



WCTC District Board Regular Meeting

Tuesday September 9, 2025
Waukesha County Technical College
Richard T. Anderson Education Center (RTA), C051/C057

UPCOMING MEETINGS

Regular Board Meeting	Tuesday October 14, 2025	5:00 pm	RTA, C051/C057
Regular Board Meeting	Tuesday November 11, 2025	5:00 pm	RTA, C051/C057
Regular Board Meeting	Tuesday December 9, 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
September 9, 2025 – 5:00 PM
Richard T. Anderson Education Center, C051/057**

AGENDA

- I. Call to Order – Courtney Bauer**
 - A. Pledge of Allegiance
- II. Public/Staff Remarks***
- III. Delegates to be Heard**
 - 4 A. Student Leadership Council – Cyril Sablich
- IV. President’s Report – Dr. Richard G. Barnhouse**
- V. Approval of Consent Agenda Items**
 - 5-7 A. Minutes Dated August 12, 2025
 - 8-10 B. Accounts Payable Summaries for August 2025
 - 11-12 C. 38.14 Contract Report for August 2025
 - 13 D. Approval of Hire Report
 - 14 E. Approval of International Travel
 - 15-25 F. Board Policies Review: Policy 1.5, 1.6, 1.6A, and 1.7
- VI. Action Items**
 - 26-30 A. Resolution Authorizing the Issuance of \$4,650,000 General Obligation Promissory Notes, Series 2025C, of Waukesha County Area Technical College District, Wisconsin, and Setting the Sale of the Notes – Kristine Golz
 - 31 B. Construction Bid Information and Approval - WCTC S Building - AJN Conference Center Exterior Improvements Project – Rich Haen
 - 32 C. Bid Information and Approval - Painting Services Contract – Rich Haen
- VII. Presentation/Discussion**
 - A. Infrastructure Project and Status Updates – Rich Haen
- VIII. A motion shall be made pursuant to Sec. 19.85 (1)(g) Wisconsin State Statutes to convene into Closed Session to discuss:**
 - A. Confer With Legal Counsel Who is Rendering Legal Advice Regarding Strategy to be Adopted by WCTC With Respect to Litigation in Which it is or is Likely to Become Involved.
- IX. Adjournment – Courtney Bauer**



Dr. Richard G. Barnhouse, President

*** Board Meeting Rules of Conduct**

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

Public/Staff Remarks Procedure:

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

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

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.

September 2025



NEW LOCKERS IN S BUILDING

Over the summer, new lockers were installed in the S Building for Aesthetics and Nail Tech students. This project was made possible thanks to the Student Government Association, who voted last school year to allocate funding for the lockers. The new addition provides students with a convenient and secure space for their supplies while enhancing the learning environment.



STUDENT LEADERSHIP COUNCIL

Over the summer, SGA made some exciting changes, including a new name: *Student Leadership Council (SLC)*. To kick things off we hosted a "Get the Scoop" event to share information with students.

WELCOME WEEK

We kicked off the semester by welcoming new and returning students with a week full of activities! On Monday, students enjoyed henna tattoos and a coupon for a free Starbucks drink in the HUB. This was very popular and there was a line that stretched into the hall! Tuesday brought sweet treats with the DonutNV food truck serving mini donuts and lemonade. Evening students were treated to pizza and soda on Wednesday before heading to class. To wrap up the week, Thursday featured the Kona Ice truck and a butterfly garden, which quickly became a favorite spot on campus. Too bad it was only here for the afternoon.



SLC AT WAUKESHA CAMPUS

This year, the Student Leadership Council is excited to bring more activities to the Waukesha campus to help students get connected and engaged. Students can look forward to a variety of fun events, including a caramel apple bar, the Thankful Lunch, and Cookies & Cocoa. These activities are a great way for students to take a break, meet new people, and get involved on campus.

**Waukesha County Technical College
District Board Meeting Minutes
August 12, 2025 - 5:00 PM
Richard T. Anderson Education Center, C051/057**

Present:

Brian Baumgartner, Chairperson
Ryan Clark, Secretary/Treasurer
Amanda Busche, Board Member
Michael Cady, Board Member
Barb Dittrich, Board Member
Rob Ewing, Board Member
Stephanie Reisner, Board Member
Jamie Stahulak, Board Member (virtual)

Absent:

Courtney Bauer, Board Vice Chairperson

Also Present:

Richard Barnhouse
Jennifer Hagen

18 guests

REGULAR MEETING

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

II. Public/Staff Remarks*

A. None

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

- A. Dr. Barnhouse welcomed everyone to the August WCTC District Board meeting.
- B. Dr. Barnhouse discussed infrastructure projects the college will undertake. The first phase is near completion. The second phase will begin soon, earlier than originally anticipated. These are large dollar projects but will set up the college for many decades of solid infrastructure.
- C. The Renaming Committee has kicked off to begin discussion on the change of the name of the college.
- D. In the last month, WCTC hosted a K-12 symposium on AI and a WTCS colleges symposium on AI.
- E. The college is working with gener8tor to bring international expertise into the Applied AI Lab.
- F. Dr. Barnhouse attended the Mayor of Waukesha breakfast last week. The topic was Long Range Planning in the School District of Waukesha with Superintendent Dr. Jim Sebert.
- G. Phyllis King was awarded Corporate Volunteer of the Year award by the Milwaukee BizTimes.
- H. WCTC is meeting with UW-Green Bay and UW-Parkside to discuss collaboration.
- I. Dr. Barnhouse will be hosting Representative Robyn Vining on campus for a tour on Friday.

IV. Approval of Consent Agenda Items

- A. Minutes dated July 14, 2025 (Annual Organizational and Regular Board Meeting)

- B. Accounts Payable Summary July 2025
- C. 38.14 Contract Report July 2025
- D. Approval to Hire Report
- E. Approval of International Travel Report
- F. Board Policies Review: Policy 1.1, Policy 1.2, Policy 1.3, Policy 1.4

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

V. Action Items

- A. Approval of H Building H220 Virtual Reality Lab project – Rich Haen
 - Mr. Haen reviewed the remodeling project to establish a modern learning environment for high quality virtual reality training.
 - The approximate cost is \$250,000 for remodel for about 1,000 square feet.
 - This project is partially funded through a recently awarded grant.

Mr. Stahulak motioned to approve the H Building H220 Virtual Reality Lab project, receiving a second from Dr. Cady. **Approved, carried unanimously.**

VI. Presentation/Discussion

- A. AI Initiatives Update – Sarah Buszka, Phyllis King, Alli Jerger
 - There are 56 students enrolled in the Fall in new AI academic programs.
 - AI Implementation Specialist Advanced Technical Certificate will be launched in Fall 2026, pending WTCB Board approval
 - AI students at WCTC are trending older, are working adults looking to upskill, and taking night classes.
 - Sarah discussed partnership with gener8tor and future endeavors for the Applied AI Lab.
 - Phyllis discussed the Wisconsin Collegiate AI Collaborative consisting of the Medical College of Wisconsin, MSOE, Marquette University, UW-Milwaukee, and WCTC.
 - Phyllis discussed the AI Fellows Program to include co-teaching and instruction, mentor students, and assist in Applied AI Lab Development.

VII. Mr. Ryan Clark motioned to convene into Closed Session pursuant to Section §19.85(1) (g) Wisconsin State Statute at 5:50 pm:

- A. Mr. Ewing seconded the motion
- B. **Unanimous roll call vote**
- C. Discussion was held to Confer With Legal Counsel Who is Rendering Legal Advice Regarding Strategy to be Adopted by WCTC With Respect to Litigation in Which it is or is Likely to Become Involved.
- D. Mr. Clark motioned to reconvene in open session, receiving a second from Dr. Cady.
- E. **Unanimous roll call vote**
- F. The open meeting reconvened at 7:43 pm.

VIII. Adjournment – Brian Baumgartner

- A. Ms. Reisner motioned to adjourn the meeting, receiving a second from Mr. Ewing.
Meeting adjourned at 7:43 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 8/29/25 Database instance PROD-Native

Number	Date	Payee	Amount
C0803820	8/12/2025	ABM Industries Inc	\$ 61,437.02
!0041278	8/21/2025	Aladdin Food Management Services LLC	\$ 10,110.15
!0041281	8/21/2025	Bear Construction Company	\$ 172,591.29
!0041156	8/5/2025	Bear Construction Company	\$ 117,081.14
C0804049	8/28/2025	Boelter Companies Inc	\$ 7,125.00
!0041180	8/7/2025	Capital Data Inc	\$ 5,464.22
!0041336	8/28/2025	Carahsoft Technology Corporation	\$ 124,785.00
!0041253	8/19/2025	CDW-G Computer Discount Warehouse	\$ 9,660.54
!0041283	8/21/2025	CDW-G Computer Discount Warehouse	\$ 7,460.36
C0803825	8/12/2025	Chudecke and Associates LLC	\$ 5,948.00
!0041338	8/28/2025	CliftonLarsonAllen LLP (CLA)	\$ 6,315.75
!0041157	8/5/2025	ConvergeOne Inc	\$ 5,995.00
C0803827	8/12/2025	D & H Distributing	\$ 33,436.90
C0803901	8/19/2025	D & H Distributing	\$ 11,942.45
C0803978	8/21/2025	D & H Distributing	\$ 10,521.25
C0803828	8/12/2025	Dell Financial Services LLC	\$ 55,285.64
!0041254	8/19/2025	Duet Resource Group	\$ 37,248.10
!0041342	8/28/2025	Ellucian Company LLC	\$ 36,052.00
!0041343	8/28/2025	F A Davis Company/Publishers	\$ 7,764.96
!0041159	8/5/2025	Fire Detection Group	\$ 8,935.00
!0041286	8/21/2025	Gannett Wisconsin LocalIQ	\$ 30,847.78
!0041205	8/12/2025	Gardner Builders Milwaukee LLC	\$ 82,803.20
!0041206	8/12/2025	Goodheart Willcox Co Inc	\$ 24,299.49
!0041184	8/7/2025	Green Window Cleaning Services LLC	\$ 5,482.00
C0804056	8/28/2025	Independence Painting LLC	\$ 10,599.33
C0803909	8/19/2025	Independence Painting LLC	\$ 10,293.94
C0803830	8/12/2025	Independence Painting LLC	\$ 7,525.46
!0041258	8/19/2025	Insight Public Sector	\$ 197,153.68
!0041310	8/26/2025	JourneyEd.com	\$ 47,594.87
!0041346	8/28/2025	JX Truck Center	\$ 36,039.10
!0041235	8/14/2025	Lab Midwest Corp	\$ 8,586.00
!0041236	8/14/2025	Leapfrog Technologies Inc	\$ 17,663.84
C0803831	8/12/2025	Level Up Construction Inc	\$ 136,040.00
!0041347	8/28/2025	Madison National Life Insurance Co	\$ 9,231.75
C0803980	8/21/2025	Marq	\$ 11,136.00
!0041209	8/12/2025	MBS Textbook Exchange, Inc	\$ 5,493.01
!0041210	8/12/2025	McGraw Hill Education Inc	\$ 16,930.12
!0041211	8/12/2025	Mercer Tool Corp	\$ 8,454.47
!0041162	8/5/2025	Paragon Development Systems (PDS)	\$ 32,871.05
C0803787	8/7/2025	Pearson Education	\$ 28,884.08
!0041187	8/7/2025	Pixelbox Visual Design LTD	\$ 7,375.00
!0041265	8/19/2025	Quarles & Brady LLP	\$ 27,563.00
C0803788	8/7/2025	SecureW2 Inc	\$ 5,294.16
C0803864	8/14/2025	Trane Company	\$ 63,953.81
C0803866	8/14/2025	Trane Company	\$ 16,638.56
C0803865	8/14/2025	Trane Company	\$ 13,527.82
C0803863	8/14/2025	Trane Company	\$ 8,320.83
!0041352	8/28/2025	Truck and Auto Elegance	\$ 10,625.00
C0804069	8/28/2025	Upscale Assessment LLC	\$ 5,427.00
C0803923	8/19/2025	Veolia ES Technical Solutions LLC	\$ 6,014.03
C0803870	8/14/2025	Village of Pewaukee	\$ 25,281.68
C0804070	8/28/2025	Village of Pewaukee	\$ 16,145.87

C0803779	8/5/2025	WE Energies	\$ 77,008.12
C0803778	8/5/2025	WE Energies	\$ 7,909.18
C0803777	8/5/2025	WE Energies	\$ 7,543.75
C0803872	8/14/2025	Wil-Surge Electric	\$ 419,465.36
C0804072	8/28/2025	Wil-Surge Electric	\$ 28,019.63
!0041292	8/21/2025	Wisconsin Library Services Inc	\$ 6,159.46
C0803839	8/12/2025	Zimmerman Design Group	\$ 21,709.75
C0803930	8/19/2025	Zimmerman Design Group	\$ 11,362.50

60	Payments TOTAL:	\$ 2,248,433.45
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ACCOUNTS PAYABLE SUMMARY
August 2025

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

**The Vice President of Finance and Administration submits for approval the
attached claims for payment, which include payroll deductions, of \$2,248,433.45**

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

Chair

Secretary/Treasurer

President

WCTC CORPORATE TRAINING CENTER CONTRACT APPROVAL REPORT - AUGUST, 2025

Contract #	Start Date	Customer	Service Description	Total Participants	Total Revenue	Direct Cost	Variance (1)	Full Cost	Variance (2)
Instructional Contracts									
9152	8/6/2025	Waukesha County Dept of Admin	New & Prospective Leaders	16	2,022	1,486	536	1,858	164
9150	7/10/2025	Fox Bros Piggly Wiggly	Microsoft Excel Level 1	15	2,177	961	1,216	982	1,195
9099	7/28/2025	Eaton Corporation	Coil Winding/Welding	2	29,790	11,926	17,864	14,735	15,055
9147	8/11/2025	HUSCO International	GD&T	14	3,130	1,360	1,770	1,394	1,736
9113	8/14/2025	Eaton Corporation	Train the Trainer	12	4,016	1,475	2,541	1,965	2,051
9164	8/1/2025	Tailored Label Products Inc	Problem Solving / Root Cause Analysis	13	1,225	476	749	464	761
Technical Assistance Contracts <i>(Non-instructional activities provided to a company, no enrollment #s are available)</i>									
9100	5/27/2025	D&H Industries Inc	ISO Training	-	2,400	937	1,463	1,162	1,238
CONTRACT TOTALS:					44,760	18,621	26,139	22,560	22,200

Center for Early College Opportunities *(High School Transcribed Credit)*

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

8104	7/1/2024	Arrowhead School District	HSTC Arrowhead	32	14,128	14,128	-	17,986	-
8105	7/1/2024	Elmbrook School District	HSTC Brookfield Central	13	4,277	4,277	-	5,761	-
8106	7/1/2024	Elmbrook School District	HSTC Brookfield East	278	111,383	111,383	-	141,802	-
8107	7/1/2024	Fort Atkinson School District	HSTC Fort Atkinson	105	35,907	35,907	-	45,713	-
8108	7/1/2024	Hamilton School District	HSTC Hamilton	1,269	377,107	377,107	-	480,095	-
8109	7/1/2024	Kettle Moraine School District	HSTC Kettle Moraine	444	159,855	159,855	-	203,511	-
8110	7/1/2024	Menomonee Falls School District	HSTC Menomonee Falls	704	209,459	209,459	-	266,662	-
8111	7/1/2024	Mukwonago Area Schools	HSTC Mukwonago	240	68,932	68,932	-	87,757	-
8112	7/1/2024	Muskego Norway School District	HSTC Muskego	605	242,798	242,798	-	309,106	-
8113	7/1/2024	New Berlin Public Schools	HSTC New Berlin- Eisenhower	372	141,420	141,420	-	180,042	-

Contract #	Start Date	Customer	Service Description	Total Participants	Total Revenue	Direct Cost	Variance (1)	Full Cost	Variance (2)
8114	7/1/2024	New Berlin Public Schools	HSTC New Berlin-West	316	113,533	113,533	-	144,539	-
8115	7/1/2024	Oconomowoc Area School District	HSTC Oconomowoc	382	139,470	139,470	-	177,559	-
8116	7/1/2024	Palmyra Eagle Area School District	HSTC Palmyra	11	4,391	4,391	-	5,590	-
8117	7/1/2024	Pewaukee School District	HSTC - Pewaukee	341	91,503	91,503	-	116,492	-
8118	7/1/2024	Watertown School District	HSTC Watertown	30	9,120	9,120	-	11,611	-
8119	7/1/2024	School District of Waukesha	HSTC Waukesha North	296	142,722	142,722	-	181,699	-
8120	7/1/2024	School District of Waukesha	HSTC Waukesha South	348	146,740	146,740	-	186,815	-
8121	7/1/2024	School District of Waukesha	HSTC Waukesha West	447	178,484	178,484	-	227,228	-
8122	7/1/2024	School District of Waukesha	HSTC Waukesha eAchieve	42	16,207	16,207	-	20,633	-
FY25 HSTC CONTRACT TOTALS:					2,207,436	2,207,436	-	2,810,601	-

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



MEMORANDUM

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

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

Seyram Attah

Start Date: 9/16/25
Position: Instructor – Cybersecurity

Niloufar Yavarishad

Start Date: 8/19/25
Position: Instructor – Electronics/Electrical Engineering Technology



MEMORANDUM

TO: WCTC Board of Trustees
FROM: Brad Piazza, Provost & Vice President, Academic Affairs
DATE: September 9, 2025
RE: Education Abroad: Economics and Business in Berlin and Vienna May-June 2026

Waukesha County Technical College (WCTC) requests approval to conduct the Economics and Business in Berlin and Vienna study abroad program.

Economics and Business in Berlin and Vienna Program

This program is planned and conducted through WCTC and WorldStrides. The purpose of the program is to provide any students taking the MacroEconomics 809-287 course the opportunity to visit, engage and learn about Economics and Business in Berlin and Vienna. During this 12-day program, students will participate in guided tours as well as participating in class at the University of Applied Sciences - Vienna with WCTC instructor Cory Wanek.

Program: WorldStrides
Location: Berlin, Germany and Vienna, Austria
Dates: May 28 – June 9, 2026
Eligibility: Minimum 2.5 GPA. Must be a current student (minimum 6 credits) at the time of application and travel.
Course: 1 credit education abroad course to prepare students including pre-departure research, in country reflection and post travel assignments/presentations. 3 credits for MacroEconomics 809-287.
Student Cost: \$6,610 (approximate) inclusive of international airfare, some meals, lodging, cultural activities, in-country transportation, tuition fee, and insurance. Participants will cover the cost of the program from personal funds, financial aid, and scholarships.
Scholarships: WCTC students are eligible for scholarships and stipends from the Student Government Association and the WCTC Foundation.
Leader: Cory Wanek – Instructor Economics



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Laura Krohn, Chief of Staff
DATE: 9/9/25
RE: Board Policy Review: 1.5 – 1.7

As presented at the July 14, 2025 WCTC District Board Meeting, the WCTC District Board Policies will be reviewed in the coming year and proposed changes will be brought before the Board in the consent agenda. Following this memo are the original policies and the proposed changes to:

- 1.5 Committee Structure
- 1.6 Committee Principles
- 1.6A Board Advisory Council
- 1.7 Policy Development, Review and Modification

Policy 1.7 removed a section no longer needed and the remaining changes to these policies are minor and are mostly to provide consistency in language, font, and formatting. Staff are available to answer any questions or facilitate discussion.

**WAUKESHA COUNTY TECHNICAL COLLEGE
BOARD OF TRUSTEES**



**GOVERNANCE PROCESS
POLICY 1.5
BOARD COMMITTEE STRUCTURE**

Board committees, when used, will be assigned to reinforce the wholeness of the Board's job and to never interfere with delegation from Board to President. Committees will be used sparingly and ordinarily in an *ad hoc* capacity. The purpose and task of a committee shall be set forth with as much specificity as possible.

When the Board determines that a Board committee should be formed, the Chairperson shall call for volunteers from the Board. If a committee is to include members other than Board members, selection of non-Board members shall be determined by the Board.

A committee is a Board committee only if its existence and charge come from the Board, regardless whether Board members sit on the committee. The only Board committees are those which are set forth in this policy. A committee shall be dissolved by the Board Chairperson as soon as its task is complete, unless otherwise stated.

DRAFTED:	MARCH 26, 1996
APPROVED:	NOVEMBER 26, 1996
REVISED:	FEBRUARY 7, 2002
REVIEWED:	NOVEMBER 22, 2005
REVISED:	JULY 13, 2009
REVISED:	MAY 12, 2015

GOVERNANCE PROCESS
POLICY 1.5

DISTRICT BOARD~~DISTRICT BOARD~~ COMMITTEE STRUCTURE

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REVISED:	JULY 13, 2009
REVISED:	MAY 12, 2015
<u>REVISED:</u>	<u>AUGUST XX, 2025</u>

**WAUKESHA COUNTY TECHNICAL COLLEGE
BOARD OF TRUSTEES**



**GOVERNANCE PROCESS
POLICY 1.6
BOARD COMMITTEE PRINCIPLES**

1. Board committees are to help the Board do its job and will not exercise authority over the President, staff or college operations. Committees assist the Board by preparing policy alternatives and implications for Board deliberation.
2. Board committees may not speak or take action for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
3. This policy applies only to committees, which are formed by Board action, whether or not the committees include non-board members. It does not apply to committees formed under the authority of the President.

DRAFTED:	MARCH 26, 1996
APPROVED:	NOVEMBER 26, 1996
REVISED:	APRIL 8, 1997
REVIEWED:	FEBRUARY 7, 2002
REVIEWED:	NOVEMBER 22, 2005
REVISED:	JULY 13, 2009
REVISED:	JUNE 9, 2015

GOVERNANCE PROCESS

POLICY 1.6

DISTRICT BOARD COMMITTEE PRINCIPLES

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REVISED: JULY 13, 2009
REVISED: JUNE 9, 2015
REVISED: AUGUST XX, 2025

**WAUKESHA COUNTY TECHNICAL COLLEGE
BOARD OF TRUSTEES**



**GOVERNANCE PROCESS
POLICY 1.6A
BOARD ADVISORY COUNCIL**

The Board Advisory Council (AC) is a standing committee and will be comprised of the Chairperson, Vice-Chairperson, and Secretary-Treasurer. The AC will meet monthly with the President (and designees) prior to the scheduled Board meeting.

The role of the AC is to review timely matters/information and provide feedback to the President. There will be no formal action during AC meetings. Any action will be at an open meeting once the information is shared and discussed by the entire Board.

DRAFTED: JULY 2021
APPROVED: OCTOBER 12, 2021

GOVERNANCE PROCESS

POLICY 1.6A

DISTRICT BOARD ADVISORY COUNCIL

The District Board Advisory Council (AC) is a standing committee and will be comprised of the Chairperson, Vice Chairperson, and Secretary-Treasurer. The AC will meet monthly with the President (and designees) prior to the scheduled District Board meeting.

The role of the AC is to review timely matters/information and provide feedback to the President. There will be no formal action during AC meetings. Any action will be completed during at-an open meeting once the information is shared and discussed by the entire District Board.

DRAFTED: JULY 2021
APPROVED: OCTOBER 12, 2021
REVISED: AUGUST XX, 2025

**GOVERNANCE PROCESS
POLICY 1.7**

POLICY DEVELOPMENT, REVIEW, MODIFICATION AND MONITORING

The Board shall develop and maintain policies which are essential to govern itself and shall review all policies periodically. Policies shall be reviewed and adopted by a majority of the Board in accordance with a policy review schedule to be conducted during regular Board meetings. Board policies shall consist of the Governance Process, Board-Staff Relationship, Executive Limitations and Board Ends.

1. All policies will have a consistent format with drafted date, approval date, review date and/or revision date. Statutory references shall be included, where appropriate.
2. All new, revised, suspended or deleted Board policies shall require public notice and approval by the Board at regularly scheduled Board meetings and actions recorded in the minutes.
3. All Board policies, including statutory references, will be maintained on the College's web-site, www.wctc.edu, and accessible to all staff and the public.
4. Board policy considerations may be initiated by any sector of the community; however, the Board may direct the topic to be considered as an Administrative policy rather than a Board policy.
5. The Board may recommend that legal counsel review appropriate new policies, or where appropriate, update existing policies, for concurrence with statutes, administrative codes or other legally binding regulatory organizations governing the College.

The purpose of monitoring is to determine the degree to which Board policies are being complied with. A given policy may be monitored in one or more ways:

1. Internal report: Disclosure of compliance information to the Board from the President.
2. External report: Discovery of compliance information to the Board from a third party.
3. Direct Board inspection: Discovery of compliance information by the Board as a whole. This could include a Board inspection of documents, activities or circumstances directed by the Board which allows a "reasonable person" test of policy compliance.

DRAFTED: JULY 24, 1997
APPROVED: SEPTEMBER 9, 1997

REVIEWED:	FEBRUARY 7, 2002
REVISED:	DECEMBER 9, 2003
REVISED:	JANUARY 27, 2004
REVISED:	NOVEMBER 22, 2005
REVISED:	JULY 13, 2009
REVISED:	FEBRUARY 9, 2010
REVISED:	JUNE 9, 2015

WAUKESHA COUNTY TECHNICAL COLLEGE
DISTRICT BOARD OF TRUSTEES



GOVERNANCE PROCESS
POLICY 1.7

POLICY DEVELOPMENT, REVIEW, MODIFICATION AND MONITORING

The District Board shall develop and maintain policies which are essential to govern itself and ~~shall will~~ review all policies periodically. Policies ~~shall will~~ be reviewed and adopted by a majority of the District Board in accordance with a policy review schedule to be conducted during regular District Board meetings. District Board policies shall consist of the Governance Process, Board-Staff Relationship, Executive Limitations, and Board Ends.

1. All policies will have a consistent format with drafted date, approval date, review date and/or revision date. Statutory references shall be included, where appropriate.
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DRAFTED: JULY 24, 1997
APPROVED: SEPTEMBER 9, 1997
REVIEWED: FEBRUARY 7, 2002
REVISED: DECEMBER 9, 2003

Commented [MS1]: Suggest that the statutory references be included in the body of the policy, not a running list at the bottom of the policy.

Commented [JH2]: We are assuming that posting the agenda and board packet on the website and notifying our newspaper of record as we normally do is public notice.

Commented [JH3]: Maybe just say the website and not specify the url. Especially if the college changes it's name in the future, then the url would change as well.

Commented [JH4]: Laura and I discussed removing this entirely. We did not feel it was needed any longer, but we defer to Michelle's expertise.

REVISED: JANUARY 27, 2004
REVISED: NOVEMBER 22, 2005
REVISED: JULY 13, 2009
REVISED: FEBRUARY 9, 2010
REVISED: JUNE 9, 2015
REVISED: AUGUST XX, 2025

RESOLUTION AUTHORIZING THE ISSUANCE OF \$4,650,000
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2025C, OF
WAUKESHA COUNTY AREA TECHNICAL COLLEGE DISTRICT, WISCONSIN,
AND SETTING THE SALE OF THE NOTES

WHEREAS, Waukesha County Area Technical College District, Wisconsin (the "District") is presently in need of \$800,000 for the public purpose of financing building remodeling and improvement projects, \$3,500,000 for the public purpose of financing the acquisition of movable equipment and \$350,000 for the public purpose of financing site improvement projects (collectively, the "Project"); and

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

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$800,000 for the public purpose of financing building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$3,500,000 for the public purpose of financing the acquisition of movable equipment; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$350,000 for the public purpose of financing site improvement projects; and be it further

RESOLVED, THAT:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in the aggregate principal amount of \$4,650,000 and designated "General Obligation Promissory Notes, Series 2025C" (the "Notes"), the proceeds of which shall be used for the purposes specified above in the amounts authorized for those purposes. There shall be levied on all the taxable property of the District a direct, annual, irrepealable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof.

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

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

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

Section 5. Expenditure of Funds and Declaration of Official Intent. The District shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Notes become available. The District hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Notes, the principal amount of which is not expected to exceed \$4,650,000.

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

Adopted this 9th day of September, 2025.

Brian K. Baumgartner
Chairperson

Attest:

Ryan J. Clark
Secretary

(SEAL)

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Waukesha County Area Technical College
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on September 9, 2025, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$800,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

A copy of said resolution is on file in the District Office, 800 Main Street, Pewaukee, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M. or in the alternative by contacting Kristine Golz at the District by phone at (262) 691-5218 or by email at the following address: kgolz@wctc.edu.

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

Dated September 9, 2025.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT B

NOTICE

TO THE ELECTORS OF:

Waukesha County Area Technical College
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on September 9, 2025, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$3,500,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the acquisition of movable equipment.

A copy of said resolution is on file in the District Office, 800 Main Street, Pewaukee, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M. or in the alternative by contacting Kristine Golz at the District by phone at (262) 691-5218 or by email at the following address: kgolz@wctc.edu.

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

Dated September 9, 2025.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT C

NOTICE

TO THE ELECTORS OF:

Waukesha County Area Technical College
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on September 9, 2025, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$350,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing site improvement projects.

A copy of said resolution is on file in the District Office, 800 Main Street, Pewaukee, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M. or in the alternative by contacting Kristine Golz at the District by phone at (262) 691-5218 or by email at the following address: kgolz@wctc.edu.

Dated September 9, 2025.

BY ORDER OF THE DISTRICT BOARD

District Secretary



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Richard Haen, Director - District Facilities
DATE: September 9, 2025
RE: Bid Information – S Building Exterior Renovations

The S Building Exterior Renovation project is an enhancement of the exterior entrance to the Anthony J. Natalizio (AJN) Center. The scope of this minor renovation includes the removal of the existing steel portico and brick columns/walls, replacement of deteriorated concrete sidewalks and curbing, creation of a designated drop-off lane, and improved access for deliveries to the catering kitchen. The objective is to create a more welcoming and functional environment where students, faculty, staff, and visitors can gather, socialize, and engage prior to attending events held in the AJN Center.

Key information regarding this project:

- Funding will come from borrowing FY26 Infrastructure Items, less than \$1 million dollars, from the categories of concrete and asphalt replacements and electrical and landscaping improvements.
- Construction is anticipated to begin mid-September, with completion by mid-October.
- Bid information was not available at the time of publishing the board packet and will be shared at the meeting.

WCTC received _____ bids for the project:

Base Bid Alternates

•

Project cost breakdown for the project:

•

- Contingency (10%)
- Professional Services (10 %)

Total:

Action Requested: We request the WCTC District Board of Trustees to award the S Building Exterior Renovation project to _____, with a total construction cost of \$_____.



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Richard Haen, Director - District Facilities
DATE: September 9, 2025
RE: Painting Request for Proposal, Information and Approval

The college recently issued a Request for Proposals (RFP) for interior and exterior painting services across campus consisting of 830,000 gross square feet. The scope of work outlined in the RFP includes drywall repair and replacement, the painting of metal window and door frames, and refinishing of wooden doors.

Key information regarding this RFP:

- A designated evaluation committee reviewed and scored each submission based on specific criteria detailed in the RFP, including qualifications, experience, proposed approach, and cost.
- Scoring information was not available at the time of publishing the board packet and will be shared at the meeting.
- Service contracts are typically awarded for a period of 5 years with two optional 1-year extensions for a total of 7 years.

WCTC received five responses:

Total Average Score Assigned

- Independence Painting LLC
- Johnson Painting & Decorating
- Oosterbaan & Sons Co.
- Service Painting Corporation
- Tiles in Style, LLC

Action Requested: We request the WCTC District Board of Trustees to approve awarding a service contract to _____.