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WCTC District Board Regular Meeting

Tuesday, February 13, 2024, 5:00 p.m.
Waukesha County Technical College
Richard T. Anderson Education Center, C051/057

UPCOMING MEETINGS

Regular Board Meeting	March 12, 2024	5:00 p.m.	In-Person
Regular Board Meeting	April 9, 2024	5:00 p.m.	In-Person
Public Hearing and Regular Board Meeting	May 14, 2024	5:00 p.m.	In-Person

The modern comprehensive regional college
that ignites people to thrive in a changing world.

10365/23



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Hands-on
Higher Ed

**Waukesha County Area Technical College
District Board Meeting
February 13, 2024 - 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 Barnhouse

V. Approval of Consent Agenda Items

5-7 A. Minutes Dated January 9, 2024 (Regular Board Meeting)

8-10 B. Accounts Payable Summary January 2024

11 C. 38.14 Contract Report January 2024

12-21 D. Board Monitoring Data: 2023/2024 Second Quarter Financial Summary

VI. Action Items

22-29 A. Request to Approve Submittal of a Program Implementation for a New 50-522-1 Teacher Apprenticeship Program to the Wisconsin Technical College System – Greg West, Dena Constantineau, David Schubot

30-39 B. 5830AA Remodel Shop Areas I-Building w/Classrooms – Mike Shiels, Rich Haen, Kristine Golz

40-49 C. 5830AH Q-Building AI Innovation Lab Project – Laura Krohn, Rich Haen, Kristine Golz

50-51 D. FY24 Budget Amendment – Kristine Golz

VII. Presentation/Discussion

A. Waukesha Campus Renovations – Michele Nelson, Greg West, Rich Haen, Kristine Golz

B. Esports – Jonathan Pedraza, Ian Sheeley


VIII. A motion shall be made pursuant to Sec. 19.85(1)(b), (c), and (e) Wisconsin Statutes to convene into Closed Session to discuss:

A. Consideration of Non-Renewal

B. Building Contract

The Board may reconvene in open session to take action on non-renewal and building contract.

IX. Adjournment – Courtney Bauer



Dr. Richard 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

February 2024 SGA Board Report

SGA members enjoyed some time off during winter break and even had a chance to hold a mini retreat. This gave us an opportunity to get to know each other better, as well as how to work better as a team. We all took the True Colors assessment and then had an opportunity to work through various activities to better understand how each member contributes to the team. We all really enjoyed it and learned a lot.

SGA also experienced some changes over break. We had two members decide to step away from the group to pursue other things. At the same time, a few of our current Senators have chosen to step into vacant executive board positions. I'm excited to announce that we now have a Vice President to work alongside me for the spring semester. Jaden Singsime joined SGA last summer and has been a Senator for the School of Business. He has shown a great deal of improvement over the past semester and I'm excited to work with him on the Exec Board. Tessa Kozlowski has been an At-Large Senator, and she will be moving into the role of Event Planner. We are all very excited to work alongside Tessa and plan some fun new events this semester. Finally, Jake Esser has been a Senator for the School of Protective & Human Services. He will be taking on the role of Secretary.

We have a great lineup of events planned for this spring. Coming up on the 14th we have Valentine's Day Donut Stress. Who doesn't love getting a free donut!! In addition, we are planning to host some new events this spring. We are excited to partner with the Cosmetology Club to bring the Diversity Beauty Showcase to campus on Friday, March 1st. This event will be celebrating all shapes, shades, and identities of beauty! We would love to see you there to show your support for both the Cosmetology Club and SGA.



WAUKESHA
COUNTY TECHNICAL
COLLEGE

**Hands-on
Higher Ed**

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

Present:

Courtney Bauer, Board Chairperson
Joe Garza, Board Vice Chairperson
Brian Baumgartner, Secretary/Treasurer
Ryan Clark, Board Member
Stephanie Reisner, Board Member
Jamie Stahulak, Board Member

Absent

Thomas Michalski, Board Member
Jim Zaiser, Board Member

Also Present:

Richard Barnhouse

35 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 January WCTC District Board virtual meeting and thanked everyone for their flexibility.
- He shared that the December Graduation went well, noting the keynote speaker Ms. Mary Poehls did a great job.
- Dr. Barnhouse will be one of four panel members for the upcoming BizTimes Economic Trends Annual Event. He plans to talk about automation.
- The next WTCS Board meeting is scheduled for January 16, 2024. A discussion on the future of diversity, equity and inclusion in the technical college system is expected. WCTC has found the path forward through BACE: Belonging, Access, and Cultural Engagement and our connection to the community and industry. Immediately following the WTCS Board meeting is the President’s Association meeting where an active discussion on tuition is expected. The rate of tuition decision has always been made independently by the WTCS Board, without any input from the college presidents. He expects there to be some in-depth discussion.
- At this evening’s Board meeting, Mr. Rich Haen, Director-District Facilities, will present three projects. One of these is the AI Innovation Center, which we have had ongoing discussions about. We will be one of the only colleges in the country offering these types of opportunities to new businesses working with AI. More information to come.
- Dr. Barnhouse continues to develop relationships with four-year partners. He recently met with UW-M as well as Carroll University to discuss opportunities.
- He then noted Action Item V.A. on the Board agenda. This item is usually reported under the consent agenda, but the College felt it important to be fully transparent regarding a few findings. Ms. Kristine Golz, Chief Financial Officer and Ms. Shannon Small, Clifton Larsen Allen will provide additional information as part of the report.
- On Tuesday, January 16, 2024, the College will be holding a Dr. Martin Luther King Jr. Day Celebration from 11 am to 1 pm in the AJN. If you would like to attend, please reach out to Ms. Kristan Gochenauer, Executive Assistant to the President and District Board.

- Dr. Barnhouse will be attending the Business Growth Breakfast, sponsored by the WCBA, tomorrow at the Ingleside. The College wants to continue its strong relationship with the WCBA and be a part of helping business growth and development in the region. The WCBA recently announced a leadership change. Ms. Suzanne Kelley, President & CEO is retiring June 30, 2024. Ms. Amanda Payne, Senior Vice President-Public Policy has been named her successor and will take over July 1, 2024.
- Mr. Joe Garza, Board member shared that he will not be applying for another term on the WCTC District Board. He thanked everyone for the opportunity to serve for two terms. Dr. Barnhouse thanked Mr. Garza for his valuable insight, experience, and strategies over the past two terms.
- Dr. Angela Frazier, Vice President-Student Services then introduced Dr. Michael Lango, the Colleges new Assistant Vice President-Student Services. Dr. Lango has over 20 years of experience in higher education and is excited to be at WCTC.

IV. Approval of Consent Agenda Items

- A. Minutes dated December 12, 2023 (Regular Board Meeting)
- B. Accounts Payable Summary December 2023
- C. 38.14 Contract Report December 2023
- D. Approval of Hire Term Report

Mr. Joe Garza motioned to approve the Consent Agenda Items, receiving a second from Ms. Stephanie Reisner. **Approved; carried unanimously.**

V. Action Items

A. Approve 2022/23 Report on Federal and State Awards – Kristine Golz, Clifton Larson Allen (CLA)

- Ms. Golz introduced Ms. Shannon Small, Clifton Larson Allen. Ms. Small gave an overview of the purpose of the audit and a summary of the process, noting no material weakness. She then reviewed the audit. Ms. Golz then recommended approval of the resolution.

Mr. Garza motioned to approve the 2022/23 Report on Federal and State Awards, receiving a second from Mr. Ryan Clark. **Approved; carried unanimously.**

VI. Presentation/Discussion

A. 5830AA Remodel Shop Areas I-Building w/Classrooms – Rich Haen

- Mr. Haen gave an overview of the project, which is partially funded with a donation from the Haas Foundation.

B. 5830A Q-Building Incubator Lab Project – Rich Haen

- Mr. Haen reviewed the renovation of the Q-Building into the AI Innovation lab to support partnerships and foster AI development.

C. 5830AB B, E & K-Building Renovations – Rich Haen

- Mr. Haen reviewed the renovation of the B and E Building, which will provide a better utilization of space and enhance the student experience while supporting those enrolled in the Associate of Arts and Associate of Science degree programs.

VII. Adjournment – Courtney Bauer

- Mr. Garza motioned to adjourn the meeting, receiving a second from Mr. Brian Baumgartner. Meeting was adjourned at 6:14 pm.

Respectfully Submitted by
Kristan Gochenauer
Assistant to the Board

Signed: _____
Brian Baumgartner, Board Secretary/Treasurer

ACCOUNTS PAYABLE SUMMARY
January 2024

**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 \$1,817,592.17.**

**The Waukesha County Area Technical College District Board and President have
examined these claims and approve their payment this 13th day of February 2024.**

Chair

Secretary/Treasurer

President

Check Register Report

Accounts Payable account code "WA". Dated 01/31/24 Database instance PROD-Native

<u>Number</u>	<u>Date</u>	<u>Pavee</u>	<u>Amount</u>
!0037164	01/04/24	PFM Asset Management LLC	\$ 6,241.30
C0749473	01/04/24	ABM Industries Inc	\$ 63,178.90
C0749474	01/04/24	Aladtec Inc	\$ 10,797.89
C0749486	01/04/24	Deere & Company	\$ 77,261.00
C0749487	01/04/24	Double D Services, Inc.	\$ 45,010.00
C0749490	01/04/24	Graphics Systems Corporation	\$ 4,400.00
C0749491	01/04/24	Graybar Electric Company Inc	\$ 7,537.44
C0749493	01/04/24	Helm Service	\$ 56,496.59
C0749496	01/04/24	Internet2	\$ 2,500.00
C0749497	01/04/24	James Imaging Systems	\$ 2,535.06
C0749510	01/04/24	PBBS Equipment Corporation	\$ 3,011.46
C0749511	01/04/24	Pearson Education	\$ 3,139.80
C0749512	01/04/24	PPOD Consulting Group LLC	\$ 7,539.70
C0749518	01/04/24	Snap On Industrial	\$ 35,000.00
C0749524	01/04/24	Waste Management of WI-MN	\$ 3,116.95
C0749526	01/04/24	WE Energies	\$ 6,491.41
C0749527	01/04/24	Wisconsin Manufacturers & Commerce	\$ 5,000.00
C0749529	01/04/24	Yes Equipment and Services Inc	\$ 6,950.00
!0037174	01/09/24	Lori A. Peterson	\$ 3,246.00
!0037180	01/09/24	Airoldi Brothers Inc	\$ 114,000.00
!0037181	01/09/24	Aladdin Food Management Services LLC	\$ 6,163.00
!0037183	01/09/24	Bitlyft Security LLC	\$ 24,629.97
C0749551	01/09/24	Double Platinum DJ Service	\$ 3,500.00
C0749554	01/09/24	Esko Graphics	\$ 5,554.00
C0749557	01/09/24	Froedtert Health Inc	\$ 5,067.50
C0749558	01/09/24	Graybar Electric Company Inc	\$ 6,070.44
C0749561	01/09/24	Independence Painting LLC	\$ 11,431.00
C0749562	01/09/24	J J Keller & Associates Inc	\$ 9,579.00
C0749565	01/09/24	Kriete Truck Center Madison	\$ 4,736.85
C0749570	01/09/24	Revere Electric Supply Co	\$ 15,162.24
C0749571	01/09/24	Ricoh USA Inc	\$ 5,852.24
C0749576	01/09/24	WE Energies	\$ 3,319.83
C0749577	01/09/24	WE Energies	\$ 60,800.18
C0749580	01/09/24	Wisconsin Library Services Inc	\$ 10,190.00
C0510862	01/10/24	Whitney Sullivan Coaching	\$ 3,400.00
!0037191	01/11/24	Airgas USA LLC	\$ 81,100.00
C0749613	01/11/24	Burmax	\$ 10,081.57
C0749616	01/11/24	Jones and Bartlett Publishers Inc	\$ 3,646.77
C0749617	01/11/24	Level 3 Communications, LLC	\$ 3,700.37
C0749619	01/11/24	SAS Forks	\$ 24,434.46
!0037206	01/16/24	Clear Channel	\$ 7,400.00
!0037207	01/16/24	Graphicolor Printing	\$ 4,725.00
!0037208	01/16/24	Rote Oil Ltd	\$ 3,032.34
C0749650	01/16/24	AVI	\$ 34,573.76
C0749651	01/16/24	Capital Data Inc	\$ 35,444.97
C0749652	01/16/24	Constellation NewEnergy Gas Division LLC	\$ 15,000.83
C0749653	01/16/24	D & H Distributing	\$ 3,096.70
C0749666	01/16/24	Price Engineering Co Inc	\$ 19,694.02
C0749722	01/18/24	AXON Enterprise Inc	\$ 3,356.80
C0749724	01/18/24	D & H Distributing	\$ 19,470.75
C0749725	01/18/24	Four Winds Interactive LLC	\$ 41,882.78
C0749727	01/18/24	Halverson Carpet Center LTD	\$ 20,386.00
C0749728	01/18/24	Independence Painting LLC	\$ 3,653.73
C0749734	01/18/24	Recast Software LLC	\$ 5,430.60
C0749735	01/18/24	Signs and Lines by Stretch	\$ 3,508.04
!0037236	01/23/24	Quarles & Brady LLP	\$ 9,266.50
C0749757	01/23/24	Allcon LLC	\$ 108,468.81
C0749763	01/23/24	Cottingham & Butler Insurance Services, Inc.	\$ 5,775.00
C0749764	01/23/24	Eastman Kodak Company	\$ 9,899.82
C0749765	01/23/24	Ellucian Company LLC	\$ 33,983.00
C0749766	01/23/24	Field Training Solutions	\$ 8,000.00
C0749768	01/23/24	Focus Training	\$ 2,500.00
C0749769	01/23/24	Gaumard Scientific Company	\$ 32,850.99

C0749771	01/23/24	KnowBe4 Inc	\$ 3,054.00
C0749772	01/23/24	McGraw Hill Education Inc	\$ 3,897.12
C0749773	01/23/24	Milwaukee Business Journal	\$ 2,900.00
C0749774	01/23/24	Mine Safety Appliances Company	\$ 11,638.00
C0749777	01/23/24	NC SARA Natl Counc for St Auth Recipr Ag	\$ 4,000.00
C0749779	01/23/24	Proforma	\$ 4,823.60
C0749780	01/23/24	RNS Communications Inc	\$ 5,760.00
C0749783	01/23/24	Signarama Pewaukee	\$ 3,843.00
!0037245	01/25/24	Aladdin Food Management Services LLC	\$ 3,512.77
!0037247	01/25/24	Madison National Life Insurance Co	\$ 9,136.41
!0037248	01/25/24	Symetra Life Insurance Company	\$ 24,916.09
C0749854	01/25/24	Carnegie Dartlet LLC	\$ 32,000.00
C0749858	01/25/24	Ellucian Company LLC	\$ 213,460.75
C0749860	01/25/24	Ewald Automotive Group Inc	\$ 60,197.50
C0749862	01/25/24	General Communications Inc	\$ 3,038.00
!0037252	01/26/24	Postmaster	\$ 10,000.00
!0037253	01/26/24	Rote Oil Ltd	\$ 2,977.23
!0037268	01/30/24	Aladdin Food Management Services LLC	\$ 4,096.65
!0037269	01/30/24	Allstate Benefits	\$ 3,720.17
!0037271	01/30/24	Canto Inc	\$ 8,240.00
!0037272	01/30/24	Clear Channel	\$ 12,300.25
!0037273	01/30/24	Gallagher Student Health & Special Risk	\$ 20,736.00
!0037275	01/30/24	Simons Electrical Systems	\$ 34,775.98
C0749909	01/30/24	Burmax	\$ 4,519.79
C0749913	01/30/24	Douglas Stewart Company	\$ 6,752.36
C0749915	01/30/24	Flemings Fire #1 Inc	\$ 2,813.20
C0749922	01/30/24	Hyland Software Inc	\$ 46,343.05
C0749937	01/30/24	Signarama Pewaukee	\$ 4,240.25
C0749941	01/30/24	United Mailing Services	\$ 3,800.43
C0749942	01/30/24	Village of Pewaukee Water Utility	\$ 26,757.48
C0749943	01/30/24	Waukesha County	\$ 46,068.73

94 payments TOTAL:

\$ 1,817,592.17

**WAUKESHA COUNTY TECHNICAL COLLEGE
CORPORATE TRAINING CENTER
CONTRACT APPROVAL REPORT
JANUARY, 2024**

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	7254	SafanDarley North America	1/15/2024	I	Heartsaver CPR/AED	12	925	421	504	539	386
2024	7141	Campbell Corporation	8/22/2023	I	Leadership Training	20	11,488	2,803	8,685	2,661	8,827
2024	7226	City of Brookfield Police Dept	1/12/2024	I	BLS Provider and Heartsaver First Aid	40	3,983	2,878	1,105	1,481	2,502
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	7071	New Berlin Public Schools	10/5/2023	I	Certified Nursing Assistant	10	9,499	7,372	2,127	7,574	1,925
2024	7091	Franklin Public Schools	9/18/2023	I	Certified Nursing Assistant	10	9,813	7,723	2,090	7,574	2,239
2024	7092	Franklin Public Schools	9/11/2023	I	Certified Nursing Assistant	10	9,793	7,704	2,089	7,574	2,219
2024	7209	Kettle Moraine School District	1/2/2024	I	Certified Nursing Assistant	10	8,527	6,005	2,522	7,954	573
ALL CONTRACTS							54,029	34,906	19,123	35,357	18,672

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.

To: WCTC Board
From: Jane Kittel, Vice President - Finance & Administration
Kristine Golz, Chief Financial Officer
Date: January 31, 2024
Re: Financial Summary Report as of December 31, 2023

Attached are fund summaries for the six months ended December 31, 2023 and 2022, with comments identifying the significant variances.

General Fund

 Enrollments were budgeted at 3,130 and current projections are 3,400. This projection represents an approximate increase of 7.4% from FY23

Special Revenue Fund - Operating

Info Revenue and expenditures are in line with expectations

Special Revenue Fund - Non-aidable

Info Increased enrollments have generated additional activity fee revenues. Revenues and expenditures are in line with expectations.

Capital Projects Fund

Info Timing of projects impacts when spending occurs.

Debt Service Fund

Info Revenue and expenditures are in line with expectations.

Enterprise Fund

Info Revenue and expenditures are in line with expectations.

Internal Service Fund

Info Revenue and expenditures are in line with expectations.

OPEB Trust

Info The OPEB trust is a blend of fixed income and equity investments. Investment performance mirrors the overall market.

All Funds
Comparative Statement of Revenues and Expenditures
For the Months Ended December 30, 2023 and 2022

	2024				2023				2023 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Local government	20,909,719	20,909,719	2,690	0.01%	19,927,176	20,139,719	2,340	0.01%	20,142,804	3,085
State	55,075,228	55,075,228	4,375,326	7.94%	55,164,528	55,158,436	4,279,638	7.76%	55,526,849	368,413
Program fees	12,115,000	12,115,000	12,414,646	102.47%	12,000,000	12,000,000	11,305,261	94.21%	11,950,542	(49,458)
Materials fees	758,655	758,655	741,738	97.77%	692,550	692,550	638,162	92.15%	678,466	(14,084)
Other student fees	1,345,000	1,345,000	1,436,961	106.84%	1,169,100	1,169,100	942,110	80.58%	1,409,231	240,131
Institutional fees	8,791,200	8,791,200	4,732,456	53.83%	7,782,300	7,782,300	3,215,586	41.32%	9,226,892	1,444,592
Federal	5,736,000	5,736,000	2,415,514	42.11%	5,799,941	5,799,941	2,315,569	39.92%	5,669,032	(130,909)
Total Revenues	104,730,802	104,730,802	26,119,331	24.94%	102,535,595	102,742,046	22,698,667	22.09%	104,603,816	1,861,770
EXPENDITURES										
Instruction	52,322,680	52,322,680	22,965,786	43.89%	50,912,597	51,204,548	21,962,108	42.89%	48,751,987	2,452,561
Instructional resources	1,523,228	1,523,228	718,502	47.17%	1,520,058	1,520,058	794,811	52.29%	1,485,248	34,810
Student services	17,132,909	17,132,909	7,478,474	43.65%	16,767,054	16,837,054	7,111,469	42.24%	14,472,052	2,365,002
General institutional	19,536,454	19,536,454	9,487,753	48.56%	16,639,049	16,639,049	8,910,164	53.55%	14,790,470	1,848,579
Physical plant	22,747,131	22,747,131	6,553,828	28.81%	22,102,287	22,102,287	4,692,509	21.23%	21,542,602	559,685
Auxiliary services	4,383,095	4,383,095	2,037,537	46.49%	4,554,223	4,554,223	2,201,741	48.35%	3,648,285	905,938
Total Expenditures	117,645,497	117,645,497	49,241,879	41.86%	112,495,268	112,857,219	45,672,802	40.47%	104,690,644	8,166,575
Excess (Deficiency) of Revenues										
Over Expenditures	(12,914,695)	(12,914,695)	(23,122,549)	179.04%	(9,959,673)	(10,115,173)	(22,974,135)	227.13%	(86,828)	10,028,345
OTHER SOURCES (USES)										
Transfer in	150,000	150,000	-	0.00%	-	20,000	-	0.00%	6,977,269	6,957,269
Transfer out	(150,000)	(150,000)	-	0.00%	(22,500)	(22,500)	-	0.00%	(6,977,269)	(6,954,769)
Proceeds of debt issuance	11,500,000	11,500,000	3,700,000	32.17%	7,750,000	7,750,000	3,800,000	49.03%	7,750,000	-
Total Other Sources (Uses)	11,500,000	11,500,000	3,700,000	32.17%	7,727,500	7,747,500	3,800,000	49.05%	7,750,000	2,500
Net Change	(1,414,695)	(1,414,695)	(19,422,549)		(2,232,173)	(2,367,673)	(19,174,135)		7,663,172	10,030,845
Beginning Fund Balance	69,083,225	75,333,497	75,333,497		62,889,850	67,670,325	67,670,325		67,670,325	
Ending Fund Balance	67,668,530	73,918,802	55,910,948		60,657,677	65,302,652	48,496,190		75,333,497	

Tax levies received between January and August of each year.
Increases in enrollment have increased revenues in comparison to budget and FY23.

General Fund
Comparative Statement of Revenues and Expenditures
For the Months Ended December 30, 2023 and 2022

	2024				2023				2023 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Local government	10,800,819	10,800,819	2,690	0.02%	9,818,276	10,030,819	2,340	0.02%	10,033,904	3,085
State	52,527,628	52,527,628	3,306,368	6.29%	52,547,628	52,541,536	3,306,655	6.29%	52,600,080	58,544
Program fees	12,115,000	12,115,000	12,414,646	102.47%	12,000,000	12,000,000	11,305,261	94.21%	11,950,542	(49,458)
Materials fees	755,655	755,655	741,738	98.16%	689,550	689,550	636,962	92.37%	676,573	(12,977)
Other student fees	756,000	756,000	537,720	71.13%	682,100	682,100	495,457	72.64%	941,248	259,148
Institutional fees	3,318,300	3,318,300	707,468	21.32%	3,081,600	3,081,600	641,572	20.82%	3,676,848	595,248
Federal	-	-	14,352	0.00%	-	-	-	0.00%	30,851	30,851
Total Revenues	80,273,402	80,273,402	17,724,983	22.08%	78,819,154	79,025,605	16,388,246	20.74%	79,910,046	884,441
EXPENDITURES										
Instruction	47,814,705	47,814,705	20,787,091	43.47%	47,712,206	47,868,657	19,897,572	41.57%	44,320,001	3,548,656
Instructional resources	1,523,228	1,523,228	718,141	47.15%	1,520,058	1,520,058	794,811	52.29%	1,483,235	36,823
Student services	9,067,809	9,067,809	3,980,234	43.89%	8,800,154	8,870,154	3,898,229	43.95%	8,221,230	648,924
General institutional	15,989,754	15,989,754	7,965,674	49.82%	14,875,349	14,875,349	7,652,485	51.44%	13,311,231	1,564,118
Physical plant	6,027,906	6,027,906	3,779,148	62.69%	5,911,387	5,911,387	3,445,365	58.28%	5,500,446	410,941
Total Expenditures	80,423,402	80,423,402	37,230,287	46.29%	78,819,154	79,045,605	35,688,462	45.15%	72,836,143	6,209,462
Excess (Deficiency) of Revenues Over Expenditures	(150,000)	(150,000)	(19,505,304)	13003.5%	-	(20,000)	(19,300,216)	96501.1%	7,073,903	7,093,903
OTHER SOURCES (USES)										
Transfer in	150,000	150,000	-	0.00%	-	20,000	-	0.00%	520,000	500,000
Transfer out	-	-	-	0.00%	-	-	-	0.00%	(5,500,000)	(5,500,000)
Total Other Sources (Uses)	150,000	150,000	-	0.00%	-	20,000	-	0.00%	(4,980,000)	(5,000,000)
Net Change	-	-	(19,505,304)		-	-	(19,300,216)		2,093,903	2,093,903
Beginning Fund Balance	43,930,384	42,938,468	42,938,468		37,809,884	40,844,565	40,844,565		40,844,565	
Ending Fund Balance	43,930,384	42,938,468	23,433,164		37,809,884	40,844,565	21,544,349		42,938,468	

Tax levies received between January and August of each year.

Increases in enrollment have increased revenues in comparison to budget and FY23.

Special Revenue - Operating Fund
Comparative Statement of Revenues and Expenditures
For the Months Ended December 30, 2023 and 2022

	2024				2023				2023 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Local government	757,400	757,400	-	0.00%	757,400	757,400	-	0.00%	757,400	-
State	1,147,100	1,147,100	586,680	51.14%	981,900	981,900	368,044	37.48%	1,290,420	308,520
Materials fees	3,000	3,000	-	0.00%	3,000	3,000	1,200	40.00%	1,893	(1,107)
Other student fees	57,000	57,000	29,791	52.27%	57,000	57,000	54,645	95.87%	67,749	10,749
Institutional fees	305,200	305,200	1,131,500	370.74%	-	-	38,743	100.00%	693,191	693,191
Federal	808,200	808,200	406,963	50.35%	873,800	873,800	348,884	39.93%	2,151,243	1,277,443
Total Revenues	3,077,900	3,077,900	2,154,933	70.01%	2,673,100	2,673,100	811,517	30.36%	4,961,896	2,288,796
EXPENDITURES										
Instruction	1,672,700	1,672,700	1,146,813	68.56%	1,539,200	1,539,200	1,076,262	69.92%	2,226,064	(686,864)
Instructional resources	-	-	361	0.00%	-	-	-	0.00%	2,013	(2,013)
Student services	1,078,300	1,078,300	602,548	55.88%	1,017,600	1,017,600	567,826	55.80%	1,215,688	(198,088)
General institutional	176,900	176,900	97,696	55.23%	124,100	124,100	139,879	112.71%	326,736	(202,636)
Total Expenditures	2,927,900	2,927,900	1,847,418	63.10%	2,680,900	2,680,900	1,783,968	66.54%	3,770,501	(1,089,601)
Excess (Deficiency) of Revenues Over Expenditures	150,000	150,000	307,515	205.01%	(7,800)	(7,800)	(972,451)	12467.32%	1,191,395	1,199,195
OTHER SOURCES (USES)										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	-	-
Transfer out	(150,000)	(150,000)	-	0.00%	-	-	-	0.00%	(1,007,269)	(1,007,269)
Total Other Sources (Uses)	(150,000)	(150,000)	-	0.00%	-	-	-	0.00%	(1,007,269)	(1,007,269)
Net Change	-	-	307,515		(7,800)	(7,800)	(972,451)		184,126	191,926
Beginning Fund Balance	582,244	782,970	782,970		567,077	598,844	598,844		598,844	
Ending Fund Balance	582,244	782,970	1,090,485		559,277	591,044	(373,607)		782,970	

Tax levies received between January and August of each year.

Increased revenues relate to Dual Enrollment Academies, which are now being tracked in the Special Revenue Operating Fund.

Special Revenue - Non-aidable Fund
Comparative Statement of Revenues and Expenditures
For the Months Ended December 30, 2023 and 2022

	2024				2023				2023 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Local government	151,500	151,500	-	0.00%	151,500	151,500	-	0.00%	151,500	-
State	1,400,500	1,400,500	445,122	31.78%	1,457,000	1,457,000	515,871	35.41%	1,464,635	7,635
Other student fees	532,000	532,000	869,449	163.43%	430,000	430,000	392,008	91.16%	400,234	(29,766)
Institutional fees	10,000	10,000	4,293	42.93%	13,000	13,000	3,749	28.84%	30,879	17,879
Federal	4,907,800	4,907,800	1,960,426	39.95%	4,906,141	4,906,141	1,928,381	39.31%	3,443,802	(1,462,339)
Total Revenues	7,001,800	7,001,800	3,279,290	46.83%	6,957,641	6,957,641	2,840,008	40.82%	5,491,050	(1,466,591)
EXPENDITURES										
Instruction	20,000	20,000	3,091	15.46%	18,341	18,341	3,057	16.67%	406,961	(388,620)
Student services	6,986,800	6,986,800	2,658,089	38.04%	6,949,300	6,949,300	2,645,414	38.07%	5,035,134	1,914,166
General institutional	-	-	69	-	-	-	602	-	633	(633)
Total Expenditures	7,006,800	7,006,800	2,661,249	37.98%	6,967,641	6,967,641	2,649,073	38.02%	5,442,728	1,524,913
Excess (Deficiency) of Revenues										
Over Expenditures	(5,000)	(5,000)	618,041	12360.81%	(10,000)	(10,000)	190,935	1909.35%	48,322	58,322
OTHER SOURCES (USES)										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	50,000	50,000
Transfer out	-	-	-	0.00%	(22,500)	(22,500)	-	0.00%	(470,000)	(447,500)
Total Other Sources (Uses)	-	-	-	0.00%	(22,500)	(22,500)	-	0.00%	(420,000)	(397,500)
Net Change	(5,000)	(5,000)	618,041		(32,500)	(32,500)	190,935		(371,678)	(339,178)
Beginning Fund Balance	1,153,403	727,245	727,245		753,201	1,098,923	1,098,923		1,098,923	
Ending Fund Balance	1,148,403	722,245	1,345,286		720,701	1,066,423	1,289,858		727,245	

Tax levies received between January and August of each year
Increases in enrollment have increased revenues in comparison to budget and FY23.

Capital Projects Fund
Comparative Statement of Revenues and Expenditures
For the Months Ended December 30, 2023 and 2022

	2024				2023				2023 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Local government	-	-	-	0.00%	-	-	-	0.00%	-	-
State	-	-	37,156	100.00%	178,000	178,000	89,069	100.00%	171,714	(6,286)
Institutional fees	650,000	650,000	567,222	87.26%	105,000	105,000	214,553	204.34%	713,614	608,614
Federal	-	-	-	0.00%	-	-	24,839	0.00%	7,038	7,038
Total Revenues	650,000	650,000	604,378	92.98%	283,000	283,000	328,461	116.06%	892,366	609,366
EXPENDITURES										
Instruction	2,815,275	2,815,275	1,028,791	36.54%	1,642,850	1,778,350	985,217	55.40%	1,798,961	(20,611)
General institutional	3,369,800	3,369,800	1,424,314	42.27%	1,639,600	1,639,600	1,117,197	68.14%	1,151,870	487,730
Physical plant	7,209,225	7,209,225	2,522,515	34.99%	6,890,900	6,890,900	1,017,086	14.76%	6,672,251	218,649
Total Expenditures	13,394,300	13,394,300	5,213,223	38.92%	10,173,350	10,308,850	3,119,500	30.26%	9,623,082	685,768
Excess (Deficiency) of Revenues										
Over Expenditures	(12,744,300)	(12,744,300)	(4,608,845)	36.16%	(9,890,350)	(10,025,850)	(2,791,039)	27.84%	(8,730,716)	1,295,134
OTHER SOURCES (USES)										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	5,950,000	5,950,000
Proceeds of debt issuance	11,500,000	11,500,000	3,700,000	32.17%	7,750,000	7,750,000	3,800,000	49.03%	7,750,000	-
Total Other Sources (Uses)	11,500,000	11,500,000	3,700,000	32.17%	7,750,000	7,750,000	3,800,000	49.03%	13,700,000	5,950,000
Net Change	(1,244,300)	(1,244,300)	(908,845)		(2,140,350)	(2,275,850)	1,008,961		4,969,284	7,245,134
Beginning Fund Balance	17,883,611	24,832,895	24,832,895		18,812,634	19,863,611	19,863,611		19,863,611	
Ending Fund Balance	16,639,311	23,588,595	23,924,050		16,672,284	17,587,761	20,872,572		24,832,895	

Tax levies received between January and August of each year.

Debt Service Fund
Comparative Statement of Revenues and Expenditures
For the Months Ended December 30, 2023 and 2022

	2024				2023				2023 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Local government	9,200,000	9,200,000	-	0.00%	9,200,000	9,200,000	-	0.00%	9,200,000	-
Institutional fees	175,000	175,000	126,959	72.55%	100,000	100,000	154,937	154.94%	358,040	258,040
Total Revenues	9,375,000	9,375,000	126,959	1.35%	9,300,000	9,300,000	154,937	1.67%	9,558,040	258,040
EXPENDITURES										
Physical plant	9,510,000	9,510,000	252,165	2.65%	9,300,000	9,300,000	230,059	2.47%	9,369,905	(69,905)
Total Expenditures	9,510,000	9,510,000	252,165	2.65%	9,300,000	9,300,000	230,059	2.47%	9,369,905	(69,905)
Excess (Deficiency) of Revenues Over Expenditures	(135,000)	(135,000)	(125,206)	92.74%	-	-	(75,122)	-100.00%	188,135	188,135
OTHER SOURCES (USES)										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	-	-
Transfer out	-	-	-	0.00%	-	-	-	0.00%	-	-
Total Other Sources (Uses)	-	-	-	0.00%	-	-	-	0.00%	-	-
Net Change	(135,000)	(135,000)	(125,206)		-	-	(75,122)		188,135	188,135
Beginning Fund Balance	936,460	1,089,895	1,089,895		862,748	901,760	901,760		901,760	
Ending Fund Balance	801,460	954,895	964,689		862,748	901,760	826,638		1,089,895	

Premium received on debt issuance.

Tax levies received between January and August of each year

Enterprise Fund
Comparative Statement of Revenues and Expenditures
For the Months Ended December 30, 2023 and 2022

	2024				2023				2023 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Institutional fees	3,707,700	3,707,700	1,866,179	50.33%	3,857,700	3,857,700	1,873,562	48.57%	3,130,516	(727,184)
Federal	20,000	20,000	33,773	168.87%	20,000	20,000	13,466	67.33%	36,098	16,098
Total Revenues	<u>3,727,700</u>	<u>3,727,700</u>	<u>1,899,953</u>	<u>50.97%</u>	<u>3,877,700</u>	<u>3,877,700</u>	<u>1,887,028</u>	<u>48.66%</u>	<u>3,166,614</u>	<u>(711,086)</u>
EXPENDITURES										
Auxiliary services	3,726,595	3,726,595	1,812,591	48.64%	3,874,223	3,874,223	1,966,147	50.75%	3,049,317	824,906
Total Expenditures	<u>3,726,595</u>	<u>3,726,595</u>	<u>1,812,591</u>	<u>48.64%</u>	<u>3,874,223</u>	<u>3,874,223</u>	<u>1,966,147</u>	<u>50.75%</u>	<u>3,049,317</u>	<u>824,906</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>1,105</u>	<u>1,105</u>	<u>87,362</u>	<u>7906.07%</u>	<u>3,477</u>	<u>3,477</u>	<u>(79,119)</u>	<u>-2275.49%</u>	<u>117,297</u>	<u>113,820</u>
OTHER SOURCES (USES)										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	457,269	457,269
Transfer out	-	-	-	0.00%	-	-	-	0.00%	-	-
Total Other Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>457,269</u>	<u>457,269</u>
Net Change	1,105	1,105	87,362		3,477	3,477	(79,119)		574,566	571,089
Beginning Fund Balance	<u>1,660,336</u>	<u>1,995,001</u>	<u>1,995,001</u>		<u>1,116,557</u>	<u>1,420,435</u>	<u>1,420,435</u>		<u>1,420,435</u>	
Ending Fund Balance	<u>1,661,441</u>	<u>1,996,106</u>	<u>2,082,363</u>		<u>1,120,034</u>	<u>1,423,912</u>	<u>1,341,316</u>		<u>1,995,001</u>	

**Internal Service Fund
Comparative Statement of Revenues and Expenditures
For the Months Ended December 30, 2023 and 2022**

	2024				2023				2023 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Institutional fees	625,000	625,000	328,836	52.61%	625,000	625,000	288,470	46.16%	623,804	(1,196)
Federal	-	-	-	0.00%	-	-	-	0.00%	-	-
Total Revenues	<u>625,000</u>	<u>625,000</u>	<u>328,836</u>	<u>52.61%</u>	<u>625,000</u>	<u>625,000</u>	<u>288,470</u>	<u>46.16%</u>	<u>623,804</u>	<u>(1,196)</u>
EXPENDITURES										
Auxiliary services	656,500	656,500	224,947	34.26%	680,000	680,000	235,594	34.65%	598,968	81,032
Total Expenditures	<u>656,500</u>	<u>656,500</u>	<u>224,947</u>	<u>34.26%</u>	<u>680,000</u>	<u>680,000</u>	<u>235,594</u>	<u>34.65%</u>	<u>598,968</u>	<u>81,032</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(31,500)</u>	<u>(31,500)</u>	<u>103,889</u>	<u>329.81%</u>	<u>(55,000)</u>	<u>(55,000)</u>	<u>52,876</u>	<u>96.14%</u>	<u>24,836</u>	<u>79,836</u>
OTHER SOURCES (USES)										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	-	-
Transfer out	-	-	-	0.00%	-	-	-	0.00%	-	-
Total Other Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>-</u>	<u>-</u>
Net Change	<u>(31,500)</u>	<u>(31,500)</u>	<u>103,889</u>		<u>(55,000)</u>	<u>(55,000)</u>	<u>52,876</u>		<u>24,836</u>	<u>79,836</u>
Beginning Fund Balance	<u>2,936,787</u>	<u>2,967,023</u>	<u>2,967,023</u>		<u>2,967,749</u>	<u>2,942,187</u>	<u>2,942,187</u>		<u>2,942,187</u>	
Ending Fund Balance	<u>2,905,287</u>	<u>2,935,523</u>	<u>3,070,912</u>		<u>2,912,749</u>	<u>2,887,187</u>	<u>2,995,063</u>		<u>2,967,023</u>	

OPEB Trust
Comparative Statement of Revenues and Expenditures
For the Months Ended December 30, 2023 and 2022

	2024				2023				2023 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Institutional fees	750,000	750,000	912,411	121.65%	750,000	750,000	(402,434)	-53.66%	597,033	(152,967)
Total Revenues	750,000	750,000	912,411	121.65%	750,000	750,000	(402,434)	-53.66%	597,033	(152,967)
EXPENDITURES										
General institutional	3,570,000	3,570,000	793,580	22.23%	3,570,000	3,570,000	756,046	21.18%	2,908,769	661,231
Total Expenditures	3,570,000	3,570,000	793,580	22.23%	3,570,000	3,570,000	756,046	21.18%	2,908,769	661,231
Change in Plan Assets	(2,820,000)	(2,820,000)	118,831		(2,820,000)	(2,820,000)	(1,158,480)		(2,311,736)	(814,198)
Beginning Plan Assets	60,911,998	61,420,262	61,420,262		65,896,180	63,731,998	63,731,998		63,731,998	
Ending Plan Assets	58,091,998	58,600,262	61,539,093		63,076,180	60,911,998	62,573,518		61,420,262	

Investment performance for FY24 start has been more favorable than experienced in the beginning of FY23.

NOTE: OPEB Trust is not part of adopted budget. Budget provided for informational purposes only.



MEMORANDUM

TO: WCTC District Board

FROM: Richard Barnhouse, Ph.D.

RE: Request to Submit a Program Implementation to the Wisconsin Technical College System for a Teacher Apprenticeship Program 50-522-1

DATE: February 13, 2024

Attached is an Executive Summary requesting Waukesha County Technical College (WCTC) District Board approval to submit a Program Implementation request for a Teacher Apprenticeship program to the Wisconsin Technical College System (WTCS). Currently, the Teacher Apprenticeship does not exist in the Wisconsin Technical College System (WTCS). However, Fox Valley Technical College is requesting that the WTCS Board approve the implementation of a new Teacher Apprenticeship program at the Board's March 2024 meeting. Once the new Teacher Apprenticeship is approved by the WTCS Board, any WTCS College can submit a request to the WTCS Office to implement it.

WCTC District Board approval is required to submit the implementation request to the WTCS. Once submitted to the WTCS, a recommendation for approval may be made to the Associate Vice President of Instructional Services by the appropriate Education Director if he/she is satisfied with the Apprenticeship Implementation materials forwarded by the district. Apprenticeship implementation materials do not need additional approval by the WTCS Board.

Thank you for your consideration.

Richard G. Barnhouse, Ph.D.

c: Brad Piazza, Vice President – Academic Affairs
Greg West, Dean – School of Protective and Human Services
Dena Constantineau, Associate Dean – Education and Human Services
David Schubot, Program Development and Evaluation Coordinator

Request to Approve Submittal of a Program Implementation for a Teacher Apprenticeship Program February 2024

Prepared by Greg West, Dean, School of Protective and Human Services
Dena Constantineau, Associate Dean, Education and Human Services, and
David Schubot, Program Development Coordinator, Institutional Research and Effectiveness

WCTC wishes to proceed with offering a Teacher Apprenticeship Program and requests the WCTC District Board's Approval for submitting a Program Implementation Request to the Wisconsin Technical College System.

Background

Wisconsin is currently grappling with a growing teacher shortage. To counter this challenge, the Wisconsin Department of Public Instruction and the Wisconsin Department of Workforce Development have introduced the Wisconsin Teacher Apprenticeship program. The apprenticeship is set to commence as a pilot initiative, with collaboration from the Department of Workforce Development (DWD), Department of Public Instruction (DPI), Wisconsin Technical College System (WTCS), Fox Valley Technical College (FVTC), Lakeland University, and selected school districts chosen by DWD for the pilot launch, including the Elmbrook, Greendale, and Wauwatosa School Districts.

The pilot phase involves coordination among various entities, and DWD plans to extend the apprenticeship program to additional WTCS colleges and school districts in subsequent phases 2 and 3.

The Wisconsin Department of Workforce Development – Bureau of Apprenticeship Standards (WI DWD–BAS) has specifically requested WCTC implement this apprenticeship in response to interest from the Elmbrook School District.

Waukesha County Technical College will provide part of the apprenticeship's related instruction, utilizing existing faculty and facilities. Apprentices completing the program will earn their Journeyworker certificate from DWD, fulfill the requirements for a Foundations of Teacher Education Associate of Applied Science Degree (AAS) from WCTC, and attain a bachelor's degree in education from Lakeland University.

Program Focus

The Teacher Apprenticeship program is designated as an approved Educator Preparation Program. The program spans three and a half years, comprising 2,680 hours of on-the-job training and a minimum of 4,320 hours of Related Instruction (RI), distributed as 1,188 hours at WCTC and the remainder of RI hours at Lakeland. The apprenticeship curriculum aligns with the existing Foundations of Teacher Education state-aligned curriculum. Like other apprenticeships, each apprentice must secure sponsorship from an employer and enter into a contract with both the employer and the Bureau of Apprenticeship Standards (BAS).

Program Cost

The upfront and ongoing costs are expected to be minimal since the Teacher Apprenticeship curriculum consists of courses already present in the Foundations of Teacher Education AAS program curriculum. There will be no development of new courses, and apprenticeship students will attend course sections alongside Foundations of Teacher Education AAS students. In the event of enrollment exceeding current course capacity, adjunct instructors will be enlisted to support additional cohorts. Instructional expenses will be offset by student tuition and fees. Some staff time will be necessary to coordinate contracts with the Department of Workforce Development (DWD), Wisconsin Technical College System (WTCS), and school districts.

Employment Potential

WCTC and FVTC plan to begin offering RI to enrolled apprentices in fall 2024. The Department of Public Instruction identified Elmbrook, Greendale, and Wauwatosa School Districts as potential Southeastern Wisconsin employer sponsors in the pilot. WCTC would collaborate with the BAS to facilitate the enrollment of prospective apprentices within the region.

Rationale

To address the workforce development needs of the district, the College must assess possibilities for introducing new programs and fostering economic development. This offering presents a cost-effective avenue for the advancement of incumbent workers within Waukesha County Technical College's district and the region.

This will be on the agenda **as an action item** for the February 13, 2024, meeting. Greg West, Dean of Protective and Human Services; Dena Constantineau, Associate Dean of Education and Human Services; and David Schubot, Program Development Coordinator, will be present to respond to any questions.

ACTION: We are requesting the WCTC District Board's approval for submitting this Program Implementation request to the Wisconsin Technical College System (WTCS), and for approval to proceed with offering the program upon approval by the WTCS.

WCTC Proposed 50-522-1 Teacher Apprenticeship Program Costing Worksheet Categories

Enclosed is a costing worksheet detailing the expenses of the proposed Teacher Apprenticeship Program. The following explains the content of each column in the worksheet.

The costing information is categorized into three types of expenses that the program may encounter within the initial three years of its establishment:

- **Base Budget** – This column displays costs associated with the program that are already accounted for in the General Fund budget. No additional funding would be required by the college for these costs.
- **New** – This column outlines the extra expenses the college will incur with the new program. To cover these costs, the college must redistribute funds from existing budgeted accounts in the general fund or allocate new budget resources, including revenues from tuition and fees resulting from the introduction of the new program. These costs will recur annually and should be integrated into the baseline budget during the budgeting process for the specified fiscal year. The costing worksheet presents them as new expenses, as they have not yet been included in the base budget when the Board receives the costing worksheet.
- **One-Time** – This column highlights new costs that the college must incur, and these costs are of a one-time nature. It encompasses expenses related to the purchase of capital items, as they are non-recurring. If the college is seeking grants to offset certain new costs, those costs will be reflected in the one-time cost column for the years when the college expects to receive grant funds. In years without available grant funds, the associated costs will be presented in the new column. Additionally, for grant funds, the corresponding grant revenue will be indicated in this column, representing the portion expected to be covered by grant dollars.

The purpose of the costing worksheet is to furnish the WCTC Board with information concerning the financial impact of the program that is currently under consideration for approval. Assumptions made on the costing worksheet follow.

Proposed 50-522-1 Teacher Apprenticeship Costing Assumptions February 2024

If approved, the proposed Teacher Apprenticeship program (50-522-1) will enhance Waukesha County Technical College's (WCTC) existing Foundations of Teacher Education program. The plan is to incorporate apprentices into the current Foundations of Teacher Education courses but there is a possibility that demand might exceed capacity, necessitating the formation of an additional cohort. The primary expenses for the program involve hiring adjunct instructors to teach the supplementary cohort's instruction.

The apprenticeship spans three and a half years, totaling 7,000 hours, with 2,680 hours dedicated to on-the-job training and 4,320 hours to related instruction (RI). 1,188 of the related instruction hours are to be completed at WCTC, with the remainder completed at Lakeland University. WCTC provides RI during the first two years of the apprenticeship.

For the academic year 2024-2025, there will be 10 students, with each subsequent year maintaining 10 continuing students, and a new cohort of 10 students enrolling.

Other assumptions considered in the Costing Worksheet include:

INSTRUCTIONAL COSTS:

The instructional costs for the Teacher Apprenticeship are for adjunct instructors. The compensation for adjunct instruction is fixed at \$55 per hour, along with an additional 6.9% for Employee Trust Funds (ETF) and 7.65% for Federal Insurance Contributions Act (FICA). For the academic year 2024-2025, there will be 384 hours of adjunct instruction, resulting in a total cost of \$24,193. In each subsequent year, 17 courses will be delivered to accommodate both the first- and second-year cohorts, totaling 816 instructional hours and incurring a cost of \$51,410.

Operating Expenses:

N/A - No supplies or minor equipment

Capital Costs:

N/A - No equipment

TUITION & FEE REVENUE:

Assuming a 1% increase per year, the projected per credit tuition at WCTC will be \$147.66 for 2024-25, \$149.14 for 2025-26, and \$150.63 for 2026-27.

Tuition revenue for the first year of the program (2024-2025) will be from 10 students enrolled in 24 program credits each, at \$147.66 per credit, for total tuition revenue of \$35,438. During each subsequent year there will be 10 continuing students who will complete the program at the end of that year, and 10 students beginning the program, for a total of 20 enrolled students.

Tuition revenue for the program's second year (2025-2026) will be from 20 students enrolled in a total of 510 program credits at \$149.14 per credit, for total tuition revenue of \$76,061.

Tuition revenue for the program's third year (2026-2027) will be from 20 students enrolled in 510 total program credits at \$150.63 per credit, for total tuition revenue of \$76,821.

In addition, there is a materials fee to be determined.

STUDENT FTEs:

The related instruction for the WCTC portion of the apprenticeship spans two years. In the initial year of the program, there will be 10 students. In each successive year, there will be 10 continuing students completing the program by the year's end, and 10 new students enrolling, bringing the total number of students in the program to 20.

2024-25	10 new students in the program, each enrolled in 24 program credits, totaling 240 credits. Divided by 30 for annual FTE = 8.
2025-26	10 continuing students, each enrolled in 27 credits, and 10 new students in the program, each enrolled in 24 credits, for a total of 510 credits. Divided by 30 for annual FTE = 17.
2026-27	10 continuing students, each enrolled in 27 credits, and 10 new students in the program, each enrolled in 24 credits, for a total of 510 credits. Divided by 30 for annual FTE = 17.

Teacher Apprenticeship Program (50-522-1) Costing Information												
	2024-2025 (10 new apprentices)				2025-26 (10 continuing and 10 new apprentices)				2026-27 (10 continuing and 10 new apprentices)			
	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												
Part-time		24,193		24,193		51,410		51,410		51,410		51,410
Other staff												
Operating expenses												
Total Operational Costs		24,193		24,193		51,410		51,410		51,410		51,410
Capital Costs												
Capital Equipment												
Facilities												
Capital Technology												
Furniture												
Total Capital Costs												
Total Costs		24,193		24,193		51,410		51,410		51,410		51,410
Revenues												
Tuition & Fees		35,438				76,061				76,821		
Grants												
Total Revenue		35,438		35,438		76,061		76,061		76,821		76,821
Net Costs / (Revenues)				(11,245)				(24,651)				(25,411)
Statistical Information				All Operational Costs				All Operational Costs				All Operational Costs
Student FTE's (30 credits)				8.0				17.0				17.0
*Cost per Student FTE of proposed program (Reasonableness of Cost)				3,024				3,024				3,024
*Average Instructional cost per FTE from 2022-23 WTCS Cost Allocation Summary Report for Education and Training Associate Degrees at WCTC Schedule B-2				11,214				11,214				11,214

RESOLUTION SUPPORTING A
TEACHER APPRENTICESHIP PROGRAM
IMPLEMENTATION TO THE
WISCONSIN TECHNICAL COLLEGE SYSTEM

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 Implementation be approved:

Teacher Apprenticeship

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

Board Chair

Courtney Bauer
(Typed or printed name)

February 13, 2024
Date



Memorandum

TO: WCTC District Board of Trustees

FROM: Richard Haen, District Facilities Director

DATE: February 13, 2024

SUBJECT: Initial approval to consider the I-Building classrooms and labs renovation and requesting approval by the Wisconsin Technical College System Board (WTCSB)

The renovation of classrooms I-131 and I-137, and labs I-135 and I-141 will create the Gene Haas CNC Training Center to provide an instructional space and lab equipment for cutting edge CNC machining training. In addition to its specialized purpose, the lab will provide a needed space for new equipment to teach 5-axis machining. The lab will be monitored and opened to students to work on projects outside of class time, providing a dedicated space outfitted with modern equipment to aid in recruitment and retention of students in the CNC Operator, CNC Set-up Technician, Machine Tool Operation, Machinist, and Tool and Die programs.

The WCTC Foundation has received a \$500,000 gift from the Gene Haas Foundation to help offset the cost of this project; therefore, this newly renovated space will be named the Gene Haas CNC Training Center.

We request the WCTC District Board of Trustees approve the attached resolution and submission to the Wisconsin Technical College System Board for review and approval at the WTCS Board Meeting scheduled for March 19-20, 2024.

REQUEST FOR APPROVAL

REMODELING

Wisconsin Technical College System Board

This request for Wisconsin Technical College System Board approval for additional or new facilities is made pursuant to s.38.04(10), Wis. Stats. and Chapter TCS 5, Wis. Adm. Code.

5830AA – I Building Classrooms and Labs Renovation

The renovation of classrooms I-131 and I-137, and labs I-135 and I-141 will create the Gene Haas CNC Training Center to provide an instructional space and lab equipment for cutting edge CNC machining training. In addition to its specialized purpose, the lab will provide a needed space for new equipment to teach 5-axis machining. The lab will be monitored and opened to students to work on projects outside of class time providing a dedicated space outfitted with modern equipment to aid in recruitment and retention of students in the CNC Operator, CNC Set-up Technician, Machine Tool Operation, Machinist, and Tool and Die programs.

The WCTC Foundation has received a \$500,000 gift from the Gene Haas Foundation to help offset the cost of this project; therefore, this newly renovated space will be named the Gene Haas CNC Training Center.

District: Waukesha County Technical College

Authorized Representative: Richard Haen, District Facilities Director

Date Submitted: February 14, 2024

Date of Requested WTCSB Action: March 19-20, 2024

3. **TCS 5.04(4)(c)**

An environmental assessment is not applicable for this remodeling submittal.

4. **TCS 5.04(4)(d)**

As our foundational Computer Numeric Control (CNC) labs are increasingly being relied on to serve our growing Machine Tool Operation (MTO) Tool and Die Maker, and CNC Set-up Technical programs and our one cohort of Dual Enrollment Academy (DEA), there is a need for a more efficient use of one of existing labs. At the same time, these programs are increasingly incorporating 5-axis machining and turning with a live-axis, as this has proven to be a standard in the machining industry. To satisfy these needs, we propose remodeling I-131, I-135, I-137 and room I-141 into a modern manufacturing lab. The WCTC Foundation has also received a \$500,000 gift from the Gene Haas Foundation to help offset the cost of this project; therefore, this newly renovated space will be named the Gene Haas CNC Training Center.

The Gene Haas CNC Training Center will provide an instructional space and lab equipment for cutting edge CNC Machining Training. In addition to its specialized purpose, the lab will provide many other benefits including the following:

- The lab will provide much needed space for new equipment needed to teach 5-axis machining.
- When not scheduled for class or when machines are available, the lab will be monitored and opened to students to work on projects outside of class time.
- A dedicated space and cutting edge equipment will aid in recruitment and retention of Machine Tool Operation, Tool and Die and CNC Set-up Technician Students.

WORKFORCE DEVELOPMENT AREA-LONG TERM OCCUPATIONAL PROJECTIONS, 2016-2026

Occupational Titles/ NAICS (SOC) code	Estimated Employment*		10 Year Change		Annual Estimated Openings		
	2020	2030	Numeric	Percent	New Jobs	Replacements	Total Openings
Machinists (SOC 51-4041)							
<i>Waukesha County</i>	2,097	2,268	171	+8.15%	17	221	238
<i>M-WOW Region</i>	3,381	3,645	264	+7.8%	117	355	472
Tool and Die Makers (51-4111)							
<i>Waukesha County</i>	965	982	17	+1.8%	2	97	99
<i>M-WOW Region</i>	1418	1435	17	+1.2%	2	142	144

Source: Job Centers of Wisconsin
<https://jobcenterofwisconsin.com/wisconomy/query>

The Gene Haas CNC Training Center will provide students a renovated location to complete their projects on both manual and 5-axis machining centers and CNC Lathes with live-tooling to learn the following:

- Identify basic machine tool construction and its components.
- Understand program formats, common “M” and “G” codes, and program editing concepts.
- Establish accurate Work Coordinate Systems and Height Offsets
- Utilize and apply Cutter Compensation to control feature sizes and print dimensions.
- Ability to safely assemble / disassemble a variety of common cutting tools to appropriate holding devices.
- Measure close tolerance work pieces using micrometers, calipers, and indicators.
- Ability to set-up vertical machine center using written set-up instructions
- Interpret Engineering Drawings
- Explain / Define “M” and “G” codes
- Set-up a CNC Turn Center machine tool
- Create Facing / Cut-off / Bar Pull toolpaths
- Create Rough Turning / Rough Facing / Finish Facing / Finish Turning toolpaths
- Create Rough / Finish toolpaths with “Manually Compensated” coordinates
- Create Automated Rough Turn / Finish Turn toolpaths with “Manually Compensated” coordinates
- Create Automated Rough Turn / Finish Turn toolpaths with “Automatic Tool Nose Radius” Compensation
- Create Outside Diameter Grooves
- Create Outside Diameter Threads

The Gene Haas CNC Training Center will be used specifically to teach the following classes:

420-186	CNC Machining Ctr Programming
420-316	CNC Machining Center Operation
420-317	CNC Turning Center Operation
420-320	Machine Tool Operation 1
420-321	Machine Tool Operation 2
420-323	Machine Tool Operation 3
420-324	Machine Tool Operation 4
420-387	CNC Turning Center Programming
420-388	Computer Assist Prog/CNC
420-399	Wire EDM Fundamentals
439-181	SolidWorks for Tool Design 1
439-314	Mold Design

- 439-324 Die Design
- 439-331 Tool and Die Moldmaking 1
- 439-332 Tool and Die Moldmaking 2
- 439-341 Tool and Die Stamping 1
- 439-342 Tool and Die Stamping 2

Unduplicated Headcounts and FTE's for the programs that will be using the Gene Haas CNC Training Center

Program: 304204 - CNC Setup Technician																				
	2019-2020				2020-2021				2021-2022				2022-2023				2023-2024			
	Fall	Spring	Summer	Year Total	Fall	Spring	Summer	Year Total	Fall	Spring	Year Total	Fall	Spring	Summer	Year Total	Fall	Spring	Summer	Year Total	
Headcount	52	42	6	56	42	38	3	47	32	25	33	31	30	1	37	36	24	4	37	
FTE	15.0	11.8	0.8	27.6	13.8	11.1	0.2	25.1	10.3	7.8	18.1	8.1	6.8	0.3	15.2	10.7	5.8	0.5	17.1	

Program: 314201 - Machine Tool Operation																				
	2019-2020				2020-2021				2021-2022				2022-2023				2023-2024			
	Fall	Spring	Summer	Year Total	Fall	Spring	Summer	Year Total	Fall	Spring	Year Total	Fall	Spring	Summer	Year Total	Fall	Spring	Summer	Year Total	
Headcount	23	24	5	28	20	18	3	24	25	20	30	18	17	3	21	24	7	4	24	
FTE	7.5	7.3	0.5	15.3	7.1	5.5	0.5	13.1	8.9	5.2	14.1	4.9	4.0	0.2	9.1	7.7	2.2	0.4	10.3	

Program: 324391 - Tool and Die Making																				
	2019-2020				2020-2021				2021-2022				2022-2023				2023-2024			
	Fall	Spring	Summer	Year Total	Fall	Spring	Summer	Year Total	Fall	Spring	Summer	Year Total	Fall	Spring	Summer	Year Total	Fall	Spring	Summer	Year Total
Headcount	40	33	10	45	36	35	2	42	31	23	1	34	26	21	2	29	28	14	4	29
FTE	12.8	9.5	1.1	23.5	12.3	10.0	0.1	22.4	10.4	7.0	0.1	17.5	8.4	6.5	0.3	15.2	8.9	4.2	0.6	13.6

- 17,343 total enrollment
- 9,056 enrolled in Associate of Applied Science degree courses
- 1,480 enrolled in Technical Diploma courses
- 664 enrolled in apprentice-related training
- 3,519.0 full-time equivalency (FTE) of college enrollment
- 3,463 high school students took WCTC courses through partnership agreements

5. **TCS 5.04(4)(e)**

See section TCS 5.04(4)(d)

6. **TCS 5.04(4)(f) and TCS 5.05**

Budget Amount

Increased instruction costs:	\$ 0
Increased administrative costs:	\$ 0
Increased maintenance costs:	\$ 0
Increased energy costs:	See Section TCS 5.04(4)(j)
Replacement equipment costs:	\$ 651,000

The following represents the source of funds for the remodel:

(a) Tax levy – FY 24	\$
(b) Fund transfer or reserve funds	\$
(c) Proposed sale of bonds or notes	\$ 1,300,000
(d) Other funds:	
1. Federal funds	\$
2. Gifts or grants	\$ 500,000
(e) Total funds	<u>\$ 1,800,000</u>

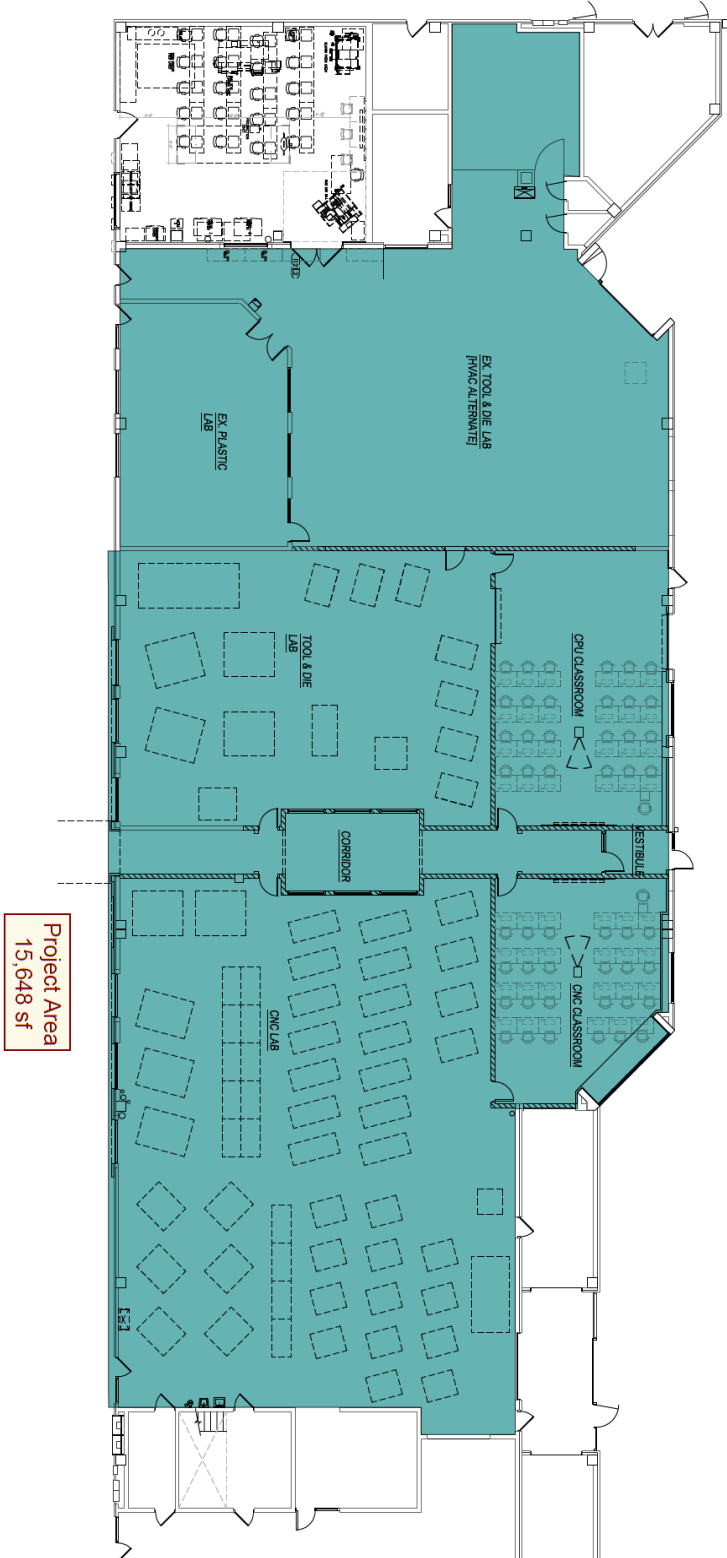
7. TCS 5.04(4)(g)

HAAS Lab Renovations
Floor Plan

20200203.001 | January 9, 2024 | Sheet: 11/19 - 14/19



1 BUILDING FIRST FLOOR
WAUKESHA COUNTY TECHNICAL COLLEGE
800 Main Street, Pewaukee, WI



8. **TCS 5.04(4)(h)**

1. General construction	\$ 595,200
2. Heating, ventilating and air conditioning	\$ 438,500
3. Electrical	\$ 460,000
4. Plumbing	\$ 30,400
5. Other contracts (security/card access/BAS)	\$ 51,000
6. Equipment, both fixed and movable	\$ 600,000
7. Miscellaneous costs (contingency)	\$ 134,800
8. Fees – Architectural / Engineering	\$ 141,100

9. **TCS 5.04(4)(I)**

Heating and cooling for the I-Building is currently being served by underground pipes from a central heating and cooling plant that was originally built in 1971 and near the end of life with failing underground pipes. The campus is currently undergoing a study by Hardwood Engineering looking at the feasibility to utilize high efficiency package boilers and ice based thermal storage cooling systems to replace the outdated plant.

TCS 5.04(4)(j)

As part of the I-Building's Gene Haas CNC Training Center classrooms and labs renovations, new rooftop air conditioning and heating units have been added to provide year-round conditioning of the spaces. The space's existing systems included three, heating-only indoor makeup air units for the lab spaces and one, heating and cooling indoor air handling unit that serves the two classrooms. The makeup air units provided heated makeup air throughout the year and utilize the campus' heating hot water system for heating all of the outside air required to heat the space, however the labs are not air conditioned. The indoor air handling unit provides cooling and heating to the classrooms and utilizes the campus' heating hot water and chilled water systems for its heating and cooling. The new design incorporates rooftop units for the relocated classrooms and remodeled labs. The rooftop units will bring in the required outside air for the occupancy requirements for ventilation and exhaust of classrooms and metal shops, but only the minimum required to condition in order to save energy. During periods of the year when the outside air is temperate, the units can bring in 100% outside/fresh air and exhaust it (economizer mode), which takes no heating or cooling energy outside of a fan running. The new units have been specified with variable speed fans, variable speed compressors (cooling), and modulating or staged gas heat (for heating), so the minimum amount of energy will be consumed at any given time depending on the space's temperature setpoint. The classrooms were previously conditioned and are conditioned now, and likely will only consume a small amount of additional energy due to their new location on the building exterior where there is glass and envelope loads that were not there when the spaces were interior. For the labs, there will be a modest increase in energy consumption for cooling since there was no energy used previously for cooling, however, in heating season, the units will be providing the minimum heating and outside air required to satisfy the code and space requirements, reducing the amount of energy consumed during the heating season compared with the makeup air units that are currently there. Additionally, existing hot water unit heaters have been relocated in these spaces to provide unoccupied heating of the space, in an effort to minimize energy usage of the rooftop units during unoccupied times, further saving energy. With those considerations, in addition to the variable speed capacity controls on the fans, heating, and cooling, the design of these systems was intended to minimize the energy consumption of the now air-conditioned spaces as much as possible to minimize utility impacts of the remodeled areas.

**RESOLUTION APPROVING THE REMODELING OF EXISTING FACILITIES AND
REQUESTING APPROVAL BY
THE WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD**

WHEREAS, the Waukesha County Technical College Board of Trustees is required by Wisconsin Technical College System Board, Directive FBF, dated December 10, 1987 to approve certain remodeling of existing facilities;

AND WHEREAS, the Waukesha County Technical College Board of Trustees has approved Project Number 5830AA in the FY24 Budget.

NOW, THEREFORE, BE IT RESOLVED, by the Waukesha County Technical College Board of Trustees that the following described project is approved:

5830AA – I Building Classrooms and Labs Renovation

AND THEREFORE, BE IT FURTHER RESOLVED, the Waukesha County Technical College Board of Trustees requests that the Wisconsin Technical College System Board approve the above-described remodeling.

Board Chair

Courtney Bauer

(Typed or printed name)

February 13, 2024

Date



Memorandum

TO: WCTC District Board of Trustees

FROM: Richard Haen, District Facilities Director

DATE: February 13, 2024

SUBJECT: Initial approval to consider the Q-Building AI Innovation Center renovation and requesting approval by the Wisconsin Technical College System Board (WTCSB)

The renovation of approximately 5,000 square feet of existing space located in the Q-Building will become known as the WCTC Applied AI Lab. This project will create a space for businesses and entrepreneurs to access AI subject matter expertise, receive professional and student assistance with implementing or developing AI solutions, and have access to other business support resources. Students enrolled in the AI Associate of Applied Science degree program will have access to the lab to work on class projects as well as foster those relationships with local entrepreneurs and businesses. This type of facility is not currently available in this region or elsewhere in the state and is critical for helping existing businesses survive and thrive in a rapidly evolving technological landscape.

By resolution, this project will need to be amended to WCTC's Five Year Capital plan for the 2023-2024 budget.

REQUEST FOR APPROVAL

REMODELING

Wisconsin Technical College System Board

This request for Wisconsin Technical College System Board approval for additional or new facilities is made pursuant to s.38.04(10), Wis. Stats. and Chapter TCS 5, Wis. Adm. Code.

5830AH – Q Building AI Innovation Center

The renovation of approximately 5,000 square feet of existing space located in the Q-Building will become known as the WCTC Applied AI Lab. This project will create a space for businesses and entrepreneurs to access AI subject matter expertise, receive professional and student assistance with implementing or developing AI solutions, and have access to other business support resources. Students enrolled in the AI Associate of Applied Science degree program will have access to the lab to work on class projects as well as foster those relationships with local entrepreneurs and businesses. This type of facility is not currently available in this region or elsewhere in the state and is critical for helping existing businesses survive and thrive in a rapidly evolving technological landscape.

District: Waukesha County Technical College

Authorized Representative: Richard Haen, District Facilities Director

Date Submitted: February 14, 2024

Date of Requested WTCSB Action: March 19-20, 2024

3. **TCS 5.04(4)(c)**

An environmental assessment is not applicable for this remodeling submittal.

4. **TCS 5.04(4)(d)**

Artificial intelligence (AI) is growing at an exponential rate and disrupting businesses and industries. To meet the growing needs of businesses and the workforce, WCTC is moving quickly to provide a comprehensive suite of educational opportunities in AI. Our goal is to create a vibrant hub for AI innovation and learning that supports local and regional economic development.

On the academic side this includes associate degree and certificate programs. In August of 2023 WCTC launched two AI certificates based on growing demands from business and industry. In November 2023 WCTC received approval from the Wisconsin Technical College System Board to offer a 60-credit Artificial Intelligence (AI) Data Specialist Associate of Applied Science (AAS) degree program – making it the first two-year AI program to be offered in Wisconsin.

On the business and industry side this includes providing workshops and creating a first of its kind applied AI lab on our Pewaukee campus. The WCTC Applied AI Lab will include the following components:

- Semi-private huddle and conference room spaces for teams of businesses, faculty, and students to meet and work on AI projects,
- Small group gathering space for group learning,
- Individual workstations,
- Private office space for faculty, businesses, and partners (e.g., legal, and financial resource assistance), and
- Flexible classroom space for business workshops or project presentations.

The concept for the WCTC Applied AI Lab was formed by input from local employers as well as local chambers and industry groups. To help us achieve our goals and best meet the needs of businesses and the workforce, we created a group of external advisors with various subject matter expertise to advise on the concept, service delivery model, and physical design of the space. Advisors include representatives from healthcare, manufacturing, information technology, legal, and finance organizations. These advisors noted the following needs for their businesses as well as peer businesses in their industry:

- Businesses need help in identifying what AI could do for their business processes as well as assistance with implementing AI.
- Businesses need to build a network of support and expertise around AI, legal, and finance experts.
- Small businesses want support with understanding and implementing third-party AI solutions and products.

- Businesses and entrepreneurs need assistance with developing new AI products and business lines, including access to resources for scaling.
- Small businesses need access to short-term AI expertise to solve problems.
- Businesses need support understanding and utilizing their own data.
- Businesses would like access to student project support as part of capstones or other hands-on class projects.

During focus groups for the development of our AAS degree program, 19 employer representatives shared they are at varying stages in deploying AI in their business operations. Most of the larger businesses have some AI operations in place, with a few using advanced applications. Other companies were just beginning their AI journeys. All seemed aware that it would be necessary for them to implement AI applications to increase efficiency, effectiveness, and capacity, especially with knowledge that many of their competitors were seeking to implement AI solutions for these same reasons. In smaller companies, the entry-level worker would likely be implementing “off-the-shelf” AI solutions. These companies are more likely to purchase or otherwise acquire AI solutions and then be responsible for their set-up, monitoring, and operation. However, most small businesses do not have the in-house expertise to successfully implement AI solutions on their own.

As noted in the October 2019 *IT Chronicles* article titled ‘The AI Skills Shortage,’ this is a time-sensitive issue and businesses will need help sooner than later. This is even more true today. Lack of skilled talent was the largest issue identified by businesses as holding them back. The WCTC Applied AI Lab would allow businesses to access skilled talent by way of AI faculty, students, and community partners engaged with WCTC in this work:

*“In the next three years, as many as 120 million workers in the world’s twelve largest economies (including 11.5 million in the US) will need to be retrained or reskilled as a result of AI and intelligent automation, according to a new IBM Institute for Business Value study. Additionally, almost two-thirds of today’s students will end up working in jobs that do not yet exist. **Not only does this AI skills gap impact prospects for individuals, but it also has a systemic effect on the ability of companies, industries, governments, and communities to realize the full potential of the world’s digital transformation.**”⁽¹⁾*

As highlighted in the January 2023 *McKinsey* article about their tech-talent survey,

*“Most organizations haven’t yet maximized the opportunity of the technology, according to our research. It’s that companies aren’t investing in the resources needed for the organizational change required to effectively implement AI. One reason is that there’s a talent crunch. **A typical AI project requires a highly-skilled team including a data scientist, data engineer, machine-learning engineer, product manager, and designer—and there simply aren’t enough skilled professionals available, even with the recent contraction across the technology industry.**”⁽²⁾*

The WCTC Applied AI Lab will create a one-stop place for businesses to access critical resources, receive professional and student assistance with implementing or developing AI-related solutions, and gain skills for their incumbent workforce. This type of facility is not currently available in this region or elsewhere in the state and is critical for helping existing businesses survive and thrive in a rapidly evolving technological landscape.

While this request does not incorporate a significant amount of technology hardware or software, the underlying skills to be taught and tools to be used or created are on the cutting edge of AI technological advancements. The WCTC Applied AI Lab will contain numerous high-resolution screens for individual and group displays, state of the art connectivity, and highly secure data storage solutions. The flexible classroom space will incorporate not only traditional presentation equipment but will also have built in audio-visual capabilities that have become the standard across campus to facilitate blended and online learning over the Internet using Zoom or other teleconferencing platform.

¹ <https://itchronicles.com/artificial-intelligence/the-ai-skills-shortage/>

² <https://www.mckinsey.com/about-us/new-at-mckinsey-blog/ai-reinvents-tech-talent-opportunities>

5. **TCS 5.04(4)(e)**

See section TCS 5.04(4)(d)

6. **TCS 5.04(4)(f) and TCS 5.05**

Budget Amount

Increased instruction costs:	\$ 0
Increased administrative costs:	\$ 0
Increased maintenance costs:	\$ 0
Increased energy costs:	\$ 0
Replacement equipment costs:	\$ 440,000

The following represents the source of funds for the remodel:

(a) Tax levy – FY 24	\$ 0
(b) Fund transfer or reserve funds	\$ 475,000
(c) Proposed sale of bonds or notes	\$ 0
(d) Other funds:	
1. Federal funds	\$ 0
2. Gifts or grants	\$ 0
(e) Total funds	<u>\$ 475,000</u>

7. TCS 5.04(4)(g)

Proposed AI Incubator Lab
OPTION 'C'

2/20/2017 (2) | January 3, 2017 | Scale: 3/32" = 1'-0"



Q Building First Floor
Waukesha County Technical College
800 Main Street, Pewaukee, WI



8. **TCS 5.04(4)(h)**

1. General construction	\$ 286,000
2. Heating, ventilating and air conditioning	\$ 19,000
3. Electrical	\$ 72,000
4. Plumbing	\$ 14,000
5. Other contracts (security/card access/BAS)	\$ 9,000
6. Equipment, both fixed and movable	\$ 430,000
7. Miscellaneous costs (contingency)	\$ 39,000
8. Fees – Architectural / Engineering	\$ 45,000

9. **TCS 5.04(4)(l)**

Heating and cooling for the Q-Building is currently being served by underground pipes from a central heating and cooling plant that was originally built in 1971 and near the end of life with failing underground pipes. The campus is currently undergoing a study by Hardwood Engineering looking at the feasibility to utilize high efficiency package boilers and ice based thermal storage cooling systems to replace the outdated plant and underground distribution system.

TCS 5.04(4)(j)

No additional square footage is being added as part of this project. Primary use of the space will stay the same resulting in minimal if any impact to the heating and cooling plant and utility usage.

**RESOLUTION APPROVING THE REMODELING OF EXISTING FACILITIES AND
REQUESTING APPROVAL BY
THE WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD**

WHEREAS, the Waukesha County Technical College Board of Trustees is required by Wisconsin Technical College System Board, Directive FBF, dated December 10, 1987 to approve certain remodeling of existing facilities;

AND WHEREAS, Project Number 5830AH was not submitted to the Waukesha County Technical College Board of Trustees for consideration and approval in the FY24 Budget.

NOW, THEREFORE, BE IT RESOLVED, by the Waukesha County Technical College Board of Trustees that the College's Five-Year Capital Plan for FY24 is amended to incorporate the following project:

5830AH – Q Building AI Innovation Center

AND THEREFORE, BE IT FURTHER RESOLVED, the Waukesha County Technical College Board of Trustees requests that the Wisconsin Technical College System Board approve the above-described remodeling.

Board Chair

Courtney Bauer
(Typed or printed name)

February 13, 2024
Date



MEMORANDUM

TO: WCTC Board of Trustees

FROM: Kristine A. Golz, Chief Financial Officer

DATE: February 13, 2024

RE: **Resolution to Modify the 2023/24 Budget**

WCTC has a need to modify the 2023/24 budget to:

- **Authorize use of Capital Projects Reserves and Increase Expenditures** – As the landscape of Artificial Intelligence continues to evolve WCTC is seeking to make a strategic investment in a space to support Artificial Intelligence implementation and development within the region. This project will create a state-of-the-art facility, enabling collaboration between AI experts and local business to foster economic growth and meet the needs of community stakeholders. Projected costs for the renovation are approximately \$475,000 and will be funded utilizing Capital Project Fund reserves.

Staff is seeking your approval of these budget modifications and will be available to answer questions.

Attachment

RESOLUTION

WHEREAS in June 2023, the Waukesha County Area Technical College District Board adopted the 2023/24 budget, and

WHEREAS WCTC is committed to partnering with community stakeholders to foster economic growth, and

WHEREAS WCTC has adequate capital reserves to fund the renovation of a space dedicated to supporting AI implementation and development (\$475,000), and

WHEREAS these modifications will not impact the levy.

THEREFORE, BE IT RESOLVED that the Waukesha County Area Technical College District Board of Trustees approves the modifications summarized on the Class I Legal Notice below.

Class I Legal Notice			
Waukesha County Technical College			
2023/24 Budget Modifications			
	Current	Revised	Amount of
	<u>Budget</u>	<u>Budget</u>	<u>Change</u>
Capital Projects Fund			
Revenues			
Res Cap Outlays	\$ 1,244,300	\$ 1,719,300	\$ 475,000
Expenditures			
Physical Plant	7,209,225	7,684,225	475,000