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WCTC District Board Regular Meeting

Monday, July 8, 2024, 5:00 p.m.
Waukesha County Technical College
Richard T. Anderson Education Center, C051/057

UPCOMING MEETINGS

Regular Board Meeting	August 13, 2024	5:00 p.m.	In-Person
Regular Board Meeting	September 10, 2024	5:00 p.m.	In-Person
Regular Board Meeting	October 8, 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
Regular District Board Meeting
Immediately Following the Annual Organizational Meeting at 5:00 p.m.
July 8, 2024
Richard T. Anderson Education Center, C051/057**

AGENDA

- I. Call to Order – Board Chairperson**
- II. Public/Staff Remarks***
- III. President’s Report – Dr. Richard G. Barnhouse**
- IV. Approval of Consent Agenda Items**
 - 4-6 A. Minutes Dated June 11, 2024 (Regular Board Meeting)
 - 7-9 B. Accounts Payable Summaries June 2024
 - 10-11 C. 38.14 Contract Report June 2024
 - 12 D. Approval to Hire Term Report
 - 13-38 E. 5-Year Affirmative Action Plan
- V. Presentation/Discussion**
 - A. Process Review: Facilities and Finance – Kristine Golz, Rich Haen
 - B. Mechanical Infrastructure Update – Rich Haen, Kristine Golz
- VI. Board Self-Evaluation**
- VII. A motion shall be made pursuant to Sec. 19.85(1)(e) Wisconsin State Statutes to convene into Closed Session to discuss:**
 - A. Negotiations Relative to a Partnership Agreement Involving Competitive Issues *The Board may reconvene in open session to take action on the Partnership Agreement*
- VIII. Adjournment – Board Chairperson**



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
June 11, 2024 - 5:00 PM
Richard T. Anderson Education Center, C051/057**

Present:

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

Absent

Jim Zaiser, Board Member

Also Present:

Richard Barnhouse

22 guests

REGULAR MEETING

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

A. Pledge of Allegiance

II. Public/Staff Remarks*

A. None

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

- Dr. Barnhouse welcomed everyone to the June WCTC District Board meeting.
- He shared some upcoming staffing changes at the College. Ms. Jennifer Hagen will step into the Senior Executive Assistant position effective June 16, 2024. Ms. Laura Krohn, Executive Director for the Corporate Training Center, is adding Chief of Staff to her title effective July 1, 2024. Welcome to both.
- Dr. Barnhouse welcomed Robyn Ludtke, Executive Director of the WCTC Foundation and introduced Sandy McGree, WCTC Board Foundation Chair. Ms. McGee gave an overview of the Executive Director search process and Ms. Ludtke highlighted her excitement about the future of the Foundation.
- Dr. Barnhouse shared that in fiscal year 2025 he will serve as chair for the WTCS President’s Association. This will include attendance at WTCS Board quarterly meetings and working with the other 15 college presidents. He will also be serving as vice chair of the Higher Education Regional Alliance (HERA). Current discussions involve concern about enrollment and programs at many institutions across the state.
- A Legislative breakfast was held on the WCTC campus May 22, 2024. During this event, Dr. Barnhouse shared information about the College and the importance of more flexibility to meet the needs of our students and employers.
- Two new Board members will be joining the WCTC District Board in July. Mike Cady, Pewaukee School District and Rob Ewing, Wenthe-Davidson Engineering.
- Dr. Barnhouse shared that Dr. Michael Lovell, Marquette University President, recently passed. He noted that Dr. Lovell was a fantastic individual who made a huge impact on higher education. This is not only a loss for Marquette, but for the entire region.
- He then reported that Mr. Joe Garza, current Board member, will be stepping down from the Board effective June 30, 2024. Dr. Barnhouse thanked him for his continued support, feedback, and mentorship the past three years. Mr. Garza thanked Dr. Barnhouse and the Board and shared that WCTC is one of the best Colleges in the state and across the Midwest.

IV. Approval of Consent Agenda Items

- A. Minutes dated May 14, 2024 (Regular Board Meeting)
 - B. Accounts Payable Summary May 2024
 - C. 38.14 Contract Report May 2024
 - D. Approval to Hire Report
 - E. Approval of Continuation of 38.14 Contract Pricing Rates for FY25
- Mr. Brian Baumgartner motioned to approve the Consent Agenda Items, receiving a second from Mr. Joe Garza. **Approved; carried unanimously.**

V. Action Items

A. Resolution to Adopt the 2024-25 Budget – Kristine Golz

- Ms. Golz reviewed the budget timeline and provided a quick overview. She then recommended approval of the resolution to adopt the 2024-25 budget.

Mr. Thomas Michalski motioned approval of the Resolution to Adopt the 2024-25 Budget, receiving a second from Mr. Garza. **Approved; carried unanimously.**

B. Resolution Establishing Projected 2024-25 Reserves – Kristine Golz

- Ms. Golz presented the resolution establishing projected 2024-25 reserves. She then recommended approval.

Mr. Baumgartner motioned to approve the Resolution Establishing Projected 2024-25 Reserves, receiving a second from Mr. Garza. **Approved; carried unanimously.**

C. Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing – Kristine Golz

- Ms. Golz reviewed the resolution declaring official intent to reimburse expenditures from proceeds of borrowing. The adoption of this resolution provides for funding flexibility throughout the year. She then recommended approval.

Mr. Michalski motioned to approve the Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds for Borrowing, receiving a second from Mr. Baumgartner. **Approved; carried unanimously.**

VI. Presentation/Discussion

A. Annual Information Technology Report – Shannon Ford, Jane Kittel

- Mr. Ford presented the Annual Information Technology report. He reviewed the current state of higher education IT/cyber security and the importance of security requirements.

B. Report from Nominating Committee for 2024-25 WCTC Board Officers – Joe Garza

- Mr. Garza shared the following nominations:
 - Mr. Brian Baumgartner, Board Chair
 - Ms. Courtney Bauer and Ms. Stephanie Reisner, Board Vice Chair
 - Ms. Stephanie Reisner and Mr. Ryan Clark, Secretary/Treasurer
- He then asked if there were any other nominations. Hearing none the above slate will be brought forward at the July Annual Organizational Board meeting for final voting.

IV. Mr. Brian Baumgartner motioned to convene into Closed Session pursuant to Section §19.85(1)(c) Wisconsin State Statutes at 5:49 pm:

- Mr. Garza seconded the motion
- **Unanimous roll call vote**
- Discussion was held regarding Negotiations Relating to a Partnership Agreement Involving Competitive Issues.

- Discussions were held regarding the WCTC President's Evaluation
- Mr. Baumgartner motioned to reconvene in open session, receiving a second from Mr. Garza
- **Unanimous roll call vote**
- The open meeting reconvened at 7:23 pm
- Mr. Garza motioned to approve the President's Evaluation, receiving a second from Mr. Baumgartner. **Roll call vote was taken. Approved; carried unanimously.**
- Ms. Stephanie Reisner motioned to approve next year's goals, receiving a second from Mr. Garza. **Roll call vote was taken. Approved; carried unanimously.**

VII. Adjournment – Courtney Bauer

- Mr. Garza motioned to adjourn the meeting, receiving a second from Mr. Baumgartner. The meeting adjourned at 7:26 pm.

Respectfully Submitted by
 Kristan Gochenauer
 Executive Assistant to the Board

Signed: _____
 Board Secretary/Treasurer

ACCOUNTS PAYABLE SUMMARY
June 2024

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

**The Vice President - Finance submits for approval the attached
claims for payment, which include payroll deductions, of \$2,224,696.57**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 8th day of July 2024**

Chair

Secretary/Treasurer

President

Check Register Report

Accounts Payable account code "WA". Dated 06/30/24 Database instance PROD-Native

<u>Number</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
I0037929	06/04/24	Jodi R. Crozier	\$ 3,769.00
I0037932	06/04/24	Matthew J. Green	\$ 3,885.00
I0037950	06/04/24	Quarles & Brady LLP	\$ 20,169.00
I0037952	06/04/24	Simons Electrical Systems	\$ 4,083.13
C0752833	06/04/24	East Troy High School	\$ 32,019.54
C0752840	06/04/24	Independence Painting LLC	\$ 2,917.63
C0752841	06/04/24	James Imaging Systems	\$ 3,148.49
C0752843	06/04/24	MediaCross Inc	\$ 27,250.00
C0752845	06/04/24	Northwoods Software Development	\$ 24,000.00
C0752846	06/04/24	Post-Captain Consulting LLC	\$ 2,880.00
C0752848	06/04/24	Ricoh USA Inc	\$ 2,724.15
C0752853	06/04/24	The Training Associates Corporation	\$ 3,780.00
C0752860	06/04/24	WE Energies	\$ 2,974.04
I0037968	06/06/24	Kathryn A. Laufenberg	\$ 3,150.00
I0037983	06/06/24	PFM Asset Management LLC	\$ 6,127.93
I0037984	06/06/24	Quarles & Brady LLP	\$ 23,100.00
I0037985	06/06/24	Willo Labs Inc	\$ 32,095.20
C0752882	06/06/24	ABM Industries Inc	\$ 63,178.90
C0752883	06/06/24	Absolute Construction Enterprises Inc	\$ 87,127.35
C0752894	06/06/24	Burmax	\$ 3,992.72
C0752897	06/06/24	Froedtert Health Inc	\$ 2,572.50
C0752898	06/06/24	Gannett Wisconsin LocalIQ	\$ 12,135.04
C0752900	06/06/24	Jones and Bartlett Publishers Inc	\$ 4,662.26
C0752905	06/06/24	Labyrinth Publications	\$ 4,515.52
C0752906	06/06/24	Level 3 Communications, LLC	\$ 3,704.00
C0752911	06/06/24	Pivot Point International Inc	\$ 2,617.09
C0752913	06/06/24	RedShelf Inc	\$ 37,987.63
C0752921	06/06/24	WE Energies	\$ 63,968.31
C0752922	06/06/24	Weatherproofing Technologies Inc	\$ 11,003.39
C0752923	06/06/24	WiscNet	\$ 17,490.00
I0037995	06/11/24	Aladdin Food Management Services LLC	\$ 4,070.79
I0037997	06/11/24	Gener8tor Management LLC	\$ 162,500.00
C0795953	06/11/24	AVI	\$ 16,214.64
C0795956	06/11/24	Camosy Construction	\$ 61,949.00
C0795958	06/11/24	Earth Care Window Treatment & Design	\$ 4,528.00
C0795959	06/11/24	Field Training Solutions	\$ 6,000.00
C0795963	06/11/24	Goodheart Willcox Co Inc	\$ 7,754.30
C0795964	06/11/24	Herc Rentals Inc	\$ 3,922.53
C0795967	06/11/24	MESO	\$ 44,040.50
C0795973	06/11/24	Truck Country	\$ 3,112.52
C0795974	06/11/24	United Mailing Services	\$ 3,513.54
I0038016	06/13/24	Clear Channel	\$ 6,037.50
C0796026	06/13/24	Change Catalysts, LLC	\$ 13,750.00
C0796033	06/13/24	Hamilton School District	\$ 4,938.93
C0796039	06/13/24	Linde Gas & Equipment Inc	\$ 12,083.20
C0796041	06/13/24	Midwest Defense Solutions LLC	\$ 5,425.00
C0796042	06/13/24	New Berlin School District	\$ 21,899.07
C0796045	06/13/24	Pearson Education	\$ 2,621.72
C0796046	06/13/24	Proforma	\$ 3,123.44
C0796047	06/13/24	ProHealth Care Medical Associates Inc	\$ 4,328.00
C0796051	06/13/24	ServiceNow Inc	\$ 31,046.40
C0796053	06/13/24	Teege Enrollment Services LLC	\$ 4,500.00
C0796054	06/13/24	Thomas More High School	\$ 3,612.34
I0038040	06/18/24	Madison National Life Insurance Co	\$ 9,214.64
I0038041	06/18/24	Quarles & Brady LLP	\$ 22,794.96
I0038043	06/18/24	Symetra Life Insurance Company	\$ 25,323.25
C0796106	06/18/24	10-33 Vehicle Services LLC	\$ 5,355.43
C0796108	06/18/24	Arrowhead High School	\$ 34,275.77
C0796111	06/18/24	CDW-G Computer Discount Warehouse	\$ 6,090.36
C0796119	06/18/24	Elmbrook School District	\$ 7,864.24

C0796122	06/18/24	GB Lead Services LLC	\$ 9,170.00
C0796134	06/18/24	Menomonee Falls School District	\$ 27,317.58
C0796135	06/18/24	MESO	\$ 5,045.22
C0796144	06/18/24	School District of Waukesha	\$ 93,577.37
C0796145	06/18/24	ServiceMaster Clean/Restore SPE LLC	\$ 14,167.92
C0796147	06/18/24	Siren Services LLC	\$ 3,937.41
!0038054	06/20/24	Instructure	\$ 5,000.00
!0038055	06/20/24	Moody's Investors Service	\$ 10,000.00
C0796193	06/20/24	Air One Equipment Inc	\$ 38,519.00
C0796196	06/20/24	AXON Enterprise Inc	\$ 4,680.00
C0796201	06/20/24	Drexel Building Supply Inc	\$ 3,027.16
C0796210	06/20/24	Kendall Hunt Publishing Company	\$ 3,168.00
C0796213	06/20/24	Marianna Industries	\$ 4,355.64
C0796217	06/20/24	Municipal Emergency Services Inc	\$ 2,511.53
C0796218	06/20/24	Northcentral Technical College	\$ 7,536.70
C0796224	06/20/24	Staff Electric Company Inc	\$ 3,795.00
C0796230	06/20/24	WISN TV	\$ 2,943.03
C0796232	06/20/24	Zimmerman Design Group	\$ 69,223.07
!0038063	06/25/24	Dennis L. Jackson Jr	\$ 4,000.00
!0038076	06/25/24	Aladdin Food Management Services LLC	\$ 4,338.32
!0038080	06/25/24	Quarles & Brady LLP	\$ 32,562.00
!0038081	06/25/24	Rote Oil Ltd	\$ 4,266.65
!0038082	06/25/24	Simons Electrical Systems	\$ 2,878.66
C0796314	06/25/24	A-Line Asphalt Striping LLC	\$ 2,616.30
C0796315	06/25/24	Affordable Erecting	\$ 19,925.00
C0796319	06/25/24	Capital Data Inc	\$ 72,444.11
C0796322	06/25/24	CliftonLarsonAllen LLP (CLA)	\$ 10,101.00
C0796323	06/25/24	Deere & Company	\$ 66,807.10
C0796324	06/25/24	Dell Marketing L P	\$ 307,939.65
C0796325	06/25/24	Ellucian Company LLC	\$ 33,983.00
C0796326	06/25/24	Ewald Automotive Group Inc	\$ 44,141.50
C0796327	06/25/24	Ewald Automotive Group Inc	\$ 40,113.50
C0796331	06/25/24	Independence Painting LLC	\$ 11,420.41
C0796334	06/25/24	Midland Paper	\$ 9,421.30
C0796336	06/25/24	National Instruments	\$ 9,000.00
C0796337	06/25/24	NetDiligence	\$ 7,000.00
C0796338	06/25/24	Northwoods Software Development	\$ 12,355.00
C0796339	06/25/24	Oconomowoc Area School District	\$ 40,748.38
C0796340	06/25/24	One Two Tree Lawn and Snow	\$ 7,500.00
C0796341	06/25/24	Pixelbox Visual Design LTD	\$ 13,787.50
C0796346	06/25/24	Signarama Pewaukee	\$ 9,142.40
C0796348	06/25/24	Vicon Industries INC.	\$ 63,384.75
!0038102	06/27/24	Aladdin Food Management Services LLC	\$ 5,365.83
!0038104	06/27/24	Allstate Benefits	\$ 3,538.86
C0796435	06/27/24	D & H Distributing	\$ 5,175.10
C0796440	06/27/24	IWM Corporation	\$ 4,047.73
C0796446	06/27/24	Robert W Baird & Company Inc	\$ 13,800.00

107 payments TOTAL:

\$ 2,224,696.57

**WAUKESHA COUNTY TECHNICAL COLLEGE
CORPORATE TRAINING CENTER
CONTRACT APPROVAL REPORT
JUNE, 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	7312	Steinig Tal Kennel	4/29/24	I	K9 Certification	25	1,250	-	1,250	-	1,250
2024	7210	Waukesha Cnty DHHS	7/1/23	I	Adult Basic Education	367	50,000	50,000	-	50,000	-
2024	7279	Froedtert Health	7/1/23	I	Hazmat 4Hr Refresher Training	16	2,016	1,025	991	1,311	705
2024	7287	Slipstream	5/29/24	I	HVAC Boiler Training	30	3,840	1,263	2,577	1,714	2,126
2024	7288	Froedtert Health	7/1/23	I	Hazmat 4Hr Refresher Training	19	3,446	1,537	1,909	1,966	1,480
2024	7282	Hayes Performance Systems	5/28/24	I	Design For Mfg & Assembly	19	3,236	2,221	1,015	2,635	601
2024	7299	Tailored Label Products Inc	4/9/24	I	Accelerated Leadership Training	12	11,281	4,340	6,941	3,824	7,457
2024	7213	Journey 21 Inc.	2/1/24	I	Health & Wellness	13	3,220	1,780	1,440	2,144	1,076
2024	7252	Froedtert Health	7/1/23	I	Hazmat 4Hr Refresher Training	31	5,572	3,158	2,414	3,181	2,391
2024	7289	Froedtert Health	7/1/23	I	Hazmat 4Hr Refresher Training	59	7,165	3,589	3,576	4,591	2,574
2024	7291	Froedtert Health	7/1/23	I	Hazmat 4Hr Refresher Training	54	7,374	3,277	4,097	3,936	3,438
2024	7302	Froedtert Health	7/1/23	I	Hazmat 4Hr Refresher Training	16	2,470	1,075	1,395	1,311	1,159
2024	7284	Froedtert Health	7/1/23	I	Hazmat 4Hr Refresher Training	34	5,144	2,714	2,430	3,280	1,864
2024	7267	Marsh Electronics Inc	2/20/24	I	Accelerated Leadership	9	13,423	3,970	9,453	4,919	8,504
2024	7257	Waukesha County Dept of Admin	5/21/24	I	Managing Change	13	748	281	467	285	463
2025	8042	Columbia Generating Station	6/3/24	I	Live Fire Training	13	6540	3497	3043	4531	2009
2025	8043	Trace A Matic Corp	6/13/24	I	Foundational Leadership	15	6438	2377	4061	2956	3482
2025	8072	Eaton Corp - Lincoln Ave	6/1/24	T	Welding Test	N/A	1660	369	1291	496	1164
2025	8102	TAPCO	6/10/24	T	Tapco Bucket Training	N/A	309	154	155	196	113
2025	8123	Eaton Corp - Lincoln Ave	6/18/24	T	Eaton - Welding Testing	N/A	780	274	506	369	411
Workforce Advancement Training Grants											
2024	7293	Medication Assistant Consortium	4/4/24	I	Medication Assistant -Healthcare	2	6,990	4,185	2,805	4,959	2,031
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	7128	School District of Waukesha	7/1/23	I	HSTC Waukesha eAchieve	22	5,344	5,344	0	5,344	0
2024	7127	School District of Waukesha	7/1/23	I	HSTC Waukesha West	378	70,398	70,398	0	70,398	0
2024	7126	School District of Waukesha	7/1/23	I	HSTC Waukesha South	311	29,969	29,969	0	29,969	0
2024	7125	New Berlin Public Schools	7/1/23	I	HSTC New Berlin West	351	72,423	72,423	0	72,423	0

2024	7123	School District of Waukesha	7/1/23	I	HSTC Waukesha North	313	36,543	36,543	0	36,543	0
2024	7122	Watertown School District	7/1/23	I	HSTC Watertown	22	2,375	2,375	0	2,375	0
2024	7121	Pewaukee School District	7/1/23	I	HSTC Pewaukee	276	37,442	37,442	0	37,442	0
2024	7119	Oconomowoc Area School District	7/1/23	I	HSTC Oconomowoc	270	56,478	56,478	0	56,478	0
2024	7118	New Berlin Public Schools	7/1/23	I	HSTC New Berlin Eisenhower	346	38,136	38,136	0	38,136	0
2024	7117	Muskego Norway School District	7/1/23	I	HSTC Muskego	559	67,342	67,342	0	67,342	0
2024	7116	Mukwonago Area Schools	7/1/23	I	HSTC Mukwonago	210	26,105	26,105	0	26,105	0
2024	7115	Menomonee Falls School District	7/1/23	I	HSTC Menomonee Falls	736	87,633	87,633	0	87,633	0
2024	7113	Kettle Moraine School District	7/1/23	I	HSTC Kettle Moraine	228	33,355	33,355	0	33,355	0
2024	7112	Hamilton School District	7/1/23	I	HSTC Hamilton	1,093	166,043	166,043	0	166,043	0
2024	7111	Fort Atkinson School District	7/1/23	I	HSTC Fort Atkinson	124	17,797	17,797	0	17,797	0
2024	7110	Elmbrook School District	7/1/23	I	HSTC Brookfield Central	58	18,123	18,123	0	18,123	0
2024	7103	Dual Enrollment Academy	7/1/23	I	School of Health	183	144,050	144,050	0	144,050	0
2024	7102	Dual Enrollment Academy	7/1/23	I	School of Business	194	72,765	72,765	0	72,765	0
2024	7101	Dual Enrollment Academy	7/1/23	I	School of Applied Technologies	1,083	383,665	383,665	0	383,665	0
2024	7100	Dual Enrollment Academy	7/1/23	I	School of Protective/Human Svcs	838	385,115	385,115	0	385,115	0
2025	8041	Franklin Public Schools	6/10/24	I	Franklin Nursing Assistant	20	13,500	9,613	3,887	10,341	3,159
2025	8071	Milwaukee Youth Apprenticeship	6/10/24	I	Nursing Assistant	9	8,070	5,856	2,214	5,654	2,416

ALL CONTRACTS **8,356 1,911,918 1,857,657 54,261 1,879,661 32,257**

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

		Number of Participants	Total Revenue	Est. Direct Cost	Variance (1)	Est. Full Cost	Variance (2)
CTC 38.24 PROFESSIONAL DEVELOPMENT WORKSHOPS							
50 Workshops Completed 4/1/2024 through 6/30/2024		1,013	236,267	159,207	80,431	201,337	39,504

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 transcripted credit 38.14 contracts *will not* provide for full cost recovery.

M E M O R A N D U M

TO: WCTC District Board of Trustees
FROM: Michelle Skinder, Vice President, Human Resources and Legal Affairs
DATE: July 8, 2024
RE: **Approval to Hire Report**

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

Akaisha Burney

Start Date: 07/01/2024
Position: Instructor-Truck Driving

Gahdius Christopher Jones

Start Date: 07/01/2024
Position: Instructor-Truck Driving

Elizabeth Bright

Start Date: 07/16/2024
Position: Instructor-Nursing

Jacqueline Usher

Start Date: 7/16/2024
Position: Instructor-Nursing

Gean Swiatko

Start Date: 7/16/2024
Position: Instructor-Nursing

Equal Opportunity/ Affirmative Action Five Year Plan 2024-2029



WAUKESHA
COUNTY TECHNICAL
COLLEGE

800 Main Street
Pewaukee, Wisconsin 53072
www.wctc.edu

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Introduction

The College is committed to the concept and practice of equal opportunity and affirmative action in all aspects of employment and education. This Affirmative Action Plan is designed to satisfy the College's Equal Employment Opportunity/Affirmative Action responsibilities under Executive Order 11246, as amended, Title VII of the Civil Rights Act of 1964, Section 503 of the Rehabilitation Act of 1973, Section 4212 of the Vietnam Veterans Readjustment Assistance Act of 1974, various state of Wisconsin statutes and codes and various other related rules and regulations.

In developing and implementing this plan, the College has undertaken an analysis of its policies and practices with a view toward enhancing equal employment opportunity without regard to any status protected by applicable state or federal law. This plan is adopted in reliance on the Equal Employment Opportunity Commission's Affirmative Action Guidelines as well as those of the Office of Federal Contract and Compliance Programs. This Affirmative Action Plan does not create any rights for any person or entity and is not developed nor intended to be used as a vehicle to sanction the unlawful discriminatory treatment of any group or individual.

Sincerely,

A handwritten signature in black ink, appearing to read "R. G. Barnhouse". The signature is fluid and cursive, with a long horizontal stroke at the end.

Richard G. Barnhouse
President & CEO
Waukesha County Technical College

Equal Opportunity/Affirmative Action Goals

July 1, 2024-June 30, 2029

Waukesha County Technical College (WCTC) is committed to the Wisconsin Technical College System (WTCS) Board statewide affirmative action efforts, equal employment opportunity policies, and commitment to diversity, equity, and inclusion. WCTC will implement an Equal Opportunity/Affirmative Action program that will:

1. Balance individual occupational program enrollment percentages for students by race, sex, and disability in the general population.
2. Assure non-discrimination in career planning, counseling, and placement services for students.
 - Analyze and report demographic program enrollment and completion, and job referral and placement data for minorities, women, and disabled students, and take steps to assure non-discrimination in referral and placement services.
3. Analyze and address employment of faculty and staff within Waukesha County to match availability percentages for race, sex, and disability categories in the general population.
 - Implement a plan for recruiting and hiring minorities, women, and disabled faculty and staff in all employment categories where there is under representation.
4. Create an educational and work environment that reflects, appreciates, and celebrates the diverse society and community in which we live, and one that creates a climate for the success of every person by appreciating the uniqueness that they bring to the Technical College district.
 - Implement faculty and staff in-service programs, professional development activities, mentoring and student orientation programs to promote cultural, sex, and disability awareness and sensitivity.
 - Integrate the history, culture, accomplishments and contributions of minorities, women and the disabled into curricula at the Technical College district.
 - Ensure that cultural competency is practiced at Waukesha County Technical College.

Section I

Equal Opportunity/Affirmative Action Policy Statements

Policy Statements:

WCTC has reviewed and updated our Equal Employment Opportunity/Affirmative Action Discrimination/Harassment/Retaliation policy statement and complaint procedure. The updated policy and procedure include:

- A. The identification of specific EEO/AA laws and executive orders that apply to the district.
- B. A statement about equal opportunity, as required in Chapter 38, Wis. Stats. and the Wisconsin Fair Employment Law (Sec. 111.31-111.395, Wis. Stats.).
- C. Affirmative Action is required for women, racial/ ethnic minorities, and persons with disabilities throughout the district in educational programs and job categories.
- D. Affirmative Action will be implemented in all employment practices including but not limited to: recruitment, hiring, transfers, promotions, training, layoffs, terminations, retention, certification, testing and committee appointments.
- E. Harassment by employees or students on the basis of race, color, sex, national origin, age, disability or other protected status is an unlawful practice and is prohibited.
- F. A procedure to process complaints, including the title, telephone number and address of the appropriate person(s) with whom to file the complaint and where copies of the procedures are available and/or can be obtained.
- G. A statement that reasonable accommodations for persons with disabilities will be made to assure access to programs, employment, and facilities.
- H. A statement committing the district to providing services to students in a non-discriminatory manner and that the educational climate will be conducive to, and supportive of, cultural and ethnic diversity.
- I. WCTC certifies that vendors and suppliers of services do not discriminate, and that the policy of the district will be to encourage purchase of services and/or products from women, minority, and disabled business owners.
- J. The district will provide reasonable accommodations to employees for religious observances and practices.

WAUKESHA COUNTY TECHNICAL COLLEGE

ADMINISTRATIVE POLICY-COMPLIANCE EQUAL OPPORTUNITY, HARASSMENT, DISCRIMINATION, AND RETALIATION COMP 601

The Director of Cultural Engagement & Compliance serves as the Title IX Coordinator and oversees implementation of WCTC's policy prohibiting sexual harassment and sex discrimination and its related investigation and resolution procedure. The Title IX Coordinator chairs the Title IX Committee, and acts with independence and authority free of conflicts of interest or bias. To raise a concern involving the Title IX Coordinator, contact the Chief Culture & Compliance Officer. To raise a concern involving the Vice President of Human Resource Services or the Vice President for Student Services, contact the WCTC President. To raise concerns with other administrators, contact the Title IX Coordinator.

Inquiries about, and reports regarding, this policy and procedure may be made internally to:

Director, Cultural Engagement & Compliance

C-125

262.691.5082

compliance@wctc.edu

Dean of Students (Students)

C-121

262.691.5295

Director, Talent Strategy (Employees)

C-217G

262.691.5223

Inquiries may be made externally to:

Office for Civil Rights (OCR)

U.S Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-1100

Customer Service Hotline: 1-800-421-3481

Fax: 202-453-6012

TDD: 877-521-2172

E-mail: OCR@ed.gov

Website: <http://www.ed.gov/ocr>

Local inquiries can be made to:

Equal Employment Opportunity Commission (EEOC) Contact:

<http://www.eeoc.gov>

Reuss Federal Plaza

310 West Wisconsin Avenue, Suite 500

Milwaukee, WI 53203-2292

Phone: 1-800-669-4000

Fax: 414-297-4133

TTY: 1-800-669-6820

ASL Video Phone: 844-234-5122

Wisconsin Department of Workforce Development Division of

Equal Rights

Contact: erinfo@dwd.wisconsin.gov

819 N 6th Street Room 723

Milwaukee, WI 53203

Phone: 414-227-4384

Fax: 414-227-4084

TTY: 414-227-4081

Jurisdiction:

This policy applies to behaviors that take place on any WCTC campus, at WCTC sponsored events, and at WCTC supervised programs or functions. WCTC may also take appropriate actions against individuals for conduct occurring in other settings, including off-campus, if the Director determines that the conduct affects a substantial WCTC interest. A substantial WCTC interest is defined to include:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;
- Any situation where it appears that the responding party may present a danger, or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property, or achievements of self or others, or significantly breaches the peace and/or causes social disorder;
- Any situation that is detrimental to the educational or workplace interests of WCTC.

Any online postings, or other electronic communication by students or employees, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of WCTC's control (e.g. not on WCTC's networks, websites, or between e-mail accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption.

Off-campus discriminatory or harassing speech by employees may be regulated by WCTC only when such speech is made in an employee's official or work-related capacity.

1. Statement on Equal Employment Opportunity

The College will provide equal opportunity in all of its employment practices to all persons without unlawful discrimination on the basis of political affiliation, age, race, color, national origin, ancestry, citizenship, genetic information, religion, disability, sex, sexual orientation, gender identity, gender expression, marital status, parental status, pregnancy, arrest or conviction record, membership in any reserve component of the armed forces, or use or non-use of lawful products off College premises during nonworking hours, or any other status protected by applicable state or federal law.

Statement on Equal Educational Opportunity

The College will provide equal educational opportunities to all students and applicants for admission without unlawful discrimination on the basis of political affiliation, age, race, color, national origin, ancestry, citizenship, genetic information, religion, disability, sex, sexual orientation, gender identity, gender expression, marital status, parental status, pregnancy, membership in any reserve component of the armed forces, or any other status protected by applicable state or federal law. This concept of equal educational opportunity serves as a guide for the District Board and the staff in making decisions relating to selection of educational equipment, materials and regulations affecting students and College facilities. The lack of English-speaking skills is not a barrier for admission to the College or its programs.

2. Statement Prohibiting Discrimination and Harassment

It is the policy of the College to maintain an academic and work environment free of illegal discrimination or harassment for students, faculty, and staff. Discrimination and harassment are contrary to the standards of the College's community; they diminish individual dignity and impede equal employment and educational opportunities. Thus, the College prohibits discrimination or harassment based on any status protected by applicable state or federal law. This policy is intended to cover discrimination and harassment based on any protected characteristic other than sex, sexual orientation, gender identity and gender expression.

No employee or student at the College should have to tolerate discrimination or harassment from any vendor or other person doing business with the College or others with whom they come in contact while the College's functions. The College is committed to taking appropriate action, to the extent practical, to protect and assist each

person from discrimination or harassment by vendors or third parties.

The College's Sexual Harassment and Sex Discrimination Policy (COMP 602) and accompanying Procedure (COMP 602-01) cover discrimination and harassment based on sex, sexual orientation, gender identity and gender expression.

Discrimination and harassment are defined to include verbal and/or physical conduct that is based upon a protected status that:

- a. Adversely affects a term or condition of an individual's employment, education, or participation in a college activity;
- b. Is used as the basis for a factor in decisions affecting that individual's employment, education, or participation in a college activity; or
- c. Has the purpose or effect of unreasonably interfering with an individual's employment or education performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's employment, education, or participation in a college activity.

Discrimination and harassment can arise from a broad range of physical or verbal behavior (by employees, students, outside contractors, or other individuals), which can include, but is not limited to, the following:

- Physical or mental abuse;
- Racial, ethnic or religious insults, slurs, jokes, or stories;
- Displays or distribution of offensive posters, calendars, or materials;
- Communicating via e-mail any discriminatory messages, videos, photos, or other materials

This is a serious issue not just for the college, but for everyone. An employee or supervisor may be held individually liable as a harasser, subject to the same penalties which may be imposed upon employers under state and federal law, and will be subject to discipline, up to and including termination. Students may be subject to claims by fellow students or staff for their conduct, as well as subject to college discipline, including expulsion or suspension. It is the responsibility of administration, supervisors, employees, and all students to ensure that these prohibited activities do not occur. Further, any individual who retaliates against another individual because he or she made a report of discrimination or harassment or participated in an investigation of a claim of discrimination or harassment, is subject to immediate discipline, up to and including suspension or expulsion.

It is suggested that, if the individual is comfortable doing so, he or she first speak to the person who has engaged in the inappropriate behavior. Explain that the conduct is unwelcome. If the result is not satisfactory or if the individual is not comfortable speaking to the person who has engaged in the inappropriate conduct directly, he or she should notify one of the appropriate people listed above as soon as possible. It is important to inform College officials about the inappropriate conduct as soon as possible to expedite a remedy to the problem. Please retain any notes, letters or other written material that relate to the complaint.

3. Other Offenses

In addition to the forms of discrimination and harassment described above, the following behaviors are also prohibited as forms of discrimination when the act is based upon the reporting party's actual or perceived membership in a protected class.

- a. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- b. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- c. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity; and

- d. Bullying, defined as repeated and/or severe aggressive behavior that is likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally, and that is not speech or conduct otherwise protected by the 1st Amendment.

4. Statement on Accommodation of Disabilities (Students)

The College strives to assure that no qualified person with a disability shall, solely by reason of that disability, be denied access to, participation in, or the benefits of any program or activity operated by WCTC. Each such qualified person shall receive reasonable accommodations to provide equally effective access to education opportunities, programs, and activities unless provision of such an accommodation would constitute an undue hardship on the College, would substantially alter the essential elements of the academic program or course of study, or would otherwise compromise academic standards.

Students seeking disability-related accommodations should contact the Director of Student Accessibility and/or Disability/Transition Specialists. Students requesting disability-related accommodations may be required to provide current and adequate documentation of their disability. The Director of Student Accessibility or Disability/Transition Specialist will review the disability documentation and need for requested accommodation(s) and determine what, if any, reasonable accommodations the College can provide. Please be aware that some auxiliary aids may take up to a semester to plan for.

Transition Services are provided by WCTC's Director of Student Accessibility and Disability/Transition Specialists. The purpose is to assist high school students with disabilities that are considering or have decided to come to WCTC. Services provided include vocational counseling, campus orientation, assistance with the application process, registration, and assistance with campus support services.

Statement on Accommodation of Disabilities (Employees)

The College is committed to complying fully with applicable federal, state, and local laws by ensuring equal opportunity in employment for qualified persons with disabilities. The College prohibits discrimination against any qualified employees or applicants because they are related to or associated with a person with a disability.

In accordance with these laws, the College will provide reasonable accommodations to qualified individuals with disabilities so that they may perform the essential functions of their jobs, unless doing so would impose an undue hardship on the College. Any qualified individual with a disability may make a request for reasonable accommodation to the HR Department. Employees requesting disability-related accommodations may be required to provide current and adequate documentation of their disability. The HR Department will review the disability documentation and need for requested accommodation(s) and determine what, if any, reasonable accommodations the College can provide. Cooperation is expected in the event any employee is asked to assist in the accommodation afforded another employee under this policy.

5. Statement on Affirmative Action

WCTC will take affirmative action to ensure that all individuals have equal employment and educational opportunities.

While the development and monitoring of the affirmative action program is primarily the responsibility of the Affirmative Action Officer (the Chief Culture & Compliance Officer), the support of every employee, student and recipient of college services is required to assure an environment conducive to the success of the program.

6. Statement on Reporting Relationships-Employment of Relatives

The College may employ qualified relatives of other employees but will not do so if a supervisory and employee reporting relationship is required.

7. Statement on Retaliation

Retaliation is defined as any adverse action taken against a person because he or she engaged in protected activity. Retaliation against an individual for alleging discrimination or harassment, or for filing, testifying, assisting, or participating in any investigation or proceeding involving such allegations is a serious violation of WCTC policy. Acts of alleged retaliation should be reported immediately to the Director of Cultural Engagement & Compliance and will be promptly investigated. WCTC is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Examples of Retaliation:

- a. A faculty member complains of gender inequity in pay within her department; the Department Chair then revokes his prior approval allowing her to attend a national conference, citing the faculty member's tendency to "ruffle feathers."
- b. A student from Organization A participates in a sexual harassment hearing against the responding individual – also a member of Organization A; the student is subsequently removed as a member of Organization A because he participated in the hearing.

8. Statement on Confidentiality and Reporting of Offenses

Except as noted herein, all WCTC employees are expected to promptly report actual or suspected discrimination, harassment, and retaliation to appropriate officials. To make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination, harassment, or retaliation to appropriate College officials – thereby offering options and advice without any obligation to inform an outside agency or campus official unless a reporting party has requested information to be shared. The following describes the reporting options at WCTC:

Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- a. On-campus licensed professional counselors and staff
- b. Off-campus (non-employees):
 - i. Licensed professional counselors
 - ii. Local rape crisis counselors
 - iii. Domestic violence resources
 - iv. Local or state assistance agencies
 - v. Clergy/Chaplains
 - vi. Employee Assistance Program (employees and work study students only)

Campus counselors and the Employee Assistance Program are available to help free of charge and can be seen on an emergency basis during normal business hours. WCTC employees listed above will submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client or patient.

Formal Reporting Options

All WCTC employees have a duty to report unless they fall under the "Confidential Reporting" section above. Employees must promptly share all details of the reports they receive with the Director. Generally, climate surveys, classroom writing assignments or discussions, human subject's research, or events such as *Denim Day & Awareness Walk* do not provide notice that must be reported to the Director of Cultural Engagement & Compliance by employees, unless the reporting party clearly indicates that they wish a report to be made.

If a reporting party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want to pursue a formal resolution, the reporting party may make such a request to the Director, Cultural

Engagement & Compliance who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. WCTC retains the right to investigate regarding allegations of discrimination, harassment, or retaliation even if the reporting party indicates they do not wish for an investigation to take place. Note that WCTC's ability to remedy and respond to a reported incident may be limited if the reporting party does not wish for their name to be shared or does not want to pursue a formal resolution.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told, including but not limited to the Director of Cultural Engagement & Compliance, Dean of Students (Students), Director of Talent Strategy (Employees), Vice President for Student Services, Vice President for Human Resource Services, Behavioral Intervention/CARE Team, and Campus Security. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy. Additionally, anonymous reports can be made by victims and/or third parties using the online reporting form posted at [Discrimination, Harassment, Retaliation, & Sexual Misconduct Complaint Form](#). Note that these anonymous reports may prompt a need for the institution to investigate.

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of discrimination, harassment, or retaliation of which they become aware is a violation of WCTC policy which may result in disciplinary action, up to and including discharge.

9. False Allegations

Deliberately false and/or malicious allegations or reports under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action, up to and including expulsion or discharge.

10. Amnesty for Victims

The Student Development and Human Resource Services Offices may provide amnesty to victims who may be hesitant to report to WCTC officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, that occurred at the time of the incident. In this situation, an alternative outcome may be that educational options will be explored.

For Those Who Offer Assistance:

To encourage students to offer help and assistance to others, the Dean of Students, may provide amnesty to students who offer help to others in need for minor violations, such as underage drinking, that occurred at the time of the incident. In this situation, an alternative outcome may be that educational options will be explored.

For Those Who Report Serious Violations:

The Student Development and Human Resource Services Offices may also offer amnesty to students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of WCTC. In this situation, an alternative outcome may be that educational options will be explored.

Abuse of amnesty requests by any person may result in a decision by the Dean of Students not to extend amnesty to that person repeatedly.

Safe Harbor:

WCTC has a Safe Harbor rule for students. WCTC believes that students who have a drug and/or addiction problem deserve help. If any WCTC student brings their own use, addiction, or dependency to the attention of WCTC officials, outside the threat of drug tests or conduct sanctions, and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student.

Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct proceedings will be initiated. This Safe Harbor rule shall not prevent WCTC from investigating complaints of discrimination or harassment brought against a student and issuing disciplinary action based on the results of that investigation.

11. Parental Notification

WCTC reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. WCTC may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by Federal Education Rights and Privacy Act (FERPA) or consent of the student.

12. Statement on Vendor & Supplier Purchasing

The district certifies that vendors and suppliers of services do not discriminate, and that the policy of the district will be to encourage the purchase of services and/or products from women, minorities, and disabled business owners.

See Board Policy 3.3 Staff Treatment See Wisconsin Statutes 38.23

See Wisconsin Administrative Code Chapter TCS 6

See Administrative Procedure – Compliance COMP-601-01 Equal Opportunity, Harassment, and Discrimination

See Administrative Policy – Student STU-400 Student Rights

See Administrative Policy – Student STU-500 Accommodation of Student Religious Beliefs

See Administrative Procedure – STU 500-01 Accommodation of Student Religious Belief

See Administrative Policy – Compliance COMP-601 Equal Opportunity, Harassment, and Discrimination

See Administrative Procedure – COMP-601-01 Equal Opportunity, Harassment, and Discrimination

See Administrative Procedure-FIN 600-01 Finance Procurement

Policy owner: Chief Culture & Compliance Officer

REVISED: April 2014

April 2017

July 2020

February 2024

Section II

Distribution of Equal Opportunity/Affirmative Action Information

The following measures will be used to communicate to WCTC's community and the public of our commitment to Equal Opportunity and Affirmative Action in all employment and educational policies, procedures, programs, services, and opportunities:

- WCTC's Five-Year Equal Opportunity/Affirmative Action Plan will be distributed to the following persons or offices:
 - District Board of Trustees
 - College President
 - All Employees
 - College Library
 - College Website
- Updates to the plan will be distributed to the above persons or offices when completed and published on the College website.
- The Equal Opportunity/Affirmative Action and Discrimination, Harassment, and Retaliation Policy will be reviewed each year and updated as required.
- The Equal Opportunity/Affirmative Action are available to all employees, students and community members through the [WCTC website](#).
- The statement "An Equal Opportunity/Affirmative Action Employer/Educator" is included in all position opening advertisements. WCTC's Job Opportunities webpage also has a link to the [College's Equal Opportunity/Non-Discrimination Statement](#).
- The Equal Opportunity/Affirmative Action Policy Statement is included in the College's Schedule of Classes publication. This information is also included in the [College's Student Handbook](#) and includes information on who to contact on campus regarding a complaint.
- Continuous non-discrimination notification statements and notification of intent to reasonably accommodate disabilities will be included in recruitment materials and admission and application forms and communication alternatives such as State Relay numbers are provided in the notification.

Section III

Workforce Demographics & Goals

Districts are required to report data to the System Office annually and every 5 years for compliance with Affirmative Action requirements. Data is cumulative from July 1 to June 30 of the fiscal year. This report is reflective of July 1, 2022-June 30, 2023.

This report includes only Full-Time staff at the district.

WCTC Employees		
Total Employees	Year 2023	5-Year Projection (2029)
Employees	462	478
Female	299	306
Disability	36	36
Race/Ethnicity	61	71
American Indian	1	2
Asian	13	16
Black	25	27
Hispanic	21	23
Pacific Islander	1	3
Multi Racial	0	0
Unknown Race	0	0

Administrative		
Total Employees	Year 2023	5-Year Projection (2029)
Employees	64	64
Female	37	37
Disability	4	4
Race/Ethnicity	11	11
American Indian	0	0
Asian	2	2
Black	5	5
Hispanic	4	4
Pacific Islander	0	0
Multi Racial	0	0
Unknown Race	0	0

Faculty		
Total Employees	Year 2023	5-Year Projection (2029)
Employees	189	198
Female	105	110
Disability	12	12
Race/Ethnicity	15	19
American Indian	0	1
Asian	1	2
Black	7	7

Hispanic	7	8
Pacific Islander	0	1
Multi Racial	0	0
Unknown Race	0	0

Professional Non-Faculty

Total Employees	Year 2023	5-Year Projection (2029)
Employees	82	86
Female	70	70
Disability	10	10
Race/Ethnicity	16	20
American Indian	0	1
Asian	5	6
Black	9	9
Hispanic	2	3
Pacific Islander	0	1
Multi Racial	0	0
Unknown Race	0	0

Clerical/Secretarial

Total Employees	Year 2023	5-Year Projection (2029)
Employees	69	69
Female	60	60
Disability	8	8
Race/Ethnicity	9	9
American Indian	1	0
Asian	4	4
Black	1	2
Hispanic	3	3
Pacific Islander	0	0
Multi Racial	0	0
Unknown Race	0	0

Technical Professional

Total Employees	Year 2023	5-Year Projection (2029)
Employees	44	46
Female	27	27
Disability	2	2
Race/Ethnicity	3	4
American Indian	0	0
Asian	1	1
Black	0	1
Hispanic	1	1
Pacific Islander	1	1
Multi Racial	0	0
Unknown Race	0	0

Service Maintenance

Total Employees	Year 2023	5-Year Projection (2029)
Employees	14	15
Female	0	2
Disability	0	
Race/Ethnicity	7	8
American Indian	0	0
Asian	0	1
Black	3	3
Hispanic	4	4
Pacific Islander	0	0
Multi Racial	0	0
Unknown Race	0	0

Section IV

Employment Program Affirmative Action Initiatives

GOAL 1: Implement Self-Review: Belonging and Engagement into annual staff/faculty evaluation		
Strategy/Activity	Persons Responsible for Implementation	Timeframe
Reflect on your own contributions to fostering a sense of belonging and inclusion at WCTC over the past year. Provide specific examples of actions you've taken to promote belonging and engagement with fellow staff, faculty, and students.	Director, Organizational, Learning and Development	Launch date August, 2024
<p>Method of Evaluation</p> <p>Leaders will be able to review the evaluations of their team members individually to understand their efforts in fostering an inclusive environment. One-on-one meetings between leaders and employees will be scheduled to discuss goals and initiatives for the upcoming year.</p>		
GOAL 2: Continue to develop partnerships externally with organizations to build talent pipeline		
Strategy/Activity	Persons Responsible for Implementation	Timeframe
Initiate proactive outreach to a variety of diverse organizations to establish partnerships. Targeted organizations include, but not limited to, veterans, women/women in trades, individuals with disabilities and minority groups.	Talent Acquisition Specialist, HR Specialist & Director, Talent Strategy	Ongoing
<p>Method of Evaluation</p> <p>Revise the “How did you learn about this position at WCTC” section on the application to include targeted organizations such as those mentioned above. Regularly review data quarterly with HR leadership and talent team to gain insights into the sources from which applications are coming from.</p>		
GOAL 3: Continue collaborating with hiring managers to cultivate and ensure diversity within selection committees, focusing not only on racial diversity but also on gender, abilities, and employee classification (support staff, professional, faculty, manager etc.).		
Strategy/Activity	Persons Responsible for Implementation	Timeframe
<ul style="list-style-type: none"> • Continue to educate and bring awareness on why it’s important to have diverse voices and perspectives. • Offer strategies to hiring managers for facilitating open dialogue and addressing unconscious biases. 	Talent Acquisition Specialist & HR Specialist	Ongoing
<p>Method of Evaluation</p> <p>Director of Talent Strategy will continuously monitor the composition of selection committees to ensure panels are diverse. Director of Talent Strategy will regularly review selection process and outcomes to identify areas for improvement and make necessary adjustments to promote greater inclusivity.</p>		
GOAL 4: Continue posting job openings on diverse platforms to reach a broad audience		
Strategy/Activity	Persons Responsible for Implementation	Timeframe
<ul style="list-style-type: none"> • Review and identify online job boards, forums, social media groups, and underrepresented communities. • Continue to ensure that job postings are written with 	Director, Talent Strategy	Ongoing

inclusive language (avoid jargon). Highlight WCTC's commitment to fostering an environment around belonging and inclusion.		
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Method of Evaluation

Director of Talent Strategy will regularly monitor the effectiveness of efforts by tracking metrics such as applicant demographics and source of hire. Talent team will continue to stay on top of talent acquisition trends and best practices.

Section V

Student Demographics and Initiatives

Enrollment Access Compared with District Population

Category	Total	Females	Persons with Disabilities	English Language Learner	American Indian	Asian American	Black	Hispanic	Multi-Racial	Pacific Islander, Native Hawaiian
WCTC Enrollments	11,407	50.36% 5,745	11.69% 1,291	3.97% 453	0.35% 40	3.88% 443	6.22% 709	12.28% 1,401	2.80% 319	0.11% 12
WCTC Program Students	5,754	46.98% 2,703	18.09% 1,041	0.56% 32	0.42% 24	2.95% 170	7.37% 424	10.78% 620	2.52% 145	0.10% 6
WCTC Dual Credit Students	3,787	50.30% 1,905	1.29% 49	0.03% 1	0.24% 9	3.99% 151	2.83% 107	9.22% 349	3.56% 135	0.13% 5
District Population	213,848	47.93% 102,492	4.32% 9,229	3.66% 7,833	0.18% 394	3.76% 8,038	1.36% 2,904	4.52% 9,671	1.19% 2,555	0.01% 15
Equity Gap			****	****						

WCTC enrollments are shown for specific student groups:

- Enrolled in FTE-generating postsecondary courses and adult education/ELL courses
- Program-enrolled students
- Students enrolled in dual credit courses

District Population (18-64 years old) Values from 5-year ACS

Evidence of Disproportionate Enrollment Across Programs

Focused on programs with 30 or more enrollments in FY22. ELL program students are significantly underrepresented overall, and thus there is not an additional 'by-program' analysis.

Gender

Enrollments by gender follow nontraditional occupation patterns. Women are significantly underrepresented in:

- Plumbing Apprentice (ABC)
- IT Cybersecurity Specialist
- Electrician Apprentice (ABC)
- IT Web & Software Developer
- IT Network Specialist
- Truck Driving
- Fire Protection Technician
- Welding Technician
- Automation Systems Technology
- Mechanical Engineering Technology
- Welding & Metal Fabrication Adv Manufacturing Tech
- Industrial Electrician Apprentice
- Metal Fabrication Welding
- Electrical Engineering Technology
- Refrigeration, Air Cond & Heating Service Tech
- Electricity
- Criminal Justice Law Enforcement 720 Academy
- Automotive Technology
- Auto Maintenance Technician
- Automotive Maintenance & Light Repair Technician

- Construction Management Technology
- Industrial Maintenance Technician
- Tool & Die Apprentice
- Tool and Die Making
- Mechanical Design Technology
- CNC setup Technician
- Machine Tool Operation
- Building Trades Carpentry
- Apprentice Journey Worker
- Diesel Equipment Mechanic

Race/Ethnicity

Black students make up 7.37% of WCTC program students, but are underrepresented (less than 4%) in:

- Plumbing Apprentice
- Electrician Apprentice (ABC)
- IT Web & Software Developer
- Graphic Design
- Interior Design
- Automation Systems Technology
- Mechanical Engineering Technology
- Architectural Drafting Construction Technology
- Welding & Metal Fabrication Adv Manufacturing Tech
- Industrial Electrician Apprentice
- Foundations of Teacher Education
- Electrical Engineering Technology
- Front End Web Development
- Construction Management Technology
- Tool and Die Apprentice
- Tool and Die Making
- Mechanical Design Technology
- CNC Setup Technician
- Machine tool Operation
- Building Trades – Carpentry
- Apprentice/Journey Worker
- Diesel Equipment Mechanic

Hispanic students make up 10.78% of WCTC program students, but are underrepresented (less than 7%) in:

- Plumbing Apprentice (ABC)
- Automation Systems Technology
- Paramedic Technician
- IT Computer Support Specialist
- Metal Fabrication/Welding
- Supply Chain Management
- Medical Assistant
- Tool & Die Apprentice
- Tool and Die Making

- Mechanical Design Technology
- Paramedic Technician

Students with Disabilities

Students with disabilities make up 18% of WCTC program students, but are underrepresented (less than 12%) in:

- Nursing Assistant
- Plumbing Apprentice (ABC)
- Electrician Apprentice (ABC)
- Truck Driving
- Paramedic Technician
- Architectural Drafting Construction Technology
- Industrial Electrician Apprentice
- Criminal Justice Law Enforcement 720 Academy
- Paramedic Technician

Access from Adult Ed/ELL to Postsecondary Programs

Of the 476 ELL students enrolled in courses at WCTC, only 6.9% are also enrolled in a postsecondary program. Of the 1,663 students with an academic disadvantage enrolled in courses at WCTC, 66% are also enrolled in a postsecondary program.

Equity Gaps in Program Completion

4-year graduation rate for all students who started their program in FY2019 is 50% (have until FY22 to graduate).

- Students with disabilities have a 4-year graduation rate of 37%, while students without disabilities have a rate of 53%.
- Black students have a 4-year graduation rate of 36%, while White students have a rate of 53% and Hispanic students have a rate of 41%. Asian students have a rate of 43%.
- Female graduation rate is 53%, while male graduation rate is 47%

Below is a summary of programs in which there are significant equity gaps in 4-year graduation rates for particular student populations. A significant equity gap is defined as at least a 10-percentage point difference in graduation rates (e.g., difference between students with and without disabilities). Only programs with 30 or more first-year program students in FY2019 are included with at least 10 students in the different populations.

Equity Gaps by Gender

Female students have lower completion rates:

- Human Services Associate
- Web & Digital Media Design
- Paramedic Technician

Male students have lower completion rates:

- Nursing Associate Degree
- Business Management
- IT Web & Software Developer
- Graphic Design
- Architectural Drafting Construction Technology

- Real Estate

Equity Gaps for Students with Disabilities

- IT Network Specialist
- Truck Driving
- Graphic Design
- Welding Technician
- Human Resources
- Interior Design
- Architectural Drafting Construction Technician
- CNC Setup Technician

Equity Gaps for Students of Color

- Nursing Associate (program & waitlist): Asian 27%, Hispanic 29% and White 43%
- Criminal Justice Studies: Black 23%, Hispanic 50% and White 51%
- Business Management: Black 13%, Hispanic 28% and White 34%
- Truck Driving: Black 82%, and White 95%
- Human Services Associate: Black 7%, Hispanic 9% and White 25%
- Human Resources: Black 26% and White 37%

Goal #1: Continue the success of the Multicultural Student Engagement Scholarship Program (MSESP) for students of color, first generation, LGBTQiA+, and undocumented students to increase retention and persistence.

Strategy/Activity	Person(s) Responsible for Implementation	Timeframe
Continue developing the MSESP program to help underrepresented students navigate the College system, attend classes, study effectively, and connect with peers utilizing the same success strategies.	Manager, Global Education & Cultural Engagement	Ongoing
Conduct student panels with current and graduated underrepresented students to identify needs and services.	Manager, Global Education & Cultural Engagement	Once a semester
Conduct College Success Plan workshop to help underrepresented students navigate and transition into the college to increase retention and course completion.	Manager, Global Education & Cultural Engagement	Ongoing

Method of Evaluation

The Manager of Global Education & Cultural Engagement will annually review and analyze the effectiveness of the program based on:

- Number of participating student mentees
- Number of participating mentors
- Number of student mentees retained
- Average GPA of student mentees
- Feedback from student panel identifying needs and services
- Feedback on effectiveness of current services

Goal #2: Continue offering annual programming to promote cultural awareness and to create an environment that reflects, appreciates, and celebrates differences.

- Hispanic Heritage Month
- LGBTQiA+ History Month
- Indigenous History Month
- Human Rights History Month
- MLK, Jr. Day
- Black History Month
- Women’s History Month
- Cesar Chavez
- Diversity Month
- Asian Heritage Month
- Juneteenth

Section V

Wisconsin Technical College System

Annual Progress Reports

WCTC will submit an annual report to the WTCS Office on the progress of accomplishing goals identified in our Equal Opportunity/Affirmative Action plan.

Appendix A

Employment Category Definitions

ADMINISTRATIVE. Include persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision, etc. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. Report in this category all officers holding such titles as Director or Administrator or the equivalent. Report in this category Deans, Directors, or the equivalents, as well as Associate Deans, Assistant Deans, and executive officers of academic departments (chairpersons, heads, or equivalents) if their principal activity is administrative. Also include supervisors of professional employees.

FACULTY. Include all persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and now hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any one of these academic ranks. Report in this category Deans, Directors, or the equivalents, as well as Associate Deans, Assistant Deans, and executive officers of academic departments (chairpersons, heads, or the equivalent) if their principal activity is instructional. Do not include student teaching or research assistants.

PROFESSIONAL NON-FACULTY. Include persons whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Included would be all staff members with assignments requiring specialized professional training who should not be reported under Executive (1), and who should not be classified under any of the four "nonprofessional" categories of activities.

CLERICAL/SECRETARIAL. Include persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office, such as bookkeepers, stenographers, clerk typists, office machine operators, statistical clerks, payroll clerks, etc. Also include salesclerks such as those employed full-time in the bookstore, and library clerks who are not recognized as librarians.

TECHNICAL/PARAPROFESSIONAL. Include persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many two-year technical institutes, junior colleges or through equivalent on-the-job training. Include computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dietitians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupations not properly classifiable in other occupational-activity categories but which are institutionally defined as technical assignments. Include persons who perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status.