



WCTC District Board Regular Meeting

Tuesday, May 13, 2025
Immediately Following the Public Hearing at 5:00 p.m.
Waukesha County Technical College
Richard T. Anderson Education Center (RTA), C051/C057

UPCOMING MEETINGS

Regular Board Meeting	Tuesday, June 10, 2025	5:00 pm	RTA, C051/C057
Annual Organization and Regular Board Meeting	Monday, July 14, 2025	5:00 pm	RTA, C051/C057
Regular Board Meeting	Tuesday, August 12, 2025	5:00 pm	RTA/C051/C057

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



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Hands-on
Higher Ed

**Waukesha County Area Technical College
District Board Meeting
May 13, 2025 - 5:00 PM
Richard T. Anderson Education Center, C051/C057
Immediately Following the Public Hearing at 5:00 PM**

AGENDA

I. Call to Order – Brian Baumgartner

II. Public/Staff Remarks*

III. Delegates to be Heard

- 4 A. Student Government Association – Pierson Barnes
B. Introduction of Student District Ambassador for 2025/26 – Karla Dieguez-Gomez
C. WCTC Foundation Report – Jamie Stahulak and Robyn Ludtke

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

V. Approval of Consent Agenda Items

- 5-7 A. Minutes Dated April 8, 2025
8-10 B. Accounts Payable Summary for April 2025
11 C. 38.14 Contract Report for April 2025
12 D. Hire Report
13-22 E. Board Monitoring Report: 2024/25 Third Quarter Financials


VI. Action Items

- 23-42 A. Resolution Awarding the Sale of \$3,150,00 General Obligation Promissory Notes, Series 2025B, of Waukesha County Area Technical College District, Wisconsin – Kristine Golz
43-44 B. Review and Approval of Revised S Building AJN Lobby Renovation – Rich Haen and Kristine Golz
45 C. Construction Bid Information and Approval S Building AJN Lobby Renovation – Rich Haen
46-48 D. 2024/25 Budget Modification – Kristine Golz
49-51 E. Tentative WCTC Board Adoption of 2025/26 Budget – Kristine Golz
52-59 F. Request to Submit a Program Approval to the Wisconsin Technical College System Board for an Artificial Intelligence Implementation Specialist Advanced Technical Certificate – Alli Jerger, Andrea Wolf, and David Schubot
G. Selection of Nomination Committee for 2025/26 District Board Officers – Brian Baumgartner

VII. A Motion Shall be Made Pursuant to Sec. 19.85(1)(c) Wisconsin Statutes to Convene into Closed Session to Discuss:

- A. Base Wage Bargaining Agreement
The Board may reconvene in open session to take action on the base wage bargaining agreement.

VIII. Adjournment – Brian Baumgartner



Dr. Richard G. Barnhouse, President

*** Board Meeting Rules of Conduct**

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

Public/Staff Remarks Procedure:

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

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

Attention Individuals with Disabilities:

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

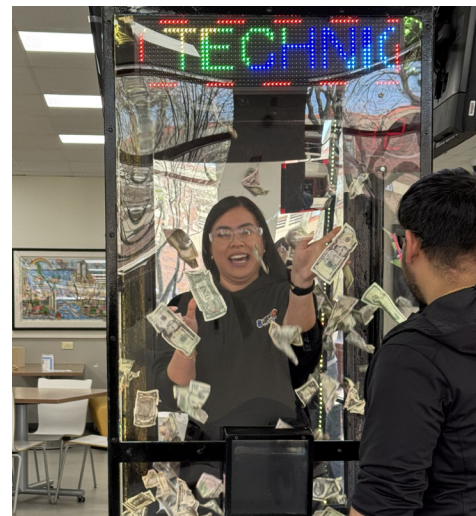
May 1st, 2025 | Student Government Association | Waukesha County Technical College



SGA members checking students in at the Spring Fling event.

A BEAUTIFUL DAY FOR AN SGA EVENT

SGA's Spring Fling event celebration was held on Wednesday, April 30th in both the courtyard and HUB. The event featured a variety of food trucks, including crowd favorites Kona Ice and Donut NV. Students could also engage in a wide selection of activities such as giant games like Jenga, Chess, Operation, and Connect Four, a cash cube, a photo booth, a magician, and temporary tattoos.



Student giving the cash cube at Spring Fling a chance to win prizes.

SPRING AWARDS CEREMONY: STUDENT RECOGNITION

Held on Thursday, May 1st at the S-Building in the Anthony J. Natalizio Center, SGA members were actively involved in the Spring Awards Ceremony by assisting behind the scenes through assigned tasks and event coordination. Students were recognized for their achievements and hard work, including inductions into the Alpha Alpha Alpha and National Technical Honor Society (NTHS), along with Outstanding Student Awards. Our very own SGA President received the Outstanding Club Member Award for his contributions to SGA throughout the 2024-2025 academic year.



SGA members rolling and calling bingo numbers.

BINGO! AN ENERGIZING STUDENT EVENT

On Tuesday, April 22nd, SGA hosted a lively Spring Bingo event in the HUB. Students packed the space for an exciting afternoon filled with multiple bingo games and prizes including various gift cards, a PlayStation 5, a Yeti Cooler, and an iPad.

A CELEBRATION FOR ALL: SPRING COMMENCEMENT

SGA members will be assisting with the upcoming graduation ceremony on Saturday, May 17th, by supporting event operations. Duties will include greeting guests, collecting tickets, helping attendees find their seats, and distributing commencement programs.

2ND ANNUAL FIRST RESPONDERS KICKBALL

Wrapping up the Spring semester events, our 2nd Annual Battle of the First Responders Kickball Game took place on Tuesday, May 6th at the WCTC baseball field. This match featured a fun rivalry between the Criminal Justice and Fire/EMS students, bringing together students on the campus and celebrating the teamwork of our future first responders.



**Waukesha County Technical College
District Board Meeting Minutes
April 8, 2025 - 5:00 PM
Richard T. Anderson Education Center, C051/C057**

Present:

Ryan Clark, Secretary/Treasurer
Rob Ewing, Board Member
Jim Zaiser, Board Member
Michael Cady, Board Member
Jamie Stahulak, Board Member
Stephanie Reisner, Board Member (remote)

Absent:

Brian Baumgartner, Chairperson
Courtney Bauer, Vice Chairperson

Also Present:

Richard Barnhouse

18 guests

REGULAR MEETING

I. Call to Order – Ryan Clark 5:00 pm

II. Public/Staff Remarks*

A. None

III. Delegates to be Heard

A. Student Government Association – Pierson Barnes

- SGA hosted a Pizza and Painting event at the Waukesha Campus and a Meet and Greet on the Pewaukee Campus to welcome students back after spring break.
- SGA hosted Fashion Show Runway Rewind on April 2 in collaboration with the Cosmetology Club.
- April 11-15 SGA will be attending the American Student Government Association Spring Conference in New York. This conference is focused on improving leadership skills and enhancing student government associations.

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

- A. Dr. Barnhouse welcomed everyone to the April WCTC District Board meeting.
- B. Dr. Barnhouse recognized Jane Kittel who recently retired from WCTC.
- C. Tomorrow Dr. Barnhouse will present with Kevin Kane at the Manufacturing Matters WMEP conference in Brookfield.
- D. The college recently met with the Milwaukee Business Journal. They are interested in how WCTC thinks about the application of automation and robotics to business and industry in real time. They are also interested in how we are meeting the needs of business, how we are predicting what is coming down the road, and how we are working with entrepreneurs and start-ups.
- E. Met with Senator Rob Hutton regarding workforce needs and the future of higher education.

- F. WCTC is hosting launch event on Wednesday April 9 for gener8tor's gBeta program of 5 start-ups coming out of the lab.
- G. Dr. Barnhouse reminded the group of the demographic cliff beginning in 2025 in a decline of 12.4% in southeast Wisconsin of students graduating high school. Dr. Barnhouse reiterated that despite this, WCTC is in a strong position and is not facing the challenges of other colleges.
- H. Dr. Barnhouse and Kristine Golz had their last Town Hall for staff regarding the budget.

V. Approval of Consent Agenda Items

- A. Minutes dated March 11, 2025
- B. Accounts Payable Summaries March 2025
- C. 38.14 Contract Report March 2025
- D. Hire Report
- E. TCS 10.07 Admissions Special Circumstances Approval

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

VI. Action Items

- A. Resolution Authorizing the Issuance of \$3,150,000 General Obligation Promissory Notes, Series 2025B, of Waukesha County Area Technical College District, Wisconsin, and Setting the Sale of the Notes – Kristine Golz
 - This is the final borrowing of the current fiscal year.
 - Funds will be utilized for remodeling and improvement projects in the AJN lobby, site improvement projects including improvements to the Waukesha Campus storm and sewer system, and capital equipment in academics and operations.

Mr. Zaiser motioned to authorize the issuance of \$3,150,000 General Obligation Promissory Notes, receiving a second from Mr. Stahulak. **Approved, carried unanimously.**

- B. Construction Bid and Approval Fire Training Concrete Burn Building Repairs – Rich Haen
 - This project aims to repair concrete and refractory lining of the Burn Building, as well as install doors and windows and install new sections of sidewalk.
 - This building allows training for our students. Along with the other fire training structures on campus, WCTC is the only facility in the state capable of offering such diverse training scenarios.
 - WCTC received bids from Bear Construction and Level Up Construction.

Mr. Ewing motioned to award the Fire Training Concrete Burn Building Repair project to Bear Construction, receiving a second from Dr. Cady. **Approved, carried unanimously.**

VII. Presentation/Discussion

- A. 2025/26 Budget Update Presentation – Kristine Golz
 - Operational levy net new construction is projected at 1.0%, approximately \$600,000, with a planned debt service increase of \$300,000.
 - Property valuation is estimated to increase by 3%, with detailed mill rate and tax levy projections provided.

- Comparison of property tax levy rates across various regions for FY25 was presented.
- The budget timeline includes key milestones from early fall planning to October property tax levy approval.

VIII. Adjournment – Ryan Clark

- A. Mr. Ewing motioned to adjourn the meeting, receiving a second from Mr. Stahulak. Meeting adjourned at 5:49 pm.

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

Signed: _____
Ryan Clark, Board Secretary/Treasurer

Check Register Report

Accounts Payable account code "WA". Dated 4/30/25 Database instance PROD-Native

Number	Date	Payee	Amount
!0040026	4/1/2025	Aladdin Food Management Services LLC	\$ 8,460.10
!0040028	4/1/2025	Blackbaud Inc	\$ 18,328.21
!0040029	4/1/2025	Capital Data Inc	\$ 32,793.60
!0040030	4/1/2025	CDW-G Computer Discount Warehouse	\$ 5,488.16
C0801705	4/1/2025	Level Up Construction Inc	\$ 25,650.00
C0801707	4/1/2025	Toepfer Security Corporation	\$ 16,790.00
C0801711	4/1/2025	WE Energies	\$ 5,428.33
!0040086	4/3/2025	Staff Electric Company Inc	\$ 24,111.52
C0801758	4/3/2025	ABM Industries Inc	\$ 61,437.02
C0801766	4/3/2025	Franklin Covey	\$ 13,500.00
C0801768	4/3/2025	Hill Rom	\$ 24,642.20
C0801779	4/3/2025	Village of Pewaukee	\$ 25,281.68
C0801780	4/3/2025	WE Energies	\$ 65,938.38
!0040105	4/8/2025	Gannett Wisconsin LocaliQ	\$ 43,155.13
!0040113	4/8/2025	ServiceMaster Clean/Restore SPE LLC	\$ 18,908.66
C0801830	4/8/2025	Kyoto Kagaku America Inc	\$ 13,985.00
C0801834	4/8/2025	The CTK Group	\$ 14,850.00
C0801836	4/8/2025	WE Energies	\$ 5,046.34
!0040149	4/10/2025	Gardner Builders Milwaukee LLC	\$ 26,936.14
!0040152	4/10/2025	Imperial Dade	\$ 8,643.00
!0040160	4/10/2025	Von Briesen & Roper SC	\$ 5,000.00
C0801888	4/10/2025	Club Europa	\$ 17,385.00
C0801892	4/10/2025	Independence Painting LLC	\$ 11,436.75
C0801894	4/10/2025	Milwaukee Business Journal	\$ 15,871.00
C0801901	4/10/2025	Yes Equipment and Services Inc	\$ 58,600.00
C0801902	4/10/2025	Zimmerman Design Group	\$ 11,662.50
!0040191	4/15/2025	Air One Equipment Inc	\$ 13,491.50
!0040192	4/15/2025	Aladdin Food Management Services LLC	\$ 8,720.06
!0040193	4/15/2025	AVI	\$ 7,177.07
!0040197	4/15/2025	Gardner Builders Milwaukee LLC	\$ 203,753.68
!0040201	4/15/2025	McGraw Hill Education Inc	\$ 5,513.60
!0040205	4/15/2025	Symetra Life Insurance Company	\$ 24,425.80
C0801940	4/15/2025	Constellation NewEnergy Gas Division LLC	\$ 15,489.29
C0801949	4/15/2025	Robert W Baird & Company Inc	\$ 14,600.00
C0801951	4/15/2025	Village of Pewaukee Water Utility	\$ 10,335.92
C0801955	4/15/2025	Zimmerman Design Group	\$ 55,106.01
!0040219	4/17/2025	Dell Marketing L P	\$ 18,974.00
!0040225	4/17/2025	Patterson Dental Company	\$ 17,807.46
C0801989	4/17/2025	braXos Security Software LLC	\$ 14,040.00
C0801990	4/17/2025	Encoura LLC	\$ 5,800.00
!0040248	4/22/2025	Ellucian Company LLC	\$ 35,002.00
!0040254	4/22/2025	Madison National Life Insurance Co	\$ 9,166.77
!0040255	4/22/2025	PFM Asset Management LLC	\$ 5,078.64
C0802134	4/22/2025	Praesidium	\$ 7,041.09
C0802135	4/22/2025	Village of Pewaukee Water Utility	\$ 27,728.02
!0040270	4/24/2025	Clear Channel	\$ 12,800.00

Number	Date	Payee	Amount
!0040279	4/24/2025	Simons Electrical Systems	\$ 9,019.63
!0040280	4/24/2025	Supervision Professionals	\$ 5,100.00
C0802352	4/24/2025	Code 4 Combat	\$ 14,250.00
C0802356	4/24/2025	Hyland Software Inc	\$ 9,295.96
C0802361	4/24/2025	Revere Electric Supply Co	\$ 46,743.36
C0510868	4/28/2025	WE Energies	\$ 10,529.00
C0510869	4/28/2025	WE Energies	\$ 13,533.00
C0510870	4/28/2025	WE Energies	\$ 22,928.00
!0040311	4/29/2025	Camosy Construction	\$ 57,423.00
!0040313	4/29/2025	Critical Impact Group LLC	\$ 5,200.00
!0040314	4/29/2025	Dell Marketing L P	\$ 22,176.28
!0040320	4/29/2025	Signarama Pewaukee	\$ 11,557.00

58	Payments TOTAL:	\$ 1,319,134.86
----	-----------------	-----------------

ACCOUNTS PAYABLE SUMMARY
April 2025

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

**The Chief Financial Officer - Finance submits for approval the attached
claims for payment, which include payroll deductions, of \$1,319,134.86.**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 13th day of May, 2025**

Chair

Secretary/Treasurer

President

**WAUKESHA COUNTY TECHNICAL COLLEGE
CORPORATE TRAINING CENTER
CONTRACT APPROVAL REPORT
APRIL, 2025**

Informational

Year	#	Customer	Start Date	Type	Service Description	Number of Participants	Total Revenue	Est. Direct Cost	Variance (1)	Est. Full Cost	Variance (2)
In-State Contracts											
2025	8244	Waukesha County Dept of Admin	3/1/2025	I	Intro to Lean	10	640	229	411	292	348
2025	8255	HUSCO International	1/1/2025	I	Green Belt Program	40	24,051	13,862	10,189	17,480	6,571
2025	8347	Eaton Corporation - Badger Drive	4/21/2025	I	Train the Trainer	10	3,880	1,467	2,413	1,973	1,907
2025	8324	Visu-Sewer Clean & Seal Inc	3/28/2025	I	Foundational Leadership	20	7,186	3,087	4,099	3,166	4,020
2025	8318	Girl Scouts of Wisconsin Southeast	3/21/2025	I	Generative AI Use Cases & Prompt Engineering	N/A	480	92	388	117	363
2025	8238	Trace A Matic Corp	2/10/2025	I	Train the Trainer	15	3,912	1,476	2,436	1,865	2,047
2025	8271	Prolec - GE Waukesha Inc.	4/7/2025	I	Train the Trainer	20	3,923	1,465	2,458	1,865	2,058
2025	8319	InPro Corporation	3/27/2025	I	AI for Productivity and Developing an AI Strategy	12	1,440	960	480	1,222	218
2025	8350	TAPCO	4/3/2025	T	Bucket Truck	N/A	1,115	413	702	526	589
2025	8343	Prolec - GE Waukesha Inc.	4/8/2025	T	Bootcamp	N/A	9,628	3,667	5,961	4,932	4,696
Center for Early College Opportunities (High School Transcribed Credit)											
<i>CTC collaborates with the Center for Early College Opportunities providing 38.14 contracts for High School Transcribed Credit (HSTC)</i>											
2025	8232	Franklin Public Schools	1/23/2025	I	Nursing Assistant	9	7,500	5,386	2,114	5,654	1,846
2025	8215	Wauwatosa School District	3/31/2025	I	Nursing Assistant	8	7,500	5,386	2,114	5,654	1,846
ALL CONTRACTS							71,255	37,490	33,765	44,746	26,509

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

COLUMN DEFINITIONS:

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

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

Estimated Direct Cost: Salary and Benefits plus all Direct Expenses

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

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

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

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

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



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Michelle Skinder, Vice President of Human Resources and Legal Affairs
DATE: May 13, 2025
RE: Approval to Hire Report

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

Veronica King

Start Date: 7/1/25
Position: Instructor – Human Services/SUDC

Brandon Angove

Start Date: 7/1/25
Position: Instructor – Carpentry

To: WCTC Board
From: Kristine Golz, Chief Financial Officer

Date: May 13, 2025
Re: Financial Summary Report as of March 31, 2025

Attached are fund summaries for the nine months ended March 31, 2025 and 2024, with comments identifying the significant variances.

General Fund



Enrollments were budgeted at 3,350 and current projections are 3,517. This projection represents an approximate increase of 4.3% from FY24 and 5.0% from Budget

Special Revenue Fund - Operating

Info Revenue and expenditures are in line with expectations. Budget modifications will be made for increased revenues and related expenses for dual enrollment academies.

Special Revenue Fund - Non-aidable

Info Revenue and expenditures are in line with expectations. Increases in student enrollment and awarded financial aid are impacting revenues and expenses.

Capital Projects Fund

Info Timing impacts when spending occurs. FY25 includes significant grant funded projects, increasing expenses from prior years.

Debt Service Fund

Info Revenue and expenditures are in line with expectations.

Enterprise Fund

Info Revenue and expenditures are in line with expectations.

Internal Service Fund

Info Revenue and expenditures are in line with expectations.

OPEB Trust

Info The OPEB trust is a blend of fixed income and equity investments. Investment performance mirrors the overall market.

All Funds
Comparative Statement of Revenues and Expenditures
For the Months Ended March 31, 2025 and 2024

	2025				2024				2024 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Local government	22,658,900	22,607,597	22,615,162	100.03%	20,909,719	21,200,117	21,197,652	99.99%	21,212,951	12,834
State	56,890,585	56,891,139	53,687,328	94.37%	55,075,228	55,069,139	53,508,598	97.17%	55,575,160	506,021
Program fees	12,441,000	12,441,000	15,051,836	120.99%	12,115,000	12,115,000	13,741,518	113.43%	13,006,595	891,595
Materials fees	749,440	749,440	844,044	112.62%	758,655	758,655	811,070	106.91%	779,071	20,416
Other student fees	1,786,100	1,786,100	1,953,115	109.35%	1,345,000	1,345,000	1,742,648	129.56%	1,944,748	599,748
Institutional fees	13,262,155	13,262,155	8,820,914	66.51%	8,791,200	8,791,200	7,980,349	90.78%	11,700,015	2,908,815
Federal	5,792,470	5,792,470	5,690,187	98.23%	5,736,000	5,736,000	4,415,171	76.97%	4,903,931	(832,069)
Total Revenues	113,580,650	113,529,901	108,662,586	95.71%	104,730,802	105,015,111	103,397,007	98.46%	109,122,471	4,107,360
EXPENDITURES										
Instruction	54,785,589	55,254,069	37,850,670	68.50%	52,322,680	51,484,510	34,788,198	67.57%	49,466,449	2,018,061
Instructional resources	1,334,736	1,346,186	986,898	73.31%	1,523,228	1,531,968	965,892	63.05%	1,238,731	293,237
Student services	17,603,692	17,711,162	13,813,677	77.99%	17,132,909	17,384,809	12,128,088	69.76%	15,125,060	2,259,749
General institutional	19,304,411	19,360,342	13,969,823	72.16%	19,536,454	19,382,518	12,790,849	65.99%	17,043,984	2,338,534
Physical plant	29,089,492	36,990,412	28,045,404	75.82%	22,747,131	24,237,906	18,489,665	76.28%	23,548,595	689,311
Auxiliary services	4,228,590	4,228,590	2,846,369	67.31%	4,383,095	4,383,095	2,782,568	63.48%	3,751,229	631,866
Total Expenditures	126,346,510	134,890,761	97,512,840	72.29%	117,645,497	118,404,806	81,945,260	69.21%	110,174,048	8,230,758
Excess (Deficiency) of Revenues Over Expenditures	(12,765,860)	(21,360,860)	11,149,746	-52.20%	(12,914,695)	(13,389,695)	21,451,747	-160.21%	(1,051,577)	12,338,118
OTHER SOURCES (USES)										
Transfer in	150,000	290,000	-	0.00%	150,000	150,000	-	0.00%	4,150,000	4,000,000
Transfer out	(150,000)	(290,000)	-	0.00%	(150,000)	(150,000)	-	0.00%	(4,150,000)	(4,000,000)
Proceeds of debt issuance	11,500,000	11,500,000	8,350,000	72.61%	11,500,000	11,500,000	3,700,000	32.17%	11,500,000	-
Total Other Sources (Uses)	11,500,000	11,500,000	8,350,000	72.61%	11,500,000	11,500,000	3,700,000	32.17%	11,500,000	-
Net Change	(1,265,860)	(9,860,860)	19,499,746		(1,414,695)	(1,889,695)	25,151,747		10,448,423	12,338,118
Beginning Fund Balance	75,528,309	85,781,920	85,781,920		69,083,225	75,333,497	75,333,497		75,333,497	
Ending Fund Balance	74,262,449	75,921,060	105,281,666		67,668,530	73,443,802	100,485,244		85,781,920	

Revenues are comprised of tax levy and TID dissolution distributions less rescinded taxes from overlapping jurisdictions. Tax levies received between January and August of each year.

Increases in year to date expenditures from FY24 primarily relate to capital projects, in particular the heating and cooling infrastructure project which was funded from capital reserves.

Increases in enrollment are driving revenues ahead of YTD FY24

General Fund
Comparative Statement of Revenues and Expenditures
For the Months Ended March 31, 2025 and 2024

	2025				2024				2024 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Local government	11,850,000	11,298,697	11,306,262	100.07%	10,800,819	11,091,217	11,088,752	99.98%	11,104,051	12,834
State	52,631,535	52,632,089	51,850,948	98.52%	52,527,628	52,521,539	51,591,789	98.23%	52,571,776	50,237
Program fees	12,441,000	12,441,000	15,051,836	120.99%	12,115,000	12,115,000	13,741,518	113.43%	13,006,595	891,595
Materials fees	745,340	745,340	842,586	113.05%	755,655	755,655	811,070	107.33%	777,343	21,688
Other student fees	807,500	807,500	835,723	103.50%	756,000	756,000	728,494	96.36%	985,389	229,389
Institutional fees	3,324,000	3,324,000	2,455,400	73.87%	3,318,300	3,318,300	1,924,481	58.00%	3,999,561	681,261
Federal	-	-	16,852	100.00%	-	-	16,896	100.00%	18,177	18,177
Total Revenues	81,799,375	81,248,626	82,359,607	101.37%	80,273,402	80,557,711	79,903,001	99.19%	82,462,892	1,905,181
EXPENDITURES										
Instruction	48,298,884	48,267,364	32,345,369	67.01%	47,814,705	47,876,535	31,579,934	65.96%	44,485,919	3,390,616
Instructional resources	1,334,736	1,346,186	984,632	73.14%	1,523,228	1,531,968	965,033	62.99%	1,236,844	295,124
Student services	9,465,892	9,553,362	6,565,203	68.72%	9,067,809	9,079,709	6,028,930	66.40%	8,444,301	635,408
General institutional	16,586,311	16,642,242	11,271,796	67.73%	15,989,754	16,191,593	10,938,259	67.56%	14,007,586	2,184,007
Physical plant	6,263,552	6,289,472	4,531,585	72.05%	6,027,906	6,027,906	4,742,594	78.68%	5,588,704	439,202
Total Expenditures	81,949,375	82,098,626	55,698,584	67.84%	80,423,402	80,707,711	54,254,750	67.22%	73,763,354	6,944,357
Excess (Deficiency) of Revenues Over Expenditures	(150,000)	(850,000)	26,661,023	-3136.6%	(150,000)	(150,000)	25,648,251	-17098.8%	8,699,538	8,849,538
OTHER SOURCES (USES)										
Transfer in	150,000	150,000	-	0.00%	150,000	150,000	-	0.00%	150,000	-
Transfer out	-	-	-	0.00%	-	-	-	0.00%	(4,000,000)	(4,000,000)
Total Other Sources (Uses)	150,000	150,000	-	0.00%	150,000	150,000	-	0.00%	(3,850,000)	(4,000,000)
Net Change	-	(700,000)	26,661,023		-	-	25,648,251		4,849,538	4,849,538
Beginning Fund Balance	46,517,776	47,788,006	47,788,006		43,930,384	42,938,468	42,938,468		42,938,468	
Ending Fund Balance	46,517,776	47,088,006	74,449,029		43,930,384	42,938,468	68,586,719		47,788,006	

Revenues are comprised of tax levy and TID dissolution distributions less rescinded taxes from overlapping jurisdictions. Tax levies received between January and August of each year. Increases in enrollment are driving revenues ahead of YTD FY24. Tuition and fee revenues as of March include revenues for the upcoming summer term. These revenues are deferred during year end close.

Special Revenue - Operating Fund
Comparative Statement of Revenues and Expenditures
For the Months Ended March 31, 2025 and 2024

	2025				2024				2024 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Local government	757,400	757,400	757,400	100.00%	757,400	757,400	757,400	100.00%	757,400	-
State	1,302,260	1,302,260	812,759	62.41%	1,147,100	1,147,100	953,981	83.16%	1,554,844	407,744
Materials fees	4,100	4,100	1,458	35.56%	3,000	3,000	-	0.00%	1,728	(1,272)
Other student fees	78,600	78,600	67,478	85.85%	57,000	57,000	54,765	96.08%	55,318	(1,682)
Institutional fees	785,515	785,515	1,184,028	150.73%	305,200	305,200	1,156,500	378.93%	1,137,151	831,951
Federal	858,800	858,800	561,061	65.33%	808,200	808,200	678,950	84.01%	1,059,810	251,610
Total Revenues	3,786,675	3,786,675	3,384,183	89.37%	3,077,900	3,077,900	3,601,595	117.01%	4,566,251	1,488,351
EXPENDITURES										
Instruction	2,375,575	2,375,575	1,889,525	79.54%	1,672,700	1,672,700	2,011,901	120.28%	2,780,798	(1,108,098)
Instructional resources	-	-	2,266	100.00%	-	-	859	0.00%	1,887	(1,887)
Student services	1,083,000	1,083,000	734,312	67.80%	1,078,300	1,078,300	907,665	84.18%	1,246,215	(167,915)
General institutional	178,100	178,100	205,296	115.27%	176,900	176,900	190,113	107.47%	276,318	(99,418)
Total Expenditures	3,636,675	3,636,675	2,831,399	77.86%	2,927,900	2,927,900	3,110,538	106.24%	4,305,218	(1,377,318)
Excess (Deficiency) of Revenues Over Expenditures	150,000	150,000	552,785	368.52%	150,000	150,000	491,057	327.37%	261,033	111,033
OTHER SOURCES (USES)										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	-	-
Transfer out	(150,000)	(150,000)	-	0.00%	(150,000)	(150,000)	-	0.00%	(150,000)	-
Total Other Sources (Uses)	(150,000)	(150,000)	-	0.00%	(150,000)	(150,000)	-	0.00%	(150,000)	-
Net Change	-	-	552,785		-	-	491,057		111,033	111,033
Beginning Fund Balance	883,470	894,003	894,003		582,244	782,970	782,970		782,970	
Ending Fund Balance	883,470	894,003	1,446,788		582,244	782,970	1,274,027		894,003	

Tax levies received between January and August of each year

Special Revenue - Non-aidable Fund
Comparative Statement of Revenues and Expenditures
For the Months Ended March 31, 2025 and 2024

	2025				2024				2024 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Local government	151,500	151,500	151,500	100.00%	151,500	151,500	151,500	100.00%	151,500	-
State	1,385,500	1,385,500	880,569	63.56%	1,400,500	1,400,500	840,474	60.01%	1,209,820	(190,680)
Other student fees	900,000	900,000	1,049,914	116.66%	532,000	532,000	959,389	180.34%	904,041	372,041
Institutional fees	10,000	10,000	8,089	80.89%	10,000	10,000	7,692	76.92%	9,841	(159)
Federal	4,908,670	4,908,670	5,076,381	103.42%	4,907,800	4,907,800	3,647,137	74.31%	3,730,974	(1,176,826)
Total Revenues	7,355,670	7,355,670	7,166,453	97.43%	7,001,800	7,001,800	5,606,192	80.07%	6,006,176	(995,624)
EXPENDITURES										
Instruction	305,870	305,870	3,467	1.13%	20,000	20,000	6,137	30.69%	302,914	(282,914)
Student services	7,054,800	7,054,800	6,514,162	92.34%	6,986,800	6,986,800	4,953,890	70.90%	5,196,941	1,789,859
General institutional	-	-	2,870	100.00%	-	-	1,200	0.00%	1,260	(1,260)
Total Expenditures	7,360,670	7,360,670	6,520,499	88.59%	7,006,800	7,006,800	4,961,227	70.81%	5,501,115	1,505,685
Excess (Deficiency) of Revenues Over Expenditures	(5,000)	(5,000)	645,954	-12919.09%	(5,000)	(5,000)	644,965	-12899.30%	505,061	510,061
OTHER SOURCES (USES)										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	-	-
Transfer out	-	(140,000)	-	0.00%	-	-	-	0.00%	-	-
Total Other Sources (Uses)	-	(140,000)	-	0.00%	-	-	-	#DIV/0!	-	-
Net Change	(5,000)	(145,000)	645,954		(5,000)	(5,000)	644,965		505,061	510,061
Beginning Fund Balance	1,194,274	1,232,306	1,232,306		1,153,403	727,245	727,245		727,245	
Ending Fund Balance	1,189,274	1,087,306	1,878,260		1,148,403	722,245	1,372,210		1,232,306	

Tax levies received between January and August of each year

Increases in enrollment have increased financial aid revenues and distributions. Additionally WCTC has seen a significant increase in students with Pell funding.

Capital Projects Fund
Comparative Statement of Revenues and Expenditures
For the Months Ended March 31, 2025 and 2024

	2025				2024				2024 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Local government	-	500,000	500,000	100.00%	-	-	-	0.00%	-	-
State	1,571,290	1,571,290	143,052	9.10%	-	-	122,354	100.00%	238,720	238,720
Institutional fees	4,788,640	4,788,640	1,645,574	34.36%	650,000	650,000	1,436,917	221.06%	1,996,996	1,346,996
Federal	-	-	-	0.00%	-	-	16,058	0.00%	17,774	17,774
Total Revenues	6,359,930	6,859,930	2,288,626	33.36%	650,000	650,000	1,575,329	242.36%	2,253,490	1,603,490
EXPENDITURES										
Instruction	3,805,260	4,305,260	3,612,309	83.90%	2,815,275	1,915,275	1,190,226	62.14%	1,896,818	18,457
Student services	-	20,000	-	0.00%	-	240,000	237,603	99.00%	237,603	2,397
General institutional	2,540,000	2,540,000	2,489,861	98.03%	3,369,800	3,014,025	1,661,277	55.12%	2,758,820	255,205
Physical plant	12,598,940	20,473,940	13,564,578	66.25%	7,209,225	8,700,000	4,543,562	52.22%	8,654,982	45,018
Total Expenditures	18,944,200	27,339,200	19,666,748	71.94%	13,394,300	13,869,300	7,632,668	55.03%	13,548,223	321,077
Excess (Deficiency) of Revenues Over Expenditures	(12,584,270)	(20,479,270)	(17,378,122)	84.86%	(12,744,300)	(13,219,300)	(6,057,339)	45.82%	(11,294,733)	1,924,567
OTHER SOURCES (USES)										
Transfer in	-	140,000	-	0.00%	-	-	-	0.00%	4,000,000	4,000,000
Proceeds of debt issuance	11,500,000	11,500,000	8,350,000	72.61%	11,500,000	11,500,000	3,700,000	32.17%	11,500,000	-
Total Other Sources (Uses)	11,500,000	11,640,000	8,350,000	71.74%	11,500,000	11,500,000	3,700,000	32.17%	15,500,000	4,000,000
Net Change	(1,084,270)	(8,839,270)	(9,028,122)		(1,244,300)	(1,719,300)	(2,357,339)		4,205,267	5,924,567
Beginning Fund Balance	20,645,095	29,038,162	29,038,162		17,883,611	24,832,895	24,832,895		24,832,895	
Ending Fund Balance	19,560,825	20,198,892	20,010,040		16,639,311	23,113,595	22,475,556		29,038,162	

Tax levies received between January and August of each year

Adopted budget includes significant capital related grants. YTD revenues exceed prior year mainly due to better investment performance.

Debt Service Fund
Comparative Statement of Revenues and Expenditures
For the Months Ended March 31, 2025 and 2024

	2025				2024				2024 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Local government	9,900,000	9,900,000	9,900,000	100.00%	9,200,000	9,200,000	9,200,000	100.00%	9,200,000	-
Institutional fees	175,000	175,000	411,335	235.05%	175,000	175,000	261,307	149.32%	592,178	417,178
Total Revenues	10,075,000	10,075,000	10,311,335	102.35%	9,375,000	9,375,000	9,461,307	100.92%	9,792,178	417,178
EXPENDITURES										
Physical plant	10,227,000	10,227,000	9,949,242	97.28%	9,510,000	9,510,000	9,203,509	96.78%	9,304,909	205,091
Total Expenditures	10,227,000	10,227,000	9,949,242	97.28%	9,510,000	9,510,000	9,203,509	96.78%	9,304,909	205,091
Excess (Deficiency) of Revenues Over Expenditures	(152,000)	(152,000)	362,093	-238.22%	(135,000)	(135,000)	257,798	-190.96%	487,269	622,269
OTHER SOURCES (USES)										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	-	-
Transfer out	-	-	-	0.00%	-	-	-	0.00%	-	-
Total Other Sources (Uses)	-	-	-	0.00%	-	-	-	0.00%	-	-
Net Change	(152,000)	(152,000)	362,093		(135,000)	(135,000)	257,798		487,269	622,269
Beginning Fund Balance	1,286,800	1,577,164	1,577,164		936,460	1,089,895	1,089,895		1,089,895	
Ending Fund Balance	1,134,800	1,425,164	1,939,257		801,460	954,895	1,347,693		1,577,164	

Variance primarily related to the premium received on debt issuance.

Tax levies received between January and August of each year

Enterprise Fund
Comparative Statement of Revenues and Expenditures
For the Months Ended March 31, 2025 and 2024

	2025				2024				2024 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Institutional fees	3,539,000	3,539,000	2,602,943	73.55%	3,707,700	3,707,700	2,688,208	72.50%	3,277,587	(430,113)
Federal	25,000	25,000	35,893	143.57%	20,000	20,000	56,131	280.65%	77,196	57,196
Total Revenues	<u>3,564,000</u>	<u>3,564,000</u>	<u>2,638,836</u>	<u>74.04%</u>	<u>3,727,700</u>	<u>3,727,700</u>	<u>2,744,338</u>	<u>73.62%</u>	<u>3,354,783</u>	<u>(372,917)</u>
EXPENDITURES										
Auxiliary services	3,563,210	3,563,210	2,491,792	69.93%	3,726,595	3,726,595	2,418,318	64.89%	3,178,833	547,762
Total Expenditures	<u>3,563,210</u>	<u>3,563,210</u>	<u>2,491,792</u>	<u>69.93%</u>	<u>3,726,595</u>	<u>3,726,595</u>	<u>2,418,318</u>	<u>64.89%</u>	<u>3,178,833</u>	<u>547,762</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>790</u>	<u>790</u>	<u>147,044</u>	<u>18613.17%</u>	<u>1,105</u>	<u>1,105</u>	<u>326,020</u>	<u>29504.10%</u>	<u>175,950</u>	<u>174,845</u>
OTHER SOURCES (USES)										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	-	-
Transfer out	-	-	-	0.00%	-	-	-	0.00%	-	-
Total Other Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>-</u>	<u>-</u>
Net Change	790	790	147,044		1,105	1,105	326,020		175,950	174,845
Beginning Fund Balance	<u>2,023,271</u>	<u>2,170,951</u>	<u>2,170,951</u>		<u>1,660,336</u>	<u>1,995,001</u>	<u>1,995,001</u>		<u>1,995,001</u>	
Ending Fund Balance	<u>2,024,061</u>	<u>2,171,741</u>	<u>2,317,995</u>		<u>1,661,441</u>	<u>1,996,106</u>	<u>2,321,021</u>		<u>2,170,951</u>	

Internal Service Fund
Comparative Statement of Revenues and Expenditures
For the Months Ended March 31, 2025 and 2024

	2025				2024				2024 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Institutional fees	640,000	640,000	513,546	80.24%	625,000	625,000	505,245	80.84%	686,701	61,701
Federal	-	-	-	0.00%	-	-	-	0.00%	-	-
Total Revenues	640,000	640,000	513,546	80.24%	625,000	625,000	505,245	80.84%	686,701	61,701
EXPENDITURES										
Auxiliary services	665,380	665,380	354,577	53.29%	656,500	656,500	364,250	55.48%	572,396	84,104
Total Expenditures	665,380	665,380	354,577	53.29%	656,500	656,500	364,250	55.48%	572,396	84,104
Excess (Deficiency) of Revenues Over Expenditures	(25,380)	(25,380)	158,969	-626.35%	(31,500)	(31,500)	140,995	-447.60%	114,305	145,805
OTHER SOURCES (USES)										
Transfer in	-	-	-	0.00%	-	-	-	0.00%	-	-
Transfer out	-	-	-	0.00%	-	-	-	0.00%	-	-
Total Other Sources (Uses)	-	-	-	0.00%	-	-	-	0.00%	-	-
Net Change	(25,380)	(25,380)	158,969		(31,500)	(31,500)	140,995		114,305	145,805
Beginning Fund Balance	2,977,623	3,081,328	3,081,328		2,936,787	2,967,023	2,967,023		2,967,023	
Ending Fund Balance	<u>2,952,243</u>	<u>3,055,948</u>	<u>3,240,297</u>		<u>2,905,287</u>	<u>2,935,523</u>	<u>3,108,018</u>		<u>3,081,328</u>	

OPEB Trust
Comparative Statement of Revenues and Expenditures
For the Months Ended March 31, 2025 and 2024

	2025				2024				2024 Final	
	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Adopted Budget	Modified Budget	YTD Actual	Percent of Budget	Year-end Actual	Amount Variance
REVENUES										
Institutional fees	<u>1,500,000</u>	<u>1,500,000</u>	<u>3,031,222</u>	202.08%	<u>750,000</u>	<u>750,000</u>	<u>2,321,072</u>	309.48%	<u>3,309,776</u>	<u>2,559,776</u>
Total Revenues	<u>1,500,000</u>	<u>1,500,000</u>	<u>3,031,222</u>	202.08%	<u>750,000</u>	<u>750,000</u>	<u>2,321,072</u>	309.48%	<u>3,309,776</u>	<u>2,559,776</u>
EXPENDITURES										
General institutional	<u>3,570,000</u>	<u>3,570,000</u>	<u>2,262,815</u>	63.38%	<u>3,570,000</u>	<u>3,570,000</u>	<u>1,565,891</u>	43.86%	<u>3,100,514</u>	<u>469,486</u>
Total Expenditures	<u>3,570,000</u>	<u>3,570,000</u>	<u>2,262,815</u>	63.38%	<u>3,570,000</u>	<u>3,570,000</u>	<u>1,565,891</u>	43.86%	<u>3,100,514</u>	<u>469,486</u>
Change in Plan Assets	(2,070,000)	(2,070,000)	768,407		(2,820,000)	(2,820,000)	755,181		209,262	2,090,290
Beginning Plan Assets	<u>59,420,262</u>	<u>61,629,524</u>	<u>61,629,524</u>		<u>60,911,998</u>	<u>61,420,262</u>	<u>61,420,262</u>		<u>61,420,262</u>	
Ending Plan Assets	<u>57,350,262</u>	<u>59,559,524</u>	<u>62,397,931</u>		<u>58,091,998</u>	<u>58,600,262</u>	<u>62,175,443</u>		<u>61,629,524</u>	

Investment performance for FY25 start has been more favorable than experienced in the FY24.

Variances in expenses relate to timing of charges relating to retiree benefits. Current year projections are in like with budgeted expectations.

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



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Kristine Golz, Chief Financial Officer
DATE: May 13, 2025
RE: Resolution Awarding the Sale of \$3,150,000 General Obligation Promissory Notes, Series 2025B

At the June Board meeting, the WCTC Board adopted the 2024/25 budget. Included in the budget was a plan to issue \$11,500,000 general obligation promissory notes to fund capital expenditures for 2024/25. At the April Board meeting, the WCTC Board authorized the borrowing of \$3,150,000 General Obligation Promissory Notes. The public sale of these G.O. Promissory Notes is scheduled for 9:30 am on Tuesday, May 13, 2025.

Action Requested:

We request the WCTC Board to award the sale for the issuance of \$3,150,000 general obligation promissory notes for this fiscal year for building remodeling projects and equipment.

- \$548,000 for building remodeling and improvement projects to include renovations on the Anthony J. Natalizio (AJN) Education Center Lobby on the Pewaukee Campus.
- \$2,602,000 for movable capital equipment in academics and operations

Resolutions and documents will be distributed at the May 13, 2025, Board meeting and a presentation will explain the results of the public sale that is scheduled to be held that same morning.

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

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

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

RESOLUTION NO. _____

RESOLUTION AWARDDING THE SALE OF \$3,150,000
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2025B

WHEREAS, on April 8, 2025, the District Board of the Waukesha County Area Technical College District, Waukesha, Jefferson, Dodge and Racine Counties, Wisconsin (the "District") adopted a resolution (the "Authorizing Resolution") which authorized the issuance of general obligation promissory notes in the amount of \$548,000 for the public purpose of financing building remodeling and improvement projects; in the amount of \$1,852,000 for the public purpose of financing the acquisition of movable equipment; and in the amount of \$750,000 for the public purpose of financing site improvement projects (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in The Freeman on April 15, 2025 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes to finance building remodeling and improvement projects and the acquisition of movable equipment;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on May 15, 2025;

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

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on May 13, 2025;

WHEREAS, the Secretary (in consultation with Baird) caused notice of the sale of the Notes to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale on May 13, 2025;

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

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

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

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

Section 1A. Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of THREE MILLION ONE HUNDRED FIFTY THOUSAND DOLLARS (\$3,150,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal [(as modified on the Bid Tabulation and reflected in the Pricing Summary referenced below and incorporated herein)], is hereby accepted (subject to the condition that no valid petition for referendum is filed by May 15, 2025 with respect to the Notes). The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2025B"; shall be issued in the aggregate principal amount of \$3,150,000; shall be dated June 3, 2025; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on October 1, 2025. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

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

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

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

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

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2025 through 2029 for the payments due in the years 2025 through 2030 in the amounts set forth on the Schedule. The amount of tax levied in the year 2025 shall be the total amount of debt service due on the Notes in the years 2025 and 2026; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of principal of or interest on the Notes in the year 2025.

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

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

(D) Appropriation. The District hereby appropriates from taxes levied in anticipation of the issuance of the Notes, proceeds of the Notes or other funds of the District on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay debt service on the Notes coming due in 2025 as set forth on the Schedule.

Section 6. Segregated Debt Service Fund Account.

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

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2025B, dated June 3, 2025" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

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

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

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

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause

the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

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

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

Section 10. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 11. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The District hereby authorizes the Chairperson and Secretary or other appropriate officers of the District to enter into a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 12. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

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

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

Section 13. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 14. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

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

Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 16. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

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

Section 17. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 18. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 19. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded May 13, 2025.

Brian K. Baumgartner
Chairperson

ATTEST:

Ryan J. Clark
Secretary

(SEAL)

EXHIBIT A

Official Notice of Sale

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

(See Attached)

EXHIBIT B

Bid Tabulation

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

(See Attached)

EXHIBIT C

Winning Bid

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

(See Attached)

EXHIBIT D-1

Pricing Summary

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

(See Attached)

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

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

(See Attached)

[EXHIBIT MRP

Mandatory Redemption Provision

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

For the Term Bonds Maturing on April 1, _____

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

For the Term Bonds Maturing on April 1, _____

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

For the Term Bonds Maturing on April 1, _____

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

For the Term Bonds Maturing on April 1, _____

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

EXHIBIT E

(Form of Note)

UNITED STATES OF AMERICA
REGISTERED STATE OF WISCONSIN DOLLARS
NO. R-____ WAUKESHA COUNTY AREA TECHNICAL COLLEGE DISTRICT \$_____
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2025B

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
April 1, _____ June 3, 2025 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$_____)

FOR VALUE RECEIVED, the Waukesha County Area Technical College District, Waukesha, Jefferson, Dodge and Racine Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on October 1, 2025 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

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

This Note is one of an issue of Notes aggregating the principal amount of \$3,150,000, all of which are of like tenor, except as to denomination, interest rate and maturity date, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purposes of financing building remodeling and improvement projects (\$548,000); the acquisition of movable equipment (\$1,852,000); and site improvement projects (\$750,000), as authorized by resolutions adopted on April 8, 2025 and May 13, 2025. Said resolutions are recorded in the official minutes of the District Board for said dates.

This Note is not subject to optional redemption.

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

【In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation and date of the Notes called for redemption, CUSIP number, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.】

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

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

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

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

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

WAUKESHA COUNTY AREA TECHNICAL
COLLEGE DISTRICT, WISCONSIN

By: _____
Brian K. Baumgartner
Chairperson

(SEAL)

By: _____
Ryan J. Clark
Secretary

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

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

ASSOCIATED TRUST COMPANY,
NATIONAL ASSOCIATION,
GREEN BAY, WISCONSIN

By _____
Authorized Signatory

ASSIGNMENT

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

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

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

Dated: _____

Signature Guaranteed:

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

(Depository or Nominee Name)

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

(Authorized Officer)



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Rich Haen – Director of District Facilities
DATE: May 13, 2025
RE: Amendment and Approval of S Building AJN Lobby Renovation Budget

At the Board meeting held on February 11, 2025, the necessity and plan to renovate approximately 5,863 square feet of underutilized space within the S Building was presented. This renovation, known as the AJN Lobby Renovation project, encompasses the lobby, serving kitchen, conference room, and storage rooms.

- The Board approved and amended the project to be included in the FY25 Master Plan.
- The Board approved a construction budget of \$600,000 and an equipment budget of \$120,000, with funding sourced mostly from borrowing and any additional from reserves.

During the bidding process, alternates were included to understand the costs for future budgeting. After reviewing the alternate bids and assessing how the space may be utilized to generate additional revenue for the college, there is a strong desire to incorporate these alternates. These include creating a new central entrance to the lobby, additional breakout rooms, and enhanced aesthetic details. Incorporating these alternatives now will also help mitigate potential increased costs due to tariffs, ensuring a more cost-effective renovation.

Action Requested: We request the WCTC District Board of Trustees amend and approve a revised construction budget of \$1,042,000 and an equipment budget of \$120,000.

**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, Project Number 5830BH was not submitted to the Waukesha County Technical College Board of Trustees for consideration and approval in the FY25 Budget;

AND WHEREAS, the Waukesha County Technical College Board of Trustees amended Project Number 5830BH to the College's Five-Year Capital Plan for FY25 on February 11, 2025;

AND WHEREAS, the Wisconsin Technical College System Board approved the request to remodel facilities in Pewaukee at a cost of \$720,000 on March 12, 2025;

NOW, THEREFORE, BE IT RESOLVED, by the Waukesha County Technical College Board of Trustees that the budget for 5830BH - S Building - AJN Lobby Renovation is amended to a cost of \$1,162,000;

AND BE IT FURTHER RESOLVED, the Waukesha County Technical College Board of Trustees requests that the Wisconsin Technical College System Board approve the above amended budget for the remodeling project.

Board Chair

Brian Baumgartner
(Typed or printed name)

May 13, 2025
Date



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Richard Haen, Director - District Facilities
DATE: May 13, 2025
RE: Bid Information – S Building AJN Lobby Renovation

The S Building AJN Lobby Renovation project will involve the removal of the glass-enclosed center area, the expansion and transformation of the serving kitchen into a catering kitchen, the creation of a micro-store, and the renovation of the existing small conference room. Additionally, the project will include the creation of a new central entrance to the lobby, additional breakout rooms, and enhanced aesthetic details.

Key information regarding this project:

- This project was amended to the 2024/2025 fiscal year capital projects plan with a construction budget of \$600,000.
- Prior to this agenda item, the WCTC District Board of Trustees was asked to amend the construction budget to \$1,042,000 as it is strongly desired that WCTC accept the alternate bids associated with the renovation.
- Construction is anticipated to begin early June, with completion by mid-August.

WCTC received four bids for the project:

	Base Bid	Alternates
• Absolute Construction	\$ 567,900	\$ 327,860
• Allcon Construction LLC	\$ 599,558	\$ 235,355
• Bear Construction	\$ 537,145	\$ 337,455
• Gardner Builders	\$ 720,393	\$ 223,145

Project cost breakdown for the project:

• Bear Construction	\$ 874,600
• Contingency (10%)	\$ 87,000
• <u>Professional Services (9.2%)</u>	<u>\$ 80,400</u>
Total:	\$1,042,000

Action Requested: We request the WCTC District Board of Trustees to award the AJN Lobby Renovation project to Bear Construction, with a total construction cost of \$1,042,000. This award is contingent upon the approval of the amended budget by the WTCS Board at their meeting on May 20, 2025.



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Kristine Golz, Chief Financial Officer
DATE: May 13, 2025
RE: Resolution to Modify the 2024/25 Budget

WCTC has a need to modify the 2024/25 budget due to:

- **Increase Institutional Revenues and expenditures – Dual Enrollment Academies**
Contract revenues and related expenditures for the Dual Enrollment Academies were budgeted conservatively. This amendment increases both institutional revenues and associated expenditures in the *Special Revenue Aidable Fund* to reflect actual activity levels.
- **Transfers Between Functions Within Funds**
The legal level of control for the budget is at the functional level within a fund. The WCTC Board has given administration the authority to transfer budgeted dollars within a fund during the year and to do a budget modification at year end to align the budget between functions. This modification aligns the budget by function within the *Capital Projects Fund* and the *Special Revenue Aidable Fund*.
- **Use of Capital Reserves and Increased Expenditures – AJN Remodel**
As part of the AJN remodeling project, WCTC evaluated cost-effective alternate modifications to better support future space utilization. This amendment authorizes the use of \$442,000 in *Capital Projects Fund* reserves to complete the selected alternates concurrently with the main construction project.
- **Student Activity Funds – Lounge/Gaming Space Enhancement**
The WCTC Student Government Association wishes to allocate an additional \$5,000 of previously accumulated activity fee funds to supplement existing funding for furniture enhancements in the HUB Student Lounge/Gaming space. This amendment authorizes a transfer out and use of fund balance in the *Special Revenue Non-Operating Fund* and a transfer in and corresponding increase in expenditures within the *Capital Projects Fund*.
- **Increase in Grant Revenues and Expenditures**
During FY 2025, WCTC received and utilized additional unbudgeted state and federal grant funding. This amendment adjusts grant revenues and related expenditures in the *Special Revenue Non-Aidable Fund* accordingly.

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

Attachment

RESOLUTION

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

WHEREAS, activities within Dual Enrollment Academies generated additional contract revenue of \$394,485; and

WHEREAS, WCTC has a need to transfer funds between functions within funds to align with actual operations; and

WHEREAS, WCTC intends to utilize \$442,000 in capital reserve funds to complete alternate modifications in the AJN remodeling project; and

WHEREAS, the WCTC Student Government Association is providing \$5,000 in student activity funds to enhance the HUB Student Lounge/Gaming space; and

WHEREAS, WCTC received additional grant revenue totaling \$2,870 during fiscal year 2025; and

WHEREAS, these budget modifications do not impact the District's property tax levy;

NOW, THEREFORE, BE IT RESOLVED that the Waukesha County Area Technical College District Board approves the 2024/25 budget modifications as outlined in the attached Class I Legal Notice.

Class I Legal Notice
Waukesha County Technical College
2024/25 Budget Modifications

	<u>Current Budget</u>	<u>Revised Budget</u>	<u>Amount of Change</u>
Special Revenue - Aidable			
Revenues			
Institutional	\$ 785,515	\$ 1,180,000	\$ 394,485
Expenditures			
Instructional	2,375,575	2,750,000	374,425
Student Services	1,083,000	1,056,160	(26,840)
General Institutional	178,100	225,000	46,900
Capital Projects			
Revenues			
Transfers In	140,000	145,000	5,000
Reserved for Capital Outlays	8,839,270	9,281,270	442,000
Expenditures			
Student Services	20,000	18,725	(1,275)
Physical Plant	20,473,940	20,922,215	448,275
Special Revenue - Nonaidable			
Revenues			
State Aid	1,385,500	1,388,370	2,870
Reserved for Student Organizations	140,000	145,000	5,000
Expenditures			
General Institutional	-	2,870	2,870
Transfers Out	140,000	145,000	5,000



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Kristine Golz, Chief Financial Officer
DATE: May 13, 2025
RE: Tentative Approval of FY26 Budget

In accordance with statutory requirements and Board policy, a public hearing on the proposed Fiscal Year 2025–26 (FY26) budget is scheduled for May 13, 2025. This hearing provides an opportunity for stakeholders to offer input on the budget prior to final adoption.

Following the hearing, we are requesting the Board’s tentative approval of the FY26 budget. Tentative approval will allow us to proceed with necessary planning and preparations, while incorporating any feedback received during the public hearing process. Final approval of the budget is scheduled for June 10, 2025

Action Requested: We are seeking tentative approval of the FY26 budget.

RESOLUTION TO TENTATIVELY ADOPT THE 2025/26 BUDGET

WHEREAS the Waukesha County Area Technical College District Board has reviewed, the administration's proposed 2025/26 budget as detailed in the attached 2025/26 Combining Budget Summary, which is hereby made part of this resolution, and

WHEREAS the nature of the public hearing on the 2025/26 budget of the Waukesha County Area Technical College District was published in The Waukesha Freeman on Friday, April 25, 2025, as a Class 1 legal notice, and

WHEREAS the Waukesha County Area Technical College District Board has held, pursuant to Wisconsin State Statute 65.90, a public hearing on the proposed 2025/26 budget on May 13, 2025, on WCTC's Pewaukee Campus at 800 Main Street, Pewaukee, WI in the RTA Educational Center, at 5:00 p.m.

THEREFORE, BE IT RESOLVED that the Waukesha County Area Technical College District Board hereby tentatively adopts the annual budget for the fiscal year ending June 30, 2026, which contains total expenditures of \$127,590,855, total revenues of \$113,674,745, and other sources of funds of \$11,500,000 as detailed in the attached 2025/26 Combining Budget Summary.

COMBINING BUDGET SUMMARY

Fiscal Year July 1, 2025- June 30, 2026

DRAFT

	Governmental Funds					Proprietary Funds		Combined
	Operating Funds							
	Special Revenue							
	General	Operating	Non- Aidable	Capital Projects	Debt Service	Internal Service	Enterprise	Total
REVENUES								
Local Government	12,406,200	536,700	151,500	-	10,200,000	-	-	23,294,400
State	52,756,535	1,362,200	1,366,757	-	-	-	-	55,485,492
Program Fees	13,125,000	-	-	-	-	-	-	13,125,000
Material Fees	775,000	3,000	-	-	-	-	-	778,000
Other Student Fees	807,500	57,000	900,000	-	-	-	-	1,764,500
Institutional	3,650,000	990,000	10,000	4,150,000	175,000	615,000	3,477,250	13,067,250
Federal	-	836,400	5,274,703	-	-	-	49,000	6,160,103
Total Revenues	83,520,235	3,785,300	7,702,960	4,150,000	10,375,000	615,000	3,526,250	113,674,745
EXPENDITURES								
Instruction	49,579,190	2,478,300	333,160	2,865,085	-	-	-	55,255,735
Instructional Resources	1,426,410	-	-	-	-	-	-	1,426,410
Student Services	9,633,607	1,026,200	7,372,300	-	-	-	-	18,032,107
General Institutional	16,855,816	130,800	-	3,511,470	-	-	-	20,498,086
Physical Plant	6,175,212	-	-	11,249,000	10,787,000	-	-	28,211,212
Auxiliary Services	-	-	-	-	-	641,055	3,526,250	4,167,305
Total Expenditures	83,670,235	3,635,300	7,705,460	17,625,555	10,787,000	641,055	3,526,250	127,590,855
Net Revenue/(Expenditures)	(150,000)	150,000	(2,500)	(13,475,555)	(412,000)	(26,055)	-	(13,916,110)
OTHER SOURCES/(USES)								
Operating Transfer In/(Out)	150,000	(150,000)	-	-	-	-	-	-
Proceeds from Debt	-	-	-	11,500,000	-	-	-	11,500,000
Total Other Sources/(Uses)	150,000	(150,000)	-	11,500,000	-	-	-	11,500,000
TRANSFERS TO/(FROM) FUND BALANCE								
Reserve for Prepaids & Inventories	-	-	-	-	-	-	-	-
Reserve for Post-Employment Sick Pay	-	-	-	-	-	-	-	-
Reserve for Capital Outlays	-	-	-	(1,975,555)	-	-	-	(1,975,555)
Reserve for Debt Service	-	-	-	-	(412,000)	-	-	(412,000)
Reserve for Financial Aid	-	-	(2,500)	-	-	-	-	(2,500)
Reserve for Student Organizations	-	-	-	-	-	-	-	-
Retained Earnings	-	-	-	-	-	(26,055)	-	(26,055)
Designated for Operations	-	-	-	-	-	-	-	-
Total Transfers To/(From) Fund Balance	-	-	(2,500)	(1,975,555)	(412,000)	(26,055)	-	(2,416,110)
Beginning Fund Balance	52,508,443	1,010,963	1,580,763	20,458,162	1,837,164	3,101,187	2,240,272	82,736,954
Ending Fund Balance	52,508,443	1,010,963	1,578,263	18,482,607	1,425,164	3,075,132	2,240,272	80,320,844



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Allison Jerger, MBA, MAEd
DATE: May 13, 2025
RE: Request to Submit a Program Approval to the Wisconsin Technical College System for an Artificial Intelligence Implementation Specialist Advanced Technical Certificate program.

Attached is an executive summary requesting the Waukesha County Technical College (WCTC) District Board's approval to submit a proposed Artificial Intelligence Implementation Specialist Advanced Technical Certificate program to the Wisconsin Technical College System (WTCS) Board.

The WCTC District Board approved the Concept Review for this program at its March 11, 2025 meeting. Now we are asking the Board to approve moving forward into the second and final stage of the process, the Program Approval stage. With your support, we will submit the Program Approval documents to the WTCS Board for final approval at their July 8-9, 2025 meeting. A timeline of this process is included for your information.

Thank you for your consideration in this matter.

Action Requested: We are requesting approval to submit a Program Approval to the Wisconsin Technical College System for an Artificial Intelligence Implementation Specialist Advanced Technical Certificate program.

**Request to Approve Submittal of a Program Approval for an
Artificial Intelligence Implementation Specialist
Advanced Technical Certificate Program
May 13, 2025**

**Prepared by Allison Jerger, Associate Dean - School of Business
and the WCTC Program Development Team**

Waukesha County Technical College (WCTC) wishes to proceed with offering an Artificial Intelligence Implementation Specialist Advanced Technical Certificate Program and requests the WCTC District Board's approval to Submit a Program Approval to the Wisconsin Technical College System (WTCS).

Background

To serve the needs of local employers and students, WCTC wishes to add an Artificial Intelligence (AI) Implementation Specialist program to its current offerings in the Business Information Technology department. In so doing, the College will serve an emerging labor market need. The program will be housed in the L Building on the Pewaukee campus.

Career and Educational Pathway Opportunities

WCTC currently offers an AI Data Specialist Associate of Applied Science (AAS) degree and two local certificates: Foundations of AI and AI Technician. AI Data Specialist AAS graduates can continue their educational pathway in the proposed ATC. WCTC expects that some students will transfer to baccalaureate level institutions to continue their education after the completion of the ATC, though others will directly enter the labor market. It is anticipated that some students will enter this program to reskill or upskill and can either remain in the labor market while pursuing the ATC or return to the labor market after completion.

Program Cost

The primary expense for this program will be the cost of program instructors, most of whom will teach in an adjunct or overload capacity. Curriculum development costs will be approximately \$13,237 and occur in the first year of the program. Artificial Intelligence is a rapidly changing and emerging field, therefore \$4,000 has been allocated annually for ongoing professional development. No other costs are expected.

The College intends to evaluate applying for a Developing Market General Purpose Revenue grant through the WTCS to help offset the cost of launching the program.

The program's growth is expected to be steady with an initial cohort of 6 students growing to a cohort of 10 students in the program's third year. This is a conservative estimate based on the potential number of graduates from the AI Data Specialist AAS program, and prospective students who meet the entrance requirements for the ATC. Current projections show expenses exceeding tuition and grant revenue in the first two years of the program. By the third year, revenue is expected to exceed expenses.

Summary and Conclusion

The proposed AI Implementation Specialist ATC program will help meet an emerging local labor market demand and serve both students and employers in Waukesha County. Adding this program will provide WCTC the opportunity to expand its offerings and partnerships with area organizations and provide innovative solutions to workforce challenges.

This will be on the agenda as an action item for the May 13, 2025 meeting. Allison Jerger, Associate Dean, School of Business Information Technology; Andrea Wolf, Dean, School of Business; and David Schubot, Program Development and Evaluation Coordinator, will be present to respond to questions.

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

WCTC Proposed Artificial Intelligence Implementation Specialist Advanced Technical Certificate Program Costing Worksheet Explainer

Attached is a Costing Worksheet for the proposed Artificial Intelligence Implementation Specialist Advanced Technical Certificate program that shows costs associated with the program broken out by category. The following narrative explains what is contained in the various columns on the spreadsheet.

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

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

The Costing Worksheet provides the WCTC Board with information related to the costing impact for the program the Board is being asked to approve. Assumptions used in the Costing Worksheet are shown on an additional page.

WCTC Proposed AI Implementation Specialist ATC Program Costing Assumptions

If approved, the proposed 25-credit AI Implementation Specialist ATC program would be first offered in Fall Semester 2026-2027. Curriculum development for new courses would be conducted from July 1, 2025, to August 30, 2026. Program capacity is 24 but we are conservatively estimating 6 students initially based on the potential number of graduates from the AI Data Specialist Associate of Applied Science program. Anticipated enrollment will increase in subsequent years. Other assumptions used in the Costing Worksheet include the following:

2026-2027 Full-time and Part-time Faculty Staffing Costs

We do not anticipate the need to hire an additional full-time instructor for this program. One of the three-credit courses will be taught as part of a full-time instructor's assigned load and appears in the budget in the *In Base Budget* column. It is anticipated that this program will leverage adjunct instructors and, except for one course, full-time WCTC instructors will teach these as overload courses (5 courses X \$3,520 per course, plus an additional 7.65% for FICA and 6.95% for WRS = \$20,170.)

One-time Instructional Staff Costs

There will be \$11,550 in curriculum development costs for 7 new courses (21 credits X \$550/credit), plus fringe, WRS at 6.95% = \$803; and FICA at 7.65% = \$884; for a total of \$13,237.

2027-28 and 2028-29 Full-time and Part-time Faculty Staffing Costs

One of the three-credit courses will be taught as part of a full-time instructor's assigned load and appears in the budget in the *In Base Budget* column. It is anticipated that this program will leverage adjunct instructors and except for one course, full-time WCTC instructors will teach these as overload courses. This program is 1.5 years in duration and the additional course in Year 02 of the program increases instructor costs (5 three-credit courses X \$3,520 per course), plus an additional 7.65% for FICA and 6.95% for WRS during Year 01 of the program; and one, four-credit course in year 02 of the program at \$5,280, plus an additional 7.65% for FICA and 6.95% for WRS yields a total cost for courses and fringe of \$26,221 for 2027-28 and again for 2028-29.

Operating Expenses	2026-27	2027-28	2028-29
Supplies: none	\$0	\$0	\$0
Minor equipment: none	\$0	\$0	\$0
Other: Training, conferences, etc.	\$4,000	\$4,000	\$4,000
Capital Equipment Costs: none	\$0	\$0	\$0

Tuition/Fee Revenue

2026-27	6 new students enrolled in 21 program credits at \$152.85 per credit, plus fees of \$5.00 per credit. Total tuition = \$19,259. Total Fees = \$630.
2027-28	8 new students enrolled in 21 program credits and 6 continuing students enrolled in 4 program credits at \$154.38 per credit, plus fees of \$5.00 per credit. Total tuition = \$29,641. Total Fees = \$960.
2028-29	10 new students enrolled in 21 program credits and 8 continuing students enrolled in 4 program credits at \$155.92 per credit, plus fees of \$5.00 per credit. Total tuition = \$37,733. Total Fees = \$1,210.

Cost Allocation Summary

The proposed program would be the first ATC in this program area. WCTC's overall actual cost per Full-Time Equivalent (FTE) for programs within the Information Technology cluster was \$10,290 in fiscal year 2024. An FTE is defined as the total number of credits divided by 30. Source: <https://mywtcs.wtcsystem.edu/wp-content/uploads/2025/01/2023-24-Cost-Allocation-Summary-Report-Actual-Clusters.pdf>

AI Implementation Specialist ATC Costing Information

	2026-27 (6 new students)				2027-28 (8 new students)				2028-29 (10 new students)			
	In Base Budget	New Annual	One-Time	Total All Costs	In Base Budget	New Annual	One-Time	Total All Costs	In Base Budget	New Annual	One-Time	Total All Costs
Operational Costs												
Staffing Costs												
Instructional staff												
Full-time	3,520	-		3,520	3,520	-		3,520	3,520			3,520
Part-time		20,170	13,237	33,407	20,170	6,051		26,221	26,221			26,221
Other staff												
Operating expenses												
Supplies - Instructional supplies		-				-				-		
Minor equipment		-				-				-		
Other - non-instructional costs (annual travel, promotional costs, non-instructional supply costs, software costs, instructional honorariums)		4,000		4,000		4000		4,000		4,000		4,000
Total Operational Costs	\$3,520	\$24,170	\$13,237	\$40,927	\$23,690	\$10,051	\$0	\$33,741	\$29,741	\$4,000	\$0	\$33,741
Capital Costs												
Capital Equipment			-				-				-	
Facilities												
Capital Technology												
Furniture												
Total Capital Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Costs	\$3,520	\$24,170	\$13,237	\$40,927	\$23,690	\$10,051	\$0	\$33,741	\$29,741	\$0	\$0	\$33,741
Revenues												
Tuition		19,259		19,259		29,641		29,641		37,733		37,733
Fees		630		630		960		960		1,210		1,210
Grants												
Enterprise												
Total Revenue	\$0	\$19,889	\$0	\$19,889	\$0	\$30,601	\$0	\$30,601	\$0	\$38,943	\$0	\$38,943
Net Revenue		(\$4,281)	(\$13,237)	(\$21,038)		\$20,550	\$0	(\$3,140)		\$38,943	\$0	\$5,202
Statistical Information				All Operational Costs				Operational Costs				Operational Costs
Student FTEs				4.2				6.4				8.0
*Cost per Student FTE of proposed program (Reasonableness of Cost)				\$9,745				\$5,272				\$4,218
**Average cost per FTE from WTCS Cost Allocation Summary Report , 2023-24.				\$10,290				\$10,290				\$10,290

*The cost per Student FTE of the proposed program is calculated by dividing the total operational costs by the estimated student FTEs the program will generate. **The average cost per FTE from WTCS schedule B7 are the district's actual costs of similar programs in the division for the most recent year for which these costs are available. \$10,290 Instruction Cost per FTE for for programs offered within the Information Technology Cluster.

**RESOLUTION SUPPORTING AN
ARTIFICIAL INTELLIGENCE IMPLEMENTATION SPECIALIST
ADVANCED TECHNICAL CERTIFICATE PROGRAM APPROVAL
TO THE WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD**

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

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

ARTIFICIAL INTELLIGENCE IMPLEMENTATION SPECIALIST
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 Program Approval for the above-described educational program.

Board Chair

(Typed or printed name)

May 13, 2025

Date

Artificial Intelligence Implementation Specialist 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	Not Applicable
Labor Market Analysis	January to March 2025
Employer Involvement/Advisory Committee	November 2024 – January 2025
Needs Assessment and Results	January to March 2025
Materials to WCTC Board Secretary	February 28, 2025
WCTC Board Concept Review Approval	March 11, 2025
Materials to WTCS	April 4, 2025
WTCS Board Concept Review Approval	May 20, 2025
Step Two: Develop Program Approval	
Budget	March to May 2025
Educational and Career Pathway Analysis	March to May 2025
Curriculum Development	November 2024 – March 2025
Materials to WCTC Board Secretary	May 2, 2025
WCTC Board Program Approval	May 13, 2025
Materials to WTCS	May 23, 2025
WTCS Board Program Approval	July 8-9, 2025
HLC Approval	July 2025

