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WCTC District Board Regular Meeting

Tuesday December 9, 2025
Waukesha County Technical College
Richard T. Anderson Education Center (RTA), C051/C057
5:00 pm

UPCOMING MEETINGS

Regular Board Meeting	Tuesday January 13, 2026	5:00 pm	RTA, C051/C057
Regular Board Meeting	Tuesday February 10, 2026	5:00 pm	RTA, C051/C057
Regular Board Meeting	Tuesday March 10, 2026	5:00 pm	Classic Room, A161

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



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Hands-on
Higher Ed

**Waukesha County Technical College
District Board Meeting
December 9, 2025 - 5:00 PM
Richard T. Anderson Education Center, C051/057**

Holiday Reception from 3 to 5 pm, RTA

Board Member attendance is *optional* and no WCTC Board business will be *conducted*, or *action taken*.

AGENDA

- I. Call to Order – Brian Baumgartner**
 - A. Pledge of Allegiance
- II. Public/Staff Remarks***
- III. President’s Report – Dr. Richard G. Barnhouse**
- IV. Approval of Consent Agenda Items**
 - 4-6 A. Minutes Dated November 11, 2025
 - 7-9 B. Accounts Payable Summaries for November 2025
 - 10 C. 38.14 Contract Report for November 2025
 - 11 D. Approval of Hire Report
 - 12-17 E. Applied Technology Center Annual Report
- V. Action Items**
 - 18-19 A. Approval Q Building Second Floor Project – Rich Haen
 - 20-22 B. Resolution to Approve the 2024/25 Fund Balance Reservations and Designations – Kristine Golz
 - C. Resolution to Approve the 2024/25 Annual Comprehensive Financial Report (ACFR) – Kristine Golz
- VI. Presentation/Discussion**
 - A. Student Affairs Division – Dr. Michael Lango
- VII. Adjournment – Brian Baumgartner**



Dr. Richard G. Barnhouse, President

*** Board Meeting Rules of Conduct**

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

Public/Staff Remarks Procedure:

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

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

Attention Individuals with Disabilities:

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

**Waukesha County Technical College
District Board Meeting Minutes
November 11, 2025 - 5:00 PM
Richard T. Anderson Education Center, C051/057**

Present:

Brian Baumgartner, Chairperson
Courtney Bauer, Board Vice Chairperson
Ryan Clark, Secretary/Treasurer
Amanda Busche, Board Member
Michael Cady, Board Member
Barb Dittrich, Board Member
Rob Ewing, Board Member
Jamie Stahulak, Board Member

Absent:

Stephanie Reisner, Board Member

Also Present:

Richard Barnhouse
Jennifer Hagen

25 guests

REGULAR MEETING

I. Call to Order – Brian Baumgartner 5:00 pm

II. Public/Staff Remarks*

A. Student Leadership Council – Cyril Sablich

- Isabel Erickson gave the report for the Student Leadership Council (SLC). Isabel is in her first semester studying Construction Management.
- The SLC attended the Foundation Forward Dinner last month. They enjoyed promoting students and meeting with donors.
- The Children's Halloween Party was a few weeks ago. It was a good turnout, and guests had a lot of fun.
- Club Showcase will take place prior to the District Board meeting in December.

B. WCTC Foundation Board Report – Robyn Ludtke and Jamie Stahulak

- WCTC Foundation Board Members Tammy McCormack, Vice Chair and Sandy McGee, Board Chair updated the WCTC District Board on the work of the WCTC Foundation.
 - The Foundation has added 8 new Board members since July 2024, enhanced the WCTC Legacy Council, increased the staff to 3 full time staff, and relocated their offices near Student Affairs to better reach students.
 - The Foundation has reimagined the purpose, mission, and vision of the Foundation.

- Total donations in 2024-25 total over \$1.3 million. This is a total increase of over 16% compared to 2023-24.
- The Foundation has worked to increase community engagement.
- Hosted the Foundation Forward Dinner last month. 100% of the donations received that night were from new donors.

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

- Dr. Barnhouse welcomed everyone to the November WCTC District Board meeting.
- Dr. Barnhouse shared that Pieper Power has donated \$2 million for the addition of the Q Building. The fundraising campaign for Q is now complete.
- Meta recently conducted a panel with entrepreneurs. They hosted 4 of these events across the country, with one on the WCTC Campus.
- Manufacturing Happy Hour podcast was hosted in the Applied AI Lab last week.
- WCTC hosted the Legal Issues conference as is done every 2 years. This is open to all WTCS staff and Board members.
- WCTC Foundation Forward Dinner last month was a great event. Dr. Barnhouse thanked Robyn Ludtke and her team for their work.
- WCTC received the STEMMY award at the sySTEMnow conference for our partnership in STEM Education.
- The college has gone through the process to determine viability of an academic program in Data Center Management.
- Dr. Barnhouse and Andy Palen attended the WMC Business Day in Madison last month. WCTC was the only college in attendance and will expand their presence next year.

IV. Approval of Consent Agenda Items

- Minutes dated October 14, 2025
- Accounts Payable Summary October 2025
- 38.14 Contract Report October 2025
- Board Monitoring Report 2024/25 Fourth Quarter Financials
- Board Monitoring Report 2025/26 First Quarter Financials
- Board Policies Review: Policy 1.9 and 1.10

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

V. Action Items

- Resolution to Modify the 2025/26 Budget – Kristine Golz
 - Ms. Golz explained the college has a need to modify the budget due to employee investment of a one-time stipend and donations of funds to provide equipment.

Ms. Bauer motioned to approve the 2025/26 budget modifications, receiving a second from Mr. Clark. **Approved, carried unanimously.**

VI. Presentation/Discussion

- Q Building Second Floor Project – Rich Haen, Kristine Golz, Alli Jerger
 - Ms. Jerger shared that the IT programs will be on the second floor of the Q Building so students can be close to business and industry in AI. This includes

AI Data Specialist, IT Computer Support, IT Cybersecurity, IT Data and Analytics Specialist, IT Network Specialist, and Web and Software Developer.

- This space will also include a “pitch room”, collaboration spaces, Zoom rooms, and proximity to the Applied AI Lab.
- Mr. Haen shared the architectural drawing on the second-floor addition.

B. Presentation on 5-year Longitudinal Follow-up – Ryan Paulus

- Mr. Paulus shared the survey of WCTC students 5 years after graduation.
- The survey showed that WCTC graduates are making comparable or greater salaries than the Milwaukee/Waukesha Metropolitan area.
- 83% of graduates “definitely recommend” a technical education. A major point of satisfaction was the faculty.

VII. Mr. Ryan Clark motioned to convene into Closed Session pursuant to Section §19.85(1)(b), (c), and (g) Wisconsin State Statute at 5:52 pm:

- A. Ms. Bauer seconded the motion**
- B. Unanimous roll call vote**
- C. Discussion was held on Faculty Dismissal.**
- D. Discussion was held to Confer With Legal Counsel Who is Rendering Legal Advice Regarding Strategy to be Adopted by WCTC With Respect to Litigation in Which it is or is Likely to Become Involved.**
- E. Mr. Clark motioned to reconvene in open session, receiving a second from Ms. Bauer.**
- F. Unanimous roll call vote**
- G. The open meeting reconvened at 6:24 pm.**

VIII. Adjournment – Brian Baumgartner

- A. Mr. Stahulak motioned to adjourn the meeting, receiving a second from Ms. Busche. Meeting adjourned at 6:24 pm.**

Respectfully Submitted by
Jennifer Hagen

Signed: _____
Ryan Clark, Board Secretary/Treasurer

Check Register Report

Accounts Payable account code "WA". Dated 11/30/25 Database instance PROD-Native

Number	Date	Payee	Amount
C0805522	11/6/2025	Aesculap Inc	\$ 5,574.18
!0042081	11/13/2025	Aladdin Food Management Services LLC	\$ 16,548.95
C0805677	11/18/2025	American Pressure Cleaning LLC	\$ 5,971.00
C0805632	11/13/2025	Arthur J Gallagher Risk Management Services Inc	\$ 5,244.00
C0805632	11/13/2025	Arthur J Gallagher Risk Management Services Inc	\$ 5,244.00
C0805524	11/6/2025	B & H Professional Photo	\$ 34,225.00
!0042017	11/6/2025	Blackhawk Technical College	\$ 11,634.81
!0041989	11/4/2025	Capital Data Inc	\$ 138,947.18
C0805634	11/13/2025	Cardio Partners Inc	\$ 17,342.41
C0805634	11/13/2025	Cardio Partners Inc	\$ 17,342.41
!0042086	11/13/2025	CliftonLarsonAllen LLP (CLA)	\$ 20,475.00
C0805525	11/6/2025	D & H Distributing	\$ 12,312.00
!0041992	11/4/2025	Design Build Fire Protection of Wisconsin Inc	\$ 7,765.00
!0042128	11/18/2025	Duet Resource Group	\$ 58,425.14
!0042089	11/13/2025	Ellucian Company LLC	\$ 36,052.00
!0042129	11/18/2025	Emmons Business Interiors	\$ 9,023.17
!0042090	11/13/2025	Euna Solutions INC	\$ 11,025.00
C0805860	11/20/2025	Ewald Automotive Group Inc	\$ 45,152.50
!0042091	11/13/2025	Express Elevator	\$ 6,878.00
!0042055	11/11/2025	F A Davis Company/Publishers	\$ 6,211.97
!0042055	11/11/2025	F A Davis Company/Publishers	\$ 6,211.97
!0042130	11/18/2025	Field Training Solutions	\$ 6,000.00
!0042056	11/11/2025	Franklin Covey	\$ 9,225.00
!0042056	11/11/2025	Franklin Covey	\$ 9,225.00
!0042057	11/11/2025	Gannett Wisconsin LocalIQ	\$ 30,392.94
!0042057	11/11/2025	Gannett Wisconsin LocalIQ	\$ 30,392.94
C0805916	11/25/2025	Higher Education Aids Board	\$ 12,356.00
C0805686	11/18/2025	Higher Education Protection Network Inc	\$ 6,804.00
!0042134	11/18/2025	Imperial Dade	\$ 12,569.46
!0042027	11/6/2025	Imperial Dade	\$ 9,806.32
!0042027	11/6/2025	Imperial Dade	\$ 9,806.32
C0805598	11/11/2025	Independence Painting LLC	\$ 21,840.82
C0805598	11/11/2025	Independence Painting LLC	\$ 21,840.82
!0041996	11/4/2025	Kessenichs Ltd	\$ 24,571.56
!0042095	11/13/2025	Madison National Life Insurance Co	\$ 9,370.15
C0805918	11/25/2025	Merit Asphalt Inc	\$ 10,835.00
C0805475	11/4/2025	Milwaukee Business Journal	\$ 12,200.00
C0805476	11/4/2025	Milwaukee Plate Glass	\$ 6,487.00
C0805920	11/25/2025	Napleton Chevrolet Columbus	\$ 51,462.50
C0805528	11/6/2025	Napleton Ford	\$ 45,515.50
!0042138	11/18/2025	Northwoods Software Development	\$ 13,160.00
!0042096	11/13/2025	Paragon Development Systems (PDS)	\$ 5,715.00
!0042139	11/18/2025	PFM Asset Management LLC	\$ 6,074.22
C0805602	11/11/2025	Pivot Point International Inc	\$ 7,627.00
C0805602	11/11/2025	Pivot Point International Inc	\$ 7,627.00
!0042183	11/20/2025	Pixelbox Visual Design LTD	\$ 9,125.00
!0042140	11/18/2025	Postmaster	\$ 5,000.00
C0805605	11/11/2025	Quad Graphics Inc	\$ 32,980.52
C0805605	11/11/2025	Quad Graphics Inc	\$ 32,980.52

Number	Date	Payee	Amount
!0042221	11/25/2025	Quarles & Brady LLP	\$ 43,516.00
!0041999	11/4/2025	Quarles & Brady LLP	\$ 27,800.00
C0805865	11/20/2025	RedShelf Inc	\$ 266,513.68
C0805695	11/18/2025	RNS Communications Inc	\$ 5,760.00
!0042000	11/4/2025	San A Care Inc	\$ 26,226.68
!0042065	11/11/2025	Simons Electrical Systems	\$ 6,547.21
!0042065	11/11/2025	Simons Electrical Systems	\$ 6,547.21
C0805481	11/4/2025	Stukent Inc	\$ 9,489.27
!0042032	11/6/2025	Supervision Professionals	\$ 5,250.00
!0042032	11/6/2025	Supervision Professionals	\$ 5,250.00
!0042099	11/13/2025	Symetra Life Insurance Company	\$ 26,041.05
C0805644	11/13/2025	United Mailing Services	\$ 5,616.63
C0805927	11/25/2025	Village of Pewaukee	\$ 16,495.28
!0042102	11/13/2025	Von Briesen & Roper SC	\$ 5,000.00
!0042104	11/13/2025	Waukesha County Business Alliance	\$ 36,500.00
C0805539	11/6/2025	WE Energies	\$ 69,879.13
C0805483	11/4/2025	Wisconsin Technical College System	\$ 25,877.32
C0805700	11/18/2025	WISN TV	\$ 6,534.60
C0805867	11/20/2025	Zimmerman Design Group	\$ 32,572.73
C0805647	11/13/2025	Zimmerman Design Group	\$ 26,990.23
69	Payments TOTAL:		\$ 1,593,003.30

ACCOUNTS PAYABLE SUMMARY
November 2025

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

**The Vice President of Finance and Administration submits for approval the
attached claims for payment, which include payroll deductions, of \$1,593,003.30.**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 9th day of December, 2025**

Chair

Secretary/Treasurer

President

WCTC CORPORATE TRAINING CENTER CONTRACT APPROVAL REPORT - NOVEMBER, 2025

Contract #	Start Date	Customer	Service Description	Total Participants	Total Revenue	Direct Cost	Variance (1)	Full Cost	Variance (2)
Instructional Contracts									
9106	6/10/2025	WI Dept of Agriculture Trade & Consumer Protection	Defensive Driving	157	6,110	4,218	1,892	5,649	461
9209	10/1/2025	Elmbrook School District	Professional Learning Series	8	3,580	1,289	2,291	1,597	1,983
9193	11/4/2025	Waukesha State Bank	Developing an AI Strategy	5	2,087	620	1,467	786	1,301
Technical Assistance Contracts (Non-instructional activities provided to a company, no enrollment #s are available)									
9168	9/17/2025	MalamaDoe LLC	AI for Productivity	N/A	957	160	797	203	754
9181	10/21/2025	Wenthe-Davidson	Developing an AI Strategy & Policy Review/Consulting	N/A	2,897	660	2,237	837	2,060
9165	8/1/2025	Sussex IM	Coaching Services	N/A	2,634	1,000	1,634	1,204	1,430
9229	10/29/2025	Schunk Carbon Technology	MUDA Awareness	N/A	2,095	654	1,441	829	1,266
Center for Early College Opportunities (High School Transcribed Credit) WCTC Adm. Policy FIN-550 reflects that transcribed credit 38.14 contracts will not provide for full cost recovery									
9107	9/5/2025	New Berlin Public Schools	Nursing Assistant	10	7,750	5,491	2,259	5,630	2,120
9114	9/5/2025	Franklin Public Schools	Nursing Assistant	8	7,750	5,822	1928	5,992	1758
9116	9/3/2025	Pewaukee School District	Nursing Assistant	13	13,750	9,297	4453	9,250	4500
9117	10/20/2025	Wauwatosa School District	Nursing Assistant	9	7,950	5,777	2173	5,992	1958
CONTRACT TOTALS:					57,560	34,988	22,572	37,969	19,591

Definitions
Total Revenue: Contract Amount (Selling price based on Board's pricing structure) + any related revenue from grants Direct Cost: Salary and Benefits plus all Direct Expenses Full Cost calculation: [Salary & Benefits + (Salary & Benefits x the appropriate State Indirect Cost Factor)] Variance: (1) The difference between Total Revenue and Direct Cost Variance: (2) The difference between Total Revenue and Full Cost



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Michelle Skinder, Vice President of Human Resources and Legal Affairs
DATE: December 9, 2025
RE: Approval of Hire Report

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

Samantha Speckin

Start Date: 12/8/25
Position: Instructor – Fire and EMS LTE

Patrick Kennedy

Start Date: 12/8/25
Position: Instructor – ABC Plumbing Apprenticeship

Mckenna Ferry

Start Date: 1/5/26
Position: Instructor – Fire and EMS LTE

Corporate Training Center

Applied Technology Center ***Annual Report***

Waukesha County Technical College

Reporting Period: July 1, 2024 – June 30, 2025

Submittal Deadline: December 1, 2025



WAUKESHA
COUNTY TECHNICAL
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Section 1: ATC Operational Structure

Corporate Training Center (CTC) Staff:

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

District Administration

Richard Barnhouse, Ph.D.	President and CEO
Brad Piazza, Ph.D.	Provost and Executive Vice President
Michelle Skinder	Vice President of Human Resources and Legal Affairs
Andy Palen	Chief External Relations and Marketing Officer
Kristine Golz	Vice President of Finance and Administration
Laura Krohn	Chief of Staff

District Board of Directors

Brian K. Baumgartner	Board Chairperson
Courtney R. Bauer	Board Vice Chairperson
Ryan J. Clark	Board Secretary/Treasurer
Michael Cady	Member
Rob Ewing	Member
Amanda Busche	Member
Stephanie A. Reisner	Member
Jamie J. Stahulak	Member
Barb Dittrich	Member

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

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

Section 2: Business Plan

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

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

The Applied AI Lab, in partnership with CTC, provides customized training contracts and professional development workshops on a variety of AI topics. WCTC is the only Wisconsin technical college to operate an Applied AI Lab and provide a one-stop AI resource for businesses, startups, and working professionals. The goal of the Applied AI Lab is to help equip the workforce and our businesses with the AI training and resources needed to thrive in an evolving economy with rapidly changing technology.

Short-term and intermediate-term Strategic Objectives are as follows:

- Per WTCS Board Policy 705, remain accountable to the WCTC District Board for oversight and operation of the ATC and for meeting performance expectations as established.
- Continue to execute the Engage CTC Action Plan to improve staff professional development opportunities and provide consistent staff feedback.
- Maintain or exceed \$1M in gross revenue from contracts (grant/non-grant) and professional development workshops.
- Increase professional development workshop run rates to 50% or higher.
- Continue developing a consistent and sustainable marketing plan that includes e-mail, social media, and other innovative strategies to generate viable leads and increase contract/workshop gross revenue.

Section 3: Partnerships

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

The following partnership agreements were in place during FY5:

CTC continues a formal partnership with the Wisconsin Regional Training Partnership (WRTP), a 501(c)(3) nonprofit workforce intermediary dedicated to connecting people to family-sustaining jobs. Their mission is to enhance the ability of public and private sector organizations to recruit, develop, and retain a more diverse, qualified workforce in construction, manufacturing, and emerging sectors of the regional economy. CTC assists with MSSC training, Apprenticeships, Class B CDL permit training, and much more. CTC also has a formal partnership with the Society for Human Resource Management (SHRM). SHRM works to elevate the HR

profession and to empower people and workplaces by advancing HR practices and by maximizing human potential. Over 50% of CTC workshops are preapproved by SHRM to offer professional development credits toward SHRM recertification. CTC has expanded this partnership by becoming a provider for SHRM certification exams.

The Applied AI Lab partners with numerous organizations from chambers to tech councils to industry meetups. Additionally, the Applied AI Lab partners with gener8tor on programming for startups and entrepreneurs including cohort-based accelerators, lunch and learns, mentoring, and more.

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

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

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

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

Section 4: Oversight

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

Section 5: Performance Metrics

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

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

Highlights of FY25 ATC activities conducted by CTC are as follows:

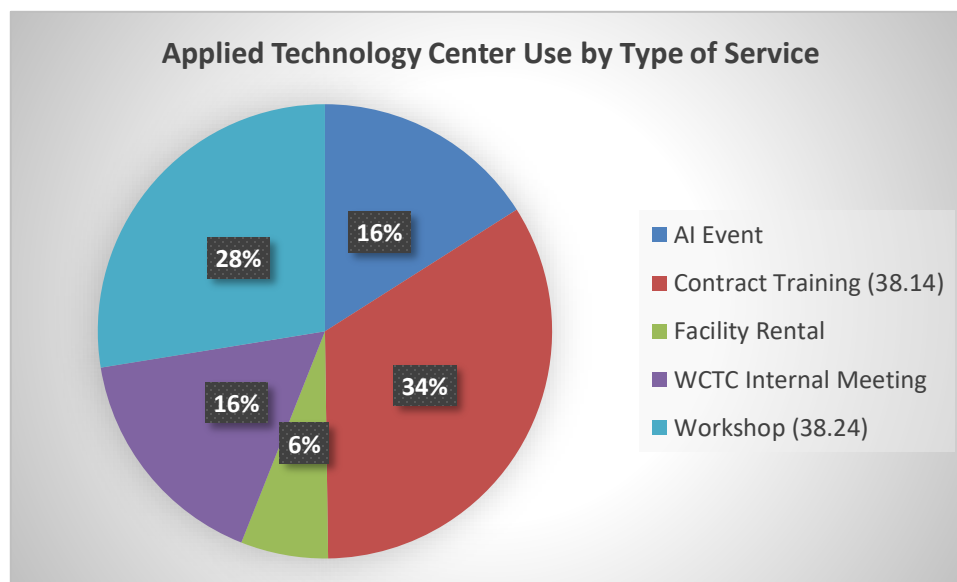
- 10,445 Contract registrations (1,114 Business and Industry; 8,806 Educational Institutions; and 525 Wisconsin Local Government Units)
- 3,468 Workshop registrations
- 311 CTC contracts and workshops conducted (135 contracts; 176 workshops)

Section 6: Applied Technology Center (ATC) Usage Summary

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

WCTC closely monitors ATC activities to ensure appropriate usage as mandated by WTCS. Operational guidelines require that 75% of activities coordinated within the ATC serve external customers, relate directly to workforce development, and support economic development initiatives of the college. The ATC exceeded those guidelines in FY25.

The following pie chart categorizes FY25 ATC events by type of service.



CTC and the Applied AI Lab primarily serve business customers through contract training, professional development, and technical assistance. In FY25, WCTC provided service to the following recipient types as determined by WTCS:

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

47 = Workforce Advancement Training (WAT) Grants

Facility Rental

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



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Richard Haen, District Facilities Director
DATE: December 9, 2025
RE: Agenda Approval 5820BB Q Building 2nd Floor Addition

The proposed project involves constructing a second-story addition of approximately 12,960 square feet to the existing Q Building, which currently encompasses 23,062 square feet, bringing the total facility size to 36,022 square feet. In addition to the new construction, the project will remodel approximately 2,278 square feet of existing space on the first floor. The addition will be built on top of the existing first floor of the Q Building, located adjacent to parking lots 11–15 on the Pewaukee campus.

The new space will feature five dual-format computer/network classrooms, a state-of-the-art “Pitch Room”, student collaboration and social spaces, faculty and administrative offices, quiet work areas, Zoom rooms, restrooms, storage and mechanical spaces, and an outdoor terrace.

This facility will support programs in AI Data Specialist, IT Computer Support, IT Cybersecurity, IT Data & Analytics Specialist, IT Network Specialist, and Web & Software Development, while being strategically positioned near the Applied AI Lab to foster innovation and interdisciplinary learning.

Action Requested: We are seeking WCTC District Board approval of the attached resolution and submission to the Wisconsin Technical College System Board for review and approval.

**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 5820BB in the FY26 Budget.

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

5820BB Q Building - 2nd floor Addition

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

Board Chair

Brian Baumgartner
(Typed or printed name)

December 9, 2025
Date



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Kristine Golz, VP Finance & Administration/CFO
DATE: December 9, 2025
RE: Resolution to approve 2024/25 Fund Balance Reservations and Designations
Resolution to approve 2024/25 Annual Comprehensive Financial Report

Attached you will find two resolutions:

- Resolution to approve the 2024/25 fund balance reservations and designations
- Resolution to approve the 2024/25 Annual Comprehensive Financial Report (ACFR)

The college contracted with Clifton Larson Allen (CLA) to audit its 2024/25 financial statements. The auditors will be present at the board meeting to give you the results of the audit. Upon completion of their presentation, we will be seeking your approval of these two resolutions in the order that they are identified.

Staff will be available for questions.

Attachments

RESOLUTION

Regarding Administrative Code TCS 7.05(5) District Reserves

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

WHEREAS the Waukesha County Area Technical College District Board will be approving the district's 2024/25 Annual Comprehensive Financial Report.

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

RESERVE FOR DEBT SERVICE - A segregation of a portion of fund balance to provide for debt service requirements for future years at \$2,022,913.

RESERVE FOR CAPITAL OUTLAYS - A segregation of a portion of fund balance to provide for capital outlay requirements for future years at \$25,989,230.

RESERVE FOR ENCUMBRANCES - A segregation of a portion of fund balance to provide for encumbrances, which are \$123,109, \$11,590, and \$9,912,757 for the General, Special Revenue – Operating, and Capital Project Funds respectively.

RESERVE FOR PREPAID EXPENDITURES AND INVENTORY - A segregation of a portion of fund balance to provide for the investment in prepaid expenditures and inventory, which is \$76,211 and \$12,250 for the General Fund and Special Revenue – Operating Fund respectively.

RESERVE FOR STUDENT ORGANIZATIONS - A segregation of a portion of fund balance for student organizations, which is \$1,195,519.

RESERVE FOR STUDENT FINANCIAL ASSISTANCE - A segregation of a portion of fund balance for student financial assistance, which is \$234,649.

RETAINED EARNINGS - Profits from proprietary activities that are available for use in future years, which is \$1,730,278 and \$3,170,682 for the Enterprise and Internal Service Funds respectively.

DESIGNATED FOR STATE AID FLUCTUATIONS – A segregation of a portion of fund balance designated for use in future years for cash flows arising from state aid fluctuations, which is \$510,000 in the General Fund.

DESIGNATED FOR OPERATIONS – A segregation of a portion of fund balance designated for use in future years for cash flows and emergencies, which is \$18,737,000 and \$1,048,204 for the General and Special Revenue – Operating Funds respectively.

DESIGNATED FOR SUBSEQUENT YEARS – A segregation of a portion of fund balance designated for re-appropriation in the future years, which is \$778,000 in the General Fund.

DESIGNATED FOR SUBSEQUENT YEAR – A segregation of a portion of fund balance designated for re-appropriation in the next fiscal year, which is \$32,420,265 and \$170,822 in the General Fund and Special Revenue – Operating Funds respectively.

RESOLUTION

WHEREAS the WCTC Board has reviewed with representatives of the independent public accounting firm, Clifton Larson Allen (CLA), the fiscal year 2025 Annual Comprehensive Financial Report (ACFR) and the related CLA Commentary Report on the audit for the year ended June 30, 2025, and

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

THEREFORE, BE IT RESOLVED that the WCTC Board accepts these reports and the responsibility for the information contained therein and specifically approves the reservations and designations of fund balance as of June 30, 2025, as contained in the fiscal year 2025 ACFR (budgetary basis).

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