



SHAPE THE FUTURE
OF HIGHER EDUCATION



THRIVING ACADEMIC
MISSION



CULTIVATE INCLUSIVE
EXPERIENCES



VITAL COLLABORATIVE
ALLIANCES



PREMIER
REGIONAL HUB



SLEEK, SIMPLE,
INTUITIVE

WCTC District Board Regular Meeting

Tuesday, March 12, 2024, 5:00 p.m.
Waukesha County Technical College
Richard T. Anderson Education Center, C051/057

UPCOMING MEETINGS

Regular Board Meeting	April 9, 2024	5:00 p.m.	In-Person
Public Hearing & Regular Board Meeting	May 14, 2024	5:00 p.m.	In-Person
Regular Board Meeting	June 11, 2024	5:00 p.m.	In-Person

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

10365/23



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Hands-on
Higher Ed

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

AGENDA

I. Call to Order – Courtney Bauer

A. Pledge of Allegiance

II. Public/Staff Remarks*

III. Delegates to be Heard

4 A. Student Government Association – Gabby Karaban

IV. President’s Report – Dr. Richard Barnhouse

V. WCTC Foundation Update – Brian Baumgartner

VI. Approval of Consent Agenda Items

- 5-8 A. Minutes Dated February 13, 2024 (Regular Board Meeting)
- 9-11 B. Accounts Payable Summary February 2024
- 12 C. 38.14 Contract Report February 2024

VII. Action Items

- 13-17 A. Request to Submit a Concept Review to the Wisconsin Technical College System Board for an Expanded Function Dental Auxiliary Technical Certificate Program – Michele Nelson, Lisa Nowak, David Schubot
- 18-23 B. Resolution Authorizing the Issuance of \$4,000,000 General Obligation Promissory Notes, Series 2024A, of Waukesha County Area Technical College District, Wisconsin, and Setting the Sale of the Notes – Jane Kittel, Kristine Golz
- 24-35 C. Initial Approval to Consider 5830AB B&E Building Renovations – Bethany Leonard, Rich Haen, Kristine Golz
- 36-48 D. Initial Approval to Consider 5831AA Waukesha Nursing Assistant and Human Services Renovations – Rich Haen
- 49-50 E. Construction Bid Information: 5830AA – I Building Classrooms, Bid Number ITB 2324-02, Contingent Upon WTCS Board Approval – Rich Haen

VIII. Presentation/Discussion

A. 2024-25 Budget Assumptions – Jane Kittel, Kristine Golz

IX. 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. Faculty Non-Renewal
- B. University Partnership and Contract
- C. President’s Contract

The Board may reconvene in open session to take action on the faculty non-renewal and finalizing the President’s Contract.

X. 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.

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

March 2024 SGA Board Report

Good evening. Last month SGA members took a trip to Madison to attend the WSG Legislative Seminar. We had the opportunity to meet with members from the other 16 technical colleges across Wisconsin and started the discussion of how childcare has become an extreme cost for many students. We were also able to meet with our local legislators to introduce ourselves as well as bring up the topic of childcare costs.

On March 1st SGA co-hosted the Diverse Beauty Showcase with the Cosmetology Club and it turned out great! There were more than 20 models showcasing various types of beauty and the cosmetology students showed off their amazing hair and makeup skills. Everyone had a great time!

This week SGA is hosting our Drunk Driving Awareness week events. Today we had a drunk driving simulator on campus. The simulator allows participants the opportunity to experience the real-life dangers of drunk driving without the real-life consequences. We will also be providing mocktails, pizza and trivia later this week.

As the weather gets warmer, we are looking forward to getting outside for some events! See you in April with more fun SGA updates.



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Hands-on
Higher Ed

800 Main Street, Pewaukee, Wisconsin 53072

**Waukesha County Technical College
District Board Meeting Minutes
February 13, 2024 - 5:00 PM
Richard T. Anderson Education Center, C051/057**

Present:

Courtney Bauer, Board Chairperson
Brian Baumgartner, Secretary/Treasurer
Ryan Clark, Board Member
Thomas Michalski, Board Member (virtual)
Stephanie Reisner, Board Member
Jamie Stahulak, Board Member (virtual)

Absent

Joe Garza, Board Vice Chairperson
Jim Zaiser, Board Member

Also Present:

Richard Barnhouse

31 Guests

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 reported that SGA recently held a mini-retreat and enjoyed their winter break. SGA has had executive Board changes including Vice President, Jaden Singsime; Event Planner, Tessa Kozlowski; and Secretary, Jake Esser. Some great events are planned for this spring including Valentine’s Day Donut Stress and the Diversity Beauty Showcase from 5 to 7 pm on March 1.

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

- Dr. Barnhouse welcomed everyone to the February WCTC District Board meeting.
- He is seeing a focus and momentum shift towards the College secondary the great work our faculty and staff are doing. Other College Presidents and Chancellors are talking about WCTC. Thank you to everyone.
- WCTC signed a major transfer agreement with UWM. This agreement guarantees that all 60 credits students have taken will transfer.
- There has been a great deal of discussion about automation and the importance of businesses thinking about this as population decline continues with a predicted double dip in the 2030’s. Businesses are finding they can get financing for a machine, but not the installation and training of employees. Dr. Barnhouse recently met with the Senior VP of Associated Bank to try and build a pathway for small businesses to get automated. Associated Bank is developing a whole new portfolio for these options.
- Dr. Barnhouse recently met with the CEO of the WMEP (WI Manufacturing Extension Partnership) and provided a tour of the Pewaukee campus. WMEP shared how impressed they are with what we have to offer as the College continues to try and figure out how to get key partners together to get automated and drive the economy in Wisconsin.
- He spoke at the BizTimes 23rd Annual Economic Trends on automation, AI and the decline in population. Other panelists included Michael Knetter, President UW-Foundation and former senior staff economist for Presidents’ George H.W. Bush and

Bill Clinton and Aaron Jagdfeld, President & CEO, Generac. It was a great event and attendees were able to gather multiple perspectives.

- The College is doing a great deal behind the scenes in automation and is currently working on both a certificate and associate degree, similar to AI. The College has a responsibility to help businesses understand automation and believe the communities and businesses that automate will thrive.
- Dr. Barnhouse and Mike Shiels, Dean-Applied Technologies met with Joel Quadracci to discuss the repurposing of the Q-Building. The Q-Building will undergo renovations and become the WCTC Applied AI Lab.
- He attended the State of Waukesha County last week. Two or three times WCTC was highlighted for work being done in AI and other areas. It is extremely encouraging to hear positive things about the College.
- Dr. Barnhouse discussed future things happening on campus including a real performance space. He recently met with the CEO of the Performing Arts Fund to get perspective on what is happening in theaters throughout the state and Milwaukee. As the College looks to expand these ideas, we want to be a focal point for our community and southeast Wisconsin.
- At tonight's meeting, action items and presentations will be done a bit differently. Moving forward, we will be providing as much information up front with area experts, the Director of Facilities and the Chief Financial Officer. We want our Board members to have a good sense of what is being voted on and feel comfortable moving forward.
- Dr. Barnhouse met with Mark Mone, Chancellor of UWM to continue conversations on our relationship moving forward and the role we play in the region for higher education. As we move along, will share more with the Board.
- Recently had lunch with Amanda Payne, WCBA to discuss support of the College and how we can help support the WCBA.
- Attended a Greater Milwaukee Committee meeting. Discussions were focused on problems in higher education and how folks are struggling to meet the needs of institutions. Following conversations, Dr. Barnhouse realized that the College is in a great position secondary to all our hard work.

V. Approval of Consent Agenda Items

- A. Minutes dated January 9, 2024 (Regular Board Meeting)
- B. Accounts Payable Summary January 2024
- C. 38.14 Contract Report January 2024
- D. Board Monitoring Data: 2023/2024 Second Quarter Financial Summary

Mr. Ryan Clark motioned to approve the Consent Agenda Items, receiving a second from Mr. Brian Baumgartner. Approved; carried unanimously.

VI. Action Items

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

- Ms. Constantineau shared that there is a significant teacher shortage across the State of Wisconsin. In response, the Department of Public Instruction and Department of Workforce Development, have rolled out the implementation of the Teacher Apprenticeship Program. This offering will provide a cost-effective avenue for workers within the WCTC district and the region. Dr. West then reviewed the program focus and employment potential and recommended approval of the resolution.

Mr. Baumgartner motioned to approve the Submittal of a Program Implementation for a New 50-522-1 Teacher Apprenticeship Program to the Wisconsin Technical College System, receiving a second from Mr. Clark. Approved; carried unanimously.

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

- Mr. Shiels discussed the project needs including space reconfiguration and classroom updates. Mr. Haen highlighted the floor plans for the proposed changes. Ms. Golz then reviewed the budget for the project and recommended approval of the remodel. Ms. Stephanie Reisner motioned to approve 5830AA Remodel Shop Areas I-Building w/Classrooms, receiving a second from Mr. Thomas Michalski. Approved; carried unanimously.

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

- Ms. Krohn shared that this would be the first lab of its kind in Wisconsin and across the region. The project will create a space for business and entrepreneurs to access AI subject matter expertise and receive professional and student assistance with implementing or developing AI solutions. Mr. Haen reviewed the floor plan and overall proposed renovations. Ms. Golz then reviewed the overall budget and recommended approval of the project. Mr. Michalski motioned to approve 5830AH Q-Building AI Innovation Lab Project, receiving a second from Mr. Baumgartner. Approved; carried unanimously.

D. Approval of FY24 Budget Amendment – Kristine Golz

- Ms. Golz reviewed the FY24 budget amendment request. She then recommended approval. Mr. Clark motioned to approve FY24 Budget Amendment, receiving a second from Mr. Michalski. Approved; carried unanimously.

VII. Presentation/Discussion

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

- The proposed renovations to the Waukesha Campus were presented including spaces for the CNA and HR programs as well as other areas along with a project timeline.

B. Esports – Jonathan Pedraza, Ian Sheeley

- Mr. Pedraza and Mr. Sheeley presented on the Esports program.

IV. Mr. Brian Baumgartner motioned to convene into Closed Session pursuant to Section §19.85(1)(b), (c) and (e) Wisconsin State Statutes at 6:20 pm:

- Mr. Clark seconded the motion
- **Unanimous roll call vote**
- Discussion was held regarding Consideration of Non-Renewal
- Discussion was held regarding Building Contract
- Mr. Baumgartner motioned to reconvene in open session, receiving a second from Mr. Jamie Stahulak.
- **Unanimous roll call vote**
- The open meeting reconvened at 7:19 pm.

VIII. Adjournment – Courtney Bauer

- Mr. Baumgartner motioned to adjourn the meeting, receiving a second from Ms. Reisner. The meeting was adjourned at 7:20 pm.

Respectfully Submitted by
Kristan Gochenauer
Assistant to the Board

Signed: _____
Brian Baumgartner, Board Secretary/Treasurer

ACCOUNTS PAYABLE SUMMARY
February 2024

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

**The Vice President – Finance & Administration submits for approval the attached
claims for payment, which include payroll deductions, of \$1,629,515.99**

**The Waukesha County Area Technical College District Board and President have
examined these claims and approve their payment this 12th day of March 2024**

Chair

Secretary/Treasurer

President

Check Register Report

Accounts Payable account code "WA". Dated 02/29/24 Database instance PROD-Native

<u>Number</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
!0037286	02/01/24	Aladdin Food Management Services LLC	\$ 9,403.81
!0037288	02/01/24	Clear Channel	\$ 9,055.00
!0037289	02/01/24	Graphicolor Printing	\$ 2,614.34
!0037290	02/01/24	PFM Asset Management LLC	\$ 6,527.47
!0037291	02/01/24	Quarles & Brady LLP	\$ 4,536.00
!0037294	02/01/24	WILLIS TOWERS WATSON US LLC	\$ 29,300.00
C0749993	02/01/24	Beauty Systems Group LLC	\$ 10,245.70
C0750001	02/01/24	Marianna Industries	\$ 8,385.54
C0750002	02/01/24	MediaCross Inc	\$ 14,625.00
C0750008	02/01/24	Selzer Ornst Co	\$ 572,544.09
C0750010	02/01/24	Streicher's	\$ 3,145.00
C0750011	02/01/24	Taylor & Francis	\$ 3,300.00
C0750018	02/01/24	Wisconsin Library Services Inc	\$ 3,000.00
!0037311	02/06/24	Evisions LLC	\$ 12,183.00
C0750055	02/06/24	ABM Industries Inc	\$ 63,178.90
C0750059	02/06/24	Compass Minerals America Inc	\$ 8,179.30
C0750060	02/06/24	D & H Distributing	\$ 9,354.60
C0750066	02/06/24	James Imaging Systems	\$ 2,998.43
C0750069	02/06/24	Level 3 Communications, LLC	\$ 3,719.09
C0750073	02/06/24	Pivot Point International Inc	\$ 38,823.48
C0750076	02/06/24	Renishaw Inc	\$ 17,454.54
C0750083	02/06/24	Village of Pewaukee	\$ 21,664.60
C0750084	02/06/24	Waste Management of WI-MN	\$ 2,639.09
C0750086	02/06/24	WE Energies	\$ 6,657.78
C0750087	02/06/24	WE Energies	\$ 65,935.93
C0750088	02/06/24	Zimmerman Design Group	\$ 46,216.07
!0037326	02/08/24	Graphicolor Printing	\$ 2,522.54
!0037327	02/08/24	Learning in Retirement of Waukesha County	\$ 6,974.28
C0750142	02/08/24	Investigation Technologies LLC	\$ 3,645.00
C0750146	02/08/24	Northcentral Technical College	\$ 3,530.56
C0750155	02/08/24	Streicher's	\$ 6,658.56
C0750156	02/08/24	Supervision Professionals	\$ 17,500.00
C0750161	02/08/24	Upper Midwest Banner User's Group	\$ 2,500.00
!0037343	02/13/24	CAE Healthcare Inc	\$ 72,220.00
!0037344	02/13/24	Duet Resource Group	\$ 70,603.65
C0750187	02/13/24	AVI	\$ 3,216.46
C0750189	02/13/24	Burmax	\$ 7,333.41
C0750192	02/13/24	Code Red Security LLC	\$ 2,560.00
C0750196	02/13/24	Ellucian Company LLC	\$ 33,983.00
C0750209	02/13/24	Shadow Soft LLC	\$ 15,793.68
C0750213	02/13/24	Village of Pewaukee	\$ 21,664.60
C0750217	02/13/24	WE Energies	\$ 5,360.13
C0750219	02/13/24	Wisconsin Library Services Inc	\$ 23,787.28
!0037352	02/15/24	Aladdin Food Management Services LLC	\$ 9,862.91
C0750254	02/15/24	Corner stone Detention Products Inc	\$ 18,583.00
C0750255	02/15/24	Cottingham & Butler Insurance Services, Inc.	\$ 11,614.73
C0750257	02/15/24	Dell Marketing L P	\$ 10,226.88
C0750267	02/15/24	Hu Friedy Mfg Co LLC	\$ 19,480.78
!0037370	02/20/24	Bitlyft Security LLC	\$ 24,629.97
!0037372	02/20/24	Clear Channel	\$ 5,540.50
!0037374	02/20/24	Madison National Life Insurance Co	\$ 9,170.82
!0037375	02/20/24	Postmaster	\$ 16,000.00
!0037378	02/20/24	Symetra Life Insurance Company	\$ 24,896.61
C0750298	02/20/24	ATIXA	\$ 5,250.00
C0750304	02/20/24	Compass Minerals America Inc	\$ 8,108.55
C0750305	02/20/24	Constellation NewEnergy Gas Division LLC	\$ 28,262.36
C0750309	02/20/24	Gannett Wisconsin LocalIQ	\$ 7,277.30
C0750314	02/20/24	JR Plumbing	\$ 3,184.50
C0750317	02/20/24	Milwaukee Business Journal	\$ 9,618.03
C0750318	02/20/24	Neus Building Center Inc	\$ 5,399.99
C0750327	02/20/24	United Mailing Services	\$ 9,451.19
C0750373	02/22/24	Carnegie Dartlet LLC	\$ 8,500.00
C0750374	02/22/24	Club Europa	\$ 36,487.00

C0750376	02/22/24	International Business Machines	\$ 2,647.20
C0750378	02/22/24	Mequon Police Department	\$ 3,925.00
C0750380	02/22/24	Mood Media	\$ 3,067.40
C0750383	02/22/24	Unite Corporation	\$ 3,250.00
!0037396	02/27/24	Allstate Benefits	\$ 3,570.04
C0750769	02/27/24	Bakemark-Milwaukee	\$ 4,991.21
C0750779	02/27/24	Field Training Solutions	\$ 6,000.00
C0750780	02/27/24	Fire-Dex GW LLC	\$ 2,520.50
C0750784	02/27/24	Hein Electric Supply Co	\$ 7,119.91
!0037410	02/29/24	Airgas USA LLC	\$ 5,176.16
!0037411	02/29/24	Aladdin Food Management Services LLC	\$ 6,301.03
!0037412	02/29/24	Johnson Controls Inc	\$ 21,364.00
C0750909	02/29/24	Dirty Ducts Cleaning & Environmental Inc	\$ 2,818.00
C0750912	02/29/24	Herff Jones Inc	\$ 3,454.15
C0750915	02/29/24	JX Peterbilt	\$ 6,226.36

78 payments TOTAL:

\$ 1,629,515.99

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

Year	#	Customer	Start Date	Type	Service Description	Number of Participants	Total Revenue	Est. Direct Cost	Informational		
									Variance (1)	Est. Full Cost	Variance (2)
In-State Contracts											
2024	7251	Waukesha County Dept of Admin	2/8/2024	I	DiSC Assessment	9	1,479	1,271	208	285	1,194
2024	7271	WRTP Big Step Program	2/6/2024	I	CDL Permit Training	4	703	302	401	386	317
2024	7263	Eaton Corporation	2/1/2024	I	Blueprint & Brake Press Training	15	2,183	695	1,488	889	1,294
2024	7259	New Berlin Public Schools	1/10/2024	I	ACT Preparation Training	8	5,355	2,352	3,003	2,964	2,391
2024	7262	Almon Inc.	1/20/2024	I	Motivating Your Workforce	12	720	214	506	274	446
2024	7250	Eaton Corporation	1/1/2024	I	Coil Winding	6	26,932	8,511	18,421	11,477	15,455
2024	7234	Prolec - GE Waukesha Inc.	1/23/2024	I	Train the Trainer	58	11,741	3,832	7,909	4,637	7,104
2024	7236	HUSCO International	2/1/2024	I	GD&T	12	3,067	1,058	2,009	1,159	1,908
2024	7228	Bruno Independent Living Systems	1/1/2024	I	Project Management	10	2,608	895	1,713	962	1,646
2024	7203	Xylem Inc	11/1/2023	I	Yellow Belt & Coaching	17	12,050	3,826	8,224	3,724	8,326
ALL CONTRACTS							66,838	22,956	43,882	26,757	40,081

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

COLUMN DEFINITIONS:

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

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

Estimated Direct Cost: Salary and Benefits plus all Direct Expenses

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

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

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

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

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



MEMORANDUM

TO: WCTC District Board

FROM: Richard G. Barnhouse, Ph.D.

RE: Request to Submit a Concept Review to the Wisconsin Technical College System Board for an **Expanded Function Dental Auxiliary** Advanced Technical Certificate program

DATE: March 12, 2024

Attached is an executive summary requesting Waukesha County Technical College (WCTC) District Board's approval to submit a Concept Review for a proposed Expanded Function Dental Auxiliary (EFDA) Advanced Technical Certificate program to the Wisconsin Technical College System (WTCS) Board. A timeline which provides additional details about the steps in the program development process is included with this request.

An Advanced Technical Certificate (ATC) is a recently reconfigured type of WTCS credential that assists persons with an existing knowledge base, acquired either from prior work experience and/or a prior credential, to advance in an occupation. Unlike existing (local) certificate programs, ATCs are state-approved programs and count towards outcomes-based funding. ATCs provide an opportunity for advanced professional development training intentionally designed to ensure industry relevance and marketability. This program would be WCTC's first ATC under the new definitions.

If this request is approved, the District Board would be authorizing WCTC to proceed with placing the Concept Review on the WTCS Board Agenda at their May 2024 meeting. The District Board will see a Program Approval request at their May 2024 meeting followed by a Program Approval request for the WTCS Board at their July 2024 board meeting.

Thank you for your consideration in this matter.

Richard G. Barnhouse, Ph.D.

c: Bradley Piazza, Vice President of Academic Affairs
Michele Nelson, Dean – School of Health
Lisa Nowak, Associate Dean – School of Health
David Schubot, Program Development Coordinator – Institutional Research and Effectiveness

**Request to Approve Submittal of a Concept Review for an
Expanded Function Dental Auxiliary (EFDA) Advanced Technical Certificate
Prepared by Michele Nelson, Dean – School of Health; Lisa Nowak,
Associate Dean – School of Health; and David Schubot, Program
Development Coordinator, Institutional Research & Effectiveness**

**Waukesha County Technical College (WCTC) wishes to proceed with offering an
Expanded Function Dental Auxiliary (EFDA) Advanced Technical Certificate Program
and requests the WCTC District Board’s approval to Submit a Concept Review to the
Wisconsin Technical College System (WTCS)**

Background and History

With the goal of expanding access to high quality dental care in both urban and rural areas of Wisconsin, Senate Bill 392 was enacted into law in April 2022 which added a new member to dental care teams - expanded function dental auxiliaries (EFDAs). EFDAs would join dental assistants and dental hygienists as those authorized to practice under dentists in this state. The skill set and scope of an EFDA allows them to handle standard dental visits that do not require higher levels of training possessed by the dentists and hygienists on their oral health care team. More than twenty other states and the military already utilize EFDAs as members of dental care teams.

EFDAs can perform the following activities as delegated and supervised by a dentist: Placement and finishing of restoration material after the dentist prepares a tooth for restoration; Application of sealants; Coronal polishing; Impressions; Temporizations; Packing cord; Removal of cement from crowns; Adjustment of dentures and other removable oral appliances; Removal of sutures and dressings; and Application of topical fluoride, fluoride varnish, or similar dental topical agent.

Applicants to the EFDA program must demonstrate in his or her application that the individual satisfies one of the following criteria in order to be permitted to enroll in the instructional program:

- a. Has completed at least 1,000 hours practicing as a dental assistant and holds the certified dental assistant credential issued by the Dental Assisting National Board, Inc., or its successor.
- b. Has completed at least 2,000 hours practicing as a dental assistant, as verified by the supervising licensed dentist.

Employment and Wage Potential

Since the occupation of EFDA in Wisconsin is newly created, the number of projected job openings for EFDAs in Waukesha County is unknown. However, based on testimony to the Wisconsin State Legislature in 2021 regarding Senate Bill 392 by the then-current president of the Wisconsin Dental Association, there is a high likelihood that all completers of an EFDA ATC program at WCTC would be hired as an EFDA. That testimony read in part: “Dentists around the state are clamoring to bring EFDAs to Wisconsin. In many cases dentists will actually sponsor the assistant to receive the additional training and education needed. This is a wonderful way to not only help a primarily female workforce further their careers, but also help address workforce shortages we are facing, like so many other health professions.”

As shown in the Table below from the labor market information vendor Lightcast, there are currently 673 Dental Assistant jobs in Waukesha County, and an additional 1,236 Dental Assistant jobs in Milwaukee, Ozaukee, and Washington Counties. An EFDA program at WCTC would enable many of these Dental Assistants to advance their career and make them an even more valuable member of the dental health team.

Since the EFDA occupation in Wisconsin is new, there are no wage reports to base an estimated salary. However, the Wisconsin Technical College System has projected that the average starting hourly salary for an EFDA is \$23.55. This compares favorably with the \$21.40 average hourly salary of Dental Assistants in Waukesha County as shown in the Table below.

Waukesha County, Regional, and State of Wisconsin Projected Labor Market Trends for Dental Assistants						
Region	2024 Jobs	2029 Jobs	2024 - 2029 Change	2024 – 2029 % Change	2024- 2029 Annual Openings	Average Hourly Salary
Waukesha County	673	697	24	4%	99	\$21.40
Milwaukee, Ozaukee, and Washington (MOW) Counties	1,236	1,252	15	1%	175	\$21.28
State of Wisconsin	6,649	6,889	240	4%	985	\$21.22

Summary and Conclusion

The proposed EFDA ATC program would complement the two existing dental health programs at WCTC. Since 2019 there have been 117 graduates from the WCTC Dental Assistant Technical Diploma program. During that same period there have been 80 graduates from the WCTC Dental Hygienist Associate of Applied Science program. The addition of an EFDA ATC program at WCTC would help more patients receive more care in a timely fashion.

This will be on the **agenda as an action item** for the **Tuesday, March 12, 2024**, meeting. Michele Nelson, Lisa Nowak, David Schubot, and other WCTC staff will be present to respond to questions.

ACTION: We are requesting the WCTC Board’s approval to Submit a Concept Review to the Wisconsin College System Board, and to proceed with the final Stage of Program Approval for this program.

Expanded Function Dental Auxiliary Advanced Technical Certificate
WCTC New Program Development Timeline

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

ACTIVITY	DATE
Step One: Develop Concept Review	
Sister College Discussions	N/A
Labor Market Analysis	12/31/23
Employer Involvement/Advisory Committee	October – November 2023
Needs Assessment and Results	N/A
Materials to WCTC Board Secretary	
WCTC Board Concept Review Approval	March 1, 2024
Materials to WTCS	March 12, 2024
WTCS Board Concept Review Approval	March 29, 2024
	May 21, 2024
Step Two: Develop Program Approval	
Budget	March – April 2024
Employer Needs Assessment Follow-up*	N/A
Educational and Career Pathway Analysis	N/A
Curriculum Development including General Education	March – April 2024
Materials to WCTC Board Secretary	
WCTC Board Program Approval	May 3, 2024
Materials to WTCS	May 14, 2024
WTCS Board Program Approval	May 31, 2024
	July 16-17, 2024



*Recommended best practice; not required.

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

Program initial enrollment: Proposed Fall 2025 - 2026

**RESOLUTION SUPPORTING AN
EXPANDED FUNCTION DENTAL AUXILIARY
ADVANCED TECHNICAL CERTIFICATE PROGRAM
CONCEPT REVIEW TO THE WISCONSIN
TECHNICAL COLLEGE SYSTEM BOARD**

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

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

**EXPANDED FUNCTION DENTAL AUXILIARY
ADVANCED TECHNICAL CERTIFICATE PROGRAM**

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

Board Chair

Courtney Bauer
(Typed or printed name)

March 12, 2024

Date



To: WCTC Board of Trustees

From: Dr. Jane L. Kittel, Vice President of Finance & Administration
Kristine A. Golz, Chief Financial Officer

Date: March 12, 2024

Re: Resolution Authorizing the Issuance of \$4,000,000 General Obligation
Promissory Notes, Series 2024A, of Waukesha County Area Technical College
District, Wisconsin, and Setting the Sale of the Notes

At the June Board meeting, the WCTC Board adopted the 2023/24 budget. Included in the budget was a plan to issue \$11,500,000 general obligation promissory notes to fund capital expenditures for 2023/24.

Request:

We request the WCTC Board to authorize the issuance of \$4,000,000 general obligation promissory notes for this fiscal year for equipment, site improvements, and building remodeling projects.

- \$1,500,000 for building remodeling and improvement projects to include payments toward the I-Building manufacturing lab remodel, flooring, door replacements, and painting
- \$1,885,000 for movable capital equipment in learning and operations
- \$615,000 for site improvements to support the electrical switch & transformer replacement, parking lots, asphalt/concrete replacement, and landscaping.

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

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

This is the second of three borrowings planned for this fiscal year.

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

RESOLUTION AUTHORIZING THE ISSUANCE OF \$4,000,000
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2024A, OF
WAUKESHA COUNTY AREA TECHNICAL COLLEGE DISTRICT, WISCONSIN,
AND SETTING THE SALE OF THE NOTES

WHEREAS, Waukesha County Area Technical College District, Wisconsin (the "District") is presently in need of \$1,500,000 for the public purpose of financing building remodeling and improvement projects, \$1,885,000 for the public purpose of financing the acquisition of movable equipment, and \$615,000 for the public purpose of financing site improvement projects (collectively, the "Project"); and

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

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,500,000 for the public purpose of financing building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,885,000 for the public purpose of financing the acquisition of movable equipment; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$615,000 for the public purpose of financing site improvement projects; and be it further

RESOLVED, THAT:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in the aggregate principal amount of \$4,000,000 and designated "General Obligation Promissory Notes, Series 2024A" (the "Notes"), the proceeds of which shall be used for the purposes specified above in the amounts authorized for those purposes. There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof.

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

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

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

Section 5. Expenditure of Funds and Declaration of Official Intent. The District shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Notes become available. The District hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Notes, the principal amount of which is not expected to exceed \$4,000,000.

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

Adopted this 12th day of March, 2024.

Courtney R. Bauer
Chairperson

Attest:

Brian K. Baumgartner
Secretary

(SEAL)

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Waukesha County Area Technical College
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on March 12, 2024, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,500,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

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

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

Dated March 12, 2024.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT B

NOTICE

TO THE ELECTORS OF:

Waukesha County Area Technical College
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on March 12, 2024, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,885,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the acquisition of movable equipment.

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

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

Dated March 12, 2024.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT C

NOTICE

TO THE ELECTORS OF:

Waukesha County Area Technical College
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on March 12, 2024, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$615,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing site improvement projects.

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

Dated March 12, 2024.

BY ORDER OF THE DISTRICT BOARD

District Secretary



MEMORANDUM

TO: WCTC District Board of Trustees Richard
FROM: Haen, District Facilities Director
DATE: March 12, 2024
SUBJECT: Initial approval to consider the B&E Building Renovations and requesting approval by the Wisconsin Technical College System Board (WTCSB)

Waukesha County Technical College (WCTC) is requesting to renovate specific areas within the B and E Buildings to support and further enhance the outstanding services and support provided to our students. The project will renovate existing faculty spaces increasing the number of workspaces needed to support the additional and projected faculty that are part of Liberal Arts Transfer degree programs which include the Associate of Arts and Associate of Science degree offerings. The renovation will include several spaces used by our Academic Support Services and Library as well as auxiliary services provided by our Bookstore and Information Technology Support Desk. The project also includes the renovation of one outdated computer lab in the E building.

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

REQUEST FOR APPROVAL

REMODELING

Wisconsin Technical College System Board

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

5830AB – B&E Building Renovations

Waukesha County Technical College (WCTC) is requesting to renovate specific areas within the B and E Buildings to support and further enhance the outstanding services and support provided to our students. The project will renovate existing faculty spaces increasing the number of workspaces needed to support the additional and projected faculty that are part of Liberal Arts Transfer degree programs which include the Associate of Arts and Associate of Science degree offerings. The renovation will include several spaces used by our Academic Support Services and Library as well as auxiliary services provided by our Bookstore and Information Technology Support Desk. The project also includes the renovation of one outdated computer lab in the E Building.

District: Waukesha County Technical College

Authorized Representative: Richard Haen, District Facilities Director

Date Submitted: February 19, 2024

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

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

An environmental assessment is not applicable for this remodeling submittal.

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

As part of WCTC's Liberal Arts Transfer degree program, the college was granted authority in 2022 to offer Associate of Arts and Associate of Science degrees in conjunction with UW Milwaukee (UWM) which allows students to seamlessly transfer to UWM to earn a wide variety of Bachelor of Arts and Bachelor of Science degrees that are related to practically every business and industry. Enrollments in general studies courses are steadily increasing. With a headcount of 1,519, the Humanities, Communication, Social Science Department is up 8.9% in full time equivalent students (FTE) and, with a headcount of 1,026, the Math and Science Department is up 5.9% in FTEs. The Liberal Arts Transfer degrees are also rapidly growing. Currently there are 116 students enrolled in these programs which is more than triple the 36 that were enrolled in Spring of 2023 which was the first semester of the program offerings. The College and Career Readiness program (adult high school options and English as a Second Language) had 134 students enrolled in post-secondary courses last year and WCTC is currently on target to exceed that number this year.

The School of Business has a spring 2024 headcount of approximately 1,400 students, or 325 FTE. The primary office for the School of Business is in the lower level of the B Building. As part of this project, the entrance to the office will receive a modest update, increasing visibility for students and visitors. The current entrance to the office is dated and somewhat hidden from view when using the north entrance. The increased visibility and updated appeal will assist the School of Business to continue to grow enrollment within its program offerings.

With increase in enrollments, WCTC is realizing the need to increase academic support, especially in Math. The Math Center supports over 700 students per year and has outgrown the current space in the upper B Building. With the expansion the Math Center, WCTC will be able to provide additional support, workshops, and supplemental instruction for students in Math classes, as well as for occupational courses such as Nursing and the Building trades. Academic Support Services provides support to every student across the entire college with their academic needs. The services empower student success by providing individualized, student-centered instruction that extends and enhances the classroom experience. 1,534 students were enrolled between the six support centers for academic year 22/23 which resulted in over 8,500 visits. Halfway through the current academic year, there are 1,360 students enrolled in Academic Support with over 8,100 student visits, which demonstrates the need to enhance these support services.

The library at WCTC had 8,579 transactions with patrons in FY23. The support provided by library staff of these transactions includes circulation (checkouts of Library materials), all

questions including reference, library instruction, and interlibrary loans. This number is up from 8,482 in FY22 and 5,820 in FY21. With steady enrollment increase, the library anticipates seeing transactions back to pre-Covid levels in the upcoming years.

Waukesha County Technical College's bookstore plays a pivotal role in supporting the academic success and overall experience of students, faculty, and staff. The bookstore serves as a hub for essential resources, including textbooks, course materials, and academic supplies, ensuring that students have access to the tools they need to excel in their studies. Annually the bookstore generates \$2.225 million in revenue serving 7,400 customers. This renovation will allow the bookstore team to partially consolidate operations, creating greater efficiency particularly during the start of academic terms when traffic peaks. Expanded access to storage and office space will help facilitate the coordination of over 17,000 individual pieces into 165 supply kits and the sale of over 5,500 physical texts during each academic year. This renovation not only addresses immediate operational needs but also ensures continued support for the academic community.

The Information Technology Service Desk experiences regular walk-up traffic for faculty, staff, and students. In 2023, it closed over 11,000 tickets. It is located near other student-facing resources, and positive synergies exist between the Service Desk and the other resources. The Service Desk partners with the library for the issuance of ID cards, student printing, and student checkout equipment. The newly added Esports area is located across from the Service Desk making the desk an available resource for resolving any technical issues during practices or games. The Service Desk is also close to the bookstore making it a convenient location for students who are just getting started at the College and need assistance with accessing schedules, setting passwords, or other items. The proposed space would keep existing synergies intact while providing an improved workspace for the Service Desk team.

The College has made a concerted effort to reduce and/or combine conventional computer labs. Included in this project is the renovation of an outdated stationary computer lab into a hybrid classroom with 16 laptops in a cart and flexible classroom furniture that supports high quality instruction that will actively engage students in learning. The same approach is being implemented within the Academic Support Services areas, specifically with the expansion of the Math Center. Students are increasingly bringing their own devices to classes reducing the need for permanent computer stations; however, not every student has a computer which demonstrates the need for the college to still have some computers available for learning.

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

See section TCS 5.04(4)(d)

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

Budget Amount

Increased instruction costs:	\$ 0
Increased administrative costs:	\$ 0
Increased maintenance costs:	\$ 0
Increased energy costs:	\$ 0
Replacement equipment costs:	\$ 590,000

The following represents the source of funds for the remodel:

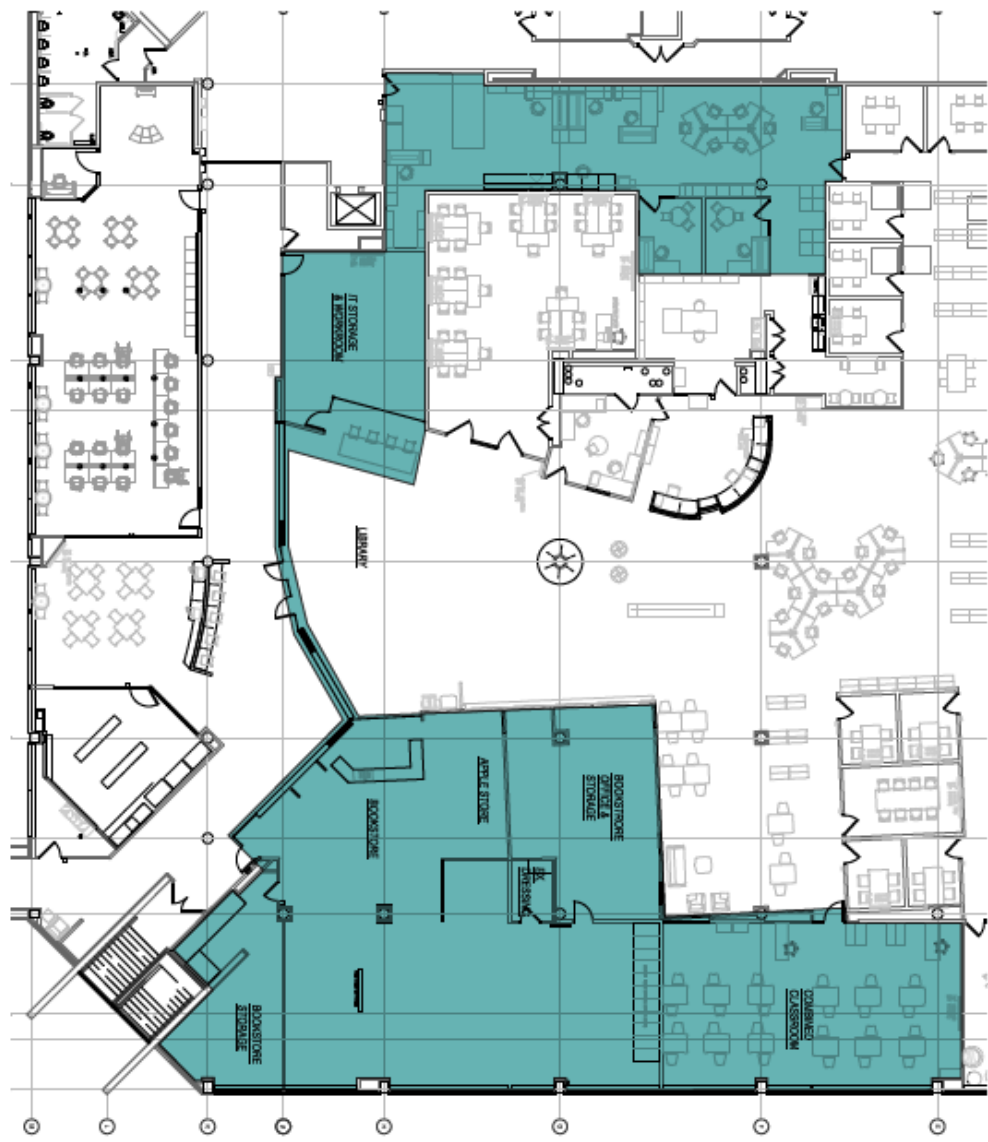
(a) Tax levy – FY24	\$ 0
(b) Fund transfer or reserve funds	\$ 800,000
(c) Proposed sale of bonds or notes	\$ 0
(d) Other funds:	
1. Federal funds	\$ 0
2. Gifts or grants	\$ 0
(e) Total funds	<u>\$ 800,000</u>

7. TCS 5.04(4)(g)

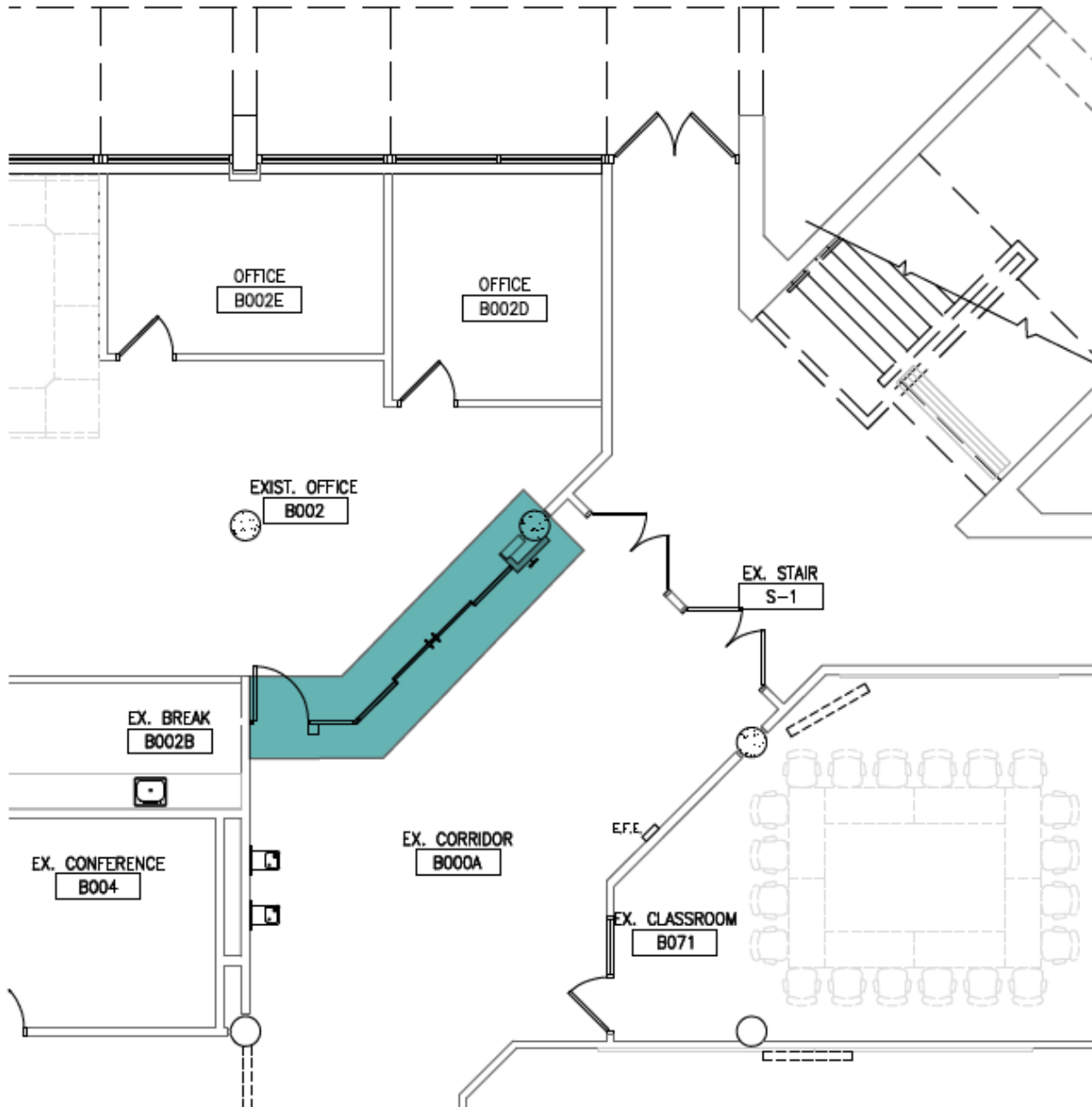
Bookstore, Library, Office &
Classroom Renovations OPTION E



B BUILDING UPPER LEVEL
WAUKESHA COUNTY TECHNICAL COLLEGE
800 Main Street, Pewaukee, WI



Upper Level
Project Area
7,981 sf



Office 002 Entrance
Renovations OPTION 'D'

230056.00 | January 5, 2024 | Scale: 1/8" = 1'-0"



B BUILDING LOWER LEVEL
WAUKESHA COUNTY TECHNICAL COLLEGE
800 Main Street, Pewaukee, WI 53072





First Floor
 Project Area
 1,226 sf

Office E114
 ALT BID
 Project Area
 1,455 sf

FIRST FLOOR



Second Floor
 Project Area
 4,868 sf

SECOND FLOOR



BUILDING E



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

1. General construction	\$ 493,100
2. Heating, ventilating and air conditioning	\$ 26,900
3. Electrical	\$ 121,900
4. Plumbing	\$ 8,600
5. Other contracts (security/card access/BAS)	\$ 38,000
6. Equipment, both fixed and movable	\$ 552,000
7. Miscellaneous costs (contingency)	\$ 74,800
8. Fees – Architectural / Engineering	\$ 74,700

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

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

TCS 5.04(4)(j)

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

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

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

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

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

5830AB – B&E Building Renovations

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

Board Chair

Courtney Bauer
(Typed or printed name)

March 12, 2024
Date



MEMORANDUM

TO: WCTC District Board of Trustees Richard

FROM: Haen, District Facilities Director

DATE: March 12, 2024

SUBJECT: Initial approval to consider the Waukesha Nursing Assistant and Human Services Associate Renovation and requesting approval by the Wisconsin Technical College System Board (WTCSB)

Waukesha County Technical College (WCTC) is requesting to renovate specific areas within the only building at the Waukesha campus to further enhance program offerings, services, and support to our students. The project will renovate existing spaces formally occupied by Workforce Development, along with its partners, into two Nursing Assistant (NA) classrooms-labs and a Human Services Associate (HS) classroom and simulated skills-counseling lab. The project will include renovating some smaller student gathering areas, a micro-store and better access to classrooms in the lower level. This renovation will allow WCTC to consolidate the Nursing Assistant program in one location, provide a space that currently doesn't exist for the Human Services and Counseling programs, and enhance the Liberal Arts Transfer Degree program with Associate of Arts and Associate of Science degree offerings. We request the WCTC District Board of Trustees approve the attached resolution and submission to the Wisconsin Technical College System Board for review and approval at the WTCS Board Meeting scheduled for March 19-20, 2024.

REQUEST FOR APPROVAL

REMODELING

Wisconsin Technical College System Board

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

5831AA Waukesha Nursing Assistant and Human Services Renovation

Waukesha County Technical College (WCTC) is requesting to renovate specific areas within the only building at the Waukesha campus to further enhance program offerings, services, and support to our students. The project will renovate existing spaces formally occupied by Workforce Development, along with its partners, into two Nursing Assistant (NA) classrooms-labs and a Human Services Associate (HS) classroom and simulated skills-counseling lab. The project will include renovating some smaller student gathering areas, a micro-store and better access to classrooms in the lower level. This renovation will allow WCTC to consolidate the Nursing Assistant program in one location, provide a space that currently does not exist for the Human Services and Counseling programs, and enhance the Liberal Arts Transfer Degree program with Associate of Arts and Associate of Science degree offerings.

District: Waukesha County Technical College

Authorized Representative: Richard Haen, District Facilities Director

Date Submitted: February 19, 2024

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

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

An environmental assessment is not applicable for this remodeling submittal.

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

There is a great demand for certified nursing assistants (CNA) in industry, and our advisory committees continue to communicate this message and the need to hire more CNA's. Many of our partners for the CNA program are long-term care facilities who care for the elderly and those with chronic conditions. As the baby-boomers age, there will be a greater need for healthcare services. These individuals are not only retiring and leaving the healthcare field, but they will also soon need others to care for them.

Currently, the Wisconsin Department of Health Services (DHS) does not have any emerging technologies that are required to be incorporated into the curriculum. Artificial Intelligence tools are widely used in the healthcare industry, and in the future, nursing assistants may learn more about emerging technologies which will enable more personalized and efficient patient care. We are excited that WCTC will be offering programmatic artificial intelligence learning opportunities and anxious to see how this will continue to reshape today's dynamic healthcare.

WCTC currently has an NA lab at the Pewaukee Campus and at the Waukesha Campus. This renovation will allow WCTC to consolidate the NA labs in one location which will be very helpful and less confusing to the students. Each classroom-lab will have 10 beds to allow 2 students per bed to learn and practice specific skills in an ideal learning environment with adequate space for those with or without accommodations. The consolidation of the labs will also afford efficiencies in terms of maintenance and support of the equipment by providing additional prep time for the lab technician by decreasing the amount of driving between campuses.

Waukesha County Technical College enrollment has continued to increase for the past two years. As of January 29, 2024, the current year-to-date comparison from Spring 2023 has increased 6.0% in headcount resulting in an increase of 8% in FTE's. In 2021, WCTC had 546 Nursing Assistant graduates, compared to 2022, where WCTC had 488 graduates. WCTC's enrollment for this program remains quite steady with having approximately 500 students enrolled per year. The NA program will continue to have course offerings for students in the am, pm, and weekends. Some WCTC NA graduates are employed by our external partners within Waukesha County upon completion and work in a related occupation, but most of the NA students obtain their NA certification to help them advance in an unrelated occupation.

Human service professionals play a vital role in assisting individuals and communities in addressing a wide range of social, emotional, and personal challenges. Their work encompasses a diverse set of roles and responsibilities, and they typically provide support, advocacy, and resources to promote well-being and improve the quality of life for their clients. Business and industry sectors increasingly recognize the value of human service providers and the unique skills they bring to the table. Employers seek skilled practitioners who are prepared to address a variety of societal and workplace needs, including:

1. **Substance Abuse and Addiction Support:** Businesses are increasingly recognizing the impact of substance abuse on productivity and employee health. Human service providers who can address addiction issues and provide support for employees struggling with substance use disorders are in high demand. The landscape of substance abuse is constantly evolving with the emergence of new drugs and trends. Counselors need to stay updated on the latest substances and understand the unique challenges they present.
2. **Mental Health and Wellness Support:** The COVID-19 pandemic has emphasized the importance of mental health and wellness in the workplace. Trained human service providers can support employees' emotional well-being, manage stress, and address mental health concerns to improve overall workplace productivity and satisfaction.
3. **Mental Health First Aid:** Being trained in mental health first aid allows providers to recognize and respond to mental health crises or early signs of mental health challenges.
4. **Trauma-Informed Care:** Many individuals with substance use disorders have experienced trauma in their lives. Understanding the principles of trauma-informed care is crucial for counselors to create a safe and supportive therapeutic environment for their clients. This includes recognizing the signs of trauma, understanding its impact on addiction, and utilizing trauma-informed interventions.
5. **Diversity and Inclusion:** Human service providers with cultural competence and diversity awareness can help businesses foster inclusive workplaces and navigate issues related to diversity, equity, and inclusion.
6. **Technology Proficiency:** The use of technology, including telehealth, electronic health records, and online case management tools, is increasingly important in the human services field. Providers need to be proficient in using these technologies to deliver services and maintain client information securely.
7. **Workplace Safety and Violence Prevention:** conducting risk assessments, providing training on recognizing signs of violence, and supporting employees affected by workplace violence.

The primary impetus of this project is to move both the Human Services Associate and the

Substance Use Disorder Counseling programs from WCTC's Pewaukee campus to the Waukesha campus. As elaborated below, this will allow WCTC to consolidate these two related programs while providing the opportunity to revise the learning spaces in which the programs are offered to incorporate andragogical best practices for teaching and learning within these disciplines.

WCTC is updating the learning environment for human service (HS) and substance use disorder counseling (SUDC) program students by adding a simulation skills lab. Simulation labs provide a controlled environment for students to practice and develop active listening, empathy, crisis intervention, conflict resolution, and case management skills before working with real clients. This hands-on experience is invaluable for skill development as it allows for:

- Realistic Scenarios
- Ethical Training
- Cultural Competence
- Immediate Feedback
- Supervision and Guidance
- Risk Mitigation
- Confidence Building
- Integration of Theoretical Knowledge
- Assessment and Evaluation

The simulation lab will provide a marked improvement to the human service and substance use disorder programs by providing students with a safe and supportive environment to practice, develop, and refine the skills and knowledge required for their future careers. WCTC's HS and SUDC advisory committees expressed their support of adding the learning space to help bridge the gap between theoretical learning and practical application and prepare students to make a positive impact on individuals and communities in need of human services. The space will also incorporate updated technology to replace obsolete equipment.

No simulation lab or dedicated space currently exists for HS or SUDC program instruction or activities. Historically, the HS program utilized a closet space that was retrofitted to serve as a studio to record practice counseling sessions. However, the space was inadequate in size and technology. The proposed renovation provides classroom space, small and large group practice rooms, and a control room. Rooms will be equipped with audiovisual technology that will allow instructors to observe and provide real-time feedback and coaching. All rooms will adhere to ADA Standards for Accessible Design and technology within practice rooms will allow for captioning and other accommodations to support students with disabilities. The new space will also enable enhanced collaborations with community based human service organizations to provide students with additional experiential learning opportunities.

Beyond these needs, moving the two programs from the Pewaukee campus to the Waukesha campus will better serve program students and the community (City of Waukesha). The Waukesha campus is located within a centralized location in downtown Waukesha and is accessible via the Waukesha Metro bus line. The closer proximity to

Waukesha Memorial Hospital, community-based organizations, out-patient mental health centers, and substance use disorder treatment providers will help to strengthen professional and symbiotic relationships between the program and stakeholders. The move to Waukesha along with the renovation will help bolster enrollments in the programs at a time when the need for trained service providers continues to grow.

Enrollment trends and placement data for the Human Services Associate (10-520-3) program:

AY	2018-19	2019-20	2020-21	2021-22	2022-23
Headcount	163	168	180	185	140
FTE	82.2	81.0	97.5	103.0	74.7

Human Services Associate

Associate of Applied Science

Graduates	28
Respondents.....	20
Employed.....	12
Related Occupation.....	4
Unrelated Occupation.....	8
Full-time	9
Part-time.....	2
Seeking Employment	0
Not Available for Employment, Student.....	8
Wages for full-time employment related to WCTC degree (3)	
Salary Range.....	\$23,000-\$50,000
Average Salary.....	\$39,333
Median Salary	\$45,000
Average Hourly Wage	\$21.21
Avg. Hours Worked Per Week (Full-time Related Employment) ..	38.3
Three-year Median Salary Full-time Related Employment ..	\$42,836

Selected Job Titles (Related Occupations)

Child Program Coordinator, Community Outreach & Program Coordinator,
 Drug and Alcohol Counselor, Teacher's Aid Assistant

Employers Hiring Recent WCTC Graduates

Addiction Resource Council Inc., Pewaukee
 Lincoln Elementary, Hartford
 Milwaukee Women's Shelter, Milwaukee

From the WCTC 2020-21 Graduate Success Follow-Up Report

Enrollment trends for the Substance Use Disorder Counseling (10-550-01) program. This is a new program (AY24 start), we only have cursory enrollment numbers for the 2023-24 academic year without any placement data: Headcount 18, FTE11.

With the move of the Human Services and Substance Use Disorder Counseling degree programs to the Waukesha campus, there will be a need to offer the following general studies courses.

General Studies		
801-136	English Composition 1	3
Approved Substitute: 801-223		
801-196	Oral/Interpersonal Comm	3
Approved Substitute: 801-198		
804-123	Math w Business Apps	3
Approved Substitutes: 804-107 OR 804-115 OR 804-116 OR 804-118 OR 804-195 OR 804-198 OR 804-211		
809-196	Intro to Sociology	3
809-195	Economics	3
Approved Substitutes: 809-143 OR 809-287		
809-198	Intro to Psychology	3

Projected enrollments (headcounts) in the above courses for the first two years at the Waukesha Campus. These are based on current program enrollments.

English Composition: 144
 Oral/Interpersonal Comm: 72
 Intro to Sociology: 72
 Economics: 72
 Intro to Psychology: 72
 Math with Business Applications: 144

In addition to the general studies courses that will be offered, WCTC currently offers Computer Literacy courses at the Waukesha campus. Enrollments in this course for 2022 were 133 students and 142 students in 2023. These enrollment trends are expected to continue for the foreseeable future.

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

See section TCS 5.04(4)(d)

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

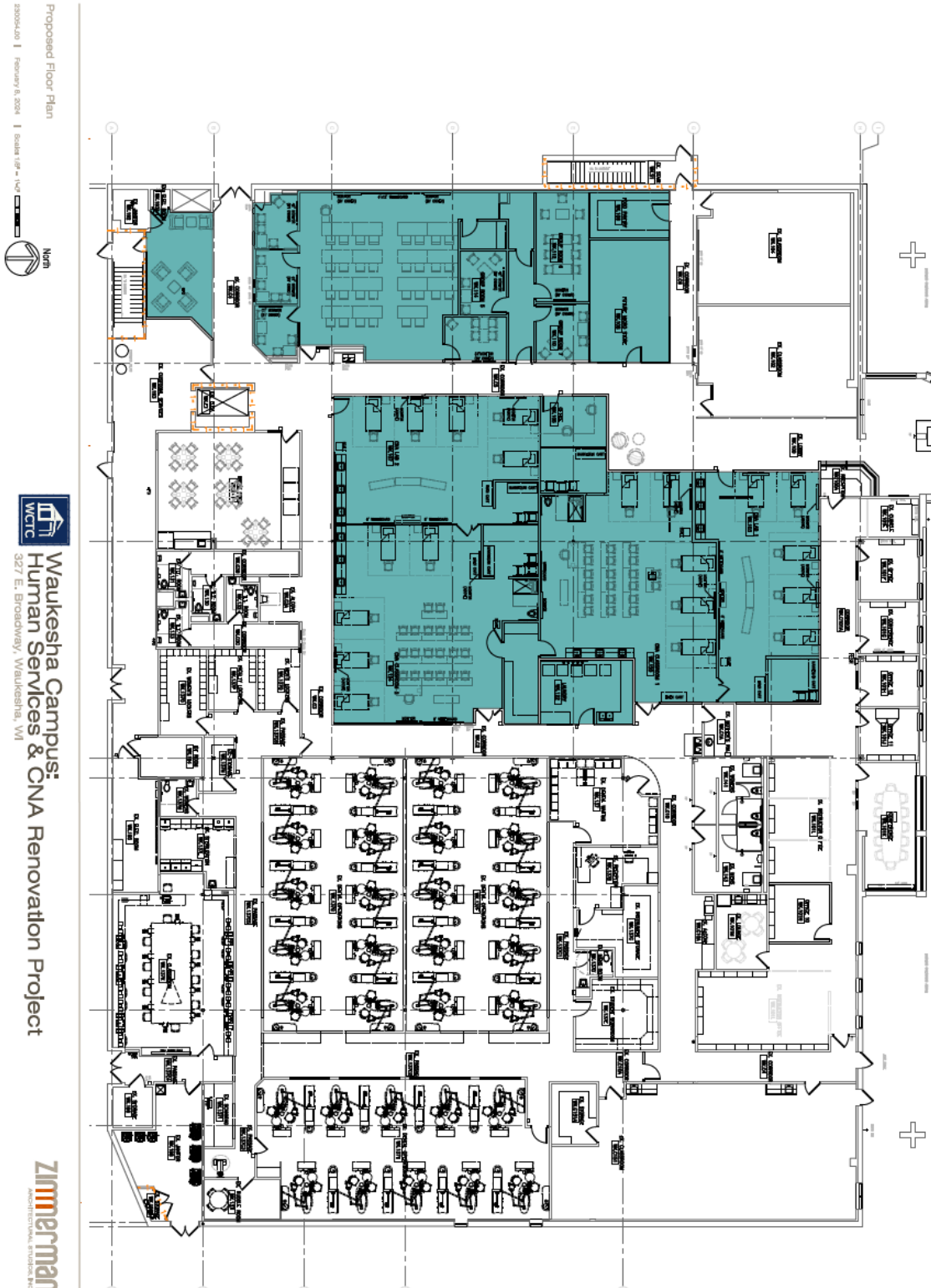
Budget Amount

Increased instruction costs:	\$ 0
Increased administrative costs:	\$ 0
Increased maintenance costs:	\$ 0
Increased energy costs:	\$ 0
Replacement equipment costs:	\$ 661,300

The following represents the source of funds for the remodel:

(a) Tax levy – FY24	\$ 0
(b) Fund transfer or reserve funds	\$ 0
(c) Proposed sale of bonds or notes	\$ 1,500,000
(d) Other funds:	
1. Federal funds	\$ 0
2. Gifts or grants	\$ 0
(e) Total funds	<u>\$ 1,500,000</u>

7. TCS 5.04(4)(g)



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

1. General construction	\$ 687,900
2. Heating, ventilating and air conditioning	\$ 155,600
3. Electrical	\$ 321,100
4. Plumbing	\$ 76,700
5. Other contracts (security/card access/BAS)	\$ 106,000
6. Equipment, both fixed and movable	\$ 555,300
7. Miscellaneous costs (contingency)	\$ 137,300
8. Fees – Architectural / Engineering	\$ 121,400

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

Heating and cooling for the Waukesha campus is served by five rooftop units containing sealed combustion furnaces and direct expansion condensing units. The rooftop units are near end of life and are currently undergoing a study by Hardwood Engineering to determine the feasibility of simply replacing them one for one with newer more efficient units versus units capable of using alternative energy sources like solar, wind or geothermal.

TCS 5.04(4)(j)

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

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

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

AND WHEREAS, the Waukesha County Technical College Board of Trustees has approved Project Number 5831AA in the FY24 Budget.

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

5831AA Waukesha Nursing Assistant and Human Services Renovation

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

Board Chair

Courtney Bauer
(Typed or printed name)

March 12, 2024
Date



MEMORANDUM

TO: WCTC District Board of Trustees

FROM: Richard Haen, Director of Facility Services

DATE: March 12, 2024

SUBJECT: Construction bid information: 5830AA I Building Classrooms, Bid number ITB 2324-02, contingent upon WTCS Board approval

The I Building Classroom project will renovate classrooms I-131 and I-137, and labs I-135 and I-141, and will create the Gene Haas CNC Training Center to provide an instructional space and lab equipment for cutting edge CNC machining training.

Key information regarding the project includes:

- This project is part of fiscal year 2023/2024 capital projects with an adjusted construction budget of \$1,800,000.
- A generous donation of \$500,000 has been received from the Gene Haas Foundation to offset the cost of the I Building Classroom – CNC Lab portion.
- It is recommended that WCTC accept the alternate bid to include air conditioning to a section of the CNC lab.
- WTCS Board will act on this project at their March 19-20, 2024, meeting.
- Construction will begin the week of May 19, 2024, and be completed December 6, 2024.

WCTC received two bids for the project:

- Absolute Construction Enterprises, Inc. \$ 1,657,000
- Selzer-Ornst Construction Company, LLC. \$ 1,723,818

Project cost breakdown:

- Absolute Construction Enterprises, Inc. \$ 1,657,000
- Contingency fund (10%) \$ 165,700
- Professional Services (reduced to 7.5%) \$ 124,275
- Total cost of project \$ 1,946,975

Funding Sources:

- Total cost of project \$ 1,946,975
- Capital project budgeted amount \$(1,300,000)
- Gene Haas Foundation Gift \$ (500,000)
- Balance needed \$ 146,975

The balance needed to fund this project will come from a reallocation of funding from other capital projects, specifically project 5830AC C Building Restroom Renovation. The restroom

renovation project will not be awarded at this time and will be reevaluated as part of future capital projects.

Recommendation to award construction project to Absolute Construction Enterprises, Inc., with a total project cost in the amount of \$1,946,975, contingent upon WTCS Board approval on March 19-20, 2024.