

WCTC District Board Regular Meeting

Tuesday, December 10, 2024, 5:00 p.m.
Waukesha County Technical College
Anthony J. Natalizio Conference Center (AJN), S104B

UPCOMING MEETINGS

Regular Board Meeting	Tuesday, January 14, 2024	5:00 p.m.	RTA, C051/C057
Regular Board Meeting	Tuesday, February 11, 2024	5:00 p.m.	RTA, C051/C057
Regular Board Meeting	Tuesday, March 11, 2024	5:00 p.m.	RTA, C051/C057

**Waukesha County Technical College
District Board Meeting
December 10, 2024 - 5:00 PM
Anthony J. Natalizio Center, S104B**

Holiday Reception from 3 to 5 pm, AJN S104C*

***Board Member Attendance is *optional* and No WCTC Board Business will be *conducted*, or *action taken*.**

AGENDA

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

- II. Public/Staff Remarks***

- III. Delegates to be Heard**
 - A. Student Government Association – Pierson Barnes
 - B. WCTC Foundation – Robyn Ludtke and Jamie Stahulak

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

- V. Approval of Consent Agenda Items**
 - 6-8 A. Minutes Dated November 12, 2024, Regular Board Meeting
 - 9-10 B. Accounts Payable Summaries for November 2024
 - 11-12 C. 38.14 Contract Report for November 2024
 - 13 D. Approval of Hire Report
 - 14-19 E. Applied Technology Center Annual Report
 - 20 F. Approval of International Travel Report
 - 21-23 G. Amendment to WCTC and WCTC Foundation Memorandum of Understanding

- VI. Action Items**
 - 24-25 A. Construction Bid Information and Approval Waukesha Dental Expansion – Rich Haen
 - B. Construction Bid Information and Approval Waukesha Office Renovation – Rich Haen
 - 26 C. Construction Bid Information Hub Stage Remodel for SGA – Rich Haen
 - 27-29 D. Resolution to Approve the 2023/24 Fund Balance Reservations and Designations – Kristine Golz
 - E. Resolution to Approve the 2023/24 Annual Comprehensive Financial Report (ACFR) – Kristine Golz

- VII. Presentation/Discussion**
 - A. College Center Building – Restroom Renovations – Rich Haen
 - B. Fire Training – Concrete Burn Building Renovation – Rich Haen

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

A. Consideration of Faculty Dismissal

The Board will take any action in closed session and reconvene in open session to report results of any vote.

IX. Consideration of Faculty Dismissal

The Board will reconvene in open session to share results of any vote.

X. 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.

Upcoming Events

12/04

Holiday Event

SGA will be volunteering at a holiday event held at the WCTC **Waukesha** campus. Students will have the opportunity to indulge in crafts, holiday treats, and have the chance to enter a giveaway to earn gift cards.

12/04

Volunteering at Fall Awards Ceremony

SGA members will be assisting with a variety of tasks to ensure the ceremony runs smoothly. Responsibilities include greetings guests, checking tickets, and distributing pamphlets.

12/07

Children's Holiday Party

SGA is excited to host its annual Children's Holiday Party! The event will take place in the AJN and will feature a theme inspired by The Grinch, with decorations transforming the space into the world of Whoville. The event is a family-friendly gathering open to students, staff, and the community.

12/14

Volunteering at Graduation

SGA will be volunteering during the upcoming graduation ceremony, helping to make this milestone event a memorable experience for graduates and their families.

MORE THAN JUST A MEAL

SGA hosted its annual Thankful Luncheon at both the Waukesha and Pewaukee campuses on November 13th and 19th. This event brought students, faculty, and staff together to celebrate the season with a festive meal featuring a delicious array of classic Thanksgiving dishes and desserts. The luncheon fostered a sense of community and connection, providing a warm and inclusive space for everyone, especially those who may not partake in traditional Thanksgiving activities.



Students enjoying the food provided by Aladdin.



Hot food served for attendees at the Thankful Luncheon event.

We had a fantastic turnout during the Thankful Luncheon event, serving over 280 attendees. The event was catered by Aladdin and featured a spread of roasted vegetables, stuffing, mashed potatoes and gravy, ham, turkey, rolls with butter, and pumpkin pie. Students also had the opportunity to express their gratitude by writing what they were thankful for on leaves that were then displayed.



Student Life front desk decorated for the season.

HOLIDAY SPIRIT

SGA is fully embracing the holiday spirit this season! Our office has been transformed into a festive wonderland, complete with a beautifully decorated tree, stockings hanging cheerfully in the window, and an inflatable Santa to spread the great holiday cheer. To add to the holiday cheer, the team is partaking in the holiday tradition of Secret Santa by exchanging gifts. It's a great way for us to come together and share the gift of giving with one another.



Student FEEDBACK

"I don't usually celebrate Thanksgiving, so this event was a wonderful way to experience the spirit of the holiday."

-Thankful Luncheon

"SGA did an incredible job creating a warm and festive atmosphere!"

-Thankful Luncheon

"I loved how welcoming and inclusive the luncheon was. It reminded me that even in the middle of a busy semester, there's time to come together and appreciate the people around us."

-Thankful Luncheon

**Waukesha County Technical College
District Board Meeting Minutes
November 12, 2024 - 5:00 PM
Richard T. Anderson Education Center, C051/057**

Present:

Courtney Bauer, Vice Chairperson
Ryan Clark, Secretary/Treasurer
Rob Ewing, Board Member
Thomas Michalski, Board Member
Jim Zaiser, Board Member
Michael Cady, Board Member
Jamie Stahulak, Board Member (attending virtually)
Stephanie Reisner, Board Member

Absent

Brian Baumgartner, Chairperson

Also Present:

Richard Barnhouse

22 guests

REGULAR MEETING

I. Call to Order – Courtney Bauer 5:00 pm

II. Public/Staff Remarks*

A. None

III. Delegates to be Heard

A. Student Government Association – Pierson Barnes

- Mr. Barnes shared the results of Halloween Spirit Week including flannels and cider event, painting pumpkins event, Halloween festive wear day, WCTC spirit wear day, and concluding with Halloween movie night.
- SGA hosted Energy Hour during the last week of the term at the Pewaukee campus and Waukesha Campus.
- Tomorrow (11/13) SGA is hosting Thankful Lunch at Waukesha Campus and next week (11/19) at the Pewaukee campus. This is free for students and \$10 for staff.
- SGA will have a table at the Open House on Thursday (11/14) to share information with perspective students attending.
- December 7, SGA will host the annual Children’s Holiday Party. This is open to students, staff, and the community.

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

- A. Dr. Barnhouse welcomed everyone to the November WCTC District Board meeting.
- B. Dr. Barnhouse presented at a conference in Denver last month on the partnerships created in Waukesha County with WCBA and local businesses to create a talent pipeline.
- C. Dr. Barnhouse presented at a conference at UW- River Falls last month on “Leveraging AI to Support Business and Workforce Prosperity.”
- D. The first class graduated from the gAlpha program from the AI Lab. gBeta will begin in February.
- E. Dr. Barnhouse attended the HERA Faculty AI institute at Northwestern Mutual Data Science Center earlier this month. Dr. Barnhouse thanked Associate Dean Alli Jerger and Faculty Member Dr. Matt Green for their participation.

- F. Last week the college dedicated the room and naming rights for Eaton for the installation of mannequins for EMS, Fire, and Health students to use in their studies.
- G. Dr. Barnhouse has been invited to speak at a conference at the AI for Developing Countries Forum at the United Nations Office of Geneva, Switzerland.
- H. Dr. Barnhouse discussed a 3-year advanced degree in AI and how this will help regional business and economic development. This 3-year advanced degree is for AI only and will not include other programs.

V. Approval of Consent Agenda Items

- A. Minutes dated October 8, 2024
- B. Accounts Payable Summaries October 2024
- C. 38.14 Contract Report October 2024
- D. Approval of Hire Report
- E. Board Monitoring Report 2023/24 Fourth Quarter Financials
- F. Board Monitoring Report 2024/25 First Quarter Financials

Mr. Michalski motioned to approve the Consent Agenda Items, receiving a second from Ms. Reisner. Approved, carried unanimously.

VI. Action Items

- A. Resolution to Modify 2023/24 Budget – Kristine Golz
 - Ms. Golz discussed the need to modify the 2023/24 budget due to increased contract revenues for Dual Enrollment Academies in 2024.
 - This should be the last modification for fiscal year 2023/24.

Ms. Reisner motioned to approve the budget modification, receiving a second from Mr. Ewing. Approved, carried unanimously.

- B. Resolution to Modify the 2024/2025 Budget – Kristine Golz
 - Ms. Golz discussed the need to modify the 2024/2025 budget due to board authorized increase in planned November staff stipend.

Mr. Clark motioned to approve the budget modification, receiving a second from Ms. Reisner. Approved, carried unanimously.

- C. Presentation and Approval to Pursue a 3-year Degree in Artificial Intelligence – Dr. Brad Piazza
 - Dr. Piazza discussed the need for a 3-year advanced AI degree due to talent shortages, increased productivity, and increasing need for technical workers in Wisconsin.
 - Dr. Piazza discussed that no other college in the state has an AI undergraduate degree, so this would not be in direct competition with other institutions.
 - WCTC has been offering AI programs since 2024 including Foundations of AI certificate, AI Technician certificate, and associate degree AI Data Specialist.
 - Themes that came from a recent meeting with business and industry leaders regarding the creation of this advanced degree are:
 1. They do not need entry level AI workers.
 2. Non-technical skills they want in workers include communication skills, teamwork and leadership to navigate changes driven by AI.

3. They reported that beyond the outcomes WCTC has already developed for this degree, they are looking for workers with ethics and human augmentation, communication and presentation skills to translate AI and technical language to those who are not technical, and project management skills.
- The college will follow the same concept review and program review process as done for other programs. The college is looking to launch in Fall 2026.

Mr. Michalski motioned to approve directive to pursue Advanced Degree in Artificial Intelligence, receiving a second from Mr. Clark. **Approved, carried unanimously.**

VII. Presentation/Discussion

- A. Board Program Investments – Andy Palen, et. Al.
 - Presentation by Andy Palen, Alli Jerger, Laura Krohn, Sandra Maylen, and Dr. Brad Piazza to discuss the outcomes of initiatives the Board has approved in the past. This included AI degrees, AI Lab, Dual Enrollment and EXCELeRate, and Liberal Arts Transfer Degrees.

VIII. Mr. Clark motioned to convene into Closed Session pursuant to Sec. 19.85 (1)(b) and (c) Wisconsin State Statutes at 6:21 pm:

- Ms. Reisner seconded the motion
- **Unanimous roll call vote**
- Discussion was held regarding Faculty Non-Renewal.
- Ms. Bauer motioned to reconvene in open session, receiving a second from Mr. Ewing.
- **Unanimous roll call vote**
- The open meeting reconvened at 6:36 pm.

IX. Adjournment – Courtney Bauer

- A. Mr. Clark motioned to adjourn the meeting, receiving a second from Mr. Michalski. Meeting adjourned at 6:37 pm.

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

Signed: _____
Ryan Clark, Board Secretary/Treasurer

ACCOUNTS PAYABLE SUMMARY
November 2024

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

**The Chief Financial Officer - Finance submits for approval the attached
claims for payment, which include payroll deductions, of \$1,954,440.76**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 10th day of December, 2024**

Chair

Secretary/Treasurer

President

Check Register Report

Accounts Payable account code "WA". Dated 11/26/24 Database instance PROD-Native

<u>Number</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
C0798965	11/5/2024	ABM Industries Inc	\$ 61,437.02
!0039036	11/14/2024	Absolute Construction Enterprises Inc	\$ 187,486.21
C0799144	11/14/2024	AEI Speakers Bureau	\$ 6,500.00
!0038926	11/5/2024	Aladdin Food Management Services LLC	\$ 18,117.33
C0799032	11/7/2024	American Pressure Cleaning LLC	\$ 7,735.00
!0038927	11/5/2024	AVI	\$ 16,980.61
!0039097	11/21/2024	AVI	\$ 43,903.57
!0038928	11/5/2024	Badger Laundry Machinery Inc	\$ 6,978.00
C0799194	11/19/2024	Camera Corner	\$ 8,323.00
!0039037	11/14/2024	Camosy Construction	\$ 108,751.53
!0039100	11/21/2024	Capital Data Inc	\$ 16,392.67
C0799439	11/26/2024	Cardio Partners Inc	\$ 10,843.20
C0799195	11/19/2024	CC&N Communications Cabling & Networking	\$ 6,850.00
C0799090	11/12/2024	Change Catalysts, LLC	\$ 12,407.36
!0038959	11/7/2024	Connect Search LLC	\$ 8,905.00
!0039103	11/21/2024	Connect Search LLC	\$ 14,748.45
C0799035	11/7/2024	Dell Marketing L P	\$ 31,111.20
!0038995	11/12/2024	Design Build Fire Protection of Wisconsin Inc	\$ 8,300.00
C0799036	11/7/2024	DiaMedical USA Equipment LLC	\$ 7,345.14
!0039039	11/14/2024	Duet Resource Group	\$ 264,956.15
C0799094	11/12/2024	Electude USA LLC	\$ 7,653.80
C0799388	11/21/2024	Ellucian Company LLC	\$ 35,002.00
!0038997	11/12/2024	Emmons Business Interiors	\$ 18,894.28
!0038932	11/5/2024	Express Elevator	\$ 6,460.00
C0799390	11/21/2024	Fox Valley Technical College	\$ 5,310.00
C0799150	11/14/2024	Froedtert Health Inc	\$ 8,565.00
!0039067	11/19/2024	Gannett Wisconsin LocaliQ	\$ 24,496.84
!0039068	11/19/2024	Gardner Builders Milwaukee LLC	\$ 295,515.90
C0799201	11/19/2024	GradLeaders USA LLC	\$ 6,600.00
!0038961	11/7/2024	Haas Factory Outlet	\$ 9,282.00
!0039106	11/21/2024	Haas Factory Outlet	\$ 64,974.00
!0039133	11/26/2024	Helm Service	\$ 5,160.00
C0799394	11/21/2024	Independence Painting LLC	\$ 18,260.33
!0039001	11/12/2024	Labyrinth Publications	\$ 5,364.24
!0039073	11/19/2024	Madison National Life Insurance Co	\$ 9,289.00
!0038964	11/7/2024	Moodys Investors Service	\$ 12,000.00
C0799100	11/12/2024	MP Quick Consulting LLC	\$ 10,000.00
C0799154	11/14/2024	Multimedia Communications and Engineering Inc	\$ 6,210.00
C0799447	11/26/2024	Omnigo Software LLC	\$ 24,505.92
C0799051	11/7/2024	Pivot Point International Inc	\$ 14,008.60
C0798988	11/5/2024	Primex Wireless Inc	\$ 14,648.26
!0039005	11/12/2024	Quarles & Brady LLP	\$ 17,415.00
C0799398	11/21/2024	Revere Electric Supply Co	\$ 14,806.69
!0039077	11/19/2024	Selzer Ornst Co	\$ 11,498.00
!0039141	11/26/2024	Staff Electric Company Inc	\$ 10,188.00
!0039007	11/12/2024	Supervision Professionals	\$ 13,125.00
!0039080	11/19/2024	Symetra Life Insurance Company	\$ 25,225.85
C0799111	11/12/2024	Village of Pewaukee	\$ 21,664.60
C0799112	11/12/2024	Village of Pewaukee	\$ 5,911.43
C0799406	11/21/2024	Waukesha County Business Alliance	\$ 36,500.00
C0798998	11/5/2024	WE Energies	\$ 66,392.01
C0799401	11/21/2024	William G. Thompson	\$ 8,000.00
C0799159	11/14/2024	Wil-Surge Electric	\$ 198,741.30
C0799160	11/14/2024	Zimmerman Design Group	\$ 74,701.27

54 payments TOTAL:

1,954,440.76

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

Informational

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	8063	Fox Bros Piggly Wiggly	9/26/2024	I	Excel Level 1	16	2,325	1,119	1,206	927	1,398
2025	8130	Waukesha County Dept of Admin	8/1/2024	I	Lean Tools	26	2,528	1,007	1,521	1,165	1,363
2025	8142	International Fluid Power Society	10/22/2024	I	Fluid Power Fundamentals	25	3,840	1,465	2,375	1,865	1,975
2025	8158	WRTP Big Step Program	9/15/2024	I	CDL Permit	10	1,366	412	954	525	841
2025	8175	Franciscan Villa	10/8/2024	I	Medication Assistant	9	18,000	9,561	8,439	11,657	6,343
2025	8179	WI Underground Contractors Association	11/1/2024	I	Fundamental Leadership	12	786	284	502	369	417
2025	8205	Prolec - GE Waukesha Inc.	10/21/2024	I	Assembly Tool Training with Blueprint Reading	9	7,104	1,490	5,614	1,970	5,134
2025	8230	D & H Industries Inc.	11/18/2024	I	White Belt	15	4,444	1,296	3,148	1,630	2,814
2025	8234	Eaton Corporation	11/11/2024	I	Blueprint and Press Brake Quality Training	15	2,903	1,191	1,712	1,516	1,387
2025	8239	Steinig Tal Kennel	9/30/2024	I	K9 Certification	32	1,600	1	1,599	1	1,599
2025	8159	HUSCO International	8/21/2024	T	ESL Services	N/A	3,143	1,033	2,110	1,315	1,828
2025	8229	Village of Mukwonago	10/30/2024	T	Software Training	N/A	1,313	469	844	591	722
2025	8242	Prolec - GE Waukesha Inc.	11/11/2024	T	Bootcamp	N/A	9,120	2,930	6,190	3,941	5,179

Year	#	Customer	Start Date	Type	Service Description	Number of Participants	Total Revenue	Est. Direct Cost	Variance (1)	Est. Full Cost	Variance (2)
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	8069	Oconomowoc Area School District	9/3/2024	I	Intro to Education Practices	18	8,163	2,622	5,541	3,026	5,137
2025	8074	Milwaukee Youth Apprenticeship Consortium	9/12/2024	I	Milwaukee Youth Nursing Assistant	10	7,500	5,567	1,933	6,012	1,488
2025	8075	New Berlin Public Schools	9/4/2024	I	New Berlin Nursing Assistant	7	7,500	4,559	2,941	4,728	2,772
2025	8076	Pewaukee School District	9/4/2024	I	Pewaukee Nursing Assistant	7	7,500	4,359	3,141	4,728	2,772
2025	8077	Franklin Public Schools	9/4/2024	I	Franklin Nursing Assistant Group A	9	7,500	4,559	2,941	4,728	2,772
ALL CONTRACTS							96,635	43,924	52,711	50,694	45,941

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 of Human Resources and Legal Affairs
DATE: December 10, 2024
RE: Approval to Hire Report

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

Nicholas Pope

Start Date: 01/02/25
Position: Instructor – Automotive Technology

Corporate Training Center

Applied Technology Center *Annual Report*

Waukesha County Technical College

Reporting Period: July 1, 2023 – June 30, 2024

Submittal Deadline: December 1, 2024



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Hands-on
Higher Ed

Section 1: ATC Operational Structure

Corporate Training Center (CTC) Staff:

Karissa Amstadt	Director of Contract Operations
Latonia Pernell	Continuing Education & Training Manager
Dan Mowbray	Account Manager
Carrie Tiedke	Contract Fulfillment Specialist
Courtney Davis	Administrative Professional

District Administration

Richard Barnhouse, Ph.D.	President and CEO
Brad Piazza, Ph.D.	Provost and Vice President of Academic Affairs
Michelle Skinder	Vice President of Human Resources and Legal Affairs
Angela Frazier Arthur, Ph.D.	Vice President of Student Services
Jane Kittel	Vice President of Administration
Sherry Simmons	Chief Culture and Compliance Officer
Andy Palen	Chief External Relations and Marketing Officer
Kristine Golz	Chief Financial Officer
Laura Krohn	Chief of Staff

District Board of Directors

Courtney R. Bauer	Board Vice Chairperson
Brian K. Baumgartner	Board Chairperson
Ryan J. Clark	Board Secretary/Treasurer
Michael Cady	Member
Rob Ewing	Member
Thomas A. Michalski	Member
Stephanie A. Reisner	Member
James J. Stahulak	Member
James C. Zaiser	Member

Describe any policies or procedures applicable to the Applied Technology Center (ATC) that fall outside the normal operations of the technical college. The description should include steps taken to inform the district board, district administrators, and staff of deviations from normal policies and procedures.

The Applied Technology Center (ATC) is located in Building Q on the Waukesha County Technical College (WCTC) Pewaukee campus. The ATC operates in compliance with the policies and procedures outlined in Wisconsin Technical College System (WTCS) Board Policy 705 (Management and Operation of Applied Technology Centers). No policies or procedures applicable to the ATC fall outside the normal operation of the technical college.

Section 2: Business Plan

The WCTC Applied Technology Center (ATC) is home to the Corporate Training Center (CTC) and the Small Business Center (SBC), both focused on supporting, enhancing, and furthering the college's economic development mission and vision.

CTC provides opportunities that enhance the skills of the workforce mainly through customized training opportunities (38.14 contracts) and professional development workshops (38.24 contracts). By regularly assessing the training needs of district industry partners, CTC creates and delivers customized training programs and professional development workshops that improve workforce proficiency, guide continuous improvement, develop leaders, and address the many challenges local businesses routinely face.

SBC operates with a community-service mission to train, counsel, and support start-up micro entrepreneurs through an array of affordable non-credit courses and counseling services. WCTC is the only Wisconsin technical college to operate an SBC with a reputation throughout the region for delivering high-impact support to this critical segment of the entrepreneurial population. The goal of SBC is to guide real-world entrepreneurs as they move from the idea phase to the launch phase following a defined success pathway.

CTC/SBC short-term and intermediate-term Strategic Objectives are as follows:

- Per WTCS Board Policy 705, remain accountable to the WCTC District Board for oversight and operation of the ATC and for meeting performance expectations as established.
- Continue to execute the Engage CTC Action Plan to improve staff professional development opportunities and provide consistent staff feedback.
- Maintain or exceed \$1M in CTC gross revenue from contracts (grant/non-grant) and professional development workshops.
- Apply for and secure additional Workforce Advancement Training (WAT) grants.
- Increase CTC professional development workshop run rates to 40% or higher.
- Expand CTC 38.24 workshops beyond customary offerings to include industry specific content such as APICS certification and AHA certifications.
- Continue developing a consistent and sustainable CTC marketing plan that includes e-mail, social media, and other innovative strategies to generate viable leads and increase contract/workshop gross revenue.
- Integrate SBC courses into CTC operations.
- Coordinate a regional partnership to continue SBC coaching and seed funds after CTC integration.

Section 3: Partnerships

Identify all contractual agreements between business partners. Explain the partnership relationship with the Applied Technology Center (ATC).

The following partnership agreements were in place during FY24:

CTC continues a formal partnership with the Wisconsin Regional Training Partnership (WRTP), a 501(c)(3) nonprofit workforce intermediary dedicated to connecting people to family-sustaining jobs. Their mission is to enhance the ability of public and private sector organizations to recruit, develop, and retain a more diverse, qualified workforce in construction, manufacturing, and emerging sectors of the regional economy. CTC assists with MSSC training, Apprenticeships, Class B CDL permit training, and much more. CTC also has a formal partnership with the Society for Human Resource Management (SHRM). SHRM works to elevate the HR profession and to empower people and workplaces by advancing HR practices and by maximizing human potential. Over 50% of CTC workshops are preapproved by SHRM to offer professional development credits toward SHRM recertification. CTC has expanded this partnership by becoming a provider for SHRM certification exams.

SBC maintains several informal ongoing partnership agreements in place with economic development partners who have access to unique resources to help and support SBC clients. These partners include the Service Corps of Retired Executives (SCORE), local Chambers of Commerce, Bank Five Nine, Waukesha County Center for Growth, UW Small Business Development Center (SBDC), and many others. In addition, the SBC offers the Ask the Experts program where entrepreneurs have the opportunity to connect with partner professionals (accountants, attorneys, etc.) for no-cost guidance.

Describe steps taken to annually evaluate the parameters of the partnership relationships and the dates and results of the most recent evaluation. Explain how those relationships minimize competition within the district, support and further the mission of Wisconsin's technical colleges, and remain in the best interests of district taxpayers.

Both CTC and SBC annually review all formal and informal partnership agreements to minimize competition within the district, support and further the mission of Wisconsin's technical colleges, and ensure that all partnerships remain in the best interests of district taxpayers. CTC also conducts an official review in June each year and renews agreements in compliance with established policies and WCTC District Board approved pricing.

If any partner relationship includes oversight of the management of operations of the ATC, the following provides an annual review of the effectiveness of those agreements.

WCTC solely operates the ATC and assumes all managerial responsibilities associated with the facility and its operations. CTC has priority scheduling authority for CTC workshops, contract training, partner events, and small business courses. The Facilities department oversees scheduling for all other non-CTC activities in compliance with ATC mandated policies and procedures.

Section 4: Oversight

Per WTCS Board Policy 705, the WCTC District Board has established procedures for ongoing oversight of activities occurring within applied technology centers, including the maintenance of required fiscal and procurement records and clear communication of those requirements to all district administrators and staff. The WCTC District Board receives monthly CTC board reports with updates on ATC activities in addition to receiving the mandated ATC Annual Report.

Section 5: Performance Metrics

Provide an assessment of whether performance standards identified in the business plan have been met to date and an analysis of whether the ATC is an appropriate use of district resources.

All economic development activities conducted in the ATC are major contributors to rising wages and increased worker productivity within the district. CTC and SBC have consistently met all performance standards established by the District Board and are major economic development drivers for the college. Both have proven long-term records of success that make the ATC an appropriate use of district resources.

Highlights of FY24 ATC activities conducted by CTC and SBC are as follows:

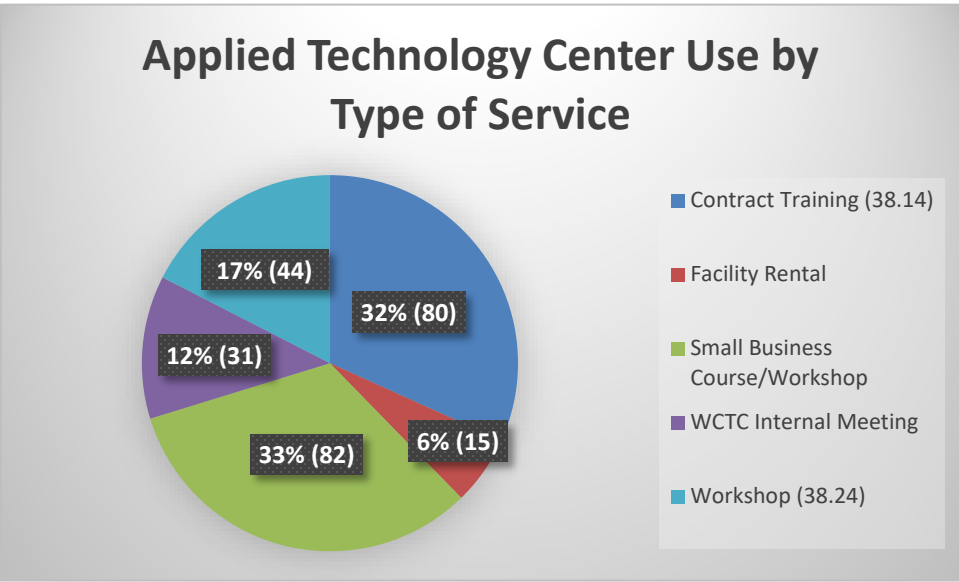
- 7,028 CTC registrations (4,205 contracts; 2,823 workshops)
- 256 CTC contracts and workshops conducted (120 contracts; 136 workshops)
- 304 SBC registrations (30 courses)

Section 6: Applied Technology Center (ATC) Usage Summary

Provide a description of training and instruction offered and the types of businesses or individuals served. For training and instruction, specify whether the training was contract or non-contract.

WCTC closely monitors ATC activities to ensure appropriate usage as mandated by WTCS. Operational guidelines require that 75% of activities coordinated within the ATC serve external customers, relate directly to workforce development, and support economic development initiatives of the college. The ATC exceeded those guidelines in FY24.

The following pie chart categorizes FY24 ATC events by type of service.



CTC primarily serves business customers through contract training, professional development, and technical assistance. In FY24, CTC provided service to the following recipient types as determined by WTCS:

- 11 = Public Educational Institutions (K-12) - s. 38.14(3)
- 15 = Multiple Educational Institutions
- 16 = Public Educational Institutions (K-12) - Transcribed Credit Agreements
- 18 = Public Educational Institutions - Postsecondary
- 19 = Private Educational Institutions
- 21 = Wisconsin Local Governmental Units
- 25 = Multiple Local Governmental Units
- 31 = State of Wisconsin
- 41 = Business and Industry
- 42 = Community Based Organizations (e.g., churches, foundations, unions, non-profits)
- 47 = Workforce Advancement Training (WAT) Grants

SBC primarily serves micro start-up entrepreneurs through a variety of affordable non-credit courses and services. Course categories include start-up basics, business planning, accounting/taxes, legal, insurance, and marketing. Services provided include free coaching and free access to the Ask the Experts program. Ask the Experts is an exclusive network of business professionals who have agreed to meet with small business entrepreneurs at no cost to answer questions and provide insight and guidance.

Students can register for individual courses or complete the eight-course Small Business Certificate which comes with a free one-year chamber membership. In addition, Small Business Certificate holders with a viable business plan are also eligible for the low-interest rate Micro Seed Fund (MSF) available through a community partnership with Bank Five Nine.

Facility Rental

The WCTC Facilities department maintains full responsibility for all rental agreements in WCTC campus buildings, including the ATC. Centralized scheduling ensures consistent rental pricing across campus and that all customers, both internal and external, comply with ATC policies and procedures.



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Dr. Rich Barnhouse, President and CEO
DATE: December 10, 2024
RE: Travel Abroad: AIFOD Conference, Geneva Switzerland

Waukesha County Technical College requests approval for Dr. Rich Barnhouse, President and CEO, to travel to Geneva, Switzerland. This travel is tentative based on AI for Developing Countries Forum (AIFOD) panel selection.

AIFOD 2025 Geneva Winter Summit

AI for Developing Countries Forum (AIFOD) asked Dr. Barnhouse to submit a proposal to present at their upcoming 2025 Geneva Winter Summit “Empowering the South 2030: Forging and AI Future of Inclusive Digital Sovereignty”, held at the United Nations Office of Geneva Switzerland January 27-28, 2025.

Program: AIFOD 2025 Geneva Winter Summit
Location: United Nations Office, Geneva Switzerland
Dates: Conference held January 27-28, 2025. Expected travel dates approximately January 24-30, 2025.
Purpose: To showcase AI work at WCTC and share ideas and knowledge with participants on how AI can transform education and workforce development.

Action Requested: Staff is seeking your approval of this possible travel. Staff are available to answer any questions.



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Michelle Skinder, Vice President of Human Resources and Legal Affairs
DATE: December 10, 2024
RE: Amendment to WCTC and WCTC Foundation MOU

The attached Amendment to the Memorandum of Understanding (MOU) between Waukesha County Technical College and the WCTC Foundation Inc extends the 2019 MOU currently in place.

This extension will allow WCTC and the WCTC Foundation additional time to finalize the agreement on an updated MOU.

Action Requested: We request the WCTC District Board of Trustees approve the attached Amendment to the Memorandum of Understanding between Waukesha County Technical College and the WCTC Foundation Inc.

FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING

This First Amendment to Memorandum of Understanding (the “First Amendment”) is made by and between Waukesha County Technical College (hereinafter referred to as the “College”) and the WCTC Foundation, Inc. (hereinafter referred to as the “Foundation”) effective January 1, 2025 (the “Effective Date”). The College and the Foundation may be referred to herein individually as a “Party” and collectively as the “Parties.”

WITNESSETH:

WHEREAS, the College and the Foundation executed a Memorandum of Understanding on October 22, 2019, as amended by that certain Memorandum of Understanding – Extension dated June 14, 2023 (collectively, and as amended, the “2019 MOU”). Capitalized terms not otherwise defined herein shall have the meanings ascribed to them in the 2019 MOU;

WHEREAS, the term of the 2019 MOU will end on or prior to December 31, 2024; and

WHEREAS, College and Foundation desire to extend the term of the 2019 MOU until February 28, 2025, as provided herein.

NOW, THEREFORE, in consideration of the premises, the mutual covenants and agreements set forth herein, and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, College and Foundation hereby amend the 2019 MOU as follows:

1. Article V, Section 1 of the 2019 MOU is hereby deleted in its entirety and is amended to read as follows:

1. Term and Amendment. The term of this Agreement shall commence as of July 1, 2023 and end February 28, 2025. If either Party believes that the Agreement should be amended during the Agreement term that Party may give written notice to the other Party of such belief and the Parties then agree to meet within 30 working days of the date of such notice to discuss amending this Agreement. Either Party may terminate this Agreement for cause at all other times by giving the other Party prior written notice of not less than 180 working days before the desired termination date.

2. All other terms and provisions contained in the 2019 MOU, which are not inconsistent with or contradictory toward this First Amendment, shall remain in full force and effect for the remainder of the term of the 2019 MOU. Except as expressly otherwise provided herein, all initial capitalized terms shall have the same meaning as subscribed in the 2019 MOU. This First Amendment may be executed in any number of counterparts and by the different parties hereto on separate counterparts and each such counterpart shall be deemed to be an original, but all such counterparts shall together constitute but one and the same First Amendment. Receipt of an executed signature page to this First Amendment by facsimile or other electronic transmission shall constitute effective delivery thereof.

IN WITNESS WHEREOF, the College and Foundation have caused this First Amendment to be executed the day and year first above written.

COLLEGE:

WAUKESHA COUNTY TECHNICAL COLLEGE

By: _____

Printed Name: _____

Title: _____

FOUNDATION:

WCTC FOUNDATION, INC.

By: Sandra A. McBee

Printed Name: SANDRA MCBEE

Title: Foundation Board Chair



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Richard Haen, Director - District Facilities
DATE: December 10, 2024
RE: Bid Information – Waukesha Campus Dental Expansion and Office Renovations

The Dental Expansion project will add ten dental stations, improve equipment sterilization and storage, and relocate and enlarge the lower-level locker rooms and storage. This project aims to boost the clinic's capacity and efficiency, meeting growing demands while maintaining high standards of care and hygiene. Additionally, it will enable WCTC to expand the Dental Hygiene program, admitting ten more students annually, and support the Waukesha community. The space and equipment will also be shared with the Dental Assisting program. The Office renovation will create a collaborative office space for faculty, administrators, admissions staff, and counselors, promoting teamwork and innovation. The open office areas to provide a professional and welcoming environment for faculty and students, enhancing the educational experience. Additionally, we will renovate restrooms to meet modern standards, ensuring comfort and accessibility for all users. This project aims to optimize space use, improve efficiency, and support the evolving needs of faculty, students, and administrative staff.

Key information regarding this project:

- These two capital projects are part of fiscal year 2024/2025 with a combined construction budget of \$1,808,000.
- \$1,108,800 was budgeted for dental utilizing a combination of grant funding and borrowing.
- \$700,000 was budgeted for the office and restroom portion utilizing borrowing.
- It is recommended that WCTC accept the three alternate bids associated with the office renovation.
- Construction is anticipated to begin the week of January 13, 2025, with the office portion being completed by March 16, 2025, and the Dental portion by May 30, 2025.

WCTC received six bids for the two projects:

- Absolute Construction \$883,400
- Allcon LLC \$895,219
- Altius Building Co. \$826,052
- Creative Constructors \$690,000
- Gardner Builders \$683,153
- Selzer-Ornst Construction \$736,312

Project cost breakdown dental expansion:

- Gardner Builders \$457,887
- Contingency (10%) \$ 45,789
- Professional Services (10%) \$ 45,789
- Total: \$549,465

Project cost breakdown for offices and restrooms:

- Gardner Builders \$225,266
- Contingency (10%) \$ 22,527
- Professional Services (10%) \$ 22,527
- Total Dentistry: \$270,320

Funding Sources:

- Dental expansion - State Grant \$439,572
- Dental expansion - Delta Dental \$109,893
- Offices – Capital borrowing \$270,320
- Total: \$819,785

Action Requested: We request the WCTC District Board of Trustees to award the two projects to Gardener Builders with a total construction cost of \$819,785.



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Richard Haen, Director - District Facilities
DATE: December 10, 2024
RE: Bid Information – C Building Hub Stage Renovation

The C Building Hub Stage Renovation project will involve the removal of a wall to expand the area, as well as the installation of new lighting, ceilings, paint, flooring, and railings. This project aims to create a welcoming environment where students can gather, socialize, and engage in traditional games such as pool, shuffleboard, and air hockey, or enjoy television between classes and campus events. This newly renovated space is designed to attract and retain students by offering an inviting alternative for those who may not be interested in Esports or electronic gaming, thereby enhancing their overall campus experience.

Key information regarding this project:

- This project was amended to the 2024/2025 fiscal year capital projects plan with a construction budget of \$100,000.
- It is recommended that WCTC accept the two alternate bids associated with the renovation.
- Construction is anticipated to begin the week of January 13, 2025, with completion by March 16, 2025.

WCTC received five bids for the project:

- Absolute Construction \$108,000
- Camosy Construction \$ 89,600
- Creative Constructors \$ 90,900
- Gardner Builders \$ 92,226
- Level up Construction, Inc. \$ 77,510

Project cost breakdown for the project:

- Level up Construction, Inc. \$ 77,510
- Contingency (10%) \$ 7,751
- Professional Services (12%) \$ 9,301
- Total Dentistry: \$ 94,562

Funding Sources:

- SGA Fund Transfer \$100,000

Action Requested: We request the WCTC District Board of Trustees to award the project to Level up Construction, Inc., with a total construction cost of \$94,562.



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Kristine Golz, Chief Financial Officer
DATE: December 10, 2024
RE: Resolution to approve 2023/24 Fund Balance Reservations and Designations
Resolution to approve 2023/24 Annual Comprehensive Financial Report

Attached you will find two resolutions:

- Resolution to approve the 2023/24 fund balance reservations and designations
- Resolution to approve the 2023/24 Annual Comprehensive Financial Report (ACFR)

The college contracted with Clifton Larson Allen (CLA) to audit its 2023/24 financial statements. The auditors will be present at the board meeting to give you the results of the audit. Upon completion of their presentation, we will be seeking your approval of these two resolutions in the order that they are identified.

Staff will be available for questions.

Attachments

RESOLUTION

Regarding Administrative Code TCS 7.05(5) District Reserves

WHEREAS the Wisconsin Administrative Code TCS 7.05(5) requires that a district board adopt a resolution approving reservations and other segregations of fund balance and requires that each district shall disclose all reserves maintained by it and the amount contained in each reservation, and

WHEREAS the Waukesha County Area Technical College District Board will be approving the district's 2023/24 Annual Comprehensive Financial Report.

THEREFORE, BE IT RESOLVED that the Waukesha County Area Technical College District Board hereby approves the following reservations and segregations of fund balance:

RESERVE FOR DEBT SERVICE - A segregation of a portion of fund balance to provide for debt service requirements for future years at \$1,577,164.

RESERVE FOR CAPITAL OUTLAYS - A segregation of a portion of fund balance to provide for capital outlay requirements for future years at \$27,989,919.

RESERVE FOR ENCUMBRANCES - A segregation of a portion of fund balance to provide for encumbrances, which are \$113,181, \$2,565, and \$7,061,749 for the General, Special Revenue – Operating, and Capital Project Funds respectively.

RESERVE FOR PREPAID EXPENDITURES AND INVENTORY - A segregation of a portion of fund balance to provide for the investment in prepaid expenditures and inventory, which is \$45,592 and \$7,200 for the General Fund and Special Revenue – Operating Fund respectively.

RESERVE FOR STUDENT ORGANIZATIONS - A segregation of a portion of fund balance for student organizations, which is \$1,001,433.

RESERVE FOR STUDENT FINANCIAL ASSISTANCE - A segregation of a portion of fund balance for student financial assistance, which is \$230,872.

RETAINED EARNINGS - Profits from proprietary activities that are available for use in future years, which is \$1,776,562 and \$3,081,327 for the Enterprise and Internal Service Funds respectively.

DESIGNATED FOR STATE AID FLUCTUATIONS – A segregation of a portion of fund balance designated for use in future years for cash flows arising from state aid fluctuations, which is \$470,000 in the General Fund.

DESIGNATED FOR OPERATIONS – A segregation of a portion of fund balance designated for use in future years for cash flows and emergencies, which is \$18,440,000 and \$886,803 for the General and Special Revenue – Operating Funds respectively.

DESIGNATED FOR SUBSEQUENT YEARS – A segregation of a portion of fund balance designated for re-appropriation in the future years, which is \$708,000 in the General Fund.

DESIGNATED FOR SUBSEQUENT YEAR – A segregation of a portion of fund balance designated for re-appropriation in the next fiscal year, which is \$28,101,590 in the General Fund.

RESOLUTION

WHEREAS the WCTC Board has reviewed with representatives of the independent public accounting firm, Clifton Larson Allen (CLA), the fiscal year 2024 Annual Comprehensive Financial Report (ACFR) and the related CLA Commentary Report on the audit for the year ended June 30, 2024, and

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

THEREFORE, BE IT RESOLVED that the WCTC Board accepts these reports and the responsibility for the information contained therein and specifically approves the reservations and designations of fund balance as of June 30, 2024, as contained in the fiscal year 2024 ACFR (budgetary basis).

BE IT FURTHER RESOLVED that the WCTC Board directs the administration to forward copies of these reports to the Wisconsin Technical College System Board.