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PREMIER
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WCTC District Board Regular Meeting

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

UPCOMING MEETINGS

| | | | |
|-----------------------|--------------------|-----------|-----------------|
| Regular Board Meeting | September 10, 2024 | 5:00 p.m. | RTA, C051/057 |
| Regular Board Meeting | October 8, 2024 | 5:00 p.m. | Waukesha Campus |
| Regular Board Meeting | November 12, 2024 | 5:00 p.m. | RTA, C051/057 |

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



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Hands-on
Higher Ed

**Waukesha County Area Technical College
District Board Meeting
August 13, 2024 - 5:00 PM
Richard T. Anderson Education Center, C051/C057**

AGENDA

- I. Call to Order – Brian Baumgartner**
 - A. Pledge of Allegiance

- II. Public/Staff Remarks***

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

- IV. WCTC Foundation Board Update – Jamie Stahulak**

- V. Approval of Consent Agenda Items**
 - 4-7 A. Minutes Dated July 8, 2024 (Annual Organizational Meeting and Regular Board Meeting)
 - 8-10 B. Accounts Payable Summary for July 2024
 - 11 C. 38.14 Contract Report for July 2024
 - 12 D. Approval of Hire Report
 - 13-15 E. Approval of International Travel Report
 - 16-17 F. Approval of Naming Rights for Simulation Lab

- VI. Action Items**
 - 18-20 A. 2023-24 Budget Modifications – Kristine Golz
 - 21-22 B. 2024-25 Budget Modifications – Kristine Golz
 - 23-28 C. Resolution Authorizing the Issuance of \$5,750,000 General Obligation Promissory Notes, Series 2024C, of Waukesha County Area Technical College District, Wisconsin, and Setting the Sale of the Notes – Jane Kittel
 - 29-30 D. Approval of Mechanical Infrastructure project – Rich Haen
 - 31-38 E. Request to a Submit Program Approval to the Wisconsin Technical College System Board for a Manufacturing Integration Engineering Technology Associate of Applied Science Program - Mike Shiels and David Schubot

- VII. Presentation/Discussion**
 - A. Dentistry remodel at Waukesha Campus – Lisa Nowak, Rich Haen, and Kristine Golz
 - B. Office Space remodel at Waukesha Campus – Rich Haen and Kristine Golz

- VIII. Adjournment – Brian Baumgartner**



Dr. Richard G. Barnhouse, President

*** Board Meeting Rules of Conduct**

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

Public/Staff Remarks Procedure:

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

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

Attention Individuals with Disabilities:

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

**Waukesha County Area Technical College
District Board Annual Organizational Meeting Minutes
July 8, 2024
Richard T. Anderson Education Center, C051/057**

Present:

Courtney Bauer, Chairperson
Brian Baumgartner, Secretary/Treasurer
Michael Cady, Board Member
Ryan Clark, Board Member
Robby Ewing, Board Member
Stephanie Reisner, Board Member
Jamie Stahulak, Board Member
Lois Vasquez, Board Member
Jim Zaiser, Board Member

Excused:

Thomas Michalski, Board Member

Also Present:

Richard Barnhouse

19 Guests

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

A. Pledge of Allegiance

ELECTION OF OFFICERS

The following individuals were nominated:

- Mr. Brian Baumgartner – Board Chairperson
Nomination approved; carried unanimously.
- Ms. Courtney Bauer – Board Vice Chairperson
Nomination approved; carried unanimously.
- Mr. Ryan Clark – Board Secretary/Treasurer
Paper ballot vote was taken. Mr. Clark received the majority of votes. Mr. Clark is the Board Secretary/Treasurer for the 2025 fiscal year.

TIME, PLACE AND DATES OF REGULAR BOARD MEETINGS

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

WTCS BOARDS ASSOCIATION BOARD OF DIRECTOR MEMBER

WCTC currently does not have a representative on the WTCS Boards Association Board of Directors. Ms. Courtney Bauer made a motion to keep the position open; receiving a second from Mr. Clark. **Approved; carried unanimously.**

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

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

BOARD'S LIAISON TO WTCS BOARDS ASSOCIATION EXTERNAL PARTNERSHIPS COMMITTEE

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

BOARD'S LIAISON TO WTCS BOARDS ASSOCIATION AWARDS COMMITTEE

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

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

Ms. Bauer nominated Mr. Ryan Clark to represent WCTC on the WTCS Boards Association Bylaws, Policies and Procedures Committee. Ms. Bauer made a motion to approve; receiving a second from Ms. Stephanie Reisner. **Approved; carried unanimously.**

BOARD MEMBER REPRESENTATION ON WCTC FOUNDATION BOARD

Mr. Jamie Stahulak volunteered to represent the District Board on the WCTC Foundation Board. Ms. Bauer made a motion to approve the nomination, receiving a second from Mr. Clark. **Approved; carried unanimously.**

Board Chairperson Baumgartner adjourned the Annual Organizational Meeting at 5:13 p.m. following a motion from Ms. Reisner and a second from Mr. Stahulak.

Respectfully Submitted by
Jennifer Hagen
Sr. Executive Assistant to the President

Signed: _____
Ryan Clark, Board Secretary/Treasurer

**Waukesha County Technical College
District Board Meeting Minutes
July 8, 2024 - 5:00 PM
Richard T. Anderson Education Center, C051/057**

Present:

Brian Baumgartner, Chairperson
Courtney Bauer, Board Vice Chairperson
Ryan Clark, Secretary/Treasurer
Michael Cady, Board Member
Ryan Clark, Board Member
Robby Ewing, Board Member
Stephanie Reisner, Board Member
Jamie Stahulak, Board Member
Jim Zaiser

Absent

Thomas Michalski, Board Member

Also Present:

Richard Barnhouse

19 guests

REGULAR MEETING

I. Call to Order – Courtney Bauer 5:13 p.m.

II. Public/Staff Remarks*

A. None

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

- Dr. Barnhouse welcomed everyone to the July WCTC District Board meeting.
- Dr. Barnhouse welcomed two new Board members - Rob Ewing and Michael Cady.
- WCTC met with Marquette School of Business to discuss more ways to partner to give WCTC AI students better transferability options, including WCTC assistance with AI curriculum.
- Beginning a major fundraising campaign for the AI building.
- Dr. Barnhouse shared his community leadership roles, including being HERA Vice Chair, WTCS President’s Association Chair, Habitat for Humanity Board Vice President.
- On June 25, Dr. Barnhouse served as the keynote speaker for an AI Conference at Lakeshore Technical College for New North Conference. He was pleased to represent the college and share where WCTC is headed.
- Dr. Barnhouse will speak at a national conference in Minneapolis on Wednesday, July 10 as part of a panel on “The Transformative Power of AI in Higher Education”.
- WCTC participated in a conference call with the White House Office of National Cyber Director with interest in visiting campus to learn more about issues related to cybersecurity and the cyber workforce.
- Thank you to Ms. Courtney Bauer for her service at District Board Chair for the past two years. Thanked Ms. Kristan Gochenauer for her time at WCTC and wished her well as she moves on to California.

IV. Approval of Consent Agenda Items

- A. Minutes dated June 11, 2024 (Regular Board Meeting)
- B. Accounts Payable Summary June 2024
- C. 38.14 Contract Report June 2024
- D. Approval to Hire Term Report

E. 5-Year Affirmative Action Plan

Mr. Clark motioned to approve the Consent Agenda Items, receiving a second from Ms. Bauer. Approved; carried unanimously.

V. Presentation/Discussion

A. Process Review: Facilities and Finance – Kristine Golz, Rich Haen

- Dr. Kittel shared information about the creation of the Wisconsin Technical College System, creating the 16 individual units of government. Ms. Golz then reviewed the types of capital expenditures, rules, and the lifecycle of a capital project. Mr. Haen reviewed the approval and initiation phases along with construction expectations.

B. Mechanical Infrastructure Update – Rich Haen, Kristine Golz

- Mr. Haen provided an update on the mechanical infrastructure and shared the proposed objectives for heating and cooling systems across campus. Bids will be due in August 2024 with potential completion in June 2025. Ms. Golz reviewed how this infrastructure project will be funded using prior designated reserves along with a transfer of FY24 reserves.

IV. Board Self-Evaluation

- Chairperson Baumgartner shared that 4 Board members participated in a Board self-evaluation this past month. This is not only an important part of the Higher Learning Commission process but allows for on-going discussions and positive input.

V. Mr. Ryan Clark motioned to convene into Closed Session pursuant to Section §19.85(1)(e) Wisconsin State Statutes at 6:22 pm:

- Ms. Bauer seconded the motion
- **Unanimous roll call vote**
- Discussion was held regarding Negotiations Relating to a Partnership Agreement Involving Competitive Issues.
- Mr. Clark motioned to reconvene in open session, receiving a second from Ms. Reisner
- **Unanimous roll call vote**
- The open meeting reconvened at 6:40 pm
- Ms. Bauer motioned to approve the MOU partnership agreement with the YMCA, receiving a second from Mr. Clark. Approved; carried unanimously.

VI. Adjournment – Brian Baumgartner

- Ms. Reisner motioned to adjourn the meeting, receiving a second from Mr. Stahulak. The meeting adjourned at 6:41 pm.

Respectfully Submitted by
Jennifer Hagen
Sr. Executive Assistant to the Board

Signed: _____
Ryan Clark, Board Secretary/Treasurer

ACCOUNTS PAYABLE SUMMARY
July 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 \$2,881,970.06**

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

Chair

Secretary/Treasurer

President

Check Register Report

Accounts Payable account code "WA". Dated 07/31/24 Database instance PROD-Native

| <u>Number</u> | <u>Date</u> | <u>Payee</u> | <u>Amount</u> |
|---------------|-------------|---------------------------------------------------|---------------|
| I0038135 | 07/02/24 | Explorance Corp | \$ 21,835.04 |
| I0038137 | 07/02/24 | Instructure | \$ 83,851.78 |
| I0038138 | 07/02/24 | PFM Asset Management LLC | \$ 4,929.59 |
| I0038139 | 07/02/24 | Simons Electrical Systems | \$ 4,801.76 |
| C0796484 | 07/02/24 | Apporto Corporation | \$ 44,700.00 |
| C0796486 | 07/02/24 | Capital Data Inc | \$ 4,870.80 |
| C0796489 | 07/02/24 | Code Red Security LLC | \$ 6,707.00 |
| C0796490 | 07/02/24 | Cognex Corporation | \$ 33,147.89 |
| C0796493 | 07/02/24 | DLT Solutions | \$ 20,387.00 |
| C0796494 | 07/02/24 | Drone Nerds Inc | \$ 2,568.00 |
| C0796495 | 07/02/24 | Ellucian Company LLC | \$ 34,740.00 |
| C0796496 | 07/02/24 | Fox Valley Technical College | \$ 7,425.00 |
| C0796497 | 07/02/24 | Higher Learning Commission | \$ 7,637.70 |
| C0796500 | 07/02/24 | QM Quality Matters Inc | \$ 2,860.00 |
| C0796501 | 07/02/24 | Respondus Inc | \$ 8,995.00 |
| C0796502 | 07/02/24 | Turnitin LLC | \$ 13,103.37 |
| C0796504 | 07/02/24 | WE Energies | \$ 4,881.83 |
| C0796505 | 07/02/24 | WE Energies | \$ 5,635.93 |
| C0796506 | 07/02/24 | Wisconsin Technical College System Foundation | \$ 9,438.00 |
| C0796523 | 07/09/24 | Level 3 Communications, LLC | \$ 3,696.68 |
| C0796524 | 07/09/24 | Mongoose | \$ 38,335.00 |
| C0796525 | 07/09/24 | OCLC | \$ 11,630.20 |
| C0796530 | 07/09/24 | Wisconsin Technical College District Boards Assoc | \$ 34,612.51 |
| I0038158 | 07/11/24 | Gallagher Student Health & Special Risk | \$ 19,980.00 |
| I0038159 | 07/11/24 | Moodys Investors Service | \$ 10,000.00 |
| C0796543 | 07/11/24 | ABM Industries Inc | \$ 63,178.90 |
| C0796547 | 07/11/24 | Arthur J Gallagher Risk Management Services Inc | \$ 8,974.27 |
| C0796551 | 07/11/24 | Districts Mutual Insurance | \$ 610,005.00 |
| C0796552 | 07/11/24 | DocuSign Inc | \$ 43,383.60 |
| C0796553 | 07/11/24 | ExamSoft Worldwide Inc | \$ 16,500.00 |
| C0796556 | 07/11/24 | Gannett Wisconsin LocalIQ | \$ 24,465.15 |
| C0796561 | 07/11/24 | JAMF Software LLC | \$ 9,450.00 |
| C0796563 | 07/11/24 | Maxient LLC | \$ 4,500.00 |
| C0796569 | 07/11/24 | Padlet | \$ 3,400.00 |
| C0796570 | 07/11/24 | Per Mar Security Services | \$ 25,862.64 |
| C0796572 | 07/11/24 | Mark A. Schultz | \$ 3,000.00 |
| C0796579 | 07/11/24 | WE Energies | \$ 64,592.11 |
| I0038170 | 07/16/24 | Quarles & Brady LLP | \$ 27,859.46 |
| C0796687 | 07/16/24 | EAC | \$ 3,630.00 |
| C0796692 | 07/16/24 | Michael Best & Friedrich | \$ 9,030.00 |
| C0796696 | 07/16/24 | SigmaTek Corp | \$ 3,000.00 |
| C0796697 | 07/16/24 | The College House | \$ 6,613.64 |
| C0796699 | 07/16/24 | United Mailing Services | \$ 3,972.04 |
| C0796701 | 07/16/24 | Village of Pewaukee Water Utility | \$ 19,887.75 |
| I0038180 | 07/18/24 | Simons Electrical Systems | \$ 30,098.00 |
| C0796748 | 07/18/24 | A Tech Training Inc | \$ 2,564.84 |
| C0796749 | 07/18/24 | Absolute Construction Enterprises Inc | \$ 276,127.95 |
| C0796750 | 07/18/24 | Avant Graphics | \$ 4,487.33 |
| C0796751 | 07/18/24 | Balestrieri Environmental and Development Inc | \$ 4,325.00 |
| C0796752 | 07/18/24 | Bill Knight Ford | \$ 46,555.48 |
| C0796753 | 07/18/24 | Camera Corner | \$ 11,198.75 |
| C0796754 | 07/18/24 | Camosy Construction | \$ 41,274.00 |
| C0796758 | 07/18/24 | Dell Marketing L P | \$ 2,791.00 |
| C0796759 | 07/18/24 | Ellucian Company LLC | \$ 35,002.00 |
| C0796761 | 07/18/24 | Gaumard Scientific Company | \$ 12,256.00 |
| C0796766 | 07/18/24 | Post-Captain Consulting LLC | \$ 2,880.00 |
| C0796767 | 07/18/24 | Ricoh USA Inc | \$ 25,352.65 |
| C0796769 | 07/18/24 | Selzer Ornst Co | \$ 133,462.81 |
| C0796771 | 07/18/24 | Staff Electric Company Inc | \$ 29,633.00 |
| C0796772 | 07/18/24 | Village of Pewaukee Water Utility | \$ 18,087.99 |

| | | | |
|----------|----------|----------------------------------------|---------------|
| C0796773 | 07/18/24 | Zimmerman Design Group | \$ 49,067.93 |
| I0038188 | 07/23/24 | Quarles & Brady LLP | \$ 9,031.50 |
| C0796799 | 07/23/24 | Allcon LLC | \$ 75,523.69 |
| C0796804 | 07/23/24 | College Board | \$ 4,875.00 |
| C0796809 | 07/23/24 | Flemings Fire #1 Inc | \$ 3,549.61 |
| C0796813 | 07/23/24 | Imperial Dade | \$ 5,299.43 |
| C0796818 | 07/23/24 | Marianna Industries | \$ 3,761.13 |
| C0796820 | 07/23/24 | Motion Industries | \$ 3,214.93 |
| C0796824 | 07/23/24 | Pivot Point International Inc | \$ 39,041.41 |
| C0796827 | 07/23/24 | Tophatmonocle (US) Corp | \$ 3,022.40 |
| C0796832 | 07/23/24 | Wells Fargo Trade Capital Services Inc | \$ 2,933.80 |
| I0038192 | 07/25/24 | Aladdin Food Management Services LLC | \$ 13,159.05 |
| I0038194 | 07/25/24 | Johnson Controls Inc | \$ 3,907.30 |
| I0038195 | 07/25/24 | Madison National Life Insurance Co | \$ 9,187.66 |
| I0038196 | 07/25/24 | Symetra Life Insurance Company | \$ 25,327.64 |
| C0796844 | 07/25/24 | Centaur Forge LLC | \$ 3,046.43 |
| C0796846 | 07/25/24 | DonutNV Milwaukee | \$ 3,000.00 |
| C0796847 | 07/25/24 | Flemings Fire #1 Inc | \$ 5,814.81 |
| C0796848 | 07/25/24 | Higher Learning Commission | \$ 15,000.00 |
| C0796850 | 07/25/24 | Milwaukee Business Journal | \$ 5,000.00 |
| C0796854 | 07/25/24 | Village of Pewaukee Water Utility | \$ 18,087.89 |
| C0796856 | 07/25/24 | Wisconsin Library Services Inc | \$ 127,239.31 |
| C0796857 | 07/25/24 | WISN TV | \$ 5,896.98 |
| I0038210 | 07/30/24 | Allstate Benefits | \$ 3,428.32 |
| C0796867 | 07/30/24 | Automox | \$ 7,680.00 |
| C0796869 | 07/30/24 | Camosy Construction | \$ 205,830.00 |
| C0796873 | 07/30/24 | Echo Healthcare Inc | \$ 2,770.00 |
| C0796874 | 07/30/24 | Ellucian Company LLC | \$ 107,951.00 |
| C0796875 | 07/30/24 | Equipro Beauty USA Inc | \$ 21,490.00 |
| C0796876 | 07/30/24 | Fire Detection Group | \$ 8,225.00 |
| C0796880 | 07/30/24 | Lakeshore Technical College | \$ 3,990.20 |
| C0796885 | 07/30/24 | Shopware | \$ 7,400.00 |
| C0796887 | 07/30/24 | Strata Information Group | \$ 5,715.00 |
| C0796888 | 07/30/24 | Today's Business Solutions | \$ 5,331.20 |

94 payments TOTAL:

\$ 2,881,970.06

**WAUKESHA COUNTY TECHNICAL COLLEGE
CORPORATE TRAINING CENTER
CONTRACT APPROVAL REPORT
JULY, 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 | | | | | | | | | | | |
| 2025 | 8093 | WRTP Big Step Program | 7/1/2024 | I | CDL Permit Training | 5 | 966 | 412 | 554 | 525 | 441 |
| 2025 | 8098 | Waukesha County Dept of Admin | 7/23/2024 | I | Intro to Lean | 13 | 651 | 287 | 364 | 292 | 359 |
| 2025 | 8135 | TAPCO | 7/23/2024 | T | Box Truck Training | N/A | 1,920 | 692 | 1,228 | 881 | 1,039 |
| 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> | | | | | | | | | | | |
| 2025 | 8040 | New Berlin Public Schools | 7/1/2024 | I | New Berlin Nursing Assistant | 10 | 7,500 | 5,286 | 2,214 | 5,654 | 1,846 |
| ALL CONTRACTS | | | | | | | 11,037 | 6,677 | 4,360 | 7,352 | 3,685 |

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

COLUMN DEFINITIONS:

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

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

Estimated Direct Cost: Salary and Benefits plus all Direct Expenses

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

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

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

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

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



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Michelle Skinder, Vice President, Human Resources and Legal Affairs
DATE: August 13, 2024
RE: Approval to Hire Report

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

Nita Hodgson

Start Date: 07/16/2024
Position: Instructor-Academic Support

Kelsey Carlson

Start Date: 7/16/2024
Position: Fire & EMS Training

Lee Ann Rogga

Start Date: 09/16/2024
Position: Instructor-Nursing



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Brad Piazza, Provost & Vice President, Academic Affairs
DATE: August 13, 2024
RE: Education Abroad: Economics and Business in London and Vienna March 2025

Waukesha County Technical College (WCTC) requests approval to conduct the Economics and Business in London and Vienna study abroad program.

Economics and Business in London and Vienna Program

This program is planned and conducted through WCTC and WorldStrides. The purpose of the program is to provide any students taking the Economics 809-195 course the opportunity to visit, engage and learn about Economics and Business in London and Vienna. During this 12-day program, students will participate in guided tours as well as participating in class at the University of Applied Sciences - Vienna with WCTC instructor Cory Wanek.

Program: WorldStrides
Location: London, U.K. and Vienna, Austria
Dates: March 13 – 25, 2025
Eligibility: Minimum 2.5 GPA. Must be a current student (minimum 6 credits) at the time of application and travel.
Course: 1 credit education abroad course to prepare students including pre-departure research, in country reflection and post travel assignments/presentations. 3 credits for Economics 809-195.
Student Cost: \$4,665 (approximate) inclusive of international airfare, some meals, lodging, cultural activities, in country transportation, tuition fee, and insurance. Participants will cover the cost of the program from personal funds, financial aid, and scholarships.
Scholarships: WCTC students are eligible for scholarships and stipends from the Student Government Association and the WCTC Foundation.
Leader: Cory Wanek – Instructor Economics

MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Brad Piazza, Provost & Vice President of Academic Affairs
DATE: August 13, 2024
RE: Education Abroad: Sunderland University Exchange Program

Waukesha County Technical College (WCTC) requests approval to conduct Comparative Trends in Nursing and Global Health Care Exchange Program study abroad.

Sunderland University Exchange Program

This program is planned and conducted through WCTC and Sunderland University. The purpose of the program is to provide students the opportunity to analyze health care across both the UK and the US, working with academics and senior clinicians to develop insight and appraise health care services reflecting the influence of the nurse's role throughout life. Students will explore aspects of nursing from birth to end of life with modules on mental health, addiction, and accident/emergency health. The group will visit London for a historical perspective on nursing.

Program: Comparative Trends in Nursing and Global Health Care
Location: Sunderland England and Weekend London England
Dates: May 21 – June 13, 2025 (approximate)
Eligibility: Minimum 2.5 GPA, maximum of 14 students, nursing students
Course: 3 credit education abroad course to prepare students including pre-departure research, in country reflection and post travel assignments/presentations.
Student Cost: \$3000 (approximate) inclusive of international airfare, some meals, lodging, cultural activities, in country transportation, tuition fee, and insurance. Participants will cover the cost of the program from personal funds, financial aid, and scholarships.
Scholarships: WCTC students are eligible for scholarships and stipends from the Student Government Association and the WCTC Foundation.
Leaders: Carla Foley, School of Health Nursing Instructor, will take the lead on this trip and one other School of Health faculty or staff member will assist.

Leader Cost: Travel costs for the leaders have been incorporated into the student fees.
Faculty will receive a \$150/day stipend for non-contract days included in the trip.

MEMORANDUM

TO: WCTC District Board

FROM: Robyn Ludtke, Executive Director of the WCTC Foundation, Courtney Hull, Associate Dean, Fire & EMS Training WCTC, Mike Shiels, Dean – School of Applied Technologies and Jon Koch, Dean – School of Human and Protective Services

RE: \$200,000 Gift from the Generac Foundation

DATE: August 13, 2024

Generac Foundation Impact Grant

Grantor: Generac Foundation, Inc.

Grant Recipient: WCTC Foundation and Waukesha County Technical College (WCTC)

Grant Purpose: To fund the purchase of 13 Life Cast manikins for use in the WCTC human patient simulation lab, which will improve learning for first responders and support the community's needs.

We are pleased to announce that the Fire and Emergency Medical Service (EMS) department in the School of Protective and Human Services has been awarded a \$200,000 grant from the Generac Foundation. This significant gift came through a competitive, invitation-only grant opportunity introduced to us in March 2024. The grant will pass through the WCTC Foundation.

The Generac Foundation invited WCTC to submit two proposals, one for \$100,000 and another for \$200,000. If awarded, the funding must create an immediate and significant impact with tangible community benefits. One funding priority for these proposals is to provide training for first responders.

The \$200,000 will benefit approximately 1,400 Fire and EMS students annually, including high school students in our Dual Enrollment Academy, by purchasing thirteen new, life-like manikins with simulation accessories essential for high-fidelity training. These manikins will simulate diverse patient scenarios, enhancing students' critical thinking and clinical decision-making skills.

In exchange for this significant grant, Generac is seeking naming rights to the current lab on campus, S-228. The simulation lab hosts a bed, a bathroom, and a small conference room for conducting training. This naming opportunity will give Generac visibility with the college, the students, and the community. The goal would be to have this sign installed and ready by the end of the year 2024.

Request and District Board Recognition:

We are seeking action to approve the naming of Room S228 to the Generac Human Patient Simulator Lab to recognize Generac and their generous support of \$200,000 to benefit the students of WCTC.

In accordance with Policy 3.15, approval is recommended by a four-member committee, which includes the College President, Foundation President, College Board representative to the Foundation Board, and the Foundation Chairperson, with final approval by the WCTC Board via consent agenda.

A four-member committee has recommended approval of naming rights.

- Robyn Ludtke - Executive Director, WCTC Foundation
- Richard Barnhouse – President, WCTC
- Sandy McGee – Board Chair, WCTC Foundation Board of Directors
- Jamie Stahulak – WCTC District Board Liaison, the WCTC Foundation Board

At this time, we ask for final approval.



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Kristine Golz, Chief Financial Officer
DATE: August 13, 2024
RE: Resolution to Modify the 2023/24 Budget

Waukesha County Technical College (WCTC) has a need to modify the 2023/24 budget due to:

- **Modify Grant revenue and Increase expenditures** – During fiscal year 2024 WCTC received/utilized additional unbudgeted grant funding, this budget amendment aligns state and federal grant revenues and associated expenditures within the Special Revenue Aidable fund.
- **Modify Institutional Revenues and Increase expenditures** – Contract revenues for Dual Enrollment Academies increased during 2024. This budget amendment increases the institutional revenues and associated expenditures within the Special Revenue Aidable fund.
- **Transfers between functions within a fund** – The legal level of control for the budget is at the functional level within a fund. The WCTC Board has given administration the authority to transfer budgeted dollars within a fund during the year and to do a budget modification at year end to align the budget between functions. This modification aligns the budget by function within the Capital Projects Fund and the Special Revenue Non-Aidable Fund as of June 30.
- **General Fund Transfer:** As the Heating and Cooling Decentralization Project has progressed through its exploratory and refinement phases, we have developed a more accurate estimate of the costs, which reveals a need for additional funding. This budget amendment authorizes the transfer of funds from the general fund to the capital projects fund to cover these increased expenses.

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 has received additional grant revenues (\$650,000), and

WHEREAS activities within dual enrollment academies brought in additional contract revenue (\$708,900), and

WHEREAS WCTC has a need to transfer funds between function within a fund, and

WHEREAS WCTC would like to transfer general funds available for additional needed capital expenditures in 2024/25 (\$4,000,000), and

WHEREAS these modifications will not impact the tax levy.

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

**Class I Legal Notice
Waukesha County Technical College
2023/24 Budget Modifications**

| | Current <u>Budget</u> | Revised <u>Budget</u> | Amount of <u>Change</u> |
|-------------------------------------------|----------------------------------|----------------------------------|------------------------------------|
| General Fund | | | |
| Expenditures | | | |
| Instruction | \$ 47,876,535 | \$ 45,876,535 | \$ (2,000,000) |
| Student Services | 9,079,709 | 8,829,709 | (250,000) |
| General Institutional | 16,191,593 | 14,441,593 | (1,750,000) |
| Transfer out | - | 4,000,000 | 4,000,000 |
| Special Revenue Operating Fund | | | |
| Revenues | | | |
| State | 1,147,100 | 1,547,100 | 400,000 |
| Institutional | 305,200 | 1,014,100 | 708,900 |
| Federal | 808,200 | 1,058,200 | 250,000 |
| Expenditures | | | |
| Instruction | 1,672,700 | 2,785,000 | 1,112,300 |
| Instructional Resources | 0 | 1,500 | 1,500 |
| Student Services | 1,078,300 | 1,230,300 | 152,000 |
| General Institutional | 176,900 | 270,000 | 93,100 |
| Special Revenue Non-Operating Fund | | | |
| Expenditures | | | |
| Instruction | 20,000 | 310,000 | 290,000 |
| Student Services | 6,986,800 | 6,695,500 | (291,300) |
| General Institutional | 0 | 1,300 | 1,300 |
| Capital Projects Fund | | | |
| Expenditures | | | |
| Instruction | 2,815,275 | 1,915,275 | (900,000) |
| Student Services | 0 | 240,000 | 240,000 |
| General Institutional | 3,369,800 | 3,014,025 | (355,775) |
| Physical Plant | 7,684,225 | 8,700,000 | 1,015,775 |



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Kristine Golz, Chief Financial Officer
DATE: August 13, 2024
RE: Resolution to Modify the 2024/25 Budget

Waukesha County Technical College (WCTC) has a need to modify the 2024/25 budget due to:

- **Modify transfers and authorize use of fund balance** – The WCTC Student Government Association wish to utilize \$140,000 of accumulated activity fee funds to remodel the HUB stage area and create a student lounge with games and activities. In addition, SGA would like to purchase additional outdoor seating options throughout the campus. This amendment authorizes a transfer out and use of fund balance in the special revenue non-operating fund. The capital projects fund budget would be amended to increase the transfer in and capital expenditures for this project.

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

Attachment

RESOLUTION

WHEREAS in June 2024, the Waukesha County Area Technical College District Board adopted the 2024/25 budget, and

WHEREAS WCTC Student Government has funding available to assist with renovation projects and the purchase of equipment, and

WHEREAS these modifications will not impact the tax levy.

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

| Class I Legal Notice | | | |
|------------------------------------------|-----------------------|-----------------------|-------------------------|
| Waukesha County Technical College | | | |
| 2024/25 Budget Modifications | | | |
| | <u>Current</u> | <u>Revised</u> | <u>Amount of</u> |
| | <u>Budget</u> | <u>Budget</u> | <u>Change</u> |
| Capital Projects Fund | | | |
| Revenues | | | |
| Transfer in | \$ - | \$ 140,000 | \$ 140,000 |
| Expenditures | | | |
| Student Serv | - | 20,000 | 20,000 |
| Physical Plant | 12,598,940 | 12,718,940 | 120,000 |
| Special Revenue Fund Non-Aidable | | | |
| Revenues | | | |
| Reserved for Student Association | - | 140,000.00 | 140,000.00 |
| Expenditures | | | |
| Transfer out | - | 140,000 | 140,000 |



To: WCTC District Board of Trustees
From: Dr. Jane L. Kittel, Vice President of Administration
Date: August 13, 2024
Re: Resolution Authorizing the Issuance of \$5,750,000 General Obligation Promissory Notes, Series 2024C, of Waukesha County Area Technical College District, Wisconsin, and Setting the Sale of the Notes

At the June Board meeting, the WCTC Board adopted the 2024/25 budget. Included in the budget was a plan to issue \$11,500,000 general obligation promissory notes to fund capital expenditures for 2024/25.

Request:

We request the WCTC Board to authorize the issuance of \$5,750,000 general obligation promissory notes for this fiscal year to for equipment and building remodeling projects.

- \$625,000 for building remodeling and improvement projects to include roofing, flooring, door replacements, lighting and electrical projects
- \$275,000 for site improvement projects to include asphalt, concrete, and landscaping improvements
- \$4,850,000 for movable capital equipment in academics and operations

At the September board meeting, the WCTC Board will be asked to award the winning bid for these notes.

Following this request is the draft of the legal resolution authorizing this issuance.

This is the first of two borrowings planned for this fiscal year.

Staff will be available at the board meeting to answer any questions you may have regarding this request.

RESOLUTION AUTHORIZING THE ISSUANCE OF \$5,750,000
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2024C, OF
WAUKESHA COUNTY AREA TECHNICAL COLLEGE DISTRICT, WISCONSIN,
AND SETTING THE SALE OF THE NOTES

WHEREAS, Waukesha County Area Technical College District, Wisconsin (the "District") is presently in need of \$625,000 for the public purpose of financing building remodeling and improvement projects, \$4,850,000 for the public purpose of financing the acquisition of movable equipment and \$275,000 for the public purpose of financing site improvement projects (collectively, the "Project"); and

WHEREAS, the District hereby finds and determines that the project is within the District's power to undertake and serves a "public purpose" as that term is defined in Section 67.04(a)(b), Wisconsin Statutes; and

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purposes through the issuance of general obligation promissory notes pursuant to the provisions of Section 67.12(12), Wis. Stats.;

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$625,000 for the public purpose of financing building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$4,850,000 for the public purpose of financing the acquisition of movable equipment; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$275,000 for the public purpose of financing site improvement projects; and be it further

RESOLVED, THAT:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in the aggregate principal amount of \$5,750,000 and designated "General Obligation Promissory Notes, Series 2024C" (the "Notes"), the proceeds of which shall be used for the purposes specified above in the amounts authorized for those purposes. There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof.

Section 2. Notice to Electors. The Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of this resolution to be given to the electors of the District by publishing notices thereof in the official District newspaper published and having general circulation in the District, which newspaper is found and determined to be likely to give notice

to the electors, such notices to be in substantially the forms set forth on Exhibits A, B and C hereto (the "Notice").

Section 3. Sale of Notes. The Notes shall be offered for public sale. At a subsequent meeting, the District Board shall consider such bids as may have been received and take action thereon.

Section 4. Official Statement. The Secretary shall cause an Official Statement to be prepared by the District's financial advisor, Robert W. Baird & Co. Incorporated. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Section 5. Expenditure of Funds and Declaration of Official Intent. The District shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Notes become available. The District hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Notes, the principal amount of which is not expected to exceed \$5,750,000.

Section 6. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law. If any of the Notes may be subject to a petition for referendum, any action with respect to the sale of the Notes shall be subject to the condition that no petition for referendum has been filed within thirty (30) days of publication of the Notice provided for under Section 2 of this Resolution or, if a petition is filed, that any required referendum approval is obtained.

Adopted this 13th day of August, 2024.

Brian K. Baumgartner
Chairperson

Attest:

Ryan J. Clark
Secretary

(SEAL)

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Waukesha County Area Technical College

District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on August 13, 2024, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$625,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

A copy of said resolution is on file in the District Office, 800 Main Street, Pewaukee, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M. or in the alternative by contacting Dr. Jane L. Kittel at the District by phone at (262) 691-5214 or by email at the following address: jkittel@wctc.edu.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5, Wis. Stats., requesting a referendum thereon at a special election.

Dated August 13, 2024.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT B

NOTICE

TO THE ELECTORS OF:

Waukesha County Area Technical College

District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on August 13, 2024, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$4,850,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the acquisition of movable equipment.

A copy of said resolution is on file in the District Office, 800 Main Street, Pewaukee, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M. or in the alternative by contacting Dr. Jane L. Kittel at the District by phone at (262) 691-5214 or by email at the following address: jkittel@wctc.edu.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5, Wis. Stats., requesting a referendum thereon at a special election.

Dated August 13, 2024.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT C

NOTICE

TO THE ELECTORS OF:

Waukesha County Area Technical College

District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on August 13, 2024, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$275,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing site improvement projects.

A copy of said resolution is on file in the District Office, 800 Main Street, Pewaukee, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M. or in the alternative by contacting Dr. Jane L. Kittel at the District by phone at (262) 691-5214 or by email at the following address: jkittel@wctc.edu.

Dated August 13, 2024.

BY ORDER OF THE DISTRICT BOARD

District Secretary

Memorandum

TO: WCTC District Board of Trustees
FROM: Richard Haen, District Facilities Director
DATE: August 7, 2024
SUBJECT: Initial approval to consider Mechanical Infrastructure Update project and Mechanical Rooms Renovations and requesting approval by the Wisconsin Technical College System Board (WTCSB)

We propose renovating approximately 2,200 square feet of existing space across buildings A (480 ft²), B (955 ft²), G (425 ft²), and L (340 ft²) to create dedicated mechanical rooms. These rooms will eventually house boilers, related equipment, pumping systems, and controls, enabling independent heating and cooling of these four buildings. The renovation ensures full compliance with local, state, and international building codes. Currently, the heating plant (circa 1971) and underground distribution system (circa 1999) does not allow independent operation or provide redundancy in case of an underground pipe break. This renovation will create the space to house newer energy efficient equipment and optimize newer adopted control strategies that will provide an ideal climate-controlled learning environment for students, faculty, and staff.

We propose installing state of the art, high energy efficient equipment in the form of boilers, chillers, pumping systems, electric motors and building controls in and at four buildings and replacing the rooftop unit on the C building atrium that will allow for savings in the form of utility usage while allowing WCTC to operate the buildings independently of each other and providing redundancy which in turn will greatly reduce the risk of disruptions to the learning environment.

By resolution, the Mechanical Rooms Renovations portion of this project will need to be amended to WCTC's Five Year Capital plan for the 2024-2025 budget.

We are seeking approval of the project and an amendment to WCTC's Five Year Capital plan for the 2024-25 budget.

**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 Mechanical Infrastructure Update project was not submitted to the Waukesha County Technical College Board of Trustees for consideration and approval in the FY25 Budget.

NOW, THEREFORE, BE IT RESOLVED, by the Waukesha County Technical College Board of Trustees that the College's Five-Year Capital Plan for FY25 is amended to incorporate the following project:

Mechanical Infrastructure Update – Mechanical Rooms

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

Brian Baumgartner
(Typed or printed name)

August 13, 2024
Date



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Richard Barnhouse, Ph.D.
DATE: August 13, 2024
RE: Request to Submit a Program Approval to the Wisconsin Technical College System for a Manufacturing Integration Engineering Technology Associate of Applied Science Program

Attached is an executive summary requesting the Waukesha County Technical College (WCTC) District Board's approval to submit a proposed Manufacturing Integration Engineering Technology Associate of Applied Science program to the Wisconsin Technical College System (WTCS) Board.

The WCTC District Board approved the Concept Review for this program at its May 14, 2024 meeting. Now we are asking the Board to approve moving forward into the second and final stage of the process, the Program Approval stage. With your support, we will submit the Program Approval documents to the WTCS Board for final approval at their September 10-11, 2024 meeting. A timeline of this process is included for your information.

Thank you for your consideration in this matter.

Richard G. Barnhouse, Ph.D.

c: Brad Piazza, Provost & Vice President of Academic Affairs
Michael Shiels, Dean – School of Applied Technologies
Timothy Alft, Associate Dean – Architecture, Automation, and Apprenticeships
David Schubot, Program Development Coordinator – Institutional Research & Effectiveness

Request to Approve Submittal of a Program Approval for a Manufacturing Integration Engineering Technology Associate of Applied Science Program

August 13, 2024

Prepared by Mike Shiels, Dean, School of Applied Technologies, and David Schubot, Ph.D., Program Development Coordinator, Institutional Research and Effectiveness

Waukesha County Technical College (WCTC) wishes to proceed with offering a Manufacturing Integration Engineering Technology Associate of Applied Science Program and requests the WCTC District Board's approval to Submit a Program Approval to the Wisconsin Technical College System (WTCS).

Background

To serve the needs of local employers and students, WCTC wishes to add a Manufacturing Integration Engineering Technology Associate of Applied Science (AAS) program to its current offerings in the Automation and Apprenticeship department. In so doing, the College will serve an emerging labor market need. The program will be housed in the I Building on the Pewaukee campus.

Career and Educational Pathway Opportunities

WCTC currently offers two local Integrator technical certificates, System Integrator 1 and System Integrator 2 that will articulate to the Manufacturing Integration Engineering Technology AAS degree. About one half of the technical core courses are the same as our Automation Systems Technology AAS program so there will be an opportunity for 2 degrees in 3 years with this new program. WCTC also expects that some students will transfer to baccalaureate level institutions to continue their education, but others will directly enter the labor market.

Program Cost

Costs for this program will be for a new, full-time instructor who will teach all the Manufacturing Integrator courses, and for adjunct instructors who will teach 522 hours each year beginning in the second year of the program. Curriculum development costs for eight new courses will be \$15,127 and occur during the first year of the program. Additional costs include a capital request of \$65,000 for equipment, hardware, and software to network the existing advanced manufacturing labs. The College intends to apply for a Developing Markets General Purpose Revenue grant through the WTCS to help offset the cost of launching the program.

The program's enrollment is expected to increase rapidly with an initial enrollment of 15 students growing to an enrollment of 42 students by the third year. From the beginning, the program's operational costs per FTE are projected to be lower than other manufacturing programs at WCTC, declining to less than 50% by the third year.

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

Summary and Conclusion

The proposed Manufacturing Integration Engineering Technology program will help meet an emerging local labor market demand and serve both students and employers in Waukesha County. Adding this

program will provide WCTC the opportunity to expand its offerings and partnerships with area organizations and provide innovative solutions to workforce challenges.

This will be on the agenda as an action item for the August 13, 2024 meeting. Mike Shiels, Dean, School of Applied Technologies, and David Schubot, Program Development Coordinator, will be present to respond to questions.

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

WCTC Proposed Manufacturing Integrator Engineering Technology AAS Program Costing Assumptions

If approved, the proposed 60-credit Manufacturing Integrator Engineering Technology program would be first offered in Fall semester 2025-26. Curriculum development for first-year new courses would be conducted from July 1, 2025, to June 30, 2026. The program will enroll 15 new students during fall Semester 2025. Program enrollment is anticipated to increase to 32 students (20 new and 12 continuing) in the following year, and 42 (24 new and 18 continuing) in the final projected year.

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

Other assumptions used in the Costing Worksheet include the following:

2025-26 Full-time and Adjunct Faculty Staffing Costs

Costs include a new full-time faculty member who will be hired to teach seven first-year core program courses at \$87,550 plus fringe benefits of health insurance at the family benefit rate (\$31,647), dental insurance (\$1,331), 6.95% Employee Trust Funds (ETF), 7.65% Federal Insurance Contributions Act (FICA), and Life and Long-Term Disability of 0.6% for a total of \$133,838. Full-time faculty have a projected 3.0% annual wage increase for each year after hire. There are no costs for adjunct instruction during 2025-26.

One-time Instructional Staff Costs

There will be \$15,127 in curriculum development costs for eight courses totaling 24 credit hours (\$550/credit plus 6.95% ETF, and 7.65% FICA).

2026-27 Full-time and Adjunct Faculty Staffing Costs

Costs include the new full-time faculty member who will teach ten first-year and seven second-year core Integrator courses. Costs also include 522 hours of adjunct instruction for seven first-year and second-year courses.

2027-28 Full-time and Adjunct Faculty Staffing Costs

Costs include the new full-time faculty member who will teach ten first-year and seven second-year core Integrator courses. Costs also include 522 hours of adjunct instruction for seven first-year and second-year courses.

| | 2025-26 | 2026-27 | 2027-28 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------|----------|
| Operating Expenses | | | |
| Supplies: Annual cost of classroom supplies | \$4,500 | \$9,000 | \$9,000 |
| Minor equipment – Costs include the purchase of sensors, edge computing equipment and other devices to collect shop floor data. | \$6,000 | \$12,000 | \$12,000 |
| Professional Development – this is an emerging field and the instructors will need to continue to develop their knowledge at pace with the market changes. | \$3,000 | \$3,000 | \$3,000 |

Capital Equipment Costs:

Costs include \$65,000 for equipment, hardware and software to connect WCTC’s existing advanced manufacturing labs to enable students to extract and utilize operational data to learn industrial data acquisition methods and develop and implement artificial intelligence models including predictive maintenance and machine learning.

TUITION & FEE REVENUE:

The 2024-2025 tuition for occupational courses at WCTC will be \$149.50 per credit. Assuming a 1.0% increase in tuition per year thereafter, the per-credit tuition for 2025-2026 will be \$151.00, for 2026-2027 it will be \$152.51, and for 2027-2028 it will be \$154.04.

Tuition revenue for the first year of the program (2025-2026) will be from 15 students enrolled in 24 program credits at \$151.00 per credit, plus fees of \$4.50 per credit for total revenue of \$55,980.

Tuition revenue for the second year of the program (2026-2027) will be from 20 new students enrolled in 24 program credits, and 12 continuing students enrolled in 20 program credits at \$152.51 per credit, plus fees of \$4.50 per credit for total revenue of \$113,047.

Tuition revenue for the third year of the program (2027-2028) will be from 24 new students enrolled in 24 program credits, and 18 continuing students enrolled in 20 program credits at \$154.04 per credit, plus fees of \$4.50 per credit for total revenue of \$148,393.

Cost Allocation Summary

\$15,697 Instruction Cost per FTE for Manufacturing AAS degrees at WCTC.

Source: COST- ALLOCATION SUMMARY REPORT 2022-23

<https://mywtcs.wtcsystem.edu/wp-content/uploads/2024/01/2022-23-Cost-Allocation-Summary-Report-Actual-Clusters.pdf>

Manufacturing Integration Engineering Technology AAS

| | 2025-26 15 New Students | | | | 2026-2027 20 New Students, 12 Continuing Students | | | | 2027-28 24 New Students, 18 Continuing Students | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------|------------------|------------------------|------------------------------------------------------|------------|-----------------|------------------------|----------------------------------------------------|------------|------------|------------------------|
| | In Base Budget | New Annual | One-Time | Total All Costs | In Base Budget | New Annual | One-Time | Total All Costs | In Base Budget | New Annual | One-Time | Total All Costs |
| Operational Costs | | | | | | | | | | | | |
| Staffing Costs | | | | | | | | | | | | |
| Instructional staff | | | | | | | | | | | | |
| Full-time | | \$133,838 | | \$133,838 | \$138,514 | | | \$138,514 | \$143,294 | | | \$143,294 |
| Adjunct | | | \$15,127 | \$15,127 | \$28,762 | | | \$28,762 | \$28,762 | | | \$28,762 |
| Other staff | | | | \$0 | | | | \$0 | | | | \$0 |
| Operating expenses | | | | \$0 | | | | \$0 | | | | \$0 |
| Supplies - Instructional supplies | | \$4,500 | | \$4,500 | \$9,000 | | | \$9,000 | \$9,000 | | | \$9,000 |
| Minor equipment | | \$6,000 | | \$6,000 | \$12,000 | | | \$12,000 | \$12,000 | | | \$12,000 |
| Professional Development | | \$3,000 | | \$3,000 | \$3,000 | | | \$3,000 | \$3,000 | | | \$3,000 |
| Total Operational Costs | \$0 | \$147,338 | \$15,127 | \$162,465 | \$191,276 | \$0 | \$0 | \$191,276 | \$196,056 | \$0 | \$0 | \$196,056 |
| Capital Costs | | | | | | | | | | | | |
| Capital Equipment | | | \$65,000 | \$65,000 | | | | | | | | |
| Facilities | | | | | | | | | | | | |
| Capital Technology | | | | | | | | | | | | |
| Furniture | | | | | | | | | | | | |
| Total Capital Costs | \$0 | \$0 | \$65,000 | \$65,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Costs | \$0 | \$147,338 | \$80,127 | \$227,465 | \$191,276 | \$0 | \$0 | \$191,276 | \$196,056 | \$0 | \$0 | \$196,056 |
| Revenues | | | | | | | | | | | | |
| Tuition | | \$54,360 | | \$54,360 | \$109,807 | | | \$109,807 | \$144,181 | | | \$144,181 |
| Fees | | \$1,620 | | \$1,620 | \$3,240 | | | \$3,240 | \$4,212 | | | \$4,212 |
| Grants | | | \$125,000 | \$125,000 | | | \$75,000 | \$75,000 | | | | \$0 |
| Enterprise | | | | \$0 | | | | \$0 | | | | \$0 |
| Total Revenue | \$0 | \$55,980 | \$125,000 | \$180,980 | \$113,047 | \$0 | \$75,000 | \$188,047 | \$148,393 | \$0 | \$0 | \$148,393 |
| Net Revenue | \$0 | -\$91,358 | \$44,873 | -\$46,485 | -\$78,229 | \$0 | \$75,000 | -\$3,229 | -\$47,663 | \$0 | \$0 | -\$47,663 |
| Statistical Information | | | | Operational Costs Only | | | | Operational Costs Only | | | | Operational Costs Only |
| Student FTEs | | | | 12.0 | | | | 24.0 | | | | 31.2 |
| Cost per Student FTE of proposed program (Reasonableness of Cost) | | | | \$13,539 | | | | \$7,970 | | | | \$6,284 |
| Average cost per FTE from WTCS Cost Allocation Summary Report, 2022-23. | | | | \$15,697 | | | | \$15,697 | | | | \$15,697 |
| <small>\$15,697 Instruction Cost per FTE for Manufacturing AAS degrees at WCTC. Source: COST-ALLOCATION SUMMARY REPORT 2022-23 https://mywtcs.wtcsystem.edu/wp-content/uploads/2024/01/2022-23-Cost-Allocation-Summary-Report-Actual-Clusters.pdf </small> | | | | | | | | | | | | |

WCTC New Program Development Timeline

Tentative

Manufacturing Integration Engineering Technology Associate of Applied Science

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

| ACTIVITY | DATE |
|---------------------------------------------|-------------------------|
| Step One: Develop Concept Review | |
| Sister College Discussions | October 2023 – May 2024 |
| Labor Market Analysis | October 2023 – May 2024 |
| Employer Involvement/Advisory Committee | November 2023 |
| Needs Assessment and Results | March – April 2024 |
| Materials to WCTC Board Secretary | |
| | May 3 2024 |
| WCTC Board Concept Review Approval | May 14, 2024 |
| Materials to WTCS | May 31, 2024 |
| WTCS Board Concept Review Approval | July 16-17, 2024 |
| Step Two: Develop Program Approval | |
| Budget | May - July 2024 |
| Employer Needs Assessment Follow-up* | May - July 2024 |
| Educational and Career Pathway Analysis | May - July 2024 |
| Curriculum Grid including General Education | May - July 2024 |
| Materials to WCTC Board Secretary | |
| | August 2, 2024 |
| WCTC Board Program Approval | August 13, 2024 |
| Materials to WTCS | July 26, 2024 |
| WTCS Board Program Approval | September 10-11, 2024 |



*Recommended best practice; not required.

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

Program initial enrollment Fall 2025-2026

RESOLUTION SUPPORTING A
MANUFACTURING INTEGRATION ENGINEERING
TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE PROGRAM
PROGRAM APPROVAL TO THE WISCONSIN
TECHNICAL COLLEGE SYSTEM BOARD

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

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

MANUFACTURING INTEGRATION ENGINEERING TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE PROGRAM

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

Board Chair

Brian Baumgartner
(Typed or printed name)

August 13, 2024
Date