\$ 3,747.04
I0037048	12/07/23	Postmaster	\$ 5,000.00
C0749030	12/07/23	Air One Equipment Inc	\$ 4,990.00
C0749031	12/07/23	EBSCO Subscription Services	\$ 23,615.63
C0749034	12/07/23	Fox Valley Technical College	\$ 7,150.00
C0749035	12/07/23	Gannett Wisconsin LocalQ	\$ 2,617.84
C0749036	12/07/23	Green Window Cleaning Services LLC	\$ 5,075.00
C0749042	12/07/23	Maic Productions Inc	\$ 7,215.50
C0749044	12/07/23	Milwaukee Business Journal	\$ 2,600.00
C0749048	12/07/23	Quad Graphics	\$ 35,687.32
C0749050	12/07/23	Mark A. Schultz	\$ 3,000.00
C0749055	12/07/23	WE Energies	\$ 2,669.74
C0749056	12/07/23	WE Energies	\$ 60,988.67
I0037063	12/12/23	Aladdin Food Management Services LLC	\$ 11,139.20
I0037066	12/12/23	PFM Asset Management LLC	\$ 6,066.41
C0749093	12/12/23	Camera Corner	\$ 4,840.00
C0749096	12/12/23	Constellation NewEnergy Gas Division LLC	\$ 10,470.50
C0749097	12/12/23	Dell Marketing L P	\$ 153,400.00
C0749101	12/12/23	Ferguson Enterprises Inc	\$ 5,048.61
C0749102	12/12/23	Filtration Concepts Inc	\$ 3,545.60
C0749108	12/12/23	Haas Factory Outlet	\$ 48,961.00
C0749110	12/12/23	Harwood Engineering Consultants	\$ 3,059.66
C0749116	12/12/23	John E Reid & Associates, Inc	\$ 12,400.00
C0749122	12/12/23	McGraw Hill Education Inc	\$ 14,227.02
C0749124	12/12/23	Paragon Paradigm Paradox Inc	\$ 4,078.68
C0749125	12/12/23	Pearson Education	\$ 8,796.13
C0749126	12/12/23	Pivot Point International Inc	\$ 6,543.24
C0749128	12/12/23	RedShelf Inc	\$ 55,392.14
C0749132	12/12/23	Skyepack Inc	\$ 2,924.00
C0749133	12/12/23	Staff Electric Company Inc	\$ 22,490.00
C0749137	12/12/23	Truck and Auto Elegance	\$ 15,608.00
C0749138	12/12/23	United Mailing Services	\$ 5,329.51
C0749143	12/12/23	Zimmerman Design Group	\$ 12,031.52
I0037081	12/14/23	Technolutions Inc	\$ 237,603.00
C0749180	12/14/23	Allcon LLC	\$ 116,025.53
C0749181	12/14/23	American Pressure Cleaning LLC	\$ 7,735.00
C0749184	12/14/23	Bellus Medical LLC	\$ 9,226.74
C0749188	12/14/23	Danfoss Power Solutions II LLC	\$ 5,985.19
C0749191	12/14/23	Elsevier Science USA	\$ 4,110.22
C0749193	12/14/23	Forge Fire & Company LLC	\$ 220,325.00
C0749199	12/14/23	MBS Textbook Exchange, Inc	\$ 6,624.62
C0749203	12/14/23	Primex Wireless Inc	\$ 6,548.18
C0749206	12/14/23	Truck and Auto Elegance	\$ 21,639.00
I0037106	12/19/23	Aladdin Food Management Services LLC	\$ 6,234.22
I0037110	12/19/23	Clear Channel	\$ 3,125.00
C0749288	12/19/23	A-1 Enginerring	\$ 11,120.00
C0749289	12/19/23	ABF Freight System, Inc	\$ 7,500.00

C0749292	12/19/23	Altair Instruments Inc	\$ 23,941.50
C0749297	12/19/23	CAHIIM	\$ 3,300.00
C0749299	12/19/23	Cottingham & Butler Insurance Services, Inc.	\$ 5,775.00
C0749305	12/19/23	Gallagher Benefit Services Inc	\$ 3,550.00
C0749309	12/19/23	Jill P Wohlfeil MD SC	\$ 10,000.00
C0749311	12/19/23	Kessenichs Ltd	\$ 8,712.43
C0749314	12/19/23	Midpoint Ventures LLC	\$ 10,000.00
C0749316	12/19/23	Precision Information LLC DBA Financial Fitness Group	\$ 5,000.00
C0749325	12/19/23	Veolia ES Technical Solutions LLC	\$ 4,757.11
!0037132	12/21/23	Aladdin Food Management Services LLC	\$ 7,001.19
!0037133	12/21/23	Allstate Benefits	\$ 3,325.42
!0037135	12/21/23	CAE Healthcare Inc	\$ 21,745.00
!0037136	12/21/23	Clear Channel	\$ 7,940.50
!0037138	12/21/23	Madison National Life Insurance Co	\$ 9,128.91
!0037140	12/21/23	Symetra Life Insurance Company	\$ 24,812.78
C0749375	12/21/23	Cengage Learning	\$ 8,316.27
C0749376	12/21/23	Change Companies	\$ 2,925.00
C0749377	12/21/23	Comevo	\$ 6,365.00
C0749378	12/21/23	Critical Media	\$ 5,400.00
C0749381	12/21/23	Douglas Stewart Company	\$ 2,684.37
C0749382	12/21/23	Electude USA LLC	\$ 11,000.00

90 payments TOTAL:

\$ 1,716,891.81

**WAUKESHA COUNTY TECHNICAL COLLEGE
CORPORATE TRAINING CENTER
CONTRACT APPROVAL REPORT
DECEMBER, 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	7139	Journey 21 Inc.	9/12/2023	I	Consumer Math	12	3,800	2,267	1,533	3,076	724
2024	7182	Eaton Corporation	11/1/2023	I	Train the Trainer	11	3,950	1,358	2,592	1,775	2,175
2024	7184	Edgerton	10/27/2023	T	Tanker Truck Basics	N/A	759	298	461	381	378
2024	7198	MP Systems	10/5/2023	T	Truck/Trailer Inspection Training	N/A	489	195	294	249	240
2024	7221	Felss Rotaform	12/4/2023	I	Basic CNC Operations	9	2,821	869	1,952	1,011	1,810
							11,819	4,987	6,832	6,492	5,327

ALL CONTRACTS

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

CTC 38.24 PROFESSIONAL DEVELOPMENT WORKSHOPS						Number of Participants	Total Revenue	Est. Direct Cost	Variance (1)	Est. Full Cost	Variance (2)
36 Workshops Completed 10/01/2023 through 12/31/2023						567	108,917	60,772	48,145	77,366	31,551

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 of Trustees

FROM: Michelle Skinder, Vice President, Human Resource Services

DATE: January 9, 2024

RE: **Approval to Hire Term Report**

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

Christel Michelle Brown, Instructor-Fire & EMS Training

Michelle Brown comes to WCTC with thirty-three years of professional experience in the Fire Rescue and Emergency Medical Services. Prior to accepting the instructor position, Michelle rose through the ranks from Firefighter to Battalion Chief and was most recently serving as an EMS Education and subject matter expert with the Milwaukee County Office of Emergency Management/EMS Division. Michelle has obtained multiple certifications and earned her Bachelor of Applied Science in Public Safety Administration, Homeland Security & Emergency Management from St. Petersburg College, Florida. She has proven leadership skills, leads by example and is committed to student success. We are excited to welcome Michelle to the department and look forward to continued success here at WCTC.

Ryan Weister, Instructor-Mechanical Engineering/Mechanical Design

Ryan Weister comes to WCTC having twelve years of professional experience in the mechanical engineering industry. During this time some of his projects included design work on custom machines, power tools, and various mechanisms used in support of these industries. Ryan has worked collaboratively with both domestic and international colleagues, vendors, and clients while working in the role of Senior Design Engineer at Milwaukee Electric Tool Corporation. Ryan earned an Associate Degree in Mechanical Design along with a Bachelor of Science Degree in Mechanical Engineering Technology. We are excited to welcome Ryan to the Mechanical Engineering department and look forward to the continued success he will have at WCTC.



MEMORANDUM

TO: WCTC Board of Trustees

FROM: Dr. Jane L. Kittel, Vice President of Finance and Administration
Kristine A. Golz, Chief Financial Officer

DATE: January 9, 2024

RE: Approve 2022/23 Report on Federal and State Awards

The College contracted with Clifton Larson Allen to complete its 2022/23 audits. At the December 12, 2023, Board Meeting, Clifton Larson Allen presented the Annual Comprehensive Financial Report and overall audit results. The issuance of the Report over the Federal and State Awards (commonly known as the Single Audit Report) was delayed. The auditors will be present at the Board meeting to give you the results of the audit. Upon completion of their presentation, we will be seeking your approval of the 2022/23 Report on Federal and State Awards.

Staff will be available for questions.

RESOLUTION

WHEREAS the WCTC Board of Trustees has reviewed with representatives of the independent public accounting firm, Clifton Larson Allen (CLA), the 2022/2023 Report on Federal and State Awards for the year ended June 30, 2023; and

WHEREAS WCTC's administration has reviewed the aforementioned reports for completeness and accuracy.

THEREFORE, BE IT RESOLVED that the WCTC Board of Trustees accepts these reports and the responsibility for the information contained therein.