



**WAUKESHA**  
COUNTY TECHNICAL  
**COLLEGE**

Hands-on  
Higher Ed

# WCTC District Board Regular Meeting

**Tuesday, May 9, 2023, 5:00 p.m.**

**Waukesha County Technical College**

**Richard T. Anderson Education Center, C051/057**

### Upcoming Meetings

Regular Board Meeting	June 13, 2023	5:00 p.m.	In-Person
Annual Organizational & Regular Board Meeting	July 10, 2023	5:00 p.m.	In-Person
Regular Board Meeting	August 8, 2023	5:00 p.m.	In-Person



**WCTC Vision Statement:** Waukesha County Technical College is the distinct choice for innovative and transformative education.


**WCTC Mission:** Waukesha County Technical College provides accessible career and technical education to strengthen our community through life-long learning.

**Waukesha County Area Technical College  
District Board Meeting  
May 9, 2023 – 5:00 PM  
Richard T. Anderson Education Center, C051/057  
Immediately Following the Public Hearing at 5:00 PM**

***AGENDA***

- I. Call to Order – Courtney Bauer**
- II. Public/Staff Remarks\***
- III. Delegates to be Heard**
  - 4 A. Student Government Association – Gabby Karaban
- IV. President’s Report – Dr. Richard G. Barnhouse**
- V. Approval of Consent Agenda Items**
  - 5-8 A. Minutes Dated April 11, 2023 (Regular Board Meeting)
  - 9-16 B. Accounts Payable Summaries for April 6, 13, 20 and 27, 2023
  - 17 C. 38.14 Contract Report for April 2023
  - 18-20 D. Approval of Continuation of 38.14 Contract Pricing Rates for FY24
  - 21 E. Approval to Hire Term Report
  - 22-31 F. Board Monitoring Data: 2022/23 Third Quarter Financials
- VI. Action Items**
  - 32-34 A. 2022-23 Budget Modification – Kristine Golz
  - 35-36 B. Tentative WCTC Board Adoption of 2023-24 Budget – Jane Kittel
  - 37-56 C. Approval of Resolution Awarding the Sale of \$3,950,000 General Obligation Promissory Notes, Series 2023A – Jane Kittel
  - 57-64 D. Request to Approve Submission of a Program Implementation for a 50-623-2 Industrial Metrology Technician Apprenticeship Program to the Wisconsin Technical College System – Mike Shiels and David Schubot
  - E. Recommendations for Nomination Committee for 2023-24 Board Officers – Courtney Bauer
- VII. Presentation/Discussion**
  - A. Planning for the Modern College – Mary Poehls
- VIII. A Motion Shall be Made Pursuant to Sec. 19.85(1)(b), (c) and (e) Wisconsin Statutes to Convene into Closed Session to Discuss:**
  - A. Consideration of Non-Renewal(s)
  - B. Base Wage Bargaining Agreement

*The Board may reconvene in open session to take action on non-renewal(s) and base wage agreement.*
- IX. Adjournment – Courtney Bauer**

  
\_\_\_\_\_  
Dr. Richard G. Barnhouse, President

## **\* Board Meeting Rules of Conduct**

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

### **Public/Staff Remarks Procedure:**

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

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

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### **Attention Individuals with Disabilities:**

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



WCTC | Student Government Association (SGA)  
wctc.edu/SGA | sga@wctc.edu

# DISTRICT BOARD REPORT

Good evening,

This will be our last board report of the year as all of our events have now come to an end. This spring we closed out the semester with craft day and our second evening grab and go event. I'm excited to report that we had close to 130 students attend the grab & go event. We had instructors who brought their entire class to the event, and they also stayed to play games and interact with one another.

McKenna, Janixa and Kylee are all graduating this semester and we wish them well in the future.

We're looking forward to next school year when the Student Life area construction will be done. We are excited to finally have a space that is just for us, where we will be able to interact more with the student body. We're also looking forward to our Summer Retreat where we plan all of our events for next school year.

We would like to take this time to thank all the staff who have been by our side this year. SGA worked with many people to make our events better and even work out some problems around campus. SGA was recently part of a focus group to discuss plans for the "Modern College" and we were happy to have the opportunity to share our ideas.

Thank you again for allowing me to be here today. If you have any questions please let me know.



WAUKESHA  
COUNTY TECHNICAL  
COLLEGE

Hands-on  
Higher Ed

800 Main Street, Pewaukee, Wisconsin 53072

**Waukesha County Area Technical College  
District Board Meeting Minutes  
April 11, 2023 – 5:00 PM  
Richard T. Anderson Education Center, C051/057**

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**Present:**

Courtney Bauer, Board Chairperson  
Ryan Clark, Board Member  
Thomas Michalski, Board Member  
Stephanie Reisner, Board Member (virtual)  
Lois Vasquez, Board Member  
Jim Zaiser, Board Member

**Absent**

Brian Baumgartner, Secretary/Treasurer  
Joe Garza, Board Vice Chairperson

**Also Present:**

Richard Barnhouse

21 Guests

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- I. Call to Order – Courtney Bauer 5:00 p.m.**
  - A. Pledge of Allegiance
  
- II. Public/Staff Remarks\***
  - A. None
  
- III. Delegates to be Heard**
  - A. Student Government Association – Gabby Karaban
    - Ms. Karaban shared that this time of year is quite busy with numerous events across campus. SGA is scheduled to participate in the focus groups on the Modern College with Mary Poehls, Quality and Development Coordinator. SGA and Student Life will be hosting the Spring Awards Ceremony and SGA elections for the new year will take place in early May.
  
- IV. President’s Report – Dr. Richard G. Barnhouse**
  - Dr. Barnhouse welcomed everyone to the WCTC District Board April meeting.
  - He wants the Board to recognize that the ground in higher education in this state is shifting. This started with the recent announcement of the closing of the UW-Richland Center. Yesterday, Cardinal Stritch University announced it would be closing in May. Tomorrow, the County Board in Washington County is having a conversation regarding the future of UW-Washington. WCTC is in a strong financial position with outstanding faculty and staff and great programs for our students. Enrollment is up 4% this spring with plans in place for the future. He will continue to provide updates to the Board moving forward.
  - Dr. Barnhouse shared that he recently spoke with Dr. Mark Mone, UWM Chancellor and Cindy Gnadinger, Carroll University President about collaboration with regards to students having access to finish their bachelor programs on the WCTC campus.
  - He recently traveled to Milwaukee to meet with HERA and MKE Tech Hub to discuss artificial intelligence (AI) and what it means to business and industry. Currently, many businesses are struggling as they try to figure out what AI can do for them. He will keep the Board updated.
  - He visited with Frentzel Products Inc. in Sussex. Discussion was had around ways to provide an employee pipeline for them moving forward.
  - Last Monday, he had a live interview with Jane Matenaer and Kristin Brey of As Goes Wisconsin, where he talked about WCTC.

- Dr. Barnhouse attended the Higher Learning Commission (HLC) Conference in Chicago. After participating in numerous sessions, he realized WCTC is right on track with regards to programs and future projects.
- April 22, 2023, Earth Day, WCTC will hold a Community Clean-Up as part of the 100th Anniversary.
- May 1, 2023, WCTC will Light the Hoan Bridge in WCTC colors. WCTC students will have a coding competition. The winning group will get to light the bridge.
- He recently attended the Culinary Spring Spectacular, which was a masquerade theme. The faculty and students did a fabulous job.
- On April 7, 2023, he attended the Children’s Art Show at the Child Development Center.
- Dr. Barnhouse attended the WMC CEO briefing. AI continues to be a focus of conversation.
- He met with GPS Education Partners on April 3, 2023 and is looking forward to more discussions and future opportunities.
- Dr. Barnhouse recently attended an AI discussion at the New Berlin School District.

**V. Approval of Consent Agenda Items**

- A. Minutes dated March 14, 2023 (Regular Board Meetings)
  - B. Accounts Payable Summaries for March 2, 9, 16, 23 and 30, 2023
  - C. 38.14 Contract Report for March 2023
  - D. DBA Nomination for 2023 Technical Education Champion (TECh) Award
- Mr. Thomas Michalski motioned to approve the Consent Agenda Items; receiving a second from Mr. Ryan Clark. **Approved; carried unanimously.**

**VI. Action Items**

- A. **Resolution Authorizing the Issuance of \$3,950,000 General Obligation Promissory Notes, Series 2023A, of Waukesha County Area Technical College District, Wisconsin, and Setting the Sale of the Notes – Kristine Golz**
  - Ms. Golz reviewed the resolution authorizing the issuance of \$3,950,000 General Obligation Promissory Notes, Series 2023A for this fiscal year. The Series 2023A notes will be used for equipment, site improvements and building remodeling projects. She then recommended approval.

Mr. Michalski motioned to approve the Resolution Authorizing the Issuance of \$3,950,000 General Obligation Promissory Notes, Series 2023A, of Waukesha County Area Technical College District, Wisconsin, and Setting the Sale of the Notes; receiving a second from Mr. Jim Zaiser. **Approved; carried unanimously.**
- B. **Resolution Appointing Associated Trust Company, National Association to Serve as Fiscal Agent in Connection with Outstanding Note Issues – Kristine Golz**
  - Ms. Golz reviewed the resolution appointing Associated Trust Company, National Association noting their role will be to facilitate the debt payments to the Depository Trust Company (DTC) for the College. She then recommended approval.

Mr. Clark motioned to approve the Resolution Appointing Associate Trust Company, National Association to Serve as Fiscal Agent in Connection with Outstanding Note Issues; receiving a second from Mr. Michalski. **Approved; carried unanimously.**

**C. Construction Bid Information: Fire Training Grounds Site Improvements, WCTC Bid #2223-06 – Rich Haen**

- Mr. Haen reviewed the fire training grounds site improvements request. This project is part of fiscal year 2022/2023 and 2023/2024 capital projects. One bid from Selzer-Ornst Construction Company was received for a total project cost of \$1,491,400. Construction is scheduled to begin April 17, 2023, with a June 30, 2024 completion date. Mr. Haen then recommended approval.

Mr. Clark motioned to approve Construction Bid Information: Fire Training Grounds Site Improvements, WCTC Bid #2223-06; receiving a second from Ms. Lois Vasquez. Approved; carried unanimously.

**D. Construction Bid Information: V Building Addition, WCTC Bid #2223-08 – Rich Haen**

- Mr. Haen reviewed the V building addition request. This will consist of 6,485 square feet to include a tactical training room, storage, office and classroom space. The lowest bid from Allcon, LLC was accepted with a total project cost of \$1,400,000. Construction will begin April 17, 2023, with a completion date of December 22, 2023. Mr. Haen then recommended approval.

Mr. Zaiser motioned to approve Construction Bid Information: V Building Addition, WCTC Bid #2223-08; receiving a second from Ms. Stephanie Reisner. Approved; carried unanimously.

**E. Construction Bid Information: Regulatory Sign Replacement, WCTC Bid #2223-10 – Rich Haen**

- Mr. Haen gave an overview of the regulatory sign replacement project. The lowest bid from Environmental Solutions, Inc. Ltd. was accepted with a total project cost of \$100,000. Construction will begin April 17, 2023, and be completed August 18, 2023. Mr. Haen then recommended approval.

Mr. Michalski recommended approval of Construction Bid Information: Regulatory Sign Replacement, WCTC Bid #2223-10; receiving a second from Mr. Clark. Approved; carried unanimously.

**VII. Presentation/Discussion**

**A. 2023/24 Budget Update – Kristine Golz**

- Ms. Golz provided an update on the 2023-24 budget opportunities, realities, the impact of enrollment on tuition revenue and the revenue assumptions. She noted the timeline and that approval will be requested at the June 2023 Board meeting.

**B. Employer Follow-Up – Sydney Tylke**

- Ms. Tylke reviewed the employer follow-up, a WTCS state-mandated survey conducted every four years.

**V. Mr. Thomas Michalski motioned to convene into Closed Session pursuant to Section §19.85(1)(b), (c) and (e) Wisconsin State Statutes at 6:15 pm:**

A. Mr. Clark seconded the motion.

B. **Unanimous roll call vote**

C. Discussions were held regarding:

- Consideration of Termination and Non-Renewal
- Base Wage Bargaining Agreement Update

- D. Mr. Michalski motioned to reconvene in open session; receiving a second from Ms. Reisner.
- E. **Unanimous roll call vote**
- F. The open meeting reconvened at 6:40 pm

**VIII. Adjournment – Courtney Bauer**

- Mr. Michalski motioned to adjourn the meeting, receiving a second from Mr. Baumgartner. Meeting adjourned at 6:40 p.m.

Respectfully Submitted by  
Kristan Gochenauer  
Executive Assistant to the Board

Signed: \_\_\_\_\_  
Brian Baumgartner, Secretary/Treasurer



**ACCOUNTS PAYABLE SUMMARY**  
**April 06, 2023**

**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 \$361,029.87**

**The Waukesha County Area Technical College  
District Board and President have examined these claims  
and approve their payment this 9<sup>th</sup> day of May 2023**

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**Chair**

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**Secretary/Treasurer**

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**President**

## Check Register Report

Accounts Payable account code "WA". Database instance PROD-Native

<u>Number</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
!0035796	04/04/23	Aladdin Food Management Services LLC	\$ 3,806.33
!0035797	04/04/23	Bitlyft Security LLC	\$ 24,577.81
C0743781	04/04/23	AVI	\$ 34,668.19
C0743788	04/04/23	DLT Solutions	\$ 20,164.00
C0743790	04/04/23	Eastman Kodak Company	\$ 18,121.42
C0743791	04/04/23	Ewald Automotive Group Inc	\$ 76,576.00
C0743792	04/04/23	Fire-Dex GW LLC	\$ 9,302.00
C0743794	04/04/23	Gamma & Bross USA, Inc	\$ 9,811.90
C0743798	04/04/23	Independence Painting LLC	\$ 4,294.37
C0743799	04/04/23	Internet2	\$ 2,500.00
C0743801	04/04/23	JX Peterbilt	\$ 2,848.46
C0743803	04/04/23	Lab Midwest Corp	\$ 5,884.00
C0743805	04/04/23	Erin MacLean	\$ 11,500.00
C0743807	04/04/23	National Instruments	\$ 9,000.00
C0743810	04/04/23	Parts Town LLC	\$ 5,057.87
C0743811	04/04/23	PrismRBS LLC	\$ 21,102.00
C0743819	04/04/23	Wil-Surge Electric	\$ 61,900.30
C0743820	04/04/23	Zimmerman Design Group	\$ 4,668.86
C0743866	04/06/23	Harwood Engineering Consultants	\$ 9,404.00
C0743867	04/06/23	Helm Service	\$ 16,832.00
C0743868	04/06/23	Henneman Engineering Inc	\$ 9,010.36

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21 payments TOTAL: \$ 361,029.87

**ACCOUNTS PAYABLE SUMMARY**  
**April 13, 2023**

**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 \$585,581.40**

**The Waukesha County Area Technical College  
District Board and President have examined these claims  
and approve their payment this 9<sup>th</sup> day of May 2023**

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**Chair**

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**Secretary/Treasurer**

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**President**

## Check Register Report

Accounts Payable account code "WA". Database instance PROD-Native

<u>Number</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
!0035836	04/11/23	Allstate Benefits	\$ 3,263.68
!0035837	04/11/23	Clear Channel	\$ 9,402.25
!0035840	04/11/23	Engler Corporation	\$ 5,850.75
!0035843	04/11/23	PFM Asset Management LLC	\$ 4,969.69
!0035844	04/11/23	Quarles & Brady LLP	\$ 19,125.03
C0743900	04/11/23	BizTimes Media LLC	\$ 6,790.00
C0743906	04/11/23	Compass Minerals America Inc	\$ 9,066.04
C0743908	04/11/23	Creative Constructors LC	\$ 384,718.58
C0743914	04/11/23	Eastman Kodak Company	\$ 8,960.71
C0743915	04/11/23	Ellucian Co LP	\$ 32,993.00
C0743916	04/11/23	EZ Way, Inc	\$ 7,378.80
C0743921	04/11/23	Gordon Fleisch Co Inc	\$ 5,801.58
C0743929	04/11/23	James Imaging Systems	\$ 4,171.31
C0743932	04/11/23	Journal Sentinel Inc	\$ 4,450.47
C0743938	04/11/23	Midland Paper	\$ 2,818.00
C0743939	04/11/23	MJS Landscaping Services	\$ 6,160.72
C0743946	04/11/23	R A Smith National Inc	\$ 3,784.00
C0743947	04/11/23	Racine Danish Kringles	\$ 2,624.05
C0743948	04/11/23	Recast Software LLC	\$ 5,172.00
C0743960	04/11/23	Waukesha County	\$ 5,243.25
!0035872	04/13/23	Engler Corporation	\$ 19,033.95
C0743994	04/13/23	Crescent Electric Supply Company	\$ 5,106.54
C0744001	04/13/23	Investigation Technologies LLC	\$ 5,720.00
C0744003	04/13/23	SET Engineering LLC	\$ 6,950.00
C0744008	04/13/23	V & F Roof Consulting Service Inc.	\$ 11,427.00
C0744009	04/13/23	Von Briesen & Roper SC	\$ 4,600.00

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26 payments TOTAL: \$ 585,581.40

**ACCOUNTS PAYABLE SUMMARY**  
**April 20, 2023**

**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 \$286,957.44**

**The Waukesha County Area Technical College  
District Board and President have examined these claims  
and approve their payment this 9<sup>th</sup> day of May 2023**

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**Chair**

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**Secretary/Treasurer**

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**President**

## Check Register Report

Accounts Payable account code "WA". Database instance PROD-Native

<u>Number</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
!0035891	04/18/23	Aladdin Food Management Services LLC	3,513.96
!0035893	04/18/23	Duet Resource Group	10,890.00
!0035894	04/18/23	Engler Corporation	18,528.50
!0035898	04/18/23	Rote Oil Ltd	2,986.10
C0744034	04/18/23	ABM Industries Inc	70,609.93
C0744036	04/18/23	Aramark Uniform Services Inc	3,549.20
C0744039	04/18/23	braXos Security Software LLC	2,500.00
C0744041	04/18/23	Buy-Rite Beauty	12,596.00
C0744044	04/18/23	Constellation NewEnergy Gas Division LLC	22,169.91
C0744057	04/18/23	MacQueen Emergency Group	2,975.00
C0744058	04/18/23	MotoShot Target Systems	4,872.41
C0744059	04/18/23	NEOGOV	15,554.91
C0744060	04/18/23	Neumann Co Inc	3,750.00
C0744062	04/18/23	Parts Town LLC	3,844.26
C0744066	04/18/23	Streicher's	6,555.12
C0744068	04/18/23	United Mailing Services	4,174.33
C0744071	04/18/23	Village of Pewaukee	21,456.06
C0744072	04/18/23	Village of Pewaukee Water Utility	20,633.05
!0035911	04/20/23	Quarles & Brady LLP	7,995.00
!0035912	04/20/23	Rote Oil Ltd	2,598.55
C0744107	04/20/23	Dell Marketing L P	14,105.15
C0744112	04/20/23	Forge Fire & Company LLC	7,500.00
C0744115	04/20/23	Linkedin Corporation	23,600.00

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23 payments TOTAL:

\$ 286,957.44

**ACCOUNTS PAYABLE SUMMARY**

**April 27, 2023**

**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 \$447,067.92**

**The Waukesha County Area Technical College  
District Board and President have examined these claims  
and approve their payment this 9<sup>th</sup> day of May 2023**

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**Chair**

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**Secretary/Treasurer**

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**President**

## Check Register Report

Accounts Payable account code "WA". Database instance PROD-Native

<u>Number</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
!0035933	04/25/23	Madison National Life Insurance Co	\$ 8,645.64
!0035935	04/25/23	Symetra Life Insurance Company	\$ 21,627.27
C0510852	04/25/23	Wisconsin Library Services Inc	\$ 2,986.62
C0744163	04/25/23	Consolidated Doors Inc	\$ 15,245.00
C0744169	04/25/23	Lab Midwest Corp	\$ 260,312.00
C0744173	04/25/23	Proforma Promotional Group	\$ 5,026.68
C0744176	04/25/23	The CTK Group	\$ 8,000.00
!0035950	04/27/23	Allstate Benefits	\$ 3,173.72
!0035954	04/27/23	Simons Electrical Systems	\$ 2,887.00
C0744353	04/27/23	Andrus Limousine Service and VIP Transports	\$ 3,042.06
C0744366	04/27/23	Kwalu LLC	\$ 6,924.87
C0744369	04/27/23	McGraw Hill Education Inc	\$ 44,836.74
C0744374	04/27/23	RedShelf Inc	\$ 28,289.55
C0744375	04/27/23	Reinders Landscape Super Center	\$ 23,660.79
C0744386	04/27/23	Willo Labs Inc	\$ 12,409.98

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15 payments TOTAL:

\$ 447,067.92



**WAUKESHA COUNTY TECHNICAL COLLEGE  
CORPORATE TRAINING CENTER  
CONTRACT APPROVAL REPORT  
APRIL, 2023**

Year	#	Customer	Start Date	Type	Service Description	Number of Participants	Total Revenue	Est. Direct Cost	Informational		
									Variance (1)	Est. Full Cost	Variance (2)
<b>In-State Contracts</b>											
2023	6211	Sentry Equipment Corporation	4/4/2023	I	Harassment Awareness	24	7,293	2,393	4,900	2,916	4,377
2023	6241	Power Test Inc	3/23/2023	I	OSHA 10	20	2,960	852	2,108	996	1,964
2023	6248	WRTP Big Step Program	4/13/2023	I	CDL Permit Training	7	797	490	307	616	181
<b>ALL CONTRACTS</b>							<b>11,050</b>	<b>3,735</b>	<b>7,315</b>	<b>4,528</b>	<b>6,522</b>

**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.



**MEMO**

**TO:** WCTC District Board  
**FROM:** Laura Catherman, Executive Director of the Corporate Training Center  
**DATE:** May 9, 2023  
**SUBJECT:** Proposed FY24 Standard Pricing Rates

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**Context**

S. 38.14(3), Wis. Stats., is the specific authority that empowers the district boards to contract to provide services and defines the types of services allowable. Per the Wisconsin Technical College System’s *Contracts for Services and Contract Reporting System Manual*, each district board shall “establish criteria for pricing district contracts to provide educational services including criteria for when more or less than full costs will be charged.”

The WCTC District Board reviews and determines standard pricing rates on an annual basis prior to the start of each new fiscal year. Standard pricing rates are based on projected costs associated with delivering contract training and are benchmarked against other Wisconsin technical colleges. Historically, rates have only been increased as needed and have often been carried over from one fiscal year (FY) to the next FY. Based on costs to deliver contract training and benchmarking, standard pricing rates were recently increased in FY23.

**Recommendation**

Staff recommends adopting the FY23 standard pricing rates for FY24. The current pricing rates align with current and projected costs and allow Corporate Training Center contracts to be priced competitively. The only modification shown on the FY24 standard pricing rates is the annual Wisconsin Technical College System update to on campus and off campus indirect cost rates.

Enclosed for your review and approval are the proposed FY24 standard pricing rates.

*Note: With the increase in partnerships with school districts, staff anticipates presenting the WCTC District Board with recommended language to add Dual Enrollment Academy contracts under specialized services. Since FY24 Dual Enrollment Academy Contracts have been executed, this will be timed to align with FY25 contracts.*





**FY24 CORPORATE TRAINING CENTER STANDARD PRICING RATES**

**CONTRACT PRICING DEFINITIONS**

**Standard Pricing Rates** – Contract rates approved yearly by the WCTC Board used to determine contract price.

**Contract Price** – Full retail contract selling price using standard pricing rates.

**Direct Cost** – Total salary, benefits, and direct expenses of assigned instructor and instructional costs.

**Indirect Cost** – An annual factor of direct costs calculated by the Wisconsin Technical College System.

**Full Cost** – Direct costs plus the appropriate indirect cost.

**Out-of-State/Foreign 38.14(3) Contract** – An agreement to provide customized instruction or technical assistance to any entity outside of Wisconsin pending Board approval prior to rendering services.

**38.14 Contracts** – ‘Contracts for Services’ authority is provided to district boards by Wisconsin Statue 38.14(3) which generally includes those services provided by WCTC’s Corporate Training Center in the categories below. All 38.14 contracts must fully recover the equivalent to tuition and fees based on the number of participants in a course.

- **Customized Instruction** – Any contract intended to provide instruction resulting in the submission of course records to the state office under the client reporting system. All instruction will be done under state office approved course numbers.
- **Technical Assistance** – Any contract for non-instructional activities that assist a client in accomplishing an organizational purpose, goal, or mission. No course number is assigned.
- **Fiscal and Management Services** – Contract activities of a fiscal or management nature limited to educational institutions, local, state and federal agencies such as bookkeeping, accounting or technology services.

**PROPOSED FY24 STANDARD PRICING RATES**

Item	FY23	FY24
Customized Instruction	\$240/hour	\$240/hour
Technical Assistance	\$220/hour	\$220/hour
Development/Extra Prep	\$120/hour	\$120/hour
Travel Time Rate – out of district only	\$100/hour	\$100/hour
Meeting Rate	\$100/hour	\$100/hour
Certification Fee (i.e., CNA, First Aid, CPR)	\$100/hour	\$100/hour
Out of State	Contract Price	Contract Price
CTC Workshops and Seminars (38.24)	Contract Price	Contract Price
Indirect Rate – On Campus	34.16%	35.68%
Indirect Rate – Off Campus	25.79%	27.92%



**WAUKESHA  
COUNTY TECHNICAL  
COLLEGE**

Corporate Training  
Center



**SPECIALIZED SERVICES**

Specialized services typically 1) only recover direct or full costs, 2) charge the \$100 certification rate, 3) are contract services to the organizations described below, and/or 4) do not contribute to advanced skill acquisition or lead to career advancement, such as:

- Basic Certification/Recertification & Licensure (e.g., CNA, First Aid, CPR, AED)
- Health & Safety Awareness and Compliance Training (e.g., Fire Extinguisher Training, Fire Brigade, Confined Space Training, Food Service Sanitation, Hospitality Health & Safety, Responsible Beverage Service, Childcare Safety, Blood Borne Pathogen Training, CDL/Assessment)
- Assessment Center Services and Support (e.g., Proctoring, Test Instruments, Scoring, Reporting)
- Small Business Center: Fiscal/Financial Management Services, and Business Plan Development
- Translation/Interpretation Services/ESL-ELL

**Community-Based Service Organizations** – Pricing associated with services provided to a community organization which relies primarily upon volunteers to carry out its mission and key objectives, and whose services provide benefit to the community or its institutions (e.g., Community Organizations Active in Disaster, Art Council Chambers).

**Wisconsin Technical College Partners** – Pricing agreement between Wisconsin technical colleges whereby services provided to each other are done so to recover direct costs only.

**Subcontracted Service Provider** – Services provided to a third party when WCTC is serving as a subcontractor, or a recognized organization and it did not initiate the training relationship. In acting as a subcontractor, WCTC will recover, at a minimum, its full costs associated with the delivery of service.

**Academic Program Workshops/Seminars Rate** – Pricing for 38.24 workshops organized by an academic department. Pricing ensures a competitive rate, is neither less than program/materials fee, and is consistent with fair market rates for comparable professional development workshops and/or instructional/vocational programs.

9H/HSTC using WCTC instructors	Full cost (at least equal to tuition and fees)
WTCS College Partner	Direct cost
Rehabilitation Services	Direct cost
Subcontracted Service (e.g., WRTP)	Full cost
Community Based Organization	Full cost
Academic Program Workshops and Seminars (38.24)	Direct cost + margin (min. margin 10%)





## MEMORANDUM

**TO:** WCTC Board of Trustees

**FROM:** Michelle Skinder, Vice President, Human Resource Services

**DATE:** May 9, 2023

**RE:** **Approval to Hire Term Report**

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**The following individual is recommended for hire based on the Colleges recruitment, hiring and promotion process:**


### **Brandon Bergner, Instructor-EMS/Clinical & Field Coordinator**

Brandon Bergner is excited to make the transition from career firefighter/paramedic to our full-time EMS Instructor, Clinical/Field Coordinator. Brandon is a graduate of our Associates of Applied Science in Paramedic Technician and also holds a Bachelor's Degree in Fire/Emergency Response Management from University of Wisconsin-Oshkosh. Brandon has served as a firefighter/paramedic at several fire departments in Waukesha County ranging from volunteer, part-time and career departments. He also has teaching experience as a clinical instructor through the Lake County EMS Training Center where he assisted in teaching lab skills as well as accompanied students to their emergency department clinical rotations to gain valuable patient contact experience. Brandon is a lifelong learner, is exceptionally organized and has always shown a passion for teaching/mentoring. We cannot wait for Brandon to join our team to continue to further the clinical/field education of our EMS students and use his creative and critical thinking skills to meet the ever-changing employer needs of our district and beyond.

To: WCTC Board  
From: Jane Kittel, Vice President - Finance & Administration  
Kristine Golz, Chief Financial Officer  
Date: May 9, 2023  
Re: Financial Summary Report as of March 31, 2023

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

### **General Fund**

 Enrollments were budgeted at 3,032 and current projections are 3,145. This projection represents an approximate increase of 0.3% from FY22

Info Revenue cycles differ from expenditure patterns. Over 50% of WCTC's operating revenue is received between January and April each year.

### **Special Revenue Fund - Operating**

Info Revenue and expenditures are in line with expectations  
WCTC will fully expend the institutional HEERF funding received in response to the COVID pandemic during FY23.

### **Special Revenue Fund - Non-aidable**

Info Revenue and expenditure fluctuations are primarily due to student financial aid, which may vary from year to year depending on eligibility. Additionally revenues and expenditures are expected to be significantly lower than FY22 due to the HEERF student emergency aid which was fully distributed as June 30, 2022.

### **Capital Projects Fund**

Info Timing of projects impacts when spending occurs.

### **Debt Service Fund**

Info Revenue and expenditures are in line with expectations.

### **Enterprise Fund**

Info Revenues are impacted by enrollment as well as consumer spending trends. Overall revenue and expenditures are within expectations.

### **Internal Service Fund**

Info Revenue and expenditures are in line with expectations.

### **OPEB Trust**

Info The OPEB trust is a blend of fixed income and equity investments. The fixed income investment market continues to experience unrealized losses due to the increasing interest rates.

**All Funds**  
**Comparative Statement of Revenues and Expenditures**  
**For the Months Ended March 31, 2023 and 2022**

	2023				2022				2022 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
<b>REVENUES</b>										
Local government	19,927,176	20,139,719	20,126,888	99.94%	22,775,615	20,117,497	20,153,826	100.18%	20,260,089	142,592
State	55,164,528	55,158,436	53,398,006	96.81%	49,905,809	53,002,382	51,263,584	96.72%	53,041,562	39,180
Program fees	12,000,000	12,000,000	12,640,823	105.34%	12,000,000	12,000,000	12,552,443	104.60%	11,983,310	(16,690)
Materials fees	692,550	692,550	705,327	101.84%	732,700	732,700	715,759	97.69%	699,554	(33,146)
Other student fees	1,169,100	1,169,100	1,268,968	108.54%	1,344,700	1,344,700	1,232,425	91.65%	1,458,917	114,217
Institutional fees	7,782,300	7,782,300	5,506,387	70.76%	8,453,810	8,453,810	5,250,577	62.11%	6,739,279	(1,714,531)
Federal	5,799,941	5,799,941	4,119,072	71.02%	5,729,675	11,266,575	7,818,124	69.39%	11,613,090	346,515
<b>Total Revenues</b>	<b>102,535,595</b>	<b>102,742,046</b>	<b>97,765,472</b>	<b>95.16%</b>	<b>100,942,309</b>	<b>106,917,664</b>	<b>98,986,738</b>	<b>92.58%</b>	<b>105,795,801</b>	<b>(1,121,863)</b>
<b>EXPENDITURES</b>										
Instruction	50,912,597	52,650,548	34,421,246	65.38%	49,531,920	49,731,920	33,454,266	67.27%	46,748,748	2,983,172
Instructional resources	1,520,058	1,561,058	1,163,953	74.56%	1,529,496	1,529,496	1,094,463	71.56%	1,452,586	76,910
Student services	16,767,054	17,103,054	11,722,678	68.54%	16,357,453	21,111,208	14,104,349	66.81%	18,024,203	3,087,005
General institutional	16,639,049	16,998,049	12,115,398	71.28%	17,768,070	18,519,670	13,181,315	71.17%	16,474,369	2,045,301
Physical plant	22,102,287	22,180,287	17,225,825	77.66%	20,000,315	20,700,315	17,600,511	85.03%	20,117,451	582,864
Auxiliary services	4,554,223	4,554,223	2,817,004	61.85%	4,957,945	4,957,945	2,847,631	57.44%	3,717,032	1,240,913
<b>Total Expenditures</b>	<b>112,495,268</b>	<b>115,047,219</b>	<b>79,466,105</b>	<b>69.07%</b>	<b>110,145,199</b>	<b>116,550,554</b>	<b>82,282,534</b>	<b>70.60%</b>	<b>106,534,389</b>	<b>10,016,165</b>
Excess (Deficiency) of Revenues Over Expenditures	(9,959,673)	(12,305,173)	18,299,367	-148.71%	(9,202,890)	(9,632,890)	16,704,203	-173.41%	(738,588)	8,894,302
<b>OTHER SOURCES (USES)</b>										
Transfer in	-	20,000	-	0.00%	22,500	52,500	-	0.00%	3,469,018	3,416,518
Transfer out	-	(20,000)	-	0.00%	(22,500)	(2,052,500)	-	0.00%	(3,469,018)	(1,416,518)
Proceeds of debt issuance	7,750,000	7,750,000	3,800,000	49.03%	7,750,000	7,750,000	7,750,000	100.00%	7,750,000	-
<b>Total Other Sources (Uses)</b>	<b>7,750,000</b>	<b>7,750,000</b>	<b>3,800,000</b>	<b>49.03%</b>	<b>7,750,000</b>	<b>5,750,000</b>	<b>7,750,000</b>	<b>134.78%</b>	<b>7,750,000</b>	<b>2,000,000</b>
<b>Net Change</b>	<b>(2,209,673)</b>	<b>(4,555,173)</b>	<b>22,099,367</b>		<b>(1,452,890)</b>	<b>(3,882,890)</b>	<b>24,454,203</b>		<b>7,011,412</b>	<b>10,894,302</b>
Beginning Fund Balance	63,125,581	67,670,325	67,670,325		54,253,058	60,658,913	60,658,913		60,658,913	
<b>Ending Fund Balance</b>	<b>60,915,908</b>	<b>63,115,152</b>	<b>89,769,692</b>		<b>52,800,168</b>	<b>56,776,023</b>	<b>85,113,116</b>		<b>67,670,325</b>	

**General Fund**  
**Comparative Statement of Revenues and Expenditures**  
**For the Months Ended March 31, 2023 and 2022**

	2023				2022				2022 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
<b>REVENUES</b>										
Local government	9,818,276	10,030,819	10,017,988	99.87%	13,516,715	10,508,597	10,544,926	100.35%	10,651,189	142,592
State	52,547,628	52,541,536	51,571,378	98.15%	47,880,734	50,977,307	49,908,755	97.90%	50,922,193	(55,114)
Program fees	12,000,000	12,000,000	12,640,823	105.34%	12,000,000	12,000,000	12,552,443	104.60%	11,983,310	(16,690)
Materials fees	689,550	689,550	704,127	102.11%	729,700	729,700	714,815	97.96%	697,554	(32,146)
Other student fees	682,100	682,100	748,965	109.80%	737,700	737,700	769,506	104.31%	991,291	253,591
Institutional fees	3,081,600	3,081,600	1,704,941	55.33%	3,210,050	3,210,050	1,729,704	53.88%	2,663,552	(546,498)
Federal	-	-	2,592	100.00%	-	-	2,544	100.00%	16,401	16,401
<b>Total Revenues</b>	<b>78,819,154</b>	<b>79,025,605</b>	<b>77,390,814</b>	<b>97.93%</b>	<b>78,074,899</b>	<b>78,163,354</b>	<b>76,222,694</b>	<b>97.52%</b>	<b>77,925,490</b>	<b>(237,864)</b>
<b>EXPENDITURES</b>										
Instruction	47,712,206	49,314,657	31,506,253	63.89%	46,924,790	46,924,790	31,086,476	66.25%	42,922,080	4,002,710
Instructional resources	1,520,058	1,561,058	1,161,939	74.43%	1,529,496	1,529,496	1,094,463	71.56%	1,422,398	107,098
Student services	8,800,154	9,136,154	6,103,514	66.81%	8,591,278	8,679,733	5,746,680	66.21%	7,737,627	942,106
General institutional	14,875,349	15,234,349	10,718,141	70.36%	15,291,520	15,321,520	10,897,413	71.12%	13,984,133	1,337,387
Physical plant	5,911,387	5,989,387	4,529,697	75.63%	5,760,315	5,760,315	4,212,869	73.14%	5,545,974	214,341
<b>Total Expenditures</b>	<b>78,819,154</b>	<b>81,235,605</b>	<b>54,019,544</b>	<b>66.50%</b>	<b>78,097,399</b>	<b>78,215,854</b>	<b>53,037,902</b>	<b>67.81%</b>	<b>71,612,212</b>	<b>6,603,642</b>
Excess (Deficiency) of Revenues Over Expenditures	-	(2,210,000)	23,371,270	-100.00%	(22,500)	(52,500)	23,184,792	-100.00%	6,313,278	6,365,778
<b>OTHER SOURCES (USES)</b>										
Transfer in	-	20,000	-	0.00%	22,500	52,500	-	0.00%	917,500	865,000
Transfer out	-	-	-	0.00%	-	(2,000,000)	-	0.00%	(2,000,000)	-
<b>Total Other Sources (Uses)</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>0.00%</b>	<b>22,500</b>	<b>(1,947,500)</b>	<b>-</b>	<b>0.00%</b>	<b>(1,082,500)</b>	<b>865,000</b>
<b>Net Change</b>	<b>-</b>	<b>(2,190,000)</b>	<b>23,371,270</b>		<b>-</b>	<b>(2,000,000)</b>	<b>23,184,792</b>		<b>5,230,778</b>	<b>7,230,778</b>
Beginning Fund Balance	37,809,884	40,844,565	40,844,565		31,296,903	35,613,787	35,613,787		35,613,787	
<b>Ending Fund Balance</b>	<b>37,809,884</b>	<b>38,654,565</b>	<b>64,215,835</b>		<b>31,296,903</b>	<b>33,613,787</b>	<b>58,798,579</b>		<b>40,844,565</b>	

Tax levies received between January and August of each year.



**Special Revenue - Operating Fund**  
**Comparative Statement of Revenues and Expenditures**  
**For the Months Ended March 31, 2023 and 2022**

	2023				2022				2022 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
<b>REVENUES</b>										
Local government	757,400	757,400	757,400	100.00%	757,400	757,400	757,400	100.00%	757,400	-
State	981,900	981,900	745,419	75.92%	623,500	623,500	455,243	73.01%	821,119	197,619
Materials fees	3,000	3,000	1,200	40.00%	3,000	3,000	943	31.44%	2,000	(1,000)
Other student fees	57,000	57,000	67,640	118.67%	57,000	57,000	58,121	101.97%	76,211	19,211
Institutional fees	-	-	38,743	100.00%	-	-	24,900	100.00%	358,277	358,277
Federal	873,800	873,800	701,678	80.30%	805,400	1,355,400	1,071,672	79.07%	3,159,719	1,804,319
<b>Total Revenues</b>	<b>2,673,100</b>	<b>2,673,100</b>	<b>2,312,080</b>	<b>86.49%</b>	<b>2,246,300</b>	<b>2,796,300</b>	<b>2,368,279</b>	<b>84.69%</b>	<b>5,174,726</b>	<b>2,378,426</b>
<b>EXPENDITURES</b>										
Instruction	1,539,200	1,539,200	1,570,742	102.05%	1,326,400	1,376,400	1,441,548	104.73%	2,035,501	(659,101)
Instructional resources	-	-	2,013	100.00%	-	-	-	0.00%	-	-
Student services	1,017,600	1,017,600	866,092	85.11%	769,800	769,800	574,941	74.69%	808,359	(38,559)
General institutional	124,100	124,100	191,923	154.65%	150,100	400,100	407,363	101.82%	566,243	(166,143)
Physical plant	-	-	-	0.00%	-	250,000	247,056	98.82%	293,838	(43,838)
<b>Total Expenditures</b>	<b>2,680,900</b>	<b>2,680,900</b>	<b>2,630,770</b>	<b>98.13%</b>	<b>2,246,300</b>	<b>2,796,300</b>	<b>2,670,909</b>	<b>95.52%</b>	<b>3,703,941</b>	<b>(907,641)</b>
Excess (Deficiency) of Revenues Over Expenditures	(7,800)	(7,800)	(318,690)	-100.00%	-	-	(302,629)	-100.00%	1,470,785	1,470,785
<b>OTHER SOURCES (USES)</b>										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	-	-
Transfer out	-	-	-	0.00%	-	-	-	0.00%	(1,439,018)	(1,439,018)
<b>Total Other Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>(1,439,018)</b>	<b>(1,439,018)</b>
<b>Net Change</b>	<b>(7,800)</b>	<b>(7,800)</b>	<b>(318,690)</b>		<b>-</b>	<b>-</b>	<b>(302,629)</b>		<b>31,767</b>	<b>31,767</b>
Beginning Fund Balance	567,077	598,844	598,844		537,212	567,077	567,077		567,077	
<b>Ending Fund Balance</b>	<b>559,277</b>	<b>591,044</b>	<b>280,154</b>		<b>537,212</b>	<b>567,077</b>	<b>264,448</b>		<b>598,844</b>	

**Special Revenue - Non-aidable Fund**  
**Comparative Statement of Revenues and Expenditures**  
**For the Months Ended March 31, 2023 and 2022**

	2023				2022				2022 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
<b>REVENUES</b>										
Local government	151,500	151,500	151,500	100.00%	151,500	151,500	151,500	100.00%	151,500	-
State	1,457,000	1,457,000	992,141	68.09%	1,401,575	1,401,575	807,425	57.61%	1,206,090	(195,485)
Other student fees	430,000	430,000	452,364	105.20%	550,000	550,000	404,798	73.60%	391,415	(158,585)
Institutional fees	13,000	13,000	7,568	58.22%	13,000	13,000	7,673	59.02%	9,109	(3,891)
Federal	4,906,141	4,906,141	3,366,936	68.63%	4,904,275	9,569,575	6,468,110	67.59%	8,010,219	(1,559,356)
<b>Total Revenues</b>	<b>6,957,641</b>	<b>6,957,641</b>	<b>4,970,509</b>	<b>71.44%</b>	<b>7,020,350</b>	<b>11,685,650</b>	<b>7,839,507</b>	<b>67.09%</b>	<b>9,768,333</b>	<b>(1,917,317)</b>
<b>EXPENDITURES</b>										
Instruction	18,341	18,341	3,057	16.67%	16,475	16,475	6,440	39.09%	377,711	(361,236)
Student services	6,949,300	6,949,300	4,753,073	68.40%	6,996,375	11,661,675	7,782,727	66.74%	9,478,217	2,183,458
General institutional	-	-	602	100.00%	-	-	-	0.00%	-	-
<b>Total Expenditures</b>	<b>6,967,641</b>	<b>6,967,641</b>	<b>4,756,732</b>	<b>68.27%</b>	<b>7,012,850</b>	<b>11,678,150</b>	<b>7,789,167</b>	<b>66.70%</b>	<b>9,855,928</b>	<b>1,822,222</b>
Excess (Deficiency) of Revenues Over Expenditures	(10,000)	(10,000)	213,778	-2137.78%	7,500	7,500	50,340	671.20%	(87,595)	(95,095)
<b>OTHER SOURCES (USES)</b>										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	251,518	251,518
Transfer out	-	(20,000)	-	0.00%	(22,500)	(52,500)	-	0.00%	(30,000)	22,500
<b>Total Other Sources (Uses)</b>	<b>-</b>	<b>(20,000)</b>	<b>-</b>	<b>0.00%</b>	<b>(22,500)</b>	<b>(52,500)</b>	<b>-</b>	<b>0.00%</b>	<b>221,518</b>	<b>274,018</b>
<b>Net Change</b>	<b>(10,000)</b>	<b>(30,000)</b>	<b>213,778</b>		<b>(15,000)</b>	<b>(45,000)</b>	<b>50,340</b>		<b>133,923</b>	<b>178,923</b>
Beginning Fund Balance	988,932	1,098,923	1,098,923		753,201	965,000	965,000		965,000	
<b>Ending Fund Balance</b>	<b>978,932</b>	<b>1,068,923</b>	<b>1,312,701</b>		<b>738,201</b>	<b>920,000</b>	<b>1,015,340</b>		<b>1,098,923</b>	

**Capital Projects Fund**  
**Comparative Statement of Revenues and Expenditures**  
**For the Months Ended March 31, 2023 and 2022**

	2023				2022				2022 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
<b>REVENUES</b>										
State	178,000	178,000	89,069	50.04%	-	-	92,160	100.00%	92,160	92,160
Institutional fees	105,000	105,000	405,471	386.16%	150,000	150,000	(18,176)	-12.12%	(156,351)	(306,351)
Federal	-	-	24,839	100.00%	-	321,600	256,420	0.00%	402,300	80,700
<b>Total Revenues</b>	<b>283,000</b>	<b>283,000</b>	<b>519,378</b>	<b>183.53%</b>	<b>150,000</b>	<b>471,600</b>	<b>330,404</b>	<b>70.06%</b>	<b>338,109</b>	<b>(133,491)</b>
<b>EXPENDITURES</b>										
Instruction	1,642,850	1,778,350	1,341,195	75.42%	1,264,255	1,414,255	919,802	65.04%	1,413,456	799
Instructional resources	-	-	-	0.00%	-	-	-	0.00%	30,188	(30,188)
General institutional	1,639,600	1,639,600	1,204,732	73.48%	2,326,450	2,798,050	1,876,538	67.07%	1,923,993	874,057
Physical plant	6,890,900	6,890,900	3,372,139	48.94%	5,665,000	5,765,000	4,294,941	74.50%	5,408,495	356,505
<b>Total Expenditures</b>	<b>10,173,350</b>	<b>10,308,850</b>	<b>5,918,065</b>	<b>57.41%</b>	<b>9,255,705</b>	<b>9,977,305</b>	<b>7,091,282</b>	<b>71.07%</b>	<b>8,776,132</b>	<b>1,201,173</b>
Excess (Deficiency) of Revenues										
Over Expenditures	(9,890,350)	(10,025,850)	(5,398,688)	53.85%	(9,105,705)	(9,505,705)	(6,760,878)	71.12%	(8,438,023)	1,067,682
<b>OTHER SOURCES (USES)</b>										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	2,000,000	2,000,000
Proceeds of debt issuance	7,750,000	7,750,000	3,800,000	49.03%	7,750,000	7,750,000	7,750,000	100.00%	7,750,000	-
<b>Total Other Sources (Uses)</b>	<b>7,750,000</b>	<b>7,750,000</b>	<b>3,800,000</b>	<b>49.03%</b>	<b>7,750,000</b>	<b>7,750,000</b>	<b>7,750,000</b>	<b>100.00%</b>	<b>9,750,000</b>	<b>2,000,000</b>
<b>Net Change</b>	<b>(2,140,350)</b>	<b>(2,275,850)</b>	<b>(1,598,688)</b>		<b>(1,355,705)</b>	<b>(1,755,705)</b>	<b>989,122</b>		<b>1,311,977</b>	<b>3,067,682</b>
Beginning Fund Balance	18,812,634	19,863,611	19,863,611		17,182,969	18,551,634	18,551,634		18,551,634	
<b>Ending Fund Balance</b>	<b>16,672,284</b>	<b>17,587,761</b>	<b>18,264,923</b>		<b>15,827,264</b>	<b>16,795,929</b>	<b>19,540,756</b>		<b>19,863,611</b>	

Investment performance was tumultuous in FY22. WCTC investment performance mirrored the overall market, particularly the fixed income sector.

**Debt Service Fund**  
**Comparative Statement of Revenues and Expenditures**  
**For the Months Ended March 31, 2023 and 2022**

	2023				2022				2022 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
<b>REVENUES</b>										
Local government	9,200,000	9,200,000	9,200,000	100.00%	8,350,000	8,700,000	8,700,000	100.00%	8,700,000	-
Institutional fees	100,000	100,000	205,725	205.73%	175,000	175,000	240,860	137.63%	218,156	43,156
<b>Total Revenues</b>	<b>9,300,000</b>	<b>9,300,000</b>	<b>9,405,725</b>	<b>101.14%</b>	<b>8,525,000</b>	<b>8,875,000</b>	<b>8,940,860</b>	<b>100.74%</b>	<b>8,918,156</b>	<b>43,156</b>
<b>EXPENDITURES</b>										
Physical plant	9,300,000	9,300,000	9,323,990	100.26%	8,575,000	8,925,000	8,845,644	99.11%	8,869,144	55,856
<b>Total Expenditures</b>	<b>9,300,000</b>	<b>9,300,000</b>	<b>9,323,990</b>	<b>100.26%</b>	<b>8,575,000</b>	<b>8,925,000</b>	<b>8,845,644</b>	<b>99.11%</b>	<b>8,869,144</b>	<b>55,856</b>
Excess (Deficiency) of Revenues Over Expenditures	-	-	81,735	100.00%	(50,000)	(50,000)	95,216	-190.43%	49,012	99,012
<b>OTHER SOURCES (USES)</b>										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	-	-
Transfer out	-	-	-	0.00%	-	-	-	0.00%	-	-
<b>Total Other Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>
<b>Net Change</b>	<b>-</b>	<b>-</b>	<b>81,735</b>		<b>(50,000)</b>	<b>(50,000)</b>	<b>95,216</b>		<b>49,012</b>	<b>99,012</b>
Beginning Fund Balance	862,748	901,760	901,760		852,548	852,748	852,748		852,748	
<b>Ending Fund Balance</b>	<b>862,748</b>	<b>901,760</b>	<b>983,495</b>		<b>802,548</b>	<b>802,748</b>	<b>947,964</b>		<b>901,760</b>	

Premium received on debt issuance.

**Enterprise Fund**  
**Comparative Statement of Revenues and Expenditures**  
**For the Months Ended March 31, 2023 and 2022**

	2023				2022				2022 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
<b>REVENUES</b>										
Institutional fees	3,857,700	3,857,700	2,696,436	69.90%	4,005,760	4,005,760	2,859,614	71.39%	3,132,719	(873,041)
Federal	20,000	20,000	23,027	115.13%	20,000	20,000	19,378	96.89%	24,451	4,451
Total Revenues	<u>3,877,700</u>	<u>3,877,700</u>	<u>2,719,462</u>	<u>70.13%</u>	<u>4,025,760</u>	<u>4,025,760</u>	<u>2,878,992</u>	<u>71.51%</u>	<u>3,157,170</u>	<u>(868,590)</u>
<b>EXPENDITURES</b>										
Auxiliary services	3,874,223	3,874,223	2,432,859	62.80%	4,007,945	4,007,945	2,452,806	61.20%	3,102,653	905,292
Total Expenditures	<u>3,874,223</u>	<u>3,874,223</u>	<u>2,432,859</u>	<u>62.80%</u>	<u>4,007,945</u>	<u>4,007,945</u>	<u>2,452,806</u>	<u>61.20%</u>	<u>3,102,653</u>	<u>905,292</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>3,477</u>	<u>3,477</u>	<u>286,604</u>	<u>8242.85%</u>	<u>17,815</u>	<u>17,815</u>	<u>426,186</u>	<u>2392.29%</u>	<u>54,517</u>	<u>36,702</u>
<b>OTHER SOURCES (USES)</b>										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	300,000	300,000
Transfer out	-	-	-	0.00%	-	-	-	0.00%	-	-
Total Other Sources (Use)	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>300,000</u>	<u>300,000</u>
<b>Net Change</b>	<u>3,477</u>	<u>3,477</u>	<u>286,604</u>		<u>17,815</u>	<u>17,815</u>	<u>426,186</u>		<u>354,517</u>	<u>336,702</u>
Beginning Fund Balance	<u>1,116,557</u>	<u>1,420,435</u>	<u>1,420,435</u>		<u>608,241</u>	<u>1,065,918</u>	<u>1,065,918</u>		<u>1,065,918</u>	
<b>Ending Fund Balance</b>	<u>1,120,034</u>	<u>1,423,912</u>	<u>1,707,039</u>		<u>626,056</u>	<u>1,083,733</u>	<u>1,492,104</u>		<u>1,420,435</u>	

**Internal Service Fund**  
**Comparative Statement of Revenues and Expenditures**  
**For the Months Ended March 31, 2023 and 2022**

	2023				2022				2022 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
<b>REVENUES</b>										
Institutional fees	625,000	625,000	447,504	71.60%	900,000	900,000	406,001	45.11%	513,817	(386,183)
Federal	-	-	-	0.00%	-	-	-	0.00%	-	-
Total Revenues	625,000	625,000	447,504	71.60%	900,000	900,000	406,001	45.11%	513,817	(386,183)
<b>EXPENDITURES</b>										
Auxiliary services	680,000	680,000	384,146	56.49%	950,000	950,000	394,824	41.56%	614,379	335,621
Total Expenditures	680,000	680,000	384,146	56.49%	950,000	950,000	394,824	41.56%	614,379	335,621
Excess (Deficiency) of Revenues Over Expenditures	(55,000)	(55,000)	63,358	-115.20%	(50,000)	(50,000)	11,177	-22.35%	(100,562)	(50,562)
<b>OTHER SOURCES (USES)</b>										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	-	-
Transfer out	-	-	-	0.00%	-	-	-	0.00%	-	-
Total Other Sources (Uses)	-	-	-	0.00%	-	-	-	0.00%	-	-
<b>Net Change</b>	(55,000)	(55,000)	63,358		(50,000)	(50,000)	11,177		(100,562)	(50,562)
Beginning Fund Balance	2,967,749	2,942,187	2,942,187		3,021,984	3,042,749	3,042,749		3,042,749	
<b>Ending Fund Balance</b>	2,912,749	2,887,187	3,005,545		2,971,984	2,992,749	3,053,926		2,942,187	

**OPEB Trust**  
**Comparative Statement of Revenues and Expenditures**  
**For the Months Ended March 31, 2023 and 2022**

	2023				2022				2022 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
<b>REVENUES</b>										
Institutional fees	750,000	750,000	(490,292)	-65.37%	1,750,000	1,750,000	(1,630,255)	-93.16%	(4,680,359)	(6,430,359)
Total Revenues	750,000	750,000	(490,292)	-65.37%	1,750,000	1,750,000	(1,630,255)	-93.16%	(4,680,359)	(6,430,359)
<b>EXPENDITURES</b>										
General institutional	3,570,000	3,570,000	2,250,430	63.04%	3,821,000	3,821,000	1,407,487	36.84%	2,747,323	1,073,677
Total Expenditures	3,570,000	3,570,000	2,250,430	63.04%	3,821,000	3,821,000	1,407,487	36.84%	2,747,323	1,073,677
<b>Change in Plan Assets</b>	(2,820,000)	(2,820,000)	(2,740,722)		(2,071,000)	(2,071,000)	(3,037,742)		(7,427,682)	(7,504,036)
Beginning Plan Assets	65,896,180	63,731,998	63,731,998		68,040,133	71,159,680	71,159,680		71,159,680	
<b>Ending Plan Assets</b>	63,076,180	60,911,998	60,991,276		65,969,133	69,088,680	68,121,938		63,731,998	

Investment performance continues to be impacted by market conditions.  
Variance in expenditure amounts is due to timing. FY23 expenses are expected to be up from prior fiscal year due to retirement activity.

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



To: WCTC Board of Trustees  
From: Kristine A. Golz, Chief Financial Officer  
Date: May 9, 2023  
Re: Resolution to Modify the 2022/23 Budget

WCTC has a need to modify the 2022/23 budget due to:

- **Modify Federal Revenues and Increase expenditures** – During fiscal year 2023 WCTC received/utilized additional unbudgeted grant funding, the majority of this relates to the COVID emergency relief funding from the federal government. This budget amendment aligns federal and state revenues and associated expenditures within the Special Revenue Aidable fund and increases transfers within the General, Enterprise, and Special Revenue Non-Aidable funds.
- **Modify Institutional Revenues and Increase expenditures** – Contract revenues for Dual Enrollment Academies increased during 2023. This budget amendment increases the institutional revenues and associated expenditures within the Special Revenue Aidable fund.

Premiums received on debt issuances were greater than expected during 2023. This amendment increases the institutional revenues and aligns the debt service expense budget with actuals within the Debt Service 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 funds 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 General Fund, Special Revenue Aidable fund, and the Special revenue Non-Aidable fund as of June 30.

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

Attachment



## **RESOLUTION**

WHEREAS in June 2022, the Waukesha County Area Technical College District Board adopted the 2022/23 budget; and

WHEREAS WCTC has received additional federal revenues (\$1,010,000); and

WHEREAS WCTC is allowed to claim revenues lost due to COVID-19 (1,010,000); and

WHEREAS WCTC has received additional grant related revenues (\$18,100); and

WHEREAS activities within dual enrollment academies brought in additional contract revenue (\$313,000); and

WHEREAS WCTC has received additional premiums on debt issuance (\$75,000); and

WHEREAS WCTC has a need to transfer funds between function within a fund; 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  
2022/23 Budget Modifications**

	<u>Current Budget</u>	<u>Revised Budget</u>	<u>Amount of Change</u>
<b>General Fund</b>			
Revenues			
Transfer in	\$ 20,000	\$ 520,000	\$ 500,000
Expenditures			
General Institutional	15,234,349	15,084,349	(150,000)
Physical Plant	5,989,387	6,139,387	150,000
<b>Special Revenue Aidable</b>			
Revenues			
State Aids	\$ 981,900	\$ 1,000,000	18,100
Other Student Fees	\$ 57,000	\$ 70,000	13,000
Institutional	\$ -	\$ 300,000	300,000
Federal	\$ 873,800	\$ 1,883,800	1,010,000
Expenditures			
Instruction	\$ 1,539,200	\$ 1,750,000	210,800
Student Services	\$ 1,017,600	\$ 1,012,000	(5,600)
General Institutional	\$ 124,100	\$ 250,000	125,900
Transfer Out	\$ -	\$ 1,010,000	1,010,000
<b>Debt Service</b>			
Revenues			
Institutional	\$ 100,000	\$ 175,000	75,000
Expenditures			
Physical Plant	\$ 9,300,000	\$ 9,375,000	75,000
<b>Enterprise</b>			
Revenues			
Transfer in	\$ -	\$ 460,000	460,000
<b>Special Revenue - Non-aidable</b>			
Revenues			
Transfer in	\$ -	\$ 50,000	50,000
Expenditures			
Student Services	\$ 6,949,300	\$ 6,948,300	(1,000)
General Institutional	\$ -	\$ 1,000	1,000



**To:** WCTC Board of Trustees

**From:** Dr. Jane L. Kittel, Vice President of Finance & Administration

**Date:** May 9, 2023

### **RESOLUTION TO TENTATIVELY ADOPT THE 2023/24 BUDGET**

WHEREAS the Waukesha County Area Technical College District Board has reviewed, the administration's proposed 2023/24 budget as detailed in the attached 2023/24 Combining Budget Summary, which is hereby made part of this resolution; and

WHEREAS the nature of the public hearing on the 2023/24 budget of the Waukesha County Area Technical College District was published in The Waukesha Freeman on Saturday, April 21, 2023, as a Class 1 legal notice; and

WHEREAS the Waukesha County Area Technical College District Board has held, pursuant to Wisconsin State Statute 65.90, a public hearing on the proposed 2023/24 budget on May 9, 2023, on WCTC's Pewaukee Campus at 800 Main Street, Pewaukee, WI in the RTA Educational Center, at 5:00 p.m.

THEREFORE, BE IT RESOLVED that the Waukesha County Area Technical College District Board hereby tentatively adopts the annual budget for the fiscal year ending June 30, 2024, which contains total expenditures of \$117,645,497, total revenues of \$104,730,802, and other sources of funds of \$12,914,695 as detailed in the attached 2023/24 Combining Budget Summary.

**COMBINING BUDGET SUMMARY**  
**Fiscal Year July 1, 2023- June 30, 2024**

DRAFT

	Governmental					Proprietary		Combined
	Funds					Funds		
	Operating Funds		Non-Aidable	Capital Projects	Debt Service	Internal Service	Enterprise	
General	Operating	Special Revenue						Total
<b>REVENUES</b>								
Local Government	10,800,819	757,400	151,500	-	9,200,000	-	-	20,909,719
State	52,527,628	1,147,100	1,400,500	-	-	-	-	55,075,228
Program Fees	12,115,000	-	-	-	-	-	-	12,115,000
Material Fees	755,655	3,000	-	-	-	-	-	758,655
Other Student Fees	756,000	57,000	532,000	-	-	-	-	1,345,000
Institutional	3,318,300	305,200	10,000	650,000	175,000	625,000	3,707,700	8,791,200
Federal	-	808,200	4,907,800	-	-	-	20,000	5,736,000
<b>Total Revenues</b>	<b>80,273,402</b>	<b>3,077,900</b>	<b>7,001,800</b>	<b>650,000</b>	<b>9,375,000</b>	<b>625,000</b>	<b>3,727,700</b>	<b>104,730,802</b>
<b>EXPENDITURES</b>								
Instruction	47,814,705	1,672,700	20,000	2,815,275	-	-	-	52,322,680
Instructional Resources	1,523,228	-	-	-	-	-	-	1,523,228
Student Services	9,067,809	1,078,300	6,986,800	-	-	-	-	17,132,909
General Institutional	15,989,754	176,900	-	3,369,800	-	-	-	19,536,454
Physical Plant	6,027,906	-	-	7,209,225	9,510,000	-	-	22,747,131
Auxiliary Services	-	-	-	-	-	656,500	3,726,595	4,383,095
<b>Total Expenditures</b>	<b>80,423,402</b>	<b>2,927,900</b>	<b>7,006,800</b>	<b>13,394,300</b>	<b>9,510,000</b>	<b>656,500</b>	<b>3,726,595</b>	<b>117,645,497</b>
<b>Net Revenue/(Expenditures)</b>	<b>(150,000)</b>	<b>150,000</b>	<b>(5,000)</b>	<b>(12,744,300)</b>	<b>(135,000)</b>	<b>(31,500)</b>	<b>1,105</b>	<b>(12,914,695)</b>
<b>OTHER SOURCES/(USES)</b>								
Operating Transfer In/(Out)	150,000	(150,000)	-	-	-	-	-	-
Proceeds from Debt	-	-	-	11,500,000	-	-	-	11,500,000
<b>Total Other Sources/(Uses)</b>	<b>150,000</b>	<b>(150,000)</b>	<b>-</b>	<b>11,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,500,000</b>
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>								
Reserve for Prepays & Inventories	-	-	-	-	-	-	-	-
Reserve for Post-Employment Sick Pay	-	-	-	-	-	-	-	-
Reserve for Capital Outlays	-	-	-	(1,244,300)	-	-	-	(1,244,300)
Reserve for Debt Service	-	-	-	-	(135,000)	-	-	(135,000)
Reserve for Financial Aid	-	-	(5,000)	-	-	-	-	(5,000)
Reserve for Student Organizations	-	-	-	-	-	-	-	-
Retained Earnings	-	-	-	-	-	(31,500)	1,105	(30,395)
Designated for Operations	-	-	-	-	-	-	-	-
<b>Total Transfers To/(From) Fund Balance</b>	<b>-</b>	<b>-</b>	<b>(5,000)</b>	<b>(1,244,300)</b>	<b>(135,000)</b>	<b>(31,500)</b>	<b>1,105</b>	<b>(1,414,695)</b>
Beginning Fund Balance	43,930,384	582,244	1,153,403	17,883,611	936,460	2,936,787	1,660,336	69,083,225
<b>Ending Fund Balance</b>	<b>43,930,384</b>	<b>582,244</b>	<b>1,148,403</b>	<b>16,639,311</b>	<b>801,460</b>	<b>2,905,287</b>	<b>1,661,441</b>	<b>67,668,530</b>



**To:** WCTC Board

**From:** Dr. Jane L. Kittel, Vice President of Finance & Administration

**Date:** May 9, 2023

**Re:** Resolution Awarding the Sale of \$3,950,000 General Obligation Promissory Notes, Series 2023A

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At the June Board meeting, the WCTC Board adopted the 2022/23 budget. Included in the budget was a plan to issue \$7,750,000 general obligation promissory notes to fund capital expenditures for 2022/23. At the April Board meeting, the WCTC Board authorized the borrowing of \$3,950,000 General Obligation Promissory Notes. The public sale of these G.O. Promissory Notes is scheduled for 9:30 am on Tuesday, May 9, 2023.

**Request:**

We request the WCTC Board to award the sale for the issuance of \$3,950,000 general obligation promissory notes for equipment, site improvements, building remodeling projects, and additional square footage.

- \$990,000 for building remodeling and improvement projects to include payments toward the eSports Arena, Cosmetology and Student Development expansions, and painting
- \$1,160,000 for movable capital equipment in learning and operations
- \$400,000 for site improvements to support the fire training grounds
- \$1,400,000 for additional square footage on the V Building Firing Range

Resolutions and documents will be distributed at the May 9, 2023 Board meeting and a presentation will explain the results of the public sale that is scheduled to be held that same morning.

The draft legal resolution follows this memo for informational purposes only. Updated information related to this debt issue will be distributed at the Board meeting.

Staff will be available to answer any questions you may have regarding this request.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AWARDING THE SALE OF \$3,950,000  
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2023A

WHEREAS, on April 11, 2023, the District Board of the Waukesha County Area Technical College District, Waukesha, Jefferson, Dodge and Racine Counties, Wisconsin (the "District") adopted a resolution (the "Authorizing Resolution") which authorized the issuance of general obligation promissory notes in the amount of \$990,000 for the public purpose of financing building remodeling and improvement projects; in the amount of \$1,160,000 for the public purpose of financing the acquisition of movable equipment; in the amount of \$400,000 for the public purpose of financing site improvements; and in the amount of \$1,400,000 for the public purpose of financing the construction of building additions or enlargements at the Pewaukee campus (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Waukesha Freeman on April 19, 2023 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes to finance building remodeling and improvement projects and the acquisition of movable equipment;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on May 19, 2023;

WHEREAS, the District has directed Robert W. Baird & Co. Incorporated ("Baird") to take the steps necessary to sell the District's general obligation promissory notes (the "Notes") to pay the cost of the Project;

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on May 9, 2023;

WHEREAS, the Secretary (in consultation with Baird) caused notice of the sale of the Notes to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale on May 9, 2023;

WHEREAS, the District has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the District. Baird has recommended that the District accept the Proposal. A copy of said

Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District that:

Section 1. Ratification of the Official Notice of Sale and Offering Materials. The District Board hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Notice of Sale and any other offering materials prepared and circulated by Baird are hereby ratified and approved in all respects. All actions taken by officers of the District and Baird in connection with the preparation and distribution of the Official Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of THREE MILLION NINE HUNDRED FIFTY THOUSAND DOLLARS (\$3,950,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted (subject to the condition that no valid petition for referendum is filed on this date with respect to the Notes). The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2023A"; shall be issued in the aggregate principal amount of \$3,950,000; shall be dated June 1, 2023; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on October 1, 2023. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes are not subject to optional redemption.

[The Proposal specifies that [some of] the Notes are subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be

credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the District shall direct. ]

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2023 through 2027 for the payments due in the years 2023 through 2028 in the amounts set forth on the Schedule. The amount of tax levied in the year 2023 shall be the total amount of debt service due on the Notes in the years 2023 and 2024; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of principal of or interest on the Notes in the year 2023.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

(D) Appropriation. The District hereby appropriates from taxes levied in anticipation of the issuance of the Notes, proceeds of the Notes or other funds of the District on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay debt service on the Notes coming due in 2023 as set forth on the Schedule.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.



Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2023A, dated June 1, 2023" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and

directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The District hereby authorizes the Chairperson and Secretary or other appropriate officers of the District to enter into a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 13. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District

to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

Section 16. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 18. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. 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.

Adopted, approved and recorded May 9, 2023.

\_\_\_\_\_  
Courtney R. Bauer  
Chairperson

ATTEST:

\_\_\_\_\_  
Brian K. Baumgartner  
Secretary

(SEAL)

DRAFT

EXHIBIT A

Official Notice of Sale

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT



EXHIBIT D-1

Pricing Summary

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

[ EXHIBIT MRP

Mandatory Redemption Provision

The Notes due on April 1, \_\_\_\_, \_\_\_\_ and \_\_\_\_ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on April 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on April 1, \_\_\_\_

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, \_\_\_\_

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, \_\_\_\_

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, \_\_\_\_

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)]

EXHIBIT E

(Form of Note)

REGISTERED UNITED STATES OF AMERICA DOLLARS  
NO. R-\_\_\_ STATE OF WISCONSIN \$\_\_\_  
WAUKESHA COUNTY AREA TECHNICAL COLLEGE DISTRICT  
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2023A

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:  
April 1, \_\_\_ June 1, 2023 \_\_\_% \_\_\_

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: \_\_\_\_\_ THOUSAND DOLLARS  
(\$ \_\_\_\_\_)

FOR VALUE RECEIVED, the Waukesha County Area Technical College District, Waukesha, Jefferson, Dodge and Racine Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on October 1, 2023 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$3,950,000, all of which are of like tenor, except as to denomination, interest rate and maturity date, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purposes of financing building remodeling and improvement projects; the acquisition of movable equipment; site improvements; and the construction of building additions or enlargements at the Pewaukee campus, as authorized by resolutions adopted on April 11, 2023 and May 9, 2023. Said resolutions are recorded in the official minutes of the District Board for said dates.

This Note is not subject to optional redemption.

【The Notes maturing in the years \_\_\_\_\_ are subject to mandatory redemption by lot as provided in the resolutions referred to above, at the redemption price of par plus accrued interest to the date of redemption and without premium.】

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the District Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the District appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes after the Record Date. The Fiscal Agent and District may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the Waukesha County Area Technical College District, Waukesha, Jefferson, Dodge and Racine Counties, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and Secretary; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

WAUKESHA COUNTY AREA TECHNICAL  
COLLEGE DISTRICT, WISCONSIN

By: \_\_\_\_\_  
Courtney R. Bauer  
Chairperson

(SEAL)

By: \_\_\_\_\_  
Brian K. Baumgartner  
Secretary

DRAFT

Date of Authentication: \_\_\_\_\_, 2023

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned resolution of the Waukesha County Area Technical College District, Waukesha, Jefferson, Dodge and Racine Counties, Wisconsin.

ASSOCIATED TRUST COMPANY,  
NATIONAL ASSOCIATION,  
GREEN BAY, WISCONSIN

By \_\_\_\_\_  
Authorized Signatory

DRAFT

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

\_\_\_\_\_  
(Name and Address of Assignee)

\_\_\_\_\_  
(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints \_\_\_\_\_, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

\_\_\_\_\_  
(e.g. Bank, Trust Company  
or Securities Firm)

\_\_\_\_\_  
(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

\_\_\_\_\_  
(Authorized Officer)





MEMORANDUM

**TO:** WCTC District Board

**FROM:** Richard Barnhouse, President

**RE:** Request to Submit a **Program Implementation** to the Wisconsin Technical College System for a 50-623-2 Industrial Metrology Technician Apprenticeship Program

**DATE:** May 9, 2023

Attached is an Executive Summary requesting Waukesha County Technical College (WCTC) District Board approval to submit a Program Implementation request for an Industrial Metrology Technician Apprenticeship program to the Wisconsin Technical College System (WTCS).

The process for approving apprenticeships within the WTCS differs from approving academic programs since apprentices are employed workers. The process also varies depending on whether the program is new to the WTCS or not. A new apprenticeship program not previously offered in the WTCS requires significant capacity-building led by the Wisconsin Department of Workforce Development Bureau of Apprenticeship Standards (BAS), including the development of work standards and processes, the number of hours of Paid-Related-Instruction (PRI) and often extensive curriculum development work. As these are issues that would normally be addressed in the Concept Review of the academic program development process, both WTCS and Local District Board approval would be required.

However, once the program has been approved to be offered within the WTCS, the process for offering a program at another technical college is simplified. This is the case for the Industrial Metrology Technician Apprenticeship program which was approved for Fox Valley Technical College in 2021. WCTC District Board approval is still required, but once submitted to the WTCS, approval may be granted by the appropriate Education Director if he/she is satisfied with the Program Implementation materials forwarded by the district. Program Implementation materials do not need additional approval by the WTCS Board.

Oversight for this program at the BAS will be through the State Machine tool Advisory Committee. WCTC will establish a local Metrology Apprenticeship Advisory Committee once final approvals are attained. The WTCS Program Design Summary & Curriculum Standards for this program were updated in 2020, and will be used to develop the new course offerings at WCTC.

Thank you for your consideration.

---

Richard G. Barnhouse, Ph.D.  
President & CEO

c: Brad Piazza, Vice President – Academic Affairs  
Michael Shiels, Dean – School of Applied Technologies  
Steven Walter, Associate Dean – Manufacturing Technologies  
David Schubot, Program Development and Evaluation Coordinator

# EXECUTIVE SUMMARY

## Request to Approve Submittal of a Program Implementation for a 50-623-2 Industrial Metrology Technician Apprenticeship Program

May 2023

Prepared by Michael Shiels, Dean, School of Applied Technologies,  
Steven Walter, Associate Dean, Manufacturing Technologies, and  
David Schubot, Program Development Coordinator, Institutional Research and Effectiveness

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**WCTC wishes to proceed with offering an Industrial Metrology Technician Apprenticeship Program. We request the WCTC District Board's Approval for submitting a Program Implementation Request to the Wisconsin Technical College System.**

### **Background**

The Industrial Metrology Technician Apprenticeship was first developed by Fox Valley Technical College in 2020. It is a registered apprenticeship of the Wisconsin Department of Workforce Development Bureau of Apprenticeship Standards (BAS). This program will build on WCTC's existing Tool and Die Maker pathway with the CNC/Tool and Die Dual Enrollment Academy and the 1-year Machine Tool Operation technical diploma. WCTC first began investigating the possibility of offering this program in 2021 based on the interest of area employers.

### **Program Focus**

The Industrial Metrology Technician Apprenticeship program provides instruction in measurement tasks using tools, equipment, instrumentation, and software programs. The program is structured for three years, or 6000 hours of on-the-job training, with a minimum of 524 hours of Paid-Related Instruction (PRI) completed during the first two years of the apprenticeship. Both years of the apprenticeship curriculum will be new. However, this content is available on the state repository. WCTC would provide the PRI for this program. As with other apprenticeships, each apprentice must be sponsored by an employer and sign a contract with that employer and the BAS.

### **Program Cost**

The primary cost of this program will be the cost of part-time instructors to deliver the PRI. There will be some costs for training materials, classroom supplies, and curriculum development. In addition, there will be initial costs associated with new training equipment for the program. Overall, this program is of reasonable cost for WCTC to deliver.

### **Employment Potential**

WCTC plans to begin offering PRI to enrolled apprentices in Fall 2023. The nearest program is located at Fox Valley Technical College. WCTC is working with Richard Badger from the BAS to implement this program and in obtaining employer sponsors for apprentices. Based on the Wisconsin Technical College System 2020-21 Apprenticeship Completion Report, the median wage is projected to be approximately \$60,000.

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This will be on the agenda **as an action item** for the May 9, 2023 meeting. Michael Shiels, Dean of Applied Technologies; and David Schubot, Program Development Coordinator, will be present to respond to any questions.

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

## **WCTC Proposed 50-623-2 Industrial Metrology Technician Apprentice Program Costing Worksheet Categories**

Attached is a costing worksheet for the proposed Industrial Metrology Technician Apprentice Program which shows costs associated with the program broken out by category. The following explains what is contained in the various columns on the spreadsheet.

The Costing information is broken down into three types of costs that may be incurred by the program during the first three years of its existence.

- **Base Budget** – This column shows costs related to the program that are already included in the General Fund budget. The college would not need to seek additional funding for these costs.
- **New** – This column identifies new costs the college would need to incur as a result of adding this program that will be ongoing costs. The college will need to either reallocate funds from other budgeted accounts in the general fund or add new budget dollars due to new revenues being available (such as new tuition and fees generated as a result of new FTE's for the program being approved). These costs would be recurring costs from year to year and should be incorporated into the base budget as part of the budgeting process for the identified fiscal year. The costing template will generally show these as new costs for the various years shown on the costing template since they have not yet been built into the base budget when the Board gets the costing template.
- **One-Time** – This column identifies new costs the college would need to incur that are one-time in nature. If there are capital items that need to be purchased, these costs will generally be included in this column since they would be one time and not recurring costs. If the college is applying for grants to cover some of the new costs, these costs will also be shown in the one-time cost column for those years the college anticipates receiving grant funds since grants usually are for one year only. For years where grant funds would not be available, these costs would be shown in the new column. For grant funds, there would also be corresponding grant revenue shown in this column for that portion that is anticipated to be paid by grant dollars.

The intent with the costing template is to provide the WCTC Board information related to the costing impact for the program the Board is being asked to approve. Assumptions used in the Costing Worksheet follow.

# **Proposed 50-623-2 Industrial Metrology Technician Apprentice Costing Assumptions May 2023**

If approved, the proposed 50-623-2 Industrial Metrology Technician Apprentice program will build on WCTC's existing Tool and Die Maker pathway, the CNC/Tool and Die Dual Enrollment Academy, and the 1-year Machine Tool Operation technical diploma. The primary costs for the program are for adjunct instructors to teach the program's Paid Related Instruction. Nine new program courses must be developed. Other costs include new training equipment and supplies for the program.

The apprenticeship is a three-year program totaling 6,524 hours. On-the-job training accounts for 6,000 hours of the total hours, and the 524 hours of Paid Related Instruction (PRI) over four terms accounts for the remainder of the total hours. The PRI is provided during the first two years of the three-year apprenticeship.

During 2023-2024 there will be 12 students. During each subsequent year there will be 12 continuing students, and a new cohort of 12 students will enroll in the program.

Other assumptions used in the Costing Worksheet include the following:

## **INSTRUCTIONAL COSTS:**

The instructional staffing costs are for adjunct instructors. The salary for adjunct instruction will be \$55/hour plus an additional 6.8% (\$3.74) for WRS and 7.65% (\$4.21) for FICA for a total of \$62.95 per hour. During 2023-24 there will be 262 hours of adjunct instruction for a total cost of \$16,492.25. During each subsequent academic year there will be a first-year and second-year cohort taking these courses for an annual total of 524 hours of adjunct instruction for a cost of \$32,984.49.

There will be a one-time curriculum development cost of \$8,812.72 in 2023-24 for nine new courses totaling 14 credits (\$550 per credit, plus 6.8% for WRS and 7.65% for FICA for a total of \$629.48 per credit).

## **Operating Expenses:**

Classroom supplies, minor equipment, and instructor training to support instruction are included in the budget. \$4,500 for the first year and \$9,000 for the second year and beyond.

## **Capital Costs:**

During 2023-24 there will be a one-time cost of \$39,000 for metrology training equipment that is more advanced than the current training equipment required for the existing programs and apprenticeships.

## **TUITION & FEE REVENUE:**

The 2023-2024 tuition at WCTC will be \$146.20 per credit. Assuming a 1% increase in tuition per year the per-credit tuition for 2024-2025 will be \$147.66, and for 2025-2026 it will be \$149.14. Tuition revenue for the first year of the program (2023-2024) will be from 12 students enrolled in 8 program credits at \$146.20 per credit for total tuition revenue of \$14,035.20. During each subsequent year there will be 12 continuing students who will complete the program at the end of that year, and 12 new students who will enroll in the program for a total of 24 students in the program. Tuition revenue for the second year of the program (2024-2025) will be from 24 students enrolled in 8 program credits at \$147.66 per credit for total tuition revenue of \$28,350.72. Tuition revenue for the third year of the program (2025-2026) will be from 24 students enrolled in 8 program credits at \$149.14 per credit for total tuition revenue of \$28,634.88.

In addition, there is a materials fee that is TBD.

## **STUDENT FTEs:**

The duration of the apprenticeship Paid Related Instruction is two years. During the first year of the program there will be 12 students. During each subsequent year there will be 12 continuing students who will complete the program at the end of that year, and 12 new students who will enroll in the program for a total of 24 students in the program.

<b>2023-24</b>	12 new students in the program, each enrolled in 8 program credits for a total of 96 credits. Divided by 30 for annual FTE = 3.2.
<b>2024-25</b>	12 continuing students and 12 new students in the program, each enrolled in 8 program credits for a total of 192 credits. Divided by 30 for annual FTE = 6.4.
<b>2025-26</b>	12 continuing students and 12 new students in the program, each enrolled in 8 program credits for a total of 192 credits. Divided by 30 for annual FTE = 6.4.

**Industrial Metrology Technician Apprentice Program (50-623-2) Costing Information**

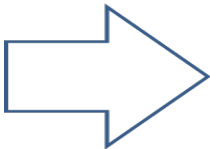
	2023-2024 Direct and Indirect Costs (12 new apprentices)				2024-25 Direct and Indirect Costs (12 continuing and 12 new apprentices)				2025-26 Direct and Indirect Costs (12 continuing and 12 new apprentices)			
	In Base Budget	New Annual	One-Time	Total All Costs	In Base Budget	New Annual	One-Time	Total All Costs	In Base Budget	New Annual	One-Time	Total All Costs
<b>Operational Costs</b>												
Staffing Costs												
Instructional staff												
Full-time												
Part-time		16,493		16,493		32,986		32,986		32,986		32,986
Other staff - Course Development			8,813	8,813				-				
Operating expenses		4,500		4,500		9,000		9,000		9,000		9,000
<b>Total Operational Costs</b>	-	<b>20,993</b>	<b>8,813</b>	<b>29,806</b>	-	<b>41,986</b>	-	<b>41,986</b>		<b>41,986</b>		<b>41,986</b>
<b>Capital Costs</b>												
Capital Equipment			39,000	39,000				-				
Facilities				-				-				
Capital Technology				-				-				
Furniture				-				-				
<b>Total Capital Costs</b>	-	-	39,000	39,000	-	-	-	-				
<b>Total Costs</b>	-	<b>20,993</b>	<b>47,813</b>	<b>68,806</b>	-	<b>41,986</b>	-	<b>41,986</b>		<b>41,986</b>		<b>41,986</b>
<b>Revenues</b>												
Tuition & Fees		14,035				28,351				28,635		
Grants												
<b>Total Revenue</b>	-	<b>14,035</b>	-	<b>14,035</b>		<b>28,351</b>		<b>28,351</b>		<b>28,635</b>		<b>28,635</b>
<b>Net Costs / (Revenues)</b>				<b>15,771</b>				<b>13,635</b>				<b>13,351</b>
<b>Statistical Information</b>				All Operational Costs				All Operational Costs				All Operational Costs
Student FTE's (30 credits)				3.2				6.4				6.4
*Cost per Student FTE of proposed program (Reasonableness of Cost)				9,314				6,560				6,560
*Average Instructional cost per FTE from 2020-21 WTCs Cost Allocation Summary Report for Industrial Technical Diploma Programs at WCTC				16,118				16,118				16,118

# WCTC New Program Development Timeline

## for

### Industrial Metrology Technician Apprenticeship

<b>STAGE 1: CONCEPT REVIEW</b>	
<b>ACTIVITY</b>	<b>DATE</b>
Department of Workforce Development/Bureau of Apprenticeship Standards Develops New Apprenticeship in Conjunction with Fox Valley Technical College and Other Stakeholders	Exhibit A May 2022
<b>STAGE 2: ESTABLISH PROGRAM FOUNDATIONS IN WTCS</b>	
<b>ACTIVITY</b>	<b>DATE</b>
WTCS Leads Initiative to Develop Curriculum and Post in Worldwide Instructional Design System, Inc. (WIDS)	July 2022
<b>STAGE 3: ESTABLISH PROGRAM FOUNDATIONS AT WCTC</b>	
<b>ACTIVITY</b>	<b>DATE</b>
Conduct Ad Hoc Advisory Committee Meetings with Employers	February - March 2023
Identify Apprenticeship Sponsors and Apprentices	February - June 2023
Begin offering Paid Related Instruction	August 2023
<b>STAGE 4: PROGRAM APPROVAL</b>	
<b>ACTIVITY</b>	<b>DATE</b>
<b>Develop Program Approval</b>	
Notify WTCS Education Director of Intent to Develop Program	July 2022
Prepare Materials for WCTC District Board	March – April, 2023
<b>Submit Materials to WCTC Board Secretary</b>	April 28, 2023
<b>WCTC Board – Program Approval</b>	May 9, 2023
<b>Program Implementation Materials to WTCS</b>	May 16, 2023
<b>WTCS Education Director Program Approval</b>	Approximately June 16, 2023



**RESOLUTION SUPPORTING A**

**50-623-2 INDUSTRIAL METROLOGY TECHNICIAN  
APPRENTICE PROGRAM IMPLEMENTATION TO THE  
WISCONSIN TECHNICAL COLLEGE SYSTEM**

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

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

**50-623-2 Industrial Metrology Technician Apprentice**

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

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**Board Chair**

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Courtney Bauer  
**(Typed or printed name)**

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May 9, 2023  
**Date**